

technical assistance activity, and up to 5 resource packages. Long-term TA includes up to 4 on-site TA visits, up to 3 training events, 2 group TA activities, and up to 10 resource packages. Training efforts are also conducted by the NLI, using curricula developed by and administered by the NLI.

Both a process and an impact evaluation will be conducted. The process evaluation will describe the needs faced by CBOs, the types of training and technical assistance that CBOs receive through the NLI, and CBO satisfaction with services. The impact evaluation will focus on specific changes made by CBOs in response to NLI recommendations, and improvements in self-rated organizational performance and several organization status measures.

Analysis of this information will assist CSAT in documenting the numbers and types of participants accessing these services, and describing the extent to which participants improve in their knowledge, skill, and ability to manage their organizations in this changing business environment. This type of information is crucial to support CSAT in complying with GPRA reporting requirements and will inform future development of technical assistance activities.

The evaluation design for technical assistance participants will be a pre-post design that collects identical information at initiation of NLI contact and again after 12 months. This time frame is necessary to allow CBOs the opportunity to address NLI technical assistance recommendations and to plan and implement their changes. In addition, the evaluation will collect satisfaction measures after each technical assistance event, and both a comprehensive satisfaction summary and an activity summary at 6 and 12 months after initial NLI contact. A formal comparison group is not available, but comparisons of changes in key organization status measures can be made with similar data on changes collected from other CSAT KDA-funded grantees. These key status indicators include organization revenues, revenue per client, revenue sources, client flow, staff level, staff turnover, services provided, and major growth/expansion or contraction. In addition, these same indicators will be collected, in one interview, for several prior years to establish a pattern of change within specific CBOs.

A feature of the data collected in this evaluation is the inclusion of pre- and post-service perceptions of organizational functioning across 14

business and financial management domains. This information constitutes a self-assessment that is used in planning NLI services, and comprises the baseline against which follow-up measures of functioning will be assessed.

NLI anticipates receiving requests for assistance from 79 CBOs per year over the next 3 years, for a total of 237 programs. This includes up to 54 CBOs requiring long-term TA, and up to 25 CBOs requiring short-term TA. Data collection burden will be borne primarily by directors of the CBOs who will provide initial contact information (30 minutes), pre- and post-test versions of organizational self assessments (60 minutes), satisfaction forms (5 minutes each for 2 types of questionnaire), and activity summaries (10 minutes). Moreover, up to 10 focus groups will be held with staff representatives from 3 to 6 CBOs per focus group.

Discussions will be held with staff representatives from CBOs receiving NLI services. An estimated 54 staff representatives will be contacted each year. Each focus group will have approximately 18 attendees. Finally, an estimated 475 attendees at training events per year will also receive a brief satisfaction questionnaire. The chart below summarizes the total three-year and annualized burden for this project.

Respondent type	Number	Average responses/ respondent	Average time/ response (hours)	Total time (hours)	Annual time (hours)
CBO Directors .....	237	2	1.5	711	237
CBO Staff .....	180	1	1.5	270	90
Training participants .....	1,425	1	.133	190	63
Totals .....	1,842	.....	.....	1,171	390

Send comments to Nancy Pearce, SAMHSA Reports Clearance Officer, Room 16-105, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Written comments should be received within 60 days of this notice.

Dated: January 12, 1999.

**Richard Kopanda,**

*Executive Officer, SAMHSA.*

[FR Doc. 99-1066 Filed 1-15-99; 8:45 am]

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Substance Abuse and Mental Health Services Administration

#### Center for Substance Abuse Treatment; Notice of Meeting

Pursuant to Pub. L. 92-463, notice is hereby given of a meeting of the Center for Substance Abuse Treatment (CSAT) National Advisory Council to be held in January 1999.

The meeting will be open and include discussion of the Center's policy issues and current administrative, legislative, and program developments. If anyone needs special accommodations for persons with disabilities, please notify the Contact listed below.

A summary of the meeting and roster of council members may be obtained from: Mrs. Marjorie Cashion, CSAT,

National Advisory Council, Rockwall II Building, Suite 619, 5600 Fishers Lane, Rockville, Maryland 20857, Telephone: (301) 443-8923.

Substantive program information may be obtained from the contact whose name and telephone number is listed below.

*Committee Name:* Center for Substance Abuse Treatment, National Advisory Council.

*Meeting Date:* January 26, 1999—9 a.m.—5 p.m.

*Place:* Omni Shoreham Hotel 2500 Calvert Street, NW, Washington, D.C. 20008.

*Type:* Open: January 26, 1999—9 a.m.—5 p.m.

*Contact:* Marjorie M. Cashion, Executive Secretary, Telephone: (301) 443-8923, and FAX: (301) 480-6077.

This notice is being published less than fifteen days prior to meeting date due to a delay resulting from the need to determine whether a closed session would be required.

Dated: January 12, 1999.

**Jeri Lipov,**

*Committee Management Officer, Substance Abuse and Mental Health Services Administration.*

[FR Doc. 99-1090 Filed 1-15-99; 8:45 am]

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Substance Abuse and Mental Health Services Administration**

**Privacy Act of 1974: Annual Publication of Privacy Act Systems of Records**

**AGENCY:** Substance Abuse and Mental Health Services Administration (SAMHSA), DHHS.

**ACTION:** Privacy Act of 1974: annual republication of notices of systems of records.

**SUMMARY:** The Substance Abuse and Mental Health Services Administration (SAMHSA) has conducted a comprehensive review of all Privacy Act systems of records and is publishing a Table of Contents of active systems and a comprehensive publication all of its active systems consolidating minor changes in accordance with the Office of Management and Budget Circular No. A-130, Appendix I, "Federal Agency Responsibilities for Maintaining Records about Individuals."

**SUPPLEMENTARY INFORMATION:** SAMHSA has completed the annual review of its systems notices and has determined that minor changes are needed. SAMHSA has consolidated such minor changes to make a comprehensive publication of all of its active systems notices. Published below are: (1) A Table of Contents which lists all active systems of records in SAMHSA, and (2) a complete text of all notices consolidating minor changes which affect the public's right or need to know, such as changes in the system location of records, the designation and address of system managers, clarification of system name, records retention and disposal, and minor editorial changes.

Dated: January 12, 1999.

**Richard Kopanda,**

*Executive Officer, Substance Abuse and Mental Health Services Administration.*

**1. Table of Contents**

A list of SAMHSA system notices of active systems of records is published below:

09-30-0023 Records of Contracts Awarded to Individuals, HHS/SAMHSA/OPS.

09-30-0027 Grants and Cooperative Agreements: Alcohol, Drug Abuse, and Mental Health Services Evaluation, Services, Demonstration, Education, Fellowship, Training, Clinical Training, and Community Services Programs. HHS/SAMHSA/OA.

09-30-0029 Records of Guest Workers, HHS/SAMHSA/OPS.

09-30-0033 Correspondence Files, HHS/SAMHSA/OA.

09-30-0036 Alcohol, Drug Abuse, and Mental Health Epidemiologic Data, HHS/SAMHSA/OA.

09-30-0047 Patient Records on Chronic Mentally Ill Merchant Seamen Treated at Nursing Homes in Lexington, Kentucky (1942 to the Present), HHS/SAMHSA/CMHS.

09-30-0049 Consultant Records Maintained by SAMHSA Contractors, HHS/SAMHSA/OPS.

2. A complete text of SAMHSA active systems of records is published below:

**09-30-0023**

**SYSTEM NAME:**

Records of Contracts Awarded to Individuals. HHS/SAMHSA/OPS.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Director, Division of Contracts Management, Office of Program Services, Substance Abuse and Mental Health Services Administration, Room 6-70, Rockwall II Building, 5600 Fishers Lane, Rockville, Maryland 20857.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

An individual who receives a contract as well as individuals who apply or compete for an award but do not receive the award and their consultants.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Curriculum vitae, salary information, evaluations of proposals by contract review committees.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

SAMHSA: Public Health Service Act, sections 301 (42 U.S.C. 241), 322 (42 U.S.C. 249(c), and 501-05 (42 U.S.C. 290aa et. seq.). CSAT: Center for Substance Abuse Treatment, Section 507-12 (42 U.S.C. 290bb et. seq.). CSAP: Center for Substance Abuse Prevention, Section 515-8 (42 U.S.C. 290bb-21 et. seq.). CMHS: Center for Mental Health Services, Section 520-35 (42 U.S.C. 290bb-31 et. seq.). Protection and Advocacy for Individuals with Mental Health Illness Act of 1986 as amended (42 U.S.C. 10801 et. seq.); Refugee Education Assistance Act 1980, section 501(c) (8 U.S.C. 1522 note). Pub. L. 96-422; Executive Order 12341; and

Disaster Relief Act of 1974, section 413. Pub. L. 93-288, as amended by section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Pub. L. 100-107.

**PURPOSE(S):**

To document the history of each contract procurement action and award made within SAMHSA to an individual. The records are also used by contract review committee members when evaluating a proposal submitted by an individual.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

1. Disclosure may be made to a congressional office from the record of an individual in response to a verified inquiry from the congressional office made at the written request of that individual.

2. The Department of Health and Human Services (HHS) may disclose information from this system of records to the Department of Justice, or to a court or other tribunal, when (a) HHS, or any component thereof; or (b) any HHS employee in his or her official capacity; or (c) any HHS employee in his or her individual capacity where the Department of Justice (or HHS, where it is authorized to do so) has agreed to represent the employee; or (d) the United States or any agency thereof where HHS determines that the litigation is likely to affect HHS or any of its components, is a party to litigation or has an interest in such litigation, and HHS determines that the use of such records by the Department of Justice, the court or other tribunal is relevant and necessary to the litigation and would help in the effective representation of the governmental party, provided however, that in each case, HHS determines that such disclosure is compatible with the purpose for which the records were collected.

3. A record from this system may be disclosed to the following entities in order to help collect a debt owed the United States:

(a) To another Federal agency so that agency can effect a salary offset;

(b) To another Federal agency so that agency can effect an administrative offset under common law or under 31 U.S.C. 3716 (withholding from money payable to, or held on behalf of, the individual);

(c) To the Treasury Department, Internal Revenue Service (IRS), to request his/her mailing address to locate him/her or in order to have a credit report prepared;

(d) To agents of the Department and to other third parties to help locate him/