

July 20, 2022

VHA INFORMATION TECHNOLOGY FUNDING AND REQUIREMENTS PROCESS

1. PURPOSE

a. This notice establishes policy regarding requirements for Veterans Health Administration (VHA) stakeholders to comply with the established intake processes for all VHA Information Technology (IT) business needs that require IT appropriated funding.

b. Leveraging this process for all business requirements ensures 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 by VHA.

2. INFORMATION TECHNOLOGY GOVERNANCE PROCESS

a. The New Service Request (NSR) and the Multi-Year Programming (MYP) intake processes are part of the overall VHA IT Governance structure that enables VHA IT leadership to speak with one voice regarding VHA's IT needs and ensures business requirements are aligned to VHA's IT priorities and budget. This allows VHA to work with the VA Office of Information and Technology (OIT) who 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 the Department of Veterans Affairs (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 their 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 IT Governance management and IT Committee, see <https://dvagov.sharepoint.com/sites/VHAITSDadmin>. **NOTE:** *This is an internal VA website that is not available to the public.*

(1) **New Service Request Process.** All VHA IT needs requiring funding from the IT appropriation and identified by VHA program office staff, Veterans Integrated Services Network (VISN) staff, VA medical facility staff or other stakeholders must be submitted through the NSR process to support the MYP process and to ensure VHA's business requirements are captured to support VHA IT needs and the scope of the funding. The NSR process is outlined on the following website: <https://vista.med.va.gov/nsrd/>. **NOTE:** *This is an internal VA website that is 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 annually for development, modernization and enhancement through the MYP process using the following link: <http://sim.med.va.gov:8081/nsrd/>. **NOTE:** *This is an internal VA*

website that is not available to the public. MYP begins in the summer and usually concludes between the months of July to December. Business Owner forums and training sessions take place during this time to provide information on this process.

b. VHA Office of Health Informatics, Strategic Investment Management staff are responsible for managing approval of all NSR and MYP submissions and must be the conduit to move these requests forward to OIT or other downstream consumers, as appropriate, after they are properly validated and funding is supported by VHA leadership and relevant Governance entities.

3. All inquiries concerning this action should be addressed to the Office of Strategic Investment Management (105SIM) at VHA105SIMActionGroup@va.gov.

4. This VHA notice will expire and be archived on July 31, 2023.

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

/s/ Miguel H. LaPuz, M.D.
Acting Deputy Under Secretary for Health

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