



MAR 15 2019

Dear Tribal Leader:

On October 4, 2018, I wrote to you announcing a new automated tool for electronically submitting Catastrophic Health Emergency Fund (CHEF) requests.

As the Tribal Leader letter mentioned, the Indian Health Service (IHS) held four 3-hour training sessions for the target audience of PRC staff and managers. The CHEF Online Tool (TOOL) training provided a live demonstration of the TOOL, followed by a question and answer session. The IHS Director’s Workgroup on Improving Purchased/Referred Care recommended that additional training be provided for Information Technology (IT) staff prior to implementing the TOOL.

The new implementation date for the TOOL is Wednesday, May 1, 2019.

I would like to encourage you to widely share the below training dates. The target audience for these sessions is IT staff and managers responsible for coordinating IT activities. The 1-hour training will provide information on TOOL system requirements via Adobe Connect, followed by a question and answer session.

March 19 (1:30 p.m. – 2:30 p.m., ET)	March 26 (1:30 p.m. – 2:30 p.m., ET)
Adobe Connect: https://ihs.cosocloud.com/rlael3k1fc6n/ Room Passcode: ihs123 Dial-In Number: 888-455-6733 Passcode: 6495868	Adobe Connect: https://ihs.cosocloud.com/rs68h7mqawua/ Room Passcode: ihs123 Dial-In Number: 888-455-6733 Passcode: 6495868

For additional information on the TOOL or Webinar training, please directly contact Ms. Terri Schmidt, Director, Division of Contract Care, IHS, by telephone at (301) 443-2694 or by e-mail at terri.schmidt@ihs.gov.

Sincerely,

/Michael D. Weahkee/

RADM Michael D. Weahkee, MBA, MHSA
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