

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 16>HOUSTON VAMC>LAN
 OMB Unique System / Application / Program Identifier (AKA: UPID #): 029-00-02-00-01-1120-00

The LAN network is the software platform and hardware infrastructure (associated with clinical operations) on which the VHA health care facilities operate their software applications and support for E-Government initiatives. It includes the computer equipment associated with clinical operations and the employees necessary to operate the system. It links the facility computer network to applications and databases. The LAN System connects computers containing critical data that supports the delivery of healthcare to veterans and their dependents. Using a personal computer, the VA health care provider can access LAN connected applications to meet a wide range of health care data needs. The LAN system operates in medical centers, ambulatory and community-based clinics, nursing homes and the domiciliary.

Description of System/ Application/ Program:

Facility Name:

Title:	Name:	Phone:	Email:
Privacy Officer:	Mary Lou Reid	713-794-7948	Mary.Reid4@va.gov
Information Security Officer:	Jimmy Grant	713-794-7915	JimmyD.Grant@va.gov
System Owner/ Chief Information Officer:	Dale Nelson	479-444-5011	Riley.Nelson@va.gov
Information Owner:	Adam Walmus	713-794-7100	Adam.Walmus2@va.gov
Other Titles:	Kevin Lenamond	713-794-7007	KevinD.Lenamond@va.gov
Person Completing Document:	Mary Lou Reid	713-794-7948	Mary.Reid4@va.gov
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: approximately 1,000,000
 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. 12years
 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 (01/2011): 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?
- 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):

79VA19

2. Name of the System of Records:

Veteran Health Information Systems & Technology
Architecture (VistaA) Records VA

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

[HTTP://VAWWW.VHACO.VA.GOV/PRIVACY/Systemofrecords.htm](http://VAWWW.VHACO.VA.GOV/PRIVACY/Systemofrecords.htm)

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?

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

(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)	ALL	How it will be used	All	All
Family Relation (spouse, children, parents, grandparents, etc)	ALL	How it will be used	All	All
Service Information	ALL	How it will be used	All	All
Medical Information	ALL	How it will be used	All	All
Criminal Record Information	ALL	How it will be used	All	All
Guardian Information	ALL	How it will be used	All	All
Education Information	ALL	How it will be used	All	All
Benefit Information	ALL	How it will be used	All	All
Other (Explain)	N/A			

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	
Service Information	Yes	Veteran	Mandatory	

Medical Information	Yes	Veteran	Mandatory
Criminal Record Information	Yes	Veteran	Mandatory
Guardian Information	Yes	Veteran	Mandatory
Education Information	Yes	Veteran	Mandatory
Benefit Information	Yes	Veteran	Mandatory
Other (Explain)	No		
Other (Explain)	No		
Other (Explain)	No		

(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	VBA VCS OI&T	Yes	PII PHI Multiusers	Both PII & PHI	VA Privacy Policy
Other Veteran Organization	State Veterans Home	No	Medical Info/COC	Both PII & PHI	VAMC ROI Policy
Other Federal Government Agency					
State Government Agency					
Local Government Agency					
Research Entity					
Other Project / System	DOD/CDC	No	PHI PII	Both PII & PHI	VAMC Privacy Policy
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?	No
If information is gathered from an individual, is the information provided:	<input type="checkbox"/> Through a Written Request <input type="checkbox"/> Submitted in Person <input 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?	Yes
if yes, please check all that apply:	<input type="checkbox"/> Drug/Alcohol Counseling <input type="checkbox"/> Mental Health <input type="checkbox"/> HIV <input checked="" type="checkbox"/> Research <input type="checkbox"/> Sickle Cell <input type="checkbox"/> Other (Please Explain)

Describe process for authorizing access to this data.

Answer: Approved by IRB and R&D after review PO and ISO.

(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: VAMC data collection limited to required

How is data checked for completeness?

Answer: Automated controls and manual review

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

Answer: Pre-registration and time of presentation

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

Answer: Compared with printed form.

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

Answer: No additional information

(FY 2011) PIA: Retention & Disposal

What is the data retention period?

Answer: 75 years after last visit date.

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

Answer: Ongoing patient care and research purposes

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

Answer: Date of destruction recorded on storage boxes.

Where are these procedures documented?

Answer: MEDVA MC Policy and VHA Policy 6300

How are data retention procedures enforced?

Answer: VA Records Control Schedule 10-1 page 8

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

Yes

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

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

Answer:

(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.

(FY 2011) PIA: VHA/VBA Minor Applications

Which of these are sub-components of your system?

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

VBA Data Warehouse	<input checked="" type="checkbox"/>	Telecare Record Manager	Web Automated Folder Processing System (WAFPS)
VBA Training Academy		VBA Enterprise Messaging System	Web Automated Reference Material System (WARMS)
Veterans Canteen Web		Veterans On-Line Applications (VONAPP)	Web Automated Verification of Enrollment
<input checked="" type="checkbox"/> VIC		Veterans Service Network (VETSNET)	Web-Enabled Approval Management System (WEAMS)
VR&E Training Website		Web Electronic Lender Identification	Web Service Medical Records (WebSMR)
Web LGY			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?

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(FY 2011) PIA: VISTA Minor Applications

Which of these are sub-components of your system?

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

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Description
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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		ENDSOFT		RAFT	
	A4P		Enterprise Terminology Server & VHA Enterprise Terminology Services		RALS	
	Administrative Data Repository (ADR)		ePROMISE	x	Remedy Application	?DSS?
x	ADT		EYECAP	x	SAN	
x	Agent Cashier		Financial and Accounting System (FAS)		Scanning Exam and Evaluation System	
x	Air Fortress		Financial Management System	x	Sentillion	
x	Auto Instrument		Genesys		Stellant	
x	Automated Access Request	x	Health Summary Contingency		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	
x	CHECKPOINT	x	Microsoft Active Directory		VBA Data Warehouse	
x	Clinical Data Repository/Health Data Repository	x	Microsoft Exchange E-mail System		VHAHOUAPP1	
	Combat Veteran Outreach Committee on Waiver and Compromises	x	Military/Vet Eye Injury Registry	X	VHAHOUFPCI	
	CP&E		Mumps AudioFAX	x	VISTA RAD	
	Crystal Reports Enterprise Data Innovations		NOAHLINK		Whiteboard	
	DELIVEREX	x	Omnicell			
			Onvicord (VLOG)			
			Optifill			

	DICTATION-Power Scribe		P2000 ROBOT
x	DRM Plus	x	PACS database
	DSIT		Personal Computer Generated Letters
	DSS Quadramed		PICIS OR
	EDS Whiteboard (AVJED)	x	PIV Systems
	EKG System		Q-Matic
	Embedded Fragment Registry		QMSI Prescription Processing

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

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Is PII collected by this minor application?
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(FY 2011) PIA: Final Signatures

Facility Name: REGION 2>VHA>VISN 16>HOUSTON VAMC>LAN

Title:	Name:	Phone:	Email:
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Privacy Officer:	Mary Lou Reid	713-794-7948	Mary.Reid4@va.gov
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Digital Signature Block

Information Security Officer:	Jimmy Grant	713-794-7915	JimmyD.Grant@va.gov
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Digital Signature Block

System Owner/ Chief Information Officer:	Dale Nelson	479-444-5011	Riley.Nelson@va.gov
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Digital Signature Block

Information Owner:	Adam Walmus	713-794-7100	Adam.Walmus2@va.gov
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Digital Signature Block

Other Titles:	Kevin Lenamond	713-794-7007	KevinD.Lenamond@va.gov
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Digital Signature Block

Date of Report:	2/1/11
OMB Unique Project Identifier	029-00-02-00-01-1120-00
Project Name	REGION 2>VHA>VISN 16>HOUSTON VAMC>LAN