

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0512-2023-0002

Status: APPROVED
Date Approved: 11/12/2024

General Information

Agency or Establishment	Health Resources and Services Administration
Record/Scheduling Group	0512 - Records of the Health Resources and Services Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Provider Relief Bureau
Schedule Subject	Provider Relief Fund/DocuSign
Additional Schedule Information	<p>The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law (P.L.) 116- 136), Paycheck Protection Program and Health Care Enhancement Act (PPHCEA) (P.L. 116-139), and Coronavirus Response and Relief Supplemental Appropriations Act (P.L. 116-260) provide the U.S. Department of Health and Human Services (HHS) \$178 billion under the Public Health and Social Services Emergency Fund to administer a Provider Relief Fund (PRF).</p> <p>The Provider Relief Bureau (PRB) was created by the Health Resources and Services Administration (HRSA) agency on April 2020 – originally known as the Office of Provider Support (OPS). This bureau has the responsibility of administering the PRF with the purpose of supporting health care entities and eligible providers in order to provide financial support to those who experienced lost revenues and increased expenses during the pandemic. Subsequently, this financial support will help to maintain the national health system capacity. HRSA had to develop a process for using data to support the distribution of funds, but given the size, scope, and complexity of the PRF program it was required to rapidly ramp up data and technology capabilities to support the massive effort.</p> <p>DocuSign is one of the PRB Information Technology (IT) investment systems. The primary purpose of this system application is to allow an electronic service to its customers. Through the use of envelope routing, electronic documentation is securely transferred between validated electronic signature identifications and carried to the appropriate account. DocuSign maintains an individual's actions and allows five status options; 1.In Progress, 2.Completed, 3. Declined, 4.Voided, and 5.Correcting.</p>

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All system users create individual accounts and an electronic identification (ID). Electronic signatures referred to as envelope ID's are used to submit, verify, and maintain personal or financial data applications and other documentation for the coronavirus aid. DocuSign provides accessibility through electronic means, creating a more efficient environment that reduces waste, time, and effort. The applications and documentation are utilized in conjunction with other IT systems to justify or verify payment, provider data, and for audit purposes. This system stores all forms initiated by reporting entities and confirms individual user's electronic authenticity.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0512-2023-0002

Item #	Title	Disposition
0001	COVID-19 Phase Application and Supplemental Documentations for Payment Decisions	Temporary
0002	HRSA Provider Relief Fund Bureau Envelope-Request to Report Late (RRL)	Temporary
0003	HRSA Provider Relief Fund-Partial Return of Unused Funds	Temporary

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Records Schedule Items

DAA-0512-2023-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	COVID-19 Phase Application and Supplemental Documentations for Payment Decisions	
Item Description	<p>Reporting entities use the PRF Phase Application and Supplemental Documentations to apply and attest to provider relief funds. Applications and supplemental documentation (successful-authenticated, unsuccessful-failed authentication, and other) are reviewed to determine the payment amount based on healthcare- related expense or lost revenues related to Coronavirus (COVID)-</p> <p>19. Submissions are monitored by mailbox ProviderRelief-noreply@hrsa.gov.</p> <p>List of some variables included in the file: Provider filing Tax Identification Numbers Name on tax returns Revenues Banking Information Supplemental attachments (if applicable-i.e. IRS form)</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0512	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff after final action is taken or after closing of audits and assessments of the Provider Relief Program, whichever is later.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	

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GAO Approval Required	No
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DAA-0512-2023-0002-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	HRSA Provider Relief Fund Bureau Envelope-Request to Report Late (RRL)	
Item Description	<p>HRSA PRF: Request to Report Late (RRL) Forms (successful- authenticated, unsuccessful-failed authentication, and other) contain information on providers that received relief funds and were not in compliance with all terms and conditions within the PRF reporting portal and did not return all funds not reported on. PRFreporting@hrsa.gov monitors receipt and inquiries for RRL forms.</p> <p>List of some variables included in the file: Tax Identification Numbers Contact info Secondary Contact Info Description of extenuating circumstance(s)</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0512	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff after final action is taken or after closing of audits and assessments of the Provider Relief Program, whichever is later.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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DAA-0512-2023-0002-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	HRSA Provider Relief Fund-Partial Return of Unused Funds	
Item Description	<p>These records include all forms (successful-authenticated, unsuccessful-failed authentication, and other) and any supporting documentation of the return of an unused portion or multiple partial payment transaction of the original dollar amount. The form is sent to PRB mailbox “PRFReturns-NoReply@hrsa.gov” and utilized for a one-time payment or multiple payments towards the PRF. It is an electronic means to securely send encrypted data digitally signed by reporting entities via electronic device (i.e. applications, agreements, intent to return unused funds, etc.).</p> <p>List of some variables included in the file: Tax Identification Number Provider/Entity Name Address Contact Name/Phone Number/Email Original amount Payment Return amount Interest return amount</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0512	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff after final action is taken or after closing of audits and assessments of the program, whichever is later.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/12/2024