



Date PIA submitted for review:

August 2, 2024

Privacy Impact Assessment for the Area Altoona:

# Area Altoona North Atlantic District Boundary Type: Area

**Sites within Area:**

<i>Sites</i>	<i>Station Numbers</i>
1) Altoona – James E. Van Zandt Medical Center	503
2) DuBois Vet Center	503 DP
3) DuBois Community Based Outpatient Clinic	503 GB
4) Huntingdon Community Based Outpatient Clinic	503 GD
5) Indiana Community Based Outpatient Clinic	503 GE
6) Johnstown Community Based Outpatient Clinic	503 GA
7) State College Community Based Outpatient Clinic	503 GC

**Area Contacts:**

**Area Key Stakeholders**

<i>Name</i>	<i>Title (PO, ISSO, AM)</i>	<i>Phone Number</i>	<i>Email Address</i>	<i>Applicable Site VHA Program Office</i>
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**Abstract**

*The abstract provides the simplest explanation for “what does the Area do?”.*

Area Altoona is an Information Area that consists of Altoona – James E. Van Zandt VA Medical Center, DuBois Vet Center, DuBois Community Based Outpatient Clinic, Huntingdon Community Based Outpatient Clinic, Indiana Community Based Outpatient Clinic, Johnstown Community Based Outpatient Clinic, State College Community Based Outpatient Clinic. The Area environment consists of components such as workstations, laptops, portable computing devices, terminals, servers, printers, and IT enabled networked medical devices that are owned, managed, and maintained by the facilities. The Area provides

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operational connectivity services necessary to enable users' access to information technology resources throughout the enterprise including those within the facility, between facilities, resources hosted at data centers, and connectivity to other systems. Network connectivity rules are enforced by VA approved baselines for router and switch configurations. The Area system environment also includes as applicable, subsystem storage utilities such as tape drives, optical drives, disk drives, network attached storage (NAS), storage area networks (SAN), archival appliances, special purpose systems, and tier 2 storage solutions. The Area encompasses the management, operational, and technical security controls associated with IT hardware, consisting of servers, routers, switches, hubs, gateways, peripheral devices, desktop/laptops, and OS software. The Area employs a myriad of routers and switches that connect to the VA network.

## Overview

*The overview is the most important section of the PIA. A thorough and clear overview gives the reader the appropriate context to understand the responses in the PIA. The overview should contain the following elements:*

- *The Area name and the name of the sites within it.*
- *The business purpose of the Area and how it relates to the program office and agency mission.*
- *Whether the Area is leveraging or accessing Enterprise repositories such as Veterans Benefits Management System, SharePoint, VistA, etc. and if so, a description of what PII/PHI from the Enterprise repositories is being used by the facilities in the Area.*
- *Documentation of any repository not maintained at the enterprise level, unlike Veterans Benefits Management System, SharePoint, VistA, etc. used by the facilities to collect, use, disseminate, maintain, or create PII/PHI.*
- *Any external information sharing conducted by the facilities within the Area.*
- *A citation of the legal authority to operate the Area.*
- *Whether the completion of this PIA will result in circumstances that require changes to business processes*
- *Whether the completion of this PIA could potentially result in technology changes*
- *Does the Area host or maintain cloud technology? If so, does the Area have a FedRAMP provisional or agency authorization?*

The Area Altoona itself does not collect, use, disseminate, maintain, or store PII/PHI.

VHA, VBA and NCA Facilities located within the Area Altoona IT Area all access VA Enterprise IT systems respectively, hosted and maintained outside of this Area. These are VISTA, Veterans Benefits Management System (VBMS), Memorial Benefits System (MEM), etc.

Only PII/PHI collected and used by the facilities within the Area will be referenced in this document since the Area does not maintain, disseminate, or store information accessed by each facility.

The facilities within the Area collect, use, and/or disseminate PII/PHI that is maintained and stored within enterprise systems such as VistA, Veterans Benefits Management System (VBMS), Burial Operations Support System (BOSS)/ Automated Monument Application System (AMASS), etc. There are individual PIAs that contain detailed information on the maintenance, dissemination and sharing practices, and storage of the PII/PHI for each Enterprise system accessed by the facilities.

The Area is using the VA Enterprise Cloud (VAEC) which is at the enterprise level and is outside of the Area. Further information can be found in the VAEC PIA.

The applicable SORs for Area Altoona include:

*Applicable SORs*

<b>Site Type: VBA/VHA/NCA or Program Office</b>	<b>Applicable System of Records (SORs)</b>
VHA	<ul style="list-style-type: none"> <li>• Non-VA Fee Basis Records-VA, SOR 23VA10NB3</li> <li>• Patient Medical Records-VA, SOR 24VA10A7</li> <li>• Veteran, Patient, Employee, and Volunteer Research and Development Project Records- VA, SOR 34VA10</li> <li>• Health Care Provider Credentialing and Privileging Records-VA, SOR 77VA10E2E</li> <li>• Veterans Health Information Systems and Technology Architecture (VistA) Records-VA, SOR 79VA10</li> <li>• Income Verification Records-VA, SOR 89VA10</li> <li>• Automated Safety Incident Surveillance and Tracking System-VA, SOR 99VA13</li> <li>• The Revenue Program Billings and Collection Records-VA, SOR 114VA10</li> <li>• National Patient Databases-VA, SOR 121VA10</li> <li>• Enrollment and Eligibility Records- VA 147VA10</li> <li>• VHA Corporate Data Warehouse- VA 172VA10</li> <li>• Health Information Exchange - VA 168VA005</li> <li>• Applicants for Employment under Title 38, USC-VA, SORN 02VA135</li> <li>• Individuals Serving on a Fee Basis or Without Compensation (Consultants, Attendings, and Others or Paid Indirectly through a Disbursement Agreement) Personnel Records-VA, SORN 14VA05 / 75 FR70778 (Nov. 18, 2010)</li> <li>• Non-VA Fee Basis Records-VA, SORN 23VA10NB3 / 80 (Aug. 31, 2014)</li> </ul>

## Section 1. Characterization of the Information

The following questions are intended to define the scope of the information requested and collected as well as the reasons for its collection as part of the program, Area, or technology being developed.

### 1.1 What information is collected, used, disseminated, or created, by the facilities within the Area?

*Identify and list all PII/PHI that is collected and stored in the Area, including Individually Identifiable Health Information (IIHI), Protected Health Information (PHI), and Privacy- Protected Information. For additional information on these information types and definitions, please see VA Directives and Handbooks in the 6500 series. If the Area creates information (for example, a score, analysis, or report), list the information the Area is responsible for creating.*

*If a requesting Area receives information from another Area, such as a response to a background check, describe what information is returned to the requesting Area.*

*This question is related to privacy control AP-1, Authority to Collect, and AP-2, Purpose Specification.*

Please check any information listed below that the facilities within the Area collects. If additional PII/PHI is collected, please list those in the text box below:

- |  |  |  |
|--|--|--|
| ✓ Address  | ✓ Guardian Information                         | ✓ Relationship to Veteran              |
| ✓ Benefit Information                            | ✓ Health Insurance Beneficiary Account Numbers | ✓ Religious Affiliation                |
| ✓ Disclosure Requestor Information               | ✓ Individually Identifiable Information (III)  | ✓ Service Connection Information       |
| ✓ Certificate/License                            | ✓ Income Information                           | ✓ Social Security Number               |
| ✓ Criminal Background                            | ✓ Internet Protocol (IP) Address Numbers       | ✓ Tumor PHI Statistics Account numbers |
| ✓ Current Medications                            | ✓ Marital Status                               | ✓ Vehicle License Plate Number         |
| ✓ Date of Birth                                  | ✓ Medical Record Number                        | ✓ Tax Identification Number            |
| ✓ Date of Death                                  | ✓ Military Service Information                 | ✓ Tumor PHI Statistics Account numbers |
| ✓ Disclosure Requestor Information               | ✓ Mother's Maiden Name                         | ✓ Vehicle License Plate Number         |
| ✓ Education Information                          | ✓ Name   | ✓ Tax Identification Number            |
| ✓ Electronic Protected Health Information (ePHI) | ✓ Next of Kin Information                      | ✓ Service-connected Disabilities       |
| ✓ Email Address                                  | ✓ Personally Identifiable Information (PII)    | ✓ Tumor PHI Statistics                 |
| ✓ Emergency Contact Information                  | ✓ Phone Numbers                                |  |
| ✓ Employment Information                         | ✓ Previous Medical Records                     |  |
| ✓ Financial Account Information                  | ✓ Protected Health Information (PHI)           |  |
| ✓ Gender   | ✓ Race/Ethnicity                               |  |
| ✓ Funeral Information                            |  |  |

## **PII Mapping of Components (Servers/Database)**

Area Altoona consists of **3** servers and **56 databases** key components (servers/databases). Each component has been analyzed to determine if any elements of that component collect PII. The type of PII collected within Area Altoona and the reasons for the collection of the PII are in the **Mapping of Components Table in Appendix B of this PIA**.

### **1.2 What are the sources of the information for the facilities within the Area?**

*List the individual, entity, or entities providing the specific information identified above. For example, is the information collected directly from the individual as part of an application for a benefit, or is it collected from other sources such as commercial data aggregators?*

*Describe why information from sources other than the individual is required. For example, if a facility program within the Area is using data from a commercial aggregator of information or data taken from public Web sites, state the fact that this is where the information is coming from and then in question 1.3 indicate why the facility is using this source of data.*

*If a facility program within the Area creates information (for example, a score, analysis, or report), list the facility as a source of information.*

*This question is related to privacy controls DI-1, Data Quality, and IP-1, Consent.*

The information that resides within the facilities in the Area is collected, maintained, and/or disseminated comes from a variety of sources. The largest amount of data comes directly from individuals - including veterans and their dependents, volunteers and other members of the public, clinical trainees, and VA employees and contractors. For example: items such as names, social security numbers, dates of birth are collected from the individual on healthcare enrollment forms (VA Form 10-10EZ), or other paperwork the individual prepares. An application for employment contains the same, or similar, information about employees.

Additional medical information such as the results of medical appointment, medical tests, prescriptions, and more, are entered into the patient's medical record by facility medical personnel and administrative staff, as appropriate. Information is collected from third party health plans, e.g., Veteran's Benefit Administration (VBA), Austin Acquisition Center (AAC), VHA Support Service Center (VSSC), Health Eligibility Center (HEC), Consolidated Patient Accounts Center (CPAC), Health Resource Center (HRC), National Cemetery, Consolidated Mail Outpatient Pharmacy (CMOP), Social Security Administration (SSA), external Police Offices, and Office of Personal Management (OPM).

Depending on the type of information, it may also come from the VA Network Authorization Office (NAO) for non-VA Care payments, and non-VA medical providers, Department of Defense (DOD), Internal Revenue Service (IRS), Federal Emergency Management Agency (FEMA), and Federal Bureau of Investigation (FBI).

Criminal background information is obtained from Electronic Questionnaires for Investigations Processing (E-QIP) and National Crime Information Center (NCIC) and used to confirm employment and/or volunteer eligibility and to assist the VA Police Service while conducting internal investigations.

### 1.3 How is the information collected?

*This question is directed at the means of collection from the sources listed in question 1.2. Information may be collected directly from an individual, received via electronic transmission from another Area, or created by the Area itself. Specifically, is information collected through technologies or other technologies used in the storage or transmission of information in identifiable form?*

*If the information is collected on a form and is subject to the Paperwork Reduction Act, give the form's OMB control number and the agency form number.*

*This question is related to privacy controls DI-1, Data Quality, and IP-1, Consent.*

Means of Collection Table

<b>Site Type: VBA/VHA/NCA or Program Office</b>	<b>Means of Collection</b>
VHA	Information collected directly from patients, employees and/or other members of the public is collected using paper forms (such as the VA Form 10-10EZ enrollment form for VA health care), or interviews and assessments with the individual. Much of the information provided by veterans or other members of the public, such as address and phone number, next of kin and emergency contact information, and similar information are assumed to be accurate because it is provided directly by the individual. Additionally, information entered into an individual's medical record by a doctor or other medical staff is also assumed to be accurate.

Information related to an employee's employment application may be gathered from the applicant for employment, which is provided to an application processing website, USA Jobs.

Information from outside resources comes to the Area Altoona using several methods. Chief among these sources, are the DoD, SSA, and IRS. The DoD provides military records, including medical records compiled when the patient was a member of the US Military. Income information is verified using information from the Social Security Administration (SSA) and the Internal Revenue Service (IRS).

The National Personnel Records Center may be queried for information. Regional Office may request information using Form 7131, Exchange of Beneficiary Information and Request for Administrative and Adjudicative Action. Employees or prospective employees may submit information verbally or by using:

Standard Form 85, Questionnaire for Non-Sensitive Positions  
Standard Form 86, Questionnaire for National Security Positions

Optional Form 306, Declaration for Federal Employment

VA Form 10-2850, Application for Physicians, Dentists, Podiatrists, Optometrists & Chiropractor (OMB# 2900-0207)

There are many VA forms used by Veterans to apply for medical benefits. All such VHA benefit forms are located at <http://www.va.gov/vaforms/>. The URL of the associated privacy statement is:

<http://www.va.gov/privacy/>. VHA forms can be downloaded from this site, filled in and printed to be delivered in paper form. All collected information is used to determine eligibility for benefits and/or provide specific service.

These data collections may be done using secure web portals, VPN connection, e-mail, and facsimile

**1.4 What is the purpose of the information being collected, used, disseminated, created, or maintained?**

*Include a statement of why the particular PII/PHI is collected, maintained, used, or disseminated in the Area is necessary to the program’s or agency’s mission. Merely stating the general purpose of the Area without explaining why this particular type of information should be collected and stored is not an adequate response to this question.*

*If the Area collects, uses, disseminates, or maintains publicly available or commercial data, include a discussion of why commercial data is relevant and necessary to the Area’s purpose. This question is related to privacy control AP-2, Purpose Specification.*

The purposes of the information from Veterans and other members of the public collected, maintained, and processed by Area Altoona are as varied as the types of information collected.

Much of the information collected is maintained, used, and disseminated to ensure that Veterans and other eligible individuals obtain the medical and mental health treatment they require. Additional information, such as bank account information and insurance information are used to process claims and requests for benefits. Other purposes include determination of legal authority for providers and other clinical staff to practice medicine and/or subject matter expertise, release of information request responses, and research/analysis of data.

*Purpose of Information Collection Table*

<b>Site Type: VBA/VHA/NCA or Program Office</b>	<b>Purpose of Information Collection</b>
VHA	<ul style="list-style-type: none"> <li>• To determine eligibility for health care and continuity of care</li> <li>• Emergency contact information in cases of emergency situations such as medical emergencies</li> <li>• Provide medical care</li> <li>• Communication with Veterans/patients and their families/emergency contacts</li> <li>• Determine legal authority for providers and health care workers to practice medicine and/or subject matter expertise</li> <li>• Responding to release of information request</li> <li>• Third party health care plan billing, e.g. private insurance</li> <li>• Statistical analysis of patient treatment</li> <li>• Contact for employment eligibility/verification</li> </ul>



**1.5 How will the information collected and used by the facilities be checked for accuracy? How often will it be checked?**

*Discuss whether and how often information stored in a facility within the Area is checked for accuracy. Is information within the facility checked against any other source of information (within or outside your organization) before the information is used to make decisions about an individual? For example, is there a computer matching agreement in place with another government agency? For a facility within the Area that receives data from internal data sources or VA IT systems, describe the checks to ensure that data corruption has not occurred during transmission.*

*If the Area checks for accuracy by accessing a commercial aggregator of information, describe this process and the levels of accuracy required by the contract. This question is related to privacy controls DI-1, Data Quality, and DI-2, Data Integrity and Integrity Board.*

Information that is collected and used directly from enterprise systems have additional details regarding checks for accuracy in their own enterprise level PIAs.

Much of the information provided by veterans or other members of the public, such as address and phone number, next of kin and emergency contact information, and similar information are assumed to be accurate because it is provided directly by the individual. Additionally, information entered an individual's medical record by a doctor or other medical staff is also assumed to be accurate and is not verified.

Information is checked through the VBA to verify eligibility for VA benefits. Information about military service history is verified against official DoD military records and income information is verified using information from the Social Security Administration (SSA) and the Internal Revenue Service (IRS).

Employee, contractor, student, and volunteer information is obtained by automated tools as well as obtained directly by the individuals. The Federal Bureau of Investigation and Office of Personnel Management are contacted to obtain background reviews. Provider credentialing information is obtained from a variety of education resources.

**1.6 What specific legal authorities, arrangements, and agreements defined the collection of information?**

*List the full legal authority for operating the Area, specifically the authority to collect the information listed in question 1.1. Provide the authorities in a manner understandable to any potential reader, i.e., do not simply provide a legal citation; use statute names or regulations in addition to citations. Legal authorities include Federal laws, regulations, statutes, and Executive Orders.*

*This question is related to privacy control AP-1, Authority to Collect*

Site Type: VBA/VHA/NCA or Program Office	Legal Authority
VHA	<ul style="list-style-type: none"> <li>• Veterans Health Administration – Organization and Functions, Title 38, U.S.C., Chapter 73, § 7301(a)</li> <li>• Health Insurance Portability and Accountability Act of 1996 (HIPAA)</li> <li>• Privacy Act of 1974</li> <li>• Freedom of Information Act (FOIA) 5 USC 552</li> <li>• VHA Directive 1605.01 Privacy &amp; Release of Information</li> <li>• VA Directive 6500 Managing Information Security Risk: VA Information Security Program.</li> <li>• Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. No. 111-5, 123 Stat. 226 (Feb. 17, 2009), codified at 42 U.S.C. §§300jj et seq.; §§17901 et seq. Executive Order 9397 gives authority to collect and use the SSN as an identifier.</li> <li>• Privacy Act System of Records Routine Uses in Patient Medical Record – VA 24VA10</li> </ul>

**1.7 PRIVACY IMPACT ASSESSMENT: Characterization of the information**

*Consider the specific data elements collected and discuss the potential privacy risks and what steps, if any are currently being taken to mitigate those identified risks.*

*Consider the following Fair Information Practice Principles (FIPPs) when assessing the risk to individual privacy:*

*Principle of Purpose Specification: Explain how the collection ties with the purpose of the underlying mission of the organization and its enabling authority.*

*Principle of Minimization: Is the information directly relevant and necessary to accomplish the specific purposes of the program?*

*Principle of Individual Participation: Does the program, to the extent possible and practical, collect information directly from the individual?*

*Principle of Data Quality and Integrity: Are there policies and procedures for VA to ensure that personally identifiable information is accurate, complete, and current?*

*This question is related to privacy control AR-1, Governance and Privacy Program, and AR-2, Privacy Impact and Risk Assessment.*

Follow the format below when entering your risk assessment:

### **Privacy Risk:**

VA Area Altoona collects Personally Identifiable Information (PII) and a variety of other Sensitive Personal Information (SPI), such as Protected Health Information (PHI). Due to the highly sensitive nature of this data, there is a risk that, if the data were accessed by an unauthorized individual or otherwise breached, serious personal, professional, or financial harm may result for the individuals affected.

### **Mitigation:**

VA Area Altoona employs a variety of security measures designed to ensure that the information is not inappropriately disclosed or released. These measures include access control, awareness and training, audit and accountability, certification, accreditation, and security assessments, configuration management, contingency planning, identification and authentication, incident response, maintenance, media protection, physical and environmental protection, planning, personnel security, risk assessment, systems and services acquisition, system and communications protection, and system and information integrity. The Area employs all security controls in the respective high impact security control baseline unless specific exceptions have been allowed based on the tailoring guidance provided in the National Institute of Standards and Technology (NIST) Special Publication 800-37 and specific VA directives.

All employees with access to Veteran's health information are required to complete the Privacy and HIPAA Focused training as well as the VA Privacy and Information Security Awareness & Rules of Behavior training annually. The VA enforces two-factor authentication by enforcing smartcard logon requirements. PIV cards are issued to employees, contractors, and partners in accordance with HSPD-12. The Personal Identity Verification (PIV) Program is an effort directed and managed by the Homeland Security Presidential Directive 12 (HSPD-12) Program Management Office (PMO). IT Operations and Services (ITOPS) Solution Delivery (SD) is responsible for the technical operations support of the PIV Card Management System. Information is not shared with other agencies without a Memorandum of Understanding (MOU) or other legal authority.

## **Section 2. Uses of the Information**

The following questions are intended to clearly delineate the use of information and the accuracy of the data being used.

### **2.1 Describe how the information within the Area will be used in support of the program's business purpose.**

*Identify and list each use (both internal and external to VA) of the information collected or maintained.*

*This question is related to privacy control AP-2, Purpose Specification.*

- **Address:** Used for communication, billing purposes and calculate travel pay
- **Benefit Registration:** Used for helping Veterans buy, retain, or modify a home; earn a degree; start a career; stay healthy; and do much more in life after the military.
- **Certificate/License numbers:** Used to track and verify legal authority to practice medicine and Licensure for health care workers in an area of expertise.
- **Criminal background information:** Used to determine employment eligibility and during VA Police investigations.

- **Current Medications:** Used within the medical records for health care purposes/treatment, prescribing medications and allergy interactions.
- **Date of Birth:** Used to identify age and confirm patient identity.
- **Date of Death:** Used to determine date, location and cause of death.
- **Disclosure requestor information:** Used to track and account for patient medical records released to requestors.
- **Education Information:** Used for demographic background information for patients and as a determining factor for VA employment in areas of expertise. Basic educational background, e.g. High School Diploma, college degree credentials.
- **Electronic Protected Health Information (ePHI):** Used for history of health care treatment, during treatment and plan of treatment when necessary.
- **Email Address:** used for communication and MyHealthVet secure communications.
- **Emergency Contact Information (Name, Phone Number, etc. of a different individual):** Used in cases of emergent situations such as medical emergencies.
- **Employment information:** Used to determine VA employment eligibility and for veteran contact, financial verification.
- **Financial Account Information:** Used to calculate co-payments and VA health care benefit eligibility.
- **Funeral Information:** Used for honoring a deceased person involving a burial or cremation.
- **Gender:** Used as patient demographic, identity and indicator for type of medical care/provider and medical tests required for individual.
- **Guardian Information:** Used when patient is unable to make decisions for themselves.
- **Health Insurance Beneficiary Account Numbers:** Used to communicate and bill third part Health care plans.
- **Individually Identifiable Information (III):** Personally identifiable information (PII) uses data to confirm an individual's identity. Such as: Name, Social Security number, driver's license, financial information and medical records.
- **Internet Protocol (IP) Address Numbers:** Used for configuration and network connections. Network Communication allows information to be transferred from one Information Technology System to another.
- **Mailing Address:** Used for communication, billing purposes and calculate travel pay.
- **Marital Status:** Used to determine whether a person is single, married, separated, divorced or widowed.
- **Medical Record Number:** Used to identify a patient within the medical record system without using their social security number as their identifier.
- **Military Service Information:** Used to evaluate medical conditions that could be related to location of military time served. It is also used to determine VA benefit and health care eligibility.
- **Mother's Maiden Name:** Used to confirm patient identity.
- **Name:** Used to identify the patient during appointments and in other forms of communication
- **Next of Kin Information:** Used in cases of emergent situations such as medical emergencies. Used when patient expires and in cases of patient incapacity.
- **Phone Numbers:** Used for communication, confirmation of appointments and conduct Telehealth appointments.
- **Previous Medical Records:** Used for continuity of health care.
- **Protected Health Information (PHI):** Used for a designated record set of an individual's health, treatment, or payment for treatment information.

- **Race/Ethnicity:** Used for patient demographic information and for indicators of ethnicity-related diseases.
- **Relationship to Veteran:** Used to determine how the person is associated to the Veteran.
- **Religious Affiliation:** Used to provide spiritual, religious, moral and ethical care to all Veterans and their family members.
- **Service-connected Information:** Used to determine VA health care eligibility and treatment plans/programs.
- **Social Security Number:** Used as a patient identifier and as a resource for verifying income information with the Social Security Administration.
- **Vehicle License Plate Number:** Used for assignment of employee parking and assignment of parking during events.
- **Tax Identification Number:** Used for employment, eligibility verification.
- **Service-connected Disabilities:** Used to determine VA health care eligibility and treatment plans/programs.
- **Tumor PII/PHI Statistics:** Used to evaluate medical conditions and determine treatment plan.
- **Zip Code:** Used for communication, billing purposes, and to calculate travel pay.

The data may be used for approved research purposes. The data may be used also for such purposes as assisting in the scheduling of tours of duties and job assignments of employees; the scheduling of patient treatment services, including nursing care, clinic appointments, surgery, diagnostic and therapeutic procedures; the repair and maintenance of equipment and for follow-up activities to determine that the actions were accomplished and to evaluate the results; the registration of vehicles and the assignment and utilization of parking spaces; to plan, schedule, and maintain rosters of patients, employees and others attending or participating in sports, recreational or other events (e.g., National Wheelchair Games, concerts, picnics); for audits, reviews and investigations conducted by staff of the health care facility, the Network Directors Office, VA Central Office, and the VA Office of Inspector General (OIG); for quality assurance audits, reviews, investigations and inspections; for law enforcement investigations; and for personnel management, evaluation and employee ratings, and performance evaluations.

## **2.2 What types of tools are used to analyze data and what type of data may be produced?**

*Many facilities within an Area sift through large amounts of information in response to a user inquiry or programmed functions. Facilities may help identify areas that were previously not obvious and need additional research by agents, analysts, or other employees. Some facilities perform complex analytical tasks resulting in, among other types of data, matching, relational analysis, scoring, reporting, or pattern analysis. Describe any type of analysis facilities within the Area conduct and the data that is created from the analysis.*

*If the facility creates or makes available new or previously unutilized information about an individual, explain what will be done with the newly derived information. Will it be placed in the individual's existing record? Will a new record be created? Will any action be taken against or for the individual identified because of the newly derived data? If a new record is created, will the newly created information be accessible to Government employees who make determinations about the*

individual? If so, explain fully under which circumstances and by whom that information will be used.

*This question is related to privacy controls DI-1, Data Quality, DI-2, Data Integrity and Integrity Board, and SE-1, Inventory of Personally Identifiable Information*

The VA Area Atloona uses statistics and analysis to create general reports that provide the VA a better understanding of patient care, benefits, etc. These reports are:

1. Reports created to analyze statistical analysis on case mixes.
2. Analyze the number of places and geographical locations where patients are seen to assess the volume of clinical need.
3. Analyze appointment time-frame data to track and trend averages of time.

These reports may track:

- The number of patients enrolled, provider capacity, staffing ratio, new primary care patient wait time, etc. for Veterans established with a Patient Care Aligned Team (PACT)
- Beneficiary travel summary/benefits
- Workload and cost resources for various services, i.e., mental health, primary care, home dialysis, fee services, etc.
- Daily bed management activity
- Coding averages for outpatient/inpatient encounters
- Satisfaction of Healthcare Experience of Patients (SHEP) data as it pertains to customer satisfaction regarding outpatient/inpatient services
- Unique patient trends
- Clinic wait times

**2.3 PRIVACY IMPACT ASSESSMENT: Use of the information. How is access to the PII/PHI determined? Are criteria, procedures, controls, and responsibilities regarding access documented? Does access require manager approval? Is access to the PII/PHI being monitored, tracked, or recorded? Who is responsible for assuring safeguards for the PII/PHI?**

*Describe any types of controls that may be in place to ensure that information is handled in accordance with the uses described above. Example: Describe if training for users of the project covers how to appropriately use information. Describe the disciplinary programs or Area controls (i.e. denial of access) that are in place if an individual is inappropriately using the information.*

*Consider the following FIPPs below to assist in providing a response:*

*Principle of Transparency: Is the PIA and SORN, if applicable, clear about the uses of the information?*

*Principle of Use Limitation: Is the use of information contained in the facilities relevant to the mission of the project?*

*This question is related to privacy control AR-4, Privacy Monitoring and Auditing, AR-5, Privacy Awareness and Training, and SE-2, Privacy Incident response.*

The controls in place to assure that the information is handled in accordance with the uses described above include mandatory online information security and Privacy and HIPAA training; face-to-face training for all incoming new employees conducted by the Information System Security Officer and Privacy Officer; regular audits of individuals accessing sensitive information; and formal administrative rounds during which personal examine all areas within the facility to ensure information is being appropriately used and controlled.

Failure to comply can result in disciplinary actions, counseling and in severe cases, removal.

## Section 3. Retention of Information

The following questions are intended to outline how long information will be retained after the initial collection.

### 3.1 What information is retained by the facilities within the Area?

*Identify and list all information collected from question 1.1 that is retained by the facilities within the Area.*

*This question is related to privacy controls DM-1, Minimization of Personally Identifiable Information, and DM-2, Data Retention and Disposal*

The Area Altoona itself, does not retain information.

- Address
- Benefit Registraion
- Current Medications
- Certificate/License
- Criminal Background Information
- Date of Birth
- Date of Death
- Death Certificate Information
- Disclosure Requestor Information
- Education Information
- Electronic Protected Health Information (ePHI)
- Email Address
- Emergency Contact Information
- Employment Information
- Financial Account Information
- Funeral Information
- Gender
- Guardian Information
- Health Insurance Beneficiary Account Numbers

- Individually Identifiable Information (III)
- Internet Protocol (IP) Address Numbers
- Medical Record Number
- Military Service Information
- Mother's Maiden Name
- Name
- Next of Kin Information
- Personally Identifiable Information (PII)
- Phone Numbers
- Previous Medical Records
- Protected Health Information (PHI)
- Race/Ethnicity
- Relationship to Veteran
- Service Connection Information
- Social Security Number
- Tumor PHI Statistics Account numbers
- Vehicle License Plate Number
- Tax Identification Number
- Tumor PHI Statistics Account numbers
- Vehicle License Plate Number
- Tax Identification Number
- Service-connected Disabilities
- Tumor PHI Statistics
- Other Unique Identifying Information (list below)

### 3.2 How long is information retained by the facilities?

*In some cases, VA may choose to retain files in active status and archive them after a certain period of time. State active file retention periods, as well as archived records, in number of years, for the information and record types. For example, financial data held within your Area may have a different retention period than medical records or education records held within your Area, please be sure to list each of these retention periods.*

*The VA records officer should be consulted early in the development process to ensure that appropriate retention and destruction schedules are implemented.*

*This question is related to privacy control DM-2, Data Retention and Disposal.*

*Length of Retention Table*

<b>Site Type: VBA/VHA/NCA or Program Office</b>	<b>Length of Retention</b>
VHA	<ul style="list-style-type: none"> <li>• Financial Records: Different forms of financial records are retained 1-7 years based on specific retention schedules. Please refer to VA Record Control Schedule (RCS)10-1, Part Two, Chapter Four- Finance Management</li> <li>• Patient medical records are retained for a total of 75 years after the last episode of care. (Department of Veterans Affairs Record Control Schedule (RCS)10-1, Part Three, Chapter Six- Healthcare Records, Item 6000.1a. and 6000.1d.</li> </ul>



<i>Site Type: VBA/VHA/NCA or Program Office</i>	<i>Length of Retention</i>
	<ul style="list-style-type: none"> <li>• Official Human Resources Personnel File: Folder will be transferred to the National Personnel Records Center (NPRC) within 30 days from the date an employee leaves the VA. NPRC will destroy 65 years after separation from Federal service. (Department of Veterans Affairs Record Control Schedule (RCS)10-1, Part Two, Chapter Three- Civilian Personnel, Item No. 3000.1</li> <li>• Office of Information &amp; Technology (OI&amp;T) Records: These records are created, maintained and disposed of in accordance with Department of Veterans Affairs, Office of Information &amp; Technology RCS 005-1.</li> <li>• Medical Records Folder File or CHR: The Consolidated Health Record contains all professional and administrative material necessary to document the episodes of medical care and benefits provided to individuals by the VA health care system. The medical records folder will be retained in the VA health care facility until 3 years after last episode of care, and then converted to an inactive medical record. Once designated an inactive medical record, it will be moved to a VA records storage facility. Patient medical records are retained for a total of 75 years after the last episode of care. (Department of Veterans Affairs Record Control Schedule RCS 10-1, Chapter Six-Healthcare Records: Health Information Management service, Code 6000.1, Page III-6-1 (November 2017).</li> <li>• Electronic Mail Records: All records are temporary unless otherwise indicated. Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any attachments to the record messages will be deleted from the email system after they have been copied to a recordkeeping system.</li> <li>• See <a href="http://www.oprm.va.gov/docs/RCS005-1-OI T-8-21-09.pdf">http://www.oprm.va.gov/docs/RCS005-1-OI T-8-21-09.pdf</a> Section M, Item 14 for specific guidelines.</li> </ul>

**3.3 Has the retention schedule been approved by the VA records office and the National Archives and Records Administration (NARA)? If so, please indicate the name of the records retention schedule.**

*An approved records schedule must be obtained for any IT system that allows the retrieval of a record via a personal identifier. The VA records officer will assist in providing a proposed schedule. The schedule must be formally offered to NARA for official approval. Once NARA approves the proposed schedule, the VA records officer will notify the Area owner. This question is related to privacy control DM-2, Data Retention and Disposal.*

Retention Schedule Table

<b>Site Type: VBA/VHA/NCA or Program Office</b>	<b>Retention Schedule</b>
VHA	Records Control Schedule 10-1  Records Control Schedule 005-1

### 3.4 What are the procedures for the elimination of PII/PHI?

*Explain how records are destroyed or eliminated at the end of the retention period. Please give the details of the process. For example, are paper records shredded on site, or by a shredding company and accompanied by a certificate of destruction, etc?*

*This question is related to privacy control DM-2, Data Retention and Disposal*

Information within the Area Altoona is destroyed by the disposition guidance of RCS 10-1, VB-1, RCS 005-01. Paper documents are destroyed to an unreadable state in accordance with the Department of Veterans' Affairs VA Directive 6371, (April 8, 2014)

Electronic data and files of any type, including Protected Health Information (PHI), Sensitive Personal Information (SPI), Human Resources records, and more are destroyed in accordance with the **Department of Veterans' Affairs Directive 6500 VA Cybersecurity Program (January 23, 2019)**. When required, this data is deleted from their file location and then permanently deleted from the deleted items or Recycle bin. Magnetic media is wiped and sent out for destruction per VA Directive 6500. Digital media is shredded or sent out for destruction per VA Directive 6500.

### 3.5 Does the Area include any facility or program that, where feasible, uses techniques to minimize the risk to privacy by using PII for research, testing, or training?

*Organizations often use PII for testing new applications or information systems prior to deployment. Organizations also use PII for research purposes and for training. These uses of PII increase the risks associated with the unauthorized disclosure or misuse of the information. Please explain what controls have been implemented to protect PII used for testing, training and research. Have policies and procedures been developed to minimize the use of PII for testing, training, and research?*

*This question is related to privacy control DM-3, Minimization of PII Used in Testing, Training and Research*

Area Altoona requires annual Talent Management System (TMS) courses for (VA 10176) VA Privacy and Information Security Awareness and Rules of Behavior (WBT) Training. Annual Incident Response Training and Testing is required. Area Altoona does not have a Research Department. Software testing is done on the "Test Patients" in VistA. Any requests outside of the normal scope of duty should be brought to the attention of the Privacy Officer and Information Systems Security Officer.

### **3.6 PRIVACY IMPACT ASSESSMENT: Retention of information**

*Discuss the risks associated with the length of time data is retained and what steps, if any, are currently being taken to mitigate those identified risks.*

*While we understand that establishing retention periods for records is a formal process, there are policy considerations behind how long a project keeps information. The longer a project retains information, the longer it needs to secure the information and assure its accuracy and integrity. The proposed schedule should match the requirements of the Privacy Act to keep the minimum amount of PII for the minimum amount of time, while meeting the Federal Records Act. The schedule should align with the stated purpose and mission of the Area.*

*Consider the following FIPPs below to assist in providing a response:*

*Principle of Minimization: Does the project retain only the information necessary for its purpose? Is the PII retained only for as long as necessary and relevant to fulfill the specified purposes?*

*Principle of Data Quality and Integrity: Has the PIA described policies and procedures for how PII that is no longer relevant and necessary is purged?*

*This question is related to privacy controls DM-1, Minimization of Personally Identifiable Information, and DM-2, Data Retention and Disposal.*

Follow the format below:

**Privacy Risk:** There is a risk that the information maintained by Area Altoona could be retained for longer than is necessary to fulfill the VA mission. Records held longer than required are at greater risk of being unintentionally released, breached, or exploited for reasons other than what is described in the privacy documentation associated with the information.

**Mitigation:** To mitigate the risk posed by information retention, Area Altoona adheres to the VA RCS schedules for each category or data it maintains. When the retention data is reached for a record, the medical center will carefully dispose of the data by the determined method as described in question 3.4. The Area Altoona ensures that all personnel involved with the collection, use and retention of data are trained in the correct process for collecting, using and retaining this data. A Records Management Officer (RMO), Privacy Officer (PO) and an Information System Security Officer (ISSO) are assigned to the Area to ensure their respective programs are understood and followed by all to protect sensitive information from the time it is captured by the VA until it is finally disposed of. Each of these in-depth programs have controls that overlap and are assessed annually to ensure requirements are being met and assist staff with questions concerning the proper handling of information.

## **Section 4. Internal Sharing/Receiving/Transmitting and Disclosure**

The following questions are intended to define the scope of information sharing/receiving/transmitting within VA.

**4.1 With which internal organizations are facilities within the Area sharing/receiving/transmitting information with? What information is shared/received/transmitted, and for what purpose? How is the information transmitted?**

**Note: Question #3.5 (second table) in the Area Privacy Threshold Analysis should be used to answer this question.**

*Identify and list the names of any program offices, contractor-supported IT systems, and any other organization or IT Area within VA with which information is shared.*

*State the purpose for the internal sharing. If you have specific authority to share the information, provide a citation to the authority.*

*For each interface with a system outside each facility, state what specific data elements (PII/PHI) are shared with the specific program office, contractor-supported IT system, and any other organization or IT system within VA.*

*Describe how the information is transmitted. For example, is the information transmitted electronically, by paper, or by some other means? Is the information shared in bulk, on a case-by-case basis, or does the sharing partner have direct access to the information?*

*This question is related to privacy controls AP-2, Purpose Specification, AR-3, Privacy Requirements for Contractors and Service Providers, AR-8, Accounting of Disclosures, TR-1, Privacy Notice, and UL-1, Internal Use.*

*Data Shared internally by facilities within the Area including VA Enterprise Systems Organizations*

<i>List the Program Office or IT System information is shared/received with</i>	<i>List the purpose of the information being shared /received with the specified program office or IT System</i>	<i>List the specific data element types such as PII/PHI that are shared/received with the Program Office or IT System</i>	<i>Describe the method of transmittal</i>	<i>Applicable Sites within Area (VBA, VHA, NCA and Program Office)</i>
Benefits Administration (VBA)	SHARE T11 is utilized by the Regional Offices (RO) to access the Beneficiary Inquiry Records Locator System (BIRLS), Compensation and Pension (C&P) Master Records, Pending Issue File (PIF), Payment History File (PHF), Corporate database and Social Security Administration. SHARE provides a single computing system with data sources located on different databases in multiple locations.	Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually Identifiable Information (III)	SOAP over HTTPS using SSL encryption and Certificate exchange	VHA
Veterans Health Administration (VHA)	Electronic Health Record	Name, Date of Birth, Social Security Number, Medical Record Number, Military Service Information, Current Medications, Emergency Contact Information, Name, Phone Number	Electronically pulled from VistA thru Computerized Patient Record System (CPRS) software package	VHA
VA Network Authorization Office: NON-VA Care (NVCC)	Health/medical payment authorization	Name, Social Security Number, Personal Mailing Address, Birthplace, Health Care details	Fee Basis Claim System (FBCS) authorization software program	VHA

Veterans Administration Health Eligibility Center (HEC)	Enrollment Systems Redesign or automatic upload to HEC	Name, Date of Birth, Social Security Number, demographics, and health information	Enrollment Systems Redesign or automatic upload to HEC	VHA
VA National Cemetery Administration (NCA)	Memorial Benefits Management System (MBMS); BOSS (Burial Operations Support System); AMAS (Automated Monument Application System); MADSS (Management and Decision Support System); EOAS (Eligibility Office Automation System); PMCS (Presidential Memorial Certificate System); Veterans Benefit Management System (VBMS); Master Person Index (MPI)	Benefits, decedent, claimant, requestor, and beneficiary information Name, addresses, social security numbers. Name, Social Security Number, Birthplace, Address, Race/Ethnicity, personal representative/ funeral home	Information may be transmitted upon request in a written or verbal format based on the individual request; Electronically shared via network connections.	VHA
Northeast Consolidated Patient Account Center	Patient billing	Name, address, Social Security Number, date of birth, diagnosis, service connection, dates of service, health insurance information, demographics	Electronically pulled from VistA through CPRS	Altoona VAMC and NECPAC
Office of Personnel Management (OPM)	Employment eligibility, benefits, annuity financial	Employee name, demographics, date of birth, Social Security Number, employment files	Uploaded to Office of Personnel Management	VHA

Consolidated Mail Outpatient Pharmacy (CMOP)	Medication orders and refills	Name, Birthplace, Social Security Number, Address, phone, medications, and other Personally Identifiable Information (PII), Protected Health Information (PHI), Individually Identifiable Information (III) appropriate to the agreement	Automated processes in Altoona Vista systems gather the data and transmit it in encrypted form through the VA's wide area network to the systems in the corporate data center operations (CDCO) facility	VHA
VA Vet Centers	Coordinating care for readjustment counseling	Patient name, date of birth, Social Security Number, demographic, and health information as needed for treatment	Vista/CPRS	VHA
VHA Support Service Center (VSSC)	For health care delivery analysis and evaluation	Name, Date of Birth, Social Security Number, and other Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually Identifiable Information (III) appropriate to the agreement	Automated processes in the Altoona Vista systems gather the data and transmit it in encrypted form through the VA's wide area network to the systems in the corporate data center operations (CDCO) facility. <a href="https://vssc.med.va.gov">https://vssc.med.va.gov</a>	VHA
VA Health Resource Center (HRC)	Assist with health benefits eligibility and billing inquiries from Veterans.	Name, address, Social Security Number, date of birth, medical information, insurance information	Automated processes in the Vista systems gather the data and transmit it in encrypted form through the VA's wide area network to the systems in the corporate data center operations (CDCO) facility.	VHA, NCA, NECPAC

Austin Acquisition Center (AAC)	Financial and Accounting services	Complete medical and financial information	Automated processes in the Altoona Vista system gather the data and transmit it in encrypted form through the VA's wide area network to the systems in the corporate data center operations (CDCO) facility.	VHA, NCA, NECPAC
VA Tumor Register	Tracking tumor/cancer cases	Diagnosis, tumor status, treatment, outcome, survivor tracking, type of treatments, demographics, hormone radiation, hemotherapy	Electronic tumor register package	VHA
VA HIV Register	Tracking HIV cases	Diagnosis & procedures, HIV/AIDS status, treatment outcome, survivor tracking, type of treatments, demographics, problem lists	Electronic HIV register package	VHA
VetPro/PrivPlus	Tracking credentialing and privileging information for employees	Name, date of birth, Social Security Number, education information, credentialing, and privileging information	Information will be transmitted electronically	VHA
ASR, CWS, Electronic Card (ECD), Electronic Payroll Deduction (EPD)	Payroll deduction	Financial Information	Computers-LAN	VHA, NCA and NEPAC
Web HR	Hiring process, employment benefits, disciplinary actions	Name, Social Security Number, Birthplace, salary, employee data, position data	Computers-LAN	VHA



eQIP	Background Investigation clearance for employment	Name, Address, Social Security Number, Birthplace, Employment information, and other Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), Individually Identifiable Information (III) appropriate to the agreement	Computers-LAN	VHA
Electronic Official Personnel Folder (eOPF)	Online system for authorized personnel to access and manage official government information	Name, Address, Social Security Number, Birthplace, Employment information, Background Investigation Information	Computers-LAN	VHA
Occupational Safety & Health Management System (OSHMS)	Employee health record system (OSHMS)	Name, Social Security Number, Birthplace, employee health records, Background Investigation Information	Computers-LAN	VHA
Employee Compensation Operations & Management Portal (ECOMP)	Employee workers compensation	Name, Address, Social Security Number, Date of Birth, Employment information, and Background Investigation Information	Computers-LAN	VHA

FOIAXpress	Tracks Freedom of Information Act (FOIA) requests and appeals	Name, Address, Phone, Email Address. Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), Individually Identifiable Information (III)	Computers-LAN	Altoona VAMC
BMC Remedy-Privacy & Security Event	Manages access control and threat prevention for IT Systems.	Name, address, phone, Social Security Number, Birthplace, general demographics Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), Individually Identifiable Information (III)	Computers-LAN	VHA
Microsoft Office Teams	Video conferencing, meetings, and calls	Name, Social Security Number, Birthplace, pertinent medical information	Computers-LAN	VHA
Secure Messaging	Security controls for encrypting network traffic	Name, Social Security Number, Birthplace, Address, Phone. Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI) and Individually Identifiable Information (III)	Computerized Patient Record System (CPRS)	Altoona VAMC CBOC's

Department of Veterans Affairs General Counsel Office (OGC)	Electronic, Mail delivery (USPS/UPS/Fed Ex)	Social Security Number and Name	Electronic, Mail delivery (USPS/UPS/FedEx)	VHA
Office of Inspector General (OIG)	Audit and review of incidents	Name, Social Security Number, Date of Birth, and Protected Health Information	Computer, Fax, encrypted e-mail and mail	VHA
Local SharePoint	Trending/ Tracking data	Name, Birthplace, Social Security Number, phone number, Protected Health Information	Secure internal access over VA computers.	VHA
Identity and Access Management (IAM)	User access control	Pertinent Personally Identifiable Information (PII), Name, Address, Social Security Number (Data Encrypted)	REST Web Service API (HTTP)	VHA
Patient Advocate Tracking System (PATS)	Tracking complaints made to the facility	Name, phone number, Social Security Number, Birthplace, address, case description and resolution, facility, and treatment status	Computers-LAN	VHA
Talent Management System (TMS)	Maintain/track learning/training history for employees	Name, phone number, learning history, work experience/history, education, license/certifications, pay plan/grade	Computers-LAN	VHA

**4.2 PRIVACY IMPACT ASSESSMENT: Internal sharing and disclosure**

*Discuss the privacy risks associated with the sharing of information within the Department and what steps, if any, are currently being taken to mitigate those identified risks.*

*This question is related to privacy control UL-1, Internal Use.*

Follow the format below:

**Privacy Risk:** The internal sharing of data is necessary individuals to receive benefits at the Area Altoona. However, there is a risk that the data could be shared with an inappropriate VA

organization or institution which could result in a breach of privacy and disclosure of PII/PHI to unintended parties or recipients.

**Mitigation:** Safeguards implemented to ensure data is not sent to the wrong VA organization are employee security and privacy training and awareness and required reporting of suspicious activity. Use of secure passwords, access for need-to-know basis, Personal Identification Verification (PIV) Cards, Personal Identification Numbers (PIN), encryption, and access authorization are all measures that are utilized within the facilities. Access to sensitive information and the systems where the information is stored is controlled by the VA using a “least privilege/need to know” policy. Access must be requested and only the access required by VA persons or processes acting on behalf of VA persons is to be requested or granted.

## Section 5. External Sharing/Receiving and Disclosure

The following questions are intended to define the content, scope, and authority for information sharing external to VA, which includes Federal, State, and local governments, and the private sector.

**5.1 With which external organizations (outside VA) is information shared/received? What information is shared/received, and for what purpose? How is the information transmitted and what measures are taken to ensure it is secure?**

**Is the sharing of information outside the agency compatible with the original collection? If so, is it covered by an appropriate routine use in a SORN? If not, please describe under what legal mechanism the facility is allowed to share the information in identifiable form or personally identifiable information outside of VA.**

**Note: Question #3.6 in the Area Privacy Threshold Analysis should be used to answer this question.**

*Identify and list the names of any Federal, State, or local government agency or private sector organization with which information is shared.*

*For each interface with a Area outside VA, state what specific data elements (PII/PHI) are shared with each specific partner.*

*What legal mechanisms, authoritative agreements, documentation, or policies are in place detailing the extent of the sharing and the duties of each party? For example, is the sharing of data compatible with your SORN? Then list the SORN and the applicable routine use from the SORN. Is there a Memorandum of Understanding (MOU), Computer Matching Agreement (CMA), or law that mandates the sharing of this information?*

*Describe how the information is transmitted to entities external to VA and what security measures have been taken to protect it during transmission.*

*This question is related to privacy control UL-2, Information Sharing with Third Parties*

Data Shared with External Organizations

<i>List External Program Office or IT System information is shared/received with</i>	<i>List the purpose of information being shared / received / transmitted with the specified program office or IT System</i>	<i>List the specific data element types such as PII/PHI that are shared/received with the Program or IT System</i>	<i>List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one)</i>	<i>List the method of transmission and the measures in place to secure data</i>	<i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i>
Resmed (Sleep Apnea)	Medical equipment company. It deals primarily in equipment related to the treatment of sleep-related breathing disorders, including sleep apnea, chronic obstructive pulmonary disease, and other respiratory conditions	Name, Date of Birth, Social Security Number, Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually Identifiable Information (III) appropriate to the agreement	National ISA/MOU	Site to Site (S2S), IPSEC Tunnel, Secure FTP	Altoona VAMC
Sysmex America	Sysmex America provides Diagnostic solutions that transform the future of healthcare and contribute to healthier lives	Name, Date of Birth, Social Security Number, Address, phone numbers, Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually Identifiable Information (III) appropriate to the agreement	National ISA/MOU	Site to Site (S2S), IPSEC Tunnel, Secure FTP	Altoona VAMC
ScriptPro	Script scanning, Telepharmacy	Personally, Identifiable	National ISA/ MOU	Site to Site(S2S),	VHA

<i>List External Program Office or IT System information is shared/received with</i>	<i>List the purpose of information being shared / received / transmitted with the specified program office or IT System</i>	<i>List the specific data element types such as PII/PHI that are shared/received with the Program or IT System</i>	<i>List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one)</i>	<i>List the method of transmission and the measures in place to secure data</i>	<i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i>
	and Electronic Signature of dispensed pharmacy products.	Information and (III), Social Security Number, Name, Address	& National BAA	IPSEC Tunnel, Secure FTP	
Lab Corp	Lab Service - technical support to LabCorp LEDI system	Name, Date of Birth, Social Security Number, Address, phone numbers, Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually Identifiable Information (III) appropriate to the agreement	National ISA/MOU	Site to Site (S2S), IPSEC Tunnel, Secure FTP	Altoona VAMC
Vecna Technologies, Inc.	Tracking demographics of Veterans Healthcare data	Name, Date of Birth, Social Security Number, Address, phone numbers, Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually	National ISA/MOU	Site to Site	Altoona VAMC

<i>List External Program Office or IT System information is shared/received with</i>	<i>List the purpose of information being shared / received / transmitted with the specified program office or IT System</i>	<i>List the specific data element types such as PII/PHI that are shared/received with the Program or IT System</i>	<i>List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one)</i>	<i>List the method of transmission and the measures in place to secure data</i>	<i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i>
		Identifiable Information (III) appropriate to the agreement			
Roche Diagnostics	Chemistry Analysis	Name, Date of Birth, Social Security Number, Address, phone numbers, Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually Identifiable Information (III) appropriate to the agreement	National ISA/MOU	Site to Site (S2S), IPSEC Tunnel, Secure FTP	Altoona VAMC
Picis Clinical Solutions, Inc.	Medical information software services	Name, Date of Birth, Social Security Number, Address, phone numbers, Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually	National ISA/ MOU & National BAA	Secure Web-Portal, Secure Socket Layer, web connections are using FIPS 140-2 secure connections	VHA

<i>List External Program Office or IT System information is shared/received with</i>	<i>List the purpose of information being shared / received / transmitted with the specified program office or IT System</i>	<i>List the specific data element types such as PII/PHI that are shared/received with the Program or IT System</i>	<i>List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one)</i>	<i>List the method of transmission and the measures in place to secure data</i>	<i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i>
		Identifiable Information (III) appropriate to the agreement			
Parata (Formally TCGRx)	Pharmacy Robotic Dispensing System	Protected Health Information (PHI)	National ISA/MOU	Site to Site (S2S), IPSEC Tunnel, Secure FTP	Altoona VAMC
Radiometer America, Inc.	Air gap network that monitors meter readings in various locations of the VA Hospital	Name, Date of Birth, Social Security Number, Address, phone numbers, Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), and Individually Identifiable Information (III) appropriate to the agreement	National ISA/MOU	Air Gap Network	Altoona VAMC
Sorna	Improve clinical efficiency with simple, departmental workflows for managing images and video in any	Name, Date of Birth, Social Security Number, Address, phone numbers, Pertinent Personally	National ISA/MOU	Site to Site	Altoona VAMC



<i>List External Program Office or IT System information is shared/received with</i>	<i>List the purpose of information being shared / received / transmitted with the specified program office or IT System</i>	<i>List the specific data element types such as PII/PHI that are shared/received with the Program or IT System</i>	<i>List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one)</i>	<i>List the method of transmission and the measures in place to secure data</i>	<i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i>
	format	Identifiable Information (PII), Protected Health Information (PHI), and Individually Identifiable Information (III) appropriate to the agreement			
Pennsylvania State Prescription Monitoring Program	Information used for medication management of patients	Patient demographics and prescription information	38 USC 7332, Privacy Act 552a 38 U.S.C. §§ 7301(b), 5701(l), 7332(b)(2)(G); 38 CFR §§ 1.483, 1.515.	Electronically submitted	Altoona VAMC

The information with each application is categorized in accordance with FIPS 199 and NIST SP 800-60. As part of the categorization any PII is identified.

The VA has policies which direct and guide the activities and processes performed by the VA. The policies are periodically reviewed to ensure completeness and applicability.

The NIST SP 800-53 controls are selected based on the categorization. The controls provide protection for Veteran PII while developed or stored by an application or IT system, physically transported, between facilities, least privilege, stored offsite, or transmitted between IT centers.

Internal protection is managed by access controls such as user authentication (user IDs, passwords and Personal Identification Verification (PIV)), awareness and training, auditing, and internal network controls. Remote protection is provided by remote access control, authenticator management, audit, and encrypted transmission.

## **5.2 PRIVACY IMPACT ASSESSMENT: External sharing and disclosure**

*Discuss the privacy risks associated with the sharing of information outside the Department and what steps, if any, are currently being taken to mitigate those identified risks.*

*Discuss whether access controls have been implemented and whether audit logs are regularly reviewed to ensure appropriate sharing outside of the Department. For example, is there a Memorandum of Understanding (MOU), contract, or agreement in place with outside agencies or foreign governments.*

*Discuss how the sharing of information outside of the Department is compatible with the stated purpose and use of the original collection.*

*This question is related to privacy control AR-2, Privacy Impact and Risk Assessment, AR-3, Privacy Requirements for Contractors and Service Providers, and AR-4, Privacy Monitoring and Auditing*

Follow the format below:

**Privacy Risk:** The sharing of data is necessary for individuals to receive benefits at the Area Altoona. However, there is a risk that the data could be shared with an inappropriate and/or unauthorized external organization or institution.

**Mitigation:** Safeguards implemented to ensure data is not shared inappropriately with organizations are employee security and privacy training and awareness and required reporting of suspicious activity. Use of secure passwords, access for need-to-know purposes, Personal Identification Verification (PIV) Cards, Personal Identification Numbers (PIN), encryption and access authorization are all measures that are utilized within the administrations. Standing letters for information exchange, business associate agreements and memorandums of understanding between agencies and VA are monitored closely by the Privacy Officer (PO), ISSO to ensure protection of information.

All personnel accessing Veteran's information must first have a successfully adjudicated background screening or Special Agreement Check (SAC). This background check is conducted by the Office of Personnel Management A background investigation is required commensurate with the individual's duties.

## **Section 6. Notice**

The following questions are directed at providing notice to the individual of the scope of information collected, the right to consent to uses of the information, and the right to decline to provide information.

**6.1 Was notice provided to the individual before collection of the information? If yes, please provide a copy of the notice in Appendix A. (A notice may include a posted privacy policy, a Privacy Act notice on forms, or a system of records notice published in the Federal Register.) If notice was not provided, why not?**

*This question is directed at the notice provided before collection of the information. This refers to whether the person is aware that his or her information is going to be collected. A notice may include a posted privacy policy, a Privacy Act statement on forms, or a SORN published in the Federal Register. If notice was provided in the Federal Register, provide the citation.*

*If notice was not provided, explain why. If it was provided, attach a copy of the current notice.*

*Describe how the notice provided for the collection of information is adequate to inform those affected by the facilities within the Area that their information has been collected and is being used appropriately. Provide information on any notice provided on forms or on Web sites associated with the collection.*

*This question is related to privacy control TR-1, Privacy Notice, and TR-2, Area of Records Notices and Privacy Act Statements, and TR-3, Dissemination of Privacy Program Information.*

The Area Altoona provides notice of information collection in several additional ways. The initial method of notification is in person during individual interviews or in writing via the Privacy Act statement on forms and applications completed by the individual. Additionally, the Department of Veterans Affairs also provides notice by publishing the following VA System of Record Notices (VA SORN) in the Federal Register and online.

*Applicable SORs*

<b>Site Type: VBA/VHA/NCA or Program Office</b>	<b>Applicable SORs</b>
VHA	<ul style="list-style-type: none"> <li>• Non-VA Fee Basis Records-VA, SOR 23VA10NB3</li> <li>• Patient Medical Records-VA, SOR 24VA10A7</li> <li>• Veteran, Patient, Employee, and Volunteer Research and Development Project Records- VA, SOR 34VA10</li> <li>• Health Care Provider Credentialing and Privileging Records-VA, SOR 77VA10E2E</li> <li>• Veterans Health Information Systems and Technology Architecture (VistA) Records-VA, SOR 79VA10</li> <li>• Income Verification Records-VA, SOR 89VA10</li> <li>• Automated Safety Incident Surveillance and Tracking System-VA, SOR 99VA131</li> <li>• The Revenue Program Billings and Collection Records-VA, SOR 114VA10</li> <li>• National Patient Databases-VA, SOR 121VA10</li> <li>• Enrollment and Eligibility Records- VA 147VA10</li> <li>• VHA Corporate Data Warehouse- VA 172VA10</li> <li>• Health Information Exchange - VA 168VA005</li> </ul>

This Privacy Impact Assessment (PIA) also serves as notice of the Area Altoona. As required by the eGovernment Act of 2002, Pub.L. 107–347 §208(b)(1)(B)(iii), the Department of Veterans Affairs “after completion of the [PIA] under clause (ii), make the privacy impact assessment

publicly available through the website of the agency, publication in the Federal Register, or other means.”

The VHA Notice of Privacy Practice (NOPP) is a document which explains the collection and use of protected health information to individuals interacting with VA. The NOPP is mailed every three years or when there is a major change to all enrolled Veterans.

Employees and contractors are required to review, sign, and abide by the National Rules of Behavior on an annual basis.

**6.2 Do individuals have the opportunity and right to decline to provide information? If so, is a penalty or denial of service attached?**

*This question is directed at whether the person from or about whom information is collected can decline to provide the information and if so, whether a penalty or denial of service is attached.*

*This question is related to privacy control IP-1, Consent, IP-2, Individual Access, and IP-3, Redress*

The Area Altoona only requests information necessary to administer benefits to veterans and other potential beneficiaries. While an individual may choose not to provide information, this may prevent them from obtaining the benefits necessary to them.

Employees and VA contractors are also required to provide the requested information to maintain employment or their contract with Area Altoona.

**6.3 Do individuals have the right to consent to uses of the information? If so, how does the individual exercise the right?**

*This question is directed at whether an individual may provide consent for specific uses or the consent is given to cover all uses (current or potential) of his or her information. If specific consent is required, how would the individual consent to each use?*

*This question is related to privacy control IP-1, Consent*

*Information Consent Rights Table*

<b>Site Type: VBA VHA, NCA or Program Office</b>	<b>Information Consent Rights</b>
VHA	Yes. Individuals must submit in writing to their facility PO. The request must state what information and/or to whom the information is restricted and must include their signature and date of the request. The request is then forwarded to facility Privacy Officer for review and processing. Individuals may also request to Opt-Out of the facility directory during an inpatient admission. If the individual chooses to opt-out, no information

<b>Site Type: VBA VHA, NCA or Program Office</b>	<b>Information Consent Rights</b>
	<p>on the individual is given out.</p> <p>Individuals can request further limitations on other disclosures. A veteran, legal guardian or court appointed Power of Attorney can submit a request to the facility Privacy Officer to obtain information.</p>

#### **6.4 PRIVACY IMPACT ASSESSMENT: Notice**

*Describe the potential risks associated with potentially insufficient notice and what steps, if any, are currently being taken to mitigate those identified risks.*

*Consider the following FIPPs below to assist in providing a response:*

*Principle of Transparency: Has sufficient notice been provided to the individual?*

*Principle of Use Limitation: Is the information used only for the purpose for which notice was provided either directly to the individual or through a public notice? What procedures are in place to ensure that information is used only for the purpose articulated in the notice?*

*This question is related to privacy control TR-1, Privacy Notice, AR-2, Privacy Impact and Risk Assessment, and UL-1, Internal Use*

Follow the format below:

**Privacy Risk:** There is a risk that veterans and other members of the public will not know that the Area Altoona exists or that it collects, maintains, and/or disseminates PII, PHI or PII/PHI about them.

**Mitigation:** This risk is mitigated by the common practice of providing the Notice of Privacy Practice (NOPP) when Veterans are enrolled for health care. s. Employees and contractors are required to review, sign and abide by the National Rules of Behavior on a yearly basis as required by VA Handbook 6500 as well as complete annual mandatory Information Security and Privacy Awareness training. Additional mitigation is provided by making the System of Record Notices (SOR) and Privacy Impact Assessment (PIA) available for review online, as discussed in question 6.1 and the Overview section of this PIA.

## **Section 7. Access, Redress, and Correction**

The following questions are directed at an individual’s ability to ensure the accuracy of the information collected about him or her.

### **7.1 What are the procedures that allow individuals to gain access to their information?**

*Cite any procedures or regulations your program has in place that allow access to information. These procedures, at a minimum, should include the agency’s FOIA/Privacy Act practices, but may*

*also include additional access provisions. For example, if your program has a customer satisfaction unit, that information, along with phone and email contact information, should be listed in this section in addition to the agency's procedures. See 5 CFR 294 and the VA FOIA Web page to obtain information about FOIA points of contact and information about agency FOIA processes.*

*If the facilities within the Area are exempt from the access provisions of the Privacy Act, please explain the basis for the exemption or cite the source where this explanation may be found, for example, a Final Rule published in the Code of Federal Regulations (CFR).*

*If the facilities within the Area are not a Privacy Act Area, please explain what procedures and regulations are in place that covers an individual gaining access to his or her information. This question is related to privacy control IP-2, Individual Access, and AR-8, Accounting of Disclosures.*

An individual wanting notification or access, including contesting the record, should mail or deliver a request to the office identified in the SOR. If an individual does not know the "office concerned," the request may be addressed to the PO of any VA field station VHA facility where the person is receiving care or the Department of Veterans Affairs Central Office, 810 Vermont Avenue, NW, Washington, DC 20420. The receiving office must promptly forward the mail request received to the office of jurisdiction clearly identifying it as "Privacy Act Request" and notify the requester of the referral.

When requesting access to one's own records, patients are asked to complete VA Form 10-5345a: *Individuals' Request for a Copy of their Own Health Information*, which can be obtained from the medical center or online at <https://www.va.gov/find-forms/about-form-10-5345a/>.

Additionally, veterans and their dependents can gain access to their Electronic Health Record (EHR) by enrolling in the my HealthVet program, VA's online personal health record. More information about my HealthVet is available at <https://www.myhealth.va.gov/index.html>.

## **7.2 What are the procedures for correcting inaccurate or erroneous information?**

*Describe the procedures and provide contact information for the appropriate person to whom such issues should be addressed. If the correction procedures are the same as those given in question 7.1, state as much.*

*This question is related to privacy control IP-3, Redress, and IP-4, Complaint Management.*

Individuals are required to provide a written request to amend or correct their records to the appropriate Privacy Officer or System Manager as outlined in the Privacy Act SOR. Every Privacy Act SOR contains information on Contesting Record Procedure which informs the individual who to contact for redress. Further information regarding access and correction procedures can be found in the notices listed in **Appendix A**.

The VHA Notice of Privacy Practices also informs individuals how to file an amendment request with VHA.

### **7.3 How are individuals notified of the procedures for correcting their information?**

*How are individuals made aware of the procedures for correcting his or her information? This may be through notice at collection or other similar means. This question is meant to address the risk that even if procedures exist to correct information, if an individual is not made fully aware of the existence of those procedures, then the benefits of the procedures are significantly weakened.*

*This question is related to privacy control IP-3, Redress, and IP-4, Complaint Management.*

Veterans are informed of the amendment process by many resources to include the VHA Notice of Privacy Practice (NOPP) which states:

#### **Right to Request Amendment of Health Information.**

You have the right to request an amendment (correction) to your health information in our records if you believe it is incomplete, inaccurate, untimely, or unrelated to your care. You must submit your request in writing, specify the information that you want corrected, and provide a reason to support your request for amendment. All amendment requests should be submitted to the facility Privacy Officer at the VHA health care facility that maintains your information.

If your request for amendment is denied, you will be notified of this decision in writing and provided appeal rights. In response, you may do any of the following:

- File an appeal
- File a “Statement of Disagreement”
- Ask that your initial request for amendment accompany all future disclosures of the disputed health information

Individuals seeking information regarding access to and contesting of VA benefits records may write, call or visit the nearest VA regional office.

Additional notice is provided through the SORS listed in 6.1 of this PIA and through the Release of Information Office where care is received.

### **7.4 If no formal redress is provided, what alternatives are available to the individual?**

*Redress is the process by which an individual gains access to his or her records and seeks corrections or amendments to those records. Redress may be provided through the Privacy Act and Freedom of Information Act (FOIA).*

*This question is related to privacy control IP-3, Redress, and IP-4, Complaint Management.*

*Example: Some projects allow users to directly access and correct/update their information online. This helps ensure data accuracy.*

Formal redress via the amendment process is available to all individuals, as stated in questions 7.1-7.3

In addition to the formal procedures discussed in question 7.2 to request changes to one's health record, a veteran or other VAMC patient who is enrolled in myHealthvet can use the system to make direct edits to their health records.

### **7.5 PRIVACY IMPACT ASSESSMENT: Access, redress, and correction**

*Discuss what risks there currently are related to the Department's access, redress, and correction policies and procedures for this Area and what, if any, steps have been taken to mitigate those risks. For example, if a project does not allow individual access, the risk of inaccurate data needs to be discussed in light of the purpose of the project. For example, providing access to ongoing law enforcement activities could negatively impact the program's effectiveness because the individuals involved might change their behavior.*

*Consider the following FIPPs below to assist in providing a response:*

*Principle of Individual Participation: Is the individual provided with the ability to find out whether a project maintains a record relating to him?*

*Principle of Individual Participation: If access and/or correction is denied, then is the individual provided notice as to why the denial was made and how to challenge such a denial?*

*Principle of Individual Participation: Is there a mechanism by which an individual is able to prevent information about him obtained for one purpose from being used for other purposes without his knowledge?*

*This question is related to privacy control IP-3, Redress.*

Follow the format below:

**Privacy Risk:** There is a risk that members of the public will not know the relevant procedures for gaining access to, correcting, or contesting their information.

**Mitigation:** Area Altoona mitigates the risk of incorrect information in an individual's records by authenticating information when possible, using the resources discussed in question 1.5. Additionally, staff verifies information in medical records and corrects information identified as incorrect during each patient's medical appointments.

As discussed in question 7.3, the NOPP, which every enrolled Veteran receives every three years or when there is a major change. The NOPP discusses the process for requesting an amendment to one's records.

The Area Altoona Release of Information (ROI) office is available to assist Veterans with obtaining access to their health records and other records containing personal information.

The Veterans' Health Administration (VHA) established MyHealthVet program to provide Veterans remote access to their medical records. The Veteran must enroll and have access to the premium account to obtain access to all the available features. In addition, VHA Directive 1605.01 Privacy and Release of Information establishes procedures for Veterans to have their records amended where appropriate.



## Section 8. Technical Access and Security

The following questions are intended to describe technical safeguards and security measures.

### **8.1 What procedures are in place to determine which users may access the Area, and are they documented?**

*Describe the process by which an individual receives access to the Area.*

*Identify users from other agencies who may have access to the Area and under what roles these individuals have access to the Area. Who establishes the criteria for what PII can be shared?*

*Describe the different roles in general terms that have been created to provide access to the Area. For example, certain users may have "read-only" access while others may be permitted to make certain amendments or changes to the information.*

*This question is related to privacy control AR-7, Privacy-Enhanced Area Design and Development.*

Individuals receive access to the Area Altoona by gainful employment in the VA or upon being awarded a contract that requires access to the Area systems. Upon employment, the Office of Information & Technology (OI&T) creates computer and network access accounts as determined by employment positions assigned. Users are not assigned to software packages or network connections that are not part of their assigned duties or within their assigned work area. VA Area Altoona requires access to the GSS be requested using the local access request system. VA staff must request access for anyone requiring new or modified access to the GSS. Staff are not allowed to request additional or new access for themselves.

Access is requested utilizing Electronic Permission Access Area (ePAS). Users submit access requests based on need to know and job duties. Supervisor, ISSO and OI&T approval must be obtained prior to access granted. These requests are submitted for VA employees, contractors and all outside agency requests and are processed through the appropriate approval processes. Once access is granted, individuals can log into the system(s) through dual authentication, i.e., a PIV card with a complex password combination. Once inside the system, individuals are authorized to access information on a need-to-know basis.

Strict physical security control measures are enforced to ensure that disclosure to these individuals is also based on this same principle. Generally, VA file areas are locked after normal duty hours and the facilities are protected from outside access by the Federal Protective Service or other security personnel. Access to computer rooms at VA Area Altoona is generally limited by appropriate locking devices and restricted to authorized VA IT employees. Access to information stored on automated storage media at other VA locations is controlled by individually unique passwords/codes. Access by Office of Inspector General (OIG) staff conducting an audit, investigation, or inspection at the health care area, or an OIG office location remote from the health care area, is controlled in the same manner.

Access to the Area Altoona working and storage areas is restricted to VA employees who must complete both the HIPAA and Information Security training. Specified access is granted based

on the employee's functional category. Role based training is required for individuals with significant information security responsibilities to include but not limited to Information System Security Officer (ISSO), local Area Manager, System Administrators, Network Administrators, Database Managers, Users of VA Information Systems or VA Sensitive Information.

- Individuals are subject to a background investigation before given access to Veteran's information.
- All personnel with access to Veteran's information are required to complete the VA Privacy and Information Security Awareness training and Rules of Behavior annually AND Privacy and HIPAA Focused Training.

**8.2 Will VA contractors have access to the Area and the PII? If yes, what involvement will contractors have with the design and maintenance of the Area? Has a contractor confidentiality agreement or a Non-Disclosure Agreement (NDA) been developed for contractors who work on the Area?**

*If so, how frequently are contracts reviewed and by whom? Describe the necessity of the access provided to contractors to the Area and whether clearance is required. If Privacy Roles and Responsibilities have been established to restrict certain users to different access levels, please describe the roles and associated access levels. Explain the need for VA contractors to have access to the PII.*

*This question is related to privacy control AR-3, Privacy Requirements for Contractors and Service Providers.*

Contractors will have access to the Area after completing the VA Privacy and Information Security Awareness training and Rules of Behavior annually, and after the initiation of a background investigation. Contractors are only allowed access for the duration of the contract this is reviewed by the privacy officer and the designated Contracting Officer Representative (COR). Per the National Contractor Access Program (NCAP) guidelines, contractors can have access to the Area only after completing mandatory information security and privacy training, Privacy and HIPAA Focused Training as well as having completed a Special Agency Check, finger printing and having the appropriate background investigation scheduled with Office of Personnel Management. Certification that this training has been completed by all contractors must be provided to the employee who is responsible for the contract in question. In addition, all contracts by which contractors might access sensitive patient information must include a Business Associate Agreement which clarifies the mandatory nature of the training and the potential penalties for violating patient privacy. Contractors with VA Area Altoona access must have an approved computer access request on file. The area manager, or designee, in conjunction with the ISSO and the applicable COR reviews accounts for compliance with account management requirements. User accounts are reviewed periodically in accordance with National schedules.

**8.3 Describe what privacy training is provided to users either generally or specifically relevant to the program or Area?**

*VA offers privacy and security training. Each program or Area may offer training specific to the program or Area that touches on information handling procedures and sensitivity of information. Please describe how individuals who have access to PII are trained to handle it appropriately.*

*This question is related to privacy control AR-5, Privacy Awareness and Training.*

All Area Altoona personnel, volunteers, and contractors are required to complete initial and annual Privacy and Security Awareness and Rule Behavior (RoB) training, during New Employee Orientation (NEO) or via TMS. In addition, all employees who interact with patient sensitive medical information must complete the Privacy and HIPAA focused mandated privacy training. Finally, all new employees receive face-to-face training by the Area Privacy Officer and Information Security Officer during new employee orientation. The Privacy and Information Security Officers also perform subject specific trainings on an as needed basis.

Each site identifies personnel with significant information system security roles and responsibilities. (i.e., management, system managers, system administrators, contracting staff, HR staff), documents those roles and responsibilities, and provides appropriate additional information system security training. Security training records will be monitored and maintained. The Talent Management System offers the following applicable privacy courses:

VA 10176: Privacy and Information Security Awareness and Rules of Behavior

VA 10203: Privacy and HIPPA Training

VA 3812493: Annual Government Ethics.

#### **8.4 Has Authorization and Accreditation (A&A) been completed for the Area?**

*8.4a If Yes, provide:*

- 1. The Systems Security Plan Status: Approved.*
- 2. The Systems Security Plan Status Date: 04/07/2022)*
- 3. The Authorization Status: Authorization to Operate (ATO)*
- 4. The Authorization Date: 14-Jun-2022*
- 5. The Authorization Termination Date: 13-Jun-2025*
- 6. The Risk Review Completion Date: 11-May-2022*
- 7. The FIPS 199 classification of the system (LOW/MODERATE/HIGH): Moderate*

*Please note that all Areas containing PII/PHI are categorized at a minimum level of “moderate” under Federal Information Processing Standards Publication 199.*

*8.4b If No or In Process, provide your **Initial Operating Capability (IOC) date.***

## Section 9. References

### Summary of Privacy Controls by Family

*Summary of Privacy Controls by Family*

<b>ID</b>	<b>Privacy Controls</b>
<b>AP</b>	<b>Authority and Purpose</b>
AP-1	Authority to Collect
AP-2	Purpose Specification
<b>AR</b>	<b>Accountability, Audit, and Risk Management</b>
AR-1	Governance and Privacy Program
AR-2	Privacy Impact and Risk Assessment
AR-3	Privacy Requirements for Contractors and Service Providers
AR-4	Privacy Monitoring and Auditing
AR-5	Privacy Awareness and Training
AR-7	Privacy-Enhanced Area Design and Development
AR-8	Accounting of Disclosures
<b>DI</b>	<b>Data Quality and Integrity</b>
DI-1	Data Quality
DI-2	Data Integrity and Data Integrity Board
<b>DM</b>	<b>Data Minimization and Retention</b>
DM-1	Minimization of Personally Identifiable Information
DM-2	Data Retention and Disposal
DM-3	Minimization of PII Used in Testing, Training, and Research
<b>IP</b>	<b>Individual Participation and Redress</b>
IP-1	Consent
IP-2	Individual Access
IP-3	Redress
IP-4	Complaint Management
<b>SE</b>	<b>Security</b>
SE-1	Inventory of Personally Identifiable Information
SE-2	Privacy Incident Response
<b>TR</b>	<b>Transparency</b>
TR-1	Privacy Notice
TR-2	Area of Records Notices and Privacy Act Statements
TR-3	Dissemination of Privacy Program Information
<b>UL</b>	<b>Use Limitation</b>
UL-1	Internal Use
UL-2	Information Sharing with Third Parties

**Signature of Responsible Officials**

**The individuals below attest that the information they provided in this Privacy Impact Assessment is true and accurate.**

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**Privacy Officer, Christy Daughenbaugh**

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**Information System Security Officer, George Valdivia**

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**Information System Owner, Michelle R. Larson**

## APPENDIX A – Notice

Please provide a link to the notice or verbiage referred to in **Section 6** (a notice may include a posted privacy policy; a Privacy Act notice on forms).

### *Applicable Notices*

<b><i>Site Type: VBA/VHA/NCA or Program Office</i></b>	<b><i>Applicable NOPPs</i></b>
VHA	<b>Notice of Privacy Practices</b>  <b>VHA Privacy and Release of Information:</b>

## APPENDIX B – PII Mapped to Components

**Note:** Due to the PIA being a public facing document, please do not include the server names in the table.

### *PII Mapping of Components (Servers/Database)*

<b><i>Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)</i></b>	<b><i>Does this component collect PII? (Yes/No)</i></b>	<b><i>Does this component store PII? (Yes/No)</i></b>	<b><i>Does this component share, receive, and/or transmit PII? (Yes/No)</i></b>	<b><i>Type of PII (SSN, DOB, etc.)</i></b>	<b><i>Reason for Collection/ Storage of PII</i></b>	<b><i>Safeguards</i></b>	<b><i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i></b>
OITALTSQL019:  ACVSAudit ACVSBIRS ACVSCore ACVSJournal ACVSUJournal_00010000 ACVSUJournal_00010002 SWHSystemAudit SWHSystemJournal SystemState TracerES ALT_BIOPOINT_PI6 BHL_ALT_Prod BHL_ALT_TEST Censis_Beta_V2_Global censis_graphics	Yes	Yes	Yes	Name and Social Security Number	This data is needed to facilitate patient care	Advanced Encryption Standard (AES) 256, Server is stored in a secured environment and managed with restricted access controls	VHA – Altoona VAMC

<b><i>Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)</i></b>	<b><i>Does this component collect PII? (Yes/No)</i></b>	<b><i>Does this component store PII? (Yes/No)</i></b>	<b><i>Does this component share, receive, and/or transmit PII? (Yes/No)</i></b>	<b><i>Type of PII (SSN, DOB, etc.)</i></b>	<b><i>Reason for Collection/ Storage of PII</i></b>	<b><i>Safeguards</i></b>	<b><i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i></b>
Censis_HL1610 Censis_SG1610 CensisBufferAgent COMPASSALT ConnectShip Cssfs CT_QA_BE DRS_CS DRS713 EMR IntelliWare master model MRI_ScreeningDB_BE msdb IntelliWare NOAHDatabaseCore OM_4.0 SendSuiteLive OMDB SFFX SystemState tempdb VCMLIVE SystemState VCMTEST							



<b>Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)</b>	<b>Does this component collect PII? (Yes/No)</b>	<b>Does this component store PII? (Yes/No)</b>	<b>Does this component share, receive, and/or transmit PII? (Yes/No)</b>	<b>Type of PII (SSN, DOB, etc.)</b>	<b>Reason for Collection/ Storage of PII</b>	<b>Safeguards</b>	<b>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</b>
XeroxDM							
ALT-WS29922-DE  A3k SystemState	Yes	Yes	Yes	Name and Social Security Number	This data is needed to facilitate patient care	Advanced Encryption Standard (AES) 256, Server is stored in a secured environment and managed with restricted access controls	VHA – Altoona VAMC
ALT-WS39045-HP:  master model msdb SystemState tempdb Upslpmdb UPSNrfRVLDB UPSNrfUserDB upswsdb upswsdb_ActivityLog				Name and Social Security Number	This data is needed to facilitate patient care	Advanced Encryption Standard (AES) 256, Server is stored in a secured environment and managed with restricted access controls	

<b><i>Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)</i></b>	<b><i>Does this component collect PII? (Yes/No)</i></b>	<b><i>Does this component store PII? (Yes/No)</i></b>	<b><i>Does this component share, receive, and/or transmit PII? (Yes/No)</i></b>	<b><i>Type of PII (SSN, DOB, etc.)</i></b>	<b><i>Reason for Collection/Storage of PII</i></b>	<b><i>Safeguards</i></b>	<b><i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i></b>
upswsdb_reconciler upswsdb_report							

**APPENDIX C – List of Special Purpose Systems**

*This table is only to be completed for Special Purpose Systems. This information must match the special purpose systems listed in 3.7 of the Area PTA.*

<b>Name of Special Purpose Systems</b>
No Special Purpose Systems