

## **J. HEALTH CHECK RECORD FILES**

Health Check Record Files should be stored securely in a central location within the facility housing Health Check Coordination Services. Health Check Records and Files ***must be stored for a period of 5 years*** in accordance to CMS' standards for Medicaid programs. They must include Annual Plan, Budget, Site Visit Form, and Job Description(s). All documents must be reviewed and approved by State Health Check Program staff. CCNC Networks must ensure that all recipient data and confidential information is secured and must be operating according to HIPPA regulations.