

MEETING DATE CHANGE!!!

**PORTLAND AREA
INDIAN HEALTH SERVICE**

FY 2012 IHS Budget Formulation Meeting

Thursday, November 19, 2009

9:00 am – 3:30 pm

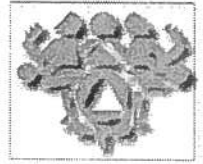
Meeting Location:

**Indian Health Service
Edith Green/Wendall Wyatt Building
1220 S.W. Third Avenue, Room 322
Portland, OR**

For questions contact: Steven Poitra, Indian Health Service, Portland Area Office, (503) 326-2020



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Thursday, November 19, 2009
9:00 a.m. – 3:30 p.m.

9:00 a.m.	Welcome	Dean Seyler, Acting Director, Portland Area Indian Health Service (PAIHS) Andy Joseph, Chair, Northwest Portland Area Indian Health Board
9:15 a.m.	Area Director Updates	Dean Seyler, Acting Director, PAO-IHS
9:45 a.m.	FY 2010 Budget Update ➤ CHS User Population ➤ CHS Budget Increases	Terry Dean, Statistical Officer, PAO-IHS Sharlene Andrew, Finance Officer, PAO-IHS
10:45 a.m.	Break	
11:00 a.m.	Overview Budget Consultation Process ➤ FY 2012 Budget Instructions ➤ FY2012 Budget Worksheet completion	Joe Finkbonner, Executive Director, NPAIHB Sharlene Andrew, Finance Officer, PAO-IHS
11:45 a.m.	Review of the FY 2011 Health & Funding Priorities for Portland Area and National Recommendations	Jim Roberts, Policy Analyst, NPAIHB
12:15	LUNCH (on your own)	
1:30p.m.	FY 2012 Rules Based Discussion	Andy Joseph, NPAIHB Vice-Chair and Colville Tribal Council Jim Roberts, Policy Analyst, NPAIHB
2:00 p.m.	Needs Based Recommendations & Follow Up Tasks ➤ Area Representatives/Technical Workgroups ○ Narrative Justification Workgroup ○ National Meeting Representatives ➤ Presentation to NPAIHB Quarterly Board Mtg.	Jim Roberts, Policy Analyst, NPAIHB
3:30 p.m.	Adjourn Note: Title I & V meetings will be held as needed with PAO staff as needed.	

INDIAN HEALTH SERVICE
FY 2012 Area Budget Formulation Sessions
INSTRUCTIONS

For the FY 2012 budget formulation process, all Areas are requested to complete and submit the attached worksheets of budget and health priorities recommendations. Following these instructions will ensure that the data used at the national meeting is complete and comparable, assisting the Area representatives in accomplishing their charge of producing a national set of FY 2012 budget recommendations for IHS-funded programs.

At its Evaluation / Planning Meeting for FY 2012, the budget workgroup agreed to follow the steps below in developing the Area recommendations.

1. **Discuss and agree upon budget recommendations by budget lines at a minimum of 2 levels - an increase of \$700 million and an increase of \$2 billion to the budget (i.e., the planning base). Use **Tab A worksheet in the attached Excel document titled "2. Area Budget Worksheets..."** to record your recommendations.** While it is acknowledged that Tribes have objected to the lower rules-based budget percentages requested in the past, the IHS would appreciate all Areas to consider including 2 levels of increases for the Rules-Based. The budget recommendations are to be made by budget line using the rationale of where budget increases will be most effective in addressing the agreed upon health priorities. For your convenience, included this year in the worksheet is the budget line breakout of FY 2010 President's Budget which is the Planning Base for FY 2012.

The FY 2011 final recommendation from the National Budget meeting is also included for your information as **Attachment 1** (FY 2011 National Budget Recommendations).

2. **Review and agree upon a ranked list of top 10 health priorities for your Area.** Use the attached Excel document titled "**3. Area Health Priorities Worksheet**" The history of national health priorities from FY 2005-2011 is included in the document as additional worksheets.

A crosswalk that shows how the IHS budget lines support various health priorities is attached as **Attachment 2**. Also attached are Description of Health Priorities and Description of Budget Lines as **Attachments 3 and 4** to assist in this discussion.

And, included is Description of Object Class Codes, **Attachment 5**, as additional information for Tribes, organizations and others to become familiar with and how it is used.

3. **The IHS requests that you discuss and agree upon budget recommendations for the *Rules-Based Budget* at 2 percent (+\$81M) and 4 percent (+\$161M) increase levels to the Planning Base (i.e., FY 2010 President's Budget). Use **Tab B** worksheet in attached Excel document titled "**2. Area Budget Worksheets...**" And,**

recommendations for increases at other levels may be submitted as well; if so, use Tab C worksheet.

4. **Discuss and submit at least one compelling testimony that may be used in presenting the national budget recommendations at the HHS Tribal Budget consultation and in other forums.** The testimony must be budget related; e.g., testimony demonstrating a service not being provided because of insufficient funds. Consent must be obtained from the person and/or family to share the story. Performance stories may also be submitted that demonstrate what can be achieved with a certain amount of funding. ["release" form still under legal review]
5. The following items also need to be addressed.
 - A) **Each Area shall select 2 Area Representatives to serve on the Budget Formulation Work Group.** Both Area representatives are to attend and participate in the IHS FY 2012 National Budget Worksession. Your Area representatives will have up to 20 minutes to present your Area recommendations and issues at the National Budget Worksession.
 - o Area representatives should have authorization to negotiate Area Tribal priorities during the National Budget Worksession in order to produce National Health and Budget Priority recommendations to the IHS and the Secretary of HHS.
 - o After the National Budget Worksession, one of the Area representatives will be the primary workgroup member and should personally commit to attend other budget formulation workgroup meetings or conference calls.
 - o In fact, the workgroup members should plan on staying for another 1½ days right after the completion of the National Budget Worksession to draft the testimony and slide presentation (see dates at the end of instruction).
 - B) **As part of your Area consultation process, please explain the difference between health priorities and budget lines, and how these relate to the National Performance Measures (that we report under GPRA).** In a nutshell, health priorities are the health diseases or problem areas that are burdening the AI/AN people and communities in your Area and many have a related National Performance Measure, while budget priorities relate to the IHS budget lines where funding is needed to address the health priorities. The crosswalk found in **Attachment 2** is intended as a tool to be used during the Area consultation process to show what type of funding can be used for ranked health priorities and the related National Performance Measure. Also included are descriptions of each health priority and budget line in the instruction package (**Attachments 3 & 4**). Please share this information with Tribes so they have a better understanding of why it is necessary to rank health priorities and put the funding in the budget.
 - C) **Each Area session should provide annual training on the Federal Budget Process, Performance Measures, Performance Assessments and the IHS budget worksession processes for those new to the budget process.**
 - (1) Headquarters will provide training materials on the Federal budget process and Performance Measures/Assessments. (2) Additional one-on-one training may be provided by the Area Budget officer, or other Area designee, for the 2 Area representatives to ensure that each are familiar with and have a working

knowledge of both the Federal Budget and the IHS budget processes *before* attending the IHS National Budget Worksession. (3) Area representatives should be familiar with the details of their Area recommendations and be prepared to present and actively discuss these recommendations at the National Budget Worksession.

D) Utilization of existing Performance Measures in Tribal Budget Formulation.

Please use attached word document (**Attachment 6 - Performance Measures and Tribal Budget Formulation Worksheet**) to identify tribal budget priorities and corresponding performance measures. This document will be compiled and used to identify how well area health priorities match existing national performance measures during the National Budget Worksession. Each Area GPRA Coordinator should work with the tribal budget formulation representatives during the formulation meetings to crosswalk existing national performance measures (if appropriate) to Area recommendations. This meaningful input and participation supports the Director's priority of renewing and strengthening tribal partnerships. Performance information

DUE DATE

Area submissions are due to IHS HQ Office of Finance & Accounting (Rosetta Tracy, Myron Johnson, John Scott, Melissa Boney) on **Monday, December 14, 2009**.

Submissions are to include:

- 1) Worksheet of budget recommendations at the +\$700 million and +\$2 billion levels,
- 2) Rules-based budget recommendations (+2% and +4%), and/or Optional levels,
- 3) At least one testimony (for which consent has already been given), and
- 4) Names of your 2 Area representatives to attend and participate in the national work session.

OTHER DATES

January 15, 2010 – Small group (from budget workgroup) to (a) review and edit, if any, the aggregated Area recommendations/rollup spreadsheets, and (b) schedule a conference call.

January 22, 2010 – IHS Headquarters to send final aggregated Area recommendations/rollup spreadsheets to Area representatives.

February 9-12, 2010

- February 9-11 (2½ days) – IHS FY 2012 National Budget Formulation Worksession meeting in Crystal City, VA.
- February 11-12 (1½ days) – Right after the National meeting, the workgroup members will meet to draft testimony and slide presentation.

June 8-9, 2010 – IHS Evaluation 2012 / Planning 2013 Meeting in Denver, CO