

Provost and Vice Chancellor for Academic Affairs
School of Education, Health, and Human Behavior
Psychology

340.001 Attention and Behavior Clinic Client Files (Originals)

Dates: 2007-
Volume: 10 Cubic Feet
Annual Accumulation: 2 ½ Cubic Feet
Arrangement: Alphabetical

This record series consists of demographic and contact information of enrolled clients receiving various services through the clinic. The clinic was created under the auspices of the University's Department of Psychology to provide:

- 1) Psychological services to children, their families, and schools who seek comprehensive assessments for Attention Deficit Hyperactivity Disorder (ADHD).
- 2) Brief consultation to parents and schools for the management of inattentive, hyperactive, and disruptive behavior.

The files include the client's intake form/application, staff notes, progress reports, final summary and related correspondence

Recommendation: Retain in the office for three (3) years following the date of last file entry, then scan and microfilm records and then destroy the hardcopy documents in a secure manner. Retain all scanned/microfilmed copies of the record series in office for twenty (20) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
Disposition Approved as Amended 09/21/11

340.002 Attention and Behavior Clinic Client Files (Originals)

Dates: 2007-

Volume: 10 Cubic Feet/ 167 Gigabytes

Annual Accumulation: 2.5 Cubic Feet/ 33 Gigabytes

Arrangement: Alphabetical

This record series consists of the files established and maintained for all clients receiving various services and treatment through the Attention and Behavior Clinic, which was created under the auspices of the University's Department of Psychology to provide:

- 1) Psychological services to children, their families, and schools who seek comprehensive assessments for Attention Deficit Hyperactivity Disorder (ADHD) and Autism Spectrum Disorder; and
- 2) Brief consultations to parents and schools for the management of children with inattentive, hyperactive, and disruptive behavior.

Contents of these files may include but are not limited to: demographics and contact information; clients' intake forms/applications; staff notes; progress reports; final summaries; other supporting documents; and related correspondence (paper or electronic).

NOTE: Medical records are exempt from public inspection and copying pursuant to the provisions of the Freedom of Information Act [5 ILCS 140/1 *et seq.*]. Additionally, patient medical records contain confidential or personal information and must be stored, transferred, and/or disposed of in a secure manner pursuant to the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) [Public Law I 04-191]; the Health Information Technology and Clinical Health (HITECH) Act, enacted as part of the American Recovery and Reinvestment Act of 2009 [42 U.S.C. §300jj through §300jj-52; §1790 I through §17953]; the Public Health Service Act (PHSA) [42 U.S.C. 201 *et seq.*]; the Mental Health and Developmental Disabilities Confidentiality Act [740 ILCS 110/1 *et seq.*]; the AIDS Confidentiality Act [410 ILCS 305/1 *et seq.*]; the Genetic Information Privacy Act [410 ILCS 513/1 *et seq.*]; the Identity Protection Act [5 ILCS 179/1 *et seq.*]; and any other state or federal laws or regulations protecting the confidentiality/privacy and security standards of an individual's information.

This item supersedes State Records Application No. 07-09, item 340.00 I, in order to: update the subdivision title and record series description; rewrite the retention narrative to include both minority and majority age classifications for clients and change the retention period from "three (3) years following the date of last file entry, then scan..." to "until seven (7) years after the last date of service delivery for adults

or until three (3) years after a minor reaches the age of majority, whichever is later, then scan... " based upon American Psychological Association (APA) Guideline 7 - Retention of Records; per agency request.

Reccomendation: Retain paper *records* in the office until seven (7) years after the last date of service delivery for adults or until three (3) years after a minor reaches the age of majority, whichever is later, then scan and/or microfilm records in accordance with the State Records Commission Rules (44 Ill. Adm. Code Part 4400). Upon verification of all images, destroy *!2QJ2§[. records* in a secure manner.

Retain all scanned, born-digital and/or microfilmed copies of the record series in office for twenty (20) years, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate. [*Electrollic records* must be maintained in the system in compliance with 44 Ill. Adm. Code 4400.50, 4400.70 and 4400.80.).

Disposition Approved 6/17/2020