



COMBINED MEDICAID 1509-1 Case File Retention

Supersedes: FMA, and MA 1510-1 (01/01/06)

Reference: 42 CFR 431.17(c) and ARM 37.82.101

Overview: Accurate case files must be maintained, with all required documentation available in DMS (Document Management System). Most case documentation must be retained for a minimum of three full federal fiscal years (e.g., October 1, 2015 through September 30, 2018). Some documents must be retained longer. Permanent documents are retained for three full federal fiscal years after the case is closed or the client dies.

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 regardless of whether or not there is a surviving spouse.

Electronic case documentation will be purged per State and Federal retention requirements.

Effective Date: July 01, 2016