

## **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 and individual by name, address, social security number, telephone number, e-mail address, biometric identifiers, photograph, or other unique numbers, codes or characteristics or combined, indirect 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

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Program or System Name: VA NHIN CONNECT Adapter

OMB Unique System / Application / Program Identifier (AKA: UPID #): VistA-AD (029-00-01-11-01-1186-00)  
 VA NHIN CONNECT  
 Gateway is to address and comply with Executive Order 13410 "Promoting Quality and Efficient Health Care in Federal Government Administered or Sponsored Health Care Programs". This Executive Order requires federal agencies to use recognized health interoperability standards to promote the direct exchange of health information between federal agencies and with non-federal entities in supporting quality and efficient health care. Towards this vision and guidance, the Veterans Health Administration has a role in supporting the wide spread adoption of interoperable electronic health records and provide a mechanism for sharing the health information

Description of System / Application / Program:

Facility Name: Austin Information Technology Center (AITC)

Title:	Name:	Phone:	Email:
Privacy Officer:	Amy Howe	(512) 326-6217	<a href="mailto:Amy.Howe1@va.gov">Amy.Howe1@va.gov</a>
Information Security Officer:	Walter Whiteford	(512) 326-6294	<a href="mailto:Walter.Whiteford@va.gov">Walter.Whiteford@va.gov</a>
Chief Information Officer:	Judy Downing	(512) 326-6000	<a href="mailto:Judy.Downing@va.gov">Judy.Downing@va.gov</a>
Person Completing Document:	Rhonna Clark	(704)910-5689	<a href="mailto:Rhonna.Clark@va.gov">Rhonna.Clark@va.gov</a>
Other Titles:	Jamie Bennett, Program Manager	928-777-8697	<a href="mailto:Jamie.Bennett@va.gov">Jamie.Bennett@va.gov</a>

Other Titles: Greg Paige, Program Manager  
 518-449-0631 [Greg.Paige@va.gov](mailto:Greg.Paige@va.gov)

Other Titles:  
 Date of Last PIA Approved by VACO Privacy Services: (MM/YYYY) N/A: First PIA  
 Date Approval To Operate Expires: 02/2010

What specific legal authorities authorize this program or system: Executive Order 13410

What is the expected number of individuals that will have their PII stored in this system: potentially archive will contain total number of VA patients, but is limited to those that agree to data sharing (initial approx 2000)

Identify what stage the System / Application / Program is at: Implementation

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. 12/2009

Is there an authorized change control process which documents any changes to existing applications or systems? N/A: First PIA following standard VA change control process  
If No, please explain:

Has a PIA been completed within the last three years? N/A: First PIA

Date of Report (MM/YYYY): 12/2009

**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

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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.

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

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

24VA19, 79VA19, 121VA19

2. Name of the System of Records:

Patient Medical Records-VA, Veterans Health  
Information Systems and Technology  
Architecture (VistA) Records-VA, National Patient  
Databases-VA

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

<http://vaww.vhaco.va.gov/privacy/systemofrecords.htm>

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

Yes

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Does the System of Records Notice require modification or updating?

No

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***(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?

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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(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)	VA File Database	see DURSA - Will collect authorization for data exchange	Written	Written
Family Relation (spouse, children, parents, grandparents, etc)				
Service Information				
Medical Information	VA File Database	see DURSA - Will collect authorization for data exchange	Written	Written
Criminal Record Information				
Guardian Information				
Education Information				
Benefit Information				
Other (Explain)				

Data Type	Is Data Type Stored on your system?	Source (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	VA Files / Databases (Identify file)	Mandatory	Audit data will be stored and archived
Family Relation (spouse, children, parents, grandparents, etc)				
Service Information				
Medical Information	Yes	VA Files / Databases (Identify file)	Mandatory	Audit data will be stored and archived
Criminal Record Information				
Guardian Information				
Education Information				
Benefit Information				
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	VHA Hospitals	Yes	C-32 health summary data sharing to allow clinician view of patient's medical records regardless of where they are treated	Both PII & PHI	Documented in authorization by the patient in compliance with VA policy
Other Veteran Organization					
Other Federal Government Agency					
State Government Agency					
Local Government Agency					
Research Entity					
Other Project / System	Kaiser Permanente	No	Based on organizations policies, in compliance with the DURSA	Both PII & PHI	Documented in authorization by the patient in compliance with VA policy
Other Project / System					
Other Project / System					

(FY 2010) PIA: Access to Records

Does the system gather information from another system? Yes  
 Please enter the name of the system: VistA, MPI, Kaiser Permanente

Per responses in Tab 4, does the system gather information from an individual? 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

(FY 2010) PIA: Secondary Use

Will PII data be included with any secondary use request? No  
 Drug/Alcohol Counseling     Mental Health     HIV  
 if yes, please check all that apply:  Research     Sickle Cell     Other (Please Explain)

Describe process for authorizing access to this data. See DURSA  
 Answer:

### (FY 2010) PIA: Program Level Questions

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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?

No

If Yes, Please Specify: PIA itself does not contain sensitive information although system this PIA is related to deals with sensitive information that would present risk for reputational damage and identity theft from loss of health and identifying information

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Explain how collected data are limited to required elements:

Answer: Data is transmitted based on an approved template (C-32)

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How is data checked for completeness?

Answer: Data is transmitted based on an approved template (C-32)

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What steps or procedures are taken to ensure the data remains current and not out of date?

Answer: Data is retrieved from an authoritative data source

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How is new data verified for relevance, authenticity and accuracy?

Answer: Data is retrieved from an authoritative data source

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*Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)*

Answer:

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### (FY 2010) PIA: Retention & Disposal

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What is the data retention period?

Answer: This will be based on policy and regulation. Data related to PHI is 75 years from death or date of last access, whichever is longer. Transaction data is seven years. Audit and archive based on RCF 10-1.

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Explain why the information is needed for the indicated retention period?

Answer: This will be based on policy and regulation.

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What are the procedures for eliminating data at the end of the retention period?

Answer: This is an operational issue. Operating units will be in compliance with VA policy.

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Where are these procedures documented?

Answer: This is an operational issue. Operating units will be in compliance with VA policy.

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How are data retention procedures enforced?

Answer: This is an operational issue. Operating units will determine or under data steward program in VHA

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Has the retention schedule been approved by the National Archives and Records Administration (NARA)

No

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*Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)*

Answer:

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

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Will information be collected through the internet from children under age 13?

No

If Yes, How will parental or guardian approval be obtained?

Answer:

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(FY 2010) PIA: Additional Comments

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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.

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(FY 2010) PIA: VBA Minor Applications

Explain what minor application that are	None			
Records Locator System Veterans Assistance Discharge System (VADS)	Education Training Website  VR&E Training Website	Appraisal System Web Electronic Lender Identification	Baker System  Dental Records Manager	Veterans Assistance Discharge System (VADS)  VBA Training Academy Veterans Service Network (VETSNET) Waco Indianapolis, Newark, Roanoke, Seattle (WINRS) BIRLS Centralized Accounts Receivable System (CARS)
LGY Processing	VA Reserve Educational Assistance Program	CONDO PUD Builder Centralized Property Tracking System Electronic Appraisal System	Sidexis  Priv Plus Mental Health Asisstant	
Loan Service and Claims LGY Home Loans	Web Automated Verification of Enrollment Right Now Web	Web LGY	Telecare Record Manager	
Search Participant Profile (SPP) Control of Veterans Records (COVERS) SHARE Modern Awards Process Development (MAP-D) Rating Board Automation 2000 (RBA2000) State of Case/Supplemental (SOC/SSOC)	VA Online Certification of Enrollment (VA-ONCE)  Automated Folder Processing System (AFPS) Personal Computer Generated Letters (PCGL)  Personnel Information Exchange System (PIES)  Rating Board Automation 2000 (RBA2000)  SHARE	Access Manager SAHSHA  VBA Data Warehouse Distribution of Operational Resources (DOOR) Enterprise Wireless Messaging System (Blackberry)	Omicell Powerscribe Dictation System  EndoSoft  Compensation and Pension (C&P)  Montgomery GI Bill Vocational Rehabilitation & Employment (VR&E) CH 31 Post Vietnam Era educational Program (VEAP) CH 32	Compensation & Pension (C&P) Corporate Database Control of Veterans Records (COVERS)  Data Warehouse  INS - BIRLS  Mobilization
Awards Financial and Accounting System (FAS)	State Benefits Reference System  Training and Performance Support System (TPSS) Veterans Appeals Control and Locator System (VACOLS)	VBA Enterprise Messaging System  LGY Centralized Fax System	Spinal Bifida Program Ch 18	Master Veterans Record (MVR)
Eligibility Verification Report (EVR) Automated Medical Information System (AMIS)290 Web Automated Reference Material System (WARMS) Automated Standardized Performace Elements Nationwide (ASPEN)	Veterans On-Line Applications (VONAPP) Automated Medical Information Exchange II (AIME II)  Committee on Waivers and Compromises (COWC)	Review of Quality (ROQ)  Automated Sales Reporting (ASR)  Electronic Card System (ECS)  Electronic Payroll Deduction (EPD)	C&P Payment System Survivors and Dependents Education Assistance CH 35  Reinstatement Entitelment Program for Survivors (REAPS) Educational Assistance for Members of the Selected Reserve Program CH 1606 Reserve Educational Assistance Program CH 1607 Compensation & Pension Training Website Web-Enabled Approval Management System (WEAMS) FOCAS Work Study Management System (WSMS)	BDN Payment History
Inquiry Routing Information System (IRIS)	Common Security User Manager (CSUM) Compensation and Pension (C&P) Record Interchange (CAPRI)	Financial Management Information System (FMI) Purchase Order Management System (POMS)		
National Silent Monitoring (NSM) Web Service Medical Records (WebSMR) Systematic Technical Accuracy Review (STAR) Fiduciary STAR Case Review Veterans Exam Request Info System (VERIS) Web Automated Folder Processing System (WAFPS)	Control of Veterans Records (COVERS) Corporate Waco, Indianapolis, Newark, Roanoke, Seattle (Corporate WINRS) Fiduciary Beneficiary System (FBS) Hearing Officer Letters and Reports System (HOLAR)  Inforce	Veterans Canteen Web Inventory Management System (IMS) Synquest  RAI/MDS  ASSISTS		
				Benefits Delivery Network (BDN)

Courseware Delivery System (CDS)  
 Electronic Performance Support  
 System (EPSS)  
 Veterans Service Representative  
 (VSR) Advisor

Awards  
 Actuarial  
 Insurance Self Service

MUSE  
 Bbraun (CP Hemo)  
 VIC

Personnel and Accounting  
 Integrated Data and Fee Basis  
 (PAID)  
 Personnel Information Exchange  
 System (PIES)  
 Rating Board Automation 2000  
 (RBA2000)

Loan Guaranty Training Website

Insurance Unclaimed Liabilities

BCMA Contingency Machines

SHARE  
 Service Member Records Tracking  
 System

C&P Training Website

Insurance Online

Script Pro

Explain any minor application that are associated with your installation that does not appear in the

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

Minor app #1

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

Minor app #2

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

Minor app #3

(FY 2010) PIA: VISTA Minor Applications

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

	None			
ACCOUNTS RECEIVABLE	DRUG ACCOUNTABILITY	INPATIENT MEDICATIONS	OUTPATIENT PHARMACY	SOCIAL WORK
ADP PLANNING (PLANMAN)	DSS EXTRACTS	INTAKE/OUTPUT	PAID	SPINAL CORD DYSFUNCTION
ADVERSE REACTION TRACKING	EDUCATION TRACKING	INTEGRATED BILLING	PATCH MODULE	SURGERY
ASISTS	EEO COMPLAINT TRACKING	INTEGRATED PATIENT FUNDS	PATIENT DATA EXCHANGE	SURVEY GENERATOR
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	
		NDBI		

CPT/HCPCS CODES

ICR - IMMUNOLOGY CASE  
REGISTRY

NETWORK HEALTH  
EXCHANGE

RPC BROKER

CREDENTIALS TRACKING

IFCAP

NOIS

RUN TIME LIBRARY

DENTAL

IMAGING

NURSING SERVICE

SAGG

DIETETICS

INCIDENT REPORTING

OCCURRENCE SCREEN

SCHEDULING

DISCHARGE SUMMARY

INCOME VERIFICATION  
MATCH

ONCOLOGY

SECURITY SUITE UTILITY PACK

DRG GROUPER

INCOMPLETE RECORDS  
TRACKING

ORDER ENTRY/RESULTS  
REPORTING

SHIFT CHANGE HANDOFF  
TOOL

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
<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?		
<input type="text"/>		
<input type="checkbox"/> Who has access to this data?		
<input type="text"/>		

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?		
<input type="text"/>		
<input type="checkbox"/> Who has access to this data?		
<input type="text"/>		

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?		
<input type="text"/>		
<input type="checkbox"/> Who has access to this data?		
<input type="text"/>		

(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.

Minor app #1	Name		Description	Comments
	None			
		<input type="checkbox"/>	Is PII collected by this min or application?	
		<input type="checkbox"/>	Does this minor application store PII?	
			If yes, where?	
		Who has access to this data?		

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

Minor app #3	Name		Description	Comments
		<input type="checkbox"/>	Is PII collected by this min or application?	
		<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: Austin Information Technology Center (AITC)

Title:	Name:	Phone:	Email:
Privacy Officer:	Amy Howe	(512) 326-6217	Amy.Howe1@va.gov
Digital Signature Block			
Information Security Officer:	Walter Whiteford	(512) 326-6294	Walter.Whiteford@va.gov
Digital Signature Block			
Chief Information Officer:	Judy Downing	(512) 326-6000	Judy.Downing@va.gov
Digital Signature Block			
Person Completing Document:	Rhonna Clark	(704)910-5689	Rhonna.Clark@va.gov
Digital Signature Block			
System / Application / Program Manager:	Jamie Bennett, Program Manager	928-777-8697	Jamie.Bennett@va.gov
Digital Signature Block			

Date of Report: 12/10/2009

VistA-AD (029-00-01-11-01-1186-00)

OMB Unique Project Identifier

Project Name

VA NHIN CONNECT Adapter

## **The Signature Process:**

- Complete the PIA form.
- Name the PIA Excel FORM ["FY09-Region # - Facility Name - Facility # -Date(mmddyyyy).xls"]
  - Example: "FY09-Region3-Lexington VAMC-596-10302008.xls"
- Submit the completed PIA Excel form to SMART Database.
- Fix errors the reviewers sent back, rename the file and submit to SMART Database
- If no errors, convert form into PDF with Nuance PDF Professional.
- Name the PIA PDF form ["FY09-Region #-Facility Name- Facility # -Date(mmddyyyy).xls"]
- Remove the Security Tab **\*\*Will not be published!\*\***
- Obtain digital signatures on the "Final Signatures tab"
- Submit signed PIA PDF form to the SMART Database.