

DEPARTMENT OF HEALTH SERVICES

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October 14, 1998



Medi-Cal Eligibility Branch Information Letter No.: 198-17

TO: All County Medi-Cal Program Specialists/Liaisons

COUNTY CASE RECORD RETENTION

Ref.: All County Welfare Directors Letter (ACWDL) Nos. 96-29, 96-31, and 96-32

The purpose of this letter is to inform counties of the case retention requirements pursuant to the Sneede, Gamma, Tinoco, and Sawyer lawsuits.

In order to meet the requirements of Title 45 §92.42 of the Code of Federal Regulations, the Department of Health Services requires that counties retain these case records for a period of four years from the date the Department required the counties to complete the case actions relevant to these lawsuits.

Sneede/Gamma

Gamma v. Belshé revised Sneede v. Coye procedures. Counties were instructed to implement the requirements of Gamma no later than July 22, 1996, and to complete the reevaluation of Sneede cases no later than July 22, 1997. **Counties are instructed to retain case records relevant to these lawsuits until July 31, 2001.**

Tinoco/Sawyer

Claims for reimbursements pursuant to the Tinoco and Sawyer lawsuits were to have been submitted, by the claimant, to the county welfare office no later than October 31, 1996. **Counties are instructed to retain case records relevant to these lawsuits until October 31, 2000.**

If you have questions regarding the case retention requirements of this letter, please contact Ms. Linda Rahmeyer of my staff at (916) 657-0398.

Sincerely,

Original signed by

Angeline Mrva, Chief
Medi-Cal Eligibility Branch