

Welcome to the PIA for FY 2012!

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 Information¹ 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 purposes 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.

INTERNAL WEBSITE: <http://www.privacy.va.gov/PIA.asp>

EXTERNAL WEBSITE: http://www.privacy.va.gov/PIA/PIA/Privacy_Impact_Assessment.htm

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 procedural section of this document.

- a. **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. **Chief Information Officer (CIO)** is responsible for ensuring that the systems under the CIO's 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 Personally Identifiable Information

Personally identifiable information (PII) is—any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Examples of PII include, but are not limited to:

- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card
 - Address information, such as street address or email address
 - Personal characteristics, including photographic image (especially of face or other identifying characteristics), fingerprints, handwriting, or other biometric data (e.g., retina scan, voice signature, facial geometry)
 - Information about an individual that is linked or linkable to one of the above (e.g., date of birth, place of birth, race, religion, weight, activities, geographical indicators, employment information, medical information, education information, financial information)
- Organizations should minimize the use, collection, and retention of PII to what is strictly necessary to accomplish their business purpose and mission.

A "routine use" is a Privacy Act discretionary authority published in the Federal Register that permits VA to disclose information or records from a Privacy Act-protected record without the patient's prior signed authorization. A "routine use" permits the:

- (1) Release of PII only when disclosure is also authorized by other applicable legal authorities, including 45 CFR Parts 160 and 164;
- (2) Release of drug or alcohol abuse, HIV, or sickle cell anemia medical information only when the disclosure is also authorized by 38 U.S.C. 7332.

Macros Must Be Enabled To Use Full Functionality For This Form Template!

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.
Or 1) When file opens 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

Digital Signatures

Digital 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

All PIA Validation Letters should be mailed Christina.Patterson@va.gov to receive full credit for submission.

Various Privacy Data Websites:

- SOBRN: <http://www.zms.oia.va.gov/SOBRN.asp>
- Directive itself (6508): http://www.va.gov/epubs/epubs/Publication.asp?Pub_ID=414&Type=2
- Schedule FY 2012: http://www.privacy.va.gov/PIA/PIA/Privacy_Impact_Assessment.asp

(FY 2012) PIA: System Information *Green Highlight = Must Answer Question *Yellow Highlight = Required to Sign PIA

Program or System Name (as shown in SMART): REGION 2 > VHA > VISN 17 > North Texas HCS > LAN

OMB Unique System / Application / Program Identifier (AKA): 029-00-02-00-01-1120-00

UPID #: 029-00-02-00-01-1120-00

Description of System/ Application/ Program : The LAN/WAN Domain system handles highly sensitive information including patient medical information, financial information, employee information, and personal information. Therefore, a high degree of security for LAN/WAN Domain is mandatory to protect the confidentiality, integrity, and availability of the data.

"must match what is stated in System Security Plan (SSP)"

Facility or Program Office Name: Dallas VA Medical Center, Dallas, Texas

| Title: | Name: | Phone: | Email: |
|--|----------------------|--------------|-------------------------|
| Privacy Officer: | Cheryl Johnson | 214-857-1432 | cheryljohnson@va.gov |
| Information Security Officer: | Delores Williams | 214-695-4382 | delores.williams@va.gov |
| System Owner/Delegate: | Ron Cook for BK Heck | 817-385-3740 | roncook@va.gov |
| Chief Information Officer: | Lisa Eason (acting) | 214-857-2047 | lisa.eason@va.gov |
| Information Owner: | | | |
| Other Titles: | | | |
| Person Completing Document: | Sandra Hedtke | 701-237-2566 | sandra.hedtke@va.gov |
| Other Titles: | | | |
| Date of Last Full Approved PIA by VACO Privacy Services: (MM/YYYY) | | | 03/2010 |

What specific legal authorities authorize this program or system: Title 38, USC Section 7301 (a)

What is the expected number of individuals that will have their PI stored in this system: 300000

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: 15 years

Is there an authorized change control process which documents any changes to existing applications or systems? Yes No N/A - First PIA

If No, (Explain on Tab 8)

Is there a contingency plan in place to process information when the system is down? Yes No N/A - First PIA

Has a PIA been completed within the last three years? Yes No N/A - First PIA

| FISMA QUESTIONS | | | |
|--|--------------------------------------|--------------------------|--|
| 1. Is this a new system? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 2. Does this system contain Federal information in identifiable form? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 3. Does the system include information on the public? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 4. Is there a Privacy Impact Assessment (PIA) that covers this system? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> National Security System under 40 U.S.C. 11103, a PIA is not required for the system |
| 5. Is Federal-owned information in this system retrieved by name or unique | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 6. What is the System of Records Notice (SORN) for this system? | 79VA19 | | |
| 7. Has this SORN been reviewed or updated within the last three years? | Yes two years ago | | |

Date of Report (MM/YYYY): April 2012

Any check mark in the boxes below will require a full PIA. Please continue to the next TAB and complete the remaining questions.

If there is no Personally Identifiable Information on your system, please complete TAB 2 & TAB 12. (See Comment for Definition of PII).

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/PIA data?

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

Directions

2. System Information

(FY 2012) PIA: System of Records

*Green Highlight = Must Answer Question

1. Is a SORN (System of Records Notice) Required?
2. Is there a SORN already in place?

Yes No Not Sure
 Yes No

***If Yes, select all of the appropriate SORN number(s):
***If Not Sure, continue to question 3

***Click to add. Delete SORN by highlighting SORN and comma if included and press the Delete key or place focus on area to delete all SORNs.

LIST OF SORN NUMBER(S) :

Z9VA19

For each applicable System(s) of Records, list:
3. If records are retrieved using any of the following entities, A SORN will be required (Please check all that apply)

| | |
|-------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Full Name |
| <input type="checkbox"/> | Known Name |
| <input type="checkbox"/> | Mother's Maiden Name |
| <input type="checkbox"/> | Alias |
| <input checked="" type="checkbox"/> | Social Security Number |
| <input type="checkbox"/> | Passport Number |
| <input type="checkbox"/> | Driver's License Number |
| <input type="checkbox"/> | Taxpayer Identification Number |
| <input type="checkbox"/> | Employer Account Number |
| <input type="checkbox"/> | Credit Card Number |
| <input type="checkbox"/> | Street Address |
| <input type="checkbox"/> | Email Address |
| <input type="checkbox"/> | Photographic Image |
| <input type="checkbox"/> | Fingerprints |
| <input type="checkbox"/> | Handwriting |
| <input type="checkbox"/> | Other Biometric Data |
| <input type="checkbox"/> | Other (Specify on Tab B) |

4. Based on Question 3, is a SORN required?
***If Yes, has the process begun to obtain/acquire a SORN
Location where the specific applicable System of Records Notice may be accessed:

Yes No
 Yes No
http://www.rms.oit.va.gov/SOR_Records.asp

(FY 2012) PIA: Data Sharing
 *Green Highlight = Must Answer Question

** Any connection external to VA requires an ISA/MOU per VA 6500. This section below must be consistent with your System Security Plan Interconnection Security Agreement section.

| Organization | Name of Agency/Organization | Do they access this system? | Identify the Type of Data Sharing | Is PI or PHI Shared? | What is the procedure you reference for the release of information? |
|---|-----------------------------|---|---|---|---|
| Internal Sharing: VA Organization | | <input checked="" type="radio"/> Yes <input type="radio"/> No | | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Other Veteran Organization | | <input checked="" type="radio"/> Yes <input type="radio"/> No | | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Other Federal Government Agency | | <input checked="" type="radio"/> Yes <input type="radio"/> No | | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| State Government Agency | | <input checked="" type="radio"/> Yes <input type="radio"/> No | | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Local Government Agency | | <input checked="" type="radio"/> Yes <input type="radio"/> No | | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Research Entity | | <input checked="" type="radio"/> Yes <input type="radio"/> No | | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| <input type="checkbox"/> Other: <i>Specify System/Location, etc. Tab A)</i> | | | | | |
| (FY 2012) PIA: Access to Records | | | | | |
| Does the system gather information from another system? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | |
| Please enter the name of the system: <input type="text" value="NEX VISA System"/> | | | | | |
| (FY 2012) PIA: Secondary Use | | | | | |
| Will PII data be included with any secondary use request? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | |
| Check all that apply | | | | | |
| | | <input type="checkbox"/> Health | <input type="checkbox"/> Financial | <input type="checkbox"/> Medical Records | |
| | | <input type="checkbox"/> Public Info | <input type="checkbox"/> Other: <i>Specify System/Location, etc. Tab A)</i> | <input type="checkbox"/> Research | |

| (FY 2012) PIA: Records Management | *Green Highlight = Must Answer Question |
|---|---|
| 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? | |
| <input checked="" type="radio"/> Yes (explain on Tab 8) <input type="radio"/> No (explain on Tab 8) | |
| Is the data collected to only what is necessary to provide requested service? | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No (explain on Tab 8) | |
| Has the data provided been verified as complete? | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No (explain on Tab 8) | |
| (FY 2012) PIA: Retention & Disposal | |
| What is the data retention period? | <p>RCS 10-1 link for VHA: www.va.gov/vhapublications/rcs10/rcs10-1.pdf</p> <p>RCS VB-1, Part II Revised for VBA: www.benefits.va.gov/VARU/StdDoc/Adm/20/rca/pa/r2/part2.pdf</p> <p>National Archives and Records Administration: www.nara.gov</p> |
| Is it dependent on the type of data and intended use. Typically 75 years after the last entry for medical data | |
| Explain why the information is needed for the indicated retention period? | |
| Answer: For PVRTS, the data retention period will be maintained in the Remedy system for an undetermined timeframe. The publication of the SGR notice will include the determined retention period. | |
| What are the procedures for eliminating data at the end of the retention period? | |
| Answer: eliminating data is mandated thru VA policy and procedures in the Media Protection controls in NIST as well as the RCS-10 document. | |
| Where are these procedures documented? | |
| Answer: SPP and the RCS-10 | |
| How are data retention procedures enforced? | |
| Answer: Procedures are enforced using technical and managerial control mechanisms. | |
| Has the retention schedule been approved by the National Archives and Records Administration (NARA) | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No (explain on Tab 8) | |
| (FY 2012) PIA: Children's Online Privacy Protection Act (COPPA) | |
| Will information be collected through the internet from children under age 13? | |
| <input checked="" type="radio"/> Yes (explain on Tab 8) <input type="radio"/> No | |

(FY 2012) 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.

Added to the LAN system: **Bar Code Expansion Positive Patient Identification (BCE PPI)**

Information System Name:

REGION 2 > VHA > VISN 17 > North Texas HCS > Bar Code Expansion Positive Patient Identification (BCE PPI) NTHCS BCE/PPI

Points of contacts:

Technical Point of Contact: Steve Spencer 214-857-2170 Steve.Spencer@va.gov

CASE Security Engineer: Rhonna Clark 704-910-5689 Rhonna.Clark@va.gov

Information Security Officer: Robert G. Dillard 214-857-1357 RobertG.Dillard@va.gov

Security Ranking: Confidentiality, Integrity, Availability = **Moderate**

Information System Description and Environment : Description of Data and Business Function:

Veterans Administration Office of Information and Technology (OI&T), Product Development Planning & Analysis Competency

has implemented a production application called Bar Code Expansion-Positive Patient Identification (BCE-PPI). This application

implements barcode wireless technology that enables positive patient identification at the point of care for clinical specimen

collection, anatomic pathology specimen collection, and blood administration, as well as reduce adverse events associated with

incorrect blood product transfusion; mislabeling of laboratory, anatomical pathology, and blood specimens; and decrease adverse

events associated with surgical procedures

(FY 2012) PIA: VBA Minor Applications

| Which of these are sub-components of your system? | | | | | | | | | |
|---|-----------------------|---|--|--|--|--|--|--|--|
| | Access Manager | | Automated Sales Reporting (ASR) | | | | | | |
| | Actuarial | X | BICMA Contingency Machines | | | | | | |
| | Agents Orange | | Automated Medical Information Exchange II (AMIE II) | | | | | | |
| | Appraisal System | | Automated Medical Information System (AMIS)250 | | | | | | |
| | ASSTIS | | Automated Standardized Performance Elements Nationwide (ASPEN) | | | | | | |
| | Awards | X | Bronze Cloak | | | | | | |
| | Baker System | X | Centralized Accounts Receivable System (CAAS) | | | | | | |
| | Braun (CP Hemo) | | Committee on Waivers and Compromises (COWC) | | | | | | |
| | | X | Compensation and Pension (CAP) Record Interchange (CAPRI) | | | | | | |
| | | X | Compensation & Pension Training Website | | | | | | |
| | CAE Payment System | | Distribution of Operational Resources (DOOR) | | | | | | |
| | CAE Training Website | | Educational Assistance for Members of the Selected Reserve Program (CH 1606) | | | | | | |
| | CONDO PUD Builder | | Electronic Performance Support System (EPSS) | | | | | | |
| | | | Enterprise Wireless Messaging System (Blackberry) | | | | | | |
| | | | Financial Management Information System (FMIS) | | | | | | |
| | EndoSoft | | Healing Officer Letters and Reports System (HOLARS) | | | | | | |
| | FOCAS | | Inquiry Routing Information System (IRIS) | | | | | | |
| | Inforce | | Modern Awards Process Development (MAP-D) | | | | | | |
| | INS - BIRUS | | Personal Computer Generated Letters (PCGL) | | | | | | |
| | Insurance Online | | Personal Information Exchange System (PIES) | | | | | | |
| | IGY Home Loans | | Post Vietnam Era educational Program (VEAP) CH 32 | | | | | | |
| | IGY Processing | | Purchase Order Management System (POMS) | | | | | | |
| | | | Reinstatement Entitlement Program for Students (REAPS) | | | | | | |
| | MES | | Reserve Educational Assistance Program CH 1607 | | | | | | |
| | Mobilization | X | RightFax | | | | | | |
| | Montgomery GI Bill | X | Service Member Records Tracking System | | | | | | |
| | MUSE | X | Survivors and Dependents Education Assistance CH 35 | | | | | | |
| | Omniceil | | | | | | | | |
| | PIV Plus | X | Systematic Technical Accuracy Review (STAR) | | | | | | |
| | RAI/MDS | | Training and Performance Support System (TPSS) | | | | | | |
| | Right Now Web | | VA Online Certification of Enrollment (VA-ONCE) | | | | | | |
| | SAHS/VA | | VA Reserve Educational Assistance Program | | | | | | |
| | Script Pro | | Veterans Assistance Discharge System (VADS) | | | | | | |
| | SHANE | | Veterans Exam Request into System (VERIS) | | | | | | |
| | Sleasit | | Veterans Insurance Claims Tracking and Response System (VICARS) | | | | | | |
| | Synquest | | Veterans Service Representative (VSR) Advisor | | | | | | |
| | VBA Training Academy | | Vocational Rehabilitation & Employment (VR&E) CH 31 | | | | | | |
| | Veterans Canteen Web | | Web Automated Folder Processing System (WAFFPS) | | | | | | |
| | VEITSNET Housekeeping | | Web Automated Reference Material System (WARMS) | | | | | | |
| | VR&E Training Website | | Web Automated Verification of Enrollment | | | | | | |
| | Web IGY | | Web Enabled Approval Management System (WEAMS) | | | | | | |
| | | | Web Service Medical Records (WebSMR) | | | | | | |
| | | | Work Study Management System (WSMS) | | | | | | |
| <p>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.</p> | | | | | | | | | |
| 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 2012) PIA: VISTA Minor Applications N-Z

| Which of these are sub-components of your system? | | | | |
|--|-------------------------------------|----------------------------------|-------------------------------------|---------------------------------------|
| | | | | |
| | X National Cemetery Association | X Pharmacy Data Management | Scanning Exam and Evaluation System | X VBEC5 |
| X | National Drug File | X Pharmacy National Database | X Scheduling | X VDEF |
| X | National Laboratory Test | X Pharmacy Prescription Practice | X Security Suite Utility Pack | X Vendor - Document Storage Sys |
| X | NDBI | PICS OR | Sentillion | Veterans Canteen Web |
| X | Network Health Exchange | X Police & Security | X Shift Change Handoff Tool | Veterans Information Solution |
| | NOAHLINK | X Problem List | ShoreTel | VHAHUNAPP1 |
| X | NOIS | X Progress Notes | X Social Work | VHAHUNFPC1 |
| | Nursing Service | X Prosthetics | X Stellant | X VHS & RA Tracking System |
| | Occurrence Screen | Purchase Order Management System | Stentor | X Visit Tracking |
| | Omniceil | Pyxis | X Surgery | VISTA RAD |
| | Oncology | Q-Matic | X Survey Generator | VISTA RO |
| | Onvcard (VLOG) | QMSI Prescription Processing | Telecare Record Manager | X VistALink |
| | Optifill | Quality Assurance Integration | Temp Trak | X VistALink Security |
| X | Order Entry/ Results Reporting | Quality Improvement Checklist | X Text Integration Utilities | X Visual Impairment Service Team ANRV |
| X | Outpatient Pharmacy | X QUASER | Tickler Database | Vitria BusinessWare |
| | P2000 ROBOT | X Radiology/ Nuclear Medicine | X Toolkit | VIXS |
| | PACS database | RAFT | TopCon | X Voluntary Timekeeping |
| X | Patch Module | RAIS | TraceMaster | Voluntary Timekeeping National |
| X | Patient Data Exchange | X Record Tracking | Tracking Continuing Education | WEB HINQ |
| X | Patient Feedback | X Registration | Traumatic Brain Injury | Whiteboard |
| X | Patient Representative | X Release of Information - DSSI | X Unwinder | X Women's Health |
| X | PCE Patient Care Encounter | X Remote Order/ Entry System | X Utility Management Rollup | Workload and Overtime |
| | Personal Computer Generated Letters | X RPC Broker | X Utilization Review | |
| X | Pharmacy Benefits Mangement | X Run Time Library | VA Conference Room Registration | |
| | | X SAGG | X VA Fileman | |
| | | SAN | VAMedSafe | |
| 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 2012) PIA: Final Signatures

*Green Highlight = Must Answer Question

| | | | |
|-------------------------------|---|--------------|-------------------------|
| Facility Name: | Dallas VA Medical Center, Dallas, Texas | | |
| Title: | Name: | Phone: | Email: |
| Privacy Officer: | Cheryl Johnson | 214-857-1432 | cheryl.johnson3@va.gov |
| Digital Signature Block |  5/7/12 | | |
| Information Security Officer: | Delores Williams | 214-695-4382 | delores.williams@va.gov |
| Digital Signature Block |  5-9-12 | | |
| System Owner/Delegate: | Ron Cook for BK Hack | 817-385-3740 | ron.cook@va.gov |
| Digital Signature Block |  | | |
| Chief Information Officer: | Lisa Eason (acting) | 214-857-2047 | lisa.eason@va.gov |
| Digital Signature Block |  5-7-12 | | |
| R2 Security Mgmt Reviewer | Sandra Hedtke | 701-237-2566 | |
| Digital Signature Block |  5-7-12 | | |
| Date of Report: | April 2012 | | |
| OMB Unique Project Identifier | D29-00-02-00-01-1120-00 | | |
| Project Name | REGION 2 > VHA > VISN 17 > North Texas HCS > LAN | | |

Digitally signed by Sandra P. Hedtke 191679
 DN: cn=Sandra Hedtke, o=VA, ou=Regional, email=sandra.hedtke@va.gov, serial=112507, date=2012.05.07 13:54:45-0500

The Signature Process:

- Complete the PIA form.
- Name the PIA Excel FORM ["FY12-Region # - Facility Name - Facility # -Date(mmdyyy).xls"]
 - Example: "FY12-Region3-Lexington VAMC-596-10302008.xls"
- Submit the completed PIA Excel form to SMART Database.
- Fix errors the reviewers sent back, rename the file and submit to SMART Database
 - If no errors, convert form into PDF with Nuance PDF Professional.
- Name the PIA PDF form ["FY12-Region #-Facility Name- Facility # -Date(mmdyyy).xls"]
 - Obtain digital signatures on the "Final Signatures tab"
 - Submit signed PIA PDF form to the SMART Database.