



ADMINISTRATIVE RULES OF MONTANA



37.106.2620 CLIENT AND PERSONNEL RECORDS

- (1) An adult day care center shall prepare a record for each client composed of at least the following information: name; address; sex; social security number; date of birth; marital status; insurance or financial responsibility information; religious affiliation; next of kin; the first day of service and the last day of service; the client's physician's name, address, and telephone number, if appropriate; required medications, if applicable; the date and time of visit to or by his/her physician; and a record of medications taken by the client as required in ARM 37.106.2621(3).
- (2) The center shall retain all client records for no less than five years following the last day of service to the client or the client's death, whichever date is earlier.
- (3) The center must maintain a personnel record for each employee that includes at least the following:
 - (a) employment application or contract;
 - (b) orientation;
 - (c) performance appraisals, if applicable; and
 - (d) a description of any significant incident involving both the employee and a client and its consequences.

Authorizing statute(s): 50-5-103, MCA

Implementing statute(s): 50-5-103, MCA

History: NEW, 1994 MAR p. 1838, Eff. 7/8/94; TRANS, from DHES, 2002 MAR p. 185; AMD, 2025 MAR, 37-1099, Eff. 1/11/2025.