

Welcome to the PIA for FY 2011!

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.

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://vaww.privacy.va.gov/Privacy_Impact_Assessments.asp

Roles and Responsibilities:

Roles and responsibilities for the specific process are clearly defined for all levels of staff in the VA Directive 6508 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 Directive 6508.
- 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 Directive 6508 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, 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

Microsoft Office 2003: 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.

Microsoft Office 2007: To enable macros, go to: 1) Office Button > Prepare > Excel Options > Trust Center > Trust Center Settings > Macro Settings > Enable

All Macros; 2) Click OK

Final Signatures

Final Signatures are digitally signed or wet signatures on a case by case basis. All signatures should be done when all modifications have been approved by the VA Privacy Service and the reviewer has indicated that the signature is all that is necessary to obtain approval.

Privacy Impact Assessment Uploaded into SMART

Privacy Impact Assessments should be uploaded into C&A section of SMART.

All PIA Validation Letters should be emailed to christina.pettit@va.gov to received full credit for submission.

(FY 2011) PIA: System Identification

Program or System Name: REGION 2 > VHA > VISN 15 > Eastern Kansas HCS> LAN
 OMB Unique System / Application / Program Identifier (AKA: UPID #): 029-00-02-00-01-1120-00
 Description of System/ Application/ Program: The Eastern Kansas Health Care System, VAMC LAN is a General Support System, supporting mission-critical and other systems necessary to conduct day-to-day operations within the Veterans Health Administration. Applications and devices within the LAN support numerous areas, medical imaging, supply management, decision support, medical research, human resources, business operations, and education.

Facility Name: Eastern Kansas Health Care System, VA Medical Center

Title:	Name:	Phone:	Email:
Privacy Officer:	Barb Murphree	785-350-3111 x52864	barbara.murphree@va.gov
Information Security Officer:	Earl W. Hatcher III	785-350-4498	earl.hatcheriii@va.gov
Information Security Officer:	Richard Do	913-946-1546	richard.do@va.gov
System Owner/ Chief Information Officer:	George Parry	816-701-3048	george.parry@va.gov
Information Owner:			
Other Titles:			

Person Completing Document: All designees listed above

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 USC Section 7301(a) 501(b) and 304
 What is the expected number of individuals that will have their PII stored in this system: 1,000,000 – 9,999,999
 Identify what stage the System / Application / Program is at: Operation/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. 24 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): 02/2011

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?

- 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 complete TAB 7 & TAB 12. (See Comment for Definition of PII)

(FY 2011) PIA: System of Records

Is the data maintained under one or more approved System(s) of Records? If the answer above no, please skip to row 15.

Yes

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

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

24VA19; 79VA19

2. Name of the System of Records:

24VA19-Patient Medical Records-VA (Formally known as 24VA136);
79VA19-Veterans Health Information Systems and Technology
Architecture (VistA) Records-VA

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

http://www.rms.oit.va.gov/SOR_Records.asp

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?

Yes

Is PII collected by verbal methods?

Yes

Is PII collected by automated methods?

No

Is a Privacy notice provided?

Yes

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?

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

(FY 2011) 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)	Verbal	Confidentiality Restrictions, Confidential Communications	Verbal & Written	Written
Family Relation (spouse, children, parents, grandparents, etc)	VA File Database	Emergency Contacts/Restricted communications	Verbal & Written	Written
Service Information	Electronic/File Transfer	Eligibility requirements/Medical Impact	Verbally	Written
Medical Information	Verbal	Care and Treatment/Possible Research	Verbal & Written	Written
Criminal Record Information	VA File Database	Eligibility	Verbally	Written
Guardian Information	Paper	Care and Treatment	Verbal & Written	Written
Education Information	Verbal	Care and Treatment	Verbal & Written	Written
Benefit Information	VA File Database	Care and Treatment/VBA-VSO representatives	Verbally	Written
Financial Information	Paper	Privacy Notice	Verbally	Written

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	Veteran	Mandatory	

Family Relation (spouse, children, parents, grandparents, etc)	Yes	Veteran	Mandatory	NOK
Service Information	Yes	Veteran	Mandatory	Eligibility
Medical Information	Yes	Veteran	Mandatory	
Criminal Record Information	Yes	Other Federal Agency (Identify)	Mandatory	Federal Law Enforcement
Guardian Information	Yes	Veteran	Mandatory	
Education Information	Yes	Veteran	Voluntary	
Benefit Information	Yes	Other Federal Agency (Identify)	Mandatory	VBA
Financial Information	Yes	Veteran	Mandatory	Means Test
Other (Explain)				
Other (Explain)				

(FY 2011) 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	Veterans Benefits Administration (VBA)	Yes	payment, treatment and healthcare operations	Both PII & PHI	Ref. 45 CFR 164.512; 5 USC 552a[b]; 38 USC 7332[b]; 38 USC 5701[b]
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 2011) PIA: Access to Records

Does the system gather information from another system?	No
Please enter the name of the system:	
Per responses in Tab 4, does the system gather information from an individual?	Yes
If information is gathered from an individual, is the information provided:	<input checked="" type="checkbox"/> Through a Written Request <input checked="" type="checkbox"/> Submitted in Person <input checked="" type="checkbox"/> Online via Electronic Form
Is there a contingency plan in place to process information when the system is down?	Yes

(FY 2011) PIA: Secondary Use

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

Describe process for authorizing access to this data.

Answer:

(FY 2011) 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?

No

If Yes, Please Specify:

Explain how collected data are limited to required elements:

Answer: Specific data fields; VA and VHA Records Management Handbooks and Directives restrictions

How is data checked for completeness?

Answer: Each Service conducts monitors and audits per regulatory requirements (i.e. IG, JCHO, PCA, etc.).

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

Answer: Patient information is updated and/or verified during patient visits (i.e. Means Test)

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

Answer: Internal Medical Center Policies & Controls

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

Answer:

(FY 2011) PIA: Retention & Disposal

What is the data retention period?

Answer: The retention period would be 75 years after the last episode of care.

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

Answer: The information is retained for healthcare purposes.

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

Answer: The data retention period will be dependent on the type of data and the intended use. The projects will take into account all applicable federal regulatory requirements, VA guidelines and directives to determine the exact period for data retention. Electronic Patient Medical Record is destroyed/deleted 75 years after the last episode of patient care as instructed in VA Records Control Schedule. VistA Imaging retains all images currently.

Where are these procedures documented?

Answer: VA Handbook 6300; Records Control Schedule 10-1.

How are data retention procedures enforced?

Answer: VA Records Control Schedule 10-1 (Paragraph 3): Records Management Responsibilities: The Health Information Management (HIM) Department is responsible for developing policies and procedures for effective and efficient records management throughout VHA. In addition, HIMs acts as the liaison between VHA and National Archives and Records Administration (NARA) on issues pertaining to records management practices and procedures. Field records managers are responsible for records management activities at their facilities. Records Liaisons (Program officials) are responsible for creating, maintaining, protecting and disposing of records in their program area in accordance with NARA regulations and VA policy. All VHA employees are responsible to ensure that records are created, maintained, protected and disposed of in accordance with NARA regulations and VA policies and procedures for the disposition of Records.

Has the retention schedule been approved by the National Archives and Records Administration (NARA)	Yes
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Additional Information: (Provide any necessary clarifying information or additional explanation for this section.)

Answer:

(FY 2011) PIA: Children's Online Privacy Protection Act (COPPA)

Will information be collected through the internet from children under age 13?	No
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If Yes, How will parental or guardian approval be obtained?

Answer: N/A

(FY 2011) PIA: Additional Comments

Add any additional comments or information that may have been left out for any question. Please indicate the question you are responding to and then add your comments.

None

(FY 2011) PIA: VBA Minor Applications

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

Telecare Record Manager
VBA Enterprise Messaging System
Veterans On-Line Applications (VONAPP)
Veterans Service Network (VETSNET)
Web Electronic Lender Identification

Web Automated Folder Processing System (WAFPS)
Web Automated Reference Material System (WARMS)
Web Automated Verification of Enrollment
Web-Enabled Approval Management System (WEAMS)
Web Service Medical Records (WebSMR)
Work Study Management System (WSMS)

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?
Does this minor application store PII?
If yes, where?
Who has access to this data?

Name
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Does this minor application store PII?
If yes, where?
Who has access to this data?

(FY 2011) PIA: VISTA Minor Applications

Which of these are sub-components of your system?

X ASISTS	Beneficiary Travel	Accounts Receivable	Adverse Reaction Tracking
X Bed Control	Care Management	ADP Planning (PlanMan)	Authorization/ Subscription
X CAPRI	Care Tracker	Bad Code Med Admin	Auto Replenishment/ Ward Stock
X CMOP	Clinical Reminders	Clinical Case Registries	Automated Info Collection Sys
X Dental	CPT/ HCPCS Codes	Clinical Procedures	Automated Lab Instruments
X Dietetics	DRG Grouper	Consult/ Request Tracking	Automated Med Info Exchange
X Fee Basis	DSS Extracts	Controlled Substances	Capacity Management - RUM
X GRECC	Education Tracking	Credentials Tracking	Capacity Management Tools
X HINQ	Engineering	Discharge Summary	Clinical Info Resource Network
X IFCAP	Event Capture	Drug Accountability	Clinical Monitoring System
X Imaging	Extensible Editor	EEO Complaint Tracking	Enrollment Application System
X Kernal	Health Summary	Electronic Signature	Equipment/ Turn-in Request
X Kids	Incident Reporting	Event Driven Reporting	Gen. Med.Rec. - Generator
X Lab Service	Intake/ Output	External Peer Review	Health Data and Informatics
X Letterman	Integrated Billing	Functional Independence	ICR - Immunology Case Registry
X Library	Lexicon Utility	Gen. Med. Rec. - I/O	Income Verification Match
X Mailman	List Manager	Gen. Med. Rec. - Vitals	Incomplete Records Tracking
X Medicine	Mental Health	Generic Code Sheet	Interim Mangement Support
X MICOM	MyHealthEVet	Health Level Seven	Master Patient Index VistA
X NDBI	National Drug File	Hospital Based Home Care	Missing Patient Reg (Original) A4EL
X NOIS	Nursing Service	Inpatient Medications	Order Entry/ Results Reporting
X Oncology	Occurrence Screen	Integrated Patient Funds	PCE Patient Care Encounter
X PAID	Patch Module	MCCR National Database	Pharmacy Benefits Mangement
X Prosthetics	Patient Feedback	Minimal Patient Dataset	Pharmacy Data Management
X QUASER	Police & Security	National Laboratory Test	Pharmacy National Database
X RPC Broker	Problem List	Network Health Exchange	Pharmacy Prescription Practice
X SAGG	Progress Notes	Outpatient Pharmacy	Quality Assurance Integration
X Scheduling	Record Tracking	Patient Data Exchange	Quality Improvement Checklist
X Social Work	Registration	Patient Representative	Radiology/ Nuclear Medicine
X Surgery	Run Time Library	PCE Patient/ HIS Subset	Release of Information - DSSI
X Toolkit	Survey Generator	Security Suite Utility Pack	Remote Order/ Entry System
X Unwinder	Utilization Review	Shift Change Handoff Tool	Utility Management Rollup
X VA Fileman	Visit Tracking	Spinal Cord Dysfunction	CA Verified Components - DSSI
X VBECS	VistALink Security	Text Integration Utilities	Vendor - Document Storage Sys
X VDEF	Women's Health	VHS & RA Tracking System	Visual Impairment Service Team ANRV
X VistALink		Voluntary Timekeeping	Voluntary Timekeeping National

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 minor application?
Does this minor application store PII?
If yes, where?
Who has access to this data?

Name
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Description
Comments
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Does this minor application store PII?
If yes, where?
Who has access to this data?

(FY 2011) PIA: Minor Applications

Which of these are sub-components of your system?

	1184 Web	X	ENDSOFT		RAFT
	A4P		Enterprise Terminology Server & VHA Enterprise Terminology Services	X	RALS
	Administrative Data Repository (ADR)		ePROMISE	X	Remedy Application
	ADT		EYECAP		SAN
	Agent Cashier		Financial and Accounting System (FAS)		Scanning Exam and Evaluation System
X	Air Fortress	X	Financial Management System (FMS)	X	Sentillion
	Auto Instrument		Genesys		Stellant
X	Automated Access Request		Health Summary Contingency	X	Stentor
	BDN 301	X	ICB		Tracking Continuing Education
X	Bed Board Management System		KOWA		Traumatic Brain Injury
	Cardiff Teleform		Lynx Duress Alarm		VA Conference Room Registration
	Cardiology Systems (stand alone servers from the network)		MHTP		VAMedSafe
	CHECKPOINT	X	Microsoft Active Directory		VBA Data Warehouse
	Clinical Data Repository/Health Data Repository	X	Microsoft Exchange E-mail System		VHAHUNAPP1
	Combat Veteran Outreach Committee on Waiver and Compromises	X	Military/Vet Eye Injury Registry		VHAHUNFPC1
	CP&E	X	Mumps AudioFAX	X	VISTA RAD
	Crystal Reports Enterprise	X	NOAHLINK		Whiteboard
X	Data Innovations		Omicell		
	DELIVEREX		Onvicord (VLOG)		
X	DICTATION-Power Scribe		Optifill		
	DRM Plus	X	P2000 ROBOT		
	DSIT		PACS database		
X	DSS Quadramed	X	Personal Computer Generated Letters		
X	EDS Whiteboard (AVJED)	X	PICIS OR		
X	EKG System		PIV Systems		
	Embedded Fragment Registry		Q-Matic		
			QMSI Prescription Processing		

(FY 2011) PIA: Final Signatures

Facility Name: REGION 2 > VHA > VISN 15 > Eastern Kansas HCS> LAN

Title:	Name:	Phone:	Email:
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Privacy Officer:	Barb Murphree	785-350-3111 x52864	barbara.murphree@va.gov
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X

Information Security Officer:	Earl W. Hatcher III	785-350-4498	earl.hatcheriii@va.gov
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X

System Owner/ Chief Information Officer:	George Parry	816-701-3048	george parry@va.gov
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X

Information Owner:	0	0	0
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Digital Signature Block

Other Titles:	0	0	0
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Digital Signature Block

Date of Report: 2/25/11
 OMB Unique Project Identifier 029-00-02-00-01-1120-00
 Project Name REGION 2 > VHA > VISN 15 >
 Eastern Kansas HCS> LAN