

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of Health and Human Services and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference value ends*." The Department of Health and Human Services hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Health and Human Services will be responsible for cost of microfilm production.

The Department of Health and Human Services and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Health and Human Services agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

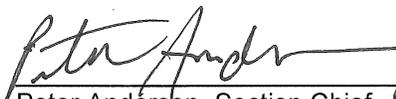
E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The Department of Health and Human Services agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Jill Singer, Esq.
Early Intervention Branch



Peter Anderson, Section Chief (Acting)
Women's and Children's Health Section



Danny Staley, ~~Acting~~ Director
Division of Public Health

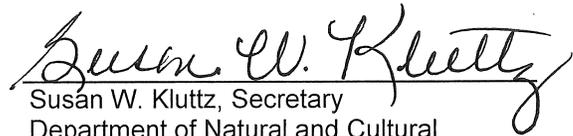


Sarah E. Koontz, Director
Division of Archives and Records

APPROVED



Rick Brajer, Secretary
Department of Health and Human Services



Susan W. Kluttz, Secretary
Department of Natural and Cultural
Resources

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ITEM 8221. CENTRAL OFFICE GENERAL FILE

Records in paper and electronic formats, including e-mail, of correspondence, memoranda, grant applications, reporting, reimbursement reports, and other related records concerning the administration of the program.

DISPOSITION INSTRUCTIONS: Destroy in office grant records 5 years after final report is submitted. (Consult Records Retention and Disposition Schedule Spreadsheet from DHHS Office of the Controller to confirm records may be purged.) Destroy in office remaining records when reference value ends.

ITEM 3651. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF BLUE RIDGE PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 1819. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF THE CAPE FEAR PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (NOTE: CDSA of the Cape Fear combines the former Wilmington and Fayetteville CDSAs.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 1810. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF CONCORD PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

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ITEM 3620. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF DURHAM PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 1811. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF ELIZABETH CITY PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Function and records transferred to contract agency. Destroy records currently held in the State Records Center 12 years after designated inactive.

ITEM 1813. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF GREENSBORO PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 1814. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OR MORGANTON/HICKORY PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

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**ITEM 1815. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY OF NEW BERN PATIENT
(CLINICAL) FILE**

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 1816. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF RALEIGH PATIENT
(CLINICAL) FILE**

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 29683. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF ROCKY MOUNT
PATIENT (CLINICAL) FILE**

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 1818. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF THE SANDHILLS
PATIENT (CLINICAL) FILE**

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

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ITEM 1817. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF SHELBY PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 1808. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF WESTERN NC PATIENT (CLINICAL) FILE

Records concerning admissions and services of Children's Developmental Service Agency (CDSA) clients of the Infant-Toddler Program. File includes medical histories, results of eligibility determinations, evaluations and assessments, diagnostic goals, Individualized Family Service Plans, service notes, summaries of treatment received, responses to treatment, follow-up reports, and other related client records. (Comply with applicable provisions of G.S. § 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (NOTE: CDSA of Western NC combines the former Asheville and Smokies CDSAs.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 48541. HEALTH INFORMATION SYSTEM (HIS) (ELECTRONIC) FILE

Records concerning services provided in local health departments and the Children Developmental Service Agencies (CDSAs) and including clinical, financial, and demographic profiles of CDSA clients. File includes data fields consisting of patient medical and health status information, Social Security numbers, and taxpayer identification numbers. File also includes names of clients, dates of birth, race, service codes, diagnostic codes, billing codes, accounting histories, parent contact information (address and phone number), names of service coordinator(s) and early intervention service provider(s), and exit data (year and age upon exit and any subsequent programs entered). (Comply with applicable provisions of 42 USC 1320d-2(d)(2) of the Health Insurance Portability and Accountability Act (HIPAA) regarding the confidentiality of medical information and 5 USC Section 552a and G.S. § 132-1.10 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office reports generated from database when reference value ends. Retain electronic records in office permanently.

ITEM 36953. MEMORANDA OF AGREEMENT (MOA) AND MEMORANDA OF UNDERSTANDING (MOU) FILE

Memoranda of Agreement/Understanding between Children's Developmental Service Agency (CDSA) and community agencies.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office 1 year after completion of action and resolution of issues involved.

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ITEM 36957. STATEWIDE FISCAL YEAR SUMMARY REPORTS FILE

Computer printouts documenting costs for evaluation and treatments provided by each Children's Developmental Service Agency (CDSA) to its clients. Printouts include summaries of costs for all evaluations, treatments, and other services provided by each CDSA.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

The following item will be discontinued.

ITEM 8225. PROGRAM RESOURCE (REFERENCE) FILE

Reference copies of records used by branch personnel for reference purposes. File includes newsletters, publications, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Reference File.

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – ASHEVILLE**

ITEM 36961. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 36966. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – BLUE RIDGE**

ITEM 36976. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 36981. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – CONCORD**

ITEM 36991. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 36996. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – DURHAM**

ITEM 37006. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37011. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) - ELIZABETH CITY**

ITEM 48584. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 48588. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – FAYETTEVILLE**

ITEM 1812. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Function transferred to Children's Developmental Service Agency (CDSA) of the Cape Fear (Item 1819). Destroy records held at the State Records Center as of 1/1/2016 12 years after date of record.

ITEM 37021. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37026. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – GREENSBORO**

ITEM 37036. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37041. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) -
MORGANTON/HICKORY**

ITEM 37051. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37056. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) - NEW BERN**

ITEM 37066. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37071. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

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EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – RALEIGH**

ITEM 37081. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37086. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) - ROCKY MOUNT**

ITEM 37096. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37101. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – SANDHILLS**

ITEM 37126. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37131. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – SHELBY**

ITEM 37111. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37116. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – SMOKIES**

ITEM 45872. PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Function transferred to Children's Developmental Service Agency (CDSA) of Western NC (Item 1808). Destroy records held in the State Records Center as of 1/1/2016 12 years after date of record.

ITEM 48590. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S.130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

ITEM 48592. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) – WILMINGTON**

ITEM 37141. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 37146. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
EARLY INTERVENTION BRANCH
CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) - WINSTON-SALEM**

ITEM 48183. CHILDREN'S DEVELOPMENTAL SERVICE AGENCY (CDSA) OF WINSTON-SALEM PATIENT (CLINICAL) FILE

Records concerning admissions and treatments of Children's Developmental Service Agency (CDSA) patients. File includes medical histories, results of examinations and evaluations, diagnostic goals, treatment plans, summaries of treatment received, responses to treatment, follow-up reports, and other related patient records. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to contract agency.

ITEM 48585. CLIENTS' HISTORIES DATA ENTRY FORMS FILE

Forms concerning clinical, financial, and demographic profiles of Children's Developmental Service Agency (CDSA) clients. Forms include names of clients, dates of birth, race, descriptions of services provided by the CDSA, accounting histories, and other related information. Names of clients, types of services provided, accounting histories, and other related information are entered into the Health Information System (HIS) Database (Electronic) File (Item 48541) monthly. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Health Information System (HIS) (Electronic) File (Item 48541).

ITEM 48677. HEALTH INFORMATION SYSTEM REPORTS (PRINTOUTS) FILE

Computer printouts concerning evaluations and treatments provided by the Children's Developmental Service Agency (CDSA) to its clients. Printouts include detailed descriptions of all evaluations, treatments, and other services provided by the CDSA. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Statewide Fiscal Year Summary Reports File (Item 36957).