

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Statement of Organizations, Functions, and Delegations of Authority

Part C (Centers for Disease Control and Prevention) of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (45 FR 67772-76, dated October 14, 1980, and corrected at 45 FR 69296, October 20, 1980, as amended most recently at 68 FR 65935-37, dated November 24, 2003) is amended to reorganize the Office of Analysis, Epidemiology, and Health Promotion and the Office of Information Technology and Services, National Center for Health Statistics.

Section C-B, Organization and Functions, is hereby amended as follows:

After the functional statement for the *Office of Research and Methodology (CS13)*, insert the following:

Office of Information Services (CS14). The Office of Information Services (OIS) plans and administers complex information services production and dissemination systems for promoting access to, use and value of, health statistics data to Government officials, health organizations, researchers, and academia. (1) Plans, directs, coordinates and evaluates the information services program of the Center; (2) develops standards for information services production and dissemination; (3) conducts a technologically enhanced information services program utilizing state-of-the-art advancements in Internet and external Web-based products and services; (4) coordinates information services with other NCHS divisions and programs to meet Center goals effectively; (5) conducts research to improve methods and operations of information production and dissemination programs, emphasizing Web-based services; (6) designs, develops, and implements state-of-the-art systems for information production and dissemination, emphasizing Web-based systems; (7) provides technical assistance, consultation, and liaison to NCHS, CDC, DHHS, and outside private, domestic, and international organizations on information services programs and services which improve the access to, use, and availability of health statistics data for analysis; (8) promotes the integration of health statistics data information systems; and (9) develops and sustains collaborative

partnerships within NCHS, CDC, DHHS, and externally with public, private, domestic, and international entities on health information services programs.

Office of the Director (CS141). (1) Provides leadership for the development, conduct, and evaluation of the national health statistics information services program; (2) directs, plans, and coordinates the health information dissemination and information production activities of the Division; (3) develops and administers a research and analytic program to improve the delivery of information services to constituents; (4) determines the most effective mix to provide the Center cost-effective and timely information dissemination, publications, and Internet/Extranet services using in-house and contractor-based resources; (5) provides technical assistance regarding data and information dissemination, publications and Internet services to Federal, State, local, public, and private organizations; and (6) leads development of collaborative partnerships within NCHS, CDC, and DHHS and externally with public, private, domestic, and international entities on health information services and the manner in which health statistics data may be accessed by users.

Information Dissemination Staff (CS142). (1) Plans, directs, and coordinates the health statistics information dissemination program for the National Center for Health Statistics; (2) designs, develops, and implements systems to disseminate and promote the use of NCHS data and information products; (3) manages a broad program of electronic dissemination activities using cutting-edge tools such as the Internet, extranet, CD-ROM, and other media; (4) develops and promotes the dissemination of a wide range of other information materials, including brochures, fact sheets, and exhibits to reach general and specialized audiences; (5) develops standards and policies for formatting and organizing electronic data and information products including micro-data, Listserv, publications, Web-only data releases, fact sheets and other dissemination tools; (6) coordinates with NCHS programs to identify, develop, produce, disseminate and market a range of printed and electronic information materials designed to meet user needs; (7) develops and sustains relationships with Federal, State, and local agencies, the scientific and research community, libraries, and national and international health organizations which foster access to and use of NCHS statistical information services; (8) operates a

public inquiries program to respond to data and information requests; (9) provides technical assistance to users in acquiring and using NCHS data and information products; (10) conducts and participates in conferences, seminars, workshops, and exhibits to present the information and data of NCHS; (11) evaluates the presentation and dissemination of NCHS information; (12) conducts user surveys to determine users needs and translates these needs into NCHS product development and dissemination plans; (13) researches, evaluates, develops, and implements improved methods of information dissemination; (14) manages the inventory and storage of NCHS information products; and (15) keeps abreast of Federal information dissemination policies and programs.

Information Design and Publishing Staff (CS143). (1) Plans, directs, and conducts the NCHS information publishing program; (2) develops, recommends, and implements policies and standards for electronic and printed publishing at NCHS; (3) provides consultation and technical assistance to NCHS programs regarding publication policies, operational procedures, presentation techniques, and graphic services; (4) interprets and applies CDC standards and provides input to CDC officials regarding issues unique to the design and production of NCHS electronic and printed materials; (5) researches and adopts emerging technology to improve timeliness, cost-savings, and quality of electronic and printed products; (6) directs, coordinates, and provides liaison between NCHS and other agencies on joint information design and publishing projects; (7) provides design, editing, technical writing, and production support for all NCHS published products, including the NCHS Web site; (8) plans, designs, produces, monitors, and administers the NCHS Web site; (9) develops specifications, sets standards, coordinates, and produces NCHS reports; (10) provides graphic and multimedia design services for all NCHS programs; (11) prioritizes, coordinates, and controls all NCHS electronic publications and print products; (12) establishes, administers, and monitors contracts to provide editing, technical writing, graphic support, and printing services for NCHS; and (13) plans, develops and implements systems for tracking production of NCHS electronic information products, printed publications, and graphic products to insure timely releases.

After the functional statement for the *Classifications and Public Health Data*