

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: REGION1>VHA>VISN21>MANILA VAMC>Vista (MANILA OPC Vista SYSTEM)
 OMB Unique System / Application / Program Identifier (AKA: UPID #): 300 ID 029-00-01-11-01-1180-00
 Description of System/ Application/ Program: Manila Outpatient Clinic

Facility Name:

Title:	Name:	Phone:	Email:
Privacy Officer:	Ma. Socorro B. Torrijos	011-632-83345	socorro.torrijos@va.gov
Information Security Officer:	Peter Pol Tadalán	011-632-83345	peter.tadalan@va.gov
System Owner/ Acting Chief Information Officer:	Benjamin Albarillo Jr.	011-632-83345	benjamin.albarillo@va.gov
Information Owner:	Mr. Dennis L. Brink	011-632-83345	dennis.brink@va.gov
Other Titles:			

Person Completing Document: Ma. Socorro B. Torrijos 011-632-83345 socorro.torrijos@va.gov

Other Titles:

Date of Last PIA Approved by VACO Privacy Services: (MM/YYYY) 02/2009

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: 1,000,000 - 9,999,999

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 the approximate number of years the system/application/program has been in operation. 20 Years

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): 01/2011

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

- Have any changes been made to the system since the last PIA?
- Is this a PIV system/application/program collecting PII data from Federal employees, contractors, or others performing work for the VA?
- Will this system/application/program retrieve information on the basis of name, unique identifier, symbol, or other PII data?
- Does this system/application/program collect, store or disseminate PII/PHI data?
- Does this system/application/program collect, store or disseminate the SSN?

If there is no Personally Identifiable Information on your system , please complete TAB 7 & TAB 12. (See Comment for Definition of PII)

(FY 2011) PIA: System of Records

Is the data maintained under one or more approved System(s) of Records? If the answer above no, please skip to row 15. Yes

For each applicable System(s) of Records, list:

1. All System of Record Identifier(s) (number):	79VA19
2. Name of the System of Records:	VistA-VA
3. Location where the specific applicable System of Records Notice may be accessed (include the URL):	http://vaww.vhaco.va.gov/privacy/SystemofRecords.htm

Have you read, and will the application, system, or program comply with, all data management practices in the System of Records Notice(s)? Yes

Does the System of Records Notice require modification or updating? No

(Please Select Yes/No)

Is PII collected by paper methods?	Yes
Is PII collected by verbal methods?	Yes
Is PII collected by automated methods?	Yes
Is a Privacy notice provided?	No
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)	Verbal	eligibility and healthcare	Verbally	Written
Family Relation (spouse, children, parents, grandparents, etc)	Verbal	healthcare	Verbally	Written
Service Information	VA File Database	eligibility and healthcare	Verbally	Written
Medical Information	Paper & Electronic	healthcare	Verbally	Written
Criminal Record Information				
Guardian Information	Verbal	eligibility and healthcare	Verbally	Written
Education Information	Verbal	eligibility and healthcare	Verbally	Written
Benefit Information	Verbal	eligibility and healthcare	Verbally	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	Veteran	Mandatory	
Family Relation (spouse, children, parents, grandparents, etc)	Yes	Veteran	Mandatory	
Service Information	Yes	VA Files / Databases (Identify file)	Mandatory	
Medical Information	Yes	VA Files / Databases (Identify file)	Mandatory	
Criminal Record Information				
Guardian Information	Yes	Veteran	Mandatory	
Education Information	Yes	Veteran	Mandatory	
Benefit Information	Yes	Veteran	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	VA Manila RO	Yes	Personal and medical records	Both PII & PHI	there is an existing MOU/ISA with the VBA RO
Other Veteran Organization					
Other Federal Government Agency					
State Government Agency					
Local Government Agency					
Research Entity					
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:	<input checked="" type="checkbox"/> Through a Written Request <input checked="" type="checkbox"/> Submitted in Person
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
	<input checked="" type="checkbox"/> Drug/Alcohol Counseling <input checked="" type="checkbox"/> Mental Health <input checked="" type="checkbox"/> HIV
if yes, please check all that apply:	
Describe process for authorizing access to this data.	
Answer: Thru VA access request form for employees and ROI for patients which is written in the local policy	

(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: Responses are based only on questions asked.

How is data checked for completeness?

Answer: Data is reviewed by staff and compared records on VISTA system.

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 episode of care.

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

Answer: Data is verified from source of information.

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: Clinical information is retained in accordance with VA Records Control Schedule 10-1. Demographic information is updated as applications for care are submitted and retained in accordance with VA RCS 10-1.

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

Answer: For Healthcare

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

Answer: Electronic final version of patient medical record is destroyed/deleted 75 years after the last episode of patient care as instructed in VA RCS 10-1, Item XLIII 2.b (Page 190) and in the local policy based on 6500 handbook

Where are these procedures documented?

Answer: Electronic final version of patient medical record is destroyed/deleted 75 years after the last episode of patient care as instructed in VA RCS 10-1, Item XLIII 2.b (Page 190).

How are data retention procedures enforced?

Answer: VA Handbook 6500; RCS 10-1

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

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(FY 2011) PIA: Final Signatures

Facility Name: REGION1>VHA>VISN21>MANILA VAMC>LAN (MANILA OPC LAN)

Title:	Name:	Phone:	Email:
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Privacy Officer:	Ma. Socorro B. Torrijos	011-632-8334566	socorro.torrijos@va.gov
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Digital Signature Block

Information Security Officer:	Peter Pol Tadalán	011-632-8334566	peter.tadalan@va.gov
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Digital Signature Block

System Owner/ Acting Chief Information

Officer:	Benjamin Albarillo Jr.	011-632-8334566	benjamin.albarillo@va.gov
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Digital Signature Block

Information Owner:	Mr. Dennis L. Brink	011-632-8334566	dennis.brink@va.gov
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Digital Signature Block

Other Titles:	0	0	0
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Digital Signature Block

Date of Report:	01/2011
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OMB Unique Project Identifier	REGION 1>VHA>VISN21>MANILA VAMC>VistA EXHIBIT 300 ID 029-00- 01-11-01-1180-00
Project Name	REGION1>VHA>VISN21>MANILA VAMC>VistA (MANILA OPC VistA SYSTEM)