

#6: Records

IF all home visit documentation is entered into Early Track, what paper records are required to be kept?

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Response:

Forms which require an original signature are required to be kept in a paper record, including:

- All consents to release information, HEA8019
- Paper case notes, HEA8023, if you are keeping paper case notes
- Consents to participate in Home Visiting, HEA8038.
- Copy of Home Visiting Document of Eligibility HEA8043, including form HEA 8021
- Copy of Referral follow up HEA8037.
- Copies of the tools used, in accordance with Appendix 06.1 - A, for the purpose of screening or assessment
- All written correspondence received from and sent to the family; service providers and other agencies or providers
- All family plans on form HEA8036 signed by the Home Visitor and parent

Questions to Consider for Planning and Programming:

- What if the agency also uses a data tracking sheet this can this be used in lieu of a case note?
 - No this is not to substitute a case notes form. If you use a data tracking form/sheet you should keep a copy of this in your paper file as well
- What is required to be written on a case notes form?
 - Case notes should have child's first and last name, ETID, type of service, date of contact, location of services provided, Home Visitor's name and signature. Case notes should also include who was present, what was discussed, information shared, any referrals made, any screenings completed. The case note must document all services the Home Visitor provides the family.
- How long does an agency have to keep a participant's record?
 - All records shall be retained electronically or on paper, for a period of six years from the date of receipt of payment for the service. Upon exit from HMG, the Contractor shall notify the program participant in writing of mechanisms for reviewing and requesting a copy of the record and the date that the record may be destroyed.
- Can an agency keep a call log? How should this be documented?
 - Yes, the agency should document each contact attempt in the participant record. Care note form HEA

Authorizing Rule:

- 3701-8-09 (B)(1-5)