



Date PIA submitted for review:

February 28, 2025

Privacy Impact Assessment for the VA Area called¹:

AREA LEBANON

NORTH ATLANTIC DISTRICT

¹ The completion of Veterans Affairs Privacy Impact Assessments (PIAs) is mandated for any rulemaking, program, boundary, or practice that collects or uses PII under the authority of the E-government Act of 2002 (44 U.S.C. § 208(b)) and VA Directive 6508, Implementation of Privacy Threshold Analysis and Privacy Impact Assessment.

Sites within Area:

<i>Sites</i>	<i>Station Numbers</i>
1) Lebanon VA Medical Center	595
2) Cumberland VA Community Clinic	595GA
3) Lancaster VA Community Clinic	595GC
4) York VA Community Clinic	595GE
5) Berks VA Community Clinic	595GD
6) Schuylkill VA Community Clinic	595GF
7) Harrisburg Vet Center	703
8) Lancaster Vet Center	703
9) Northeast Consolidated Patient Account Center (NECPAC)	734
10) Indiantown Gap National Cemetery	813

Area Contacts:**Area Key Stakeholders²**

<i>Name: Designated PO:</i>	<i>Title (PO, ISSO, AM)</i>	<i>Phone Number</i>	<i>Email Address</i>	<i>Applicable Site (VBA, VHA, NCA, Program Office)</i>
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² NOTE: Readjustment Counseling Service (RCS) Privacy Officer must be listed as a stakeholder for review and signature if a Vet Center is listed in the boundary description.

Name: Designated PO:	Title (PO, ISSO, AM)	Phone Number	Email Address	Applicable Site (VBA, VHA, NCA, Program Office)
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Abstract

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

Area Lebanon is an Information Area that consists of Lebanon VA Medical Center, Cumberland VA Community Clinic, Lancaster VA Community Clinic, York VA Community, Berks VA Community Clinic, Schuylkill VA Community Clinic, Harrisburg and Lancaster Vet Center, Northeast Consolidated Patient Account Center (NECPAC), and National Cemetery Administration-Fort Indiantown Gap. 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 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 Lebanon itself does not collect, use, disseminate, maintain, or store PII/PHI.

VHA, NECPAC and NCA Facilities located within the Area Lebanon 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.

NOTE: If the SORN needs to be updated, please do not give the System of Records the same name as the IT system. SORNs should be technology-neutral – they pertain to the information within the IT system, not the IT system itself.

The applicable [SORs](#) for Area Lebanon include:

Applicable SORs

Site Type: VBA/VHA/NCA or Program Office	Applicable System of Records (SORs)
VHA	<ul style="list-style-type: none"> • Automated Safety Incident Surveillance and Tracking System-VA, SOR 99VA13 • Enrollment and Eligibility Records- VA 147VA10 • Health Care Provider Credentialing and Privileging Records-VA, SOR 77VA10E2E • Health Information Exchange - VA 168VA005 • Income Verification Records-VA, SOR 89VA10 • National Patient Databases-VA, SOR 121VA10 • Non-VA Fee Basis Records-VA, SOR 23VA10NB3 • Patient Medical Records-VA, SOR 24VA10A7 • The Revenue Program Billings and Collection Records-VA, SOR 114VA10

<i>Site Type: VBA/VHA/NCA or Program Office</i>	<i>Applicable System of Records (SORs)</i>
	<ul style="list-style-type: none"> • Veteran, Patient, Employee, and Volunteer Research and Development Project Records- VA, SOR 34VA10 • Veterans Health Information Systems and Technology Architecture (VistA) Records-VA, SOR 79VA10 • VHA Corporate Data Warehouse- VA 172VA10
NCA	<ul style="list-style-type: none"> • VA National Cemetery Pre-Need Eligibility Determination Records - VA SOR 175VA41A • Veterans (Deceased) Headstone or Marker Records - VA, SOR 48VA40B • Veterans and Dependents National Cemetery Gravesite Reservation Records - VA SOR 41VA41 • Veterans and Dependents National Cemetery Interment Records - VA SOR 42VA41

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:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> Personal Mailing Address | Phone Number, etc. of a Different Individual) |
| <input checked="" type="checkbox"/> Full Social Security Number | <input checked="" type="checkbox"/> Personal Phone Number(s) | <input checked="" type="checkbox"/> Financial Information |
| <input checked="" type="checkbox"/> Partial Social Security Number | <input checked="" type="checkbox"/> Personal Fax Number | <input checked="" type="checkbox"/> Health Insurance Beneficiary Numbers |
| <input checked="" type="checkbox"/> Date of Birth | <input checked="" type="checkbox"/> Personal Email Address | Account Numbers |
| <input checked="" type="checkbox"/> Mother's Maiden Name | <input checked="" type="checkbox"/> Emergency Contact Information (Name, | <input checked="" type="checkbox"/> Certificate/License Numbers ³ |

³ *Specify type of Certificate or License Number (e.g., Occupational, Education, Medical)

- ☒ Vehicle License Plate Number
- ☒ Internet Protocol (IP) Address Numbers
- ☒ Medications
- ☒ Medical Records
- ☒ Race/Ethnicity
- ☒ Tax Identification Number
- ☒ Medical Record Number
- ☒ Next of Kin

- ☒ Guardian Information
- ☒ Electronic Protected Health Information (ePHI)
- ☒ Military History/Service Connection
- ☒ Service-connected Disabilities
- ☒ Employment Information
- ☒ Veteran Dependent Information
- ☒ Disclosure Requestor

- Information
- ☒ Death Certification Information
- ☒ Criminal Background
- ☒ Education Information
- ☒ Sex
- ☒ Tumor PHI Statistics
- ☒ Other Data Elements (List Below)

Beneficiary Information

Benefits Information

Biometric Data

Birthplace

Case Description/Resolutions

Citizenship Information

Contractor Personnel Records

Credentialing and Privileging Information

Criminal Background Information

Date of Death

Date of Service

DD-214

Death Information

Decedent Claimant

Diagnosis

Employee Health Information

Employee Performance Records

Employee Personnel Records

Funeral Information

Health Information

HIV/AIDs Status

Income Information

Individually Identifiable Information

Learning History

License/Certifications

Marital Status

Memorial Information

Military Honors

Military service data, applicant's name and address, place of burial, burial service, and headstone data

Military Service Information

Military Service Release from Active Duty (RAD) Date

Next of Kin Information

Pay Plan/Grade

Period of Service

Registration Information

Relationship to Veteran

Religious Affiliation
Service Connection Information
Service Information
State Licensing Board Information
Training Records
Treatment Status
Type of Treatments
Veteran Preference
Volunteer Information
War Period
Work Experience/History

PII Mapping of Components (Servers/Database)

Area Lebanon consists of (3) three 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 Lebanon 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.

Depending on the type of information, it may also come from Veterans Benefits Administration (VBA), the VA Health Eligibility Center (HEC), VA Network Authorization Office (NAO) for non-VA Care payments, and non-VA medical providers, Department of Defense (DOD), Internal Revenue Service (IRS), Office of Personnel Management (OPM), Social Security Administration (SSA), Federal Emergency Management Agency (FEMA), 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.

Additional sources include:

- Identity and Access Management (IAM) Single Sign-On Internal (SSOi) and User Provisioning: Memorial Benefits Management System (MBMS) Salesforce and Amazon Web Services (AWS) uses two VA IAM services to validate user login information: SSOi and User Provisioning.
- Veterans Benefits Management System (VBMS) eFolder via iHub: Provides access to a widget allowing National Cemetery Scheduling Office (NCSO) case managers the ability to view documents in eFolder to assist in eligibility verification of Veterans and Next-of-Kin.
- The data viewed is viewed for eligibility determinations and not transmitted or stored in MBMS Salesforce or AWS.
- VA Master Persons Index Enterprise (MPIe): Provides the ability to search the authoritative data source for Veterans, MPI, to ensure that they are not creating duplicate contact records in applications built on the Salesforce platform.
- Direct conversation with individual Veterans or NOK who call the NCSO representatives.

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 such as (INSERT EXAMPLE) 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

<i>Site Type: VBA/VHA/NCA or Program Office</i>	<i>Means of Collection</i>
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.

<i>Site Type: VBA/VHA/NCA or Program Office</i>	<i>Means of Collection</i>
NCA	<p>MEM does receive information electronically from other systems, such as Veterans Benefits Management System (VBMS) eFolder via iHub, Identity and Access Management (IAM) Single Sign-On Internal (SSOi) and User Provisioning, VA Master Persons Index Enterprise (MPIe), and direct conversation with individual Veterans or Next of Kin. Information is received, reviewed, and collected through inbound and outbound telephone engagement, in-person contact, postal mail, and fax, to the National Cemetery Scheduling Office (NCSO), Applicant Assistance Unit (AAU), national cemeteries, and other NCA offices.</p> <p>Data is manually entered into all NCA systems except for the Enterprise Eligibility Office Automation System (EOAS). EOAS receives applications and documents via direct upload from VA.gov. Forms and supporting documentation required to verify memorial benefits eligibility, such as the DD-214, are scanned/uploaded into the document repositories such as FEITH, EOAS, and eFolder and stored in the Memorial Data Warehouse.</p> <p>AMAS processes approximately 360,000 claims for standard government headstones or markers (VA Form 40-1330) and Monument and Presidential Memorial Certificate Request (VA Form 40-0247) applications annually. Data from the forms are manually entered into the system. Forms and supporting documentation required to verify memorial benefits eligibility, such as the DD214, are scanned/uploaded.</p>

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 Lebanon using several methods to include fax, mail, and electronic submissions. 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).

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

NCA: The Memorial Benefits Management System (MBMS) is under development to replace the BOSS-E and AMAS system suite. MBMS has replaced BOSS-E as the primary scheduling tool at the NCSO and will replace all NCA systems to include BOSS, AMAS, EOAS, Web-Presidential Memorial Certificates (Web-PMC), and Memorial Enterprise Letters (MEL) by 2025.

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 Lebanon 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

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

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.

NCA: Standard operating procedures (SOPs) are in place at NCA offices and cemeteries to perform quality control on data related to each case. As cases progress through the queues from NCSO case managers to the cemetery office staff, additional data integrity checks are conducted. Final data integrity checks are performed by cemetery operations staff who perform the interment after services.

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"> • Freedom of Information Act (FOIA) 5 USC 552 • Health Insurance Portability and Accountability Act of 1996 (HIPAA) • Privacy Act of 1974 • VA Directive 6500 Managing Information Security Risk: VA Information Security Program. • Veterans Health Administration – Organization and Functions, Title 38, U.S.C., Chapter 73, § 7301(a) • VHA Directive 1605.01 Privacy & Release of Information
NCA	<ul style="list-style-type: none"> • 48VA40B – Veterans (Deceased) Headstone or Marker Records-VA, per Title 38, United States Code: Sections 501(a), 501(b), and Chapter 24, Sections 2400-2404. • 5 U.S.C. § 552a, Privacy Act of 1974, As Amended • National Cemetery, Title 38, United States Code (U.S.C.) Chapter 38 § 101, 38 CFR Subpart B, 38 CFR 3.1700-CFR 3.1713. Amended By Public Law No. 104---231, 110 Stat. 3048 • OMB Circular A---130, Management of Federal Information Resources, 1996 • OMB Memo M---03---22, OMB Guidance for Implementing the Privacy Provisions • OMB Memo M---07---16, Safeguarding Against and Responding to the Breach of PII • OMB Memo M---10---23, Guidance for Agency Use of Third--Party Websites • OMB Memo M---99---18, Privacy Policies on Federal Web Sites • Privacy Act of 1974; U.S Code title 5 USC section 301 title 38 section 1705, 1717, 2306-2308 & Title38, US Code section 7301 (a) and Executive Order 9397 • Public Law 100---503, Computer Matching and Privacy Act of 1988 • State Privacy Laws • The legal authority is 38 U.S.C 7601-7604 and U.S.C 7681-7683 and Executive Order 9397

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 Lebanon 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 Lebanon 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.

- **Beneficiary Information:** Individuals that may be eligible to receive benefits.
- **Benefit Information:** Used to verify burial benefits.
- **Biometric Data:** Used for employee Personal Identification Verification (PIV) Cards.
- **Birthplace:** Used for employment purposes.
- **Case Description/Resolutions:** Description of cases in the Patient Advocate Tracking System (PATS).
- **Certificate/License numbers:** Used to track and verify legal authority to practice medicine and Licensure for health care workers in an area of expertise.
- **Citizenship Information:** Used for employment purposes.
- **Credentialing and Privileging Information:** Used to evaluate the provider's qualifications.
- **Contractor Personnel Records:** Used for contracted personnel.
- **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 verify spousal and beneficiary relationship to Veteran, at time of death.
- **Date of Service:** Date an individual received medical treatment.
- **DD214:** Verify military service for Veterans.
- **Death certificate information:** Used to determine date, location, and cause of death.
- **Death information:** Information regarding an individual's death.
- **Decedent Claimant:** Individual who passed away prior to decision of claim.
- **Diagnosis:** Medical professional's identification of an injury or illness in an individual.
- **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 MyHealtheVet secure communications.
- **Emergency Contact Information (Name, Phone Number, etc. of a different individual):** Used in cases of emergent situations such as medical emergencies.
- **Employee Health Information:** Used for history of health care treatment, during treatment and plan of treatment when necessary for occupational health.
- **Employee Performance Records:** Documented evaluation of an employee's job performance
- **Employee Personnel Records:** Used for employment purposes.
- **Employment information:** Used to determine VA employment eligibility and for veteran contact, financial verification.
- **Fax Number:** used to send forms of communication and records to business contacts, Insurance companies and health care providers.
- **Financial Account Information:** Used to calculate co-payments and VA health care benefit eligibility.
- **Funeral Home Information:** Used to contact funeral home or other service coordinator information.
- **Sex:** 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 Information:** Used for history of health care treatment, during treatment and plan of treatment when necessary.
- **Health Insurance Beneficiary Account Numbers:** Used to communicate and bill third part Health care plans.
- **HIV/AIDs Status:** Tracking HIV cases.
- **Individually Identifiable Information:** Any information pertaining to an individual that can be used to identify an individual.
- **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.
- **Income Information:** Used for employment, eligibility verification.
- **Learning History:** Training for VA employees.
- **Mailing Address:** Used for communication, billing purposes and calculate travel pay.
- **Marital Status:** Used to verify spousal and beneficiary eligibility.
- **Medical Record Number:** Used to identify a patient within the medical record system without using their social security number as their identifier.
- **Memorial Information:** Used to verify burial benefits and eligibility.
- **Military Honors:** Used to verify burial benefits and eligibility.
- **Military Service Data:** Used to verify burial benefits and eligibility.
- **Military Service Release from Active Duty (RAD) Date:** Used to verify burial benefits and eligibility.

- **Military history/service connection:** 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:** Used in cases of emergent situations such as medical emergencies. Used when patient expires and in cases of patient incapacity.
- **Pay Plan/Grade:** Employee pay system.
- **Period of Service:** Used to verify burial benefits and eligibility.
- **Phone Number(s):** Used for communication, confirmation of appointments and conduct Telehealth appointments.
- **Previous Medical Records:** Used for continuity of health care.
- **Race/Ethnicity:** Used for patient demographic information and for indicators of ethnicity-related diseases.
- **Registration Information:** To determine Eligibility and benefits.
- **Relationship to Veteran:** Used to determine relationship to Veteran.
- **Religious Affiliation:** Used for patient demographic information.
- **Service Information:** Used to verify eligibility.
- **Service-connected disabilities:** 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
- **Tax Identification Number:** Used for employment, eligibility verification.
- **Training Records:** Used for employment purposes.
- **Treatment Status/Types:** Used for health care treatment, during treatment and plan of treatment when necessary.
- **Tumor PII/PHI Statistics:** Used to evaluate medical conditions and determine treatment plan.
- **Vehicle License Plate Number:** Used for assignment of employee parking and assignment of parking during events.
- **Veteran dependent information:** Used to determine benefit support and as an emergency contact person.
- **Veteran Preference:** Used for employment purposes.
- **Volunteer Information:** Used for volunteers.
- **War Period:** Used to verify burial benefits and eligibility.
- **Work Experience/history:** Details about previous jobs, skills, and accomplishments.
- **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 Lebanon 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.

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 Lebanon itself, does not retain information.

Beneficiary Information
Benefit Information
Biometric Data
Birthplace
Case Description/Resolutions
Certificate/License Numbers
Citizenship Information
Contractor Personnel Records
Credentialing and Privileging Information
Criminal Background Information
Date of Birth
Date of Death
Date of Service
DD-214
Death Certification Information
Death Information
Decedent Claimant
Diagnosis
Disclosure Requestor Information
Education Information
Electronic Protected Health Information (ePHI)
Email Address
Emergency Contact Information
Employee Health Information
Employee Performance Records
Employee Personnel Records
Employment Information
Fax Number
Financial Account Information
Financial Information
Full Social Security Number
Funeral Home Information
Funeral Information
Sex
Guardian Information
Health Information
Health Insurance Beneficiary Account Numbers
HIV/AIDs Status
Income Information
Individually Identifiable Information
Internet Protocol (IP) Address Numbers
Learning History
License/Certifications
Mailing Address
Marital Status
Medical Record Number
Medical Records

Medications
Memorial Information
Military History/Service Connection
Military Honors
Military service data, applicant's name and address, place of burial, burial service, and headstone data
Military Service Information
Military Service Release from Active Duty (RAD) Date
Mother's Maiden Name
Name
Next of Kin Information
Partial Social Security Number
Pay Plan/Grade
Period of Service
Phone Number(s)
Previous Medical Records
Race/Ethnicity
Registration Information
Relationship to Veteran
Religious Affiliation
Service Connection Information
Service Information
Service-Connected Disabilities
Social Security Number
State Licensing Board Information
Tax Identification Number
Training Records
Treatment Status
Tumor PII/PHI Statistics
Type of Treatments
Vehicle License Plate Number
Veteran Dependent Information
Veteran Preference
Volunteer Information
War Period
Work Experience/History
Zip Code

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

<i>Site Type: VBA/VHA/NCA or Program Office</i>	<i>Length of Retention</i>
VHA	<ul style="list-style-type: none"> 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 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. 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 Office of Information & Technology (OI&T) Records: These records are created, maintained, and disposed of in accordance with Department of Veterans Affairs, Office of Information & Technology RCS 005-1.
NCA	<ul style="list-style-type: none"> Veterans (Deceased) Headstone or Marker Records-VA SORN 48VA40B: Retained indefinitely <u>NCA Records Control Schedule, NC1-15-85-9</u> NCA RCS (Available upon request)

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

Site Type: VBA/VHA/NCA or Program Office	Retention Schedule
VHA	Records Control Schedule 10-1 Records Control Schedule 005-1
NCA	Veterans (Deceased) Headstone or Marker Records-VA, SOR 48VA40B. NCA Records Control Schedule, NC1-15-85-9 NCA RCS (Available upon request)

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 Lebanon is destroyed by the disposition guidance of Records Control Schedule 10-1, Records Control Schedule 005-1, Veterans (Deceased) Headstone or Marker Records-VA, SOR 48VA40B, NCA Records Control Schedule, NC1-15-85-9 and NCA RCS. 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 \(February 24, 2021\)](#). 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.

NCA: Paper records are shredded on site to a degree that definitively ensures that they are not readable or reconstructed to any degree per VA Directive 6371 or by a contracted shredding company, tracked with VA Form 7468, destruction log or certificate of destruction.

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

All IT system and application development and deployment are handled by the Enterprise Project Management Office (EPMO). PII/PHI may be used for Alpha or Beta testing at the facility-level per VHA policy. In addition, staff training on functionality in the new or modified application. Training, including on IT systems, is part of health care operations and per VHA policy, PII and PHI may be used for that training purpose. However, VHA must minimize the use of PII and PHI in training presentations or materials per VA policy. VA Research investigators may use PII for VA Institutional Review Board (IRB)-approved research, and there is no effort to minimize the use of PII for research. However, Area Lebanon does not currently have a research program.

NCA: PII collected by MEM is not used for research, testing or training.

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 Lebanon 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 Lebanon adheres to the VA RCS schedules for each category of 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 Lebanon 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.

NCA: File plans are created by each individual office/facility, according to NCA RCS and GRS. File plans are updated and inventoried annually or as needed for business.

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.

List the Program Office or IT System information is shared/received with	List the purpose of the information being shared /received with the specified program office or IT System	List the specific data element types such as PII/PHI that are shared/received with the Program Office or IT System	Describe the method of transmittal	Applicable Sites within Area (VBA, VHA, NCA, Program Office)
ASR, CWS, Electronic Card (ECD), Electronic Payroll Deduction (EPD)	Payroll deduction	Financial Information	Computers-LAN	VHA, NCA, NECPAC
Burial Operations Support System - Enterprise (BOSS-E)	To support legacy users	Memorial Information; Birth Date, Email, Name, Sex, Address, Date of Death, Marital Status, Military honors, Relationship to Veteran, SSN, Phone, County, Military Service Release from Active Duty (RAD) Date, Veteran's Period of Service, and Veteran's War Period	Secure Database Connection - Oracle Forms based application backed by an Oracle 12c database	NCA- National cemeteries and other NCA offices, as needed for processing
Compliance Inquiry Reporting and Tracking System (CIRTS)	Tracking compliance issues	Name, email, DOB as appropriate to record compliance issues	Electronically	VHA
Consolidated Mail Outpatient Pharmacy (CMOP)	Medication orders and refills	Name, DOB, SSN, Address, phone, and medications, and other Pertinent Personally Identifiable Information (PII), Protected Health Information (PHI), Individually Identifiable Information (III) appropriate to the agreement	Automated processes in Lebanon 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
Department of Veteran Affairs	Tort Claims, legal guidance	Health information necessary to provide legal support	Transmitted upon request in an electronic,	Lebanon VAMC, NCA, NECPAC

<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, Program Office)</i>
General Counsel Office			written, or verbal format.	
Identity and Access Management (IAM)	User access control	PII - Identity Access Information for User access control: Name, Address, SSN (Data Encrypted)	REST Web Service API (HTTP)	NCA- National cemeteries and other NCA offices, as needed for processing
Local SharePoint	Trending/ Tracking data	Name, DOB, SSN, phone number, health information	Secure internal access over VA computers.	VHA, NCA, NECPAC
Microsoft Office Teams	Video conferencing, meetings, and calls	Name, SSN, DOB, pertinent medical information	Computers- LAN	VHA, NCA, NECPAC
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);	Benefits, decedent, claimant, requestor, and beneficiary information Names, addresses, social security numbers. Name, SSN, DOB, 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.	National cemeteries and other NCA offices, as needed for processing

List the Program Office or IT System information is shared/received with	List the purpose of the information being shared /received with the specified program office or IT System	List the specific data element types such as PII/PHI that are shared/received with the Program Office or IT System	Describe the method of transmittal	Applicable Sites within Area (VBA, VHA, NCA, Program Office)
	Master Person Index (MPI)			
Northeast Consolidated Patient Account Center (CPAC)	Patient billing	Name, address, SSN, date of birth, diagnosis, service connection, dates of service, health insurance information, demographics	Electronically pulled from VistA thru CPRS	Lebanon VAMC, NECPAC
Occupational Health	Employee health record system	Name, SSN, DOB, employee health records	Computers-LAN	VHA, NCA, NECPAC
Office of Inspector General	Audit and review of incidents	Name, SSN, DOB, and protected health information	Computer, Fax, encrypted email, mail	VHA, NCA, NECPAC
Patient Advocate Tracking System (PATS)	Tracking complaints made to the facility	Name, phone number, SSN, DOB, address, case description and resolution, facility, and treatment status	Electronically	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	Electronically	VHA, NCA, NECPAC
VA Health Eligibility Center (HEC)	Eligibility and Benefits	Name, SSN, DOB, Sex, address, demographics, and registration information	Electronic transmission, encrypted email	VHA, NCA, NECPAC
VA Health Resource Center (HRC)	Assist with health benefits eligibility and billing inquiries from Veterans.	Name, address, SSN, date of birth, medical information, insurance information.	Automated processes in the Lebanon 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	VHA, NCA, NECPAC

List the Program Office or IT System information is shared/received with	List the purpose of the information being shared /received with the specified program office or IT System	List the specific data element types such as PII/PHI that are shared/received with the Program Office or IT System	Describe the method of transmittal	Applicable Sites within Area (VBA, VHA, NCA, Program Office)
			center operations (CDCO) facility	
VA HIV Register	Tracking HIV cases	Diagnosis & procedures, HIV/AIDS status, treatment outcome, survivor tracking, type of treatments, demographics, problem lists.	Electronic HIV catalog package	VHA
VA Master Persons Index Enterprise (MPIe)	To have the ability to search the authoritative data source for Veterans, MPI, to ensure that they are not creating duplicate contact records in applications built on the Salesforce platform.	First Name, Middle Name, Last Name, Social Security Number (SSN), Date of Birth (DOB), Sex, Phone Number, Place of Birth (POB) City, Place of Birth (POB) State, Mother's Maiden Name	REST Web Service API (HTTP)	NCA- National cemeteries and other NCA offices, as needed for processing
VA Network Authorization Office: NON-VA Care (NVCC)	Health/medical payment authorization	Patient name, SSN, DOB, health care details	Fee Basis Claim System (FBCS) authorization software program	VHA
VA Tumor Register	Tracking tumor/cancer cases	Diagnosis, tumor status, treatment outcome, survivor tracking, type of treatments, demographics, hormone radiation, chemotherapy.	Electronic Tumor Registry package	VHA
VA Vet Centers	Coordinating care for readjustment counseling	Patient name, date of birth, SSN, demographic, and health information as needed for treatment	VistA/CPRS	VHA

<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, Program Office)</i>
Veterans Benefits Administration (VBA)	Filing benefit claims	SSN, Benefits Information, Claims Decision, DD-214	Compensation and Pension Record Interchange (CAPRI) electronic software package	VHA
Veterans Health Administration (VHA)	Electronic Health Record	System Log files, sample clinical data that may contain Protected Health Information (PHI)	Electronically pulled from VistA thru Computerized Patient Record System (CPRS)	VHA
VetPro/PrivPlus	Tracking credentialing and privileging information for employees	Name, date of birth, SSN number, education information, credentialing, and privileging information	Information will be transmitted electronically	VHA
VHA Support Service Center (VSSC)	For health care delivery analysis and evaluation	The VHA Support Service Center (VSSC) provides data within its stewardship to established internal VA organizations/program offices for health care delivery analysis and evaluation. https://vssc.med.va.gov	Automated processes in the Lebanon 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
Web HR	Hiring process, employment benefits, disciplinary actions	Name, SSN, DOB, salary, employee data, position data	Computers-LAN	VHA, NCA, NECPAC

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.

Follow the format below:

Privacy Risk: The internal sharing of data is necessary individuals to receive benefits at the Area Lebanon. 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 an 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

List External Program Office or IT System information is shared/received with	List the purpose of information being shared / received / transmitted with the specified program office or IT System	List the specific data element types such as PII/PHI that are shared/received with the Program or IT System	List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be more than one)	List the method of transmission and the measures in place to secure data	Applicable Sites within Area (VBA, VHA, NCA, Program Office)
Asteres ScriptCenter	Automated prescription and over the counter pick-up kiosk	Patient name, DOB, contact information, prescription information	National ISA/MOU & National BAA	Secure Web-Portal, Secure Socket Layer, web connections are using FIPS 140-2 secure connections	VHA
BOSS and Veterans Benefits Management Service (VBMS) – State and Tribal cemeteries	Benefits, decedent, claimant, requestor, and beneficiary information	Names, addresses, service information, marriage /dependent status, and social security numbers	MOU - in draft	Electronic access within the system	NCA
CareFusion, LLC	Medication Management Services	Test results, accession numbers, patient name, DOB, SSN, medical record number, sex, age, account, marital status, phone number, blood type, test “STD”, address, physician name, physician number, physician license number	National ISA/	CareFusion, LLC	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>
Defense Counterintelligence and Security Agency	Background checks and to determine employment eligibility	Name, address, date of birth, contact information, SSN, and any other elements to identify the individual for background checks and to determine employment eligibility.	National ISA/ MOU	Secure Web-Portal, Secure Socket Layer, web connections are using FIPS 140-2 secure connections	VHA, NECPAC, NCA
Department of Defense (DoD)	Verification of military service history	Name, SSN, DOB, phone numbers, and health information	MOU	Department of Defense (DoD)	VHA/NCA
Department of Labor/ Employees' Compensation Operations & Management Portal (ECOMP)	Employee workers compensation	Name, address, DOB, SSN, phone number, email address, sex, health information, injury description, and employment information	HIPAA Privacy Rule provisions, 45 CFR 164.512(a), 08VA0,	Department of Labor/ Employees' Compensation Operations & Management Portal (ECOMP)	VHA, NECPAC, NCA
Federal Bureau of Investigation (FBI)	Identification of the individual for background checks and to determine employment eligibility VA	Name, address, date of birth, contact information, SSN, and any other elements to identify the individual for background checks and to determine employment eligibility.		Federal Bureau of Investigation (FBI)	VHA, NECPAC, NCA

<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>
FOIAXpress	Tracking/processing FOIA Requests	Name, address, telephone number, email address, FOIA case numbers assigned to individual cases	Contractual Agreement	Secure Web-Portal, Secure Socket Layer, web connections are using FIPS 140-2 secure connections	VHA, NCA, NECPAC
Get Well Network	Interactive patient care technology	Last 4 digits of SSN obfuscated IEN, Encounter/Visit ID, First Name, Last Name, sex, Admission Date, Discharge Date, Facility Code, Unit, Room, Bed, Order Number (Education & Medications), Education Code(s), Education Order Effective Date, Education Order Status, Medication (or NDC Code), Medication Administration Information, Attending Doctor, Medication Route,	National ISA/ MOU & National BAA	IPSEC/VPN Tunnel	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>
		<p>National ISA/ MOU & National BAA IPSEC/VPN Tunnel Lebanon VAMC Version Date: October 1, 2021 Page 27 of 54 List External Program Office or IT System information is shared/received with List the purpose of information being shared / received / transmitted with the specified program office or IT System List the specific data element types such as PII/PHI that are shared/received with the Program or IT System List the legal authority, binding agreement, SORN routine use, etc. that permit external sharing (can be</p>			

<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>
		<p>more than one) List the method of transmission and the measures in place to secure data List names of Applicable Area Sites Appointment Type, Appointment Description, Appointment Duration, Appointment Date/Time, Event Reason, Duration Unit.</p>			
Internal Revenue Services (IRS)	Income Verification	Name, address, DOB, SSN, military information, NOK information, employment information, financial information, health insurance, information, and health information	VA SORN 147VA10	Secure Web-Portal, Secure Socket Layer, web connections are using FIPS 140-2 secure connections	VHA
Non-VA Health Care Providers including Physicians, Hospital and Nursing Homes	Coordination of care for treatment purposes	Name, address, DOB, SSN, and medical information for coordination of	HIPAA	Hard copies via United States Postal Service (USPS) or via fax	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>
		care/ treatment purposes			
Office of Personnel Management (OPM)	Information used to determine employment information	Name, SSN, DOB employment information	Title 38, United States Code Section 5701, Section 511.202 of title 5, Code of Federal Regulations	Secure Web-Portal, Secure Socket Layer, electronic, paper, verbal	VHA, NCA, NECPAC
Pennsylvania Department of Aging	Reporting suspected abuse cases to the State	Name, address, and DOB for the purpose of completing an Older Adults Protective Services Act (OAPSA) investigation into reports of abuse, exploitation, neglect, or abandonment of older adults	VISN Standing Letter	Site to Site (telephone)	VHA
Pennsylvania Department of Health (Cancer Registry)	Reporting cancer cases to the State	All cancer cases, to include name, address, DOB, SSN, race, ethnicity, and diagnosis of the patient	VISN Standing Letter, Data Use Agreement	Electronically through Web Plus	VHA
Pennsylvania Department of Health (Infectious Disease Reporting)	Reporting infectious diseases to the State	All communicable and non-communicable disease, to include name, DOB, and diagnosis of patient	VISN Standing Letter	PA-National Electronic Disease Surveillance System and Fax	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>
Pennsylvania Department of Public Welfare	Reporting suspected abuse cases to the State	Name, address, DOB, and sex of the subject(s) in all suspected cases of child abuse	VISN Standing Letter	Site to Site (telephone)	VHA
Pennsylvania Department of Transportation	Reporting a person's ability to drive safely to the State	Name, DOB, address, and disorder or disability affecting a person's ability to drive safely	VISN Standing Letter	Fax	VHA
Picis Clinical Solutions, Inc.	Medical information software services	Name, DOB, SSN	National ISA/ MOU & National BAA	Secure Web-Portal, Secure Socket Layer, web connections are using FIPS 140-2 secure connections	VHA
Salesforce Memorial Benefits Management System (MBMS)	The MBMS application will need to push/pull data from existing NCA data sources via Rest APIs exposed by MBMS. Functionality build includes Case Management, Eligibility, and Scheduling	Names, addresses, service information, marriage /dependent status, and social security numbers	48VA40B – Veterans (Deceased) Headstone or Marker Records-VA, per Title 38, United States Code: Sections 501(a), 501(b), and Chapter 24, Sections 2400-2404. ISA/MOU between	Service Based	NCA

<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>
			Salesforce and MBMS system		
ScriptPro	Pharmacy technology	Demographic & prescription information	National ISA/ MOU & National BAA	Secure Web-Portal, Secure Socket Layer, web connections are using FIPS 140-2 secure connections	VHA
Social Security Administration	Eligibility for Federal benefits	Name, address, DOB, SSN, military information, NOK information, employment information, financial information, health insurance, information, and health information	Title 38, United States Code, Section 5701	Site to Site (S2S), IPSEC Tunnel, Secure FTP	VHA
State Prescription Drug 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	VHA
VAEC AWS	AWS hosted in VAEC is the government cloud that will serve as the infrastructure that hosts the BIP platform	Names, addresses, service information, marriage /dependent status,	MBMS is a minor application under the BIP Platform ATO –	Hosted Environment	NCA

<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>
	as a service and subsequent hosted minor application, MBMS.	and social security numbers	all VAEC AWS agreements are between BIP and VAEC		

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 Lebanon. 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 Lebanon 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

<i>Site Type: VBA/VHA/NCA or Program Office</i>	<i>Applicable SORs</i>
VHA	<ul style="list-style-type: none"> • Non-VA Fee Basis Records-VA, SOR 23VA10NB3 • Patient Medical Records-VA, SOR 24VA10A7 • Veteran, Patient, Employee, and Volunteer Research and Development Project Records- VA, SOR 34VA10 • Health Care Provider Credentialing and Privileging Records-VA, SOR 77VA10E2E • Veterans Health Information Systems and Technology Architecture (VistA) Records-VA, SOR 79VA10 • Income Verification Records-VA, SOR 89VA10 • Automated Safety Incident Surveillance and Tracking System-VA, SOR 99VA13 • The Revenue Program Billings and Collection Records-VA, SOR 114VA10 • National Patient Databases-VA, SOR 121VA10 • Enrollment and Eligibility Records- VA 147VA10 • VHA Corporate Data Warehouse- VA 172VA10 • Health Information Exchange - VA 168VA005
NCA	<ul style="list-style-type: none"> • Veterans and Dependents National Cemetery Gravesite Reservation Records -VA SOR 41VA41 • Veterans and Dependents National Cemetery Interment Records-VA SOR 42VA41 • Veterans (Deceased) Headstone or Marker Records-VA, SOR 48VA40B • VA National Cemetery Pre-Need Eligibility Determination Records -VA SOR 175VA41A

This Privacy Impact Assessment (PIA) also serves as notice of the Area Lebanon. 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.

NCA: All NCA forms include the Privacy Act statement.

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 Lebanon 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 Lebanon.

NCA: Responding to collection is voluntary however, if information is not provided, then benefits may be denied.

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

<i>Site Type: VBA VHA, NCA or Program Office</i>	<i>Information Consent Rights</i>
VHA	<p>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 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>
NCA	Responding to collection is voluntary; therefore, consent of use is not applicable.

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 Lebanon 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 [Healt/eVet program](https://www.myhealth.va.gov/index.html), 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.

VHA: A request for amendment of information contained in a system of records must be delivered to the System Manager, or designee, for the concerned VHA system of records, and the facility Privacy Officer, or designee, to be date stamped; and is filed appropriately. In reviewing requests to amend or correct records, the System Manager must be guided by the criteria set forth in VA regulation 38 CFR 1.579.

That is, VA must maintain in its records only such information about an individual that is accurate, complete, timely, relevant, and necessary. Individuals have the right to review and change their contact or demographic information at the time of appointment or upon arrival to the VA facility.

If corrections are needed to a legal name, date of birth, or social security number, the Centralized Business Office (CBO) or other staff as applicable, would process the request requiring a valid driver's license, state identification, passport, military ID, or a letter from the Social Security Administration in addition to a signed amendment request from the individual requesting the change. The signed amendment request and legal documentation is then sent to the Privacy Officer for processing.

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.

VHA: The Notice of Privacy Practices are also posted outside the Release of Information Office, Employee Health Office and in the Emergency Department.

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.

VHA: Redress is provided through the Privacy Act for the individual to view and request correction to the inaccurate or erroneous information. If the request is denied, the individual may appeal the decision by writing to the Office of General Counsel (024); Department of Veterans Affairs; 810 Vermont Avenue, N.W.; Washington, D.C. 20420.

The Privacy Act and HIPAA permit the individual to also complete a Statement of Disagreement to the information that was denied correction. The facility would be able to include a rebuttal to the Statement of Disagreement. The Statement of Disagreement, rebuttal, and denial letter would be attached to the information that was requested to be corrected and would be released with the information anytime the information was authorized for release.

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 Lebanon 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 Lebanon 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 Lebanon 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 Lebanon 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 Lebanon 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 Lebanon 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.

Human Resources notify departments, IT new hires and their start date, via YourIT ticket. HR also enters an EPAS request, with name, SSN, job title, department, and telephone number. The department that the person is going to completes a separate YourIT ticket and EPAS request indicating the specific access that is needed. This EPAS request starts at the department level, is signed by the department Chief and/or an approved designee, and then to IT for implementation. Documentation is tracked via "YourIT" ticketing system and EPAS.

- 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 the privacy officer and the designated Contracting Officer Representative (COR) review this. 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 all contractors have completed this training 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 Lebanon 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 Lebanon 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 HIPAA Training Focused Training
VA 3185966: VHA Mandatory Training for Health Professions Trainees (HPTs)
VA 3192008: VHA Mandatory Training for Health Professions Trainees (HPTs-Refresher)
VA 20152: Mandatory Training for Transitory, Part-time and Intermittent Clinical Staff
VA 3812493: Annual Government Ethics

8.4 Authorization and Accreditation (A&A) status

8.4a If yes, provide:

1. *The Systems Security Plan Status: Completed*
2. *The Systems Security Plan Status Date: 7-Feb-2025*
3. *The Authorization Status: Authorization to Operate Granted*
4. *The Authorization Date: 20-May-2022*
5. *The Authorization Termination Date: 19-May-2025*
6. *The Risk Review Completion Date: 20-April-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

ID	Privacy Controls
AP	Authority and Purpose
AP-1	Authority to Collect
AP-2	Purpose Specification
AR	Accountability, Audit, and Risk Management
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
DI	Data Quality and Integrity
DI-1	Data Quality
DI-2	Data Integrity and Data Integrity Board
DM	Data Minimization and Retention
DM-1	Minimization of Personally Identifiable Information
DM-2	Data Retention and Disposal
DM-3	Minimization of PII Used in Testing, Training, and Research
IP	Individual Participation and Redress
IP-1	Consent
IP-2	Individual Access
IP-3	Redress
IP-4	Complaint Management
SE	Security
SE-1	Inventory of Personally Identifiable Information
SE-2	Privacy Incident Response
TR	Transparency
TR-1	Privacy Notice
TR-2	Area of Records Notices and Privacy Act Statements
TR-3	Dissemination of Privacy Program Information
UL	Use Limitation
UL-1	Internal Use
UL-2	Information Sharing with Third Parties

Signature of Responsible Officials

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

Privacy Officer, Tonya Hromco

Privacy Officer, Christopher Long

Privacy Officer, Charles (Skip) Williamson

Privacy Officer, Cindy Merritt

Privacy Officer, Francesco Lanni, Sr.

Signature of Responsible Officials

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

Information System Security Officer, Matthew Schmuck

Area Manager, Andru Ditzler

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

<i>Site Type: VBA/VHA/N CA or Program Office</i>	<i>Applicable NOPPs</i>
VHA	<u>VHA Notice of Privacy Practices</u> - <u>VHA Privacy and Release of Information:</u>
NCA	<u>VA Form 40-0247</u> <u>VA Form 40-1330</u> <u>VA Form 40-1330M</u>

APPENDIX B – PII Mapped to Components

PII Mapping of Components (Servers/Database)

Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)	Does this component collect PII? (Yes/No)	Does this component store PII? (Yes/No)	Does this component share, receive, and/or transmit PII? (Yes/No)	Type of PII (SSN, DOB, etc.)	Reason for Collection/Storage of PII	Safeguards	Applicable Sites within Area (VBA, VHA, NCA, Program Office)
Server 1: <ul style="list-style-type: none"> • Cochlear_Database • BDOC • Censis_Beta_V2_Global • Censis_graphics • Censis_HL1614 • Censis_SG1614 • CensisBufferAgent • GFMS • Hibernate • Jackrabbit • Qp_agent • Qp_calendar • Qp_central • Quartz • Statdb • Systemstate 	Yes	Yes	Yes	Name, address, SSN, date of birth, diagnosis, service connection, dates of service, health insurance information, demographics, employee health records	This data is needed to facilitate facility tracking and patient care	Advanced Encryption Standard (AES) 256, Server is stored in a secured environment and managed with restricted access controls	Lebanon VAMC
Server 2: <ul style="list-style-type: none"> • BHL_LEB_Prod • BHL_LEB_Test • EMR • Intelliware • IntelliWare_OG 	Yes	Yes	Yes	Name, address, SSN, date of birth, diagnosis, service connection,	This data is needed to facilitate facility tracking and patient care	Advanced Encryption Standard (AES) 256, Server is stored in a secured environment and managed with	Lebanon VAMC

<i>Components of the Area collecting/storing PII (Each row refers to a grouping of databases associated with a single server)</i>	<i>Does this component collect PII? (Yes/No)</i>	<i>Does this component store PII? (Yes/No)</i>	<i>Does this component share, receive, and/or transmit PII? (Yes/No)</i>	<i>Type of PII (SSN, DOB, etc.)</i>	<i>Reason for Collection/ Storage of PII</i>	<i>Safeguards</i>	<i>Applicable Sites within Area (VBA, VHA, NCA, Program Office)</i>
<ul style="list-style-type: none"> Intelliware_PathLab LEB_BIOPOINT_P16 Lynx ReportServerTEMPTRAK ReportServerTEMPTRAKTempD RightFax SFF SystemState 				dates of service, health insurance information, demographics, employee health records		restricted access controls	
Server 3: <ul style="list-style-type: none"> DssDb LCARE_LEB_P I_CARE_LEB_T NOAHDatabaseCore PERIPROBDB PERITTESTDB SystemState 	Yes	Yes	Yes	Name, address, SSN, date of birth, diagnosis, service connection, dates of service, health insurance information, demographics, employee health records	This data is needed to facilitate facility tracking and patient care	Advanced Encryption Standard (AES) 256, Server is stored in a secured environment and managed with	Lebanon VAMC