

<b><u>Welcome to the PIA for FY 2012!</u></b>		
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.		<b>Macros Must Be Enabled To Use Full Functionality For This Form Template!</b>
		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 <u>Enable Macros at the prompt</u> . Or 1) When file opens click on <u>Enable Macros at the prompt</u> .
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.		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
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.		<b>Final Signatures.</b>
		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.
<b>Directions:</b> 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.		<b>Privacy Impact Assessment Uploaded into SMART</b> All PIA Validation Letters should be mailed to <a href="mailto:Christina.Pettit@va.gov">Christina.Pettit@va.gov</a> to receive full credit for submission.
<b>INTERNAL WEBSITE :</b> <a href="http://vawww.privacy.va.gov/PIA.asp">http://vawww.privacy.va.gov/PIA.asp</a> <b>EXTERNAL WEBSITE :</b> <a href="http://www.privacy.va.gov/PRIVACY/Privacy_Impact_Assessment.asp">http://www.privacy.va.gov/PRIVACY/Privacy_Impact_Assessment.asp</a>		<b>Various Privacy Data Websites:</b> SORNS - <a href="http://www.rms.oit.va.gov/SOR_Records.asp">http://www.rms.oit.va.gov/SOR_Records.asp</a> Directive Itself (6508): <a href="http://www.va.gov/vapubs/viewPublication.asp?Pub_ID=414&amp;FTYPE=2">http://www.va.gov/vapubs/viewPublication.asp?Pub_ID=414&amp;FTYPE=2</a> Schedule FY 2012 : <a href="http://www.privacy.va.gov/PRIVACY/Privacy_Impact_Assessment.asp">http://www.privacy.va.gov/PRIVACY/Privacy_Impact_Assessment.asp</a>
<b>Roles and Responsibilities:</b>		
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. <b>Privacy Officer</b> is responsible for the overall coordination and review of the PIA to ensure compliance with VA Directive 6508		
b. <b>Records Officer</b> is responsible for supplying records retention and deletion schedules		
c. <b>Information Technology (IT)</b> 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. <b>Information Security Officer (ISO)</b> is responsible for assisting the Privacy Officer and providing information regarding security controls.		
e. <b>Chief Information Officer (CIO)</b> 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.		
<b>Definition of PII (Personally Identifiable Information)</b>		
<b>Personally Identifiable Information (PII)</b> 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.		
<b>Examples of PII include, but are not limited to:</b>		
• Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card number		
• Address information, such as street address or email address		
• Personal characteristics, including photographic image (especially of face or other identifying characteristic), 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.		
<b>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:</b>		
(1) Release of PHI 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.		

(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 5> VBA> C&P> HINES ITC> BDN			
OMB Unique System / Application / Program Identifier (AKA: UPID #):		029-00-01-13-01-1360-00			
Description of System/ Application/ Program : "must match what is stated in System Security Plan (SSP)"		<p>The mission of the VBA BDN Payment System is to provide benefits and services to eligible veterans, their families, and their beneficiaries in an efficient, timely, and compassionate manner. VBA uses the BDN system to process entitlements for three VBA business lines: Compensation and Pension, Education, and Vocational Rehabilitation and Employment Services. The primary services of the BDN entail the receipt, processing, tracking, and disposition of veterans' applications for benefits and requests for assistance and the general administration of legislated benefit programs.</p> <p>BDN contains information on veterans and their beneficiaries, including veterans' personal data, Education, and Compensation and Pension data. The majority of BDN users are VA employees (located at VA Headquarters), Office of the Inspector General nationwide, and Board of Veterans Appeals, as well as DOD personnel. These primary users of the BDN perform financial, educational, and vocational services for veterans.</p>			
Facility or Program Office Name:		Hines Information Technology Center			
Title:		Name:		Phone:	
Privacy Officer:		Lisa Matuszczak		202-461-9039	
Information Security Officer:		Pedro Epting		708-681-6846	
System Owner/Delegate:		Kevin C. Causley		202-461-9170	
Facility Chief Information Officer:		Bryan Emery		512-326-7425	
Information Owner: (Multiple)		Thomas J. Murphy		202-461-9700	
		David R. McLenachen		202-632-8863	
		Ruth Fanning		202-461-9600	
Other Titles: A&A Project Officer		Mary D. Barley		202-461-9175	
Person Completing Document:		Gregory E. Watson		512-326-6889	
Other Titles:					
Date of Last Full Approved PIA by VACO Privacy Services: (MM/YYYY)				09/2008	
What specific legal authorities authorize this program or system:		section 501(a) and Chapters			
What is the expected number of individuals that will have their PII stored in this system:				20000000	
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.				31 Years	
Is there an authorized change control process which documents any changes to existing applications or systems?				<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> 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?				<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A - First PIA	
Has a PIA been completed within the last three years?				<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A - First PIA	
<b>FISMA QUESTIONS</b>					
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 this system			
5. What is the System of Records Notice (SORN) for this system?		<input checked="" type="radio"/> Yes <input type="radio"/> No			
6. What is the System of Records Notice (SORN) for this system?		58VA21/58VA22/58VA28			
7. Has this SORN been reviewed or updated within the last three years?		Yes			

Date of Report (MM/YYYY):			14-May-12	
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)				
<input checked="" type="checkbox"/>	Have any changes been made to the system since the last PIA?			
<input type="checkbox"/>	Is this a PIV system/application/program collecting PII data from Federal employees, contractors, or others performing work for the VA?			
<input checked="" type="checkbox"/>	Will this system/application/program retrieve information on the basis of name, unique identifier, symbol or other PII data?			
<input checked="" type="checkbox"/>	Does this system/application/program collect, store, or disseminate PII/PHI data?			
<input checked="" type="checkbox"/>	Does this system/application/program collect, store or disseminate the SSN?			
<a href="#">Directions</a>				

(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) :

58VA21/58VA22/58VA28

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"/> Maiden 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"/> Financial 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 checked="" type="checkbox"/> Other (Explain on Tab 8)

- 4. Based on Question 3, is a SORN required?

Yes     No  
 Yes     No

\*\*\*If Yes, has the process begun to obtain/acquire a SORN

Location where the specific applicable System of Records Notice may be accessed:

[http://www.rms.oit.va.gov/SOR\\_Records.asp](http://www.rms.oit.va.gov/SOR_Records.asp)

(FY 2012) PIA: Data Collection And Storage

\*Green Highlight = Must Answer Question

Please fill in each column for the data types selected.				
Data Type	Collection Method	What are the subjects told about the intended use of their information?	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	Privacy Act statements and notifications are provided by written correspondence to the veteran, widow or dependent claimant. All VBA online Applicants are required to complete form 21-4242 - Authorization and Consent to Release Information to the Department of Veterans Affairs (VA). Privacy Act statements and notifications are provided on all data collection web portals. Data from the BDN databases are transferred to the US Treasury System to generate the veterans payments. Federal Agencies provide the required Privacy Act authorizations to handle such data	Verbally, in writing, and automatically, depending on how the information is collected.	All
Family Relation (spouse, children, parents, grandparents, etc)	ALL	Privacy Act statements and notifications are provided by written correspondence to	Verbally, in writing, and automatically, depending	All
Service Information	ALL	Privacy Act statements and notifications are provided by written correspondence to the veteran, widow or dependent claimant. All VBA online Applicants are required to complete form 21-4242 - Authorization and Consent to Release Information to the Department of Veterans Affairs (VA). Privacy Act statements and notifications are provided on all data collection web portals. Data from the BDN databases are transferred to the US Treasury System to generate the veterans payments. Federal Agencies provide the required Privacy Act authorizations to handle such data	Verbally, in writing, and automatically, depending on how the information is collected.	All

Medical Information	Multiple collection vectors	Privacy Act statements and notifications are provided by written correspondence to the veteran, widow or dependent claimant. All VBA online Applicants are required to complete form 21-4242 - Authorization and Consent to Release Information to the Department of Veterans Affairs (VA). Privacy Act statements and notifications are provided on all data collection web portals. Data from the BDN databases are transferred to the US Treasury System to generate the veterans payments. Federal Agencies provide the required Privacy Act authorizations to handle such data	Verbally, in writing, and automatically, depending on how the information is collected.	All
Criminal Record Information	ALL	Privacy Act statements and notifications are provided by written correspondence to the veteran, widow or dependent claimant. All VBA online Applicants are required to complete form 21-4242 - Authorization and Consent to Release Information to the Department of Veterans Affairs (VA). Privacy Act statements and notifications are provided on all data collection web portals. Data from the BDN databases are transferred to the US Treasury System to generate the veterans payments. Federal Agencies provide the required Privacy Act authorizations to handle such data	Verbally, in writing, and automatically, depending on how the information is collected.	All
Guardian Information	ALL	Privacy Act statements and notifications are provided by written correspondence to the veteran, widow or dependent claimant. All VBA online Applicants are required to complete form 21-4242 - Authorization and Consent to Release Information to the Department of Veterans Affairs (VA). Privacy Act statements and notifications are provided on all data collection web portals. Data from the BDN databases are transferred to the US Treasury System to generate the veterans payments. Federal Agencies provide the required Privacy Act authorizations to handle such data	Verbally, in writing, and automatically, depending on how the information is collected.	All

Education Information	ALL	Privacy Act statements and notifications are provided by written correspondence to the veteran, widow or dependent claimant. All VBA online Applicants are required to complete form 21-4242 - Authorization and Consent to Release Information to the Department of Veterans Affairs (VA). Privacy Act statements and notifications are provided on all data collection web portals. Data from the BDN databases are transferred to the US Treasury System to generate the veterans payments. Federal Agencies provide the required Privacy Act authorizations to handle such data	Verbally, in writing, and automatically, depending on how the information is collected.	All
Benefit Information	ALL	Privacy Act statements and notifications are provided by written correspondence to the veteran, widow or dependent claimant. All VBA online Applicants are required to complete form 21-4242 - Authorization and Consent to Release Information to the Department of Veterans Affairs (VA). Privacy Act statements and notifications are provided on all data collection web portals. Data from the BDN databases are transferred to the US Treasury System to generate the veterans payments. Federal Agencies provide the required Privacy Act authorizations to handle such data	Verbally, in writing, and automatically, depending on how the information is collected.	All
Other (Explain on Tab 8)				
<b>Data Type</b>	<b>Storage Method</b>	<b>Source</b> (If requested, identify the specific file, entity and/or name of agency)	<b>Is data collection Mandatory or Voluntary?</b>	
Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Multiple sources, but primarily the Veteran.	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	
Family Relation (spouse, children, parents, grandparents, etc)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Multiple sources, but primarily the Veteran.	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	
Service Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	Other Federal Agency (DoD)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	
Medical Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	Veteran, VHA, DoD, private doctors.	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	
Criminal Record Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	Federal, State, Local law enforcement	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	
Guardian Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	Multiple sources, but primarily the Veteran.	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	
Education Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	Multiple sources, but primarily the Veteran.	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	
Benefit Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	Multiple sources, but primarily the Veteran.	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	
Other (Explain on Tab 8)	<input type="radio"/> Yes <input checked="" type="radio"/> No		<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	

	<i>(Please Select Yes/No)</i>			
Proximity and Timing: Is the privacy notice provided at the time of data collection?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Purpose: Does the privacy notice describe the principal purpose(s) for which the information will be used?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Authority: Does the privacy notice specify the effects of providing information on a voluntary basis?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Disclosures: Does the privacy notice specify routine use(s) that may be made of the information?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
	<a href="#">routine use(s)</a>			








(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 PII or PHI Shared?	What is the procedure you reference for the release of information?
Internal Sharing: VA Organization	VBA, VHA, NCA	<input checked="" type="radio"/> Yes <input type="radio"/> No	Provide monetary payments to veterans in recognition of the effects of disabilities, diseases, or injuries incurred or aggravated during active military service. EDU administers education and training programs for veterans and eligible beneficiaries. VR&E assists eligible, service-connected, disabled veterans in preparing for employment, and assistance for testing, training, and education for eligible beneficiaries. VA Hospital access is for verifying veteran eligibility for hospital care and services; access is limited to INQUIRY-only capabilities. NCA performs inquiries to establish veteran status for authorization for internment in	<input type="radio"/> Yes <input checked="" type="radio"/> No	Applicants are also required to complete form 21-4242 - authorization and Consent to Release Information to the Department of Veterans Affairs (VA). All VBA benefit forms are located at <a href="http://www.vba.va.gov/pubs/forms/1.htm">http://www.vba.va.gov/pubs/forms/1.htm</a> . The VBA toll free number for benefits is 1-800-827-1000. This system has documented Memorandums of Understanding/Agreement with all of its business partners, including veteran organizations, federal agencies, state agencies, and local agencies in regard to confidential business information, Privacy Act, and certain information that is subject
Other Veteran Organization		<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Other Federal Government Agency	Treasury, DoD, HUD, SSA, FHA, IRS	<input type="radio"/> Yes <input checked="" type="radio"/> No	Shared data includes any veteran data relating to benefits provided by Federal, State, and Local organizations. The system has documented Memorandums of Understanding Agreements with all of its VA business partners, federal agencies, state agencies and local agencies in regard to confidential business information, Privacy Act and certain information that is subject to confidentiality protections.	<input type="radio"/> Yes <input checked="" type="radio"/> No	Applicants are also required to complete form 21-4242 - authorization and Consent to Release Information to the Department of Veterans Affairs (VA). All VBA benefit forms are located at <a href="http://www.vba.va.gov/pubs/forms/1.htm">http://www.vba.va.gov/pubs/forms/1.htm</a> . The VBA toll free number for benefits is 1-800-827-1000. This system has documented Memorandums of Understanding/Agreement with all of its business partners, including veteran organizations, federal agencies, state agencies, and local agencies in regard to confidential business information, Privacy Act, and certain information that is subject
State Government Agency	Various agencies providing veterans benefits	<input type="radio"/> Yes <input checked="" 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 type="radio"/> Yes <input checked="" type="radio"/> No	
Research Entity		<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="radio"/> Yes <input checked="" type="radio"/> No	

<input checked="" type="checkbox"/> Other Project/ System (Explain on Tab 8)					
<b>(FY 2012) PIA: Access to Records</b>					
Does the system gather information from another system?	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Please enter the name of the system:	BIRLS, VISTA, IBBA, RO, LANS, IPS, CSS				
<b>(FY 2012) PIA: Secondary Use</b>					
Will PII data be included with any secondary use request?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> Mental Health	<input type="checkbox"/> HIV	<input type="checkbox"/> Drug/Alcohol Counseling	
Check all that apply		<input type="checkbox"/> Sickle Cell	<input type="checkbox"/> Other (Explain on Tab 8)	<input type="checkbox"/> Research	

<b>(FY 2012) PIA: Records Management</b>		<b>*Green Highlight = Must Answer Question</b>	
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 type="radio"/> Yes (Explain on Tab 8) <input checked="" type="radio"/> No			
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="checkbox"/> Veteran Verified <input checked="" type="checkbox"/> Received From Database <input type="checkbox"/> Verification Unknown			
<b>(FY 2012) PIA: Retention &amp; Disposal</b>			
What is the data retention period?		RCS 10-1 link for VHA: <a href="http://www.va.gov/vhapublications/rcs10/rcs10-1.pdf">www.va.gov/vhapublications/rcs10/rcs10-1.pdf</a>	
The data retention period for BDN data is contained in RCS VBA-1, Part I, Item Number 08-065.000		RCS VB-1, Part II Revised for VBA: <a href="http://www.benefits.va.gov/WARMS/docs/admin20/rcs/part2/part2.pdf">www.benefits.va.gov/WARMS/docs/admin20/rcs/part2/part2.pdf</a>	
		National Archives and Records Administration: <a href="http://www.nara.gov">www.nara.gov</a>	
Explain why the information is needed for the indicated retention period?			
Data on active records is changeable. Prior copies of active records and their changed values are also			
What are the procedures for eliminating data at the end of the retention period?			
The veterans records are not eliminated but are stored either on tape or disk indefinitely. The VA			
Where are these procedures documented?			
The procedures are part of the daily operations of the BDN payment system. If veterans records are			
How are data retention procedures enforced?			
Daily journal logs are generated and tape backups are performed daily which are stored off site. In			
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)			
<b>(FY 2012) PIA: Children's Online Privacy Protection Act (COPPA)</b>			
Will information be collected through the internet from children under age 13?			
<input type="radio"/> Yes (Explain on Tab 8) <input checked="" type="radio"/> No			

(FY 2012) PIA: Security \*Green Highlight = Must Answer Question

Is the system/application/program following IT security Requirements and procedures required by federal law and policy to ensure that information is appropriately secured.	<input checked="" type="radio"/> Yes	<input type="radio"/> No (Explain on Tab 8)
Has the system/application/program conducted a risk assessment, identified appropriate security controls to protect against that risk, and implemented those controls.	<input checked="" type="radio"/> Yes	<input type="radio"/> No (Explain on Tab 8)
Is security monitoring conducted annually or as needed to ensure that controls continue to work properly, safeguarding the information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No (Explain on Tab 8)
Is security assessment conducted annually or as needed to ensure that controls continue to work properly, safeguarding the information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No (Explain on Tab 8)
Is adequate physical security in place to protect against unauthorized access?	<input checked="" type="radio"/> Yes	<input type="radio"/> No (Explain on Tab 8)

\*Ensure PE 2, PE-3, PE-6, PE-7, PE-8 have been addressed appropriately for your categorization

Explain what security risks were identified in the security assessment? (Check all that apply)

<input checked="" type="checkbox"/> Biological Release	<input checked="" type="checkbox"/> Fire	<input checked="" type="checkbox"/> Lightning Strike	<input checked="" type="checkbox"/> Terrorism
<input checked="" type="checkbox"/> Blizzard	<input checked="" type="checkbox"/> Flood	<input checked="" type="checkbox"/> Malicious Code	<input checked="" type="checkbox"/> Thunderstorm
<input checked="" type="checkbox"/> Burrows/Break In	<input checked="" type="checkbox"/> Hacker / Cracker	<input checked="" type="checkbox"/> Document Privacy Negligence	<input checked="" type="checkbox"/> Tornado
<input checked="" type="checkbox"/> Civil Unrest	<input checked="" type="checkbox"/> Mail	<input checked="" type="checkbox"/> Personnel Unavailable	<input checked="" type="checkbox"/> Unarmed
<input checked="" type="checkbox"/> Component Failure	<input checked="" type="checkbox"/> HAZMAT Release/Spill	<input checked="" type="checkbox"/> Power Failure	<input checked="" type="checkbox"/> User Negligence
<input checked="" type="checkbox"/> Dam Failure	<input checked="" type="checkbox"/> Human Health Emergency	<input checked="" type="checkbox"/> Sabotage	<input checked="" type="checkbox"/> User Sabotage
<input checked="" type="checkbox"/> Dust/Debris	<input checked="" type="checkbox"/> Hurricane	<input checked="" type="checkbox"/> System Intrusion, Break-Ins	<input checked="" type="checkbox"/> Vibration
<input checked="" type="checkbox"/> Earthquake	<input checked="" type="checkbox"/> HVAC Failure	<input checked="" type="checkbox"/> System Misconfiguration	<input checked="" type="checkbox"/> Violence
<input checked="" type="checkbox"/> Extreme Cold	<input checked="" type="checkbox"/> Indoor Humidity	<input checked="" type="checkbox"/> System Penetration	<input checked="" type="checkbox"/> Water Damage
<input checked="" type="checkbox"/> Extreme Heat	<input checked="" type="checkbox"/> Landslide	<input checked="" type="checkbox"/> System Tampering	<input checked="" type="checkbox"/> Winter Weather Hazards

\*If any other risks identified, explain in Tab 8

Based upon the risks identified above, Explain what security controls are being used to mitigate these risks. (Check all that apply)

<input checked="" type="checkbox"/> Access Control	<input checked="" type="checkbox"/> Configuration Management	<input checked="" type="checkbox"/> Media Protection	<input checked="" type="checkbox"/> System and Services Acquisition
<input checked="" type="checkbox"/> Audit and Accountability	<input checked="" type="checkbox"/> Contingency Planning	<input checked="" type="checkbox"/> Personnel Security	<input checked="" type="checkbox"/> System and Communication Protection
<input checked="" type="checkbox"/> Awareness and Training	<input checked="" type="checkbox"/> Identification and Authentication	<input checked="" type="checkbox"/> Physical and Environmental Protection	<input checked="" type="checkbox"/> System and Information Integrity
<input checked="" type="checkbox"/> Security Assessment and Authorization	<input checked="" type="checkbox"/> Incident Response	<input checked="" type="checkbox"/> Risk Assessment	<input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Maintenance

Answer: (Other Controls) Explain on Tab 8

PIA: PIA Assessment

Based upon NIST 800-60, volume II; List the information data types chosen as a basis for your FIPS 199 System Categorization.

Answer: Reporting and Information (Information Type) Personal Identity, Authentication Information (Information Type), Benefits Management (Information Type)

**Availability Assessment:** If the data being collected is not available to process for any reason what will the potential impact be upon the system or organization? (Choose One)

The potential impact is **high** if the loss of availability could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals.

The potential impact is **moderate** if the loss of availability could be expected to have a serious adverse effect on operations, assets or individuals.

The potential impact is **low** if the loss of availability could be expected to have a limited adverse effect on operations, assets or individuals.

**Integrity Assessment:** If the data being collected has been corrupted for any reason what will the potential impact be upon the system or organization? (Choose One)

The potential impact is **high** if the loss of integrity could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals.

The potential impact is **moderate** if the loss of integrity could be expected to have a serious adverse effect on operations, assets or individuals.

The potential impact is **low** if the loss of integrity could be expected to have a limited adverse effect on operations, assets or individuals.

**Confidentiality Assessment:** If the data being collected has been shared with unauthorized individuals what will the potential impact be upon the system or organization? (Choose One)

The potential impact is **high** if the loss of confidentiality could be expected to have a severe or catastrophic adverse effect on operations, assets or individuals.

The potential impact is **moderate** if the loss of confidentiality could be expected to have a serious adverse effect on operations, assets or individuals.

The potential impact is **low** if the loss of confidentiality could be expected to have a limited adverse effect on operations, assets or individuals.

The controls are being considered for the project based on the selections from the previous assessments? The VA's risk assessment validates the security control set and determines if any additional controls are needed to protect agency operations. Many of the security controls such as contingency planning controls, incident response controls, security training and awareness controls, personnel security controls, physical and environmental protection controls, and intrusion detection controls are common security controls used throughout the VA. Our overall security controls follow NIST SP800-53 moderate impact defined set of controls. The system owner is responsible for any system-specific issues associated with the implementation of this facility' common security controls. These issues are identified and described in the system security plans for the individual information systems.

## (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.

File folders, whether paper or electronic, are indexed by name of the individual and VA file number. Automated records are indexed by name, VA file number, payee name and type of benefit. Automated Records of employee productivity cannot be accessed. At the conclusion of a monthly reporting period, the generated listing is indexed by employee BDN identification number. Records in CAIVRS may only be retrieved by social security number.

### **BDN Application Summary**

#### **Compensation and Pension (C&P)**

Created to: (1) make compensation payments to veterans because of service-connected disabilities or to surviving family members (spouses, children, parents) because of service-connected veteran deaths, and (2) make pension payments to veterans because of service, age, or nonservice-connected disabilities; or to surviving spouses or children because of nonservice-connected veterans' deaths.

#### **Montgomery GI Bill – Chapter 30**

Processes Chapter 30 benefits for flight, apprenticeship, correspondence, and on-the-job training programs for veterans.

#### **Education (EDU) Chapters 34/35**

Created to make assistance payments to eligible dependents or survivors of veterans who pursue accredited programs of educational training.

#### **Veterans Education Assistance Program (Chapter 32)**

The Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) provides educational assistance to those persons who entered the Armed Forces during the period after December 31, 1976, and before July 1, 1985.

#### **Selected Reserve Education Assistance Program (Chapter 1606)**

Provides educational assistance for selected reserve members and encourages membership in selected reserve units or any of the reserve components of the Armed Forces, including the Coast Guard.

#### **Reserve Educational Assistance Program (Chapter 1607)**

Chapter 1607 is a system for Selected Reserve members who served 90 or more days of active duty service after September 11, 2001. Chapter 1607 was developed as a clone of the CH30 system and was deployed to users in February 19, 2006.

#### **Vocational Rehabilitation and Employment (VR&E)**

Initiated to assist those veterans with employment handicaps who actively served in the Armed Forces and incurred a compensable, service-connected disability on or after September 16,

(FY 2012) 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)
Agent Orange	Centralized Property Tracking System	Automated Medical Information System (AMIS)290
Appraisal System	Common Security User Manager (CSUM)	Automated Standardized Performance Elements Nationwide (ASPEN)
ASSISTS	Compensation and Pension (C&P)	Broome Closet
Awards	Control of Veterans Records (COVERS)	Centralized Accounts Receivable System (CARS)
Baker System	Courseware Delivery System (CDS)	Committee on Waivers and Compromises (COWC)
Bbraun (CP Hemo)	Dental Records Manager	Compensation and Pension (C&P) Record Interchange (CAPRI)
	Education Training Website	
	Electronic Appraisal System	Distribution of Operational Resources (DOOR)
C&P Payment System	Electronic Card System (ECS)	Educational Assistance for Members of the Selected Reserve Program CH 1606
C&P Training Website	Electronic Payroll Deduction (EPD)	Electronic Performance Support System (EPSS)
CONDO PUD Builder	Eligibility Verification Report (EVR)	Enterprise Wireless Messaging System (Blackberry)
	Fiduciary Beneficiary System (FBS)	Financial Management Information System (FMI)
	Fiduciary STAR Case Review	Hearing Officer Letters and Reports System (HOLAR)
EndoSoft	Financial and Accounting System (FAS)	Inquiry Routing Information System (IRIS)
FOCAS	Insurance Unclaimed Liabilities	Modern Awards Process Development (MAP-D)
Inforce	Inventory Management System (IMS)	Personal Computer Generated Letters (PCGL)
INS - BIRLS	Interactive Voce Response (IVR)	Personnel Information Exchange System (PIES)
Insurance Online	LGY Centralized Fax System	Post Vietnam Era educational Program (VEAP) CH 32
Insurance Self Service	Loan Service and Claims	Purchase Order Management System (POMS)
LGY Home Loans	Loan Guaranty Training Website	Reinstatement Entitlement Program for Survivors (REAPS)
LGY Processing	Mental Health Assistant	Reserve Educational Assistance Program CH 1607
MES	National Silent Monitoring (NSM)	RightFax
Mobilization	Powerscribe Dictation System	Service Member Records Tracking System
Montgomery GI Bill	Rating Board Automation 2000 (RBA2000)	Survivors and Dependents Education Assistance CH 35
MUSE	Records Locator System	Systematic Technical Accuracy Review (STAR)
Omnicell	Remittance Processing System	Training and Performance Support System (TPSS)
Priv Plus	Review of Quality (ROQ)	VA Online Certification of Enrollment (VA-ONCE)
RAI/MDS	Search Participant Profile (SPP)	VA Reserve Educational Assistance Program
Right Now Web	Spinal Bifida Program Ch 18	Veterans Assistance Discharge System (VADS)
SAHSHA	State Benefits Reference System	Veterans Exam Request Info System (VERIS)
Script Pro	State of Case/Supplemental (SOC/SSOC)	Veterans Insurance Claims Tracking and Response System (VICTARS)
SHARE	Telecare Record Manager	Veterans Service Representative (VSR) Advisor
Sidexis	VBA Enterprise Messaging System	Vocational Rehabilitation & Employment (VR&E) CH 31
Synquest	Web Electronic Lender Identification	Web Automated Folder Processing System (WAFPS)
VBA Training Academy		Web Automated Reference Material System (WARMS)
Veterans Canteen Web		Web Automated Verification of Enrollment
VETSNET Housekeeping		Web-Enabled Approval Management System (WEAMS)
VR&E Training Website		Web Service Medical Records (WebSMR)
Web LGY		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 2012) PIA: Minor Applications A-M

Which of these are sub-components of your system?			
1184 Web			
AAP	Citrix	Electronic Signature	Imaging
ACCU Care	Clinical Case Registries	Embedded Fragment Registry	Incentive Awards
ACCU Check	Clinical Data Repository/Health Data Repository	ENCORE 2	Incident Reporting
ACCU Med	Clinical Info Resource Network	ENDSOFT	Income Verification Match
Adobe Acrobat	Clinical Monitoring System	Engineering	Incomplete Records Tracking
ADP Planning (PlanMan)	Clinical Notes Templates	Enrollment Application System	Inpatient Medications
ADT	Clinical Procedures	Enterprise Terminology Server & VHA Enterprise Terminology Services	Intake/ Output
Adverse Reaction Tracking	Clinical Reminders	ePROMISE	Integrated Billing
Agent Cashier	Clippership	Equipment/ Turn-in Request	Integrated Patient Funds
Air Fortress	Combat Veteran Outreach	Event Capture	Interim Mangement Support
ASISTS	Committee on Waiver and Compromises	Event Driven Reporting	Inventory Management System
Authorization/ Subscription	Consult/ Request Tracking	Extensible Editor	Kernal
Auto Instrument	Controlled Correspondence	External Peer Review	Kids
Auto Replenishment/ Ward Stock	Controlled Substances	EYECAP	KOWA
AUTCAD	CP&E	Fee Based Claims System	Lab Service
Automated Access Request	CPRS	Fee Basis	Laboratory Electronic Data Interchange
Automated Info Collection Sys	CPT/ HCPCS Codes	Financial and Accounting System (FAS)	Letterman
Automated Lab Instruments	Credentials Tracking	Financial Management System (FMS)	Lexicon Utility
Automated Med Info Exchange	Credit Card Authentication	Functional Independence	Library
Automated Sales Reporting	Data Innovations	Gen. Med. Rec. - I/O	List Manager
AutoMed	DELIVEREX	Gen. Med. Rec. - Vitals	Lynx Duress Alarm
Bad Code Med Admin	Dental	Gen. Med.Rec. - Generator	Mailman
Barcode Medication Administration Contingency Plan (BCU)	DICTATION-Power Scribe	GENDEX	MCCR National Database
BCMA Contingency Workstations	Dietetics	Generic Code Sheet	Meadows (MDWS)
BDN 301	Discharge Summary	Genesys	Medicine
Beneficiary Travel	DRG Grouper	Get Well Networks	Mental Health
Big Fix	DRM Plus	GMED	MHTP
CA Verified Components - DSSI	Drug Accountability	GRECC	MICOM
Capacity Management - RUM	DSIT	Health Data and Informatics	Microsoft Exchange E-mail System
Capacity Management Tools	DSS Extracts	Health Level Seven	Military/Vet Eye Injury Registry
CAPRI	DSS Quadramed	Health Summary	Minimal Patient Dataset
Cardiff Teleform	EDS Whiteboard (AVIED)	Health Summary Contingency	Missing Patient Reg (Original) A4EL
Cardiology Systems (stand alone servers from the network)	Education Tracking	HINQ	Mumps AudioFAX
Care Management	EEO Complaint Tracking	Hospital Based Home Care	MyHealthEVet
CareTracker	EKG System	ICB	
CHECKPOINT	Electronic Card System (ECD)	ICR - Immunology Case Registry	
	Electronic Payroll Deduction (EPD)	IFCAP	
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: VISTA Minor Applications N-Z

Which of these are sub-components of your system?			
National Cemetery Association	Pharmacy Data Management	Scanning Exam and Evaluation System	VBEC5
National Drug File	Pharmacy National Database	Scheduling	VDEF
National Laboratory Test	Pharmacy Prescription Practice	Security Suite Utility Pack	Vendor - Document Storage Sys
NDBI	PICIS OR	Sentillion	Veterans Canteen Web
Network Health Exchange	Police & Security	Shift Change Handoff Tool	Veterans Information Solution
NOAHLINK	Problem List	ShoreTel	VHAHUNAPP1
NOIS	Progress Notes	Social Work	VHAHUNFPC1
Nursing Service	Prosthetics	Stellant	VHS & RA Tracking System
Occurrence Screen	Purchase Order Management System	Stentor	Visit Tracking
Omnicell	Pyxis	Surgery	VISTA RAD
Oncology	Q-Matic	Survey Generator	VISTA RO
Onvicon (VLOG)	QMSI Prescription Processing	Telecare Record Manager	VISTALink
Optifill	Quality Assurance Integration	Temp Trak	VISTALink Security
Order Entry/ Results Reporting	Quality Improvement Checklist	Text Integration Utilities	Visual Impairment Service Team ANRV
Outpatient Pharmacy	QUASER	Tickler Database	Vitria BusinessWare
P2000 ROBOT	Radiology/ Nuclear Medicine	Toolkit	VIXS
PACS database	RAFT	TopCon	Voluntary Timekeeping
Patch Module	RALS	TraceMaster	Voluntary Timekeeping National
Patient Data Exchange	Record Tracking	Tracking Continuing Education	WEB HINQ
Patient Feedback	Registration	Traumatic Brain Injury	Whiteboard
Patient Representative	Release of Information - DSSI	Unwinder	Women's Health
PCE Patient Care Encounter	Remote Order/ Entry System	Utility Management Rollup	Workload and Overtime
Personal Computer Generated Letters	RPC Broker	Utilization Review	
Pharmacy Benefits Mangement	Run Time Library	VA Conference Room Registration	
	SAGG	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?			
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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:	Hines Information Technology Center		
Title:	Name:	Phone:	Email:
Privacy Officer:	Lisa Matuszczak	202-461-9039	lisa.matuszczak@va.gov
Digital Signature Block			
Information Security Officer:	Pedro Epting	708-681-6846	pedro.epting@va.gov
Digital Signature Block			
System Owner/Delegate:	Kevin C. Causley	202-461-9170	kevin.causley@va.gov
Digital Signature Block			
Chief Information Officer:	Bryan Emery	512-326-7425	bryan.emery@va.gov
Digital Signature Block			
Other Titles: A&A Project Officer	Mary D. Barley	202-461-9175	mary.barley@va.gov
Digital Signature Block			
Date of Report:	14-May-12		
OMB Unique Project Identifier	029-00-01-13-01-1360-00		
Project Name	REGION 5> VBA> C&P> HINES ITC> BDN		
<p>The Signature Process:</p> <ul style="list-style-type: none"> <li>• Complete the PIA form. <ul style="list-style-type: none"> <li>• Name the PIA Excel FORM ["FY12-Region # - Facility Name - Facility # -Date(mmddyyyy).xls"] <ul style="list-style-type: none"> <li>• Example: "FY12-Region3-Lexington VAMC-596-10302008.xls"</li> <li>• Submit the completed PIA Excel form to SMART Database.</li> </ul> </li> <li>• Fix errors the reviewers sent back, rename the file and submit to SMART Database <ul style="list-style-type: none"> <li>• If no errors, convert form into PDF with Nuance PDF Professional.</li> </ul> </li> </ul> </li> <li>• Name the PIA PDF form ["FY12-Region #-Facility Name- Facility # -Date(mmddyyyy).xls"] <ul style="list-style-type: none"> <li>• Obtain digital signatures on the "Final Signatures tab"</li> <li>• Submit signed PIA PDF form to the SMART Database.</li> </ul> </li> </ul>			