

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HUMAN SERVICES
BUREAU OF HUMAN SERVICES LICENSING
Assisted Living Residences (55 Pa.Code Chapter 2800)

Q/A - Regulatory Clarifications – February 2015

The clarifications and interpretations below will remain on the Department's web site until the information is included in the next updated Regulatory Compliance Guide (RCG).

Regulation: § 2800.253 – Record Retention and Disposal

- (a) The resident's entire record shall be maintained for a minimum of 3 years following the resident's death, discharge from the residence or until any audit or litigation is resolved.*
- (b) Records shall be destroyed in a manner that protects confidentiality.*
- (c) The residence shall keep a log of resident records destroyed on or after January 18, 2011. This log must include the resident's name, record number, birth date, admission date and discharge date.*
- (d) Records required under this chapter that are not part of the resident records shall be kept for a minimum of 3 years or until any audit or litigation is resolved.*

Question: How long does staff record documentation need to be kept once a staff person leaves the residence's employment?

ANSWER: Staff documentation such as educational documentation relating to § 2800.54, direct care staff training course & competency test documentation, medication administration course documentation, criminal background checks, and any referral information should be kept for a minimum of 3 years following the staff person's separation from the residence or until any audit or litigation is resolved.