

(FY 2011) PIA: System Identification

Program or System Name: REGION 2 > VHA > VISN 15 > St. Louis VAMC > LAN
 OMB Unique System / Application / Program Identifier (AKA: UPID #):
 Description of System/ Application/ Program: The St. Louis VAMC LAN is a General Support System, support conduct day-to-day operations within the Veterans Health Administration. The LAN support numerous areas, including VistA, medical information systems, research, human resources, business operations, and education.

Facility Name: St. Louis VA Medical Center

Title:	Name:	Phone:
Privacy Officer:	Richard Roberts	314-894-6109
Information Security Officer:	Charles Reese	314-652-4100 ext.66390
System Owner/ Chief Information Officer:	George Parry	816-701-3048
Information Owner:		
Other Titles:		
Person Completing Document:	Charles Reese	314-652-4100 ext.66390

Other Titles:

Date of Last PIA Approved by VACO Privacy Services: (MM/YYYY)

Date Approval To Operate Expires:

What specific legal authorities authorize this program or system:

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

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

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.

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

If No, please explain:

Has a PIA been completed within the last three years?

Date of Report (MM/YYYY):

Please check the appropriate boxes and continue to the next TAB and complete the remaining questions.

- 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?
2. Does this system/application/program collect, store or disseminate the SSN?

- 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 t

029-00-02-00-01-1120-00

porting mission-critical and other systems necessary to
VA Administration. Applications and devices within the
aging, supply management, decision support, medical
education.

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04/2008

08/2011

Title 38 USC Section 7301(a) 501(b) and 304

1,000,000 – 9,999,999

Operation/Maintenance

13 Years

Yes

Yes

01/2011

on this form.

Contractors, or others performing work for the VA?

Unique identifier, symbol, or other PII data?

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.

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?

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?

Yes

24VA19 - 79VA19

24VA19 - Patient Medical Records-VA (Formally known as 24VA136)-VA

79VA19 - Veterans Health Information Systems and Technology Architecture (VistA) Records-VA

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

Yes

No

(Please Select Yes/No)

Yes

Yes

No

Yes

No

Yes

Yes

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	Written	Written
Service Information	Electronic/File Transfer	Eligibility requirements/Medical Impact	Verbally	Written
Medical Information	Paper	Care and Treatment/Possible Research	Written	Written
Criminal Record Information	VA File Database	Eligibility	Verbally	Written
Guardian Information	Paper	Care and Treatment	Verbally	Written
Education Information	Paper	Care and Treatment	Verbally	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		No			
Other Federal Government Agency	Social Security Administration	No	Health Summary	Both PII & PHI	Ref. 45 CFR 164.512; 5 USC 552a[b]; 38 USC 5701[b]
State Government Agency	MO & IL Public Health Services	No	State Law Health Reporting	Both PII & PHI	Ref. 45 CFR 164.512; 5 USC 552a[b]; 38 USC 7332[b]; 38 USC 5701[b], Standing Letters, DUA (MO)
Local Government Agency	Local Law Enforcement	No	Reportable Local Incidents	Both PII & PHI	Ref. 45 CFR 164.512; 5 USC 552a[b]; 38 USC 5701[b]
Research Entity	Washington and St. Louis Universities	No	Research	Both PII & PHI	5 USC 552a; 38 USC 5701[b]
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:

- 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?

No

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 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: Once our site has a sufficient amount of records ready for destruction, we contact our Shredding company to come on site and the Records Management Officer witnesses the pulping of records as stated in VA Directive 6371, Item b. Final Destruction.

Where are these procedures documented?

Answer: General Records Schedule 24, Item 1a; Transmittal No. 10, dated April 2003

How are data retention procedures enforced?

Answer: The Records Manager in conjunction with the Record Liaison Officers makes sure the records are boxed up and VA form 7468 is attached to the outside of the box. The records are maintained in the warehouse until disposition, or destruction. If destruction is mandated, a contract is filled and the records are destroyed, while being witnessed by the Records Management Officer. The records are pulped for destruction.

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: 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?

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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	X Care Tracker	X Bad 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	X Patch Module	X MCCR National Database	X Pharmacy Benefits Mangement
X Prosthetics	X Patient Feedback	X Minimal Patient Dataset	X Pharmacy Data Management
X QUASER	X Police & Security	X National Laboratory Test	X 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
X Social Work	X Registration	X Patient Representative	X Radiology/ Nuclear Medicine
X Surgery	X Run Time Library	X PCE Patient/ HIS Subset	X Release of Information - DSSI
X Toolkit	X Survey Generator	X Security Suite Utility Pack	X Remote Order/ Entry System
X Unwinder	X Utilization Review	X Shift Change Handoff Tool	X Utility Management Rollup
X VA Fileman	X Visit Tracking	X Spinal Cord Dysfunction	X CA Verified Components - DSSI
X VBECS	X VistALink Security	X Text Integration Utilities	X Vendor - Document Storage Sys
X VDEF	X Women's Health	X VHS & RA Tracking System	X Visual Impairment Service Team ANRV
X VistALink		X Voluntary Timekeeping	X 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
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
		Enterprise Terminology Server &	RALS
A4P		VHA Enterprise Terminology	
		Services	X

(FY 2011) PIA: Final Signatures

Facility Name: REGION 2 > VHA > VISN 15 > St. Louis VAMC > LAN

Title:	Name:	Phone:	Email:
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Privacy Officer:	Richard Roberts	314-894-6109	richard.roberts5@va.gov
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Digital Signature Block

Information Security Officer:	Charles Reese	ext.66390	charles.reese@va.gov
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Digital Signature Block

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

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: 1/18/11

OMB Unique Project Identifier 029-00-02-00-01-1120-00

Project Name REGION 2 > VHA > VISN 15 > St.

Louis VAMC > LAN