

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Corporate Dental System (CDS)

2. DOD COMPONENT NAME:

Defense Health Agency

3. PIA APPROVAL DATE:

06/07/24

Joint Operational Medicine Information Systems (JOMIS) Program

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- From members of the general public From Federal employees
 from both members of the general public and Federal employees Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one.)

- New DoD Information System New Electronic Collection
 Existing DoD Information System Existing Electronic Collection
 Significantly Modified DoD Information System

c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.

The Corporate Dental System (CDS) supports the Defense Health Agency mission to provide dental care for the Defense Health Agency. CDS is an online application used by the Dental Treatment Facility (DTF) and dental providers to input patient workload data. In turn, CDS processes, presents, and archives that data for their use. The DTF staff and/or dental providers use CDS to capture digital images and to update readiness and patient scheduling data. Data shared with CDS and its major components are stored within the CDS data repository.

The Major Component Modules of CDS are: Web Scheduler; CDS Dental Record; Tri-Service Encounter (TEM); Patient Lookup; Dental Treatment History; Dental Online Appointment; High Caries Risk (HCR); First Term Dental Readiness; Change Classification TEM; Mass Event; Interactive Patient Check-In (IPC); Unit Classification View (UCV); Reserve Component Mobilization/Demobilization (Red/Green); Corporate Dental Imaging (CDI) Web Viewer; Army Area of Concentration, Air Force Specialty Code (AFSC), and Navy Enlisted Classification/Officer Data Card (NEC/ODC).

Personally Identifiable Information (PII) and Protected health Information (PHI) collected in this system include demographic data such as SSN; medical and dental information; education information; contact information; employment information; and military records. The categories of individuals with records in this system include Armed Forces Personnel and dependents; DoD Civilians; DoD contractors; retired military members; Public Health Service personnel; and other individuals authorized to receive dental care in a DoD DTF.

The CDS is currently owned and operated by the Joint Operational Medicine Information Systems (JOMIS) Program, Dental Integration Service Center (DISC), located in Joint Base San Antonio - Ft. Sam Houston.

d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

This PII is used for mission-related purposes to support the delivery of dental care services, to monitor military unit readiness, for identification purposes to match an individual with his/her dental diagnostic reports and ensure accuracy when these reports are integrated in the individual's dental records.

e. Do individuals have the opportunity to object to the collection of their PII? Yes No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

Individuals have an opportunity to object to the collection of their PII at the time it is entered in the CDS. They receive a copy of Department of Defense (DD) Form 2005 Privacy Act Statement – Health Care Records for review and signature. If individuals object to the collection of their PII, comprehensive health care services may not be possible, there may be administrative delays, and the individuals may be rejected for service or an assignment. However, dental care will not be denied.

f. Do individuals have the opportunity to consent to the specific uses of their PII? Yes No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

Individuals have an opportunity to consent to the specific uses of their PII when they review and sign the DD Form 2005 Privacy Act Statement – Health Care Records. If individuals withhold consent from the specific uses of their PII, comprehensive health care services may not be possible, there may be administrative delays, and the individuals may be rejected for service or an assignment. However, dental care will not be denied.

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

Privacy Act Statement Privacy Advisory Not Applicable

AUTHORITY: Public Law 104-191, Health Insurance Portability and Accountability Act of 1996; 10 USC, Chapter 55, Medical and Dental Care; 10 USC 1097a, TRICARE Prime: Automatic Enrollments; Payment Options; 10 USC 1097b, TRICARE Prime and TRICARE Program: Financial Management; 10 USC 1079, Contracts for Medical Care for Spouses and Children: Plans; 10 USC 1079a, TRICARE Program: Treatment of Refunds and Other Amounts Collected Civilian Health and Medical Program of the Uniformed Services (CHAMPUS); 10 USC 1086, Contracts for Health Benefits for Certain Members, Former Members, and Their Dependents; 10 USC 1095, Health Care Services Incurred on behalf of Covered Beneficiaries: Collection From Third-party Payers; 42 USC 290dd-2, Confidentiality of Records; 42 USC Ch. 117, Sections 11131-11152, Reporting of Information; 45 CFR 164, Security and Privacy; DoD Instruction 6015.23, Foreign Military Personnel Care and Uniform Business Offices in Military Treatment Facilities (MTFS); DoD Manual (DoDM) 6025.18, "Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs; and EO 9397 (SSN), as amended.

PURPOSE: The Corporate Dental System (CDS) supports the Defense Health Agency mission to provide dental care for the Department of Defense (DoD). CDS is an online application used by the Dental Treatment Facility (DTF) and dental providers to input patient workload data. CDS processes, presents, and archives data. The DTF staff and/or dental providers also use CDS to capture digital images and to update readiness and patient scheduling data. All data shared with CDS and its major components are stored within the CDS data repository.

ROUTINE USES: In addition to those disclosures generally permitted under 5 USC § 552a(b) of the Privacy Act of 1974, as amended, records may specifically be disclosed outside the DoD as a routine use pursuant to 5 USC § 552a(b)(3) to: contractors and others performing or working for the Federal Government when necessary to accomplish an agency function related to this System of Records; Department of Health and Human Services, other federal agencies, and academic institutions for the purposes of public health activities and conducting research; Department of Veteran's Affairs (VA) for the purpose of providing medical care, determine the eligibility for benefits, coordinate cost sharing activities, and to facilitate collaborative research activities between the DoD and VA; National Research Council, National Academy of Sciences, National Institutes of Health, Armed Forces Institute of Pathology, and similar institutions for authorized health research; local and state government and agencies for compliance with local laws and regulations governing public health and welfare programs; and, among others; federal offices and agencies involved in the documentation and review of defense occupational and environment exposure data. For a complete listing of the Routine Uses for this system, refer to the below hyperlinked SORN.

Protected Health Information (PHI) in your records may be used and disclosed generally as permitted by the HIPAA Rules, as implemented within DoD. Permitted uses and disclosures of PHI include, but are not limited to, treatment, payment, and healthcare operations.

APPLICABLE SORN: EDHA 07, Military Health Information System (June 15, 2020; 85 FR 36190) <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/DHA/EDHA-07.pdf>

DISCLOSURE: Voluntary. If you choose not to provide the requested information, there may be an administrative delay; however, care will not be denied and no penalties will be imposed.

h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component?

(Check all that apply)

Within the DoD Component

Specify.

Other DoD Components (i.e. Army, Navy, Air Force)

Specify.

Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify.

State and Local Agencies

Specify.

Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify.

Contractor: Arctic Slope Regional Corporation (ASRC) Federal. Contract Provisions that Safeguard PII include: Contract personnel work in a restricted, secure environment and are responsible for compliance with DOD requirements. Additionally, contract personnel at a minimum, have a National Agency Check with Local Agency and Credit Checks (NACLIC) accomplished, and each contract employee granted network access or system administration privileges have the minimum acceptable security certification per DoD Directive 8570.01 and 8500.01, and US Army Medical Command (MEDCOM) instructions and directives. It is the responsibility of the contractor to ensure each employee has and retains access requirements per relevant Joint Operational Medicine Information Systems (JOMIS) Program and Dental Integration Service Center security access policies. All contract employees will meet Cybersecurity requirements prior to billing hours to the contract. Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the USC Section 552a and applicable agency rules and regulations. The ASRC Federal contract contains FAR Privacy clauses 39.105, 52.224-1 Privacy Act Notification, 52.224-2 Privacy Act, and 52.239-1 Privacy or Security Safeguard.

Other (e.g., commercial providers, colleges).

Specify.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Individuals | <input type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input checked="" type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

Existing Systems: Air Force Corporate Health Information Processing Service (AFCHIPS); Army Training Requirements & Resources System (ATRRS); Commercial Vendor Hardware and Software Digital Radiographic Solutions; Defense Enrollment Eligibility Reporting System (DEERS); Dental Classification (DenClass) Module; DENTRIX; Integrated Total Army Personnel Data Base (ITAPDB); Integrated Personnel and Pay System-Army (IPPS-A); Marine Corps Total Force System (MCTFS); Military Health System Data Repository (MDR); Navy Dental Common Access System (DENCAS); Navy Standard Integrated Personnel System (NSIPS); and Q-FLOW.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- | | |
|---|---|
| <input type="checkbox"/> E-mail | <input checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input checked="" type="checkbox"/> In-Person Contact | <input type="checkbox"/> Paper |
| <input checked="" type="checkbox"/> Fax | <input type="checkbox"/> Telephone Interview |
| <input checked="" type="checkbox"/> Information Sharing - System to System | <input type="checkbox"/> Website/E-Form |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) | |

Official Forms: DD Form 2813, Department of Defense Active Duty/Reserve/Guard/Civilian Forces Dental Examination; Standard Form (SF) 603A, Dental-Continuation Form and SF 603A-PN, DoD exception to SF 603A.

k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

Yes No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.dod.mil/Privacy/SORNs/>

or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

I. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?

(1) NARA Job Number or General Records Schedule Authority. STR: N1-330-10-003 item 1; Other/NSTR: N1-330-01-002 item 5; OHTR:

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

STR 927-01 : Temporary. Cut off after the date of separation of the member from the Armed Services.
Destroy 100 years after cutoff.
Other/NSTR: Temporary. Cut off and destroy 3 years after the end of the calendar year of last treatment.
OHTR 202-26.2: Temporary. Cut off upon separation of employee or when the Official Personnel File (OPF) is destroyed, whichever is later. Destroy 30 years after cutoff.

m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply).
 - (a) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
 - (b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.
 - (c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

Public Law 104-191, Health Insurance Portability and Accountability Act of 1996; 10 USC, Chapter 55, Medical and Dental Care; 10 USC 1097a, TRICARE Prime: Automatic Enrollments; Payment Options; 10 USC 1097b, TRICARE Prime and TRICARE Program: Financial Management; 10 USC 1079, Contracts for Medical Care for Spouses and Children: Plans; 10 USC 1079a, TRICARE Program: Treatment of Refunds and Other Amounts Collected Civilian Health and Medical Program of the Uniformed Services (CHAMPUS); 10 USC 1086, Contracts for Health Benefits for Certain Members, Former Members, and Their Dependents; 10 USC 1095, Health Care Services Incurred on behalf of Covered Beneficiaries: Collection From Third-party Payers; 42 USC 290dd-2, Confidentiality Of Records; 42 USC Ch. 117, Sections 11131-11152, Reporting of Information; 45 CFR 164, Security and Privacy; Department of Defense (DoD) Instruction 6015.23, Foreign Military Personnel Care and Uniform Business Offices in Military Treatment Facilities (MTFS); DoD Manual 6025.18, Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs; and EO 9397 (SSN), as amended.

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes No Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, " DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

DD Form 2813, DoD Active Duty/Reserve/Guard/Civilian Forces Dental Examination, has OMB Control Number 720-0022.