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DHHS Regional Office

D Upon receipt of 15 copies of the Area Designation Proposals, the Regional Director retains one copy (1) for the staff person designated as the Regional Director focal point. The Regional Director then transmits the original plus thirteen copies to the Regional Health Administrator. The Regional Health Administrator retains the original and three copies of the Area Designation Proposals and submits the remaining ten copies to:

R Mr. Eugene J. Rubel

Director, Bureau of Health Resources Planning

Room 11-11

5600 Fishers Lane

Rockville, Maryland 20852

A The Director's Office will transmit 10 copies to Area Designation Work Group, Room 11-A-22. The Area Designation Work Group will serve as the Central Office distribution point. Distribution of copies is as follows:

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1. One (1) copy to be filed in Bureau of Health Resource Planning central file.
 2. The remaining nine copies will be filed temporarily with the Area Designation Work Group, Room 11-A-22 for use by Central Office reviewers and Ad Hoc Review Panel.
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D PART III: DHEW REGIONAL OFFICE

1. Regional Office receives copies of the area designation package from the Governor.

R 2. Each Regional Office shall submit _____ copies of each area designation package to Central Office within _____ days of receipt of same from the Governors.

3. Each Regional Office shall develop its internal process for review. Such process shall be submitted to Central Office by February 1, 1975.

A 4. Each Regional Office shall establish a review group.

5. Review of area designation package shall include the following items:

- A. A specific time-frame shall be followed for review (Central Office is developing a uniform time-frame.)
 - B. Specific criteria for review (document being developed by Central Office.)
 - C. Regional Office shall utilize a review checklist (Central Office will develop uniform checklist plus additional items to be added by individual Regional Offices).
 - D. Format for submission by Regional Office to Central Office of favorable findings. (Central Office is developing uniform format).
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E. Format for submission by Regional Office to Central Office of "Exceptions." (Central Office is developing uniform format).

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1. Waiver Requests
 2. Proposed Inter-regional Designations
 3. Any Regional Office Non-approvals of proposed areas that ostensibly meet the prescribed, objective requirements with respect to population, SMSA's, etc.

6. Each Regional Office shall review all area designation packages submitted and formulate findings on each package.

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7. Each Regional Office shall submit to Central Office _____ copies of the checklist and findings for each proposal upon completion of same by Regional Office.

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PART IV- DHEW CENTRAL OFFICE

1. Central Office shall receive from Regional Office _____ copies of each area designation package within _____ days of receipt of same from the Governors.

2. Central Office shall develop its internal process for review by February 1, 1975.

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3. Review by Central Office shall include the following:

- A. Specific time-frame for review
- B. Specific Criteria for Review
- C. Review Checklist
- D. Specific process for favorable findings of the Regional Office
- E. Specific process for unfavorable findings of Regional Office
(Including "Exceptions").

4. Central Office shall establish an Ad Hoc Review Panel.

5. Central Office shall provide all materials and staff work for the Ad Hoc Review Panel.

6. Central Office shall convene the Ad Hoc Review Panel.

7. Central Office shall develop the operating procedures for the Ad Hoc Review Panel.

8. Central Office shall develop uniform formats for communicating the final decisions and final designations to Regional Offices and Governors.

PART V - AD HOC REVIEW PANEL

1. Ad Hoc Review Panel shall review all materials submitted to them.

2. Ad Hoc Review Panel shall formulate recommendations on all materials submitted to them.

3. Ad Hoc Review Panel shall submit their recommendations to the Secretary , DHEW.