

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-292-09-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/28/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Administration for Children and Families			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Douglas Johnson, ACF Records Officer	5 TELEPHONE NUMBER 202-690-1205	DATE <i>Sept 16</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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 on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 09/24/2009	SIGNATURE OF AGENCY REPRESENTATIVE S // Yvonne K Wilson <i>Yvonne K. Wilson</i>		TITLE HHS Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>ACF Office of Head Start Monitoring System (OHSMS)</b>  See attached		

# ACF Office of Head Start Monitoring System (OHSMS)

Item **ACF OHSMS**

# The Office of Head Start Monitoring System (OHSMS) [formerly the Program Review Instrument for Systems Monitoring (PRISM)] is used by the Office of Head Start (OHS) to conduct onsite reviews and is the basis of the OHS monitoring process. The reviews are the primary tool for OHS to assess whether grantees are in compliance with statutory and regulatory requirements. The monitoring process identifies and describes for the grantee those areas in which its program is out of compliance. Office of Head Start review teams visit one-third of all OHS grantees on a tri-annual basis

OHSMS reviews are onsite evaluations measuring grantee facilities, operation and management against an established standard of performance. Deficiencies are annotated and compiled into a report that is presented to the grantee and OHS monitoring staff for follow up resolution.

~~1.~~ **OHSMS Input Records**

~~OHSMS reviewers use laptops that are preloaded with questionnaires to be used when conducting the review. Reviewers type in responses to the questions based on observation. Each question includes a rating scale to reflect the degree of compliance. At the conclusions of the review the data from the questionnaire is uploaded to the master database and all comments and assessments from each reviewer is aggregated for the target grantee site review.~~

GRS 20, Item 2b

~~**Disposition: TEMPORARY** Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.~~

2. **OHSMS Database Records**

The OHSMS database contains program evaluation data collected on Head Start grantees. The records include the name, address, phone number of the grantee, grantee contacts, names of reviewers, review date, review type, evaluation ratings, and reviewer comments and assessments.

**Disposition: TEMPORARY.** Cut off at the end of the fiscal year in which case is closed. Delete/destroy 30 years after cutoff.

~~3.~~ **OHSMS Output Records**

~~Ad hoc reports.~~

GRS 20, Items 4, 5, 6, 7 and 12

~~**Disposition: TEMPORARY.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.~~

4. **OHSMS System Documentation**

~~The system documentation includes the OHSMS Reviewer User Manual, instructions on evaluation criteria and how to conduct the review.~~

GRS 20, Item 11a1

~~**Disposition: TEMPORARY.** Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.~~