

Lancaster County Drug & Alcohol Commission PREVENTION Procedures	<i>P #5</i> Policy: Fiscal and Program Records
Most Current Revision: 08242022 Effective Date: 07012020	Page: 1 of 1

I. Purpose

To ensure that the LCDAC Contracted Prevention Service Providers are maintaining books, records, documents, and other evidence pertaining to the prevention related service costs and expenses per the requirements outlined in the DDAP manuals and LCDAC Contract Agreement

II. Procedure

- a. LCDAC Contracted Prevention Service Providers agrees to maintain program records and program statistical records required by DDAP and/or LCDAC and agrees to a program and facilities review, including meetings with consumers, review of service records, review of service policy and procedural issuances, review of staffing ratios and job descriptions, and meetings with any staff directly or indirectly involved in the provision of services
- b. LCDAC Contracted Prevention Service Providers who are not a public body, agree to maintain books, records, documents, and other evidence in accordance with accounting procedures and practices which meet generally accepted accounting principles.
- c. LCDAC Contracted Prevention Service Providers agree to collect statistical data of a fiscal nature on a regular basis and to make fiscal statistical reports at times prescribed by, and on forms furnished by DDAP and/or LCDAC.
- d. LCDAC Contracted Prevention Service Providers shall preserve and make available its records for a period of **five (5) years*** from the date of final payment by LCDAC to the LCDAC Contracted Prevention Service Provider
 - i. * other regulations may supersede the aforementioned retention requirements, such as the Health Insurance Portability and Accountability Act (HIPAA).
 - ii. At a minimum, HIPAA requires all client-identifying information to be retained for a period of six (6) years after final service payment.
 - iii. It falls to the LCDAC Contracted Prevention Service Providers to consult HIPAA regulations for complete compliance requirements.

Approved By:



Rick Kastner LCDAC Executive Director

08242022

Date