

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: AFPS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	HHS/PSC/FMS/DFO
3 Title of System or Information Collection:	Accounting for Pay System (AFPS)
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)?	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.	Vincent Watson
7 Unique Project Identifier Number:	009-91-01-01-01-1013-00-402-124
8 System of Records Number:	09-90-0018
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.	Provides a systematic interface of payroll accounting information necessary to account for disbursements, expenditures, obligations and accruals for personnel costs. Legislation: Chief Financial Officers Act of 1990
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 agencies receive payroll expenditures and use this data for financial reporting and tracking their budgets (payroll costs). The data transmitted meets the standard that was established by the Department for capturing payroll costs.



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| <p>13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.</p> | Information collected is the minimal required to allow the OPDIVS to review the payroll data and process accounting transactions. |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | Information is collected to enable the HHS agencies to meet financial reporting and budgeting requirements. |
| <p>15 Identify with whom the agency will share the IIF.</p> | The information is shared with the agencies accounting, budget and administrative offices. |
| <p>16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | Information recieved is from HHS payroll systems (Civilian and Commisioned Corps) and is processed to properly account for payroll costs. Agencies are aware of incoming files via a scheduled processing calendar. |
| <p>17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | No |
| <p>18 Describe how the IIF will be secured.</p> | Technical and Physical controls are in place to ensure the security of the information . These include an up to date System Security Plan, Contingency Plan, regular offsite backup of the data, and yearly security awareness training for all personnel. Also, the system is part of the yearly SAS-70 (Statement on Auditing Standards No. 70) audit wich tests the adequacy and effectiveness of the operating controls. |
| <p>19 Describe plans for retention and destruction of IIF.</p> | The data is retained in either the database or via storage for a period of five years after wich time the tapes are purged. |
| <p>20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | Existing Privacy Acct system of records: HHS/ASPER Personnel Records in Operating Offices |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: AMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	PSC/AOS/DPM/PPMB
3 Title of System or Information Collection:	Asset Management System (AMS)
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)?	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.	Debbie Orfe/Jack Sweeney
7 Unique Project Identifier Number:	009-91-01-46-02-1030-00-401-119
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

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: AMS

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.** AMS is the repository for asset records for a number of organizations within the DHHS. AMS generates the debits and credits related to the capitalized value, period depreciation expense, and net book value disposition of an asset if disposed before its service life has expired, stores the values into a subsidiary Standard General Ledger (SGL) account, and transfers the summary values to the PSC Financial Management Services (FMS). AMS has a built in reporting module, allowing the Asset Center Representatives (ACRs) to generate reports for the assets and users of the organizations to which the ACRs belong.
- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.** The information collected is name, mailing address, phone numbers, financial account information, and e-mail address.
- 15 Identify with whom the agency will share the IIF.** The financial acquisition data will be shared with the Financial Management System (FMS) once the interface has been completed.
- 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.** PII data is required to appoint an ACR and establish a user account in the AMS database. Individuals or their supervisors provide this information via telephone or email to the PPMB staff.
- 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.** Users connect through VPN Firewall Brick which prevents unauthenticated traffic from entering a protected firewall perimeter. It also provides cryptographic protection against attacks by requiring strong end user authentication in conjunction with confidentiality and integrity verification of messages. AMS access utilizes a three-tier layered security architecture, and is limited to DHHS organization users through individual User ID and password.
- 19 Describe plans for retention and destruction of IIF.** The PPF recycles data cartridges that are sent to the Parklawn facility so that only two data cartridges are kept there at a time.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: AMS

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

No.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: COPPS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2004-08-18 |
| 2 | OPDIV: | PSC/HRS/EAD/CCSB |
| 3 | Title of System or Information Collection: | Commissioned Officers Pay and Personnel System (COPPS) |
| 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)? | 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. | Captain Denise Canton |
| 7 | Unique Project Identifier Number: | 009-91-01-02-01-1020-00-403-131 |
| 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. | COPPS provides pay and personnel services for public health commissioned officers from entry to exit as well as in retirement and for their dependents. |
| 12 | Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory. | The information in the system is the range of personal information necessary for providing full pay and personnel services. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: COPPS

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. The information is collected in order to provide pay and personnel services.
- 14 Explain why the IIF is being collected, maintained, or disseminated. The information in the system is the range of personal information necessary for providing full pay and personnel services.
- 15 Identify with whom the agency will share the IIF. The information is shared only as part of the payroll processing.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. Information is submitted by the individual as part of their in-processing. Updates to the information is supplied by the individuals as necessary.
- 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. The information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system. The system is certified and accredited.
- 19 Describe plans for retention and destruction of IIF. Information is maintained in the system as long as it is needed for servicing pay and personnel actions and then moved to historical files. The information is not destroyed.
- 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. Yes.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: CORE

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	HHS/PSC/DFO
3 Title of System or Information Collection:	Core Accounting System (CORE)
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)?	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.	Henry Leach
7 Unique Project Identifier Number:	009-91-01-01-01-1010-00-402-124
8 System of Records Number:	09-90-0024
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 CORE is the PSC legacy accounting and financial management system. The reporting for CORE also includes the Accounts Receivable Module (formerly System) and the Managing/Accounting Credit Card System (MACCS). Legislation: Chief Financial Officers Act of 1990, Certifying Officers Act of 1941, Prompt Payment Act of 1989, and the Cash Management Improvement Act of 1990.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: CORE

- 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 is not normally collected from the public. The information is primarily collected from procurement documents (e.g., purchase orders and contracts) and the data is used to process paper and electronic disbursements through the Department of Treasury
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- The information collected is the minimal required to process disbursements payable to individuals in satisfaction of Government obligations.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- The information is collected to make paper and electronic payments to contractors, and employee for travel reimbursement.
- 15 Identify with whom the agency will share the IIF.
- Information is shared with the Department of the Treasury as part of the disbursement process.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Information is obtained from the procurement documents (purchase order, contract, etc.) which are processed by the relevant procurement office. The information collected is legally required to process the payments as associated with the purchase order/contract and is part of the contract terms and conditions.
- 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.
- Technical and physical controls are in place to ensure the security of the information. These include an up to date System Security Plan, Contingency Plan, regular offsite backup of the data, and yearly security awareness training for all personnel. Also, the system is part of the yearly SAS 70 (Statement on Auditing Standards No. 70) audit which tests the adequacy and effectiveness of the operating controls.
- 19 Describe plans for retention and destruction of IIF.
- The data is retained indefinitely.
- 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.
- Existing Privacy Act system of records: HHS/ASMB Financial Transactions of HHS Accounting and Finance Offices

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: CPPS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | HHS-PSC-HRS |
| 3 | Title of System or Information Collection: | : Civilian Personnel And Payroll System-CPPS |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-91-01-01-02-1010-02 |
| 6 | System of Records Number: | 09-90-0018 |
| 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 system pays the employees of the department. With inputs of personnel transactions and keyed payroll documents , the system computes bi-weekly payment based on annual salary and deducts for taxes, Social Security, TSP, Charitable Contributions, Allotments, etc. to derive net pay and remit to the financial institution as selected by the employee. The system collects information on gross salary, deductions, etc. either from transactions passed from the HR System or documents submitted by employees and keyed by the HR Offices or keyed by employees themselves through Employee Express. Only data necessary to correctly calculate gross and net pay are entered into the 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. | The information is collected in order to accurately calculate gross pay, deduct from gross pay to compute net pay and transfer the net pay to the employee and the deducted amounts to the proper recipients. |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: CPPS

- 11 **Explain why the information is being collected.** The information is collected in order to accurately calculate gross pay, deduct from gross pay to compute net pay, and transfer the net pay to the employee, and the deducted amounts to the proper recipients .
- 12 **Identify with whom the agency will share the collected information** . The information will share information input to the system, and derived form the with the Social Security administration, the IRS, the States of the U.S., financial institutions, charities, federal employee unions, the U.S. Treasury Department, and the Federal Thrift Board., as wel as each of the OPDIVs in HHS.
- 13 **Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.** Information is collected from employees via standard Federal or HHS forms which explain the use of the data being collected. Alternately employees may enter data directly into the system via Employee Express.
- 14 **State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)** NO information will be collected from children under 13 on the Internet. Children of that age are ineligible for Federal employment.
- 15 **Describe how the information will be secured.** The system conforms to applicable management operational and technical control Requirements, based on its level of sensitivity.
- 16 **Describe plans for retention and destruction of data collected.** Source documents are filed into employees Official Personnel Folder, as well as SF50 forms that document personnel actions. Information in electronic records is retained indefinitely due to regulations requiring the system to recreate or retrieve old payroll information to satisfy court decisions, backpay cases, reproduce W2s from prior years, etc.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.**
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):** Carol Arbogast

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: CPPS

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| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Mike Blank |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Ann Speyer |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: DMCS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	HHS/PSC/FMS/DFO
3 Title of System or Information Collection:	Debt Management and Collection System (DMCS)
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)?	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.	Don Pooten
7 Unique Project Identifier Number:	009-91-01-01-01-1011-00-402-127
8 System of Records Number:	09-40-0012
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 DMCS is a Core Accounting System feeder system used for the performance of receivables management. Legislation: Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996
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 is not normally collected from the public. The information is primarily collected from the referring agency program offices as a result of defaulted loans, scholarships, etc. The information is used to record and collect the receivables owed the Government by the public.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: DMCS

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. The information collected is the minimal required to enforce the Government's right to collect on defaulted scholarships and loans, etc.
- 14 Explain why the IIF is being collected, maintained, or disseminated. The information is collected to record the receivables into the Core Accounting System and pursue collection action against defaulted scholarships, loans, etc.
- 15 Identify with whom the agency will share the IIF. Information is shared with credit reporting agencies, collection agencies, the Department of the Treasury and the Department of Justice as part of the debt collection process.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. Information is obtained from the agency program offices as a result of defaulted scholarships, loans, etc. and other sources throughout the due diligence process (e.g., collection agency, credit reporting agency, Department of Justice, etc.) No notice is given to individuals for consent, etc. Through demand letters in the due diligence process, individuals are given the opportunity to pay their debt to the Government before information is forwarded to collection agencies, credit reporting bureaus, etc.
- 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. Technical and physical controls are in place to ensure the security of the information. These include an up to date System Security Plan, Contingency Plan, regular offsite backup of the data, and yearly security awareness training for all personnel. Also, the system is part of the yearly SAS-70 (Statement on Auditing Standards No. 70) audit which tests the adequacy and effectiveness of the operating controls.
- 19 Describe plans for retention and destruction of IIF. The data is retained indefinitely.
- 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. Existing Privacy Act System of Records: HHS/PSC/FMS Debt Management and Collection System.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EAPIS

Question:

Response:

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| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-24 |
| 2 | HHS Agency (OPDIV): | PSC <input type="checkbox"/> FOHS |
| 3 | Title of System or Information Collection: | Employee Assistance Program Information System (EAPIS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing |
| 5 | Unique Project Identifier Number: | 009-91-01-45-02-1020-00-110-031 |
| 6 | System of Records Number: | 09-90-0010 |
| 7 | OMB Information Collection Approval Number and Expiration Date : | N/A |
| 8 | Other Identifying Number(s): | DOCID: fr07mr97-105 |
| 9 | Provide an overview of the system or collection and indicate the legislation authorizing this activity. | This system contains a written or electronic record on each EAP client. These records typically contain demographic data such as client name, date of birth, grade, job title, home address, telephone numbers, and supervisor's name and telephone number. The system includes records of services provided by HHS staff and services provided by contractors. AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 5 U.S.C. 7361, 7362, 7901, 7904; 44 U.S.C. 3101. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The information contained in each record is a documentation of the nature and extent of the client's problem(s). When the intervention plan includes referral(s) to the treatment or other facilities outside the EAP, the record also documents this referral information. The information contained in each record is also used for monitoring the client's progress in resolving the problems(s). Anonymous information from each record is also used to prepare statistical reports and conduct research that helps with program management |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EAPIS

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| 11 Explain why the information is being collected. | This information is necessary for the clinician to formulate and implement an intervention plan for resolving the problem(s). |
| 12 Identify with whom the agency will share the collected information | PII is not shared (except as required by law) with anyone outside of HHS |
| 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 in this system of records is: (1) Supplied directly by the individual using the program, or (2) supplied by a member of the employee's family, or (3) derived from information supplied by the employee, or (4) supplied by sources to/from whom the individual has been referred for assistance, or (5) supplied by Department officials (including drug testing officers), or (6) supplied by EAP counselors, or (7) supplied by other sources involved with the case. Clients of the EAP will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent. |
| 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No Information is collected on the Internet |
| 15 Describe how the information will be secured. | Information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system. |
| 16 Describe plans for retention and destruction of data collected. | Records are retained until three years after the client has ceased contact with the EAP or until any litigation is finally resolved. This will be true whether or not the client has terminated employment with HHS or another agency contracting with HHS for EAP services. Only an HHS EAP Administrator will destroy files on HHS employees and their family members, with a witness present, and only after the required period of maintenance. The witness must be an HHS employee familiar with handling confidential records and, whenever possible, another EAP staff member. This includes electronic deletions. Written records will be destroyed by shredding or burning. |
| 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. | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EAPIS

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| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Kathy Moring Capt. PHS |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Mike Blank |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Ann Speyer |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EHRI

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	HHS/PSC/HRS
3 Title of System or Information Collection:	Electronic Human Resources Integration (EHRI)
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)?	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.	Nancy Ward
7 Unique Project Identifier Number:	009-91-01-02-02-1060-02
8 System of Records Number:	09-90-0018
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.	System for collecting, maintaining, tracking, and maintenance information relating to personnel actions and determinations made about an employee while employed.
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.	Personnel and payroll information required by personnel management specialists and managers in order to process and properly execute agency personnel actions.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EHRI

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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. | Personnel and payroll information required by personnel management specialists and managers in order to process and properly execute agency personnel actions. |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | Information is business critical for the organization. |
| 15 Identify with whom the agency will share the IIF. | Human Resource personnel, supervisors, and employees. |
| 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is collected from individuals. Consent is granted as part of the employee induction process. |
| 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. | The system is in compliance with management, operational and technical security controls commensurate with its level of sensitivity. |
| 19 Describe plans for retention and destruction of IIF. | No expiration. OPM guidance for information retention will be followed. |
| 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. | Yes, SOR 09-90-0018 |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EHRP

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-21
2 HHS Agency (OPDIV):	HHS-PSC-HRS
3 Title of System or Information Collection:	Enterprise Human Resources and Payroll-EHRP
4 Is this System or Information Collection new or is an existing one being modified?	Modification
5 Unique Project Identifier Number:	009-91-01-02-02-1060-02
6 System of Records Number:	09-90-0018
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.	System for collecting, maintaining, tracking, and maintenance information relating to personnel actions and determinations made about an employee while employed. Maintenance authorized by 5 U.S.C. 1302, 2951, 4118, 4308, 4506, 7501, 7511, 7523, and Executive Order 10561
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.	Personnel and payroll information required by personnel management specialists and managers in order to process and properly execute agency personnel actions.
11 Explain why the information is being collected.	Information is business critical for the organization
12 Identify with whom the agency will share the collected information	Human Resource personnel, supervisors, and employees.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EHRP

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>Information is collected from individuals. Consent is granted as part of the employee induction process.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>N/A</p> |
| <p>15 Describe how the information will be secured.</p> | <p>The system is in compliance with management, operational and technical security controls commensurate with its level of sensitivity</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>No expiration. OPM guidance for information retention will be followed.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p></p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | <p>Carol Arbogast</p> |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | <p>Mike Blank</p> |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | <p>Ann Speyer</p> |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: E-INDUCTION

Question:

Response:

- | | | |
|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | HHS-PSC-HRS |
| 3 | Title of System or Information Collection: | E-INDUCTION |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Still in development |
| 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. | E-induction is a web application to assist new Federal Employee's with the completion of forms necessary for induction into the department. |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | The agency will collect information via input from the user for the purposes of Personnel, Payroll and Benefits processing. The employee only fills out the appropriate forms for the benefits selected. |
| 11 | Explain why the information is being collected. | Personnel, Payroll and Benefits processing. |
| 12 | Identify with whom the agency will share the collected information | Personnel (such as OPM) and Financial Institutions (such as Treasury |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: E-INDUCTION

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>E-induction is a web application to assist new Federal Employees with the completion of forms necessary for induction into the department. Information will be obtained from employees and input into the system by the employee. Since the user is entering the information, they will be aware that this information is being collected and consent to this task.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>None</p> |
| <p>15 Describe how the information will be secured.</p> | <p>Still in development</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>For the career life of the employee, kept for financial purposes only.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p></p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | <p>Carol Arbogast</p> |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | <p>Mike Blank</p> |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | <p>Ann Speyer</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EOPF

Question:

Response:

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|---|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | HHS-PSC-HRS |
| 3 | Title of System or Information Collection: | Electronic Official Personnel Folder-EOPF |
| 4 | Is this System or Information Collection new or is an existing one being modified? | This is new Information Collection System that will replace a manual process. |
| 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 Electronic Official Personnel Folder (EOPF System) is a web-based application that stores the employee's OPF, Performance Folder, and Medical Folder as digitized documents and provides for the complete management and electronic distribution of imaged and electronic records. EOPF will also authenticate information on SF-50 forms and automate the retrieval of employee information from interfacing systems. |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EOPF

- 10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.**
- The information that EOPF System will collect will be the HHS Employee's OPF, Performance Folder, and Medical Folder and SF-50 forms. For existing HHS Employee's, much of the information that will put into the EOPF System, will already be in the HHS Employee's Official Personnel Folder. This information will be scanned/digitized into the EOPF System. New hires will have their information also scanned/digitized into the EOPF System. HHS-PSC-HR Specialists, Supervisors and Employee's will use the EOPF System. Collecting and Scanning a HHS Employee's OPF, Performance Folder, Medical Folder and SF-50 forms are the minimum necessary to accomplish the purpose for this effort.
- 11 Explain why the information is being collected.**
- The EOPF System will automate a purely manual and a paper intensive process. Given that the OPFs are to be centrally stored and managed at each of the four HR Service Centers, having the OPF immediately available on-line for all personnelists is an important feature of the EOPF
- 12 Identify with whom the agency will share the collected information .**
- The Electronic Official Personnel Folder (EOPF) System supports HHS-PSC-HR Specialists, Supervisors and Employees.
- 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.**
- The information will be obtained from Hard Copy Official Personnel Folders. It will be collected from HHS Employee's Official Personnel Folders. During the HHS Employee Induction Process written consent is given to HHS-PSC-HRS about information collection and use.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)**
- No information will be collected on Children Under The Age Of 13
- 15 Describe how the information will be secured.**
- The EOPF System is currently in the Design Stage. The EOPF System will be in compliance with Management, Operational and Technical Controls commiserate with the EOPF System level of sensitivity.
- 16 Describe plans for retention and destruction of data collected.**
- The EOPF System is under development, but OPM guidance for retention and destruction of data will be followed. The system will be in compliance with management, operational and technical security controls according to its level of security.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: EOPF

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| 17 | Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. | |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Carol Arbogast |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Mike Blank |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Ann Speyer |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: ETravel

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	PSC
3 Title of System or Information Collection:	ETravel
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.	Dara Murray
7 Unique Project Identifier Number:	009-00-01-01-01-1050-24-402-126
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.	Create all travel authorization and vouchers suing a web-based hosted end-to-end travel system. One of the 24 initiatives of the President's Management Agenda
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.	Name, SSN, Mailing Address, Phone Numbers, Financial Account Information and/or Number, eMail Address, Military Status, Passport, Gender, Wheelchair status. The IIF is submitted volunarily.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: ETravel

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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. | Information is required minimum to process, authorize and validate travel vouchers |
| 14 Explain why the IIF is being collected, maintained, or disseminated. | To process travel vouchers on line |
| 15 Identify with whom the agency will share the IIF. | Not applicable |
| 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. | Government employees can self-register and via an administrator. Administrator must validate entry |
| 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) | Not applicable |
| 18 Describe how the IIF will be secured. | User ID, complex passwords with minimum of 8 characters and session closed after 15 minutes of inactivity and account locked out after 3 failed login attempts |
| 19 Describe plans for retention and destruction of IIF. | Based upon guidelines provided by National Archives! |
| 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. | Yes |
| 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: PSC System Name: ETravel

- 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: PSC System Name: IFAS

Question:

Response:

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|---|--|---|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-19 |
| 2 | HHS Agency (OPDIV): | Indian Health Service |
| 3 | Title of System or Information Collection: | Integrated Financial Applications (IFAS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | IFAS is a new system that is still in the planning and approval phase |
| 5 | Unique Project Identifier Number: | 009-17-01-01-01-0000-00-402-124 |
| 6 | System of Records Number: | |
| 7 | OMB Information Collection Approval Number and Expiration Date
: | |
| 8 | Other Identifying Number(s): | |



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: IFAS

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

The Integrated Financial Application System (IFAS) incorporates the UFMS modules (General Ledger, Accounts Receivable, Accounts Payable, and Projects), as well as adding the functionality of Fixed Assets, Purchasing, Inventory and Business Intelligence. The system Business Plan has been approved by the IHS ITIRB, but is awaiting DHHS approval to proceed with acquisition and implementation. These financial modules will be used by the IHS to track funding and expenditures, process payments, purchase and track assets, purchase services and supplies, track supply inventories and review statistics regarding patient care visits and financial information. Authority for maintenance of the system: Section 321 of the Public Health Service Act, as amended, (42 U.S.C. 248), "Hospitals, Medical Examinations and Medical Care." Section 327A of the Public Health Service Act, as amended, (42 U.S.C. 254a-1), "Hospital-Affiliated Primary Care Centers." Indian Self Determination and Education Assistance Act (25 U.S.C. 450). Snyder Act (25 U.S.C. 13). Indian Health Care Improvement Act (25 U.S.C. 1601 et. seq). Construction of Community Hospitals Act (25 U.S.C. 2005-2005f). Indian Health Service Transfer Act (42 U.S.C. 2001-2004). Chief Financial Officers Act of 1990.

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.

A. Contractor name, social security number, mailing address, phone number and financial account information will be collected to facilitate payments and required IRS reporting. This is the minimum level of information to be able to properly identify the contractor. B. Patient name, Date of Birth, Medical Record number, Social Security number, and Date of Service are anticipated as information that the system will need to collect to facilitate the issuance of a purchase order for referred patient care. This is the minimum level of information required to issue a purchase order to the outside provider of care and facilitate payment to the provider following the service.

11 Explain why the information is being collected.

A. Contractor information is collected to facilitate prompt payment to the medical care contractor and to comply with IRS reporting requirements. B. Patient information is collected to properly identify the patient that is being referred to an outside medical provider on the Purchase Order so that payment to the outside medical provider can be prompt and accurate.

12 Identify with whom the agency will share the collected information

A. Contractor information (financial account number) will be shared with the financial institution that is specified by the contractor to receive payments. Contractor information (Social Security Number) will also be shared with the IRS. B. Patient information will be shared with the outside medical provider and with the IHS Fiscal Intermediary that processes payments for referred medical care.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: IFAS

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>The contractor information will be obtained from the contractor during the contract negotiation and approval phase. Contractors will be informed as to why the information is needed and are given a copy of all data collected. B. Patient information is obtained from the patient form their Health Insurance Portability and Accountability Act disclosure given to each patient. The disclosure identifies this use of information and the patient signature acknowledges receipt of the disclosure.</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>No information is anticipated to be collected via the Internet</p> |
| <p>15 Describe how the information will be secured.</p> | <p>The system is still in the planning phase, however all security controls required by policy are intended to be used in the implementation and operation of this system.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>The system is still in the planning phase, however all security controls required by policy are intended to be used in the implementation and operation of this system.</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>This is will eventually create a system of record if the project is authorized by the Department of Health and Human Services.</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: IHSNET

Question:

Response:

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|----|---|-----------------------------------|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-10-28 |
| 2 | HHS Agency (OPDIV): | Indian Health Service |
| 3 | Title of System or Information Collection: | Telecommunications Infrastructure |
| 4 | Is this System or Information Collection new or is an existing one being modified? | Existing system |
| 5 | Unique Project Identifier Number: | : 00917020001101000404139 |
| 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. | |
| 10 | Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort. | |
| 11 | Explain why the information is being collected. | |
| 12 | Identify with whom the agency will share the collected information | |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: IHSNET

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

Question:

Response:

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|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-25 |
| 2 | HHS Agency (OPDIV): | PSC-HRS |
| 3 | Title of System or Information Collection: | Learning Management System-LMS |
| 4 | Is this System or Information Collection new or is an existing one being modified? | New-Development Phase |
| 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. | Consolidation of Department's common needs training and employee development resources by leveraging information technology. |
| 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. | System Under Initial Development |
| 11 | Explain why the information is being collected. | System Under Initial Development |
| 12 | Identify with whom the agency will share the collected information . | System Under Initial Development |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: LMS

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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. | System Under Initial Development |
| 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) | System Under Initial Development |
| 15 | Describe how the information will be secured. | System Under Initial Development |
| 16 | Describe plans for retention and destruction of data collected. | System Under Initial Development |
| 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. | System Under Initial Development |
| 18 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Carol Arbogast |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Mike Blank |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Ann Speyer |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: MDI Badging

Question:

Response:

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|----|---|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-11-21 |
| 2 | HHS Agency (OPDIV): | PSC-AOS-DPM |
| 3 | Title of System or Information Collection: | MDI Badging System |
| 4 | Is this System or Information Collection new or is an existing one being modified? | - System is under development |
| 5 | Unique Project Identifier Number: | 009-91-01-46-02-1060-00-401-121 |
| 6 | System of Records Number: | 09-40-0013 |
| 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 MDI badging System provides card access and intrusion detection and technical alarm points for the HHS-PSC and approximately 9 remote locations. |
| 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. | - Name, SSAN, Photo <input type="checkbox"/> For use in granting appropriate building access |
| 11 | Explain why the information is being collected. | - To provide adequate building access security |
| 12 | Identify with whom the agency will share the collected information . | - Nobody |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: MDI Badging

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| <p>13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | <p>- Information is submitted by the individual on paper forms; they are told the information is required before granting building passes; individuals personally submit form and receive badge</p> |
| <p>14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | <p>- Not collected</p> |
| <p>15 Describe how the information will be secured.</p> | <p>- The information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system.</p> |
| <p>16 Describe plans for retention and destruction of data collected.</p> | <p>- Information expires after 3 years for employees and 1 year or end of contract for contractors; the information is retained in historical databases</p> |
| <p>17 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | <p>- SOR Number: 09-40-0013</p> |
| <p>18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):</p> | <p>Tim Brown</p> |
| <p>19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date):</p> | <p>Mike Blank</p> |
| <p>20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date):</p> | <p>Ann Speyer</p> |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: MERITS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-25
2 HHS Agency (OPDIV):	PSC - FOHS
3 Title of System or Information Collection:	: Medical Evaluation/Requirements Information System (MERITS)
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	009-91-01-45-02-1040-00-404-142
6 System of Records Number:	OPM/GOVT-10
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.	MERITS is used to Collect, analyze and manage medical data and produce medical reports on the performance capability of Federal Law Enforcement applicants. AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Includes the following with any revisions or amendments: Executive Orders 12107, 12196, and 12564 and 5 U.S.C. chapters 11, 31, 33, 43, 61, 63, and 83.
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.	MERITS was developed to collect, analyze and manage medical data and produce medical reports on the performance capability of Federal applicants. PII collected is the minimum required for positive identification of the customer agency employees.
11 Explain why the information is being collected.	Due to the arduous and hazardous nature of weapon-carrying positions, Federal agencies have to assess the performance capability of their employees and applicants and develop strategies to maintain their health and fitness.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: MERITS

- 12 Identify with whom the agency will share the collected information . PII is not shared (except as required by law) with anyone outside of HHS or the customer agency.
- 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. Records in this system are obtained from-- a. The individual to whom the records pertain. b. Agency employee health unit staff. c. Federal and private sector medical practitioners and treatment facilities. d. Supervisors/managers and other agency officials. e. Other agency records. Clients of MERITS will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent.
- 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) No Information is collected on the Internet.
- 15 Describe how the information will be secured. Information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system.
- 16 Describe plans for retention and destruction of data collected. The EMF is maintained for the period of the employee's service in the agency and is then transferred to the National Personnel Records Center for storage, or as appropriate, to the next employing Federal agency. Other medical records are either retained at the agency for various lengths of time in accordance with the National Archives and Records Administration's records schedules or destroyed when they have served their purpose or when the employee leaves the agency. Within 30 days after the individual separates from the Federal service, the EMF is sent to the National Personnel Records Center for storage. Destruction of the EMF is in accordance with General Records Schedule- 1(21). Records arising in connection with employee drug testing under Executive Order 12564 are generally retained for up to 3 years. Records are destroyed by shredding, burning, or by erasing the disk.
- 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. System of Records Number: OPM/GOVT-10
- 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): Kathy Moring Capt. PHS

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: MERITS

- 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): Mike Blank
- 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): Ann Speyer



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: NPIRS

Question:

Response:

- | | | |
|---|--|--|
| 1 | Date of this Submission (MM/DD/YYYY): | 2003-10-27 |
| 2 | HHS Agency (OPDIV): | Indian Health Service |
| 3 | Title of System or Information Collection: | National Patient Information Resource System (NPIRS) |
| 4 | Is this System or Information Collection new or is an existing one being modified? | An existing one being modified. |
| 5 | Unique Project Identifier Number: | : 00917012001102000402124 |
| 6 | System of Records Number: | : N/A |
| 7 | OMB Information Collection Approval Number and Expiration Date
: | : N/A |
| 8 | Other Identifying Number(s): | : N/A |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: NPIRS

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

The IHS is the Operating Division (OPDIV) within HHS charged with administering the principal health program for the eligible American Indian/Alaska Native (AI/AN) population. The IHS provides comprehensive health services through its IHS Direct, Tribal, and Urban (I/T/U) system of facilities and programs. The role of NPIRS is the centralized, all-encompassing resource in support for local, regional and national data accessibility, with the availability of timely feedback and input. Distributed computing and related client/server database technologies continue to increase in popularity and require pervasive, reliable networking and capacity management. The role of NPIRS will change, as it becomes specialized "servers" on the IHS network. Ongoing support for local, regional and national data accessibility, with the availability of timely feedback and input, will continue to be essential to the provision of improved health care. Reengineering will intimately involve users in system development projects, and end user tools will provide them with technological support for accessing, analyzing, and manipulating information. Public Law 100-713, Indian Health Care Amendments of 1988, Title VI, Section 602 titled Automated Management Information System mandates that the Indian Health Service establish an automated management information system that shall include: Financial Management System (FMS) Patient care information system for each Area served by the IHS Privacy component that protects the privacy of patient information held by, or on behalf of, the IHS Services-based cost accounting component that provides estimates of the costs associated with the provision of specific medical treatments or services in each IHS Area Office. In addition, P.L. 100-713 mandates that the Secretary provide automated management information systems to each Indian tribe and tribal organization that provides health services under a contract entered into with the IHS under the Indian Self-Determination Act. These systems must meet the management information needs of these Indian tribes or tribal organizations with respect to the treatment of IHS patients as well as meet the information needs of IHS.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: NPIRS

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

The IHS has its own program information systems to collect data on the services provided by the I/T/Us. The software used by IHS facilities and most tribal facilities is the Resource and Patient Management System (RPMS). Data are collected for each inpatient discharge, ambulatory medical visit, and dental visit (all patient specific) and for community health service programs including health education, community health representatives, environmental health, nutrition, public health nursing, mental health and social services, and substance abuse (all activities reporting systems). The aggregated data is used primarily for statistical analysis and reporting to Congress. The PCC data are the source of most of IHS' GPRA measures since they reflect prevention activities and morbidity and do not have the time lags described previously for mortality data.

11 Explain why the information is being collected.

This project is necessary for the implementation and expansion of budget and performance integration in the Indian Health Service. The NPIRS data can be used for cost reporting and workload verification. This project supports the storage and analysis of clinical/administrative patient information and elements (e.g., work load, user populations, etc.).

12 Identify with whom the agency will share the collected information

The information is shared back to the customers in support of their regional programs. Information (i.e., statistical, patient demographic, facility or institutional, medical, research, education, disease management, eligibility, etc.) is shared with internal IHS agencies and external organizations with approvals from IHS/OPS and HIPAA.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: NPIRS

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

The patient-specific clinical data are collected through the RPMS' Patient Care Component (PCC), the distributed clinical data repository. Each I/T/U that utilizes PCC has a facility-level database that contains the detailed PCC clinical data collected at that site. A subset of the detailed PCC data (to meet the routine information needs of IHS Headquarters) is transmitted to the IHS central database. The IHS has developed software to transmit some of these needed data items to the NPIRS, and work continues to provide a comprehensive data submission record. Since P.L. 94-437 was passed in 1976, the IHS has strived to provide an automated management information system for the IHS and its tribal and urban customers. The system has evolved into today's IHS Resource and Patient Management System (RPMS), a system that collects both clinical and administrative data. Information is generated at the local levels and forwarded to the Areas who in turn send it to the IHS National Data Repository in Albuquerque where it is aggregated for national purposes. Data are collected for each inpatient discharge, ambulatory medical visit, and dental visit (all patient specific) and for community health service programs including health education, community health representatives, environmental health, nutrition, public health nursing, mental health and social services, and substance abuse (all activities reporting systems). The patient-specific clinical data are collected through the RPMS (Patient Care Component (PCC), the distributed clinical data repository. Each I/T/U that utilizes PCC has a facility-level database that contains the detailed PCC clinical data collected at that site. A subset of the detailed PCC data (to meet the routine information needs of IHS Headquarters) is transmitted to the IHS central database. Electronic messaging and web based reporting is provided back to the information suppliers as to the receipt and contents. Consent from the respective regional areas or IHS/OPS and HPIAA approvals are obtained for data sharing. Data sharing is through the guidelines provided by the respective regional office or as outlined in the IHS/OPS documents.

14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)

Information will not be collected from children under 13 on the Internet



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: NPIRS

15 Describe how the information will be secured.

Policies and procedures are in place to ensure access, to include physical access, to data and equipment is controlled according to operational requirements, personal clearances, and data sensitivity. Policies provide for periodic evaluation of threats and vulnerabilities to ensure risks are known and appropriate safeguards are implemented. Policies also delineate data backup, contingency operations, incident handling, information storage, sharing, and transmission / transportation, malicious software protection, logging and audit, training, sanctions, disclosure, and personnel security requirements to ensure the confidentiality, integrity, and availability of NPIRS and associated data. Each facility is responsible for conducting risk management processes and applying policies and procedures accordingly. Electronic and other personal data storage media, and associated computer equipment are stored in areas where fire and life safety codes are strictly enforced. Telecommunication equipment (computer terminal, modems and disks) are maintained in access controlled rooms during nonworking hours. Combinations on door locks are changed periodically and whenever an employee resigns, retires or is reassigned. Within each facility a list of personnel or categories of personnel having a demonstrable need for the records in the performance of their duties has been developed and is maintained. Procedures have been developed and implemented to review one-time requests for disclosure to personnel who may not be on the authorized user list. Proper charge-out procedures are followed for the removal of all records from the area in which they are maintained. Persons who have a need to know are entrusted with records from this system of records and are instructed to safeguard the confidentiality of these records. They are to make no further disclosure of the records except as authorized by the system manager and permitted by the Privacy Act, and to destroy all copies or to return such records when the need to know has expired. Procedural instructions include the statutory penalties for noncompliance. A profile of automated systems security is maintained. Security clearance procedures for screening individuals, both Government and contractor personnel, prior to their participation in the design, operation, use or maintenance of IHS automated information systems are implemented. The use of current passwords and log-on codes are required to protect sensitive automated data from unauthorized access. Such passwords and codes are changed periodically. An automated audit trail is maintained. Only authorized IHS staff may modify automated files in batch mode. Personnel at remote terminal sites may only retrieve automated data. Such retrievals are password protected. Privacy Act requirements and specified Automated Information System security provisions are specifically included in contracts and agreements and the system manager or his/her designee oversee



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: NPIRS

- 16 **Describe plans for retention and destruction of data collected.** compliance with these contract requirements. Retention of data is retained minimally to three years back for User Population reporting in support of Congressional requirements. Additional retention of historical data is maintained to the extent possible in support of data sharing requests. Destruction requirements are detailed in Security Operating Procedure 02-20, titled Media Destruction. Disposition is in line with existing MOUs, MOAs and other agreements, if applicable.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.**
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):**
- 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: PSC System Name: PMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	HHS/PSC/FMS/DPM
3 Title of System or Information Collection:	Payment Management System (PMS)
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)?	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.	Bob Bessio
7 Unique Project Identifier Number:	009-91-01-01-01-1020-00-407-189
8 System of Records Number:	09-90-0024
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: PMS

- 11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.**
- The Payment Management System (PMS) is a grant payment and cash management system that supports all of the agencies within HHS and supports 17 other civilian agency components. It is a web-based system where grant recipients can request funds electronically and can expect an ACH deposit in their bank account the next day. The PMS is operated by the PSC Division of Payment Management (DPM), which maintains and operates the PMS in addition to providing a full range of services to the awarding agencies and the grant recipients. Legislation: Chief Financial Officers Act of 1990, Certifying Officers Act of 1941, Prompt Payment Act of 1989, and the Cash Management Improvement Act of 1990.
- 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 PMS maintains automated interfaces to the agency financial systems that utilize its services. The HHS standard financial record is exchanged to identify new grants and modification to existing grants. The PMS provides output to the agencies with regard to disbursement data, synchronization data, SF224 data, and daily payment information to agencies that request it. All information exchanged between the PMS and the agencies is intended to synchronize the two systems with current financial information. In addition, DPM requires the grant recipients to provide hard copy of the 1199 direct deposit form for proper routing of banking information.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.**
- The PMS maintains automated interfaces to the agency financial systems that utilize its services. The HHS standard financial record is exchanged to identify new grants and modification to existing grants. The PMS provides output to the agencies with regard to disbursement data, synchronization data, SF224 data, and daily payment information to agencies that request it. All information exchanged between the PMS and the agencies is intended to synchronize the two systems with current financial information. In addition, DPM requires the grant recipients to provide hard copy of the 1199 direct deposit form for proper routing of banking information.
- 14 Explain why the IIF is being collected, maintained, or disseminated.**
- Data collected by the PMS is utilized to authorize and pay grantees. It is also used to provide agencies with financial information that is associated with the grant payment process.
- 15 Identify with whom the agency will share the IIF.**
- The PMS provides data to the agencies that utilize its grant payment services, the Federal Reserve Bank system, and the Treasury.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: PMS

- 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 data input to the PMS is derived from the agencies, the recipients, and the staff at DPM. The data input to the system from the staff is entered online from workstations located at the DPM site. This information results in the establishment of accounts, subaccounts, and recipient information. The grant recipients are provided with a package of information when they receive a grant award. The packet requests that they provide DPM with identifying information to include taxpayer ID and 1199 direct deposit banking data. This exchange is via hard copy. All other data exchanged between the agencies, treasury, Federal Reserve Bank, and recipients is in an electronic format. DPM has guidebooks that describe the interfaces needed to communicate between systems.
- 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.
- All data collected to support the processes of the PMS is stored in Oracle database tables located at either the NIH/CIT Data Center or at the DPM location. The information is secured through multiple levels of security and access controls have been established to authenticate the user and to determine if the user has the authorization to perform actions requested. The access controls are supplemented with a secure network at both NIH and DPM.
- 19 Describe plans for retention and destruction of IIF.
- The PMS data is archived onto a history server located within the DPM network. No data is destroyed.
- 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.
- Existing Privacy Act system of records: HHS/ASMB Financial Transactions of HHS Accounting and Finance Offices



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: POIS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	PSC/FOH
3 Title of System or Information Collection:	Program Operations Information System (POIS)
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)?	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.	Eric Shih, Chief Systems Engineer PSC-FOH
7 Unique Project Identifier Number:	009-91-01-45-01-1010-03-110-031
8 System of Records Number:	OPM/GOVT-10
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.	POIS is an automated information system that assists FOH in the recording, scheduling, processing, and reporting of occupational health services for a given population of service recipients. AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Includes the following with any revisions or admendments: Executive Orders 12107, 12196, and 121564 and 5 U.S.C. chapters 11, 31, 33, 43, 61, 63, and 83

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: POIS

- 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.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- 15 Identify with whom the agency will share the IIF.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- 17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)
- 18 Describe how the IIF will be secured.
- POIS was developed to collect and manage medical data and produce reports for services provided to FOH's customer agencies. PII collected is the minimum required for positive identification of the customer agency employees.
- POIS was developed to collect and manage medical data and produce reports for services provided to FOH's customer agencies. PII collected is the minimum required for positive identification of the customer agency employees.
- Information is collected to provide accurate reports to our customers itemizing services rendered.
- IIF is not shared (except as required by law) with anyone outside of HHS or the customer agency.
- Records in this system are obtained from-- a. The individual to whom the records pertain b. Agency employee health unit staff. c. Federal and private sector medical practitioners and treatment facilities. d. Supervisors/managers and other agency officials. e. Other agency records. Clients of POIS will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent.
- No information is collected on the internet
- Information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: POIS

19 Describe plans for retention and destruction of IIF.

The EMF is maintained for the period of the employee's service in the agency and is then transferred to the national personnel records center for storage, or as appropriate, to the next employing federal agency. Other medical records are either retained at the agency for various lengths of time in accordance with the national archives and records administration's records schedules or destroyed when they have served their purpose or when the employee leaves the agency. Within 30 days after the individual separates from the federal services, the EMF is sent to the national personnel records center for storage. Destruction of the EMF is in accordance with the general records schedule- 1 (21) . Records arising in the connection with employee drug testing under executive order 12564 are generally retained for up to 3 years. Records are destroyed by shredding, burning, or by erasing the disk.

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.

System of Records Number: OPM/GOVT-10

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

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

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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: PRICES

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-25
2 HHS Agency (OPDIV):	Program Support Center (PSC)
3 Title of System or Information Collection:	PSC Revenue, Invoicing, and Cost Estimation System (PRICES)
4 Is this System or Information Collection new or is an existing one being modified?	Existing, not being modified.
5 Unique Project Identifier Number:	009-91-01-01-02-1014-00-402-124
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.	o PRICES is a system used by the PSC to manage the agency's business operations and facilitate such functions as product costing & pricing, obligation planning, customer invoicing and on-line bill viewing, and cost center management reporting.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: PRICES

- 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.
- o The PRICES costing/pricing module allows cost center managers to input projected cost data, demand forecasts, etc. to enable calculation of fee-for-service rates. As our rates are developed using strict full-cost recovery models, this information is key in setting our product prices. o The PRICES billing module allows collection of essential information from PSC functional areas about units of service provided, to whom, POCs, projects to be charged, etc. This information results in actual invoices processed in the core financial system and collection of funds from customers for services delivered. All data collected is essential in documenting that services were provided and serves as the basis for reimbursement to the PSC.
- 11 Explain why the information is being collected.
- o See answer to item #2
- 12 Identify with whom the agency will share the collected information .
- o Cost and estimated demand information used in the development of rates is presented to the HHS Service and Supply Fund Board during our annual rate approval process. Service provision and billing information is provide to customer program management and fiscal staff to support collection of reimbursements.
- 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.
- o The costing and pricing exercise is performed annually and reviewed a mid-year. The PSC Business Office issues an e-mail datacall to Service Directors and cost center managers including guidance for entry of costs and demand into PRICES. Managers obtain this information from historical documents, accounting reports, and other information available to them on future trends, etc. They are informed that the rates developed through PRICES will become, upon approval of the Board, the PSCs's published rates for the following fiscal year. o Billing information is collected as services are performed. In most cases, bills will be determined by output of other systems or activities (i.e. FTE counts from HR systems) but in the case of variable services received, providers will record the who, what, when, and where and use this information to generate bills. When customers are asked for this information, billers have been instructed to inform them that this information is necessary for billing purposes. Failure to provide the necessary information would likely result in the PSC's inability to offer services to the customer, as all service costs must be recouped through fee revenues.
- 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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: PRICES

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| 15 Describe how the information will be secured. | o All access to the PRICES system is pass-word protected. Access is granted only by request through approving officials to the PRICES System Administrators. |
| 16 Describe plans for retention and destruction of data collected. | o Prior year billing information will be maintained on the system for the legally required period of time, then will be disposed of according to applicable regulation. |
| 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. | o N/A under Title 5 |
| 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Catharine A. Kualii |
| 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Mike Blank |
| 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Ann Speyer |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: PRISM

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-25
2 HHS Agency (OPDIV):	PSC/SAS/DAM
3 Title of System or Information Collection:	SysteM (PRISM)
4 Is this System or Information Collection new or is an existing one being modified?	No.
5 Unique Project Identifier Number:	: 009-91-01-46-02-1040-00-405-143
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.	PRISM is a comprehensive acquisition tracking system that automates each step of the procurement process.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	PRISM does not collect PII information
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: PSC System Name: PRISM

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| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A. |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No. |
| 15 | Describe how the information will be secured. | Although there is no PII data, users do authenticate to the database using a unique User ID and password, using roles assigned. |
| 16 | Describe plans for retention and destruction of data collected. | Tapes are sent an offsite facility on a daily basis, and are secured in a fireproof storage. The normal lifetime of these backups is 14 days before the tape is scratched and put back into circulation. |
| 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): | Maggie Pippin |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Mike Blank |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Ann Speyer |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: PropShop

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	PPMB/DPM/AOS/PSC
3 Title of System or Information Collection:	PropShop Web Ordering System
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.	Debbie Orfe/Jack Sweeney
7 Unique Project Identifier Number:	009-91-01-46-02-1010-00-401-119
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.	PropShop is critical for providing customer's access 24/7 to requesting products or services from the PPMB.
12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.	The information collected is name, mailing address, phone numbers, financial account information, and e-mail address for the purpose of mailing, shipping or delivering an order. In addition, the financial information is required to bill the customer for the product or service provided.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: PropShop

- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort. It is necessary for the purpose of mailing, shipping or delivering an order. In addition, the financial information is required to bill the customer for the product or service provided.
- 14 Explain why the IIF is being collected, maintained, or disseminated. The data collected in this system is used to provide the workload and order tracking for monthly billing of the PPMB customers.
- 15 Identify with whom the agency will share the IIF. The information is shared with the PSC Business Office which uses PRICES for billing customers. Additionally, customers receive a courtesy copy.
- 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. Customers fill in an order page on the website, some PII data is required to complete the order. All PPMB customers must follow the same steps to complete an order. The HHS privacy policy is available electronically by the posting of a link at the bottom of the front page of the site.
- 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. Users connect through VPN Firewall Brick which prevents unauthenticated traffic from entering a protected firewall perimeter. It also provides cryptographic protection against attacks by requiring strong end user authentication. Users are authenticated using strong User IDs and passwords.
- 19 Describe plans for retention and destruction of IIF. The PPF recycles data cartridges that are sent to the Parklawn facility so that only two data cartridges are kept there at a time.
- 20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained. No.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-10-28
2 HHS Agency (OPDIV):	Indian Health Service
3 Title of System or Information Collection:	Resource and Patient Management System (RPMS)
4 Is this System or Information Collection new or is an existing one being modified?	Existing system
5 Unique Project Identifier Number:	009-17-01-20-01-1010-00-110-031
6 System of Records Number:	09-17-0001 IHS Medical Records
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.	Categories of individuals covered by the system: Individuals, including both IHS beneficiaries and non beneficiaries, who are examined/treated on an inpatient and/or outpatient basis by IHS staff and/or contract (including tribal contract) health care providers. Authority for maintenance of the system: Section 321 of the Public Health Service Act, as amended, (42 U.S.C. 248), "Hospitals, Medical Examinations and Medical Care." Section 327A of the Public Health Service Act, as amended, (42 U.S.C. 254a-1), "Hospital-Affiliated Primary Care Centers." Indian Self Determination and Education Assistance Act (25 U.S.C. 450). Snyder Act (25 U.S.C. 13). Indian Health Care Improvement Act (25 U.S.C. 1601 et. seq). Construction of Community Hospitals Act (25 U.S.C. 2005-2005f). Indian Health Service Transfer Act (42 U.S.C



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

- 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.

A. Health and medical records containing: Examination, diagnostic and treatment data, proof of IHS eligibility, social data such as name, address, date of birth, Social Security Number, tribe; case records for special programs such as: Dental, social service, mental health, nursing; and laboratory test results. B. Follow-up registers of individuals with specific health conditions or a particular health status such as: Tumors, communicable diseases, hospital commitment, suspected and confirmed physical child abuse and neglect, immunizations, self-destructive behavior, or handicap. C. Logs of individuals provided health care by staffs of specific hospital components such as: Surgery, emergency, obstetric delivery, x-ray and laboratory. D . Operation and/or disease indices for particular hospitals which list each relevant patient by the operation or disease. E. Monitoring strips and tapes such as fetal monitoring strips and EEG and EKG tapes. F. Third-party reimbursement records containing name, address, date of birth, date of admission and Medicare or Medicaid claim numbers, SSN, health plan name, insurance number, employment status, and other relevant claim information necessary to process and validate third-party reimbursement claims.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

11 Explain why the information is being collected.

A.To provide a description of a patient's illness, the treatment administered and results achieved, and to plan for future care of the patient. B.To provide IHS program officials with statistical data upon which the health care program is evaluated and modified to meet future needs. C.To serve as a means of communication among members of the health care team who contribute to the patient's care by integrating information from field visits with that from IHS facilities which have provided treatment. D.To serve as the official documentation of health care rendered. E.To contribute to continuing education of IHS staff to improve their competency to deliver health care services. F.For disease surveillance purposes. For example: 1)The Centers for Disease Control and Prevention may use these records for their monitoring of various communicable diseases among persons residing within the United States; and, 2)The National Institutes of Health may use these records for their review of the prevalence of particular diseases (i.e., malignant neoplasms, diabetes mellitus, arthritis, metabolism and digestive diseases) for various ethnic groups of the Nation. G.To compile and provide aggregated program statistics. Upon request of other components of the Department, IHS will provide statistical information, from which individual identifiers have been removed, such as: 1)To the National Center for Health Statistics, for its dissemination of aggregated health statistics for various ethnic groups; 2)To the Assistant Secretary for Public Affairs to keep a record of the number of sterilizations provided through the use of Federal funds; 3)To the Centers for Medicare & Medicaid Services for the documentation of IHS health care covered by the Medicare and Medicaid programs for third-party reimbursement; and 4)To the American Indian/Alaska Native section, Centers for Medicare & Medicaid Services, to determine the prevalence of end-stage renal disease among the American Indian and Alaska Native population and to coordinate the care of American Indian and Alaska Native patients with this condition . H.To process and collect third-party claims. I.To improve the IHS national patient care database through obtaining and verifying patients' SSNs with the Social Security Administration.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

12 Identify with whom the agency will share the collected information

A. Records may be disclosed to State, local or other authorized organizations which provide health services to American Indians and Alaska Natives, or provide third-party reimbursement or fiscal intermediary functions, for the purpose of planning for or providing such services, billing or collecting third-party reimbursements and reporting results of medical examination and treatment. B. Records may be disclosed to Federal and non-Federal school systems which serve American Indians and Alaska Natives for the purpose of student health maintenance. C. Records may be disclosed to organizations deemed qualified by the Secretary to carry out quality assessment, medical audits, utilization review or to provide accreditation or certification of health care facilities or programs. D. Records may be disclosed to authorized organizations, such as the United States Office of Technology Assessment, or individuals for conduct of analytical and evaluation studies sponsored by the IHS. E. Records may be disclosed to a congressional office in response to an inquiry from that office made at the request of the subject individual. F. A record may be disclosed for a research purpose, when the Department: 1) Has determined that the use or disclosure does not violate legal or policy limitations under which the record was provided, collected, or obtained; 2) Has determined that the research purpose (1) cannot be reasonably accomplished unless the record is provided in individually identifiable form, and (2) warrants the risk to the privacy of the individual that additional exposure of the record might bring; 3) Has required the recipient to

- a. establish reasonable administrative, technical, and physical safeguards to prevent unauthorized use or disclosure of the record, and b. remove or destroy the information that identifies the individual at the earliest time at which removal or destruction can be accomplished consistent with the purpose of the research project, unless the recipient has presented adequate justification of a research or health nature for retaining such information, and c. make no further use or disclosure of the record except
- i. in emergency circumstances affecting the health or safety of any individual, ii. for use in another research project, under these same conditions, and with written authorization of the Department, iii. for disclosure to a properly identified person for the purpose of an audit related to the research project, if information that would enable research subjects to be identified is removed or destroyed at the earliest opportunity consistent with the purpose of the audit, or iv. when required by law; d. Has secured a written statement attesting to the recipient's understanding of, and willingness to abide by these provisions. G. The IHS health care providers may disclose information from these records regarding the commission of crimes or the occurrence of communicable diseases, tumors, suspected child abuse, births, deaths, alcohol or drug abuse, etc., as required by



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

Federal law or regulation or State or local law or regulation of the jurisdiction in which the facility is located. Disclosure may be made to organizations as specified by the law or regulation, such as births and deaths to State or local health departments, and crimes to law enforcement agencies. In federally conducted or assisted alcohol or drug abuse programs, the disclosure of the contents of records which pertain to patient identity, diagnosis, prognosis or treatment of alcohol or drug abuse is restricted under 42 CFR part 2; e.g., disclosure of patient information on alcohol and drug abuse for purposes of criminal investigation generally must be authorized by court order issued under 42 CFR 2.65 except that reports of suspected child abuse may be made to the appropriate State or local authorities under State law. H. The IHS health care providers may disclose information from these records regarding suspected cases of child abuse to: a. Agencies of any Indian tribe, any State or the Federal Government that need to know the information in the performance of their duties, and b. members of community child protection teams of the purpose of establishing a diagnosis, formulating a treatment plan, monitoring the plan, investigation reports of suspected child abuse, and making recommendations to the appropriate court. Community child protection teams are comprised of representatives of: Tribes, the Bureau of Indian Affairs, child protection service agencies, the judicial system(s) (local, State and/or tribal, law enforcement agencies and IHS). c. In federally conducted or assisted alcohol or drug abuse programs, the disclosure to the contents of records which pertain to patient identity, diagnosis, prognosis, or treatment of alcohol or drug abuse is restricted under 42 CFR part 2; e.g., disclosure of patient information on alcohol or drug abuse for purposes of criminal investigation generally must be authorized by court order issued under 42 CFR 2.65 except that reports of suspected child abuse by be made to the appropriate State or local authorities under State law. I. The Department may disclose information from this system of records to the Department of Justice, to a court or other tribunal, or to another party before such tribunal, when: a. HHS, or any component thereof; or b. Any HHS employee in his or her official capacity; or c. Any HHS employee in his or her individual capacity where the Department of Justice (or HHS, where it is authorized to do so) has agreed to represent the employee; or d. The United States or any agency thereof where HHS determines that the litigation is likely to affect HHS or any of its components, is a party to litigation or has an interest in such litigation, and HHS determines that the use of such records by the Department of Justice, the tribunal, or the other party is relevant and necessary to the litigation and would help in the effective representation of the governmental party, provided, however, that in each case, HHS determines that such disclosure is compatible with



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

the purpose for which the records were collected. J. Records may be disclosed to the Bureau of Indian Affairs and its contractors for the identification of American Indian and Alaska Native handicapped children to permit that Bureau to carry out the Education for All Handicapped Children Act of 1975 (20 U.S.C. 1401 et seq.). K. Records may be disclosed to an IHS contractor, including tribal contractors, for the purpose of computerized data entry or maintenance of records contained in this system. The contractor shall be required to maintain Privacy Act safeguards with respect to the receipt and processing of such records. L. Records may be disclosed to a health care provider under contract to IHS (including tribal contractors) to permit the contractor to obtain health and medical information about the subject individual in order to provide appropriate health services to that individual. The contractor shall be required to maintain Privacy Act safeguards with respect to the receipt and processing of such records. M. Records may be disclosed to the State of Alaska, Department of Health and Social Services (DHSS) (which supplies part or all of this information to IHS), in response to its request for patient summaries, portions of immunization registers, disease indices and other computer generated medical summaries. This information assists DHSS in its provision of health care to the subject individual. Disclosure to the State of Alaska's DHSS is limited to information concerning its patients. N. Disclosures regarding specific medical services may be made from the records of a minor patient to the minor's parent or legal guardian who previously consented to those specific medical services. O. PHS may inform the sexual and/or needle-sharing partner(s) of a subject individual who is infected with the human immunodeficiency virus (HIV) of their exposure to HIV, under the following circumstances: a. The information has been obtained in the course of clinical activities at PHS facilities carried out by PHS personnel or contractors; b. The PHS employee or contractor has made reasonable efforts to counsel and encourage the subject individual to provide the information to the individual's sexual or needle-sharing partner(s); c. The PHS employee or contractor determines that the subject individual is unlikely to provide the information to the sexual or needle-sharing partner(s) or that the provision of such information cannot reasonably be verified; and d. The notification of the partner(s) is made, whenever possible, by the subject individual's physician or by a professional counselor and shall follow standard counseling practices. e. PHS may disclose information to State or local public health departments, to assist in the notification of the subject individual's sexual and/or needle-sharing partner(s), or in the verification that the subject individual has, notified such sexual or needle-sharing partner(s). P. Records may be disclosed to student volunteers, individuals working under a personal services



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

- 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.**

contract, and other individuals performing functions for PHS who do not technically have the status of agency employees, if they need the records in the performance of their agency functions.

A. New patients must be registered in the IHS facility data base prior to being provided health care services; however, emergency services should not be delayed. Information on patients who present a critical emergency that requires immediate medical attention must be obtained from the patient's relative or other accompanying individual. Each patient's IHS registration information is updated on each subsequent visit to the facility by personal interview conducted by a designated IHS facility staff member. The patient registration process at each IHS facility is accomplished by using the IHS Patient Registration System (PRS) software and the technical guidelines in Chapter 2, "Patient Registration" of the IHS Business Office Manual. B. The service unit has the responsibility to encourage all patients who are registered to present any documentation they might have relative to their eligibility-for IHS health care services and alternate resources. These documents will greatly assist in maintaining accurate patient information in the PRS data base. C. Patients are requested to bring their Social Security card, private insurance identification, and other information (such as proof of tribal affiliation and blood quantum) to initial or subsequent patient registration interviews. Registration staff explains to the patients that such information will expedite the patient registration and eligibility determination process. Patients' mailing addresses and personal information files are kept updated so that all health care benefits can be identified and expedited, and be utilized by the health care provider. D. All IHS staff are sensitive to IHS patients cultural values and concerns for privacy. Patient registration is a vital part of each IHS facility's public relations program and patient registration staff receive continuous management support for maintaining skills in communicating with the patients and assuring the patients' comfort during the interview process. E. Confidentiality of patient information collected is maintained at all times in accordance with the Privacy Act of 1974. The registration staff periodically reviews the Privacy Act. The registration staff informs the patient of the requirements of the Privacy Act, and the date is entered into the PRS. F. The patient must authorize release of Medicare/Railroad Insurance information, and the date the authorization was obtained is entered into the PRS by registration staff.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)

No information is collected in RPMS on the Internet.

15 Describe how the information will be secured.

Magnetic tapes, disks, other computer equipment and other forms of personal data are stored in areas where fire and life safety codes are strictly enforced. Telecommunication equipment (computer terminal, modems and disks) of the RPMS are maintained in locked rooms during nonworking hours. Combinations on door locks are changed periodically and whenever an employee resigns, retires or is reassigned. Within each facility a list of personnel or categories of personnel having a demonstrable need for the records in the performance of their duties has been developed and is maintained. Procedures have been developed and implemented to review one-time requests for disclosure to personnel who may not be on the authorized user list. Proper charge-out procedures are followed for the removal of all records from the area in which they are maintained. Persons who have a need to know are entrusted with records from this system of records and are instructed to safeguard the confidentiality of these records. They are to make no further disclosure of the records except as authorized by the system manager and permitted by the Privacy Act, and to destroy all copies or to return such records when the need to know has expired. Procedural instructions include the statutory penalties for noncompliance. A profile of automated systems security is maintained. Security clearance procedures for screening individuals, both Government and contractor personnel, prior to their participation in the design, operation, use or maintenance of IHS automated information systems are implemented. The use of current passwords and log-on codes are required to protect sensitive automated data from unauthorized access. Such passwords and codes are changed periodically. An automated audit trail is maintained. Only authorized IHS staff may modify automated files in batch mode. Personnel at remote terminal sites may only retrieve automated data. Such retrievals are password protected. Privacy Act requirements and specified Automated Information System security provisions are specifically included in contracts and agreements and the system manager or his/her designee oversee compliance with these contract requirements.



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: RPMS

- 16 **Describe plans for retention and destruction of data collected.** Patient listings which may identify individuals are maintained in IHS Area and Program Offices permanently. Inactive records are held at the facility which provided health services from three to seven years and then are transferred to the appropriate Federal Records Center. Monitoring strips and tapes (i.e., fetal monitoring strips and EEG and EKG tapes) which are not stored in the patient's official medical record, are stored at the health facility for one year and are then transferred to the appropriate Federal Records Center. (See Appendix 2 for Federal Record Center addresses). Records, including those maintained on computer media are retained in useable formats at the Regional Federal Records Centers for 25 years. Disposal methods include burning or shredding of hard copy and erasing of magnetic media.
- 17 **Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.**
- 18 **The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date):**
- 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: PSC System Name: TMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-25
2 HHS Agency (OPDIV):	Program Support Center
3 Title of System or Information Collection:	Travel management System (TMS)
4 Is this System or Information Collection new or is an existing one being modified?	No. This is an existing system in the operations/maintenance phase of its system lifecycle. It is designated a major system and is reported on the OMB Exhibits 53 and 300.
5 Unique Project Identifier Number:	009-91-01-01-01-1012-00-402-126
6 System of Records Number:	09-90-0024
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 TMS is a Core Accounting System feeder system that provides automated support for travel processing. Legislation: Chief Financial Officers Act of 1990, Certifying Officers Act of 1941, Prompt Payment Act of 1989, and the Cash Management Improvement Act of 1990.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	Information is collected from payroll information and user supplied data. The information is used to prepare and process travel orders and vouchers, and travel reimbursements. Travel reimbursement disbursements are processed through the Core Accounting System. The information collected is the minimal required to process travel orders and requests for reimbursement.
11 Explain why the information is being collected.	The information is collected to process employee travel and travel reimbursements..



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: TMS

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| 12 Identify with whom the agency will share the collected information | Information is shared with the Core Accounting System as part of the travel reimbursement disbursement process. |
| 13 Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | Information is obtained from the traveler (employee) as part of the travel order approval process. The information collected is required to process the travel authorization and request for reimbursement (voucher). |
| 14 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | Not applicable |
| 15 Describe how the information will be secured. | Technical and physical controls are in place to ensure the security of the information. These include an up to date System Security Plan, Contingency Plan, regular offsite backup of the data, and yearly security awareness training for all personnel. Also, the system is part of the yearly SAS 70 (Statement on Auditing Standards No. 70) audit which tests the adequacy and effectiveness of the operating controls. |
| 16 Describe plans for retention and destruction of data collected. | The data is retained indefinitely. |
| 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. | Existing Privacy Act system of records: HHS/ASMB Financial Transactions of HHS Accounting and Finance Offices |
| 18 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the OPDIV Privacy Contact (Sign and Date): | Thomas F. Greene |
| 19 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Mike Blank |
| 20 The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Ann Speyer |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: WAN

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2003-11-25
2 HHS Agency (OPDIV):	PSC - FOHS
3 Title of System or Information Collection:	Wide Area Network (WAN)
4 Is this System or Information Collection new or is an existing one being modified?	Existing
5 Unique Project Identifier Number:	N/A
6 System of Records Number:	N/A
7 OMB Information Collection Approval Number and Expiration Date :	N/A
8 Other Identifying Number(s):	N/A
9 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	The FOH WAN provides connectivity between 11 area offices (located in Seattle (two sites), Atlanta, Denver, San Francisco, Dallas, New York, Kansas City, Philadelphia, Bethesda and Chicago) and nearly 300 satellite offices. Supporting this highly decentralized workforce throughout FOH, the FOH WAN supports routing of both TCP/IP traffic, and provides e-mail, file transfer, Internet & Intranet Web access, WinFrame access, and client/server application access.
10 Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.	The FOH WAN does not collect PII data.
11 Explain why the information is being collected.	N/A

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: WAN

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| 12 | Identify with whom the agency will share the collected information | N/A |
| 13 | Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared. | N/A |
| 14 | State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998) | No Information is collected on the Internet. |
| 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): | Kathy Moring Capt. PHS |
| 19 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency Head (sign and date): | Mike Blank |
| 20 | The Privacy Analysis Worksheet and PIA Summary have been reviewed and endorsed by the Agency CIO (sign and date): | Ann Speyer |

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: WebEAP

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	PSC/FOHS
3 Title of System or Information Collection:	Web Employee Assistance Program Information System(Web EAP)
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)?	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.	James Hall, LTUSPHS, IT Security Officer
7 Unique Project Identifier Number:	009-91-01-45-02-1020-00-110-031
8 System of Records Number:	09-90-0010
9 OMB Information Collection Approval Number and Expiration Date:	N/A
10 Other Identifying Number(s):	DOCID:fr07mr97-105
11 Provide an overview of the system or collection and indicate the legislation authorizing this activity.	This system contains a written or electronic record on each EAP client. These records typically contain demographic data such as client name, date of birth, grade, job title, home address, telephone numbers, and supervisor's name and telephone number. The system includes records of services provided by HHS staff and services provided by contractors.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: WebEAP

- 12 Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.
- The information contained in each record is a documentation of the nature and extent of the client's problem(s). When the intervention plan includes referral(s) to the treatment or other facilities outside the EAP, the record also documents this referral information. The information contained in each record is also used for monitoring the client's progress in resolving the problems(s). Anonymous information from each record is also used to prepare statistical reports and conduct research that helps with program management.
- 13 Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.
- This information is necessary for the clinician to formulate and implement an intervention plan for resolving the problem(s).
- 14 Explain why the IIF is being collected, maintained, or disseminated.
- The information contained in each record is a documentation of the nature and extent of the client's problem(s). When the intervention plan includes referral(s) to the treatment or other facilities outside the EAP, the record also documents this referral information. The information contained in each record is also used for monitoring the client's progress in resolving the problems(s). Anonymous information from each record is also used to prepare statistical reports and conduct research that helps with program management.
- 15 Identify with whom the agency will share the IIF.
- IIF is not shared (except as required by law) with anyone outside of HHS.
- 16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.
- Information in this system of records is: (1) Supplied directly by the individual using the program, or (2) supplied by a member of the employee's family, or (3) derived from information supplied by the employee, or (4) supplied by sources to/from whom the individual has been referred for assistance, or (5) supplied by Department officials (including drug testing officers), or (6) supplied by EAP counselors, or (7) supplied by other sources involved with the case. Clients of the EAP will be informed in writing of the confidentiality provisions. Secondary disclosure of information, which was released, is prohibited without client consent.
- 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.
- Information in the system is protected by management, operational, and technical security controls commensurate with the level of sensitivity of the system.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: WebEAP

19 Describe plans for retention and destruction of IIF.

Records are retained until three years after the client has ceased contact with the EAP or until any litigation is finally resolved. This will be true whether or not the client has terminated employment with HHS or another agency contracting with HHS for EAP services. Only an HHS EAP Administrator will destroy files on HHS employees and their family members, with a witness present, and only after the required period of maintenance. The witness must be an HHS employee familiar with handling confidential records and, whenever possible, another EAP staff member. This includes electronic deletions. Written records will be destroyed by shredding or burning.

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.

System of Records Number: 09-90-0010

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

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

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



HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: WEBWIMS

<u>Question:</u>	<u>Response:</u>
1 Date of this Submission (MM/DD/YYYY):	2004-08-18
2 OPDIV:	PSC/AOS/DPM/PPMB
3 Title of System or Information Collection:	Web Warehouse Inventory Management System
4 Is this system or information collection new or is an existing one being modified?	Yes
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.	Debbie Orfe/Jack Sweeney
7 Unique Project Identifier Number:	009-91-01-46-02-1010-00-401-119
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.	WebWIMS provides material handling, inventory control, and employee assignment using radio frequency (narrow band wireless) and barcode technology with optional interfaces to conveyors, carousels, picking devices, etc. A wireless technology is required to accommodate the constant movement of product, mobility of users, and accommodate the demands for real time data in internal inventory control and space management.

HHS Privacy Impact Assessment (PIA) Summary

OPDIV: PSC System Name: WEBWIMS

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|--|---|
| <p>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.</p> | Information will be collected for order entry purposes. |
| <p>14 Explain why the IIF is being collected, maintained, or disseminated.</p> | For processing orders for the delivery of products and services. |
| <p>15 Identify with whom the agency will share the IIF.</p> | Internal Branch Employees |
| <p>16 Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.</p> | Paper/verbal data will be collected and entered by Branch employees. Electronic notifications will be used to convey the information to the employees. The employees will need to make a decision on cancelling the online order. |
| <p>17 State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)</p> | No. |
| <p>19 Describe plans for retention and destruction of IIF.</p> | Tapes are sent to the Park Lawn facility on a daily basis, and are secured in a fireproof storage. The normal lifetime of these backups is 14 days before the tape is scratched and put back into circulation. |
| <p>20 Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.</p> | No. |



HHS Privacy Impact Assessment (PIA) Summary

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

