

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2020-0002
Schedule Status Approved

Agency or Establishment Department of Veterans Affairs
Record Group / Scheduling Group Records of the Department of Veterans Affairs
Records Schedule applies to Major Subdivision
Major Subdivision Veterans Health Administration
Schedule Subject Disruptive Behavior Reporting System (DBRS)
Internal agency concurrences will be provided No

Background Information

The Disruptive Behavior Reporting System (DBRS) is a secure, facility managed, web- based electronic system to collect and manage reports of behavioral events that cause a safety concern. The main purpose of the DBRS is to serve as a tool to promote a safe environment for patients, VA staff, and visitors. Anyone with access to the VA computer network can report a disruptive behavior event in the DBRS.

The DBRS provides information to select members of the facility's interdisciplinary and multidisciplinary teams tasked with addressing violence risk within its respective VHA facility. These behavioral threat assessment and management teams use DBRS to receive, review, and manage event reports and document related behavioral safety strategies to improve healthcare delivery.

When an event is reported in the DBRS, the system automatically generates a report number that corresponds to the event and is used as a tracking mechanism, as opposed to tracking the event by the alleged disruptor's name or SSN. Because incidents are filed in DBRS by event number and not disruptor name or SSN, the DBRS is not a System of Records. It is not possible to use the DBRS application to search Personal Identifying Information (PII). In cases of patient-generated events, Disruptive Behavior Committee (DBC) members may choose to link the DBRS event number to an electronic health record progress note to serve as a finding aid, thus alerting medical staff that an event was reported in the DBRS and provide a point of contact for follow-up questions or concerns.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0015-2020-0002

Sequence Number	
1	Disruptive Behavior Reporting System (DBRS) Disposition Authority Number: DAA-0015-2020-0002-0001
2	All other Disruptive Behavior Committee (DBC) records Disposition Authority Number: DAA-0015-2020-0002-0002

Records Schedule Items

Sequence Number					
1	<p>Disruptive Behavior Reporting System (DBRS)</p> <p>Disposition Authority Number DAA-0015-2020-0002-0001</p> <p>The Disruptive Behavior Reporting System (DBRS) is a secure, facility managed, web-based electronic system to collect and manage reports of behavioral events that cause a safety concern. Disruptive Behavior Committee members may choose to link the DBRS event number to an electronic health record progress note to serve as a finding aid, thus alerting medical staff that an event was reported in the DBRS and provide a point of contact for follow-up questions or concerns.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">New</td> <td style="text-align: center;">Records Control Schedule (RCS 10-1)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff upon decommissioning the database.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	New	Records Control Schedule (RCS 10-1)
Manual Citation	Manual Title				
New	Records Control Schedule (RCS 10-1)				
2	<p>All other Disruptive Behavior Committee (DBC) records</p> <p>Disposition Authority Number DAA-0015-2020-0002-0002</p> <p>All other DBC records predating or outside of The Disruptive Behavior Reporting System in all formats.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>				

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

Manual Citation	Manual Title
New	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction **Cutoff at death of veteran**
Retention Period **Destroy 3 year(s) after cutoff**

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
06/08/2020	Certify	Martin Hill	Program Analyst	Office of Information and Technology - Enterprise Records Service
09/23/2020	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/15/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/15/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist