



Northern Colorado Chapter Association of Records Managers and Administrators

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Spring Is Around The Corner...

By Brenda McCoy-Manfredo, Editor

Here are the other programs you can look forward to in 2004:

March— Tour of the National Wildlife Research Center in Fort Collins

April 16— Managing Electronic Records with featured speaker, Dr. William

Saffady, 8:30—4:00 at the University Park Holiday Inn in Fort Collins. Look for upcoming flyers for more information!

May— ARMA International Website Demonstration by Regional Coordinator, Paula Sutton.



On February 2, 2004
Punxsutawney Phil
saw his shadow and predicted
6 more weeks of winter!



January/February 2004

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Hear Ye, Hear Ye...What's News?

- Welcome to new member, Judy Hegwood, Town Clerk for the Town of Firestone!
- The Nebraska Chapter of ARMA is presenting a one day conference on Disaster Preparedness and Response for Records Managers, on Wednesday, April 21, 2004. The speaker will be Barbara Rike, CRM. Check out their website for additional information: www.armanebraska.org/spring_conference.htm
- The Orange County ARMA Chapter in Southern California, is sponsoring a CRM workshop on March 26 & 27, 2004. Speakers will be: Cheryl Pederson, CRM, H. Larry Eiring, CRM, Terrence Coan, CRM, Christian Meinke, CRM, Steven Whitaker, CRM, Juanita Skillman, CRM, and Cathy Westfeldt, CRM. For more information, go to the Orange County website: www.ocarma.org
- The CRM Exam is scheduled for May 6 & 7, 2004.



Get your ARMA news here!

President's Perspective...

My Goodness - What a busy season I've had already in 2004! While relaxing over the Holiday season, it's easy to forget the schedule of events and things to take care of in the working world.

The Seminar Committee is in full swing for the Spring Seminar, April 16th. The brochure looks awesome! A Big Thanks goes out to Jeff Dahlstrom and Brad Leach of the Northern Colorado Water Conservancy District. They did a tremendous job on the brochure layout. The Vendor sub-committee has sent the packets for the Vendor Show, and already have several vendors lined up. The Mailing sub-

committee are putting on the finishing touches

The Board is putting together final details to the rest of this year's schedule. The E-Mail Procedure panel discussion/Q&A will take place February 25, 2004 at 3:30. This will be held in Loveland. Please mark your calendars and check out the flyer when you receive it.

In March, we'll be taking a tour of the National Wildlife Research Center, in west Fort Collins. Nancy Freeman is the Archivist there, and is always busy with some sort of Records and Information Exhibit. It should be a good one, don't miss it.

Be sure to check out the activities at ARMA International www.arma.org. There are many headlines and announcements, and a Calendar of Events. The Calendar of Events if full of information from other Chapters and other Organizations that are involved with ARMA International. On the right side of the home page is a brief listing, be sure to click on the 'More...' link at the bottom.

Well, I'm off...back to work for me. Until we see each other next time, take care.

Vicki Lucero



Nothing is as far away as one minute ago.

[Jim Bishop](#)



Managing Archives: People, Money, Books

June 3rd & 4th 2004

American Heritage Center

Laramie, Wyoming

Larry White on office dynamics and staff cohesion

Ann Marie Lane on the care and feeding of rare books

Tim Blevins on managing money

Steve Fisher on student workers and James Jeffrey on volunteers

To register, contact

Nancy.A.Freeman@aphis.usda.gov or at (970) 266-6023

For additional information, see the SRMA web site <http://ahc.uwyo.edu/srma/>

HIPAA—What Can It Do For You?

By Vicki Lucero

Speaker Jeanette Ramone Gulder, with Poudre Valley Health Systems opened by asking the attendees what their job functions are and what they expect to gain by the presentation. Most wanted to understand how it might affect them professionally and their staff, others wanted to know how it affects them as medical consumers.

Jeanette started with some basic definitions.

Health Insurance Portability and Accountability Act of 1996 - began as an Act to protect employees and their benefits from job loss or job changes, resulting in the development of COBRA. It also established standardizing code sets for transactions. They call it 'Administrative Simplification', which we all agree is an oxy-moron. The standards do provide consistencies. It is mandatory that Health related agencies, businesses, and associates of these entities comply with the regulations on April 14, 2003. The CMS (Center for Medicaid/Medicare Services) oversee the regulations, its enforcement and compliance.

Jeanette discussed a few of the many components of the Regulation. Privacy - this gives the patient control of their Protected Health Information (PHI). Security - this is the compliance end for the agency or business. They must ensure Policies and Procedures are in place, the staff are trained adequately, building and medical files are locked and secured, and a Privacy Officer ensures all of these procedures and processes are followed to the end.

Jeanette did an overview of the Medical Records Section at PVHS. A couple of scenarios with multiple choice answers were asked. Jeanette explained the outcome of each answer. The staff follows standard operating procedures of documentation and handling of customer complaints. PVHS has workforce sanctions in place that ensures the privacy of the patient. Some of the physical safeguards are new locks and security features on each of their facilities, privacy screens allow the staff to have a continuum of work processes, and they have placed IT mechanisms to ensure the privacy of Protected Health Information.

Jeanette talked about fines for non-compliance. There are the 'General Non-Compliance' cases where an agency or institution could be fined up to \$25,000 per person that had their PHI compromised. She gave an example of a University that had accidentally posted a psychological evaluation study on their website, with many people listed and other protected information. If this University had made this mistake after April 14, 2003, they would have been fined heavily.

The other category is 'Specific Non-Compliance.' This involves knowingly disclosing information. For this, you could be fined \$50,000 and spend 1 year in jail. For intent to sell or use information for commercial or personal gain, you would be fined up to \$250,000 and 10 years in jail.

Several questions were asked among the group. I feel the group gained the information they were looking for, and really enjoyed the presentation.

Northern Colorado Chapter of ARMA

Board Meeting Minutes, January 14, 2004

3:30 p.m. Police & Courts Building, Loveland

Present: Kim Pals, Jeannie Weaver, Vicki Lucero, Michelle Becker, Paula Sutton, Kirk Kuwitzky and Brenda McCoy-Manfredo. Absent: Nancy Hofmeister and Dawn Wirth.

The meeting was called to order at 3:44 p.m. The agenda was approved. The Minutes of the November 12, 2003 meeting were approved.

Treasurer's Report: Vicki Lucero said that Nancy Hofmeister had faxed the treasurer's report to her but was not able to attend the meeting so she gave the treasurer's report. Several questions were discussed and answered by Vicki who will contact Nancy for more clarification. The board discussed breaking out the deposits separately that were made for individual programs as well as upcoming vendor deposits that will need to be kept separately. Vicki mentioned a \$100 deposit to Braun's for the December luncheon that did not show up on the report and said she would find out if it was credited in October. Brenda McCoy-Manfredo asked that the report be sent to her electronically for inclusion in the newsletter.

New Business:

New Members: Susan Barker from the City of Lafayette is a new member replacing Patty Athenaur who dropped off the membership list recently. Vicki said that Pam Gardner is no longer at HP as of December 10, 2003. Vicki has ordered 10 membership packets and resource books from ARMA International and has followed up for Dawn Wirth with Barb Carls from Matrix Aluminum Corp. as well as sent a membership packet to Timnath and the Larimer County Health Department records manager

Old Business:

20th Anniversary: Vicki found out from Molly Davis that the chapter was chartered 20 years ago in April so celebrating at the seminar will be very appropriate. Kim Pals contacted "The Pin Company" by calling the number on the back of our chapter pin to discuss a 25 year pin and artwork. She found out that there is no charge for the artwork and they would easily be able to make pins for us. A copy of a 25-year pin was passed out to all the members Paula said she had found out that ARMA International does not recognize 20-year chapters and waits until 25 years to make announcements and give recognition. It was decided by the board to forgo getting the pins now and order a cake and balloons for the seminar celebration. Nancy Freeman volunteered to do a display at the seminar and needs pictures from the chapter over the years for a collage. Jeannie Weaver will find the photo albums from the secretary's box and Molly Davis will also have photos for Nancy. Vicki will check with Nancy, and ask others about photos.

Chapter Incorporation: Vicki said that the chapter incorporation is done with the Secretary of State's Office and that she had changed the registered agent. Brenda suggested that a process for keeping the incorporation status current be initiated. It was decided that the President should assume the responsibility upon election to see that every two years the registered agent is updated and make sure that the incorporation status stays current.

Chapter Website: Vicki said that Dawn Wirth has been ill and is unable to attend. Brenda said she felt sure that we could set up an independent website and not have to rely on the City or the County to support it. Jeannie mentioned that she learned that FortNet in Fort Collins offers service to non-profit agencies, possibly free of charge and would let Dawn know upon her return to investigate this possibility.

November Program: A program debriefing sheet and summary of the rating responses was handed out by Kim Pals. She stated that after paying the caterer and the reimbursement for the gift certificate indicated a slight loss overall but that the program responses were very positive and it appeared that everyone benefited from attending.

Holiday Event: The luncheon at Braun's was a huge success with everyone enjoying a nice lunch and delicious dessert. The Larimer County Food Bank donations totaled \$40 in cash and 60 pounds of food. Everyone agreed that it was a great location but would have been nicer in a private room. Michelle Becker said that when she called initially they had offered a private room.

January Program update: Vicki said that she arranged for a substitute speaker, Janette Gulder from Poudre Valley Health Systems. She is the Corporate Compliance Supervisor. The HIPAA program will be held at the Larimer County Road & Bridge office on Midpoint Drive in Fort Collins and will be set up for 16 attendees or more if necessary. Twelve people have signed up so far. Jason's Deli will provide lunch with the same menu as for the October program. **CONT. PAGE 5**

February Program update: Vicki said she had emailed the speakers but that Karen Stevens auto reply message indicated that she was no longer at the City of Fort Collins. Jeannie said that Karen was recently hired in the City Attorney's Office for Loveland and that she would forward Vicki's email to Karen. Vicki said she had given the speakers some dates and was waiting for confirmation. Jeannie volunteered to check on room availability. Vicki said she had a substitute program about video streaming in mind just in case the speakers weren't available.

Seminar update: Vicki asked to board's permission to send a \$25 check to Jeff Dahlstrom for designing and printing the seminar brochure for us. Everyone agreed that the brochure looked really professional and Jeff should be compensated. Vicki said the seminar committee had discussed the food choices and would be verifying them with the hotel. The mailing lists and labels have been given to Molly and the meeting on February 17 will be for mailing out the brochures. The seminar committee invites all ARMA members to attend to help and enjoy pizza with us. The committee also needs ideas for the vendor game.

Paula Sutton shared that she has seen many chapter websites and the benefits that they provide to ARMA members and wants to encourage the chapter to push to have ours established by Leadership Conference. The Leadership Conference is July 15-17 in Minneapolis, Minnesota at the Crown Plaza downtown. She encouraged the board to consider attending.

The next Board meeting will be on February 11, 2004 at 3:30 p.m. in Fort Collins. The meeting was adjourned at 5:14 p.m.

Ode to My Spell Checker Wireless Technology Comes With Risks

I halve a spelling checker...It came with my pea
see...It plainly marks four my revue...Miss stakes I
cannot sea..I've run this poen threw it...I'm sure yore
pleased two no...Its letter perfect in it's weigh...My
checker told me sew. Original Author Unknown

By Tony Bridges

The SUV rolled to a stop at the intersection, then turned and slowly headed east. With one hand, the driver tapped keys on the laptop mounted next to him. The sound it made was rhythmic, pulsing, like a laser gun in slow motion. To finish the story, go to: <http://www.tallahassee.com/mld/democrat/7329089.htm>



E-MAIL / E-RECORD PROCEDURES

Presented by:

NORTHERN CO ARMA CHAPTER

February 25, 2004 – 3:30 p.m. – 5 p.m.

Police & Courts Building, 810 E. 10th Street, Loveland, CO

Costs: \$8/member \$10/non-member

RSVP to Vicki Lucero, at 970-498-7777 or vlucero@larimer.org

Have you ever been asked if retention policies should apply to e-mails? Or if e-mails are defined as records? Do you know how to begin your procedure regarding e-mail requirements and retention? Or how many days e-mails are kept? Well, we hope this program will help answer this. The featured speakers for this program are:

Karen Stevens, Loveland City Attorney's Office

David Ayraud, Larimer County, County Attorney's Office

Advertise in the Front Ranger!

THE FRONT RANGER is published monthly except for July and August by the Northern Colorado Chapter of ARMA International.

The publication is intended to inform the Northern Colorado chapter members and other Information Management and Records Management Professionals of chapter activities, seminars, and profession related news and information. The opinions expressed in THE FRONT RANGER are those of the Editor or individual article authors and do not necessarily reflect the official policy of ARMA International or of the Northern Colorado Chapter.

Please send letters or articles to the Editor at:

Brenda McCoy-Manfredo
c/o City of Fort Collins
Engineering Dept.
281 N College Ave.
Fort Collins, CO 80524
970-221-6528
bmccoy@fcgov.com



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President

Vicki Lucero
Larimer County
(970)498-7777

vlucero@larimer.org

Secretary

Jeannie Weaver
City of Loveland
(970) 962-2392

weavej@ci.loveland.co.us

Members At-Large Cont.

Brenda McCoy-Manfredo
City of Fort Collins
(970) 221-6528

bmccoy@fcgov.com

Vice-President

Michelle Becker
City of Fort Collins
(970) 416-2130

mbecker@fcgov.com

Past President

Paula Sutton
State of Wyoming Archives
(307) 777-6920

psutto1@state.wy.us

Kirk Kuwitzky

Professional Doc Mgmt.
(970) 567-0014

pdmfc@yahoo.com

Treasurer

Nancy Hofmeister
Town of Lyons
(303) 823-6622

nahco@juno.com or
records@townoflyons.com

Members At-Large

Kim Pals
City of Loveland
(970) 962-2242

palsk@ci.loveland.co.us

Dawn Wirth

City of Loveland
(970) 962-2396

wirthd@ci.loveland.co.us



Other Northern Colorado Chapter Contacts

Seminar Committee

Molly Davis, (970-482-1303), mdavis2765@aol.com

Chair, Nancy Freeman, (970-266-6023), nancy.a.freeman@aphis.usda.gov

Paula Sutton, (970-461-7594), psutto1@state.wy.us

Jeannie Weaver, (970-962-2392), weavej@ci.loveland.co.us

Vicki Lucero, (970-498-7777), vlucero@larimer.org

Michelle Becker, (970-416-2130), mbecker@fcgov.com

Debra Beasley, (970-898-7099), debra_beasley@hp.com

Brad Leach, (970-622-2294), bleach@ncwcd.org

Membership & Website Chair:

Dawn Wirth, (970) 962-2396, wirthd@ci.loveland.co.us

Awards Chair:

Kim Pals, (970) 962-2242, palsk@ci.loveland.co.us

Elections Chair

Michelle Becker, (970) 416-2130, mbecker@fcgov.com

ICRM Liaison

Molly Davis, (970) 482-1303, mdavis2765@aol.com

Newsletter Editor & Brochure Chair

Brenda McCoy-Manfredo, (970) 221-6528,
bmccoy@fcgov.com