

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://vawww.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 and 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 4 > VHA > VISN 04 > Erie VAMC > LAN		
OMB Unique System / Application / Program Identifier	(AKA: UPID #):	029-00-02-00-01-1120-00-404-143	
Description of System/ Application/ Program:	The Local Area Network (LAN) system is a General Support System comprised of workstations, servers, printers, and other equipment which include devices such as routers, hubs, switches, and firewalls that support communications to extended LAN locations such as community based outpatient clinics (CBOCs). The LAN system also includes subsystem components such as tape drives, disk drives, uninterruptible power supplies (UPS), network area storage (NAS), and storage access networks (SAN).		
Facility Name:	Erie VA Medical Center (562)		
Title:	Name:	Phone:	Email:
Privacy Officer:	Christine Getsinger	814-860-2523	Christine.Getsinger@va.gov
Information Security Officer:	Paul Mascatelli	814-860-2636	Paul.Mascatelli@va.gov
System Owner/ Chief Information Officer:	Sean Rowand	814-860-2157	Sean.Rowand@va.gov
Information Owner:			
Other Titles:			
Person Completing Document:	Sean Rowand		
Other Titles:			
Date of Last PIA Approved by VACO Privacy Services: (MM/YYYY)			11/2009
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:	21,775 unique patients, 700+ employees and 400+ volunteers. Data is housed in VistA which is hosted on the WAN. The LAN connects the VistA and other major application servers that consittute the pateint care IT environment for Erie VAMC; housing all patient health information and eligibility data for patients treated at the facility. Privacy information is included in medical records and administrative documents for quality assurance reports or other administrative data collection reports for VHA. Portions of personal information may be store on the home drive of individual employees as part of the notification, referral, or billing processes.		

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.	LAN has been in operation in excess of 10 (ten) years and remains operational now.
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):	12/2010

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):

24VA19

2. Name of the System of Records:

Patient Medical 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?

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	Payment, treatment and health care operations	Verbal & Written	Verbal & Written
Family Relation (spouse, children, parents, grandparents, etc)	N/A		Verbal & Written	Verbal & Written
Service Information	ALL	Payment, treatment and health care operations	Verbal & Written	Verbal & Written
Medical Information	ALL	Payment, treatment and health care operations	Verbal & Written	Verbal & Written
Criminal Record Information	Electronic/File Transfer	Payment, treatment and health care operations	Verbal & Written	Verbal & Written
Guardian Information	ALL	Payment, treatment and health care operations	Verbal & Written	Verbal & Written
Education Information	N/A			
Benefit Information	ALL	Payment, treatment and health care operations	Verbal & Written	Verbal & Written
Other (Explain)				

Data Type	Is Data Type Stored on your system?	Source (If requested, identify the specific file, entity and/or name of agency)	Is data collection Mandatory or Voluntary?	Additional Comments

Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)	Yes	VA Files / Databases (Identify file)	Mandatory	on the form
Family Relation (spouse, children, parents, grandparents, etc)	Yes	VA Files / Databases (Identify file)	Voluntary	on the form
Service Information	Yes	VA Files / Databases (Identify file)	Mandatory	on the form
Medical Information	Yes	VA Files / Databases (Identify file)	Mandatory	on the form
Criminal Record Information	No			
Guardian Information	Yes	VA Files / Databases (Identify file)	Mandatory	on the form
Education Information	No			
Benefit Information	Yes	VA Files / Databases (Identify file)	Mandatory	on the form
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	Erie VAMC	Yes	Clinial and Adminisrative data sharing for treatment, payment, and healthcare operations	Both PII & PHI	VHA Handbooks 1605.1, 1605.04
Other Veteran Organization		No			
Other Federal Government Agency		No			
State Government Agency		No			
Local Government Agency		No			
Research Entity		No			
Other Project / System	DoD	Yes	Clinial and Adminisrative data sharing for treatment, payment, and healthcare operations	Both PII & PHI	VHA Handbooks 1605.1, 1605.04
Other Project / System					
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:	<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

Drug/Alcohol Counseling Mental Health HIV

if yes, please check all that apply:

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: **Data is collected in Vista hosted on the WAN. Data for billing is limited to identifiers to allow verification of care. Quality management assessment information is limited to allow verification of patient and provider.**

How is data checked for completeness?

Answer: **Bills are reviewed by the COTR. Quality assessment data is reviewed and validated by the services.**

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

Answer: **Validation at regular meetings of the data reviewed. Validation of monthly bills of care.**

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

Answer: **Data is verified as described above by COTR or services.**

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 is 75 years.**

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

Answer: **The information is used for payment, treatment and health care operations**

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

Answer: **Paper or electronic data is destroyed or deleted at the end of the retention period per RCS 10-1.**

Where are these procedures documented?

Answer: **VA Handbook 6300; VA Handbook 6300.1, Records Control Schedule 10-1, 36 CFR 1234, medical center policies**

How are data retention procedures enforced?

Answer: For Vista - the Business Office has developed policies and procedures for effective and efficient records management in accordance with National Archives and Records Administration (NARA) guidelines with the appointment of a facility Records Manager and Record Liasion Officers. The Records Manager is responsible for the coordination of the records mangement activties at the facility. Record Liasion Officers were appointed by Program officials to ensure that records created, maintained, protected, were disposed of in their program area in accordane with NARA regulations and VA policy and procedures. All VHA employees are responsible to ensure that records they have createtd are maintained, protected, and disposed of in accordance with NARA regulations and VA policies and procedures.

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	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)
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	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 (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
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
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? All

ASISTS	Beneficiary Travel	Accounts Receivable	Adverse Reaction Tracking
Bed Control	Care Management	ADP Planning (PlanMan)	Authorization/ Subscription
CAPRI	Care Tracker	Bad Code Med Admin	Auto Replenishment/ Ward Stock
CMOP	Clinical Reminders	Clinical Case Registries	Automated Info Collection Sys
Dental	CPT/ HCPCS Codes	Clinical Procedures	Automated Lab Instruments
Dietetics	DRG Grouper	Consult/ Request Tracking	Automated Med Info Exchange
Fee Basis	DSS Extracts	Controlled Substances	Capacity Management - RUM
GRECC	Education Tracking	Credentials Tracking	Capacity Management Tools
HINQ	Engineering	Discharge Summary	Clinical Info Resource Network
IFCAP	Event Capture	Drug Accountability	Clinical Monitoring System
Imaging	Extensible Editor	EEO Complaint Tracking	Enrollment Application System
Kernal	Health Summary	Electronic Signature	Equipment/ Turn-in Request
Kids	Incident Reporting	Event Driven Reporting	Gen. Med.Rec. - Generator
Lab Service	Intake/ Output	External Peer Review	Health Data and Informatics
Letterman	Integrated Billing	Functional Independence	ICR - Immunology Case Registry
Library	Lexicon Utility	Gen. Med. Rec. - I/O	Income Verification Match
Mailman	List Manager	Gen. Med. Rec. - Vitals	Incomplete Records Tracking
Medicine	Mental Health	Generic Code Sheet	Interim Mangement Support
MICOM	MyHealthEVet	Health Level Seven	Master Patient Index VistA
NDBI	National Drug File	Hospital Based Home Care	Missing Patient Reg (Original) A4EL
NOIS	Nursing Service	Inpatient Medications	Order Entry/ Results Reporting
Oncology	Occurrence Screen	Integrated Patient Funds	PCE Patient Care Encounter
PAID	Patch Module	MCCR National Database	Pharmacy Benefits Mangement
Prosthetics	Patient Feedback	Minimal Patient Dataset	Pharmacy Data Management
QUASER	Police & Security	National Laboratory Test	Pharmacy National Database
RPC Broker	Problem List	Network Health Exchange	Pharmacy Prescription Practice
SAGG	Progress Notes	Outpatient Pharmacy	Quality Assurance Integration
Scheduling	Record Tracking	Patient Data Exchange	Quality Improvement Checklist
Social Work	Registration	Patient Representative	Radiology/ Nuclear Medicine
Surgery	Run Time Library	PCE Patient/ HIS Subset	Release of Information - DSSI
Toolkit	Survey Generator	Security Suite Utility Pack	Remote Order/ Entry System
Unwinder	Utilization Review	Shift Change Handoff Tool	Utility Management Rollup
VA Fileman	Visit Tracking	Spinal Cord Dysfunction	CA Verified Components - DSSI
VBECS	VistALink Security	Text Integration Utilities	Vendor - Document Storage Sys
VDEF	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	x	RALS
Administrative Data Repository (ADR)		ePROMISE	x	Remedy Application
x ADT		EYECAP	X	SAN
Agent Cashier	x	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	x	Health Summary Contingency	x	Stentor
BDN 301	x	ICB		Tracking Continuing Education
Bed Board Management System		KOWA	x	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
x Clinical Data Repository/Health Data Repository	X	Microsoft Exchange E-mail System		VHAHUNAPP1
x Combat Veteran Outreach Committee on Waiver and Compromises	x	Military/Vet Eye Injury Registry		VHAHUNFPC1
x CP&E		Mumps AudioFAX	x	VISTA RAD
Crystal Reports Enterprise		NOAHLINK		Whiteboard
x Data Innovations		Omnicell		
DELIVEREX		Onvicord (VLOG)		
x DICTATION-Power Scribe		Optifill		
x DRM Plus	x	P2000 ROBOT		
		PACS database		

	DSIT		Personal Computer Generated Letters
x	DSS Quadramed	x	PICIS OR
	EDS Whiteboard (AVJED)		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 provide name, brief description, and any comments you may wish to include.

Name	Pyxis
Description	Drug dispensation sub system
Comments	Carefusion
Is PII collected by this minor application?	No
Does this minor application store PII?	No
If yes, where?	
Who has access to this data?	Clinical staff

Name	ROI
Description	DSS ROI software
Comments	
Is PII collected by this minor application?	No
Does this minor application store PII?	No
If yes, where?	
Who has access to this data?	ROI staff

Name	FBCS
Description	DSS process for fee basis
Comments	
Is PII collected by this minor application?	No
Does this minor application store PII?	No
If yes, where?	
Who has access to this data?	Business office fee basis staff

(FY 2011) PIA: Final Signatures

Facility Name: REGION 4 > VHA > VISN 04 > Erie VAMC > LAN

Title:	Name:	Phone:	Email:
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Privacy Officer:	Christine Getsinger	814-860-2523	Christine.Getsinger @va.gov
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Information Security Officer:	Paul Mascatelli	814-860-2636	Paul.Mascatelli@va.gov
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System Owner/ Chief Information Officer:	Sean Rowand	814-860-2157	Sean.Rowand@va.gov
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Information Owner:	0	0	0
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Other Titles:	0	0	0
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Date of Report: 1/4/11

OMB Unique Project Identifier 029-00-02-00-01-1120-00-404-143

Project Name REGION 4 > VHA > VISN 04 > Erie VAMC > LAN