

## Request for Records Disposition Authority

Records Schedule Number DAA-0512-2017-0004  
Schedule Status Approved  
Agency or Establishment Health Resources and Services Administration  
Record Group / Scheduling Group Records of the Health Resources and Services Administration  
Records Schedule applies to Agency-wide  
Schedule Subject Training Information Portal (TRIP)  
Internal agency concurrences will be provided Yes

### Background Information

As required by the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act (GPRAMA) of 2010, all federal agencies must assess program impact and outcomes using data. Bureau of Health Workforce (BHW) requires all grantees of Health Professions grants and cooperative agreements to report annual performance data so it can determine the success of the grant programs.

Grantees submit annual performance data into the Electronic Handbooks (EHBs), an enterprise Grants Management system at HRSA. In order to determine the impact of grants and cooperative agreements, grantees are required to report on individuals who either directly or indirectly benefitted from a health professions grant. Information collected includes an individual's training program, demographic information, aspects of their training, and employment information upon completion of training.

Because of the large volume of trainees benefitting from BHW's health professions programs, BHW has initiated this business process improvement effort to reduce the burden on the grantees by developing a data collection Portal that will allow grantees to collect the individual general data, including demographic information, directly from trainees via online surveys. The survey responses will be collected, monitored and managed in the portal, and grantees will be able to transmit and submit the data electronically into EHBs. Grantees will be able to send reminders or notifications to the trainees for initial surveys, or any follow-up reminders. Grantees will also have the ability to directly upload bulk individual-level data rather than key in every required data field.

Data elements collected in the portal are the same as those already being collected in the EHBs. The only change is that now the individual level trainee data may be collected directly from the trainees or uploaded by grantees. It is expected that higher levels of data accuracy will be obtained through the Portal.

For grantees that decide to communicate with trainees for this data collection, their names and email addresses may also be stored on the Portal, even though that information will not be transmitted to EHBs. This will also provide an opportunity to the grant program and BHW to follow the trainees even after the completion of their training to find out if they are employed in health care and/or work in underserved areas, so the bureau can determine the effectiveness and success of its health professions grant programs.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0512-2017-0004

Sequence Number	
1	HRSA - Training Information Portal (TRIP)
1.1	Trainees Demographic Data (Demographic, Training and General Employment Information) Disposition Authority Number: DAA-0512-2017-0004-0001

## Records Schedule Items

Sequence Number	
1	<p>HRSA - Training Information Portal (TRIP)</p>
1.1	<p>Trainees Demographic Data (Demographic, Training and General Employment Information)</p> <p>Disposition Authority Number    DAA-0512-2017-0004-0001</p> <p>The system will collect and store demographic, training and general employment-related information regarding the trainees at grantee locations benefiting from BHW grant programs. Records will be stored at the individual grant and training program level. The system will include health professional records containing following key data elements: name; email address; HRSA unique ID; health professions training program; length of training program; National Provider Identifier (NPI) number (where applicable); enrollment status; sex; age; race; ethnicity; rural residential background status; disadvantaged background status; veteran status; BHW financial award received; academic years receiving BHW financial awards; % Full-Time Equivalent (FTE) paid; primary discipline; whether the individual received training in a primary care setting, medically underserved community, or rural area; number of hours of training received in a primary care setting, medically underserved community, or rural area; graduation/completion status; program attrition status; employment data city, state, and ZIP code; type of employment, training/employment status 1-year after graduation; employment status.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?            No</p> <p>Explanation of limitation              These are all electronic records.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                            Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cutoff at the end of the calendar year.</p> <p>Retention Period                        Destroy 10 year(s) after final action is taken on file, but longer retention is authorized if required for business use.</p>

**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
12/01/2017	Certify	Evelyn Reid	HRSA Agency Record Officer	Office of Information Technology - Records Management
02/28/2018	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
03/01/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist