(FY 2011) PIA: System Identification

Program or System Name:	Region 2>VHA>VISN 12>Madison VAMC>LAN	
OMB Unique System / Application / Program Identifier	(AKA: UPID #):	029-00-02-00-01-1120-00

Description of System/ Application/ Program:

MADISON Existing LAN and supporting hardware 1.8 General Description and Purpose
Each VA facility uses the Local Area Network (LAN) as 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, including medical imaging, supply management, decision support, medical research, and education.

This system includes several applications, such as Microsoft Office, Microsoft Outlook, BCMA, CPRS and Attachmate. It is also the connection system that is used to access the patient database (VistA).
The LAN's workstations are physically housed in government-owned or leased buildings located in Madison, WI. The entire network of buildings are occupied by VHA employees and are not open to the general public. Community based outpatient clinics (CBOC's) are located in buildings in Madison, WI (3), Janesville, WI, Baraboo, WI, Beaver Dam, WI, Rockford, IL, and Freeport, IL. The leased buildings are shared by other organizations; however the clinics are not open to the general public. All the VHA employees have physical access to the workstations.

The security software protecting all workstations' resources from the top level is the security that is embedded in Windows Active Directory, Windows Server, and Windows XP. The security protection provided is access control to the platform and stored files at the operating system level. Anti-virus protection is provided by McAfee ePO and Virus scan Anti-Virus software. The workstations provide support to this facility.

Facility Name:	William S. Middleton Memorial Veterans Hospital		
Title:	Name:	Phone:	Email:
Privacy Officer:	Lynn Tarpey	(608) 256-1901 ext. 11699	Lynn.Tarpey@va.gov
Information Security Officer:	Brian Rothermel	(608) 256-1901 ext.17282	Brian.Rothermel@va.gov
System Owner/ Chief Information Officer:	Jeffery Fears	(708) 429-3987	Jeffery.Fears@va.gov
Information Owner:	Deborah Thompson	(608) 280-7091	Deborah.Thompson@va.gov
Other Titles:			
Person Completing Document:	Jerry.Kirchner/Lynn Tarpey	(608) 256-1901 ext.17500	Jerry.Kirchner@va.gov
Other Titles:			
Date of Last PIA Approved by VACO Privacy Services: (MM/YYYY)			08/2010
Date Approval To Operate Expires:			08/2011

What specific legal authorities authorize this program or system:	Title 38 U.S.C., Sections 501(b) and 304; Title 38 U.S.C. section 7301 (a)
What is the expected number of individuals that will have their PII stored in this system:	approximately 99,999
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	Operational Now (Approx. 30 years)
Is there an authorized change control process which documents any changes to existing applications or	Yes
If No, please explain:	
Has a PIA been completed within the last three years?	Yes

Date of Report (MM/YYYY):	05/2011

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 the SSN?

If there is no Personally Identifiable Information on your system , please complete TAB 2 & 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 and 79VA19
2. Name of the System of Records:	24VA19 – Patient Medical Records-VA, 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://vaww.vhaco.va.gov/privacy/Update_SOR/ListVHASORS.doc
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?	No
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	VA Form 1010EZ; VA Notice of Privacy Polic	Verbal & Written	All
Family Relation (spouse, children, parents, grandparents, etc)	ALL	Patients fill out required fields of information on Form 1010 and an explanation of privacy policy is provided.	Verbal & Written	All
Service Information	ALL	Information is used to determine benefits.	Verbal & Written	All
Medical Information	ALL	Information is used to provide comprehensive medical care.	Verbal & Written	All
Criminal Record Information	Paper & Electronic	Information requested for prospective employment.	Verbal & Written	All
Guardian Information	ALL	Information is supplied in the event the Veteran is unable to communicate directly regarding his/her care.	Verbal & Written	All
Education Information	ALL	Information requested for prospective employment.	Verbal & Written	All
Benefit Information	ALL	Enables facility to manage ins/payment info for Veteran accounts.	Verbal & Written	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	Voluntary	
Service Information	Yes	VA Files / Databases (Identify file)	Mandatory	
Medical Information	Yes	VA Files / Databases (Identify file)	Mandatory	
Criminal Record Information	Yes	Other (Explain)	Mandatory	
Guardian Information	Yes	VA Files / Databases (Identify file)	Mandatory	
Education Information	Yes	Veteran	Voluntary	
Benefit Information	Yes	VA Files / Databases (Identify file)	Mandatory	
Other (Explain)				
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	NCCPAC	Yes	Financial and Benefit. Billing, Auditing,	Both PII & PHI	National program. Consult CO.
	Health Benefit Service	Yes	Financial and Benefit. Billing, Auditing,	Both PII & PHI	National program. Consult CO.
Other Veteran Organization	N/A				
Other Federal Government Agency	N/A				
State Government Agency	WI Cancer Tumor Registry	No	Cancer Tumor Data. State Reporting	Both PII & PHI	National program. Consult CO.
Local Government Agency					
Research Entity					
Other Project / System	Univ. of Wisconsin	Yes	Medical Info and Identifiers	Both PII & PHI	Standard ROI form with local tailored modifications
Other Project / System	R2, HP, OI&T?	Yes	System Data	N/A	Troubleshoot issues
Other Project / System					

(FY 2011) PIA: Access to Records

Does the system gather information from another system? Yes

Please enter the name of the system: VISTA

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:
- ☑ 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 2011) PIA: Secondary Use

Will PII data be included with any secondary use request? Yes

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: Research via a HIPAA Authorization form.

(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: Data is collected electronically or manually based on the automation of VA forms and clinical/research procedures.

How is data checked for completeness?

Answer: Answer: Data is reviewed by staff and compared

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

Answer: Clinical data is not removed. Administrative data is updated with each application for care.

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

Answer: Data is confirmed with Veteran and cross-checked against other maintained data.

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: 75 years after patient is last seen.

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

Answer: Required by Law. Per NARA retention standards stated in RCS 10-1.

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

Answer: Data is destroyed per RS10-1 per National Archives Job Number 15-91-6 Item 1d.

Where are these procedures documented?

Answer: See RCS 10-1

How are data retention procedures enforced?

Answer: Via VA and NARA policy(ies)

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: VBA Minor Applications

Which of these are sub-components of your system?

	Access Manager		Automated Sales Reporting (ASR)		Automated Folder Processing System (AFPS)
	Actuarial		BCMA Contingency Machines	X	Automated Medical Information Exchange II (AIME II)
	Appraisal System		Benefits Delivery Network (BDN)		Automated Medical Information System (AMIS)290
	ASSISTS		Centralized Property Tracking System		Automated Standardized Performace Elements Nationwide (ASPEN)
	Awards		Common Security User Manager (CSUM)		Centralized Accounts Receivable System (CARS)
	Awards		Compensation and Pension (C&P)		Committee on Waivers and Compromises (COWC)
	Baker System		Control of Veterans Records (COVERS)		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)
X	BIRLS		Courseware Delivery System (CDS)		Distribution of Operational Resources (DOOR)
	C&P Payment System		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	X	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
	MUSE		Mental Health Asisstant		Service Member Records Tracking System
	Omnicell		National Silent Monitoring (NSM)		Survivors and Dependents Education Assistance CH 35
	Priv Plus		Powerscribe Dictation System		Systematic Technical Accuracy Review (STAR)
	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
	Script Pro		Records Locator System		Veterans Appeals Control and Locator System (VACOLS)
	SHARE		Review of Quality (RIOQ)		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		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
X	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?

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
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?

(FY 2011) PIA: VISTA Minor Applications

Which of these are sub-components of your system?

X ASISTS	X Beneficiary Travel	X Accounts Receivable	Adverse Reaction Tracking
X Bed Control	Care Management	ADP Planning (PlanMan)	Authorization/ Subscription
X CAPRI	Care Tracker	X Bad Code Med Admin	Auto Replenishment/ Ward Stock
CMOP	X Clinical Reminders	Clinical Case Registries	Automated Info Collection Sys
X Dental	CPT/ HCPCS Codes	X Clinical Procedures	X Automated Lab Instruments
X Dietetics	DRG Grouper	X Consult/ Request Tracking	Automated Med Info Exchange
X Fee Basis	X DSS Extracts	X Controlled Substances	Capacity Management - RUM
X GRECC	Education Tracking	Credentials Tracking	X Capacity Management Tools
X HINQ	X Engineering	X Discharge Summary	X Clinical Info Resource Network
X IFCAP	X Event Capture	Drug Accountability	Clinical Monitoring System
X Imaging	Extensible Editor	EEO Complaint Tracking	Enrollment Application System
X Kernal	X Health Summary	X Electronic Signature	X Equipment/ Turn-in Request
X Kids	X Incident Reporting	Event Driven Reporting	Gen. Med.Rec. - Generator
Lab Service	Intake/ Output	External Peer Review	X Health Data and Informatics
Letterman	X Integrated Billing	Functional Independence	ICR - Immunology Case Registry
Library	X Lexicon Utility	Gen. Med. Rec. - I/O	Income Verification Match
X Mailman	List Manager	Gen. Med. Rec. - Vitals	Incomplete Records Tracking
Medicine	X Mental Health	Generic Code Sheet	Interim Mangement Support
MICOM	X MyHealthEVet	Health Level Seven	X Master Patient Index VistA
NDBI	X National Drug File	X Hospital Based Home Care	Missing Patient Reg (Original) A4EL
NOIS	X Nursing Service	Inpatient Medications	X Order Entry/ Results Reporting
Oncology	Occurrence Screen	Integrated Patient Funds	X PCE Patient Care Encounter
X PAID	Patch Module	X MCCR National Database	Pharmacy Benefits Mangement
X Prosthetics	Patient Feedback	Minimal Patient Dataset	X Pharmacy Data Management
QUASER	X Police & Security	National Laboratory Test	Pharmacy National Database
X RPC Broker	Problem List	Network Health Exchange	Pharmacy Prescription Practice
SAGG	X Progress Notes	X Outpatient Pharmacy	Quality Assurance Integration
X Scheduling	X Record Tracking	Patient Data Exchange	Quality Improvement Checklist
X Social Work	X Registration	X Patient Representative	X Radiology/ Nuclear Medicine
X Surgery	Run Time Library	PCE Patient/ HIS Subset	X Release of Information - DSSI
X Toolkit	Survey Generator	Security Suite Utility Pack	Remote Order/ Entry System
Unwinder	X Utilization Review	X Shift Change Handoff Tool	Utility Management Rollup
X VA Fileman	Visit Tracking	Spinal Cord Dysfunction	CA Vertified Components - DSSI
X VBECS	VistALink Security	X Text Integration Utilities	Vendor - Document Storage Sys
VDEF	X Women's Health	VHS & RA Tracking System	Visual Impairment Service Team ANRV
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
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
Description
Comments
Is PII collected by this minor application?
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		Remedy Application
X	ADT		EYECAP	X	SAN
X	Agent Cashier		Financial and Accounting System (FAS)		Scanning Exam and Evaluation System
X	Air Fortress	X	Financial Management System	X	Sentillion
	Auto Instrument		Genesys		Stellant
	Automated Access Request		Health Summary Contingency		Stentor
	BDN 301	X	ICB		Tracking Continuing Education
	Bed Board Management System		KOWA		Traumatic Brain Injury
	Cardiff Teleform	X	Lynx Duress Alarm		VA Conference Room Registration
	Cardiology Systems (stand alone servers from the network)	X	MHTP		VAMedSafe
X	CHECKPOINT		Microsoft Active Directory		VBA Data Warehouse
	Clinical Data Repository/Health Data Repository		Microsoft Exchange E-mail System		VHAHUNAPP1
	Combat Veteran Outreach		Military/Vet Eye Injury Registry		VHAHUNFPC1
	Committee on Waiver and Compromises	X	Mumps AudioFAX		VISTA RAD
	CP&E	X	NOAHLINK		Whiteboard
	Crystal Reports Enterprise		Omnicell		
X	Data Innovations		Onvicord (VLOG)		
	DELIVEREX		Optifill		
X	DICTATION-Talk Tech		P2000 ROBOT		
	DRM Plus	X	PACS database		
	DSIT		Personal Computer Generated Letters		
X	DSS Quadramed	X	PICIS OR		
X	EDS Whiteboard (AVJED)	X	PIV Systems		
X	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. Please prov 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
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
Description
Comments
Is PII collected by this minor application?
Does this minor application store PII?
If yes, where?
Who has access to this data?

(FY 2011) PIA: Final Signatures

Facility Name:	Region 2>VHA>VISN 12>Madison VAMC>LAN		
Title:	Name:	Phone:	Email:
Privacy Officer:	Lynn Tarpey	(608) 256-1901 ext. 11699	Lynn.Tarpey@va.gov
6/8/11			
Information Security Officer:	Brian Rothermel	(608) 256-1901 ext.17282	Brian.Rothermel@va.gov
Brian D. Rothermel	Digitally signed by Brian D. Rothermel DN: c=US, o=U.S. Government, ou=Department of Veterans Affairs, ou=Internal Staff, 0.9.2342.19200300.100.1.1=brian.rothermel@va.gov, cn=Brian D. Rothermel Date: 2011.06.06 11:26:12 -05'00'		
System Owner/ Chief Information Officer:	Jeff Fears	(708) 429-3987	Jeffery.Fears@va.gov
	Date: 2011.06.08 15:18:12 -05'00'		
Information Owner:	Deborah Thompson	608-280-7901	Deborah.Thompson@va.gov

Date of Report:	4/22/11
OMB Unique Project Identifier	029-00-02-00-01-1120-00
Project Name	Region 2>VHA>VISN 12>Madison VAMC>LAN