

State Operated Community Program

House Files (*forms/documents to file and where*)

Do NOT keep in the house or at Administration																		
<p>Personnel Action forms: If you receive these, shred them or return to HR for shredding. There is no reason for you to keep them. HR has a copy of all Personal Action Forms (PA) that need to be kept. If you create and fax a PA to Human Resources (HR), AND you know that HR has received it, shred the material. You will receive one PA back with the employees information.</p>																		
<p>Driver's Certification forms: These will continue to be completed once a year, AND whenever any kind of tickets, suspensions, etc., are received by staff, or you. But, once you fax it to HR, with a copy of the license, ticket, court order, etc., AND you know that HR has received it, shred the material.</p>																		
<p>Social Security cards: If a name change occurs, staff needs to get a new social security card with the new name. A copy needs to be faxed to HR in order to complete the name change process. Once you have faxed the info, AND you know HR has received it, shred this material.</p>																		
<p>Medical documentation: DO NOT keep any medical documentation for staff, or yourself, on the house, no matter what it is. It is a Health Insurance Portability and Accountability Act (HIPAA) violation for us to do so. Fax all such material to HR, AND once you know HR has received it, shred it, or send to HR in a confidential envelope.</p>																		
<p>TB, HEP-B and Significant Exposure forms: DO NOT keep these forms at the house. Once they are signed, and/or the HEP-B series or TB test is completed, fax to HR. Once you know HR has received the info, shred the material or send to HR in a confidential envelope.</p>																		
<p>Reference/Interview material: With interviews being conducted at the Admin site, it is rare that you will have interview and/or reference material at the house. However, should that happen, FAX ALL SUCH MATERIAL TO HR as soon as possible.</p>																		
Keep in the Supervisor's file ONLY: (*Keep on file only while valid)																		
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<p>Modified (medical) assignment letters, <i>while they are valid.</i> Once the modified assignment is completed, this documentation can be shredded. HR and/or the Safety Manager would always have a copy if you need it beyond the time frame.</p>																		
<p>Modified driver license letters, <i>while they are valid.</i> Once the driver's license is restored, reinstated, etc., this documentation can be shredded. HR always has a copy if you need it beyond the time frame.</p>																		
<p>FMLA letters, and/or other medical letters, <i>while they are valid;</i> shred once the time frame has elapsed. HR always has a copy of whatever letters are sent to staff.</p>																		
<p>ANY supplemental information and/or letters from the Office of Investigation and Training (OIT). While the "substantiated letter" from both OIT and HR is placed in the house file, all other info from OIT goes in the supervisor's file, no matter what it is. If you have questions about this type of info, contact HR or the Quality Assurance Manager.</p>																		
<p>If Licensing wants information about the substantiated abuse, they need to contact OIT directly. If Licensing wants any information about what HR did to the staff person as a result of the substantiated abuse, they need to contact the SOCP Human Resources Manager.</p>																		
<p>OIT "substantiated letters" stays in the house file for 3 years and/or whatever time span is listed in any agreement with the staff person, AFSCME, and HR.</p>																		