

3/27/18

Directive 1.060

Procedures for Review, Retention and Management of Individual Records

The Division requests public comment on the revisions to Directive 1.060 Procedures for Review, Retention and Management of Individual Records. Please send comments to Alisa.Arthur@dmh.mo.gov by April 27, 2018.

Updates to the Directive include:

- Revised Appendix A, which outlines the following:
 - Master file maintenance
 - Skeletal file maintenance
 - Forwarding new information (e.g. diagnostic evaluations) from TCM agencies to DMH DD Regional Offices.

- Responsible party for Master file maintenance (historical & current information).

Directives open for comment are located at: <https://dmh.mo.gov/dd/regdrafts.htm>