

from that associated with the information collected under the Rule.

**Debra A. Valentine,**  
General Counsel.

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Statement of Organization, Functions and Delegations of Authority; Program Support Center

Part P (Program Support Center) of the Statement of Organization, Functions and Delegations of Authority for the Department of Health and Human Services (60 FR 51480, October 2, 1995 as amended most recently at 64 FR 55731, October 14, 1999) is amended to reflect changes in Chapter PB within Part P, Program Support Center, Department of Health and Human Services. The Program Support Center is reorganizing and realigning the division level structure of the *Human Resources Service*, specifically those divisions performing information technology (IT) activities. The realignment will include the abolishment of three existing Divisions and the establishment of three new Offices: the *Office of Systems Management*, the *Office of Legacy Systems Oversight*, and the *Office of Enterprise Human Resource and Payroll Systems*.

#### Program Support Center

Under Part P, Section P-20, Functions, change the following:

Under *Chapter PB, Human Resources Service (PB)* delete the titles and functional statements for the *Systems Design and Analysis Division (PBB)*; *Systems Engineering and Maintenance Division (PBC)*; and *Systems Networking Division (PBH)* in their entirety. The functions of these divisions will be realigned within the *Office of Legacy Systems Oversight (PBW)*.

Establish the *Office of Systems Management (PBU)* and enter the functional statement as follows:

#### *Office of Systems Management (PBU)*

(1) Provides leadership in the development and management of the technology environment which supports the HRS human resource information and payroll systems; (2) Develops short- and long-range information technology plans, identifying HRS' goals and objectives, budget requirements, acquisition plans and anticipated future needs; (3) Provides leadership and overall direction for configuration

management services including systems designed to reduce errors and support parallel and concurrent development of system; (4) Oversees software acceptance testing, quality assurance and quality control functions for all new systems/subsystems, major enhancements and systems changes for human resource information systems; (5) Provides HRS-wide systems security support including contingency planning, system and network safeguards, and employee awareness; and (6) Provides administrative support to the HRS systems and payroll divisions and offices.

Establish the *Office of Enterprise Human Resource and Payroll Systems (PBV)* and enter the functional statement as follows:

#### *Office of Enterprise Human Resource and Payroll Systems (PBV)*

(1) Provides overall program leadership and direction to enterprise human resource and payroll systems for the Department; (2) Provides oversight in developing and implementing new human resources and payroll systems; (3) Plans, organizes and directs high-priority projects or initiatives which cross-cut HRS business lines; and (4) Represents the Department on Interagency Groups.

Establish the *Office of Legacy Systems Oversight (PBW)* and enter the functional statement as follows:

#### *Office of Legacy Systems Oversight (PBW)*

(1) Provides overall program leadership and direction to the operation of the current legacy personnel and payroll system; (2) Conducts analysis and design of systems changes, enhancements and new requirements; (3) Provides the full range of automated data processing support activities associated with the development and maintenance of the civilian personnel/payroll processing and reporting systems; (4) Provides automation services for the HHS automated personnel and payroll systems and subsystems; (5) Manages the operation of production for the civilian personnel and payroll processing systems; and (6) Provides human resource and human resource systems customer liaison services to resolve issues and improve customer services.

Under the heading *Personnel and Pay Systems Division (PBG)* rename the *Personnel and Pay Systems Division (PBG)* the *Division of Payroll (PBG)*; delete "and the Social Security Administration's" under item (1); delete

item (2) in its entirety and renumber the remaining items in sequence.

Dated: September 21, 2000.

**Lynnda M. Regan,**

Director, Program Support Center.

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Office of the Secretary

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

**AGENCY:** Workplace Violence Prevention Team, Office of Human Resources, Office of the Assistant Secretary for Management and Budget, Office of the Secretary, HHS.

**ACTION:** Notification of a new system of records.

**SUMMARY:** In accordance with the requirements of the Privacy Act, HHS is giving notice that it is publishing a notice of a new system of records, 09-90-1200, "Workplace Violence Prevention Team Records." We are also proposing routine uses for this new system.

**DATES:** OHR invites interested parties to submit comments on the proposed internal and routine uses on or before November 13, 2000. OHR sent a Report of a New System to the Congress and to the Office of Management and Budget (OMB) on September 20, 2000. The new system of records will be effective 40 days from the date submitted to OMB unless OHR receives comments that would result in a contrary determination.

**ADDRESSES:** Address comments to the Privacy Act Officer, Office of the Secretary, 200 Independence Avenue, SW, Room 645F, Washington, DC 20201. Comments received will be made available for public inspection at the above address during normal business hours, 8:30 a.m.-5 p.m.

**FOR FURTHER INFORMATION CONTACT:** Workplace Violence Prevention Team Leader, Work and Family Program, 330 C Street, SW, Room 1250, Washington, DC 20201. Telephone number is 202-690-1441 or 202-690-8229. These are not toll-free numbers.

**SUPPLEMENTARY INFORMATION:** The Office of Human Resources (OHR) proposes to establish a new system of records: 09-90-1200, "Workplace Violence Prevention Team Records." This system of records will be used by members of the HHS Workplace Violence Prevention Teams (WVPT) to assist

employees who contact them for assistance with an actual or potential workplace violence situation. The records of the system will be used to: (1) Administer health programs related to workplace violence prevention activities; (2) administer and support safety programs that help reduce accidents and injuries among employees; (3) monitor or follow up on violent or potentially violent situations in HHS; (4) help WVPT members make assessments of violent or potentially violent situations and then make recommendations regarding interventions to those persons involved with the situations; (5) prepare administrative reports, conduct evaluations, or audit the activities of the team; and (6) inform management, medical personnel and security staff in HHS of potential and actual dangerous situations that require their actions to assure the safety and health of employees.

The system will contain records on each person who contacts the teams for assistance. It will also contain records on individuals who are being interviewed and investigated by the teams. The records will typically contain demographic data such as the individual's name, pay plan, grade level, employing organization, office location, duty hours, telephone number and name of supervisor. Information will also be maintained about the workplace violence situations concerning those who contact the teams. This will include descriptions of events related to the workplace violence situations, others involved, as well as dates and locations of events. Each record will also contain an assessment of the situation by the WVPT, information regarding any interviews that were conducted, and the recommended interventions. If an individual is being interviewed because of another person's report, the record may also contain information that was obtained through interviews with the supervisor, Federal or local law enforcement personnel, HHS security staff, co-workers, and any others involved in the situation.

#### **AUTHORITIES FOR MAINTENANCE OF THE SYSTEM:**

- 5 U.S.C. 7901 (Health Services Programs);
- 5 U.S.C. 7902 (Safety Programs).

#### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

The routine uses proposed for this system are compatible with the stated purposes of the system, i.e., administer

health programs related to workplace violence; administer and support safety programs that help reduce accidents and injuries; monitor or follow up on violent or potentially violent situations in HHS; make assessments of violent or potentially violent situations and recommendations regarding interventions; prepare administrative reports, evaluations and audit activities; and inform management, medical personnel and security staff in HHS of potential or actual dangerous situations that require action to assure the safety and health of employees.

The WVPT will disclose relevant information to third parties outside the Department as follows: Routine Use 1: To a congressional office when it has received a written inquiry from an individual about whom a record is maintained in this system. This request will be verified before disclosure from the individual's record will be made to the congressional office. Routine Use 2: When a person or property is harmed, or when threats of harm to a person or property are reported, disclosure will be made, as appropriate, to law enforcement authorities, medical treatment authorities, and those persons being threatened or harmed. Routine Use 3: To the Department of Justice, a court or other tribunal, when: (a) HHS, or any component, thereof; or (b) any HHS employee in his or her official capacity; or (c) any HHS employee in his or her individual capacity where the Department of Justice (or HHS, where it is authorized to do so) has agreed to represent the employee; or (d) the United States or any agency thereof where HHS determines that the litigation is likely to affect HHS or any of its components, is a party to litigation or has interest in such litigation, and HHS determines that the use of such records by the Department of Justice, the court or other tribunal is relevant and necessary to the litigation and would help in the effective representation of the governmental party, provided, however, that in each case HHS determines that such disclosure is compatible with the purpose for which the records are collected. The local System Manager will approve any disclosure made under this routine use. Routine Use 4: To student volunteers, interns, individuals working under a personal services contract, organizations working under contract, and other individuals performing functions for the Department but technically not having the status of agency employees, if they need access to the records to perform their assigned duties. This includes those performing threat or risk

assessments. The contractor will be required to maintain Privacy Act safeguards with respect to such records. These safeguards are explained in the section entitled "Safeguards." Routine Use 5: To qualified personnel for research, audit, or evaluation purposes.

#### **SAFEGUARDS:**

The OHR has instituted extensive safeguards to protect both the automated and non-automated records. The Systems Security Officer has certified that the safeguards for the system are commensurate with the sensitivity and criticality of the records. The system notice describes: (1) The safeguards that are in effect to ensure that only authorized users have access to the records; (2) the physical security measures used to protect the records; (3) the procedural safeguards to ensure data integrity and prevent unauthorized access and disclosure; and (4) security guidelines for contractors, as applicable.

The system notice is written in the present rather than future tense to avoid the unnecessary expenditure of public funds to republish the notice after the new system becomes effective.

Dated: September 27, 2000.

**Evelyn White,**

*Deputy Assistant Secretary for Human Resources, ASMB.*

#### **09-90-1200**

#### **SYSTEM NAME:**

Workplace Violence Prevention Team (WVPT) Records, HSS/OS/ASMB/OHR.

#### **SECURITY CLASSIFICATION:**

None.

#### **SYSTEM LOCATION:**

Records are located throughout HHS in offices designated to provide workplace violence prevention services. Since there are numerous sites around the country available for these services, contact the appropriate system manager in Appendix A for more details about specific locations.

#### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals covered by this system include: persons who report potential or actual workplace violence; persons accused of threatening to commit, or committing workplace violence; and persons interviewed or investigated in connection with reports or allegations of potential or actual workplace violence.

#### **CATEGORIES OR RECORDS IN THE SYSTEM:**

This system contains written and electronic records on each person who contacts the WVPT for assistance. It also contains records on individuals who are

being interviewed and investigated by the WVPT. The records typically contain demographic data such as the individual's name, pay plan, grade level, employing organization, office location, duty hours, telephone number, and name of supervisor.

Information is also maintained about the workplace violence situation that is concerning the person who contacts the WVPT. This includes descriptions of events related to the workplace violence situation, others involved, as well as dates and locations of events. Each record will also contain an assessment of the situation by the WVPT, information regarding any interviews that were conducted, and the recommended interventions.

If the WVPT is interviewing a person because of someone else's report, the record of the person being interviewed may also contain information that was obtained through interviews with the supervisor, Federal or local law enforcement personnel, HHS security staff, co-workers, and any others involved in the situation.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

- 5 U.S.C. 7901 (Health Services Programs);
- 5 U.S.C. 7902 (Safety Programs)

#### **PURPOSE(S): THE AGENCY MAINTAINS THIS SYSTEM OF RECORDS TO:**

1. Administer health programs related to workplace violence prevention activities;
2. Administer and support safety programs that help reduce accidents and injuries among employees;
3. Monitor or follow up on violent or potentially violent situations in HHS;
4. Help WVPT members make assessments of violent or potentially violent situations and then make recommendations regarding interventions to those persons involved with the situations;
5. Prepare administrative reports, conduct evaluations, or audit the activities of the teams; and
6. Inform management, medical personnel and security staff in HHS of potential and actual dangerous situations that require action to assure the safety and health of employees.

#### **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

These records or information from these records may be released:

1. To a congressional office when it has received a written inquiry from an individual about whom a record is maintained in this system. This request will be verified before disclosure from

the individual's record will be made to the congressional office.

2. When a person or property is harmed, or when threats of harm to a person or property are reported, disclosure will be made, as appropriate, to law enforcement authorities, medical treatment authorities, and those persons being threatened or harmed.

3. To the Department of Justice, a court or other tribunal, when: (a) HHS, or any component, thereof; or (b) any HHS employee in his or her official capacity; or (c) any HHS employee in his or her individual capacity where the Department of Justice (or HHS, where it is authorized to do so) has agreed to represent the employee; or (d) the United States or any agency thereof where HHS determines that the litigation is likely to affect HHS or any of its components, is a party to litigation or has interest in such litigation, and HHS determines that the use of such records by the Department of Justice, the court or other tribunal is relevant and necessary to the litigation and would help in the effective representation of the governmental party, provided, however, that in each case HHS determines that such disclosure is compatible with the purpose for which the records are collected. The local System Manager will approve any disclosure made under this routine use.

4. To student volunteers, interns, individuals working under a personal services contract, organizations working under contract, and other individuals performing functions for the Department but technically not having the status of agency employees, if they need access to the records to perform their assigned duties. This includes those performing threat or risk assessments. Contractors will be required to maintain Privacy Act safeguards with respect to such records. These safeguards are explained in the section entitled "Safeguards."

5. To qualified personnel for research, audit, or evaluation purposes.

#### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:**

##### **STORAGE:**

These records are maintained in file folders and on password-protected computers, and computer disks. Folders and computer disks, when not in use, are stored in a secured area accessible only to members of the WVPT.

##### **RETRIEVABILITY:**

These records are retrieved by employee name (those who reported a violent or potentially violent event and those who were reported), event date, and event location.

#### **SAFEGUARDS:**

1. *Authorized Users:* Access to these records is limited to members of the WVPT. Others working with the WVPT, such as outside consultants, when approved by the team, may have access for the purpose of investigating a situation, preparing reports, or conducting evaluations and audits.

2. *Physical Safeguards:* All paper records are stored in metal filing cabinets equipped with locks, preferably combination. The file cabinets are stored in secure areas with access limited to the WVPT members. Computer records are stored on disks or computers that are password protected or are systems discreet from other computer systems. Disks are stored in the same manner as paper records.

3. *Procedural Safeguards:* Information will only be released from this system of records in accordance with the routine uses described above or as provided by the Privacy Act's disclosure provisions. Those who are serviced by the WVPT will be informed in writing about the WVPT's confidentiality procedures when they begin the process. Consultants must not disclose records. Secondary disclosure of information is prohibited unless permitted by a routine use or other of the Privacy Act's disclosure provisions.

4. *Contractor Guidelines:* Contractors who are given records under routine use #3 must maintain the records in a secured area, allow only those individuals immediately involved in the processing of the records to have access to them, prevent unauthorized persons from gaining access to the records, and return records to the System Managers immediately upon completion of the work specified in their contracts. Contractor compliance is assured through inclusion of Privacy Act requirements in contract clauses, and through monitoring by contract and project officers. Contractors who maintain records are instructed to make no disclosure of the records except as authorized by the System Managers and as stated in the contracts.

##### **RETENTION AND DISPOSAL:**

Records are destroyed two years after the incident/situation has been closed by the WVPT or until any litigation/third party action about it has been resolved. Files will be destroyed only by a WVPT team member and with a witness present. Paper records will be destroyed by shredding or burning. Information stored on computers will be destroyed by deleting all appropriate portions of floppy disks, hard drives, tapes, and other electronic media that may contain the record. Consultant and

contractor records will be transferred to the local WVPT for destruction.

#### SYSTEM MANAGER(S) AND ADDRESS:

The records of individuals served by the WVPT are managed by local System Managers in the various HHS sites listed in Appendix A.

#### NOTIFICATION PROCEDURES:

For purposes of notification, the subject individual, and/or the individual's legal representative should write to the local System Manager who will require the system name, requestor name, address, and Social Security Number to ascertain whether the individual's record is in the system.

#### RECORD ACCESS PROCEDURES:

For purposes of access, use the same procedures outlined in Notification Procedures above. Requestors must also reasonably specify the record contents being sought. (These procedures are in accordance with Department regulation 45 CFR 5b.5(a)(2).)

#### CONTESTING RECORD PROCEDURES:

The subject individual shall contact the System Manager and reasonably identify the record and specify the information being contested. State the corrective action sought (addition to, deletion of, or substitution of) and the reasons for the correction with supporting justification. (These procedures are in accordance with Department regulation 45 CFR 5b.7.)

#### RECORD SOURCE CATEGORIES:

Information in this system of records is supplied by the individual contacting the WVPT, this individual's coworkers (including the supervisor), a member of the individual's family, sources to/from whom the individual has been referred for assistance, Departmental officials involved in the situation (such as security staff), or other sources involved with the situation and its resolution.

#### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

None.

#### Appendix A

1. For employees in the Southwest DC area, contact: Workplace Violence Prevention Team Leader, PSC Work/Life Center, 330 C Street, SW, Room 1250, Washington, DC 20201.

2. For employees on the MIH Campus in Bethesda, MD, contact: Critical Incidents Violence Intervention League (CIVIL) Team Leader, OHRM/OD, 31 Center Drive, Room 1C39, Bethesda, MD 20892.

3. For employees at HCFA headquarters in Baltimore, MD, contact:

Crisis Management Team Leader, 7500 Security Boulevard, Room S1-23-27, Baltimore, MD 21244.

4. For employees at CDC headquarters in Atlanta, GA, contact: Crisis Management Team Chair, Associate Director for Management and Operations, 1600 Clifton Road, NE, MS-D15, Atlanta, GA 30333, or, Crisis Management Team Co-Chair, Employee Relations Specialist, 4770 Buford Highway, MS-K17, Atlanta, GA 30341-3274.

5. For employees in SAMHSA, contact: SAMHSA Crisis Intervention Team Leader, SAMHSA, Division of Human Resources Management, 5600 Fishers Lane, Room 14C17, Rockville, Maryland 20857, 301-443-4006.

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Agency for Healthcare Research and Quality

#### Agency Information Collection Activities: Proposed Collection; Comment Request

**AGENCY:** Agency for Healthcare Research and Quality, HHS.

**ACTION:** Notice.

**SUMMARY:** This notice announces the intention of the Agency for Healthcare Research and Quality (AHRQ) to request the Office of Management and Budget (OMB) to allow a proposed information collection project: "Medical Expenditure Panel Survey Household Component (MEPS-HC)—2001 through 2004". In accordance with the Paperwork Reduction Act of 1995, Public Law 104-13 (44 U.S.C. 3506(c)(2)(A)), AHRQ invites the public to comment on this proposed information collection.

**DATES:** Comments on this notice must be received by December 4, 2000.

**ADDRESSES:** Written comments should be submitted to: Cynthia McMichael, Reports Clearance Officer, AHRQ, 2101 East Jefferson Street, Suite 500, Rockville, MD 20852-4908.

Comments submitted in response to this notice will be summarized and included in the request for OMB approval of the proposed information collection. All comments will become a matter of public record.

In accordance with the above-cited legislation, comments on the AHRQ information collection proposal are requested with regard to any of the following: (a) Whether the proposed

collection of information is necessary for the proper performance of functions of the Agency, including whether the information will have practical utility; (b) the accuracy of the Agency's estimate of the burden (including hours and costs) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including the use of automated collection techniques or other forms of information technology.

#### SUPPLEMENTARY INFORMATION:

##### Proposed Project

"Medical Expenditure Panel Survey Household Component (MEPS-HC)—2001 through 2004".

The AHRQ intends to conduct an annual panel survey of U.S. households to collect information on a variety of measures related to health status, health insurance coverage, health care use and expenditures, and sources of payment for health services. Each panel consists of a nationally representative sample of U.S. households who remain in MEPS for two consecutive years of data collection. The first panel of MEPS began in 1996 and has continued annually thereafter. The MEPS-HC is jointly sponsored by the AHRQ and the National Center for Health Statistics (NCHS).

It will be conducted using a sample of households selected from households which responded to the National Health Interview Survey (NHIS) sponsored by NCHS. The NHIS is a household survey which collects health related data from approximately 50,000 households and 110,000 people. The NHIS is used as the sampling frame for the MEPS and several other surveys as part of efforts by the Department of Health and Human Services (HHS) to integrate survey data collection activities.

Data to be collected from each household include detailed information on demographics, health conditions, current health status, utilization of health care providers, charges and payments for health care services, quality of care received, medications, employment and health insurance.

Subject to AHRQ and NCHS confidentiality statutes, data will be made available through publications, articles in major journals as well as public use data files. The data are intended to be used for purposes such as:

- Generating national estimates of individual and family health care use and expenditures, private and public health insurance coverage, and the