

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-Alzheimer

### Question:

### Response:

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| 1  | Date of this Submission (MM/DD/YYYY):  | 2005-02-17  |
| 2  | OPDIV:   | Administration on Aging   |
| 3  | Title of System or Information Collection:   | Alzheimer Website   |
| 4  | Is this system or information collection new or is an existing one being modified?   | This is an existing system that does not collect information.   |
| 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. | Harry Posman 202-357-3540   |
| 7  | Unique Project Identifier Number:  | 2005-009-75-01-42-02-1005-00-202-072  |
| 8  | System of Records Number:  | N/A   |
| 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 system does not collect information in identifiable form. The Alzheimers Website is a resource where families, caregivers, and professionals can find information about The Alzheimer's Demonstration Program, including: where you can turn for support and assistance, and providing services to caregivers. The program's mission is to expand the availability of diagnostic and support services for persons with Alzheimer's disease, their families, and their caregivers, as well as to improve the responsiveness of the home and community based care system to persons with dementia. The program focuses on serving hard-to-reach and underserved people with Alzheimer's disease or related disorders. |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-Alzheimer

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| <b>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.</b>   | The system does not collect information.   |
| <b>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</b>   | The system does not collect information in identifiable form.  |
| <b>14 Explain why the IIF is being collected, maintained, or disseminated.</b>   | The system does not collect information in identifiable form.  |
| <b>15 Identify with whom the agency will share the IIF.</b>  | The system does not collect information in identifiable form.  |
| <b>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.</b> | The system does not collect information in identifiable form.  |
| <b>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)</b>   | The system does not collect information from children under age 13.                                  |
| <b>18 Describe how the IIF will be secured.</b>  | The system does not collect information in identifiable form.  |
| <b>19 Describe plans for retention and destruction of IIF.</b>   | The system does not collect information in identifiable form.  |
| <b>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.</b>   | The system does not collect information in identifiable form. A system of records is not applicable. |
| <b>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b>   | Harry Posman 12/17/03  |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-Alzheimer

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

Josefina Carbonell 12/31/03

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

Mike Mangano 12/01/03



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-EldercareLocator

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-02-17
2 OPDIV:	Administration on Aging
3 Title of System or Information Collection:	Eldercare Locator
4 Is this system or information collection new or is an existing one being modified?	This is an existing system recently modified to accept changes to eldercare service contact information by approved personnel.
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.	Harry Posman 202-357-3540
7 Unique Project Identifier Number:	2005-009-75-01-42-02-1005-00-202-072
8 System of Records Number:	N/A
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 Eldercare Locator is a public service offered by AOA. The website connects older Americans and their caregivers with sources of information on senior services. The service links those who need assistance with state and local area agencies on aging and community-based organizations that serve older adults and their caregivers.
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 Eldercare data is contact information (address, phone number, e-mail) for state and local eldercare services ranging from general information, health insurance, legal assistance, long term care Ombudsman, and prescription assistance. There is no personal data on the website.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	Eldercare locator collects no personal information. All information collected may be requested under the Freedom of Information Act.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-EldercareLocator

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| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> <p>15 Identify with whom the agency will share the IIF.</p> <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> <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> <p>18 Describe how the IIF will be secured.</p> <p>19 Describe plans for retention and destruction of IIF.</p> <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> <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> <p>22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> <p>23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | <p>Eldercare locator collects no personal information. All information collected may be requested under the Freedom of Information Act.</p> <p>Eldercare locator collects no personal information. All information collected may be requested under the Freedom of Information Act.</p> <p>Eldercare locator collects no personal information. All information collected may be requested under the Freedom of Information Act.</p> <p>Eldercare locator collects no personal information. All information collected may be requested under the Freedom of Information Act.</p> <p>Eldercare locator collects no personal information. All information collected may be requested under the Freedom of Information Act.</p> <p>Eldercare locator collects no personal information. All information collected may be requested under the Freedom of Information Act.</p> <p>Eldercare locator collects no personal information. All information collected may be requested under the Freedom of Information Act.</p> <p>Harry Posman 12/17/03</p> <p>Josefina Carbonell 12/31/03</p> <p>Mike Mangano 12/01/03</p> |
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# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-FGS

### Question:

### Response:

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| 1  | Date of this Submission (MM/DD/YYYY):  | 2005-02-22  |
| 2  | OPDIV:   | Administration on Aging   |
| 3  | Title of System or Information Collection:   | Formula Grants System (FGS)   |
| 4  | Is this system or information collection new or is an existing one being modified?   | This is an existing system recently modified as a repository for legacy formula grant data.   |
| 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.   | Harry Posman 202-357-3540   |
| 7  | Unique Project Identifier Number:  | 2005- 009-75-04-00-02-1001-00-207-087   |
| 8  | System of Records Number:  | N/A   |
| 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 system is a repository of legacy data of the solicitation, review, award and post-award monitoring for grants funded under the Older Americans Act of 1965 prior to AoA's transition to GATES, a replacement system hosted by the Administration for Children and Families.   |
| 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 system is not a database of personal information, but a repository of legacy data of the solicitation, review, award and post-award monitoring for grants funded under the Older Americans Act of 1965. The system contains contact information voluntarily supplied by the grantee for each grant application to allow the agency to communicate with the applicant about award notification and processing. |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-FGS

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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>   | <p>The system contains the minimum amount of specific personal information from agency and organization contacts as needed to communicate with the applicant about award notification and processing.</p>   |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p>   | <p>The system contains specific personal information from agency and organization contacts as needed to communicate with the applicant about award notification and processing.</p>   |
| <p>15 Identify with whom the agency will share the IIF.</p>  | <p>The information is not shared outside the agency, but is available under a Freedom on Information Act request.</p>   |
| <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> | <p>The information was obtained from organizations or agencies that submitted grant applications for funding under the Older Americans Act of 1965.</p>   |
| <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>   | <p>No information is collected from children under the age of 13.</p>   |
| <p>18 Describe how the IIF will be secured.</p>  | <p>Users of the FGS system require a user name and password to access the data.</p>   |
| <p>19 Describe plans for retention and destruction of IIF.</p>   | <p>The Administration on Aging policies fall under National Archives and Records Administration (NARA) provisions.</p>  |
| <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>   | <p>The Formula Grant System (FGS) is not a system of records. A system of records defined under section 522a of the Privacy Act means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. FGS grants are not assigned to individuals but to organizations. The personal information is in the form of agency and organization contacts necessary to communicate with the applicant about award notification and processing.</p> |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p>   | <p>Harry Posman 12/17/03</p>  |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-FGS

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

Josefina Carbonell 12/31/03

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

Mike Mangano 12/01/03



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-GMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-02-18
2 OPDIV:	Administration on Aging
3 Title of System or Information Collection:	Grants Management System (GMS)
4 Is this system or information collection new or is an existing one being modified?	This is an existing system recently modified as a repository for legacy discretionary grant data.
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.	Harry Posman 202-357-3540
7 Unique Project Identifier Number:	2005- 009-75-04-00-02-1001-00-207-087
8 System of Records Number:	N/A
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 system is a repository of legacy data of the solicitation, review, award and post-award monitoring for grants funded under the Older Americans Act of 1965 prior to AoA's transition to GATES, a replacement system hosted by the Administration for Children and Families.
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 system is not a database of personal information, but a repository of legacy data of the solicitation, review, award and post-award monitoring for grants funded under the Older Americans Act of 1965. The system contains contact information voluntarily supplied by the grantee for each grant application to allow the agency to communicate with the applicant about award notification and processing.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-GMS

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. The system contains the minimum amount of specific personal information from agency and organization contacts as needed to communicate with the applicant about award notification and processing.
- 14 Explain why the IIF is being collected, maintained, or disseminated. The system contains specific personal information from agency and organization contacts as needed to communicate with the applicant about award notification and processing.
- 15 Identify with whom the agency will share the IIF. The information is not shared outside the agency, but is available under a Freedom on Information Act request.
- 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. The information was obtained from organizations or agencies that submitted grant applications for funding under the Older Americans Act of 1965.
- 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) No information is collected from children under the age of 13.
- 18 Describe how the IIF will be secured. Users of the GMS system require a user name and password to access the data.
- 19 Describe plans for retention and destruction of IIF. The Administration on Aging policies fall under National Archives and Records Administration (NARA) provisions.
- 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 Grants Management System (GMS) is not a system of records. A system of records defined under section 522a of the Privacy Act means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. GMS grants are not assigned to individuals but to organizations. The personal information is in the form of agency and organization contacts necessary to communicate with the applicant about award notification and processing.
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): Harry Posman 12/17/03



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-GMS

- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): Josefina Carbonell 12/31/03
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): Mike Mangano 12/01/03



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-NAPIS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-02-28
2 OPDIV:	Administration on Aging
3 Title of System or Information Collection:	National Aging Program Information System (NAPIS)
4 Is this system or information collection new or is an existing one being modified?	This is an existing system. No major modifications have taken place since the last PIA.
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.	Harry Posman 202-357-3540
7 Unique Project Identifier Number:	2005-009-75-01-42-02-1002-00-202-070
8 System of Records Number:	N/A
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 system compiles a collection of numeric data as specified and collected in questionnaires to State Ombudsmen, State Directors, and tribal organizations regarding monies allocated through grant funding and resulting impact of that funding.
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 system is not a database of personal information, but a repository of data collected from the states and tribal organizations about monies allocated through grant funding under the Older Americans Act of 1965. The system contains contact information voluntarily supplied by the grantee to allow AoA to communicate with state and tribal organizations supplying data.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-NAPIS

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. The system contains the minimum amount of contact information to communicate with states and tribal organizations supplying aggregate data about monies spent from grants funded under the Older Americans Act of 1965.
- 14 Explain why the IIF is being collected, maintained, or disseminated. The system contains the minimum amount of contact information to communicate with states and tribal organizations supplying aggregate data about monies spent from grants funded under the Older Americans Act of 1965.
- 15 Identify with whom the agency will share the IIF. The information is not shared outside the agency, but is available under a Freedom on Information Act request.
- 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. The information was obtained from organizations or agencies that submitted grant applications for funding under the Older Americans Act of 1965.
- 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) No information is collected from children under the age of 13.
- 18 Describe how the IIF will be secured. Users of the NAPIS system require a user name and password to access the data.
- 19 Describe plans for retention and destruction of IIF. The Administration on Aging policies fall under National Archives and Records Administration (NARA) provisions.
- 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 NAPIS system is not a system of records. A system of records defined under section 552a of the Privacy Act means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. Data collected for the NAPIS system is supplied by states and tribal organizations in aggregate form on monies spent for grants awarded under the Older Americans Act of 1965. The personal information is in the form of agency and organization contacts necessary to communicate with the applicant about data submissions.
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): Harry Posman 12/17/03



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-NAPIS

- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): Josefina Carbonell 12/31/03
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): Mike Mangano 12/01/03



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-NORDIA

### Question:

### Response:

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| 1  | Date of this Submission (MM/DD/YYYY):  | 2005-02-17   |
| 2  | OPDIV:   | Administration on Aging  |
| 3  | Title of System or Information Collection:   | National Ombudsman Report Data Input Application (NORDIA)  |
| 4  | Is this system or information collection new or is an existing one being modified?   | This is an existing system to collect data from the states on funds spent for grants awarded under the Older Americans Act of 1965.  |
| 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. | Harry Posman 202-357-3540  |
| 7  | Unique Project Identifier Number:  | 2005-009-75-01-42-02-1002-00-202-070   |
| 8  | System of Records Number:  | N/A  |
| 9  | OMB Information Collection Approval Number and Expiration Date :   | 0985-0005, 12/31/2005  |
| 10 | Other Identifying Number(s):   | N/A  |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity.  | This is a stand alone system for external use by State Ombudsman for the purpose of collecting numeric data regarding monies allocated through formula grant funding under the Older Americans Act of 1965 and resulting impact of that funding. The application, as used by the State's Ombudsman Office, formats the data in a specific file format that is then sent to AoA. AoA loads this information into the NAPIS database to produce annual reports to Congress. No personal information is collected. All information collected may be requested under the Freedom of Information Act. |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-NORDIA

- 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.
- NORDIA is designed to collect aggregate data related to Title VII of the Older Americans Act of 1965. The application was designed for external use by the State's Ombudsman Office to facilitate the collection and verification of Ombudsman program data. The application, as used by the State's Ombudsman Office, formats the data in a specific file format that is then sent to AoA. AoA loads this information into a database to produce annual reports to Congress. No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 15 Identify with whom the agency will share the IIF.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 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.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 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)
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 18 Describe how the IIF will be secured.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 19 Describe plans for retention and destruction of IIF.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 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.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-NORDIA

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| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Harry Posman 12/17/03       |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):           | Josefina Carbonell 12/31/03 |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):            | Mike Mangano 12/01/03       |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-SPRDIA

### Question:

### Response:

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| 1  | Date of this Submission (MM/DD/YYYY):  | 2005-02-17  |
| 2  | OPDIV:   | Administration on Aging   |
| 3  | Title of System or Information Collection:   | State Program Report Data Input Application (SPRDIA)  |
| 4  | Is this system or information collection new or is an existing one being modified?   | This is an existing system to collect data from the states on funds spent for grants awarded under the Older Americans Act of 1965.   |
| 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. | Harry Posman 202-357-3540   |
| 7  | Unique Project Identifier Number:  | 2005 - 009-75-01-07-02-1002-00-101-003  |
| 8  | System of Records Number:  | N/A   |
| 9  | OMB Information Collection Approval Number and Expiration Date :   | 0985-0008, 01/31/2006   |
| 10 | Other Identifying Number(s):   | N/A   |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity.  | SPRDIA is a stand-alone PC application designed to collect and format aggregate data about the funding spent and clients served from grants authorized under Title III of the Older Americans Act of 1965. The application was designed for external use by the designated State Unit on Aging to facilitate the collection and verification of State performance data. The application, as used by the State for input of aggregate data, formats the data in a specific file format that is then sent to AoA. AoA loads this information into the NAPIS database to produce annual reports to Congress. |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-SPRDIA

- 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.
- SPRDIA is designed to collect aggregate data for three areas related to services provided by the state to the elderly with Title III grant money: service provider information, client detail information and Title III expenditure information. State service provider information includes data for each service on the total number of providers, the total number of minority providers and the number units of service provided. Client detail information includes, by service, data on ethnicity, age and gender. Expenditure information consists of Title III expenditures by service what percentage of the total service expenditure was comprised of Title III funds, and program income information.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 15 Identify with whom the agency will share the IIF.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 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.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 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)
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 18 Describe how the IIF will be secured.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 19 Describe plans for retention and destruction of IIF.
- No personal information is collected. All information collected may be requested under the Freedom of Information Act.
- 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 system does not collect information in identifiable form. A system of records is not applicable.



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-SPRDIA

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|----|--|-----------------------------|
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Harry Posman 12/17/03       |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):           | Josefina Carbonell 12/31/03 |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):            | Mike Mangano 12/01/03       |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-Title VI

### Question:

### Response:

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|----|--|---|
| 1  | Date of this Submission (MM/DD/YYYY):  | 2005-02-22  |
| 2  | OPDIV:   | Administration on Aging   |
| 3  | Title of System or Information Collection:   | Title VI GMS (Grants Management System)   |
| 4  | Is this system or information collection new or is an existing one being modified?   | This is an existing system recently modified as a repository for legacy grant data.   |
| 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.   | Harry Posman 202-357-3540   |
| 7  | Unique Project Identifier Number:  | 2005-009-75-04-00-02-1001-00-207-087  |
| 8  | System of Records Number:  | N/A   |
| 9  | OMB Information Collection Approval Number and Expiration Date :   | 0985-0007, 07/31/2003   |
| 10 | Other Identifying Number(s):   | N/A   |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity.  | This system is a repository of legacy data of the solicitation, review, award and post-award monitoring for grants for tribal organizations funded under Title VI of the Older Americans Act of 1965. AoA currently uses GATES for grant application tracking and evaluation.   |
| 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 system is not a database of personal information, but a repository of legacy data of the solicitation, review, award and post-award monitoring for grants funded under the Older Americans Act of 1965. The system contains contact information voluntarily supplied by the grantee for each grant application to allow the agency to communicate with the applicant about award notification and processing. |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-Title VI

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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>   | <p>The system contains the minimum amount of specific personal information from agency and organization contacts as needed to communicate with the applicant about award notification and processing.</p>   |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p>   | <p>The system contains specific personal information from agency and organization contacts as needed to communicate with the applicant about award notification and processing.</p>   |
| <p>15 Identify with whom the agency will share the IIF.</p>  | <p>The information is not shared outside the agency, but is available under a Freedom on Information Act request.</p>   |
| <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> | <p>The information was obtained from organizations or agencies that submitted grant applications for funding under the Older Americans Act of 1965.</p>   |
| <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>   | <p>No information is collected form children under the age of 13.</p>   |
| <p>18 Describe how the IIF will be secured.</p>  | <p>Users of the Title VI GMS system requirae a user name and password to access the data.</p>   |
| <p>19 Describe plans for retention and destruction of IIF.</p>   | <p>The Administration on Aging policies fall under National Archives and Records Administration (NARA) provisions.</p>  |
| <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>   | <p>The Title VI GMS system is not a system of records. A system of records defined under section 522a of the Privacy Act means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. Title VI grants are not assigned to individuals but to organizations. The personal information is in the form of agency and organization contacts necessary to communicate with the applicant about award notification and processing.</p> |
| <p>21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p>   | <p>Harry Posman 12/17/03</p>  |



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: AoA-Title VI

- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): Josefina Carbonell 12/31/03
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): Mike Mangano 12/01/03



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: eGrants

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-01
2 HHS Agency (OPDIV):	Administration on Aging
3 Title of System or Information Collection:	eGrants
4 Is this System or Information Collection new or is an existing one being modified?	No
5 Unique Project Identifier Number:	2004 - 009-75-04-01-02-1001-00
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.	This is the agency's system for electronic application submission for Discretionary Grant Funding to Public and/or nonprofit agencies and organizations, including faith-based and community-based organizations, and State or area agencies on aging.
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 system retains contact information - name, title, mailing address, business telephone number and electronic mailing address - for the purpose of electronic and standard message services in order to distribute information pertinent to the application processes
11 Explain why the information is being collected.	The information is collected to communicate with the potential grantee applicant concerning the accuracy of submitted information.

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: eGrants

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| <b>12 Identify with whom the agency will share the collected information .</b>   | The grantee contact information is not shared with any other organization or person and held solely within the local area network residing within the Administration on Aging. The information is not publicly accessible and it is only used for internal purposes  |
| <b>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.</b> | The information is collected from the potential grantee applicants during the application process. The subjects are told that the information is used to communicate with them in regard to the application submission through electronic notice. The information is not shared.   |
| <b>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)</b>   | No information is collected from children of any age.  |
| <b>15 Describe how the information will be secured.</b>  | The information is secured within the local area network of the Administration on Aging and is accessible by user id and password as supplied to the potential grantee applicant.  |
| <b>16 Describe plans for retention and destruction of data collected.</b>  | The data is reviewed at least annually and retained only as needed for communications with the current applicants. Other data is overwritten and destroyed as updated and new information is provided and gathered then input into the private database. The database is archived on removable tape media and the tapes are overwritten or destroyed every three-month backup archive cycle. |
| <b>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.</b>   | N/A  |
| <b>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</b>   | Harry Posman   |
| <b>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</b>   | Josefina Carbonell   |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: eGrants

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

Mike Mangano



# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: Physical Security

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-01
2 HHS Agency (OPDIV):	Administration on Aging
3 Title of System or Information Collection:	Physical Security
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 :	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.	This is the agency's local physical security infrastructure
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 personal data is collected in the use and maintenance of the physical security infrastructure
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: AoA System Name: Physical Security

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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):   | Harry Posman       |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):   | Josefina Carbonell |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):  | Mike Mangano       |

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: SQL Database

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-01
2 HHS Agency (OPDIV):	Administration on Aging
3 Title of System or Information Collection:	SQL Database
4 Is this System or Information Collection new or is an existing one being modified?	No
5 Unique Project Identifier Number:	2004- 009-75-02-01-02-1003-00
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.	This is the agency's physical structured query language database infrastructure
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 various databases that reside within this system contain minimum personal information, name and mailing address, as needed to communicate with those entities submitting data collections.
11 Explain why the information is being collected.	The contact information is used to correspond with the submitters of the data collections for validation and review purposes of those data collections.
12 Identify with whom the agency will share the collected information .	N/A

# HHS Privacy Impact Assessment (PIA) Summary

## OPDIV: AoA System Name: SQL Database

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|-----------|--|---|
| <b>13</b> | 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   |
| <b>14</b> | 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 from children of any age.   |
| <b>15</b> | Describe how the information will be secured.  | The information is secured within the local area network of the Administration on Aging. The information resides within the private database structures of the Agency. Only AoA Federal and contract staff access the database structures according to the security privileges determined by hierarchal roles in the agency.  |
| <b>16</b> | Describe plans for retention and destruction of data collected.  | The data is reviewed at least annually and retained only as needed for communications with the current organizations. Other data is overwritten and destroyed as updated and new information is provided and gathered then input into the private database. The database is archived on removable tape media and the tapes are overwritten or destroyed every three-month backup archive cycle. |
| <b>17</b> | 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   |
| <b>18</b> | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):   | Harry Posman  |
| <b>19</b> | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):   | Josefina Carbonell  |
| <b>20</b> | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):  | Mike Mangano  |

