REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER *NI-330-11-3*

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date Received
11-30-2010

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)
Office of Secretary of Defense

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disposition request including amendments is approved except for items that may be marked "disposition not approved or "withdrawn in column 10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 SUB DIVISION
Washington Headquarters Services

3 MINOR SUBDIVISION
Records and Declassification Division

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Ronald McCully	703-588-6835		

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_____ page(s) are not needed now 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/27/10		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets		

SF 115 Submission for scheduling with National Archives and Records Administration (NARA):

OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR PERSONNEL & READINESS (OUSD) (P&R), TRICARE MANAGEMENT ACTIVITY (TMA)

The systems in this schedule fall under the purview of TMA The records in Centralized Credentials Quality Assurance System (CCQAS) CCQAS, Expense Assignment System (EAS IV), are maintained on a central production server at the Defense Information Systems Agency (DISA) location in San Antonio, TX All system documentation is covered under GRS 20, Item 11a (1)

ITEM 1: Centralized Credentials Quality Assurance System (CCQAS)
BACKGROUND The CCQAS is an electronic information system (EIS) that collects and manages military health system (MHS) and MHS commercial provider data regarding employee credentials and qualifications, adverse action and malpractice cases against medical caregivers, risk management, and other similarly related data Data from the system is used to report Department of Defense (DoD) adverse privileging actions and malpractice data to the National Practitioner Data Bank and to the state licensing boards of the individual provider Only CCQAS or subsequent system data maintained in the central production server is authorized under this disposition CCQAS or subsequent system data maintained at military treatment facility (MTF) or other clinical provider sites will be managed according to the appropriate Military Service Records Disposition Schedules or other authorized retention schedules Privacy Act System of Records Notice (SORN) Applies, DHA 09, Medical Credentials/Risk Management Analysis System

Data entries are made by Credentials Managers, Risk Managers, Adverse Actions Managers, Providers, Reviewers, and Privileging Authorities Information includes demographics, education and training, licensure, registration/certification, continuing education, risk management, adverse actions, NPDB queries, DEA license, etc Inputs are covered under GRS 20, Item 2a (3)-(4)

Outputs in the form of printed form letters and sent out during credentials inquiry and verification as well as notification of malpractice claims maintained at military treatment facilities or other clinical provider sites will be managed according to the appropriate Military Service Records Disposition Schedules or other authorized retention schedules

FILE TITLE: Centralized Credentials Quality Assurance System (CCQAS) Master File.

FILE DESCRIPTION Information system that collects and manages military health system and MHS commercial provider data regarding employee credentials and qualifications, adverse action and malpractice cases against medical caregivers, risk management, and other similarly related data Included are employee health care providers, demographics, identification, education, training, affiliations, certification, and other credential information, privileges, risk management, and adverse action information

PRIVACY ACT: DHA 09
DISPOSITION: TEMPORARY COFF annually Delete/Destroy when 10 years old

ITEM 2: Expense Assignment System (EAS) IV

BACKGROUND: The Expense Assignment System (EAS IV) is a data repository that provides standardized reporting of expense, personnel, and workload data by Department of Defense (DoD) medical and dental facilities at the facility level EAS IV will be essential for the implementation of capitation-based budgeting and managed care with the DoD and will serve as the primary source of cost data for various studies and for calculating rates for third-party collections The EAS IV system does not maintain any personally identifiable information (PH) or protected health information (PHI)

Inputs into the system are performed both manually (throughout the Military Treatment/Dental Treatment Facilities *(MTFIDTF)* and by data entry into interim electronic information systems The system receives financial, personnel, and clinical workload data which is used to calculate unit cost tables, work center costs, and work load performance at MTFIDTFs for budget formulation/execution, managed care contracting and productivity analysis and reporting requirements The data maintained in the system is not changed or altered Inputs are covered under GRS 20, Item 2b The 141 reporting sites are responsible for entering data in the central web application EAS IV or subsequent system data maintained at MTF *IDTF* or other clinical provider sites will be managed according to the appropriate Military Service Records Disposition Schedules or other authorized retention schedules

Outputs are created on a monthly basis, the EAS IV Repository sends data to the MHS Data Repository Files represent 141 sites and include information on unit cost, work center costs, and workload/performance EAS IV records output to the MHS Data Repository, it is managed according to the appropriate Military Service Records Disposition Schedules or other authorized retention schedules for that system Outputs for EASIV are covered under GRS 20, Item 7

FILE TITLE: Expense Assignment System (EAS) IV Master File
FILE DESCRIPTION: Information system that provides standardized reporting of expense, personnel, and workload data Records include financial, personnel and clinical data used to calculate unit cost tables, work center costs, and workload performance for budget formulation/execution

DISPOSITION: TEMPORARY COFF upon final payment Delete/Destroy 7 years after COFF

ITEM 3: Patient Movement Item Tracking System (PMITS) Plexus DAIS

BACKGROUND: The PMITS Plexus DAIS is an electronic information system that ensures the availability and or adequate replenishment of patient movement items (PMI) (defibrillators, infusion pumps, ventilators, etc) at combat medicine facilities when PMI must accompany a patient during transfer throughout the military health system MRS/TMA facilities This is accomplished by establishing a system that will support a timely recycle time of PM I equipment

through accurate tracking processes coupled with web enabled worldwide asset visibility The PMITS system does not manage, manipulate, store, retrieve, or transmit any personally identifiable information of any kind

Inputs into the system are from electronic information collection devices (PDAs, barcode scanners), or information entered directly into system by users The system contains proprietary, mission, and sensitive DoD data Inputs are covered under GRS 20, 2b Only PMITS, or subsequent system data maintained at the PMITS web server, data exchange centers, or patient movement item (PMI) program laptops deployed worldwide for the TMA (or other facilities maintaining data on behalf of TMA) is authorized under this disposition)

Outputs are daily reports on PMI equipment status Outputs are covered under GRS 20, Item 6

FILE TITLE: Patient Movement Item Tracking System (PMITS) Master File
FILE DESCRIPTION: Information on the location, quantity, and status of movable medical items (i e defibrillators, infusion pumps, ventilators, etc)

DISPOSITION: TEMPORARY COFF annually Maintain current month of data, and delete/destroy oldest data when 3 years old

ITEM 4: Special Needs Program Management Information System (SNPMIS)
BACKGROUND: The SNPMIS is the automated information system designed to ensure the DoD meets the unique information requirements associated with implementation of the Individuals with Disabilities Education Act (IDEA) Data in the system provides information to programs providing treatment to children with disabilities who are entitled to early intervention and special education services from the DoD The records in SNPMIS are maintained by TMA on servers at TMA designated sites and in virtual machines located at various DoD locations within the Continental United States (CONUS) and Outside the Continental United States (OCONUS) Only SNPMIS or subsequent system data maintained on database servers distributed within the CONUS and OCONUS for TMA (or other facilities maintaining data on behalf of TMA) is authorized under this disposition The records in the system may be accessed by patient name, sponsor social security number or other unique identifier Privacy Act System of Record Notice Applies, DHA 16

Inputs are entered directly into the electronic system by authorized SNPMIS users (medical professionals) GRS 20 Item 2b(3)

Outputs include but are not limited to reports and forms generated by authorized SNPMIS users, such as reports for families, schools where EDIS providers serve children, and the Military Services for management and compliance purposes GRS 20 Item 5

FILE TITLE: Special Needs Program Management Information System (SNPMIS) Master File
FILE DESCRIPTION: Information system used to comply with the Individuals with Disabilities Education Act (IDEA) and includes referral, evaluation, eligibility, and service plan

data for all children eligible for service This system provides case tracking, management and reporting capabilities to Military Treatment Facilities Records contained within the system include but are not limited to information related to performing outreach and prevention activities, conducting assessment and survey activities, compilation of databases for statistical analysis, tracking, and reporting, evaluations of program effectiveness, information to assist in conducting research, reports that provide historical analysis to monitor ongoing improvements in quality of care initiatives, care locations and provider's name and title that evaluate and provide intervention, individualized educational programs, and information on areas where additional services are delivered

PRIVACY ACT: DHA 16

DISPOSITION: TEMPORARY COFF annually upon child's transition or withdrawal from EDIS Delete/Destroy 5 years from COFF