DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Rockville MD 20857

JUN 2 1999

TO: See Below

FROM: Acting Associate Director
Office of Health Programs

SUBJECT: Health System Planning Process Implementation

This memorandum provides notification that the Health System Planning (HSP) program has been completed, tested and will now replace the current Health Facility Planning Manual and shall be used in the development of Program Justification Documents (PJDs) and Program Of Requirements (PORs) for health care facilities planning. The HSP was developed in response to Congressional direction to standardized designs and planning methods for Federal health care facilities and to reduce overall planning costs. The HSP with its computerized system of templates will accomplish this and shall be used for the concepts and schematics phase of facility design. Please refer to the attachment for the HSP System overview and User's Manual.

A steering committee consisting of Area/Service Unit health care program professionals, planners, and engineers provided guidance and direction in developing the new process. The HSP program including the templates and the software were developed by contract under the direction of the steering committee. Workgroups were established to review individual programs and incorporated comments from all levels within the Indian Health Service and from the tribes.

The PJDs previously submitted to headquarters but not yet approved, will be processed based on the current Health Facilities Planning Manual. However, once initial congressional funding is secured, PORs will be revised and completed for approval in accordance with the HSP. The current validation process will still be required to approve any proposed new facility. The HSP will be managed by the Division of Facilities and Environmental Engineering.

Throughout the development of the HSP numerous presentations and training opportunities were provided at national Tribal meetings, the Executive Leadership Group and the Indian Health Leadership Council. To date most of the Planning Officers have received training on the HSP and a another training session is scheduled for June 15, at the Engineering Services – Dallas. Users of the HSP are strongly encouraged to attend this training session. Please refer any questions on these issues to Mr. José F. Cuzme, P.E., Chief, Health Care Facilities Engineering Branch at (301) 443-1851.

Gary J. Hartz

Gary J. Hartz, P. E.
Assistant Surgeon General

Attachment: HSP System Overview

Addresses: Area Directors
Executive Staff
Director, Office of Management Support