

## Request for Records Disposition Authority

Records Schedule Number           DAA-0292-2019-0012

Schedule Status                     Approved

  

Agency or Establishment           Administration for Children and Families

Record Group / Scheduling Group   Records of the Administration for Children and Families

Records Schedule applies to       Major Subdivision

Major Subdivision                  Office of Child Care

Minor Subdivision                 Early Childhood Development

Schedule Subject                   Records of the Tribal Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program

Internal agency concurrences will be provided   No

Background Information           The Tribal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program provides grants to tribal organizations to develop, implement, and evaluate home visiting programs in American Indian and Alaska Native communities. The Tribal Home Visiting program is funded by a 3 percent set-aside from the larger MIECHV program. Tribal Home Visiting grants are awarded to Indian tribes, consortia of tribes, tribal organizations, and urban Indian organizations. The Tribal Home Visiting Portal (THV Portal) is a web based system that assists the Administration for Children and Families (ACF) in centralizing Tribal Home Visiting content that has been specifically developed to assist Tribal Home Visiting grantees so they can successfully implement their home visiting programs.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 4                                 | 0                                     | 4                                     | 0                                     |

### GAO Approval

## Outline of Records Schedule Items for DAA-0292-2019-0012

| Sequence Number |  |
|-----------------|--|
| 1               | Records of the Tribal Home Visiting Program  |
| 1.1             | Tribal MIECHV Implementation Plan Toolkit<br>Disposition Authority Number: DAA-0292-2019-0012-0001 |
| 1.2             | Tribal MIECHV Policies and Procedures<br>Disposition Authority Number: DAA-0292-2019-0012-0002     |
| 1.3             | On-line Discussion Forums<br>Disposition Authority Number: DAA-0292-2019-0012-0003                 |
| 1.4             | Resources<br>Disposition Authority Number: DAA-0292-2019-0012-0004                                 |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>Records of the Tribal Home Visiting Program</b><br/>The Tribal Home Visiting Portal serves as an interactive platform for grantees to discuss program requirement topics, while also accessing tools and resources that support Tribal Home Visiting grantee program implementation. The Portal is also a place where grantees can access virtual learning content, such as recordings of previous webinars. Resources are organized based on the legislatively mandated program requirements for Tribal MIECHV grantees that make up grantee program implementation plans.</p>   |
| 1.1             | <p><b>Tribal MIECHV Implementation Plan Toolkit</b><br/>Disposition Authority Number      <b>DAA-0292-2019-0012-0001</b></p> <p>Tribal MIECHV Implementation Plan Toolkit – toolkit developed to assist grantees in developing the required grantee program implementation plans. Tools and resources that have been developed to assist Tribal Home Visiting grantees in the development of their required Implementation Plans and then in the execution of their home visiting programs. These tools can be found through portal links to resource pages that include the content on major required components grantees must incorporate as part of their Tribal Home Visiting grant:</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at the end of the CY in which it was posted</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after Cut off</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p> |
| 1.2             | <p><b>Tribal MIECHV Policies and Procedures</b><br/>Disposition Authority Number      <b>DAA-0292-2019-0012-0002</b></p>  |

Tools and resources developed to assist grantees in developing their own policies and procedures for the home visiting programs. Infant Early Childhood Mental Health Consultation – webinar recording of training on this topic as well as a Questions and Answers (Q&A) guide. Dissemination – Tribal MIECHV Dissemination toolkit and other resources on the subject. Workforce Development – Tools and resources for grantee staff regarding the hiring and retention of program staff. Community Engagement - Tools and resources for grantee staff regarding community engagement. Calendar of Events – Calendar listing upcoming meetings and virtual learning opportunities such as webinars.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

#### Disposition Instruction

Cutoff Instruction Cut off at the end of the CY in which it was posted

Retention Period Destroy 10 year(s) after Cut off

#### Additional Information

GAO Approval Not Required

#### On-line Discussion Forums

Disposition Authority Number DAA-0292-2019-0012-0003

Discussion forums related to various topics for grantees and may provide Q & A on that topic, such as performance measurement questions, home visiting model descriptions, a Home Visitors Corner, a page set aside for peer sharing (chat group) and tools and resources designed specifically for grantee home visitors.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

#### Disposition Instruction

1.3

|     |  |   |
|-----|--|---|
| 1.4 | Cutoff Instruction   | Cut off at the end of the calendar year |
|     | Retention Period   | Destroy 10 year(s) after Cut off        |
|     | Additional Information   |   |
|     | GAO Approval   | Not Required                            |
|     | <b>Resources</b>   |   |
|     | Disposition Authority Number   | DAA-0292-2019-0012-0004                 |
|     | Archived webinars, information regarding upcoming webinars and meetings, federal resources (ACF grant forms and guidance documents), Tribal resources, transcripts from previous webinars, photos of grantees (jpg photos) other dissemination resources, past grantee meeting agendas and the Tribal Home Visiting Newsletter- past newsletters are listed and can be accessed. |   |
|     | Final Disposition  | Temporary                               |
|     | Item Status  | Active                                  |
|     | Is this item media neutral?  | Yes                                     |
|     | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?  | Yes                                     |
|     | Do any of the records covered by this item exist as structured electronic data?  | No                                      |
|     | Disposition Instruction  |   |
|     | Cutoff Instruction   | Cut off at the end of the year          |
|     | Retention Period   | Destroy 10 year(s) after Cut off        |
|     | Additional Information   |   |
|     | GAO Approval   | Not Required                            |

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

| Date       | Action                   | By               | Title                                   | Organization   |
|------------|--------------------------|------------------|---|--|
| 10/03/2019 | Certify                  | Nancy Eickelmann | IT Specialist                           | Office of Administration<br>- Office of the Chief information Officer                          |
| 11/26/2019 | Return for Revision      | Carla Simms      | Archives Specialist                     | National Archives and Records Administration<br>- Records Management Operations                |
| 12/04/2019 | Submit For Certification | Nancy Eickelmann | IT Specialist                           | Office of Administration<br>- Office of the Chief information Officer                          |
| 12/04/2019 | Certify                  | Nancy Eickelmann | IT Specialist                           | Office of Administration<br>- Office of the Chief information Officer                          |
| 07/30/2020 | Submit for Concurrence   | Carla Simms      | Archives Specialist                     | National Archives and Records Administration<br>- Records Management Operations                |
| 08/04/2020 | Concur                   | Margaret Hawkins | Director of Records Management Services | National Records Management Program<br>- ACNR Records Management Services                      |
| 08/06/2020 | Concur                   | Laurence Brewer  | Chief Records Officer                   | National Records and Archives Administration<br>- National Records and Archives Administration |
| 08/10/2020 | Approve                  | David Ferriero   | Archivist of the United States          | Office of the Archivist -<br>Office of the Archivist   |