

Copy PIA (Privacy Impact Assessment)

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Please select the user, who would be submitting the copied PIA.

Instructions


Review the following steps to complete this questionnaire:

- 1) Answer questions.** Select the appropriate answer to each question. Question specific help text may be available via the  icon. If your answer dictates an explanation, a required text box will become available for you to add further information.
- 2) Add Comments.** You may add question specific comments or attach supporting evidence for your answers by clicking on the  icon next to each question. Once you have saved the comment, the icon will change to the  icon to show that a comment has been added.
- 3) Change the Status.** You may keep the questionnaire in the "In Process" status until you are ready to submit it for review. When you have completed the assessment, change the Submission Status to "Submitted". This will route the assessment to the proper reviewer. Please note that all values list questions must be answered before submitting the questionnaire.
- 4) Save/Exit the Questionnaire.** You may use any of the four buttons at the top and bottom of the screen to save or exit the questionnaire. The button allows you to complete the questionnaire. The button allows you to save your work and close the questionnaire. The button allows you to save your work and remain in the questionnaire. The button closes the questionnaire without saving your work.

Acronyms

ATO - Authorization to Operate
CAC - Common Access Card
FISMA - Federal Information Security Management Act
ISA - Information Sharing Agreement
HHS - Department of Health and Human Services
MOU - Memorandum of Understanding
NARA - National Archives and Record Administration
OMB - Office of Management and Budget
PIA - Privacy Impact Assessment
PII - Personally Identifiable Information
POC - Point of Contact
PTA - Privacy Threshold Assessment
SORN - System of Records Notice
SSN - Social Security Number
URL - Uniform Resource Locator

General Information

PIA Name:	SAMHSA - SPARS - QTR2 - 2023 - SAMHSA1384504	PIA ID:	2192271
Name of Component:	SAMHSA - SAMHSA Performance Accountability Reports System	Name of ATO Boundary:	SAMHSA Performance Accountability and Reporting System
Overall Status:		PIA Queue:	
Submitter:		# Days Open:	800
Submission Status:	Submitted	Submit Date:	4/30/2025
Next Assessment Date:	N/A	Expiration Date:	6/24/2028
Office:	SAMHSA	OPDIV:	SAMHSA
Security Categorization:	Moderate	OpDiv PIA ID:	SAMHSA1384504
Legacy PIA ID:		Make PIA available to Public?:	Yes
1:	Identify the Enterprise Performance Lifecycle Phase of the system.		Operations and Maintenance
2:	Is this a FISMA-Reportable system?		Yes
3:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?		No
4:	ATO Date or Planned ATO Date.		5/16/2022
5:	Is the system or electronic information collection, agency or contractor operated?		Contractor

PTA

PTA

PTA - 2:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
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PTA - 2A:

Describe in further detail any changes to the system that have occurred since the last PIA.

- Tools Updates (DSP-MRT, MAI, SOR/TOR Program Instrument, TTA, IPP, Harm Reduction)
 - **DSP-MRT** - Division of State Programs – Management Reporting Tool (DSP-MRT)
 - **MAI** - Minority AIDS Initiative (MAI)
 - **SOR/TOR Program Instrument** - State Opioid Response/Tribal Opioid Response (SOR/TOR) Program Instrument
 - **TTA** - Training and Technical Assistance (TTA)
 - **IPP** - Infrastructure Development, Prevention and Mental Health Promotion (IPP)
 -
- Implemented TTA Portal for TTA Grantees
- Expanded Technical Support Request System to all Centers
- Online Reporting Updates (SOR/TOR Reports, TTA Reports)
- Automated Grant Creation
- Version upgrades to underlying software and frameworks (e.g., Drupal, .Net, Windows, PHP, SAS)

PTA - 3:

Is the data contained in the system owned by the agency or contractor? Agency

PTA - 4:

Please give a brief overview and purpose of the system by describing what the functions of the system are and how the system carries out those functions.

The Substance Abuse and Mental Health Services Administration (SAMHSA) developed SAMSHA's Performance Accountability and Reporting System (SPARS) as a single sign-on web application to deliver on the requirements of the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010. These laws were implemented to improve the government performance management. Consequently, SAMHSA continues to refine its use of performance and evaluation data to measure impact and mitigate risk. Data-driven performance reviews help SAMHSA to analyze outcome data and learn the extent to which strategies work or need improvement. SPARS provides a consolidated and centralized data resource to SAMHSA staff and grantees within three program centers: the Center for Substance Abuse Prevention (CSAP), the Center for Substance Abuse Treatment (CSAT), and the Center for Mental Health Services (CMHS).

The SPARS system provides data entry, data validation and verification, data management, data utilization, data analysis support, automated reporting, and additional ad hoc data analysis to SAMHSA, its grantees, and others, in order to effectively manage the agency portfolio and provide timely, accurate information to stakeholders.

SPARS is one of the systems used to collect critical performance data on both output and outcome measures. SPARS provides a common data and reporting system to all SAMHSA discretionary grantees and allows for programmatic technical assistance (TA) on the use of data, to enhance grantee performance monitoring.

PTA - 5:

List and/or describe all the types of information that are collected (into), maintained, and/or shared in the system regardless of whether that information is PII and how long that information is stored.

Grantees submit performance measurement data that includes the number of clients served, services planned for clients, services received by clients, number of clinicians trained, feedback received on services, number of clients tested, client outcomes, and other elements that describe the overall well-being of people served by the grant.

Designated grantee personnel and other system users submit name, business email, business address, and business telephone phone number to receive an account on SPARS.

PTA - 5A:

Are user credentials used to access the system?

Yes

PTA - 5B:	Please identify the type of user credentials used to access the system.	<p>HHS User Credentials</p> <ul style="list-style-type: none"> HHS/OpDiv PIV Card HHS Email Address <p>Non-HHS User Credentials</p> <ul style="list-style-type: none"> Username Password Email Address
PTA - 6:	Describe why all types of information is collected (into), maintained, and/or shared with another system. This description should specify what information is collected about each category of individual.	<p>SAMHSA relies on SPARS to obtain performance data from discretionary grantees to help the agency meet the requirements of the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010. SPARS include analysis and report functions that SAMHSA relies on to monitor grant performance; inform its congressional budget justifications and future planning; and respond to ad hoc information requests from the U.S. Department of Health and Human Services (HHS), the Office of Management and Budget (OMB), Congress, the media, and other stakeholders.</p> <p>SPARS collects and maintains performance measure information recorded and submitted by the Grantees that includes the number of clients served, services planned for and received by clients, number of clinicians trained, feedback received, number of clients tested, client outcomes, and other elements that describe the overall well-being of people served by the grant.</p> <p>Users of the SPARS system submit name, business telephone, business address, and business email contact to be given an account, this also includes the direct contractors accessing the system.</p>
PTA - 7:	Does the system collect, maintain, use or share PII?	Yes
PTA - 7A:	Does this include Sensitive PII as defined by HHS?	Yes
PTA - 8:	Does the system include a website or online application?	Yes
PTA - 8A:	Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?	Yes
PTA - 9:	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	<p>The Substance Abuse and Mental Health Services Administration (SAMHSA) developed SAMSHA's Performance Accountability and Reporting System (SPARS) as a single sign-on web application to deliver on the requirements of the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010. These laws were implemented to improve the government performance management. Consequently, SAMHSA continues to refine its use of performance and evaluation data to measure impact and mitigate risk. Data-driven performance reviews help SAMHSA to analyze outcome data and learn the extent to which strategies work or need improvement. SPARS provides a consolidated and centralized data resource to SAMHSA staff and</p>

grantees within three program centers: the Center for Substance Abuse Prevention (CSAP), the Center for Substance Abuse Treatment (CSAT), and the Center for Mental Health Services (CMHS).

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SPARS is one of the systems used to collect critical performance data on both output and outcome measures. SPARS provides a common data and reporting system to all SAMHSA discretionary grantees and allows for programmatic technical assistance (TA) on the use of data, to enhance grantee performance monitoring.

The main SPARS website URL (<https://spars.samhsa.gov/>) contains resources that are publicly accessible without authentication/login.

The following SPARS website URLs are only accessible to SPARS end users (SAMHSA Grantees, SAMHSA GPOs, and other authorized SAMHSA staff), SPARS Help Desk staff and SPARS who authenticate with valid credentials via the login page at <https://spars-sts.samhsa.gov/>:

- <https://spars-csat.samhsa.gov/> (CSAT grant data)
- <https://spars-cmhs.samhsa.gov/> (CMHS grant data)
- <https://spars-csap.samhsa.gov/> (CSAP grant data)
- <https://spars-rpt.samhsa.gov/> (CMHS reports)
- <https://spars-lc.samhsa.gov/> (learning center/training)
- <https://spars-ta.samhsa.gov/> (technical assistance)
- <https://spars.samhsa.gov/resources> (a subset of resources available here require login to access)

PTA - 10:	Does the website have a posted privacy notice?	Yes
PTA - 11:	Does the website contain links to non-federal government websites external to HHS?	Yes
PTA - 11A:	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	Yes
PTA - 12:	Does the website use web measurement and customization technology?	Yes
PTA - 12A:	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	Web bug/beacons - Does Not Collect PII Session Cookies - Does Not Collect PII Persistent Cookies - Does Not Collect PII

PTA - 13:	Does the website have any information or pages directed at children under the age of thirteen?	No
PTA - 13A:	Does the website collect PII from children under the age thirteen?	
PTA - 13B:	Is there a unique privacy policy for the website and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 14:	Does the system have a mobile application?	No
PTA - 14A:	Is the mobile application HHS developed and managed or a third-party application?	
PTA - 15:	Describe the purpose of the mobile application, who has access to it, and how users access it. Please address each element in your response.	
PTA - 16:	Does the mobile application/ have a privacy notice?	
PTA - 17:	Does the mobile application contain links to non-federal government websites external to HHS?	
PTA - 17A:	Is a disclaimer notice provided to users that follow external links to resources not owned or operated by HHS?	
PTA - 18:	Does the mobile application use measurement and customization technology?	
PTA - 18A:	Describe the type(s) of measurement and customization technologies or techniques in use and what information is collected.	
PTA - 19:	Does the mobile application have any information or pages directed at children under the age of thirteen?	
PTA - 19A:	Does the mobile application collect PII from children under the age thirteen?	
PTA - 19B:	Is there a unique privacy policy for the mobile application and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 20:	Is there a third-party website or application (TPWA) associated with the system?	No
PTA - 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

PIA		
PIA		
PIA - 1:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Name Email Address Phone numbers Mailing Address User Credentials
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Employees/ HHS Direct Contractors Grantees Vendors/Suppliers/Third-Party Contractors (Contractors other than HHS Direct Contractors)
PIA - 3:	Indicate the approximate number of individuals whose PII is maintained in the system.	Above 2000

PIA - 4:	For what primary purpose is the PII used?	To be issued an account for the Substance Abuse and Mental Health Administration (SAMHSA) Performance Accountability and Reporting System (SPARS) website, users may submit name, business telephone number, cell phone number, and business email address.
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	Not Applicable
PIA - 6:	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID.	
PIA - 6A:	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID.	
PIA - 7:	Identify legal authorities governing information use and disclosure specific to the system and program.	The Government Performance and Results Modernization Act of 2010; the Government Performance and Results Act (GPRA) of 1993; 5 USC 301
PIA - 8:	Are records in the system retrieved by one or more PII data elements?	Yes
PIA - 8A:	Please specify which PII data elements are used to retrieve records.	<p>Names E-mail addresses Mailing Addresses Phone numbers User credentials</p> <p>Personally Identifying Information (PII) Data elements listed above are collected/used for SPARS system/application user accounts and Grant setup (including Help Desk users, project staff users, SAMHSA staff users, Grantee users, Project Directors, Government Publishing Offices (GPOs), Branch Chief, Division Director, etc.)</p> <p>Additional types of data elements are input to the system but are only associated to Identification (ID) numbers and NOT directly linked to individual's names, addresses, email addresses, phone numbers, etc. These include:</p> <ul style="list-style-type: none"> • Race indicators • Ethnicity indicators • Sex • Medical Information (e.g.: diagnosis indicators) • Military Service/Deployment indicators • Age • Birth Date
PIA - 8B:	Provide the number, title, and URL of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or indicate whether a new or revised SORN is in development.	<p>Number: 09-30-0027</p> <p>Title: Grants and Cooperative Agreements: Alcohol, Drug Abuse, and Mental Health Services Evaluation, Service, Demonstration, Education, Fellowship, Training, Clinical Training, and Community Services Programs</p> <p>URL: https://www.federalregister.gov/documents/2010/05/20/2010-12147/privacy-act-of-1974-report-of-systems-of-record-notice</p>

PIA - 9:	Identify the sources of PII in the system.	<p>Directly from an individual about whom the information pertains</p> <ul style="list-style-type: none"> Phone Email <p>Government Sources</p> <ul style="list-style-type: none"> Within the OPDIV <p>Non-Government Sources</p> <ul style="list-style-type: none"> Members of the Public Private Sector
PIA - 10:	Is there an Office of Management and Budget (OMB) information collection approval number?	Yes
PIA - 10A:	Provide the information collection approval number.	<p>0930-0208 GPRA Client/Participant Outcome Measures – Treatment</p> <p>0930-0285 GPRA Client/Participant Outcome Measures - Mental Health including Internet Printing Protocol (IPP) Tool</p> <p>0930-0354 Division of State Programs - Management Reporting Tool (DSP-MRT)</p> <p>0930-0357 Monitoring Data Collection Tools for the Minority AIDS Initiative (MAI)</p> <p>0930-0377 Strategic Prevention Framework for Prescription Drugs (SPF-Rx)</p> <p>0930-0384 State Opioid Response (SOR) and Tribal Opioid Response (TOR) Program Data Collection and Performance Measurement (Grantee-Level Instrument only) (New OMB package to be filed soon)</p> <p>Expiration Dates</p> <p>0930-0208 - Expiration Date: 3/31/2025</p> <p>0930-0285 - Expiration Date: 3/30/2025</p> <p>0930-0354 - Expiration Date: 10/31/2024</p> <p>0930-0357 - Expiration Date: 11/30/2024</p> <p>0930-0377 - Expiration Date: 12/31/2025</p> <p>0930-0384 - Expiration Date: 11/30/2024</p>
PIA - 10B:	Identify the OMB information collection approval number expiration date.	3/30/2025
PIA - 10C:	Explain why an OMB information collection approval number is not required.	
PIA - 11:	Is the PII shared with other organizations outside the system's Operating Division?	No
PIA - 11A:	Identify with whom the PII is shared or disclosed.	
PIA - 11B:	Please provide the purpose(s) for the disclosures described in PIA - 11A.	

PIA - 11C:	List any agreements in place that authorizes the information sharing or disclosure (e.g., Computer Matching Agreement (CMA), Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	
PIA - 11D:	Describe process and procedures for logging/tracking/accounting for the sharing and/or disclosing of PII. If no process or procedures are in place, please explain why not.	
PIA - 12:	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
PIA - 12A:	If PII submission is mandatory, provide the specific legal requirement that requires individuals to provide information or face potential civil or criminal penalties.	
PIA - 13:	Describe the method for notifying individuals that their information will be collected and how they can opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.	Individuals who work for a Grantee must provide contact information to be assigned a user account in the SPARS system. The user access for SPARS requires name and contact information be provided to the administrator and no opt-out method exists.
PIA - 14:	Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained.	There are no processes in place to obtain consent from individuals whose PII is in the system when major changes occur to the system. Only changes to the system that do not contradict the initial consent of the individual are allowed. Major changes that would void the initial consent will not be implemented. The PII in the system is for Grantee contact purposes only.
PIA - 15:	Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not.	Individuals will be informed per the Guidance of the SAMHSA/ Health and Humana Services (HHS) Incident Response plan breach notification policy. If SPARS system users find that their PII is inaccurate, they contact the SPARS Help Desk and request updates be made on their behalf.
PIA - 16:	Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. Please address each element in your response. If no processes are in place, explain why not.	SAMHSA user-supplied information is reviewed on a quarterly basis as part of the mandatory progress reporting and review process; maintaining the accuracy and integrity of the contact information is a routine process in administering the grant programs for SPARS.
PIA - 17:	Identify who will have access to the PII in the system.	Users Administrators Developers Contractors
PIA - 17A:	Select the type of contractor.	Third-Party Contractor (Contractors other than HHS Direct Contractors)
PIA - 17B:	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	No

PIA - 18:	Provide the reason why each of the groups identified in PIA - 17 needs access to PII.	<p>Users - SAMHSA Grantees, SAMHSA GPOs, and other SAMHSA staff that have authorized access to the SPARS website and the PII data that was collected to create their account.</p> <p>Administrators – SPARS Help Desk staff and project technical staff with authorized role-based access to manage (create, modify, disable) and troubleshoot SPARS user accounts.</p> <p>Developers – SPARS project developers with authorized access to system user information as part of their role in maintaining the system database and to ensure the system is working correctly and as intended.</p> <p>Contractors – Mathematica and its subcontractors are the SPARS Help Desk and project technical staff with the access described in the Administrators and Developers groups above. Mathematica and its subcontractors include both HHS/Operating Division (OpDivs) Direct Contractor staff (those with Personal Identification Verification (PIV) credentials) and Third-Party contractor staff (those without PIV credentials)</p>
PIA - 19:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Mathematica personnel are appropriately identified, undergo requisite background screening, and are cleared for the risk level and sensitivity level required for their roles.
PIA - 20:	Describe the technical methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.	Access to the PII in the system is limited by role. Only approved Help Desk and Mathematica technical staff members are allowed access to the PII to manage SPARS website accounts and troubleshoot issues. These roles and access are approved by the SAMHSA Contracting Officer's Representative (COR) and Mathematica Project Management on a case by case basis.
PIA - 21:	Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.	SAMHSA requires all personnel to take the HHS Cybersecurity Awareness training and HHS Records Management training for approval to work on the SPARS project and annually thereafter. Mathematica requires all personnel to complete its online Information Technology (IT) security awareness training within 30 days of their employment start date and annually thereafter.
PIA - 22:	Describe the training system users receive (above and beyond general security and privacy awareness training).	Mathematica staff requiring access to SPARS system infrastructure components to perform their roles must complete the role-based HHS Information Security for IT Administrator training.

PIA - 23:

Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).

The PII collected in voluntary submission for setting up user accounts is kept for the length of the contract.

In addition, SAMHSA and Office of Personnel Management (OPM) records schedules apply, which may include National Archives and Records Administration (NARA) General Records Schedule 20 - Electronic Records, GRS3.2, item 030 System Access Records- DAA-GRS 2013-006-0003 - as well as other SAMHSA schedules.

PIA - 24:

Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.

Records are maintained according to specific records control schedules and policy. PII is secured administratively by role-based access that limits information visibility only to those authorized to see it.

Technical: The PII is secured using Secure Socket Layer (SSL) during transmission and form authentication with role-based access specific to the authenticated user.

Physical: Access to SAMHSA's Commercial Cloud servers is protected via multi-level keycard and code access. Access to Mathematica offices is protected via electronic badging system.

Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	Privacy Analyst Review Date:	6/18/2025
Privacy Analyst Comments:	<p>Unable to edit PIA #23, below is updated response:</p> <p>SPARS falls under National Archives and Records Administration (NARA) legal citation, DAA-GRS-2013-0008-0001 (GRS 1.2, item 020 – Grant and Cooperative Agreement Case Files). Specifically, SPARS manages and stores periodic and final performance reports for grants.</p> <p>Under this citation, SPARS records are Temporary. Destroy 10 years after final action is taken on file, but longer retention is authorized if required for business use.</p> <p>At this time, SPARS maintains all grant performance data and does not purge, nor archive data at this time. Grant performance is currently maintained permanently.</p> <p>In cases where a grantee provides a (Component Story Format) CSF format that is not correct, and incorrect data is uploaded, SAMHSA Records Officer, as of 3/6/25, provided approval for deletion of incorrect files as they are non-record / transitory record. To simply delete and replace with corrected set is sufficient.</p> <p>In the future, an archival strategy is under evaluation. If an archival system is introduced, the Privacy Impact Analysis will be updated to detail the process.</p> <p>As of 3/6/25, per SAMHSA Records Officer, the whole of SPARS disposition approval authority is pending approval from National Archives before it can be wholesale disposed.</p>	Privacy Analyst Days Open:	

SOP Review

SOP Review Status:	Approved	SOP Signature:	
SOP Comments:		SOP Review Date:	6/18/2025
		SOP Days Open:	49

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	Agency Privacy Analyst Review Date:	6/25/2025
Agency Privacy Analyst Review Comments:	<p>Reviewer: Crystal Bland</p> <p>6/25/2025 All comments have been addressed. This PIA is ready for SAOP review and approval.</p> <p>4/24/2025 Please see comments and update accordingly:</p> <p>PIA-8A: "Gender Indicators" should be changed to "Sex Indicators" and Sexual Orientation should be removed, per the Executive Order. We are unable to edit the PIA.</p> <p>PIA-23: So DAA-GRS-2013-0008-0001 (GRS 1.2, item 020 – Grant and Cooperative Agreement Case Files) covers the grant files but what retention schedule cover the system access records (account setup) files? I recommend using GRS 3.2, item 030 System Access Records) DAA-GRS-2013-0006-0003.</p> <p>Reviewer: Shanai Shobowale</p> <p>9/26/2024 This PIA was an external review that was return to SAMHSA on 9/16/2024. However, the PTA sync to OIS instance so we have included the comments within Archer.</p> <p>PTA-2A: Please note that I remove the bullets as they're not 508 compliance. Please spell out acronyms PHP and SAS.</p> <p>PIA-23: Please be advise that GRS 20 no longer exist and was superseded by GRS 4.3 which was superseded in July 2017 by GRS 5.1 and 5.2. Please review the GRS 5.1 and 5.2 and update accordingly.</p>	Agency Privacy Analyst Days Open:	7

SAOP Review

SAOP Review Status:	Approved	SAOP Signature:	Archer Signature Page.docx
SAOP Comments:		SAOP Review Date:	6/25/2025
		SAOP Days Open:	0

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 1	Data Feed Service, piafrmos_Release	7/18/2024	<p>PII data elements collected/used for SPARS system/application are only for user accounts and associating users with Grants (including Help Desk users, project staff users, SAMHSA staff users, Grantee users, Project Directors, GPOs, Branch Chief, Division Director, etc.). The data that grantees submit into SPARS does not contain PII.</p> <p>The user related PII that is stored in SPARS includes:</p> <ul style="list-style-type: none">• Name• E-mail address• Mailing Address• Phone numbers• User credentials <p>The SPARS system allows Grantees to input de-identified individual-level services data for their grants which include the following data elements.</p> <ul style="list-style-type: none">• Race indicators• Ethnicity indicators• Gender indicators• Sexual orientation indicators• Medical Information (e.g.: diagnosis indicators)• Military Service/Deployment indicators• Age• Birth Date <p>NOTE: Responses to the following questions related to PII in the SPARS system refer to the PII elements identified above for the SPARS user accounts and Grant setup and not the de-identified data elements input by Grantees additionally provided.</p>	
PIA - 23	BLAND, CRYSTAL	9/26/2024	<p>Please be advise that GRS 20 no longer exist and was superseded by GRS 4.3 which was superseded in July 2017 by GRS 5.1 and 5.2. Please review the GRS 5.1 and 5.2 and update accordingly.</p>	
PIA - 1	BLAND, CRYSTAL	9/26/2024	<p>PTA-2A: Please note that I remove the bullets as they're not 508 compliance. Please spell out acronyms PHP and SAS</p>	
PIA - 8A	Data Feed Service,	4/21/2025	<p>Previous comment removed.</p>	

piafrmos_Release

PIA - 8A	BLAND, CRYSTAL	4/24/2025	"Gender Indicators" should be changed to "Sex Indicators" and Sexual Orientation should be removed, per the Executive Order. We are unable to edit the PIA.
PIA - 23	BLAND, CRYSTAL	4/24/2025	So DAA-GRS-2013-0008-0001 (GRS 1.2, item 020 – Grant and Cooperative Agreement Case Files) covers the grant files but what retention schedule cover the system access records (account setup) files? I recommend using GRS 3.2, item 030 System Access Records) DAA-GRS-2013-0006-0003.

Admin Section

Is OpDiv Privacy Analyst Approved ?:	1	Is OpDiv Privacy Analyst Return ? :	0
Is Agency Privacy Analyst Approve ?:	1	Is SOP Return ?:	0
Is SAOP Approved?:	1	Is Agency Privacy Analyst Return ?:	0
Total Approved:	4	Is SAOP Return ?:	0
Total Approval Required:	4	Total Return:	0

Miscellaneous Fields

Last Updated:	6/25/2025 7:34 AM	History Log:	View History Log
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