

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: AHRQ WEB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-01
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	AHRQ Web Site
4 Is this System or Information Collection new or is an existing one being modified?	No
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	OMB 0935-0106: Exp. 9/30/2004
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	AHRQ Web site is a communications system for information dissemination that provides a customer feedback: mechanism for inquiries and comments. AHRQ was reauthorized in the Healthcare Research and Quality Act of 1999.
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.	Users are given the option of contacting the site operator for the limited purposes of providing feedback or obtaining additional information. They may provide name, address, phone number, e-mail address, and Web URLs for Agency response to comments and inquiries.
11 Explain why the information is being collected.	To respond to inquiries and comments.
12 Identify with whom the agency will share the collected information .	Web site mailbox inquiries are handled in a confidential manner within the Agency. Specific inquiries are routed to the appropriate staff for response or to fulfill the stated purpose of the communication.



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: AHRQ System Name: AHRQ WEB

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| <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>A customer feedback mechanism is provided on the Web site for users and can be linked through the Contact Us button on the site. An Electronic Privacy Policy Notice is posted on the Web site home page and all directories/subdirectories of the site. Information provided is on a voluntary basis.</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>No</p>  |
| <p>15 Describe how the information will be secured.</p>  | <p>User inquiries are handled in a confidential manner and secured in an electronic archive that is behind the network firewall. Only the system administrators have access.</p>   |
| <p>16 Describe plans for retention and destruction of data collected.</p>  | <p>Any information collected is destroyed after 1 year per our Web site records retention schedule.</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>An SRN will be submitted when the AHRQ Web customer feedback mailbox is converted to a COTS application for managing Web site e-mail. That will change the dynamic for triage of incoming messages and allow for storage and retrieval of inquiries in a searchable database by any of the elements of PII provided by users.</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>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p>   |  |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p>  |  |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: Central Distributor Track

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-24
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	Central Distributor Tracking and Distribution 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 :	N/A
8 Other Identifying Number(s):	N/A



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: Central Distributor Track

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

The Healthcare Cost and Utilization Project (HCUP) is a family of healthcare databases and related software tools and products developed through a Federal-State-industry partnership and sponsored by the Agency for Healthcare Research and Quality (AHRQ). HCUP databases bring together the data collection efforts of state data organizations, hospital associations, private data organizations, and the Federal government to create a national information resource of patient-level health care data. HCUP includes the largest collection of longitudinal hospital care data in the United States, with all-payer, encounter-level information beginning in 1988. These databases enable research on a broad range of health policy issues, including cost and quality of health services, medical practice patterns, access to health care programs, and outcomes of treatments at the national, state and local market levels. The HCUP Central Distributor was developed by AHRQ to prepare and distribute restricted access public release versions of HCUP data for research outside of AHRQ on behalf of participating HCUP Partner organizations. AHRQ releases the Distributor versions of the Central Distributor SID, the Central Distributor SASD, the NIS, and the Kids Inpatient Database (KID). Public release databases include only non-sensitive data elements approved for release by AHRQ and each HCUP Partner organization. Participation is voluntary, and the HCUP Central Distributor includes only the Partner organizations that agree to release their HCUP data (participating data organizations) to public and private users. Prospective purchasers of public release databases must complete an application that AHRQ reviews, return a signed data use agreement, and provide complete payment before the data are shipped. AHRQ reimburses participating data organizations through the Central Distributor for each sale of their own state's public release databases. The Central Distributor system tracks these activities

- 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.

Prospective purchasers of public release databases must complete an application that AHRQ reviews, return a signed data use agreement, and provide complete payment before the data are shipped. The application and data use agreement require the following personally identifiable information: name, address, phone number, fax number, and e-mail address. This is the minimal necessary information needed to review the application, contact the applicant if questions arise, ship the data and enforce requirements of the data use agreement/s if violations should occur



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: Central Distributor Track

- 11 **Explain why the information is being collected.** Organizations contributing data to the HCUP project place specific restrictions on use of that data. Use of the Central Distributor SID, KID and SASD databases requires an application process to assure that the applicant's planned use is consistent with HCUP policies and with existing HCUP Memoranda of Agreement executed with each contributing Data Organization. HCUP Data Use Agreements (DUA) place strict limitations on how HCUP data may be used. Violations of AHRQ's HCUP data use agreements are subject to criminal and administrative penalties. Personally identifiable information is collected on data use agreements to allow follow up and possible legal action in the event that a violation occurs. Both the application process and data use agreements require personally identifiable information.
- 12 **Identify with whom the agency will share the collected information .** AHRQ HCUP staff and authorized contractors have access for the purpose of maintaining records. AHRQ legal counsel would be given access in the event of a suspected violation of data use agreement requirements
- 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.** Submission of an application and signed data use agreement/s is voluntary by all individuals who wish to gain access to HCUP restricted access public release data. To date, suppliers have not been informed about the information collection. HCUP applications and data use agreements are undergoing revision to include information for the suppliers about their opportunity to opt out of inclusion on the mailing list.
- 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 from children under the age of 13 is not collected.
- 15 **Describe how the information will be secured.** Hard copies of applications and data use agreements are maintained in locked cabinets. An electronic listing of individuals who have filled out applications is also maintained. This electronic file is kept in locked storage and is not maintained on network-connected computers.
- 16 **Describe plans for retention and destruction of data collected.** HCUP databases currently span a 12 year period and requirements for protecting the privacy and confidentiality of HCUP data has no expiration date in the data use agreements. There are no plans at this time for destruction of the HCUP applications or data use agreements.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: Central Distributor Track

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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. | Plans are underway to create a system of records. |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):   | Margaret Boswell                                  |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):   |   |
| 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: AHRQ System Name: CERTS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	www.Certs.hhs.gov
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):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Not a collection system . The site provides information on the Centers for Education and Research on Therapeutics □ CERTs. Congress authorized the CERTs demonstration program as part of the Food and Drug Administration Modernization Act of 1997.
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.	
11 Explain why the information is being collected.	
12 Identify with whom the agency will share the collected information	

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: CERTS

- 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.
- 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)
- 15 Describe how the information will be secured.
- 16 Describe plans for retention and destruction of data collected.
- 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): Margaret Boswell
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): Stephen K. Woody

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: CHIRI□ Extranet

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-24
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	CHIRI□ Extranet
4 Is this System or Information Collection new or is an existing one being modified?	Existing one that isn't being modified.
5 Unique Project Identifier Number:	NA
6 System of Records Number:	NA
7 OMB Information Collection Approval Number and Expiration Date :	NA
8 Other Identifying Number(s):	NA
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This is an Extranet site designed to promote coordination and collaboration among grantees of the Child Health Insurance Research Initiative (CHIRI□), and their project officers from AHRQ, the David and Lucile Packard Foundation, and HRSA.
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.	Contact information (name, address, phone, fax, and email) were obtained for Principal Investigators from their grant applications. They supplied information for other members of their research team.
11 Explain why the information is being collected.	So that participants in CHIRI□ could send things to each other and call each other easily
12 Identify with whom the agency will share the collected information .	CHIRI□ participants and project officers, AHRQ OPART-IT (which maintains the system), and CHIRI□ support contractors who substantively maintain the Extranet and disseminate CHIRI□ projects.



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: AHRQ System Name: CHIRI□ Extranet

- 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 additional data collection is being conducted. Extranet users supply updates to the contract information. At the inception of the site, which was established at the request of the grantees to facilitate collaboration, users were told that the site would be open only to those who were participating in CHIRI□, and that the site would be password protected.
- 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.
- All Extranet users have their own user login name and password. OPART-IT maintains security for the site to protect it from being hacked into, but I don't know the particulars.
- 16 Describe plans for retention and destruction of data collected.
- Site will be maintained as long as work is being conducted on CHIRI□ projects. When CHIRI□ is over, the site will be archived and will only be accessible to AHRQ project officer and OPART-IT.
- 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):
- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):
- 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: AHRQ System Name: HCUP Data Use Agreements

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	0000-00-00
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	HCUP Data Use Agreements
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):	N/A



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUP Data Use Agreements

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

The Healthcare Cost and Utilization Project (HCUP) is a family of health care databases and related software tools and products developed by the Agency for Healthcare Research and Quality (AHRQ) within the Department of Health and Human Services, with the cooperation of state and private data organizations. HCUP databases contain health care information that data organizations collect from health care providers and transmit to AHRQ. AHRQ maintains the HCUP databases, which create a national resource of health care information that includes the largest collection of hospital discharge data in the United States. HCUP databases enable public health activities related to improving the quality of health care and health services delivery, as well as research on a broad range of policy issues including cost and quality of health services, medical practice patterns, access to health care programs, and outcomes of treatments at the national, state, and local levels. Under the Healthcare Research and Quality Act of 1999, 42 U.S.C. §299 et seq., AHRQ is authorized to collect data for the purpose of enhancing the quality, efficiency, and effectiveness of health services, and access to health services. AHRQ fulfills this mission in part by engaging in public health activities such as promoting improvements in clinical and health system practices, including practices aimed at the prevention of disease and other health conditions. For example, AHRQ is authorized to develop and disseminate information to consumers and professionals regarding health care quality, technology assessment, and the scientific evidence supporting health practices. Congress has also authorized AHRQ to undertake initiatives that advance public and private efforts to improve health care quality nationwide. AHRQ has been designated the lead Federal agency for quality of care research, charged with the responsibility of coordinating all Federal health services research. Under the Healthcare Research and Quality Act, AHRQ conducts and funds studies of the quality, appropriateness, and effectiveness of health care services and the organization, financing, and delivery of these services.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUP Data Use Agreements

- 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.**
- HCUP produces a number of databases for use by researchers outside of AHRQ, including the Nationwide Inpatient Sample (NIS), the State Inpatient Databases (SID), the State Ambulatory Surgery Databases (SASD), and the Kids Inpatient Database (KID). These databases intended for external use are referred to as restricted access public release files, indicating that they are public but available only under restricted conditions. All users of HCUP restricted access public release databases are required to sign AHRQ's data use agreement before HCUP provides access to the data. Users must agree, among other things, to use the data for research and statistical purposes only and to make no attempts to identify individuals. Identities of institutions may be available from some data organizations that already make that information public or agree to its release; however, in data use agreements with HCUP, users must agree not to identify establishments directly or by inference in disseminated material. AHRQ's data use agreement now contains all of the elements that HIPAA would require in a data use agreement between a covered entity and the recipient of a limited data set. AHRQ HCUP data use agreements require the following personally identifiable information: Name, address, phone number, fax number, and e-mail address.
- 11 Explain why the information is being collected.**
- Violations of AHRQ's HCUP data use agreements are subject to civil and administrative penalties. Personally identifiable information is collected on data use agreements to allow follow up and possible legal action in the event that a violation occurs. Identifiable information from data use agreements has also been entered into a mailing list so that users of HCUP data may be notified of new releases of data from time to time. On average, two to three notices are sent out per calendar year, usually in the form of a post card.
- 12 Identify with whom the agency will share the collected information.**
- AHRQ HCUP project staff and authorized contractors have access for the purpose of maintaining records. AHRQ legal counsel would be given access in the event of a suspected violation of data use agreement requirements.
- 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 use agreements are signed voluntarily by all individuals who wish to gain access to HCUP restricted access public release data; whether it is purchased, given without cost, or associated with paid employment related to the HCUP project. To date, suppliers of information have not been informed about the information collection. The HCUP data use agreements are undergoing revision to include information for the suppliers about their opportunity to opt out of inclusion on the mailing list.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUP Data Use Agreements

- 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 from children under the age of 13 is not collected.
- 15 **Describe how the information will be secured.** Hard copies of data use agreements are maintained in locked cabinets. An electronic listing of individuals who have signed data use agreements is also maintained for monitoring purposes. This electronic file is kept in a locked storage cabinet, and is not maintained on network-connected computers.
- 16 **Describe plans for retention and destruction of data collected.** HCUP databases currently span a 12 year period and requirements for protecting the privacy and confidentiality of HCUP data has no expiration date in the data use agreements. There are no plans for destruction of the HCUP data use agreements.
- 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.** Plans are underway to create a system of records.
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):** Margaret Boswell
- 19 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):**
- 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: AHRQ System Name: HCUP US Web site

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-22
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	HCUP-US Web site
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):	): <a href="http://www.hcup-us.ahrq.gov/home.jsp">http://www.hcup-us.ahrq.gov/home.jsp</a>



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUP US Web site

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

The Healthcare Cost and Utilization Project (HCUP) is a family of health care databases and related software tools and products developed by the Agency for Healthcare Research and Quality (AHRQ) within the Department of Health and Human Services, with the cooperation of state and private data organizations. HCUP databases contain health care information that data organizations collect from health care providers and transmit to AHRQ. AHRQ maintains the HCUP databases, which create a national resource of health care information that includes the largest collection of hospital discharge data in the United States. HCUP databases enable public health activities related to improving the quality of health care and health services delivery, as well as research on a broad range of policy issues including cost and quality of health services, medical practice patterns, access to health care programs, and outcomes of treatments at the national, state, and local levels. Under the Healthcare Research and Quality Act of 1999, 42 U.S.C. §299 et seq., AHRQ is authorized to collect data for the purpose of enhancing the quality, efficiency, and effectiveness of health services, and access to health services. AHRQ fulfills this mission in part by engaging in public health activities such as promoting improvements in clinical and health system practices, including practices aimed at the prevention of disease and other health conditions. For example, AHRQ is authorized to develop and disseminate information to consumers and professionals regarding health care quality, technology assessment, and the scientific evidence supporting health practices. Congress has also authorized AHRQ to undertake initiatives that advance public and private efforts to improve health care quality nationwide. AHRQ has been designated the lead Federal agency for quality of care research, charged with the responsibility of coordinating all Federal health services research. Under the Healthcare Research and Quality Act, AHRQ conducts and funds studies of the quality, appropriateness, and effectiveness of health care services and the organization, financing, and delivery of these services. HCU-US is a technical documentation Web site for the Healthcare Cost and Utilization Project (HCUP). This Web site is designed to inform users about HCUP by providing detailed information on HCUP databases, tools, and products; and offer technical assistance to HCUP users.

- 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.

HCUP-US does not contain or collect any personally identifiable information within any databases, records, or files hosted by this system.



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: AHRQ System Name: HCUP US Web site

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| 11 | Explain why the information is being collected.  | N/A              |
| 12 | Identify with whom the agency will share the collected information   | N/A              |
| 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):   | Margaret Boswell |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):   |                  |
| 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: AHRQ System Name: HCUP User Support DB

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-24
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	HCUP User Support Database
4 Is this System or Information Collection new or is an existing one being modified?	New
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

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUP User Support DB

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

The Healthcare Cost and Utilization Project (HCUP) is a family of health care databases and related software tools and products developed by the Agency for Healthcare Research and Quality (AHRQ) within the Department of Health and Human Services, with the cooperation of state and private data organizations. HCUP databases contain health care information that data organizations collect from health care providers and transmit to AHRQ. AHRQ maintains the HCUP databases, which create a national resource of health care information that includes the largest collection of hospital discharge data in the United States. HCUP databases enable public health activities related to improving the quality of health care and health services delivery, as well as research on a broad range of policy issues including cost and quality of health services, medical practice patterns, access to health care programs, and outcomes of treatments at the national, state, and local levels. Under the Healthcare Research and Quality Act of 1999, 42 U.S.C. §299 et seq., AHRQ is authorized to collect data for the purpose of enhancing the quality, efficiency, and effectiveness of health services, and access to health services. AHRQ fulfills this mission in part by engaging in public health activities such as promoting improvements in clinical and health system practices, including practices aimed at the prevention of disease and other health conditions. For example, AHRQ is authorized to develop and disseminate information to consumers and professionals regarding health care quality, technology assessment, and the scientific evidence supporting health practices. Congress has also authorized AHRQ to undertake initiatives that advance public and private efforts to improve health care quality nationwide. AHRQ has been designated the lead Federal agency for quality of care research, charged with the responsibility of coordinating all Federal health services research. Under the Healthcare Research and Quality Act, AHRQ conducts and funds studies of the quality, appropriateness, and effectiveness of health care services and the organization, financing, and delivery of these services. In order to provide a bridge between developers of HCUP products and users, AHRQ has established an HCUP Support Task. The Support Task supports not only the data products and users, but the growing number of tools and products that have been developed for use with HCUP and other administrative data. One of the major objectives for HCUP is to create restricted access public release versions of the data for public and private users for purposes of research and aggregate statistical reporting. The HCUP Support Task allows the provision of technical assistance, the updating of tools and products, and the development and implementation of a marketing and dissemination strategy. The goals of the support task are to help demonstrate and increase the value and use of HCUP, make the



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: AHRQ System Name: HCUP User Support DB

project more responsive to users' needs, and increase the use of administrative data for health services research, health policy analysis, and quality measurement and improvement. Technical assistance is provided in response to requests for general information about HCUP data or tools, detailed information or explanation about technical issues such as the sampling methodologies, format libraries, loading programs or programming logic, research issues such as which database to use for a particular project and insights about whether HCUP data can support certain kinds of projects. The HCUP contractor provides a mechanism for documenting suggestions or requests for improvements made by users in the course of the technical assistance process. Technical assistance is referenced in email by database or tool categories and generally encompasses the following:

- \$ Guidance on using HCUP
- \$ and directing users to written documentation
- \$ Guidance on selecting an appropriate data base and how to obtain it
- \$ Guidance on selecting and using a tool, and how to access the tool or obtain it
- \$ Help troubleshooting software problems
- \$ Investigating potential data errors
- \$ Guidance on programming issues
- \$ Help in interpreting output
- \$ Answers to questions about appropriate use and reporting of data analyses
- \$ Other types of approaches to be decided upon during the course of the project

Technical assistance is provided through the following procedures:

- \$ Meetings with AHRQ staff to receive guidance on providing assistance
- \$ Development and maintenance of a log to track basic information about users
- \$ Offer and promote technical assistance to users
- \$ Receive and analyze requests for assistance
- \$ Provide a toll free help line and email address to receive requests and provide assistance
- \$ Redirect individuals to other resources where appropriate, for example, American Hospital Association, or the National Center for Health Statistics, depending on the needs of the user)
- \$ Development and maintenance of FAQs with search capability
- \$ Collection and reporting ideas/requests for improvements/expansions for technical assistance and/or the HCUP products overall to the AHRQ HCUP team
- \$ Secure feedback from those requesting technical assistance to assess the effectiveness of the service and report

The HCUP Contractor is developing a database of information on users of HCUP products that can be used for several purposes, including: (1) to inform current and potential users of new products or product updates, (2) to inform future development and improvements of HCUP products, and (3) to collect information from users to assess value of the HCUP products and in order to fulfill GPRA requirements. The database is being developed taking into account Federal regulations regarding privacy of individuals. The database is designed to distinguish between different types of individuals and organizations, e.g., users of different products, current users vs. those who have only expressed interest



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUP User Support DB

in learning more about HCUP products. The Contractor is designing methods to allow users and others to voluntarily provide identifying information to enable communication with the users (complying with any Federal regulations applicable to such activity). The database will include the following types of users: a) Database of (NIS, Central Distributor SID, and KID) purchasers and users. Information on these users is being collected currently as part of the Central Distributor. Information on past purchasers will be provided to the Contractor by AHRQ. b) Users of Web-based products. The Contractor may develop methods to track users of the HCUP products that are accessed or disseminated on the HCUP website, such as HCUPnet and the CCS. For example, the Contractor may develop methods and software to request users to register at the website to obtain updates on products, including contact information. Users will provide information on a voluntary basis. d) Technical Assistance Users. Maintain list of individuals/organizations that receive technical assistance. The Contractor has been asked to include a summary of information (non-identifiable) from this database (e.g. type and number of users of each product line) in the monthly and annual progress reports. The Contractor has also been asked to propose, develop and implement an approach to getting feedback on products. The feedback collected should include leads for "user stories" that describe how individuals or organizations are using the HCUP products. Of particular interest are stories that involve improvement of quality, access or costs of care. The Contractor shall also obtain feedback to improve existing products and to inform decisions about new products to develop in the future. The Contractor provides AHRQ, on a quarterly basis, a written description of feedback received. Annually, the Contractor shall deliver the lead for at least one "user story". The lead for each story should include:  Description of the use and why it illustrates that HCUP was used to impact cost, quality or access to care (about 2-3 sentences);  Who the Contractor talked to about the user story;  Contact information (phone number or email address) AHRQ staff follow-up on the leads to gain permission from the data user for development of full user stories.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUP User Support DB

- 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.**
- To minimize contract costs and user burden, the approach to obtaining feedback shall be incorporated into other project and contract activities as much as possible. It is very common for users to provide feedback on HCUP products while they are receiving technical assistance, participating in HCUP conference presentation sessions, or being the recipient of HCUP dissemination activities. For example, as part of the marketing and dissemination activities, individuals discussing HCUP products at conference booths may mention how they are using HCUP data and the successes they have had. Or, they may mention other products that would be useful for HCUP to develop. As another example, a technical assistance question may reveal a flaw in one of the HCUP products or an unmet need. HCUP's approach for obtaining feedback relies on voluntary exchanges of information and takes into consideration Federal regulations regarding the collection of information from the public.
- 11 Explain why the information is being collected.**
- The HCUP is developing a database of information on users of HCUP products that can be used for several purposes, including: (1) to inform current and potential users of new products or product updates, (2) to inform future development and improvements of HCUP products, and (3) to collect information from users to assess value of the HCUP products and in order to fulfill GPR requirements. The database is being developed taking into account Federal regulations regarding privacy of individuals.
- 12 Identify with whom the agency will share the collected information**
- AHRQ HCUP project staff and authorized contractors have access to the information
- 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 individuals who apply for access to HCUP restricted access public release data, from users who e-mail or phone for technical assistance on use of HCUP data, and from individuals who volunteer information at conference exhibit booths and/or request to be contacted by a member of the HCUP staff team. To date, suppliers of information have not been informed about the information collection. The HCUP application and data use agreements are undergoing revision to include information for the suppliers about their opportunity to opt out of inclusion on the mailing list.
- 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 from children under the age of 13 is not collected.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUP User Support DB

- 15 **Describe how the information will be secured.** Hard copies of information are maintained in locked cabinets. Electronic files of e-mails received through technical assistance are kept on a secure LAN. An electronic listing of individuals who have filled out applications and/or data use agreements is also kept in locked storage and is not maintained on network-connected computers.
- 16 **Describe plans for retention and destruction of data collected.** Technical assistance e-mails are destroyed on a yearly basis. HCUP databases currently span a 12 year period and requirements for protecting the privacy and confidentiality of HCUP data has no expiration date in the data use agreements. There are no plans for destruction of the HCUP applications or data use agreements.
- 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.** Plans are underway to create a system of records.
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):** Margaret Boswell
- 19 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):**
- 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: AHRQ System Name: HCUPnet

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-22
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	HCUPnet Web site
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):	<a href="http://www.ahrq.gov/data/hcup/hcupnet.htm">http://www.ahrq.gov/data/hcup/hcupnet.htm</a>

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUPnet

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

The Healthcare Cost and Utilization Project (HCUP) is a family of health care databases and related software tools and products developed by the Agency for Healthcare Research and Quality (AHRQ) within the Department of Health and Human Services, with the cooperation of state and private data organizations. HCUP databases contain health care information that data organizations collect from health care providers and transmit to AHRQ. AHRQ maintains the HCUP databases, which create a national resource of health care information that includes the largest collection of hospital discharge data in the United States. HCUP databases enable public health activities related to improving the quality of health care and health services delivery, as well as research on a broad range of policy issues including cost and quality of health services, medical practice patterns, access to health care programs, and outcomes of treatments at the national, state, and local levels. Under the Healthcare Research and Quality Act of 1999, 42 U.S.C. §299 et seq., AHRQ is authorized to collect data for the purpose of enhancing the quality, efficiency, and effectiveness of health services, and access to health services. AHRQ fulfills this mission in part by engaging in public health activities such as promoting improvements in clinical and health system practices, including practices aimed at the prevention of disease and other health conditions. For example, AHRQ is authorized to develop and disseminate information to consumers and professionals regarding health care quality, technology assessment, and the scientific evidence supporting health practices. Congress has also authorized AHRQ to undertake initiatives that advance public and private efforts to improve health care quality nationwide. AHRQ has been designated the lead Federal agency for quality of care research, charged with the responsibility of coordinating all Federal health services research. Under the Healthcare Research and Quality Act, AHRQ conducts and funds studies of the quality, appropriateness, and effectiveness of health care services and the organization, financing, and delivery of these services. HCUPnet is a Web-based tool for identifying, tracking, analyzing, and comparing statistics on hospitals at the national, regional, and State level.

- 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.

HCUPnet does not collect or contain any personally identifiable information within any databases, records, or files hosted by the system.

- 11 Explain why the information is being collected.

N/A



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: HCUPnet

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| 12 | Identify with whom the agency will share the collected information   | N/A              |
| 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):   | Margaret Boswell |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):   |                  |
| 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: AHRQ System Name: MA - MEPS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-03-14
2 OPDIV:	Agency for Healthcare Research and Quality
3 Title of System or Information Collection:	Medical Expenditure Panel Survey
4 Is this system or information collection new or is an existing one being modified?	Modify existing
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.	A survey rep 1-800-945-6377
7 Unique Project Identifier Number:	009-33-01-04-01-0011-00-110-218
8 System of Records Number:	09-35-0002
9 OMB Information Collection Approval Number and Expiration Date :	N/A
10 Other Identifying Number(s):	N/A
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The goal of the survey is to provide information about health status, health insurance coverage, health care use and expenses and sources of payment for health care. These data are vitally important to researchers and policy-makers in addressing the critical health care issues facing this country in the twenty-first century.
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.	The information collected is: the age, race, and sex of each family member; Health conditions; Current Health Status; Visits to health care providers (doctors, dentists, hospitals, etc.); Charges and Payments for Health Care; Medications; Employment; Health Insurance. It is collected through a team of interviewers and the information submission is voluntary. The information is used to generate statistical data that is used to spot trends in health care spending.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: MA - MEPS

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| <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p>   | The information collected is what is required to properly gauge the various health care costs across the country allowing government agencies and other to accurately predict and assess health care costs.  |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p>   | The information is collected so statistical data can be derived.   |
| <p>15 Identify with whom the agency will share the IIF.</p>  | The agency does not share the IIF. Only non-IIF information is shared.   |
| <p>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.</p> | The information is gathered through a face-to-face interview process with the selected participants. Prior to the interview process it is explained to the participants what data is being collected, why, and how the data is shared and protected. |
| <p>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)</p>   | No information is collected over the Internet.   |
| <p>18 Describe how the IIF will be secured.</p>  | The IIF information is secured on a protected network that is only accessible from specific terminals. This network has no access to the Internet or any other network.  |
| <p>19 Describe plans for retention and destruction of IIF.</p>   | The collected IIF is maintained indefinitely. Non-serviceable media that may contain IIF is degaussed and destroyed.   |
| <p>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.</p>   | A system of records has been created and the number is: 09-35-0002   |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p>   | Brian J. O'Rourke  |
| <p>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p>   | Kathy Kendrick   |
| <p>23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p>  | Brian J. O'Rourke (acting)   |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: NPSN

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-24
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	National Patient Safety Network
4 Is this System or Information Collection new or is an existing one being modified?	New system, under development
5 Unique Project Identifier Number:	009-33-01-02-02-0003-00-110-030
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.	No direct data collection involved <input type="checkbox"/> the system, once in production, will serve as a pass-through point to other system for standardization purposes, initially the system will not contain any information on its own. In later phases of the project which are years away, AHRQ may need to do a PIA, but this issue will be revisited yearly.
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: AHRQ System Name: NPSN

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

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-25
2 HHS Agency (OPDIV):	AHRQ
3 Title of System or Information Collection:	AHRQ Support for Quality Indicators System and Website
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.	<p>The Support for Quality Indicators Contract was implemented in June of 2002 to provide support for users of the AHRQ Quality Indicators to facilitate their implementation and ease the translation of research into practical applications. The support system is accessed by the user via an e-mail address or calling an 800 number. The user controls any and all information provided. The website of the Quality Indicators Support system is publicly accessible. It provides public access to all information related to the AHRQ Quality Indicators (QIs) which are measures of health care quality that make use of readily available hospital inpatient administrative data. Software and a user guide are available for download within this Web site that will help users apply the Quality Indicators to their own data</p>



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AHRQ System Name: SQI

- 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 user support system and website are maintained as a public service to provide support to individuals interested in use of the AHRQ Quality Indicators and information on healthcare research and quality from our Agency. No personal information is collected by this Web site. Users of the Web site may subscribe to a mailing list (listserv) to receive official announcements regarding QI updates and software releases. Users of the system may seek individualized assistance through contact to the user support e-mail address or telephone support.
- 11 Explain why the information is being collected.**
- Information is collected only by either subscribing to the listserv or sending an E-mail message requesting assistance from the AHRQ help system to the Web site mailbox . The information is used only to respond to the users request message or to fulfill the stated purpose of the communication. (ie. Listserv subscription or help desk support) All communications to the Web site mailbox and customer feedback form are archived on a monthly basis, and destroyed on an annual basis.
- 12 Identify with whom the agency will share the collected information .**
- Information collected is not shared with anyone outside the contract support team or the AHRQ Project Officer.
- 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 only by either subscribing to the listserv or sending an E-mail message requesting assistance from the AHRQ help system to the Web site mailbox . The information is used only to respond to the users request message or to fulfill the stated purpose of the communication. (ie. Listserv subscription or help desk support) all communications to the Web site mailbox and customer feedback form are archived on a monthly basis, and destroyed on an annual basis. The suppliers of the information are advised via a privacy statement on the Web site what the data is to be used for and other related information. The link for the privacy notice is <http://www.ahrq.gov/news/privacy.htm>.
- 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 will not be specifically requested or collected from children under age 13 .



## HHS Privacy Impact Assessment (PIA) Summary

### OPDIV: AHRQ System Name: SQI

- 15 **Describe how the information will be secured.** Information is both physically and electronically secured. The hardware supporting this Web site is located in a controlled environment with physical locks and restricted access as well as intrusion detection/alarm systems. The data resides within a firewall, NAT configuration with limited/controlled access to those required to maintain and backup the hardware and supporting systems. Only the Quality Indicators support team members (contractors and the AHRQ Project Officer) have access to the user support system which is controlled by use of individual passwords
- 16 **Describe plans for retention and destruction of data collected.** All communications to the Web site mailbox and customer feedback form are archived on a monthly basis, and destroyed on an annual basis.
- 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 system of records is being created. Individuals accessing the website are provided with access to the privacy notice (<http://www.ahrq.gov/news/privacy.htm>).
- 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):**
- 20 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):**

