

Dated: January 2, 1998.

William K. Hubbard,

Associate Commissioner for Policy Coordination.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Indian Health Service

Statement of Mission, Organization, Functions and Delegation of Authority

Part G, of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services, as amended at 60 FR 56606, November 9, 1995, and most recently amended at 61 FR 67048, December 19, 1996, is amended to reflect a realignment of the California Area Indian Health Service. The changes are as follows:

Delete the functional statements for the California Area Indian Health Service in their entirety and replace with the following:

Section GFG-00, California Area Indian Health Service—Mission

The California IHS provides a comprehensive health services delivery system for American Indians and Alaska Natives (AI/AN) with opportunity for maximum tribal involvement in developing and managing programs to meet their health needs. The goal of the California Area IHS is to raise the health level of the AI/AN people to the highest possible level.

Section GFG-10, Functions. Office of the Director (GFGA)

Provides overall direction and leadership for the California Area Indian Health Service (IHS) by: (1) Encouraging maximum consultation and participation by California Area tribes and tribal and urban Indian organizations in establishing the goals and objectives of the California Area IHS, and in developing the policies of the California Area IHS; (2) coordinates the California Area IHS activities and resources internally and externally with those of other Federal, State, local and privately funded health care programs to maximize quality health care services to tribal and urban Indians in the State of California; (3) ensuring compliance to the IHS guidelines and administrative procedures pertinent to Indian Self-Determination contracting processes and Tribal Self-Governance compacting; (4) assuring that Indian Tribes and Indian organizations are informed

regarding pertinent health policy and program management issues and coordinates meetings and other communications with tribal delegations; (5) advocating for the health needs and concerns of American Indians and Alaska Natives (AI/AN); (6) developing and demonstrating methods and techniques for continuous improvement of health services management and delivery by California Area tribes and tribal and urban Indian organizations; (7) ensuring that the principles of Equal Employment Opportunity laws and the Civil Rights Act are applied in the management of the human resources of the California Area IHS, and (8) advises the Director, IHS, of issues and potential issues, relevant to the California Area, or to the IHS in general, and recommending and participating in actions to prevent or correct problems.

Office of Management Support (GFGAB)

(1) Provides advice to the Area Director and functional area managers on California Area IHS administrative and management policy and procedures requirements, delegations of authority, documenting the organizations and functions of the California Area IHS, personnel administration and management, and agency agreements management; (2) develops, recommends and implements processes for management accountability and the periodic assessment of managerial performance; (3) provides guidance and support to Area managers regarding resources, personal property, acquisition management; (4) provides a full complement of administrative services in support of the Area-wide health services delivery and management systems, i.e., forms management, travel management, communications management, supplies management, printing, mail management, etc.; (5) advises the Area Director and functional area managers on the civil service and commissioned corps personnel programs' administration and management requirements; (6) directs the personnel security and suitability clearance, and other ethics in employment programs, for the California Area IHS, and (7) provides advice, consultation, and assistance to tribal officials and tribal organizations on tribal health program personnel policy issues.

Resources Management Staff (GFGAB-1)

(1) Develops and submits the budget for the California Area IHS; (2) distributes, coordinates, and monitors resource allocations; (3) interprets policies, guidelines, manual issuances,

and OMB circulars relevant to budget development, presentation and execution for the Area Director, functional area managers, and tribal and urban program officials; (4) directs the collection, review, and analysis of program and financial data to determine resource requirements; (5) recommends and coordinates Area budget execution; (6) maintains fund control; and (7) prepares reprogramming requests.

Acquisition Management Staff (GFGAB-2)

(1) Develops and recommends policies and procedures specific to acquisition operations in the California Area IHS that are consistent with higher echelon and government oversight agency policy issuances; (2) provides advice, technical consultation, and training to California Area managers and staff; (3) reviews and makes recommendations for approval/disapproval of contract-related documents such as: pre- and post-award documents, unauthorized commitments, procurement planning documents, Justification for Other Than Full and Open Competition, waivers, and deviations; (4) executes and administers contracts for the California Area IHS; (5) reviews, recommends, and issues delegations of acquisition authority in the California Area IHS, and (6) supports and maintains the IHS Contract Information System and controls entry of data into the HHS Contract Information System.

Office of Public Health (GFGAC)

(1) Provides leadership and consultation to tribal and urban public health programs on the IHS goals, objectives, policies, program standards, and priorities; (2) serves as the primary source of technical and policy advice to the Area Director, Area office staff, and tribal and urban health program officials on the full scope of clinical health care programs, including their quality assurance and preventive aspects, and tort claims; (3) participates in identifying and articulating the health needs of the AI/AN population in the State of California; (4) coordinates the availability and accessibility of Medicare and Medicaid programs, and other managed care programs' services, to AI/AN in the State of California; (5) provides consultation and technical support to tribal and urban public health programs including, but not limited to, dental services, diabetes and other chronic disease prevention, nutrition services, and nursing services, alcohol/substance abuse prevention and treatment, including the coordination of the Youth Regional Treatment Center

services; (6) provides assistance in the development and implementation of Area policy and procedures regarding managed care services, third party collections and reimbursements, health care facility accreditation, risk management and quality assurance; (7) coordinates the reimbursement of allowable costs for qualified high cost contract health service cases from the IHS Catastrophic Health Emergency Fund to tribal health care programs in the State of California; (8) serves as project officer on contract awarded in the State of California for the delivery of health care services, and coordinates activities for monitoring and evaluating contractor performance; (9) provides advice to the Area Director on the activities and issues related to the implementation of Title V of the American Indian Health Care Improvement Act, as amended, in the State of California; (10) provides support to urban Indian health programs and organizations in managing health programs and attending financial and other types of support available from other public and private agencies and organizations, and (11) designs, maintains, and controls the data collection, analysis, and publication of health program information in the activities.

Information Resource Staff (GFGAC-1)

(1) Is the principal advisor to the Area Director, functional area managers, and tribal and urban health program officials in the State of California, regarding the design and implementation of automated information systems; (2) provides advice on the installation and maintenance services to the Area managers and tribal and urban health programs on operational automated information systems used in the IHS, i.e., RPMS, CHSMIS, CDMIS, etc., for improved personal productivity and health services data collection; (3) provides reports and information on a priority basis and gathers, consolidates, and transmits automated RPMS data to central processing centers, and (4) serves as the focal point for clearance of requests to purchase information systems hardware and software for the California Area IHS.

Office of Environmental Health and Engineering (GFGAD)

(1) Serves as the principal advisor, advocate, consultant, and technical assistant on all services relating to Sanitation Facilities Construction, Environmental Health Services, Operation and Maintenance, Injury Prevention, and Facilities Management for the California Area IHS; (2) plans,

coordinates, implements, and evaluates all aspects of Title I contracting and Title III compacting under the Indian Self-Determination and Education Assistance Act, as amended; (3) consults with tribal groups/organizations in the development and implementation of environmental health and engineering policies and initiatives; (4) provides consultation and technical guidance to tribal health programs including preventive maintenance surveys, personnel training, and fiscal reviews; (5) performs or directs surveys and investigations to determine the condition of tribal health facilities; (6) serves as the principal advisor regarding the real property management program which oversees owned and leased real property and GSA assigned space; interacts with GSA Region IX and Engineering Services to ensure adequacy of facilities, and (7) coordinates property management activities including space assignments, space need determinations, regulatory compliance, and reporting.

Division of Environmental Health Services (GFGAD1)

(1) Plans, coordinates, and evaluates the Area's Environmental Health Services program; (2) serves as the principle advisor on all matters pertaining to environmental health program activities, policies, and procedures; (3) plans, coordinates, implements, and evaluates a comprehensive Injury Prevention Program throughout the Area; (4) assists health programs to meet the goal of accreditation by the appropriate accrediting agency; (5) plans, coordinates, and evaluates the Area fluoridation program; and (6) Plans, coordinates, and evaluates the Area Operation and Maintenance Program.

Division of Sanitation Facilities Construction (GFGAD2)

(1) Plans, coordinates, and evaluates the Area's Sanitation Facilities Construction responsibilities; (2) serves as the principal advisor on matters relating to public health engineering and Sanitation Facilities Construction activities, policies, and procedures; (3) coordinates the provision of sanitation facilities for new housing projects sponsored by other Government agencies; and (4) coordinates the provision of sanitation facilities for new and existing housing.

OEHE District Offices: Redding District Office (GFGA1); Sacramento District Office (GFGA2); Escondido District Office (GFGA3)

(1) Implements the Sanitation Facilities Construction and Environmental Health Services responsibilities; (2) serves as the principal advisor to communities, individuals, contractors, and other organizations on all matters pertaining to Sanitation Facilities Construction and Environmental Health Services; (3) implements activities that assist all health programs to be attain accreditation by appropriate accrediting agencies; (4) implements the Area fluoridation and Operation and Maintenance activities, and (5) implements the provision of sanitation facilities for new housing projects sponsored by other government agencies and for existing housing.

Section GFG-20, The Order of Succession to the Area Director

Deputy Director
Associate Director, Office of Public Health
Associate Director, Office of Management Support
Associate Director, Office of Environmental Health and Engineering

Section GFG-30, California Area IHS—Delegations of Authority

All delegations and redelegations of authority made to officials in the California Area IHS that were in effect immediately prior to this reorganization, and that are consistent with this reorganization, shall continue in effect pending further redelegation.

This reorganization shall be effective on the date of signature.

Dated: December 23, 1997.

Michael H. Trujillo,

Assistant Surgeon General Director.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Institutes of Health

Center for Scientific Review; Notice of Closed Meetings

Pursuant to section 10(d) of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), notice is hereby given of the following Center for Scientific Review Special Emphasis Panel (SEP) meetings:

Purpose/Agenda: To review individual grant applications.