

## RECORDS RETENTION SCHEDULE APPROVAL REQUEST

Submit three copies with three copies of the Records Retention Schedule, DHS/STD 73. (See reverse for additional space.)

Division  
**MEDI-CAL POLICY DIVISION**

Section(s)/unit  
**Policy A, Policy B, Policy C and Program Review Sections**

Address (number, street, city)  
**1501 CAPITOL AVENUE, MS 4610, SACRAMENTO, CA 95814**

RECEIVED  
APR 30 2004  
 Branch(es)  
**MEDI-CAL ELIGIBILITY**  
 GS code(s) Index(s)  
**85062 5320**  
CalRIM

TO: Department of General Services  
 Procurement Division  
 State Records and Document Program  
 1500 Fifth Street, Suite 101  
 Sacramento, CA 95814 (IMS C-39)  
 (916) 322-8705

Check the appropriate box:

- (2)  New schedule of records that have never been scheduled. (Complete boxes 5–8.)
- (3)  Revising a previous schedule. (Complete boxes 5–12.)  
 (A new approval number will be assigned.)
- (4)  Amending some pages of a previous schedule. (Complete boxes 8–12.)  
 (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(5) Schedule number <b>H04-03</b>	(6) Schedule date <b>January 2004</b>	(7) Number of pages <b>6</b>	(8) Cubic feet (Total schedule) <b>340</b>
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) Schedule number(s) <b>265</b>	(10) Approval number(s) <b>96-092</b>	(11) Approval date(s) <b>10-2-96</b>	(12) Page number(s) revised <b>all</b>

**PART I—AGENCY STATEMENTS**

*As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.*

(13) Signature—Manager directly responsible for the records 	(14) Title <b>Chief, Medi-Cal Eligibility Branch</b>	(15) Date signed <b>12/27/03</b>
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*In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.*

*I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)*

(16) Signature—Records Management Analyst 	(17) Title <b>DHS Records Management Coordinator</b>
(18) Name (printed or typed) <b>Jim Billings</b>	(19) Telephone <b>916-650-0140</b>
	(20) Date signed <b>4-15-04</b>

**PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

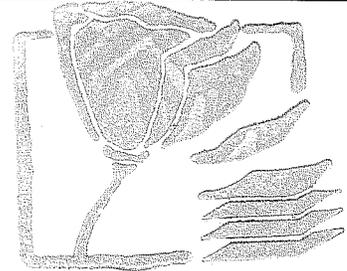
(21) Signature—SRMO Consultant 	(22) Approval number <b>H04-048</b>
(23) Title <b>RECORDS MGMT. CONSULTANT</b>	(24) Date signed <b>MAY 18, 2004</b>

**PART III—ARCHIVAL SELECTION (Per Government Code, Section 14755)**

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25)  Contains no material subject to further review by the California State Archives.
- (26)  Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1671 of the State Administrative Manual.)

(27) Signature—Chief of Archives 	(28) Date signed <b>5/24/2004</b>
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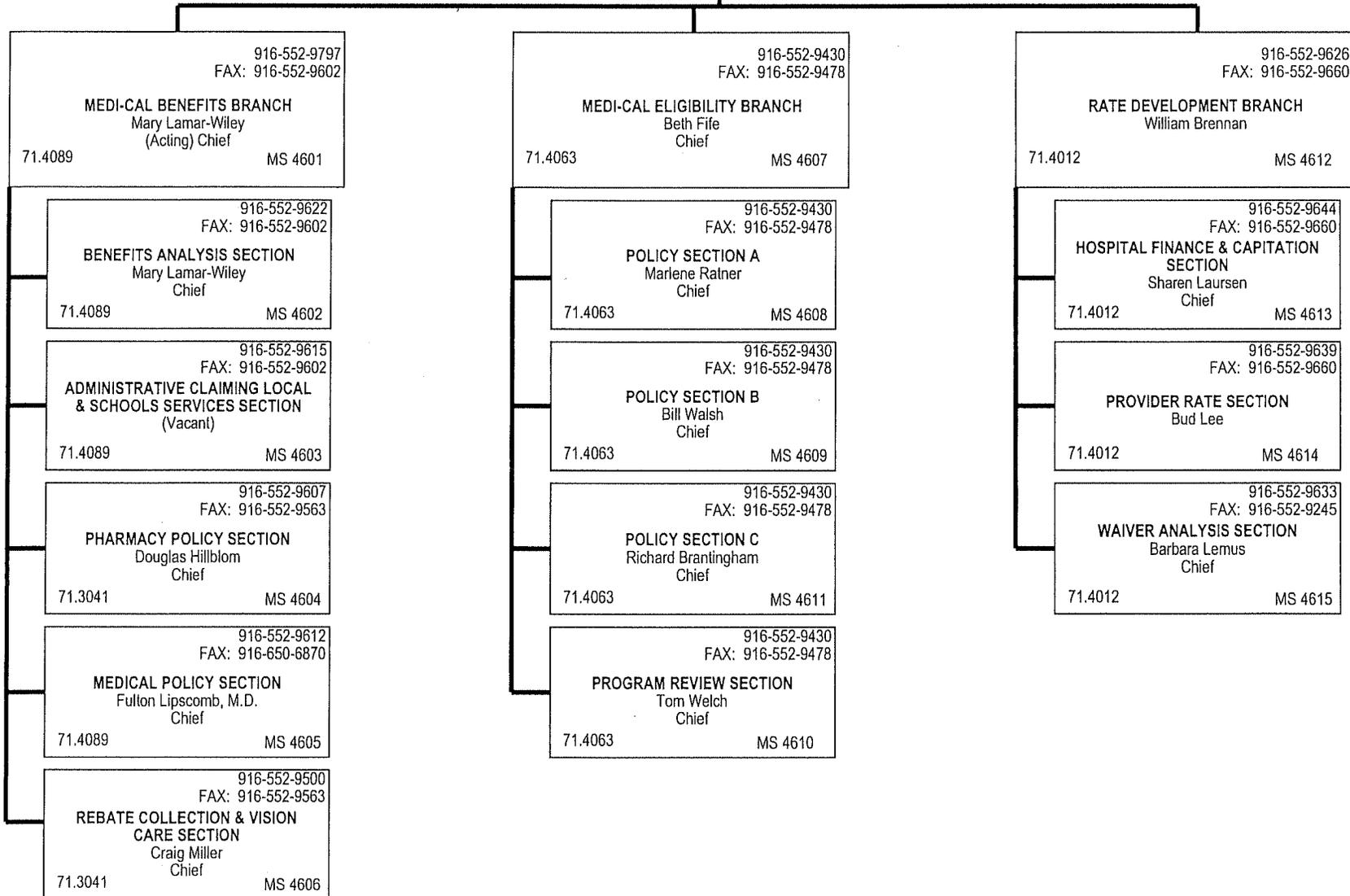


CALIFORNIA  
STATE ARCHIVES

**CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
 MEDICAL CARE SERVICES  
 MEDI-CAL POLICY DIVISION**

04-048

916-552-9418  
 FAX: 916-552-9425  
 CHIEF  
 Roberto Martinez  
 71.4012 MS 4600



# RECORDS RETENTION SCHEDULE

Division (1) Medi-Cal Policy	Branch(es) Medi-Cal Eligibility	DHS schedule number (2) H04-03	Date (3) April 2004
Section(s) Policy A, B, and C Sections & Program Review Section		GS code 85062	Page of pages (4) 1 of 6
Address (number, street, city) 1501 Capitol Avenue, Suite 71.4012, MS 4610, Sacramento			GS approval number (5) <b>E04-048</b>

See instructions on reverse and in SAM 1600

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

## BACKGROUND/PROGRAM DISCRIPTION: (DGS charge #: 85062)

Policy Section A: Is responsible to analyze federal/state legislation/regulations and internal proposals that impact Med-Cal program. Develop/disseminate policy, administer the perinatal outreach contract and disability evaluation interagency agreement, review/assist on eligibility policy lawsuits.

Policy Section B: Is responsible to develop federal/state legislation criteria for MC; review proposals/regulations for eligibility impact, propose and implement changes, and provide staff assistance on eligibility policy lawsuits. Review and coordinate MC hearing decisions.

Policy Section C: Is responsible to develop/implement federal/state legislation and regulations concerning MC eligibility, develop/issue instructions for implementing MC policy, and make determinations for the Breast and Cervical Cancer Treatment Program.

Program Review Section: Is responsible for monthly review of MC beneficiaries identified through random samples of cases selected from eligibility files; develop/maintain state quality control plan; Geographic Sampling Pilot and eligibility components of payment Accuracy Measurement Pilot Project; review county operations through focused review, special studies and ad hoc reports; and valuate functionality of county automated MC Procedure files, All County Welfare Letters, and branch files.

This Records Retention Schedule contains no Vital Records.

Acronyms: PRA: Public Records Act , Government Code Section 6254  
 IPA: Information Practices Act, Civil Code 1798  
 CD: Confidential Destruction  
 MEDS:

\*Provide total of office and departmental storage only.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<b>ADMINISTRATIVE RECORDS</b>											
<u>Records Management</u>											
1	2		Records Holdings/Destruction Annual	M		3			3		
2	↓		Records Retention Schedule	M		Active			Active		Active until revised/amended. Required to Be updated every 5 years.
3	↓		Medi-Cal Forms (masters)	M		Active			Active		Active until revised/obsolete.
<u>Correspondence</u>											
4	12		All County Letters: Notification to Counties re: MC policy/regulations	M		Active			Active		Active for life of program
5	6		Chron. Files	P		3			3		
6	6		Fair Hearings/Re-hearings	P		1		4	5	XI	PRA; IPA; CD
7	↓		Medi-Cal Program Inquiries	P		3			3	X	PRA

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Section(s) Policy A, B, and C Sections & Program Review Section		GS code 85062	Page of pages (4) 3 of 6
Address (number, street, city) 1501 Capitol Avenue, Suite 71.4012, MS 4610, Sacramento, CA			GS approval number (5) <b>04-048</b>

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
8	6	NOTIFY ARCHIVES	<u>Legislation</u> Bill Analysis (copies) Proposed Legislation (copies)	M		4			4	X	PRA
9	3		<u>Personnel</u> Employee Records (copies)	P		Active			Active	XI	Active until employee transfers, terminates, Or retires. PRA; IPA; CD
			<b>PROGRAM RECORDS</b>								
			<u>Program Review Section</u>								
10	5		Anti-Fraud File	P		3			3	X	PRA; IPA; CD
11	↓		Best Practices	P		3			3		
12	↓		Consolidated and Management Reports	P		4			4		
13	↓		Corrective Action Review	P		4			4		

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Section(s) Policy A, B, and C Sections & Program Review Section		GS code 85062	Page of pages (4) 4 of 6
Address (number, street, city) 1501 Capitol Avenue, Suite 71.4012, MS 4610, Sacramento, CA			GS approval number (5) E04-019

See instructions on reverse and in SAM 1600

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Program Review Section (cont)</u>								
14	5		Focused Reviews	P		3			3		
15	↓		Program Review Meetings	P		4			4		
16	↓		Employee Time Reports	P		2			2	XI	PRA; IPA; CD
17	↓		County Automated Systems	P		Active			Active	X	Active until information becomes irrelevant or no longer useful, or replaced.
18	↓		Geographic Sampling Pilot	P		Active +3			Active +3		Active until denied/superseded.
19	144		Family Pact Program	P		1 mo.		6.11mo	7		
20	12		Hospice	P		1		2	3	X	PRA; CD
21	47		Presumptive Eligibility	P		6 mos		2.5	3	X	PRA; CD
22	6		Re-Hearings	P		1		4	5	X	PRA; CD

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Address (number, street, city) 1501 Capitol Avenue, Suite 71.4012, MS 4610, Sacramento, CA			GS approval number (5) 104-048

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Policy Section A; B; and C</u>								
23	35		Baby Cal Program	P		Active		7	7		Active until end of sunset period
24	35		Healthy Families Program	P		Active		7	7		Active until end of sunset period
25	6		MEDS Access Requests, miscellaneous Files	P		Active			Active	X	Active until system is replace/updated PRA; CD
26	10		Litigation/Lawsuits: General Class Action Edwards v. Kiser, Ramos, Others (copies)	P		Active			Active	X	Active until all court issues settled
	340		<b>TOTAL CUBIC FEET</b>								

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## RECONCILIATION OF PREVIOUS RRS 96-092, dated October 2, 1996

<u>96-92</u>	<u>New RRS</u>	<u>96-092</u>	<u>New RRS</u>	<u>96-092</u>	<u>New RRS</u>
1	1	16**	OB	31**	RF
2	#	17	OB	32**	RF
3	2	18	OB	33	12
4	#	19**	OB	34	OB
5	3	20	OB	35	OB
6**	4	21	OB	36**	OB
7**	5	22**	#	37	RF
8**	6	23	OB	38	RF
9**	7	24	21	39**	OB
10	#	25	23	40**	OB
11	#	26**	#	41**	26
12	#	27	RF	42**	20
13**	8	28	10 thru 18	43**	26
14**	8	29	OB	44**	OB
15	9	30	12		

# indicates record series ownership transferred to Medi-Cal, Administrative Unit  
 OB indicates record series was obsolete/not required or superseded by Automated programs  
 RF indicates record series is maintained as reference material

\*\* indicates record series "flagged" by State Archives

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