

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ACF Web Server

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	ACF Web Server
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OA-OIS-008
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system hosts Web pages for ACF. No PI information is included in these Web pages.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PI information is collected or stored on this system.
11 Explain why the information is being collected.	N/A
12 Identify with whom the agency will share the collected information .	N/A

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OPDIV: ACF System Name: ACF Web Server

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ACF Web Site

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-14
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	ACF Web Site
4 Is this System or Information Collection new or is an existing one being modified?	System is modified daily adding new content.
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OA-OIS-007
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The ACF internet site provides information to citizens and constituents regarding ACF programs, policies, grants, and services. No legislation mandates this activity.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ACF Web Site

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.**
- We collect no information about web site visitors, other than information automatically collected and stored (see below), when someone visits our web site unless the visitor chooses to provide that information to us. When someone browses through any ACF web site, certain personal information about the visit can be collected. We automatically collect and temporarily store the following information about each visit: The name of the domain used to access the Internet (for example, aol.com, if visitors are using an American Online account, or stanford.edu, if visitors are connecting from Stanford University's domain); The date and time of the visit; The pages visited; Type of browser used; and The address of the web site you came from when you came to visit. Unless it is specifically stated otherwise, no additional information will be collected about site visitors. ACF records email addresses in the event that a visitor sends a message by email or if a visitor registers on the ACF Questions and Answers Support Site (<http://faq.acf.hhs.gov>). Each email address is temporarily stored and will only be used for the purpose for which the visitor has provided it. Individual email addresses will not be added to any mailing lists without visitor consent by way of a specific request in writing.
- 11 Explain why the information is being collected.**
- We use this information for statistical purposes and to help us make our site more useful to visitors.
- 12 Identify with whom the agency will share the collected information .**
- Information is aggregated and aggregated web site information is shared with Web Content Managers to assist in the preparation of additional content or to improve site navigation and usability.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- The information is collected using Web Trends software which analyzes the Web Logs to aggregate data and report statistics. The user Privacy Policy link is available on every ACF page (http://www.acf.hhs.gov/acf_privacy_policy.html). No personally identifying information is collected on the Web site except through our web-based email response system (see it s PIA which is separate from this one).
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- There is no way to know if the user of the ACF web site is a child under 13 since we do not collect identifiable age-related information.
- 15 Describe how the information will be secured.**
- Web log data is maintained on a server behind the ACF firewall accessible only to technical support staff.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ACF Web Site

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| 16 | Describe plans for retention and destruction of data collected. | Data is aggregated each month and then logs are purged every three months. |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | A system of records is not being created and is not needed. |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ADD Extranet

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-10-13
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	ADD Extranet (Electronic Data System)
4 Is this System or Information Collection new or is an existing one being modified?	Existing system
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	0980-0172, 0980-0162, 0980-0270, 0980-0160
8 Other Identifying Number(s):	ADD-POD-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The ADD Extranet allows grantees of the Administration on Developmental Disabilities (ADD) to draft and submit four large annual reports (30-100 pages each) from each of the 55 states and territories in a completely paperless workflow system using the public internet. Two communities are served. The ADD Protection and Advocacy community submits one state plan (Statement of Goals and Priorities) and one report (Program Performance Report) for each state. The ADD Developmental Disability Council community submits one state plan (Five Year State Plan) and one report (Program Performance Report) for each state. The collection of this information is authorized by Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ADD Extranet

- 10 **Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.**
- The data collected demonstrates sound plans and sound outcomes for the expenditures of federal funds by the states for the developmentally disadvantaged. The data is used to report to Congress, the President, other federal agencies, and the public on the outcome of federal funds expended for the developmentally disadvantaged. Information collected on the forms is decided on by the ADD communities themselves during periodic meetings, and is reviewed and approved by the Administration on Developmental Disabilities and the Office of Management and Budget.
- 11 **Explain why the information is being collected.**
- The Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, requires that this information be collected.
- 12 **Identify with whom the agency will share the collected information**
- Information is shared with Congress, the President, other federal agencies, and the public. The most interested parties to the information are those advocating assistance for those with developmental disabilities.
- 13 **Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- The information is obtained directly from the state chartered developmental disability and protection and advocacy communities. It is collected for the Congress to demonstrate that public funds were expended appropriately for the developmentally disadvantaged. The suppliers of the information are informed about the current law and the uses of the data they provide at annual meetings of each community, via the ADD web site and periodic emails.
- 14 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- No information is collected that ties data to any unique child under age 13 by the system or is presented in these reports. The reports include aggregated information about developmentally disadvantaged children, some of whom may be under age 13



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ADD Extranet

- 15 **Describe how the information will be secured.** The system is physically stored at the Administration for Children and Families central computing facility inside an enterprise Oracle database. The data is fully backed up every week and is incrementally backed up every day. Only those with appropriate privileges can enter the central computer facility. The facility has a fire suppression system. The system is accessed over the internet using a web browser. All data transmission is encrypted using Secure Socket Layer (SSL) public key encryption technology. All users of the system must have an ID and password to use the system. A shared ID and password is used by each grantee. ADD users of the system have individual IDs and passwords. Each user of the system has database privileges which tightly restrict the information they may enter and view. In addition the system itself incorporates logic to ensure that only appropriate functions are enabled.
- 16 **Describe plans for retention and destruction of data collected.** The data collected are public records and consequently fall into archive and retention requirements specified by the National Archives and Records Administration (NARA). For the foreseeable future all data in electronic form will be retained.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.** This system of records appears to fall under the Privacy Act. Privacy information is collected to facilitate electronic data collection and workflow only.
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):** Robert Driscoll
- 19 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):** Wade Horn, PhD
- 20 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):** Curt Coy



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: AFCARS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-24
2 HHS Agency (OPDIV):	ACF/ACYF/Children's Bureau
3 Title of System or Information Collection:	Adoption and Foster Care Analysis and Reporting System (AFCARS)
4 Is this System or Information Collection new or is an existing one being modified?	This is an existing system.
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	0980-0267; June 30, 2005
8 Other Identifying Number(s):	ACYF-CB-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Section 479 of title IV-E of the Social Security Act and Federal regulations at 45 CFR 1355.40 directs States to establish and implement a system to collect data on children in foster care and those who have been adopted under the auspices of the State child welfare agency.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: AFCARS

10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.

The data provide information about foster care placements, adoptive parents, length of time in care, delays in termination of parental rights and placement for adoption. The purpose of the data collected is to inform State/Federal policy decisions, program management, and respond to Congressional and Departmental inquiries. Specifically, the data is used for short/long-term budget projections, trend analysis, and to target areas for improved technical assistance. ACF uses AFCARS data for a number of reasons, including: responding to Congressional requests for current data on children in foster care or those who have been adopted; responding to questions and requests from other Federal departments and agencies, including the General Accounting Office (GAO), the Office of Management and Budget (OMB), the DHHS Office of Inspector General (OIG), national advocacy organizations, States, and other interested organizations; short and long-term budget projections; trend analyses and short and long-term planning; targeting areas for greater or potential technical assistance efforts, for discretionary service grants, research and evaluation, and regulatory change; determining and assessing outcomes for children and families. Additionally, the AFCARS data are used specifically in the: Adoption Incentives Program; Child Welfare Outcomes Report; Child and Family Services (CFS) Reviews; Title IV- E Eligibility Reviews; and Allotment of funds in the Chafee Foster Care Independence Program (CFCIP). The data required by AFCARS is information that would normally be collected during the course of a social worker's assessment, planning, and service provision, so that additional information does not need to be collected solely for the purpose of meeting AFCARS requirements.

11 Explain why the information is being collected.

It is required by law.

12 Identify with whom the agency will share the collected information

Congress, States, National Organizations and the American public.

13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

The information is collected in an electronic format, which is transmitted directly to the National Institute of Health's National Information Center. The data are collected from the States, the District of Columbia and Puerto Rico. The data requirements are codified in 45 CFR 1355.40. Consent is not required.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: AFCARS

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| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 15 | Describe how the information will be secured. | Data are transmitted via a secure connection that links the State directly with NIH CIT using the application Connect:Direct. Data are backed up on the NIH server and on compact discs by ACF. |
| 16 | Describe plans for retention and destruction of data collected. | Data will not be destroyed. Data are archived on compact discs. |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Asset Tracking

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-18
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Facilities Asset Inventory Tracking System
4 Is this System or Information Collection new or is an existing one being modified?	N.A.
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	
8 Other Identifying Number(s):	OA-OASFM-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	System contains all PC hardware and peripherals that are assigned to ACF Staff
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Hardware is matched to ACF users
11 Explain why the information is being collected.	Inventory control
12 Identify with whom the agency will share the collected information	Data is not shared

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Asset Tracking

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| 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Profile data comes from network listing. No notice is provided for ACF staff. |
| 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N.A. |
| 15 Describe how the information will be secured. | Desk top application. Access controls via id/password |
| 16 Describe plans for retention and destruction of data collected. | System will be retired when OpDiv consolidation is in effect. |
| 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | n/a |
| 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ATL

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (ATLANTA
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO4-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system.
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ATL

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: BOS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional Lan (BOSTON)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO1-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: BOS

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | no |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: CCIS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Federal Child Care Information System or CCB Information System
4 Is this System or Information Collection new or is an existing one being modified?	Existing system not being modified
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	OMB Control No: 0970-0167 03/31/2006
8 Other Identifying Number(s):	ACYF-CCB-003
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PII is being collected in this system.
11 Explain why the information is being collected.	No PII is being collected in this system.
12 Identify with whom the agency will share the collected information	None

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: CCIS

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | No PII is being collected in this system. |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | No PII to destroy |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | n/a |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: CHI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (CHICAGO)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO5-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system.
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information .	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: CHI

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | no |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: CNS LAN

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Central Network Services (CNS) LAN
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OA-OIS-003
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: CNS LAN

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: DAL

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (DALLAS)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO6-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information .	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: DAL

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Data Collect Sys 700

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Data Collection System (ACF-700)
4 Is this System or Information Collection new or is an existing one being modified?	Existing system not being modified
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	OMB Control No: 0980-0241 11/30/2004
8 Other Identifying Number(s):	ACYF-CCB-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PII is being collected in this system.
11 Explain why the information is being collected.	No PII is being collected in this system.
12 Identify with whom the agency will share the collected information	None

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Data Collect Sys 700

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | No PII is being collected in this system |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | n/a |
| 16 | Describe plans for retention and destruction of data collected. | No PII to destroy. |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | n/a |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Data Collect Sys 800

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Data Collection System (ACF-800)
4 Is this System or Information Collection new or is an existing one being modified?	Existing system not being modified
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ACYF-CCB-002
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PII is being collected in this system.
11 Explain why the information is being collected.	No PII is being collected in this system
12 Identify with whom the agency will share the collected information .	None

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Data Collect Sys 800

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | No PII is being collected in this system. |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | No PII to destroy. |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | n/a |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: DEN

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (DENVER)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO8-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: DEN

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: DWDS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-18
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Dept Wide Directory System (DWDS) System Retired
4 Is this System or Information Collection new or is an existing one being modified?	System has been Retired and is no longer operational
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	n/s
8 Other Identifying Number(s):	OA-OIS-005
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	N.A.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	N.A.
11 Explain why the information is being collected.	N.A.
12 Identify with whom the agency will share the collected information	N.A.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: DWDS

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N.A. |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N.A. |
| 15 | Describe how the information will be secured. | N.A. |
| 16 | Describe plans for retention and destruction of data collected. | N.A. |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N.A. |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: External Audit Track Sys

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	External Audit Tracking System <input type="checkbox"/> Not Active Retired
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OCSE-DCS-0010
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Web forms used to collect information from system Users. No PII collected
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Program resources, profile and performance information
11 Explain why the information is being collected.	Share Program Information
12 Identify with whom the agency will share the collected information	Program Users

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: External Audit Track Sys

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-07-22
2 OPDIV:	Office of Child Support Enforcement
3 Title of System or Information Collection:	Location and Collection System (LCS)
4 Is this system or information collection new or is an existing one being modified?	The LCSE is an existing system not being modified at this time.
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	Y
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Sherri Z. Heller, Ed. D.
7 Unique Project Identifier Number:	00970014101100000
8 System of Records Number:	09-90-0074
9 OMB Information Collection Approval Number and Expiration Date:	National Directory of New Hires; OMB NO: 0970-0166; Expiration Date: 1/31/04
10 Other Identifying Number(s):	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**
- The primary purpose of the Location and Collection System (LCS) is to provide state child support programs with data to locate parents and collect child support, especially in cases where parents reside in different states. The LCS is comprised of the following: - National Directory of New Hires (NDNH); - Federal Tax Refund Offset and Administrative Offset Program (TROP) and Federal Passport Denial; - Multistate Financial Institution Data Match. Information is also used by authorized Federal agencies to prevent and recoup erroneous payments under Federal benefit programs. These activities are authorized by Title IV, Part D, of the Social Security Act and the Federal Privacy Act.
- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.**
- Information in the NDNH portion of the LCS pertaining to quarterly wages and unemployment insurance is collected from state employment security agencies. Information pertaining to newly hired employees is collected from each state's Directory of New Hires. Federal agencies report directly to the NDNH. The information collected is used to locate individuals for the purpose of establishing parentage, establishing, setting the amount of, modifying, or enforcing child support obligations, or enforcing child custody and visitation orders. The information collected is also used by authorized Federal agencies to prevent and recoup erroneous payments under Federal benefit programs. The LCS also collects from state Child Support Enforcement (CSE) agencies information pertaining to past-due child support owed by noncustodial parents. This information is compared against information pertaining to Federal tax refunds, Federal administrative payments, and U.S. passports to collect past-due support. The data collected is mandatory. Federal law requires the collection of information for child support and other authorized purposes.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.**
- The data collected are required by statute and are the minimum necessary to accomplish the purposes for this effort.
- 14 Explain why the IIF is being collected, maintained, or disseminated.**
- Federal law requires the collection of information for child support and other authorized purposes.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS

- 15 Identify with whom the agency will share the IIF.**
- Federal law authorizes that specified types of collected information may be shared with specified entities for specified purposes. In summary, the collected information is shared with the following entities. - State CSE agencies; - A court with authority to issue a child support order; - A resident parent, legal guardian, attorney, or agent of a child who is not receiving Temporary Assistance for Needy Families (TANF); - A State agency administering specified child welfare or foster care programs; - An agent or attorney of a state, with an agreement, who has the duty or authority under state law to enforce a child custody or visitation determination; - A court having jurisdiction to make or enforce a child custody or visitation determination; and - An agent or attorney of a state or the United States with responsibility for matters involving the unlawful taking or restraint of a child. Specified information may also be shared with the following Federal agencies for the authorized purposes specified in Federal law: Department of the Treasury; Department of State; Department of Education; and the Social Security Administration. The Secretary of Health and Human Services may also share collected information, without personal identifiers, for research purposes found by the Secretary to be likely to contribute to achieving the purposes of the TANF program or the child support program.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- Information is collected from the following sources. Information pertaining to newly-hired employees is collected from each State Directory of New Hires, which receives the information from employers. Quarterly wage and unemployment insurance information is collected from the state employment security agencies. Federal agencies report information directly to the NDNH. Information pertaining to past-due child support owed by noncustodial parents is collected from state CSE agencies. Information contained in the system is not directly collected from individuals and is for the routine uses specified in the system of records notice pertaining to the LCS. 5 U.S.C. 552a(b)(3). Information required by Federal law is supplied by state CSE agencies. 42 U.S.C. 652 (k) and (l), 653, 664 and 666(a)(17).
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- Information is not collected from children under age 13 on the Internet.
- 18 Describe how the IIF will be secured.**
- The information is secured in accordance with an up-to-date security plan. This plan restricts access and disclosure to persons as authorized in the statute, provides administrative, physical, and technical system controls, requires monitored access and promotes security training. All personnel with access to the system are required to take a non-disclosure oath and attend annual security awareness training.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS

19 Describe plans for retention and destruction of IIF.

Quarterly wage data and unemployment data which, within 12 months, has not produced a match as a result of any information comparison are not thereafter used for child support enforcement purposes. Quarterly wage and unemployment data and new hire information are deleted from the LCS 24 months after the date of entry. An information comparison is retained for 24 months. Sample data is retained only long enough to complete research authorized under by Federal law. Tax refund and administrative offset information is maintained for six years in an active master file for purposes of collection and adjustment. After this time, records of cases for which there was no collection are destroyed. Records of cases with a collection are stored on-line in an inactive master file. Records pertaining to passport denial are updated and/or deleted as obligors meet satisfactory restitution or other state-approved arrangements. Records of information provided to authorized users are maintained only long enough to communicate the information to the appropriate state or Federal agencies. Thereafter, the information provided is destroyed. Records pertaining to the disclosures, which include information provided by states, federal agencies contacted, and an indication of the type(s) of information returned, are stored on a history tape and in hard copy for five years and then destroyed. Records of information provided by financial institutions for the purpose of facilitating matches are maintained only long enough to communicate the information to the appropriate state agency. Thereafter, the information provided is destroyed. However, records pertaining to the disclosures, which include information provided by states, Federal agencies contacted, and an indication of the type(s) of information returned, will be stored on a history tape and in hard copy for five years and then destroyed. Diskettes and other magnetic storage media that contain sensitive data are sanitized by degaussing. Hard copy documents containing sensitive data are destroyed by burning or cross-cut shredders.

20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

The existing Privacy Act system of records notice under which the records are maintained is The Location and Collection System, DHHS/OCSE No. 09-90-0074 .

21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):

22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS

23 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):**

The FPLS PIA was signed and approved by the ACF Deputy CIO and awaiting recognition of approval by HHS.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS 2

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-07-22
2 OPDIV:	Office of Child Support Enforcement
3 Title of System or Information Collection:	Federal Case Registry of Child Support Orders
4 Is this system or information collection new or is an existing one being modified?	The FCR is an existing system.
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	Y
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Sherri Z. Heller, Ed. D.
7 Unique Project Identifier Number:	00970014101100000
8 System of Records Number:	09-80-0202
9 OMB Information Collection Approval Number and Expiration Date:	Federal Case Registry; OMB No: 0980-0271; Expiration Date: 10/31/2004
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The primary purpose of the Federal Case Registry of Child Support Orders (FCR) is to improve states' abilities to locate parents and collect child support. Legal authority for maintenance of the system is contained in sections 452 and 453 of the Social Security Act.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS 2

12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

As required by Federal law, each state child support enforcement (CSE) agency maintains, within its automated system, a State Case Registry (SCR). The records in the SCR include information pertaining to all child support cases and orders established or modified in the state on or after October 1, 1998. The FCR includes abstracts of this information, provided by each CSE agency. The FCR system of records contains the following information: names (including alternative names); social security numbers (including alternative numbers); birth dates; participant type (custodial party, noncustodial parent, putative father, child); sex; case type (IV□D, referring to a case in which the family is receiving services from the CSE agency, or non-IV□D); indication of an order; family violence indicator (domestic violence or child abuse); state Federal Information Processing Standard code; county code; state case identification number; and state member identification number.

Information maintained in the FCR is matched against information maintained in the National Directory of New Hires (NDNH), another component of the Federal Parent Locator Service, to determine if a newly hired employee included in the NDNH is a participant in a child support case anywhere in the country. Within two business days after a comparison reveals a match with respect to an individual, the information regarding the individual's current employment and address is reported back to the State agency or agencies responsible for the case. States are also alerted when another state has registered the same individual on the FCR. The data collected is mandatory. Federal law requires the collection of information for child support and other authorized purposes.

13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

The data collected is required by statute and is the minimum necessary to accomplish the purposes for this effort. 42 U.S.C. 654A(f)(1) and 653(h)(1) and (2).

14 Explain why the IIF is being collected, maintained, or disseminated.

The information is collected for child support purposes as required under section 453 of the Social Security Act.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS 2

- 15 Identify with whom the agency will share the IIF.**
- Federal law authorizes that specified types of collected information may be shared with specified entities for specified purposes. In summary, the collected information is shared with the following entities. - State CSE agencies; - A court with authority to issue a child support order; - A resident parent, legal guardian, attorney, or agent of a child who is not receiving Temporary Assistance for Needy Families (TANF); - A State agency administering specified child welfare or foster care programs; - An agent or attorney of a state, with an agreement, who has the duty or authority under state law to enforce a child custody or visitation determination; - A court having jurisdiction to make or enforce a child custody or visitation determination; - An agent or attorney of a state or the United States with responsibility for matters involving the unlawful taking or restraint of a child. Specified information may also be shared with the following Federal agencies for the authorized purposes specified in Federal law: Department of the Treasury and Department of State. The Secretary of Health and Human Services may also share collected information, without personal identifiers, for research purposes found by the Secretary to be likely to contribute to achieving the purposes of the TANF program or the child support program.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- As required by Federal law, the FCR information is collected from each state CSE agency, which maintains the information in its State Case Registry. Information contained in the FCR is not directly collected from individuals and is for the routine uses specified in the system of records notice pertaining to the FCR.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- Information is not collected from children under age 13 on the Internet.
- 18 Describe how the IIF will be secured.**
- The information is secured in accordance with an up-to-date security plan that restricts access and disclosure to persons as authorized in the statute, provides administrative, physical, and technical system controls, requires monitored access and promotes security training. All personnel with access to the system are required to take a non-disclosure oath and attend annual security awareness training.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: FPLS 2

19 Describe plans for retention and destruction of IIF.

Records pertaining to a child are deleted from the FCR when a state dissociates the last custodial parent, non-custodial parent, or putative father from the case or order, and no child included in the case or order is associated with any other FCR case or order. Records pertaining to disclosures (including information provided by states, federal agencies contacted, and an indication of the type(s) of information returned), are stored on a history tape and in hard copy for two years and then destroyed. Any record relating or potentially relating to a fraud or abuse investigation or a pending or ongoing legal action including a class action is retained until conclusion of the investigation or legal action. This exception protects information relevant to a pending case from being prematurely destroyed. Diskettes and other magnetic storage media that contain sensitive data are sanitized by degaussing. Hard copy documents containing sensitive data are destroyed by burning or cross-cut shredders.

20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

The existing Privacy Act system of records notice under which the records are maintained is the Federal Case Registry of Child Support Orders, No. 09-80-0202.

21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):

22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):

23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

The FPLS PIA was signed and approved by the ACF Deputy CIO and awaiting recognition of approval by HHS.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: GABI

Question:

Response:

- | | | |
|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | ACYF/ACY/Head Start Bureau |
| 3 | Title of System or Information Collection: | Head Start Grant Application and Budget Instrument |
| 4 | Is this System or Information Collection new or is an existing one being modified? | |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | 0970-0207 Exp. Date: 05/21/2006 |
| 8 | Other Identifying Number(s): | ACYF-HSB-002 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This is the Head Start program electronic grant application package. All programs applying for funding from the Head Start Bureau may use this diskette to complete their application and may e-mail the data file produced to their Regional Office. The authorizing legislation provides that granting agencies must make application material available in electronic formats. No personal information is collected which can be tied to any specific individual. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Budget information for the purpose of make funding decisions is collected along with data about the applicant's program such as number of children to be enrolled and the type of program which will be offered enrolled children.. No personal information is collected which can be tied to any specific individual. |
| 11 | Explain why the information is being collected. | The information collected to provide basic information about a Head Start program bidget to make funding decisions leading the award of funds. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: GABI

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| 12 | Identify with whom the agency will share the collected information | Information about Head Start program costs and services is made available from time to time upon request. No personal information tied to any specific program enrollee is collected by the government and therefore is not shared. |
| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Grantees annual application for funding may be submitted completing a data diskette and may either e-mail or send the data diskette to the regional office for funding decisions and leading to the awarding of a grant to carry out a Head Start programs. As there is no data tied to a specific individual there are no consents necessary. |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | Not applicable, |
| 15 | Describe how the information will be secured. | Head Start Grant applications which are submitted electronically are stored on the ACF server and subject to the same security procedures of all documents. |
| 16 | Describe plans for retention and destruction of data collected. | ACF has not, to date, intentionally destroyed any Head Start grant applications |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: GATES

Question:

Response:

- | | | |
|----|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2004-06-01 |
| 2 | OPDIV: | Administration for Children and Families |
| 3 | Title of System or Information Collection: | GATES |
| 4 | Is this system or information collection new or is an existing one being modified? | The system is not new |
| 5 | Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)? | N |
| 6 | Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it. | |
| 7 | Unique Project Identifier Number: | |
| 8 | System of Records Number: | |
| 9 | OMB Information Collection Approval Number and Expiration Date: | |
| 10 | Other Identifying Number(s): | |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: GATES

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- 15 Identify with whom the agency will share the IIF.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 18 Describe how the IIF will be secured.
- 19 Describe plans for retention and destruction of IIF.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: GATES

- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: HSFIS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACYF/ACY/Head Start Bureau
3 Title of System or Information Collection:	Head Start Family Information System (HSFIS)
4 Is this System or Information Collection new or is an existing one being modified?	
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ACYF-HSB-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a record keeping system that Head Start grantees use to track their families and children. HSFIS is NOT a mandatory system the grantees have to use. A Head Start grantee can choose HSFIS or other commercial systems for their data tracking needs
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Head Start Bureau is NOT collecting the information in HSFIS. The grantees use HSFIS entirely for their own data tracking needs. They are not required to submit information in HSFIS to the Head Start Bureau.
11 Explain why the information is being collected.	N/A.
12 Identify with whom the agency will share the collected information	N/A.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: HSFIS

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A. |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A. |
| 15 | Describe how the information will be secured. | N/A. |
| 16 | Describe plans for retention and destruction of data collected. | N/A. |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A. |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: HSMTS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Head Start Monitoring Tracking System (HSMTS) and Program Review Instrument for Systems Management
4 Is this System or Information Collection new or is an existing one being modified?	Existing system not being modified
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ACYF-HSB-005
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PII is being collected in this system.
11 Explain why the information is being collected.	No PII is being collected in this system.
12 Identify with whom the agency will share the collected information .	None

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: HSMTS

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | No PII is being collected in this system |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | No PII to destroy. |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: KAN

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (KANASS CITY)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	: N/A
6 System of Records Number:	: N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO7-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: KAN

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|----|--|-----------------|
| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: LCS

Question:

Response:

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|---|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | |
| 2 | HHS Agency (OPDIV): | Office of Child Support Enforcement |
| 3 | Title of System or Information Collection: | Location and Collection System (LCS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | The LCS is an existing system not being modified at this time. |
| 5 | Unique Project Identifier Number: | 00970014101100000 |
| 6 | System of Records Number: | 09-90-0074 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | National Directory of New Hires; OMB NO: 0970-0166; Expiration Date: 1/31/04 |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The primary purpose of the Location and Collection System (LCS) is to provide state child support programs with data to locate parents and collect child support, especially in cases where parents reside in different states. The LCS is comprised of the following: <input checked="" type="checkbox"/> National Directory of New Hires (NDNH); <input checked="" type="checkbox"/> Federal Tax Refund Offset and Administrative Offset Program (TROP) and Federal Passport Denial; <input checked="" type="checkbox"/> Multistate Financial Institution Data Match. Information is also used by authorized Federal agencies to prevent and recoup erroneous payments under Federal benefit programs. These activities are authorized by Title IV, Part D, of the Social Security Act and the Federal Privacy Act. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: LCS

10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.

Information in the NDNH portion of the LCS pertaining to quarterly wages and unemployment insurance is collected from state employment security agencies. Information pertaining to newly hired employees is collected from each state's Directory of New Hires. Federal agencies report directly to the NDNH. The information collected is used to locate individuals for the purpose of establishing parentage, establishing, setting the amount of, modifying, or enforcing child support obligations, or enforcing child custody and visitation orders. The information collected is also used by authorized Federal agencies to prevent and recoup erroneous payments under Federal benefit programs. The LCS also collects from state Child Support Enforcement (CSE) agencies information pertaining to past-due child support owed by noncustodial parents. This information is compared against information pertaining to Federal tax refunds, Federal administrative payments, and U.S. passports to collect past-due support. The data collected are required by statute and are the minimum necessary to accomplish the purposes for this effort.

11 Explain why the information is being collected.

Federal law requires the collection of information for child support and other authorized purposes.

12 Identify with whom the agency will share the collected information

Federal law authorizes that specified types of collected information may be shared with specified entities for specified purposes. In summary, the collected information is shared with the following entities: State CSE agencies; A court with authority to issue a child support order; A resident parent, legal guardian, attorney, or agent of a child who is not receiving Temporary Assistance for Needy Families (TANF); A State agency administering specified child welfare or foster care programs; An agent or attorney of a state, with an agreement, who has the duty or authority under state law to enforce a child custody or visitation determination; A court having jurisdiction to make or enforce a child custody or visitation determination; and An agent or attorney of a state or the United States with responsibility for matters involving the unlawful taking or restraint of a child. Specified information may also be shared with the following Federal agencies for the authorized purposes specified in Federal law: Department of the Treasury; Department of State; Department of Education; and the Social Security Administration. The Secretary of Health and Human Services may also share collected information, without personal identifiers, for research purposes found by the Secretary to be likely to contribute to achieving the purposes of the TANF program or the child support program.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: LCS

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- Information is collected from the following sources. Information pertaining to newly-hired employees is collected from each State Directory of New Hires, which receives the information from employers. Quarterly wage and unemployment insurance information is collected from the state employment security agencies. Federal agencies report information directly to the NDNH. Information pertaining to past-due child support owed by noncustodial parents is collected from state CSE agencies. Information contained in the system is not directly collected from individuals and is for the routine uses specified in the system of records notice pertaining to the LCS. 5 U.S.C. 552a(b)(3). Information required by Federal law is supplied by state CSE agencies. 42 U.S.C. 652 (k) and (l), 653, 664 and 666(a)(17).
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- Information is not collected from children under age 13 on the Internet
- 15 Describe how the information will be secured.**
- The information is secured in accordance with an up-to-date security plan. This plan restricts access and disclosure to persons as authorized in the statute, provides administrative, physical, and technical system controls, requires monitored access and promotes security training. All personnel with access to the system are required to take a non-disclosure oath and attend annual security awareness training.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: LCS

16 Describe plans for retention and destruction of data collected.

Quarterly wage data and unemployment data which, within 12 months, has not produced a match as a result of any information comparison are not thereafter used for child support enforcement purposes. Quarterly wage and unemployment data and new hire information are deleted from the LCS 24 months after the date of entry. An information comparison is retained for 24 months. Sample data is retained only long enough to complete research authorized under by Federal law. Tax refund and administrative offset information is maintained for six years in an active master file for purposes of collection and adjustment. After this time, records of cases for which there was no collection are destroyed. Records of cases with a collection are stored on-line in an inactive master file. Records pertaining to passport denial are updated and/or deleted as obligors meet satisfactory restitution or other state-approved arrangements. Records of information provided to authorized users are maintained only long enough to communicate the information to the appropriate state or Federal agencies. Thereafter, the information provided is destroyed. Records pertaining to the disclosures, which include information provided by states, federal agencies contacted, and an indication of the type(s) of information returned, are stored on a history tape and in hard copy for five years and then destroyed. Records of information provided by financial institutions for the purpose of facilitating matches are maintained only long enough to communicate the information to the appropriate state agency. Thereafter, the information provided is destroyed. However, records pertaining to the disclosures, which include information provided by states, Federal agencies contacted, and an indication of the type(s) of information returned, will be stored on a history tape and in hard copy for five years and then destroyed. Diskettes and other magnetic storage media that contain sensitive data are sanitized by degaussing. Hard copy documents containing sensitive data are destroyed by burning or cross-cut shredders.

17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

The existing Privacy Act system of records notice under which the records are maintained is "The Location and Collection System", DHHS/OCSE No. 09-90-0074

18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):

19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: LCS

- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: National Child Support

Question:

Response:

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|----|---|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | ACF |
| 3 | Title of System or Information Collection: | National Child Support Workplace Center |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | OCSE-DCS-006 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Web forms used to collect information from system Users. No PII collected |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Program resources, profile and performance information |
| 11 | Explain why the information is being collected. | Share Program Information |
| 12 | Identify with whom the agency will share the collected information | Program Users |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: National Child Support

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NCANDS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-24
2 HHS Agency (OPDIV):	ACF/ACYF/Children's Bureau
3 Title of System or Information Collection:	National Child Abuse and Neglect Data System (NCANDS)
4 Is this System or Information Collection new or is an existing one being modified?	This is an existing system.
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	0980-0229; October 31, 2006
8 Other Identifying Number(s):	ACYF-CB-002
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The Administration on Children, Youth and Families established the National Child Abuse and Neglect Data System (NCANDS) to respond to the 1988 and 1992 amendments (Pub. L. 100-294 and Pub.L. 102-295) to the Child Abuse Prevention and Treatment Act (42 U.S.C. 5101 et seq.), as amended, which called for the creation of a coordinated national data collection and analysis program, both universal and case specific in scope, to examine standardized data on false, unfounded, or unsubstantiated reports. In 1996, the Child Abuse Prevention and Treatment Act was amended by Public Law 104-235 to require that any State receiving the Basic State Grant work with the Secretary of the Department of Health and Human Services (HHS) to provide specific data on child maltreatment to the extent practicable.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NCANDS

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.
- The NCANDS collects data on reports of child abuse and neglect, including characteristics of the children and perpetrators, the outcome of the report (i.e., substantiated, unsubstantiated, or determined to be false), the number of children/families that received services, the types of services, whether the child was removed from his/her home.
- 11 Explain why the information is being collected.
- The information collected by NCANDS is used to better understand the experiences of children and families served by CPS and to guide policy and program development at the national and local levels. An annual report, entitled Child Maltreatment, will continue to be published. Data collected through the NCANDS will also be used to support the Department in responding to the requirements of the Government Performance and Results Act; publishing State data in the annual report to Congress on child welfare outcomes; and monitoring States through the Child and Family and Services Review process.
- 12 Identify with whom the agency will share the collected information .
- Congress, States, National Organizations and the American public
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Data are transmitted to the contractor, WRMA, Sacramento either by US mail (CD, tape, diskette) or via email. If transmitting by US mail, States are urged to register the package to ensure confirmation of the delivery. If the file is originally received in Rockville, it is directly forwarded to Sacramento office for archiving into the system. Information regarding changes in the collection of data are published in the Federal Register or through Policy Issuances. States have a data dictionary and technical specifications for creating a file. This information is also available on the Children's Bureau's web page.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- No.
- 15 Describe how the information will be secured.
- Data are copied onto a secure system at the contractor site and stored on a compact disc.
- 16 Describe plans for retention and destruction of data collected.
- Data will not be destroyed. Data are archived on compact discs.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NCANDS

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| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | No |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NECSRS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	National Electronic Child Support System (NECSRS)
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OCSE-DCS-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Web forms used to collect information from system Users. No PII collected
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Program resources, profile and performance information
11 Explain why the information is being collected.	Share Program Information
12 Identify with whom the agency will share the collected information	Program Users

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NECSRS

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NHSITRC

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	National Human Services Information Technology Resource Center (NHSITRC) State Systems Profiles
4 Is this System or Information Collection new or is an existing one being modified?	Modified
5 Unique Project Identifier Number:	: N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	0970-0221 expires November 30, 2003.
8 Other Identifying Number(s):	OA-OFA-002
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The State Systems Profiles part of the system voluntarily collects information from the States providing data on their State systems. Each profile listed on the website provides other States relevant data as each State constructs a system it uses to process client information data with regard to child support, child welfare and the Temporary Assistance to Needy Families programs.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Although there was minute data about the types, kinds and editions of operating systems being run by the various States, this was reduced after September 11, 2001 when many States objected to the detail of information being provided to potential hackers. Now, relevant, but limited data is presented on the site allowing interested State staff in other States to contact each other and follow up for more detailed information.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NHSITRC

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| 11 Explain why the information is being collected. | The collected information provides valuable data to States to assist them in building a system of hardware and software without having to reinvent the wheel and gain valuable insight from other States on contractor experience and capabilities |
| 12 Identify with whom the agency will share the collected information
. | Any Internet user is able to access the information from this public site. |
| 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The information is obtained and updated quarterly by the contractor who is responsible for e-mailing State contacts to verify that the data being presented on-line is current. Recently, we have added a update process on the site allowing State staff to directly enter the data while on-line. The contractor validates that this information has been submitted by an authorized State contact and updates the Site. Again, all information provided to the Site is done on a VOLUNTARY basis. |
| 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | Not Applicable |
| 15 Describe how the information will be secured. | The information is secure. It sits on an ACF Server and appropriate security measures are in place. |
| 16 Describe plans for retention and destruction of data collected. | There are no plans for data destruction. The information is continually updated |
| 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | n/a |
| 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NYC

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (NEW YORK)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO2-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system.
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information .	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: NYC

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | no |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: OCSE Directory System

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	OCSE Directory System
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OCSE-DCS-008
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Web forms used to collect information from system Users. No PII collected
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Program resources, profile and performance information
11 Explain why the information is being collected.	Share Program Information
12 Identify with whom the agency will share the collected information	Program Users

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: OCSE Directory System

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: OCSE Public Comment Sys

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | ACF |
| 3 | Title of System or Information Collection: | OCSE <input type="checkbox"/> Public Comments System <input type="checkbox"/> Not Active Retired |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | OCSE-DCS-007 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Web forms used to collect information from system Users. No PII collected |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Program resources, profile and performance information |
| 11 | Explain why the information is being collected. | Share Program Information |
| 12 | Identify with whom the agency will share the collected information | Program Users |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: OCSE Public Comment Sys

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: OCSE State Profile Sys

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | ACF |
| 3 | Title of System or Information Collection: | OCSE State Profile System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | OCSE-DCS-004 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Web forms used to collect information from system Users. No PII collected |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Program resources, profile and performance information |
| 11 | Explain why the information is being collected. | Share Program Information |
| 12 | Identify with whom the agency will share the collected information | Program Users |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: OCSE State Profile Sys

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: OCSE Test Deck Sys

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | ACF |
| 3 | Title of System or Information Collection: | OCSE Test Deck System <input type="checkbox"/> Not Active Retired |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | N/A |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Web forms used to collect information from system Users. No PII collected |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Program resources, profile and performance information |
| 11 | Explain why the information is being collected. | Share Program Information |
| 12 | Identify with whom the agency will share the collected information | Program Users |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: OCSE Test Deck Sys

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ODMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Document Management System (ODMS)
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OCSE-DCS-002
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Web forms used to collect information from system Users. No PII collected
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Program resources, profile and performance information
11 Explain why the information is being collected.	Share Program Information
12 Identify with whom the agency will share the collected information	Program Users

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: ODMS

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PersonInfo

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-25
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	PersonInfo
4 Is this System or Information Collection new or is an existing one being modified?	N.A.
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OA-OIS-006
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	ACF receives a datafile from the personnel management system. Data includes SSN, and federal employee name. The file is used by ACF in a process to identify staff that have separated from ACF so that network and database ID's can be deleted. One staff member has access to the file and the process.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	SSN, Name for ACF Federal Staff
11 Explain why the information is being collected.	Determine which staff has separated from ACF so that Ids can be removed from the network and database services
12 Identify with whom the agency will share the collected information	Not shared

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PersonInfo

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | File replaced with each new submission from the personnel system |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | None |
| 15 | Describe how the information will be secured. | File system with access controls |
| 16 | Describe plans for retention and destruction of data collected. | Deleted at the end of each process |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N.A. |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PHI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (PHILADELPHIA)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO6-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system.
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PHI

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | no |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PIR

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACYF/ACY/Head Start Bureau
3 Title of System or Information Collection:	Head Start Program Information Report (PIR)
4 Is this System or Information Collection new or is an existing one being modified?	
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	0980-0017 Exp. Date: 11/30/2004
8 Other Identifying Number(s):	ACYF- HSB-004
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	<p>This is an annual information collection which is submitted by all recipients of Head Start program funds. Basic recipient information such as address, phone number, etc. is included along with basic information at the services provided to program enrollees and their families. The authorizing legislation provides that information collected from the PIR shall be used by the Secretary to make reports to the Congress. No personal information is collected which can be tied to any specific individual with the exception that name, business phone number, business address and business e-mail of recipient or person supplying program information is recorded . No other personal data attributed to the person filing the report is collected other than as stated</p>



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PIR

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| <p>10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.</p> | <p>Information as aggregated about the Head Start program enrollees such as age, ethnicity, language spoken, and general health status. Information about the type of programs children receive (whether home based, center based, full day or part day) is collected, as well as program staff characteristics such as education attained, years in position, etc. No personnel information is collected which can be tied to any specific</p> |
| <p>11 Explain why the information is being collected.</p> | <p>The information collected to provide basic information about Head Start program enrollees and services they are receiving.</p> |
| <p>12 Identify with whom the agency will share the collected information .</p> | <p>Information about Head Start program enrollees and the services they receive is shared with the Congress and public. No personal information tied to any specific program enrollee is collected by the government and therefore is not shared.</p> |
| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Aggregated data about Head Start program enrollees is obtained by requiring the submission of an annual Head Start Program Information Report by each Head Start program grantee and sub recipient. Head Start Program Performance Standards requires programs to maintain personal information about enrollees in a confidential manner which can be released only with written parental consent. This information collection requires no written parental consent because no information tied to any specific enrollee is collected or reported.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>Not applicable, Head Start does not collect any information from children under age</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Head Start Program Information is stored on the ACF network and is subject to the security of all other data stored and used by ACF.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>ACF has not, to date, intentionally destroyed any Head Start program information</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>N/A</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | <p>Robert Driscoll</p> |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PIR

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| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PROMIS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Publications, Requestors, Orders, and Mailing Lists Information System (PROMIS)
4 Is this System or Information Collection new or is an existing one being modified?	Existing system
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ID OA-OIS-004
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Publications, Requestors, Orders & Mailing Lists Information System (PROMIS) was developed to support agency-wide publications distribution and management requirements to track the status of publications inventories and the receipt and fulfillment of publications order requests, as well as tracking clearances and requisitions. PROMIS also provides the capabilities to create and maintain mailing lists and to print mailing labels. PROMIS supports import of licensed mailing lists procured from external sources. (Functions related to the creation of document content, printing and publication, mail piece design, and deliveries of publications are outside the scope of PROMIS.) While PROMIS does not have specific authorizing legislation, it is an internal administrative tool intended to support all agency programs. PROMIS is only used by ACF employees and authorized contractors; it is not accessed by the public.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PROMIS

10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.

Publications, Requestors, Orders & Mailing Lists Information System (PROMIS) was developed to support agency-wide publications distribution and management requirements to track the status of publications inventories and the receipt and fulfillment of publications order requests, as well as tracking clearances and requisitions. PROMIS also provides the capabilities to create and maintain mailing lists and to print mailing labels. PROMIS supports import of licensed mailing lists procured from external sources. (Functions related to the creation of document content, printing and publication, mail piece design, and deliveries of publications are outside the scope of PROMIS.) While PROMIS does not have specific authorizing legislation, it is an internal administrative tool intended to support all agency programs. PROMIS is only used by ACF employees and authorized contractors; it is not accessed by the public. Sufficient information is entered for each ACF mailing list addressee to permit information to be distributed to the addressee by postal mail, fax, or e-mail. Addressee information is received by inquiry from members of the public or a local, state, or Federal agency employee related to obtaining information about an ACF program. Licensed mailing lists are also procured for targeted mailings of specific ACF program information to minority communities. Mailing list addressee information is entered into the system by data entry through a window similar to the illustration below or through a data import file. Mailing label order information history is also recorded for each mailing list. Mailing list information is entered for internal ACF and DHHS use and is not available for direct access by the public.

11 Explain why the information is being collected.

ACF is required to maintain inventories of its publications to efficiently manage their publication and distribution without excessive warehousing of documents. Agency-wide mailing lists are developed and maintained to eliminate duplication of effort by program offices in disseminating information about their programs to requestors in the public and in local, state, and Federal agencies. Some licensed mailing lists are procured to allow dissemination of information about specific programs to targeted minority communities.

12 Identify with whom the agency will share the collected information

The information is only for internal use by organizations within ACF and the Department of Health and Human Services.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PROMIS

- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Information is entered into the PROMIS database about ACF publications and mailing lists. Publication information is entered by the Program Office responsible for developing and/or distributing the publications. Similarly, mailing list information is entered by the Program Office responsible for developing and/or maintaining specific mailing lists. ACF Program Office use of PROMIS for inventory management and/or mailing list management is voluntary. The information entered is for internal ACF use and is not available for direct access by the public or other organizations. Sufficient information is entered about each ACF publication to effectively maintain inventory records that indicate the types and quantities of program documents and publications that are available for distribution to the public and local, state, and federal agencies and to simplify their retrieval. Publication information is entered into the system by data entry through a PC data entry window or through a data import file. Sufficient information is entered for each ACF mailing list addressee to permit information to be distributed to the addressee by postal mail, fax, and/or e-mail. Addressee information is received by inquiry from members of the public or a local, state, or Federal agency employee related to obtaining information about an ACF program. Licensed mailing lists are also procured for target mailings of specific ACF program information to minority communities. Mailing list addressee information is entered into the system by data entry through a PC data entry window or through a data import file.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- Not applicable. No information will be collected from children under age 13 on the Internet.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PROMIS

15 Describe how the information will be secured.

PROMIS is secured by management controls, development/implementation controls, operational controls, security awareness and training, and technical controls, as described below:

a. Management Controls. CNS controls access to the ACF network through the assignment of a unique ID and password to each network user. CNS controls access to the TCP/IP access to the database host system. The Data Base Administrator (DBA) controls access to the system database tables through the assignment of a unique Id and password to each PROMIS user. The DADS Project Manager controls security within PROMIS. The PROMIS application security is implemented with the system of roles and levels assigned to each user's ID by the PROMIS Community Administrator or the owner. Users are assigned roles and levels within roles based on the tasks they need to perform. This user role information is maintained in a User Profile table. Only PROMIS users have the ability to update system information.

b. Development/Implementation Controls. PROMIS is maintained under the DADS System Development Methodology described at <http://intranet.acf.hhs.gov/offices/oa/ois/tacpage.htm>. Documentation and authorization controls are specified for each project phase: planning and initiation, requirements, design, development, test, and implementation.

c. Operational Controls. Physical and environmental protection is provided through screening of all personnel and packages entering the building by security guards. Access to all offices is protected by a card key security system maintained by the ACF Security Office. System input and output information is not sensitive in nature. Reports do not need to be safeguarded or shredded. PROMIS follows the ACF Contingency Plan backup and recovery system for its network and Oracle database. The PROMIS Project Manager plans to place PROMIS software and documentation under Configuration Management. The system is supported by the CNS Help Desk.

d. Security Awareness and Training. Security awareness and training is provided to all users by ACF.

e. Technical Controls. User identification and authentication is provided through both network security and database security for PROMIS. The PROMIS application also supports role assignment to control authorization of functions to a user. The system supports data integrity and validation controls to verify the consistency and reasonableness of data during data entry and processing. Virus protection is supported through the ACF network and the database host computer.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: PROMIS

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| <p>16 Describe plans for retention and destruction of data collected.</p> | Publication inventory information and mailing list information is retained until it becomes obsolete. Obsolete information is either updated or deleted by authorized users. An obsolete program publication is one that is out-of-date due to changes in legislation authorizing an agency program. An obsolete mailing address is identified by returned mail. |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | The Privacy Act system of records notice under which the records were created is Privacy Act of 1974, Public Law 93-579. PROMIS is maintained in support of section 552a of Title 5, United States Code (the Privacy Act). The system contains only the ACF publications inventory and the listings of postal addresses for organizations and individuals used by ACF to contact public sectors. All the information is inherently open and does not require protection from unauthorized disclosure. A system of records is not being created. |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | Robert Driscoll |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | Wade Horn, PhD |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Refugees Arrivals System

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2002-12-01
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Refugees Arrivals Data System
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	ORR-DCR-001
6 System of Records Number:	09-60-0216 and 09-60-0217
7 OMB Information Collection Approval Number and Expiration Date :	1115-0104 (NOTE <input type="checkbox"/> This is an INS (now HHS) form
8 Other Identifying Number(s):	ORR-DCR-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	To capture, maintain, and generate aggregate information on the number and demographic characteristics of refugees admitted to the US each year for reporting to Congress; funding and administering formula and discretionary grants, and selecting a random sample of refugees to participate in the Annual Survey of Refugees.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Data are used to set program goals and establish performance measures and to answer ad hoc congressional inquiries regarding the federal refugee resettlement program. Data collection is mandated by statute 413a.
11 Explain why the information is being collected.	Set refugee program goals and answer ad hoc congressional inquiries. Aggregate data used by multiple federal entities regarding refugee arrivals.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Refugees Arrivals System

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| 12 | Identify with whom the agency will share the collected information | Department of Homeland Security/INS, Department of State, Department of Justice and Congress |
| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Data is obtained from multiple federal and associated resettlement agencies including Department of State, Department of Justice and Department of Homeland Security. Individual data is collected via document (I-643). |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No |
| 15 | Describe how the information will be secured. | Limited access granted to specified subsets of ORR staff and ORR contractors. Access controls are enforced by way of ID/Password combinations. |
| 16 | Describe plans for retention and destruction of data collected. | Data is retained for indefinite period. |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | This is a system of records under section 552a of Title 5, United States Code. |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Remedy

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-18
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Remedy Help Desk System
4 Is this System or Information Collection new or is an existing one being modified?	N.A.
5 Unique Project Identifier Number:	
6 System of Records Number:	n/a
7 OMB Information Collection Approval Number and Expiration Date :	
8 Other Identifying Number(s):	OA-OIS-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Remedy Help Desk System is used by ACF network staff to record technical support requests and to be able to record resolutions for each request. Data held in the system relates to end user ACF profile information (eMail address, office phones and hardware configurations.)
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Identifier information comes from the network user profiles held in the Window Active Directory. Call and request information is keyed into the system during phone conversations between the end users and help desk staff. Resolutions are recorded once an issue is resolved.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Remedy

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| 11 Explain why the information is being collected. | ACF technical support staff need to know location of hardware and end users in order to provide technical assistance on software or hardware issues. Analytical reports establish areas and user communities that may need additional training or to be able to isolate network problems. Database of solutions can be queried to provide solution for common problems. |
| 12 Identify with whom the agency will share the collected information | Data is not shared |
| 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Profile data comes from network listing. No notice is provided for ACF staff. |
| 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N.A. |
| 15 Describe how the information will be secured. | Access controls in effect. Only Help desk staff can access data. Oracle RDBMS used for data management. |
| 16 Describe plans for retention and destruction of data collected. | System will be retired when OpDiv consolidation is in effect. |
| 17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N.A. |
| 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Remedy

20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):

Curt Coy



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: RHYMIS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | ACF |
| 3 | Title of System or Information Collection: | Runaway and Homeless Youth Management Information System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing system with enhancements underway |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | OMB Control No: 0970-0123 04/30/2004 |
| 8 | Other Identifying Number(s): | ACYF-FYSB-001 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Runaway and Homeless Youth Act (as reauthorized) (RHYA) requires HHS to collect data on the youth served by FYSB funded grantees. Each grantee collected the caseload data and submits it semi annually to the contractor. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Individual, anonymous caseload data on youth served by FYSB funded grantees, their characteristics, issues, and services received. The data is used by HHS for research, planning, GPRA reporting, other reporting to Congress as mandated by RHYA and by grantees for case management and other purposes. During system development, the data elements were selected and designed after intensive consultation with experts and users to assure that extraneous information was not being collected or that the task was not burdensome. |
| 11 | Explain why the information is being collected. | The data is used for research, planning, GPRA reporting, other reporting to Congress as mandated by RHYA and used by grantees for case management, fundraising, grant applications, planning, etc. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: RHYMIS

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| 12 | Identify with whom the agency will share the collected information | When the information from the grantee agencies has been validated, it is available to Congress, other federal agencies and partners, and the public on request. There is no confidential information in the federally maintained system. |
| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | The data is collected at entrance and exit by grantee staff from youth served by the agency. Youth understand that it is part of the intake process and a federal requirement. Staff/youth interaction in this process is professionally managed and may include therapeutic elements, establishment of trust, etc. The professional discretion of the staff and the issues and status of the youth are determining elements during intake and exit. Some agencies may use written materials others may collect it orally through formal or informal contact. Data elements which the youth resists responding to may be marked <input type="checkbox"/> do not know <input type="checkbox"/> or <input type="checkbox"/> not determined <input type="checkbox"/> , etc. Sometimes these can be acquired at a further point in the assessment or relationship-building process. |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | No plans for destruction |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SAN

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (SAN FRANCISCO)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO9-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system.
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information .	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SAN

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | no |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SEA

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Regional LAN (SEATTKE)
4 Is this System or Information Collection new or is an existing one being modified?	EXISTING
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	ORO-RO10-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is a local area network (LAN) which provides support services to program offices within ACF. No information is collected by the network or stored on the network. Users maintain their own data in their personal computers.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No information is collected or stored on this system
11 Explain why the information is being collected.	Users use the LAN facilities and services for running office support programs, internet and intranet access and e-mail.
12 Identify with whom the agency will share the collected information	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SEA

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SSAIS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | Administration for Children and Families |
| 3 | Title of System or Information Collection: | State Systems Approval Information System (SSAIS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing system |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | ACF System ID (OCSE-DSS-001) |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SSAIS

- 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.

SSAIS is a management information system that tracks the approval and monitors the status of state automation projects funded by the Administration for Children and Families (ACF) under Titles I, IV-A, IV-B, IV-C, IV-D, IV-E, X, XIV, XVI (AABD), or XIX of the Social Security Act and Title IV Chapter 2 of the Immigration and Nationality Act. The related programs include Adoption Assistance, Adult Protective Services, Child Care, Child Protective Services, Child Support Enforcement, Foster Care, Juvenile Justice, Medicaid, and Social Service. State projects may be funded by a single ACF operating division (OPDIV) or multiple OPDIVs and also the Centers for Medicare and Medicaid Services (CMS). SSAIS also maintains current and historic information related to state systems and projects. The ACF Administration on Children, Youth, and Families (ACYF) coordinates the development, implementation, and certification of Statewide Automated Child Welfare Information Systems (SACWIS). The Office of Child Support Enforcement (OCSE) performs similar functions for computerized state systems for collecting and disbursing child support payments. SSAIS provides capabilities to track the flow and approval of documentation and correspondence received from the states, as well as capabilities to initiate and edit replies by e-mail and/or word processing linkages. Documents received from states include Advance Planning Documents (APDs), annual APD updates (APDUs), Implementation APDs, and other documents and correspondence related to approval of Federal Financial Participation (FFP). Capabilities are also provided to generate reports related to specific projects and programs and their funding status. While SSAIS does not have specific authorizing legislation, the system is an internal administrative tool intended to support program requirements. SSAIS is only used by ACF employees and authorized contractors; it is not accessed by the public.

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.

SSAIS supports the creation, tracking, and close-out of document controls. A SSAIS document control is a mechanism to track and process incoming documents related to the approval of state automation projects funded by ACF and/or CMS. These documents include Advanced Planning Documents (APDs), Advanced Planning Document Updates (APDUs), and any other reports and correspondence received from a grantee concerning a state automation project. The incoming documents are not directly entered into SSAIS, but sufficient information is key entered to support document tracking and the monitoring, review, and authorization or disapproval of grantee project phases and funding. The information entered is for internal ACF use and is not available for direct access by the public.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SSAIS

- 11 Explain why the information is being collected.** Information entered in SSAIS is required to track the workflow and approval of documents, concerning state automation projects funded by grants from ACYF, OCSE, and/or CMS. These documents include Advanced Planning Documents (APDs), Advanced Planning Document Updates (APDUs), and any other reports and correspondence received from a grantee concerning a state automation project. These grantee documents require agency review and approval prior to authorization for proceeding to a subsequent project phase and/or additional funding.
- 12 Identify with whom the agency will share the collected information** . The information is only for internal use by organizations within ACF, the Centers for Medicare and Medicaid Services, and the Department of Health and Human Services.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.** Sufficient information is entered into the SSAIS database by ACF personnel using a PC data entry window to track and control grantee documents submitted for ACYF, OCSE, and/or CMS review and approval. These documents include Advanced Planning Documents (APDs), Advanced Planning Document Updates (APDUs), and any other reports and correspondence received from a state automation project grantee. These grantee documents require agency authorization for proceeding to a subsequent project phase and/or additional funding. Required information submissions are specified by the ACF grant officer when a grant is awarded. The information entered in SSAIS is for internal ACF use and is not available for direct access by the public or other organizations.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)** Not applicable. No information will be collected from children under age 13 on the Internet.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SSAIS

15 Describe how the information will be secured.

SSAIS is secured by management controls, development/implementation controls, operational controls, security awareness and training, and technical controls, as described below:

- a. Management Controls. CNS controls access to the ACF network through the assignment of a unique ID and password to each network user. CNS controls access to the TCP/IP access to the database host system. The Data Base Administrator (DBA) controls access to the system database tables through the assignment of a unique Id and password to each SSAIS user. The Application Administrator controls security within the SSAIS application. SSAIS application security is implemented with the system of roles and levels assigned to each user's ID by the SSAIS Application Administrator. Users are assigned roles and levels within roles based on the tasks they need to perform. This user role information is maintained in a User Profile table.
- b. Development/Implementation Controls. SSAIS is maintained under the DADS System Development Methodology described at <http://intranet.acf.hhs.gov/offices/oa/ois/tacpage.htm>. Documentation and authorization controls are specified for each enhancement phase: planning and initiation, requirements, design, development, test, and implementation.
- c. Operational Controls. Physical and environmental protection is provided through screening of all personnel and packages entering the building by security guards. Access to all offices is protected by a card key security system maintained by the ACF Security Office. System input and output information is not sensitive in nature. Reports do not need to be safeguarded or shredded. SSAIS follows the ACF Contingency Plan backup and recovery system for its network and Oracle database. The DADS Project Manager plans to place SSAIS software and documentation under Configuration Management. The system is supported by the CNS Help Desk.
- d. Security Awareness and Training. Security awareness and training is provided to all users by ACF.
- e. Technical Controls. User identification and authentication is provided through both network security and database security. The SSAIS application also supports role assignment to control authorization of functions to a user. The system supports data integrity and validation controls to verify the consistency and reasonableness of data during data entry and processing. Virus protection is supported through the ACF network and the database host computer.

16 Describe plans for retention and destruction of data collected.

SSAIS records are retained for two years after the document control folders are closed. After two years the closed folders are deleted from the system.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: SSAIS

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| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | The Privacy Act system of records notice under which the records were created is Privacy Act of 1974, Public Law 93-579. SSAIS records will be maintained under section 552a of Title 5, United States Code (the Privacy Act). |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: State Plan System

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	State Plan System
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OSCE-DCS-003
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Web forms used to collect information from system Users. No PII collected
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Program resources, profile and performance information
11 Explain why the information is being collected.	Share Program Information
12 Identify with whom the agency will share the collected information	Program Users

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: State Plan System

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: State Program Data Sys

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	State Program Data System
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OCSE-DCS-005
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Web forms used to collect information from system Users. No PII collected
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Program resources, profile and performance information
11 Explain why the information is being collected.	Share Program Information
12 Identify with whom the agency will share the collected information	Program Users

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: State Program Data Sys

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: TANF

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-26 |
| 2 | HHS Agency (OPDIV): | |
| 3 | Title of System or Information Collection: | Final TANF Data Reporting System (FTDRS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | 09-90-0151 |
| 7 | OMB Information Collection Approval Number and Expiration Date
: | OMB No. 0970-0199 exp 9/30/2006 |
| 8 | Other Identifying Number(s): | OPRF-TANF-001 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: TANF

- 9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) established data reporting requirements for States operating the Temporary Assistance for Needy Families (TANF) program. On April 12, 1999 the Department of Health and Human Services (DHHS) issued final regulations on TANF data reporting requirements. The Division of Application Development Services (DADS) provides States Territories and Tribes with a computer software package (FTDRS) that permits States to enter the required TANF and SSP-MOE data into the system, edit the data and create the transmission files. States may use this software package to create their transmission files or may pull the required data directly from their mainframe computers and place the data into the required transmission formats. DADS provides the edits and transmission file layouts to facilitate the latter approach. The edits are basic and directly reflect the instructions for completing the TANF Data Report and the SSP-MOE Data Report as published with the final TANF rules. Once the file is created the file is then uploaded to the NIH mainframe using either FTP or Connect:Direct. The data is then re-validated and used to update the National TANF database. Notification of the results from validation and the number of records added, changed or deleted from the National TANF database is then e-mailed to all interested parties within the state territory or tribe.

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.

States are required to collect monthly and report quarterly disaggregated data on families and individuals receiving assistance under the State TANF program, disaggregated data on families and individuals no longer receiving assistance under the State TANF program, and aggregated data on applications, active TANF families and recipients, closed cases, etc. At State option, if the State wants to receive a high performance bonus or qualify for caseload reduction credit, the State must also submit data on its separate State programs. The SSP-MOE Data Report collects data similar to data on the TANF Data Report. All data is to be reported electronically. OPRE is responsible for compiling, and analyzing the data collected with the FTDRS. Each quarter they produce several reports that show TANF Work Participation Rates and Characteristics and Financial Circumstances of TANF Recipients. These reports are important for determining the success of the TANF program.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: TANF

- 11 **Explain why the information is being collected.** Information in the TANF Data System is used for three major purposes: (1) To determine whether States are meeting certain requirements prescribed by the Act, including prescribed work and time-limit requirements; (2) to compile information used to report to Congress on the TANF program and (3) compute State scores on work measures and rank States on their performance in assisting TANF recipients to obtain and retain employment in connection with the award of High Performance Bonus funds.
- 12 **Identify with whom the agency will share the collected information .** The information in the TANF National Database is not shared except in the form of reports that have been described above. No PII data is included in any of these reports.
- 13 **Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.** Information collection from individuals is the responsibility of the States, Territories and Tribes that are receiving TANF funding.
- 14 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)** N/A
- 15 **Describe how the information will be secured.** Data is stored at the NIH Center for Information Technology (CIT). CIT is a U.S. Government facility that abides by all US Government policies with regard to the physical security of the data kept there. Access to the data is strictly regulated with passwords and other controls. Only individuals whose work responsibilities specifically include accessing the data system are granted access.
- 16 **Describe plans for retention and destruction of data collected.** The data in the FTDRS database is store in quarterly tables. The data is retained for up to 24 months after the end of a given fiscal quarter. At that time the data is copied to a CD and the original data is deleted from the database. CD's are given to both the Office of Program Research and Evaluation (OPRE) and the Office of Information System (OIS) to be securely maintained.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.** The System of Records Notice was published in the Federal Register Vol. 67, No 144, Dated Friday, July 26 2002.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: TANF

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| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: TTS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	ACF
3 Title of System or Information Collection:	Training Tracking System (TTS)
4 Is this System or Information Collection new or is an existing one being modified?	Existing system not being modified
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	OA-TSD-001
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	No PII is being collected in this system
11 Explain why the information is being collected.	No PII is being collected in this system.
12 Identify with whom the agency will share the collected information .	None

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: TTS

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | No PII is being collected in this system. |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | N/A |
| 15 | Describe how the information will be secured. | N/A |
| 16 | Describe plans for retention and destruction of data collected. | N/A |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | N/A |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Workplan Monitoring

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | (ACF) |
| 3 | Title of System or Information Collection: | Workplan Monitoring & Reporting System <input type="checkbox"/> Not Active <input type="checkbox"/> Retired |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | N/A |
| 6 | System of Records Number: | N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | OCSE-DCS-009 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Web forms used to collect information from system Users. No PII collected |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | Program resources, profile and performance information |
| 11 | Explain why the information is being collected. | Share Program Information |
| 12 | Identify with whom the agency will share the collected information . | Program Users |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ACF System Name: Workplan Monitoring

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | NA |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | NA |
| 15 | Describe how the information will be secured. | NA |
| 16 | Describe plans for retention and destruction of data collected. | NA |
| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | NA |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Driscoll |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Wade Horn, PhD |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Curt Coy |

