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## ELA Alert

May 29, 2007

**Please deliver to:** Admissions Dir., Administrator,  
Social Work Dept., and Medicaid Coordinator

### DCF Implements New Policy Regarding Document Shredding

According to an April 12, 2007 policy transmittal memo (number P-04-07-0004), **DCF will be shredding the paper versions of client documents once it has scanned and placed the documents into the client's electronic record.** Naturally, our concern is that vital originals might inadvertently be destroyed by shredding.

This memo tells staff to return original documents to clients as soon as they have been imaged. However, after scanning, DCF need only **maintain the paper versions of documents for two weeks** during which time supervisors are to monitor that appropriate electronic imaging has occurred.

Clients submit documents (i.e. verification) by mail or fax. They can also hand-deliver documents into drop boxes at designated sites. In view of DCF's policy to promptly and routinely shred paper it no longer need to store, it is **IMPERATIVE to educate clients not to mail or hand-deliver important original documents** to DCF because of this new risk of accidental destruction.

If you are interested in having an attorney from Elder Law Associates PA speak at your facility please contact Leslie Lantin Davis at (561) 750-3850 or 800-ELDERLAW.

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