

## **Frequently Asked Questions (FAQs)**

### **Why do I have to complete the ASIF?**

Completion of the ASIF provides Missouri Department of Health and Senior Services (DHSS) with information that must be reported under the Federal Funding Accountability and Transparency Act of 2006 (FFATA) and allows DHSS to maintain contact information about your organization's Privacy Officer related to the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

### **How often do I have to complete the ASIF?**

DHSS subrecipients are required to submit one online ASIF per calendar year, per 9-digit federal taxpayer ID number, regardless of the number of contracts or agreements with DHSS or the number of business locations.

### **I completed the ASIF. When do I need to submit it again?**

The requirement to submit the ASIF "resets" each January. DHSS recommends noting this on your calendar early in the year.

### **I completed the ASIF and realized I entered incorrect data in a field. What do I do?**

The ASIF must be completed again with revised, corrected information and an email sent to [UEITransition@health.mo.gov](mailto:UEITransition@health.mo.gov), notifying DHSS of the change(s).

### **I completed the ASIF and the information in one or more fields has changed (i.e. entity name change, address change). What do I do?**

The ASIF must be completed again with revised, corrected information and an email sent to [UEITransition@health.mo.gov](mailto:UEITransition@health.mo.gov), notifying DHSS of the change(s).

### **My organization is already registered in SAM.gov. Do I still need to get a Unique Entity ID ("SAM UEI")?**

If your organization is already registered in SAM.gov (you receive federal funds directly, not just through a state agency or another pass-through entity) your UEI *has already been assigned* and is viewable in SAM.gov. This includes inactive registrations. Click [HERE](#) to learn how to view your UEI.

**What is FFATA and why is this information needed?** The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires information on certain federally-funded grant awards by the state of Missouri to non-federal entities be reported to the federal government. See <https://www.fsrs.gov/> for more details.

**What is HIPAA and why is this information needed?** This refers to the Health Insurance Portability and Accountability Act of 1996. If DHSS were to be selected for audit by the Department of Health and Human Services, Office for Civil Rights (OCR), a list of current contact information of business associates must be provided within 10 days.

### **Where do I enter my DUNS number?**

DHSS no longer requires the Data Universal Numbering System (DUNS) number. It has been replaced by a new non-proprietary identifier, the Unique Entity Identification (UEI) assigned at [SAM.gov](#). The new UEI is required for all DHSS subrecipients. For more details on why this transition happened, please refer to the federal General Services Administration (GSA) website, [gsa.gov/entityid](https://gsa.gov/entityid).

### **Where can I find more information about the DUNS to UEI transition and entity registration at SAM.gov?**

FAQs about the transition can be found [here](#).