

Hidalgo County Health and Human Services Department

Adopts

Department of State Health Services

Retention Schedules (537)

Located at:

<https://www.tsl.texas.gov/slrn/state/schedules>

and

Local Government Code, Chapter 205, Electronic Storage
of Records for Medical Records

Located at:

<https://www.tsl.texas.gov/slrn/pubs/bulletinb#erlaw>

March 29, 2022



Jenny Alexander
Records Management Officer
Department of State Health Services
Brown-Heatly Building, Ste. 3100
4900 North Lamar Blvd.
Austin, TX 78751

Dear Ms. Alexander,

Amendment 4 to the 4th recertification of your agency's records retention schedule is approved for use as of **March 24, 2022**, and it may be accessed on our website at <https://www.tsl.texas.gov/slrms/state/schedules>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state rules (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency:

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

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Martha Wong

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David Iglesias
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Gloria Meraz

Erica Rice
512-463-6623
erice@tsl.texas.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Kelso".

Craig Kelso
Director and State Records Administrator

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code

537

Agency Name

Department of State Health Services

(Check one)

Initial Certification - Form SLR 105

Recertification - Form SLR 105

Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

Agency Head

Records Management Officer

Signature

Jenny Alexander

Date

03/07/2022

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office

(For the exclusive use of the State Auditor's Office)

Signature

Not Required at This Time

Name (Print or type)

Date

Texas State Library and Archives Commission

(For the exclusive use of the State Library and Archives Commission)

Signature

Maria Torres

Name (Print or type)

Gloria Meza

Date

3/24/2022

Cert/Recert No.

4

Amendment No.

4

Electronic Records

Standards and Procedures

B



SLRM
STATE AND LOCAL
RECORDS
MANAGEMENT

LOCAL GOVERNMENT
BULLETIN B
AUGUST 2021

*Comments or complaints regarding the programs and services of the
Texas State Library and Archives Commission
may be addressed to:*

*Director and Librarian
PO Box 12927
Austin, Texas 78711-2927
512-463-5460; fax 512-463-5436*

Copies of this publication are available in alternative format on request.

Published by the Texas State Library and Archives Commission,

August 31, 2021.

Electronic Records

Standards and Procedures

LOCAL GOVERNMENT BULLETIN B

Local Government Code
Chapter 205. Electronic Storage of Records.

Section 205.001. Definitions.

In this chapter:

- (1) “Electronic storage” means the maintenance of local government record data in the form of digital electronic signals on a computer hard disk, magnetic tape, optical disk, or similar machine-readable medium.
- (2) “Local government record data” means the information that by law, regulation, rule of court, ordinance, or administrative procedure in a local government comprises a local government record as defined by Section 201.003.
- (3) “Source document” means the local government record from which local government record data is obtained for electronic storage. The term does not include backup copies of the data in any media generated from electronic storage.

Source:

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Section 205.002. Authorization.

Any local government record data may be stored electronically in addition to or instead of source

documents in paper or other media, subject to the requirements of this chapter and rules adopted under it.

Source:

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Section 205.003. Standards and Procedures to be Adopted.

- (a) The commission shall adopt rules establishing standards and procedures for the electronic storage of any local government record data of permanent value and may adopt rules establishing standards and procedures for the electronic storage of any local government record data whose retention period is at least 10 years on a records retention schedule issued by the commission. The rules must be approved as required by Section 441.165, Government Code.
- (b) With regard to the types of local government record data covered by Subsection (a), the rules may require or prescribe:
 - (1) standards and procedures for the generation of backup or preservation copies of the local government record data on paper, microfilm, electronic, or other approved media;
 - (2) standards and procedures for the recopying or duplication of the magnetic tape, optical disk, or similar machine-readable medium on which the local government record data are stored;
 - (3) standards and procedures for the physical storage and maintenance of magnetic tapes, optical disks, or similar machine-readable media;
 - (4) standards and procedures for providing access by members of the public to electronically stored local government record data to which they are entitled under law; and
 - (5) other standards and procedures that the commission considers necessary to ensure the availability, readability, or integrity of the local government record data.

Source:

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Section 205.004. Rules to be Updated.

The director and librarian shall monitor standards and procedures relating to electronic storage developed for use by federal agencies or adopted by national organizations that develop and set

standards in the fields of records and information management in order to recommend to the commission any needed amendments to rules.

Source:

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Section 205.005. Supreme Court Rules.

This chapter is not intended to conflict with Subchapter I, Chapter 51, Government Code, relating to the electronic filing of certain documents in district and county courts. The commission shall incorporate any rules adopted under that subchapter into its own.

Source:

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Section 205.006. Index.

An index to local government record data stored electronically must provide the same information that may be required by state law for an index to the source document, if applicable.

Source:

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Section 205.008. Destruction of Source Documents.

- (a) The source document, if any, for electronically stored local government record data covered by rules adopted under Section 205.003(a) may be destroyed or returned to the person who filed it for record.
- (b) The magnetic tape, optical disk, or similar medium containing the local government record data and the hardware and software necessary to provide access to it must be retained by the local government or be available to the local government until the expiration of the retention period for all source documents, subject to the rules adopted under this chapter.
- (c) The source document, if any, for electronically stored local government record data not covered by rules adopted under Section 205.003(a) may be destroyed before the expiration of the retention period for the source document in a records retention schedule issued by the commission if the magnetic tape, optical disk, or similar medium and hardware and software necessary to provide access to local government record data on the media are retained for the retention period in the schedule. Conversely, the magnetic tape, optical disk, or similar medium may be erased, written over, or destroyed before the expiration of the retention period for a source document for local government record data not covered by rules adopted under Section 205.003(a), if the source document, if any, is retained until the expiration of its retention period or, if the source document has already

been destroyed, paper or microfilm copies are generated from the magnetic tape, optical disk, or similar medium before destruction or erasure and retained until the expiration of the retention period for the source document.

Source:

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989. Amended by: Acts 2019, 86th Leg., R.S., Ch. 533 (H.B. 1962), Sec. 19, eff. September 1, 2019.

Section 205.009. Denial of Access Prohibited.

A person under contract or agreement with a local government or elected county officer to create, file, or store local government record data electronically or to provide services, equipment, or the means for the creation, filing, or storage, may not, under any circumstances, refuse to provide local government record data to the local government in a timely manner in a format accessible and useable by the local government.

Source:

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Texas Administrative Code, Chapter 7

Section 7.71. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections shall have the meanings defined in the Local Government Code, Title 6, Subtitle C, Chapter 201.

- (1) **Authenticity**--The quality of a record as being what it purports to be by establishing the origin, reliability, trustworthiness, and correctness of its content.
- (2) **Data file**--Related numeric, textual, sound, or graphic information that is organized in a strictly prescribed form and format.
- (3) **Database**--An organized collection of structured information or data which makes up records within files that have relationships with other records within other files.
- (4) **Database management system (DBMS)**--Software programs designed to organize, store, and retrieve machine-readable information from within databases.
- (5) **Disposition**--Final processing of local government records by archival transfer under Local Government Code, §203.049 or destruction under Local Government Code, §202.001 or Government Code, §441.0945.
- (6) **Electronic record**--Any information that is recorded in a form for computer processing and that satisfies the definition of local government record data in the Local Government Code, §201.003(8).

- (7) Electronic records system--Any information system that produces, manipulates, and stores local government records by using a computer.
- (8) Electronic storage media--All physical media capable of being read by a computer including computer hard disks, magnetic tapes, optical disks, or similar machine-readable media.
- (9) Essential record--A record as defined in Local Government Code, §201.003(5).
- (10) Integrity--The quality of a record as complete and free from unauthorized alteration.
- (11) Metadata--Data that summarizes basic information about a record, and which can facilitate tracking, locating, verifying authenticity, or working with specific records or data. Examples include, but are not limited to, author, date created, date modified, file extension, and file size.
- (12) Migration--The act of moving data or records from one hardware or software system or configuration to another so that records may continue to be understandable and usable for as long as they are needed.
- (13) Records Management Officer--Each elected county officer or the person designated by the governing body of each local government pursuant to the Local Government Code, §203.025.
- (14) Reliability--The quality of a record as a full and accurate representation of the activity or transaction it captures.
- (15) Text documents--Narrative or tabular documents, such as letters, memorandums, and reports, in loosely prescribed form and format.
- (16) Third-party custodians--Parties with which a local government entity may contract for services who are temporarily responsible for the maintenance of local government records, other than an interlocal contract under Local Government Code, §203.025(f).
- (17) Usability--The quality of a record as related to the producing activity or that can be accessed, identified, and readily retrieved, and interpreted or read within the broader context.

Source:

Adopted to be effective March 12, 1993, 18 TexReg 1271; amended to be effective October 2, 1995, 20 TexReg 7484; amended to be effective August 31, 2021, 46 TexReg 5389.

Section 7.72. General.

(a) This subchapter establishes the minimum requirements for the maintenance, use, retention, and storage of any electronic record of a local government whose retention period is ten years or more on a records retention schedule adopted under §7.125 of this title (relating to Records Retention Schedules). These requirements are recommended as best practices for electronic records with retention periods of less than ten years. All electronic records are subject to the applicable provisions of the Local Government Code, Chapter 205.

(b) Unless otherwise noted, these requirements apply to all electronic records systems and electronic storage media.

(c) The governing body of a local government and its records management officer, in cooperation with other employees of the local government, must:

- (1) administer a program for the management of records created, received, maintained, used, or stored on electronic media;
- (2) integrate the management of electronic records with other records and information resources management programs;
- (3) incorporate electronic records management objectives, responsibilities, and authorities in pertinent directives;
- (4) establish procedures for addressing records management requirements, including recordkeeping requirements and disposition;
- (5) make training available for users of electronic records systems that addresses:
 - (A) the operation, care, and handling of the equipment, software, media, and information contained in the system; and
 - (B) records management concepts and applicable requirements, including any records management issues as they relate to subparagraph (A) of this paragraph;
- (6) develop and maintain up-to-date documentation about all electronic records systems that is adequate to specify all technical characteristics necessary for reading or processing the records and the timely, authorized disposition of records; and
- (7) specify the location and media on which electronic records are maintained to meet retention requirements and maintain inventories of electronic records systems to facilitate disposition.

(d) An electronic records system not meeting the provisions of this subchapter may be utilized for records subject to this section, provided the source document, if any, or a paper copy of the record is maintained, or the record is microfilmed in accordance with the provisions of Local Government Code, Chapter 204, and the rules adopted under it.

Source:

Adopted to be effective March 12, 1993, 18 TexReg 1271; amended to be effective October 2, 1995, 20 TexReg 7484; amended to be effective August 31, 2021, 46 TexReg 5389.

Section 7.73. Policies and Procedures.

(a) Local government records management officers, in conjunction with the governing body, shall approve and institute written policies and procedures that communicate the organization's approach for electronic records management practices that ensure electronic records maintain and retain reliability, usability, integrity, and authenticity.

(b) A local government's policies and procedures must:

- (1) establish a component of the local government's active and continuing records management program to address the management of electronic records created, received, retained, used, transmitted, or disposed of electronically, including electronic records maintained or managed by third-party custodians or other external entities;
- (2) integrate the management of electronic records into existing records and information resources management programs;
- (3) incorporate electronic records management objectives, responsibilities, and authorities;
- (4) address electronic records management requirements, including retention requirements and final disposition;
- (5) address the use of new technologies through regular media and format conversion, recopying, reformatting, and other necessary maintenance to ensure the retention and usability of electronic records until the expiration of their retention periods and final disposition; and
- (6) ensure transparency by documenting, in an open and verifiable manner, the processes and activities carried out in the management of electronic records.

(c) A local government's policies and procedures must ensure information that must be protected from unauthorized use or disclosure is appropriately protected as required by applicable law, regulation, or other applicable requirement.

Source:

Adopted to be effective March 12, 1993, 18 TexReg 1271; amended to be effective October 2, 1995, 20 TexReg 7484; amended to be effective August 31, 2021, 46 TexReg 5389.

Section 7.74. Minimum Requirements for all Electronic Records.

(a) Each local government must:

- (1) manage electronic records according to the local government's records management program and records retention schedule regardless of format, system, or storage location;
- (2) maintain ownership and responsibility for electronic records regardless of where the record originates or resides, including, but not limited to, external electronic records systems, third-party custodians, and social media platforms;
- (3) develop and maintain up-to-date documentation about electronic records systems and storage media adequate to identify, retain, read, process, or migrate electronic records and ensure the timely, authorized final disposition of electronic records;
- (4) ensure that electronic records remain readily retrievable and readable for as long as they are maintained by the local government through migration or by maintaining any software, hardware, and documentation required to retrieve and read the electronic records;

(5) maintain descriptive and technical metadata required for electronic records to maintain and retain reliability, including metadata necessary to adequately support the usability, authenticity, or integrity as well as the preservation of a record;

(6) preserve the authenticity, integrity, reliability, and usability of the records;

(7) ensure that electronic records are readily retrievable and readable independently of other records in the database management system, electronic records system, or electronic storage media;

(8) ensure that system backups that are required for disaster recovery are not used to satisfy records retention requirements unless indexed to ensure usability and are tested on a regular basis; and

(9) require all third-party custodians of records to provide the local government with descriptions of their business continuity and/or disaster recovery plans pertaining to the protection of the local government's essential records.

(b) Any technology for electronic records developed, used, or acquired by a local government must support the local government's ability to meet the minimum requirements in subsection (a) of this section to preserve and make readily retrievable and readable any electronic record or to extract or migrate the record in as complete a form as possible for its full retention period.

Source:

Adopted to be effective March 12, 1993, 18 TexReg 1271; amended to be effective October 2, 1995, 20 TexReg 7484; amended to be effective August 31, 2021, 46 TexReg 5389.

Section 7.75. Security of Electronic Records.

(a) Local governments must implement and maintain an electronic records security program for office and storage areas that:

(1) ensures that only authorized individuals have access to electronic records;

(2) provides for backup and recovery of records to protect against information loss;

(3) ensures that authorized individuals are trained to safeguard confidential electronic records;
and

(4) minimizes the risk of unauthorized alteration or erasure of electronic records.

(b) A duplicate copy of essential records and any software or documentation required to retrieve and read the records must be maintained in a separate storage area.

(c) For records stored on rewritable electronic storage media, local governments must ensure that read/write privileges are controlled and that an audit trail of rewrites is maintained.

Source:

Adopted to be effective March 12, 1993, 18 TexReg 1271; amended to be effective October 2, 1995, 20 TexReg 7484; amended to be effective August 31, 2021, 46 TexReg 5389.

Section 7.76. Maintenance of Electronic Storage Media.

(a) Local governments must ensure that the reliability, integrity, and usability of information is not lost prior to its authorized destruction date because of changing technology or media deterioration through periodic checking and maintaining the state of electronic storage media, converting electronic storage media or file format, and taking other action as required to provide compatibility with current hardware and software. The migration strategy for upgrading equipment as technology evolves must be documented and include:

- (1) periodically recopying to the same electronic media as required, and/or transferring of data from an obsolete technology to a supportable technology; and
- (2) providing backward compatibility to the data in old systems, and/or converting data to media that the system upgrade and/or replacement can support.

(b) The storage areas for electronic storage media must be maintained in environments without high levels of airborne particulates and within the following temperatures and relative humidities:

- (1) For magnetic media--65 degrees Fahrenheit to 75 degrees Fahrenheit, and 30% to 50% relative humidity;
- (2) For optical disks—14 degrees Fahrenheit to 74 degrees Fahrenheit, and 20% to 50% relative humidity.

(c) Electronic storage media that cannot meet the requirements of subsection (a) of this section may not be used for the exclusive storage of electronic records subject to this subchapter.

(d) Additionally, if electronic storage media is used to store permanent electronic records, local governments must maintain any metadata and media-specific information necessary to access the records.

(e) The following standards must be met for electronic records stored as digital images on electronic storage media:

- (1) A visual quality control evaluation must be performed on a representative sample of scanned images and related index data. A representative sample must be at least 10% of the total scanned images.
- (2) A scanning density with a minimum of 200 dots per inch is required for recording text documents that contain no type font smaller than six point.
- (3) A scanning density with a minimum of 300 dots per inch is required for engineering drawings, maps, and other text documents with background detail.
- (4) The selected scanning density must be validated with tests on actual text documents.

(f) A local government must prohibit smoking, drinking, and eating in areas containing electronic storage media.

Source:

Adopted to be effective March 12, 1993, 18 TexReg 1271; amended to be effective October 2, 1995, 20 TexReg 7484; amended to be effective August 31, 2021, 46 TexReg 5389.

Section 7.77. Minimum Requirements for all Electronic Records Systems.

(a) Local governments must maintain up-to-date technical documentation for each electronic records system that produces, uses, and stores data files. Documentation must:

- (1) include a narrative description of the system purpose and functionality;
- (2) describe the physical and technical characteristics of the records, including, but not limited to, each field associated with a record; its name, size, starting or relative position; and the form of the data;
- (3) outline steps to ensure the electronic records system remains usable for as long as the system is maintained by the local government, including maintaining any software, hardware, and documentation required to retrieve and read the electronic records;
- (4) describe the required descriptive and technical metadata the electronic records system must maintain for electronic records to have reliability, including metadata necessary to adequately support the usability, authenticity, integrity, and preservation of a record; and
- (5) incorporate instructions for carrying out disposition of records into electronic records systems.

(b) Local governments must ensure electronic records systems using electronic storage media to maintain the record copy, or data used to generate the record copy, allow for:

- (1) all authorized users of the system to retrieve desired records, such as an indexing or text search system;
- (2) security to ensure integrity of the records;
- (3) exchanging records using an established standard format amongst the departments of the local government using different software/operating systems; and
- (4) disposition of the records.

(c) An electronic records system must not create an impediment to access to public records.

(d) Local governments must ensure that records created or maintained in electronic records systems can be:

(1) identified sufficiently to enable authorized personnel to retrieve, protect, and carry out disposition of the records in the system; and

(2) associated with related records in other formats.

(e) A local government must prohibit smoking, drinking, and eating in areas containing electronic records systems that maintain the record copy.

Source:

Adopted to be effective March 12, 1993, 18 TexReg 1271; amended to be effective October 2, 1995, 20 TexReg 7484; amended to be effective August 31, 2021, 46 TexReg 5389.

Section 7.78. Destruction of Electronic Records.

(a) Electronic records may be destroyed only in accordance with the Local Government Code, §202.001.

(b) Each local government must ensure that:

(1) electronic records eligible for destruction are disposed of in a manner that ensures protection of any confidential information; and

(2) electronic storage media used for electronic records containing confidential information is not reused if the previously recorded information can be compromised in any way through reuse.

(c) For the court ordered expungement of information recorded on Write-Once-Read-Many (WORM) electronic storage media, all copies of the information must be destroyed wherever it exists, including any record, index, or reference to the expunged information on other electronic storage media. Methods for expunging information from WORM electronic storage media include:

(1) overwriting the information to obliterate the original data, leaving no evidence of the original information; or

(2) rewriting all the indices, pages, or documents, other than the expunged information, onto new electronic storage media and physically destroying the old electronic storage media.

Source:

Adopted to be effective March 12, 1993, 18 TexReg 1271; amended to be effective October 2, 1995, 20 TexReg 7484; amended to be effective August 31, 2021, 46 TexReg 5389.

COVID-19 Immunization – Scanning

Begin by doing a people search in the software.

Once the search is conducted if the person shows up and has a client ID select the name.

Once the client has shown up on the screen go to the consents tab and add a new event on the add new drop down.

On the pop up under consent type select General Consent and Disclosure-COVID (English or Spanish) choose base on how the forms are filled out.

Enter the effective date which is the date on the consent, and on the scanned form click to scan the form.

The form will be scanned in Black & White 300 or RGB depending on the ink so that it is visible on the scan.

Once scanned review it so that you see that it is legible (this will become the permanent file). If the file is scanned correctly save the file and write the client ID number on the file.

You are ready to move on to the next file.

IF THE CLIENT IS NOT FOUND UNDER PEOPLE SEARCH

If a people search did not come up with a client you need to close out, the people search window and click on client, client demographics and search for the client again. If no record pops up click new and then click on Intake-New.

In all caps enter Client Last Name, First Name, Middle, Gender, and DOB (MM/DD/YYYY) and then click proceed.

On the pop up ensure that the record is indeed not in the system and then if not click on create new record.

Under address information add the zip code, street address, city and state.

Scroll down to demographic information and enter ethnicity (click on magnifying glass), race, and martial status (choose other for unknown).

Scroll down to contact information and add phone number and email address if provided and then click proceed.

Under agency placement put the intake date (date on form) and intake time (always 8:00 am).

Under referral information hit the magnifying glass and click search when the pop up appears and select Self. Then under Primary Reason for referral select 05 (Voluntary).

Under initial placement the initial program is immunizations, the initial facility search through the binoculars and select main office (00). Now flick finish. The client ID number and information should appear. Close the window.

Open People Search and search for the person again.

COVID-19 Immunization – Scanning

Once the client has shown up on the screen go to the consents tab and add a new event on the add new drop down.

On the pop up under consent type select General Consent and Disclosure-COVID (English or Spanish) choose base on how the forms are filled out.

Enter the effective date which is the date on the consent, and on the scanned form click to scan the form.

The form will be scanned in Black & White 300 or RGB depending on the ink so that it is visible on the scan.

Once scanned review it so that you see that it is legible (this will become the permanent file). If the file is scanned correctly save the file and write the client ID number on the file.

You are ready to move on to the next file.

COVID-19 Immunization – Quality Assurance (QA)

COVID-19 Immunization consents entered into MYINSIGHT will be reviewed to ensure that all data is accurate and complete before being sent for destruction, as per DSHS and Texas Local Government Code guidelines.

1. Randomly pull 10% (100 per 1000) of records from labeled boxes
2. On My Insight click on People search
 - Do people search
 - Go to client information
 - Demographics
 - On right hand corner select client
 - Search for client by Id #, Name, or DOB
 - Select Client
3. Selected client
 - Go to consents on tab bar
 - Click on consents and you should be able to view the scanned consents at this time.
4. Review consents
 - Review consent for
 - ◆ Legibility/clarity
 - ◆ Name
 - ◆ DOB
 - ◆ All consents scanned
5. Move to next Client
 - Select client tab on right hand corner
 - ◆ Follow step 2, 3, and 4
6. Quality Assurance Check List
 - Enter box number on top of form
 - Enter client ID #
 - If all data in computer matches scanned documents, documents scanned are legible and all consents are entered, enter Yes in box
 - Explain errors if any
 - Action Taken
 - ◆ If 1 to 4 errors, audit 4 more records and document
 - ◆ 5 or more errors – finish auditing, set box aside and notify supervisor for further instructions
 - Sign and Date form
 - Place check list in binder according to box number
7. Once finished
 - Place all records back in box
 - Seal box with tape
 - On label enter completed date and sign
8. QA Completed

Approved July 2022

Hidalgo County Health Human Services
Quality Assurance Checklist

Box No: _____



Client Record Number	All documents scanned & legible	Error	Action Taken
1			
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Hidalgo County Health Human Services
Quality Assurance Checklist

Box No: _____



Client Record Number	All documents scanned & legible	Error	Action Taken
21			
22			
23			
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27			
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40			

Hidalgo County Health Human Services
Quality Assurance Checklist

Box No: _____



Client Record Number	All documents scanned & legible	Error	Action Taken
41			
42			
43			
44			
45			
46			
47			
48			
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58			
59			
60			

Box No: _____



	Client Record Number	All documents scanned & legible	Error	Action Taken
61				
62				
63				
64				
65				
66				
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72				
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79				
80				

Hidalgo County Health Human Services
Quality Assurance Checklist

Box No: _____



	Client Record Number	All documents scanned & legible	Error	Action Taken
81				
82				
83				
84				
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88				
89				
90				
91				
92				
93				
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99				
100				

Box No: _____



Client Record Number	All documents scanned & legible	Error	Action Taken

QM Reviewer _____

Signature: _____

Date: _____

Supervisor Review & Approval to Dispose of Record _____

Date: _____

