

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Property Management Regulations, 41 CFR 101-20. 302—Admission to Property.

**PURPOSE(S):**

Employee identification cards are used and required for admission to Social Security buildings. The file of application forms verify issue of an identification card to an employee and verify prior issuance in the event of loss or theft of the card.

**ROUTINE USES OF INFORMATION MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Disclosure may be made for routine uses as indicated below:

1. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.

2. To the Department of Justice in the event of litigation where the defendant is:

(a) The Department of Health and Human Services (HHS), any component of HHS or any employee of HHS in his or her official capacity;

(b) The United States where HHS determines that the claim, if successful, is likely to directly affect the operations of HHS or any of its components; or

(c) Any HHS employee in his or her individual capacity where the Justice Department has agreed to represent such employee;

HHS may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected.

3. To the Internal Revenue Service, Department of the Treasury, as necessary, for the purpose of auditing the Social Security Administration's compliance with safeguard provisions of the Internal Revenue Code of 1954, as amended.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Information is maintained on paper forms.

**RETRIEVABILITY:**

Records are indexed and retrieved alphabetically by name.

**SAFEGUARDS:**

The records are stored in locked files. Access to the records is limited to those employees who have a need for them in

the Performance of their official duties. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employes to protect personal records.)

**RETENTION AND DISPOSAL:**

The information provided on forms is retained for the length of service of the individual and then destroyed by shredding; picture passes, once surrendered, also are destroyed by shredding.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Protective Service Branch, Office of Management, Budget and Personnel, 6401 Security Boulevard, Baltimore, Maryland 21235.

**NOTIFICATION PROCEDURE:**

An individual can determine if this system contains a record pertaining to him or her by contacting the following address: Chief, Employee Services Section, Office of Management, Budget and Personnel, 6401 Security Boulevard, Baltimore, Maryland 21235.

When requesting notification of or access to records in this system, the individual should provide his/her full name, date of birth and work location with SSA. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

**RECORD ACCESS PROCEDURE:**

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

**CONTESTING RECORD PROCEDURES:**

Same as notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

**RECORD SOURCE CATEGORIES:**

Information in these files is received from the Division of Personnel and Training Operations, individual employees, contractors and vendors.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

09-60-0040

**SYSTEM NAME:**

Quality Review System, HHS/SSA/OA.

**SYSTEM CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Social Security Administration, Office of Systems, 6401 Security Boulevard, Baltimore, Maryland 21235.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Randomly selected applicants for and/or beneficiaries of:

a. Supplemental Security Income (SSI) payments under title XVI of the Social Security Act. Records of some SSI beneficiaries may have been transferred from State welfare rolls for aid to the aged, blind, and disabled.

b. Retirement, Survivors, and Disability insurance benefits under title II of the Social Security Act.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

a. Supplemental Security Income Quality Review: Quality Review Data Base, selected casefile, contingency sample master file, quality assurance universe file, designated case file, designated case transmission file, designated case extract file, and sample control list. These records may contain: Social Security number, State and county of residence, type of claim, information regarding federally administered supplementation payments, Social Security claims numbers, living arrangements and family composition, income and medical information, sex, race, resources, third party contacts, and indications of processing errors.

b. Retirement and Survivors Insurance and Disability Insurance Quality Review: These records contain information regarding Federal payments and other information listed in (a) above.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Sections 205(a), 1631(d), and 1631(e) of the Social Security Act.

**PURPOSE(S):**

The Quality Review Data Base is used for accumulating and tabulating data to determine the accuracy of the entitlement status of applicants/beneficiaries and of benefit amounts paid under the Retirement and Survivors Insurance program and the Disability Insurance program, and the eligibility status of applicants/beneficiaries and of benefit amounts paid under the Supplemental Security Income program. Title XVI data also are used to calculate Federal fiscal liability case and gross dollar error rates for State supplementation funds administered by

SSA. Other categories of records provide data necessary to complete the data base and to provide information to SA's Field Assessment Office Divisions of Payment and Eligibility Quality and Field and Satellite Offices so that they may review cases to obtain information on the general level of accuracy of the entire beneficiary rolls in the programs noted previously.

**ROUTINE USES OF INFORMATION MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USES AND THE PURPOSES OF SUCH USES:**

With respect to SSI data, disclosure may be made as indicated below:

1. To the appropriate Federal agency charged with the responsibility for investigating or prosecuting a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, if this system of records indicates that a violation may have occurred.

2. To the Internal Revenue Service, Department of the Treasury, as necessary, for the purpose of auditing the Social Security Administration's compliance with safeguard provisions of the Internal Revenue Code of 1954, as amended.

3. To a contractor for the purpose of collating, evaluating, analyzing, aggregating or otherwise refining records in this system when HHS, Social Security Administration contracts with a private firm. (The contractor shall be required to maintain Privacy Act safeguards with respect to such records.)

4. In the course of employee discipline or competence determination proceedings.

5. To members of the community and local, State, and Federal agencies in order to locate the individual (when his or her whereabouts are unknown), to establish the validity of evidence or to verify the accuracy of information presented by the applicant/beneficiary, representative payee, legal guardian or other representative of the applicant/beneficiary.

6. To State Welfare Departments pursuant to agreements with the Social Security Administration for the Federal administration of State supplementation payments.

7. To State agencies for administration of the Medicaid Quality Control system.

8. To a congressional office in response to an inquiry from that office made at the request of the subject of a record.

9. Where Federal agencies having the power to subpoena other Federal

agencies' records, issue a subpoena to HHS or the Social Security Administration SSA will make such records available.

With respect to title II data, routine disclosure is made only as indicated in items 1, 2, 3, 4, 5, 8, and 9.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are stored in magnetic media (e.g., magnetic tape and disks).

**RETRIEVABILITY:**

Records are indexed and retrieved by any set of record characteristics; e.g., Social Security number, or name.

**SAFEGUARDS:**

System security has been established for the records in accordance with the HHS Automated Data Processing Manual, "Part 6, ADP System Security." Tapes are stored in tape vault in the Division of Data Processing Operations, Office of Systems Operations, or in protected storage racks, disks in protected storage racks. The entire area is secured by guarded entrances, with admission limited to authorized personnel. (See Appendix J to this publication for additional information relating to safeguards the Social Security employs to protect personal information.)

**RETENTION AND DISPOSAL:**

The Quality Review data base is retained indefinitely. Tape records are erased after 30-500 days.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Payment and Eligibility Quality, Office of Assessment, 6401 Security Boulevard, Baltimore, Maryland 21235.

**NOTIFICATION PROCEDURE:**

An individual can determine if this system contains a record about him or her by writing to the following address: Director, Division of Quality Review Policy and Sample Control, Division of Payment and Eligibility Quality, Office of Assessment, 6401 Security Boulevard, Baltimore, Maryland 21235.

When requesting notification of or access to records, the individual should provide his/her name and Social Security number. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.) These procedures are in accordance with HHS Regulations 45 CFR Part 5b.

**RECORD ACCESSING PROCEDURES:**

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. An individual who requests notification of or access to a medical record shall, at the time he or she makes the request, designate in writing a responsible representative who will be willing to review the record and inform the subject individual of its contents at the representative's discretion.

A parent or guardian who requests notification of or access to a minor's medical record shall at the time he or she makes the request designate a physician or other health professional (other than a family member) who will be willing to review the record and inform the parent or guardian of its contents at the physician's or health professional's discretion.

These access procedures are in accordance with HHS Regulations 45 CFR Part 5b.

**CONTESTING RECORD PROCEDURES:**

Same as notification procedures. Requesters should also reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification. These procedures are in accordance with HHS 45 CFR Part 5b.

**RECORD SOURCE CATEGORIES:**

Information in the Social Security Administration Quality Review System is furnished by applicants for and beneficiaries of the Retirement and Survivors Insurance program, the Disability Insurance program, and the Supplemental Security Income program, representative payees of such individuals (where appropriate), Social Security Administration offices, other Federal and State agencies, and private sources.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

09-60-0042

**SYSTEM NAME:**

Quality Review Casefile, HHS/SSA/OA.

**SYSTEM CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Social Security Administration, Office of Assessment, Office of Payment and Eligibility Quality, 6401 Security Boulevard, Baltimore, Maryland 21235