

(FY 2010) PIA: System Identification

Program or System Name: REGION 4 > VHA > VISN 04 > Butler VAMC > PBX
OMB Unique System / Application /
Program Identifier (AKA:
UPID #): Exhibit 300 ID: 029-00-02-00-01-1120-00

Description of System / Application /
Program: The PBX system is the telecommunication system for Butler VAMC. The PBX is a Mitel SX2000 switch, consisting of two switches providing redundancy. The Butler PBX system is a standalone system with no system interconnections. An internet connection is provided for periodic updating of antivirus and Microsoft patches. The PBX system transmits but does not store privacy information. The PBX system provides for call accounting, management terminal, voice mail, and mumps audiofax for patient appointment reminder calls.

Facility Name: Butler VAMC

Title:	Name:	Phone:	Email:
Privacy Officer:	Laura Jordan	724-282-5611	Laura.Jordan@va.gov
Information Security Officer:	Kirk Hastings	724-285-2409	Kirk.Hastings@va.gov
Chief Information Officer:	Jupe Fowkes	724-285-5517	Jupe.Fowkes@va.gov
Person Completing Document:	Kirk Hastings/ISO	724-285-2409	Kirk.Hastings@va.gov
Other Titles:	Homer Jenkins	724-496-2326	Homer.Jenkins@va.gov

Other Titles: Ed Ellsworth

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: Title 38, United States Code, section 7301(a).

What is the expected number of individuals that will have their PII stored in this system:

0

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.

Approximately 12 Years

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

Yes

If No, please explain:

Has a PIA been completed within the last three years?

Yes

Date of Report (MM/YYYY): 10/2009

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

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

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

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

Does the System of Records Notice require modification or updating?

(Please Select Yes/No)

Is PII collected by paper methods?

Is PII collected by verbal methods?

Is PII collected by automated methods?

Is a Privacy notice provided?

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

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

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

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

(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)				
Family Relation (spouse, children, parents, grandparents, etc)				
Service Information				
Medical Information				
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)				
Family Relation (spouse, children, parents, grandparents, etc)				
Service Information				
Medical Information				
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					
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?
Please enter the name of the system:

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

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?

(FY 2010) PIA: Secondary Use

Will PII data be included with any secondary use request?

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:

Explain how collected data are limited to required elements:

Answer:

How is data checked for completeness?

Answer:

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

Answer:

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

Answer:

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

Answer:

(FY 2010) PIA: Retention & Disposal

What is the data retention period?

Answer:

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

Answer:

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

Answer:

Where are these procedures documented?

Answer:

How are data retention procedures enforced?

Answer:

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

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

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:

(FY 2010) PIA: Security

Is the system/application/program following IT security Requirements and procedures required by federal law and policy to ensure that information is appropriately secured.

Has the system/application/program conducted a risk assessment, identified appropriate security controls to protect against that risk, and implemented those controls..

Is security monitoring conducted on at least a quarterly basis to ensure that controls continue to work properly, safeguarding the information?

Is security testing conducted on at least a quarterly basis to ensure that controls continue to work properly, safeguarding the information?

Are performance evaluations conducted on at least a quarterly basis to ensure that controls continue to work properly, safeguarding the information?

If 'No' to any of the 3 questions above, please describe why:

Answer:

Is adequate physical security in place to protect against unauthorized access?

If 'No' please describe why:

Answer:

Explain how the project meets IT security requirements and procedures required by federal law.

Answer:

Explain what security risks were identified in the security assessment? *(Check all that apply)*

- | | |
|---------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Air Conditioning Failure | <input type="checkbox"/> Hardware Failure |
| <input type="checkbox"/> Chemical/Biological Contamination | <input type="checkbox"/> Malicious Code |
| <input type="checkbox"/> Blackmail | <input type="checkbox"/> Computer Misuse |
| <input type="checkbox"/> Bomb Threats | <input type="checkbox"/> Power Loss |
| <input type="checkbox"/> Cold/Frost/Snow | <input type="checkbox"/> Sabotage/Terrorism |
| <input type="checkbox"/> Communications Loss | <input type="checkbox"/> Storms/Hurricanes |
| <input type="checkbox"/> Computer Intrusion | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Data Destruction | <input type="checkbox"/> Theft of Assets |
| <input type="checkbox"/> Data Disclosure | <input type="checkbox"/> Theft of Data |
| <input type="checkbox"/> Data Integrity Loss | <input type="checkbox"/> Vandalism/Rioting |
| <input type="checkbox"/> Denial of Service Attacks | <input type="checkbox"/> Errors (Configuration and Data Entry) |
| <input type="checkbox"/> Earthquakes | <input type="checkbox"/> Burglary/Break In/Robbery |
| <input type="checkbox"/> Eavesdropping/Interception | <input type="checkbox"/> Identity Theft |
| <input type="checkbox"/> Fire (False Alarm, Major, and Minor) | <input type="checkbox"/> Fraud/Embezzlement |
| <input type="checkbox"/> Flooding/Water Damage | |

Answer: (Other Risks)

Explain what security controls are being used to mitigate these risks. *(Check all that apply)*

- | | |
|-------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Risk Management | <input type="checkbox"/> Audit and Accountability |
| <input type="checkbox"/> Access Control | <input type="checkbox"/> Configuration Management |
| <input type="checkbox"/> Awareness and Training | <input type="checkbox"/> Identification and Authentication |
| <input type="checkbox"/> Contingency Planning | <input type="checkbox"/> Incident Response |
| <input type="checkbox"/> Physical and Environmental Protection | <input type="checkbox"/> Media Protection |
| <input type="checkbox"/> Personnel Security | |
| <input type="checkbox"/> Certification and Accreditation Security Assessments | |

Answer: (Other Controls)

PIA: PIA Assessment

Identify what choices were made regarding the project/system or collection of information as a result of performing the PIA.

Answer:

Availability Assessment: If the data being collected is not available to process for any reason what will the potential impact be upon the system or organization?

(Choose One)

The potential impact is **high** if the loss of availability could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals.

The potential impact is **moderate** if the loss of availability could be expected to have a serious adverse effect on operations, assets or individuals.

The potential impact is **low** if the loss of availability could be expected to have a limited adverse effect on operations, assets or individuals.

Integrity Assessment: If the data being collected has been corrupted for any reason what will the potential impact be upon the system or organization?

(Choose One)

The potential impact is **high** if the loss of availability could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals.

The potential impact is **moderate** if the loss of availability could be expected to have a serious adverse effect on operations, assets or individuals.

The potential impact is **low** if the loss of availability could be expected to have a limited adverse effect on operations, assets or individuals.

Confidentiality Assessment: If the data being collected has been shared with unauthorized individuals what will the potential impact be upon the system or organization?

(Choose One)

The potential impact is **high** if the loss of availability could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals.

The potential impact is **moderate** if the loss of availability could be expected to have a serious adverse effect on operations, assets or individuals.

The potential impact is **low** if the loss of availability could be expected to have a limited adverse effect on operations, assets or individuals.

The controls are being considered for the project based on the selections from the previous assessments?

FALSE

Please add additional controls:

(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)*

Records Locator System	Education Training Website	Appraisal System
Veterans Assistance Discharge System (VADS)	VR&E Training Website	Web Electronic Lender Identification
LGY Processing	VA Reserve Educational Assistance Program	CONDO PUD Builder
Loan Service and Claims	Web Automated Verification of Enrollment	Centralized Property Tracking System
LGY Home Loans	Right Now Web	Electronic Appraisal System
Search Participant Profile (SPP)	VA Online Certification of Enrollment (VA-ONCE)	Web LGY
Control of Veterans Records (COVERS)	Automated Folder Processing System (AFPS)	Access Manager
SHARE	Personal Computer Generated Letters (PCGL)	SAHSHA
Modern Awards Process Development (MAP-D)	Personnel Information Exchange System (PIES)	VBA Data Warehouse
Rating Board Automation 2000 (RBA2000)	Rating Board Automation 2000 (RBA2000)	Distribution of Operational Resources (DOOR)
State of Case/Supplemental (SOC/SSOC)	SHARE	Enterprise Wireless Messaging System (Blackberry)
Awards	State Benefits Reference System	VBA Enterprise Messaging System
Financial and Accounting System (FAS)	Training and Performance Support System (TPSS)	LGY Centralized Fax System
Eligibility Verification Report (EVR)	Veterans Appeals Control and Locator System (VACOLS)	Review of Quality (ROQ)
Automated Medical Information System (AMIS)290	Veterans On-Line Applications (VONAPP)	Automated Sales Reporting (ASR)
Web Automated Reference Material System (WARMS)	Automated Medical Information Exchange II (AIME II)	Electronic Card System (ECS)
Automated Standardized Performance Elements Nationwide (ASPEN)	Committee on Waivers and Compromises (COWC)	Electronic Payroll Deduction (EPD)
Inquiry Routing Information System (IRIS)	Common Security User Manager (CSUM)	Financial Management Information System (FMI)
National Silent Monitoring (NSM)	Compensation and Pension (C&P)	Purchase Order Management System (POMS)
Web Service Medical Records (WebSMR)	Record Interchange (CAPRI)	Veterans Canteen Web
Systematic Technical Accuracy Review (STAR)	Control of Veterans Records (COVERS)	Inventory Management System (IMS)
Fiduciary STAR Case Review	Corporate Waco, Indianapolis, Newark, Roanoke, Seattle (Corporate WINRS)	Synquest
Veterans Exam Request Info System (VERIS)	Fiduciary Beneficiary System (FBS)	RAI/MDS
Web Automated Folder Processing System (WAFPS)	Hearing Officer Letters and Reports System (HOLAR)	ASSISTS
Courseware Delivery System (CDS)	Inforce	MUSE
Electronic Performance Support System (EPSS)	Awards	Bbraun (CP Hemo)
Veterans Service Representative (VSR) Advisor	Actuarial	VIC
Loan Guaranty Training Website	Insurance Self Service	BCMA Contingency Machines
C&P Training Website	Insurance Unclaimed Liabilities	Script Pro
	Insurance Online	

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?	
	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?	

Baker System	Veterans Assistance Discharge System (VADS)
Dental Records Manager	VBA Training Academy
Sidexis	Veterans Service Network (VETSNET) Waco Indianapolis, Newark, Roanoke, Seattle (WINRS)
Priv Plus Mental Health Assistant	BIRLS Centralized Accounts Receivable System (CARS)
Telecare Record Manager	
Omnicell	Compensation & Pension (C&P)
Powerscribe Dictation System	Corporate Database
EndoSoft	Control of Veterans Records (COVERS)
Compensation and Pension (C&P)	Data Warehouse
Montgomery GI Bill Vocational Rehabilitation & Employment (VR&E) CH 31 Post Vietnam Era educational Program (VEAP) CH 32	INS - BIRLS Mobilization Master Veterans Record (MVR)
Spinal Bifida Program Ch 18	BDN Payment History
C&P Payment System	
Survivors and Dependents Education Assistance CH 35	
Reinstatement Entitlement 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)	
Benefits Delivery Network (BDN) Personnel and Accounting Integrated Data and Fee Basis (PAID) Personnel Information Exchange System (PIES) Rating Board Automation 2000 (RBA2000)	
SHARE Service Member Records Tracking System	

(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
ADP PLANNING (PLANMAN) ADVERSE REACTION TRACKING ASISTS	DSS EXTRACTS EDUCATION TRACKING EEO COMPLAINT TRACKING	INTAKE/OUTPUT INTEGRATED BILLING INTEGRATED PATIENT FUNDS
AUTHORIZATION/SUBSCRIPTION	ELECTRONIC SIGNATURE	INTERIM MANAGEMENT SUPPORT
AUTO REPLENISHMENT/WARD STOCK	ENGINEERING	KERNEL
AUTOMATED INFO COLLECTION SYS	ENROLLMENT APPLICATION SYSTEM	KIDS
AUTOMATED LAB INSTRUMENTS	EQUIPMENT/TURN-IN REQUEST	LAB SERVICE
AUTOMATED MED INFO EXCHANGE	EVENT CAPTURE	LETTERMAN
BAR CODE MED ADMIN	EVENT DRIVEN REPORTING	LEXICON UTILITY
BED CONTROL	EXTENSIBLE EDITOR	LIBRARY
BENEFICIARY TRAVEL	EXTERNAL PEER REVIEW	LIST MANAGER
CAPACITY MANAGEMENT - RUM	FEE BASIS	MAILMAN
CAPRI	FUNCTIONAL INDEPENDENCE	MASTER PATIENT INDEX VISTA
CAPACITY MANAGEMENT TOOLS	GEN. MED. REC. - GENERATOR	MCCR NATIONAL DATABASE
CARE MANAGEMENT CLINICAL CASE REGISTRIES	GEN. MED. REC. - I/O GEN. MED. REC. - VITALS	MEDICINE MENTAL HEALTH
CLINICAL INFO RESOURCE NETWORK	GENERIC CODE SHEET	MICOM
CLINICAL MONITORING SYSTEM	GRECC	MINIMAL PATIENT DATASET
CLINICAL PROCEDURES	HEALTH DATA & INFORMATICS	MYHEALTHVET
CLINICAL REMINDERS	HEALTH LEVEL SEVEN	Missing Patient Reg (Original) A4EL
CMOP	HEALTH SUMMARY	NATIONAL DRUG FILE
CONSULT/REQUEST TRACKING	HINQ	NATIONAL LABORATORY TEST
CONTROLLED SUBSTANCES	HOSPITAL BASED HOME CARE	NDBI
CPT/HCPCS CODES	ICR - IMMUNOLOGY CASE REGISTRY	NETWORK HEALTH EXCHANGE
CREDENTIALS TRACKING DENTAL DIETETICS	IFCAP IMAGING INCIDENT REPORTING	NOIS NURSING SERVICE OCCURRENCE SCREEN
DISCHARGE SUMMARY	INCOME VERIFICATION MATCH	ONCOLOGY
DRG GROUPER	INCOMPLETE RECORDS TRACKING	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.

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? <input type="checkbox"/> If yes, where?	
	<input type="checkbox"/> 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? <input type="checkbox"/> If yes, where?	
	<input type="checkbox"/> 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? <input type="checkbox"/> If yes, where?	
	<input type="checkbox"/> Who has access to this data?	

OUTPATIENT PHARMACY	SOCIAL WORK
PAID PATCH MODULE PATIENT DATA EXCHANGE	SPINAL CORD DYSFUNCTION SURGERY SURVEY GENERATOR
PATIENT FEEDBACK	TEXT INTEGRATION UTILITIES
PATIENT REPRESENTATIVE	TOOLKIT
PCE PATIENT CARE ENCOUNTER PCE PATIENT/IHS SUBSET	UNWINDER UTILIZATION MANAGEMENT ROLLUP
PHARMACY BENEFITS MANAGEMENT PHARMACY DATA MANAGEMENT PHARMACY NATIONAL DATABASE PHARMACY PRESCRIPTION PRACTICE POLICE & SECURITY	UTILIZATION REVIEW VA CERTIFIED COMPONENTS - DSSI VA FILEMAN VBECS VDEF
PROBLEM LIST	VENDOR - DOCUMENT STORAGE SYS
PROGRESS NOTES	VHS&RA ADP TRACKING SYSTEM
PROSTHETICS QUALITY ASSURANCE INTEGRATION QUALITY IMPROVEMENT CHECKLIST QUASAR	VISIT TRACKING VISTALINK VISTALINK SECURITY VISUAL IMPAIRMENT SERVICE TEAM ANRV VOLUNTARY TIMEKEEPING
RADIOLOGY/NUCLEAR MEDICINE RECORD TRACKING	VOLUNTARY TIMEKEEPING NATIONAL
REGISTRATION	WOMEN'S HEALTH
RELEASE OF INFORMATION - DSSI	CARE TRACKER
REMOTE ORDER/ENTRY SYSTEM RPC BROKER	
RUN TIME LIBRARY SAGG SCHEDULING	
SECURITY SUITE UTILITY PACK	
SHIFT CHANGE HANDOFF TOOL	

(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
		<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: Butler VAMC

Title:	Name:	Phone:	Email:
Privacy Officer:	Laura Jordan	724-282-5611	Laura.Jordan@va.gov
Digital Signature Block			
Information Security Officer:	Kirk Hastings	724-285-2409	Kirk.Hastings@va.gov
Digital Signature Block			
Chief Information Officer:	Jupe Fowkes	724-285-5517	Jupe.Fowkes@va.gov
Digital Signature Block			
Person Completing Document:	Kirk Hastings/ISO	724-285-2409	Kirk.Hastings@va.gov
Digital Signature Block			
System / Application / Program Manager:	Edward Ellsworth	724-496-2326	Edward.Ellsworth@va.gov
Digital Signature Block			

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 REGION 4 > VHA > VISN 04 > Butler VAMC > PBX
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