

## **NATIONAL CENTER FOR HEALTH STATISTICS (CAKL)**

(1) provides national leadership in health statistics and epidemiology; (2) collects, analyzes, and disseminates national health statistics on vital events and health activities, including the physical, mental, and physiological characteristics of the population, illness, injury, impairment, the supply and utilization of health facilities and manpower, the operation of the health services system: health costs and expenditures, changes in the health status of people, and environmental, social, and other health hazards; (3) administers the Cooperative Health Statistics System; (4) stimulates and conducts basic and applied research in health data systems and statistical methodology; (5) coordinates to the maximum extent feasible, the overall health statistical and epidemiological activities of the program and agencies of the HHS and provides technical assistance in the planning, management, and evaluation of HHS statistical programs; (6) maintains operational liaison with statistical units of other health agencies, public and private, and provides technical assistance within the limitations of staff resources; (7) fosters research, consultation, and training programs in international statistical activities; (8) participates in the development of national health statistics policy with other federal agencies; (9) directs the environmental and epidemiological statistics programs of the NCHS; and (10) provides the Secretary, HHS with consultation and advice on statistical matters in its role as the Government's principal general-purpose health statistics organization as designated by the Office of Management and Budget (OMB). (Approved 06/28/2023)

### Office of the Director (CAKL1)

The Office of the Director (OD), NCHS, directs, administers, and coordinates scientific and administrative operations. For NCHS, the OD (1) plans, manages, and evaluates the total vital, health, and health statistics programs; (2) provides programmatic oversight of allocated resources, administrative services, and human capital; (3) defines and provides guidance on goals and objectives for vital and health statistics program policies, strategic planning and overall implementation; (4) guides cross-cutting functions including strategic planning, budget strategy, external affairs, and performance; (5) ensures the integrity, regulatory compliance and quality of all health statistics programs; (6) stimulates basic and applied research and developmental activities; (7) directs environmental and epidemiological statistics program activities; (8) provides national and international leadership in vital and health statistics programs and activities; (9) releases and disseminates all NCHS statistical products and related activities (10) provides assistance to government agencies in order to foster international relationships, and improve the broad fields of vital and health statistics, and epidemiology; (11) coordinates activities with public and private health statistics agencies; (12) coordinates NCHS activities on classification of diseases and procedures with the responsibility for development of revision proposals and the United States' position on decennial revisions of the International Classification of Diseases; (13) oversees NCHS research programs in areas of public health data modernization and analytical infrastructure including cutting edge advances in technologies and products; (14) develops new data-science related initiatives in areas of architected and productionized machine learning models for classification, regression, outlier detection, and language modeling in support of large complex statistical surveys; (15) provides support for

CDC and HHS' Equal Employment Opportunity program; (16) provides executive-level leadership and guidance on Center-wide data resources and information technology management in support of scientific and program information and the research and development efforts on new information technologies, architectures, and systems; (17) provides executive-level leadership and guidance on data science (analytics and modernization) for large, complex surveys as well as research and development efforts to identify, analyze, visualize, and report on emerging public health data; and (18) releases and disseminates all NCHS statistical products and related activities in a manner consistent with OMB Federal Statistical Agency Director No. 4. (Approved 06/28/2023)

#### Office of the Deputy Director for Management and Operations (CAKL12)

The Office of the Deputy Director for Management and Operations (ODDMO) is a vital member of the NCHS senior staff providing executive-level leadership, guidance, and support for all operational, administrative, technical, dissemination, policy, legislative, and budget-related functions. For NCHS, the ODDMO provides leadership, guidance, and coordination for NCHS in areas of: (1) operational and administrative related programs; (2) policy development, budgetary activities, and implementation; (3) legislative activities; (4) information services production and dissemination; and (5) information technology planning, procedures, and training. (Approved 06/28/2023)

#### Office of the Director (CAKL121)

(1) provides functional oversight and management of operational-related activities regarding programmatic direction for planning and administration of allocated resources, human resource management, and general administrative support; (2) interprets and guides on existing policies and development of new internal policies and procedures to assure statutory compliance for all management and operational areas; (3) assesses the efficiency and responsiveness of administrative and operational activities; (4) provides programmatic oversight of planning, formulation, and execution of allocated budgeted resources; (5) provides oversight of legislative activities; (6) supports the functional needs of NCHS' Federal Advisory Committees (FACA); (7) supports the health statistics information dissemination and production activities; (8) monitors investments, and evaluates information technology requirements, resources, and infrastructure; and (9) provides for the protection of assets through information technology risk management and security. (Approved 06/28/2023)

#### Office of Management and Operations (CAKL1212)

The Office of Management and Operations (OMO) participates in the development of NCHS policy, long-range plans, and programs. For NCHS, OMO (1) plans, coordinates, directs, and provides advice and guidance on management and administrative operations including human capital, employee development, time and attendance, domestic and international travel, conference approval, records management, diversity initiatives, information management, facilities support, accountable property, mail distribution, ethics, and other administrative related services; (2) reviews the effectiveness and efficiency of operational support provided to all programs; (3) conducts management and organizational analyses as well as consultation and

advice on organizational structure and program reorganizations; (4) plans, directs, and coordinates building support services and work-life activities; (5) serves as liaison with various CDC Centers, Institute, and Offices (CIOs) including the CDC Management Board and Management Operations Team, and (6) provides oversight of budget expenditures and distribution.(Approved 06/28/2023)

#### Office of the Director (CAKL12121)

(1) participates in the planning, policy development, and oversight of all administrative and operational functions including human capital, travel, records and information management, facilities, accountable property, diversity initiatives, sustainability, and transportation; (2) coordinates and manages the day-to-day oversight of budget expenditures and distribution; (3) provides NCHS budget-related functions, financial data analysis, and reporting; (4) directs and manages the execution of the budget, including a system of budgetary and expenditure controls, financial reports, and assistance to staff; (5) provides planning, operational review and administrative coordination for NCHS regarding the Interagency Agreement process; (6) provides financial related information in support of short- and long-range statistical program planning and budgeting; (7) provides oversight, guidance, and coordination of acquisition and purchase activities; (8) manages and coordinates requirements related to contracts, grants, cooperative agreements, interagency agreements, and reimbursable agreements; (9) assures compliance with all laws, regulations, policies, and decisions related to financial execution and planning; (10) serves as liaison, and works closely with CDC's Office of Financial Resources on financial and contractual related matters; (11) responds to reporting requirements from CDC, HHS, and OMB; (12) provides short and long range budget planning data, policy development information, and program analysis; (13) assists in the review of Congressional bill language to identify and properly account for earmarks and other directed programs; and (14) coordinates the full range of complex service contracting functions including acquisition strategy, acquisition planning, procurement package input and validation. (Approved 06/28/2023)

#### Operations and Logistics Staff (CAKL12121B)

The Staff (1) coordinates all activities related to personnel security and physical security operations; (2) plans and manages the Continuity of Operations Plan; (3) facilitates the development, issuance, implementation, and maintenance of administrative internal controls, policies, standard operating procedures, delegations of authority, and forms; (4) oversees the records management program; (5) manages the conference clearance and approval process for staff; (6) provides administrative management services to all offices and divisions; (7) plans, directs, and coordinates facilities support including managing facility operations, building maintenance and custodial services, monitoring lease provisions, facility improvements, parking, and logistics support for special events (on-site conferences, meetings, seminars, ceremonies); (8) evaluates administrative data, processes, and procedures to determine the effectiveness of administrative and business services policies and support to all divisions and offices; (9) manages the lifecycle and accountability of all government property; (10) manages the sustainability program to promote environmental, conservation, and recycling stewardship in the workplace; (11) provides mail receipt and distribution, and copying services; (12) coordinates

and manages the government vehicle program and transportation incentive program; (13) manages and coordinates the domestic and international travel programs; and (14) manages administrative communications via email announcements, intranet, and electronic boards. (Approved 06/28/2023)

#### Workforce and Career Development Staff (CAKL12121C)

The Staff (1) manages human capital activities with the goal of improving organizational effectiveness, employee morale, motivation, and productivity; (2) develops and implements internal administrative human capital-related policies and procedures as appropriate; (3) maintains liaison with related staff offices and other CDC officials; (4) coordinates and manages the incentive and honor awards programs including planning and coordinating the annual NCHS Director's Awards Ceremony; (5) coordinates and manages the performance appraisal system in accordance with Office of Personnel Management, HHS, and CDC policies, procedures and regulations; (6) coordinates the processing of personnel actions and activities in the areas of recruitment, staffing and retention of staff; (7) provides advice and guidance on strategies and tools available to effectively recruit, and plan for succession of staff, and retention of knowledges and skills; (8) directs organizational development activities that focus on skill assessment, career counseling, training administration, workforce planning and conflict management; (9) provides advice, guidance and assistance on the establishment or modification of position development, organizational structure and functional assignments; (10) coordinates the administration of the fellowship and intern program; (11) serves as the diversity champion and oversees the implementation of diversity initiatives; (12) coordinates and manages telework programs; (13) manages the new employee orientation process; (14) serves as liaison with the CDC Office of Human Resources and NCHS supervisors on employee and labor relations activities; (15) coordinates and provides advice and guidance on a variety of administrative functions related to pay and leave administration; (16) coordinates all activities related to staff requirements for the CDC Ethics Program; and (17) serves as the liaison with the Office of Commissioned Corps Personnel for NCHS Commissioned Officers. (Approved 06/28/2023)

#### Office of Policy, Budget, and Legislation (CAKL1213)

The Office of Policy, Budget, and Legislation (OPBL) leads NCHS policy development, fiscal direction, and legislative activities. For NCHS, OPBL: (1) leads policy development activities, advises on strategic and policy direction for short- and long-range statistical programs, and program analysis; (2) serves as focal point for policy and program activities including planning and development of new programs, communication on program and policy issues, integration of program activities, and organizing teams for high priority initiatives; (3) assists the NCHS Director in the assessment of program accomplishments and planning development through a program review process; (4) serves as principal advisor on resource development and budget formulation and programmatic oversight of allocated resources; (5) provides leadership for the direction and improvement of fiscal policies; (6) develops and coordinates legislative activities while serving as the principal liaison between programs and executive and legislative branch officials on legislative-related affairs; (7) provides representation for high-level internal and external policy, issues management, and partnership activities and groups; (8) maintains regular

and proactive two-way communications with the CDC and HHS policy community and uses the results to contribute to problem solving; (9) partners with federal agencies and private organizations to promote and support the NCHS mission; (10) promotes the dissemination, adoption and use of public health data standards, including developing and documenting comprehensive policy analyses, contributes to special reports and newsletters, provides planning, operational review, engagement and coordination with Federal Interagency Forums and related activities; (11) provides scientific, technical support and Executive Secretariat services to the National Committee on Vital and Health Statistics (NCVHS); (12) takes a leadership role in assuring representation on intra- and interagency task forces and committees including NCVHS, NCHS' Board of Scientific Counselors, and other FACA committees; (13) fosters communication between programs and serves as principle liaison with clearance officials in CDC, HHS, and OMB; (14) assures that NCHS' legislative mandates are reflected in confidentiality and privacy policies; (15) provides policy guidance on data sharing and data release agreements in consultation with the NCHS -Office of Science (OS); and (16) supports OS in reviewing and responding to Freedom of Information Act (FOIA) requests that include policy implications. (Approved 06/28/2023)

#### Office of Information Services (CAKL1214)

The Office of Information Services (OIS) plans and administers complex information services production and dissemination systems for promoting access to, use, and value of NCHS health statistics data to government officials, health organizations, researchers, and academia. For NCHS, OIS: (1) plans, directs, coordinates and evaluates the information services program of the Center; (2) develops standards for information services production and dissemination; (3) conducts a technologically enhanced information services program utilizing state-of-the-art advancements in Internet and external web-based products and services; (4) coordinates information services with other NCHS divisions and programs to meet Center goals effectively; (5) conducts research to improve methods and operations of information production and dissemination programs, emphasizing web-based services; (6) designs, develops, and implements state-of-the-art systems for information production and dissemination, emphasizing web-based systems; (7) provides technical assistance, consultation, and liaison to NCHS, CDC, HHS, and outside private, domestic, and international organizations on information services programs and services which improve the access to, use, and availability of health statistics data for analysis; (8) promotes the integration of health statistics data information systems; and (9) develops and sustains collaborative partnerships within NCHS, CDC, HHS, and externally with public, private, domestic, and international entities on health information services programs. (Approved 06/28/2023)

#### Office of the Director (CAKL12141)

(1) provides leadership for the development, conduct, and evaluation of the National Health Statistics Information Services Program; (2) directs, plans, and coordinates the health information dissemination and information production activities of the division; (3) develops and administers a research and analytic program to improve the delivery of information services to constituents; (4) determines the most effective mix to provide the Center cost-effective and

timely information dissemination, publications, and Internet/Extranet services using in-house and contractor-based resources; (5) provides technical assistance regarding data and information dissemination, publications and Internet services to federal, state, local, public, and private organizations; and (6) leads development of collaborative partnerships within NCHS, CDC, and HHS and externally with public, private, domestic, and international entities on health information services and the manner in which health statistics data may be accessed by users. (Approved 06/28/2023)

#### Information Dissemination Staff (CAKL12141B)

The staff (1) plans, directs, and coordinates the NCHS health statistics information dissemination program; (2) designs, develops, and implements systems to disseminate and promote the use of NCHS data and information products; (3) manages a broad program of electronic dissemination activities using cutting-edge tools such as the Internet, extranet, CD-ROM, and other media; (4) develops and promotes the dissemination of a wide range of other information materials, including brochures, fact sheets, and exhibits to reach general and specialized audiences; (5) develops standards and policies for formatting and organizing electronic data and information products including micro-data, Listserv, publications, web-only data releases, fact sheets and other dissemination tools; (6) coordinates with NCHS programs to identify, develop, produce, disseminate and market a range of printed and electronic information materials designed to meet user needs; (7) develops and sustains relationships with federal, state, and local agencies, the scientific and research community, libraries, and national and international health organizations which foster access to and use of NCHS statistical information services; (8) operates a public inquiries program to respond to data and information requests; (9) provides technical assistance to users in acquiring and using NCHS data and information products; (10) conducts and participates in conferences, seminars, workshops, and exhibits to present the information and data of NCHS; (11) evaluates the presentation and dissemination of NCHS information; (12) conducts user surveys to determine user's needs and translates these needs into NCHS product development and dissemination plans; (13) researches, evaluates, develops, and implements improved methods of information dissemination; (14) manages the inventory and storage of NCHS information products; and (15) keeps abreast of federal information dissemination policies and programs. (Approved 06/28/2023)

#### Information Design and Publishing Staff (CAK12141C)

The Staff (1) plans, directs, and conducts the NCHS information publishing program; (2) develops, recommends, and implements policies and standards for electronic and printed publishing at NCHS; (3) provides consultation and technical assistance to NCHS programs regarding publication policies, operational procedures, presentation techniques, and graphic services; (4) interprets and applies CDC standards and provides input to CDC officials regarding issues unique to the design and production of NCHS electronic and printed materials; (5) researches and adopts emerging technology to improve timeliness, cost-savings, and quality of electronic and printed products; (6) directs, coordinates, and provides liaison between NCHS and other agencies on joint information design and publishing projects; (7) provides design and production support for all NCHS published products, including the NCHS website; (8) plans,

designs, produces, monitors, and administers the NCHS website; (9) develops specifications, sets standards, coordinates, and produces NCHS reports; (10) provides graphic and multimedia design services for all NCHS programs; (11) prioritizes, coordinates, and controls all NCHS electronic publications and print products; (12) establishes, administers, and monitors contracts to provide graphics support and printing services for NCHS; and (13) plans, develops and implements systems for tracking production of NCHS electronic information products, printed publications, and graphic products to ensure timely releases. (Approved 06/28/2023)

#### Office of Informatics, Governance and Assurance (CAKL1215)

For NCHS, the Office of Informatics, Governance and Assurance (1) directs, plans and coordinates information technology frameworks and services for the Center; (2) develops, implements, and monitors the NCHS information technology (IT) strategic planning processes; (3) represents NCHS in developing technology partnerships with other CDC components, communities of practice, work groups, federal agencies, and non-federal public and private entities; (4) chairs NCHS information resource governance, serving as a clearinghouse for IT information on issues under consideration by agency IT and data governance oversight; (5) coordinates enterprise architecture, capital planning and business case development with OCIO for IT investments; (6) develops and administers an annual planning process to identify the emerging requirements of NCHS programs for new IT infrastructure products and services; (7) plans, coordinates and conducts computer training activities to enhance the use of information technologies and methodologies by all staff; (8) devises IT practices and procedures in partnership with NCHS programs to gain efficiencies in use of information technology services and infrastructure at NCHS; (9) manages and administers Center-wide contracts for information technology services, provides IT-based technical and security consultations to offices and divisions for the contracting of information management services, including solution development, computing platform adoption and integration of technology innovation; (10) provides solution development consultation for database management, research, design and support services needed by survey, registration and administrative systems, emphasizing projects which are not program specific; (11) develops information technology solutions, including prototypes, to bridge gaps between enterprise systems, business requirements and program solutions; (12) conducts alternative analysis and research of design, development, integration and administration options for cross-cutting systems that satisfy emerging requirements for data access, storage, statistical computing and information dissemination; (13) assesses and guides the adoption of consolidated computing environments for data management, such as Consolidated Statistical Platform (CSP) Confidential Information Protection and Statistical Efficiency Act (CIPSEA) server, AWS cloud services and use of emerging virtualized environments that align with CDC's enterprise architecture standards and guidance; (14) liaises between NCHS and agency Chief Information Security Officer and agency Chief Privacy Officer through NCHS' senior information security officer in coordination/collaboration with NCHS confidentiality officer and other key points of contact; (15) negotiates agency security and privacy requirements and NCHS business and mission needs in exercising cybersecurity oversight, security and privacy compliance, system assessments and authorizations to operate, Privacy Impact Assessments, risk-based decisions, and related approvals and documentation; (16) advises and

provides oversight for data and system owners to plan, develop procedures, and test continuity of operations for information systems that support the operations and assets of CDC; (17) evaluates the NCHS IT program to certify adherence to all federal IT, security and risk management policies and standards; and (18) coordinates and conducts security assessments, risk analysis and incident management to protect the integrity, access, and reliability of assets, including data, systems and services. (Approved 06/28/2023)

#### Office of the Deputy Director for Programs (CAKL13)

The Office of the Deputy Director for Programs (ODDP) serves as the NCHS Principal Deputy Director and is a vital member of the senior staff providing direction, coordination, support, and overall guidance to management and staff for national leadership in health statistics and epidemiological-related programs. For NCHS, ODDP provides leadership, guidance, and coordination for NCHS in areas of (1) science, regulatory compliance, and cross clearance; (2) research and analysis in epidemiology, and in health status, services, promotion, and economics; (3) methodologic and substantive public health research activities based on the nationwide collection of data from vital records; (4) research and use of healthcare services; (5) collection and research on national health interview surveys; (6) methodologic and substantive public health research activities based on the nationwide collection of data from health and nutrition examination surveys; and (7) applied research, survey design and methodology. (Approved 06/28/2023)

#### Office of the Director (CAKL131)

(1) coordinates NCHS' public health efforts to ensure provision of the utmost scientific quality, usefulness and relevance; (2) takes a leadership role in public health data standards through collaborative development of tools, guidelines and partnerships with federal, private and professional organizations; (3) provides oversight of recommendations for the International Classification of Diseases and related classifications; (4) coordinates U.S. Government activities for the ICD including liaison with WHO through direction of the WHO Collaborating Center for Classification of Diseases of North America; (5) identifies, implements, and coordinates strategies to support various program responsibilities; (6) provides crosscutting direction, expertise and guidance to divisions and offices in support of their program planning and execution efforts; (7) assists with collaboration of divisions and offices, CDC CIOs, federal organizations, private partners and key partners in supporting program implementation strategies; (8) ensures the use of best practices to collect, analyze, and disseminate health data to enable internal and external partners to make actionable decisions; (9) assists in developing resources and tools to support implementations of various NCHS programmatic responsibilities; (10) provides and interprets policies and procedures affecting the overall completion of functional requirements; (11) provides executive-level leadership and guidance on data analytics and data modernization initiatives for NCHS' large complex surveys; (12) leads research and development efforts to identify, analyze, visualize, and report on emerging public health data; (13) delivers executive-level leadership and guidance on NCHS-wide data resources and information technology management in support of scientific and program information; (14) directs research and development efforts on new information technologies, architectures and



systems; and (15) facilitates communication regarding scientific and programmatic actions among divisions and offices. (Approved 06/28/2023)

#### Office of Science (CAKL1312)

For NCHS, the Office of Science (OS): (1) provides scientific leadership and informs and guides staff on scientific matters; (2) ensures the highest quality, most useful, and most relevant science possible is produced; (3) ensures compliance with the various statutes, regulations, and policies governing the conduct of science by the federal government including: human subjects research determinations, the protection of human research subjects, the use of Institutional Review Boards (IRBs), the OMB Paperwork Reduction Act, the OMB Information Quality Bulletin, Confidentiality Protection activities, and oversight of compliance with CIPSEA, the Privacy Act, and related policies; (4) develops and maintains the NCHS Clearance Policy and manages and conducts clearance for scientific documents; (5) coordinates and manages document cross-clearance with other parts of CDC including facilitating internal reviews of external documents, coordinating and managing information quality requests concerning NCHS documents, coordinating and managing external peer review for NCHS documents as well as intramural programs; (6) provides oversight for compliance with CDC ethics activities and coordinates involvement in CDC public health ethics activities; (7) coordinates involvement in CDC science awards activities including the Shepard Award, and CDC/Agency for Toxic Substances and Disease Registry (ATSDR) Honor Awards; (8) organizes, sponsors, and conducts select training opportunities in such areas as Human Subjects/Institutional Review Board (IRB), OMB/Paperwork Reduction Act, and eClearance Training for Authors and Reviewers; (9) represents NCHS on various CDC/ATSDR committees, work groups, and task forces, such as the CDC/ATSDR Office of the Chief Science Officer's Excellence in Science Committee; (10) coordinates international statistics health activities; (11) prepares an annual inventory of NCHS publications; (12) ensures that NCHS' confidentiality and privacy policy are consistent with legislative mandates, and that these policies and the Privacy Act are clearly articulated and enforced; (13) coordinates FOIA requests and produces quarterly FOIA reports for NCHS leadership; and (14) directs the Open Data Access policy and assures scientists follow CDC's policies on data release and sharing. (Approved 06/28/2023)

#### Division of Analysis and Epidemiology (CAKLB)

(1) Participates in the development of policy, long-range plans, and programs of the Center, with emphasis on advancing the use of Center data systems; (2) plans, directs, and coordinates the Analysis and Epidemiology Program of the Center; (3) conducts developmental and evaluation research and analysis in the areas of epidemiology, health status, health services utilization, health promotion, and health economics, including methodological issues related to conceptualization and measurement; (4) provides leadership and expertise in the application of statistical techniques to integrate, analyze and report data from multiple and diverse sources; (5) provides consultation and technical assistance to the Center, CDC, the Department and other public and private health agencies at the national and international level on activities on the analysis and interpretation of health statistics; (6) augments the methodological and policy analysis activities of the Center; and (7) focuses on complex methods, analyses, and tools that

integrate health data from diverse sources, including research on measurement, linkage, and surveillance of population health and health promotion.

(Approved 03/15/2019; Effective 06/28/2023)

#### Health Promotion Statistics Branch (CAKLBB)

(1) Develops policies, plans, and strategies for the implementation of surveillance and data systems in support of the Department's health promotion and disease prevention objectives; (2) coordinates the health promotion and disease prevention related data collection activities of the Center; (3) serves as liaison with the Department's Office of Disease Prevention and Health Promotion; (4) provides support and technical assistance to state and local health agencies in the areas of statistical assessment and the use of data for policy development and program planning; (5) coordinates Center activities that assess the progress on the elimination of health disparities; (6) establishes consensus-building processes involving CDC, the Department, state and local agencies, and the private sector to identify priority data gaps on national health promotion objectives and recommends solutions to fill these gaps; and (7) designs, develops, and implements computer data processing systems and software and produces statistical data for analysis. (Approved 03/15/2019; Effective 6/28/2023)

#### Measures Research and Evaluation Branch (CAKLBC)

(1) Develops and conducts a research program designed to examine significant public health problems, as well as the sources of data available and needed to inform their use in the evaluation of population health initiatives both in the U.S. and internationally; (2) uses statistical data from multiple sources, with an emphasis on Center data and the measures used to collect data for major areas of programmatic interest; (3) conducts multi-disciplinary research focusing on population health and functioning to examine areas of interest including methodological issues related to conceptualization and measurement; (4) collaborates with, and provides leadership, consultation and technical assistance to, others within the Center, the Federal government and internationally; and (5) prepares research and analytic reports for publication and dissemination. (Approved 03/15/2019; Effective 6/28/2023)

#### Data Linkage Methodology and Analysis Branch (CAKLBD)

(1) Plans, directs, and manages the Center's multi-faceted methodological research program on major public health issues including data linkage and geocoding activities; (2) develops and executes center-wide data linkage and geocoding activities to collect additional information to maximize the scientific value of the Center's population-based cross-sectional and longitudinal health surveys while maintaining respondent confidentiality; (3) develops, plans, and implements studies evaluating the methodology used for the Center's data linkage projects; (4) provides leadership and expert consultation to the Center's data divisions on best practices and methodologies used for data linkage; (5) provides consultation and technical assistance to the research community utilizing the NCHS survey linked data files; and (6) prepares methodological and research reports for publication and dissemination to support the Center's data linkage projects. (Approved 03/15/2019; Effective 6/28/2023)

## Population Health Reporting and Dissemination Branch (CAKLBE)

(1) Serves as a focal point for a Center-wide analytical program aimed at the assessment and development of health data from multiple sources designed to facilitate the analysis of population health and emerging public health issues; (2) conducts and coordinates in-depth statistical analyses of special population groups relating to their health characteristics and their health care needs; (3) directs preparation of the Secretary's annual report, Health, United States, on the health status of the Nation to the President and the Congress in compliance with Section 308 of the PHS Act and other recurring and special reports requested by the Department; (4) provides leadership and expertise in the application of sophisticated statistical techniques related to the problem of integrating, analyzing, and reporting data from diverse sources; and (5) conducts research on selected aspects of health status and health services for publication and dissemination. (Approved 03/15/2019; Effective 6/28/2023)

## Division of Vital Statistics (CAKLC)

The Division of Vital Statistics (DVS) plans and administers NCHS' complex data collection systems and conducts a program of methodologic and substantive public health research activities based on the nationwide collection of data from vital records. For NCHS, DVS: (1) directs, plans, and coordinates the vital statistics program of the United States including the vital statistics cooperative program, the National Death Index (NDI), and standards for data collection including electronic systems, data reduction, and tabulation; (2) conducts various types of vital statistics related research including enhancing the ICD by determining cross-national comparability of causes of death in order to provide appropriate recommendations to the World Health Organization (WHO); research on data collection methodology, data quality, reliability, and statistical computation; development of new scientific knowledge on the demographics of natality and mortality; and developing tools for evaluation, utilization, and presentation of vital statistics data and medical classification; (3) interprets, classifies, and compiles complex demographic, economic, health, and medical data; (4) performs theoretical and experimental investigations into the content of the vital statistics data collection effort including developing sophisticated approaches to making vital statistics data available to users, assessing the security of DVS IT systems and data files, and developing and implementing strategies to minimize security risks and avoiding disclosure of confidential data; (5) conducts descriptive analyses and sophisticated multivariate analyses that integrate vital statistics data across multiple data sets; (6) provides technical assistance and consultation to international, state, and local offices with vital registration responsibilities on vital registration, vital statistics, and data processing; (7) researches, designs, develops, and implements state-of-the-art computing systems for collecting, storing, and retrieving vital records and for subsequent analysis and dissemination; (8) produces and publishes a wide variety of vital statistics analytic reports and tabulations in multiple formats; and (9) participates in the development of policy, long-range plans, and programs of the for NCHS; develops and sustains collaborative partnerships within NCHS, CDC, HHS, and externally with public, private, domestic and international entities on vital statistics programs; and is the United States representative for ICD for mortality data and the classification and coding of cause of death. (Approved 06/28/2023)

#### Office of the Director (CAKLC1)

The Office of the Director: (1) participates in the development of policy, long-range plans, and programs of NCHS; (2) provides leadership for the monitoring and statistical evaluation of national vital statistics; (3) directs, plans, and coordinates the statistical and research activities of the Division; (4) develops policy for the NDI program; (5) plans and conducts programs to improve the vital registration and statistics program for the United States; (6) conducts studies of new vital registration techniques; (7) recommends content and format of model legislation, regulations, standard certificates, and other aids to registration systems; (8) provides international leadership and consultation on vital registration and statistics issues to other countries; and (9) establishes collaborative partnerships within NCHS, CDC, HHS, and externally with public, private, domestic, and international entities on vital statistics programs. (Approved 06/28/2023)

#### Data Acquisition, Classification, and Evaluation Branch (CAKLCB)

The Branch: (1) provides policy direction to states regarding vital statistics data acquisition and quality control including promoting state participation in the vital statistics cooperative program and the NDI program; (2) manages the acquisition of vital statistics data from the 57 registration areas to assure a national file of timely and complete data; (3) develops specifications for coding, editing and processing of vital registration, and statistics data; (4) develops and administers funding formulas that determine the level of reimbursement to states and the procurement mechanisms to effect this reimbursement; (5) develops and directs a comprehensive statistical quality assurance program throughout the U.S. vital statistics system including best statistical practices to maximize the utility of vital statistics data and to assure that the data received from each registration area are acceptable for national use; (6) provides technical assistance to states, local areas, other countries, and private organizations on data files, software, training, processing, and coding of vital statistics data; (7) conducts evaluation studies and other research on issues related to the collection of vital statistics data in consultation with various U.S. health departments; (8) prepares and publishes information obtained from special projects conducted on vital registration and statistics data; (9) conducts methodological research in data preparation and medical classification of mortality data; (10) directs a comprehensive program of technical assistance and consultation related to mortality medical data classification to states, local areas, other countries, and private organizations; and (11) interprets, classifies, codes, keys, and verifies medical and demographic information of value to researchers and public policy officials. (Approved 06/28/2023)

#### Partner Engagement and Data Dissemination Branch (CAKLCC)

The Branch: (1) manages the routine operation of the NDI - promoting its use while evaluating and implementing its operational and technical enhancements to improve access and utility for research and public health surveillance; (2) provides international leadership and consultation on vital registration and statistics issues; (3) coordinates with global, regional, and country partners to provide technical assistance to improve civil registration and vital statistics systems in low- and middle-income countries; (4) provides technical assistance and developing and evaluating

tools to improve the timeliness and quality of mortality and high quality vital statistics data internationally collected for civil registration purposes while promoting the use of these data for public health surveillance and analysis; (5) develops, coordinates and promotes activities for medical examiners and coroners related to public health and improving the collection and reporting of mortality data for sudden and unexpected deaths; (6) promotes quality and consistency in death investigation, cause and manner of death determination and reporting by medical examiners and coroners; (7) promotes modernization of medical examiner and coroner systems for collection, management, and distribution of medicolegal death investigation data; (8) facilitates information sharing with the medical examiner, coroner, and public health community; (9) manages the vital statistics data request program for the division; and (10) develops and manages data use and data sharing agreements with researchers and external partners. (Approved 06/28/2023)

#### Statistical Analysis and Surveillance Branch (CAKLCD)

The Branch (1) establishes the research agenda for natality, mortality and fetal death statistics in response to public health priorities; (2) converts identified data needs into statistical and research programs to obtain, evaluate, analyze, and disseminate natality, mortality and fetal death statistics data; (3) conducts research to improve data collection of vital records and record linkage methodologies related to natality, mortality and fetal death statistics; (4) designs and performs theoretical, experimental and methodological research that improves the data collection effort, timeliness, availability, quality, use and interpretation of natality, mortality and fetal death statistics data; (5) conducts research into life tables methodology and produces annual and decennial U.S. and State life tables; (6) recommends content of U.S. Standard Certificates; (7) assesses disclosure risk and develops optimal data release strategies to maximize the utility of vital statistics data for policy analysis and decision-making purposes; (8) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that integrate data across multiple data sets; (9) conducts research and national and state-specific comparability studies of cause of death classification to facilitate the study of mortality trends and classification across International Classifications of Death revisions; (10) provides nosological assistance and training to DVS medical coding staff and to both national and international groups with respect to ICD information for mortality and new revisions of the ICD; (11) develops and promotes training activities related to the collection, production, use and interpretation of natality, mortality, and fetal death statistics; (12) provides leadership to the international community in the use and adoption of automated mortality medical classification systems; (13) develops and implements training programs for cause-of-death coding and provides technical assistance to NCHS, other federal agencies, state, and local governments, non-government agencies, and international agencies; and (14) provides consultation and advice to members of Congress, the press, and a broad range of researchers and institutions at the international, national, state, and local levels on natality, mortality, and fetal death statistics and data. (Approved 06/28/2023)

#### Information Technology Branch (CAKLCE)

The Branch (1) conducts research into the design, development, and administration of vital statistics information technology systems; (2) performs systems analysis and computer

programming of vital registration data; (3) develops technologies, data architectures, security infrastructure, and database management related to vital records and record linkage consistent with NCHS, CDC and HHS information technology requirements, policies and architecture; (4) develops, maintains, and employs state-of-the-art information technologies (e.g., relational databases, Web-enabled applications, applications development and dissemination activities) associated with vital statistics; (5) develops and maintains systems and databases to support the NDI program; (6) provides consultation and expert technical assistance to the division concerning SQL server, web services, networking applications, and other technologies that may arise; (7) prepares and maintains population databases as well as conducts studies on statistical computation and data quality; (8) designs and implements information technology applications to produce final edited and imputed vital statistics data; (9) provides consultation, policy guidance, and expert technical assistance NCHS-wide as well as to a broad range of agencies, institutions, federal, local, and international governments, researchers, and individuals, in regard to vital statistics systems design, administration, and usage; (10) manages national vital statistics data files and databases; (11) develops, enhances, and maintains medical classification software and procedures for collecting and processing of mortality medical data in states and at NCHS following HHS Enterprise Life Cycle Framework; and (12) tests, refines, and updates automated coding systems that assist in the production of mortality data. (Approved 06/28/2023)

#### Division of Health Care Statistics (CAKLD)

The Division of Healthcare Statistics (DHCS) plans and administers NCHS' complex data collection systems and analytic programs and conducts a program of methodologic and substantive public health research activities on the healthcare system and the use of healthcare services. For NCHS, DHCS: (1) participates in the development of policy, long-range plans, and programs; (2) plans, directs, and coordinates NCHS' healthcare statistics program; (3) develops standards for healthcare statistics data collection, data reduction, and tabulation; (4) conducts research on data collection methodology, survey methodology, data quality and reliability, statistical computation, and utilization of healthcare statistics data; (5) conducts multidisciplinary research directed towards the development of new scientific knowledge on the provision, use, quality, and appropriateness of ambulatory, hospital, and long-term care including interactions within the healthcare delivery system, and the effects of the system and its financing on services provided; (6) performs theoretical, experimental, and evaluative investigations into the content of the healthcare statistics data collection effort; (7) develops sophisticated approaches for making healthcare statistics data available to users, including techniques to avoid disclosure of confidential data; (8) conducts descriptive analyses and sophisticated multivariate analyses that integrate healthcare statistics across multiple surveys or data sets; (9) designs, develops, and implements state of the art computing systems for collecting, storing, and retrieving healthcare statistics data for subsequent analysis and dissemination; (10) provides technical assistance, consultation, and liaison to international, federal, state, and local government agencies, as well as the private sector, on statistics describing healthcare resources and utilization and future data needs of particular relevance for public health, health services research, and health policy; (11) fosters the integration of healthcare data systems as well as greater linkages of data for analytic purposes; (12) analyzes and produces and publishes a wide variety of healthcare

statistics reports and tabulations in multiple formats; and (13) develops and sustains collaborative partnerships within NCHS, CDC, and HHS, and externally with public, private, domestic, and international entities on healthcare statistics programs. (Approved 06/28/2023)

#### Office of the Director (CAKLD1)

The Office of the Director: (1) participates in the development of policy, long-range plans, and programs for NCHS; (2) provides leadership for the development, conduct, and evaluation of national healthcare surveys and statistics; (3) directs, plans, and coordinates the statistical and research activities of the division; (4) develops and administers a research and analytic program to characterize the healthcare delivery system and patients and providers interacting within it; (5) coordinates activities within the division and with other NCHS components aimed at obtaining and using healthcare data from other federal, state, and local government agencies, as well as from non-government sources; and (6) provides advice and leads development of collaborative partnerships within NCHS, CDC, and HHS, and externally with public, private, domestic and international entities on healthcare statistics and the manner in which statistics may impact policy issues. (Approved 06/28/2023)

#### Data Analytics and Production Branch (CAKLDB)

The Branch: (1) assesses disclosure risk and develops optimal data release strategies that improve policy analysis and decision-making; (2) prepares public-use data files and associated documentation for ambulatory, hospital and long-term care data; (3) prepares descriptive analyses as well as sophisticated multivariate analyses, (and when applicable) with a focus on the integration of data across ambulatory, hospital, and long-term care surveys or data sets; (4) develops a wide variety of reports, tabulations, and data visualizations in multiple formats and arranges for distribution/dissemination through appropriate media/outlets; (5) develops content for outreach materials to encourage participation in the ambulatory, hospital, and long-term care surveys; (6) provides content to webpages for the ambulatory, hospital, and long-term care surveys; (7) provides technical advice and consultation in survey methodology, data collection, quality control, and analysis of ambulatory, hospital, and long-term care data to other health professional personnel and researchers; and (8) reviews Research Data Center proposals that use ambulatory, hospital and long-term care survey data and assists in the preparation for data files for researcher use. (Approved 06/28/2023)

#### Planning and Operations Branch (CAKLDC)

The Branch: (1) develops and maintains a national register of ambulatory, hospital care and long-term care providers; (2) assesses information and data needs for ambulatory, hospital care and long-term care statistics, and translates data needs into plans for ambulatory, hospital care and long-term care surveys, inventories, and research activities; (3) prepares specifications for the collection, coding, editing, and imputation of ambulatory, hospital care, and long-term care statistics data; (4) conducts complex research studies relating to ambulatory, hospital care, and long-term care facilities and their utilization; (5) converts identified data needs into research, development, and evaluation activities; and (6) performs theoretical and experimental research that improves the content of the ambulatory, hospital, and long-term care data collection efforts

and the timeliness, availability, and quality of ambulatory, hospital care, and long-term care data. (Approved 06/28/2023)

#### Technical Services Branch (CAKLDD)

The Branch: (1) conducts research into the design, development, and administration of healthcare statistics information technology systems; (2) performs systems analysis and computer programming (e.g., edits, imputations, disclosure risk analysis, and statistical weighting) of healthcare statistics data; (3) develops and implements computer technologies, data architectures, security infrastructure, and database management for division programs consistent with NCHS and CDC information technology requirements; (4) develops, maintains, and employs state-of-the-art information technologies (e.g., cloud computing, data lakes, data warehouses, relational databases, web-based applications, data transport mechanisms, applications development tools) in support of data collection, processing, maintenance, analysis, and dissemination activities associated with national healthcare surveys; (5) advises division staff regarding resources for web portals, cloud computing applications, and emerging applications; (6) prepares and maintains databases and file libraries, as well as conducts studies of statistical computation and data quality; (7) produces a wide variety of data products in multiple formats; (8) develops quality control measures; and (9) provides consultation, policy guidance, and expert technical assistance NCHS-wide as well as to a broad range of agencies, institutions, federal, local, and international governments, researchers, and individuals, in regard to healthcare survey and computer systems design and usage. (Approved 06/28/2023)

#### Division of Health Interview Statistics (CAKLE)

The Division of Health Interview Statistics (DHIS) plans and administers NCHS' complex data collection systems and analytic programs and conducts a program of methodologic and substantive public health research activities based on the collection of data from nationwide and special health interview surveys. For NCHS, DHIS: (1) participates in the development of policy, long-range plans, and programs; (2) plans, directs, and coordinates the health interview statistics program comprised of national health interview surveys, longitudinal surveys, population-based online panel surveys, targeted follow-up studies, and national and subnational surveys on selected health topics; (3) conducts research on data collection and estimation methodology, survey methodology, questionnaire design, data quality and reliability, and statistical computation related to health and health status assessment; (4) analyzes data and publishes reports on the prevalence and incidence of disease and associated disabilities, health status and fertility, health-related behaviors, utilization of healthcare resources, health insurance status, family formation and dissolution, and other health and well-being related topics; (5) conducts multidisciplinary research directed toward development of new scientific knowledge in areas related to health and healthcare, demography, economics, epidemiology, statistics, and disability; (6) performs innovative theoretical and experimental investigations of the content of health interview surveys using sophisticated approaches to making health interview statistics data available to users, including techniques to avoid disclosure of confidential data; (7) conducts descriptive analyses and sophisticated multivariate analyses that integrate data across multiple surveys or data sets; (8) designs, develops, and implements state-of-the-art computing systems



for collecting, storing, and retrieving health interview statistics data and for subsequent analysis and dissemination which are consistent with NCHS and CDC information technology requirements; (9) incorporates novel system improvement efforts to maintain timeliness, efficiency, cost effectiveness, and accuracy of data systems over multiple years; (10) conducts methodological research on the utilization, evaluation, and presentation of health interview statistics; (11) produces and publishes a wide variety of health interview statistics reports, papers, and tabulations in multiple formats as well as makes presentations on analyses of such data; and (12) develops and sustains collaborative partnerships with, and provides expert advice and technical assistance to NCHS, CDC, and HHS and externally with public, private, domestic and international entities on issues regarding health interview statistics data.

(Approved 06/28/2023)

#### Office of the Director (CAKLE1)

The Office of the Director: (1) participates in the development of policy, long-range plans, and programs of NCHS; (2) provides leadership for the design, development, conduct, and statistical evaluation of the division's data systems; (3) oversees the analysis and dissemination of national and subnational health interview statistics through national health interview surveys, national surveys of family formation, growth, and dissolution, and special surveys of subnational and demographic subgroups; (4) coordinates the planning and production activities of the division including data collection, information technology, and data dissemination systems; (5) directs, plans, and monitors the scientific integrity and relevance to public health of the division's data, publications, services, and other products; (6) develops and administers a research, analytic, and methodological program in health interview statistics; (7) conducts theoretical and experimental research to improve the usefulness of the division's statistics and data to policymakers, researchers, and academia; and (8) provides advice and leads development of collaborative partnerships within NCHS, CDC, and HHS, and externally with public, private, domestic and international entities on issues regarding health interview statistics and the manner in which statistics may impact policy issues. (Approved 06/28/2023)

#### Data Production and Systems Branch (CAKLEB)

The Branch: (1) conducts research into the design, development, deployment, and administration of survey and information technology systems to collect, process, and disseminate national health interview survey data; (2) develops system improvement plans and strategies to ensure timely, cost-effective, accurate, and confidential data collection and production systems; (3) performs systems analysis and computer programming of health interview statistics data, employing state-of-the-art information technologies in support of data collection, processing, maintenance, analysis, and dissemination activities; (4) develops and adopts computer technologies, data architectures, security infrastructure, and database management for health interview statistics systems that are consistent with NCHS and CDC information technology requirements; (5) develops and implements data collection and production standards for the Division's surveys; (6) provides planning for the utilization of evolving computing, networking, data storage, and data protection technologies in division survey efforts including studies and analyses of data collection, processing, and dissemination systems to ensure data confidentiality;

(7) designs and implements computer applications to produce final edited and imputed health interview survey data and statistics producing health statistics reports and tabulations of data from health interview surveys in multiple formats; and (8) provides consultation and expert technical assistance NCHS-wide as well as to a broad range of agencies, institutions, federal, local, and international governments, researchers, and individuals regarding systems design and administration on health interview statistics technology systems. (Approved 06/28/2023)

#### Survey Planning and Special Surveys Branch (CAKLEC)

The Branch: (1) establishes the design and content of national health interview surveys and special surveys of subnational and demographic subgroups in response to public health priorities; (2) converts identified data needs into research, development, and evaluation activities and related public health information; (3) designs and conducts methodological, analytical, developmental, and evaluation studies of health interview survey processes, questions, and data; (4) performs theoretical and experimental research on the design and content of health interview surveys in order to improve the timeliness, availability, and quality of the health interview statistics data; (5) plans and conducts national surveys of family formation, growth, and dissolution; (6) publishes and presents results of methodological, analytical, developmental, and evaluation studies of special population surveys and data; (7) collaborates with other programs and through contracts, grants, and interagency agreements with outside sponsors of surveys for the development and implementation of survey questions and data including serving as the NCHS resource on special population surveys data and their use in addressing critical public health issues; and (8) provides consultation and technical assistance to a wide range of researchers and institutions at the state, national, and international levels, addressing the definitions, needs, and uses for national and subnational health interview statistics and data. (Approved 06/28/2023)

#### Data Analysis and Quality Assurance Branch (CAKLED)

The Branch: (1) conducts research, analysis, interpretations, and recommendations on topics relevant to public health including scientific papers and presentations on the health status of the population, broad health trends, and characteristics of persons with health problems using data from national health interview surveys; (2) plans, develops, and implements analytic techniques and guidelines to assure data quality standards for the division surveys and supplements; (3) converts identified health interview statistics data needs into research, development, and evaluation activities; (4) conducts descriptive analyses as well as multivariate analyses that integrate data across multiple surveys or data sets; (5) administers analytic and scientific peer review of manuscripts produced from data collected in the division's programs; (6) develops and implements a data dissemination plan to address needs of researchers; (7) serves as the resource on health interview survey data and their use in assessing the prevalence and incidence of disease and associated disabilities, health status and fertility, health related behaviors, health insurance status, family formation and dissolution, and other health and well-being related topics; and (8) provides consultation, technical assistance, and liaison to academia, other research groups, and state, federal, and international entities concerning the development, uses, and dissemination of health interview survey data. (Approved 06/28/2023)

## Division of Health and Nutrition Examination Surveys (CAKLG)

The Division of Health and Nutrition Examination Surveys (DHANES) plans and administers complex data collection systems and analytic programs and conducts a program of methodologic and substantive public health research activities based on the nationwide collection of data from health and nutrition examination surveys. (1) Participates in the development of policy, long-range plans, and programs of the Center; (2) plans, directs and coordinates the health and nutrition examination statistics program of the Center; (3) administers national cross-sectional, longitudinal and special health and nutrition examination studies responsive to the need for complex health, nutritional, and related public health information; (4) manages and coordinates activities of the World Health Organization (WHO) Collaborating Centre for Health and Nutrition Examination Surveys; (5) conducts research on data collection methodology, survey methodology, data quality, and statistical computation related to health and nutritional status assessment; (6) conducts multidisciplinary research directed toward development of new scientific knowledge in the areas related to health and nutrition status, e.g. determining the causal relationships between risks and outcomes; (7) performs innovative theoretical and experimental investigations into the content of the health and nutrition examination statistics data collection effort; (8) develops sophisticated approaches to making health and nutrition examination statistics data available to users, including techniques to avoid disclosure of confidential data; (9) prepares and publishes descriptive analyses and sophisticated multivariate analyses that integrate health and nutrition examination statistics data across multiple surveys or data sets; (10) consults and provides technical assistance on the assessment of health and nutritional status for application in setting medical standards, evaluation of national programs, and regulatory processes; (11) provides leadership for the National Nutrition Monitoring and Related Research Program; (12) designs, develops, and implements state-of-the-art computing systems and technologies for collecting, storing, and retrieving health and nutrition examination data for subsequent analysis and dissemination; (13) applies computer systems and software for its programs consistent with Center information technology requirements; (14) produces a wide variety of health and nutrition examination statistics analytic reports and tabulations in multiple formats; and (15) develops and sustains collaborative partnerships within NCHS, CDC, and DHHS, and externally with public, private, domestic and international entities on health and nutrition examination statistics programs.

## Office of the Director (CAKLG1)

(1) Participates in the development of policy, long-range plans, and programs of the Center; (2) provides leadership for the monitoring and statistical evaluation of national health and nutrition examination statistics; (3) plans, directs and coordinates the statistical activities of the Division; (4) develops and administers a research and analytic program in health and nutrition examination statistics; (5) provides advice and leads development of collaborative partnerships within NCHS, CDC, and DHHS and externally with public, private, domestic and international entities on health and nutrition examination statistics; (6) provides support and focus for DHHS activities in the National Nutrition Monitoring and Related Research Program, coordinating these activities in CDC, DHHS, and other Federal agencies; and (7) manages and coordinates activities of the

World Health Organization (WHO) Collaborating Centre for Health and Nutrition Examination Surveys.

#### Analysis Branch (CAKLGB)

(1) Analyzes data and prepares scientific papers on the prevalence of disease or health-related characteristics and the interrelationships of these variables; (2) collaborates in the development and application of analytic techniques and guidelines for the Division's data collection programs; (3) performs innovative health and nutrition examination statistics research activities involving complex data sets; (4) converts identified health examination statistics data needs into research, development, and evaluation activities; (5) conducts theoretical and experimental research to improve the content of the health examination statistics data collection effort; (6) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that integrate data across multiple surveys or data sets; (7) develops a wide variety of health and nutrition examination statistics reports and tabulations in multiple formats and arranges for dissemination through appropriate media; and (8) administers analysis and scientific peer review of manuscripts for data collected in the Division's data collection programs; and (9) provides technical advice and consultation to academic, international, federal, and state entities regarding nutritional and health examination statistics data.

#### Informatics Branch (CAKLGK)

(1) Conducts applied computer and informatics research on the development of new and novel approaches in integrated survey information systems, database technology, imaging and telemedicine, data transmission, geographical information systems, and metadata registries; conducts research on the design, development, and administration of computer systems for more timely and accurate health and nutrition examination statistics data; (3) develops, implements, and supports technologies, data architectures, and database management for the Division's data collection and analytic programs consistent with state-of-the-art trends in computer and informatics research; (4) implements appropriate technologies to prevent unauthorized access to internal and field data resources including authentication, data encryption, data security, system scanning/probing, and implementation and development of systems security and policies consistent with Presidential Decision Directives and other Government wide initiatives; (5) performs systems analysis, computer programming, and quality assurance/quality control of health and nutrition examination data; (6) develops and implements standards for the Division's data collection programs and data access (e.g., data dissemination, telemedicine applications); (7) performs special projects related to data on health and nutrition and produces a wide variety of reports and tabulations in multiple formats; and (8) provides advice, policy guidance, and expert technical consultation NCHS-wide and to academic, federal, state, local and international governments, and researchers regarding health and nutrition examination survey information technologies and informatics research. (Approved 11/10/2003; Effective 6/28/2023)

#### Operations Branch (CAKLGK)

(1) Develops and administers contracts for data collection, engineering, acquisition and maintenance of mobile examination centers (MEC) and medical and computer equipment and

receipt and control systems; (2) develops and implements systems for reporting of medical findings, professional readings, and laboratory processing for health and nutrition examination and special studies; (3) develops and conducts engineering and logistical support for survey data collection; (4) designs and conducts research studies on response rates, quality control, and quality assurance of health and nutrition examination statistics data; (5) designs and develops comprehensive outreach programs and survey participant recruitment materials; and (6) prepares and publishes reports and analyses of field operations and performs special projects related to health and nutrition examination statistics survey implementation.

(Approved 11/10/2003; Effective 6/28/2023)

#### Planning Branch (CAKLGE)

(1) Establishes the research agenda for health and nutrition statistics data in response to public health priorities; (2) converts identified data needs into research, development, and evaluation activities and related public health information; (3) directs the planning phase of contractual activities, including pilot testing and workshop development, in support of the Division's data collection programs; (4) plans and develops a statistical program to obtain, evaluate, analyze and disseminate health and nutrition examination statistics to meet these needs; (5) prepares and publishes descriptive analyses as well as sophisticated multivariate analyses that integrate data across multiple surveys or data sets; (6) performs theoretical and experimental research to improve the content of the health and nutrition examination statistics data collection effort and improve the timeliness, availability, and quality of the nutritional and health examination statistics data; (7) participates in the design and development of integrated, automated data collection systems and data file release programs as well as conducts statistical methods research; (8) provides technical oversight of all laboratory aspects of health and nutrition examination studies; and (9) provides consultation and technical assistance to a wide range of researchers and institutions at the state, national, and international levels addressing the definitions, needs, and uses of nutrition and health nutrition examination statistics.

(Approved 02/02/2003; Effective 6/28/2023)

#### Division of Research and Methodology (CAKLH)

(1) Participates in the development of policy, long-range plans, and programs for NCHS; (2) plans, coordinates, stimulates and participates in NCHS' basic and applied research program, including but not limited to research in the fields of mathematical statistics, survey design and methodology, mathematics and operations research; (3) formulates statistical standards regarding survey design, data collection, coding, data analysis, data presentation, disclosure limitation, and statistical computing for all NCHS data systems and coordinates activities directed at the implementation and maintenance of these standards; (4) supports all of NCHS through consultation in the fields of mathematical statistics, survey design and methodology, cognition and survey measurement, mathematics and operations research, missing data problems, and data dissemination; (5) consults, collaborates and participates in research projects with HHS, CDC and other Federal organizations, State and local governments, universities, private research organizations, and international agencies and organizations; and (6) provides scientific services and facilities on a reimbursable basis to research and health policy communities, principally

through the Center for Questionnaire Design and Evaluation Research and the Research Data Center. (Approved 6/11/2015; Effective 6/28/2023)

#### Office of the Division Director (CAKLH1)

(1) Participates in the development of policy, long range plans, and programs for NCHS; (2) plans, coordinates, and stimulates the NCHS applied and basic research program which includes the fields of mathematical statistics, survey design and methodology, cognition and survey measurement, and automated statistical and graphical technologies, and conducts research in each of these fields; (3) formulates statistical standards regarding the survey design, data collection, coding, data analysis, data presentation, and statistical computing for all NCHS data systems and coordinates activities directed at the implementation and maintenance of these standards; (4) supports all of the NCHS basic and applied research activities by serving as NCHS' consultants in the fields of mathematical statistics, survey design and methodology, and cognition and survey measurement; (5) consults and collaborates on statistical research projects with PHS agencies and other Federal organizations, State and local governments, universities, private research organizations, and international health agencies; and (6) provides administrative, management, and leadership functions for all DRM units.

(Approved 6/11/2015; Effective 6/28/2023)

#### Collaborating Center for Statistical Research and Survey Design (CAKLHB)

(1) Conducts basic research in mathematical and statistical theory, analysis, and computation to improve the efficiency, quality, confidentiality, and analytical utility of NCHS' data systems and products; (2) provides statistical consultation and technical assistance to all NCHS data systems on survey methods, quality control, and design of data systems; (3) investigates and develops new and improved statistical methods for analyzing public health data; (4) conducts basic research regarding the impact of sampling and non-sampling errors on statistical estimation and analysis and develops error profiles of sampling and non-sampling error for NCHS' complex data systems; (5) develops and recommends standards for data presentation, analysis, statistical computing, statistical disclosure limitation, survey design and methodology; (6) promotes the publication and dissemination of research on statistical theory, survey design, and methods research; (7) develops sample design and statistical estimation procedures for NCHS surveys; (8) develops statistical models and innovative survey techniques to extend the analytic potential of NCHS complex sample surveys; and (9) plans for future use of Center data through a continuous research program on statistical theory, survey design, statistical and mathematical methods, statistical computing, and data analysis. (Approved 6/11/2015; Effective 6/28/2023)

#### Collaborating Center for Questionnaire Design and Evaluation Research (CAKLHC)

(1) Promotes and advances interdisciplinary research on the cognitive aspects of survey methods; (2) conducts basic and applied research on the cognitive aspects of the survey response process in order to improve the efficiency and quality of NCHS' data systems; (3) develops new methods for investigating the cognitive aspects of survey data collection and presentation; (4) promotes the dissemination and implementation of cognitive research methods through publications and presentations; (5) develops and tests NCHS survey data collection instruments using cognitive

laboratory methods and related innovative questionnaire evaluation methods; (6) provides consultation and technical assistance to NCHS' data systems on questionnaire design issues and other related data collection procedures; and (7) conducts a program of reimbursable applied and basic research, technical assistance, and consultation on questionnaire design and cognitive aspects of survey methods. (Approved 6/11/2015; Effective 6/28/2023)

#### Research Data Center (CAKLHD)

(1) Facilitates the access of restricted use data to the research community; (2) conducts research in areas related to the development, linkage, analysis, and dissemination of survey data; (3) provides consultation and technical assistance to programs on data collection procedures, confidentiality, disclosure limitation, data linkage, and dissemination; (4) serves as NCHS' primary venue for disseminating restricted use data to the research community; and (5) supports scientific research on disclosure limitation of surveys using micro-data files. (Approved 6/11/2015; Effective 6/28/2023)