

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
INDIAN HEALTH SERVICE

Refer to: DFM

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 95-06

PLANNING, FORMULATION AND CONSULTATION PROCESS
FOR THE ALBUQUERQUE AREA BUDGET ENHANCEMENT PACKAGES

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1. **PURPOSE.** The purpose of this circular is to establish a method by which Albuquerque Area officials and Tribal entities systematically participate in the planning, formulation and consultation process for developing the Albuquerque Area Budget Enhancement Packages.
2. **BACKGROUND.** With the passage of Public Law 100-472, Indian Health Service (IHS) has been mandated to develop a process by which Tribal participation is achieved in the planning and formulation of the Area budget requirements for Federally and Tribally operated services and programs.
3. **POLICY.** It is the policy of Albuquerque Area Indian Health Service (AAIHS) to ensure that development of the Area Budget Enhancement Packages is accomplished in consultation with the tribes and tribal organizations. Such consultation/tribal participation shall include the identification of enhancement packages, the review of enhancement packages and the actual priority ranking of enhancement packages.
4. **DEFINITIONS.**
 - A. **Albuquerque Area Governing Board (AAGB)** - The AAGB is comprised of eleven IHS representatives as follows, the Area Director, Chief Medical Officer, Associate Director, Office Administration and Management/Executive Officer, representative from the Clinical Directors, Nurse Executive, Service Unit Directors and tribal

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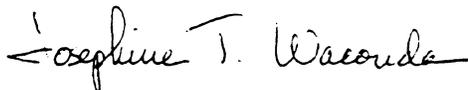
representatives. The AAGB retains the final approval and authority on the budget, strategic plans, medical staff credentialing, appointments, reappointments, legal issues and facilities.

- B. **Budget Enhancement Packages** - Budget packages that are developed requesting resources that are above the "Current Services Estimates" and/or for programs that are "new" to an Agency.
- C. **Budget Sub-Sub-Activity** - A coding structure level that identifies a specific project activity or organization. The Sub-Sub-Activity is used to account for an allowance of funds made for that purpose and to record obligations and expenditures against that allowance to insure control of Federal funds spending limitations. (Example: Dental, Alcoholism, Mental Health).
- D. **Program Increases** - The increase by specific "Program" requested or provided by Congress that are above the base funding level.
- E. **Service Unit Tribal Health Boards** - Tribal representatives that have been appointed by tribal leaders to represent their respective tribe in service unit health issues. They serve as an advisory committee to the Service Unit Directors and provide guidance on management and planning of health issues.

5. **RESPONSIBILITIES.**

- A. The implementation of the Budget Enhancement Packages will be the responsibility of the Service Unit Directors, in conjunction with their respective Service Unit Tribal Health Boards.
- B. The Area Associate Directors and Program officials will assist Service Unit Directors in identifying the funding requirements based on program increases.
- C. The Service Unit Directors will ensure that the budget enhancement packages are reviewed and prioritized by the Service Unit Tribal Health Boards.
- D. The Area Director will ensure that the Budget Enhancement Package submitted by each Service Unit Director is prioritized and approved by the AAGB.

- E. All personnel involved with the planning and formulation of the Budget Enhancement Packages are responsible for preserving confidentiality and preventing premature disclosure of budget information and related legislative proposals.
5. **PROCEDURES.**
- A. Service Unit Directors and the Service Unit Tribal Health Boards will meet to review and prioritize their Budget Enhancement Packages.
- B. Service Unit Directors will submit their prioritized Budget Enhancement Packages to the Division of Financial Management, (DFM) AAIHS for consolidation.
- C. The Director, DFM will consolidate by Budget Sub-sub-Activity the Budget Enhancement Packages received from each service unit into one packet and submit to AAGB.
- D. The AAGB will prioritize and approve the Albuquerque Area Budget Enhancement Package.
- E. The Area Director will ensure submission of the Albuquerque Area Budget Enhancement Package to IHS Headquarters.
6. **SUPERSESION.** This circular supersedes Albuquerque Area Indian Health Service Circular No. 90-03, dated July 1, 1990, Subject, "Budget Formulation and Consultation".
7. **EFFECTIVE DATE.** This circular is effective upon date of signature and shall remain in effect until cancelled or superseded.



Josephine T. Waconda
Assistant Surgeon General
Director, Albuquerque Area
Indian Health Service

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ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 95-05

ERRATA NOTICE FOR AAIHS CIRCULAR NO. 92-1

This Errata Notice is in reference to the publication of Albuquerque Area Indian Health Service Circular No. 92-1, "Imprest Draft Payment System" dated October 29, 1991.

The following pen and ink changes should be made:

DELETE:

The DHHS policy allows payments to be rendered in amounts up to \$2500 for each draft, however, AAIHS policy limits IDPS payments in amounts up to \$750 for routine small purchases, and \$300 for emergency travel advances"., under Section 2, Introduction, page 2., paragraph 5.

REPLACE WITH:

"The Division of Fiscal Services (DFS) policy allows payments to be rendered in amounts up to \$2500 for each draft. The AAIHS shall comply with DFS policy regarding the \$2500 limitation for routine small purchases, however, it limits the amount for \$300 for emergency travel advances".

DELETE:

"All transactions previously paid through the imprest cash fund, such as, small purchases limited to \$750, may" under Section 3, Administrative Procedures, page 4, Preparation of Source Documents for Small Purchases.

REPLACE WITH:

"All transactions previously paid through the imprest cash fund, such as, small purchases limited to \$2500, may"

DELETE:

"Diner Club Card" under Section 3, Administrative Procedures, page 4, Emergency Advance of Funds for Travel and Transportation, first paragraph".

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REPLACE WITH:

"Government Issued Credit Card".

DELETE:

"The IO should contact the Diner Club Coordinator at (505) 766-2124 or FTS 474-2124 for updated information regarding Diners Club Card holders" under Section 3, Administrative Procedures, page 4, Emergency Advance of Funds for Travel and Transportation, second paragraph.

REPLACE WITH:

"The IO should contact the Government Issued Credit Card Coordinator, Internal Audit Branch, Albuquerque Area Office at (505) 766-3459 for updated information regarding Government Issued Credit Card holders".

Josephine T. Waconda

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Assistant Surgeon General
Director, Albuquerque Area
Indian Health Service