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:	1450909		
PIA Name:	HRSA - PATA - QTR2 - 2022 - HRSA816819	**Title:**	HRSA - Paraprofessional Apprenticeship Technical Assistance
OpDiv:	HRSA		

PTA

PTA - 1A:	Identify the Enterprise Performance Lifecycle Phase of the system	Development
PTA - 1B:	Is this a FISMA-Reportable system?	No
PTA - 2:	Does the system include a website or online application?	Yes

URL Details

Type of URL	List Of URL
Publicly accessible website with log in	pata.HRSA.gov
Publicly accessible website with log in	pata.hrsa.gov

PTA - 3:	Is the system or electronic collection, agency or contractor operated?	Contractor
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)?	No
PTA - 5B:	If no, Planned Date of ATO	6/1/2022
PTA - 6:	Indicate the following reason(s) for this PTA. Choose from the following options.	New
PTA - 8:	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 Paraprofessional Apprenticeship Technical Assistance Program (PATA) website is a way for the Health Resources and Services

		Administration (HRSA) to provide technical assistance to HRSA-20-014 Opioid-Impacted Family Support Program (OIFSP) and HRSA-21-090 Behavioral Health Workforce Education and Training (BHWET) for Paraprofessionals award recipients. The programs focus on increasing the number of peer support specialists and other behavioral health-related paraprofessionals who work with families and individuals, including children, parents and custodial guardians impacted by opioid use disorders (OUD) and other substance use disorders (SUD) in high need and high demand areas. In addition, the overall aim is for the HRSA award recipients to develop their own registered apprenticeship programs (RAP) or establish partnerships with existing RAPs programs that have registered with the Department of Labor (DOL) or with a State Apprenticeship Agency (SAA). The PATA website will house trainings, resources, calendar for events and a discussion forum. Awardees will login to the password protected section of website to either engage in a discussion and share experiences (but cannot upload attachments), view resources, or take a training.
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.	Following are the type of information/website content: 1. PDFs of resources/tools such as pdf of a monthly roundup 2. Training materials, including training slides, pdf and excel references (such as tip sheets, implementation guides, talking points, informational resources) 3. Video files of recorded trainings. 4. Word documents such as technical assistance plans. 5. Calendar of events 6. Discussion Forum The website content will be stored for the duration of PATA project i.e. till August 15, 2025
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 Password
		
		  HHS Username
		
		Non-HHS User Credentials
		
		  Password
		
		  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	Information/website content including resources, training materials, recorded trainings, technical assistance documents, calendar of events and

		discussion forum will serve as an online information and resource center for awardees and HRSA apprenticeship partners. This website content is for those who will be providing and receiving technical assistance as part of PATA project. It will promote communication, resources, discussions, and trainings to help advance and strengthen workforce development among organizations and the paraprofessionals they serve.
PTA - 10A:	Are records in the system retrieved by one or more PII data elements?	No
PTA - 11:	Does the system collect, maintain, use or share PII?	Yes

	PIA	

PIA - 1:	Indicate the type of PII that the system will collect or maintain	Name E-Mail Address User Credentials
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared	Employees/HHS Direct Contractors Grantees Public Citizens
PIA - 3:	Indicate the approximate number of individuals whose PII is maintained in the system	51 - 200
PIA - 4:	For what primary purpose is the PII used?	The sole purpose of the PII collected is to register users for account access to view content based on their roles.
PIA - 7:	Identify legal authorities, governing information use and disclosure specific to the system and program	5 USC 301, Departmental Regulations
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.	Since the system only collects non-sensitive PII (Name and email address), a SORN is not necessary.
PIA - 9:	Identify the sources of PII in the system	Government Sources Within the OPDIV Non-Government Sources Members of the Public
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	The collection is for account registration only. Users can notify system support staff if their name or email is not accurate through an account registration form process.
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	Account registration is optional however, users will not be able to access content within the website for their purposes.

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	Information collected is for registration purposes only (name and email) to create their account for accessing the system. The only consent is via an account registration form that users verify and complete their information.
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	The purpose of collecting the PII is to register individual's accounts. If the PII is not accurate, support staff will assist with ensure the information is accurate before moving forward with creating the account for the individual.
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	Individuals' user accounts are reviewed on a monthly basis to ensure account information are accurate and applicable for the purposes of their use.
PIA - 17:	Identify who will have access to the PII in the system and the reason why they require access	Administrators
PIA - 17A:	Provide the reason of access for each of the groups identified in PIA -17 Administrators create accounts on behalf of individuals'. In addition, monthly review of said account also require access to individuals' account to ensure accuracy of said accounts.	
PIA - 18:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII	The system implements role-based access for account users within the system where only specific subset users may access PII.
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	Based on a role-based access mechanism, support staff responsible for creating accounts for individuals may only access the information necessary to perform their duties of creating individuals' accounts.
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	System support staff conduct the annual HHS Security Awareness and Training to provide awareness to their responsibilities of protecting the information collected and maintained by the system.
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)	Since the PII collected is non-sensitive PII, National Archives and Records Administration (NARA) record retention schedule is not required for this system.
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	Information collected by the system is protected using encryption at rest and role-based access control where only a few can access the records for account creation as well as monthly account reviews. The system is also hosted within the secured facilities of Amazon Web Services east/west where they provide physical security controls.
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	The Paraprofessional Apprenticeship Technical Assistance Program (PATA) website is a way for the Health Resources and Services

Administration (HRSA) to provide technical assistance to HRSA-20-014 Opioid-Impacted Family Support Program (OIFSP) and HRSA-21-090 Behavioral Health Workforce Education and Training (BHWET) for Paraprofessionals award recipients. The programs focus on increasing the number of peer support specialists and other behavioral health-related paraprofessionals who work with families and individuals, including children, parents and custodial guardians impacted by opioid use disorders (OUD) and other substance use disorders (SUD) in high need and high demand areas. In addition, the overall aim is for the HRSA award recipients to develop their own registered apprenticeship programs (RAP) or establish partnerships with existing RAPs programs that have registered with the Department of Labor (DOL) or with a State Apprenticeship Agency (SAA).

The PATA website will house trainings, resources, calendar for events and a discussion forum. Awardees will login to the password protected section of website to either engage in a discussion and share experiences (but cannot upload attachments), view resources, or take a training. The system is designed to house paraprofessionals support training programs enhance and expand paraprofessionals' knowledge, skills, and expertise to work in integrated, inter-professional teams through education, training and practice in Level I pre-service training and Level II in-service training. The Contractor will specifically focus on assisting the award recipients of these programs with the Level II component of their program, which requires the award recipients to develop their own registered apprenticeship programs (RAP) or establish partnerships with existing RAPs programs that have registered with the Department of Labor (DOL) or with a State Apprenticeship Agency (SAA).
These HRSA program requirements include transitioning at least 50% of Level. users access the site through a public login page where they provide their credentials. for the end-users/userbase, that includes specific roles designated as awardees, students, and observers.

PIA - 26:	Does the website have a posted privacy notice?	No
PIA - 27:	Does the website use web measurement and customization technology?	No
PIA - 28:	Does the website have any information or pages directed at children under the age of thirteen?	No
PIA - 29:	Does the website contain links to non-federal government websites external to HHS?	No