

09-60-0056

**SYSTEM NAME:**

Vocational Rehabilitation Savings Calculation, HHS/SSA/ODP.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

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

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

Disability beneficiaries reported by State vocational rehabilitation agencies as no longer receiving vocational rehabilitation service.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in this system consist of the name and Social Security number of the beneficiary and identifying information about the notice of disclosure, the date of termination or reduction in benefits, if any, amount of benefit, amount of savings and other miscellaneous data.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Sections 222 and 1615 of the Social Security Act.

**PURPOSE(S):**

This record serves primarily as a source for furnishing statistical and benefit information on the vocational rehabilitation reimbursement program.

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

Disclosure may be made for routine uses as indicated below:

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

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

Records in this system are stored in magnetic media (e.g., magnetic tapes).

**RETRIEVABILITY:**

Records are indexed and retrieved by use of the Social Security number.

**SAFEGUARDS:**

System security has been established for this system in accordance with the Department of Health and Human Services' Automated Data Processing Manual, "Part 6, ADP System Security." Only authorized personnel having a need for this information in the performance of their official duties have access to this data under stringent

security measures involving guards, identity cards and photographs, etc. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal information.)

**RETENTION AND DISPOSAL:**

Tapes are maintained indefinitely.

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

Director, Office of Disability Programs, 6401 Security Boulevard, Baltimore, Maryland 21235.

**NOTIFICATION PROCEDURE:**

An individual can determine if this system contains a record about him or her by contacting the system manager at the address shown above and furnishing his or her name, Social Security number, approximate date and place claim was filed, type of claim (Disability Insurance or Supplemental Security Income), and return address. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.)

**RECORD ACCESS PROCEDURES:**

Same as notification procedures. Also, requesters should reasonably specify the record contents they are seeking. These access procedures are in accordance with HHS Regulations 45 CFR Part 5b.

**CONTESTING RECORD PROCEDURES:**

Same as notification procedures. Also, requesters should 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:**

The information is extracted and compiled from the vocational rehabilitation closure report, and the Earnings Recording and Self-Employment Income System (09-60-0059), Master Beneficiary Record (09-60-0090), and Supplemental Security Income Record (09-60-0103) systems of records.

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

None.

09-60-0057

**SYSTEM NAME:**

Quality Evaluation Data Records, HHS/SSA/OA.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

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

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

Each individual who has filed an application for Social Security Disability Insurance benefits and/or Supplementary Security Income disability payments.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information in this system consists of the claimant's name and Social Security numbers; and demographic, diagnostic, and other types of data generated as a result of a review of the State actions on the claim.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 221 of the Social Security Act.

**PURPOSE(S):**

This system is used for the purpose of assisting in the assessment of the quality of disability determinations made by State Disability Determination Services. Records are used to report monthly results of the review of the State disability determination progress.

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

Disclosure may be made for routine uses as indicated below:

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

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

Records are maintained in paper form and in magnetic media (e.g., magnetic tape and disk).

**RETRIEVABILITY:**

The records are indexed and retrieved by use of the Social Security number.

**SAFEGUARDS:**

Paper records are kept in secured physical areas. Safeguards for automated records have been established in accordance with the Department of Health and Human Services Automated Data Processing Manual, "Part 6, ADP System Security." This includes maintaining automated records in an enclosure attended by security guards. Data is transmitted from Field Assessment Offices and

headquarters to Computer Sciences Corporation (CSC) time sharing computer facilities, and return, over leased lines provided through CSC. Internal computer security is safeguarded by account numbers, access codes, passwords and edit checks. These assure that only authorized access to the computer system is permitted, that the particular data requested from the system can be released to the requester, and that control is maintained over the locations to which systems data may be sent. (See Appendix J to this publication for additional information relating to safeguards the Social Security Administration employs to protect personal records.)

**RETENTION AND DISPOSAL:**

The records are maintained for a period of 48 months. Paper records are disposed of by shredding; tape and disc records are destroyed magnetically.

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

Director, Office of Disability Program Quality, 6401 Security Boulevard, Baltimore, Maryland 21235.

**NOTIFICATION PROCEDURE:**

An individual can determine if this system contains a record about him/her by writing to the system manager at the address shown above and furnishing name, Social Security number, approximate date and place claim was filed, type of claim (Disability or Supplemental Security Income), and address. (Furnishing the Social Security number is voluntary, but it will make searching for an individual's record easier and avoid delay.)

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

**RECORD ACCESS PROCEDURES:**

Same as notification procedures. Also, requesters should reasonably specify the record contents they are

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

**CONTESTING RECORD PROCEDURES:**

Same as notification procedures. Also, 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:**

Records are prepared from Form SSA 3094 and show decision, diagnosis and other information.

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

None.

09-60-0058

**SYSTEM NAME:**

Master Files of Social Security Number Holders, HHS/SSA/OEER.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Social Security Administration, Office of Systems, 6401 Security Boulevard, Baltimore, Maryland 21235  
Social Security Administration, Office of Central Operations, Office of Central Records Operations, Metro West Building, 300 N. Greene Street, Baltimore, Maryland 21203  
and

Social Security Administration, Office of Systems Requirements, Office of Enumeration and Earnings Records, 6401 Security Boulevard, Baltimore, Maryland 21235

Records also may be maintained at contractor sites (contact the system manager at the address below to obtain contract addresses).

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

This system contains a record of each individual who has applied for and/or obtained a Social Security number.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains all of the information received on original applications for Social Security numbers (e.g., name, date and place of birth, both parents names, and race/ethnic data) and any changes in the information on the applications that are submitted by the Social Security number holder. Cross-reference may be noted where multiple numbers have been issued to

the same individual; and indication that a benefit claim has been made under this Social Security number.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Sections and 205(a) and 205(c)(2) of the Social Security Act.

**PURPOSE(S):**

Information in this system is used by the Social Security Administration (SSA) primarily to assign Social Security numbers. The information also is used for a number of administrative purposes such as:

By SSA components for various title II, XVI and XVIII claims purposes including usage of the social security number itself as a case control number and a secondary beneficiary cross-reference control number for enforcement purposes and use of the Social Security Number record data for verification of claimant identity factors and for other claims purposes related to establishing benefits entitlement;

By SSA as a basic control for retained earnings information;

By SSA as a basic control and data source to prevent issuance of multiple Social Security Numbers;

As the means to identify incorrectly reported names of Social Security Numbers on earnings reports;

For resolution of earnings discrepancy cases;

For statistical studies;

By the Department of Health and Human Services (HHS) Audit Agency for auditing benefit payments under Social Security programs;

By the HHS Office of Child Support Enforcement for locating deserting parents;

By the National Institute of Occupational Safety and Health for epidemiological research studies required by the Occupational Health and Safety Act of 1974;

By the SSA Office of Refugee Resettlement for administering Cuban refugee assistance payments; and

By the HHS Health Care Finance Administration for administering title XVIII claims.

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

Disclosure may be made for routine uses as indicated below:

1. Employers are notified of the Social Security number of an employee in order to complete their records for reporting FICA to the Social Security Administration pursuant to the Federal Insurance Contributions Act and Section 218 of the Social Security Act.