



## COMBINED MEDICAID 1509-1 Case File Retention

**Supersedes:** FMA, and MA 1510-1 (07/01/16)

**Reference:** 42 CFR 431.17(c) and ARM 37.82.101

**Overview: Accurate** case files must be maintained to ensure all required documentation is available for future reference in accordance with state and federal regulations, with all required documentation available in Perceptive, the state's (electronic content management system).

### **RECORD RETENTION:**

Most case documentation must be retained for a minimum of three full federal fiscal years (e.g., October 1, 2024 through September 30, 2027). Some documents must be retained longer. Permanent documents are returned for three full federal fiscal years after the case is closed or the client dies. The following records must be retained when the applicant/beneficiary's case is active, plus a minimum of three federal fiscal years after the death of one spouse or the case is closed

1. Application (Statement of Facts, FFM, Paper Application, etc.)
2. Any documents used to support a decision made at application, renewal and as a result of a change reported.
3. Authorization to release information/confidentiality forms
4. Rights and Responsibilities Form
5. All records pertaining to fair hearings requested.

The following must be retained for three federal fiscal years after the death of one spouse:

1. Resource assessments (HCS-457) and all connected documentation.

2. Estate Recovery for Nursing Home Residents (HCS-120) and Real Property Liens for Nursing Home Residents (HCS-121) must be retained for three federal fiscal years after the death of the recipient, or until the state has satisfied the requirements relating to estate recovery, regardless of whether there is a surviving spouse. In the case of civil proceedings, information must be retained a minimum of five years following the completion (including appeals) of the civil case.

**Effective Date:** 4/01/2025