
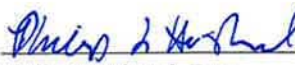


District of Columbia Department of Health  <b>Government Relations Requests and Testimonies</b>		<b>PROCEDURE 270.500</b> Implementing Office: Office of the Director/Office of Government Relations Training Required: Yes Originally Issued: <b>DEC 17 2021</b> Revised/Reviewed:
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: <b>DEC 17 2021</b>  Valid Through Date: <b>DEC 17 2024</b>

<b>I. Authority</b>	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42;
<b>II. Reason for the Policy</b>	<p>As an executive branch agency, the DC Department of Health (DC Health, or "the Department") DC Health communicates routinely with the Executive Office of the Mayor (EOM) as well as the Council of the District of Columbia ("the Council"), including but not limited to the Committee on Health (COH) within the Council, as its legislative oversight body. The mission of the DC Health Office of Government Relations (OGR) is to promote health, wellness, equity, and sound public health policy across the District of Columbia by acting as a liaison between DC Health and governmental personnel and officials and serving as a leading resource in the development of legislation and regulations affecting the residents, visitors and those doing business in the District of Columbia. A protocol is required to ensure that all communications with EOM, other executive branch agencies, and the Council on matters of legislation, regulation, requests for testimony from DC Health are consistent and timely. Furthermore, all activities related to routine and ad hoc legislative oversight occur through approved points of access and reflect the policy positions of the Director of the Department of Health ("the Director") and the Mayor of the District of Columbia.</p>
<b>III. Applicability</b>	<p>This policy applies to all Department of Health (DC Health) employees, contract employees, volunteers, interns, summer youth employees, and federal employees assigned to the District government (collectively referred to herein as "employees" or "DC Health employees").</p>

<p><b>IV. Policy Statement</b></p>	<p>Government Relations Requests and testimonies are part of the portfolio of the Office of Government Relations (OGR). The OGR Director is the accountable manager for tasks assigned to this office. Government Relations Requests are distinct from requests from the media or the EOM Office of Communications, which are managed by the DC Health Office of Communications and Community Relations. They are also distinct from interagency communication for routine programmatic collaboration.</p> <p>The Director and Chief of Staff (COS) maintain direct contact with EOM and the Council on a range of matters including Government Relations Requests. For all other instances, OGR is the only office with the authority to respond to a Government Relations Request or proactively contact EOM, another executive branch agency, an Advisory Neighborhood Commission, or Council staff for a Government Relations Request. Any employee who receives a Government Relations Request is required to relay the request promptly to OGR. The DC Health Office of the General Counsel (OGC) is exempt from this requirement and may communicate with EOM, the Council, or another executive branch agency to satisfy its assigned duties, but will copy OGR when appropriate.</p> <p>To satisfy a Government Relations Request, the OGR Director, or designee, will obtain any requested information from subject matter experts (SMEs) in the relevant administration(s). The SME shall endeavor to abide by the requested deadline to allow OGR to organize and edit the content for release without missing the requestor's indicated response time.</p> <p>The OGR Director may choose to seek content approval of the Director or COS before responding to a Government Relations Request.</p> <p><u>Testimony</u></p> <p>When DC Health will submit either oral or written testimony, OGR shall initiate the information preservation with the Testimony Prep Sheet. When oral testimony is to be submitted, OGR will receive approval from the Director on DC Health's representative (e.g. the Senior Deputy Director of the relevant administration) as appropriate.</p>
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The OGR Director, or designee, is responsible for requesting and compiling all supporting information, including the Testimony Prep Sheet, to prepare the Director, or other testifying official, to testify at a Council Hearing (for the annual Performance Oversight Hearing, see below for specific supplemental instructions). A request from OGR to any employee to provide information to support a testimony shall be considered mandatory. The DC Health employee(s) tasked with providing such information will endeavor to provide that information accurately and completely by the assigned deadline. The OGR Director, or designee, will organize all relevant materials into a Briefing Book for the testifying official to review. If the testifying official declines an offer of a Briefing Book, the OGR Director will not create one.

The OGR Director, or designee, is responsible for drafting the testifying official's testimony and submitting to the testifying official for review and revision.

All testimony is subject to approval from the Office of Policy and Legislative Affairs (OPLA) and the Director. Following the testifying official's approval, the OGR Director, or designee, will communicate all testimony to the Director and then OPLA and incorporate requested changes.

## Annual Performance Oversight

In preparation for the annual DC Health Performance Oversight Hearing, OGR is responsible for coordinating responses from all administrations to the advance questions as well as all information requested by the Director. Each Senior Deputy Director will provide a point-of-contact within his/her respective administration who will coordinate with OGR to ensure the materials are submitted for review from the Director on deadline.

The Director, or designee, has the authority to direct revisions to the responses to the advance questions. All DC Health employees are required to respond promptly to all requests for revisions to the advance question responses. OGR is responsible for producing the requested digital and hard copies for delivery to COH staff. The final response to the advance questions may only be returned to COH with the approval of the DC Health Director, OPLA and

	<p>the Office of the Deputy Mayor for Health and Human Services (DMHHS).</p> <p>The OGR Director may arrange a prep session in advance of any hearing with any DC Health employee whose subject matter expertise is required to prepare the testifying official to appear at a hearing.</p> <p>OGR will maintain a tracking document of all DC Health testimonies including the Testimony Prep Sheet. At a minimum, an entry in the archive will include the prepared testimony, follow-up action steps taken, and additional relevant context including, but not limited to, the outcome and vote count of legislation where DC Health testified.</p> <p>Any employee in violation of any part of this SOP may be subject to commensurate disciplinary action.</p>
<p><b>IV. Definitions &amp; Acronyms</b></p>	<p><b>Briefing Book-</b> Internal document prepared by OGR for a testifying official. A Briefing Book may include any information relevant to the corresponding testimony, including data, infographics, relevant policy history, relevant scholarship, or any other supporting materials.</p> <p><b>COH-</b> Committee on Health. The Committee within the Council of the District of Columbia with oversight authority over DC Health.</p> <p><b>COS-</b> DC Health Chief of Staff</p> <p><b>The Council-</b> The Council of the District of Columbia. The legislative body for the District of Columbia.</p> <p><b>The Director-</b> The Director of the District of Columbia Department of Health.</p> <p><b>DMHHS-</b> The Office of the Deputy Mayor for Health and Human Services</p> <p><b>EOM-</b> Executive Office of the Mayor</p> <p><b>Government Relations Request-</b> Any request by either the Executive Office of the Mayor (this includes the Office of Policy</p>

	<p>and Legislative Affairs and the Office of Federal Regulatory Affairs), a Deputy Mayor, the Council of the District of Columbia, another executive branch agency, or an Advisory Neighborhood Commissioner for information pursuant to legislation, regulation, a request to testify before the Council, any information sought for general oversight purposes, or clarity on program or policy.</p> <p><b>OD-</b> Office of the Director</p> <p><b>OGC-</b> DC Health Office of the General Counsel</p> <p><b>OGR-</b> Department of Health Office of Government Relations</p> <p><b>OPLA-</b> Office of Policy and Legislative Affairs within the Executive Office of the Mayor.</p> <p><b>SME-</b> Subject matter expert</p>
<b>VI. Procedures</b>	<p><b>Procedure A: Government Relations Request</b></p> <ol style="list-style-type: none"> <li>1. Upon receipt of a Government Relations Request, the recipient will relay it to OGR.</li> <li>2. If a response does not require additional subject matter expertise, the OGR Director, or exempt recipient (see Step 1) may respond directly to the requestor.</li> <li>3. If a response does require subject matter expertise, OGR will request the necessary information from the relevant administration(s)/program(s).</li> <li>4. The SME(s) will endeavor to provide the necessary information by the requested deadline.</li> <li>5. OGR will compile and organize the response.</li> <li>6. The OGR Director, or designee, will respond to the requestor.</li> </ol> <p><b>Procedure B: Testimonies</b></p>

	<ol style="list-style-type: none"> <li>1. Upon receipt of a request for DC Health to testify, or identifying an opportunity to testify, the Director or COS will identify the appropriate testifying official.</li> <li>2. OGR will initiate a new Testimony Prep Sheet.</li> <li>3. If a response does require subject matter expertise, OGR will request the necessary information from the relevant administration(s)/program(s).</li> <li>4. The SME(s) will endeavor to provide the necessary information by the requested deadline.</li> <li>5. The OGR Director, or designee, will compile and organize the Briefing Book.</li> <li>6. The OGR Director, or designee, will draft the testifying official's prepared testimony.</li> <li>7. The testifying official will review and approve the prepared testimony.</li> <li>8. The OGR Director, or designee, will send the prepared testimony to OPLA.</li> <li>9. The OGR Director, or designee, will incorporate any changes OPLA has directed.</li> <li>10. If a prep session is indicated, the OGR Director will convene and facilitate the prep session with the testifying official and any applicable SMEs.</li> <li>11. The testifying official will testify as planned.</li> <li>12. The OGR Director, or designee, will coordinate any follow-up steps, e.g. additional information promised during the hearing, or responses to written follow-up questions from an official.</li> <li>13. The OGR Director, or designee, will archive all materials from the testimony including but not limited to: the prepared testimony, the contents of the briefing book, and</li> </ol>
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	<p>all post-testimony correspondence. Testimony will also be archived on the DC Health intranet.</p> <p><b>Procedure C: Annual Oversight Hearings</b></p> <ol style="list-style-type: none"> <li>1. The OGR Director receives the advance questions from COH staff.</li> <li>2. The OGR Director, or designee, will send the advance questions to all SDDs</li> <li>3. The SDDs will each assign the work to points of contact at their discretion.</li> <li>4. Assigned administration personnel will draft responses per their respective SDD assignments.</li> <li>5. Each SDD will submit the responses to his/her portion of the advance questions to the OGR Director by the assigned deadline.</li> <li>6. The OGR Director, or designee, will compile the submissions into a single volume and submit to the Director for executive review.</li> <li>7. Upon resolution of all the Director's requests for changes, the OGR Director, or designee, will relay the submission to OPLA and DMHSS, both within the Executive Office of the Mayor.</li> <li>8. Upon approval from OPLA and DMHSS, the OGR Director will submit electronic and hard copies to COH per their requirements. The OGR Director will defer the responsibility of final submission to EOM upon request.</li> </ol>
<b>VII. Contacts</b>	Director- Office of Government Relations
<b>VIII. Related Documents, Forms and Tools</b>	Testimony Prep Sheet