

## APPENDIX F

# HHS Operating and Staff Divisions and Their Functions

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HHS works to accomplish its mission through the individual and collaborative efforts of the operating divisions and staff divisions within the Office of the Secretary (OS). The primary goal of OS is to provide leadership, direction, and policy and management guidance to the Department.

## Operating Divisions:

### Administration for Children and Families (ACF)

<http://www.acf.dhhs.gov/>

*To promote the economic and social well-being of families, children, individuals, and communities.* ACF grant programs lead the Nation in strengthening economic independence and productivity and enhancing quality of life for people across the lifespan.

### Agency for Healthcare Research and Quality (AHRQ)

<http://www.ahrq.gov>

*To support, conduct, and disseminate research that improves access to care and the outcomes, quality, cost, and utilization of health care services.* Information from AHRQ's research on outcomes, quality, costs, use, and access helps people make more informed decisions and improves the value of the health care services they receive.

### Administration on Aging (AoA)

<http://www.aoa.gov>

*To promote the dignity and independence of older people, and to help society prepare for an aging population.* AoA serves as the primary Federal focal point and advocacy agent for older Americans through a network of State and area agencies on aging and grants to States, tribal organizations, and other community service providers.

### Agency for Toxic Substances and Disease Registry (ATSDR)

<http://www.atsdr.cdc.gov>

*To serve the public by using the best science, taking responsive public health actions, and providing trusted health information to prevent harmful exposures and diseases related to toxic substances.* ATSDR efforts prevent exposure and adverse human health effects and diminished quality of life associated with exposure to hazardous substances.

### Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov>

*To promote health and quality of life by preventing and controlling disease, injury, and disability.* CDC strengthens existing public health infrastructure while working with partners throughout the Nation and the world.

### Centers for Medicare & Medicaid Services (CMS)

<http://www.cms.hhs.gov>

*To ensure effective, up-to-date health care coverage and to promote quality care for beneficiaries.* CMS serves as the primary source of health care insurance coverage for a large population of medically vulnerable individuals and acts as a catalyst for enormous changes in the availability and quality of health care for all Americans.

### Food and Drug Administration (FDA)

<http://www.fda.gov>

*To rigorously assure the safety, efficacy, and security of human and veterinary drugs, biological products, and medical devices, and assure the safety and security of the Nation's food supply, cosmetics, and products that emit radiation.* FDA advances the public health by helping to speed innovations to market that make medicines and food more effective, safer, and more affordable, and assisting the public in getting the accurate, science-based information they need to use medicines and foods to improve their health.

## Health Resources and Services Administration (HRSA)

<http://www.hrsa.gov>

*To provide the national leadership, program resources, and services needed to improve access to culturally competent, quality health care.* HRSA focuses on uninsured, underserved, and special needs populations in its goals and program activities.

## Indian Health Service (IHS)

<http://www.ihs.gov>

*To raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level.* IHS provides comprehensive health services for AI/AN people, with opportunity for maximum tribal involvement in developing and managing programs to improve their health status and overall quality of life.

## National Institutes of Health (NIH)

<http://www.nih.gov>

*To employ science in pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability.* NIH, through its 27 institutes and centers, supports and conducts research, domestically and abroad, into the causes, diagnosis, treatment, control, and prevention of diseases and promotes the acquisition and dissemination of medical knowledge to health professionals and the public.

## Substance Abuse and Mental Health Services Administration (SAMHSA)

<http://www.samhsa.gov>

*To build resilience and facilitate recovery for people with or at risk for substance abuse and mental illness.* SAMHSA supports States and communities in building resilience and facilitating recovery through grant programs, policy guidance, information dissemination, data collection and reporting, evaluation, and technical assistance.

## Office of the Secretary:

### Staff Divisions:

#### Assistant Secretary for Administration and Management (ASAM)

<http://www.hhs.gov/asam>

*To help bring about improvements and effectiveness that can be achieved by structuring HHS as a united department, in support of the Secretary's goals and the President's Management Agenda.* ASAM advises the Secretary on all aspects of administration and human resource management.

#### Assistant Secretary for Health (ASH)

<http://www.hhs.gov/ash>

*To provide senior professional leadership across HHS on crosscutting, population-based public health and clinical preventive services.* The Office of Public Health and Science is under the direction of the ASH, who serves as the Secretary's primary advisor on matters involving the Nation's public health and oversees the Commissioned Corps of the United States Public Health Service through the Office of the Surgeon General.

#### Assistant Secretary for Legislation (ASL)

<http://www.hhs.gov/asl>

*To advise the Secretary and the Department on congressional legislation and to facilitate communication between the Department and the U.S. Congress.* ASL informs the Congress of Departmental priorities, actions, grants, and contracts.

#### Assistant Secretary for Planning and Evaluation (ASPE)

<http://aspe.hhs.gov/>

*To provide advice and support to the Secretary on the development and analysis of crosscutting, population-based health and human service policies.* ASPE is responsible for major activities in policy coordination, legislation development, strategic planning, policy research, evaluation, and economic analysis.

#### Assistant Secretary for Public Affairs (ASPA)

<http://www.hhs.gov/news>

*To serve as the Secretary's principal counsel on public affairs matters and to provide centralized leadership and guidance for public affairs activities within HHS.* ASPA coordinates media relations and public service information campaigns throughout HHS and manages the Freedom of Information process for the Department.

### Assistant Secretary for Preparedness and Response (ASPR)

<http://www.hhs.gov/aspr/>

*To serve as the Secretary's principal advisory staff on matters related to bioterrorism and other public health emergencies. ASPR directs the Department's emergency response activities and coordinates interagency activities related to emergency preparedness and the protection of the civilian population.*

### Assistant Secretary for Resources and Technology (ASRT)

<http://www.hhs.gov/asrt>

*To provide advice and guidance to the Secretary on budget, financial management, and information technology and to provide for the direction and coordination of these activities throughout the Department. ASRT provides oversight of the administrative and financial organizations and activities of the Department, including production of the Department's financial statements and the annual performance plan and report under the Government Performance and Results Act of 1993 (Public Law 103-62).*

### Center for Faith-Based and Community Initiatives (CFBCI)

<http://www.hhs.gov/fbci>

*To create an environment within HHS that welcomes the participation of faith-based and community-based organizations as valued and essential partners assisting Americans in need. CFBCI leads the Department's efforts to better utilize faith-based and community-based organizations in providing effective human services.*

### Departmental Appeals Board (DAB)

<http://www.hhs.gov/dab>

*To provide the best possible dispute resolution services for the people who appear before the board, those who rely on the decisions, and the public. DAB provides prompt, fair, and impartial dispute resolution services to parties in many different kinds of disputes involving components of the Department. DAB encourages the use of mediation and other forms of alternative dispute resolution.*

### Office for Civil Rights (OCR)

<http://www.hhs.gov/ocr>

*To ensure that people have equal access to, and opportunity to participate in and receive services from all HHS programs without facing unlawful discrimination, and the protection of the privacy of their identifiable health information while ensuring access to care.*

Through prevention and elimination of unlawful discrimination, OCR helps HHS carry out its overall mission of improving the health and well-being of all people, including those affected by its many programs.

### Office on Disability (OD)

<http://www.hhs.gov/od>

*To oversee the coordination, development, and implementation of programs and special initiatives within HHS that impact people with disabilities. OD serves as focus of advocacy activities undertaken on behalf of persons with disabilities.*

### Office of the General Counsel (OGC)

<http://www.hhs.gov/ogc>

*To advance the Department's goal of protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves. OGC is the legal team for the Department, providing quality representation and legal advice on a wide range of highly visible national issues. OGC supports the development and implementation of the Department's programs by providing the highest quality legal services to the Secretary and the Department's divisions.*

### Office of Global Health Affairs (OGHA)

<http://www.hhs.gov/ogha>

*To promote the health of the world's population by advancing HHS global strategies and partnerships, thus serving the health of the people of the United States. OGHA represents HHS to other governments, other Federal departments and agencies, international organizations, and the private sector on international and refugee health issues.*

### Office of Inspector General (OIG)

<http://oig.hhs.gov>

*To protect the integrity of HHS programs, as well as the health and welfare of the beneficiaries of those programs. By conducting independent and objective audits, evaluations, and investigations, OIG provides timely, useful, and reliable information and advice to Department officials, the Administration, the U.S. Congress, and the public.*

### Office of Intergovernmental Affairs (IGA)

<http://www.hhs.gov/iga>

*To facilitate communication regarding HHS initiatives as they relate to State, local, and tribal governments. IGA is the Department's liaison to State, local, and tribal governments, and the national organizations that represent them. IGA represents the perspectives*

of these HHS partners in the Federal policymaking process and helps communicate the Federal perspective to them. IGA's Office of Tribal Affairs serves as the first point of contact for tribes and tribal organizations working with HHS and assists tribes in navigating policies and requirements for HHS programs and services.

#### Office of Medicare Hearings and Appeals (OMHA)

<http://www.hhs.gov/omha>

*To administer the nationwide hearings and appeals for the Medicare program, and to ensure that the American people have equal access and opportunity to appeal and can exercise their rights for health care quality and access.* OMHA, under direct delegation from the Secretary, administers nationwide hearings for the Medicare program. The Administrative Law Judges within OMHA conduct impartial hearings and issue decisions on behalf of the Secretary on claims determination appeals involving Parts A, B, C, and D of Medicare, and on Medicare entitlement and eligibility appeals.

#### Office of the National Coordinator for Health Information Technology (ONC)

<http://www.hhs.gov/healthit>

*To provide leadership for the development and nationwide implementation of interoperable health information technology to improve the quality and efficiency of health care and the ability of consumers to manage their care and safety.* The National Coordinator for Health Information Technology is the Secretary's principal advisor on the development, application, and use of health information technology in both the public and private health care sectors that will reduce medical errors, improve quality, and produce greater value for health care expenditures.

#### Program Support Center (PSC)

<http://www.psc.gov>

*To provide a full range of support services to HHS and other Federal agencies, allowing them to focus on their core mission.* PSC, a component of ASAM, is the Department's Shared Services Center, providing services on a fee-for-service basis to customers across the Federal Government in administrative operations, financial management, enterprise support, strategic acquisitions, and occupational health service.

