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 ID:	1337277
PIA Name:	HRSA - IRMS - QTR3 - 2020 - HRSA615906	**Title:**	HRSA - Integrated Resources Management System
OpDiv:	HRSA		
Legacy PIA ID:			

PTA

PTA - 1A:	Identify the Enterprise Performance Lifecycle Phase of the system	Operations and Maintenance
PTA - 1B:	Is this a FISMA-Reportable system?	Yes
PTA - 2:	Does the system include a website or online application?	Yes
PTA - 2A:	Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?	

URL Details

Type of URL	List Of URL
HHS Intranet (HHS Internal)	https://irms.hrsa.gov/

PTA - 3:	Is the system or electronic collection, agency or contractor operated?	Agency
PTA - 3A:	Is the data contained in the system owned by the agency or contractor?	Agency
PTA - 5:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	Yes
PTA - 5A:	If yes, Date of Authorization	4/22/2019
PTA - 5B:	If no, Planned Date of ATO	
PTA - 8:	Please give a brief overview and	The Integrated Resource Management System (IRMS) is a Standardized

	purpose of the system by describing what the functions of the system are and how the system carries out those functions?	commitment register used to support HRSA's funds control process. The system allows for the capture of budget, commitment, obligation, and disbursement data which provide HRSA capability to monitor Agency budgets and the status of commitment and obligation documents. IRMS reporting feature includes standard and ad hoc fund and document status reports that are exportable in pdf, Excel, and HTML, and improve HRSA's capability to provide other management reports. IRMS is one of the major corrective actions to Anti-Deficiency violation that occurred at HRSA in FY 2005.
PTA - 9:	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.	1. HRSA will receive through automated transfer of Unified Financial Management System (UFMS) Extract Files, budget and accounting transactions which includes allowances (funding); commitments (reservations of funds); obligations (uses of funds); disbursements (liquidation of obligations); and the related accounting codes (e.g., Common Accounting Number/Budget and Accounting Classification Structure). 2. The integrated budget, accounting, and administrative data are collected to facilitate the tracking and monitoring of each commitment, obligation, and disbursement against allowances (available funds). IRMS collects, maintains, or disseminates data only for authorized users. 3. IRMS provides reporting capabilities to support financial analysis and reporting. The centralized data, facilitates the timely sharing of budget information Agency-wide providing improved information for resource management decisions. IRMS supplements the Unified Financial Management System. 4. IRMS does not collects, maintain, or disseminate PII.
PTA -9A:	Are user credentials used to access the system?	Yes

PTA - 9B:	Please identify the type of user credentials used to access the system.	HHS User Credentials
		
		    HHS Email Address
		
		    HHS Password
		
		    HHS Username

PTA - 10:	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	This investment provides automated procedures for the recording, monitoring, and tracking of commitment, obligation, and disbursement transactions against allowances, and to determine the availability of funds. The investment provides reporting capabilities to support financial analysis and reporting. The centralized data, facilitates the timely sharing of budget information Agency-wide providing improved information for resource management decisions. IRMS supplements the Unified Financial Management System.
PTA - 10A:	Are records in the system retrieved by one or more PII data elements?	No
PTA - 10B:	Please specify which PII data elements are used.	
PTA - 11:	Does the system collect, maintain, use, or share PII?	No
PIA		
PIA - 1:	Indicate the type of PII that the system will collect or maintain	Truncated SSN Driver's License Number Taxpayer ID
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared	Other
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?	Program integrity
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g., testing, training, or research)	Financial management (i.e., improper payments)
PIA - 6:	Describe the function of the SSN/Taxpayer ID.	Truncated SSNs are collected in CMS exclusionary files to support program integrity for the following: is not currently terminated from participation in Medicare or precluded from receiving payment through Medicare Advantage or Part D; is not currently excluded from participation in Medicare, Medicaid, and other Federal health care programs; and does not currently have Medicare billing privileges revoked.
PIA - 6A:	Cite the legal authority to use the SSN	Per the Terms and Conditions of the Provider Relief Fund https://www.hhs.gov/sites/default/files/terms-and-conditions-phase-3-general-distribution-relie support program integrity functions with the PRF.
PIA - 7:	Identify legal authorities, governing information use and disclosure specific to the system and program	Data Use Agreement between HRSA and CMS
PIA - 8:	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.	N/A. IRMS does not retrieve any PII by personal identifier
PIA - 9:	Identify the sources of PII in the system	Government Sources Other HHS OPDIV
PIA - 9A:	Identify the OMB information collection approval number or explain why it is not applicable.	Not applicable – we do not collect information from the public
PIA - 9B:	Identify the OMB information collection expiration date.	
PIA - 10:	Is the PII shared with other organizations outside the system's Operating Division?	No
PIA - 11:	Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason	Not applicable, see PIA 9A
PIA - 12:	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
PIA - 13:	Describe the method for individuals to opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason	Not applicable, see PIA 9A
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	Not applicable, see PIA 9A

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	Not applicable, see PIA 9A
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	IRMS complies with HRSA and HHS Security Security requirements, including those for PII and data retention.
PIA - 17:	Identify who will have access to the PII in the system and the reason why they require access	Users Administrators Contractors
PIA - 17A:	Provide the reason of access for each of the groups identified in PIA -17 Specific users from HRSA Office of Budget and Finance and Office of Provider Support that have been authorized by management will have access to PII data.	
PIA - 17B:	Select the type of contractor	HHS/OpDiv Direct Contractor
PIA - 18:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII	Completion of IRMS Access request form along with and supervisor approval. IRMS will elevate any requests to third level if justification s questic
PIA - 19:	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	Only users who have been authorized by management can have access to PII date.
PIA - 20:	Identify training and awareness provided to personnel (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	Not Applicable. Since IRMS users do not input PII data into IRMS. IRMS receives and show PII data from United Health Group (UHG) daily download.
PIA - 21:	Describe training system users receive (above and beyond general security and privacy awareness training).	Not Applicable. Since IRMS users do not input PII data into IRMS. IRMS receives truncated PII data from United Health Group (UHG) daily download.
PIA - 23:	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific NARA records retention schedule(s) and include the retention period(s)	IRMS follow the guidelines of HRSA and NARA records retention schedule(s) for the retention and destruction of PII data. The retention and destruction disposition of IRMS is currently pending NARA approval. Please refer to the IRMS Records schedule attached under Supporting Documents section

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	IRMS secure PII data by encrypting data at rest, implementing oracle features, and Secure File Transfer Protocol. IRMS is using Oracle Transparent Data Encryption (TDE) which provides security for the data in files that are saved on disk (or at rest) by encrypting that data. It stops unauthorized attempts from the operating system to access database data stored in files, without impacting how applications access the data using SQL. Encrypted data remains encrypted in the database, whether it is in tablespace storage files, temporary tablespaces, undo tablespaces, or other files that Oracle Database relies on.
PIA - 25:	Describe the purpose of the web site, 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	IRMS website link https://irms.hrsa.gov/. IRMS can only be accessed by HRSA employees that have been approved the access the system. IRMS Accounts are role-based. There are three unique system roles, each with their own permission set. These roles include data reader, data manager/data entry, and administrator. Each role has limited access in accordance with their responsibilities. No user can access the applications functions that are not assigned to their role. Those roles determine which of the IRMS capabilities are available to each user. Organizational security determines which specific data tables and rows are accessible to a user. The level of access that a given user has is, therefore, a function of their IRMS role(s) and of the organization in which they are a part.
PIA - 26:	Does the website have a posted privacy notice?	Yes
PIA - 27:	Does the website use web measurement and customization technology?	No
PIA - 27A:	Select the type of website measurement and customization technologies is in use and if it is used to collect PII	
PIA - 28:	Does the website have any information or pages directed at children under the age of thirteen?	No
PIA - 28B:	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?	
PIA - 29:	Does the website contain links to non-federal government websites external to HHS?	No