

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
23rd NAVAJO NATION COUNCIL -- Fourth Year, 2018

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;
AMENDING AND APPROVING THE NAVAJO DEPARTMENT OF HEALTH MASTER PLAN
OF OPERATION

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Navajo Nation Council established the Health, Education and Human Services Committee as a standing committee of the Navajo Nation Council. The Health, Education and Human Services Committee is empowered to serve as the oversight committee for the Navajo [Department] of Health. 2 N.N.C §§ 400 (A); 401 (C) (1).
- B. As the oversight committee for Division of Health, the Health, Education and Human Services Committee has the authority to review, recommend or propose the adoption, amendment or rescission of its Plan of Operation. 2 N.N.C. § 401 (C) (1).

SECTION TWO. FINDINGS

- A. The Navajo Department of Health is established as a Department under the Executive Branch of the Navajo Nation Government. See 2 N.N.C. § 1601.
- B. "The Navajo Department of Health shall be comprised of such programs, offices and administrative components as may be deemed necessary by the Health Director to fulfil its purposes subject to legislative review and approval of the Department's Plan of Operation." See 2 N.N.C. § 1606. See also CO-50-14.
- C. The Navajo Department of Health has submitted a revised Master Plan of Operation and is attached as **Exhibit A**.
- D. A revision to the Navajo Department of Health's Plan of Operation is needed in order to update the general functions and organization of the Department.
- E. An Executive Official Review of the revised Plan of Operation has been completed with reviewers marking the revisions as legally sufficient and is attached as **Exhibit A**.

**SECTION THREE. APPROVING THE AMENDED NAVAJO DEPARTMENT OF HEALTH
MASTER PLAN OF OPERATION**

- A. The Navajo Nation hereby amends the Plan of Operation for the Navajo Department of Health, as set forth in the attached **Exhibit A**.
- B. The Amended Master Plan of Operation for the Navajo Department of Health is approved herein and shall supersede all previous plans of operation for the Department.

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 23rd Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 2 in favor, 1 opposed, 1 abstained this 29th day of January, 2018.

A handwritten signature in blue ink, appearing to read 'N-M-B', is positioned above the printed name of the signatory.

Norman M. Begay, Vice-Chairperson
Health, Education and Human Services Committee

Motion: Honorable Jonathan L. Hale
Second: Honorable Steven Begay



Document No. 008582

Date Issued: _____

SECTION 164 REVIEW FORM

Title of Document: NDOH Master Plan of Operation Contact Name: SEGAY, GLORINDA MAE

Program/Division: DEPARTMENT OF HEALTH

Email: glorinda.segay@nndoh.org Phone Number: 928-871-6350

Division Director Approval for 164A: *[Signature]* 8/17/17 JTS

Check document category: only submit to category reviewers. Each reviewer has a maximum 7 working days, except Business Regulatory Department which has 2 days, to review and determine whether the document(s) are sufficient or insufficient. If deemed insufficient, a memorandum explaining the insufficiency of the document(s) is required.

Section 164(A) Final approval rests with Legislative Standing Committee(s) or Council

- ☒ **Statement of Policy or Positive Law:**
- | | | | |
|-----------------------------------|----------------------|--|---------------------------------------|
| 1. OAG: <u><i>[Signature]</i></u> | Date: <u>8/29/17</u> | Sufficient <input checked="" type="checkbox"/> | Insufficient <input type="checkbox"/> |
|-----------------------------------|----------------------|--|---------------------------------------|
- ☐ **IGA, Budget Resolutions, Budget Reallocations or amendments: (OMB and Controller sign ONLY if document expends or receives funds)**
- | | | | |
|---------------|-------------|--------------------------|--------------------------|
| 1. OMB: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. OOC: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. OAG: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Section 164(B) Final approval rests with the President of the Navajo Nation

- ☐ **Grant/Funding Agreement or amendment:**
- | | | | |
|--------------------|-------------|--------------------------|--------------------------|
| 1. Division: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. OMB: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. OOC: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. OAG: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
- ☐ **Subcontract/Contract expending or receiving funds or amendment:**
- | | | | |
|--------------------|-------------|--------------------------|--------------------------|
| 1. Division: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. BRD: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. OMB: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. OOC: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. OAG: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
- ☐ **Letter of Assurance/M.O.A./M.O.U./Other agreement not expending funds or amendment:**
- | | | | |
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| 1. Division: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. OAG: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
- ☐ **M.O.A. or Letter of Assurance expending or receiving funds or amendment:**
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| 1. Division: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. OMB: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. OOC: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. OAG: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |



NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM



☐ RESUBMITTAL

DOJ
8/17/17 1:59
DATE / TIME
<input type="checkbox"/> 7 Day Deadline
DOC #: 065582
SAS #:
UNIT: Hsqw

*** FOR NNDJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. ***

CLIENT TO COMPLETE

DATE OF REQUEST: 8/17/2017 DIVISION: Health
CONTACT NAME: Dr. Glorinda Segay DEPARTMENT: Executive Office
PHONE NUMBER: Ext. 6350 E-MAIL: Glorinda.segay@nndoh.org

TITLE OF DOCUMENT: NDOH Master Plan of Operation

DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 8/18/17 @ 8:15am REVIEWING ATTORNEY/ADVOCATE: CE
DATE TIME OUT OF UNIT: 8/29/17

DOJ ATTORNEY / ADVOCATE COMMENTS

legally sufficient with discussed
changes - should be Exec. Officeid Rev. not 164. per
REVIEWED BY: (Print) Date / Time SURNAMED BY: (Print) Date / Time
Cherie Espinoza 8/29/17 9:45am Kandis Martin 8/29/17 9:44

DOJ Secretary Called: Barbara for Document Pick Up on 8/29/17 at By: as

PICKED UP BY: (Print) DATE / TIME:

NNDJ/DRRF-July 2013

RECEIVED
AUG 18 2017

Navajo Department of Health Findings for the Master Plan of Operation

A. The Department of Health was established by enacted Resolution CO-50-14 to ensure that quality comprehensive and culturally relevant health care and public health services are provided on the Navajo Nation.

B. The Department of Health was established by enacted Resolution CO-50-14 to monitor, evaluate, regulate, enforce, and coordinate health codes, regulations, policies, and standards and provide public health services in order to protect the health and safety of the Navajo people and communities.

C. The Department of Health has requested changes in its plan of operation as enacted by Resolutions GSCO-82-95, GSCAP-10-05, GSCO-26-08, and IGRD-228-04. Amendments are requested in the Master Plan of Operation for the Department of Health, attached as follow:

1. The Navajo Department of Health organization chart is attached hereto as Attachment "A";
2. The Office of the Executive Director will have the following offices to provide professional and technical support that will include: Office of the Medical Director, Office of Traditional Cultural & Spiritual Healing, Office of Operations and Management, Office of Legislative Affairs, Office of Public Information and Communication, Office of Self Determination;
3. The Office of Operations and Management will have the following offices to provide administrative and workload simplifications and shall include: Financial Management, Human Resources, Information Technology, Navajo Epidemiology Center, Office of Planning and Health Care Facility Development and Quality Control and Performance Improvement are incorporated into the Plan of Operation for the Office of the Executive Director;
4. The Bodaway/Gap Health Clinic Steering Committee Planning Office, Dilkon Health Center Steering Committee Project Planning Office, Gallup Indian Medical Center Steering Committee Planning Office, and the Pueblo Pintado Health Planning Office are incorporated into the Plan of Operation for the Office of the Executive Director, for administrative and workload simplification;
5. The Plan of Operation for a new division to be called the Division of Aging and Long Term Care Support, essentially a merging of the Navajo Area Agency on Aging, Senior Citizen Center Program, Foster Grandparent Program, Elderly Home Care Services Program, Adult in-Home Care

Program, and Senior Community Service Employment Program, for administrative simplification and improved integrated care coordination;

6. The Plan of Operation for a new division to be called the Division of Behavioral and Mental Health Services, adding mental health services as a new provision of direct care;
7. The Plan of Operation for a new division to be called the Division of Public Health Services, incorporating the Navajo Cancer Prevention Program, Navajo Community Health Representative Program, Navajo Special Diabetes ~~Prevention~~ Program, Navajo Environmental Health and Protection Program, Navajo Food Distribution Program, Navajo Health Education Program, Navajo Healthy and Hunger Free Kids Program, Navajo Infectious Diseases Control and Prevention Program, Navajo New Dawn Program, Navajo Public Health Emergency Preparedness Program, Navajo Public Health Nursing Program, Navajo Uranium Workers Program, and Navajo Women, Infants and Children Program, for improved coordination, collaboration, and partnership of internal and external public health programs, functions, services, and activities;
8. The Plan of Operation for a new program to be called the Infectious Diseases Control and Prevention Program, merging the AIDS Prevention Program, Social Hygiene Program, and Tuberculosis Control Program, for improved coordination of infectious and communicable diseases prevention and control activities;
9. The Plan of Operation for a new regional offices to be called the Regional Health Department in at least six (6) geographic location, for accessibility, improved public health service coordination, and administrative simplification;
10. The Department of Health also requests that the following Plans of Operation, be deleted in its entirety:
 - a. Office of Management Information System;
 - b. Office of Contracts and Grants;
 - c. Office of Financial Management;
 - d. Office of Staff Development;
 - e. Senior Citizen Center Program;
 - f. Foster Grandparent Program;
 - g. Elderly Home Care Services Program;
 - h. Adult in-Home Care Program;
 - i. Senior Community Service Employment Program;
 - j. AIDS Prevention Program;
 - k. Ft. Defiance Hospital Steering Committee Project;

- l. Shiprock Hospital/Red Mesa Health Center Steering Committee Project Planning Office;
- m. Sanders Clinic Project;
- n. Kaytenta Alternative Rural Hospital Steering Committee Planning Office;
- o. Dilkon Health Center Steering Committee;
- p. Bodaway/Gap Health Center Steering Committee;
- q. Pueblo Pintado Health Center Steering Committee; and
- r. Gallup Indian Medical Center Steering Committee

D. The Department of Health requests to implement the Regional Health Department at six (6) geographic locations in phases over a period of five (5) years beginning in Fiscal Year 2019 with one Regional Health Department, and thereafter phase in one Regional Health Department in subsequent fiscal years, for effective, efficient, smooth, and responsive transition.

NAVAJO DEPARTMENT OF HEALTH

Master Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Department of Health (Department) within the Executive Branch of the Navajo Nation.

II. PURPOSE

The Department shall be the lead agency to ensure that high quality, comprehensive, and culturally relevant health care and public health services are provided on the Navajo Nation.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Department shall be administered by an Executive Director, who shall be appointed by the President of the Navajo Nation with the recommendation of the Health, Education and Human Services Committee and confirmed by the Navajo Nation Council, and shall serve at the pleasure of the President of the Navajo Nation
2. The Executive Director shall hire professional, technical, and administrative support personnel as may be deemed necessary to carry out the purposes of the Department and as funds are available. All personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual and other applicable Navajo Nation laws, policies, and agreements.
3. The Directors for the Office of the Medical Director, Office of Traditional, Cultural & Spiritual Healing, Office of Operations and Management, Office of Legislative Affair, Office of Public Information & Communication, Office of Self Determination shall report to the Executive Director.

B. ORGANIZATION

The Navajo Department of Health shall consist of an Office of the Executive Director and three (3) Divisions to execute the Department's purpose, goals, objectives, authorities, duties, and responsibilities. The Office of the Executive Director and three (3) Divisions may consist of sections, programs and offices to accomplish the respective Divisions' purposes. The Office of the Executive Director and the three (3) Divisions are as follows:

1. The Office of the Executive Director, including a professional and technical support as the Office of the Medical Director, Office of Traditional Cultural

& Spiritual Healing, Office of Operations and Management, Office of Legislative Affairs, Office of Public Information and Communication, and Office of Self Determination;

2. Division of Aging and Long Term Care Support;
3. Division of Behavioral and Mental Health Services; and
4. Division of Public Health Services.

The organizational chart of the Department is displayed and attached as Attachment "A".

IV. RESPONSIBILITY AND AUTHORITY

A. Executive Director

The Executive Director shall have the authority for the overall Department's operational planning and direction. The Executive Director shall have the following duties and responsibilities:

1. Report and be responsible to the President of the Navajo Nation.
2. Provide effective and efficient overall management and financial direction to the Department's divisions, programs, centers, and offices within the policies and procedures of the Navajo Nation.
3. Provide written monthly and/or quarterly reports to the Office of the President and Vice-President and Health, Education and Human Services Committee of the Navajo Nation Council; annual reports to the Navajo Nation Council; and any other necessary reports;
4. Execute the powers and authority of the Department, pursuant to 2 N.N.C. Section 1604;
5. Issue Department's procedures to ensure the proper and timely implementation of Department's projects;
6. Represent the Department to lobby, advocate, testify, and maintain the government-to-government relationships with the federal, state, and local governments as authorized;
7. Establish and maintain partnership with local, county, state, federal, and other entities on health care, public health, and other matters related to the goals and objectives of the Department;

8. Delegate authority pertaining to the operation of the Department and its divisions to subordinate administrators, directors, or managers of the Department, as appropriate and to the extent permitted by Navajo Nation laws and policies;
9. Negotiate written agreements, contracts, or compacts on behalf of the Department relevant to its direct health care services and public health programs, functions, services, and activities;
10. Seek external funding and other resources to enhance, expand, and improve direct health care services and public health programs, functions, services, and activities;
11. Recommend the creation, merger, separation, amendment, or abolishment of divisions, programs, offices, or specific functions within the Department in accordance with applicable Navajo Nation laws and policies; and
12. Recruit, select, supervise, and train personnel; conduct employee performance evaluation; and recommend reclassification of positions for the Department Administration personnel and Division administrators in accordance with the Navajo Nation Personnel Policies Manual.

B. Office of the Executive Director shall:

The Office of the Executive Director is to provide for overall management of the Department. The Office of the Executive Director personnel shall handle its duties and responsibilities in accordance with Navajo Nation laws and policies. The duties and responsibilities are as follows:

1. Recommend policies and legislations on healthcare and public health issues;
2. Administer overall direction of the Department by developing, implementing, monitoring, and evaluating short and long range strategic initiatives, plans, goals, and objectives;
3. Provide public health information, communication, and health alerts and advice to the general public and media on a timely, accurate, and adequate manner;
4. Establish a central point for coordination and monitoring of current, additional, or potential contracting or compacting of the Indian Health Service programs, functions, services, and activities;
5. Provide cultural, traditional, and spiritual healing practices support and advisement;
6. Ensure that divisions, programs, and offices execute their functions, authorities, and responsibilities, and assist them with the coordination and development of strategies to implement the Department functions;

7. Develop, implement and maintain an administrative and technical infrastructure to support the performance of direct health care services and public health programs, functions, services, and activities by establishing an Office of Medical Director, Office of Traditional, Cultural & Spiritual Healing, Office of Legislative affairs, Office of Public Information & Communication, and Office of Self Determination; and
8. Develop, implement and maintain an administrative and technical infrastructure to support the performance of direct health care services and public health programs, functions, services, and activities by establishing a Office of Operations and Management to provide.
 - a) A financial management section that will be responsible for an effective and efficient financial management system to:
 - i.) administer agreements;
 - ii.) develop and implement a method by which to collect payment for licensure, certification, permit, fines, and other fees;
 - iii.) develop and implement a fund management plan in consultation with affected division, program, or office;
 - iv.) develop and implement a property, procurement, and records management;
 - v.) develop, implement, and provide technical assistance with the application of internal control standards;
 - vi.) monitor internal and external audits; and
 - vii.) serve as the prime contact for budget formulation, budget negotiation, audit, and condition of appropriation and other compliance.
 - b) A human relations section that will be responsible for a sound human resources system to:
 - i.) ensure a competent workforce through assessment of personnel competencies, individual training, and professional development;
 - ii.) attract, recruit, and retain personnel through the application of a premium salary schedule for professional personnel who meet the preferred qualifications; and
 - iii.) monitor compliance with the Navajo Nation Personnel Policies Manual, licensure, certification, employee relations, collective bargaining, risk and safety; and
 - iv.) monitor work environment.
 - c) An information technology section that will be responsible for the management of reliable and efficient information technology system to accommodate:

- i) a highly secured exchange of health, public health, and human service information for program management;
 - ii.) data collection, analysis and reporting;
 - iii.) automation of manual work of the Department;
 - iv.) modernize administrative functions; and
 - v.) monitor, update, and maintain the Department's website, media medium, telecommunications equipment, hardware, and software.
- d) An Navajo Epidemiology Center to conduct public health activities, including:
 - i.) collection of protected health information for the purposes of preventing or controlling disease, injury, disability, and death;
 - ii.) report on disease, injury, and vital events such as birth and death; and
 - iii.) conduct public health surveillance, investigation, and intervention on the Navajo Nation.
- e) An Office of Planning and Health Care Facility Development to provide technical support to the Department and its divisions, programs, centers, and offices, and provide technical assistance to community-based health care facility steering committees, including: Bodaway/Gap, Dilkon, Pueblo Pintado, Gallup Indian Medical Center, and other potential steering committees.
- f) A Quality Control and Performance Improvement Center to provide regulatory, compliance, and enforcement oversight of all health care and human service providers, and to ensure continuous quality improvement.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Department shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Section I through V may be amended by the Health, Education and Human Services Committee of the Navajo Nation Council.

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ATTACHMENT "A"
DOH organization chart

OFFICE OF PLANNING AND HEALTH CARE FACILITY DEVELOPMENT
Plan of Operation

I. ESTABLISHMENT

There is hereby established the Office of Planning and Health Care Facility Development (OPHCFD) within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the OPHCFD is to provide technical support to the Department and its divisions, programs, centers, and offices, and provide technical assistance to community-based health care facility steering committees, including: Bodaway/Gap, Dilkon, Pueblo Pintado, Gallup Indian Medical Center, and other potential steering committees.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Manager shall be hired by the Office of Operation and Management Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager shall determine the need for personnel, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

B. ORGANIZATION

The OPHCFD shall be within the Office of Operation and Management and shall consist of the following sections and functions to accomplish the purpose:

1. Administrative and operational support;
2. Planning and policy development;
3. Health care facility planning and development; and
4. Other planning functions as authorized.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Manager shall:

1. Report to the Office of Operation and Management Director;
2. Develop policies, procedures, standards, and protocols for effective and efficient, and adequate management of the OPHCFD's purpose;
3. Perform periodic review and evaluation for personnel and the OPHCFD's services, functions and activities;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council; and
5. Represent the OPHCFD at the Navajo Nation, local, state, and federal levels as authorized.

B. OPHCFD shall:

1. Administer programs for the benefit of the Navajo people in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to the Department and its divisions, programs, centers, and offices;
4. Develop policies and procedures to implement the purpose of the OPHCFD;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Provide guidance on health and public health policies;
7. Conduct analysis and develop recommendations of current and proposed federal, state, and tribal legislations, regulations, and policies for their potential impact on the Navajo people, health care, and public health services;
8. Coordinate tribal consultation activities with the federal, state, and local governmental agencies;

9. Provide administrative supervision and technical support for health care facility steering committees;
10. Develop and implement a health care facility development procedure or protocol that would provide guidance for locally established organizations that advocate for health care facility construction or replacement in their communities;
11. Monitor all health care facility planning, design, and construction activities to ensure appropriate protocol, and a systematic process of coordination are applied;
12. Develop the annual, quarter, and other reports; briefing materials; issue or position papers; white papers; testimonies; and talking points;
13. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response; and
14. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C §§ 192 and 400 *et. seq.*, the OPHCFD shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Section I and V maybe amended by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO EPIDEMIOLOGY CENTER

Plan of Operation

I. ESTABLISHMENT

The Navajo Epidemiology Center is hereby established within the Department of the Executive Branch of the Navajo Nation

II. PURPOSE

The purpose of the Navajo Epidemiology Center is to conduct public health activities, including:

- A. collection of protected health information for the purposes of preventing or controlling disease, injury, and disability;
- B. report on disease, injury, and vital events such as birth and death; and
- C. conduct public health surveillance, investigation, and intervention on the Navajo Nation.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

- 1. The Senior Epidemiologist shall be hired by the Office of Operation and Management Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
- 2. The Senior Epidemiologist shall determine the need for staff, additional professional, technical and administrative positions and establish field offices to carry out the purposes herein.

B. ORGANIZATION

The Navajo Epidemiology Center shall be within the Office of Operation and Management and shall consist of the following sections and functions to accomplish the purpose:

- 1. Administration and operational support;
- 2. Planning, monitoring, and evaluation;
- 3. Accounting and contract management;
- 4. Compliance and monitoring;
- 5. Funding Administration of external contracts and grants; and

6. Other epidemiology, research, and data services and programs as authorized.

IV. RESPONSIBILITY AND AUTHORITY

A. The Senior Epidemiologist shall:

1. Report to the Office of Operation and Management Director;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the Navajo Epidemiology Center, and take appropriate actions to achieve the Navajo Epidemiology Center's purpose;
3. Perform periodic review and evaluation for personnel and the Navajo Epidemiology Center programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council; and
5. Represent the Navajo Epidemiology Center at the Navajo Nation, local, state and federal levels as authorized.

B. Navajo Epidemiology Center shall:

1. Administer internal and external-funded programs for the benefit of the Navajo people in full compliance with all applicable Navajo Nation, federal, and state laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Comply with internal and external funding sources;
4. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
5. Develop policies and procedures to implement the purpose of the Navajo Epidemiology Center;
6. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;

7. Establish and operate a secured health information system center that will collect, manage, control and protect data related to health care, public health, epidemiological surveillance, research and disease investigations pursuant to the Department's Enabling legislation. This shall include, but not limited to, Health information such as vital events (birth and death), primary and secondary data collected or published by all health care providers and organizations;
8. Establish and maintain a secured, compatible health data management system center that will collect, generate reports, warehouse, and protect statistical health information, vital events such as birth and death, primary public health data, and secondary health data collected or published by all health care operators, human service providers, and academic researchers on the Navajo Nation;
9. Develop, organize, and provide technical support on the implementation and application of a systematic process on standardized data collection, program reporting instruments, community health assessments, community readiness assessments and community health improvements planning;
10. Develop and maintain a reliable and secured public health surveillance system pursuant to the Department's Enabling legislation, for receiving reports from all health and human service providers to identify health problems, public health threats, and environmental public health hazards; for conducting public health investigation; and for implementing public health intervention;
11. Establish and maintain data sharing agreements and partnerships with the federal, state, tribal and local agencies; health care and human service providers; and educational institutions;
12. Conduct continuous community health assessment in partnership with the federal, state, tribal, and other entities;
13. Interpret research findings for the development of public health practice and policy to ensure all public health decisions are based on the highest quality scientific data and findings;
14. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
15. Provide technical and administrative support to the Navajo Nation Human Research Review Board, and assist with the development and

implementation of Navajo research policy, procedures, and priorities to guide research activities on the Navajo Nation; and

16. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, or scientific evidence in the Navajo Epidemiology Center services and activities.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Epidemiology Center shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended by the Health, Education and Human Services Committee of the Navajo Nation Council.

QUALITY CONTROL AND PERFORMANCE IMPROVEMENT CENTER Plan of Operation

I. ESTABLISHMENT

The Quality Control and Performance Improvement Center (QCPIC) is hereby established within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the QCPIC is to provide regulatory, compliance, and enforcement oversight of all health and human service providers, and to assure continuous quality improvement.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Evaluation Manager shall be hired by the Office of Operation and Management Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Evaluation Manager shall determine the need for staff, additional professional, technical and administrative positions and establish field offices to carry out the purposes herein.

B. ORGANIZATION

The QCPIC shall be within the Office of Operation and Management and shall consist of the following sections and functions to accomplish the purpose:

1. Administration and operational support;
2. Performance improvement;
3. Planning, monitoring, and compliance;
4. Certification and licensure; and
5. Other quality control and performance improvement services as authorized.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Evaluation Manager shall:

1. Report to the Office of Operation and Management Director;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the QCPIC, and take appropriate actions to achieve the QCPIC's purpose;
3. Perform periodic review and evaluation for personnel and the QCPIC programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee, and Navajo Nation Council; and
5. Represent the QCPIC at the Navajo Nation, local, state and federal levels as authorized.

B. QCPIC shall:

1. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
2. Develop policies and procedures to execute the purpose of the QCPIC;
3. Develop, update, and implement short and long range strategic initiatives, including department-wide strategic plan, continuous quality performance, workforce development plan, and performance improvement activities;
4. Develop, revise, and update health and public health codes, regulations, policies, procedures, and performance standards;
5. Develop, maintain, and implement policies, procedures, and standards for credentialing, including but not limited to permit, licensure, and certification of all health, human service, and emergency and non-emergency transportation providers;
6. Monitor, evaluate, regulate, enforce, and coordinate health codes, regulations, policies, and standards, and provide public health services to protect the health and safety of the Navajo people and communities;
7. Investigate and resolve complaints about health care and human services providers, or unsafe conditions in licensed and/or certified facilities;

8. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response; and
9. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the QCPIC shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended by the Health, Education and Human Services Committee of the Navajo Nation Council.

DIVISION OF AGING AND LONG TERM CARE SUPPORT
Plan of Operation

I. ESTABLISHMENT

There is hereby established the Division of Aging and Long Term Care Support (DALTCS) within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the DALTCS is to ensure that high quality, comprehensive, and culturally congruent aging and long term care support are provided to eligible Navajo individuals in coordination with other tribal and non-tribal providers and agencies.

III. STAFFING AND ORGANIZATION

A. PERSONNEL

1. The Health Services Administrator shall be hired by the Executive Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Health Services Administrator shall determine the need for personnel, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

B. ORGANIZATION

The DALTCS consist of the following programs, sections, and functions to accomplish the purpose:

1. Administration and operational support;
2. Planning, monitoring, and evaluation;
3. Accounting and contract management;
4. Compliance and monitoring;
5. Funding administration of external contracts and grants; and
6. Other aging and long term care support services and programs as authorized.

IV. RESPONSIBILITY AND AUTHORITY

A. The Health Services Administrator shall:

1. Report to the Executive Director;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of DALTCS, and take appropriate actions to achieve DALTCS's purpose;
3. Perform periodic review and evaluation for personnel and the DALTCS programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council; and
5. Represent the DALTCS at the Navajo Nation, local, state, and federal levels as authorized.

B. DALTCS shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation, federal, and state laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs and offices;
4. Develop policies and procedures to implement the purpose of the DALTCS;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Develop, organize, coordinate, and provide quality, compassionate, and respectful aging and community-based long term care and supportive services, including but not limited to: nutritious meals, transportation, non-medical in-home care, supported living, social service, case management, and elderly workforce services;

7. Develop and implement a reimbursement system by which to bill for and collect third party revenue, for allowable cost of program, service, and activity;
8. Establish and maintain partnerships with health care, human service and transportation providers for improved integrated care coordination, including screening, education, outreach, patient navigation, and case management;
9. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
10. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidence-based practices, or leading practices in DALTCS programs, services, and activities; and
11. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the DALTCS shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

DIVISION OF BEHAVIORAL AND MENTAL HEALTH SERVICES
Plan of Operation

I. ESTABLISHMENT

There is hereby established the Division of Behavioral and Mental Health Services (DBMHS) within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the DBMHS is to provide a comprehensive, culturally-centered holistic approach for prevention, treatment, and aftercare of alcohol, controlled substance use disorder, and violent behavior through an integrated behavior and mental health system.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Health Services Administrator shall be hired by the Executive Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Health Services Administrator shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

B. ORGANIZATION

The DBMHS consist of the following sections and functions to accomplish the purpose:

1. Administration and operational support;
2. Planning, monitoring, and evaluation;
3. Accounting and contract management;
4. Compliance and monitoring;
5. Funding administration of external contracts and grants; and
6. Other behavioral and mental health services and programs as authorized.

IV. RESPONSIBILITY AND AUTHORITY

A. The Health Services Administrator shall:

1. Report to the Executive Director;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the DBMHS, and take appropriate actions to achieve the DBMHS purpose;
3. Perform periodic review and evaluation for personnel and the DBMHS programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council; and
5. Represent the DBMHS at the Navajo Nation, local, state, and federal levels as authorized.

B. DBMHS shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation and federal laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the DBMHS;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Develop, coordinate and implement a quality, responsive behavioral and mental health program that is culturally and linguistically responsive to the continuum of care which may include prevention, early intervention, inpatient and outpatient treatment, medically managed intensive inpatient treatment, and aftercare services;
7. Develop and implement a reimbursement system by which to bill for and collect third party revenue, for allowable cost of program, service, and activity;

8. Establish and maintain partnership with an array of provider network, including but not limited to health care, human service, and transportation for improved integrated care coordination, including screening, education, outreach, patient navigation, and case management;
9. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
10. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidence-based practices, or leading practices in the DBMHS programs, services, and activities; and
11. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the DBMHS shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Section I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

DIVISION OF PUBLIC HEALTH SERVICES
Plan of Operation

I. ESTABLISHMENT

The Division of Public Health Services (DPHS) is hereby established within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the DPHS is to promote health and well-being, increase healthy life expectancy, improve quality of life, increase productivity, and reduce health care costs.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Health Services Administrator shall be hired by the Executive Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Health Services Administrator shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

B. ORGANIZATION

The DPHS consist of the following programs, offices, sections, and functions to accomplish the purpose:

1. Administration and operational support;
2. Planning, monitoring, and evaluation;
3. Accounting and contract management;
4. Compliance and monitoring;
5. Public health programs, projects, and offices, including but not limited to the following:
 - a. Navajo Cancer Prevention Program;
 - b. Navajo Community Health Representative Program;
 - c. Navajo Special Diabetes Prevention Program;
 - d. Navajo Environmental Health and Protection Program;

- e. Navajo Food Distribution Program;
 - f. Navajo Health Education Program;
 - g. Navajo Healthy and Hunger Free Kids Program;
 - h. Navajo Infectious Diseases Control and Prevention Program;
 - i. Navajo New Dawn Program;
 - j. Navajo Public Health Emergency Preparedness Program;
 - k. Navajo Public Health Nursing Program;
 - l. Navajo Uranium Workers Program; and
 - m. Navajo Women, Infants and Children Program.
- 6. Regional Health Department at six (6) geographic locations;
 - 7. Funding administration of external contracts and grants; and
 - 8. Other public health services and programs as authorized.

IV. RESPONSIBILITY AND AUTHORITY

A. The Health Services Administrator shall:

- 1. Report to the Executive Director;
- 2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the DPHS, and take appropriate actions to achieve the DPHS purpose;
- 3. Perform periodic review and evaluation for personnel and the DPHS programs, services, and offices;
- 4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee, and Navajo Nation Council; and
- 5. Represent the DPHS at the Navajo Nation, local, state, and federal levels as authorized.

B. DPHS shall:

- 1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
- 2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;

3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the DPHS;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Ensure coordination, collaboration, and partnership of internal and external public health programs, services, and activities;
7. Build capacity and enhance public health infrastructure to maximize resources, workforce, and healthy behavior and disease prevention impact;
8. Provide effective health education, health promotion, disease prevention, and injury prevention programs, policies, procedures, and interventions to support prevention and wellness, and improve the health of Navajo people and communities;
9. Provide strategic guidance, collaboration, and partnership for technical integration and capacity building of preparedness planning across the public health, health care, and emergency management sectors, and fiscal oversight to prepare for, respond to, and recover from outbreaks of diseases, natural disasters, and other public health emergencies;
10. Develop monitor, evaluate, regulate, enforce, and coordinate health codes, regulations, policies, and performance standards in order to protect the health and safety of the Navajo people and communities;
11. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidence-based practices, or leading practices in DPHS programs, services, and activities;
12. Provide effective health education, health promotion, disease prevention, and injury prevention programs, policies, procedures, and interventions to support prevention and wellness, and increase the health of Navajo people and communities; and
13. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the DPHS shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO CANCER PREVENTION PROGRAM

Plan of Operation

I. ESTABLISHMENT

The Navajo Cancer Prevention Program (NCP) is hereby established within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NCP is to provide and coordinate cancer prevention, cancer case management, and cancer control on the Navajo Nation.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Supervisor shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Supervisor shall determine the need for staff, additional professional, technical, and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Supervisor shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the NCP, and take appropriate actions to achieve NCP's purpose;
3. Perform periodic review and evaluation for personnel and the NCP programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee and Navajo Nation Council; and

5. Represent the NCPP at the Navajo Nation, local, state, and federal levels as authorized.

B. NCPP shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NCPP;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Screen for cancer as a preventive health measure; provide appropriate case management, patient navigation, and referral for cancer services;
7. Develop and disseminate public information and education program for the detection and control of cancer;
8. Develop, implement, and maintain partnerships with health care providers and chapters on the Navajo Nation and surrounding service delivery areas for improved cancer prevention activities;
9. Improve the education, training, and skills of public health workers and health professionals in the detection and control of cancer;
10. Establish mechanisms to monitor the quality of screening procedures for cancer including clinical certification and evaluate activities through appropriate surveillance or program monitoring activities;
11. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
12. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the NCCP programs, services, and activities; and

13. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the CPP shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO COMMUNITY HEALTH REPRESENTATIVE PROGRAM
Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Community Health Representative (NCHR) Program within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NCHR Program is to provide health care, health promotion, and disease prevention services to foster healthy, productive, and functional lifestyles of the Navajo population.

III. PERSONNEL AND ORGANIZATOIN

A. PERSONNEL

1. The Department Manager shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Department Manager shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Department Manager shall:

1. Report to the Division of Public Health Service Health Service Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the NCHR Program, and take appropriate actions to achieve the NCHR Program's purpose;
3. Perform periodic review and evaluation for personnel and the NCHR Program services and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee, and Navajo Nation Council and

5. Represent the NCHR Program at the Navajo Nation, local, state, and federal levels as authorized.

B. The NCHR Program shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NCHR Program;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Establish and maintain partnerships with federal, state, tribal, and other health care and human service providers for improved care coordination activities, including screening, prevention, education, outreach, patient navigation, and case management;
7. Plan, organize, coordinate, and provide quality culturally and linguistically appropriate community, outreach, and home health care services;
8. Develop and implement a reimbursement system by which to bill for and collect third party revenue, for allowable cost of program, service, and activity;
9. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
10. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the NCHR Program services and activities; and
11. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NCHR Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO SPECIAL DIABETES PROGRAM

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Special Diabetes Program (NSDP) within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NSDP is to plan, implement, and coordinate diabetes prevention, education and diabetes control on the Navajo Nation.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Manager shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITIES AND AUTHORITY

A. The Program Manager shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and responsive management of the NSDP, and take appropriate actions to achieve the purpose of NSDP;
3. Perform periodic review and evaluation for personnel and the NSDP services and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee, and Navajo Nation Council; and

5. Represent the NSDP at the Navajo Nation, local, state, and federal levels as authorized.

B. NSDP shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from the federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NSDP;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Plan, implement, and coordinate quality diabetes prevention program, including screening (weight, height and body mass), health education, and health promotion activities;
7. Provide primary diabetes prevention services, including disseminating information, providing prevention education, and screening (weight, height and body mass) for target population at large;
8. Provide secondary diabetes prevention services, including disseminating information, providing prevention education, and screening (weight, height and body mass) for high-risk individuals and groups;
9. Provide tertiary diabetes prevention services, including information, education, communication, screening for diabetic patients or groups who are already diagnosed;
10. Develop and implement partnership agreements with health care, public health service providers and agencies, and chapter communities on the Navajo Nation and surrounding service delivery area;
11. Develop and implement quality control and performance improvement processes;
12. Monitor development and implementation of new health codes, regulations, policies and standards;

13. Enhance cooperation, collaboration, and partnerships with health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
14. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the NSDP services and activities; and
15. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NSDP shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO ENVIRONMENTAL HEALTH AND PROTECTION PROGRAM

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Office of Environmental Health and Protection Program (NOEHPP) of the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the office of NOEHPP is to ensure high quality environmental health and protection related services, information, training, and inspections are continuously provided, and regulated on the Navajo Nation to protect the health and safety of the Navajo people and communities.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Supervisor shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Supervisor shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Supervisor shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and responsive management of the NOEHPP, and take appropriate actions to achieve the purpose of NOEHPP;
3. Perform periodic review and evaluation for personnel and the NOEHPP services and offices.

4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee, and Navajo Nation Council; and
5. Represent the NEOHPP at the Navajo Nation, local, state, and federal levels as authorized.

B. The NOEHPP shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs and offices;
4. Develop policies and procedures to implement the purpose of the NOEHPP;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Develop, implement, enforce and regulate inter and intra agency agreements in relation to environmental health, safety, and protection, including but not limited to: food safety, water safety, air safety, waste management and safety, toxic chemicals, disease vectors, safety hazards, habitat alterations, migrant camp and facility, mineral safety, safety of fair/recreational equipment and facility;
7. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
8. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidence-based practices, or leading practices in the EHPP programs, services, and activities; and
9. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NOEHPP shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Section I through V may be amended from time to time by the Health, Education and Human Committee of the Navajo Nation Council.

NAVAJO FOOD DISTRIBUTION PROGRAM

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Food Distribution Program (NFDP) within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NFDP is to provide comprehensive and culturally congruent nutrition education and food supplements to eligible Navajo clients and families.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Manager shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Manager shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the NFDP, and take appropriate actions to achieve the NFDP's purpose;
3. Perform periodic review and evaluation for personnel and the NFDP services and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council; and

5. Represent the NFDP at the Navajo Nation, local, state, and federal levels as authorized.

B. The FDP shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NFDP;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Develop and implement partnership agreements with health care, public health service providers and agencies, and chapter communities on the Navajo Nation and surrounding service delivery areas;
7. Provide nutrition and food supplement services, nutrition education, screen clients/family members to determine eligibility for food supplement, and provide food items/food supplement benefits to eligible clients;
8. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
9. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the NFDP services and activities; and
10. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NFDP shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENT

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council

NAVAJO HEALTH EDUCATION PROGRAM

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Health Education Program (NHEP) within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NHEP is to protect the best interest of the Navajo Nation and its citizens through public health education services, assuring individuals acquire the information, skills, and values for making responsible decisions about their personal health.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Manager shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager shall determine the need for staff, additional professional, technical, and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Manager shall:

1. Report to the Division of Public Health Service Health Services Administrator.
2. Develop policies, procedures, standards, quality control, performance improvement, and protocols for effective, efficient, and adequate management of the NHEP, and take appropriate actions to achieve HEP purpose.
3. Perform periodic review, monitoring and evaluation for personnel and the NHEP programs, services, offices, and activities. Provide technical assistance, consultative services, and general supervision of personnel.

4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council.
5. Represent the NHEP at the Navajo Nation, local, state, and federal levels as authorized.

B. The HEP shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NHEP;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Establish and maintain partnerships with federal, state, and tribal health care providers, schools, and worksites for improved public health education, outreach through capacity building to enhance public health practices to maximize resources, workforce, healthy behavior, and disease prevention impact;
7. Provide effective health education, health promotion, health screening, and other preventative services to reduce the incidence of public health diseases, injuries, and disabilities;
8. Develop, implement, and maintain disease prevention and injury prevention programs, policies, procedures, and interventions to support prevention and wellness;
9. Assess needs, assets, and capacity for health education; plan, develop, administer, evaluate, and organize the health education program; develop and implement program goals and objectives; maintain leadership to provide qualitative consumer services; involve priority populations and other stakeholders in health education planning process; and assist communities to make changes in the environment to promote health;

10. Promote appropriate culturally-sensitive health education approaches, methods, procedures, and media to accomplish program goals and objectives;
11. Integrate Navajo culture, tradition, linguistically appropriate prevention activities, educational materials, and make ongoing adjustments to ensure optimal effectiveness and efficiency;
12. Employ best practices, evidence-based practices, and leading practices in the NHEP services and activities;
13. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response; and
14. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument developed by Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NHEP shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO HEALTHY AND HUNGER FREE KIDS PROGRAM

Plan of Operation

I. ESTABLISHMENT

The Navajo Healthy and Hunger Free Kids Program (NHHFKP) is hereby established within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE:

The purpose of the NHHFKP is to collect and analyze food security data to measure the impact on how to effectively provide nutritious feeding for children in order to decrease childhood hunger.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Manager shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager shall determine the need for staff, additional professional, technical, and administrative positions, and establish the field offices to carry out purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Manager shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the NHHFKP, and take appropriate actions to achieve the NHHFKP's purpose;
3. Perform periodic review and evaluation for personnel and the NHHFKP programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council; and

5. Represent the NHHFKP at the Navajo Nation, local, state, and federal levels as authorized.

B. NHHFKP shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from the federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to departments, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NHHFKP;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Develop, implement and maintain partnerships with feeding sites, chapters, and schools on the Navajo Nation to improve nutritious food delivery services;
7. Establish and maintain partnerships with federal, state, tribal, and other food service providers for improved healthy feeding through outreach, collaboration, education, partnership, attending meetings, and records management;
8. Plan, organize, coordinate, and provide quality culturally and linguistically appropriate community outreach and feeding program services;
9. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the NHHFKP services and activities; and
10. Ensure the timely availability and submission of statistical healthy feeding information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. 192 and 400 *et. seq.*, the NHHFKP shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through VI may be amended from time to time by the Health, Education, and Human Services Committee of the Navajo Nation Council.

NAVAJO INFECTIOUS DISEASES CONTROL AND PREVENTION PROGRAM

Plan of Operation

I. ESTABLISHMENT

The Navajo Infectious Diseases Control and Prevention (NIDCP) Program is hereby established within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NIDCP Program is to maximize public health and safety through elimination, prevention, and control of disease, disability, and death caused by Human Immunodeficiency Virus Infection/Acquired Immunodeficiency Syndrome (HIV/AIDS), sexually transmitted diseases (STDs), tuberculosis (TB), and other infectious and communicable diseases.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Manager shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager shall determine the need for staff, additional professional, technical, and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Manager shall:

1. Report to the Division of Public Health Service Health Service Administrator;
2. Develop policies, procedures, standards, quality control, performance improvement, and protocols for effective, efficient, and responsive management of the NIDCP Program, and take appropriate actions to achieve NIDCP Program purpose;
3. Perform periodic review and evaluation for personnel and the NIDCP Program services, activities, and offices;

4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee and Navajo Nation Council; and
5. Represent the NIDCP Program at the Navajo Nation, local, state, and federal levels as authorized.

B. NIDCP Program shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NIDCP Program;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Establish, maintain, and guide partnerships with the federal, state, tribal, and other external health care and human service providers for increased program activities, including screening, immunization, treatment, prevention, education, outreach, patient navigation, case management, and other prevention and control efforts;
7. Provide public health communication activities to disseminate research findings and increase awareness of HIV/AIDS, STDs, TB, and other infectious and communicable diseases;
8. Assure and protect individual sensitive data in compliance with applicable Navajo Nation and federal privacy laws and regulations, including the Health Insurance Portability and Accountability Act (HIPAA);
9. Investigate reported communicable diseases, collect epidemiological and laboratory data for local, state, and federal surveillance in collaboration with key stakeholders to provide a standardized and coordinated system of services and continuum of care for HIV/AIDS, STDs, TB, and other infectious and communicable diseases;

10. Develop, implement, and provide evidence-based, culturally and linguistically appropriate prevention activities and educational materials, and make ongoing adjustment to ensure optimal effectiveness and efficiency;
11. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and responses;
12. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the NIDCP Program services and activities; and
13. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument developed by Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NIDCP Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO NEW DAWN PROGRAM Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo New Dawn Program (NNDP) within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NNDP is to provide information to individuals, families and communities on nutrition, exercise, horticulture techniques, food production and preservation to enable the Navajo population to access quality, fresh, and nutritious foods, and increase food security.

III. STAFFING AND ORGANIZATION

A. PERSONNEL

1. The Program Supervisor shall be hired by the Executive Director in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Supervisor shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Supervisor shall:

1. Report to the Division of Public Health Service Health Service Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of NNDP, and take appropriate actions to achieve NNDP purpose;
3. Perform periodic review and evaluation for personnel and the NNDP programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council; and

5. Represent the NNDP at the Navajo Nation, local, state, and federal levels as authorized.

B. The NDP shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide technical support and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NNDP;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Promote and encourage alternative sources of food, food preservation, storage, property, nutrition, beautification, and diet through fresh grown fruits and vegetables;
7. Promote and encourage the Navajo population to conserve seeds for future planting seasons and contribute to a Navajo Nation-wide seed bank to provide the Navajo people with a wide variety of fruit and vegetable seeds;
8. Promote and preserve local native seeds and foods of the Navajo Nation and general population;
9. Promote and educate on beautification with alternative resources, and collaborative partners;
10. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
11. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidence-based practices, or leading practices in NNDP services and activities; and
12. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology

Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT:

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NNDP shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS:

Sections I through V may be amended by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO PUBLIC HEALTH EMERGENCY PREPAREDNESS PROGRAM PLAN OF OPERATION

I. ESTABLISHMENT

The Navajo Public Health Emergency Preparedness (NPHEP) Program is hereby established within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NPHEP Program is to coordinate the response to a public health emergency and to build and strengthen the Navajo Nation's public health preparedness capabilities to effectively respond to a range of public health threats, including infectious diseases, natural disasters, and other public health emergencies.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Department Manager shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Department Manager shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Department Manager shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the NPHEP Program, and take appropriate actions to achieve the NPHEP Program purpose;
3. Perform periodic review and evaluation for personnel and the NPHEP Program services and offices;

4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee, and Navajo Nation Council; and
5. Represent the NPHEP Program at the Navajo Nation, local, state, and federal levels as authorized.

B. PHEP Program shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NPHEP Program;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Provide strategic guidance, collaboration, and partnership for technical integration and capacity building of preparedness planning across the public health, health care, and emergency management sectors, and fiscal oversight to prepare for, respond to, and recover from outbreaks of diseases, natural disasters, and other public health emergencies;
7. Establish, maintain, and implement partnership agreement with the federal, state, and local governmental entities, including health care, human service, and public health providers and Navajo Nation chapters to facilitate public health emergency preparedness activities, including tabletop exercises and meeting performance goals;
8. Assess and conduct emergency-readiness capabilities and evaluate public health preparedness for emergency response effectiveness, including community preparedness, emergency operation coordination, emergency public information and warning, and information sharing;
9. Provide continuous public health emergency preparedness training and skill development;

10. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidence-based practices, or leading practices in NPHEP services and activities; and
11. Ensure the timely availability and submission of statistical health information and primary public health data to the Epidemiology Center using standardized data collection instrument provided by the Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NPHEP Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO PUBLIC HEALTH NURSING PROGRAM

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Public Health Nursing (NPHN) Program within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NPHN Program is to provide high quality public health nursing services and community health care with an emphasis on the promotion of health, prevention of disease, health maintenance, and restoration of health to Navajo individuals and families in coordination with other tribal and non-tribal health care providers.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Community Health Nurse Director shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Community Health Nurse Director shall determine the need for staff, additional professional, technical, and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Community Health Nurse Director shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, quality control, performance improvement, and protocols for effective, efficient, and responsive management of the NPHN Program, and take appropriate actions to achieve NPHN Program purpose;
3. Perform periodic review and evaluation for personnel and the NPHN Program services, activities, and offices;

4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight Committee and Navajo Nation Council; and
5. Represent the NPHN Program at the Navajo Nation, local, state, and federal levels as authorized.

B. The NPHN Program shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NPHN Program;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Establish and maintain partnerships with the federal, state, tribal, and other external health care and human service providers for improved care coordination and increased program activities, including screening, immunization, prevention, education, outreach, patient navigation, case management, and other prevention and control efforts;
7. Provide a continuous, comprehensive and integrated public health nursing activities for the prevention of disease and the promotion and preservation of the health of the total communities;
8. Develop, implement, and provide evidence-based, culturally and linguistically appropriate prevention activities and educational materials, and make ongoing adjustment to ensure optimal effectiveness and efficiency;
9. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and responses;

10. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the NPHN Program services and activities; and
11. Ensure the timely availability and submission of statistical health information and primary public health data to the Epidemiology Center using standardized data collection instrument developed by Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NPHN Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Section I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO URANIUM WORKERS PROGRAM

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Uranium Workers Program (NUWP) within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NUWP is to provide information and education about Uranium-related Radiation Exposure Compensation Act (RECA) benefits, and process enrollment paperwork for eligible clients for RECA benefits.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Supervisor shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Supervisor shall determine the need for staff, additional professional, technical, and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Supervisor shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the NUWP, and take appropriate actions to achieve purpose of NUWP;
3. Perform periodic review and evaluation for personnel and the NUWP programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee and Navajo Nation Council; and

5. Represent the NUWP at the Navajo Nation, local, state, and federal levels as authorized.

A. The UWP shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide technical support and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NUWP;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Provide technical oversight and advisement functions, including but not limited to:
 - a) Provide information and education about uranium mine eligibility to workers and their families for RECA benefits;
 - b) Enroll eligible clients for benefits;
 - c) Process paperwork necessary for health screening in coordination with hospital facilities;
 - d) Submit completed paperwork to the federal agencies, including the U.S. Department of Justice and the U.S. Department of Labor, for benefits; and
 - e) Receive benefits from the U.S. Department of Justice and the U.S. Department of Labor, and deliver to recipients.
7. Comply with Navajo Nation Privacy Act and the HIPAA laws to protect client personal information;
8. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
9. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the UWP services and activities; and

10. Ensure the timely availability and submission of statistical health information and primary public health data to the Epidemiology Center using standardized data collection instrument provided by the Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NUWP shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

NAVAJO WOMEN, INFANTS AND CHILDREN NUTRITION PROGRAM

Plan of Operation

I. ESTABLISHMENT

There is hereby established the Navajo Women, Infants and Children (NWIC) Nutrition Program within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the NWIC Nutrition Program is to safeguard the health of women, infants, and children and provide supplemental food, health care referral, nutrition education, and breastfeeding counseling to low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age of five years who are found to be at nutritional risk.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Program Manager shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Program Manager shall determine the need for staff, additional professional, technical and administrative positions, and establish field offices to carry out the purposes herein.

IV. RESPONSIBILITY AND AUTHORITY

A. The Program Manager shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the NWIC Nutrition Program, and take appropriate actions to achieve NWIC Nutrition Program's purpose;
3. Perform periodic review and evaluation for personnel and the NWIC Nutrition Program services and offices;

4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee and Navajo Nation Council; and
5. Represent the NWIC Nutrition Program at the Navajo Nation, local, state, and federal levels as authorized.

B. NWIC Nutrition Program shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from the federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to divisions, programs, and offices;
4. Develop policies and procedures to implement the purpose of the NWIC Nutrition Program;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Ensure the development, revision and implementation of a comprehensive State Plans, policies, procedures, standards, and protocols;
7. Develop and maintain vendor management system; data and information management system; and internal personnel, property and records management system;
8. Develop, maintain, and implement evidence based nutrition education and counseling system;
9. Develop, maintain, and implement nutrition assessment and referral system;
10. Provide nutritional supplemental food benefits to eligible participants and high risk mothers who are pregnant, breastfeeding, and postpartum, and infants and children up to eligible age five;
11. Provide staff training and development to improve performance;
12. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;

13. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidenced-based practices, and leading practices in the NWIC Nutrition Program services and activities; and
14. Ensure the timely availability and submission of statistical health information and primary public health data to the Epidemiology Center using standardized data collection instrument provided by the Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the NWIC Nutrition Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council.

REGIONAL PUBLIC HEALTH OFFICE

Plan of Operation

I. ESTABLISHMENT

The Regional Public Health Office (RPHO) is hereby established within the Department of the Executive Branch of the Navajo Nation.

II. PURPOSE

The purpose of the RPHO is to strengthen and continue improving health outcomes through community partnerships and engagement in health initiatives; promote health and well-being, increased healthy life expectancy, improved quality of life, increased productivity; and reduce health care costs.

III. PERSONNEL AND ORGANIZATION

A. PERSONNEL

1. The Regional Director shall be hired by the Division of Public Health Service Health Service Administrator in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Regional Director shall determine the need for personnel, additional professional, technical and administrative positions and establish field offices to carry out the purposes herein.

B. ORGANIZATION

The RPHO consist of the following sections and functions to accomplish the purpose:

1. Administration and operational support;
2. Planning, monitoring, and evaluation;
3. Accounting and contract management;
4. Compliance and monitoring;
5. Public health programs, functions, services, and activities through fixed sites and outreach and mobile operations;

6. Funding administration of external contracts and grants; and
7. Other health care and public health services and programs as authorized.

IV. RESPONSIBILITY AND AUTHORITY

A. The Regional Director shall:

1. Report to the Division of Public Health Service Health Services Administrator;
2. Develop policies, procedures, standards, and protocols for effective, efficient, and adequate management of the RPHO, and take appropriate actions to achieve the RPHO purpose;
3. Perform periodic review and evaluation for personnel and the RPHO programs, services, and offices;
4. Develop annual fiscal operating budgets for approval by the Executive Branch of the Navajo Nation, legislative oversight committee, and Navajo Nation Council; and
5. Represent the RPHO at the Navajo Nation, local, state, and federal levels as authorized.

B. RPHO shall:

1. Administer internal and external-funded programs in full compliance with all applicable Navajo Nation laws and policies;
2. Seek and secure funding from Navajo Nation, federal, state, and other agencies;
3. Provide administrative, operational and technical support, and training to programs, offices, and projects;
4. Develop policies and procedures to implement the purpose of the RPHO;
5. Develop, update, and implement short and long range strategic initiatives, plans, research, evaluation, quality control, and performance improvement activities;
6. Provide effective health education, health promotion, disease prevention, and injury prevention programs, policies, procedures, and interventions to

support prevention and wellness, and increase the health of Navajo people and communities;

7. Monitor and evaluate health care and human service operations utilizing the health and public health codes, regulations, standards, policies, and procedures, and submit reports to the Department's Quality Control and Performance Improvement Center;
8. Coordinate, implement, and supervise quality, cultural and linguistic appropriate, and streamlined health education, health promotion, disease prevention, and injury prevention policies, procedures, programs, and interventions to support prevention and wellness through fixed sites and mobilized outreach services;
9. Establish and maintain partnerships with an array of provider network, including but not limited to health care, human service, and transportation, for improved integrated care coordination, including screening, education, outreach, patient navigation, and case management;
10. Enhance cooperation, collaboration, and partnerships across multiple health care, public health, and emergency management sectors to support community health, emerging public health issues, and public health preparedness and response;
11. Integrate Navajo culture, tradition, language, and belief support services, and other best practices, evidence-based practices, or leading practices in RPHO programs, services, and activities; and
12. Ensure the timely availability and submission of statistical health information and primary public health data to the Navajo Epidemiology Center using standardized data collection instrument provided by the Navajo Epidemiology Center.

V. LEGISLATIVE OVERSIGHT

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the RPHO shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

VI. AMENDMENTS

Sections I through V may be amended by the Health, Education and Human Services Committee of the Navajo Nation Council.

**Navajo Department of Health
Findings for the Master Plan of Operation**

A. The Department of Health was established by enacted Resolution CO-50-14 to ensure that quality comprehensive and culturally relevant health care and public health services are provided on the Navajo Nation.

B. The Department of Health was established by enacted Resolution CO-50-14 to monitor, evaluate, regulate, enforce, and coordinate health codes, regulations, policies, and standards and provide public health services in order to protect the health and safety of the Navajo people and communities.

C. The Department of Health has requested changes in its plan of operation as enacted by Resolutions GSCO-82-95, GSCAP-10-05, GSCO-26-08, and IGRD-228-04. Amendments are requested in the Master Plan of Operation for the Department of Health, attached as follow:

1. The Navajo Department of Health organization chart is attached hereto as Attachment "A";
2. The Office of the Executive Director will have the following offices to provide professional and technical support that will include: Office of the Medical Director, Office of Traditional Cultural & Spiritual Healing, Office of Operations and Management, Office of Legislative Affairs, Office of Public Information and Communication, Office of Self Determination;
3. The Office of Operations and Management will have the following offices to provide administrative and workload simplifications and shall include: Financial Management, Human Resources, Information Technology, Navajo Epidemiology Center, Office of Planning and Health Care Facility Development and Quality Control and Performance Improvement are incorporated into the Plan of Operation for the Office of the Executive Director;
4. The Bodaway/Gap Health Clinic Steering Committee Planning Office, Dilkon Health Center Steering Committee Project Planning Office, Gallup Indian Medical Center Steering Committee Planning Office, and the Pueblo Pintado Health Planning Office are incorporated into the Plan of Operation for the Office of the Executive Director, for administrative and workload simplification;
5. The Plan of Operation for a new division to be called the Division of Aging and Long Term Care Support, essentially a merging of the Navajo Area Agency on Aging, Senior Citizen Center Program, Foster Grandparent Program, Elderly Home Care Services Program, Adult in-Home Care

Program, and Senior Community Service Employment Program, for administrative simplification and improved integrated care coordination;

6. The Plan of Operation for a new division to be called the Division of Behavioral and Mental Health Services, adding mental health services as a new provision of direct care;
7. The Plan of Operation for a new division to be called the Division of Public Health Services, incorporating the Navajo Cancer Prevention Program, Navajo Community Health Representative Program, Navajo Special Diabetes Prevention Program, Navajo Environmental Health and Protection Program, Navajo Food Distribution Program, Navajo Health Education Program, Navajo Healthy and Hunger Free Kids Program, Navajo Infectious Diseases Control and Prevention Program, Navajo New Dawn Program, Navajo Public Health Emergency Preparedness Program, Navajo Public Health Nursing Program, Navajo Uranium Workers Program, and Navajo Women, Infants and Children Program, for improved coordination, collaboration, and partnership of internal and external public health programs, functions, services, and activities;
8. The Plan of Operation for a new program to be called the Infectious Diseases Control and Prevention Program, merging the AIDS Prevention Program, Social Hygiene Program, and Tuberculosis Control Program, for improved coordination of infectious and communicable diseases prevention and control activities;
9. The Plan of Operation for a new regional offices to be called the Regional Health Department in at least six (6) geographic location, for accessibility, improved public health service coordination, and administrative simplification;
10. The Department of Health also requests that the following Plans of Operation, be deleted in its entirety:
 - a. Office of Management Information System;
 - b. Office of Contracts and Grants;
 - c. Office of Financial Management;
 - d. Office of Staff Development;
 - e. Senior Citizen Center Program;
 - f. Foster Grandparent Program;
 - g. Elderly Home Care Services Program;
 - h. Adult in-Home Care Program;
 - i. Senior Community Service Employment Program;
 - j. AIDS Prevention Program;
 - k. Ft. Defiance Hospital Steering Committee Project;

- l. Shiprock Hospital/Red Mesa Health Center Steering Committee Project Planning Office;
- m. Sanders Clinic Project;
- n. Kaytenta Alternative Rural Hospital Steering Committee Planning Office;
- o. Dilkon Health Center Steering Committee;
- p. Bodaway/Gap Health Center Steering Committee;
- q. Pueblo Pintado Health Center Steering Committee; and
- r. Gallup Indian Medical Center Steering Committee

D. The Department of Health requests to implement the Regional Health Department at six (6) geographic locations in phases over a period of five (5) years beginning in Fiscal Year 2019 with one Regional Health Department, and thereafter phase in one Regional Health Department in subsequent fiscal years, for effective, efficient, smooth, and responsive transition.

THE NAVAJO NATION
EXECUTIVE BRANCH/DEPARTMENT OF HEALTH

Attachment "A"

