Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

| AMENDED |
| June 10, 2024 |

VHA DIRECTIVE 1932(1)
Transmittal Sheet
July 20, 2023

VHA INFORMATION TECHNOLOGY FUNDING AND REQUIREMENTS INTAKE PROCESS

1. SUMMARY OF CONTENT:

 a. **Amendment dated June 10, 2024:** Updates policy ownership and realigns responsibilities from the Deputy Under Secretary for Health (105SIM) to Chief of Staff (10BSIM). This is a non-substantive amendment.

 b. **As published July 20, 2023:** This Veterans Health Administration (VHA) directive required and explained the proper use of the VHA Information Technology funding and requirements intake process managed by the Office of Strategic Investment Management.

2. RELATED ISSUES: VA Directive 6008, Acquisition and Management of VA Information Technology Resources, dated January 6, 2023.

3. POLICY OWNER: The Office of Strategic Investment Management (10BSIM) is responsible for the content of this directive. Questions may be addressed to VHA10BSIMActionGroup@va.gov.

4. RESCISSIONS: VHA Notice 2022-07, VHA Information Technology Funding and Requirements Process, dated July 20, 2022, is rescinded.

5. RECERTIFICATION: This VHA directive is scheduled for recertification on or before the last working day of July 2028. This VHA directive will continue to serve as national VHA policy until it is recertified or rescinded.

6. IMPLEMENTATION SCHEDULE: This policy is effective upon publication.

BY DIRECTION OF THE OFFICE OF THE UNDER SECRETARY FOR HEALTH:

/s/ Steven Lieberman MD, MBA
Deputy Under Secretary for Health

NOTE: *All references herein to Department of Veterans Affairs (VA) and VHA documents incorporate by reference subsequent VA and VHA documents on the same or similar subject matter.*

DISTRIBUTION: Emailed to the VHA Publications Distribution List on July 20, 2023.

CONTENTS

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1. POLICY

It is Veterans Health Administration (VHA) policy that stakeholders must comply with the established intake process for all VHA Information Technology (IT) needs that require IT appropriated funding. This process is managed by the Office of Strategic Investment Management (SIM) per the VHA Information Technology Committee (ITC) Charter to ensure that VHA IT funding requests include contextual end-to-end architecture understanding, alignment to strategic goals, clear definition of the scope of the effort, integration into VHA enterprise requirements work and aggregation and prioritization prior to release of funding priorities by VHA. ***NOTE:*** *This directive specifically excludes systems under the purview of Healthcare Technology Management as defined in VA Directive 6550, Pre-Procurement Assessment and Implementation of Medical Devices/Systems, dated June 3, 2019.* **AUTHORITY:** 38 U.S.C. § 7301(b).

2. RESPONSIBILITIES

a. **Under Secretary of Health.** The Under Secretary for Health is responsible for ensuring overall VHA compliance with this directive.

b. **Chief of Staff.** The VHA Chief of Staff is responsible for supporting SIM with implementation and oversight of this directive.

c. **Assistant Under Secretary for Health for Operations.** The Assistant Under Secretary for Health for Operations is responsible for:

(1) Communicating the contents of this directive to each of the Veterans Integrated Services Networks (VISNs).

(2) Assisting VISN Directors to resolve implementation and compliance challenges in all Department of Veterans Affairs (VA) medical facilities within that VISN.

(3) Providing oversight of VISNs to ensure compliance with this directive and its effectiveness.

d. **Executive Director, Strategic Investment Management.** ***NOTE:*** *VHA IT Governance responsibilities are supported by SIM and SIM suboffices as directed by VHA ITC in accordance with VHA Directive 1217.01(1), VHA Central Office Governance Board, dated September 10, 2021, and the VHA ITC Charter.* The Executive Director, Strategic Investment Management is responsible for:

(1) Serving as the Co-chair of VHA ITC. See paragraph 2.e. for Co-chair responsibilities.

(2) Providing oversight support of SIM suboffices that lead the Integration Board (IB) and the Architecture and Requirements Investment Working Group (ARIWG).

(3) Providing oversight for VISN and VA medical facility compliance with this directive and ensuring corrective action is taken when non-compliance is identified.

(4) Ensuring compliance with established VHA IT Governance and intake processes for VHA IT needs that require IT funding for development, modernization, enhancement (DME) and acquisition, including provision of staffing resources necessary to support VHA IT Governance processes.

(5) Promoting education of established VHA IT Governance and intake processes within VHA program offices, VISNs and VA medical facilities.

(6) Incorporating the need for funding and working through the acquisition process for planning, programming, budgeting and execution (PPBE).

(7) Reviewing and validating VHA IT needs that require IT appropriated funding for DME and acquisition in accordance with established VHA IT Governance and new service request (NSR) and multi-year programming (MYP) intake processes stated in paragraph 3.

(8) Serving as arbitrator and resolving any questions or issues related to this directive; escalating any questions or issues to VHA ITC for resolution when appropriate.

(9) Communicating the contents of this directive to VHA program offices.

(10) Ensuring that this directive is maintained and revised as required.

e. **Co-Chairs, VHA Information Technology Committee.** VHA ITC is co-chaired by the Executive Director, SIM and a representative VISN Director. VHA ITC makes recommendations to the Healthcare Operations Council (HOC), the VHA Governance Board (GB) and the GB Executive Committee on all IT matters related to VHA strategy. VHA ITC has the authority to make decisions in accordance with the authority delegated to it by the HOC. *NOTE: For more information, see the VHA ITC Charter at:* https://dvagov.sharepoint.com/sites/VHAITSDadmin/SitePages/VHA-IT-Committee.aspx*.This is an internal VA website that is not available to the public.* The VHA ITC Co-chairs are responsible for:

(1) Supporting implementation of this directive via VHA IT Governance bodies.

(2) Resolve any questions or issues related to this directive escalated by the SIM Executive Director.

(3) Reviewing IT investment recommendations from the IB and providing them for endorsement by the HOC, VHA GB and the Under Secretary for Health, including

supporting documentation necessary to defend requests in the VA IT budget governance process.

f. **Director, Strategic Investment Management Investment Governance Services.** The Director, SIM Investment Governance Services is responsible for:

(1) Serving as the Chair of IB. IB compiles, reviews and prioritizes input regarding VHA IT needs from each of the four Capability Management Boards (CMBs) into a health portfolio view of IT investment recommendations for consideration by VHA ITC for subsequent submission to the Office of Information and Technology (OIT). For additional IB responsibilities see the IB Charter (Appendix A) in the VHA ITC Charter at https://dvagov.sharepoint.com/sites/VHAITSDadmin/SitePages/VHA-IT-Committee.aspx. *NOTE: This is an internal VA website that is not available to the public.*

(2) Overseeing the MYP submission/intake process and informing the SIM Executive Director of all activities supporting MYP and VHA ITC.

g. **Director, Strategic Investment Management Requirements Development and Management.** The Director, SIM Requirements Development and Management is responsible for:

(1) Serving as the Co-chair of ARIWG which supports VHA ITC and CMBs in the preparation and analysis of materials needed in support of the IT investment decision-making process. For additional ARIWG responsibilities, see the ARIWG Charter (Appendix F) in the VHA ITC Charter at https://dvagov.sharepoint.com/sites/VHAITSDadmin/SitePages/VHA-IT-Committee.aspx. *NOTE: This is an internal VA website that is not available to the public.*

(2) Overseeing the NSR process and informing the SIM Executive Director of activities in support of VHA requirements management.

h. **Director, VHA Program Office.** The Director, or equivalent leadership position, of each VHA program office is responsible for:

(1) Reviewing and approving VHA IT needs for their program office that require IT appropriated funding for DME and acquisition in accordance with established VHA IT Governance and intake processes stated in paragraph 3.

(2) Endorsing local or national IT requests for national IT enhancements or efforts under the purview of their program to ensure program office stakeholders are identified and notified before an NSR or MYP submission.

(3) Prioritizing their program office needs and requesting funding via the MYP submission/intake process.

i. **Veterans Integrated Services Network Director.** The VISN Director is responsible for:

(1) Ensuring that all VA medical facilities within the VISN comply with this directive and informing leadership when barriers to compliance are identified. ***NOTE:*** *When VA medical facility staff or other stakeholders request an IT enhancement, it is submitted into a central intake portal and the requirements process (i.e., NSR and MYP processes). See paragraph 3.*

(2) Communicating the standards of this directive to VISN employees.

(3) Ensuring VISN IT requests or efforts are endorsed by the appropriate VHA program office before making an NSR or MYP submission. ***NOTE:*** *See "Is NSR Required?" under Additional Resources at* [*https://vista.med.va.gov:8090/nsrd/NSRDClientHomeV1.aspx*](https://vista.med.va.gov:8090/nsrd/NSRDClientHomeV1.aspx)*. This is an internal VA website that is not available to the public.*

(4) Consulting with the SIM Executive Director regarding any questions or issues related to this directive.

j. **VA Medical Facility Director.** The VA medical facility Director is responsible for:

(1) Ensuring overall VA medical facility compliance with this directive and appropriate corrective action is taken if non-compliance is identified.

(2) Communicating this directive to VA medical facility employees.

(3) Ensuring VA medical facility IT requests or efforts are endorsed by the appropriate VHA program office before making an NSR or MYP submission. ***NOTE:*** *See "Is NSR Required?" under Additional Resources at* [*https://vista.med.va.gov:8090/nsrd/NSRDClientHomeV1.aspx*](https://vista.med.va.gov:8090/nsrd/NSRDClientHomeV1.aspx)*. This is an internal VA website that is not available to the public.*

(4) Consulting with the SIM Executive Director regarding any questions or issues related to this directive.

3. INFORMATION TECHNOLOGY FUNDING AND REQUIREMENT INTAKE PROCESSES

a. The NSR and the MYP intake processes are part of the overall VHA IT Governance structure that enables VHA IT leadership to speak with one voice regarding VHA IT needs and ensures business requirements are aligned to VHA IT priorities and budget. SIM is the organization that oversees NSR and MYP submissions. This process allows VHA to work with OIT, which manages the IT appropriation, to understand VHA IT priorities when considering funding for VHA IT needs. While OIT is the office that has authority over the IT appropriation, OIT takes great consideration from VA Administrations and Staff Offices on how funding should be applied. Without a standard and robust VHA IT Governance process, it is difficult for VHA to articulate its IT needs in

a cohesive prioritized method causing confusing, disparate and siloed efforts that are supported with inconsistent multi-year funding. For further details regarding VHA IT Governance management and ITC, see https://dvagov.sharepoint.com/sites/VHAITSDadmin/SitePages/VHA-IT-Committee.aspx. ***NOTE:*** *This is an internal VA website that is not available to the public.*

b. When VISN and VA medical facility staff, end users, VHA program office staff or other stakeholders identify a need for an IT enhancement or new IT solutions to enhance health care delivery and other services to Veterans, the need is submitted into the Innovation and Request Portal (IDRP) and the requirements process to capture supporting information and to define and support the need. The NSR process supports IT enhancements requests by gathering information about prioritization, funding and business requirements to inform the development or acquisition of an IT solution to meet the need. SIM manages this process and maintains a central repository that allows requestors, program offices and VHA leadership to track IT enhancement requests through the requirements lifecycle. Once properly endorsed and funded by VHA leadership and VHA IT Governance, SIM is the conduit for forwarding requests to OIT or other downstream users via the two processes below:

(1) **New Service Request Process.** Any VHA IT DME and acquisition needs identified by VHA program office staff, VISN staff, VA medical facility staff or other stakeholders must be submitted through the NSR process outlined at https://vista.med.va.gov:8090/nsrd/ClientNSRDProcess.aspx for the management and traceability of requirements to scope and support the need, as well as alignment to the MYP funding request. For details on when an NSR is needed, see "Is NSR Required?" under Additional Resources at https://vista.med.va.gov:8090/nsrd/NSRDClientHomeV1.aspx. ***NOTE:*** *These are internal VA websites that are not available to the public.*

(2) **Multi-Year Programming Process.** VHA program office staff, VISN staff, VA medical facility staff and other stakeholders must submit VHA IT funding requests for DME through the MYP process using the following link: http://sim.med.va.gov:8081/nsrd/. This submission is to request funding and is in addition to the NSR submission. ***NOTE:*** *This is an internal VA website that is not available to the public.*

4. TRAINING

There are no formal training requirements associated with this directive.

5. RECORDS MANAGEMENT

All records regardless of format (e.g., paper, electronic, electronic systems) created by this directive must be managed as required by the National Archives and Records Administration (NARA) approved records schedules found in VHA Records Control

Schedule 10-1. Questions regarding any aspect of records management should be addressed to the appropriate Records Officer.

6. BACKGROUND

a. Federal agencies utilize the PPBE annual process to manage both mandatory and discretionary spending. VA has been utilizing the MYP process for developing its IT budget priorities since 2006 with OIT managing the funds.

b. VHA creates priorities for allocation of VHA's share of overall funding. This process is a prioritization for resources within each VA organization and across the VA Enterprise (i.e., VHA, Veterans Benefits Administration, National Cemetery Administration, OIT). VHA ITC was established to provide oversight and governance regarding VHA IT needs.

c. The VHA IT Governance structure ensures that VHA IT needs align to strategic goals, business requirements define the scope of each effort, all needs are prioritized against other VHA IT needs and funding has been endorsed by VHA leadership before being communicated with OIT and any other solution providers (e.g., Electronic Health Record Modernization Integration Office). SIM is a division of VHA Office of the Chief of Staff and was established to support VHA's health IT needs by facilitating business transformation, informing change management efforts and providing the information that leaders need to make sound business decisions. SIM is also charged with overseeing the NSR and MYP processes.

7. DEFINITIONS

a. **Development.** Development is the introduction of any IT solution or service that is entirely new, transformative and not previously enacted or funded.

b. **Information Technology Enhancement.** IT enhancement is any change or modification of any IT solution or service to notably improve capabilities or performance beyond the original implementation through additional functionalities, major error and bug repairs, greater processing speed or better cross-platform compatibility.

c. **Modernization.** Modernization is the transition or migration to new or newly provisioned IT solutions or services to reduce or decommission outdated, insecure or duplicative systems.

8. REFERENCES

a. 38 U.S.C. § 7301(b).

b. VA Directive 6550, Pre-Procurement Assessment and Implementation of Medical Devices/Systems, dated June 3, 2019.

c. VHA Directive 1217.01(1), VHA Central Office Governance Board, dated September 10, 2021.

d. VHA Information Technology Committee.
https://dvagov.sharepoint.com/sites/VHAITSDadmin/SitePages/VHA-IT-Committee.aspx. ***NOTE:*** *This is an internal VA website that is not available to the public.*

e. Multi-Year Planning Process Intake Portal. http://sim.med.va.gov:8081/nsrd/.
NOTE: *This is an internal VA website that is not available to the public.*

f. New Service Request Process Intake Portal.
https://vista.med.va.gov:8090/nsrd/ClientNSRDProcess.aspx. ***NOTE:*** *This is an internal VA website that is not available to the public.*

g. VHA IT Governance, Enterprise Requirements & Architecture Services.
https://vista.med.va.gov:8090/nsrd/NSRDClientHomeV1.aspx. ***NOTE:*** *This is an internal VA website that is not available to the public.*