

Welcome to the PIA for FY 2010!

Congress passed the E-Government Act of 2002 to encourage the use of Web-based Internet applications or other information technology by Government agencies, with the intention of enhancing access to government information and services and increasing the effectiveness, efficiency, and quality of government operations.

To combat public concerns regarding the disclosure of private information, the E-Government Act mandated various measures, including the requirement that Federal agencies conduct a Privacy Impact Assessment (PIA) for projects with information technology systems that collect, maintain, and/or disseminate "personally identifiable information" of the public. Personally identifiable information, or "personal information," is information that may be used to identify a specific person.

The Privacy Act and VA policy require that personally identifiable information only be used for the purpose(s) for which it was collected, unless consent (opt-in) is granted. Individuals must be provided an opportunity to provide consent for any secondary use of information, such as use of collected information for marketing.

Directions:

VA 6508 is the directive which outlines the PIA requirement for every System/Application/Program. More information can be found by reading VA 6508.

If you find that you can't click on checkboxes, make sure that you are: 1) Not in "design mode" and 2) you have enabled macros.

PIA Website: <http://vawww.privacy.va.gov/PIA.asp>

Roles and Responsibilities:

Roles and responsibilities for the specific process are clearly defined for all levels of staff in the Privacy Impact Assessment Handbook 6202.2 referenced in the procedure section of this document.

- a. The Privacy Officer is responsible for the overall coordination and review of the PIA to ensure compliance with VA Handbook 6202.2.
- b. Records Officer is responsible for supplying records retention and deletion schedules.
- c. Information Technology (IT) staff responsible for the privacy of the system data will perform a PIA in accordance with VA Handbook 6202.2 and to immediately report all anomalies to the Privacy Service and appropriate management chain.
- d. Information Security Officer (ISO) is responsible for assisting the Privacy Officer and providing information regarding security controls.
- e. The CIO is responsible for ensuring that the systems under his or her jurisdiction undergo a PIA. This responsibility includes identifying the IT systems; coordinating with the Privacy Officer, Information Security Officer, and others who have concerns about privacy and security issues; and reviewing and approving the PIA before submission to the Privacy Service.

Definition of PII (Personally Identifiable Information)

Information in identifiable form that is collected and stored in the system that either directly identifies an individual by name, address, social security number, telephone number, e-mail address, biometric identifiers, photograph, or other unique numbers, codes or characteristics or combined, indirectly identify an individual such as a combination of gender, race, birth date, geographical indicators, license number is also considered PII.

Macros Must Be Enabled on This Form

To enable macros, go to: 1) Tools > Macros > Security - Set to Medium; 2) Click OK; 3) Close the file and when reopening click on Enable Macros at the prompt.

(FY 2010) PIA: System Identification

Program or System Name: FPO > VHA > Health Administration Center > FPPS

OMB Unique System / Application / Program Identifier (AKA: UPID #): 029-00-01-01-1040-00

Who does it affect? The users are Fee Clerks, Fee Supervisors, VISN Program Managers, Facility Directors, Business Operations Staff, Business Implementation Managers, National Program Management
Where is it stored? Database and application server stored and maintained at the HAC, Denver, CO
What is its purpose? To centrally receive electronic health care data from contracted clearing house, forward claim data to 130+ VA Fee Processing Sites, collect payment record data from those sites to create electronic payment remittances. Remittances are then forwarded to the contracted clearinghouse. (Emdeon)
Enter all System / Application / Programs reporting for this system. Connection to Business Object application server (Crystal Reports) that provides reports to system users and management.

Description of System / Application / Program:

Facility Name: Chief Business Office Purchased Care, National Fee Program Office

Title:	Name:	Phone:	Email:
Privacy Officer:	Vincent Guy	303.331.7823	vincent.guy@va.gov
Information Security Officer:	Bobbi Begay	303.331.7837	bobbi.begay@va.gov
Chief Information Officer:	Jim Hughes	303.331.7898	jim.hughes@va.gov
Person Completing Document:	Bobbi Begay	303.331.7837	bobbi.begay@va.gov
EDI Project Manager (FPPS SME)	Kelley Coleman	303.331.7521	kelley.coleman@va.gov

Other Titles:

Other Titles:

Date of Last PIA Approved by VACO Privacy

Services: (MM/YYYY) 08/2008

Date Approval To Operate Expires: 08/2011

What specific legal authorities authorize this program or system: SOR 23VA16, 38 U.S.C. Chapter 17, 38 U.S.C. 109, 38 U.S.C. Chapters 1 and 17

What is the expected number of individuals that will have their PII stored in this system: currently 400,000 unique veterans

Identify what stage the System / Application / Program is at: Operations/Maintenance

The approximate date (MM/YYYY) the system will be operational (if in the Design or Development stage), or the approximate number of years the system/application/program has been in operation. 10/2003, 6 years

Is there an authorized change control process which documents any changes to existing applications or systems? Yes

If No, please explain: NA

Has a PIA been completed within the last three years? Yes

Date of Report (MM/YYYY): 03/2010

Please check the appropriate boxes and continue to the next TAB and complete the remaining questions on this form.

- Have any changes been made to the system since the last PIA?
- Is this a PIV system/application/program collecting PII data from Federal employees, contractors, or others performing work for the VA?
- Will this system/application/program retrieve information on the basis of name, unique identifier, symbol, or other PII data?
- Does this system/application/program collect, store or disseminate PII/PHI data?
- Does this system/application/program collect, store or disseminate the SSN?

If there is no Personally Identifiable Information on your system, please skip to TAB 12. (See Comment for Definition of PII)

(FY 2010) PIA: System of Records

Is the data maintained under one or more approved System(s) of Records?

Yes

if the answer above is no, please skip to row 16.

For each applicable System(s) of Records, list:

1. All System of Record Identifier(s) (number):

23VA16

2. Name of the System of Records:

Non-VA Fee Basis Records – VA

3. Location where the specific applicable System of Records Notice may be accessed (include the URL):

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2009_register&docid=DOCID:fr31au09-139.pdf

Have you read, and will the application, system, or program comply with, all data management practices in the System of Records Notice(s)?

Yes

Does the System of Records Notice require modification or updating?

No

(Please Select Yes/No)

Is PII collected by paper methods?

No

Is PII collected by verbal methods?

No

Is PII collected by automated methods?

Yes

Is a Privacy notice provided?

No

Note: Data

Proximity and Timing: Is the privacy notice provided at the time of data collection?

No

Purpose: Does the privacy notice describe the principal purpose(s) for which the information will be used?

NA

Authority: Does the privacy notice specify the effects of providing information on a voluntary basis?

NA

Disclosures: Does the privacy notice specify routine use(s) that may be made of the information?

NA

(FY 2010) PIA: Notice

Please fill in each column for the data types selected.

Data Type	Collection Method	What will the subjects be told about the information collection?	How is this message conveyed to them?	How is a privacy notice provided?
Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)	Electronic/File Transfer	Subjects are told the information is used for payment of healthcare services.	Written	
Family Relation (spouse, children, parents, grandparents, etc)	Electronic/File Transfer	Subjects are told the information is used for payment of healthcare services.	Written	
Service Information	N/A			
Medical Information	Electronic/File Transfer	Subjects are told the information is used for payment of healthcare services.	Written	
Criminal Record Information	N/A			
Guardian Information	N/A			
Education Information	N/A			
Benefit Information	N/A			
Other (Explain)	N/A			

Data Type	Is Data Type Stored on your system?	Source requested, identify the specific file, entity and/or name of agency	(If requested, identify the specific file, entity and/or name of agency)	Is data collection Mandatory or Voluntary?	Additional Comments
Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)	Yes	Public (identify specific entity)		Mandatory	The personal contact information is required for the claim and is required for all cases, the claims a deny.
Family Relation (spouse, children, parents, grandparents, etc)	Yes	Public (identify specific entity)		Mandatory	
Service Information	No				
Medical Information	Yes	Public (identify specific entity)		Mandatory	The medical information is required for the claim and is required to ensure the claim is processed.
Criminal Record Information	No				
Guardian Information	No				
Education Information	No				
Benefit Information	No				
Other (Explain)					
Other (Explain)					
Other (Explain)					

(FY 2010) PIA: Data Sharing

Organization	Name of Agency/Organization	Do they access this system?	Identify the type of Data Sharing and its purpose.	Is PII or PHI Shared?	What is the procedure you reference for the release of information?
Internal Sharing: VA Organization	VA Fee Processing Sites	Yes	The medical claims are received centrally. That data is made available to the VA Fee processing sites through two main approaches. The data is shared because the claims are adjudicated at the facilities that authorized the care.	Both PII & PHI	VA Handbook 6500 and SOR 23VA16.
Other Veteran Organization					
Other Federal Government Agency					
State Government Agency					
Local Government Agency					
Research Entity					
Other Project / System					
Other Project / System					
Other Project / System					

(FY 2010) PIA: Access to Records

Does the system gather information from another system? Yes No

Please enter the name of the system: VA - local Vista system & FBCS
External to the VA - Emdeon & SXC

Per responses in Tab 4, does the system gather information from an individual? Yes No

If information is gathered from an individual, is the information provided: Through a Written Request Submitted in Person Online via Electronic Form

Is there a contingency plan in place to process information when the system is down? Yes No
Yes - for components of system, No for catastrophic system failure.

(FY 2010) PIA: Secondary Use

Will PII data be included with any secondary use request? Yes No

if yes, please check all that apply: Drug/Alcohol Counseling Mental Health HIV Research Sickle Cell Other (Please Explain)

Describe process for authorizing access to this data.
Answer:

(FY 2010) PIA: Program Level Questions

Does this PIA form contain any sensitive information that could cause harm to the Department of Veterans Affairs or any party if disclosed to the public? If Yes, Please Specify:	No NA
Explain how collected data are limited to required elements Answer:	The electronic standards used to send and receive these transactions contain a series of required or optional elements. These are based on healthcare industry standards.
How is data checked for completeness? Answer:	The claim data is checked at several levels for completeness and compliance with HIPAA mandated rules.
What steps or procedures are taken to ensure the data remains current and not out of date? Answer:	Each claim is a single record. We do not maintain a patient or vendor database that tracks changes over time. Instead, each claim's data is forwarded as received. There is no checking within the FPPS application for correctness as that is done within the system that adjudicates the claim.
How is new data verified for relevance, authenticity and accuracy? Answer:	Each claim is a single record. We do not maintain a patient or vendor database that tracks changes over time. Instead, each claim's data is forwarded as received. There is no checking within the FPPS application for correctness as that is done within the system that adjudicates the claim.
<i>Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)</i> Answer:	

(FY 2010) PIA: Retention & Disposal

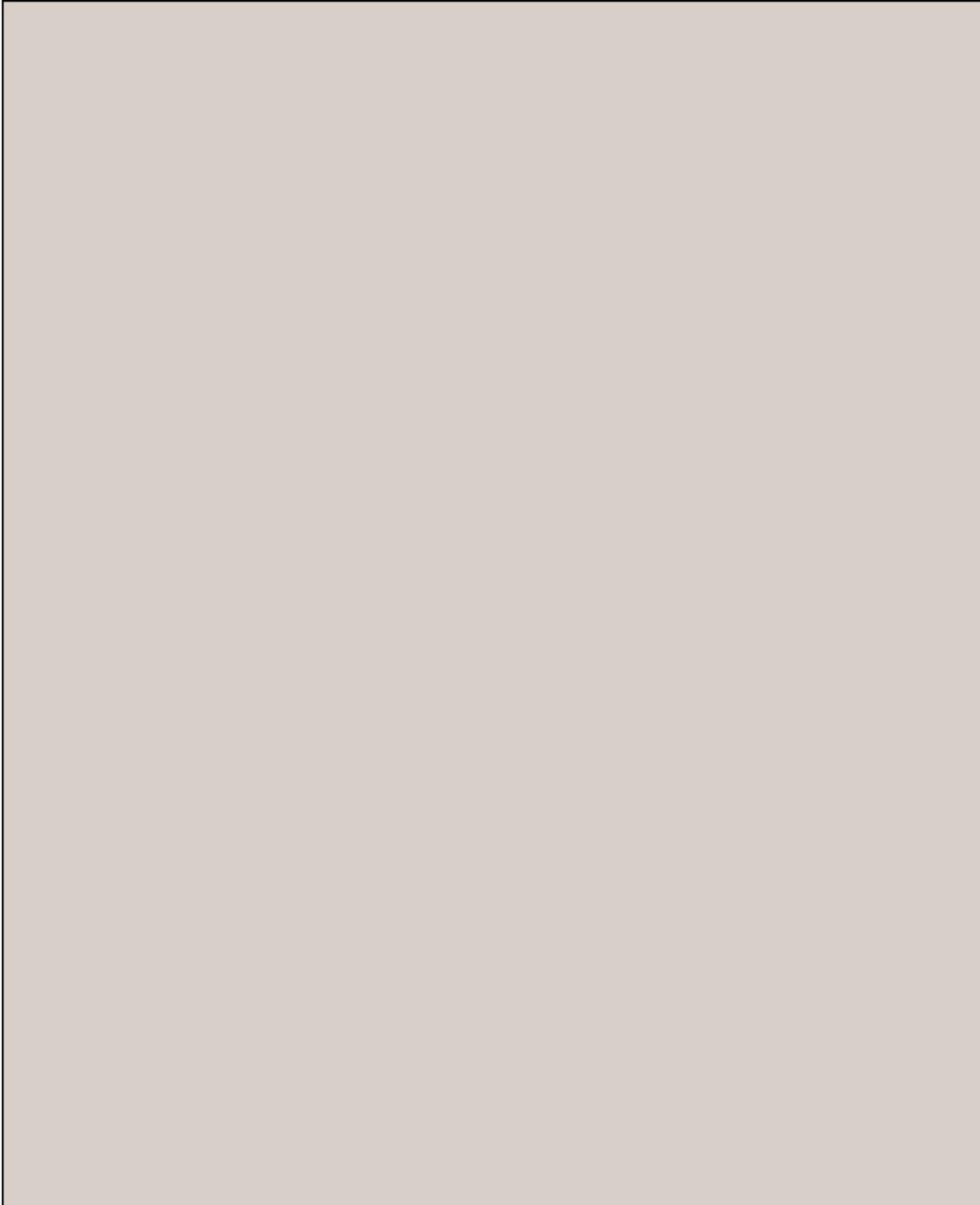
What is the data retention period? Answer:	Currently, we have sufficient storage and capacity that we can and do retain all historical data. Should capacity become a concern, the data will be archived and retained in a near-line or offline status using established policies and procedures.
Explain why the information is needed for the indicated retention period? Answer:	Having historical claim information is of some value to the Fee Processing Sites.
What are the procedures for eliminating data at the end of the retention period? Answer:	We do not currently eliminate claim data.
Where are these procedures documented? Answer:	N/A
How are data retention procedures enforced? Answer:	N/A
Has the retention schedule been approved by the National Archives and Records Administration (NARA)	N/A
<i>Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)</i> Answer:	

(FY 2010) PIA: Children's Online Privacy Protection Act (COPPA)

Will information be collected through the internet from children under age 13? If Yes, How will parental or guardian approval be obtained? Answer:	No
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(FY 2010) PIA: Additional Comments

Add any additional comments on this tab for any question in the form you want to comment on.
Please indicate the question you are responding to and then add your comments.



(FY 2010) PIA: VBA Minor Applications

Explain what minor application that are associated with your installation? (Check all that apply)

This system is not connected or has any association with VBA.

Records Locator System	Education Training Website	Appraisal System	Baker System	Veterans Assistance Discharge System (VADS)
Veterans Assistance Discharge System (VADS)	VR&E Training Website VA Reserve Educational Assistance Program	Web Electronic Lender Identification	Dental Records Manager	VBA Training Academy
LGY Processing	Web Automated Verification of Enrollment	CONDO PUD Builder Centralized Property Tracking System	Sidexis	Veterans Service Network (VETSNET) Waco Indianapolis, Newark, Roanoke, Seattle (WINRS)
Loan Service and Claims LGY Home Loans	Right Now Web VA Online Certification of Enrollment (VA-ONCE)	Electronic Appraisal System	Priv Plus Mental Health Assistant	BIRLS Centralized Accounts Receivable System (CARS)
Search Participant Profile (SPP)	Automated Folder Processing System (AFPS)	Web LGY	Telecare Record Manager	
Control of Veterans Records (COVERS)	Personal Computer Generated Letters (PCGL)	Access Manager	Omnicell	Compensation & Pension (C&P)
SHARE Modern Awards Process Development (MAP-D)	Personnel Information Exchange System (PIES)	SAHSHA	Powerscribe Dictation System	Corporate Database
Rating Board Automation 2000 (RBA2000)	Rating Board Automation 2000 (RBA2000)	VBA Data Warehouse Distribution of Operational Resources (DOOR)	EndoSoft	Control of Veterans Records (COVERS)
State of Case/Supplemental (SOC/SSOC)	SHARE	Enterprise Wireless Messaging System (Blackberry) VBA Enterprise Messaging System	Compensation and Pension (C&P)	Data Warehouse
Awards	State Benefits Reference System Training and Performance Support System (TPSS)	Review of Quality (ROQ) Automated Sales Reporting (ASR)	Montgomery GI Bill Vocational Rehabilitation & Employment (VR&E) CH 31 Post Vietnam Era educational Program (VEAP) CH 32	INS - BIRLS Mobilization
Financial and Accounting System (FAS)	Veterans Appeals Control and Locator System (VACOLS) Veterans On-Line Applications (VONAPP)	LGY Centralized Fax System	Spinal Bifida Program Ch 18 C&P Payment System	Master Veterans Record (MVR)
Eligibility Verification Report (EVR) Automated Medical Information System (AMIS)290	Automated Medical Information Exchange II (AIME II)	Electronic Card System (ECS)	Survivors and Dependents Education Assistance CH 35	BDN Payment History
Web Automated Reference Material System (WARMS)	Committee on Waivers and Compromises (COWC)	Electronic Payroll Deduction (EPD)	Reinstatement Entitlement Program for Survivors (REAPS) Educational Assistance for Members of the Selected Reserve Program CH 1606	
Automated Standardized Performance Elements Nationwide (ASPEN)	Common Security User Manager (CSUM) Compensation and Pension (C&P) Record Interchange (CAPRI)	Financial Management Information System (FMI)	Reserve Educational Assistance Program CH 1607 Compensation & Pension Training Website	
Inquiry Routing Information System (IRIS)	Control of Veterans Records (COVERS) Corporate Waco, Indianapolis, Newark, Roanoke, Seattle (Corporate WINRS) Fiduciary Beneficiary System (FBS) Hearing Officer Letters and Reports System (HOLAR)	Purchase Order Management System (POMS) Veterans Canteen Web	Web-Enabled Approval Management System (WEAMS)	
National Silent Monitoring (NSM) Web Service Medical Records (WebSMR)		Inventory Management System (IMS)	FOCAS Work Study Management System (WSMS)	
Systematic Technical Accuracy Review (STAR)	Inforce	Synquest RAJ/MDS ASSISTS	Benefits Delivery Network (BDN) Personnel and Accounting Integrated Data and Fee Basis (PAID) Personnel Information Exchange System (PIES) Rating Board Automation 2000 (RBA2000)	
Fiduciary STAR Case Review Veterans Exam Request Info System (VERIS)	Awards	MUSE		
Web Automated Folder Processing System (WAFFS)	Actuarial	Bbraun (CP Hemo)		
Courseware Delivery System (CDS) Electronic Performance Support System (EPSS)	Insurance Self Service	VIC		
Veterans Service Representative (VSR) Advisor	Insurance Unclaimed Liabilities	BCMA Contingency Machines	SHARE Service Member Records Tracking System	
Loan Guaranty Training Website	Insurance Online	Script Pro		
C&P Training Website				

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

Name	Description	Comments
	Is PII collected by this min or application	
Minor app #1	YES Does this minor application store PII? If yes, where?	
	Who has access to this data?	

Name	Description	Comments
	Is PII collected by this min or application	
Minor app #2	Does this minor application store PII? If yes, where?	
	Who has access to this data?	

Name	Description	Comments
	Is PII collected by this min or application	
Minor app #3	Does this minor application store PII? If yes, where?	
	Who has access to this data?	

(FY 2010) PIA: VISTA Minor Applications

Explain what minor application that are associated with your installation? (Check all that apply)

ACCOUNTS RECEIVABLE	DRUG ACCOUNTABILITY	INPATIENT MEDICATIONS	OUTPATIENT PHARMACY	SOCIAL WORK
ADP PLANNING (PLANMAN)	DSS EXTRACTS	INTAKE/OUTPUT	PAID	SPINAL CORD DYSFUNCTION SURGERY
ADVERSE REACTION TRACKING ASISTS	EDUCATION TRACKING	INTEGRATED BILLING	PATCH MODULE	SURVEY GENERATOR
	EEO COMPLAINT TRACKING	INTEGRATED PATIENT FUNDS	PATIENT DATA EXCHANGE	
AUTHORIZATION/SUBSCRIPTION	ELECTRONIC SIGNATURE	INTERIM MANAGEMENT SUPPORT	PATIENT FEEDBACK	TEXT INTEGRATION UTILITIES
AUTO REPLENISHMENT/WARD STOCK	ENGINEERING	KERNEL	PATIENT REPRESENTATIVE	TOOLKIT
AUTOMATED INFO COLLECTION SYS	ENROLLMENT APPLICATION SYSTEM	KIDS	PCE PATIENT CARE ENCOUNTER	UNWINDER
AUTOMATED LAB INSTRUMENTS	EQUIPMENT/TURN-IN REQUEST	LAB SERVICE	PCE PATIENT/IHS SUBSET	UTILIZATION MANAGEMENT ROLLUP
AUTOMATED MED INFO EXCHANGE	EVENT CAPTURE	LETTERMAN	PHARMACY BENEFITS MANAGEMENT	UTILIZATION REVIEW
BAR CODE MED ADMIN	EVENT DRIVEN REPORTING	LEXICON UTILITY	PHARMACY DATA MANAGEMENT	VA CERTIFIED COMPONENTS - DSSI
BED CONTROL	EXTENSIBLE EDITOR	LIBRARY	PHARMACY NATIONAL DATABASE	VA FILEMAN
BENEFICIARY TRAVEL	EXTERNAL PEER REVIEW	LIST MANAGER	PHARMACY PRESCRIPTION PRACTICE	VBECS
CAPACITY MANAGEMENT - RUM	FEE BASIS	MAILMAN	POLICE & SECURITY	VDEF
CAPRI	FUNCTIONAL INDEPENDENCE	MASTER PATIENT INDEX VISTA	PROBLEM LIST	VENDOR - DOCUMENT STORAGE SYS
CAPACITY MANAGEMENT TOOLS	GEN. MED. REC. - GENERATOR	MCCR NATIONAL DATABASE	PROGRESS NOTES	VHS&RA ADP TRACKING SYSTEM
CARE MANAGEMENT	GEN. MED. REC. - I/O	MEDICINE	PROSTHETICS	VISIT TRACKING
CLINICAL CASE REGISTRIES	GEN. MED. REC. - VITALS	MENTAL HEALTH	QUALITY ASSURANCE INTEGRATION	VISTALINK
CLINICAL INFO RESOURCE NETWORK	GENERIC CODE SHEET	MICOM	QUALITY IMPROVEMENT CHECKLIST	VISTALINK SECURITY
CLINICAL MONITORING SYSTEM	GRECC	MINIMAL PATIENT DATASET	QUASAR	VISUAL IMPAIRMENT SERVICE TEAM ANRV
CLINICAL PROCEDURES	HEALTH DATA & INFORMATICS	MYHEALTHVET	RADIOLOGY/NUCLEAR MEDICINE	VOLUNTARY TIMEKEEPING
CLINICAL REMINDERS	HEALTH LEVEL SEVEN	Missing Patient Reg (Original)	RECORD TRACKING	VOLUNTARY TIMEKEEPING NATIONAL
CMOP	HEALTH SUMMARY	A4EL	REGISTRATION	WOMEN'S HEALTH
CONSULT/REQUEST TRACKING	HINQ	NATIONAL DRUG FILE	RELEASE OF INFORMATION - DSSI	CARE TRACKER
CONTROLLED SUBSTANCES	HOSPITAL BASED HOME CARE	NATIONAL LABORATORY TEST	REMOTE ORDER/ENTRY SYSTEM	
CPT/HCPCS CODES	ICR - IMMUNOLOGY CASE REGISTRY	NDBI	RPC BROKER	
CREDENTIALS TRACKING	IFCAP	NETWORK HEALTH EXCHANGE	RUN TIME LIBRARY	
DENTAL	IMAGING	NOIS	SAGG	
DIETETICS	INCIDENT REPORTING	NURSING SERVICE	SCHEDULING	
DISCHARGE SUMMARY	INCOME VERIFICATION MATCH	OCCURRENCE SCREEN	SECURITY SUITE UTILITY PACK	
DRG GROUPER	INCOMPLETE RECORDS TRACKING	ONCOLOGY	SHIFT CHANGE HANDOFF TOOL	
		ORDER ENTRY/RESULTS REPORTING		

Explain any minor application that are associated with your installation that does not appear in the list above. Please provide name, brief description, and any comments you may wish to include.

Minor app #1	Name	Description	Comments
	Fee Basis	Package in Vista that processes Fee claims.	
	<input checked="" type="checkbox"/> YES	Is PII collected by this min or application?	
	<input checked="" type="checkbox"/> YES	Does this minor application store PII?	
		If yes, where?	Within the Cache/Mumps Database
	Who has access to this data?	Fee Clerks, Fee Supervisors, VISN Managers, Business Implementation Managers	

Minor app #2	Name	Description	Comments
	FBCS	A COTS Claim Management application developed by DSS, Inc.	This application was recently recognized as a Vista minor application
	<input checked="" type="checkbox"/> YES	Is PII collected by this min or application?	
	<input checked="" type="checkbox"/> YES	Does this minor application store PII?	
		If yes, where?	SQL Server databases located in Regional Datacenters.
	Who has access to this data?	Fee clerks, Fee Supervisors, VISN Managers, Business Implementation Managers.	

(FY 2010) PIA: Minor Applications

Add any information concerning minor applications that may be associated with your system. Please indicate the name of the minor application, a brief description, and any comments you may wish to include. If you have more than 3 minor applications please copy then below sections as many times as needed.

Name	Description	Comments
<input type="checkbox"/> Is PII collected by this min or application?		
Minor app #1	<input type="checkbox"/> Does this minor application store PII?	
	If yes, where?	
	Who has access to this data?	

Name	Description	Comments
<input type="checkbox"/> Is PII collected by this min or application?		
Minor app #2	<input type="checkbox"/> Does this minor application store PII?	
	If yes, where?	
	Who has access to this data?	

Name	Description	Comments
<input type="checkbox"/> Is PII collected by this min or application?		
Minor app #3	<input type="checkbox"/> Does this minor application store PII?	
	If yes, where?	
	Who has access to this data?	

(FY 2010) PIA: Final Signatures

Facility Name: Chief Business Office Purchased Care, National Fee Program Office

Title:	Name:	Phone:	Email:
Privacy Officer:	Vincent Guy	303.331.7823	vincent.guy@va.gov



Information Security Officer:	Bobbi Begay	303.331.7837	bobbi.begay@va.gov
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Chief Information Officer:	Jim Hughes	303.331.7898	jim.hughes@va.gov
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Person Completing Document:	Bobbi Begay	303.331.7837	bobbi.begay@va.gov
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System / Application / Program Manager:	Kelley Coleman	303.331.7521	kelley.coleman@va.gov
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Date of Report: 3/3/2010
OMB Unique Project Identifier: 029-00-01-01-01-1040-00
FPO > VHA > Health
Project Name: Administration Center > FPPS