AGENCY POLICY: DESIGNATED RECORDS SET

SCOPE OF POLICY
This policy applies to all employees, trainees, volunteers, consultants, students, contractors and subcontractors at the agency.

STATEMENT OF POLICY
A “Designated record set” is a collection of information about people we support that we use to help them. It has protected health information or PHI in it. We use it to decide how best to help people.

This list isn’t everything, but some examples include:
- Service data
- Progress notes and monthly summaries
- Habilitation plans and ISPs
- Billing records
- Clinical assessments

Some things that are not part of the designated record set. Things like:
- Quality improvement reports
- Event reports
- Incident reports
- Incident investigations
- Injury reports for people we work with
- Compliance audit reports
- Special review committee minutes
- Psychotherapy notes as defined by HIPAA

The reason these don’t count is because they are not used to make treatment decisions.

Designated records sets are covered by HIPAA law.

Effective Date: 4/1/03

Revised:
9/12/08
10/21/11
8/5/15
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