



Policy and Procedure # 390

Client Records Retention

Approval: _____ Effective Date: 5/9/24

POLICY:

Training and personal records of EFI's residential, vocational or other clients will be updated regularly while the client is with EFI.

REFERENCE: WAC 388-101-3800
WAC 388-101-4020
DDA Policy 15.03

PROCEDURE:

1. Training, medical and personal records of current clients will be kept in a secure area at EFI corporate headquarters.
2. Records will be saved for a minimum of four years for all active clients.
3. Records of all clients whose participation with EFI has ended will be archived for a minimum of six years following their departure. Client records will then be shredded on-site by a contracted company in an approved manner. It is not EFI's policy to destroy data, if that procedure was ever undertaken by the corporation it would be done so in a manner approved by DSHS/DDA/DVR.
4. Information from archived files will be made available to authorized persons or facilities with a signed release of information from the departed client or their legal representative.
5. DVR files will be maintained in accordance with DVR policies.
6. DDA Supported Employment, Community Protection Program (CCP) Client Records
In addition to general record standards, records of CPP participants must include the following documents written by either a Certified Sex Offender Treatment Provider (SOTP) or an Affiliate SOTP working under the supervision of a Certified SOTP for persons with sexual deviancy issues, or by another qualified treatment professional (i.e., a licensed psychologist or psychiatrist) for individuals with no history of sexual deviancy:
 - A. Psychological and/or psychosexual evaluations and risk assessment(s);
 1. Current treatment and support recommendations;
 - B. Current treatment plan, including the written PBSP and any approved restrictive procedures;
 - C. Copies of any exceptions to policy (ETP) for the use of restrictive procedures; and



Policy and Procedure # 390

Client Records Retention

- D. Documentation of all agreements, plans and/or understandings with other agencies or individuals who support the CPP participant, including the person's legal representative and/or family. These must include requirements for supervision of the person when day program employees are not present.
- E. Documentation of any disclosures.
- F. Documentation of appropriateness of the employment site as defined by the treatment plan.