

The Council is charged to advise the Secretary on the development of national health promotion and disease prevention goals and objectives and to provide links with States, communities, and the private sector to ensure their involvement in the process of development these goals and objectives. The Secretary of Health and Human Services chairs the Council, with the Assistant Secretary for Health as Vice Chair. Other members include the Operating Division Heads of the Department and the former Assistant Secretaries for Health. Management and support services are provided by the Office of Disease Prevention and Health Promotion, Office of Public Health and Science, Office of the Secretary.

During its tenure, the Council has overseen the development of Healthy People 2010, the third generation of a national initiative to prevent disease and promote the health of the American people. At its third meeting, the membership will review the framework and objectives for 2010 as revised by Department agencies after consideration of comments received from the public during a 3-months' period that ended on December 15, 1998. The Council will also discuss other documents that will accompany the compilation of objectives, including a policy guide, a statistical review, and options for a set of leading health indicators. The discussions will conclude with the members' review of plans for a 3-day event in late January 2000 to introduce the 2010 initiative to the public.

If time permits at the conclusion of the formal agenda of the Council, the Chair may allow brief oral statements of no more than three minutes in length from interested parties and persons in attendance. The meeting is open to the public; however, seating is limited. Because of strict security in the Humphrey Building, members of the public who do not have a Federal government identification card should call Ms. Phyllis Carroll (202-205-8611) when they arrive in the building lobby to arrange for an escort to the meeting. If you will require a sign language interpreter, please call Ms. Carroll by 4:30 p.m. E.D.T. on April 9, 1999 to inform her of this need.

Dated: February 26, 1999.

**Linda D. Meyers,**

*Acting Director, Office of Disease Prevention and Health Promotion.*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Agency for Health Care Policy and Research**

**General Reorganization; Statement of Organization, Functions, and Delegations of Authority**

Part E, Chapter E (Agency for Health Care Policy and Research), of the Statement of Organization, Functions, and Delegations of Authority for the Department of Health and Human Services (61 FR 15955-58, April 10, 1996, most recently amended at 63 FR 36698, July 7, 1998) is further amended to reflect organizational changes within the Agency for Health Care Policy and Research (AHCPR). The principal organizational and functional changes requiring this notice of amendment involve:

A. Abolishing the Office of Policy Analysis, to eliminate the overlap of functions between that office and other AHCPR offices; and

B. Establishing a third-echelon organizational substructure to facilitate day-to-day management and utilization of Agency resources (including human, fiscal, and material resources), to streamline and improve administrative operations, and to enhance shared decision-making and communications throughout the Agency.

Other minor changes have been made consistent with this reorganization.

Under *Section E-10, Organization*, delete *C. Office of Policy Analysis*, and reorder D. through K. as new C. through J.

Under *Section E-20, Functions*, delete the title and statement for the *Office of Policy Analysis (EAC)*.

Within the statement for the *Immediate Office of the Administrator (EA)*, following (6), delete “; and “, and following (7), delete the period and insert “; and (8) coordinates the legislative activities of the Agency, including the development of legislative proposals and analysis of health legislative initiatives, the review and clearance of Department and other Federal policies and regulations, and reports to Congress.”

Following the statement for the *Office of Management (EAA)*, insert the following:

*Division of Administrative Services (EAA2)*. Provides administrative support services. Specifically: (1) processes small purchase requests and manages the credit card program for small purchases; (2) manages the assignment and renovation of office space; (3) manages the common conference areas,

copy centers, supply rooms, and mail services; (4) develops and administers safety and security programs; (5) manages the automated travel management system and provides travel guidance and advice; and (6) acquires and manages real property for the Agency.

*Division of Contracts Management (EAA3)*. Provides for the solicitation, negotiation, award and management of negotiated contracts. Specifically: (1) solicits, negotiates, and awards negotiated contracts and provides for their post-award administration; (2) develops and manages a contract program to benefit small and disadvantaged businesses; (3) develops, implements, and maintains policies and procedures for the management of negotiated contracts; (4) provides guidance, assistance, and training for project officers on their duties and responsibilities; (5) manages the Intra/InterAgency Agreement program; and (6) develops and maintains a contract and intra/interagency information system.

*Division of Financial Management (EAA4)*. Provides services and guidance in all aspects of financial management including Agency budget formulation and execution. Specifically: (1) formulates the Agency budget, serves as the focal point of its defense and appeal and provides ongoing coordination between the budget formulation and program planning process; (2) develops, analyzes, and monitors Agency appropriation activities; (3) establishes and maintains financial accounting and reporting systems; (4) coordinates responses to and maintains liaison on budget and accounting matters with all levels of Agency management, Department fiscal offices, Congressional committees, and the private sector; and (5) provides administrative support for Office/Center and Agency-wide operational spending.

*Division of Grants Management (EAA5)*. Provides for the negotiation, award and administrative management of grants and cooperative agreements. Specifically: (1) negotiates and awards grants/cooperative agreements and provides for their post-award business and administrative management; (2) develops, implements, and maintains policies and procedures for the management of the Agency's grant/cooperative agreement program; (3) provides guidance, assistance, and training for project officers on their duties and responsibilities; (4) assists grantee institutions in the interpretation and application of grant/cooperative agreement policies and regulations; and (5) provides for the review of grant/

cooperative agreement expenditures and resolution of problematic audit findings.

*Division of Human Resource Management (EAA6).* Provides services and guidance in all matters regarding human resource and organization management. Specifically: (1) administers personnel management and operations authorities, including recruitment and placement, position classification, compensation and pay, payroll liaison, performance management, employee development and training, and employee relations; (2) establishes, implements and evaluates human resource management programs; (3) provides advice and assistance to managers and employees in exercising their personnel management rights and responsibilities; (4) issues and maintains Agency-wide administrative and operational policies and procedures and delegations of authority; and (5) recommends and performs organizational and management analyses to improve and streamline operations and implements approved organizational changes.

*Division of Information Technology Management (EAA7).* Provides for and manages the information technology (IT) infrastructure for the Agency. Specifically (1) administers and maintains an Agency-wide Local Area Network and a Wide Area Network; (2) develops and maintains Agency-wide management information systems and data bases; (3) develops and supports Agency Intranet and Extranet sites; (4) develops and oversees IT security and policy; (5) provides IT software and hardware support to staff; and (6) manages Agency telecommunications.

Following the statement for the *Office of Health Care Information (EAF)*, insert the following:

*Division of Print and Electronic Publishing (EAF2).* Responsible for disseminating AHCPR's many and varied informational products. Ensures that findings and information from research conducted or funded by AHCPR are created in forms useful to intended recipients. Specifically: (1) produces information products in a variety of print and electronic formats that are scientifically sound and appropriately targeted to various audiences; (2) edits and controls the review and publication of all AHCPR documents; (3) ensures proper clearance procedures consistent with Departmental rules; (4) provides interfaces with the Government Printing Office and National Technical Information Service; (5) organizes and conducts AHCPR's exhibits program and provides conference support services to program staff; (6) provides

and coordinates graphics, printing and visual aids production for AHCPR; (7) analyzes AHCPR audiences and information needs, and recommends information products that meet AHCPR's scientific information and dissemination goals; and (8) works with and assists the National Library of Medicine in efforts to improve the availability of health services information to the public.

*Division of Public Affairs (EAF3).* Responsible for planning and carrying out the public affairs activities of the Agency. Specifically: (1) handles AHCPR media relations; (2) develops health care research information dissemination partnerships with other Federal agencies, provider groups, the continuing education and continuing medical education communities, and the private sector; (3) ensures that findings and information from research conducted or funded by AHCPR are made promptly available to the public and private sectors; (4) analyzes AHCPR audiences and information needs and recommends new outreach/dissemination programs and information products to meet AHCPR's scientific information and dissemination goals and needs of AHCPR target audiences; (5) recommends the most effective and efficient approaches to information dissemination; (6) develops and evaluates the effectiveness of Agency dissemination strategies; (7) manages AHCPR's publication clearinghouse; (8) responds to public inquiries about AHCPR and its research; (9) makes final reports of Agency-supported research available to the public through the National Technical Information Service; and (10) carries out AHCPR's Freedom of Information Act activities.

*Division of Research Synthesis and Translation (EAF4).* Responds to internal and external needs for information by providing or facilitating analytic syntheses of existing research findings, data and activities, particularly in research areas to which AHCPR has made substantial contributions. Specifically: (1) coordinates and supports development of speeches and other presentations made by the AHCPR Administrator; (2) provides informal syntheses and examples of Agency research and activities in particular areas for a variety of uses (for example, briefings, budget and planning documents, correspondence, requests from Agency staff for information); (3) drafts articles, briefing sheets, and other analytic documents that synthesize and analyze particular topics and issues in health services research or pertaining to agency activities; (4) coordinates and

supports ongoing improvement and maintenance of the Agency's research database system; and (5) conducts other activities that improve information sharing within the Agency and facilitates the ability of analysts across the Agency to compile, synthesize, and analyze health services research.

*Division of User Liaison (EAF5).* Provides direction and coordination of the Agency's program to define the issues, problems, and information needs of selected users of health services research, especially public and private sector policymakers, and to disseminate to them relevant research findings, program data, and descriptive information related to the organization, planning, management, financing, delivery, evaluation, and outcomes of health services at the Federal, state, and local level. Specifically: (1) develops syntheses of research findings focused on particular issues dealing with policy concerns and operational problems; (2) plans and conducts workshops and seminars to provide research findings and related information to policymakers and other consumers of health services research to allow them to make better informed health care policy decisions; (3) maintains liaison with State and local government organizations, public policy organizations, and with the research community and receives and appropriately transmits information which may impact the Agency's research plan and priority setting process; (4) formulates, in collaboration with Agency staff, appropriate policies and activities to develop effective linkages with potential users of health services research (3) communicates information regarding user research needs to the Agency Administrator and appropriate Agency staff to ensure user needs are adequately addressed in current and planned Agency project; (6) develops and implements mechanisms to identify and contact potential users of research findings and related information; (7) plans meetings and coordinates contacts between Agency staff and individual users and representatives of user's groups and organizations; (8) provides assistance and advice to other Federal agencies and organization in evaluating the utility of Federally-sponsored research to State and local government officials; and (9) provides technical assistance for the design and implementation of research projects undertaken by State and local governments.

Following the statement for the *Office of Research Review, Education, and Policy (EAE)*, insert the following:

*Division of Research Education (EAE2).* Develops, implements, and

evaluates a comprehensive extramural health services research education program which supports the career development of predoctoral and postdoctoral students. Specifically: (1) Manages the AHCPH research education/training portfolio, which includes National Research Service Award (NRSA) institutional training grants, NRSA individual postdoctoral training grants, dissertation training grants, and incentive innovation awards; (2) establishes systems/mechanisms to monitor the external health care environment for research needs of potential private and public sector employers and to anticipate special training needs; (3) implements new programs and support mechanisms, and modifies existing ones to meet changing needs; (4) develops and manages activities intended to evaluate the effects of past investments in health services research training by examining career patterns, publication records, and research productivity of persons supported by AHCPH; (5) promotes visibility for the field of health services research and the availability of training support through a variety of mechanisms; (6) keep abreast of Departmental policies and procedures which pertain to extramural research education training, and assures compliance at the AHCPH level; and (7) works with AHCPH leadership to assure communication and collaboration between OREP and program centers with an interest in research education.

*Division of Research Policy, Coordination, and Analysis (EAE3).* Serves as the focal point within AHCPH for developing, coordinating, and communicating policies, procedures, and priorities for non-financial aspects of AHCPH's extramural research program. Specifically: (1) Coordinates the review and clearance of public announcements pertaining to grant opportunities and other extramural research interests for publication in the **Federal Register** and/or the NIH Guide for Grants and Contracts; (2) coordinates legal clearance of notices, announcements, and other policy documents and positions with the Office of General Counsel; (3) serves as liaison with the National Institutes of Health on referral of research applications and represents AHCPH on committees and workgroups coordinating referral issues; (4) provides locus for AHCPH grants referral activities by assigning research applications to appropriate AHCPH program centers, and developing criteria for grants referral in cooperation with program centers; (5) coordinates AHCPH

intramural and extramural functions pertaining to ethics in research, including the development of policies and seminars, as appropriate; (6) coordinates the activities of the Extramural Research Committee (ERC) which provides policy recommendations to the Agency on a variety of research and operational issues; (7) supports AHCPH program staff and the health care research community by providing guidance on issues and questions dealing with the Agency's extramural grants policies, other than on business and fiscal matters, particularly the inclusion of women, minorities, and children in research; (8) integrates and develops management information systems to track and report on AHCPH scientific review activities; (9) assures uniform implementation of AHCPH grants streamlining activities; and (10) supports the AHCPH committee management function.

*Division of Scientific Review (EAE4).* Plans and carries out the scientific review for all AHCPH extramural research grants and SBIR proposals. Specifically: (1) Assures compliance with organizational, regulatory, and policy aspects of peer review; (2) determines review requirements for standing study sections and special emphasis panels; (3) anticipates needs/changes regarding the charters of standing study sections, establishes and implements procedures for chartering study sections, filling study section vacancies and appointing new members and chairpersons, orients new reviewers to peer review processes; (4) advises Agency staff on peer review processes and grant solicitations; (5) keeps abreast of departmental, especially NIH, policies and procedures regarding peer review to assure compatibility of AHCPH processes; (6) interacts with the health services research community and keeps abreast of emergent research developments as they relate to review planning; (7) establishes and maintains continuous quality monitoring and improvement activities; and (8) coordinates funding meetings and relevant follow-up activities.

Following the statement for the *Center for Cost and Financing Studies (EC)*, insert the following:

*Division of Modeling and Simulation (EC2).* Provides research, models, and data bases to support microsimulation analyses of household impacts and trends in health expenditures from health policies embodied in current law and from health care policies embodied in generic versions of proposed health care reforms. Specifically: (1) Projects the National Medical Expenditures

Survey and the Medical Expenditure Panel Survey household expenditure data to future years; (2) aligns the projected household expenditure data to the Health Care Financing Administration's National Health Expenditures by type of health service and payment source; (3) uses a variety of outside data sources to project, for example, the household population, Medicaid enrollees, household income, and private and public health insurance benefits; (4) develops and updates the Agency's MEDSIM microsimulation model's software to estimate current household income and payroll taxes, current private and public insurance coverage and benefits, and the costs and consequences of generic versions of proposed health care reforms; (5) provides the latest versions of the projected expenditures data bases and associated research products on the Agency home page; (6) uses MEDSIM and its data bases to conduct and publish research on current and proposed health policies and on trends in household health care expenditures; and (7) provides cost and distributional MEDSIM estimates of specific legislative health care reform proposals to provide predecisional guidance to requesting federal officials.

*Division of Social and Economic Research (EC3).* Provides basic descriptive and behavioral analyses of the population's access to, use of, expenditures and sources of payment for health care; the availability and costs of private health insurance in the employment-related and non-group markets; the population enrolled in public health insurance coverage and those without health care coverage; and the role of health status in health care use, expenditures, and household decision-making, and in health insurance and employment choices. Specifically: (1) Provides analytical input to the design and development of primary data collection efforts and research-related data bases; (2) develops a research agenda related to health care use, expenditures, access to care, sources of payment, health insurance, and health status; (3) conducts applied research in these areas by applying substantive research tools from the fields of health services research, health economics, medical sociology, public policy analysis, demography, statistics and econometrics; (4) disseminates research findings through presentations at conferences, publications in peer reviewer journals, book chapters, and conference volumes; (5) provides substantive technical expertise on health care use, expenditures, and

insurance coverage to other units within AHCPR, other governmental units, private sector research institutions, and by serving as technical reviewers and advisors to scholarly journals, technical advisory committees, and private and public sector task forces.

*Division of Statistical Research and Methods (EC4).* Plans and conducts studies on statistical methods and the use of statistics in survey design in health services research. These studies provide the bases for policy research and analysis and for technical assistance provided to other Centers and Offices within the Agency. Specifically: (1) Identifies, designs, conducts, and implements statistical research and evaluation studies in accordance with the research priorities of the Center for Cost and Financing Studies; (2) oversees the statistical design of the National Medical Expenditure Panel Survey (MEPS); and (3) conducts research in the areas of survey design, sampling, estimation, imputation, the analysis of complex survey data, and the reduction of sources of sampling and nonsampling errors in the design of national health care surveys.

*Division of Survey Operations (EC5).* Plans, implements and monitors the fielding of CCFS surveys. Specifically: (1) Develops and disseminates public use data files which include editing, imputation and estimation tasks; (2) assists in the development of data reports which are of particular interest to the Public Health Service, DHHS, and other Federal, State and local government agencies as well as the larger research community; and (3) monitors the development of Computer Assisted Personal Interviewing (CAPI) data collection instruments.

Under *Section E-30, Order of Succession*, delete (3), (4), and (5).

All delegations and redelegations of authority to officers and employees of the Agency for Health Care Policy and Research which were in effect immediately prior to the effective date of this reorganization shall continue in effect pending further redelegation, provided they are consistent with this reorganization.

These changes are effective upon date of signature.

Dated: February 23, 1999.

**John M. Eisenberg,**

*Administrator.*

[FR Doc. 99-5539 Filed 3-5-99; 8:45 am]

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### National Institutes of Health

#### National Institute of Diabetes and Digestive and Kidney Diseases; 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 meetings.

The meetings will be closed to the public in accordance with the provisions set forth in sections 552b(c)(4) and 552b(c)(6), Title 5 U.S.C., as amended. The grant applications and the discussions could disclose confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the grant applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

*Name of Committee:* National Institute of Diabetes and Digestive and Kidney Diseases Special Emphasis Panel, ZDK1 GRB-6 (M1).

*Date:* March 24-25, 1999.

*Time:* March 24, 1999, 7:45 am to adjournment.

*Agenda:* To review and evaluate grant applications.

*Place:* Ramada Inn Rockville, 1775 Rockville Pike, Rockville, MD 20852.

*Contact Person:* Neal A. Musto, Scientific Review Administrator, Review Branch, DEA, NIDDK, Natcher Building, Room 6AS-37A, National Institutes of Health, Bethesda, MD 20892-6600, (301) 594-7798.

*Name of Committee:* National Institute of Diabetes and Digestive and Kidney Diseases Special Emphasis Panel, ZDK1 GRB-7(M3).

*Date:* March 31, 1999.

*Time:* 3:00 pm to Adjournment.

*Agenda:* To review and evaluate grant applications.

*Place:* Natcher Building 45, Room 6AS 25F, 9000 Rockville Pike, Bethesda, MD 20892, (Telephone Conference Call).

*Contact Person:* Lakshmanan Sankaran, Scientific Review Administrator, Review Branch, DEA, NIDDK, Natcher Building, Room 6AS-37, National Institutes of Health, Bethesda, MD 20892-6600, (301) 594-7799. (Catalogue of Federal Domestic Assistance Program Nos. 93.847, Diabetes, Endocrinology and Metabolic Research; 93.848, Digestive Diseases and Nutrition Research; 93.849, Kidney Diseases, Urology and Hematology Research, National Institute of Health, HHS).

Dated: March 2, 1999.

**LaVerne Y. Stringfield,**

*Committee Management Officer, NIH.*

[FR Doc. 99-5659 Filed 3-5-99; 8:45 am]

BILLING CODE 4410-01-M

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### Privacy Act of 1974; Amended System of Records

**AGENCY:** Office of Child Support Enforcement (OCSE), ACF, DHHS.

**ACTION:** Notice.

**SUMMARY:** In accordance with the requirements of the Privacy Act of 1974 (5 U.S.C. 552a), the Office of Child Support Enforcement (OCSE) is publishing notice of its amendment of its systems of records entitled "The Federal Parent Locator and Federal Tax Refund/Administrative Offset System", DHHS/OCSE No. 09-90-0074.

**DATES:** HHS invites interested parties to submit comments on the proposed notice within April 7, 1999. As required by the Privacy Act (5 U.S.C. 552a(r)), on March 2, 1999 HHS sent a report of an Amended System to the Committee on Government Reform and Oversight of the House of Representatives, the Committee on Governmental Affairs of the Senate, and the Office of Management and Budget. The amendments described in this notice are effective upon publication unless HHS receives comments that would result in a contrary determination.

**ADDRESSES:** Please address comments to Donna Bonar, Director, Division of Program Operations, Office of Child Support Enforcement, Administration for Children and Families, 370 L'Enfant Promenade, SW, 4th Floor East, Washington, DC 20447, (202) 401-9271.

Comments received will be available for inspection at the address specified above from 9 a.m. to 5 p.m., Monday through Friday.

**FOR FURTHER INFORMATION CONTACT:** Donna Bonar, Director, Division of Program Operations, Office of Child Support Enforcement, Administration for Children and Families, 370 L'Enfant Promenade, SW, 4th Floor East, Washington, DC 20447, (202) 401-9271.

**SUPPLEMENTARY INFORMATION:** Notice is hereby given that the Office of Child Support Enforcement (OCSE) is amending one of its Systems of Records, "The Federal Parent Locator and Federal Tax Refund/Administrative Offset System", DHHS/OCSE No. 09-90-0074, last published at 61 FR 51663 on October 2, 1997.

OCSE wishes to advise the public that OCSE is changing the name of this system to "Location and Collection System" (LCS). In addition, OCSE will no longer refer to subsystems of the LCS