

# WSC 90-Day Review & Archiving Process

**Policy: Providers will consistently use a process to review client records before archiving to assure all DACODS forms have been appropriately completed and submitted.**

**Procedure:**

1. West Slope Casa will request printouts from Colorado Health Networks every three months on:
  - Open records for each provider opened prior to the last six month period
  - Client name, client ID#, and treatment modality
  
2. Providers will peruse these records within 30 days of receipt and:
  - Close all records where clients have completed treatment
  - Close all records where there has been no client contact in the past 90 days *after contacting the client to assure they are finished with services.*
  
3. Closed charts will include a discharge and referral summary, and a Discharge DACODS submitted to Colorado Health Networks.
  - Charts will then be archived according to program policy and procedure for archiving.