

<u>Welcome to the PIA for FY 2012!</u>		
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.		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 <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.		<u>Final Signatures</u>
		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.
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.		Privacy Impact Assessment Uploaded into SMART All PIA Validation Letters should be mailed to Christina.Pettit@va.gov to receive full credit for submission.
<u>INTERNAL WEBSITE</u> : http://vawww.privacy.va.gov/PIA.asp <u>EXTERNAL WEBSITE</u> : http://www.privacy.va.gov/PRIVACY/Privacy_Impact_Assessment.asp		Various Privacy Data Websites: SORNS : http://www.rms.oit.va.gov/SOR_Records.asp Directive Itself (6508): http://www.va.gov/vapubs/viewPublication.asp?Pub_ID=414&FTYPE=2 Schedule FY 2012 : http://www.privacy.va.gov/PRIVACY/Privacy_Impact_Assessment.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. 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 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)		
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 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.		
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 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> INS> Philadelphia ITC> Web Applications			
OMB Unique System / Application / Program Identifier (UPID #): (AKA:)		029-00-01-16-01-1268-00			
Description of System/ Application/ Program : "must match what is stated in System Security Plan (SSP)"		This system is part of Benefits Support Services. The Benefits Support Services investment sustains a full range of Veterans Benefits Administration (VBA) applications and associated interfaces to include the following applications to be Certified and Accredited: BIRLS/VADS, Compensation and Pension (C&P) Corporate Applications (PIES, COVERS, VAI and VIS), C&P Web Applications (AMIS, STAR, VERIS, Web SMR), Common Security Services (CSS), CWINRS, Education Web Applications (LACAS, ECERT, RightNow Fax, WAVE), FBS, IBBA, Insurance General Ledger, Insurance LAN (VICTARS, SKIPPES), Insurance IPS, Insurance Web Applications (ISS), VONAPP, LS&C, VR&E Web Applications (ROQ), VIP (ACE,CPB, TAS, Web GIL, Web ELI, E-Appraisal, CPTS)			
Facility or Program Office Name:		Philadelphia Information Technology Center			
Title:		Name:	Phone:	Email:	
Privacy Officer:		Lisa Matuszczak	202-461-9039	lisa.matuszczak@va.gov	
Information Security Officer:		Connie Hamm	317-916-3408	connie_hamm@va.gov	
System Owner/Delegate:		Kevin C. Causley	202-461-9170	kevin.causley@va.gov	
Facility Chief Information Officer:		Bryan Emery	512-326-7425	bryan.emery@va.gov	
Information Owner:		Vincent Markey	215-842-2000 x5008	vincent.markey@va.gov	
Other Titles: A&A Project Officer		Mary D. Barley	202-461-9175	mary.barley@va.gov	
Person Completing Document:		Michael Singleton	512-326-7872	michael.singleton3@va.gov	
Other Titles:					
Date of Last Full Approved PIA by VACO Privacy Services: (MM/YYYY)				06/2011	
What specific legal authorities authorize this program or system:		Title 38, United States Code, Chapter 5, section 501, and Chapter 19.			
What is the expected number of individuals that will have their PII stored in this system:		10-20,000,000			
Identify what stage the System / Application / Program is at:		Operations/Maintenance			
The approximate date (MM/YYYY) the system will be operational (if in the Design or Development stage), or the approximate number of years the system/application/program has been in operation.		50 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			
FISMA QUESTIONS					
1. Is this a new system?		<input type="radio"/> Yes <input checked="" 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?		36VA29			
6. What is the System of Records Notice (SORN) for this system?		36VA29			
7. Has this SORN been reviewed or updated within the last three years?		Yes last year			
Date of Report (MM/YYYY):		16-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 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?			
Directions			

(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?

<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not Sure
<input type="radio"/> Yes	<input type="radio"/> No	

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

LIST OF SORN NUMBER(S) :

36VA29

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

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

<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input type="radio"/> 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

(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)	Paper & Electronic	Applicants for benefits are informed in writing: You do not have to give us personal information to visit our site. We will collect personally identifiable information (name, email address, Social Security number, or other unique identifier) only if specifically and knowingly provided by you. Personally identifying information you provide will be used only in connection with VA programs and services or for such other purposes as are described at the point of collection. Information is collected for statistical purposes and VA sometimes performs analyses of user behavior in order to measure customer interest in the various areas of our site. We do not give, sell or transfer any personal information to a third party. We may enable "cookies." A "cookie" is a file placed on your personal computer's hard drive by a Web site that allows it to monitor your use of the site. Provided by electronic notice. Insurance forms, and the Insurance website, include this statement (here taken from VA Form 29-4364): "Important Notice About Information Collection.	Written	Written
Family Relation (spouse, children, parents, grandparents, etc)	Paper & Electronic	Applicants for benefits are informed in writing: You do not have to give us personal information to visit our site. We will collect personally identifiable information (name, email address, Social Security number, or other unique identifier) only if specifically and knowingly provided by you. Personally identifying information you provide will be used only in connection with VA programs and services or for such other purposes as are described at the point of collection. Information is collected for statistical purposes and VA sometimes performs analyses of user behavior in order to measure customer interest in the various areas of our site. We do not give, sell or transfer any personal information to a third party. We may enable "cookies." A "cookie" is a file placed on your personal computer's hard drive by a Web site that allows it to monitor your use of the site. Provided by electronic notice. Insurance forms, and the Insurance website, include this statement (here taken from VA Form 29-4364): "Important Notice About Information Collection.	Written	Written

Service Information	Paper & Electronic	<p>Applicants for benefits are informed in writing: You do not have to give us personal information to visit our site. We will collect personally identifiable information (name, email address, Social Security number, or other unique identifier) only if specifically and knowingly provided by you. Personally identifying information you provide will be used only in connection with VA programs and services or for such other purposes as are described at the point of collection. Information is collected for statistical purposes and VA sometimes performs analyses of user behavior in order to measure customer interest in the various areas of our site. We do not give, sell or transfer any personal information to a third party. We may enable "cookies." A "cookie" is a file placed on your personal computer's hard drive by a Web site that allows it to monitor your use of the site. Provided by electronic notice. Insurance forms, and the Insurance website, include this statement (here taken from VA Form 29-4364): "Important Notice About Information Collection.</p>	Verbal	Verbal	
Medical Information	Paper & Electronic	<p>Applicants for benefits are informed in writing: You do not have to give us personal information to visit our site. We will collect personally identifiable information (name, email address, Social Security number, or other unique identifier) only if specifically and knowingly provided by you. Personally identifying information you provide will be used only in connection with VA programs and services or for such other purposes as are described at the point of collection. Information is collected for statistical purposes and VA sometimes performs analyses of user behavior in order to measure customer interest in the various areas of our site. We do not give, sell or transfer any personal information to a third party. We may enable "cookies." A "cookie" is a file placed on your personal computer's hard drive by a Web site that allows it to monitor your use of the site. Provided by electronic notice. Insurance forms, and the Insurance website, include this statement (here taken from VA Form 29-4364): "Important Notice About Information Collection.</p>	Written	Written	
Criminal Record Information	N/A	N/A	N/A	N/A	
Guardian Information	N/A	N/A	N/A	N/A	
Education Information	N/A	N/A	N/A	N/A	

Benefit Information		Applicants for benefits are informed in writing: You do not have to give us personal information to visit our site. We will collect personally identifiable information (name, email address, Social Security number, or other unique identifier) only if specifically and knowingly provided by you. Personally identifying information you provide will be used only in connection with VA programs and services or for such other purposes as are described at the point of collection. Information is collected for statistical purposes and VA sometimes performs analyses of user behavior in order to measure customer interest in the various areas of our site. We do not give, sell or transfer any personal information to a third party. We may enable "cookies." A "cookie" is a file placed on your personal computer's hard drive by a Web site that allows it to monitor your use of the site. Provided by electronic notice. Insurance forms, and the Insurance website, include this statement (here taken from VA Form 29-4364): "Important Notice About Information Collection.			
	Paper & Electronic		Written	Written	
Other (Explain on Tab 8)					
Data Type	Storage Method	Source (If requested, identify the specific file, entity and/or name of agency)	Is data collection Mandatory or Voluntary?		
Veteran or Primary Subject's Personal Contact Information (name, address, telephone, etc)	<input checked="" type="radio"/> Yes <input type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
Family Relation (spouse, children, parents, grandparents, etc)	<input checked="" type="radio"/> Yes <input type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
Service Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
Medical Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
Criminal Record Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
Guardian Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
Education Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
Benefit Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
Other (Explain on Tab 8)	<input type="radio"/> Yes <input checked="" type="radio"/> No	VA Files/Databases (Identify File)	<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary	Automated	
	<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				
	routine use(s)				

(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	Insurance Service	<input checked="" type="radio"/> Yes <input type="radio"/> No	Insurance	<input checked="" type="radio"/> Yes <input type="radio"/> No	VBA IRM Handbook
Other Veteran Organization	VSOs	<input checked="" type="radio"/> Yes <input type="radio"/> No	Compensation	<input checked="" type="radio"/> Yes <input type="radio"/> No	VBA IRM Handbook
Other Federal Government Agency		<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="radio"/> Yes <input checked="" type="radio"/> No	
State Government Agency		<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Local Government Agency		<input type="radio"/> Yes <input checked="" 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 type="checkbox"/> Other Project/ System (Explain on Tab 8)					
(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:		BDN, Corporate database			
(FY 2012) PIA: Secondary Use					
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	

(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 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 type="checkbox"/> Received From Database <input type="checkbox"/> Verification Unknown			
(FY 2012) PIA: Retention & Disposal			
What is the data retention period?		RCS 10-1 link for VHA: www.va.gov/vhapublications/rcs10/rcs10-1.pdf	
<p>VA Handbook 6300.1 Records Management Procedures explains the Records Control Schedule procedures. Electronic loan records are retained until they are no longer of interest to the program. Active insurance records are retained. Data on active records is changeable. Prior copies of active records and their changing values are not retained. Inactive records are purged from some applications, but the record as it appeared at its final active day is retained. A list of transactions affecting the system has been maintained since 1995 and there are no plans to remove records. The records retention program requires storage of inactive records at a servicing Federal Archives and Records Center for 50 years.</p>		RCS VB-1, Part II Revised for VBA: www.benefits.va.gov/WARMS/docs/admin20/rcs/part2/part2.pdf	
		National Archives and Records Administration: www.nara.gov	
Explain why the information is needed for the indicated retention period?			
<p>Answer: VA Handbook 6300.1 Records Management Procedures explains the Records Control Schedule procedures. Electronic loan records are retained until they are no longer of interest to the program. Active insurance records are retained. Data on active records is changeable. Prior copies of active records and their changing values are not retained. Inactive records are purged from some applications, but the record as it appeared at its final active day is retained. A list of transactions affecting the system has been maintained since 1995 and there are no plans to remove records. The records retention program requires storage of inactive records at a servicing Federal Archives and Records Center for 50 years. Life insurance programs for veterans have been in force since 1919. It is not uncommon for VA to receive inquiries about old insurance policies. For instance, we receive frequent inquiries about military and VA insurance paperwork found in the effects of deceased veterans. Occasionally, these date back several years, and in a few well-publicized cases to deaths that occurred in WW II.</p>			
What are the procedures for eliminating data at the end of the retention period?			
<p>Answer: VA HBK 6300.1 Records Management Procedures explains the Records Control Schedule procedures. Shredding or burning for hard copy, erasure, and destruction of storage media for electronic records. Insurance data on tapes are controlled by the CA-TMS product. At the expiration of their retention period, tapes are returned to the pool and are written-over with subsequent processing cycles. Tapes returned from off-site storage are also returned to the pool and written-over. Electronic records are retained indefinitely. When hardware is excessed, fixed drives are sanitized of that copy of the data in accordance with VA and VBA procedures. After 75 years retention at the FRC, the education benefit records are destroyed. The data retention period for BIRLS data is contained in RCS VBA-1, Part I, Item Number 08-065.000 and subparagraphs, which states "Destroy files data in accordance with system design."</p>			
Where are these procedures documented?			
<p>Answer: VA HBK 6300.1 Records Management Procedures explains the Records Control Schedule procedures. Records Control Schedule (RCS) VBA-1, Part I, Section 8, available online at http://www.benefits.va.gov/WARMS/docs/admin20/rcs/part1/sec08.doc For insurance records: Philadelphia ITC Operating Memorandum 284-07-00, Subj: Protection of VA Indispensable Records and Philadelphia ITC Operating Memorandum 284-16-05, SUBJ: Direct Access Storage Device (DASD) Management.</p>			
How are data retention procedures enforced?			
<p>Answer: The Director of each RO enforces retention procedures at his/her station. The application prevents the deletion of data from the IDMS database where BIRLS data is stored. By using the CA-TMS product, and manual procedures in OMs 284-07-00 and 284-16-05. Proper off-site tape retentions are periodically verified via the Disaster Recovery Exercise when the depository sends all of the stored tapes to the alternate site.</p>			
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 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"/> Tsunami
<input checked="" type="checkbox"/> Equipment Failure	<input checked="" type="checkbox"/> HAZMAT Release/Spill	<input checked="" type="checkbox"/> Power Failure	<input checked="" type="checkbox"/> User Negligence
<input checked="" type="checkbox"/> Gas 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"/> Wireless
<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.

IPS Minor Applications

Inforce

Stores and updates information about living policyholders, including addresses and bank data. Inforce processes payments received from various sources via personal check, deduction from benefits, and pre-authorized debits from bank accounts. Inforce performs annual dividend processing, and controls loan/lien and liabilities handling for VA indebtedness.

Awards

Controls the processing and initiation of lump-sum and recurring payments to insurance beneficiaries and certain classes of insured veterans.

Actuarial

Collects statistical data daily from the Inforce and Awards subsystems and aggregates the data weekly, monthly, quarterly, and annually.

Insurance Self Service

Allows veterans to access life insurance records online, allowing them to see basic information about their policy, such as the policy plan and coverage amount, premium payment status, dividend payment, and loan and cash values.

Insurance Unclaimed Liabilities

Allows veterans to search for unclaimed insurance funds that may be owed to certain current and former policyholders or their beneficiaries. Unclaimed SGLI/VGLI insurance funds are not included as part of this service.

Insurance On-line

Also known as the Insurance Terminal System (ITS), it provides claims adjusters with inquiry and data entry capabilities for managing individual case file data used by the Inforce and Awards subsystems. Insurance On-line interfaces with Insurance Self Service and Insurance Unclaimed Liabilities but is functionally separate and used for internal purposes only.

(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)	
INS - BIRLS	Interactive Voce Response (IVR)	Personal Computer Generated Letters (PCGL)
Insurance Online	LGY Centralized Fax System	Personnel Information Exchange System (PIES)
Insurance Self Service	Loan Service and Claims	Post Vietnam Era educational Program (VEAP) CH 32
LGY Home Loans	Loan Guaranty Training Website	Purchase Order Management System (POMS)
LGY Processing	Mental Health Assistant	Reinstatement Entitlement Program for Survivors (REAPS)
MES	National Silent Monitoring (NSM)	Reserve Educational Assistance Program CH 1607
Mobilization	PowerScribe Dictation System	RightFax
Montgomery GI Bill	Rating Board Automation 2000 (RBA2000)	Service Member Records Tracking System
MUSE	Records Locator System	Survivors and Dependents Education Assistance CH 35
Omniceil	Remittance Processing System	Systematic Technical Accuracy Review (STAR)
Priv Plus	Review of Quality (ROQ)	Training and Performance Support System (TPSS)
RAI/MDS	Search Participant Profile (SPP)	VA Online Certification of Enrollment (VA-ONCE)
Right Now Web	Spinal Bifida Program Ch 18	
SAHSHA	State Benefits Reference System	VA Reserve Educational Assistance Program
Script Pro	State of Case/Supplemental (SOC/SSOC)	Veterans Assistance Discharge System (VADS)
SHARE	Telecare Record Manager	Veterans Exam Request Info System (VERIS)
SHARE	VBA Enterprise Messaging System	Veterans Insurance Claims Tracking and Response System (VICTARS)
Sidexis	VBA Training Academy	Veterans Service Representative (VSR) Advisor
Sidexis	Veterans Canteen Web	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	Benefits Delivery Network (BDN) 301	
Description	Large system used for multiple purposes	
Comments		
Is PII collected by this min or application?	YES	
Does this minor application store PII?	YES	
If yes, where?	The BDN database	
Who has access to this data?	Users at Ros	
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?			
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:	Philadelphia Information Technology Center		
Title:	Name:	Phone:	Email:
Privacy Officer:	Lisa Matuszczak	202-461-9039	lisa.matuszczak@va.gov
Digital Signature Block			
Information Security Officer:	Connie Hamm	317-916-3408	connie.hamm@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:	16-May-12		
OMB Unique Project Identifier	029-00-01-16-01-1268-00		
Project Name	REGION 5> VBA> INS> Philadelphia ITC> Web Applications		
<p>The Signature Process:</p> <ul style="list-style-type: none"> • Complete the PIA form. • Name the PIA Excel FORM ["FY12-Region # - Facility Name - Facility # -Date(mmddyyyy).xls"] <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • If no errors, convert form into PDF with Nuance PDF Professional. • Name the PIA PDF form ["FY12-Region #-Facility Name- Facility # -Date(mmddyyyy).xls"] <ul style="list-style-type: none"> • Obtain digital signatures on the "Final Signatures tab" • Submit signed PIA PDF form to the SMART Database. 			