

5/1/99

Bulletin No. 99-11

P-2113 A2-B1

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P-2113      Standard Case File System (Continued)

A.      General Information (Continued)

- Quality Control:      all materials including the quality control report and DSW 247 (Quality Assurance Report Reply). This includes no-error reports with a for-your-information section. Put other no-error reports in the case file, section one, facing forward.
- DDS Disability Determination Services      medical/social information prior to June 1987, except the DSW 213D (Disability Medicaid Eligibility Decision) which is placed in the non-purgeable section (section two, second brad) of the case file. (Information after June 1987 is kept at state office.)
- Incapacity Decision      any incapacity materials prior to June 1987, except DSW 213 (Medicaid Eligibility Decision) which is placed in the non-purgeable section (section two, second brad) of the case file. (Materials after June 1987 are kept at state office)
- Child Support:      DSW 137WS (Waiver of Cooperation for Child Support Supplement)
- Domestic Violence      all materials relating to domestic violence, including copies of the DSW/RU 310WA, DSW/RU 310DV, RU 620DV, DSW 201WC, and the RU 604 and RU 613 when they contain information about domestic violence.

One or more adhesive dots, of any color, on the case file tab indicate that a classification file exists for this case. The file may contain any of the above information.

B.      Order of Material in Case File

Section One contains the following:

First brad:

The optional DSW 100 (Case Record Contents) in the current case file.

Unattached:

DSW 101 (Case Action Logs) stapled together in chronological order facing forward. There need not be a separate DSW 101 for each action.