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 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 indentify 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 5 - MARTINSBURG, VAMC - VISTA

OMB Unique System / Application / Program Identifier (AKA: UPID #): 029-00-01-11-01-1180-00

Description of System/ Application/ Program: The VISTA-Legacy system is the software platform and hardware infrastructure (associated with clinical operations) on which the VAMC Martinsburgoperates its software applications and support for E-Government initiatives. It includes the computer equipment associated with clinical operations and the employees (approximately 2500 FTE) necessary to operate the system. VISTA-Legacy is a client-server system. It links the facility computer network to over 100 applications and databases. It supports IT services across the VA organization that provides critical data to support the delivery of healthcare to veterans and their dependents. VA healthcare providers can access VISTA-Legacy applications and meet a wide range of health care data needs. The VISTA-Legacy system operates in the Medical Center, ambulatory, and Community Based clinics, nursing home, and domiciliary. The VISTA-Legacy system is in the mature phase of the capital investment lifecycle.

Facility Name: **VA MEDICAL CENTER, MARTINSBURG, WV (613)**

Title:	Name:	Phone:	Email:
Privacy Officer:	**RITA K. GREWAL**	304-263-0811X 3024	rita.grewal@va.gov
Information Security Officer:	**GLENN FRAIL**	304-263-0811X 4686	glenn.frail@va.gov
System Owner/ Delegation of Authority	**MARY ANN CREEL**	304-263-0811X4021	mary.creel@va.gov
Other Titles:			
Other Titles:			

Person Completing Document: **RITA K. GREWAL**

Other Titles:

Date of Last PIA Approved by VACO Privacy Services: (05/2010)

Date Approval To Operate Expires: 08/2011

What specific legal authorities authorize this program or system: TITLE 38, U.S.C. SECTION 7301 (a)

What is the expected number of individuals that will have their PII stored in this system: 50,000

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.	SINCE 1985
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): 6/3/11

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 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.

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

79VA19-VISTA

VISTA

http://vaww.vhaco.va.gov/privacy/SystemofRecords.htm

Yes

No

(Please Select Yes/No)

Yes

Yes

Yes

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)	ALL	Information required for identification and contact	All	Written
Family Relation (spouse, children, parents, grandparents, etc)	ALL	Emergency, NOK information required	All	Written
Service Information	ALL	Benefits	All	Written
Medical Information	ALL	Treatment purposes	All	Written
Criminal Record Information	ALL	Law Enforcement	All	Written
Guardian Information	ALL	Decision making for incompetent patients	All	Written
Education Information	ALL	Benefits	All	Written
Benefit Information	ALL	Benefits	All	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	
Family Relation (spouse, children, parents, grandparents, etc)	Yes	VA Files / Databases (Identify file)	Voluntary	

Service Information				
Medical Information	Yes	VA Files / Databases (Identify file)	Mandatory	WRITTEN
Criminal Record Information	Yes	VA Files / Databases (Identify file)	Voluntary	WRITTEN
Guardian Information	Yes	VA Files / Databases (Identify file)	Voluntary	WRITTEN
Education Information	Yes	VA Files / Databases (Identify file)	Voluntary	WRITTEN
Benefit Information	Yes	VA Files / Databases (Identify file)	Mandatory	WRITTEN
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	VHA, VBA	Yes	MEDICAL TREATMENT DATA	Both PII & PHI	VISTAWEB, REMOTE DATA ACCESS
Other Veteran Organization		No			
Other Federal Government Agency	N/A	No			
State Government Agency	N/A	No			
Local Government Agency	N/A	No			
Research Entity	N/A	No			
Other Project / System					
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: VBA, DOD

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

WRITTEN REQUEST, IN PERSON, 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)

YES - ALL

Describe process for authorizing access to this data.

Answer: WRITTEN REQUEST

(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 REQUIRED FOR PATIENT TREATMENT AND BENEFITS

How is data checked for completeness?

Answer: QUALITY AUDITS

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

Answer: UPDATED DURING EVERY PATIENT VISIT.

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

Answer: QUALITY AUDITS

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

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

Answer: CONGRESSIONAL MANDATE

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

Answer: NARA GUIDELINES TO BE FOLLOWED

Where are these procedures documented?

Answer: SCHEDULE RCS-10

How are data retention procedures enforced?

Answer: POLICIES & 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
Actuarial
Appraisal System
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
EndoSoft
FOCAS
Inforce
INS - BIRLS
Insurance Online
Insurance Self Service
LGY Home Loans
LGY Processing
Mobilization
Montgomery GI Bill
MUSE
Omnicell
Priv Plus
RAI/MDS
Right Now Web
SAHSHA
Script Pro
SHARE
SHARE
SHARE
Sidexis
Synquest

Automated Sales Reporting (ASR)
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)

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?
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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	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 Vertified 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?

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

(FY 2011) PIA: Final Signatures

Facility Name: REGION 4 - VHA - VISN 5 - MARTINSBURG, VAMC - VISTA

Title:	Name:	Phone:	Email:
Privacy Officer:	RITA K. GREWAL	304-263-0811X 3024	rita.grewal@va.gov
Information Security Officer:	GLENN FRAIL	4686	glenn.frail@va.gov
System Owner/ Delegation of Authority	MARY ANN CREEL	304-263-0811X4021	mary.creel@va.gov
Other Titles:	0	0	0
Other Titles:	0	0	0

Rita K. Grewal

Digital Signature Block

Digitally signed by Rita K. Grewal
DN: c=US, o=U.S. Government, ou=Department of Veterans Affairs, ou=Internal Staff, 0.9.2342.19200300.100.1.1=rita.grewal@va.gov, cn=Rita K. Grewal
Date: 2011.06.07 14:59:23 -04'00'

Glenn A. Frail

Digital Signature Block

Digitally signed by Glenn A. Frail
DN: c=US, o=U.S. Government, ou=Department of Veterans Affairs, ou=Members, 0.9.2342.19200300.100.1.1=glenn.frail@va.gov, cn=Glenn A. Frail
Date: 2011.06.09 13:29:53 -04'00'

Mary Ann Creel

Digital Signature Block

Date of Report: 6/3/11

OMB Unique Project Identifier 029-00-01-11-01-1180-00

Project Name REGION 4 - VHA - VISN 5 - MARTINSBURG, VAMC - VISTA