

*Electronic Health Information.* In the short-term, it is recommended that health care organizations institute a risk assessment of their current state of compliance with these organizational and technical practices. As industry experience evolves, the Committee suggests that criteria be developed to evaluate and monitor compliance with these recommendations. Organizations that license or accredit health care organizations should consider incorporating these requirements into their standards.

The Committee plans to continue to monitor industry compliance and the development and maturation of technology and standards. As standards that are fully mature and tested become available, we will review and recommend for adoption.

Thank you for the opportunity to provide assistance.

Sincerely,

Don E. Detmer, M.D.,

Chair.

**CONTACT PERSON FOR MORE INFORMATION:**

Information about the Committee as well as the text of all HIPAA recommendations is available on the NCVHS website or from James Scanlon, NCVHS Executive Staff Director, Office of the Assistant Secretary for Planning and Evaluation, DHHS, Room 440-D, Hubert H. Humphrey Building, 200 Independence Avenue S.W., Washington, D.C. 20201, telephone (202) 690-7100, or Marjorie S. Greenberg, Executive Secretary, NCVHS, NCHS, Room 1100, Presidential Building, 6525 Belcrest Road, Hyattsville, Maryland 20782, telephone (301) 436-7050.

Dated: October 1, 1997.

**James Scanlon,**

*Director, Division of Data Policy, Office of the Assistant Secretary for Planning and Evaluation.*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### Statement of Organization, Functions, and Delegations of Authority

This notice amends Part K of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) as follows: Chapter KD, The Regional Offices of the Administration for Children and Families (62 FR 49243), as last amended, September 19, 1997. This notice reflects the reorganization of Region 8. This Chapter is amended as follows:

After the end of KD7.20 Functions (61 FR 3937, 02/02/96), Paragraph D and before KD9.10 Organization (62 FR 31610, 06/10/97) insert the following:

KD8.10 Organization. The Administration for Children and Families, Region 8, is organized as follows:

Office of the Regional Administrator (KD8A)

Office of Community and Work Programs (KD8B)

Office of State and Youth Programs (KD8C)

KD8.20 Functions. A. The Office of the Regional Administrator is headed by a Regional Administrator who reports to the Assistant Secretary for Children and Families through the Director, Office of Regional Operations. The Office is responsible for the Administration for Children and Families' key national goals and priorities and provides executive leadership and direction to state, county, city, territorial and tribal governments, as well as public and private local grantees to ensure effective and efficient program and financial management. It ensures that these entities conform to federal laws, regulations, policies and procedures governing the programs, and exercises all delegated authorities and responsibilities for oversight of the programs.

The Office takes action to approve state plans and submits recommendations to the Assistant Secretary for Children and Families concerning state plan disapproval, where applicable. The Office contributes to the development of national policy based on perspectives on all ACF programs. It oversees ACF operations and the management of ACF regional staff; coordinates activities across regional programs; and assures that goals and objectives are met and departmental and agency initiatives are carried out. The Office alerts the Assistant Secretary for Children and Families to problems and issues that may have significant regional or national impact. The Office provides executive representation for ACF in regional external communications, and serves as ACF liaison with the HHS Regional Director, other HHS operating divisions, other federal agencies and public or private local organizations representing children and families.

The Executive Officer and Administrative and Program Support staff provide day-to-day support for regional administrative functions, including internal ACF regional budget and financial management, performance management, procurement, property

management, internal systems, employee relations, training, media inquiries and public affairs activities. This team oversees the management and coordination of internal automated systems in the region, and provides systems management support to all Regional Office components.

The Grants Officer, functioning independently of all program offices, provides program staff with expertise in the technical and other non-programmatic areas of grants administration, and provides appropriate internal control and checks and balances to ensure financial integrity in all phases of the grants process. The Grants Officer and financial staff provide expert grants management technical support to the Office of Community and Work Programs and the Office of State and Youth Programs to resolve complex problems in such areas as cost allocation, accounting principles, audit, deferrals and disallowances. The Grants Officer approves and signs all discretionary grants.

B. The Office of Community and Work Programs is headed by an Assistant Regional Administrator who reports to the Regional Administrator. This office is comprised of two geographic state teams, each headed by a Program Manager. Each geographic team is responsible for both program and fiscal operations for Head Start, Child Care and Temporary Assistance for Needy Families (TANF) within their respective states.

The Office is responsible for providing centralized management, financial management services, and technical administration of ACF discretionary and formula grant programs such as Head Start, Child Care and TANF. The Office provides policy guidance to state, county, city or town and tribal governments and public and private organizations to assure consistent and uniform adherence to federal requirements governing ACF grants. The Office provides technical assistance to entities responsible for administering these programs to ensure that appropriate procedures and practices are adopted, and monitors the programs to ensure their efficiency and effectiveness.

The Office performs systematic fiscal reviews, makes recommendations to the Regional Administrator to approve or disallow costs under ACF discretionary grant programs; and makes recommendations to the Regional Administrator concerning state plan approval or disapproval. The Office issues discretionary grant awards based on a review of project objectives, budget

projections, and proposed funding levels. As applicable, the Office makes recommendations regarding the clearance and closure of audits of grantee programs, paying particular attention to financial management deficiencies that decrease the efficiency and effectiveness of the ACF programs and taking steps to monitor the resolution of such deficiencies. The Office oversees the management and coordination of office automation systems in the region such as PC Cost and HS Cost systems for budget analysis of Head Start Applications and monitors grantee systems projects such as the Head Start Program Information Report, Head Start Management Tracking System and the Head Start Bulletin Board.

The Office represents the Regional Administrator in dealing with entities receiving ACF funding on all matters under its jurisdiction and in providing early warnings on problems or issues that may have significant implications for ACF programs.

C. The Office of State and Youth Programs is headed by an Assistant Regional Administrator who reports to the Regional Administrator. This unit is comprised of two programmatic teams, the Child Support Team and the Child Welfare, Youth and Developmental Disabilities Team. Each team is responsible for both program and fiscal operations in their program areas.

The Office is responsible for providing centralized, management, financial management services, and technical administration of ACF formula, block and entitlement programs such as Child Support Enforcement, Foster Care and Adoption Assistance, Child Welfare, Family Preservation and Support Services, Child Abuse and Neglect, Developmental Disabilities and the discretionary Runaway and Homeless Youth Program.

The Office provides policy guidance to state, county, city, or town and tribal governments and public and private organizations to assure consistent and uniform adherence to federal requirements governing ACF grants. State plans are reviewed and recommendations concerning state plan approval or disapproval are made to the Regional Administrator. The Office provides technical assistance to entities responsible for administering ACF grants, resolving identified problems and ensuring adoption of appropriate procedures and practices that promote policy compliance and program efficiency and effectiveness.

The Office provides financial management oversight for ACF grants

under its jurisdiction, reviews cost allocation plans, program objectives, budget projections, cost estimates and reports. The Office performs systematic fiscal reviews and makes recommendations to the Regional Administrator to approve, defer, or disallow claims for financial participation in ACF grants. As applicable, the Office makes recommendations regarding the clearance and closure of audits, paying particular attention to financial management deficiencies of ACF programs and closely monitors the resolution of such deficiencies.

The Office oversees the management and coordination of external automated systems. The external systems responsibilities include monitoring state systems projects and providing technical assistance to states on the development enhancement of automated systems. The Office represents the Regional Administrator on State systems matters with ACF central office, states, contractors and grantees.

The Office represents the Regional Administrator in dealing with entities receiving ACF funding on all matters under its jurisdiction, and in providing early warnings on problems or issues that may have significant implications for ACF programs.

Dated: October 2, 1997.

**Olivia A. Golden,**

*Principal Deputy Assistant Secretary for Children and Families.*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Health Care Financing Administration

[Document Identifier: HCFA-437]

#### Agency Information Collection Activities: Submission for OMB Review; Comment Request

In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Health Care Financing Administration (HCFA), Department of Health and Human Services, has submitted to the Office of Management and Budget (OMB) the following proposal for the collection of information. Interested persons are invited to send comments regarding the burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) the necessity and utility of the proposed information

collection for the proper performance of the agency's functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden.

#### 1. Type of Information Collection

*Request:* Extension of a currently approved collection; *Title of Information Collection:* Psychiatric Unit Criteria Work Sheet, Rehabilitation Unit Criteria Work Sheet, Rehabilitation Hospital Criteria Work sheet and Supporting Regulations 42 CFR 412.20-412.32; *Form No.:* HCFA-437, OMB # 0938-0358; *Use:* Rehabilitation hospitals and Psychiatric hospital units that are excluded from the Medicare Prospective Payment System (PPS) must complete the criteria work sheets to verify and reverify that they comply and remain in compliance with the exclusion criteria for the Medicare prospective payment system. These forms capture information that will allow Medicare to reimburse these facilities on the basis of a nationally-determined average standardized amounts, i.e., a prospective payment type system. *Frequency:* Annually; *Affected Public:* Business or other for-profit, Not-for-profit institutions and State, Local or Tribal Government; *Number of Respondents:* 2,555; *Total Annual Responses:* 2,555; *Total Annual Hours:* 639.

#### 2. Type of Information Collection

*Request:* Extension of a currently approved collection; *Title of Information Collection:* Information Collection Requirements Referenced in 42 CFR 411.404(c)(2)+(3), 411.406(c)+(d); Procedures for Determining Whether Providers, Practitioners, or other suppliers of services are liable for certain noncovered services; *Form No.:* HCFA-R-77, OMB # 0938-0465; *Use:* BERC-273-F requires Peer Review Organizations (PROs) to provide written notification of noncovered services to beneficiaries and/or providers, practitioners and suppliers. The notification provides provider, practitioner or supplier with knowledge that Medicare will not pay for items or services mentioned in the notification. After this notification, any future claim for the same or similar services will not be paid. *Frequency:* Monthly; *Affected Public:* Business or other for-profit, Individuals or Households; *Number of Respondents:* 724,271; *Total Annual Responses:* 2,897,085; *Total Annual Hours:* 241,424.