

September 19, 1995

**MEMORANDUM**  
**NO. 10-95-003**

**DECISION SUPPORT SYSTEM CORPORATE ADVISORY BOARD (DSS/CAB)**

1. **PURPOSE:** This Memorandum establishes a Corporate Advisory Board as an oversight body for the Decision Support System (DSS).

2. **MISSION:** The Corporate Advisory Board (DSS/ CAB) is to develop and oversee implementation of major systemwide policies and effectively resolve policy issues that effect the implementation of the DSS program.

3. **ACTION**

a. The DSS/CAB will report to the Under Secretary for Health through the Deputy Under Secretary for Health.

b. The DSS/CAB will be composed of 10 members with expertise in areas that will enhance the DSS process.

c. The membership of the DSS/CAB is as follows:

Chairperson: VHA Chief Financial Officer (17)

Co-Chairperson: Director, Medical Information Resources management Office (162)

Members:

AsCMD for Quality Management (15)

Director, Decision Support System (17/DSS)

AsCMD for Administration (16)

Chair, or Representative from DSS Field Advisory Board

Assistant Secretary for Management (004)

Medical Information Resource Management Office (162)

Chief of Staff to the Under Secretary for Health

AsCMD for Operations (13)

ADCMD for Clinical Programs (11)

d. The DSS/CAB has the authority to develop and review policies and functions of the DSS program as designated by the Under Secretary for Health.

e. The Board will have frequent conference calls, meet as often as needed to accomplish its mission as determined by the Chairperson or the DSS Program Director.

f. The DSS/CAB will be informed of the activities of the DSS program through minutes from the DSS weekly conference calls and the Field Advisory Board (DSS/FAB) on a monthly basis. The DSS Program Office will forward a quarterly report for the DSS/CAB's quarterly meeting. The DSS/CAB will forward minutes of the board meetings to the Under Secretary for Health and develop a annual report detailing the activities of the Board.

**THIS MEMORANDUM EXPIRES SEPTEMBER 19, 2000**

**VHA MEMORANDUM  
NO. 10-95-003**

e. Each member has been selected for their special knowledge and area of expertise. The Board members will assure those areas within their scope of knowledge and responsibility function effectively and timely.

4. **REFERENCES:** None
5. **FOLLOW-UP RESPONSIBILITY:** VHA Chief Financial Officer and DSS Program Director (17/DSS).
6. **RESCISSION:** This Memorandum expires September 19, 2000.

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Under Secretary for Health

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