

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-510-09-6	DATE RECEIVED 9/21/09
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Agency for Healthcare Research/Quality (AHRQ)		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Patricia Bosco	5 TELEPHONE (301) 427-1207	DATE 9/21/09	ARCHIVIST OF THE UNITED STATES

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 1 page(s) are not now needed for the business of 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.

is not required, is attached, or has been requested

DATE 09/15/2009	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE HHS Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule Consumer Assessment of Healthcare Providers and Systems (CAHPS) See attached		

1. Hi AHRQ Consumer Assessment of Healthcare Providers and Systems (CAHPS)

The CAHPS Health Plan Survey Database is a repository for CAHPS Health Plan survey data. Survey data is voluntarily submitted by interested parties such as state Medicaid agencies, coalitions, vendors, and health plans. The database collects and contains contact information from submitters, health plan characteristics information, survey administration information, and survey data.

Types of surveys include, but are not limited to, the following:

- *Ambulatory Care* Ambulatory care surveys ask enrollees and patients about their experiences with ambulatory care delivered by health plans, medical groups, individual clinicians, and mental health providers
 - *Facility* Surveys on patient's experience on healthcare facilities, such as hospital, nursing home, and hemodialysis center
 - *Health Plan* The Health Plan Survey Component is the core of the CAHPS database, containing survey results and benchmark results from outside organizations for commercial (adult and child), Medicaid (adult and child), and Medicare (adult) populations
 - *Clinician Group* Survey asks patients about their experiences with doctors and medical groups to support benchmarking and research
 - *Hospital*: Information from participating hospitals regarding benchmarking and research data from 2005 through 2007
- a Master File Data containing contact information for submitters, health plan characteristics information, survey administration information, and survey data. Also contains individual-level survey respondent data from the CAHPS Health Plan Survey.

Disposition PERMANENT Cut off at the end of the calendar year in which posted to system. Transfer to the National Archives immediately after cut off.

- b Significant reports and publications presenting aggregated statistics on the surveys' composites and items across all participating database sources. Reports include, but are not limited to, the following:
- *CAHPS Health Plan Survey Results*: Provides the most recent Health Plan Survey results
 - *CAHPS Clinician & Group Survey Results* Provides the most recent CG-CAHPS Survey results
 - *Research Briefs* Analyses and highlights statistical data in the surveys

Disposition PERMANENT Cut off at the end of the calendar year in which final version is produced. Transfer to the National Archives immediately after cut off.

- c Non-significant reports and publications, such as CAHPS Connection, designed to keep the CAHPS user network informed about changes and developments to CAHPS products and services

Disposition. TEMPORARY Cut off at the end of the calendar year in which final version is produced Delete 5 years after cutoff or when no longer needed for business purposes, whichever is later

2. AHRQ Consumer Assessment of Healthcare Providers and Systems/Survey on Patient Safety (CAHPS/SOPS)

SOPS is an integrated database system that functions as a centralized repository of survey data on the AHRQ Survey on Patient Safety Culture Survey data is voluntarily submitted to the database from U S hospitals The database contains individual hospital staff respondent data on the survey as well as hospital-level characteristics and contact information on data submitters

Types of SOPs surveys include, but are not limited to, the following

- *Hospital* A staff survey designed to help hospitals assess the culture of safety in their institutions
 - *Nursing Home SOPS* Collects information from nursing home providers and staff about the culture of patient safety in their nursing home
 - *Doctors' Offices* Collects information from outpatient medical office providers and staff and asks for their opinions about the culture of patient safety and health care quality in their medical offices
- a Master File The SOPS database contains individual hospital staff respondent survey data from the AHRQ Hospital Survey on Patient Safety Culture The database contains survey data dictionaries, hospital-level characteristics, and contact information on hospital points-of-contact who are the data submitters The individual-level data are not individually identifiable The names of participating hospitals are kept confidential and not released in any reports

Disposition TEMPORARY Cut off at the end of the calendar year in which posted to system Delete 5 years after cutoff or when no longer needed for business purposes, whichever is later

- b Reports Significant reports presenting aggregated statistics on the surveys' composites and items across all participating database sources Reports include, but are not limited to, the following
 - *Hospital Survey on Patient Safety Culture Comparative Database Report* Presents statistics on the patient safety culture areas or composites assessed in the survey

- *Nursing Home Survey on Patient Safety Culture Comparative Database Report* Comparative data for the survey items and composite scores on the safety culture
- *Medical Office Survey on Patient Safety Culture Comparative Database Report* Comparative results for the survey items and patient safety culture

Disposition PERMANENT Cut off at the end of the calendar year in which final version is produced Transfer to the National Archives immediately after cutoff

- c Reports Non-significant reports and publications, such as SOPS User Network, designed to keep SOPS users informed about changes and developments to SOPS products and services

Disposition TEMPORARY Cut off at the end of the calendar year in which final version is produced Delete 5 years after cutoff or when no longer needed for business purposes, whichever is later