



South Dakota Board of Nursing Facility Administrators

P.O. Box 340, 1351 N. Harrison Ave. Pierre, SD 57501

Ph.: 605-224-1721

Fax: 888-425-3032

E-mail: SDNFA@midwestsolutionssd.com

doh.sd.gov/boards/nursingfacility

NOTICE OF MEETING

South Dakota Nursing Facility Administrators

Tuesday September 15, 2015

1:00 – 3:00pm Central

Richard F. Kneip Building

700 Governors Dr.

Pierre, SD

Conference Room #1

The Public is welcome.

- 1) Call to Order
- 2) Open Forum – *5 minutes for the public to address the Board.*
- 3) Approval of Minutes – *April 21, 2015*
- 4) Financial Report
- 5) License Applications
- 6) New Business
 - a. Office Update
 - b. Records Retention Policy
 - c. Department of Labor and Regulation (DLR): Data Elements Project
 - d. Annual Evaluation of Services
 - e. Travel Request: NAB Meeting
 - f. 2016 Fall Board Meeting Date
- 7) Announcements: Next Meeting – *Tuesday April 19, 2016 1-3pm Central*
- 8) Adjourn

South Dakota Nursing Facility Administrators

**Regular Meeting Agenda
Tuesday September 15, 2015
1:00 – 3:00pm Central**

**Richard F. Kneip Building
700 Governors Dr.
Pierre, SD
Conference Room #1**

- 1) Call to Order
- 2) Open Forum – *5 minutes for the public to address the Board.*
- 3) Approval of Minutes – *April 21, 2015*
- 4) Financial Report
- 5) License Applications – *Please see enclosed excel list.*
- 6) New Business
 - a. Office Update
 - b. Online license verification – *20:49:06:01(8) requires a certified letter from each state in which the applicant is registered. Some states are moving to online verification and will no longer produce a certified letter.*
 - c. Records Retention Policy – *Enclosed please find a draft records retention policy, updated to reflect the records currently collected by the Board.*
 - d. Department of Labor and Regulation (DLR): Data Elements Project – *Enclosed please find a listing of data elements that DLR will be requiring Boards to collect from licensees.*
 - e. Annual Evaluation of Services – *The Board will need to appoint a member to conduct the annual evaluation of services.*
 - f. Travel Request: *NAB Meeting - November 11-13, 2015*
 - g. 2016 Fall Board Meeting Date – *Proposed: Tuesday, September 20th or 27th 1-3pm Central*
- 7) Announcements: Next Meeting – *Tuesday April 19, 2016 1-3pm Central*
- 8) Adjourn



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South Dakota Board of Nursing Facility Administrators
Board Meeting
April 21, 2015

President Diekman called the meeting to order at 1:05 pm Central.

Present: Loren Diekman, Talli Raske, Bob Stahl, Tom Richter, Jim Carlon, Brittany Novotny and Lisa Harsma.

Diekman called for public testimony during the open forum. There was no public testimony.

Motion to approve the minutes of September 16, 2014 by Stahl. Second by Richter. Motion carried.

The Board reviewed the current financial report.

Motion to approve the list of licensees and emergency permits as presented by Stahl. Second by Richter. Motion carried.

Novotny provided an office update. The Board asked Novotny and Stahl to rewrite the state examination and implement new examination software.

Motion to approve the publicly available database information by Richter. Second by Raske. Motion carried.

Motion to approve the Continuing Education Guidelines by Stahl. Second by Richter. Motion carried.

Motion to nominate and confirm appointment of Loren Diekman as President, Bob Stahl as Vice President and Talli Raske as Secretary-Treasurer by Richter. Second by Raske. Motion carried.

Motion to appoint Loren Diekman as the board member that will review and approve continuing education requests by Stahl. Second by Richter. Motion carried.

Motion to appoint Bob Stahl as the board member that will review and approve license applications, preceptor applications and emergency permit applications by Raski. Second by Richter. Motion carried.

Motion to approve travel for Brittany Novotny to attend the National Association of Long Term Care Administrator Boards (NAB) annual meeting by Richter. Second by Stahl. Motion carried.

The board scheduled meetings for September 15, 2015 and April 19, 2016.

Motion to move into Executive Session pursuant to SDCL 1-25-2(3) and (4) by Stahl. Second by Richter. Motion carried. The Board went into Executive Session at 1:55 pm.

Motion to move out of Executive Session by Richter. Second by Stahl. Motion carried. The Board came out of Executive Session at 2:37 pm

Motion to dismiss complaint 1.1415 by Stahl. Second by Raski. Motion carried.

Motion to approve the amendment to the FY 2015 contract with Midwest Solutions, Inc. by Richter. Second by Raske. Motion carried.

Motion to approve the FY 16 contracts as proposed by Raske. Second by Richter. Motion carried.

The Board commended Midwest Solutions, Inc. and staff for the great work they do for the Board and noted their utmost satisfaction with the services that are being provided. The Board requested that this be reflected in the minutes.

Motion to adjourn the meeting at 2:40 pm by Raske. Second by Stahl. Motion carried.

Respectfully Submitted,

Talli Raske
Secretary

Remaining Authority by Object/Subobject

Expenditures current through 08/29/2015 10:20:53 AM

HEALTH -- Summary

FY 2016 Version -- AS -- Budgeted and Informational

FY Remaining: 83.8%

09207	Board of Nursing Home Admin - Info					PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
EMPLOYEE SALARIES						
5101030	Board & Comm Mbrs Fees	2,117	0	0	0	2,117 100.0
Subtotal		2,117	0	0	0	2,117 100.0
EMPLOYEE BENEFITS						
5102010	Oasi-employer's Share	180	0	0	0	180 100.0
Subtotal		180	0	0	0	180 100.0
51 Personal Services						
Subtotal		2,297	0	0	0	2,297 100.0
TRAVEL						
5203030	Auto-priv (in-st.) H/rte	1,000	0	0	0	1,000 100.0
5203100	Lodging/in-state	360	0	0	0	360 100.0
5203120	Incidentals-travel-in St.	88	0	0	0	88 100.0
5203130	Non-employ. Travel-in St.	500	0	0	0	500 100.0
5203140	Meals/taxable/in-state	50	0	0	0	50 100.0
5203150	Non-taxable Meals/in-st	50	0	0	0	50 100.0
5203260	Air-comm-out-of-state	185	0	0	0	185 100.0
5203280	Other-public-out-of-state	50	0	0	0	50 100.0
5203300	Lodging/out-state	200	0	0	0	200 100.0
5203320	Incidentals-out-of-state	50	0	0	0	50 100.0
5203350	Non-taxable Meals/out-st	100	0	0	0	100 100.0
Subtotal		2,633	0	0	0	2,633 100.0
CONTRACTUAL SERVICES						
5204020	Dues & Membership Fees	1,500	0	0	0	1,500 100.0
5204080	Legal Consultant	4,000	0	0	0	4,000 100.0
5204090	Management Consultant	39,254	5,457	34,582	0	-785 0.0
5204160	Workshop Registration Fee	50	0	0	0	50 100.0
5204200	Central Services	700	132	0	0	568 81.1
5204204	Central Services	300	41	0	0	259 86.3
5204207	Central Services	600	0	0	0	600 100.0
5204360	Advertising-newspaper	100	0	0	0	100 100.0
5204510	Rents-other	300	0	0	0	300 100.0
5204530	Telecommunications Srvc	1,500	0	0	0	1,500 100.0
5204590	Ins Premiums & Surety Bds	2,300	0	0	0	2,300 100.0
Subtotal		50,604	5,630	34,582	0	10,392 20.5

Remaining Authority by Object/Subobject

Expenditures current through 08/29/2015 10:20:53 AM

HEALTH -- Summary

FY 2016 Version -- AS -- Budgeted and Informational

FY Remaining: 83.8%

09207 Subobject	Board of Nursing Home Admin - Info Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
SUPPLIES & MATERIALS						
5205310	Printing-state	500	0	0	500	100.0
5205320	Printing-commercial	500	0	0	500	100.0
5205350	Postage	800	24	0	776	97.0
5205390	Food Stuffs	50	0	0	50	100.0
Subtotal		1,850	24	0	1,826	98.7
52 Operating Subtotal		55,087	5,654	34,582	0	14,851 27.0
Total		57,384	5,654	34,582	0	17,148 29.9

BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 08/31/2015

PAGE 112

AGENCY: 09 HEALTH
BUDGET UNIT: 09207 BOARD OF NURSING HOME ADMIN

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061816	1140000	57,391.87	DR	BOARD OF NURSING FACILITY ADMINISTRATORS
COMPANY/SOURCE TOTAL 6503 618			57,391.87	DR *	
COMP/BUDG UNIT TOTAL 6503 09207			57,391.87	DR **	
BUDGET UNIT TOTAL 09207			57,391.87	DR ***	



BOARD OF
NURSING FACILITY
ADMINISTRATORS

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Nursing Facility Administrators
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 1194

RECORD R.D.B.
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE AUTHORITY
NUMBER

NFA-1. ADMINISTRATIVE REFERENCE FILES:

!@#S

This series contains information used in the daily administration of the Board. Information may include, but is not limited to: equipment, inventory, mailing lists, monthly reports, research materials, reference manuals, rules and regulations, property management information, logs, and other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Review files on a yearly basis to avoid build-up of superseded or obsolete materials.)

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		<u>NUMBER</u>

NFA-2. ADMINISTRATIVE RULES PROMULGATION FILES:

!@#S

This series is arranged by subject matter and contains administrative rules promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comment from the public, transcripts of hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provided that "No rule is enforceable in the courts unless properly adopted," the records must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL 1-26a-2, which cures all defects in the adoption of rules appearing in the 1974 printed ARSD.)

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NFA-3. ANNUAL REPORTS:

!@#S

This series is arranged chronologically and contains the originals of all annual reports written by the Board to summarize their activities for the previous year. Information may include: number of licenses issued, number of inspections conducted (if applicable), number of violations noted, man hours, time reports, and other related information. A copy of this report is filed annually with the Department of Health. This record series is used for reference to compare activities from year to year.

RETENTION: Retain 4 years in office, then destroy.

NFA-4. APPLICATION FILES:

!@#S

This series is arranged alphabetically and documents individuals applying for licensure, inactive licensure, reactive licensure, temporary permit, or licensure by reciprocity. Information may include: application, verification of education, official transcripts, and verification of licensure in another state. This record series is used to determine eligibility for licensure.

RETENTION: Transfer approved applications to respective "License Files, Nursing Facility Administrators".

NFA-5. APPLICATIONS, INCOMPLETE/NON-APPROVED:

!@#S

This series is arranged alphabetically and contains applications that are incomplete or otherwise not approved for license. Information may include: an application, transcripts, and verification of licensure in another state. This record series is maintained to document application work in progress pending Board action.

RETENTION: Retain 1 year in office from the date of initial application, then destroy.

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NFA-6. ASSOCIATION AND ORGANIZATION FILES:

!@#S

This series is arranged chronologically and contains current correspondence and newsletters from professional associations and/or organizations to which the Board of Nursing Facility Administrators belongs. Information may include: minutes of association meetings, conference agendas, expense reports, participants names, and other state nursing facility legislation. This record series is used for reference purposes concerning ideas and policies suggested and used by these associations.

RETENTION: Retain 4 years in office, then destroy.

NFA-7. AUDIT REPORTS:

!@#S

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditure and administration of funds. Information may include: cover letters, statement of assets, revenues and expenditures, change of fund cash balances, and observations and recommendations. This record series is maintained for identifying problem areas and discrepancies so that corrective measures may be implemented.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Legislative Audit maintains the reports permanently.)

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NFA-8. BOARD MEETING FILES:

!@#S

This series is arranged chronologically by meeting date and may contain handout material and agenda items to be discussed at the next Board meeting. Information may include: date, time and location of the meeting, items under old business, items under new business, financial information, handouts, and any licensure related issues. This record series is used to determine the course of the board meetings.

RETENTION: Retain current in office. Destroy superseded or obsolete once the meeting minutes have been approved.

NFA-9. BOARD MEMBER FILES:

!@#S

This series is arranged alphabetically and contains information regarding individual Board members. Information may include: letters of appointment, terms, expiration dates, payroll information, rosters, and correspondence. This record series is maintained to document member appointments to the Board of Nursing Facility Administrators and any related information pertaining to each.

RETENTION: Retain 4 years after termination, then destroy.

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**NFA-10. BOARD OF NURSING FACILITY ADMINISTRATORS
DATABASE RECORDS:**

!@#S

This computer licensure system is arranged numerically by license number and contains the actual license information for each licensee or certificate holder under the jurisdiction of the South Dakota Board of Nursing Facility Administrators. These records are stored on the Board's licensure computer system. Information may include: name, address, date of birth, social security number, license number, licensure status, education, and exam information. This record series is maintained for verification and licensure purposes.

RETENTION: Retain 50 years after license expiration or inactivation, then delete.

NFA-11. COMPLAINT FILES:

!@#S

This series contains all related correspondence received from either the general public or initiated by the Board of Nursing Facility Administrators concerning problems which have occurred with licensed or non-licensed nursing facility administrators. Information may include: nature of the complaint, related correspondence, investigation of the allegation, conclusion of the investigation, National Practitioner Data Bank (NPDB) reports, and related materials. This record series is used by the Board to determine if a complaint is substantiated and if so, to take corrective action.

RETENTION: LICENSED: Retain until case closed, then transfer to the respective "License Files, Nursing Facility Administrators".

NON-LICENSED: Retain 4 years, then destroy.

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NFA-12. CONTINUING EDUCATION CREDIT AUDITS:

!@#S

This series is arranged chronologically and contains random audits of continuing education credits received by nursing facility administrators. Information may include: date of audit, name, findings of fact, and education verifications. This record series is used to verify that nursing facility administrators received the education stated on their renewal applications.

RETENTION: Retain 4 years in office, then destroy.

NFA-13. CONTINUING EDUCATION PROGRAM RECORDS:

!@#S

This series is arranged numerically by date, which is approved annually to offer continuing education courses in nursing facility administration. Information may include: school or seminar name, course information, sample of text or handouts, correspondence, course outline, names of participants, date, and credit given. This record series is used to certify qualified classes, and review course data.

RETENTION: Retain 4 years in office, then destroy.

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NFA-14. CONTRACTS, LEASES, AND AGREEMENTS:

!@#S

This series may contain contracts, leases, and agreements between the Board of Nursing Facility Administrators and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and audit purposes.

RETENTION: Retain current in office. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: SDCL 1-24A-1 requires consulting contracts be filed with the State Auditor.)

NFA-15. CORRESPONDENCE, GENERAL:

!@#S

This series is arranged chronologically and contains both copies of letters and memorandums sent, and originals of letters and memorandums received. The information is used for occasional reference and documentation pertaining to regulatory questions.

RETENTION: Retain 1 year in office, then destroy.

NFA-16. DEPOSITS:

!@#S

This series contains deposit slips submitted with receipts. Information may include: date, account number, an itemized list of who have paid license fees, receipt numbers, amounts, and total amount deposited. This record series is maintained for audit purposes to verify that all deposits were made.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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NFA-17. ELECTRONIC COMMUNICATION RECORDS:

!@#S

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the agency.

RETENTION: Determine the record status of the message based on the content. If the message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series in the respective agency's retention manual. It is permissible to print record e-mails and file them with like paper records.

NON-RECORD MESSAGES: Retain until action has been taken, then destroy or delete.

NFA-18. EMERGENCY PERMIT FILES:

!@#S

This series contains requests for emergency permit applications and preceptor and emergency administrator agreements for individuals to become temporarily licensed as a Nursing Facility Administrators. Information may include: name of facility, facility's address and phone number, name of individual authorized to request the permit, position of authorized person, name of applicant, applicant's address and phone number, short description for the request, name of preceptor, start date, and authorized signatures. This record series is maintained for reference purposes.

RETENTION: Retain 1 year in office following the date of expiration, then destroy.

(Note: An emergency permit may be issued for 180 days and may be renewed only once for an additional 180 days.)

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NFA-19. EXAMINATION FILES:

!@#S

This series is arranged chronologically and contains information on individuals taking the nursing facility administrator examinations. Information may include: names, addresses, testing firm scores, raw scores, national cut scores, test ID numbers, test location, and test date. This record series is used to document examination results, and for annual reporting purposes.

RETENTION: Transfer to the respective NFA "Application File" or NFA "Application File, Incomplete/Non-Approved".

NFA-20. EXPENSE FILES:

!@#S

This series contains itemized listings of all expenses incurred by Board members. Information may include: name, dates, type of expenditures, amounts, and totals. This record series is used for support and documentation of vouchers submitted for payment.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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------------------------------------	---	--

NFA-21. FINANCIAL STATEMENTS:

!@#S

Financial statements provide an overview of the agency's financial condition for a given year. Information may include: balance sheets, statement of revenues, expenditures, and changes in fund balances (budgeted and actual); statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

NFA-22. JOB TICKETS, CENTRAL DUPLICATING:

!@#S

This series is arranged numerically contains the printing requisition as submitted by the Board. Information may include: agency code, agency name, mailing address, submitted by, job description, date sent, date needed, number of pages, quantity of copies, printing specifications, and description. The information is used to ensure accurate completion of the request.

RETENTION: Retain 4 years in office, then destroy.

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NFA-23. LICENSE FILES, NURSING FACILITY ADMINISTRATORS:

!@#S

This series is arranged alphabetically by last name and documents personal data for active, inactive, and expired licensed nursing facility administrators. Information may include: original applications, college grade transcripts, renewal applications, verification of most current continuing education units, verification of experience, and substantiated complaints. This record series is used to document the licensing and renewal processes of all nursing facility administrators.

RETENTION: Retain in office 4 years after license expiration or inactivation, then scan paper and convert digital images to microfilm. Maintain images and microfilm for 46 years. Destroy images and microfilm after 50 years.

NFA-24. OPEN RECORDS REQUESTS:

!@#S

This series contains open record requests received by agencies. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

RETENTION: DENIAL LETTERS: Retain permanently.

ALL OTHER INFORMANTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 1194

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE--DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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NFA-25. MINUTES, BOARD OF NURSING FACILITY ADMINISTRATORS:

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This series is arranged chronologically and contains the official minutes of the Board meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, and the signature of the secretary. This record series is used for occasional reference and documentation purposes.

RETENTION: Retain 4 years in office, then scan paper and convert digital images to microfilm. Maintain images and microfilm permanently.

NFA-26. RECORDS MANAGEMENT FILES:

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This series contains records management information. Information may include: copies of the standard records transfer receipt forms, Records Retention and Destruction Schedule (RRDS), copies of microfilm project registration forms, inventory listings, and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: DESTRUCTION AUTHORIZATION FORMS:
Retain 4 years in office, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Nursing Facility Administrators
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 1194

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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NFA-27. SOUTH DAKOTA FINANCIAL SYSTEM REPORTS:

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These daily, weekly, monthly**, and year-end ** reports are used to monitor and reconcile fiscal year receipts and expenditures. Information is maintained by the Finance Officer and may include: revenue and journal voucher reports*, open purchase order reports, available funds reports*, revenue analysis reports, state general ledger trail balance*, company general ledger trial balance*, expenditure reports*, bank reconciliation reports*, employee receivable reports*, warrant register reports*, encumbrance detail reports*, accounts payable reports*, projects reports*, cash center reports*, object/sub-object reports*, budget adjustments reports, Special Bureau of Administration revenue reports, agency funds activity reports*, company 8,000 trail balance by center*, encumbrance balance report*, and special travel expenditure reports. This record series is maintained for audit purposes.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: the asterisk (*) indicates reports maintained permanently by the Bureau of Finance and Management. (**) Many of the June monthly reports serve as the year-end reports.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Nursing Facility Administrators
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 1194

RECORD R.D.B.
SERIES NO. TITLE--DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE AUTHORITY
NUMBER

NFA-28. SURPLUS PROPERTY FILES:

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This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

NFA-29. VOUCHERS:

!@#S

This series may contain copies of direct vouchers, receiving vouchers, non-cash vouchers, travel vouchers, and journal vouchers, along with copies of any supporting invoices or receipts. Vouchers are used to enter transactions on the central accounting system.

RETENTION: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Nursing Facility Administrators
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 1194

RECORD R.D.B.
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE AUTHORITY
NUMBER

NOTE: RECORDS RETENTION AND DESTRUCTION BOARD, CONSIDER THE FOLLOWING RECORD SERIES LISTED BELOW FOR DELETION FOR THE BOARD OF NURSING FACILITY ADMINISTRATORS.

****Note: Reason for Deleting NFA-6. Cash Receipt Transmittals:→Not done by the Board. This record series is obsolete.**

NFA-6. CASH RECEIPT TRANSMITTALS:

07-046

This series is arranged chronologically and contains the standard forms used to deposit funds into the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, dollar amounts, total deposits, and authorized signatures. The record series is maintained for documenting and crediting each account with the amounts deposited.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: The State Treasurer's Office maintains the originals.)

(Note: Previous record series number was NH-5.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Boards
OFFICE: Nursing Facility Administrators
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 1194

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u> <u>NUMBER</u>

NOTE: RECORDS RETENTION AND DESTRUCTION BOARD, CONSIDER THE FOLLOWING RECORD SERIES LISTED BELOW FOR DELETION FOR THE BOARD OF NURSING FACILITY ADMINISTRATORS.

****Note: Reason for Deleting NFA-14. Receipt Books:→Not done by the Board. This record series is obsolete.**

NFA-14. RECEIPT BOOKS:

07-046

This series is arranged chronologically and contains forms issued to document the receipt of money. Receipts are pre-numbered and may include: date money was received, amount received, funds and accounts to be credited, the amount to be credited, and signature of the person receiving the money. This record series is maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years, provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Previous record series number was NH-15.)

DLR Licensing Boards and Commissions Data Collection Application Data Elements

Data Elements Required	Data Elements Not Required
• SSN	• Middle Initial
• Last Name	• Suffix
• First Name	• License Type
• Date of Birth	• License Exam Name
• Race	• License Exam Code
• Gender	• License Exam Date
• Ethnicity	• License Exam Score
• Home Address	• License Exam Cut Score
• Home City	• License Exam Level
• Home State	• License Original Issue Date
• Home Zip Code	• License New/Renewal
• Training Organization Name	• License Renewal Date
• Training Organization Begin Date	• SOC Code
• Training Organization End Date	• Employer Business Type
• Certificate Received (Degree)	• Salary/Hourly Rate
• Training Organization City	• Salary Interval
• Training Organization State	• Employment Begin Date
• Training Organization Zip Code	• Employment End Date
• License Pass/Fail	
• License Active/Not Active	
• Occupation Title	
• Employer Business Name	
• Workplace City	
• Workplace State	
• Workplace Zip Code	
• Hours Worked Per Week	
• Specialty: Applies to Board of Medical and Osteopathic Examiners and Board of Nursing	
• Subspecialty: Applies to Board of Medical and Osteopathic Examiners and Board of Nursing	
• Secondary Employer Name (if Secondary Employer/Location)	
• Secondary Workplace City (if Secondary Employer/Location)	
• Secondary Workplace State (if Secondary Employer/Location)	
• Secondary Workplace Zip Code (if Secondary Employer/Location)	
• Hours Worked Per Week at Secondary Location (if Secondary Employer/Location)	
• Employment Status	
• Practice of Supervising Physician(s): Applies Board of Medical and Osteopathic Examiners – Physician Assistants, and Board of Nursing – Nurse Practitioners and Nurse Midwife	