

DEPARTMENT OF HUMAN SERVICES

POLICY ISSUANCE

DDD-PI-099
PI-09-20

To: Regional DD Program Administrators
Licensed DD Service Providers
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From: Division of Developmental Disabilities

Date: December 7, 2009

Subject: Lotus Notes Database Archive Policy

Effective Date of Policy: December 7, 2009

The following policy and procedures pertain to the archiving of documents from the Lotus Notes Database.

Archive Process:

- The automatic archiving process will move Assist Lotus Notes documents with a Create Date greater than 3 years prior to the run date to an Archive Notes database, with the exception of Administrative Notes. Administrative Notes will not be archived unless the DD Program Manager has selected the Closed Indicator and the Create Date is greater than 3 years. Using this selection process, the DD Program Manager determines whether or not their Administrative Notes are archived.
- The archiving process will assure that each document's Create Date is not changed. The Create Date is the System Date that the document was printed from Assist to Lotus Notes.
- The specific Create Dates used will be from January 1st through December 31st.
- The archive process will run annually on the second Saturday of January.
- A "reminder" email will be sent annually to the DD State Office and Regional DD Program Administrators one month prior to the scheduled archive.
- An email will be sent to the DD State Office, ITS personnel and the Regional DD Program Administrators upon completion of the archive process listing the total count of documents that were archived.
- Each year a new Archive database will be created prior to January by ITS Notes Administrator.

- Database name = "Assist Archive 2010" (and updated each year)
- Security via the Access Control List will be limited to DD State Office Administrators and ASSIST Help.

The process for retrieving archived documents:

When any archived document is needed, you will send an email request to ASSIST Help. You will receive notification of the return of your documents within five working days. Please email requests to mailbox "[-Info-DHS Assist Help](#)".

In the event of a case transfer, the sending region will send an email request to ASSIST Help to retrieve archived documents prior to the case transfer.

ACTIVE/CLOSED Buttons on View

1. All Lotus Notes documents have two sets of radio buttons, or indicators. The radio buttons are Printed/Not Printed and Active/Closed. Using these indicators is a way of managing your documents.
2. Either **Y** (if Active was selected) or **N** (if Closed was selected) will be listed in the Current and Printed columns of the document **View**.

Date Created	HSC ID	Document Name	Current	Printed	Case Manager
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- The columns will remain blank if neither is selected.
3. The DD Program Manager determines whether the **Administrative Notes** are archived by selecting "Closed". **Only Administrative Notes with the "Closed" indicator selected and older than 3 years will be archived.**

List of Lotus Notes documents

Create Lotus Notes Document Selection List (Case Management window)

1. ENCLOSURES FOR INFORMATION
2. APPLCIATION FOR FAMILY SUBSIDY'
3. REQUEST FOR RELEASE OF INFORMATION
4. SIGNATURE REQUEIRED FORM ENCLOSED
5. STANDARD GENERAL LETTER FORMAT
6. SCHEDULE ISP MEETING
7. APPLICATION FOR DEVELOPMENTAL DISABILITY SERVICES
8. QUALITY ENHANCEMENT REVIEW
9. ADMINSTRATIVE NOTES
10. AUTHROIZQTION TO DISCLOSE INFORMATION
11. JOINT PRIOR WRITTEN NOTICE

Create Lotus Notes Document Selection List (Eligibility window)

1. ADULT ACCEPTANCE
2. ADULT DENIAL
3. REDETERMINATION ACCEPTANCE
4. REDETERMINATION DENIAL
5. CHILD ACCEPTANCE
6. CHILD DENIAL
7. ELIGIBILITY SUMMARY

Child Progress Assessment Checklist

1. Create Lotus Notes Document Diagnosis Review
2. Create Lotus Notes Document Progress Assessment Review
3. Create Lotus Notes Document Progress Assessment Review – Observation Worksheet

Adult Progress Assessment Checklist

1. Create Lotus Notes Document Diagnosis
2. Create Lotus Notes Document Summary
3. Create Lotus Notes Document Demographics

Outcome List

1. Family Input
2. Performance Level
3. Outcomes/Criteria/Activities

Case Planning

1. Case Planning
2. Periodic Review of Services

View ISP Information

1. Create Lotus Notes Document (ISP)

View IFSP Information

1. Create Lotus Notes Document (IFSP)

Case Action Detail

1. Create Lotus Notes Document (Case Action)

System Indicator Questions

1. Create Lotus Notes Document (System Indicator)