



E000885

MEMORANDUM
O Agency Heads
Staff Offices

DRAFT

DATE:

FROM : Assistant Secretary for Health

SUBJECT: Implementation Documents

In order to insure that we properly implement new health legislation and to provide documentation of things that have to be accomplished, I am establishing a requirement that an implementation plan be developed for each new piece of legislation. The plan will be prepared in two phases. The first phase will require the preparation of a scoping document; the second phase will require the preparation of a final implementation plan.

At some point during the evolution of legislation, probably when it appears evident that a bill will be passed by both Houses, I will request the H organization that I think most appropriate to develop a scoping document. In that request I will also designate a member of the staff of the Office of Program Implementation to work with your staff in developing the document. To be most useful, the scoping document is to be provided within 15 working days after receipt of my memo requesting it. It should cover all of the points outlined in Attachment 1.

The work required to generate the final plan will vary greatly from one law to another. Therefore, no time limit for its preparation is being established at this time. It should be provided as soon as possible after the scoping document. The final plan should include all of the information set forth in Attachment 2.

Both submissions, the scoping document and the final plan, should follow the exact sequence of the Attachments. In the event that certain points in the document are not applicable, a statement to that effect should be made.

As we work with you and gain experience in the development and use of the documents, improvements and changes will undoubtedly be made. Ultimately, I intend to have the procedures for the preparation of the documents included in the H portion of the General Administration Manual. Until that is done, these guidelines and those of the Attachments should be followed.

↑ In the event that you have any suggestions or comments concerning the scoping document or the final plan, I would appreciate it if you would provide them to Mr. William R. Berry for consideration and review (443-6370, Rm. 17A-55 Pkln.)

Charles C. Edwards, M.D.

Attachments

The scoping document should be as clear and concise as possible. If at all possible it should not exceed four single-spaced pages.

The following items should be covered in the four-page document:

1. Title of the law and P.L. number.
2. Date enacted.
3. Narrative summary. This should include the purpose and major requirements of the law.
4. Major actions required by the PHS and a timetable for the accomplishment of those actions.
5. Issues and problems that must be resolved.
6. Is a legal interpretation required? If so, in what areas?
7. What H, DHEW and/or other organizations should be involved in the implementation of the law?
8. Will delegations of authority be required? If so, what should they be and to whom should they be made?
9. Will new and/or revised (specify which) regulations be required? By what date?
10. Is a report to Congress required? If so, when?
11. Is a dollar authorization provided? If so, how much and specifically for what purposes?
12. What impact is the law forecasted to have on H resources (people and dollars)?
13. Date when the final plan will be submitted to H.

The final implementation plan should contain the following information in a succinct and concise format:

1. A brief statement of the specific provisions and intent of the Act on a section-by-section basis.
2. An identification of the objectives to be accomplished.
3. A list of the major activities within each objective.
4. An identification of responsibility and coordination function.
5. The estimated \$ levels by objective and fiscal year.
6. The timetable for implementing and operating the program to fulfill the mandate of the legislation.
7. An identification of the Review and Evaluation Steps, including criteria for assessment at each major point in the overall program.
8. A description of relevant key issues and problems influencing the implementation and operation of the program.
9. An identification of any regulations that will be required with a listing of other organizations that should be included in developing and/or reviewing the regulations. A schedule should also be included setting forth the dates when the NPRM and the final regulations will be provided to OASH.