

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:

Nutrition Management Information System (NMIS)

2. DOD COMPONENT NAME:

Defense Health Agency

3. PIA APPROVAL DATE:

07/10/23

Solution Delivery Division (SDD)

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 purpose of the Nutrition Management Information System (NMIS) is to facilitate Medical Nutrition Therapy (MNT) through inpatient feeding of meals and nourishments and monitoring of health outcomes. It also provides a tool for managing inventory and offered subsistence items, recipes, and menus. The system provides an automated, effective, and efficient method of communicating patient diet orders, patient room/bed location, patient allergies and dislikes, and changes to the patient's diet order status or dietary needs to increase patient safety and satisfaction and improve patient outcomes.

NMIS is a Tri-Service automated information system (AIS) to support the nutritional management functional area. NMIS supports the mission of providing preventive and therapeutic MNT and Medical Food Management (MFM). NMIS supports standard operating procedures (SOPs) based on DoD policies as well as standards imposed by the Academy of Nutrition and Dietetics (AND), Joint Commission on the Accreditation of Health Organizations (JCAHO), and Occupational Safety and Health Administration (OSHA).

NMIS has four components: Food service Operations Management (FOM), Nutrition Care Management (NCM), Room Service (RS), and Pending Diet Orders (PDO).

-The FOM module provides menu creation, ordering, receiving, inventory management (transfer and physical counts), production instructions, item and recipe management, forecasting, food costing/pricing, and nutrient labeling capabilities.

-The NCM module provides the ability to track patient, resident, or client demographics, acuity levels, diet orders, weight history, as well as any likes, dislikes, or allergies. NCM also provides menu and tray ticket production, nutrient analysis, recipe, and menu management.

-The RS module is a restaurant menu-style deeding function which allows individuals to select and order meals through either bedside entry and/or telephone ordering system via a call center. This information goes from a patient to a diet technician into NMIS.

-The PDO solution is an add-on module to the Hospitality Suite's Diet Order interface. With the add-on module, Nutrition Services has the advantage of inputting PDO data in advance and having the system automatically transfer the information in the patient's diet order, categorizing the order in, next, or past meal status.

NMIS contains information on members of the Armed Forces, their family members, and other individuals entitled to DoD health care that receive nutrition care intervention at one or more of the DoD's military treatment facilities (MTFs). NMIS receives this information via an interfaces with the Clinical Information Systems (CIS/Essentris) and Military Health System (MHS) Genesis.

The types of personal information transferring from CIS Essentris and MHS Genesis to NMIS are: personal identifiers, Protected Health

Information (PHI), military information, medical information, and religious preference.

NMIS is owned and operated by the Clinical Support Program Management Office, Solution Delivery Division, Defense Health Agency.

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)

The PII is collected to ensure the patient receives nutrition therapy according to their provider's diet orders. The intended use of PII is mission-related to provide nutrition care to patients.

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 do not have the opportunity to object to the collection of their PII because NMIS is not the initial point of collection.

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 do not have the opportunity to consent to the use of their PII because NMIS is not the initial point of collection.

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

NMIS does not collect PII directly from individuals. Therefore, no Privacy Act Statement or Advisory is required.

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.

NMIS does not share PII/PHI with any other system. Within DHA MTFs, PII is used by providers and staff responsible for administering patient MNT. It is also used by the Program Management Office for program administration.

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.

Superlative Technologies (Tier III support) has full administrator access to the entire NMIS system, including PII stored therein, in order to perform system maintenance as needed. Both Superlative Technologies and the COTS contractor (Computation) are required by Paragraph 6.4.3 of their contracts (W81XWH18F0394 and HT001521F0239 , respectively), to adhere to DHA privacy policies and procedures.

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. Paragraph 6.4.3 "Personally Identifiable Information (PII) and Protected Health Information (PHI) reads:

The DHA Privacy Office website at <http://www.tricare.mil/DHAprivacy/contract.cfm> contains guidance regarding Protected Health Information (PHI) and Personally Identifiable Information (PII)."

The contractor has been notified that this content has migrated to <https://health.mil/Military-Health-Topics/Privacy-and-Civil-Liberties/Privacy-Contract-Language>.

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)

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

NMIS only receives PII from CIS Essentris and MHS GENESIS.

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

E-mail

Official Form (Enter Form Number(s) in the box below)

In-Person Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

NMIS collects all PII from the patient electronic health record through system-to-system interfaces with CIS Essentris and MHS GENESIS.

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 EDHA 17

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. DAA-0330-2013-0010-002, DAA-0330-2013-0010-003

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

(3) Retention Instructions.

File Number: 911-24 - NMIS Medical meal ticket records: DISPOSITION: Temporary. Cut off and destroy after change of diet or medical discharge of the patient.

File Number 911-25 - NMIS Food production records: DISPOSITION: Temporary. Cut off annually. Destroy 2 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 105-85, National Defense Authorization Act for Fiscal Year 1998 Sections 108 and 765; DoD Manual 1338.10, DoD Food Service Program (DFSP); and E.O. 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.

NMIS gets all of the information from CIS Essentris and MHS GENESIS, both systems have been determined not subject to the Paperwork Reduction Act of 1995 (PRA) requirements per OMB.