

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2016-0005

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 VA Enrollee Health Care Projection Model

Internal agency concurrences will be provided No

Background Information Statistical studies, analyses, and/or data summaries that provide impacts on health care utilization, delivery, and cost for the enrolled Veteran population. Detail provided may vary based on stakeholder need and complexity of request (e.g., age, gender, priority level, enrollee type, geographical location). These studies provide historical, actual, or projected data that is often referred to in responding to inquiries concerning quantifying differences (e.g., demographics, morbidity, health care choices, behavior, location) between the enrolled Veteran population and the average population, and how these differences influence utilization and cost.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0015-2016-0005

Sequence Number	
1	Case file Records
1.1	VA Enrollee Health Care Projection Model - Case File Disposition Authority Number: DAA-0015-2016-0005-0001

Records Schedule Items

Sequence Number	
1	<p>Case file Records</p> <p>Databases*: SAS (Statistical Analysis System) datasets and databases are maintained by the Office of Enrollment & Forecasting (OE&F) (e.g., Survey of Enrollees, Enrollment Files, Travel Time files, OE&F extract, Workload files, and Fee files). These data are key inputs to the enrollment projection model, which is updated annually. Additionally, OE&F archives various SAS datasets that are outputs of the VA Enrollee Health Care Projection Model (EHCPM) (e.g., Veteran, enrollment, utilization, cost projections, and baseline workload files).</p> <p>SAS Code*: Statistical programs used to manipulate the databases above; often these programs are used to support adhoc data requests and other analytical case studies.</p> <p>Budget Reports: Report Writers – SAS-based model with an Excel interface that allows users to report summary level data output.</p> <p>Budget Impact Analyses – Separately quantifies the key drivers of changes in the enrollment, utilization, and expenditure projections over time. These reports include the annual impacts associated with all of the other factors (e.g., Net Enrollment Growth, Priority Level Transition, Geographic Migration, Mix Changes, and all Trend and benefit change components as well as estimated annual trend.</p> <p>Tools: Educational tools (e.g., MS Excel workbooks that display changes in enrollment rates by year) increase the transparency of the EHCPM. These tools include organized data in usable formats for programs for planners, which assists in separately quantify the key drivers of changes in the enrollment, utilization, and expenditure projections over time. These tools explain why projections change from one version of the EHCPM to the next. Additionally, these tools may be required at varying levels of demographic and geographic detail. Examples of the current transparency tools include the Mental Health Workbook, Facility Baseline Reporting Tool, Enrollment Key Driver Tool, Enrollment Increment and Decrement Tool, the Utilization Key Driver Tools, and the Budget Impact Analysis.</p> <p>Training Material*: Training material files include training aids (MS PowerPoint presentations, MS Word documents, etc.) that help to ground stakeholders in understanding various aspects of the EHCPM. These files may include preparation instructions and documents relating to analyses.</p> <p>Briefing Material*: Briefing material files are created by VHA OPP (Office of Policy and Planning) for internal use in briefing the Secretary of the Department of Veterans Affairs, the Under Secretary for Health, the Principal Deputy Under Secretary for Health, and/or other VA or Executive Branch officials or offices. Typically, the briefings involve communicating major changes in the EHCPM due to annual updates.</p>
1.1	<p>VA Enrollee Health Care Projection Model - Case File</p> <p>Disposition Authority Number DAA-0015-2016-0005-0001</p> <p>Description of Case File*: Statistical studies, analyses, and/or data summaries that provide impacts on health care utilization, delivery, and cost for the enrolled</p>

Veteran population. Detail provided may vary based on stakeholder need and complexity of request (e.g., age, gender, priority level, enrollee type, geographical location). These studies provide historical, actual, or projected data that is often referred to in responding to inquiries concerning quantifying differences (e.g., demographics, morbidity, health care choices, behavior, location) between the enrolled Veteran population and the average population, and how these differences influence utilization and cost.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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 end of FY of year case file is completed.

Retention Period Destroy 30 year(s) after maintained at VHA Office of the Assistant Deputy Under Secretary for Health for Policy and Planning.

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
04/08/2016	Certify	Matthew Staden	Records Officer	Veterans Health Administration - Records Management
11/14/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/05/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist