

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: ACF GSS-an ITSC Legacy LAN

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-08-01
2 OPDIV:	HHS/ITSC
3 Title of System or Information Collection:	ACF GSS
4 Is this system or information collection new or is an existing one being modified?	No
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.	Technical Support Division Dir, HHS/ITSC
7 Unique Project Identifier Number:	N/A
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 ACF GSS is a local area network supporting the operations of the HHS/ACF.
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.	This system does not collect, maintain or disseminate IIF.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	This system does not collect, maintain or disseminate IIF.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: ACF GSS-an ITSC Legacy LAN

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | This system does not collect, maintain or disseminate IIF. |
| 15 | Identify with whom the agency will share the IIF. | This system does not collect, maintain or disseminate IIF. |
| 16 | Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | This system does not collect, maintain or disseminate IIF. |
| 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) | This system does not collect, maintain or disseminate IIF. |
| 18 | Describe how the IIF will be secured. | This system does not collect, maintain or disseminate IIF. |
| 19 | Describe plans for retention and destruction of IIF. | This system does not collect, maintain or disseminate IIF. |
| 20 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | This system does not collect, maintain or disseminate IIF. |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Alan Smith 08/01/2005 |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Byrne Huntley 08/01/2005 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: AFS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-06-13
2 OPDIV:	OS
3 Title of System or Information Collection:	AFS -- Automated Financial Statement system
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Kevin Kuesters
7 Unique Project Identifier Number:	009-90-01-01-02-001-00-402-129
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.	Used to collect operating divisions' (OPDIVs') financial statement data to generate the HHS-wide year-end and quarterly statements. OMB guidelines require that ASBTF collect and provide this information for the Department.
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.	OPDIV financial data is collected to produce a consolidated financial statement for HHS -- for year-end and quarterly submissions to OMB. The data used is not confidential, not sensitive, and not private. No IIF information is collected.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: AFS

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | GRS-24, General Records Schedule for minor application systems |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Ross Cirrincione |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Evelyn White, Acting DAS |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: AHRQ Network

<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:	009-33-02-01-02-0021-00-000-000
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.	AHRQ IT Operations, covered under the budget reference number cited above, is a General Support System.
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: ITSC System Name: AHRQ Network

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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. | 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: ITSC System Name: AoA GSS

<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:	General Support System
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 area network infrastructure, the general support system.
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.	There is no privacy, personal data collected in the use and maintenance of the individual system.
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: ITSC System Name: AoA GSS

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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: OS System Name: ARPRM

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2005-07-22 |
| 2 | OPDIV: | HHS/OS |
| 3 | Title of System or Information Collection: | ARPRM -- Annual Report on Possible Research Misconduct System |
| 4 | Is this system or information collection new or is an existing one being modified? | existing |
| 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. | Office of Research Integrity |
| 7 | Unique Project Identifier Number: | not available |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date : | 0937-0198 Expires: 01/06/2006 |
| 10 | Other Identifying Number(s): | N/A |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This reporting system is essential for the over 1400 institutions that receive federal research funding from the US Department of Health and Human Services (HHS), and are mandated to complete this report annually between January and March. |
| 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. | research integrity information is collected. no privacy or sensitive information is collected or maintained. |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: ARPRM

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | N/A (Rosario Cirrincione) |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | N/A (Evelyn White, Acting ASAM DAS) |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | C. Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: DAB ACTS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-09-08
2 OPDIV:	OS
3 Title of System or Information Collection:	DAB ACTS
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Michelle Ruhren
7 Unique Project Identifier Number:	009-90-01-09-02-0005-00-404-141
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date :	N/A
10 Other Identifying Number(s):	PMT: OS20
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	tracks status of DAB cases via automation. separate modules for each DAB division.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	information enables DAB staff to track status of their various cases. Does not contain IIF information.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: DAB ACTS

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Maggie Blackwell, HHS Privacy Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe Ellis, ASAM |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | C. Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: DCIS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-06-15
2 OPDIV:	HHS OS
3 Title of System or Information Collection:	DCIS -- Departmental Contracts Information System
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Fred Evans
7 Unique Project Identifier Number:	009-90-01-01-02-0002-00-405-143
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 DCIS mission is to provide the data collection and reporting capabilities needed to enable HHS to comply with the reporting requirements mandated by Public Law 93-400 for the reporting of procurement actions.
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.	DCIS provides a single system capability within HHS that collects, edits and stores information on individual procurement and contracting actions executed by the Operating Divisions (OPDIVs) and other HHS offices. No IIF information is collected.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: DCIS

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Ross Cirrincione |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Evelyn White, Acting ASAM DAS |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: DFAS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-09-16
2 OPDIV:	OS
3 Title of System or Information Collection:	DFAS
4 Is this system or information collection new or is an existing one being modified?	new
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	N
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	HHS/OS/ASAM/OHR
7 Unique Project Identifier Number:	new interface -- documentation in process
8 System of Records Number:	N/A -- this is just a pass-through interface
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.	Interface to the DoD payroll system and the HHS time and attendance system, etc.
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.	This is just a pass-through interface for transmitting HHS payroll information from the HHS time and attendance system (EHRP) to the DoD payroll payment system, using the HHS/NIH mainframe.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	This is just a pass-through interface



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: DFAS

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | This is just a pass-through interface |
| 15 | Identify with whom the agency will share the IIF. | HHS OPDIV owners of the interconnected systems, DoD as owner of the DFAS system |
| 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. | This is just a pass-through interface |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A -- This is just a pass-through interface |
| 19 | Describe plans for retention and destruction of IIF. | N/A -- This is just a pass-through interface |
| 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. | N/A -- This is just a pass-through interface; Federal employee exemption |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Robert Eckert, Acting HHS Privacy Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe W. Ellis, Assistant Secretary for Administration & Management |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | C. Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: E-Induction

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-09-08
2 OPDIV:	OS
3 Title of System or Information Collection:	E-Induction
4 Is this system or information collection new or is an existing one being modified?	new
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	N
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Jack Stoute, Deputy CIO
7 Unique Project Identifier Number:	009-91-01-09-02-1150-00-403-251
8 System of Records Number:	
9 OMB Information Collection Approval Number and Expiration Date :	
10 Other Identifying Number(s):	
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	On-line systems for new hires
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	Information that new hires need to know. Contains no IIF information.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: E-Induction

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Maggie Blackwell, HHS Privacy Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe Ellis, ASAM |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | C. Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: eOPF

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-09-02
2 OPDIV:	OS
3 Title of System or Information Collection:	eOPF
4 Is this system or information collection new or is an existing one being modified?	new
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.	Ann Speyer, Official Manager
7 Unique Project Identifier Number:	009-91-01-09-02-1120-00-403-205
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.	converts all HHS' paper-based Federal civilian employee Official Personnel Folders (OPF) to electronic format.
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.	temporary and permanent HHS employee official personnel records. contains IIF information not subject to the Privacy Act.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	information is obtained through an automated process with the HHS EHRP. only contains records specific to HHS employment of HHS employees



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: eOPF

- 14 Explain why the IIF is being collected, maintained, or disseminated. employment history of HHS employees
- 15 Identify with whom the agency will share the IIF. HHS employees only, and they only have access to their own personnel folder
- 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. collected from the HHS Electronic Human Resources and Payroll (EHRP) System
- 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
- 18 Describe how the IIF will be secured. on the HHS Intranet, locked down behind firewalls, with access permitted only to individual whose name matches the folder. Individuals are required to use passwords and be on the HHS network.
- 19 Describe plans for retention and destruction of IIF. automated processes have been implemented to delete temporary records that become obsolete or are superceded. permanent records are kept for 75+ years and will be sent to NARA for electronic storage after that.
- 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. N/A
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): Maggie Blackwell, HHS Privacy Official
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): Joe Ellis, ASAM
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): Charles Havekost, HHS CIO



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: FIRS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-07-19
2 OPDIV:	HHS/OS
3 Title of System or Information Collection:	FIRS
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Edward A. Martin
7 Unique Project Identifier Number:	not yet acquired
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.	Used in the development of outlay estimating, tracking spending, and tracking apportionments. It provides a repository for detailed historical obligations and outlay data for all uncancelled appropriation fiscal years. It also provides rates for accounts and budget activities for "waterfall tables" used in developing outlay estimates for the President's Budget and required to be submitted in support of the Department's outlay estimates.
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.	FIRS is used in developing outlay estimates for the President's Budget and required to support the HHS estimates. It also provides the official summary of Treasury outlay reports, apportionment logging and tracking to permit the HHS OPDIVs to find out the status of their apportionments as they move from HHS to OMB and back.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: FIRS

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| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | N/A (Rosario Cirrincione) |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | N/A (Evelyn White, Acting ASAM DAS) |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | C. Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: SAMHSA System Name: General Support Sys

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-12-02
2 HHS Agency (OPDIV):	SAMHSA
3 Title of System or Information Collection:	General Support System
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.	<p>The SAMHSA LAN provides day-to-day functionality to the SAMHSA staff.. The network provides the basic functionality to facilitate SAMHSA's mission of improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illness. The system incorporates several applications to allow communication between SAMHSA staff members as well as communication with external entities such as government agencies and vendors. The SAMHSA LAN provides day-to-day functionality to approximately 500 SAMHSA staff and 100 contractor staff on a 24 by 7 basis. Only properly authenticated SAMHSA LAN users are allowed access to the information and processes residing on the GSS. Information stored on the network is Sensitive But Unclassified (SBU). The GSS is maintained by a network administration staff available 24 hours a day.</p>

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: SAMHSA System Name: General Support Sys

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| 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 |
| 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): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: SAMHSA System Name: General Support Sys

- 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: OS System Name: Grants.Gov

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-09-09
2 OPDIV:	OS
3 Title of System or Information Collection:	Grants.gov
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Rebecca Spitzgo
7 Unique Project Identifier Number:	009-00-01-99-01-1316-24-110-249
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date :	N/A
10 Other Identifying Number(s):	PMT: HHS3



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: Grants.Gov

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| 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity. | Grants.gov is one of the PMA E-Gov initiatives and is deploying 2 Government-wide grants mechanisms: Find and Apply. The Find mechanism allows Federal agencies to post funding opportunities on Grants.gov and allows potential applicants to search these opportunities. All grant-making agencies were publishing funding opportunities by October 2003. The Apply mechanism allows agencies to post their application packages on Grants.gov and allows applicants to download the packages and complete them offline, and submit them electronically. The Apply mechanism was launched on October 31, 2003. Grants.gov operates a Contact Center at a state-of-the art secure hosting facility to support agency and applicant users. Grants.gov also operates a "forms factory" to develop (electronic) forms for the grant-making agencies. Grants.gov's day-to-day activities are operated out of the Grants.gov Program Management Office. |
| 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. | allows Federal agencies to post funding opportunities, and allows potential applicants to search these opportunities. Does not contain IIF information |
| 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 Describe how the IIF will be secured. | N/A |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: Grants.Gov

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| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Maggie Blackwell, HHS Privacy Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe Ellis, ASAM |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Charles Havekost, HHS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: HHS Answers System

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-09-08
2 OPDIV:	OS
3 Title of System or Information Collection:	HHS Answers System (RightNow Service)
4 Is this system or information collection new or is an existing one being modified?	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.	Alice M. Bettencourt
7 Unique Project Identifier Number:	009-00-02-00-01-0003-00-305-108
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date :	N/A
10 Other Identifying Number(s):	PMT: HHS20
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	Provides dynamically displayed Frequently Asked Questions and Answers on the HHS.gov web site; accepts Suggested Questions and Answers feedback from web site users.
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.	Collects questions and proposed answers to HHS-related issues. Only IIF information collected is email address used to respond to questions. Requestor voluntarily provides this information. It is only kept long enough to respond to questioner, and then is deleted.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	In the "question" form, a field is provided for an individual to provide their email address, if they choose to receive a response to their question.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: HHS Answers System

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| 14 Explain why the IIF is being collected, maintained, or disseminated. | Only a person's email address is collected as a means to respond to the individual. This information is voluntarily provided, and is no longer needed once question is answered. |
| 15 Identify with whom the agency will share the IIF. | OPDIV Web Team member who has available expertise to respond to a specific question. |
| 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. | email address collected on the same web site form that an individual uses to ask a question. They can choose to include their email address or not. If they don't, they will not receive a direct response to their question. |
| 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) | N/A |
| 18 Describe how the IIF will be secured. | Only Web Team Members and specific OPDIV expert have access to email address. Access controlled by user ID and password, and assignment. |
| 19 Describe plans for retention and destruction of IIF. | email address destroyed after question is answered |
| 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. | Exempt under OMB Memorandum M-03-22 B.3.b. |
| 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Maggie Blackwell, HHS Privacy Officer |
| 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe Ellis, ASAM |
| 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Charles Havekost, HHS CIO |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OCIO System Name: HHS-ISDM

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-27
2 OPDIV:	OCIO
3 Title of System or Information Collection:	Information Security Data Manager (ISDM)
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Mark Masone
7 Unique Project Identifier Number:	N/A
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.	To management information security data and report to OMB for FISMA purposes.
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.	This systems does not maintain information in identifiable form.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OCIO System Name: HHS-ISDM

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| 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | This systems does not maintain information in identifiable form. |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | This systems does not maintain information in identifiable form. |
| 15 Identify with whom the agency will share the IIF. | This systems does not maintain information in identifiable form. |
| 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. | This systems does not maintain information in identifiable form. |
| 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 will be collected from children under age 13. |
| 18 Describe how the IIF will be secured. | This systems does not maintain information in identifiable form. |
| 19 Describe plans for retention and destruction of IIF. | This systems does not maintain information in identifiable form. |
| 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. | This systems does not maintain information in identifiable form. |
| 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | |
| 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: HHS Web Portal

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-07-20
2 OPDIV:	HHS/OS
3 Title of System or Information Collection:	HHS Web Portal
4 Is this system or information collection new or is an existing one being modified?	new
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	N
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	Alice M. Bettencourt
7 Unique Project Identifier Number:	009-00-02-00-01-0003-00-305-108
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.	To provide employees with instant access to timely information on the vital health and human service programs that reside within HHS. To reach employees directly and quickly with information in a form they can readily use. The Web Portal will facilitate collaboration among the thirteen agencies and numerous Department-level offices that comprise HHS.
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.	work-related information for collaboration purposes no IIF information will be collected



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: HHS Web Portal

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| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | N/A (Rosario Cirrincione) |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | N/A (Evelyn White, Acting ASAM DAS) |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Charles Havekost, HHS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: ICRAS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-06-14
2 OPDIV:	HHS OS
3 Title of System or Information Collection:	ICRAS
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Robert Polson
7 Unique Project Identifier Number:	009-90-01-44-02-1010-00-404-142
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.	Information Collection Review & Approval System (ICRAS) is a web-based database application that helps Federal agencies electronically administer and manage its information collection clearance responsibilities under the Paperwork Reduction Act (PRA).
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.	ICRAS provides users with the functionality to create and upload OMB PRA forms 83-I, 83-C, 83-E, 83-D, Supporting Statemens, draft and final Federal Register postings, laws, statutes, regulations, memos and cover letters, and OMB's Notices of Action in reply to the submittal of the OMB 83 formxs and attachments.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: ICRAS

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | OMB |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Ross Cirrincione |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Evelyn White, Acting DAS |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: Metis Team Server

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-09-07
2 OPDIV:	OS
3 Title of System or Information Collection:	Metis Team Server
4 Is this system or information collection new or is an existing one being modified?	new
5 Does this system collect, maintain, and/or disseminate information in identifiable form (IIF)?	N
6 Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it.	John Teeter
7 Unique Project Identifier Number:	009-00-03-00-01-0001-00-304-103
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.	Used to track and analyze the layers of the HHS Enterprise Architecture (EA) and the relationships between those layers.
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.	infrastructure and process information for capital planning and investment purposes. No IIF information is collected.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: Metis Team Server

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Maggie Blackwell, HHS Privacy Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe Ellis, ASAM |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Charles Havekost, HHS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: MTS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2005-06-15 |
| 2 | OPDIV: | HHS OS |
| 3 | Title of System or Information Collection: | MTS |
| 4 | Is this system or information collection new or is an existing one being modified? | existing |
| 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. | John Shimabukuro |
| 7 | Unique Project Identifier Number: | 009-90-01-44-02-1010-00-404-138 |
| 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. | A centralized system that enables a sophisticated analysis of not only current but also projected workloads across the enterprise. It provides a robust data capture, workflow, timekeeping, and reporting solution set that enables better strategic planning and performance-based budgeting. |
| 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. | Every piece of information -- notes, case development information, legal research, correspondence, pleadings, evidence, court calendars, task lists, statutes of limitations and other critical deadlines, time and expense entries, budgets, and e-mails -- is automatically placed in the right electronic matter file under the matter and client numbers used by an organization's accounting system. No IIF information is collected or maintained in MTS. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: MTS

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/AS |
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | OGC attorneys, paralegals and legal staff |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Ross Cirrincione |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Evelyn White, Acting ASAM DAS |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: OS LAN Backbone

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-16
2 OPDIV:	Office of the Secretary
3 Title of System or Information Collection:	Unified Financial Management System
4 Is this system or information collection new or is an existing one being modified?	New
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.	Darlene Christian
7 Unique Project Identifier Number:	009-90-01-01-0001-00-402-124
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date:	NIH CIO SP2 Contract No.: 263-01-D-0052
10 Other Identifying Number(s):	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: OS LAN Backbone

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

The Unified Financial Management System (UFMS) is a business management tool designated to provide timely and reliable information to improve financial, business and operational functions within the Department of Health and Human Services. UFMS is currently under development and is based on Oracle Federal Financials; a computer off the shelf (COTS) software application program produced by Oracle Corporation. BearingPoint, Inc. is the system integrator under contract to the Department of Health and Human Services. UFMS is designated to satisfy three categories of financial management systems requirements mandated by the Federal Financial Management Improvement Act (FFMIA). These are: (1) Federal financial management systems requirements promulgated by the Office of Management and Budget (OMB) and the Joint Financial Management Improvement Program (JFMIP); (2) federal accounting standards; and (3) the United States Standard General Ledger at the transaction level. UFMS is scheduled to become operational at the start of F. Y.'05.

- 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 will collect transactional and accounting data to meet functional requirements for Core financial management functions: General Ledger, Budget Execution, Payment and Receipt Management, Cost Management, Commitments and Obligations and Reporting. The information to be collected in UFMS enables HHS to reach greater economies of scale, eliminate duplication and improve service delivery. By adhering to the Core Financial System Requirements UFMS will manage critical financial data as these functions are the "backbone" for an integrated financial management system.

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

The system will collect transactional and accounting data to meet functional requirements for Core financial management functions: General Ledger, Budget Execution, Payment and Receipt Management, Cost Management, Commitments and Obligations and Reporting. The information to be collected in UFMS enables HHS to reach greater economies of scale, eliminate duplication and improve service delivery. By adhering to the Core Financial System Requirements UFMS will manage critical financial data as these functions are the "backbone" for an integrated financial management system.

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

It is anticipated that this is the essential information needed to establish common processing routines and maintain critical financial management functions that affect the entire department.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: OS LAN Backbone

- 15 Identify with whom the agency will share the IIF. The information will be shared between the Office of the Secretary for HHS; (OS) and the following agencies: Centers for Disease Control; (CDC), Food and Drug Administration; (FDA), National Institutes of Health; (NIH), Administration on Aging; (AoA), Agency for Children and Families; (ACF), Agency for Healthcare Research and Quality; (AHRQ), Health Resources and Services Administration; (HRSA), Indian Health Service; (HIS), Substance Abuse and Mental Health Services Administration; (SAMHSA), Centers for Medicare and Medicaid Services (CMS) and the U.S. Treasury Department.
- 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 will be keyed into the database. The information may come directly from the private individual source or from other offices within the UFMS boundaries. All notification for the use and protection of private information will be conveyed in writing during training and by electronic notice. Although the need to share this information outside the UFMS system boundaries is not required it could be in the future. Processes are still being developed to determine how consent will be given with regard to what information is collected and how it will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) This information will not be collected from children under age 13.
- 18 Describe how the IIF will be secured. The system will be secured by methods prescribed in the System Security Plan. The security plan calls for system lifecycle practices for federal financial systems. The methods employed include: Risk Assessment, Implementation of Management, Operational and Technical Controls.
- 19 Describe plans for retention and destruction of IIF. The scheduling and retention of data collected is a requirement for UFMS under the HHS Records Management and Disposition guidelines. The plans for retention and scheduling will be addressed as the implementation of the security plan progresses. A draft of this plan is to be developed by the end of the second quarter of F.Y.'04.
- 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. UFMS is required to comply with the Privacy Act according to HHS Baseline Security Requirements. Planning for this compliance will coincide with the records retention and scheduling program to be addressed in the second quarter of F.Y.'04.
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: OS LAN Backbone

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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PIMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-06-15
2 OPDIV:	HHS OS
3 Title of System or Information Collection:	PIMS -- Program Information Management System
4 Is this system or information collection new or is an existing one being modified?	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.	Norman Oslik
7 Unique Project Identifier Number:	009-90-01-09-02-0001-00-404-142
8 System of Records Number:	09-90-0052 Federal Register / Vol. 67, No. 173 / Friday, September 6, 2002
9 OMB Information Collection Approval Number and Expiration Date :	0990-0269 Expiration Date: 4/30/2006
10 Other Identifying Number(s):	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PIMS

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

The Program Information Management System (PIMS) was developed to allow OCR to manage more effectively its program information needs and to integrate all of OCR's various business processes, including all its compliance activities, to allow for real time access and results reporting and other varied information management needs. Among other things, PIMS was developed to support the collection of compliance-related and other identifying information needed for OCR to complete compliance activities and determinations. Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and other statutes that prohibit discrimination by programs or entities that receive Federal financial assistance from HHS; Federally- conducted programs in cases involving disability-based discrimination under Section 504 of the Rehabilitation Act; state and local public entities in cases involving disability-based discrimination under Title II of the Americans with Disabilities Act; certain health plans, health clearinghouses and health care providers with respect to enforcement of the standards for privacy of individually identifiable health information under the privacy rule issued pursuant to the Health Insurance Portability and Accountability Act (HIPAA)



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PIMS

- 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 mandatory fields for the new forms are: name, contact information, whether the complaint is being filed on behalf of someone else, the basis for the complaint (e.g., race/color/national origin, age, religion, gender (male/female), disability, violation of the privacy of protected health information), the entity against which the complaint is being filed, when the incident(s) occurred, a brief description of what happened and the complainant's signature. In some situations, the law requires OCR to get the complainant's signature, in other cases it is voluntary. In addition, several voluntary fields are included to assist OCR in processing the complaint and to provide appropriate customer service. Those fields are: an alternate person to contact if the complainant cannot be reached; whether this complaint has been filed with other agencies or is the basis of a lawsuit and, if so, to identify where else the complaint has been filed; and whether the complainant needs special accommodations for OCR to communicate with them (e.g. Braille, TDD). We also have included a limited number of questions to be answered on a voluntary basis to help us better assess whether we are adequately reaching and providing service to populations whose rights are covered by our statutory authorities. These questions concerning the complainant or the person on whose behalf a complaint has been filed, are: ethnicity, race, primary language spoken (if other than English), and the means by which the complainant learned about being able to file complaints with the Office for Civil Rights . Failure to answer the voluntary questions will not affect OCR's decision to process a complaint. Use of these forms is voluntary. Alternatively, a complainant may choose to submit a complaint in the form of a letter, or electronically. In its Medicare certification process, each applicant for certification responds to OCR's data request . The questions pertain to the policies and procedures of nondiscrimination; communication with persons who are Limited English proficient or sensory impaired; required notices; provision of auxiliary aids to persons with sensory, manual or speech impairments; grievance procedures for disability discrimination allegations; and information regarding restrictions based on age. The information received in response to a data request does not normally include personally identifiable information

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

Years of experience with complaint processing have identified these as the minimum set of required information to enable OCR to efficiently and effectively respond to allegations of noncompliance with civil rights laws or the Privacy Rule.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PIMS

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

OCR collects complaint information from individuals in order to investigate and make appropriate determinations regarding individual complaints of civil rights discrimination and Privacy Rule violations. In the case of Medicare pre-grant certifications, OCR uses the responses to data requests to make a determination of a provider's compliance with designated civil rights statutes, as described under Section 1 above, prior to the provider being granted a Medicare certification.

15 Identify with whom the agency will share the IIF.

permitting disclosure to a congressional office, allows subject individuals to obtain assistance from their representatives in Congress, should they so desire. Such disclosure would be made only pursuant to the request of the individual. allows disclosure to the Department of Justice or a court in the event of litigation. allows referral to the appropriate agency, in the event that a System of Records maintained by this agency to carry out its functions indicates a violation or potential violation of law. allows disclosure of records to contractors for the purpose of processing or refining records in the system. Complaints involving alleged age discrimination are referred to the Federal Mediation and Conciliation Service consistent with the regulations implementing the Age Discrimination Act of 1975. Certain employment cases may be referred to the Equal Employment Opportunity Commission. In each of these instances, the allegations themselves are forwarded, but the data on the cases resident in OCR's PIMS system is not forwarded.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PIMS

- 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.

For individual complaints, the initial information is collected from the complainant, or someone acting on their behalf. It is collected using one of OCR's two approved complaint forms for discrimination complaints and health information privacy complaints, which are available for downloading from OCR's web site. Alternatively, a complainant may choose to submit a complaint in the form of a letter, or electronically. OCR's two complaint forms each contain a privacy notice describing how the complainant's information will be used. The discrimination notice is similar to the following health information privacy notice: "Filing a complaint with OCR is voluntary. However, without the information requested above, OCR may be unable to proceed with your complaint. We collect this information under authority of the Privacy Rule issued pursuant to the Health Insurance Portability and Accountability Act of 1996. We will use the information you provide to determine if we have jurisdiction and, if so, how we will process your complaint. Information submitted on this form is treated confidentially and is protected under the provisions of the Privacy Act of 1974. Names or other identifying information about individuals are disclosed when it is necessary for investigation of possible health information privacy violations, for internal systems operations, or for routine uses, which include disclosure of information outside the Department for purposes associated with health information privacy compliance and as permitted by law. It is illegal for a covered entity to intimidate, threaten, coerce, discriminate or retaliate against you for filing this complaint or for taking any other action to enforce your rights under the Privacy Rule. You are not required to use this form. You also may write a letter or submit a complaint electronically with the same information. To submit an electronic complaint, go to our web site at: <http://www.hhs.gov/ocr/privacyhowtofile.htm>. To mail a complaint see reverse page for OCR Regional addresses." In addition, for all complaints received that OCR initially determines are within our jurisdiction, complainants receive an acknowledgment letter that includes a fact sheet titled "Protecting Personal Information in Complaint Investigations." This fact sheet describes how the information is protected by OCR, how a person can request a copy of their file under the Freedom of Information Act, to what other government agencies OCR may legally give the complainant's information (see Section 4 above), and what protections are in place if someone else requests the complainant's file. Where investigation of a complaint requires providing the complainant's name to the covered entity against whom the complaint is filed, the complainant is always asked to sign a consent form allowing release of their name to the covered entity. Similarly, if investigation of the complaint requires acquiring the complainant's medical record from the covered entity, the complainant is asked to sign an authorization allowing OCR to request the information.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PIMS

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)**

OCR's web site is not directed to children and we do not knowingly collect information from children. If we obtain actual knowledge that a child under the age of 13 has submitted a complaint to us electronically, we will comply with COPPA provisions in that instance, seeking parental or guardian approval and deleting the personal information from our system if approval is not received.

18 **Describe how the IIF will be secured.**

Only authorized OCR users whose official duties require the use of such information have access to the information in the system. No users outside of OCR have access to PIMS. Specific access is structured around need and is determined by the person's role in the organization. Access is managed through the use of electronic access control lists, which regulate the ability to read, change and delete information in the system. Each OCR user has read access to designated information in the system, with the ability to modify only their own submissions or those of others within their region or group. Data identified as confidential is so designated and only specified individuals are granted access. The system maintains an audit trail of all actions against the data base. All electronic data is stored on servers maintained in locked facilities with computerized access control allowing access to only those support personnel with a demonstrated need for access. A database is kept of all individuals granted security card access to the room, and all visitors are escorted while in the room. The server facility has appropriate environmental security controls, including measures to mitigate damage to automated information system resources caused by fire, electricity, water and inadequate climate controls. Access control to servers, individual computers and databases includes a required user log-on with a password, inactivity lockout to systems based on a specified period of time, legal notices and security warnings at log-on, and remote access security that allows user access for remote users (e.g., while on government travel) under the same terms and conditions as for users within the office. System administrators have appropriate security clearance. Printed materials are filed in secure cabinets in secure Federal facilities with access based on need as described above for the automated component of the PIMS system.

19 **Describe plans for retention and destruction of IIF.**

Under OCR's existing approved records disposition schedule, paper investigative records are transferred to the Federal Records Center after a specified period of inactivity following closure of a case and are destroyed 15 years after the closure of the case. OCR is in the process of gaining approval for its electronic records disposition schedule. Until that approval, no electronic case records will be destroyed. Assurance of compliance statements from potential Medicare providers are retained indefinitely.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PIMS

- 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. Records are maintained under authority of an existing system of records: 09-90-0052 , Federal Register / Vol. 67, No. 173 / Friday, September 6, 2002
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): Ross Cirrincione
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): Evelyn White, Acting ASAM DAS
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): Byrne Huntley, OS CIO



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PKI Project

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	OS
3 Title of System or Information Collection:	HHS Public Key Infrastructure (PKI) Project
4 Is this System or Information Collection new or is an existing one being modified?	New System
5 Unique Project Identifier Number:	009-00-02-01-01-0002-00
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.	The HHS PKI System will be issuing digital certificates to HHS staff (i.e. employees and contractors). The system will provide digital certificate status information to validate digital certificates issued by HHS and other entities trusted by HHS. Digital certificates, and their associated entity name, email address, and agency affiliation are made publicly available. This activity is authorized under the General Services Administration (GSA) Access Certificate for Electronic Services (ACES) program. Information related to legislation authorizing the GSA ACES program may be obtained from GSA.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PKI Project

- 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.**
- Minimal contact information of HHS staff is captured, collected, and maintained. The HHS PKI System will collect the following information needed to issue a digital certificate: · Name · Photographic Identifier (on paper form only) · Driver's License (on paper form only) · Mailing Address (office) · Phone Number (office) · Email Address (office) · Employment Status · Public Key Material · Federal ID Badge Number The photographic identifier and driver's license information will only be captured on a paper application form. These will not be maintained in electronic form. The information collected is the minimum set necessary to comply with the GSA ACES PKI requirements as specified in the ACES Certificate Policy. The HHS PKI System will also archive digital certificates submitted to HHS (as part of a digitally signed document) and information necessary to validate that digital certificate in accordance with NARA electronic record guidance.
- 11 Explain why the information is being collected.**
- Information is being collected to support issuance of Digital Certificates to HHS staff in accordance with the identification requirements specified under the GSA ACES program. Information is being collected to support the validation of digital signatures in accordance with NARA electronic records requirements.
- 12 Identify with whom the agency will share the collected information**
- Collected information will be shared with Digital Signature Trust LLC, an Identrus Company, in accordance with their contract as an authorized certificate authority under the GSA ACES contract. Digital certificates, and their associated entity name, email address, and agency affiliation are publicly distributed to support encrypted email and digital signatures. The HHS PKI System will share certificate status information with internal and external entities.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PKI Project

- 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 about a HHS staff member is collected as part of the HHS PKI registration process that will be used to issue digital certificates to that staff member. In the first part of the registration process, the staff member will go to the HHS PKI registration web site and enter their Microsoft userid and password. Additional information about the staff member (i.e., Name, email address, OPDIV, office address and phone number) will then be extracted from the member's existing Microsoft Active Directory record. This data will then be displayed to the staff member who will then be given the option to complete the registration process. If the staff member chooses to complete the process, the staff member must then appear in person before a registration official and provide a paper form that includes a photographic identifier and serial number information from a federally issued photo identification badge (i.e., HHS employee badge or drivers license). The registration system will clearly indicate the purpose and nature of all collected information. Where information is displayed, the applicable privacy policy will be made available for review. HHS systems will collect digital certificates from both HHS staff and outside entities as part of digitally signed electronic records submissions. HHS applications will then pass these digital certificates to the HHS PKI Validation sever in order to determine their legitimacy.
- 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)**
- This system is to be used solely for HHS staff. No PII will be collected from children under age 13.
- 15 **Describe how the information will be secured.**
- Information is secured through transport level encryption while transmitted across the Internet. The HHS PKI System will protect PII in several ways. In as much as there is PII in the system that is made publicly available through the creation, issuance and validation of ACES certificates, the retention and destruction will take place in accordance with the ACES Privacy Policy. Any PII in the system not made publicly available or managed solely on HHS systems, will be stored and maintained in a secure environment, protected by appropriate technical and personnel security controls as specified by applicable federal guidance, legislation, and best practices.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PKI Project

- 16 **Describe plans for retention and destruction of data collected.** The HHS PKI System will protect PII in several ways. In as much as there is PII in the system that is made publicly available through the creation, issuance and validation of ACES certificates, the retention and destruction will take place in accordance with the ACES Privacy Policy. Any PII in the system not made publicly available or managed solely on HHS systems, will be stored and maintained in a secure environment, protected by appropriate technical and personnel security controls as specified by applicable federal guidance, legislation, and best practices. Archival, retention, and destruction of government records will happen in accordance with NARA requirements.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.** The HHS Registration System is being developed to collect information from HHS employees who will be issued Digital Certificates under the GSA ACES program. As such, it is the Agency's belief that this system does not trigger the requirement for performing a Privacy Impact Assessment. See, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002. Furthermore, even if the Privacy Act requirements were applicable to the HHS Registration System, the system is being operated to facilitate issuance of ACES Certificates, a program for which the General Services Administration has obtained OMB approval to collect the information being requested. For more details about the ACES program see: <http://www.gsa.gov/aces>
- 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: OS System Name: PMT (Prosight)

Question:

Response:

- | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Date of this Submission (MM/DD/YYYY): | 2005-07-20 |
| 2 | OPDIV: | HHS/OS |
| 3 | Title of System or Information Collection: | PMT (Prosight) |
| 4 | Is this system or information collection new or is an existing one being modified? | existing |
| 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. | Philip W. Clark |
| 7 | Unique Project Identifier Number: | 009-00-03-00-01-0003-00-304-102 |
| 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. | To support the Department's Capital Planning and Investment Control (CPIC) process and the information technology (IT) budget formulation process, including the support of data collection and generation for OMB Exhibit 53 and 300 reporting. |
| 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. | summary and detailed information on individual IT investments and across OPDIV IT investments |
| 13 | Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. | N/A |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: PMT (Prosight)

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | N/A (Rosario Cirrincione, HHS Privacy Act Officer) |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | N/A (Evelyn White, Acting ASAM DAS) |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Charles Havekost, HHS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: QuickHire

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2009-08-20
2 OPDIV:	OS
3 Title of System or Information Collection:	QuickHire/QuickClass
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Robert Chatfield, Director
7 Unique Project Identifier Number:	009-91-01-09-02-1130-00-403-251
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date :	N/A
10 Other Identifying Number(s):	PMT: PSC29
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The QuickHire software automates the process of filing jobs. QuickClass - links job description data to announcement and EHRP.
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.	uses available job descriptions to populate job announcements. Contains no IIF information.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: QuickHire

- | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Maggie Blackwell, HHS Privacy Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe Ellis, ASAM |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | C. Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: SAMHSA LAN

Question:

Response:

1 Date of this Submission (MM/DD/YYYY):

2003-12-02

2 HHS Agency (OPDIV):

SAMHSA

3 Title of System or Information Collection:

General Support System

4 Is this System or Information Collection new or is an existing one being modified?

5 Unique Project Identifier Number:

6 System of Records Number:

7 OMB Information Collection Approval Number and Expiration Date :

8 Other Identifying Number(s):

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

The SAMHSA LAN provides day-to-day functionality to the SAMHSA staff.. The network provides the basic functionality to facilitate SAMHSA's mission of improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illness. The system incorporates several applications to allow communication between SAMHSA staff members as well as communication with external entities such as government agencies and vendors. The SAMHSA LAN provides day-to-day functionality to approximately 500 SAMHSA staff and 100 contractor staff on a 24 by 7 basis. Only properly authenticated SAMHSA LAN users are allowed access to the information and processes residing on the GSS. Information stored on the network is Sensitive But Unclassified (SBU). The GSS is maintained by a network administration staff available 24 hours a day.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: SAMHSA LAN

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| 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 |
| 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): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: ITSC System Name: SAMHSA LAN

- 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: OS System Name: SIPS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-07-14
2 OPDIV:	HHS/OS
3 Title of System or Information Collection:	SIPS
4 Is this system or information collection new or is an existing one being modified?	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.	Raffie Shahrigian
7 Unique Project Identifier Number:	009-90-01-44-02-3334-00-403-134
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.	houses the Department-wide records for all employees and contractors who occupy National Security or Public Trust positions.
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.	maintains information about background screenings on employees and contractors occupying National Security or Public Trust positions.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	only information needed to perform these background screenings is collected and retained.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: SIPS

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | required for employees and contractors occupying National Security or Public Trust positions |
| 15 | Identify with whom the agency will share the IIF. | hiring supervisor |
| 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. | interviews, forms information suppliers will be told that the information is being collected in connection with a security background check. individual being investigated will provide basic information and are aware of the background screening requirements upon applying for the position |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | Secured stand-alone application located in a double-secured location |
| 19 | Describe plans for retention and destruction of IIF. | retention and destruction decisions are reviewed annually, and whenever there is a change in the individual holding the National Security or Public Trust position. |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Ross Cirrincione |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Evelyn White, Acting DAS, ASAM |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: SWIFT

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-06-15
2 OPDIV:	HHS OS
3 Title of System or Information Collection:	SWIFT
4 Is this system or information collection new or is an existing one being modified?	existing
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.	Vanessa McClam
7 Unique Project Identifier Number:	009-90-01-44-02-7255-00-404-142
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.	SWIFT is the records and document management system for the Office of the Secretary, Executive Office. Swift provides scanning, classifying indexing storage, retrieval, workflow, dissemination, and tracking capabilities for all of the documents received or generated by the executive office.
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.	Documents received and/or generated by the executive office. No IIF information is collected or maintained.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: SWIFT

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Ross Cirrincione |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Evelyn White, Acting ASAM DAS |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: TAGGS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2009-07-20
2 OPDIV:	OS
3 Title of System or Information Collection:	TAGGS
4 Is this system or information collection new or is an existing one being modified?	existing
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.	ASAM/OGM
7 Unique Project Identifier Number:	009-90-01-01-02-0003-00-301-093
8 System of Records Number:	N/A
9 OMB Information Collection Approval Number and Expiration Date :	N/A
10 Other Identifying Number(s):	PMT: OS11
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The TAGGS database is a central repository for grants awarded by the twelve HHS Operating Divisions (OPDIVs). TAGGS tracks obligated grant funds at the transaction level.
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.	tracks HHS-obligated grant funds. Does not contain IIF information.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: TAGGS

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| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Maggie Blackwell, HHS Privacy Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe Ellis, ASAM |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | C. Byrne Huntley, OS CIO |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: UFMS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2005-09-16 |
| 2 | OPDIV: | OS |
| 3 | Title of System or Information Collection: | Unified Financial Management System |
| 4 | Is this system or information collection new or is an existing one being modified? | 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. | Terry L. Hurst, UFMS Program Director |
| 7 | Unique Project Identifier Number: | 009-00-01-01-01-0001-00-402-124 |
| 8 | System of Records Number: | N/A |
| 9 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 10 | Other Identifying Number(s): | NIH CIO SP2 Contract No. 263-01-D-0052; PMT: HHS19 |
| 11 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | The Unified Financial Management System (UFMS) is a business management tool designated to provide timely and reliable information to improve financial, business and operational functions within HHS. UFMS is designated to satisfy 3 categories of financial management systems requirements mandated by the Federal Financial Management Improvement Act (FFMIA). These are: 1) Federal financial management systems requirements promulgated by OMB and the Joint Financial Management Improvement Program (JFMIP); 2) federal accounting standards; and 3) the United States Standard General Ledger at the transaction level. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: UFMS

- 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 will collect transactional and accounting data to meet functional requirements for Core financial management functions: General Ledger, Budget Execution, Payment and Receipt Management, Cost Management, Commitments and Obligations, and Reporting.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.**
- The information collected enables HHS to reach great economies of scale, eliminate duplication, and improve service delivery. UFMS adheres to the Core Financial System Requirements for managing critical financial data of an integrated financial management system.
- 14 Explain why the IIF is being collected, maintained, or disseminated.**
- It is anticipated that this is the essential information needed to establish common processing routines and maintain critical financial management functions that affect the entire Department.
- 15 Identify with whom the agency will share the IIF.**
- The information will be shared between the Office of the Secretary (OS), Centers for Disease Control (CDC), Food and Drug Administration (FDA), National Institutes of Health (NIH), Administration on Aging (AoA), Administration for Children and Families (ACF), Agency for Healthcare Research and Quality (AHRQ), Health Resources and Services Administration (HRSA), Indian Health Service (IHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Centers for Medicare and Medicaid Services (CMS), the U.S. Department of the Treasury, and the U.S. Department of Defense.
- 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 will be keyed into the database. The information may come directly from the private individual source or from other offices within the UFMS boundaries. All notification for the use and protection of private information will be conveyed in writing during training and by electronic notice. Although the need to share this information outside the UFMS system boundaries is not required, it could be in the future. Processes are still being developed to determine how consent will be given with regard to what information is collected and how it will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- N/A
- 18 Describe how the IIF will be secured.**
- The system will be secured by methods prescribed in the System Security Plan (SSP). The SSP calls for system life-cycle practices for Federal financial systems. The methods employed include risk assessments and implementation of management, operational, and technical controls.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: UFMS

- 19 Describe plans for retention and destruction of IIF. The scheduling and retention of data collected is a requirement for UFMS under the HHS Records Management and Disposition guidelines. The plans for retention and scheduling will be addressed as the implementation of the security plan progresses.
- 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. UFMS is required to comply with the Privacy Act according to HHS Baseline Security Requirements. Planning for this compliance will coincide with the records retention and scheduling program.
- 21 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): Robert Eckert, Acting HHS Privacy Officer
- 22 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): Joe W. Ellis, Assistant Secretary for Administration and Management (ASAM)
- 23 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): Charles Havekost, HHS CIO



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: Watchfire WebXM

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2005-08-31
2 OPDIV:	OS
3 Title of System or Information Collection:	Watchfire WebXM
4 Is this system or information collection new or is an existing one being modified?	N/A
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.	Alice M. Bettencourt
7 Unique Project Identifier Number:	009-00-02-00-01-0003-00-305-108
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.	Automates the analysis of online properties to identify issues that jeopardize HHS's identity and reputation, mitigates online risk by identifying and alerting executives about privacy and data security issues, and provides an inventory and technology map of their entire online presence.
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.	Analyzes HHS online information to improve information integrity, security, and inventory. Contains no IIF information.
13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: OS System Name: Watchfire WebXM

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 14 | Explain why the IIF is being collected, maintained, or disseminated. | N/A |
| 15 | Identify with whom the agency will share the IIF. | N/A |
| 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. | N/A |
| 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) | N/A |
| 18 | Describe how the IIF will be secured. | N/A |
| 19 | Describe plans for retention and destruction of IIF. | N/A |
| 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. | N/A |
| 21 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Maggie Blackwell, Chief Privacy Officer |
| 22 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Joe Ellis, ASAM |
| 23 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Charles Havekost, HHS CIO |

