

RECORDS MANAGEMENT

(New October 2015)

7202

PURPOSE

7202.1

(New October 2015) This policy section outlines the roles and responsibilities regarding the California Department of Forestry and Fire Protection (CAL FIRE) Emergency Medical Services (EMS) Program staff management of records.

An essential responsibility of the CAL FIRE EMS Program is receiving and handling sensitive and confidential information.

CAL FIRE has the responsibility to meet the requirements set forth by the California Code of Regulations (CCR), Department of Justice (DOJ), and the Emergency Medical Services Authority (EMSA). To ensure the Department's documentation responsibilities are met, the EMS Program shall facilitate a Custodian of Records.

AUTHORITY

7202.2

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- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- California Health and Safety Code, Sections 1790 – 1798
- California Penal Code, Part 4, Sections 11102.2 (b), and 11105
- California Code of Regulations, Title 11, Chapter 7, Sections 702 and 703(d)
- California Code of Regulations, Title 22, Division 9

RELATED POLICIES

7202.3

(New October 2015)

- 2100 CAL FIRE Paperwork Management Handbook

DEFINITIONS

7202.4

(New October 2015)

Central Registry

The California Central Registry is a database that incorporates EMS personnel statewide into one system that allows the general public to search basic certification/licensure information and is administered by the EMSA. The California Central Registry website information is in Appendix 1 of the 7200 CAL FIRE EMS Handbook Appendices.

RESPONSIBILITIES

7202.5

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Custodian of EMS Records

- Completes Live Scan process and documentation required by DOJ
- Maintains the confidentiality of the records received by DOJ. The Custodian of Records will adhere to the requirements set forth by DOJ
- Ensures the security, storage, dissemination and destruction of all confidential documentation is completed in accordance with DOJ requirements
- Ensures data entry of certification and recertification information occurs no later than 14 calendar days from the date the application is correct and complete
- Maintains DOJ criminal offender record information (CORI) results until EMS application is processed
- Ensures positive CORI results are furnished to EMS applicant
- Coordinates with Regions/Units/Programs to ensure EMS records are properly maintained
- Acts as primary contact for EMS Program related issues with the CAL FIRE Master Custodian of Records
- Ensures all CCR required document retention is met

EMS Program Staff

- Ensures confidentiality of documents is maintained
- Retains all documents pertaining to EMS records for a minimum of four years unless a longer retention period is required by State law(s), code(s), regulation(s) or policy
- Ensures EMS applications are maintained for 15 years, archiving after seven years to an electronic format
- Ensures all CCR required document retention is met
- Coordinates with Regions/Units/Programs to ensure EMS records are properly maintained

EMS Clinical Coordinator

- Ensures integrity of patient care records is maintained
- Coordinates with Regions/Units/Programs to ensure EMS patient care and continuous quality improvement records are properly maintained

EMS Training Coordinator

- Ensures all CCR and EMSA documentation requirements are maintained, including the Central Registry
- Coordinates with Regions/Units/Programs to ensure EMS training records are properly maintained

EMS Program Manager

- Ensures confidentiality of CORI information received by EMS Program is maintained
- Ensures Custodian of EMS Records meets DOJ confidential clearance requirements

EMS Chief

- Ensures EMS Program Manager maintains job responsibilities so that all laws, statutes, regulations policies and procedures related to records management are followed

The CAL FIRE EMS Program will follow the DOJ and CAL FIRE policies and procedures regarding confidential document handling, dissemination and destruction.

[\(see next section\)](#)

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