

**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**

<b>PIA Name:</b>	HRSA - IKN - QTR4 - 2021 - HRSA777651	<b>PIA ID:</b>	1416521
		<b>Title:</b>	HRSA - HRSA Data Warehouse
<b>OpDiv:</b>	HRSA		
<b>Legacy PIA ID:</b>			

**PTA**

<b>PTA - 1A:</b>	Identify the Enterprise Performance Lifecycle Phase of the system	Operations and Maintenance
<b>PTA - 1B:</b>	Is this a FISMA-Reportable system?	No
<b>PTA - 2:</b>	Does the system include a website or online application?	Yes
<b>PTA - 2A:</b>	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
Other	<a href="https://opanet.hrsa.gov/opa">https://opanet.hrsa.gov/opa</a>
Internet (publicly available)	<a href="https://insurekidsnow.gov">insurekidsnow.gov</a>
Internet (publicly available)	<a href="https://insurekidsnow.gov">https://insurekidsnow.gov</a>
Internet (publicly available)	<a href="https://ikndata.insurekidsnow.gov/WebExternal/Login.aspx">https://ikndata.insurekidsnow.gov/WebExternal/Login.aspx</a>

<b>PTA - 3:</b>	Is the system or electronic collection, agency or contractor operated?	Agency
<b>PTA - 3A:</b>	Is the data contained in the system owned by the agency or contractor?	Agency
<b>PTA - 5:</b>	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	Yes
<b>PTA - 5A:</b>	If yes, Date of Authorization	12/15/2021
<b>PTA - 5B:</b>	If no, Planned Date of ATO	
<b>PTA - 8:</b>	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 purpose of the IKN system is to collect dental provider data from states and their authorized representatives and publish it through a publicly available website so families can find a dentist for their children who accepts health plans managed under Medicaid and Children Health Insurance Program (CHIP).
<b>PTA - 9:</b>	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.	The system collects and maintains two types of information: 1) dental provider and health program details intended to be published in a publicly available site. The individual fields collected for publication are outlined in the IKN Technical Guidance document available at: <a href="https://ikndata.insurekidsnow.gov/WebExternal/files/Insure%20Kids%20Now%20Technical%20Guidance.docx">https://ikndata.insurekidsnow.gov/WebExternal/files/Insure%20Kids%20Now%20Technical%20Guidance.docx</a> . It includes information such as the name of the health insurance program, the name of dental providers, group practices, and/or facilities, the

address where services are provided, and the phone number where a member of the public could call to make an appointment with the listed provider. The data published in the IKN dental provider locator tool does not contain any PII. 2) The second category of information is information collected from state administrative users (users who work directly for a state government and their representative (contractor organizations authorized by the state to upload data on their behalf) that is needed to administer the website used to collect the provider data. This includes the name, work email address, work phone number, and work mailing address of the state administrative user or contractor. This information is collected so that the federal agency representatives (CMS & HRSA) and the system administrators have access to contact information for system users to advise them of upcoming system changes, to distribute communications regarding webinars or materials of interest to them, and to provide technical assistance to the individuals using the system. The data needed to administer the website that is used to collect the provider data is not accessible to anyone besides system administrators.

Information provided by public citizens accessing the publicly available dental locator tool are provided as search criteria used to filter the results to give them information most relevant to their needs. Search criteria may include the following: requests to filter the data by location (address, ZIP code, city name, state name), name of a health insurance plan, whether a provider accepts new patients, provider specialty, and languages spoken by the provider.

<b>PTA - 9A:</b>	Are user credentials used to access the system?	Yes
<b>PTA - 9B:</b>	Please identify the type of user credentials used to access the system.	<p>Non-HHS User Credentials</p> <p>Password</p> <p>Username</p>
<b>PTA - 10:</b>	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	The Ensure Kids Now system has two primary components: the publicly available locator tool and the IKN Data Management website. State administrative users and their authorized representatives use the IKN Data Management website to upload files containing dental provider details and to edit health plan information. That information is then published through the Ensure Kids Now public website so

families can use the IKN locator tool to find dentists for their children.

<b>PTA - 10A:</b>	Are records in the system retrieved by one or more PII data elements?	No
<b>PTA - 10B:</b>	Please specify which PII data elements are used.	
<b>PTA - 11:</b>	Does the system collect, maintain, use, or share PII?	No

**PIA**

<b>PIA - 1:</b>	Indicate the type of PII that the system will collect or maintain	
<b>PIA - 2:</b>	Indicate the categories of individuals about whom PII is collected, maintained, or shared	
<b>PIA - 3:</b>	Indicate the approximate number of individuals whose PII is maintained in the system	
<b>PIA - 4:</b>	For what primary purpose is the PII used?	IKN does not process PII
<b>PIA - 5:</b>	Describe any secondary uses for which the PII will be used (e.g., testing, training, or research)	IKN does not process PII
<b>PIA - 7:</b>	Identify legal authorities, governing information use and disclosure specific to the system and program	IKN does not process PII
<b>PIA - 8:</b>	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.	IKN does not process PII
<b>PIA - 9:</b>	Identify the sources of PII in the system	
<b>PIA - 9A:</b>	Identify the OMB information collection approval number or explain why it is not applicable.	
<b>PIA - 9B:</b>	Identify the OMB information collection expiration date.	
<b>PIA - 10:</b>	Is the PII shared with other organizations outside the system's Operating Division?	
<b>PIA - 11:</b>	Describe the process in place to notify individuals that their personal information will be collected. If no prior notice is given, explain the reason	IKN does not process PII
<b>PIA - 12:</b>	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
<b>PIA - 13:</b>	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	IKN does not process PII

	reason	
<b>PIA - 14:</b>	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	IKN does not process PII
<b>PIA - 15:</b>	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	IKN does not process PII
<b>PIA - 16:</b>	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	IKN does not process PII
<b>PIA - 17:</b>	Identify who will have access to the PII in the system and the reason why they require access	
<b>PIA - 18:</b>	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII	IKN does not process PII
<b>PIA - 19:</b>	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	IKN does not process PII
<b>PIA - 20:</b>	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	IKN does not process PII
<b>PIA - 21:</b>	Describe training system users receive (above and beyond general security and privacy awareness training).	IKN does not process PII
<b>PIA - 23:</b>	Describe the process and guidelines in place about the retention and destruction of PII. Cite specific NARA records retention schedule(s) and include the retention period(s)	IKN does not process PII
<b>PIA - 24:</b>	Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response	IKN does not process PII
<b>PIA - 25:</b>	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.).	The purpose of the IKN system is to collect dental provider data from states and their authorized representatives and publish it through a publicly available website so families can find a dentist for their children who accepts health plans managed

Please address each element in your response

under Medicaid and Children Health Insurance Program (CHIP).

<https://www.insurekidsnow.gov/find-a-dentist/index.html>

<b>PIA - 26:</b>	Does the website have a posted privacy notice?	Yes
<b>PIA - 27:</b>	Does the website use web measurement and customization technology?	Yes
<b>PIA - 27A:</b>	Select the type of website measurement and customization technologies is in use and if it is used to collect PII	Persistent Cookies - Does Not Collect PII
<b>PIA - 28:</b>	Does the website have any information or pages directed at children under the age of thirteen?	No
<b>PIA - 28B:</b>	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?	
<b>PIA - 29:</b>	Does the website contain links to non-federal government websites external to HHS?	No