

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-511-09-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/24/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Substance Abuse and Mental Health Services Administration			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Lynne Klein, SAMHSA Records Officer	5 TELEPHONE NUMBER 240-276-1129	DATE <i>9/22/09</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 09/22/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i> S // Yvonne K Wilson		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule SAMHSA - SAIS See attached		

Services Accountability Improvement System (SAIS)

Description:

The SAIS is a web-based application utilized by Center for Substance Abuse Treatment (CSAT)/SAIS staff as the single repository that collects data from discretionary services grants and contracts where client outcomes are to be assessed at three points (intake, discharge, and post-intake). The information it processes is then used to respond to SAMHSA's Government Performance and Results Act (GPRA) reporting requirements which tracks the effects and accomplishments of its discretionary grant programs.

1. Master Data Files: Response Files

The data is stored on a web-based database server and maintained by RTI International in xml format. The master data files are then used for program monitoring and accountability. SAIS processes information pertaining to tracking the substance abuse of patients and statistics regarding the success and failures of discretionary grant programs.

The response files contain information such as type of planned treatment/recovery services that the client/participant was provided at intake, client ID, contract/grant ID, drug and alcohol use, gender, ethnicity, race, date of birth, family and living conditions, education, employment and income information, crime and criminal justice status, mental and physical health problems and treatment/recovery, follow-up status, social connectedness, services received upon discharge and discharge status.

Disposition: PERMANENT. Cut off at the end of the calendar year in which the grant period ends. Transfer to the National Archives 2 years after cutoff.

3. ~~Outputs: Performance Reports (standard and ad hoc).~~

~~SAIS has the ability to allow CSAT Project Officers access to different types of standard and ad hoc reports that provide them with information such as, intake completion rate, follow up rates, annual estimates of fund allocation by the hour and number of grants per program. These reports allow them to assess grantee performance in real time. Grantees can also access these reports thus enabling them to gauge performance of their programs.~~

~~Disposition: TEMPORARY. Delete from the receiving system or device when no longer needed for processing. (GRS 20, item 12 (a) and (b))~~