



**DEPARTMENT OF VETERANS AFFAIRS  
Veterans Health Administration  
Washington DC 20420**

**IL 19-2009-001**

In Reply Refer To: 19E

**January 9, 2009**

**CHIEF HEALTH INFORMATION OFFICER'S INFORMATION LETTER**

**MANDATORY TRAINING FOR  
VHA PRIVACY OFFICERS, FOIA OFFICERS, AND THEIR ALTERNATES**

1. This is a reminder that Veterans Health Administration (VHA) policy in VHA Handbook 1605.1 requires an annual training of all VHA Privacy Officers, Freedom of Information Act (FOIA) Officers and their alternates. This training program will be conducted covering the four VHA Information Technology (IT) Regions, beginning with Region 1 in February 2009. **NOTE:** *The dates and locations for future training in 2009 in VHA IT Regions 2, 3, and 4 will be announced at a later date.*
2. The first training will be held in Phoenix, AZ, the first week of February 2-6, 2009. **NOTE:** *Additional information regarding the hotel, training site, and registration has been e-mailed to Veterans Integrated Service Network (VISN) Privacy Officers and facility Privacy Officers in VHA IT Region 1.*
3. This first week of training is geared for VHA Privacy Officers at all facilities, VISNs, and Program Offices, and their alternates. The areas of training include, but are not limited to:
  - a. Privacy Laws and Statutes and their Legal Requirements,
  - b. Release of Information (ROI) Records Manager Software,
  - c. Business Associate Agreements,
  - d. VHA Policies, Procedures, and Guidance,
  - e. Privacy Issues with Research,
  - f. Department of Health and Human Services (HHS) Office of Civil Rights Complaint Process,
  - g. Privacy Violation Tracking System (PVTS), and
  - h. Privacy Compliance Assurance and Assessments.

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4. The second week of training (February 23-27, 2009) is specific to VHA FOIA Officers and their alternates. The areas of training include, but are not limited to:

a. Overview of FOIA statute and the Department of veterans Affairs (VA)'s implementing regulations,

b. Nine FOIA Exemptions,

c. Fees and Fee Waivers,

d. Expedited Processing, and

e. Open Government Act of 2007.

5. Questions may be directed to Ms. Stephania Putt, VHA Privacy Officer at 704-245-2492 or Ms. Andrea Wilson at 321-504-45734.

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