

**LEGISLATIVE BUDGET BRIEFING  
DEPARTMENT OF HEALTH  
FISCAL 2017 SUPPLEMENTAL BUDGET**

**OVERVIEW**

Thank you for the opportunity to present the Department of Health's Executive Supplemental Budget for FY 2017.

**Department's Mission Statement**

To monitor, protect, and enhance the health of all people in Hawaii by providing leadership in assessment, policy development, and assurance to promote health and well-being, to preserve a clean, healthy and natural environment, and to assure basic health care for all.

**Successes, Opportunities, and Strategic Direction**

The department, with the support of the Governor and Legislature, successfully transitioned administrations with significant achievements and milestones, but continues to address long-standing and emergent threats to public health. Our business practices are being streamlined and modernized to meet the Governor's expectations for a paperless executive branch, including:

- Paperless workflow conversions for technology procurement and Worker's Compensation payroll authorizations;
- Business process improvement through automation for federal grants balance tracking and vital records order tracking;
- Improved customer experience through Business All-In-One Voice Over IP systems.

Core activities that protect public health and improve the well-being of Hawaii's residents includes:

- 100% inspection rate for all food facilities in the state, issuing over 10,000 placards;
- Successful promulgation of a regulatory framework for medical marijuana dispensaries;
- Publication of the Hawaii State Hospital Master Plan;
- Launched the Crisis Line, a "warm line" providing psychiatric crisis support to the community;
- Implemented the "Choose Healthy Now" program to help make healthful choices the easier choices; and
- As of January 2016, increased the minimum age to purchase, possess, and consume smoking and vaping products from 18 to 21 which will significantly improve public health and individual wellness.

The challenges and opportunities for the department are both new and old:

- The effort continues to educate communities on mosquito abatement and personal protection, the most effective strategies in preventing the spread of dengue fever;
- Preventable chronic diseases continue to overburden our healthcare system; and
- The State continues to face a burgeoning mental health crisis, often emerging in the context of homelessness or the criminal justice system, but also in the lives of children and families dealing with everyday life as it impacts their health: chronic disease, family stress, school and work performance, etc.

As the DOH enters the supplemental fiscal year 2017, it is encouraged by the Council of Revenues generally increasing revenue forecasts. The planning and development of the budget that is presented to you today was done so within the parameters outlined by the Administration to sustain current critical and high priority programs and initiatives. Department priorities for the upcoming session will focus on our mental health system and the need for comprehensive strategy to assure the care and safety of Hawaii's most severely mentally ill, as well as those who care for them. Construction of a new forensic facility and supporting policy reforms key to moving beyond Hawaii's recent history of federal consent decrees. Support from the Legislature, sister agencies, the Judiciary and law enforcement must be consistent and co-equal to resolve this crisis.

Beyond immediate and serious mental illness, DOH renews its focus on the social determinants of health – or the conditions in which people are born, grow, live, work and age, including the health system, through our budget, and eventually through larger community dialogue that examines public policy decisions through a health lens – an approach called “Health: Our Shared Value.” The path to create Hawaii's culture of health will be laid out in an updated State Health Functional Plan that the department will publish – the first in over two decades – which will emphasize the healthy development of keiki and ohana (Ohana Nui). My charge to the Department of Health for Health: Our Shared Value is to:

- 1) Invest in healthy babies/healthy families;
- 2) Take health to where people live, work, learn, play; and
- 3) Create a culture of health throughout Hawaii.

In order to make the biggest positive impact on individuals and our community's future, DHS and DOH are working together to invest in our *keiki* through screening, access to healthcare (including in schools), and behavioral health support. But we know that we cannot address children's needs without also addressing the needs of the families. This is why a coordinated approach is needed, and both departments are committed to using '*Ohana Nui* as the framework and to focus on children for the greatest impact (return on investment). If we can invest in children and families early and concurrently, we will be able to change the trajectory of generations.

## **Federal Funds**

The DOH has been successful in obtaining some new federal grants. The Family Health Services Division was successful in obtaining a \$9 million expansion grant beginning March 2015 for the Affordable Care Act-Maternal, Infant and Early Childhood Home Visiting Program for the Hawaii Home Visiting Network. As a result of these increased federal funds, the program will be able to restore services and program infrastructure to assist at risk families. The Communicable Disease and Public Health Nursing Division received increased federal funding of \$665,397 for the Ryan White grant for AIDS prevention to enable them to provide HIV/AIDS related care services. The Disease Outbreak Control Division received a new Ebola Preparedness grant of \$435,101 which will be used to build Hawaii's epidemiology and laboratory capacity for infectious diseases. While the department has been successful in obtaining these new grants, there are some long time grants which are coming to an end such as the Project Kealahou grant with the Child and Adolescent Mental Health Division which will be ending in September, 2016. With the loss of this grant, the department is evaluating other means of financing to continue the services provided by this grant including direct mental health services to adolescent girls on Oahu that are involved with the Juvenile Justice System or Department of Education that have experienced significant trauma.

## **Budget Request**

The Department's focus is on addressing program shortfalls and rebuilding critical infrastructure within the Department. As such, the Executive Supplemental Fiscal Year 2015 Budget for the Department of Health provides for 25.6 new general funded positions and \$20.1M in additional general funded resources and restores funding to a few critical areas. The approach taken in developing our budget request was to evaluate biennium funding requests that were not funded and to reassess the need for the requested funding. In cases where funding was still determined to be critical and necessary, those requests were resubmitted. Additional program requests and prioritization are based on the Department's core public health functions and promoting the Department's strategic planning initiatives. The Department's budget request includes funding to cover the projected shortfall at the Hawaii State Hospital due to continued high patient census and acuity (\$4.7 M), funding to continue support for the aging spectrum of Hawaii's population through Kupuna Care (\$4.1M), \$1.9 million to cover lease rent for the Environmental Health Administration, Disability and Communication Access Board, and the Developmental Disabilities Council at the Army Air Force Exchange Services (AAFES) building in FY17, and \$1.7 million to establish 2 positions and to further develop and implement the Aging and Disability Resource Center.

The Department is also requesting \$2.8 million for increase in State match for the intellectual and developmental disabilities home and community based services (HCBS). The increase in the state share requested for HCBS will continue support of the waiver program that provides Medicaid funded home and community based services to individuals with developmental disabilities in the community. The primary funding source for HCBS is through federal funds from the Medicaid Program which pays for over 52 percent of the program, bringing more than \$55 million of federal funds into the State each year. Without this request, it is highly unlikely that the new Waiver application for services to begin in July 2016 will be approved. This will

jeopardize the ability of the state to draw down the federal funds and to provide services to the population of people with the most severe intellectual and developmental disabilities in Hawaii.

\$160 million in CIP funds is also being requested to build a new patient care facility at the Hawaii State Hospital to reduce the overcrowding and to address the safety concerns of the public and the hospitals' staff. The DOH is looking at creative ways to get this critical project completed in less than 5 years.

The Executive Supplemental Fiscal Year 2017 requests also include trade-off transfer requests which are primarily housekeeping to align the budget with departmental reorganizations for the Adult Mental Health Division, the Child and Adolescent Mental Health Division, and Alcohol and Drug Abuse Division as well as selected federal fund adjustment requests to align the budgeted federal fund and other federal fund ceilings with the actual or anticipated grant award amounts.

The department is continuing its efforts to further define and develop metrics to track the success of its programs in achieving its strategic goals. With passion and science, DOH staffs continue to address the health of our State through a combination of population health management and strategic partnerships to address the needs of our most vulnerable populations. We look forward to advancing Hawaii's health agenda through the leveraging of resources and capitalizing on health care reform options which support accessible, affordable, and quality health care.

The Department looks forward to discussing our proposed budget with you to achieve our statewide health objectives.

Priority	Division	Program	Prog ID	Org	Description of Function/Activities	Statutory Reference
1	DOCD	Immunization	HTH 131	DC	Promote the use of and in some cases (e.g. Stop Flu at School program) provide vaccines where and when available to prevent the incidence and spread of communicable diseases; assess the impact of vaccine use on disease trends and spread.	HRS §302A-1133; §302A-1154 to 1163; §321-29; §321-32; §325-1 to 6; §325-8; §325-15; §325-32 to 38; §353-15 and Act 113
1	FHSD	Early Intervention	HTH 560	CG	Early Intervention Section is responsible for ensuring that the state complies with state and federal regulations for Part C of IDEA. This requires that potentially eligible infants and toddlers (0-3 years) receive the required evaluation, and if eligible due to developmental delay or biological risk conditions, receive early intervention services based on their IFSP.	HRS §321-351 to 357 (Infants and Toddlers); Part C of Individuals with Disabilities Education Act (IDEA) (P.L. 108-446)
1	FHSD	Women, Infants & Children prgm (WIC)	HTH 560	GI	To improve the nutritional health of eligible women, infants and children by providing quality nutrition education, high risk counseling, breastfeeding promotion and education, health and social services referrals and supplemental foods.	HRS §321-31 (Preventive Medicine) (P.L. 110-246)
1	FHSD	Early Intervention Special Fund	HTH 560	KC	The purpose of the early intervention special fund is to expand and enhance early intervention services for infants and toddlers.	HRS §321-351 to 357 (Infants and Toddlers); Part C of Individuals with Disabilities Education Act (IDEA) (P.L. 108-446)
1	CDPPHD	Primary Prevention	HTH 590	GR	Provides technical expertise and consultation on the primary prevention of obesity and chronic disease; department lead on population-based approaches and interventions in the areas of nutrition, physical activity and tobacco use, implements and reports on the Healthy Hawaii Initiative.	HRS, Chapter 328J; 328L-5, -6

1	EMSIPSB	Injury Prevention and Control	HTH 730	MT	Provides a comprehensive array of injury prevention and control programs that include, but are not limited to motor vehicle safety, pedestrian safety, falls and suicide prevention using a spectrum of strategies working through established partnerships and coalitions in communities statewide.	
1	CDPHND	Public Hlth Nursing	HTH 100	KJ	Expands the DOH services in all communities statewide on emergency preparedness/response, communicable disease, health promotion/prevention and school health. Focused on the health of populations, communities, and the individuals and families living in them. Multifaceted clinically skilled workforce that is able to provide surveillance of access sites, disease/health event investigation, health/developmental screening, referral/follow up, outreach, home-visiting, case management, health/nursing consultation, coalition building, community organizing, and advocacy across the lifespan for vulnerable populations with health conditions optimizing health/further disability. Community involvement informs DOH policy development/enforcement.	Public Health Nursing Services - Sec. 321-431-1.7, HRS.

1	FHSD	Children with Special Health Needs	HTH 560	CC	<p>Children with Special Health Needs Branch (CSHNB) improves the health and well-being of children with special health care needs by increasing public awareness and education, and assuring access to a system of preventive, early detection, and treatment services. CSHN Program provides service coordination, social work, and nutrition services for CSHCN age 0-21 years; pediatric cardiology and neurology clinics on neighbor islands, financial assistance for pediatric specialty services as a safety net. Newborn Metabolic Screening Program assures that all infants born in Hawaii are screened for 32 disorders with serious consequences such as mental retardation or deaths and provides tracking and follow-up. Newborn Hearing Screening Program assures that all infants born in Hawaii are screened for hearing loss, and provides tracking and follow-up. Genetic Program assesses genetic needs; promotes the prevention, detection, and management of genetic disorders; provides professional/community education. Hawaii Birth Defects Program monitors birth defects statewide.</p>	<p>HRS §321-51 to 54 (Children with Special Health Needs); HRS §321-291 (Newborn Metabolic Screening); HRS §321-361 to 363 (Newborn Hearing Screening); HRS §321-421 to 426 (Birth Defects Program)</p>
1	FHSD	Family Support & Violence Prevention.	HTH 560	CF	<p>Administers a statewide system of family support, positive parenting, and violence prevention programs across the lifespan for prenatal, infants, youth, and adults. Develops initiatives and training/education on family and intimate partner violence prevention through partnerships with public-private agencies. Administers Domestic Violence &amp; Sexual Assault Special Fund, Child Death Review, Domestic Violence Fatality Review, Hawaii Children's Trust Fund, and 2 federal grants: Rape Prevention and Education and Community-Based Child Abuse Prevention.</p>	<p>HRS 321-341, Child Death Review; HRS 321-472, Domestic Violence Fatality Review; HRS 321-1.3, Domestic Violence and Sexual Assault Special Fund; HRS 350B, Hawaii Children's Trust Fund</p>

1	FHSD	Healthy Start	HTH 560	CT	Administers the Evidence Based Home Visiting and Community Based Child Abuse Prevention federal grants.	HRS 321-37 Child Abuse and Neglect Prevention and HRS 350B Hawaii Childrens Trust Fund
1	FHSD	Women's and Reproductive Health	HTH 560	CW	Administers a statewide system of women's health services to address the needs of high-risk populations including women in their reproductive years and surrounding pregnancy. Also promotes strategic planning methods that engage community services and stakeholders and addresses health disparities impacting access to quality care across the lifespan. The Reproductive Health Services Unit assists individuals in determining the number and spacing of their children and promotes positive birth outcomes and healthy families. The education, counseling and medical services available through federal and state funded clinical programs assist with achievement of this goal. The Women's Health Clinical and Quality Assurance Unit strives to reduce factors that contribute to infant mortality and provides an array of services to address risk factors that lead to poor birth outcomes. The Adolescent Unit addresses adolescent related issues to include bullying, teen pregnancy prevention, teen suicide or other issues. The primary focus is ages 12-23.	
1	CDPHND	School Health	HTH 100	KL	Funds 2 RNS and 0.87 FTE LPN for medically fragile.	Public Health Nursing Services - Sec. 321-431-1.7, HRS.
1	DDD	Case Management Units - CQ/CV/JO/JQ/JR/JS	HTH 501	VAR	DDD case management system is governed by Section 333F-2 mandating DOH to "develop, lead, administer coordinate, monitor, evaluate & set direction for a comprehensive system of supports & svcs for persons w/developmental disabilities or mental retardation..." Case managers provide a critical functions on all islands serving 3,500 individuals with intellectual and developmental disabilities (I/DD). Case managers ensure quality care & svcs and health and safety of participants.	Chapter 333F, HRS
1	FHSD	Home Visiting	HTH 560	CT	Maternal, Infant, and Early Childhood Home Visiting federal grant.	HRS 321-37, Child Abuse and Neglect Prevention; HRS 321-327, Home Visiting Program

2	DCAB	Disabilities and Communication Access Board	HTH 520	AI	<p>Administration of the statewide parking program for persons with disabilities; coordination of facility access blueprint reviews for state and county construction for ADA compliance; state American Sign Language interpreter credentialing; statewide ADA Coordination.</p> <p>Special Parent Information Network, under contract with the State Department of Education, to provide technical assistance to parents of children with disabilities and DOE staff on services, resources, rights.</p>	HRS §347F; HRS §291, Part III; HRS §103-50
2	EOA	Executive Office on Aging	HTH 904	AJ	To enable older persons to live, to the greatest extent possible, healthy, dignified and independent lives by assuring an accessible, responsive and comprehensive system of services through advocacy, planning, coordination, research and evaluation.	Older Americans Act of 1965, as amended in 2006 (P.L. 109-365), 45CFR 1321.7, and HRS 349.
2	CDPHPD	Chronic Disease Management	HTH 590	GP	Identifies and targets major chronic diseases: asthma, cancer, diabetes and heart disease and stroke, to develop population-based policies and systems change initiatives. Provides language interpretive services for limited-English speaking population groups to assure access and educate on preventive health measures.	HRS §328L-2; §321-301; HRS §327-24

2	CDPHND	Tuberculosis (TB) Disease Control Services	HTH 100	DD	Manages, coordinates and provides statewide tuberculosis prevention, detection, intervention, and treatment to prevent and control tuberculosis and development of drug resistant TB. Hawaii has the highest state incidence of tuberculosis primarily related to immigration and migration. Federal assistance, primarily through a cooperative agreement grant, specifies positions, activities, and services to support activities primarily related to surveillance and reporting, administration of medication by "directly observed therapy", program training, and laboratory support.	HRS §325
2	CDPHND	Hansen's Disease Control Services	HTH 100	DE	Identifies and manages all new cases of Hansen's disease, providing diagnosis, treatment, epidemiological follow-up and case management. Prevents and treats HD-related complications and disabilities. (87% of the HD Control Program is funded through federal funds).	HRS §325
2	AMHD	Adult Mental Health - Outpatient	HTH 420	VAR	This is for the operations of the Community Mental Health Centers, the state operated services provided to individuals with severe and persistent mental illness.	Hawaii Revised Statutes Chapter 334
2	AMHD	Community & Consultative Services	HTH 430	HR	Provides outpatient treatment programs for individuals admitted from Hawaii State Hospital or other hospitals and programs to enable them to manage their activities in a manner to obtain and maintain discharge to a less restricted environment.	Hawaii Revised Statutes Chapter 334

2	DDD	State Match for DD Medicaid 1915(c) Home and Community Based Waiver	HTH 501	CN	Medicaid 1915(c) Home & Community-Based Services (HCBS) Waiver serves individuals with moderate to profound intellectual and developmental disabilities (IDD) who would otherwise receive services in an institution due to the severity of their cognitive and/or physical disabilities. Services provided in homes and communities include personal assistance/ habilitation, emergency services, respite, employment supports, training and consultation, specialized medical equipment, adult day health, and skilled nursing. Services were provided to 2740 recipients statewide in FY2014 at an average cost of \$39,210 per year- significantly lower than the national average of institutional (ICF/ID) cost of \$188,318 per year. The state receives Federal Financial Participation (FFP) provided at the current rate of 53.98%/46.02%	Chapter 333F, HRS
2	DDD	Hospital & Comm Dental Svcs	HTH501	ED	Program operates dental clinics and performs dental treatment on institutionally and community placed disabled persons who have very limited access to private sector dental services. Access is limited for adults with developmental, behavioral and medical problems due to a high risk of health complications and a lack of reimbursement for dental care for this population.	Dental Health - Sec. 321-61 to 63, HRS.

2	EHSD	Environ Hth - Food and Drug	HTH 610	FP	<p>The Food &amp; Drug Branch safeguards public health by ensuring, through inspections, warnings and embargoes, that food, drugs, cosmetics, medical devices &amp; related products are safe, effective &amp; properly labeled. The branch priority is food product safety, given the large number of product recalls &amp; outbreaks of foodborne illnesses occurring nationally &amp; locally. The branch conducts inspections of local food manufacturers, distributors and warehouses to ensure food products are manufactured, packaged and stored properly. The branch ensures that food products that are deemed adulterated or misbranded are immediately removed from sale. The branch assists with food and drug safety issues after natural disasters.</p>	<p>Chapters 321, 328, 328C, 328D, 328E, 330, and 330C, HRS; HAR, Title 11, Chapters 11-29, Food and Food Products; 11-33 Hawaii Drug Formulary of Equivalent Drug Products; 11-35, Shellfish Sanitation; and 11-36, Sale of Prophylactics through Vending Machines.</p>
2	EHSD	Environ Hth - Sanitation	HTH 610	FQ	<p>The Sanitation Branch regulates, educates and services the community regarding food safety, disease prevention, and environmental health. Its primary function is food protection, a complex program focusing on public health practices through education, partnerships, prevention, assessment &amp; compliance. It permits &amp; inspects retail food establishments; assesses &amp; assures that care homes meet sanitation requirements; inspects all public &amp; private schools, beauty &amp; massage establishments, barber shops, milk plants &amp; dairies; licenses tattoo artists &amp; embalmers; and permits &amp; inspects tattoo shops, mortuaries, and public swimming pools.</p>	<p>Chapters 321, 322, 332, 469, and Part XXX HRS; HAR, Title 11, Chapters 11-11 Sanitation, 11-50 Food Safety Code, 11-13 Public Swimming Pools, 11-14 Housing, 11-15 Milk, 11-16 Recreational Trailer Camps, 11-17 Tattoo Artists, 11-18 Licensing for Sanitarians, and 11-22 Mortuaries, Cemeteries, Embalmers.</p>
2	CDPHND	Sexually Transmitted Diseases	HTH 100	DH	<p>Performs STD prevention, diagnosis and treatment at the Diamond Head STD Clinic and, statewide, in collaboration with district public health offices, community based organizations and health care providers. Carries out STD case follow up and partner notification to prevent ongoing transmission and re-infection. Coordinates STD surveillance statewide and monitors emerging antimicrobial resistance to prevent treatment failures.</p>	<p>HRS §325</p>

2	CDPHND	HIV / AIDS	HTH 100	DI	Provides HIV prevention, counseling, testing and referral to care statewide to reduce HIV transmission, directly and through contracts and collaboration with community agencies. Supports services for individuals with HIV to access appropriate medical care and prevention counseling to prevent ongoing transmission. Provides mandated surveillance of HIV/AIDS.	HRS §325
2	CDPHPD	Chronic Disease Management	HTH 590	GP	Identifies and targets major chronic diseases: asthma, cancer, diabetes and heart disease and stroke, to develop population-based policies and systems change initiatives. Provides language interpretive services for limited-English speaking population groups to assure access and educate on preventive health measures.	HRS, §321-41, -42, -43,-45; §324-21; §346-59.2
2	EHSD	Environ Hth - Vector Control	HTH 610	FN	Within its means, Vector Control provides limited complaint response, surveillance, and abatement of insects & animals of public health significance that can transmit disease. Currently, surveillance is limited to a few major ports of entry statewide. With the recent addition of 8 vector control positions, a surveillance network for mosquitoes and rodents can be extended to all major ports of entry. In the future the surveillance program could be extended to include areas outside of the ports of entry to monitor other problem areas.	Chapters 321 and 322, HRS; HAR, Title 11, Chapter 11-26, Vector Control.
2	DOCD	Bioterrorism	HTH 131	DB	Assess the state of readiness to respond to public health emergencies including conducting and maintaining inventory of necessary public health resources and developing and maintaining necessary public health preparedness plans.	HRS §325-4 to 6; §325-8

2	DOCD	Investigation	HTH 131	DJ	Maintain infectious diseases surveillance to track disease incidence, trends, and impact on public health; investigate disease outbreaks and single cases of important or unusual diseases; recommend improved disease prevention methods to appropriate partners and implement measures to control disease spread; provide guidance for clinicians regarding diagnosis and treatment of infectious diseases.	HRS §302A-1133; §321-29; §321-32; §325-1 to 6; §325-8; §325-15; §353-15
2	SLD	State Lab - Chemistry	HTH 710	MG	Includes Branch Chief, QA/ Certification officers; DUI/Substance Abuse/Medical Marijuana Program Officer for regulating testing of medical marijuana laboratories. Funding ensures primacy: Safe Drinking Water Act which brings in of millions of federal dollars. Performs chemical contaminant (pesticides, herbicides, heavy metals, etc) monitoring of public water systems, food products and recreational waters.	Safe Drinking Water Act of 1974, amended in 1986 & 1996; 40CFR141 National Primary Drinking Water Regulations; 40CFR 142 Subp. B Regulations Governing State Primacy; HAR 11-19 Emergency Plan for Safe Drinking Water; HAR 11-20 Potable Drinking Water; HAR 11-54 Water Quality Standards; HAR 11-55 Water Pollution Control; HAR 11-29 Food and Food Products. Chapter 11-850, HAR Medical Marijuana Dispensaries; Act 241, Relating to Medical Marijuana.

2	SLD	State Lab-Air Surveillance/Analyses	HTH 710	MH	Conducts ambient air analysis for the state as required by the Clean Air Act. Reports data to EPA, DOH and public. Provides VOG alerts to Civil Defense, schools, and DOH. Provides additional monitoring for smoke particulates in lava flows (e.g., Pahoehoe). Loss of funds will result in network closure, including 6 vog stations on the Big Island.	Federal Clean Air Act and Amendments: (CAA § 101-131; USC § 7401- 7431 - Title I, Air Pollution Prevention and Control); 40 CFR Part 50 (Ambient Air Quality Standards); Part 52.21(Prevention of Significant Deterioration of Air Quality); Part 53 (Ambient Air Monitoring Methods); Part 58 (Ambient Air Quality Surveillance); Part 61(National Emission Standards for Hazardous Air Pollutants); Part 63 (National Emission Standards for Hazardous Air Pollutants for Source Categories); HRS, Chapter 342B, Air Pollution Control; HAR, Title 11, Chapter 59, Ambient Air Quality Standards) and HAR, Title 11, Chapter 60.1, Air Pollution Control.
2	SLD	State Lab - Environ Microbiol	HTH 710	MI	Re-established shellfish and dairy testing, but even after augmented by an EHSD microbiologist position, the laboratory is still under-staffed (5 positions lost in RIF) and cannot perform investigation testing. Water microbiologists (1 position lost to RIF) provide response testing for spills (molasses), contamination investigations (leaking cesspools), tests public water systems and beach waters for compliance and emergencies. Cost to contract lab services would be passed on to consumers (higher water rates).	HAR Title 11 Chap 15 (Milk); HAR Title 11 Chap 11 , 12 (Sanitation); HAR Title 11 Chap 35 (Shellfish sanitation); Safe Drinking Water Act of 1974, amended in 1986 & 1996; 40CFR141National Primary Drinking Water Regulations; 40CFR 142 Subp. B Regulations Governing State Primacy; HAR 11-19 Emergency Plan for Safe Drinking Water; HAR 11-20 Potable Drinking Water; HAR 11-54 Water Quality Standards; HAR 11-55 Water Pollution Control; HAR 11-29 Food and Food Products; HAR 11-54 Water Quality Standards.

2	SLD	State Lab-Medical Microbiology	HTH 710	MJ	Performs statewide flu, dengue, respiratory disease, enteric disease, STD surveillance testing and reference lab services. Lost Quality Assurance and enteric microbiologists, and tuberculosis testing capability (now contracted) to Legislative cuts. Unable to receive/test TB specimens from community (HAR 11-156). Conduct microbiological testing on forensic specimens by MOA with City & Counties. Cuts would leave state unprepared for pandemic or outbreak. Risk of losing direct/indirect CDC/APHL funds. Estimated cost to privatize bacteriology at 1.4million; and virology at 10.4 million annually based on volume & published list prices.	HAR Title 11 Chap 156-Communicable Diseases; HAR Title 11-Chap 157- Examination & Immunization; HAR Title 11 Chap 164-Tuberculosis; HRS §325-72 - Examination of Sputum; HAR Title 11-110.1; 42 CFR Ch IV Part 493 (CLIA).
2	SLD	State Lab - Hawaii District	HTH 710	ML	Conducts dairy products and shellfish testing in compliance with federal FDA; Conducts food response testing, drinking Water, and recreational water testing for bacteria; Conducts Leptospirosis and N. gonorrhoeae cultures testing; Complies with Chapter 342D, Hawaii Revised Statutes, and federal EPA regulations such as Clean Water Act, Safe Drinking Water Act, and federal CMS Clinical Laboratory Improvement Amendments (CLIA). Certified to pack and ship hazardous samples for identification; Ability to respond to emergencies & disasters, & public health protection for Hawaii County.	Safe Drinking Water Act of 1974, amended in 1986 & 1996; 40CFR141National Primary Drinking Water Regulations; HAR 11-19 Emergency Plan for Safe Drinking Water; HAR 11-20 Potable Drinking Water; HAR 11-54 Water Quality Standards;42 CFR Ch IV Part 493 (CLIA); HAR Title 11, Chapter 15 (Milk); HAR Title 11 Chap 110.1; HAR 11-35 (Shellfish)

2	SLD	State Lab - Maui District	HTH 710	MM	<p>Conducts food response testing, drinking Water, and recreational water testing for bacteria; Conducts enteric and gonorrhoea testing. Complies with Chapter 342D, Hawaii Revised Statutes, and federal EPA regulations such as Clean Water Act, Safe Drinking Water Act, and federal CMS Clinical Laboratory Improvement Amendments (CLIA). Certified to pack and ship hazardous samples for identification; Ability to respond to emergencies &amp; disasters, &amp; public health protection for Maui County.</p>	<p>Safe Drinking Water Act of 1974, amended in 1986 &amp; 1996; 40CFR141National Primary Drinking Water Regulations; HAR 11-19 Emergency Plan for Safe Drinking Water; HAR 11-20 Potable Drinking Water; HAR 11-54 Water Quality Standards;42 CFR Ch IV Part 493 (CLIA); HAR Title 11 Chap 110.1</p>
2	SLD	State Lab - Kauai District	HTH 710	MN	<p>Conducts Leptospirosis serology testing statewide; Conducts food response testing, drinking Water, and recreational water testing for bacteria; Complies with Chapter 342D, Hawaii Revised Statutes, and federal EPA regulations such as Clean Water Act, Safe Drinking Water Act, and federal CMS Clinical Laboratory Improvement Amendments (CLIA). Certified to pack and ship hazardous samples for identification. Ability to respond to emergencies &amp; disasters, &amp; public health protection for Kauai County.</p>	<p>Safe Drinking Water Act of 1974, amended in 1986 &amp; 1996; 40CFR141National Primary Drinking Water Regulations; HAR 11-19 Emergency Plan for Safe Drinking Water; HAR 11-20 Potable Drinking Water; HAR 11-54 Water Quality Standards;42 CFR Ch IV Part 493 (CLIA); HAR Title 11 Chap110.1</p>

2	EHSD	Environ Hth-Indoor & Radiological Hth	HTH 610	FR	<p>Indoor &amp; Radiological Health Branch: The Noise section tries to achieve a tranquil, healthful environment by implementing the statewide community noise program through enforcement of maximum permissible sound levels and issuance of permits/variances for stationary noise sources, agricultural, construction &amp; industrial activities. The Radiation section assures radiation protection for users and the general public through radiological incident response to control the release of radioactive materials, licensure and inspection of radiation facilities with electronic products emitting ionizing radiation, licensure of radiation services such as x-ray equipment installation &amp; medical physics, and administrative support to the Radiologic Technology Board's licensing of radiographers, nuclear medicine technologists, &amp; radiation therapists. The Air Conditioning/Ventilation/Indoor Air Quality unit protects and enhances indoor health and minimizes public exposure to indoor air pollutants through proper design, installation and maintenance of air conditioning and ventilation systems and complaint investigations. The Asbestos/Lead section protects public health and the environment from exposure to asbestos, lead and lead-based paint hazards through implementation of Hawaii Administrative Rules and the Neutral Administrative Inspection Scheme (NAIS), and also maintains asbestos/lead abatement accreditation, certification, and registration for asbestos/lead abatement individuals and entities.</p>	<p>Chapters 321, 339K, 342F, 342P, and 466J HRS; federal statutes: Clean Air Act, Toxic Substances Control Act, Mammography Quality Standards Act, Energy Policy Act, National Emissions Standards for Hazardous Air Pollutants (NESHAP); HAR, Title 11, Chapters 11-39, 11-41, 11-44, 11-45, 11-46, 11-501, 11-502, 11-503, and 11-504.</p>
2	EMD	Environ Mgmt - Clean Air	HTH 840	FF	<p>Assures clean, safe air to breathe by evaluating, monitoring, and regulating sources of air pollution. Implements and enforces State and federal air pollution laws and regulations and maintains the statewide ambient air quality monitoring network. Protects public health and prevents the degradation of Hawaii's air quality and quality of life.</p>	<p>Clean Air Act; HRS Chapters 342B Air Pollution Control and 342C Ozone Layer Protection; HAR Title 11, Chapters 11-59 Ambient Air Quality Standards and 11-60 Air Pollution Control.</p>
2	EMD	Environ Mgmt - Clean Water	HTH 840	FG	<p>Protects residents and visitors by regulating known sources of ocean and fresh water pollution; manages and alerts public to factors that threaten clean water; implements Clean Water Act.</p>	<p>Clean Water Act, PL 95-217; HRS Chapters 342D and 342E; HAR, Title 11, Chapters 11-54 Water Quality Standards and 11-55 Water Pollution Control.</p>

2	EMD	Environ Mgmt - Safe Drinking Water	HTH 840	FH	Assures safe drinking water and public health protection through the regulation and monitoring of public water systems, operator certification, backflow prevention and cross connection control, provision of low interest loans for water infrastructure improvements; protecting drinking water sources by implementing underground injection control, ground, and source water protection programs.	Safe Drinking Water Act, HRS: Ch 342E Safe Drinking Water, 340F Mandatory Certification of Personnel in Water Treatment Plants; HAR: Title 11, Chs 11-19 Emergency Plan for Safe Drinking Water, 11-20 Water Systems, 11-21 Cross Connection and Backflow Control, 11-23 Underground Injection Control, 11-25 Rules relating to Certification of Public Water System Operators, 11-65 Environmental State Revolving Funds.
2	EMD	Environ Mgmt - Solid/Hazardous Waste	HTH 840	FJ	Prevents the release of pollutants that endanger people and the environment, and rehabilitate contaminated lands. Insure proper management of solid and hazardous waste through aggressive enforcement of environmental laws and regulations, promotion of pollution prevention and waste minimization, and development of proactive partnerships with waste generators and the regulated community.	Resource Conservation and Recovery Act, PL 94-580; HRS Ch 342 Parts G, H, I, J, L, N; HAR: Title 11 Ch 11-58-1 Solid Waste Management Control and Chs 11-260, 261, 262, 263, 264, 265, 266, 268, 270, 271, 279, and 280 Hazardous Waste Management.

2	EMD	Environ Mgmt - Wastewater	HTH 840	FK	Administers statewide engineering functions relating to water pollution control, wastewater treatment works program, individual wastewater systems program and the water pollution control revolving fund program that funds low-cost construction loans for wastewater treatment and collection system construction. By helping local governments and other applicants improve and expand their water pollution control infrastructure, the Wastewater Branch plays a very vital role in the economic development and the development of jobs within Hawaii's communities.	HAR Ch 11-62 Wastewater Systems
2	EMD	Environ Mgmt - Fed \$ Air Surveil	HTH 840	FO	State Lab Division's Air Surveillance and Analysis Section provides the Clean Air Branch with the technical and laboratory support including the sampling of the ambient air, maintaining statewide air monitoring stations, and processing and reporting on the data.	
2	HEER	Hazard Eval & Emerg Response Ofc	HTH 849	FD	Maintains 24-hour emergency response for releases of oil, hazardous materials; enforces Hawaii State Contingency Plan for environmental response; investigates adverse health effects; prepares risk assessments. Implements response and prevention programs relevant to releases of hazardous substances affecting Hawaii's natural resources.	Chapters 128D and 128E, HRS; federal statutes: Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) [aka Superfund]; Emergency Planning and Community Right-to-Know Act; Oil Pollution Act.

2	EMSIPSB	Emergency Medical Svcs	HTH 730	MQ	Functions supported by the EMS Special Fund include those described for A funds while the Trauma Special Fund supports the development of the statewide trauma system through support of trauma centers and other necessary components.	§321-221 to 235 and §321-22.5, HRS.
2	ADAD	Alcohol & Drug Abuse--Other Svcs	HTH 440	HO	HTH 440/HO consists of State, federal and special funds that are contracted to provide substance abuse prevention and treatment services statewide. Unlike other agencies, ADAD does not provide direct services; all substance abuse prevention and treatment services are procured and contracted. It is important to note that reductions in General Funds may generate a corresponding dollar-for-dollar reduction in federal Substance Abuse Prevention and Treatment (SAPT) Block Grant funds, which will significantly reduce the number of participants served in substance abuse prevention activities, and adults and adolescents who can be admitted for substance abuse treatment services.	<p>Part XVI (Sections 321-191 thru -198) of Chapter 321 HRS, relating to substance abuse; Section 329-40, HRS, relating to methadone treatment programs; Sections 321-191 and -194; Sections 329-2, -3, and -4; and Sections 334-10 and -11, HRS, relating to the Hawaii Advisory Commission on Drug Abuse and Controlled Substances (HACDACS); Section 321-16.5 and 321-16.6, relating to special treatment facilities and therapeutic living programs, respectively; Chapter 42F, HRS, relating to grants and subsidies; Chapter 103F, HRS, relating to purchases of health and human services.</p> <p>Public Health Services Act, Title XIX, Part B, Subpart II &amp; III, Substance Abuse Prevention and Treatment (SAPT) Block Grant; P.L. 102-321 ADAMHA Reorganization Act; P.L. 106-310 Amendments to the Public Health Service Act; P.L. 104-191, Health Insurance Portability and Accountability Act (HIPAA) of 1996; P.L. 103-62, Government Performance Results Act (GPRA) of 1993; 45 CFR Part 96.45, 96.51, and 96.120-121 SAPT Block Grant Interim Final Rule; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; 45 CFR Part 96.130 Tobacco Regulation for SAPT Block Grant; 42 CFR Part 54 and 54a Charitable Choice provisions; final rule.</p>
2	DDD	Community Resources Branch (CRB) Admin	HTH 501	CV	Community Resources Branch oversees the development of resources, services and supports for DDD individuals with I/DD including managing the Medicaid HCBS Waiver, and resources to assist individuals with housing, employment and activities for self-determination and full community integration. Oversees the Neurotrauma program in accordance with HRS § 321H.	

2	CDPHPD	Chronic Disease Management	HTH 590	GP	Identifies and targets major chronic diseases: asthma, cancer, diabetes and heart disease and stroke, to develop population-based policies and systems change initiatives. Provides language interpretive services for limited-English speaking population groups to assure access and educate on preventive health measures.	HRS; §321-41, -42, -43, -45; §324-21; §321-81, -82
2	CDPHND	Medical Marijuana Registry	HTH 100	DH	Implements registry program and issues cards for qualified medical marijuana patients certified by physicians. Verifies registered patients and grow sites for law enforcement. Manages process to consider petitions for additional qualifying conditions for medical marijuana use.	HRS §329
3	AAO	Deptl Gen Admin-Affirm Action	HTH 907	AF	The Affirmative Action Officer is the department's required (federal/state law, regulation & agreement) resource/coordinator on nondiscrimination issues in employment/services. Includes issues such as reasonable accommodation, unlawful harassment, language access, program accessibility for persons with disabilities and related policy and training. Office is CDC Public Health Training Network satellite/videoconference coordinator and ORR refugee health coordinator.	HRS Chapter 371 Part 2; EO 97-06; ; 42 USC 1210, 45 CFR Part 84, & 28 CFR Part 35; and 42 USC 2000, 45 CFR 80 & EO 13166 are primary.

3	OLA	Office of Language Access	HTH 908	AR	The Office of Language Access (OLA) provides centralized oversight, coordination, and technical assistance to State agencies (the executive, legislative and judicial branches of Hawai'i's state government) and organizations that receive state funding, regarding the implementation requirements of Hawai'i's Language Access Law.	HRS 321C
3	AMHD	Courts & Corrections Svcs, Adult	HTH 420	HG	Conducts fitness examinations and examinations for penal responsibility for defendants using an insanity defense. Conducts court ordered examinations for legally encumbered individuals ordered to Hawaii State Hospital before the court considers motions for Conditional Release. All services are pursuant to a court ordered examination.	Hawaii Revised Statutes Chapter 704
3	AMHD	Adult Mental Health - Outpatient - Other Svcs, POS, Grants	HTH 420	HO	Federal Block Grant Funds for special projects as described in State Plan for Mental Health Services.	Hawaii Revised Statutes Chapter 334
3	AMHD	Hawaii State Hospital	HTH 430	HQ	Operations for Hawaii State Hospital inpatient services. Provides for 24 hour/day care for individuals with severe mental illness deemed dangerous by a court and remanded to the custody of the Director of Health.	Hawaii Revised Statutes Chapter 334

3	CDPHPD	Chronic Disease Prevention & Health Promotion	HTH 590	KK	Plans, directs, and coordinates chronic disease prevention and management and health promotion strategies and activities including surveillance, evaluation and epidemiology, health policy, systems & environmental changes, and communications. Administers and reports distribution of the tobacco settlement special fund (TSSF), and administers the tobacco prevention and control trust fund.	HRS §328L-2, -5, -6; §321-81, -82.
3	CDPHND	Kalaupapa Settlement ( <i>Hansen's Disease</i> )	HTH 100	DG	HRS Chapter 326, mandates the Department to the extent possible under their purview to provide care and other services to the patient residents of Kalaupapa, and that the patients may remain in Kalaupapa as long as they choose to. The federal government reimburses the State of Hawaii approximately \$1.9 million for the cost of Hansen's disease care.	HRS §326
3	CDPHND	Hale Mohalu at Leahi ( <i>Hansen's Disease</i> )	HTH 100	DF	HRS Chapter 326, mandates the Department provide care and treatment facilities for the Kalaupapa patients for the remainder of their lives. Hale Mohalu is a 21-bed facility providing patient care on Oahu for Kalaupapa patients who require acute care or higher levels of care not available in Kalaupapa. We are exploring the possibility of transferring this unit back to Leahi Hospital for provision of SNF and ICF care.	HRS §326

3	SLD	State Lab - Central Services	HTH 710	MK	<p>“Fixed” costs total about \$2,436,000 annually: \$1.8 million for electricity, \$250K for the building maintenance contract, and \$386K for other “Repair and Maintenance” costs. These “Fixed” costs represent about 80% of the total operating budget BEFORE any lab work is performed. There is very little margin for unscheduled repairs for this aging, highly complex building.</p> <p>Building manager and 2 lab assistants are minimally required to operate SLD facility.</p>	
3	SLD	State Lab - Central Services	HTH 710	MK	<p>Federal Food Emergency Response Network (FERN) Cooperative Agreements (2) awarded to SLD, for testing imported products and local produce for Salmonella &amp; Listeria, developing advanced laboratory methods for detecting / identifying food-borne disease organisms (Salmonella, E.coli, norovirus, etc.) and BT agents (anthrax, plague, etc.), for food surveillance, defense, &amp; security. Seeking funding &amp; authorization for outbreak investigation testing (Food Micro Unit lost to RIF).</p>	<p>Public Health Security and Bioterrorism Preparedness and Response Act of 2002; 42 CFR Part 73- Select Agents and Toxins; Homeland Security Presidential Directive HSPD-9: Defense of U.S. Agriculture and Food (1- 30-04) -Food Emergency Response Network; HRS Title 11 Chap 29-Food and Food products; HRS Title 11 Chap 26 Vector Control.; HAR Title 11- 110.1; 42 CFR Ch IV Part 493.</p>
3	DOCD	Disease Outbreak Control Division-- Admin	HTH 131	DA	<p>Oversees three programs under its purview: Investigation, Immunization, and Bioterrorism/Preparedness and ensures that the objectives and activities of each work in concert together to enhance Hawaii's overall capacity to ensure the prevention and control of and preparedness and response to infectious diseases and other related issues, both unintentional and intentional. DOCD also works to strengthen collaborations between the Department of Health and multiple other partners in these endeavors, including clinical commercial laboratories, hospitals, schools, civil defense agencies, private organizations, and military among others, to address the threat of emerging infectious diseases and bioterrorism.</p>	<p>HRS §321-4.3; §321-31; §325-5</p>

3	ADAD	Alcohol & Drug Abuse-Admin	HTH 440	HD	<p>HTH 440/HD organizational components and functions are: Administration, which encompasses the Division Administration; Administrative Mgt Services which oversees Division budgeting, financial management and human resource functions; and the Quality Assurance and Improvement, Planning, Eval and Research and Data Office and Prevention Branch which encompasses planning, information systems, needs assessment, grants and contracts management for substance abuse prevention services, accreditation of substance abuse programs, certification of substance abuse counselors, and coordination of the Division’s legislative responses, reports, and testimonies. It is important to note that reductions in General Funds may generate a corresponding dollar-for-dollar reduction in federal Substance Abuse Prevention and Treatment (SAPT) Block Grant funds, which will significantly reduce the number of participants served in substance abuse prevention activities, and adults and adolescents who can be admitted for substance abuse treatment services.</p>	<p>Part XVI (Sections 321-191 thru -198) of Chapter 321 HRS, relating to substance abuse.                  Section 329-40, HRS, relating to methadone treatment programs.                  Sections 321-191 and -194; Sections 329-2, -3, and -4; and Sections 334-10 and -11, HRS, relating to the Hawaii Advisory Commission on Drug Abuse and Controlled Substances (HACDACS).                  Section 321-16.5 and 321-16.6, relating to special treatment facilities and therapeutic living programs, respectively.                  Public Health Services Act, Title XIX, Part B, Subpart II &amp; III, Substance Abuse Prevention and Treatment (SAPT) Block Grant.                  P.L. 102-321 ADAMHA Reorganization Act                  P.L. 106-310 Amendments to the Public Health Service Act                  P.L. 104-191, Health Insurance Portability and Accountability Act (HIPAA) of 1996.                  P.L. 103-62, Government Performance Results Act (GPRA) of 1993.                  45 CFR Part 96.45, 96.51, and 96.120-121 SAPT Block Grant Interim Final Rule                  42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records.                  45 CFR Part 96.130 Tobacco Regulation for SAPT Block Grant.                  42 CFR Part 54 and 54a Charitable Choice provisions; final rule.</p>
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3	CAMHD	Child & Adolescent Mental Hth-Admin	HTH 460	HF	<p>These positions provide for the administration of the CAMHD including legislative functions, planning, compliance with state and federal rules and maintaining critical services for the youths in the state. These positions are in the CAMHD Administration Office (AO) which is comprised of the Division Administrator and Secretary; the Clinical Services Office (CSO) which is comprised of the Medical Director, Lead Psychologist, Program Development Manager, psychiatrists, psychologists, social workers and clerical support. CSO oversees the critical placements and issues with clients, staff training, and program review statewide, within the Division as well as contracted providers. The Healthcare Systems Management Office (HSMO) which is comprised of IT staff, quality assurance staff and clerical support. HSMO provides, facility certification and credentialing of CAMHD staff and contracted providers, adjudication of all billing to insurance companies for appropriateness and proper documentation, management of the Electronic Health Record and quality assurance. Program Improvement and Communications Office (PICO) which is comprised of the Planner, Provider Relations Liaison, Lead Research and Evaluation Specialist and clerical support. PICO provides provider relations and communication, web based content and research and evaluation of data to provide better care to the youth and public and legislative review. Central Administrative Services Office (CASO), which is comprised of the Public Health Administrative Officer, accountants, contracts staff, personnel staff and clerical and accounting support. CASO handles all contracting, procurement, fiscal and personnel matters.</p> <p>Synectics Corporate Agreement with Substance Abuse and Mental</p>	HRS Chapter 321-171 through 176 & 334-3
3	CAMHD	CAMH-Other Svcs, POS, Grants	HTH 460	HO	<p>Block Grant funds support functions to CAMHD registered clients that do not have funding for other supports. These funds are used to fund the federally mandated program for First Episode Psychosis for adolescents and young adults, support and contracts for Transition to Adulthood for youths registered with CAMHD, the Family Support Organization contract, Telehealth and Electronic Health Record equipment, and staff and contracts for trauma informed care.</p>	HRS Chapter 321-171 through 176 & 334-3

					<p>Direct service to CAMHD behaviorally troubled youth are largely provided through POS contracts with provider agencies that contract for various levels of care matched to the child's needs in various locations throughout the state and on the mainland. These monies are used to support all levels of care from Hospital Based Residential treatment, through therapeutic foster home support, group homes, as well as individual outpatient therapy and evidence based programs, among others. This category supports therapeutic services to CAMHD youth.</p> <p>These Special-funded positions physically located in the Family Guidance Center and Family Court Liaison Branch maintain quality standards within the center. These positions are critical to CAMHD meeting the MedQUEST requirements for reimbursement and consistent operations throughout the branches.</p>	
3	BHA	Behavioral Health Admin	HTH 495	HA	Deputy Director for BHA is responsible for overseeing all programs in this administration.	Hawaii Revised Statutes Chapter 334
3	AMHD	Adult Mental Hth-Admin	HTH 495	HB	Provides for the leadership, financial accounting, contracting activities, policy setting, oversight, planning, monitoring, and executive management of the Adult Mental Health Division. Provides for population based services (Crisis Line of Hawaii).	Hawaii Revised Statutes Chapter 334

3	DDD	Developmental Disabilities Division	HTH 501	KB	<p>These positions provide for the administration of the DD Division including legislative functions, planning, compliance with state and federal CMS rules, meeting the DHS Memorandum of Agreement and maintaining critical services for more than 3500 individuals statewide per HRS 333F. These include the Division Administrator, medical director, psychologists, PHAO, compliance officer, planning and Divisional secretarial support.</p>	Chapter 333F, HRS; Chapter 321H, HRS
3	FHSD	Family Hth Svc Admin	HTH 560	KC	<p>Provides administrative &amp; programmatic oversight to MCH, CSHN, &amp; WIC Branches. Administers Title V MCH Block Grant, Primary Care Office (PCO), Rural Health, Critical Access Hospital (CAH), Medicare Rural Hospital Flexibility Grant (FLEX), Early Childhood Comprehensive Systems, Oral Health, and PRAMS grants. Also administers community health centers special fund, early intervention special fund, rural hospital subsidy contracts, &amp; POS contracts for primary care services.</p>	

3	FHSD	Family Hth Svc Admin	HTH 560	KC	a) Title V Block Grant provides low income mothers and children w/access to MCH services; b) PCO Grant improves access to primary care for underserved populations through the recruitment and retention of health professionals and the designation of health professional shortage areas; c) Rural Health grant improves access and availability of quality health care services to rural/underserved communities; d) CAH grant helps critical access hospitals strengthen financial, operational, and clinical performance; e) FLEX grant improves access to preventive and emergency health services for rural areas through planning and technical support; f) ECCS grant builds early childhood service systems; g) Oral health grant supports oral health surveillance, planning and prevention; and h) PRAMS grant helps monitor risk factors impacting the health of mothers and infants.	
3	CDPHPD	Chronic Disease Prevention & Health Promotion	HTH 590	KK	Plans, directs, and coordinates chronic disease prevention and management and health promotion activities including surveillance, evaluation and epidemiology, and health policy and communications. Administers distribution of the tobacco settlement special fund (TSSF), implements department's health promotion strategies with TSSF, and administers the tobacco prevention and control trust fund.	HRS, Chapter 328L-2, -5, -6
3	HRA	Health Resources Admin	HTH 595	KA	Deputy Director of HRA formulates policies and provides administrative oversight to this administration.	

3	EHSD	Environ Hth - Division Admin	HTH 610	FL	<p>EHSD optimizes prevention &amp; compliance, public health &amp; environmental health practices through statewide programs. EHSD administers the Sanitation and Environmental Health Special Fund that supports outreach and staff trainings and competencies &amp; coordinates statewide activities; oversees management of functions of the various branches -- establishes broad program policies &amp; strategic goals; facilitates effective administrative systems for delivery of services; coordinates services; interprets complex cases pertaining to branch programs; coordinates activities for emergency response; develops new laws, rules or amendments; reviews violation of rules; coordinates budget &amp; personnel processes; coordinates training &amp; outreach programs; &amp; directs performance standards within the division.</p>	<p>Implements and coordinates programs under Chapters 321, 322, 328, 330, 332, 339, 342F, 342P, 466J, 469 and Part XXX HRS.</p>
3	SLD	State Lab - Admin	HTH 710	MB	<p>Supports SLD &amp; other agencies' testing: Ensures CLIA compliance for 5 DOH labs – Oahu SLD, DiamondHead Clinic Lab, Hilo District Lab, Maui District Lab, &amp; Kauai District Lab; Ensures Select Biological Agent safety &amp; security; maintains IT systems for influenza, on-line licensing, safe drinking water, clean water, Vog data; Safety &amp; Security (State &amp; National critical infrastructure per SCD &amp; DHS); clerical, personnel, contracting, training, Quality Management; Clinical Lab Personnel Certification (HAR 110.1); Substance Abuse Testing Medical Review Officers and substance abuse lab certifications; drinking water lab certification and microorganism imports for proficiency tests.</p>	<p>HRS Title 19 Chap 329B Substance Abuse Testing; HRS-321-161 (Alcohol Breath Testing); HAR-11-114 (Alcohol); HRS Title 10 Chap 321 Administration; HAR Title 11 Chap 110.1 (Clinical Labs); Title 11, Chapter 113 (Substance abuse); HAR Title 11, Chpt 15 (Dairy Lab certification:); 42 CFR Ch IV Part 493 (CLIA).</p>

3	OHCA	Office of Health Care Assurance	HTH 720	MP	OHCA conducts Medicare certification and state licensing surveys of Medicare/Medicaid eligible health care facilities on behalf of federal CMS and according to state law; conducts state licensing of medical marijuana dispensaries; conducts state licensing surveys of community care foster family homes, home and community-based case management, and adult day care facilities; performs state licensure of dietitians; conducts state licensing surveys, inspections, and complaint investigations of health care facilities; posts online of inspection reports for adult day health centers, adult day care centers, community care foster family homes, developmental disabilities domiciliary homes, developmentally disabled adult foster homes, long-term care facilities and special treatment facilities; and manages accounts for licensing fees and fines of dietitians, medical marijuana dispensaries, and health care facilities.	HRS §321-1.4; HRS §321-1.8; HRS §321-11; HRS§ 321-11.2; HRS §321-11.5; HRS §321.14.5; HRS §321 - 14.8; HRS §321-15.6; HRS §321-15.6; HRS §321-15.61; HRS §321-15.62; HRS §321-15.9; HRS §321-16.5; HRS §321-16.6; HRS §321-482; HRS §321-483; HRS §329D; HRS §346-53 (c) (d); HRS §448B; HRS §448B-9; HRS §448B-10; §448B-11; U.S. Department of Health and Human Services (DHHS) Centers for Medicare and Medicaid Services (CMS) under the Social Security Act, Section 1864 (1864 Agreement) and under various sections of 42 Code of Federal Regulations (CFR); HAR §11 to §79; HAR §89; HAR §90; HAR §91; HAR §93; HAR §94.1; HAR §95 to §99; HAR §100.1; HAR §110.1; and HAR §104.1.
3	OHSM	Health Status Monitoring	HTH 760	MS	OHSM is responsible for the following regulatory functions: Permits to dispose of dead bodies, Permits to disinter human remains, Licenses to Marry, Commissions to perform marriages, Issue Certified Copies of birth, death, and marriage records which allows individuals to obtain social security card, driver license, passport, state ID and other government documents.	Chapter 338, HRS.
3	OHSM	Health Status Monitoring	HTH 760	MS	OHSM specially funded activities include the modernization of the statewide vital statistics system by enhancing existing electronic registration and implementing new systems that are currently paper-based to provide increased customer service.	Chapter 338, HRS.

3	OHSM	Health Status Monitoring	HTH 760	MS	OHSM federally funded activities include contract deliverables to the federal government for timely and high quality statewide vital statistics on number of births, deaths, fetal deaths, abortions (NCHS/CDC) and enumeration of births for social security numbers and fact of death for the termination of social security benefits (Social Security Administration).	
3	EMD	Environ Mgmt - Division Admin	HTH 840	FE	In order to protect public health and the environment, the EMD plans, organizes, directs, implements, and enforces the laws and rules relating to air and drinking water quality, pollution of our beaches and streams, handling of solid and hazardous waste, operations of wastewater systems, and loans to counties to upgrade their water and wastewater systems.	Clean Air Act, Clean Water Act, Safe Drinking Water Act, Resource Conservation and Recovery Act; HRS: 321-11(21), 321 Part IV, 339K, 340A, 340E and 342; HAR: Title 11 Chs. 11-19 Emergency Plan for Safe Drinking Water, 11-20 Water Systems, 11-21 Cross Connection and Backflow Control, 11-23 Underground Injection Control, 11-54 Water Quality Standards, 11-55 Water Pollution Control, 11-57 Sewage Treatment, 11-58 Solid Waste Management Control, 11-59 Ambient Air Quality Standards, 11-60 Air Pollution Control, 11-61 Certification Standards for Personnel Operating Wastewater Treatment Plants.
3	EHA	Envir Hth Admin- Deputy Dir	HTH 849	FA	Deputy Director is responsible for overseeing all programs within the Environmental Health Administration. Program also includes Environmental Information Manager. Also includes IT Exchange Network Grant and Hearings Officer.	
3	ERO	Environmental Resources Ofc	HTH 849	FB	Manages EHA's fiscal, programming, budgeting, personnel functions. Analyzes, reports on State, Federal expenditures. Maintains master schedule of federal grants, contracts & time and effort reporting system to allocate personnel costs; provides program control for cost, schedule items; reviews legislation for fiscal content; coordinates facilities requirements; performs financial functions for revolving loan programs that fund construction of water pollution control and drinking water system infrastructure.	

3	EPO	Environmental Planning Ofc	HTH 849	FC	Applies for and manages grants in support of risk-based strategic planning for Environmental Health Administration programs; develops program goals & performance indicators; coordinates with other agencies; liaison with legislature; provides environmental mapping services. Reviews, disseminates and comments on proposed land/ocean projects with real or potential environmental implications.
3	DO	Deptl Gen Admin-Director's Office & Comm Off	HTH 907	AA	Director's Office provides leadership and determines overall policy and planning for the department.
3	ASO	Deptl Gen Admin-ASO	HTH 907	AB	Provides fiscal, budget and facilities support for the entire department. Budget also includes utilities for DOH facilities.
3	HRO	Deptl Gen Admin-Personnel	HTH 907	AD	Responsible for departmental personnel management and administration, developing and establishing personnel policies, plans, precedents, practices and procedures. Service all managers and employees in programs statewide in the areas of labor relations; position classification and compensation; recruitment and examination; training, safety and employee relations; and employee benefits/transactions.

3	OPPPD	Preventive Health/Health Svcs BG	HTH 907	AE	Plan, implement and evaluate activities as described in the annual work plan submitted to CDC. Oversee all aspects of PHHSBG administration. Develop special projects, as directed by the PHHSBG Advisory Committee and the Director of Health. Program is 100% federally-funded.	Public Health Service Act, Public Law 102-53 (Federal Statute).
3	HISO	Deptl Gen Admin-Hth Info Syst Ofc	HTH 907	AG	Manage, support, and trouble shoot information technology related equipment, services, and systems. Examples of services and systems supported: Email, Internet access, DOH internet web site, DOH SharePoint / intranet web site, Video Conferencing, Data Network infrastructure, security systems (anti-virus, anti-spyware, anti-spam, password/access rights), User PC's, Application systems (FAMIS, PO, G1, Legislative Tracking, vital records, client tracking/billing, Disease surveillance, Immunization, emergency response, etc.)	
3	DHO HI	Deptl Gen Admin-Hawaii District	HTH 907	AL	Provides, local, administrative, fiscal, personnel, and office support to the District Health Officer and ten (10) programs on the island ensuring compliance with State and Departmental procedures. Aso represents the Director of Health and is the local contact for the Hawaii County Jurisdiction.	

3	DHO M	Deptl Gen Admin- Maui District	HTH 907	AM	Provides, local, administrative, fiscal, personnel, and office support to the District Health Officer and programs on the island ensuring compliance with State and Departmental procedures.	HRS Title 19, Chapter 321-2 requires the DOH to "maintain its general office in Honolulu and such other offices throughout the State as it, in its discretion, may deem necessary for the proper performance of its functions". HRS Title 19, Chapter 338-2 mandates a statewide system of vital statistics using local agents in the districts.
3	DHO K	Deptl Gen Admin- Kauai District	HTH 907	AN	Under the general guidance of the Director & Deputy Director of Health and using the staff resources on Kauai (with technical support from the relevant parent Divisions), carries out vital public health programs and services within the County of Kauai. This involves actual program delivery & coordination with the Mayor, other local agencies/officials, the hospitals, Emergency Response System & multiple other local constituencies, to keep Kauai healthy.	
3	OPPPD	Office of Planning, Policy and Program Development	HTH 907	AP	Internal service unit coordinating departmental legislative relations and policy making, facilitating administrative rules, monitoring compliance, privacy, and information security, strategic planning, grants administration and technical support, and special program development.	

3	CDPHND	Comm Disease Admin	HTH 100	KE	<p>Cost effective coordination, oversight, and policy direction for four distinct statewide programs that focus on disease/health investigation, emergency preparedness/response and prevent/control communicable diseases that commonly occur in difficult to reach populations that are characterized by immigration/migration, unfair stigmatization, poverty, or alcohol/drug abuse. Incorporating social and behavioral determinants are essential. Treatment to prevent transmission is often very prolonged.</p>	HRS §321-1.7; §325; HRS §326
3	AMHD	Adult Mental Health - Outpatient - Other Svcs, POS, Grants	HTH 420	HO	<p>Adult Mental Health Division outpatient contracted services for community based case management services, crisis services, housing services, treatment services, and other rehabilitative services. Population served is individuals with severe and persistent mental illness who are living in the community. Many have been discharged from Hawaii State Hospital. Crisis services are provided to the general population of the State.</p>	Hawaii Revised Statutes Chapter 334.

3	ADAD	Alcohol & Drug Abuse--Comm & Consultative	HTH 440	HR	<p>HTH 440/HR consists of the Treatment and Recovery Branch, which oversees the planning, development, and contracting of substance abuse treatment, intervention, and recovery services; monitoring of contracted providers and services; provision of consultant services and technical assistance related to substance abuse prevention, intervention, and treatment to the public and private sectors; and education of the public and private sectors regarding prevention and clinical issues in the substance abuse field. It is important to note that reductions in General Funds may generate a corresponding dollar-for-dollar reduction in federal Substance Abuse Prevention and Treatment (SAPT) Block Grant funds, which will significantly reduce the number of participants served in substance abuse prevention activities, and adults and adolescents who can be admitted for substance abuse treatment services.</p>	<p>Part XVI (Sections 321-191 thru -198) of Chapter 321 HRS, relating to substance abuse; Section 329-40, HRS, relating to methadone treatment programs; Sections 321-191 and -194; Sections 329-2, -3, and -4; and Sections 334-10 and -11, HRS, relating to the Hawaii Advisory Commission on Drug Abuse and Controlled Substances (HACDACS); Section 321-16.5 and 321-16.6, relating to special treatment facilities and therapeutic living programs, respectively; Chapter 42F, HRS, relating to grants and subsidies; Chapter 103F, HRS, relating to purchases of health and human services; Public Health Services Act, Title XIX, Part B, Subpart II &amp; III, Substance Abuse Prevention and Treatment (SAPT) Block Grant; P.L. 102-321 ADAMHA Reorganization Act; P.L. 106-310 Amendments to the Public Health Service Act; P.L. 104-191, Health Insurance Portability and Accountability Act (HIPAA) of 1996; P.L. 103-62, Government Performance Results Act (GPRA) of 1993; 45 CFR Part 96.45, 96.51, and 96.120-121 SAPT Block Grant Interim Final Rule; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; 45 CFR Part 96.130 Tobacco Regulation for SAPT Block Grant; 42 CFR Part 54 and 54a Charitable Choice provisions; final rule.</p>
3	CAMHD	Child & Adolescent Mental Hth	HTH 460	VAR	<p>These positions are all located in the Neighbor Island Services Branch, Oahu Services Branch, Family Court Liaison Branch and Family Guidance Centers statewide. The positions consist of Branch Chiefs, Center Chiefs, Supervisors, PHAO, Human Service Professionals, Social Workers and support staff. The HSP provides all case management to the registered clients. The PHAO handles all fiscal and personnel and office management matters, the BC oversees day to day running of the branch. The CD and CP both provide direct services to the clients, including assessment.</p>	<p>HRS Chapter 321-171 through 176 &amp; 334-3</p>

3	DDD	Purchase of Services, CMIS	HTH 501	CM	Purchase of Service Contracts include: Long-term Adult Supports and Services, Crisis Services and residential supports. Developmental Disabilities Domiciliary Homes - 117 five bed group homes and apartments that house individuals with severe medical, developmental and cognitive disabilities who qualify for institutional care (including former residents of Waimano Training School and Hospital). These services are required under HRS Chapter 333F-2. Crisis Contract provides emergency response and crisis residential to individuals in DDD.	Chapter 333F, HRS
3	DDD	Case Management Branch (CMB) Admin	HTH 501	CU	Administrative functions for case management include fiscal and administrative support that are critical to client intake and maintenance, claims processing and payment and provider support.	
3	DDC	Developmental Disabilities Council	HTH 905	AH	The Council develops a 5-year state plan that serves as a guide to the development and delivery of services for individuals with DD and their families. The Council provides advocacy, capacity building, and systems change activities through outreach, training, technical assistance, education, coordination, system design/redesign, coalition development, informing policymakers, and demonstration of new approaches and best practices.	Chapter 333E, HRS and P.L. 106-402

3	DDD	Outcomes and Compliance Branch (OCB) Admin	HTH 501	JA	Outcomes and Compliance Branch maintains the DDD Quality Assurance and Improvement program, monitors case management functions as required by the Medicaid HCBS Waiver, oversees the adverse events system and mortality review, maintains a training program for DDD, coordinates the National Core Indicator assessments, certifies Adult Foster Homes, and investigates and resolves complaints.	Chapter 333F, HRS; Chapter 321H, HRS
3	DDD	Neurotrauma, DDSB	HTH 501	JN	Per HAR [§ 321H-2] the department of health shall develop services for survivors of neurotrauma injuries. This statute establishes a special fund from traffic fines to identify and meet the needs of persons with severe neurotrauma and have oversight from two advisory boards to administer the neurotrauma special fund. This DSB branch utilizes this fund to: 1) provide education for the prevention of neurotrauma; 2) assist individuals and family members to obtain services; 3) maintain a Registry of incidents, prevalence, and outcomes for survivors of traumatic brain injury; 4) contract to provide peer mentoring for survivors to reintegrate into the community. It is critical that this resource be available as there are no other supports specific to address the needs of traumatic brain injury Survivors. All former neurotrauma staff positions were eliminated this year.	Chapter 321H, HRS

3	FHSD	Maternal & Child Health Admin	HTH 560	CK	Includes Chief, secretary, and administrative support staff. Oversees two sections administering MCH programs ensuring availability, adequacy, and quality services. Collects data, provides statistical analysis, and disseminates information to monitor and evaluate efficacy of services. Administrative support activities for the branch including personnel services, procurement oversight, and accounting.	
3	SHPDA	State Hth Planning & Devel Agency	HTH 906	AC	1. Administration of Certificate of Need (CON) Process; 2. Organizing and providing staff support to six subarea health councils (SAC) and the State Health Coordinating Council (SHCC); 3. Development of the State Health Services and Facilities Plan; 4. Preparation of the Health Care Utilization Report.	HRS, Chapter 323D
3	OEQC	Ofc of Environ Quality Control	HTH 850	FS	Serves Governor in an advisory capacity on all matters relating to environmental quality control.	HRS Chapter 341.
3	OPPPD	Special Projects	HTH 907	AE	Funds were originally appropriated for Felix coordination.	

Department of Health  
Department-Wide Totals

Table 2

Fiscal Year 2016				
Act 119/15 Appropriation	Restriction	Emergency Appopriations	Total FY16	MOF
\$ 431,853,165.00	\$ (10,768,050.00)		\$ 421,085,115.00	A
\$ 206,514,185.00			\$ 206,514,185.00	B
\$ 87,164,911.00			\$ 87,164,911.00	N
\$ 47,372,726.00			\$ 47,372,726.00	P
\$ 3,801,275.00			\$ 3,801,275.00	U
\$ 210,661,846.00			\$ 210,661,846.00	W
<b>\$ 987,368,108.00</b>	<b>\$ (10,768,050.00)</b>	<b>\$ -</b>	<b>\$ 976,600,058.00</b>	<b>Total</b>
Fiscal Year 2017				
Act 119/15 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 436,199,335.00		\$ 20,118,160.00	\$ 456,317,495.00	A
\$ 206,945,345.00	\$ (4,940,373.00)		\$ 202,004,972.00	B
\$ 92,023,621.00	\$ (139,689.00)		\$ 91,883,932.00	N
\$ 51,000,745.00		\$ 9,082,126.00	\$ 60,082,871.00	P
\$ 3,884,641.00			\$ 3,884,641.00	U
\$ 210,858,231.00		\$ 250,891.00	\$ 211,109,122.00	W
<b>\$ 1,000,911,918.00</b>	<b>\$ (5,080,062.00)</b>	<b>\$ 29,451,177.00</b>	<b>\$ 1,025,283,033.00</b>	<b>Total</b>

Department of Health  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
HTH100	Communicable Disease Svcs	A	249.87	3.30	\$ 25,993,987	249.87	3.30	\$ 25,974,487	-0.1%
		B	1.00	3.00	\$ 422,589	1.00	4.00	\$ 357,511	-15.4%
		N	-	2.00	\$ 3,906,870	-	2.00	\$ 4,572,267	17.0%
		P	16.00	40.50	\$ 5,008,971	16.00	40.50	\$ 5,008,971	0.0%
		U	-	1.00	\$ 142,627	-	1.00	\$ 142,627	0.0%
HTH131	Disease Outbreak Control	A	20.60	-	\$ 1,775,150	20.60	-	\$ 1,775,150	0.0%
		N	31.40	37.00	\$ 11,215,072	31.40	37.00	\$ 11,215,072	0.0%
		P	-	17.00	\$ 1,819,639	-	17.00	\$ 1,819,639	0.0%
HTH420	Adult Mental Hth - Outpatient	A	152.50	194.00	\$ 60,895,203	152.50	194.00	\$ 60,895,203	0.0%
		B	-	-	\$ 11,610,000	-	-	\$ 11,610,000	0.0%
		N	-	5.00	\$ 1,632,230	-	5.00	\$ 1,632,230	0.0%
HTH430	Adult Mental Hth - Inpatient	A	639.00	27.00	\$ 67,046,858	639.00	27.00	\$ 71,775,304	7.1%
HTH440	Alcohol & Drug Abuse	A	22.00	-	\$ 18,784,583	25.00	3.00	\$ 19,036,583	1.3%
		B	-	-	\$ 750,000	-	-	\$ 750,000	0.0%
		N	6.00	1.50	\$ 8,229,173	3.00	2.00	\$ 8,346,657	1.4%
		P	-	8.50	\$ 8,435,852	-	4.50	\$ 3,342,945	-60.4%
HTH460	Child & Adolescent Mental Hth	A	160.00	25.00	\$ 41,430,392	159.00	25.00	\$ 41,603,992	0.4%
		B	17.00	6.00	\$ 15,070,731	17.00	6.00	\$ 15,070,731	0.0%
		N	-	-	\$ 1,157,348	-	-	\$ 969,261	-16.3%
		P	-	22.00	\$ 2,928,851	-	22.00	\$ 3,116,938	6.4%
		U	-	2.00	\$ 2,281,992	-	2.00	\$ 2,281,992	0.0%
HTH495	Behavioral Hth Admin	A	46.50	51.50	\$ 6,775,681	46.50	51.50	\$ 6,775,681	0.0%
		N	-	-	\$ -	-	-	\$ -	N/A
		P	-	1.00	\$ 137,363	-	1.00	\$ 137,363	0.0%
HTH501	Developmental Disabilities	A	203.75	14.00	\$ 75,569,031	207.75	12.00	\$ 78,696,156	4.1%
		B	3.00	-	\$ 1,038,992	3.00	-	\$ 1,038,992	0.0%
HTH520	Disability & Comm Access Bd	A	5.00	8.00	\$ 1,165,086	5.00	5.00	\$ 1,017,631	-12.7%

Department of Health  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
		B	4.00	-	\$ 606,706	7.00	-	\$ 952,734	57.0%
		U	2.00	-	\$ 280,848	2.00	-	\$ 280,848	0.0%
HTH560	Family Health	A	108.00	3.50	\$ 26,128,760	108.00	3.50	\$ 27,046,434	3.5%
		B	14.00	3.00	\$ 21,085,234	14.00	3.00	\$ 18,335,234	-13.0%
		N	171.00	16.50	\$ 48,354,032	170.00	16.50	\$ 48,282,212	-0.1%
		P	6.50	15.25	\$ 8,551,205	7.50	15.25	\$ 18,785,205	119.7%
		U	-	-	\$ 203,441	-	-	\$ 203,441	0.0%
HTH590	Tobacco Settlement	A	39.50	8.00	\$ -	39.50	8.00	\$ -	0.0%
		B	-	-	\$ 48,656,356	-	-	\$ 48,656,356	0.0%
		N	-	-	\$ -	-	-	\$ -	N/A
		P	10.50	24.50	\$ 13,046,023	10.50	24.50	\$ 13,046,023	0.0%
		U	-	-	\$ 610,000	-	-	\$ 610,000	0.0%
HTH595	Health Resources Admin	A	2.00	-	\$ 182,869	2.00	-	\$ 202,369	10.7%
		B	-	-	\$ -	-	-	\$ -	N/A
HTH610	Environmental Health Svcs	A	102.00	-	\$ 6,539,455	104.00	-	\$ 6,634,279	1.5%
		B	22.00	-	\$ 2,353,130	22.00	-	\$ 2,353,130	0.0%
		N	2.00	-	\$ 377,002	2.00	-	\$ 158,000	-58.1%
		P	4.00	-	\$ 381,534	2.00	-	\$ 221,176	-42.0%
		U	3.00	-	\$ 191,279	3.00	-	\$ 191,279	0.0%
HTH710	State Laboratory Svcs	A	72.00	1.00	\$ 7,405,814	72.00	1.00	\$ 7,405,814	0.0%
		N	-	-	\$ -	-	-	\$ -	N/A
		P	-	4.00	\$ 470,000	-	4.00	\$ 470,000	0.0%
HTH720	Health Care Assurance	A	21.60	-	\$ 2,197,335	26.40	-	\$ 2,487,301	13.2%
		B	-	-	\$ 421,000	-	-	\$ 421,000	0.0%
		N	-	-	\$ -	-	-	\$ -	N/A
		P	14.40	-	\$ 2,405,220	16.60	-	\$ 2,575,575	7.1%
		U	-	-	\$ -	-	-	\$ -	N/A

Department of Health  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
HTH730	Emergency Med & Prev Svcs	A	13.00	1.40	\$ 66,302,695	13.00	1.40	\$ 66,302,695	0.0%
		B	-	6.00	\$ 22,230,234	-	6.00	\$ 22,230,234	0.0%
		N	-	-	\$ -	-	-	\$ -	N/A
		P	-	2.00	\$ 840,000	-	2.00	\$ 840,000	0.0%
HTH760	Health Status Monitoring	A	29.50	3.00	\$ 1,527,496	32.50	-	\$ 1,527,496	0.0%
		B	1.00	3.00	\$ 660,466	1.00	3.00	\$ 660,466	0.0%
		N	-	-	\$ -	-	-	\$ -	N/A
		P	3.00	-	\$ 341,000	3.00	-	\$ 432,300	26.8%
HTH840	Environmental Management	A	56.00	-	\$ 4,141,792	65.00	-	\$ 5,019,934	21.2%
		B	67.00	5.00	\$ 81,670,636	62.00	5.00	\$ 79,199,313	-3.0%
		N	35.80	3.00	\$ 8,746,112	33.60	2.00	\$ 8,581,434	-1.9%
		P	9.00	3.00	\$ 2,046,000	10.40	4.00	\$ 2,190,144	7.0%
		U	2.00	-	\$ 174,454	2.00	-	\$ 174,454	0.0%
		W	29.20	-	\$ 208,576,658	31.00	-	\$ 208,646,369	0.0%
HTH849	Environmental Health Admin	A	21.00	1.25	\$ 3,543,388	21.00	1.25	\$ 4,499,688	27.0%
		B	0.50	-	\$ 48,271	0.50	-	\$ 48,271	0.0%
		N	5.50	0.75	\$ 758,374	3.40	0.60	\$ 575,500	-24.1%
		P	11.00	2.00	\$ 2,417,217	13.10	2.15	\$ 3,756,874	55.4%
		W	12.00	-	\$ 2,281,573	14.00	-	\$ 2,462,753	7.9%
HTH850	Off of Environmental Quality Control	A	5.00	-	\$ 382,957	5.00	-	\$ 472,957	23.5%
HTH904	Executive Office on Aging	A	5.74	2.35	\$ 7,386,896	9.54	2.35	\$ 13,285,874	79.9%
		N	8.26	1.00	\$ 7,093,640	6.46	1.00	\$ 6,997,531	-1.4%
		P	-	5.00	\$ 678,810	-	8.00	\$ 3,420,644	403.9%
HTH905	Developmental Disabilities Council	A	1.50	1.00	\$ 229,114	1.50	1.00	\$ 246,464	7.6%
		N	6.50	-	\$ 553,768	6.50	-	\$ 553,768	0.0%
HTH906	State Hth Planning & Dev Agency	A	6.00	-	\$ 549,766	6.00	-	\$ 549,766	0.0%
		B	-	-	\$ 114,000	-	-	\$ 114,000	0.0%

Department of Health  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
HTH907	General Administration	A	120.50	5.00	\$ 9,925,701	122.50	5.00	\$ 12,766,911	28.6%
		B			\$ 207,000	-	-	\$ 207,000	0.0%
		N	-	-		-	-	\$ -	N/A
		P	-	6.00	\$ 1,493,060	-	6.00	\$ 919,074	-38.4%
HTH908	Office of Language Access	A	3.00	-	\$ 319,326	3.00	-	\$ 319,326	0.0%
		<b>TOTALS</b>	2,624.12	596.30	\$ 1,000,911,918	2,651.12	591.30	\$ 1,025,283,033	2.4%

**FY 17 SUPPLEMENTAL BUDGET  
DEPT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF HEALTH**

MOF	FY 17		
	FTE (P)	FTE (T)	\$ Amount
A	2,105.56	349.30	436,199,335
B	129.50	26.00	206,945,345
N	266.46	66.75	92,023,621
P	74.40	150.75	51,000,745
R	-	-	-
S	-	-	-
T	-	-	-
U	7.00	3.00	3,884,641
W	41.20	-	210,858,231
X	-	-	-
<b>TOTAL</b>	<b>2,624.12</b>	<b>595.80</b>	<b>1,000,911,918</b>

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 17			Budget & Finance Recommendations			Governor's Decisions		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>CONVERSION OF UNBUDGETED POSITIONS/TRADE-OFF/TRANSFER REQUESTS:</b>														
TO		HTH 420/HI	TO - 1a	Transfer Out Collective Bargaining costs From HTH 420/HI to HTH 420/HE	A			(287,177)			(287,177)			(287,177)
TO		HTH 420/HE	TO - 1b	Transfer In Collective Bargaining costs From HTH 420/HI to HTH 420/HE	A			287,177			287,177			287,177
TO		HTH 420/HH	TO - 2a	Transfer Out Collective Bargaining costs From HTH 420/HH to HTH 420/HE	A			(180,717)			(180,717)			(180,717)
TO		HTH 420/HE	TO - 2b	Transfer In Collective Bargaining costs From HTH 420/HH to HTH 420/HE	A			180,717			180,717			180,717
TO		HTH 420/HK	TO - 3a	Transfer Out Collective Bargaining costs From HTH 420/HK to HTH 420/HE	A			(145,780)			(145,780)			(145,780)
TO		HTH 420/HE	TO - 3b	Transfer In Collective Bargaining costs From HTH 420/HK to HTH 420/HE	A			145,780			145,780			145,780
TO		HTH 420/HP	TO - 4a	Transfer Out Collective Bargaining costs From HTH 420/HP to HTH 420/HE	A			(44,371)			(44,371)			(44,371)
TO		HTH 420/HE	TO - 4b	Transfer In Collective Bargaining costs From HTH 420/HP to HTH 420/HE	A			44,371			44,371			44,371
TO		HTH 440/HD	TO - 5a	Housekeeping - Transfer out 4.00 perm and 3.5 temp FTE positions to align with the Alcohol and Drug Abuse Division (ADAD) reorg ack. March 29, 2011.	A	(3.00)		(179,502)	(3.00)		(179,502)	(3.00)		(179,502)

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
TO		HTH 440/HD	TO - 5a	Housekeeping - Transfer out 4.00 perm and 3.5 temp FTE positions to align with the Alcohol and Drug Abuse Division (ADAD) reorg ack. March 29, 2011.	N	(1.00)		(108,072)	(1.00)		(108,072)	(1.00)		(108,072)
TO		HTH 440/HD	TO - 5a	Housekeeping - Transfer out 4.00 perm and 3.5 temp FTE positions to align with the Alcohol and Drug Abuse Division (ADAD) reorg ack. March 29, 2011.	P		(3.50)	(1,879,455)		(3.50)	(1,879,455)		(3.50)	(1,879,455)
TO		HTH 440/HU	TO - 5b	Housekeeping - Transfer in 4.00 perm and 3.5 temp FTE positions to align with the Alcohol and Drug Abuse Division (ADAD) reorg ack. March 29, 2011.	A	3.00		179,502	3.00		179,502	3.00		179,502
TO		HTH 440/HU	TO - 5b	Housekeeping - Transfer in 4.00 perm and 3.5 temp FTE positions to align with the Alcohol and Drug Abuse Division (ADAD) reorg ack. March 29, 2011.	N	1.00		108,072	1.00		108,072	1.00		108,072
TO		HTH 440/HU	TO - 5b	Housekeeping - Transfer in 4.00 perm and 3.5 temp FTE positions to align with the Alcohol and Drug Abuse Division (ADAD) reorg ack. March 29, 2011.	P		3.50	1,879,455		3.50	1,879,455		3.50	1,879,455
TO		HTH 460/HO	TO - 6a	Transfer Out 6.00 FTE Temporary Positions and Other Personal Service Funds from Other Services Including POS and GIA (HTH 460/HO) to Child and Adolescent Mental Health Administration (HTH 460/HF)	B		(6.00)	(403,750)		(6.00)	(403,750)		(6.00)	(403,750)
TO		HTH 460/HF	TO - 6b	Transfer In 6.00 FTE Temporary Positions and Other Personal Service Funds from Other Services Including POS and GIA (HTH 460/HO) to Child and Adolescent Mental Health Administration (HTH 460/HF)	B		6.00	403,750		6.00	403,750		6.00	403,750
TO		HTH 460/HS	TO - 7a	Transfer out 1.00 FTE Temporary Position from Family Court Liaison (HTH 460/HS) to Child and the Adolescent Mental Health Administration Office (HTH 460/HF)	A		(1.00)	(43,000)		(1.00)	(43,000)		(1.00)	(43,000)
TO		HTH 460/HF	TO - 7b	Transfer in 1.00 FTE Temporary Position from Family Court Liaison (HTH 460/HS) to Child and Adolescent Mental Health Administration (HTH 460/HF)	A		1.00	43,000		1.00	43,000		1.00	43,000
TO		HTH 460/HH	TO - 8a	Transfer Out Collective Bargaining from the Diamond Head Children's Mental Health Services (HTH 460/HH) to the Oahu Children's Mental Health Services (HTH 460/HE)	A			(147,933)			(147,933)			(147,933)

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
TO		HTH 460/HJ	TO - 8b	Transfer Out Collective Bargaining from the Leeward Oahu Children's Mental Health Services (HTH 460/HJ) to the Oahu Children's Mental Health Services (HTH 460/HE)	A			(111,304)			(111,304)			(111,304)
TO		HTH 460/HE	TO - 8c	Transfer In Collective Bargaining from the Diamond Head Children's Mental Health Services (HTH 460/HH) and the Leeward Oahu Children's Mental Health Services (HTH 460/HJ) to the Oahu Children's Mental Health Services (HTH 460/HE)	A			259,237			259,237			259,237
TO		HTH 460/HL	TO - 9a	Transfer Out Collective Bargaining from the Hawaii County Children's Mental Health Services (HTH 460/HL) to the Neighbor Island Children's Mental Health Services (HTH 460/HV)	A			(317,169)			(317,169)			(317,169)
TO		HTH 460/HM	TO - 9b	Transfer Out Collective Bargaining from the Maui County Children's Mental Health Services (HTH 460/HM) to the Neighbor Island Children's Mental Health Services (HTH 460/HV)	A			(98,198)			(98,198)			(98,198)
TO		HTH 460/HN	TO - 9c	Transfer Out Collective Bargaining from the Kauai County Children's Mental Health Services (HTH 460/HN) to the Neighbor Island Children's Mental Health Services (HTH 460/HV)	A			(117,896)			(117,896)			(117,896)
TO		HTH 460/HV	TO - 9d	Transfer In Collective Bargaining from the Hawaii County Children's Mental Health Services (HTH 460/HL), Maui County Children's Mental Health Services (HTH 460/HM), and Kauai County Children's Mental Health Services (HTH 460/HN) to the Neighbor Island Children's Mental Health Services (HTH 460/HV)	A			533,263			533,263			533,263
TO		HTH 460/HZ	TO - 10a	Transfer Out Collective Bargaining funds from the pseudo Child and Adolescent Mental Health Administration (HTH 460/HZ) to Child and Adolescent Mental Health Administration (HTH 460/HF)	N									-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions					
						FY 17			FY 17			FY 17					
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount			
TO		HTH 460/HF	TO - 10b	Transfer In Collective Bargaining funds from the pseudo Child and Adolescent Mental Health Administration (HTH 460/HZ) to Child and Adolescent Mental Health Administration (HTH 460/HF)	P												-
TO		HTH 460/HL	TO - 11a	Transfer Out funds from the Hawaii County Children's Mental Health Services (HTH 460/HL) to Children and Adolescent Mental Health Administration (HTH 460/HF) for #95746H	A			(27,750)									(27,750)
TO		HTH 460/HF	TO - 11b	Transfer In funds from the Hawaii County Children's Mental Health Services (HTH 460/HL) to Children and Adolescent Mental Health Administration (HTH 460/HF) for #95746H	A			27,750									27,750
TO		HTH 460/HF	TO - 12a	Transfer Out 1.00 FTE Permanent Position #90351H (MOF B)/Transfer In 1.00 FTE Permanent Position #90351Z (MOF A) from Child and Adolescent Mental Health Administration (HTH 460/HF) to the Oahu Children's Mental Health Services (HTH 460/HE)	B	(1.00)		(45,780)	(1.00)		(45,780)	(1.00)		(45,780)			(45,780)
TO		HTH 460/HF	TO - 12a	Transfer Out 1.00 FTE Permanent Position #90351H (MOF B)/Transfer In 1.00 FTE Permanent Position #90351Z (MOF A) from Child and Adolescent Mental Health Administration (HTH 460/HF) to the Oahu Children's Mental Health Services (HTH 460/HE)	A	1.00		45,780	1.00		45,780	1.00		45,780			45,780
TO		HTH 460/HE	TO - 12b	Transfer In 1.00 FTE Permanent Position #90351H (MOF B)/Transfer Out 1.00 FTE Permanent Position #90351Z (MOF A) from Child and Adolescent Mental Health Administration (HTH 460/HF) to the Oahu Children's Mental Health Services (HTH 460/HE)	B	1.00		45,780	1.00		45,780	1.00		45,780			45,780
TO		HTH 460/HE	TO - 12b	Transfer In 1.00 FTE Permanent Position #90351H (MOF B)/Transfer Out 1.00 FTE Permanent Position #90351Z (MOF A) from Child and Adolescent Mental Health Administration (HTH 460/HF) to the Oahu Children's Mental Health Services (HTH 460/HE)	A	(1.00)		(45,780)	(1.00)		(45,780)	(1.00)		(45,780)			(45,780)

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions			
						FY 17			FY 17			FY 17			
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	
TO		HTH 560/CF	TO - 13a	Housekeeping - Transfer-out 1.00 FTE temp Account Clerk III position and funds from HTH 560/CF to HTH 560/CT	P		(1.00)	(43,831)						-	-
		HTH 560/CZ	TO - 13a	Housekeeping - Transfer-out 1.00 FTE temp Account Clerk III position and funds from HTH 560/CZ to HTH 560/CT	P					(1.00)	(43,831)			(1.00)	(43,831)
TO		HTH 560/CT	TO - 13b	Housekeeping - Transfer-in 1.00 FTE temp Account Clerk III position and funds from HTH 560/CZ to HTH 560/CT	P		1.00	43,831		1.00	43,831			1.00	43,831
TO		HTH590/GJ	TO - 14a	Transfer Tobacco Settlement Special Fund ceiling to HTH 590/KK (Admin) to distribute the Master Settlement Agreement	B			(595,711)			(615,711)				(615,711)
TO		HTH590/GP	TO - 14b	Transfer Tobacco Settlement Special Fund ceiling to HTH 590/KK (Admin) to distribute the Master Settlement Agreement	B			(122,804)			(92,804)				(92,804)
TO		HTH590/GQ	TO - 14c	Transfer Tobacco Settlement Special Fund ceiling to HTH 590/KK (Admin) to distribute the Master Settlement Agreement	B			(12,732)			(12,732)				(12,732)
TO		HTH590/GR	TO - 14d	Transfer Tobacco Settlement Special Fund ceiling to HTH 590/KK (Admin) to distribute the Master Settlement Agreement	B			(31,741)			(31,741)				(31,741)
TO		HTH590/KK	TO - 14e	Transfer Tobacco Settlement Special Fund ceiling to HTH 590/KK (Admin) to distribute the Master Settlement Agreement	B			762,988			752,988				752,988
TO		HTH590/GQ	TO - 15a	Transfer federal fund ceiling from HTH 590/GQ to HTH 590/GP per State org structure eff 7/1/15, which delete HTH 590/GQ.	P			(1,081,854)			(1,081,854)				(1,081,854)
TO		HTH590/GP	TO - 15b	Transfer federal fund ceiling from HTH 590/GQ to HTH 590/GP per State org structure eff 7/1/15, which delete HTH 590/GQ.	P			1,081,854			1,081,854				1,081,854
TO		HTH590/GP	TO - 16	Tradeoff 2 temp .50 FTE Research Stat IV positions (#93834H, #90802H) to create 1 temp 1.00 FTE Research Stat IV position.	A			-			-				-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
TO		HTH590/GR	TO - 17a	Tradeoff temp Tobacco Prevention & Education Research Analyst (#96204H) in HTH 590/GR and increase temp Evaluation & Survey Spec (#92805H) FTE from .50 to 1.00 in HTH 590/GR.	P		(0.50)	(37,888)		-	-		-	-
TO		HTH590/KK	TO - 17b	Tradeoff temp Tobacco Prevention & Education Research Analyst (#96204H) in HTH 590/GR and increase temp Evaluation & Survey Spec (#92805H) FTE from .50 to 1.00 in HTH 590/KK.	P		0.50	37,888		-	-		-	-
TO		HTH710/MB	TO - 18a	Transfer Chemist IV (#42801) from HTH 710/MB Admin to HTH 710/MG Chemistry to place the position in the appropriate budget org code.	A	(1.00)		(47,412)	(1.00)		(47,412)	(1.00)		(47,412)
TO		HTH710/MG	TO - 18b	Transfer Chemist IV (#42801) from HTH 710/MB Admin to HTH 710/MG Chemistry to place the position in the appropriate budget org code.	A	1.00		47,412	1.00		47,412	1.00		47,412
TO		HTH710/MG	TO - 19a	Transfer Info Tech Spec IV (#118810) from HTH 710/MG Chemistry to HTH 710/MB Admin to place the position in the appropriate budget org code.	A	(1.00)		(40,548)	(1.00)		(40,548)	(1.00)		(40,548)
TO		HTH710/MB	TO - 19b	Transfer Info Tech Spec IV (#118810) from HTH 710/MG Chemistry to HTH 710/MB Admin to place the position in the appropriate budget org code.	A	1.00		40,548	1.00		40,548	1.00		40,548
TO		HTH710/MH	TO - 20a	Transfer Info Tech Spec IV (#35764) from HTH 710/MH Air Surveillance and Analysis to HTH 710/MB Admin to place the position in the appropriate budget org code.	A	(1.00)		(60,024)	(1.00)		(60,024)	(1.00)		(60,024)
TO		HTH710/MB	TO - 20b	Transfer Info Tech Spec IV (#35764) from HTH 710/MH Air Surveillance and Analysis to HTH 710/MB Admin to place the position in the appropriate budget org code.	A	1.00		60,024	1.00		60,024	1.00		60,024
TO		HTH 840/FE	TO - 21a	Change funding for Office Asst III (#43496) from partial State Revolving Funds (SRF) to wholly SRF.	N				-		-	-		-
TO		HTH 840/FE	TO - 21b	Change funding for Office Asst III (#43496) from partial State Revolving Funds (SRF) to wholly SRF.	W				-		-	-		-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 17			Budget & Finance Recommendations			Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount

**SUBTTL CONV. OF UNBGT'D PSNS/TRADE-OFF/TRFS (TO):**

-	-	-	-	-	-	-	-
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**By MOF**

General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

**ALLOWABLE NON-DISCRETIONARY EXPENSE REQUESTS:**


**SUBTOTAL ALLOWABLE NON-DISCRETIONARY EXPENSE REQUESTS (AN):**

-	-	-	-	-	-	-	-
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**By MOF**

General	A	-	-	-	-	-	-
Special	B	-	-	-	-	-	-
Federal Funds	N	-	-	-	-	-	-
Other Federal Funds	P	-	-	-	-	-	-
Private	R	-	-	-	-	-	-
County	S	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-
Revolving	W	-	-	-	-	-	-
Other	X	-	-	-	-	-	-

**2ND YEAR FUNDING REQUESTS:**


Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 17			Budget & Finance Recommendations			Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>SUBTOTAL 2ND YEAR FUNDING REQUESTS (Y2):</b>						-	-	-	-	-	-	-	-	-
<b>By MOF</b>														
				General	A	-	-	-	-	-	-	-	-	-
				Special	B	-	-	-	-	-	-	-	-	-
				Federal Funds	N	-	-	-	-	-	-	-	-	-
				Other Federal Funds	P	-	-	-	-	-	-	-	-	-
				Private	R	-	-	-	-	-	-	-	-	-
				County	S	-	-	-	-	-	-	-	-	-
				Trust	T	-	-	-	-	-	-	-	-	-
				Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-
				Revolving	W	-	-	-	-	-	-	-	-	-
				Other	X	-	-	-	-	-	-	-	-	-

**ADMINISTRATIVE INITIATIVES:**

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount

**SUBTOTAL ADMINISTRATIVE INITIATIVES (AI):**

-	-	-	-	-	-	-	-	-
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<b>By MOF</b>														
				General	A	-	-	-	-	-	-	-	-	-
				Special	B	-	-	-	-	-	-	-	-	-
				Federal Funds	N	-	-	-	-	-	-	-	-	-
				Other Federal Funds	P	-	-	-	-	-	-	-	-	-
				Private	R	-	-	-	-	-	-	-	-	-
				County	S	-	-	-	-	-	-	-	-	-
				Trust	T	-	-	-	-	-	-	-	-	-
				Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-
				Revolving	W	-	-	-	-	-	-	-	-	-
				Other	X	-	-	-	-	-	-	-	-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	FY 17			Budget & Finance Recommendations			Governor's Decisions			
						FTE (P)	FTE (T)	\$ Amount	FY 17			FY 17			
									FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	
<b>OTHER REQUESTS:</b>															
TO		HTH 460/HZ	TO - 10a	Transfer Out Collective Bargaining funds from the pseudo Child and Adolescent Mental Health Administration (HTH 460/HZ) to Child and Adolescent Mental Health Administration (HTH 460/HF)	N			(188,087)			(188,087)			(188,087)	
TO		HTH 460/HF	TO - 10b	Transfer In Collective Bargaining funds from the pseudo Child and Adolescent Mental Health Administration (HTH 460/HZ) to Child and Adolescent Mental Health Administration (HTH 460/HF)	P			188,087			188,087			188,087	
TO		HTH 840/FE	TO - 21a	Change funding for Office Asst III (#43496) from partial State Revolving Funds (SRF) to wholly SRF.	N	(0.80)		(20,534)	(0.80)		(20,534)	(0.80)		(20,534)	
TO		HTH 840/FE	TO - 21b	Change funding for Office Asst III (#43496) from partial State Revolving Funds (SRF) to wholly SRF.	W	0.80		20,534	0.80		20,534	0.80		20,534	
OR		HTH 430/HQ	OR - 1	Additional Funds to Cover Projected Deficits at Hawaii State Hospital (HSH)	A			4,728,446			4,728,446			4,728,446	
OR		HTH 907/AB	OR - 2a	Add Lease Rent for AAFES for July 2016 to June 2017	A			1,968,000			1,968,000			1,968,000	
OR		HTH 905/AH	OR - 2b	Moving costs from AAFES Building to the Princess Victoria Kamamalu Building	A			17,350			17,350			17,350	
OR		HTH 520/AI	OR - 2c	Office Relocation Costs	A			19,303			19,303			19,303	
OR		HTH 520/AI	OR - 2c	Office Relocation Costs	B			27,530			27,530			27,530	
OR		HTH 849/FB	OR - 2d	Add one-time funds for relocation to Waimano Ridge.	A			826,000			826,000			826,000	
OR		HTH 560/CG	OR - 3a	Relocation - Request for funds for the relocation of Early Intervention Services (EIS) staff and equipment to the Kamamalu Building in Downtown Honolulu.	A			684,805			684,805			684,805	
OR		HTH 560/KC	OR - 3b	Relocation - Request for funds for the relocation of FHSD staff from the Hale Ekahi Building to the Kamamalu Building.	A			232,869			232,869			232,869	
OR		HTH 840/FE	OR - 4	Add 1.00 perm Info Tech Spec V for IT network administration to replace vacant/ERRF funded position abolished by Act 119/SLH 2015.	A	1.00		28,584	1.00		28,584	1.00		28,584	
OR		HTH 720/MP	OR - 5	Establish 2.20 permanent positions for Medicare Certification Section	P	2.20		261,707	2.20		261,707	2.20		170,355	

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 720/MP	OR - 5	Establish 0.80 permanent positions for Medicare Certification Section	A	0.80		31,930	0.80		31,930	0.80		31,930
OR		HTH 720/MP	OR - 6	Establish 2.00 permanent positions for Licensing Section	A	2.00		124,456	2.00		124,456	2.00		124,456
OR		HTH 720/MP	OR - 7	Establish 1.00 permanent Accountant IV position - OHCA admin	A	1.00		34,378				-		-
OR		HTH 720/MP	OR - 8	Establish 1.00 permanent Registered Nurse IV per Act 093, SLH 2012	A	1.00		56,928	-		44,756	-		44,756
OR		HTH 720/MP	OR - 9	Establish 1.00 permanent Registered Nurse V per Act 125, SLH 2014 for Home Care Licensing	A	1.00		66,358	1.00		66,358	1.00		66,358
OR		HTH 720/MP	OR - 10	Establish 1.00 permanent Office Assistant III per Act 213, SLH 2013	A	1.00		22,466	1.00		22,466	1.00		22,466
		HTH 100/DF	OR-11/a	Transfer out \$19,500 from HTH 100/DF to HTH 595/KA to fully fund salaries for two staff (Deputy Director and Exec. Secr)Health Resources Administration  NOTE: Adjustment request to DOH submission.	A						(19,500)			(19,500)
OR		HTH 595/KA	OR - 11/b	Transfer in \$19,500 from HTH 100/DF to HTH 595/KA to fully fund salaries for two staff (Deputy Director and Exec. Secr)Health Resources Administration	A			19,500			19,500			19,500
HS		HTH 501/CN	HS - 1	Increase State Match for the I/DD Home & Community Base Service Waiver Service	A			2,829,923			2,829,923			2,829,923
HS		HTH 460/HF	HS - 2	Request for additional funds to Design, Develop, and Implement a Data Analysis Platform	A			173,600			173,600			173,600
HS		HTH 501/KB	HS - 3	Funding for an Electronic Health Record to meet Federal Standards	A			250,000			250,000			250,000
OR		HTH 907/AA	OR - 12	Establish 1.00 permanent Information Specialist III, and related costs; communications contract services, media monitoring services, travel, computers	A	1.00		80,574	1.00		50,574	1.00		50,574
OR		HTH 440/HD	OR - 13a	Request to change the means of finance for Substance Abuse Prevention and Treatment Block Grant positions.	N	(3.00)		(172,837)	(3.00)		(172,877)	(3.00)		(172,877)
OR		HTH 440/HD	OR - 13a	Request to change the means of finance for Substance Abuse Prevention and Treatment Block Grant positions.	A	3.00			3.00		113,708	3.00		113,708

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 440/HO	OR - 13b	Request to change the means of finance for Substance Abuse Prevention and Treatment Block Grant positions.	A			(113,708)			(113,708)			(113,708)
OR		HTH 440/HD	OR - 13c	Request to change the means of finance for Substance Abuse Prevention and Treatment Block Grant positions.	A			113,708			-			-
OR		HTH 840/FJ	OR - 14	Add 3.00 perm positions (Env Hth Spec IV, Geologist I, Engr IV) to provide inspection, evaluation, and oversight of remedial and preventative measures for Red Hill and enforcement of Administrative Order on Consent.	A	3.00		88,362	3.00		88,362	3.00		88,362
OR		HTH 850/FS	OR - 15	Add general funds to complete data management system	A	-	-	90,000			-			90,000
OR		HTH 907/AB	OR - 16	Establish 1.00 permanent Building Manager	A	1.00		25,386	1.00		25,386	1.00		25,386
OR		HTH 460/HO	OR - 17a	Transfer out funds to increase funding on 1.00 FTE position from Other Services Including POS & GIA (HTH 420/HO) to Child and Adolescent Mental Health Administration (HTH 460/HF) to Variance for a Needed Billing Program Manager	B						(16,656)			(16,656)
OR		HTH 460/HF	OR - 17b	Transfer in funds to increase funding on 1.00 FTE position from Other Services Including POS & GIA (HTH 420/HO) to Child and Adolescent Mental Health Administration (HTH 460/HF) to Variance for a Needed Billing Program Manager	B			16,656			16,656			16,656
OR		HTH 849/FA	OR - 18	Add 2.00 exempt positions (SRF Program Manager, SRF Funds Manager) for program and funds management of Drinking Water and Clean Water State Revolving Fund programs.	W	2.00		90,590	2.00		181,180	2.00		181,180
OR		HTH 100/DI	OR - 19	Establish 1.00 temp FTE Office Assistant IV for the Medical Marijuana Registry Program and to increase the Medical Marijuana Registry special fund ceiling.	B		1.00	186,357		1.00	25,642		1.00	25,642
OR		HTH 904/AJ	OR - 20	Change salary admin from Federal to General	N	(1.80)		(96,109)				(1.80)		(96,109)
OR		HTH 904/AJ	OR - 20	Change salary admin from Federal to General (posn count only)	A	1.80						1.80		
OR		HTH 907/AD	OR - 21	Establish 1.00 permanent OA III for Human Resources Office, FTE only	A	1.00		-			-			-
OR		HTH 420/HE	OR - 22a	Convert temporary positions to permanent positions in Oahu Community Mental Health Services	A	97.50	(97.50)							

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 420/HL	OR - 22b	Convert temporary positions to permanent positions in Hawaii County Community Mental Health Services	A	42.00	(42.00)		-	-		-	-	
OR		HTH 420/HM	OR - 22c	Convert temporary positions to permanent positions in Maui County Community Mental Health Services	A	21.00	(21.00)		-	-		-	-	
OR		HTH 420/HN	OR - 22d	Convert temporary positions to permanent positions in Kauai County Community Mental Health Services	A	13.50	(13.50)		-	-		-	-	
OR		HTH 495/HB	OR - 22e	Convert temporary positions to permanent positions	A	4.00	(4.00)	-	-	-		-	-	
OR		HTH 849/FD	OR - 23	Add 1.00 perm Epi Spec IV position for surveillance and analysis of injury and illness related to environmental contaminants to replace vacant/ERRF funded position abolished by Act 119/SLH 2015.	A	1.00		25,386	-		-	-		-
OR		HTH 907/AA	OR - 24	Add funds for EMCP Performance Bonus	A			87,908						-
OR		HTH 440/HD	OR - 25	Establish 3.00 temp FTE positions and funds to continue Clean and Sober Homes Registry program.	A		3.00	252,000		3.00	252,000		3.00	252,000
OR		HTH 610/FR	OR - 26	Change MOF from other federal (P) to general (A) for 2.00 perm Env Health Spec III for asbestos-related duties due to reduction in the TSCA Compliance Monitoring Prog grant.	P	(2.00)		(94,824)	(2.00)		(94,824)	(2.00)		(94,824)
OR		HTH 610/FR	OR - 26	Change MOF from other federal (P) to general (A) for 2.00 perm Env Health Spec III for asbestos-related duties due to reduction in the TSCA Compliance Monitoring Prog grant.	A	2.00		94,824	2.00		94,824	2.00		94,824
OR		HTH 760/MS	OR - 27	Convert from temp to perm 2.00 Ofc Asst IV (#120381, #120383) & 1.00 Ofc Asst III (#120384) in Vital Records to improve recruitment/retention & reflect the perm nature of each position.	A	3.00	(3.00)		3.00	(3.00)		3.00	(3.00)	
OR		HTH 501/CV	OR - 28	Convert a Temporary PHAO IV to a Permanent position	A	1.00	(1.00)	-	1.00	(1.00)		1.00	(1.00)	
OR		HTH 840/FJ	OR - 29a	Change MOF for 5.00 perm positions in the Solid Waste Section from MOF: B (Env Management Spc Fd "EMSF") to MOF: A-General to maintain solvency & reduce ceiling for the EMSF.	B	(5.00)		(3,021,323)	(5.00)		(3,021,323)	(5.00)		(3,021,323)
OR		HTH 840/FJ	OR - 29b	Change MOF for 5.00 perm positions from B (environmental management special fund) to A-General.	A	5.00		411,196	5.00		411,196	5.00		411,196

HTH

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 907/AP	OR - 30	Add funds to support statewide health planning initiative and state health functional plan pursuant to chapter 226, Hawaii Revised Statutes.	A			100,000			100,000			100,000
OR		HTH 501/KB	OR - 31	Convert a Temporary RN V to a Permanent position	A	1.00	(1.00)	-	1.00	(1.00)		1.00	(1.00)	
OR		HTH 849/FD	OR - 32	Add 1.00 perm Env Hlth Spec IV position for grant management and cost recovery activities to replace vacant/ERRF funded position abolished by Act 119/SLH 2015.	A	1.00		25,386	-		-	-		-
OR		HTH 501/ED	OR - 33	Establish 1.00 FTE Temporary Office Assistant III Position in the Developmental Disabilities Division Hospital & Community Dental Services Branch	A		1.00	13,350		-	-		-	-
OR		HTH 840/FG	OR - 34	Add 2.00 perm Env Hlth Spec IV positions for watershed and surface water quality monitoring, assessment, and analysis statewide.	A	2.00		50,772	-		-	-		-
OR		HTH 560/CF	OR - 35	Establish 1.00 perm FTE Program Specialist V and funds to re-establish the Child Death Review program of the Maternal and Child Health Branch (MCHB).	A	1.00		29,868						
OR		HTH 460/HE	OR - 36a	Transfer Out 1.00 FTE Permanent Position Count from the Oahu Children's Mental Health Services (HTH 460/HE) to Child and Adolescent Mental Health Administration (HTH 460/HF) to Create a SW/HSP to Assist Girls Exposed to Trauma	A	(1.00)			(1.00)			(1.00)		
OR		HTH 460/HF	OR - 36b	Transfer In 1.00 FTE Permanent Position Count from the Oahu Children's Mental Health Services (HTH 460/HE) to Child and Adolescent Mental Health Administration (HTH 460/HF) and Add Funding for a SW/HSP Position to Assist Girls Exposed to Trauma	A	1.00		25,386	-		-	-		-
OR		HTH 460/HF	OR - 36c	Establish 2.00 FTE Permanent SW/HSP Positions in the Adolescent Mental Health Administration (HTH 460/HF) to Assist Girls Exposed to Trauma	A	2.00		53,970	-		-	-		-
OR		HTH 840/FG	OR - 37	Add 1.00 perm Env Hth Spec IV for compliance/enforcement activities to replace vacant/ERRF funded position abolished by Act 119/SLH 2015.	A	1.00		25,386	-		-	-		-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 560/CC	OR - 38	Establish a 1.00 temporary Program Specialist IV for the Genetic Services and Education program.	P		1.00	37,283		1.00	37,283		1.00	37,283
OR		HTH 501/JA	OR - 39	Establish 1.00 FTE Permanent Registered Nurse III to the Outcomes and Compliance Branch to conduct health related monitoring of homes statewide	A	1.00		40,321	-		-	-		-
OR		HTH 840/FF	OR - 40a	Change MOF from N-Air Pollution Control Grant to A-General for 1.00 perm Planner IV (#39986) & transfer related funds from Pers Svcs to Other Currents Exps to operate/maintain Hawaii's ambient air quality monitoring network.	N	(1.00)		-	-		-	-		-
OR		HTH 840/FF	OR - 40b	Change MOF from N-Federal to A-General for 1.00 perm Planner IV (#39986).	A	1.00		72,324	-		-	-		-
OR		HTH 560/KC	OR - 41	Request to Change MOF and add funds for 1.00 FTE Epidemiologist position	N		(1.00)	(71,820)	(1.00)		(71,820)	(1.00)		(71,820)
OR		HTH 560/KC	OR - 41	Request to Change MOF and add funds for 1.00 FTE Epidemiologist position	P		1.00	115,000	1.00		115,000	1.00		115,000
OR		HTH 501/KB	OR - 42	Establish 1.00 FTE Permanent Physical Therapist III Position for the Clinical and Eligibility Determination Unit	A	1.00		26,670	-		-	-		-
OR		HTH 840/FK	OR - 43	Add 1.00 perm Engineer (Env) IV position to help develop and manage Clean Water State Revolving Fund (CWSRF) projects.	W	1.00		49,177	1.00		49,177	1.00		49,177
OR		HTH590/KK	OR - 44a	Change MOF for #52019 PHAO III from 100% federal to 50% federal + 50% general, and convert from temp to perm.	A	0.50			-			-		
OR		HTH590/KK	OR - 44b	Change MOF for #52019 PHAO III from 100% federal to 50% federal + 50% general, and convert from temp to perm.	P	-	-					-	-	
OR		HTH590/KX	OR - 44b	Change MOF for #52019 PHAO III from 100% federal to 50% federal + 50% general, and convert from temp to perm.	P	0.50	(1.00)		-	-		-	-	
OR		HTH 905/AH	OR - 45	Convert Program Specialist (DD) IV from Temporary Civil Service to Permanent Civil Service	A	1.00	(1.00)					-	-	
OR		HTH 501/JQ	OR - 46	Establish 2.00 FTE Permanent Social Worker/Human Services Professional Positions for the Case Management Branch, East Hawaii	A	2.00		47,202	2.00		47,202	2.00		47,202

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions			
						FY 17			FY 17			FY 17			
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	
OR		HTH 904/AJ	OR - 47	Add funds for the Chronic Disease Self Management Program (CDSMP) and Enhance Fitness (EF) for the elderly throughout Hawaii Health Aging Project	A			485,880							-
OR		HTH 840/FJ	OR - 48	Add funds for revision of the State's Integrated Solid Waste Management Plan (last issued 2000) for compliance with HRS 342G-29.	A			350,000			350,000				350,000
OR		HTH 720/MP	OR - 49	Workstation upgrades for licensing section to accommodate medical marijuana staff	A			112,000							-
OR		HTH 840/FG	OR - 50	Add 1.00 perm Office Asst III position to provide greater clerical support for Clean Water Branch to enable timely completion of water quality, permitting, environmental review, and reporting functions.	A	1.00		13,350	-		-	-			-
OR		HTH 720/MP	OR - 51	Workstation upgrades for medicare section to accommodate additional staff	A			25,200							-
OR		HTH 720/MP	OR - 51	Workstation upgrades for medicare section to accommodate additional staff	P			100,800							-
OR		HTH 849/FB	OR - 52	Add 1.00 perm Personnel Clerk IV for the Env Resources Ofc to handle workload and ensure coverage for EHA programs (HTHs 849/840/610).	A	1.00		14,994	-		-	-			-
OR		HTH 849/FC	OR - 53	Add 1.00 perm Planner IV for the Env Planning Ofc for environmental review and guidance on land use documents and conditions.	A	1.00		25,386	-		-	-			-
OR		HTH 849/FB	OR - 54	Add 2.00 perm Accountant III for increased workload from the State's new accounting methodology for federal awards for EHA programs (HTHs 849/840/610).	A	2.00		46,932	-		-	-			-
OR		HTH 849/FA	OR - 55	Add funds for Other Current Expenses for data management shared costs.	A			130,300			130,300				130,300
OR		HTH 840/FF	OR - 56	Add funds for contract services to conduct more scientific no-burn determinations and develop/maintain a no-burn website.	A			200,000			-				-
OR		HTH 520/AI	OR - 57	Change Means of Financing of 3.00 Facility Access Staff from General to Special Fund and Convert Positions from Temporary to Permanent	B	3.00		316,362	3.00		318,498	3.00			318,498

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 520/AI	OR - 57	Change Means of Financing of 3.00 Facility Access Staff from General to Special Fund and Convert Positions from Temporary to Permanent	A		(3.00)	(164,622)		(3.00)	(166,758)		(3.00)	(166,758)
OR		HTH 460/HO	OR - 58	Rate increase for the Child and Adolescent Mental Health Division Purchase of Service Contractors	A			2,354,308			-			-
OR		HTH 460/HO	OR - 58	Rate increase for the Child and Adolescent Mental Health Division Purchase of Service Contractors	B			588,578			-			-
OR		HTH 904/AJ	OR - 59	Establish 2 Program Specialist IV's to develop and implement the ADRC; add funds for City & County of Honolulu and Hawaii implementation and operating funds for County of Maui and Kauai	A	2.00		1,753,283	2.00		1,753,283	2.00		1,753,283
OR		HTH 904/AJ	OR - 60	Increase Kupuna Care Base	A			4,145,695			4,145,695			4,145,695
OR		HTH 904/AJ	OR - 61	Housekeeping. Increase ceiling for new grants and add 3 temp FTE positions	P		3.00	2,741,834		3.00	2,741,834		3.00	2,741,834
OR		HTH 440/HR	OR - 62	Housekeeping - Adjustment to correct an error in Act 119 (SLH 2015)	N		0.50			0.50			0.50	
OR		HTH 560/GI	OR - 63	Establish federal fund ceiling for the Women, Infants, and Children (WIC) Electronic Benefits Transfer (EBT) Project	P			250,000			250,000			250,000
OR		HTH 560/CT	OR - 64	Establish federal fund ceiling for the Maternal and Infant Early Childhood Home Visitation (MIECHV) Expansion Grant.	P			8,430,783			8,430,783			8,430,783
OR		HTH 560/GI	OR - 65	Establish federal fund ceiling for the Women, Infants, and Children (WIC) Management Information System (MIS) Project	P			1,495,818			1,495,818			1,495,818
OR		HTH 100/DI	OR - 66	Request to increase federal funds ceiling for Ryan White grant.	N			665,397			665,397			665,397
OR		HTH 440/HO	OR - 67	Housekeeping - Increase federal fund ceiling for the Substance Abuse Prevention and Treatment Block Grant (SAPT BG)	N			350,000			350,000			350,000
OR		HTH 440/HD	OR - 68	Housekeeping - Increase federal fund ceiling for the Food and Drug Administration (FDA) Tobacco Enforcement contract	N			100,000						-
		HTH 440/HD	OR - 68	Housekeeping - Increase federal fund ceiling for the Food and Drug Administration (FDA) Tobacco Enforcement contract	P						100,000			100,000
OR		HTH 560/CC	OR - 69	Increase in Special Fund Ceiling for the Newborn Metabolic Screening Program (NBMS)	B			250,000			250,000			250,000

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 760/MS	OR - 70	Housekeeping. Increase appropriation ceiling for Vital Statistics Cooperative Program in accordance with FY17 Form FF.	P			91,300			91,300			91,300
OR		HTH 840/FF	OR - 71	Housekeeping. Increase ceiling for Clean Air Special Fund for contract services for greenhouse gas emissions inventory data to aid in regulatory decision making.	B			550,000			550,000			550,000
OR		HTH 849/FD	OR - 72	Housekeeping. Increase ceiling for State Response Program and Dept of Defense grants in accordance with FY17 Form FF.	P			1,156,783			1,156,783			1,156,783
OR		HTH 840/FE	OR - 73a	Housekeeping. Adjust MOF for ITS IV and EHS IV that are funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants.	N	(0.65)		(56,943)	(0.65)		(56,943)	(0.65)		(56,943)
OR		HTH 840/FE	OR - 73b	Housekeeping. Adjust MOF for ITS IV and EHS IV that are funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants.	P	0.65		56,943	0.65		56,943	0.65		56,943
OR		HTH 840/FJ	OR - 74a	Housekeeping. Adjust MOF for ITS IV and EHS IV that are funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants.	N	(0.75)	(1.00)	(87,201)	(0.75)	(1.00)	(87,201)	(0.75)	(1.00)	(87,201)
OR		HTH 840/FJ	OR - 74b	Housekeeping. Adjust MOF for ITS IV and EHS IV that are funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants.	P	0.75	1.00	87,201	0.75	1.00	87,201	0.75	1.00	87,201
OR		HTH 849/FA	OR - 75a	Housekeeping. Adjust MOF for Hearings Officer that is funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants	N		(0.15)	(9,124)		(0.15)	(9,124)		(0.15)	(9,124)
OR		HTH 849/FA	OR - 75b	Housekeeping. Adjust MOF for Hearings Officer that is funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants	P		0.15	9,124		0.15	9,124		0.15	9,124
OR		HTH 849/FB	OR - 76a	Housekeeping. Adjust MOF for Accountant and PHAO that is funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants	N	(0.70)		(58,014)	(0.70)		(58,014)	(0.70)		(58,014)
OR		HTH 849/FB	OR - 76b	Housekeeping. Adjust MOF for Accountant and PHAO that is funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants	P	0.70		58,014	0.70		58,014	0.70		58,014

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 849/FC	OR - 77a	Housekeeping. Adjust MOF for Planner, Public Participation Coordinator, and Secretary that are funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants	N	(1.40)		(115,736)	(1.40)		(115,736)	(1.40)		(115,736)
OR		HTH 849/FC	OR - 77b	Housekeeping. Adjust MOF for Planner, Public Participation Coordinator, and Secretary that are funded by multiple federal grants to reflect anticipated distribution across MOF N/P grants	P	1.40		115,736	1.40		115,736	1.40		115,736
OR		HTH 100/KJ	OR - 78	Housekeeping - Request to abolish Public Health Nursing Services special fund ceiling Per Act 147 HSL 2015	B			(90,720)			(90,720)			(90,720)
OR		HTH 610/FR	OR - 79a	Housekeeping. Decrease appropriation ceiling for Air Pollution Control grant in accordance with FY17 Form FF.	N			(219,002)			(219,002)			(219,002)
OR		HTH 610/FR	OR - 79b	Housekeeping. Decrease appropriation ceiling for TSCA Compliance Monitoring grant in accordance with FY17 Form FF.	P			(65,534)			(65,534)			(65,534)
OR		HTH 907/AE	OR - 80	Housekeeping. Decrease ceiling for block grant in accordance with Form FF	P			(573,986)			(573,986)			(573,986)
OR		HTH 907/AP	OR - 80	Housekeeping. Decrease ceiling for block grant in accordance with Form FF	P									(573,986)
OR		HTH 440/HD	OR - 81	Housekeeping - Reduce federal fund ceiling for the State of Hawaii Enforcing Underage Drinking Laws Grant.	N			59,639			(59,639)			(59,639)
OR		HTH 440/HR	OR - 82	Housekeeping - Reduce the federal fund ceiling for the Access to Recovery Grant	P		(4.00)	(331,523)		(4.00)	(331,523)		(4.00)	(331,523)
OR		HTH 440/HR	OR - 83	Housekeeping - Reduce federal fund ceiling for the Strategic Prevention Framework - State Incentive Grant.	P			(201,131)			(201,131)			(201,131)
OR		HTH 440/HO	OR - 84	Housekeeping - Reduce federal fund ceiling for the Strategic Prevention Framework - State Incentive Grant.	P			(2,740,000)			(2,740,000)			(2,740,000)
OR		HTH 440/HR	OR - 85	Housekeeping - Reduce federal fund ceiling for the Access to Recovery Grant.	P			(2,419,438)			(2,419,438)			(2,419,438)
OR		HTH 560/CF	OR - 86	Housekeeping - Delete 1.00 temp FTE - EBHV Project Coordinator position # 92809H from HTH 560/CF.	P		(1.00)	(94,884)					-	-

Req Cat	B&F Code	Prog ID/Org	Dept Pri	Description	MOF	Budget & Finance Recommendations						Governor's Decisions		
						FY 17			FY 17			FY 17		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
OR		HTH 560/CZ	OR - 86	Housekeeping - Delete 1.00 temp FTE - EBHV Project Coordinator position # 92809H from HTH 560/CZ.	P					(1.00)	(94,884)		(1.00)	(94,884)
OR		HTH 560/CT	OR - 87	Housekeeping - Delete Hawaii Tobacco Settlement Special Fund ceiling from HTH 560/CT.	B			(3,000,000)						-
OR		HTH 560/CY	OR - 87	Housekeeping - Delete Hawaii Tobacco Settlement Special Fund ceiling from HTH 560/CY.	B						(3,000,000)			(3,000,000)
OR		HTH440/HR	OR-88	Housekeeping - Increase federal fund ceiling for the Hawaii Pathways grant	P			499,185			499,185			499,185
		HTH 907		Office 365 licenses	A						697,250			697,250

**SUBTOTAL OTHER REQUESTS (OR):**

**By MOF**

General	A	230.10	(183.00)	23,273,873	28.80	(5.00)	20,028,160	30.60	(5.00)	20,118,160
Special	B	(2.00)	1.00	(4,176,560)	(2.00)	1.00	(4,940,373)	(2.00)	1.00	(4,940,373)
Federal Funds	N	(10.10)	(1.65)	79,629	(8.30)	(0.65)	(43,580)	(10.10)	(0.65)	(139,689)
Other Federal Funds	P	4.20	0.15	9,174,278	4.70	0.15	9,173,478	4.70	0.15	9,082,126
Private	R	-	-	-	-	-	-	-	-	-
County	S	-	-	-	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer	U	-	-	-	-	-	-	-	-	-
Revolving	W	3.80	-	160,301	3.80	-	250,891	3.80	-	250,891
Other	X	-	-	-	-	-	-	-	-	-

**GRAND TOTAL = BASE + TO + AN + Y2 + AI + OR**

**By MOF**

General	A	2,335.66	166.30	459,473,208	2,134.36	344.30	456,227,495	2,136.16	344.30	456,317,495
Special	B	127.50	27.00	202,768,785	127.50	27.00	202,004,972	127.50	27.00	202,004,972
Federal Funds	N	256.36	65.10	92,103,250	258.16	66.10	91,980,041	256.36	66.10	91,883,932
Other Federal Funds	P	78.60	150.90	60,175,023	79.10	150.90	60,174,223	79.10	150.90	60,082,871
Private	R	-	-	-	-	-	-	-	-	-
County	S	-	-	-	-	-	-	-	-	-
Trust	T	-	-	-	-	-	-	-	-	-
Inter-departmental Transfer	U	7.00	3.00	3,884,641	7.00	3.00	3,884,641	7.00	3.00	3,884,641
Revolving	W	45.00	-	211,018,532	45.00	-	211,109,122	45.00	-	211,109,122
Other	X	-	-	-	-	-	-	-	-	-

Request Category Legend:	
AI	Administrative Initiatives
UP	Conversion of Unbudgeted Positions
FE	Fixed Cost/Entitlement
HS	Health, Safety, Court Mandate
Y2	2nd Year Funding
TO	Trade-Off/Transfer
OR	Other Requests

Department of Health  
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY17			FY16 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$	
HTH100	KJ	Housekeeping - Request to abolish Public Health Nursing Services special fund ceiling Per Act 147 HSL 2015	None	B	-	-	\$ (90,720)	N
HTH100	DF	Request to transfer resources to fully fund positions in the Health Resources Administration (HTH595)	Health Resources Administration (HTH 595) positions will be fully funded in FY17.	A	-	-	\$ (19,500)	N
HTH440	HD	Change MOF of 3.00 perm. FTE positions from federal to general funds for the Substance Abuse Prevention and Treatment Block Grant.	Align positions and responsibilities with the financing of the positions.	N	(3.00)	-	\$ (172,877)	N
HTH440	HO	Transfer from HTH440/HO to HTH440/HD to fund 3.00 perm FTE positions for the Substance Abuse Prevention and Treatment Block Grant.	Align positions and responsibilities with the financing of the positions.	A	-	-	\$ (113,708)	N
HTH440	HD	Reduce federal fund ceiling for the State of Hawaii Enforcing Underage Drinking Laws Grant.	None	N	-	-	\$ (59,639)	N
HTH440	HR	Delete 4.00 temp FTE positions and funds for the Access to Recovery Grant.	None	P	-	(4.00)	\$ (331,523)	N
HTH440	HR	Reduce federal fund ceiling for the Access to Recovery Grant.	None	P	-	-	\$ (2,419,438)	N
HTH440	HR	Reduce federal fund ceiling for the Strategic Prevention Framework - State Incentive Grant.	None	P	-	-	\$ (201,131)	N
HTH440	HO	Reduce federal fund ceiling for the Strategic Prevention Framework - State Incentive Grant.	None	P	-	-	\$ (2,740,000)	N
HTH460	HZ	Transfer Out Collective Bargaining funds from the pseudo Child and Adolescent Mental Health Administration (HTH 460/HZ) to Child and Adolescent Mental Health Administration (HTH 460/HF)	Housekeeping action to transfer out Collective Bargaining funds from the pseudo HTH 460/HZ to HTH 460/HF. These funds were initially added to an incorrect organizational code and Means of Financing.	N	-	-	\$ (188,087)	N
HTH460	HE	Transfer Out 1.00 FTE Permanent Position Count from the Oahu Children's Mental Health Services (HTH 460/HE) to Child and Adolescent Mental Health Administration (HTH 460/HF) to Create a Human Services Professional/Social Worker Position to Assist Girls Exposed to Trauma	Request to transfer 1.00 FTE permanent position count (#51100) from the Oahu Children's Mental Health Services (HTH 460/HE) to Children and Adolescent Mental Health Administration (HTH 460/HF), to be varianced to a Human Services Professional/Social Worker IV, to expand on the program set up by the Federal Grant Project Kealahou that will be ending September 29, 2016.	A	(1.00)	-	\$ -	N
HTH520	AI	Change Means of Financing of 3.0 Facility Access Staff from General Fund to Special Fund	None. This is a change of MOF from General Fund to Special Fund.	A	-	(3.00)	\$ (166,758)	N

Department of Health  
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	Pos (P)	Pos (T)	\$\$\$	Restriction (Y/N)
HTH560	CZ	Delete 1.00 FTE Temporary EBHV Project Coordinator pos. #92809H from HTH 560/CZ.	None. Position was abolished.	P	-	(1.00)	\$ (94,884)	N
HTH560	CY	Delete Hawaii Tobacco Settlement Special Fund ceiling from HTH 560/CY.	None. Funds were replaced by general funds in FY 2016 & 2017 pursuant to Act 118, SLH 2015.	B	-	-	\$ (3,000,000)	N
HTH560	KC	Request to change MOF for permanent Epidemiologist II position #120339 from "N" to "P" and increase ceiling to support salary from the Preventive Health and Health Services Block Grant.	None	N	(1.00)	-	\$ (71,820)	N
HTH610	FR	Change funding for Environmental Health Specialist III positions (-2.00 perm/0.00 temp/- \$94,824 P, 2.00 perm/0.00 temp/\$94,824 A) for regulation of asbestos activities.	Funding change will enable continuation of asbestos compliance and enforcement duties and functions. Federal funds are no longer available for these positions, due to reduction of the Toxic Substances Control Act (TSCA) Compliance Monitoring Program grant.	P	(2.00)	-	\$ (94,824)	N
HTH610	FR	Decrease appropriation ceiling (0.00 perm/0.00 temp/- \$219,002 N) for Air Pollution Control grant in accordance with FY 17 Form FF.	Decrease Federal Funds ceiling to anticipated award amount for indoor air quality and National Emissions Standards for Hazardous Air Pollutants (NESHAP) asbestos programs that are part of the Air Pollution Control grant.	N	-	-	\$ (219,002)	N
HTH610	FR	Decrease appropriation ceiling (0.00 perm/0.00 temp/- \$65,534 P) for TSCA Compliance Monitoring grant in accordance with FY 17 Form FF.	Decrease Other Federal Funds ceiling to anticipated award amount for the TSCA Compliance Monitoring Program grant.	P	-	-	\$ (65,534)	N
HTH840	FE	Change funding for Office Assistant III (-0.80 perm/0.00 temp/- \$20,534 N, 0.80 perm/0.00 temp/\$20,534 W) from partial State Revolving Funds (SRF) to wholly SRF.	Multiple federal grants previously provided support for the position, but are no longer adequate to fund this position. The funding change will enable compliance with the Corrective Action Plan for the Drinking Water SRF and to implement the recommendations of the management study (2014) and lean/kaizen events (2015) for the SRF programs that identified the need for an additional clerical position to perform routine loan processing and administrative duties.	N	(0.80)	-	\$ (20,534)	N

Department of Health  
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	Pos (P)	Pos (T)	\$\$\$	Restriction (Y/N)
HTH840	FJ	Change funding for solid waste regulatory enforcement positions (-5.00 perm/0.00 temp/- \$3,021,323 B, 5.00 perm/0.00 temp/\$411,196 A) from environmental management special fund (EMSF) to general funds and reduce ceiling of EMSF.	Revenue and cash balance of EMSF are inadequate to support the current number of positions and conduct all mandated functions. Attempts to increase the solid waste disposal surcharge (the fund's revenue source for positions) have been unsuccessful. Funding change will maintain solvency of the EMSF and ceiling reduction will align with anticipated revenue.	B	(5.00)	-	\$ (3,021,323)	N
HTH904	AJ	Change salary admin from Federal to General	None	P	(1.80)	-	\$ (96,109)	N
HTH907	AP	Adjust federal ceiling for MOF P to match Form FF	None. This is to adjust appropriation ceiling to match anticipated award amounts.	P	-	-	\$ (573,986)	N

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY17		
								Pos (P)	Pos (T)	\$\$\$
HTH100	DI	NG	1	OR-19	Establish 1.00 temp FTE Office Assistant IV for the Medical Marijuana Registry Program and to increase the Medical Marijuana Registry special fund ceiling.	OA IV is requested to help reduce the turn around time due to the current and anticipated future volume of work (applications) that are being received by the program.	B	-	1.00	\$ 25,642
HTH100	DI	FF	2	OR-66	Request to increase federal funds ceiling for Ryan White grant	The current grant award for Ryan White and its rebate funds is \$4,572,267. The difference is \$665,397. The increase in appropriation will allow the program with spend all resources under the Ryan White grant.	N	-	-	\$ 665,397
HTH430	HQ	AR	1	OR-1	Additional Funds to Cover Projected Deficits at Hawaii State Hospital (HSH)	The continued high patient census and high patient acuity experienced for the past four years had resulted in increased operational spending throughout the hospital thus creating a large deficit.	A	-	-	\$ 4,728,446
HTH440	HD	FC	2	OR-13a	Transfer funds to HTH440/HD from HTH440/HO to fund 3.00 perm FTE positions for the Substance Abuse Prevention and Treatment Block Grant.	To align the funding of the positions to the duties and responsibilities.	A	3.00	-	\$ 113,708
HTH440	HR	AR	1	OR-25	Clean and Sober Homes Registry funding for 3.00 temp FTE positions and operating expenses.	To continue staff and operational support of the Clean and Sober Homes Registry.	A	-	3.00	\$ 252,000
HTH440	HO	FF	3	OR-67	Housekeeping request to adjust federal fund ceiling for the Substance Abuse Prevention and Treatment Block Grant.	Request to increase the federal fund ceiling MOF N starting FY17.	N	-	-	\$ 350,000
HTH440	HD	FF	4	OR-68	Housekeeping request to adjust federal fund ceiling for the Food and Drug Administration Tobacco Enforcement program.	Request to increase the federal fund ceiling MOF N starting FY17.	P	-	-	\$ 100,000
HTH440	HR	FF	5	OR-88	Housekeeping request to adjust federal fund ceiling for the Hawaii Pathways Project program.	Request to increase the federal fund ceiling MOF N starting FY17.	P	-	-	\$ 499,185
HTH440	HR	NR	6	OR-62	Correct a negative adjustment in Act 119 SLH2015.	Housekeeping - Adjustment to correct an error in Act 119 (SLH 2015)	A	-	0.50	\$ -

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH460	HF	AR	2	TO-10b	Transfer In Collective Bargaining funds from the pseudo Child and Adolescent Mental Health Administration (CAMHD) (HTH 460/HZ) to Child and Adolescent Mental Health Administration (HTH 460/HF)	Housekeeping action to transfer in Collective Bargaining funds from the pseudo HTH 460/HZ to HTH 460/HF. These funds were initially added to an incorrect organizational code and Means of Financing (MOF N instead of MOF P).	P	-	-	\$ 188,087
HTH460	HF	AR	1	HS-2	Request for additional funds to Design, Develop, and Implement a Data Analysis Platform	This request is for additional funds for CAMHD to provide the state match for design, development, and implementation costs of a DOH Behavioral Health Administration and DHS joint cross-program platform to meet services data tracking and analysis requirements. The state match breakdown is 10% for Development Costs, and an ongoing cost from FY18 out of 25% state match for Operating Costs. An adjustment for 76% of CAMHD patients in MedQUEST applies to these, for \$173,600 general funds and planned \$1,226,400 federal match.	A	-		\$ 173,600
HTH501	CN	AR	1	HS-1	Increase State Match for the I/DD Home and Community Based Services Waiver	Increase the state match for the Medicaid Intellectual and Developmental Disabilities (I/DD) 1915(c) Home and Community Based Services (HCBS) Waiver to address the cost of services based on requirements of the final rules amending the regulation for 1915(c) HCBS Waiver program, authorized under section 1915(c) of the Social Security Act which requires states to maximize the opportunities for HCBS program participants to have access to the benefits of community living and to receive services in the most integrated setting and will effectuate the law's intention for Medicaid home and community-based services to provide alternatives to services provided in institutions.	A	-	-	\$ 2,829,923

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH501	KB	AR	2	HS-3	Funding for an Electronic Health Record to meet Federal Standards	Request is for the state match of 10% for development costs to address the Department of Human Service's funding request to the Centers for Medicare and Medicaid (CMS) through a Medicaid Eligibility and Enrollment (EE) Implementation Advanced Planning Document (APD) with the intent to fund an Electronic Health Record (EHR) and data analytics solutions to manage and improve client care for individuals with intellectual and developmental disabilities served through the CMS 1915(c) DD Home and Community Based Service (HCBS) Waiver. The program also requests the state match of 50% for the administrative cost of developing the EHR and analytics solutions.	A	-	-	\$ 250,000
HTH501	CV	AR	3	OR-28	Convert a Temporary Public Health Administrative Officer IV to a Permanent position	Change the 1.00 FTE Public Health Administrative Officer (PHAO) IV position (#120912) in the Community Resources Branch (CRB) from temporary to permanent to provide essential financial functions for CRB, including meeting federal mandates required for continue receipt of Medicaid funds.	A	1.00	(1.00)	\$ -
HTH501	KB	AR	4	OR-31	Convert a Temporary Registered Nurse V to a Permanent position	Change the 1.00 FTE Registered Nurse (RN) V position (#120932) in the Clinical & Eligibility Determination Branch from temporary to permanent to provide legally required medical supervision for clients with chronic and complex medical conditions.	A	1.00	(1.00)	\$ -

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH501	JQ	AR	5	OR-46	Establish 2.00 FTE Permanent Social Worker/Human Services Professional Positions for the Case Management Branch for the county of Hawaii.	Request to add 2.00 FTE positions to the Case Management Branch within the Developmental Disabilities Division (DDD): (1.00) Social Worker/Human Services Professional (SW/HSP) IV and (1.00) SW/HSP III for the County of Hawaii.	A	2.00	-	\$ 47,202
HTH520	AI	AR	1	OR-2c	Office Relocation Costs	Program is expected to move in Fall 2016 to new site (Kamamalu Building). Moving costs are required.	A	-	-	\$ 19,303
HTH520	AI	AR	1	OR-2c	Office Relocation Costs	Program is expected to move in Fall 2016 to new site (Kamamalu Building). Moving costs are required.	B	-	-	\$ 27,530
HTH520	AI	AR	2	OR-57	Change Means of Financing of 3.0 Facility Access Staff from General Fund to Special Fund	Act 277, SLH 2012 shifted financing of Facility Access Staff from General Fund to Special Fund	B	3.00	-	\$ 318,498
HTH560	CG	AR	1	OR-3a	Request funds for the relocation of the Early Intervention staff and equipment to the Kamamalu Building in Downtown Honolulu.	The Early Intervention Services Program is currently paying approximately \$318,789 for its annual lease at 1350 South King Street in Honolulu.	A	-	-	\$ 684,805
HTH560	KC	AR	1	OR-3b	Request funds for the relocation of the Family Health Services Division Administration staff from the Hale Ekahi Building in Kaimuki to the Kamamalu Building in Downtown Honolulu.	The Family Health Services Division Administration staff is currently occupying the Hale Ekahi Cottage at 3652 Kilauea Avenue which is owned by the Hawaii Health Systems Corporation (Leahi Hospital). All facility repair and maintenance costs are borne by the Division.	A	-	-	\$ 232,869
HTH560	CC	AR	2	OR-38	Establish a 1.00 temporary Program Specialist IV for the Genetic Services and Education Program.	The Program Specialist IV will be a genetic counselor who will be assisting to fulfill the federal grant requirement to expand genetic services and education, including the establishment of cancer genetic services and education.	A	-	1.00	\$ 37,283

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH560	KC	AR	12	OR-41	Request to change MOF for permanent Epidemiologist II position #120339 from "N" to "P" and increase ceiling to support salary from the Preventive Health and Health Services Block Grant.	FHSD will receive funding from the Federal Preventive Health and Health Services Block Grant which is currently classified with a MOF of "P." In order to fund the Epidemiologist position, that has a MOF of "N" in FHSD's budget, it is necessary to convert the position to a MOF "P" and increase the ceiling to support the position's salary and fringe benefits.	P	1.00	-	\$ 115,000
HTH560	GI	AR	8	OR-63	Establish federal fund ceiling for the Women, Infants, and Children (WIC) Electronic Benefits Transfer (EBT) Project.	The USDA Food & Nutrition Service's (FNS) WIC regulations require all WIC State agencies receiving WIC funding to implement an EBT food delivery system by 2020. FNS has awarded Hawaii's WIC Services Branch \$250,000 for EBT planning. This budget request is to establish a budget ceiling for this grant.	P	-	-	\$ 250,000
HTH560	CT	AR	6	OR-64	Establish federal fund ceiling for the Maternal and Infant Early Childhood Home Visitation (MIECHV) Expansion Grant.	This request is to establish a federal fund "P" ceiling in HTH 560/CT for the newly acquired MIECHV Expansion Grant.	P	-	-	\$ 8,430,783
HTH560	GI	AR	7	OR-65	Establish federal fund ceiling for the Women, Infants, and Children (WIC) Management Information System (MIS) Project.	The USDA Food & Nutrition Service (FNS) approved Hawaii's MIS Implementation Advance Planning Document and was awarded \$1,495,818 based on a plan to partially implement a new WIC MIS during FY 2015-2016. Additional funds are expected during FY 2017-2021 to complete the project. This budget request is to establish a budget ceiling for this grant.	P	-	-	\$ 1,495,818
HTH560	CC	AR	5	OR-69	Increase in special fund ceiling for the Newborn Metabolic Screening Program (NBMSPP).	The NBMSPP is responsible for assuring that all infants born in Hawaii are screened for 33 disorders, with serious consequences such as intellectual disability or death if not identified and treated early. This request is to increase the expenditure ceiling to meet NBMSPP's projected operational costs for FY 2017 and beyond.	B	-	-	\$ 250,000

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH595	KA	AR	1	OR-11b	Request for additional resources to fully fund positions in the Health Resources Administration	Health Resources Administration (HRA) positions are currently underfunded in FY17. Request to transfers funds from other personal services cost in HTH 100 fully fund the HRA positions.	A	-	-	\$ 19,500
HTH610	FR	AR	1a/b	26a/b	Change funding for Environmental Health Specialist III positions (-2.00 perm/0.00 temp/- \$94,824 P, 2.00 perm/0.00 temp/\$94,824 A) for regulation of asbestos activities.	Funding change will enable continuation of asbestos compliance and enforcement duties and functions. Federal funds are no longer available for these positions, due to reduction of the Toxic Substances Control Act (TSCA) Compliance Monitoring Program grant.	A	2.00	-	\$ 94,824
HTH720	MP	AR	1	OR-5	Establish 2.2 permanent positions for Medicare Certification Section - positions are split-funded (80/20 fed/state for RN's and 60/40 fed/state for OA.	OHCA's current staffing complement of RNs and OAs has not been able to perform the mandated federal certification and state licensure workload of both its federal medicare section and state licensing section, and has also not been able to comply with Acts 093, 125, and 213 enacted over the past several years. The backlog of work for certification and licensing ranges from 25% to 75% in these areas. Non-compliance with the 1864 Agreement under the Social Security Act led to the withholding of federal funds in FFY 2015. This same backlog still exists in FFY 2016 leading to the distinct possibility of the withholding of federal funds once again.	P	2.20	-	\$ 170,355

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH720	MP	AR	1	OR-5	Establish 0.80 permanent positions for Medicare Certification Section - positions are split-funded (80/20 fed/state for RN's and 60/40 fed/state for OA.	OHCA's current staffing complement of RNs and OAs has not been able to perform the mandated federal certification and state licensure workload of both its federal medicare section and state licensing section, and has also not been able to comply with Acts 093, 125, and 213 enacted over the past several years. The backlog of work for certification and licensing ranges from 25% to 75% in these areas. Non-compliance with the 1864 Agreement under the Social Security Act led to the withholding of federal funds in FFY 2015. This same backlog still exists in FFY 2016 leading to the distinct possibility of the withholding of federal funds once again.	A	0.80	-	\$ 31,930
HTH720	MP	AR	2	OR-6	Establish 2.00 permanent positions for Licensing Section	OHCA's current staffing complement of RNs and OAs has not been able to perform the mandated federal certification and state licensure workload of both its federal medicare section and state licensing section, and has also not been able to comply with Acts 093, 125, and 213 enacted over the past several years. The backlog of work for certification and licensing ranges from 25% to 75% in these areas. Non-compliance with the 1864 Agreement under the Social Security Act led to the withholding of federal funds in FFY 2015. This same backlog still exists in FFY 2016 leading to the distinct possibility of the withholding of federal funds once again.	A	2.00	-	\$ 124,456

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH720	MP	AR	3	OR-8	Establish 1.00 permanent Registered Nurse IV per Act 093, SLH 2012	Oversight - only funding required. Act 093 transferred responsibilities for licensing adult day care facilities and the licensing, certification, and monitoring of community care foster family homes and case management agencies. Although assets were transferred (remaining funds and contracts), only \$25,344 was provided for RN IV. This amount does not cover the entire salary of an RN IV. OHCA has attempted to secure funding but has so far been denied. OHCA is again requesting the additional funds in this supplemental budget request.	A	-	-	\$ 44,756
HTH720	MP	AR	4	OR-9	Establish 1.00 permanent Registered Nurse V per Act 125, SLH 2014 for home care licensing	Act 125, SLH 2014 appropriated funds to establish one (1) FTE. OHCA was not able to complete the required documents to establish due to staffing shortage. Section 4. stipulates "Beginning with fiscal year 2015-2016 and each fiscal year thereafter, the department of health shall request funding for the permanent position that facilitates the licensing of home care agencies as part of its annual budget request to the director of finance."	A	1.00	-	\$ 66,358
HTH720	MP	AR	5	OR-10	Establish 1.00 permanent Office Assistant III per Act 213, SLH 2013.	The funding provided per Act 213 was temporary (through 6/30/2015). OHCA was unable to fill due to the temporary nature of the position and funding (NTE 6/30/2015) - DHRD was not able to post as there was less than three (3) months remaining. OHCA was not successful in obtaining the funding previously and is once again requesting funds in this supplemental budget request.	A	1.00	-	\$ 22,466

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH760	MS	AR	1	OR-27	Convert from temp to perm 2.00 Ofc Asst IV (#120381, #120383) & 1.00 Ofc Asst III (#120384) in Vital Records to improve recruitment/retention & reflect the perm nature of each position.	Act 104, SLH 2011 initially authorized these 3.00 temp positions for Vital Records to address additional workload relating to civil unions. The subsequent Hawaii Marriage Equality Act and continued ongoing need to register, process and generate certified copies of all Hawaii vital records events such as civil unions, marriages, birth and death with some divorces have made these positions critical in providing adequate customer service to help process all marriages and civil unions, in addition to helping fulfill the approximately 80,000 per year requests for a certified copy of a vital record. It has been an ongoing challenge to recruit for and retain staff in these temporary positions. Once extensively trained on the complicated vital records data systems, new hires will often leave for a permanent position. The need for these positions continues to be ongoing. This request is made to enhance recruitment/retention efforts by providing stability for each position and to accurately reflect the permanent nature of each position. There currently are over 20,000 applications for marriage and civil unions annually in Hawaii with a \$60 marriage application fee contributing to the State's General Fund for each application and each	A	3.00	(3.00)	\$ -
HTH760	MS	FF	2	OR-70	Increase ceiling for MOF P per anticipated federal receipts.	Housekeeping. Increase the other federal fund appropriation ceiling to a level that is in line with anticipated federal receipts.	P	-	-	\$ 91,300

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH840	FE	AR	1	OR-4	Add Information Technology Specialist V (1.00 perm/0.00 temp/\$28,584 A) for information technology network administration.	Replace vacant/Environmental Response Revolving Fund position that was deleted by Act 119/SLH 2015. The position is the sole computer network administrator for the Environmental Management Division and the Environmental Health Administration staff offices, which rely heavily on electronic permitting, inspections, and data reporting and retrieval.	A	1.00	-	\$ 28,584
HTH840	FJ	AR	2	OR-14	Add Environmental Health Specialist IV, Geologist I, and Engineer (Environmental) IV (3.00 perm/0.00 temp/\$88,362 A) for inspection, evaluation, and oversight of Red Hill fuel release remediation and preventative measures.	The positions will enable the Department of Health to enforce the Administrative Order on Consent (AOC) with the U.S. Navy and Defense Logistics Agency. The AOC commits the Department to a 22-year project of oversight and enforcement.	A	3.00	-	\$ 88,362
HTH840	FJ	AR	3	OR-29a/b	Change funding for solid waste regulatory enforcement positions (-5.00 perm/0.00 temp/- \$3,021,323 B, 5.00 perm/0.00 temp/\$411,196 A) from environmental management special fund (EMSF) to general funds and reduce ceiling of EMSF.	Revenue and cash balance of EMSF are inadequate to support the current number of positions and conduct all mandated functions. Attempts to increase the solid waste disposal surcharge (the fund's revenue source for positions) have been unsuccessful. Funding change will maintain solvency of the EMSF and ceiling reduction will align with anticipated revenue.	A	5.00	-	\$ 411,196
HTH840	FK	NG	4	OR-43	Add Engineer (Environmental) IV (1.00 perm/0.00 temp/\$49,177 W) to develop and manage Clean Water SRF-funded wastewater infrastructure construction projects.	Clean Water SRF program has only one engineer to handle workload. Engineering aspects of the program have significantly increased due to additional regulations in the Water Resources Reform and Development Act of 2014 and additional environmental review requirements mandated by the U.S. Environmental Protection Agency.	W	1.00	-	\$ 49,177

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH840	FJ	NR	5	OR-48	Add funds for revision of the State's Integrated Solid Waste Management Plan (0.00 perm/0.00 temp/\$350,000 A).	HRS §342G-29 requires the department to revise the state Integrated Solid Waste Management Plan within six months of the date that all four county revised plans have been approved, which was in 2008 to 2010. The current State plan was issued in July 2000 and has not been revised due to a lack of funds. Hawaii is rapidly running out of landfill space and must address consumption, waste, reuse, recycling, and waste to energy conversion.	A	-	-	\$ 350,000
HTH840	FE	NG	6	TO-21a/b	Change funding for Office Assistant III (-0.80 perm/0.00 temp/- \$20,534 N, 0.80 perm/0.00 temp/\$20,534 W) from partial State Revolving Funds (SRF) to wholly SRF.	Multiple federal grants previously provided support for the position, but are no longer adequate to fund this position. The funding change will enable compliance with the Corrective Action Plan for the Drinking Water SRF and to implement the recommendations of the management study (2014) and lean/kaizen events (2015) for the SRF programs that identified the need for an additional clerical position to perform routine loan processing and administrative duties.	W	0.80	-	\$ 20,534
HTH840	FF	NG	7	OR-71	Increase clean air special fund ceiling (0.00 perm/0.00 temp/\$550,000 B) for contract services for greenhouse gas emissions inventory.	Greenhouse gas (GHG) emissions inventories are required per HRS §342B and data will aid in regulatory decision-making. The emissions inventories are needed to verify progress of existing clean energy programs for achieving Hawaii's GHG reduction goals and to determine if further GHG reductions are necessary, in accordance with the Hawaii Administrative Rules (HAR).	B	-	-	\$ 550,000

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH849	FB	NR	1	OR-2d	Add funds (0.00 perm/0.00 temp/\$826,000 A) for relocation of environmental health programs from AAFES building to Waimano Ridge.	Relocation of employees in Environmental Health Administration staff offices and Environmental Management Division from the AAFES building has been postponed to FY 17 due to delays in construction projects to remodel various Waimano buildings into office space.	A	-	-	\$ 826,000
HTH849	FA	NG	2	OR-18	Add State Revolving Fund (SRF) Program Manager and SRF Funds Manager (2.00 perm/0.00 temp/\$181,180 W) to improve management and results of Drinking Water and Clean Water SRF programs.	SRF positions will enable compliance with the Department's Corrective Action Plan with the U.S. Environmental Protection Agency by addressing deficiencies in SRF program management and financial analysis and providing capability for the most efficient and effective use of SRF funds.	W	2.00	-	\$ 181,180
HTH849	FA	AR	3	OR-55	Add funds (0.00 perm/0.00 temp/\$130,300 A) for data management systems activities.	Funding is for shared infrastructure and services to manage, coordinate, and sustain all new and ongoing information technology activities for environmental health programs.	A	-	-	\$ 130,300
HTH849	FD	FF	4	OR-72	Increase appropriation ceiling (0.00 perm/0.00 temp/\$1,156,783 P) for State Response Program (SRP) and Department of Defense and State Memorandum of Agreement (DSMOA) grants in accordance with FY 17 Form FF.	Increase Other Federal Funds ceiling to accommodate anticipated amounts for SRP and DSMOA grants with two-year award periods that must be fully budgeted in the first year in accordance with federal funds methodology.	P	-	-	\$ 1,156,783
HTH850	FS	AR	1	OR-15	Data Management System	Funds are needed for continued development of the OEQC database that will be a centralized digital workflow for the Environmental Impact Statements process for paperless and expedient public and Government access. Without completion of the database, the manual processing system will continue inefficiencies and general public confusion about the process.	A	-	-	\$ 90,000
HTH904	AJ	AR	3	OR-20	Change salary admin from Federal to General (posn count only)	To adjust federal/general salary percentages based on upon upcoming salary increases, to fit under the federal administrative ceiling for the Title III grant	A	1.80	-	\$ -

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH904	AJ	AR	2	OR - 59	Establish 2 Program Specialist IV's to develop and implement the ADRC; add funds for City & County of Honolulu and Hawaii implementation and operating funds for County of Maui and Kauai	To achieve fully functional status as defined by the U.S. Administration on Aging's national vision for an Aging Disability Resource Center (ADRC).	A	2.00	-	\$ 1,753,283
HTH904	AJ	AR	1	OR - 60	Increase Kupuna Care Base	Assist additional frail adults 60+ who have economic need but are not Medicaid eligible by providing a continuum of home and community based services such as adult day care, attendant care, homemaker/chore services, home delivered meals, transportation, personal care, case management through participant directed supports.	A	-	-	\$ 4,145,695
HTH904	AJ	FF	4	OR -61	Housekeeping. Increase ceiling for new grants and add 3 temp FTE positions	Federal ceiling adjustment to implement the federal No Wrong Door System Grant	P	-	3.00	\$ 2,741,834
HTH905	AH	AR	1	OR-2b	Costs to move DD Council from AAFES Building to Princess Victoria Kamamalu Building.	The relocation is required due to the need to vacate the DD Council's current office space at the AAFES building into the Kamamalu Building.	A			\$ 17,350
HTH907	AB	NR	1	OR-2a	Add Lease Rent for AAFES for July 2016 to June 2017.	To pay lease rent for EHA, DD Council, and DCAB so the programs may remain in the AAFES Building from July 1, 2016 thru June 30, 2017, when renovations at Waimano Ridge and Kamamalu Building are complete.	A	-	-	\$ 1,968,000
HTH907	AA	AR	1	OR-12	Establish 1.00 permanent Information Specialist III, and related costs; communications contract services, media monitoring services, travel, computers.	The program has also been unable to maintain a news media inquiry log, media contact roster, and website updates and changes. Media Monitoring Services will be maintained to provide monitoring of television and internet coverage of all areas of the department. Laptop computer and software will replace a laptop purchased in 2007. Replacement laptop and desktop are also being requested as current equipment is over 7 years old and no longer running efficiently.	A	1.00	-	\$ 50,574

Department of Health  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$
HTH907	AB	AR	2	OR-16	Establish 1.00 permanent Building Manager.	DOH currently has one Building Manager for 75 sites statewide. An additional position is necessary to serve all of these locations.	A	1.00	-	\$ 25,386
HTH907	AP	NR	1	OR-30	Add funds to support statewide health planning initiative and state health functional plan pursuant to chapter 226, Hawaii Revised Statutes.	DOH is tasked by the Governor to address social determinants of health through a framework of health in all policies.	A	-	-	\$ 100,000
HTH907	AG	AR	1	none	Office 365 licenses	Annual license for Office 365, which is a package of tools that let one access email, important documents, contacts, and calendar from almost anywhere and with any device including PC's, Tablets and smartphones.	A	-	-	\$ 697,250

Department of Health  
FY16 Restrictions

Table 7

Prog ID	Sub-Org	MOF	Budgeted by Dept	Restriction	Difference Between Budgeted & Restricted	Percent Difference	Impact
HTH100	KE	A	\$ 497,264	\$ 22,381	\$ 474,883	4.50%	The budget adjustment will required reduction in operating expenditure the administration. The administration will have to reduce cost in some utilities services and office supplies.
HTH100	DD	A	\$ 2,901,804	\$ 130,604	\$ 2,771,200	4.50%	The budget adjustment will required reduction in operating expenditure the TB Branch. The branch will have to reduce cost various areas of the clinic and the programs.
HTH100	DG	A	\$ 3,775,733	\$ 245,352	\$ 3,530,381	6.50%	The budget adjustment will required reduction in operating expenditure in Kalaupapa. Mostly importantly, the HD branch will have reduce the majority of items such as supplies and equipment for the annual barge to Kalaupapa.
HTH100	DI	A	\$ 4,710,727	\$ 239,265	\$ 4,471,462	5.08%	The budget adjustment will required reduction in AIDS prevention services in POS contracts for the branch. \$239,365 will be reduced from existing POS contracts that provide AIDS prevention services to commodate the restriction.
HTH100	KJ	A	\$ 11,572,657	\$ 530,398	\$ 11,042,259	4.58%	The PHN branch is implement an internal freeze on several Registered and License Practical Nurse positions to accommodate the restriction.
HTH420	HO	A	\$ 41,095,397	\$ 8,628,050	\$ 32,467,347	21.00%	The restriction severely limits the Adult Mental Health Division's (AMHD) ability to continue to rebuild community capacity and to support community alternatives to Hawaii State Hospital (HSH) inpatient commitment and discharge placements after HSH treatment. The restriction limits AMHD's ability to expand critically needed services for secured residential community placements post hospitalization and to financially support long term care initiatives.
HTH460	HO	A	\$ 41,085,841	\$ 759,000	\$ 40,374,793	1.85%	This reduction will be taken from various contracts and miscellaneous operating expenses through out the Division. No single contract will be reduced to meet this restriction.
HTH560	CC	A	\$ 1,239,638	\$ 7,500	\$ 1,232,138	0.60%	Restriction of \$7,500 will impact upon much needed funds for operational expenses for HUGS. Funds were appropriated to HUGS in FY 2016 under a Chapter 42F, HRS grant-in-aid.
HTH560	KC	A	\$ 4,213,593	\$ 101,365	\$ 4,112,228	2.40%	Restriction of \$18,000 will impact upon much needed funds for operational expenses for Ko'olauloa Community Health and Wellness Center, Incorporated (KCHWC). Funds were appropriated to KCHWC in FY 2016 under a Chapter 42F, HRS grant-in-aid. In addition, restrictions of \$55,769 to Molokai General Hospital and \$27,596 to Wahiawa General Hospital will impact upon the delivery of inpatient, outpatient, emergency and ancillary services in their respective communities.
HTH560	CW	A	\$ 1,678,154	\$ 20,568	\$ 1,657,586	1.22%	Restriction will impact upon the delivery of perinatal support services for high-risk pregnant women by community-based purchase of service Providers.
HTH 560	CF	A	\$ 1,400,513	\$ 20,567	\$ 1,379,946	1.46%	Restriction will impact upon the delivery of family support prevention services by community-based purchase of service Providers.
HTH610	FN	A	\$ 1,135,027	\$ 63,000	\$ 1,072,027	5.55%	The total restriction applied to HTH 610 was \$63,000, which consisted of \$31,500 restriction (hard) and \$31,500 contingency restriction (soft). The restrictions were applied to budget line items in Other Current Expenses based on projected costs for FY 16 so as to have the least amount of impact on the program. After the dengue outbreak occurred, the Governor released the contingency restriction.

Department of Health  
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
NONE						

Department of Health  
Expenditures Exceeding Appropriation Ceilings in FY15 and FY16

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
HTH100	P	4/2/2015	S-15-594-H	\$ 4,628,605	100.0%	New project period for a continuing grant	Act 119, SLH 2015	Y	N
HTH131	P	6/22/2015	S-15-597-H	\$ 831,511	100.0%	New Grant - Ebola Preparedness	Act 119, SLH 2015	Y	N
HTH131	P	9/25/2014	S-15-582-H	\$ 502,700	100.0%	New Grant - Capacity Building Assistance to Stengthen Public Health Immunization Infrastructure and Performance	Act 119, SLH 2015	N	N
HTH440	P	10/19/2015	S-14-566-H	\$ 499,185	19.0%	Actual federal award exceeded estimate.	Act 119, SLH 2015	Y	N
HTH440	P	9/25/2015	S-15-203-H	\$ 297,513	3.8%	Actual federal award exceeded estimate.	Act 119, SLH 2015	Y	Y
HTH440	P	9/30/2014	S-15-581-H	\$ 8,150,210	100.0%	New project period for Substance Abuse Prevention and Treatment Block Grant	Act 119, SLH 2015	Y	Y
HTH440	P	11/14/2014	S-14-566-H	\$ 499,059	71.0%	Additional federal funds provided.	Act 119, SLH 2015	Y	N
HTH460	N	8/6/2015	S-16-259-H	\$ 1,045,765	100.0%	This grant was inadvertently left off of Form FF for FY16 so non-appropriated account needed to be established and ceiling set.	Act 119, SLH 2015	Y	N
HTH460	N	3/2/2015	S-14-214-H	\$ 914,117	77.3%	Form FF-AS did not include sufficient ceiling for entire project period.	Act 119, SLH 2015	Y	N
HTH460	P	10/19/2015	S-14-503-H	\$ 910,630	28.5%	Additional federal funds provided.	Act 119, SLH 2015	Y	N
HTH495	P	11/12/2014	S-15-592-H	\$ 1,590,143	100.0%	New grant - Primary and Behavioral Care Integration	Act 119, SLH 2015	N	N
HTH560	P	12/1/2015	S-14-525-H	\$ 7,520	8.5%	Actual federal award exceeded estimate.	Act 119, SLH 2015	Y	N
HTH560	N	10/31/2015	S-16-294-H	\$ 136,263	42.9%	Actual federal award exceeded estimate.	Act 119, SLH 2015	Y	N
HTH560	N	10/19/2015	S-16-567-H	\$ 351,500	100.0%	New Grant	Act 119, SLH 2015	N	N
HTH560	P	4/1/2015	S-15-595-H	\$ 1,000,000	100.0%	New grant - Affordable Care Act- Maternal, Infant and Early Childhood Home Visiting Program	Act 119, SLH 2015	Y	N
HTH560	P	4/7/2015	S-15-596-H	\$ 8,430,783	100.0%	New grant - Affordable Care Act- Maternal, Infant and Early Childhood Home Visiting Program	Act 119, SLH 2015	Y	N
HTH560	P	10/15/2014	S-15-590-H	\$ 1,495,818	100.0%	New Grant - WIC MIS IAPDU	Act 119, SLH 2015	N	N
HTH560		9/16/2014	S-15-584-H	\$ 250,000	100.0%	New Grant - WIC EBT	Act 119, SLH 2015	N	N
HTH560	N	10/31/2015	S-16-294-H	\$ 136,263	42.9%	Additional federal funds provided.	Act 119, SLH 2015	Y	N
HTH560	P	12/1/2015	S-14-525-H	\$ 7,520	8.5%	Additional federal funds provided.	Act 119, SLH 2015	Y	N
HTH560	P	10/19/2015	S-16-567-H	\$ 351,500	100.0%	New Grant - WIC Infrastructure Grant	Act 119, SLH 2015	N	N
HTH590	P	9/22/2014	S-15-585-H	\$ 231,832	100.0%	New Grant - Quitline	Act 119, SLH 2015	Y	N
HTH590	P	9/8/2014	S-15-575-H	\$ 2,500,000	100.0%	New Grant - Hawaii State Asthma Control Program	Act 119, SLH 2015	Y	N
HTH590	P	10/19/2015	S-15-574-H	\$ 30,000	18.2%	Additional federal funds provided.	Act 119, SLH 2015	Y	N
HTH710	P	2/4/2015	S-14-537-H	\$ 6,000	4.0%	Increased ceiling needed to cover federal award from prior year.	Act 119, SLH 2015	Y	N
HTH710	P	7/7/2014	S-15-580-H	\$ 4,576	41.1%	Additional federal funds provided.	Act 119, SLH 2015	Y	N

Department of Health  
Expenditures Exceeding Appropriation Ceilings in FY15 and FY16

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
HTH710	P	7/7/2014	S-15-579-H	\$ 10,500	100.0%	New Grant - Swine Surveillance	Act 119, SLH 2015	Y	N
HTH720	P	12/20/2015	S-15-539-H	\$ 10,671	8.7%	Additional federal funds provided.	Act 119, SLH 2015	Y	N
HTH720	P	8/17/2015	S-15-509-H	\$ 290,079	29.9%	Actual federal award exceeded estimate.	Act 119, SLH 2015	Y	N
HTH720	P	10/19/2015	S-15-538-H	\$ 235,156	34.6%	Additional Ceiling needed for reimbursement grant	Act 119, SLH 2015	Y	N
HTH760	N	11/30/2014	S-15-593-H	\$ 740,000	100.0%	New Grant - The Hawaii National Violent Death Reporting System Project	Act 119, SLH 2015	N	N
HTH840	P	8/20/2015	S-15-560-H	\$ 699,009	349.5%	At time ceiling was established, the future of the grant was uncertain. However, best information is grant will remain for another six-year project period.	Act 119, SLH 2015	Y	N
HTH840	N	10/29/2015	S-15-299-H	\$ 234,779	84.6%	Additional federal funds provided. At time ceiling was established, it was not known whether or how much additional funding would be awarded during the five-year project period.	Act 119, SLH 2015	Y	N
HTH849	P	10/29/2015	S-15-546-H	\$ 245,500	44.2%	Additional federal funds provided, exceeding the estimated amount for the two-year project period.	Act 119, SLH 2015	Y	N
HTH849	P	9/21/2015	S-15-547-H	\$ 936,300	95.5%	Additional federal funds provided. At time ceiling was established, it was thought that the grant would have a one-year project period. However, the actual project period is two years.	Act 119, SLH 2015	Y	N
HTH904	P	7/3/2014	S-14-553-H	\$ 183,883	140.4%	Continuation of Cooperative Agreement for Hawaii ADRC Sustainability	Act 119, SLH 2015	Y	N

Department of Health  
Intradepartmental Transfers in FY15 and FY16

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
6/9/2015	A			\$ 8,082,394	HTH420	11.2%	HTH430	13.9%	To address the projected deficit in payroll and other current expenses including payments for agency nursing services, food services, pharmaceuticals, contracted psychiatry services and security services.	Y
6/9/2015	A		\$ 500,000	HTH460	0.8%	HTH430	0.9%			
6/9/2015	A		\$ 622,472	HTH495	8.5%	HTH430	1.1%			
6/25/2015	A			\$ 17,000	HTH131	0.1%	HTH595	4.6%	To address a projected payroll deficit.	N
4/20/2015	A			\$ 89,268	HTH420	0.1%	HTH720	1.8%	To address projected deficit in other current expenses due to change in contract funding from 50% federal/50% state to 39% federal/61% state. This contract was transferred from Dept. of Human Services to Dept of	N
3/25/2015	A			\$ 1,700,000	HTH420	2.4%	HTH730	2.1%	To address the projected deficit to cover contract payments which increased pursuant to collective bargaining increases negotiated by the contracted ambulance services provider for Oahu.	N
6/18/2015	A			\$ 315,000	HTH100	0.9%	HTH907	3.2%	To address a projected deficit in other current expenses attributed to unanticipated facilities repairs, telephone costs, contracted mediation services, and training on conducting investigations for Human Resources. Funds were also needed to purchase replacement motor vehicles for Maui, Kauai, and Hawaii District Health Offices.	N
5/2016 (anticipated date)	A			\$ 15,000	HTH100	0.04%	HTH 595	8.2%	To address a projected payroll deficit.	N
2/2016 (anticipated date)	A			\$ 7,328,446	HTH420	10.0%	HTH 430	11.1%	To address the projected deficit in payroll and other current expenses including payments for agency nursing services, food services, pharmaceuticals, contracted psychiatry services and security services. This transfer will include requesting the release of the contingency restriction of \$4,314,025.	Y

Department of Health  
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
H (HTH)	100	5H25PS001355	93.777	Comprehensive STD Prevention Projects	CDC	\$380,079	\$380,079	S-14-500-H	-	Kevin Nomura	733-8397	<a href="mailto:kevin.nomura@doh.hawaii.gov">kevin.nomura@doh.hawaii.gov</a>
H (HTH)	100	5U62PS003691	93.940	Comprehensive HIV Prevention Project for Health Depts	CDC	\$1,264,441	\$1,264,441	S-14-511-H	-	Kevin Nomura	733-8397	<a href="mailto:kevin.nomura@doh.hawaii.gov">kevin.nomura@doh.hawaii.gov</a>
H (HTH)	100	1U62PS003965	93.944	Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Virus	CDC	\$255,297	\$255,297	S-14-515-H	-	Kevin Nomura	733-8397	<a href="mailto:kevin.nomura@doh.hawaii.gov">kevin.nomura@doh.hawaii.gov</a>
H (HTH)	100	N/A	N/A	Prospective Comparison of TST vs. IGRAs in Diagnosing LTBI & Predicting Progression from LTBI to Active TB Disease (TBESC)	DHHS-CDC	\$461,541	\$461,541	S-14-516-H	-	Dr. Richard Brostrom	832-5737	<a href="mailto:richard.brostrom@doh.hawaii.gov">richard.brostrom@doh.hawaii.gov</a>
H (HTH)	100	5U52PS900491	93.116	Tuberculosis Control & Elimination in the State of Hawaii	DHHS-CDC	\$925,721	\$848,716	S-15-594-H	-	Dr. Richard Brostrom	832-5737	<a href="mailto:richard.brostrom@doh.hawaii.gov">richard.brostrom@doh.hawaii.gov</a>
H (HTH)	100	2X07HA00050	93.917	Ryan White Care Act Title II	HRSA	\$3,572,267	\$3,572,267	S-14-207-H	-	Kevin Nomura	733-8397	<a href="mailto:kevin.nomura@doh.hawaii.gov">kevin.nomura@doh.hawaii.gov</a>
H (HTH)	100	N/A	93.215	Hansen's Disease National Ambulatory Care Program	Dept. of Health and Human Services	\$1,810,618	\$1,810,618	S-14-518-H	-	Mike Maruyama	733-9831	<a href="mailto:michael.maruyama@doh.hawaii.gov">michael.maruyama@doh.hawaii.gov</a>
H (HTH)	131	5U51PS004046-03	93.270	Hawaii Department of Health Category A, Part 1 and Category B Project for Viral Hepatitis	DHHS	\$88,697	\$88,697	S-14-501-H	-	Thaddeus Pham	733-9298	<a href="mailto:thaddeus.pham@doh.hawaii.gov">thaddeus.pham@doh.hawaii.gov</a>
H (HTH)	131	5H231P000721-03	93.268	Hawaii Immunization and Vaccines for Children Program	DHHS	\$3,439,002	\$3,439,002	S-14-200-H	-	Ronald Balajadia	586-8328	<a href="mailto:ronald.balajadia@doh.hawaii.gov">ronald.balajadia@doh.hawaii.gov</a>
H (HTH)	131	1H231P000920-01	93.733	Hawaii Immunization Registry/VTrack S EXIS Enhancement Project	DHHS	\$502,700	\$502,700	S-15-582-H	-	Ronald Balajadia	586-8328	<a href="mailto:ronald.balajadia@doh.hawaii.gov">ronald.balajadia@doh.hawaii.gov</a>
H (HTH)	131	1U50CK000415-01	93.521	Hawaii's Epidemiology and Laboratory Capacity for Infectious Diseases - Building & Strengthening Epidemiology, Laboratory and Health Information Systems Capacity	DHHS	\$603,666	\$603,666	S-15-501-H	-	Myra Ching-Lee	587-6589	<a href="mailto:myra.ching-lee@doh.hawaii.gov">myra.ching-lee@doh.hawaii.gov</a>
H (HTH)	131	3U50CK000415-01S1	93.323	Hawaii's Epidemiology and Laboratory Capacity for Infectious Diseases - Building & Strengthening Epidemiology, Laboratory and Health Information Systems Capacity	DHHS	\$585,248	\$585,248	S-15-501-H	-	Myra Ching-Lee	587-6589	<a href="mailto:myra.ching-lee@doh.hawaii.gov">myra.ching-lee@doh.hawaii.gov</a>

Department of Health  
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
H (HTH)	131	3U50CK000415-01S2	93.815	Hawaii's Epidemiology and Laboratory Capacity for Infectious Diseases - Building & Strengthening Epidemiology, Laboratory and Health Information Systems Capacity; Ebola Supplemental Funding	DHHS	\$435,101	\$435,101	S-15-501-H	-	Myra Ching-Lee	587-6589	<a href="mailto:myra.ching-lee@doh.hawaii.gov">myra.ching-lee@doh.hawaii.gov</a>
H (HTH)	131	3U90TP000513-03S2	93.074	PHEP Supplemental for EVD Active Monitoring and Direct Active Monitoring Activities	DHHS	\$1,293,695	\$1,293,695	S-14-208-H	-	Steve Sakamoto / Judy Kern	587-6378 / 587-6372	<a href="mailto:steve.sakamoto@doh.hawaii.gov">steve.sakamoto@doh.hawaii.gov</a> ; <a href="mailto:judy.kern@doh.hawaii.gov">judy.kern@doh.hawaii.gov</a>
H (HTH)	131	5U90TP000513-04	93.074	TP12-1201 HPP and PHEP Cooperative Agreements	DHHS	\$6,111,177	\$6,111,177	S-14-208-H	\$ 611,117	Steve Sakamoto / Judy Kern	587-6378 / 587-6372	<a href="mailto:steve.sakamoto@doh.hawaii.gov">steve.sakamoto@doh.hawaii.gov</a> ; <a href="mailto:judy.kern@doh.hawaii.gov">judy.kern@doh.hawaii.gov</a>
H (HTH)	131	U3REP150521-01	93.817	Ebola Preparedness and Response Activities for the State of Hawaii	DHHS	\$831,511	\$831,511	S-15-597-H	-	Steve Sakamoto / Judy Kern	587-6378 / 587-6372	<a href="mailto:steve.sakamoto@doh.hawaii.gov">steve.sakamoto@doh.hawaii.gov</a> ; <a href="mailto:judy.kern@doh.hawaii.gov">judy.kern@doh.hawaii.gov</a>
H (HTH)	420	3B09SM010015-15	93.958	Block Grants for Community Mental Health Services	DHHS, SAMHSA, CMHS	\$2,368,691	\$1,322,926	S-15-202-H	-	Amy Yamaguchi	586-4682	<a href="mailto:amy.yamaguchi@doh.hawaii.gov">amy.yamaguchi@doh.hawaii.gov</a>
H (HTH)	420	2B09SM010015-16	93.958	Block Grants for Community Mental Health Services	DHHS, SAMHSA, CMHS	\$2,368,691	\$1,322,926	S-16-202-H	-	Amy Yamaguchi	586-4682	<a href="mailto:amy.yamaguchi@doh.hawaii.gov">amy.yamaguchi@doh.hawaii.gov</a>
H (HTH)	420	2X06SM016012-14	93.150	PATH	DHHS, SAMHSA, CMHS	\$300,000	\$300,000	S-15-212-H	-	Amy Yamaguchi	586-4682	<a href="mailto:amy.yamaguchi@doh.hawaii.gov">amy.yamaguchi@doh.hawaii.gov</a>
H (HTH)	440	TI010015-15	93.959	Substance Abuse Prevention and Treatment Block Grant	Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Administration (SAMHSA)	\$8,212,595	\$7,915,082	S-15-203-H	-	Melanie Muraoka	692-7515	<a href="mailto:melanie.muraoka@doh.hawaii.gov">melanie.muraoka@doh.hawaii.gov</a>
H (HTH)	440	TI025340	93.243	Hawaii Pathways Project	DHHS, SAMHSA	\$1,209,203	\$1,200,605	S-14-566-H	-	Melanie Muraoka	692-7515	<a href="mailto:melanie.muraoka@doh.hawaii.gov">melanie.muraoka@doh.hawaii.gov</a>
H (HTH)	440	SP020167	93.243	Hawaii Partnerships for Success	DHHS, SAMHSA	\$1,776,772	\$1,776,772	S-14-565-H	-	Melanie Muraoka	692-7515	<a href="mailto:melanie.muraoka@doh.hawaii.gov">melanie.muraoka@doh.hawaii.gov</a>
H (HTH)	440	HHSF223201400136C	none	Hawaii Tobacco State Enforcement Contract	DHHS, Food and Drug Administration	\$355,876	\$0	S-15-520-H	-	Melanie Muraoka	692-7515	<a href="mailto:melanie.muraoka@doh.hawaii.gov">melanie.muraoka@doh.hawaii.gov</a>
H (HTH)	460	SM059024	93.104	Project Kealahou - A New Pathway for Girls	SAMHSA	\$7,428,904	\$7,428,904	S-10-261-H, S-11-261-H, S-12-261-H, S-12-204-H, S-13-204-H, S-14-503-H	\$12,276,900	M. Stanton Michels M.D.	733-9339	<a href="mailto:stanton.michels@doh.hawaii.gov">stanton.michels@doh.hawaii.gov</a>

Department of Health  
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
H (HTH)	460	SM061226	93.243	Hawaii's System of Care Expansion Implementation Cooperative Agreements	SAMHSA	\$3,582,340	\$3,582,340	S-13-273-H, S-14-273-H	\$2,915,526	Pratima Musburger	733-9228	<a href="mailto:pratima.musburger@doh.hawaii.gov">pratima.musburger@doh.hawaii.gov</a>
H (HTH)	460	SM010015-15	93.958	Block Grant for Community Mental Health Services	SAMHSA	\$2,368,691	\$1,045,765	S-16-259-H	-	Sandra Pak	733-8383	<a href="mailto:sandra.pak@doh.hawaii.gov">sandra.pak@doh.hawaii.gov</a>
H (HTH)	460	SM010015-16	93.958	Block Grant for Community Mental Health Services	SAMHSA	\$2,368,691	\$1,045,765	S-16-259-H	-	Sandra Pak	733-8383	<a href="mailto:sandra.pak@doh.hawaii.gov">sandra.pak@doh.hawaii.gov</a>
H (HTH)	460	N/A	N/A	Hawaii State Mental Health Synectics Cooperative Agreement	SAMHSA	\$304,725	\$83,783	S-14-204-H	-	M. Stanton Michels M.D.	733-9339	<a href="mailto:stanton.michels@doh.hawaii.gov">stanton.michels@doh.hawaii.gov</a>
H (HTH)	495	N/A	N/A	Behavioral Health Services Information System	DHHS, SAMHSA	\$137,362	\$83,640	S-14-504-H	-	Amy Yamaguchi	586-4682	<a href="mailto:amy.yamaguchi@doh.hawaii.gov">amy.yamaguchi@doh.hawaii.gov</a>
H (HTH)	495	5H79SM060159-05 REV	93.243	Mental Health Transformation Grant: Implementing a Trauma-Informed System of Care	DHHS, SAMHSA, CMHS	\$342,375	\$342,375	S-14-245-H	-	Amy Yamaguchi	586-4682	<a href="mailto:amy.yamaguchi@doh.hawaii.gov">amy.yamaguchi@doh.hawaii.gov</a>
H (HTH)	495	1H79SM060956-01	93.243	Hawaii's Primary and Behavioral Health Care Integration Project	DHHS, SAMHSA, CMHS	\$1,590,143	\$1,590,143	S-15-592-H	-	Amy Yamaguchi	586-4682	<a href="mailto:amy.yamaguchi@doh.hawaii.gov">amy.yamaguchi@doh.hawaii.gov</a>
H (HTH)	560	H46MC24091	93.110	Heritable Disorders: Plan, pilot and evaluate a regional practice model that improves access to speciality genetics services, comprehensive primary care, and care coordination for Hawaii with heritable conditions and to increase the capacity of genetics and newborn screening programs to perform assessment, policy, development and assurance functions.	DHHS/HRSA	\$600,000	\$600,000	S-14-526-H	-	Sylvia Au	733-9063	<a href="mailto:Sylvia.Au@doh.hawaii.gov">Sylvia.Au@doh.hawaii.gov</a>
H (HTH)	560	H181A140091	84.181A	Infants and Toddlers with Disabilities (Part C): Support services to IDEA Part C eligible infants and toddlers and their families.	US-DOE	\$2,148,938	\$2,148,938	S-16-292-H	-	Stacy Kong	594-0025	<a href="mailto:stacy.kong@doh.hawaii.gov">stacy.kong@doh.hawaii.gov</a>

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H (HTH)	560	H61MC00038	93.251	Universal Newborn Hearing Screening: Develop and refine the system of screening, assessment, and early intervention services for young children with hearing loss, so that all young children with hearing loss will reach developmentally appropriate milestones for language and communication.	DHHS/HRSA	\$250,000	\$250,000	S-14-527-H	-	Patricia Heu	733-9058	<a href="mailto:Patricia.Heu@doh.hawaii.gov">Patricia.Heu@doh.hawaii.gov</a>
H (HTH)	560	1616HIHI7W1003 &1006	10.557	Women Infants & Children Program: Provides nutrition education, supplemental foods, breastfeeding support, health and social service referrals to improve the health status of eligible participants. (FFY 2015)	USDA/FNS	\$10,220,837	\$10,220,837	S-16-206-H	-	Linda Chock	586-8191	<a href="mailto:Linda.Chock@doh.hawaii.gov">Linda.Chock@doh.hawaii.gov</a>
H (HTH)	560	1414HIHIW5003	10.557	WIC Breastfeeding Peer Counseling: Enable State agencies to implement or maintain an effective breastfeeding peer counselor program and to increase breastfeeding initiation and duration rates among WIC participants. (FFY 2012)	USDA/FNS	\$319,043	\$319,043	S-14-293-H	-	Linda Chock	586-8191	<a href="mailto:Linda.Chock@doh.hawaii.gov">Linda.Chock@doh.hawaii.gov</a>
H (HTH)	560	1515HIHIW5003	10.557	WIC Breastfeeding Peer Counseling: Enable State agencies to implement or maintain an effective breastfeeding peer counselor program and to increase breastfeeding initiation and duration rates among WIC participants. (FFY 2011)	USDA/FNS	\$306,533	\$306,533	S-15-293-H	-	Linda Chock	586-8191	<a href="mailto:Linda.Chock@doh.hawaii.gov">Linda.Chock@doh.hawaii.gov</a>

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H (HTH)	560	14147HIHI6W524 1	10.578	WIC EBT Transfer Projects: To provide WIC agencies to plan, design and implement WIC electronic benefit transfer systems so that program benefits can be provided electronically.	USDA/FNS	\$250,000	\$250,000	S-15-584-H	-	Linda Chock	586-8191	<a href="mailto:Linda.Chock@doh.hawaii.gov">Linda.Chock@doh.hawaii.gov</a>
H (HTH)	560	1414HI707W5412	10.578	WIC MIS IAPDU: To provide technology funding in support of Hawaii's approved WIC Management Information Systems used to enhance and improve WIC service provision through the use of technology which will have a positive impact on the nutrition and health of WIC participants.	USDA/FNS	\$2,725,000	\$2,725,000	S-15-590-H	-	Linda Chock	586-8191	<a href="mailto:Linda.Chock@doh.hawaii.gov">Linda.Chock@doh.hawaii.gov</a>
H (HTH)	560	7HI700H1	10.578	WIC Grants to States (WGS) 2015 WIC Infrastructure Grant: An online outreach campaign to provide information to WIC participants, and increase Hawaii WIC's visibility, relevance and clout in virtual environments and to Wainane Health Center renovations and improvements as described in the proposal.	USDA/FNS	\$351,500	\$351,500	S-16-567-H	-	Linda Chock	586-8191	<a href="mailto:Linda.Chock@doh.hawaii.gov">Linda.Chock@doh.hawaii.gov</a>
H (HTH)	560	H18MC00012	93.110	State Systems Development Initiative: Facilitate the integration of comprehensive community based systems of health care by providing ongoing technical assistance to DOH staff and consumers of care.	DHHS/HRSA	\$18,760	\$18,760	S-15-505-H	-	Annette Mente	733-8358	<a href="mailto:Annette.Mente@doh.hawaii.gov">Annette.Mente@doh.hawaii.gov</a>

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H (HTH)	560	U68HP11443	93.130	State Primary Care Offices: Assist the state in the planning development and delivery of comprehensive primary care services in areas that lack adequate health professionals or areas lacking access to primary care.	DHHS/HRSA	\$167,994	\$167,994	S-14-521-H	-	Catherine Sorensen	733-8364	<a href="mailto:Catherine.Sorensen@doh.hawaii.gov">Catherine.Sorensen@doh.hawaii.gov</a>
H (HTH)	560	H95RH00105	93.913	State Office of Rural Health: To assists States in strengthening rural health care delivery systems by maintaining a focal point for rural health within each state.	DHHS/HRSA	\$171,598	\$171,598	S-14-523-H	\$ 532,644	Gregg Kishaba	586-5446	<a href="mailto:Gregg.Kishaba@doh.hawaii.gov">Gregg.Kishaba@doh.hawaii.gov</a>
H (HTH)	560	H54RH00012	93.241	Medicare Rural Hospital Flexibility Program (FLEX): Provides funding to state governments to spur quality and performance improvement activities, stabilize rural health finance, and integrate emergency medical services into their health care systems.	DHHS/HRSA	\$419,316	\$419,316	S-16-524-H	-	Scott Daniels	961-9460	<a href="mailto:Scott.Daniels@doh.hawaii.gov">Scott.Daniels@doh.hawaii.gov</a>
H (HTH)	560	H3HRH00022	93.301	Small Rural Hospital Improvement Program (SHIP): To help hospitals 1) pay for costs related to implementation of prospective payment systems such as updating chargemasters or providing training in billing and coding, 2) pay for the costs related to delivery system changes as outlined in the ACA such as value-based purchasing, accountable care organizations and payment bundling.	DHHS/HRSA	\$95,960	\$95,960	S-14-525-H	-	Scott Daniels	961-9460	<a href="mailto:Scott.Daniels@doh.hawaii.gov">Scott.Daniels@doh.hawaii.gov</a>

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H (HTH)	560	NU58DP004884	93.283	Hawaii State Oral Health Disease Prevention Program: To assist state health departments build and/or maintain effective public health capacity for the implementation, evaluation, and dissemination of best practices associated with oral disease prevention and improvement of oral health.	DHHS/CDC	\$250,000	\$250,000	S-14-563-H	-	Annette Mente	733-8358	<a href="mailto:Annette.Mente@doh.hawaii.gov">Annette.Mente@doh.hawaii.gov</a>
H (HTH)	560	H25MC26229	93.110	Community Integrated Service Systems, State Maternal & Child Health Early Childhood: Build early childhood service systems that address critical components of access to medical homes; social emotional development of young children; early care and education; parenting education; and family support.	DHHS/HRSA	\$140,000	\$140,000	S-14-522-H	-	Keiko Nitta	733-9079	<a href="mailto:Keiko.Nitta@doh.hawaii.gov">Keiko.Nitta@doh.hawaii.gov</a>
H (HTH)	560	B04MC29339	93.994	Maternal & Child Health Block Grant - Title V: Provide core public health services to women, infants, children and adolescents that assures a system of services that is comprehensive, integrated and community based.	DHHS/HRSA	\$426,751	\$426,751	S-16-229-H	-	Danette Tomiyasu	586-4122	<a href="mailto:Danette.Tomiyasu@doh.hawaii.gov">Danette.Tomiyasu@doh.hawaii.gov</a>
H (HTH)	560	B04MC28095	93.994	Maternal & Child Health Block Grant-Title V: Provide core public health services to women, infants, children and adolescents that assures a system of services that is comprehensive, integrated and community based.	DHHS/HRSA	\$2,008,474	\$2,008,474	S-15-229-H	-	Danette Tomiyasu	586-4122	<a href="mailto:Danette.Tomiyasu@doh.hawaii.gov">Danette.Tomiyasu@doh.hawaii.gov</a>

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H (HTH)	560	1501HIAEGP	93.235	Abstinence Education Grant Program provides abstinence education and, at the option of the State where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activities.	DHHS/ACF	\$156,881	\$156,881	S-15-528-H	-	Noella Kong	733-8339	<a href="mailto:Noella.Kong@doh.hawaii.gov">Noella.Kong@doh.hawaii.gov</a>
H (HTH)	560	UF2CE002400	93.136	Sexual Violence Prevention and Education grant is to strengthen violence against women prevention efforts by supporting increased awareness education and trainings.	DHHS/CDC	\$255,086	\$255,086	S-14-531-H	-	Helene Kaiwi	733-9094	<a href="mailto:Helene.Kaiwi@doh.hawaii.gov">Helene.Kaiwi@doh.hawaii.gov</a>
H (HTH)	560	2B01OT009015	93.991	Preventive Health Block Grant - Sexual Assault Set Aside funds is a rape and prevention education grant with Center for Disease Control. (Also listed under HTH 907 with Betty Wood).	DHHS/CDC	\$40,000	\$40,000	S-15-297-H	-	Helene Kaiwi	733-9094	<a href="mailto:Helene.Kaiwi@doh.hawaii.gov">Helene.Kaiwi@doh.hawaii.gov</a>
H (HTH)	560	G1401HIFRPG	93.590	Community-Based Child Abuse Prevention Grant is to develop and enhance Hawaii's network of community-based family resource and support programs to strengthen families for the prevention of child abuse and neglect through the provision of training and grant-making activities.	DHHS/ACF	\$317,933	\$317,933	S-15-294-H	-	Lani Sakamoto	733-9021	<a href="mailto:Lani.Sakamoto@doh.hawaii.gov">Lani.Sakamoto@doh.hawaii.gov</a>
H (HTH)	560	G1501HIFRPG	93.590	Community-Based Child Abuse Prevention Grant is to develop and enhance Hawaii's network of community-based family resource and support programs to strengthen families for the prevention of child abuse and neglect through the provision of training and grant-making activities.	DHHS/ACF	\$454,196	\$454,196	S-16-294-H	-	Lani Sakamoto	733-9021	<a href="mailto:Lani.Sakamoto@doh.hawaii.gov">Lani.Sakamoto@doh.hawaii.gov</a>

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H (HTH)	560	1401HIPREP	93.092	Personal Responsibility Education Program (PREP) is to educate adolescents and young adults on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections, including HIV/AIDS.	DHHS/ACF	\$250,000	\$250,000	S-14-534-H	-	Noella Kong	733-8339	<a href="mailto:Noella.Kong@doh.hawaii.gov">Noella.Kong@doh.hawaii.gov</a>
H (HTH)	560	1501HIPREP	93.092	Personal Responsibility Education Program (PREP) is to educate adolescents and young adults on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections, including HIV/AIDS.	DHHS/ACF	\$250,000	\$250,000	S-15-534-H	-	Noella Kong	733-8339	<a href="mailto:Noella.Kong@doh.hawaii.gov">Noella.Kong@doh.hawaii.gov</a>
H (HTH)	560	X02MC27398	93.505	Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program (MIECHV) Formula is to strengthen and improve the programs and activities carried out under Title V, to improve coordination of services for at risk communities and to identify and provide evidence-based home visiting programs to improve outcomes for families who reside in at risk communities.	HRSA	\$1,000,000	\$1,000,000	S-15-529-H	-	Tod Nickey Robertson	733-9041	<a href="mailto:Nickey.Robertson@doh.hawaii.gov">Nickey.Robertson@doh.hawaii.gov</a>

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H (HTH)	560	X02MC28216	93.505	Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program (MIECHV) Formula is to strengthen and improve the programs and activities carried out under Title V, to improve coordination of services for at risk communities and to identify and provide evidence-based home visiting programs to improve outcomes for families who reside in at risk communities.	HRSA	\$1,000,000	\$1,000,000	S-15-595-H	-	Tod Nickey Robertson	733-9041	<a href="mailto:Nickey.Robertson@doh.hawaii.gov">Nickey.Robertson@doh.hawaii.gov</a>
H (HTH)	560	D89MC28280	93.505	Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program (MIECHV) Expansion grant is to increase success in reaching and engaging high risk prenatal families, promotes the sustainability of home visiting through continuous quality improvement (CQI) to encourage community-level impacts on health and developemntal disparities.	HRSA	\$8,430,783	\$8,430,783	S-15-596-H	-	Tod Nickey Robertson	733-9041	<a href="mailto:Nickey.Robertson@doh.hawaii.gov">Nickey.Robertson@doh.hawaii.gov</a>
H (HTH)	560	1FPHPA096157	93.217	Family Planning Services is to assure that preventive family planning services are available to low income, uninsured women and men of reproductive age, and for the prevention of unintended pregnancy per Federal and State family planning guidelines.	DHHS/PHS	\$2,157,300	\$2,157,300	S-15-295-H	\$ 215,730	Candice Radner Calhoun	733-9048	<a href="mailto:Candice.Calhoun@doh.hawaii.gov">Candice.Calhoun@doh.hawaii.gov</a>

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H (HTH)	560	5U01DP003145-04	93.946	Pregnancy Risk Assessment Monitoring System (PRAMS) is an initiative to increase epidemiologic screening capacity to be utilized in planning, implementing and evaluating public and private health programs and interventions. Seeks to reduce infant mortality and low birth weight through the random screening of a percentage of new mothers in the civilian population of the State of Hawaii.	DHHS/CDC	\$144,078	\$144,078	S-14-533-H	-	Jihae Goo	733-4060	<a href="mailto:Jihae.Goo@doh.hawaii.gov">Jihae.Goo@doh.hawaii.gov</a>
H (HTH)	590	5U59EH000495	93.070	National Asthma Control Program	Department of Health and Human Services	\$500,000	\$500,000	S-15-575-H	-	Brittany Ruiz	692-7476	<a href="mailto:brittany.ruiz@doh.hawaii.gov">brittany.ruiz@doh.hawaii.gov</a>
H (HTH)	590	1U58DP005983	93.305	DHHS CSC Collaborative Chronic Disease, TPEP	Department of Health and Human Services	\$857,590	\$857,590	S-15-586-H	-	Lila Johnson	586-4662	<a href="mailto:lila.johnson@doh.hawaii.gov">lila.johnson@doh.hawaii.gov</a>
H (HTH)	590	6NU58DP005304	93.735	Tobacco Use Prevention Public Health Approaches for Ensuring Quitline Capacity	Department of Health and Human Services	\$57,958	\$57,958	S-15-586-H	-	Lila Johnson	586-4662	<a href="mailto:lila.johnson@doh.hawaii.gov">lila.johnson@doh.hawaii.gov</a>
H (HTH)	590	5NU58DP003878	93.752 /93.238	Cancer Prevention and Control Programs	Department of Health and Human Services	\$1,295,578	\$1,295,578	S-14-506-H	\$ 332,998	Florinda Taflinger	692-7479	<a href="mailto:Florinda.taflinger@doh.hawaii.gov">Florinda.taflinger@doh.hawaii.gov</a>
H (HTH)	590	6NU58DP004802	93.757	DHHS CDC DOH Healthy HI Initiative - 1305	Department of Health and Human Services	\$1,105,209	\$1,105,209	S-14-535-H	-	Heidi Hansen-Smith	586-4495	<a href="mailto:heidi.hansen-smith@doh.hawaii.gov">heidi.hansen-smith@doh.hawaii.gov</a>
H (HTH)	590	5NU58DP005502	93.757	Heart Disease & Stroke, Diabetes, and Obesity Prevention - 1422	Department of Health and Human Services	\$2,750,814	\$2,750,814	S-15-578-H	-	Heidi Hansen-Smith	586-4495	<a href="mailto:heidi.hansen-smith@doh.hawaii.gov">heidi.hansen-smith@doh.hawaii.gov</a>
H (HTH)	590	6NU58DP006038	93.336	Surveillance Program Announcement Behavior	Department of Health and Human Services	\$230,993	\$230,993	S-15-576-H	-	Ranjani Starr	586-5447	<a href="mailto:ranjani.starr@doh.hawaii.gov">ranjani.starr@doh.hawaii.gov</a>
H (HTH)	610	not yet received	66.701	TSCA Compliance Monitoring Program (asbestos)	Environmental Protection Agency	anticipated amount is \$45,676	\$45,676	S-16-536-H	amount unknown at this time	Jeffrey Eckerd	586-4700	<a href="mailto:jeffrey.eckerd@doh.hawaii.gov">jeffrey.eckerd@doh.hawaii.gov</a>
H (HTH)	610	99911216	66.707	TSCA Title IV - State Lead Grants	Environmental Protection Agency	\$189,227	\$189,227	S-16-507-H	-	Jeffrey Eckerd	586-4700	<a href="mailto:jeffrey.eckerd@doh.hawaii.gov">jeffrey.eckerd@doh.hawaii.gov</a>

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H (HTH)	610	00937216	66.001	Air Pollution Control Program	Environmental Protection Agency	\$792,308 is total award; \$515,000 awarded to date	\$151,037 is total subaward	S-16-255-H	\$82,082 is match for subaward portion	Jeffrey Eckerd	586-4700	<a href="mailto:jeffrey.eckerd@doh.hawaii.gov">jeffrey.eckerd@doh.hawaii.gov</a>
H (HTH)	710	1U18FD005510	93.448	Food Safety Cooperative Agreement	Dept. of Health and Human Services	\$257,000	\$257,000	S-16-508-H	-	Rebecca Sciulli	453-5993	<a href="mailto:rebecca.sciulli@doh.hawaii.gov">rebecca.sciulli@doh.hawaii.gov</a>
H (HTH)	710	FSIS-C-08-2015	10.479	Food Safety and Security Monitoring Project	Department of Agriculture	\$80,000	\$80,000	S-16-537-H	-	Rebecca Sciulli	453-5993	<a href="mailto:rebecca.sciulli@doh.hawaii.gov">rebecca.sciulli@doh.hawaii.gov</a>
H (HTH)	710	15-9419-0282	10.025	Plant and Animal Disease, Pest Control, and Animal Care	Department of Agriculture	\$6,500	\$6,500	S-16-579-H	-	Rebecca Sciulli	453-5993	<a href="mailto:rebecca.sciulli@doh.hawaii.gov">rebecca.sciulli@doh.hawaii.gov</a>
H (HTH)	710	AG-6395-B-14-0029	10.025	Plant and Animal Disease, Pest Control, and Animal Care	Department of Agriculture	\$4,450	\$4,450	S-16-580-H	-	Rebecca Sciulli	453-5993	<a href="mailto:rebecca.sciulli@doh.hawaii.gov">rebecca.sciulli@doh.hawaii.gov</a>
H (HTH)	720	N/A	93.777	State Survey and Certification of Health Care Providers and Suppliers (Title XVIII) Medicare	Department of Health and Human Services (DHHS) / Centers for Medicare and Medicaid Services (CMS)	\$1,259,664	\$1,259,664	S-16-509-H	-	Owen Tamanaha	692-7227	<a href="mailto:owen.tamanaha@doh.hawaii.gov">owen.tamanaha@doh.hawaii.gov</a>
H (HTH)	720	N/A	93.796	State Survey and Certification of Health Care Providers and Suppliers (Title XIX) Medicare	DHHS / CMS	\$680,000	\$680,000	S-16-538-H	\$ 170,000	Owen Tamanaha	692.7227	<a href="mailto:owen.tamanaha@doh.hawaii.gov">owen.tamanaha@doh.hawaii.gov</a>
H (HTH)	720	N/A	93.777	Certification of clinical laboratories as part of Clinical Laboratories Improvement Amendments (CLIA)	DHHS / CMS	\$122,645	\$122,645	S-16-539-H	\$ 12,265	Owen Tamanaha	692.7227	<a href="mailto:owen.tamanaha@doh.hawaii.gov">owen.tamanaha@doh.hawaii.gov</a>
H (HTH)	720	1A1CMS331099-01-01	93.506	Upgrading Hawaii's Criminal Background Check system	DHHS / CMS	\$797,000	\$797,000	S-14-284-H	-	Owen Tamanaha	692.7227	<a href="mailto:owen.tamanaha@doh.hawaii.gov">owen.tamanaha@doh.hawaii.gov</a>
H (HTH)	730	U17CE002025	93.136	Core Violence And injury Prevention Program (Core VIPP)	Centers For Disease Control And Prevention, Department of Health And Human Services	\$150,000	\$150,000	S-14-510-H	-	Therese Argoud	733-9203	<a href="mailto:therese.argoud@doh.hawaii.gov">therese.argoud@doh.hawaii.gov</a>

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H (HTH)	760	200-2012-50811	None	State Vital Statistics Cooperative Program	National Center for Health Statistics of the Centers for Disease Control and Prevention	\$312,000	\$101,731	S-16-226-H	-	Brian C. Pang	586-8050	<a href="mailto:brian.pang@doh.hawaii.gov">brian.pang@doh.hawaii.gov</a>
H (HTH)	760	SS00-14-61059	None	Enumeration at Birth	Social Security Administration	\$84,000	\$84,000	S-16-226-H	-	Brian C. Pang	586-8051	<a href="mailto:brian.pang@doh.hawaii.gov">brian.pang@doh.hawaii.gov</a>
H (HTH)	760	SS00-12-60011	None	Fact of Death	Social Security Administration	\$27,000	\$27,000	S-16-226-H	-	Brian C. Pang	586-8052	<a href="mailto:brian.pang@doh.hawaii.gov">brian.pang@doh.hawaii.gov</a>
H (HTH)	760	214-2015-M-62275	None	National Death Index	National Center for Health Statistics of the Centers for Disease Control and Prevention	\$9,300	\$9,300	S-16-226-H	-	Brian C. Pang	586-8053	<a href="mailto:brian.pang@doh.hawaii.gov">brian.pang@doh.hawaii.gov</a>
H (HTH)	760	U17CE002597	96.136	Collecting Violent Death Information Using the National Violent Death System (NVDRS)	National Center for Health Statistics of the Centers for Disease Control and Prevention	\$740,000	\$148,000	S-16-593-H	-	Brian C. Pang	586-8054	<a href="mailto:brian.pang@doh.hawaii.gov">brian.pang@doh.hawaii.gov</a>
H (HTH)	840	A-00937216	66.001	Air Pollution Control Program	Environmental Protection Agency	\$792,308 is total award; \$515,000 awarded to date	\$648,278	S-16-559-H	\$ 1,907,648	Nolan Hirai	586-4200	<a href="mailto:nolan.hirai@doh.hawaii.gov">nolan.hirai@doh.hawaii.gov</a>
H (HTH)	840	PM-99T07701	66.034	PM 2.5 Monitoring Network	Environmental Protection Agency	\$348,278	\$348,278	S-15-560-H	-	Nolan Hirai	586-4200	<a href="mailto:nolan.hirai@doh.hawaii.gov">nolan.hirai@doh.hawaii.gov</a>
H (HTH)	840	DS-99T11901	66.040	State Clean Diesel - Retrofitting	Environmental Protection Agency	\$195,129	\$195,129	S-15-545-H	-	Nolan Hirai	586-4200	<a href="mailto:nolan.hirai@doh.hawaii.gov">nolan.hirai@doh.hawaii.gov</a>
H (HTH)	840	I-00915015	66.419	Water Pollution Control - Surface Water	Environmental Protection Agency	\$3,398,608	\$3,398,608	S-15-298-H	\$ 845,999	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	I-00T36414	66.419	Water Pollution Control - Monitoring Initiative	Environmental Protection Agency	\$512,474	\$512,474	S-15-299-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	C9-96978715	66.460	Non-Point Source Management	Environmental Protection Agency	\$1,161,300	\$1,161,300	S-16-201-H	\$ 774,200	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	C9-96978711-0	66.460	Non-Point Source Management	Environmental Protection Agency	\$1,355,490	\$1,355,490	S-14-201-H	\$ 1,144,510	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	C9-96978712-0	66.460	Non-Point Source Management	Environmental Protection Agency	\$1,209,000	\$1,209,000	S-14-201-H	\$ 807,969	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>

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H (HTH)	840	C9-96978713-0	66.460	Non-Point Source Management	Environmental Protection Agency	\$1,146,000	\$1,146,000	S-14-201-H	\$ 764,000	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	C9-96978714-1	66.460	Non-Point Source Management	Environmental Protection Agency	\$1,262,300	\$1,262,300	S-15-201-H	\$ 841,535	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	99T29801	66.472	Beach Monitoring and Notification Program	Environmental Protection Agency	\$312,000	\$312,000	S-16-512-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	CU-00T81601-1	66.472	Beach Monitoring and Notification Program	Environmental Protection Agency	\$322,000	\$322,000	S-14-512-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	CU-00T43801-0	66.472	Beach Monitoring and Notification Program	Environmental Protection Agency	\$305,000	\$305,000	S-14-512-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	CU-99T17501-0	66.472	Beach Monitoring and Notification Program	Environmental Protection Agency	\$312,000	\$312,000	S-15-512-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	C6-99939210-1	66.454	Water Quality Management Planning	Environmental Protection Agency	\$159,000	\$159,000	S-14-542-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	99939215	66.454	Water Quality Management Planning	Environmental Protection Agency	\$109,000	\$109,000	S-16-542-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	C6-99939212-0	66.454	Water Quality Management Planning	Environmental Protection Agency	\$111,000	\$111,000	S-14-542-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	C6-99939213-0	66.454	Water Quality Management Planning	Environmental Protection Agency	\$104,000	\$104,000	S-14-542-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	C6-99939214-0	66.454	Water Quality Management Planning	Environmental Protection Agency	\$110,000	\$110,000	S-15-542-H	-	Alec Wong	586-4309	<a href="mailto:alec.wong@doh.hawaii.gov">alec.wong@doh.hawaii.gov</a>
H (HTH)	840	00939315	66.432	Public Water System Supervision	Environmental Protection Agency	\$474,000	\$474,000	S-15-556-H	\$ 1,305,522	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	I-00939415	66.419	Water Pollution Control - Groundwater	Environmental Protection Agency	\$629,906	\$629,906	S-15-557-H	-	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	D-00938416	66.801	Hazardous Waste Management Program	Environmental Protection Agency	\$509,987	\$509,987	S-16-558-H	\$ 359,457	Steven Chang	586-4226	<a href="mailto:steven.chang@doh.hawaii.gov">steven.chang@doh.hawaii.gov</a>
H (HTH)	840	L-99T17401	66.804	Leaking Underground Storage Tank (LUST) - Prevention	Environmental Protection Agency	\$1,738,000 is total 5-year award; \$600,980 awarded to date	\$1,738,000	S-15-544-H	\$ 899,995	Steven Chang	586-4226	<a href="mailto:steven.chang@doh.hawaii.gov">steven.chang@doh.hawaii.gov</a>

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H (HTH)	840	LS-99T23301	66.805	Leaking Underground Storage Tank (LUST) - Corrective Action	Environmental Protection Agency	\$3,745,000 is total 5-year award; \$1,181,000 awarded to date	\$3,745,000	S-15-543-H	\$ 444,365	Steven Chang	586-4226	<a href="mailto:steven.chang@doh.hawaii.gov">steven.chang@doh.hawaii.gov</a>
H (HTH)	840	CS-15000116	66.458	State Water Pollution Control Revolving Fund	Environmental Protection Agency	\$10,804,000	\$10,804,000	S-16-341-H	\$ 2,160,800	Sina Pruder	586-4294	<a href="mailto:sina.pruder@doh.hawaii.gov">sina.pruder@doh.hawaii.gov</a>
H (HTH)	840	CS-15000113	66.458	State Water Pollution Control Revolving Fund	Environmental Protection Agency	\$10,946,000	\$10,946,000	S-15-341-H	\$ 2,189,200	Sina Pruder	586-4294	<a href="mailto:sina.pruder@doh.hawaii.gov">sina.pruder@doh.hawaii.gov</a>
H (HTH)	840	CS-15000114	66.458	State Water Pollution Control Revolving Fund	Environmental Protection Agency	\$10,341,000	\$10,341,000	S-15-341-H	\$ 2,068,200	Sina Pruder	586-4294	<a href="mailto:sina.pruder@doh.hawaii.gov">sina.pruder@doh.hawaii.gov</a>
H (HTH)	840	CS-15000115	66.458	State Water Pollution Control Revolving Fund	Environmental Protection Agency	\$10,859,000	\$10,859,000	S-15-341-H	\$ 2,171,800	Sina Pruder	586-4294	<a href="mailto:sina.pruder@doh.hawaii.gov">sina.pruder@doh.hawaii.gov</a>
H (HTH)	840	FS-99986516	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$688,320	\$688,320	S-16-344-H	\$ 137,664	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986507	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$8,229,300	\$8,229,300	S-15-344-H	\$ 1,645,860	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986508	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$8,229,000	\$8,229,000	S-15-344-H	\$ 1,645,800	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986509	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$8,146,000	\$8,146,000	S-15-344-H	\$ 1,629,200	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986510	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$8,146,000	\$8,146,000	S-15-344-H	\$ 1,629,200	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986511	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$13,573,000	\$13,573,000	S-15-344-H	\$ 2,714,600	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986512	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$9,268,000	\$9,268,000	S-15-344-H	\$ 1,853,600	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986513	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$9,125,000	\$9,125,000	S-15-344-H	\$ 1,825,000	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986514	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$8,421,000	\$8,421,000	S-15-344-H	\$ 1,684,200	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>
H (HTH)	840	FS-99986515	66.468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	\$8,787,058	\$8,787,058	S-15-344-H	\$ 1,769,000	Joanna Seto	586-4258	<a href="mailto:joanna.seto@doh.hawaii.gov">joanna.seto@doh.hawaii.gov</a>

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H (HTH)	849	83583501	66.608	Environmental Information Exchange Network Grant Program	Environmental Protection Agency	\$197,815	\$197,815	S-16-513-H	-	Andy Matsumoto	586-4641	<a href="mailto:andy.matsumoto@doh.hawaii.gov">andy.matsumoto@doh.hawaii.gov</a>
H (HTH)	849	83567001	66.608	Hawaii-FY 14 Environmental Exchange	Environmental Protection Agency	\$300,000	\$300,000	S-15-513-H	-	Andy Matsumoto	586-4641	<a href="mailto:andy.matsumoto@doh.hawaii.gov">andy.matsumoto@doh.hawaii.gov</a>
H (HTH)	849	W912DY-14-2-0213	12.113	Department of Defense and State Memorandum of Agreement Program (for environmental restoration)	Dept. of Defense	\$801,500	\$801,500	S-15-546-H	-	Keith Kawaoka	586-4248	<a href="mailto:keith.kawaoka@doh.hawaii.gov">keith.kawaoka@doh.hawaii.gov</a>
H (HTH)	849	99T32201	66.802	Preliminary Assessment/ Site Inspection Program	Environmental Protection Agency	\$275,000	\$275,000	S-16-548-H	-	Keith Kawaoka	586-4248	<a href="mailto:keith.kawaoka@doh.hawaii.gov">keith.kawaoka@doh.hawaii.gov</a>
H (HTH)	849	RP-99T20601	66.817	State Response Program	Environmental Protection Agency	\$1,917,150	\$1,917,150	S-15-547-H	-	Keith Kawaoka	586-4248	<a href="mailto:keith.kawaoka@doh.hawaii.gov">keith.kawaoka@doh.hawaii.gov</a>
H (HTH)	849	HM-HMP-0474-15-01-00	20.703	Hazardous Materials Emergency Preparedness	Dept. of Transportation	\$108,023	\$108,023	S-16-549-H	\$ 27,006	Keith Kawaoka	586-4248	<a href="mailto:keith.kawaoka@doh.hawaii.gov">keith.kawaoka@doh.hawaii.gov</a>
H (HTH)	849	MOA-2013-011 (Annex 001)/8740	NA	Memorandum of Agreement (funding to conduct marine debris activities)	Dept. of Commerce	\$250,000	\$250,000	S-14-561-H	-	Laura McIntyre	586-4338	<a href="mailto:laura.mcintyre@doh.hawaii.gov">laura.mcintyre@doh.hawaii.gov</a>
H (HTH)	904	16AAHIT3SS	93.044	Title III B Supportive Services	Health and Human Services	\$337,853	\$337,853	S-16-221-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	16AAHIT3CM	93.045	Title III C1 Congregate Meals	Health and Human Services	\$425,752	\$425,752	S-16-221-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	16AAHIT3HD	93.045	Title III C2 Home Delivered Meals	Health and Human Services	\$210,254	\$210,254	S-16-221-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	16AAHIT3PH	93.043	Title III D Preventive Health	Health and Human Services	\$19,258	\$19,258	S-16-221-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	16AAHIT3FC	93.052	NFCSP	Health and Human Services	\$141,453	\$141,453	S-16-221-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	90SA000402	93.324	State Health Insurance Assitance Program	Health and Human Services	\$241,326	\$241,326	S-15-552-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	90MP0232	93.048	Senior Medicare Patrol Project	Health and Human Services	\$232,054	\$232,054	S-15-514-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	16AAHIT7EA	93.041	Elder Abuse Prevention	Health and Human Services	\$4,638	\$4,638	S-16-554-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	16AAHIT7OM	93.042	Ombudsman	Health and Human Services	\$15,434	\$15,434	S-16-554-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	904	16AAHINSIP	93.053	Nutrition Services Incentive Program	Health and Human Services	\$84,492	\$84,492	S-16-555-H	-	Shannon Chun	586-7323	<a href="mailto:shannon.chun@doh.hawaii.gov">shannon.chun@doh.hawaii.gov</a>
H (HTH)	907	2B01OT009015	93.758	Preventive Health Services	Centers for Disease Control and Prevention	\$1,193,003	\$868,003	S-15-228-H	-	Betty Wood	586-4530	<a href="mailto:betty.wood@doh.hawaii.gov">betty.wood@doh.hawaii.gov</a>
H (HTH)	560	2B01OT009015	93.758	Preventive Health Services	Centers for Disease Control and Prevention	\$1,193,003	\$40,000	S-15-297-H	-	Gordon Takaki	733-8365	<a href="mailto:Gordon.Takaki@doh.hawaii.gov">Gordon.Takaki@doh.hawaii.gov</a>

Department of Health  
Active Federal Awards as of December 1, 2015

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>State Fund Match (If Any)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
H (HTH)	590	2B01OT009015	93.758	Preventive Health Services	Centers for Disease Control and Prevention	\$1,193,003	\$195,000	S-15-574-H	-	Russell Ota	586-4487	<a href="mailto:Russell.Ota@doh.hawaii.gov">Russell.Ota@doh.hawaii.gov</a>
H (HTH)	730	2B01OT009015	93.758	Preventive Health Services	Centers for Disease Control and Prevention	\$1,193,003	\$90,000	S-15-541-H	-	Terry Joyce	733-9217	<a href="mailto:terry.joyce@doh.hawaii.gov">terry.joyce@doh.hawaii.gov</a>
H (HTH)	905	1601HBSDD	93.630	DD Basic Support & Advocacy Grant	Dept. Health and Human Services	\$472,981	\$472,981	S-16-210-H	\$ 157,660	Waynette Cabral	586-8100	<a href="mailto:waynette.cabral@doh.hawaii.gov">waynette.cabral@doh.hawaii.gov</a>

Department of Health  
Non-General Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY16	Estimated FY16	Estimated FY16	Estimated FY16	Estimated FY16	Balance in Excess of
				Unencumbered Cash Balance	Estimated FY16 Revenues	Expenditures and Encumbrances	Estimated FY16 Net Transfers	Ending Unencumbered Cash Balance	Program Needs
(HTH 100) Medical Marijuana Registry Special Fund	To maintain the medical marijuana registry program	Act 177, SLH 2013	B	\$ 328,036	\$ 540,000	\$ 331,869	\$ -	\$ 179,167	\$ -
(HTH 100) Public Health Nursing Services Special Fund	To receive Medicaid reimbursements from the Department of Human Services (DHS) for case management services provided to families of medically fragile children. The department shall expend funds to provide staff training in case management services in collaboration with the DHS Medicaid Early and Periodic Screening Diagnosis and Treatment (EPSDT) Program.	HRS Sect 321-432 (Act 149/SLH 2002)	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(HTH 100) PHN, Farrington High School (DOE) U-Account	Funding currently for Registered Nurse IV (#118858) in the Public Health Nursing Branch (PHNB) for Farrington High School Transition	Act 162/2009, as amended by Act 180/2010	U	\$ -	\$ 150,352	\$ 150,352	\$ 69,229	\$ 69,229	\$ -
(HTH 420) Mental Health and Substance Abuse Special Fund	To deposit all revenue collected from treatment services rendered by mental health and substance abuse programs operated by the State	Section 334-15, HRS	B	\$ 44,907,928	\$ 10,000,000	\$ 9,000,000	\$ -	\$ 45,907,928	\$ -
(HTH 440) Drug Demand Reduction Assessments Special Fund	To supplement drug treatment and other drug demand reduction programs.	Section 706-650(3), HRS	B	\$ 1,485,261	\$ 500,000	\$ 750,000	\$ -	\$ -	\$ -
(HTH 460) Title XIX Med QUEST	To deposit revenues collected from treatment services rendered by mental health and substance abuse programs operated by the state.	Hawaii Revised Statutes S334-15	B	\$ 2,533,306	\$ 9,000,000	\$ 9,000,000	\$ -	\$ 2,533,306	\$ -

Department of Health  
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
(HTH 460) Title IV-E Reimbursement	To provide training and skill development to foster parents/prospective foster parents licensed by child care (placement) organizations (CPO) that are licensed by Department of Human Services (DHS). Many of these youth are cared for through foster services and thus the Title IV-E funds are reimbursed to DOH through DHS. Also reimbursable are training activities provided to staff of CPOs with respect to their activities involving the licensing and training of foster homes.	Hawaii Revised Statutes S334-15	U	\$ 306,352	\$ 100,000	\$ -	\$ -	\$ 406,352	\$ -
(HTH 501) Neurotrauma Special Fund	Funding and contracting for services relating to neurotrauma; for education; assistance to individuals and families to identify and obtain access to services; creation for a registry of neurotrauma injuries within Hawaii; and necessary administrative expenses not to exceed two percent to total amount collected.	Surcharges levied under Sections 291-11.5, 291-11.6, 291C-12, 291C-12.5, 291C-12.6, 291C-102 and 291E-61, HRS	B	\$ 2,070,798	\$ 830,000	\$ 850,000	\$ -	\$ 2,050,798	\$ -
(HTH 520) DCAB Special Fund	Blueprint Reviews and Interpreter Credentialing	§103-50 and §348F	B	\$ 2,192,563	\$ 800,000	\$ 588,878	\$ -	\$ 2,403,685	\$ -
(HTH 520) Special Parent Information Network	Operation of the Special Parent Information Network and the Special Education Advisory Council		U	\$ 144,499	\$ 20,000	\$ 273,411	\$ 205,000	\$ 96,088	\$ -
(HTH 560) Newborn Metabolic Screening Special Fund	Used for payment of its lawful operating expenditures, including, but not limited to laboratory testing, follow-up testing, educational materials, continuing education, quality assurance, equipment, and indirect cost.	Section 321-291, HRS	B	\$ 1,049,158	\$ 1,352,500	\$ 1,350,000	\$ -	\$ 1,051,658	\$ -

Department of Health  
Non-General Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY16	Estimated FY16	Estimated FY16	Estimated FY16	Estimated FY16	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Net Transfers	Unencumbered Cash Balance	Program Needs
(HTH 560) Hawaii Birth Defects Special Fund	Used for payment of its lawful operating expenditures, including indirect costs.	Section 321-426, HRS	B	\$ 761,431	\$ 303,500	\$ 375,000	\$ -	\$ 689,931	\$ -
(HTH 560) Community Health Centers Special Fund	Used by DOH for the operations of Federally Qualified Health Centers (FQHCs).	Section 321-1.65, HRS	B	\$ 11,633,389	\$ 8,800,000	\$ 12,341,526	\$ -	\$ 8,091,863	\$ -
(HTH 560) Domestic Violence and Sexual Assault Special Fund	Used by DOH to fund programs or purchases of service supporting/providing domestic violence and sexual violence intervention and/or prevention services.	Section 321-1.3, HRS	B	\$ 550,380	\$ 341,000	\$ 350,000	\$ -	\$ 541,380	\$ -
(HTH 560) Violence Prevention Program, Child Death Review (CDR)	To provide for a CDR Nurse Coordinator position to implement the statewide CDR System.	Act 162, SLH 2009, as amended by Act 180, SLH 2010	U	\$ 216,438	0	\$ 20,000	\$ -	\$ 196,438	\$ -
(HTH 560) Early Intevention Special Fund	To generate revenues to reinvest into early intervention services for the at-risk, zero-to-three population; and to expand and enhance early intervention services for infants and toddlers with special needs.	§321-355, HRS	B	\$ 1,276,430	\$ 400,000	\$ 441,000	\$ -	\$ 1,235,430	\$ -
(HTH 560) Early Childhood Obesity Special Fund	This special fund was appropriated in FY 2013 by the 2012 Legislature as a one time, non-recurring project for obesity prevention programs using Tobacco Settlement funds. We inadvertently carried forward the \$250,000 ceiling in FY 14 and FY 15 and have formally requested the abolishment of this ceiling by the 2015 Legislature. The unobligated funds remaining will be transferred back to its original source, which is the Tobacco Settlement Program.	Act 106, SLH 2012	B	\$ 24,642	\$ -	\$ -	\$ -	\$ 24,642	\$ 24,642

Department of Health  
Non-General Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY16	Estimated FY16	Estimated FY16	Estimated FY16	Estimated FY16	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Net Transfers	Ending Unencumbered Cash Balance	
(HTH 590) Tobacco Settlement Special Fund	Receives and allocates receipts from the Master Settlement Agreement.	Section 328L-2, HRS	B	\$ 13,380,513	\$ 47,229,074.74	\$ 48,559,557.00	\$ -	\$ 12,050,031	\$ 12,050,031
(HTH 590) Organ and Tissue Education Special Fund	Receives \$1.00 donation collected at the time of motor vehicle registration to be used exclusively for activities related to organ, tissue and eye donations.	Section 327-5.6,HRS	B	\$ 61,088	\$ 20,000.00	\$ 40,000.00	\$ -	\$ 41,088	\$ -
(HTH 590) SNAP-ED	Receives funds from the Department of Human Services to promote nutrition education and development of food systems to provide better access to health foods.	N/A	U	\$ 5,495	\$ 610,000.00	\$ 610,000.00	\$ -	\$ 5,495	\$ -
(HTH 610) Noise, Radiation, and Indoor Air Quality Special Fund	Partially fund operating costs of mandated activities and functions of the Indoor and Radiological Health Branch; fund education, demonstration, and outreach programs; provide training to ensure professional competence among staff; plan for future growth and expansion to meet emerging needs	\$342P-7, HRS	B	\$ 414,694	\$ 142,062	\$ 200,472	\$ -	\$ 356,284	\$ -
(HTH 610) Asbestos and Lead Abatement Special Fund	Partially fund operating costs of mandated activities and functions of the Indoor and Radiological Health Branch; fund education, demonstration, and outreach programs; provide for the accreditation of training programs; provide training to ensure professional competence among staff; plan for future growth and expansion to meet emerging needs	\$342P-8, HRS	B	\$ 381,703	\$ 245,535	\$ 221,142	\$ -	\$ 406,096	\$ -

Department of Health  
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
(HTH 610) Sanitation and Environmental Health Special Fund	Enhance capacity of environmental health programs to improve public outreach, educate public and professionals, plan for future growth and expansion to meet emerging needs, provide training to ensure professional competence among environmental health staff, and conduct program activities and functions of the sanitation branch	§321-27, HRS	B	\$ 1,704,571	\$ 2,100,000	\$ 1,503,427	\$ -	\$ 2,301,144	\$ -
(HTH 610) Vector Control, U-account	Prevent introduction of air- and sea-borne vectors and diseases to the state	Act 259/2001, Act 177/2002, Act 213/2007	U	\$ 538	\$ 122,183	\$ 122,183	\$ -	\$ 538	\$ -
(HTH 720) Office of Health Care Assurance Special Fund	Deposit of all monies collected by the Department in licensing fees and penalties to be expended to assist in offsetting educational program expenses to enhance the capacity of the program to improve public outreach efforts and consultations to industries, educate the public, department staff and providers by the Office of Health Care Assurance (OHCA). Currently contains CMP funds which OHCA shall transfer into newly authorized CMP special fund - see OHCA SF below.	Section 321-1.4, HRS	B	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -

Department of Health  
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
(HTH 720) Civil Monetary Penalties (CMP)	Deposit of federal civil monetary penalty (CMP) moneys received from the U.S. Department of Health and Human Services' Centers for Medicare and Medicaid Services (CMS). Moneys in the CMP Special Fund shall be used by the Department of Health as approved by CMS to support activities that benefit patients or residents who use services at Medicare certified health care facilities or agencies. These activities can be for educational or quality of care improvement activities conducted by individual or groups of facilities or agencies that ultimately benefit the patients or residents.	Act 071, SLH 2015	B	new account	\$ -	\$ -	\$ -	\$ -	\$ -
(HTH 720) Medical Marijuana Registry and Regulation Special Fund	Deposit of licensing fees and other related revenue from the medical marijuana dispensary licensing program.	Section 321-1.4, HRS	B	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -
(HTH 720) Dietitian Licensure Special Fund	Deposit licensure fees and fines associated with the licensing of dietitians in the state.	Chapter 448-B, HRS	B	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -
(HTH 730) Emergency Medical Services Special Fund	Support for operating a state comprehensive emergency medical services system.	Section 321-234, 249-31(b), 245-15, 245-3, HRS.	B	\$ 14,713,758.81	\$ 14,040,107.00	\$ 23,644,428.03	\$ -	\$ 14,417,540.53	\$ -
(HTH 730) Trauma System Special Fund	Support for the continuing development and operation of a comprehensive state trauma system.	Section 321-22.5, 245-15, 245-3, 291-, HRS.	B	\$ 11,926,816.24	\$ 7,413,437.00	\$ 9,615,656.64	\$ (4,504,337.24)	\$ 7,400,000.00	\$ -
(HTH760) Vital Statistics Cooperative Program	Support the collection and delivery of vital statistics information.	Act 134-2013	P	\$ 361,071.00	\$ 330,000.00	\$ 442,000.00	\$ -	\$ 361,071.00	\$ -

Department of Health  
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
(HTH760) Vital Statistics Improvement Special Fund	For the modernization and automation of the vital statistics system in this State. May also be used to assist in offsetting costs of the daily operations of the system of vital statistics.	HRS 338-14.6	B	\$ 69,453.00	\$ 300,000.00	\$ 657,469.00	-	\$ 69,453.00	\$ -
(HTH760) Hawaii NVDRS Project	Improve violent death data collection and reporting in the State of Hawaii	Centers for Disease Control's National Violent Death Reporting Project	N	N/A	\$ 151,000.00	\$ 269,000.00	-	N/A	\$ -
(HTH 840) Deposit Beverage Container Special Fund	Increase participation and recycling rates for specified deposit beverage containers; provide a connection between manufacturing decisions and recycling program management; reduce litter; reimburse consumers 5 cents on redeemed glass, plastic, and aluminum containers	Sec 342G-104, HRS	B	\$ 8,824,308	\$ 60,000,000	\$ 73,464,828	\$ -	\$ (4,640,520)	\$ -
(HTH 840) Electronic Device Recycling Fund	Encourage recycling of electronic devices sold in the state to divert waste and leaching of possible hazardous material components from landfills	Act 13/2008	B	\$ 808,703	\$ 382,849	\$ 901,380	\$ 22,952	\$ 267,220	\$ -
(HTH 840) Leaking Underground Storage Tank Fund	Respond to petroleum releases from underground storage tanks or tank systems in a manner consistent with Section 342L, HRS	Sec 342L-51 HRS	W	\$ 1,101,828	\$ 9,750	\$ -	\$ -	\$ 1,111,578	\$ -
(HTH 840) Wastewater Treatment Certification Board Special Fund	Establish and collect fees for applications, conduct examinations, issue or renew certificates pursuant to Section 340B-11, HRS	Act 238/1999	B	\$ 69,692	\$ 12,325	\$ 28,035	\$ -	\$ 53,982	\$ -

Department of Health  
Non-General Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY16	Estimated FY16	Estimated FY16	Estimated FY16	Estimated FY16	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Net Transfers	Ending Unencumbered Cash Balance	
(HTH 840) Water Pollution Control Revolving Fund	Provide low interest loans to counties and private entities for wastewater project construction, including non-point source pollution projects, pursuant to Clean Water Act	Sec 342D-83 HRS	W	\$ 125,425,638	\$ 43,000,000	\$ 70,000,000	\$ -	\$ 98,425,638	\$ -
(HTH 840) Drinking Water Treatment Revolving Loan Fund	Provide low interest loans to improve public and private drinking water systems in Hawaii, pursuant to Safe Drinking Water Act	Sec 340E-35 HRS	W	\$ 8,732,565	\$ 40,823,576	\$ 100,251,982	\$ -	\$ (50,695,841)	\$ -
(HTH 840) Environmental Management Special Fund	Fund statewide education, demonstration, market development programs; provide training for municipal solid waste operators; fund glass recovery programs; collect motor vehicle tire surcharge, fines and penalties	342G-63, 342I-B, 342I-J HRS	B	\$ 1,826,246	\$ 1,466,242	\$ 1,901,953	\$ -	\$ 1,390,535	\$ -
(HTH 840) Clean Air Special Fund	Establish and collect fees from covered, non-covered, and agricultural burning permit sources, and new greenhouse gas program, pursuant to Clean Air Act	Sec 342B-32 HRS	B	\$ 7,748,286	\$ 6,500,000	\$ 3,950,316	\$ -	\$ 10,297,970	\$ -
(HTH 840) Clean Water Branch, U Funds	Comply with federal mandates of Clean Water Act and Environmental Protection Agency that regulate protection of the environment and public health	Act 134/ SLH 2013	U	\$ 60,600	\$ 188,000	\$ 188,000	\$ -	\$ 60,600	\$ -
(HTH 849) Environmental Response Revolving Fund	Fund removal, remediation, and detection of oil and pollutant or contaminant releases; removal and remediation of hazardous waste and any other substance that may harm the environment; and payment of costs listed under §128D-4(c), HRS	§128D-2, HRS	W	\$ 429,699	\$ 800,000	\$ 1,493,138	\$ -	\$ (263,439)	\$ -

Department of Health  
Non-General Funds

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY16 Unencumbered Cash Balance</u>	<u>Estimated FY16 Revenues</u>	<u>Estimated FY16 Expenditures and Encumbrances</u>	<u>Estimated FY16 Net Transfers</u>	<u>Estimated FY16 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
(HTH 905) Developmental Disabilities Council	Federally funded program that supports the State Council on Developmental Disabilities (DD) to engage in advocacy, capacity building, and systemic change activities that contribute to a coordinated, consumer-and family-centered, consumer-and family-directed, comprehensive system of	P.L. 106-402	N	\$ 17,404	\$ 478,797	\$ 478,797	\$ -	\$ 17,404	\$ -
(HTH 906) State Health Planning and Development Fund	Support expenses associated with Agency duties as mandated by Chapter 323D HRS.	§323D-12.6 HRS	B	\$ 530,855	\$ 55,000	\$ 50,000	\$ -	\$ 535,855	\$ -

Department of Health  
Vacancy Report as of November 30, 2015

Table 13

<u>Prog ID</u>	<u>Sub- Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
HTH100	KJ	8/27/2015	3/31/2016	3043	Registered Nurse IV	N	22	09	P	1.00	A	\$ 105,096	\$ 105,096	Y	N	0	Active Recruitment	6
HTH100	KJ	4/27/2015	3/31/2016	23532	Registered Nurse IV	N	22	09	P	1.00	A	\$ 83,868	\$ 74,340	Y	N	0	Active Recruitment	7
HTH100	KJ	9/1/2015	3/31/2016	112266	Licensed Practical Nurse II	N	HE-08	10	P	1.00	A	\$ 46,806	\$ 46,920	Y	N	0	Active Recruitment	10
HTH100	KJ	3/22/2012	1/15/2016	30836	Office Assistant II	N	06	3	P	1.00	A	\$ 24,630	\$ 24,648	Y	N	0	Active Recruitment	9
HTH100	KJ	6/30/2012	3/31/2016	36377	Registered Nurse IV	N	22	09	P	1.00	A	\$ 88,908	\$ 91,812	Y	N	0	Active Recruitment	8
HTH100	KJ	4/1/2014	3/31/2016	112267	Licensed Practical Nurse II	N	HE-08	10	P	1.00	A	\$ 47,040	\$ 46,692	Y	N	0	Active Recruitment	11
HTH100	KJ	6/6/2014	3/31/2016	4918	Licensed Practical Nurse II	N	HE-08	10	P	1.00	A	\$ 43,548	\$ 41,568	Y	N	0	Active Recruitment	12
HTH100	KJ	9/1/2012	3/31/2016	10731	Licensed Practical Nurse II	N	HE-08	10	P	1.00	A	\$ 37,248	\$ 37,248	Y	N	0	Active Recruitment	13
HTH100	DI	12/31/2012	1/1/2016	37427	Office Assistant III	N	8	3	T	1.00	P	\$ 23,688	\$ 23,688	Y	N	0	Active Recruitment	5
HTH100	DI	5/1/2014	1/1/2016	39725	Epidemiological Specialist III	N	20	13	T	1.00	P	\$ 43,812	\$ 43,812	Y	N	0	N/A	3
HTH100	DI	5/2/2014	1/1/2016	40329	Epidemiological Specialist I	N	16	13	T	1.00	P	\$ 43,812	\$ 40,329	Y	N	0	N/A	4
HTH100	DI	9/10/2015	1/1/2016	39849	Public Health Ed. IV	N	22	13	P	1.00	P	\$ 45,576	\$ 45,576	N	N	0	N/A	1
HTH100	DI	8/14/2015	1/1/2016	29059	Epidemiological Specialist III	N	20	13	P	1.00	P	\$ 43,812	\$ 43,812	N	N	0	N/A	2
HTH131	DA	6/1/2015	6/1/2016	110175	PUBLIC HEALTH ADMIN OFFICER V	N	SR22	13	P	1.00	A	\$ 60,144	\$ 73,032	Y	N	0	Active Recruitment (with RAM approval)	1
HTH131	DA	7/22/2015	6/1/2016	121757	ACCOUNTANT III	N	SR20	13	P	1.00	N	\$ 48,000	n/a	Y	N	0	Active Recruitment	4
HTH131	DB	7/1/2013	6/15/2016	94612H	BTP PROJECT MANAGER	Y	SRNA	13	T	1.00	N	\$ 70,000	\$ 85,008	Y	N	0	Active recruitment pending conversion to civil service	2

Department of Health  
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
HTH131	DB	11/26/2013	6/15/2016	94616H	BTP SENIOR PLANNER	Y	SRNA	13	T	1.00	N	\$ 63,000	\$ 62,712	Y	N	0	Active recruitment pending conversion to civil service	3
HTH131	DB	6/5/2015	1/4/2016	118847	BTP ACCOUNTANT III	Y	SRNA	13	T	1.00	N	\$ 48,000	\$ 50,004	Y	N	0	Active recruitment	9
HTH131	DC	9/28/2015	2/1/2016	118909	REGISTERED NURSE III	N	SR20	9	T	1.00	N	\$ 94,332	\$ 94,332	Y	N	0	Active recruitment	11
HTH131	DC	10/28/2015	2/15/2016	42543	EPIDEMIOLOGICAL SPECIALIST III	N	SR20	13	P	1.00	N	\$ 43,812	\$ 43,812	Y	N	0	Active recruitment	8
HTH131	DC	12/31/2013	2/15/2016	120714	OFFICE ASSISTANT III	N	SR08	3	T	1.00	N	\$ 23,693	\$ 23,693	Y	N	0	Active recruitment	13
HTH131	DC	9/30/2015	2/15/2016	46194	EPIDEMIOLOGICAL SPECIALIST IV	N	SR22	13	P	1.00	N	\$ 55,488	\$ 55,488	Y	N	0	Active recruitment	7
HTH131	DC	7/26/2010	3/15/2016	15733	OFFICE ASSISTANT III	N	SR08	3	P	1.00	N	\$ 26,700	\$ 26,700	Y	N	0	To be filled in 2016	12
HTH131	DC	9/14/2015	1/15/2016	110992	PROGRAM SPECIALIST IV	N	SR22	13	P	1.00	N	\$ 55,488	\$ 55,488	Y	N	0	Active recruitment	9
HTH131	DC	12/31/2012	3/15/2016	110959	REGISTERED NURSE IV	N	SR22	9	P	1.00	N	\$ 87,384	\$ 87,384	Y	N	0	Vacancy due to sequestration	10
HTH131	DC	new	2/15/2016	121252	PROGRAM SPECIALIST V	N	SR24	13	P	1.00	N	\$ 53,364	\$ 53,364	Y	N	0	Active recruitment	5
HTH131	DJ	1/2/2015	1/15/2016	120794	INFO TECH SPECIALIST V	N	SR24C	13	T	1.00	N	\$ 69,639	\$ 53,364	Y	N	0	Active recruitment	6
HTH420	HG	4/9/2015	4/1/2016	29830	CLINICAL PSYCHOLOGIST VII	N	28	23	P	0.50	A	\$ 42,203	\$ 33,756	Y	N	0	N/A	5
HTH420	HG	1/1/2014	3/1/2016	39281	CLINICAL PSYCHOLOGIST VII	N	28	13	P	1.00	A	\$ 75,035	\$ 78,984	Y	N	0	N/A	4
HTH420	HG	6/1/2013	2/1/2016	90255H	CLINICAL PSYCHOLOGIST VIII	N	30	23	P	1.00	A	\$ 64,114	\$ 78,000	Y	N	0	N/A	3
HTH420	HG	new	2/1/2016	95213H	CLINICAL PSYCHOLOGIST VII	N	28	13	P	1.00	A	\$ 33,094	N/A	Y	N	0	N/A	1
HTH420	HG	new	3/1/2016	95214H	CLINICAL PSYCHOLOGIST VII	N	28	13	P	1.00	A	\$ 33,094	N/A	Y	N	0	N/A	2
HTH420	HE	12/31/2011	5/1/2016	07195	LICENSED PRACTICAL NURSE II	N	HE08	10	P	1.00	A	\$ 42,853	\$ 45,108	N	N	0	N/A	6
HTH420	HE	7/1/2015	4/1/2016	36268	SOCIAL WORKER IV	N	22	13	P	1.00	A	\$ 61,674	\$ 70,152	N	N	0	N/A	5

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HTH420	HE	1/13/2015	4/1/2016	48092	HUMAN SERVICES PROF IV	N	22	13	P	1.00	A	\$ 46,865	\$ 49,308	N	N	0	N/A	5
HTH420	HE	9/5/2015	6/1/2016	100221	PSYCHIATRIST II	N	NA	13	T	1.00	A	\$ 127,250	\$ 135,360	N	N	0	N/A	1
HTH420	HE	3/1/2013	2/1/2016	116775	OFFICE ASSISTANT III	N	8	03	T	1.00	A	\$ 22,515	\$ 25,668	Y	N	0	N/A	3
HTH420	HE	new	3/1/2016	121351	CLINICAL PSYCHOLOGIST VI	N	26	13	T	1.00	A	\$ 54,834	N/A	Y	N	0	N/A	3
HTH420	HE	new	12/14/2015	121353	CLINICAL PSYCHOLOGIST VI	N	26	13	T	1.00	A	\$ 54,834	N/A	Y	N	0	N/A	1
HTH420	HE	new	2/1/2016	121643	HUMAN SERVICES PROF V	N	24	23	T	1.00	A	\$ 40,071	N/A	N	N	0	N/A	1
HTH420	HE	new	3/1/2016	121644	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HE	new	3/1/2016	121645	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HE	new	3/1/2016	121647	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HH	2/1/2014	4/1/2016	06050	CLINICAL PSYCHOLOGIST VII	N	28	13	P	1.00	A	\$ 75,035	\$ 78,984	N	N	0	N/A	4
HTH420	HH	11/20/2015	4/1/2016	07611	SOCIAL WORKER IV	N	22	13	P	1.00	A	\$ 54,823	\$ 47,400	N	N	0	N/A	5
HTH420	HH	3/1/2015	5/1/2016	11005	REGISTERED NURSE IV	N	22	09	P	1.00	A	\$ 85,090	\$ 110,400	N	N	0	N/A	2
HTH420	HH	5/23/2012	5/1/2016	94321H	MI/SA COORDINATOR	N	22	13	T	1.00	A	\$ 41,621	\$ 54,828	N	N	0	N/A	3
HTH420	HH	new	3/1/2016	121370	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HH	new	3/1/2016	121372	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HH	new	4/1/2016	121373	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HH	new	4/1/2016	121375	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	5
HTH420	HH	new	4/1/2016	121613	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HI	12/1/2009	2/1/2016	06056	SECRETARY II	N	14	03	P	1.00	A	\$ 30,804	\$ 42,684	Y	N	0	N/A	3
HTH420	HI	11/1/2015	5/1/2016	11678	REGISTERED NURSE IV	N	22	09	P	1.00	A	\$ 83,015	\$ 112,020	N	N	0	N/A	2
HTH420	HI	3/6/2014	3/1/2016	24966	PUBLIC HEALTH ADM OFFICER IV	N	22	13	P	1.00	A	\$ 43,297	\$ 45,576	Y	N	0	N/A	1
HTH420	HI	7/16/2010	4/1/2016	94387H	JAIL DIVERSION SPCLT II	N	22	13	T	1.00	A	\$ 37,141	\$ 45,576	N	N	0	N/A	7
HTH420	HI	12/31/2013	5/1/2016	98237H	QUALIFIED MH PROF	N	24	13	T	1.00	A	\$ 54,834	\$ 60,024	N	N	0	N/A	3
HTH420	HI	3/7/2015	4/1/2016	98273H	VOC REHAB SPCLT IV	N	22	13	T	1.00	A	\$ 31,612	\$ 75,096	N	N	0	N/A	7

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HTH420	HI	4/27/2015	3/1/2016	121513	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HI	new	3/1/2016	121514	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HI	new	3/1/2016	121515	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	5
HTH420	HI	new	4/1/2016	121516	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	5
HTH420	HI	new	4/1/2016	121656	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HI	new	12/8/2015	121658	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	1
HTH420	HI	new	5/1/2016	121666	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	5
HTH420	HI	new	5/1/2016	121667	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 113,909	N/A	Y	N	0	N/A	5
HTH420	HK	7/1/2008	6/1/2016	100361	PSYCHIATRIST II	Y	NA	13	T	1.00	A	\$ 69,392	\$ 125,148	N	N	0	N/A	1
HTH420	HK	6/26/2010	7/1/2016	100475	PSYCHIATRIST II	Y	NA	13	T	1.00	A	\$ 95,640	\$ 134,232	N	N	0	N/A	1
HTH420	HK	4/6/2013	5/1/2016	94336H	MI/SA COORDINATOR	N	22	13	T	1.00	A	\$ 41,621	\$ 51,312	N	N	0	N/A	3
HTH420	HK	10/25/2012	3/1/2016	120228	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	\$ 45,576	Y	N	0	N/A	5
HTH420	HK	new	3/1/2016	121356	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 54,834	N/A	Y	Y	2	N/A	5
HTH420	HK	new	4/1/2016	121396	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HK	new	4/1/2016	121397	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HK	new	2/1/2016	121455	MENTAL HEALTH SUPERVISOR II	N	26	23	T	1.00	A	\$ 52,725	N/A	Y	N	0	N/A	1
HTH420	HK	new	5/1/2016	121674	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HK	new	5/1/2016	121675	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	5
HTH420	HK	new	2/1/2016	121676	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	N	N	0	N/A	1
HTH420	HK	new	2/1/2016	121677	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	N	N	0	N/A	1
HTH420	HK	new	2/1/2016	121678	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	N	N	0	N/A	1
HTH420	HK	new	2/1/2016	121688	OFFICE ASSISTANT III	N	8	03	T	1.00	A	\$ 25,365	N/A	N	N	0	N/A	3

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HTH420	HP	10/25/2014	5/1/2016	22838	REGISTERED NURSE III	N	20	09	P	1.00	A	\$ 71,985	\$ 83,616	N	N	0	N/A	2
HTH420	HP	1/6/2015	2/1/2016	26511	OFFICE ASSISTANT III	N	8	03	P	1.00	A	\$ 37,506	\$ 42,684	Y	N	0	N/A	3
HTH420	HP	new	3/1/2016	116845	LICENSED PRACTICAL NURSE II	N	HE08	10	T	1.00	A	\$ 35,386	N/A	N	N	0	N/A	6
HTH420	HP	3/22/2011	5/1/2016	95274H	PEER SPECIALIST	N	13	03	T	1.00	A	\$ 30,438	\$ 28,836	N	N	0	N/A	6
HTH420	HP	new	3/1/2016	120231	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	5
HTH420	HP	new	3/1/2016	121463	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	5
HTH420	HP	new	2/1/2016	121508	HUMAN SERVICES PROF V	N	24	13	T	1.00	A	\$ 40,071	N/A	Y	N	0	N/A	4
HTH420	HL	7/1/2010	5/1/2016	22239	REGISTERED NURSE IV	N	22	09	P	1.00	A	\$ 71,991	\$ 94,104	N	N	0	N/A	5
HTH420	HL	8/6/2014	4/1/2016	47635	HOSPITAL BILLING CLERK I	N	9	03	P	1.00	A	\$ 26,380	\$ 30,036	N	N	0	N/A	32
HTH420	HL	8/16/2011	4/1/2016	48101	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 45,041	\$ 45,036	Y	N	0	N/A	10
HTH420	HL	10/29/1993	6/1/2016	104216	PSYCHIATRIST II	Y	NA	13	T	1.00	A	\$ 112,893	\$ 129,060	N	N	0	N/A	3
HTH420	HL	10/28/2011	3/1/2016	113119	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 46,865	\$ 49,332	Y	N	0	N/A	17
HTH420	HL	2/1/2014	6/1/2016	96206H	PSYCHIATRIST II	Y	NA	13	T	1.00	A	\$ 25,365	\$ 196,848	N	N	0	N/A	6
HTH420	HL	2/28/2009	5/1/2016	94361H	MI/SA COORDINATOR	N	22	13	T	1.00	A	\$ 41,621	\$ 53,352	N	N	0	N/A	24
HTH420	HL	12/6/2007	5/1/2016	116792	CLINICAL PSYCHOLOGIST VI	N	26	13	T	1.00	A	\$ 52,725	\$ 53,364	N	N	0	N/A	25
HTH420	HL	7/14/2007	5/1/2016	94340H	ADV PRACTICE RN	N	26	09	T	1.00	A	\$ 66,500	\$ 79,200	N	N	0	N/A	2
HTH420	HL	11/7/2009	5/1/2016	96209H	REGISTERED NURSE IV	N	22	09	T	1.00	A	\$ 25,365	\$ 84,840	N	N	0	N/A	31
HTH420	HL	2/20/2008	5/1/2016	96208H	REGISTERED NURSE IV	N	22	09	T	1.00	A	\$ 25,365	\$ 81,576	N	N	0	N/A	30
HTH420	HL	3/26/2010	5/1/2016	96210H	REGISTERED NURSE IV	N	22	09	T	1.00	A	\$ 25,365	\$ 80,376	N	N	0	N/A	29
HTH420	HL	3/12/2010	5/1/2016	95289H	PEER SPECIALIST	N	13	03	T	1.00	A	\$ 40,025	\$ 28,836	N	N	0	N/A	26
HTH420	HL	12/25/2008	5/1/2016	95288H	PEER SPECIALIST	N	13	03	T	1.00	A	\$ 40,025	\$ 28,884	N	N	0	N/A	27
HTH420	HL	7/1/2008	5/1/2016	95278H	PEER SPECIALIST	N	13	03	T	1.00	A	\$ 40,025	\$ 27,732	N	N	0	N/A	28
HTH420	HL	7/21/2012	2/1/2016	117730	OFFICE ASSISTANT III	N	8	03	P	1.00	A	\$ 21,044	\$ 25,668	N	N	0	N/A	18
HTH420	HL	new	1/12/2016	121344	HUMAN SERVICES PROF V	N	24	13	T	1.00	A	\$ 45,076	N/A	Y	N	0	N/A	7
HTH420	HL	new	3/1/2016	121473	MENTAL HEALTH SUPERVISOR II	N	26	23	P	1.00	A	\$ 37,191	N/A	N	N	0	N/A	1
HTH420	HL	new	3/1/2016	121482	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	N	N	0	N/A	8
HTH420	HL	new	1/19/2016	121605	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	16

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HTH420	HL	new	3/1/2016	121607	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	23
HTH420	HL	new	4/1/2016	121608	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	22
HTH420	HL	new	4/1/2016	121609	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,071	N/A	Y	N	0	N/A	21
HTH420	HL	new	4/1/2016	121610	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 43,297	N/A	Y	N	0	N/A	20
HTH420	HL	new	2/1/2016	121617	HUMAN SERVICES PROF V	N	24	23	T	1.00	A	\$ 40,071	N/A	Y	N	0	N/A	4
HTH420	HL	new	4/1/2016	121618	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	N	N	0	N/A	15
HTH420	HL	new	5/1/2016	121619	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	N	N	0	N/A	14
HTH420	HL	new	5/1/2016	121620	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	N	N	0	N/A	13
HTH420	HL	new	5/1/2016	121621	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	9
HTH420	HL	new	5/1/2016	121622	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	19
HTH420	HL	new	2/1/2016	121681	OFFICE ASSISTANT III	N	8	03	T	1.00	A	\$ 20,041	N/A	N	N	0	N/A	11
HTH420	HL	new	2/1/2016	121683	OFFICE ASSISTANT III	N	8	03	T	1.00	A	\$ 25,365	N/A	N	N	0	N/A	12
HTH420	HM	5/1/2015	5/1/2016	09143	HUMAN SERVICES PROF IV	N	22	13	P	1.00	A	\$ 52,725	\$ 64,920	N	N	0	N/A	8
HTH420	HM	4/14/2012	2/1/2016	14930	HUMAN SERVICES PROF V	N	24	23	P	1.00	A	\$ 43,297	\$ 37,044	Y	N	0	N/A	7
HTH420	HM	10/27/2012	3/1/2016	52120	HUMAN SERVICES PROF IV	N	22	13	P	0.50	A	\$ 21,649	\$ 21,648	Y	N	0	N/A	15
HTH420	HM	3/8/2014	3/1/2016	52328	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,025	\$ 43,812	Y	N	0	N/A	13
HTH420	HM	6/1/2014	6/1/2016	100311	PSYCHIATRIST I	Y	NA	13	T	1.00	A	\$ 112,893	\$ 168,804	N	N	0	N/A	2
HTH420	HM	new	12/16/2015	121276	PUBLIC HEALTH PROGRAM MGR	N	EM05	35	P	1.00	A	\$ 68,172	N/A	Y	N	0	N/A	1
HTH420	HM	new	3/1/2016	121338	CLINICAL PSYCHOLOGIST VI	N	26	13	T	1.00	A	\$ 41,621	N/A	Y	N	0	N/A	3
HTH420	HM	new	4/1/2016	121339	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	5
HTH420	HM	new	4/1/2016	121478	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 43,297	N/A	Y	N	0	N/A	9

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HTH420	HM	new	4/1/2016	121479	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	10
HTH420	HM	new	5/1/2016	121505	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 43,297	N/A	Y	N	0	N/A	11
HTH420	HM	new	5/1/2016	121639	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	12
HTH420	HM	new	5/1/2016	121640	HUMAN SERVICES PROF V	N	24	23	T	1.00	A	\$ 40,037	N/A	N	N	0	N/A	6
HTH420	HM	new	2/1/2016	121670	OFFICE ASSISTANT III	N	8	03	T	1.00	A	\$ 25,365	N/A	N	N	0	N/A	14
HTH420	HN	8/20/2014	1/11/2016	15090	HUMAN SERVICES PROF IV	N	22	13	P	1.00	A	\$ 45,041	\$ 47,400	Y	N	0	N/A	3
HTH420	HN	8/1/2014	12/30/2015	34354	PUBLIC HEALTH ADM OFFICER IV	N	22	13	P	1.00	A	\$ 43,298	\$ 47,400	Y	N	0	N/A	1
HTH420	HN	3/21/2014	3/1/2016	43147	HUMAN SERVICES PROF IV	N	22	13	P	1.00	A	\$ 46,865	\$ 51,300	Y	N	0	N/A	8
HTH420	HN	7/1/2009	3/1/2016	45010	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,025	\$ 37,632	Y	N	0	N/A	12
HTH420	HN	5/1/2014	4/1/2016	48980	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 45,041	\$ 49,308	Y	N	0	N/A	13
HTH420	HN	12/1/2014	4/1/2016	90277H	CLINICAL PSYCHOLOGIST VII	N	28	13	T	0.80	A	\$ 48,964	\$ 78,984	N	N	0	N/A	7
HTH420	HN	8/7/2008	5/1/2016	95302H	PEER SPECIALIST	N	13	03	T	0.50	A	\$ 40,025	\$ 15,006	N	N	0	N/A	9
HTH420	HN	9/16/2014	1/4/2016	117732	OFFICE ASSISTANT III	N	8	03	P	1.00	A	\$ 24,385	\$ 27,768	Y	N	0	N/A	2
HTH420	HN	new	3/1/2016	121340	CLINICAL PSYCHOLOGIST VI	N	26	13	T	1.00	A	\$ 48,964	N/A	Y	N	0	N/A	4
HTH420	HN	new	4/1/2016	121341	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 37,141	N/A	Y	N	0	N/A	6
HTH420	HN	new	5/1/2016	121488	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 38,627	N/A	Y	N	0	N/A	10
HTH420	HN	new	5/1/2016	121506	HUMAN SERVICES PROF IV	N	22	13	T	1.00	A	\$ 40,037	N/A	Y	N	0	N/A	11
HTH420	HN	new	5/1/2016	121532	HUMAN SERVICES PROF V	N	24	23	P	1.00	A	\$ 37,191	N/A	Y	N	0	N/A	5
HTH430	HQ	10/30/2015	3/7/2016	2110	INSTITUTION FACILITIES SUPERINTENDENT II	N	24	04	P	1.00	A	\$ 45,646	\$ 56,172	Y	N	0	N/A	1
HTH430	HQ	6/30/2015	2/1/2016	2167	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	1.00	A	\$ 35,386	\$ 41,772	Y	N	0	N/A	1

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HTH430	HQ	10/1/2015	2/1/2016	2226	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	1.00	A	\$ 42,853	\$ 43,440	Y	N	0	N/A	1
HTH430	HQ	8/20/2015	1/4/2016	2276	CARPENTER I	N	BC09	01	P	1.00	A	\$ 42,317	\$ 48,216	Y	N	0	N/A	2
HTH430	HQ	9/30/2015	2/1/2016	2289	TELEPHONE SWITCHBOARD OPERATOR II	N	7	03	P	1.00	A	\$ 33,311	\$ 39,492	Y	N	0	N/A	2
HTH430	HQ	11/9/2015	2/1/2016	10992	PARA-MEDICAL ASSISTANT (FULL PERFORMANCE)	N	HE04	10	P	1.00	A	\$ 31,099	\$ 37,512	N	N	0	N/A	1
HTH430	HQ	5/19/2011	2/1/2016	15786	LPN - MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	1.00	A	\$ 42,853	\$ 42,648	Y	N	0	N/A	1
HTH430	HQ	6/24/2014	2/1/2016	18147	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	1.00	A	\$ 31,099	\$ 36,060	Y	N	0	N/A	1
HTH430	HQ	12/30/2011	3/7/2016	24922	NEUROTRAINING THERAPIST IV	N	22	13	P	1.00	A	\$ 61,674	\$ 61,680	N	N	0	N/A	2
HTH430	HQ	5/31/2014	2/1/2016	25872	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	1.00	A	\$ 42,853	\$ 46,692	Y	N	0	N/A	1
HTH430	HQ	2/27/2015	ASAP	25877	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	1.00	A	\$ 39,672	\$ 43,440	N	N	0	N/A	1
HTH430	HQ	7/7/2015	2/1/2016	26123	REGISTERED NURSE III	N	20	09	P	1.00	A	\$ 75,274	\$ 104,112	Y	N	0	N/A	1
HTH430	HQ	11/30/2015	2/1/2016	28769	MEDICAL RECORDS TECHNICIAN V	N	11	03	P	1.00	A	\$ 36,070	\$ 36,468	N	N	0	N/A	2
HTH430	HQ	9/30/2015	12/1/2015	28770	MEDICAL RECORDS TECHNICIAN VII	N	15	03	P	1.00	A	\$ 49,339	\$ 36,468	Y	N	0	N/A	1
HTH430	HQ	12/28/2012	ASAP	29198	SECRETARY II	N	14	03	P	1.00	A	\$ 47,435	\$ 46,176	N	N	0	N/A	2
HTH430	HQ	7/7/2015	2/1/2016	30838	ACCOUNT CLERK II	N	8	03	P	1.00	A	\$ 26,368	\$ 26,700	Y	N	0	N/A	2
HTH430	HQ	5/21/2014	2/1/2016	31529	PARA-MEDICAL ASSISTANT (ENTRY LEVEL)	N	HE02	10	P	1.00	A	\$ 29,324	\$ 33,876	Y	N	0	N/A	1
HTH430	HQ	3/27/2015	ASAP	31543	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	1.00	A	\$ 33,094	\$ 38,748	N	N	0	N/A	1

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HTH430	HQ	10/31/2014	2/1/2016	33000	PARA-MEDICAL ASSISTANT (FULL PERFORMANCE)	N	HE04	10	P	1.00	A	\$ 31,099	\$ 36,060	Y	N	0	N/A	1
HTH430	HQ	6/15/2014	2/1/2016	33008	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	1.00	A	\$ 33,094	\$ 38,556	Y	N	0	N/A	1
HTH430	HQ	2/17/2015	ASAP	34784	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE) 50%	N	HE06	10	P	0.50	A	\$ 19,078	\$ 19,368	N	N	0	N/A	1
HTH430	HQ	8/21/2015	3/7/2016	41788	OCCUPATIONAL THERAPIST III	N	20	13	P	1.00	A	\$ 48,746	\$ 64,920	Y	N	0	N/A	2
HTH430	HQ	9/15/2015	1/4/2015	43667	OFFICE ASSISTANT III	N	8	03	P	1.00	A	\$ 26,368	\$ 27,768	Y	N	0	N/A	2
HTH430	HQ	11/13/2015	1/16/2016	43668	OFFICE ASSISTANT III	N	8	03	P	1.00	A	\$ 27,394	\$ 27,768	N	N	0	N/A	3
HTH430	HQ	9/15/2015	ASAP	44247	OFFICE ASSISTANT II	N	6	03	P	1.00	A	\$ 24,385	\$ 25,668	N	N	0	N/A	2
HTH430	HQ	2/3/2014	2/1/2016	45737	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	1.00	A	\$ 33,094	\$ 37,320	Y	N	0	N/A	1
HTH430	HQ	3/8/2015	1/4/2015	45754	REGISTERED NURSE II	N	18	09	P	1.00	A	\$ 75,274	\$ 83,868	Y	N	0	N/A	1
HTH430	HQ	9/30/2015	2/1/2016	45798	RECREATIONAL THERAPIST III	N	20	13	P	1.00	A	\$ 48,746	\$ 57,720	Y	N	0	N/A	2
HTH430	HQ	5/17/2013	2/1/2016	46308	OCCUPATIONAL THERAPIST III	N	20	13	P	1.00	A	\$ 52,725	\$ 55,500	Y	N	0	N/A	2
HTH430	HQ	11/27/2015	2/1/2016	46309	OCCUPATIONAL THERAPIST III	N	20	13	P	1.00	A	\$ 46,865	\$ 55,488	Y	N	0	N/A	2
HTH430	HQ	1/11/2015	2/1/2016	51128	PMA - MENTAL HEALTH (ENTRY LEVEL) 50%	N	HE02	10	P	0.50	A	\$ 14,666	\$ 16,938	N	N	0	N/A	1
HTH430	HQ	1/28/1997	4/4/2016	51145	PROGRAM SPECIALIST SUBSTANCE ABUSE	N	22	13	P	1.00	A	\$ 43,297	\$ 31,200	N	N	0	N/A	2
HTH430	HQ	8/29/2012	ASAP	52047	REGISTERED NURSE III	N	20	09	P	1.00	A	\$ 70,612	\$ 68,736	N	N	0	N/A	1
HTH430	HQ	7/15/2015	2/1/2016	52049	REGISTERED NURSE III	N	20	09	P	1.00	A	\$ 75,274	\$ 101,580	Y	N	0	N/A	1
HTH430	HQ	8/31/2015	2/1/2016	52057	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	1.00	A	\$ 42,853	\$ 46,920	Y	N	0	N/A	1
HTH430	HQ	9/30/2015	2/1/2016	103502	HSH FACILITIES PLANT ENGINEER	Y	NA	93	P	1.00	A	\$ 62,198	\$ 68,088	Y	N	0	N/A	1
HTH430	HQ	4/27/2015	2/1/2016	104221	PSYCHIATRIST I	Y	NA	13	T	1.00	A	\$ 112,893	\$ 178,992	Y	N	0	N/A	1
HTH430	HQ	7/31/2014	2/1/2016	105817	PSYCHIATRIST II	Y	NA	13	T	1.00	A	\$ 112,893	\$ 147,804	Y	N	0	N/A	1
HTH430	HQ	5/18/2015	2/1/2016	105900	PSYCHIATRIST I	Y	NA	13	T	1.00	A	\$ 112,893	\$ 175,008	Y	N	0	N/A	1

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HTH430	HQ	7/21/2010	12/1/2015	116503	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	1.00	A	\$ 29,902	\$ 46,164	Y	N	0	N/A	1
HTH430	HQ	6/28/2013	2/1/2016	116510	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	1.00	A	\$ 29,332	\$ 30,876	Y	N	0	N/A	1
HTH430	HQ	5/17/2013	2/1/2016	116512	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	1.00	A	\$ 31,099	\$ 35,952	Y	N	0	N/A	1
HTH430	HQ	8/31/2015	2/1/2016	116515	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	1.00	A	\$ 29,902	\$ 36,240	Y	N	0	N/A	1
HTH430	HQ	1/6/2015	2/1/2016	116555	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	1.00	A	\$ 29,902	\$ 36,060	Y	N	0	N/A	1
HTH430	HQ	1/24/2014	2/1/2016	116556	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	1.00	A	\$ 29,902	\$ 32,880	Y	N	0	N/A	1
HTH430	HQ	7/15/2015	ASAP	116561	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	1.00	A	\$ 29,902	\$ 37,512	N	N	0	N/A	1
HTH430	HQ	9/5/2013	2/1/2016	116563	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	1.00	A	\$ 29,902	\$ 31,860	Y	N	0	N/A	1
HTH430	HQ	10/4/2004	2/1/2016	117131	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	1.00	A	\$ 33,094	N/A	Y	N	0	N/A	1
HTH430	HQ	9/4/2013	2/1/2016	92625H	HSH PSYCHIATRY CHIEF	Y	NA	23	T	1.00	A	\$ 165,625	\$ 177,840	Y	N	0	N/A	1
HTH430	HQ	9/30/2015	1/16/2016	95232H	FORENSIC COORDINATOR	N	24	13	T	1.00	A	\$ 76,000	\$ 77,724	Y	N	0	N/A	1
HTH430	HQ	11/27/2015	2/1/2016	98206H	MENTAL HTH/SUBS ABUSE SPC	N	22	13	P	1.00	A	\$ 45,076	\$ 48,672	Y	N	0	N/A	1
HTH430	HR	1/17/2009	1/16/2016	43666	OFFICE ASSISTANT III	N	8	03	P	1.00	A	\$ 24,385	\$ 23,736	Y	N	0	N/A	2
HTH430	HR	6/30/2009	1/16/2016	44330	OFFICE ASSISTANT III	N	8	03	P	1.00	A	\$ 24,385	\$ 25,667	Y	N	0	N/A	2
HTH430	HR	3/3/2015	1/4/2016	120475	REGISTERED NURSE III	N	20	09	P	1.00	A	\$ 62,791	\$ 90,708	Y	N	0	N/A	1
HTH440	HR	9/12/2007	1/1/2016	117897	Program Specialist (SA) VI	N	26	13	P	1.00	A	\$ 45,576	\$ 45,576	Y	N	0	N/A	1
HTH440	HD	10/1/2015	3/1/2016	112471	Accountant III	N	20	13	P	1.00	A	\$ 45,580	\$ 45,580	Y	N	0	N/A	2

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HTH440	HO	6/1/2015	3/1/2016	96608H	Hawaii Pathways Project Corrdinator	Y	NA	13	T	1.00	P	\$ 67,008	\$ 67,008	Y	N	0	N/A	3
HTH460	HE	8/8/2014	01/31/16	40502	SOCIAL WORKER IV	N	22	13	P	1.00	A	\$ 38,976	\$ 53,364	Y	Y	1	89 day Hire	21
HTH460	HE	3/31/2015	01/31/16	46845	SOCIAL WORKER IV	N	22	13	P	1.00	A	\$ 53,352	\$ 53,352	Y	N	0	N/A	22
HTH460	HE	02/26/14	01/31/16	110057	SW/HSP IV	N	22	13	P	1.00	A	\$ 51,312	\$ 47,400	Y	N	0	N/A	23
HTH460	HE	10/01/13	01/31/16	90000H	SECRETARY II	N	14	3	P	1.00	A	\$ 30,036	\$ 57,720	N	N	0	N/A	6
HTH460	HE	2/27/2009	01/31/16	90021H	MENTAL HEALTH CARE COORD IV	N	22	13	P	1.00	A	\$ 45,576	\$ 45,576	N	N	0	N/A	24
HTH460	HE	10/3/2009	01/31/16	90351H	OAHU SERVICE BRANCH ADMINISTRATOR	Y	NA	EM	P	1.00	B	\$ 45,780	\$ 83,556	N	N	0	N/A	2
HTH460	HE	11/15/2012	01/31/16	91211H	CAMHD SW (HIGH RISK)	Y	NA	13	P	1.00	A	\$ 40,164	\$ 45,576	N	N	0	N/A	25
HTH460	HE	5/15/2013	07/31/16	97203H	PHAO IV	Y	NA	13	P	1.00	A	\$ 40,164	\$ 49,320	N	N	0	N/A	4
HTH460	HF	11/5/2014	01/31/16	48061	PMS IV	N	22	13	P	1.00	A	\$ 45,576	\$ 49,308	Y	N	0	N/A	19
HTH460	HF	4/22/2013	01/31/16	106427	PSYCHIATRIST II	Y	NA	13	T	0.50	A	\$ 44,556	\$ 184,212	N	N	0	N/A	35
HTH460	HF	7/23/2007	01/31/16	110111	DPUST	N	15	3	P	1.00	B	\$ 22,116	\$ 33,756	Y	N	0	N/A	31
HTH460	HF	8/7/2015	01/31/16	110238	ITS IV	N	22	13	P	1.00	A	\$ 45,576	\$ 45,576	Y	N	0	N/A	32
HTH460	HF	1/23/2009	01/31/16	110240	DPSA IV	N	22	13	T	1.00	U	\$ 37,908	\$ 45,576	Y	N	0	N/A	33
HTH460	HF	8/17/2010	01/31/16	117757	HOSPITAL BILLING CLERK I	N	9	3	P	1.00	B	\$ 26,700	\$ 31,212	N	N	0	N/A	34
HTH460	HF	2/27/2015	01/31/16	90006H	SW/HSP IV	Y	NA	13	T	1.00	A	\$ 37,464	\$ 47,412	N	N	0	N/A	18
HTH460	HF	7/21/2015	ASAP	90009H	CP VI	N	26	13	P	1.00	A	\$ 55,500	\$ 79,968	N	N	0	N/A	17
HTH460	HF	10/16/2012	12/28/2015	90017H	PSYCHIATRIC SPECIALIST	Y	NA	13	T	1.00	A	\$ 118,835	\$ 170,000	N	N	0	N/A	14
HTH460	HF	1/13/2013	01/31/16	90220H	CAMHD BEST PRACTICE TRAINER	Y	NA	13	T	1.00	U	\$ 45,564	\$ 96,720	N	N	0	N/A	36
HTH460	HF	7/1/2014	01/31/16	90241H	DPSA VI	Y	NA	13	P	1.00	B	\$ 40,512	\$ 35,064	N	N	0	N/A	37
HTH460	HF	7/1/2011	01/31/16	90357H	UTILIZATION REVIEW SPECIALIST	Y	NA	13	P	1.00	B	\$ 33,276	\$ 53,352	N	N	0	N/A	38
HTH460	HF	3/27/2015	01/31/16	91202H	SERVICE TESTER	Y	NA	13	T	1.00	A	\$ 36,978	\$ 57,792	N	N	0	N/A	39
HTH460	HF	9/2/2015	01/31/16	91213H	STATS CLERK I	Y	NA	3	T	1.00	A	\$ 21,708	\$ 33,312	N	N	0	N/A	42
HTH460	HF	9/8/2015	01/31/16	92210H	SERVICE TESTER	Y	NA	13	T	1.00	A	\$ 40,000	\$ 45,576	N	N	0	N/A	43
HTH460	HF	11/30/2015	01/31/16	93001H	PROJECT MANAGER	Y	NA	13	T	1.00	P	\$ 92,700	\$ 93,600	N	N	0	N/A	47
HTH460	HF	6/26/2015	01/31/16	93003H	LEAD EVALUATOR	Y	NA	13	T	1.00	P	\$ 87,550	\$ 91,056	N	N	0	N/A	48
HTH460	HF	9/12/2014	01/31/16	93006H	PRACTICE DVLPMT SPEC	N	NA	13	T	1.00	P	\$ 56,650	\$ 53,004	N	N	0	N/A	49
HTH460	HF	6/7/2014	01/31/16	93009H	CAMHD KEALAHOU INTENSIVE SUPPORT WORKER	Y	NA	13	T	1.00	P	\$ 46,350	\$ 46,800	N	N	0	N/A	50

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HTH460	HF	5/31/2014	01/31/16	93010H	CAMHD KEALAHOU INTENSIVE SUPPORT WORKER	Y	NA	13	T	1.00	P	\$ 46,350	\$ 45,000	N	N	0	N/A	51
HTH460	HF	2/25/2015	01/31/16	93011H	INTENSIVE SPRT WRKR	Y	NA	13	T	1.00	P	\$ 46,350	\$ 45,000	N	N	0	N/A	40
HTH460	HF	7/11/2014	01/31/16	93013H	INTENSIVE SPRT WRKR	Y	NA	13	T	1.00	P	\$ 46,350	\$ 46,800	N	N	0	N/A	52
HTH460	HF	4/1/2013	01/31/16	94402H	MENTOR	Y	NA	13	P	1.00	B	\$ 45,000	\$ 53,352	N	N	0	N/A	41
HTH460	HF		01/31/16	95746H	CLINICAL PSYCHOLOGIST VI	N	NA	13	P	1.00	A	\$ 27,750	new	N	N	0	N/A	15
HTH460	HF	2/25/2015	01/31/16	95751H	SYSTEM SPANNER	Y	NA	13	T	1.00	P	\$ 55,000	\$ 53,496	N	N	0	N/A	44
HTH460	HF	8/4/2015	01/31/16	95756H	CAMHD SOC Social Marketing and Outreach Coordinator	Y	NA	3	T	0.50	P	\$ 30,000	\$ 22,362	N	N	0	N/A	45
HTH460	HF	8/4/2015	01/31/16	95758H	CAMHD SOC Cultural Specialist	Y	NA	13	T	0.50	P	\$ 30,000	\$ 22,362	N	N	0	N/A	46
HTH460	HF	12/3/2014	01/31/16	97621H	PSYCHIATRIC SPECIALIST - EAST	Y	NA	13	T	1.00	A	\$ 150,000	\$ 186,096	N	N	0	N/A	13
HTH460	HF	11/23/2015	01/31/16	97691H	FORENSIC MH/JJ PSYCHOLOGIC SPECIALIST	Y	NA	13	T	1.00	A	\$ 80,000	\$ 83,208	N	N	0	N/A	16
HTH460	HF	7/1/2012	01/31/16	97692H	FORENSIC MH/JJ PSYCHIATRIC SPECIALIST	Y	NA	13	T	1.00	A	\$ 175,000	\$ 161,496	N	N	0	N/A	12
HTH460	HS	10/29/2015	ASAP	30116	MHS II	Y	NA	13	P	1.00	A	\$ 55,500	\$ 60,012	Y	N	0	N/A	7
HTH460	HV	12/3/2009	01/31/16	40504	MENTAL HEALTH CARE COORD IV	N	22	13	P	1.00	A	\$ 37,464	\$ 43,824	Y	N	0	N/A	26
HTH460	HV	7/2/2012	01/31/16	41388	MENTAL HEALTH SUPERVISOR I	N	22	13	P	1.00	A	\$ 67,488	\$ 67,488	Y	N	0	N/A	8
HTH460	HV	7/17/2015	01/31/16	108761	HSP IV	N	22	13	P	1.00	A	\$ 47,412	\$ 42,132	Y	N	0	N/A	27
HTH460	HV	10/18/2010	01/31/16	110152	OFFICE ASSISTANT III	N	8	3	T	1.00	A	\$ 25,365	\$ 26,700	Y	N	0	N/A	11
HTH460	HV	9/30/2015	01/31/16	110266	MHCC IV	N	22	13	P	1.00	A	\$ 49,332	\$ 49,332	Y	N	0	N/A	28
HTH460	HV	7/31/2015	01/31/16	110487	MENTAL HEALTH CARE COORD IV	N	22	13	P	1.00	A	\$ 57,708	\$ 57,708	Y	N	0	N/A	29
HTH460	HV	7/13/2014	01/31/16	111462	MENTAL HEALTH CARE COORD IV	N	22	13	P	1.00	A	\$ 49,332	\$ 49,332	Y	N	0	N/A	30
HTH460	HV	6/9/2015	01/31/16	117657	OFFICE ASSISTANT III	N	8	3	T	1.00	A	\$ 27,756	\$ 27,756	Y	N	0	N/A	20
HTH460	HV	8/12/2008	01/31/16	90005H	SW/HSP IV	Y	NA	13	P	1.00	A	\$ 40,071	\$ 57,720	N	N	0	N/A	9

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HTH460	HV	9/24/2012	01/31/16	90013H	NEIGHBOR ISLND SERVICE BRANCH ADMINISTRATOR	N	NA	EM	P	1.00	A	\$ 62,424	\$ 57,708	N	N	0	N/A	1
HTH460	HV	1/15/2015	07/31/16	90352H	SECRETARY II	Y	NA	3	P	1.00	B	\$ 22,116	\$ 41,616	N	N	0	N/A	5
HTH460	HV	6/20/2008	01/31/16	91204H	PUBLIC HEALTH ADMINISTRATIVE OFFICER IV	Y	NA	13	P	1.00	A	\$ 20,082	\$ 47,436	N	N	0	N/A	3
HTH460	HV	9/30/2013	01/31/16	94403H	SECRETARY II	Y	NA	13	P	1.00	B	\$ 33,276	\$ 53,352	N	N	0	N/A	10
HTH495	HB	10/1/2015	1/11/2016	28985	PERSONNEL MGMT SPECIALIST IV	N	22	73	P	1.00	A	\$ 57,023	\$ 40,458	Y	N	0	N/A	1
HTH495	HB	8/4/2015	3/1/2016	44154	PERSONNEL MGMT SPECIALIST III	N	20	73	P	1.00	A	\$ 57,023	\$ 37,464	Y	N	0	N/A	8
HTH495	HB	9/8/2015	2/1/2016	112664	OFFICE ASSISTANT III	N	8	3	P	1.00	A	\$ 24,835	\$ 29,888	Y	N	0	N/A	11
HTH495	HB	12/16/2014	6/1/2016	90273H	OFC ASST III	Y	NA	13	T	1.00	A	\$ 20,041	\$ 48,372	N	N	0	N/A	18
HTH495	HB	7/3/2013	4/1/2016	91226H	PROGRAM MONITOR	Y	NA	13	T	1.00	A	\$ 51,300	\$ 52,236	Y	N	0	N/A	10
HTH495	HB	5/16/2014	3/1/2016	91227H	PROGRAM MONITOR	Y	NA	13	T	1.00	A	\$ 51,300	\$ 40,728	Y	N	0	N/A	6
HTH495	HB	9/26/2015	3/1/2016	91228H	PROGRAM MONITOR	Y	NA	13	T	1.00	A	\$ 51,300	\$ 43,068	Y	N	0	N/A	6
HTH495	HB	12/31/2013	1/5/2016	91233H	PROGRAM MONITOR	Y	NA	13	T	1.00	A	\$ 51,300	\$ 104,664	Y	N	0	N/A	4
HTH495	HB	12/31/2014	3/1/2016	91244H	FINANCIAL RESOURCE SPECIALIST	Y	NA	13	T	1.00	A	\$ 45,600	\$ 67,512	Y	N	0	N/A	7
HTH495	HB	10/18/2014	1/4/2016	91250H	REGISTERED PROF NURSE IV	Y	NA	13	T	1.00	A	\$ 54,446	\$ 62,652	Y	N	0	N/A	5
HTH495	HB	12/31/2011	5/1/2016	91251H	REGISTERED PROF NURSE IV	Y	NA	09	T	1.00	A	\$ 54,446	\$ 87,384	Y	N	0	N/A	14
HTH495	HB	11/19/2015	3/1/2016	91253H	REGISTERED PROF NURSE IV	Y	NA	13	T	1.00	A	\$ 54,446	\$ 47,400	Y	N	0	N/A	13
HTH495	HB	9/1/2014	4/1/2016	91255H	REGISTERED PROF NURSE IV	Y	NA	09	T	1.00	A	\$ 54,446	\$ 89,292	Y	N	0	N/A	12
HTH495	HB	9/1/2015	2/1/2016	91264H	HSP/SOCIAL WORKER V	Y	NA	13	T	1.00	A	\$ 40,709	\$ 45,564	Y	N	0	N/A	6
HTH495	HB	3/29/2012	12/14/2015	91272H	SECRETARY II	Y	NA	13	T	1.00	A	\$ 28,226	\$ 26,592	Y	N	0	N/A	3
HTH495	HB	3/1/2014	6/1/2016	91279H	APPLICATIONS DEVELOPER	Y	NA	63	T	1.00	A	\$ 43,890	\$ 46,188	N	N	0	N/A	2
HTH495	HB	7/1/2015	6/1/2016	92234H	IT SPC IV	Y	NA	73	T	0.40	A	\$ 43,297	\$ 25,051	N	N	0	N/A	15
HTH495	HB	3/17/2010	5/1/2016	92237H	DATA PROC USER SUP TECH	Y	NA	03	T	1.00	A	\$ 32,068	\$ 37,284	N	N	0	N/A	9
HTH495	HB	6/1/2015		92246H	ASSOC EVALUATOR	Y	NA	13	T	1.00	P	\$ 58,933	\$ 67,608	Y	N	0	N/A	17
HTH495	HB	12/1/2010	6/1/2016	98204H	ASSISTANT MEDICAL DIRECTOR	Y	NA	13	T	0.50	A	\$ 73,744	\$ 122,184	N	N	0	N/A	19

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HTH495	HC	5/2/2014	2/22/2016	118207	CORE Chief Financial Officer	Y	NA	93	T	1.00	A	\$ 54,000	\$ 145,380	Y	N	0	N/A	3
HTH495	HC	7/1/2014	2/4/2016	119382	CORE Research Statistician	Y	NA	13	T	1.00	A	\$ 45,576	\$ 83,208	Y	N	0	N/A	2
HTH495	HC	11/29/2014	1/29/2016	119371	CORE Monitoring Coordinator	Y	NA	13	P	1.00	A	\$ 62,424	\$ 83,208	Y	N	0	N/A	4
HTH495	HC	12/16/2014	1/4/2016	120130	CORE Performance Improvement Coordinator	Y	NA	13	T	1.00	A	\$ 51,312	\$ 81,120	Y	N	0	N/A	1
HTH501	CU	1/6/2015	2/1/2015	120796	Program Specialist IV	N	22	13	P	1.00	A	\$ 45,076	\$ 55,488	Y	Y	5	N/A	3
HTH501	CV	7/28/2015	2/1/2015	120828	Program Specialist IV	N	22	13	T	1.00	A	\$ 36,100	\$ 47,400	Y	N	0	N/A	11
HTH501	CV	New	2/1/2015	120912	PHAO IV	N	22	13	T	1.00	A	\$ 36,100	\$ -	Y	N	0	N/A	16
HTH501	CV	1/1/2009	2/1/2015	98622H	Social Svc Asst IV	N	11	3	P	1.00	A	\$ 27,394	\$ 31,212	Y	N	0	N/A	17
HTH501	CV	7/1/2009	2/1/2015	92472H	Individual Mentor	N	NA	3	T	1.00	A	\$ 19,000	\$ 9,786	Y	N	0	N/A	18
HTH501	CV	4/1/2015	2/1/2015	52025	Social Svc Asst IV	N	11	3	P	1.00	A	\$ 29,651	\$ 35,112	Y	N	0	N/A	19
HTH501	CV	5/23/2007	2/1/2015	26684	Office Assistant III	N	8	3	P	1.00	A	\$ 25,365	\$ 31,212	Y	N	0	Committed- Conditional Offer	26
HTH501	ED	7/10/2015	2/1/2015	19281	Dentist VI	N	28	13	P	1.00	A	\$ 59,303	\$ 82,140	Y	N	0	N/A	7
HTH501	JA	11/17/2015	2/1/2015	11567	Public Health Program Mgr	N	EM-05	35	P	1.00	A	\$ 68,172	\$ 82,272	Y	N	0	N/A	1
HTH501	JA	8/4/2015	2/1/2015	121094	HSP V	N	24	23	P	1.00	A	\$ 52,092	\$ 53,364	Y	N	0	N/A	2
HTH501	JA	2/11/2015	2/1/2015	121021	HSP IV	N	22	13	P	1.00	A	\$ 37,369	\$ 53,364	Y	Y	2	N/A	4
HTH501	JA	New	2/1/2015	121093	HSP IV	N	22	13	P	1.00	A	\$ 42,811	\$ -	Y	Y	1	N/A	5
HTH501	JA	9/9/2014	2/1/2015	116337	SW/HSP IV	N	22	13	P	1.00	A	\$ 43,297	\$ 55,488	Y	N	0	N/A	10
HTH501	JA	11/1/2015	2/1/2015	121020	Registered Nurse III	N	20	9	P	1.00	A	\$ 56,375	\$ 94,332	Y	N	0	N/A	20
HTH501	JA	9/1/2015	12/9/2015	12470	HSP V	N	24	23	P	1.00	A	\$ 75,035	\$ 78,996	Y	N	0	to start 12/9/15	26
HTH501	JA	7/1/2015	12/21/2015	121022	Office Assistant III	N	8	3	T	1.00	A	\$ 18,981	\$ 26,700	Y	Y	5	to start 12/21/15	26
HTH501	JA	New	1/5/2016	121551	HSP IV	N	22	13	P	1.00	A	\$ 52,093	\$ -	Y	N	0	to start 1/5/16	26
HTH501	JN	10/16/2014	2/1/2015	120587	Human Services Professional IV	N	22	13	P	1.00	B	\$ 44,533	\$ 53,364	Y	N	0	N/A	24
HTH501	JN	New	2/1/2015	120588	Human Services Professional IV	N	22	13	P	1.00	B	\$ 41,164	\$ 43,812	Y			N/A	25
HTH501	JO	12/31/2014	2/1/2015	27505	Registered Nurse III	N	20	9	P	1.00	A	\$ 77,155	\$ 100,104	Y	Y	1	N/A	8
HTH501	JO	3/25/2014	2/1/2015	27475	Social Worker III	N	20	13	P	1.00	A	\$ 41,633	\$ 43,812	Y	Y	2	N/A	12
HTH501	JO	1/2/2013	2/1/2015	110230	Human Services Professional III	N	20	13	P	1.00	A	\$ 37,030	\$ 62,424	Y	N	0	N/A	14

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HTH501	JO	10/3/2015	2/1/2015	112738	Human Services Professional III	N	20	13	P	1.00	A	\$ 40,025	\$ 49,308	Y	Y	1	N/A	15
HTH501	JO	1/1/2012	2/1/2015	117921	Info Tech Spec IV	N	22	13	T	1.00	A	\$ 43,297	\$ 43,296	Y	N	0	N/A	22
HTH501	JO	10/23/2015	2/1/2015	27504	Office Assistant IV	N	10	3	P	1.00	A	\$ 36,070	\$ 41,064	Y	N	0	Committed- Conditional Offer	26
HTH501	JO	3/11/2015	2/1/2015	116461	Office Assistant IV	N	10	3	P	1.00	A	\$ 26,368	\$ 28,872	Y	N	0	Committed- Conditional Offer	26
HTH501	JO	4/6/2015	12/21/2015	24861	Social Worker III	N	20	13	P	1.00	A	\$ 40,025	\$ -	Y	N	0	to start 12/21/15	26
HTH501	JQ	2/3/2015	2/1/2015	112990	Human Services Professional III	N	20	13	P	1.00	A	\$ 50,684	\$ 43,812	Y	N	0	N/A	9
HTH501	JS	7/1/2015	2/1/2015	118384	Human Services Professional III	N	20	13	P	1.00	A	\$ 20,013	\$ 24,654	Y	N	0	N/A	21
HTH501	JS	11/3/2015	2/1/2015	43114	Social Worker IV	N	22	13	P	1.00	A	\$ 46,865	\$ 49,308	Y	N	0	Committed- Conditional Offer	26
HTH501	JS	6/9/2015	12/7/2015	121060	Office Assistant III	N	8	3	P	1.00	A	\$ 36,070	\$ 26,700	Y	N	0	to start 12/7/15	26
HTH501	KB	2/3/2015	2/1/2015	49800	HSP IV	N	22	13	P	1.00	A	\$ 72,162	\$ 55,488	Y	N	0	N/A	6
HTH501	KB	7/8/2015	2/1/2015	40064	Accountant III	N	20	13	P	1.00	A	\$ 52,725	\$ 43,812	Y	N	0	N/A	13
HTH501	KB	New	2/1/2015	120592	General Prof III	N	20	13	T	1.00	A	\$ 42,750	\$ -	Y	N	0	N/A	23
HTH501	KB	10/15/2015	12/1/2015	27809	Personnel Clerk IV	N	11	63	P	1.00	A	\$ 25,365	\$ 32,460	Y	N	0	to start 12/1/15	26
HTH520	AI	11/13/2015	2/1/2016	101267	DCAB Program Specialist	Y	NA	13	T	1.00	A	\$ 47,400	\$ 47,400	Y	N	0	N/A	1
HTH520	AI	New (varianced)	1/1/2016	121817	DCAB Administrative Officer	Y	NA	13	T	1.00	A	\$ 57,708		Y	N	0	N/A	2
HTH560	KC	1/1/2015	5/1/2016	110210	Public Health Administrator	N	EM08	35	P	1.00	A	\$ 98,748	\$ 96,576	Y	N	0	TA	1
HTH560	KC	11/1/2014	4/1/2016	3791	Public Health Adm Officer VI	N	24	13	P	1.00	A	\$ 66,054	\$ 64,920	Y	N	0	TA & OT	2
HTH560	CK	3/19/2015	2/1/2016	5087	Public Health Program Manager	N	EM05	35	P	1.00	A	\$ 71,760	\$ 106,884	Y	N	2	N/A	3
HTH560	CG	12/3/2013	4/1/2016	23952	Public Health Supervisor I	N	24	23	P	1.00	A	\$ 73,427	\$ 75,960	Y	N	0	N/A	4
HTH560	CG	1/1/2015	4/1/2016	10400	Speech Pathologist IV	N	22	13	P	1.00	A	\$ 67,847	\$ 70,188	Y	N	0	N/A	5
HTH560	CG	1/20/2010	4/1/2016	23746	Social Worker IV (Kona)	N	22	13	P	1.00	A	\$ 43,297	\$ 47,400	Y	N	0	N/A	6

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HTH560	CG	5/2/2012	4/1/2016	50544	Social Worker IV (Maui)	N	22	13	P	1.00	A	\$ 45,817	\$ 47,400	Y	N	0	N/A	7
HTH560	CG	11/21/2015	4/1/2016	111441	Social Worker IV	N	22	13	P	1.00	A	\$ 46,865	\$ 47,400	Y	N	0	N/A	8
HTH560	CG	7/9/2014	4/1/2016	117854	C&Y Program Specialist IV	N	22	13	P	1.00	A	\$ 45,817	\$ 47,400	Y	N	0	N/A	9
HTH560	CG	New	4/1/2016	119201	Speech Pathologist IV	N	22	13	P	1.00	A	\$ 43,297	N/A	Y	N	0	N/A	10
HTH560	CG	New	4/1/2016	119204	Speech Pathologist IV	N	22	13	P	1.00	A	\$ 43,297	N/A	Y	N	0	N/A	11
HTH560	CG	11/28/2015	4/1/2016	49086	Social Worker III	N	20	13	P	1.00	A	\$ 42,351	\$ 43,812	Y	N	0	N/A	12
HTH560	CG	9/1/2015	4/1/2016	49090	Social Worker III	N	20	13	P	1.00	A	\$ 53,637	\$ 55,488	Y	N	0	N/A	13
HTH560	CG	8/29/2015	4/1/2016	49805	Occupational Therapist III	N	20	13	P	1.00	A	\$ 44,055	\$ 45,576	Y	N	0	N/A	14
HTH560	CG	10/18/2014	4/1/2016	50146	Physical Therapist III	N	20	13	P	1.00	A	\$ 42,351	\$ 43,812	Y	N	0	N/A	15
HTH560	CG	7/30/2015	4/1/2016	50206	Human Services Prof. III	N	20	13	P	1.00	A	\$ 49,590	\$ 51,300	Y	N	0	N/A	16
HTH560	CG	11/20/2014	4/1/2016	117917	Human Services Prof. III	N	20	13	P	1.00	A	\$ 44,055	\$ 45,576	Y	N	0	N/A	17
HTH560	CC	7/31/2015	N/A	30254	Human Services Prof. III	N	20	13	P	1.00	A	\$ 56,202	\$ 53,364	N	N	0	N/A	18
HTH560	KC	11/1/2008	N/A	27479	Research Statistician- under redescription to RN	N	22	13	P	1.00	A	\$ 45,576	\$ 67,488	N	N	0	N/A	19
HTH560	CG	3/6/2015	4/1/2016	111084	Office Assistant III	N	8	3	P	1.00	A	\$ 24,097	\$ 26,700	Y	Y	1	N/A	20
HTH560	CG	9/1/2015	4/1/2016	50495	C&Y Program Specialist IV	N	22	13	P	1.00	N	\$ 63,516	\$ 62,424	Y	Y	1	N/A	21
HTH560	CG	3/29/2013	N/A	50739	Special Ed Teacher IV	N	22	13	P	1.00	N	\$ 55,500	\$ 55,500	N	N	0	N/A	22
HTH560	CG	6/11/2013	4/1/2016	50741	Speech Pathologist IV	N	22	13	P	1.00	N	\$ 47,412	\$ 47,400	Y	N	0	N/A	23
HTH560	CG	3/10/2015	N/A	112612	C&Y Program Specialist IV	N	22	13	P	1.00	N	\$ 48,228	\$ 47,400	N	N	0	N/A	24
HTH560	CG	2/13/2015	4/1/2016	50737	Social Worker III	N	20	13	P	1.00	N	\$ 45,576	\$ 43,812	Y	N	0	N/A	25
HTH560	CG	12/7/2013	4/1/2016	118859	Social Worker II	N	18	13	T	1.00	N	\$ 39,193	\$ 40,548	Y	Y	2	N/A	26
HTH560	CG	11/7/2015	N/A	54734	Research Statistician II	N	18	13	P	1.00	N	\$ 46,374	\$ 45,576	N	N	0	N/A	27
HTH560	CG	9/12/2015	4/1/2016	117194	Hospital Billing Clerk I	N	9	3	T	1.00	B	\$ 28,872	\$ 27,768	Y	N	0	N/A	28
HTH560	CW	8/31/2012	2/1/2016	116449	Office Assistant III	N	8	3	P	0.50	N	\$ 13,350	\$ 12,834	Y	N	0	N/A	29
HTH560	CF	N/A	2/1/2016	94625H	Program Specialist IV	N	22	13	P	1.00	B	\$ 45,576	N/A	Y	Y	1	N/A	30

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HTH560	KC	2/1/2012	N/A	117400	Information Technology Spclt IV- being re-described to add selective certification for programming skills	N	22	13	P	1.00	B	\$ 51,312	\$ 49,140	N	N	0	N/A	31
HTH560	CC	8/4/2014	N/A	117965	Children & Youth Prog. Spec. III	N	20	13	P	1.00	B	\$ 51,930	\$ 43,296	N	N	0	N/A	32
HTH560	CC	6/1/2013	N/A	45339	Registered Nurse VI	N	26	29	P	1.00	N	\$ 104,784	\$ 110,088	N	N	0	N/A	33
HTH560	CW	2/28/2014	4/1/2016	14880	Registered Nurse V	N	24	9	P	1.00	N	\$ 48,084	\$ 106,320	Y	N	0	N/A	34
HTH560	KC	10/1/2013	N/A	112823	Children & Youth Prgm Spclt IV	N	22	13	P	1.00	N	\$ 63,516	\$ 62,424	N	N	0	N/A	35
HTH560	CW	10/8/2012	2/1/2016	31787	Planner IV	N	22	13	P	1.00	N	\$ 45,576	\$ 62,424	Y	N	0	N/A	36
HTH560	GI	4/1/2012	N/A	44846	PUBLIC HEALTH NUTRITIONIST IV	N	SR22	13	P	1.00	N	\$ 45,576	N/A	Y	N	0	N/A	37
HTH560	GI	N/A	N/A	120497	RESEARCH STATISTICIAN IV	N	SR22	13	P	1.00	N	\$ 42,132	N/A	Y	N	0	N/A	38
HTH560	KC	5/25/2011	N/A	50531	Program Specialist IV	N	22	13	P	1.00	P	\$ 45,576	\$ 58,308	N	N	0	N/A	39
HTH560	GI	4/1/2015	N/A	44847	PUBLIC HEALTH NUTRITIONIST IV	N	SR22	13	P	1.00	N	\$ 71,418	\$ 70,188	Y	N	0	N/A	40
HTH560	GI	5/6/2011	N/A	39655	PUBLIC HEALTH NUTRITIONIST III	N	SR20	13	P	1.00	N	\$ 42,132	N/A	Y	N	0	N/A	41
HTH560	GI	11/1/2014	N/A	111814	WIC NUTRITION ASSISTANT	N	HE06	10	P	1.00	N	\$ 41,874	\$ 38,556	Y	N	0	N/A	42
HTH560	GI	N/A	N/A	90102H	INVESTIGATOR III (90008H)	N	N/A	N/A	P	0.50	N	\$ 21,066	N/A	Y	N	0	N/A	43
HTH560	GI	8/12/2011	N/A	37600	PUBLIC HEALTH NUTRITIONIST II	N	SR18	13	P	1.00	N	\$ 43,824	N/A	Y	N	0	N/A	44
HTH560	GI	12/31/2011	N/A	38655	OFFICE ASSISTANT III	N	SR08	3	P	1.00	N	\$ 25,668	\$ 25,668	Y	Y	9	N/A	45
HTH560	KC	N/A	N/A	120339	Epidemiologist II	Y	NA	13	P	1.00	N	\$ 47,250	N/A	N	N	0	N/A	46
HTH560	GI	N/A	N/A	90101H	SECRETARY II (90007H)	N	NA	N/A	P	1.00	N	\$ 30,036	N/A	Y	N	0	N/A	47
HTH560	GI	6/17/2015	12/16/2015	35906	OFFICE ASSISTANT III	N	SR08	3	P	1.00	N	\$ 28,872	\$ 29,988	Y	N	0	N/A	48
HTH560	GI	4/10/2015	N/A	37310	WIC NUTRITION AID	N	HE04	10	P	1.00	N	\$ 40,266	\$18.03/hr	Y	Y	0	N/A	49
HTH560	GI	12/22/2014	N/A	30185	OFFICE ASSISTANT II	N	SR06	3	P	1.00	N	\$ 24,636	\$ 24,636	Y	N	0	N/A	50
HTH560	KC	4/18/2015	N/A	111374	Data Processing User Support Tech	N	15	3	P	1.00	N	\$ 37,980	\$ 37,980	N	N	0	N/A	51
HTH560	CC	12/30/2014	N/A	19434	Secretary II	N	14	3	P	1.00	N	\$ 41,064	\$ 41,064	N	N	0	N/A	52

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HTH560	KC	8/19/2008	N/A	117316	Office Assistant III-under redescription to Program Spclt V	N	8	3	P	1.00	P	\$ 28,836	\$ 28,836	N	N	0	N/A	53
HTH560	CC	New	N/A	98836H	Project Coordinator	N	22	13	T	1.00	P	\$ 51,312	N/A	N	N	0	N/A	54
HTH560	CC	New	N/A	93821H	Parent Support/F-U Coord	N	20	13	T	1.00	N	\$ 42,132	N/A	N	N	0	N/A	55
HTH560	CC	New	N/A	93822H	Project Specialist	N	20	13	T	1.00	N	\$ 42,132	N/A	N	N	0	N/A	56
HTH560	CC	New	N/A	98839H	Project Coordinator	N	22	13	T	1.00	N	\$ 45,576	N/A	N	N	0	N/A	57
HTH560	CC	New	N/A	98840H	Administrative Assistant	N	15	3	T	1.00	N	\$ 33,756	N/A	N	N	0	N/A	58
HTH560	CF	5/15/2012	2/1/2016	23936	Account Clerk III	N	11	3	T	1.00	P	\$ 28,836	\$ 28,836	Y	N	0	N/A	59
HTH560	CW	9/21/2010	2/1/2016	23189	Office Assistant III	N	8	3	T	1.00	N	\$ 27,756	\$ 27,756	Y	N	0	N/A	60
HTH560	CC	New	N/A	98837H	Administrative Assistant	N	15	3	T	1.00	P	\$ 33,756	N/A	N	N	0	N/A	61
HTH560	KC	N/A	4/1/2016	121258	Dentist	N	ES02	N/A	T	1.00	P	\$ 100,000	N/A	Y	N	0	N/A	62
HTH560	KC	N/A	N/A	121260	Epidemiologist	N	24	N/A	T	0.25	P	\$ 13,875	N/A	N	N	0	N/A	63
HTH560	CT	9/15/2015	2/1/2016	93819H	Research Analyst	Y	NA	N/A	T	1.00	P	\$ 60,024	\$ 55,488	Y	N	0	N/A	64
HTH560	CF	4/30/2015	N/A	92809H	EBHV Project Coordinator	Y	NA	N/A	T	1.00	P	\$ 71,760	\$ 64,920	N	N	0	N/A	65
HTH590	GR	12/31/09	03/01/16	3137	Registered Nurse V	N	24	9	P	1.00	A	\$ -	N/A	Y	N	0	N/A	1
HTH590	GR	10/30/10	06/01/19	16031	Public Health Educator (PHE) IV	N	22	13	P	1.00	A	\$ -	\$ 51,312	Y	N	0	N/A	8
HTH590	KK	05/30/09	03/01/16	21987	PHE IV	N	22	13	P	1.00	A	\$ -	N/A	Y	N	0	N/A	10
HTH590	GR	04/22/11	04/01/16	31569	Office Assistant III	N	8	3	P	1.00	A	\$ -	\$ 27,756	Y	N	0	N/A	15
HTH590	KK	03/16/11	03/01/16	31571	PHE IV	N	22	13	P	1.00	A	\$ -	N/A	Y	N	0	N/A	7
HTH590	GP	11/13/10	06/01/16	39236	Registered Nurse IV	N	22	9	P	1.00	P	\$ 61,479	\$ 61,479	Y	N	0	N/A	13
HTH590	KX	12/19/11	03/01/16	52019	Public Health Administrative Officer (PHAO) III	N	20	13	T	1.00	P	\$ 42,132	\$ 42,132	Y	N	0	N/A	2
HTH590	GP	NEW	02/01/16	118014	RN Cancer Manager	N	22	9	T	1.00	A/P	\$ 30,286	N/A	Y	N	0	N/A	9
HTH590	GP	06/03/14	06/15/16	90802H / CS 121567	Research Analyst (Heart)	Y	NA	13	T	0.50	A	\$ -	\$ 59,712	Y	N	0	N/A	19
HTH590	GP	06/21/13	05/01/16	90803H	General Professional IV (Heart)	Y	NA	13	T	1.00	P	\$ 47,448	\$ 43,824	Y	N	0	N/A	22
HTH590	KK	12/31/13	02/01/16	92060H / CS 121365	Secretary III	N	14	3	P	1.00	A	\$ -	\$ 41,040	Y	N	0	N/A	3
HTH590	GR	05/17/12	03/01/16	92061H	Child & Youth Specialist IV	Y	22	13	P	1.00	A	\$ -	\$ 51,312	Y	N	0	N/A	5

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HTH590	GR	10/15/12	06/01/16	92221H	Tobacco Sales Control Coordinator	Y	NA	93	T	1.00	A	\$ -	\$ 28,854	Y	N	0	N/A	14
HTH590	GR	07/03/14	06/15/16	92802H	Nutrition, Physical Activity & Obesity Administrative Specialist	Y	NA	3	T	1.00	P	\$ 41,048	\$ 43,812	Y	N	0	N/A	11
HTH590	KK	07/01/11	02/15/16	92805H / CS 121377	Eval & Surv Specialist	Y	NA	13	T	0.50	A	\$ -	\$ 54,012	Y	N	0	N/A	12
HTH590	KK	NEW	04/01/16	92830H	Planner V	Y	24	13	T	1.00	A	\$ -	N/A	Y	N	0	N/A	4
HTH590	KK	05/18/12	02/01/16	93206H /CS121367	Community Outreach Coordinator	N	NA	13	P	1.00	A	\$ -	\$ 55,500	Y	N	0	N/A	25
HTH590	GP	NEW	06/15/16	93834H / CS 121555	Reseach Analyst (Diabetes)	Y	NA	13	T	0.50	A	\$ -	N/A	Y	N	0	N/A	16
HTH590	GR	07/28/11	06/15/16	96204H	Tobacco Prevention & Education Research Analyst	Y	NA	13	T	0.50	P	\$ 29,000	\$ 29,000	Y	N	0	N/A	17
HTH590	GP	03/29/12	03/01/16	96215H / CS 121564	Cancer Control Research Analyst	Y	NA	13	T	1.00	P	\$ 59,160	\$ 59,160	Y	N	0	N/A	18
HTH590	KK	05/22/10	02/15/16	98806H / CS 121378	Food Stamp Nutrition Education (FSNE) School Prog Coordinator	Y	NA	13	T	1.00	A	\$ -	\$ 51,312	Y	N	0	N/A	21
HTH590	GR	11/30/13	06/15/16	98807H	FSNE Community Outreach Coordinator	Y	NA	13	T	1.00	A	\$ -	\$ 51,312	Y	N	0	N/A	20
HTH590	KK	NEW	02/15/16	98809H/ CS 121322	Office Assistant III	Y	8	3	T	1.00	A	\$ -	N/A	Y	N	0	N/A	24
HTH590	GP	03/24/15	04/01/16	2984	Secretary III	N	16	3	P	1.00	A	\$ -	\$ 48,024	Y	N	0	N/A	6
HTH590	GR	06/17/15	06/01/16	92804H	HHI Comm Prev Spec	Y	NA	13	T	1.00	A	\$ -	\$ 56,172	Y	N	0	N/A	23
HTH590	KX	NEW	04/01/16	96516H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 53,364	N/A	Y	N	0	N/A	26
HTH590	KX	NEW	04/01/16	96517H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 53,364	N/A	Y	N	0	N/A	27
HTH590	KX	NEW	04/01/16	96518H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 53,364	N/A	Y	N	0	N/A	28
HTH590	KX	NEW	06/01/16	96519H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 53,364	N/A	Y	N	0	N/A	29
HTH590	KX	NEW	06/01/16	96520H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 53,364	N/A	Y	N	0	N/A	30
HTH590	KX	NEW	06/01/16	96521H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 53,364	N/A	Y	N	0	N/A	31
HTH590	KX	NEW	06/01/16	96522H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 53,364	N/A	Y	N	0	N/A	32

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HTH590	KX	NEW	04/01/16	96523H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 54,012	N/A	Y	N	0	N/A	33
HTH590	KX	NEW	04/01/16	96524H	Program Spec IV	Y	NA	13	T	1.00	P	\$ 57,600	N/A	Y	N	0	N/A	34
HTH590	KX	NEW	04/01/16	96525H	Research Statistician	Y	NA	13	T	1.00	P	\$ 51,300	N/A	Y	N	0	N/A	35
HTH610	FN	NEW	ASAP	121841	VECTOR CONTROL WORKER II	N	BC-05	01	P	1.00	A	\$ 20,406	NA	Y	N	0	N/A	1
HTH610	FN	NEW	ASAP	121842	VECTOR CONTROL WORKER II	N	BC-05	01	P	1.00	U	\$ 20,406	NA	Y	N	0	N/A	2
HTH610	FN	NEW	ASAP	121839	VECTOR CONTROL WORKER II	N	BC-05	01	P	1.00	A	\$ 20,406	NA	Y	N	0	N/A	3
HTH610	FN	NEW	ASAP	121840	VECTOR CONTROL WORKER II	N	BC-05	01	P	1.00	U	\$ 20,406	NA	Y	N	0	N/A	4
HTH610	FN	6/15/2015	ASAP	121326	VECTOR CONTROL WORKER II	N	BC-05	01	P	1.00	A	\$ 36,960	\$ 30,960	Y	N	0	N/A	5
HTH610	FQ	NEW	1/28/2016	121300	SANITARIAN I	N	SR-16	13	P	1.00	B	\$ 45,576	NA	Y	N	0	N/A	6
HTH610	FQ	4/16/2015	ASAP	03167	SANITARIAN IV	N	SR-22	13	P	1.00	A	\$ 64,920	\$ 53,384	Y	N	0	N/A	7
HTH610	FQ	7/8/2015	ASAP	03192	SANITARIAN II	N	SR-18	13	P	1.00	A	\$ 51,312	\$ 60,012	Y	N	0	N/A	8
HTH610	FQ	8/6/2015	1/4/2016	111653	OFFICE ASSISTANT III	N	SR-08	03	P	1.00	A	\$ 28,836	\$ 27,768	Y	N	0	N/A	9
HTH610	FP	9/1/2015	ASAP	40582	FOOD AND DRUG INSPECTOR III	N	SR-20	13	P	1.00	A	\$ 53,352	\$ 40,548	Y	N	0	N/A	10
HTH610	FQ	12/31/2014	ASAP	03198	SANITARIAN IV	N	SR-22	13	P	1.00	A	\$ 64,920	\$ 70,188	Y	N	0	N/A	11
HTH610	FQ	9/10/2015	ASAP	120708	SANITARIAN III	N	SR-20	13	P	1.00	B	\$ 42,132	\$ 43,812	Y	N	0	N/A	12
HTH610	FN	2/12/2010	ASAP	05409	VECTOR CONTROL INSPECTOR V	N	SR-19	04	P	1.00	A	\$ 41,064	\$ 31,212	Y	N	0	N/A	13
HTH610	FN	6/26/2013	ASAP	04877	VECTOR CONTROL INSPECTOR IV	N	SR-17	03	P	1.00	A	\$ 42,684	\$ 42,684	Y	N	0	N/A	14
HTH710	MK	1/31/2011	3/31/2016	51122	Building Manager	N	22	23	P	1.00	A	\$ 55,500	\$ 50,376	Y	N	0	Formerly 89 day hire (8) and temporary assignment. Currently by temporary assignment.	1
HTH710	MN	12/1/2014	3/31/2016	21941	Microbiologist III	N	20	13	P	1.00	A	\$ 60,024	\$ 64,920	Y	N	0	N/A	3
HTH710	MJ	3/25/2015	3/31/2016	110126	Microbiologist III	N	20	13	T	1.00	N	\$ 45,576	\$ 45,576	Y	N	0	N/A	5
HTH710	MG	3/31/2015	2/1/2016	47046	Chemist III	N	20	13	P	1.00	A	\$ 42,132	\$ 43,812	Y	N	0	N/A	4 (Filled)
HTH710	MB	9/15/2015	2/1/2016	42801	Chemist IV	N	22	13	P	1.00	A	\$ 47,412	\$ 42,888	Y	N	0	N/A	2
HTH710	MK	10/1/2015	3/31/2016	120125	FERN Microbiologist III	Y	20	13	T	1.00	N	\$ 45,576	\$ 43,812	Y	N	0	N/A	6
HTH710	MK	N/A	N/A	93018H	FSIS Lab. Asst. III	Y	na	3	T	1.00	N	\$ 32,424	\$ -	Y	N	0	N/A	7

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HTH720	MP	11/18/2014	2/1/2015	37264	Registered Nurse IV	N	22	9	P	1.00	A	\$ 105,096	\$ 105,096	Y	N	0	N/A	2
HTH720	MP	10/1/2015	2/1/2015	39644	Registered Nurse V	N	24	9	P	0.80	P	\$ 88,714	\$ 94,560	Y	N	0	N/A	1
HTH720	MP	10/1/2015	2/1/2015	39644	Registered Nurse V	N	24	9	P	0.20	A	\$ 22,178	\$ 23,640	Y	N	0	N/A	1
HTH730	MQ	7/1/2005	N/A	101598	Oahu EMS Physician	Y	NA	73	P	1.00	A	\$ 112,893	\$ -	N	N	0	N/A	1
HTH730	MQ	2/28/2015	1/4/2016	34944	Office Assitant IV	N	10	3	P	1.00	A	\$ 32,034	\$ 33,720	Y	N	0	Temporary Assignment	2
HTH 760	MS	9/28/2015	12/16/2015	38491	Office Assistant IV	N	10	3	P	1.00	A	\$ 33,756	\$ 36,351	Y	N	0	N/A	1
HTH 760	MS	9/1/2015	N/A	19353	Office Assistant III	N	8	3	P	1.00	A	\$ 36,516	\$ 39,429	Y	N	0	N/A	2
HTH840	FJ	10/30/2015	ASAP	39485	ENGINEER (ENVIRONMENTAL) IV	N	SR-24	13	P	1.00	A	\$ 77,412	\$ 67,512	Y	N	0	N/A	1
HTH840	FH	NEW	5/2/2016	1 (99908H)	GENERAL PROFESSIONAL IV	N	SR-22	13	P	1.00	W	\$ 43,812	NA	Y	N	0	N/A	2
HTH840	FG	5/1/2015	ASAP	111645	WTW GRANTS MANAGEMENT SPCLT IV	N	SR-22	13	P	1.00	N	\$ 47,412	\$ 60,012	Y	N	0	N/A	3
HTH840	FK	10/1/2015	ASAP	45892	ENGINEER (ENVIRONMENTAL) III	N	SR-22	13	P	1.00	A	\$ 64,920	\$ 70,188	Y	N	0	N/A	4
HTH840	FF	12/1/2009	ASAP	50551	OFFICE ASSISTANT III	N	SR-08	03	P	1.00	B	\$ 25,668	\$ 25,668	Y	N	0	N/A	5
HTH840	FJ	4/1/2014	ASAP	51151	ENGINEER (ENVIRONMENTAL) IV	N	SR-24	13	P	1.00	B	\$ 57,708	\$ 60,012	Y	N	0	N/A	6
HTH840	FF	2/1/2012	ASAP	39987	ENGINEER (ENVIRONMENTAL) IV	N	SR-24	13	P	1.00	B	\$ 60,024	\$ 60,064	Y	N	0	N/A	7
HTH840	FG	4/18/2015	ASAP	121090	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	A	\$ 43,812	\$ 43,812	Y	N	0	N/A	8
HTH840	FH	3/23/2014	ASAP	119333	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	N	\$ 47,400	\$ 47,400	Y	N	1	N/A	9
HTH840	FH	2/3/2015	ASAP	50702	ENGINEER (ENVIRONMENTAL) V	N	SR-26	13	P	1.00	W	\$ 55,500	\$ 64,920	Y	N	0	N/A	10
HTH840	FJ	NEW	ASAP	6 (95508H)	ACCOUNTANT III	N	SR-20	13	P	1.00	B	\$ 44,808	NA	Y	N	0	N/A	11
HTH840	FF	NEW	ASAP	6 (95513H)	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	B	\$ 45,576	NA	Y	N	0	N/A	12
HTH840	FG	1/5/2013	ASAP	113233	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	N	\$ 53,352	\$ 48,744	Y	N	0	N/A	13
HTH840	FJ	NEW	ASAP	7 (95509H)	ACCOUNTANT III	N	SR-20	13	P	1.00	B	\$ 44,808	NA	Y	N	0	N/A	14
HTH840	FF	10/31/2015	ASAP	50731	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	B	\$ 55,500	\$ 62,424	Y	N	0	N/A	15
HTH840	FG	8/1/2013	ASAP	118227	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	N	\$ 42,141	\$ 67,488	Y	N	0	N/A	16
HTH840	FG	8/20/2013	ASAP	54732	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	P	\$ 51,312	\$ 42,132	Y	N	0	N/A	17

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HTH840	FJ	10/31/2015	ASAP	50521	INFORMATION TECHNOL SPCLT IV	N	SR-22	13	P	1.00	P	\$ 55,500	\$ 62,424	Y	N	0	N/A	18
HTH840	FF	11/20/2012	ASAP	51094	CLERK STENOGRAPHER II	N	SR-09	03	P	1.00	B	\$ 35,064	\$ 35,064	Y	N	0	N/A	19
HTH840	FJ	5/1/2015	ASAP	110727	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	B	\$ 60,024	\$ 67,512	Y	N	0	N/A	20
HTH840	FF	5/1/2009	ASAP	21922	ENVIRONMENTAL HEALTH SPCLT III	N	SR-20	13	P	1.00	B	\$ 47,412	\$ 47,412	Y	N	0	N/A	21
HTH840	FF	8/1/2009	ASAP	21344	ENGINEER (ENVIRONMENTAL) IV	N	SR-24	13	P	1.00	B	\$ 51,312	\$ 64,980	Y	N	0	N/A	22
HTH840	FJ	8/21/2015	ASAP	117146	ACCOUNT CLERK II	N	SR-08	03	P	1.00	B	\$ 28,836	\$ 26,700	Y	N	0	N/A	23
HTH840	FF	9/1/2015	ASAP	106922E	SECRETARY II	N	SR-14	03	P	1.00	B	\$ 32,424	\$ 46,188	Y	N	0	N/A	24
HTH840	FJ	8/16/2011	ASAP	41362	ENVIRONMENTAL HEALTH SPCLT III	N	SR-20	13	P	1.00	P	\$ 42,132	\$ 40,020	Y	N	0	N/A	25
HTH840	FE	12/31/2011	ASAP	43496	OFFICE ASSISTANT III	N	SR-08	03	P	1.00	N/W	\$ 25,667	\$ 25,668	Y	N	0	N/A	26
HTH840	FF	11/6/2014	ASAP	21931	CLERK STENOGRAPHER II	N	SR-09	03	P	1.00	B	\$ 28,836	\$ 31,236	Y	N	0	N/A	27
HTH840	FJ	1/17/2015	ASAP	120505	OFFICE ASSISTANT III	N	SR-08	03	T	1.00	B	\$ 25,667	\$ 26,700	Y	N	0	N/A	28
HTH840	FJ	11/15/2014	ASAP	117758	ENVIRONMENTAL HEALTH SPCLT III	N	SR-20	13	P	1.00	B	\$ 42,132	\$ 43,812	Y	N	0	N/A	29
HTH840	FJ	4/11/2012	ASAP	52319	ENVIRONMENTAL HEALTH SPCLT III	N	SR-20	13	T	1.00	P	\$ 42,132	\$ 42,132	Y	N	0	N/A	30
HTH840	FJ	7/12/2012	ASAP	52321	ENVIRONMENTAL HEALTH SPCLT III	N	SR-20	13	T	1.00	P	\$ 42,132	\$ 42,132	Y	N	0	N/A	31
HTH840	FJ	9/19/2012	ASAP	52320	ENVIRONMENTAL HEALTH SPCLT III	N	SR-20	13	T	1.00	P	\$ 38,988	\$ 42,132	Y	N	0	N/A	32
HTH849	FD	4/1/2015	ASAP	52125	ENVIRONMENTAL MGMT PRGM MGR	N	EM-05	35	P	1.00	A	\$ 80,952	\$ 91,512	Y	N	0	N/A	1
HTH849	FB	7/16/2014	1/4/2016	43352	PUBLIC HEALTH ADM OFFICER IV	N	SR-22	13	P	1.00	N	\$ 60,024	\$ 60,024	Y	N	0	N/A	2
HTH849	FD	5/29/2015	ASAP	48057	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	A	\$ 62,424	\$ 62,424	Y	N	0	N/A	3
HTH849	FD	8/24/2015	ASAP	48055	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	P	\$ 45,576	\$ 47,400	Y	N	0	N/A	4
HTH849	FD	10/10/2015	ASAP	48059	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	A	\$ 49,308	\$ 47,400	Y	N	0	N/A	5
HTH849	FC	3/17/2015	ASAP	102493	PUBLIC PARTICIPATION COORD	Y	SR-NA	13	P	1.00	N	\$ 51,312	\$ 67,488	Y	N	0	N/A	6

Department of Health  
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
HTH849	FC	12/31/2013	12/16/2015	37920	ENVIRONMENTAL HEALTH SPCLT IV	N	SR-22	13	P	1.00	A	\$ 60,024	\$ 62,424	Y	Y	6	N/A	7
HTH849	FD	6/29/2013	ASAP	43628	ENVIRONMENTAL HEALTH SPCLT III	N	SR-20	13	P	1.00	P	\$ 47,412	\$ 38,988	Y	N	0	N/A	8
HTH850	FS	11/2/2015	2/1/2016	39881	SECRETARY II	N	14	3	P	1.00	A	\$ 42,684	\$ 41,064	Y	N	0	None	2
HTH850	FS	8/19/2015	12/28/2015	34588	PLANNER V	N	24	13	P	1.00	A	\$ 51,312	\$ 62,424	Y	Y	1	None	1
HTH904	AJ	3/31/2014	1/31/2016	24455	Account Clerk III	N	11	3	P	0.35	A	\$ 20,198	\$ 20,198	Y	N	0	N/A	5
HTH904	AJ	3/31/2014	1/31/2016	24455	Account Clerk III	N	11	3	P	0.65	N	\$ 27,745	\$ 27,745	Y	N	0	N/A	5
HTH904	AJ	3/31/2014	1/31/2016	117923	Program Specialist IV	N	22	13	P	0.50	A	\$ 22,788	\$ 22,788	Y	N	0	N/A	3
HTH904	AJ	3/31/2014	1/31/2016	117923	Program Specialist IV	N	22	13	P	0.50	N	\$ 28,854	\$ 28,854	Y	N	0	N/A	3
HTH904	AJ	10/31/2014	1/31/2016	110939	Program Specialist IV	N	22	13	P	1.00	A	\$ 47,412	\$ 49,308	Y	N	0	N/A	1
HTH904	AJ	8/31/2014	1/31/2016	117787	Program Specialist III	N	20	13	T	1.00	P	\$ 42,132	\$ 47,400	Y	N	0	N/A	4
HTH904	AJ	11/17/2015	1/31/2016	25656	Program Specialist V	N	24	13	P	0.35	A	\$ 22,119	\$ 20,202	Y	Y	1	N/A	2
HTH904	AJ	11/17/2015	1/31/2016	25656	Program Specialist V	N	24	13	P	0.65	N	\$ 41,079	\$ 37,518	Y	Y	1	N/A	2
HTH906	AH	11/16/2015	3/1/2016	35119	Program Specialist (DD) IV	N	22	13	P	0.50	N	\$ 28,230	\$ 27,744	Y	N	0	N/A	1
HTH905	AH	12/1/2007	NA	23434	Planner V	N	24	13	P	1.00	N	\$ 51,312	\$ 57,720	Y	N	0	N/A	2
HTH905	AH	6/12/2008	NA	23433	Account Clerk III	N	11	3	P	0.50	N	\$ 18,246	\$ 14,442	Y	N	0	N/A	3
HTH906	NONE																	
HTH907	AB	3/12/2015	1/1/2016	2621	Accountant VI	N	26	23	P	1.00	A	\$ 64,920	\$ 64,920	Y	Y	1	N/A	4
HTH907	AB	8/18/2015	1/1/2016	24990	Pre Audit Clerk I	N	11	3	P	1.00	A	\$ 31,236	\$ 32,460	Y	N	0	N/A	5
HTH907	AB	11/18/2015	1/1/2016	49074	Pre Audit Clerk I	N	11	3	P	1.00	A	\$ 31,236	\$ 29,988	Y	N	0	N/A	6
HTH907	AD	10/1/2015	12/16/2015	6486	Personnel MGMT Spect V	N	24	73	P	1.00	A	\$ 75,960	\$ 75,960	Y	N	0	N/A	1
HTH907	AD	11/5/2015	1/6/2016	52036	Personnel MGMT Spect V	N	24	73	P	1.00	A	\$ 60,012	\$ 60,012	Y	N	0	N/A	2
HTH907	AE	new	1/1/2016	121537	Program Specialist V	N	24	13	T	1.00	P	\$ 62,112	N/A	Y	Y	2	N/A	9
HTH907	AG	2/19/2014	1/1/2016	28771	Office Assistant III	N	8	3	P	1.00	A	\$ 34,434	\$ 36,468	Y	N	0	N/A	7
HTH907	AL	9/18/2015	1/30/2016	31738	Office Assistant III	N	8	3	P	1.00	A	\$ 37,620	\$ 2,264	Y	N	N	N/A	8
HTH907	AN	3/2/2015	12/15/2015	35272	Office Assistant III	N	8	3	P	1.00	A	\$ 29,988	\$ 28,836	Y	N	0	N/A	3

Department of Health  
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual FTE	Actual Salary
										FTE	Salary		
HTH100	DI	9/10/2015	39849	Public Health Ed. IV	N	SR22	13	T	P	1.00	\$ 45,576	1.00	\$ 45,576
HTH100	DI	8/14/2015	29059	Epidemiological Specialist III	N	SR20	13	T	P	1.00	\$ 43,812	1.00	\$ 43,812
HTH131	DA	5/29/2015	110175	PUBLIC HEALTH ADMIN OFFICER V	N	SR22	13	P	A	1.00	\$ 60,144	1.00	\$ 73,032
HTH131	DA	8/29/2014	3132	SECRETARY III	N	SR16	63	P	A	1.00	\$ 31,212	1.00	\$ 39,492
HTH131	DB	8/12/2014	94636H	BTP DPSA III	Y	SRNA	13	T	N	1.00	\$ 30,000	1.00	\$ 43,680
HTH131	DJ	9/15/2014	94621H	BTP DPSA IV	Y	SRNA	13	T	N	1.00	\$ 53,376	1.00	\$ 53,364
HTH131	DB	2/20/2015	94616H	BTP SR PLANNER	Y	SRNA	13	T	N	1.00	\$ 63,000	1.00	\$ 64,992
HTH131	DB	6/5/2015	94613H	BTP ACCOUNTANT III	Y	SRNA	13	T	N	1.00	\$ 79,008	1.00	\$ 50,004
HTH131	DB	8/17/2015	95637H	BTP PUB HTH EDUCATOR	Y	SRNA	13	T	N	1.00	\$ 43,860	1.00	\$ 57,192
HTH131	DC	9/28/2015	118909	REGISTERED NURSE III	N	SR20	09	T	N	1.00	\$ 94,332	1.00	\$ 94,332
HTH131	DC	10/28/2015	42543	EPIDEMIOLOGICAL SPECIALIST III	N	SR20	13	P	N	1.00	\$ 43,812	1.00	\$ 43,812
HTH131	DC	9/14/2014	116438	EPIDEMIOLOGICAL SPECIALIST III	N	SR20	13	T	N	1.00	\$ 43,812	1.00	\$ 43,812
HTH131	DC	1/8/2013	112936	EPIDEMIOLOGICAL SPECIALIST IV	N	SR20	13	P	N	1.00	\$ 55,488	1.00	\$ 55,488
HTH131	DC	9/30/2015	46194	EPIDEMIOLOGICAL SPECIALIST IV	N	SR20	13	P	N	1.00	\$ 55,488	1.00	\$ 55,488
HTH131	DC	9/14/2015	110992	EPIDEMIOLOGICAL SPECIALIST IV	N	SR20	13	P	N	1.00	\$ 55,488	1.00	\$ 55,488
HTH131	DJ	7/31/2014	94608H	INFLUENZA SURV & RESP COORDINATOR	Y	SRNA	13	T	P	1.00	\$ 55,968	1.00	\$ 54,696
HTH131	DJ	10/6/2014	94609H	FOODBORNE SURV & RESP COORDINATOR	Y	SRNA	13	T	P	1.00	\$ 67,488	1.00	\$ 52,656
HTH131	DJ	12/31/2014	120794	INFO TECH SPECIALIST V	N	SR24	13	T	P	1.00	\$ 69,639	1.00	\$ 53,364
HTH131	DJ	2/5/2015	23797	EPIDEMIOLOGICAL SPECIALIST III	N	SR22	13	P	A	1.00	\$ 43,812	1.00	\$ 43,812
HTH131	DJ	4/6/2015	3124	EPIDEMIOLOGICAL SPECIALIST IV	N	SR22	13	P	A	1.00	\$ 47,400	1.00	\$ 47,400
HTH131	DJ	12/14/2014	42254	EPIDEMIOLOGICAL SPECIALIST IV	N	SR22	13	P	A	1.00	\$ 57,720	1.00	\$ 57,720
HTH420	HE	7/1/2015	36268	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 61,674	1.00	\$ 70,188
HTH420	HE	1/13/2015	48092	HUMAN SERVICES PROF IV	N	SR23	13	P	A	1.00	\$ 46,865	1.00	\$ 49,308
HTH420	HE	3/12/2015	52099	HUMAN SERVICES PROF IV	N	SR24	13	P	A	1.00	\$ 45,041	1.00	\$ 47,400
HTH420	HE	9/5/2015	100221	PSYCHIATRIST II	Y	SRNA	13	T	A	1.00	\$ 127,250	1.00	\$ 135,360
HTH420	HG	4/9/2015	29830	CLINICAL PSYCHOLOGIST VII	N	SR28	23	P	A	0.50	\$ 42,203	0.50	\$ 67,512
HTH420	HG	7/2/2015	45319	OFFICE ASSISTANT III	N	SR08	03	P	A	1.00	\$ 30,803	1.00	\$ 42,684
HTH420	HH	11/20/2015	07611	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 54,823	1.00	\$ 47,400
HTH420	HH	3/1/2015	11005	REGISTERED NURSE IV	N	SR22	09	P	A	1.00	\$ 85,090	1.00	\$ 110,400
HTH420	HH	9/1/2014	116701	CMHC MI/SA COORDINATOR	Y	SRNA	13	T	A	1.00	\$ 41,621	1.00	\$ 60,012
HTH420	HI	11/1/2015	11678	REGISTERED NURSE IV	N	SR22	09	P	A	1.00	\$ 83,015	1.00	\$ 112,020
HTH420	HI	10/25/2014	22838	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 71,985	1.00	\$ 90,708
HTH420	HI	12/23/2014	116769	CMHC CASE MANAGEMENT COORD	Y	SRNA	23	T	A	1.00	\$ 37,141	1.00	\$ 66,036
HTH420	HI	11/19/2014	117263	CMHC CASE MGMT TEAM LEADER	Y	SRNA	13	T	A	1.00	\$ 37,141	1.00	\$ 55,488
HTH420	HI	7/7/2015	121511	MENTAL HEALTH SUPERVISOR II	N	SR26	23	T	A	1.00	\$ 48,746	1.00	\$ 73,032
HTH420	HK	10/16/2014	118717	CMHC CONDIT REL TRANS PRG COORD	Y	SRNA	23	T	A	1.00	\$ 54,834	1.00	\$ 66,768
HTH420	HL	8/6/2014	47635	HOSPITAL BILLING CLERK I	N	SR09	03	P	A	1.00	\$ 26,380	1.00	\$ 30,036
HTH420	HL	4/1/2015	116711	CMHC CLUBHOUSE-PSR COORDINATOR	Y	SRNA	23	T	A	1.00	\$ 40,071	1.00	\$ 53,364
HTH420	HL	9/12/2014	116717	CMHC CLUBHOUSE SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 37,141	1.00	\$ 47,400
HTH420	HL	7/1/2014	116750	CMHC CASE MANAGEMENT SPCLT	Y	SRNA	13	T	A	1.00	\$ 40,037	1.00	\$ 47,400

Department of Health  
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual FTE	Actual Salary
										FTE	Salary		
HTH420	HM	5/1/2015	09143	HUMAN SERVICES PROF IV	N	SR22	13	P	A	1.00	\$ 52,725	1.00	\$ 64,920
HTH420	HM	7/1/2014	116746	CMHC FORENSIC COORDINATOR	Y	SRNA	13	T	A	1.00	\$ 41,621	1.00	\$ 73,008
HTH420	HN	8/20/2014	15090	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 47,400
HTH420	HN	8/1/2014	34354	PUBLIC HEALTH ADM OFFICER IV	N	SR22	13	P	A	1.00	\$ 43,298	1.00	\$ 49,308
HTH420	HN	7/7/2015	116745	CMHC FORENSIC COORDINATOR	Y	SRNA	13	T	A	1.00	\$ 49,864	0.50	\$ 84,996
HTH420	HN	12/1/2014	116820	CMHC JAIL DIVERSION COORD	Y	SRNA	13	T	A	1.00	\$ 37,141	1.00	\$ 81,120
HTH420	HN	12/1/2014	117349	CMHC CLINICAL PSYCHOLOGIST	Y	SRNA	13	T	A	1.00	\$ 49,864	0.80	\$ 82,140
HTH420	HP	2/1/2015	26511	CLERK STENOGRAPHER II	N	SR09	03	P	A	1.00	\$ 37,506	1.00	\$ 42,684
HTH420	HP	9/10/2014	116720	CMHC CLUBHOUSE SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 37,141	1.00	\$ 53,364
HTH420	HP	4/1/2015	121464	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 53,364
HTH430	HQ	10/30/2015	2110	INSTITUTION FACILITIES SUPERINTENDENT II	N	SR24	04	P	A	1.00	\$ 45,646	1.00	\$ 56,172
HTH430	HQ	6/30/2015	2167	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	A	1.00	\$ 35,386	1.00	\$ 41,772
HTH430	HQ	10/1/2015	2226	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	A	1.00	\$ 42,853	1.00	\$ 43,440
HTH430	HQ	7/31/2014	2250	SEWING WORKER I	N	BC03	01	P	A	1.00	\$ 32,457	1.00	\$ 35,544
HTH430	HQ	2/2/2015	2261	INSTITUTION FOOD SERVICES MANAGER III	N	F208	02	P	A	1.00	\$ 46,591	1.00	\$ 56,316
HTH430	HQ	8/20/2015	2276	CARPENTER I	N	BC09	01	P	A	1.00	\$ 42,317	1.00	\$ 48,216
HTH430	HQ	9/30/2015	2289	TELEPHONE SWITCHBOARD OPERATOR II	N	SR07	03	P	A	1.00	\$ 33,311	1.00	\$ 39,492
HTH430	HQ	9/4/2015	2301	DIETARY AID	N	BC03	01	P	A	1.00	\$ 32,456	1.00	\$ 36,972
HTH430	HQ	3/31/2015	4445	NURSE MANAGER	N	SR23	29	P	A	1.00	\$ 88,487	1.00	\$ 110,076
HTH430	HQ	3/17/2015	7190	REGISTERED NURSE IV	N	SR22	09	P	A	1.00	\$ 83,015	1.00	\$ 107,712
HTH430	HQ	12/30/2014	7243	COOK III	N	WS08	01	P	A	1.00	\$ 42,283	1.00	\$ 47,232
HTH430	HQ	2/28/2015	7246	COOK II	N	BC08	01	P	A	1.00	\$ 39,512	1.00	\$ 44,136
HTH430	HQ	9/30/2014	8130	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 73,439	1.00	\$ 95,292
HTH430	HQ	11/9/2015	10992	PARA-MEDICAL ASSISTANT (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 31,099	1.00	\$ 37,512
HTH430	HQ	8/1/2014	12031	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 33,094	1.00	\$ 36,060
HTH430	HQ	9/30/2015	14193	MEDICAL TRANSCRIPTIONIST	N	SR12	03	P	A	1.00	\$ 37,506	1.00	\$ 44,388
HTH430	HQ	9/30/2014	19584	OFFICE ASSISTANT III	N	SR08	03	P	A	1.00	\$ 27,394	1.00	\$ 31,236
HTH430	HQ	10/31/2014	25879	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 39,672	1.00	\$ 43,224
HTH430	HQ	7/7/2015	26123	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 75,274	1.00	\$ 104,112
HTH430	HQ	8/29/2014	26347	RECREATIONAL THERAPIST III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 64,920
HTH430	HQ	7/11/2014	28362	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 47,400
HTH430	HQ	11/30/2015	28769	MEDICAL RECORDS TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 36,070	1.00	\$ 36,468
HTH430	HQ	9/30/2015	28770	MEDICAL RECORDS TECHNICIAN VII	N	SR15	03	P	A	1.00	\$ 49,339	1.00	\$ 36,468
HTH430	HQ	7/22/2014	30838	ACCOUNT CLERK II	N	SR08	03	P	A	1.00	\$ 26,368	1.00	\$ 26,700
HTH430	HQ	7/7/2015	30838	ACCOUNT CLERK II	N	SR08	03	P	A	1.00	\$ 26,368	1.00	\$ 26,700
HTH430	HQ	10/31/2014	33000	PARA-MEDICAL ASSISTANT (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 31,099	1.00	\$ 36,060

Department of Health  
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual FTE	Actual Salary
										FTE	Salary		
HTH430	HQ	10/6/2014	33019	PMA-MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,332	1.00	\$ 36,060
HTH430	HQ	2/27/2015	35410	OCCUPATIONAL THERAPIST III	N	SR20	13	P	A	1.00	\$ 57,023	1.00	\$ 64,920
HTH430	HQ	8/17/2015	36089	CLINICAL PSYCHOLOGIST VI	N	SR26	13	P	A	1.00	\$ 52,725	1.00	\$ 60,012
HTH430	HQ	8/21/2015	41788	OCCUPATIONAL THERAPIST III	N	SR20	13	P	A	1.00	\$ 48,746	1.00	\$ 64,920
HTH430	HQ	9/23/2014	41798	STATISTICS CLERK I	N	SR10	03	P	A	1.00	\$ 28,534	1.00	\$ 29,988
HTH430	HQ	9/15/2015	43667	OFFICE ASSISTANT III	N	SR08	03	P	A	1.00	\$ 26,368	1.00	\$ 27,768
HTH430	HQ	11/13/2015	43668	OFFICE ASSISTANT III	N	SR08	03	T	A	1.00	\$ 27,394	1.00	\$ 27,768
HTH430	HQ	8/2/2014	43670	OFFICE ASSISTANT III	N	SR08	03	T	A	1.00	\$ 28,534	1.00	\$ 32,460
HTH430	HQ	7/13/2015	43737	OFFICE ASSISTANT III	N	SR08	03	P	A	1.00	\$ 26,368	1.00	\$ 27,768
HTH430	HQ	7/31/2014	43890	OFFICE ASSISTANT III	N	SR08	03	T	A	1.00	\$ 27,394	1.00	\$ 31,236
HTH430	HQ	9/15/2015	44247	OFFICE ASSISTANT II	N	SR06	03	P	A	1.00	\$ 24,385	1.00	\$ 25,668
HTH430	HQ	10/27/2014	45760	REGISTERED NURSE II	N	SR18	09	P	A	1.00	\$ 77,155	1.00	\$ 67,836
HTH430	HQ	1/12/2015	45763	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 65,299	1.00	\$ 67,836
HTH430	HQ	9/30/2015	45798	RECREATIONAL THERAPIST III	N	SR20	13	P	A	1.00	\$ 48,746	1.00	\$ 57,720
HTH430	HQ	11/5/2014	45828	OFFICE ASSISTANT II	N	SR06	03	P	A	1.00	\$ 34,690	1.00	\$ 23,688
HTH430	HQ	10/20/2014	46162	ACCOUNTANT III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 62,424
HTH430	HQ	1/25/2015	46306	OCCUPATIONAL THERAPIST AID	N	HE06	10	P	A	1.00	\$ 39,672	1.00	\$ 43,440
HTH430	HQ	11/27/2015	46309	OCCUPATIONAL THERAPIST III	N	SR20	13	P	A	1.00	\$ 46,865	1.00	\$ 55,488
HTH430	HQ	10/13/2014	46318	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 55,488
HTH430	HQ	12/22/2014	48019	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 73,439	1.00	\$ 92,964
HTH430	HQ	11/19/2014	49051	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 34,257	1.00	\$ 39,960
HTH430	HQ	12/20/2014	50709	REGISTERED NURSE V	N	SR24	09	P	A	1.00	\$ 87,598	1.00	\$ 113,652
HTH430	HQ	1/11/2015	51128	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	T	A	0.50	\$ 14,666	0.50	\$ 16,938
HTH430	HQ	7/2/2014	52044	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 73,439	1.00	\$ 95,292
HTH430	HQ	7/15/2015	52049	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 75,274	1.00	\$ 101,580
HTH430	HQ	10/8/2014	52055	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,332	1.00	\$ 33,876
HTH430	HQ	8/31/2015	52057	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	A	1.00	\$ 42,853	1.00	\$ 46,920
HTH430	HQ	12/5/2014	103016	HSH RISK MANAGER	Y	SRNA	73	P	A	1.00	\$ 85,500	1.00	\$ 93,600
HTH430	HQ	9/30/2015	103502	HSH FACILITIES PLANT ENGINEER	Y	SRNA	93	T	A	1.00	\$ 62,198	1.00	\$ 68,088
HTH430	HQ	10/20/2014	103642	HSH ASSOCIATE ADMINISTRATOR, QUALITY MANAGEMENT	Y	SRNA	93	P	A	1.00	\$ 103,740	1.00	\$ 99,996
HTH430	HQ	1/16/2015	112777	PARA-MEDICAL ASSISTANT (ENTRY LEVEL) 50%	N	HE02	10	T	A	0.50	\$ 14,666	0.50	\$ 17,016
HTH430	HQ	11/30/2014	113098	HSH NURSING SERVICES MANAGER	Y	SRNA	9	T	A	1.00	\$ 54,868	1.00	\$ 152,520
HTH430	HQ	7/31/2014	113303	HSH PSYCHIATRIC SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 112,893	1.00	\$ 147,804
HTH430	HQ	4/27/2015	113304	HSH PSYCHIATRIC SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 112,893	1.00	\$ 178,992
HTH430	HQ	5/18/2015	113320	HSH PSYCHIATRIC SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 112,893	1.00	\$ 175,008
HTH430	HQ	8/31/2015	116515	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,902	1.00	\$ 36,240
HTH430	HQ	1/6/2015	116555	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 29,902	1.00	\$ 36,060
HTH430	HQ	7/15/2015	116561	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 29,902	1.00	\$ 37,512

Department of Health  
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual FTE	Actual Salary
										FTE	Salary		
HTH430	HQ	9/15/2014	116564	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 29,902	1.00	\$ 33,876
HTH430	HQ	9/30/2015	116687	HSH FORENSIC COORDINATOR	Y	SRNA	13	T	A	1.00	\$ 112,893	1.00	\$ 77,724
HTH430	HQ	10/5/2014	117127	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,902	1.00	\$ 36,060
HTH430	HQ	11/27/2015	118121	HSH MISA SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 45,076	1.00	\$ 48,672
HTH430	HQ	12/30/2014	118124	HSH MISA SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 40,037	1.00	\$ 51,048
HTH430	HR	10/7/2014	120474	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 62,791	1.00	\$ 90,708
HTH430	HR	3/3/2015	120475	REGISTERED NURSE III	N	SR20	09	P	A	1.00	\$ 62,791	1.00	\$ 90,708
HTH430	HR	7/7/2014	120478	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	A	1.00	\$ 35,386	1.00	\$ 94,332
HTH430	HR	8/25/2014	120482	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 31,099	1.00	\$ 36,060
HTH430	HR	7/1/2014	120491	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 31,099	1.00	\$ 38,556
HTH440	HD	12/1/2014	44401	Alcohol and Drug Abuse Administrator	N	EM07	35	P	A	1.00	\$ 85,560	1.00	\$ 85,560
HTH440	HD	9/30/2015	112471	Accountant III	N	SR20	13	P	A	1.00	\$ 44,580	1.00	\$ 45,576
HTH440	HR	5/31/2015	96608H	Hawaii Pathways Project Coordinator	Y	SRNA	13	T	P	1.00	\$ 71,124	1.00	\$ 67,008
HTH440	HR	1/5/2015	26644	Program Specialist SA IV	N	SR22	13	P	N	1.00	\$ 61,062	1.00	\$ 60,012
HTH440	HR	7/31/2014	17578	Secretary II	N	SR14	03	P	A	1.00	\$ 42,684	1.00	\$ 42,684
HTH440	HR	1/31/2015	99855H	Access to Recovery Project Director	Y	SRNA	13	T	P	1.00	\$ 67,492	1.00	\$ 67,488
HTH440	HR	1/31/2015	99858H	Access to Recovery Accountant	Y	SRNA	13	T	P	1.00	\$ 51,318	1.00	\$ 50,808
HTH460	HE	8/8/2014	40502	SOCIAL WORKER IV	N	22	13	P	A	1.00	\$ 38,976	1.00	\$ 53,364
HTH460	HE	3/31/2015	46845	SOCIAL WORKER IV	N	22	13	P	A	1.00	\$ 53,352	1.00	\$ 53,352
HTH460	HE	10/20/2014	50514	SOCIAL WORKER III	N	20	13	P	A	1.00	\$ 42,132	1.00	\$ 43,812
HTH460	HE	12/30/2014	50545	MHS I	N	24	13	P	A	1.00	\$ 67,488	1.00	\$ 67,488
HTH460	HF	2/28/2015	23573	SECRETARY II	N	14	3	P	A	1.00	\$ 39,480	1.00	\$ 42,684
HTH460	HF	12/3/2014	40547	CP VI	N	26	13	P	A	1.00	\$ 55,500	1.00	\$ 57,720
HTH460	HF	11/5/2014	48061	PMS IV	N	22	13	P	A	1.00	\$ 45,576	1.00	\$ 49,308
HTH460	HF	9/12/2014	110236	ITS III	N	20	13	P	A	1.00	\$ 42,132	1.00	\$ 43,812
HTH460	HF	8/7/2015	110238	ITS IV	N	22	13	P	A	1.00	\$ 45,576	1.00	\$ 45,576
HTH460	HF	7/15/2014	110454	SOCIAL WORKER III	N	20	13	P	A	1.00	\$ 45,576	1.00	\$ 43,812
HTH460	HF	1/6/2015	110491	ACCOUNTANT III	N	20	13	P	A	1.00	\$ 40,548	1.00	\$ 43,812
HTH460	HF	2/27/2015	90006H	SW/HSP IV	Y	NA	13	T	A	1.00	\$ 37,464	1.00	\$ 47,412
HTH460	HF	7/21/2015	90009H	CP VI	N	26	13	P	A	1.00	\$ 55,500	1.00	\$ 79,968
HTH460	HF	7/1/2014	90241H	DPSA VI	Y	NA	13	P	B	1.00	\$ 40,512	1.00	\$ 35,064
HTH460	HF	7/31/2015	90354H	PROGRAM SPECIALIST	Y	NA	13	T	B	1.00	\$ 33,276	1.00	\$ 53,364
HTH460	HF	3/27/2015	91202H	SERVICE TESTER	Y	NA	13	T	A	1.00	\$ 36,978	1.00	\$ 57,792
HTH460	HF	9/2/2015	91213H	STATS CLERK I	Y	NA	3	T	A	1.00	\$ 21,708	1.00	\$ 33,312
HTH460	HF	9/8/2015	92210H	SERVICE TESTER	Y	NA	13	T	A	1.00	\$ 40,000	1.00	\$ 45,576
HTH460	HF	11/30/2015	93001H	PROJECT MANAGER	Y	NA	13	T	P	1.00	\$ 92,700	1.00	\$ 93,600
HTH460	HF	6/26/2015	93003H	LEAD EVALUATOR	Y	NA	13	T	P	1.00	\$ 87,550	1.00	\$ 91,056
HTH460	HF	7/31/2015	93004H	ASSISTANT	Y	NA	13	T	P	1.00	\$ 36,050	1.00	\$ 36,000
HTH460	HF	9/12/2014	93006H	PRACTICE DVLPMT SPEC	N	NA	13	T	P	1.00	\$ 56,650	1.00	\$ 53,004

Department of Health  
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual FTE	Actual Salary
										FTE	Salary		
HTH460	HF	2/25/2015	93011H	INTENSIVE SPRT WRKR	Y	NA	13	T	P	1.00	\$ 46,350	1.00	\$ 45,000
HTH460	HF	11/13/2014	93012H	INTENSIVE SPRT WRKR	Y	22	13	P	P	1.00	\$ 46,350	1.00	\$ 45,804
HTH460	HF	7/11/2014	93013H	INTENSIVE SPRT WRKR	Y	NA	13	T	P	1.00	\$ 46,350	1.00	\$ 46,800
HTH460	HF	7/31/2015	93014H	CLERK TYPIST	Y	NA	3	T	P	1.00	\$ 31,236	1.00	\$ 30,000
HTH460	HF	2/25/2015	95751H	SYSTEM SPANNER	Y	NA	13	T	P	1.00	\$ 55,000	1.00	\$ 53,496
HTH460	HF	8/4/2015	95756H	CAMHD SOC Social Marketing and Outreach Coordinator	Y	NA	3	T	P	0.50	\$ 30,000	0.50	\$ 22,362
HTH460	HF	8/4/2015	95758H	CAMHD SOC Cultural Specialist	Y	NA	13	T	P	0.50	\$ 30,000	0.50	\$ 22,362
HTH460	HF	11/23/2015	96791H	FORENSIC PSYCHOLOGIST SPECIALIST	Y	NA	13	T	A	1.00	\$ 80,000	1.00	\$ 83,208
HTH460	HF	12/31/2014	97621H	PSYCHIATRIC SPECIALIST - EAST	Y	NA	13	T	A	1.00	\$ 150,000	1.00	\$ 186,096
HTH460	HS	10/29/2015	30116	MHS II	Y	NA	13	P	A	1.00	\$ 55,500	1.00	\$ 60,012
HTH460	HV	12/30/2014	25401	MHS II	N	26	23	P	A	1.00	\$ 78,984	1.00	\$ 82,140
HTH460	HV	10/1/2014	25614	SECRETARY II	N	14	3	P	A	1.00	\$ 32,424	1.00	\$ 37,980
HTH460	HV	7/17/2015	108761	HSP IV	N	22	13	P	A	1.00	\$ 47,412	1.00	\$ 42,132
HTH460	HV	1/15/2015	110160	SECRETARY I	Y	NA	3	T	B	1.00	\$ 22,116	1.00	\$ 41,616
HTH460	HV	9/30/2015	110266	MHCC IV	N	22	13	P	A	1.00	\$ 49,332	1.00	\$ 49,332
HTH460	HV	7/31/2015	110487	MENTAL HEALTH CARE COORD IV	N	22	13	P	A	1.00	\$ 57,708	1.00	\$ 57,708
HTH460	HV	7/13/2014	111462	MENTAL HEALTH CARE COORD IV	N	22	13	P	A	1.00	\$ 49,332	1.00	\$ 49,332
HTH460	HV	6/9/2015	117657	OFFICE ASSISTANT III	N	8	3	T	A	1.00	\$ 27,756	1.00	\$ 27,756
HTH495	HB	9/30/2015	28985	PERSONNEL MGMT SPECIALIST II	N	SR18	73	P	A	1.00	\$ 57,023	1.00	\$ 40,548
HTH495	HB	12/31/2014	44154	PERSONNEL MGMT SPECIALIST III	N	SR20	73	P	A	1.00	\$ 57,023	1.00	\$ 62,424
HTH495	HB	8/4/2015	44154	PERSONNEL MGMT SPECIALIST I	N	SR16	73	P	A	1.00	\$ 57,023	1.00	\$ 37,464
HTH495	HB	9/8/2015	112664	OFFICE ASSISTANT III	N	SR08	03	P	A	1.00	\$ 24,385	1.00	\$ 29,988
HTH495	HB	8/7/2014	112761	AMHD FINANCIAL RESOURCE SPT I	Y	SRNA	13	T	A	1.00	\$ 54,446	1.00	\$ 67,512
HTH495	HB	9/1/2014	112791	AMHD QM RPN SPECIALIST	Y	SRNA	09	T	A	1.00	\$ 54,446	1.00	\$ 89,292
HTH495	HB	9/26/2015	112831	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 51,300	1.00	\$ 43,068
HTH495	HB	2/6/2015	112891	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 36,100	1.00	\$ 44,064
HTH495	HB	9/1/2015	112910	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 40,709	1.00	\$ 45,564
HTH495	HB	9/1/2014	112926	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 22,321	1.00	\$ 44,064
HTH495	HB	4/25/2015	113137	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 28,226	1.00	\$ 45,348
HTH495	HB	10/18/2014	113150	AMHD UTILIZATION MGMT SPCLT	Y	SRNA	13	T	A	1.00	\$ 54,446	1.00	\$ 62,652
HTH495	HB	7/10/2014	113231	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 51,300	1.00	\$ 37,464
HTH495	HB	7/1/2015	116393	AMHD CONSUMER AFFAIRS CHIEF	Y	SRNA	13	T	A	1.00	\$ 54,446	1.00	\$ 69,576
HTH495	HB	8/1/2015	116436	AMHD UM FORENSIC SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 49,400	1.00	\$ 47,400
HTH495	HB	7/1/2014	117250	AMHD UTILIZATION MGMT SPCLT	Y	SRNA	13	T	A	1.00	\$ 54,446	1.00	\$ 47,400
HTH495	HB	11/19/2015	117250	AMHD UTILIZATION MGMT SPCLT	Y	SRNA	13	T	A	1.00	\$ 54,446	1.00	\$ 47,400
HTH495	HB	12/31/2014	117403	AMHD BUSINESS COMPLIANCE SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 45,600	1.00	\$ 67,512
HTH495	HB	3/25/2015	117718	AMHD CASE MANAGEMENT SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 49,400	1.00	\$ 49,308
HTH495	HB	12/16/2014	118307	AMHD ADMINISTRATIVE ASSISTANT	Y	SRNA	13	T	A	1.00	\$ 20,041	1.00	\$ 48,372
HTH495	HC	11/29/2014	119371	CORE MONITORING COORDINATOR	Y	SRNA	13	T	A	1.00	\$ 62,424	1.00	\$ 83,208

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										FTE	Salary		
HTH495	HB	7/1/2015	119418	CORE MIS IT DATABASE SPCLT	Y	SRNA	73	T	A	1.00	\$ 43,297	0.40	\$ 25,051
HTH495	HC	12/15/2014	120130	CORE PERFORMANCE IMPROVEMENT COORDINATOR	Y	SRNA	13	T	A	1.00	\$ 51,312	1.00	\$ 81,120
HTH495	HB	6/1/2015	120274	MHTG-ITISC GRANT EVAL SPLT	Y	SRNA	13	T	P	1.00	\$ 58,993	1.00	\$ 67,608
HTH501	CU	1/5/2015	120796	Program Specialist IV	N	SR22	13	P	A	1.00	\$ 45,076	1.00	\$ 55,488
HTH501	CU	1/28/2015	121065	Program Specialist III	N	SR20	13	P	A	1.00	\$ 37,004	1.00	\$ 43,812
HTH501	CV	3/31/2015	52025	Social Service Assistant IV	N	SR11	3	P	A	1.00	\$ 29,651	1.00	\$ 35,112
HTH501	CV	8/31/2014	111640	DD/MR Spec Proj Coord	Y	SRNA	13	T	A	1.00	\$ 48,742	0.50	\$ 48,048
HTH501	CV	9/22/2014	112733	Social Worker IV	N	SR22	13	P	A	1.00	\$ 50,684	1.00	\$ 60,012
HTH501	CV	7/27/2015	120828	Program Specialist IV	N	SR22	13	T	A	1.00	\$ 36,100	1.00	\$ 47,400
HTH501	ED	7/9/2015	19281	Dentist VI	N	SR28	13	P	A	1.00	\$ 59,303	1.00	\$ 82,140
HTH501	ED	4/30/2015	19282	Dental Assistant II	N	SR08	3	P	A	1.00	\$ 26,368	1.00	\$ 29,988
HTH501	JA	11/12/2014	4472	Secretary II	N	SR14	63	P	A	1.00	\$ 36,070	1.00	\$ 42,684
HTH501	JA	5/14/2015	11567	Public Health Program Mgr	N	EM05	35	P	A	1.00	\$ 68,172	1.00	\$ 97,272
HTH501	JA	11/16/2015	11567	Public Health Program Mgr	N	EM05	35	P	A	1.00	\$ 68,172	1.00	\$ 82,272
HTH501	JA	8/31/2015	12470	Human Services Professional V	N	SR24	23	P	A	1.00	\$ 75,035	1.00	\$ 78,996
HTH501	JA	11/30/2015	12875	Office Assistant III	N	SR08	3	P	A	1.00	\$ 37,506	1.00	\$ 27,768
HTH501	JA	9/22/2014	113192	SW/HSP V	N	SR24	23	P	A	1.00	\$ 59,303	1.00	\$ 67,512
HTH501	JA	9/8/2014	116337	SW/HSP IV	N	SR22	13	P	A	1.00	\$ 43,297	1.00	\$ 55,488
HTH501	JA	10/30/2015	121020	Registered Nurse III	N	SR20	9	T	A	1.00	\$ 56,375	1.00	\$ 94,332
HTH501	JA	2/10/2015	121021	SW/HSP IV	N	SR22	13	P	A	1.00	\$ 37,369	1.00	\$ 53,364
HTH501	JA	6/30/2015	121022	Office Assistant III	N	SR08	3	T	A	1.00	\$ 18,981	1.00	\$ 26,700
HTH501	JA	8/3/2015	121094	Human Services Professional V	N	SR24	23	P	A	1.00	\$ 52,092	1.00	\$ 53,364
HTH501	JN	10/15/2014	120587	Human Services Professional IV	N	SR22	13	P	A	1.00	\$ 44,533	1.00	\$ 53,364
HTH501	JO	10/15/2014	6888	Human Services Professional V	N	SR24	23	P	A	1.00	\$ 66,713	1.00	\$ 78,996
HTH501	JO	4/6/2015	24861	Social Worker III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 43,812
HTH501	JO	10/31/2014	25118	Registered Nurse III	N	SR20	9	P	A	1.00	\$ 65,299	1.00	\$ 90,708
HTH501	JO	11/12/2014	27504	Office Assistant IV	N	SR10	3	P	A	1.00	\$ 36,070	1.00	\$ 41,064
HTH501	JO	10/22/2015	27504	Office Assistant IV	N	SR10	3	P	A	1.00	\$ 36,070	1.00	\$ 41,064
HTH501	JO	12/30/2014	27505	Registered Nurse III	N	SR20	9	P	A	1.00	\$ 77,155	1.00	\$ 100,104
HTH501	JO	12/15/2014	42138	Human Services Professional IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 47,400
HTH501	JO	7/25/2014	48027	Social Worker III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 73,812
HTH501	JO	10/2/2015	112738	Human Services Professional III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 49,308
HTH501	JO	3/11/2015	116461	Office Assistant IV	N	SR10	3	P	A	1.00	\$ 26,368	1.00	\$ 28,872
HTH501	JQ	2/2/2015	112990	Human Services Professional IV	N	SR22	13	P	A	1.00	\$ 50,684	1.00	\$ 43,812
HTH501	JS	11/2/2015	43114	Social Worker IV	N	SR22	13	P	A	1.00	\$ 46,865	1.00	\$ 49,308
HTH501	JS	6/30/2015	118384	Human Services Professional IV	N	SR22	13	P	A	0.50	\$ 20,013	0.50	\$ 24,654
HTH501	JS	6/8/2015	121060	Office Assistant III	N	SR08	3	P	A	1.00	\$ 36,070	1.00	\$ 26,700
HTH501	KB	7/31/2014	19280	Dentist VI	N	SR28	13	P	A	1.00	\$ 72,162	1.00	\$ 78,996
HTH501	KB	4/10/2015	24991	Accountant III	N	SR20	13	P	A	1.00	\$ 57,023	1.00	\$ 45,576
HTH501	KB	10/14/2015	27809	Personnel Clerk IV	N	SR11	63	P	A	1.00	\$ 25,365	1.00	\$ 32,460

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Table 14

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										FTE	Salary		
HTH501	KB	9/21/2015	31191	Secretary II	N	SR14	3	P	A	1.00	\$ 40,550	1.00	\$ 48,024
HTH501	KB	9/30/2014	37493	DD Administrator	N	EM05	35	P	A	1.00	\$ 107,981	1.00	\$ 118,212
HTH501	KB	7/1/2014	38589	Public Health Administrative Officer VI	N	SR26	73	P	A	1.00	\$ 66,713	1.00	\$ 73,032
HTH501	KB	12/30/2014	38590	Secretary IV	N	SR18	63	P	A	1.00	\$ 42,191	1.00	\$ 60,780
HTH501	KB	7/7/2015	40064	Accountant III	N	SR20	13	P	A	1.00	\$ 52,725	1.00	\$ 43,812
HTH501	KB	2/2/2015	49800	Human Services Professional IV	N	SR22	13	P	A	1.00	\$ 72,162	1.00	\$ 55,488
HTH501	KB	7/15/2014	113059	Social Worker IV	N	SR22	13	P	A	1.00	\$ 50,684	1.00	\$ 55,488
HTH501	KB	9/30/2014	116351	Info Tech Support Tech	N	SR15	3	P	A	1.00	\$ 36,070	1.00	\$ 42,684
HTH501	KB	8/14/2014	117762	DD/MR Medicaid Billing Coord	Y	SRNA	13	T	A	1.00	\$ 45,600	0.50	\$ 30,317
HTH501	KB	9/30/2014	120201	DDD Psychologist	Y	SRNA	13	T	A	1.00	\$ 99,750	1.00	\$ 85,272
HTH501	KB	9/12/2014	120341	DDD Quality Assurance Officer	Y	SRNA	13	P	A	1.00	\$ 61,750	0.50	\$ 32,856
HTH520	AI	11/13/2015	101267	DCAB Program Specialist	Y	SRNA	13	T	A	1.00	\$ 47,400	1.00	\$ 47,400
HTH520	AI	9/23/2015	101247	Prog and Policy Development Coordinator	Y	SRNA	13	T	A	1.00	\$ 64,932	1.00	\$ 64,932
HTH520	AI	6/30/2015	112133	DCAB Program Specialist	Y	SR22	13	T	A	1.00	\$ 64,920	1.00	\$ 64,920
HTH520	AI	8/8/2014	102974	Facility Access Specialist	Y	SRNA	13	P	U	1.00	\$ 60,024	1.00	\$ 53,352
HTH520	AI	7/31/2014	101986	SPIN Program Specialist	Y	SR18	13	P	U	1.00	\$ 47,399	1.00	\$ 51,300
HTH560	CC	12/30/2014	19434	Secretary II	N	SR14	03	P	N	1.00	\$ 41,064	1.00	\$ 41,064
HTH560	CC	7/31/2015	30254	Human Services Prof. III	N	SR20	13	P	A	1.00	\$ 56,202	1.00	\$ 53,364
HTH560	CC	4/8/2015	47064	Social Services Aide III	N	SR09	03	P	A	1.00	\$ 41,064	1.00	\$ 41,064
HTH560	CC	8/4/2014	117965	Children & Youth Prog Spec. III	N	SR20	13	P	B	1.00	\$ 51,930	1.00	\$ 43,296
HTH560	CC	12/30/2014	118128	Office Assistant III	N	SR08	03	T	P	1.00	\$ 26,700	1.00	\$ 26,700
HTH560	CK	3/19/2015	5087	Public Health Program Manager	N	EM05	35	P	A	1.00	\$ 71,760	1.00	\$ 106,884
HTH560	GI	10/31/2014	111814	WIC NUTRITION ASSISTANT	N	HE06	10	P	N	1.00	\$ 41,847	1.00	\$ 38,556
HTH560	GI	6/16/2015	35906	OFFICE ASSISTANT III	N	SR08	03	P	N	1.00	\$ 28,872	1.00	\$ 29,988
HTH560	GI	4/10/2015	37310	WIC NUTRITION AID	N	HE04	10	P	N	1.00	\$ 40,266	1.00	\$18.03/hr
HTH560	GI	3/31/2015	44847	PUBLIC HEALTH NUTRITIONIST IV	N	SR22	13	P	N	1.00	\$ 71,418	1.00	\$ 70,188
HTH560	GI	6/15/2015	50503	Personnel Management Speclt II	N	SR18	73	P	N	1.00	\$ 44,580	1.00	\$ 43,812
HTH560	KC	11/19/2014	3791	PUBLIC HEALTH ADM OFFICER VI	N	SR26	73	P	A	1.00	\$ 66,054	1.00	\$ 64,920
HTH560	KC	4/18/2015	111374	DATA PROCESSING USER SUPPORT TECH	N	SR15	03	p	B	1.00	\$ 37,980	1.00	\$ 37,980
HTH560	KC	1/16/2015	2983	SECRETARY IV	N	SR18	63	P	A	1.00	\$ 63,168	1.00	\$ 63,168
HTH560	KC	1/1/2015	110210	PUBLIC HEALTH ADMINISTRATOR	N	EM08	35	P	A	1.00	\$ 98,748	1.00	\$ 96,576
HTH560	KC	12/31/2014	117426	ACCOUNT CLERK III	N	SR 11	03	P	P	1.00	\$ 41,064	1.00	\$ 41,064
HTH560	KC	1/24/2015	117568	PROGRAM SPECIALIST IV	N	SR 22	13	P	P	1.00	\$ 57,991	1.00	\$ 57,720
HTH560	CG	1/1/2015	10400	Speech Pathologist IV	N	SR22	13	P	A	1.00	\$ 67,847	1.00	\$ 70,188
HTH560	CG	11/28/2015	49086	Social Worker III	N	SR20	13	P	A	1.00	\$ 42,351	1.00	\$ 43,812
HTH560	CG	9/1/2015	49090	Social Worker III	N	SR20	13	P	A	1.00	\$ 53,637	1.00	\$ 55,488
HTH560	CG	8/29/2015	49805	Occupational Therapist III	N	SR20	13	P	A	1.00	\$ 44,055	1.00	\$ 45,576
HTH560	CG	11/29/2014	50138	C&Y Program Specialist IV	N	SR22	13	P	N	1.00	\$ 56,460	1.00	\$ 55,488
HTH560	CG	10/18/2014	050146	Physical Therapist III	N	SR20	13	P	A	1.00	\$ 42,351	1.00	\$ 43,812
HTH560	CG	7/30/2015	50206	Human Services Prof. III	N	SR20	13	P	A	1.00	\$ 49,590	1.00	\$ 51,300

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Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual FTE	Actual Salary
										FTE	Salary		
HTH560	CG	2/13/2015	50737	Social Worker III	N	SR20	13	P	N	1.00	\$ 45,576	1.00	\$ 43,812
HTH560	CG	11/7/2015	54734	Research Statistician I	N	SR18	13	P	N	1.00	\$ 46,374	1.00	\$ 45,576
HTH560	CG	3/7/2015	111084	Office Assistant III	N	SR08	03	P	A	1.00	\$ 25,365	1.00	\$ 26,700
HTH560	CG	11/21/2015	111441	Social Worker IV	N	SR22	13	P	A	1.00	\$ 46,865	1.00	\$ 47,400
HTH560	CG	3/10/2015	112612	C&Y Program Specialist IV	N	SR22	13	P	N	1.00	\$ 48,228	1.00	\$ 47,400
HTH560	CG	8/12/2014	113000	Social Worker III	N	SR20	13	P	A	1.00	\$ 42,351	1.00	\$ 43,812
HTH560	CG	9/12/2015	117194	Hospital Billing Clerk I	N	SR09	03	P	B	1.00	\$ 28,872	1.00	\$ 27,768
HTH560	CG	7/9/2014	117854	C&Y Program Specialist IV	N	SR22	13	P	A	1.00	\$ 45,817	1.00	\$ 47,400
HTH560	CG	11/20/2014	117917	Social Worker III	N	SR20	13	P	A	1.00	\$ 44,055	1.00	\$ 45,576
HTH560	CG	8/14/2014	119194	Human Services Prof. IV	N	SR22	13	P	A	1.00	\$ 65,259	1.00	\$ 67,512
HTH560	CG	11/19/2014	121238	Account Clerk III	N	SR11	03	P	N	1.00	\$ 33,756	1.00	\$ 37,980
HTH590	KK	7/3/2014	119477	Nutrition, Physical Activity & Obesity Administrative Specialist	Y	NA	13	T	P	0.00	\$ -	1.00	\$ 43,812
HTH590	KK	1/7/2015	112991	Epidemiologist II	Y	NA	13	P	B	0.00	\$ -	1.00	\$ 64,476
HTH590	GP	3/24/2015	002984	Secretary III	N	16	3	P	B	1.00	\$ 54,012	1.00	\$ 48,024
HTH590	GP	4/29/2015	119239	Gen Prof V (Heart)	Y	NA	13	T	P	0.00	\$ -	1.00	\$ 56,676
HTH590	KK	6/17/2015	119480	HHI Comm Prev Spec	Y	NA	13	T	B	0.00	\$ -	1.00	\$ 56,172
HTH590	KK	7/7/2015	112504	Epidemiologist III	Y	NA	13	P	A	1.00	\$ -	1.00	\$ 96,552
HTH610	FQ	7/18/2014	03123	SANITARIAN IV	N	SR22	13	P	A	1.00	\$ 45,576	1.00	\$ 45,576
HTH610	FQ	9/26/2014	120704	SANITARIAN III	N	SR20	13	P	B	1.00	\$ 42,132	1.00	\$ 45,576
HTH610	FQ	11/29/2014	03803	SANITARIAN VI	N	SR26	23	P	A	1.00	\$ 73,044	1.00	\$ 82,128
HTH610	FQ	12/1/2014	04624	SECRETARY II	N	SR14	03	P	A	1.00	\$ 49,932	1.00	\$ 42,684
HTH610	FQ	12/31/2014	03198	SANITARIAN IV	N	SR22	13	P	A	1.00	\$ 64,920	1.00	\$ 64,920
HTH610	FQ	3/2/2015	03208	SANITARIAN V	N	SR24	13	P	A	1.00	\$ 75,960	1.00	\$ 73,044
HTH610	FQ	4/16/2015	03167	SANITARIAN IV	N	SR22	13	P	A	1.00	\$ 64,920	1.00	\$ 53,364
HTH610	FL	5/1/2015	42264	SECRETARY III	N	SR16	63	P	A	1.00	\$ 54,012	1.00	\$ 42,684
HTH610	FN	6/15/2015	121326	VECTOR CONTROL WORKER II	N	BC05	01	P	A	1.00	\$ 36,960	1.00	\$ 40,008
HTH610	FQ	7/1/2015	03189	SANITARIAN V	N	SR24	23	P	A	1.00	\$ 75,960	1.00	\$ 64,920
HTH610	FQ	7/1/2015	24008	DIST ENVRMNTL HLTH PRGM CHIEF	N	SR28	23	P	A	1.00	\$ 88,848	1.00	\$ 96,096
HTH610	FQ	7/8/2015	03192	SANITARIAN II	N	SR18	13	P	A	1.00	\$ 51,312	1.00	\$ 60,012
HTH610	FQ	7/21/2015	03196	SANITARIAN IV	N	SR22	13	P	A	1.00	\$ 67,488	1.00	\$ 47,400
HTH610	FQ	8/6/2015	111653	OFFICE ASSISTANT III	N	SR08	03	P	A	1.00	\$ 28,836	1.00	\$ 27,768
HTH610	FP	8/26/2015	42249	FOOD AND DRUG INSPECTOR I	N	SR16	13	P	A	1.00	\$ 43,824	1.00	\$ 45,576
HTH610	FP	9/1/2015	40582	FOOD AND DRUG INSPECTOR III	N	SR20	13	P	A	1.00	\$ 53,352	1.00	\$ 40,548
HTH610	FQ	9/10/2015	120708	SANITARIAN III	N	SR20	13	P	B	1.00	\$ 42,132	1.00	\$ 43,812
HTH610	FQ	9/10/2015	46082	OFFICE ASSISTANT III	N	SR08	03	P	A	1.00	\$ 32,424	1.00	\$ 35,112
HTH710	MN	12/1/2014	21941	Microbiologist III	N	SR20	13	P	A	1.00	\$ 60,024	1.00	\$ 64,920
HTH710	MJ	3/25/2015	110126	Microbiologist III	N	SR20	13	T	N	1.00	\$ 45,576	1.00	\$ 45,576
HTH710	MG	3/31/2015	47046	Chemist III	N	SR20	13	P	A	1.00	\$ 42,132	1.00	\$ 43,812
HTH710	MB	9/15/2015	42801	Chemist IV	N	SR22	13	P	A	1.00	\$ 47,412	1.00	\$ 42,888

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Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual FTE	Actual Salary
										FTE	Salary		
HTH710	MK	10/1/2015	120125	FERN Microbiologist III	N	SR20	13	T	N	1.00	\$ 45,576	1.00	\$ 43,812
HTH720	MP	11/18/2014	37264	Registered Nurse IV	N	SR22	09	P	A	1.00	\$ 105,096	1.00	\$ 105,096
HTH720	MP	10/1/2015	39644	Registered Nurse V	N	SR24	09	P	P	0.80	\$ 88,714	0.80	\$ 94,560
HTH720	MP	10/1/2015	39644	Registered Nurse V	N	SR24	09	P	A	0.20	\$ 22,178	0.20	\$ 23,640
HTH730	MQ	12/15/2014	37779	EMS Program Manager (M.D./D.O.)	N	ES02	35	P	A	1.00	\$ 90,824	1.00	\$ 126,204
HTH730	MQ	2/27/2015	34944	Office Assistant IV	N	SR10	03	P	A	1.00	\$ 32,034	1.00	\$ 33,720
HTH760	MS	12/26/2014	26346	Office Assistant III	N	SR08	3	P	A	1.00	\$ 31,212	1.00	\$ 26,700
HTH760	MS	12/31/2014	2992	Office Assistant IV	N	SR10	3	P	A	1.00	\$ 37,968	1.00	\$ 39,429
HTH760	MS	5/18/2015	10096	Office Assistant III	N	SR08	3	P	A	1.00	\$ 25,668	1.00	\$ 25,668
HTH760	MS	5/29/2015	120383	Office Assistant IV	N	SR10	3	T	A	1.00	\$ 27,756	1.00	\$ 28,836
HTH760	MS	4/10/2015	120384	Office Assistant III	N	SR08	3	T	A	1.00	\$ 25,668	1.00	\$ 26,700
HTH760	MS	9/25/2015	38491	Office Assistant IV	N	SR10	3	P	A	1.00	\$ 33,756	1.00	\$ 36,351
HTH760	MS	8/31/2015	19353	Office Assistant III	N	SR08	3	P	A	1.00	\$ 36,516	1.00	\$ 39,429
HTH760	MS	1/16/2015	120383	Office Assistant IV	N	SR10	3	T	A	1.00	\$ 27,756	1.00	\$ 33,756
HTH840	FJ	8/9/2014	110525	PLANNER III	N	SR20	13	P	N	1.00	\$ 45,576	1.00	\$ 43,812
HTH840	FF	9/23/2014	21936	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	B	1.00	\$ 55,500	1.00	\$ 57,720
HTH840	FF	11/6/2014	21931	CLERK STENOGRAPHER II	N	SR09	03	P	B	1.00	\$ 28,836	1.00	\$ 31,236
HTH840	FJ	11/15/2014	117758	ENVIRONMENTAL HEALTH SPCLT III	N	SR20	13	P	B	1.00	\$ 42,132	1.00	\$ 43,812
HTH840	FG	11/15/2014	41177	OFFICE ASSISTANT III	N	SR08	03	P	N	1.00	\$ 31,212	1.00	\$ 25,668
HTH840	FF	12/27/2014	110666	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	B	1.00	\$ 45,576	1.00	\$ 67,488
HTH840	FJ	12/31/2014	117760	ACCOUNT CLERK II	N	SR08	03	P	B	1.00	\$ 27,756	1.00	\$ 29,988
HTH840	FJ	1/17/2015	120505	OFFICE ASSISTANT III	N	SR08	03	T	B	1.00	\$ 25,667	1.00	\$ 26,700
HTH840	FH	2/3/2015	50702	ENGINEER (ENVIRONMENTAL) V	N	SR26	13	P	W	1.00	\$ 55,500	1.00	\$ 64,920
HTH840	FH	3/24/2015	119333	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	N	1.00	\$ 47,400	1.00	\$ 47,400
HTH840	FG	4/18/2015	121090	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	A	1.00	\$ 43,812	1.00	\$ 43,812
HTH840	FJ	5/1/2015	110727	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	B	1.00	\$ 60,024	1.00	\$ 67,512
HTH840	FG	5/1/2015	111645	WTW GRANTS MANAGEMENT SPCLT IV	N	SR22	13	P	N	1.00	\$ 47,412	1.00	\$ 60,012
HTH840	FJ	6/13/2015	43933	ENVIRONMENTAL HEALTH SPCLT II	N	SR18	13	P	P	1.00	\$ 43,824	1.00	\$ 49,308
HTH840	FG	7/1/2015	54732	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	P	1.00	\$ 51,312	1.00	\$ 45,576
HTH840	FJ	8/21/2015	117146	ACCOUNT CLERK II	N	SR08	03	P	B	1.00	\$ 28,836	1.00	\$ 26,700
HTH840	FF	9/1/2015	120338 (106922E)	SECRETARY II	N	SR14	03	P	B	1.00	\$ 32,424	1.00	\$ 39,492
HTH840	FF	9/8/2015	50721	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	B	1.00	\$ 55,500	1.00	\$ 69,928
HTH840	FK	10/1/2015	45892	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	A	1.00	\$ 64,920	1.00	\$ 70,188
HTH840	FJ	10/30/2015	39485	ENGINEER (ENVIRONMENTAL) IV	N	SR24	13	P	A	1.00	\$ 77,412	1.00	\$ 67,512
HTH840	FJ	10/31/2015	50521	INFORMATION TECHNOL SPCLT IV	N	SR22	13	P	P	1.00	\$ 55,500	1.00	\$ 64,424
HTH840	FF	10/31/2015	50731	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	B	1.00	\$ 55,500	1.00	\$ 64,424
HTH849	FB	7/16/2014	43352	PUBLIC HEALTH ADM OFFICER IV	N	SR22	13	P	N	1.00	\$ 60,024	1.00	\$ 60,024
HTH849	FC	9/16/2014	24204	SECRETARY II	N	SR14	03	P	N	1.00	\$ 39,480	1.00	\$ 39,492
HTH849	FC	3/17/2015	102493	PUBLIC PARTICIPATION COORDINATOR	Y	SRNA	13	P	N	1.00	\$ 51,312	1.00	\$ 67,488

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Table 14

Prog ID	Sub-Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual FTE	Actual Salary
										FTE	Salary		
HTH849	FA	4/1/2015	100537	DEPUTY DIRECTOR FOR ENVIRONMENTAL HEALTH	Y	SRNA	00	P	A	1.00	\$ 108,989	1.00	\$ 121,908
HTH849	FD	4/1/2015	52076	OFFICE ASSISTANT III	N	SR08	03	P	A	1.00	\$ 27,768	1.00	\$ 57,768
HTH849	FD	4/1/2015	52125	ENVIRONMENTAL MGMT PRGM MGR	N	EM05	35	P	A	1.00	\$ 80,952	1.00	\$ 91,512
HTH849	FA	5/1/2015	100047	PRIVATE SECRETARY II	Y	SR22	63	P	A	1.00	\$ 58,440	1.00	\$ 58,416
HTH849	FD	5/29/2015	48057	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	A	1.00	\$ 62,424	1.00	\$ 62,424
HTH849	FD	8/24/2015	48055	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	P	1.00	\$ 45,576	1.00	\$ 47,400
HTH849	FD	10/10/2015	48059	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	A	1.00	\$ 49,308	1.00	\$ 47,400
HTH850	FS	7/15/2014	39881	SECRETARY II	N	SR14	03	P	A	1.00	\$ 42,684	1.00	\$ 35,112
HTH850	FS	9/15/2014	39881	SECRETARY II	N	SR14	03	P	A	1.00	\$ 42,684	1.00	\$ 33,720
HTH850	FS	1/15/2015	35898	PLANNER III	N	SR20	13	P	A	1.00	\$ 47,412	1.00	\$ 45,576
HTH850	FS	8/18/2015	34588	PLANNER V	N	SR24	13	P	A	1.00	\$ 51,312	1.00	\$ 62,424
HTH850	FS	10/30/2015	39881	SECRETARY II	N	SR14	03	P	A	1.00	\$ 42,684	1.00	\$ 41,064
HTH850	FS	10/30/2015	101289	DIRECTOR, (OEQC)	N	SRNA	93	P	A	1.00	\$ 84,996	1.00	\$ 98,004
HTH904	AJ	11/16/2015	25656	PROGRAM SPEC (AGING) V	N	SR24	13	P	A	0.35	\$ 22,119	0.35	\$ 22,119
HTH904	AJ	11/16/2015	25656	PROGRAM SPEC (AGING) V	N	SR25	13	P	N	0.65	\$ 41,079	0.65	\$ 41,079
HTH904	AJ	12/31/2014	30870	PLANNER V	N	SR26	13	P	A	0.25	\$ 20,796	0.25	\$ 20,796
HTH904	AJ	12/31/2014	30870	PLANNER V	N	SR27	13	P	N	0.75	\$ 62,388	0.75	\$ 62,388
HTH904	AJ	10/15/2014	110939	PROGRAM SPEC (AGING) IV	N	SR22	13	P	A	1.00	\$ 54,030	1.00	\$ 54,030
HTH904	AJ	11/13/2015	110432	PROGRAM SPEC (AGING) V	N	SR24	13	P	A	0.50	\$ 24,957	0.50	\$ 24,957
HTH904	AJ	11/13/2015	110432	PROGRAM SPEC (AGING) V	N	SR24	13	P	N	0.50	\$ 24,957	0.50	\$ 24,957
HTH904	AJ	2/18/2015	102462	DIRECTOR	Y	SRNA	NA	T	A	1.00	\$ 93,984	1.00	\$ 93,984
HTH905	AH	11/16/2015	35119	Program Specialist (DD) IV	N	SR22	13	P	N	0.50	\$ 28,230	0.50	\$ 27,744
HTH906	AC	6/30/2015	27968	Compr Hlth Plng Coord	N	SR26	13	P	A	1.00	\$ 83,580	1.00	\$ 82,140
HTH907	AA	12/1/2014	100014	Private Secretary III	Y	SR24	63	P	A	1.00	\$ 68,412	1.00	\$ 67,512
HTH907	AA	12/1/2014	100231	Director of Health	Y	SRNA	NA	P	A	1.00	\$ 136,212	1.00	\$ 121,908
HTH907	AB	3/11/2015	2621	Accountant VI	N	SR26	23	P	A	1.00	\$ 64,920	1.00	\$ 64,920
HTH907	AB	3/4/2014	113	Pre Audit Clerk I	N	SR11	03	P	A	1.00	\$ 37,980	1.00	\$ 36,516
HTH907	AB	12/31/2014	2987	Business MGMT Officer III	N	EM08	35	P	A	1.00	\$ 117,276	1.00	\$ 117,276
HTH907	AB	12/31/2014	3605	Office Assistant III	N	SR08	03	P	A	1.00	\$ 42,684	1.00	\$ 42,684
HTH907	AB	12/31/2014	22670	Program Budget Analyst VI	N	SR26	93	P	A	1.00	\$ 85,416	1.00	\$ 85,416
HTH907	AB	8/1/2014	22686	Office Assistant III	N	SR08	03	P	A	1.00	\$ 30,036	1.00	\$ 36,468
HTH907	AB	3/20/2015	22686	Office Assistant III	N	SR08	03	P	A	1.00	\$ 30,036	1.00	\$ 26,700
HTH907	AB	6/17/2015	22686	Office Assistant III	N	SR08	03	P	A	1.00	\$ 30,036	1.00	\$ 29,988
HTH907	AB	11/6/2014	23877	Program Evaluation Analyst V	N	SR24	13	P	A	1.00	\$ 64,920	1.00	\$ 64,920
HTH907	AB	8/17/2015	24990	Pre Audit Clerk I	N	SR11	03	P	A	1.00	\$ 31,236	1.00	\$ 32,460
HTH907	AB	12/31/2014	31024	Office Assistant III	N	SR08	03	P	A	1.00	\$ 36,468	1.00	\$ 36,468
HTH907	AB	11/17/2015	49074	Pre Audit Clerk I	N	SR11	03	P	A	1.00	\$ 31,236	1.00	\$ 29,988
HTH907	AB	12/31/2014	118368	Departmental Contracts Spclt	N	SR22	13	P	A	1.00	\$ 53,364	1.00	\$ 53,364
HTH907	AD	10/1/2015	6486	Personnel MGMT Spclt V	N	SR24	73	P	A	1.00	\$ 75,960	1.00	\$ 75,960
HTH907	AD	11/5/2015	52036	Personnel MGMT Spclt V	N	SR24	73	P	A	1.00	\$ 60,012	1.00	\$ 60,012

Department of Health  
Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
HTH907	AL	42265	31738	Office Assistant III	N	SR08	03	P	A	1.00	\$ 42,684	1.00	\$ 52,062
HTH907	AN	9/30/2015	3880	Public Health Adm Officer V	N	SR24	93	P	A	1.00	\$ 67,512	1.00	\$ 67,512
HTH907	AN	3/1/2015	35272	Office Assistant III	N	SR08	03	P	A	1.00	\$ 29,988	1.00	\$ 29,988
HTH907	AN	3/10/2015	21647	Secretary III	N	SR16	63	P	A	1.00	\$ 42,684	1.00	\$ 42,684
HTH907	AP	9/30/2015	120298	Core Performance Improve Manager	Y	SRNA	13	T	P	1.00	\$ 60,000	1.00	\$ 78,000
HTH908	AR	1/31/2015	118385	OLA EXECUTIVE DIRECTOR	Y	SRNA	93	T	A	1.00	\$ 84,360	1.00	\$ 57,740

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub- Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH 100	KJ	7/28/2014	3793	Registered Nurse II	N	SR18	9	P	A	1.00	\$ 75,780	1.00	\$ 67,836	N
HTH 100	KJ	8/11/2014	7775	Registered Nurse II	N	SR18	9	P	A	1.00	\$ 87,384	1.00	\$ 67,836	N
HTH 100	KJ	7/21/2014	16915	Registered Nurse II	N	SR18	9	P	A	1.00	\$ 77,304	1.00	\$ 67,836	N
HTH 100	KJ	7/21/2014	22475	Registered Nurse II	N	SR18	9	P	A	1.00	\$ 85,248	1.00	\$ 67,836	N
HTH 100	KJ	1/8/2015	23534	Registered Nurse IV	N	SR22	9	P	A	1.00	\$ 94,104	1.00	\$ 88,908	N
HTH 100	KJ	2/2/2015	10935	Registered Nurse III	N	SR20	9	P	A	1.00	\$ 105,096	1.00	\$ 80,640	N
HTH100	KJ	2/3/2015	3019	Registered Nurse III	N	SR20	9	P	A	1.00	\$ 67,836	1.00	\$ 80,640	N
HTH100	KJ	4/20/2015	3058	Registered Nurse IV	N	SR22	9	P	A	1.00	\$ 91,812	1.00	\$ 88,908	N
HTH100	KJ	5/1/2015	4927	Registered Nurse III	N	SR20	9	P	A	1.00	\$ 87,384	1.00	\$ 80,640	N
HTH100	KJ	8/27/2015	38972	Registered Nurse IV	N	SR22	9	P	A	1.00	\$ 94,104	1.00	\$ 109,296	N
HTH100	DI	7/29/2014	23410	Epidemiological Spec. I	N	SR16	13	T	P	1.00	\$ 37,464	1.00	\$ 37,464	N
HTH100	DI	10/12/2015	40329	Epidemiological Spec. I	N	SR16	13	T	P	1.00	\$ 37,464	1.00	\$ 37,464	Y
HTH100	DI	10/12/2015	39725	Epidemiological Spec. III	N	SR20	13	T	P	1.00	\$ 43,812	1.00	\$ 43,812	Y
HTH100	DI	10/12/2015	37427	Office Assistant III	N	SR08	3	T	P	1.00	\$ 23,688	1.00	\$ 23,688	N
HTH131	DA	3/27/2015	3132	SECRETARY III	N	SR16	63	P	A	1.00	\$ 31,212	1.00	\$ 36,468	N
HTH131	DB	11/12/2014	94636H	BTP DPSA III	Y	SRNA	13	T	N	1.00	\$ 30,000	1.00	\$ 43,812	N
HTH131	DB	12/1/2014	94621H	BTP DPSA IV	Y	SRNA	13	T	N	1.00	\$ 53,376	1.00	\$ 53,364	N
HTH131	DB	12/15/2014	117637	OFFICE ASSISTANT III	N	SR08	3	T	N	1.00	\$ 26,700	1.00	\$ 26,700	N
HTH131	DB	2/18/2015	117638	OFFICE ASSISTANT III	N	SR08	3	P	N	1.00	\$ 26,700	1.00	\$ 26,700	N
HTH131	DB	11/5/2015	95637H	BTP PUB HTH EDUC	Y	SRNA	13	T	N	1.00	\$ 43,860	1.00	\$ 54,996	N
HTH131	DC	9/15/2015	121242	PROGRAM SPECIALIST V	N	SR24	13	P	N	1.00	\$ 64,920	1.00	\$ 64,920	N
HTH131	DC	9/15/2014	112936	EPIDEMIOLOGICAL SPECIALIST IV	N	SR22	13	P	N	1.00	\$ 55,488	1.00	\$ 55,488	N
HTH131	DC	12/15/2014	112879	EPIDEMIOLOGICAL SPECIALIST V	N	SR24	23	P	N	1.00	\$ 64,920	1.00	\$ 64,920	N
HTH131	DC	7/1/2015	42256	EPIDEMIOLOGICAL SPECIALIST III	N	SR20	13	P	N	1.00	\$ 43,812	1.00	\$ 43,812	N
HTH131	DC	4/17/2015	116438	EPIDEMIOLOGICAL SPECIALIST III	N	SR20	13	T	N	1.00	\$ 43,812	1.00	\$ 43,812	N
HTH131	DC	11/5/2015	116414	INFO TECH SUPPORT	N	SR15	63	T	N	1.00	\$ 35,112	1.00	\$ 35,112	Y
HTH131	DJ	11/18/2014	42255	EPIDEMIOLOGICAL SPECIALIST IV	N	SR22	13	P	A	1.00	\$ 55,488	1.00	\$ 55,488	N
HTH131	DJ	10/13/2014	36463	EPIDEMIOLOGICAL SPECIALIST III	N	SR20	13	P	A	1.00	\$ 43,812	1.00	\$ 43,812	N
HTH131	DJ	2/6/2015	110680	INFLUENZA SURV & RESP COORDINATOR	Y	SRNA	13	T	P	1.00	\$ 55,968	1.00	\$ 49,308	N
HTH131	DJ	4/10/2015	110681	FOODBORNE SURV COORDINATOR	Y	SRNA	13	T	P	1.00	\$ 67,488	1.00	\$ 49,308	N
HTH131	DJ	8/17/2015	3124	EPIDEMIOLOGICAL SPECIALIST III	N	SR20	13	P	A	1.00	\$ 43,812	1.00	\$ 43,812	N
HTH131	DJ	8/24/2015	23797	EPIDEMIOLOGICAL SPECIALIST III	N	SR20	13	P	A	1.00	\$ 43,812	1.00	\$ 43,812	N
HTH420	HE	4/1/2015	121354	CLINICAL PSYCHOLOGIST VI	N	SR26	13	T	A	1.00	\$ 57,000	1.00	\$ 62,424	N
HTH420	HE	11/17/2014	121357	HUMAN SERVICES PROF V	N	SR24	13	T	A	1.00	\$ 38,627	1.00	\$ 60,012	N
HTH420	HE	6/18/2015	121360	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 38,627	1.00	\$ 55,488	N
HTH420	HE	4/16/2015	121458	MENTAL HEALTH SUPERVISOR II	N	SR26	23	P	A	1.00	\$ 52,725	1.00	\$ 75,960	N
HTH420	HE	12/16/2014	121483	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 55,488	N
HTH420	HE	1/16/2015	121484	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 55,488	N
HTH420	HE	12/1/2014	121493	HUMAN SERVICES PROF V	N	SR24	23	T	A	1.00	\$ 41,621	1.00	\$ 60,012	N
HTH420	HE	10/27/2015	121507	HUMAN SERVICES PROF V	N	SR24	23	P	A	1.00	\$ 43,297	1.00	\$ 60,012	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH420	HE	10/16/2015	121648	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 55,488	N
HTH420	HE	10/1/2015	121649	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 53,364	N
HTH420	HG	10/16/2014	45319	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 30,803	1.00	\$ 31,236	N
HTH420	HG	8/18/2015	117826	AMHD COURTS CLINICAL PSYCHOLOGIST	Y	SRNA	13	T	A	0.50	\$ 29,651	0.50	\$ 45,996	N
HTH420	HH	10/20/2015	04592	SECRETARY II	N	SR14	3	P	A	1.00	\$ 32,068	1.00	\$ 33,720	N
HTH420	HH	6/10/2015	07611	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 54,823	1.00	\$ 47,400	N
HTH420	HH	9/17/2014	120229	SOCIAL WORKER IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 47,400	N
HTH420	HH	8/3/2015	121349	CLINICAL PSYCHOLOGIST VI	N	SR26	13	T	A	1.00	\$ 41,621	1.00	\$ 60,012	N
HTH420	HH	4/17/2015	121369	MENTAL HEALTH SUPERVISOR II	N	SR26	23	T	A	1.00	\$ 48,746	1.00	\$ 64,920	N
HTH420	HH	12/1/2014	121371	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 49,308	N
HTH420	HH	12/1/2014	121374	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 53,364	N
HTH420	HH	12/16/2014	121375	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 55,488	N
HTH420	HH	12/1/2014	121379	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 53,364	N
HTH420	HH	7/16/2015	121612	HUMAN SERVICES PROF V	N	SR24	13	T	A	1.00	\$ 40,071	1.00	\$ 62,424	N
HTH420	HH	9/25/2015	121730	OFFICE ASSISTANT III	N	SR08	3	T	A	0.50	\$ 18,571	0.50	\$ 26,700	N
HTH420	HI	4/28/2015	37475	HUMAN SERVICES PROF IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 67,512	N
HTH420	HI	7/21/2014	48065	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 48,746	1.00	\$ 47,400	N
HTH420	HI	10/13/2014	48077	HUMAN SERVICES PROF IV	N	SR22	13	P	A	1.00	\$ 46,865	1.00	\$ 47,400	N
HTH420	HI	3/9/2015	121277	PUBLIC HEALTH PROGRAM MGR	N	EM05	35	P	A	1.00	\$ 57,023	1.00	\$ 83,712	N
HTH420	HI	6/16/2015	121355	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 54,834	1.00	\$ 53,364	N
HTH420	HI	5/18/2015	121511	MENTAL HEALTH SUPERVISOR II	N	SR26	23	T	A	1.00	\$ 48,746	1.00	\$ 73,032	N
HTH420	HI	10/20/2015	121511	MENTAL HEALTH SUPERVISOR II	N	SR26	23	T	A	1.00	\$ 48,746	1.00	\$ 57,720	N
HTH420	HI	4/1/2015	121512	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 53,364	N
HTH420	HI	8/3/2015	121657	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 55,488	N
HTH420	HI	10/19/2015	121664	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 47,400	N
HTH420	HI	8/3/2015	121665	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 53,364	N
HTH420	HK	6/16/2015	121337	CLINICAL PSYCHOLOGIST VII	N	SR28	23	T	A	1.00	\$ 41,621	1.00	\$ 83,160	N
HTH420	HK	9/15/2015	121356	HUMAN SERVICES PROF IV	N	SR22	13	P	A	1.00	\$ 57,720	1.00	\$ 47,400	Y
HTH420	HK	8/24/2015	121393	HUMAN SERVICES PROF IV	N	SR22	13	P	A	1.00	\$ 40,037	1.00	\$ 70,188	N
HTH420	HK	11/16/2015	121394	SOCIAL WORKER IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 47,400	N
HTH420	HK	11/17/2014	121395	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 53,364	N
HTH420	HK	12/16/2014	121398	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 41,621	1.00	\$ 55,488	N
HTH420	HK	1/16/2015	121465	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 53,364	N
HTH420	HL	10/1/2015	16917	SECRETARY II	N	SR14	3	P	A	1.00	\$ 42,191	1.00	\$ 42,684	N
HTH420	HL	5/1/2015	121275	PUBLIC HEALTH PROGRAM MGR	N	EM05	35	P	A	1.00	\$ 68,172	1.00	\$ 85,236	N
HTH420	HL	5/1/2015	121345	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 55,488	N
HTH420	HL	4/1/2015	121474	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 41,621	1.00	\$ 51,300	N
HTH420	HL	5/1/2015	121475	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 43,297	1.00	\$ 49,308	N
HTH420	HL	3/2/2015	121476	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 43,297	1.00	\$ 53,364	N
HTH420	HL	3/2/2015	121481	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 53,364	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH420	HL	7/16/2015	121606	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 55,488	N
HTH420	HL	9/21/2015	121680	SECRETARY II	N	SR14	3	T	A	1.00	\$ 35,591	1.00	\$ 48,024	N
HTH420	HL	10/5/2015	121685	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 24,385	1.00	\$ 26,700	N
HTH420	HM	4/1/2015	24369	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 43,297	1.00	\$ 57,720	N
HTH420	HM	4/1/2015	48983	HUMAN SERVICES PROF IV	N	SR22	13	P	A	1.00	\$ 46,865	1.00	\$ 49,308	N
HTH420	HP	7/28/2015	48099	HUMAN SERVICES PROF IV	N	SR22	13	P	A	1.00	\$ 52,725	1.00	\$ 47,400	N
HTH420	HP	12/1/2014	121459	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 53,364	N
HTH420	HP	12/1/2014	121462	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 53,364	N
HTH420	HP	12/1/2014	121464	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 53,364	N
HTH420	HP	11/17/2015	121464	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 40,037	1.00	\$ 53,364	N
HTH420	HP	2/2/2015	121509	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 37,141	1.00	\$ 55,488	N
HTH420	HP	1/16/2015	121510	HUMAN SERVICES PROF IV	N	SR22	13	T	A	1.00	\$ 43,297	1.00	\$ 53,364	N
HTH430	HQ	8/31/2015	2112	MAINTENANCE MECHANIC I	N	BC09	1	P	A	1.00	\$ 42,317	1.00	\$ 48,216	N
HTH430	HQ	7/17/2014	2163	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 33,094	1.00	\$ 38,556	N
HTH430	HQ	9/2/2014	2167	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	A	1.00	\$ 35,385	1.00	\$ 41,568	N
HTH430	HQ	5/11/2015	2205	ELECTRICIAN I	N	BC10	1	P	A	1.00	\$ 43,924	1.00	\$ 50,052	N
HTH430	HQ	8/3/2015	2250	SEWING WORKER I	N	BC03	1	P	A	1.00	\$ 32,457	1.00	\$ 37,716	N
HTH430	HQ	4/6/2015	2261	INSTITUTION FOOD SERVICES MANAGER III	N	F208	2	P	A	1.00	\$ 46,591	1.00	\$ 52,020	N
HTH430	HQ	11/16/2015	2301	DIETARY AID	N	BC03	1	P	A	1.00	\$ 32,456	1.00	\$ 37,716	N
HTH430	HQ	10/1/2015	2308	TELEPHONE SWITCHBOARD OPERATOR III	N	SR09	4	P	A	1.00	\$ 37,506	1.00	\$ 42,684	N
HTH430	HQ	6/16/2015	4445	NURSE MANAGER	N	SR23	29	P	A	1.00	\$ 88,487	1.00	\$ 109,272	N
HTH430	HQ	9/4/2015	6070	COOK I	N	WS10	1	P	A	1.00	\$ 35,112	1.00	\$ 40,812	N
HTH430	HQ	7/7/2015	7190	REGISTERED NURSE IV	N	SR22	9	P	A	1.00	\$ 83,015	1.00	\$ 114,816	N
HTH430	HQ	3/6/2015	7243	COOK III	N	WS08	1	P	A	1.00	\$ 42,283	1.00	\$ 45,024	N
HTH430	HQ	6/16/2015	7246	COOK II	N	BC08	1	P	A	1.00	\$ 39,512	1.00	\$ 45,024	N
HTH430	HQ	6/8/2015	8130	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 73,439	1.00	\$ 80,640	N
HTH430	HQ	11/24/2014	10967	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 25,365	1.00	\$ 26,700	N
HTH430	HQ	1/12/2015	10992	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 31,099	1.00	\$ 36,240	N
HTH430	HQ	7/3/2014	11675	REGISTERED NURSE V	N	SR24	9	P	A	1.00	\$ 89,786	1.00	\$ 113,652	N
HTH430	HQ	1/12/2015	12031	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 33,094	1.00	\$ 36,240	N
HTH430	HQ	10/1/2015	14193	MEDICAL TRANSCRIPTIONIST	N	SR12	3	P	A	1.00	\$ 37,506	1.00	\$ 32,460	N
HTH430	HQ	11/23/2015	17842	BUSINESS MANAGER V	N	SR24	23	P	A	1.00	\$ 69,392	1.00	\$ 73,032	N
HTH430	HQ	11/6/2014	19584	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 27,394	1.00	\$ 26,700	N
HTH430	HQ	1/28/2015	25879	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 39,672	1.00	\$ 36,240	N
HTH430	HQ	8/31/2015	26116	OCCUPATIONAL THERAPIST III	N	SR20	13	P	A	1.00	\$ 41,633	1.00	\$ 45,576	N
HTH430	HQ	7/1/2014	26137	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 38,156	1.00	\$ 38,556	N
HTH430	HQ	12/10/2014	26347	RECREATIONAL THERAPIST III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 40,568	N
HTH430	HQ	7/6/2015	28362	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 47,400	N
HTH430	HQ	3/18/2015	30838	ACCOUNT CLERK II	N	SR08	3	P	A	1.00	\$ 26,368	1.00	\$ 26,700	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH430	HQ	9/2/2014	31464	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 39,672	1.00	\$ 38,556	N
HTH430	HQ	8/26/2014	33011	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 33,094	1.00	\$ 38,556	N
HTH430	HQ	3/9/2015	33019	PMA-MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,332	1.00	\$ 36,240	N
HTH430	HQ	9/16/2014	33020	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 38,156	1.00	\$ 38,556	N
HTH430	HQ	9/29/2014	33057	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 38,156	1.00	\$ 38,556	N
HTH430	HQ	12/12/2014	33061	PMA-MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 33,094	1.00	\$ 36,060	N
HTH430	HQ	1/12/2015	34605	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 65,307	1.00	\$ 80,640	N
HTH430	HQ	9/29/2014	34783	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE) (50%)	N	HE06	10	P	A	0.50	\$ 19,078	0.50	\$ 19,278	N
HTH430	HQ	1/12/2015	34792	STATISTICS CLERK I	N	SR10	3	P	A	1.00	\$ 29,651	1.00	\$ 28,872	N
HTH430	HQ	8/4/2014	34916	CLINICAL PSYCHOLOGIST VI	N	SR26	13	P	A	1.00	\$ 59,303	1.00	\$ 53,364	N
HTH430	HQ	9/2/2014	36088	CLINICAL PSYCHOLOGIST VI	N	SR26	13	P	A	1.00	\$ 52,725	1.00	\$ 53,364	N
HTH430	HQ	10/26/2015	36089	CLINICAL PSYCHOLOGIST VI	N	SR24	13	P	A	1.00	\$ 52,725	1.00	\$ 53,364	N
HTH430	HQ	10/27/2014	41789	OCCUPATIONAL THERAPIST III	N	SR20	13	P	A	1.00	\$ 45,041	1.00	\$ 43,812	N
HTH430	HQ	1/23/2015	41798	STATISTICS CLERK I	N	SR10	3	P	A	1.00	\$ 28,534	1.00	\$ 33,720	N
HTH430	HQ	9/29/2014	43669	OFFICE ASSISTANT III	N	SR08	3	T	A	1.00	\$ 24,385	1.00	\$ 26,700	N
HTH430	HQ	9/16/2015	43670	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 28,534	1.00	\$ 27,768	N
HTH430	HQ	9/16/2015	43673	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 26,368	1.00	\$ 28,872	N
HTH430	HQ	11/23/2015	43737	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 26,368	1.00	\$ 26,700	N
HTH430	HQ	1/12/2015	43890	OFFICE ASSISTANT III	N	SR08	3	T	A	1.00	\$ 27,394	1.00	\$ 26,700	N
HTH430	HQ	10/7/2014	45748	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 38,156	1.00	\$ 38,556	N
HTH430	HQ	8/3/2015	45760	REGISTERED NURSE II	N	SR18	9	P	A	1.00	\$ 77,155	1.00	\$ 70,548	N
HTH430	HQ	7/8/2014	45763	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 65,299	1.00	\$ 41,568	N
HTH430	HQ	11/5/2015	45763	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 65,299	1.00	\$ 83,868	N
HTH430	HQ	12/15/2014	45766	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 75,274	1.00	\$ 80,640	N
HTH430	HQ	1/8/2015	45784	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 75,274	1.00	\$ 80,640	N
HTH430	HQ	7/16/2015	45785	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 70,612	1.00	\$ 83,868	N
HTH430	HQ	1/12/2015	45799	CLINICAL PSYCHOLOGIST VI	N	SR26	13	P	A	1.00	\$ 66,713	1.00	\$ 53,364	N
HTH430	HQ	3/9/2015	45828	OFFICE ASSISTANT II	N	SR06	3	P	A	1.00	\$ 34,690	1.00	\$ 24,636	N
HTH430	HQ	7/7/2014	45900	GENERAL LABORER I	N	BC02	1	P	A	1.00	\$ 31,567	1.00	\$ 34,560	N
HTH430	HQ	7/6/2015	46162	ACCOUNTANT III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 43,812	N
HTH430	HQ	7/16/2015	46306	OCCUPATIONAL THERAPIST AID (FP)	N	HE06	10	P	A	1.00	\$ 39,672	1.00	\$ 40,164	N
HTH430	HQ	6/9/2015	46318	SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 47,400	N
HTH430	HQ	4/6/2015	46525	CLINICAL PSYCHOLOGIST VI	N	SR26	13	P	A	1.00	\$ 52,725	1.00	\$ 53,364	N
HTH430	HQ	3/9/2015	48019	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 73,439	1.00	\$ 90,708	N
HTH430	HQ	11/23/2015	49004	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 70,611	1.00	\$ 83,868	N
HTH430	HQ	11/23/2015	49023	HSP/SOCIAL WORKER IV	N	SR22	13	P	A	1.00	\$ 43,297	1.00	\$ 47,400	N
HTH430	HQ	12/9/2014	49028	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 70,612	1.00	\$ 80,640	N
HTH430	HQ	10/6/2014	49032	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 38,156	1.00	\$ 36,060	N
HTH430	HQ	2/18/2015	49051	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 34,257	1.00	\$ 38,748	N

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Table 15

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HTH430	HQ	3/17/2015	50709	REGISTERED NURSE V	N	SR24	9	P	A	1.00	\$ 87,598	1.00	\$ 116,496	N
HTH430	HQ	7/8/2014	50713	OFFICE ASSISTANT II	N	SR06	3	P	A	1.00	\$ 28,534	1.00	\$ 26,701	N
HTH430	HQ	4/6/2015	51125	PMA - MENTAL HEALTH (ENTRY LEVEL) 50%	N	HE02	10	T	A	0.50	\$ 7,333	0.50	\$ 34,044	N
HTH430	HQ	6/8/2015	51130	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	T	A	1.00	\$ 31,099	1.00	\$ 36,240	N
HTH430	HQ	10/27/2014	52044	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 73,439	1.00	\$ 80,640	N
HTH430	HQ	5/11/2015	52055	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,332	1.00	\$ 34,044	N
HTH430	HQ	7/6/2015	52059	ELECTRICIAN I	N	BC10	1	P	A	1.00	\$ 43,924	1.00	\$ 51,048	N
HTH430	HQ	6/16/2015	52123	SOCIAL WORKER V	N	SR24	13	P	A	1.00	\$ 52,725	1.00	\$ 51,300	N
HTH430	HQ	9/29/2014	52323	CARPENTER HELPER	N	BC05	01	P	A	1.00	\$ 35,112	1.00	\$ 39,228	N
HTH430	HQ	7/16/2015	103016	HSH RISK MANAGER	Y	SRNA	73	P	A	1.00	\$ 85,500	1.00	\$ 124,188	N
HTH430	HQ	8/4/2015	103642	HSH ASSOCIATE ADMINISTRATOR, QUALITY MANAGEMENT	Y	SRNA	93	P	A	1.00	\$ 103,740	1.00	\$ 130,002	N
HTH430	HQ	5/12/2015	103643	HSH ASSOCIATE ADMINISTRATOR, ADMINISTRATIVE SUPPORT SERVICES	Y	SRNA	93	P	A	1.00	\$ 99,431	1.00	\$ 115,000	N
HTH430	HQ	11/23/2015	112777	PARA-MEDICAL ASSISTANT (ENTRY LEVEL) 50%	N	HE02	10	T	A	0.50	\$ 14,666	0.50	\$ 18,120	N
HTH430	HQ	10/1/2015	113050	HSH PSYCHIATRIC SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 87,392	1.00	\$ 185,004	N
HTH430	HQ	5/20/2015	113098	HSH NURSING SERVICES MANAGER	Y	SRNA	9	T	A	1.00	\$ 54,868	1.00	\$ 150,000	N
HTH430	HQ	10/1/2015	113182	HSH PSYCHOSOCIAL REHABILITATION SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 61,674	1.00	\$ 112,002	N
HTH430	HQ	8/1/2014	113320	HSH PSYCHIATRIC SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 112,893	1.00	\$ 175,008	N
HTH430	HQ	10/8/2014	116495	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 54,868	1.00	\$ 90,708	N
HTH430	HQ	3/9/2015	116501	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	T	A	1.00	\$ 29,902	1.00	\$ 34,044	N
HTH430	HQ	7/16/2015	116502	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,902	1.00	\$ 36,240	N
HTH430	HQ	2/9/2015	116505	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,902	1.00	\$ 34,044	N
HTH430	HQ	10/9/2014	116506	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	T	A	1.00	\$ 29,902	1.00	\$ 36,060	N
HTH430	HQ	8/31/2015	116507	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 33,094	1.00	\$ 40,164	N
HTH430	HQ	8/3/2015	116511	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 31,099	1.00	\$ 36,240	N
HTH430	HQ	4/6/2015	116516	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	T	A	1.00	\$ 29,902	1.00	\$ 34,044	N
HTH430	HQ	11/24/2014	116552	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	T	A	1.00	\$ 29,902	1.00	\$ 36,060	N
HTH430	HQ	6/8/2015	116564	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 29,902	1.00	\$ 34,044	N
HTH430	HQ	4/6/2015	116566	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 29,902	1.00	\$ 36,240	N
HTH430	HQ	2/12/2015	116568	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	T	A	1.00	\$ 29,902	1.00	\$ 34,044	N
HTH430	HQ	9/26/2014	116573	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	T	A	1.00	\$ 29,902	1.00	\$ 33,876	N
HTH430	HQ	1/13/2015	117127	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 29,902	1.00	\$ 34,044	N
HTH430	HQ	10/26/2015	117132	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	P	A	1.00	\$ 33,094	1.00	\$ 36,240	N
HTH430	HQ	1/17/2015	117133	PMA - MENTAL HEALTH (ENTRY LEVEL)	N	HE02	10	T	A	1.00	\$ 33,094	1.00	\$ 34,044	N
HTH430	HQ	9/29/2014	117134	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	T	A	1.00	\$ 33,094	1.00	\$ 36,060	N
HTH430	HQ	9/29/2014	117135	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 33,094	1.00	\$ 36,060	N
HTH430	HQ	9/29/2014	117136	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 33,094	1.00	\$ 36,060	N
HTH430	HQ	1/12/2015	117137	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 33,094	1.00	\$ 36,240	N
HTH430	HQ	7/1/2014	117138	PSYCHIATRIC TECHNICIAN (FULL PERFORMANCE)	N	HE06	10	P	A	1.00	\$ 33,094	1.00	\$ 38,556	N

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HTH430	HQ	8/31/2015	117139	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	0.50	\$ 16,547	0.50	\$ 20,076	N
HTH430	HQ	11/23/2015	118124	HSH MISA SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 40,037	1.00	\$ 50,496	N
HTH430	HQ	9/29/2014	118673	JANITOR II	N	BC02	1	P	A	1.00	\$ 22,435	1.00	\$ 35,256	N
HTH430	HR	1/13/2015	120474	REGISTERED NURSE III	N	SR20	9	P	A	1.00	\$ 62,791	1.00	\$ 80,640	N
HTH430	HR	6/8/2015	120478	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	A	1.00	\$ 35,386	1.00	\$ 41,772	N
HTH430	HR	1/8/2015	120480	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 29,218	1.00	\$ 36,240	N
HTH430	HR	1/9/2015	120482	PMA - MENTAL HEALTH (FULL PERFORMANCE)	N	HE04	10	P	A	1.00	\$ 31,099	1.00	\$ 36,240	N
HTH430	HR	3/9/2015	120872	LICENSED PRACTICAL NURSE-MENTAL HEALTH (FULL PERFORMANCE)	N	HE08	10	P	A	1.00	\$ 33,094	1.00	\$ 41,772	N
HTH440	HD	12/1/2014	46777	Program Specialist (SA) IV	N	SR22	13	P	A	1.00	\$ 50,172	1.00	\$ 47,400	N
HTH440	HD	7/17/2015	121305	SPF-PFS Project Coordinator	Y	SRNA	13	T	P	1.00	\$ 47,400	1.00	\$ 47,400	N
HTH440	HD	5/4/2015	121306	SPF-PFS Program Coordinator	Y	SRNA	13	T	P	1.00	\$ 53,364	1.00	\$ 53,364	N
HTH440	HD	4/27/2015	93815H	FDA Tobacco Back Up Project Coordinator	Y	SRNA	13	T	P	1.00	\$ 46,869	2.00	\$ 46,836	N
HTH440	HD	11/2/2015	44401	Alcohol and Drug Abuse Administrator	N	EM07	35	P	A	1.00	\$ 87,486	1.00	\$ 88,896	N
HTH440	HR	1/12/2015	17578	Secretary II	N	SR14	3	P	A	1.00	\$ 42,684	1.00	\$ 33,720	N
HTH440	HR	5/21/2015	26644	Program Specialist (SA) IV	N	SR22	13	P	N	1.00	\$ 61,012	1.00	\$ 60,012	N
HTH460	HE	3/12/2015	23573	Secretary I	N	14	3	P	A	1.00	\$ 39,480	1.00	\$ 39,480	N
HTH460	HE	3/3/2015	50514	SW/HSP III	N	20	13	P	A	1.00	\$ 42,132	1.00	\$ 43,812	Y
HTH460	HE	6/9/2015	50514	SW/HSP III	N	20	13	P	A	1.00	\$ 42,132	1.00	\$ 43,812	N
HTH460	HE	7/11/2014	50541	Secretary II	N	14	3	P	A	1.00	\$ 37,968	1.00	\$ 35,112	N
HTH460	HE	4/1/2015	50545	MHS I	N	24	23	P	A	1.00	\$ 67,488	1.00	\$ 67,488	N
HTH460	HE	2/26/2015	90343	CAMHD FGC QA	Y	NA	13	T	B	1.00	\$ 41,772	1.00	\$ 47,400	N
HTH460	HE	5/6/2015	110454	HSP III	N	22	13	P	A	1.00	\$ 45,576	1.00	\$ 43,812	N
HTH460	HE	11/23/2015	40502	SW III	N	22	13	P	A	1.00	\$ 38,976	1.00	\$ 53,364	Y
HTH460	HE	10/21/2014	45425	SW IV	N	22	13	P	A	1.00	\$ 45,576	1.00	\$ 47,400	N
HTH460	HE	12/1/2014	50514	SW/HSP III	N	20	13	P	A	1.00	\$ 42,132	1.00	\$ 43,812	Y
HTH460	HE	9/30/2015	110062	HSP IV	N	22	13	P	A	1.00	\$ 53,352	1.00	\$ 47,400	N
HTH460	HE	2/4/2015	111865	PHAO III	N	20	13	P	A	1.00	\$ 49,332	1.00	\$ 47,412	N
HTH460	HF	10/1/2015	110236	ITS III	N	20	13	P	A	1.00	\$ 42,132	1.00	\$ 43,812	N
HTH460	HF	5/18/2015	110238	ITS IV	N	22	13	P	A	1.00	\$ 45,576	1.00	\$ 47,400	N
HTH460	HF	6/29/2015	120342	PK CLERK	Y	NA	3	T	P	1.00	\$ 13,905	1.00	\$ 31,236	N
HTH460	HF	9/9/2015	90353H	Grievance Coordinator	Y	NA	13	T	B	1.00	\$ 33,276	1.00	\$ 51,300	N
HTH460	HF	9/3/2015	90354H	Program Specialist	Y	NA	13	T	B	1.00	\$ 33,276	1.00	\$ 47,400	N
HTH460	HF	5/4/2015	93012H	INTENSIVE SPRT WRKR	Y	NA	13	T	P	1.00	\$ 46,350	1.00	\$ 46,356	N
HTH460	HF	11/13/2014	93012	INTENSIVE SPRT WRKR	Y	NA	13	T	P	1.00	\$ 46,350	1.00	\$ 46,356	N
HTH460	HF	6/1/2015	110491	ACCOUNTANT III	N	20	13	P	B	1.00	\$ 40,548	1.00	\$ 43,812	N
HTH460	HF	9/22/2014	111042	Personnel Clerk IV	N	11	63	P	A	1.00	\$ 31,212	1.00	\$ 29,988	N
HTH460	HF	8/4/2014	117090	Hospital Billin Clerk I	N	9	3	P	A	1.00	\$ 26,700	1.00	\$ 28,872	N
HTH460	HF	11/3/2014	90005H	MST COORDINATOR	Y	NA	13	T	P	1.00	\$ 80,000	1.00	\$ 80,004	N

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HTH460	HS	12/11/2014	14586	Clinical Psychologist VI	N	24	13	P	A	1.00	\$ 53,352	1.00	\$ 53,364	N
HTH460	HV	10/30/2015	25401	MHS II	N	26	23	P	A	1.00	\$ 78,984	1.00	\$ 60,012	N
HTH460	HV	4/1/2015	25611	HSP IV	N	22	13	P	A	1.00	\$ 42,132	1.00	\$ 47,400	N
HTH460	HV	12/1/2014	25614	Secretary II	N	14	3	P	A	1.00	\$ 32,424	1.00	\$ 35,564	N
HTH460	HV	9/1/2015	40547	Clinical Psychologist VI	N	26	13	P	A	1.00	\$ 55,500	1.00	\$ 57,720	N
HTH460	HV	3/23/2015	50675	Secretary II	N	14	3	P	A	1.00	\$ 41,040	1.00	\$ 39,480	N
HTH460	HV	2/18/2015	51093	Office Assistant IV	N	10	3	P	A	1.00	\$ 31,212	1.00	\$ 31,212	Y
HTH460	HV	3/2/2015	51093	Office Assistant IV	N	10	3	P	A	1.00	\$ 31,212	1.00	\$ 31,212	N
HTH460	HV	2/2/2015	117657	Office Assistant II	N	8	3	P	A	1.00	\$ 27,756	1.00	\$ 27,756	N
HTH460	HV	7/16/2014	117659	Office Assistant IV	N	10	3	P	A	1.00	\$ 32,424	1.00	\$ 33,720	N
HTH460	HV	9/29/2014	41392	Clinical Psychologist VI	N	26	13	P	A	1.00	\$ 55,500	1.00	\$ 60,012	N
HTH460	HV	8/11/2014	46103	Office Assistant III	N	8	3	P	A	1.00	\$ 26,700	1.00	\$ 33,720	Y
HTH460	HV	9/16/2014	46103	Office Assistant III	N	8	3	P	A	1.00	\$ 26,700	1.00	\$ 26,700	N
HTH460	HV	11/17/2014	51093	Office Assistant IV	N	10	3	P	A	1.00	\$ 31,212	1.00	\$ 31,212	Y
HTH460	HV	11/3/2014	90350H	CAMHD FGC QA	Y	NA	13	T	B	1.00	\$ 48,876	1.00	\$ 51,036	N
HTH460		12/1/2014	90006	Sentinel Events Spclt	Y	NA	13	T	A	1.00	\$ 37,464	1.00	\$ 43,824	N
HTH495	HB	7/16/2014	28985	PERSONNEL MGMT SPECIALIST II	N	SR18	73	P	A	1.00	\$ 57,023	1.00	\$ 40,548	N
HTH495	HB	2/3/2015	44154	PERSONNEL MGMT SPECIALIST I	N	SR16	73	P	A	1.00	\$ 57,023	1.00	\$ 37,464	N
HTH495	HB	5/26/2015	112064	AMHD SPCL POPULATIONS SVCS COORD	Y	SRNA	13	T	A	1.00	\$ 58,870	1.00	\$ 67,200	N
HTH495	HB	7/13/2015	112761	AMHD FINANCIAL RESOURCE SPT I	Y	SRNA	13	T	A	1.00	\$ 54,446	1.00	\$ 47,400	N
HTH495	HB	5/11/2015	112891	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 36,100	1.00	\$ 40,152	N
HTH495	HB	5/26/2015	112926	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 22,321	1.00	\$ 40,932	N
HTH495	HB	2/13/2015	113231	AMHD ACCESS SCREENER	Y	SRNA	13	T	A	1.00	\$ 51,300	1.00	\$ 40,932	N
HTH495	HB	8/10/2015	116393	AMHD CONSUMER AFFAIRS CHIEF	Y	SRNA	13	T	A	1.00	\$ 54,446	1.00	\$ 68,004	N
HTH495	HB	4/20/2015	116436	AMHD UM FORENSIC SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 49,400	1.00	\$ 47,400	N
HTH495	HB	11/19/2015	116436	AMHD UM FORENSIC SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 49,400	1.00	\$ 53,364	N
HTH495	HB	3/24/2015	117250	AMHD UTILIZATION MGMT SPCLT	Y	SRNA	13	T	A	1.00	\$ 54,446	1.00	\$ 47,400	N
HTH495	HB	11/30/2015	117718	AMHD CASE MANAGEMENT SPECIALIST	Y	SRNA	13	T	A	1.00	\$ 49,400	1.00	\$ 46,212	N
HTH495	HB	6/1/2015	117827	AMHD PERFORMANCE IMPROVEMENT COORD	Y	SRNA	13	T	A	1.00	\$ 48,746	1.00	\$ 85,416	N
HTH495	HB	9/18/2015	120260	INFORMATION TECHNOLOGY SUPP TECH	N	SR15	3	T	A	1.00	\$ 43,890	1.00	\$ 35,112	N
HTH501	CU	03/02/15	120796	Program Specialist IV	N	SR22	13	P	A	1.00	\$ 45,076	1.00	\$ 43,757	Y
HTH501	CU	07/30/14	121065	Program Specialist III	N	SR20	13	P	A	1.00	\$ 37,004	1.00	\$ 43,812	N
HTH501	CU	03/12/15	121065	Program Specialist III	N	SR20	13	P	A	1.00	\$ 37,004	1.00	\$ 40,435	Y
HTH501	CU	10/30/2015	121065	Program Specialist III	N	SR20	13	P	A	1.00	\$ 37,004	1.00	\$ 40,435	N
HTH501	CV	09/23/14	12477	HSP V	N	SR24	23	P	A	1.00	\$ 52,725	1.00	\$ 69,240	N
HTH501	CV	7/20/2015	26684	Office Assistant III	N	SR08	3	P	A	1.00	\$ 25,365	1.00	\$ 24,653	Y
HTH501	CV	02/03/15	112733	Social Worker IV	N	SR22	13	P	A	1.00	\$ 50,684	1.00	\$ 55,488	N
HTH501	CV	08/18/14	112748	Office Assistant III	N	SR08	3	P	A	1.00	\$ 29,651	1.00	\$ 24,653	Y
HTH501	CV	10/13/14	112748	Office Assistant III	N	SR08	3	P	A	1.00	\$ 29,651	1.00	\$ 26,700	N
HTH501	CV	01/26/15	121026	PHPM	N	EM05	35	P	A	1.00	\$ 37,004	1.00	\$ 83,820	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH501	CV	01/16/15	121092	PS V	N	SR24	13	P	A	1.00	\$ 52,092	1.00	\$ 62,424	N
HTH501	CV	04/08/15	121320	PS IV	N	SR22	13	T	A	1.00	\$ 48,742	1.00	\$ 47,400	N
HTH501	ED	04/16/15	19280	Dentist VI	N	SR28	13	P	A	1.00	\$ 72,162	1.00	\$ 96,096	N
HTH501	ED	07/28/14	19281	Dentist VI	N	SR28	13	P	A	1.00	\$ 59,303	1.00	\$ 82,140	N
HTH501	ED	06/17/15	19282	Dental Assistant II	N	SR08	3	P	A	1.00	\$ 26,368	1.00	\$ 29,988	N
HTH501	JA	11/13/14	4472	Secretary II	N	SR14	63	P	A	1.00	\$ 36,070	1.00	\$ 46,188	N
HTH501	JA	05/15/15	11567	Public Health Program Mgr	N	EM05	35	P	A	1.00	\$ 68,172	1.00	\$ 82,272	N
HTH501	JA	05/15/15	12470	HSP V	N	SR24	23	P	A	1.00	\$ 75,035	1.00	\$ 84,564	N
HTH501	JA	10/16/14	112816	SW/HSP V	N	SR24	23	P	A	1.00	\$ 61,674	1.00	\$ 78,996	N
HTH501	JA	02/11/15	113192	SW/HSP IV	N	SR24	23	P	A	1.00	\$ 59,303	1.00	\$ 60,012	N
HTH501	JA	7/6/2015	116337	SW/HSP IV	N	SR22	13	P	A	1.00	\$ 43,297	1.00	\$ 43,757	Y
HTH501	JA	01/05/15	121020	RN III	N	SR20	9	P	A	1.00	\$ 56,375	1.00	\$ 80,640	N
HTH501	JA	10/16/14	121021	SW/HSP IV	N	SR22	13	P	A	1.00	\$ 37,369	1.00	\$ 53,364	N
HTH501	JA	7/13/2015	121021	SW/HSP IV	N	SR22	13	P	A	1.00	\$ 37,369	1.00	\$ 43,757	Y
HTH501	JA	11/03/14	121022	Office Assistant III	N	SR08	3	T	A	1.00	\$ 18,981	1.00	\$ 26,700	N
HTH501	JA	05/21/15	121022	Office Assistant III	N	SR08	3	T	A	1.00	\$ 18,981	1.00	\$ 24,653	Y
HTH501	JA	10/21/14	121024	PHAO IV	N	SR22	13	P	A	1.00	\$ 37,699	1.00	\$ 67,512	N
HTH501	JA	11/30/2015	121093	Human Services Professional IV	N	SR22	13	P	A	1.00	\$ 42,811	1.00	\$ 43,757	Y
HTH501	JA	03/16/15	121094	HSP V	N	SR24	23	P	A	1.00	\$ 52,092	1.00	\$ 53,364	N
HTH501	JO	12/16/14	6888	HSP V	N	SR24	23	P	A	1.00	\$ 66,713	1.00	\$ 53,364	N
HTH501	JO	11/17/14	21805	Registered Nurse III	N	SR20	13	P	A	1.00	\$ 77,155	1.00	\$ 80,640	N
HTH501	JO	07/01/14	24874	Social Worker IV	N	SR22	13	P	A	1.00	\$ 48,746	1.00	\$ 58,236	N
HTH501	JO	8/17/2015	25118	Registered Nurse III	N	SR20	9	P	A	1.00	\$ 65,299	1.00	\$ 83,868	N
HTH501	JO	09/03/14	27474	Social Worker III	N	SR20	13	P	A	1.00	\$ 37,030	1.00	\$ 62,424	N
HTH501	JO	08/25/14	27475	Social Worker III	N	SR20	13	P	A	1.00	\$ 41,633	1.00	\$ 40,435	Y
HTH501	JO	12/01/14	27475	Social Worker III	Y	SR20	13	P	A	1.00	\$ 41,633	1.00	\$ 40,435	Y
HTH501	JO	01/20/15	27475	Social Worker III	N	SR20	13	P	A	1.00	\$ 41,633	1.00	\$ 40,435	Y
HTH501	JO	8/10/2015	27475	Social Worker III	N	SR20	13	P	A	1.00	\$ 41,633	1.00	\$ 40,435	Y
HTH501	JO	06/30/15	27504	Office Assistant IV	N	SR10	3	P	A	1.00	\$ 36,070	1.00	\$ 35,112	N
HTH501	JO	11/30/2015	27505	Registered Nurse III	N	SR20	9	P	A	1.00	\$ 77,155	1.00	\$ 40,435	Y
HTH501	JO	11/17/14	34823	Social Worker III	N	SR20	13	P	A	1.00	\$ 43,297	1.00	\$ 43,812	N
HTH501	JO	10/06/14	40218	Human Services Professional III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 43,812	N
HTH501	JO	04/07/15	42138	Human Services Professional IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 47,400	N
HTH501	JO	09/29/14	48027	Social Worker III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 40,435	Y
HTH501	JO	12/02/14	48027	Social Worker III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 43,812	N
HTH501	JO	09/08/14	110225	Human Services Professional III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 43,812	N
HTH501	JO	10/02/15	117921	Info Tech Spec IV	N	SR22	13	P	A	1.00	\$ 43,297	1.00	\$ 43,757	Y
HTH501	JQ	11/3/2015	112990	Human Services Professional III	N	SR20	13	P	A	1.00	\$ 50,684	1.00	\$ 40,435	N
HTH501	JQ	11/3/2015	112990	Human Services Professional III	N	SR20	13	P	A	1.00	\$ 50,684	1.00	\$ 64,920	N
HTH501	JQ	09/16/14	113100	Office Assistant III	N	SR08	3	P	A	1.00	\$ 27,394	1.00	\$ 26,700	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH501	JQ	02/10/15	118048	Human Services Professional III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 43,812	N
HTH501	KB	7/14/2015	24991	Accountant III	N	SR20	13	P	A	1.00	\$ 57,023	1.00	\$ 43,812	N
HTH501	KB	10/15/2015	27809	Personnel Clerk IV	N	SR11	63	P	A	1.00	\$ 25,365	1.00	\$ 27,686	Y
HTH501	KB	7/8/2015	27922	Accountant IV	N	SR22	13	P	A	1.00	\$ 61,674	1.00	\$ 47,400	N
HTH501	KB	10/13/2015	31191	Secretary II	N	SR14	3	P	A	1.00	\$ 40,550	1.00	\$ 31,123	Y
HTH501	KB	12/16/14	37493	DD Administrator	N	EM08	35	P	A	1.00	\$ 107,981	1.00	\$ 124,596	N
HTH501	KB	3/12/2015	38589	PHAO VI	N	SR26	73	P	A	1.00	\$ 66,713	1.00	\$ 67,512	N
HTH501	KB	7/2/2015	38590	Secretary IV	N	SR18	63	P	A	1.00	\$ 42,191	1.00	\$ 58,416	N
HTH501	KB	07/16/14	40064	Accountant III	N	SR20	13	P	A	1.00	\$ 52,725	1.00	\$ 43,812	N
HTH501	KB	11/13/14	44967	Secretary II	N	SR14	63	P	A	1.00	\$ 30,803	1.00	\$ 42,684	N
HTH501	KB	9/9/2014	49800	HSP IV	N	SR22	13	P	A	1.00	\$ 43,297	1.00	\$ 56,064	N
HTH501	KB	06/01/15	110640	Prog Spec IV	N	SR22	13	P	A	1.00	\$ 43,297	1.00	\$ 47,400	N
HTH501	KB	03/02/15	113059	SW/HSP IV	N	SR22	13	P	A	1.00	\$ 50,684	1.00	\$ 47,400	N
HTH501	KB	07/16/14	116351	Info Technology Supp Technician	N	SR15	3	P	A	1.00	\$ 36,070	1.00	\$ 32,410	Y
HTH501	KB	05/26/15	116351	Info Technology Supp Technician	N	SR15	3	P	A	1.00	\$ 36,070	1.00	\$ 35,112	N
HTH501	KB	08/18/14	117762	DD/MR Medicaid Billing Coord	Y	SRNA	13	T	A	1.00	\$ 45,600	0.50	\$ 30,317	N
HTH501	KB	02/17/15	120591	General Prof IV	N	SR22	13	P	A	1.00	\$ 52,250	1.00	\$ 47,400	N
HTH501	KB	04/27/15	120851	Clinical Psy VI	N	SR26	13	T	A	1.00	\$ 99,750	1.00	\$ 57,720	N
HTH501	KB	09/23/14	121025	HSP IV	N	SR22	13	P	A	1.00	\$ 35,591	1.00	\$ 61,740	N
HTH501	KB	01/05/15	121432	DDD Compliance Officer	Y	SRNA	13	P	A	1.00	\$ 61,750	1.00	\$ 78,996	N
HTH520	AI	11/3/2015	101247	Prog and Policy Development Coordinator	Y	SRNA	13	T	A	1.00	\$ 64,932	1.00	\$ 64,932	N
HTH520	AI	1/7/2015	102974	Facility Access Specialist	Y	SRNA	13	T	A	1.00	\$ 60,024	1.00	\$ 53,352	N
HTH520	AI	7/1/2014	101852	Program Support Technician	Y	SRNA	3	P	A	1.00	\$ 31,488	1.00	\$ 31,488	N
HTH520	AI	10/1/2014	101986	SPIN Program Specialist	Y	SRNA	13	P	U	1.00	\$ 47,399	1.00	\$ 43,812	N
HTH560	CC	7/14/2015	47064	Social Services Aide IV	N	SR09	3	P	A	1.00	\$ 41,064	1.00	\$ 29,998	N
HTH560	CC	3/30/2015	116912	Office Assistant III	N	SR08	3	P	A	1.00	\$ 29,998	1.00	\$ 37,980	N
HTH560	CC	9/14/2015	118128	Office Assistant III	N	SR08	3	T	P	1.00	\$ 26,700	0.50	\$ 13,356	N
HTH560	CF	4/21/2015	119275	Office Assistant III	N	SR08	3	T	N	1.00	\$ 25,668	1.00	\$ 26,700	N
HTH560	CG	1/23/2015	15125	Public Health Supvsr II	N	SR26	23	P	A	1.00	\$ 82,565	1.00	\$ 85,416	N
HTH560	CG	6/8/2015	24799	Public Health Supvsr I	N	SR24	23	P	A	1.00	\$ 51,585	1.00	\$ 53,364	N
HTH560	CG	4/20/2015	26201	Social Worker IV	N	SR22	13	P	A	1.00	\$ 45,817	1.00	\$ 47,400	N
HTH560	CG	12/1/2014	49086	Social Worker III	N	SR20	13	P	A	1.00	\$ 42,351	1.00	\$ 43,812	N
HTH560	CG	3/10/2015	50138	C&Y IV	N	SR22	13	P	N	1.00	\$ 56,460	1.00	\$ 49,308	N
HTH560	CG	7/21/2014	50140	Social Worker II	N	SR18	13	P	N	1.00	\$ 42,906	1.00	\$ 42,168	N
HTH560	CG	7/1/2014	50143	Public Health Nut. IV	N	SR22	13	P	A	1.00	\$ 45,817	1.00	\$ 49,308	N
HTH560	CG	8/11/2015	50148	SpEd III	N	SR20	13	P	A	1.00	\$ 48,746	1.00	\$ 43,812	N
HTH560	CG	10/3/2014	50209	Social Worker III	N	SR20	13	P	A	1.00	\$ 43,297	1.00	\$ 43,812	N
HTH560	CG	9/8/2015	50497	Gen. Prof. VII	N	SR28	23	P	N	1.00	\$ 78,984	1.00	\$ 73,032	N
HTH560	CG	9/17/2014	50559	Social Worker III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 43,812	N
HTH560	CG	11/3/2014	50737	Social Worker III	N	SR20	13	P	N	1.00	\$ 45,576	1.00	\$ 43,812	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH560	CG	10/1/2014	110218	Social Worker IV	N	SR22	13	P	A	1.00	\$ 50,684	1.00	\$ 47,400	N
HTH560	CG	11/6/2014	112759	HSP III	N	SR20	13	P	A	1.00	\$ 42,351	1.00	\$ 43,812	N
HTH560	CG	6/8/2015	113000	Social Worker III	N	SR20	13	P	A	1.00	\$ 42,351	1.00	\$ 43,812	N
HTH560	CG	5/26/2015	113003	Social Worker III	N	SR20	13	P	A	1.00	\$ 42,351	1.00	\$ 43,812	N
HTH560	CG	2/3/2015	113004	Social Worker III	N	SR20	13	P	A	1.00	\$ 40,025	1.00	\$ 43,812	N
HTH560	CG	2/2/2015	116796	PHAO III	N	SR20	13	P	N	1.00	\$ 44,580	1.00	\$ 43,812	N
HTH560	CG	3/30/2015	117394	HSP III	N	SR20	13	P	A	1.00	\$ 42,351	1.00	\$ 43,812	N
HTH560	CG	11/20/2014	119194	HSP IV	N	SR22	13	P	A	1.00	\$ 65,259	1.00	\$ 47,400	N
HTH560	CG	12/9/2014	119203	SLP IV	N	SR22	13	P	A	1.00	\$ 43,297	1.00	\$ 55,020	N
HTH560	CG	3/13/2015	121238	Account Clerk III	N	SR11	3	P	N	1.00	\$ 33,756	1.00	\$ 39,492	N
HTH560	CG	4/17/2015	121304	Social Worker III	N	SR20	13	P	N	1.00	\$ 42,132	1.00	\$ 43,812	N
HTH560	GI	12/1/2014	24751	OFFICE ASSISTANT III	N	SR08	3	P	N	1.00	\$ 26,700	1.00	\$ 28,872	N
HTH560	GI	3/2/2015	35985	PUBLIC HEALTH NUTRITIONIST III	N	SR20	13	P	N	1.00	\$ 44,580	1.00	\$ 45,576	N
HTH560	GI	7/7/2015	36364	WIC NUTRITION AID	N	HE04	10	P	N	1.00	\$ 37,608	1.00	\$ 37,512	N
HTH560	GI	1/6/2015	36546	OFFICE ASSISTANT II	N	SR06	3	P	N	1.00	\$ 24,636	1.00	\$ 24,636	N
HTH560	GI	11/16/2015	36548	PUBLIC HEALTH NUTRITIONIST II	N	SR18	73	P	N	1.00	\$ 42,906	1.00	\$19.49/hr	Y
HTH560	GI	1/2/2015	39154	PUBLIC HEALTH NUTRITIONIST II	N	SR18	13	P	N	1.00	\$ 41,256	1.00	\$ 40,548	N
HTH560	GI	12/22/2014	43171	OFFICE ASSISTANT II	N	SR06	3	P	N	1.00	\$ 25,632	1.00	\$ 25,632	N
HTH560	GI	4/27/2015	43272	WIC NUTRITION ASST	N	HE06	10	P	N	1.00	\$ 41,874	1.00	\$ 40,164	N
HTH560	GI	5/6/2015	50525	WIC NUTRITION AID	N	HE04	10	P	N	1.00	\$ 40,266	1.00	\$ 37,512	N
HTH560	GI	3/11/2015	111604	WIC NUTRITION ASSISTANT	N	HE06	10	P	N	1.00	\$ 40,266	1.00	\$ 40,164	N
HTH560	GI	2/2/2015	94603H	BREASTFEEDING PEER COUNSELOR	Y	SRNA	10	T	N	1.00	\$ 30,876	1.00	\$ 31,860	N
HTH560	GI	10/1/2015	50503	Personnel Management Spectcl III	N	SR20	73	P	N	1.00	\$ 44,580	1.00	\$ 43,812	N
HTH560	KC	3/24/2015	2983	SECRETARY IV	N	SR18	63	P	A	1.00	\$ 63,168	1.00	\$ 56,172	N
HTH560	KC	3/2/2015	117426	ACCOUNT CLERK III	N	SR11	3	P	P	1.00	\$ 41,064	1.00	\$ 35,112	N
HTH560	KC	10/1/2015	117568	PROGRAM SPECIALIST IV	N	SR22	13	P	P	1.00	\$ 57,991	1.00	\$ 55,488	N
HTH560	KC	2/2/2015	95606H	ORAL HEALTH OFFICE ASSISTANT III	Y	SRNA	3	T	P	0.50	\$ 12,834	0.50	\$ 13,350	N
HTH590	GR	8/25/2014	110185	Office Assistant III	N	SR08	3	P	P	1.00	\$ 27,756	1.00	\$ 26,700	N
HTH590	KK	4/7/2015	112991	Epidemiologist II	Y	NA	13	P	B	-	\$ -	1.00	\$ 66,996	N
HTH590	KK	5/13/2015	50196	Research Statistician IV	N	SR22	13	P	P	1.00	\$ 51,312	1.00	\$ 47,400	Y
HTH590	GP	9/8/2015	117678	Public Health Educator IV (Asthma)	Y	NA	13	T	P	-	\$ -	1.00	\$ 47,400	N
HTH590	KK	10/5/2015	112504	Epidemiologist III	Y	NA	13	P	A	1.00	\$ -	1.00	\$ 96,000	N
HTH590	KK	10/15/2015	121319	PHAO IV	N	SR22	13	P	A	1.00	\$ -	1.00	\$ 37,464	N
HTH590	GP	10/29/2015	119239	Gen Prof V (Heart)	Y	NA	13	T	P	-	\$ -	1.00	\$ 47,400	N
HTH610	FQ	7/7/2014	03195	SANITARIAN IV	N	SR22	13	P	A	1.00	\$ 53,352	1.00	\$ 47,400	N
HTH610	FQ	7/30/2014	24526	SANITARIAN V	N	SR24	23	P	A	1.00	\$ 75,960	1.00	\$ 78,996	N
HTH610	FQ	9/16/2014	120704	SANITARIAN III	N	SR20	13	P	B	1.00	\$ 42,132	1.00	\$ 40,548	N
HTH610	FQ	10/13/2014	03205	SANITARIAN IV	N	SR22	13	P	A	1.00	\$ 47,412	1.00	\$ 45,576	N
HTH610	FN	10/16/2014	14827	VECTOR CONTROL INSPECTOR II	N	SR13	3	P	A	1.00	\$ 42,684	1.00	\$ 32,460	N
HTH610	FQ	11/3/2014	121162	SANITARIAN I	N	SR16	13	P	B	1.00	\$ 45,576	1.00	\$ 40,548	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

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HTH610	FQ	1/2/2015	04624	SECRETARY II	N	SR14	3	P	A	1.00	\$ 49,932	1.00	\$ 39,492	N
HTH610	FQ	1/7/2015	121323	SANITARIAN I	N	SR16	13	P	B	1.00	\$ 22,788	1.00	\$ 37,464	N
HTH610	FN	2/2/2015	121328	VECTOR CONTROL WORKER II	N	BC05	1	P	A	1.00	\$ 36,960	1.00	\$ 39,228	N
HTH610	FN	2/17/2015	121327	VECTOR CONTROL WORKER II	N	BC05	1	P	A	1.00	\$ 36,960	1.00	\$ 40,812	N
HTH610	FQ	3/2/2015	03803	SANITARIAN VI	N	SR26	23	P	A	1.00	\$ 73,044	1.00	\$ 64,920	N
HTH610	FQ	3/3/2015	46082	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 32,424	1.00	\$ 29,988	N
HTH610	FN	3/23/2015	15216	VECTOR CONTROL INSPECTOR II	N	SR13	3	P	A	1.00	\$ 51,936	1.00	\$ 32,460	N
HTH610	FN	4/1/2015	05419	VECTOR CONTROL INSPECTOR II	N	SR13	3	P	A	1.00	\$ 44,412	1.00	\$ 32,460	N
HTH610	FQ	4/16/2015	03208	SANITARIAN V	N	SR24	13	P	A	1.00	\$ 75,960	1.00	\$ 62,424	N
HTH610	FP	5/4/2015	40582	FOOD AND DRUG INSPECTOR III	N	SR20	13	P	A	1.00	\$ 53,352	1.00	\$ 40,548	N
HTH610	FN	6/1/2015	121329	VECTOR CONTROL WORKER II	N	BC05	1	P	A	1.00	\$ 36,960	1.00	\$ 40,008	N
HTH610	FQ	6/9/2015	121163	SANITARIAN I	N	SR16	13	P	B	1.00	\$ 45,576	1.00	\$ 37,684	N
HTH610	FN	6/16/2015	121326	VECTOR CONTROL WORKER II	N	BC05	1	P	A	1.00	\$ 36,960	1.00	\$ 40,008	N
HTH610	FQ	7/1/2015	24008	DIST ENVRMNTL HLTH PRGM CHIEF	N	SR28	23	P	A	1.00	\$ 88,848	1.00	\$ 88,848	N
HTH610	FQ	7/8/2015	03189	SANITARIAN V	N	SR24	23	P	A	1.00	\$ 75,960	1.00	\$ 75,960	N
HTH610	FP	8/3/2015	42249	FOOD AND DRUG INSPECTOR I	N	SR16	13	P	A	1.00	\$ 43,824	1.00	\$ 43,824	N
HTH610	FQ	9/1/2015	121324	SANITARIAN III	N	SR20	13	P	B	1.00	\$ 22,788	1.00	\$ 37,464	N
HTH610	FQ	9/1/2015	121325	SANITARIAN I	N	SR16	13	P	B	1.00	\$ 22,788	1.00	\$ 37,464	N
HTH610	FQ	10/21/2015	121307	SANITARIAN I	N	SR16	13	P	B	1.00	\$ 45,576	1.00	\$ 40,548	N
HTH710	MJ	2/3/2015	11180	Microbiologist V	N	SR24	23	P	A	1.00	\$ 75,960	1.00	\$ 68,160	N
HTH710	MJ	3/25/2015	40744	Microbiologist III (II)	N	SR18	13	P	A	1.00	\$ 42,132	1.00	\$ 45,576	N
HTH710	MN	4/7/2015	3126	Microbiologist V	N	SR24	13	P	A	1.00	\$ 73,044	1.00	\$ 70,188	N
HTH710	MJ	5/21/2015	22131	Laboratory Asistant II (III)	N	SR10	3	P	A	1.00	\$ 26,700	1.00	\$ 29,988	N
HTH710	MK	5/27/2015	10389	Laboratory Asistant III	N	SR10	3	P	A	1.00	\$ 28,823	1.00	\$ 28,872	N
HTH710	MI	6/16/2015	3130	Laboratory Asistant I (III)	N	SR10	3	P	A	1.00	\$ 27,756	1.00	\$ 28,872	N
HTH710	MK	7/20/2015	41773	Microbiologist III	N	SR20	13	P	A	1.00	\$ 40,548	1.00	\$ 43,812	N
HTH710	MB	8/5/2015	42801	Chemist IV	N	SR22	13	P	A	1.00	\$ 47,412	1.00	\$ 47,400	N
HTH710	MJ	10/1/2015	118749	Microbiologist IV	N	SR22	13	P	A	1.00	\$ 42,138	1.00	\$ 53,364	N
HTH710	MB	10/1/2015	42293	Public Healht Administrative Officer V	N	SR24	73	P	A	1.00	\$ 73,044	1.00	\$ 53,364	N
HTH720	MP	10/20/2014	44416	Registered Nurse IV	N	SR22	9	P	A	1.00	\$ 110,400	1.00	\$ 104,016	N
HTH720	MP	12/23/2014	116432	Registered Nurse IV	N	SR22	9	P	A	1.00	\$ 102,516	1.00	\$ 109,296	N
HTH720	MP	12/1/2015	48030	Registered Nurse V	N	SR24	9	P	P	0.80	\$ 76,934	0.80	\$ 80,016	N
HTH720	MP	12/1/2015	48030	Registered Nurse V	N	SR24	9	P	A	0.20	\$ 19,234	0.20	\$ 20,004	N
HTH720	MP	1/5/2015	43565	Registered Nurse V	N	SR24	9	P	P	0.80	\$ 76,934	0.80	\$ 90,010	N
HTH720	MP	1/5/2015	43565	Registered Nurse V	N	SR24	9	P	A	0.20	\$ 19,234	0.20	\$ 22,502	N
HTH720	MP	9/29/2015	48033	Registered Nurse IV	N	SR22	9	P	A	1.00	\$ 105,096	1.00	\$ 104,016	N
HTH730	MT	11/25/2014	121173 (45922)	Public Health Educator IV	N	SR22	13	P	A	1.00	\$ 45,041	1.00	\$ 47,400	N
HTH730	MQ	8/31/2015	37779	EMS Program Manager (M.D./D.O.)	N	ES02	35	P	A	1.00	\$ 92,870	1.00	\$ 114,768	N
HTH760	MS	9/28/2015	121429	Professional Trainee I	N	SR16	13	T	B	1.00	\$ 45,576	1.00	\$ 40,548	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH760	MS	9/16/2015	10096	Office Assistant III	N	SR08	3	P	A	1.00	\$ 25,668	1.00	\$ 26,700	N
HTH760	MS	9/14/2015	120383	Office Assistant IV	N	SR10	3	T	A	1.00	\$ 26,368	1.00	\$ 28,836	N
HTH760	MS	9/1/2015	120384	Office Assistant III	N	SR08	3	T	A	1.00	\$ 24,384	1.00	\$ 26,700	N
HTH760	MS	5/11/2015	26346	Office Assistant III	N	SR08	3	P	A	1.00	\$ 31,212	1.00	\$ 26,700	N
HTH840	FG	7/1/2014	45959	PLANNER IV	N	SR22	13	P	N	1.00	\$ 49,932	1.00	\$ 43,812	N
HTH840	FF	8/1/2014	50726	OFFICE ASSISTANT III	N	SR08	3	P	B	1.00	\$ 25,668	1.00	\$ 26,700	N
HTH840	FG	8/4/2014	10845	OFFICE ASSISTANT III	N	SR08	3	P	N	1.00	\$ 25,668	1.00	\$ 26,700	N
HTH840	FJ	9/2/2014	117146	ACCOUNT CLERK II	N	SR08	3	P	B	1.00	\$ 28,836	1.00	\$ 26,700	N
HTH840	FG	9/2/2014	121090	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	P	A	1.00	\$ 43,812	1.00	\$ 43,812	N
HTH840	FJ	9/23/2014	51077	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	A	1.00	\$ 69,852	1.00	\$ 62,424	N
HTH840	FK	11/3/2014	34387	SECRETARY II	N	SR14	3	P	W	1.00	\$ 49,932	1.00	\$ 33,720	N
HTH840	FG	11/19/2014	112604	ENVIRONMENTAL HEALTH SPCLT II	N	SR18	13	P	N	1.00	\$ 45,576	1.00	\$ 40,548	N
HTH840	FF	1/2/2015	50724	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	B	1.00	\$ 62,424	1.00	\$ 47,400	N
HTH840	FJ	1/9/2015	110525	PLANNER III	N	SR20	13	P	N	1.00	\$ 45,576	1.00	\$ 43,812	N
HTH840	FJ	1/20/2015	117761	PLANNER IV	N	SR22	13	P	B	1.00	\$ 45,576	1.00	\$ 47,400	N
HTH840	FH	2/3/2015	50703	ENGINEER (ENVIRONMENTAL) V	N	SR26	13	P	W	1.00	\$ 70,224	1.00	\$ 64,920	N
HTH840	FJ	3/9/2015	117760	ACCOUNT CLERK II	N	SR08	3	P	B	1.00	\$ 27,756	1.00	\$ 26,700	N
HTH840	FG	3/16/2015	41177	OFFICE ASSISTANT III	N	SR08	3	P	N	1.00	\$ 31,212	1.00	\$ 26,700	N
HTH840	FH	3/24/2015	121546 (99906H)	GEOLOGIST I	N	SR24	13	P	W	1.00	\$ 53,364	1.00	\$ 53,364	N
HTH840	FG	4/1/2015	120860	ENGINEER (ENVIRONMENTAL) IV	N	SR24	13	P	U	1.00	\$ 48,744	1.00	\$ 53,364	N
HTH840	FG	4/16/2015	121380 (111851E)	ENVIRONMENTAL HEALTH SPCLT IV	N	SR22	13	T	N	1.00	\$ 62,424	1.00	\$ 49,308	N
HTH840	FH	4/28/2015	121623 (99904H & 99909H)	CHEMIST IV	N	SR22	13	P	W	1.00	\$ 55,536	1.00	\$ 47,400	N
HTH840	FG	5/1/2015	120548 (101101E)	PROGRAM SPECIALIST V	N	SR24	13	P	N	1.00	\$ 51,312	1.00	\$ 60,012	N
HTH840	FF	6/1/2015	50721	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	B	1.00	\$ 55,500	1.00	\$ 47,400	N
HTH840	FF	7/1/2015	110666	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	B	1.00	\$ 45,576	1.00	\$ 47,400	N
HTH840	FJ	7/6/2015	117144	ENVIRONMENTAL HEALTH SPCLT II	N	SR18	13	P	B	1.00	\$ 42,132	1.00	\$ 40,548	N
HTH840	FF	7/16/2015	21936	ENGINEER (ENVIRONMENTAL) III	N	SR22	13	P	B	1.00	\$ 55,500	1.00	\$ 43,812	N
HTH840	FJ	9/23/2015	43933	ENVIRONMENTAL HEALTH SPCLT II	N	SR18	13	P	P	1.00	\$ 43,824	1.00	\$ 40,548	N
HTH849	FC	11/6/2014	24204	SECRETARY II	N	SR14	3	P	N	1.00	\$ 39,480	1.00	\$ 36,468	N
HTH849	FB	2/24/2015	120213	ACCOUNTANT IV	N	SR22	13	P	W	1.00	\$ 45,576	1.00	\$ 47,400	N
HTH849	FA	4/1/2015	100537	DEPUTY DIRECTOR FOR ENV HEALTH	Y	SRNA	00	P	A	1.00	\$ 108,989	1.00	\$ 121,908	N
HTH849	FA	5/1/2015	100047	PRIVATE SECRETARY II	Y	SR22	63	P	A	1.00	\$ 58,440	1.00	\$ 56,172	N
HTH849	FD	10/1/2015	52076	OFFICE ASSISTANT III	N	SR08	3	P	A	1.00	\$ 27,768	1.00	\$ 26,700	N
HTH850	FS	8/1/2014	39881	SECRETARY II	N	SR14	3	P	A	1.00	\$ 42,684	1.00	\$ 33,720	N
HTH850	FS	9/16/2014	39881	SECRETARY II	N	SR14	3	P	A	1.00	\$ 42,684	1.00	\$ 39,492	N

Department of Health  
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub- Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
HTH850	FS	5/1/2015	35898	PLANNER III	N	SR20	13	P	A	1.00	\$ 47,412	1.00	\$ 43,812	Y
HTH850	FS	11/2/2015	101289	DIRECTOR, (OEQC)	N	SRNA	93	P	A	1.00	\$ 84,996	1.00	\$ 98,004	N
HTH904	AJ	11/30/2015	25656	PROGRAM SPECIALIST (AGING) V	N	SR24	13	P	A	0.35	\$ 22,119	0.35	\$ 22,119	Y
HTH904	AJ	11/30/2015	25656	PROGRAM SPECIALIST (AGING) V	N	SR24	13	P	N	0.65	\$ 41,079	0.65	\$ 41,079	N
HTH904	AJ	8/5/2015	117787	PROGRAM SPECIALIST (AGING) III	N	SR20	13	T	N	1.00	\$ 54,030	1.00	\$ 51,300	N
HTH904	AJ	2/18/2015	102462	DIRECTOR	Y	SRNA	NA	T	A	1.00	\$ 93,984	1.00	\$ 88,404	N
HTH904	AJ	9/1/2015	40215	PROGRAM SPECIALIST (AGING) V	C	SR24	13	P	A	0.44	\$ 27,807	0.44	\$ 34,758	N
HTH904	AJ	9/1/2015	40215	PROGRAM SPECIALIST (AGING) V	C	SR24	13	P	N	0.56	\$ 35,391	0.56	\$ 44,238	N
HTH906	AC	4/13/2015	27966	Research Statistician III	N	SR20	13	P	A	1.00	\$ 44,580	1.00	\$ 43,812	Y
HTH906	AC	11/16/2015	27968	Compr Hlth Plng Coord	N	SR26	13	P	A	1.00	\$ 83,580	1.00	\$ 70,188	N
HTH907	AA	1/16/2015	100014	Private Secretary III	Y	SR24	63	P	A	1.00	\$ 68,412	1.00	\$ 46,176	N
HTH907	AA	1/1/2015	100231	Director of Health	Y	SRNA	NA	P	A	1.00	\$ 136,212	1.00	\$ 138,936	N
HTH907	AB	7/27/2015	113	Pre Audit Clerk I	N	SR11	3	P	A	1.00	\$ 37,980	1.00	\$ 29,988	N
HTH907	AB	8/24/2015	2621	Accountant VI	N	SR26	93	P	A	1.00	\$ 64,920	1.00	\$ 57,720	Y
HTH907	AB	8/10/2015	2987	Business MGMT Officer III	N	EM08	35	P	A	1.00	\$ 117,276	1.00	\$ 117,996	N
HTH907	AB	2/18/2015	3605	Office Assistant III	N	SR08	3	P	A	1.00	\$ 42,684	1.00	\$ 26,700	N
HTH907	AB	11/6/2014	22670	Program Budget Analyst VI	N	SR26	93	P	A	1.00	\$ 85,416	1.00	\$ 73,032	N
HTH907	AB	8/17/2015	22686	Office Assistant III	N	SR08	3	P	A	1.00	\$ 30,036	1.00	\$ 26,700	N
HTH907	AB	12/31/2014	23877	Program Evaluation ANALYST V	N	SR24	13	P	A	1.00	\$ 64,920	1.00	\$ 62,424	N
HTH907	AB	4/15/2015	31024	Office Assistant III	N	SR08	3	P	A	1.00	\$ 36,468	1.00	\$ 26,700	N
HTH907	AB	10/15/2015	118368	Departmental Contracts Spclt	N	SR22	13	P	A	1.00	\$ 53,364	1.00	\$ 47,400	N
HTH907	AD	10/1/2015	3	Departmental Personnel Officer IV	N	EM07	35	P	A	1.00	\$ 94,296	1.00	\$ 91,152	N
HTH907	AD	7/1/2015	6015	Personnel MGMT Spclt V	N	SR24	73	P	A	1.00	\$ 78,996	1.00	\$ 55,488	N
HTH907	AD	8/4/2015	25936	Personnel MGMT Spclt IV	N	SR16	73	P	A	1.00	\$ 47,400	1.00	\$ 37,464	N
HTH907	AE	9/16/2015	121687	Epidemiologist I	Y	SRNA	13	T	P	1.00	\$ 69,876	1.00	\$ 60,012	N
HTH907	AE	9/18/2015	121538	Accountant IV	N	SR22	13	T	P	1.00	\$ 46,965	1.00	\$ 51,300	N
HTH907	AE	9/28/2015	121537	Program Specialist V	N	SR24	13	T	P	1.00	\$ 62,112	1.00	\$ 53,364	Y
HTH907	AL	6/5/2015	3674	Account Clerk	N	SR11	3	P	A	1.00	\$ 35,112	1.00	\$ 46,510	N
HTH907	AL	8/8/2015	3119	Office Assistant III	N	SR08	3	P	A	1.00	\$ 32,460	1.00	\$ 9,036	N
HTH907	AM	9/21/2015	121560	Information Technology Spclt IV	N	SR22	13	P	A	1.00	\$ 25,288	1.00	\$ 12,327	N
HTH907	AN	8/27/2014	22278	Office Assistant III	N	SR08	3	P	A	1.00	\$ 37,968	1.00	\$ 27,768	N
HTH907	AN	3/11/2015	3880	PHAO IV	N	SR22	93	P	A	1.00	\$ 68,694	1.00	\$ 49,308	N
HTH907	AN	6/9/2015	21647	Secretary III	N	SR16	63	P	A	1.00	\$ 42,684	1.00	\$ 33,720	N
HTH908	AR	2/24/2015	118385	OLA Executive Director	Y	SRNA	93	T	A	1.00	\$ 79,680	1.00	\$ 47,808	N

Department of Health  
Unauthorized Positions as of November 30, 2015

Table 16

<u>Prog ID</u>	<u>Sub- Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
HTH440	HD	6/9/2014	HRS 76-16 (b)(12)s	121305	SPF-PFS Project Coordinator	Y	NA	13	T	P	1.00	\$ 47,400	Y	N
HTH440	HD	6/9/2014	HRS 76-16 (b)(12)s	121306	SPF-PFS Program Coordinator	Y	NA	13	T	P	1.00	\$ 53,364	Y	N
HTH460	HF	7/13/2011	HRS 76-16 (b)(12)s	120312	CAMHD Kealahou Evaluator Coordinator	Y	NA	13	T	P	1.00	\$ 52,008	N	N
HTH460	HF	11/2/2011	HRS 76-16 (b)(12)s	120400	CAMHD Kealahou/Judiciary Intensive Support Worker	Y	NA	13	T	P	1.00	\$ 48,444	Y	N
HTH720	MP	8/24/2015	Act 241, SLH 2015	121811	MMJ Dispensary Licensing Supervisor	Y	NA	13	T	B	1.00	\$ 73,032	Y	N
HTH720	MP	8/20/2015	Act 241, SLH 2015	121812	MMJ Dispensary Licensing Surveyor	Y	NA	13	T	B	1.00	\$ 67,188	N	N
HTH720	MP	8/20/2015	Act 241, SLH 2015	121813	MMJ Dispensary Licensing Accountant	Y	NA	13	T	B	1.00	\$ 67,188	N	N
HTH720	MP	8/25/2015	Act 241, SLH 2015	121814	MMJ Dispensary Licensing Secretary	Y	NA	3	T	B	1.00	\$ 41,064	N	N
HTH720	MP	8/20/2015	Act 241, SLH 2015	121815	MMJ Dispensary Licensing Surveyor	Y	NA	13	T	B	1.00	\$ 67,188	N	N

Department of Health  
Overtime Expenditure Summary

Table 17

Prog ID	Sub- Org	Program Title	MOF	FY15 (actual)			FY16 (estimated)			FY17 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
HTH100	DF	Hale Mohalu Hospital	A	\$ 1,193,688	\$ 31,260	2.6%	\$ 1,207,902	\$ 43,937	3.6%	\$ 1,225,843	\$ 44,130	3.6%
HTH100	DG	Kalaupapa Settlement	A	\$ 2,032,366	\$ 47,492	2.3%	\$ 2,071,126	\$ 42,500	2.1%	\$ 2,108,017	\$ 44,268	2.1%
HTH131	DJ	Disease Investigation	A	\$ 828,267	\$ 4,653	0.6%	\$ 915,315	\$ 10,000	1.1%	\$ 946,655	\$ -	0.0%
HTH420	HL	Hawaii County CMH Services	A	\$ 2,652,813	\$ 1,137	0.0%	\$ 2,589,069	\$ -	0.0%	\$ 3,552,617	\$ -	0.0%
HTH420	HN	Kauai CMH Services	A	\$ 1,482,662	\$ 6,589	0.4%	\$ 1,405,974	\$ 4,194	0.3%	\$ 1,921,304	\$ -	0.0%
HTH430	HQ	Hawaii State Hospital Inpatient	A	\$ 31,725,448	\$ 3,153,269	9.9%	\$ 32,838,282	\$ 2,967,506	9.0%	\$ 32,058,473	\$ 951,495	3.0%
HTH430	HR	Affiliated Programs	A	\$ 998,928	\$ 19,397	1.9%	\$ 1,034,840	\$ 17,836	1.7%	\$ 1,096,452	\$ -	0.0%
HTH495	HB	Adult Mental Health Administration	A	\$ 4,400,328	\$ 1,361	0.0%	\$ 4,346,583	\$ -	0.0%	\$ 4,548,643	\$ -	0.0%
HTH495	HB	Adult Mental Health Administration	P	\$ 132,960	\$ 2,888	2.2%	\$ 70,194	\$ 3,662	5.2%	\$ 70,133	\$ -	0.0%
HTH501	CU	Case Management & Information Services	A	\$ 394,253	\$ 871	0.2%	\$ 408,052	\$ 1,000	0.2%	\$ 422,334	\$ 1,000	0.2%
HTH520	AI	Disability and Communication Access	A	\$ 809,420	\$ 9,471	1.2%	\$ 718,204	\$ -	0.0%	\$ 743,881	\$ -	0.0%
HTH520	AI	Disability and Communication Access	B	\$ -	\$ -	0.0%	\$ 302,741	\$ 10,000	3.3%	\$ 325,569	\$ 20,000	6.1%
HTH560	CK	Maternal & Child Health - Admin	A	\$ 128,604	\$ 2,362	1.8%	\$ 128,604	\$ -	0.0%	\$ 128,604	\$ -	0.0%
HTH560	CK	Maternal & Child Health - Admin	N	\$ 128,604	\$ 2,517	2.0%	\$ 128,604	\$ -	0.0%	\$ 128,604	\$ -	0.0%
HTH560	CW	Women's Health	P	\$ 62,424	\$ 2,588	4.1%	\$ 62,424	\$ -	0.0%	\$ 62,424	\$ -	0.0%
HTH560	GI	Women, Infants & Children	N	\$ 4,678,878	\$ 450	0.0%	\$ 4,783,626	\$ 450	0.0%	\$ 4,905,608	\$ 450	0.0%
HTH560	KC	Family Health Services	A	\$ 915,095	\$ 19,660	2.2%	\$ 1,009,846	\$ 35,000	3.5%	\$ 1,032,710	\$ 35,000	3.4%
HTH560	KC	Family Health Services	P	\$ 859,454	\$ 2,588	0.3%	\$ 2,126,885	\$ 3,319	0.2%	\$ 1,229,336	\$ -	0.0%
HTH560	KC	Family Health Services	N	\$ 660,374	\$ 3,034	0.5%	\$ 478,471	\$ -	0.0%	\$ 686,298	\$ -	0.0%
HTH590	KK	Chronic Disease Prevention and Health Promotion	B	\$ 832,535	\$ 1,373	0.2%	\$ 568,967	\$ -	0.0%	\$ 595,438	\$ -	0.0%
HTH590	GR	Chronic Disease Prevention and Health Promotion	P	\$ 444,304	\$ 1,067	0.4%	\$ 541,104	\$ 2,000	0.3%	\$ 541,104	\$ -	0.0%
HTH590	KK	Chronic Disease Prevention and Health Promotion	A	\$ -	\$ -	0.0%	\$ -	\$ 5,000	0.0%	\$ -	\$ -	0.0%

Department of Health  
Overtime Expenditure Summary

Table 17

Prog ID	Sub- Org	Program Title	MOF	FY15 (actual)			FY16 (estimated)			FY17 (budgeted)		
				<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HTH610	FL	Environmental Health Services/Division Administration	A	\$ 167,676	\$ 271	0.2%	\$ 167,676	\$ -	0.0%	\$ 167,676	\$ -	0.0%
HTH610	FN	Environmental Health Services/Vector Control Branch	A	\$ 877,656	\$ 1,613	0.2%	\$ 918,468	\$ -	0.0%	\$ 962,568	\$ -	0.0%
HTH610	FP	Environmental Health Services/Food and Drug Branch	A	\$ 710,148	\$ 1,276	0.2%	\$ 710,148	\$ 341	0.0%	\$ 710,148	\$ -	0.0%
HTH610	FQ	Environmental Health Services/Sanitation Branch	A	\$ 2,703,132	\$ 23,001	0.9%	\$ 2,703,132	\$ 11,662	0.4%	\$ 2,703,132	\$ -	0.0%
HTH610	FQ	Environmental Health Services/Sanitation Branch	B	\$ 674,928	\$ 1,510	0.2%	\$ 674,928	\$ 1,942	0.3%	\$ 674,928	\$ -	0.0%
HTH610	FR	Environmental Health Services/Noise, Radiation, and Indoor Air Quality Branch	A	\$ 749,652	\$ 526	0.1%	\$ 749,652	\$ -	0.0%	\$ 749,652	\$ -	0.0%
HTH610	FR	Environmental Health Services/Noise, Radiation, and Indoor Air Quality Branch	B	\$ 115,524	\$ 1,776	1.5%	\$ 115,524	\$ 986	0.9%	\$ 115,524	\$ -	0.0%
HTH710	MB	State Laboratories Services Administration	A	\$ 457,112	\$ 1,798	0.4%	\$ 478,324	\$ -	0.0%	\$ 495,509	\$ -	0.0%
HTH760	MS	Health Status Monitoring	B	\$ 311,296	\$ 6,698	2.2%	\$ 321,943	\$ 5,000	2.2%	\$ 324,940	\$ 5,000	2.2%
HTH840	FH	Safe Drinking Water Branch	N	\$ 262,212	\$ -	0.0%	\$ 398,724	\$ 308	0.1%	\$ 398,724	\$ -	0.0%
HTH840	FH	Safe Drinking Water Branch	W	\$ 881,633	\$ 22,152	2.5%	\$ 723,900	\$ 26,881	3.7%	\$ 723,900	\$ -	0.0%
HTH840	FJ	Solid and Hazardous Waste Branch	B	\$ 1,074,979	\$ 8,743	0.8%	\$ 1,135,811	\$ 13,667	1.2%	\$ 1,138,979	\$ -	0.0%
HTH840	FK	Wastewater Branch	W	\$ 857,652	\$ 1,867	0.2%	\$ 857,652	\$ -	0.0%	\$ 857,652	\$ -	0.0%
HTH849	FB	Environmental Health Administration	A	\$ 130,896	\$ -	0.0%	\$ 130,896	\$ 24,371	18.6%	\$ 130,896	\$ -	0.0%
HTH849	FB	Environmental Health Administration	W	\$ 575,772	\$ 49,499	8.6%	\$ 575,772	\$ 49,264	8.6%	\$ 575,772	\$ -	0.0%

Department of Health  
Overtime Expenditure Summary

Table 17

Prog ID	Sub- Org	Program Title	MOF	FY15 (actual)			FY16 (estimated)			FY17 (budgeted)		
				<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HTH849	FC	Environmental Health Administration	A	\$ 60,024	\$ 1,963	3.3%	\$ 60,024	\$ -	0.0%	\$ 60,024	\$ -	0.0%
HTH849	FD	Environmental Health Administration	A	\$ 261,108	\$ -	0.0%	\$ 1,005,996	\$ 2,277	0.2%	\$ 1,005,996	\$ -	0.0%
HTH849	FD	Environmental Health Administration	W	\$ 1,049,135	\$ 12,762	1.2%	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
HTH906	AC	State Health Planning & Development Agency	A	\$ 58,416	\$ 6,302	11.0%	\$ 58,416	\$ 10,951	19.0%	\$ 58,416	\$ 10,951	19.0%
HTH907	AB	General Administration	A	\$ 2,017,572	\$ 184,287	9.1%	\$ 3,032,042	\$ 92,143	3.0%	\$ 3,093,135	\$ -	0.0%
HTH907	AD	General Administration	A	\$ 1,184,437	\$ 56,047	4.7%	\$ 1,318,935	\$ 3,433	0.3%	\$ 1,356,599	\$ 4,595	0.3%
HTH907	AG	General Administration	A	\$ 737,330	\$ 1,411	0.2%	\$ 830,099	\$ -	0.0%	\$ 858,629	\$ -	0.0%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time		Total OT/Comp		
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH100	988	1	Y	N	P	A	Cook II	BC08A	\$47,790	232.00	\$7,534	15.8%	-	-	0.0%	\$ 7,534	15.8%
HTH100	1017	1	Y	N	P	A	Cook II	BC08A	\$47,790	219.00	\$7,112	14.9%	-	-	0.0%	\$ 7,112	14.9%
HTH100	7039	2	Y	N	P	A	Food Svcs Sup	F108A	\$49,764	228.00	\$8,379	16.8%	-	-	0.0%	\$ 8,379	16.8%
HTH100	52117	1	Y	N	P	A	Homemaker	BC03A	\$39,243	179.00	\$4,774	12.2%	-	-	0.0%	\$ 4,774	12.2%
HTH420	4931	3	Y	N	P	A	Secretary II	SR14	\$51,841	175.99	\$6,589	12.7%	-	-	0.0%	\$ 6,589	12.7%
HTH430	02110	4	Y	N	P	A	INSTITUTION FACILITIES SUPERINTENDENT II	SR24	\$51,924	331.00	\$12,393	23.9%	-	-	0.0%	\$ 12,393	23.9%
HTH430	02137	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	472.00	\$14,712	34.0%	-	-	0.0%	\$ 14,712	34.0%
HTH430	02143	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	688.08	\$20,247	46.8%	57.78	\$ 1,201	2.8%	\$ 21,447	49.6%
HTH430	02155	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$41,568	483.25	\$14,483	34.8%	-	-	0.0%	\$ 14,483	34.8%
HTH430	02163	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	470.25	\$12,661	32.8%	22.50	\$ 417	1.1%	\$ 13,078	33.9%
HTH430	02164	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	480.75	\$10,345	26.8%	163.13	\$ 3,024	7.8%	\$ 13,370	34.7%
HTH430	02184	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	276.75	\$7,474	19.4%	12.00	\$ 222	0.6%	\$ 7,696	20.0%
HTH430	02190	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	303.25	\$8,359	21.7%	4.00	\$ 74	0.2%	\$ 8,433	21.9%
HTH430	02196	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	1,142.75	\$28,962	75.1%	152.00	\$ 2,818	7.3%	\$ 31,780	82.4%
HTH430	02203	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (E)	HE04	\$36,060	196.25	\$4,632	12.8%	27.25	\$ 473	1.3%	\$ 5,104	14.2%
HTH430	02217	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$46,692	1,048.75	\$35,317	75.6%	-	-	0.0%	\$ 35,317	75.6%
HTH430	02222	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$45,468	575.50	\$18,871	41.5%	-	-	0.0%	\$ 18,871	41.5%
HTH430	02223	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	1,094.25	\$30,431	78.9%	-	-	0.0%	\$ 30,431	78.9%
HTH430	02233	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$41,568	1,314.00	\$34,700	83.5%	234.25	\$ 4,680	11.3%	\$ 39,381	94.7%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time		Total OT/Comp		
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	02260	2	Y	N	P	A	GROUNDS & GENERAL SERVICES SUPERVISOR II	F205	\$50,064	295.00	\$10,651	21.3%	-	-	0.0%	\$ 10,651	21.3%
HTH430	02262	2	Y	N	P	A	COOK IV	F108	\$52,824	278.00	\$10,592	20.1%	-	-	0.0%	\$ 10,592	20.1%
HTH430	02263	1	Y	N	P	A	COOK II	BC08	\$44,136	457.00	\$14,546	33.0%	-	-	0.0%	\$ 14,546	33.0%
HTH430	02264	1	Y	N	P	A	COOK III	WS08	\$47,232	687.50	\$23,420	49.6%	-	-	0.0%	\$ 23,420	49.6%
HTH430	02266	1	Y	N	P	A	COOK I	BC05	\$39,228	145.50	\$3,833	9.8%	15.00	\$ 283	0.7%	\$ 4,116	10.5%
HTH430	02267	1	Y	N	P	A	KITCHEN HELPER	BC02	\$35,256	307.50	\$7,818	22.2%	-	-	0.0%	\$ 7,818	22.2%
HTH430	02268	1	Y	N	P	A	KITCHEN HELPER	BC02	\$35,256	269.00	\$6,585	18.7%	15.00	\$ 254	0.7%	\$ 6,839	19.4%
HTH430	02274	1	Y	N	P	A	CARPENTER I	BC09	\$47,268	332.50	\$11,337	24.0%	-	-	0.0%	\$ 11,337	24.0%
HTH430	02276	1	Y	N	P	A	CARPENTER I	BC09	\$47,268	441.00	\$15,036	31.8%	-	-	0.0%	\$ 15,036	31.8%
HTH430	02277	1	Y	N	P	A	CARPENTER II	WS09	\$53,712	174.00	\$5,054	9.4%	65.25	\$ 1,685	3.1%	\$ 6,739	12.5%
HTH430	02279	1	Y	N	P	A	PAINTER II	WS09	\$50,160	416.00	\$5,626	11.2%	390.75	\$ 9,425	18.8%	\$ 15,051	30.0%
HTH430	02289	3	Y	N	P	A	TELEPHONE SWITCHBOARD OPERATOR II	SR07	\$37,980	149.50	\$4,095	10.8%	-	-	0.0%	\$ 4,095	10.8%
HTH430	02290	1	Y	N	P	A	DIETARY AID	BC03	\$36,252	418.25	\$10,656	29.4%	16.00	\$ 279	0.8%	\$ 10,935	30.2%
HTH430	02291	1	Y	N	P	A	DIETARY AID	BC03	\$36,252	738.00	\$19,295	53.2%	-	-	0.0%	\$ 19,295	53.2%
HTH430	02293	1	Y	N	P	A	DIETARY AID	BC03	\$36,252	420.00	\$10,981	30.3%	-	-	0.0%	\$ 10,981	30.3%
HTH430	02297	1	Y	N	P	A	FOOD SERVICES DRIVER	BC03	\$36,252	138.00	\$2,475	6.8%	65.00	\$ 1,133	3.1%	\$ 3,608	10.0%
HTH430	02300	1	Y	N	P	A	KITCHEN HELPER	BC02	\$35,256	586.00	\$14,645	41.5%	15.00	\$ 254	0.7%	\$ 14,899	42.3%
HTH430	02301	1	Y	N	P	A	DIETARY AID	BC03	\$36,252	691.00	\$18,066	49.8%	-	-	0.0%	\$ 18,066	49.8%
HTH430	02302	1	Y	N	P	A	DIETARY AID	BC03	\$36,252	725.00	\$18,955	52.3%	-	-	0.0%	\$ 18,955	52.3%
HTH430	02314	1	Y	N	P	A	KITCHEN HELPER	BC02	\$38,988	407.50	\$11,455	29.4%	-	-	0.0%	\$ 11,455	29.4%
HTH430	04454	2	Y	N	P	A	MAINTENANCE MECHANIC SUPERVISOR	F109	\$54,660	682.25	\$26,894	49.2%	-	-	0.0%	\$ 26,894	49.2%
HTH430	06063	1	Y	N	P	A	PAINTER I	BC09	\$47,268	313.00	\$10,672	22.6%	-	-	0.0%	\$ 10,672	22.6%
HTH430	06065	1	Y	N	P	A	DIETARY AID	BC03	\$36,252	392.50	\$10,262	28.3%	-	-	0.0%	\$ 10,262	28.3%
HTH430	06075	1	Y	N	P	A	KITCHEN HELPER	BC02	\$35,256	237.50	\$5,971	16.9%	4.00	\$ 68	0.2%	\$ 6,038	17.1%
HTH430	06087	29	Y	N	P	A	RN V	SR24	\$121,536	177.25	\$2,629	2.2%	220.88	\$ 12,906	10.6%	\$ 15,535	12.8%
HTH430	07191	3	Y	N	P	A	TELEPHONE SWITCHBOARD OPERATOR II	SR07	\$28,872	190.50	\$3,966	13.7%	-	-	0.0%	\$ 3,966	13.7%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	07210	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$41,568	269.00	\$8,062	19.4%	-	-	0.0%	\$ 8,062	19.4%
HTH430	07213	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$45,468	200.00	\$6,558	14.4%	-	-	0.0%	\$ 6,558	14.4%
HTH430	07216	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$46,692	411.00	\$12,415	26.6%	63.51	\$ 1,426	3.1%	\$ 13,840	29.6%
HTH430	07220	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	286.00	\$7,516	19.5%	23.63	\$ 438	1.1%	\$ 7,954	20.6%
HTH430	07222	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	437.92	\$11,796	30.6%	20.63	\$ 382	1.0%	\$ 12,179	31.6%
HTH430	07245	1	Y	N	P	A	COOK III	WS08	\$47,232	265.00	\$9,027	19.1%	-	-	0.0%	\$ 9,027	19.1%
HTH430	07250	1	Y	N	P	A	KITCHEN HELPER	BC02	\$35,256	374.00	\$9,509	27.0%	-	-	0.0%	\$ 9,509	27.0%
HTH430	07260	1	Y	N	P	A	JANITOR II	BC02	\$35,256	242.00	\$4,000	11.3%	127.00	\$ 2,153	6.1%	\$ 6,153	17.5%
HTH430	07267	1	Y	N	P	A	PLUMBER II	WS10	\$57,360	157.50	\$6,516	11.4%	-	-	0.0%	\$ 6,516	11.4%
HTH430	08128	9	Y	N	P	A	RN III	SR20	\$92,964	1,480.50	\$95,022	102.2%	94.51	\$ 4,224	4.5%	\$ 99,245	106.8%
HTH430	08162	1	Y	N	P	A	PAINTER I	BC09	\$47,268	511.00	\$8,603	18.2%	388.00	\$ 8,819	18.7%	\$ 17,423	36.9%
HTH430	09615	1	Y	N	P	A	MAINTENANCE MECHANIC I	BC09	\$47,268	218.08	\$7,435	15.7%	-	-	0.0%	\$ 7,435	15.7%
HTH430	10965	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$46,692	442.75	\$13,481	28.9%	63.63	\$ 1,428	3.1%	\$ 14,910	31.9%
HTH430	10969	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$46,692	1,104.00	\$31,943	68.4%	233.15	\$ 5,234	11.2%	\$ 37,177	79.6%
HTH430	10976	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	710.75	\$19,766	51.3%	-	-	0.0%	\$ 19,766	51.3%
HTH430	10986	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	278.75	\$8,689	20.1%	-	-	0.0%	\$ 8,689	20.1%
HTH430	10999	9	Y	N	P	A	RN III	SR20	\$100,848	304.00	\$22,107	21.9%	-	-	0.0%	\$ 22,107	21.9%
HTH430	11003	9	Y	N	P	A	RN III	SR20	\$105,552	483.00	\$36,768	34.8%	-	-	0.0%	\$ 36,768	34.8%
HTH430	11675	29	Y	N	P	A	RN V	SR24	\$113,652	294.50	\$11,474	10.1%	231.75	\$ 12,663	11.1%	\$ 24,137	21.2%
HTH430	12009	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	255.50	\$3,940	9.1%	193.63	\$ 4,024	9.3%	\$ 7,964	18.4%
HTH430	12041	10	Y	N	P	A	PMA - MENTAL HEALTH (FP) TRANSPORTER	HE04	\$39,960	611.50	\$17,120	42.8%	26.05	\$ 500	1.3%	\$ 17,620	44.1%
HTH430	12084	1	Y	N	P	A	COOK I	BC05	\$39,228	157.50	\$3,183	8.1%	67.50	\$ 1,273	3.2%	\$ 4,456	11.4%
HTH430	12085	1	Y	N	P	A	COOK I	BC05	\$39,228	283.00	\$5,771	14.7%	118.50	\$ 2,235	5.7%	\$ 8,006	20.4%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	12920	9	Y	N	P	A	RN III	SR20	\$90,708	343.50	\$21,963	24.2%	11.63	\$ 507	0.6%	\$ 22,470	24.8%
HTH430	14319	9	Y	N	P	A	RN III	SR20	\$103,176	1,029.75	\$55,982	54.3%	415.95	\$ 20,631	20.0%	\$ 76,613	74.3%
HTH430	14325	9	Y	N	P	A	RN III	SR20	\$92,964	532.50	\$35,696	38.4%	-	-	0.0%	\$ 35,696	38.4%
HTH430	14327	9	Y	N	P	A	RN III	SR20	\$105,552	263.75	\$20,078	19.0%	-	-	0.0%	\$ 20,078	19.0%
HTH430	14330	9	Y	N	P	A	RN III	SR20	\$90,708	541.25	\$34,784	38.3%	14.26	\$ 622	0.7%	\$ 35,406	39.0%
HTH430	15998	9	Y	N	P	A	RN III	SR20	\$95,784	154.00	\$5,801	6.1%	105.02	\$ 4,836	5.0%	\$ 10,638	11.1%
HTH430	18137	1	Y	N	P	A	JANITOR II	BC02	\$35,256	290.50	\$7,386	20.9%	-	-	0.0%	\$ 7,386	20.9%
HTH430	19596	1	Y	N	P	A	JANITOR II	BC02	\$35,256	338.50	\$7,691	21.8%	54.00	\$ 915	2.6%	\$ 8,606	24.4%
HTH430	19597	1	Y	N	P	A	JANITOR II	BC02	\$35,256	263.75	\$203	0.6%	383.63	\$ 6,503	18.4%	\$ 6,706	19.0%
HTH430	21177	9	Y	N	P	A	RN V	SR24	\$121,536	423.13	\$35,109	28.9%	33.83	\$ 1,977	1.6%	\$ 37,085	30.5%
HTH430	21178	9	Y	N	P	A	RN III	SR20	\$92,964	877.50	\$58,466	62.9%	8.00	\$ 358	0.4%	\$ 58,823	63.3%
HTH430	25870	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$41,568	749.25	\$19,081	45.9%	168.89	\$ 3,374	8.1%	\$ 22,455	54.0%
HTH430	25873	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$46,692	1,065.00	\$35,864	76.8%	-	-	0.0%	\$ 35,864	76.8%
HTH430	25874	10	Y	N	P	A	LPN - MENTAL HEALTH (E)	HE06	\$39,960	321.50	\$9,264	23.2%	-	-	0.0%	\$ 9,264	23.2%
HTH430	25879	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	514.75	\$14,595	33.8%	69.78	\$ 1,450	3.4%	\$ 16,045	37.1%
HTH430	26124	9	Y	N	P	A	RN II	SR18	\$67,836	258.75	\$12,657	18.7%	-	-	0.0%	\$ 12,657	18.7%
HTH430	26125	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	546.50	\$15,124	39.2%	4.00	\$ 74	0.2%	\$ 15,198	39.4%
HTH430	26126	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$41,568	206.50	\$1,903	4.6%	214.51	\$ 4,286	10.3%	\$ 6,189	14.9%
HTH430	26128	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	527.75	\$15,702	36.3%	36.00	\$ 748	1.7%	\$ 16,450	38.1%
HTH430	26134	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$41,568	461.00	\$13,816	33.2%	-	-	0.0%	\$ 13,816	33.2%
HTH430	26137	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	248.25	\$5,448	14.1%	78.51	\$ 1,456	3.8%	\$ 6,904	17.9%
HTH430	27689	1	Y	N	P	A	JANITOR II	BC02	\$36,480	268.50	\$3,368	9.2%	210.75	\$ 3,697	10.1%	\$ 7,064	19.4%
HTH430	27690	1	Y	N	P	A	JANITOR II	BC02	\$35,256	344.50	\$8,759	24.8%	-	-	0.0%	\$ 8,759	24.8%
HTH430	27691	1	Y	N	P	A	JANITOR II	BC02	\$35,256	182.00	\$3,894	11.0%	43.25	\$ 733	2.1%	\$ 4,627	13.1%
HTH430	31462	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$44,316	247.75	\$7,919	17.9%	-	-	0.0%	\$ 7,919	17.9%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	31463	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	461.50	\$14,385	33.3%	-	-	0.0%	\$ 14,385	33.3%
HTH430	31472	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	1,009.75	\$31,474	72.8%	-	-	0.0%	\$ 31,474	72.8%
HTH430	31474	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	223.75	\$6,222	16.1%	-	-	0.0%	\$ 6,222	16.1%
HTH430	31476	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$45,468	1,061.75	\$32,617	71.7%	100.52	\$ 2,197	4.8%	\$ 34,815	76.6%
HTH430	31530	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (E)	HE04	\$36,060	482.75	\$12,556	34.8%	-	-	0.0%	\$ 12,556	34.8%
HTH430	31533	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	538.25	\$14,969	38.8%	-	-	0.0%	\$ 14,969	38.8%
HTH430	31534	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	321.50	\$8,867	23.0%	4.00	\$ 74	0.2%	\$ 8,941	23.2%
HTH430	31535	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	463.00	\$13,289	30.7%	55.00	\$ 1,143	2.6%	\$ 14,432	33.4%
HTH430	31536	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$41,568	283.25	\$8,489	20.4%	-	-	0.0%	\$ 8,489	20.4%
HTH430	31537	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	688.25	\$18,918	49.1%	12.00	\$ 222	0.6%	\$ 19,140	49.6%
HTH430	31538	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	288.00	\$6,959	18.1%	56.63	\$ 1,050	2.7%	\$ 8,009	20.8%
HTH430	31542	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	1,099.00	\$30,301	70.1%	190.30	\$ 3,954	9.1%	\$ 34,256	79.3%
HTH430	32856	29	Y	N	P	A	NURSE MANAGER	SR23	\$114,504	144.50	\$10,776	9.4%	21.00	\$ 1,156	1.0%	\$ 11,932	10.4%
HTH430	32884	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	401.00	\$11,087	28.8%	3.50	\$ 65	0.2%	\$ 11,152	28.9%
HTH430	32974	9	Y	N	P	A	RN III	SR20	\$102,708	518.17	\$38,381	37.4%	-	-	0.0%	\$ 38,381	37.4%
HTH430	32976	9	Y	N	P	A	RN III	SR20	\$103,176	441.50	\$29,524	28.6%	67.00	\$ 3,323	3.2%	\$ 32,848	31.8%
HTH430	32981	9	Y	N	P	A	RN III	SR20	\$103,176	177.75	\$-	0.0%	266.63	\$ 13,225	12.8%	\$ 13,225	12.8%
HTH430	33001	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	858.25	\$23,868	61.9%	-	-	0.0%	\$ 23,868	61.9%
HTH430	33005	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	193.50	\$3,601	9.3%	96.00	\$ 1,780	4.6%	\$ 5,381	14.0%
HTH430	33009	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	285.50	\$7,940	20.6%	-	-	0.0%	\$ 7,940	20.6%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	33011	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	473.25	\$13,161	34.1%	-	-	0.0%	\$ 13,161	34.1%
HTH430	33013	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	366.00	\$10,983	25.4%	20.48	\$ 426	1.0%	\$ 11,408	26.4%
HTH430	33016	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	1,199.25	\$36,077	83.5%	62.75	\$ 1,304	3.0%	\$ 37,381	86.5%
HTH430	33019	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,240	182.00	\$4,756	13.1%	-	-	0.0%	\$ 4,756	13.1%
HTH430	33020	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	506.25	\$14,079	36.5%	-	-	0.0%	\$ 14,079	36.5%
HTH430	33058	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	196.75	\$5,468	12.6%	32.00	\$ 665	1.5%	\$ 6,133	14.2%
HTH430	33059	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	1,030.92	\$22,167	51.3%	479.61	\$ 9,966	23.1%	\$ 32,134	74.3%
HTH430	33060	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	479.25	\$13,328	34.6%	-	-	0.0%	\$ 13,328	34.6%
HTH430	33061	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,240	140.50	\$3,469	9.6%	11.63	\$ 203	0.6%	\$ 3,671	10.1%
HTH430	33062	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	339.50	\$7,587	19.7%	100.00	\$ 1,854	4.8%	\$ 9,442	24.5%
HTH430	34595	9	Y	N	P	A	RN V	SR24	\$127,296	221.50	\$-	0.0%	332.25	\$ 20,334	16.0%	\$ 20,334	16.0%
HTH430	34605	9	Y	N	P	A	RN III	SR20	\$80,640	160.75	\$5,670	7.0%	94.88	\$ 3,679	4.6%	\$ 9,348	11.6%
HTH430	34606	10	Y	N	P	A	PMA - MENTAL HEALTH (FP) TRANSPORTER	HE04	\$39,960	447.75	\$12,337	30.9%	29.41	\$ 565	1.4%	\$ 12,902	32.3%
HTH430	34608	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	191.50	\$5,049	11.7%	44.28	\$ 920	2.1%	\$ 5,969	13.8%
HTH430	34677	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	782.00	\$16,888	43.8%	262.13	\$ 4,860	12.6%	\$ 21,747	56.4%
HTH430	34782	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	234.75	\$6,287	16.3%	13.00	\$ 241	0.6%	\$ 6,528	16.9%
HTH430	34784	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	161.50	\$4,491	11.6%	-	-	0.0%	\$ 4,491	11.6%
HTH430	43674	3	Y	N	T	A	OFFICE ASSISTANT III	SR08	\$32,460	223.83	\$4,942	15.2%	19.14	\$ 299	0.9%	\$ 5,241	16.1%
HTH430	45735	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	388.75	\$10,811	28.0%	-	-	0.0%	\$ 10,811	28.0%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	45736	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	267.50	\$7,416	19.2%	1.25	\$ 23	0.1%	\$ 7,439	19.3%
HTH430	45738	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	343.75	\$9,800	22.7%	44.00	\$ 914	2.1%	\$ 10,715	24.8%
HTH430	45742	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$41,568	916.75	\$27,475	66.1%	-	-	0.0%	\$ 27,475	66.1%
HTH430	45744	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	914.00	\$28,489	65.9%	-	-	0.0%	\$ 28,489	65.9%
HTH430	45748	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	745.00	\$20,644	53.5%	4.00	\$ 74	0.2%	\$ 20,718	53.7%
HTH430	45749	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	167.00	\$3,984	10.3%	35.63	\$ 661	1.7%	\$ 4,644	12.0%
HTH430	45750	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	295.50	\$8,023	20.8%	10.50	\$ 195	0.5%	\$ 8,218	21.3%
HTH430	45753	9	Y	N	P	A	RN III	SR20	\$90,708	693.00	\$45,333	50.0%	-	-	0.0%	\$ 45,333	50.0%
HTH430	45755	9	Y	N	P	A	RN III	SR20	\$103,176	291.75	\$18,209	17.6%	70.50	\$ 3,497	3.4%	\$ 21,706	21.0%
HTH430	45756	9	Y	N	P	A	RN III	SR20	\$90,708	167.75	\$5,495	6.1%	125.63	\$ 5,479	6.0%	\$ 10,973	12.1%
HTH430	45757	9	Y	N	P	A	RN III	SR20	\$105,552	152.00	\$11,571	11.0%	-	-	0.0%	\$ 11,571	11.0%
HTH430	45758	9	Y	N	P	A	RN III	SR20	\$90,708	147.50	\$8,079	8.9%	36.00	\$ 1,570	1.7%	\$ 9,649	10.6%
HTH430	45761	9	Y	N	P	A	RN III	SR20	\$97,536	227.00	\$8,053	8.3%	168.75	\$ 7,913	8.1%	\$ 15,966	16.4%
HTH430	45762	9	Y	N	P	A	RN III	SR20	\$92,964	1,242.50	\$79,269	85.3%	90.00	\$ 4,022	4.3%	\$ 83,291	89.6%
HTH430	45767	9	Y	N	P	A	RN III	SR20	\$105,552	1,152.00	\$81,720	77.4%	117.76	\$ 5,976	5.7%	\$ 87,696	83.1%
HTH430	45768	9	Y	N	P	A	RN III	SR20	\$92,964	477.75	\$32,026	34.4%	-	-	0.0%	\$ 32,026	34.4%
HTH430	45769	9	Y	N	P	A	RN III	SR20	\$107,988	232.75	\$18,127	16.8%	-	-	0.0%	\$ 18,127	16.8%
HTH430	45771	9	Y	N	P	A	RN III	SR20	\$107,988	215.50	\$11,812	10.9%	95.75	\$ 4,971	4.6%	\$ 16,783	15.5%
HTH430	45772	9	Y	N	P	A	RN III	SR20	\$103,176	416.25	\$27,453	26.6%	70.88	\$ 3,516	3.4%	\$ 30,969	30.0%
HTH430	45775	9	Y	N	P	A	RN III	SR20	\$92,964	271.42	\$13,731	14.8%	99.89	\$ 4,464	4.8%	\$ 18,195	19.6%
HTH430	45776	9	Y	N	P	A	RN III	SR20	\$92,964	354.50	\$23,764	25.6%	-	-	0.0%	\$ 23,764	25.6%
HTH430	45784	9	Y	N	P	A	RN III	SR20	\$80,640	246.67	\$14,345	17.8%	-	-	0.0%	\$ 14,345	17.8%
HTH430	45787	9	Y	N	P	A	RN III	SR20	\$92,964	166.25	\$11,145	12.0%	-	-	0.0%	\$ 11,145	12.0%
HTH430	45789	1	Y	N	P	A	JANITOR II	BC02	\$35,256	312.00	\$5,322	15.1%	154.00	\$ 2,610	7.4%	\$ 7,933	22.5%
HTH430	45790	1	Y	N	P	A	JANITOR II	BC02	\$35,256	175.00	\$2,212	6.3%	132.00	\$ 2,237	6.3%	\$ 4,449	12.6%
HTH430	45792	1	Y	N	P	A	JANITOR II	BC02	\$35,256	239.75	\$5,316	15.1%	46.00	\$ 780	2.2%	\$ 6,096	17.3%
HTH430	45794	1	Y	N	P	A	JANITOR II	BC02	\$36,480	373.50	\$9,827	26.9%	-	-	0.0%	\$ 9,827	26.9%
HTH430	45796	1	Y	N	P	A	JANITOR II	BC02	\$35,256	282.50	\$-	0.0%	423.75	\$ 7,183	20.4%	\$ 7,183	20.4%
HTH430	45819	1	Y	N	P	A	JANITOR III	WS02	\$37,716	140.00	\$1,414	3.7%	132.00	\$ 2,393	6.3%	\$ 3,807	10.1%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	45956	3	Y	N	P	A	ACCOUNT CLERK III	SR11	\$32,460	298.00	\$6,978	21.5%	-	-	0.0%	\$ 6,978	21.5%
HTH430	46077	1	Y	N	P	A	JANITOR II	BC02	\$35,256	271.00	\$6,856	19.4%	2.00	\$ 34	0.1%	\$ 6,890	19.5%
HTH430	46078	1	Y	N	P	A	JANITOR II	BC02	\$35,256	202.50	\$3,899	11.1%	73.75	\$ 1,250	3.5%	\$ 5,149	14.6%
HTH430	46081	1	Y	N	P	A	JANITOR II	BC02	\$35,256	145.50	\$2,335	6.6%	80.50	\$ 1,364	3.9%	\$ 3,699	10.5%
HTH430	46314	1	Y	N	P	A	JANITOR II	BC02	\$35,256	167.50	\$203	0.6%	239.25	\$ 4,055	11.5%	\$ 4,259	12.1%
HTH430	46315	1	Y	N	P	A	JANITOR II	BC02	\$35,256	290.50	\$5,115	14.5%	134.00	\$ 2,271	6.4%	\$ 7,386	20.9%
HTH430	46442	1	Y	N	P	A	BUILDING MAINTENANCE WORKER I	BC09	\$47,268	576.00	\$9,325	19.7%	453.75	\$ 10,314	21.8%	\$ 19,639	41.5%
HTH430	46443	1	Y	N	P	A	PLUMBER HELPER	BC05	\$39,228	688.50	\$19,251	49.1%	12.00	\$ 226	0.6%	\$ 19,478	49.7%
HTH430	46461	1	Y	N	P	A	STEAM PLANT OPERATOR/REPAIRER	BC07	\$42,420	378.00	\$11,561	27.3%	-	-	0.0%	\$ 11,561	27.3%
HTH430	48024	9	Y	N	P	A	RN III	SR20	\$95,208	1,438.00	\$98,726	103.7%	-	-	0.0%	\$ 98,726	103.7%
HTH430	48984	9	Y	N	P	A	RN III	SR20	\$103,176	160.00	\$7,738	7.5%	84.00	\$ 4,166	4.0%	\$ 11,904	11.5%
HTH430	48985	9	Y	N	P	A	RN III	SR20	\$97,536	307.75	\$21,147	21.7%	10.63	\$ 498	0.5%	\$ 21,646	22.2%
HTH430	48987	9	Y	N	P	A	RN III	SR20	\$92,964	218.50	\$11,658	12.5%	66.88	\$ 2,989	3.2%	\$ 14,647	15.8%
HTH430	48988	9	Y	N	P	A	RN III	SR20	\$90,708	352.00	\$16,287	18.0%	154.53	\$ 6,739	7.4%	\$ 23,026	25.4%
HTH430	48990	9	Y	N	P	A	RN III	SR20	\$90,708	656.50	\$42,634	47.0%	7.13	\$ 311	0.3%	\$ 42,945	47.3%
HTH430	48995	9	Y	N	P	A	RN III	SR20	\$102,840	678.50	\$41,898	40.7%	170.30	\$ 8,420	8.2%	\$ 50,318	48.9%
HTH430	49001	9	Y	N	P	A	RN III	SR20	\$90,708	145.83	\$5,806	6.4%	85.62	\$ 3,734	4.1%	\$ 9,539	10.5%
HTH430	49002	9	Y	N	P	A	RN III	SR20	\$92,964	793.75	\$53,209	57.2%	-	-	0.0%	\$ 53,209	57.2%
HTH430	49030	9	Y	N	P	A	RN III	SR20	\$107,988	321.25	\$22,098	20.5%	56.25	\$ 2,921	2.7%	\$ 25,019	23.2%
HTH430	49032	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	348.50	\$9,692	25.1%	-	-	0.0%	\$ 9,692	25.1%
HTH430	49033	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	486.75	\$15,172	35.1%	-	-	0.0%	\$ 15,172	35.1%
HTH430	49035	10	Y	N	P	A	PMA - MENTAL HEALTH (FP) TRANSPORTER	HE04	\$36,060	311.00	\$826	2.3%	418.88	\$ 7,263	20.1%	\$ 8,089	22.4%
HTH430	49037	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	279.33	\$8,707	20.1%	-	-	0.0%	\$ 8,707	20.1%
HTH430	49038	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	295.50	\$9,211	21.3%	-	-	0.0%	\$ 9,211	21.3%
HTH430	49039	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	542.00	\$15,073	39.1%	-	-	0.0%	\$ 15,073	39.1%
HTH430	49040	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	143.75	\$4,481	10.4%	-	-	0.0%	\$ 4,481	10.4%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	49041	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	1,381.50	\$43,061	99.6%	-	-	0.0%	\$ 43,061	99.6%
HTH430	49042	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	487.50	\$12,635	32.8%	49.75	\$ 922	2.4%	\$ 13,557	35.2%
HTH430	49043	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	363.80	\$10,117	26.2%	-	-	0.0%	\$ 10,117	26.2%
HTH430	49045	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	1,129.50	\$31,314	81.2%	5.25	\$ 97	0.3%	\$ 31,411	81.5%
HTH430	49047	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$41,568	582.50	\$17,458	42.0%	-	-	0.0%	\$ 17,458	42.0%
HTH430	49048	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$41,568	1,064.75	\$31,911	76.8%	-	-	0.0%	\$ 31,911	76.8%
HTH430	49049	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$43,224	604.75	\$18,850	43.6%	-	-	0.0%	\$ 18,850	43.6%
HTH430	49050	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$41,568	630.75	\$18,671	44.9%	11.63	\$ 232	0.6%	\$ 18,904	45.5%
HTH430	49051	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$39,960	171.00	\$4,927	12.3%	-	-	0.0%	\$ 4,927	12.3%
HTH430	49052	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	148.75	\$3,247	8.4%	48.00	\$ 890	2.3%	\$ 4,137	10.7%
HTH430	49053	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	682.25	\$18,139	47.0%	45.00	\$ 834	2.2%	\$ 18,973	49.2%
HTH430	49054	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	545.00	\$15,156	39.3%	-	-	0.0%	\$ 15,156	39.3%
HTH430	49055	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	696.67	\$17,405	45.1%	106.25	\$ 1,970	5.1%	\$ 19,374	50.3%
HTH430	51126	10	Y	N	T	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	408.00	\$11,346	29.4%	-	-	0.0%	\$ 11,346	29.4%
HTH430	51128	10	Y	N	T	A	(E)	HE02	\$34,044	532.00	\$12,425	36.5%	35.25	\$ 574	1.7%	\$ 12,999	38.2%
HTH430	52038	9	Y	N	P	A	RN III	SR20	\$103,176	501.50	\$28,215	27.3%	183.39	\$ 9,096	8.8%	\$ 37,312	36.2%
HTH430	52042	9	Y	N	P	A	RN III	SR20	\$103,176	1,284.25	\$95,548	92.6%	-	-	0.0%	\$ 95,548	92.6%
HTH430	52043	9	Y	N	P	A	RN III	SR20	\$90,708	686.75	\$38,219	42.1%	153.75	\$ 6,705	7.4%	\$ 44,924	49.5%
HTH430	52044	9	Y	N	P	A	RN III	SR20	\$80,640	226.75	\$12,256	15.2%	24.00	\$ 930	1.2%	\$ 13,187	16.4%
HTH430	52048	9	Y	N	P	A	RN III	SR20	\$103,176	648.25	\$34,594	33.5%	274.91	\$ 13,636	13.2%	\$ 48,230	46.7%
HTH430	52050	9	Y	N	P	A	RN III	SR20	\$103,176	611.00	\$45,458	44.1%	-	-	0.0%	\$ 45,458	44.1%
HTH430	52051	9	Y	N	P	A	RN III	SR20	\$90,708	199.50	\$12,004	13.2%	24.00	\$ 1,047	1.2%	\$ 13,050	14.4%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	52052	9	Y	N	P	A	RN III	SR20	\$103,176	467.75	\$29,716	28.8%	102.52	\$ 5,085	4.9%	\$ 34,801	33.7%
HTH430	52057	10	Y	N	P	A	LPN - MENTAL HEALTH (FP)	HE08	\$46,692	393.25	\$13,052	28.0%	8.51	\$ 191	0.4%	\$ 13,243	28.4%
HTH430	52063	1	Y	N	P	A	ELECTRICIAN II	WS10	\$60,444	400.50	\$17,458	28.9%	-	-	0.0%	\$ 17,458	28.9%
HTH430	52104	13	Y	N	P	A	ACCOUNTANT III	SR20	\$43,812	211.75	\$6,689	15.3%	-	-	0.0%	\$ 6,689	15.3%
HTH430	52323	1	Y	N	P	A	CARPENTER HELPER	BC05	\$39,228	193.50	\$5,474	14.0%	-	-	0.0%	\$ 5,474	14.0%
HTH430	112777	10	Y	N	P	A	PMA - MENTAL HEALTH (E)	HE02	\$34,044	229.00	\$5,596	16.4%	-	-	0.0%	\$ 5,596	16.4%
HTH430	116498	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	140.00	\$3,893	10.1%	-	-	0.0%	\$ 3,893	10.1%
HTH430	116499	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (E)	HE04	\$36,060	253.75	\$6,600	18.3%	-	-	0.0%	\$ 6,600	18.3%
HTH430	116504	10	Y	N	P	A	(E)	HE02	\$33,876	532.50	\$13,012	38.4%	-	-	0.0%	\$ 13,012	38.4%
HTH430	116506	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,060	1,141.75	\$28,786	79.8%	52.52	\$ 911	2.5%	\$ 29,697	82.4%
HTH430	116513	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	521.50	\$14,503	37.6%	-	-	0.0%	\$ 14,503	37.6%
HTH430	116553	10	Y	N	P	A	(E)	HE02	\$33,876	151.25	\$3,696	10.9%	-	-	0.0%	\$ 3,696	10.9%
HTH430	116554	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	588.00	\$16,352	42.4%	-	-	0.0%	\$ 16,352	42.4%
HTH430	116555	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,060	256.25	\$6,665	18.5%	-	-	0.0%	\$ 6,665	18.5%
HTH430	116565	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	255.75	\$7,112	18.4%	-	-	0.0%	\$ 7,112	18.4%
HTH430	116568	10	Y	N	P	A	(E)	HE02	\$34,044	308.25	\$6,179	18.2%	84.91	\$ 1,390	4.1%	\$ 7,569	22.2%
HTH430	116569	10	Y	N	P	A	(E)	HE02	\$33,876	209.00	\$5,107	15.1%	-	-	0.0%	\$ 5,107	15.1%
HTH430	116573	10	Y	N	P	A	(E)	HE02	\$33,876	195.75	\$4,783	14.1%	-	-	0.0%	\$ 4,783	14.1%
HTH430	117120	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	891.00	\$20,946	54.3%	206.70	\$ 3,832	9.9%	\$ 24,779	64.3%
HTH430	117121	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,060	407.75	\$7,491	20.8%	179.63	\$ 3,115	8.6%	\$ 10,606	29.4%
HTH430	117122	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	1,146.00	\$31,439	81.5%	23.25	\$ 431	1.1%	\$ 31,870	82.7%
HTH430	117126	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,060	181.92	\$4,524	12.5%	12.00	\$ 208	0.6%	\$ 4,732	13.1%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15						
											OT		Comp Time			Total OT/Comp	
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base
HTH430	117128	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	299.75	\$7,399	19.2%	50.53	\$ 937	2.4%	\$ 8,336	21.6%
HTH430	117134	10	Y	N	P	A	TECHNICIAN	HE06	\$38,556	326.25	\$6,980	18.1%	112.89	\$ 2,093	5.4%	\$ 9,073	23.5%
HTH430	117136	10	Y	N	P	A	TECHNICIAN	HE06	\$38,556	222.00	\$6,174	16.0%	-	-	0.0%	\$ 6,174	16.0%
HTH430	118431	3	Y	N	T	A	OFFICE ASSISTANT III	SR08	\$28,872	420.75	\$6,124	21.2%	189.89	\$ 2,636	9.1%	\$ 8,760	30.3%
HTH430	118432	3	Y	N	T	A	OFFICE ASSISTANT III	SR08	\$28,872	296.75	\$5,672	19.6%	36.50	\$ 507	1.8%	\$ 6,178	21.4%
HTH430	120479	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	395.00	\$10,762	27.9%	12.00	\$ 222	0.6%	\$ 10,985	28.5%
HTH430	120481	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,060	142.50	\$3,706	10.3%	-	-	0.0%	\$ 3,706	10.3%
HTH430	120485	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,060	212.75	\$3,849	10.7%	97.13	\$ 1,684	4.7%	\$ 5,534	15.3%
HTH430	120486	10	Y	N	P	A	PMA - MENTAL HEALTH (FP)	HE04	\$36,060	169.75	\$4,415	12.2%	-	-	0.0%	\$ 4,415	12.2%
HTH430	120490	10	Y	N	P	A	PSYCHIATRIC TECHNICIAN (FP)	HE06	\$38,556	138.50	\$3,358	8.7%	26.63	\$ 494	1.3%	\$ 3,852	10.0%
HTH560	25905	13	Y	N	P	N	Public Hlth Officer V	24 M	\$78,996	186.50	\$8,705	11.0%	11.00	\$ 627	0.8%	9,332	11.8%
HTH560	35431	13	Y	N	P	A	Accountant IV	22 L	\$67,512	198.75	\$7,232	10.7%	28.25	\$ 1,375	2.0%	8,607	12.7%
HTH560	50141	13	Y	N	P	N	Information Specialist III	20 M	\$64,920	113.00	\$6,601	10.2%	-	-	0.0%	6,601	10.2%
HTH840	34563	23	Y	N	P	W	Environmental Health Spec V	SR24	\$78,996	356.08	\$20,286	25.7%	-	-	0.0%	\$ 20,286	25.7%
HTH849	35403	13	Y	N	P	W	Business Loan Officer I	SR24	\$67,512	178.27	\$8,680	12.9%	-	-	0.0%	\$ 8,680	12.9%
HTH849	112703	13	Y	N	P	W	Accountant IV	SR22	\$57,720	207.52	\$8,638	15.0%	-	-	0.0%	\$ 8,638	15.0%
HTH849	35404	13	Y	N	P	W	Business Loan Officer II	SR26	\$75,960	290.67	\$15,923	21.0%	-	-	0.0%	\$ 15,923	21.0%
HTH849	34392	13	Y	N	P	W	Business Loan Officer I	SR24	\$64,920	199.49	\$9,339	14.4%	-	-	0.0%	\$ 9,339	14.4%
HTH906	17328	63	N	N	P	A	Secretary III	SR16	\$58,416	2.00	\$6,302	10.8%	-	-	0.0%	\$ 6,302	10.8%
HTH907	915	3	Y	N	P	A	Secretary I	SR12	\$32,460	366.81	\$5,702	17.6%	-	-	0.0%	\$ 5,702	17.6%
HTH907	998	3	Y	N	P	A	Office Assistant III	SR08	\$27,768	337.14	\$4,484	16.1%	-	-	0.0%	\$ 4,484	16.1%
HTH907	2338	3	Y	N	P	A	Pre Audit Clerk II	SR13	\$35,112	337.51	\$5,652	16.1%	-	-	0.0%	\$ 5,652	16.1%
HTH907	2621	23	Y	N	P	A	Accountant VI	SR26	\$64,920	331.18	\$10,199	15.7%	-	-	0.0%	\$ 10,199	15.7%
HTH907	2973	23	Y	N	P	A	Accountant V	SR24	\$71,847	610.50	\$20,997	29.2%	-	-	0.0%	\$ 20,997	29.2%
HTH907	2982	4	Y	N	P	A	Pre Audit Clerk IV	SR17	\$44,388	595.18	\$12,662	28.5%	-	-	0.0%	\$ 12,662	28.5%

Department of Health  
Overtime Position List

Table 18

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15							
											OT		Comp Time		Total OT/Comp			
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base	
HTH907	117616	13	Y	N	P	A	Accountant IV	SR22	\$60,012	525.76	\$15,071	25.1%	-	-	0.0%	\$ 15,071	25.1%	
HTH907	22669	13	Y	N	P	A	Accountant IV	SR22	\$53,364	558.00	\$14,231	26.7%	-	-	0.0%	\$ 14,231	26.7%	
HTH907	22670	93	Y	N	P	A	Analyst VI	SR26	\$73,032	468.54	\$15,936	21.8%	-	-	0.0%	\$ 15,936	21.8%	
HTH907	24426	13	Y	N	P	A	Program Evaluation Analyst IV	SR22	\$43,812	246.41	\$5,254	12.0%	-	-	0.0%	\$ 5,254	12.0%	
HTH907	40784	13	Y	N	P	A	Departmental Contracts Spclt	SR22	\$60,012	279.40	\$8,037	13.4%	-	-	0.0%	\$ 8,037	13.4%	
HTH907	46932	73	Y	N	P	A	Program Evaluation Analyst V	SR24	\$64,920	469.92	\$14,577	22.5%	-	-	0.0%	\$ 14,577	22.5%	
HTH907	6015	73	Y	N	P	A	Personnel MGMT Spclt V	SR24	\$78,996	628.67	\$23,877	30.2%	-	-	0.0%	\$ 23,877	30.2%	
HTH907	15212	63	Y	N	P	A	Personnel Clerk V	SR13	\$42,684	342.02	\$7,002	16.4%	-	-	0.0%	\$ 7,002	16.4%	
HTH907	24516	13	Y	N	P	A	Personnel Clerk V	SR13	\$41,064	377.64	\$7,417	18.1%	-	-	0.0%	\$ 7,417	18.1%	
HTH907	49077	73	Y	N	P	A	Personnel Clerk IV	SR22	\$60,012	258.77	\$7,365	12.3%	-	-	0.0%	\$ 7,365	12.3%	
HTH907	27929	13	Y	N	P	A	Information Technol Spclt IV	SR22	\$62,424	306.00	\$9,765	15.6%	-	-	0.0%	\$ 9,765	15.6%	
GRAND TOTAL									14,158,336	113,748.24	3,999,058	28.2%	#####	387,372	2.7%	4,386,430	31.0%	
Totals by MOF																		
									A	975,243	7,041.45	194,528	19.9%	-	-	0.0%	194,528	19.9%
									B	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
									C	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
									N	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
									P	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
									R	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
									T	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
									U	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
									W	345,108	1,232.03	62,866	18.2%	-	-	0.0%	62,866	18.2%
									X	-	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!

Department of Health  
Overpayments as of November 30, 2015

Table 19

<u>Name of Employee</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred &gt; 2 Years</u>	<u>Employed Occurred &lt; 2 Years</u>	<u>Not Employed Occurred &gt; 2 Years</u>	<u>Not Employed Occurred &lt; 2 Years</u>		
<b>SEE ATTACHED OVERPAYMENT REPORT AS OF NOVEMBER 2015</b>										

Department of Health DOH SOP for November 2015												
Employee	PROGRAM	Dates of Overpayment	Reason of Overpayment	Gross Amount Overpaid	Amount		Balance	Still Employed and Occurred < 2 years	CATEGORY			Amount Referred to the Attorney General-Current Mo
					Recovered	Recovered Current Month			Still Employed and Occurred > 2 years	Not Employed and Occurred < 2 years	Not Employed and Occurred >2 years	
	HSH	2013	late notification of LWOP	478.17	300.00		178.17	178.17				
	HSH	2015	late notification of LWOP	2,575.95			2,575.95	2,575.95				
	DCAB	2014	late notification of LWOP	752.05	314.43		437.62	437.62				
	HSH	2008 & 2009	late notification of LWOP	4,412.06	2,225.00		2,187.06		2,187.06			
	HSH	2015	late notification of LWOP	303.92			303.92	303.92				
	HD	2014	late notification of LWOP	705.52			705.52			705.52		
	AMHD	2012	late notification of LWOP	7,104.48	-		7,104.48	7,104.48				
	WIC	2015	late notification of LWOP	310.56	310.56	61.98	-	-				
	HSH	2014 & 2015	late notification of LWOP	933.29	883.07		50.22	50.22				
	CAMD	2015	late notification of LWOP	1,740.06	553.89		1,186.17	1,186.17				
	HSH	2015	late notification of LWOP	1,341.65			1,341.65	1,341.65				
	HSH	2011 & 2014	late notification of LWOP	805.93	192.21		613.72				613.72	
	HSH	2015	late notification of LWOP	224.57			224.57	224.57				
	HSH	2014	late notification of LWOP	441.02	150.00		291.02	291.02				
	HSH	2014	late notification of LWOP	1,630.72	840.00		790.72	790.72				
	HSH	2004-2007	change FTE 100 to 80%	12,054.08	9,946.28		2,107.80		2,107.80			
	HSH	2013	Employee was on W/C	5,146.50	2,989.43	428.88	2,157.07	2,157.07				
	HSH	2014 & 2015	late notification of LWOP	1,541.91	397.93		1,143.98	1,143.98				
	CDD	2012	late notification of LWOP	936.37			936.37	936.37				
	HSH	2014-2015	late notification of LWOP	1,379.15	877.44		501.71	501.71				
	HSH	2013	late notification of LWOP	2,550.00	2,185.74		364.26	364.26				
	HSH	2009	late notification of LWOP	5,123.02	1,276.21		3,846.81			3,846.81		
	HSH	W/C 1999 TO 2003	late notification of LWOP	29,133.90	18,084.18	200.00	11,049.72		11,049.72			
	AMHD	2015	incorrect posting of fringe benefit	2,317.08			2,317.08	2,317.08				
	HDOH	2015	Incorrect EPAR	1,069.01	600.00	600.00	469.01	469.01				
	IMUNI. BR	2007	paid incorrect salary differential	31,642.99	17,200.00	200.00	14,442.99		14,442.99			
	HSH	2015	late notification of LWOP	261.40	261.40	261.40	-					
	HSH	2007/2008	late notification of LWOP	9,481.25	4,167.97		5,313.28		5,313.28			
	HSH	2014 & 2015	late notification of deleted shortage differential	1,719.71	600.00	600.00	1,119.71	1,119.71				
	HSH	2013	late notification of LWOP	1,124.61	250.00		874.61	874.61				
	HSH	2014	late notification of LWOP	4,379.93	3,694.74		685.19			685.19		
	HSH	2013	late notification of LWOP	2,009.37	1,651.97		357.40	357.40				
	HSH	2015	late notification of LWOP	1,054.38	600.00	400.00	454.38	454.38				
	HSH	2013 & 2014	late notification of LWOP	4,824.88	1,757.99		3,066.89	3,066.89				
	HSH	2013 & 2014	late notification of LWOP	1,153.54	400.00		753.54			753.54		
	OHCA	2015	late notification of LWOP	316.50	316.50	316.50	-					
	HSH	2015	late notification of LWOP	1,342.10	250.00	250.00	1,092.10	1,092.10				
<b>DOH SUBTOTAL</b>				<b>144,321.63</b>	<b>73,276.94</b>	<b>3,318.76</b>	<b>71,044.69</b>	<b>29,339.06</b>	<b>35,100.85</b>	<b>5,991.06</b>	<b>613.72</b>	<b>-</b>

**Department of Health  
DOH SOP for November 2015**

**The following accounts have been forwarded to AG's for Collection**

Employee	PROGRAM	Date(s) Overpaid	Gross Amount Overpaid	Amount		Balance	CATEGORY				Amount Referred to the Attorney General-Current Mo	
				Amount Recovered	Recovered Current Month		Still Employed and Occurred < 2 years	Still Employed and Occurred >2 years	Not Employed and Occurred < 2 years	Not Employed and Occurred >2 years		
	DDD	2006-2010	26,659.55	4,500.00		22,159.55					22,159.55	
	DO	2003	246.23	-		246.23					246.23	
	HSH	2003	740.00	-		740.00					740.00	
	HSH	2004	669.19	-		669.19					669.19	
	CAMHD	2009	1,286.10	839.62		446.48					446.48	
	HANSENS	4/02, 5/02, 6/02 8/02, 9/2002	421.54	407.08		14.46					14.46	
	PHNB	2002 to 2003 AUG TO DEC 2000	3,263.95	-		3,263.95					3,263.95	
	HSH	3/1/03 TO 5/15/03	4,395.00	1,403.60		2,991.40					2,991.40	
	WIC	1/12/06 to 4/28/06	3,772.96	572.00		3,200.96					3,200.96	
	HSH											
	PHNB	W/C adj 12/2011-6/2002	1,435.54	850.00		585.54					585.54	
	DDD	2006-2009	1,627.44	326.21		1,301.23					1,301.23	
	HSH	8/8-15/03	342.69	-		342.69					342.69	
	HSH	2012	86.79	-		86.79					86.79	
	WIC	9/3/02 - 10/15/02	604.29	273.00		331.29					331.29	
	CAMHD	2009	4,078.49	1,193.06		2,885.43					2,885.43	
	DOCD	2008/2009	578.65	261.08		317.57					317.57	
	CMIS	2009	178.07	24.56		153.51					153.51	
	HSH	2009	2,340.64	-		2,340.64					2,340.64	
	CAMHD	2010	2,589.55	1,697.99		891.56					891.56	
	HSH	2006/2007	337.30	25.00		312.30					312.30	
	EMS	2008-2009	1,333.67	-		1,333.67					1,333.67	
	HSH	01/2005-5/2005	5,304.13	-		5,304.13					5,304.13	
	HSH	8/26/03	2,988.87	-		2,988.87					2,988.87	
	HSH	2011	178.08	78.97		99.11				99.11		
	HSH	2008	1,277.88	442.75		835.13					835.13	
	HAWAII DHO	2008	4,395.00	3,649.60		745.40					745.40	
	AMHD	2010	2,229.19	2,229.19		-					-	
<b>AG SUBTOTAL:</b>			<b>76,776.56</b>	<b>18,810.11</b>	<b>-</b>	<b>57,966.45</b>	<b>-</b>	<b>-</b>	<b>99.11</b>	<b>57,867.34</b>	<b>-</b>	
<b>GRAND TOTAL:</b>			<b>221,098.19</b>	<b>92,087.05</b>	<b>3,318.76</b>	<b>129,011.14</b>	<b>29,339.06</b>	<b>35,100.85</b>	<b>6,090.17</b>	<b>58,481.06</b>	<b>0.00</b>	





Department of Health  
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
						Date Executed	From	To					
HTH100	A	\$ 100,000	M	N/A	N/A	7/1/2011	7/1/2011	6/30/2016	Diagnostic Laboratory Services Inc	Laboratory Services	Bill verified by checking client referred for test and date of test.	Y	S
HTH100	N	\$ 664,417	M	N/A	N/A	7/1/2011	7/1/2011	6/30/2016	CVS Procure Pharmacy	Drug dispensing, insurance co payments, controlled substance drugs	Bill verified by dispensing amounts, insurance co payments and drugs ordered.	Y	G&S
HTH100	A	\$ 255,509	M	N/A	N/A	7/1/2011	7/1/2011	6/30/2016	Maui AIDS Foundation	Case management services for Maui county	Expenses checked against services provided.	Y	S
HTH100	A	\$ 436,928	M	N/A	N/A	8/1/2011	8/1/2011	7/31/2016	Gregory House programs	Housing assistance and rental subs	Expenses checked against services provided.	Y	S
HTH100	A	\$ 700,797	M	N/A	N/A	7/1/2011	7/1/2011	6/30/2016	Life Foundation	Case management services for Oah	Expenses checked against services provided.	Y	S
HTH100	A	\$ 161,468	M	N/A	N/A	7/1/2011	7/1/2011	6/30/2016	Malama Pono Health Services	Case management services for Kauai county	Expenses checked against services provided.	Y	S
HTH100	A	\$ 366,269	M	N/A	N/A	7/1/2011	7/1/2011	6/30/2016	Hawaii Island HIV/AIDS Foundation	Case management services for Hawaii county	Expenses checked against services provided.	Y	S
HTH100	A	\$ 668,800	M	N/A	N/A	7/1/2013	7/1/2013	6/30/2016	Community Health Outreach Work Project	Outreach and syringe exchange program, drug treatment services	Expenses checked against services provided.	Y	S
HTH100	P	\$ 30,000	M	N/A	N/A	1/1/2011	1/1/2011	6/30/2016	Maui AIDS Foundation	HIV prevention services on Maui	Expenses checked against services provided.	Y	S
HTH100	P	\$ 30,000	M	N/A	N/A	4/1/2013	4/1/2013	12/31/2015	Malama Pono Health Services	HIV prevention service on Kauai	Expenses checked against services provided.	Y	S
HTH100	P	\$ 215,329	M	N/A	N/A	1/1/2011	1/1/2011	12/31/2015	Life Foundation	HIV prevention service on Oahu	Expenses checked against services provided.	Y	S
HTH100	P	\$ 50,000	M	N/A	N/A	4/1/2013	4/1/2013	12/31/2015	Hawaii Island HIV/AIDS Foundation	HIV prevention services on Hawaii	Expenses checked against services provided.	Y	S
HTH100	N	\$ 2,300,000	M	N/A	N/A	10/31/2014	10/31/2014	3/31/2016	Community Health Outreach Work Project	HIV care services statewide	Expenses checked against services provided.	Y	S
HTH131	N	\$ 915,603	M	\$ 915,603	\$ 609,032	10/30/2015	7/1/2015	6/30/2016	Hawaii Hospital Education and Research Foundation	Plan, develop and maintain a statewide hospital/healthcare preparedness system that includes all of Hawaii's hospitals and licensed healthcare facilities.	Site visits, monthly meetings, observance of physical inventory taking, audit report, and participation of tabletop exercises.	Y	S
HTH131	N	\$ 649,909	O	\$ 649,909	\$ 458,258	6/29/2011	1/1/2015	12/31/2015	HP Enterprises	To maintain, enhance and provide training to authorized users and state staff for the Hawaii Immunization Registry	Meetings to discuss progress, timelines on project milestone and deliverables are reviewed prior to approval	Y	S
HTH131	N	\$ 50,000	O	\$ 50,000	\$ 25,000	1/10/2011	1/1/2015	12/31/2015	PCF Virtual	To develop a statewide comprehensive, multi-disciplinary, culturally appropriate, public education campaign that increases immunization rates of the target audiences.	Meetings to discuss progress, timelines on project milestone and deliverables are reviewed prior to approval.	Y	S

Department of Health  
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency (M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>	<u>Category E/L/P/C/G/S</u>
HTH420	A	\$ 207,090	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	7/25/2014	11/1/2013	10/31/2016	Aloha Care Homes Corporation	Extended Care Adult Residential Care Home (E-ARCH)	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 2,368,836	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	11/16/2012	4/1/2012	3/31/2016	Aloha House, Inc.	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 29,070	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	11/9/2015	5/1/2015	4/30/2016	Aloha House, Inc.	Specialized residential services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 9,717,986	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	9/9/2010	6/1/2010	2/29/2016	Aloha House, Inc.	Crisis services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 234,361	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	2/19/2014	11/1/2013	10/31/2016	APEX Case Management Serv.	Registered nurse case management services	Claims are matched with service authorizations.	Y	S
HTH420	A	\$ 411,427	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/11/2011	1/1/2011	10/31/2016	Bagain, Vicky C.	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S

Department of Health  
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS</u> Y/N	<u>Category</u> E/L/P/C/G/S
HTH420	A	\$ 193,830	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	1/12/2011	1/12/2011	10/31/2016	Battulayan, Cion	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 3,745,308	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/2/2014	4/1/2014	3/31/2016	Breaking Boundaries Recovery Services, Inc.	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 157,468	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	7/2/2014	11/1/2013	10/31/2016	Caballero, Felicitas	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 12,690,024	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/19/2012	4/1/2012	3/31/2016	CARE Hawaii, Inc.	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 400,000	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	8/6/2014	4/1/2014	3/31/2016	CARE Hawaii, Inc.	Therapeutic living program services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 914,776	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/2/2014	4/1/2014	3/31/2016	CARE Hawaii, Inc.	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S

Department of Health  
Active Contracts as of December 1, 2015

Table 20

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> (M/A/O)	<u>Max Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract</u> <u>is Monitored</u>	<u>POS</u> <u>Y/N</u>	<u>Category</u> <u>E/L/P/C/G/S</u>
HTH420	B	\$ 108,082	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	7/9/2010	5/1/2010	4/30/2016	CARE Hawaii, Inc.	Specialized residential services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 23,665,846	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	7/9/2010	6/1/2010	2/29/2016	CARE Hawaii, Inc.	Crisis services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 790,610	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	10/25/2013	9/1/2013	6/30/2016	CARE Hawaii, Inc.	Behavioral assessment	On site monitoring conducted, claims are matched with service authorizations.	Y	
HTH420	A	\$ 156,848	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/5/2014	11/1/2013	10/31/2016	Casil, Carmelita	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 3,650,939	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	4/25/2012	4/1/2012	3/31/2016	Community Empowerment Resources	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 246,344	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	7/25/2014	11/1/2013	10/31/2016	Comprehensive Health Care Systems, LLC	Registered nurse case management services	Claims are matched with service authorizations.	Y	S

Department of Health  
Active Contracts as of December 1, 2015

Table 20

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HTH420	A	\$ 198,046	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	2/18/2014	11/1/2013	10/31/2016	Dumlao, Rosana G. dba Rosana Dumlao Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 95,984	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	4/2/2014	11/1/2013	10/31/2016	Esta, Lina Mabini dba Esta Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 247,960	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	2/21/2014	11/1/2013	10/31/2016	Fajotina, Lilia dba Fajotina E-Arch	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 79,914	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	8/29/2013	4/1/2013	3/31/2016	Family Life Center, Inc.	Representative payee services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 189,400	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	11/7/2012	11/1/2012	10/31/2016	Gabriel, Juliet S. dba Gabriel Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 387,742	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/15/2013	4/1/2013	3/31/2016	Gateway Educational Services	Representative payee services	On site monitoring conducted, claims are matched with service authorizations.	Y	S

Department of Health  
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
HTH420	A	\$ 861,430	O	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/21/2015	2/1/2015	1/31/2016	Global Medical Staffing, Inc.	Psychiatric services (paid as services are provided)	On site monitoring conducted, medical charts are reviewed.	Y	S
HTH420	B	\$ 34,268	O	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/21/2015	2/1/2015	1/31/2016	Global Medical Staffing, Inc.	Psychiatric services (paid as services are provided)	On site monitoring conducted, medical charts are reviewed.	Y	S
HTH420	B	\$ 376,018	O	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	10/14/2015	2/1/2015	1/31/2017	Hawaii Health Systems Corp.	Acute psychiatric inpatient services (paid as services are provided)	Claims are matched with service authorizations.	Y	S
HTH420	A	\$ 1,496,076	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/5/2013	4/1/2013	3/31/2016	Helping Hands Hawaii	Representative payee services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 1,504,707	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/1/2012	4/1/2012	3/31/2016	Helping Hands Hawaii	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 267,861	M	\$ 273,000	\$ 5,139	4/4/2014	1/1/2014	3/31/2016	Hope Inc.	Homeless outreach, interim case management	On site monitoring conducted, expenditure reports are reviewed.	Y	S
HTH420	N	\$ 275,098	M	\$ 274,999	\$ (99)	9/2/2012	4/1/2012	3/31/2016	HOPE Services of Hawaii, Inc.	Homeless outreach, interim case management	On site monitoring conducted, expenditure reports are reviewed.	Y	S

Department of Health  
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HTH420	A	\$ 397,860	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/15/2013	4/1/2013	3/31/2016	HOPE Services of Hawaii, Inc.	Representative payee services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 270,934	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/25/2012	4/1/2012	3/31/2016	IHS, The Institute for Human Services	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 427,563	M	\$ 487,881	\$ 60,318	3/19/2014	1/1/2014	3/31/2016	IHS, The Institute for Human Services	Homeless outreach, interim case management	On site monitoring conducted, expenditure reports are reviewed.	Y	S
HTH420	A	\$ 447,141	O	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	4/1/2015	2/1/2015	1/31/2016	Jackson & Coker Locum Tenens, LLC	Psychiatric services (paid as services are provided)	On site monitoring conducted, medical charts are reviewed.	Y	S
HTH420	B	\$ 159,390	O	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	4/1/2015	2/1/2015	1/31/2016	Jackson & Coker Locum Tenens, LLC	Psychiatric services (paid as services are provided)	On site monitoring conducted, medical charts are reviewed.	Y	S
HTH420	A	\$ 348,192	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	9/13/2011	9/13/2011	10/31/2016	Jornacion, Romera A.	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S

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HTH420	A	\$ 472,853	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/19/2013	4/1/2012	3/31/2016	Kalihi-Palama Health Center	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	N	\$ 86,047	M	\$ 95,000	\$ 8,953	10/30/2014	12/1/2013	3/31/2016	Kalihi-Palama Health Center	Homeless outreach, interim case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 82,645	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	6/13/2014	11/1/2013	10/31/2016	Laurena, Delia G. dba Adult Res Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 146,604	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	2/27/2014	11/1/2013	10/31/2016	Lucas, Melanie	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 233,106	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/19/2014	11/1/2013	10/31/2016	Mabini, Eden Sudical dba E. Mabini Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 1,408,235	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	8/6/2014	4/1/2014	3/31/2016	Mental Health Kokua	Therapeutic living program services	On site monitoring conducted, claims are matched with service authorizations.	Y	S

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HTH420	A	\$ 769,735	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/11/2012	4/1/2012	3/13/2016	Mental Health Kokua	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	N	\$ 100,000	M	\$ 100,000	\$ -	5/7/2014	1/1/2014	12/31/2015	Mental Health Kokua	Homeless outreach, interim case management	On site monitoring conducted, expenditure reports are reviewed.	Y	S
HTH420	A	\$ 4,700,000	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/7/2014	4/1/2014	3/31/2016	Mental Health Kokua	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	B	\$ 2,859,542	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/7/2014	4/1/2014	3/31/2016	Mental Health Kokua	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	N	\$ 700,000	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/7/2014	4/1/2014	3/31/2016	Mental Health Kokua	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 334,976	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	9/23/2014	8/1/2014	7/31/2016	Mental Health Kokua	Peer Coaching	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 216,677	M	\$ 700,159	\$ 483,482	11/5/2014	6/1/2014	5/31/2016	Mental Health Kokua	Semi-Independent housing	On site monitoring conducted, expenditure reports are reviewed.	Y	S
HTH420	A	\$ -	M	\$ 914,921	\$ 914,921	9/24/2014	6/1/2014	5/31/2016	Mental Health Kokua	Supported Housing/Bridge Subsidy	On site monitoring conducted, expenditure reports are reviewed.	Y	S

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HTH420	A	\$ 232,279	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	2/27/2014	11/1/2013	10/31/2016	Monegas, Brenda Magno dba Monegas Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ -	O	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	8/6/2015	2/1/2015	1/31/2016	MSI Systems Corporation dba Medical Search International	Psychiatric services (paid as services are provided)	On site monitoring conducted, medical charts are reviewed.	Y	S
HTH420	A	\$ 49,236	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	6/10/2014	11/1/2013	10/31/2016	Mukai, Joyce R.	Registered nurse case management services	Claims are matched with service authorizations.	Y	S
HTH420	A	\$ 1,112,174	O	\$ 2,106,771	\$ 994,597	3/30/2012	6/27/2011	6/30/2016	Netsmart Technologies, Inc.	Avatar information system upgrades, installation (paid as services are provided)	Individual invoices are audited for accuracy and completeness.	N	G, S
HTH420	B	\$ 733,290	O	\$ 1,122,559	\$ 389,269	3/30/2012	6/27/2011	6/30/2016	Netsmart Technologies, Inc.	Avatar information system upgrades, installation (paid as services are provided)	Individual invoices are audited for accuracy and completeness.	N	G, S
HTH420	A	\$ 16,062,720	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	4/26/2012	4/1/2012	3/31/2016	North Shore Mental Health, Inc.	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 258,067	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/18/2014	11/1/2013	10/31/2016	Ohana Hale Arch/Expanded Arch, LLC	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S

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HTH420	A	\$ 450,000	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/2/2014	4/1/2014	3/31/2016	Po'ailani, Inc.	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	B	\$ 225,278	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/2/2014	4/1/2014	3/31/2016	Po'ailani, Inc.	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 542,076	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	8/20/2015	5/1/2015	4/30/2016	Po'ailani, Inc.	Specialized residential services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 158,934	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/7/2014	11/1/2013	10/31/2016	Prieto, Gloria Albano dba Prieto ARCH & Expanded Care ARCH	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	N	\$ 111,943	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/1/2015	5/1/2015	4/30/2016	The Queen's Medical Center	Intensive outpatient hospital services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 285,200	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/28/2014	11/1/2013	10/31/2016	Raguindin, Belma A. dba Raguindin Malama Kauhale Arch	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S

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HTH420	A	\$ 156,378	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/6/2014	11/1/2013	10/31/2016	Ramiro, Jean Reyes dba J.R.R. CAREHOME	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 94,594	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/19/2014	11/1/2013	10/31/2016	Sagadraca, Aurora A dba Sagadraca Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 75,075	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	4/15/2015	11/1/2014	10/31/2016	Special Education Center of Hawaii	Adult Day Services	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 253,553	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	11/12/2010	11/12/2010	10/31/2016	Soria, Angelita A. dba Lita Soria Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 1,964,166	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	8/29/2014	6/1/2014	5/31/2016	Steadfast Housing Development Corp.	Supported Housing, Bridge Subsidy	On site monitoring conducted, expenditure reports are reviewed.	Y	S
HTH420	A	\$ 1,699,690	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	9/18/2014	6/1/2014	5/31/2016	Steadfast Housing Development Corp.	Semi-Independent housing	On site monitoring conducted, expenditure reports are reviewed.	Y	S

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HTH420	A	\$ 957,487	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/27/2014	4/1/2014	3/31/2016	Steadfast Housing Development Corp.	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 1,795,550	M	\$ 1,436,984	\$ (358,566)	10/1/2010	10/1/2010	3/31/2016	Susannah Wesley Community Center	Supported case management	On site monitoring conducted, expenditure reports are reviewed.	Y	S
HTH420	A	\$ 88,798	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/19/2014	11/1/2013	10/31/2016	Vargas, Levy dba Vargas Care Home	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 1,757,895	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/2/2014	4/1/2014	3/31/2016	Waianae Coast Community Mental Health Center, Inc.	24 hour, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH420	A	\$ 643,175	M	\$ 709,576	\$ 66,401	2/2/2009	4/1/2009	3/31/2016	Schuyler E. Cole	Clinic, clubhouse lease	Individual invoices are audited for accuracy and completeness.	N	L
HTH420	A	\$ 327,875	M	\$ 360,761	\$ 32,886	5/10/2006	3/1/2007	9/30/2016	Wilcox Seed Building	Clubhouse lease	Individual invoices are audited for accuracy and completeness.	N	L
HTH420	A	\$ 127,297	M	\$ 144,730	\$ 17,433	5/17/2011	1/1/2011	11/30/2016	Pahoa Village Center	Clinic lease	Individual invoices are audited for accuracy and completeness.	N	L
HTH420	B	\$ 68,529	M	\$ 68,529	\$ -	5/17/2011	1/1/2011	11/30/2016	Pahoa Village Center	Clinic lease	Individual invoices are audited for accuracy and completeness.	N	L
HTH420	A	\$ 55,803	M	\$ 62,253	\$ 6,450	4/24/2008	2/1/2007	12/31/2016	J. Walter Cameron Center	Office lease	Individual invoices are audited for accuracy and completeness.	N	L
HTH420	A	\$ 73,128	M	\$ 78,701	\$ 5,573	8/19/2004	10/1/2004	12/31/2016	J. Walter Cameron Center	Office lease	Individual invoices are audited for accuracy and completeness.	N	L

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HTH430	A	\$ 803,406	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	11/6/2013	6/1/2013	5/31/2016	Altres Staffing, Inc dba Altres Medical	Agency nursing services	Members of the Hawaii State Hospital (HSH) Nursing, Medical and Hospital Executive Committees monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S
HTH430	A	\$ 939,997	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	5/26/2010	3/1/2010	2/28/2016	Correct Care, LLC	Mental health/medical services	The HSH Psychiatric Chief monitors and evaluates contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S
HTH430	A	\$ 233,640	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	5/21/2015	2/1/2015	1/31/2016	Global Medical Staffing, Ltd	Psychiatric services	The HSH Psychiatric Chief monitors and evaluates contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S
HTH430	A	\$ 120,335	M	\$ 152,002	\$ 31,667	5/22/2014	5/1/2014	4/30/2016	Hawaiian Telcom, Inc	Telephone maintenance	HSH Administrative Support Services staff and the Associate Administrator monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	N	S
HTH430	A	\$ 1,591,625	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	8/6/2013	6/1/2013	5/31/2016	Hawaii Nursing, Inc. dba HiNursing	Agency nursing services	Members of the HSH Nursing, Medical and Hospital Executive Committees monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S

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HTH430	A	\$ 124,222	M	\$ 187,902	\$ 63,680	5/20/2014	6/1/2014	5/31/2016	Honeywell International Inc	Inspect, maintain, and repair air conditioning equipment	HSH Administrative Support Services and Maintenance staff monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	N	S
HTH430	A	\$ 848,035	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	4/15/2015	2/1/2015	1/31/2016	Jackson & Coker Locum Tenen, LLC	Psychiatric services	The HSH Psychiatric Chief monitors and evaluates contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S
HTH430	A	\$ 945,712	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	5/1/2013	5/1/2013	4/30/2016	Kerr Pacific Corporation dba HFM Food Service	Non perishable and frozen foods	The HSH Food Service Dietician monitors and evaluates contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	N	G
HTH430	A	\$ -	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	8/6/2015	6/1/2015	5/31/2016	MSI Systems Corp. dba Medical Search International	Psychiatric services	The HSH Psychiatric Chief monitors and evaluates contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S
HTH430	A	\$ 313,795	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	8/6/2013	6/1/2013	5/31/2016	Na Kahu Malama Nurses, Inc.	Agency nursing services	Members of the HSH Nursing, Medical and Hospital Executive Committees monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S
HTH430	A	\$ 499,840	M	\$ 591,538	\$ 91,698	11/28/2012	7/1/2012	6/30/2016	Pacific Health Ministry	Chaplain services	The HSH Clinical Director monitors and evaluates contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S

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HTH430	A	\$ 11,081,843	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	6/25/2012	4/1/2012	3/31/2016	Pharmacy Corporation of America dba PharMerica/Kaneohe	Pharmacy services and drugs and biologics	The HSH Chief of Medical services monitors and evaluates contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	G, S
HTH430	A	\$ -	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	10/8/2015	4/1/2015	3/31/2016	The Queens Medical Center	Medical services	The HSH Chief of Medical services monitors and evaluates contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S
HTH430	A	\$ 3,338,881	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	8/6/2013	6/1/2013	5/31/2016	RCM Technologies (USA), Inc. dba RCM Health Care	Agency nursing services	Members of the HSH Nursing, Medical and Hospital Executive Committees monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	Y	S
HTH430	A	\$ 105,429	M	\$ 135,552	\$ 20,123	8/26/2013	6/1/2013	5/31/2016	Rolloffs Hawaii, LLC	Refuse collection services	HSH Administrative Support Services and Maintenance staff monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	N	S
HTH430	A	\$ 10,575	M	\$ 14,163	\$ 3,588	5/20/2014	5/1/2014	4/30/2016	Schindler Elevator Corporation	Elevator maintenance	HSH Administrative Support Services and Maintenance staff monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	N	S

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HTH430	A	\$ 743,547	M	\$ 948,864	\$ 205,317	2/20/2015	1/1/2015	12/31/2015	Star Protection Agency LLC	Security services	HSH Administrative Support Services staff and the Associate Administrator monitor and evaluate contract performance. The HSH Business Office audits individual invoices for accuracy and completeness.	N	S
HTH430	A	\$ 4,495,990	M	Fee-for-service contracts include rate schedules and no maximum value.	Fee-for-service contracts include rate schedules and no maximum value.	9/4/2015	2/1/2015	1/31/2016	Sutter Health Pacific	Psychiatric inpatient services	The HSH Clinical Director monitors and evaluates contract performance. Claims are audited for accuracy and completeness.	Y	S
HTH440	A	\$ 45,781	M	\$ 307,034	\$ 261,253	10/22/2013	7/1/2015	6/30/2016	Big Island Substance Abuse Council	Adult , ICM Case Mgmt & Dual Diagnosis Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 14,863	M	\$ 14,863	\$ -	10/22/2013	7/1/2015	6/30/2016	Big Island Substance Abuse Council	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 69,411	M	\$ 130,000	\$ 60,589	10/22/2013	7/1/2015	6/30/2016	Big Island Substance Abuse Council	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 486,438	M	\$ 1,559,000	\$ 1,072,562	8/14/2013	7/1/2015	6/30/2016	Big Island Substance Abuse Council	Adolescent School & Community Based Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 82,563	M	\$ 238,423	\$ 155,860	8/14/2013	7/1/2015	6/30/2016	Big Island Substance Abuse Council	Specialized Substance Abuse Treatment Svcs for PPWC	desk review	Y	S
HTH440	N	\$ 30,000	M	\$ 30,000	\$ -	8/14/2013	7/1/2015	6/30/2016	Big Island Substance Abuse Council	Specialized Substance Abuse Treatment Svcs for PPWC	desk review	Y	S
HTH440	A	\$ -	M	\$ 70,000	\$ 70,000	1/22/2014	7/1/2015	6/30/2016	Big Island Substance Abuse Council	Adult Substance Abuse Treatment Services, TLP	desk review	Y	S
HTH440	N	\$ 61,422	M	\$ 100,000	\$ 38,578	1/22/2014	7/1/2015	6/30/2016	Big Island Substance Abuse Council	Adult Substance Abuse Treatment Services, TLP	desk review	Y	S
HTH440	A	\$ -	M	\$ 56,392	\$ 56,392	10/17/2013	7/1/2015	6/30/2016	Bridge House, Inc.	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ -	M	\$ 243,608	\$ 243,608	10/17/2013	7/1/2015	6/30/2016	Bridge House, Inc.	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 20,088	M	\$ 155,000	\$ 134,912	12/20/2013	7/1/2015	6/30/2016	Care Hawaii, Inc.	Adolescent Community Based Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 32,094	M	\$ 83,000	\$ 50,906	11/13/2013	7/1/2015	6/30/2016	Care Hawaii, Inc.	Dual Diagnosis SA Treatment Svcs	desk review	Y	S
HTH440	A	\$ 119,426	M	\$ 545,000	\$ 425,574	12/16/2013	7/1/2015	6/30/2016	Care Hawaii, Inc.	ICM Case Management Services	desk review	Y	S
HTH440	A	\$ 51,117	M	\$ 213,000	\$ 161,883	8/29/2012	7/1/2015	6/30/2016	Hawaii Speed & Quickness	Alcohol and Drug Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 58,370	M	\$ 82,000	\$ 23,630	10/16/2013	7/1/2015	6/30/2016	Ho'omau Ke Ola	Adult Substance Abuse Treatment Services	desk review	Y	S

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HTH440	N	\$ 19,754	M	\$ 100,000	\$ 80,246	10/16/2013	7/1/2015	6/30/2016	Ho'omau Ke Ola	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 53,354	\$ 53,354	12/20/2013	7/1/2015	6/30/2016	Ho'omau Ke Ola	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 193,704	M	\$ 350,000	\$ 156,296	12/20/2013	7/1/2015	6/30/2016	Ho'omau Ke Ola	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 251,960	\$ 251,960	3/27/2014	7/1/2015	6/30/2016	Kline-Welsh Behavioral Health Foundation	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 114,578	M	\$ 218,040	\$ 103,462	3/27/2014	7/1/2015	6/30/2016	Kline-Welsh Behavioral Health Foundation	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 32,110	M	\$ 35,000	\$ 2,890	3/28/2014	7/1/2015	6/30/2016	Kline-Welsh Behavioral Health Foundation	Dual Diagnosis SA Treatment Svcs	desk review	Y	S
HTH440	N	\$ 20,000	M	\$ 20,000	\$ -	3/28/2014	7/1/2015	6/30/2016	Kline-Welsh Behavioral Health Foundation	Dual Diagnosis SA Treatment Svcs	desk review	Y	S
HTH440	A	\$ -	M	\$ 150,000	\$ 150,000	12/18/2013	7/1/2015	6/30/2016	Oxford House, Inc.	Group Recovery Homes	desk review	Y	S
HTH440	N	\$ -	M	\$ 68,000	\$ 68,000	12/18/2013	7/1/2015	6/30/2016	Oxford House, Inc.	Group Recovery Homes	desk review	Y	S
HTH440	A	\$ -	M	\$ 427,000	\$ 427,000	12/20/2013	7/1/2015	6/30/2016	Salvation Army Addiction Treatment Services	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 515,688	M	\$ 1,200,000	\$ 684,312	12/20/2013	7/1/2015	6/30/2016	Salvation Army Addiction Treatment Services	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 63,144	M	\$ 361,660	\$ 298,516	10/24/2013	7/1/2015	6/30/2016	Salvation Army Addiction Treatment Services	ICM Treatment Services	desk review	Y	S
HTH440	B	\$ 265,000	M	\$ 265,000	\$ -	10/24/2013	7/1/2015	6/30/2016	Salvation Army Addiction Treatment Services	ICM Treatment Services	desk review	Y	S
HTH440	A	\$ 5,452	M	\$ 210,000	\$ 204,548	9/26/2012	7/1/2015	6/30/2016	Salvation Army Family Intervention Services	Alcohol and Drug Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 24,102	M	\$ 1,510,861	\$ 1,486,759	10/11/2013	7/1/2015	6/30/2016	Salvation Army Family Treatment Services	Dual Diagnosis & Specialized Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 211,851	M	\$ 456,698	\$ 244,847	10/11/2013	7/1/2015	6/30/2016	Salvation Army Family Treatment Services	Dual Diagnosis & Specialized Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ -	M	\$ 76,000	\$ 76,000	10/28/2015	8/5/2015	7/31/2016	University of Hawaii	Tobacco SYNAR	desk review	Y	G
HTH440	A	\$ 66,241	M	\$ 190,000	\$ 123,759	8/28/2012	7/1/2015	6/30/2016	Child and Family Service	Alcohol and Drug Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 12,308	M	\$ 125,000	\$ 112,692	10/16/2013	7/1/2015	6/30/2016	Child and Family Service	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 380,000	\$ 380,000	10/23/2013	7/1/2015	6/30/2016	Child and Family Service	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 86,244	M	\$ 180,000	\$ 93,756	9/9/2013	7/1/2015	6/30/2016	Coalition for a Drug Free HI	Adult Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 44,017	M	\$ 150,000	\$ 105,983	8/13/2012	7/1/2015	6/30/2016	Coalition for a Drug Free HI	Substance Abuse Prevention Services	desk review	Y	S
HTH440	N	\$ 37,567	M	\$ 150,000	\$ 112,433	8/13/2012	7/1/2015	6/30/2016	Coalition for a Drug Free HI	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 74,418	M	\$ 220,000	\$ 145,582	9/14/2012	7/1/2015	6/30/2016	Boys and Girls Club of the Big Island	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 59,712	M	\$ 378,829	\$ 319,117	10/14/2013	7/1/2015	6/30/2016	Waikiki Health Center	Early Intervention Services for HIV	desk review	Y	S

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HTH440	A	\$ -	M	\$ 63,141	\$ 63,141	8/5/2013	7/1/2015	6/30/2016	Child and Family Service	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 1,335	M	\$ 70,000	\$ 68,665	3/14/2014	7/1/2015	6/30/2016	Mental Health Kokua	Integrated Case Management-Case Management Services	desk review	Y	S
HTH440	B	\$ -	M	\$ 190,000	\$ 190,000	6/26/2013	7/1/2015	6/30/2016	University of Hawaii, Center of the Family	SPF Evaluation Services	desk review	Y	G
HTH440	N	\$ 26,681	M	\$ 115,000	\$ 88,319	8/30/2012	7/1/2015	6/30/2016	University of Hawaii, Hilo Lanakila Learning Center	Substance Abuse Prevention Services	desk review	Y	S
HTH440	N	\$ 33,231	M	\$ 40,000	\$ 6,769	8/5/2013	7/1/2015	6/30/2016	Child and Family Service	Pregnant Women and Women with Dependent Children	desk review	Y	S
HTH440	N	\$ 9,777	M	\$ 80,000	\$ 70,223	7/6/2012	7/1/2015	6/30/2016	Catholic Charities HI	Substance Abuse Prevention Services - Elderly	desk review	Y	S
HTH440	N	\$ 72,089	M	\$ 400,000	\$ 327,911	7/17/2012	7/1/2015	6/30/2016	Alu Like, Inc.	Substance Abuse Prevention Services	desk review	Y	S
HTH440	P	\$ -	M	\$ 150,000	\$ 150,000	4/1/2015	9/30/2015	9/29/2016	University of Hawaii SEOW	State Epidemiological Outcomes Workgroup Project	desk review	Y	G
HTH440	N	\$ 23,890	M	\$ 100,000	\$ 76,110	7/25/2012	7/1/2015	6/30/2016	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 27,686	M	\$ 225,000	\$ 197,314	7/25/2012	7/1/2015	6/30/2016	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 100,000	\$ 100,000	12/1/2013	7/1/2015	6/30/2016	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ -	M	\$ 500,000	\$ 500,000	12/1/2013	7/1/2015	6/30/2016	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 11,508	M	\$ 565,000	\$ 553,492	10/21/2013	7/1/2015	6/30/2016	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 32,328	M	\$ 210,000	\$ 177,672	10/21/2013	7/1/2015	6/30/2016	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 26,767	M	\$ 1,620,000	\$ 1,593,233	9/9/2013	7/1/2015	6/30/2016	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 83,661	M	\$ 330,000	\$ 246,339	1/22/2014	7/1/2015	6/30/2016	The Alcoholic Rehabilitation Services of Hawaii, Inc. dba Hina Mauka	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 150,000	\$ 150,000	8/26/2014	7/1/2015	6/30/2016	Family Drug Court-1st Circuit Court	Substance Abuse Treatment Services	desk review	Y	G
HTH440	A	\$ -	M	\$ 50,000	\$ 50,000	12/1/2013	7/1/2015	6/30/2016	IHS, The Institute for Human Services, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 100,000	\$ 100,000	10/16/2013	7/1/2015	6/30/2016	IHS, The Institute for Human Services, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 34,160	M	\$ 90,000	\$ 55,840	10/16/2013	7/1/2015	6/30/2016	Hale Ho'okupa'a	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 98,604	\$ 98,604	8/22/2013	7/1/2015	6/30/2016	Ka Hale Pomaikai, Inc.	Substance Abuse Treatment Services	desk review	Y	S

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HTH440	N	\$ 37,236	M	\$ 37,401	\$ 165	8/22/2013	7/1/2015	6/30/2016	Ka Hale Pomaikai, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 50,628	\$ 50,628	8/22/2013	7/1/2015	6/30/2016	Ka Hale Pomaikai, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 21,951	M	\$ 50,000	\$ 28,049	8/22/2013	7/1/2015	6/30/2016	Ka Hale Pomaikai, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 34,071	\$ 34,071	9/5/2013	7/1/2015	6/30/2016	Ku Aloha Ola Mau	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 55,081	M	\$ 200,000	\$ 144,919	9/5/2013	7/1/2015	6/30/2016	Ku Aloha Ola Mau	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 86,062	M	\$ 361,000	\$ 274,938	9/5/2013	7/1/2015	6/30/2016	Ku Aloha Ola Mau	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 88,646	M	\$ 98,122	\$ 9,476	9/5/2013	7/1/2015	6/30/2016	Ku Aloha Ola Mau	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 29,111	M	\$ 100,000	\$ 70,889	9/25/2012	7/1/2015	6/30/2016	Maui Economic Opportunity, Inc.	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 135,000	\$ 135,000	10/16/2013	7/1/2015	6/30/2016	Ohana Makamae, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 5,503	M	\$ 80,000	\$ 74,497	10/16/2013	7/1/2015	6/30/2016	Ohana Makamae, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 46,232	M	\$ 143,022	\$ 96,790	9/9/2013	7/1/2015	6/30/2016	Women In Need (WIN)	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 54,696	M	\$ 187,003	\$ 132,307	9/9/2013	7/1/2015	6/30/2016	Women In Need (WIN)	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 22,667	M	\$ 210,000	\$ 187,333	8/1/2011	8/1/2015	7/31/2016	University of Hawaii	Substance Abuse Prevention Services - HISSAP	desk review	Y	G
HTH440	N	\$ 86,452	M	\$ 267,000	\$ 180,548	6/19/2012	7/1/2015	6/30/2016	University of Hawaii - Center of the Family	Hawaii Web-based infrastructure for Treatment Service System	desk review	Y	G
HTH440	A	\$ 27,128	M	\$ 415,000	\$ 387,872	8/29/2012	7/1/2015	6/30/2016	Boys and Girls Club of Hawaii	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 6,276	M	\$ 100,000	\$ 93,724	8/14/2012	7/1/2015	6/30/2016	City and County of Honolulu	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 22,461	M	\$ 100,000	\$ 77,539	9/12/2012	7/1/2015	6/30/2016	Family Education Center of Hawaii	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 41,081	M	\$ 125,000	\$ 83,919	9/11/2012	7/1/2015	6/30/2016	Parents and Children Together	Substance Abuse Prevention Services	desk review	Y	S
HTH440	N	\$ 17,186	M	\$ 115,000	\$ 97,814	8/10/2012	7/1/2015	6/30/2016	Waimanalo Health Center	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 42,688	M	\$ 70,000	\$ 27,312	10/25/2013	7/1/2015	6/30/2016	Wai'anae Coast Community Mental Health Center, Inc. dba Hale Na'au Pono	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 434,160	M	\$ 2,055,000	\$ 1,620,840	8/29/2013	7/1/2015	6/30/2016	YMCA	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 62,052	M	\$ 190,000	\$ 127,948	8/7/2013	7/1/2015	6/30/2016	Action with Aloha, LLC	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 17,262	M	\$ 100,000	\$ 82,738	7/17/2012	7/1/2015	6/30/2016	Aloha House, Inc.	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ 9,298	M	\$ 240,781	\$ 231,483	10/9/2013	7/1/2015	6/30/2016	Aloha House, Inc.	Substance Abuse Treatment Services	desk review	Y	S

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HTH440	N	\$ 8,396	M	\$ 83,389	\$ 74,993	10/9/2013	7/1/2015	6/30/2016	Aloha House, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 52,020	\$ 52,020	2/6/2014	7/1/2015	6/30/2016	Aloha House, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ -	M	\$ 234,012	\$ 234,012	2/6/2014	7/1/2015	6/30/2016	Aloha House, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 3,866	M	\$ 212,628	\$ 208,762	9/10/2013	7/1/2015	6/30/2016	Malama Na Makua A Keiki dba Malama Family Recovery Center	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 37,879	M	\$ 50,000	\$ 12,121	9/10/2013	7/1/2015	6/30/2016	Malama Na Makua A Keiki dba Malama Family Recovery Center	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 30,578	M	\$ 100,000	\$ 69,422	7/17/2012	7/1/2015	6/30/2016	Maui Youth & Family Services, Inc.	Substance Abuse Prevention Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 64,000	\$ 64,000	1/30/2014	7/1/2015	6/30/2016	Maui Youth & Family Services, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 156,730	M	\$ 900,000	\$ 743,270	9/5/2013	7/1/2015	6/30/2016	Maui Youth & Family Services, Inc.	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ 10,024	M	\$ 164,840	\$ 154,816	1/30/2014	7/1/2015	6/30/2016	Queen's Medical Center	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ 11,216	M	\$ 150,000	\$ 138,784	1/30/2014	7/1/2015	6/30/2016	Queen's Medical Center	Substance Abuse Treatment Services	desk review	Y	S
HTH440	A	\$ -	M	\$ 48,000	\$ 48,000	8/12/2013	7/1/2015	6/30/2016	Po'ailani	Substance Abuse Treatment Services	desk review	Y	S
HTH440	N	\$ -	M	\$ 96,596	\$ 96,596	8/12/2013	7/1/2015	6/30/2016	Po'ailani	Substance Abuse Treatment Services	desk review	Y	S
HTH460	N	\$ 20,000	O	\$ 20,000	\$ 20,000	10/1/2007	10/1/2007	OPEN	DOH: EMS-IPS	MOA Youth Suicide - Interagency	Quarterly Reports provided to Block Grant Manager	N	S
HTH460	A/N	\$ 654,242	M	\$ 654,242	\$ 654,242	7/1/2010	7/1/2010	6/30/2016	UNIVERSITY OF HAWAII	Psychology RET	Regular review by CAMHD Administrator	N	S
HTH460	A	\$ 6,400	M	\$ 6,400	\$ 5,374	10/1/2010	10/1/2010	9/30/2016	CW MAINTENANCE	Janitorial Service - Hilo	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 7,800	M	\$ 7,800	\$ 6,550	10/1/2010	10/1/2010	9/30/2016	CW MAINTENANCE	Janitorial Service - Kona	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 4,199	M	\$ 4,199	\$ 3,768	10/1/2010	10/1/2010	9/30/2016	CW MAINTENANCE	Janitorial Service - Waimea	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 6,552	M	\$ 6,552	\$ 5,460	10/1/2010	10/1/2010	9/30/2016	EMPICO	Janitorial Service - Maui	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 109,802	M	\$ 109,802	\$ 96,837	3/30/2011	3/30/2011	OPEN	TURNING POINT FAMILY CARE, INC	Mainland Client	Regular Report	Y	S
HTH460	A	\$ 9,802	M	\$ 9,802	\$ 5,881	8/15/11	8/15/11	6/30/2017	ESTEBAN S VILLARINO DBA ISD SERVICES	Janitorial Service - FCLB - Oahu	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 185,839	M	\$ 185,839	\$ 129,369	7/1/2011	7/1/2011	6/30/2017	PARENT AND CHILDREN TOGETHER	MultiSystemic Therapy System Supervisor - Statewide	Annual Review by CAMHD Program Monitor	N	S
HTH460	A	\$ 5,000	M	\$ 5,000	\$ 5,000	10/1/2011	10/1/2011	6/30/2017	FILEMINDERS OF HAWAII	Document Storage - Hawaii	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	ALAKAI NA KEIKI, INC	Intensive Independent Living Skills East Hawaii	Annual Review by CAMHD Program Monitor	Y	S

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HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	ALAKAI NA KEIKI, INC	Intensive Independent Living Skills West Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 180,000	O	\$ 180,000	\$ 116,582	7/1/2012	7/1/2012	6/30/2018	ALAKAI NA KEIKI, INC	Intensive In-Home Therapy - Leeward Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 105,000	O	\$ 105,000	\$ 67,143	7/1/2012	7/1/2012	6/30/2018	ALAKAI NA KEIKI, INC	Intensive In-Home Therapy - Central Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 240,000	O	\$ 240,000	\$ 128,259	7/1/2012	7/1/2012	6/30/2018	ALAKAI NA KEIKI, INC	Intensive In-Home Therapy - Honolulu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 33,000	O	\$ 33,000	\$ 33,000	7/1/2012	7/1/2012	6/30/2018	ALAKAI NA KEIKI, INC	Intensive In-Home Therapy - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 6,500	O	\$ 6,500	\$ 6,500	7/1/2012	7/1/2012	6/30/2018	ALAKAI NA KEIKI, INC	Intensive In-Home Therapy - East Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	ALAKAI NA KEIKI, INC	Intensive In-Home Therapy - West Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 386,798	M	\$ 386,798	\$ 130,961	7/1/2012	7/1/2012	6/30/2018	ALOHA HOUSE, INC.	Crisis Mobile Outreach - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 65,000	O	\$ 65,000	\$ 46,186	7/1/2012	7/1/2012	6/30/2018	ALOHA HOUSE, INC.	Evaluations - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 210,000	O	\$ 210,000	\$ 134,746	7/1/2012	7/1/2012	6/30/2018	ALOHA HOUSE, INC.	Intensive In-Home Therapy - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 2,105,246	M	\$ 2,105,246	\$ 1,282,359	7/1/2012	7/1/2012	6/30/2018	BENCHMARK BEHAVIORAL HEALTH SYSTEM, INC	Community Based Residential Level 1 - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 10,000	O	\$ 10,000	\$ 6,550	7/1/2012	7/1/2012	6/30/2018	BENCHMARK BEHAVIORAL HEALTH SYSTEM, INC	Psychosexual Assessments - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A/B	\$ 2,812,000	O	\$ 2,812,000	\$ 1,727,270	7/1/2012	7/1/2012	6/30/2018	BOBBY BENSON CENTER	Community Based Residential Level 3 - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 150,423	M	\$ 150,423	\$ 109,482	7/1/2012	7/1/2012	6/30/2018	CARE HAWAII, INC.	Crisis Mobile Outreach - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A/B	\$ 1,233,000	M	\$ 1,233,000	\$ 739,751	7/2/2012	7/2/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Community Based Residential Level 2 - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 10,000	O	\$ 10,000	\$ 10,000	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Intensive Independent Living Skills Leeward Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 3,000	O	\$ 3,000	\$ 3,000	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Intensive Independent Living Skills Central Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Intensive Independent Living Skills Honolulu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 110,000	O	\$ 110,000	\$ 78,405	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Intensive In-Home Therapy - Leeward Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 231,000	O	\$ 231,000	\$ 188,798	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Intensive In-Home Therapy - Central Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 100,000	O	\$ 100,000	\$ 46,693	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Intensive In-Home Therapy - Honolulu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 500,000	O	\$ 500,000	\$ 338,223	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 1,600,000	O	\$ 1,600,000	\$ 1,004,594	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Hawaii	Annual Review by CAMHD Program Monitor	Y	S

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HTH460	A/B	\$ 956,250	O	\$ 956,250	\$ 746,494	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Community Based Residential Level 3 - Statewide	Quarterly Reports provided to Block Grant Manager	Y	S
HTH460	A	\$ 414,986	M	\$ 414,986	\$ 275,793	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Crisis Mobile Outreach - Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 228,463	M	\$ 228,463	\$ 143,019	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Therapeutic Crisis Home - East Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 229,866	M	\$ 229,866	\$ 147,760	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Therapeutic Crisis Home - West Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 560,000	O	\$ 560,000	\$ 420,899	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 200,000	O	\$ 200,000	\$ 95,907	7/1/2012	7/1/2012	6/30/2018	HALE KIPA, INC.	Intensive In-Home Therapy - Leeward Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 260,000	O	\$ 260,000	\$ 175,702	7/1/2012	7/1/2012	6/30/2018	HALE KIPA, INC.	Intensive In-Home Therapy - Central Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 98,000	O	\$ 98,000	\$ 73,156	7/1/2012	7/1/2012	6/30/2018	HALE KIPA, INC.	Intensive In-Home Therapy - Honolulu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 36,000	O	\$ 36,000	\$ 19,660	7/1/2012	7/1/2012	6/30/2018	HALE KIPA, INC.	Intensive In-Home Therapy - Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 700,000	O	\$ 700,000	\$ 482,443	7/1/2012	7/1/2012	6/30/2018	HALE KIPA, INC.	Intensive In-Home Therapy - East Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 140,000	O	\$ 140,000	\$ 81,489	7/1/2012	7/1/2012	6/30/2018	HALE KIPA, INC.	Intensive In-Home Therapy - West Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 745,000	O	\$ 745,000	\$ 527,110	7/1/2012	7/1/2012	6/30/2018	HALE KIPA, INC.	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 190,000	O	\$ 190,000	\$ 108,445	7/1/2012	7/1/2012	6/30/2018	HALE KIPA, INC.	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 50,250	M	\$ 50,250	\$ 35,574	7/1/2012	7/1/2012	6/30/2018	HALE OPIO KAUAI, INC.	Therapeutic Crisis Home - Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 440,000	O	\$ 440,000	\$ 278,203	7/1/2012	7/1/2012	6/30/2018	HALE OPIO KAUAI, INC.	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 20,000	O	\$ 20,000	\$ 14,721	7/1/2012	7/1/2012	6/30/2018	HALE OPIO KAUAI, INC.	Intensive Independent Living Skills Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive Independent Living Skills Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive Independent Living Skills Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive Independent Living Skills East Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive Independent Living Skills West Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 60,000	O	\$ 60,000	\$ 46,775	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive In-Home Therapy - Leeward Oahu	Annual Review by CAMHD Program Monitor	Y	S

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HTH460	A	\$ 135,000	O	\$ 135,000	\$ 116,988	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive In-Home Therapy - Central Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 259,000	O	\$ 259,000	\$ 213,993	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive In-Home Therapy - Honolulu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 300,000	O	\$ 300,000	\$ 258,304	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive In-Home Therapy - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 80,000	O	\$ 80,000	\$ 38,575	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive In-Home Therapy - Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 145,000	O	\$ 145,000	\$ 101,688	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive In-Home Therapy - East Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 3,000	O	\$ 3,000	\$ 1,736	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Intensive In-Home Therapy - West Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 113,000	O	\$ 113,000	\$ 53,076	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 6,000	O	\$ 6,000	\$ 6,000	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 40,000	O	\$ 40,000	\$ 15,558	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 925,000	O	\$ 925,000	\$ 320,376	7/1/2012	7/1/2012	6/30/2018	HAWAII BEHAVIORAL HEALTH, LLC	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A/B	\$ 2,010,000	O	\$ 2,010,000	\$ 572,192	7/1/2012	7/1/2012	6/30/2018	SUTTER HEALTH PACIFIC dba KAHI MOHALA	Hospital Based Residential - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 50,000	O	\$ 50,000	\$ 38,040	7/1/2012	7/1/2012	6/30/2018	SUTTER HEALTH PACIFIC dba KAHI MOHALA	Partial Hospitalization - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 2,360,000	O	\$ 2,360,000	\$ 1,462,059	7/1/2012	7/1/2012	6/30/2018	MARIMED FOUNDATION FOR ISLAND HEALTH CARE TRAINING	Community Based Residential Level 3 - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 8,000	O	\$ 8,000	\$ 7,377	7/1/2012	7/1/2012	6/30/2018	MAUI YOUTH AND FAMILY SERVICES, INC.	Intensive Independent Living Skills Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 125,144	M	\$ 125,144	\$ 68,089	7/1/2012	7/1/2012	6/30/2018	MAUI YOUTH AND FAMILY SERVICES, INC.	Therapeutic Crisis Home - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 133,000	O	\$ 133,000	\$ 81,170	7/1/2012	7/1/2012	6/30/2018	MAUI YOUTH AND FAMILY SERVICES, INC.	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 304,734	M	\$ 304,734	\$ 207,161	7/1/2012	7/1/2012	6/30/2018	PARENT AND CHILDREN TOGETHER	Functional Family Therapy - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 238,762	M	\$ 238,762	\$ 165,906	7/1/2012	7/1/2012	6/30/2018	PARENT AND CHILDREN TOGETHER	Functional Family Therapy - Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 299,777	M	\$ 299,777	\$ 191,507	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Functional Family Therapy - Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 25,000	O	\$ 25,000	\$ 8,040	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Evaluations - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 111,000	O	\$ 111,000	\$ 79,580	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Evaluations - Hawaii	Annual Review by CAMHD Program Monitor	Y	S

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HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Intensive Independent Living Skills Leeward Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 5,000	O	\$ 5,000	\$ 3,529	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Intensive Independent Living Skills Central Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Intensive Independent Living Skills Honolulu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 431,000	O	\$ 431,000	\$ 266,935	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Intensive In-Home Therapy - Leeward Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 370,000	O	\$ 370,000	\$ 244,697	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Intensive In-Home Therapy - Central Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 480,000	O	\$ 480,000	\$ 366,487	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Intensive In-Home Therapy - Honolulu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 930,000	O	\$ 930,000	\$ 605,805	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Intensive In-Home Therapy - East Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 100,000	O	\$ 100,000	\$ 81,453	7/1/2012	7/1/2012	6/30/2018	CHILD AND FAMILY SERVICE	Intensive In-Home Therapy - West Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 1,290,000	O	\$ 1,290,000	\$ 736,720	7/1/2012	7/1/2012	6/30/2018	THE QUEEN'S MEDICAL CENTER	Hospital Based Residential - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 78,000	O	\$ 78,000	\$ 66,180	7/1/2012	7/1/2012	6/30/2018	THE QUEEN'S MEDICAL CENTER	Partial Hospitalization - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 394,000	O	\$ 394,000	\$ 261,473	7/1/2012	7/1/2012	6/30/2018	WAIANAEO COAST COMMUNITY MENTAL HEALTH CENTER, INC.	Transitional Family Home/Therapeutic Respite Home/Ancillary Services - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	N	\$ 150,000	M	\$ 150,000	\$ 113,237	8/21/2012	8/21/2012	6/30/2018	PRIMARY CARE INTEGRATION	Consultant - Statewide	Quarterly Reports provided to Block Grant Manager	N	S
HTH460	A	\$ 8,710	O	\$ 8,710	\$ 7,967	9/26/2012	9/26/2012	6/30/2018	SHRED-IT DOCUMENT DESTRUCTION	Document Destruction - Oahu	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	BENCHMARK BEHAVIORAL HEALTH SYSTEM, INC	Ancillary Services - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ -	O	\$ -	\$ -	7/1/2012	7/1/2012	6/30/2018	CATHOLIC CHARITIES HAWAII	Ancillary Services - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 3,000	O	\$ 3,000	\$ 3,000	4/22/2013	4/22/2013	12/31/2018	FILEMINDERS OF HAWAII	Document Storage - Maui	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 3,000	O	\$ 3,000	\$ 3,000	4/22/2013	4/22/2013	12/31/2018	FILEMINDERS OF HAWAII	Document Storage - Hawaii	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 70,085	M	\$ 70,085	\$ 49,125	5/28/2013	5/28/2013	OPEN	YOUTH HEALTH ASSOCIATES	Mainland Client	Regular report	N	S
HTH460	A	\$ 97,685	M	\$ 97,685	\$ 84,155	3/5/2014	3/5/2014	OPEN	JASPER MOUNTAIN	Mainland Client	Regular report	Y	S
HTH460	A	\$ 127,750	M	\$ 127,750	\$ 115,850	3/10/2014	3/10/2014	OPEN	BENCHMARK UT	Mainland Client	Regular report	Y	S
HTH460	A	\$ 110,375	M	\$ 110,375	\$ 104,525	4/5/2014	4/5/2014	OPEN	MINGUS MOUNTAIN ESTATE RESIDENTIAL CENTER, INC DBA MINGUS MOUNTAIN ACADEMY	Mainland Client	Regular report	Y	S
HTH460	A	\$ 143,086	M	\$ 143,086	\$ 83,416	4/10/2014	4/10/2014	OPEN	KIDS BEHAVIORAL HEALTH OF MONTANA DBA ACADIA MONTANA	Mainland Client	Regular report	Y	S
HTH460	A	\$ 140,400	M	\$ 140,400	\$ 92,970	5/20/2014	5/20/2014	OPEN	LAKELAND HOSPITAL ACQUISITION LLC DBA LAKELAND BEHAVIORAL HEALTH SYSTEM	Mainland Client	Regular report	Y	S

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HTH460	A	\$ 104,700	M	\$ 104,700	\$ 69,850	9/9/2014	9/9/2014	OPEN	RTC RESOURCE ACQ. CORPORATION	Mainland Client	Regular report	Y	S
HTH460	A	\$ 119,471	M	\$ 119,471	\$ 105,831	8/1/2014	8/1/2014	OPEN	LAKELAND HOSPITAL ACQUISTION LLC DBA LAKELAND BEHAVIORAL HEALTH SYSTEM	Mainland Client	Regular report	Y	S
HTH460	A	\$ 76,130	M	\$ 76,130	\$ 19,816	2/12/2015	2/12/2015	OPEN	RTC RESOURCE ACQ. CORPORATION	Mainland Client	Regular report	Y	S
HTH460	A	\$ 84,560	M	\$ 84,560	\$ 63,660	12/1/2014	12/1/2014	OPEN	RESOLUTE ACQUISITION CORPORATION	Mainland Client	Regular report	Y	S
HTH460	A	\$ 76,856	M	\$ 76,856	\$ 22,042	5/5/2015	5/15/2015	OPEN	JASPER MOUNTAIN	Mainland Client	Regular report	Y	S
HTH460	A	\$ 72,200	M	\$ 72,200	\$ 72,200	6/22/2015	6/22/2015	6/30/2016	KINGSTON ACADEMY	Mainland Client	Regular report	Y	S
HTH460	A	\$ 80,560	M	\$ 80,560	\$ 11,780	6/3/2015	6/3/2015	6/30/2016	RTC RESOURCE ACQ. CORPORATION	Mainland Client	Regular report	Y	S
HTH460	A	\$ 57,380	M	\$ 57,380	\$ 23,180	7/20/2015	7/20/2015	6/30/2016	DETROIT BEHAVIORAL INSTITUTE dba CAPSTONE	Mainland Client	Regular report	Y	S
HTH460	A	\$ 67,260	M	\$ 67,260	\$ 11,780	7/8/2015	7/8/2015	6/30/2016	RTC RESOURCE ACQ. CORPORATION	Mainland Client	Regular report	Y	S
HTH460	A	\$ 64,980	M	\$ 64,980	\$ 11,780	7/14/2015	7/14/2015	6/30/2016	RTC RESOURCE ACQ. CORPORATION	Mainland Client	Regular report	Y	S
HTH460	A	\$ 34,740	M	\$ 34,740	\$ 7,130	8/5/2015	8/5/2015	6/30/2016	DISCOVERY ACADEMY	Mainland Client	Regular report	Y	S
HTH460	A	\$ 49,400	M	\$ 49,400	\$ 15,960	8/23/2015	8/23/2015	6/30/2016	HABILITATION CENTER, LLC dba MILLCREK OF ARKANSAS	Mainland Client	Regular report	Y	S
HTH460	A	\$ 54,952	M	\$ 54,952	\$ 40,856	9/17/2015	9/17/2015	6/30/2016	CHADDOCK	Mainland Client	Regular report	Y	S
HTH460	A	\$ 16,340	M	\$ 16,340	\$ 16,340	11/17/2015	11/17/2015	6/30/2016	DETROIT BEHAVIORAL INSTITUTE dba CAPSTONE	Mainland Client	Regular report	Y	S
HTH460	A	\$ 60,800	M	\$ 60,800	\$ 25,600	9/2/2015	9/2/2015	6/30/2016	WHITE DEER RUN (COVE PREP)	Mainland Client	Regular report	Y	S
HTH460	A	\$ 57,110	M	\$ 57,110	\$ 25,910	9/14/2015	9/14/2015	6/30/2016	WHITE DEER RUN (COVE PREP)	Mainland Client	Regular report	Y	S
HTH460	A	\$ 4,560	M	\$ 4,560	\$ 4,433	11/21/2015	11/21/2015	6/30/2016	KIDS BEHAVIORAL HEALTH OF MONTANA DBA ACADIA MONTANA	Mainland Client	Regular report	Y	S
HTH460	A	\$ 22,540	M	\$ 22,540	\$ 10,290	10/12/2015	10/12/2015	6/30/2016	YOUTH HEALTH ASSOCIATES	Mainland Client	Regular report	Y	S
HTH460	A	\$ 103,740	M	\$ 103,740	\$ 103,740	10/1/2015	10/1/2015	6/30/2016	RTC RESOURCE ACQ. CORPORATION	Mainland Client	Regular report	Y	S
HTH460	A	\$ 81,000	O	\$ 81,000	\$ 21,422	7/1/2013	7/1/2013	6/30/2019	HEALTHCARE CODING CONSULTANT OF HAWAII, LLC	Audit Medical Records - Statewide	Regular audit by in-house auditor	N	S
HTH460	A	\$ 95,570	M	\$ 95,570	\$ 71,678	7/1/2013	7/1/2013	6/30/2019	WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION DBA WICHE	Intern Support - Statewide	CAMHD Clinical Psychologist Review	N	S
HTH460	A/P	\$ 127,072	M	\$ 127,072	\$ 121,962	9/1/2013	9/1/2013	8/31/2019	UNIVERSITY OF HAWAII	Social Work - Interagency	CAMHD Clinical Psychologist Review	N	S
HTH460	A	\$ 5,000	O	\$ 5,000	\$ 5,000	10/6/2014	10/6/2014	6/30/2020	FILEMINDERS DOCUMENT DESTRUCTION	Document Destruction - Hawaii	Desk Review by CAMHD Contracts Section	N	S
HTH460	N	\$ 100,000	M	\$ 100,000	\$ 70,995	9/1/2014	9/1/2014	6/30/2020	HALE KIPA, INC.	Homeless Outreach - Oahu	Quarterly Reports provided to Block Grant Manager	N	S

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HTH460	N	\$ 100,000	M	\$ 100,000	\$ 67,187	9/1/2014	9/1/2014	6/30/2020	CATHOLIC CHARITIES HAWAII	Homeless Support - Oahu	Quarterly Reports provided to Block Grant Manager	N	S
HTH460	A	\$ 5,000	O	\$ 5,000	\$ 5,000	10/6/2014	10/6/2014	6/30/2020	FILEMINDERS DOCUMENT DESTRUCTION	Document Destruction - Maui	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 5,000	O	\$ 5,000	\$ 5,000	10/6/2014	10/6/2014	6/30/2020	FILEMINDERS DOCUMENT DESTRUCTION	Document Destruction - Kauai	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 8,500	M	\$ 8,500	\$ 5,145	2/1/2015	2/1/2015	6/30/2020	ALL KAUAI CLEANING, INC.	Janitorial Service - Kauai	Desk Review by CAMHD Contracts Section	N	S
HTH460	A	\$ 200,000	O	\$ 200,000	\$ 98,783	2/1/2015	2/1/2015	9/30/2020	HAWAII BEHAVIORAL HEALTH, LLC	Comprehensive Behavioral Intervention - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 465,000	O	\$ 465,000	\$ 307,501	7/1/2015	7/1/2015	6/30/2021	CHILD AND FAMILY SERVICE	Crisis Mobile Outreach - Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 827,575	O	\$ 827,575	\$ 717,231	8/1/2015	8/1/2015	7/31/2021	CHILD AND FAMILY SERVICE	Family Support Services - Statewide	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 566,725	O	\$ 566,725	\$ 480,442	10/1/2015	10/1/2015	6/30/2021	CHILD AND FAMILY SERVICE	MultiSystemic Therapy - Hawaii	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 774,276	O	\$ 774,276	\$ 611,601	10/1/2015	10/1/2015	6/30/2021	PARENT AND CHILDREN TOGETHER	MultiSystemic Therapy - Oahu	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 306,555	O	\$ 306,555	\$ 253,362	10/1/2015	10/1/2015	6/30/2021	PARENT AND CHILDREN TOGETHER	MultiSystemic Therapy - Kauai	Annual Review by CAMHD Program Monitor	Y	S
HTH460	A	\$ 577,231	O	\$ 577,231	\$ 461,607	10/1/2015	10/1/2015	6/30/2021	PARENT AND CHILDREN TOGETHER	MultiSystemic Therapy - Maui	Annual Review by CAMHD Program Monitor	Y	S
HTH495	P	\$ 18,468	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	5/19/2012	4/1/2012	3/31/2016	CARE Hawaii, Inc.	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH495	P	\$ 2,754	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	4/25/2012	4/1/2012	3/31/2016	Community Empowerment Resources	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH495	P	\$ 3,240	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	3/19/2013	4/1/2012	3/31/2016	Kalihi-Palama Health Center	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S

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HTH495	P	\$ 47,480	M	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	Fee-for-service contracts include fee schedules for contracted services and no maximum values.	4/26/2012	4/1/2012	3/31/2016	North Shore Mental Health, Inc.	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y	S
HTH495	A	\$ 3,577	M	\$ 22,000.00	\$ 18,423.33	5/5/2015	5/5/2015	3/31/2016	Revacomm, Inc.	Maintenance services for the State's Contract GENie software application	Contracts Coordinator works with programmers and approves invoices.	N	S
HTH495	A	\$ 81,400	O	\$ 175,000.00	\$ 93,600.00	4/14/2014	4/14/2014	3/25/2016	Revacomm, Inc.	Software modifications for the State's Contract GENie software application.	Contracts Coordinator works with programmers and approves invoices.	N	G
HTH495	A	\$ 24,052	M	\$ 180,000.00	\$ 155,948.00	6/30/2014	7/1/2014	6/30/2016	Roeca Luria Hiroaka LLP	Special deputy attorney general services	Deputy Attorney General oversees services and reviews invoices.	N	C
HTH495	A	\$ 24,764	O	\$ 95,000.00	\$ 70,236.00	6/4/2010	6/30/2010	none	Jason G. F. Wong, Attorney at Law, LLC	Special deputy attorney general services	Deputy Attorney General oversees services and reviews invoices.	N	C
HTH501	A	\$ 212,148	M	\$ 4,401,750	\$ 668,202	10/27/2011	7/1/2011	6/30/2016	Care Hawaii	Crisis Network Services	Annual on-site audit	Y	S
HTH501	A	\$ 198,957	M	\$ 5,975,950	\$ 830,369	10/23/2012	7/1/2012	6/30/2017	Goodwill Industries of Hawaii, Inc.	Long-term Adult Supports and Resources	Annual audit	Y	S
HTH501	A	\$ 432,998	O	\$ 477,905	\$ 44,907	10/29/2012	10/29/2012	2/28/2016	American Association on Intellectual and Developmental Disabilities	Supports Intensity Scale	Annual audit	Y	S
HTH501	A	\$ 64,895	M	\$ 791,856	\$ 126,961	2/20/2014	9/1/2013	6/30/2016	University of Hawaii, Center for Disability Studies	Center for Disability Studies Projects	Annual audit	Y	S
HTH501	A	\$ -	O	\$ 165,800	\$ 33,160	8/27/2014	12/1/2013	11/30/2017	Terry Sue Beuret	Psychological Evaluation Services	Annual audit	Y	S
HTH501	A	\$ -	O	\$ 250,960	\$ 50,192	4/30/2014	12/1/2013	11/30/2017	Steven J. Choy	Psychological Evaluation Services	Annual audit	Y	S
HTH501	A	\$ -	O	\$ 259,120	\$ 51,824	2/18/2014	12/1/2013	11/30/2017	John L. Wingert	Psychological Evaluation Services	Annual audit	Y	S
HTH501	A	\$ -	O	\$ 263,720	\$ 52,744	4/1/2014	12/1/2013	11/30/2017	Brenda J. Wong	Psychological Evaluation Services	Annual audit	Y	S
HTH501	B	\$ 411,874	M	\$ 441,708	\$ 29,834	3/1/2011	3/1/2011	2/28/2016	Queen's Medical Center	Statewide Stroke Network	Annual audit	Y	S
HTH501	B	\$ 117,285	M	\$ 2,133,471	\$ 405,486	8/2/2010	8/1/2010	8/1/2016	University of Hawaii	Concussion Management	Annual audit	Y	S
HTH501	B	\$ 76,822	M	\$ 777,563	\$ 335,633	3/21/2013	3/21/2013	3/20/2016	University of Hawaii	Neurotrauma Registry	Annual audit	Y	S
HTH501	A	\$ -	M	\$ 231,506	\$ 95,326	12/1/2014	12/1/2014	11/30/2016	Honolulu Merchant Patrol & Guard Co.	Security patrol services Hale Complex 2201 Waimano Home Rd	Annual audit	Y	S
HTH501	A	\$ 106,450	M	\$ 200,000	\$ 93,550	7/1/2015	7/1/2015	6/30/2016	The Queens Medical Center	General Dentistry and Oral Surgery Services fo DD/ID; annual seminar	Annual audit	Y	S
HTH501	A	\$ -	O	\$ 99,040	\$ 99,040	7/28/2015	7/28/2015	5/15/2016	Oceanit	Business mapping	Annual audit	Y	S
HTH501	A	\$ 26,338	M	\$ 375,000	\$ 348,662	7/28/2015	7/28/2015	6/30/2016	Human Services Research Institute	Individual bugeting for DD clients	Annual audit	Y	S
HTH501	A	\$ -	O	\$ 14,925	\$ 14,925	12/14/2015	12/14/2015	8/31/2016	Hawaii Pediatric Assoc Research & Edu Foundation	Scheduling Supports Intensity Scale	Annual audit	Y	S

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HTH520	A	\$ 85,248	A	\$ 85,248	\$ 64,584	7/1/2015	7/1/2015	6/30/2015	City and County of Honolulu	Reimbursement for issuing disabled person parking placards	Database statistics are generated and verified by the Disability and Communication Access Board	N	S
HTH520	A	\$ 19,584	A	\$ 19,584	\$ 15,396	7/1/2015	7/1/2015	6/30/2015	County of Hawaii	Reimbursement for issuing disabled person parking placards	Database statistics are generated and verified by the Disability and Communication Access Board	N	S
HTH520	A	\$ 14,952	A	\$ 14,952	\$ 11,460	7/1/2015	7/1/2015	6/30/2015	County of Maui	Reimbursement for issuing disabled person parking placards	Database statistics are generated and verified by the Disability and Communication Access Board	N	S
HTH520	A	\$ 5,328	A	\$ 5,328	\$ 5,328	7/1/2015	7/1/2015	6/30/2015	County of Kauai	Reimbursement for issuing disabled person parking placards	Database statistics are generated and verified by the Disability and Communication Access Board	N	S
HTH560	P	\$ 242,109	M	\$ 450,000	\$ 207,891	9/1/2015	6/1/2015	5/31/2016	Research Corporation of the University of Hawaii	Provide administrative services and employ staff to coordinate and support the DOH's Western States Genetic Services Project.	Fiscal and program staff monitoring	N	G,S
HTH560	B	\$ -	M	\$ 10,000	\$ 10,000	7/15/2015	7/15/2015	6/30/2016	Kapiolani Medical Specialists	Provide clinical review of abstracted medical records by a pediatric geneticist for the Hawaii Birth Defects Program.	Fiscal and program staff monitoring	Y	S
HTH560	B	\$ -	A	\$ 8,000	\$ 8,000	7/2/2015	7/1/2015	6/30/2016	Kapiolani Medical Specialists	Develop telegenetics protocol for hemoglobinopathy and other disorders detected by the Newborn Metabolic Screening Program.	Fiscal and program staff monitoring	Y	G,S
HTH560	B	Rate Schedule	M	Rate Schedule	\$ 71,122	8/31/2015	9/1/2013	8/31/2016	Oregon Department of Human Services	Provide newborn metabolic screening laboratory services for the Newborn Metabolic Screening Program.	Fiscal and program staff monitoring	Y	G,S
HTH560	A	\$ 3,077,982	M	\$ 3,320,000	\$ 242,018	2/19/2010	2/19/2010	12/31/2015	Child and Family Service	Parenting Support Program/Parent Line-Home Reach	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 1,462,056	M	\$ 1,581,317	\$ 119,261	2/2/2010	2/2/2010	12/31/2015	The Institute for Family Enrichment	Parenting Support Program/Mobile Outreach Services	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 162,339	M	\$ 277,698	\$ 115,359	10/29/2013	10/29/2013	8/29/2016	Social Solutions Global, Inc.	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ -	M	\$ 1,062,530	\$ 1,062,530	1/1/2014	1/1/2014	6/30/2017	Catholic Charities Hawaii	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 482,530	M	\$ 565,000	\$ 82,470	1/1/2014	1/1/2014	6/30/2017	Catholic Charities Hawaii	Healthy Start	Annual, Program and Fiscal	Y	S

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HTH560	P	\$ 560,649	M	\$ 967,449	\$ 406,800	1/1/2014	1/1/2014	6/30/2017	Catholic Charities Hawaii	Healthy Start		Y	S
HTH560	A	\$ -	M	\$ 104,000	\$ 104,000	1/1/2014	1/1/2014	6/30/2017	Child and Family Service	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 49,716	M	\$ 52,000	\$ 2,284	1/1/2014	1/1/2014	6/30/2017	Child and Family Service	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 96,715	M	\$ 282,715	\$ 186,000	1/1/2014	1/1/2014	6/30/2017	Child and Family Service	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 17,517	M	\$ 200,000	\$ 182,484	1/1/2014	1/1/2014	6/30/2017	Family Support Services of West Hawaii	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 100,000	M	\$ 100,000	\$ -	1/1/2014	1/1/2014	6/30/2017	Family Support Services of West Hawaii	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 80,247	M	\$ 222,730	\$ 142,484	1/1/2014	1/1/2014	6/30/2017	Family Support Services of West Hawaii	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 26,071	M	\$ 366,000	\$ 339,929	1/1/2014	1/1/2014	6/30/2017	Maui Family Support Services	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 150,966	M	\$ 183,000	\$ 32,034	1/1/2014	1/1/2014	6/30/2017	Maui Family Support Services	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 209,365	M	\$ 413,494	\$ 204,129	1/1/2014	1/1/2014	6/30/2017	Maui Family Support Services	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 25,949	M	\$ 400,000	\$ 374,051	1/1/2014	1/1/2014	6/30/2017	YWCA of Hawaii Island	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 257,802	M	\$ 283,274	\$ 25,472	1/1/2014	1/1/2014	6/30/2017	YWCA of Hawaii Island	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 25,949	M	\$ 51,917	\$ 25,968	1/1/2014	1/1/2014	6/30/2017	YWCA of Hawaii Island	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ -	M	\$ 1,100,000	\$ 1,100,000	1/1/2014	1/1/2014	6/30/2017	Keiki O Ka Aina Preschool, Inc.	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 859,609	M	\$ 972,915	\$ 113,306	1/1/2014	1/1/2014	6/30/2017	Keiki O Ka Aina Preschool, Inc.	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 422,915	M	\$ 2,114,515	\$ 1,691,600	1/1/2014	1/1/2014	6/30/2017	Keiki O Ka Aina Preschool, Inc.	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 57,387	M	\$ 600,000	\$ 542,613	1/1/2014	1/1/2014	6/30/2017	Institute for Native Pacific Education and Culture	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 431,203	M	\$ 431,203	\$ -	1/1/2014	1/1/2014	6/30/2017	Institute for Native Pacific Education and Culture	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 295,701	M	\$ 961,203	\$ 665,502	1/1/2014	1/1/2014	6/30/2017	Institute for Native Pacific Education and Culture	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 29,150	M	\$ 29,150	\$ -	1/1/2014	1/1/2014	6/30/2017	Maui Family Support Services, Inc.	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 118,930	M	\$ 399,150	\$ 280,220	1/1/2014	1/1/2014	6/30/2017	Maui Family Support Services, Inc.	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 92,892	M	\$ 700,000	\$ 607,108	1/1/2014	1/1/2014	6/30/2017	Parents and Children Together	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	B	\$ 583,331	M	\$ 583,331	\$ -	1/1/2014	1/1/2014	6/30/2017	Parents and Children Together	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ 326,223	M	\$ 953,931	\$ 627,708	1/1/2014	1/1/2014	6/30/2017	Parents and Children Together	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ -	M	\$ 700,000	\$ 700,000	7/1/2015	7/1/2015	6/30/2017	YWCA of Hawaii Island	Healthy Start	Annual, Program and Fiscal	Y	S

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HTH560	P	\$ -	M	\$ 544,083	\$ 544,083	7/1/2015	7/1/2015	6/30/2017	YWCA of Hawaii Island	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ -	M	\$ 458,000	\$ 458,000	7/1/2015	7/1/2015	6/30/2017	Child and Family Service	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ -	M	\$ 700,000	\$ 700,000	7/1/2015	7/1/2015	6/30/2017	Child and Family Service	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	P	\$ -	M	\$ 729,779	\$ 729,779	7/1/2015	7/1/2015	6/30/2017	Child and Family Service	Healthy Start	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 117,710	M	\$ 172,000	\$ 54,290	1/1/2013	1/1/2013	6/30/2016	Bay Clinic, Inc.	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 277,628	M	\$ 379,128	\$ 101,500	1/1/2013	1/1/2013	6/30/2016	Bay Clinic, Inc.	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 108,212	M	\$ 138,212	\$ 30,000	1/1/2013	1/1/2013	6/30/2016	Community Clinic of Maui, Inc.	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 261,988	M	\$ 377,288	\$ 115,300	1/1/2013	1/1/2013	6/30/2016	Community Clinic of Maui, Inc.	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 68,084	M	\$ 84,000	\$ 15,916	1/1/2013	1/1/2013	6/30/2016	Hamakua Health Center, Inc.	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 149,400	M	\$ 229,627	\$ 80,227	1/1/2013	1/1/2013	6/30/2016	Hamakua Health Center, Inc.	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 171,500	M	\$ 246,000	\$ 74,500	1/1/2013	1/1/2013	6/30/2016	Kalihi Palama Health Center	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 307,116	M	\$ 422,116	\$ 115,000	1/1/2013	1/1/2013	6/30/2016	Kalihi Palama Health Center	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 159,418	M	\$ 198,500	\$ 39,082	1/1/2013	1/1/2013	6/30/2016	Kokeya Kalihi Valley	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 333,433	M	\$ 410,450	\$ 77,017	1/1/2013	1/1/2013	6/30/2016	Kokeya Kalihi Valley	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 52,771	M	\$ 84,000	\$ 31,229	1/1/2013	1/1/2013	6/30/2016	Koolauloa Community Health and Wellness Center, Inc.	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 170,450	M	\$ 230,950	\$ 60,500	1/1/2013	1/1/2013	6/30/2016	Koolauloa Community Health and Wellness Center, Inc.	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 69,219	M	\$ 87,000	\$ 17,781	1/1/2013	1/1/2013	6/30/2016	Molokai General Hospital	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 204,732	M	\$ 275,473	\$ 70,741	1/1/2013	1/1/2013	6/30/2016	Molokai General Hospital	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 589,207	M	\$ 638,207	\$ 49,000	1/1/2013	1/1/2013	6/30/2016	Planned Parenthood of Hawaii	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 920,878	M	\$ 1,391,978	\$ 471,100	1/1/2013	1/1/2013	6/30/2016	Planned Parenthood of Hawaii	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 22,948	M	\$ 73,770	\$ 50,822	1/1/2013	1/1/2013	6/30/2016	University of Hawaii - Hilo	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 197,823	M	\$ 198,823	\$ 1,000	1/1/2013	1/1/2013	6/30/2016	University of Hawaii - Hilo	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 116,193	M	\$ 155,710	\$ 39,517	1/1/2013	1/1/2013	6/30/2016	University of Hawaii - Kauai	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S

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HTH560	A	\$ 476,542	M	\$ 598,482	\$ 121,940	1/1/2013	1/1/2013	6/30/2016	Waianae District Comprehensive Health & Hospital Board	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 661,343	M	\$ 961,343	\$ 300,000	1/1/2013	1/1/2013	6/30/2016	Waianae District Comprehensive Health & Hospital Board	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 52,500	M	\$ 52,500	\$ -	1/1/2013	1/1/2013	6/30/2016	Waikiki Health Center	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 231,396	M	\$ 231,396	\$ -	1/1/2013	1/1/2013	6/30/2016	Waikiki Health Center	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 78,532	M	\$ 101,950	\$ 23,418	1/1/2013	1/1/2013	6/30/2016	Waimanalo Health Center	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 200,500	M	\$ 280,500	\$ 80,000	1/1/2013	1/1/2013	6/30/2016	Waimanalo Health Center	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 37,798	M	\$ 42,500	\$ 4,702	1/1/2013	1/1/2013	6/30/2016	Lanai Community Health Center	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 136,528	M	\$ 177,654	\$ 41,126	1/1/2013	1/1/2013	6/30/2016	Lanai Community Health Center	Family Planning/Family Planning and Health Education	Annual, Program and Fiscal	Y	S
HTH560	A	\$ -	M	\$ 248,598	\$ 248,598	7/1/2015	7/1/2015	6/30/2017	Healthy Mothers Healthy Babies	Perinatal Support Services/System of Care	Annual, Program and Fiscal	Y	S
HTH560	N	\$ -	M	\$ 45,402	\$ 45,402	7/1/2014	7/1/2015	6/30/2017	Healthy Mothers Healthy Babies	Perinatal Support Services/System of Care	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 62,893	M	\$ 310,500	\$ 247,607	7/1/2014	7/1/2014	6/30/2018	Community Clinic of Maui	Perinatal Support Services/High- Risk Pregnant Women	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 104,865	M	\$ 330,500	\$ 225,635	7/1/2014	7/1/2014	6/30/2018	Kalihi Palama Health Center	Perinatal Support Services/High- Risk Pregnant Women	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 99,008	M	\$ 320,000	\$ 220,992	7/1/2014	7/1/2014	6/30/2018	Kokeya Kalihi Valley	Perinatal Support Services/High- Risk Pregnant Women	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 50,649	M	\$ 160,500	\$ 109,851	7/1/2014	7/1/2014	6/30/2018	Molokai General Hospital	Perinatal Support Services/High- Risk Pregnant Women	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 121,900	M	\$ 469,907	\$ 348,007	7/1/2014	7/1/2014	6/30/2018	Waianae District Comprehensive Health Center	Perinatal Support Services/High- Risk Pregnant Women	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 20,992	M	\$ 160,000	\$ 139,008	7/1/2014	7/1/2014	6/30/2018	Waimanalo Health Center	Perinatal Support Services/High- Risk Pregnant Women	Annual, Program and Fiscal	Y	S
HTH560	A	\$ 21,775	M	\$ 119,928	\$ 98,153	7/1/2014	7/1/2014	6/30/2018	West Hawaii Community Health Center	Perinatal Support Services/High- Risk Pregnant Women	Annual, Program and Fiscal	Y	S
HTH560	N	\$ 1,068,284	M	\$ 1,570,890	\$ 502,606	10/1/2011	10/1/2011	9/30/2017	Bay Clinic, Inc.	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S
HTH560	N	\$ 1,137,441	M	\$ 1,748,085	\$ 610,644	10/1/2011	10/1/2011	9/30/2017	Community Clinic of Maui, Inc. dba Malama I Ke Ola Health Center	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S

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HTH560	N	\$ 2,220,176	M	\$ 3,252,900	\$ 1,032,724	10/1/2011	10/1/2011	9/30/2017	Kalihi-Palama Health Center	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S
HTH560	N	\$ 1,135,187	M	\$ 1,759,710	\$ 624,523	10/1/2011	10/1/2011	9/30/2017	Kapiolani Medical Center for Women and Children	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S
HTH560	N	\$ 944,599	M	\$ 1,425,713	\$ 481,114	10/1/2011	10/1/2011	9/30/2017	Kokua Kalihi Valley	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S
HTH560	N	\$ 307,118	M	\$ 493,520	\$ 186,402	10/1/2011	10/1/2011	9/30/2017	Molokai Ohana Health Care, Inc. dba Molokai Community Health Center	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S
HTH560	N	\$ 2,863,264	M	\$ 4,234,860	\$ 1,371,596	10/1/2011	10/1/2011	9/30/2017	Waianae District Comprehensive Health and Hospital Board, Inc. dba Waianae Coast Comprehensive Health Center	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S
HTH560	N	\$ 606,745	M	\$ 916,020	\$ 309,275	10/1/2011	10/1/2011	9/30/2017	Waimanalo Health Center	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S
HTH560	N	\$ 113,606	M	\$ 193,150	\$ 79,544	4/1/2012	4/1/2012	9/30/2017	Maui Family Support Services	Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Annual Fiscal or Program Monitoring	Y	S
HTH560	N	\$ 133,926	A	\$ 244,800	\$ 110,874	10/1/2012	10/1/2012	9/30/2017	Hoike Networks, Inc. dba Framework 21	Programming Support for the WIC Information System	Review invoices, annually	N	G
HTH560	N	\$ 289,211	O	\$ 827,569	\$ 538,358	2/20/2013	11/1/2012	2/19/2018	Maximus Health Services Inc.	Project Manager - WIC Management; Information System Core Application	Review invoices, annually	N	G
HTH560	N	\$ 251,309	O	\$ 2,376,962	\$ 2,125,653	8/1/2015	8/1/2015	7/31/2016	Cquest America, Inc.	Transfer & Implementation of WIC MIS Replacement Project	Review invoices, annually	N	G
HTH560	N	Varies	M	Rate Schedule	Rate Schedule	5/26/2015	5/26/2015	9/30/2018	CSC Covansys	Banking Services	Review invoices, annually	N	G
HTH560	A	\$ 84,550	M	Rate Schedule	Rate Schedule	5/16/2013	7/1/2013	6/30/2017	The Queen's Medical Center	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 1,058,770	M	Rate Schedule	Rate Schedule	6/24/2013	7/1/2013	6/30/2019	Bay Clinic, Inc.	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 980,205	M	Rate Schedule	Rate Schedule	4/25/2013	7/1/2013	6/30/2019	Community Clinic of Maui, Inc.	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 74,005	M	Rate Schedule	Rate Schedule	8/23/2013	7/1/2013	6/30/2019	Hamakua Health Center, Inc.	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 294,855	M	Rate Schedule	Rate Schedule	5/16/2013	7/1/2013	6/30/2019	Ho'ola Lahui Hawaii	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 754,110	M	Rate Schedule	Rate Schedule	7/12/2013	7/1/2013	6/30/2019	Kalihi-Palama Health Center	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 978,495	M	Rate Schedule	Rate Schedule	5/14/2013	7/1/2013	6/30/2019	Kokua Kalihi Valley	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 232,940	M	Rate Schedule	Rate Schedule	6/24/2013	7/1/2013	6/30/2019	Ko'olauloa Community Health & Wellness Center, Inc.	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S

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HTH560	B	\$ 60,420	M	Rate Schedule	Rate Schedule	6/24/2013	7/1/2013	6/30/2019	Lanai Community Health Center	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 83,750	M	Rate Schedule	Rate Schedule	5/16/2013	7/1/2013	6/30/2019	Molokai Ohana Health Care, Inc.	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 492,750	M	Rate Schedule	Rate Schedule	6/6/2013	7/1/2013	6/30/2019	Waianae District Comprehensive Health and Hospital Board, Inc.	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 557,425	M	Rate Schedule	Rate Schedule	7/12/2013	7/1/2013	6/30/2019	Waikiki Health Center	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 648,565	M	Rate Schedule	Rate Schedule	4/25/2013	7/1/2013	6/30/2019	Waimanalo Health Center	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 259,360	M	Rate Schedule	Rate Schedule	4/25/2013	7/1/2013	6/30/2019	West Hawaii Community Health Center, Inc.	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	A	\$ 68,495	M	Rate Schedule	Rate Schedule	5/28/2013	7/1/2013	6/30/2017	Country Doctor Outreach	Primary Care Svcs. for the uninsured	On-site, biennial	Y	S
HTH560	B	\$ 3,766,664	M	\$ 4,520,000		6/29/2012	7/1/2012	6/30/2016	Hana Health	Urgent & primary care services	On-site, biennial	Y	S
HTH560	A	\$ 6,704,881	M	\$ 7,391,610	\$ 686,729	5/31/2012	7/1/2012	6/30/2016	Molokai General Hospital	In-patient, out-patient, emergency svcs.	On-site, biennial	Y	S
HTH560	B	\$ 4,526,333	M	\$ 5,872,000	\$ 1,345,667	6/11/2012	7/1/2012	6/30/2016	Waianae Coast Comprehensive Health & Hospital Board, Inc.	Emergency room services	On-site, biennial	Y	S
HTH560	A	\$ 2,105,305	M	\$ 3,600,688	\$ 1,495,383	4/25/2013	7/1/2013	6/30/2017	Wahiawa General Hospital	In-patient, out-patient, emergency svcs.	On-site, biennial	Y	S
HTH560	A	\$ 166,972	M	\$ 185,212	\$ 18,240	7/21/2010	7/1/2010	6/30/2016	Narcissa Ocariza dba as Eunar Janitorial Service	Janitorial Services for the Wilcox Complex Buildings	Desk audit	N	S
HTH560	A	\$ 2,131,746	M	Rate schedule	\$ 300,000	6/14/2015	1/1/2013	6/30/2016	Easter Seals Hawaii - Kailua	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 2,147,931	M	Rate schedule	\$ 274,706	6/4/2015	1/1/2013	6/30/2016	Easter Seals Hawaii - Honolulu Central	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 2,070,491	M	Rate schedule	\$ 300,000	6/4/2015	1/1/2013	6/30/2016	Easter Seals Hawaii - Honolulu East	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 1,582,447	M	Rate schedule	\$ 300,000	6/4/2015	1/1/2013	6/30/2016	Easter Seals Hawaii - Kauai	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 2,085,518	M	Rate schedule	\$ 300,000	6/4/2015	1/1/2013	6/30/2016	Easter Seals Hawaii - Hilo	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 2,666,815	M	Rate schedule	\$ 145,182	6/4/2015	1/1/2013	6/30/2016	Easter Seals Hawaii - Kapolei	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S

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HTH560	A, N	\$ 1,685,524	M	Rate schedule	\$ 300,000	5/28/2015	1/1/2013	6/30/2016	Kapiolani Medical Center for Women and Children - Central	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 1,275,746	M	Rate schedule	\$ 300,000	11/6/2015	1/1/2013	6/30/2016	Waianae Coast Early Childhood Services - Waianae	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 1,579,861	M	Rate schedule	\$ 425,000	11/6/2015	1/1/2013	6/30/2016	Waianae Coast Early Childhood Services - Wahiawa	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 2,782,418	M	Rate schedule	\$ 375,000	11/6/2015	1/1/2013	6/30/2016	Waianae Coast Early Childhood Services - Waipahu	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 1,673,294	M	Rate schedule	\$ 300,000	4/21/2015	1/1/2013	6/30/2016	United Cerebral Palsy - Honolulu South	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 5,359,173	M	Rate schedule	\$ 571,305	5/6/2015	1/1/2013	6/30/2016	Imua Family Services (Maui)	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 252,270	M	Rate schedule	\$ 68,730	6/4/2015	1/1/2013	6/30/2016	Imua Family Services (Lanai)	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 641,816	M	Rate schedule	\$ 300,000	12/8/2015	1/1/2013	6/30/2016	Family Support Services of West Hawaii (Kohala)	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 1,362,777	M	Rate schedule	\$ 300,000	4/27/2015	1/1/2013	6/30/2016	Family Support Services of West Hawaii (Kona)	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A, N	\$ 1,889,898	M	Rate schedule	\$ 3,000	6/25/2015	1/1/2013	6/30/2016	Kapiolani Medical Center for Women and Children - EIP	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 43,018	M	Rate schedule	\$ 259,082	11/30/2015	7/1/2015	6/30/2016	Imua Family Services (Molokai)	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 16,460	M	Rate schedule	\$ 75,000	10/28/2015	1/1/2015	6/30/2016	ACES	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S

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HTH560	A	\$ 45,031	M	Rate schedule	\$ 54,286	3/25/2015	3/25/2015	6/30/2016	Alakai Na Keiki	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 524,118	M	Rate schedule	\$ 265,883	10/21/2015	1/1/2015	6/30/2016	Bayada Home Health Care	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 21,110	M	Rate schedule	\$ 58,890	8/14/2015	1/1/2015	6/30/2016	Care Hawaii, Inc.	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ -	M	Rate schedule	\$ 10,000	7/15/2015	1/1/2015	6/30/2016	Easter Seals Hawaii	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 419,200	M	Rate schedule	\$ 185,863	7/30/2015	1/1/2015	6/30/2016	Hawaii Behavioral Health	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 147,908	M	Rate schedule	\$ 92,091	7/30/2015	1/1/2015	6/30/2016	Imua Family Services (Maui)	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 10,510	M	Rate schedule	\$ 100,000	11/30/2015	1/1/2015	6/30/2016	Child & Family Services (TIFFE)	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ -	M	Rate schedule	\$ 7,000	10/8/2015	7/1/2015	6/30/2016	June Uyehara Isono, Inc.	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ -	M	Rate schedule	\$ 24,000	7/1/2015	7/1/2015	6/30/2016	KMC Rehab	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ -	M	Rate schedule	\$ 7,000	7/1/2015	7/1/2015	6/30/2016	Therapeutic Connections, LLC	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 6,155	M	Rate schedule	\$ 7,845	7/1/2015	7/1/2015	6/30/2016	Jessica E. Tindall	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 357	M	Rate schedule	\$ 3,643	7/1/2015	7/1/2015	6/30/2016	Lauren Yasui, LLC	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S

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HTH560	A	\$ 6,462	M	Rate schedule	\$ 9,961	5/11/2015	3/1/2015	2/29/2016	Aptitude Habilitation Services	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 1,250	O	Rate schedule	\$ 3,700	10/8/2015	9/1/2015	6/30/2016	Data Veduta	Early Intervention Section data repair and enhancement	Early Intervention Section designated committee	Y	S
HTH560	A	\$ 132	M	Rate schedule	\$ 5,000	7/1/2015	7/1/2015	6/30/2016	Ryan M. DeLa Pena DLP Technology Consulting LLC	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 733	M	Rate schedule	\$ 5,568	7/1/2015	7/1/2015	6/30/2016	Sayuri's Nutritional Consultation, LLC	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 34,272	M	Rate schedule	\$ 22,411	7/6/2015	7/1/2016	6/30/2016	Imua Family Services	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ -	M	Rate schedule	\$ 14,000	8/10/2015	7/1/2016	6/30/2016	Island Abilities LLC	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ -	M	Rate schedule	\$ 14,000	10/1/2015	7/1/2016	6/30/2016	Lise Tsue	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ -	M	Rate schedule	\$ 14,000	12/1/2015	7/1/2016	6/30/2016	Megan Fienhold dba Keiki Communication Therapy	Early intervention services for infants and toddlers with special needs under the age of three.	Fiscal and program staff monitoring	Y	S
HTH560	A	\$ 2,555,550	M	Rate schedule	\$ 233,469	11/24/2006	4/1/2012	2/28/2017	FPA 1350 King Associates, LLC	Lease Rent, EIS office, 1350 South King Street, Honolulu, HI 96814	Fiscal monitoring	L	S
HTH590	A	\$ 1,500,000	O	\$ 1,500,000.00	\$ 10,503.00	6/14/2012	7/1/2012	6/30/2013	QUEEN'S MEDICAL CENTER, THE	Establish organ transplant center-grant in aid	Deliverables	Y	S
HTH590	A	\$ 191,860	O	\$ 191,860.00	\$ 41,277.02	11/14/2012	8/1/2012	8/31/2015	CITY & COUNTY OF HONOLULU	Enforcement of tobacco age limits	Deliverables	Y	S
HTH590	A	\$ 500,000	O	\$ 500,000.00	\$ 6,494.17	7/2/2013	8/4/2012	6/30/2013	KAPIOLANI MEDICAL CENTER FOR	Establish stem cell collection program	Deliverables	Y	S
HTH590	A	\$ 500,000	O	\$ 500,000.00	\$ 500,000.00	6/3/2015	6/2/2015	6/1/2016	PACIFIC RENAL CARE FOUNDATION	Provide services to patients with chronic kidney disease on neighbor islands	Deliverables	Y	S
HTH590	B	\$ 616,645	O	\$ 616,644.65	\$ 89,126.83	5/13/2010	4/20/2001	4/30/2016	UNIVERSITY OF HAWAII	Nutritional educ for SNAP-ED program	Deliverables	Y	S
HTH590	B	\$ 70,181	O	\$ 70,181.00	\$ 15,002.00	7/22/2010	7/13/2010	6/30/2016	UNIVERSITY OF HAWAII	SNAP-Ed to nutrition education network	Deliverables	Y	S
HTH590	B	\$ 249,497	O	\$ 249,497.00	\$ 227,267.69	6/15/2011	6/8/2011	5/31/2016	DEPARTMENT OF EDUCATION	School food services worker training	Deliverables	Y	S
HTH590	B	\$ 4,454,747	O	\$ 4,454,747.00	\$ 1,256,560.57	8/17/2011	8/9/2011	6/30/2016	UNIVERSITY OF HAWAII	Hawaii Health Data Warehouse	Deliverables	Y	S

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HTH590	B	\$ 599,879	O	\$ 599,879.00	\$ 132,252.65	6/27/2012	6/22/2012	12/31/2016	UNIVERSITY OF HAWAII	School surveys (HSHS) tobacco usage	Deliverables	Y	S
HTH590	B	\$ 3,600,600	O	\$ 3,600,600.00	\$ 1,140,297.49	8/2/2012	8/1/2012	7/31/2016	DEPARTMENT OF EDUCATION	Standards-based PE and Health Ed	Deliverables	Y	S
HTH590	B	\$ 531,080	O	\$ 531,080.00	\$ 222,701.92	2/2/2015	7/1/2014	6/30/2016	UNIVERSITY OF HAWAII	Nutrition and Physical activity coalitions	Deliverables	Y	S
HTH590	B	\$ 1,000,000	O	\$ 1,000,000.00	\$ 900,000.00	7/22/2015	6/24/2015	6/30/2016	CITY & COUNTY OF HONOLULU	Bikeshare	Deliverables	Y	S
HTH590	P	\$ 2,989,547	O	\$ 2,989,546.87	\$ 845,384.56	12/30/2011	12/15/2011	6/30/2016	UNIVERSITY OF HAWAII	Nutrition & Phy Activity Coalitions	Deliverables	Y	S
HTH590	P	\$ 700,000	O	\$ 700,000.00	\$ 98,353.54	9/30/2013	4/24/2013	3/28/2015	HAWAII PUBLIC HEALTH INSTITUTE	Implement Community based Tobacco intervention Program	Deliverables	Y	S
HTH590	P	\$ 132,000	O	\$ 132,000.00	\$ 132,000.00	6/30/2015	6/18/2015	6/29/2016	UNIVERSITY OF HAWAII	Assessment to improve clinical practice of care for patients with High Blood Pressure	Deliverables	Y	S
HTH590	P	\$ 3,000,000	O	\$ 3,000,000.00	\$ 2,994,987.79	8/28/2015	8/24/2015	9/29/2016	HAWAII PRIMARY CARE	Prevention of Obesity, Heart Disease, Diabetes and Stroke	Deliverables	Y	S
HTH590	P	\$ 942,985	O	\$ 942,985.00	\$ 907,037.17	9/28/2015	9/23/2015	9/29/2016	HAWAII PUBLIC HEALTH INSTITUTE	Prevention of Obesity, Heart Disease, Diabetes and Stroke	Deliverables	Y	S
HTH590	U	\$ 165,550	O	\$ 165,550.00	\$ 50,120.99	5/1/2013	5/1/2013	9/30/2016	KOHALA CENTER INC., THE	Nutritional educ for SNAP-ED	Deliverables	Y	S
HTH590	U	\$ 177,731	O	\$ 177,730.59	\$ 177,730.59	10/1/2013	10/1/2013	6/30/2016	YOUNG MEN'S CHRISTIAN	Nutritional educ for SNAP-ED	Deliverables	Y	S
HTH590	U	\$ 95,000	O	\$ 95,000.00	\$ 49,974.96	9/12/2014	9/12/2014	6/30/2016	KOKUA KALIHI VALLEY	Nutritional educ for SNAP-ED	Deliverables	Y	S
HTH590	P	\$ 43,000	O	\$ 43,000.00	\$ 29,192.95	6/24/2014	6/24/2014	6/30/2016	BAY CLINIC, INC.	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 10,000	O	\$ 10,000.00	\$ 10,000.00	7/1/2015	7/1/2015	6/30/2016	HAMAKUA HEALTH CENTER, INC.	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 143,000	O	\$ 143,000.00	\$ 52,676.00	7/1/2014	7/1/2014	6/30/2016	HOOLA LAHUI HAWAII	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 10,000	O	\$ 10,000.00	\$ 10,000.00	7/1/2014	7/1/2014	6/30/2016	HUI NO KE OLA PONO, INC.	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 20,000	O	\$ 20,000.00	\$ 20,000.00	7/1/2014	7/1/2014	6/30/2016	KALIHI-PALAMA HEALTH CENTER	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 130,000	O	\$ 130,000.00	\$ 130,000.00	7/1/2014	7/1/2014	6/30/2016	KAPIOLANI MEDICAL CENTER FOR	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 45,000	O	\$ 45,000.00	\$ 45,000.00	7/1/2014	7/1/2014	6/30/2016	KOKUA KALIHI VALLEY	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 75,000	O	\$ 75,000.00	\$ 75,000.00	7/1/2014	7/1/2014	6/30/2016	QUEEN'S MEDICAL CENTER, THE	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 45,000	O	\$ 45,000.00	\$ 45,000.00	7/1/2014	7/1/2014	6/30/2016	WAIANAЕ DISTRICT COMPREHENSIVE	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 107,920	O	\$ 107,920.00	\$ 48,210.00	7/1/2014	7/1/2014	6/30/2016	WAIMANALO HEALTH CENTER	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH590	P	\$ 45,000	O	\$ 45,000.00	\$ 45,000.00	7/1/2014	7/1/2014	6/30/2016	WEST HAWAII COMMUNITY HEALTH	Breast & Cervical Cancer Screening services	Deliverables	Y	S
HTH610	A	various	O-upon deliverables	\$ 158,000.00	\$ 69,500.00	6/29/2015	6/29/2015	6/28/2016	Digital Health Department, Inc.	host a web-based food establishment inspection system that manages, facilitates, documents, and provides information related to food establishments	contract administrator receives and evaluates periodic deliverables	N	S

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HTH710	A	\$ 261,252	M	\$ 261,252.00	\$ 195,939.00	6/27/2013	7/1/2015	6/30/2016	Honeywell International, Inc.	Guaranteed maintenance service of air conditioning and ventilating equipment, and compressed air and vacuum equipment, thermostats and chemical water treatment of air conditioning water system for the Department of Health, State Laboratories Division.	Building Manager monitors the operation of the State Laboratories facility's systems covered by this contract and works with the contractor to insure the systems are in working order. Payments are fixed and paid on submission of invoices.	Y	E
HTH720	A	\$ 4,167	M	\$ 50,000.00	\$ 50,000.00	11/17/2015	7/1/2015	6/30/2016	Community Ties of America, Inc.	ASO LOG No. 16-042; Perform licensing of adult day care facilities.	Review of periodic reports submitted by contractor together with invoices.	Y	S
HTH720	A/P	\$ 41,252 / 26,375	M	\$ 811,524.00	\$ 811,524.00	12/9/2015	7/1/2015	6/30/2016	Community Ties of America, Inc.	ASO LOG No. 12-147-M4; Perform licensing, certification and monitoring of community care foster family homes and case management.	Review of periodic reports submitted by contractor together with invoices.	Y	S
HTH720	P	Reimb	O	\$ 54,030.00	\$ 54,030.00	9/1/2015	10/1/2015	9/30/2016	John M. Piper	ASO LOG No. 12-077-M4; Perform life safety services	Review of periodic reports submitted by contractor together with invoices.	Y	S
HTH730	A	\$ 2,721,046	M	NA	NA	12/20/2012	1/1/2013	12/31/2016	Advanced Data Processing, Inc. dba Intermedix Corp.	ASO LOG NO. 13-085-M3. Rate Schedule "Unit Rate" contract for Billing and collection services for emergency medical services. Possible extensions to: 12/31/18.	Review of monthly billing activity and collection reports.	N	S
HTH730	A	\$ -	M	\$ 179,900	\$ 179,900	5/7/2015	7/1/2015	6/30/2016	County of Kauai (Police Department)	ASO LOG NO. 16-001. To operate an emergency medical services dispatch communication center. Possible extensions to: 06/30/2021.	Review of monthly expenditure reports.	Y	S
HTH730	A	\$ 93,706	M	\$ 376,866	\$ 283,160	5/7/2015	7/1/2015	6/30/2016	County of Maui (Police Department)	ASO LOG NO. 16-002. To operate an emergency medical services dispatch communication center. Possible extensions to: 06/30/2021.	Review of monthly expenditure reports.	Y	S
HTH730	A	\$ 72,516	M	\$ 197,814	\$ 125,299	6/9/2015	7/1/2015	6/30/2016	Denver Health and Hospital Authority, Rocky Mountain Poison and Drug Center	ASO LOG NO. 16-003. Telephone case management for all calls originating in Hawaii on the national toll-free hotline. Provide poison information services to the public and health professionals 24-hours per day seven days per week. Possible extensions to: 06/30/2021.	Review of monthly activity and quarterly summary reports.	Y	S

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HTH730	A	\$ 2,236,459	M	\$ 2,576,152	\$ 339,693	12/16/2010	7/1/2010	6/30/2016	Med Media, Inc.	ASO LOG NO. 11-028-M10 (Contract No. 59879). Provision of materials, parts, labor, and training necessary to maintain the uninterrupted operational availability of the Statewide Hawaii Emergency Medical Services Information System ("HEMSIS"). Possible extensions to: 06/30/2016.	Review of monthly expenditure reports.	N	G/S
HTH730	A	\$ 39,521,483	M	\$ 46,515,448	\$ 6,993,966	9/26/2011	7/1/2011	6/30/2016	International Life Support, Inc. dba American Medical Response	ASO LOG NO. 12-001-M8. To provide continuous 911 advanced life support emergency ground ambulance service on the islands of Maui, Molokai and Lanai and to provide helicopter ambulance services to respond to 911 calls and transfer requests. Possible extensions to: 06/30/2017.	Review of monthly expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMSIS reports. Review of quarterly quality improvement reports.	Y	S
HTH730	A	\$ 17,424,353	M	\$ 20,623,643	\$ 3,199,290	9/26/2011	7/1/2011	6/30/2016	International Life Support, Inc. dba American Medical Response	ASO LOG NO. 12-002-M3. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Kauai. Possible extensions to: 06/30/2017.	Review of monthly expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMSIS reports. Review of quarterly quality improvement reports.	Y	S
HTH730	A	\$ 42,055,692	M	\$ 60,953,746	\$ 18,898,054	11/17/2011	7/1/2011	6/30/2016	County of Hawaii	ASO LOG NO. 12-003-M6. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Hawaii; and to provide helicopter ambulance services to respond to 911 call and transfer requests. Possible extension to: 06/30/2017.	Review of monthly expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMSIS reports. Review of quarterly quality improvement reports.	Y	S

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HTH730	A	\$ 119,947,737	M	\$ 139,353,384	\$ 19,405,647	12/1/2011	7/1/2011	6/30/2016	City and County of Honolulu	ASO LOG NO. 12-005-M8. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Oahu. Possible extension to: 06/30/2017.	Review of monthly expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMSIS reports. Review of quarterly quality improvement reports.	Y	S
HTH730	A	\$ 1,304,244	M	\$ 1,539,017	\$ 234,773	8/23/2011	7/1/2011	6/30/2016	Pacific Wireless Communications, LLC	ASO LOG NO. 12-006-M6 (Contract No. 60403). To provide all materials, parts, and labor necessary to maintain the operational availability of all required equipment for the State's Medical Communications System on the Islands of Oahu, Kauai, Maui, Lanai, Molokai and Hawaii. Possible extensions to: 06/30/2017.	Review of monthly, quarterly and annual service reports.	N	G/S
HTH730	A	\$ 405,761	O (as work activity is completed)	\$ 694,975	\$ 289,214	5/29/2013	5/29/2013	2/29/2016	Pacific Wireless Communications, LLC	ASO LOG NO. 13-117-M2 (Contract No. 62057). To upgrade and integrate the existing Hawaii County 9-1-1 emergency medical services ("EMS") medical communication ("MEDICOM") land-mobile radio system from analog to Project 25 digital. Possible extensions to: 05/28/2019.	Review of expenditure reports.	N	G/S
HTH730	B	\$ 308,881	M	\$ 361,632	\$ 52,752	12/16/2010	7/1/2010	6/30/2016	Med Media, Inc.	ASO LOG NO. 11-028-M10 (Contract No. 59879). Provision of materials, parts, labor, and training necessary to maintain the uninterrupted operational availability of the Statewide Hawaii Emergency Medical Services Information System ("HEMSIS"). Possible extensions to: 06/30/2016.	Review of monthly expenditure reports.	N	G/S

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HTH730	B	\$ 633,211	M	\$ 795,148	\$ 161,937	8/11/2010	8/11/2010	6/30/2016	University of Hawaii (ORS - KCC)	ASO LOG NO. 11-031-M8 (Contract No. 59510). To provide EMS education and training through training centers located on the island of Maui, Kauai, and Hawaii. Possible extensions to: 06/30/2016.	Review of monthly expenditure reports.	N	S
HTH730	B	\$ 13,753,605	M	\$ 17,700,623	\$ 3,947,018	9/26/2011	7/1/2011	6/30/2016	International Life Support, Inc. dba American Medical Response	ASO LOG NO. 12-001-M8. To provide continuous 911 advanced life support emergency ground ambulance service on the islands of Maui, Molokai and Lanai and to provide helicopter ambulance services to respond to 911 calls and transfer requests. Possible extensions to: 06/30/2017.	Review of monthly expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMSIS reports. Review of quarterly quality improvement reports.	Y	S
HTH730	B	\$ 4,531,440	M	\$ 5,664,300	\$ 1,132,860	9/26/2011	7/1/2011	6/30/2016	International Life Support, Inc. dba American Medical Response	ASO LOG NO. 12-002-M3. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Kauai. Possible extensions to: 06/30/2017.	Review of monthly expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMSIS reports. Review of quarterly quality improvement reports.	Y	S
HTH730	B	\$ 7,929,573	M	\$ 13,221,845	\$ 5,292,272	11/17/2011	7/1/2011	6/30/2016	County of Hawaii	ASO LOG NO. 12-003-M6. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Hawaii; and to provide helicopter ambulance services to respond to 911 call and transfer requests. Possible extension to: 06/30/2017.	Review of monthly expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMSIS reports. Review of quarterly quality improvement reports.	Y	S
HTH730	B	\$ 19,821,565	M	\$ 26,819,640	\$ 6,998,076	12/1/2011	7/1/2011	6/30/2016	City and County of Honolulu	ASO LOG NO. 12-005-M8. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Oahu. Possible extension to: 06/30/2017.	Review of monthly expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMSIS reports. Review of quarterly quality improvement reports.	Y	S

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HTH730	B	\$ 161,569	M	\$ 166,569	\$ 5,000	8/23/2011	7/1/2011	6/30/2016	Pacific Wireless Communications, LLC	ASO LOG NO. 12-006-M6 (Contract No. 60403). To provide all materials, parts, and labor necessary to maintain the operational availability of all required equipment for the State's Medical Communications System on the Islands of Oahu, Kauai, Maui, Lanai, Molokai and Hawaii. Possible extensions to: 06/30/2017.	Review of monthly, quarterly and annual service reports.	N	G/S
HTH730	B	\$ -	M	\$ 240,000	\$ 240,000	11/19/2013	1/1/2014	6/30/2016	University of Hawaii (ORS - KCC)	Memorandum of Agreement (MOA). To provide a stipend program to remedy the shortage of paramedics and mobile intensive care technicians in Hawaii. Possible extensions to: None. A new MOA is prepared each fiscal year or class cycle as for FY 15-16.	Review of monthly expenditure reports.	N	S
HTH730	B	\$ 1,522,050	O (monthly/quarterly)	\$ 1,856,193	\$ 334,143	7/1/2010	7/1/2010	6/30/2016	Hilo Medical Center	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of monthly/quarterly expenditure reports.	N	S
HTH730	B	\$ 3,378,003	O (quarterly)	\$ 4,378,003	\$ 1,000,000	7/21/2010	7/1/2010	6/30/2016	Maui Memorial Medical Center	Memorandum of Agreement (MOA) M7. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 1,724,553	O (monthly/quarterly)	\$ 2,100,000	\$ 375,446	7/21/2010	7/1/2010	6/30/2016	North Hawaii Community Hospital	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of monthly/quarterly expenditure reports.	N	S
HTH730	B	\$ 1,672,980	O (monthly/quarterly)	\$ 2,022,980	\$ 350,000	7/21/2010	7/1/2010	6/30/2016	Wilcox Memorial Hospital	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of monthly/quarterly expenditure reports.	N	S

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HTH730	B	\$ 1,837,500	O (monthly/quarterly)	\$ 2,100,000	\$ 262,500	7/21/2010	7/1/2010	6/30/2016	Kona Community Hospital	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of monthly/quarterly expenditure reports.	N	S
HTH730	B	\$ 160,254	O (quarterly)	\$ 214,456	\$ 54,202	9/27/2010	9/27/2010	6/30/2016	Ka'u Hospital	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 144,355	O (quarterly)	\$ 232,156	\$ 87,800	9/27/2010	9/27/2010	6/30/2016	Kula Hospital	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 5,892,438	O (quarterly)	\$ 7,392,438	\$ 1,500,000	6/29/2010	7/1/2010	6/30/2016	The Queen's Medical Center	Memorandum of Agreement (MOA) M7. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 206,860	O (quarterly)	\$ 256,860	\$ 50,000	3/2/2011	3/2/2011	6/30/2016	Molokai General Hospital	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive trauma system. Possible extensions to: 6/30/16.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 147,220	O (quarterly)	\$ 247,220	\$ 100,000	2/28/2011	2/28/2011	6/30/2016	Lanai Community Hospital	Memorandum of Agreement (MOA); M5. To develop, maintain services, and participate in the Hawaii comprehensive trauma system. Possible extensions to: 6/30/16.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 1,706,650	O (monthly/quarterly)	\$ 1,982,381	\$ 275,731	5/20/2010	5/20/2010	6/30/2016	Kapiolani Medical Center	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 06/30/2016.	Review of monthly/quarterly expenditure reports.	N	S

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HTH730	B	\$ 920,500	M	\$ 1,103,000	\$ 182,500	6/22/2010	6/15/2010	6/30/2016	Kapiolani Medical Specialists	Memorandum of Agreement (MOA) M5. To provide funding for pediatric surgeons to be available to STATE designated facilities to provide assistance in the care of injured children, and, to provide guidance in developing protocols, educational programs and quality assurance activities that address the unique needs of injured children within the comprehensive state trauma system. Possible extensions to: 6/30/16.	Review of monthly expenditure reports.	N	S
HTH730	B	\$ 231,225	O (monthly/quarterly)	\$ 281,225	\$ 50,000	11/17/2010	11/17/2010	6/30/2016	Hale Ho'ola Hamakua	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive trauma system. Possible extensions to: 6/30/16.	Review of monthly/quarterly expenditure reports.	N	S
HTH730	B	\$ 181,000	O (quarterly)	\$ 231,000	\$ 50,000	11/17/10	11/17/2011	6/30/2016	West Kauai Medical	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 128,713	O (quarterly)	\$ 178,713	\$ 50,000	11/17/2011	7/1/2012	6/30/2016	Samuel Mahelona Memorial Hospital	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/16.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 154,938	O (quarterly)	\$ 204,938	\$ 50,000	2/28/2011	2/28/2012	6/30/2016	Kahuku Medical Center	Memorandum of Agreement (MOA) M4. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extension to: 06/30/2016.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 74,620	O (quarterly)	\$ 131,122	\$ 56,502	3/2/2011	3/2/2011	6/30/2016	Kohala Hospital	Memorandum of Agreement (MOA) M5. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extension to: 06/30/2016.	Review of quarterly expenditure reports.	N	S

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HTH730	B	\$ 199,877	O (quarterly)	\$ 249,877	\$ 50,000	3/16/2011	3/16/2011	6/30/2016	Waianae Coast CHC	Memorandum of Agreement (MOA) M5. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients. Possible extension to: 6/30/2016.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 384,380	O (monthly/quarterly)	\$ 384,380	\$ -	12/5/2013	12/5/2013	6/30/2016	IMAGETREND, INC.	Memorandum of Agreement (MOA) M3. To license and service a complete and reliable trauma registry database of injuries throughout the state as part of the Hawaii comprehensive statewide trauma system. Possible extensions to: 6/30/19.	Review of continuous Trauma Registry access, maintenance and support.	N	S
HTH730	B	\$ 273,368	O (quarterly)	\$ 479,582	\$ 206,214	3/4/2014	3/4/2014	6/30/2016	Pali Momi Medical Center	Memorandum of Agreement (MOA) M2. To provide funds to develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extensions to: 06/20/2020.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ 322,917	O (monthly/quarterly)	\$ 697,917	\$ 375,000	4/23/2014	7/1/2014	6/30/2016	University Clinical Education & Research Associates	Memorandum of Agreement (MOA) M2. To provide funds to enable interdependent and sustainable research endeavors to investigate the trauma issues pertinent to Hawaii and the statewide trauma system. Possible extensions to: annual renewal.	Review of monthly and quarterly expenditure reports.	N	S
HTH730	B	\$ 62,501	O (quarterly)	\$ 112,501	\$ 50,000	1/21/2014	4/1/2014	6/30/2016	Wahiawa General Hospital	Memorandum of Agreement (MOA) M1. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients within the statewide trauma system. Possible extension to: 6/30/2020.	Review of quarterly expenditure reports.	N	S
HTH730	B	\$ -	O (quarterly)	\$ 300,000	\$ 300,000	6/30/2015	7/1/2015	6/30/2016	Alii Health Center	Memorandum of Agreement (MOA). To support the recruitment and retention of orthopedic surgeons to serve the County of Hawaii as part of the development and implementation of a statewide trauma system. Possible extension to: 6/30/2018.	Review of quarterly expenditure reports.	N	S

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<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency (M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>	<u>Category E/L/P/C/G/S</u>
HTH 760	B	\$ 10,000	A	\$ 10,000	\$ -	9/10/2015	9/10/2015	9/10/2016	SMS Hawaii	Run Hawaii Health Survey	DOH Supervisor ongoing review	N	S
HTH840	N	various	O-upon deliverables	\$ 298,212	\$ 263,023	6/5/2014	6/5/2014	12/5/2016	Ala Wai Watershed Association	Manoa Watershed Improvement, ASO Log No. 14-142	Program Review	N	S
HTH840	W	various	O-upon deliverables	\$ 200,000	\$ 26,494	8/14/2012	8/14/2012	12/31/2015	COUNTY OF HAWAII	develop & initiate implementation of a wellhead protection program for County of Hawaii, EMD-SDWB, ASO Log No. 12-116	contract administrator makes quarterly visits	N	S
HTH840	B	various	O-upon deliverables	\$ 350,000	\$ 177,761	9/21/2012	7/1/2012	12/31/2015	COUNTY OF HAWAII	community collection svcs to obtain covered electronic devices (ceds) & covered televisions (ctvs) under the electronic waste & television recycling program. ASO Log No. 12-124	quarterly report is required; deliverables are reviewed	N	S
HTH840	B	various	O-upon deliverables	\$ 1,019,608	\$ 328,335	10/3/2013	7/1/2013	6/30/2016	COUNTY OF HAWAII	determine if certified redemption ctrs are needed in the Co of Hawaii to provide deposit refund svcs under the deposit beverage container (DBC) program	quarterly and final reports required; deliverables are reviewed	N	S
HTH840	B	various	O-upon deliverables	\$ 85,200	\$ 85,200	9/3/2015	7/1/2015	6/30/2016	COUNTY OF HAWAII	operate glass recovery programs, EMD-SHWB, ASO Log No. 16-039	quarterly and final reports required; deliverables are reviewed	N	S
HTH840	B	various	O-upon deliverables	\$ 350,000	\$ 329,181	9/4/2012	7/1/2012	12/31/2015	COUNTY OF KAUAI	community collection svcs to obtain covered electronic devices (ceds) & covered televisions (ctvs) under the electronic waste & television recycling program. ASO Log No. 12-126	quarterly report is required; deliverables are reviewed	N	S
HTH840	W	various	O-upon deliverables	\$ 230,000	\$ 19,567	12/18/2012	12/18/2012	12/31/2015	COUNTY OF KAUAI	develop & implement a statewide source water education project for teachers (Project WET), EMD-SDWB, ASO Log No. 13-038	contract administrator reviews monthly progress reports	N	S
HTH840	B	various	O-upon deliverables	\$ 726,301	\$ 283,869	9/26/2013	7/1/2013	6/30/2016	COUNTY OF KAUAI	determine if certified redemption ctrs are needed in the County of Kauai to provide deposit refund svcs under the deposit beverage container (DBC) program	quarterly and final reports required; deliverables are reviewed	N	S

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HTH840	B	various	O-upon deliverables	\$ 350,000	\$ 173,810	7/2/2012	7/1/2012	12/31/2015	COUNTY OF MAUI	community collection svcs to obtain covered electronic devices (cds) & covered televisions (ctvs) under the electronic waste & television recycling program. ASO Log No. 12-125	quarterly report is required; deliverables are reviewed	N	S
HTH840	B	various	O-upon deliverables	\$ 83,000	\$ 83,000	10/23/2015	7/1/2015	6/30/2016	COUNTY OF MAUI	operate glass recovery programs, EMD-SHWB, ASO Log No. 16-040	quarterly and final reports required; deliverables are reviewed	N	S
HTH840	N	various	O-upon deliverables	\$ 747,026	\$ 462,739	6/20/2013	6/20/2013	6/19/2016	Hui o Ko'olaupoko	support the mission of the state's polluted runoff control program to protect & improve the quality of water resources, ASO Log No. 13-109	Program Review	N	S
HTH840	N	various	O-upon deliverables	\$ 294,187	\$ 45,217	4/1/2013	4/1/2013	6/30/2016	Kahoolawe Island Reserve Commission	Reducing Sediment in the Hakoawa Watershed, ASO Log No. 13-112	Program Review	N	S
HTH840	W	various	O-upon deliverables	\$ 130,000	\$ 71,499	11/27/2013	11/27/2013	12/31/2015	KAWELA PLANTATION HOMEOWNERS'	develop & initiate implementation of a wellhead protection program for the Kawela Plantation water system on the island of Molokai, EMD-SDWB, ASO Log No. 13-047	contract administrator makes quarterly visits	N	S
HTH840	N	various	O-upon deliverables	\$ 76,420	\$ 4,432	3/12/2014	3/12/2014	3/11/2016	The Kohala Center	Pelekane Bay Watershed Restoration Project Phase 3, ASO Log No. 14-141	Program Review	N	S
HTH840	N	various	O-upon deliverables	\$ 298,791	\$ 231,338	9/19/2014	9/19/2014	9/18/2017	Oahu Resource Conservation & Development Council	support the mission of the state's polluted runoff control program to protect & improve the quality of water resources, ASO Log No. 15-027	Program Review	N	S
HTH840	N/P	various	M-monthly	\$ 248,985	\$ 148,648	10/1/2014	10/1/2014	9/30/2016	Research Corporation of the University of Hawaii	Water Quality Assessment Project provide research and technical support services to meet water quality goals, ASO Log No. 15-072	Program Review	N	S
HTH840	W	various	O-upon deliverables	\$ 741,600	\$ 578,712	9/18/2014	10/1/2014	9/30/2017	RURAL COMMUNITY ASSISTANCE	implement & manage a program to assist small public water systems to consistently provide safe & clean drinking water to their customers, EMD-SDWB, ASO Log No. 15-033	contract administrator reviews monthly progress reports	N	S
HTH840	N	various	O-upon deliverables	\$ 376,143	\$ 192,283	6/10/2014	6/10/2014	6/9/2016	Sustainable Resources Group International, Inc.	support the mission of the state's polluted runoff control prgm to protect & improve the quality of water resources, ASO log no 14-143	Program Review	N	S

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HTH840	N	various	O-upon deliverables	\$ 427,218	\$ 378,750	12/15/2014	12/15/2014	12/14/2016	University of Hawaii	support the mission of the polluted runoff control program, ASO Log No. 15-028	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 100,000	\$ 71,917	6/30/2015	7/1/2015	6/30/2016	Ace Iron Recycling, Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-007	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 4,100,000	\$ 2,562,840	7/1/2015	7/1/2015	6/30/2016	Aloha Glass Recycling Inc. dba Aloha Recycling	payment of deposit refunds and handling fees, ASO Log No. 16-008	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 7,000,000	\$ 4,464,906	7/1/2015	7/1/2015	6/30/2016	Atlas Recycling Centers, LLC	payment of deposit refunds and handling fees, ASO Log No. 16-010	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 16,800,000	\$ 11,031,667	6/25/2015	7/1/2015	6/30/2016	Reynolds Recycling, Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-027	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 700,000	\$ 553,876	6/25/2015	7/1/2015	6/30/2016	CM Recycling, LLC	payment of deposit refunds and handling fees, ASO Log No. 16-011	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 3,400,000	\$ 2,264,432	8/13/2015	7/1/2015	6/30/2016	Depot Metal Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-012	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 2,300,000	\$ 832,089	7/1/2015	7/1/2015	6/30/2016	Garden Isle Disposal, Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-013	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 800,000	\$ 514,101	6/25/2015	7/1/2015	6/30/2016	Goodwill Industries of Hawaii, Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-014	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 2,500,000	\$ 1,461,306	6/30/2015	7/1/2015	6/30/2016	Hanada & Son, Inc. dba Aloha Shell Service	payment of deposit refunds and handling fees, ASO Log No. 16-015	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 3,500,000	\$ 2,996,393	7/31/2015	7/1/2015	6/30/2016	HMP, Inc. dba Business Services Hawaii	payment of deposit refunds and handling fees, ASO Log No. 16-017	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 400,000	\$ 331,881	6/30/2015	7/1/2015	6/30/2016	Honolulu Disposal Service, Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-018	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 10,000	\$ 10,000	6/30/2015	7/1/2015	6/30/2016	Honolulu Recovery Systems, Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-009	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 2,900,000	\$ 2,137,331	7/1/2015	7/1/2015	6/30/2016	Island Container Redemption, LLC	payment of deposit refunds and handling fees, ASO Log No. 16-019	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 1,500,000	\$ 855,630	7/1/2015	7/1/2015	6/30/2016	Kauai Community Recycling Services, LLC	payment of deposit refunds and handling fees, ASO Log No. 16-020	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 1,500,000	\$ 914,270	8/17/2015	7/1/2015	6/30/2016	Lahaina International Market, LLC	payment of deposit refunds and handling fees, ASO Log No. 16-021	Program Review	N	S

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HTH840	B	various	O-upon deliverables	\$ 1,900,000	\$ 1,615,224	6/30/2015	7/1/2015	6/30/2016	Maui Disposal Co., Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-024	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 1,700,000	\$ 1,160,719	6/30/2015	7/1/2015	6/30/2016	Mr. K's Recycle & Redemption Center, Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-025	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 45,000	\$ 33,954	8/13/2015	7/1/2015	6/30/2016	NKH Construction, Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-026	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 650,000	\$ 416,919	7/31/2015	7/1/2015	6/30/2016	T. Okamura Inc. dba Aiea Shell	payment of deposit refunds and handling fees, ASO Log No. 16-029	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 9,650,000	\$ 6,295,267	8/11/2015	7/1/2015	6/30/2016	Reduce Reuse Recyclers Services Hawaii LLC dba RRR Recycling Services Hawaii	payment of deposit refunds and handling fees, ASO Log No. 16-028	Program Review	N	S
HTH840	W	various	O-upon deliverables	\$ 189,999	\$ 59,586	7/1/2012	7/1/2012	6/30/2016	COUNTY OF KAUAI	Submit a comprehensive projected work plan & work towards the goals of collecting & recycling 'household do-it-yourselfer' (diyer) used oil, ASO Log No. 13-011	quarterly report is required; deliverables are reviewed	N	S
HTH840	W	various	O-upon deliverables	\$ 146,666	\$ 9,546	7/1/2012	7/1/2012	6/30/2016	COUNTY OF MAUI	Submit a comprehensive projected work plan & work towards the goals of collecting & recycling 'household do-it-yourselfer' (diyer) used oil, ASO Log No. 13-009	quarterly report is required; deliverables are reviewed	N	S
HTH840	B	various	O-upon deliverables	\$ 413,900	\$ 413,900	12/4/2015	7/1/2015	6/30/2016	CITY & COUNTY OF HONOLULU	operate glass recovery programs, EMD-SHWB, ASO log 16-038	quarterly and final reports required; deliverables are reviewed	N	S
HTH840	B	various	O-upon deliverables	\$ 275,000	\$ 228,700	6/30/2015	7/1/2015	6/30/2016	Maui Disposal Co., Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-022	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 550,000	\$ 446,083	6/30/2015	7/1/2015	6/30/2016	Maui Disposal Co., Inc.	payment of deposit refunds and handling fees, ASO Log No. 16-023	Program Review	N	S
HTH840	B	various	O-upon deliverables	\$ 49,993	\$ 49,993	3/24/2015	1/1/2015	12/31/2015	Maui Disposal Co., Inc.	operate a certified redemption center on Lanai, ASO Log No. 15-091	quarterly and final reports required; deliverables are reviewed	N	S
HTH849	A/B/N/P/W	various	O-upon deliverables	Based on rate schedule	\$ 536,047	4/1/2014	4/1/2014	3/31/2016	WINDSOR SOLUTIONS, INC.	Services involving planning, designing, and implementing information management systems for EHA programs, ASO Log No. 14-131	Project Officer/IT Team review and approval of deliverables	N	S
HTH849	W	various	O-upon deliverables	\$ 246,051	\$ 74,013	5/1/2014	5/1/2014	4/30/2016	University of Hawaii	Provide analytical services, lab consultation, & analytical methodologies assistance for Hazard Evaluation & Emergency Response Office	HEER contract management and project oversight	N	S

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HTH849	W	various	O-upon deliverables	Based on rate schedule	\$ 72,402	6/7/2012	6/7/2012	6/6/2016	Pacific Environmental Corp.	Provide time-critical emergency response actions in support of the HEER Office Emergency Preparedness and Response Section, ASO Log No. 12-127	HEER contract management and project oversight	N	S
HTH849	A/P/W	various	O-upon deliverables	Based on Rate Schedule	\$ 281,384	5/16/2011	5/16/2011	5/15/2016	Tetra Tech, Inc.	Provide non-emergency response actions and reviews in support of the HEER Office Site Discovery, Assessment, and Remediation Section, ASO Log No. 11-100	HEER contract management and project oversight	N	S
HTH905	A	\$ 24,342	M	\$ 24,342.00	\$ 24,342.00	7/23/2015	7/23/2015	6/30/2016	National Foundation of Dentistry for the Handicapped-Dental Lifeline Network	Donated Dental Services Program to provide comprehensive dental services for individuals who are elderly, with a disability or who are medically compromised.	Quarterly Reports	Y	S
HTH907	A	\$ 750	M	\$ 9,000.00	\$ 8,250.00	10/31/2015	11/1/2015	10/31/2016	Lanakila Pacific	ASO Log No. 14-157, Grass cutting at Waimano Ridge	Weekly site visit by ASO Facilities Office.	Y	S
HTH907	A	\$ 2,859	O	\$ 79,894.00	\$ 71,080.00	10/18/2015	10/20/2015	10/19/2016	Honolulu Merchant Patrol and Guard Company, Inc.	ASO Log No. 15-071, Guard Service for Waimano Ridge entry gate	Review by ASO Facilities Office.	Y	S
HTH907	A	\$ 1,106	M	\$ 13,278.00	\$ 13,278.00	12/14/2015	12/14/2015	12/13/2016	American Guard Services, Inc.	ASO Log No. 16-109, Guard Service for Leeward Health Center	Review by ASO Facilities Office.	Y	S
HTH907	A	\$ 4,020	M	\$ 50,049.00	\$ 16,751.00	2/28/2015	3/1/2015	2/29/2016	Global Protective Services, Inc.	ASO Log No. 12-111, Guard Service for Kinau Hale	Review by ASO Facilities Office.	Y	S
HTH907	P	\$ 69,080	M	\$ 69,080.00	\$ 69,080.00	11/20/2015	11/1/2015	5/31/2016	HP Enterprise	To maintain, enhance and provide training to authorized users and State staff for the Hawaii Immunization Registry. ASO Log No. 11-094	The interoperability portion of the contract is monitored by conducting weekly conference calls.	Y	S
HTH907	A	\$ 44,500	O	\$ 44,500.00	\$ 30,838.00	9/30/2015	4/1/2015	3/31/2016	Hawaii Public Health Association	Provider to coordinate the 2015 Pacific Global Health Conference- 500 public health organizations and individuals from across Hawaii and the Pacific Rim for 2 days. ASO Log No. 15-086	Waiting for the final report to be submitted by the provider by the end of December 2015 before paying out the balance of the contract.	Y	S

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HTH907	A	\$ 750,000	O	\$ 750,000.00	\$ 675,000.00	10/28/2015	6/29/2015	6/28/2016	Hawaii Health Information Exchange	Develop and administer health information exchange capacity for Meaningful Use (MU) public health reporting. ASO Log No. 15-135	DOH works with the Office of Healthcare Transformation in the Governor's office to monitor the state's overall health information exchange initiative, for which HHIE is a central resource. A formal health information technology committee is convened by the Office of Healthcare Transformation that provides strategic guidance, while DOH has its own oversight group consisting of the department chief information officer, chief policy officer, and clinical healthcare systems management officer. The DOH teams meets quarterly to review goals and objectives, and approves deliverables for purposes of payment.	Y	S
HTH908	A	\$ 2,500	A	\$ 2,499.99	\$ -	4/24/2015	4/24/2015	4/23/2016	Connecting the Dots, LLC	OLA Roster service maintenance			
HTH908	A	\$ 6,000	A	\$ 6,000.00	\$ -	3/18/2014	3/18/2014	4/1/2016	Cross Cultural Health Care Program	Bridging the Gap training license			

(A) Act/Year	(B) Dept	(C) Prog ID	(D) SeqNo	(E) Budget Worksheet Description	(F) Budget Worksheet Comments	(G) MOF	FY16 Appropriation			Amount used as of November 30, 2015			(N) Department Comments
							(H) Temp Pos.	(I) Perm. Pos.	(J) Amount	(K) Temp Pos.	(L) Perm. Pos.	(M) Amount	
Act119/15	HTH	100	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO LIFE FOUNDATION.		A			\$ 100,000	-	-	\$ -	The request to Allot and Expend a Grant for Life Foundation GIA is currently under review by B&F
Act119/15	HTH	420	1000001	LEGISLATIVE ADJUSTMENT: ADD (1) POSITION AND FUNDS FOR OAHU MEDICAL DIRECTOR.	DETAIL OF LEGISLATIVE ADJUSTMENT: (1) OAHU MEDICAL DIRECTOR (FY16: 59,418; FY17: 118,835) 6-MONTH DELAY IN HIRE.	A		1.00	\$ 59,418	-	-	\$ -	A reorganization of the Oahu Community Mental Health Center needs to be completed before this new position can be established and filled.
Act119/15	HTH	420	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO MENTAL HEALTH ASSOCIATION OF HAWAII.		A			\$ 66,735	-	-	\$ -	The requests to obtain the Department of the Attorney General's approval to proceed with the grant and the Governor's approval to allot and expend the funds to be prepared.
Act119/15	HTH	430	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR SECURITY GUARD SERVICES FOR THE HAWAII STATE HOSPITAL (HTH430/HQ).	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST: SECURITY GUARD SERVICES (1,752,000)	A			\$ 1,752,000	-	-	\$ -	Pending award of a new contract.
Act119/15	HTH	430	210002	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR PROJECTED DEFICIT AT THE HAWAII STATE HOSPITAL (HTH430/HQ).	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST: AGENCY NURSING (529,000) FOOD SERVICES (317,000) PHARMACY (297,000) MEDICAL SERVICES (201,000) JANITORIAL/LAUNDRY/WAREHOUSE (69,000) TELEPHONE OPERATIONS (109,000) MISCELLANEOUS CURRENT OPERATING EXPENSES (1,475,000)	A			\$ 2,997,000	-	-	\$ 1,248,750	
Act119/15	HTH	430	1000002	LEGISLATIVE ADJUSTMENT: ADD (1) POSITION AND FUNDS FOR HAWAII STATE HOSPITAL (HTH430/HQ).	DETAIL OF LEGISLATIVE ADJUSTMENT: (1) MEDICAL SECURITY OFFICER (34,836)	A		1.00	\$ 34,836	-	-	\$ -	A reorganization of Hawaii State Hospital needs to be completed and a new civil service class needs to be created before this position can be established and filled.

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Act119/15	HTH	440	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR DRUG DEMAND REDUCTION ACT (HTH440/HO).	LEGISLATURE CONCURS.  FROM DRUG DEMAND REDUCTION ASSESSMENTS SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: OTHER MISCELLANEOUS CURRENT EXPENSES (250,000)	B			\$ 250,000	-	-	\$ -	Contract ASO Log 16-075 in process of execution, reversion request from Q1 to Q3 in process of execution
Act119/15	HTH	440	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND MOTOR VEHICLES AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO BIG ISLAND SUBSTANCE ABUSE COUNCIL.		A			\$ 187,045	-	-	\$ -	Request of Allot and Expend Grant in review by B&F
Act119/15	HTH	460	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR A CLINICAL PSYCHOLOGIST (HTH460/HL).	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST: PERSONAL SERVICES FOR CLINICAL PSYCHOLOGIST VI SR26 (#95746H; 27,750)	A			\$ 27,750			\$ -	Program is in the process of establishing the position.
Act119/15	HTH	460	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO HEALTHY MOTHERS, HEALTHY BABIES COALITION OF HAWAII.		A			\$ 35,000			\$ -	The Budget Worksheets notated that the funds were under HTH 460, but actually belong to HTH 560 where the Healthy Mothers, Healthy Babies Coalition is.
Act119/15	HTH	501	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR THE STATE MATCH FOR THE HOME AND COMMUNITY BASED SERVICES WAIVER (HTH501/CN).	LEGISLATURE DOES NOT CONCUR.  REDUCE 1,473,424 IN EACH FY.  DETAIL OF LEGISLATIVE ADJUSTMENT: HOME AND COMMUNITY BASED SERVICES WAIVER (COMPACT OF FREE ASSOCIATION) (819,719) HOME AND COMMUNITY BASED SERVICES WAIVER (NEW) (599,380)	A			\$ 1,419,099	-	-	\$ 1,419,099	7/1/2015-11/30/2015 total Waiver HCBS expenditures was \$20,449,616.
Act119/15	HTH	501	210002	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR THE STATE MATCH FOR THE INTERMEDIATE CARE FACILITY/INTELLECTUAL DISABILITIES PROGRAM (HTH501/CN).	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST: INTERMEDIATE CARE FACILITY/MENTAL RETARDATION SERVICES (635,000)	A			\$ 635,000	-	-	\$ 635,000	7/1/2015-11/30/2015 total Waiver HCBS expenditures was \$20,449,616.

(A) Act/Year	(B) Dept	(C) Prog ID	(D) SeqNo	(E) Budget Worksheet Description	(F) Budget Worksheet Comments	(G) MOF	FY16 Appropriation			Amount used as of November 30, 2015			(N) Department Comments
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Act119/15	HTH	520	210002	GOVERNOR'S MESSAGE (2/10/15): ADD (1) POSITION AND FUNDS FOR THE FACILITY ACCESS UNIT (HTH520/AI).	LEGISLATURE DOES NOT CONCUR.  REDUCE 152 FROM (1) OFFICE ASSISTANT AND FRINGE BENEFITS IN FY17, AND REMOVE NON-RECURRING DESIGNATION.  FROM DISABILITY AND COMMUNICATION ACCESS BOARD SPECIAL FUND.  DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (1) OFFICE ASSISTANT II (#96701H; FY16: 15,018; FY17: 30,036) FRINGE BENEFITS (FY16: 7,809; FY17: 15,619) OFFICE SUPPLIES (2,000) OTHER SUPPLIES (2,000) POSTAGE (2,000) TELEPHONE AND TELEGRAPH (500) PRINTING AND BINDING (2,250) PHOTOCOPY (1,250) DATABASE DEVELOPMENT AND MAINTENANCE (15,000) COMPUTER AND EQUIPMENT (FY16: 3,000)	B	1.00	\$ 52,827	-	-	\$ -	Legislative appropriation has a six month delay in hiring until 1/1/16.	
Act119/15	HTH	560	210001	GOVERNOR'S MESSAGES (2/10/15): ADD FUNDS FOR THE NEWBORN METABOLIC SCREENING PROGRAM (HTH560/CC).	LEGISLATURE CONCURS.  FROM THE NEWBORN METABOLIC SCREENING SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: OTHER NON STATE FEE FOR SERVICE (228,000) MISCELLANEOUS CURRENT EXPENSES (26,048)	B		\$ 254,048	-	-	\$ 254,048	This operating appropriation was to increase the special fund ceiling for the Newborn Metabolic Screening Program. An increase in the ceiling is necessary to address the increase in operational costs, as newborns will need to be screened for additional metabolic disorders.	
Act119/15	HTH	560	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO HUGS FOR HAWAII'S SERIOUSLY ILL CHILDREN AND THEIR FAMILIES.		A		\$ 75,000	-	-	\$ -	Request to allot and expend grant pursuant to Chapter 42F, HRS has been submitted to B&F and Governor for approval. Contract will be sent to Deputy Attorney General for review. A 10% restriction has been imposed on grant.	

(A) Act/Year	(B) Dept	(C) Prog ID	(D) SeqNo	(E) Budget Worksheet Description	(F) Budget Worksheet Comments	(G) MOF	FY16 Appropriation			Amount used as of November 30, 2015			
							(H) Temp Pos.	(I) Perm. Pos.	(J) Amount	(K) Temp Pos.	(L) Perm. Pos.	(M) Amount	(N) Department Comments
Act119/15	HTH	560	4001001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO KO'OLAULOA COMMUNITY HEALTH AND WELLNESS CENTER, INC.		A			\$ 180,000	-	-	\$ -	Request to allot and expend grant pursuant to Chapter 42F, HRS has been submitted to B&F and Governor for approval. Contract is being reviewed by Deputy Attorney General. A 10% restriction has been imposed on grant.
Act119/15	HTH	590	3009001	LEGISLATIVE ADJUSTMENT: ADD (1) TEMPORARY POSITIONS FOR CHRONIC DISEASE MANAGEMENT (HTH590/GP).	DETAIL OF LEGISLATIVE ADJUSTMENT: (0.5) TEMPORARY RESEARCH STATISTICIAN IV SR22 (#90802H; 28,860) (0.5) TEMPORARY RESEARCH STATISTICIAN IV SR22 (#93834H; 28,860) SEE SB101.		1.00		\$ -	-	-	\$ -	The position descriptions for the two research analyst positions (#90802H Heart Disease and Stroke and #93834H Diabetes) are still in the process of being re-described which has delayed the ability to go into recruitment. In the meantime, the program has requested in the Supplemental Budget to trade-off these two general funded temporary .50 full-time equivalent (FTE) positions to create one 1.0 FTE position. This would allow the program the ability to recruit into one full-time position to provide research analysis for the two chronic disease areas to maximize recruitment success, and reduce administrative costs in supervision, office space, and fringe benefits.
Act119/15	HTH	590	3010001	LEGISLATIVE ADJUSTMENT: ADD (4) POSITIONS AND (2) TEMPORARY POSITIONS FOR PRIMARY PREVENTION (HTH590/GR).	DETAIL OF LEGISLATIVE ADJUSTMENT: (1) PROGRAM SPECIALIST IV SR22 (#92061H; 57,720) (1) PROGRAM SPECIALIST IV SR22 (#16031; 57,720) (1) PUBLIC HEALTH PROGRAM MANAGER EM 05 (#3137; 92,622) (1) OFFICE ASSISTANT III SR08 (#31569; 33,720) (1) TEMPORARY PROGRAM SPECIALIST IV SR22 (#92221H; 28,860) (1) TEMPORARY PROGRAM SPECIALIST IV SR22 (#98807H; 57,720) SEE SB101.	A	2.00	4.00	\$ -	-	-	\$ -	The position descriptions are still in the process of being re-described and established, so this has delayed the program's ability to recruit into the vacancies. The Public Health Program Manager (#3137) has been established and is currently in recruitment.

(A) Act/Year	(B) Dept	(C) Prog ID	(D) SeqNo	(E) Budget Worksheet Description	(F) Budget Worksheet Comments	(G) MOF	FY16 Appropriation			Amount used as of November 30, 2015			(N) Department Comments
							(H) Temp Pos.	(I) Perm. Pos.	(J) Amount	(K) Temp Pos.	(L) Perm. Pos.	(M) Amount	
Act119/15	HTH	590	3011001	LEGISLATIVE ADJUSTMENT: ADD (4) POSITIONS AND (3.5) TEMPORARY POSITIONS FOR CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION (HTH590/KK).	DETAIL OF LEGISLATIVE ADJUSTMENT: (1) SECRETARY IV SR14 (#92060H; 38,952) (1) PROGRAM SPECIALIST IV SR22 (#93206H; 57,720) (1) PROGRAM SPECIALIST IV SR22 (#31571; 57,720) (1) PROGRAM SPECIALIST IV SR22 (#21987; 57,720) (0.5) TEMPORARY RESEARCH STATISTICIAN IV SR22 (#92805H; 57,720) (1) TEMPORARY PLANNER V SR24 (#98806H; 64,920) (1) TEMPORARY OFFICE ASSISTANT III SR08 (#98809H; 33,720) (1) TEMPORARY PROGRAM SPECIALIST VI SR24 (#92830H; 64,920)	A	3.50	4.00	\$ -	-	-	\$ -	The position descriptions are still in the process of being re-described and established, so this has delayed the program's ability to recruit into the vacancies. The Secretary IV SR-14 (#92060H) was established as a Secretary III (#121365) and recruitment began in December 2015. The Program Specialist IV SR-22 (#21987) has been established and is in recruitment. The Program Specialist VI SR-24 (#92830H) was established as a Planner V, SR-24 (#121376) in December 2015 and recruitment is anticipated to begin in January 2016.
Act119/15	HTH	610	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR THE RELOCATION OF THE ENVIRONMENTAL HEALTH SERVICES DIVISION TO HALAWA (HTH610/FR).	LEGISLATURE CONCURS.  FROM ASBESTOS AND LEAD ABATEMENT SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: MOVING COSTS AND FURNISHINGS RELATED TO RELOCATION TO THE VECTOR BUILDING IN HALAWA (FY16: 35,000) BUSINESS EQUIPMENT LEASING, PHONE SERVICES AND POSTAGE (FY17: 10,000) UTILITIES AND BUILDING MAINTENANCE COSTS AFTER RELOCATION TO HALAWA (FY17: 15,000) ADDITIONAL INFORMATION TECHNOLOGY AND SERVER EQUIPMENT REQUIRED AT NEW LOCATION (FY16: 10,000)	B			\$ 45,000	-	-	\$ -	Total spent for Other Current Expenses from this fund is \$20,138.06. More funds will be expended in Quarters 3 and 4, since relocation to Halawa has been postponed till Spring 2016, due to delays in remodeling construction.

(A) Act/Year	(B) Dept	(C) Prog ID	(D) SeqNo	(E) Budget Worksheet Description	(F) Budget Worksheet Comments	(G) MOF	FY16 Appropriation			Amount used as of November 30, 2015			(N) Department Comments
							(H) Temp Pos.	(I) Perm. Pos.	(J) Amount	(K) Temp Pos.	(L) Perm. Pos.	(M) Amount	
Act119/15	HTH	610	210002	GOVERNOR'S MESSAGE (2/10/15): ADD (4) POSITIONS AND FUNDS FOR INCREASED SURVEILLANCE AT STATE PORTS (HTH610/FN).	LEGISLATURE DOES NOT CONCUR.  CHANGE MEANS OF FINANCING FROM GENERAL FUNDS TO INTERDEPARTMENTAL TRANSFER FUNDS FOR (2) POSITIONS AND 41,628 IN FY16 AND 86,610 IN FY17.  DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (2) VECTOR CONTROL WORKER II BC05 (FY16: 20,406A; FY17: 42,456A EACH) (2) VECTOR CONTROL WORKER II BC05 (FY16: 20,406U; FY17: 42,456U EACH) FRINGE (FY16: 21,222U; FY17: 44,154U)	A		2.00	\$ 40,812	-	2.00	\$ -	Both positions were established 11/6/15 and are in recruitment. Act 119 funds salary for half-year only, so no funds are budgeted for Quarters 1 and 2.
Act119/15	HTH	610	210002	GOVERNOR'S MESSAGE (2/10/15): ADD (4) POSITIONS AND FUNDS FOR INCREASED SURVEILLANCE AT STATE PORTS (HTH610/FN).	LEGISLATURE DOES NOT CONCUR.  CHANGE MEANS OF FINANCING FROM GENERAL FUNDS TO INTERDEPARTMENTAL TRANSFER FUNDS FOR (2) POSITIONS AND 41,628 IN FY16 AND 86,610 IN FY17.  DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (2) VECTOR CONTROL WORKER II BC05 (FY16: 20,406A; FY17: 42,456A EACH) (2) VECTOR CONTROL WORKER II BC05 (FY16: 20,406U; FY17: 42,456U EACH) FRINGE (FY16: 21,222U; FY17: 44,154U)	U		2.00	\$ 62,034	-	2.00	\$ -	Both positions were established 11/6/15 and are in recruitment. Act 119 funds salary for half-year only, so no funds are budgeted for Quarters 1 and 2.

(A) Act/Year	(B) Dept	(C) Prog ID	(D) SeqNo	(E) Budget Worksheet Description	(F) Budget Worksheet Comments	(G) MOF	FY16 Appropriation			Amount used as of November 30, 2015			(N) Department Comments
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Act119/15	HTH	610	210003	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR FOOD SANITATION HEALTH SERVICES (HTH610/FQ).	LEGISLATURE CONCURS.  FROM SANITATION AND ENVIRONMENTAL HEALTH SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: OFFICE SUPPLIES (5,000) POSTAGE (12,000) PRINTING (10,000) MILEAGE (33,000) OUT OF STATE TRAVEL (40,000) MAIL METER LEASE (6,000) UTILITIES (55,000) N-TUNE (SOFTWARE MANAGEMENT SERVICE) (4,500) FOOD ESTABLISHMENT ONLINE SYSTEM MAINTENANCE (60,000) FOOD AND DRUG ADMINISTRATION FOOD SAFETY TRAINING WORKSHOP (STATEWIDE) (20,000) ROUND TABLES (FY16: 3,500) SPEAKERS (FY16: 1,000) FOOD EDUCATION ITEMS FOR SCHOOL STUDENTS (1,000) EQUIPMENT FOR FIELD INSPECTORS (8,000)	B		\$ 299,000	-	-	\$ 73,683	Amount listed is the total spent for Other Current Expenses from this fund.	
Act119/15	HTH	610	210004	GOVERNOR'S MESSAGES (2/10/15): ADD (1) POSITION AND FUNDS FOR ENVIRONMENTAL HEALTH SERVICES (HTH610/FL).	LEGISLATURE CONCURS.  FROM SANITATION AND ENVIRONMENTAL HEALTH SPECIAL FUND; NOISE, RADIATION, AND INDOOR AIR QUALITY SPECIAL FUND; AND ASBESTOS AND LEAD ABATEMENT SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: (1) PUBLIC HEALTH ADMINISTRATIVE OFFICER IV SR22 (#96501H; FY16: 24,528; FY17: 50,772) FRINGE BENEFITS (FY16: 12,755; FY17: 26,401)  6-MONTH DELAY IN HIRE.	B		\$ 37,283	-	1.00	\$ -	Establishment of position is in progress. Act 119 funds salary for half-year only, so no funds are budgeted for Quarters 1 and 2.	

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							(H) Temp Pos.	(I) Perm. Pos.	(J) Amount	(K) Temp Pos.	(L) Perm. Pos.	(M) Amount	(N) Department Comments
Act119/15	HTH	720	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR LICENSING AND CASE MANAGEMENT ACTIVITIES FOR ADULT FOSTER FAMILY CARE HOMES AND ADULT DAY CARE FACILITIES (HTH720/MP).	LEGISLATURE DOES NOT CONCUR.  REDUCE (1) POSITION AND ADD 382,198 IN EACH FY.  DETAIL OF ADJUSTED GOVERNOR'S REQUEST: CONTRACT COSTS (545,030)	A			\$ 545,030	-	-	\$ -	FTE N/A; no expenditures to date due to contract execution delay (12-142-M4 and 16-042); delays in federal allotments; no receipt of federal funds from DHS/MQD (12-142-M4 split funded) as DHS/MQD has not received NOA.
Act119/15	HTH	720	210004	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR DIETITIAN LICENSING (HTH720/MP).	LEGISLATURE CONCURS.  FROM DIETITIAN LICENSING SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: DIETITIAN LICENSING SPECIAL FUND (FY16: 30,000; FY17: 15,000)	B			\$ 30,000	-	-	\$ -	FTE N/A; equipment purchases pending quotes; staff shortage may delay submittal of required documents.
Act119/15	HTH	720	1000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR TEMPORARY SURVEYORS TO REDUCE THE STATEWIDE BACKLOG OF END STAGE RENAL DISEASE FACILITY INSPECTIONS REQUIRED FOR CMS CERTIFICATION.	LEGISLATURE CONCURS.  DETAIL OF LEGISLATIVE ADJUSTMENT: RENAL DISEASE FACILITY INSPECTION (FY16: 150,000)	A			\$ 150,000	-	-	\$ -	FTE N/A - contract; DOH will contract with Arizona department of health to perform certification surveys. Details still being worked out with AZ. Once completed contract will be drafted and submitted for processing/execution.
Act119/15	HTH	730	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR COLLECTIVE BARGAINING INCREASES AND CURRENT SERVICES MAINTENANCE (HTH730/MQ).	LEGISLATURE CONCURS.  FROM EMERGENCY MEDICAL SERVICES SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: EMERGENCY MEDICAL SERVICES AMBULANCE STATEWIDE (FY16: 7,123,002A; FY17: 10,298,684A) EXPAND STATEWIDE AMBULANCE (600,000B)	A			\$ 7,123,002				Funds included in ambulance service contracts ASO LOG Nos. 12-005 (Services for City and County of Honolulu, \$2,896,254), 12-003 (Services for County of Hawaii, \$1,484,113), 12-001 (Services for County of Maui, \$2,056,818), 12-002 (Services for County of Kauai, \$685,817).
Act119/15	HTH	730	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR COLLECTIVE BARGAINING INCREASES AND CURRENT SERVICES MAINTENANCE (HTH730/MQ).	LEGISLATURE CONCURS.  FROM EMERGENCY MEDICAL SERVICES SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: EMERGENCY MEDICAL SERVICES AMBULANCE STATEWIDE (FY16: 7,123,002A; FY17: 10,298,684A) EXPAND STATEWIDE AMBULANCE (600,000B)	B			\$ 600,000				Funds included in ambulance service contract ASO LOG No. 12-001 (Services for County of Maui, \$600,000).

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Act119/15	HTH	840	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR LOANS FOR DRINKING WATER SYSTEM INFRASTRUCTURE (HTH840/FH).	LEGISLATURE CONCURS.  FROM STATE DRINKING WATER REVOLVING FUND.  DETAIL OF GOVERNOR'S REQUEST: STATE DRINKING WATER REVOLVING FUNDS (45,000,000)	W			\$ 45,000,000	-	-	\$ 839,782	Amount listed is the total for loan encumbrances. Five loans have been executed in December 2015 and will be encumbered in January 2016.
Act119/15	HTH	840	210002	GOVERNOR'S MESSAGES (2/10/15): ADD FUNDS FOR WASTEWATER TREATMENT CERTIFICATION SUPPORT (HTH840/FK).	LEGISLATURE DOES NOT CONCUR.  REDUCE 3,000 IN EACH FY.  FROM WASTEWATER TREATMENT CERTIFICATION BOARD SPECIAL FUND.  DETAIL OF ADJUSTED GOVERNOR'S REQUEST: WASTEWATER TREATMENT CERTIFICATION SUPPORT (7,000)	B			\$ 7,000	-	-	\$ 8,554	Total spent from this fund.
Act119/15	HTH	840	210003	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR A MOTOR VEHICLE FOR THE CLEAN AIR BRANCH ON KAUAI (HTH840/FF).	LEGISLATURE CONCURS.  FROM CLEAN AIR SPECIAL FUND.  DETAIL OF GOVERNOR'S REQUEST: (1) 4 WHEEL DRIVE VEHICLE FOR KAUAI (40,000)	B			\$ 40,000	-	-	\$ -	Preparation for procurement is in progress. Purchase is planned for Quarter 3.
Act119/15	HTH	840	3000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS TO ADJUST ENVIRONMENTAL RESPONSE REVOLVING FUND CEILING.	FROM ENVIRONMENTAL RESPONSE REVOLVING FUND.  DETAIL OF LEGISLATIVE ADJUSTMENT: ADJUSTMENT TO PERSONAL SERVICES OR OTHER CURRENT EXPENSES (213,005)  SEE SB359.	W			\$ 213,005	-	-	\$ 8,175	
Act119/15	HTH	849	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR UTILITIES AND ROUTINE MAINTENANCE OF THE ARMY AND AIR FORCE EXCHANGE SERVICE BUILDING (HTH849/FB).	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST: ROUTINE REPAIR AND MAINTENANCE, UTILITIES (350,000)	A			\$ 350,000	-	-	\$ 33,088	July - December 2015 payments to DAGS, which include credit for overpayment in FY 15.

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Act119/15	HTH	849	210002	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR RELOCATION OF THE ENVIRONMENTAL HEALTH ADMINISTRATION TENANTS TO WAIMANO RIDGE (HTH849/FB).	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST: OTHER CURRENT EXPENSES FOR TWO PROGRAMS (FY16: 981,180; FY17: 503,180) OTHER CURRENT EXPENSES FOR ALL OTHER PROGRAMS (FY16: 1,627,200; FY17: 1,279,200)  \$826,000 NON-RECURRING.	A			\$ 2,608,380	-	-	\$ -	Health Administration staff offices and Environmental Management Division from the AAFES building has been postponed to FY 17 due to delays in construction projects to remodel various Waimano buildings into office space.  Funds for modular furniture (approximately \$450,000) and voice/data communications installation (approximately \$35,000) for Uluakupu building will be encumbered later
Act119/15	HTH	904	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO CATHOLIC CHARITIES HAWAII.		A			\$ 100,000	-	-	\$ -	Allocated for Chapter 42F, Contracts are being developed with contractor. Encumbrance soon after.
Act119/15	HTH	904	4001001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO HOSPICE OF HILO.		A			\$ 100,000	-	-	\$ -	Allocated for Chapter 42F. Contracts being sent for AG approval and then vendor signature.
Act119/15	HTH	904	4002001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO MOIILILI COMMUNITY CENTER.		A			\$ 50,000	-	-	\$ -	Allocated for Chapter 42F, Contracts are being developed with contractor. Encumbrance soon after.
Act119/15	HTH	904	4003001	LEGISLATIVE ADJUSTMENT: ADD FUNDS OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO WAIKIKI COMMUNITY CENTER, INC.		A			\$ 55,000	-	-	\$ -	Allocated for Chapter 42F, Contracts are being developed with contractor. Encumbrance soon after.
Act119/15	HTH	907	210001	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR AN INFORMATION TECHNOLOGY SPECIALIST FOR THE MAUI DISTRICT HEALTH OFFICE (HTH907/AM).	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST: PERSONAL SERVICES FOR INFORMATION TECHNOLOGY SPECIALIST IV SR22 (#95802H; FY16: 23,768; FY17: 25,434)	A			\$ 23,768	-	-	\$ 23,768	Position filled 9/21/15.
Act119/15	HTH	907	1100002	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR VACATION PAYOUT.	LEGISLATIVE ADJUSTMENT: VACATION PAYOUT (800,000)	A			\$ 800,000	-	-	\$ -	Funds are restricted. The request to obtain the Governor's approval to release the funds to be prepared.

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Act119/15	HTH	907	4000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES AND EQUIPMENT AS A GRANT PURSUANT TO CHAPTER 42F, HAWAII REVISED STATUTES, TO PROJECT VISION HAWAII.		A			\$ 155,770	-	-	\$ -	Discussions for contract terms for FY16 funds are ongoing and contract expected to be executed Mar/Apr 2016 to be paid out in four installments. DOH is satisfied with Project Vision's accomplishments and business practices, and acknowledges the value of their services as part of the overall community's health and wellness.

Department of Health  
Capital Improvements Program (CIP) Requests

Table 22

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide Priority</u>	<u>Senate District</u>	<u>Rep. District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY17 \$\$\$</u>
HTH430	1	1	24	49	HAWAII STATE HOSPITAL, PATIENT CARE FACILITY, OAHU (430171)	C	\$ 160,500,000
HTH430	2	2	24	49	HAWAII STATE HOSPITAL, HEALTH AND SAFETY, OAHU (430172)	C	\$ 1,332,000
HTH100	1	3	7	13	KALAUPAPA SETTLEMENT, ENVIRONMENTAL STUDIES, MOLOKAI (100171)	C	\$ 405,000
HTH100	2	4	7	13	KALAUPAPA SETTLEMENT, IMPROVEMENTS, MOLOKAI (100172)	C	\$ 251,000
HTH907	1	5	1	2	HILO COUNSELING CENTER AND KEAWE HEALTH CENTER IMPROVEMENTS, HAWAII (907171)	C	\$ 6,751,000
HTH907	2	6	9	19	DIAMOND HEAD HEALTH CENTER, BUILDING AND SITE IMPROVEMENTS, OAHU (907172)	C	\$ 769,000
HTH907	3	7	13	27	LANAKILA HEALTH CENTER AIR CONDITIONING IMPROVEMENTS, OAHU (907175)	C	\$ 207,000
HTH907	4	8	9	19	DIAMOND HEAD HEALTH CENTER, AIR CONDITIONING SYSTEM IMPROVEMENTS, OAHU (907174)	C	\$ 3,597,000
HTH907	5	9	24	49	WINDWARD HEALTH CENTER, REROOF, PHASE 2, OAHU (907173)	C	\$ 1,565,000
HTH907	6	10	16	34	WAIMANO RIDGE, IMPROVEMENTS TO BUILDINGS AND SITE, OAHU (907176)	C	\$ 6,515,000

Department of Health  
CIP Lapses

Table 23

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount \$\$\$\$</u>	<u>Reason</u>
		NONE			

Department of Health  
Division Resources

Table 24

<u>Division</u>	<u>Associated Program IDs</u>		
Communicable Disease and Public Health Nursing	HTH 100		
Disease Outbreak Control	HTH 131		
Adult Mental Health Outpatient	HTH 420		
Adult Mental Health Inpatient	HTH 430		
Alcohol & Drug Abuse	HTH 440		
Child & Adolescent Mental Health	HTH 460		
Behavioral Health Services Administration	HTH 495		
Developmental Disabilities	HTH 501		
Disability and Communication Access Board	HTH 520		
Family Health Services	HTH 560		
Chronic Disease Prevention & Health Promotion	HTH 590		
Health Resources Administration	HTH 595		
Environmental Health Services	HTH 610		
State Laboratory Services	HTH 710		
Health Care Assurance	HTH 720		
Emergency Medical & Injury Prevention Systems	HTH 730		
Health Status Monitoring	HTH 760		
Environmental Management	HTH 840		
Environmental Health Administration	HTH 849		
Office of Environmental Quality Control	HTH 850		
Executive Office on Aging	HTH 904		
Developmental Disabilities Council	HTH 905		
State Health Planning and Development Agency	HTH 906		
General Administration	HTH 907		
Office of Language Access	HTH 908		

Department of Health  
Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
100	DD	TUBERCULOSIS DISEASE CONTROL SVCS	TO REDUCE THE INCIDENCE, SEVERITY, AND DISABLING EFFECTS OF ESTABLISHED, COMMUNICABLE DISEASES OF PUBLIC HEALTH IMPORTANCE (I.E., TUBERCULOSIS (TB), SEXUALLY TRANSMITTED DISEASES (STDs), HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND HANSEN'S DISEASE) BY ADOPTING PREVENTIVE MEASURES AND BY UNDERTAKING PROGRAMS OF EARLY DETECTION AND EFFECTIVE TREATMENT. TO PROVIDE LONG TERM CARE TO HANSEN'S DISEASE PATIENTS WHO HAVE BEEN DISABLED EITHER DIRECTLY FROM PATHOLOGICAL EFFECTS OF THE DISEASE, OR PSYCHOLOGICALLY OR SOCIALLY FROM THE EFFECTS OF PROLONGED INSTITUTIONALIZATION. TO IMPROVE AND MAINTAIN THE HEALTH OF INDIVIDUALS AND COMMUNITIES BY PROMOTING HEALTHY LIFESTYLE CHOICES AND ASSURING ACCESS TO HEALTH CARE SERVICES THROUGH PUBLIC HEALTH NURSING AND SCHOOL HEALTH-RELATED SERVICES. TO MANAGE HAWAII'S MEDICAL MARIJUANA REGISTRY PROGRAM.
	DE	HANSEN'S DISEASE CONTROL SERVICES	
	DF	HALE MOHALU AT LEAHI	
	DG	KALAUPAPA SETTLEMENT	
	DH	STD PREVENTION SERVICES	
	DI	AIDS PREVENTION SERVICES	
	KE	COMMUNICABLE DISEASE & PUB.HTH NURSING - ADMIN	
	KJ	PUBLIC HEALTH NURSING SERVICES	
	KL	SCHOOL HEALTH SERVICES	
131	DA	DISEASE OUTBREAK CONTROL ADMIN	TO REDUCE THE INCIDENCE, SEVERITY, AND DISABLING EFFECTS RELATED TO INFECTIOUS DISEASES, EMERGING DISEASE THREATS AND POTENTIAL NATURAL OR INTENTIONAL HAZARDS INCLUDING ACTS OF TERRORISM THROUGH ASSURANCE OF PUBLIC HEALTH PREPAREDNESS, DISEASE SURVEILLANCE/EARLY DETECTION, PUBLIC HEALTH INVESTIGATION, PUBLIC HEALTH INTERVENTIONS SUCH AS DISTRIBUTION OF MEDICAL COUNTERMEASURES AS INDICATED, APPROPRIATE PUBLIC HEALTH
	DB	PUBLIC HEALTH PREPAREDNESS	
	DC	IMMUNIZATION	
	DJ	DISEASE INVESTIGATION	

Department of Health  
Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
			RECOMMENDATIONS, EDUCATION, AND OTHER METHODS OF DISEASE PREVENTION AND RISK REDUCTION.
420	HE	OAHU CMH SERVICES	TO REDUCE THE SEVERITY OF DISABILITY DUE TO MENTAL ILLNESS THROUGH PROVISION OF COMMUNITY-BASED SERVICES INCLUDING GOAL-ORIENTED OUTPATIENT SERVICES, CASE MANAGEMENT SERVICES, REHABILITATION SERVICES, CRISIS INTERVENTION SERVICES AND COMMUNITY HOUSING OPPORTUNITIES.
	HG	COURTS AND CORRECTIONS SERVICES	
	HH	DIAMOND HEAD CMH SERVICES	
	HI	KALIHI PALAMA CMH SERVICES	
	HK	WINDWARD OAHU CMH SERVICES	
	HL	HAWAII COUNTY CMH SERVICES	
	HM	MAUI CMH SERVICES	
	HN	KAUAI CMH SERVICES	
	HO	OTHER SVCS INCL POS & GIA	
	HP	WAIANAЕ CMH SERVICES	
430	HQ	HAWAII STATE HOSPITAL INPATIENT	TO REDUCE THE SEVERITY OF DISABILITY DUE TO SEVERE MENTAL ILLNESS THROUGH PROVISION OF INPATIENT AND OUTPATIENT CARE WITH THE ULTIMATE GOAL OF COMMUNITY REINTEGRATION.
	HR	AFFILIATED PROGRAMS	
440	HD	ALCOHOL AND DRUG ABUSE ADMIN	TO PROVIDE THE LEADERSHIP NECESSARY FOR THE DEVELOPMENT AND DELIVERY OF A CULTURALLY APPROPRIATE, COMPREHENSIVE SYSTEM OF QUALITY SUBSTANCE ABUSE PREVENTION AND TREATMENT SERVICES DESIGNED TO MEET THE NEEDS OF INDIVIDUALS AND FAMILIES.
	HO	OTHER SVCS INCL POS & GIA	
	HR	COMMUNITY & CONSULTATIVE SERVICES	

Department of Health  
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org</u> <u>Code</u>	<u>Name</u>	<u>Objective</u>
460	HE	OAHU CMH SERVICES	TO IMPROVE THE EMOTIONAL WELL-BEING OF CHILDREN AND ADOLESCENTS AND TO PRESERVE AND STRENGTHEN THEIR FAMILIES BY ASSURING EASY ACCESS TO A CHILD AND ADOLESCENT-FOCUSED, FAMILY-CENTERED COMMUNITY-BASED COORDINATED SYSTEM OF CARE THAT ADDRESSES THE CHILDREN'S AND ADOLESCENTS' PHYSICAL, SOCIAL, EMOTIONAL AND OTHER DEVELOPMENTAL NEEDS WITHIN THE LEAST RESTRICTIVE NATURAL ENVIRONMENT. TO ENSURE THAT THE CHILD AND ADOLESCENT MENTAL HEALTH SYSTEM PROVIDES TIMELY AND ACCESSIBLE MENTAL HEALTH SERVICES, WITH A COMMITMENT TO CONTINUOUS MONITORING AND EVALUATION FOR EFFECTIVENESS AND EFFICIENCY.
	HF	CHILD & ADOLESCENT MH ADMIN	
	HH	DIAMOND HEAD CMH SERVICES	
	HJ	LEEWARD OAHU CMH SERVICES	
	HL	HAWAII COUNTY CMH SERVICES	
	HM	MAUI COUNTY CMH SERVICES	
	HN	KAUAI COUNTY CMH SERVICES	
	HO	OTHER SVCS INCL POS & GIA	
	HS	FAMILY COURT LIAISON	
495	HA	BHA ADMIN	TO ENHANCE PROGRAM EFFECTIVENESS AND EFFICIENCY BY FORMULATING POLICIES; DIRECTING OPERATIONS AND PERSONNEL; AND PROVIDING OTHER ADMINISTRATIVE SERVICES IN THE AREAS OF ADULT MENTAL HEALTH INPATIENT AND OUTPATIENT SERVICES AND THE OTHER DIVISIONS OF THE BEHAVIORAL HEALTH ADMINISTRATION.
	HB	ADULT MENTAL HEALTH ADMIN	
	HC	PROGRAM IMPROVEMENT AND EXCELLENCE	
501	CM	PURCHASE OF SERVICES	TO SUPPORT INDIVIDUALS WITH INTELLECTUAL DISABILITIES/ DEVELOPMENTAL DISABILITIES, AND/OR NEUROTRAUMA TO LIVE A HEALTHY, MEANINGFUL, PRODUCTIVE AND SAFE LIFE IN THE COMMUNITY
	CN	STATE MATCH FOR TITLE XIX PROGRAM	
	CQ	PROGRAM SUPPORTS CMIS	
	CU	CASE MANAGEMENT ADMIN	

Department of Health  
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
	CV	COMMUNITY RESOURCES	THROUGH THE DEVELOPMENT, ADMINISTRATION, PROVISION, AND MONITORING OF A COMPREHENSIVE SYSTEM OF APPROPRIATE SUPPORT SERVICES.
	ED	HOSPITAL & COMMUNITY DENTAL SVCS	
	JA	OUTCOMES AND COMPLIANCE	
	JE	QUALITY ASSURANCE	
	JG	FACILITIES SUPPORT	
	JN	NEUROTRAUMA	
	JO	CASE MANAGEMENT, OAHU	
	JQ	CASE MANAGEMENT, HAWAII	
	JR	CASE MANAGEMENT, MAUI	
	JS	CASE MANAGEMENT, KAUAI	
	KB	DEVELOPMENTAL DISABILITIES ADMIN	
520	AI	DISABILITY & COMMUNICATION ACCESS BOARD	TO ENSURE THAT PERSONS WITH DISABILITIES ARE PROVIDED EQUAL ACCESS TO PROGRAMS, SERVICES, ACTIVITIES, EMPLOYMENT OPPORTUNITIES AND FACILITIES TO PARTICIPATE FULLY AND INDEPENDENTLY IN SOCIETY.
560	CC	CHILDREN WITH SPECIAL HEALTH NEEDS	TO IMPROVE THE HEALTH OF WOMEN, INFANTS, CHILDREN, ADOLESCENTS AND OTHER VULNERABLE POPULATIONS AND THEIR FAMILIES BY INCREASING PUBLIC AWARENESS AND PROFESSIONAL EDUCATION ABOUT THE IMPORTANCE OF A LIFE COURSE PERSPECTIVE; ADVOCATING FOR SYSTEMIC CHANGES THAT ADDRESS HEALTH EQUITY AND THE SOCIAL DETERMINANTS OF HEALTH, AND ASSURING ACCESS TO A SYSTEM OF HEALTH CARE THAT IS FAMILY/PATIENT CENTERED, COMMUNITY
	CF	FAMILY & COMMUNITY SUPPORT	
	CG	EARLY INTERVENTION	
	CK	MATERNAL & CHILD HEALTH - ADMIN	
	CT	HOME VISITATION	
	CW	WOMEN'S HEALTH	
	GI	WOMEN, INFANTS, & CHILDREN	
	KC	FAMILY HEALTH SERVICES ADMIN	

Department of Health  
Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
			BASED PREVENTION FOCUSED, WITH EARLY DETECTION AND TREATMENT, AND PROVIDES HABILITATIVE AND REHABILITATIVE SERVICES FOR THOSE WITH CHRONIC CONDITIONS.
590	GJ	COMMUNITY RESOURCES & DEVELOPMENT	TO PROMOTE WELLNESS AND IMPROVE THE QUALITY AND LIFESPAN FOR HAWAII'S PEOPLE THROUGH EFFECTIVE PREVENTION, DETECTION, AND MANAGEMENT OF CHRONIC DISEASES.
	GP	CHRONIC DISEASE MANAGEMENT	
	GQ	CANCER PREVENTION & CONTROL	
	GR	PRIMARY PREVENTION	
	KK	CHRONIC DISEASE PREV & HEALTH PROMOTION ADMIN	
595	KA	HRA DEPUTY DIRECTOR	TO IMPROVE AND MAINTAIN THE HEALTH OF INDIVIDUALS AND COMMUNITIES BY PROMOTING HEALTHY LIFESTYLE CHOICES, ADVOCATING FOR SYSTEMIC AND ENVIRONMENTAL POLICY CHANGES AND ASSURING ACCESS TO HEALTH CARE SERVICES THROUGH THE PROVISION OF HEALTH PROMOTION AND EDUCATION, PUBLIC HEALTH NURSING, SCHOOL HEALTH, AND BILINGUAL HEALTH SERVICES. TO PROVIDE AND USE DATA TO IDENTIFY AREAS OF NEED AND PROMOTE THE USE OF BEST PRACTICES TO REDUCE THE INCIDENCE AND BURDEN OF CHRONIC DISEASE AND TO REDUCE HEALTH DISPARITIES AMONG POPULATIONS.
610	FL	ENVIRONMENTAL HEALTH SVCS ADMIN	TO PROTECT THE COMMUNITY FROM FOOD-BORNE ILLNESSES, UNSANITARY OR HAZARDOUS CONDITIONS,
	FN	VECTOR CONTROL	

Department of Health  
Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
	FP	FOOD AND DRUG	ADULTERATED OR MISBRANDED PRODUCTS AND VECTORBORNE DISEASES; AND TO CONTROL NOISE, RADIATION AND INDOOR AIR QUALITY.
	FQ	SANITATION	
	FR	INDOOR & RADIOLOGICAL HEALTH	
710	MB	STATE LABORATORIES ADMIN	TO ENHANCE THE EFFECTIVENESS OF OTHER HEALTH PROGRAMS BY PROVIDING SPECIALIZED LABORATORY SERVICES TO HEALTH CARE FACILITIES AND DEPARTMENTAL PROGRAMS AND TO VARIOUS OFFICIAL AGENCIES.
	MG	CHEMISTRY	
	MH	AIR SURVEILLANCE AND ANALYSIS	
	MI	ENVIRONMENTAL MICROBIOLOGY	
	MJ	MEDICAL MICROBIOLOGY	
	MK	CENTRAL SERVICES	
	ML	HAWAII DISTRICT LAB	
	MM	MAUI DISTRICT LAB	
	MN	KAUAI DISTRICT LAB	
720	MP	HEALTH CARE ASSURANCE	TO ESTABLISH AND ENFORCE MINIMUM STANDARDS TO ASSURE THE HEALTH, WELFARE AND SAFETY OF PEOPLE WHEN RECEIVING CARE SERVICES FROM HEALTH CARE FACILITIES INCLUDING MEDICAL MARIJUANA DISPENSARIES.
730	MQ	EMERGENCY MEDICAL SERVICES	TO MINIMIZE DEATH, INJURY, AND DISABILITY DUE TO LIFE THREATENING SITUATIONS BY ASSURING THE AVAILABILITY OF HIGH QUALITY EMERGENCY MEDICAL CARE THROUGH THE DEVELOPMENT OF A STATEWIDE SYSTEM CAPABLE OF PROVIDING COORDINATED EMERGENCY MEDICAL CARE AND INJURY PREVENTION SERVICES.
	MT	INJURY PREVENTION AND CONTROL	

Department of Health  
Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
760	MS	HEALTH STATUS MONITORING	TO COLLECT, PROCESS, ANALYZE AND DISSEMINATE RELEVANT, POPULATION-BASED DATA IN A TIMELY FASHION IN ORDER TO ASSESS THE HEALTH STATUS OF HAWAII'S MULTI-ETHNIC POPULATION AND TO FULFILL HEALTH STATISTICAL/LEGAL REQUIREMENTS.
840	FE	ENVIRONMENTAL MANAGEMENT ADMIN	TO PRESERVE AND ENHANCE ENVIRONMENTAL QUALITY AS IT RELATES TO HUMAN AND ECOLOGICAL HEALTH IN HAWAII.
	FF	CLEAN AIR	
	FG	CLEAN WATER	
	FH	SAFE DRINKING WATER	
	FJ	SOLID AND HAZARDOUS WASTE	
	FK	WASTEWATER	
	FO	FEDERAL FUNDS - AIR SURVEILLANCE	
849	FA	DEPUTY DIRECTOR	TO FORMULATE ENVIRONMENTAL POLICY; DIRECT OPERATIONS AND PERSONNEL; AND PROVIDE OTHER ADMINISTRATIVE, PLANNING, HAZARD EVALUATION AND EMERGENCY RESPONSE SERVICES.
	FB	ENVIRONMENTAL RESOURCES	
	FC	ENVIRONMENTAL PLANNING	
	FD	HAZARD EVAL & EMERG RESPONSE	
850	FS	OFFICE OF ENVIRONMENTAL QUALITY CONTROL	TO ASSIST IN RESTORING, PROTECTING AND ENHANCING THE NATURAL PHYSICAL ENVIRONMENT OF THE STATE BY STIMULATING, EXPANDING AND COORDINATING EFFORTS OF GOVERNMENTAL AGENCIES, INDUSTRIAL GROUPS AND CITIZENS.
904	AJ	EXECUTIVE OFFICE ON AGING	TO ENABLE OLDER PERSONS TO LIVE, TO THE GREATEST

Department of Health  
Program ID Sub-Organizations

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
			EXTENT POSSIBLE, HEALTHY, DIGNIFIED AND INDEPENDENT LIVES BY ASSURING AN ACCESSIBLE, RESPONSIVE AND COMPREHENSIVE SYSTEM OF SERVICES THROUGH ADVOCACY, PLANNING, COORDINATION, RESEARCH AND EVALUATION.
905	AH	DEVELOPMENTAL DISABILITIES COUNCIL	TO ASSURE THAT INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES AND THEIR FAMILIES PARTICIPATE IN THE DESIGN OF, AND HAVE ACCESS TO, CULTURALLY COMPETENT SERVICES, SUPPORTS AND OTHER ASSISTANCE AND OPPORTUNITIES THAT PROMOTE INDEPENDENCE, PRODUCTIVITY AND INTEGRATION AND INCLUSION INTO THE COMMUNITY.
906	AC	STATE HEALTH PLANNG & DEV AGENCY	TO PROVIDE A STATEWIDE PROCESS THAT INVOLVES CONSUMERS AND PROVIDERS OF HEALTH CARE IN THE DEVELOPMENT AND IMPLEMENTATION OF A HEALTH SERVICES AND FACILITIES PLAN FOR THE STATE OF HAWAII WHICH WILL PROMOTE EQUAL ACCESS TO QUALITY HEALTH SERVICES AT A REASONABLE COST.
907	AA	DIRECTOR'S OFFICE & COMM OFFICE	TO ENHANCE THE EFFECTIVENESS AND EFFICIENCY OF OVERALL DEPARTMENTAL FUNCTIONS BY PLANNING, FORMULATING POLICIES, DIRECTING OPERATIONS AND PERSONNEL AND BY PROVIDING OTHER ADMINISTRATIVE SUPPORT.
	AB	ADMINISTRATIVE SERVICES	
	AD	HUMAN RESOURCES	
	AE	SPECIAL PROJECTS	
	AF	AFFIRMATIVE ACTION	
	AG	HEALTH INFO SYSTEMS	

Department of Health  
Program ID Sub-Organizations

Table 25

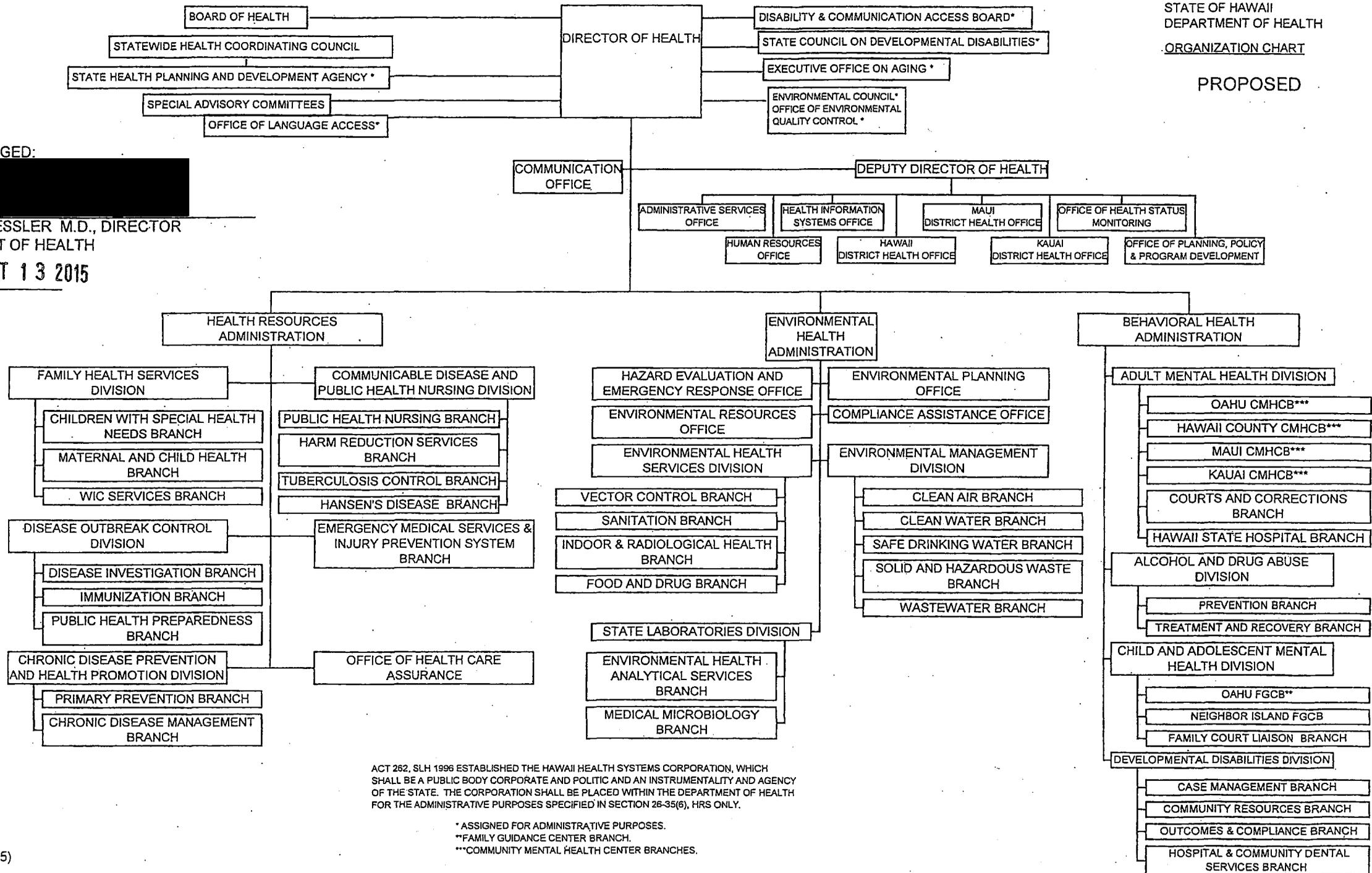
<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
	AL	HAWAII DIST. HEALTH ADMIN	
	AM	MAUI DISTRICT HEALTH ADMIN	
	AN	KAUAI DISTRICT HEALTH ADMIN	
	AP	PLANNING, POLICY & PROG DEV	
908	AR	OFFICE OF LANGUAGE ACCESS	TO PROVIDE CENTRALIZED OVERSIGHT, CENTRAL COORDINATION, AND TECHNICAL ASSISTANCE TO STATE AGENCIES WHEN IMPLEMENTING LANGUAGE ACCESS REQUIREMENTS BETWEEN ALL LEVELS OF GOVERNMENT AND INDIVIDUALS WHO ARE PRECLUDED FROM USING PUBLIC SERVICES DUE TO LANGUAGE PROFICIENCY BARRIERS.

Department of Health  
Organization Changes

Table 26

<u>Year of Change</u> <u>FY16/FY17</u>	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
FY 16	B1020001	Disability Communication Access Board - transfer the DCAB Program Specialist I (#112133E) from the Program
	A1020015	and Policy Development Staff and position variance the position to a proposed Fiscal and Administrative Officer.
		The proposed variance position would head the proposed Administrative and Clerical Services Staff. Transfer the
		Clerk Typist/Researcher (#1004021E) from the supervision of the Secretary/Researcher (#100402E) to the
		proposed variances position. Acknowledged 8/4/15.
FY16	A6150701	Transfer the MMJ program and the Investigator V (Program Specialist V) from the Department of Public Safety
	06150713	to the Department of Health. Change the name of the STD-Aids Prevention Branch to the HARM Reduction
		Services Branch and add proposed Medical Marijuana Registry Section. Acknowledged 10/13/15.
FY 17	B2300002	Revise the Kauai District Health Office organization titles and reporting relationships to mirror the Oahu
	02300041	organization.
FY 17	04350011	Consolidate the Vector Control Branch, Sanitation Branch and Food and Drug Branch positions and functions.
	04350500	
FY 17	05000005	Reorganize the Central Administrative Services, Adult Mental Health Division to add authorized budgeted
	05000008	positions and functions.

PROPOSED



ACKNOWLEDGED:

VIRGINIA PRESSLER M.D., DIRECTOR  
DEPARTMENT OF HEALTH

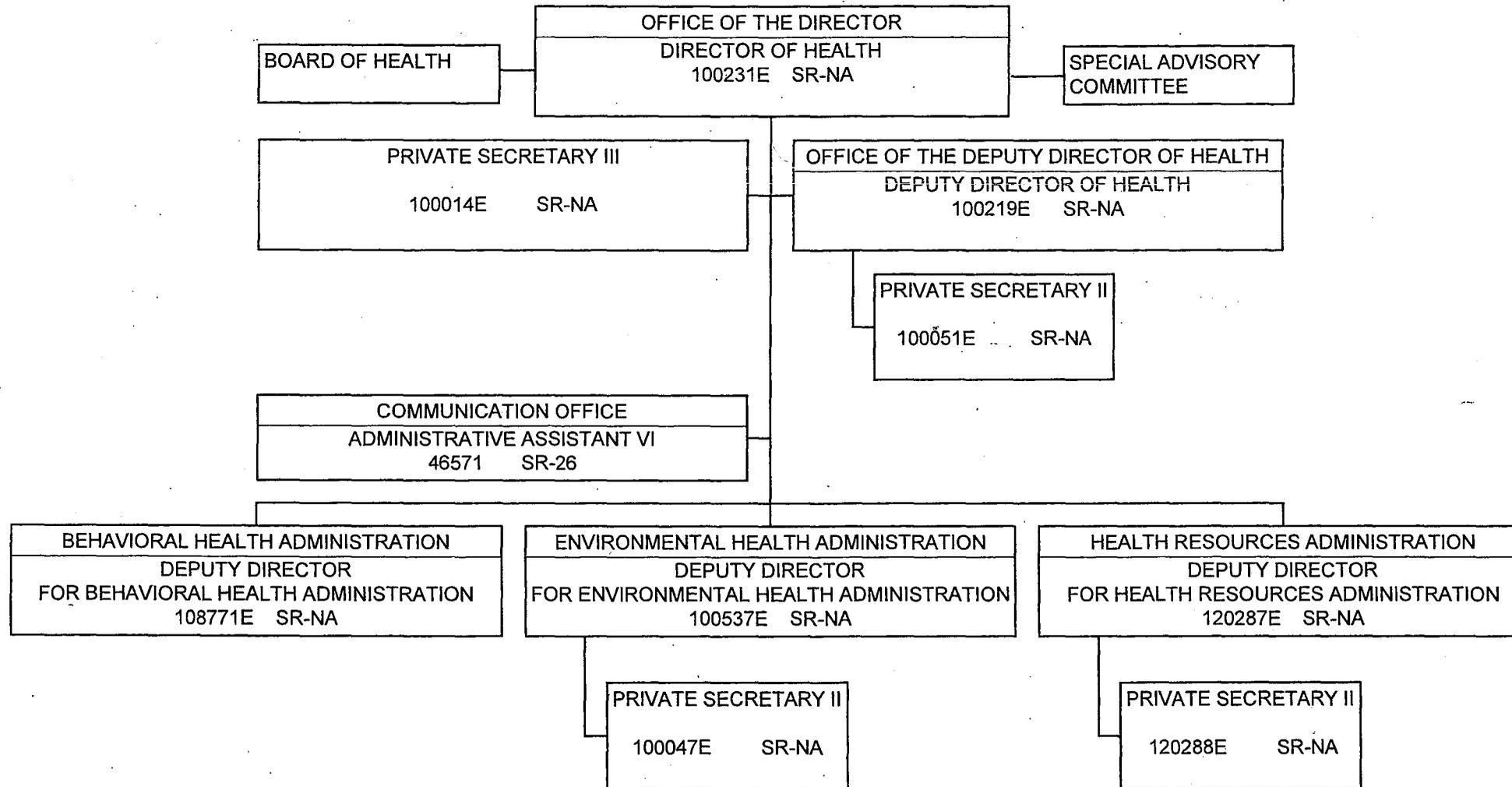
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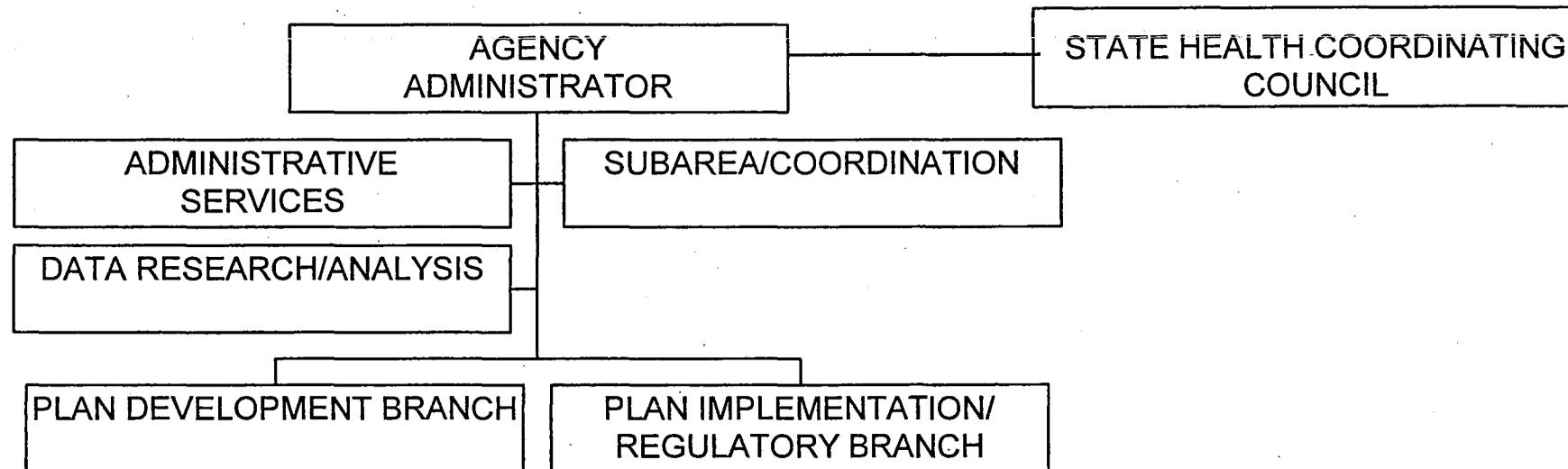
ACT 262, SLH 1996 ESTABLISHED THE HAWAII HEALTH SYSTEMS CORPORATION, WHICH SHALL BE A PUBLIC BODY CORPORATE AND POLITIC AND AN INSTRUMENTALITY AND AGENCY OF THE STATE. THE CORPORATION SHALL BE PLACED WITHIN THE DEPARTMENT OF HEALTH FOR THE ADMINISTRATIVE PURPOSES SPECIFIED IN SECTION 26-35(6), HRS ONLY.

\* ASSIGNED FOR ADMINISTRATIVE PURPOSES.

\*\* FAMILY GUIDANCE CENTER BRANCH.

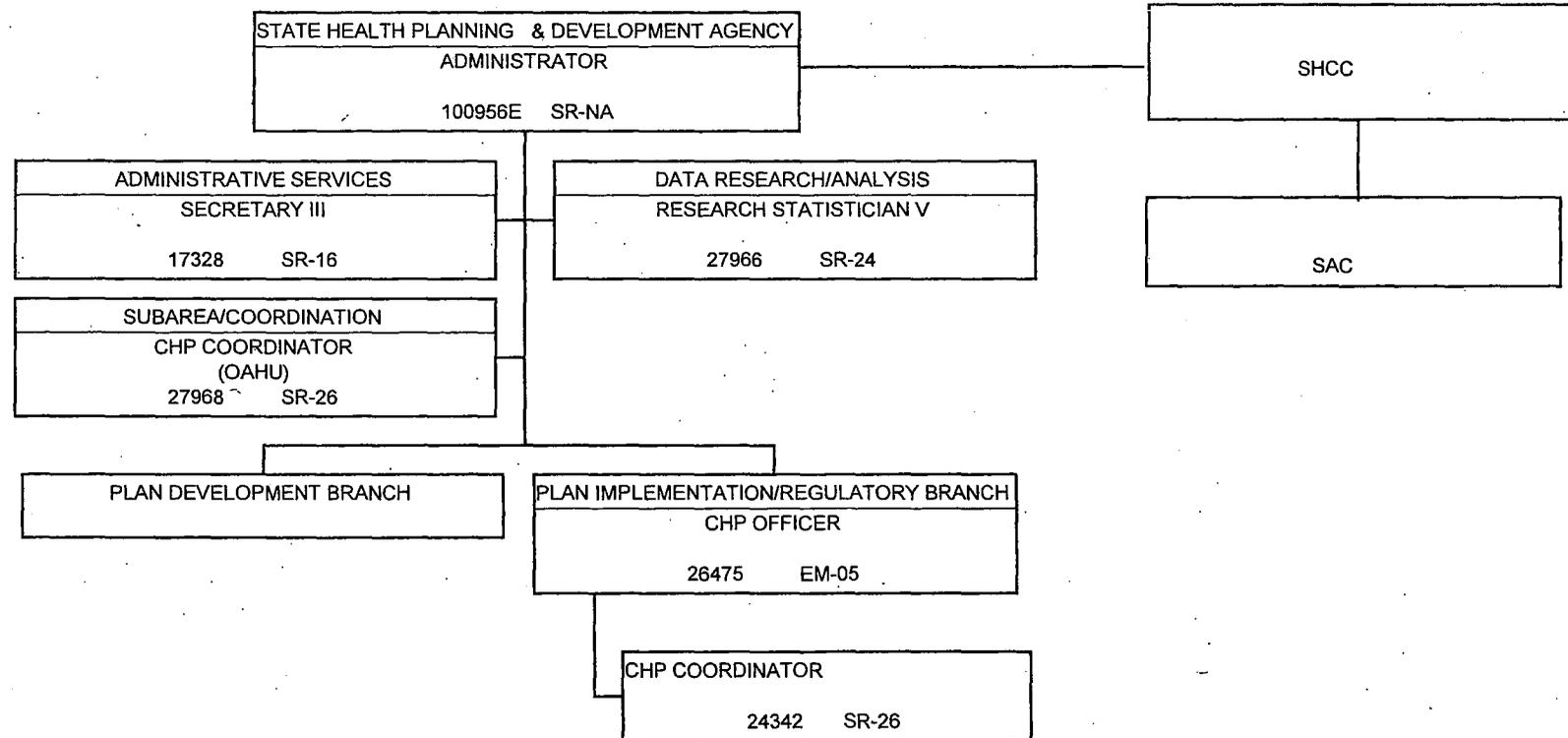
\*\*\* COMMUNITY MENTAL HEALTH CENTER BRANCHES.



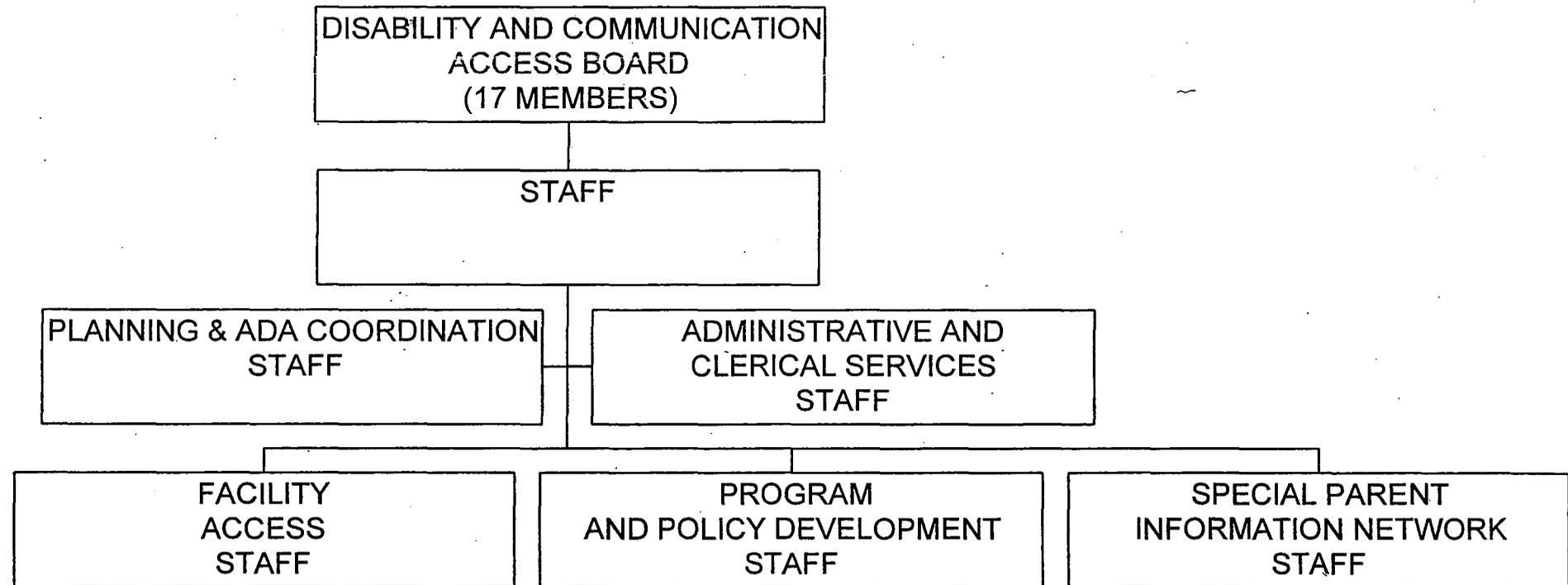


STATE OF HAWAII  
DEPARTMENT OF HEALTH  
STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

POSITION ORGANIZATION CHART

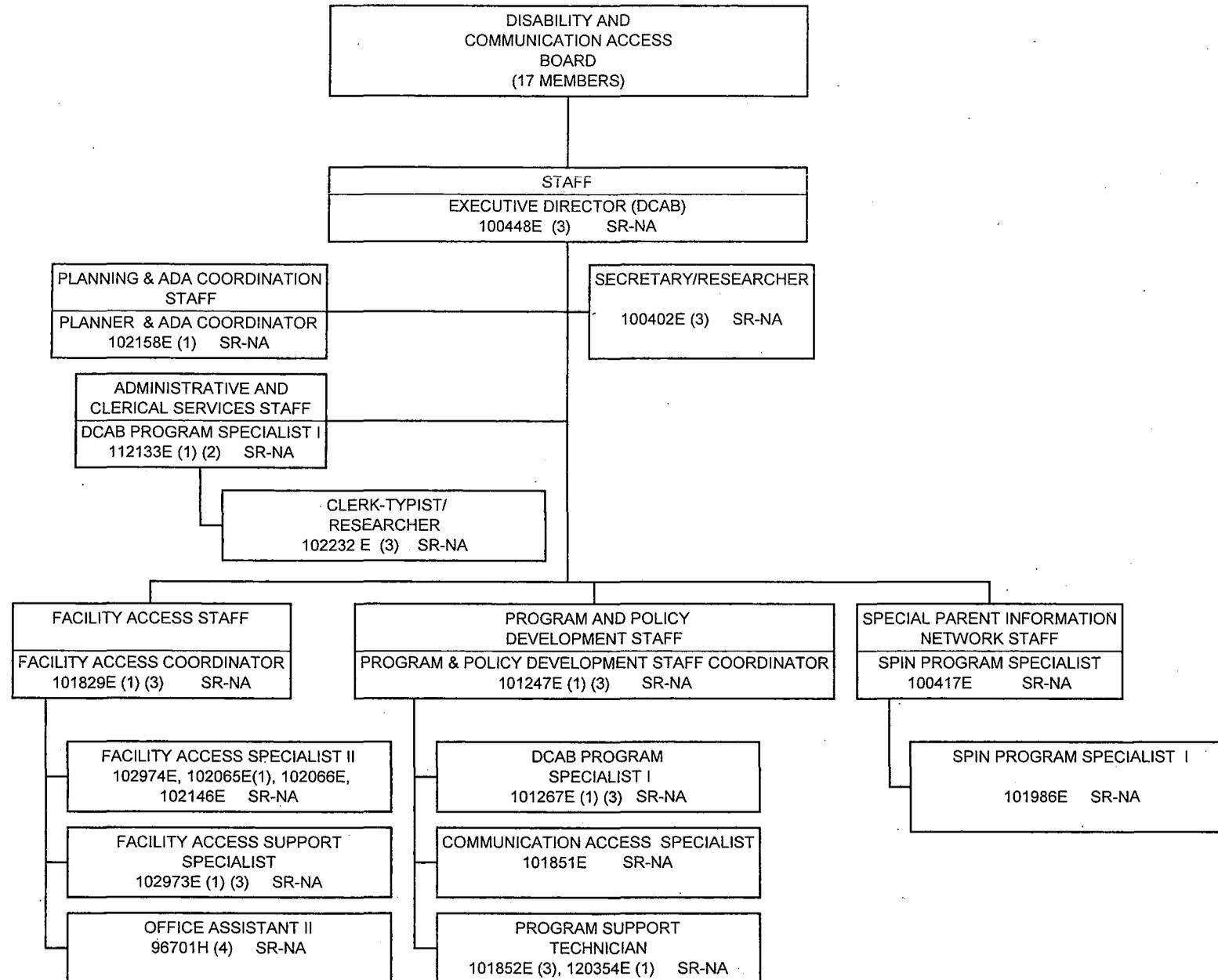


ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 DISABILITY AND COMMUNICATION ACCESS BOARD

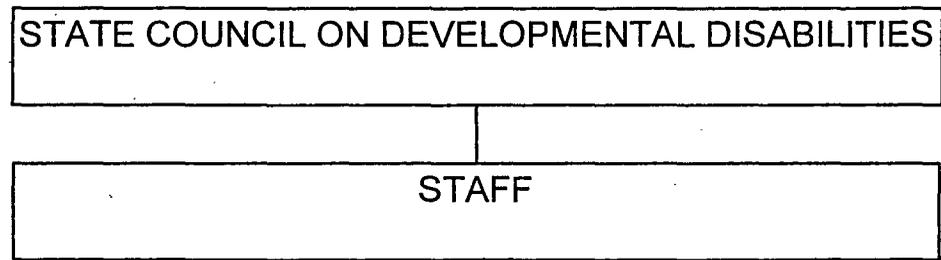
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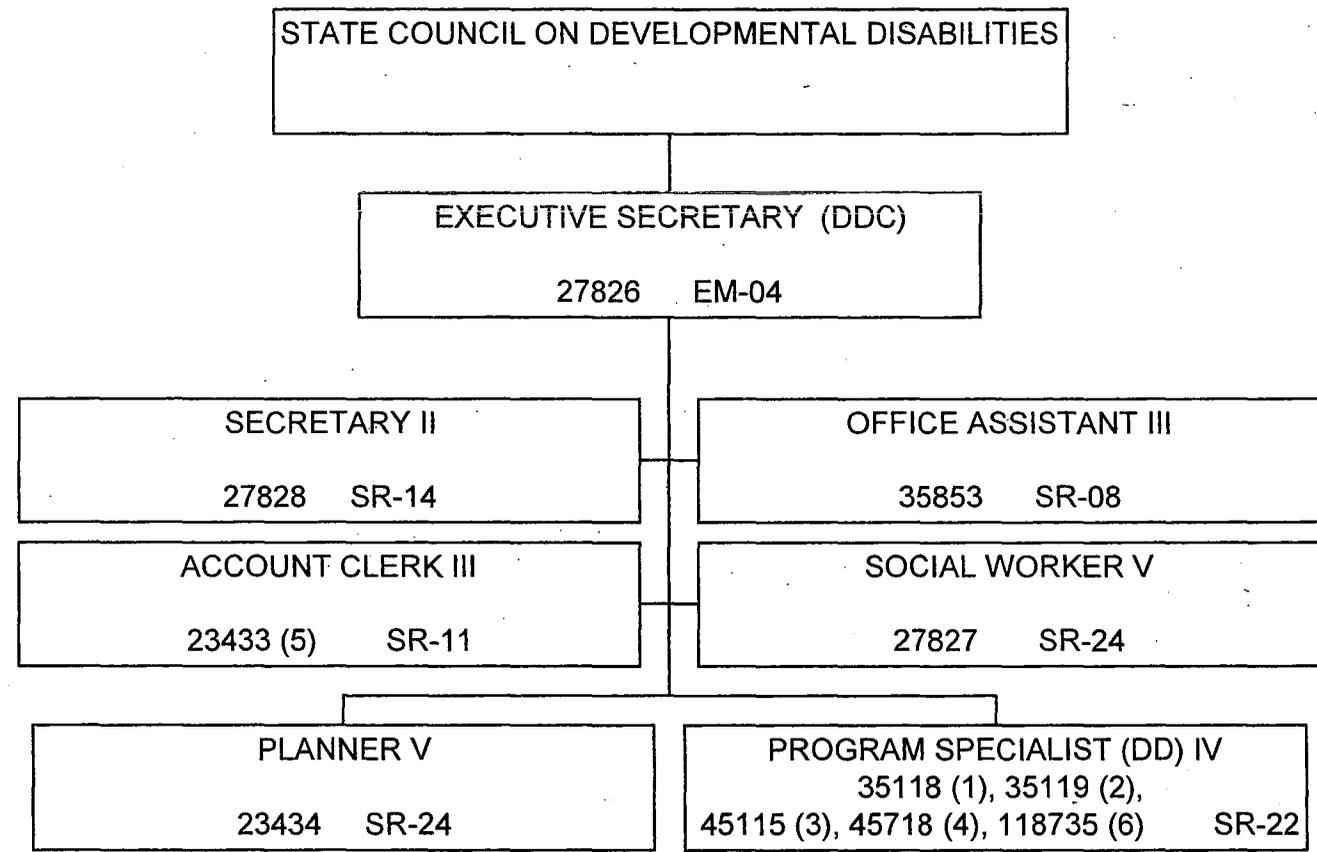
(1) NTE 6/30/17.  
 (2) TO BE POSITION VARIANCED.  
 (3) TO BE REDESCRIBED.  
 (4) TO BE ESTABLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

ORGANIZATION CHART



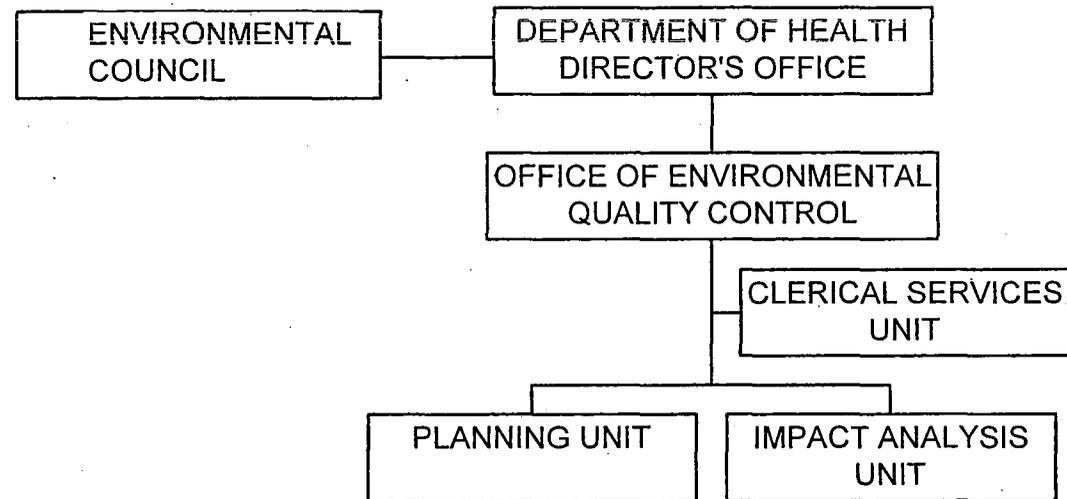
POSITION ORGANIZATION CHART



- (1) .50% FTE, HILO.
- (2) .50% FTE, KAUAI.
- (3) .50% FTE, KONA.
- (4) 1.00% FTE MAUI.
- (5) .50% FTE, OAHU.
- (6) 1.00% FTE, OAHU.  
TEMPORARY, NTE 6/30/17.

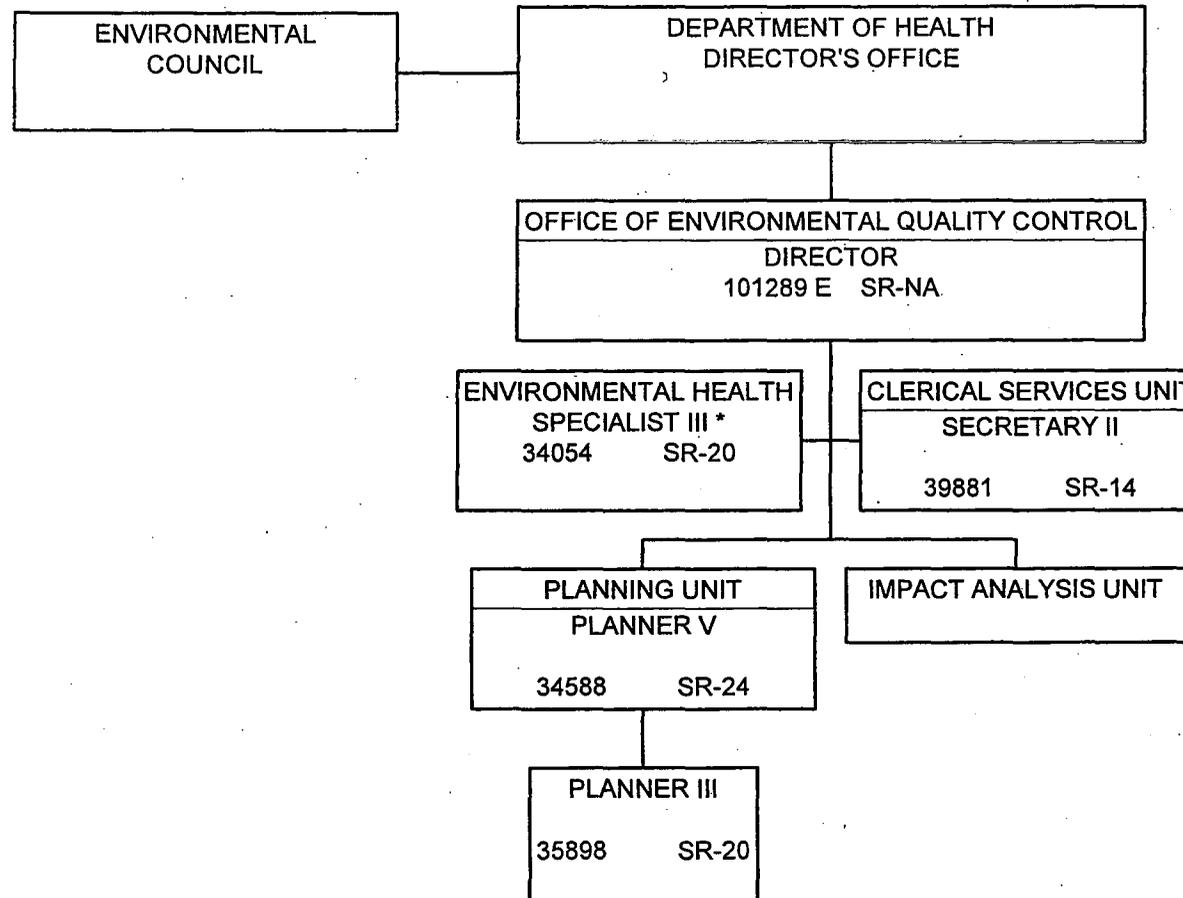
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF ENVIRONMENTAL QUALITY CONTROL

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF ENVIRONMENTAL QUALITY CONTROL

POSITION ORGANIZATION CHART

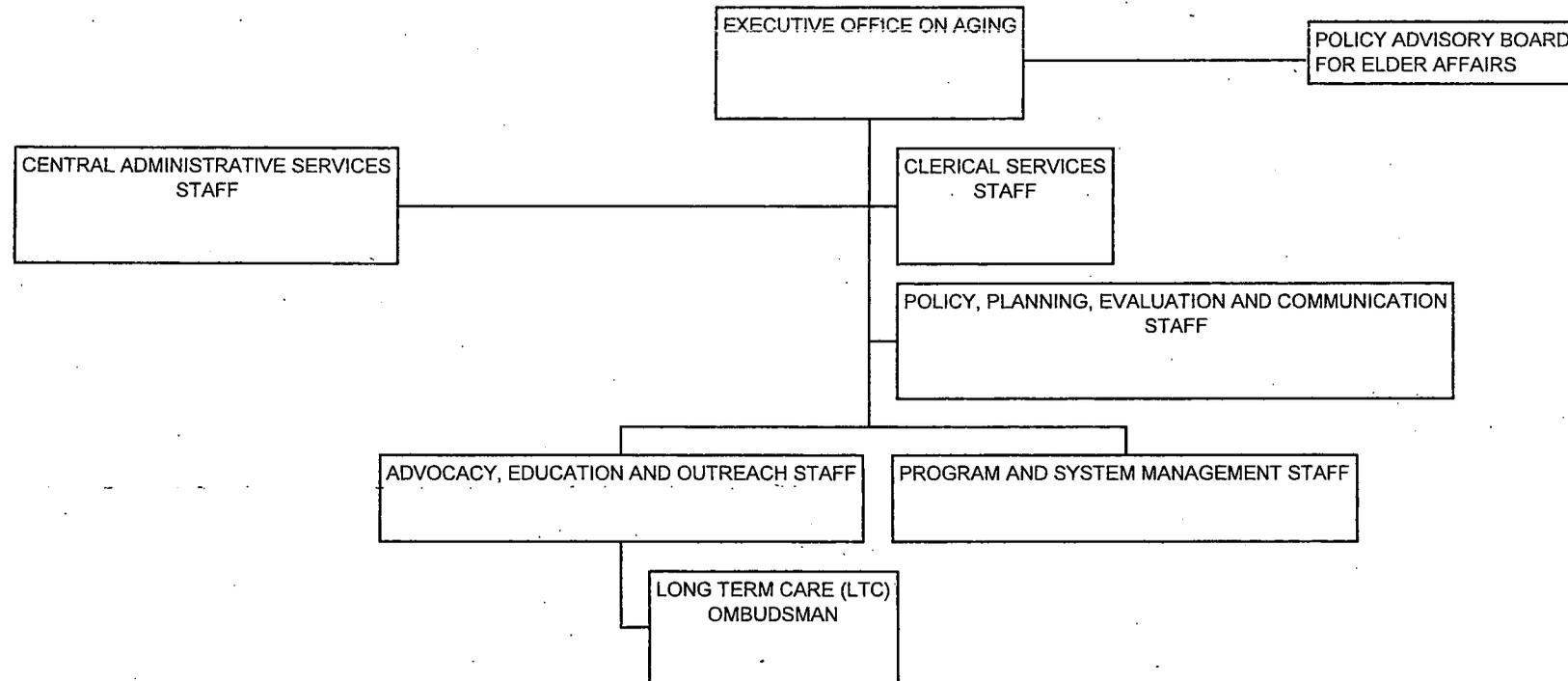


THE OFFICE OF ENVIRONMENTAL QUALITY CONTROL (OEQC) AND THE ENVIRONMENTAL COUNCIL ARE ADMINISTRATIVELY ATTACHED TO THE DEPARTMENT OF HEALTH THROUGH THE DIRECTOR'S OFFICE.

\* POSITION #34054 PROVIDES SUPPORT TO THE ENVIRONMENTAL COUNCIL BUT IS UNDER THE DIRECT SUPERVISION OF THE DIRECTOR OF ENVIRONMENTAL QUALITY CONTROL (101289E).

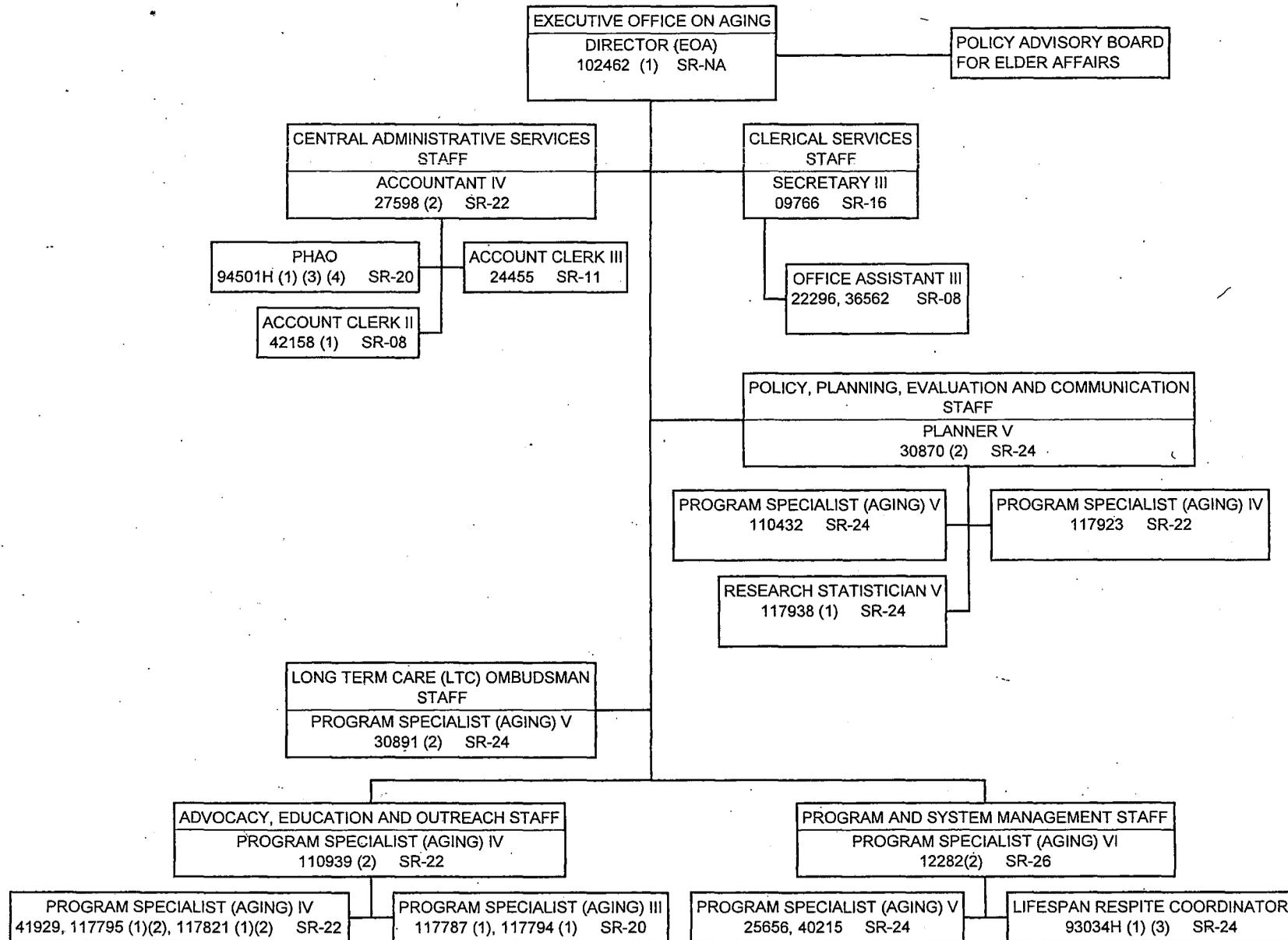
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

POSITION ORGANIZATION CHART



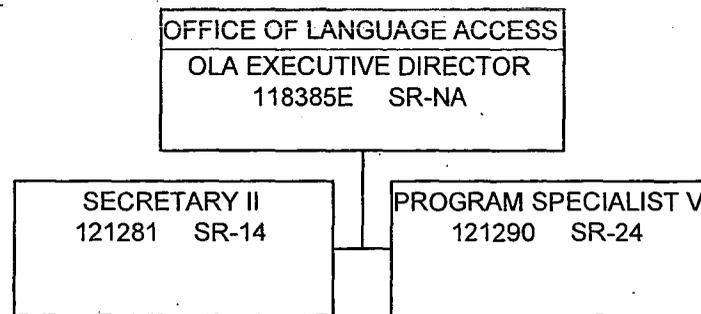
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(2) TO BE REDESCRIBED.  
(3) TO BE ESTABLISHED.  
(4) .35 FTE.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF LANGUAGE ACCESS

ORGANIZATION CHART

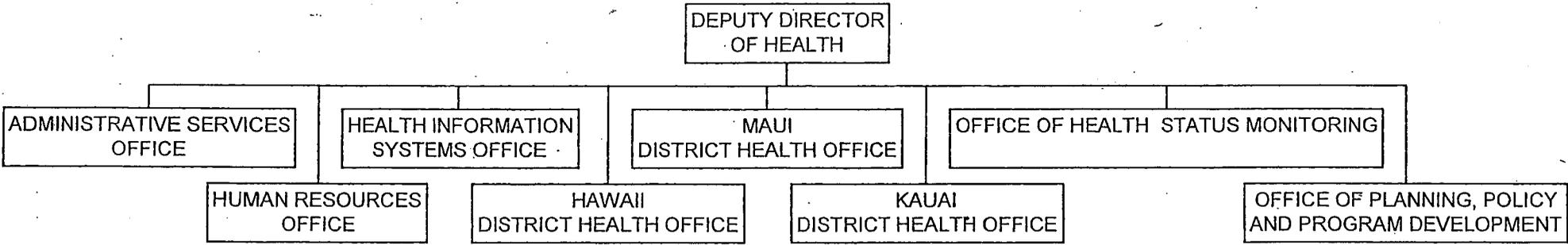
OFFICE OF LANGUAGE ACCESS

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF LANGUAGE ACCESS  
POSITION ORGANIZATION CHART



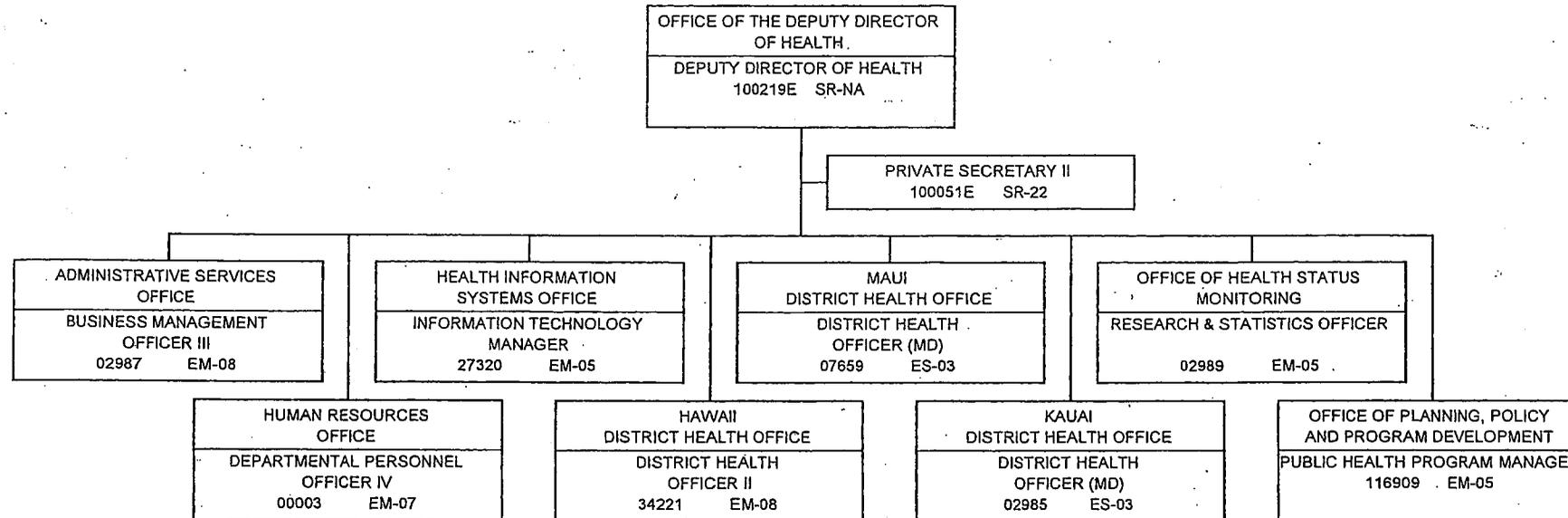
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DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH

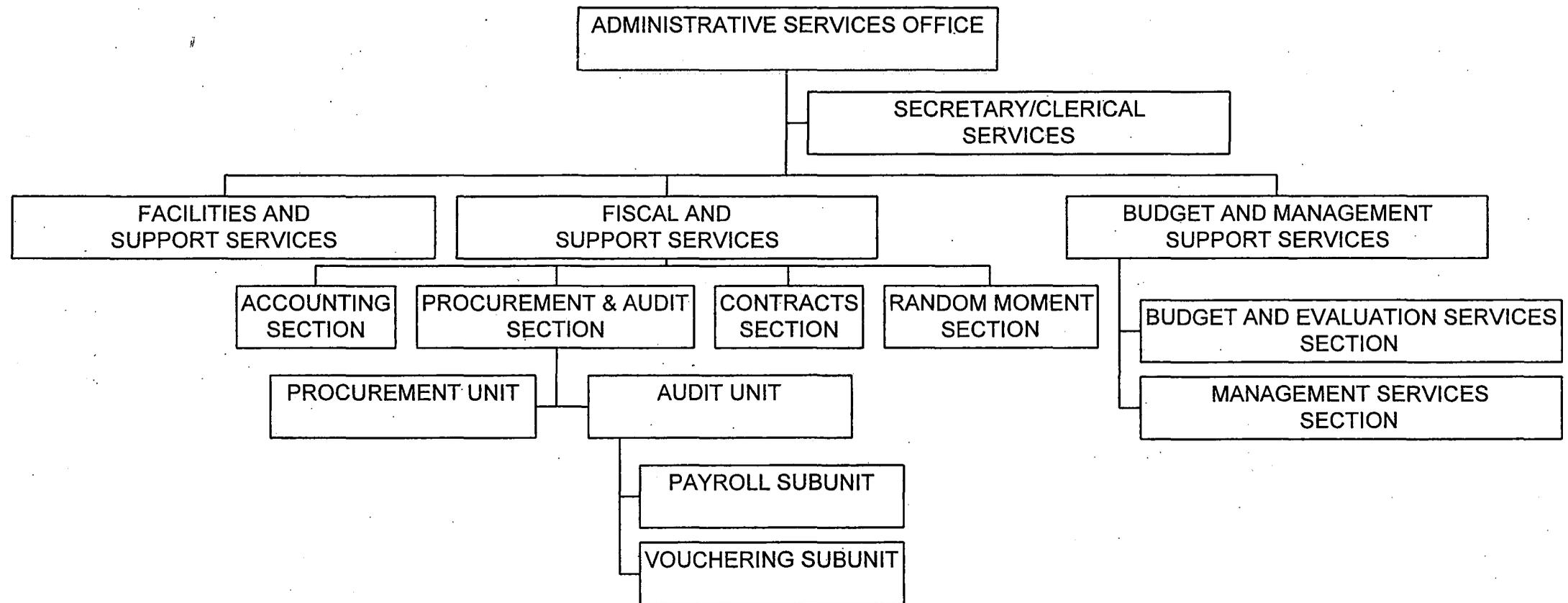
ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH

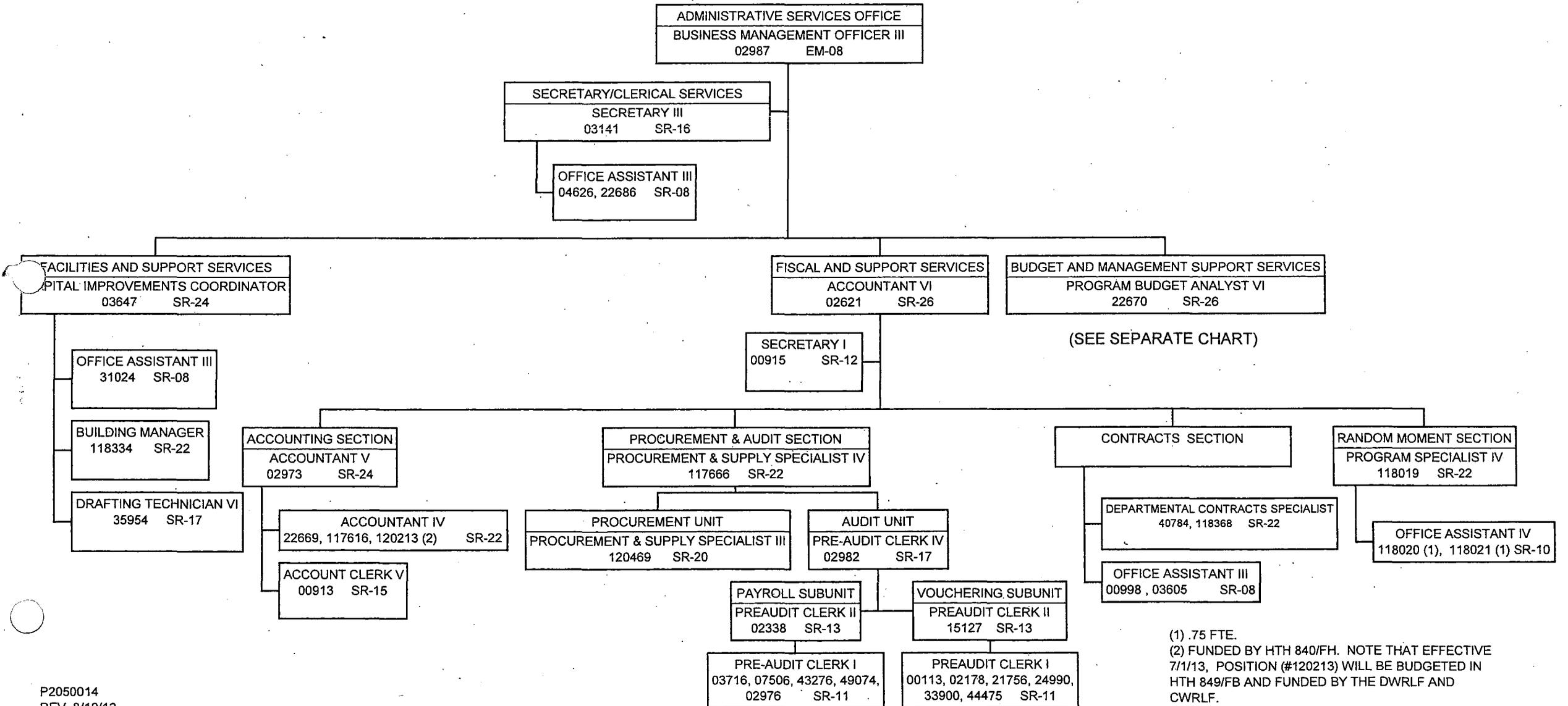
POSITION ORGANIZATION CHART





STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 ADMINISTRATIVE SERVICES OFFICE

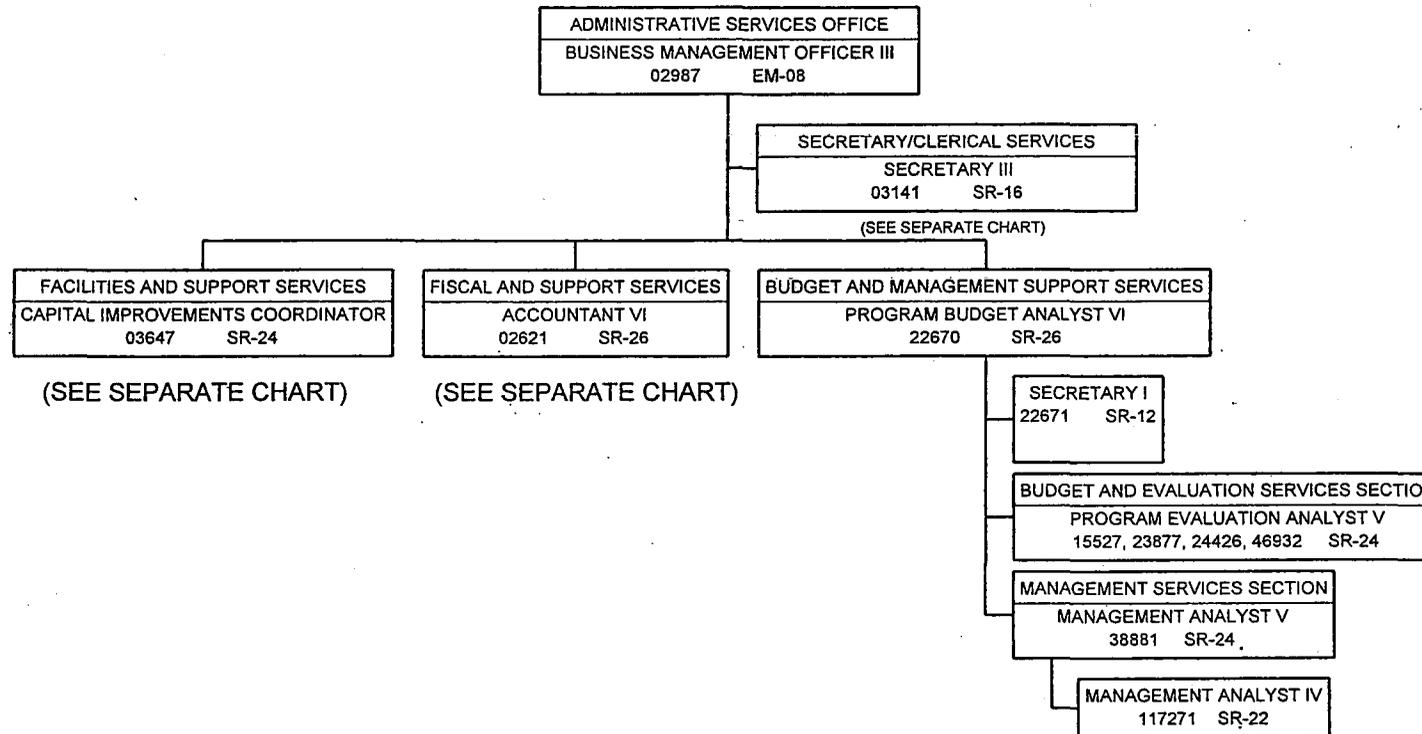
POSITION ORGANIZATION CHART



(1) .75 FTE.  
 (2) FUNDED BY HTH 840/FH. NOTE THAT EFFECTIVE 7/1/13, POSITION (#120213) WILL BE BUDGETED IN HTH 849/FB AND FUNDED BY THE DWRLF AND CWRLF.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

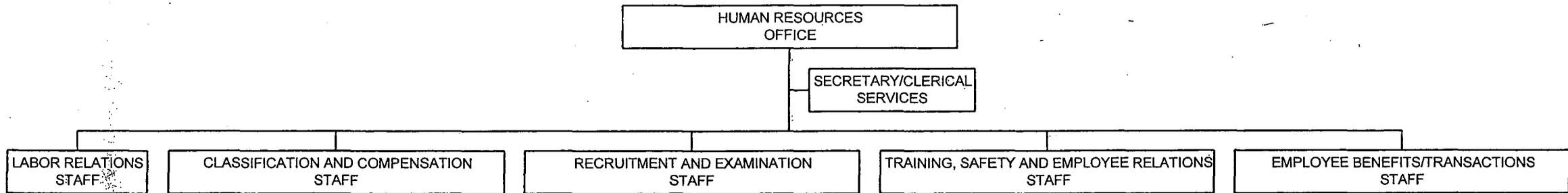
POSITION ORGANIZATION CHART



JUN 30 2015

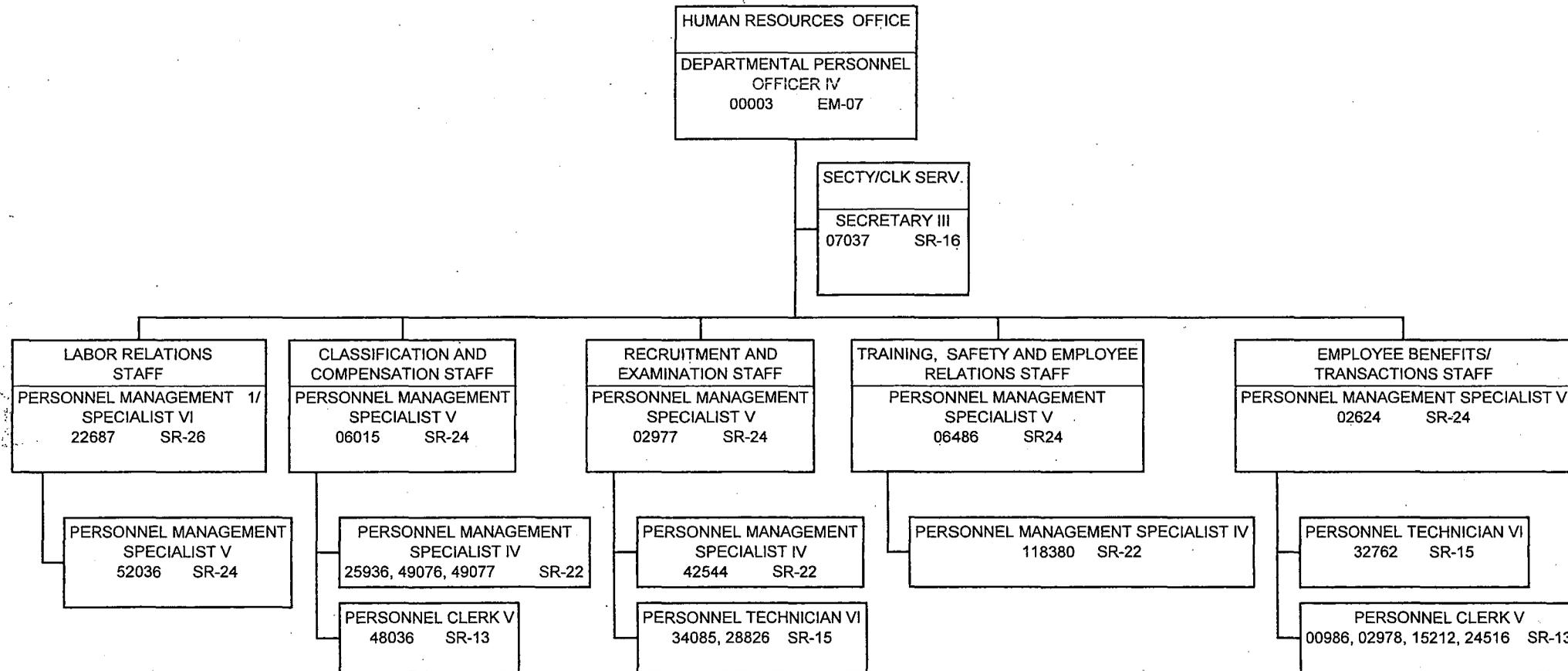
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
HUMAN RESOURCES OFFICE

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HUMAN RESOURCES OFFICE

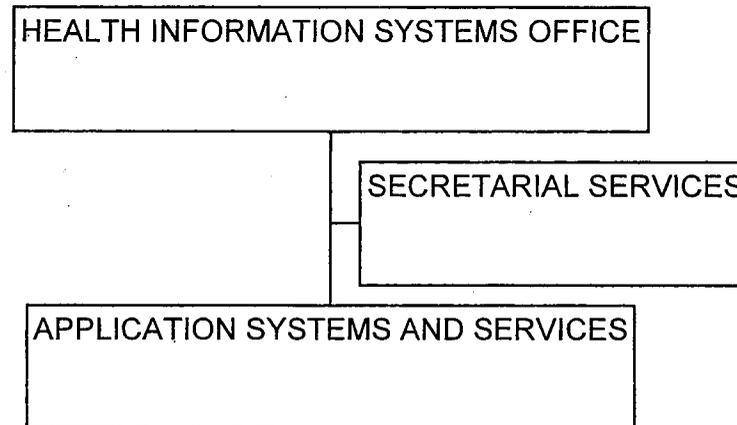
POSITION ORGANIZATION CHART



(1) FIRST ASSISTANT TO PERSONNEL OFFICER.

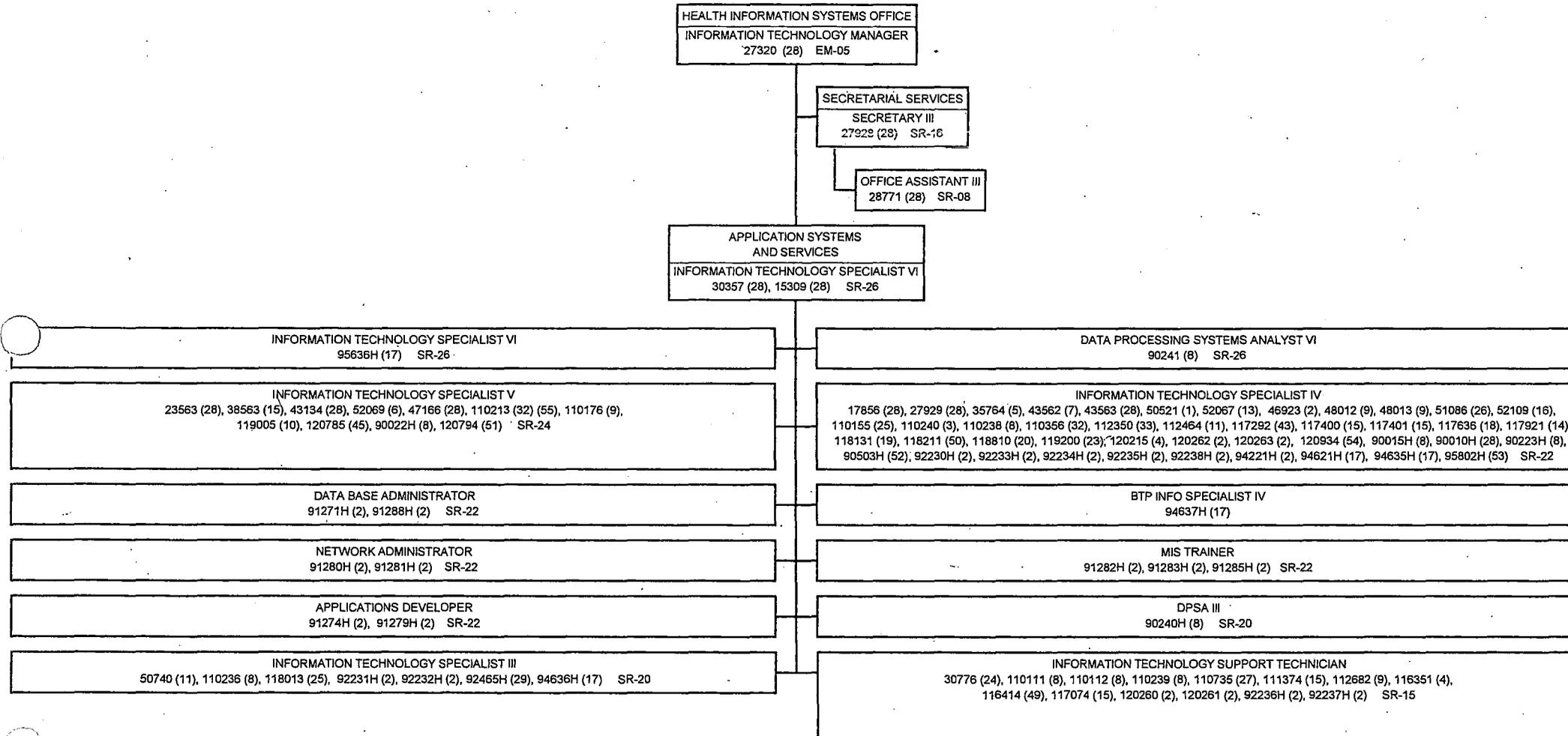
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
HEALTH INFORMATION SYSTEMS OFFICE

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HEALTH INFORMATION SYSTEMS OFFICE

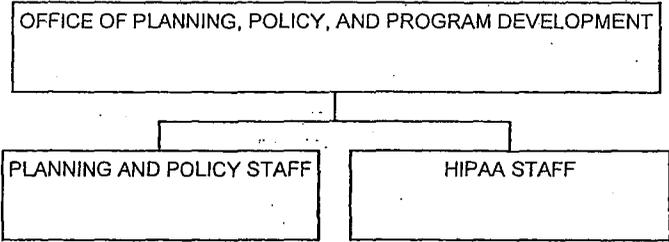
POSITION ORGANIZATION CHART



- (1) BUDGETED IN HTH 840/FJ.
- (2) BUDGETED IN HTH 495/HB, NTE 6/30/17.
- (3) BUDGETED IN HTH 460/HF, NTE 6/30/17.
- (4) BUDGETED IN HTH 501/KB.
- (5) BUDGETED IN HTH 710/MH.
- (6) BUDGETED IN HTH 430/HQ.
- (7) BUDGETED IN HTH 907/AL.
- (8) BUDGETED IN HTH 460/HF.
- (9) BUDGETED IN HTH 560/GI.
- (10) BUDGETED IN HTH 710/MB.
- (11) BUDGETED IN HTH 560/CG.
- (12) BUDGETED IN HTH 580/KD.
- (13) BUDGETED IN HTH 131/DC.
- (14) BUDGETED IN HTH 501/JO, NTE 6/30/17.
- (15) BUDGETED IN HTH 560/KC.
- (16) BUDGETED IN HTH 440/HD (50%) NTE 6/30/17.
- (17) BUDGETED IN HTH 131/DB, NTE 6/30/17.
- (18) BUDGETED IN HTH 840/FK.
- (19) BUDGETED IN HTH 760/MS, NTE 6/30/17.
- (20) BUDGETED IN HTH 710/MG.
- (23) BUDGETED IN HTH 720/MP.
- (24) BUDGETED IN HTH 100/KJ.
- (25) BUDGETED IN HTH 610/FL.
- (26) BUDGETED IN HTH 840/FF.
- (27) BUDGETED IN HTH 590/GQ, NTE 6/30/17.
- (28) BUDGETED IN HTH 907/AG.
- (29) BUDGETED IN HTH 501/CU, NTE 6/30/17.
- (32) BUDGETED IN HTH 840/FE.
- (33) BUDGETED IN HTH 840/FG.
- (43) BUDGETED IN HTH 840/FH.
- (45) BUDGETED IN HTH 907/AP, NTE 6/30/17.
- (49) BUDGETED IN HTH 131/DC, NTE 6/30/17.
- (50) BUDGETED IN HTH 440/HD.
- (51) BUDGETED IN HTH 131/DJ, NTE 6/30/17.
- (52) BUDGETED IN HTH 840/FJ, NTE 6/30/17.
- (53) BUDGETED IN HTH 907/AM.
- (54) BUDGETED IN HTH 907/AN.
- (55) TO BE ABOLISHED.

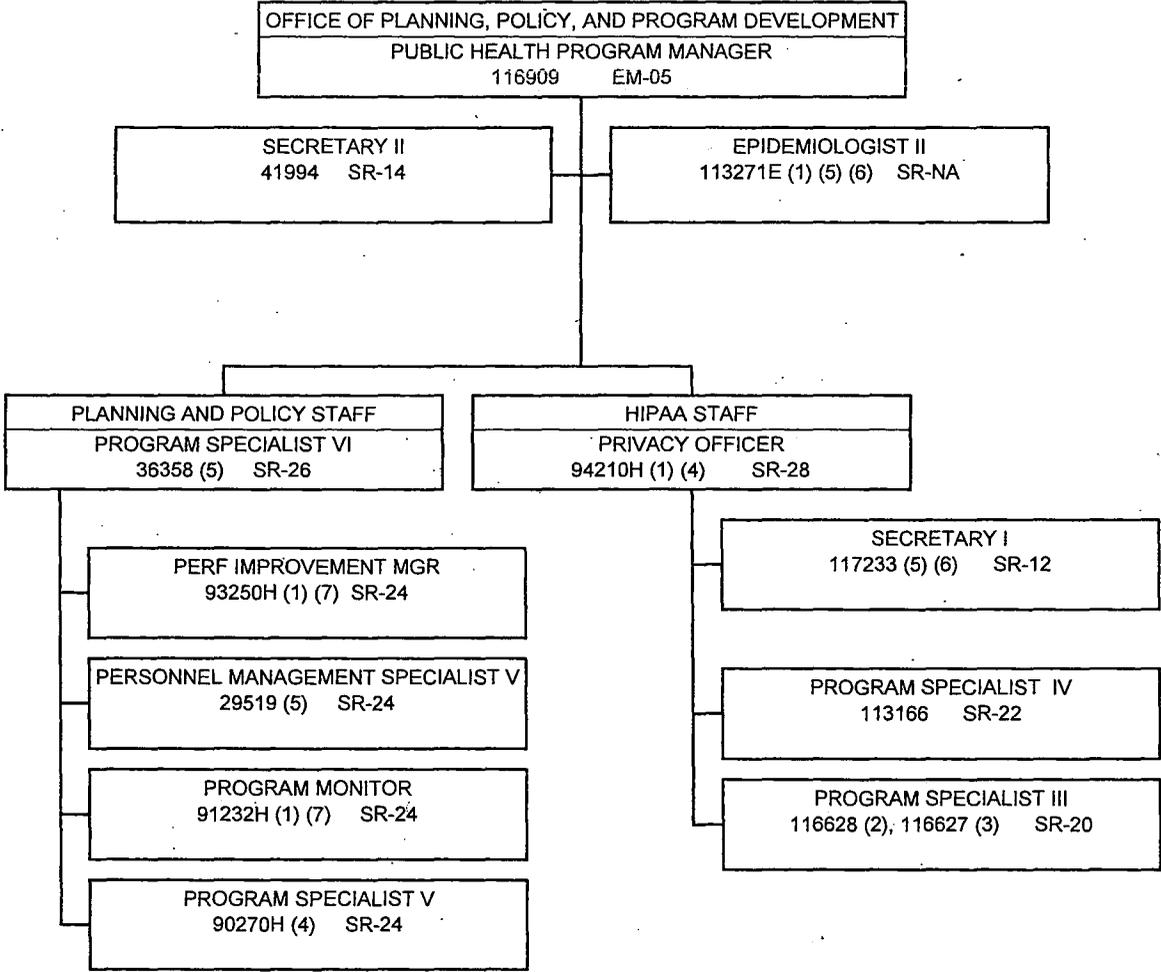
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
OFFICE OF PLANNING, POLICY, AND PROGRAM DEVELOPMENT

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 OFFICE OF PLANNING, POLICY, AND PROGRAM DEVELOPMENT

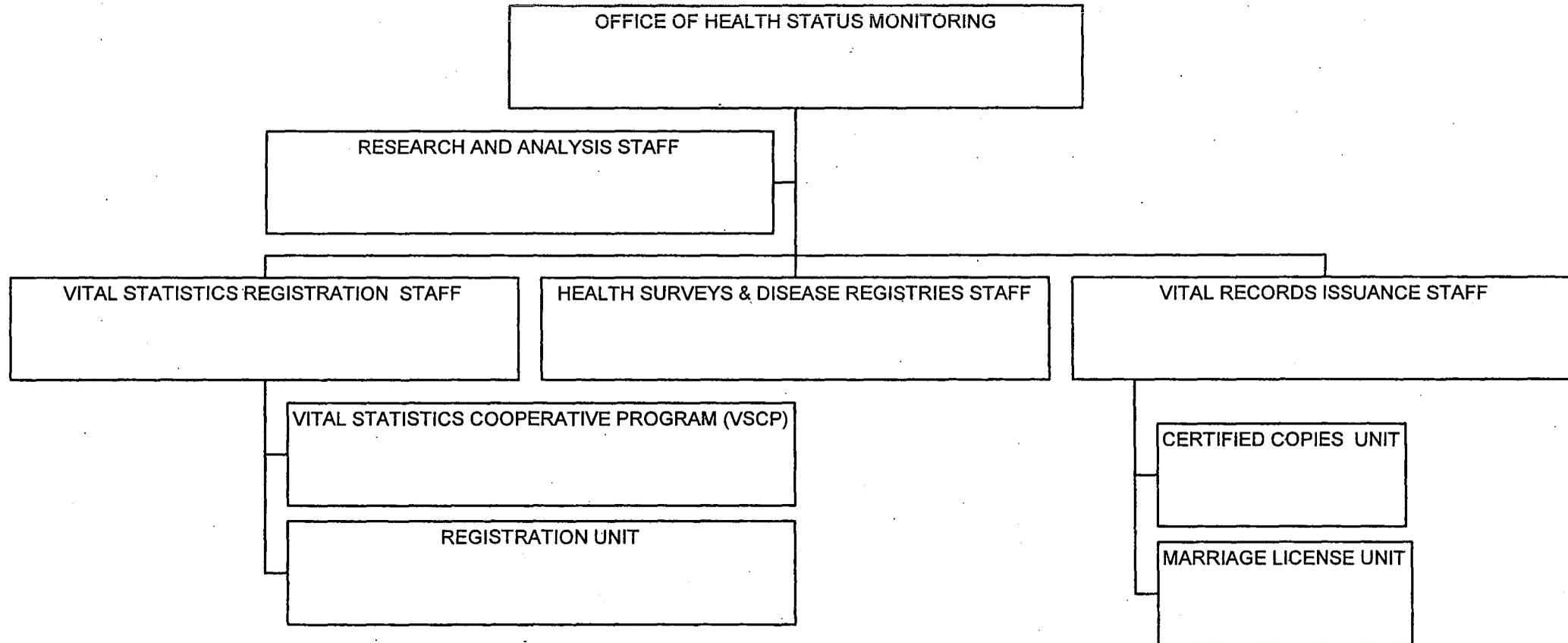
POSITION ORGANIZATION CHART



- (1) TEMPORARY, NTE 6/30/17.
- (2) PHNB.
- (3) AMHD.
- (4) TO BE ESTABLISHED.
- (5) TO BE REDESCRIBED.
- (6) NEW POSITION.
- (7) TO BE POSITION VARIANCED.

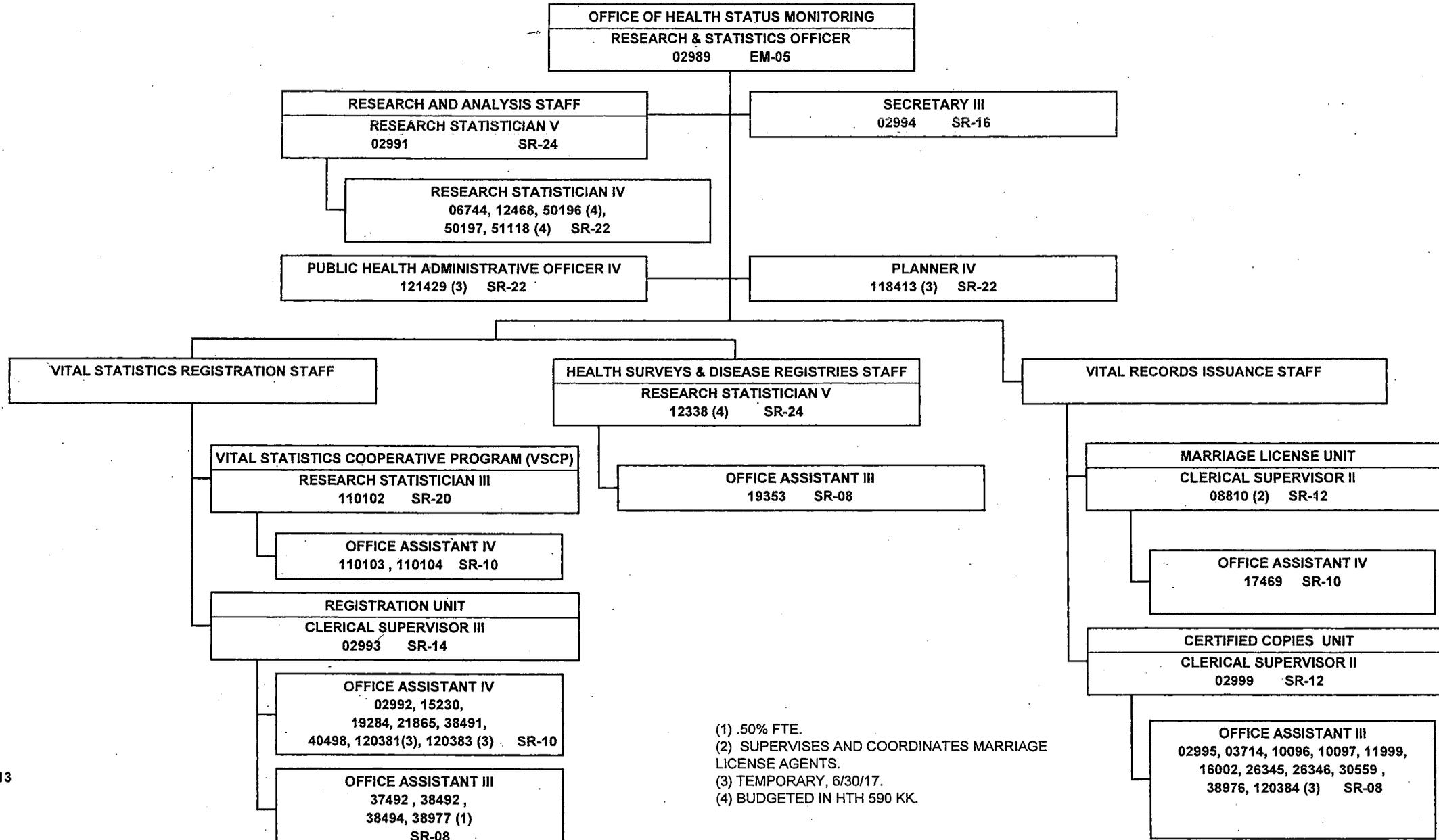
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
OFFICE OF HEALTH STATUS MONITORING

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 OFFICE OF HEALTH STATUS MONITORING

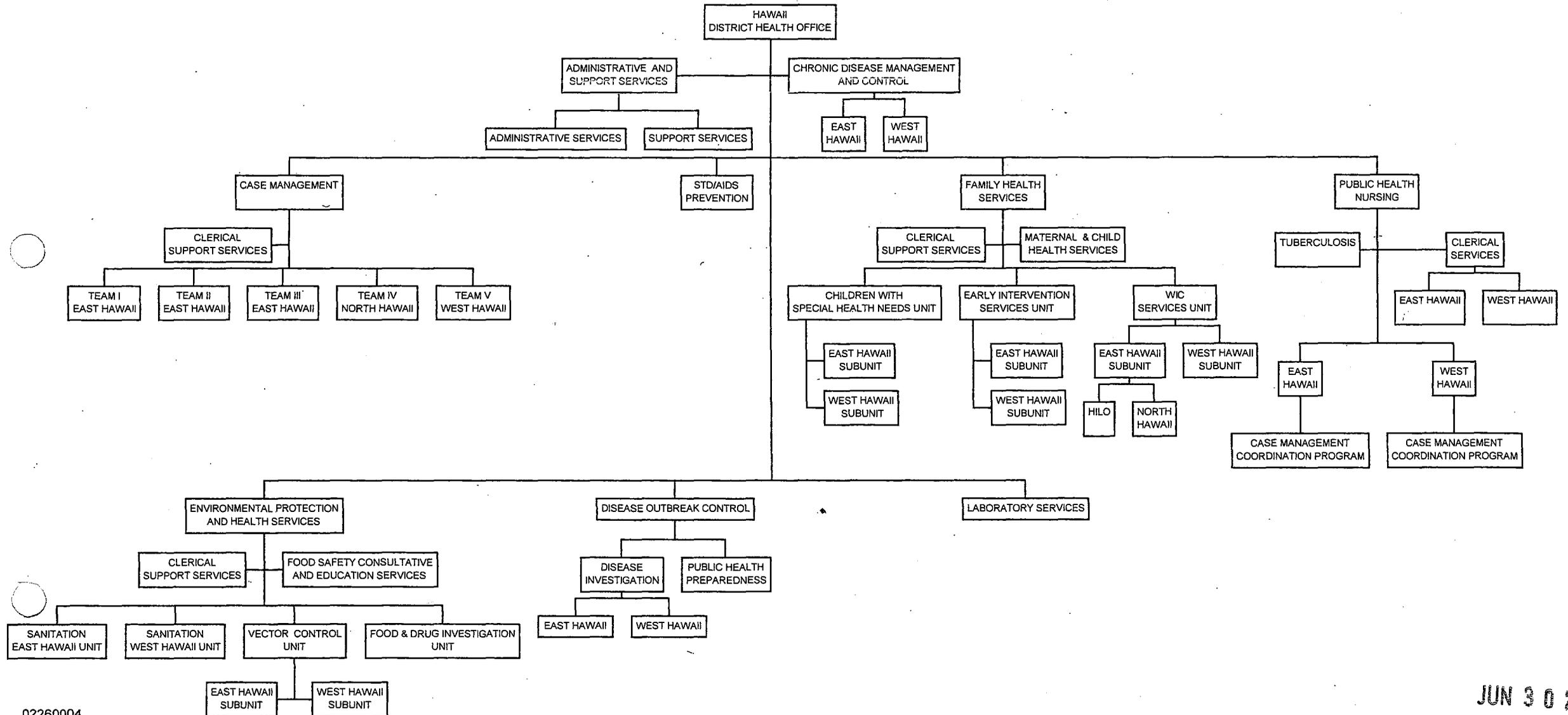
POSITION ORGANIZATION CHART



- (1) .50% FTE.
- (2) SUPERVISES AND COORDINATES MARRIAGE LICENSE AGENTS.
- (3) TEMPORARY, 6/30/17.
- (4) BUDGETED IN HTH 590 KK.

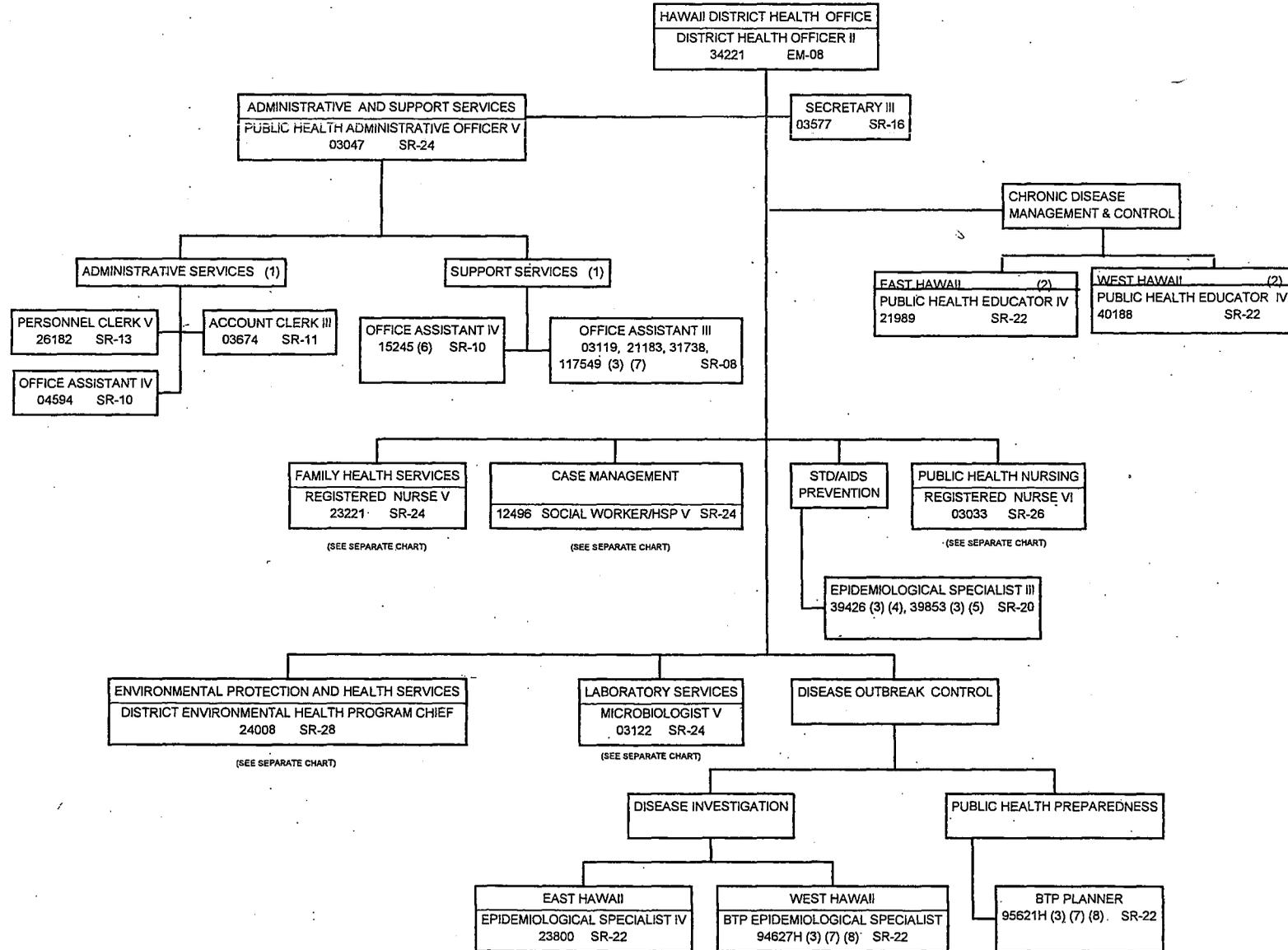
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE

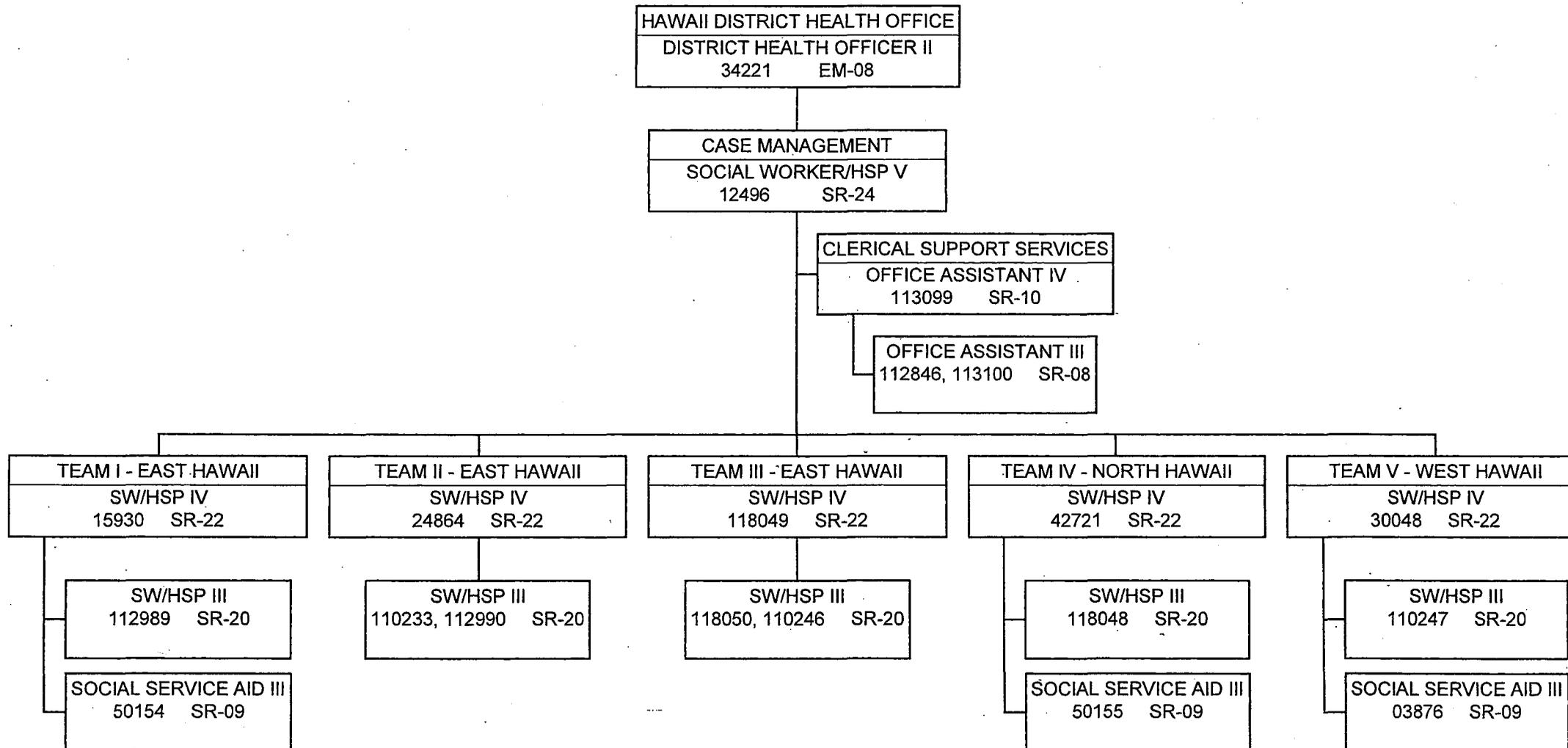
POSITION ORGANIZATION CHART



- (1) ALL POSITIONS UNDER ADMINISTRATIVE SERVICES AND SUPPORT SERVICES REPORT TO PHAO V, POS. NO. 03047.
- (2) PUBLIC HEALTH EDUCATOR IV, POSITION NOS. 21989 AND 40188 REPORT TO DHO II, POSITION NO. 34221.
- (3) TEMPORARY, NTE 6/30/17.
- (4) WEST HAWAII.
- (5) EAST HAWAII.
- (6) FUNDED BY HTH 560/CW.
- (7) FUNDED BY HTH 131/DB.
- (8) TO BE ESTABLISHED.

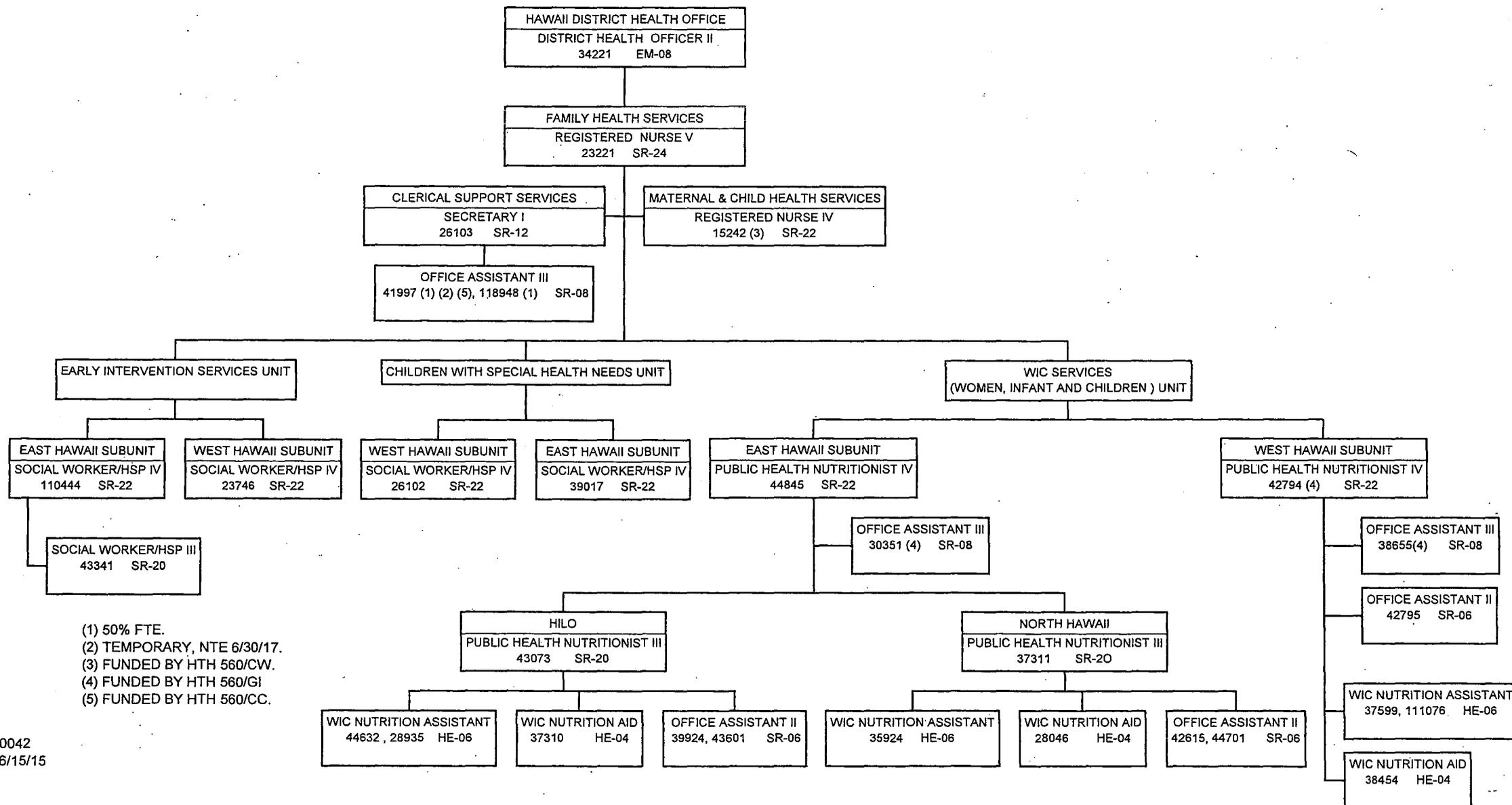
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE  
 CASE MANAGEMENT

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE  
 FAMILY HEALTH SERVICES

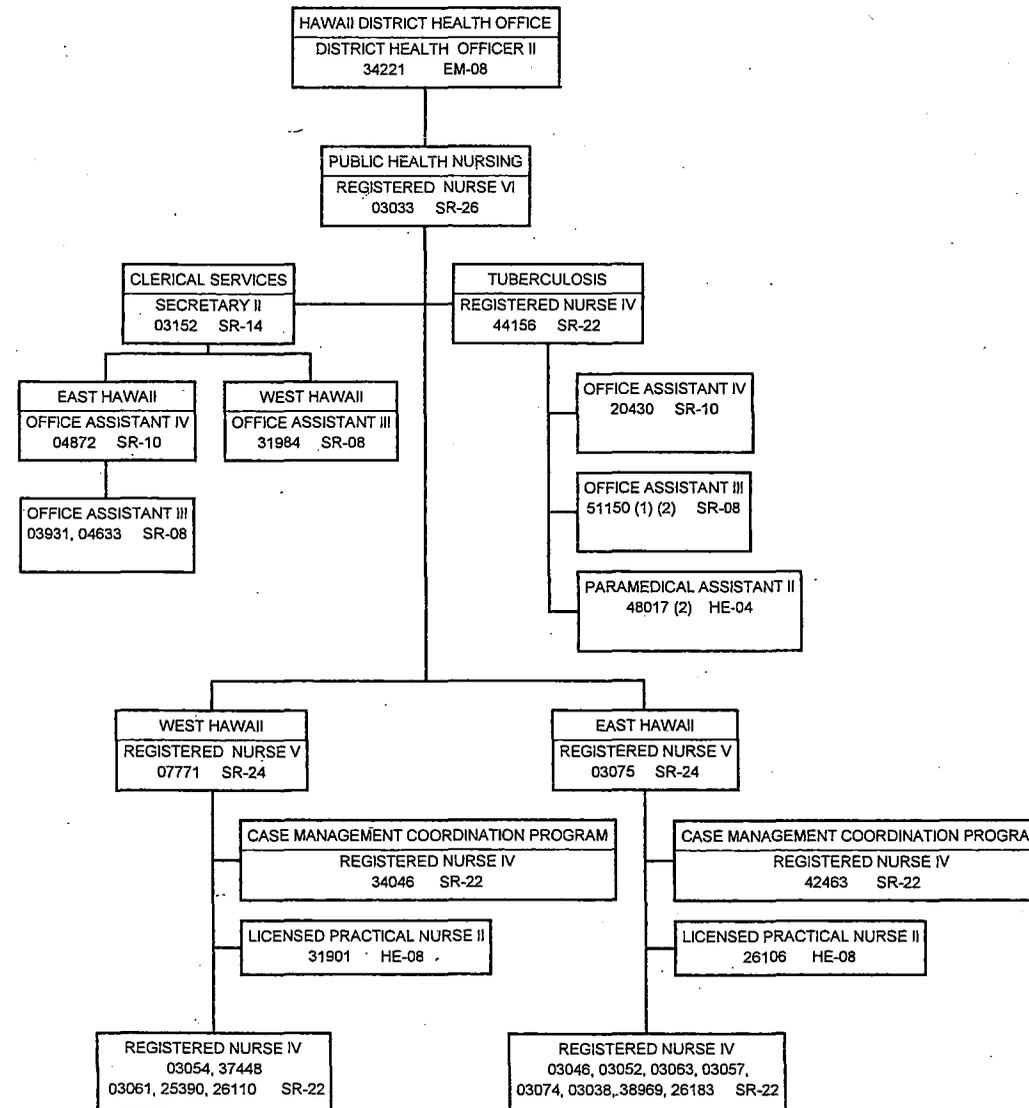
POSITION ORGANIZATION CHART



- (1) 50% FTE.
- (2) TEMPORARY, NTE 6/30/17.
- (3) FUNDED BY HTH 560/CW.
- (4) FUNDED BY HTH 560/GI
- (5) FUNDED BY HTH 560/CC.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE  
 PUBLIC HEALTH NURSING

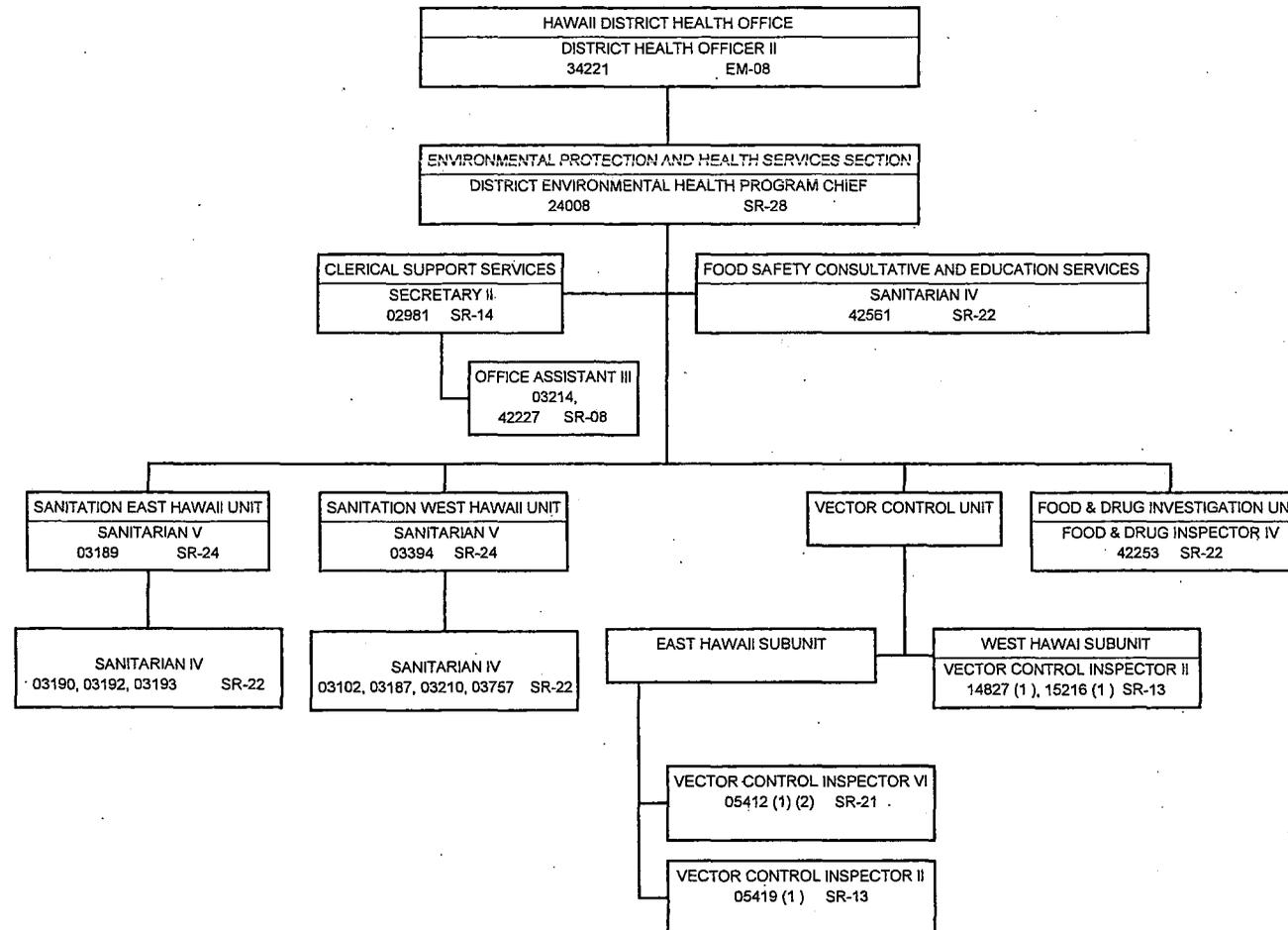
POSITION ORGANIZATION CHART



(1) 50% FTE.  
 (2) TEMPORARY NTE 6/30/17.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE  
 ENVIRONMENTAL PROTECTION AND HEALTH SERVICES SECTION

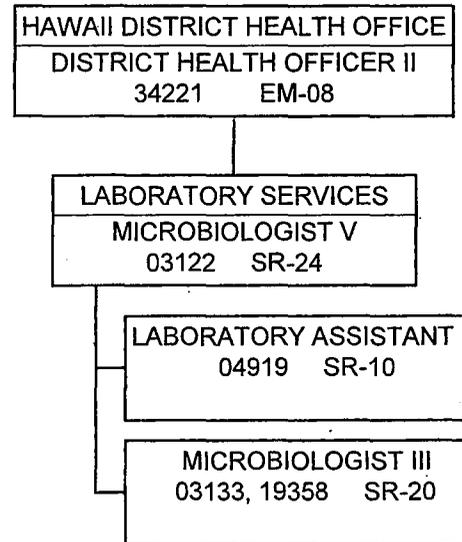
POSITION ORGANIZATION CHART



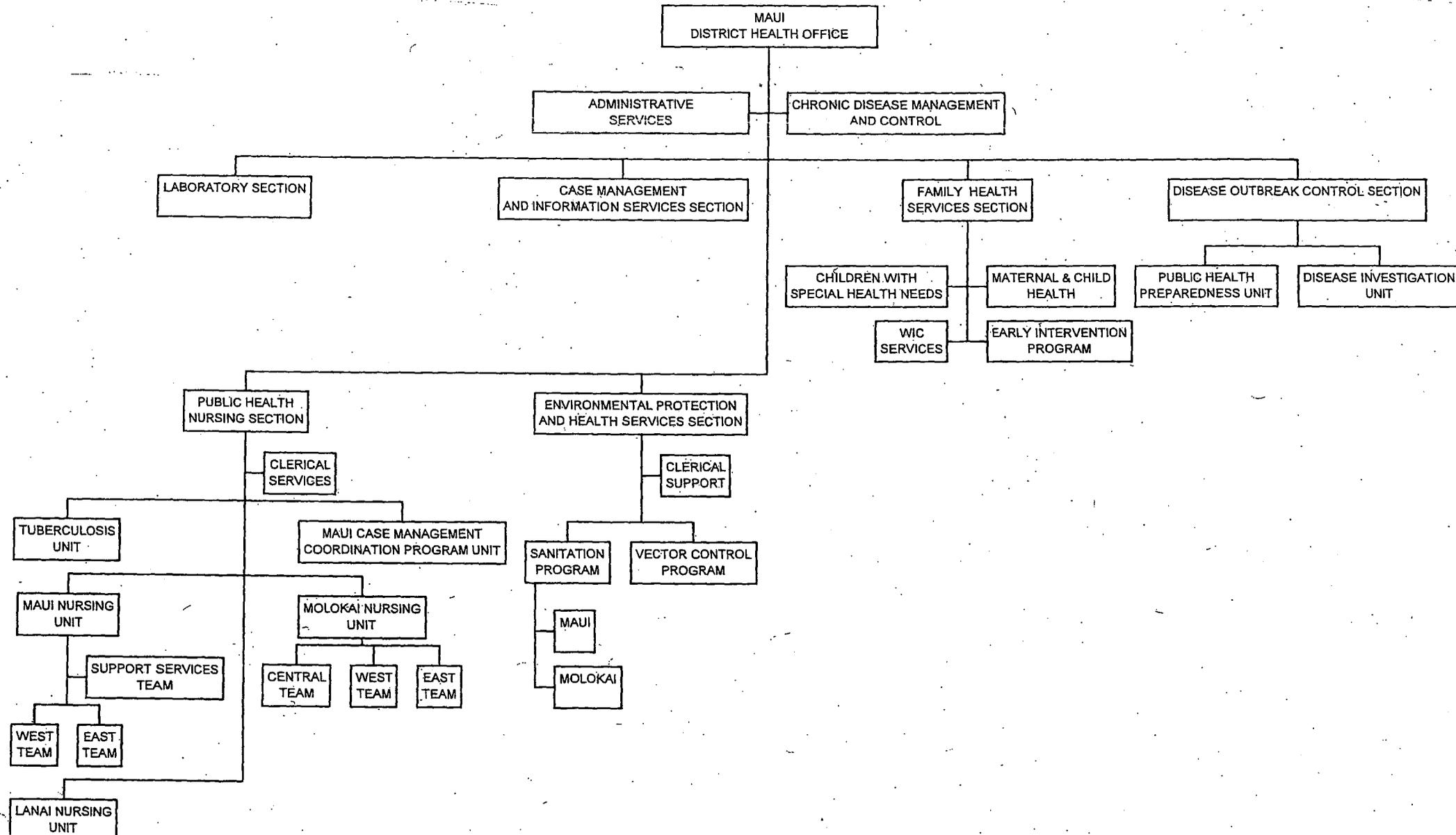
(1) FUNDED IN HTH 610/FN.  
 (2) TO BE REDESCRIBED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
HAWAII DISTRICT HEALTH OFFICE  
LABORATORY SERVICES

POSITION ORGANIZATION CHART



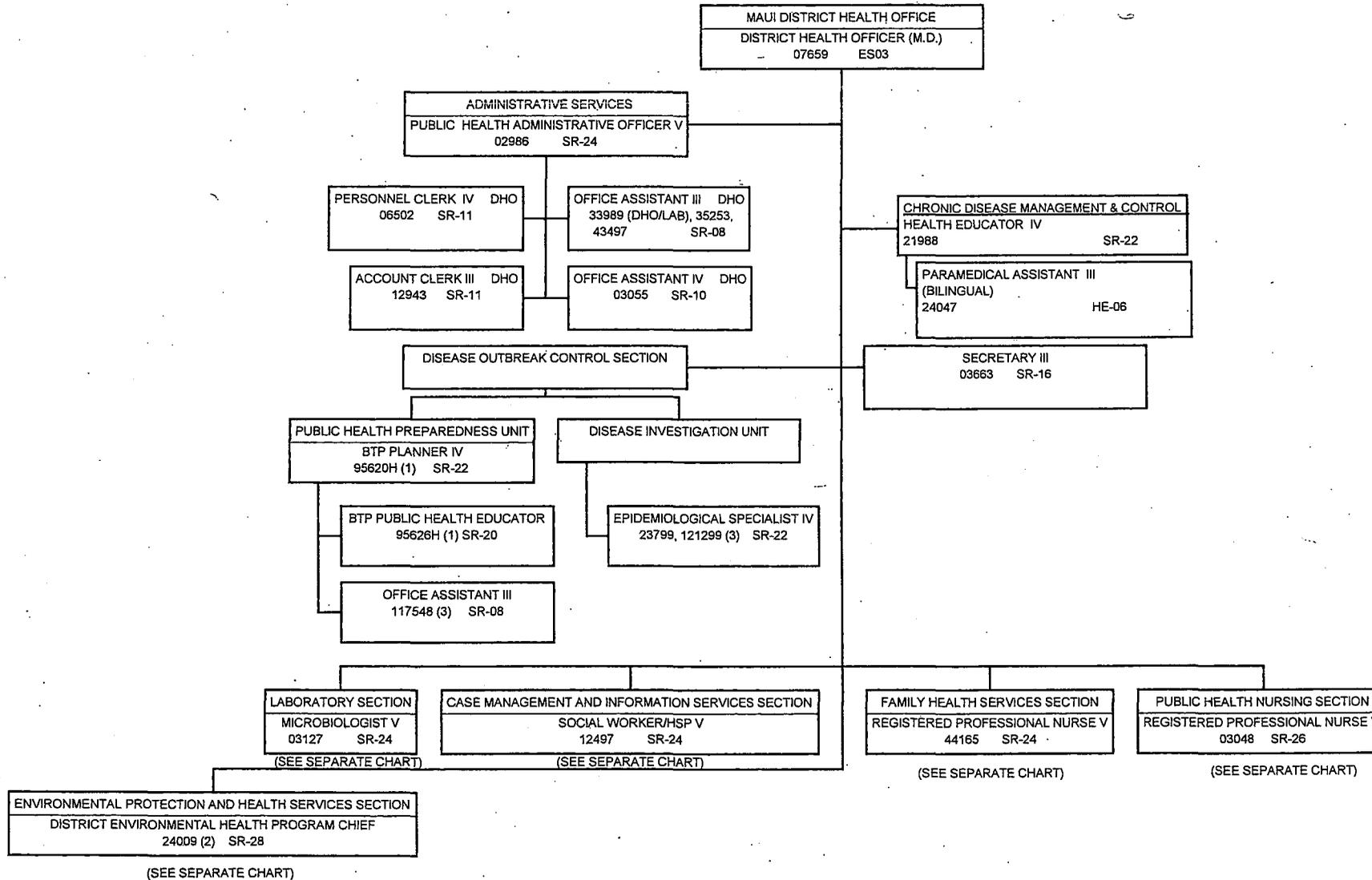
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 MAUI DISTRICT HEALTH OFFICE  
 ORGANIZATION CHART



JUN 30 2015

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 MAUI DISTRICT HEALTH OFFICE

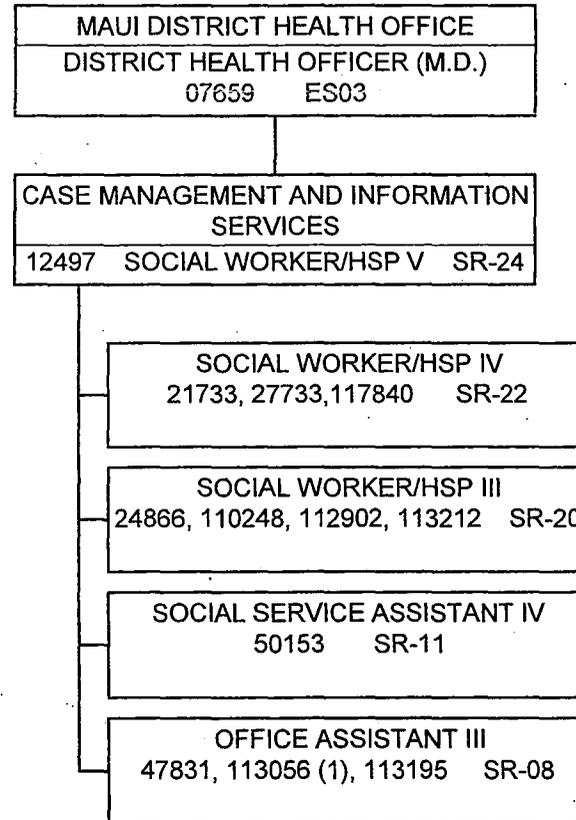
POSITION ORGANIZATION CHART



- (1) TO BE ESTABLISHED.
- (2) TO BE REDESCRIBED.
- (3) TEMPORARY, NTE 6/30/17.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
MAUI DISTRICT HEALTH OFFICE  
CASE MANAGEMENT AND INFORMATION SERVICES

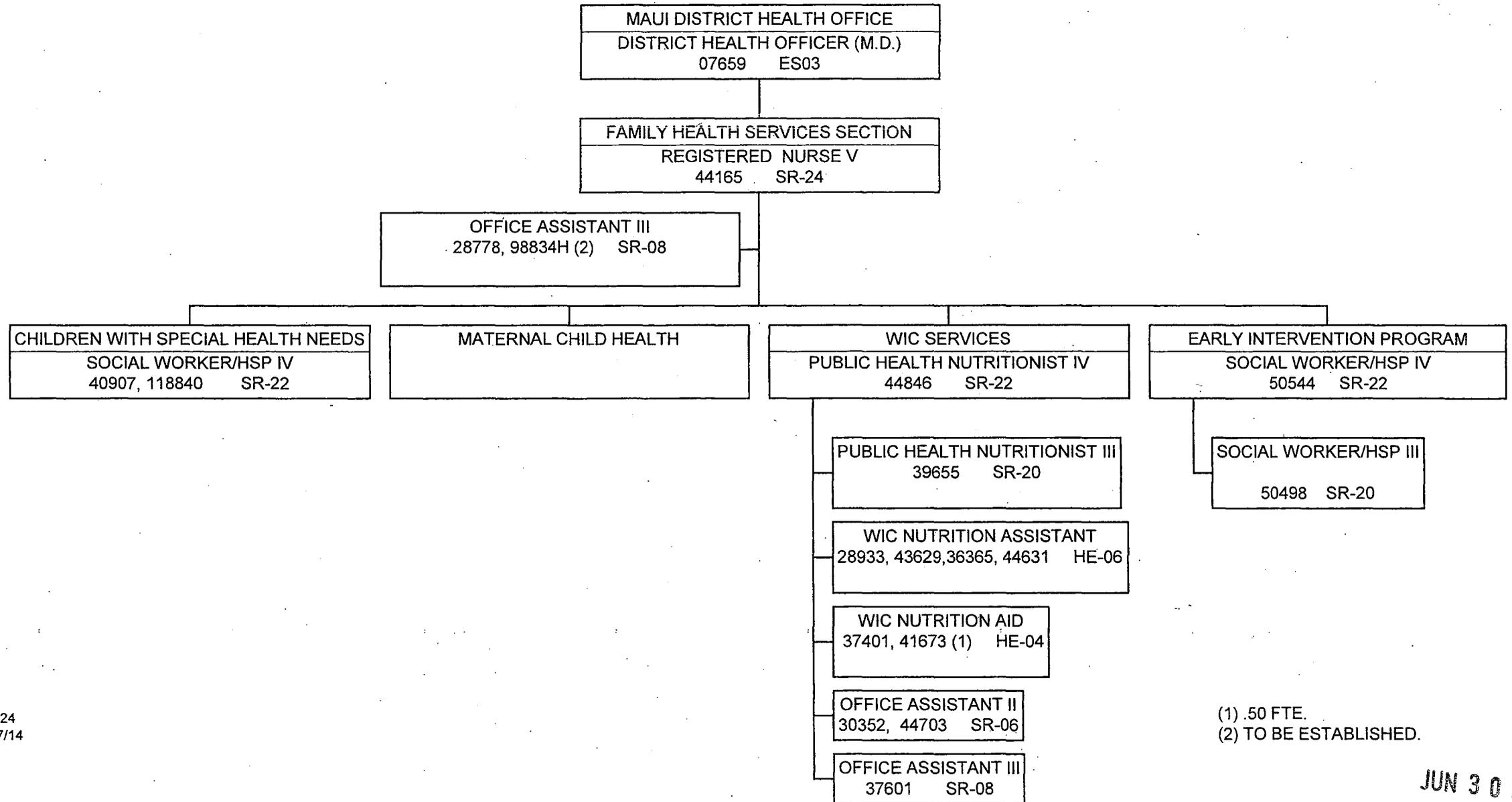
POSITION ORGANIZATION CHART



(1) .75 FTE.

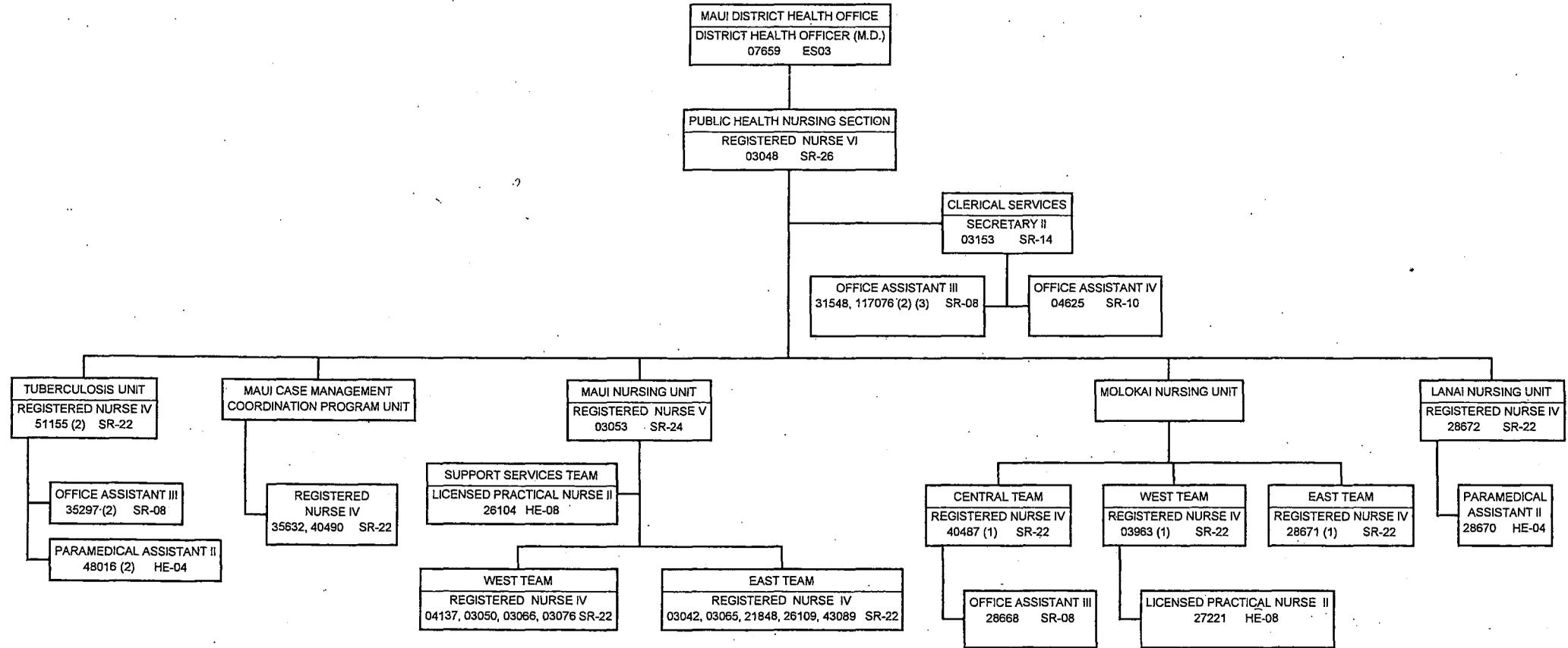
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 MAUI DISTRICT HEALTH OFFICE  
 FAMILY HEALTH SERVICES SECTION

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 MAUI DISTRICT HEALTH OFFICE  
 PUBLIC HEALTH NURSING SECTION

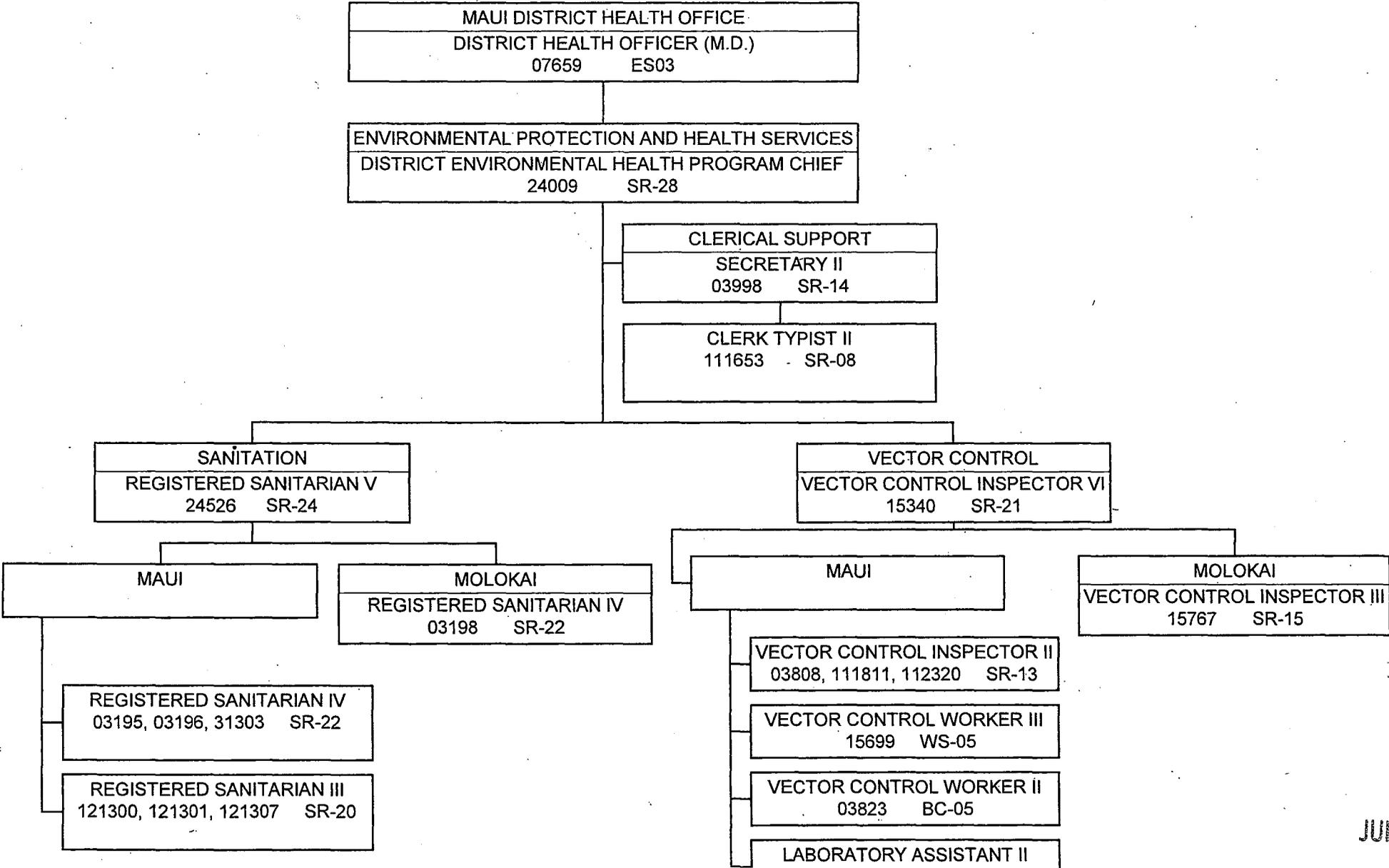
POSITION ORGANIZATION CHART



1) SUPERVISED BY REGISTERED NURSE VI, (#03048).  
 2) TEMPORARY, NTE 6/30/17.  
 3) ABOLISHED.

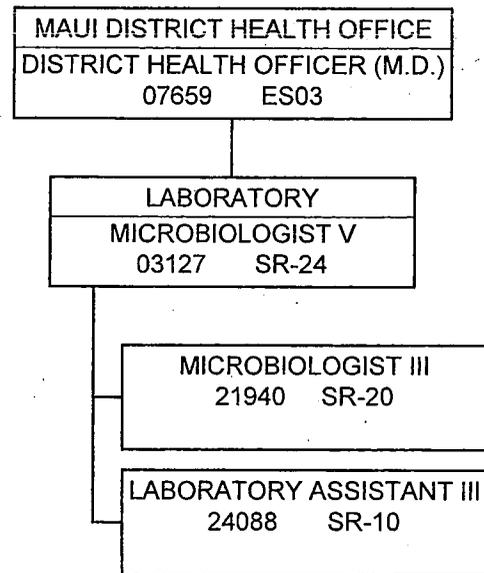
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 MAUI DISTRICT HEALTH OFFICE  
 ENVIRONMENTAL PROTECTION AND HEALTH SERVICES

POSITION ORGANIZATION CHART



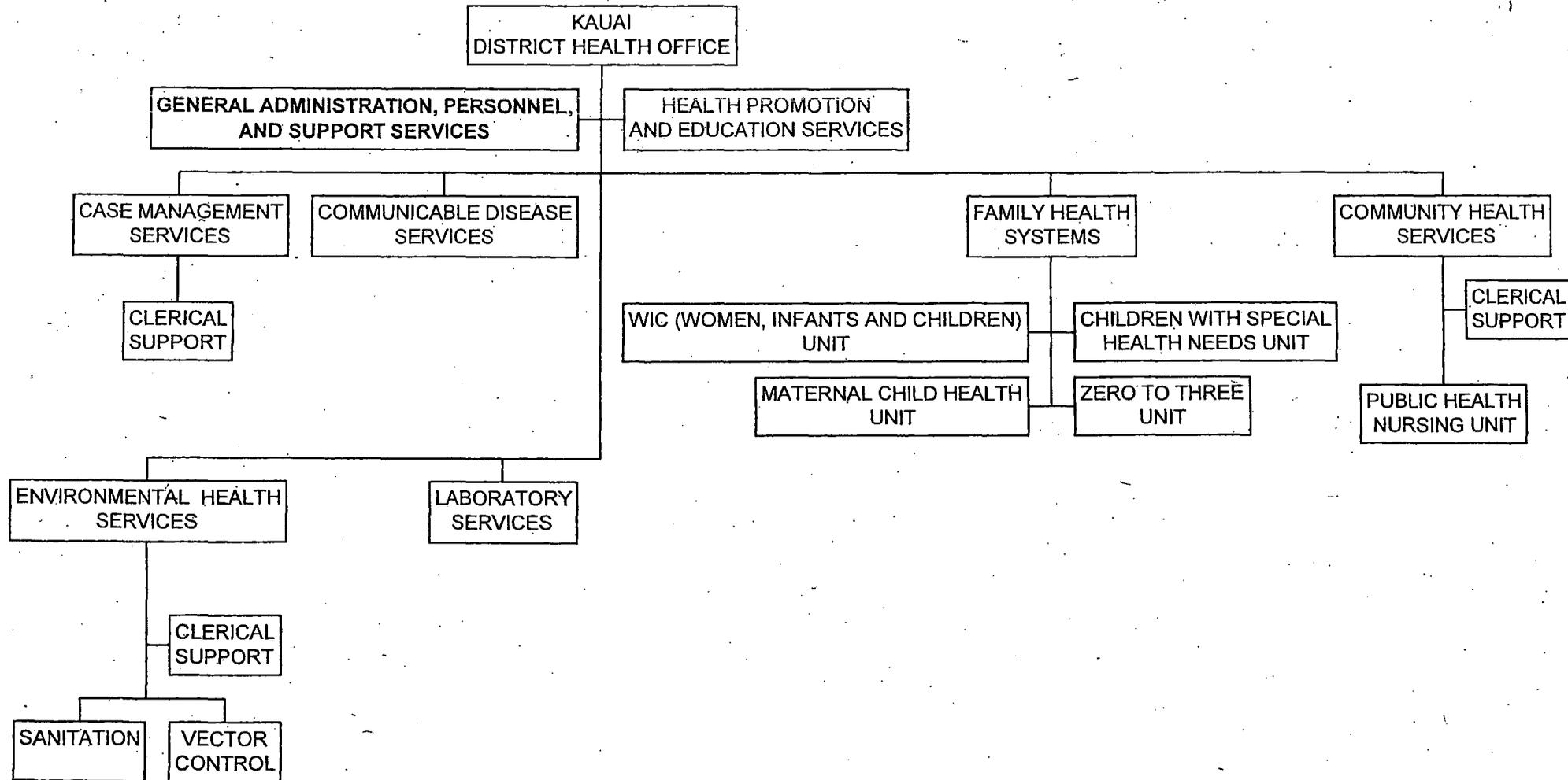
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
MAUI DISTRICT HEALTH OFFICE  
LABORATORY

POSITION ORGANIZATION CHART



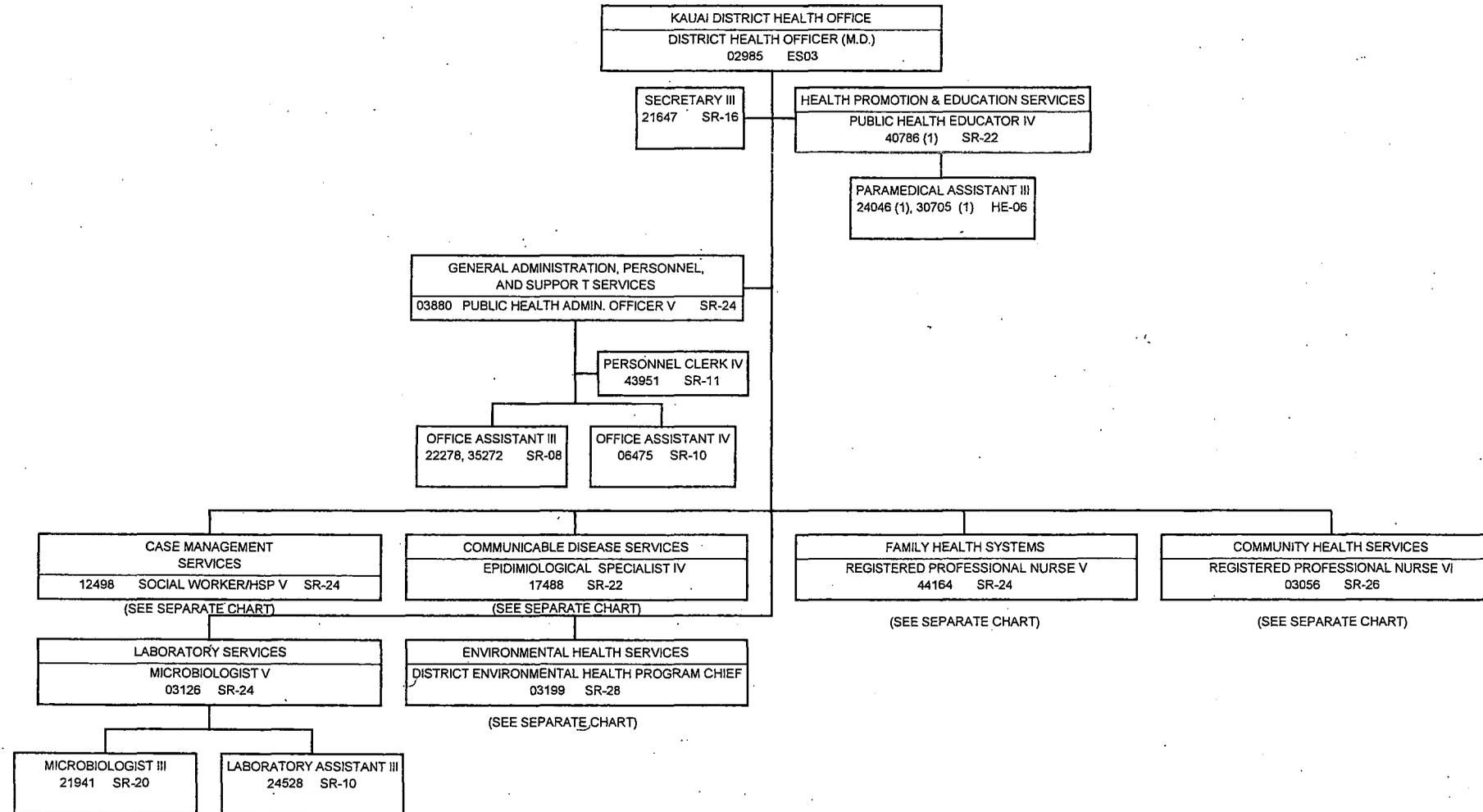
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
KAUAI DISTRICT HEALTH OFFICE

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 KAUAI DISTRICT HEALTH OFFICE

POSITION ORGANIZATION CHART



(1) BUDGETED IN HTH 590/GJ.

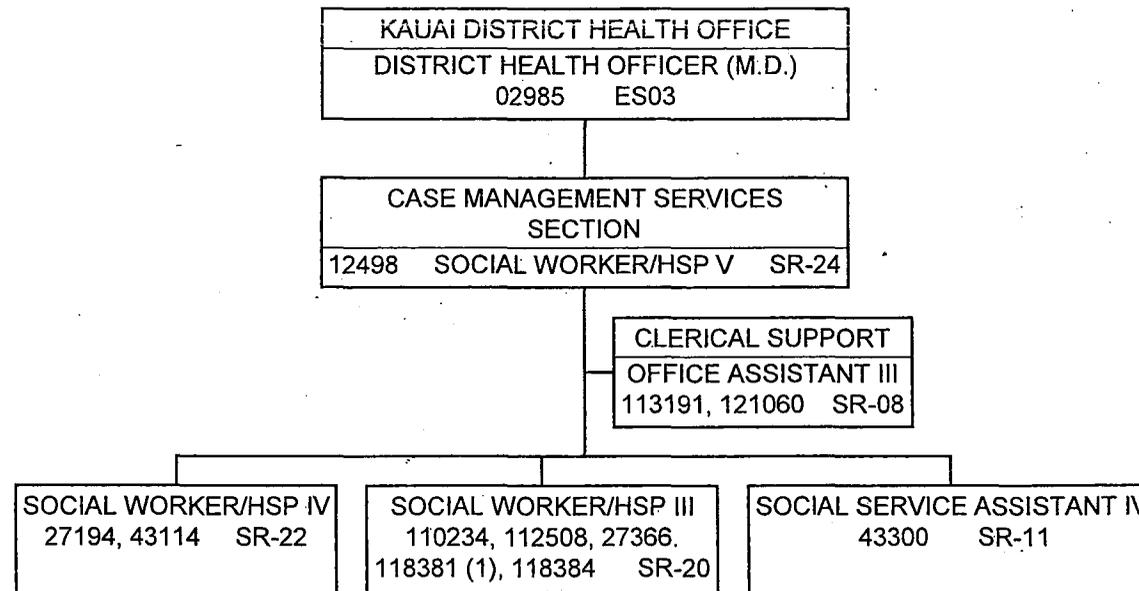
B2300013  
 REV. 7/8/14

(SEE SEPARATE CHARTS FOR CASE MANAGEMENT SERVICES,  
 PUBLIC HEALTH NURSING SERVICES, ENVIRONMENTAL HEALTH  
 SERVICES, AND MENTAL HEALTH SERVICES.)

JUN 30 2015

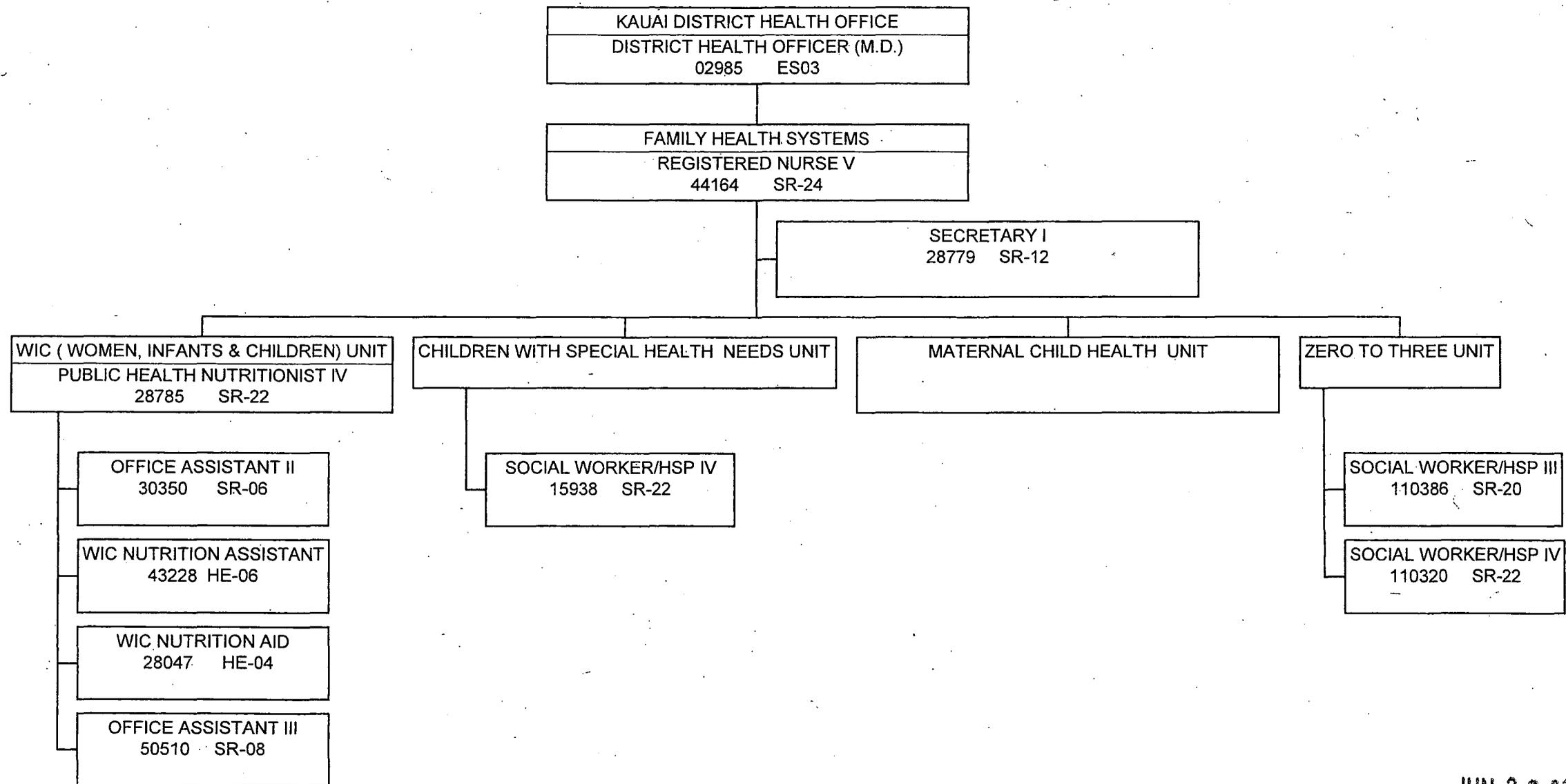
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
KAUAI DISTRICT HEALTH OFFICE  
CASE MANAGEMENT SERVICES

POSITION ORGANIZATION CHART



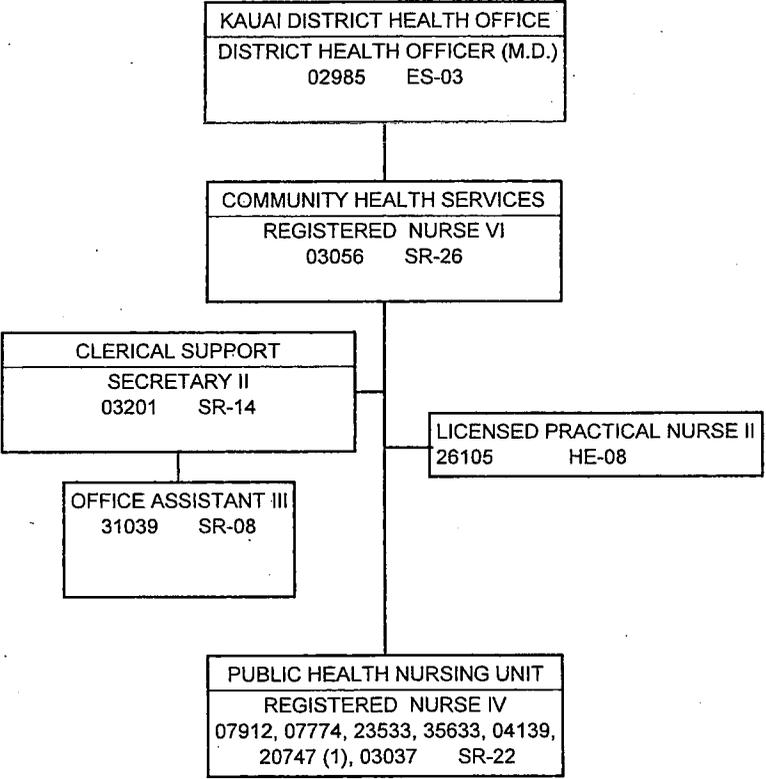
(1) TEMPORARY, NTE 6/30/17.

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 KAUAI DISTRICT HEALTH OFFICE  
 COMMUNITY HEALTH SERVICES

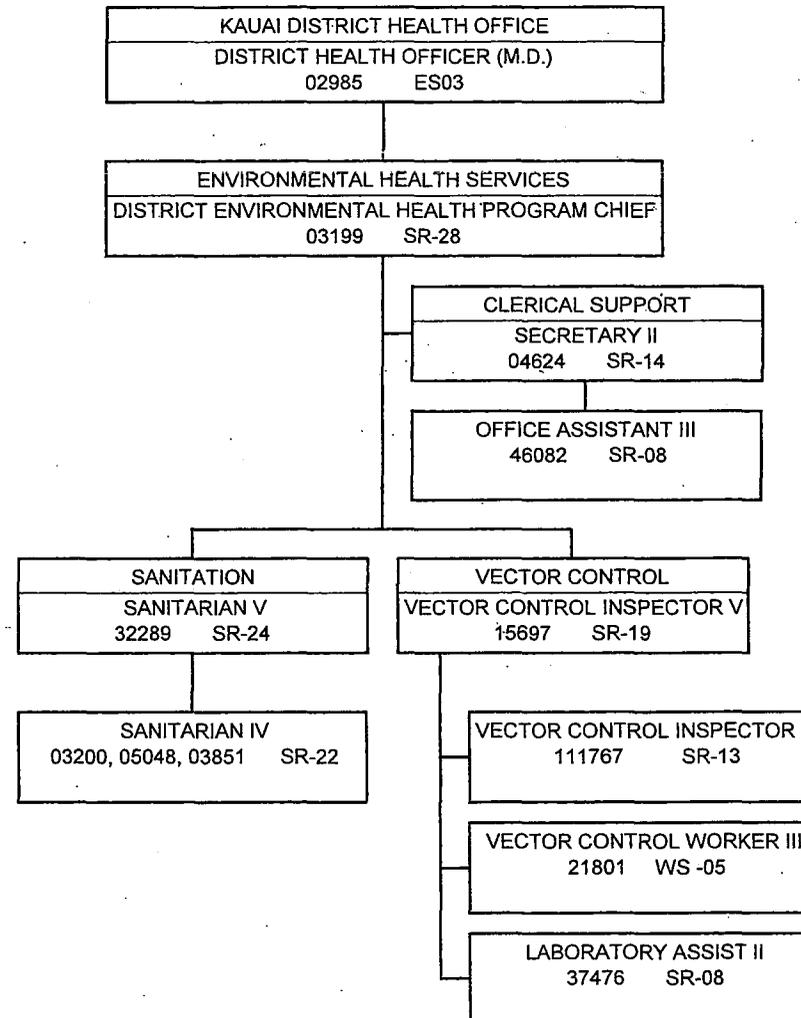
POSITION ORGANIZATION CHART



(1) BUDGETED IN HTH 100/ DD.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
KAUAI DISTRICT HEALTH OFFICE  
ENVIRONMENTAL HEALTH SERVICES

POSITION ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT  
PROPOSED

Under the general direction of the Governor of the State of Hawaii and with the advice of the Board of Health, plans, directs, and administers statewide activities designed to protect, preserve and improve the physical and mental well-being of the people of the State of Hawaii. The mission of the Department is to provide leadership to protect and promote the physical, psychological and environmental health of all people of the State of Hawaii through the implementation of core public health functions of assessment, policy development and assurance.

DEPUTY DIRECTOR OF HEALTH

Directs and coordinates the overall administrative staff office activities which provide department-wide services for budget, fiscal/facilities management, personnel, health information system and the planning/policy development. Provides administrative direction and support to the Office of Planning, Policy and Program Development, the Office of Health Status Monitoring and the three neighbor island District Health Offices located in the counties of Hawaii, Maui and Kauai.

BEHAVIORAL HEALTH SERVICES ADMINISTRATION

Provides leadership, planning and quality improvement to best meet the needs of those served by the Behavior Health Administration and ensure effective and efficient resources maximization and utilization. Administers state operated and contracted behavior health services statewide through each of its' Divisions to avoid and reduce the prevalence, severity and disability of substance abuse, mental illness and intellectual/developmental disabilities. Monitors services and provides clinical reviews to improve outcomes; delivers technical assistance, professional training and certification; conducts services gaps and need identification and planning; and supports and implements programs, research and innovation to meet needs.

ENVIRONMENTAL HEALTH ADMINISTRATION

Administers statewide programs concerned with the abatement of various categories of pollution, including programs for control of pesticides, toxic chemicals, smoke, particulate matters, and noxious gases; sewage, industrial by-products, heated liquids and silt; municipal, industrial, and agricultural solid waste; noise; and hazardous wastes and radiation. Administers programs to check the quality of drinking water and air. Administers programs which concern the provision of community health services related to environmental health including public sanitation, vector control, air conditioning and fumigation control, and food and drug testing and certification. Conducts epidemiological investigations of environmentally associated conditions which may affect the health of people adversely with the aim of preventing such occurrences. Conducts laboratory analyses in support of environmental health and communicable disease monitoring and control activities, investigations and research. Provides administrative support in presiding over contested case hearings, public hearings, public informational meetings, including requests on variances and enforcement hearings.

HEALTH RESOURCES ADMINISTRATION

Provides leadership, policy development, planning, and administrative support to best meet the needs of those served by programs and services administered by Health Resources Administration. Implements diverse initiatives and activities that range from protecting the public from outbreaks of infectious diseases to providing support services to the youngest populations. Other notable program components include: disaster

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT  
PROPOSED

preparedness; prevention of the spread of communicable diseases such as tuberculosis, HIV/AIDS, and the STDs; administration of the medical marijuana registry; management of the public health nursing program and services; prevention of chronic diseases; management of the emergency medical services system; management of the injury prevention program; and inspection of hospital and nursing homes. Provides top-level oversight of the Chronic Disease Prevention and Health Promotion Division, Communicable Diseases and Public Health Nursing Division, Disease Outbreak Control Division, Family Health Services Division, Office of Health Care Assurance, and Emergency Medical Services and Injury Prevention System Branch. Serves as a Departmental liaison with public and private agencies.

COMMUNICATION OFFICE

Directs and administers the overall communications and media activities for the Department and the director. Formulates communication policies, procedures and plans; oversees broad comprehensive statewide programs for responding to news media, partner, community group and public demands for information on public health and environmental issues; and develops and directs crisis and emergency risk communication plans for addressing public health emergencies.

The following agencies are assigned to the Department of Health for administrative purposes:

DISABILITY AND COMMUNICATION ACCESS BOARD

Establishes guidelines for the design of state and county buildings and facilities in accordance with H.R.S. 103-50 and approves site specific alternate designs when such designs provide equal or greater access; establishes guidelines for the utilization of communication access services in State programs and activities; administers the statewide programs for parking for disabled persons, in accordance with Part III of Chapter 291; serves as a public advocate of persons with disabilities; coordinates the efforts of the state to comply with the requirements of the Americans with Disabilities Act.

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Engages in advocacy, capacity-building, and systemic change activities that are consistent with the policy in the federal law; and contribute to a coordinated, consumer and family-centered and consumer and family-directed, comprehensive system that includes needed community services, individualized supports, and other forms of assistance that promote self-determination for individuals with developmental disabilities and their families. Prepares the State Plan for individuals with developmental disabilities; coordinates services and programs of the departments and private agencies; monitors, evaluates, and comments upon the implementation plans of public and private agencies relating to individuals with developmental disabilities; and monitors ongoing projects related to developmental disabilities of public and private agencies

STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

Promotes accessibility to quality health care services at a reasonable cost. The State Health Planning and Development Agency (SHPDA) supports the most economical and efficient use of the health care system and resources through coordinated community planning of new health care services. The agency administers the certificate of need

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT  
PROPOSED

program, implements the Hawaii State Health Services and Facilities Plan, and promotes the sharing of facilities or services by health care providers to achieve economies of scale and restrict unusual costly services. Statewide Health Coordinating Council, which is staffed by agency staff, prepares and revises as necessary the State Health Services and Facilities Plan; advises the SHPDA on all its activities; appoints the State Certificate of Need Review Panel; reviews and comments on the following SHPDA actions before such actions are made final: (1) the development of specific plans and programs; and (2) the making of findings as to applications for certificate of need.

EXECUTIVE OFFICE ON AGING

Pursuant to the Older Americans Act of 1965 as amended and Chapter 349, advocates, plans, develops, and coordinates a comprehensive system of in-home and community-based services for adults 60 years and older and for caregivers of children below the age of 18 and adults 60 years and older. Leads, funds and monitors a statewide network designated Area Agencies on Aging and Aging and Disability Resource Centers; coordinates its functions and consults with the public and private sector and older adults; and provides staff support to the Governor-appointed Policy Advisory Board for Elder Affairs. Policy Advisory Board for Elder Affairs advises the Director in areas including but not limited to: the identification of issues and alternate approaches to solutions; the development of position statements and papers; advocacy and legislative actions; and program development and operations.

OFFICE OF ENVIRONMENTAL QUALITY CONTROL

Coordinates the efforts for maintaining the optimum quality of the environment of the State; serves as advisor to the Governor on matters relating to environmental quality control; directs the attention of various government agencies, the community and the public to environmental problems; and serves as a clearinghouse for environmental assessments and environmental impact statements prepared under Chapter 343, HRS. The Office of Environmental Quality Control provides support to the Environmental Council. The Environmental Council serves as the liaison between the OEQC director and the general public and adopts administrative rules to administer the law on environmental impact statements which are prerequisites to certain types of land uses.

OFFICE OF LANGUAGE ACCESS

Provides centralized oversight and coordination to state agencies, as well as, technical assistance to state and state-funded agencies in their implementation of language access requirements under Hawaii's language access law. Monitors and reviews state agencies for compliance with the law, and investigates and resolves public complaints of language access violations through informal methods. Staffs the Language Access Advisory Council. Language Access Advisory Council advises the Executive Director of the Office of Language Access on all matters relating to the implementation of and compliance with section 321C of the Hawaii Revised Statutes; provides input on the quality of oral and written language services provided and on the adequacy of a state agency or covered entity's dissemination and training of its employees likely to have contact with limited or non-English proficient persons; develop policies and procedures for language services; assess the competency in working effectively with in-person and telephonic interpreters; and supports a greater understanding of the dynamics or interpretation between clients, providers, and interpreters.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

FUNCTIONAL STATEMENT

The purpose of this program is to provide a statewide process that involves consumers and providers to health care in the development and implementation of a Health Services and Facilities Plan for the State of Hawaii which will promote accessibility for all the people of the State to quality health services at a reasonable cost.

Administrative Services

1. Develop and implement Agency administrative policies and procedures.
2. Prepare and manage the Agency annual work program and budget.
3. Provide staff support and assistance to the Statewide Health Coordinating Council (SHCC) and each designated Subarea Health Planning Council (SAC).  
HRS 323D-12(a)(2).
4. Provide for the training and continuing education to all members of SHCC, the SACs and staff.
5. Provide information to the public on Agency activities, findings and reports.
6. Maintain records and files.
7. Conduct internal review and evaluation of Agency work program and Agency, SHCC and SAC(s) performance.

Plan Development Branch

1. Prepare and revise the State Health Services and Facilities Plan for review and comment by the SACs, review and adoption by SHCC.
2. Determine the statewide health needs of the State in consultation with SHCC.
3. Prepare reports with recommendations on Hawaii's health care costs and public or private efforts to reduce or control costs and health care quality as it deems necessary. HRS 323D-12(b)(1).
4. Prepare reports, studies and recommendations on emerging health issues, such as medical ethics, health care rationing, involuntary care, care for the indigent, and standards for research and development of biotechnology and genetic engineering.  
HRS 323D(b)(8).
5. Serve as staff to, and provide technical assistance and advice to, the SHCC and SACs in the preparation, review and revisions of the HSFP.
6. Review on a periodic basis existing health care services and facilities to determine whether there are redundant, excessive, or inappropriate services or facilities and make findings of any that are found to be so. HRS 323D-12(b)(6).

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

FUNCTIONAL STATEMENT

Plan Implementation/Regulatory Branch

1. Administer a State Certificate of Need Program. HRS 323D-12(4).
2. Seek, to the extent practicable, to implement the HSFP and AIP with the assistance of individuals and public and private entities in the State.
3. Provide technical assistance to individuals and entities for the development and implementation of projects and programs necessary to achieve the health system described in the HSFP. HRS 323D-12(9).
4. Prepare an inventory of health care facilities (other than Federal health care facilities) located in the State.
5. Serve as staff to, and provide technical assistance to, the SHCC and SACs in the preparation of recommendations to the Agency regarding certificate of need applications.

Data Research/Analysis

1. Assemble, maintain and analyze data concerning: status (and its determinants) of the health of the residents of the State; status of the health care delivery system of the State and its use; effect of the health care delivery system on the health of the State's residents; the number, type and location of the State's health resources including health services, manpower and facilities; patterns of utilization of health resources and environmental and occupational exposure factors affecting immediate and long term health conditions.
2. Collect annually the room rates charged by each hospital in the State.
3. Implement and maintain the Agency's Uniform Reporting System for all inpatient care facilities in the State.
4. Develop and implement the training programs for members of SHCC and SACs on the use of the Agency's database.
5. Display, analyze and interpret data for Agency staff and members of SHCC and SACs for purposes of the HFSP (aka H2P2) and Certificate of Need program.

SAC Coordination

1. Serve as staff to and provide technical assistance and advice to the subarea councils in preparation, review and revision of the HSFP. HRS 323D-12(2).
2. Identify and recommend to the SACs the data needs and special concerns of each subarea with respect to the preparation of the HSFP. HRS 323D-22(1).
3. Provide technical assistance to the SACs in the preparation of the advice for the certificate of need program. HRS 323D-22(4).

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DISABILITY AND COMMUNICATION ACCESS BOARD

FUNCTIONAL STATEMENT

General

- Serve as public advocate of persons with disabilities by providing advice and recommendations on matters relating to access for persons with disabilities, with emphasis on legislative matters, administrative rules, policies, and procedures of the state and county governments.
- Provide overall support to the seventeen member, Governor-appointed Board, its Committees and Task Forces pursuant to Chapter 91, Hawaii Revised Statutes.
- Provide general management support via the flow of documents in and out of the office, including Board documents, correspondence, and testimonies.

Planning and ADA Coordination Staff

- Coordinate the efforts of the State to comply with the requirements of the Americans with Disabilities Act (ADA) for access to services, employment, telecommunications, and facility and site design, including the provision of technical assistance to the respective Departmental coordinators on implementation priorities and development of manuals and other resources to implement the ADA in State and County government.
- Monitor federal, state, and county legislation and plans relating to the ADA and other civil rights laws for appropriate action by Disability and Communication Access Board; gather data on the statistics of persons with disabilities for planning and funding purposes.
- Serve as the liaison in the planning of emergency management services to include persons with disabilities.

Program and Policy Development Staff

- Provide information and technical assistance to persons with disabilities, the public, and other providers or services through a website, and other public education efforts.
- Administers the statewide parking program for persons with disabilities, including the procurement and issuance of placards, and the operation of the 24/7 statewide parking database of permittees. Establish guidelines for the statewide program for parking for disabled persons, in accordance with part III of chapter 291.
- Administer the statewide Hawaii Quality Assurance System and Continuing Education Program for the credentialing of sign language interpreters who do not possess national certification. Establish guidelines for the utilization of communication access services provided for persons with disabilities who are deaf, hard of hearing, or deaf-blind in State programs and activities.
- Review and assess the problems, needs, and the availability of adequate services and resources for persons with disabilities in the State on matters pertinent to the well-being and independence of persons with disabilities.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DISABILITY AND COMMUNICATION ACCESS BOARD

FUNCTIONAL STATEMENT

Facility Access Staff

- Establish guidelines for the design of buildings, facilities and sites by or on behalf of the State and counties in accordance with section 103-50; approve site specific alternate design when an alternate design provides equal or greater access.
- Provide review and recommendations on all State and county plans for buildings, facilities, and sites in accordance with section 103-50 to ensure compliance with the Americans with Disabilities Act Accessibility Guidelines and the Fair Housing Accessibility Guidelines.
- Conduct training for and promote technical assistance to architects, engineers, and other design professionals on accessible design.

Special Parent Information Network Staff

- Facilitate parent-to-parent communication among parents of special education students.
- Promote parent involvement in the education of children with special needs through the provision of information and referral, a phone line for parent-to-parent support and community forum.

Administrative and Clerical Staff

- Coordinate the fiscal and administrative operations of the program, including its budget preparation and expenditure control.
- Provide general staff support in the flow of fiscal and personnel documents in/out of the office, administrative records (purchase orders, personnel), and resources (library, audio, etc.).

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

FUNCTIONAL STATEMENT

The Council's primary role is to provide advocacy, capacity building, and systems change activities on behalf of persons with developmental disabilities. However, the most recent authorization of the Federal Law (P.L. 106-402) states that, "nothing in this part shall be construed to preclude a Council from engaging in systemic change, capacity building and advocacy activities for individuals with disabilities other than developmental, where appropriate."

P.L. 106-402 and HRS 333E clearly spell out the duties and responsibilities of the State Council on Developmental Disabilities. Very briefly, they are:

1. To develop a State Plan and review, comment on, and monitor implementation of plans of State agencies.
2. Coordinate activities to avoid duplication of services and encourage efficient and coordinated use of Federal, State, and private resources. Recommend areas of responsibility.
3. Participate in the planning, design, and monitoring of State quality assurance systems that affect persons with developmental disabilities.
4. Advocate for citizens with developmental disabilities before the Legislature, Governor and public. Support and conduct outreach activities to identify individuals with developmental disabilities and their families, and assist in obtaining services and supports.
5. Make reports to the Legislature, Governor and Federal Government, as required.

The basis of the developmental disabilities programs lies with the State Plan. The State Council on Developmental Disabilities functions as the coordination unit for agencies providing multiple services for individuals with developmental disabilities, which now must be revised every five years. The State Council reviews this plan annually for the needed changes in priority service areas.

The Council carries out its responsibilities through outreach, training, technical assistance, education, coordination, system design/redesign, coalition development, informing policymakers and demonstration of new approaches.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF ENVIRONMENTAL QUALITY CONTROL

FUNCTIONAL STATEMENT

The Office of Environmental Quality Control, through its director, serves the Governor in an advisory capacity on all matters relating to environmental quality control. At the request of the governor, OEQC coordinates state governmental agencies in matters concerning environmental quality. The office directs the attention of the university, community and public to environmental problems and performs other related functions as specified in Chapter 341 Hawaii Revised Statutes. The office serves as a clearinghouse for environmental review documents prepared under Chapter 343 HRS. It informs the public on a regular basis of the availability of these documents and of actions taken by affected parties in the implementation of Chapter 343 HRS. The director serves as an ex-officio member of the Environmental Council.

The Clerical Services Unit provides all necessary clerical support services, maintains fiscal and personnel records and prepares administrative reports for the Office of Environmental Quality Control and the Environmental Council.

The Planning Unit: a) investigates and develops recommendations for improvements in the coordination of state governmental agencies in matters concerning environmental quality, b) investigates and develops recommendations for new state initiatives and programs for environmental enhancement including research projects, c) develops recommendations for environmental legislation, monitors legislative activities, reviews proposed legislation and prepares legislative testimony, d) provides staff assistance to the Environmental Council in the preparation of its annual report, and e) develops and reviews proposals for improvements in environmental education.

The Impact Analysis Unit: a) reviews, analyzes and comments on the adequacy of environmental impact statements (EIS's), environmental assessments (EAs) submitted by government agencies and private applicants under the authority of HRS 343 and the National Environmental Policy Act (NEPA); b) formulates recommendations regarding the acceptability of final EIS's for which the Governor is the accepting authority in accordance with the Governor's Executive Order of August 23, 1981; c) consults with and advises state and county agencies on EIS matters; and d) promotes understanding of and participation in the EIS process by the public through workshops, seminars and other means.

Environmental Council

The council makes, amends and repeals the environmental review system (HAR 11-200) rules. The council also acts on appeals of decisions of government agencies and provides advisory opinions to affected parties on the acceptability of environmental impact statements. The council approves agency exemption lists and advises the director, governor, and legislature on environmental matters.

By law the council presents an annual report to the legislature and governor. Currently, the council meets this requirement by issuing the Environmental Report Card including indicators of environmental health and progress toward goals. Administrative and clerical support for the council is provided by the Office of Environmental Quality Control.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Under the general administrative oversight of the Director of Health, the Executive Office on Aging (EOA) is responsible for implementing the Older Americans Act of 1965 as amended and Chapter 349, Hawaii Revised Statutes (HRS).

Provides leadership in planning, directing, administering, implementing, evaluating, and coordinating statewide opportunities, programs, and services for adults sixty (60) years of age and older, adults fifty-five (55) years of age and older who are primary caregivers of children under eighteen (18) years of age, and persons of any age who are caring for adults sixty (60) years of age and older within the scope of Federal and State laws, rules, regulations, and policies.

Plans, directs, administers, implements, and evaluates services of a long-term care ombudsman to protect the health, safety, welfare, and rights of residents in State licensed long-term care facilities in accordance with Federal and State laws, rules, regulations, and policies.

Assesses, advises, and advocates elder concerns in the development of public and private policies and practices that impact older adults and preparation for Hawaii's aging society.

Administers funds awarded and allocated to EOA.

Conducts planning, grant writing, and evaluation to support service expansion and revenue maximization.

Applies for, receives, and disburses grants and donations from all sources.

Designs, develops, and implements programs and services based on assessment of needs, availability of resources, outcome data, and grant or funding requirements, to include, plans for monitoring and evaluating the quality and effectiveness of the operations and services.

Develops, adopts, amends, and repeals rules pursuant to Chapter 91, HRS.

Contracts or awards grants; develops funded and non-funded memoranda of agreements; and enters into cooperative and collaborative partnerships with the public and private sectors for programs and services that benefit older adults and Hawaii's aging society.

Establishes and maintains statewide systems for: information and assistance; family caregiver support; and elder abuse prevention and response.

Develops and coordinates a comprehensive system of aging services in accordance with the Older Americans Act of 1965 as amended and Chapter 349, HRS.

Coordinates, manages and engages in activities that expand local and national knowledge and understanding of aging and the aging process.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Plans, develops, prepares, and conducts public affairs programs and materials regarding EOA programs, projects, services, and needs.

Provides technical assistance and liaison with government, community groups and organizations and maintains liaison with the media and other information centers.

Establishes linkages with federal, state, county, and other organizations and groups concerned with services to the elderly and care of residents in long-term care facilities, including legislative bodies, and inter and intra-departmental programs.

Plans, develops, and implements a system to determine the needs of the elderly and an on-going system for data collection to evaluate programs and services.

Provides administrative and staff support to the Policy Advisory Board for Elderly Affairs.

Serves as liaison with the departmental planning office, the Legislature, the Department of the Attorney General, and county governments on legal and policy issues related to the EOA programs and services.

CLERICAL SERVICES STAFF

Provides secretarial and clerical support services to the EOA Director and staff of the EOA.

Provides logistical, facility, secretarial, and clerical support for the Policy Advisory Board for Elderly Affairs.

CENTRAL ADMINISTRATIVE SERVICES STAFF

Develops and monitors controls and procedures on budget and fiscal operations, contract processing and management, and personnel actions in accordance with Federal, State, Department, and EOA requirements.

Establishes and maintains memoranda of agreement with DOH, Department of Budget and Finance, Department of Accounting and General Services, Department of Human Resources Development, and other Departments relevant to external controls for administrative, fiscal, and personnel transactions of the EOA and Policy Advisory Board for Elderly Affairs (PABEA).

Establishes and maintains internal fiscal management controls, systems, and practices to assure full compliance with Federal, State, and other applicable laws, rules and policies by the EOA and PABEA.

Establishes and maintains internal accounting controls, systems, and practices to assure full documentation of revenues and expenditure activities of the EOA and PABEA.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Establishes, maintains, and oversees a system to review and coordinate all budget, fiscal, contractual, and personnel actions to assure conformance with the EOA authorized expenditure plan.

Establishes and maintains internal fiscal management and accounting controls, systems, and practices to assure full compliance with Federal, and State laws, rules and policies and documentation of revenues and expenditure activities.

Advises and assists the EOA Director and staff in the preparation of the EOA budget and finalizes the EOA budget for the EOA Director's approval.

Maintains accounts and prepares budget and expenditure reports, to include required Federal, State, legislative, and other reports.

Identifies, coordinates, tracks and otherwise participates in the receipt and administration of the EOA appropriations and grant awards.

Verifies billings and makes payments for goods and services as directed by the EOA Director.

Plans, administers, monitors and maintains controls over the EOA expenditure plan.

Monitors, controls, and assists organizational segments of the EOA in meeting their staffing and fiscal requirements within the EOA authorized expenditure plan.

Monitors fiscal and accounting integrity of and provides technical assistance to grant awardees and contractors to assure compliance with Federal and State laws, rules, and policies.

Oversees and coordinates the EOA recruitment and hiring practices and procedures to ensure the EOA is compliant with Department and State policies as well as other legal requirements, to include processing worker's compensation, injury, and disability cases.

Provides technical assistance to organizational segments of the EOA on the following matters to ensure compliance with applicable State and Federal laws, rules, regulations, and guidelines: budget; expenditures; contracts; fiscal requirements; procurement and monitoring of services and receipt of goods and services; and personnel actions, including maintenance of vacation and leave records, employee performance appraisals and other personnel related documents.

Monitors the management of the EOA contracts to assure budget accuracy, format correctness, and timely execution of documents.

Supports day-to-day EOA operational requirements with respect to office space, equipment, communications, supplies, intra- and inter-state travel, training, etc.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Oversees, manages, and ensures completion of required physical inventory efforts to account for all assets purchased and maintained by the EOA or service providers supported with EOA resources that are required to be maintained on the EOA inventory list.

Provide timely reporting of government procurement and program activities through the State procurement and related reporting sites, and per request through the Uniform Information Practices Act to support transparency in government. Maintain and update inventory of procurement records in keeping with state Records Retention rules.

LONG-TERM CARE (LTC) OMBUDSMAN STAFF

Designs, develops, implements, and monitors plans, policies and procedures to investigate and resolve complaints made by or on behalf of residents of a State licensed long-term care facility in a timely manner and to ensure designees, employees and volunteers do not have direct involvement, ownership, employment, or a compensation arrangement with a long-term care facility.

Establishes and operates a system to: access a long-term care facility and resident records when a complaint is received; protect the confidentiality of patient records and files maintained by the office; and ensure the identity of any complainant or resident will not be disclosed without written consent or court order.

Establishes and operates a statewide uniform reporting system to collect and analyze data relating to complaints and conditions in long-term care facilities.

Coordinates and consults with the Department of the Attorney General on pursuing administrative, legal, and/or other appropriate remedy on behalf of the resident(s) of a long-term care facility and after consultation, takes the appropriate action.

Prepares an annual report to provide data and findings regarding the types of complaints received and investigated and to recommend policy and regulatory changes or legislation to address the problems and improve the quality of care and life in long-term care facilities.

Provides information related to problems and concerns of residents in long-term care facilities to appropriate EOA staff and others.

Provides technical assistance in developing: plans for resident and family involvement to protect the health, safety, welfare, and rights of residents in long-term care facilities; and individuals and organizations to participate in advocacy services.

Provides technical assistance to the Advocacy, Education and Outreach Staff in their recruitment, training, and certification of individuals and EOA staff involved in advocacy and investigation activities to protect the health and safety of residents in long-term care facilities.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Analyzes, monitors and assesses the development and implementation of Federal, State, local laws, regulations, and policies regarding long-term care facilities, to include: reviewing and commenting on state plans, budgets, policies, and applications for federal assistance; developing and recommending policies and legislation; conducting activities designed to identify needs and problems; and advising the EOA Director of any law, rule, regulation, policy, plan, and application deemed to be inappropriate or problematic.

Establishes procedures to ensure designees, employees and volunteers do not have direct involvement, ownership, employment, or a compensation arrangement with a long-term care facility.

POLICY, PLANNING, EVALUATION, AND COMMUNICATION STAFF

Coordinates, guides, and provides support for planning, policy development and evaluation, data management, revenue maximization, and public communication.

Develops plans and strategies and advocates resources for older adults, adults fifty-five (55) years of age or older who are primary caregivers of children under eighteen (18) years of age, and persons of any age who are caring for adults sixty (60) years of age or older.

Develops the State Plan on Aging submitted to the United States Administration on Community Living.

Develops updates to the Comprehensive Master Plan for Elderly in accordance with Chapter 349-6, HRS.

Plans, develops and assures the implementation of legal assistance programs for older adults throughout the State, in accordance with the Older Americans Act of 1965 as amended.

Plans, develops, and implements a system to determine the needs of the elderly and an on-going system for data collection to evaluate programs and services.

Conducts research and analysis of programs, issues, problems, and legislative proposals and develops issue papers and reports, as needed.

Develops, coordinates, and disseminates substantive and timely information with respect to long-term supports and services and elderly issues, programs, services, and plans.

Conducts annual evaluation of activities and projects and coordinates and prepares reports, to include the extent to which other public and private programs meet the needs of the elderly.

Conducts special studies related to the needs of older persons or areas of special concern to the elderly.

Conducts review and analyses of plans and proposals of other agencies and organizations and prepares comments and recommendations.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Coordinates legislative proposals and concerns with governmental and non-governmental agencies, community groups, and organizations, to include developing legislative proposals and testimonies.

Plans, designs, and develops demonstration projects of statewide or national significance.

Conducts planning, grant writing and evaluation to support service expansion and revenue maximization.

Develops, adopts, amends, and repeals rules pursuant to Chapter 91, HRS.

Coordinates with the Long-Term Care (LTC) Ombudsman Staff the monitoring and assessment of development and implementation of laws, regulations, and policies relative to long-term care facilities, to include: reviewing and commenting on state plans, budgets, policies, and applications for federal assistance; developing and recommending policies and legislation; and conducting activities designed to identify needs and problems.

ADVOCACY, EDUCATION, AND OUTREACH STAFF

Plans, designs, develops, implements, and evaluates advocacy, education, outreach, and other services or activities to: ensure older adults have access to home and community based services, long term supports and services, healthcare services, and resources to remedy safety and elder justice issues such as abuse, neglect, exploitation and access to legal assistance; and promote safety, public awareness of services and resources, and community participation.

Designs, develops, implements, and evaluates a public awareness plan to ensure access to home and community based services, long term supports and services, and health care services and to promote safety and elder justice through educating the public, family caregivers, agencies, organizations, and consumers.

Designs, develops, implements, and evaluates an advocacy and outreach plan to promote involvement of consumers, family caregivers, agencies, organizations, and the public to: address and remedy safety and elder justice issues; and ensure access to home and community based services, long term supports and services, and health care services.

Recruits and trains volunteers to participate in advocacy, education, public awareness, and outreach activities.

Coordinates with the Long-Term Care (LTC) Ombudsman Staff the recruitment, training, and certification of volunteers to provide advocacy and protect the rights of residents in a long-term care facility and to address elder justice issues.

Coordinates with the Long-Term Care (LTC) Ombudsman Staff the training and certification of EOA staff and other representatives of the EOA to assist with the investigation of complaints filed with the EOA.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Establishes linkages with Federal, State, county, and other organizations and groups concerned with advocacy, education, and outreach services to the elderly and care of residents in long-term care facilities, including inter- and intra-departmental programs.

PROGRAM AND SYSTEM MANAGEMENT STAFF

Plans, designs, develops, implements, coordinates, and monitors a comprehensive system of aging services in accordance with the Older Americans Act of 1965 as amended and Chapter 349, HRS, special projects, and other programs and services which address the needs of the elderly residing in all care settings.

Provides contract and grant management activities, to include: developing funded and non-funded agreements; entering into cooperative and collaborative partnerships with the public and private sectors for programs and services that benefit older adults; completing grant applications; developing program and contract services; executing and monitoring contracts and agreements; completing required Federal and State reports; and fiscal oversight of contracts and agreements.

Develops and manages a statewide information and assistance system and provides technical assistance to service providers in the management and operation of these services.

Develops and coordinates a statewide system for the prevention of and response to elder abuse, neglect, and exploitation.

Provides technical assistance to the aging network to facilitate the development of capacity to provide an array of individualized or advocacy assistance.

Collaborates with the aging network to assure the aging network facilitates the coordination of community-based long-term supports and services.

Assures the State has in effect a mechanism to provide for quality in its provision of in-home services.

Develops and maintains an inventory of services, programs, and agencies serving the elderly.

Designs, develops, and implements programs and services based on assessment of needs, availability of resources, outcome data, and grant or funding requirements, to include, plans for monitoring and evaluating the quality and effectiveness of the operations and services.

Establishes linkages with Federal, State, county, and other organizations and groups concerned with services to the elderly and care of residents in long-term care facilities, including legislative bodies, and inter- and intra-departmental programs.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

POLICY ADVISORY BOARD FOR ELDER AFFAIRS

Advises the EOA Director in areas including but not limited to: the identification of issues and alternate approaches to solutions; the development of position statements and papers; advocacy and legislative actions; and program development and operations.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH

OFFICE OF LANGUAGE ACCESS

FUNCTIONAL STATEMENT

The Office of Language Access (OLA) overall purpose is to affirmatively address the language access needs of limited English proficient (LEP) individuals by providing oversight, central coordination, and technical assistance to the State and state-funded agencies in the implementation of language access requirements. OLA's functions are:

Establishes statewide goals and objectives relating to improving access by LEP individuals to the programs, services, and activities of state and state-funded agencies.

Provides central coordination to state and state-funded agencies in the development and implementation of their language access plans.

Provides oversight and monitors compliance by state and state-funded agencies with Hawaii's language access plans.

Provides technical assistance and training to state and state-funded agencies in establishment and implementation of their language access plans.

Resolves complaints through informal methods.

Conducts research concerning the language access needs of LEP populations and evaluates the availability, adequacy, and accessibility of language access services in the State of Hawaii.

Works with public and private agencies, including community organizations, to address resource needs, come up with innovative methods, and improve the effectiveness of language access services.

Monitors, analyzes, and reports on legislation pertaining to language access and the LEP population of Hawaii.

Adopts rules and guidelines pursuant to Chapter 91, HRS.

Reports and makes recommendations to the Governor and the Legislature regarding steps taken and to be taken to improve and increase meaningful access to language access services by the LEP population.

Encourages and fosters local action on behalf of the LEP population.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH

FUNCTIONAL STATEMENT

Under the general direction of the Director of Health, directs and coordinates overall administrative staff office activities which provide department-wide services for budget, fiscal/facilities management, personnel, health information system and planning/policy development. Provides administrative direction and support to the Office of Planning, Policy and Program Development, the Office of Health Status Monitoring and three neighbor island District Health Offices located in the counties of Hawaii, Maui and Kauai.

ADMINISTRATIVE SERVICES OFFICE

Provides department-wide budget, fiscal and facility support services. Reviews, coordinates and consolidates division and branch program plans and budgets; reviews and makes recommendations on organizational structure and reorganization proposals. Provides accounting, procurement, vouchering and payroll services; coordinates and maintains inventories for equipment and motor vehicles; reviews and provides support services for contract development and execution; and maximizes federal reimbursements. Coordinates the development and implementation of capital improvement projects; oversees the maintenance of the various health facilities; and reviews and coordinates all lease space requests.

HUMAN RESOURCES OFFICE

Provides for personnel management and administration including services to all levels of management in attaining program objectives; plans, coordinates and implements labor relations, contract administration and interpretation, employee relations, recruitment and employment opportunity, training and development, classification and pay analysis, occupational safety, status action and record keeping activities.

HEALTH INFORMATION SYSTEMS OFFICE

Develops, implements, and services information systems that contribute to the efficiency and effectiveness of the Department of Health by providing technical resources and services regarding electronic collection, storing, processing, and distributing of data; provides effective and efficient electronic movement of all forms of information between systems and people through a comprehensive telecommunications connectivity solution; establishes a comprehensive health data base for case management and decision support on needs assessment and evaluation of program effectiveness; and provides consultation services to health programs on the collection, processing, and use of information.

HAWAII, MAUI, KAUAI DISTRICT HEALTH OFFICES

The District Health Offices represent the Office of the Director of Health in their respective counties. They administer and coordinate public health services on the islands of Hawaii, Maui and Kauai with technical assistance and support from staff offices and divisions located on Oahu. The District Health Offices also represent the Director of Health in coordinating and administering public health response to emergencies.

OFFICE OF HEALTH STATUS MONITORING

Responsible for the statewide registration of births, deaths, and marriages from which information is used to compute public health vital statistics such as prenatal and birth rates, infant and maternal mortality rates, life expectancy, and disease-specific mortality rates to monitor the health status of our communities. Also responsible for issuing marriage

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH

FUNCTIONAL STATEMENT

licenses and civil union/reciprocal beneficiary certificates, disposition/disinterment permits for human remains and conducting a statewide health survey to monitor the health and wellness of our communities as well as the number of individuals covered by health insurance.

OFFICE OF PLANNING, POLICY AND PROGRAM DEVELOPMENT (OPPPD)

Directs the department's long range planning activities and coordinates the implementation of actions to accomplish the health planning and policy direction of the department; provides policy and program development and grant-seeking activities; administers and coordinates the department's Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance activities; administers and develops non-discrimination and affirmative action programs and employment and non-discrimination in service programs and other related compliance activities; coordinates and processes legislative materials and administrative rule activities affecting the department; oversees the development and implementation of the State Health Plan that focuses on public health initiatives, identifies specific objectives, policies and implementation actions; develops and oversees a range of departmental quality improvement initiatives including efforts related to national accreditation; and monitors the effectiveness of the department's efforts to meet its stated mission, goals, and objectives.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

Overall Responsibilities:

The Administrative Services Office (ASO) has primary responsibility for the following functions:

Administering all Departmental aspects of the statewide PPBS program, including evaluating the effectiveness and efficiency of DOH operating programs and offering recommendations for their improvement.

Preparation, coordination, collection, consolidation, and submission of all Departmental budget requests, including justification of these before the Department of Budget and Finance and the various legislative committees.

Administering the Organization and Manpower program for the Department (including determination of policies and procedures) within the statewide framework established by the Governor.

Providing complete accounting services to the Department for all funds made available to the Department (including Federal and State).

Providing the fiscal functions of the Department, including payroll processing, vendor payments, inventory control, record keeping, preparing financial reports, and other related functions.

Administering the business management program throughout the Department within the framework established by law and Executive Directive. This includes the management of business affairs, the purchasing of supplies and equipment, and the letting of contracts for goods and services.

Developing and coordinating the long-range capital improvements program of the Department, and administering implementation of the approved CIP program.

Providing consultative services on all the foregoing to the Director and various Departmental staffs.

Secretary/Clerical Services:

Provides secretarial and clerical services for the ASO.

Processes the employee leave records for the ASO administration.

Provides for mailing activities for the ASO and the Department.

Budget and Management Support Services:

Serves as a focal point within the Department of Health on all matters pertaining to the State's planning, programming, and budgeting system (PPBS), to include the review and development of the multi-year plan, program structure, and other related aspects of the PPBS. This does not include functional or long-range planning related to Chapter 226, HRS.

Supervises and controls the submission of all Departmental PPBS and related budget documents to assure accuracy, completeness, timeliness, and conformance to applicable directives, guidelines, and procedures.

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DEPARTMENT OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

Prepares and coordinates the budget requests for the Multi-Year Program and Financial Plan, Executive Budget, Variance Report, and other pertinent reports.

Develops worksheets, guidelines, and procedures to assist the Departmental program managers in developing their program plans.

Reviews, coordinates and develops the budget for submittal to the Department of Budget and Finance.

Interprets and recommends policy and procedure directives on a wide range of administrative matters received by the Department.

Issues implementing instructions within the Department.

Provides technical guidance and assistance to the Director of Health and to the administrators of health programs.

Compiles and coordinates Departmental budgetary and financial summaries and consolidations.

Directs, coordinates, and develops reports for all pertinent agencies including the Department of Budget and Finance, Department of Accounting and General Services, and the Department of Business, Economic Development and Tourism on all matters relating to the State's program planning, budgeting, and management system (PPBS).

Coordinates, develops and maintains effective working relationships with legislative staff and related personnel in regards to the Department's programs and budget. Provides supportive staff services which includes a variety of presentations and conferences.

Establishes liaison with other public and non-public agencies as it relates to budgetary and managerial activities and issues.

Provides secretarial services, which includes processing staff leave records, for the Budget and Management Support Services staff.

Budget and Evaluation Services Section:

Reviews budget requests for the Executive Budget and related documents including the Multi-Year Program Financial Plan and Variance Reports.

Reviews operating requests including manpower, travel, contractual, equipment, and motor vehicles in accordance with current budget execution policies and available resources.

Conducts program analysis and evaluation and recommends funding levels for all Departmental programs.

Provides supportive services and program analysis and evaluation to establish program objectives, costs, measures of effectiveness, program size indicators, and target groups.

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DEPARTMENT OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

Conducts or participates in research and studies dealing with the Department's program structure and program budgets.

Participates, coordinates, and reviews new programs and services, resource allocations to facilitate program development, and performs other special program analysis to evaluate the ongoing programs of the Department.

Maintains effective working relationships with Departmental programs to encourage and assist in assuring cost-effective operations.

Management Services Section:

Provides support services in developing the organizational structure for all Departmental operations.

Develops and recommends improvements in managerial organization and operation for increased efficiency and effectiveness.

Reviews, analyzes, and makes recommendations on organizational structure and reorganization proposals.

Provides management support services to improve the effectiveness of programs.

Reviews, analyzes, and evaluates managerial operating policies, practices, methods and procedures.

Maintains effective working relationships with the Departmental programs to encourage continuous management improvements.

Provides staff assistance for the Department's programs to develop improvements in work distribution, assignment of functions and responsibilities, work method and procedures, records management, and management control systems.

Participates with DOH and other departmental and agency staffs in developing long- and short-term plans for efficient space and equipment utilization and similar aspects of management in an effort to accomplish the organization's objectives in the most cost-effective manner.

Conducts special management studies to systematically review organizational and operational functions of the Department's program to include organization patterns and standardizing procedures and operations. Makes recommendations based on analytical studies and monitors implementation and progress.

Develops plans and procedures for interagency actions to assure coordinated efforts and effective results.

Interprets and recommends policies and procedures based on sound principles of management analysis.

Provides staff assistance for practical solutions to a wide variety of managerial problems such as increasing staff capabilities, decreasing

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DEPARTMENT OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

operational costs, and improving administrative policies, procedures, practices and controls.

Conducts other special studies, makes recommendations, and prepares reports as required.

Fiscal and Support Services:

Determines policies and procedures within statewide guidelines on Departmental accounting and operates those fiscal systems for the Department.

Exercises control of Departmental funds, including maintaining accounting records and submitting required fiscal reports.

Provides support services, technical guidance and assistance to program administrators on fiscal matters.

Directs, coordinates, and develops reports for other State and Federal agencies on a routine basis as well as special requests.

Participates in accounting system studies and their subsequent development.

Collects and deposits monies for the Department.

Processes invoices and vouchers for payment.

Supervises the operation of the Department's equipment control system.

Establishes instructions for the writing of contracts and provides assistance in the execution of contracts.

Provides secretarial services to the Fiscal and Support Services Administration.

Processes employee leave records for the Fiscal and Support Services staff.

Maintains the copier machines for the ASO.

Accounting Section:

Collects, compiles, classifies, and evaluates fiscal data.

Prepares financial statements and reports for State and Federal funds.

Establishes forms, procedures, and policies governing the accounting functions of the Department.

Assists management officials by interpreting accounting data, trends, statements, etc., and explains the program implications of accounting data.

Provides staff assistance in conducting studies and estimates of Departmental revenues and operating costs and in working out the allocation of funds to various programs and activities.

Provides the programs within the Department the accounting records and documents necessary to assist them in preparing their budgets and reports. The

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ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

records also assist the programs to verify their current allotment balances.

Provides technical assistance on matters relating to special informational requests of other departments, the Legislature, and agencies outside the State government.

Monitors cash and allotment balances.

Encumbers purchase orders submitted by the programs.

Procurement & Audit Section:

Oversees the operations of the Audit Unit and Procurement Unit.

Responsible for ensuring that all procurement and audit activities are in accordance with applicable procurement rules and regulations and audit procedures.

Assists and provides consultations to programs and develops procurement policies and procedures.

Develops equipment inventory control procedures and system used within the Department and gives staff assistance to all programs to insure its implementation.

Maintains records of the Department's motor vehicle fleet.

Maintains inventory and supply listings for the Department.

Audit Unit:

Oversees the operations of the Payroll Subunit and Vouchering Subunit.

Payroll Subunit:

Assists programs with various payroll inquiries.

Prepares the Department's payroll for all programs except for the Hawaii Health Systems Corporation.

Vouchering Subunit:

Performs post audit functions on all p-card transactions to ensure proper approval and supporting documentation is attached.

Reviews approved out-of-state travel requests.

Examines and verifies vouchers for accuracy and compliance with State and Federal laws and regulations, Departmental rules, policies and procedures, and other fiscal requirements. After making such examination and verification, prepares vouchers for payment.

Provides staff assistance to programs of the Department.

Receives, records, and deposits monies for the Department.

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Procurement Unit:

- Processes and electronically submits purchase orders for continuing requisitions.
- Processes vendor table maintenance (VTM) forms.
- Processes monthly food coupon and annual barge shipment purchases for Kalaupapa.

Contract Services Section:

- Improves work scheduling and coordination to assure timely contract preparation execution, and implementation.
- Maintains an effective level of contract monitoring and fiscal review.
- Coordinates and develops uniform contract forms for like services with other State agencies.
- Review all contracts for accurate information and substance.
- Provides contract assistance regarding procurement laws and regulations to programs of the Department.

Random Moment Section:

- Performs reviews of the DOH cost allocation system of administrative cost claiming under Title XIX to ensure compliance with the DHS Cost Allocation Plan.
- Manages the Random Moment Study to ensure that allowable Title XIX administrative costs are properly claimed by the DOH.
- Maximizes Title XIX reimbursements under the State's interagency federal revenue maximization contract.

Facilities and Support Services Staff:

- Evaluates existing and new health care sites and facilities and new health care concepts as they affect facilities.
- Develops new concepts in land use and facility design to accommodate new health care philosophies.
- Provides technical advice and assistance to health facility administrators on land use planning and management, short and long-range development plan of facilities, capital improvement projects, building and zoning codes, and repair and maintenance programs.
- Coordinates capital improvement project planning of health facility administrators to assure integrated Departmental plans.
- Confers and coordinates with health care facilities, Department of Business, Economic Development and Tourism, Department of Accounting and General Services, Department of Land and Natural Resources, Department of Budget and

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Finance, the State Health Planning and Development Agency, and County personnel to facilitate the accomplishment of capital improvement program requirements.

Prepares, assists on the preparation, or arranges for the preparation of Certificate of Need Application and the Environmental Impact Statement for projects requiring these items.

Develops, coordinates, and updates short- and long-term capital improvement programs and a repair and maintenance program.

Obtains Departmental approval of the capital improvements and repair and maintenance programs.

Prepares and coordinates the capital improvements and repair and maintenance programs for the Multi-Year Program and Financial Plan and the biennium budget request for the Department.

Assists in the preparation and presentation of information on the capital improvements program, or specific projects, to the Director, Department of Budget and Finance, the Legislature, the general public agencies and private organizations.

Administers implementation of the approved capital improvements and repair and maintenance programs to include coordinating with health facilities administrators, the Department of Accounting and General Services, the architectural, construction and other contractors.

Assists in site selection and obtaining the necessary land for capital improvement projects.

Coordinates with the Department of Accounting and General Services on the award of bids for contracts relating to capital improvement projects.

Reviews, comments on, and makes recommendations on schematic, preliminary, pre-final and final plans of approved capital improvement projects. Coordinates with the Department of Accounting and General Services and appropriate contractors on these plans.

Processes change order requests on approved plans.

Represents the Department in project management during the design, construction, inspection, acceptance, and occupancy stages of capital improvement projects.

Maintains an up-to-date inventory of health care facilities.

Conducts special studies, makes recommendations, and prepares and submits reports to the Director as required.

Provides assistance and support services in reviewing and coordinating all private lease space requests from the department. Reviews and edits all required documents to ensure conformance with lease directives and procedures on requests to the Governor processed through the DAGS' Leasing Services Branch.

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Provides assistance and support services in reviewing and coordinating all departmental requests for revocable permits, and other land use permits approved by the State Department of Land and Natural Resources Board.

Provides clerical support to the Facilities and Support Services Staff.

Processes employee leave records for the Facilities and Support Services Staff.

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HUMAN RESOURCES OFFICE

FUNCTIONAL STATEMENT

The Human Resources Office is responsible for departmental personnel management and administration. It provides services to all levels of management to assist in attaining program objectives. Services are provided to employees as groups and as individuals for developing high morale and good employee relations.

The general functional areas of performance are labor relations; position classification and compensation; recruitment and examination; training, safety and employee relations; and employee benefits/transactions.

- Directs, organizes, and coordinates personnel activities of the department.
- Develops and establishes, under the authority of the Director, personnel policies, plans, precedents, practices and procedures.
- Maintains compliance with existing laws, collective bargaining agreements, and rules of the State regarding personnel.
- Interprets and insures compliance with special personnel standards for Federal grants.
- Encourages all administrators and supervisors to develop and use good personnel management practices.
- Maintains working relationships with the Department of Human Resources Development, the Department of the Attorney General and other departments, in policies, legal interpretations, practices and regulatory matters.
- Maintains liaison with staff and line programs regarding personnel needs and problems.
- Develops proposed personnel legislation and maintains follow-up on personnel legislation affecting the Department or its employees.
- Provides staff assistance and technical consultation in matters of personnel management.

SECRETARY/CLERICAL SERVICES

- Provides the secretarial and clerical support services to the Departmental Personnel Officer and staff.

LABOR RELATIONS STAFF

- Provides assistance and advice to the Director of Health, Deputies, program administrators, personnel management specialists, public health administrative officers, and supervisors relating to labor/management problems and current issues.

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- Interprets provisions in the collective bargaining agreements.
- Represents the Department at the Merit Appeals Board relative to disciplinary actions appealed through the Internal Complaint Process.
- Advises managers on grievance responses; participates in grievance meetings with unions, employees and employer; and prepares responses.
- Conducts review of investigations on employee disciplinary cases and recommend the appropriate actions to the Director of Health or program administrator.
- Develops and conducts labor relation workshops for managers and supervisory personnel.
- Mediates supervisor-employee and supervisor-management relations problems.
- Reviews or prepares letters of suspension, letters of discharge and settlement agreements for the Director's or Deputy Director's signature.
- Investigates labor-management disputes, determining underlying causes and recommending best possible solutions.
- Advises management on strike planning and preparation.
- Reviews personnel policies and procedures prior to forwarding to the unions for consultation.
- Participates in collective bargaining negotiations; prepares contract change proposals for submission to the Office of Collective Bargaining.
- Informs programs of union informational and ratification meetings.
- Represents the Department as the liaison to the Office of the Attorney General with respect to cases proceeding to arbitration and prohibitive practice complaints filed with the Hawaii Labor Relations Board.
- Prepares periodic collective bargaining reports.

CLASSIFICATION AND COMPENSATION STAFF

- Develops methods, forms and procedures for analyzing, evaluating, informing and reporting on matters concerning positions and classification.
- Advises management on the utilization of positions, job analysis, staffing, and preparation of job descriptions.
- Prepares and presents appeals to the Merit Appeals Board.
- Provides interpretation of personnel rules, regulations, laws, policies and procedures, and the Department of Human Resources Development class

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specifications.

- Provides technical services regarding classification and compensation.
- Conducts special studies and analyses in classification, position management and compensation.
- Provides advisory and consultative services to management, supervisory personnel and other employees of the department on classification and position management problems and situations.
- Conducts analysis and evaluation of positions and classifies or develops recommendations on the classification of positions.
- Reviews requests for various position actions for compliance with appropriate personnel rules and collective bargaining agreements.
- Reviews and makes recommendations on organization structure and reorganization proposals.
- Develops and recommends additions and revisions to the State personnel rules, policies, procedures, guidelines and practices.
- Coordinates and maintains liaison with the Department of Human Resources Development and Budget and Finance on matters concerning classification and use of positions.
- Conducts orientation and training in position classification, compensation and other related matters.
- Provides specialized clerical support in the processing of position actions and maintains position descriptions and class specification files for all positions in the Department.

RECRUITMENT AND EXAMINATION STAFF

- Conducts and coordinates internal and external recruitment, including announcing vacancies, screening applications, referring qualified candidates, reviewing selection recommendations, and processing appointments.
- Reviews requests and recommends approval for reassignment, promotion, and transfer of employee.
- Develops and recommends additions and revisions to the State personnel rules, policies, procedures, guidelines and practices.
- Develops and implements departmental recruitment and examination policies and procedures and programs.
- Makes suitability determinations on applicants in programs as delegated by the Department of Human Resources Development.

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- Directs the recruitment process for classes delegated to the Department of Health by the Department of Human Resources Development.
- Conducts job searches for employees unable to perform assigned duties (e.g. medically non-qualified, performance issues, etc.)
- Conducts reduction-in-force proceedings and coordinates other employee placement functions.
- Reviews requests and recommends approval for employment and changes of status documents.
- Disseminates information on job opportunities.
- Provides and interprets personnel information available in records, rules, laws, policies, guidelines and procedures; and provides advisory services to management.
- Coordinates with the Department of Human Resources Development on recruitments, examinations, and certifications.
- Prepares and presents appeals to the Merit Appeals Board.
- Conducts orientation and training sessions on recruitment-related topics for departmental employees.
- Prepares status reports of vacancies and efforts to fill positions.

TRAINING, SAFETY AND EMPLOYEE RELATIONS STAFF

- Oversees programs in the DOH relating to training, safety, and employee relations functions.
- Develops policies and procedures; provides management advisory services throughout the DOH; chairs and participates in committees.
- Coordinates with and develops community resources (e.g. police, fire departments, private and government agencies, colleges, etc.) to obtain technical assistance and guidance in the implementation of program activities.
- Coordinates and maintains liaison with the Department of Human Resources Development (DHRD) in the development and implementation of various programs in the DOH.
- Oversees DOH Training programs and activities.
- Assesses and identifies training needs; coordinates or develops the implementation of the DOH training plan.
- Coordinates training sessions, secures locations, schedules speakers and attendees, arranges for equipment, provides for translation services as

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needed, prepares materials, and maintains training activities records, etc.

- Oversees DOH Safety programs and activities.
- Develops and implements the DOH Drug and Alcohol Testing Program, testing activities related to reasonable suspicion, pre-employment, random testing, probation, etc.
- Coordinates Workers' Compensation activities with the DHRD related to the WC-1 Employer's Report of Industrial Injury, Departmental Job Searches for Injured or Disabled Employees, Return to Work Priority Program, Return to Work Light Duty Program, activities related to Occupational Safety and Health Administration (OSHA), etc.
- Oversees a variety of Safety (and health) related programs including Workplace Violence, Emergency Evaluation Planning, First Aid, Personal Protective Equipment, Fitness for Duty Evaluations, Hazard Assessment Certification, and Temporary Hazard Pay programs.
- Oversees DOH Employee Relations programs and activities.
- Develops the Department's Performance Appraisal System (PAS) and provides training, advice and assistance to managers and supervisors regarding employee work performance.
- Develops and coordinates programs and activities related to incentive and service awards, employee counseling and assistance, educational/sabbatical/research leaves, student intern and volunteer programs, new employee orientation, ethics and political activities, etc.

EMPLOYEE BENEFITS/TRANSACTIONS STAFF

- Develops, implements, and maintains the Department's policies and procedures for the Employee Benefits and Personnel Transactions programs.
- Develops, implements, and maintains a program of quality control for departmental personnel records.
- Provides orientation, training, and technical advisory services to departmental program staff for all employee benefits and transactions processes by interpreting collective bargaining agreements, personnel rules and regulations, policies and procedures, and the Hawaii Revised Statutes.
- Conducts new employee pre-employment processing by providing information on various forms, benefits, policies and procedures; and provides government notary services.

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HUMAN RESOURCES OFFICE

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- Develops, implements, and maintains departmental policies and procedures, and provides training and technical assistance for the Leave Sharing Program, Excluded Managerial Compensation Plan Performance Evaluation and Variable Pay System Program, and other benefit and transaction related matters.
- Reviews Temporary Disability Insurance benefit requests, determines eligibility, and represents the Department at appeal hearings conducted by the Department of Labor and Industrial Relations.
- Originates forms, verifies, audits, and/or ensures the timely processing of all personnel transactions including appointments, movements, separations, classification changes, compensation adjustments, temporary assignment, job performance evaluations, leaves with or without pay, and employees' leave records.
- Maintains, stores, and disposes of official personnel files in accordance with the Department of Accounting and General Services' General Records Schedule, Executive Orders, collective bargaining agreements, and the Department of Human Resources Development's policies and procedures.
- Updates and maintains the information contained in the POINTS and HRMS, the employee databases for personnel transactions and benefits processing, and prepares employee data for various personnel reports.
- Oversees and coordinates the Departmental Employees' Picture Identification Cards (PIC) that are issued, returned, lost, or destroyed.
- Maintains liaison regarding employee benefits and special enrollments with the Department's Administrative Services Office; Departments of Human Resources, Attorney General, Defense, Accounting and General Services, Labor and Industrial Relations, Employees' Retirement System; Hawaii Employer-Union Health Benefits Trust Fund; Hawaii Criminal Justice Data Center; Island Savings; Comprehensive Financial Planning; and other various processing agencies.
- Responds to subpoenas or requests for employee records and consults and coordinates the Department's response with the Office of the Attorney General.

STATE OF HAWAII  
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DEPUTY DIRECTOR OF HEALTH  
HEALTH INFORMATION SYSTEMS OFFICE

FUNCTIONAL STATEMENT

Develops and supports computerized information systems that help the Department of Health (DOH) achieve its goals and objectives in a more effective and efficient way. This office plans, directs, and controls request for data processing and electronic communications services and equipment. This office also directs and coordinates all data processing matters within and between the departments and other state and county agencies, the Federal Government, commercial software and hardware companies.

**SECRETARIAL SERVICES**

Provides Secretarial and clerical services to the Office.

**APPLICATIONS SYSTEMS AND SERVICES**

Formulates and maintains the Department of Health long-range objectives and plans providing technical leadership for conducting feasibility studies including determination of health systems requirements, software design and specifications, and resource requirements of data processing systems requested by DOH user groups. Develops systems manuals and insures systems interface. Resources will be used to support general management information systems that do not require special attention.

Responsible for computer programming including developing program system files, computer program coding, testing and checking the programs and program maintenance. Develops procedures and instructions for data processing program implementation. Focuses attention on the Felix Consent Decree, Year 2000 Conversion, WEB development and maintenance.

Develops and maintains support of computer application systems for the various administrations of the DOH and is responsible for the following tasks:

In the area of Application System Support: Provides systems development project management expertise and assist in developing a project plan. Conducts analysis of systems and complies users requirements based on users needs and problems. Assists users to develop a systems design or to evaluate and select application systems to address requirements. Develops external and internal specifications from a system design or maintenance requirement and put together a test plan. Generates computer programs from specifications and conduct unit testing. Conducts systems test and assist users through acceptance. Develops systems and program documentation according to established standards and procedures. Trains users on the technical aspects of the system. Coordinates systems development effort when contractors are involved in a project.

Provides services for the development and maintenance of computer systems for the following functions and services of the department:

Administrative Services - Personnel, Fiscal, Budget, Legislative  
Tracking, Administrative office automation, and Planning.

Vital Records/Health Status Monitoring - Vital Records and Health  
Status Monitoring.

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HEALTH INFORMATION SYSTEMS OFFICE

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Behavioral Health Services - Adult Mental Health, Child and Adolescent Mental Health, Alcohol Drug Abuse.

Environmental Health Service - Environmental Management, Environmental Health Services.

Other Health Services - Family Health Services, Developmental Disability, Community Health Nursing Services, Dental Health, Communicable Disease, Emergency Medical Services, Health Care Assurance, and State Laboratory Services.

In the area of Resource Support: Provides planning, management, and administrative support services to information processing projects and to the Application System & Services staff. Assists users prepare Project Valuation Assessment documentation. Monitors and administers all request for services. Ensures conformity to systems development standards and procedures. Performs administrative management function of the office. This includes managing the office budget, oversee the preparation and processing of purchase orders, tracking of payments to data processing vendors for purchase of maintenance, licenses, and consulting, upkeep of hardware and software inventory. Coordinates department approval request for hardware and software. Coordinates all external personal computer or information processing training.

In the area of Technical Support: Provides specialized technical information processing expertise in End User Computing, and Systems Programming and Network Management.

In the areas of End User Computing: Reviews all request for purchases of personal computer hardware and software. This would insure compatibility and conformance to the State and department direction and standards. Evaluates and analyzes business requirements then recommend personal computer hardware and software that would meet user's need. Provides microcomputer programming and software support services. Installs and maintains microcomputers. Selects, acquires, and installs microcomputer software and components. Administers microcomputer inventory. Provides microcomputer software training and support to DOH users. Enhances user productivity by helping users get maximum use from hardware and software.

In the areas of Systems Programming & Network Management: Manages, installs and maintains the DOH LAN (local area network) and WAN (wide area network). Provides systems programming support for minicomputers. Monitors performance and capacity of all hardware and plans for future needs and equipment acquisitions. Administers the data bases of the minicomputer and file servers of the LAN. Manages the use of Internet and administer the Departments data bases on the Internet. Provides other technical assistance as required.

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OFFICE OF HEALTH STATUS MONITORING

FUNCTIONAL STATEMENT

OFFICE OF HEALTH STATUS MONITORING (OHSM)

The mission of the office is to administer a statewide program to collect, analyze, and disseminate high quality, population-based public health statistics in a timely manner to assess the health status of Hawaii's population and to fulfill vital statistics legal requirements.

OHSM ADMINISTRATION

Plans and directs extensive departmental research and public health statistics program.

Administers statewide vital statistics program.

Serves as statistical advisor and consultant to department-wide programs in the collection, analysis, evaluation, and interpretation of public health statistics.

Provides secretarial and clerical support to the OHSM Administration and the Research and Analysis Staff.

Oversees OHSM's administrative functions, including operations, personnel, legislative reporting, facilities coordination, contracts, budget and fiscal management and Federal grants administration.

Plans, coordinates, oversees, and implements new projects that enhance OHSM's functions to promote better services to the public in the provision of certified copies of vital events and to respond to changing laws and regulations regarding births, marriages, and deaths, including fetal deaths, to monitor the health status of Hawaii's people. Assists in responding to federal and state initiatives and grant proposals requiring the use of vital records and statistics to support programs such as Maternal Child Health and other essential public health programs.

RESEARCH AND ANALYSIS STAFF

Compiles and analyzes health and vital statistics data to serve as a basis for the assessment of the state of community health, including its problems and programs.

Disseminates health and vital statistics data through electronic means as well as publications to make information more easily accessible to those who need it.

Promotes and collaborates in research projects within the Health Department as well as with other agencies and researchers.

Provides statistical advice to the programs in the Health Department.

Cooperates with the Department of Business and Economic Development and Tourism, U.S. Bureau of the Census, and Cancer Research Center of Hawaii to provide high quality population estimates for geographic areas by age, gender, and ethnicity.

Analyzes health data to determine the existence of health problems and emergence of health trends with the aim to enhance the Health Department's ability to develop timely and responsive prevention programs.

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OFFICE OF HEALTH STATUS MONITORING

FUNCTIONAL STATEMENT

VITAL STATISTICS REGISTRATION STAFF

Registers all vital events in the state including births, deaths, marriages, divorces, fetal deaths, and induced terminations of pregnancy.

Monitors the quality of reporting of vital events to ensure that timely and reliable data are available for analysis.

Collects vital statistics information from all vital events for use in assessing the health status of Hawaii's population.

Maintains the vital statistics database.

Fulfills the legal requirements of vital records.

REGISTRATION UNIT

Registers vital statistics information from births, deaths, fetal deaths, induced terminations of pregnancy, marriages, and divorces.

Corrects all errors found after the vital events are registered to ensure that the vital records meet standards set by law.

Codes and enters information into computerized vital statistics database.

VITAL STATISTICS COOPERATIVE PROGRAM

Monitors the quality of data collected by birthing centers, hospitals, and mortuaries to ensure that these data meet Federal standards.

Functions as a liaison between the OHSM and the providers of data to ensure timely and reliable submission of vital records.

VITAL RECORDS ISSUANCE STAFF

Preserves and maintains the entire collection of vital records, which are stored in various formats, on file with the Department of Health.

Develops and manages a system for inspection of vital records where and as allowed by law.

Establishes and operates a system for satisfying fee-based requests for vital events information contained in vital records where and as allowed by law, including certified copies of vital records.

Oversees and manages the state system for issuance of marriage licenses and the licensure of marriage solemnizers.

CERTIFIED COPIES UNIT

Preserves and maintains all vital records stored in various formats on file with the Health Department.

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OFFICE OF HEALTH STATUS MONITORING

FUNCTIONAL STATEMENT

Sets up, revises as necessary, and manages the system for inspection of vital records by the public as allowed by law.

Provides customer service to the public and government agencies by processing requests for vital events information contained in vital records, including issuance of certified copies of vital records for legal and social purposes by computer or duplication machine.

Collects and deposits fees, where authorized by law, from the issuance of certified copies and other information products.

MARRIAGE LICENSE UNIT

Oversees, supervises, and trains the corps of agents commissioned by the Health Department to issue marriage licenses in the state.

Oversees and supervises the corps of marriage officiants licensed by the Health Department to solemnize marriages in the state.

HEALTH SURVEYS AND DISEASE REGISTRIES STAFF

Designs and maintains a statewide sampling frame for all population-based, telephone surveys in the Health Department.

Plans and coordinates the Hawaii Health Survey, a continuous household interview survey on the health status of the state's residents to estimate the statewide prevalence of major chronic diseases and intercensal demographic characteristics of the state's population.

Plans and coordinates the Behavioral Risk Factor Surveillance System that surveys the adult population in Hawaii regarding smoking, diet, drinking, and other behaviors to estimate health risks.

Maintains data registries such as the health insurance claims database and works with the tumor registry to identify the incidence and prevalence rates of illness, disability, and other morbid conditions.

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DEPUTY DIRECTOR OF HEALTH  
OFFICE OF PLANNING, POLICY, AND PROGRAM DEVELOPMENT

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Directs the department's long range planning activities and coordinates the implementation of actions to accomplish the health planning and policy direction of the department; administers and coordinates the department's Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other compliance activities; coordinates and processes legislative materials and administrative rule activities affecting the department; and monitors the effectiveness of the department's efforts to meet its stated mission, goals, and objectives, including public health accreditation and performance management. Provides general public health and research advice and assistance to programs and staff, including management of the department's Institutional Review Board.

Planning and Policy Staff

- Provides staff support for the development of a departmental functional plan, state health plan, and community health needs assessments.
- Prepares and presents reports on departmental plans, including long range plans and special studies, to the Director, the Legislature, other public and private agencies, and the general public.
- Provides project management and program development support for priority projects to the Director of Health and Deputy Director of Health.
- Provides technical advice and assistance to program managers on program-based planning activities.
- Provides technical advice and assistance to programs on performance management, affirmative action and Equal Employment Opportunities laws and guidelines, program evaluation, and public health accreditation.
- Oversees and coordinates general quality improvement, process improvement, and performance management activities for the department, providing technical support, evaluation services, and project management services.
- Develops departmental guidelines for long range planning activities, including convening and staffing the Board of Health and any other boards, commissions, or task forces on behalf of the Director of Health.
- Provides staff support, advice, and assistance to program managers in securing public input for the development of community-based departmental plans.
- Conducts special needs assessment studies in areas of health program and policy significance.
- Oversee departmental research activities and assure compliance with CFR Title 45, Part 46, Protection of Human Subjects, including convening and organizing the activities of the Institutional Review

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OFFICE OF PLANNING, POLICY, AND PROGRAM DEVELOPMENT

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Board.

- Develops, coordinates, and provides technical assistance on grant proposals and other funding mechanisms which enhance program capacities.
- Provides support for departmental programs and the Director's Office on legislative matters by coordinating and processing departmental testimony during the Legislative session, including the training of departmental personnel in the legislative process.
- Coordinates departmental efforts to assure that personnel practices and service programs comply with federal and state regulations prohibiting discrimination in services and employment based on race, color, religion, national origin, sex, age, handicap, marital status, and sexual orientation.
- Develops curricula to educate the department and other agencies on health disparities and social determinants of health, as well as address those disparities.
- Coordinates department level efforts in identifying health disparities and evaluates department interventions in targeting specific populations to ensure interventions are culturally appropriate.
- Formulates strategic departmental, as well as division and branch level plans for addressing health disparities and other policy and program priorities as identified by the Director of Health
- Liaisons with special community task forces and community-based projects, government agencies, legislators, private organizations, and the public on proposed legislation affecting the department.
- Manages legislative communications, requests and processes throughout the year and other government relations activities at county, state, and federal levels.
- Provides technical assistance and facilitates the process for programs in the development of departmental Hawaii Administrative Rules (HARs).

HIPAA Staff

- Develops and manages the department's HIPAA compliance program to meet the requirements of federal laws and regulations and includes components related to the privacy and security of health information and transactions and code sets.
- Maintains and monitors enterprise policies and procedures that reflect current business practices and are compliant with HIPAA.

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OFFICE OF PLANNING, POLICY, AND PROGRAM DEVELOPMENT

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- Provides complete and accurate data that will enhance the department's ability to evaluate the level of departmental compliance with HIPAA and participates in the determination and implementation of acceptable departmental practices and remedial measures.
- Conducts ongoing compliance activities in coordination with other departmental compliance and operational assessment functions.
- Establishes and conducts HIPAA-related educational and ongoing awareness programs for department employees and provides updated training as necessary based on changes in laws and/or departmental policies.
- Represents the department on state and federal legislative issues pertaining to HIPAA compliance.
- Coordinates efforts between the department and other state agencies to ensure that individually identifiable health information is stored and disseminated appropriately.
- Coordinates with the US Department of Health and Human Services Office of Civil Rights (OCR) on HIPAA-related matters, as well as other federal compliance responsibilities overseen by OCR including but not limited to affirmative action, civil rights, and discrimination based on age, sex, sexual orientation, disability, national origin, color, and race.
- Participate in or coordinate the investigation of complaints, compliance reviews, provision of technical support, and conduct outreach for federal and state laws related to privacy and civil rights.

STATE OF HAWAII  
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DEPUTY DIRECTOR OF HEALTH  
HAWAII DISTRICT HEALTH OFFICE

FUNCTIONAL STATEMENT

I. MAJOR FUNCTION

The Hawaii District Health Office (HDHO) represents the Office of the Director of Health for the County of Hawaii. The HDHO assists the Director of Health in determining the health needs of the community, evaluating how well those are being met by private and semi-public agencies and identifying those needs for which public health programs are required. The HDHO also assists the Director of Health in developing such needed programs, coordinates and supervises accomplishments of those health programs in the County of Hawaii which have been authorized by State and Federal agencies.

II. ADMINISTRATIVE AND SUPPORT SERVICES

- A. Administrative Services administers the operations of the HDHO staff and renders administrative and office support to the District Health Officer and programs (organizational segments). Provides personnel, fiscal, information technology and clerical support services for all programs within the Hawaii District Health Office ensuring compliance with State and departmental procedures. Also provides vital event services to the public (birth, marriage, death), including processing applications for marriages and civil unions.
- B. Support Services receives administrative supervision from the HDHO and technical guidance from their respective programs. The administrative support services provide clerical support to different programs (organizational segments) within the HDHO.

III. CHRONIC DISEASE MANAGEMENT AND CONTROL  
(EAST HAWAII, WEST HAWAII)

Initiates the planning, development, management, and evaluations on strategies in reducing chronic disease through nutritional education, physical activity and the adoption of healthy life styles. Strategies are to focus on community engagement, policy and advocacy, removal of health disparities, and the sharing of health data.

IV. DISEASE OUTBREAK CONTROL

Responsible for the surveillance, prevention, control and/or abatement of infectious diseases (not including Tuberculosis, Hansen's Disease, and STD) on the island of Hawaii. Develops an all hazards response plan for the Hawaii District Health Office to respond to natural or man-made disasters that are consistent with state plans.

A. PUBLIC HEALTH PREPAREDNESS

Prepares and readies the HDHO to respond to and control a public health emergency due to a man-made or natural disaster by:

- Assessing the HDHO readiness to respond to public health emergencies;
- Inventorying resources available to respond to public health emergencies;
- Developing workable plans to respond to public health emergencies;
- Conducting training and exercises to assess readiness and effectiveness of plans;
- Seeking mutual assistance with public and private entities to support public health emergencies;
- Actively recruiting and training volunteers of the Medical Reserve Corps (MRC);
- Overseeing the appropriate use and accounting of federal and other grants.

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B. DISEASE INVESTIGATION  
(EAST HAWAII, WEST HAWAII)

Investigates and monitors communicable diseases on the island of Hawaii. Communicable diseases include bioterrorism agents and zoonotic diseases. Major activities identified are:

- Provide assistance to physicians to identify and diagnose unusual or rare diseases;
- Provide statistical analysis of the outbreak;
- Engage other public health units' support to manage an outbreak of a public health concern.
- Provide disease information to the public and health care providers.

V. FAMILY HEALTH SERVICES

Provides all levels of service delivery from direct health care to infrastructure services to assure an effective health system exists to maintain the full continuum of care throughout the life cycle from preconception to birth to adolescence to adulthood. Assists in building and sustaining state and local infrastructure capacity. Activities include conducting public health needs assessments, identification of health priorities and community issues, data collection, systems and policy development, monitoring, planning and evaluation, and promotion of legislative initiatives that address health and safety. Collaborates and coordinates with state agencies, Hawaii County agencies, stakeholders and the Hawaii District Health Office on health priorities and opportunities.

Supports and assists with the implementation of state grants specifically designed to target the needs of the community and federal initiatives that Family Health Services Division (FHSD) is tasked to take the departmental lead, i.e., Title V Maternal and Child Health Services Block Grant; Title X Family Planning; Early Intervention, Part C of I.D.E.A. (Individual Disabilities Education Act); Healthy Start (state and Federal); Maternal Infant Early Childhood Home Visiting; and the U.S. Department of Agriculture, Nutritional Services.

Serves as the extension to the three FHSD branches: Maternal and Child Health Branch (MCHB), Children with Special Health Needs Branch (CSHNB), and Women's Infant Children Services Branch (WIC). Additional neighbor island support is provided to FHSD administration and its attached programs and projects.

A. CLERICAL SUPPORT SERVICES

Provides administration operational support for the following island-wide Family Health Services' units located in Hawaii County: Maternal and Child Health Services, Early Intervention Services Unit, Children with Special Health Needs Unit, and WIC Services.

Performs clerical tasks for day to day program activities, technical and logistical support for meetings and trainings; on-site clerical assistance for specialty medical clinics for pediatric cardiology, pediatric neurology, nutrition, and genetics and special/projects.

B. MATERNAL AND CHILD HEALTH SERVICES

Advocates and supports optimal health for all women of child bearing age, infants, children, adolescents and families. Provides local nursing leadership, nursing consultation and health education for all maternal health issues. Facilitates local child death reviews. Coordinates and collaborates with intra and inter-agency efforts to address maternal health care, domestic violence, sexual violence, child

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abuse and neglect, childhood obesity, bullying, prenatal alcohol and drug use, unintended pregnancy, oral health care, family planning, maternal and child home visiting programs, fetal alcohol spectrum disorders, early childhood development, safe sleep, local health systems action planning and access to care. Participates in quality assurance monitoring with purchase of service providers contracted with MCHB related programs.

Responsible for the on-site management of the Department of Health and Human Services, Health Resources and Services Administration (HRSA) grant: Federal Health Start Initiative, Eliminating Disparities in Perinatal Health – Big Island Perinatal Disparities Project. Project targets Hawaiian, Pacific islander, Hispanic and all adolescent women and their families to improve perinatal health outcomes in the County of Hawaii and making a positive impact on the infant mortality rate.

Supports MCHB/FHSD function and activities on the island of Hawaii, in accordance with the following statutes:

- HRS SS 321-36 to 38 defines the scope of Child Abuse and Neglect Prevention
- HRS SS 321-321 to 326 establishes the scope of the Maternal and Child Health Program
- HRS SS 321-344-346 provides authority for Child Death Review
- HRS SS 321-471-476 provides authority for Domestic Violence Fatality Review

C. EARLY INTERVENTION SERVICES UNIT  
(EAST HAWAII SUBUNIT, WEST HAWAII SUBUNIT)

Plans, implements, administers, monitors and evaluates a system of coordinated, family centered, culturally competent early intervention services to serve the 0-3 age group of infants and toddlers with special needs and their families. Assures implementation of federal law – Part C of the Public Law 108-446 Individuals with Disabilities Education (IDEA), and Hawaii Revised Statutes, HRS SS 321-351 to 357 Infants and Toddlers eligibility and scope of the Part C Early Intervention Program.

Provides care coordination to clients and their families based on an Individualized Family Support Plan (IFSP). Coordinates and collaborates with the Hawaii Department of Education Special Education Area Complexes, Head Start, and private preschools in Hawaii County to support transition of children into education and/or other programs. Responsible for training, technical support and monitoring of state and purchase of service contracted programs.

D. CHILDREN WITH SPECIAL HEALTH NEEDS UNIT  
(EAST HAWAII SUBUNIT, WEST HAWAII SUBUNIT)

Provides assistance to families who have a child, under age 21, with a chronic health condition that requires specialized medical care. Provides care coordination to obtain medical services and equipment, information and referral and limited financial assistance.

Supports neighbor island medical clinics for pediatric cardiology, pediatric neurology, nutrition, genetics and other related projects. Collaborates and coordinates with public and private agencies to assure seamless transitions from childhood to adulthood benefits and services.

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E. WIC SERVICES UNIT  
[EAST HAWAII SUBUNIT ( HILO, NORTH HAWAII)] [ WEST HAWAII SUBUNIT]

Responsible for improving the health of nutritionally at-risk pregnant women, new mothers, infants and children by performing nutritional screening and assessment, providing education and counseling, referrals to other health care and social services, and providing nutritious foods to supplement diets. Collaborates and coordinates with community health centers and special projects to enhance the overall health of clients by promoting breastfeeding and oral health care.

Implements provision of P.L. 95-627, enacted by Congress in 1978, by providing special supplemental foods to low income pregnant women, nursing mothers and infants, and children up to five years of age, who are at nutritional risk with funds provided by the United States Department of Agriculture through the Women, Infants, and Children Supplemental Nutrition Program; WIC – Part VII of the HRS SS 321-81 Nutrition, which allows for nutritional education, evaluation, and contractual services.

VI. CASE MANAGEMENT

Provides comprehensive case management services and supports for individuals with developmental disabilities/intellectual disabilities in order to support them in living self-determined lives in accordance with Hawaii Revised Statutes 333.

A. CLERICAL SUPPORT SERVICES

Provides clerical services, including typing, computer data entry, filing and retrieval, personnel and fiscal recordkeeping, procurement and inventory management to all organizational segments of the Case Management section.

B. TEAM I – EAST HAWAII, TEAM II – EAST HAWAII, TEAM III – EAST HAWAII  
TEAM IV – NORTH HAWAII, TEAM V – WEST HAWAII

- Provides information and consultation to individuals, families, and/or guardians for decision-making to assure maximal access, utilization and effectiveness of resources.
- Assists the individual to develop a person centered individualized services plan (ISP) in accordance with policies and procedures for case management, which identifies what is important to the person, addresses how any issues of health and safety shall be addressed and identifies the supports necessary to support the individual to live a desired life.
- Facilitates access to supports and services necessary for the individual as identified on the ISP, including the authorization of services and supports.
- Coordinates and monitors the services and supports received by the individual to assure maximum benefits and satisfaction.
- Identifies gaps in services and supports.
- Documents case management services for billing purposes to maximize state funds.
- Provides oversight and accountability of a system of individual budgeting for services received as those provided under the Home and Community Based Services-Developmental Disabilities/Intellectual Disabilities Title XIX Waiver.
- Develops and regularly updates person-centered ISP.
- Monitors and coordinates services on an ongoing basis to assure the individual receives the services and supports planned and authorized according to the Medicaid standards.
- Determines appropriate funding sources for the needed services and supports for the individual clients.

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- Assists and refers individuals desiring services to the clinical and eligibility determination staff.

VII. STD/AIDS PREVENTION

Controls, prevents and surveys STD/AIDS on the island of Hawaii through investigation, testing, counseling, and contact tracing. Activities may also include other bloodborne pathogens.

VIII. PUBLIC HEALTH NURSING

Public Health Nursing (PHN) is the medical component for the Hawaii District Health Office (HDHO), providing leadership during emergency operations and nursing medical services to address the public health issues that affect Hawaii County.

PHN is involved in all public health-related activities on the island of Hawaii and is widely recognized by the communities it services as the point of contact for medical assistance or referral and have clients and cases that fit the health indicators and socio-economic risk factors that place Hawaii County at higher risk for public health consequences.

PHN works collaboratively with numerous medical programs in the Department of Health, as well as with other public and private health/social agencies in the community, in planning and providing generalized, coordinated, comprehensive and continuing family services to effect positive changes in individuals, families, groups and communities in the promotion of wellness, the maintenance of health and the prevention of illness.

A. CLERICAL SERVICES  
(EAST HAWAII, WEST HAWAII)

Provides secretarial and clerical services for NMSS administrative, personnel, fiscal and programmatic areas.

B. EAST HAWAII, WEST HAWAII

PHN is responsible for providing the following services throughout the County of Hawaii:

- Responds to public health emergencies, both natural and man-made: emergency preparedness and post-disaster response through implementation of the Incident Command System (ICS), i.e., serves as Incident Commander of Operations for HDHO, emergency preparedness education and outreach to the vulnerable population, Assistive Care Site (ACS) operations and Medical Counter Measure Dispensing;
- Works with the Department of Education to identify students at risk for compromised health outcomes through consultative services, thereby promoting optimal learning;
- Responds to the HDHO programs to address nursing medical needs on-island of vulnerable and at-risk population, i.e., nursing assessment for clients of Case Management Program and community outreach with Epidemiological Specialists, Disease Investigation and STD/AIDS Prevention during disease outbreak.
- Assesses, educates, monitors and evaluates active cases to service and maintain the elderly in the community through case management and care

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coordination of the frail and vulnerable elderly; contains cost by identifying preventable hospitalizations and premature institutionalization.

- Collects and analyzes data to identify trends in public health care for program planning and evaluation.
- Provides on-island nursing medical support to the Hansen's Disease Branch, in accordance with Hawaii Administrative Rules, Title 11, Chapter 168, governing the care and treatment of persons afflicted with Hansen's Disease through home visits to complete nursing assessments, conduct investigations, treat, educate, monitor and evaluate nursing interventions and to the Immunization Branch, in accordance with Hawaii Administrative Rules, Title 11, Chapter 157 for the immunization and examination requirements for school attendance in the State of Hawaii and to provide for the immunization of indigents and other high risk individuals.

CASE MANAGEMENT COORDINATION PROGRAM  
(EAST HAWAII, WEST HAWAII)

Provides case management and care coordination for the frail and vulnerable elderly, 60 years of age and older, residing on the island of Hawaii. Maximize utilization of existing community services and resources to minimize premature and unnecessary institutionalization for the frail elderly.

C. TUBERCULOSIS

Mitigates and abates identified Tuberculosis (TB) cases/outbreaks to ensure that the general public is protected from infection through island-wide case management and care coordination of TB patient services, working with TB Branch to control TB through Hawaii Administrative Rules, Title 11, Chapter 164 to assure policy and procedures are followed.

Manages Chest Clinic services and weekly TB skin testing for the general public, including schedule for Chest Clinic physician, maintains records, x-ray films and reports, laboratory reports, specimen and medication management, ensures adequate supply of TB skin testing supplies, equipment, incentives and enablers on hand, inputs data into state-wide electronic database.

Monitors Directly Observed Therapy (DOT) for active TB cases, ensures contact investigations are completed and that continuity of care is assured when TB patient leaves the state by completing appropriate inter-jurisdictional Tuberculosis Notification and follow up, isolation and infection control measures are followed, etc.

Point of contact for the community, including hospitals, doctors, radiological services, laboratories, pharmacies, etc. Provides in-service training to staff RNs and conducts TB Skin Testing Certification for staff and community health providers.

IX. ENVIRONMENTAL PROTECTION AND HEALTH SERVICES

Responsible for implementing the Environmental Protection and Health Services (EPHSS) mission, goals and objectives in the most efficient and effective way possible to ensure, safeguard and improve the health, safety and welfare of the people of Hawaii County.

Responsible for implementing and maintaining the State of Hawaii Environmental Health programs for the County of Hawaii, under HRS 321, 22,342F, 328, 330, and

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Administrative Rules, Title 11, Chapter 11 (Sanitation), Chapter 12 (Food Establishment Sanitation), Chapter 13A (Public Swimming Pools), Chapter 15 (Milk), Chapter 17 (Tattoo Artists), Chapter 22 (Mortuaries, Cemeteries, Embalmers, Undertakers, and Mortuary Authorities), Chapter 26 (Vector Control), Chapter 29 (Food and Food Products), and Chapter 35 (Shellfish Sanitation).

A. CLERICAL SUPPORT SERVICES

Provides clerical support to all segments of the Environmental Health Services programs by providing secretarial, typing, computer data entry, filing and retrieval, receiver of information and complaints, collection of fees and fines and depositing into authorized financial institution, maintenance of personnel records, state inventory management, fiscal recordkeeping.

B. FOOD SAFETY CONSULTATIVE AND EDUCATION SERVICES

Provides confidential, technical, advisory and education services in food safety to food industry personnel, institutions of learning, government agencies and community groups for the counties of Hawaii, Maui and Kauai.

Develops a food safety certification workshop with a minimum of 13 instructional hours which includes general microbiology, food microbiology, foodborne diseases, food sanitation, Hawaii and national foodborne outbreaks and vermin control in food establishments. Incorporates examinations and specialized resource lecturers.

Develops food safety classes with one to four hours of instructional time for restaurants, caterers, schools, hospitals, nursing homes, institutions, county, state, and federal agencies, fund-raising organizations, community groups and the general public.

Works closely with the food industry for the promotion and implementation of food safety training programs.

Provides food safety consultations and advisories.

Conducts confidential Hazard Analysis Critical Control Points (HACCP) System studies on food suspected or confirmed in foodborne disease outbreaks.

Provides confidential HACCP workshops and classes to food establishments impacted by foodborne disease outbreaks.

Provides basic HACCP System workshops, classes and consultations. Conducts non-enforcement surveillance and verification of the HACCP System in operation at requested food establishments.

Provides in-service training in food safety for HDHO staff Sanitarians and supervisors.

C. SANITATION EAST HAWAII UNIT, SANITATION WEST HAWAII UNIT

Executes 321 and 342F, HRS and Hawaii Administrative Rules, Title 11, Chapters 11, 13A, 15, 17 and 22. Maintains standards for Food Establishments in assuring a safe food supply to the general public; maintains minimum standards in tattoo, massage, barber and beauty shops in assuring public health and safety; educates and promotes safe food handling practices; responds to environmental and public health complaints; conducts investigations on foodborne outbreaks; and responds to emergency disasters that may implicate public and environmental health.

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Responds to public health emergencies at the Hawaii County Civil Defense (activated) Emergency Operations Center (EOC) as a resource for environmental/public health activities and provides technical and manpower support to HDHO emergencies.

Conducts inspections, consultative and enforcement activities of all food establishments (restaurants, cafeterias, cafes, commissaries, caterers, lounges, bars, bakeries, manufacturers, processing plants, groceries, storage facilities, etc.) and their food products.

Investigates and abates foodborne disease outbreaks with the assigned epidemiological specialist.

Conducts inspectional, consultative and enforcement activities for minimum sanitary requirements for schools, public swimming pools, mortuaries/funeral homes, barber/beauty shops, massage shops, tattoo shops and tattoo artists.

Reviews and approves building permit applications for new and renovated nonresidential buildings. Reviews for ventilation standards and sanitation requirements.

Conducts inspectional, consultative and enforcement activities on dairy farms, cheese manufacturers and milk processing plants.

Provides consultative and educational activities on food safety for the food industry and the public.

Handles complaint investigations dealing with public health/environmental health concerns.

Provides other duties, such as, land use review, leadership role at school flu clinics, mosquito treatment during emergencies, such as, after a disaster or a dengue outbreak in the community, etc.

D. VECTOR CONTROL

Executes 321 and 322, HRS and Hawaii Administrative Rule, Title 11, Chapter 11-26 (Vector Control) to protect residents and tourists from disease caused by insects and rodents.

EAST HAWAII SUBUNIT, WEST HAWAII SUBUNIT

Conducts inspectional, consultative and enforcement activities of complaints on vector concerns, and if necessary, enforces administrative rules pertaining to insects, rodents and other animals of public health concern and nuisance.

Conducts ports-of-entry surveillance for immigrant mosquito species at seaports and airports for the detection of alien mosquitoes entering the island.

Conducts emergency vector control operations to prevent disease outbreaks after natural disasters by controlling or abatement of potential threats, such as, mosquito, flies or rodent population.

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E. FOOD AND DRUG INSPECTION UNIT

Executes 321, 328 and 330, HRS and Hawaii Administrative Rules, Title 11, Chapter 29 (Food and Food Products) and Chapter 35 (Shellfish Sanitation).

Enforces laws and rules through inspections, consultations and enforcement actions directed toward promoting and maintaining the purity and standards of identity in the case of foods, truthful and informative labeling and advertising of foods.

Initiates corrective and/or enforcement actions through embargoes, recalls and administrative or court actions.

Collects agricultural food samples for laboratory analysis.

Provides information and consultation to the public and private sectors.

X. LABORATORY SERVICES

Provides diagnostic, regulatory and consultative laboratory services to private laboratories, private water companies and various federal, state and county agencies for the regulation of water, dairy and food products and for the diagnosis and control of disease. The laboratory aids in the isolation and presumptive identification of the causative agents of communicable disease, performs microbiological examinations on drinking water and raw water sources, beach and pond waters, food and dairy products and refers specimens to the State Laboratories Division on Oahu.

The laboratory is certified to pack and ship both biological and chemical samples for further testing in accordance with IATA (International Air Transport Association) Dangerous Goods Regulations.

In emergency disaster situations, the laboratory is prepared to respond as part of the HDHO Biological Response Team.

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The District Health Office represents the Office of the Director of Health on the county level.

- Directs and coordinates the activities and programs of the Maui District Health Office. The District Health Officer also plans and develops the Department's programs and program changes for county operations.
- The vital statistics program, hospital and medical facilities inspections, communicable disease and tuberculosis control, emergency health mobilization, health education and office services programs are specific activities of this office.

ADMINISTRATIVE SERVICES

- Administers the operations of the District Health Office staff and renders administrative and office support to the District Health Officer and programs (organizational segments).
- Provides purchasing and accounting services, other fiscal activities including inventory control of supplies, equipment and facilities. Also coordinates all personnel activities, including records and files and employment, classification and information services.

CHRONIC DISEASE MANAGEMENT & CONTROL

- Cooperates with the Department's Chronic Disease Management and Control Branch and integrates its aims with the programs of the District Health Office. Provides information and education on health-related matters for the County.

LABORATORY SECTION

- Provides selective microbiological laboratory services primarily to various State Department of Health programs and other private and governmental agencies.

DISEASE OUTBREAK CONTROL SECTION

- Provides for the prevention and control of infectious diseases with the exception of Hansen's Disease, Tuberculosis, and sexually transmitted diseases, including HIV/AIDS.
- Coordinates preparedness planning activities to respond to a public health emergency, such as, a bioterrorism event or a severe outbreak of a dangerous infectious disease.

DISEASE INVESTIGATION UNIT

- Investigates, surveys, prevents and controls general communicable diseases of public health importance, including potential bioterrorism

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agents.

- Monitors incoming disease reports for occurrence of unusual or rare diseases, disease clusters, and outbreaks in the community.

PUBLIC HEALTH PREPAREDNESS UNIT

- Conducts all-hazard preparedness planning
- Assesses readiness to respond to public health emergencies.
- Provides and ensures the availability of training to prepare for and respond to public health emergencies.

PUBLIC HEALTH NURSING SECTION

- Serves as a generalized, multifaceted program which strives for optimum health of the population through the administration and delivery of nursing services to the community which include schools, families and individuals.
- Provides services in the home, clinic, neighborhood/ health center, day/family care center, and adult residential care home, preschool, school, office and work site.
- Utilizes disease prevention, health promotion, health maintenance, health education, case management/care coordination and continuity of care in a total approach to the provision of services to the at risk individual families, groups and communities.
- Responsible for assessment of community health status, program planning, program development, budgeting, implementation of program plans, monitoring, evaluation, documentation and standard setting.
- Collaborates with the DOH medical and interdisciplinary program staffs in providing nursing intervention services.
- Provides appropriate nursing services based on individual/family needs through health assessment, development and implementation of a treatment plan, case management/coordination, screening tests, health teaching/education/training on self-care responsibilities, health counseling guidance, referral and follow-up.
- Implements projects which addresses health and nursing need of aggregate groups in the community (i.e. Case Management Coordination Program for Frail Elderly, Early Intervention Program, Adult Residential Care Homes, etc.)

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CLERICAL SERVICES

- Provides secretarial and clerical support to the Public Health Nursing (PHN) program.

TUBERCULOSIS UNIT

- Assists with delivery of services and implementation of Tuberculosis (TB) Branch policies by Public Health Nursing nurses in Maui County by providing regional tuberculosis nursing services on a regular basis.
- Operates outpatient TB Chest Clinic services on a regular basis to include patient evaluation, education, and initiation and monitoring of therapy for treatment of tuberculosis disease or for preventive treatment.
- Provides case management services for all active or suspect active cases of tuberculosis and, as needed, for other health concerns.
- Independently carries out or assigns contact investigations and examinations and source investigations and examinations, when indicated.
- Provides tuberculosis testing clinics.
- Provides in-service training and education to nurses in public and private sectors.
- Provides tuberculosis education and outreach services to the public and private sector.
- Ensures that Maui County's, known suspected and confirmed cases of tuberculosis, are reported appropriately and followed.
- Inputs records of tuberculosis skin tests into TB Branch's survey data base.
- Maintains records of chest x-rays taken on Maui.
- Provides clerical support in the management of client records.
- Provides Direct Observed Therapy (D.O.T) to ensure medication delivery and compliance.
- Provides therapeutic interventions in the home, as necessary, to prevent unnecessary institutionalization.
- Provides nursing or other support services during disasters, outbreaks of communicable diseases which include clinics and other activities in support of public health mandates and DOH mission.

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MAUI CASE MANAGEMENT COORDINATION PROGRAM UNIT

- Provides supervision of nurse's aide and Para Medical Assistant.
- Administers nursing services to the frail elderly population in collaboration with families and community agencies.
- Leads interdisciplinary team of providers in advocating for the needs of the frail elderly.
- Assesses, develops, implements and evaluates care plans to assure appropriate nursing care to the frail elderly population.
- Provides therapeutic interventions in the home as necessary to prevent unnecessary institutionalization.
- Provides nursing services during disasters, outbreaks of communicable diseases which include clinics and other activities in support of public health mandates and DOH mission.

MAUI NURSING UNIT

WEST/EAST TEAM

- Responds to disasters and public health outbreaks of communicable diseases, etc.
- Organizes and operates public health clinics/activities in support of the Department of Health (DOH) mission, public health concerns and mandated programs.
- Works with the schools to identify students who are at risk for compromised health outcomes through specific screening, consultative services, and etc. to assure access to/and or receipt of appropriate health services.
- Coordinates medical, nursing and clinical services to benefit individuals, families, and communities, including schools.
- Serves as a patient/family/community advocate in matters relating to health and nursing.
- Works in partnership with individuals/families to do health assessments, to develop, implement and evaluate plans of care to meet identified health needs.

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- Collaborates with other health professionals/community resources, as appropriate, in developing and implementing care plans. Evaluates the effectiveness of the care plan, monitors care, and modifies plan accordingly.
- Performs skilled nursing techniques in personal, therapeutic, preventive and rehabilitative patient/family care. Provides the patient and other caregivers appropriate nursing interventions which encourage self sufficiency. Imparts health care information relevant to individual/family needs. Counsels on health status and care provided.
- Works closely in partnership with communities to assist them to improve peoples' health status by focusing on creative strategies.
- Participates in research activities which improve the standards of care for specific populations.
- Collects and analyzes data for program planning and evaluation.
- Collaborates and consults with nurse practitioner to develop necessary training sessions and client care plans.
- Administers nursing services to the special needs population in collaboration with the schools.
- Assures appropriate staffing pattern and assignments of staff for provision of mandated skilled nursing services to the severely multiple-impaired students in the public school settings.
- Coordinates medical, nursing, and clinical services through integration of these services with the educational plan for optimum learning for special needs population.
- Works in partnership with individuals/families to do assessments, develop, implement, and evaluate care plans to assure provision of safe nursing care based on the unique needs of the child.
- Provides skilled nursing services to the special-needs children in the severely multiple-impaired special education classes within the Department of Education.
- Provides nursing services to at risk, targeted individuals, families and communities in collaboration with medical/health professionals and community resources.
- Provides nursing services in disasters, outbreaks of communicable diseases to include public health clinics and other activities in support of public health issues, mandates the DOH mission.

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SUPPORT SERVICES TEAM

- Provides supervision of licensed practical nurse.
- Administers the specialized health care procedures to eligible students under IDEA, Part B and 504, in the Department of Education, as prescribed by the student's physician.
- Conducts immunizations, tuberculosis, and other screening clinics, and follow-ups on those requiring outreach services to return to clinic.
- Assists with tuberculosis source and contact investigations, Tuberculosis Clinic services, and other services as directed by the Registered Nurse.
- Assists with care coordination outreach services to targeted at risk clients/families as directed by the Registered Nurse.
- Implements health care plans under the direction of the Registered Nurse.
- Participates in public health clinics/activities in support of the Department of Health (DOH) mission, public health concerns and mandated programs.
- Assists with nursing services during disasters, outbreaks of communicable diseases, which includes clinics and other activities in support of public health mandates and DOH mission.

MOLOKAI NURSING UNIT  
(CENTRAL TEAM, WEST TEAM, EAST TEAM)

- Responds to disasters and public health outbreaks of communicable diseases, etc.
- Organizes and operates public health clinics/activities in support of the Department of Health (DOH) mission, public health concerns and mandated programs.
- Works with the schools to identify students who are at risk for compromised health outcomes through specific screening, consultative services, and etc. to assure access to/and or receipt of appropriate health services.
- Coordinates medical, nursing and clinical services to benefit individuals, families, and communities, including schools.
- Serves as a patient/family/community advocate in matters relating to health and nursing.
- Works in partnership with individuals/families to do health assessments, to develop, implement and evaluate plans of care to meet identified health needs.

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- Collaborates with other health professionals/community resources, as appropriate, in developing and implementing care plans. Evaluates the effectiveness of the care plan, monitors care, and modifies plan accordingly.
- Performs skilled nursing techniques in personal, therapeutic, preventive and rehabilitative patient/family care. Provides the patient and other caregivers appropriate nursing interventions which encourage self sufficiency. Imparts health care information relevant to individual/family needs. Counsels on health status and care provided.
- Works closely in partnership with communities to assist them to improve peoples' health status by focusing on creative strategies.
- Participates in research activities which improve the standards of care for specific populations.
- Collects and analyzes data for program planning and evaluation.
- Collaborates and consults with nurse practitioner to develop necessary training sessions and client care plans.
- Administers nursing services to the special needs population in collaboration with the schools.
- Assures appropriate staffing pattern and assignments of staff for provision of mandated skilled nursing services to the severely multiple-impaired students in the public school setting.
- Coordinates medical, nursing, and clinical services through integration of these services with the educational plan for optimum learning for special needs population.
- Works in partnership with individuals/families to do assessments, develop, implement, and evaluate care plans to assure provision of safe nursing care based on the unique needs of the child.
- Provides skilled nursing services to the special needs children in the severely multiple-impaired special education classes within the Department of Education.
- Provides nursing services to at risk, targeted individuals, families and communities in collaboration with medical/health professionals and community resources.
- Provides nursing services in disasters, outbreaks of communicable diseases to include public health clinics and other activities in support of public health issues, mandates and DOH mission.

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LANAI NURSING UNIT

- Responds to disasters and public health outbreaks of communicable diseases, etc.
- Organizes and operates public health clinics/activities in support of the Department of Health (DOH) mission, public health concerns and mandated programs.
- Works with the schools to identify students who are at risk for compromised health outcomes through specific screening, consultative services, and etc. to assure access to/and or receipt of appropriate health services.
- Coordinates medical, nursing and clinical services to benefit individuals, families, and communities, including schools.
- Serves as a patient/family/community advocate in matters relating to health and nursing.
- Works in partnership with individuals/families to do health assessments, to develop, implement and evaluate plans of care to meet identified health needs.
- Collaborates with other health professionals/community resources, as appropriate, in developing and implementing care plans. Evaluates the effectiveness of the care plan, monitors care, and modifies plan accordingly.
- Performs skilled nursing techniques in personal, therapeutic, preventive and rehabilitative patient/family care. Provides the patient and other caregivers appropriate nursing interventions which encourage self sufficiency. Imparts health care information relevant to individual/family needs. Counsels on health status and care provided.
- Works closely in partnership with communities to assist them to improve peoples' health status by focusing on creative strategies.
- Participates in research activities which improve the standards of care for specific populations.
- Collects and analyzes data for program planning and evaluation.
- Collaborates and consults with nurse practitioner to develop necessary training sessions and client care plans.

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- Administers nursing services to the special needs population in collaboration with the schools.
- Assures appropriate staffing pattern and assignments of staff for provision of mandated skilled nursing services to the severely multiple-impaired students in the public school settings.
- Coordinates medical, nursing, and clinical services through integration of these services with the educational plan for optimum learning for special needs population.
- Works in partnership with individuals/families to do assessments, develop, implement, and evaluate care plans to assure provision of safe nursing care based on the unique needs of the child.
- Provides skilled nursing services to the special needs children in the severely multiple-impaired special education classes within the Department of Education.
- Provides nursing services to at risk, targeted individuals, families and communities in collaboration with medical/health professionals and community resources.
- Provides nursing services in disasters, outbreaks of communicable diseases to include public health clinics and other activities in support of public health issues, mandates and DOH mission.

FAMILY HEALTH SERVICES SECTION

- Administers programs that plan, provide and promote health services to families, children and youth. Provides overall planning and coordination for all assigned programs. Provides clerical support services.

CHILDREN WITH SPECIAL HEALTH NEEDS

- Provides diagnosis as early as possible for chronic physically handicapping conditions in children under 21 years of age and provides comprehensive family-centered and community based treatment and habilitative services to children and families in need through the PHN assisted service program. This program plans, develops and coordinates within Maui County and administers the County's Newborn Metabolic Screening Program mandated by statute to identify newborns with phenylketonuria (PKU) and congenital hypothyroidism. Provides and coordinates nutrition services for children with special health needs.
- The social work for this program administers a dual program for (1) providing medical social work services to patients and families with

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children with special health needs and (2) assuring case management services to children under 16 years of age in Hawaii who receive Supplemental Security Income.

WIC SERVICES (WOMEN, INFANTS AND CHILDREN)

- Implements provisions of PL 95-627 enacted by Congress in 1978, by providing special supplemental foods to low income pregnant women nursing mothers and infants and children up to age 5, who are at nutritional risk with funds provided by the United States Department of Agriculture through the WIC Program.
- Provides nutrition screening and assessment and education to participants in the program and coordinates and consults with staffs of the Department of Health clinics and other local agencies in the operations of this program.
- Monitors vendors to ensure adequate supply of WIC special program supplemental foods and determines compliance with the WIC Program regulations.
- Collects and evaluates data to determine the effectiveness of the WIC Program.
- Interprets regulations to the public, state agencies, and others, as required.

MATERNAL AND CHILD HEALTH

- Acts as a liaison with the maternal child health services in the Family Health Services Division, District Health Office and the community in ensuring that appropriate maternal child health services are coordinated and provided for Maui County.
- Works with the community in identifying its needs and coordinates activities that are related within the Maui District Health Office with public health nursing branch and other programs as needed.

EARLY INTERVENTION PROGRAM

- Identifies individual family health needs and acts as case manager in ensuring that appropriate services and support are provided for these families in need of the services.
- Works actively in the areas of child abuse prevention and assists in assuring that appropriate services are provided for these families with appropriate support services.

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CASE MANAGEMENT AND INFORMATION SERVICES SECTION

Provides case management and support services for adults and children who are Developmentally Disabled/Mentally Retarded. The functions of this Branch are case management, case/service planning, service broker procurement, monitoring, review, and follow along services.

CASE ASSESSMENT

- Develops a comprehensive case assessment developed by the case manager shall identify the individual's abilities, deficits, interests and needs and shall include documentation.

CASE/SERVICE PLANNING

- Develops Individual Service Plan (ISP) or central plan of service, follows case assessment and addresses the needs of the individual, including, but not limited to housing, family relationships, social activities and relationships, education or training, finance, employment, health (including special health needs), recreation, communication and mobility.
- ISP shall be a collaborative process involving the individual, the family/guardian, the case manager, and other interested persons as identified by the individual or guardian.

SERVICE BROKER PROCUREMENT

- Maintains a supportive relationship with the individual so he/she may remain in the community. In order to accomplish this, worker must work with provider or services, family members, other professionals such as a psychologist. This function implements the ISP or central plan of service.

MONITORING, REVIEW AND IMPLEMENTATION

- Monitors implementation and coordination of the individual's central plan of service. Reviews and revises the central plan of services and any other individualized plan at least annually.

ENVIRONMENTAL PROTECTION AND HEALTH SERVICES SECTION

Responsible for the Environmental Protection and Health Services Program in the County of Maui and accomplish objectives through educational and enforcement procedures based on environmental control principles and applicable state statutes and departmental administrative rules and regulations. Also provides administrative support and supervision to Environmental Health Program personnel staff in the District Health Office.

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- Clerical Support - Provides secretarial and clerical support to all segments of the Environmental Protection and Health Services Programs by providing computer data entry, typing, filing and retrieval, receiver information and complaints, collection of fees and fines, maintenance of personnel records and maintenance of fiscal accounts and expenditures.
- Sanitation Program (Maui, Molokai) - Responsible for the departmental sanitation programs and attains its objectives through educational and enforcement procedures applied at site inspections, office meetings, and consultations. The Sanitation Program also supports the Food and Drug Branch and Noise, Radiation and Indoor Air Quality Branch in carrying out their respective programs in Maui County. This involves the investigation and abatement of complaints, the receipt of applications and issuance of permits and the collection of fees.
- Vector Control Program - Responsible for the control of public health vectors through educational and enforcement procedures and actual control measures. Responsible for the control of rodents and mosquitoes through educational visits and site inspections. Responsible for the control of yellow jacket, honeybees, fleas, etc. through site inspections.

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Note: The functions described below indicate combined functions of all District Office units in conjunction with central division and branch units of the Department -in effect, the complete spectrum of services to the County of Kauai.

I. MAJOR FUNCTION

Under the general guidance of the Director of Health's Office and with the technical assistance of staff support, divisional and branch offices, carries out public health programs and services for the County of Kauai.

II. GENERAL FUNCTIONS

- A. Directs and coordinates the activities of the District Office in effectively performing its mission.

Administers the operations of the District Office.

Plans and develops the department's programs and program changes for county operation.

Enforces rules, regulations, policies, and procedures.

Ensures compliance with the department's policy and procedures manual.

Maintains the department-wide system of reporting and communicating for the county.

Coordinates county health activities with private and public agencies, maintains and develops inter-agency relationships and agreements, and represents the Health Department in county matters with government, community, and private agencies.

Provides leadership to county health activities to provide uniform services throughout the area.

Evaluates effectiveness in the county of programs, policies, plans, procedures, rules and regulations and recommends revisions for improvements.

Develops and promotes the county aspects of the state health plan, conducts and directs local planning and budgeting inputs into departmental public health programs and suggests changes to meet local needs.

Plans and coordinates programs for training of visiting international health participants and trainees.

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Evaluates the need for special studies and participates in the development of needed studies and research.

Directs or participates in the preparation of reports requested by the Office of the Director and other program directors.

Reviews the need for public health regulations and amendments.

Supervises the licensing programs for various occupational groups.

Pilots special initiatives of the Director of Health relating to Cancer, Physical Activity, Nutrition and Tobacco use.

Recruits local partners – other governmental agencies and not for profit agencies – to participate in special Director of Health initiatives relating to Cancer, Physical Activity, Nutrition and Tobacco use.

B. GENERAL ADMINISTRATION, PERSONNEL AND SUPPORT SERVICES

Coordinates with the Administrative Services Office and complies with departmental fiscal procedures.

Provides accounting and purchasing services.

Conducts, studies and develops management improvement programs.

Directs, coordinates and supervises the preparation of inventories.

Exercises fiscal responsibility pertaining to proper utilization of applicable federal grants and state appropriations.

Collects, analyzes and evaluates cost and operational data and maintains records.

Compiles and prepares required financial reports.

Evaluates requirements and recommends transfer of funds between operational units.

Provides for the processing and payment of all invoices and obligations.

Receives and accounts for monies received by the Department.

Reviews and evaluates manpower requests, establishment of new positions and transfer of functions.

Provides assistance to administrative and supervisory personnel concerning management practices.

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Directs, coordinates and supervises the purchasing of supplies and equipment.

Selects vendors and processes purchase orders.

Supervises the use of vehicles. Recommends vehicles to be replaced.

Arranges for monitor vehicle repair and maintenance service.

Instructs drivers in proper use and care of vehicles.

Recommends long-range capital improvement program for the county.

Maintains inventory of all buildings.

Recommends repairs and alterations of buildings.

Provide grounds and building maintenance for Department owned facilities.

Interprets, directs, and coordinates the fiscal activities of the programs. Reviews and audits these activities.

Cooperates with the department's Personnel Office regarding personnel needs and problems.

Maintains the departmental personnel policies, practices and procedures.

Maintains compliance with existing laws, rules, and regulations of the state regarding personnel.

Encourages all levels of supervision to use good personnel management practices.

Plans and maintains personnel programs.

Directs and coordinates all personnel activities.

Provides assistance for job performance ratings and reviews completed ratings.

Maintains central personnel register.

Arranges periodic staff meetings and prepares agenda.

Assists with employee welfare activities.

Maintains and operates grievance procedure.

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Advises regarding disciplinary matters.

Approves descriptions and redescriptions for all positions.

Interviews and screens applicants; conducts exit interviews.

Orients new employees on essential personnel information.

Develops and coordinates in-service training program.

Supports safety education programs for employees.

Provides advice and assistance regarding workers' compensation claims.

Prepares or maintains current manning tables and organization charts.

Coordinates and supervises the work of the clerical staff.

Determines that the pertinent correspondence rules and regulations are complied with.

II. SPECIALIZED HEALTH SERVICE FUNCTIONS

A. HEALTH PROMOTION AND EDUCATION SERVICES

Cooperates with the department's Chronic Disease Management and Control Branch in planning, conducting, and evaluating a county-wide program of public health education for both lay and professional groups.

Supervises Bilingual Health Education Program so that the health needs of non-English speaking residents can be addressed. Health education, assistance in accessing health and social services providers, and interpreting where culturally and linguistically needed are services that the BHEA program offers.

Process inquiries for information.

Coordinates health education activities with other agencies.

Assesses and interprets the current level of knowledge, attitudes, beliefs, and practices held by the people on health problems or services.

Gathers information, prepares health education materials, writes and edits reports, speeches and papers.

Assists and advises in preparing reports, speeches, and papers.

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Reviews developments in public health programs elsewhere and determines applicability locally.

Determines or assists in determination of staff in-service education.

Maintains press-radio relations.

- B. Cooperates with the Office of Health Status Monitoring and obtains vital statistics for public use.

Maintains and supervises the county-wide system for registering births, fetal deaths (stillbirths), deaths, marriages, and divorces.

Accepts requests for and obtains certified copies of vital statistic records for individuals and agencies for providing personal and property rights.

Enforces laws and regulations in the mortuary field.

Issues disposal permits for all dead human bodies.

Issues disinterment permits for human bodies.

Maintains a directory of cemeteries and the person in charge of each.

Supervises the carrying out of the Health Surveillance Study for the County of Kauai.

- C. In cooperation with the State Health Planning and Development Agency, provides technical assistance, advice, and staff support. Helps coordinate planning for county.

- D. Cooperates with hospital and medical facilities licensure certification, and emergency health mobilization programs.

Consults with non-governmental medical and allied health groups and organizations to enlist their cooperation, support, and participation in the health mobilization programs.

Maintains an intimate and current knowledge of operational policies and procedures of the Federal Office of Civil Defense Mobilization, Health Services, and adapts them to the department's health mobilization programs.

Participates in developing programs for training of professional personnel including physicians, dentists, nurses, radiological monitors and others.

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Assists the Emergency Medical Services and Injury Prevention System Branch in stockpiling of medical supplies for disaster.

Acquires and maintains storage facilities.

Participates in the test exercises, demonstrations and symposiums.

Participates in the certification and licensure of hospitals, convalescent and nursing homes, intermediate care facilities, and care homes.

- E. Coordinates with the Chronic Disease Management and Control Branch in planning and providing programs and special projects for the prevention, screening, and early diagnosis of chronic diseases, such as cancer, diabetes, renal disease, and cardiovascular disorders.

Works with voluntary agencies and physicians to promote education on, and early treatment and prevention of, complications due to chronic illness.

F. LABORATORY SERVICES

The Kauai District Health Laboratory cooperates with the State Department of Health Laboratories Division in Honolulu in providing diagnostic, consultative and regulatory laboratory services to physicians, hospitals, dispensaries and various Federal, State and County agencies for the regulation of water, dairy and food products and for the diagnosis and control of disease.

The laboratory performs microbiological examinations for the sanitary control of local potable and non-potable waters and for the regulatory control of food and dairy products on Kauai. The laboratory aids in the isolation and identification of the causative agents of communicable disease, refers specimens to the Central State Laboratory for bacterial, mycobacterial, mycological, serological and viral studies, lends support in the investigation of foodborne and communicable disease outbreaks, provides related laboratory services in the field of public and environmental health within the county and provide microbiological support to the various programs of the District Health Office.

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G. COMMUNITY HEALTH SERVICES

Provides community-wide comprehensive nursing services to people of Kauai and Niihau. Provides nursing services when disasters or emergencies occur. Assesses needs of communities, develops policies and programs through collaboration with public agencies and private partnerships. Provides/assures mandated public health services in the community which includes private and public schools and preschools. Interprets and promotes the work of the Department of Health by developing good public relations in all nursing services and participating in general public relations activities. Participates in continuous evaluation of the program in relation to current and anticipated nursing intervention and health needs. Interprets the grass roots knowledge of family and community health needs and resources to assist administrators in community planning, program development and evaluation of existing programs. Determines needs, provides and coordinates staff development programs.

Public Health Nursing Unit

Provides public health nursing services to public health programs which include the control, testing, sources investigation and monitoring of communicable diseases.

Provides public health nursing services in Health Department clinics in the county.

Addresses the public health needs of private, public and pre-schools to promote optimal student health and safety and provide/assure comprehensive nursing and consultative services.

Provides comprehensive nursing care to children with special needs in the special education setting.

Provides/assures community group education, health promotion and teaching, and counseling, including emotional support to individuals and families.

Provides nursing services when disasters or emergencies occur.

Clerical Support

Provides stenographic, clerical and typing services for all segments of the organization. Provides clerical support for computer and management information systems, branch activities and professional nursing staff.

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H. CASE MANAGEMENT SERVICES

Provides a spectrum of comprehensive services to developmentally disabled adults and children on Kauai. Implements a professional, integrated, and coordinated team approach in providing screening, diagnostic and follow-up services for individuals with developmental disabilities. Effort is directed at reducing the occurrence and severity of handicapping conditions and to promote quality of life of persons with developmental disabilities and/or mental retardation. Plans, develops, implements and operates an array of services on Kauai which includes: central intake to determine eligibility for services; diagnostic evaluation services; residential services; social/recreational services; medical/health care services; case management services; social support services; respite services; guardianship services; crisis management; clinical services; information and referral services. Participates in the coordination of programs for the developmentally disabled in the community which are dependent upon Federal and State funding; monitors and evaluates programs, including in-service training for staff. Keeps abreast of Federal, State and local legislation and national policies affecting the developmentally disabled. Maintains working relationships with the Public Health Nursing Branch, Children with Special Needs Branch, and other public and private agencies who are involved with persons with developmental disabilities.

CLERICAL SUPPORT

Provides clerical services.

I. COMMUNICABLE DISEASE SERVICES

Cooperates with the Communicable Disease Division in providing and operating a program for the surveillance, control, and prevention of communicable diseases.

Receives technical supervision from and cooperates with the Hansen's Disease Program in a program for the care, treatment, and rehabilitation of leprosy patients and the control of Hansen's disease.

Administers laws and regulations relating to Hansen's disease control.

Arranges for and supervises temporary home visits of patients with active disease.

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Cooperates in providing for an outpatient care program for the examination of contacts, new cases and released Hansen's disease patients and for the care and treatment of all patients under the supervision of the division.

Works with the Tuberculosis Control Branch to coordinate all efforts to prevent the spread of tuberculosis infection and to eventually eliminate tuberculosis as a public health problem.

Conducts mass x-ray and tuberculin testing surveys for the detection of tuberculosis. These include skin testing in the school enterers and transfers and for the special projects.

Ensures that all active cases are under treatment and that inactive cases receive periodic examinations.

Searches for tuberculosis infection and disease in the family members and associates of all new active tuberculosis cases.

Cooperates with tuberculosis physician in providing clinical facilities for the diagnostic of suspected cases of tuberculosis for the examination of contacts of active cases, and for the periodic examination of inactive cases.

Conducts clinics for the supervision of those who are recommended for drug therapy and prophylaxis by the tuberculosis physician.

Cooperates with tuberculosis hospital staff to assist the patient's adjustment to his return home.

Provides a comprehensive program for the epidemiological investigation, surveillance, and control of venereal diseases and communicable diseases other than leprosy and tuberculosis.

Collects, tabulates, and analyzes reports of communicable disease from physicians.

Investigates sources and outbreaks of communicable diseases in order to prevent their spread and confirm diagnosis.

Carries out educational programs for health professional and lay public on control and prevention of communicable diseases.

Cooperates with physicians in seeing that cases, contacts, and carriers of communicable diseases receive adequate treatment and

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follow-up where indicated.

In coordination with immunization project, maintains constant surveillance on immunization levels in the community, directs compliance with regulations, and carries out special mass immunization projects.

Distributes certain biological, chemotherapeutic agents, vaccines, antitoxins and toxins to physicians for the indigent and medically indigent.

J. FAMILY HEALTH SYSTEMS

Administers community-wide health programs for the assurance of primary health services, disease prevention, and health promotion. Assures the development of community-based, family-centered, and developmentally appropriate health programs to protect and promote health and prevent disease and injury. This is accomplished through partnerships with community-based organizations and agencies. The partnerships build experience, funding sources, and access to target populations. This Section seeks to coordinate the multiple agencies involved and provide consultation, training, monitoring, and evaluation services.

Provides clerical support services to the Family Health Systems Section.

Children with Special Health Needs Unit

Serves as a community resource for families and providers for information and referral regarding medical services, social services, early intervention programs and other resources for children with special health care needs.

Provides care coordination and assistance with access to services, as needed, for eligible children with special health needs who have no other resources:

- Care coordination includes assessment of individual client/family, linkage to appropriate resources available in the community, assistance with accessing services, assistance with securing and/or maintaining a primary care provider, and monitoring of family's progress toward planning outcomes. Care coordination focuses on social and medical concerns as interrelated with social/family needs.
- Social work services include social assessment, social service planning, casework counseling, and consultation to other

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professionals for comprehensive coordinated services to the client and family.

- Assistance is provided with access to services. This includes financial access to diagnostic and treatment services through subspecialty clinics and medical specialists as a "safety net" for families who have no other resources.
- Coordinates CSHN Specialty clinics - neurology, cardiac, and genetics. Arranges transportation for visiting specialists and for client transport to Honolulu for medical services.

Maternal and Child Health Unit

- Plans, develops, administers, and supports comprehensive island-wide perinatal health care services to high-risk pregnant women and their families through monitoring of contractual agreements with health providers.
- Assures that every pregnant woman will utilize appropriate services and engage in health behaviors to optimize pregnancy and birth outcomes. Services include clinical services for women who are not covered by insurance or medicaid and perinatal support services for high-risk women which include assessment, case management, nutrition services, education, counseling, and information and referral.
- Accesses and evaluates a database of perinatal care and risk assessment data for all pregnant women on Kauai. Conducts ongoing needs assessment and program planning.
- Monitors and provides technical assistance to providers, including the development of programs and services addressing the needs of infants, their mothers, and families.
- Assists in the development of quality assurance in perinatal programs to assure early access to comprehensive care for pregnant women.
- Collaborates closely with other community organizations and agencies, including Mothers Care, Council on Chemical Dependency and Pregnancy, and Healthy Mothers, Healthy Babies Coalition to improve statewide perinatal outcomes.

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WIC (Women, Infants, and Children) Unit

- Implements provisions of PL 95-627 enacted by Congress in 1978, by providing nutrition education and high risk counseling, breastfeeding promotion and education, health and social services referrals including alcohol and drug abuse cessation, and supplemental foods to income eligible women in their childbearing years and infants and children up to age five, who are found to be at nutritional risk, with funds granted through the U.S. Department of Agriculture, Food and Nutrition Service through the WIC Program.
- Interprets the WIC Program rules and regulations for the public, state agencies, and others as required.
- Serves as a resource and provides consultation to the staff of the Department of Health and other private and public agencies on the operations of the WIC Program.
- Conducts clinics throughout the County by providing direct service to WIC Program participants and their families and assuring that WIC Program regulations are implemented.
- Monitors authorized WIC Program vendors to insure adequate supply of WIC approved foods and determines compliance with WIC Program regulations in the delivery of WIC foods.
- Collects and evaluates data to implement and evaluate the WIC Program.
- Coordinates, cooperates and consults with the staff of the Department of Health clinics and other local agencies in the operations of this program.

Zero to Three Unit

The role of the Zero to Three Hawaii Project is to support families of infants or toddlers, birth to age 3 who are developmentally delayed and biologically or environmentally at risk. It provides a comprehensive family-centered and community based coordinated system of early evaluation, intervention, and care coordination services with an Individualized Family Support Plan (IFSP). These services will be available at no cost to families.

- Provides families with information assistance and linkage to public and private agencies to meet provisions of

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Individualized Family Support Plan (IFSP).

- Coordinates with other disciplines and programs in meeting needs of eligible infant or toddlers and family.
- Provides casework services to eligible families.
- Promotes collaboration of public and private agencies that provide prevention and intervention services to eligible children and families.

K. ENVIRONMENTAL HEALTH SERVICES

Responsible for implementing and maintaining the countywide Environmental Health Services Program for the County of Kauai, under HRS 321, 322, 328, and 330, Public Health Regulations, Chapter I-A, Food Service and Food Establishment Sanitation Code and Administrative Rules, Title II, Chapters II-II, Sanitation; II-13A, Public Swimming Pools; II-14, Housing; II-15 Milk; II-16, Recreational Trailer Camps; II-17, Tattoo Artists; II-22, Mortuaries, Cemeteries, Embalmers, etc.; II-26, Vector Control; II-39, Air Conditioning and Ventilating; II-62, Wastewater Systems.

Clerical Support:

Provides stenographic, clerical and typing services for all segments of the organization.

Sanitation

Prevents the creation of environmental sanitation hazards for among the population and promotes good environmental sanitation conditions.

Carries out appropriate sanitation operation when disasters or emergencies occur.

Investigates complaints of insanitary conditions and abate public health nuisances.

Analyzes the efficiency of sanitizing procedures at food service and food establishments, dairy farms and milk plants.

Presents environmental sanitation educational programs to students at the university, community colleges, high schools, and other public and private schools; also to community groups, food service personnel, barbers, hairdressers and tattoo artists.

Provides technical assistance and advice to and confer with public

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officials, architects, engineers, land surveyors, developers and other private groups in matters relating to environmental sanitation.

Appraises and approves or disapproves the applications for sanitary certificates and permits to operate markets, tattoo shops, food manufacturing plants, liquor dispensers, restaurants and other food establishments and food service establishments, slaughterhouses, public laundries, beauty parlors, barber shops, massage parlors, individual wastewater systems (cesspools), and mortuaries.

Assists the milk industry to develop proper procedures to secure sanitary and safe production, processing and distribution of milk and sample milk for contamination.

Cooperates with the Food and Drug Branch in administering laws and regulations designed to protect the public health and promote honesty and fair dealing in foods, drugs, devices and cosmetics for consumer protection.

Supports the Hazard Evaluation and Emergency Response Office in responding to a hazardous material incident.

Vector Control

Maintains continuing measurements and evaluation of the principal endemic vector species, including mosquitoes, flies, and rodents by standard techniques and make preliminary identification of all vector species within the assigned geographical sector.

Carries out appropriate emergency vector control operation when disasters or emergencies occur.

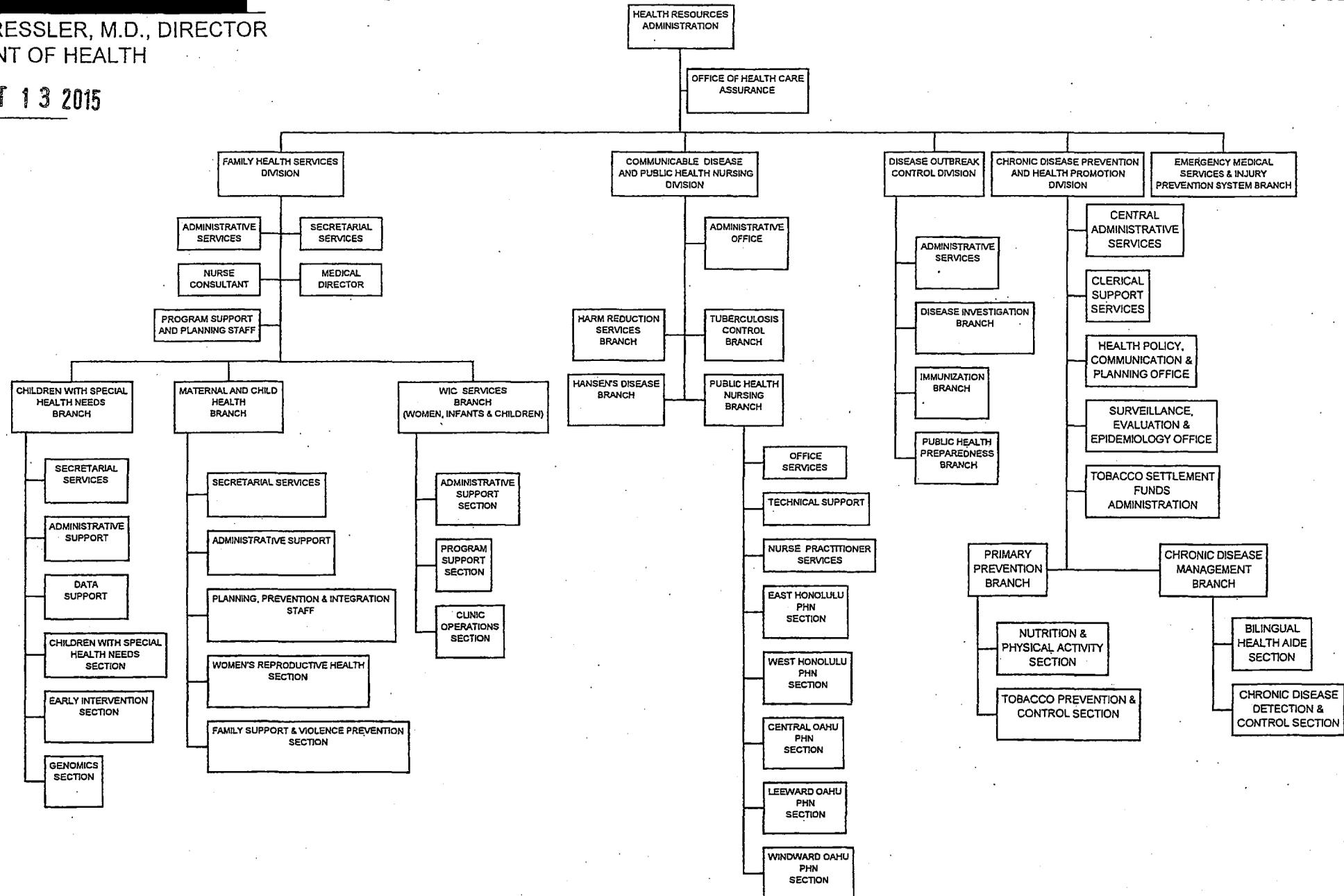
Conducts port-of-entry surveillance for immigrant vector species at seaports through shipboard inspection, at airports through aircraft inspection and disinfection, ovitrapping, rodent inspection and trapping and entomological surveys.

ACKNOWLEDGED:



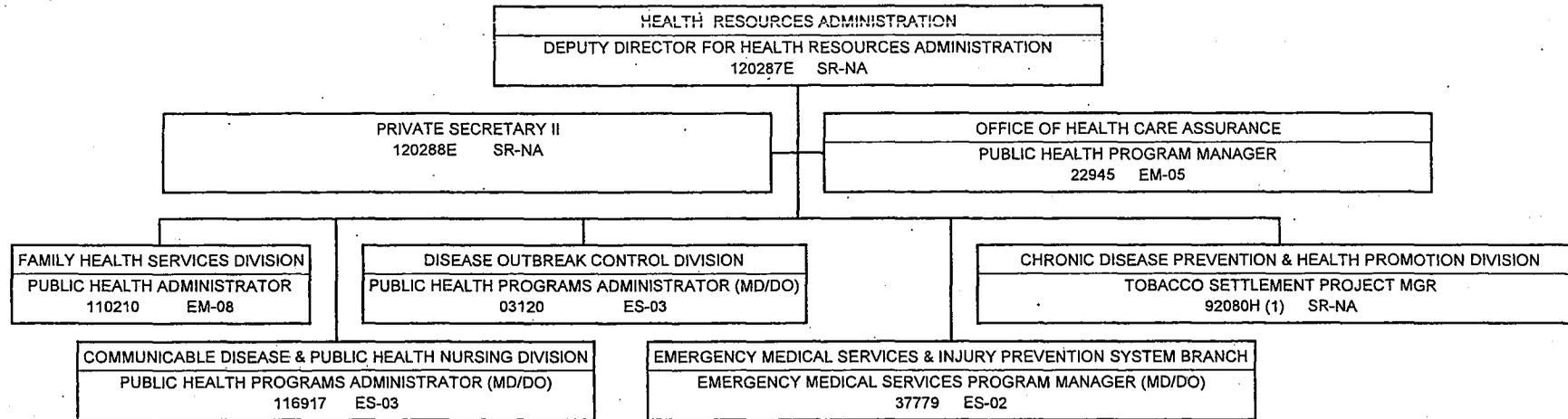
VIRGINIA PRESSLER, M.D., DIRECTOR  
DEPARTMENT OF HEALTH

DATE: OCT 13 2015

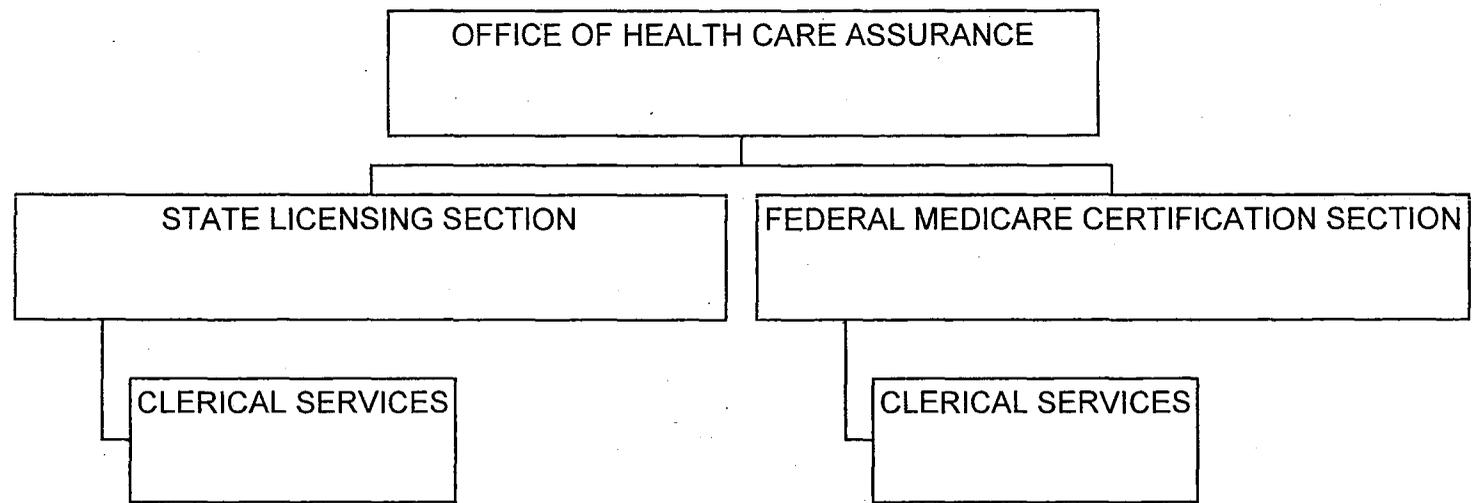


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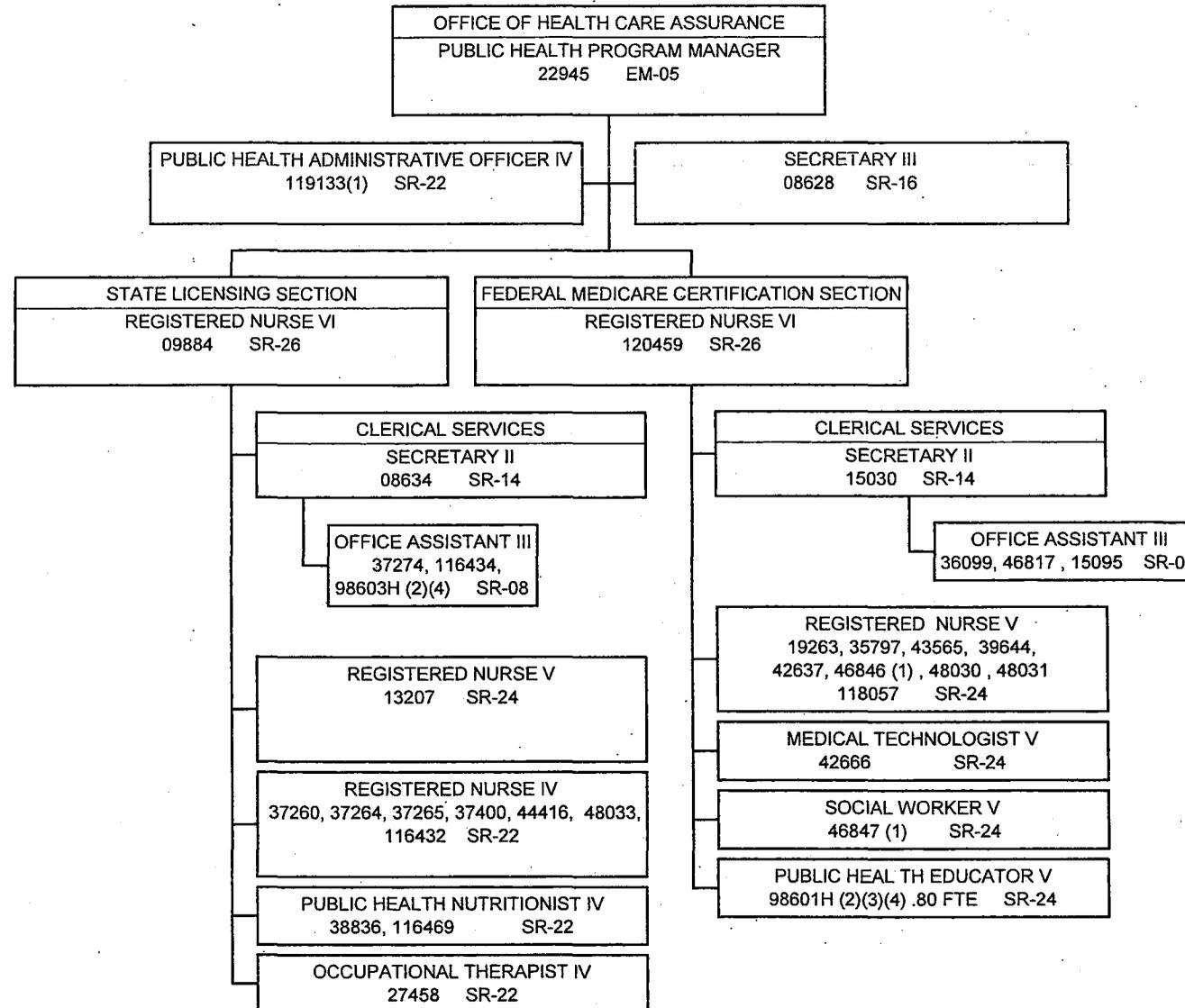
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.



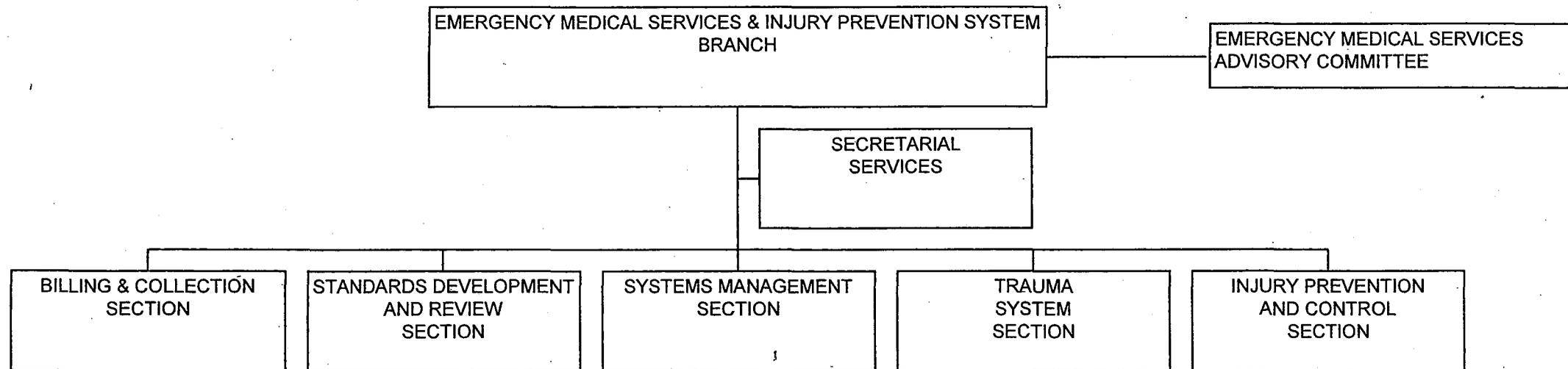
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 OFFICE OF HEALTH CARE ASSURANCE  
 POSITION ORGANIZATION CHART



(1) 80% FED FUNDS; 20% GEN FUNDS.  
 (2) TO BE ESTABLISHED.  
 (3) TO BE POSITION VARIANCED.  
 (4) DELETED.

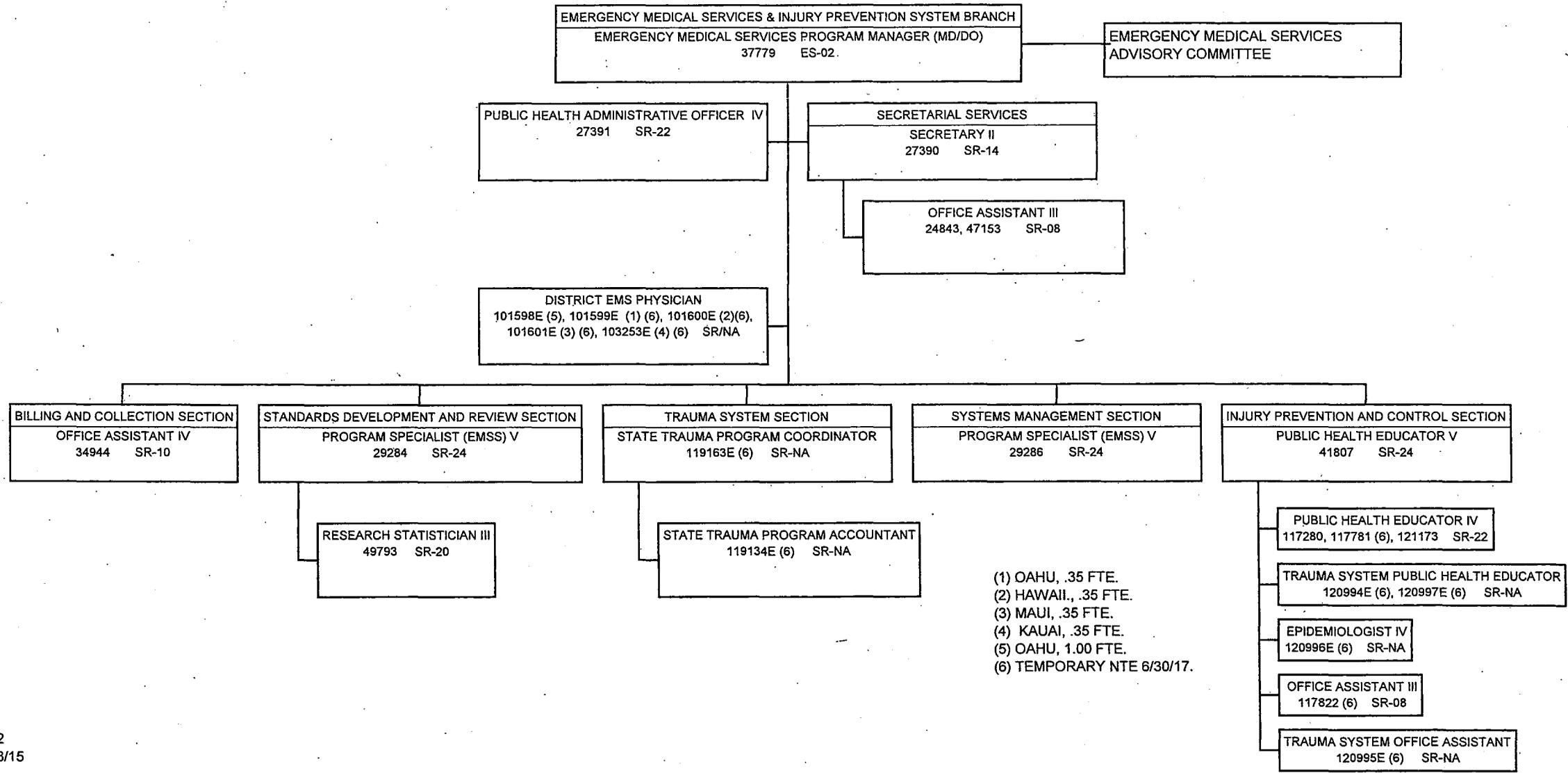
EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

ORGANIZATION CHART



EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

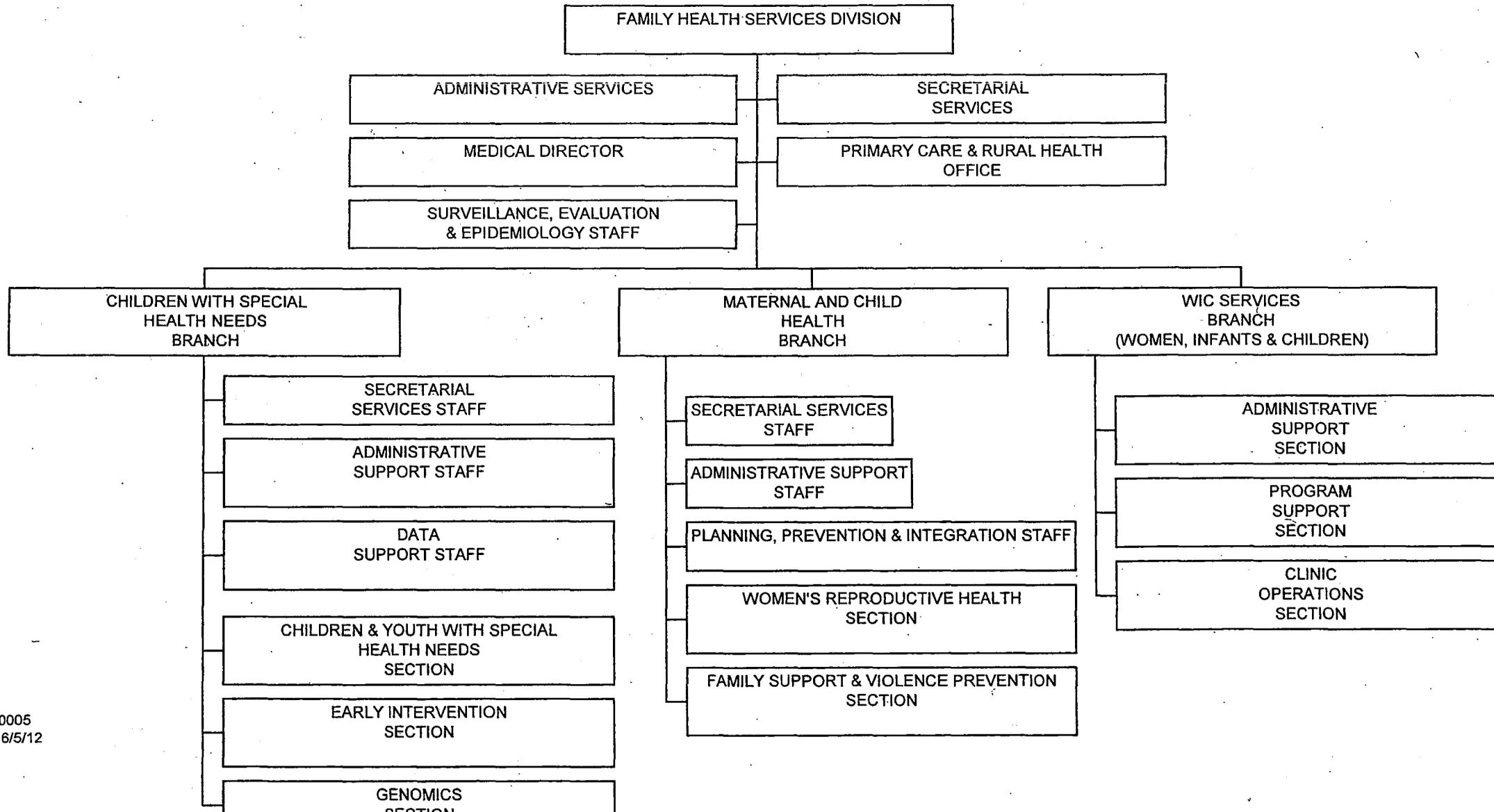
POSITION ORGANIZATION CHART



(1) OAHU, .35 FTE.  
 (2) HAWAII, .35 FTE.  
 (3) MAUI, .35 FTE.  
 (4) KAUAI, .35 FTE.  
 (5) OAHU, 1.00 FTE.  
 (6) TEMPORARY NTE 6/30/17.

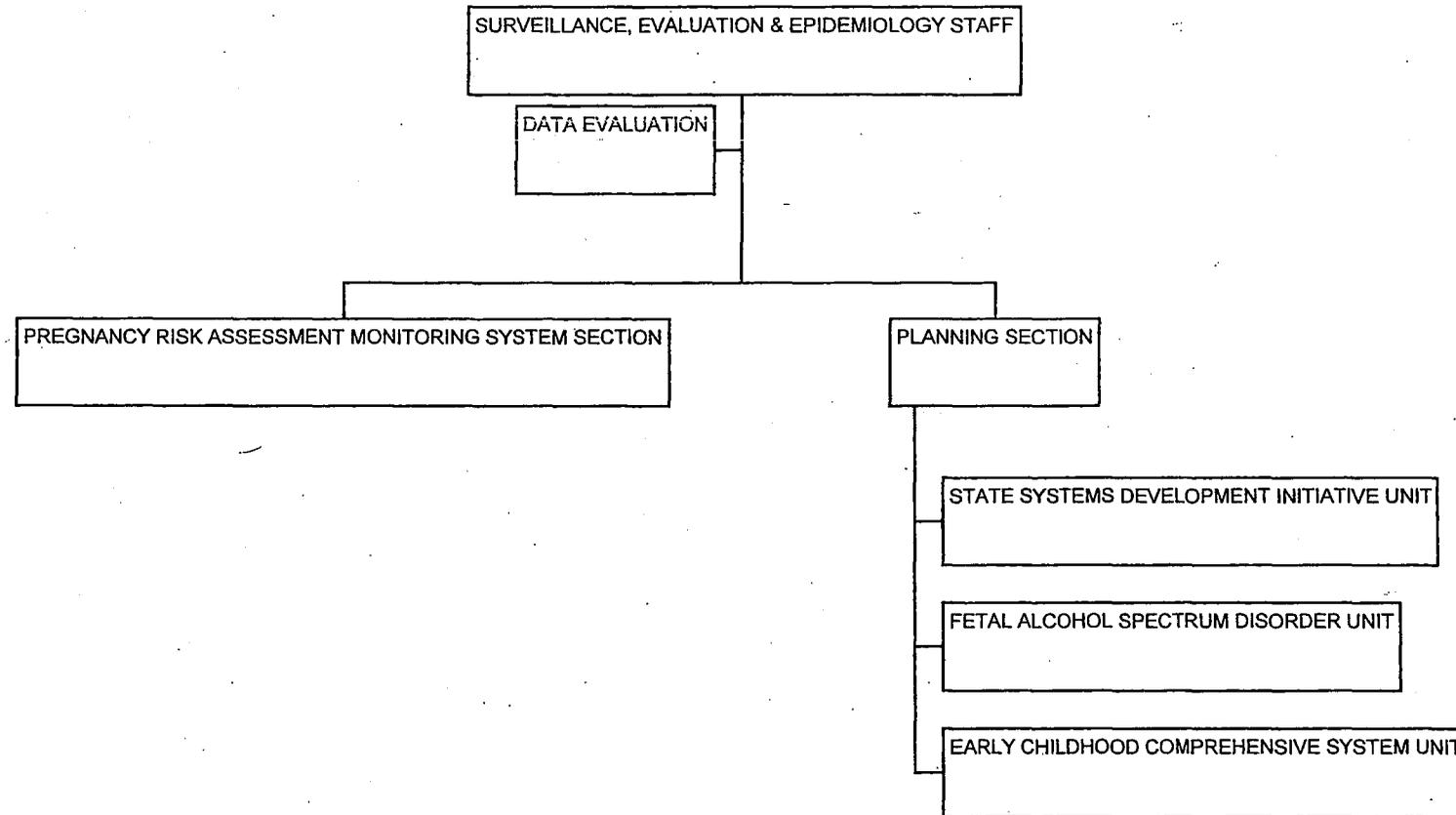
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH  
 MATERNAL AND CHILD HEALTH BRANCH  
 WIC SERVICES BRANCH

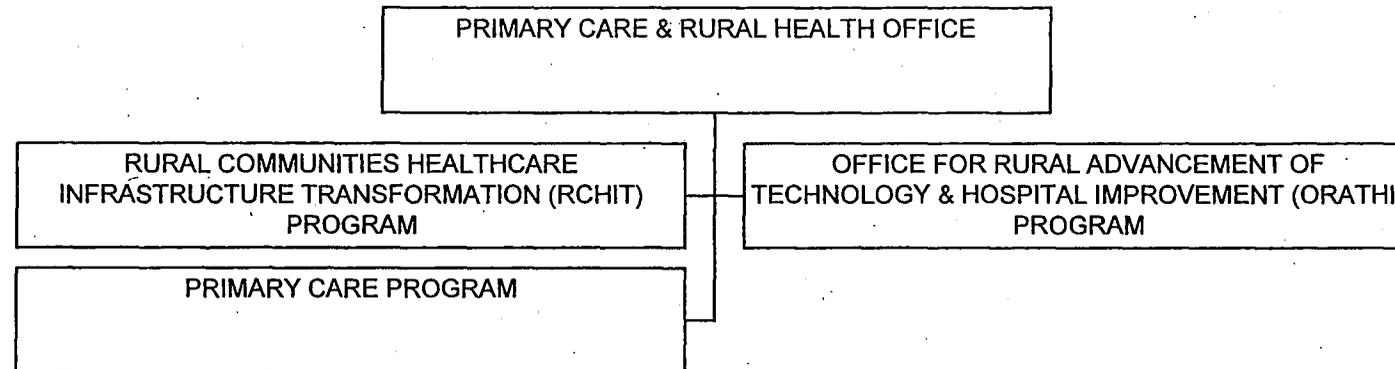
ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SYSTEMS DIVISION  
SURVEILLANCE, EVALUATION & EPIDEMIOLOGY STAFF

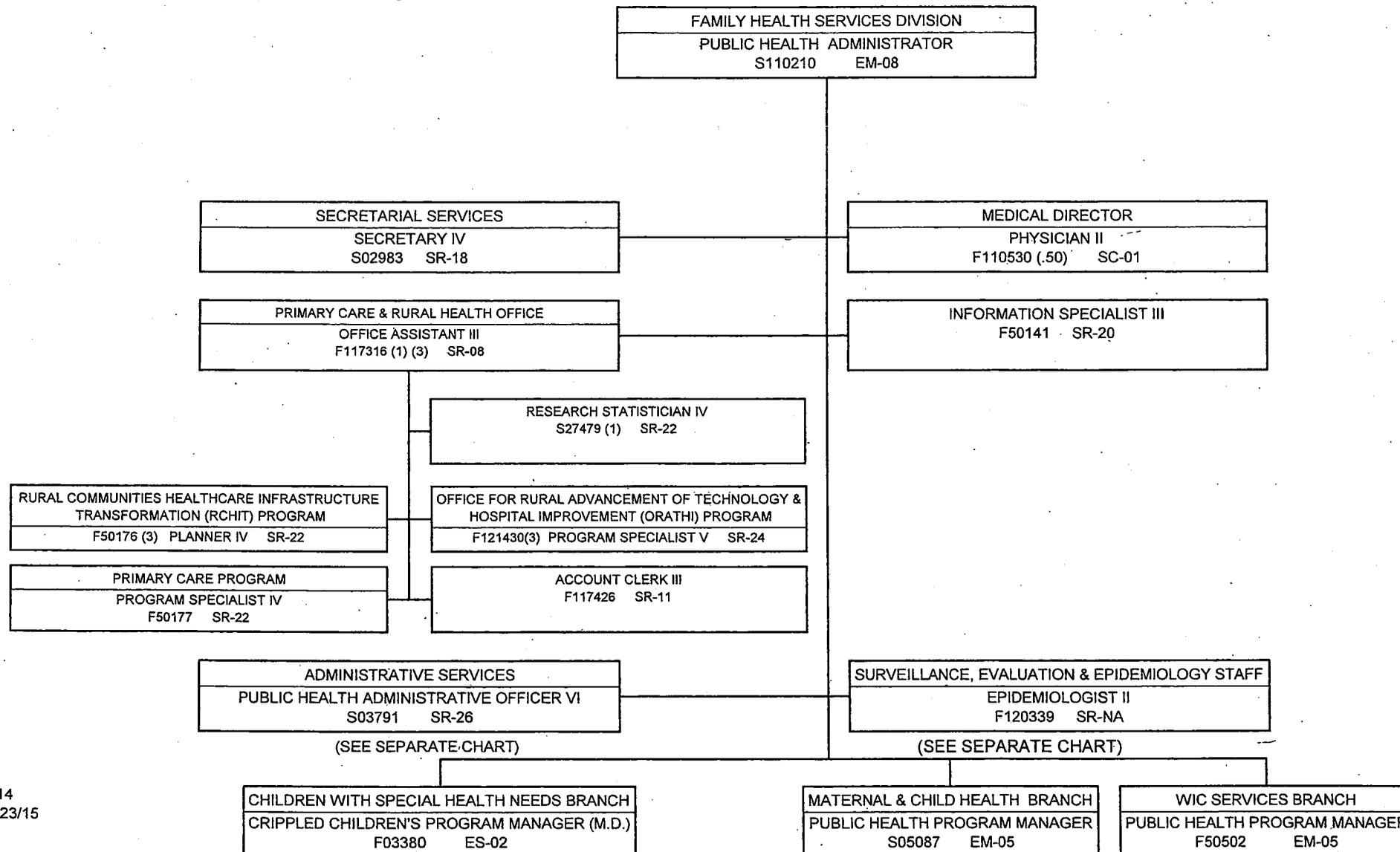
ORGANIZATION CHART





STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION

POSITION ORGANIZATION CHART



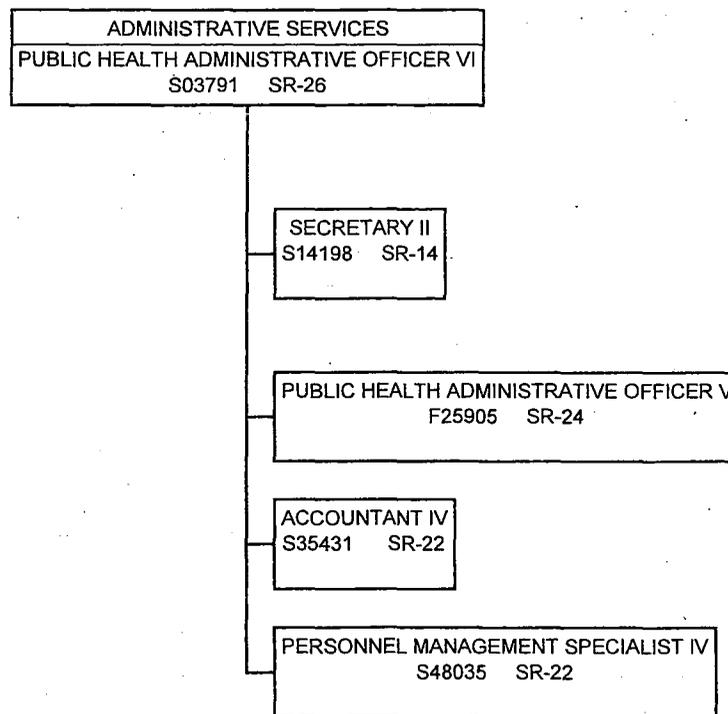
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 REV. 6/23/15

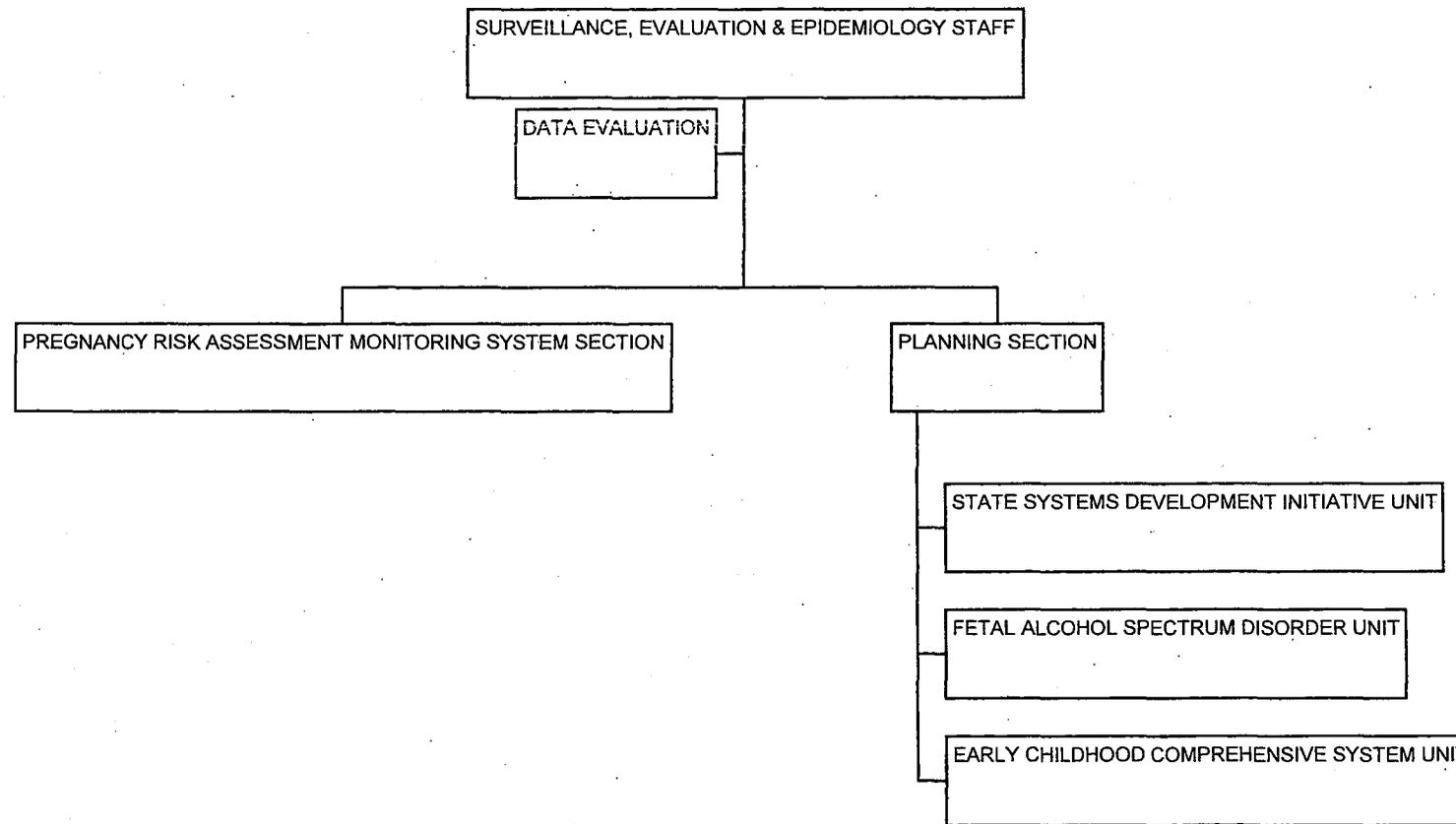
(1) TO BE POSITION VARIANCED.  
 (2) TO BE ESTABLISHED.  
 (3) TEMPORARY, NTE 6/30/17

JUN 30 2015

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
ADMINISTRATIVE SERVICES

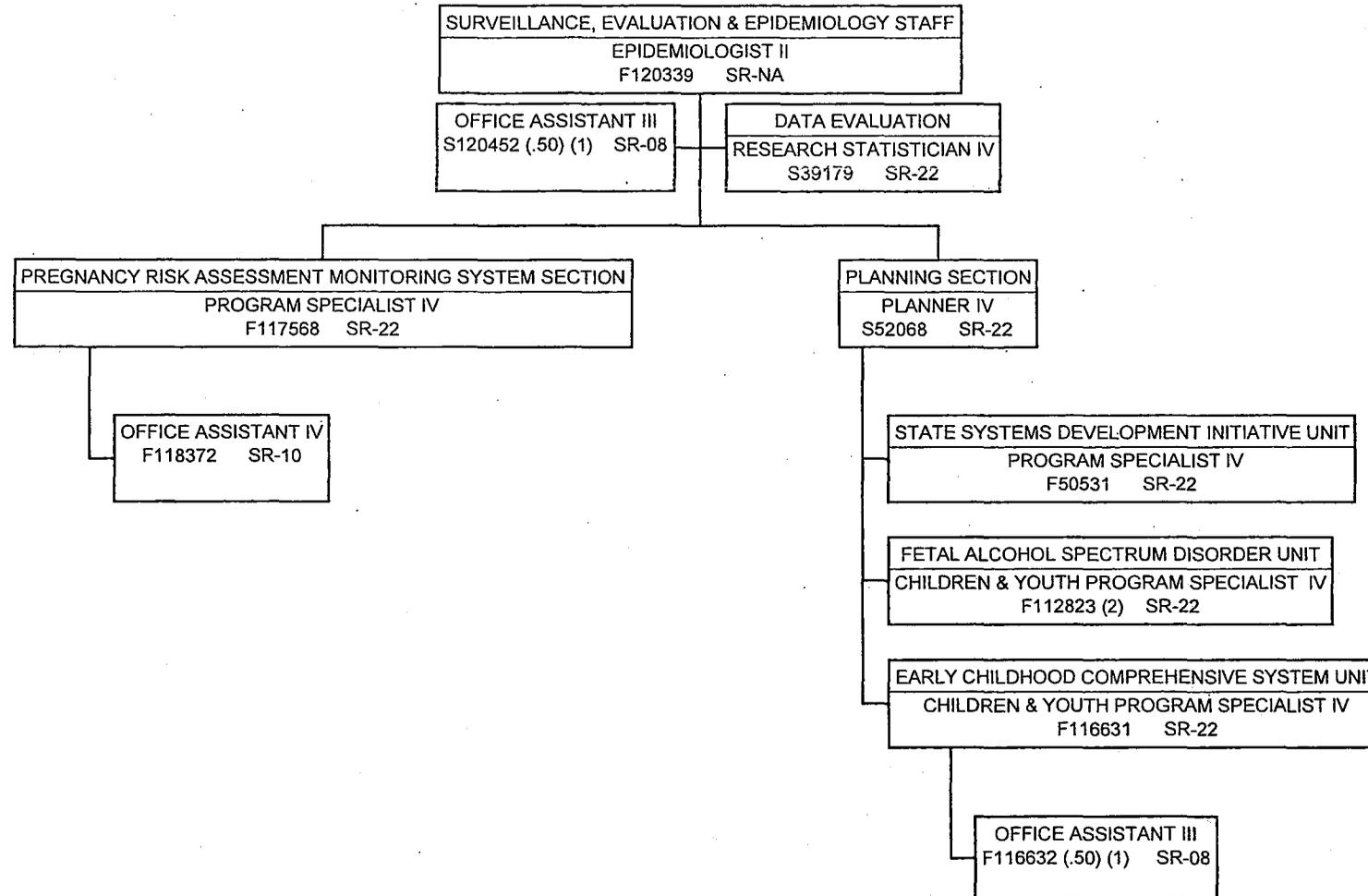
POSITION ORGANIZATION CHART



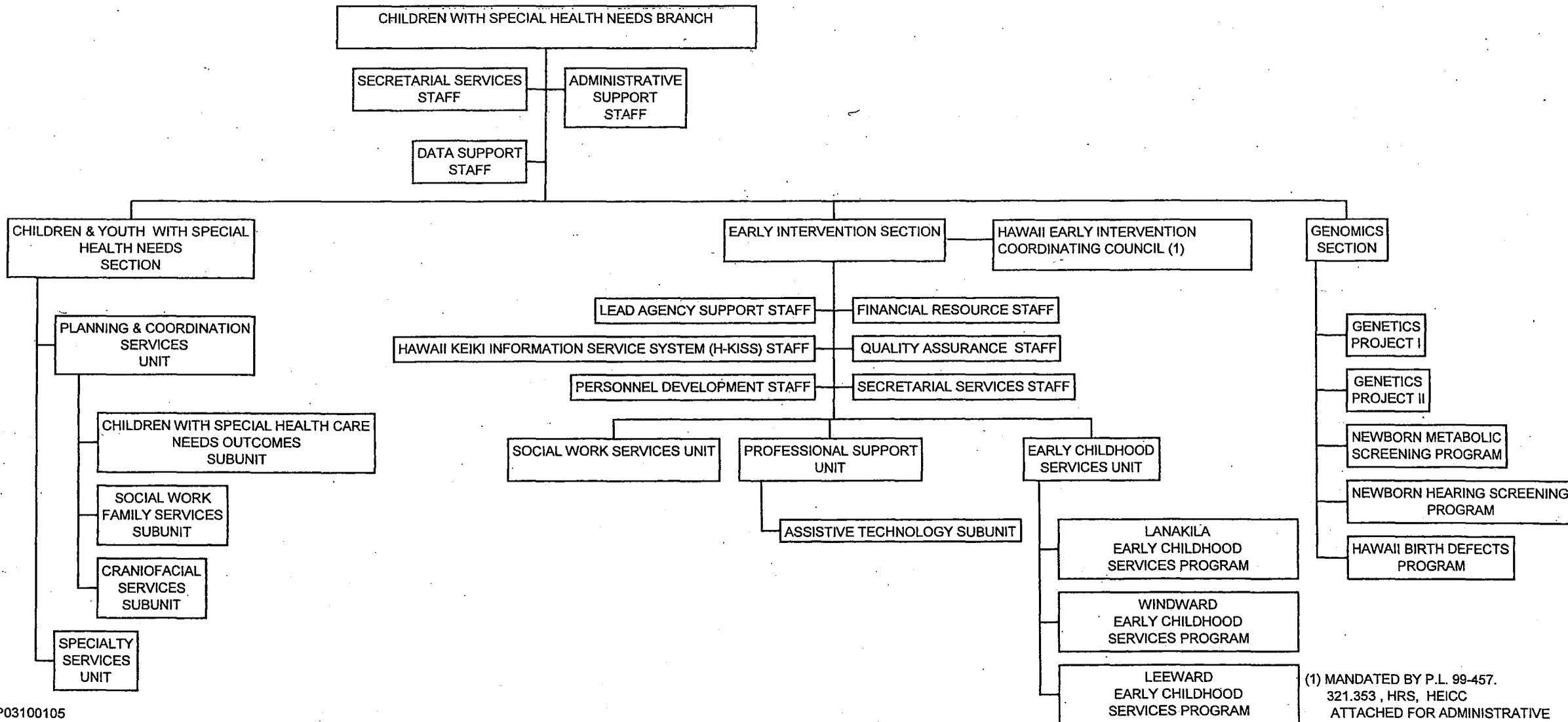


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 SURVEILLANCE, EVALUATION & EPIDEMIOLOGY STAFF

POSITION ORGANIZATION CHART



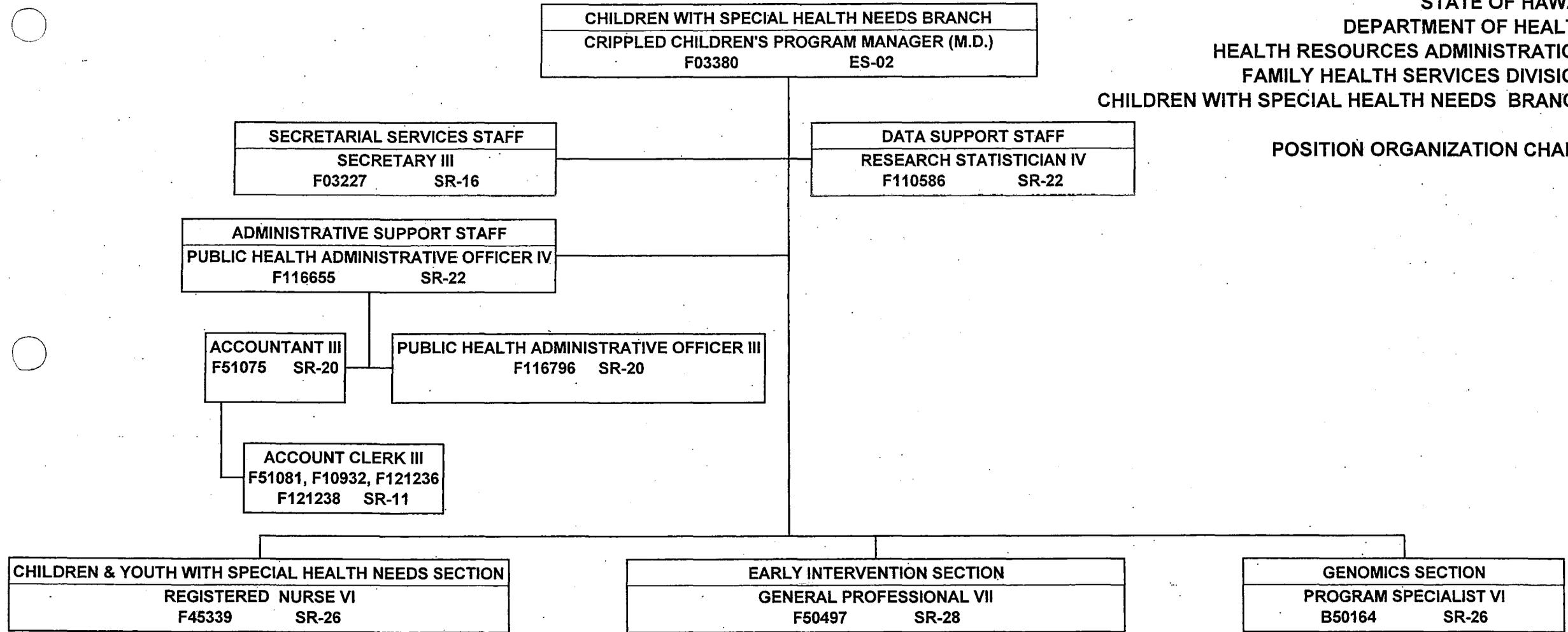
(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE ABOLISHED.



(1) MANDATED BY P.L. 99-457.  
 321.353, HRS, HEICC  
 ATTACHED FOR ADMINISTRATIVE  
 PURPOSES.

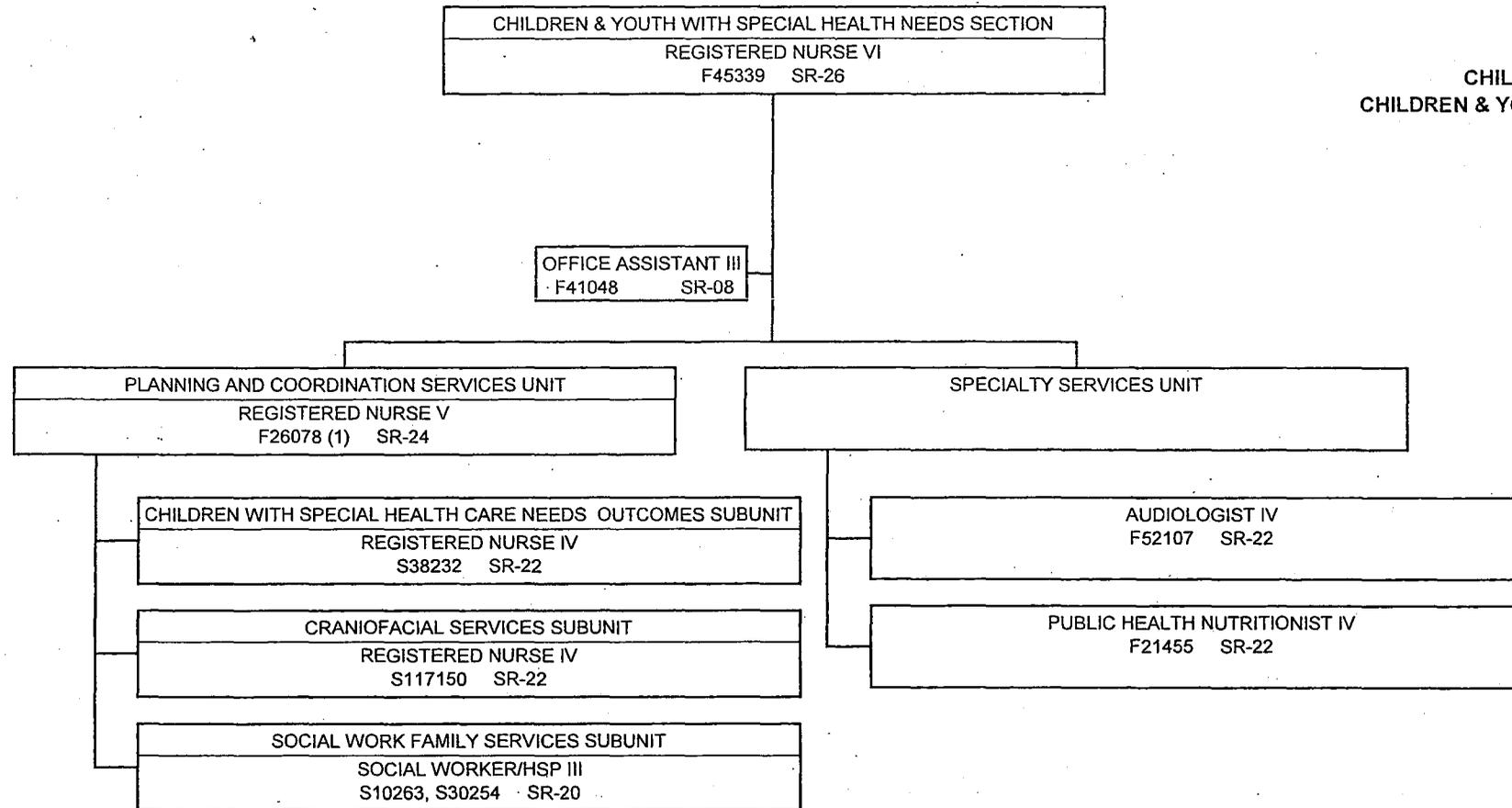
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH  
 CHILDREN & YOUTH WITH SPECIAL HEALTH NEEDS SECTION

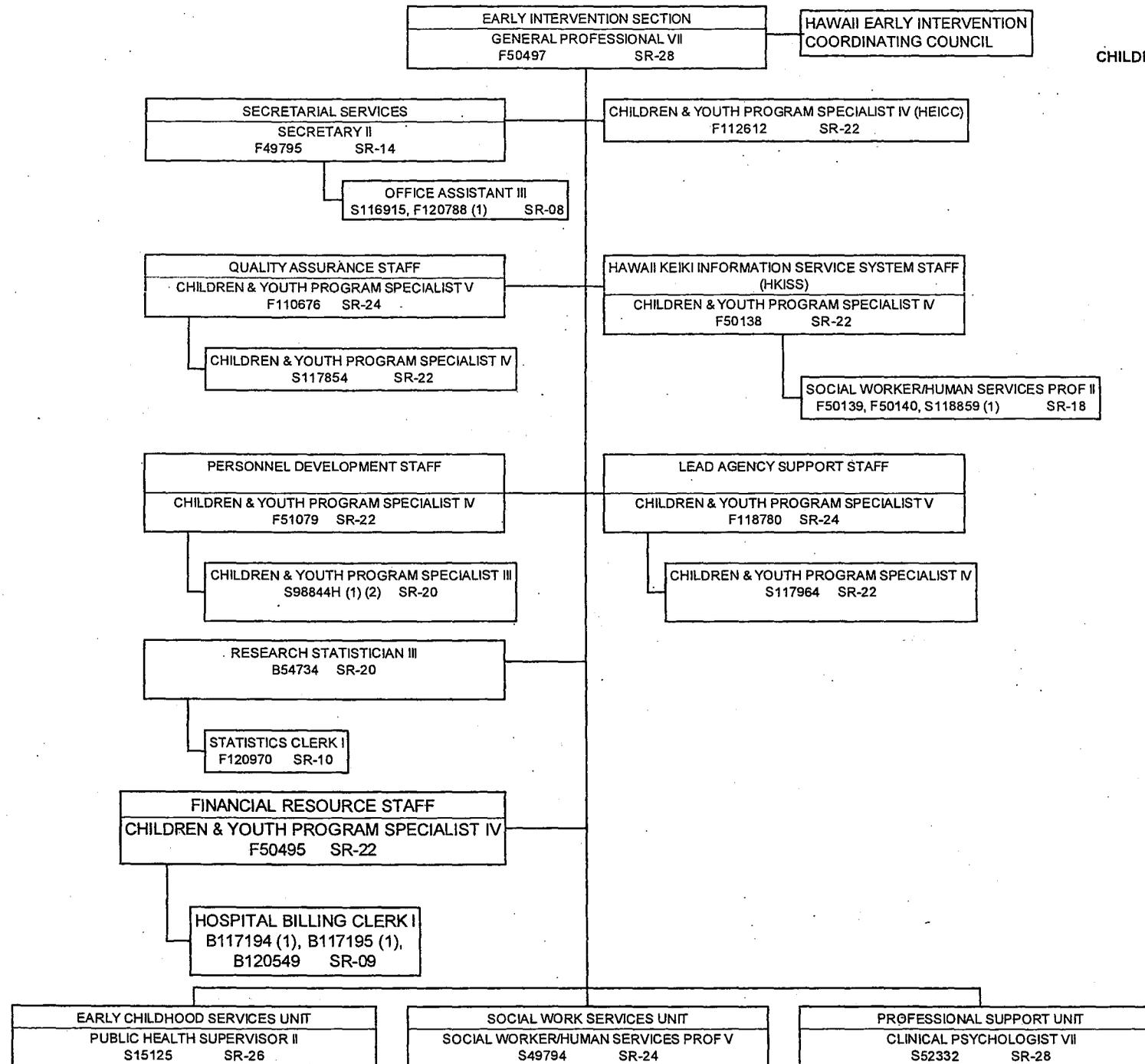
POSITION ORGANIZATION CHART



(1) ABOLISHED.

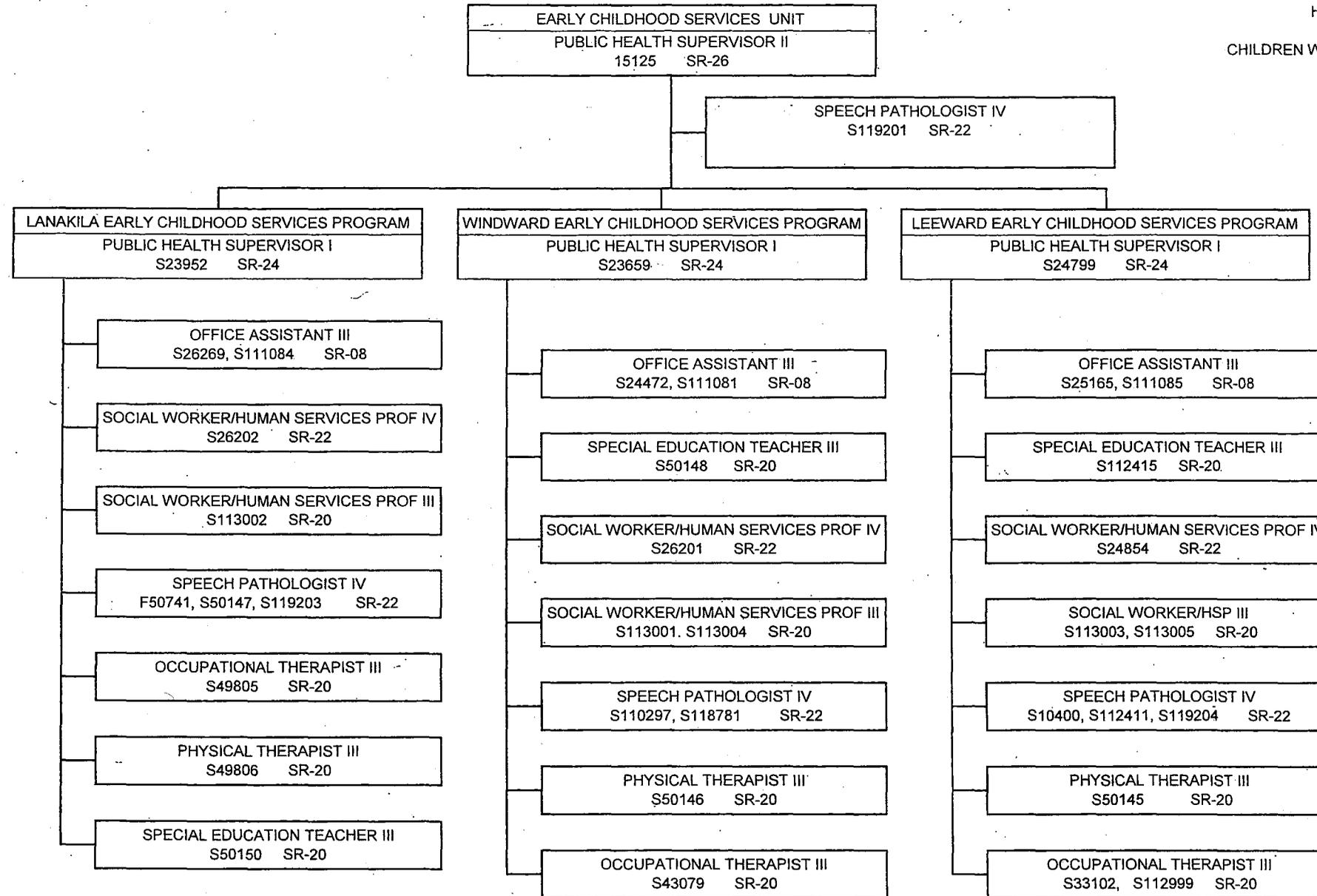
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH  
 EARLY INTERVENTION SECTION

POSITION ORGANIZATION CHART



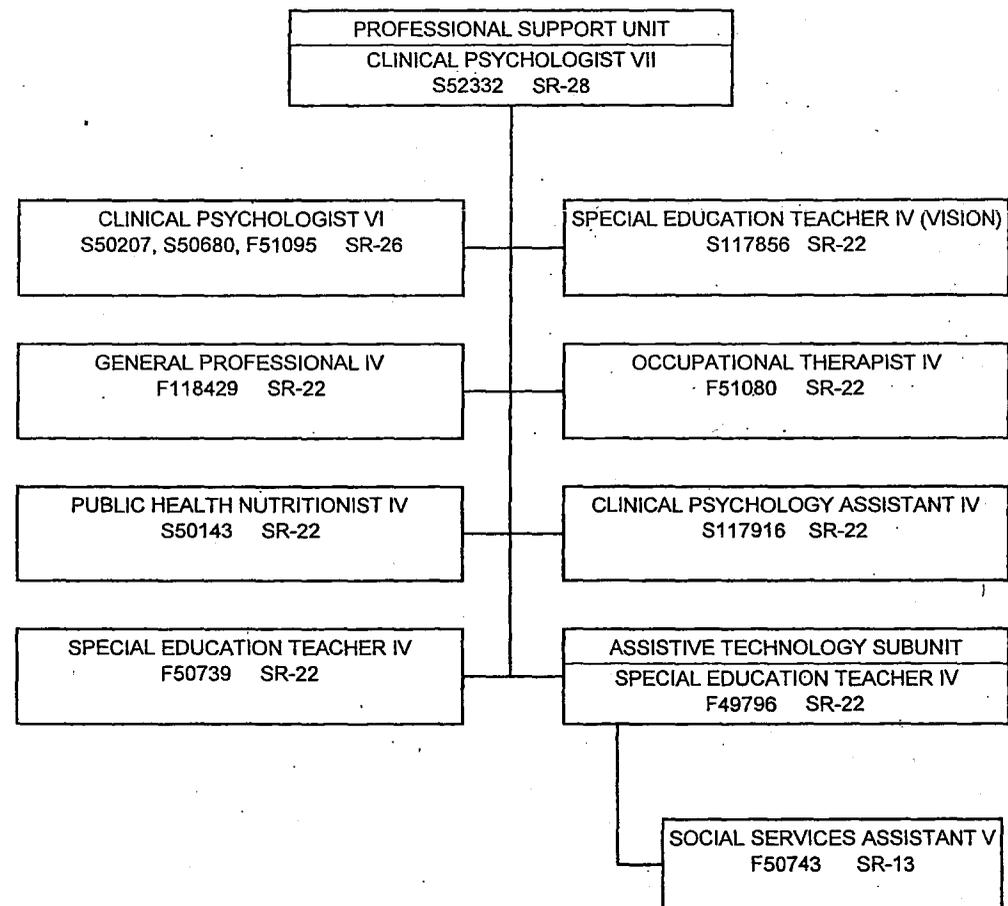
(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE ESTABLISHED.

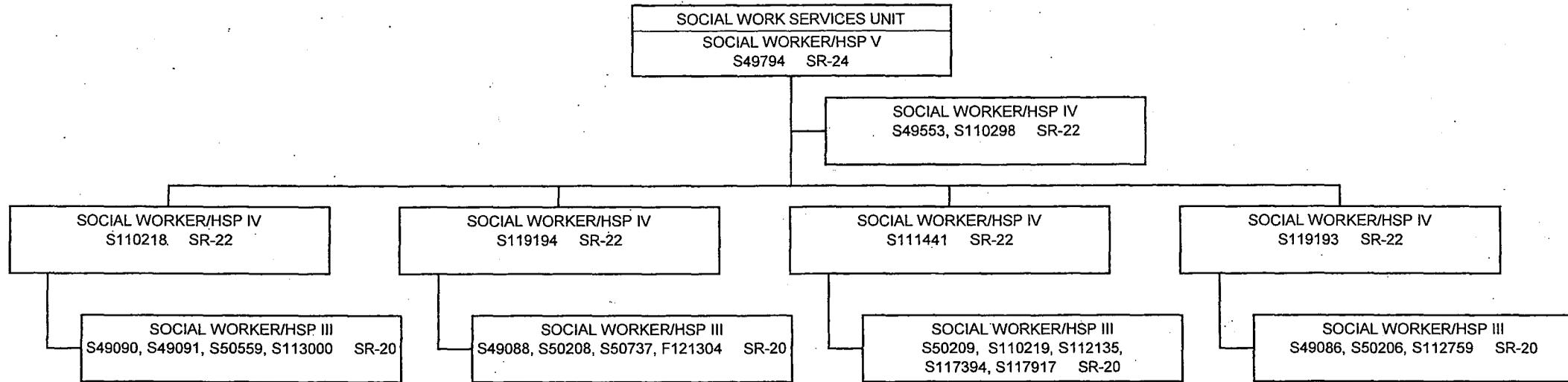
JUN 30 2015



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH  
 EARLY INTERVENTION SECTION  
 PROFESSIONAL SUPPORT UNIT

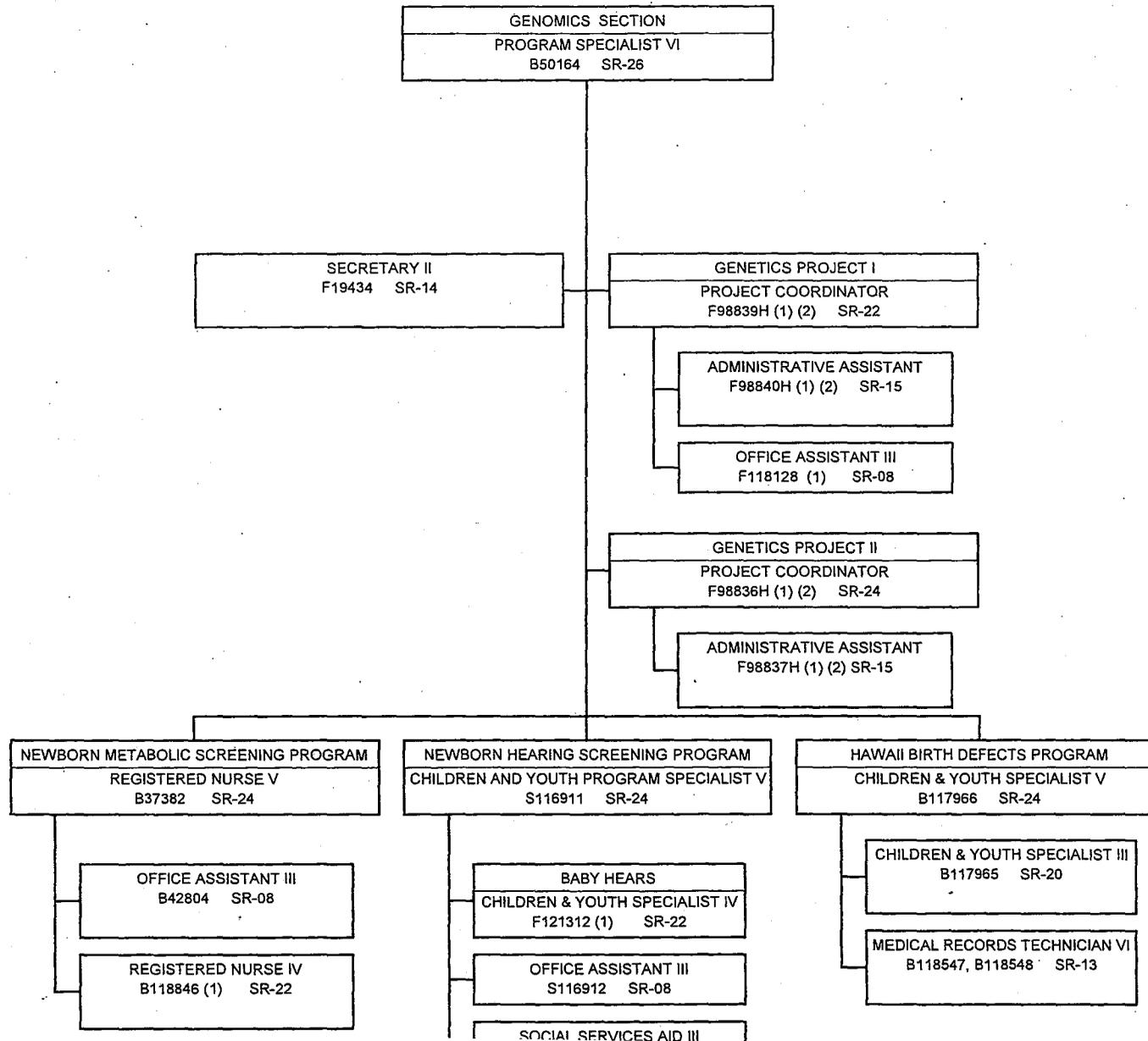
POSITION ORGANIZATION CHART





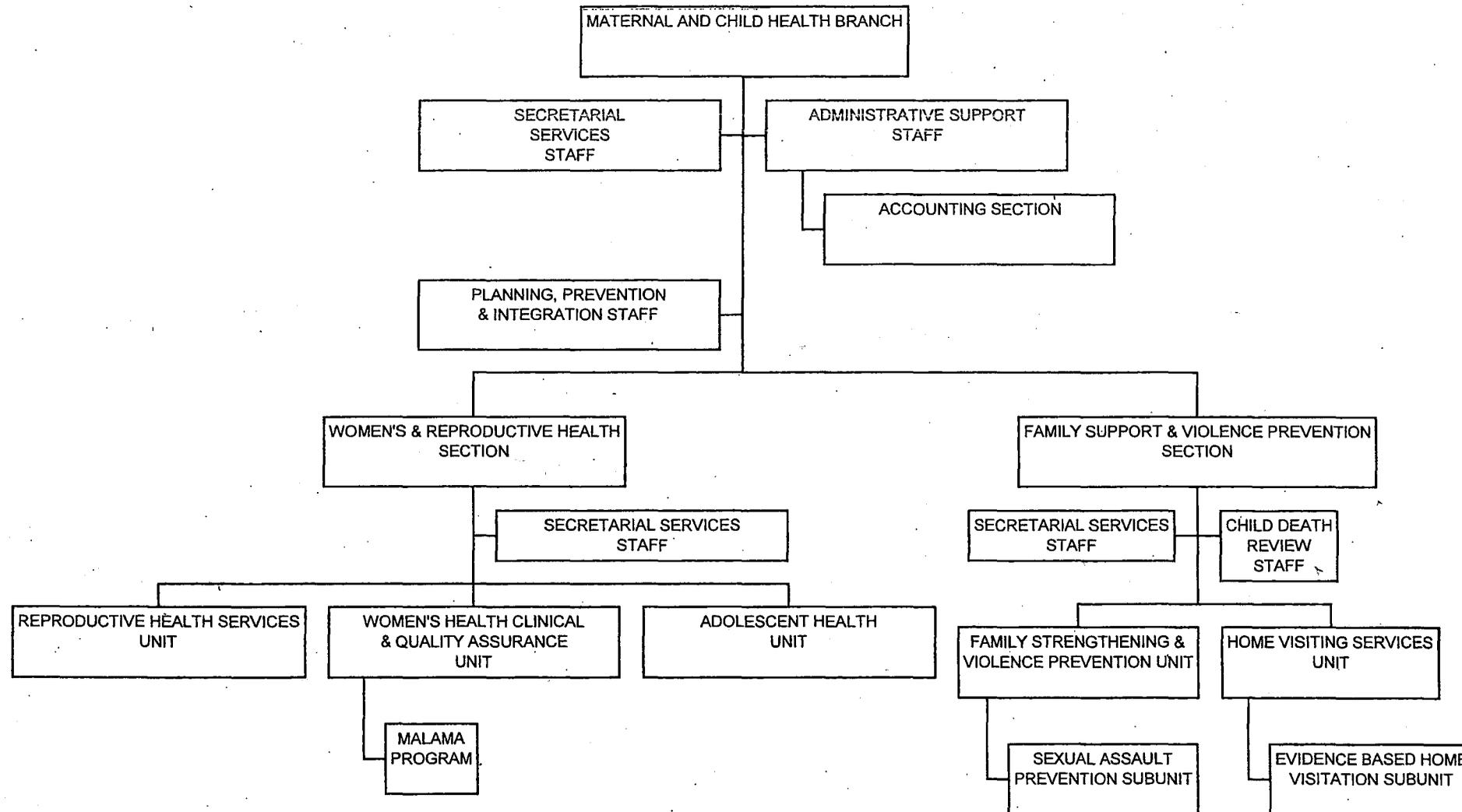
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALD NEEDS BRANCH  
 GENOMICS SECTION

POSITION ORGANIZATION CHART



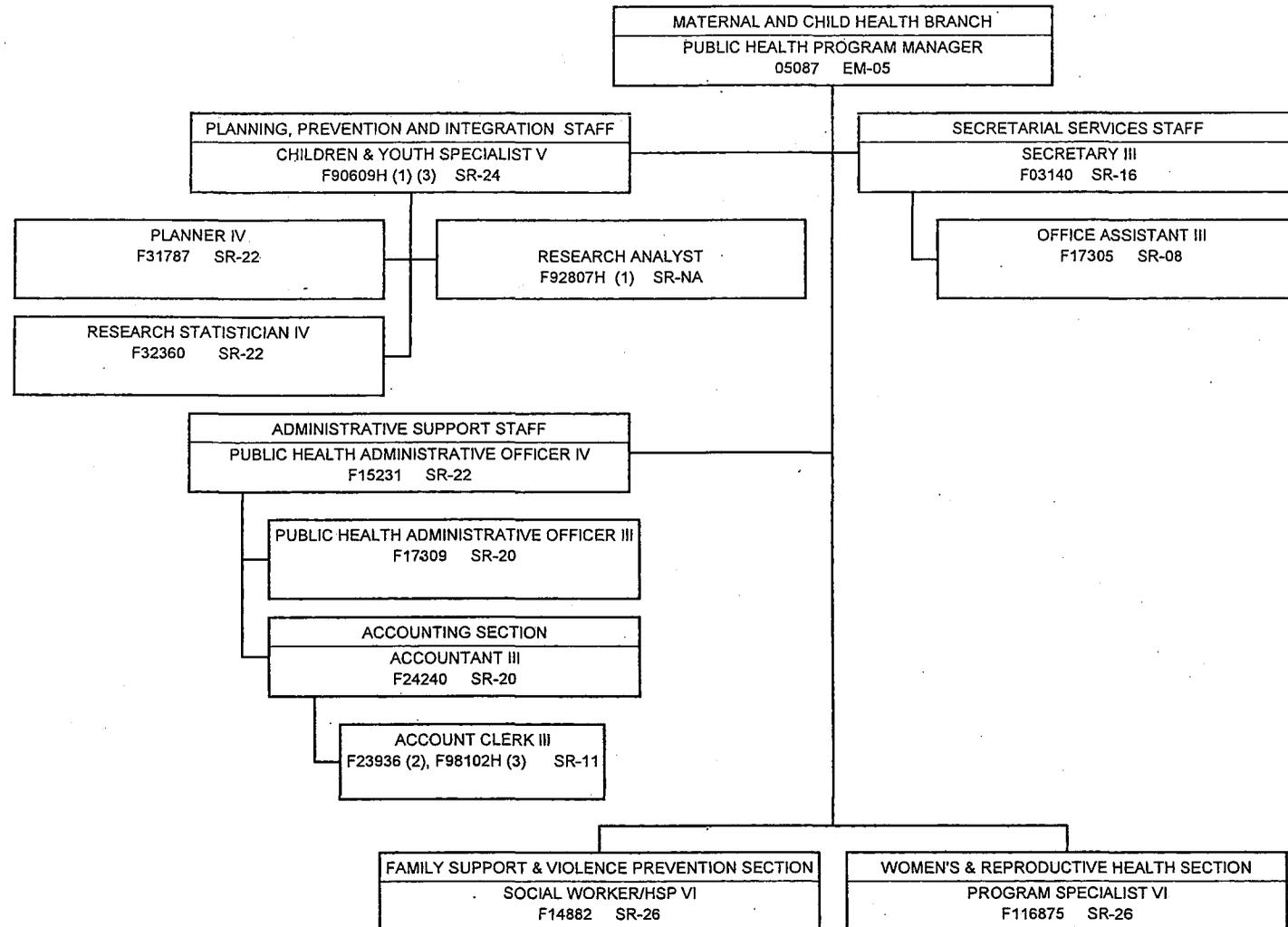
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
MATERNAL AND CHILD HEALTH BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 MATERNAL AND CHILD HEALTH BRANCH

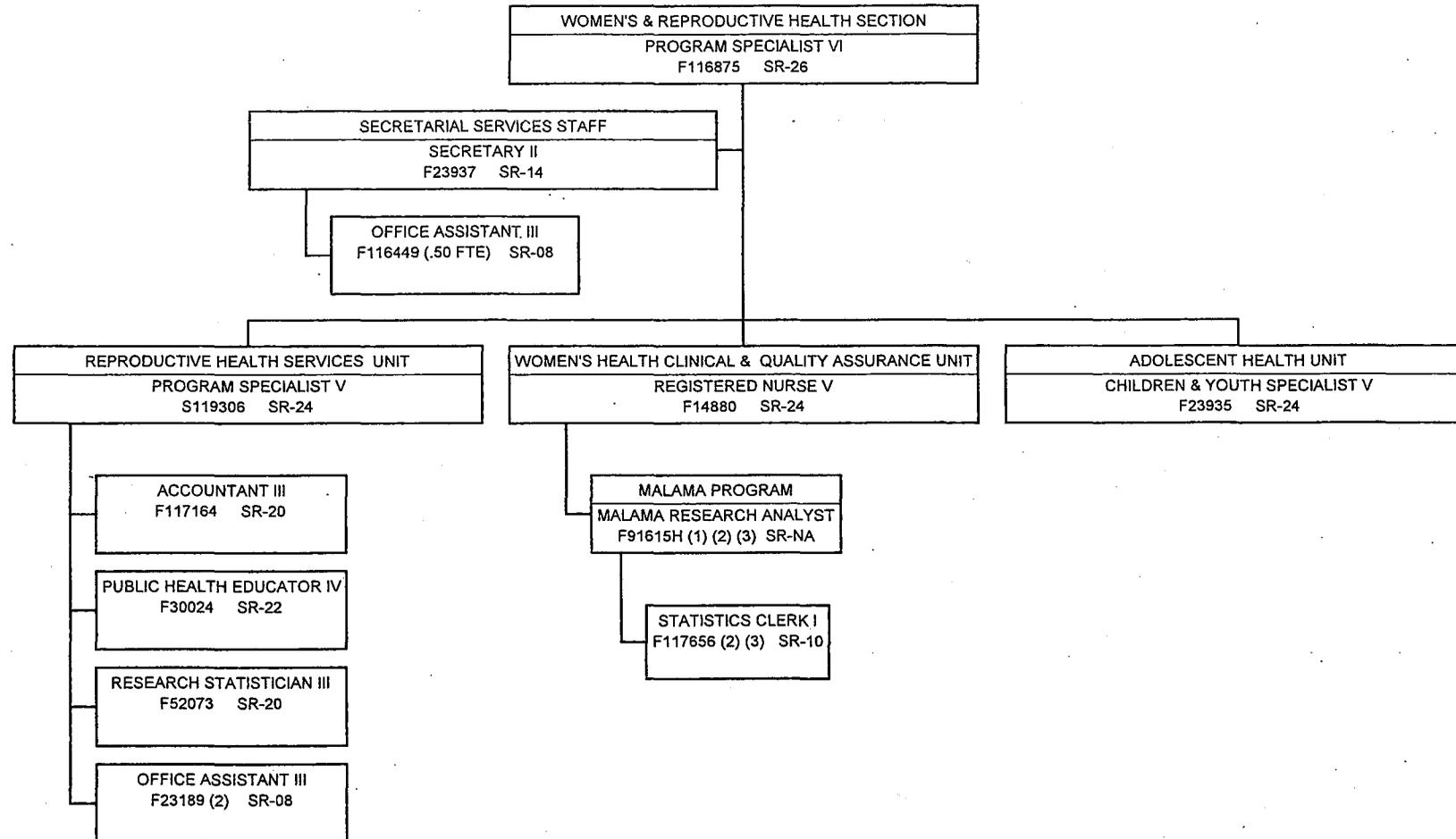
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TEMPORARY, NTE 6/30/17.  
 (3) TEMPORARY, NTE 6/30/15; DELETED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 MATERNAL AND CHILD HEALTH BRANCH  
 WOMEN'S REPRODUCTIVE HEALTH SECTION

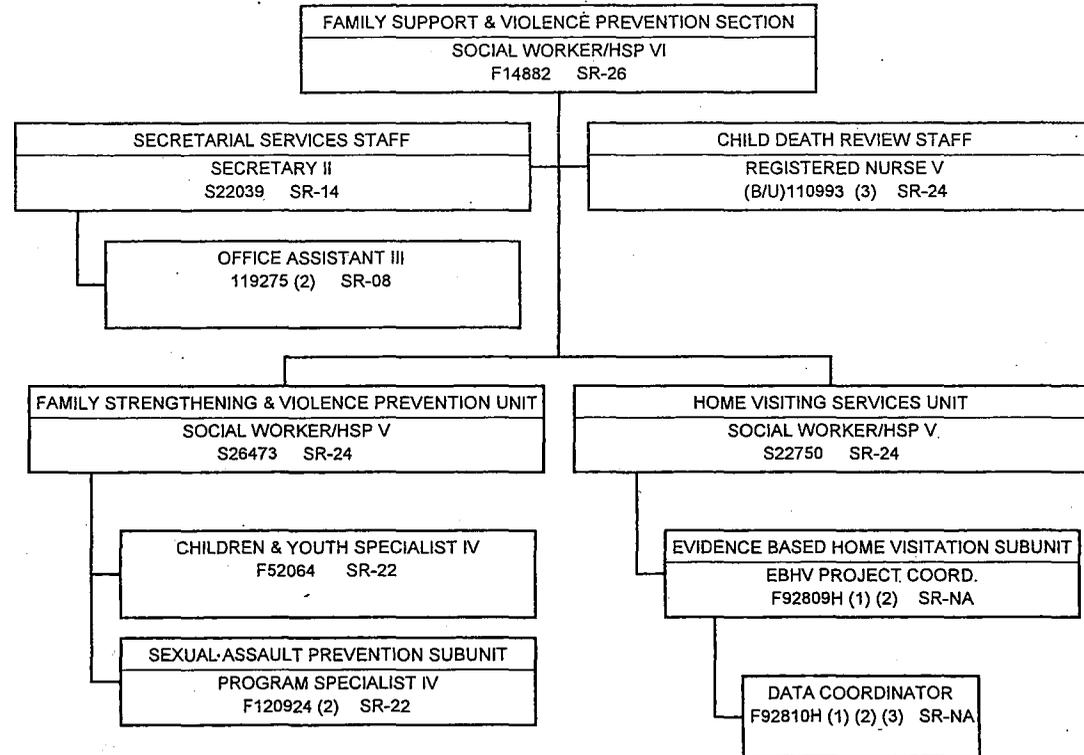
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TEMPORARY, NTE 6/30/15.  
 (3) DELETED, ABOLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 MATERNAL AND CHILD HEALTH BRANCH  
 FAMILY SUPPORT & VIOLENCE PREVENTION SECTION

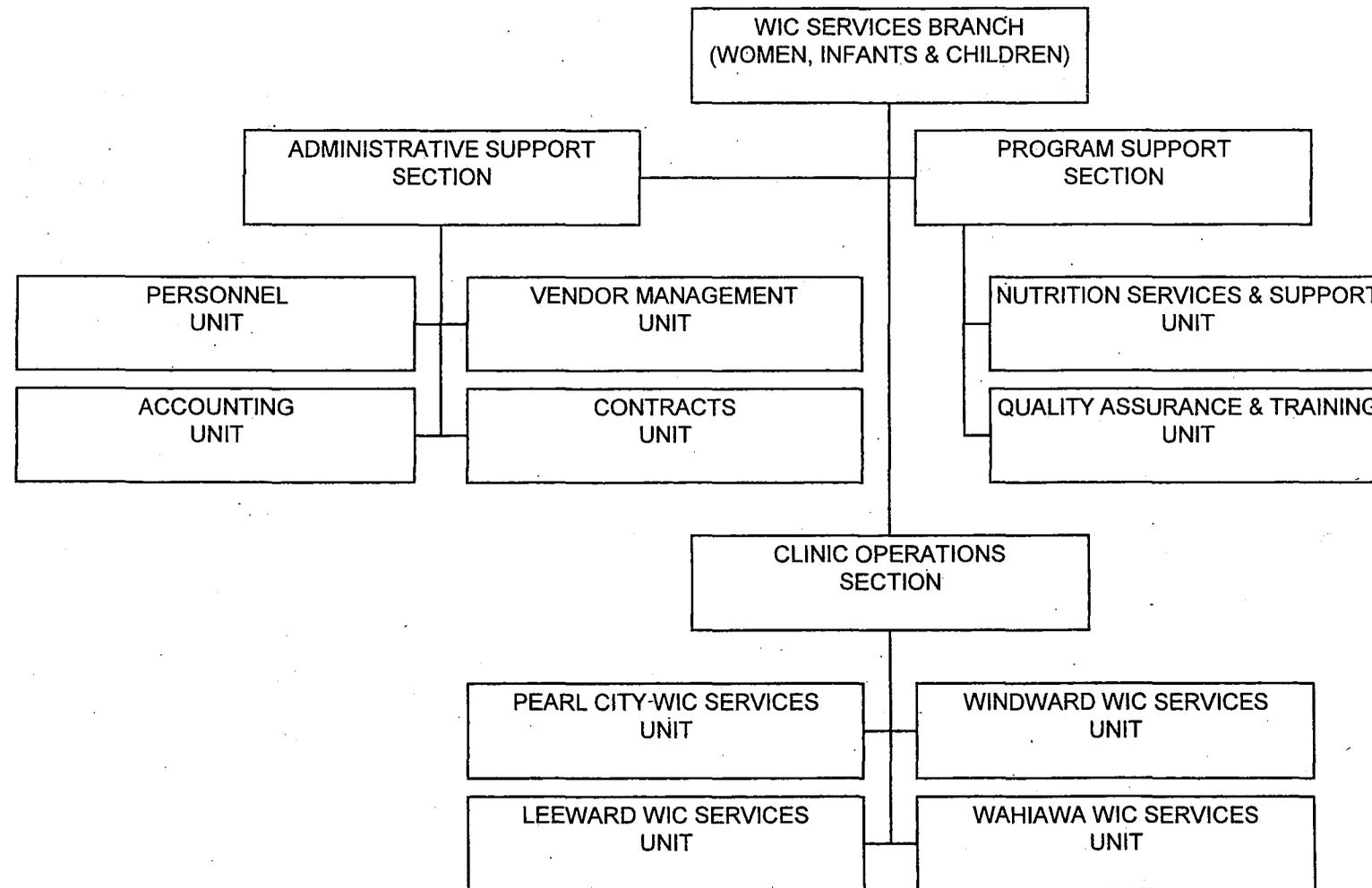
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TEMPORARY, NTE 6/30/17.  
 (3) ABOLISHED, DELETED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
WIC SERVICES BRANCH

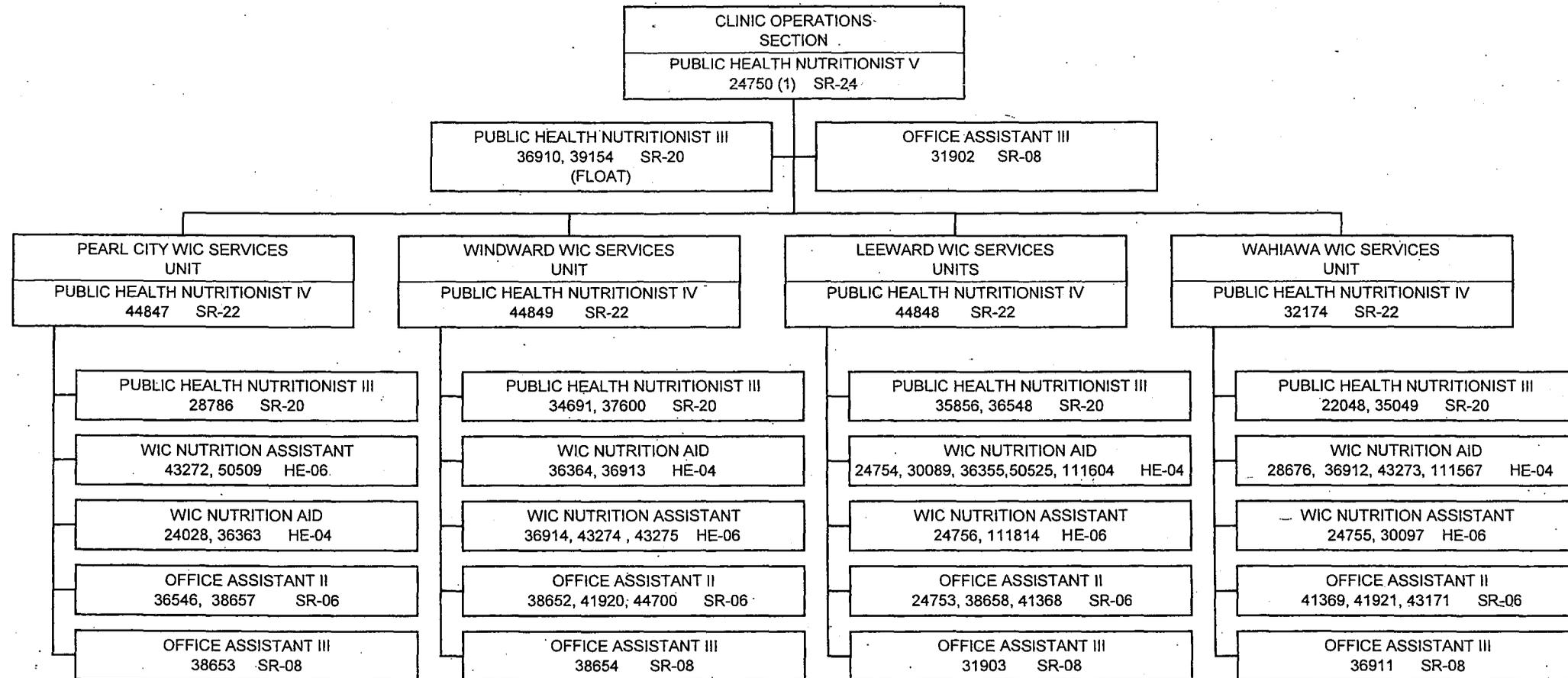
ORGANIZATION CHART





STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 WIC SERVICES BRANCH  
 CLINIC OPERATIONS SECTION

POSITION ORGANIZATION CHART



(1) Clinic Operations Section Supervisor  
 (Public Health Nutritionist V, #24750),  
 will supervise Wic Services via  
 Public Health Nutritionist IV's in each  
 District Health Office (Hawaii, Maui, Kauai).

ACKNOWLEDGED:



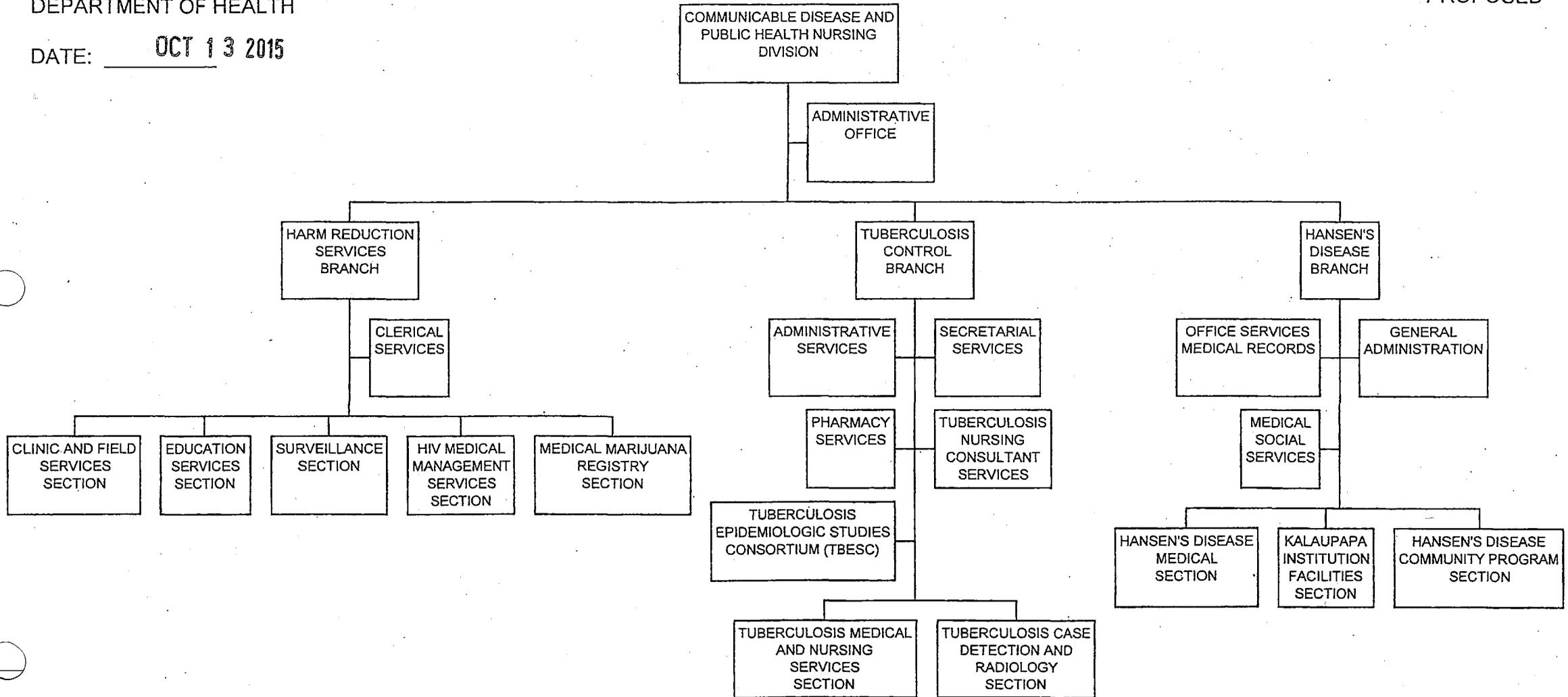
VIRGINIA PRESSLER, M.D., DIRECTOR  
DEPARTMENT OF HEALTH

DATE: OCT 13 2015

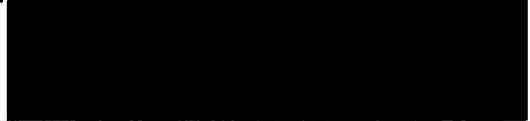
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION

ORGANIZATION CHART

PROPOSED



ACKNOWLEDGED:



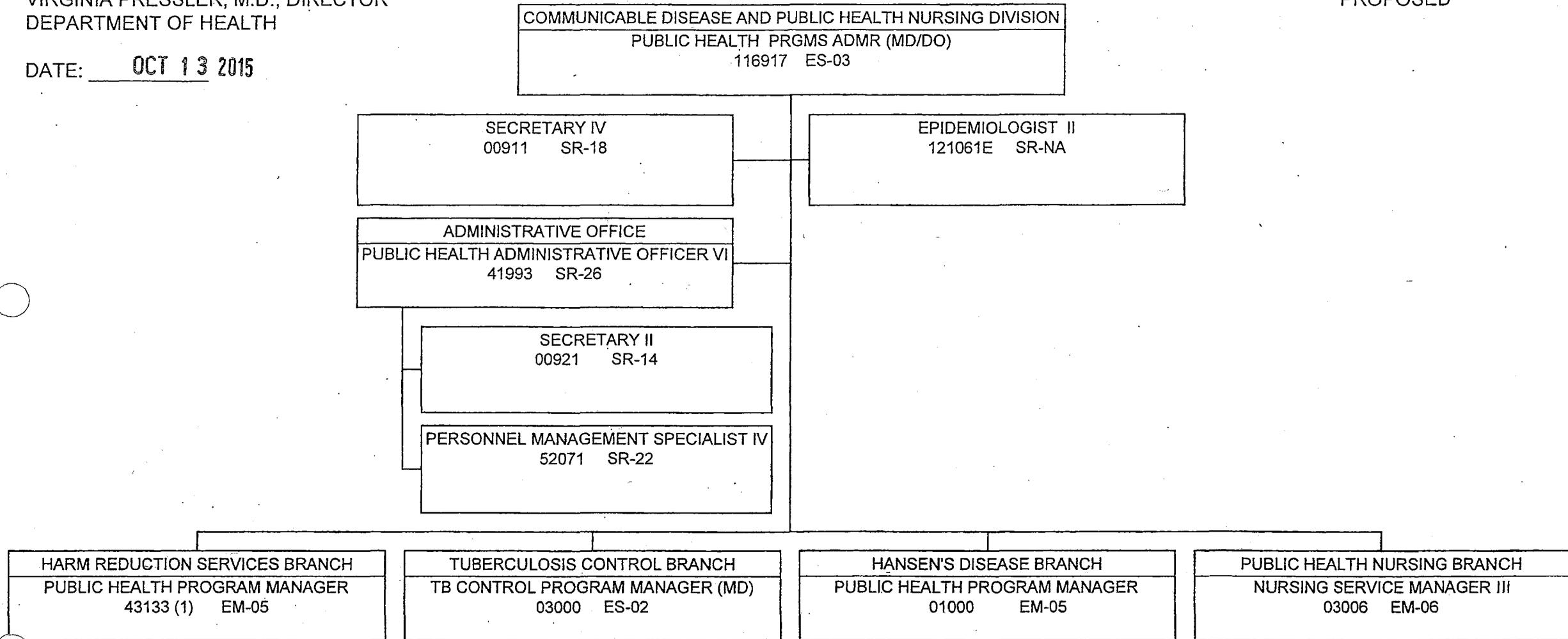
VIRGINIA PRESSLER, M.D., DIRECTOR  
DEPARTMENT OF HEALTH

DATE: OCT 13 2015

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION

POSITION ORGANIZATION CHART

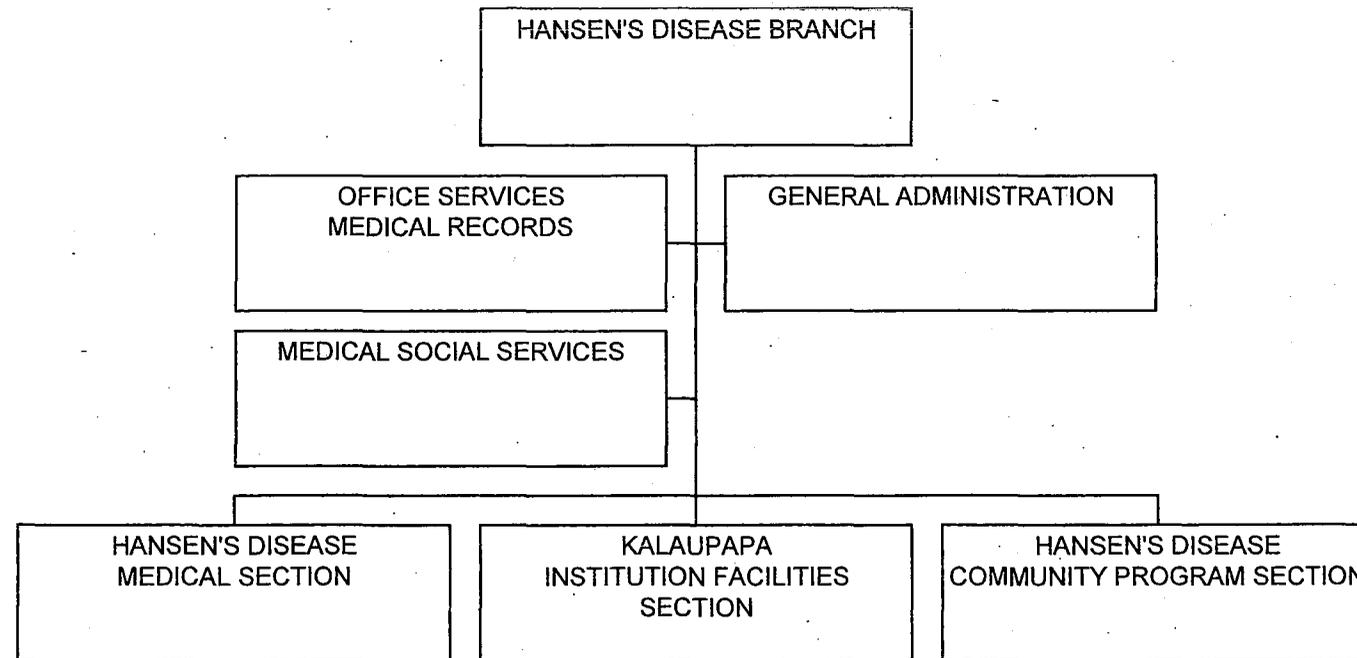
PROPOSED

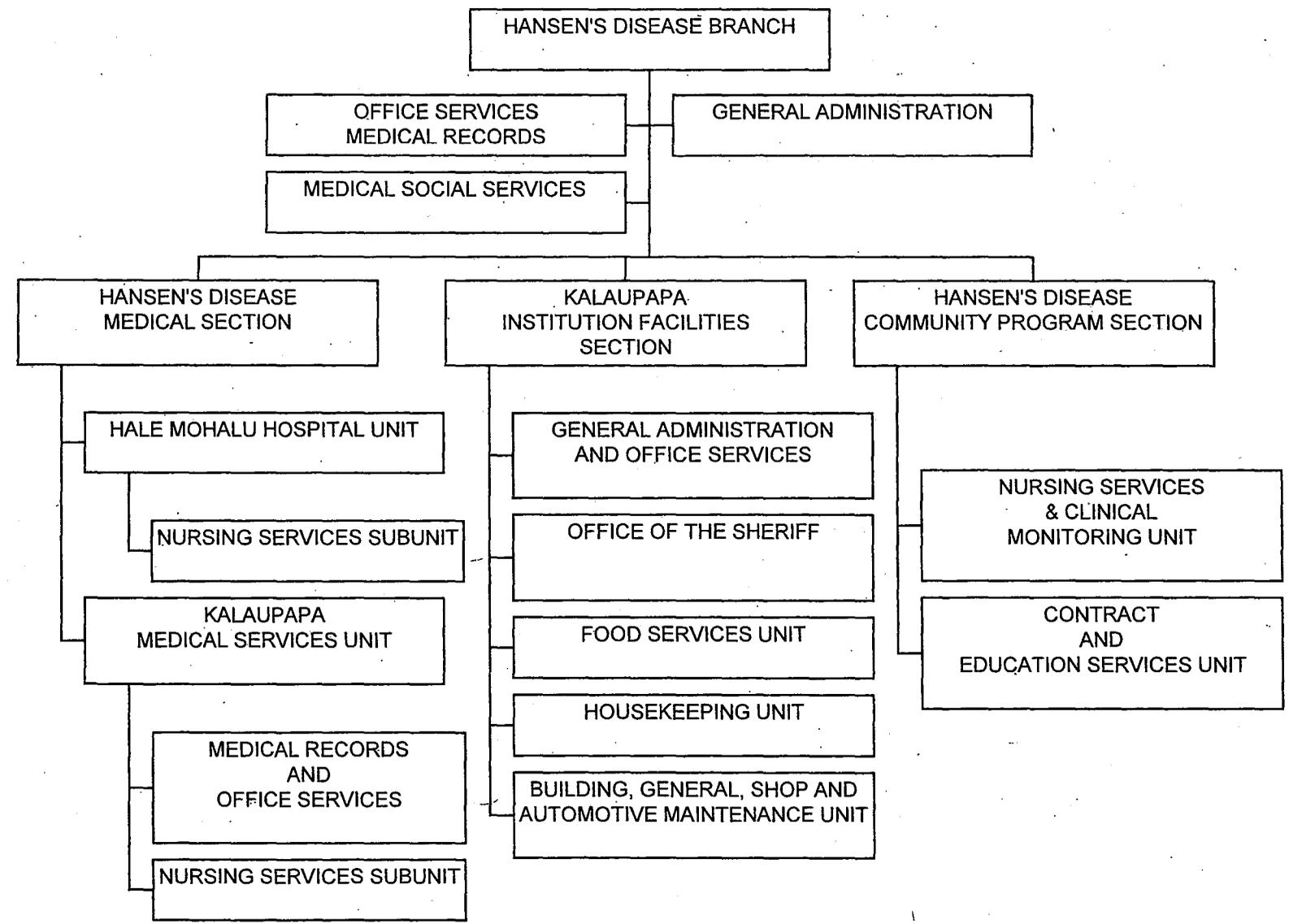


(1) TO BE REDESCRIBED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
HANSEN'S DISEASE BRANCH

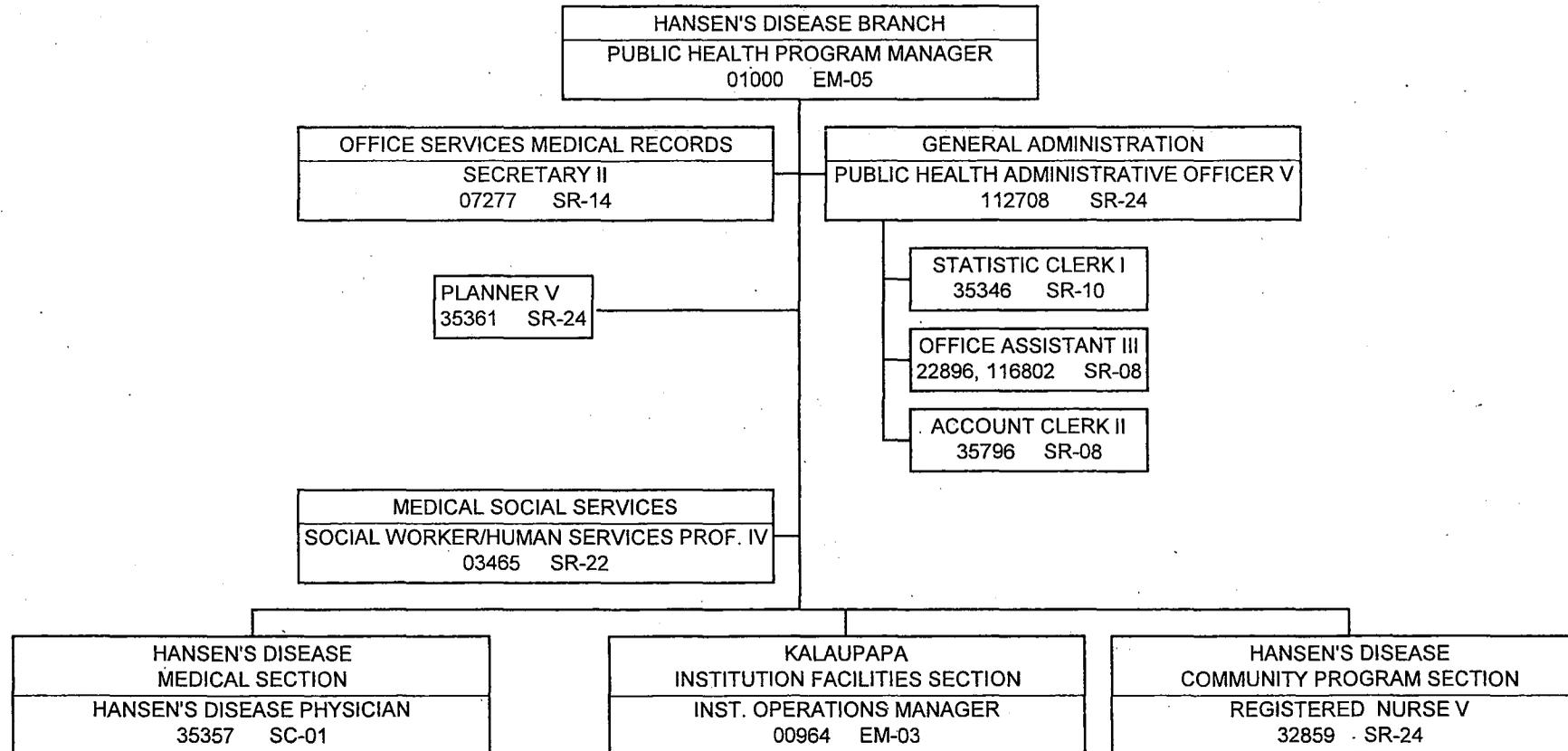
GANIZATION CHART





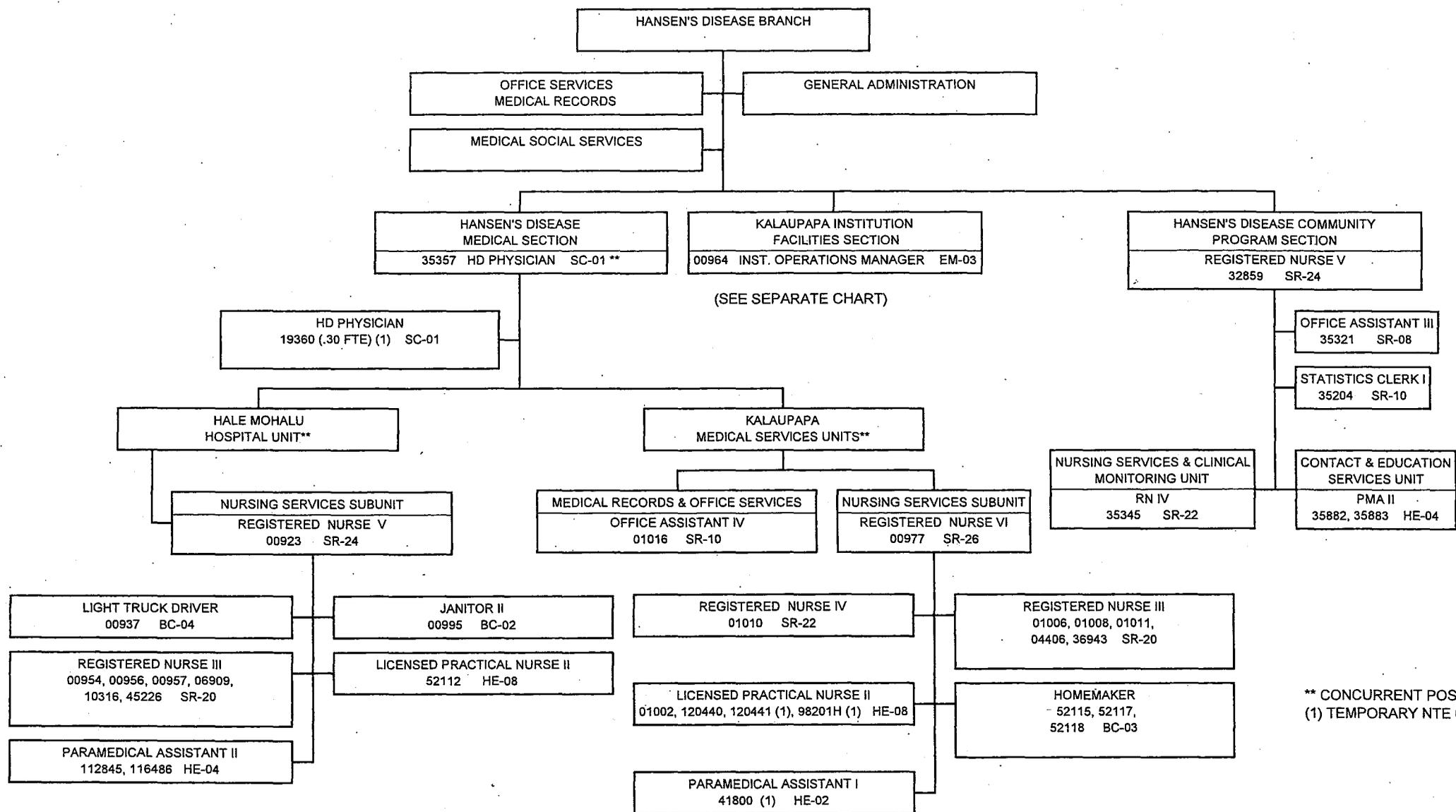
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
 HANSEN'S DISEASE BRANCH

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE & PUBLIC HEALTH NURSING DIVISION  
 HANSEN'S DISEASE BRANCH  
 HANSEN'S DISEASE TREATMENT, CARE & REHAB SVCS SECTION  
 HANSEN'S DISEASE COMMUNITY PROGRAM SECTION

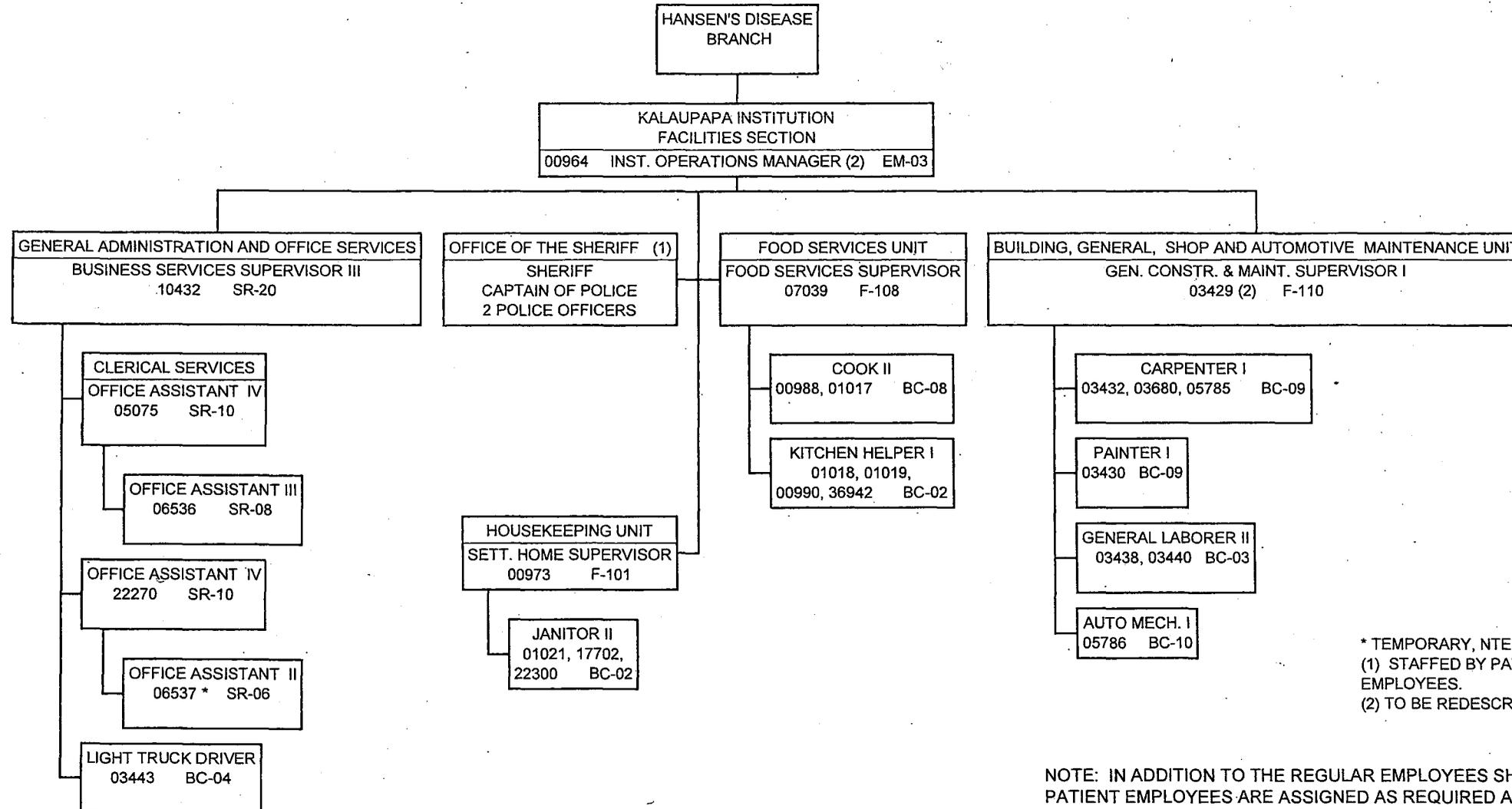
POSITION ORGANIZATION CHART



\*\* CONCURRENT POSITION.  
 (1) TEMPORARY NTE 6/30/17.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
 HANSEN'S DISEASE BRANCH  
 KALAUPAPA INSTITUTION FACILITIES SECTION

POSITION ORGANIZATION CHART

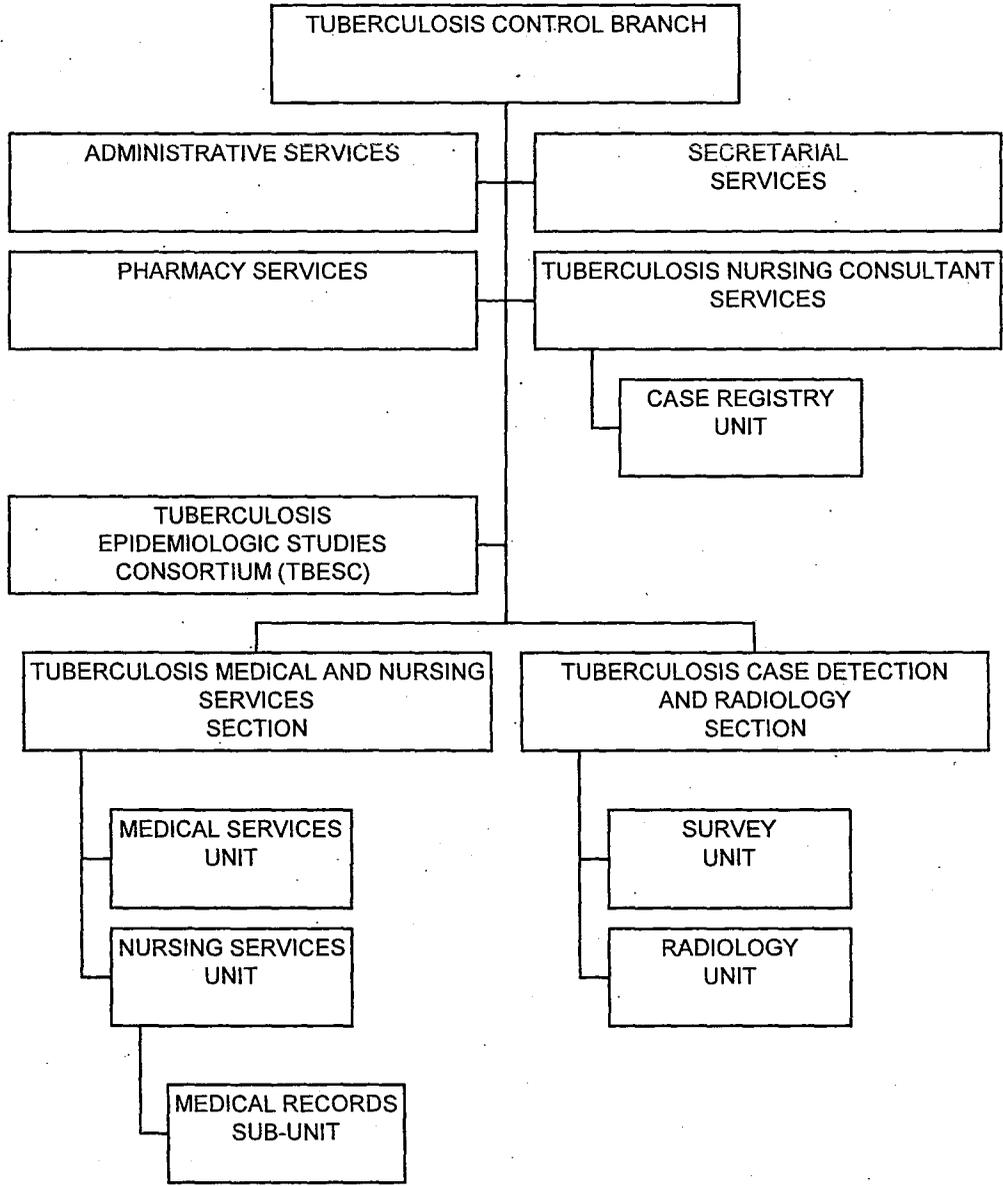


\* TEMPORARY, NTE 6/30/17  
 (1) STAFFED BY PATIENT EMPLOYEES.  
 (2) TO BE REDESCRIBED.

NOTE: IN ADDITION TO THE REGULAR EMPLOYEES SHOWN ON THIS CHART, PATIENT EMPLOYEES ARE ASSIGNED AS REQUIRED AND AS AVAILABLE. THEY WORK UNDER SUPERVISION OF UNIT OR SUB-UNIT HEAD TO WHOM THEY ARE ASSIGNED. PATIENT EMPLOYEES ARE NOT INCLUDED IN THE POSITION COUNT.

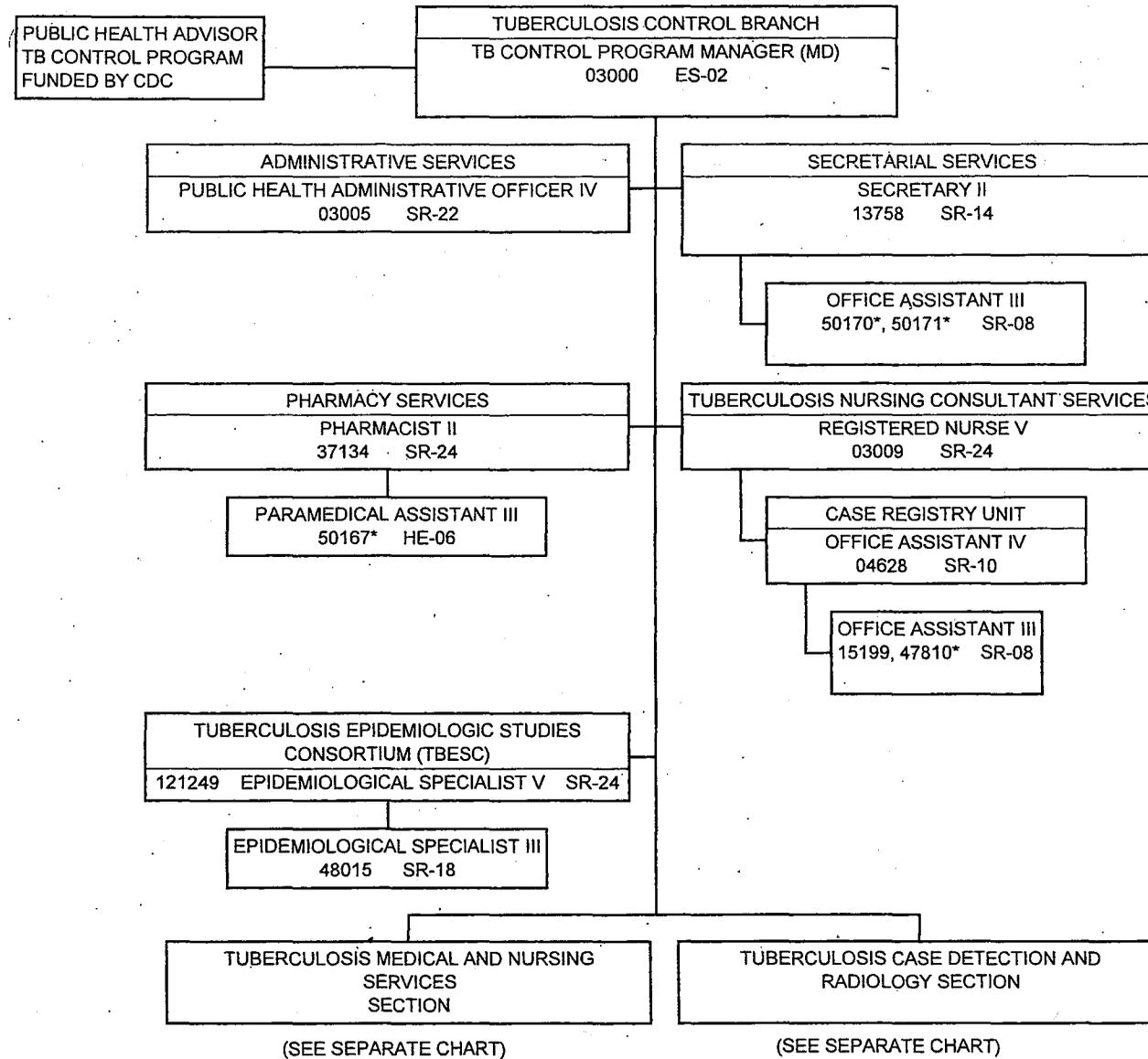
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
TUBERCULOSIS CONTROL BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
 TUBERCULOSIS CONTROL BRANCH

POSITION ORGANIZATION CHART



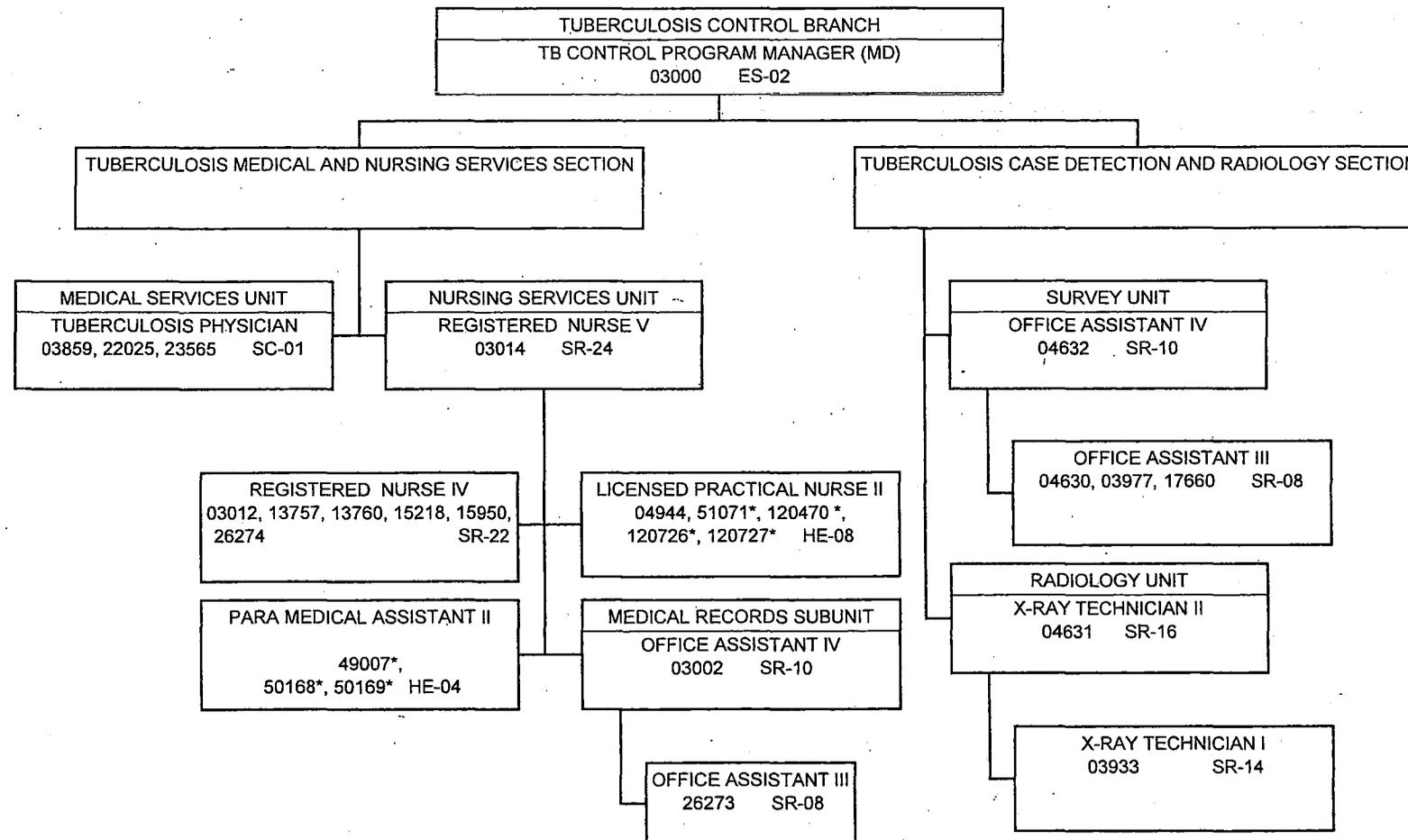
A6150512  
 REV. 7/8/15

\* TEMPORARY NTE 6/30/17.

JUN 30 2015

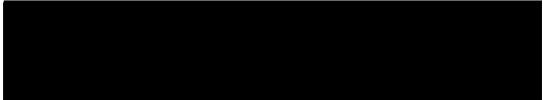
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
 TUBERCULOSIS CONTROL BRANCH  
 TUBERCULOSIS MEDICAL AND NURSING SERVICES SECTION/  
 TUBERCULOSIS CASE DETECTION AND RADIOLOGY SECTION

POSITION ORGANIZATION CHART



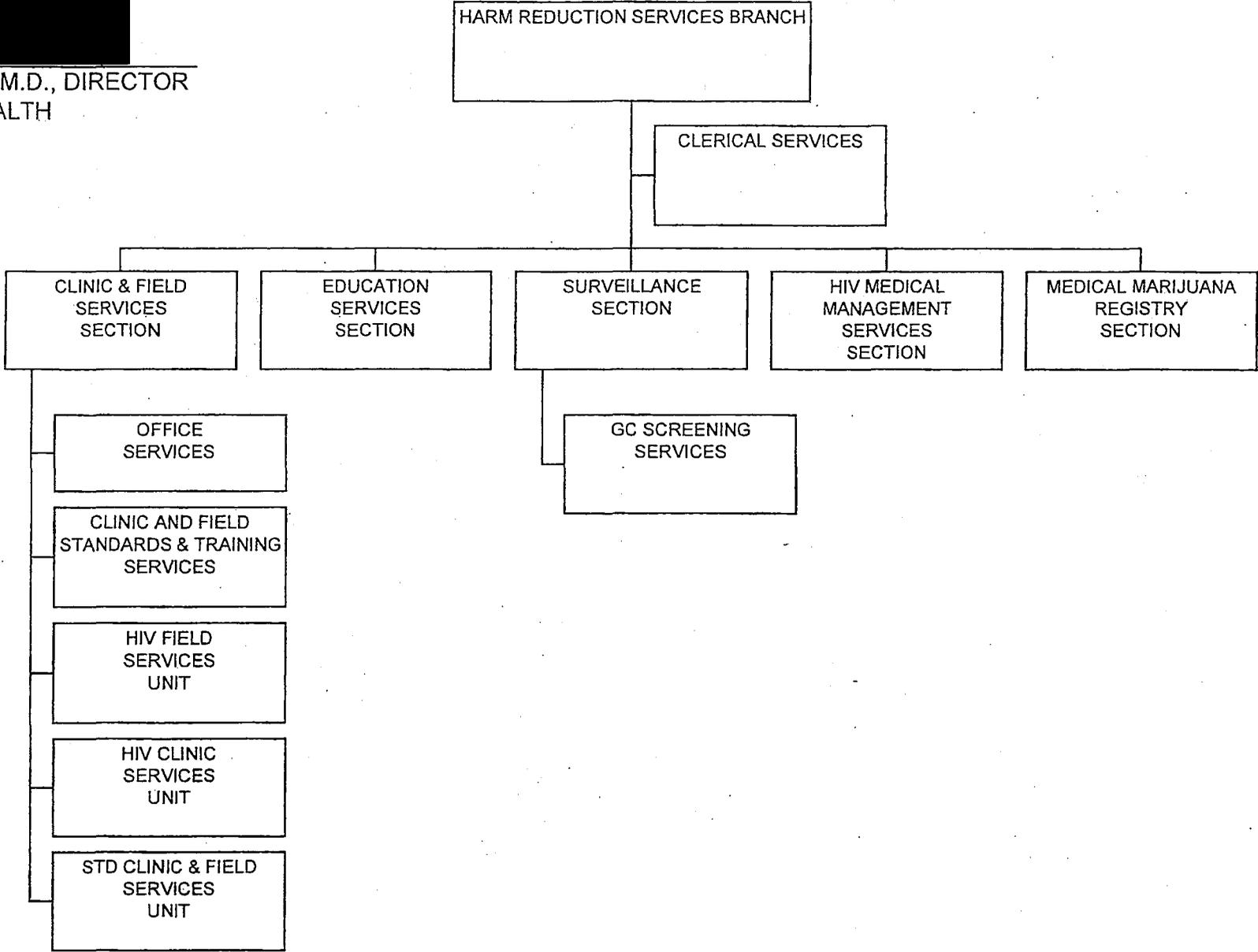
\* TEMPORARY, NTE 6/30/17.

ACKNOWLEDGED:



VIRGINIA PRESSLER, M.D., DIRECTOR  
DEPARTMENT OF HEALTH

DATE: OCT 13 2015

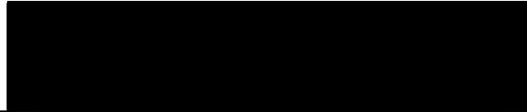


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
 HARM REDUCTION SERVICES BRANCH

POSITION ORGANIZATION CHART

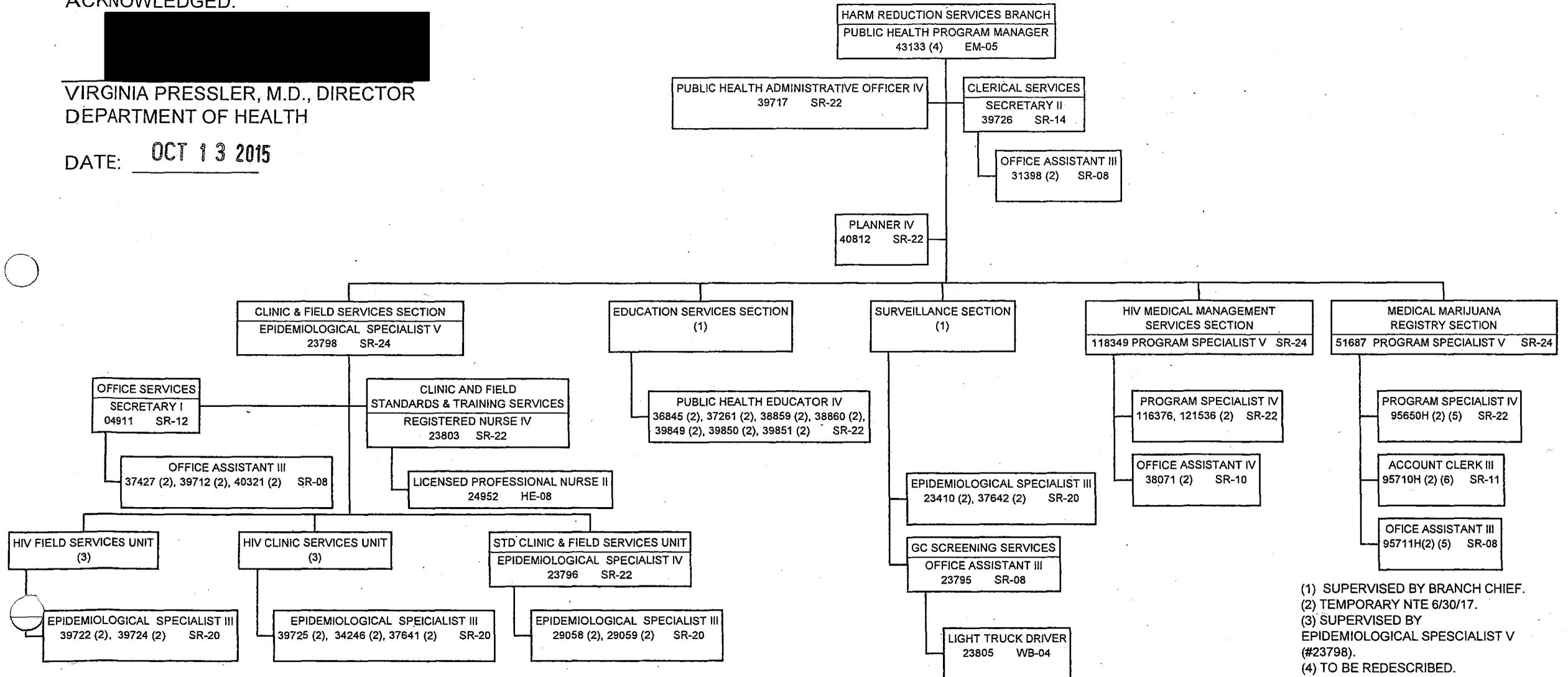
PROPOSED

ACKNOWLEDGED:



VIRGINIA PRESSLER, M.D., DIRECTOR  
 DEPARTMENT OF HEALTH

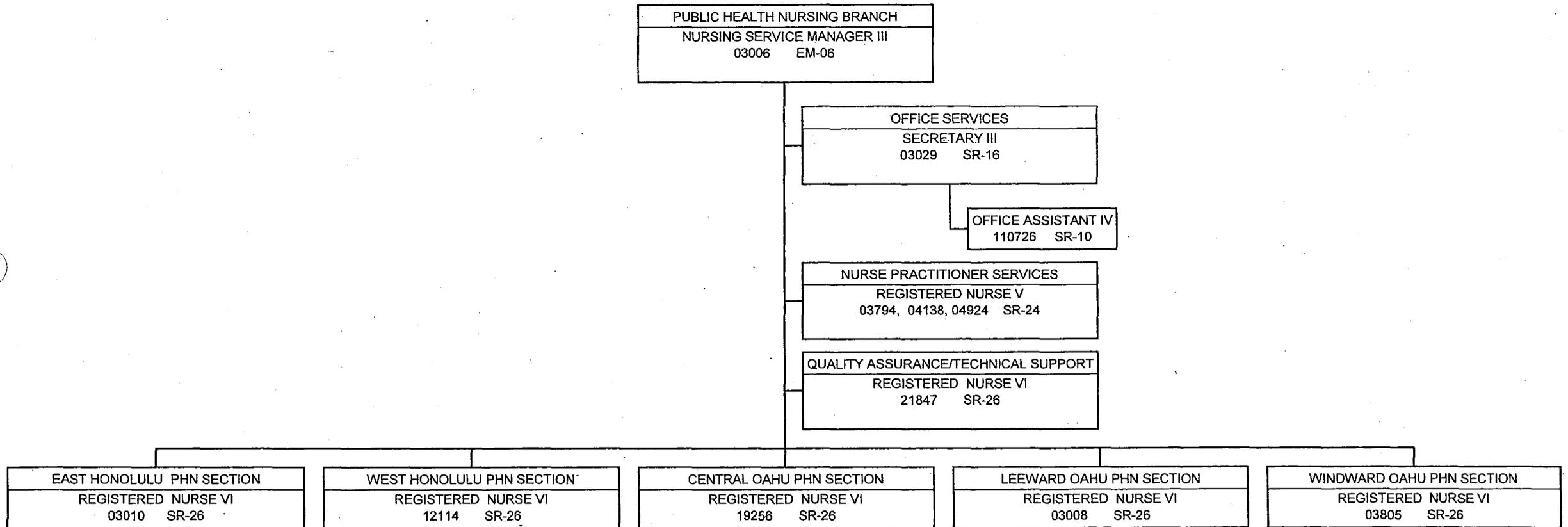
DATE: OCT 13 2015



- (1) SUPERVISED BY BRANCH CHIEF.
- (2) TEMPORARY NTE 6/30/17.
- (3) SUPERVISED BY EPIDEMIOLOGICAL SPECIALIST V (#23798).
- (4) TO BE REDESCRIBED.
- (5) TO BE ESTABLISHED.
- (6) TO BE POSITION VARIANCED.

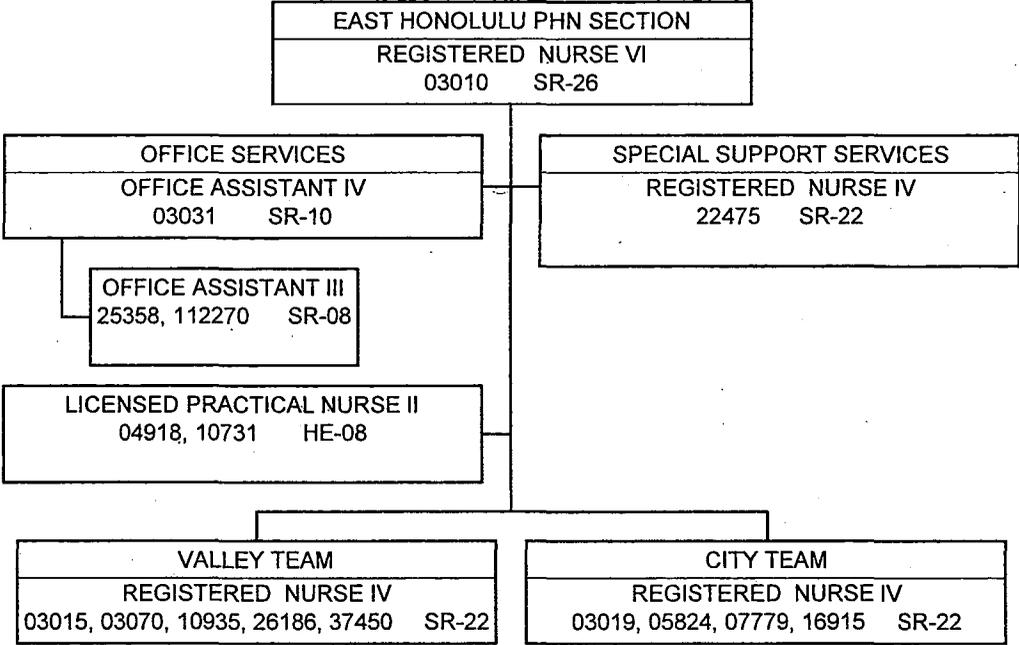
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE & PUBLIC HEALTH NURSING DIVISION  
 PUBLIC HEALTH NURSING BRANCH

POSITION ORGANIZATION CHART



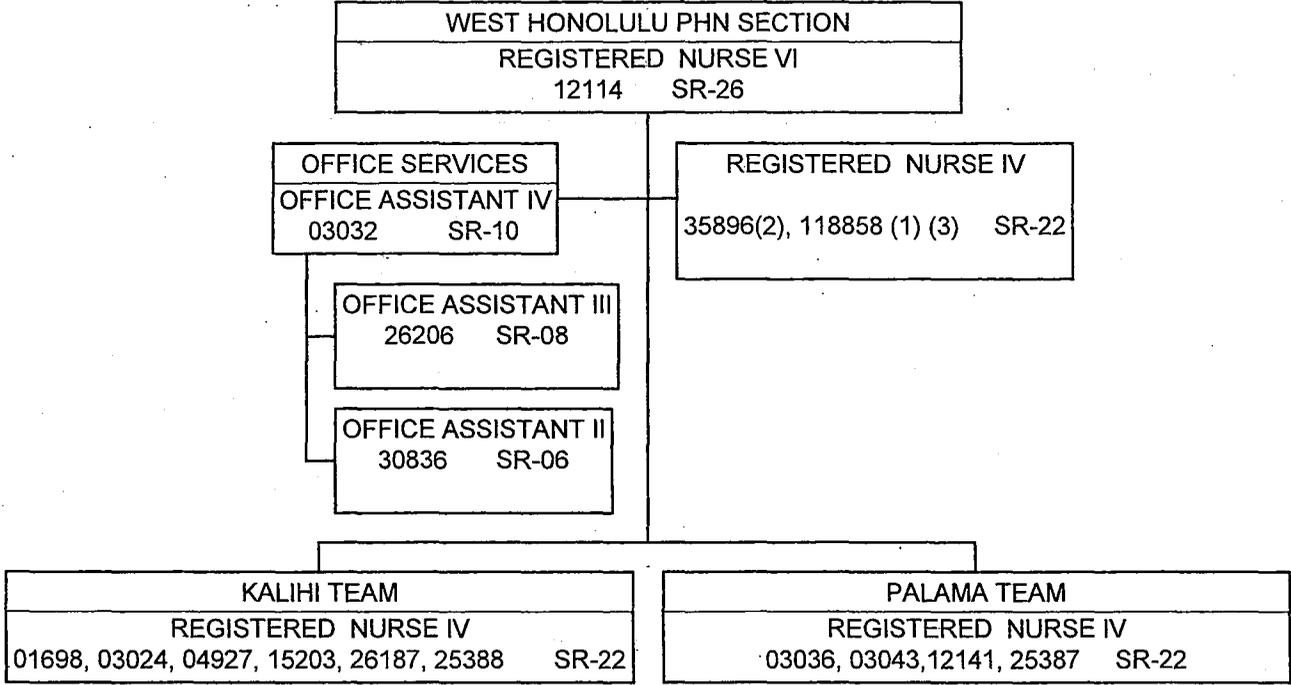
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE & PUBLIC HEALTH NURSING DIVISION  
 PUBLIC HEALTH NURSING BRANCH  
 EAST HONOLULU PHN SECTION

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE & PUBLIC HEALTH NURSING DIVISION  
 PUBLIC HEALTH NURSING BRANCH  
 WEST HONOLULU PHN SECTION

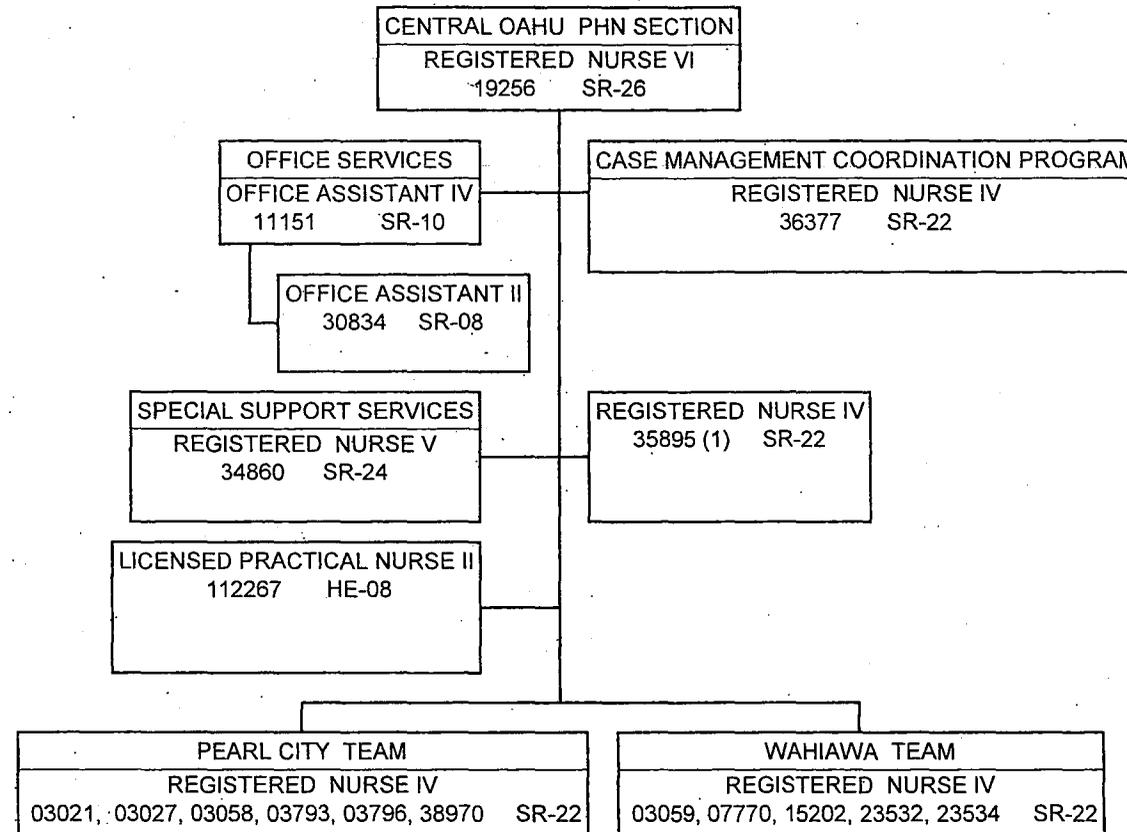
POSITION ORGANIZATION CHART



(1) WORK TRANSITION CENTER. (MOF: U FROM, DOE)  
 (2) HANSEN'S DISEASE, HTH 100/DE.  
 (3) TEMPORARY NTE 6/30/17.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE & PUBLIC HEALTH NURSING DIVISION  
 PUBLIC HEALTH NURSING BRANCH  
 CENTRAL OAHU PHN SECTION

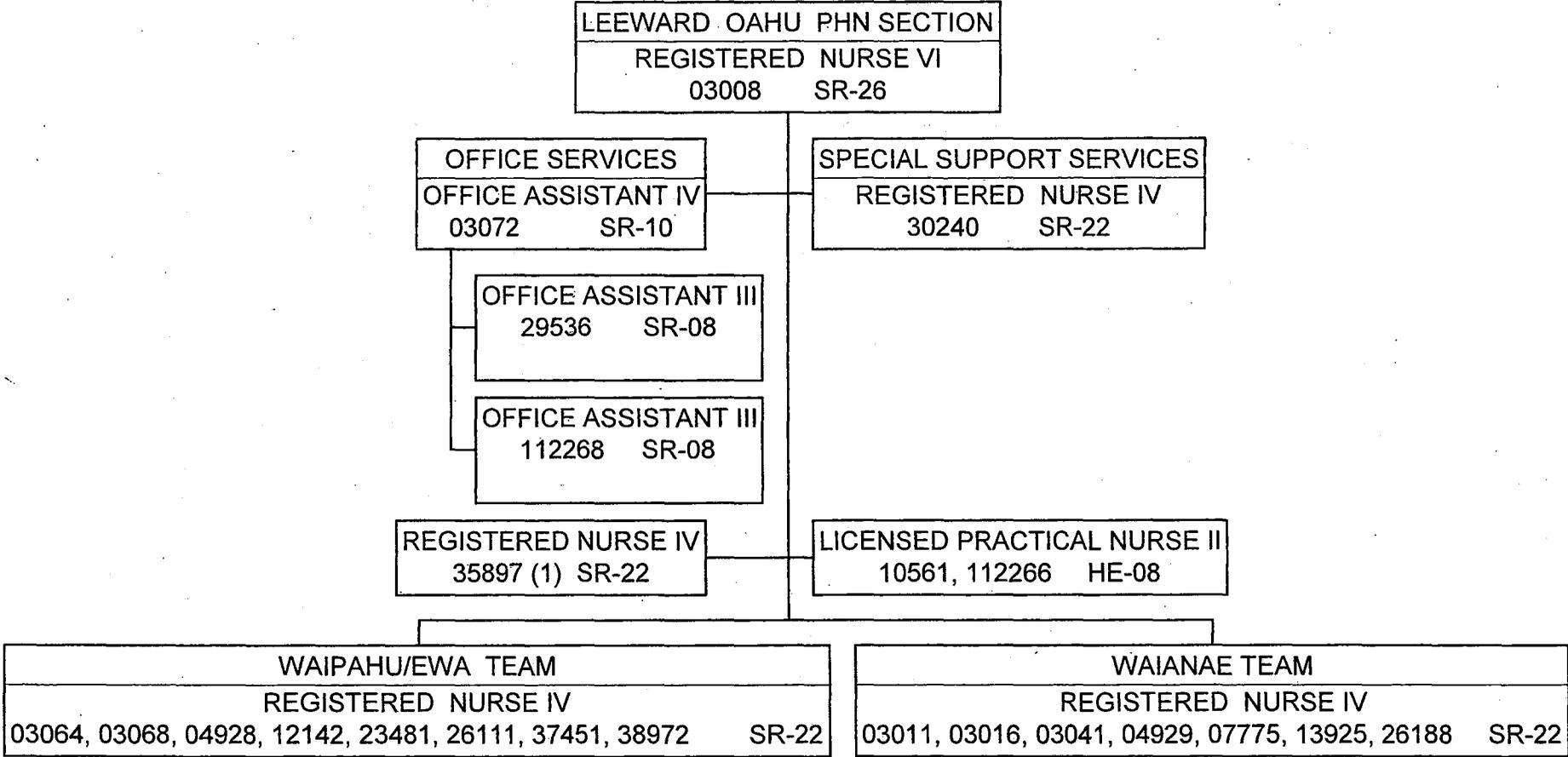
POSITION ORGANIZATION CHART



(1) HANSEN'S DISEASE, HTH 100/DE.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
 PUBLIC HEALTH NURSING BRANCH  
 LEEWARD OAHU PHN SECTION

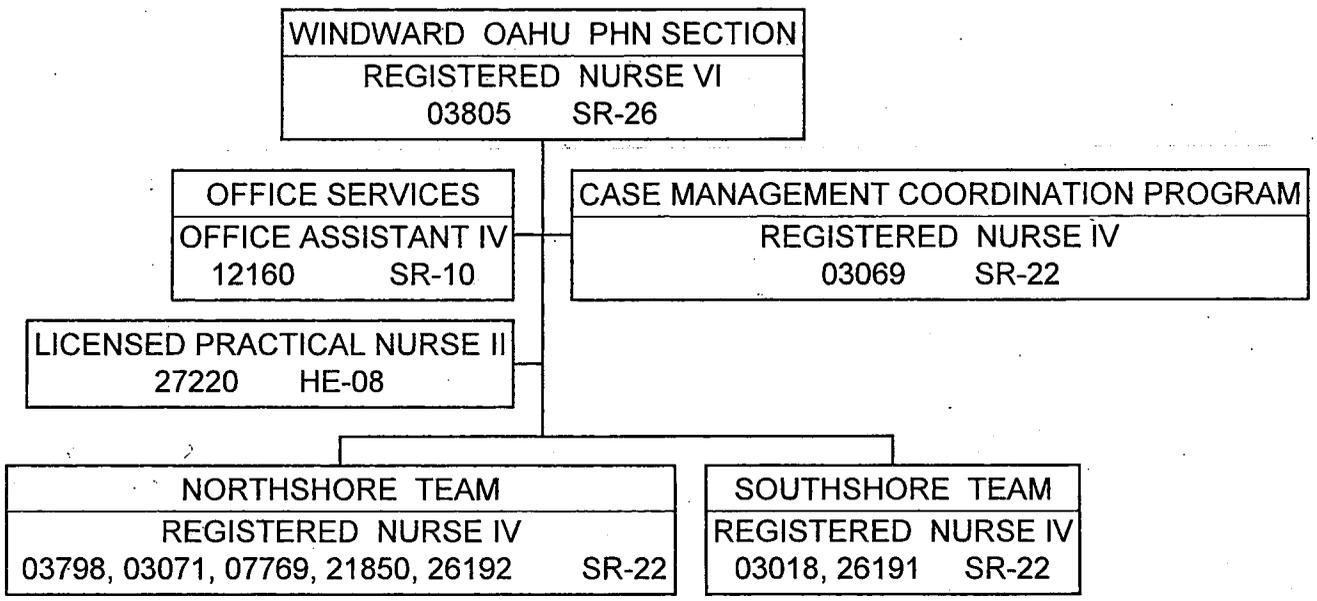
POSITION ORGANIZATION CHART

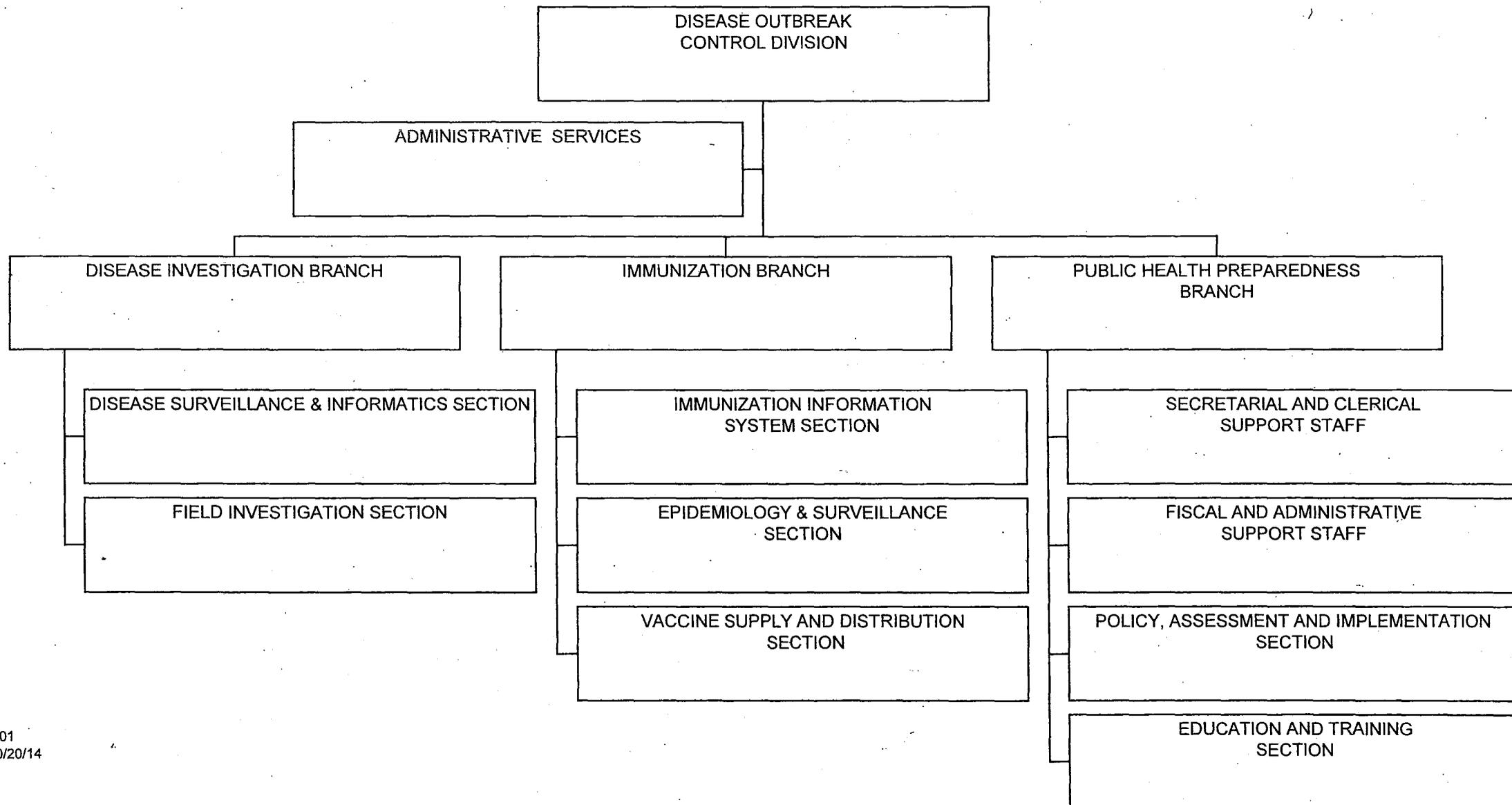


(1) HANSEN'S DISEASE, HTH 100/DE.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE & PUBLIC HEALTH NURSING DIVISION  
PUBLIC HEALTH NURSING BRANCH  
WINDWARD OAHU PHN SECTION

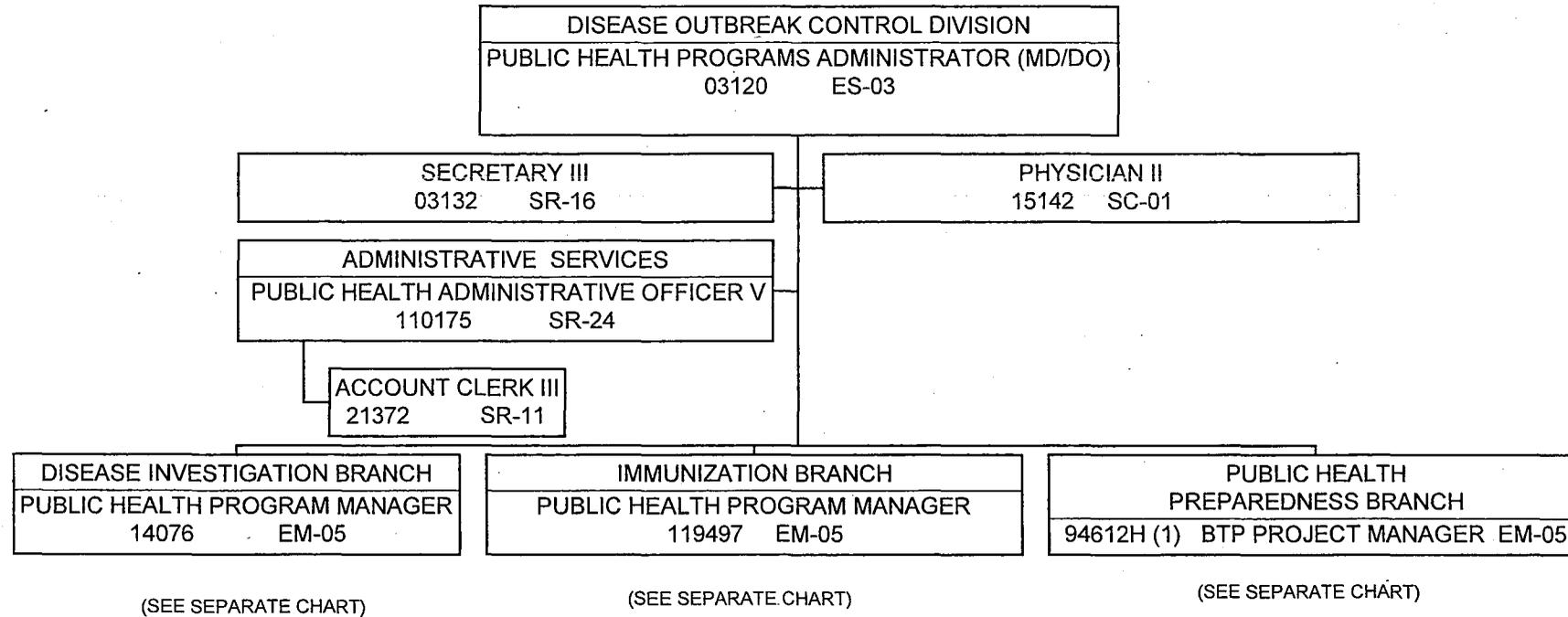
POSITION ORGANIZATION CHART





STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 DISEASE OUTBREAK CONTROL DIVISION

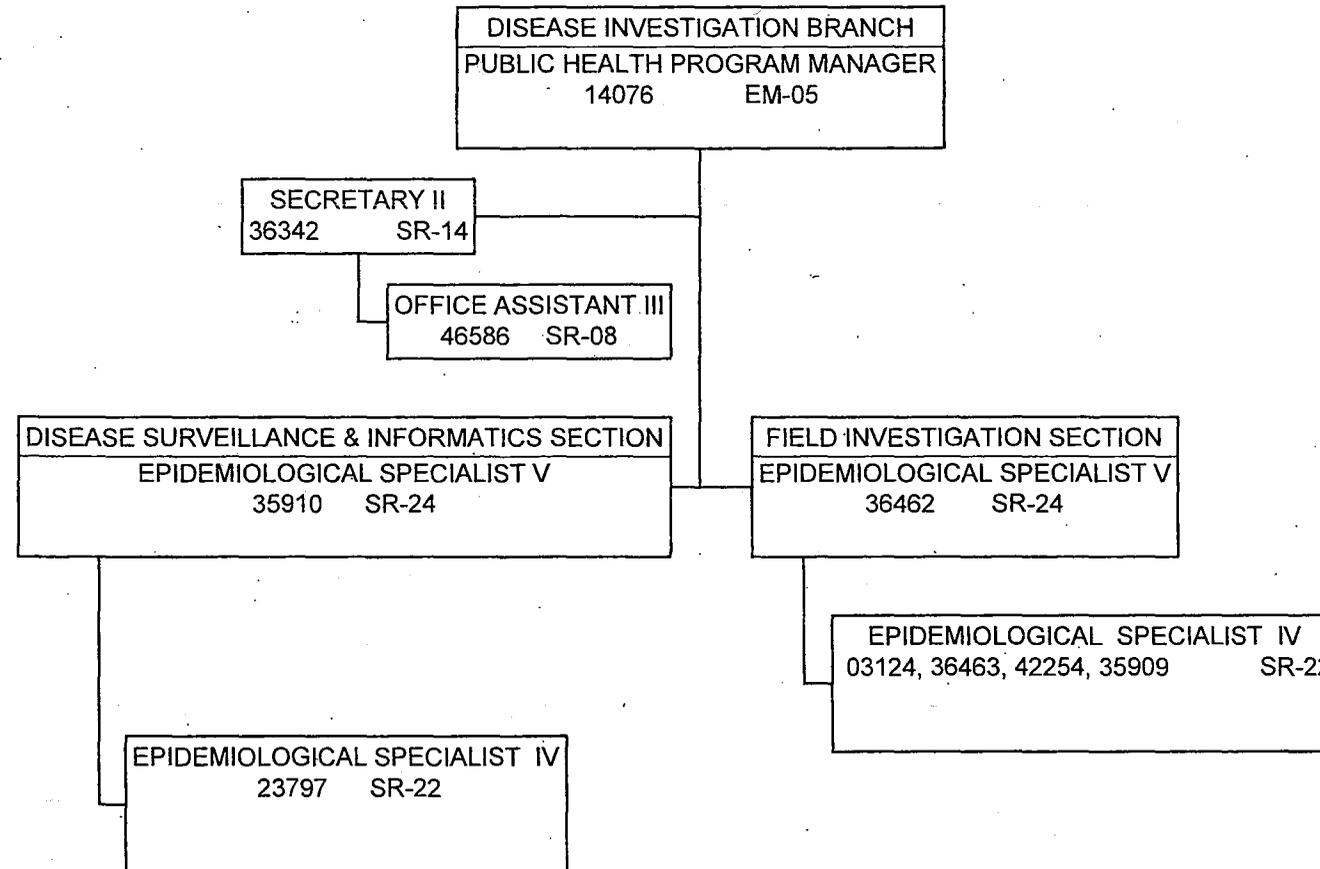
POSITION ORGANIZATION CHART



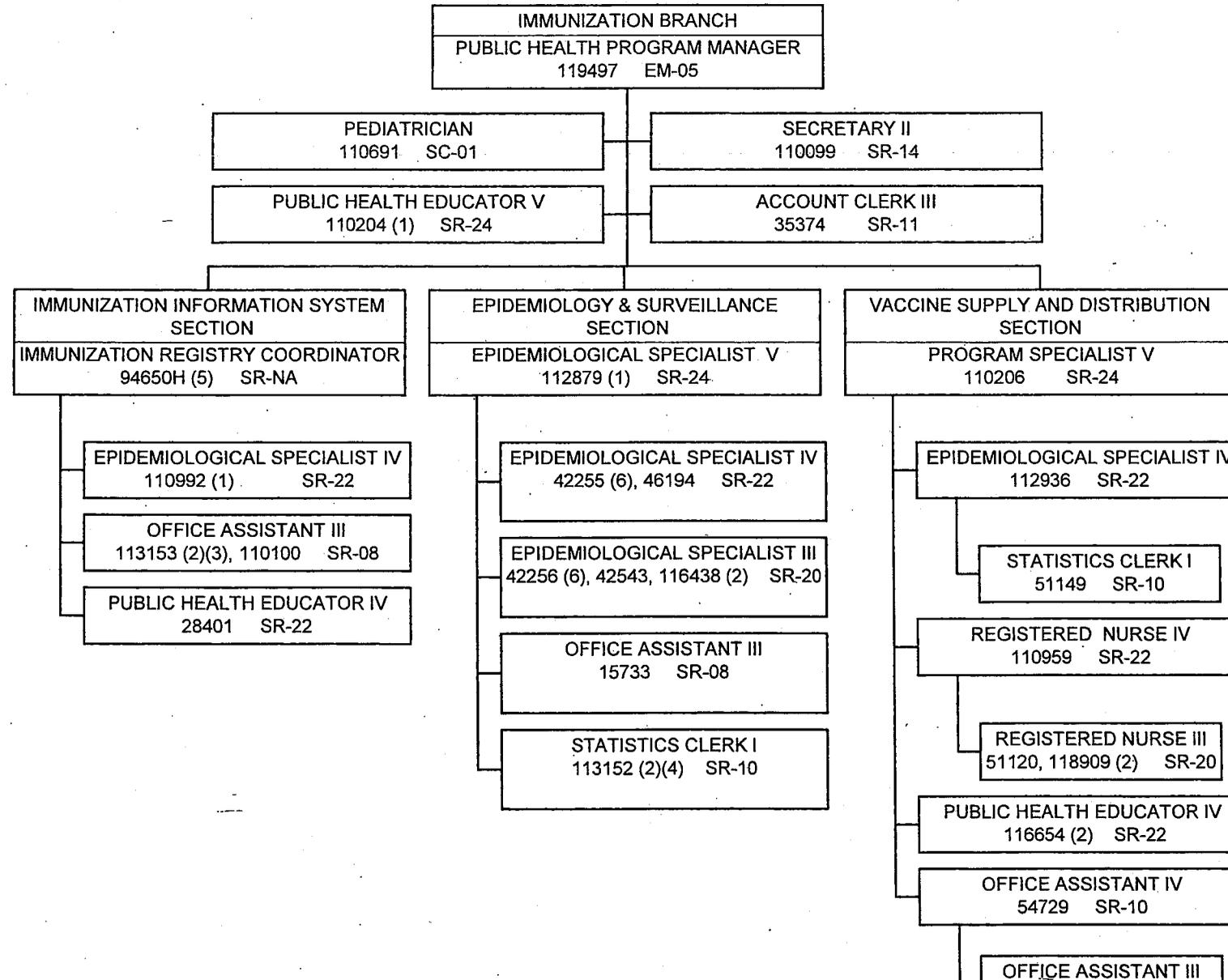
(1) TO BE ESTABLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION  
DISEASE INVESTIGATION BRANCH

POSITION ORGANIZATION CHART



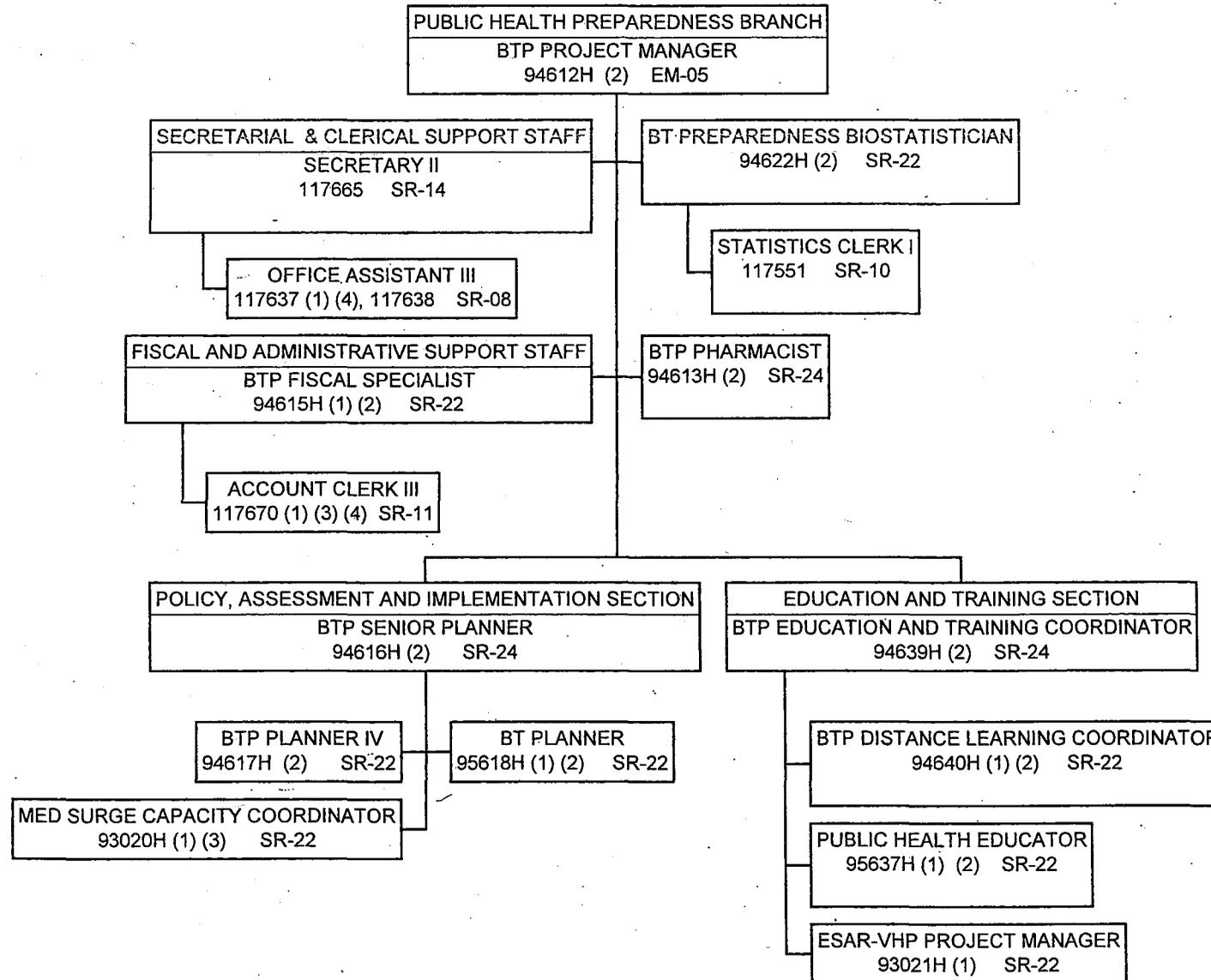
POSITION ORGANIZATION CHART



- (1) TO BE REDESCRIBED.
- (2) TEMPORARY, NTE 6/30/17.
- (3) REGISTRY.
- (4) NEW
- (5) TO BE ESTABLISHED.
- (6) BUDGETED IN HTH 131/DJ.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 DISEASE OUTBREAK CONTROL DIVISION  
 PUBLIC HEALTH PREPAREDNESS BRANCH

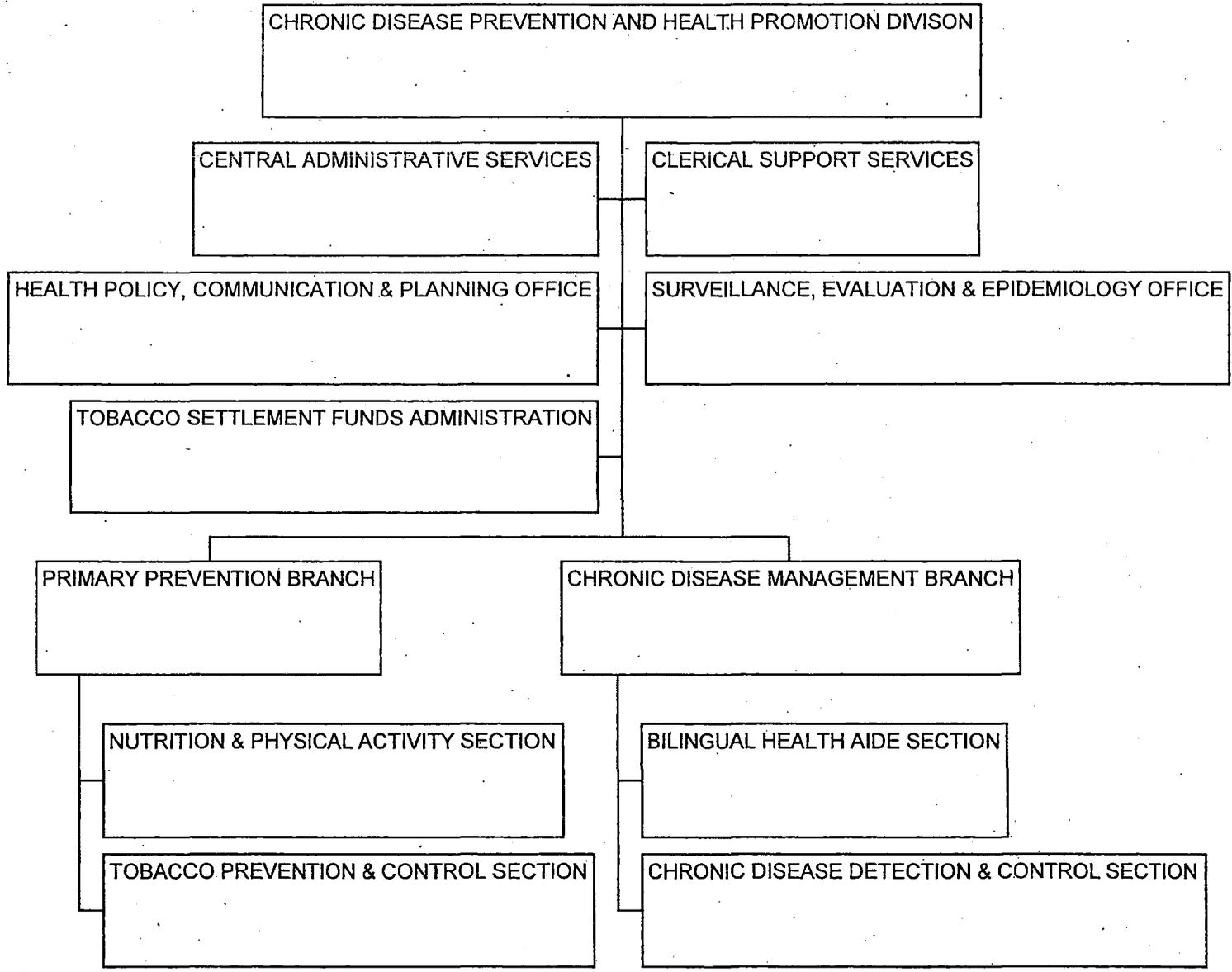
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE ESTABLISHED.  
 (3) TO BE POSITION VARIANCED.  
 (4) NEW.

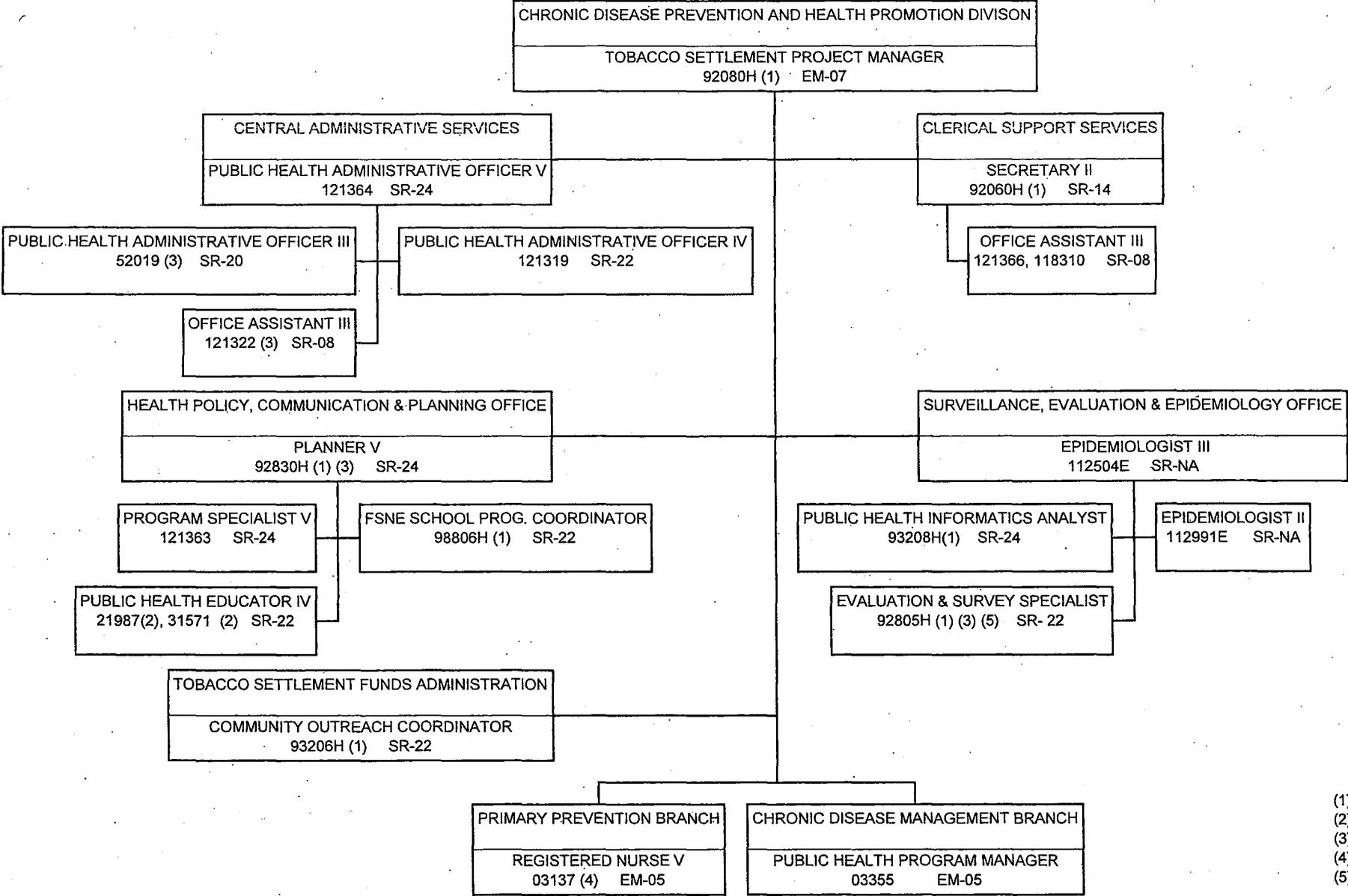
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION

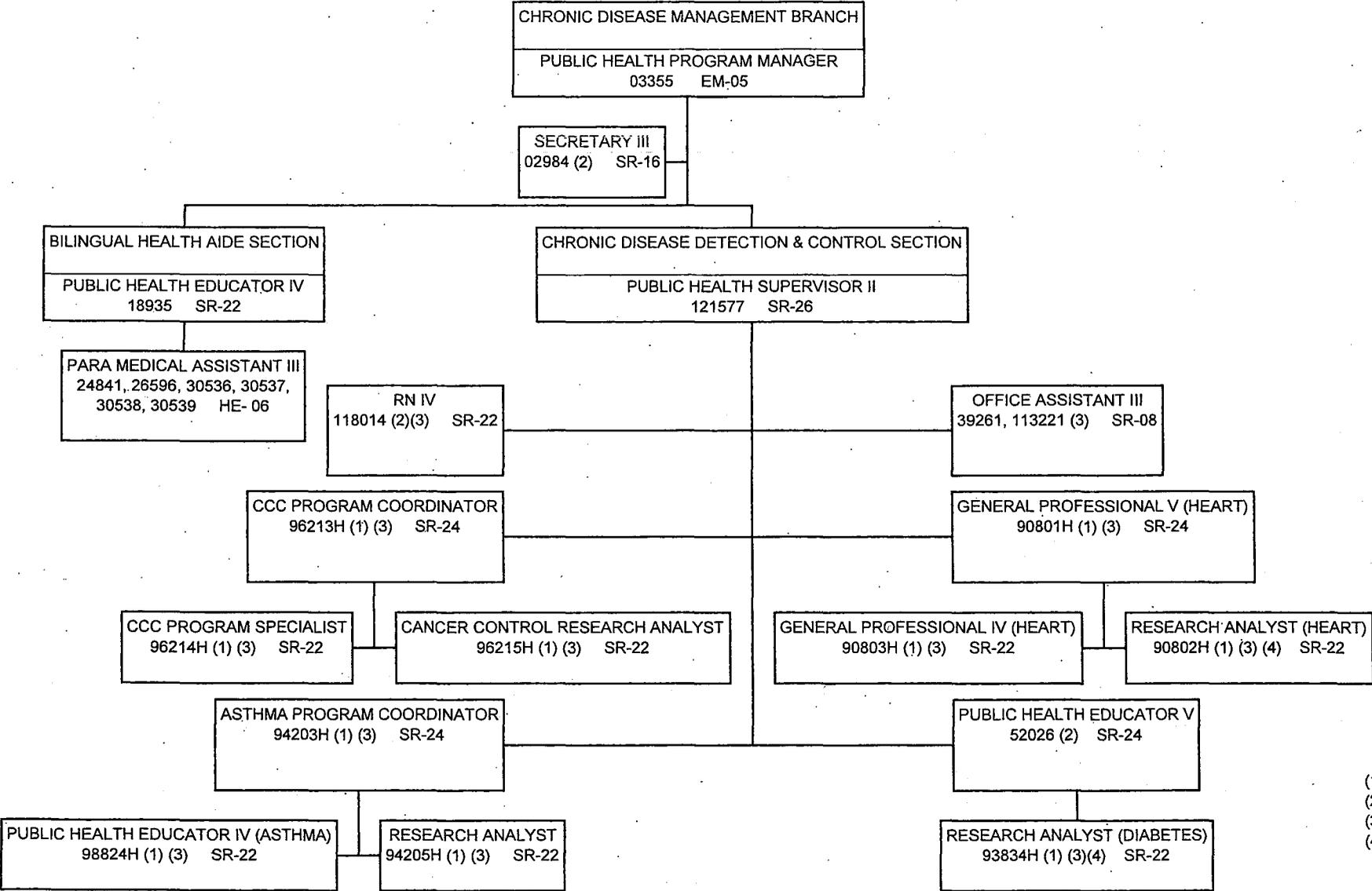
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TO BE REDESCRIBED.  
 (3) TEMPORARY, NTE 6/30/17.  
 (4) TO BE POSITION VARIANCED.  
 (5) .50 FTE.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION  
 CHRONIC DISEASE MANAGEMENT BRANCH

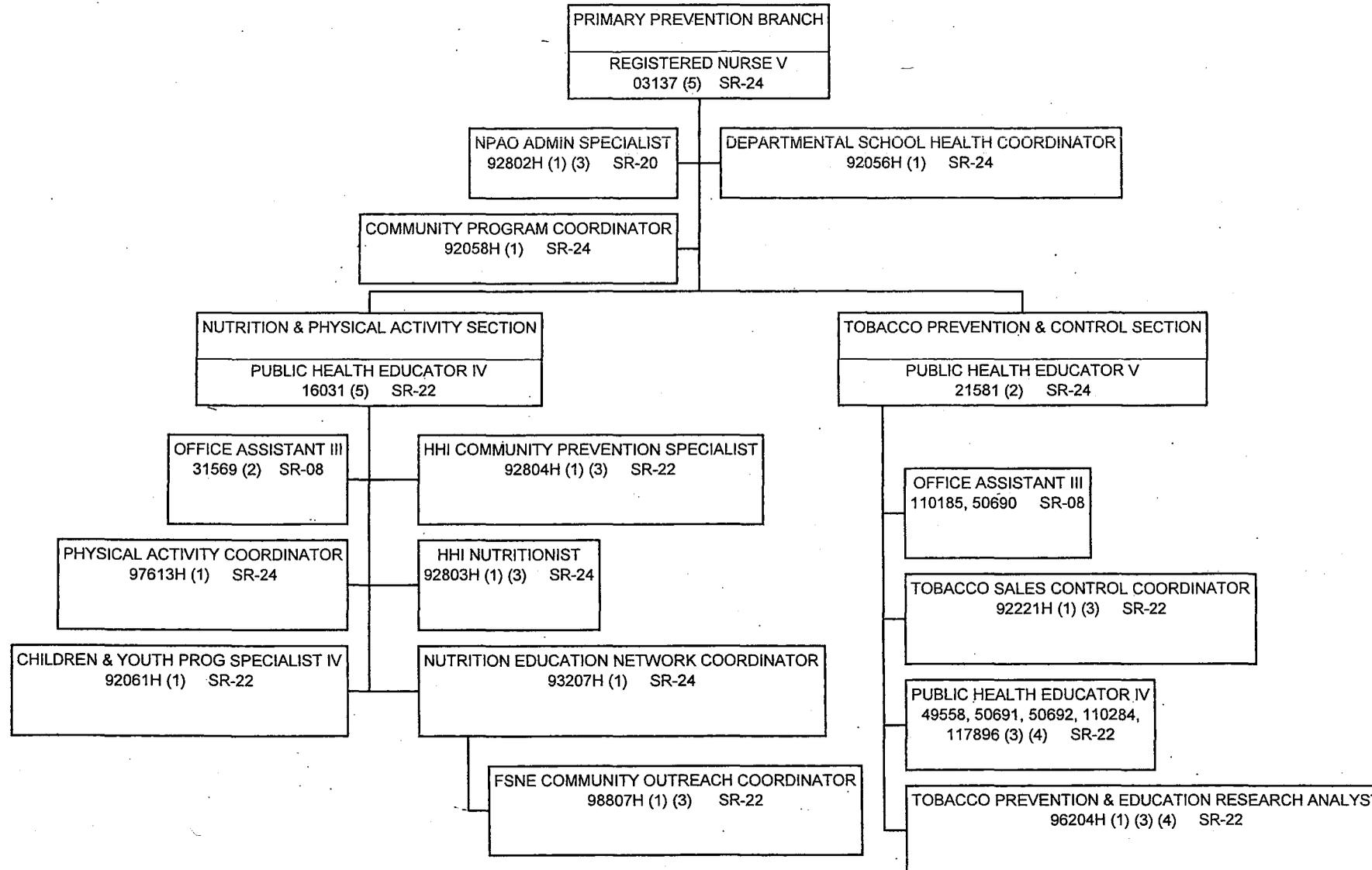
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TO BE REDESCRIBED.  
 (3) TEMPORARY, NTE 6/30/17.  
 (4) .50 FTE.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION  
 PRIMARY PREVENTION BRANCH

POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TO BE REDESCRIBED.  
 (3) TEMPORARY, NTE 6/30/17.  
 (4) .50 FTE.  
 (5) TO BE POSITION VARIANCED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION

FUNCTIONAL STATEMENT  
PROPOSED

Under the general supervision of the Director of Health, provides leadership, policy development, planning, and administrative support to best meet the needs of those served by programs and services administered by Health Resources Administration. Implements diverse initiatives and activities that range from protecting the public from outbreaks of infectious diseases to providing support services to the youngest populations. Other notable program components include: disaster preparedness; prevention of the spread of communicable diseases such as tuberculosis, HIV/AIDS, and the STDs; administration of the medical marijuana registry; management of the public health nursing program and services; prevention of chronic diseases; management of the emergency medical services system; management of the injury prevention program; and inspection of hospitals and nursing homes. Provides top-level oversight of the Chronic Disease Prevention and Health Promotion Division, Communicable Diseases and Public Health Nursing Division, Disease Outbreak Control Division, Family Health Services Division, Office of Health Care Assurance, Emergency Medical and Injury Prevention System Branch. Serves as the Departmental liaison with public and private agencies.

FAMILY HEALTH SERVICES DIVISION

Administers statewide programs to plan, provide and promote quality health services for all the people in Hawaii. Assures that coordinated statewide systems are in place to address the full continuum of care throughout the life course from preconception to adulthood, with particular emphasis on the health and safety needs of vulnerable individuals, children and youth, especially those with special needs. Collects, analyzes and reports state data to monitor health status, address health disparities, and formulate policies and programs. Conducts statewide systems planning and provides prevention services to improve health outcomes. Provides Women, Infants and Children (WIC) education and special supplemental food services support to eligible families statewide.

COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION

Provides programs and services that reduce the occurrence, spread, severity, and disabling effects of tuberculosis, sexually transmitted infections, HIV, and Hansen's Disease infections by adopting preventive measures and by undertaking programs of early detection and effective treatment; and supports medical marijuana registry services. Manages the Kalaupapa Settlement and provides long-term care to patients with Hansen's Disease. Through its Public Health Nursing Branch, works to improve and to maintain the health of individuals and communities by promoting healthy lifestyle choices; supports public schools and other programs; assists to improve health equity through access to health care services, and provides support for public health emergencies.

EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEMS BRANCH

Expands and enhances the State Comprehensive Emergency Medical Services System in order to minimize death, injury and disability due to life threatening conditions by assuring the availability of quality emergency medical care and injury prevention Statewide. Plans, develops and evaluates the statewide trauma system including the capacity to assist public and private agencies to ensure a coordinated health response to disaster situations. Also responsible for disaster preparedness response of prehospital medical services.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION

FUNCTIONAL STATEMENT  
PROPOSED

DISEASE OUTBREAK CONTROL DIVISION

Prevent and control infectious diseases in Hawaii with the exception of Hansen's disease, tuberculosis, and sexually transmitted diseases including HIV/AIDS. Ensures situational awareness as well as public health preparedness through disease surveillance, key public health interventions such as immunizations, and public health response planning and capability building. Integrates these responsibilities with the necessary response activities such as outbreak investigations and emergency response to safeguard the public's health. Responsible for the uniform application of policies, procedures, and practices as they relate to the control and prevention of infectious diseases, emerging disease threats, and potential acts of terrorism as well as all hazards that threaten the public's health throughout the state.

CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION

Oversees and coordinates statewide chronic disease prevention and health promotion programs to reduce risks for chronic disease through policies, systems, and environmental changes and linkages between public health population-based prevention strategies and improved preventive health services in clinical practice. Uses comprehensive approaches which integrate strategies to support healthy lifestyles based on good nutrition, regular physical activity, freedom from tobacco use and improving the quality and years of life for those living with chronic disease. Oversees programs for chronic disease prevention, management, surveillance, and evaluation. Administers the distribution of the Tobacco Settlement Special Fund (TSSF) per Hawaii Revised Statutes Chapter 328L-2, implements the Department's health promotion strategies with the TSSF allocation per Chapter 328L-4, and manages the Tobacco Prevention and Control Trust Fund per Chapter 328L-5, HRS.

OFFICE OF HEALTH CARE ASSURANCE

Conducts all regulatory activities related to the State licensing and Federal certification inspections of medical and health care facilities, agencies, and services provided throughout the State in order to ensure acceptable standards of care are provided and to ensure compliance with State and Federal requirements.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

- Manage the State licensing and Federal certification of medical and health care facilities, agencies, and services provided throughout the State in order to ensure acceptable standards of care provided and to ensure compliance with State and Federal requirements.
- Maintain effective liaison with other divisions and branches of the State Health Department, the Department of Human Services, Executive Office of Aging, local medical, nursing, hospital trade associations and/or societies and representatives of professional and para-professional disciplines. This liaison shall be to the extent necessary to ensure that there is a minimum of duplication and maximum cooperation and coordination of all efforts towards providing appropriate levels of medical care, as defined in the State licensing and Medicare Conditions of Participation of the various providers of services.
- Evaluate the health care system plan and implement measures to design or establish whatever types of facilities and services are deemed necessary to meet existing needs. Collaborate with other agencies and programs to address community and infrastructure needs.
- Represent the OHCA in administrative, legislative matters, promoting measures which will provide quality assurance in delivery of health care services, and implementing changes as deemed necessary.
- Promulgate and update State rules and regulations as authorized by legislature and interpret State regulations and Federal certification standards for health care facilities. Make recommendations to the Director regarding waivers and other matters affecting licensure and/or certification.
- Coordinate OHCA activities and functions within the Department in Civil Defense and other emergency situations. Provide necessary information to the Centers for Medicare & Medicaid Services (CMS) as required for Medicare/Medicaid Certified facilities.
- Initiate and coordinate the issuance of remedial actions as necessary in cooperation with the Attorney General and under purview of appropriate administrative rules.
- Maintain a registry of pertinent data regarding medical and health care facilities and health care

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

licensure activities in the State.

- Assist in the provision and development of training programs for providers in all health care settings in coordination with health care organizations, providers, quality improvement organizations, private resources, University of Hawaii, and other departments as necessary.
- Establish a system to ensure ongoing quality improvement measures for OHCA in all areas of functioning.
- Provide administrative and clerical support services for the OHCA.
- Participate with public and private stakeholders on ongoing assessments of community needs and infrastructure development.
- Pursue grants or other collaborative opportunities to establish projects to improve internal and community workforce, obtain training materials and opportunities, improve the survey process, identify patient safety initiatives, and other objectives as deemed appropriate through needs assessments.
- Ensure the proper management of all grants received and ensure compliance to all requirements.
- Ensure a comprehensive quality assurance/improvement system to ensure compliance with OHCA and departmental mission, taking into consideration best practices and current standards of health care.
- Work with CMS, providers, organizations and community agencies in initiatives regarding patient safety. Additionally act as the representative of the department in the Patient Safety Task Force or any other such task force as is appropriate to safeguard the public while in the care of these health care organizations.

State Licensing Section

- Implement provisions of HRS Chapter 321 as relating to licensing of health care settings by promulgating licensing rules and developing standards as required to ensure quality of care for certain medical facilities which must be licensed by the State, but not certified for Medicare participation, which include Adult Residential Care Homes, Expanded Adult Residential Care Homes, Developmental Disabilities

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HEALTH RESOURCES ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

Domiciliary Homes, Special Treatment Facilities, Therapeutic Living Programs, and Assisted Living Facilities.

- Plan and coordinate inspection surveys for the purpose of annual licensure, follow-up on correction of deficiencies, and investigation of complaints by teams of specialists appropriate to the nature of the facility in order to determine compliance with State and County requirements, and to ensure that a basic quality of care is being provided.
- Coordinate enforcement activities, issuance of sanctions, and hearings with the Attorney General's office in accordance with pertinent statutes.
- Maintain a registry of facilities and vacancy listing as required by law, as well as maintaining data relative to evaluating the status of licensed facilities and the sectional activities. Facilities include Adult Residential Care Homes, Expanded Adult Residential Care Homes, Developmental Disabilities Domiciliary Homes, Special Treatment Facilities, Therapeutic Living Programs, and Assisted Living Facilities.
- Provide or arrange for specialized consultation by nursing, physical therapy, occupational therapy, nutrition, sanitation and other professional staff to facilities and their owners or operators to provide continuing education which will assure appropriate care.
- Stimulate and assist community action to provide quality resident care and integration of residents into appropriate community activities.
- Conduct or ensure that criminal history back ground checks are conducted as per HRS 321 and 846 on employees, licensees, and operators of health care settings that require licensure and/or certification of caregivers of all care facilities under the section's responsibility and authority.
- Set standards, assist in rule-making, inspect for compliance with rules, and license Adult Residential Care Homes, Expanded Adult Residential Care Homes, Developmental Disabilities Domiciliary Homes, Special Treatment Facilities, Therapeutic Living Programs, and Assisted Living Facilities.
- Conduct surveys to inspect for compliance with rules on all designated health facilities, coordinating such inspections with other regulatory agencies at the State and local level.

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HEALTH RESOURCES ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

- Prepare consolidated reports of inspections, forwarding to operators of facilities lists of deficiencies and providing follow-up surveys to verify correction of deficiencies as indicated by the circumstances.
- Investigate complaints involving designated health care facilities.
- Interpret regulations to operators, public, Legislature, State agencies and other agencies, as requested.
- Certify caregivers of developmental disabilities domiciliary homes along with the licensing of such homes.
- Conduct Occupational Therapy assessments of residents in all provider types upon referral of nurse consultants to determine resident ability for self preservation ability, activities of daily living, instrumental activities of daily living, ambulation, fine motor coordination/dexterity and other areas of need.
- In cooperation with the Community Colleges, develop training modules for operators and providers caring for residents with special needs, and foster appropriate continuing education programs for caregivers.
- Conduct assessment of all provider types to determine need for training and/or in-service education.
- Arrange and provide in-depth training for all State Licensing surveyors in survey procedures and interpretation of rules so that consistency in interpretation and in surveys is achieved.

Clerical Services

- Provide administrative and clerical services necessary to support the program, including preparation of correspondence and reports, maintaining records, manuals, rules and other publications essential to the program.
- Maintain and update data in computer files.
- Provide all clerical services to section.
- Set up and maintain facility files, including all reports, correspondence, and other related materials.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

Federal Medicare Certification Section

- Implement the agreement between the State of Hawaii and the Centers for Medicare & Medicaid Services (CMS) or as it exists or may be amended in the future pursuant to section 1864 of the Social Security Act, Medicare.
- Maintain a continuing surveillance of certified health care facilities to ensure that the quality of care is being delivered and that participants are maintaining standards in accordance with the Conditions of Participation in Medicare. This includes initial and annual surveys, follow-up surveys, and complaint investigations.
- Maintain effective liaison with the Department of Human Services, the Department of Commerce and Consumer Affairs, the Executive Office of Aging, and the State hospitals and long term care associations to ensure understanding and cooperation in coordinating efforts toward providing satisfactory standards of health care.
- Arrange and provide in-depth training for all Medicare surveyors in survey procedures and interpretation of rules so that consistency in interpretation is achieved.
- Plan and schedule unannounced surveys for licensure, certification and follow-up inspections, and arrange for prompt investigation of complaints regarding licensed/certified facilities by teams of appropriate professionals.
- Make maximum utilization of the professional and administrative personnel within the Department in implementing the State's responsibilities in the program. Arrange for consultative services in the professional level and para-professional areas not available within the Department.
- Write, update, and interpret State licensing regulations and interpret Federal certification regulations for hospitals; skilled nursing/intermediate care facilities; home health agencies; freestanding surgical outpatient facilities; small and large intermediate care facilities for the mentally retarded; renal dialysis; adult day health centers; clinical laboratories; and other certified facilities.
- Transmit survey certification data to CMS Regional or Central Offices of the Centers for Medicare & Medicaid Services offices through Federal system of data management, as required.

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HEALTH RESOURCES ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

- Conduct or ensure that criminal history back ground checks are conducted on providers as per HRS 321 and 846 for employees, licensees and report findings of criminal action taken against certified nurse aides to the Department of Commerce and Consumer Affairs who is responsible to maintain the State Registry for Certified Nurse Aides.
- Conduct assessment of all provider types to determine need for training and/or in-service education.
- Develop training programs for all provider types in coordination with provider organizations, CMS, community resources, individual providers and various professional organizations.

Clerical Services

- Provide all administrative and clerical services necessary to support the Federal Medicare Certification Section, including preparation of correspondence and reports, maintaining records, manuals, rules and other publications essential to the program.
- Maintain and update data in computer files.
- Set up and maintain facility files, including all reports, correspondence, and other related materials.

STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION

EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

FUNCTIONAL STATEMENT

The Emergency Medical Services & Injury Prevention System Branch is responsible for expansion and enhancement of the State Comprehensive Emergency Medical Services System with a single mission "to minimize death, injury and disability due to life threatening conditions by assuring the availability of quality emergency medical care and injury prevention Statewide." The Branch is also responsible for disaster coordination and disaster preparedness response of prehospital medical services.

Program Objectives: 1) develop an EMSS Master Plan based on State needs assessment within each county statewide with expectation of preventing possible deaths and/or permanent disabilities; 2) promulgate rules as necessary to ensure injury prevention and control programs and to assure quality of emergency medical care services; 3) administer all such funds for the improvement of EMS System; 4) formulate prehospital scope of practice for the provision of prehospital medical care statewide, transportation and communication systems, coordination with emergency rooms and critical care services; 5) develop methodology and activities necessary to reach such objectives; 6) quantify resources needed for provision of injury prevention and control and emergency services within State and County subsystems; 7) justify need for required resources on scheduled and priority basis; 8) direct the activities of existing State, County, and Private sector services to avoid duplication of services; 9) administer the 15 functional EMS components to provide for the integration and coordination of injury prevention and control and emergency medical services statewide. These components are: manpower, training, communication, transportation, facilities, access to critical care units, utilization of public safety agencies, consumer participation, accessibility to care without ability to pay, standardized medical recordkeeping, independent evaluation and quality improvement, injury prevention and control activities, disaster planning, mutual aid agreements, and public information and education.

BILLING AND COLLECTION SECTION

The Billing and Collection Section is responsible for the billing, collection, and maintenance of accounts receivable for emergency ambulance services provided statewide. The Section also prepares financial and statistical data relating to the billing and collection of ambulance fees. The charging of ambulance service fees is mandated by the Hawaii Revised Statutes Sec. 321-232 and 321-233.

STANDARDS DEVELOPMENT AND REVIEW SECTION

The Standards Development and Review Section is responsible for the following activities which are related to six major components of an emergency medical services system. In each of these components, the Standards Development and Review Section provides technical assistance to implementing agencies and organizations, assists in data analyzing and data reporting, assists in compliance procedure with State and/or Federal regulations as applicable in each component, and develops appropriate guidelines and standards.

Transportation

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EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

FUNCTIONAL STATEMENT

To inspect and license ambulances (including air and surface vehicles), ambulance services, personnel, and equipment as required by Chapter 72 of the Hawaii Revised Statutes. Administered Rules Title 11 Chapter 72.

Uniform Medical Record Keeping

To ensure that standard forms are used for reporting of emergency medical services; to include but not limited to ambulance report forms, ambulance dispatch cards, and emergency room patient discharge status reports; to collect and process such forms for computer processing; to issue summary reports for the evaluation of the system effectiveness and quality improvement.

Evaluation/Data Analysis

To provide continuous monitoring and evaluation of the system and system components through the analysis of the operating efficiency and adequacy of resources. Compiling the statewide emergency medical services' data and draft analytical reports for the system planning, legislative initiatives, and financial resources necessary to meet out-of-hospital medical emergencies statewide.

Facilities Categorization

To systematically identify the readiness and capability of hospitals and their staffs to adequately, expeditiously, and efficiently receive and treat emergency patients.

Critical Care Units

To assess resources for critical care and to identify the capability to treat patients in hospitals statewide.

Communications

To monitor and maintain the statewide medical communication system to ensure its operational integrity for public access, dispatch, and medical direction for prehospital medical care.

SYSTEMS MANAGEMENT SECTION

The Systems Management Section is responsible for the day-to-day operations of the following activities relating to development, coordination, management of an emergency medical services system:

Manpower

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EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

FUNCTIONAL STATEMENT

To assess personnel requirements and resources for staffing ambulance within the statewide emergency medical services system, to provide for a pool of qualified personnel, and to promote career ladder opportunities for such individuals.

Training

To coordinate provision of training for the various levels of personnel required in an emergency medical services system, including public safety, first responders, emergency medical dispatchers, automatic external defibrillation technicians, emergency medical technicians, and mobile intensive care technicians.

Public Safety Agencies

To coordinate the development of emergency core response capability by public safety agencies to life threatening medical conditions and provide basic life support until the arrival of an ambulance.

Consumer Participation

To assure involvement of State and County emergency medical services advisory councils in the planning for development and implementation of the Statewide emergency medical services system programs and standards.

Public Information and Education

To assist in the dissemination of public information on how to access emergency medical services and provide medical self-help until arrival of emergency medical services.

Accessibility to Care

To assist with implementation of 911 telephone and roadway call-boxes systems statewide.

Evaluation

To assure that continuous planning and evaluation of the emergency medical services system for system effectiveness and quality improvement statewide.

Promotes an emergency medical response plan to ensure an effective allocation of resources to meet the health requirements of involved communities.

TRAUMA SYSTEM SECTION

This section is responsible for the planning, development, continuing operation and evaluation of the statewide trauma system including the capacity to assist public and private agencies to ensure a coordinated health response to disaster situations.

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EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

FUNCTIONAL STATEMENT

Serves as the Health Department's focus for all activities related to the statewide trauma system.

Plans for, develops and maintains a system of trauma centers, including standards and designation criteria for varying levels of hospitals to address the acute care needs of injured patients statewide.

Provides technical assistance in the latest evidence based practices in trauma system development and trauma patient care to hospitals and health care providers across the state.

Develops and maintains a statewide trauma registry and other necessary information systems to include data on patients evaluated and treated by the trauma system.

Initiates and supports the Hawaii Trauma Advisory Committee and regional Trauma Advisory Committees for each County.

Increases access to needed trauma subspecialty services during acute care and post-injury rehabilitation for patients statewide.

Plans and implements training and educational programs for physicians, nurses and other health professionals to assure a qualified workforce for the trauma system.

Seeks and applies for Federal and other funding opportunities applicable to the development of the comprehensive statewide trauma system.

Promotes research programs that address prevention, quality improvement and health services effectiveness in trauma.

INJURY PREVENTION AND CONTROL SECTION

The Injury Prevention and Control Section places a priority on the core public health functions of assessment, policy development and assurance as the basis for effective injury prevention and control. Primary prevention is the most effective and economical means to ensure the public's health and safety.

This approach builds the capacity of communities and individuals through ongoing and accessible injury surveillance, and through leadership and coordination of community resources. The most effective strategies utilize interventions, policy initiatives and enforcement means to create an environment that supports and encourages safe lifestyles.

Serves as the Health Department's focus for injury prevention information and initiatives.

Plans, implements and evaluates targeted injury prevention strategies/interventions.

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HEALTH RESOURCES ADMINISTRATION

EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

FUNCTIONAL STATEMENT

Initiates and supports coalitions and partnerships that support injury prevention efforts.

Develops and supports policies, regulations and legislation related to injury prevention and control.

Collects, analyzes and develops systems for injury data and trends.

Develops a statewide system of coalitions to support injury prevention.

Increases awareness and communication among injury prevention groups, professionals, and the public, which fosters increased awareness and cooperation.

Provides technical support and training to public and private agencies and community organizations.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

The Family Health Systems Division (FHSD) administers programs to plan, provide and promote health services to mothers, children and youth and family planning services. The primary mission of Division is to assure that systems are in place to address the full continuum of care throughout the life cycle from preconception to birth to adolescence to adulthood for the population of Hawaii. In addition, it must address the health and safety needs of vulnerable individuals, children and youth, especially those with special needs.

The Division serves as the Departmental lead for several federal initiatives: the Title V- Block Grant and Title X, HRSA; Part C – I.D.E.A. (Individuals with Disabilities Act), Office of Special Education, U.S. Department of Education; and the U.S. Department of Agriculture, Nutritional Services. Collaboration with these federal agencies and the Centers for Disease Control & Prevention (CDC) is essential to assure that the State is in compliance with all federal mandates. Intra and interagency coordination within the Department and other state agencies are essential to assure that state priorities and mandates are also met.

The Division is responsible for the promotion, coordination and tracking of legislative initiatives that relate to the health and safety of individuals, children, youth and families, especially those with special needs. It further provides direction to the division programs regarding all their public and professional education efforts.

FHSD is responsible for providing overall planning, management and coordination for all assigned programs, and medical and administrative direction to its three branches. The Division provides the leadership and vision required to ensure that the division programs have the capacity to carry out the core public functions of assessment, policy development and assurance relative to Hawaii's women, children, adolescents and families. The three branches are Children with Special Health Needs Branch, Maternal and Child Health Branch, and WIC Services Branch. The Division Chief fosters collaboration among division programs to establish criteria and procedures for setting division wide priorities including priorities for resource allocation.

SECRETARIAL SERVICES

- Provides the secretarial and office support services to the Chief, the Medical Director.
- Provides technical consultation to the Branch Secretaries and program clerical staff at the Division level.

MEDICAL DIRECTOR

- Provides consultation to the Division Chief and other staff on medical practice issues related to the health of women, infants, children, adolescents and special needs populations.
- Provides training, as appropriate, to division staff on current public health issues based on review of scientific literature and best practices.
- Develops standard of practice and guidelines for the delivery of primary care, family planning, perinatal and child health services, contracted with private health and community agencies and provides medical practice review of contracted services and programs for quality assurance.

STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

- Serves as an essential link for public health information and priorities to be effectively communicated and disseminated to the medical community.
- Provides medical leadership for the Statewide Multi-disciplinary Child Death Review Teams and Statewide Child Death Review Council.
- Analyzes existing State data sets for trends and indicators in maternal and child health essential for community planning and development of program priorities.
- Represents the division at various advisory committees such as the Department of Human Services' Early Periodic Screening, Diagnosis and Treatment (EPSDT) Advisory Committee, Healthy Mothers/Healthy Babies, Perinatal Consortium, Baby SAFE Council, Suicide Prevention Task Force, Keiki Injury Prevention Coalition (KIPC), Adolescent Health Council, State Council on the Health Status of Women, Sex Assault Coalition, Patient's Rights Committee and others as assigned.

**PRIMARY CARE AND RURAL HEALTH PROGRAM**

The Primary Care and Rural Health Program coordinates federal, state, and local efforts aimed at improving the health of Hawaii's rural, medically underserved, and multicultural residents. The Office provides planning, technical assistance and resources to improve access to health services throughout Hawaii. The office has three programs: 1) Primary Care Office (PCO), 2) Rural Communities Healthcare Infrastructure Transformation (RCHIT), and 3) the Office for the Rural Advancement of Technology and Hospital Improvement (ORATHI).

**Primary Care Office**

- Develops and publishes the Primary Care Needs Assessment Databook on alternate years to identify geographic areas of highest risk and to assist stakeholders and policymakers in developing strategies to improve access to primary care for underserved populations.
- Conducts statewide surveys of primary care physicians, dentists and mental health professionals to accomplish the following:
  - 1) assess the need for health professionals statewide and by geographic areas; and
  - 2) provide data for required annual federal reporting.
- Conducts recruitment and retention activities, including federal National Health Service Corps activities to assure coordination and appropriate placement of health personnel in underserved areas of the state.
- Assures the formal federal designations of Medically Underserved Areas/Populations and Health Professional Shortage Areas in the state by developing and submitting appropriate applications to the federal Division of Shortage Designation.
- Conducts community development activities and provides technical assistance to communities to improve access to primary care. Technical assistance is provided on the establishment of community health centers in underserved areas.

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FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

- Collaborates with health professions training programs (e.g. Area Health Education Centers, Native Hawaiian Health Professions Scholarships Program) to provide opportunities for student training and subsequent placement of health professionals in underserved areas.
- Develops and submits annual Primary Care Office grant to the federal Bureau of Health Professions.

Rural Communities Healthcare Infrastructure Transformation (RCHIT)

- Develops, submits, and administers the State Offices of Rural Health grant which has five focused areas of responsibility:
- Collects and disseminates rural health information.
- Coordinates rural health resources and activities statewide in coordination with other public and private organizations.
- Provides technical assistance to meet rural community health needs.
- Conducts activities to encourage recruitment and retention of health professionals in rural areas.
- Works to strengthen state, local, and federal partnerships.
- Plans, organizes, coordinates, implements, and evaluates rural health projects, particularly those that build capacity in rural communities.
- Participates with and provides oversight and guidance to sub-grant recipients and project partners to ensure deliverables are timely and adequate.
- Develops, coordinates, and provides technical assistance on grant proposals and other funding mechanisms to enhance community rural health capabilities.
- Reviews and develops county, state, and federal rural policy initiatives to support rural health goals. Provides technical support such as testimony, bill amendments, talking points, briefing papers, etc.

Office for the Rural Advancement of Technology and Hospital Improvement (ORATHI)

- Develops, submits, and administers the Medicare State Rural Hospital Flexibility Program grant, the purpose of which is to assist small rural hospitals and improve access to health services in rural communities. Responsibilities include:
- Addressing quality of care issues
- Developing and implementing rural health networks

STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

- Improving and integrating Emergency Medical Services
- Creating and maintaining a state rural health plan
- Supporting facilities seeking Critical Access Hospital designation
- Develops, submits, and administers the Small Rural Hospital Improvement Grant Program which provides funds to help hospitals meet the requirements of the Affordable Care Act—particularly around Value-based Purchasing, bundled payments, and/or Accountable Care Organizations—and in implementing Medicare's Prospective Payment System
- Educates and provides technical assistance to rural facilities on the implementation of electronic health records, health information exchange, and other health information technology
- Educates and provides technical assistance to rural facilities on the implementation and use of telehealth technologies and methods
- Works with rural hospitals, particularly Critical Access Hospitals, to improve financial, operational, and clinical performance
- Reviews and develops county, state, and federal policy initiatives to support rural health goals. Provides technical support such as testimony, bill amendments, talking points, briefing papers, etc.

ADMINISTRATIVE SERVICES

This office coordinates the overall administrative activities for the Family Health Services Division. Oversight is provided through technical assistance and consultation provided in the areas of personnel, budget, fiscal and accounting, procurement and contracting, and facilities management. Develops and maintains coordinating mechanisms within the division for programs to appropriately collaborate and maximize resources.

- Provides management analysis assistance, including reorganization planning, to the Division Chief and program managers.
- Provides assistance to all organizational segments of the Division in the areas of budget, fiscal, procurement, contracting, personnel and logistic services.
- Initiates, formulates, interprets and implements administrative policies, practices and procedures necessary to achieve the objectives of all programs assigned to the Division.
- Coordinates and develops third-party reimbursement mechanisms, including grant applications.
- Initiates and negotiates interagency and contractual agreements with public and voluntary agencies, and supervises the enforcement of such agreements.

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- Develops, monitors, and controls the policies and procedures on fiscal operations in accordance with departmental, state and federal requirements.
- Provides personnel support, information and assistance to all Division staff and programs in accordance with departmental, state and federal requirements. This includes support in the area of recruitment, position classification, staff training, labor relations and employee benefits.
- Maintains and updates an employee safety manual.
- Reviews reports of industrial accidents.
- Reviews and coordinates all fiscal and personnel actions to assure conformance with the Division's authorized expenditure plan.
- Processes contracts and assists program managers in developing and maintaining a system to monitor all contracts within their respective programs; develops guidelines and modifies them in accordance with changes from the State Procurement Office.
- Supervises preparation of the Division's operating budget in conformance with the instructions from the Departmental budget office and the state's central budget office.
- Reviews the operating budgets of all Division programs to ensure that all program needs are considered in resource allocation.
- Monitors the processing of requisitions, and assists line and staff personnel with purchase orders, invoices and payments as needed.
- Provides direction and expertise to the program staff in the development and execution of cost analysis relative to the establishment of reimbursement rates.

SURVEILLANCE, EVALUATION & EPIDEMIOLOGY STAFF

This division staff office facilitates the integration of public health core functions of assessment, policy development and assurance into all programs in the division. This includes assessing the current status of division programs related to core functions, providing and/or arranging for appropriate training and technical assistance, and evaluating progress. It is responsible for the assurance of quality data collection, analysis and dissemination throughout the entire division. It applies the principles of epidemiology, program evaluation; public health needs assessment, and system development to its various planning efforts.

- Provides leadership by defining skills and competencies required for implementing public health core functions in the division. Collaborates with branches to reach consensus regarding required skills and competencies.
- Conducts and coordinates epidemiological analysis and provides interpretation of population based and program specific interventions to assess health status, and the health determinants of the family health population.
- Supports division programs in developing and maintaining measurable outcomes and objectives and in program evaluation methodologies.

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- Conducts and collaborates with branch staff to design and implement program evaluation.
- Assures quality of data collection, surveys, evaluation, analysis and dissemination throughout all the branches.
- Provides advice regarding epidemiological and biostatistical research methods, formulation of analysis, plans and format for dissemination of findings.
- Prepares program reports and publications regarding the results of epidemiological analysis and program evaluation for community dissemination.
- Based on analysis and interpretation of data, determines and recommends effective interventions and policy changes.
- Provides advice regarding epidemiological and biostatistical research methods, formulation of analysis, plans and format for dissemination of findings. Advises and directs the formation of study abstracts and publication.
- Provides training on research methods, epidemiology principles and biostatistical methods.
- Collaborates on data activities with other DOH programs outside of FHSD on issues related to family health including Injury Prevention and Control, Disease Outbreak and Control, STD/AIDS, Chronic Disease Programs, and the Science and Research Group.

DATA EVALUATION

- Collects and analyzes comprehensive population based data at the national, state and local levels related to the population served by the division.
- Evaluates quality of all data, which are collected and analyzed to be in compliance with grant requirements.
- Provides leadership by facilitating standard setting for data collection and analysis in the division.
- Develops and maintains an inventory of all data collected and utilized by the division.
- Prepares data reports and tracks the Title V outcome and performance measures for the division and its branches.
- Provides demographic and health status data required in federal grant applications.
- Provides technical assistance to staff on data collection and analysis and to public and private agencies, organizations, and individuals regarding maternal and child health issues.

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- Serves as a high level technical consultant on statistical research and evaluation to Division/Branch staff.
- Promotes, coordinates, and provides direction to all the branches, sections, and programs in the division in terms of data collection activities, statistical studies, database management, and statistical reports.
- Fosters coordination and collaboration among the division's statistical and program management staff to facilitate and accelerate the development of consensus across the Division around key health data and health data analysis issues
- Staffs the Division's Research Advisory Committee (RAC).

PREGNANCY RISK ASSESSMENT MONITORING SYSTEMS (PRAMS) SECTION

- Administers PRAMS, the ongoing population-based surveillance system designed to identify and monitor selected maternal risk behaviors that occur before, during and after pregnancy during a child's early infancy.
- Analyzes data for use in program planning, evaluation and policy development with the goals of service system improvement enhancement.
- Assists in the preparation of the federal grant application and annual report, providing the data requested,

PLANNING SECTION

- Coordinates and completes Annual Title V Maternal and Child Health Block Grant Report and Plan in collaboration with division programs.
- Develops and publishes a comprehensive needs assessment for the family health population at least every five years in collaboration with the branches to determine division-wide priorities, and to carry out related program planning and policy development. During the interim years, conducts ongoing needs assessment, which is used to re-evaluate priorities, programs and policies.
- Tracks the state's progress in meeting the Title V Maternal and Child Health Block Grant performance and outcome measures and Healthy People 2020 objectives for the family health population and coordinates the evaluation of division programs in identifying effective activities to accomplish objectives.
- Facilitates the development of self-evaluation mechanisms for division programs. Oversees the implementation and reviews the results of self-evaluation.
- Assesses the relevance and effectiveness of division programs in meeting division priorities and objectives.

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- Identifies division wide training needs related to division wide programmatic priorities and objectives. Arranges for and coordinates the provision of such training.
- Keeps abreast of national issues and trends including legislation related to division programs and disseminates this information. Facilitates discussions regarding need for shifting and modifying division programs and services in order to accommodate new trends.

STATE SYSTEMS DEVELOPMENT INITIATIVE (SSDI) UNIT

- Facilitates activities, including arranging for technical assistance and training, to define, develop and document systems of care at the state and local levels for the family health population. Identifies measurements for assessing and evaluating systems of care.
- Facilitates data linkages of birth certificate data with Medicaid, hospital discharge, WIC and other relevant data sets by reducing barriers to linkage. Provides or arranges for analysis of linked data sets to determine interventions which can improve the health status of the population.
- Provides or arranges for analysis of key maternal child health data sets to determine interventions which can improve the health status of the population.
- Develops and submits the annual State Systems Development Initiative grant application.

FETAL ALCOHOL SPECTRUM DISORDER (FASD) UNIT

- Develops and coordinates systems of care for those individuals who have been diagnosed with an FASD and their families.
- Develop a strategic plan for the prevention, identification and diagnosis, intervention and treatment services for those already diagnosed and their families.
- Provides information and referral services to assist families affected by FASD.
- Advocates for and coordinates state and community resources to assist individuals and families affected by FASD.
- Provides public awareness and professional educational materials about FASD.

EARLY CHILDHOOD COMPREHENSIVE SYSTEM (ECCS) UNIT

- Assures the development and implementation of a comprehensive and integrated system of care for children zero to eight.
- Facilitates interagency collaboration to promote the medical home, social and emotional health for children, early childhood school readiness, parenting and family support.

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- Develops and track early childhood indicators.
- Develops statewide priorities to assure that all children under the age of eight are safe, healthy and ready to succeed.

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The Children with Special Health Needs Branch has two major goals: (a) all children and youth with special health care needs (CYSHCN), including young children with developmental delays, will receive appropriate services to optimize health, growth and development; and (b) access to quality health care shall be assured through the development of a comprehensive, coordinated community-based, patient/family-centered, culturally competent system of care. CYSHCN are children who have or are at increased risk for chronic physical, developmental, behavioral, or emotional conditions and who require health and related services of a type or amount beyond that required by children generally and their families.

- Assess and monitor the status of CYSHCN to identify and address the strengths and problems of the system of services.
- Link CYSHCN to health and other community and family services, and assure access to comprehensive, quality systems of care.
- Assure access to services as mandated, needed, or a safety net for CYSHCN.
- Inform and educate the public and families about issues related to CYSHCN.
- Mobilize community partnerships among policymakers, health care providers, families, general public, and others to address health problems related to CYSHCN.
- Facilitate community engagement with providers, families, public and private entities to plan, develop, evaluate and improve services for CYSHCN.
- Provide leadership for priority-setting, planning, and policy development to support efforts to assure the health of CYSHCN and their families.
- Monitor and evaluate the effectiveness, accessibility, and quality of personal health and population-based services for CYSHCN.
- Coordinate and conduct research and demonstrations to improve services for CYSHCN.

SECRETARIAL SERVICES STAFF

- Provide the secretarial and office support services to the Branch.

ADMINISTRATIVE SUPPORT STAFF

- Develop and oversee the Branch budget with the Branch Chief and monitor and evaluate expenditure plans for compliance to Operational Expenditure Plans.
- Develop the Early Intervention Section budget with the Section administrator and provide quarterly updates on expenditures and budget projections.

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- Develop, prepare, and submit Biennium and Supplemental Budget Requests as necessary.
- Provide contract management and administrative support activities including reviewing proposals and negotiating contracts.
- Responsible for fiscal management of contracts and provide support for programmatic monitoring of contracts.
- Develop and implement a plan for contract fiscal monitoring and evaluation and compliance corrections as necessary.
- Provide fiscal and accounting services including the processing and payments of authorized expenses and procurements.
- Provide grants management support activities including responsibility for fiscal applications and expenditure reports, as required, for present, on-going, and new grants.
- Develop and implement a plan for facilities management and inventory controls.
- Oversee and implement Branch and Sections personnel activities.
- Provide appropriate consultation, technical assistance and training to Branch Sections for administrative, fiscal, personnel, and procurement activities.
- Analyze budgetary data to assure quality and cost-effectiveness of programs.
- Assure compliance with Division and Departmental policies and procedures.

DATA SUPPORT STAFF

- Administer the data research and analysis activities required for needs assessment, planning, development of needed programs, and monitoring and evaluation for quality improvement and effective services.
- Measure and monitor data collection and analyses related to CYSHCN statewide.
- Provide technical and consultative services to Sections and programs.
- Develop and prepare reports and plans to comply with federal and state requirements.
- Work with other Departmental data sources and programs to achieve Branch data goals and objectives.

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**CHILDREN AND YOUTH WITH SPECIAL HEALTH NEEDS SECTION (CYSHNS)**

This section focuses on CYSHCN residing in communities of the state, until they reach age 21 years. It is responsible for development, demonstration, and promotion of quality family-centered, community-involved, comprehensive services for their optimal health and development. The long-term aims are to prevent and reduce complications of illness and dysfunction with chronic conditions and expand their participation in community life. It promotes and facilitates activities toward attaining state and national goals for CYSHCN, including the National Goals for CYSHCN established by the Title V Maternal and Child Health Block Grant Program.

- Address the multiple determinants of health that interact across childhood and family members to produce health outcomes.
- Bring together and integrate services from models of child development, chronic illness, maternal and child health life course, and social determinants of health.
- Conduct assessments to focus on the source of population needs.
- Assure needed collaboration is developed and maintained among programs.
- Partner with all sectors at local and regional community, state, and national levels to assure services are available and organized so families can use them easily.
- Involve key community persons in leadership for new initiatives and facilitating change for improvement of services.
- Collect/measure and utilize data for policy decisions and program planning.
- Provide knowledge base with information and supply reports conceptualizing and identifying problems or needs within a target community, effective/efficient and socially acceptable solutions, and recommendations for facilitation and activities toward enactments of solutions into policy.
- Provide community information and referral information for members of the public and service providers.
- Facilitate the development of programs and services to address priority unmet needs when community resources are insufficient or not available.
- Monitor and evaluate accessibility and effectiveness of services and service system utilization for improvement of quality and results for long-term outcomes.

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PLANNING AND COORDINATION SERVICES UNIT

This unit is responsible for statewide services to assure that CYSHCN age 0 through 20 years, especially those with limited resources, receive optimal health care and reach their growth and development potential. It facilitates processes for state plan development and improvement of service systems for CYSHCN. It also leads activities for progress toward major state and national goals for CYSHCN.

- Assess community and population needs regarding health status, services, and resources for CYSHCN. Review recent federal and local legislation and developments for planning purposes.
- Review prevalence and impact of special health care needs in children and progress toward long term National Goals for CYSHCN. Review Hawai'i data from the National Survey of CYSHCN for changes in six national core outcome indicators for measuring progress toward the goals.
  - Families of CYSHCN will partner in decision-making at all levels and will be satisfied with the services they receive.
  - All CYSHCN will receive coordinated ongoing comprehensive care within a medical home.
  - All families of CYSHCN will have adequate private and/or public insurance to pay for the services they need.
  - All children will be screened early and continuously for special health care needs.
  - Services for CYSHCN and their families will be organized in ways that families can use them easily.
  - All CYSHCN will receive the services necessary to make transitions to all aspects of adult life, including adult health care, work and independence.
- Reports on the status of each outcome indicator, background, and related activities in Hawai'i for presentation and planning purposes.
- Collect informative materials and resource descriptions for information and referral of families and providers. Topics include medical services, social services, early intervention programs, and other resources for CYSHCN.
- Provide service coordination to families receiving CYSHNS services throughout the state. This includes: assessment of needs, development of service plan, linkage to appropriate care, evaluation of child's health care and progress, liaison between private and community health and social service agencies, and assisting with transition to adult health care services and independence.

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- Identify needs and community recommendations for development of community-based specialty services that are accessible and practical for families. Develop and facilitate pediatric specialty clinics on neighbor islands when feasible and where no other services are available.
- Enlist and coordinate participating providers, volunteer providers, and fee-for-services contractors of medical specialty and related treatment services. Provide information and guidelines on use of these services to families, providers, and agencies.

CHILDREN WITH SPECIAL HEALTH CARE NEEDS OUTCOMES SUBUNIT

This unit guides and evaluates the program for progress toward National Outcomes for CYSHCN. It also provides individual child/youth and family assessments, initial recommendations for service planning for newly admitted children, and services to continuing children. It provides nursing and health care consultation services and facilitates tracking and monitoring of program service results and outcomes.

- Facilitate the collection of data on activities and events to measure and monitor progress toward program goals, such as national core outcome indicators for measuring progress toward the Goals for CYSHCN.
- Conduct periodic reviews of service plans and cases for the extent and impact of family participation, medical home, transition to adulthood, and other area.
- Provide technical assistance, education, and training for health professionals, community agencies, and organizations regarding CYSHCN.
- Provide limited financial assistance as a "safety net" in order to provide eligible CYSHCN access to specialty service.
- Provide input and participate in quality improvement activities and provide consultation and education for multidisciplinary staff development.
- Oversee the family service and satisfaction questionnaire at times of re-eligibility review and discharge, the summary of responses, and reporting of results.
- Assess all requests or applications for services. This includes confirmation of medical and/or financial eligibility, immediate information and referral, and initial recommendations for the family.

CRANIOFACIAL SERVICES SUBUNIT

Work in coordination with public, private, and community providers and families to assure that CYSHCN with craniofacial conditions, such as cleft lip and palate, receive the comprehensive multidisciplinary services that are necessary throughout stages of growth and development for optimal correction and functioning. Assist with obtaining multiple services that are timely during stages coincident to growth. Assist families in managing the

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array of services required. Provide counseling, education, and consultation with families, educators, primary care providers, and other social services, health care, and care coordination providers.

- Collaborate with Kapi'olani Medical Center for Women and Children (KMCWC) in their Kapi'olani Cleft and Craniofacial Center (KCCC). Participate as community resource member of the team of medical, dental, surgical, and other specialists and therapists. Participate in development of multidisciplinary team recommendations that include proper sequencing of evaluations and treatments.
- Provide nursing consultation to health/human services staff of other programs and agencies regarding implications of medical conditions in daily activities and growth and development, problems associated with the medical condition, prevention of complications, and planning for emergencies.
- Educate providers and families of special resources available in the community for children with craniofacial conditions and how to access them. These may include certain clinic services, insurance benefits, Department of Education provisions for school assistance, etc.
- Provide input and consultation in individual education planning meetings regarding student's condition, stage of treatment and projected plan, speech therapy, and adjustment.
- Provide consultation and guidance to neighbor island social workers and Oahu workers of other disciplines regarding technical aspects of treatment and services. Confer with and work closely with social services worker in support of youth and family members during long-term treatment and repair of craniofacial condition.
- Work to improve the system of services so CYSHCN will have access to needed supplies, equipment, and materials for their treatment and care.

SOCIAL WORK FAMILY SERVICES SUBUNIT

Provide social work knowledge base and individual and group interactive skills to increase child/youth and family coping skills and address multiple determinants of health such as health plan benefits and coverage, family income and cost of specialized care, interpersonal relationships and disability, social adjustment and functional limitation, housing and home environment, transportation and geographical proximity to services, second language and cultural values, communication and self advocacy, and psychosocial adjustment and long-term chronic conditions.

- Assess family functioning and its positive and/or negative influence on the child's service plan. Identify family strengths, risk factors, and stressors. Develop interventions to enhance family strengths or reduce risk.

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- Provide consultation on family-centered, culturally competent service coordination and social work methods to other disciplinary colleagues, and private and public community service providers.
- Facilitate access to pediatric specialty services and clinics, including provision of neighbor island clinics so families may have access to community-based specialty services. Relate specialty services to primary care in communications with families for service coordination.
- Assist with financial access to medical services as a "safety net" for families with no other resources, by providing financial assistance with diagnostic and treatment services through sub-specialty clinics, medical specialists, and other medical services.
- Provide outreach services to Supplemental Security Income (SSI) child beneficiaries with disabilities under age 16 and their families. This may include assessment to identify child/family medical, social, educational, and transitional needs; information sharing; and assistance in accessing available resources.

**SPECIALTY SERVICES UNIT**

Plan, develop, and administer specialized health related services for treatment, habilitation, and education of CYSHCN and families, for their optimum health and involvement in community life. Provide consultative staff services to colleagues of other disciplines and other providers for a comprehensive approach to managing health conditions and concomitant issues. Develop and work through partnerships in activities that encompass both prevention and intervention strategies. Provide interpretation of findings and make recommendations for strategies to improve services for CYSHCN.

- Serve as expert community resource for families and providers. Prepare and conduct educational presentations to increase understanding about hearing loss and audiology services and aids.
- Provide pediatric nutrition services. Provide consultative staff services to other discipline providers and programs as part of a comprehensive approach to nutrition or dietary issues. Participate as a multidisciplinary member in Metabolic Clinics in Hawai'i Community Genetics.
- Coordinate services to participating families throughout the state. Advise and assist with accessing services, monitor child's progress, facilitate interdisciplinary services, and assist with transition to adult health care service and independence.
- Participate and provide consultation in individual education planning and other service planning meetings on specific needs and strategies for the student.
- Assist with financial access to services through program or foundation funds, as a "safety net" for families with no other resources.

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- Work with service teams in developing recommendations and programs for CYSHCN. Participate in youth activities to engage, educate, and motivate their interest and enthusiasm.

EARLY INTERVENTION SECTION (EIS)

This Section, as Lead Agency for Part C, is responsible for the statewide implementation of Part C of the Individuals with Disabilities Education Act (IDEA), Public Law (P.L.) 108-446, and H.R.S. 321.351-357 for all Part C eligible children (i.e., children under age 3 who meet the State's eligibility criteria) and assures that a system is in place to meet all federal and state requirements. The system must have policies and procedures in place to assure that the following required components are met: a rigorous definition of "developmental delay" in order to appropriately identify eligible children; a state policy to provide early intervention services based on scientifically-based research; timely, comprehensive multidisciplinary evaluations of the functioning of each child and a family-directed identification of the needs of each family; an individualized family support plan for each eligible child and family; a comprehensive child find system; a public awareness program that provides information to primary referral sources; a central directory that includes information on early intervention services and resources and experts available in the state; a comprehensive system of personnel development which includes the establishment of qualifications based on state-approved requirements; a system to ensure mandated services are available; the provision of procedural safeguards; a policy related to the provision of services in natural environments to the extent possible; a State interagency coordinating council; a system to compile required data; policies and procedures related to the identification and coordination of all available resources, including the development of interagency agreements; and a system to resolve disputes with both families and/or other agencies.

To meet the above requirements, this Section is responsible for the development of a family-centered, community-based, comprehensive, interagency and coordinated system of early intervention services for Part C children and their families. To ensure that such a system is in place, this Section regularly monitors all early intervention programs that provide care coordination and services to Part C eligible children to assure their compliance with Part C requirements, and that if deficiencies are identified, they are corrected. This Section collaborates with public and private partners statewide and develops Memoranda of Understanding with other Departments to support IDEA Part C requirements. Section responsibilities also include the staffing to support the Hawai'i Early Intervention Coordinating Council and development of a public awareness campaign, using various outreach activities, strategies and media sources to identify potentially eligible children from birth to age three, especially those who are homeless, underrepresented, low-income, inner-city and rural.

SECRETARIAL SERVICES

- Provide the secretarial and office support services to the Section staff.

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**HAWAI'I EARLY INTERVENTION COORDINATING COUNCIL STAFF**

The Hawai'i Early Intervention Coordinating Council (HEICC) is mandated by Part C, §641 and H.R.S. 321.353. It has the following functions:

- Advise and assist the Department in the development and implementation of the policies that constitute the statewide system of early intervention services.
- Assist the Department in achieving the full participation, coordination and cooperation of all appropriate public agencies in the State.
- Assist the Department in the effective implementation of the statewide system by establishing a process that includes: seeking information from service providers, care coordinators, parents and others about any Federal, State or local policies that impede timely service delivery; and taking steps to ensure that any policy problems identified are resolved.
- Advise and assist the Departments of Health and Education regarding the transition of toddlers with disabilities to preschool and other appropriate services.
- Assist the Department in the resolution of disputes.
- Advise and assist the Departments of Health and Education regarding the provision of appropriate services for young children from birth through age 5.
- Provide advice and consultation to EIS in planning, implementing, monitoring and evaluating the system of early childhood services.
- Advise and assist the Department in the preparation of applications under Part C and amendments to those applications.
- Review and certify the required annual report on the status of statewide early intervention programs for Part C eligible children and their families for the Governor and the U.S. Secretary of Education.

**HAWAI'I KEIKI INFORMATION SERVICE SYSTEM (H-KISS) STAFF**

H-KISS administers the centralized statewide computerized information and referral service, under Part C of IDEA, and performs the following functions:

- Provide information on state and national services and resources to families with young children who have special health needs (and Title V toll-free information line to age 21).
- Receive referrals from parents, pediatricians, and the community for early intervention services for children birth to age 3, who may be eligible for services.

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- Utilize a triaging mechanism to ensure appropriate and timely referrals to early intervention programs for children birth to age 3 who may be eligible for services.
- Compile statistical information for purposes of identifying service needs and for state and federal required data reports.
- Generate reports in response to data requests from public and private providers in the community.
  - Provide information and technical assistance to ensure pediatricians, child health and developmental specialists, preschool teachers, and other community providers are knowledgeable about how to refer possible Part C eligible children for early intervention services.
- Maintain a database of referrals, which includes updates on referral information. Implement changes and enhancements in H-KISS database software as needed.

PERSONNEL DEVELOPMENT STAFF

This program is responsible for implementing strategies and activities to provide and support statewide training and personnel development for the Early Intervention Section and all other Part C providers, including:

- Develops a statewide system of personnel development to assure that a family-centered, community-based, culturally competent, collaborative approach is the basis for all training and professional development activities.
- Responsible for ensuring that all personnel who serve Part C eligible children, statewide, are knowledgeable of IDEA, Part C requirements through direct training and training other trainers.
- Develops and implements training modules, statewide, on IDEA, Part C requirements.
- Reviews and approves all training materials related to IDEA, Part C.
- Ensures that other trainers appropriately and adequately provide required IDEA Part C training using the Part C training modules.
- Ensures that a yearly personnel survey is disseminated to all Part C early intervention providers, including professionals, paraprofessionals and administrators to identify training needs.
- Develops new statewide training modules to support the additional training needs as identified on the personnel survey.

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- Plans, conducts and/or coordinates training for early intervention parents and personnel to assure appropriate, quality early intervention services to infants and young children with special needs and their families as outlined in Part C of P.L. 108-446.
- Provides consultation to related programs and sections in the Branch, Department of Health and community on early childhood training issues and the comprehensive system of personnel development.
- Provides awareness training and consultation to child health and developmental specialists, preschool teachers and other interested community providers on IDEA Part C, to assure that they are knowledgeable of how to refer possible Part C eligible children for early intervention services.
- Collaborates with other community programs to ensure that a variety of personnel development activities are available throughout the year to meet the needs as identified by early intervention program staff.
- Collaborates with public and private universities, community colleges, departments and agencies that currently provide training for professional development.
- Develops and disseminates a monthly training calendar to all providers of early intervention services and families of children receiving early intervention services.
- Responsible for developing and maintaining database for training and personnel development.
- Responsible for the development of federal, state, and programmatic reports.
- Responsible for the implementation of grants related to training, including the development and monitoring of budgets.
- Acts as the co-facilitator of the HEICC's Personnel Development Committee.
- Supports the development of statewide Part C implementation policies and procedures for dissemination to all Part C providers statewide.
- Participates in Part C Quality Assurance monitoring of all statewide Part C Agencies and Programs.

**LEAD AGENCY SUPPORT STAFF**

This program is responsible for assuring the IDEA Part C and other applicable federal and state laws are being followed by all Part C Agencies and Programs. This program develops and implements strategies and activities to support statewide quality assurance including:

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- Responsible for developing and implementing a monitoring system to ensure that all Agencies and Programs that serve IDEA Part C eligible infants and toddlers and their families meet IDEA Part C requirements.
- Collaborates with all providers of IDEA Part C services to ensure they are knowledgeable of Part C requirements and qualified to provide early intervention services.
- Works closely with the EIS Section Supervisor, the Public Health Nursing Branch Chief, and the Healthy Start Supervisor in monitoring their programs and sections that serve IDEA Part C.
- Reviews, approves, and assures that all Agency action plans developed as a result of program monitoring are met within timelines.
- Responsible for developing Part C monitoring and reporting templates for use by all Part C Agencies.
- Responsible for developing, implementing, training for, and evaluating Part C's participation in all aspects of the interval review system, including identifying children to be reviewed, reviewing internal review reports, as necessary, ensuring that reviewers attend review meetings, and providing follow-up to program managers and section supervisors regarding the results of the internal reviews, writing the required Internal Review statewide summary reports, analyzing Part C internal review data, mentoring new internal reviewers, and attending statewide quality assurance meetings with the Department of Education and DOH, Child and Adolescent Mental Health Division.
- Responsible for working with the Personnel Development program in developing and presenting training modules for both internal review mentors and internal reviewers.
- Responsible for the development and implementation of the statewide Part C child and family outcome system, in response to new OSEP requirements, including providing training and support to all Part C Agencies and Programs, analyzing statewide Part C data, ensuring annual family surveys are disseminated and analyzed, writing reports to support the submission of annual State Performance Plans and other required reports.
- Supports and participates in training activities related to IDEA Part C requirements.
- Collaborates with the Department of Education (DOE) to support the development and implementation of DOE Quality Assurance Complex Plans.

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QUALITY ASSURANCE STAFF

This program is responsible for assuring that EIS state and private purchase-of-service (POS) early intervention programs (EIS Part C programs) that serve infants and toddlers with developmental delays and their families follow required IDEA Part C and other applicable federal and state laws. This program develops and implements strategies and activities to support statewide quality assurance for EIS Part C programs, including:

- Works with and supports all EIS Part C programs to ensure they are knowledgeable of Part C requirements and qualified to provide early intervention services.
- Responsible for monitoring all EIS Part C programs for compliance with IDEA Part C requirements, H.R.S. 321.351-353, with the Hawaii Early Intervention State Plan, and contractual requirements (as appropriate) and assuring that corrections are implemented to meet any identified areas of non-compliance.
- Analyzes data from EIS Part C programs to determine areas improved and areas in need of improvement.
- Ensures that any EIS Part C program action plan developed as a result of program monitoring is implemented within timelines.
- Develops and submits required reports to EIS as Part C Lead Agency related to identification and correction of any areas of Part C non-compliance.
- Responsible for developing quarterly, annual, and other report templates for EIS Part C programs as required by the Early Intervention Section.
- Supports the internal program improvement efforts of EIS Part C programs through participating as both a reviewer and mentor to new reviewers.
- Supports the Branch's Administrative Services in the fiscal auditing of fee-for-service contracts.
- Supports training activities related to IDEA Part C requirements.
- Collaborates with the Department of Education (DOE) to support the development and implementation of DOE Quality Assurance Complex Plans.
- Collaborates with the Branch's Administrative Services in all aspects related to expansion of EIS Part C programs, including developing new Requests for Proposals for POS programs and other needed early intervention services.
- Collaborates with the Branch's Administrative Services in reviewing and approving invoices from POS and fee-for-service providers for early intervention services.
- Monitors fee-for-service providers to assure appropriate billing.

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FINANCIAL RESOURCE STAFF

The FRS is responsible for the development and implementation of financial systems and processes to collect third party reimbursements and other types of payments for early intervention services. Under the Part C mandate of IDEA, EIS is to pursue "other public and private funding" to be used to support the cost of providing early intervention services. The mandate also designates EIS as "payor of last resort" for Medicaid medical assistance and Tricare military health care programs. Title XIX of the Social Security Act goes further adding that nothing can prohibit or restrict reimbursement of IDEA Part C services (42 CFR 1396(c)) if they meet the definition of Medicaid medical assistance.

- Collaborate with Department of Human Services (DHS), U.S. Armed Services Branches, or any other private or public organization in the development and implementation of payment processes for early intervention services.
- Ensure that payment processes comply with relevant State and Federal regulations such as the Health Insurance Portability and Accountability Act (HIPAA) for transactions and Family Educational Rights and Privacy Act (FERPA) for confidentiality.
- Act as a staff information and training resource for billing procedures.
- Work closely with government, public or private fiscal agent data personnel in the development and application of data collection or billing systems for EIS.
- Ensure that statewide EIS personnel are trained and comply with all applicable requirements of State and Federal regulations, including HIPAA transactions, FERPA confidentiality regulations, False Claims Act requirements, etc.
- Collect, review and validate service data from statewide EIS programs and fee-for-service providers to generate invoices for reimbursement or other payments to DHS.
- Verify employment and professional credentials and track eligibility of early intervention providers for reimbursement or audit purposes.
- Maintain and update provider fee schedules, applicable diagnoses and procedure codes required for payment processes.
- Verify eligibility of children enrolled in early intervention programs for reimbursement purposes.
- Deposit reimbursements and payments into appropriate accounts.
- Utilize detailed information of reimbursements/payments and special fund deposits for reporting purposes.

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SOCIAL WORK SERVICES UNIT

This unit is responsible for providing family-centered culturally sensitive care coordination services and other family support services to families with Part C eligible children and their families.

- Gather information from parents regarding their strengths, concerns, and priorities for their children referred for early intervention services and themselves.
- Ensure that referred children receive timely evaluations to determine their Part C eligibility, timely Individualized Family Support Plans (IFSPs), and timely and appropriate early intervention services to meet the needs identified on their IFSPs.
- Support the implementation of the IFSP in all public and private early intervention programs statewide through training and technical support. Ensure that the IFSP document meets Part C regulations.
- Provide individual and family counseling to alleviate family crisis and/or dysfunction and co-facilitates support groups for family members.
- Facilitate arrangement of other needed services by referring to community agencies.
- Provide social work consultation, support, and training to social workers/care coordinators and other providers of early intervention services in the areas of IFSP development, family centered services, community-based services, cultural sensitivity, and other related areas.
- Support quality assurance activities related to the implementation of Part C regulations concerning culturally competent, family-centered care coordination, evaluations and IFSP processes.
- Assess family functioning; identify family strengths, concerns, needs, risk factors, and stressors; and develop strategies to enhance family strengths and/or reduce risk.
- Advocate for and assist families in navigating the network of health and human services to maximize service provision to young children.
- Provide social work consultation to H-KISS staff and other social workers statewide.
- Support the provision of training in family-centered care, care coordination and IFSP development for early intervention personnel statewide.
- Provide direct supervision and/or technical assistance for care coordinators who

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are placed in public and private agencies to implement care coordination services.

- Collaborate with multiple public and private departments and agencies to assure services are coordinated. Collaborate with the Department of Education and other providers of services to children over age 3 to ensure smooth and timely transitions, consistent with IDEA Part C.

**PROFESSIONAL SUPPORT UNIT**

This unit is responsible for ensuring that professional support services, consistent with IDEA Part C, are provided to all Early Intervention (EI) programs statewide that serve Part C eligible children and their families, as needed. This unit is also responsible for the administration of special projects that support EIS services.

- Ensure that nutritional evaluation, consultation, technical assistance, and training are provided statewide as needed to support the nutritional concerns of enrolled children, their families and EI program staff.
- Ensure that occupational therapy evaluation, consultation, technical assistance and training are provided statewide as needed to support the sensory processing/sensory regulation needs of enrolled children with autism and challenging behaviors, their families and EI program staff.
- Ensure that vision evaluation, consultation, technical assistance and training are provided statewide as needed to support the orientation, mobility and pre-braille skills of enrolled children who are blind or visually impaired, their families and EI program staff.
- Ensure that deaf education evaluation, consultation, technical assistance, training, and family support groups are provided statewide as needed to support the communication skills of enrolled children, their families and EI program staff. Support a deaf mentorship program and family networking and informational groups to enhance the ability of families to support the communication needs of their children. Assist Care Coordinators and families with the process of obtaining hearing aids to support the child's increased hearing capacity as needed.
- Ensure that psychological evaluation, consultation, technical assistance and training is provided statewide as needed to support the mental health needs of enrolled children, including those with Autism Spectrum Disorders, their families and EI program staff.
- Ensure that Part C eligible children identified with Autism Spectrum Disorders and other significantly challenging behaviors and their families receive intensive behavioral support services to meet their identified needs.

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- Increase the capacity of community preschools and home care providers to serve infants and children under three years of age with special needs within their settings through on-going training and support.

Assistive Technology Subunit

- The Assistive Technology program provides assistance technology support to young children with special needs and their families. Staff (coordinator and parent mentors) provides support at the child's home and/or center-based early childhood program. They work closely with the family and providers to identify software or other types of technology to increase the child's responsiveness to the environment (e.g. increased vocalization, increased eye contact, further development of fine motor ability, etc.) around him/her through increase stimulation.

EARLY CHILDHOOD SERVICES UNIT

The unit level is responsible for the quality of services provided in the early childhood services programs and assures that services provided are appropriate and meet the levels as prescribed in the Individual Family Support Plans (IFSPs) for the enrolled children.

LANAKILA, LEEWARD, AND WINDWARD EARLY CHILDHOOD SERVICES PROGRAMS (ECSPs)

These programs determine Part C eligibility and provides early intervention services to all Part C eligible children and their families who are referred to the ECSPs.

- Administer and ensure that the ECSPs meet all required federal Part C and state regulations and requirements.
- Ensure that mandated services, including occupational therapy, physical therapy, speech therapy, special education, social work, and care coordination are culturally sensitive and family-centered and are provided to eligible children and their families to meet their identified needs. Ensure that families are linked with other mandated services that are not provided by the ECSPs.
- Ensure that children referred to ECSPs due to suspected developmental delays or at biological risk for developmental delays are evaluated within Part C timelines and that a copy of the evaluation report, verbal explanation of the results, and suggested developmental activities are provided to families.
- Ensure that a care coordinator is identified to support the development of a family-centered IFSP with outcomes, objectives, and services identified to meet the unique needs of the child and family.
- Incorporate professional "best practices" in service delivery and work closely with families of eligible Part C children to maximize their potential by imparting knowledge and skills to family members.

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- Maintain a safe, protective environment for children receiving services in their natural environments.
- Monitor accomplishment of child/family outcomes and objectives identified on the IFSP and modifies the IFSP as appropriate.
- Provide educational, developmental, cognitive, social and learning style assessments of Part C eligible children when appropriate.
- Assure a smooth transition from Part C to Department of Education or other community programs consistent with IDEA Part C requirements.
- Collaborate with all other units in EIS and CSHNB when technical assistance is needed to support the needs of children and their families enrolled in ECSPs as well as ECSP staff. Collaborate with the Quality Assurance and Training Unit to ensure that staff receives training and support in their discipline specific competencies, as well as in providing care coordination and developing IFSPs with families based on identified needs. Collaborate with private early intervention programs to ensure a consistent service delivery system for Part C eligible children and their families.

GENOMICS SECTION

Genomics encompasses the effect of genes and their interaction with behavior, diet and the environment on the population's health. This section administers and coordinates a statewide system of services, education, activities, and funding sources to: assure appropriate screening and monitoring services to maintain or improve the health of the community; increase access to genetic services; provide education and information to the community about the impact of genomics on health; and develop genomics activities for the community based on identified needs and data.

This Section has programs that focus on the same population of newborns and infants. There is a genetic basis for many disorders – most birth defects have a genetic basis, at least 50% of congenital hearing loss is genetic, and all the disorders detected through newborn metabolic screening are genetic. This Section addresses the integration of program functions especially in the areas of education to birthing facilities and other sources of newborn/data ascertainment, strengthening community partnerships and outreach, and streamlining data systems.

- Assure, facilitate, or conduct needs assessment, data collection, program planning, evaluation, and policy development. Use results of needs assessment and interpretation of data, best practices and regional and federal guidelines for program planning, evaluation, and policy development.
- Assure that the screening and monitoring programs meet the identified needs of the community and comply with federal or state mandates.

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- Assure the development of appropriate standards and policies to safeguard the health of the community.
- Assure that educational activities and materials are culturally competent and targeted at the appropriate reading levels for the communities served.
- Support the development of new grants and funding sources to increase the capacity and capabilities of the Section.

GENETICS PROJECT I AND GENETICS PROJECT II

Federally-funded projects to improve genetics activities and education statewide and assure access to quality genetic services and information especially for neighbor island families.

- Develop activities to promote the prevention, detection, treatment and management of genetic disorders.
- Develop and provide education for the professional and lay communities using collaborative public and private partnerships.
- Assure access to genetic services, education, and activities.
- Assess public and private needs and resources in regard to genetic services, education, and activities.
- Participate in quality assurance and research activities to monitor and improve genetic services and education.
- Participate in planning, development, implementation, and evaluation of genomics projects, including federally-funded grant projects

NEWBORN METABOLIC SCREENING PROGRAM

Administer a statewide program as required by H.R.S. §321.291 to assure that all infants born in the State are screened for phenylketonuria, congenital hypothyroidism and other specified disorders and that all infants who are identified with disorders receive appropriate follow-up, treatment and management.

- Assure that all newborns in birthing facilities are screened, through monitoring of protocols, monthly reports and newborn screening procedures at each birthing facility. Assure the availability of newborn screening services for out-of-hospital births.
- Track infants to assure satisfactory testing and to assure that infants with the specified diseases are detected and provided with appropriate and timely treatment. Assure referral to appropriate follow-up services.

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- Collaborate with medical home providers to minimize the number of children who are lost to follow-up during the screening and follow-up process.
- Establish policies, standards/guidelines and procedures for screening, confirmatory and diagnostic testing, follow-up of newborns with positive screening tests, and tracking to assure that all newborns are screened.
- Collect, analyze and report data on newborn screening for systems monitoring and surveillance and to determine the effectiveness of screening and tracking. Maintains registries of cases with specified diseases.
- Collaborate with health care providers, birthing facilities, laboratories, health insurance providers, public and private agencies, and community groups in the maintenance, evaluation and improvement activities for a statewide newborn screening program. Convene statewide advisory meetings to obtain input on the development, implementation, and maintenance of program priorities, policies and protocols.
- Provide consultation, technical assistance, training, and continuing education on newborn screening to hospitals, laboratories, physicians, nurses, other health providers and community groups.
- Assess public and private needs and resources in regard to newborn metabolic screening.
- Participate in quality assurance and research activities to determine the appropriateness, accuracy and efficacy of newborn screening and follow-up activities.

NEWBORN HEARING SCREENING PROGRAM

Administer a statewide program as required by H.R.S. §321.361-363 to assure that all infants are screened for hearing loss and receive appropriate follow-up if hearing loss is suspected or diagnosed.

- Assure that all newborns in birthing facilities are screened, through monitoring of protocols, monthly reports, and newborn hearing screening procedures at each birthing facility. Assure the availability of newborn hearing screening services for out-of-hospital births.
- Establish policies, standards/guidelines, and procedures for screening, diagnostic evaluation, follow-up, and tracking.
- Collect surveillance information and maintain a comprehensive early hearing detection and intervention tracking system. Track infants to assure that infants are satisfactorily tested for hearing loss and that affected infants are provided with appropriate and timely treatment. Assure referral to appropriate follow-up services. Collaborate with medical home providers to minimize the number of

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children who are lost to follow-up during the screening, evaluation, and intervention process.

- Provide information to assist families in obtaining hearing screening for newborns, audiological evaluations for children under age three years with suspected hearing loss, and early intervention services for children under age three years with permanent hearing loss.
- Collaborate with health care providers, birthing facilities, public and private agencies and community groups in the maintenance, evaluation and improvement activities for a statewide newborn hearing screening program. Convene statewide advisory meetings to obtain input on the development, implementation, and maintenance of program priorities, policies and protocols.
- Provide consultation, technical assistance, training and continuing education on newborn screening to health care providers, birthing facilities, public and private agencies and community groups.
- Participate in planning, development, implementation, and evaluation of early hearing detection and intervention activities, including federally-funded grant projects. Evaluate program outcomes to identify unmet needs and recommend changes to meet those needs.
- Participate in quality assurance, needs assessment and research activities to improve program outcomes and increase knowledge about infant hearing loss.

**BABY HEARS (HEARING EVALUATION AND ACCESS TO RESOURCES AND SERVICES)**

Support efforts to improve and ensure implementation of statewide newborn hearing screening and follow-up.

- Develop, implement and evaluate activities to increase the percentage of infants who are screened for hearing loss before one month of age.
- Develop, implement and evaluate activities to increase the percentage of infants not passing screening who are evaluated before three months of age.
- Develop, implement and evaluate activities to increase the percentage of infants with permanent hearing loss who begin early intervention services before six months of age.
- Develop, implement and evaluate activities to decrease the percentage of infants not passing screening who are lost to follow-up.
- Develop, implement and evaluate activities to decrease the percentage of infants not passing screening who are lost to state documentation.

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**HAWAII BIRTH DEFECTS PROGRAM**

Administer a statewide program as required by H.R.S. §321.421-426 and H.R.S. §324.41-44 to provide active surveillance for specific birth defects in infants up to one year of age.

- Collect surveillance information on birth defects and other adverse reproductive outcomes.
- Report the incidence, trends, and causes of birth defects and other adverse reproductive outcomes.
- Report information for the development of prevention strategies to reduce the incidence of birth defects and other adverse reproductive outcomes.
- Develop strategies to improve the access of children with birth defects to health and early intervention services.
- Collaborate with health care providers, public and private agencies and community members in the maintenance, evaluation, and improvement activities for a statewide birth defects program.
- Participate in quality assurance and research activities to improve program activities and increase knowledge about birth defects.

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MCHB provides a broad range of programs and services to pregnant women, mothers, infants, children and their families. The maternal and child health branch programs promulgates policy, develops standards and guidance to ensure availability, adequacy, and quality of services. These responsibilities include; reducing health disparities, promoting health equity, improving access to health care, and improving the quality of health care.

The Branch supports an integrated approach to maternal and child health across the lifespan. Such an approach takes into account the physical, emotional, socio-economic, cultural, educational and spiritual aspects of the lives of those in the communities we serve.

Advocate for the elimination of disparities that impact on health equity and social justice.

Assure access to quality care, especially for those with low incomes or limited availability and access to care.

Reduce infant mortality.

Provide and ensure access to comprehensive prenatal and post natal care to women (especially low income and at risk pregnant women).

Provide and assure access to preventive services.

Assure and promote family-centered, community-based, systems of coordinated care for women, children and families.

Support strategies that address system wide prevention of child maltreatment and advocate for the system wide promotion of family strengthening initiatives.

Plan, promote, coordinate, monitor, and evaluate maternal and child health services.

Provide education and advocate for the prevention of bullying behavior and promote policies that protect and support children and youth from such behavior.

Develop and provide technical and analytical resources for monitoring Branch activities.

Promote the prevention of violence against women and the exposure to violence by children and youth

Recommend and advocate for public policies and programs that ensure the overall well-being and healthy growth and development of children within the context of healthy families.

Develop an administrative system for the purchase of services (POS) contracts and other strategies to meet community needs.

Evaluate performance of Branch activities designed to meet identified needs.

Coordinate, facilitate, and conduct studies and research as appropriate on the impact of maternal and child health services on the target population and others.

Inform program administrators, community advisory boards, state agencies and other stakeholders, including the general public of maternal and child health issues.

Provide mentorship experiences for scholars and interns and encourage staff development opportunities

Support educational and information dissemination efforts on topics related to maternal and child health and violence prevention issues

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SECRETARIAL SERVICES STAFF

- Secretarial services are provided within the Branch.

PLANNING PREVENTION AND INTEGRATION STAFF

- Administer and oversee the data collection, statistical analysis, and dissemination of statistical information required for Branch programs to monitor, assess, and evaluate the efficacy of services.
- Assess maternal and child health services to ensure the development and provision of needed services through review of literature, surveillance and data review and collection, keeping abreast of best practice and evidence based practices and other relevant research in the area of maternal to include perinatal health and child health, family strengthening, and violence prevention.
- Integrate family violence prevention initiatives into other MCHB and FHSD programs to develop a comprehensive approach and formulate effective networking and coordination of resources for communities.
- Provide leadership for the violence collaborative initiative within branch to assure that across sections and programs efforts related to violence prevention are coordinated and integrated.
- Oversee the data capacity building efforts for violence related data
- Work with the branch chief to assure that programs coordinate and integrated program activities and goals where appropriate.
- Conduct branch wide meetings to prepare integrated data strategies or shared strategies based on data
- Provide support to programs within the branch to coordinate grant writing, planning, data collection and other aspects that warrant a more collaborative approach to assure quality and integrated services with shared outcomes.
- Plan, design, develop, and implement data collection systems; manage the operation of these systems to ensure data is available for program monitoring, evaluation, and analysis.
- Provide health statistics, health status data, and other statistical information to support planning and policy activities.
- Provide surveillance of the state's health care delivery system to determine at-risk Maternal and Child Health populations by identifying occurrences of health problems related to socio-economic and environmental factors.
- Develop and prepares reports and plans to comply with federal and state requirements and as directed.
- Work with other Departmental data sources and programs to achieve state's public health goals and objectives.

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ADMINISTRATIVE SUPPORT STAFF

- Assure and oversee administrative support activities for the Branch, including Program, Planning and Budget System (PPBS) and personnel services.
- Develop the Branch budget with the Branch Chief and monitors and evaluates expenditure plans for compliance to operational expenditure plans.
- Provide contract management and administrative support including the development, preparation and processing of Request for Proposals (RFPs), reviewing proposals, scheduling contractor meetings, negotiating contracts, monitoring of services, and responding to contractor calls for information.
- Assure compliance with laws and rules related to state procurement and federal procurement and grants management
- Provide grants management activities and support to program staff including responsibility for fiscal applications for present, on-going, and new grants.
- Develop and implement a plan for fiscal monitoring and evaluation of contracts and initiated any compliance corrections as necessary.
- Develop and implement a facilities management plan and inventory controls.
- Oversee, support and implement Branch personnel activities.
- Provide appropriate consultation, technical assistance and training to Branch Sections for administrative, procurement and personnel activities.

ACCOUNTING SECTION

- Provide accounting services including fiscal processing of purchase orders.

WOMEN'S AND REPRODUCTIVE HEALTH SECTION

This section administers a statewide system of women's health services to address the needs of high-risk populations including women in their reproductive years and surrounding pregnancy. The section also promotes strategic planning methods that engage community services and stakeholders and addresses health disparities impacting access to quality care across the lifespan.

- Coordinate women's health related activities and initiatives across the Branch. This across program approach strengthens the branch programmatic focus to reduce sex and gender-based disparities and ensures that all women receive comprehensive, culturally competent and quality health care.
- Coordinate with branch-programs addressing women's health and sex/gender specific issues and policies to formulate strategies and priorities for all programs within the branch.

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- Coordinate and support sex/gender specific disease prevention and health promotion activities and initiatives
- Serve as the branch liaison with other departmental and non departmental individuals and organizations working on women's health and coordinate with other branch programs to assure that information is shared and maximize resource allocation.
- Support educational and information dissemination efforts on topics related to sex/gender specific health issues
- Facilitate or conduct needs assessments, data collection, program planning, evaluation, and policy development. Utilize results of needs assessment and interpretation of data, best practices standards of care and federal guidelines for program planning, evaluation, and policy development.
- Work in coordination with Federal initiatives and keeps abreast of cutting edge and emerging practice and issues. Access information on best practice, emerging and changing nationally recognized standards of care and evidence based practices to assure availability and access to quality care for Hawaii's residents.

SECRETARIAL SERVICES STAFF

- Secretarial and clerical services are provided within the Section.

REPRODUCTIVE HEALTH SERVICES UNIT

This program is intended to assist individuals in determining the number and spacing of their children and promotes positive birth outcomes and healthy families. The education, counseling and medical services available thru federal and state funded clinical programs assist with achievement of this goal. Other functions of this program include:

- Ensure community-based, culturally appropriate, low-to no-cost, family planning medical services and contraceptive methods to uninsured women and men through POS contracts statewide.
- Maintain a system of data collection to document program effectiveness and track disparities and social determinants to monitor health equity and social justice issues and utilize data for program improvement and assuring reduction of disparities.
- Administer the federally funded Title X Family Planning Program to ensure that uninsured and low income individuals have access to medical services, community education and outreach services.
- Administer the statewide reproductive health and family planning community health education, outreach, and prevention program through POS contracts to ensure health and outreach services for hard-to-reach populations including uninsured individuals, adolescents, individuals with functional needs, those with substance abuse issues, males, individuals with housing insecurity issues and others at risk for unintended

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pregnancy.

- Partner, coordinate and integrate services with other branch programs and providers serving at risk populations.
- Facilitate and incorporate practices to support the integration of family planning and reproductive health into the continuum of women's health services through interconception and preconception care working closely with the Perinatal Health Program, Adolescent Health Program, and others in this process.
- Plans, designs, and implements on-going public information activities addressing women's and men's health, sexuality, and family planning health issues that facilitate access and community acceptance of family planning services.
- Assure that nationally recognized standards of care are agreed upon and met and monitor clinical services and community health education services provided through POS contracts.
- Provide leadership and support other reproductive health and family planning healthcare providers to build community program capacity to deliver quality family planning services.
- Work collaboratively with the Adolescent Health Coordinator to ensure providers incorporate standardized health education criteria for related school and community-based programs to address the needs of youth.
- Work collaboratively with the STD/HIV Prevention Program to ensure appropriate STD screening and STD/HIV prevention education for family planning clients.
- Monitor the fiscal aspects of all POS agreements to assure compliance with federal and state requirements.

WOMEN'S HEALTH CLINICAL AND QUALITY ASSURANCE

This program strives to reduce factors that contribute to infant mortality and provides an array of services to address risk factors that lead to poor birth outcomes. This program services at risk communities based on review of data related to agreed upon risk factors. Functions include:

- The program administers the Perinatal Health Consultation/Quality Assurance efforts of the branch and is responsible for a standardized statewide system of perinatal health care aimed at the prevention of poor birth outcomes and appropriate treatment of vulnerable high-risk women and infants.
- Monitor POS providers of perinatal clinical and support services to ensure compliance with the defined scope of services and quality service provision.
- Facilitate and incorporate practices to support the integration of perinatal health into the

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continuum of women's health including interconception and preconception care working closely with the Family Planning Program in this process.

- Develop and implement nationally recognized standards of care and guidelines for perinatal health care including professional health education.
- Assess perinatal health care needs using: Perinatal Health Program and Family Planning Program provider reports, PRAMS, Title V needs assessments, Behavioral Health Risk Factor System BRFSS, Office of Health Status Monitoring Vital Statistics, and other related data sources.
- Maintain a system of data collection to document program effectiveness and track disparities and social determinants to monitor health equity and social justice issues and utilize data for program improvement and assuring reduction of disparities.
- Develop and maintain data collection from POS contractors; as well as modifies system, as necessary to ensure program effectiveness and to guide program planning and implementation.
- Provide technical and consultation services to ensure the provision of quality nursing and health services to all section POS providers as well as branch staff as appropriate.
- Provide expertise, including oral and written reports on perinatal health and interconception care related to all POS perinatal contracts and the Big Island Perinatal Disparities Grant.
- Develop, revise, and promote the implementation of Perinatal Health Provider guidelines and standards not limited to screening and referral for depression, domestic violence/intimate partner abuse, sexual assault/coercion, human trafficking, substance use (alcohol, tobacco and other drugs), oral health, nutrition, and lack of medical insurance. As applicable utilizes guidelines from the American Academy of Pediatrics, American College of Obstetricians and Gynecologists, and other related accredited organizations.
- Develop and administer a multi-layered, comprehensive approach to the problem of perinatal addiction (maternal substance use/abuse) through public/private partnership to develop programs encompassing both prevention and intervention strategies.
- Implement, monitor and evaluate contract agreements with private agencies for the provision of pre-treatment services to substance using/abusing pregnant women. Pre-treatment services may include screening, early detection, outreach services, and case management.
- Develop/facilitate training sessions and technical assistance for health care professionals regarding the dynamics of substance use, the early identification of pregnant and postpartum women who use substances, legal implications and the benefits of early prenatal, and supportive treatment programs.

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- Identify and recognize standards of care for substance using/abusing pregnant women and perinatal addiction and incorporate use of best practices with perinatal health care providers.

MALAMA PROGRAM

- Monitor statewide POS contracts for the Big Island Perinatal Disparities Grant, data collection procedures and forms to measure scope of work and performance measure outcomes. Oversee the completion of all federal reports including grant applications, progress reports, fiscal reports and data reports required for the Health Resources and Services Administration Hawai'i County Big Island Perinatal Disparities Grant.
- Provide technical assistance to POS providers and others related to the Malama Big Island Health Disparities project.
- Prepare reports as required to include legislative and county related reports
- Collaborate with other programs within the branch to assure coordination of programmatic efforts
- Provide technical assistance to the Hawai'i Perinatal Consortium, a statewide leaders forum and advocacy group organized to promote and support strategies for improving perinatal health in Hawai'i.
- Provide expertise, including oral and written reports on perinatal health and interconception care related to all POS perinatal contracts and the Big Island Perinatal Disparities Grant.

ADOLESCENT HEALTH UNIT

This program will address adolescent related issues to include bullying, teen pregnancy prevention, teen suicide or other issues. The primary focus is ages 12-23.

- Plan, develop, and administer model adolescent programs in collaboration with the community and schools to reduce morbidity and mortality due to high-risk behaviors.
- Promote concepts that focus on healthy outcomes for adolescents including healthy youth development, protective factors and resiliency approaches.
- Represent Hawai'i as the State Adolescent Health Coordinator and function as a clearinghouse for national adolescent data and resources.
- Provide leadership for teen pregnancy prevention efforts and coordinate among programs internal to branch and external to assure optimal use of resources to address teen goal attainment and reduce teen pregnancy rates in the state especially among disparate populations
- Participate in any bullying related initiatives and provide branch leadership for this issue. Coordinate with other departmental and non departmental programs working on bullying prevention efforts.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
MATERNAL AND CHILD HEALTH BRANCH

FUNCTIONAL STATEMENT

- Participates in the Hawai'i School Survey Committee to administer the CDC's Youth Risk Behavior Survey and reporting requirements.
- Maintain a system of data collection to document program effectiveness and track disparities and social determinants to monitor health equity and social justice issues and utilize data for program improvement and assuring reduction of disparities.

FAMILY SUPPORT AND VIOLENCE PREVENTION SECTION

The Family Support Section administers an integrated and coordinated system of services for children and their families to optimize health, growth and development for the 0-21 years of age population. Functions include:

- Work to ensure a safe and nurturing environment, free of violence to promote optimum health through supporting programs initiated at the community and school level, based on locally identified needs and current data.
- Administer services relative to the support of family functioning, enhanced child development and the prevention of child abuse and neglect, family related violence and sexual assault in communities. The primary focus is on health promotion education and preventive efforts with technical assistance and consultation services.
- Ensure the development of appropriate standards and policies to safeguard the health of our children.
- Facilitate or conduct needs assessments, data collection, program planning, evaluation, and policy development. Utilize results of needs assessments and interpretation of data, best practices and federal guidelines for program planning, evaluation, and policy development.
- Administer services to strengthen families and communities through contracted providers.

CHILD DEATH REVIEW STAFF

- Administer the Child Death Review (CDR) process which is a systematic multidisciplinary, multiagency review process to prevent future child deaths through community education, public policy development, and legislative changes.
- Work closely with the Nation Child Death Review and Prevention Center to assure alignment with National Child Death Review Strategies.
- Prepare Death and Fatality Review reports and assure that information is utilized to address prevention initiatives as appropriate.
- Maintain a surveillance and reporting system based on standardized data collection and analysis to identify issues, trends and patterns in child deaths.

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FUNCTIONAL STATEMENT

- Assure adherence to relevant state laws related to child abuse prevention, sexual violence and domestic or family related violence and coordinate services as appropriate based on statutes.

SECRETARIAL SERVICES STAFF

- Provides secretarial support services for the entire Section.

FAMILY STRENGTHENING AND VIOLENCE PREVENTION UNIT

- Ensure a framework for a unified system of family violence prevention through partnerships with public-private agencies.
- Conduct needs assessment and disseminates related data and information to facilitate collaboration and community networking to foster domestic violence prevention efforts.
- Administer the Domestic Violence and Sexual Assault Special Funds to ensure community-based violence prevention and intervention services, including intimate partner violence and sexual assault, by contracting with private providers. Monitors and evaluates contractual agreements.
- Plan, develops, and administers the statewide domestic violence prevention initiatives in collaboration with other public-private agencies and organizations to reduce injury morbidity and mortality caused by domestic violence.
- Coordinate and participate in domestic violence prevention activities to enhance community and provider awareness and promulgates development of domestic violence related policies, prevention, and intervention initiatives
- Administer the Domestic Violence Fatality Review (DVFR) program to assure a systematic multidisciplinary, multiagency review process to prevent future child deaths through community education, public policy development, and legislative changes.
- Maintain a surveillance and reporting system based on standardized data collection and analysis to identify issues, trends and patterns in domestic violence fatalities.
- Assure quality data for domestic violence death/fatality review and work collaboratively to build data capacity to report findings so they can be translated into prevention strategies
- Provide technical assistance, consultation, and training related to the DVFR programs.
- Maintain a system of data collection to document program effectiveness and track disparities and social determinants to monitor health equity and social justice issues and utilize data for program improvement and assuring reduction of disparities.

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HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
MATERNAL AND CHILD HEALTH BRANCH

FUNCTIONAL STATEMENT

- Work collaboratively with partners within and external to the department to formulate violence prevention strategies and update plans
- Collaborate with community organizations and agencies in facilitating the development of comprehensive and integrated programs to support optimal health of children 0-21 by ensuring access to primary prevention services to decrease morbidity and mortality due to injury and illness.
- Serve as a resource to community agencies, parents, and health providers, providing technical assistance and consultation to improve health outcomes for children and youth.
- Collaborate and coordinate with local and national groups to ensure appropriate response to child and adolescent health issues in the state.
- Develop requests for proposals, negotiates contracts, and monitors purchase of service providers to ensure compliance with the defined scope of services and deliverables.
- Collaborate and coordinate with the Injury Prevention and Control Program and Keiki Injury Prevention Coalition (KIPC) to ensure comprehensive injury prevention strategies for children and youth in the state.
- Administer a statewide system of community and family support services for the development of social-emotional health for those 0-21 years of age including the prevention of child abuse and the promotion of positive parenting and appropriate child development expectations.
- Plan, develop, and support strategies and initiatives to prevent child maltreatment
- Monitor purchase of service agreements with providers of early intervention/identification programs to ensure compliance with the defined scope of services.
- Utilize data to document program effectiveness, including operational performance indicators, treatment outcomes, consumer satisfaction and quality improvement.
- Provide expertise and technical assistance, support, consultation, and professional training to enhance community knowledge and understanding of psychosocial problems of those 0-21 years of age and how to provide supports to families and communities.
- Advocate for the development and implementation of innovative statewide service programs for those 0-21 years of age and their families to increase accessibility of family strengthening programs.
- Administer services relative to the support of family functioning, enhanced child development, and family strengthening through POS contracts to prevent child maltreatment.

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MATERNAL AND CHILD HEALTH BRANCH

FUNCTIONAL STATEMENT

- Monitor and evaluate the contractual agreements with private agencies for the provision of effective family strengthening and support services.
- Administer the Hawai'i Children's Trust Fund (HCTF), a public and private partnership with the Hawai'i Community Foundation for statewide grant making activities to ensure a statewide network of primary prevention services and grant making activities to support and strengthen families and to prevent child abuse and neglect.
- Provide staff support to the HCTF advisory committee and organizes and facilitates training and technical assistance opportunities.
- Advocate for public policies to ensure the health and well-being of young children and families and promotion of positive growth and development services.
- Administer the Community Based Child Abuse Prevention (CBCAP) federal grant which is aimed at developing, operating, expanding, and enhancing community-based, prevention focused programs and activities to strengthen and support families to prevent child abuse and neglect, including the financing of public information activities that focus on the healthy and positive development of parents and children, and promotion of child abuse and neglect activities.
- Work collaboratively with Department of Human Services, Child Welfare Services to assure prevention strategies for child maltreatment.
- Develop, maintain and update prevention plan and strategies for the prevention of child maltreatment utilizing community based participatory approaches.
- Develop community partnerships and collaborate with federal, state, local, and community agencies to promote safe and healthy environments for children and families to feel supported in an effort to prevent child abuse and neglect.
- Work collaboratively with the HCTF, ECCS, HV, DV, violence prevention programs and coalitions, Strengthening Families National Network, Center for the Social Emotional Foundations of Early Learning, and Zero To Three, and other organizations in developing and implementing public awareness activities and training to strengthening families and prevent child abuse and neglect.

SEXUAL ASSAULT PREVENTION SUBUNIT

- Administer and implement sexual violence prevention grant to develop strategies for prevention and education.
- Conduct needs assessment and disseminates related data and information to facilitate collaboration and community networking to foster sexual assault prevention efforts.

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- Plan, develops, and administers the statewide sexual assault prevention initiatives in collaboration with other public-private agencies and organizations to reduce injury morbidity and mortality caused by sexual assault.
- Coordinate and participate in sexual assault prevention activities to enhance community and provider awareness and promulgates development of sexual assault-related policies, prevention, and intervention initiatives
- Maintain a system of data collection to document program effectiveness and track disparities and social determinants to monitor health equity and social justice issues and utilize data for program improvement and assuring reduction of disparities
- Work collaboratively with partners within and external to the department to formulate violence prevention strategies and update plans
- Work collaboratively with partners within and external to the department to formulate violence prevention strategies and update plans

HOME VISITING SERVICES UNIT

- Administer the Evidence Based Home Visiting (EBHV) and the Affordability Care Act (ACA) as well as other funding sources to expand and enhance the state's home visitation program and support collaborative planning to leverage other federal, state, and local investments of existing funding streams into evidence based home visitation programs and practices.
- Maintain a system of data collection to document program effectiveness and track disparities and social determinants to monitor health equity and social justice issues and utilize data for program improvement and assuring reduction of disparities.
- Work collaboratively with partners within and external to the department to formulate violence prevention strategies and update plans
- Work collaboratively with Department of Human Services, Child Welfare Services to assure prevention strategies for child maltreatment.
- Develop, maintain and update prevention plan and strategies for the prevention of child maltreatment utilizing community based participatory approaches.
- Develop community partnerships and collaborate with federal, state, local, and community agencies to promote safe and healthy environments for children and families to feel supported in an effort to prevent child abuse and neglect.
- Work collaboratively with the HCTF, ECCS, EBHV, violence prevention programs and coalitions, Strengthening Families National Network, Center for the Social Emotional Foundations of Early Learning and Zero to Three and other organizations in developing and implementing public awareness activities and training to strengthen families and prevent child abuse and neglect.

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- Maintain a system of data collection to document program effectiveness and track disparities and social determinants to monitor health equity and social justice issues and utilize data for program improvement and assuring reduction of disparities.

EVIDENCE BASED HOME VISITATION SUBUNIT

This program administers the Hawaii Home Visiting Network, a system of early identification and home visiting programs which refer and serve at-risk families to appropriate home visiting programs. Promotes quality home visiting services through evidence based home visiting models and supports these home visiting programs' infrastructure through technical assistance and training which address continuous quality improvement and fidelity to the home visiting model.

- Plans, designs, develops and implements the Hawaii Home Visiting Network (HHVN) through public/private partnerships to ensure quality and sustainability of home visiting programs.
- Administers the federally funded Maternal Infant Early Childhood Home Visiting grants which expand and enhance evidence-based home visiting programs to improve outcomes for children and families who reside in high risk communities.
- Develops, implements, and is responsible for a statewide early identification program which identifies and refers at-risk families for home visiting services.
- Monitors POS providers of home visiting programs to ensure compliance with the defined scope of services and quality services provision.
- Develops and prepares reports and plans to comply with federal and state requirements and as directed.
- Facilitates and incorporates best practices according to individual models to support home visiting programs.
- Provides hospital surveillance for the identification of at-risk families who would benefit from home visiting services.
- Provides data and statistical information to support planning and policy activities for home visiting.

JUN 30 2015

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
WIC SERVICES BRANCH  
(WOMEN, INFANTS AND CHILDREN)

FUNCTIONAL STATEMENT

Implements provisions of PL 95-627 enacted by Congress in 1978 by providing nutrition education and high risk counseling, breastfeeding promotion and education, health and social services referrals including alcohol and drug abuse cessation, and supplemental foods to income eligible women in their childbearing years and infants and children up to age five, who are found to be at nutritional risk, with funds granted through the U.S. Department of Agriculture (USDA), Food and Nutrition Service through the WIC Program.

Interprets the WIC program rules and regulations for the public state agencies, and others as required.

Serves as a resource and provides consultation to staff of the Department of Health (DOH) and other private and public agencies on the operations of the WIC Program.

Contracts with national and statewide organizations to provide services to WIC Program participants and their families and in assuring that WIC Program regulations are implemented.

Conducts clinics throughout the state providing direct service to WIC Program participants and their families and assuring that WIC Program regulations are implemented.

Monitors authorized WIC Program vendors to insure an adequate supply of WIC approved foods and determines compliance with WIC Program regulations in the delivery of WIC foods.

Collects and evaluates data to implement and evaluate the WIC Program and develop a statewide WIC Program Plan.

Develops and maintains the program's management information automated system.

Coordinates and consults with staffs of the Department of Health clinics and other local agencies in the operations of this program.

I. Administrative Support Section:

The WIC Administrative Support Section oversees the contracts, personnel, vendor management and budget/fiscal/accounting activities for the WIC Services Branch.

A. Personnel Unit:

Develops and oversees the implementation of personnel and related DOH management policies, guidelines and procedures which include such functions as staff recruitment and placement, personnel transactions and records, position

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WIC SERVICES BRANCH  
(WOMEN, INFANTS AND CHILDREN)

FUNCTIONAL STATEMENT

classification and pay as well as employer/employee relations for the branch.

Processes requests for internal posting and/or open competitive announcements in filling position vacancies.

Assists in the formulation and implementation of recruitment methods for difficult-to-fill classes of work.

Initiates action to create, reallocate and redescribe positions.

Generates monthly vacancy reports and maintains current employee/position listing.

Responds to requests for pertinent personnel information.

Processes Job Performance Reports for review by departmental officers.

Processes employee transactions, including appointments, movements and separations.

Processes paperwork for worker's compensation claims and follow-up on leave status of employees.

Performs clerical work for the unit.

B. Vendor Management Unit:

Interprets and carries out the WIC United States Department of Agriculture (USDA) program rules and regulations relating to vendor food instrument issuance.

Develops, implements and monitors all phases of the WIC Program vendor management services, including vendor contract issuance, monitoring, coordination and education.

Monitors costs of WIC approved food to be purchased with food instruments and proper procedures for reimbursement by vendors.

Oversees criteria for establishing new food vendors for the WIC Program and makes recommendations regarding new vendors as needed.

Assists Clinic Operations program with support as needed in training and educating the WIC clinic staff on proper procedures for WIC food instrument issuance.

Performs clerical work for the unit.

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(WOMEN, INFANTS AND CHILDREN)

FUNCTIONAL STATEMENT

C. Accounting Unit:

Plans and directs the day-to-day fiscal and accounting operations policies, procedures and work methods.

Prepares the WIC Services Branch budget request in accordance with the USDA and the DOH guidelines and in conformance with requirements of the State Department of Budget & Finance.

Develops and monitors the WIC Program's fiscal and accounting operation to ensure compliance with state and federal (USDA) guidelines.

Reviews, processes and approves expenditures to ensure that they are kept within fiscal ceilings.

Processes all purchase orders for encumbrance. Prepares budget reports.

Prepares fiscal and accounting reports and cost analyses and other reports as required.

Establishes fiscal policies and procedures in compliance with state and federal (USDA) directives.

Handles the WIC Program infant formula and other rebate issuance.

Reviews and monitors contract budgets and expenditure reports to ensure compliance with state and federal guidelines.

Performs clerical work for the unit.

D. Contracts Unit:

Develops, issues and maintains contracts for provision of statewide WIC services, banking services and other required purchase of services including lease agreements and other special grant agreements.

Reviews caseload and recommends contract modifications to reflect appropriate reimbursement rates and response to changes in the community.

Monitors Agencies to assure compliance with the terms and conditions of contracts; coordinating monitoring activities conducted by the Accounting Unit and Program Support Section.

Participates in program design and if implementation involves contracting, coordinates preparation of timetable, work assignments, and draft of service scope.

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(WOMEN, INFANTS AND CHILDREN)

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Establishes relations with contract agencies and serves as a point of contact for the agencies with the Branch.

Performs other related duties and clerical work for the unit.

II. Program Support Section:

The Program Support Section oversees the planning, nutrition education, quality assurance, outreach and coordination activities for the WIC Services Branch.

Prepares regular statistical reports regarding WIC units and clinics caseloads, caseload and eligibility, food instrument issuance, services rendered, health status indicators, socio-demographic variable of clients served and other identified variables.

Prepares numerical data in various forms for processing, planning, programming, statistical analysis and reports preparation to support the WIC Program management information and evaluation activities.

Identifies staff educational needs with regard to data collection and provides training support as needed to train and familiarize staff with the WIC program automation system, with proper data collection and functional data interpretation and utilization.

Assists the Branch management in identifying mechanisms for use of data in Branch planning and decision making activities.

Provides secretarial and clerical support to the section.

Develops the annual state plan with input from specific functional area units and the community as required for submission to USDA.

Analyzes statewide data collected on the automated information system and prepares statistical reports for USDA Participant and Program characteristics (PC), and Branch/Division/Department.

Develops and implements research and special grants projects.

A. Nutrition Services & Support Unit:

Plans and develops curriculum for nutrition education and breastfeeding promotion for the WIC participants.

Coordinates the development of the Local Agency Nutrition Services Plan for implementation and includes the monitoring of the plan at the local agency level.

Consults with USDA on WIC standards and criteria

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(WOMEN, INFANTS AND CHILDREN)

FUNCTIONAL STATEMENT

to assure participant service delivery is met.

Develops and implements breastfeeding promotion activities including the breast pump loan program.

Develops and implements new food packages by reviewing the nutritional appropriateness of new foods for inclusion, while assessing cost, availability, and input from the participant and the WIC vendors.

Develops appropriate and culturally sensitive nutrition education materials and videos for use in the Local Agencies and community at large.

Provides technical consultation and maintains library resources.

Networks with other agencies for outreach and community coordination to provide information and to increase caseload as necessary.

B. Quality Assurance & Training Unit

Plans, develops and implements quality assurance functions for the Branch relating to assessment of participant service delivery and in relation to expected outcomes.

Develops and implements competency based training plan for all employees including individual skill assessments and training needs.

Performs audit reviews for compliance to established Federal and State standards.

Develops and implements a comprehensive system for detecting and follow-up of participant, clinic and employee fraud and abuse.

III. Clinic Operations Section:

The Clinic Operations Section oversees a total of eight (8) clinical WIC services units; four on Oahu (Pearl City, Windward, Leeward, and Wahiawa) and four on the neighbor islands (Hawaii (Hilo, Kona), Maui and Kauai):

Provides high quality WIC nutrition and health related services to each client from admission to discharge in accordance with the USDA guidelines, standards and requirements and with state nutrition guidelines and requirements.

Assesses each WIC client for nutritional status indicators and criteria for WIC services and correctly records all pertinent client information.

Ensures that clients have a knowledge of the WIC Program services, provides

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clients with opportunities to ask questions, and offers referral to other public health services as needed.

Prepares and disseminates appropriate food instruments in accordance with the USDA standards and requirements.

Maintain records and reports relating to client services provided and client status.

Performs clerical work for the section.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION

FUNCTIONAL STATEMENT  
PROPOSED

The mission of the Communicable Disease and Public Health Nursing Division is to reduce morbidity and mortality from communicable diseases in Hawaii, to improve the health of individuals and communities, and to support the medical marijuana registry program. It seeks to achieve its objectives by:

1. Controlling communicable diseases that are present in the state.
2. Eliminating and/or minimizing conditions conducive to the spread of disease.
3. Preventing the introduction of disease into Hawaii from external sources.
4. Improving and maintaining the health of individuals and communities by promoting healthy lifestyle choices and assuring access to public health nursing services.
5. Supporting the medical marijuana registry program, in accordance with Hawaii statutes.

Seeks to achieve program objectives by:

1. Promulgating regulations designed to keep communicable diseases in check and maintaining alertness to keep these regulations current and relevant.
2. Securing compliance by various persons or segments of the population to appropriate sections of the regulations applicable to them.
3. Educating the public about health measures necessary to protect against disease.
4. Working with all other programs with similar concerns for the elimination of conditions conducive to the spread of disease or at least to minimize such conditions when total elimination is not immediately practical.
5. Working collaboratively with the other DOH, community health and interdisciplinary programs in planning and coordinating provision of nursing intervention services associated with emergency preparedness, epidemics, biologic threats, control of communicable diseases, immunization strategies, care coordination services to at-risk populations, and nursing support to public schools.
6. Providing administrative support for the medical marijuana registry program.

Provides division-wide medical consultation and direct services and responds to prevailing health care needs in the community.

Plans, directs, and reviews planning, programming and budgeting activities coordinated with branches, Administrative Services Office and other agencies.

Reviews and recommends personnel actions, and investigates and resolves issues relating to employee grievances and problems.

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COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION

FUNCTIONAL STATEMENT  
PROPOSED

Provides epidemiological functions by providing public health surety for prevention and prevention-related health care activities for tuberculosis, sexually transmitted infections, HIV, Hansen's disease, public health nursing activities, throughout Hawaii; providing additional data for stakeholders, and assuring quality control for the Department of Health.

Administrative Office

Provides business, fiscal, personnel administration and management of health programs and institutional facilities in the Division.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
TUBERCULOSIS CONTROL BRANCH

FUNCTIONAL STATEMENT

Plans and coordinates all efforts to prevent the spread of tuberculosis infection and to eventually eliminate tuberculosis as a public health problem in Hawaii. Determines policies for control of tuberculosis mycobacterial diseases. Initiates control programs and educational programs.

Advises and coordinates with community agencies. Cooperates with State and Federal agencies and institutions in the control of tuberculosis among immigrants and foreign nationals in the state. Maintains state Tuberculosis registries.

1. Administrative Services

Carries out central administrative, personnel, and fiscal activities of the Tuberculosis Control Branch. Prepares budgets, manages allocated funds, submits requests for Federal funding. Purchases equipment and services and pays for such services.

2. Secretarial Services

Provides secretarial support to the Branch Chief, Public Health Administrative Officer, and the Medical Service Unit Physicians, maintains the personnel and leave records of assigned staff.

3. Pharmacy Services

Oversees all aspects of providing medication for outpatient treatment of disease and for preventive therapy. Plans, develops, and coordinates the purchasing, storage, distribution, and monitoring of drugs for the Branch.

4. Tuberculosis Epidemiologic Studies Consortium (TBESC)

Recruits, admits and coordinates new patients into TBESC study group. Collects and analyzes data regarding the incidence and prevalence of tuberculosis disease and tuberculosis infection for the purposes of epidemiologic analysis, and program evaluation, for Federal study reporting per study protocols.

5. Tuberculosis Nursing Consultant Services

Coordinates all tuberculosis control activities in the State. Coordinates all nursing activities statewide and all epidemiologic monitoring necessary to maintain the State Registry. Assists with delivery of services and implementation of Branch policies by Public Health Nursing Branch nurses, coordinates with the Public Health Nursing Branch, with other state agencies, such as correctional institutions, with private health care providers, with public institutions, such as the military and educational institutions, with private entities, such as educational institutions and businesses. Provides consultative and educational services in the public and private sectors. Collects and tabulates data for epidemiologic analysis, for tuberculosis control activities, and for maintaining the State Tuberculosis Registry.

a. Case Registry Unit

Maintains the State Tuberculosis Case Registry in accordance with State law. Ensures that all suspected and confirmed cases of tuberculosis in the State are reported and followed. Initiates epidemiologic investigations and coordinates with nurses and physicians to ensure appropriate tuberculosis control measures are taken. Ensures that all those with current tuberculosis disease are receiving antimicrobial chemotherapy.

6. Tuberculosis Medical and Nursing Services Section

a. Medical Services Unit

Provides direct clinical management of those suspected of having or proven to have tuberculosis disease by interviewing, examining, evaluating, ordering diagnostic tests, diagnosing, treating, and monitoring patients. Evaluates the need for preventive therapy, and provides and monitors such therapy as appropriate. Provides consultation regarding tuberculosis to physicians, nurses, other health care providers, clients and other agencies. Informs patients with medical problems other than tuberculosis of the need to seek health

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TUBERCULOSIS CONTROL BRANCH

FUNCTIONAL STATEMENT

care from other providers and assists the patients in locating appropriate providers. Refers patients for hospitalization for inpatient care of tuberculosis as appropriate.

b. Nursing Services Unit

Responsible for all nursing services provided by Tuberculosis Control Branch nurses. Operates outpatient clinic for all patients receiving direct care from Tuberculosis Control Branch including patient evaluation, education, and monitoring for those receiving preventive therapy and therapy for tuberculosis disease. Nurses function as case managers and provide services for case finding, treatment, and follow-up. Unit operates outpatient clinics in selected rural communities, providing regional tuberculosis nursing services on a regular basis. Independently carries out contact investigation and examination. Independently carries out source investigation and examination when indicated. Provides other tuberculosis screening examination when indicated. Provides other tuberculosis screening activities including skin testing, interviewing, and specimen collection. Implements Branch policies and chest clinic physicians' recommendations for patient management. Provides on-going in-service training and education to nurses in public and private sectors.

1. Medical Records Subunit

Admits new patients to Chest Clinic. Maintains patient records and correspondence files on all Chest Clinic patients. Provides clerical support to the physicians and nurses.

7. Tuberculosis Case Detection and Radiology Section

Provides services for detection of those with tuberculosis disease and those with tuberculosis infection who do not have current disease. Provides screening services for those who require certification of freedom from communicable tuberculosis in accordance with State law.

a. Radiology Unit

Provides chest X-rays for the detection of tuberculosis disease for those clients found to have tuberculosis infection and for other clients in accordance with Branch policies. Provides chest X-rays for Chest Clinic patients.

b. Survey Unit

Maintains records of tuberculosis skin tests administered by the Branch or reported to the Branch for all clients screened for tuberculosis infection or disease. Maintains records of all X-rays taken by the Branch as part of its screening program.

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DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

Provides appropriate care to an aging group of Hansen's disease patients, many of whom were disabled and institutionalized when drugs were not available to stop the disease. The Branch provides increasing levels of medical care required due to the infirmities of age and disabilities related to age and the disease process; seeks to maintain the special bond and close relationships Hansen's disease inpatients have developed over the many years of institutionalization; and facilitates the establishment of Kalaupapa as a National Historical Park and eventual transfer of non-medical functions to the federal government. Provides medical, nursing, laboratory, educational, social and rehabilitative services to Hansen's disease outpatients and high-risk contacts.

1. General Administration

Responsible for central administrative personnel, and fiscal activities of the Hansen's Disease Branch. Provides administrative support to maintain and operate the facilities under licensure requirements.

2. Office Services and Medical Records

Provides stenographic and clerical support for records for each patient cared for by the hospital in individual case files.

3. Medical Social Services

Provides a range of individual and group services provided to meet current and projected needs for those hospitalized, those Kalaupapa or Hale Mohalu registry patients living independently, and patients of the Hansen's Disease Community program. Emphasis is on case management and crisis intervention as well as supportive coordinative services to maximize medical and emotional rehabilitation.

4. Hansen's Disease Medical Section

Provides statewide hospital care and treatment for any Hansen's Disease patient with serious complications of Hansen's disease. It provides care for registry patients, Kalaupapa patients on Oahu, plus medical support for Kalaupapa including specialized medical care and treatment for patients transferred when resources are not sufficient. Provides for coordinated pre and post discharge as well as specialty services, diagnostic care and continuity of care.

a. Hale Mohalu Hospital Unit

Provides quality professional care to diagnose and treat the patient's medical ailments and maximize rehabilitation by coordinated medical consultation, conferencing and care. All medical services are provided by the facility, and by the medical and consultant staff of the hospital.

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COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION  
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

Specialized diagnostic and treatment services not available directly at the hospital are procured at other locations with arrangements for such services made by the medical Administrator. This unit also provides for taking staining, and reading AFB smears for evaluation of patients progress. EKG on patients admission physical.

Provides all non-medical services required to support the operation of Hale Mohalu Hospital. Provides transportation and messenger services and general miscellaneous services. Provides general housekeeping and janitorial services. Provides warehousing and central services for linen and other supplies. Provides laundry services through commercial sources.

i. Nursing Services Sub-Unit

Provides nursing services, occupational therapy, dietary, dental orthotic/prosthetic services.

b. Kalaupapa Medical Services Unit

Provides care and treatment for those patients with active Hansen's disease who prefer to receive their treatment at Kalaupapa rather than at Hale Mohalu. The program also provides home for those medically released patients who elect to remain in the facility as residents rather than return to their former homes or establish new homes on the "outside."

All medical services are provided by the resident physician of the settlement. When the resources available at the settlement are not adequate for the particular medical needs of a patient, the patient is transferred either to Hale Mohalu Hospital or to a general hospital in Honolulu for the care that is required. This unit also provides medical social services and medical technology, laboratory and x-ray services by staff based in Honolulu who go over to the facility periodically to provide services, as required.

(1) Medical Records and Office Services

Provides stenographic and clerical support to the Treatment Care and Rehabilitation Services Unit, including maintaining complete medical records for each patient.

(2) Nursing Services Unit

Provides nursing services occupational therapy, dietary, dental, orthotic/prosthetic services.

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5. Kalaupapa Institution Facilities Section

Provides all the non-medical services required to support the operation of the facility. Because Kalaupapa is physically cut off from supplies and services available on the leeward side of Molokai, it is necessary to operate the settlement as a self-sufficient community.

a. General Administration & Office Services.

Provides general office services required in the operation of the facility, including clerical and typing support as well as other office services required by the facility and by patients who seek assistance from the office staff for a variety of services. Maintains warehousing supplies for the facility and operates a retail store to serve the patient residents of the facility.

(1) Clerical Services

Provides clerical supports services for the Institution Facilities Section, General Administration and Office Services and for patients needing assistance for a variety of services. Types correspondence, reports, contracts, maintains records, ensures proper formatting of all official correspondence.

b. Office of the Sheriff.

Provides security and police services for the community. It is staffed by patient employees outside of the authorized position count for regular employees.

c. Food Services Unit

Provides meals for those patient and staff members who do not prepare their own meals.

d. Housekeeping Unit

Provides general housekeeping services for those housing units where patients and staff are housed in dormitory type facilities rather than in individual quarters. Both housekeeping and culinary services are provided at Bishop Home where the Catholic Sister employees of the facility are housed. Housekeeping service is also provided for Visitors' Quarters maintained for visitors to patients or for other transients on official business. Service is also provided to a number of buildings maintained for visiting departmental staff members on official business.

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e. Building, General, Shop and Automotive Maintenance Unit

Performs all carpentry and painting work associated with the repair of buildings and related structures and new construction. Performs automotive repair and maintenance, repair and maintenance of mechanical equipment, welding and brazing work, rock crushing, and grounds maintenance including maintenance of cemeteries, opening and closing of graves, etc.

Maintenance and repair work that the unit is not able to undertake with its own staff is requisitioned for by the unit from vendors of services to meet the operating need of the facility.

6. Hansen's Disease Community Program (HDCCP) Section

Provides managerial, coordinating, monitoring, educational, and evaluation services to the network of individuals and agencies that provide medical, nursing, laboratory, educational, social, and rehabilitative services to Hansen's disease outpatients and high-risk contacts. Provides medical consultation and monitoring of antimicrobial chemotherapy. Coordinates provision of care of Hansen's disease and payment for such care in accordance with State laws and Federal laws and contracts. Provides direct nursing and case management services. Coordinates nursing and case-management services provided by private providers. Public Health Medical Technology/Laboratory Services Unit provides direct laboratory assistance with regard to Mycobacteriology laboratory testing which may include obtaining specimens, preparing and interpreting smears, special culture techniques, and other procedures as they become available and/or necessary. (May work with Mycobacteriology laboratory personnel as directed by the Program Manager.

Public Health Nursing Branch personnel, and other agencies administers the program. Provides medical consultation to private providers. Maintains and updates the State Hansen's Disease Register. Prepares budgets and contract care, case management, rehabilitation follow-up, early detection, deficit prevention and referral services provided by Public Health Nurses. Plans and provides consultant services.

a. Nursing Services and Clinical Monitoring Unit

Monitors and evaluates the quality of nursing in-service training, and continuing education on Hansen's disease to nurses in the public and private sectors. Arranges outpatient clinics for periodic evaluation of patients, contacts, and those suspected to possibly have Hansen's disease. Monitors patient compliance with physician visits, medication usage, and procedures to prevent acute and chronic complications.

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b. Contact and Education Services Unit

Provides information and education to Hansen's disease contacts and patients. Assists the Public Health Nurses in providing outpatient services in maintaining the State Hansen's Disease Case Register.

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HARM REDUCATION SERVICES BRANCH

FUNCTIONAL STATEMENT  
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Administers statewide programs in Hawaii for the surveillance, prevention, control of Sexually Transmitted Diseases (STDs) and the Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) and for the registration of qualified patients and primary caregivers into the Medical Marijuana Registry program. Ensures a pro-active management system that administers and plans STD/HIV/AIDS and Medical Marijuana Registry operations and policies, in accordance with relevant laws, mission, and goals. Provides administrative services, program planning, and legislative support for various program activities. The principle activities include:

1. Implements a statewide STD/HIV/AIDS surveillance system in Hawaii.
2. Plans, develops, implements and evaluates prevention and control activities for STDs and HIV/AIDS in Hawaii.
3. Plans, develops, implements, and evaluates statewide medical marijuana registry services.

Clerical Services. Provides secretarial and clerical support services for the Branch Chief, Public Health Administrative Officer, Planner, Education Services Section, Surveillance Section; Medical Marijuana Registry Section and the rest of the Branch as needed. Types correspondence, reports, contracts, grants and maintains records, and ensures proper formatting of all official correspondence emanating from the branch.

Education Services Section. Assists the Branch in developing and implementing policies and procedures for a statewide STD/HIV education program aimed at providing information, and effecting risk reduction; in developing statewide education program guidelines, work standards, program plans, development of federal grant requests, quarterly program narratives; and maintains direct lines of communication with all organizations, served by the education program. Plans and implements the various program activities such as: 1) assisting the Department of Education in developing, implementing and evaluating a statewide STD/HIV education program in the public school system; 2) coordinating a statewide education based STD/HIV risk reduction program among injecting drug users (IDUs) through various activities reaching IDUs that are in treatment programs and also IDUs that are not in treatment programs through outreach activities; 3) conducting a statewide STD/HIV work-site educational campaign; 4) conducting a statewide STD/HIV education based information and risk reduction program directed towards minority groups; and 5) conducting a statewide public STD/HIV informational campaign through the mass media.

Clinic and Field Services Section. Assists the Branch Chief in developing and implementing policies and procedures for a statewide STD/HIV intervention program; in developing statewide program guidelines, work standards, program plans, staffing standards, evaluation of performance, development of federal grant requests, quarterly narrative, and maintaining direct lines of communication with all organizations, military services, branches, divisions and departments

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involved with STD/HIV intervention activities.

Office Services. Provides secretarial and clerical support services for the Clinic and Field Services Section and the HIV Field Services, HIV Clinic Services and STD Clinic and Field Services Units. Drafts correspondence; types reports, contracts and grants; prepares procurement documents; and maintains records.

Clinic and Field Standards and Training Service. Assists the Clinic and Field Services Section supervisor in developing and implementing policies, procedures and quality control for STD/HIV clinic and field activities. Performs a variety activities including: 1) training of professional staff; 2) development of work standards; 3) evaluation of performance, and staffing standards and needs.

HIV Field Services Unit. Provides HIV antibody counseling and testing activities in the various alternate sites on Oahu and the neighbor islands. It is a roving unit, putting people where needed to provide the needed services.

HIV Clinic Services Unit. Provides HIV antibody counseling and testing activities at the primary site, which is located in the Diamond Head Health Center STD Clinic.

STD Clinic and Field Services Unit. Performs STD intervention activities, which include STD case interviewing and contact tracing activities as well as STD clinical services.

Surveillance Section. Performs STD/HIV surveillance activities as well as the statewide gonorrhea screening (GC) program. Reviews and follows up on reportable STDs and HIV, as well as laboratory reports of suspected HIV and STDs to insure complete and accurate reporting. The GC Screening implements the statewide gonorrhea screening program.

HIV Medical Management Services Section. Develops and implements policies and procedures for statewide programs which prevent progression of disease caused by HIV.

Provides services for medical management, medical monitoring, drug treatment, and insurance continuation to individuals living with HIV who meet program eligibility requirements.

Plans and develops the integration of services and activities among the Section programs; develops contracts and grants, and required reports.

Works with other public and private partners to develop, implement, and promote services that assist individuals with HIV to access and remain in appropriate medical care and treatment that is consistent with U.S. Public Health Services guidelines for the treatment of HIV infection.

Plans and develops policies and procedures for the collection of client, clinical, and service data by the Section and by contracted providers for medical monitoring, reporting, and for planning purposes, for use by other organizations, and to ensure compliance with federal requirements; also develops security measures to maintain confidentiality of data as required by HIPAA.

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Plans and develops quality measures that include review and the use of data collected by the Section and by contracted providers to address the monitoring, evaluation, and improvement of HIV services provided, and to comply with federal requirements, e.g. develops reports, documents eligibility, etc.

Participates in planning HIV care services in the community.

Provides access to HIV medical management services (laboratory and physician services) to facilitate entry and retention in medical care of individuals living with HIV, and collects clinical and client-reported data for medical monitoring and to assess the quality of HIV services for use in planning HIV care and prevention services.

Provides access to initial and on-going HIV physician examinations and laboratory tests.

Collects clinical data from laboratory test and physician examination reports, and collects client-reported data.

Maintains databases of services provided to individuals with HIV. Analyzes data to assess and monitor health of individuals with HIV for reporting and planning purposes, and to facilitate client retention in medical care, including HIV care provided through HIV research studies. (e.g. as performed by the John A. Burns School of Medicine's Hawai'i AIDS Clinical Research Program.)

Provides FDA-approved medications for the treatment of HIV, treatment and prophylaxis of opportunistic infections, and the management of side effects and co-occurring conditions.

Coordinates with federal funding agencies, hospital and private pharmacies for statewide distribution of medications.

Ensures client access to laboratory services, as necessary, for the management of prescribed medications.

Establishes and maintains program medication formulary in accordance with Public Health Services (PHS) guidelines, federal AIDS Drug Assistance Program (ADAP) requirements, and recommendations of prescribing physicians.

Administrates and coordinates with insurance carriers for individuals living with HIV to have access to uninterrupted medical care.

Provides payment of individual and group health insurance premiums on behalf of individuals living with HIV who meet program eligibility and income requirements in order to maintain their access to medical care.

Medical Marijuana Registry Section. Plans, develops, implements, and evaluates policies and procedures related to components of the Medical Marijuana Registry program; develops and maintains a secure data system used for registration and verification reporting; plans, develops, implements, and evaluates statewide medical marijuana educational and/or outreach activities for key stakeholders and the public; develops and manages the public petition processes to add new

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debilitating medical conditions to the list of qualifying medical conditions;  
develops, administers, and evaluates processes to monitor funds received from  
registration fees deposited in the medical marijuana registry sub-account of the  
medical marijuana registry and regulation special fund for budgetary and  
reporting purposes.

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FUNCTIONAL STATEMENT

Addresses social determinants of health by administering nursing services to communities, families and individuals in various work settings, such as homes, clinics, neighborhood/health centers, day/family care centers and adult resident care homes, preschools, schools, and work sites.

Seeks capacity building of families and communities fostering ownership and better health outcomes for people.

Responsible for program planning, program development, budgeting, implementation of program plans, monitoring, evaluation, documentation and standard setting.

Works collaboratively with the DOH and community health and interdisciplinary programs in planning and coordinating provision of nursing intervention services, statewide, in addressing public health issues such as emergency preparedness, epidemics, biologic threats, control of communicable diseases, immunization strategies, and care coordination services to at risk populations.

Provides appropriate nursing services based on individual/family needs through health assessment, development and implementation of a treatment plan, case management/coordination, screening tests, health teaching/education/training on self-management, health counseling guidance, referral and follow-up.

Identifies system of care gaps, recommend needed changes and are available to pilot some of those changes.

Administers and/or implements projects, which addresses health and nursing need of aggregate groups in the community, such as case finding, nursing assessment and consultation for disparate groups including but not limited to all age groups with health disparities i.e. 0-3, frail elderly.

Office Services

- Provides secretarial and clerical support to the Branch.

Nurse Practitioner Services

- Provides assessment and consultation to Public Health Nurses and the places and communities that are served.
- Utilizes various skill building strategies to enhance the practice of the nurses in direct clinical and community involvement.
- Develops and/or applies hypothesis or theories to conduct studies about nursing interventions and techniques addressing health disparities.

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FUNCTIONAL STATEMENT

- Investigates and researches problems relevant to public health nursing theory and practice.
- Works in partnership with community and Department of Health programs.

Quality Assurance/Technical Support

- Responsible for PHNB staff development and training programs in collaboration with the Nurse Practitioner Section.
- Provides Branch consultation to systems issues in health for the Department of Education.
- Uses nursing informatics to collect review and analyze data.
- Develops measures for competency-based and outcome-based practice including developing and implementation of policies and procedures and the processes to assure consistent quality public health nursing practice.
- Provides the oversight for the Quality Assurance/Continuous Monitoring System to assure compliance with IDEA, Part C regulations, which includes review of the qualitative and quantitative data in the provision of early intervention services.

East Honolulu, West Honolulu, Central Oahu, Leeward Oahu, Windward Oahu  
PHN Sections

- Responds to natural and man-made disasters and public health outbreaks of communicable diseases, biologic threats, etc.
- Establishes capacity-building, population-based approaches that prepare, improve, mitigate against, respond to and recover from disease outbreak, disasters (natural and man-made) and acts of terrorism.
- Organizes and promotes public health clinics/activities in support of the DOH mission, public health concerns and mandated programs.
- Works with the schools to identify students who are at risk for compromised health outcomes through assessment and consultative services.
- Serves as a patient/family/community advocate in matters relating to health and nursing.
- Collaborates with other health professionals/community resources, as appropriate, in developing and implementing care plans. Evaluates the effectiveness of the care plan, monitors care, and modifies plan accordingly.

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- Works in partnership with communities to improve overall health status through creative strategies.
- Participates in research activities to improve the standards of care for specific populations.

Valley and City Teams, Kalihi and Palama Teams, Pearl City and Wahiawa Teams, Waipahu Ewa and Waianae Teams, North Shore and South Shore Teams

- Provides nursing services to at risk, targeted individuals, families and communities in collaboration with medical health professionals and community resources.
- Provides nursing services in disaster, outbreaks of communicable diseases to include public health clinics and other activities in support of public health issues mandates and DOH mission.

Office Services for East Honolulu, West Honolulu, Central Oahu, Leeward Oahu and Windward Oahu PHN Sections

- Provides clerical support to each PHN Section.

Special Support Services for East Honolulu, Central Oahu, Leeward Oahu PHN Sections

- Provides nursing assessment and consultation and other services to students with special health needs (IDEA, regular education/504).
- Utilizing their clinical expertise, works in partnership with communities, with a wide range of populations to provide health impact assessments.

Case Management Coordination Program for Central Oahu and Windward Oahu PHN Sections

- Provides case management services to the frail, vulnerable elderly and supportive services to caregivers to prevent burnout and to maintain the frail elder in the community.
- Collaborates with other community agencies involved with the elder and family for coordinated services and minimizing duplication of services.
- Facilitates inter-disciplinary team meetings in addressing specific issues and barriers that impact on frail vulnerable elderly and advocates for this population.
- Manages access to public health nursing services. Optimizes self-care capabilities of individuals and families and the capacity of systems and communities to coordinate and provide services.

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DISEASE OUTBREAK CONTROL DIVISION  
FUNCTIONAL STATEMENT

Responsible for the prevention and control of infectious diseases in Hawaii with the exception of Hansen's disease, tuberculosis, and sexually transmitted diseases including HIV/AIDS, for which separate programs have been established. Ensures situational awareness as well as public health preparedness through disease surveillance, key public health interventions such as immunizations, and public health response planning and capability building. Integrates these responsibilities with the necessary response activities such as outbreak investigations and emergency response to safeguard the public's health. In essence, responsible for the uniform application of policies, procedures, and practices as they relate to the control and prevention of infectious diseases, emerging disease threats, and potential acts of terrorism as well as all hazards that threaten the public's health throughout the state.

The chief activities of this Division are to:

Maintain surveillance for infectious diseases and potential acts of terrorism of public health importance in Hawaii.

Investigate disease outbreaks.

Recommend disease control and prevention measures to physicians, other health care professionals, food control agencies, the food industry, other agencies, the general public, and all other key stakeholders based on investigation findings and/or special studies.

Provide assistance to physicians to identify and diagnose unusual or rare diseases and provide consultative help in treating such diseases upon request of the attending physician.

Promote immunization of the public, both adults and children, against vaccine preventable diseases.

Provide or facilitate access to vaccines for the protection of persons not able to pay for vaccines. Operate or facilitate the operation of immunization clinics to reach special populations who are unable to access health care in the private sector.

Conduct a program to identify, immunize, and counsel persons from populations at increased risk of viral hepatitis. Provide education regarding viral hepatitis transmission, prevention, and control to health care providers and the public, including those individuals chronically infected with viral hepatitis.

Act as a liaison between the Hawaii State Department of Health and other public health organizations and representatives including federal health officials in the U.S. Department of Health and Human Services and the U.S. Centers for Disease Control and Prevention, the Council of State and Territorial Epidemiologists, and other public and private partners at the federal, state, and local levels.

Detect, control, and/or eradicate animal diseases transmissible to man (zoonoses).

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FUNCTIONAL STATEMENT

Provide statistical analysis required for comprehensive disease investigation.

Coordinate all department terrorism and all hazards preparedness planning activities and integrate these activities with existing surveillance and response mechanisms.

I. Administrative Services

Provides overall administrative support for all Division operations.

- formulation and execution of budget
- consultation to staff on administrative, personnel, and fiscal matters.

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DISEASE INVESTIGATION BRANCH

FUNCTIONAL STATEMENT

This program is responsible for the surveillance and investigation of communicable diseases, including potential bioterrorism agents, in Hawaii with the exception of sexually transmitted diseases including HIV/AIDS, tuberculosis and Hansen's disease for which separate programs have been established. The Branch is responsible for the uniform application of policies, procedures and practices as they relate to the control and prevention of communicable diseases throughout the state.

The chief activities of this Program are to:

- Maintain surveillance for communicable diseases of public health importance in Hawaii.
- Investigate individual cases of communicable disease and disease outbreaks, including animal diseases transmissible to man (zoonoses) and bioterrorism agents.
- Provide assistance to physicians to identify and diagnose unusual or rare diseases and provide consultative help in treating such diseases upon request of the attending physician.
- Conduct a program to identify and counsel persons from populations at increased risk of viral hepatitis. Provide education regarding viral hepatitis transmission, prevention, and control to health care providers and the public, including those individuals chronically infected with viral hepatitis.
- Provide statistical analysis required for comprehensive disease investigation.
- Custodial and inventory management of equipment.

Disease Surveillance and Informatics Section

- Performs surveillance of communicable diseases of public health importance including zoonoses and bioterrorism agents.
- Plans, develops, coordinates, and implements statewide communicable disease surveillance program.
- Coordinates the screening and immunization of individuals at increased risk of hepatitis B infection.
- Coordinates routine follow-up testing to determine disease status.
- Maintains special disease surveillance databases.
- Implements active surveillance activities as needed.

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DISEASE INVESTIGATION BRANCH

FUNCTIONAL STATEMENT

Field Investigation Section

Provides the services necessary for the following activities:

- Conducts investigations of individual cases of communicable disease and disease outbreaks, including bioterrorism agents.
- Coordinates and/or oversees communicable disease and outbreak investigations on the neighbor islands with the respective District Health Offices.
- Designs and implements studies for diseases of special public health interest in Hawaii.
- Provides technical support to the neighbor island epidemiological specialists in addition to assistance during disease outbreaks on the neighbor islands.
- Provides communicable disease information to the public and healthcare providers.

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IMMUNIZATION BRANCH

FUNCTIONAL STATEMENT

The Immunization Branch is responsible for the prevention and control of vaccine preventable diseases (VPDs) in Hawaii among children and adults. VPDs are serious infectious diseases for which specific immunizing agents are available. The Branch is responsible for the uniform application of policies, procedures and practices as they relate to vaccine preventable diseases.

The chief activities of the Program are:

- Promotes immunization of the public, both adults and children, against vaccine preventable diseases.
- Monitors vaccine-preventable disease trends and investigates potential outbreaks to prevent and control spread of vaccine-preventable diseases.
- Provides vaccines supported by and as guided by the federal Immunization Program Grant.
- Acts as a liaison between federal health officials in the U.S. Centers for Disease Control and Prevention (CDC) National Immunization Program (NIP) and the Hawaii State Department of Health.

The Branch coordinates implementation of the following:

- Plans and conducts vaccine coverage assessment activities to determine potential rates of immunity in the population.
- Evaluates the effectiveness of efforts to increase vaccine coverage.
- Coordinates and implements procedures to systematically identify, evaluate, promote, and when possible or necessary, conduct appropriate vaccination of children as well as adult populations.
- Provides consultation on recommended immunizations for people of all ages.
- Maintains a vaccine storage, distribution, and inventory system to ensure vaccine availability and accountability.
- Develops and monitors compliance with school immunization requirements as defined by HRS 298, Part II.
- Coordinates activities with public health agencies, voluntary organizations, professional societies, civic groups, and District Health Offices to identify and develop resources to augment immunization efforts.
- Oversees vaccination assessment activities conducted in Hawaii, such as the Hepatitis B perinatal program.
- Drafts and monitors contracts awarded to agencies outside of the Department of Health pertaining to immunizations and immunization education.

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IMMUNIZATION BRANCH

FUNCTIONAL STATEMENT

Immunization Information System Section

- Maintains and enhances the Hawaii Immunization Registry (HIR), an electronic, web-based repository of lifespan immunization data for the population of the state of Hawai'i.
- Coordinates and conducts all activities required and associated with the registry including but not limited to:
  - Consolidating, organizing, and cleaning immunization data;
  - Assisting healthcare providers and the public in use of the registry;
  - Coordinating electronic connections with other electronic record databases (e.g. outbreak management) as necessary to ensure disease prevention in the state;
  - Coordinating with disease investigators when necessary to facilitate disease investigations;
  - Coordinate with the Epidemiology and Surveillance section to facilitate utilizing HIR data to assess vaccination programs and overall vaccination rates (especially to identify pockets-of-need) as necessary and possible;
  - Promoting and alerting appropriate parties regarding vaccination recommendations as well as any issues identified through assessing HIR data.

Epidemiology and Surveillance Section

- Conducts surveillance of vaccine-preventable diseases to monitor trends and potentially identify disease outbreaks;
- Investigates any potential outbreaks or noteworthy cases of vaccine-preventable disease infection;
- Implements prevention and control measures (e.g. public health education, focused vaccination and/or prophylaxis clinics) as needed and determined from investigation findings and/or disease surveillance assessments.
- Conducts assessments of vaccine-preventable diseases (e.g. determine vaccine coverage rates and assess vaccine impact, especially for specific populations).
- Provides technical information to healthcare providers and the public regarding vaccine administration and recommendations as well as vaccine-preventable diseases;
- Monitors and assures compliance with immunization rules contained in the Hawaii Revised Statutes.

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IMMUNIZATION BRANCH

FUNCTIONAL STATEMENT

Vaccine Supply and Distribution Section

- Procures vaccines;
- Maintains refrigerated/frozen vaccine stock and electronic inventory system;
- Distributes vaccine supplies, and promotes and facilitates participation of health care provider with federal and state vaccine supply programs;
- Ensures vaccines are used according to established policies;
- Leads the Department's efforts in coordinating and operating the school-located influenza vaccination program;
- Assesses activities as well as their potential impact on target populations to improve and enhance operations and therefore the public's health.

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PUBLIC HEALTH PREPAREDNESS BRANCH

FUNCTIONAL STATEMENT

Accountable for preparing the department, public health agencies, the health care community, and ultimately the State of Hawaii to respond effectively and efficiently to a public health emergency, such as a bioterrorism event, a severe outbreak of a dangerous infectious disease, or natural disasters. Responsible for coordinating department disaster-related planning; facilitating training and exercising for the entire department; administering federal funding that supports department emergency preparedness activities; maintaining the Department (Emergency) Operations Center (DOC); ensuring that needed mutual assistance agreements and memoranda of understanding are in place to supplement the resources of the department in times of need; serving as the primary facilitator of program stakeholder involvement; and exercising leadership during an actual public health emergency.

The chief activities of this branch are to:

- Assess the state of readiness to respond to public health emergencies.
- Inventory resources available to respond to public health emergencies.
- Develop and promulgate plans to respond to public health emergencies.
- Exercise response and recovery plans with public health, health care, and mental health agencies.
- Develop plans and protocols to manage assets of the Strategic National Stockpile and implement those plans and protocols should they be needed to respond to a public health emergency.
- Train and test on distributing procedures of medical countermeasures.
- Support the development and implementation of advanced systems for disease surveillance.
- Support laboratory capability to identify suspect agents.
- Develop an effective risk communications capacity that provides for timely information dissemination to citizens during a public health emergency.
- Facilitate training to key public health officials, emergency responders, and healthcare providers to respond to public health emergencies.
- Coordinate awareness, training, and practices with community partners on how to prevent, respond to, and recover from public health incidents.
- Engage and liaise with public and private organizations that represent the cultural and socio-economic demographic components of the community in preparedness activities.
- Engage with community organizations to foster public health, medical, and mental health social networks.

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PUBLIC HEALTH PREPAREDNESS BRANCH

FUNCTIONAL STATEMENT

- Support the development and maintenance of public health continuity of operations plans at the state and local levels.
- Maintain 24/7 public health emergency contact capability and function.
- Maintain current ability to rapidly activate state public health Incident Command System team as needed.
- Facilitate training to public health staff in Incident Command System roles, responsibilities, and lines of communication.
- Support the development and maintenance of the department's All-Hazards/Emergency Response Plan.
- Coordinate department after-action reports and other evaluative tools as necessary following large-scale and/or broad impact communicable disease outbreaks, environmental public health risks, natural disasters, and other events that threaten the health of people.
- Facilitate and coordinate public health, medical, and mental health mass care services, as needed.
- Support the ability of healthcare systems to provide needed beds and public access to care and medical services in the event of an emergency, as well as track patients, medical staff, equipment, and supplies.
- Develop, utilize, and support the Emergency System for the Advance Registration of Volunteer Health Professionals (ESAR-VHP).
- Coordinate the identification, recruitment, rostering, credential verification, training, and engagement of public health volunteers to assist in emergency response operations.
- Enable and sustain partnerships with healthcare coalitions responsible for emergency preparedness, response, and recovery.
- Solidify and strengthen an advisory group to provide technical support and recommendations on preparedness issues.

Secretarial and Clerical Support Staff

- Provide secretarial and clerical services.
- Develop and maintain administrative, personnel, and general correspondence files of program.
- Assemble information from records, files, interviews and various reference sources.

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PUBLIC HEALTH PREPAREDNESS BRANCH

FUNCTIONAL STATEMENT

Fiscal and Administrative Support Staff

Implements Fiscal and administrative responsibilities include ongoing fiscal monitoring, tracking, and evaluation to ensure compliance with all relevant federal, state, and local laws, as well as administrative rules and regulations regarding budget and fiscal matters. The overall functions of this staff are as follows:

- Plan, monitor, and perform program evaluation and analysis related to budgets, procurement, property, and personnel management.
- Develop and manage the formulation and execution of the federal cooperative agreement budget.
- Interpret State, Federal and grant specific fiscal/financial policies, rules, regulations and procedures to ensure program compliance.
- Prepare operation expenditures plan, financial reports, inventory reports, variance reports, and other reports as needed.
- Develop and monitor contractual procurement.
- Provide orientation to new staff.

Policy, Assessment, and Implementation Section

Conducts statewide public health preparedness planning and implementation including, conducting coordination, research, planning, and capacity building activities to meet the program strategic objectives as well as the national benchmarks for both public health and healthcare preparedness capabilities. The overall functions of this section are as follows:

- Develop and update Emergency Response Plans including annexes, appendices, and implementing instructions.
- Ensure all areas of national performance metrics, especially as required by funding cooperative agreements, are met and in compliance; follow-up on and address any recommendations/corrective actions.
- Share best practices learned from meetings and trainings related to Public Health Emergency Preparedness with other program stakeholders.
- Plan drills and exercises consistent with the Homeland Security Exercise and Evaluation Program and complete After Action Reports and Improvement Plans as required.
- Provide or facilitate training and assistance in subject matter areas of expertise for both internal and external stakeholders.
- Track the implementation of any corrective action plans following exercises

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DISEASE OUTBREAK CONTROL DIVISION  
PUBLIC HEALTH PREPAREDNESS BRANCH

FUNCTIONAL STATEMENT

and compile periodic reports for submission to funding agency and executive authorities.

- Provide strategic, operational, and planning support to the department in the event of an emergency response.
- Ensure all supplies, equipment, and other public health emergency response materials are accounted for and in a state of readiness for rapid deployment 24/7.

Education and Training Section

Improves the competency of the public health workforce and work with communities and the general public to educate and mobilize them on preparedness issues. Activities conducted by this section will include training, health education, community outreach, and communication strategies/materials development. The overall functions of this section are as follows:

- Coordinate or facilitate training of departmental staff and other public and private sector health professionals to assess needs, coordinate resources, and maintain inventories.
- Develop partnerships with centers for public health preparedness, schools (or departments) of public health and medicine, other academic institutions, and other organizations for the provision or facilitation of related education and training.
- Conduct community outreach activities on public health emergency preparedness in collaboration with community partners.
- Work with the DOH Communication Office to provide accurate and appropriate information to the public during emergencies, and facilitate timely delivery of such information to public health stakeholders.
- Strengthen the department's surge capacity for Emergency Public Information and Warning.
- Ensure performance metrics in respective technical areas are met and in compliance; address any recommendations/corrective actions.
- Share best practices from meetings and trainings related to Public Health Emergency Preparedness Education and Training with other program stakeholders.

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CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION

FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director, Health Resources Administration, plans, directs, and coordinates chronic disease prevention and management and health promotion activities within the scope of Federal and State laws, rules, regulations, and policies.

Administers the distribution of the Tobacco Settlement Special Fund (TSSF), implements the Department's health promotion strategies with the TSSF allocation, and administers the Tobacco Prevention and Control Trust Fund per Chapter 328L-5, HRS. Serves as a liaison and advisor to the Director with recommendations from the Advisory Board and on the goals of the Tobacco Prevention and Control Trust Fund.

Supports the Tobacco Prevention and Control Advisory Board which shall advise the Department on the administration of the Tobacco Prevention and Control Trust Fund per Chapter 328L-5, HRS.

Implements the Healthy Hawaii Initiative in the Department per Chapter 328L-4, HRS as a comprehensive and integrated framework to address nutrition, physical activity, and tobacco use.

Develops statewide strategic plans for tobacco prevention and control, chronic disease prevention and management, and promotion of healthy behavior and lifestyles that include: developing and implementing effective and cost effective programs; developing adequate standards and benchmarks to evaluate success; and assessing the effectiveness of programs. Provides technical leadership in coordinating activities to provide uniform health promotion and chronic disease prevention and management services throughout the State.

Develops and maintains relationships and strategic partnerships with other organizational entities, public, private, and inter- and intra-departmental offices, to develop sustainable changes through policy, systems, and environmental changes.

Increases collaboration and capacity of stakeholders that serve low income, rural or disparate populations through information, education, and empowerment to reduce health disparities among populations disproportionately affected by chronic disease conditions as compared to the general population.

Develops operating budget, justifies budget before reviewing and approving authorities, and exercises control over funds appropriated.

Prepares grant applications and administers funds awarded to support the Healthy Hawaii Initiative and chronic disease prevention and management services, research and education.

Represents the Department in providing information and making presentations before the Legislature and community groups, both public and private, related to the Healthy Hawaii Initiative and chronic disease prevention and management.

Advises on the need for public health regulations, drafts legislation, drafts rules and rule amendments, and develops policies and procedures related to chronic disease prevention and management and promotion of healthy behavior and lifestyles.

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HEALTH RESOURCES ADMINISTRATION  
CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION

FUNCTIONAL STATEMENT

Establishes, supports, and manages data collection systems to standardize data collection, utilization, analysis, and reporting to evaluate and improve public health practice.

Recommends to the Deputy Director, Health Resources Administration, changes needed to the Division's organizational structure and programs and after approval, directs implementation.

TOBACCO SETTLEMENT FUNDS ADMINISTRATION

Oversees the administration, management and distribution of the Tobacco Settlement Special Funds (TSSF) per Chapter 328L-2, HRS and the Department's utilization of the funds allocated for health promotion and disease prevention programs per Chapter 328L-4, HRS and tobacco prevention and control programs per Chapter 328-5,-6, HRS.

Develops, monitors, and implements policies, procedures, and practices of the Department for the use of the TSSF.

Responds to, monitors, and maintains documentation of legislative activities that impact the distribution and use of, reporting on, and auditing of the TSSF.

Develops response to administrative and external requests for information on the TSSF distribution, budget and expenditures, evaluation and outcomes of TSSF supported interventions, including annual legislative reports and requests for information.

Provides administrative support to the Tobacco Prevention and Control Advisory Board and assists in the oversight of the Tobacco Prevention and Control Trust Fund.

Provides reports to the Division Administrator to assist in advising the Director of Health related to recommendations received from the Tobacco Prevention and Control Advisory Board and on the goals of the Tobacco Prevention and Control Trust Fund.

Develops, executes, and monitors contracts, including reviewing and making recommendation for approval of the contracts utilizing Tobacco Prevention and Control Trust Fund per Section 328L-5.

Coordinates the activities funded by the Tobacco Prevention and Control Trust Fund with the chronic disease and health promotion activities in the Primary Prevention and Chronic Disease Management Branches.

Develops and maintains relationships and strategic partnerships with other organizational entities, public, private, and inter- and intra-departmental offices.

Increases stakeholder collaboration and capacity through information, education, and empowerment.

Represents the Department in providing information and making presentations before community groups, both public and private, related to the TSSF distribution and in particular the portions for public health services per Chapter 328L-2, -4, -5, and -6, HRS.

STATE OF HAWAII  
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CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION  
FUNCTIONAL STATEMENT

**CENTRAL ADMINISTRATIVE SERVICES**

Develops and monitors controls and procedures on fiscal operations, contract processing and management, and personnel actions in accordance with the Division, Department, State, and federal requirements.

Establishes, maintains and oversees a system to review and coordinate all fiscal, contractual, and personnel actions to assure conformance with the Division's authorized expenditure.

Advises and assists the Division in the preparation of the Division's budget and finalizes the Division's budget for the Director's approval.

Coordinates with the Tobacco Settlement Funds Administration to determine the annual distribution of the TSSF from the master settlement agreement payment to the State, and implements the appropriate procurement method or transfer of the fund portions.

Maintains accounts and prepares budget and expenditure reports for the TSSF.

Identifies, coordinates, tracks and otherwise participates in the receipt and administration of the Division's appropriations and grant awards.

Verifies billings and makes payments for goods and services as directed and authorized by the Division Administrator.

Plans, administers, monitors and maintains controls over the Division's expenditure plan. Monitors, controls and assists organizational segments of the Division in meeting their staffing and fiscal requirements within the Division's authorized expenditure plan.

Provides technical support to appropriate Division staff on maintaining personnel records, including vacation and leave records, employee performance appraisals and other personnel related documents.

Oversees and coordinates the Division's recruitment and hiring practices and procedures to ensure the Division is compliant with Department and State policies as well as other legal requirements; and processes the Division's worker's compensation, injury, and disability cases.

Provides consultation and technical assistance on matters related to budgets, contracts, fiscal requirements, personnel actions, and logistic services to all organizational segments of the Division.

Provides technical assistance to organizational segments of the Division on matters relating to the procurement and monitoring of services and goods to ensure compliance with applicable State and federal laws, rules, regulations, and guidelines, including fiscal requirements.

Administers and monitors the management of the Division's contracts to assure budget accuracy, format correctness, and timely execution of documents.

Supports day-to-day Division operational requirements with respect to office space, equipment, communications, supplies, intra-and inter-state travel, training, etc.

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FUNCTIONAL STATEMENT

Oversees, manages, and ensures completion of required physical inventory efforts to account for all assets purchased and maintained by the Division or service providers supported by Division resources that are required to be maintained on the Division's inventory list.

Provide timely reporting of government procurement and program activities through the State procurement and related reporting sites, and per request through the Uniform Information Practices Act to support transparency in government. Maintain and update inventory of procurement records in keeping with state Records Retention rules.

CLERICAL SUPPORT SERVICES

Provides secretarial and clerical support to the: Division Administrator; Health Policy, Communication, and Planning Office; Surveillance, Evaluation, Epidemiology Office; Central Administrative Services Office; and Tobacco Settlement Funds Administration.

SURVEILLANCE, EVALUATION, AND EPIDEMIOLOGY OFFICE

Oversees the development and maintenance of an information infrastructure for the collection and utilization of data and enhances public access to selected data collected by the Department. Provides chronic disease epidemiology support for the Division.

Oversees the development of data collection, use, sharing, and reporting standards for the Division and Branches.

Develops, oversees and manages databases and health surveillance for the Department and the Division. Establishes and manages data use and data sharing agreements with other data owners.

Oversees and maintains the Hawaii Data Warehouse (HHDW) and the Hawaii School Health Survey in partnership with the Department of Education.

Develops, executes, and monitors contracts to enhance, maintain, and utilize health management and data collection systems.

Provides statistical data and information to programs within and outside the Department.

Provides program evaluation guidance to develop goals and objectives, identify and develop measures, and consultation on program evaluation and data collection methods.

Provides data support and technical assistance to the Health Policy, Communication, and Planning Office and the Primary Prevention and Chronic Disease Management Branches in developing strategic plans, evaluation, and program monitoring.

Conducts research, including designing and implementing statistical systems, and preparing statistical reports and tables.

Provides training to Department personnel to increase competencies in utilizing data systems for assessment, evaluation, and reporting.

Generates data reports and publications for the Division and Department.

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FUNCTIONAL STATEMENT

HEALTH POLICY, COMMUNICATION, AND PLANNING OFFICE

Coordinates, guides, and provides technical support for: policy development, social marketing, health communications, and planning.

Responsible for leadership in policy development in the Division. Provides consultation, training and technical assistance on the development of policies that will advance Division goals. Keeps abreast of nationally recommended best practices and policies to guide the Division's strategies. Analyzes Division activities to determine public impact.

Coordinates with Surveillance, Evaluation, and Epidemiology Office, and the Primary Prevention and Chronic Disease Management Branches on policies, plans, data and surveillance systems.

Coordinates and assigns legislative bills for tracking and Departmental response. Develops administrative rules and coordinates the public hearing process.

Facilitates and coordinates workgroups from across the division to develop systems of care for the prevention and management of chronic disease across the sectors of society.

Seeks external funding, including grant opportunities that meet Division health objectives and provides technical support and final review of proposals and applications. Provides guidance and training on grant writing.

Follows Department communication policies, procedures and plans. Provides information to the media, including press releases and public reports, through the Department's Communication Office.

Incorporates national public health information on chronic disease and health promotion in communication to the public and community. Develops public information strategies and evaluates effectiveness.

Develops critical health messages to partners, groups, media and the public, ensuring accuracy, timeliness and public comprehension.

Provides consultation, technical support, resource identification and media coordination to the Primary Prevention and Chronic Disease Management Branches for social marketing campaigns. Generates unearned and earned media for healthy lifestyle promotion and chronic disease management.

Establishes guidelines for quality, formatting, and production for official publications developed by the Division, such as state strategic plans. Reviews strategic plans prior to publication.

Provides support and consultation for all electronic and print materials developed within the Division.

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HEALTH RESOURCES ADMINISTRATION  
CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION

FUNCTIONAL STATEMENT

PRIMARY PREVENTION BRANCH

Serves as the liaison with national experts to inform partners of national prevention guidelines, best practices and recommendations, current science, and trends for health promotion.

Provides technical expertise and consultation on the primary prevention of obesity and chronic diseases. Informs partners on national and local promising and best practice prevention strategies and interventions, and development of action and evaluation plans for implementation.

Conducts needs assessments to identify and prioritize public health needs, issues and barriers to inform strategic planning and appropriate intervention development for primary prevention of obesity and chronic diseases.

Seeks resources and funding opportunities to address public health issues in the prevention of obesity and chronic diseases.

Responsible for translating evidence-based best practice policies and strategies into community/population-based interventions for the primary prevention of chronic disease and obesity (also known as non-communicable diseases) using public health methodology. Coordinates with the Division and Chronic Disease Control Branch to develop integrated approaches across the continuum of chronic disease to maximize population reach, health outcomes, and cost efficiency.

Serves as the Department lead on population-based public health approaches and interventions to reduce barriers in the areas of nutrition, physical activity, and tobacco use. Coordinates with the Department and Division in developing systems and environmental strategies to increase opportunities for people and communities to live and have access to healthy lifestyles, healthy eating behavior, physical activity recreationally and in daily living, and living tobacco free.

Facilitates collaborations and develops partnerships between state and county agencies, and private and public organizations to develop and advance strategies that will have population-based impact in healthy lifestyles and wellness.

Implements and reports on the Healthy Hawaii Initiative primary prevention program activities per Chapter 328L-4, HRS.

Develops and evaluates progress, assess effectiveness of implemented strategies, and monitors risk factor reduction.

Provides public health science, technical, planning and quality assurance oversight to the Branch programs and contracted community agencies.

Oversees Branch operations, adhering to administrative, fiscal and personnel policies and procedures in accordance with Division, Department, State and Federal regulations and guidelines.

NUTRITION AND PHYSICAL ACTIVITY SECTION

Develops, implements, and evaluates evidence-based, culturally appropriate strategies and interventions in nutrition and physical activity in the community for the primary prevention of chronic disease and obesity.

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FUNCTIONAL STATEMENT

Identifies key stakeholders and develops, facilitates, and maintains stakeholder and community relationships to work cohesively in implementing evidence-based primary prevention strategies and interventions.

Develops with community input state strategic plans with measurable objectives to address increasing nutrition and physical activity.

Provides technical assistance and consultation on national public health nutrition and physical activity guidelines and recommendations and increases awareness, knowledge, and skills on applying public health science and strategies integrating nutrition and physical activity. Facilitates adoption of evidence-based approaches to maximize community resources and assets towards effective program interventions.

Provides technical assistance and training for community and stakeholder/coalition building and community mobilizing to advance policy, systems, and environmental changes.

Monitors progress on interventions and conducts evaluation of intervention activities.

Assists the Primary Prevention Branch in identifying policy gaps and opportunities for obesity prevention and improving healthy lifestyles. Facilitates collaboration among organizations to increase support for policy and systems changes.

Develops, implements and evaluates school-based interventions for healthy nutrition, physical activity, and obesity prevention.

Addresses the nutrition and physical activity needs of low-income/disparate populations. This includes participating in the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Education Program (SNAPEd) through the Department of Human Services. Manages the planning, budgeting, reporting, and accounting for the Department and Division participation in SNAPEd.

Develops partnerships, manages contracts, and provides technical assistance to community organizations on workplans, implementation, and evaluation plans to provide nutrition education programs through SNAPEd. Assures compliance with USDA guidance and restrictions for community organizations to participate in and people served through SNAPEd.

TOBACCO PREVENTION AND CONTROL SECTION

Provides the statewide framework to prevent tobacco use initiation, promote cessation, eliminate exposure to secondhand smoke, and identify/eliminate tobacco-related disparities among population groups.

Collaborates with chronic disease programs to address prevention in diseases for which tobacco is a major cause or risk factor, including multiple cancers, heart disease, stroke, pulmonary diseases, as well as reproductive and pregnancy complications, low birth weight, and sudden infant death syndrome.

Links chronic disease management and control programs to the Hawaii Tobacco Quitline and local community-based cessation services.

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Implements educational programs, anti-tobacco media campaigns, and the enactment and enforcement of government policies, regulations and statutes to create tobacco-free social norms.

Monitors surveillance data on tobacco-related attitudes, behaviors, and health outcomes by demographic characteristics such as ethnicity, age, social-economic status, education, sexual orientation, and other social determinants of health.

Assesses prevalence rates on smoking, other tobacco and nicotine-based product use, secondhand smoke exposure, and tobacco cessation rates by adults and youth in Hawaii.

Collects community-specific data to promote innovative and culturally appropriate tobacco control interventions through community involvement.

Promotes system wide changes to implement tobacco-free policies in all community health centers and behavioral health facilities, integrating tobacco cessation for the behavioral health and homeless populations.

Supports community-based coalitions on five islands utilizing the health data and information to promote environmental, policy and systems change through prevention programs, awareness campaigns, and capacity building within specific population groups.

Supports local and statewide trainings, conferences, workshops, and provides technical assistance on best practices for tobacco use prevention and cessation programs.

Provides leadership in promoting laws, regulations and policies related to tobacco control and prevention.

Advocates for the statewide enactment of regulations, policies and laws pertaining to the control and prevention of tobacco use.

CHRONIC DISEASE MANAGEMENT BRANCH

Provides scientific and clinical expertise of the Department of Health in managing and controlling the financial and human costs of chronic disease through the development and implementation of chronic disease control programs. Identifies and targets the major chronic diseases organized through the Chronic Disease Detection and Control Section and categorized into units as the Asthma, Cancer, Diabetes and Heart Disease and Stroke; and the Bilingual Services Section.

Seeks and procures federal and private funding for chronic disease management and control, and innovative health service programs. Promotes medical and clinical standards; and establishes guidelines and protocols that reflect the newest and best practices in chronic disease control for statewide implementation.

Assists the Department and Division in developing population-based policies and system change initiatives for chronic disease management and control and in establishing clinical standards for statewide disease management and control programs such as Breast and Cervical Cancer, and Diabetes. Supports policy, system and environmental changes in the community, and in the health and health care delivery and insurance systems to remove barriers, promote good

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FUNCTIONAL STATEMENT

health practices, and increase quality of life among individuals diagnosed with chronic diseases.

Assists the Department and Division in developing and implementing health and disease surveillance programs and surveys related to the burden of chronic diseases. Prepares data and surveillance reports to include the relationship between the disease burden and risk and protective factors. These systems assess and identify dominant risk factors for non-communicable diseases within various age groups, socio-economic communities and ethnic populations.

Develops, implements, and evaluates disease control programs to lower the financial and human costs of non-communicable diseases such as asthma, cancer, diabetes, heart disease and stroke. To lower morbidity and mortality, develops and implements strategies and interventions, conducts data collection and surveillance, and communicates clinical and therapeutic management protocols established in federal guidelines for treatment standards. Maximizes community resources and assets, thereby conserving Department of Health resources and reducing the demand for services related to chronic illnesses and disease.

Assists the Department and Branch programs in monitoring "limited term and special projects" related to chronic illnesses, such as end-stage renal disease, hemophilia and lupus.

Develops, implements and evaluates initiatives designed for Hawai'i's multi-ethnic, multi-cultural and socio-economically diverse populations, with particular attention to the limited and non-English speaking populations.

Provides administrative, clinical or medical, technical, planning and quality assurance oversight to the Branch programs and community health agencies.

Oversees the Branch operations, adhering to administrative, fiscal and personnel policies and procedures in accordance with Division, Department, State and Federal regulations and guidelines.

CHRONIC DISEASE DETECTION AND CONTROL SECTION

Develops and implements innovative strategies and interventions that support best practices in the chronic disease prevention and management field.

Develops community awareness of the methods, interventions, and factors related to reducing the risk of chronic disease based on health status and needs data.

Follows clinical and therapeutic management protocols in line with federal guidelines for treatment standards.

Provides clinical, medical and technical assistance to state and community-based health care services; advocates for compliance with federal and industry standards by applying state-of-the-art protocols, guidance and regulations.

Provides technical assistance and training to community health workers, teachers, coalitions, and other groups who educate communities about chronic disease detection and management.

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HEALTH RESOURCES ADMINISTRATION  
CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION DIVISION

FUNCTIONAL STATEMENT

For chronic disease-specific areas:

Collaborates with the Surveillance, Evaluation and Epidemiology Office and other health data organizations in developing and maintaining a comprehensive statewide chronic disease surveillance system that includes asthma, cancer, diabetes, heart disease and stroke.

Develops and monitors the chronic disease-specific state plans to meet the needs of communities throughout the state. Collaborates with key individuals and organizations to foster the development and implementation of plans and projects that address disease management.

Collaborates with the Primary Prevention Branch in developing and implementing culturally appropriate strategies, interventions and materials, as well as awareness campaigns and programs that address chronic diseases and conditions.

Advocates for the provision of appropriate disease management services in Hawaii's health care system to reduce state hospitalization and emergency department visit rates due to chronic disease -related conditions. Addresses gaps and supports capacity development in Hawaii's existing system of care for the delivery of chronic disease management programs and services. Promotes evidence-based knowledge and practices among healthcare professionals to improve disease management services.

Provides information on national and local scientific research, policies and legislation related to chronic disease management and control.

Educates the community on the burden of chronic diseases and their associated risk factors including the social determinants of health. Provides training in schools, communities and worksites for the development and delivery of appropriate chronic disease-specific programs.

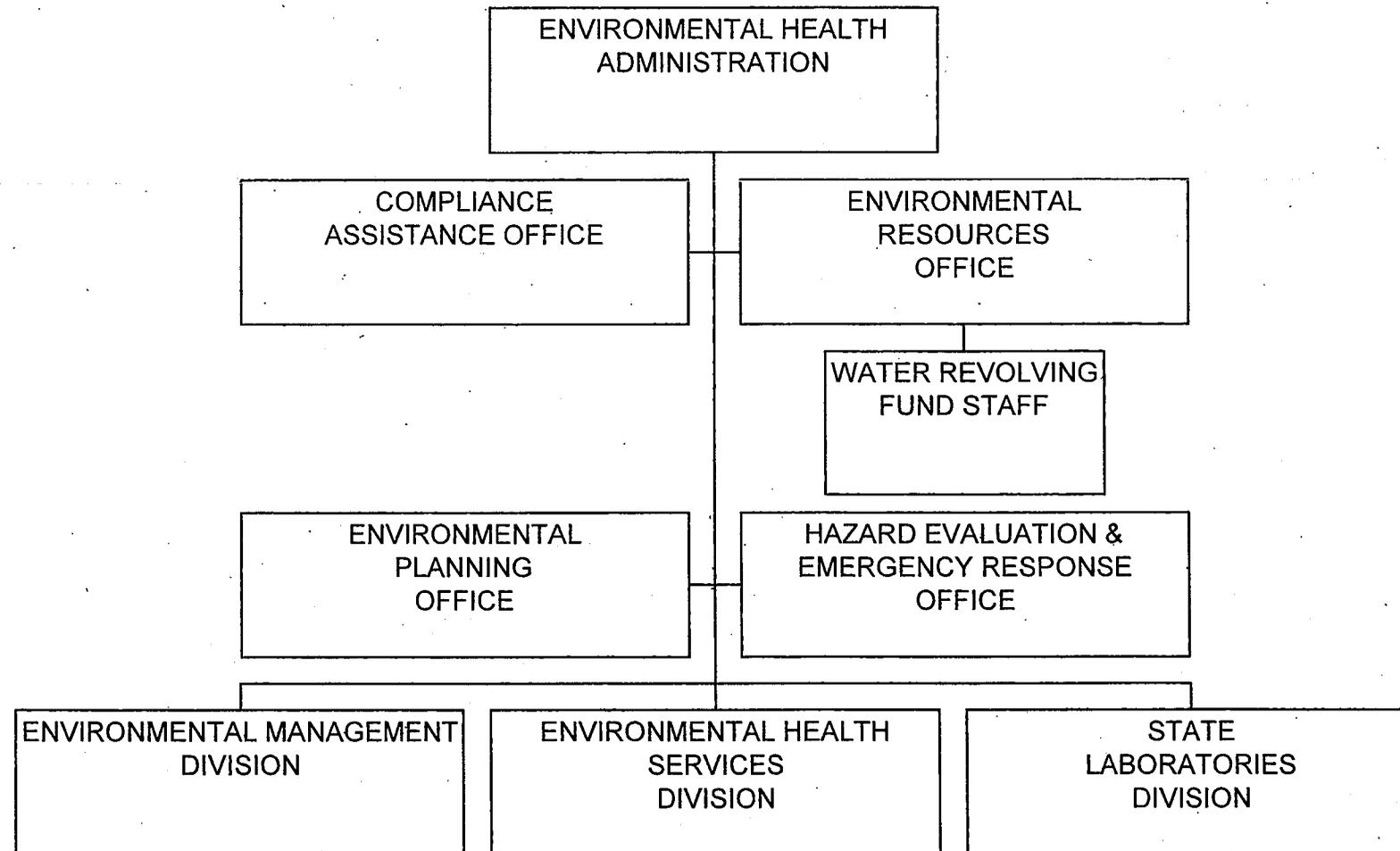
Seeks, oversees and implements federal and other external grants and partnerships for chronic disease management and control.

BILINGUAL HEALTH AIDE SECTION

Provides language interpretive services for minority, immigrant and non-English and limited-English speaking population groups.

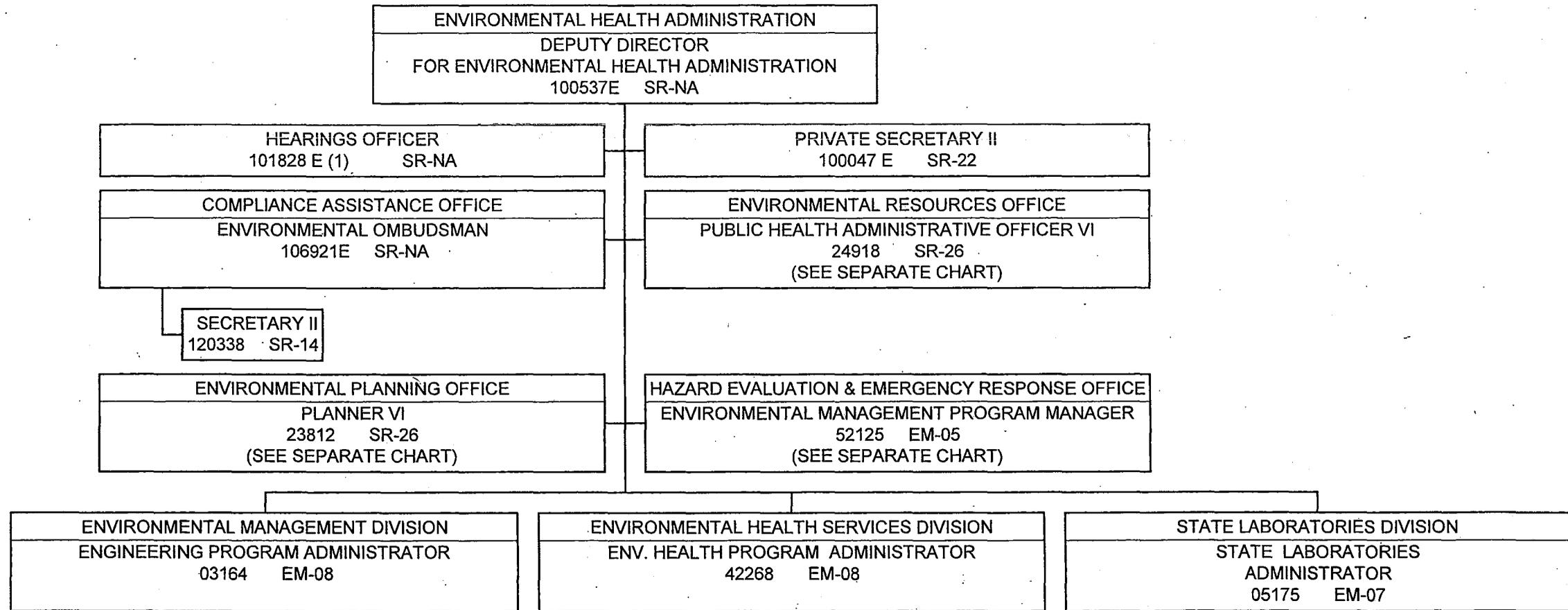
Assures access to, and understanding of health promotion; prevention, education and health services.

Interprets for and educates individuals, families and groups on preventive health measures and strategies, health resources within the community and State health regulations and requirements.



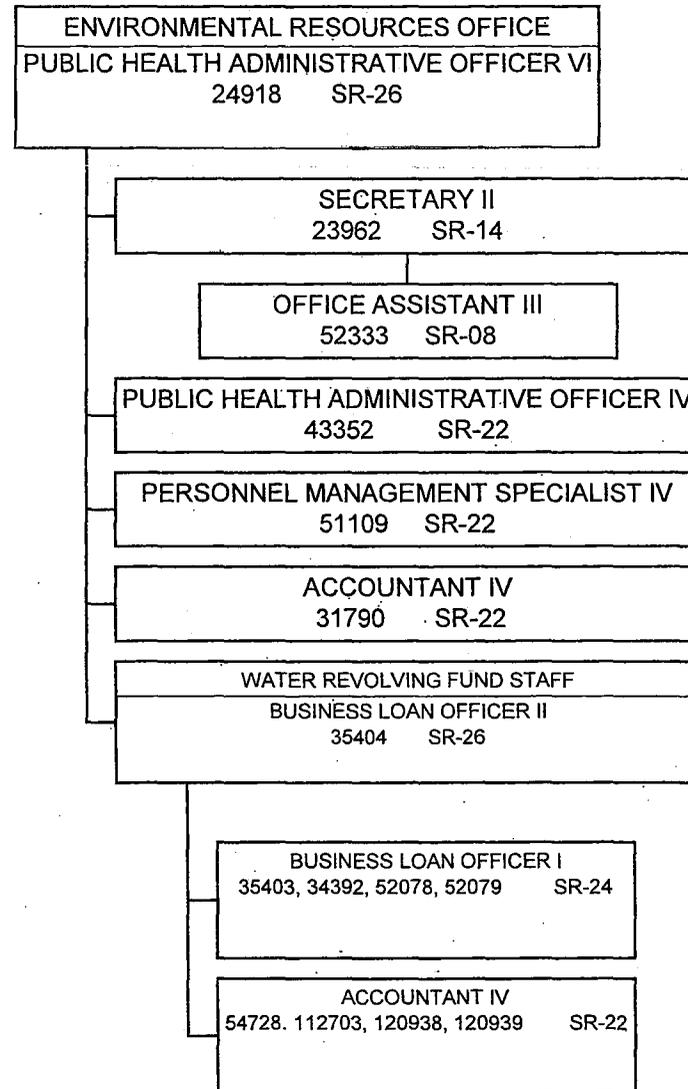
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION

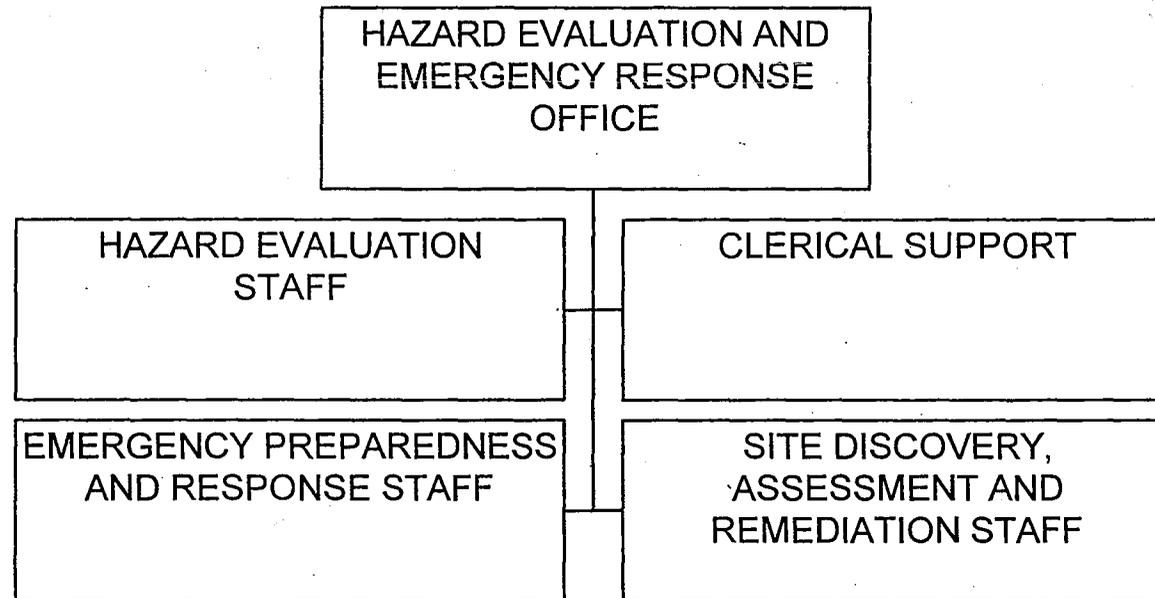
POSITION ORGANIZATION CHART



(1) TEMPORRY NTE 6/30/17.

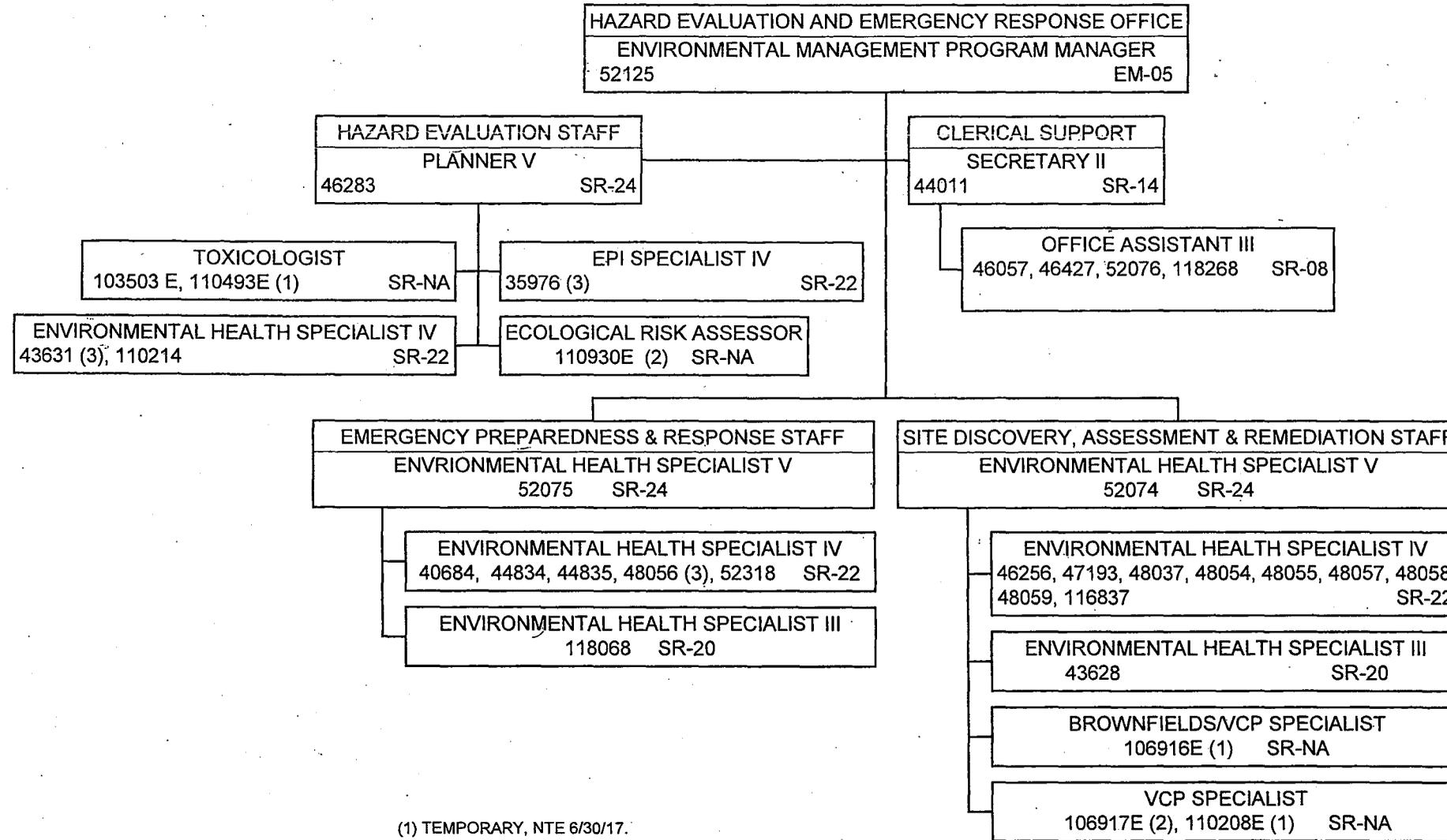
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL RESOURCES OFFICE  
POSITION ORGANIZATION CHART



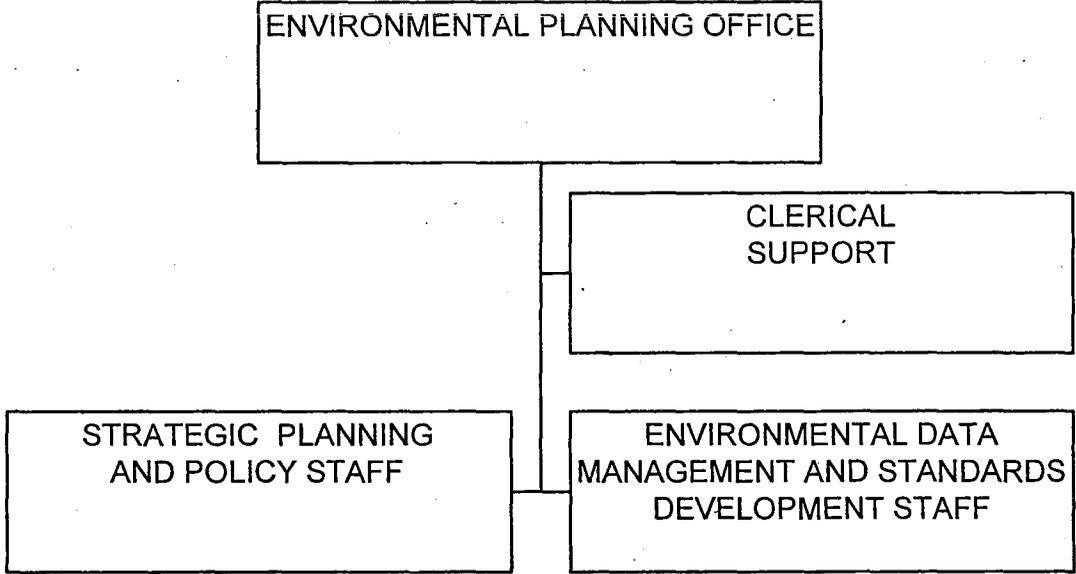


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 HAZARD EVALUATION AND EMERGENCY RESPONSE OFFICE

ORGANIZATION CHART

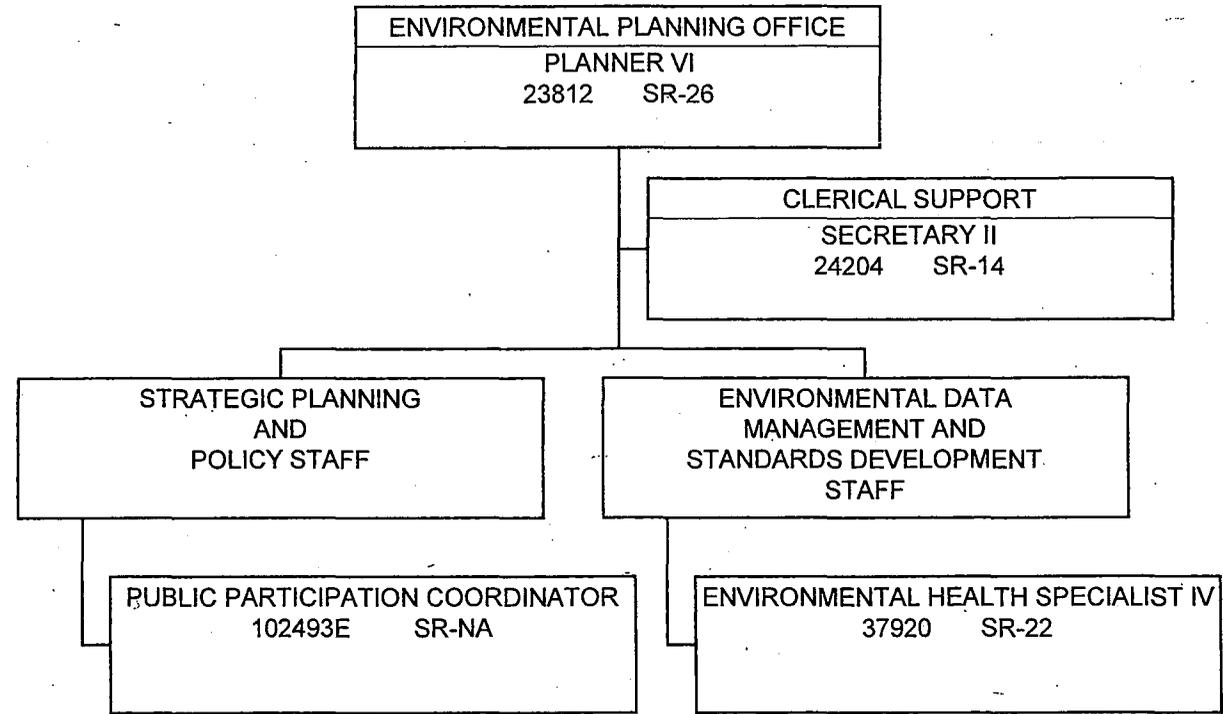


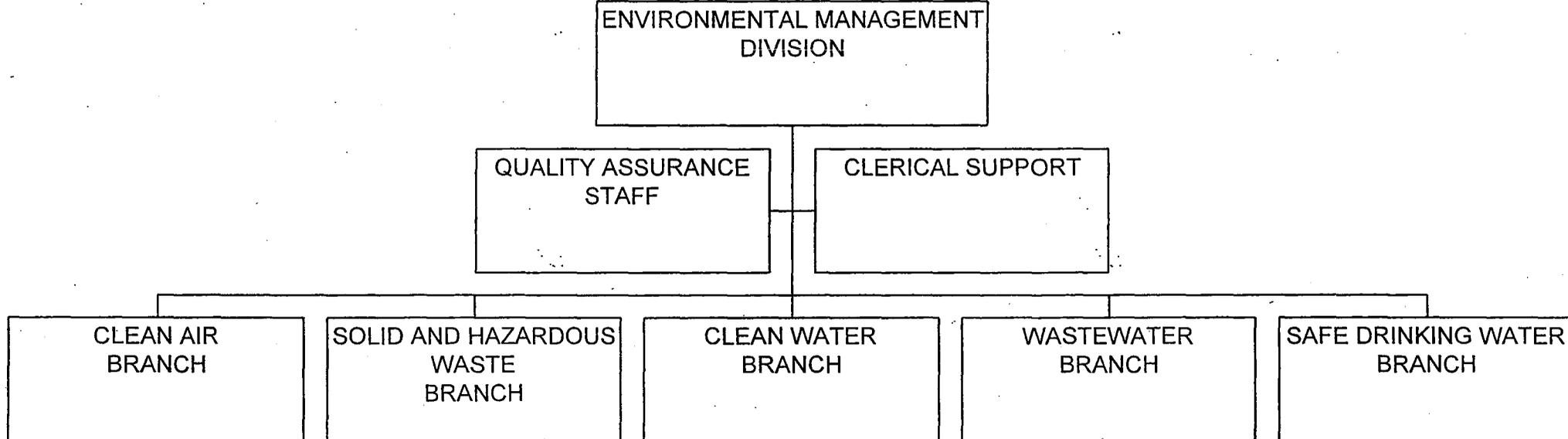
(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE ABOLISHED. TEMPORARY, NTE 6/30/15.  
 (3) TO BE ABOLISHED.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL PLANNING OFFICE

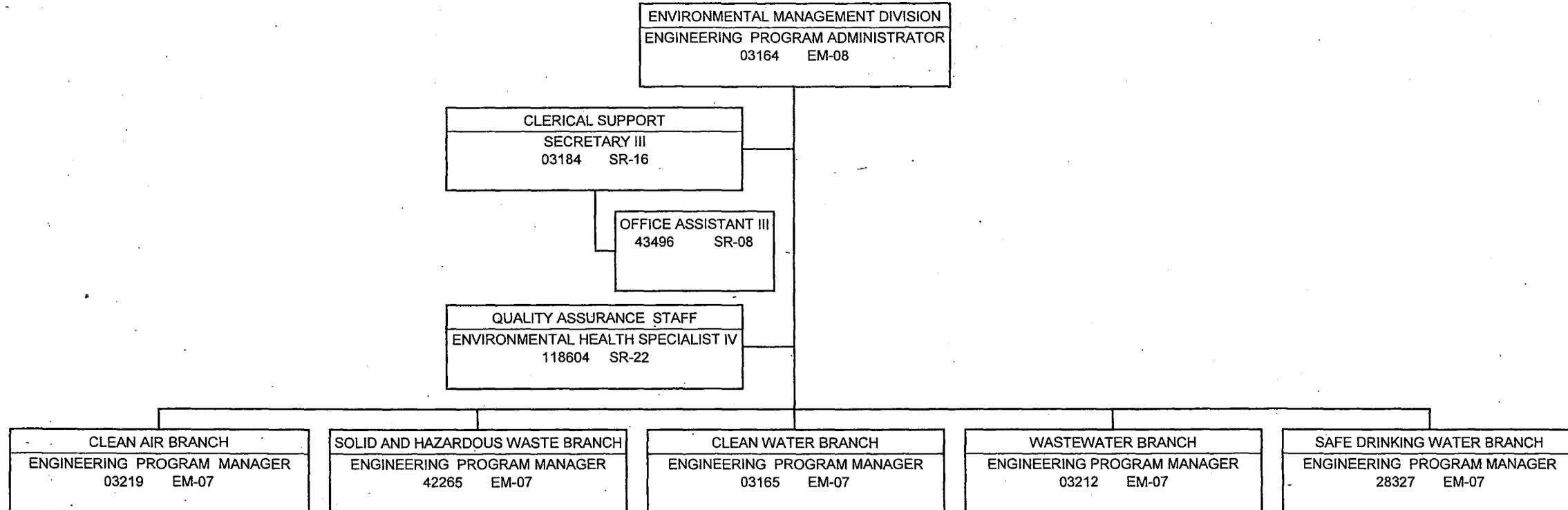
POSITION ORGANIZATION CHART

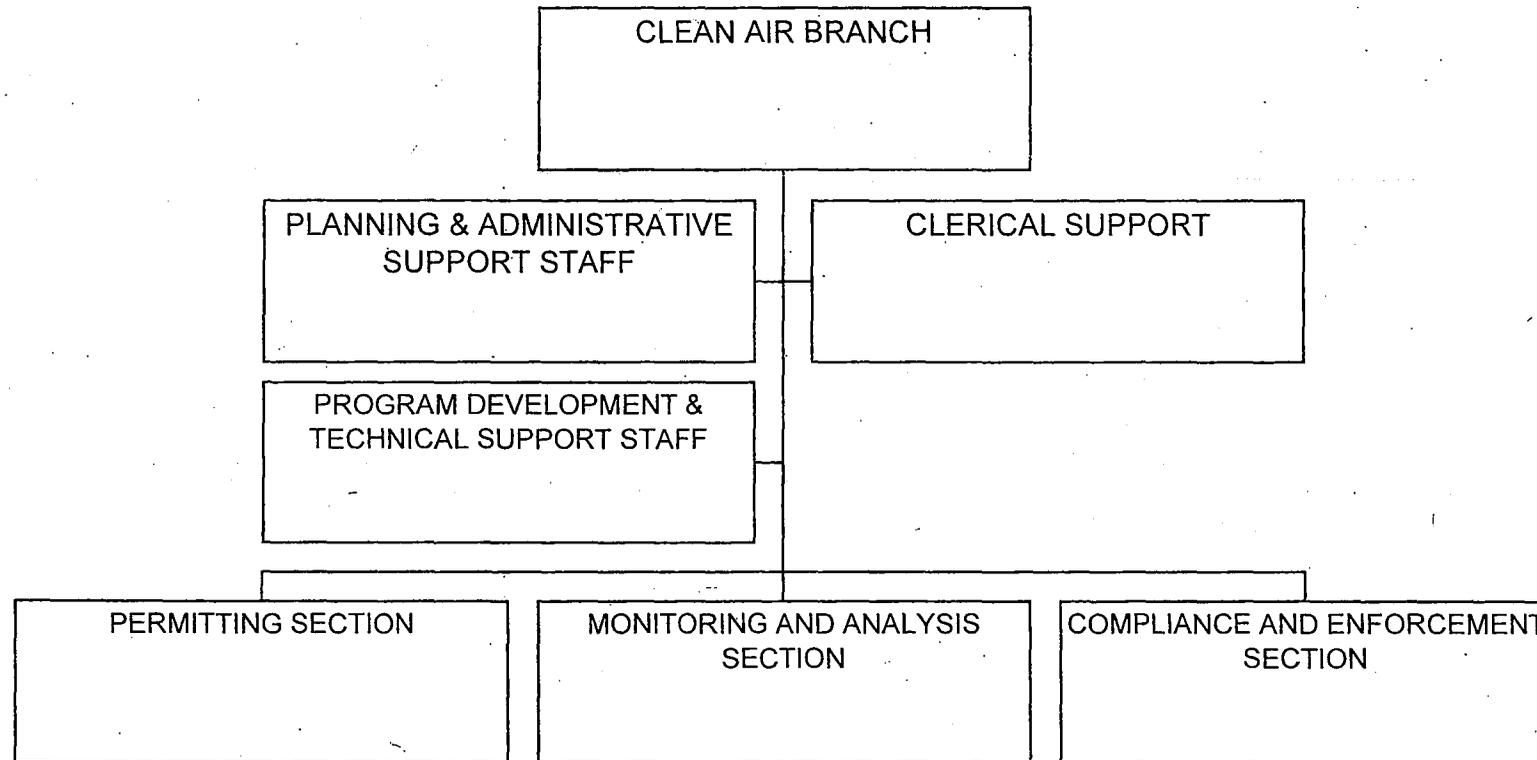




STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION

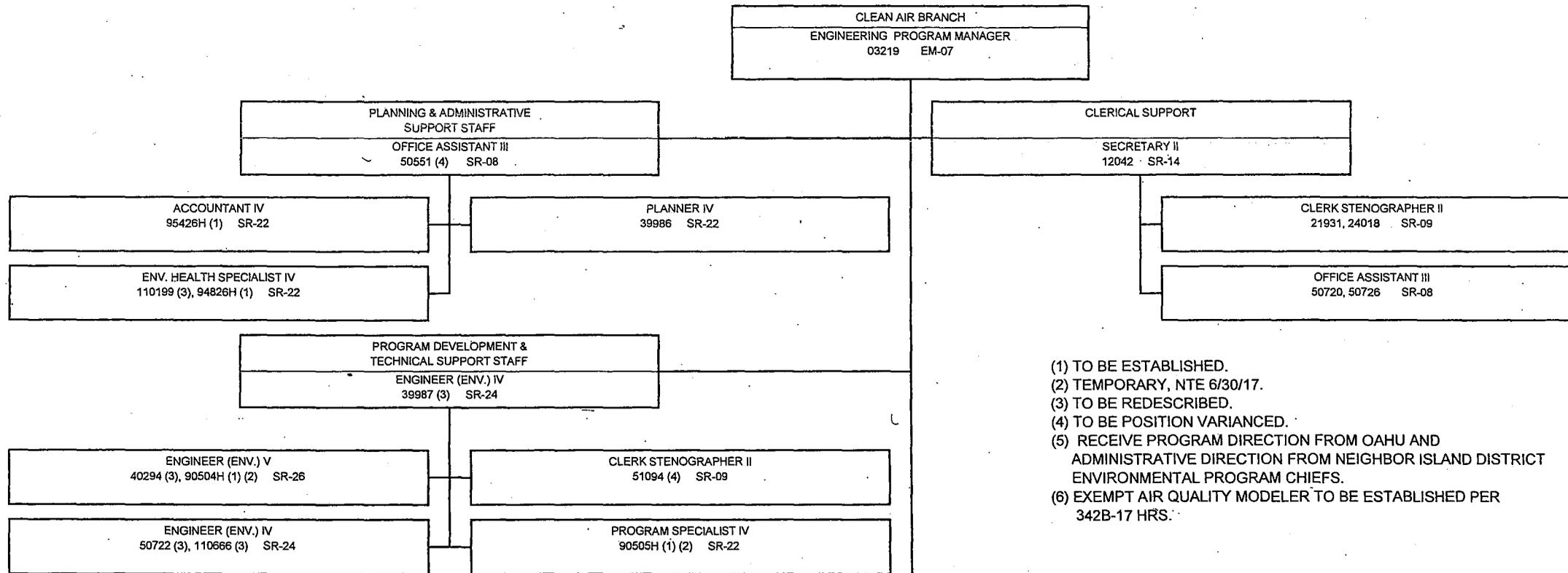
POSITION ORGANIZATION CHART



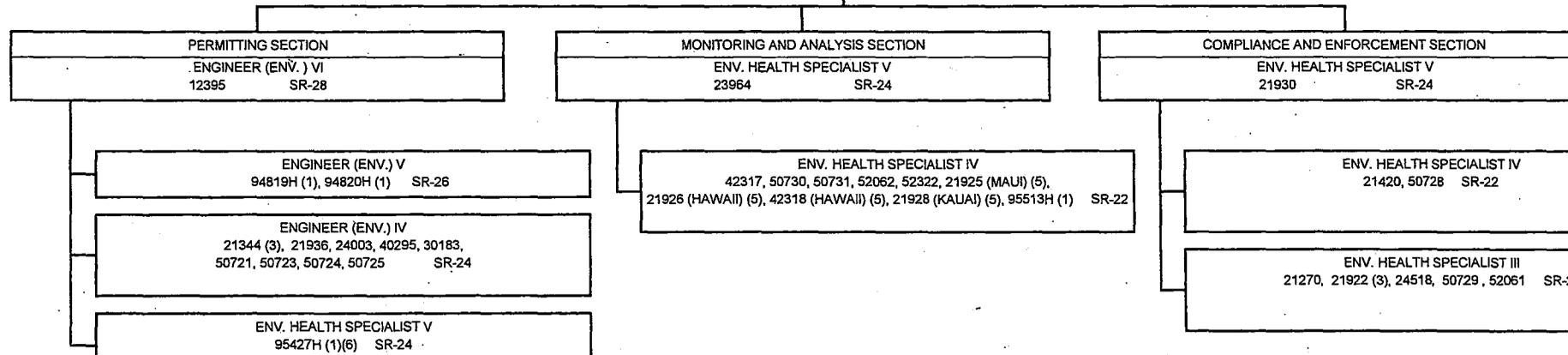


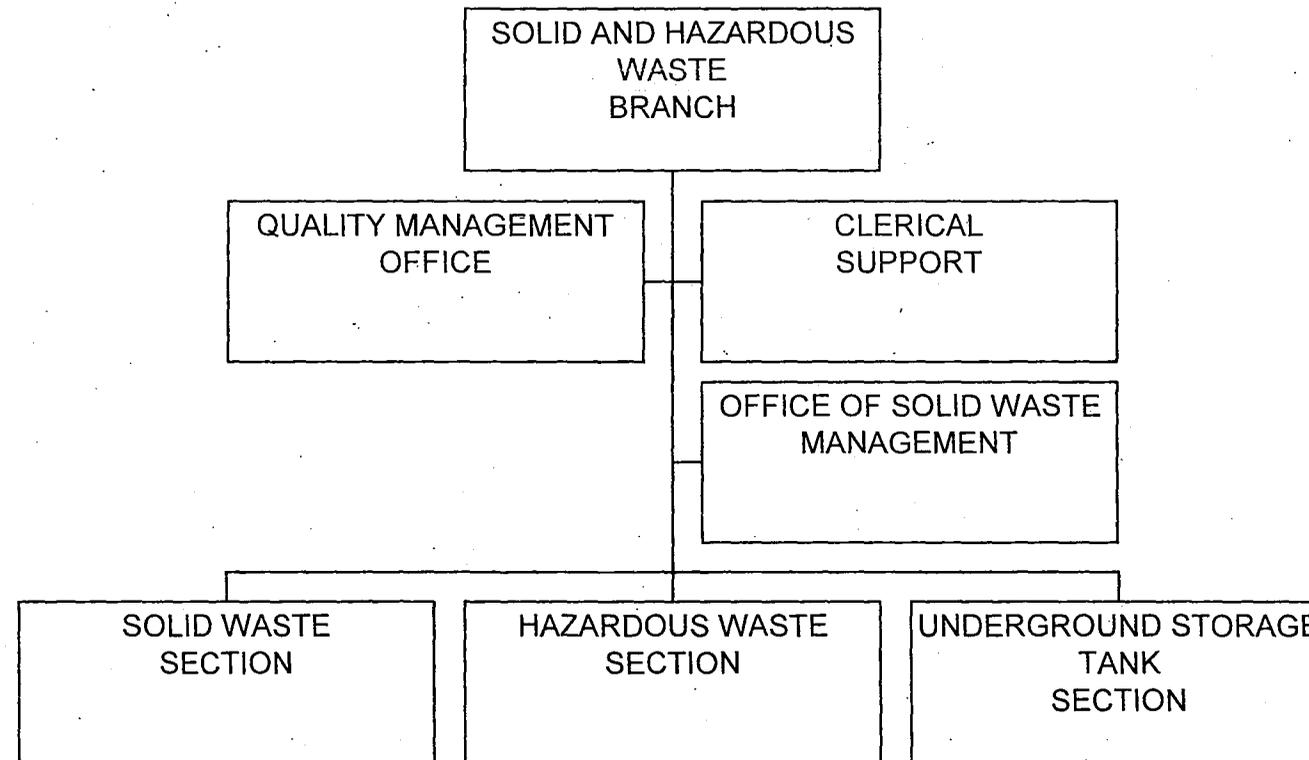
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL MANAGEMENT DIVISION  
 CLEAN AIR BRANCH

POSITION ORGANIZATION CHART



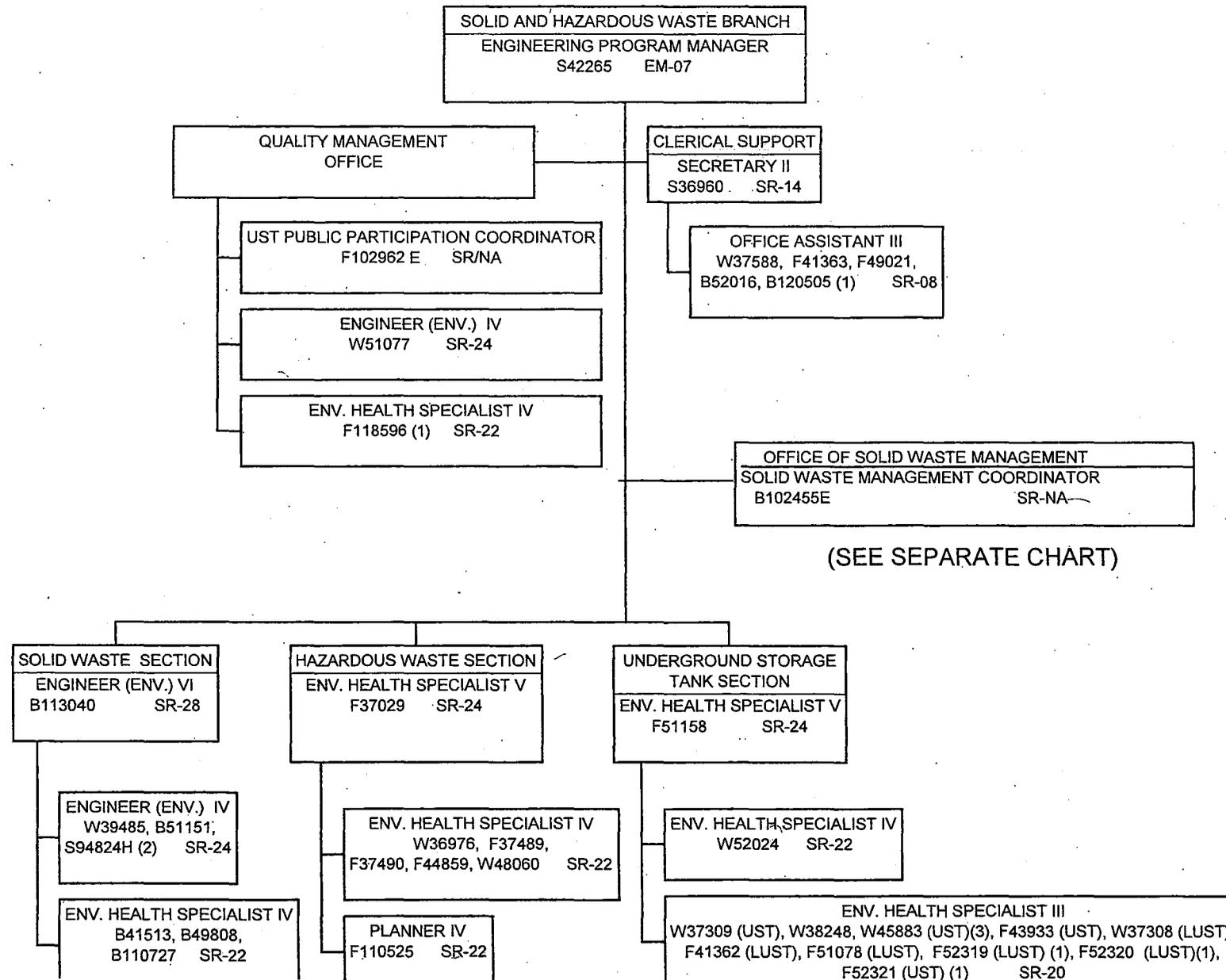
- (1) TO BE ESTABLISHED.
- (2) TEMPORARY, NTE 6/30/17.
- (3) TO BE REDESCRIBED.
- (4) TO BE POSITION VARIANCED.
- (5) RECEIVE PROGRAM DIRECTION FROM OAHU AND ADMINISTRATIVE DIRECTION FROM NEIGHBOR ISLAND DISTRICT ENVIRONMENTAL PROGRAM CHIEFS.
- (6) EXEMPT AIR QUALITY MODELER TO BE ESTABLISHED PER 342B-17 HRS.





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 ENVIRONMENTAL MANAGEMENT DIVISION  
 SOLID AND HAZARDOUS WASTE BRANCH

POSITION ORGANIZATION CHART

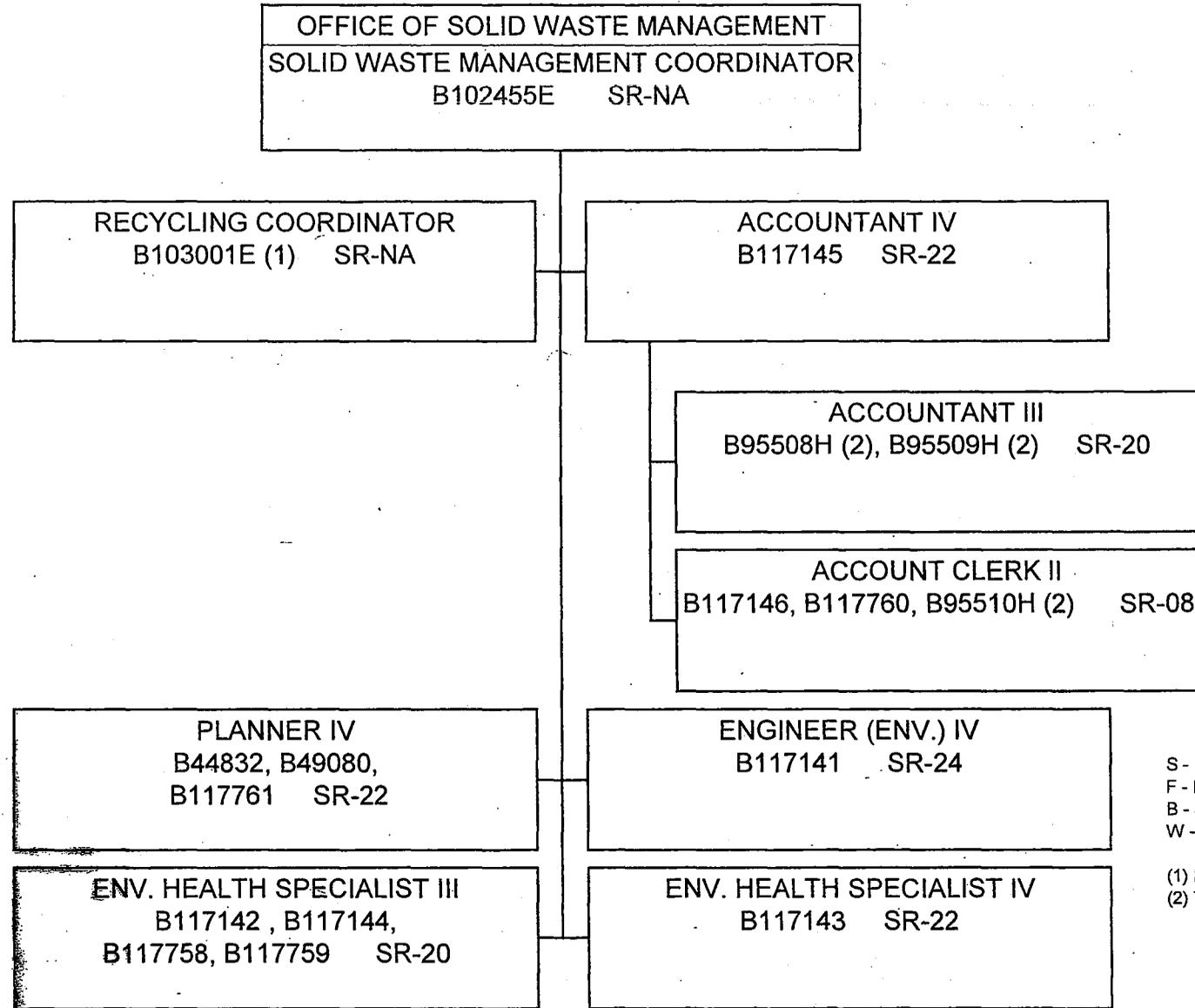


S - STATE FUNDS  
 F - FEDERAL FUNDS  
 B - SPECIAL FUNDS  
 W - REVOLVING FUNDS

(1) TEMPORARY,  
 NTE 6/30/17.  
 (2) TO BE  
 ESTABLISHED.  
 (3) TO BE ABOLISHED.

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OFFICE OF SOLID WASTE MANAGEMENT

POSITION ORGANIZATION CHART

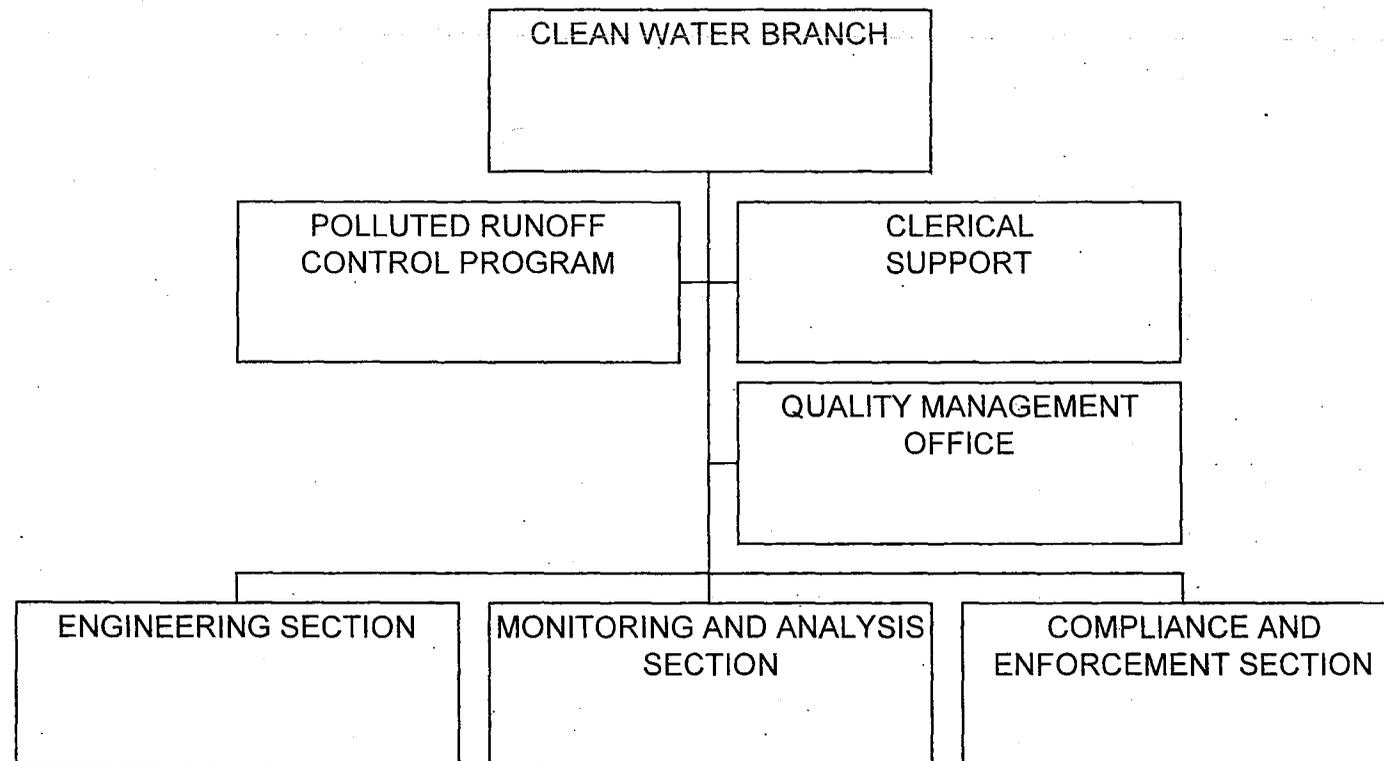


S - STATE FUNDS  
F - FEDERAL FUNDS  
B - SPECIAL FUNDS  
W - REVOLVING FUNDS

(1) NTE 6/30/17.  
(2) TO BE ESTABLISHED.

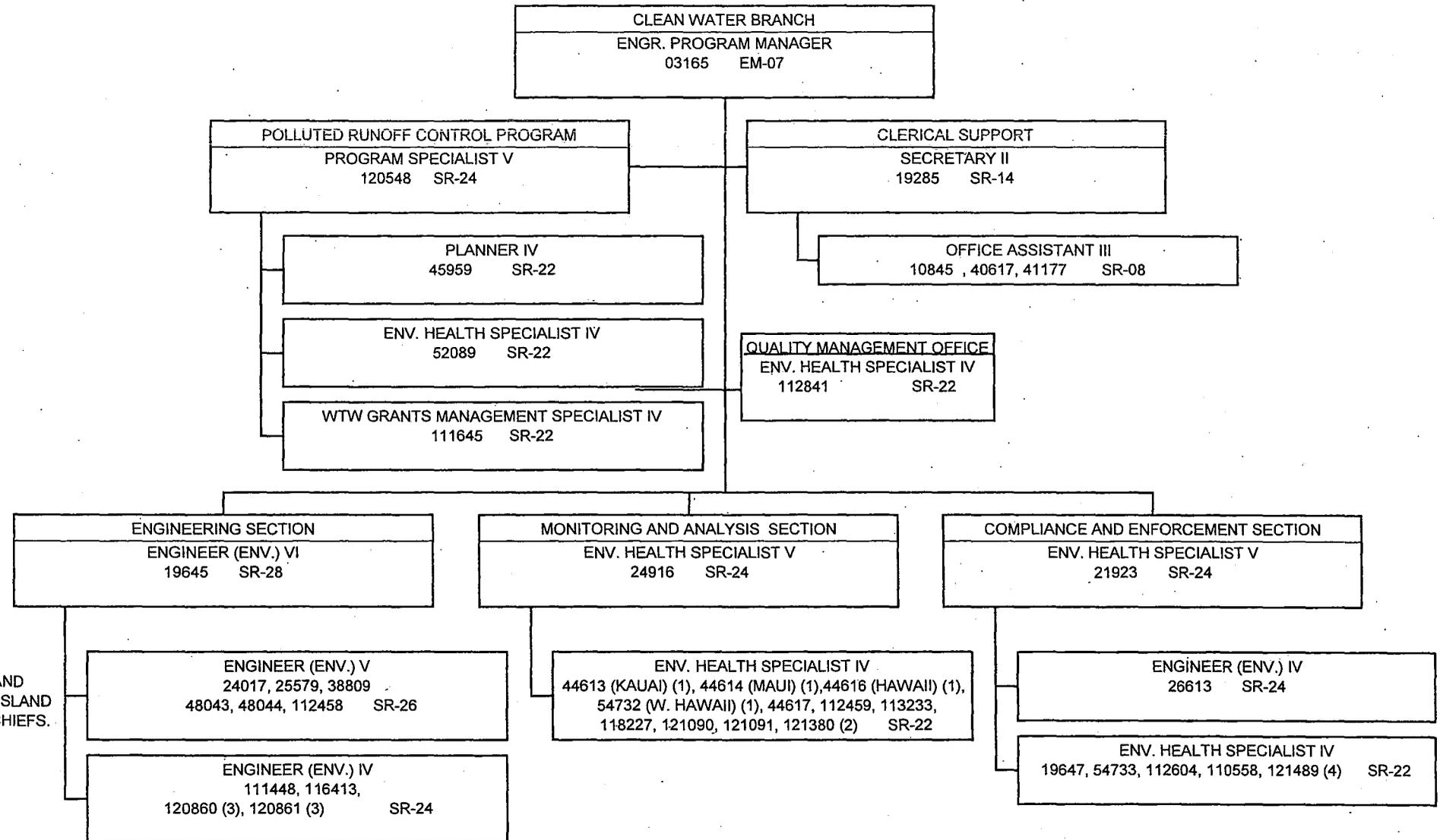
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN WATER BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL MANAGEMENT DIVISION  
 CLEAN WATER BRANCH

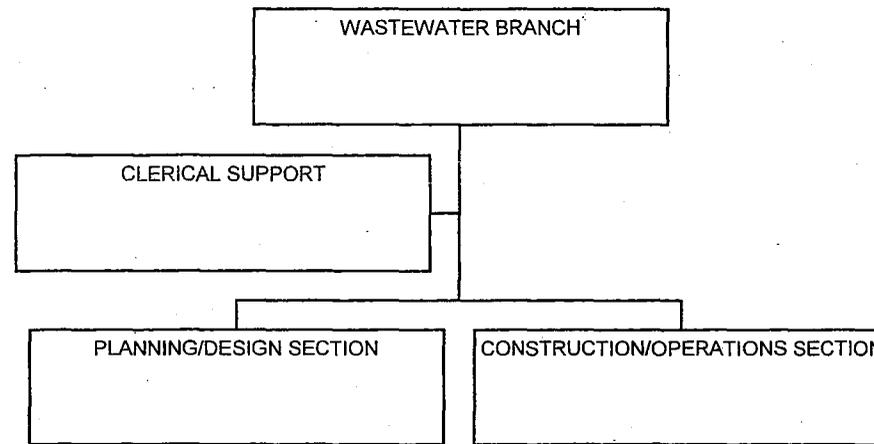
POSITION ORGANIZATION CHART



- (1) RECEIVES PROGRAM DIRECTION FROM OAHU AND ADMINISTRATIVE DIRECTION FROM NEIGHBOR ISLAND DISTRICT ENVIRONMENTAL HEALTH PROGRAM CHIEFS.
- (2) TEMPORARY, NTE 6/30/17.
- (3) DOT FUNDED POSITIONS.
- (4) TO BE ABOLISHED.

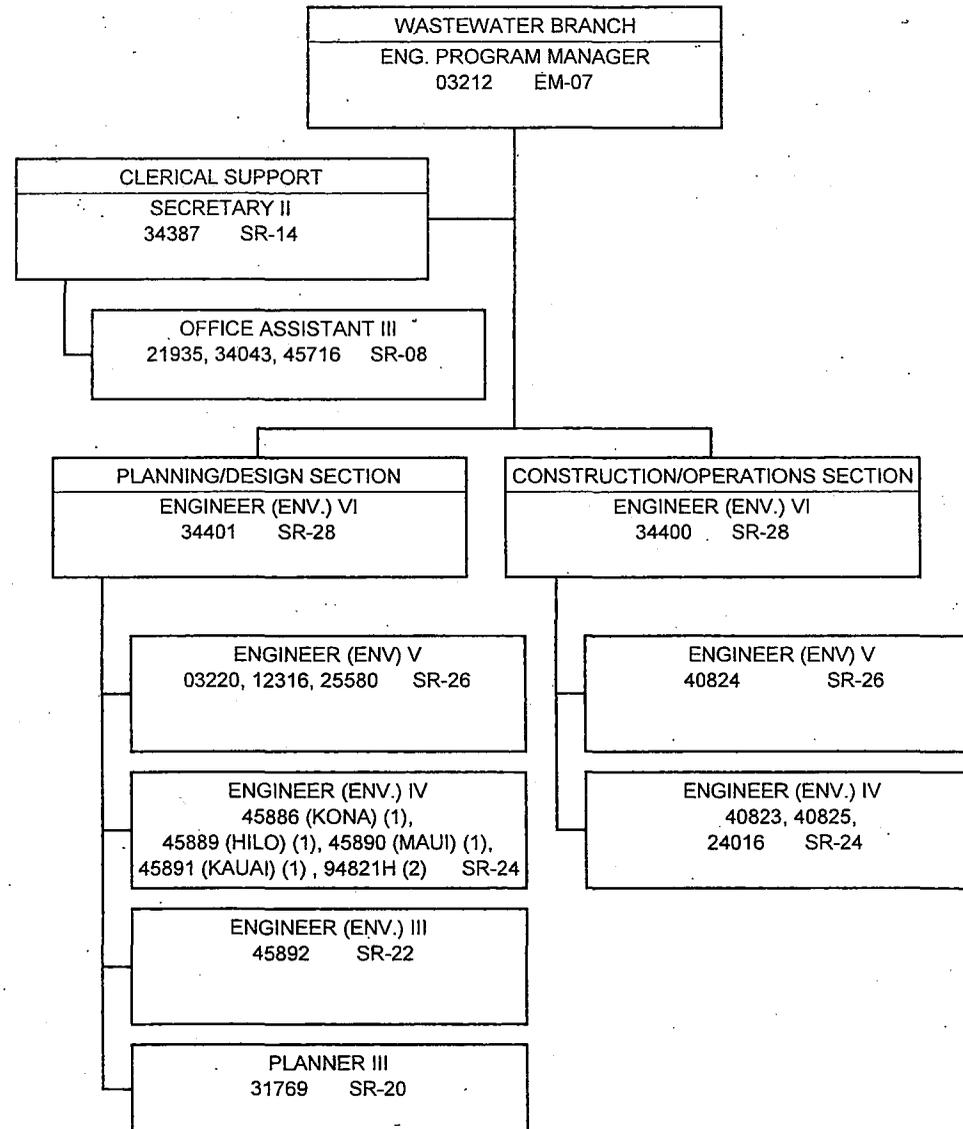
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
WASTEWATER BRANCH

ORGANIZATION CHART

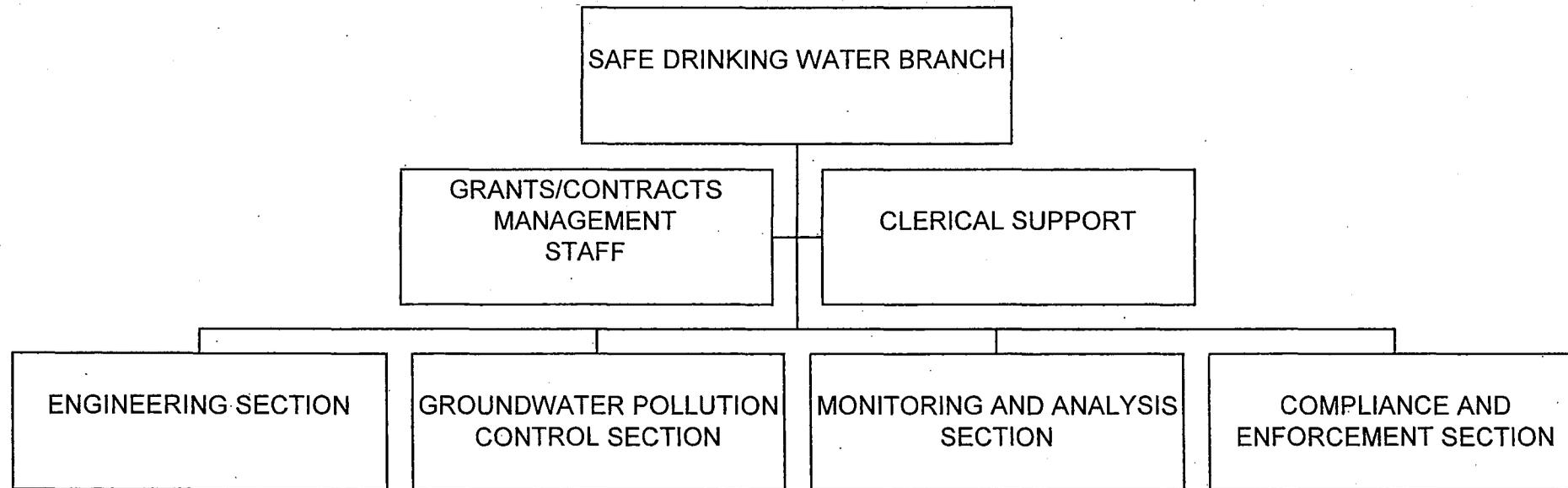


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL MANAGEMENT DIVISION  
 WASTEWATER BRANCH

POSITION ORGANIZATION CHART

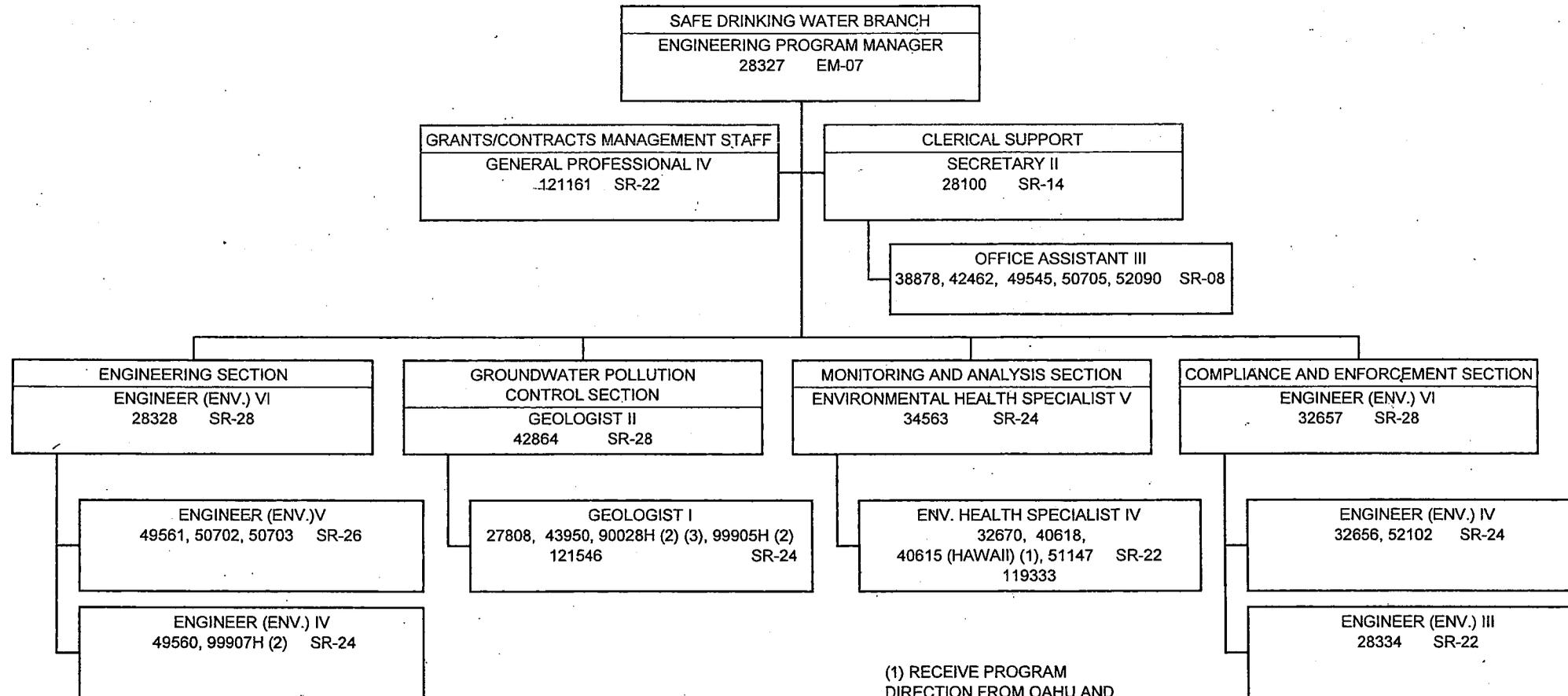


(1) RECEIVE PROGRAM DIRECTION FROM OAHU AND RECEIVE ADMINISTRATIVE DIRECTION FROM NEIGHBOR ISLAND DISTRICT ENVIRONMENTAL HEALTH PROGRAM CHIEFS.  
 (2) TO BE ESTABLISHED.



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL MANAGEMENT DIVISION  
 SAFE DRINKING WATER BRANCH

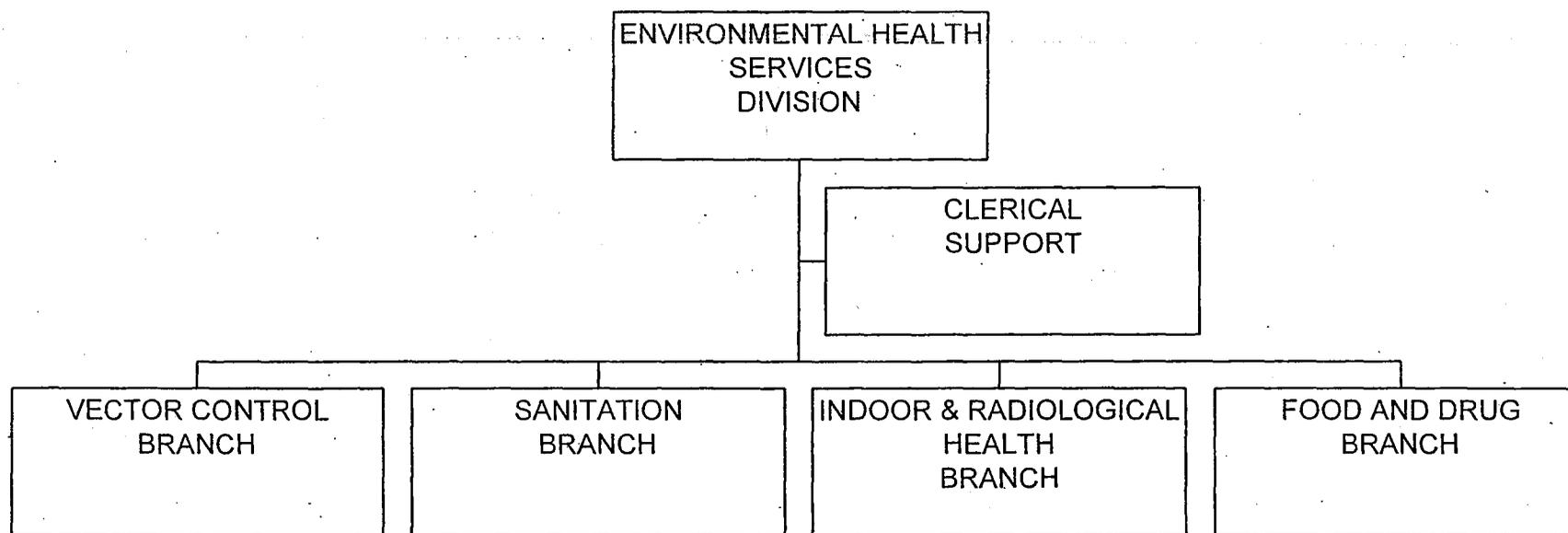
POSITION ORGANIZATION CHART



(1) RECEIVE PROGRAM DIRECTION FROM OAHU AND ADMINISTRATIVE DIRECTION FROM NEIGHBOR ISLAND DISTRICT ENVIRONMENTAL HEALTH PROGRAM CHIEFS .  
 (2) TO BE ESTABLISHED.  
 (3) TEMPORARY, NTE 6/30/17.

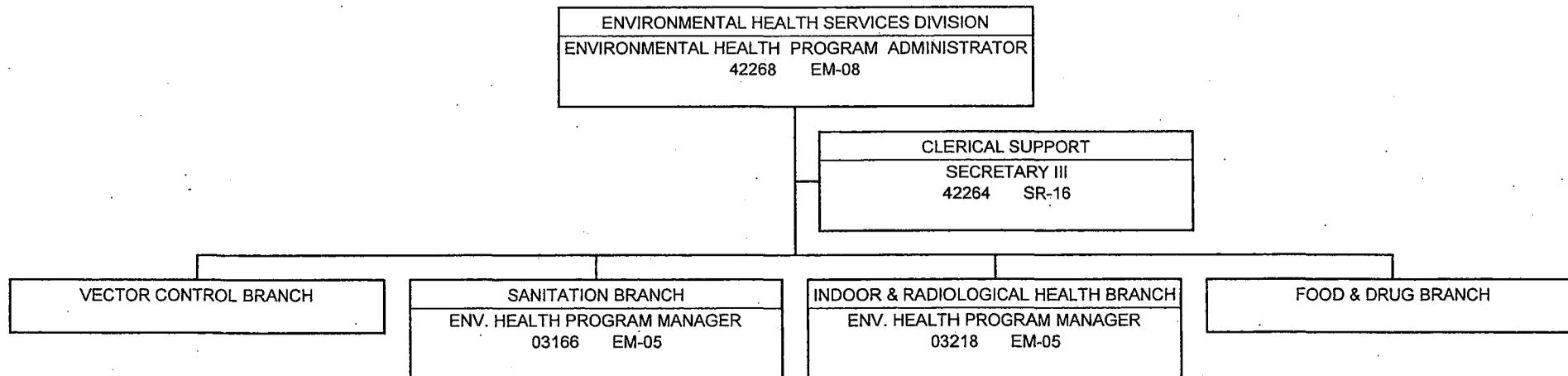
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION

ORGANIZATION CHART



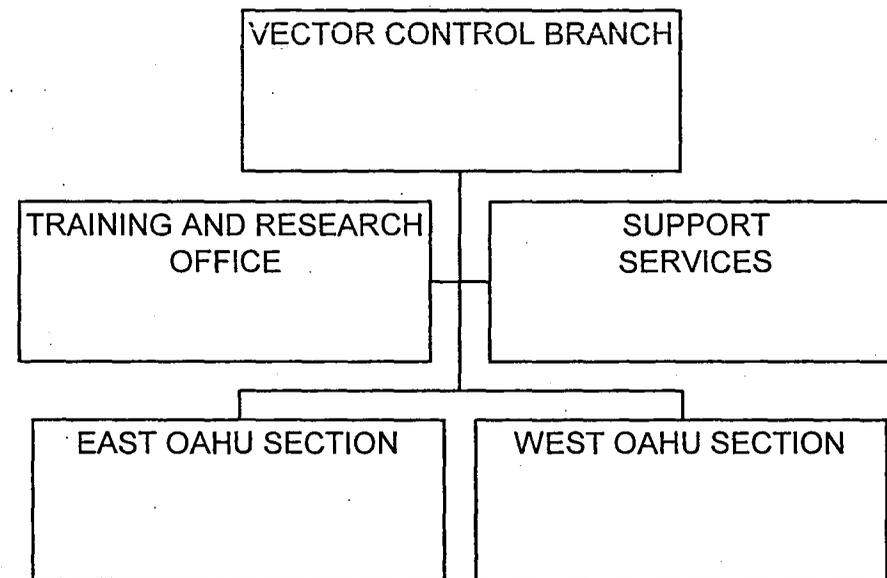
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION

POSITION ORGANIZATION CHART



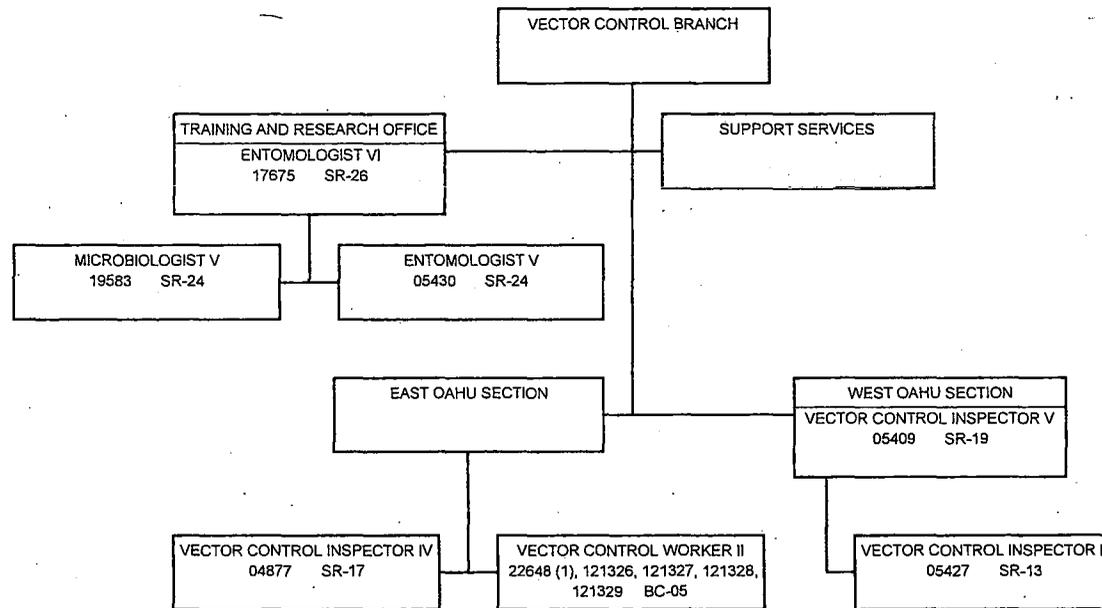
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
VECTOR CONTROL BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
VECTOR CONTROL BRANCH

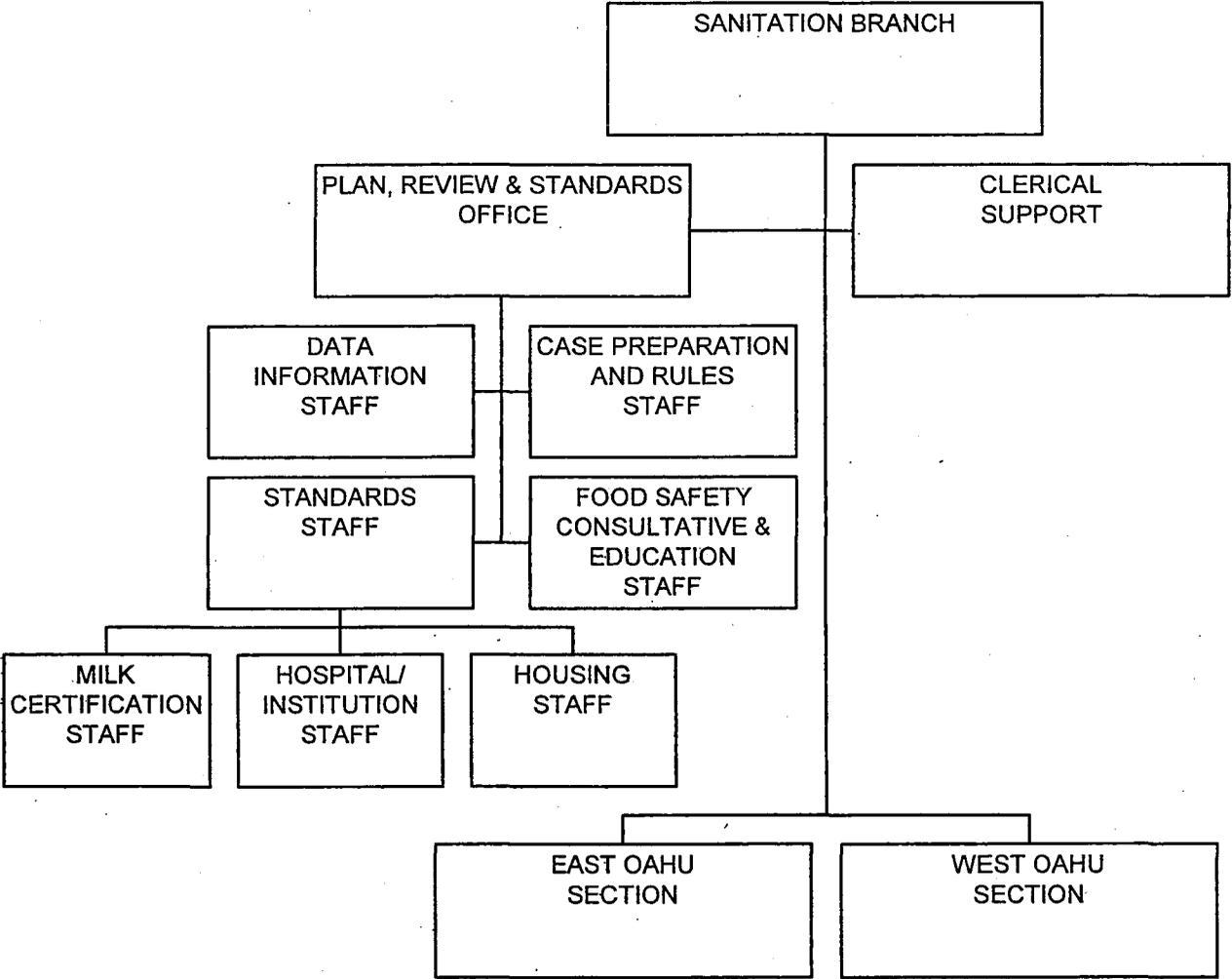
POSITION ORGANIZATION CHART



(1) DOT FUNDS.

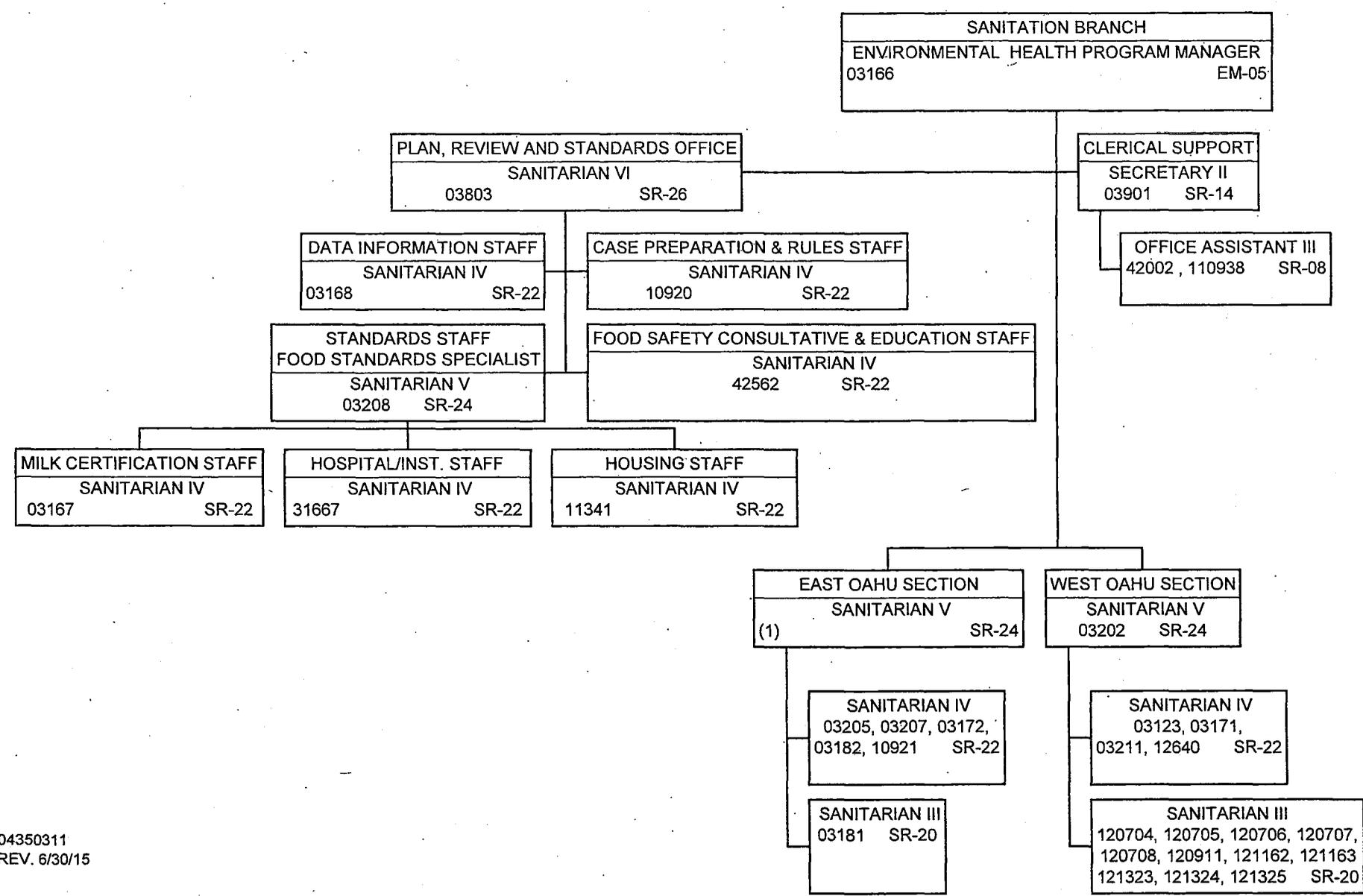
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
SANITATION BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL HEALTH SERVICES DIVISION  
 SANITATION BRANCH

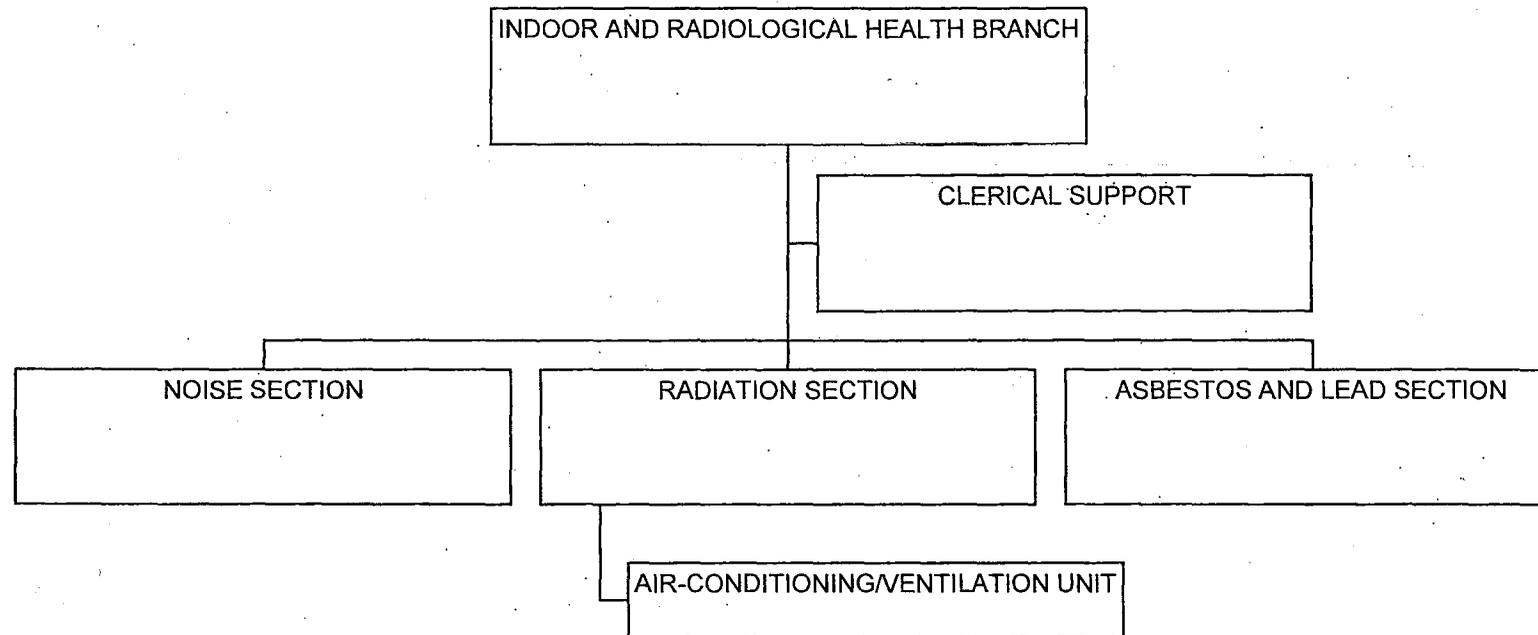
POSITION ORGANIZATION CHART



(1) TO BE DETERMINED.

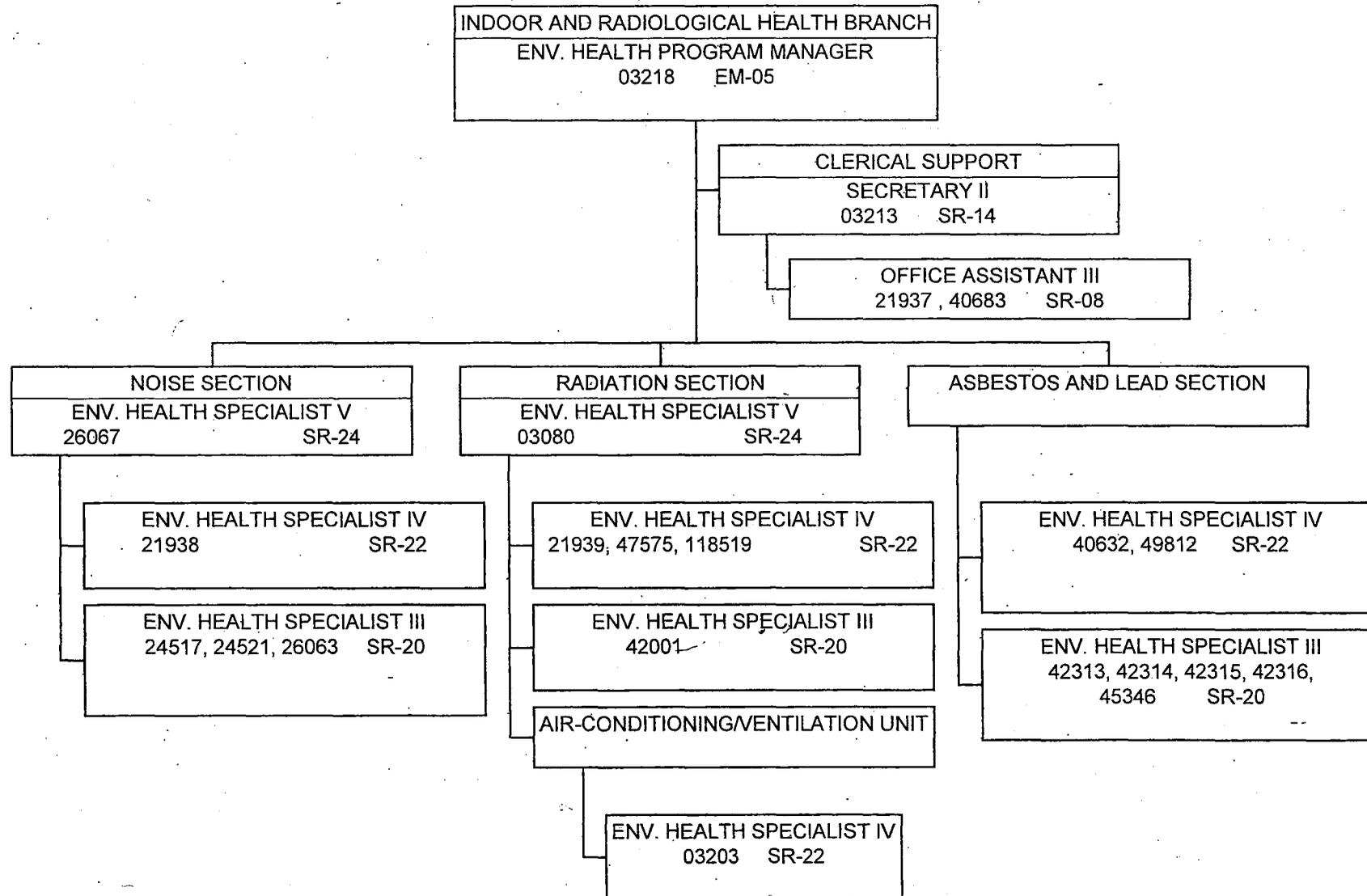
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
INDOOR AND RADIOLOGICAL HEALTH BRANCH

ORGANIZATION CHART

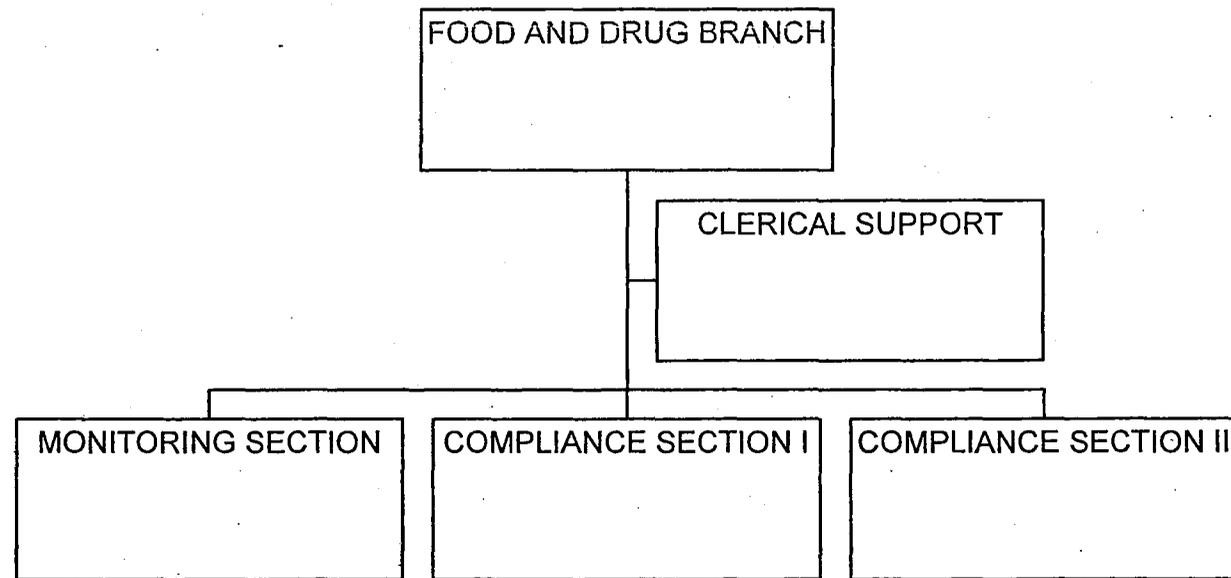


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL HEALTH SERVICES DIVISION  
 INDOOR AND RADIOLOGICAL HEALTH BRANCH

POSITION ORGANIZATION CHART

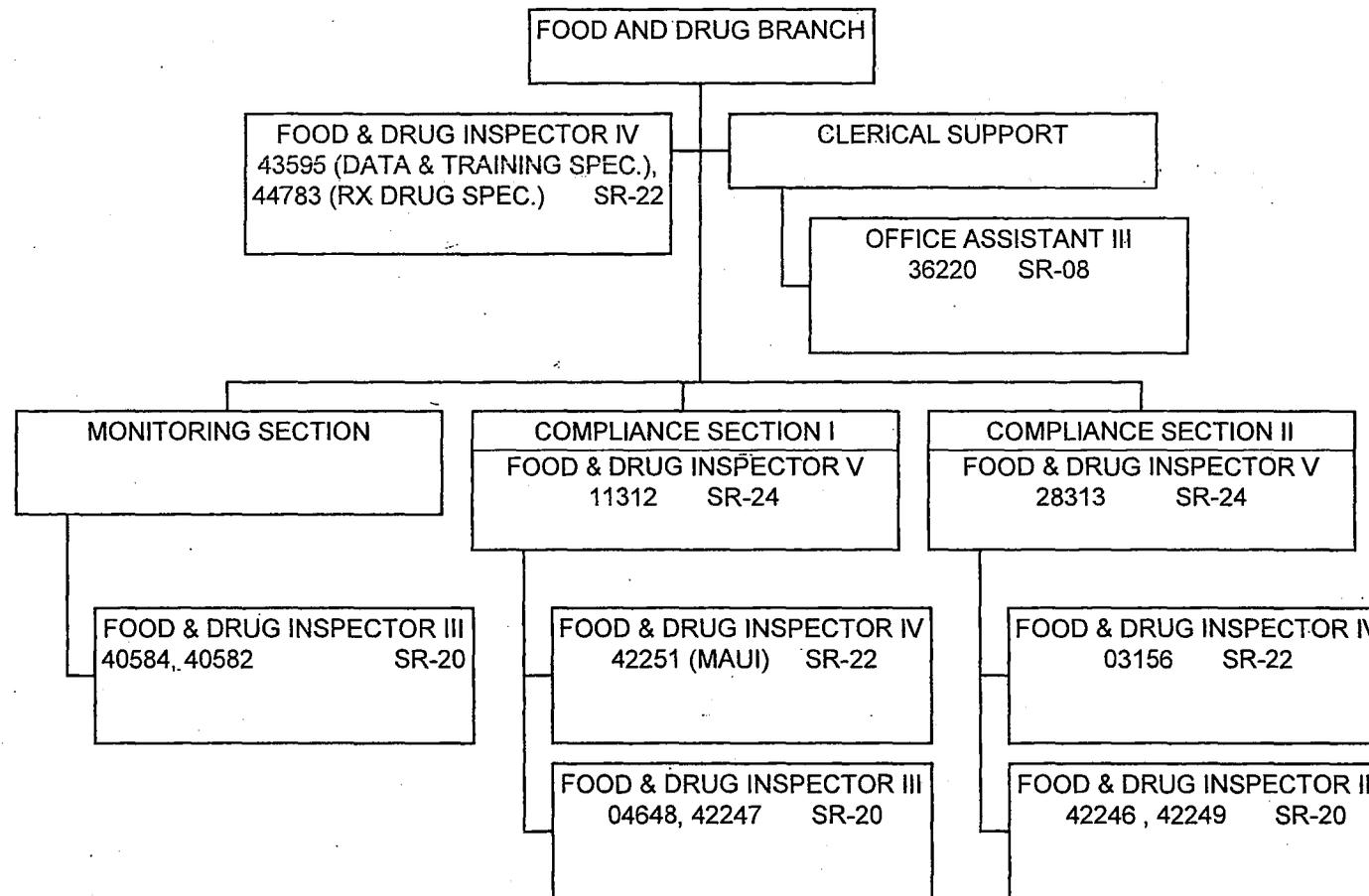


STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
FOOD & DRUG BRANCH  
ORGANIZATION CHART



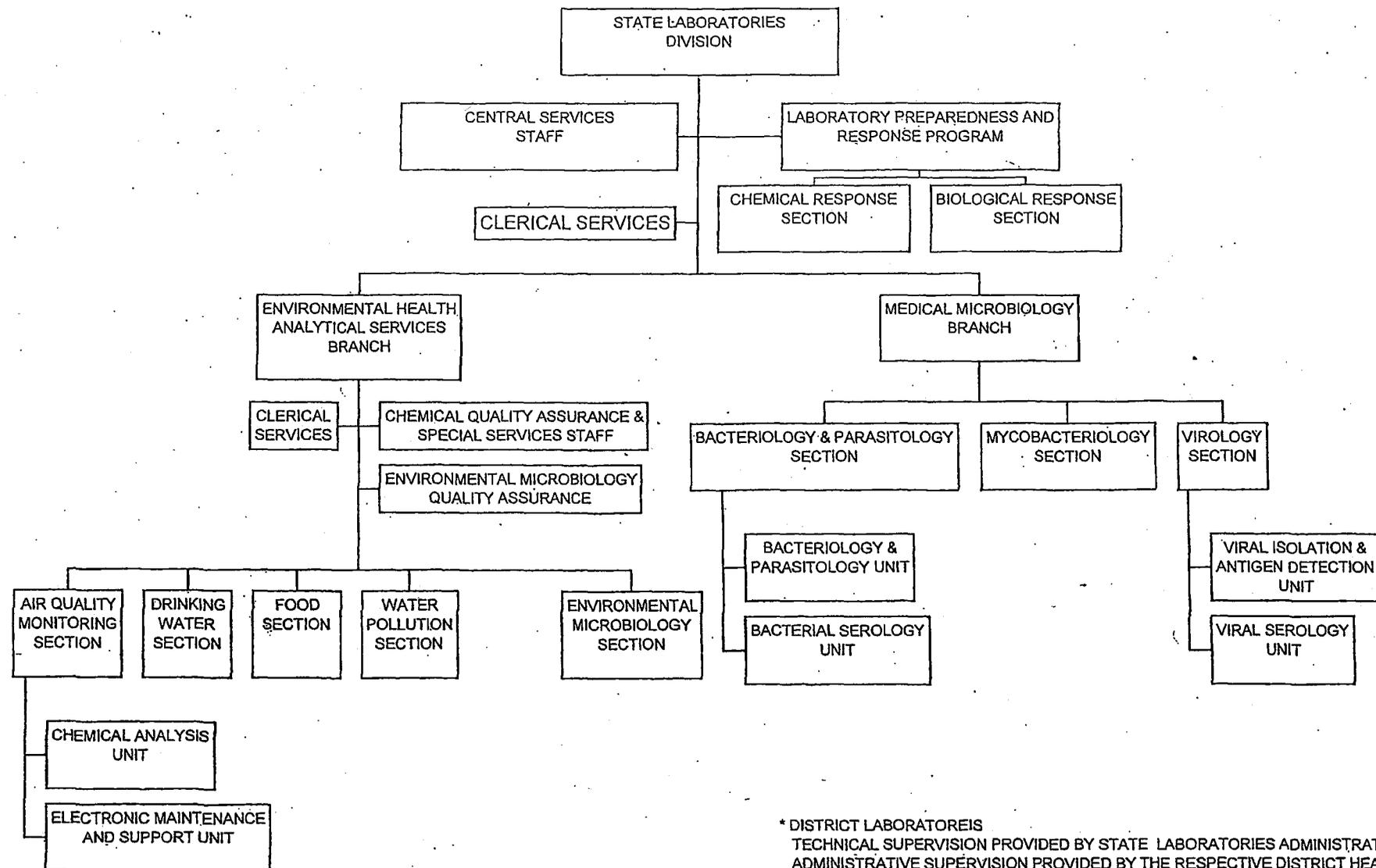
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
FOOD AND DRUG BRANCH

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 STATE LABORATORIES DIVISION

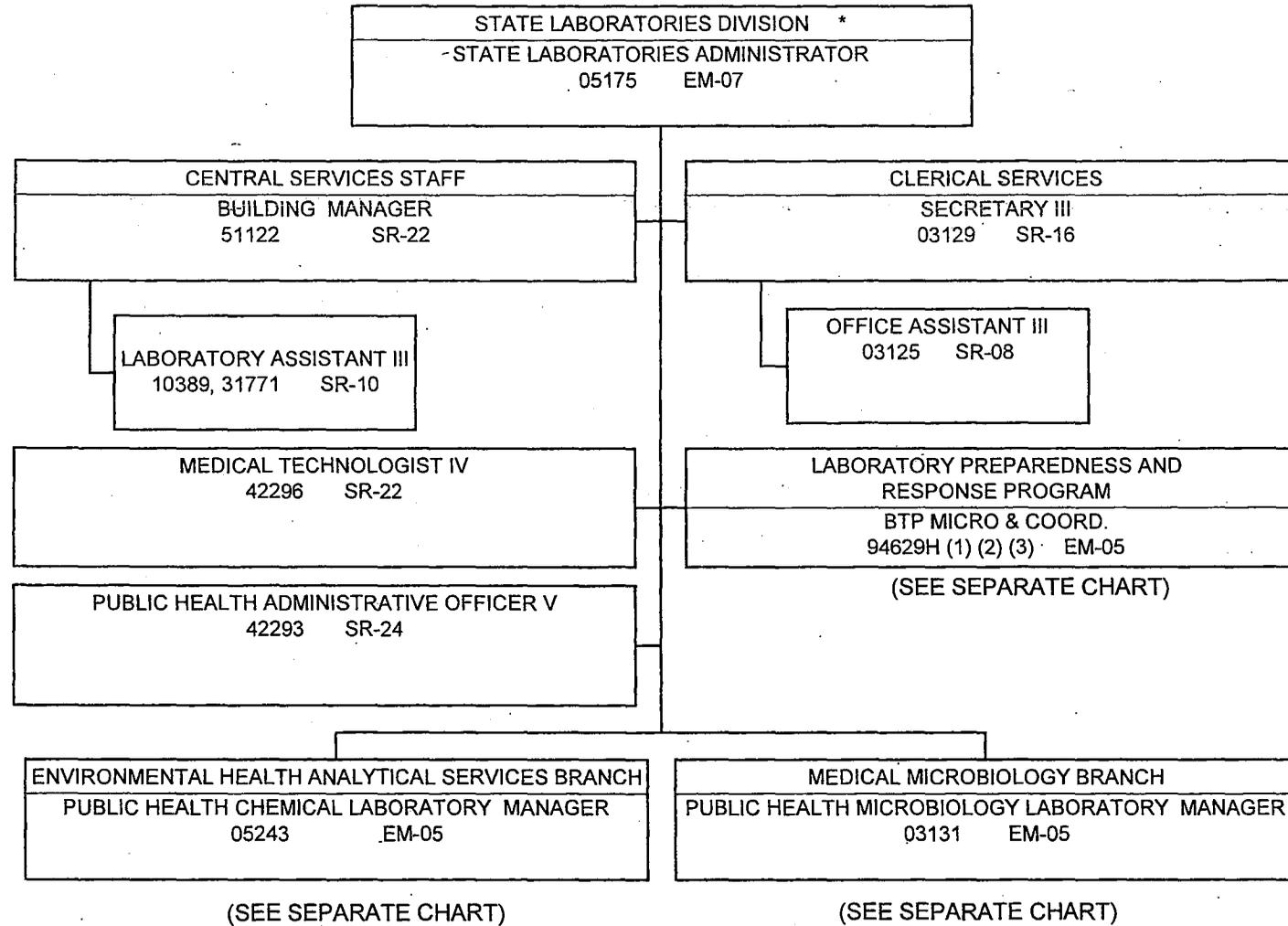
ORGANIZATION CHART



\* DISTRICT LABORATORIES  
 TECHNICAL SUPERVISION PROVIDED BY STATE LABORATORIES ADMINISTRATOR, AND  
 ADMINISTRATIVE SUPERVISION PROVIDED BY THE RESPECTIVE DISTRICT HEALTH OFFICE ADMINISTRATOR.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 STATE LABORATORIES DIVISION

POSITION ORGANIZATION CHART

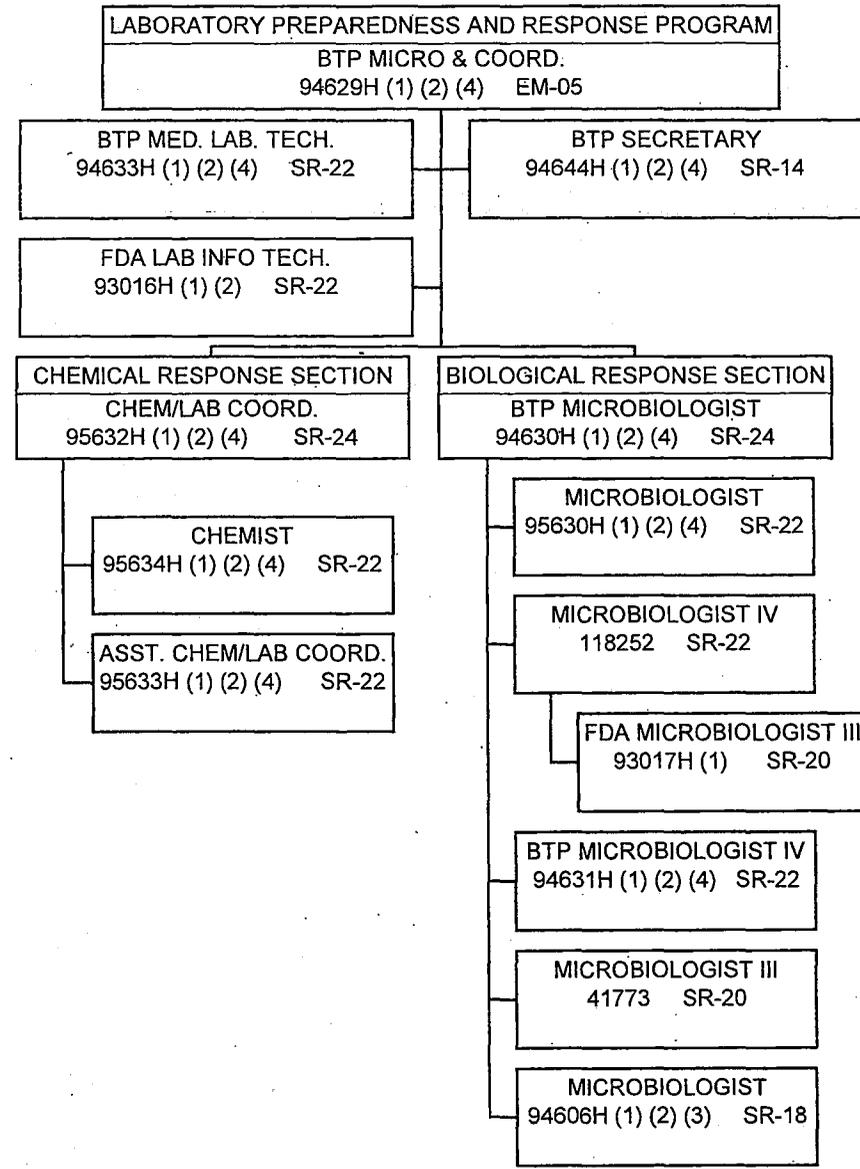


- (1) TO BE ESTABLISHED.
- (2) TEMPORARY, NTE 6/30/17.
- (3) FUNDED BY HTH 131/DB.

\* DISTRICT LABORATORIES  
 TECHNICAL SUPERVISION PROVIDED BY THE STATE LABORATORIES  
 ADMINISTRATOR AND ADMINISTRATIVE SUPERVISION PROVIDED BY  
 THE RESPECTIVE DHO ADMINISTRATOR.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 STATE LABORATORIES DIVISION

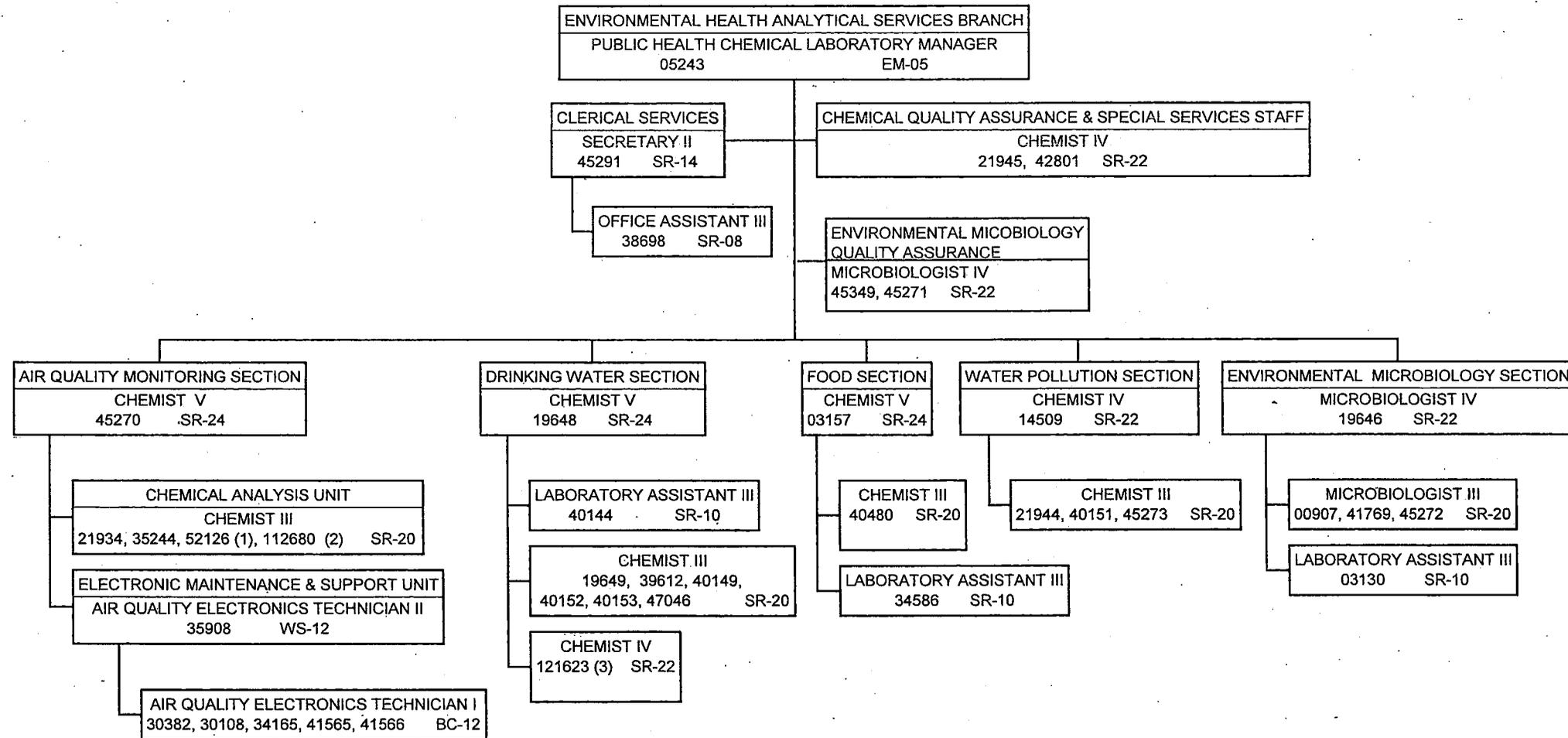
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TEMPORARY, NTE 6/30/17.  
 (3) FUNDED BY HTH 131/DJ.  
 (4) FUNDED BY HTH 131/DB.

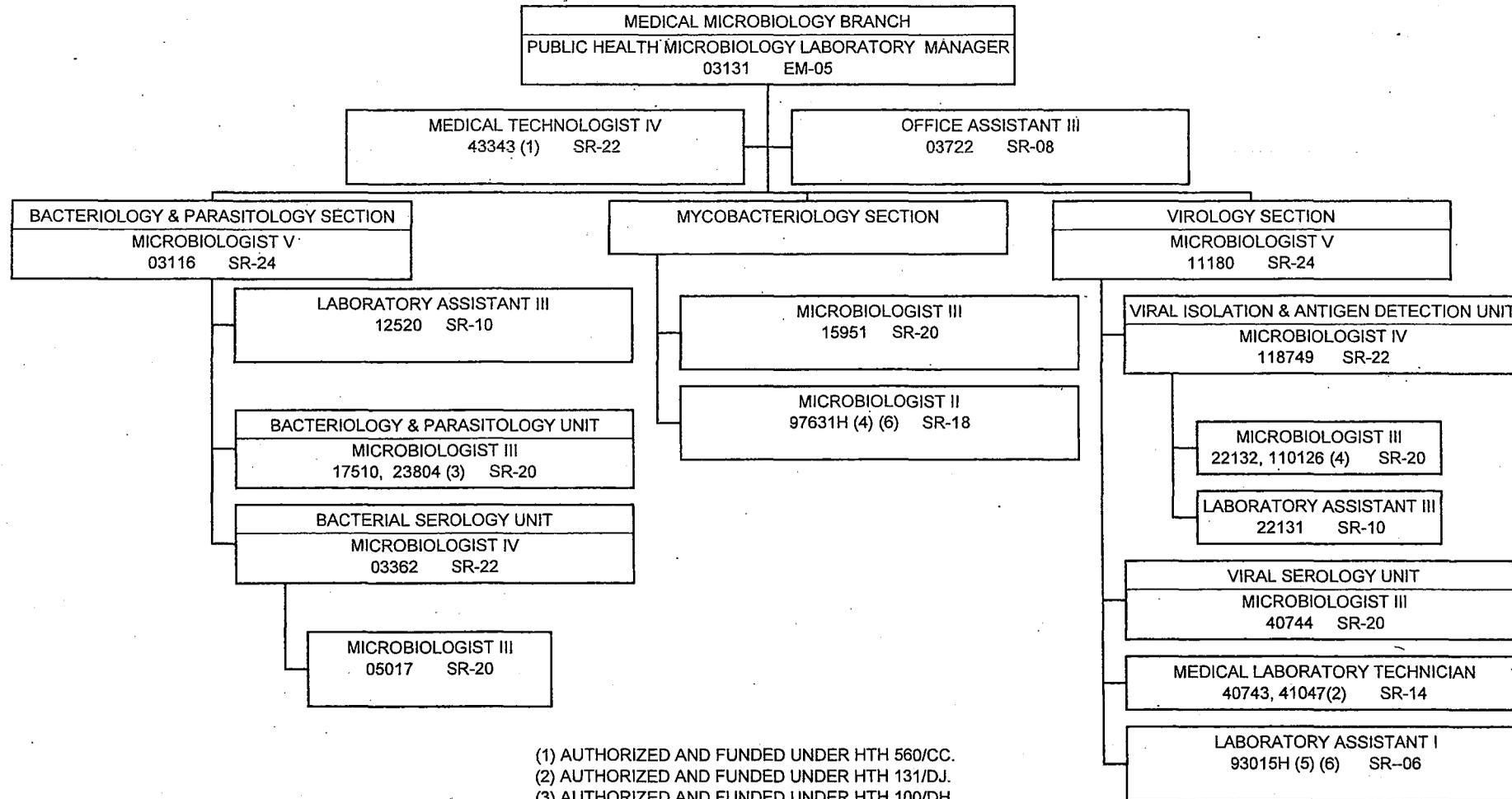
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 STATE LABORATORIES DIVISION  
 ENVIRONMENTAL HEALTH ANALYTICAL SERVICES BRANCH

POSITION ORGANIZATION CHART



(1) AUTHORIZED AND FUNDED BY HTH 840/FF.  
 (2) AUTHORIZED AND FUNDED BY HTH 840/FO.  
 (3) AUTHORIZED AND FUNDED BY HTH 840/FH.

POSITION ORGANIZATION CHART



- (1) AUTHORIZED AND FUNDED UNDER HTH 560/CC.
- (2) AUTHORIZED AND FUNDED UNDER HTH 131/DJ.
- (3) AUTHORIZED AND FUNDED UNDER HTH 100/DH.
- (4) AUTHORIZED AND FUNDED UNDER HTH 131/DJ,  
TEMPORARY NTE 6/30/17.
- (5) TEMPORARY NTE 6/30/17.
- (6) TO BE ESTABLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION

FUNCTIONAL STATEMENT

Under the general direction of the Director of Health, administers statewide programs concerned with the control of air pollution; recreational and navigable water pollution; solid and hazardous waste; the purity of drinking water; and the financing, construction, operation and maintenance of public wastewater treatment works. Administers programs which concern the provision of community health services related to environmental health including public sanitation, vector control, indoor air quality, noise, radiation, air-conditioning/ventilation, asbestos, and lead, and the purity of food and drugs. Provides administrative oversight of the statewide laboratories program in support of various laboratory preparedness services and activities. Provides administrative support in presiding over contested case hearings, public hearings, public informational meetings, including requests on variances and enforcement hearings.

HAZARD EVALUATION AND EMERGENCY RESPONSE OFFICE

Addresses all aspects of releases of hazardous substances and pollutants, including oil, into the environment. Prevents, plans for, and respond to hazardous substance releases, or risks of releases. Addresses contaminated sites with highest risk to human health and the environment first, preventing contamination rather than cleaning up after the fact; and basing decisions on sound scientific principles and common sense.

ENVIRONMENTAL RESOURCES OFFICE

Plans, directs and reviews fiscal planning, programming, budgeting, and personnel activities across many of the divisions and offices within the Environmental Health Administration and coordinates all administrative efforts with departmental staff offices. Maintains, analyzes, and prepares expenditure reports for federal and state fiscal activities. Establishes and maintains master schedule of grants and contracts for all environmental programs. Provides financial oversight and management of the Water Pollution Control Revolving Fund and the Drinking Water Treatment Revolving Loan Fund programs.

ENVIRONMENTAL PLANNING OFFICE

Provides strategic planning services for all of the Environmental Health Administration. Develops, coordinates, and communicates both short and long-term environmental program goals, objectives, and strategies. Develops and tracks program performance indicators and compiles statistics on enforcement activities. Compiles a Legislative report on Environmental Health Administration's activities and progress which is complementary to the Environmental Council Annual Report and feeds into the DOH annual report. Participates in State or Department Planning initiatives and reviews over 200 land use documents annually; provides liaison services for administration legislative activities and drafts testimony on state bills that affect multiple Environmental Health Administration programs; provides environmental mapping and database management services that facilitate improved decision-making; and provides guidance in terms of environmental justice, health equity, and the initiation of new projects.

COMPLIANCE ASSISTANCE OFFICE

A one-stop, non regulatory office that provide technical support and compliance information to those small businesses subject to the provisions of HRS Chapter 340, 342, and other environmental program requirements. Develops, collects and coordinates information concerning compliance methods and technologies in order to comply with the requirements

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION

FUNCTIONAL STATEMENT

of the clean air, clean water, safe drinking water, solid and hazardous waste, wastewater, and other environmental programs. Assists with pollution prevention and accidental release detection and prevention, including providing information concerning alternative technologies, processes changes, products, and methods of operation which help to reduce pollution. Assists in determining applicable requirements and in obtaining permits pursuant to environmental program requirements in a timely manner.

ENVIRONMENTAL HEALTH SERVICES DIVISION

Responsible for the statewide implementation and enforcement of appropriate state and federal statutes, regulations, rules and policies relating to air-conditioning/ventilation, indoor air quality, asbestos and lead; the control of radiation, community noise and vectors; and the continued maintenance of environmental sanitation in regulated facilities through the Indoor and Radiological Health and Food Safety and Vector Control branches. Conducts inspections, providing educational and consultative services and if necessary, through enforcement actions.

ENVIRONMENTAL MANAGEMENT DIVISION

Responsible for implementing and maintaining the statewide, EPA delegated programs for Air Pollution Control (Clean Air Act), Water Pollution Control and Wastewater Management (Clean Water Act), Safe Drinking Water (Safe Drinking Water Act), and Solid and Hazardous Waste Management (Resource Conservation and Recovery Act). Establishes broad program policies and oversees the management of the various branches.

STATE LABORATORIES DIVISION

Administers a statewide laboratories program which conducts analysis in support of laboratory preparedness programs for bioterrorism and chemical terrorism, environmental quality, food safety, and communicable disease monitoring and control activities. Supports public health and environmental investigations, and conducts applied public health research. Administers various laboratory regulatory programs.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
COMPLIANCE ASSISTANCE OFFICE

FUNCTIONAL STATEMENT

Provides technical support and compliance information to those small businesses subject to the provisions of HRS Chapters 340, 342, and other environmental program requirements.

- Develops, collects, and coordinates information concerning compliance methods and technologies for small businesses to comply with the requirements of the clean air, clean water, safe drinking water, solid and hazardous waste, and other environmental programs.
- Assists small businesses with pollution prevention and accidental release detection and prevention, including providing information concerning alternative technologies, process changes, products, and methods of operation that help reduce pollution;
- Assists small businesses in determining applicable requirements and in obtaining permits pursuant to the environmental program requirements in a timely and efficient manner;
- Assures that small businesses receive, in a timely manner, notice of their rights and of any applicable rules or standards proposed or adopted pursuant to environmental program requirements;
- Informs small business stationary sources of their obligations pursuant to the environmental program requirements;
- Develops procedures for referring small businesses to qualified consultants in evaluating the operations of such sources, and in determining compliance with environmental regulations; and,
- Develops procedures to consider requests from small businesses for modification of:
  - Any work practice or technological compliance methods; or,
  - The milestones for implementing such work practice or compliance method;

based on the technological and financial capability of any such small business. No modification may be granted unless it is in compliance with the applicable requirements of state and federal environmental laws.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
HAZARD EVALUATION AND EMERGENCY RESPONSE OFFICE

FUNCTIONAL STATEMENT

Implements and maintains the environmental response programs for planning for, responding to, and preventing releases of, hazardous substances into the environment and affecting the natural resources of the State of Hawaii as defined in Chapter 128D, HRS, Chapter 128E, HRS: the federal Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); the Emergency Planning and Community-Right-to-Know Act; and the Oil Pollution Act of 1990.

Clerical Support

Provides stenographic, clerical and typing services for segments of the organization.

Hazard Evaluation Staff

- Investigates adverse health natural resources damage effects associated with environmental hazards when there are no applicable guidelines or standards.
- Prepares quantitative human health and natural resources risk assessments to assist in the regulatory decision-making process.
- Develops and maintains coordinated clean-up policies and criteria for oil and hazardous substances, emergency removal, and remedial response activities.
- Enforces the Hawaii State Contingency Plan under Administrative Rule, Chapter 11-451, which implements HRS Chapter 128D, Environmental Response Law.

Emergency Preparedness and Response Staff

- Maintains the statewide emergency plan and system for response to releases, and potential releases of hazardous substances.
- Maintains a 24-hour emergency response program for releases of oil and hazardous materials.
- Maintains a cost reimbursement program to collect clean-up costs from the responsible party.

Site Discovery, Assessment and Remediation Staff

- Identifies, assesses, and prioritizes sites of hazardous substance releases which may pose a threat to human health and the environment.
- Oversees military clean-ups to assure that the clean up activities meet the State's criteria.
- Provides management assistance and makes recommendations for activities which are appropriate for the State pertaining to pre-remedial, removal and other response actions.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
HAZARD EVALUATION AND EMERGENCY RESPONSE OFFICE

FUNCTIONAL STATEMENT

Plans, reviews, and implements clean-up activities for historical sites, including sites on the National Priorities List, Federal Facilities sites, and State sites.

Maintains a cost recovery program for costs associated with historical sites.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL PLANNING OFFICE

FUNCTIONAL STATEMENT

The function of the Environmental Planning Office is to provide risk-based strategic planning services for pollution prevention and control programs under the direction of the Deputy Director for Environmental Health of the Environmental Health Administration (EHA). Strategic planning functions include developing and coordinating both short term and long term environmental program strategies, and ensuring that they are compatible with federal and state environmental laws, regulations, and policies; writing and managing grants and contracts needed to implement strategies and ensure adequate funding from federal sources; developing program goals and program performance indicators; coordinating programs with county, federal, and other state agencies; setting standards for baseline evaluations of environmental quality; providing liaison services for legislative activities; and providing environmental mapping and database management services needed to facilitate decision-making by program managers.

Clerical Support:

Provides stenographic, clerical, and typing services for all segments of the organization.

EPO Staff Support Two Primary Functions within EHA:

Strategic Planning and Policy Staff

Coordinates strategic planning and policy discussions; drafts and reviews documents needed by EHA and federal agencies, especially the U.S. Environmental Protection Agency (EPA); and uses environmental indicators and program performance measures to track implementation of EHA strategic plans.

Coordinates, compiles, and distributes comments on all land use planning documents received in EHA; compiles coordinated replies to correspondence on environmental management issues received in the office of the Director of Health.

Requests feedback from DOH stakeholders regarding EHA environmental management policies; improves communication with agencies that play an important role in State environmental management; and reviews and comments on technical peer reviews of scientific policies and documents.

Liaises with other EHA programs to assure timely and coordinated legislative document review and submission to the legislature.

Reviews and submits annual federal work plans prepared within EHA, including review for consistency with program strategic plans.

Environmental Data Management and Standards Development Staff:

Provides information management and technical support for Geographic Information Systems and related databases, and develops administrative rules for databased standards for environmental quality.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL RESOURCES OFFICE  
FUNCTIONAL STATEMENT

Plans, directs and reviews fiscal planning, programming and budgeting activities coordinated with the divisions, staff offices, Administrative Services Office and the Department of Budget and Finance.

Coordinates personnel activities of all of the environmental programs with the Human Resources Office and Department of Human Resource Development.

Maintains and analyzes expenditure reports and prepare detailed reports for State and Federal fiscal activities.

Establishes and maintains master schedules of grants and contracts for all environmental programs.

Provides program control activities for all cost and schedule items.

Reviews all environmental legislation for fiscal content.

Coordinates facilities requirements for all environmental programs.

Establishes and maintains a detailed employee time and effort reporting system for allocation of personnel costs.

Administers the financial activities of the Water Pollution Control Revolving Fund (WPCRF) and Drinking Water Treatment Revolving Loan Fund (DWTRLF) programs.

Water Revolving Fund Staff

Provides administrative, fiscal, and accounting services to ensure that the funds operate in perpetuity.

Develops and monitors loan or grant agreements/amendments. Reviews the official loan or grant document for legal and administrative compliance. Develops and coordinates project expenditures and cash flow projections for Federal and State funds programs with federal and county officials.

Interprets EPA/State loan and grant policies and procedures to program officials, loanees and grantees. Provides authoritative assistance in connection with the policies and regulations of other agencies that impact on Wastewater Branch.

Processes the Federal/State construction grant or loan offer in the most orderly, prompt and efficient manner. The nomenclature "grant offer" includes grant increases/decreases and other amendments required from time to time in the overall construction grant and loan process.

Visits grantees to evaluate their loan and grant program procedures and techniques, including fund and cost accounting procedures. Monitors loan and grant operations and resolves specific problems that may arise. Makes authoritative recommendations on loan/grant management questions.

Assures all projects are in compliance with the State and Federal regulations and guidelines prior to the processing of the projects' closeout and administrative completion.

Processes interim and final construction grant and loan payments and perform project closeout.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL RESOURCES OFFICE  
FUNCTIONAL STATEMENT

Conducts contract compliance activities including conferences, reviews and investigations necessary to assure compliance with all relevant federal laws and rules, regulations and relevant orders of the Administrator of the U.S. Environmental Protection Agency (EPA) and of the Secretary of the U.S. Department of Labor.

Reviews and approves documentation of procedures taken to procure minority and women business in accordance with the Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Program including developing quarterly reports to EPA for MBE and WBE participation and maintaining a list of MBE and WBE forms.

Reviews and evaluates loanees' financial management capacities; assesses the risk of outstanding loan portfolios; and makes recommendations to take proper actions to safeguard loan funds.

Ensures that EPA promptly receives all protests and appeals and provides EPA all information needed for the resolution thereof.

Delineates requirements for maintenance, storage and retirement of the official construction grant and loan files administered under P.L. 92-500.

Responds to Congressional, State Legislature, management inquires requiring extensive research into loan and grant projects and application of loan and grant policies.

Ensures that all the nonexempt records, contained in the EPA official grant files maintained by the Department of Health (DOH) will be available for public disclosure upon request, by processing requests for disclosure of the records in accordance with the requirements of the Freedom of Information Act (FOIA), 5 USC 552, and EPA Regulations, 40 CFR Part 2.

Develops, maintains, and updates in a timely manner, specific portions of a data collection and reporting system, including the National Information Management System (NIMS) for EPA and provides early warning of potential problems within the program.

Provides accounting and fiscal control to safeguard the financial integrity of WPCRF and DWTRLF. Accounts for the use of the revolving funds and its set-aside programs to ensure that the use of funds is in compliance with State and Federal regulations and guidelines.

Performs daily accounting work to keep track of the program fiscal information and statistic data. Performs financial mathematical calculations to account and maintain the program loan portfolios.

Prepares a comprehensive annual report in accordance with the standard set by the Government Accounting Standard Board.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION

FUNCTIONAL STATEMENT

The Environmental Management Division is responsible for implementing and maintaining the statewide programs for Air Pollution Control, Water Pollution Control, Safe Drinking Water, Solid Waste Management, Wastewater Management, Federal programs to implement the Clean Air Act, Clean Water Act, Safe Drinking Water Act, and Resource Conservation and Recovery Act, and State programs to enforce Hawaii Revised Statutes Chapters 321-11(21), 321 Part IV, 339K, 340A, 340E and 342; and Administrative Rules, Title 11, Chapters 11-19, Emergency Plan for Safe Drinking Water; 11-20, Potable Water; 11-21, Cross Connection and Backflow Control; 11-23, Underground Injection Control; 11-54, Water Quality Standards; 11-55, Water Pollution Control; 11-57, Sewage Treatment; 11-58, Solid Waste Management Control; 11-59, Ambient Air Quality Standards; 11-60, Air Pollution Control; and 11-61, Certification Standards for Personnel Operating Wastewater Treatment Plants.

This Division establishes broad program policies and oversees the management of the associated activities of the various branches.

Clerical Support:

- Provide secretarial services to the Chief, Environmental Management Division.
- Establish and enforce clerical procedures for all Division secretarial and clerical personnel.
- Make arrangements for meetings and conferences on a statewide basis, including space, time, people and travel.
- Review and process all divisional purchasing and personnel documentation.

Quality Assurance Staff:

- Develop, implement, and maintain Quality Management Plan.
- Coordinate and oversee the development and submittal of Quality Assurance Project Plans by grantee programs.
- Administer quality assurance policies and procedures.
- Assure compliance with federal quality assurance requirements in 40CFR31.45 and in 40CFR35.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN AIR BRANCH

FUNCTIONAL STATEMENT

The Clean Air Branch is responsible for the planning, implementation, and maintenance of the statewide Clean Air Program through services which include program planning and development; permitting; monitoring; enforcement; and compliance assistance of the Federal Clean Air Act, Hawaii Revised Statutes, Chapters 342B, Air Pollution Control, and 342C, Ozone Layer Protection; and Hawaii Administrative Rules, Title 11, Chapters 11-59, Ambient Air Quality Standards, and 11-60.1, Air Pollution Control.

Clerical Support:

Provides administrative and clerical services for all segments of the Branch.

Planning and Administrative Support Staff:

Manages program planning and rulemaking; provides small business assistance, oversees data and recordkeeping data systems. Executes contracts, oversees procurement process, and provides assistance with environmental compliance, grant management, Legislature, land use reviews, and records requests. Conducts accounting of grant funds, fees, penalties, and generates financial reports.

- Manages the long-range advance planning, development, and maintenance of necessary program elements, including air pollution control strategies and policies for State Implementation Plans addressing federally mandated standards and requirements.
- Performs, oversees, or assists with the rulemaking process in the derivation, adoption, and implementation of the State statutes, administrative rules, and implementation plans to comply with, and maintain authority and delegation of Federal programs and requirements.
- Provides environmental compliance support to small business stationary sources through the Small Business Assistance Program. Collects, develops, and disseminates educational material on current and proposed rules, and assists small businesses with permitting and facility audits for compliance with air requirements.
- Provides management support for short-term grants and projects, including federal grants.
- Oversees management of Branch-wide data and records management systems and programs.
- Assists with preparing, executing, and monitoring consultant contracts and Federal grants for the Branch.
- Provides Quality Assurance Quality Control oversight to ensure that Branch-wide data collected meet minimum quality objectives.
- Assists with legislative activities; Environmental Assessment or Environmental Impact Statement responses; public, informational, and advisory meetings; drafting and issuance of press releases; and informational requests.
- Provides accounting services for the fiscal activities of the Branch. Maintains accounting records on revenues, expenditures, fees, and penalty payments; coordinates payment notices and acquisition of funds; evaluates fee adequacy and budget requirements; continually assesses the maintenance of effort expenditures related to grants; and prepares associated fiscal reports.

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ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN AIR BRANCH

FUNCTIONAL STATEMENT

- Prepares program summary data and status reports.

Program Development and Technical Support Staff:

Develops new programs; conducts associated technical analyses; and provides modeling and emissions inventory support for the Branch. Assists with ensuring Branch compliance with Federal laws and requirements and maintaining adequate regulatory authority.

- Administers the statewide air emissions inventory program for stationary, area and mobile sources. Maintains the necessary technologies for calculating and reporting emissions, determining fees, and supporting technical analyses. Develops guidelines for emissions and fee calculations.
- Performs mathematical analysis, regional dispersion assessments, and data development in support of various CAB functions. Conducts meteorological analyses for ambient air quality standards attainment demonstrations, air quality monitoring siting and special studies. Establishes non-permit air modeling guidelines and assists with review of complex air quality analyses.
- Assesses the applicability of and assists with the initiation of newly adopted or modified Federal New Source Performance standards or guidelines and Maximum Control Technology (MACT) standards for new and existing air pollution sources.
- Undertakes the initiation of new air related projects or programs requiring evaluation of air emissions, evaluation of air pollution control, and establishment of regulatory measures.
- Develops and administers the Regional Haze and Greenhouse Gas Programs. Assists Permitting Section with regulating greenhouse gas emissions.

Permitting Section:

Administers the permit programs for stationary noncovered and covered sources, and those sources subject to Federal regulations to ensure applicable air requirements are satisfactorily addressed prior to permit issuance or other associated approvals. Provides engineering support/assistance with permit compliance and enforcement actions.

- Reviews air permit applications and performs engineering and modeling analyses of stationary sources to determine potential air pollutant impacts, appropriate air pollution controls, and applicable regulatory requirements. Evaluates change of location requests for temporary sources.
- Recommends the approval or disapproval of permits authorizing the construction and operation of stationary sources. Implements and prepares permits addressing regulatory requirements, including state air pollution control laws; the Federal Standards of Performance of New Stationary Sources, National Emission Standards for Hazardous Air Pollutants, and National Emission Standards for Hazardous Air Pollutants for Source Categories; and Federal Prevention of Significant Deterioration, and Operating Permit requirements.
- Conducts permit modeling to support Covered Source Permit and Noncovered Source Permit Permit evaluation and issuance. Uses approved software, and meteorological and geological data to develop detailed scenarios from proposed stationary sources. Analyzes potential air impacts of air pollution sources and evaluates alternatives.

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CLEAN AIR BRANCH

FUNCTIONAL STATEMENT

- Manages the entire permit administrative process for public notice and hearings, public responses, and the required Federal reporting and approvals associated with permit issuance.
- Oversees the stationary source performance test program. Establishes guidelines and maintains the database for tracking source performance test and waivers. Validates that source performance stack tests are performed in accordance with permits and federally approved methods, and that the results are correctly documented and reported.
- Conducts site inspections of permitted facilities in conjunction with permit issuance and renewals, and source performance tests. Assists Monitoring and Analysis Section with observing continuous emissions monitoring test conducted during the inspection of a source performance test.
- Provides engineering assistance to Monitoring and Analysis Section, and Compliance and Enforcement Section concerning permit compliance issues.
- Maintains the database for permit applications and facility information.
- Participates and assists in the rulemaking process relating to the Engineering Section.

Monitoring and Analysis Section:

Plans and oversees the statewide ambient air quality monitoring network with support from the State Laboratory Division, and provides associated air quality analyses and reports in accordance with Federal and State regulations and requirements. Conducts source compliance monitoring and administers the Agricultural Burning Permit Program.

- Plans and establishes the statewide ambient air quality monitoring network in accordance with Federal regulations, guidelines, and procedures. Provides data quality oversight by conducting technical systems and performance audits. Develops quality assurance protocols and management plans compliant with the Environmental Protection Agency (EPA) guidances.
- Analyzes, compiles, and reports air monitoring data in determining statewide air pollution trends and compliance with National Ambient Air Quality Standards.
- Determines source compliance by conducting inspections, evaluating monitoring reports and certifications, and reviewing annual opacity source tests. Evaluates continuous emissions monitoring tests, methods, plans, quality assurance documents, and test reports. Identifies and refers violations to the Compliance and Enforcement Section for appropriate action.
- On the neighbor islands, annually inspect covered and synthetic minor sources, and assists the Compliance and Enforcement Section with the investigation of complaints and refer violations for enforcement action.
- Evaluates ambient air and meteorological monitoring plans submitted by stationary sources for compliance with Federal and covered source permit requirements and assesses the monitored data reported by stationary sources for accuracy, completeness, and exceedances.
- Maintains the database for tracking compliance evaluations, and reports applicable data to the EPA.

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CLEAN AIR BRANCH

FUNCTIONAL STATEMENT

- Plans, organizes, and conducts special air monitoring projects or studies.
- Administers the Agricultural Burning Permit program through permit evaluations, site inspections, and compliance determination with rules and permit conditions. Maintains the database for tracking Agricultural Burning Permits.
- Participates and assists in the rulemaking process relating to the Monitoring and Analysis Section.

Compliance and Enforcement Section:

Administers the enforcement program for stationary noncovered and covered sources, including PSD sources to ensure sources comply with issued permits, and/or applicable Federal and State laws/regulations. Determines penalties for violators, and oversees the entire enforcement proceedings. Conducts source inspections and investigations, and addresses air pollution complaints.

- Provides regulatory oversight of air pollution sources, taking appropriate measures to ensure compliance or to address noncompliance with applicable air requirements. Regulatory oversight includes investigation of complaints and inspections of stationary sources.
- Evaluates reports, information, and referrals received from the Monitoring and Analysis Section to determine and initiate appropriate enforcement actions in response to noncompliance issues.
- Manages the case development process. Investigates, compiles and reviews the facts of the noncompliance and determines the associated administrative penalty. Coordinates efforts with the Deputy Attorney General in preparing the notices of violation and in conducting prehearing conferences and administrative hearings for negotiating settlements. Initiates civil and criminal actions through the Deputy Attorney General when such actions are warranted.
- Prepares and issues permit termination in coordination with the Attorney General.
- Assists EPA in their case development of air pollution enforcement and/or criminal investigation.
- Administers the field citation program and the informal and formal administrative enforcement process to address noncompliance issues.
- Establishes the guidelines and procedures for assessing appropriate penalties with violators, based on the severity and frequency of the violation.
- Maintains the database on all air enforcement actions. Inputs High Priority Violators information into the national enforcement database managed by EPA.
- Coordinates the "Visible Emissions" training and testing class for the certification/recertification of inspectors, industry representatives, and interested parties for evaluating stack plume opacity.
- Participates and assists in the rulemaking process relating to the Compliance and Enforcement Section.

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SOLID AND HAZARDOUS WASTE BRANCH

FUNCTIONAL STATEMENT

The Solid and Hazardous Waste Branch is responsible for implementing and maintaining the statewide regulatory programs for solid waste, hazardous waste and underground storage tanks, under the Federal Resource Conservation and Recovery Act, P.L. 94-580 as amended, Hawaii Revised Statutes, Chapter 342, Parts G, H, I, J, L, and N, and Administrative Rule, Title 11, Chapter 11-58-1, Solid Waste Management Control and Chapters 11-260, -261, -262, -263, -264, -265, -266, -268, -270, -271, -279, and -280, Hazardous Waste Management.

Clerical Support:

Provides stenographic, clerical and typing services for all segments of the organization.

Quality Management Office:

- Provides engineering analyses and assists the Underground Storage Tank Section in the review of underground storage tank design, including piping and required monitoring systems, spill and overflow prevention devices.
- Provides engineering and technical environmental analysis to assist the Hazardous Waste, Solid Waste and Underground Storage Tank Sections in the review of site assessment and action plans required in response to contamination of soils and ground water from the improper handling of hazardous wastes, solid waste or releases from underground storage tanks, and the Resource Conservation and Recovery Act (RCRA) Brownfields Prevention Initiative.
- Provides engineering and technical environmental analysis to assist the Hazardous Waste Section in the review of facilities that treat, store, and dispose of hazardous waste.
- Provides engineering and technical analysis to assist in the review of facilities undergoing hazardous waste closure and corrective action.
- Establishes and maintains public participation, public education and public information for federally-funded programs.

Solid Waste Section:

- Develops and implements departmental rules on solid waste management activities, implements the requirements of the Resource Conservation and Recovery Act (40 CFR Parts 257 and 258), and promotes the achievement of the waste diversion goals of the State Integrated Solid Waste Management Act (Act 324, SLH 1991).
- Responds to requests for public information regarding solid waste management and recycling activities.
- Reviews and comments on proposed land use changes, zoning applications and environmental impact statements as they relate to impacts on solid waste

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SOLID AND HAZARDOUS WASTE BRANCH

FUNCTIONAL STATEMENT

generation and waste reduction goals.

Develops and implements quality and personal protection assurance programs.

Reviews and approves or disapproves applications for permit for solid waste management, used oil, special waste, and materials recycling facilities.

Inspects and assures compliance of permitted waste management facilities.

Investigates and initiates enforcement actions against violators and illegal operations.

Analyzes monitoring data relating to groundwater contamination, ash management and landfill gas generation.

Responds to complaints regarding illegal dumping or disposal of solid waste, used oil or other special wastes.

Office of Solid Waste Management

Reviews and approves County Integrated Solid Waste Management Plans as required under Act 324, SLH 1991.

Develops technical database and provides technical assistance to municipal and private waste diversion activities.

Develops and coordinates a State Agency Office Recycling Program.

In conjunction with DAGS, develops state procurement policies for recycled products.

In coordination with DBEDT, develops a state program to promote the local use of recycled materials in manufacturing.

Coordinates statewide education and outreach programs relating to waste reduction and diversion, and pollution prevention.

Coordinates statewide household hazardous waste collection and disposal activities.

Develops and implements departmental rules on the Deposit Beverage Container Program.

Responds to requests for public information regarding recycling activities.

Reviews and approves or disapproves applications for certified redemption centers.

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Inspects and assures compliance of facilities subject to the Deposit Beverage Container Program.

Investigates and initiates enforcement actions against violators and illegal operations.

Responds to complaints regarding the Deposit Beverage Container Program.

Hazardous Waste Section:

Develops and implements departmental rules on hazardous waste management.

Develops and implements quality and personal protection assurance programs.

Provides technical assistance to the public and private sector on the safe use, handling, and disposal of hazardous waste.

Operates an inspection program which monitors the use, handling, storage, disposal, and transport of hazardous wastes, including the monitoring of a hazardous waste manifest tracking system.

Develops enforcement actions, as applicable, for violations of hazardous waste management rules.

Approves and monitors facilities who treat, store, and/or dispose of hazardous wastes.

Approves and monitors hazardous waste facilities that are undergoing closure and/or corrective action.

Researches and develops federally-mandated capacity assurance studies that profile hazardous waste generation and potential for on-island management of those wastes.

Establishes and implements a hazardous waste minimization program to assist regulated community in reducing the volume of waste generated (short-and long-term).

Implements public and regulated industry outreach programs, including public education and public notices.

Establishes and maintains detailed databases of hazardous waste facilities, regulatory status, waste profiles, designs and specifications, environmental site conditions, etc.

Responds to request for public records regarding hazardous waste generators, records or releases, etc.

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FUNCTIONAL STATEMENT

Underground Storage Tank Section:

Develops and implements departmental rules on underground storage tank systems containing petroleum and hazardous substances.

Develops and implements quality and personal protection assurance programs.

Operates an inspection program which monitors the installation, testing and closure of underground storage tanks.

Initiates enforcement actions, as applicable, for violations of underground storage tank rules. Forwards preliminary enforcement data to EPA for formal enforcement action.

Provides technical assistance to the public and private sectors regarding requirements of the Underground Storage Tank regulations.

Develops and implements a priority system for addressing underground storage tank release sites to ensure highest priority for sites posing the greatest impact to human health and the environment.

Develops systems and procedures for leaking underground storage tank (LUST) enforcement actions.

Develops the authority and capability to carry out effective corrective actions to protect human health and the environment.

Establishes and operates a trust fund for corrective action with respect to petroleum releases.

Implements public and regulated industry outreach programs, including public education and public notices.

Establishes and maintains detailed databases of Underground Storage Tank facilities, regulatory status, waste profiles, designs and specifications, environmental site conditions, etc.

Responds to request for public records regarding underground storage tank facilities, record of releases, etc.

STATE OF HAWAII  
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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN WATER BRANCH

FUNCTIONAL STATEMENT

The Clean Water Branch is responsible for the planning, implementation, and maintenance of the statewide Clean Water Program for recreational and navigable waters through services which include engineering analyses, permitting, monitoring and investigations, and enforcement of the Federal Clean Water Act, P.L. 95-217; Hawaii Revised Statutes, Chapter 342D and 342E; and Administrative Rules, Title 11, Chapters 11-54, Water Quality Standards, and 11-55, Water Pollution Control.

Clerical Support:

Provides stenographic, clerical, and typing services for all segments of the organization.

Polluted Runoff Control Program:

- Fosters partnerships with other agencies involved in polluted runoff control.
- Promotes community-based watershed management through education and voluntary compliance.
- Provides federal dollars for demonstration projects for the public and private sectors relating to polluted runoff control.
- Encourages and supports programs for environmental education.

Quality Management Office:

- Develops, establishes, and assures procedures and practices which will produce high quality data through ongoing improvements in methods and practices in generating data.
- Implements a review process, develops and recommends policy relating to data management and data quality to assure program accountability for data management and all other data-related matters.

Engineering Section:

- Administers the National Pollutant Discharge Elimination System (NPDES) permit program for storm water and discharges of wastewater from new, old, or modified point sources of wastewater from municipal, industrial, and Federal facilities.
- Conducts engineering analyses of storm water and wastewater discharge monitoring reports of all wastewater facilities with NPDES and zone-or-mixing permits.
- Administers the Federal Small Business Loan program for EPA.
- Oversees the City and County of Honolulu in administering a Publicly-Owned Treatment Works (POTW) Pretreatment Program.

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CLEAN WATER BRANCH

FUNCTIONAL STATEMENT

Monitoring and Analysis Section:

Identifies sources of pollution through area surveillance, routine inspection, and investigation of complaints.

Evaluates public health significance of pollutants and determines compliance with regulations and permit conditions through source monitoring, ambient sampling, and special studies. Forwards monitoring data to the Compliance and Enforcement Section for those permittees not in compliance with approved permits.

Conducts special studies of streams and beaches for pollution to identify new sources caused by natural or man-made means.

Conducts studies of the impact of pollutants on fish and other marine life.

Compliance and Enforcement Section:

Conducts analyses of all other related activities in the State's nearshore waters for compliance with Water Quality Standards and Section 401 of the Clean Water Act.

Institutes corrective measures through conferences and administrative or court actions.

Analyzes data received from Monitoring and Analysis Section to determine degree of noncompliance.

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WASTEWATER BRANCH

FUNCTIONAL STATEMENT

Provides engineering and inspectional support to assure cost, schedule and technical performance are adhered to in the construction of public wastewater treatment works. Regulates all new and existing wastewater treatment plants and all new individual wastewater systems in the State pursuant to Chapter 11-62, "Wastewater Systems," of the Department Administrative Rules.

Clerical Support:

Provide stenographic, clerical and typing services for all segments of the organization.

Planning/Design Section:

- Reviews and certifies the adequacy of construction plans and specifications to assure projects are technically sound and comply with Federal and State requirements.
- Reviews and approves value engineering proposals and reports in order to develop the most cost effective project design without sacrificing reliability or efficiency.
- Conducts preplanning and predesign conferences at the start of planning and design projects for each project to develop lines of communication and discuss State and Federal requirements applicable to the project.
- Prepares and processes the environmental impact appraisal and any subsequent negative declaration for EPA review and approval in accordance with the NEPA requirements.
- Develops the annual project priority list and the strategy for the commitment of all Federal and State funds, and responsible for tracking projects.
- Reviews and approves the facilities plan, and assists in the review of grant and loan applications assuring the facilities plan and design project are consistent and compatible with the needs of the community, responsive to sound water resources and wastewater management and in compliance with Federal and State requirements.
- Reviews and certifies documents related to sewer system evaluation and rehabilitation so as to assure that the sewer systems discharging into treatment works projects for which grant applications are made are not subject to excessive infiltration/inflow.
- Reviews and approves technology promoting sustainability, including the encouraging of engineering consultants to utilize the low cost design, wastewater reuse, energy saving systems, and the reduction of greenhouse gases.
- Conducts the biannual national Needs Survey of wastewater treatment works.

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WASTEWATER BRANCH

FUNCTIONAL STATEMENT

- Reviews and approves engineering plans and specifications of all new wastewater systems including public, private and individual wastewater systems pursuant to Chapter 11-62 of the Department Administrative Rules.
- Conducts final construction inspections of all new wastewater systems to assure that the wastewater systems are constructed in accordance with the approved plans.
- Develops and implements statewide rules relative to the beneficial reuse of wastewater sludge.
- Develops and implements statewide rules and guidelines on wastewater effluent reuse/reclamation.
- Implements statewide programs on wastewater minimization which includes requiring and verifying installation of low flow plumbing fixture to various new and existing structures.
- Provides technical as well as administrative support to the Board of Certification including database information and processing of application for examinations, administration of examinations, reciprocity and temporary certifications.
- Reviews change orders, payment requests, and prepares cash flow reports for Water Pollution Control Revolving Fund projects.
- Conducts preconstruction conferences at the start of construction of each project to develop lines of communications, evaluate loan recipients' plans for controlling construction and cost, and discuss State and Federal requirements applicable to the project.
- Performs initial, interim, and final inspections for Water Pollution Control Revolving Fund projects in order to assure the treatment works have been constructed in accordance with the loan agreement and are being properly and efficiently operated and maintained.

Construction/Operations Section:

- Reviews and approves Operation and Maintenance (O&M) manuals in order to assure the document will be appropriate for the use of the operator and will comply with Federal requirements.
- Reviews approves construction contract change orders so as to assure a project which is technically sound and complies with Federal and State requirements.
- Reviews and approves Plan of Operations and the adequacy of startup

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services to assure that the constructed treatment works will have the required resources, qualified operations and debugging to assure effective operation and maintenance in the quickest time possible.

- Conducts annual operation and maintenance inspections of all public and private wastewater treatment works to assure adequate operation and maintenance of such facilities.
- Coordinates activities for mandatory certification of operators to assure that Statewide operations and maintenance program needs are satisfied.
- Assists in the resolution of protests and unresolved audit findings to prevent undue project delays.
- Performs biddability and constructability reviews of construction plans and specifications to minimize problems during construction and the occurrence of change orders.
- Conducts a program of communication and inspection activities during the construction phase of each Water Pollution Control Revolving Fund project so as to assure a project which is properly constructed in accordance with the approved plans and specifications and assure that all State and Federal requirements are being fulfilled.
- Conducts operation and maintenance inspection of all existing individual wastewater systems to assure adequate operation and maintenance of such systems.
- Drafts enforcement documents relative to violations of Chapter 11-62 Hawaii Administrative Rules and coordinates all enforcement actions with the Attorney General's Office.

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DEPARTMENT OF HEALTH  
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ENVIRONMENTAL MANAGEMENT DIVISION  
SAFE DRINKING WATER BRANCH

FUNCTIONAL STATEMENT

The Safe Drinking Water Branch is responsible for implementing and maintaining the statewide program for Public Water System Supervision activities under the Federal Safe Drinking Water Act, Hawaii Revised Statutes Chapter 340E, Safe Drinking Water, and 340F, Hawaii Law for Mandatory Certification of Operating Personnel in Water Treatment Plants; and Administrative Rules, Title 11, Chapters 11-19, Emergency Plan for Safe Drinking Water; 11-20, Rules Relating to Potable Water Systems; 11-21, Cross-Connection and Backflow Control; 11-23, Underground Injection Control; 11-25, Rules Relating to Certification of Public Water System Operators; and 11-65, Environmental State Revolving Funds.

The Safe Drinking Water Branch is also responsible for the implementation of the Groundwater Protection Program.

Clerical Support

- Provide clerical support services for all segments of the organization.

Grants/Contracts Management Staff

- Reviews DWSRF Set-Asides and Safe Drinking Water Act (SDWA) grant applications and contracts with contractors.
- Ensures compliance with Federal and State requirements relating to SDWA grants and State procurement law.
- Oversees the administrative and financial components of the DWSRF Set-Asides contract documentation, requests for proposals (RFPs) and other procurement-related activities, and maintains the SDWB's appropriation accounts and budgets.
- Provides assistance to applicants seeking DWSRF Set-Aside and/or SDWA grant funding.
- Prepares the fiscal section of the SDWB's annual EPA Workplan and schedule of tasks.

Engineering Section

- Reviews and approves engineering plans, specifications, and capacity applications for new and substantially modified water systems and water treatment facilities.
- Provides technical assistance to water suppliers and other programs.
- Reviews and approves plans, specifications, and reports for new sources of drinking water, servicing a public water system.
- Implements the cross-connection prevention and backflow control program.
- Conducts special studies, as necessary, for the effective administration and operation of the drinking water program.
- Performs all planning and engineering review functions of the Drinking Water Treatment Revolving Loan Fund program (a.k.a., Drinking Water State Revolving Fund or DWSRF).
- Works closely together with the Water Revolving Staff of the Environmental Resources Office to ensure compliance with all DWSRF loan reporting, monitoring, and record keeping requirements.

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ENVIRONMENTAL MANAGEMENT DIVISION  
SAFE DRINKING WATER BRANCH

FUNCTIONAL STATEMENT

Groundwater Pollution Control Section

- Reviews and processes permit applications for Underground Injection Control facilities (includes new permits, renewals, and well abandonment).
- Conducts analyses of the impact of injection wells on groundwater resources.
- Documents, develops, and processes enforcement cases, and follows-up on compliance of underground injection facilities.
- Provides technical assistance to drinking water and other program staff.
- Conducts special studies, as necessary, for the effective administration and operation of the Underground Injection Control program.

Monitoring and Analysis Section

- Reviews, develops and maintains monitoring plans, schedules, standards for all Drinking Water Rules.
- Coordinates the statewide compliance sampling of public water systems, together with the State Laboratories Division.
- Works closely together with the State Laboratories Division to determine the analytical capabilities for statewide testing and notifies water systems where it is necessary for them to contract with outside laboratories.
- Prepares reports and compiles data as prescribed by Federal and State requirements.
- Reviews, maintains, and manages all historical drinking water quality data (hard copy and electronic formats) for public water systems.
- Works closely together with the Compliance and Enforcement Section and the State Laboratories Division to ensure compliance with required monitoring frequencies and all applicable standards.
- Develops and implements the groundwater protection strategy.
- Performs and coordinates the groundwater monitoring and assessment functions with all other agencies.

Compliance and Enforcement Section

- Prepares and submits enforcement documents.
- Prepares reports and data for violating systems.
- Initiates corrective measures through conferences, administrative or court actions.
- Establishes compliance schedules for those drinking water purveyors who do not meet drinking water standards.
- Works closely together with the Monitoring and Analysis Section and the State Laboratories Division to ensure compliance with required monitoring frequencies and all applicable standards.
- Reviews, develops, and implements rules and regulations for the certification of public water system operators.

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SAFE DRINKING WATER BRANCH

FUNCTIONAL STATEMENT

- Develops procedures for the qualification and examination of prospective candidates, and the issuance, renewal, and revocation of certifications.
- Coordinates or provides training for all levels of water treatment plant and distribution system operators.
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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

The Environmental Health Services Division is responsible for implementing and maintaining the statewide programs for Sanitation, Vector Control, Food and Drug, Radiation Control, Noise Control, Indoor Air Quality, Air-Conditioning/Ventilation, Asbestos, and Lead, under Hawaii Revised Statutes, Chapters 321, 322, 328, 329, 330, 339, and 342F, Noise Pollution, and 342P, Asbestos and Lead; and Administrative Rules, Title 11, Chapters 11-11, Sanitation; 11-12, Food Service and Food Establishments; 11-13, Public Swimming Pools; 11-14, Housing; 11-15, Milk; 11-16, Recreational Trailer Camps; 11-17, Tattoo Artists; 11-18, Licensing for Sanitarians; 11-22, Mortuaries, Cemeteries, Embalmers, etc.; 11-26, Vector Control; 11-29, Food and Food Products; 11-30, Frozen Desserts; 11-34, Poisons; 11-35, Shellfish Sanitation; 11-39, Air Conditioning and Ventilation; 11-45, Radiation Control; 11-46, Community Noise Control; 11-44, Radiologic Technology Board; 11-41 Lead-Based Paint Activities; 11-501, Asbestos Requirements; 11-502, Asbestos-Containing Materials in Schools; 11-503, Fees for Asbestos Removal and Certification; 11-504, Asbestos Abatement Certification Program; and Division policies.

This Division establishes broad program policies and oversees the management of the associated activities of the various branches.

Clerical Support:

- Provide secretarial services to the Chief, Environmental Health Services Division.
- Establish and enforce clerical procedures for all Division secretarial and clerical personnel.
- Make arrangements for meetings and conferences on a statewide basis, including space, time, people and travel.
- Review and process all divisional purchasing and personnel documentation.

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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
VECTOR CONTROL BRANCH

FUNCTIONAL STATEMENT

The Vector Control Branch is responsible for the implementation and enforcement of vector control activities to minimize the danger and annoyance caused by animal vectors by suppressing outbreaks of potential vector-borne diseases, preventing the encroachment of new vectors and vector-borne diseases from abroad, and providing relief to the public from severe vector nuisances, under the authority of HRS Chapters 321 and 322, and Administrative Rule, Title 11, Chapter 11-26, Vector Control.

Support Services:

- Provide administrative, stenographic, clerical and typing service to all segments of the Branch.
- Provide mechanical repair service of vector control equipment, statewide, and minor repairs of Branch vehicles on Oahu.

Training and Research Office:

- Plan and coordinate statewide training of Branch personnel in all phases of vector control.
- Coordinate studies on the ecology, biology, vector potential and control of vector species, endemic and nonendemic.
- Coordinate statewide vector laboratory functions and supervise the Oahu zoonoses laboratory services.
- Conduct diagnostic tests for surveillance and identification of zoonotic diseases by serological, biochemical, and microbiological means.
- Conduct post-mortem examinations of rodents and other animals and birds for clinical and pathological reactions and isolation and identification of causative organisms.
- Compile a register for the identification and systematic enumeration of all arthropod and rodent-borne pathogenic organisms in the Pacific Basin.
- Investigate and expand on the use of environmental management and biological control methods utilizing predators, parasites, and pathogens, as an alternative to chemical control of vector species.

East Oahu and West Oahu Sections:

- Maintain continuing measurements and evaluations of the principal endemic vector species, including mosquitoes, flies, and rodents by standard techniques, and make preliminary identification of all vector species within the assigned geographic sector.
- Maintain sentinel flocks, trap birds and small mammals for serological screening by the laboratory unit, as required.

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ENVIRONMENTAL HEALTH SERVICES DIVISION  
VECTOR CONTROL BRANCH

FUNCTIONAL STATEMENT

- Carry out a sectionwide program for the control of vector species.
- Initiate action for the aerial treatment of mosquito breeding in areas inaccessible by ground operated equipment, as required.
- Conduct ports-of-entry surveillance for immigrant vector species at seaports through shipboard inspection, at airports through aircraft inspection and disinfection, ovitrapping, rodent inspection and trapping and entomological surveys.
- Maintain a mosquito and rat-free zone around seaports and airports through a program of perimeter spraying, trapping and baiting.
- Issue building demolition permits after inspecting for rodents.

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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
SANITATION BRANCH

FUNCTIONAL STATEMENT

The Sanitation Branch is responsible for the implementation and enforcement of the statutes, rules, and policies relating to environmental sanitation. The implementation and enforcement of these laws and rules are directed toward promoting and maintaining a sanitary and healthful environment for the people of the State through the provision of sanitation services which include inspectional, educational, consultative and enforcement activities to implement HRS 321 and 322 as they apply to environmental sanitation through Administrative Rules, Title 11, Chapters 11-11 Sanitation, 11-12 Food Service and Food Establishments, 11-13 Public Swimming Pools, 11-14 Housing, 11-15 Milk, 11-16 Recreational Trailer Camps, 11-17 Tattoo Artists, 11-18 Licensing for Sanitarians, 11-22 Mortuaries, Cemeteries, Embalmers, etc., and Division policies.

Clerical Support:

Provide stenographic, clerical and typing services for all segments of the organization.

Plan Review and Standards Office:

- Provide consultative services to various segments of the public, such as architects, engineers, contractors, management, and public officials.
- Review and coordinate all interface between staff offices in the Office.
- Consult with statewide program administrators to develop changes through legislation to facilitate implementation of program procedures and interpretations.
- Implement a training, standardization, and orientation program for the staff.

Data Information Staff

- Coordinate the statewide Sanitation Management Information System operations.
- Provide technical support for system development and changes.

Case Preparation and Rules Staff

- Review inspection reports and prepare formal documentation package for corrective and/or enforcement actions.
- Institute corrective measures through conferences or formal enforcement actions through administrative or court actions.

Standards Staff

- Review status of milk and food sanitation programs in regard to their effectiveness and acceptability.

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- Draft standards for interpretation of enforcement of rules and regulations applicable to the many ethnic foods typical to Hawaii.
- Work with public officials and community programs people to assure that objectives and policies of the food and milk sanitation programs are known to them.
- Appraise and determine approval of applications for sanitary certificates and permits to operate frozen dessert manufacturing plants, milk plants, dairy farms, hotels, lodging houses, tenements, boarding homes, institutions, hospitals, and medical facilities.
- Conduct written examinations for the licensing of embalmers, tattoo artists, electrologists, and registered sanitarians.

Milk Certification Staff

- Provide consultative services to the milk industry for the development of proper procedures to secure sanitary and safe production, processing, and distribution of milk.
- Review plans and specifications pertaining to dairy and milk facilities submitted with applications for building permits to determine compliance with administrative rules.
- Inspect dairy farms and milk plants.

Hospital/Institutional Staff

- Review plans and specifications pertaining to hospitals and medical facilities submitted with applications for building permits to determine compliance with administrative rules.
- Inspect hospitals, medical facilities, and institutions.

Housing Staff

- Review plans and specifications of buildings, dwellings, food and food service establishments, and public swimming pools.
- Review plans and specifications pertaining to housing submitted with applications for building permits to determine compliance with administrative rules.
- Inspect hotels, lodging houses, tenements, and boarding houses.

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Food Safety Consultative and Education Staff

The Food Safety Consultative and Education Staff provides confidential, technical advisory and education services in food safety to food industry personnel, institutions of learning, government agencies, and community groups on a statewide basis.

- Develop a food safety certification workshop with a minimum of 13 instructional hours which includes general microbiology, food microbiology, foodborne diseases, food sanitation, Hawaii and national foodborne outbreaks, and vermin control in food establishments. The certification workshop incorporates examinations and specialized resource lecturers.
- Develop food safety classes with 1-4 hours of instructional time. Instruction content varies with the need and level of comprehension of the participants. Food safety classes are developed for restaurants; caterers; schools; hospitals; nursing homes; institutions; County, State and Federal agencies; fund-raising organizations; community groups; and the general public.
- Work closely with the food industry for the promotion and implementation of food safety training programs.
- Provide food safety consultations and advisories.
- Conduct confidential Hazard Analysis Critical Control Point (HACCP) System studies on food-suspected or confirmed in foodborne disease outbreaks.
- Provide confidential HACCP workshops and classes to food establishment impacted by foodborne disease outbreaks.
- Provide basic HACCP system workshops, classes, and consultations. Conduct non-enforcement surveillance and verification of the HACCP System in operation at requested food establishments.
- Provide in-service training in food safety for staff registered sanitarians and supervisors.

East Oahu and West Oahu Sections:

- Inspect dwellings, apartments, kindergartens and schools, day care centers, institutions, grocery stores, restaurants, soft drink dispensers, liquor dispensers, food vending operations, food manufacturers, markets, fish, meat and vegetable peddlers, lunchwagons, lunch stands, food peddlers, hog ranches, feedlots, poultry farms, vegetable gardens, barber shops, beauty parlors, clothes cleaners, laundries, secondhand dealers, mattress makers, tattoo shops, mortuaries, cemeteries, amusement places, parks, playgrounds, industrial plants, general merchandise establishments, public swimming pools, individual wastewater systems and other types of premises to determine that they are maintained continuously in a sanitary condition as

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required by statutes, rules and policies to protect the public health.

- Investigate complaints of insanitary conditions, abate public health nuisances, and prevent the creation of environmental sanitation hazards among the population.
- Maintain a high standard of environmental sanitation by promoting and securing the proper disposal of refuse, garbage and household sewage.
- Present environmental sanitation information programs to students at the university, community colleges, high schools and other public and private schools; also to community groups, food-service personnel, barbers, hair dressers and tattoo artists.
- Provide technical assistance and advice to and confer with public officials, architects, developers and other private groups in matters relating to environmental sanitation.
- Assist in the evaluation of consolidation and subdivision plans, conservation district plans, shoreline management applications and environmental impact statements.
- Appraise and approve or disapprove the application for sanitary certificates and permits to operate frozen dessert dispensing establishments, markets, tattoo shops, food manufacturing plants, liquor dispensers, restaurants and other food-service and food establishments.

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INDOOR AND RADIOLOGICAL HEALTH BRANCH

FUNCTIONAL STATEMENT

The Indoor and Radiological Health Branch is responsible for statewide programs of community noise control, radiation control, air-conditioning/ventilation, indoor air quality, asbestos, and lead through the provision of services which include inspectional, educational, consultative and enforcement activities to implement the federal Clean Air Act; the Toxics Substances Control Act; Mammography Quality Standards Act of 1992; Energy Policy Act of 2005; National Emission Standards for Hazardous Air Pollutants (NESHAP); and the Hawaii Revised Statutes, Chapters 321-11(3), 321-11(21), 321 Part IV, 321 Part XXXIII, 339K, 342F, and 342P as they apply to noise, radiation, air-conditioning/ventilation, indoor air quality, asbestos, and lead through Hawaii Administrative Rules, Title 11, Chapters 11-45, Radiation Control, 11-46, Community Noise Control, 11-44, Radiologic Technology Board, 11-39, Air Conditioning and Ventilation; 11-41, Lead-Based Paint Activities, 11-501, Asbestos Requirements, 11-502, Asbestos-Containing Materials in Schools, 11-503, Fees for Asbestos Removal and Certification, and 11-504, Asbestos Abatement Certification Program, Division policies, and the policies and procedures of the State Building Code Committee as administered by the Department of Accounting and General Services.

Clerical Support:

- Provide secretarial, clerical and typing services for all segments of the organization.

Noise Section:

- Conduct surveys on noise sources and facilitate mitigation to reduce noise.
- Investigate noise complaints to secure compliance.
- Conduct special surveys on noise.
- Educate the general public regarding excessive noise and its control.
- Provide consultative services to industry on methods and procedures for the control of noise.

Radiation Section:

- Review radiation shielding plans for new and renovated radiation facilities.
- Conduct radiological health inspections of healing arts, commercial, education, and research facilities with radiation sources to assure compliance with administrative rules. This includes health care facilities providing mammography.
- Conduct assessment of radiation sources.
- Conduct radiological response operations to control the release of radioactive materials.
- Conduct environmental radiologic surveillance on air, precipitation, drinking water, and milk.
- Provide administrative support for the Radiologic Technology Board.
- Provide public information and education on ionizing and non-ionizing radiation.

Air-Conditioning/Ventilation Unit:

- Control performance of air conditioning and ventilating systems in accordance with national standards.
- Examine mechanical plans and supporting data for new and modified air conditioning and ventilating system installations to assure compliance with administrative rules.
- Conduct surveys of buildings with air-conditioning and ventilating systems to ensure performance as designed by a mechanical engineer.

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Asbestos and Lead Section:

- Conduct public outreach, information and training on federal Toxics Substance Control Act (TSCA) for asbestos and lead, and indoor air quality.
- Maintain an asbestos and lead certification program for inspectors, management planners, and project designers.
- Maintain an asbestos and lead accreditation program for training providers.
- Review and approve management plans for asbestos removal in schools.
- Conduct containment inspections to ensure proper implementation of asbestos abatement.
- Conduct a comprehensive indoor air quality assessment program of publicly owned buildings.
- Recommend appropriate mitigating measures for indoor air quality problems.

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FOOD & DRUG BRANCH

FUNCTIONAL STATEMENT

The Food and Drug Branch is responsible for implementing and maintaining the statewide Food and Drug program under the jurisdiction of HRS Chapters 321, 328, 328E, 330 and 330C, and Administrative Rules, Title 11, Chapters 11-15, Milk; 11-29, Food and Food Products; 11-30, Frozen Desserts; 11-34, Poisons; 11-35, Shellfish Sanitation; and 11-36, Sale of Prophylactics Through Vending Machines.

- Ensure the quality, sanitation and purity of shellfish raised for commercial food purposes.
- Promulgate Administrative Rules for shellfish processing, labeling and marketing.
- Enforce laws and rules directed toward promoting and maintaining the safety, standard of potency, wholesaling, distributing, and retailing of prescription drugs.
- Initiate corrective and/or enforcement actions through embargoes, conferences, recalls, administrative or court actions.

Clerical Support:

Provide stenographic, clerical and typing services for all segments of the organization.

Monitoring Section:

- Establish and maintain a list of pesticide and other chemical contaminants to be tested for, based upon current information on pesticide usage, misuse and current, new or emerging problems.
- Establish sampling priorities based upon crop production, incidents of suspected chemical misuse or other problems at local or national levels.
- Collect agricultural food samples for laboratory analysis.
- Implement recalls and oversee destruction of crops or food products adulterated with pesticide residues, chemical contaminants, or other contaminants found during routine sampling.
- Provide information and consultation to the public and private sectors.
- Establish and maintain a list of dairy establishments and farms that may be sampled routinely for contaminants and establish sampling priorities.

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FOOD & DRUG BRANCH

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Compliance Section I and Compliance Section II

- Enforce laws and rules directed toward promoting and maintaining the purity and standards of identity in the case of foods; safety and standard of potency in the case of drug products; safety of medical devices and cosmetics; and truthful and informative labeling and advertising of foods, devices and cosmetics.
- Enforce laws and rules relating to poisons, refrigerated warehouses, enrichment of bread and flour, storage of fish, manufacture of poi, milk and frozen desserts (with the Sanitation Branch), weight of bread, oleomargarine, importation of toxic fishes and prophylactic devices.
- Initiate corrective and/or enforcement actions through embargoes, recalls, conferences, administrative or court actions.

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STATE LABORATORIES DIVISION  
FUNCTIONAL STATEMENT

Administers a statewide laboratories program which conducts analysis in support of laboratory preparedness programs for bioterrorism and chemical terrorism, environmental health and communicable disease monitoring and control activities, and investigations and public health related research; sets standards; and monitors for quality laboratory services statewide.

Assesses laboratory training needs statewide and coordinates local training programs with those of other states and federal agencies.

Provides diagnostic and consultative laboratory services to physicians, institutions and various federal, state, county and city agencies for the diagnosis and control of disease.

Provides consultative, analytical and other related laboratory services to departmental programs concerned with environmental and sanitation safeguards.

Evaluates and approves or licenses laboratories, licenses laboratory directors and technicians; and provides research, investigations and related laboratory services in the field of public and environmental health.

Administers and coordinates the professional and non-professional functions of all of the laboratory services.

Plans and conducts programs and research activities, establishes policies, and trains and supervises the personnel in carrying these to completion.

Coordinates the laboratory programs with the planning and programs of other public, semi-public and private health agencies.

Provides consultation, technical advice and financial management to the District laboratories on the neighbor islands and the Department's other laboratories.

Coordinates the administrative rules making activities of the branches.

Establishes, updates and provides guidance for the quality assurance procedures for compliance with the federal provisions of the Clinical Laboratory Improvement Act of 1988 (CLIA-88). Ensures the accuracy of all laboratory results. Provides technical and consultative services to Department of Health programs and other laboratories within the state.

**Clerical Services**

Provides clerical services to the SLD chief and division staff.

**Central Services Staff**

The Central Services Staff (CSS) is responsible for the maintenance and operations of the laboratory facility. The responsibility includes formulating contract specifications for service contracts and monitoring the performance of the contractors for compliance with contract terms for the maintenance and repair of the building systems including, but not limited to, grounds keeping; custodial services; refuse disposal; maintenance of all plumbing, electrical, and mechanical equipment; fire alarm, fire extinguisher and sprinkler systems; elevators; air handling; emergency generators; diesel fuel storage; electrical and

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propane gas systems; deionized water system; and acid waste neutralization system.

Takes daily readings of the various building systems and arranging for service and repair of any system that is not performing according to operating standards.

Takes responsibility for the operations and maintenance of the loading dock area.

Coordinates deliveries of laboratory samples and supplies and deliveries by soft drink and snack vending machine operators.

Assists branches in the preparation of microbiological media and reagents; decontaminates infectious wastes; and washes glassware.

Manages the main supply storage area.

Manages and coordinates the central shipping and receiving area.

**Laboratory Preparedness And Response Program (LPRP)**

The LPRP provides 24/7 laboratory analytical services to detect, identify and confirm potential infectious agents used in BT (Bioterrorism), pathogens and toxins associated in outbreaks and other emerging infectious diseases.

Evaluates tests related to the early and rapid detection of BT and other infectious disease agents. Sets standards and monitors for quality laboratory services in the LPRP and the Division for the detection of BT and other infectious agents statewide. Assesses training needs for clinical and veterinary laboratories that participate in the Hawaii Laboratory Response Network (HI LRN) and provides training for BT preparedness and laboratory response.

Plans and develops laboratory response that includes Environmental Health Analytical Services Branch (EHASB) and Medical Microbiology Branch (MMB) resources.

Provides diagnostic and consultative laboratory services to physicians, institutions, federal, state, county and city agencies for the rapid diagnosis and control of diseases affecting public health.

Collaborates with the various federal and state agencies in support of the State laboratory preparedness programs for bioterrorism and chemical terrorism.

Maintains Clinical Laboratory Improvement Act (CLIA) certification, select agent certification, biosecurity plans and clearances for the BT Response Laboratory operations. Participates in a statewide BT response network which includes other DOH, State, counties and other federal programs.

**Chemical Response Section**

Provides chemical analytical services for the testing of clinical specimens, including blood and urine, for agents used in chemical terrorism activity.

Provides chemical analytical services for the identification of environmental specimens suspected of use in chemical terrorism.

Provides chemical analytical services for the testing of various specimens, both clinical and environmental, for detection of toxic levels of compounds, elements or metals which may pose a significant public health concern.

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**Biological Response Section**

Provides rapid detection, identification and confirmation of bacteria, viruses and toxins that can be associated with a BT event or other public health emergency.

Provides diagnostic support of environmental health and communicable disease surveillance and monitoring activities.

Provides timely laboratory response to outbreak-related emergencies for diseases such as West Nile Virus, Norovirus, Murine typhus, Severe Acute Respiratory Syndrome (SARS) and influenza.

Provides laboratory support for epidemiologically-based serosurvey for public health diseases.

Provides gene sequence analyses of rare or biochemical inert or hard-to-identify microorganisms and genetic analyses using molecular sub typing methods in support of outbreak investigations.

**ENVIRONMENTAL HEALTH ANALYTICAL SERVICES BRANCH**

Provides chemical and microbiological analytical services to departmental programs and to various federal, state and county agencies concerned with air pollution, drinking water, recreational waters, water pollution, and food including, but not limited to, raw agricultural commodities, dairy products and shellfish.

Evaluates and certifies laboratories involved in regulatory monitoring for contaminants in drinking water and dairy products. Certified by the Environmental Protection Agency for the analysis of drinking water and by the Food and Drug Administration for the analysis of dairy products.

Regulates and certifies laboratories performing dairy product analysis and both chemical and microbiological drinking water analysis.

Plans and conducts programs and research activities in assigned .

**Environmental Microbiology Quality Assurance**

Administers the State Drinking Water Certification Program for Microbiology under the Safe Drinking Water Act, Public Law 23-523, and HAR, Chapter 11-20 and conducts on-site evaluation of all laboratories in the State analyzing drinking water for regulatory purposes.

Administers the statewide certification of analysts in milk laboratories where the examinations required by HAR, Title 11, Chapter 15 and the Grade A Pasteurized Milk Ordinance are performed. Establishes updates and provides guidance for quality assurance plans to ensure that routinely generated analytical data are scientifically valid and defensible. Works with the Environmental Microbiology Section to ensure adherence to the Section's quality assurance plans.

Provides technical and consultative services to Department of Health programs and other laboratories within the State.

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**Chemical Quality Assurance and Special Services Staff**

Administers the State Drinking Water Laboratory Certification Program for Chemistry for laboratories providing drinking water analysis for regulatory purposes. Works with other states, federal agencies and private laboratories with regard to environmental laboratory certification.

Provides forensic drug analytical services and administers program for analysis of alcohol in breath, blood and other bodily substances. Licenses substance abuse testing laboratories and medical review officers pursuant to HAR, Chapter 11-113. Responsible for the Driving Under the Influence (DUI) program established pursuant to HAR, Chapter 11-114. Responsible for the formulation of amendments to and conducting public hearings on proposed amendments to the administrative rules.

Works with the Branch programs to establish quality assurance procedures and ensure that data generated by these sections are scientifically valid and defensible. Provides assistance to establish and validate regulatory analytical methods.

Provides technical and consultative services to DOH programs and other laboratories within the State.

**Clerical Services**

Provides clerical services to the branch chief, section supervisors, unit supervisors and professional staff.

**Air Quality Monitoring Section**

Coordinates and administers air surveillance activities through a statewide electronic system of remote-site state and national air monitoring networks.

Implements and completes air monitoring objectives as agreed to with the Environmental Protection Agency's Section 105 Air Grant. Operates and maintains air monitoring equipment, including but not limited to, monitors, calibration, meteorological, computer and telecommunication equipment.

Provides technical and laboratory support services to the Department's air program.

Validates air monitoring procedures and data; insures compliance with state and federal regulations and quality assurance procedures.

**Chemical Analysis Unit**

Provides analytical laboratory support services for the Department's air program including evaluating the levels of hazardous air pollutants. Provides qualitative and quantitative identification of air pollutants. Validates air monitoring data. Performs quality assurance functions as mandated by state and federal regulations.

**Electronic Maintenance and Support Unit**

Operates, maintains and repairs air monitoring instrumentation, data acquisition, and computer and telecommunication network for the Department's air program. Maintains the inventory of parts and supplies necessary for the continued operation of all monitoring systems. Designs, develops and troubleshoots

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electronic circuiting, as required. Provides quality assurance/control services for monitoring equipment on Prevention of Significant Deterioration, New Source Performance Standards, and Continuous Emissions Monitoring programs.

**Drinking Water Section**

Provides chemical analytical services, using EPA-approved methodologies, on drinking water samples for purposes of monitoring for compliance with the federal Safe Drinking Water Act.

Provides technical, analytical, and consultative support to Department of Health programs regarding various environmental issues that affect drinking water.

Provides technical and consultative services to DOH programs and other laboratories within the State.

**Water Pollution Section**

Provides chemical analytical services, using generally accepted methodologies, for environmental samples, including surface water, marine water, wastewater, influent and effluent sewage treatment plant samples, sediments and biota.

Provides analytical services to monitor for compliance with the National Pollution Discharge Elimination Systems permits at wastewater treatment plants and other treatment facilities.

**Food Section**

Analyzes foods, drugs, food products and milk for pesticides, adulterations, contamination, misbranding, and for other control purposes, utilizing FDA-approved methodologies, and certifies results to appropriate agencies

**Environmental Microbiology Section**

Provides microbiological analytical services to departmental programs and to various federal, state and county agencies concerned with drinking water, water pollution, and food products.

Provides technical and consultative services to the Department's district health laboratories on the neighbor islands and to all other environmental laboratories in the State.

Supports the Department's drinking water program by performing microbiological examinations required by the federal Safe Drinking Water Act and HAR, Chapter 11-20.

Performs microbiological examinations on non-potable waters, including recreational beach water, streams and rivers, and sewage and waste to control pollution and safeguard public health by determining compliance with the State Water Quality Standards.

Conducts quality control tests on all media and supplies used by the central laboratory for drinking water and water pollution programs.

Conducts training courses in water microbiology for all laboratory analysts from all laboratories in the State seeking certification for analyzing drinking water.

Performs microbiological examinations of shellfish grown locally for compliance with

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HAR, Chapter 11-35.

Examines foods implicated in food poisoning outbreaks for the presence of pathogenic organisms associated with human illness.

Examines bottled water samples and food samples for compliance with sanitary requirements of the USPHS/FDA.

Prepares microbiological media and reagents.

**MEDICAL MICROBIOLOGY BRANCH**

Provides diagnostic, consultative and reference laboratory related services to the programs of the Department, other state agencies, private physicians, institutions and other facilities in the State, to assist in the diagnosis and control of communicable diseases. Conducts research and investigations on laboratory methods related to microbiological agents and clinical chemistry conditions related to the field of public health.

Provides clerical services to the branch chief, section chiefs, unit chiefs and professional staff.

**Bacteriology & Parasitology Section**

Provides identification services for bacterial pathogens for programs of the Department.

Confirms or completes findings of other laboratories unable to perform more definitive and complex laboratory procedures on organisms of interest to the Department.

Provides specialized laboratory services for information on key characteristics of bacterial and parasitological agents of interest to the Department's programs. Conducts studies based on serological differences in these organisms to provide epidemiological information.

Provides resources for the laboratory services required in epidemiological surveillance studies.

Confirms specimens of isolates sent to the Department in compliance with HAR, Chapter 11-156.

Prepares microbiological media and reagents.

**Bacteriology and Parasitology Unit**

Provides confirmation of specimens submitted under HAR, Chapter 11-156, such as Corvnebacterium diphtheriae, Haemophilus influenzae B, Listeria monocytogenes, Neisseria gonorrhoea, PPNG, and Neisseria meningitidis.

Confirms or completes findings of other laboratories lacking the resources to conduct specialized procedures on isolates of significance to the Department.

Provides resources for the laboratory services required in epidemiological surveillance studies.

Provides Salmonella and Shigella serological typing services to identify enteric organisms involved in outbreaks, and provide epidemiological data on tracking of these organisms. Provides characterization and confirmation of typhoid isolates.

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Provides laboratory confirmation on consultative services on enteric parasites to programs of the Department and other laboratorians.

Provides confirmation of specimens submitted under HAR, Chapter 11-156, such as Campylobacter spp., Vibrio spp., Salmonella spp., Shigella spp., and Yersinia spp.

**Bacterial Serology Unit**

Performs Standard Test for syphilis (STS) for prenatal diagnostic and reference testing.

Performs treponemal specific STS to confirm all positive sera submitted in accordance with HAR, Chapter 11-156.

Performs other serological tests for the detection of antibodies against bacterial and parasitological agents, such as Toxoplasma gondii and Leptospira spp.

**Mycobacteriology Section**

Examines sputa and other appropriate specimens for the presence of Mycobacteria spp.

Consults with other laboratories on the isolation, identification and drug susceptibility of all Mycobacterium spp.

**Virology Section**

Provides diagnostic laboratory services for the isolation and identification of viruses of public health significance.

Provides diagnostic laboratory services for the serological evidence of infection with viral, rickettsial and chlamydial agents of public health significance.

Performs antigen detection procedures to demonstrate the presence of viral and chlamydial agents.

Provides consultative and reference laboratory services to programs of the Department, other government agencies, private physicians and institutions.

**Viral Isolation and Antigen Detection Unit**

Provides isolation and identification of viral agents of public health importance.

Provide laboratory surveillance data and strain characterization information on influenza to departmental programs and the World Health Organization.

Performs antigen detection procedures to demonstrate the presence of viral and chlamydial agents.

Provides consultative and reference laboratory services to departmental programs, other governmental agencies, private physicians and institutions.

**Viral Serology Unit**

Performs or assists in providing serological tests to demonstrate the presence of antibodies to viral, rickettsial and chlamydial agents of public health significance such as HIV, Hepatitis B, rubella, rubeola, and typhus.

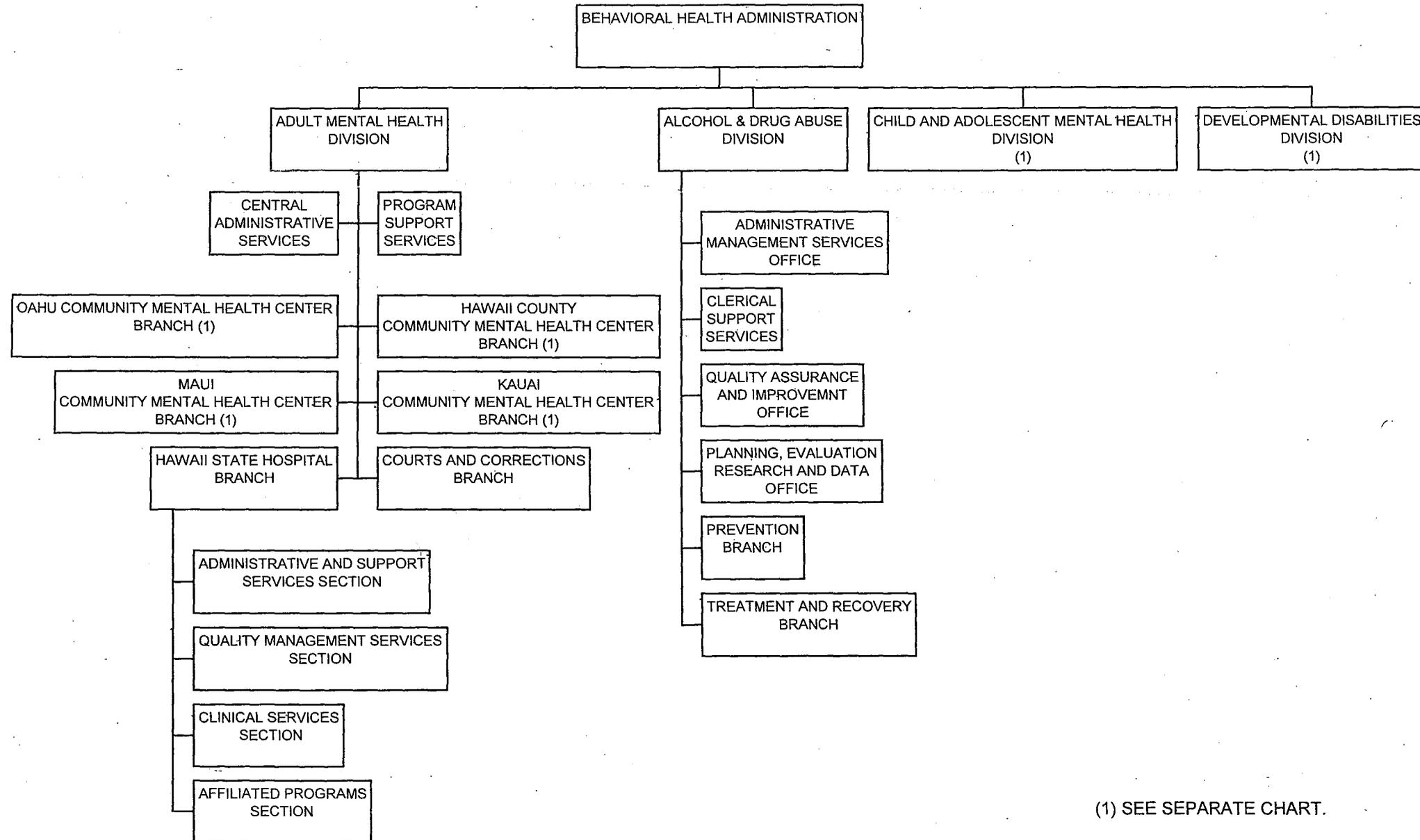
Provides consultation and reference laboratory services to other governmental agencies, private physicians and institutions in areas unique to viral serology.

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STATE LABORATORIES DIVISION  
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Provides laboratory support for epidemiologically based serosurveys of the State's population to determine the presence and effect of viral, rickettsial or chlamydial agents.

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 ORGANIZATION CHART

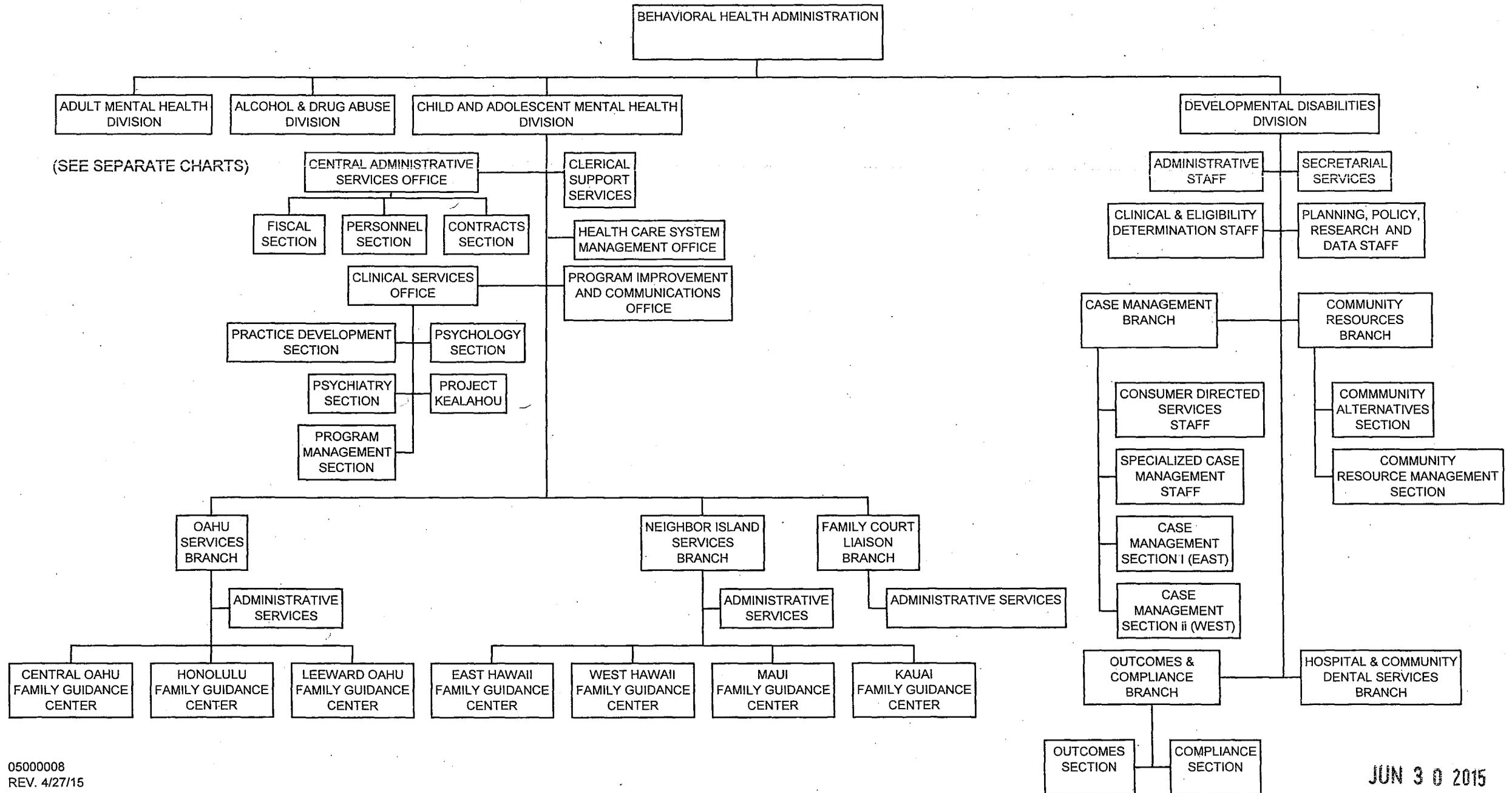


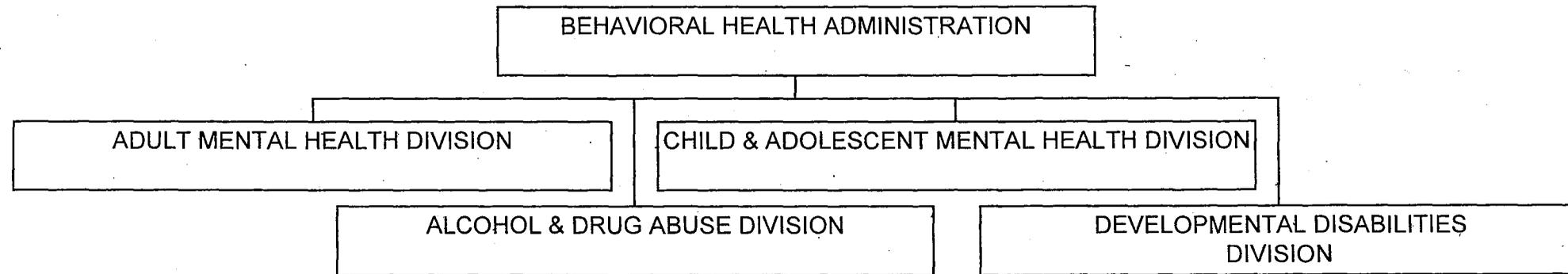
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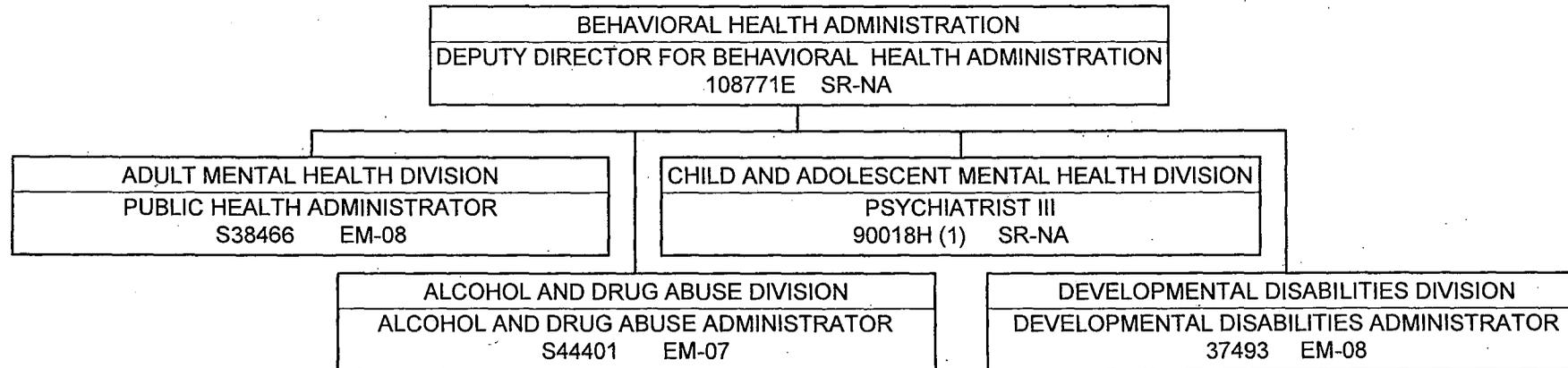
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STATE OF HAWAII  
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 ORGANIZATION CHART





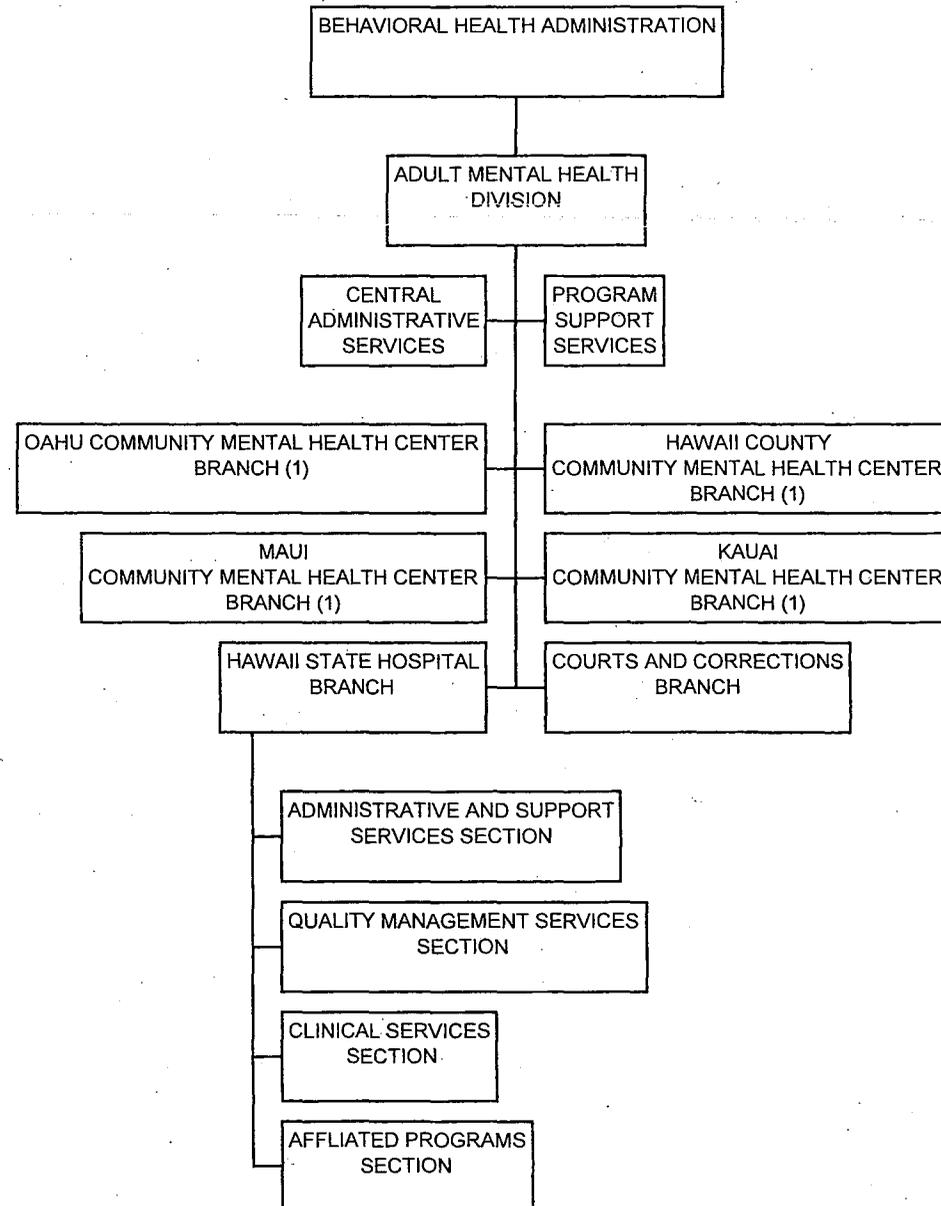
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DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
POSITION ORGANIZATION CHART



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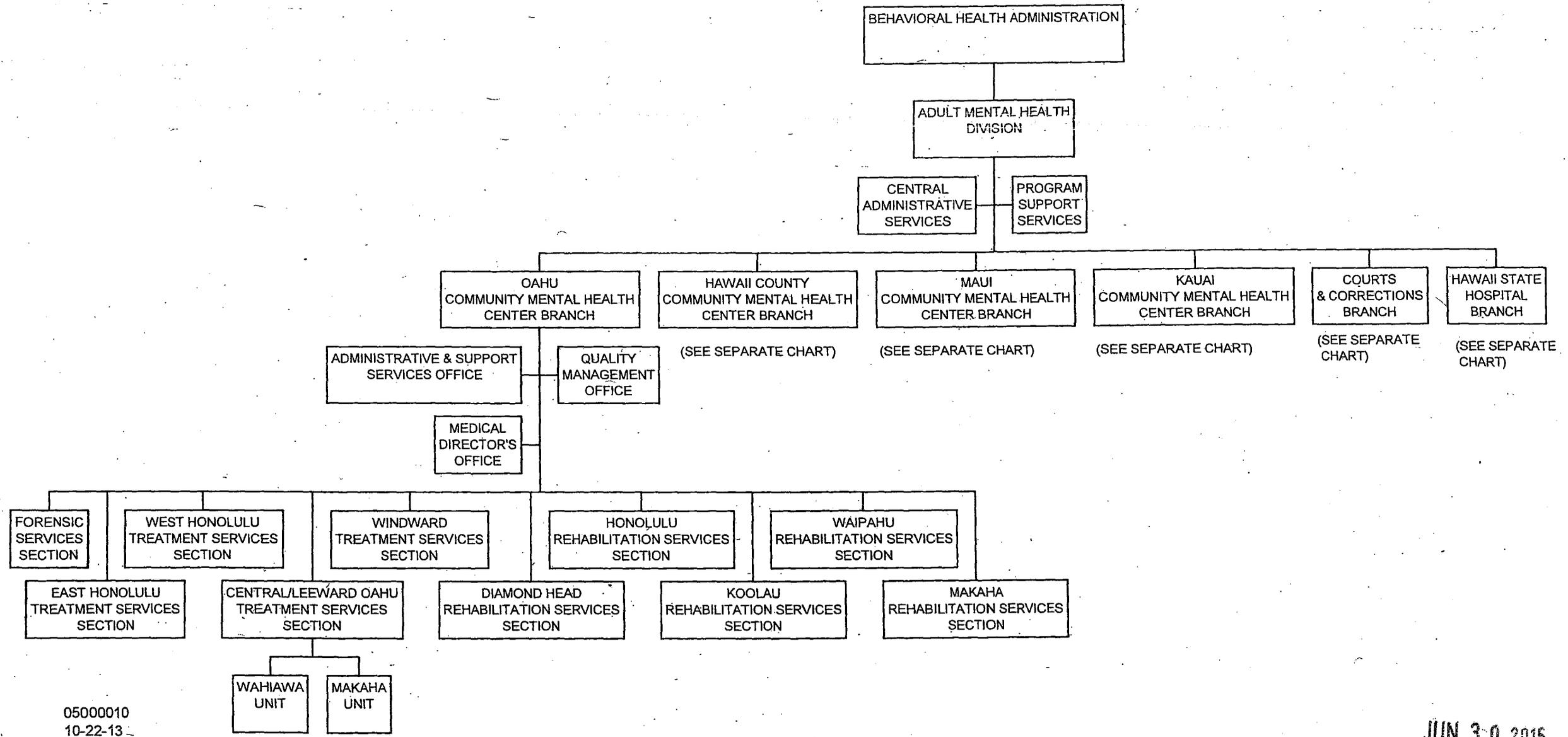
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ADULT MENTAL HEALTH DIVISION

ORGANIZATION CHART



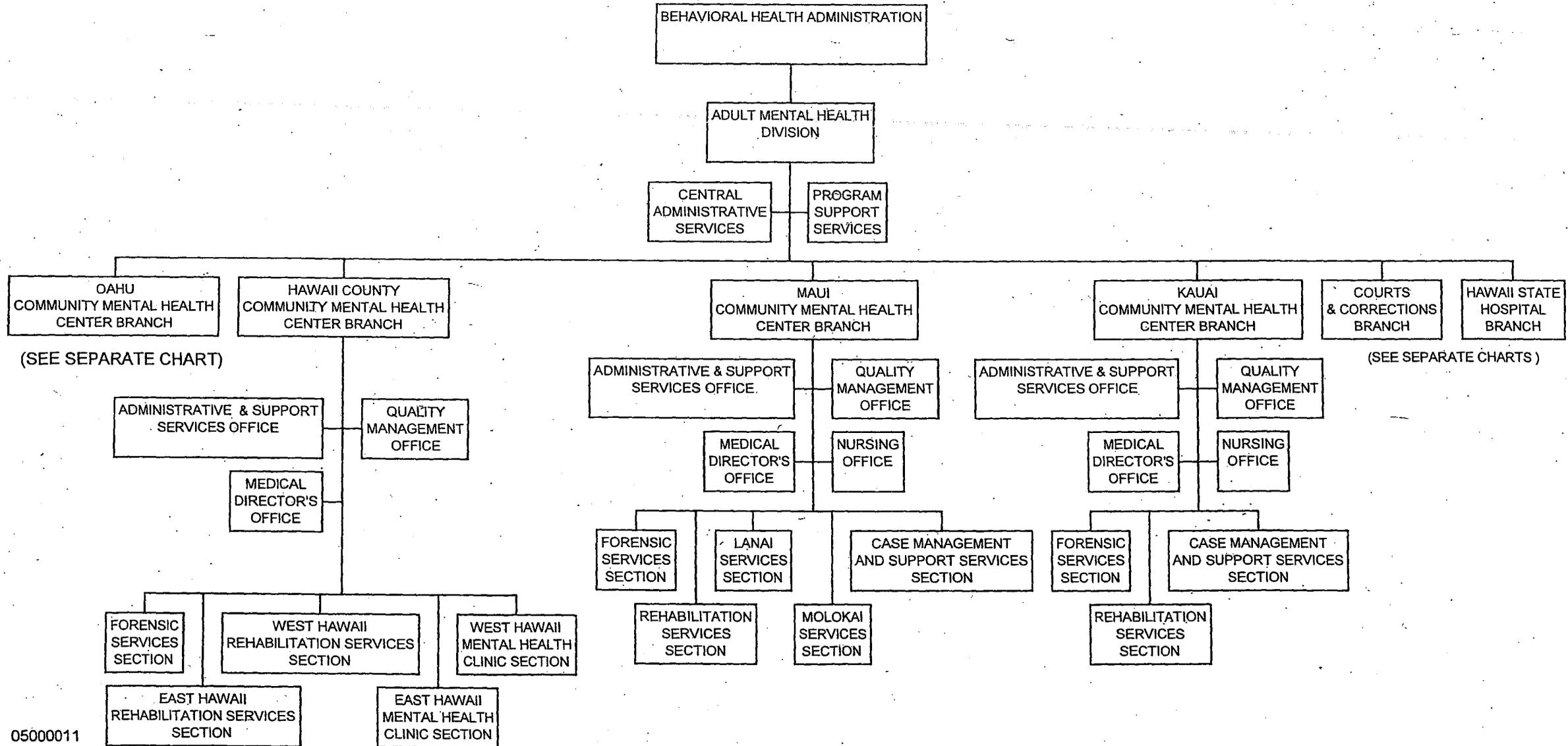
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 ADULT MENTAL HEALTH DIVISION  
 OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH

ORGANIZATION CHART



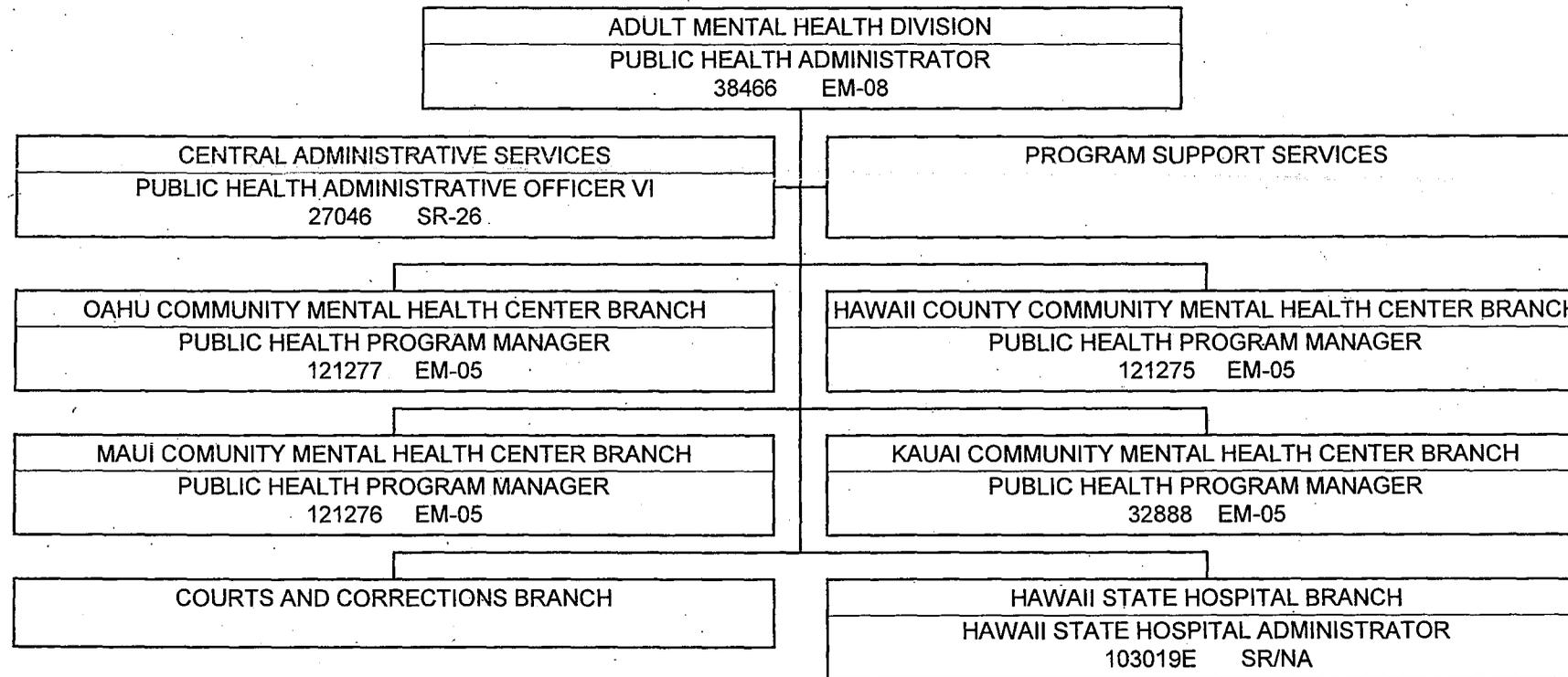
STATE OF HAWAII  
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 ADULT MENTAL HEALTH DIVISION  
 HAWAII COUNTY, MAUI, KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCHES

ORGANIZATION CHART



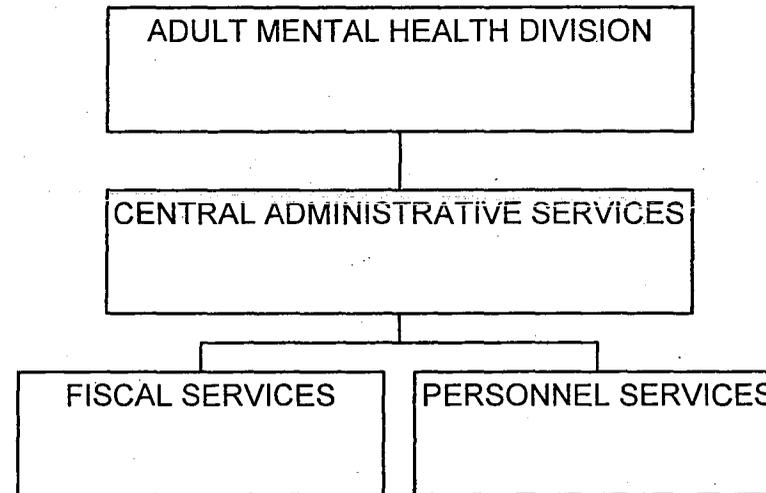
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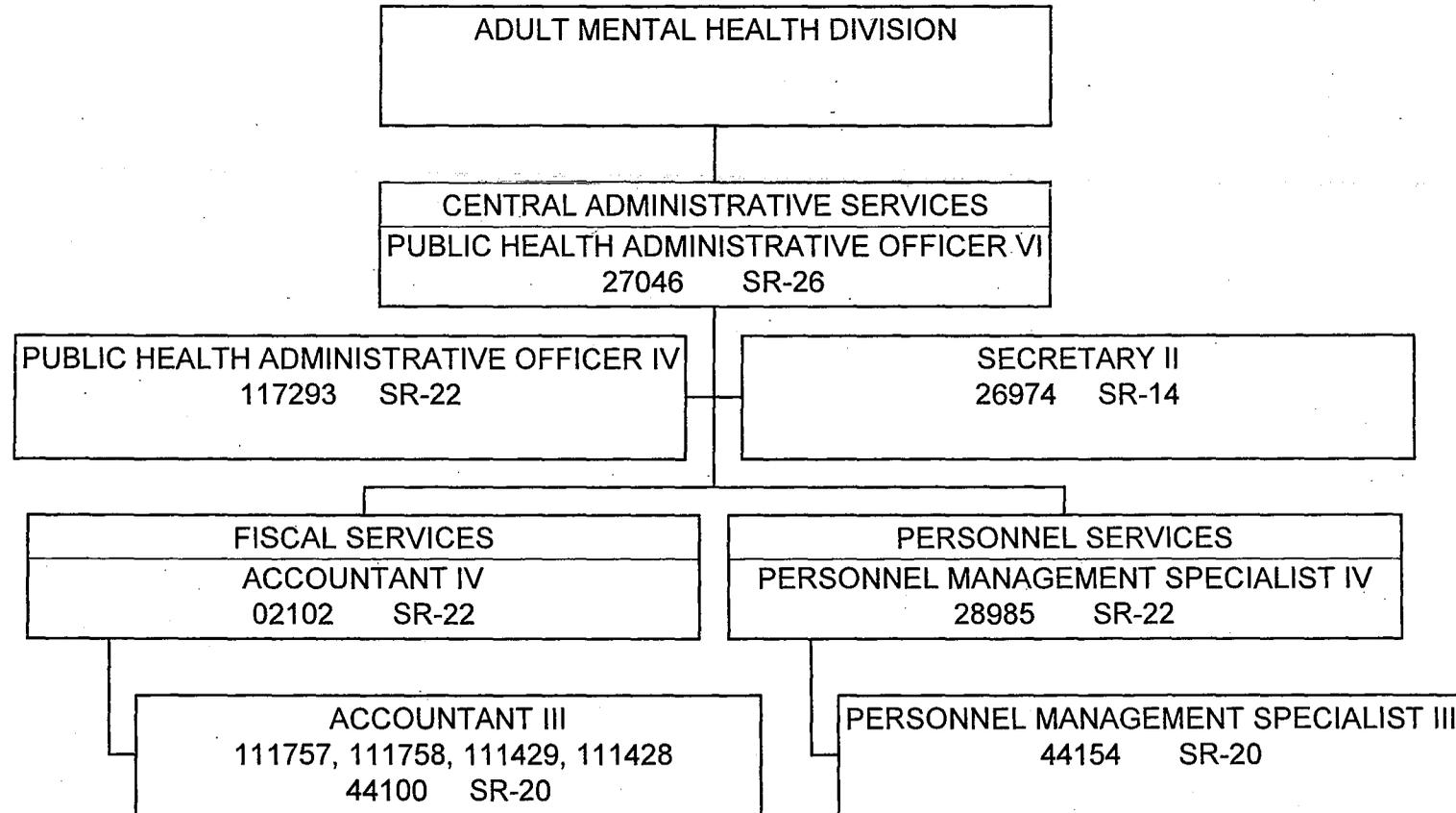
POSITION ORGANIZATION CHART

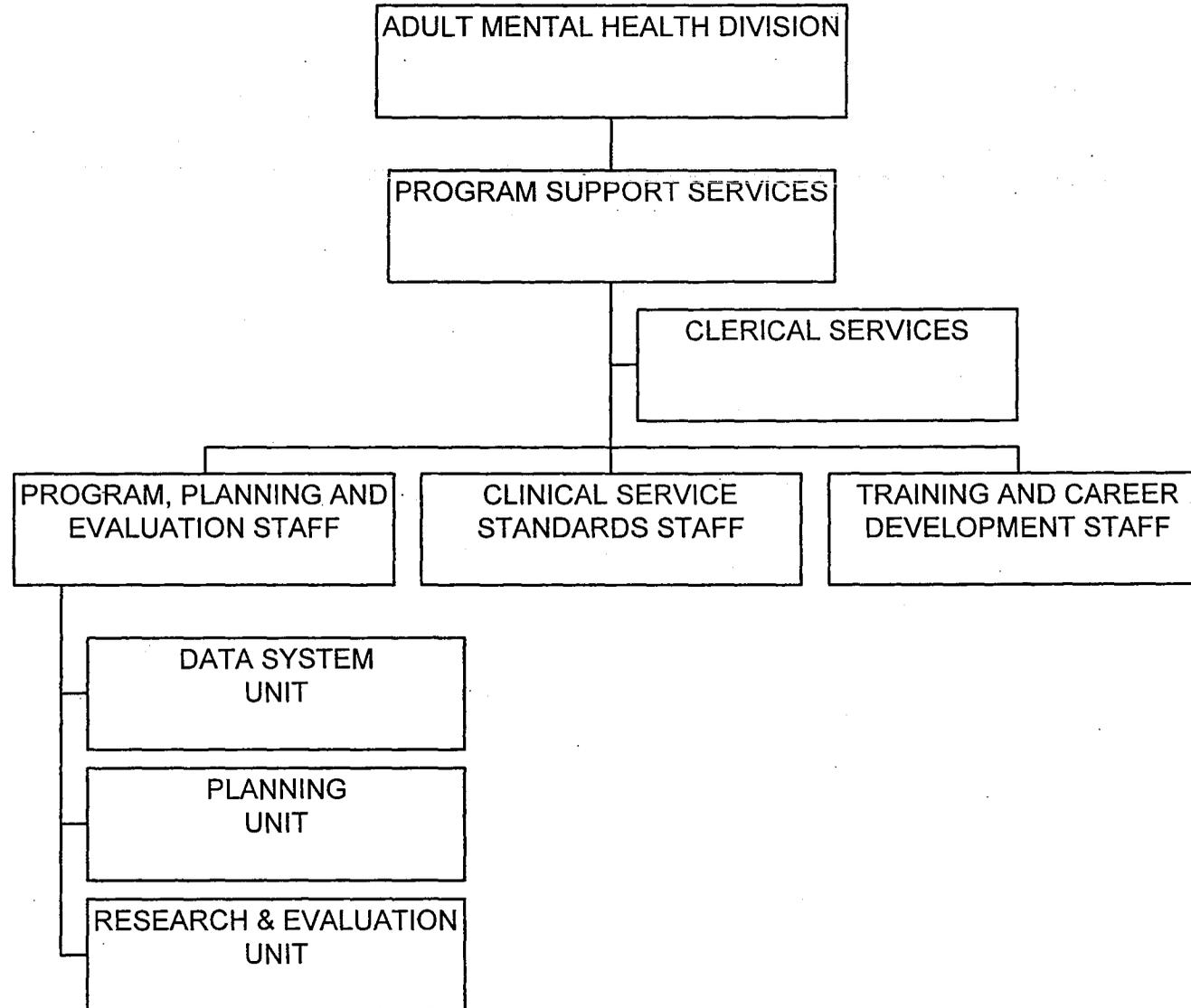


STATE OF HAWAII  
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ADULT MENTAL HEALTH DIVISION  
CENTRAL ADMINISTRATIVE SERVICES

ORGANIZATION CHART

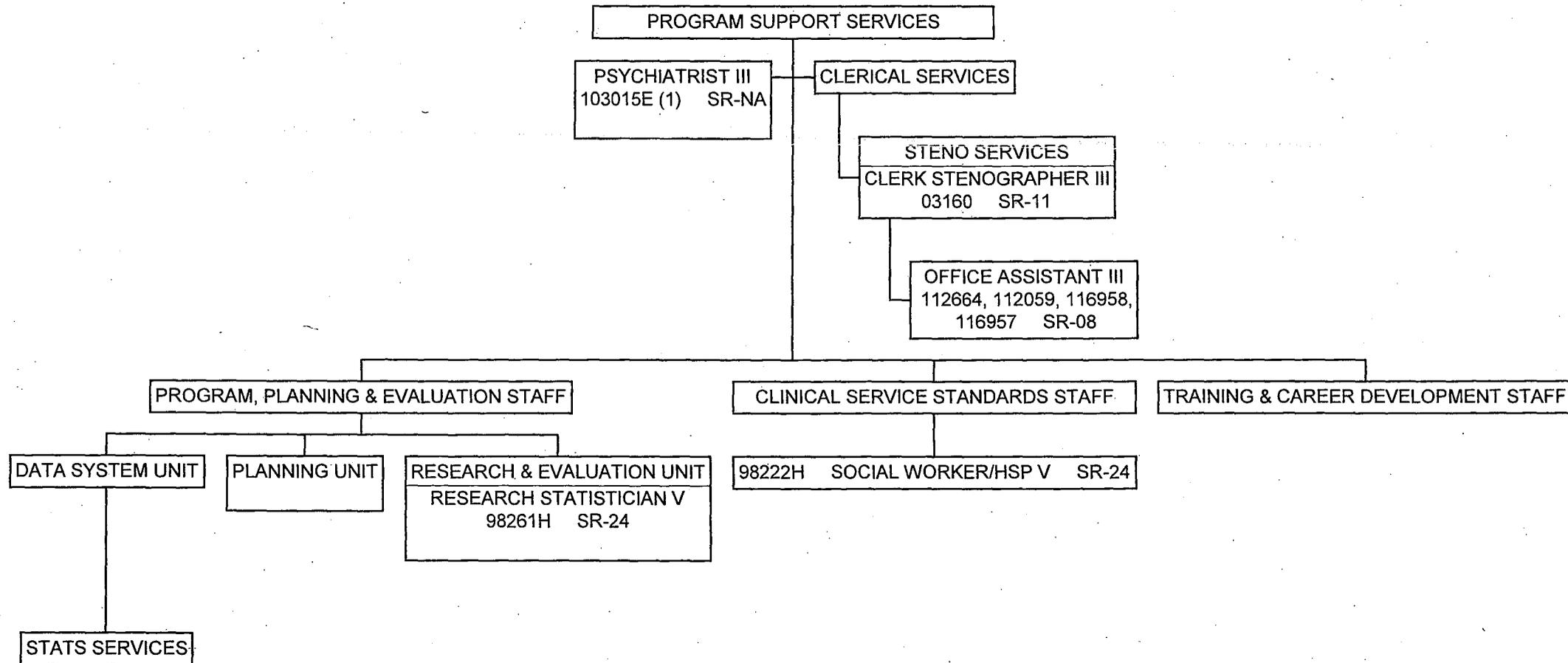




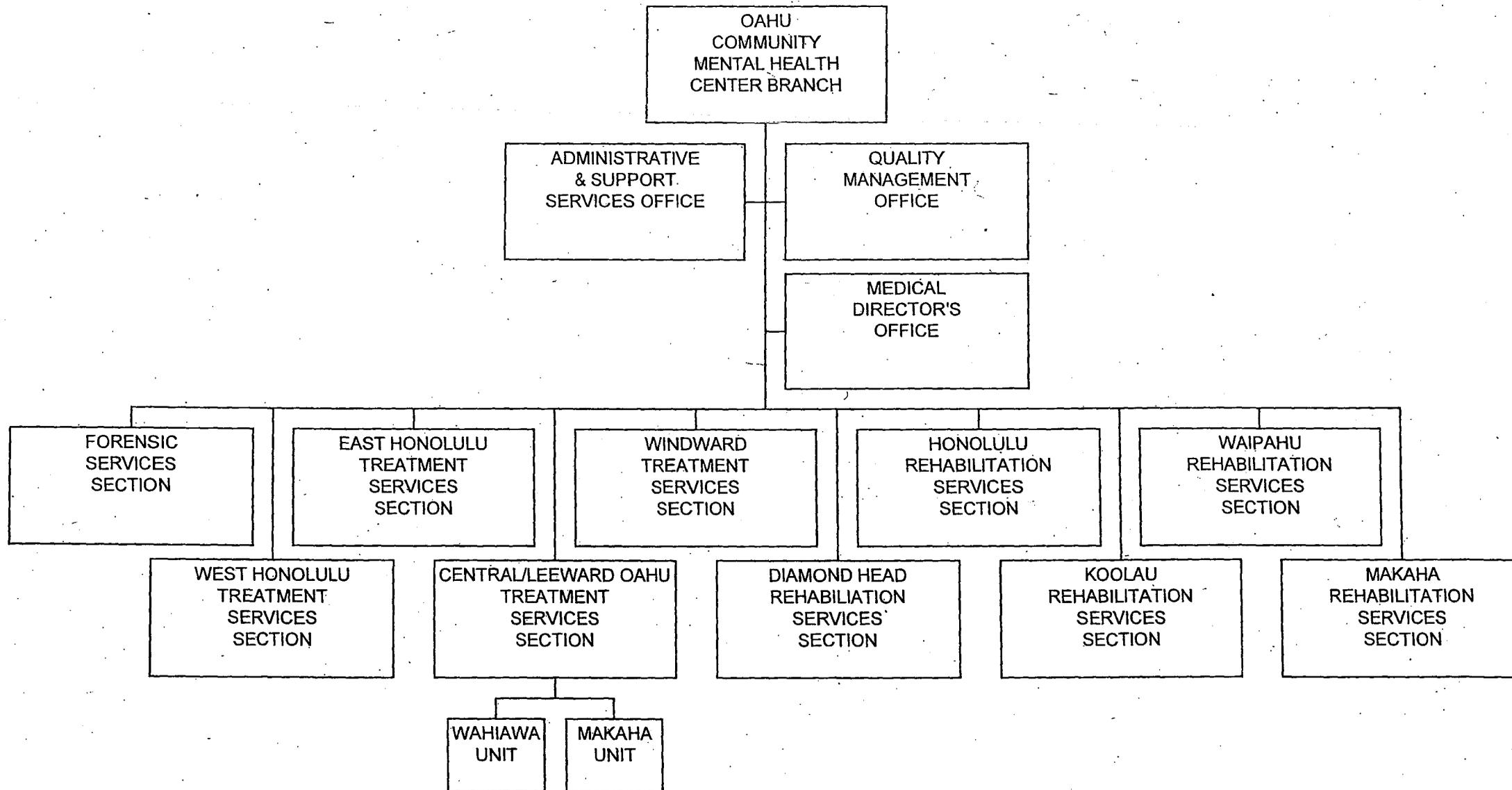


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 PROGRAM SUPPORT SERVICES

POSITION ORGANIZATION CHART

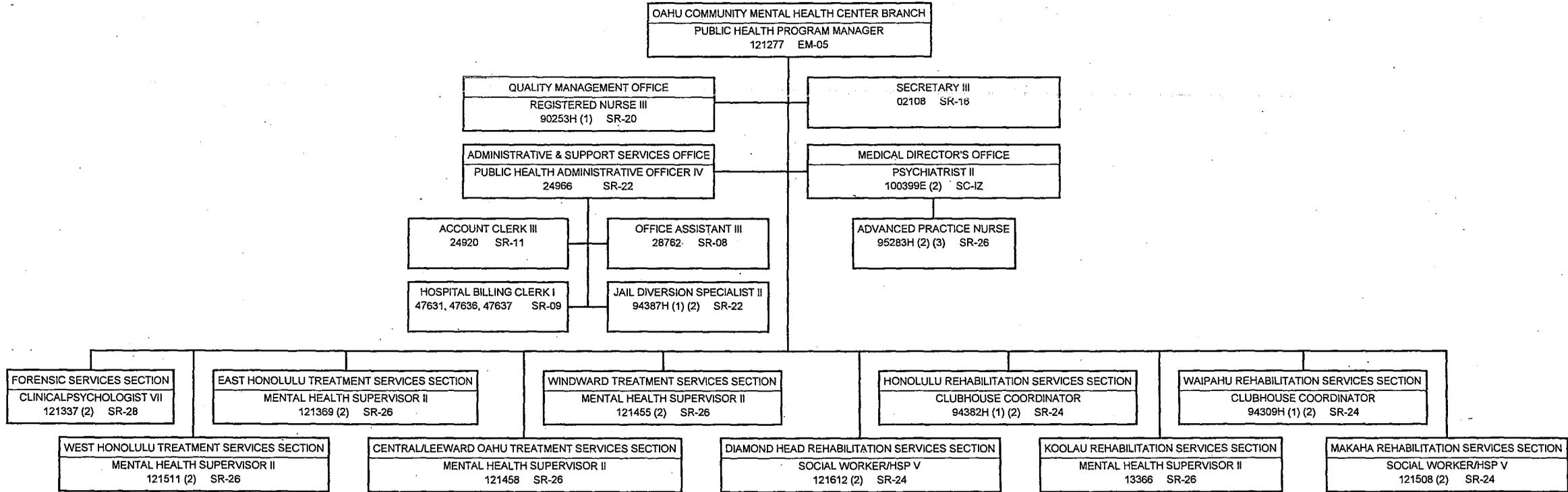


(1) TEMPORARY NTE 6/30/17.



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH

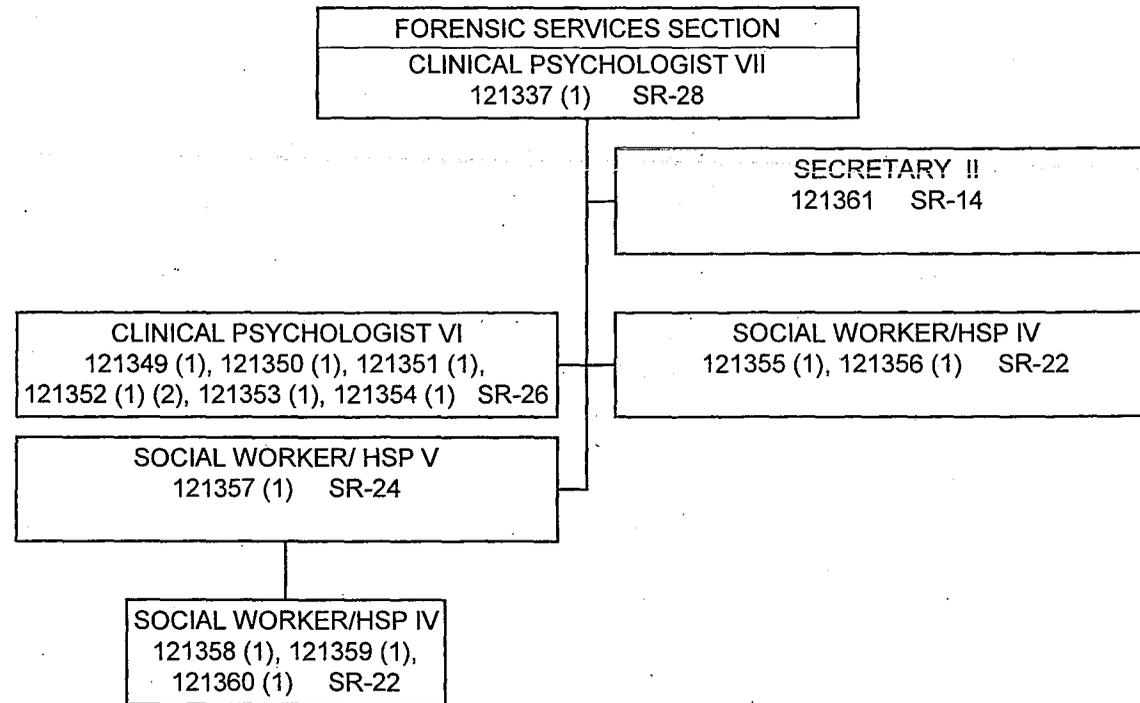
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TEMPORARY, NTE 6/30/17.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
 FORENSIC SERVICES SECTION

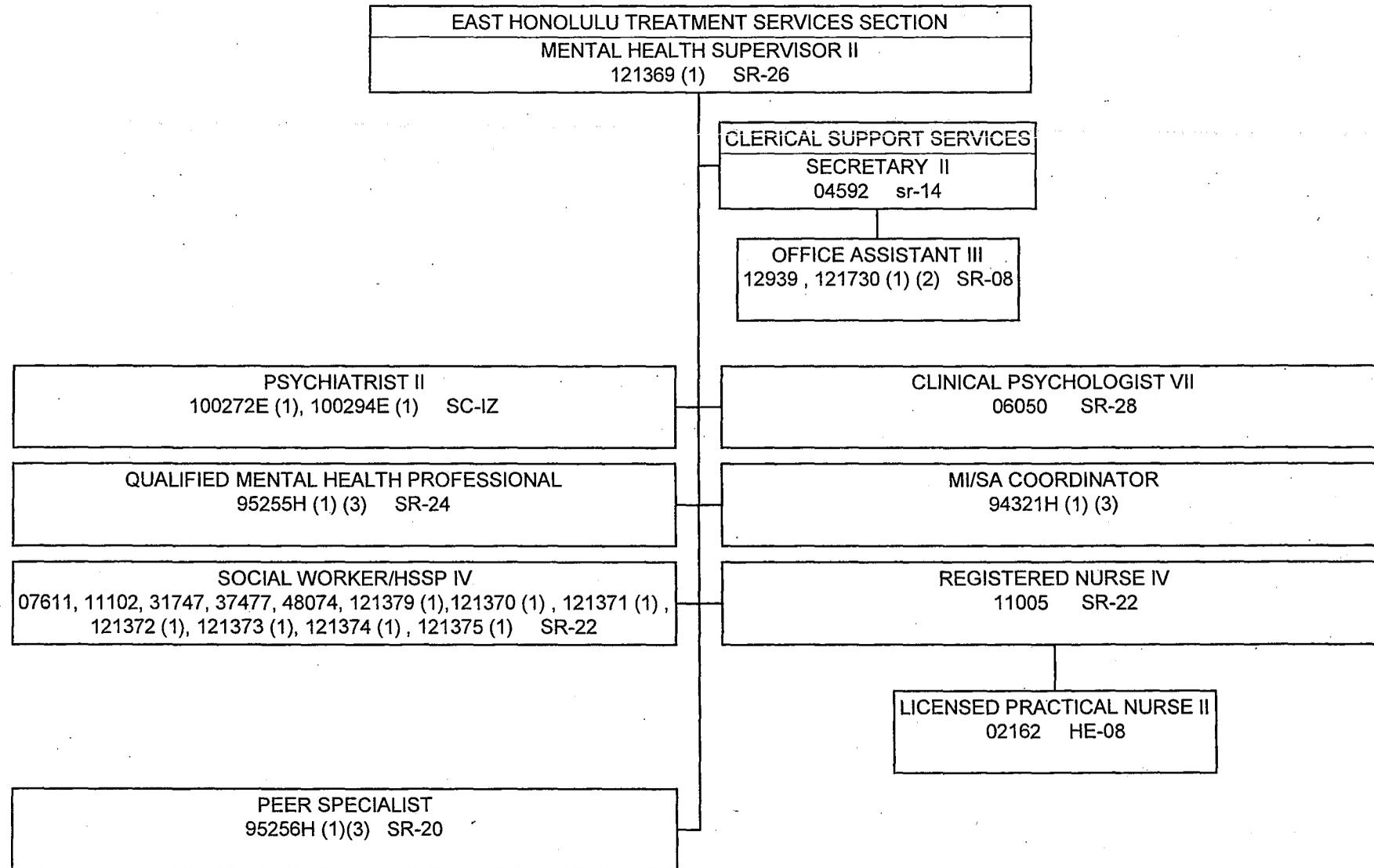
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) ABOLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
 EAST HONOLULU TREATMENT SERVICES SECTION

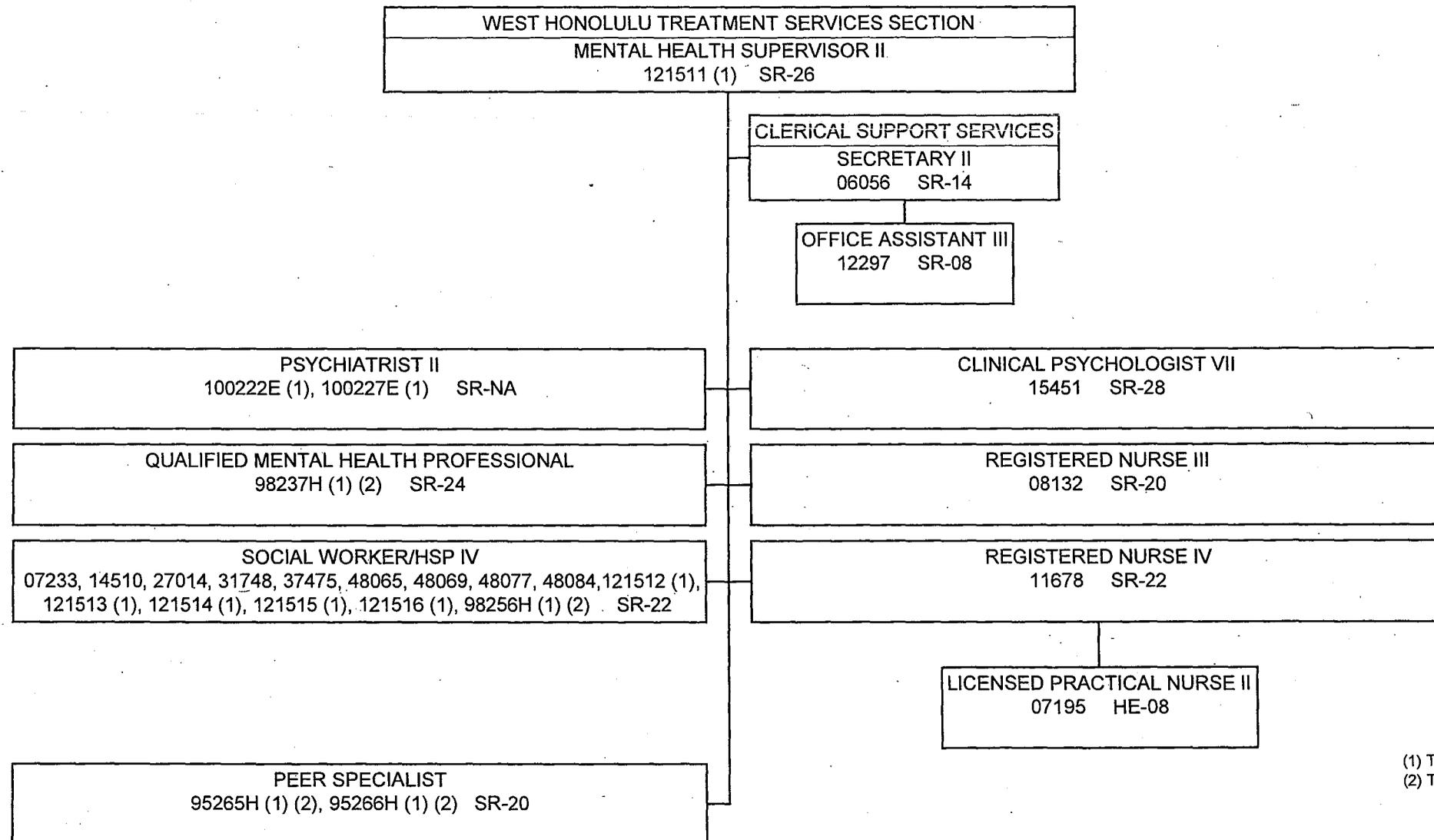
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) .50 FTE.  
 (3) TO BE ESTABLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
 WEST HONOLULU TREATMENT SERVICES SECTION

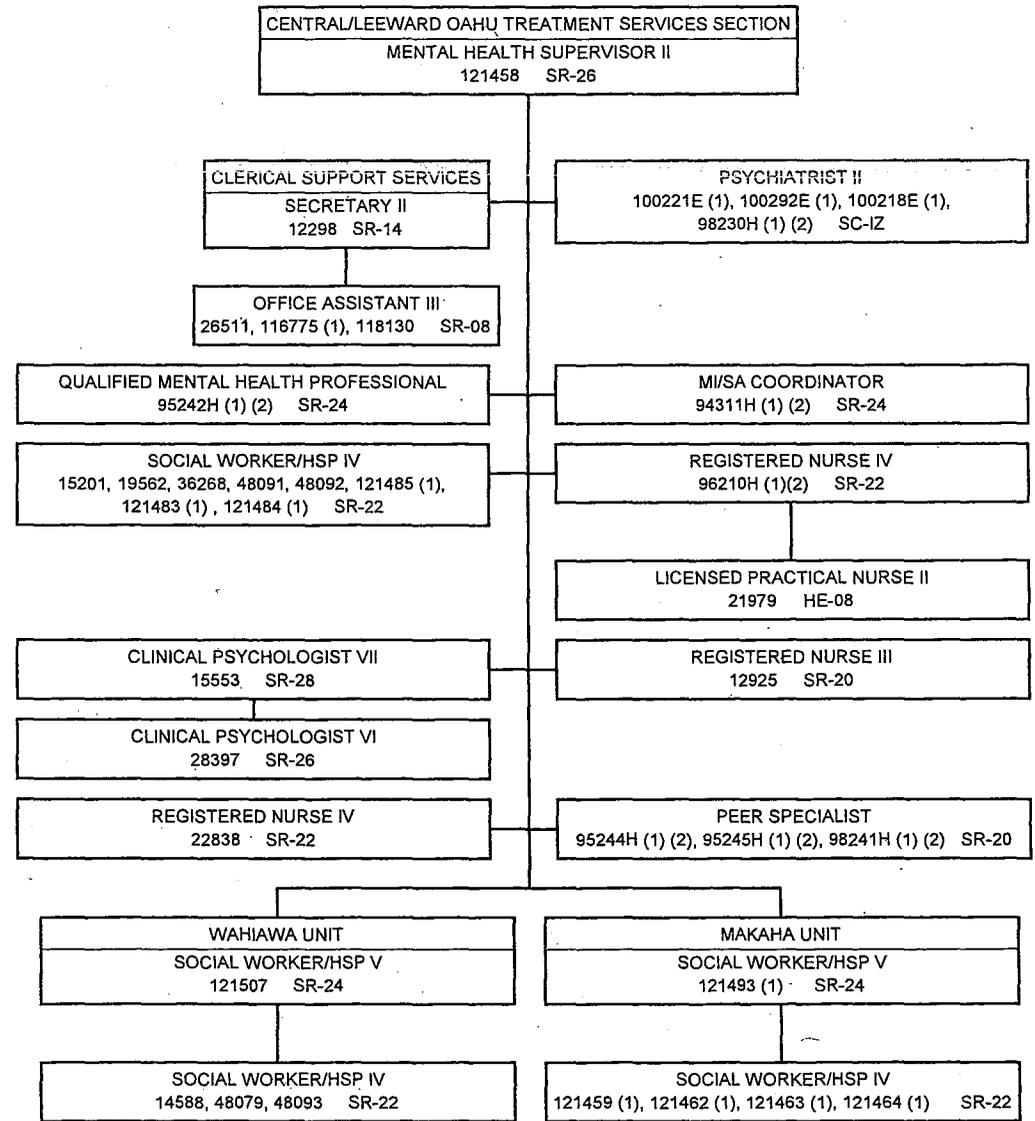
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE ESTABLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
 CENTRAL/LEEWARD OAHU TREATMENT SERVICES SECTION

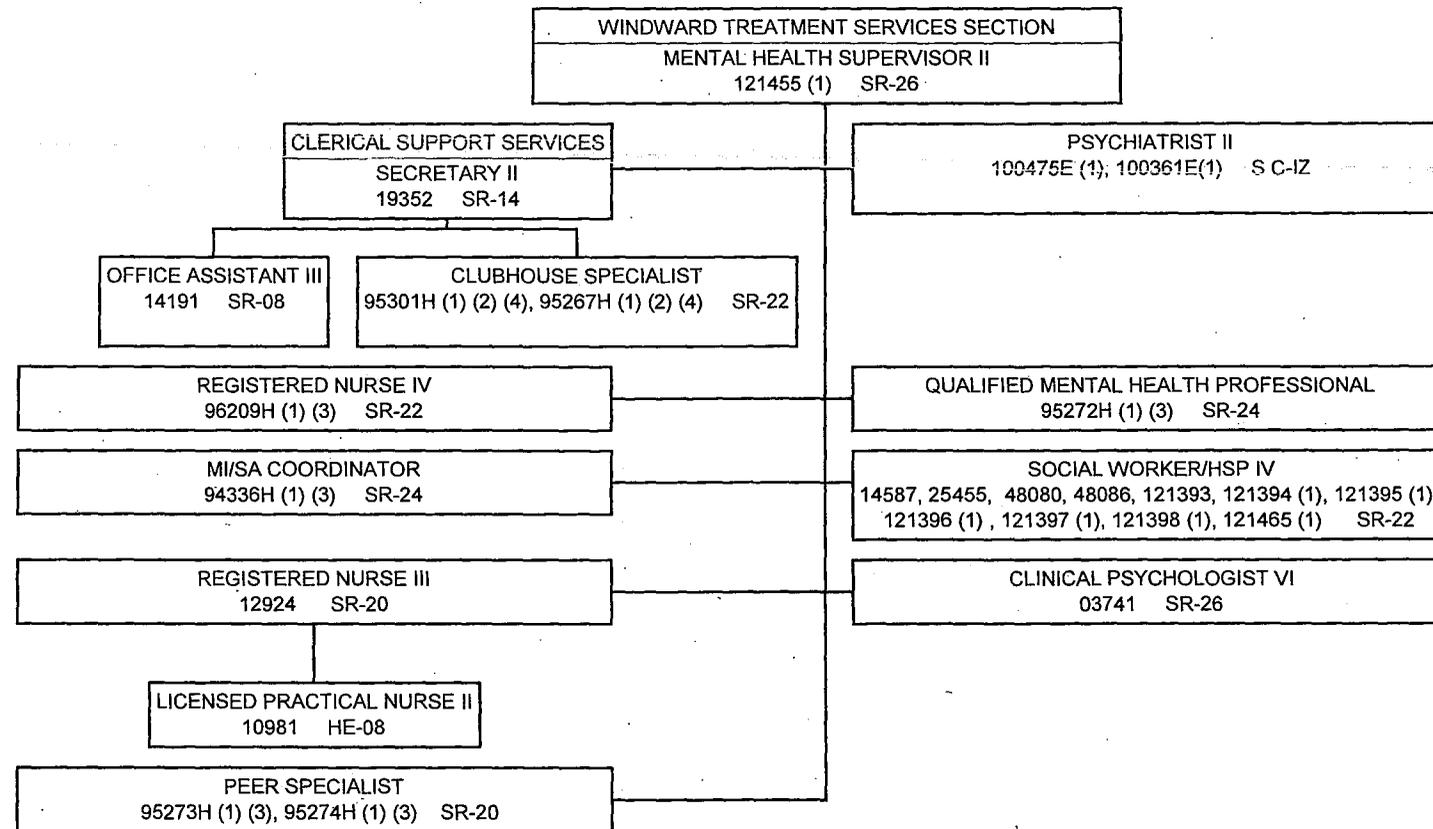
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE ESTABLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
 WINDWARD TREATMENT SERVICES SECTION

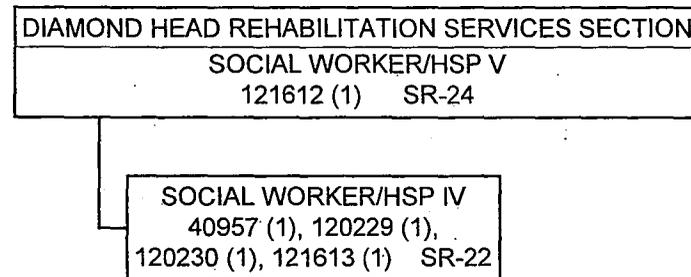
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE POSITION VARIANCED.  
 (3) TO BE ESTABLISHED.  
 (4) .50 FTE.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
DIAMOND HEAD REHABILITATION SERVICES SECTION

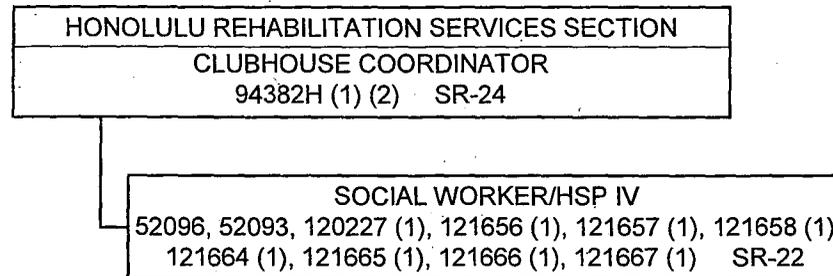
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
HONOLULU REHABILITATION SERVICES SECTION

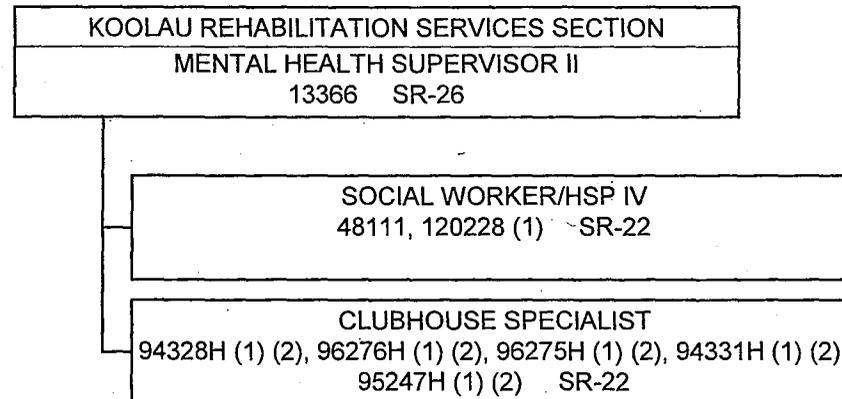
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
(2) TO BE ESTABLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
KOOLAU REHABILITATION SERVICES SECTION

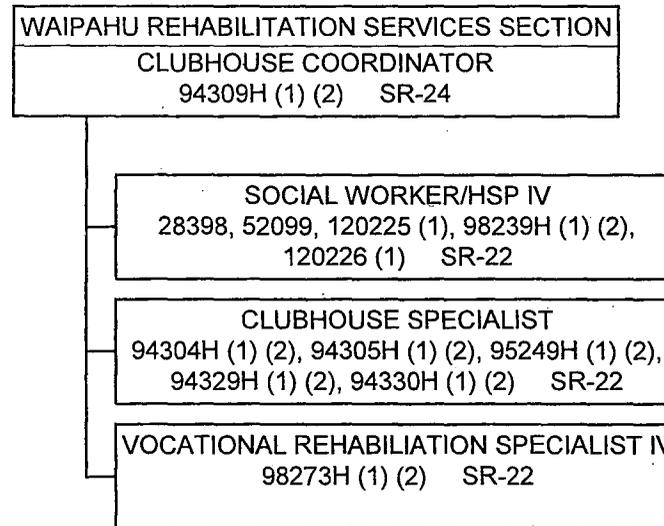
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
(2) TO BE ESTABLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
WAIPAHU REHABILITATION SERVICES SECTION

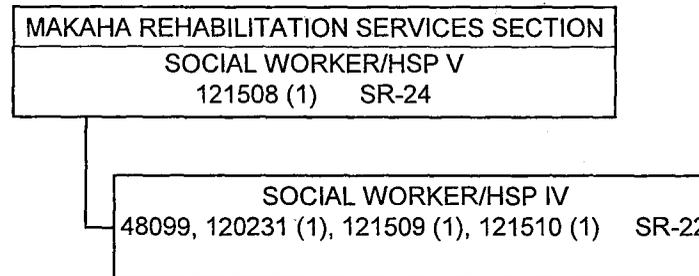
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
(2) TO BE ESTABLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
MAKAHA REHABILITATION SERVICES SECTION

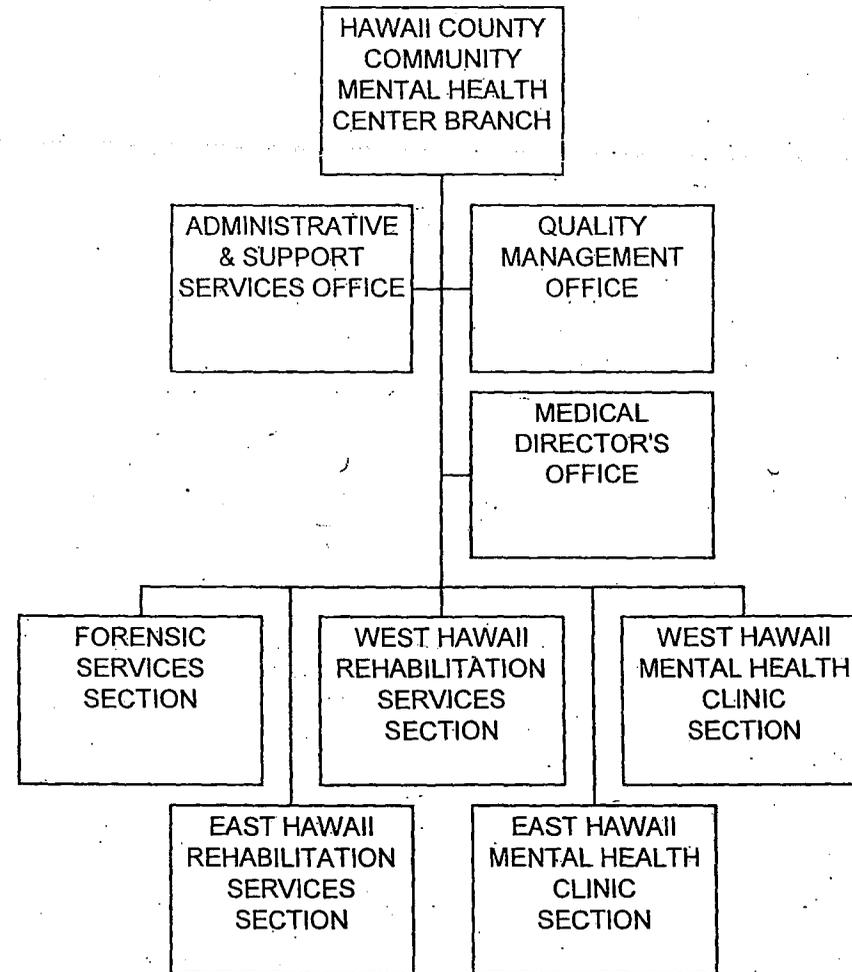
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.

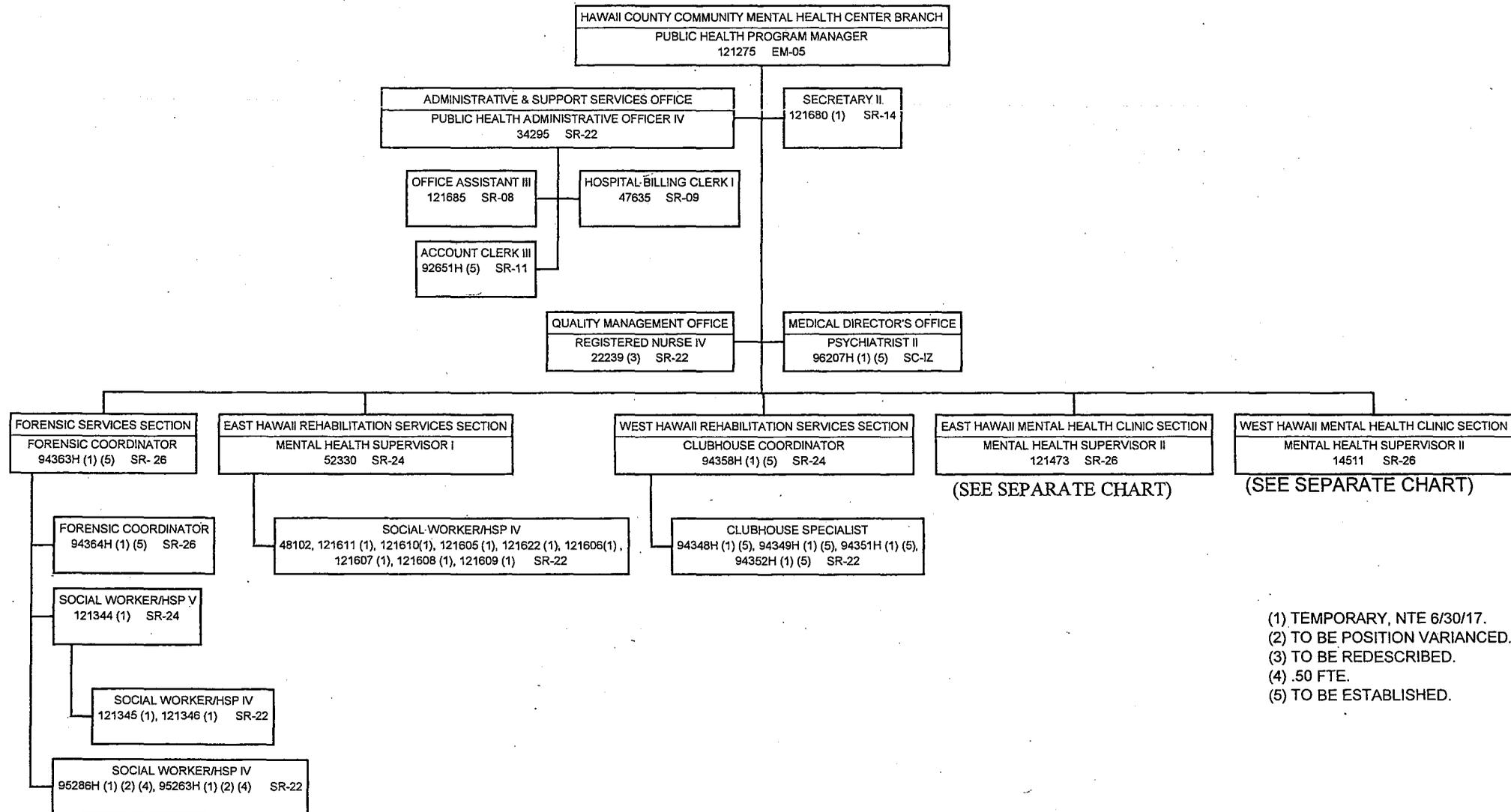
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII COUNTY COMMUNITY MENTAL HEALTH CENTER BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII COUNTY COMMUNITY MENTAL HEALTH CENTER BRANCH

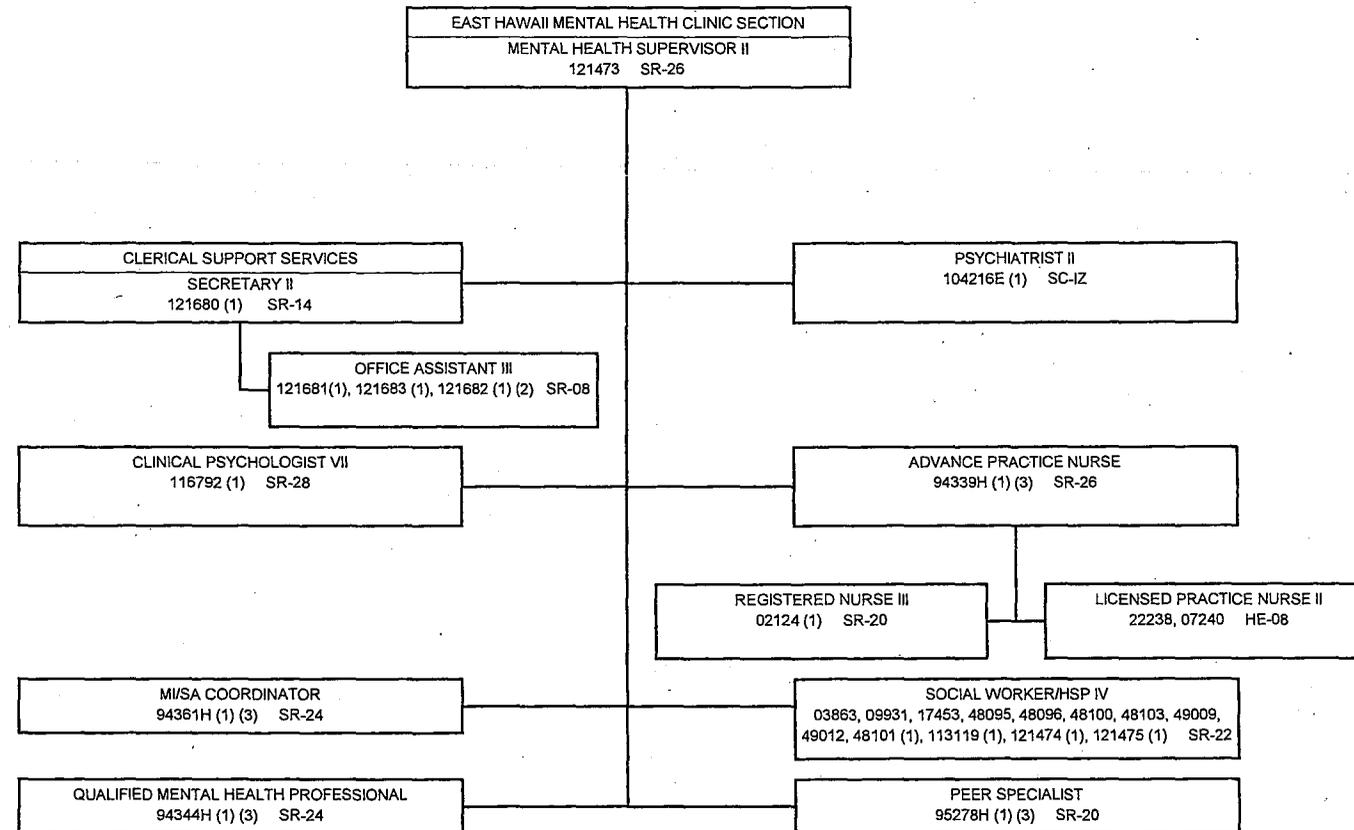
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE POSITION VARIANCED.  
 (3) TO BE REDESCRIBED.  
 (4) .50 FTE.  
 (5) TO BE ESTABLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII COUNTY COMMUNITY MENTAL HEALTH CENTER BRANCH  
 EAST HAWAII MENTAL HEALTH CLINIC SECTION

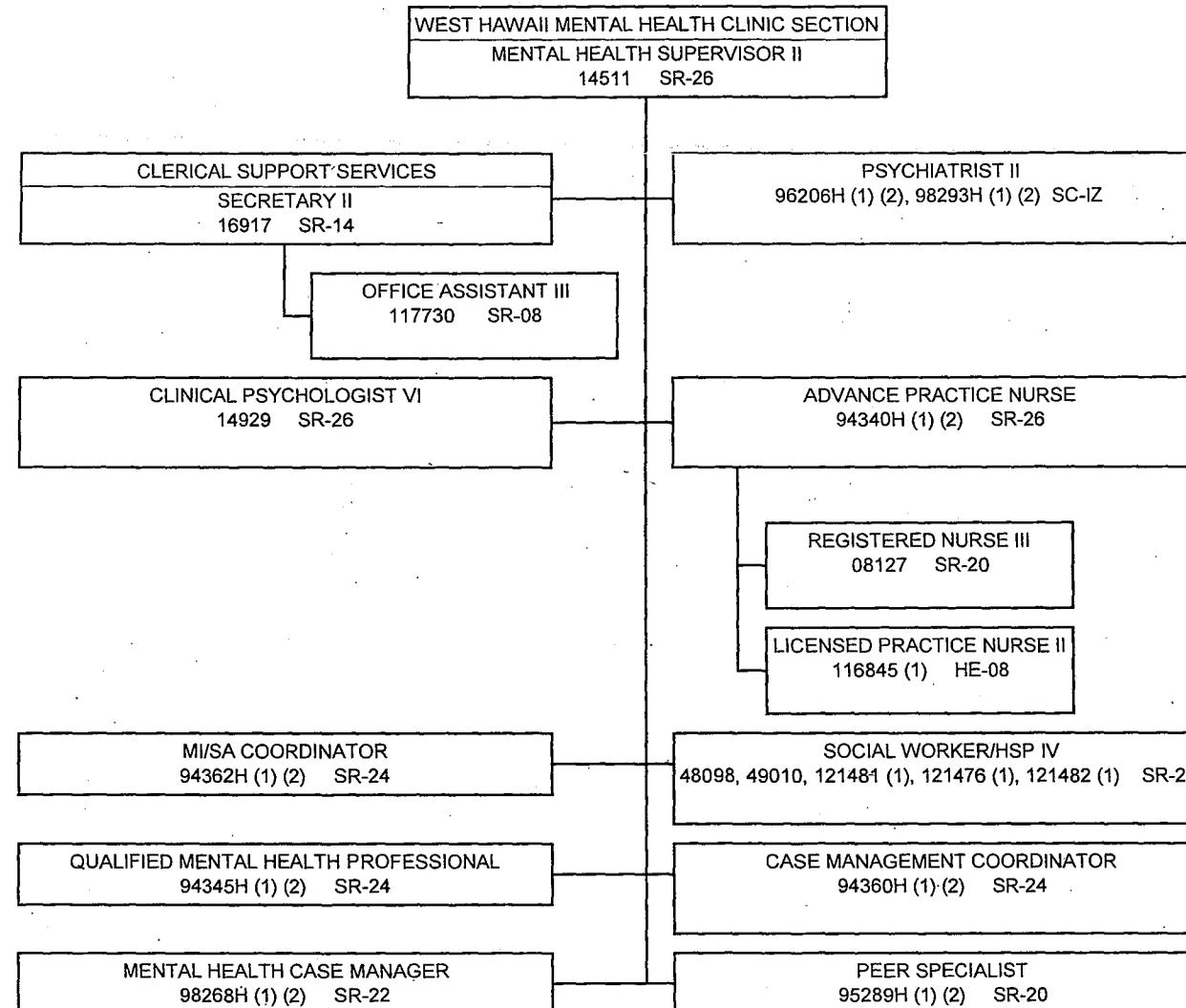
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) ABOLISHED.  
 (3) TO BE ESTABLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII COUNTY COMMUNITY MENTAL HEALTH CENTER BRANCH  
 WEST HAWAII MENTAL HEALTH CLINIC SECTION

POSITION ORGANIZATION CHART



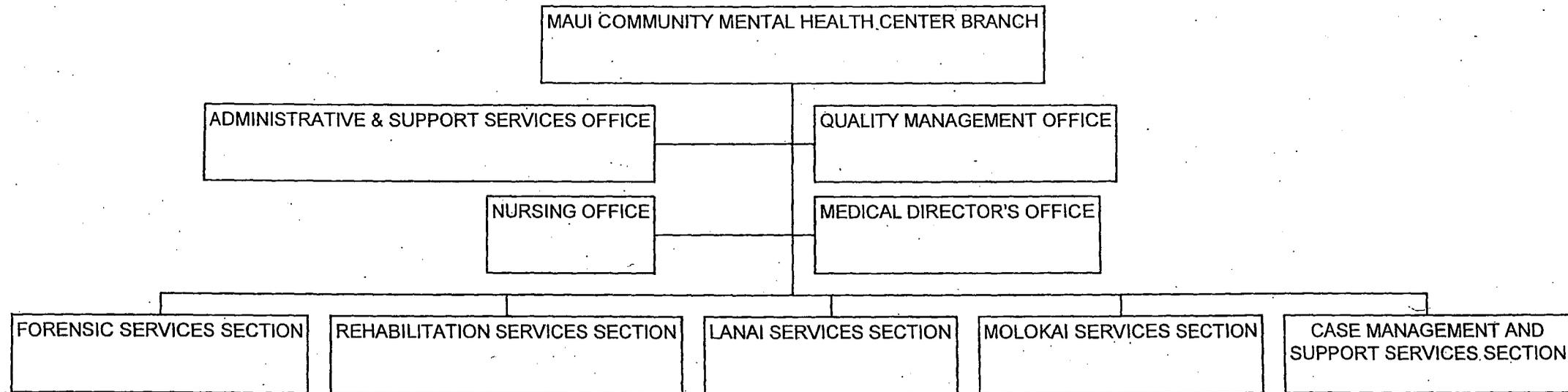
05170016  
 REV. 6/25/15

(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE ESTABLISHED.

JUN 30 2015

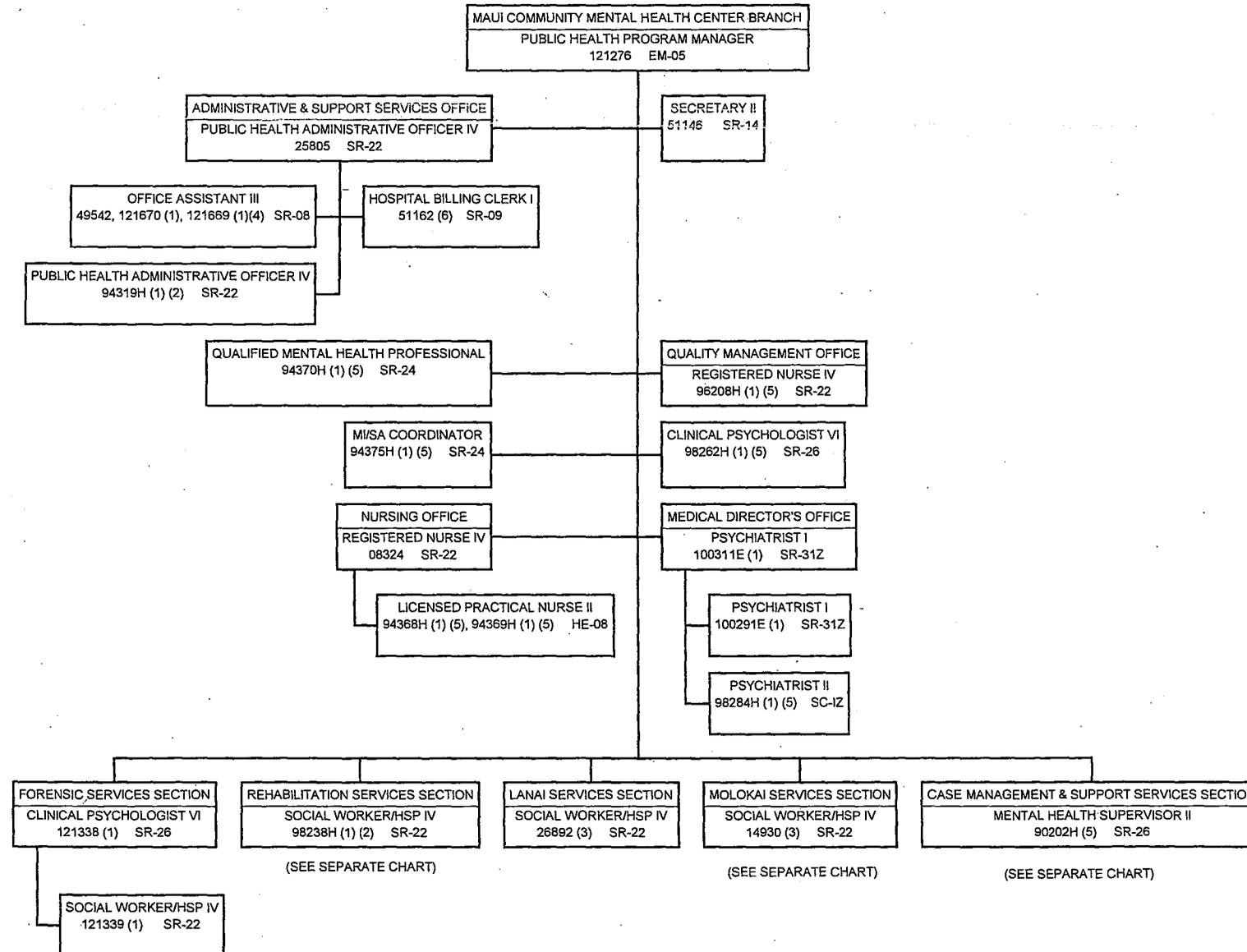
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
MAUI COMMUNITY MENTAL HEALTH CENTER BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 MAUI COMMUNITY MENTAL HEALTH CENTER BRANCH

POSITION ORGANIZATION CHART

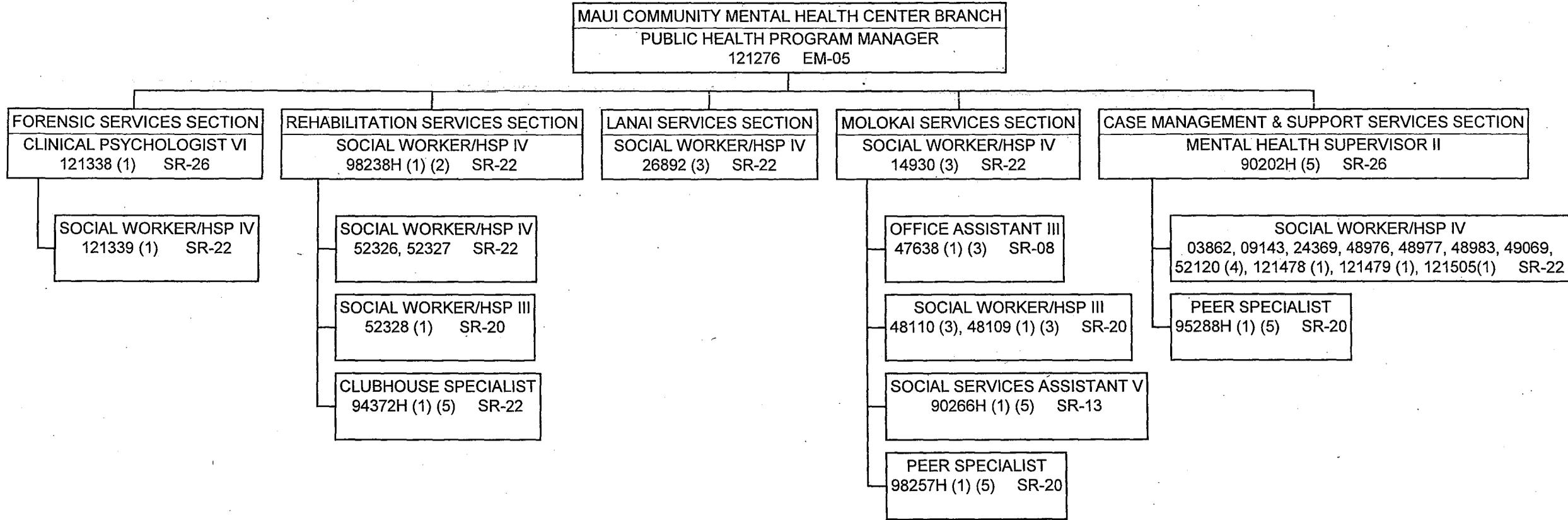


05170017  
 REV. 6/25/15

- (1) TEMPORARY, NTE 6/30/17.
- (2) TO BE POSITION VARIANCED.
- (3) TO BE REDESCRIBED.
- (4) ABOLISHED.
- (5) TO BE ESTABLISHED.
- (6) NEW.

JUN 30 2015

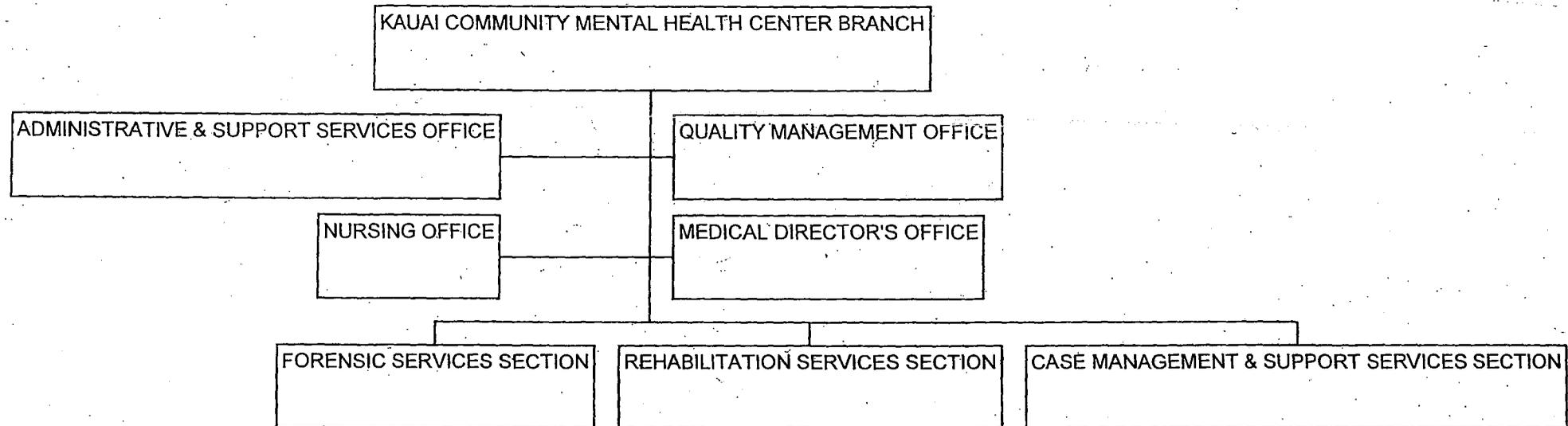
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE POSITION VARIANCED.  
 (3) TO BE REDESCRIBED.  
 (4) .50 FTE.  
 (5) TO BE ESTABLISHED.

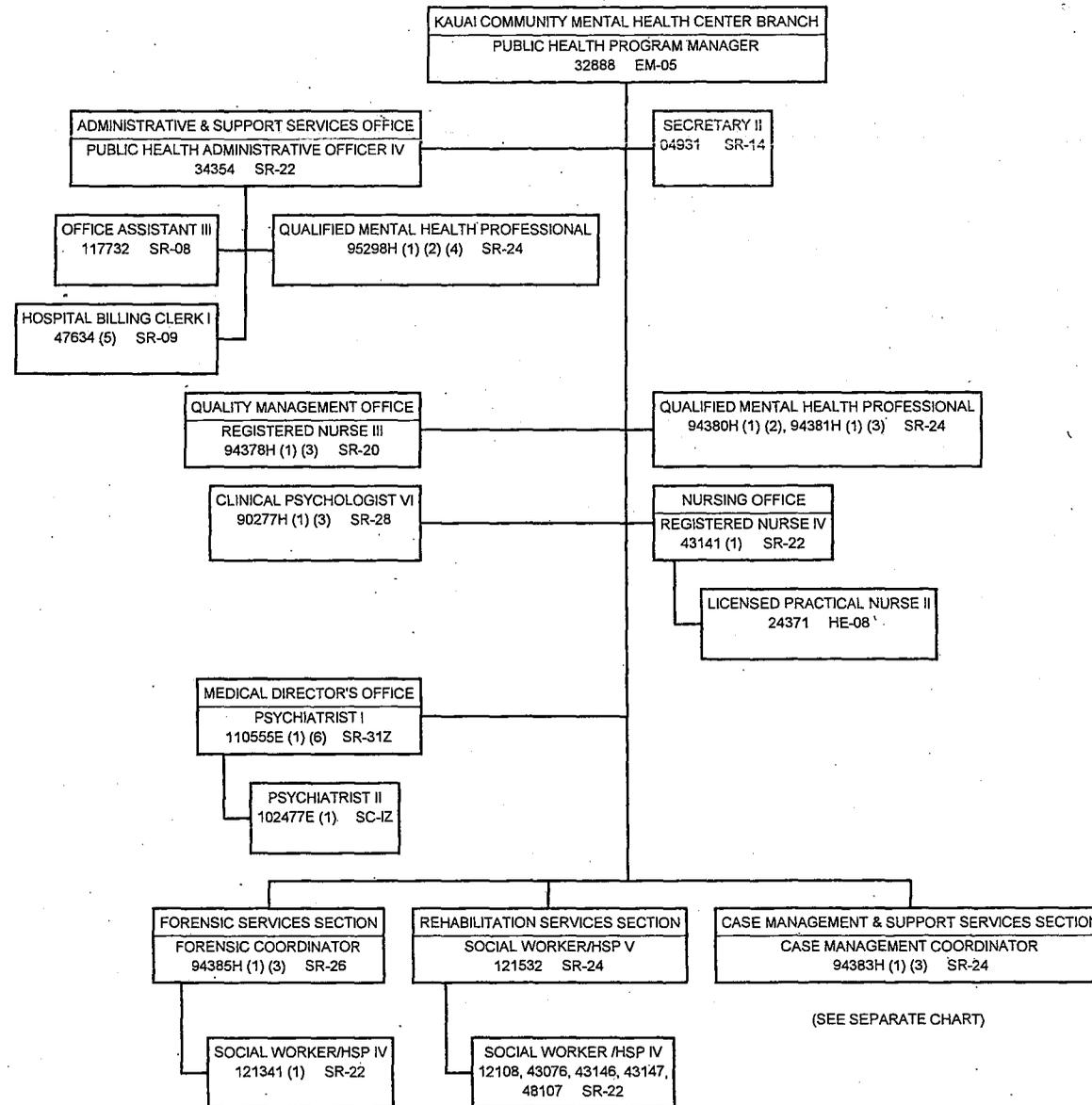
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

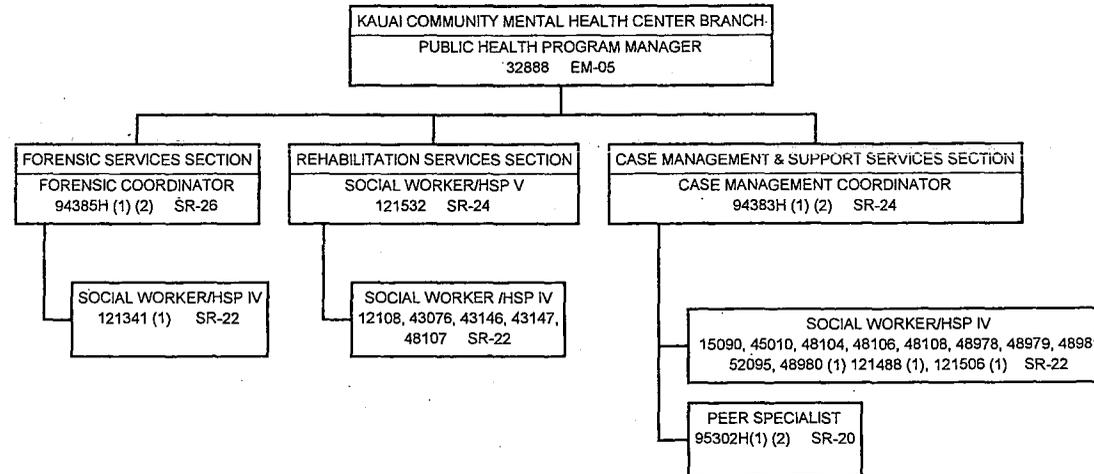
POSITION ORGANIZATION CHART



- (1) TEMPORARY, NTE 6/30/17.
- (2) TO BE POSITION VARIANCED.
- (3) TO BE ESTABLISHED.
- (4) .50 FTE.
- (5) NEW.
- (6) TO BE REDESCRIBED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

POSITION ORGANIZATION CHART



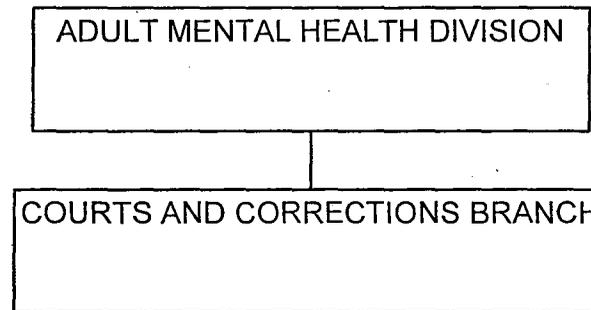
05170023  
 REV. 6/25/15

(1) TEMPORARY, NTE 6/30/17.  
 (2) TO BE ESTABLISHED.

JUN 30 2015

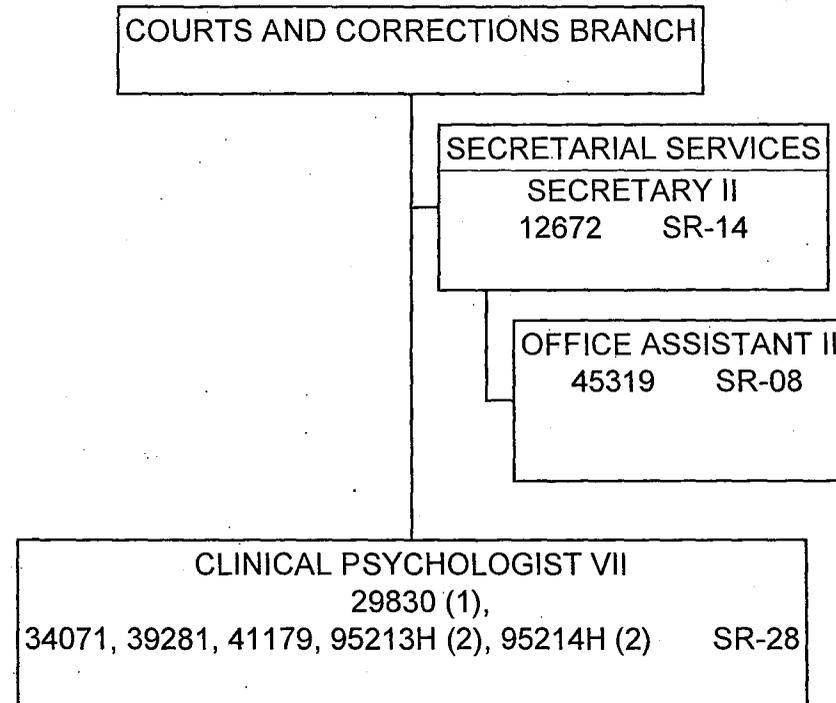
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
COURTS AND CORRECTIONS BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
COURTS AND CORRECTIONS BRANCH

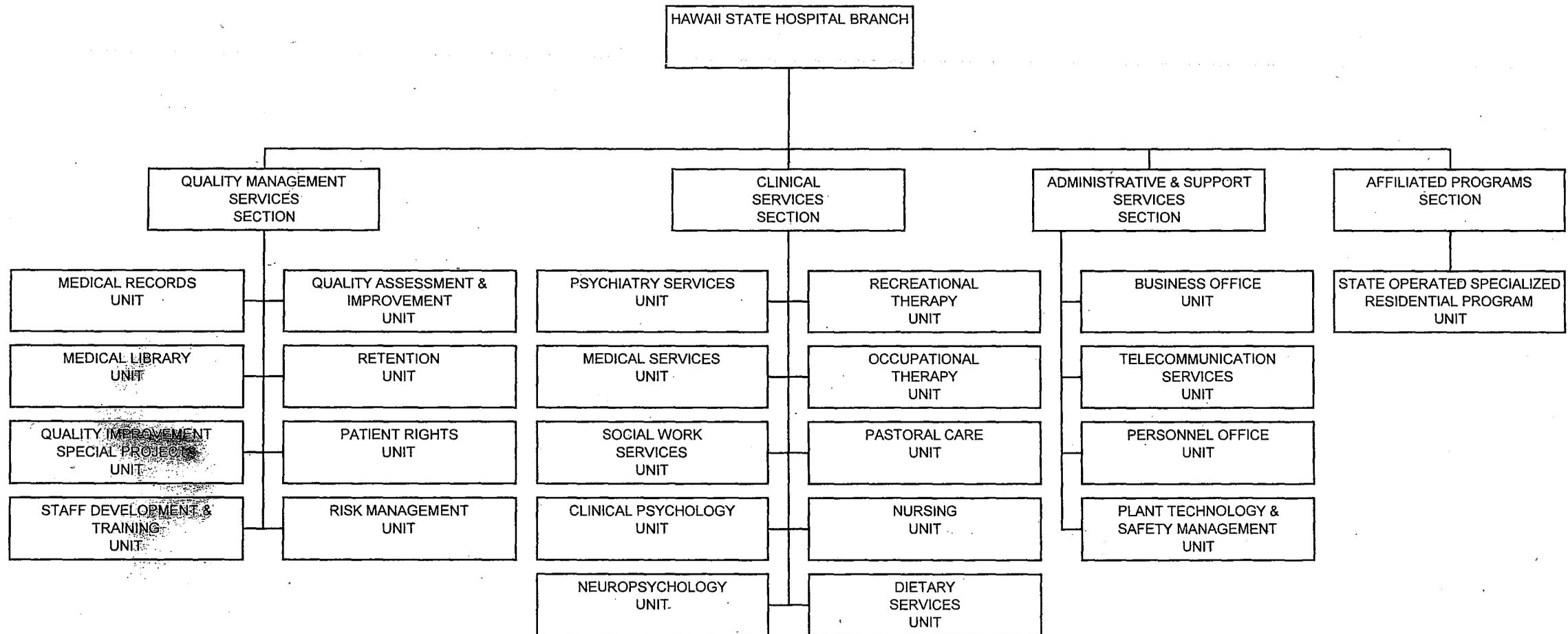
POSITION ORGANIZATION CHART



(1) .50 FTE.  
(2) TO BE ESTABLISHED.

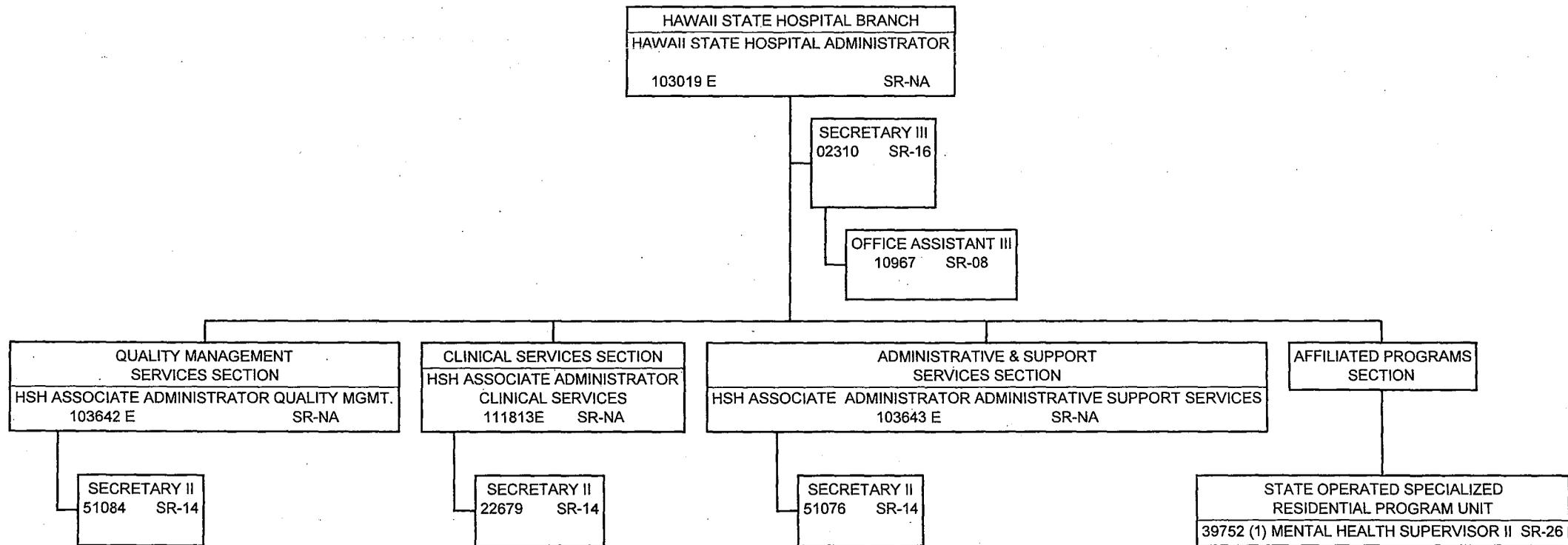
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH

ORGANIZATION CHART



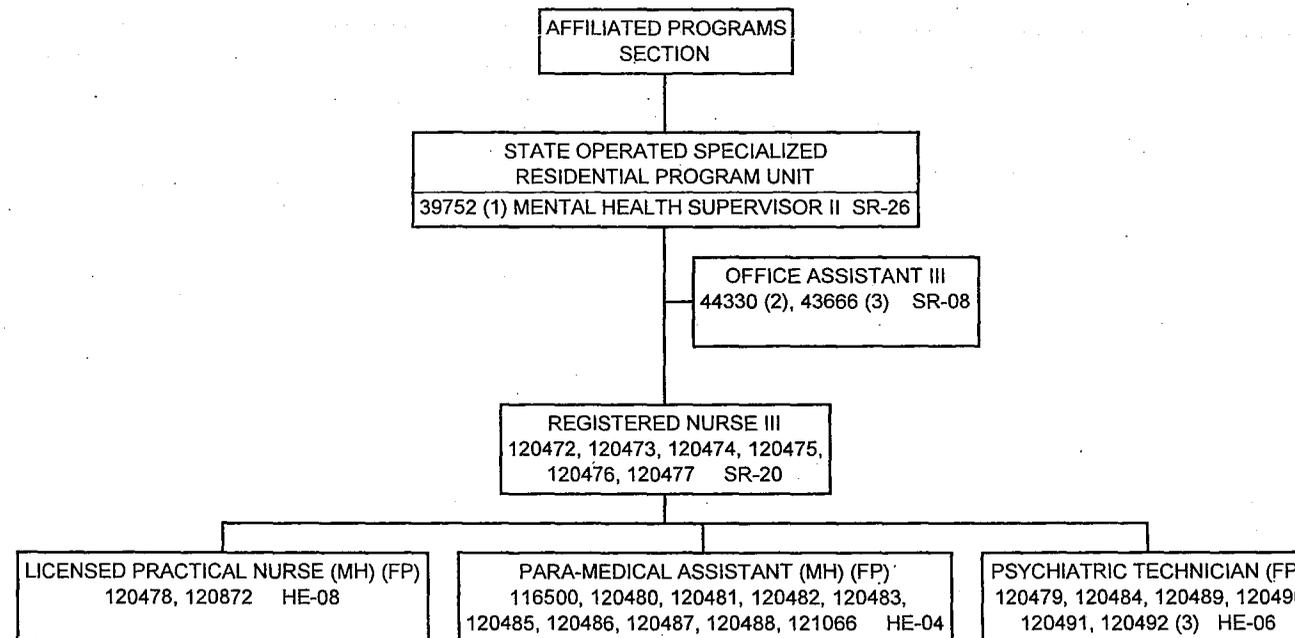
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 BRANCH ADMINISTRATION

POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED.

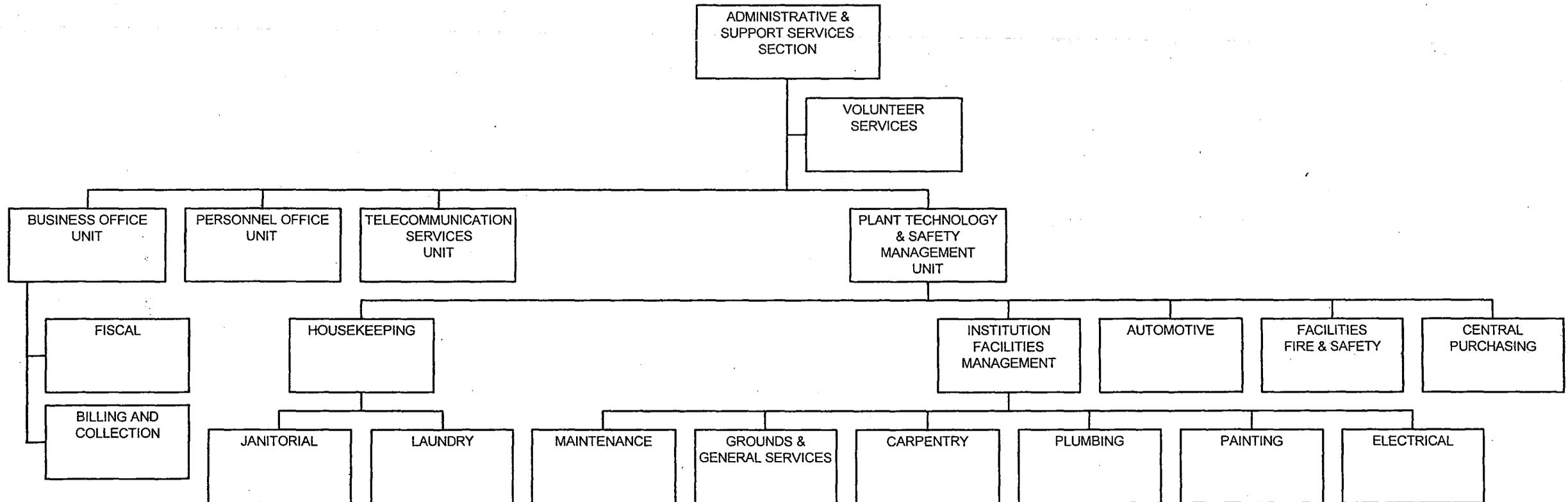
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 BRANCH ADMINISTRATION  
 AFFILIATED PROGRAMS SECTION  
 STATE OPERATED SPECIALIZED RESIDENTIAL PROGRAM UNIT  
 POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED.  
 (2) TEMPORARY, NTE 6/30/17.  
 (3) .50 FTE.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
ADMINISTRATIVE & SUPPORT SERVICES SECTION

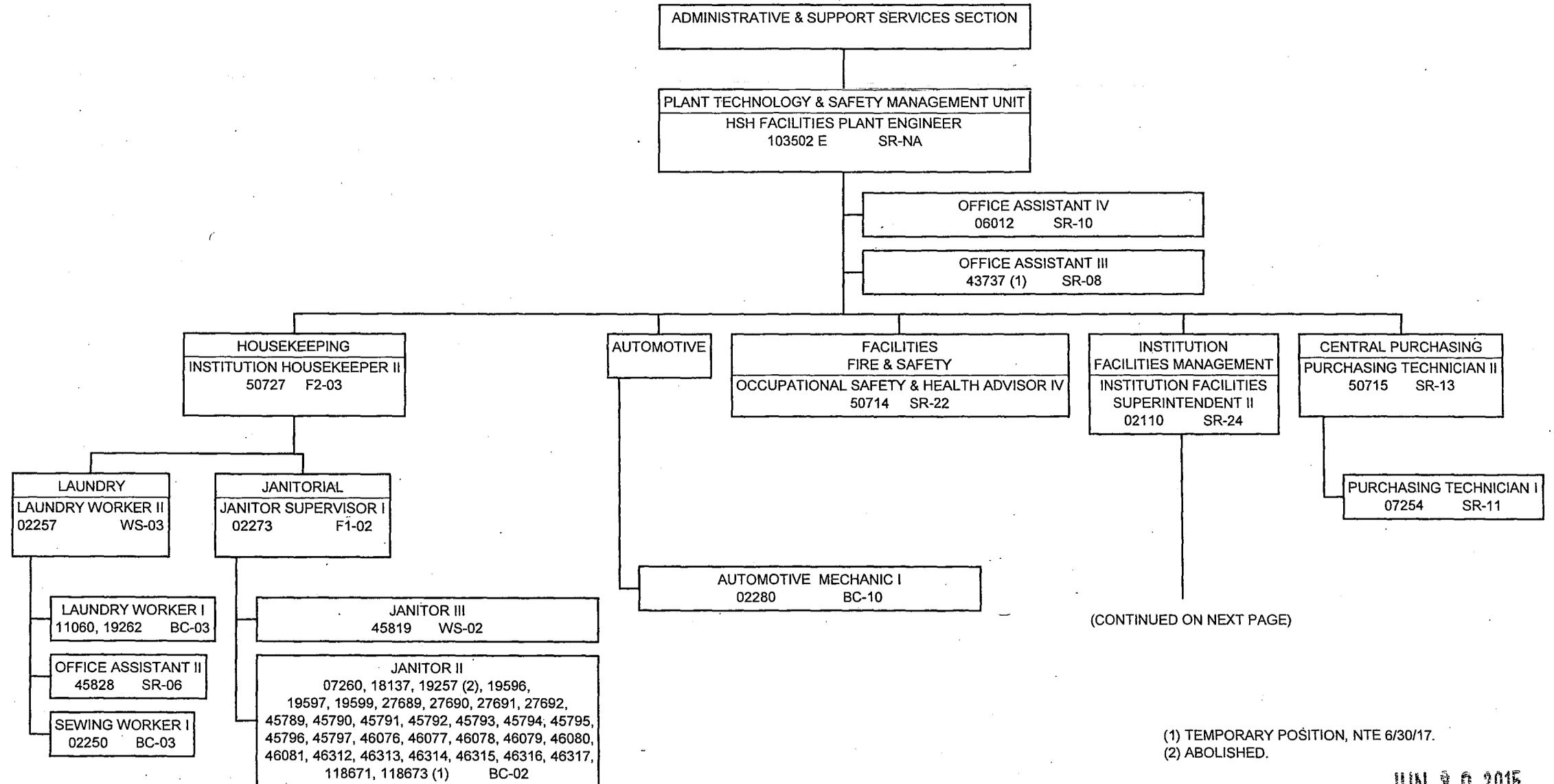
ORGANIZATION CHART





STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 ADMINISTRATIVE AND SUPPORT SERVICES SECTION  
 PLANT TECHNOLOGY AND SAFETY MANAGEMENT UNIT

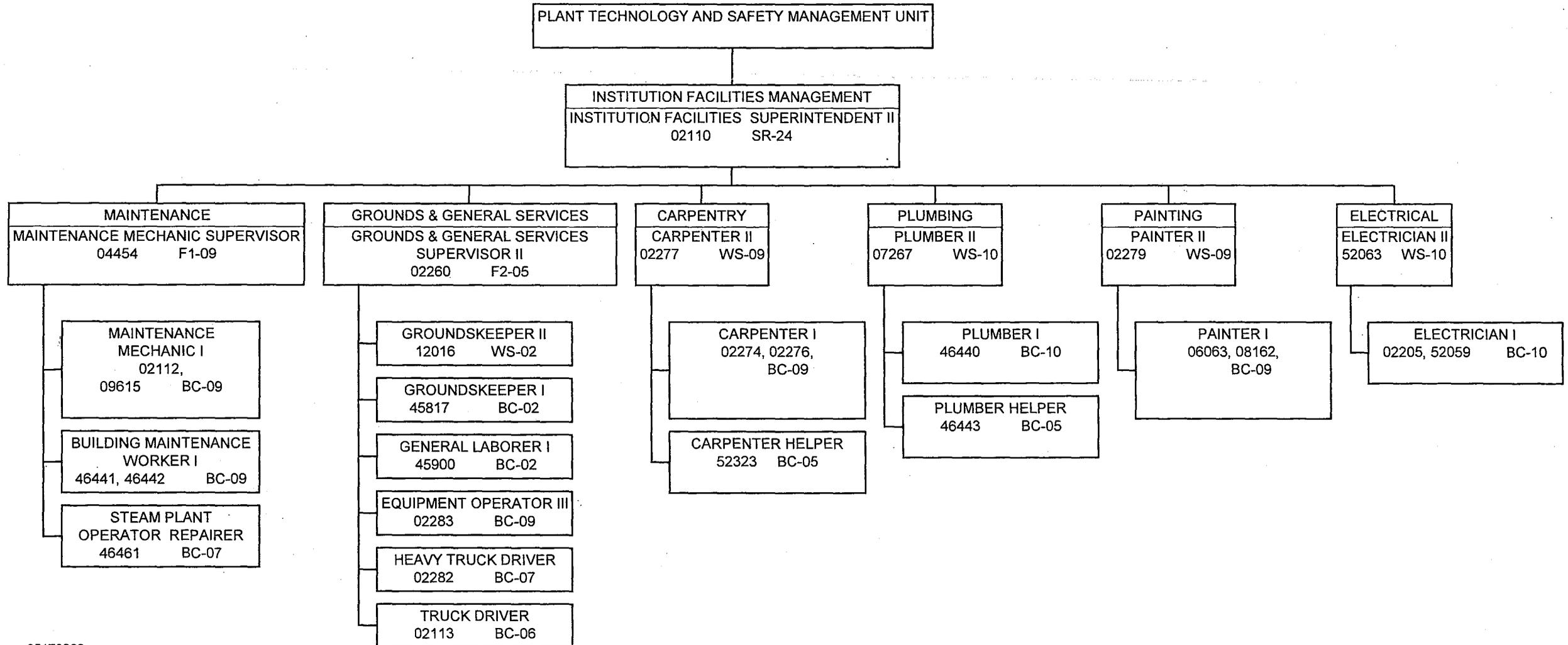
POSITION ORGANIZATION CHART



(CONTINUED ON NEXT PAGE)

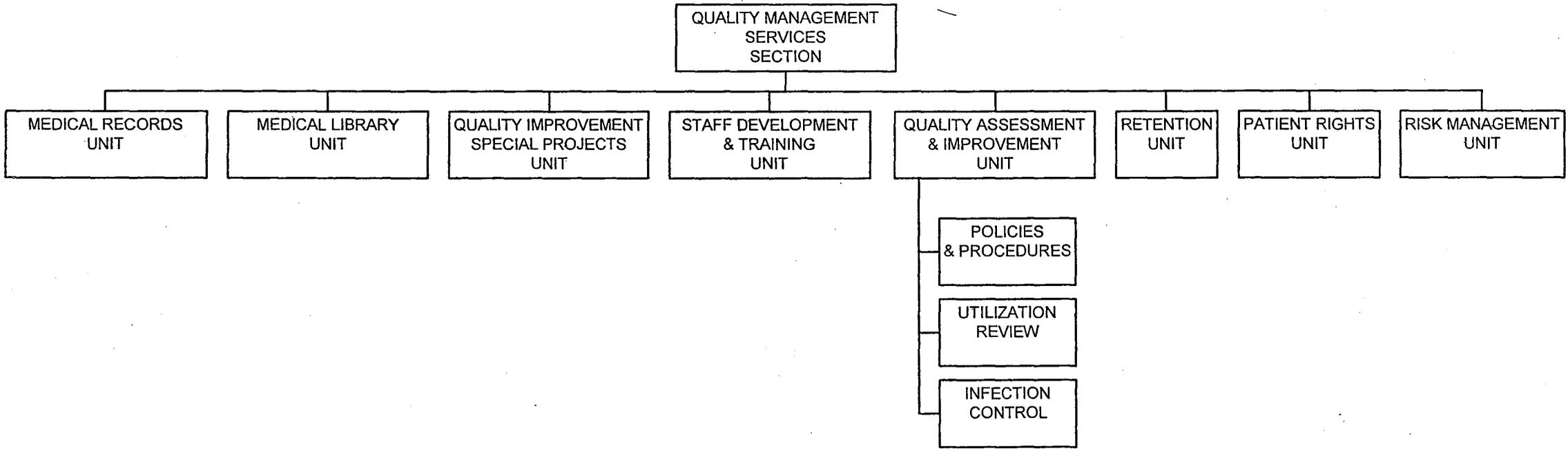
(1) TEMPORARY POSITION, NTE 6/30/17.  
 (2) ABOLISHED.

POSITION ORGANIZATION CHART



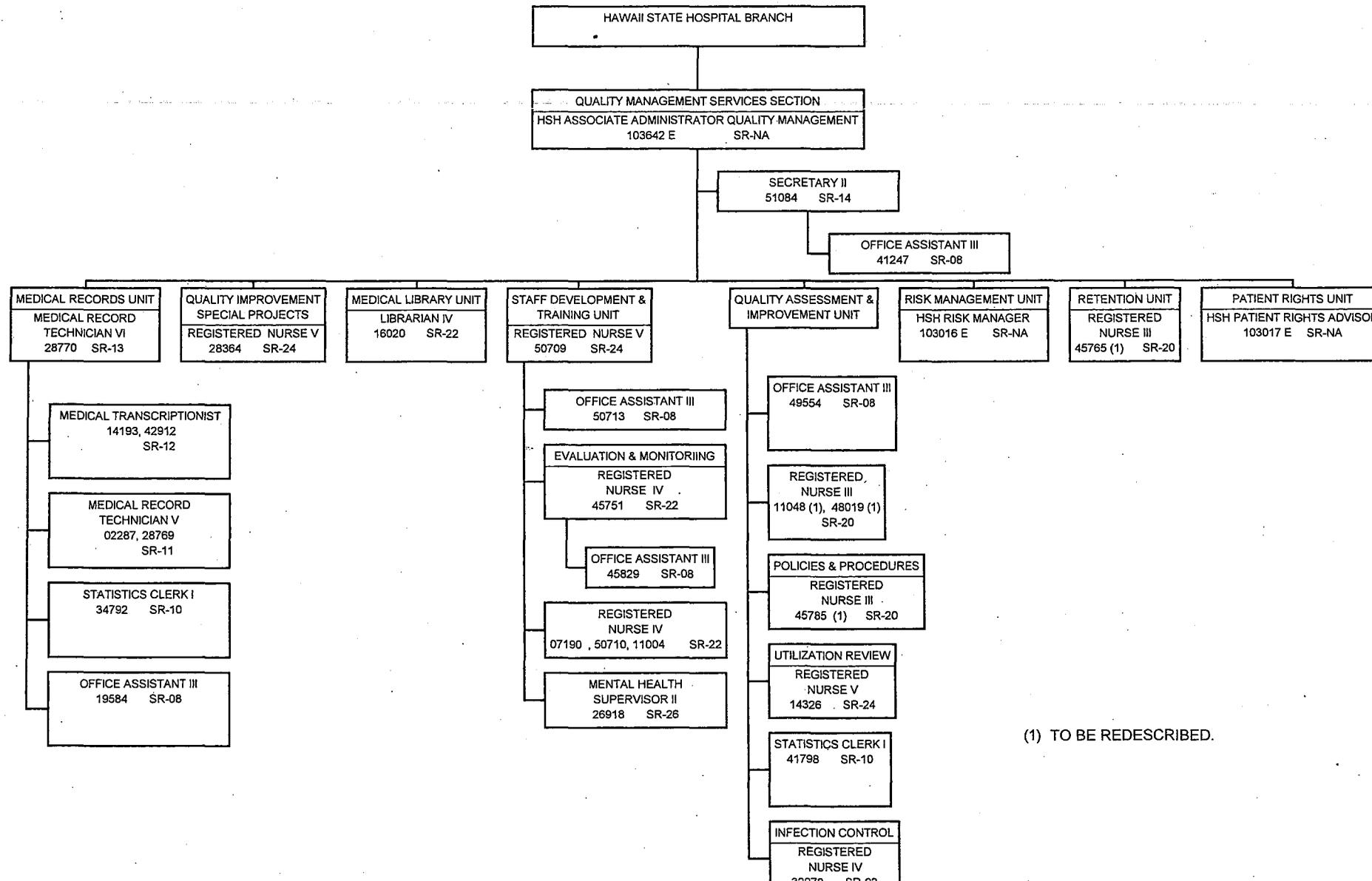
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
QUALITY MANAGEMENT SERVICES SECTION

ORGANIZATION CHART



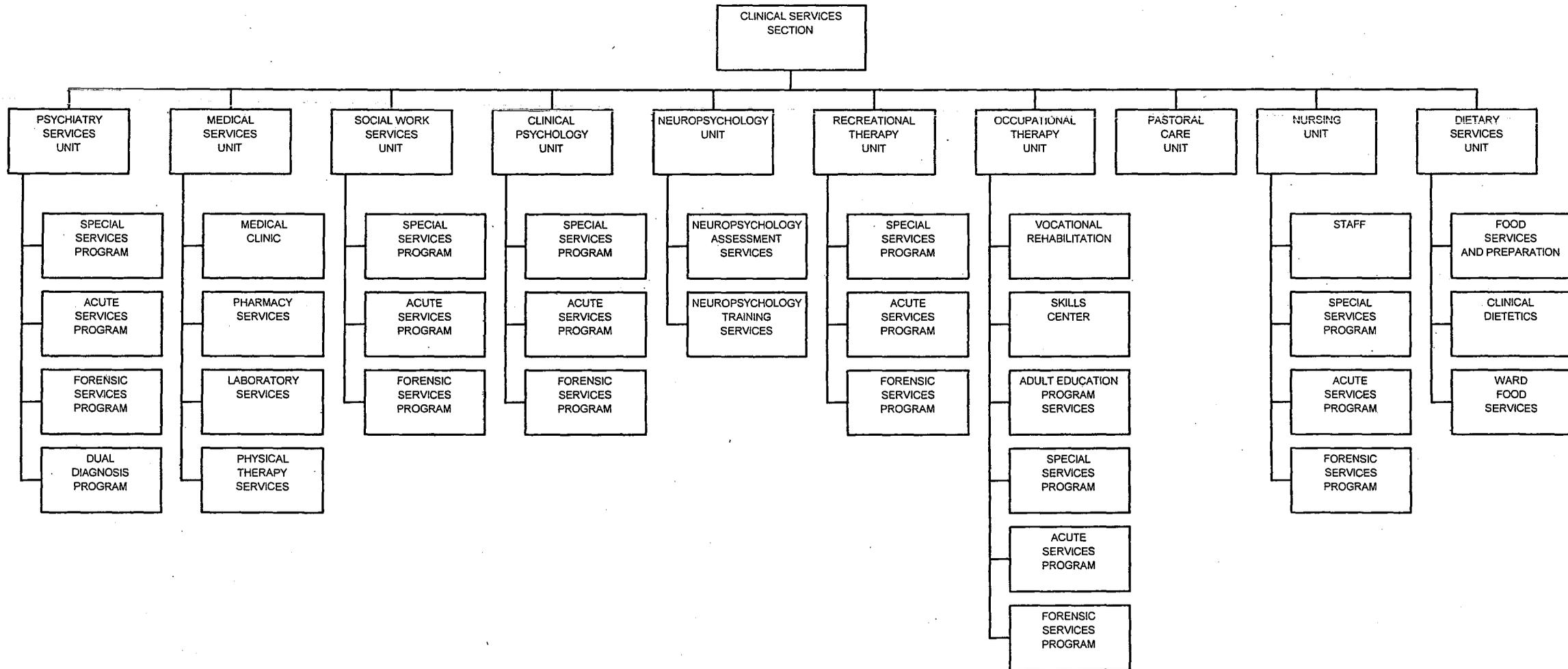
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 QUALITY MANAGEMENT SERVICES SECTION

POSITION ORGANIZATION CHART



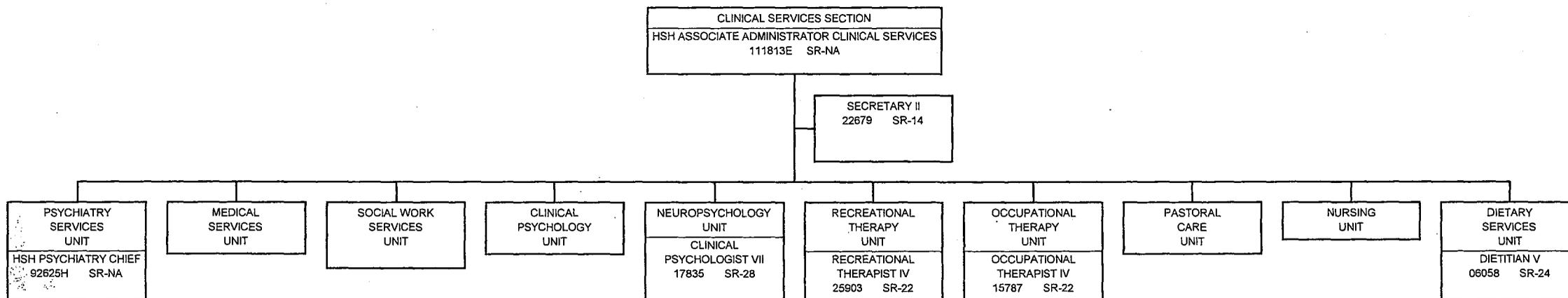
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION

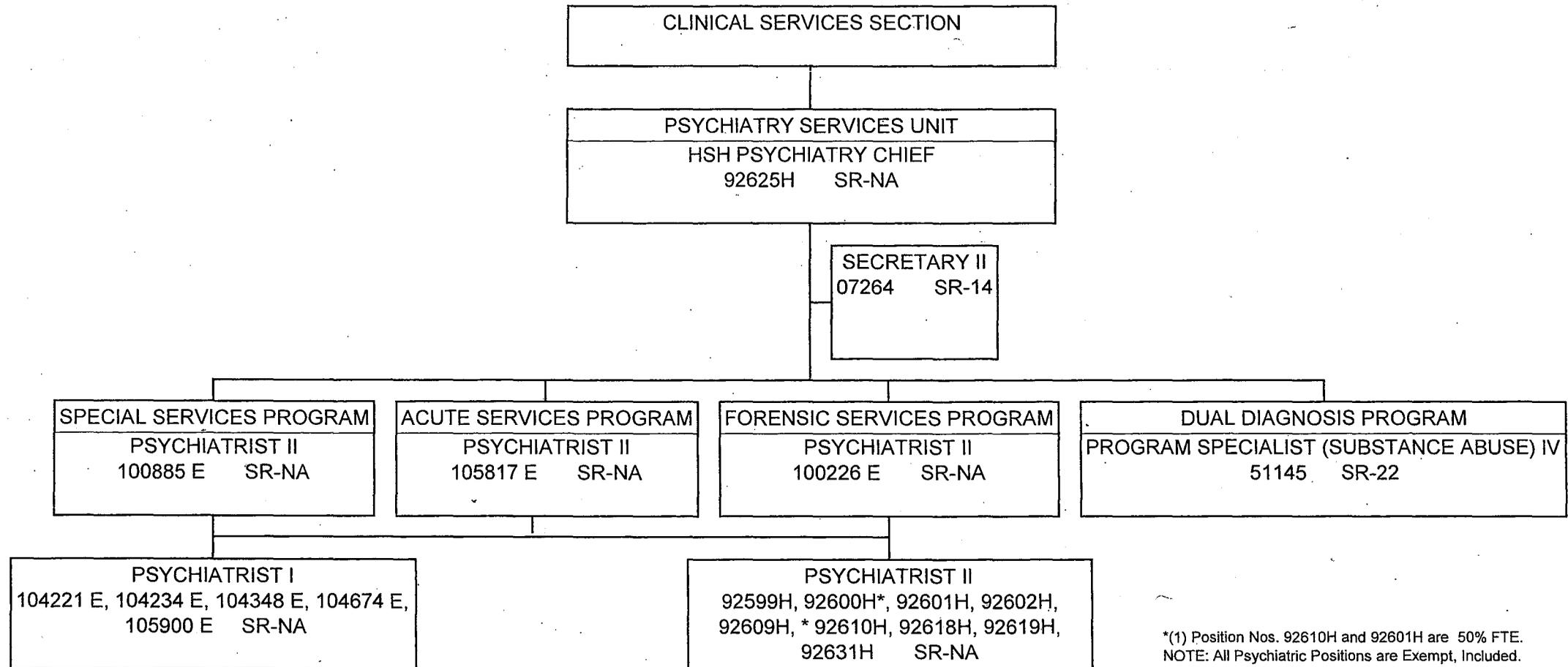
POSITION ORGANIZATION CHART



NOTE: See Separate Charts for Each Unit.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 PSYCHIATRY SERVICES UNIT

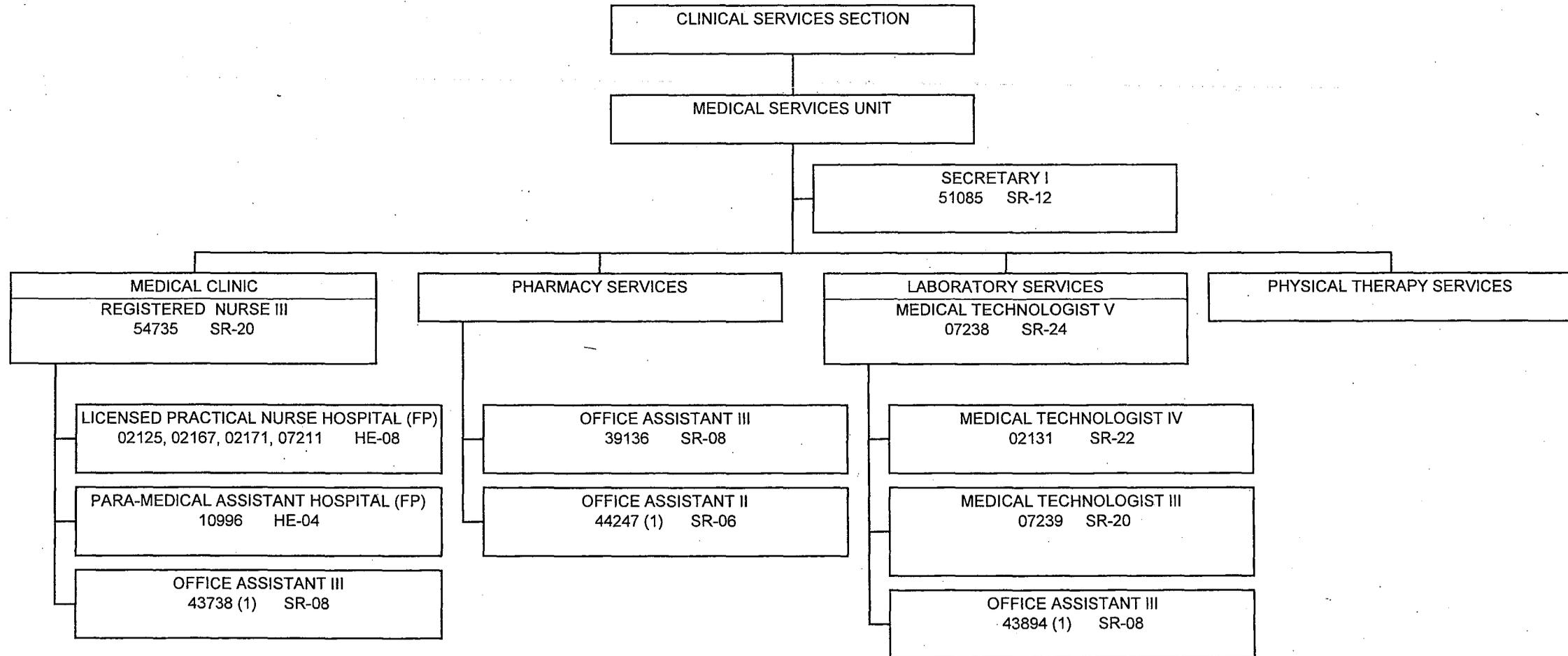
POSITION ORGANIZATION CHART



\*(1) Position Nos. 92610H and 92601H are 50% FTE.  
 NOTE: All Psychiatric Positions are Exempt, Included.  
 NTE 6/30/17.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 MEDICAL SERVICES UNIT

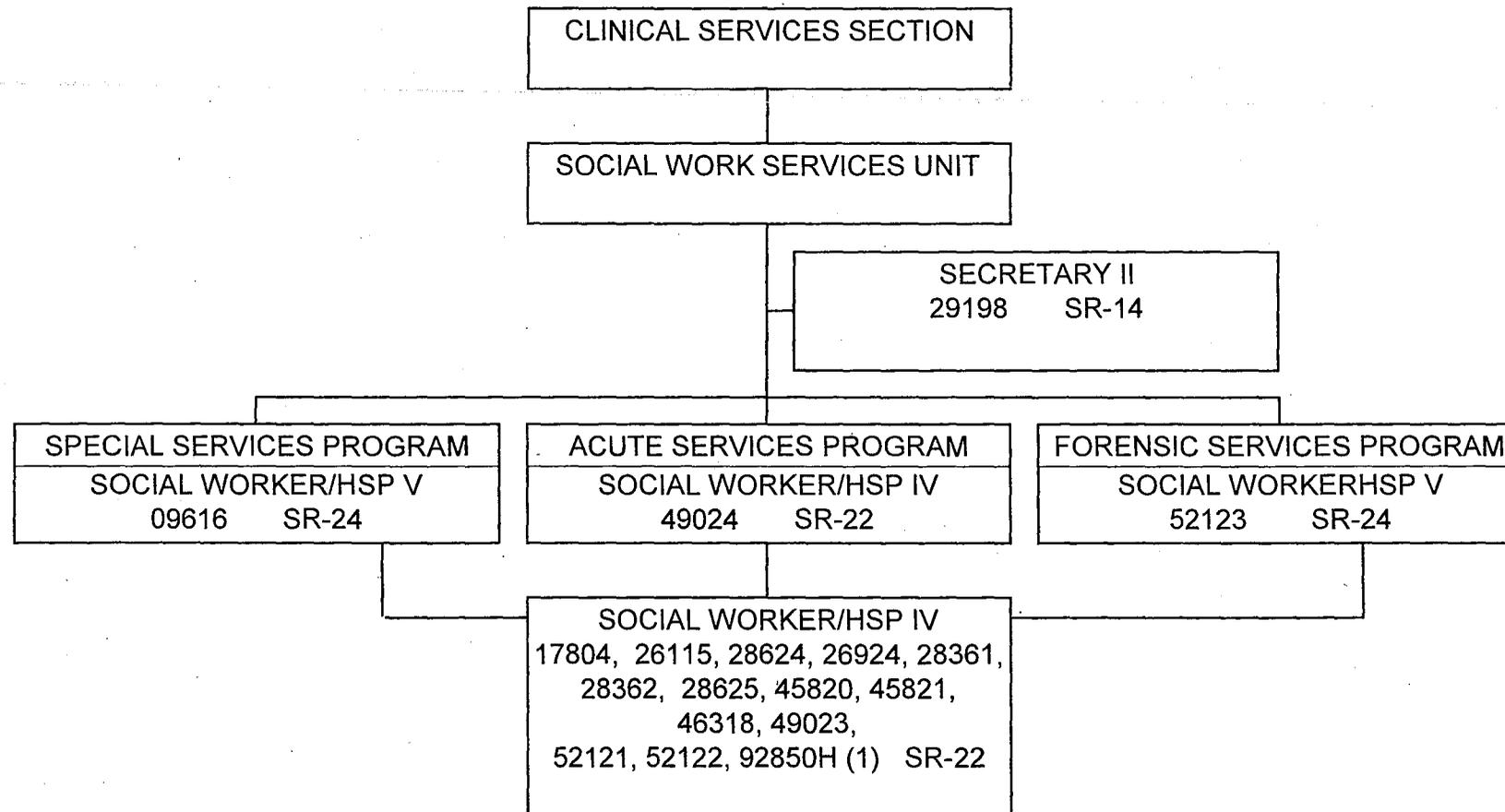
POSITION ORGANIZATION CHART



(1) Temporary positions, NTE 6/30/17.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION  
SOCIAL WORK SERVICES UNIT

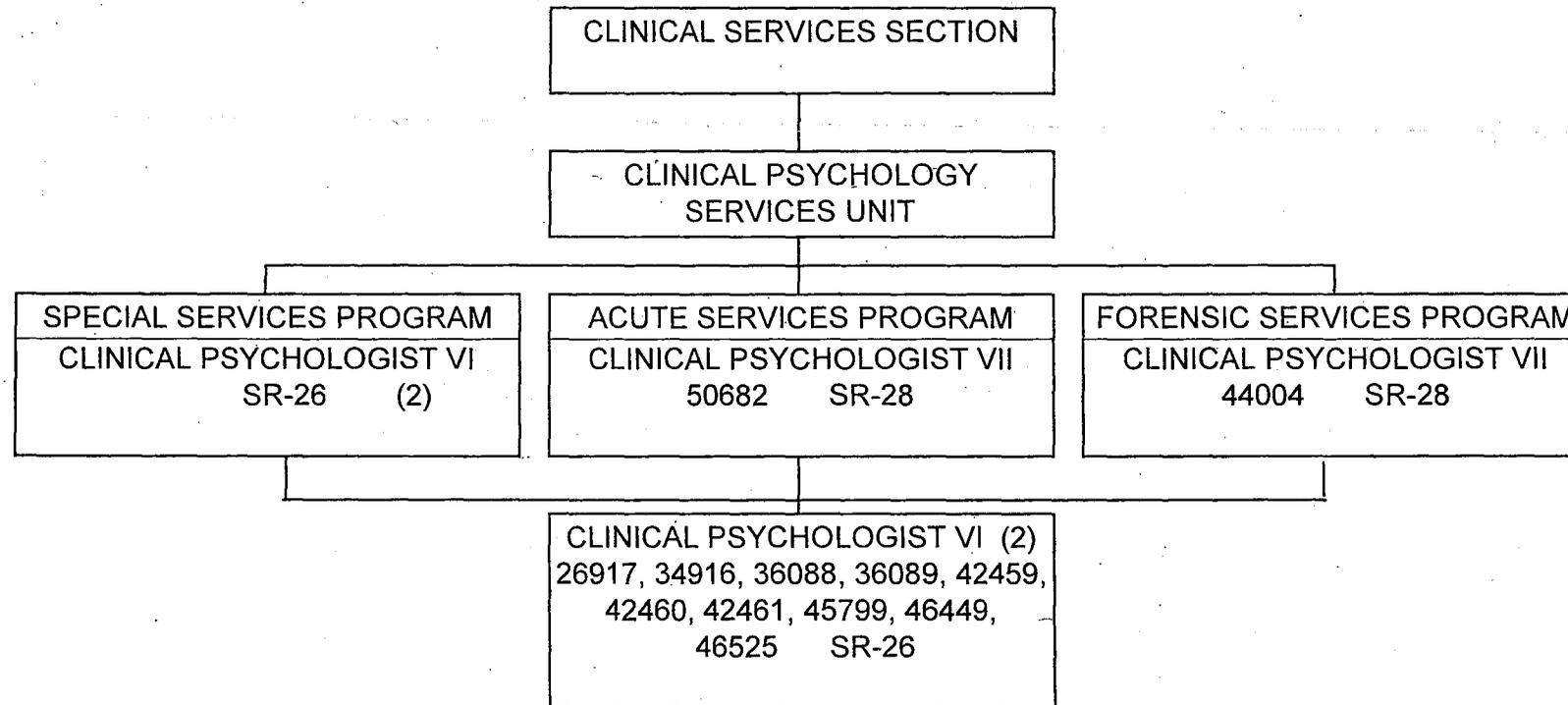
POSITION ORGANIZATION CHART



(1) .50 FTE.

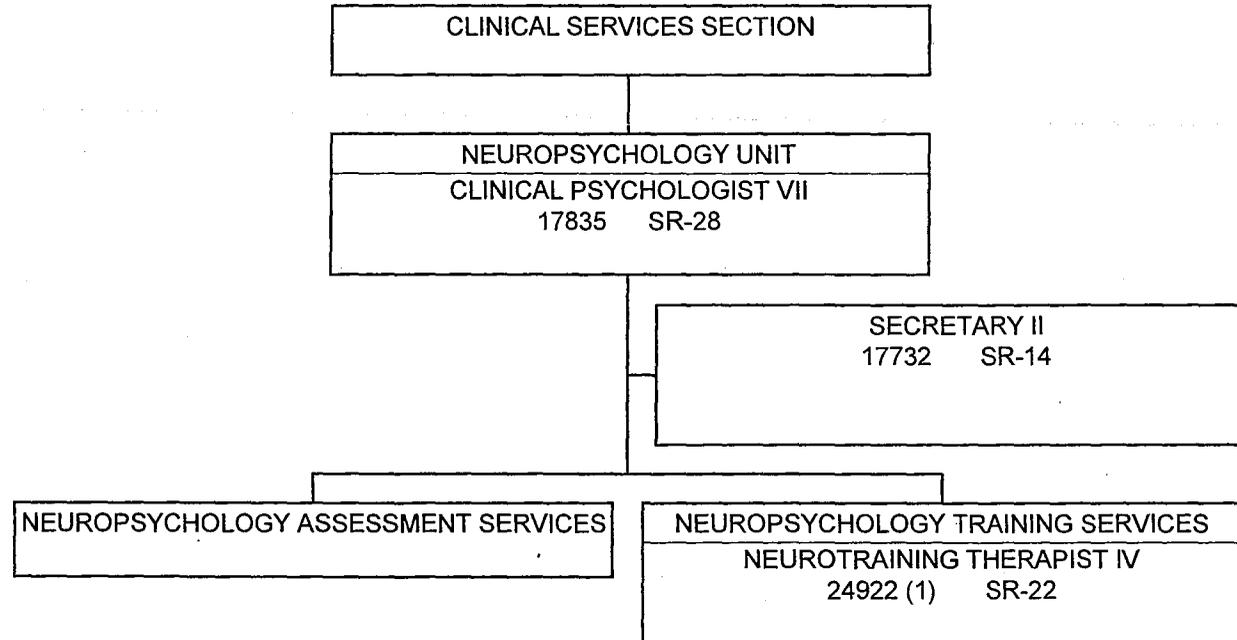
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION  
CLINICAL PSYCHOLOGY SERVICES UNIT

POSITION ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION  
NEUROPSYCHOLOGY UNIT

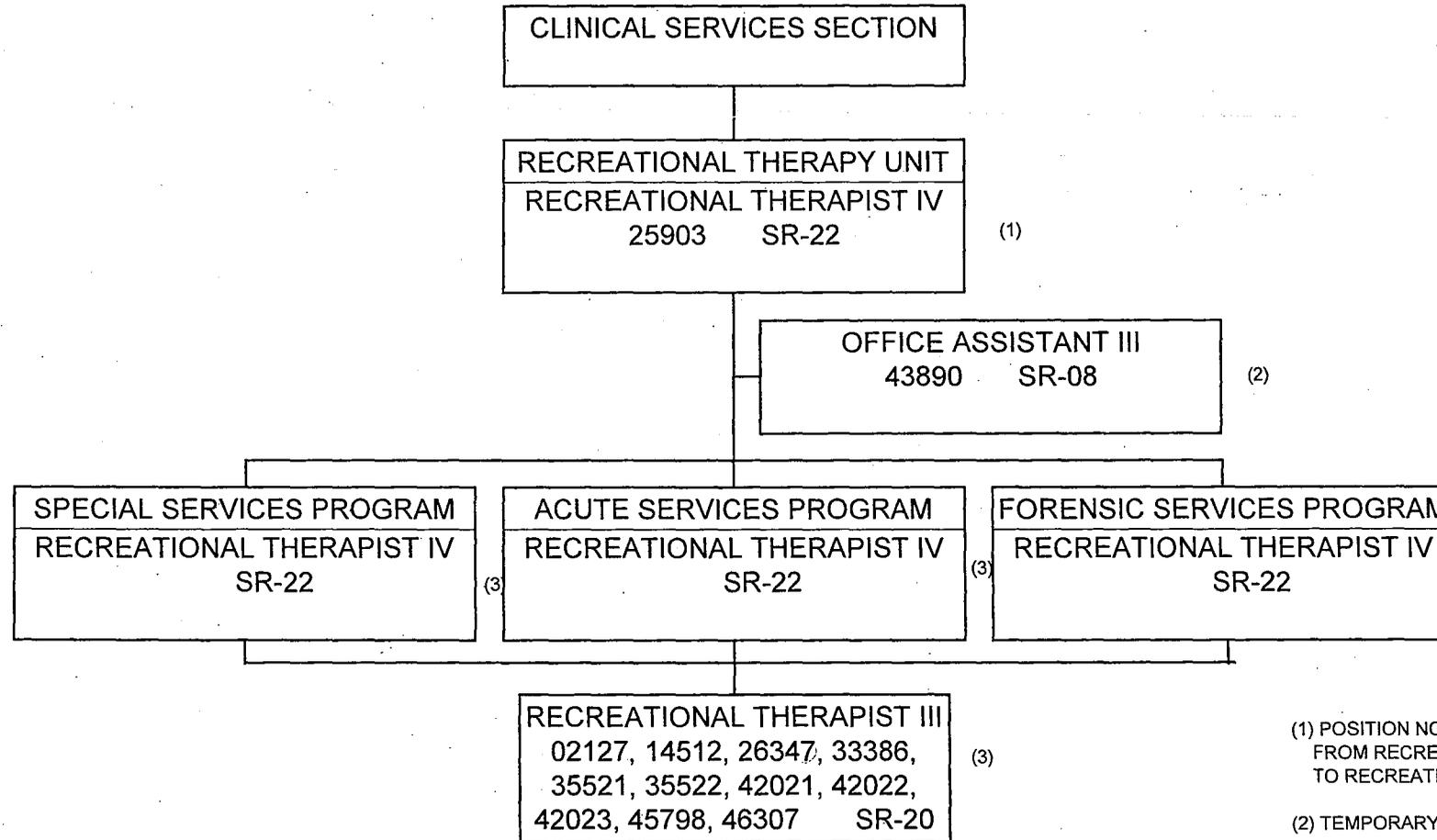
POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 RECREATIONAL THERAPY UNIT

POSITION ORGANIZATION CHART



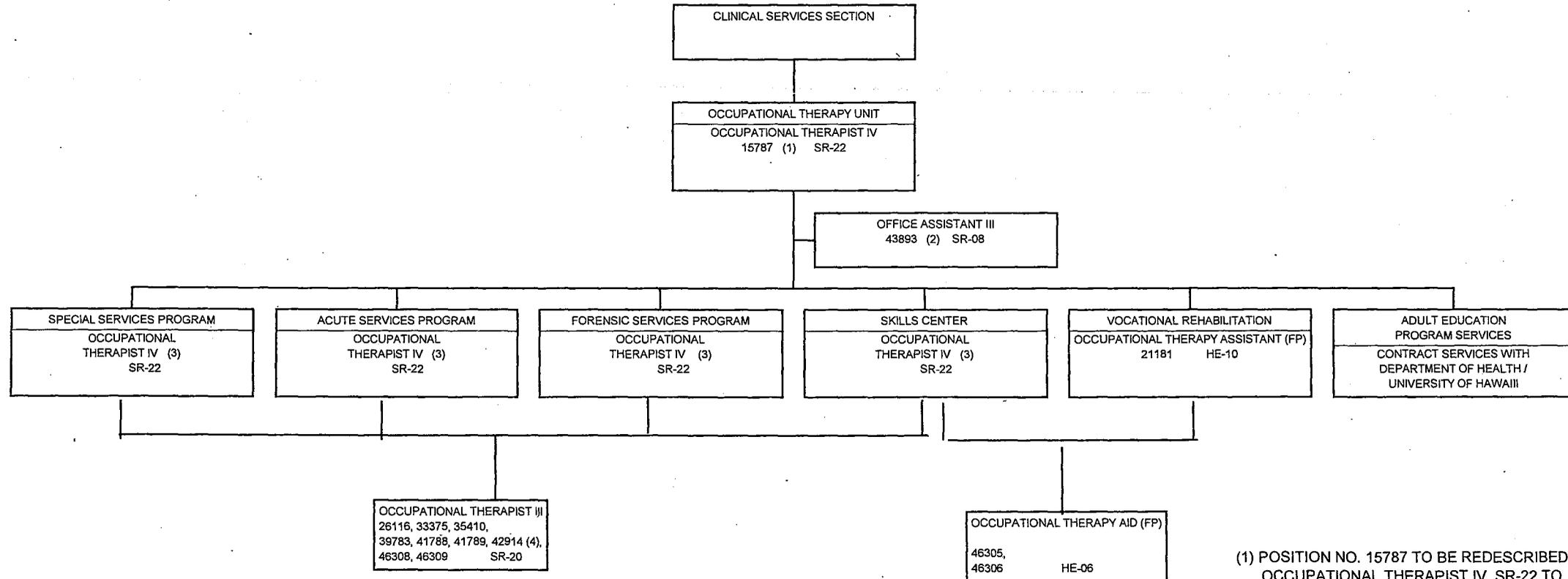
(1) POSITION NO. 25903 TO BE REDESCRIBED FROM RECREATIONAL THERAPIST IV, SR-22 TO RECREATIONAL THERAPIST V, SR-24.

(2) TEMPORARY POSITION, NTE 6/30/17.

(3) THREE OF THE RECREATIONAL THERAPIST III POSITIONS WILL BE REALLOCATED TO SUPERVISORY POSITIONS AS RECREATIONAL THERAPIST IV'S.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 OCCUPATIONAL THERAPY UNIT

POSITION ORGANIZATION CHART



(1) POSITION NO. 15787 TO BE REDESCRIBED FROM OCCUPATIONAL THERAPIST IV, SR-22 TO OCCUPATIONAL THERAPIST V, SR-24.

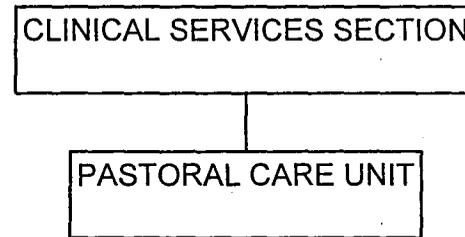
(2) TEMPORARY POSITION, NTE 6/30/17.

(3) FOUR OF THE OCCUPATIONAL THERAPIST III POSITIONS WILL BE REALLOCATED TO SUPERVISORY POSITIONS AS OCCUPATIONAL THERAPIST IV'S.

(4) .50 FTE.

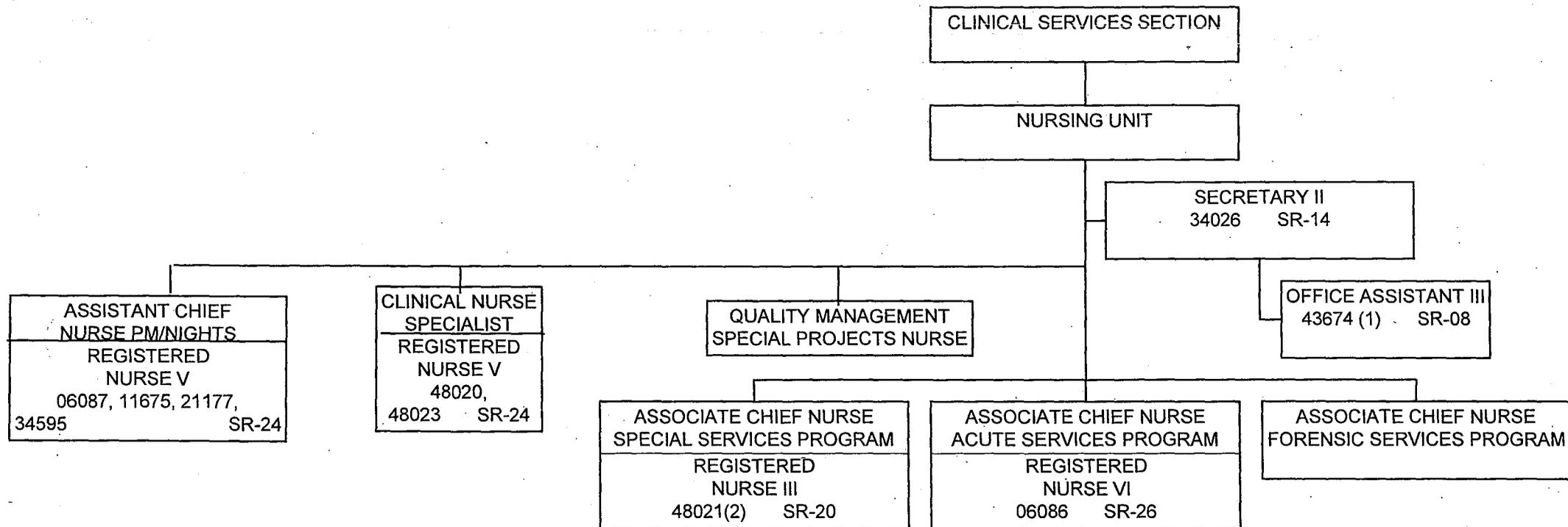
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION  
PASTORAL CARE UNIT

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 NURSING UNIT

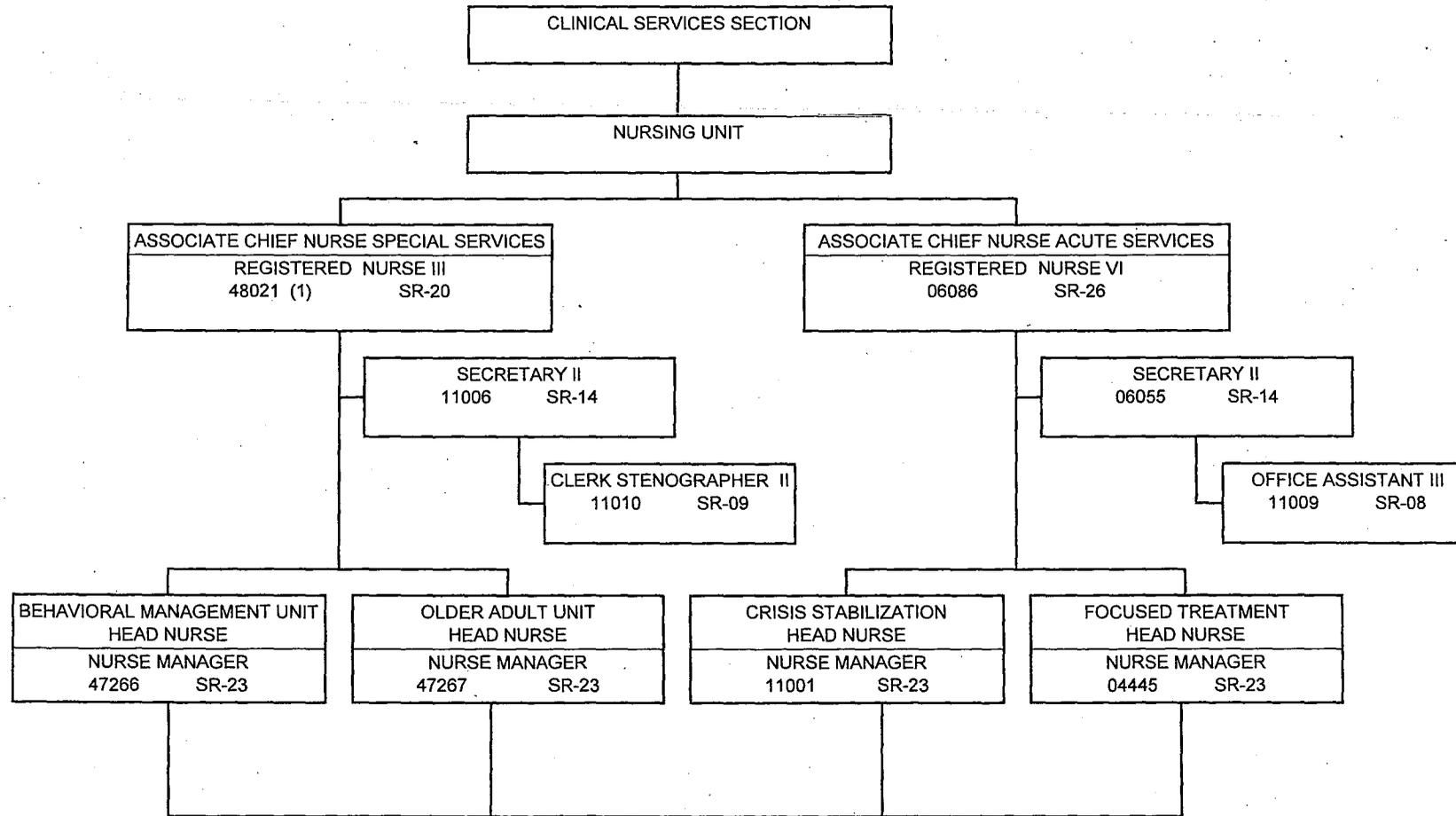
POSITION ORGANIZATION CHART



(1) TEMPORARY POSITION, NTE  
 6/30/17.  
 (2) TO BE REDESCRIBED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 NURSING UNIT

POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED..

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(CONTINUE FROM PREVIOUS PAGE)

REGISTERED NURSE III

08128, 08133, 10999, 12920, 12926, 14319, 14327, 14331, 15993, 15998, 21179, 26123, 32974, 32975, 32976, 32977, 32980, 32981, 34605, 45753, 45758, 45759, 45760, 45761, 45763, 45767, 45769, 45770, 45773, 45774, 45775, 45778, 45779, 45783, 45784, 45787, 46230, 48024, 48985, 48990, 48991, 48995, 49003, 49004, 49029, 51074, 51141(1), 116495 SR-20

LICENSED PRACTICAL NURSE - MENTAL HEALTH (FP)

02150, 02217, 07216, 10965, 10966, 15785, 15786, 18149, 25870, 25872, 49047, 49050 HE-08

PSYCHIATRIC TECHNICIAN (FP)

02137, 02143, 02163, 02164, 02165, 02184, 02190, 02196, 02222, 02232, 02247, 04444, 07213, 07220, 08135, 10974, 10986, 10976, 10987, 12009, 12030, 12032, 12034, 12040, 18146, 25875, 25876, 26125, 26134, 26136, 26138 (2), 26139, 31472, 31474, 31476, 31477, 31537, 32884, 33003, 33005, 33006, 33007, 33008, 33009, 33011, 33019, 33020, 33021, 33058, 33059, 33060, 33062, 33063, 33064, 34607, 34677, 45735, 45736, 45737, 45738, 45739, 45740, 45741, 45742, 45743, 45744, 45745, HE-06

PSYCHIATRIC TECHNICIAN (FP)

49037, 49038, 49040, 49042, 49043, 49044, 49045, 49049, 49051, 49052, 49054, 51126, 51127 (3), 116498, 116499, 116512, 116513, 116507, 117122, 117123, 117124, 117125, 117128, 117130, 117131, 117132, 117133, 117136, 117137, 117138, 117139 HE-06

PARA-MEDICAL ASSISTANT MENTAL HEALTH (FP)

05964, 12031,

08136, 10992, 12035, 12041, 18147, 31530, 33000, 49034, 51125, 51128(1)(2), 51130, 112776 (1)(2)(3), 112777 (1) (2), 116500, 116501, 116509, 116502, 116503, 116504, 116505, 116506, 116508, 116510, 116511, 116514, 116515, 116516, 117120, 117121, 117122, 117123, 117125, 117126, 117127, 117129, 117134, 117135 HE-04

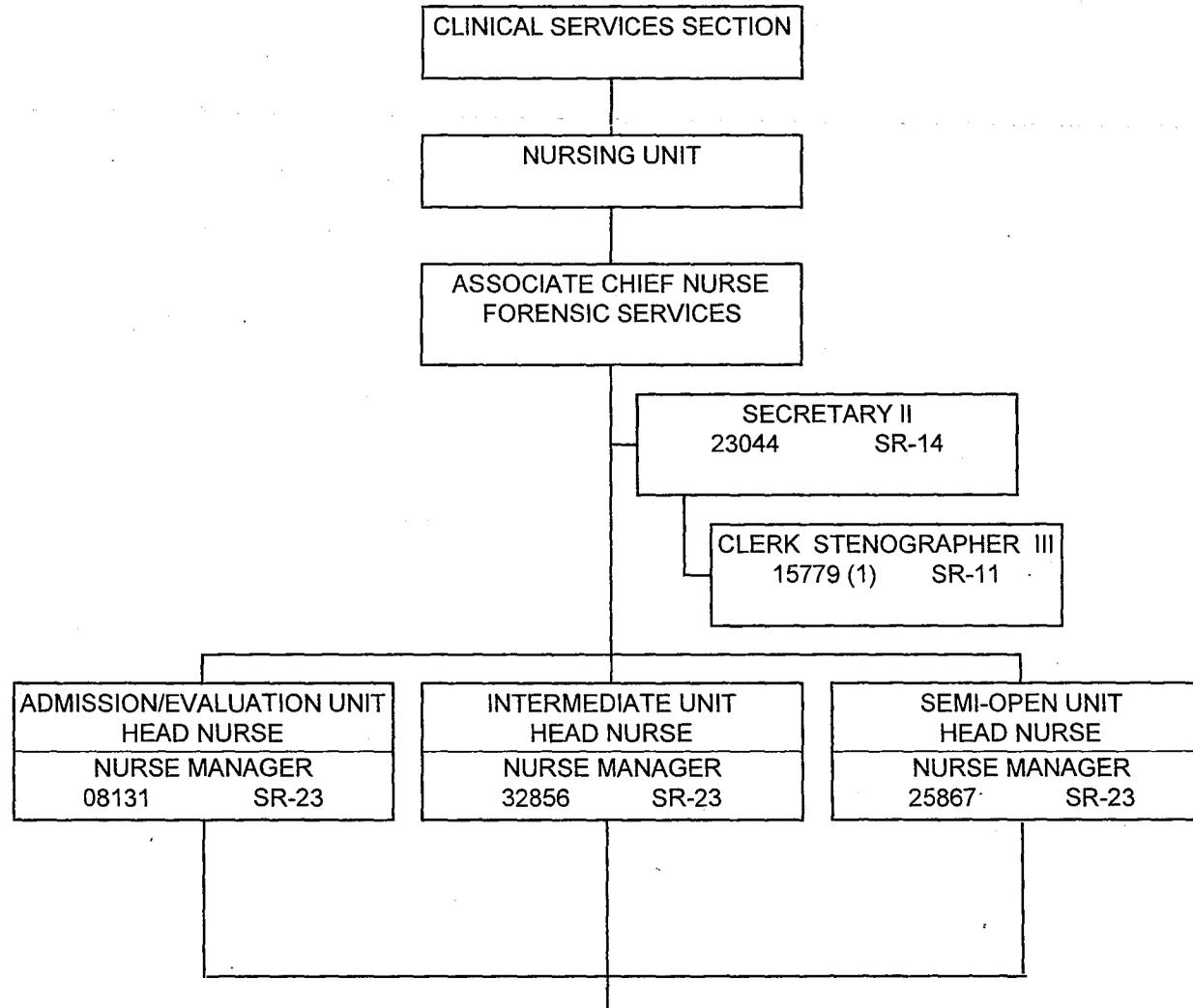
OFFICE ASSISTANT III

43667(1), 43672 (1), 43673 (1), 43668 (1), 118431 (1), 118432 (1) SR-08

(1) TEMPORARY, NTE  
6/30/17.  
(2) 50% FTE.  
(3) ABOLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 NURSING UNIT

POSITION ORGANIZATION CHART



(CONTINUED ON NEXT PAGE)

(1) TO BE REDESCRIBED.

REGISTERED NURSE III

08130, 11003, 11679, 14320, 14322, 14323, 14324, 14325, 14328, 14330, 21178, 26118, 26119, 26120, 26121, 26122, 26124, 45754, 45755, 45756, 45757, 45762, 45766, 45768, 45771, 45772, 45776, 45777, 48984, 48986, 48987, 48988, 48989, 48992, 48993, 48994, 49001, 49002, 49026, 49027, 49028, 49030, 49031 (1), 52038, 52040, 52041, 52042, 52043, 52044, 52045, 52046, 52047, 52048, 52049, 52050, 52051, 52052 SR-20

LICENSED PRACTICAL NURSE - MENTAL HEALTH (FP)

02147, 02155, 02226, 02233, 07210, 10969, 25873, 26126, 49048, 52055, 52057 HE-08

LICENSED PRACTICAL NURSE - MENTAL HEALTH (E)

25874 HE-08

PSYCHIATRIC TECHNICIAN (FP)

02203, 02223, 07222, 25877, 25878, 25879, 26128, 26131, 26137, 31462, 31463, 31464, 31529, 31531, 31533, 31534, 31535, 31536, 31538, 31540, 31543, 33001, 33002, 33012, 33013, 33014, 33057, 34608, 34782, 34784 (1), 45746, 45747, 45748, 45749, 45750, 49033, 49053, 49055, 49056, 49057, 02212, 16008, 31542, 33016, 34783 (1), 49032, 49039, 49041, 116554 (2), 116565 (2), 116556, 116567 (2) HE-06

PARA-MEDICAL ASSISTANT - MENTAL HEALTH (FP)

12014, 31528, 34606, 49035, 33061, 116552, 116553, 116555, 116560, 116561, 116562, 116563, 116564, 116566, 116568, 116569, 116571, 116573 HE-04

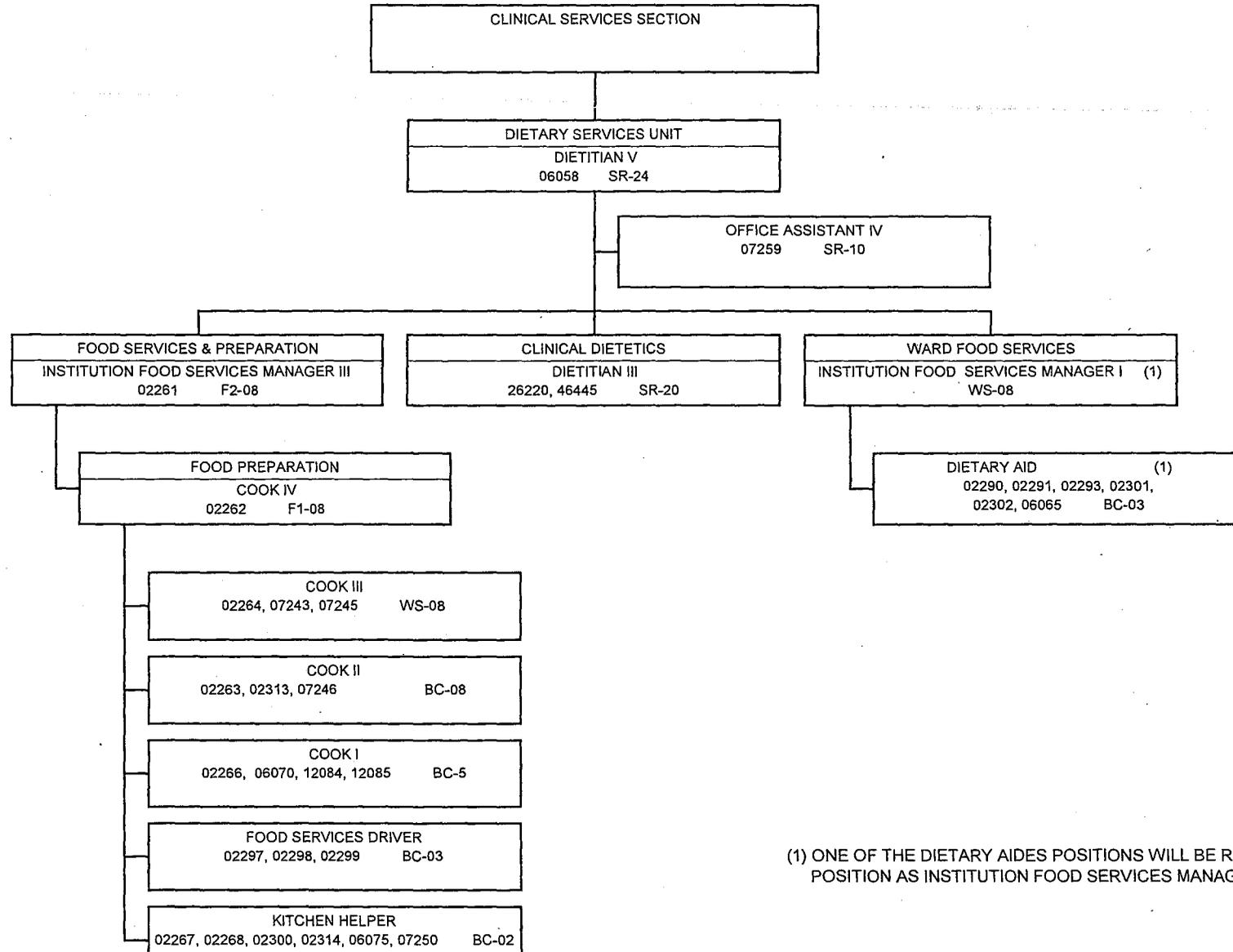
OFFICE ASSISTANT III

41787, 43669 (2), 43670 (2), 43671 (2) SR-08

(1) 50% FTE.  
(2) NTE 6/30/17.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 DIETARY SERVICES UNIT

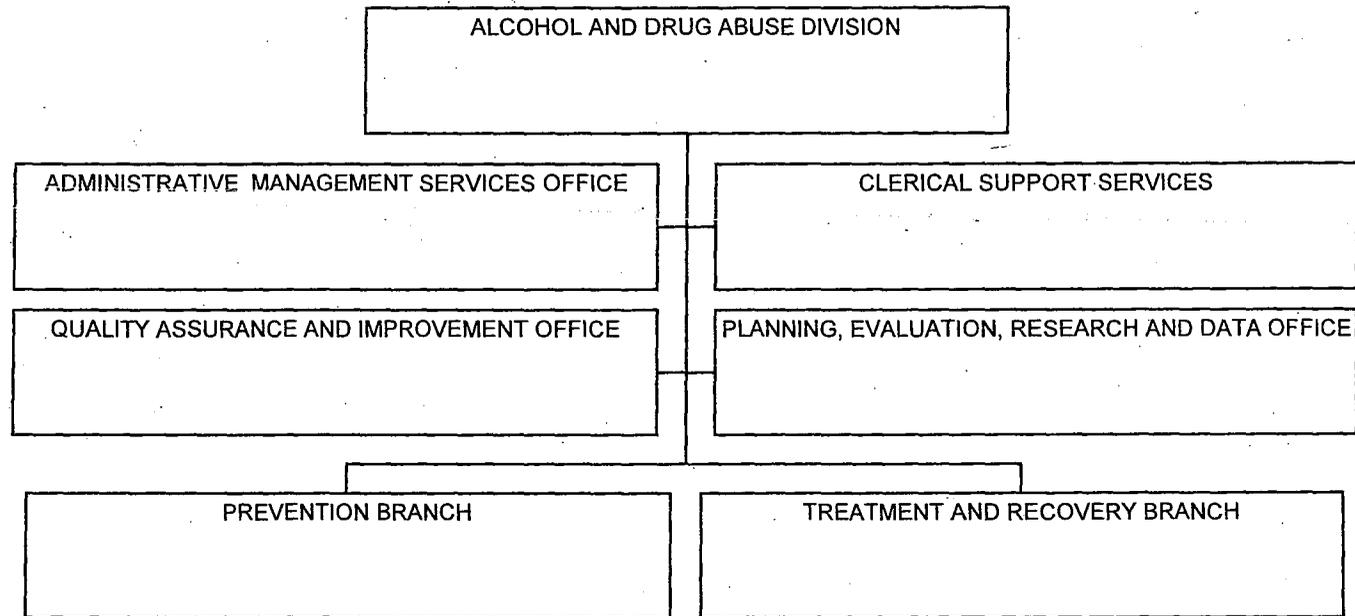
POSITION ORGANIZATION CHART



(1) ONE OF THE DIETARY AIDES POSITIONS WILL BE REDESCRIBED TO A SUPERVISORY POSITION AS INSTITUTION FOOD SERVICES MANAGER I.

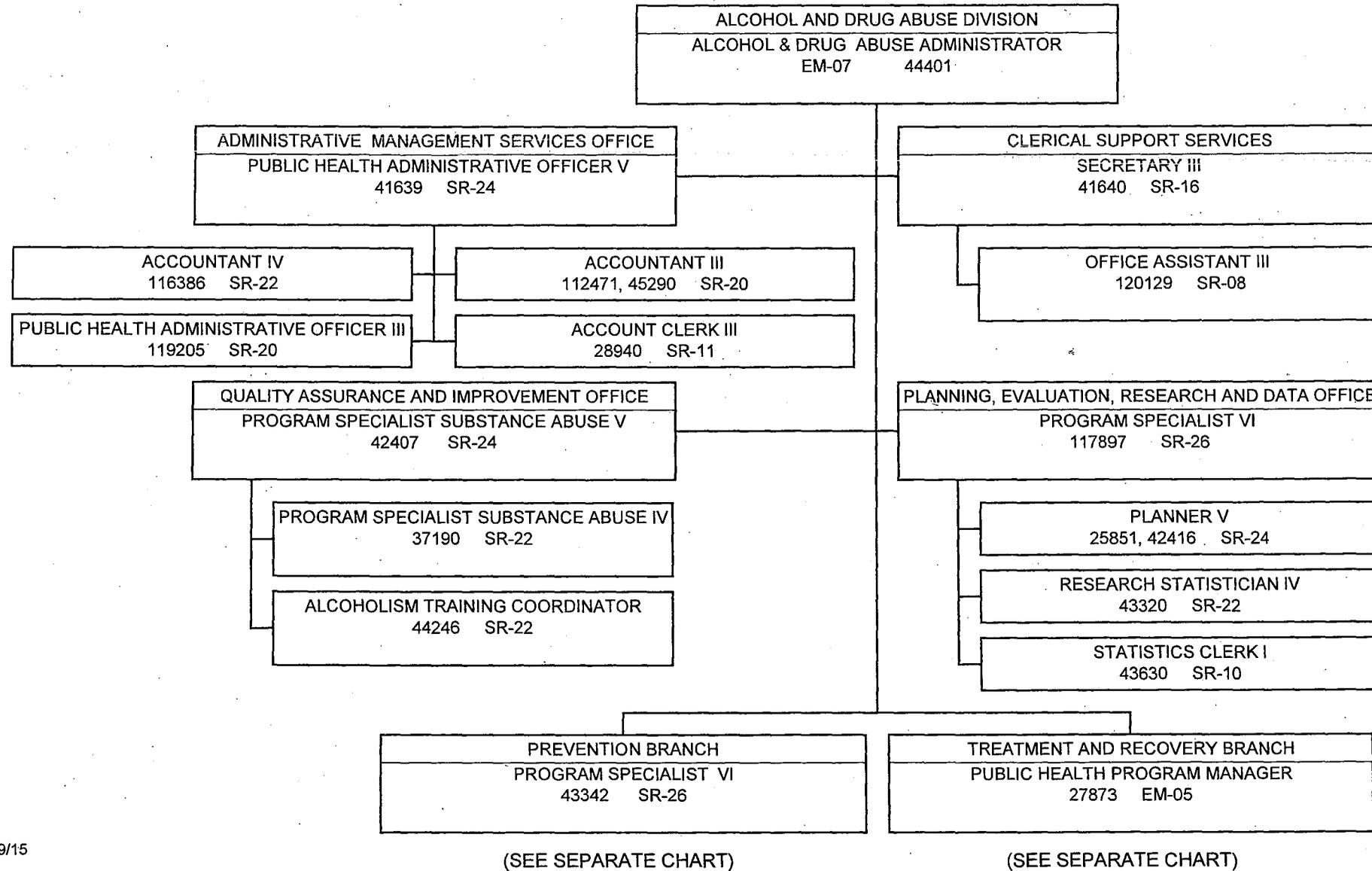
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ALCOHOL AND DRUG ABUSE DIVISION

POSITION ORGANIZATION CHART

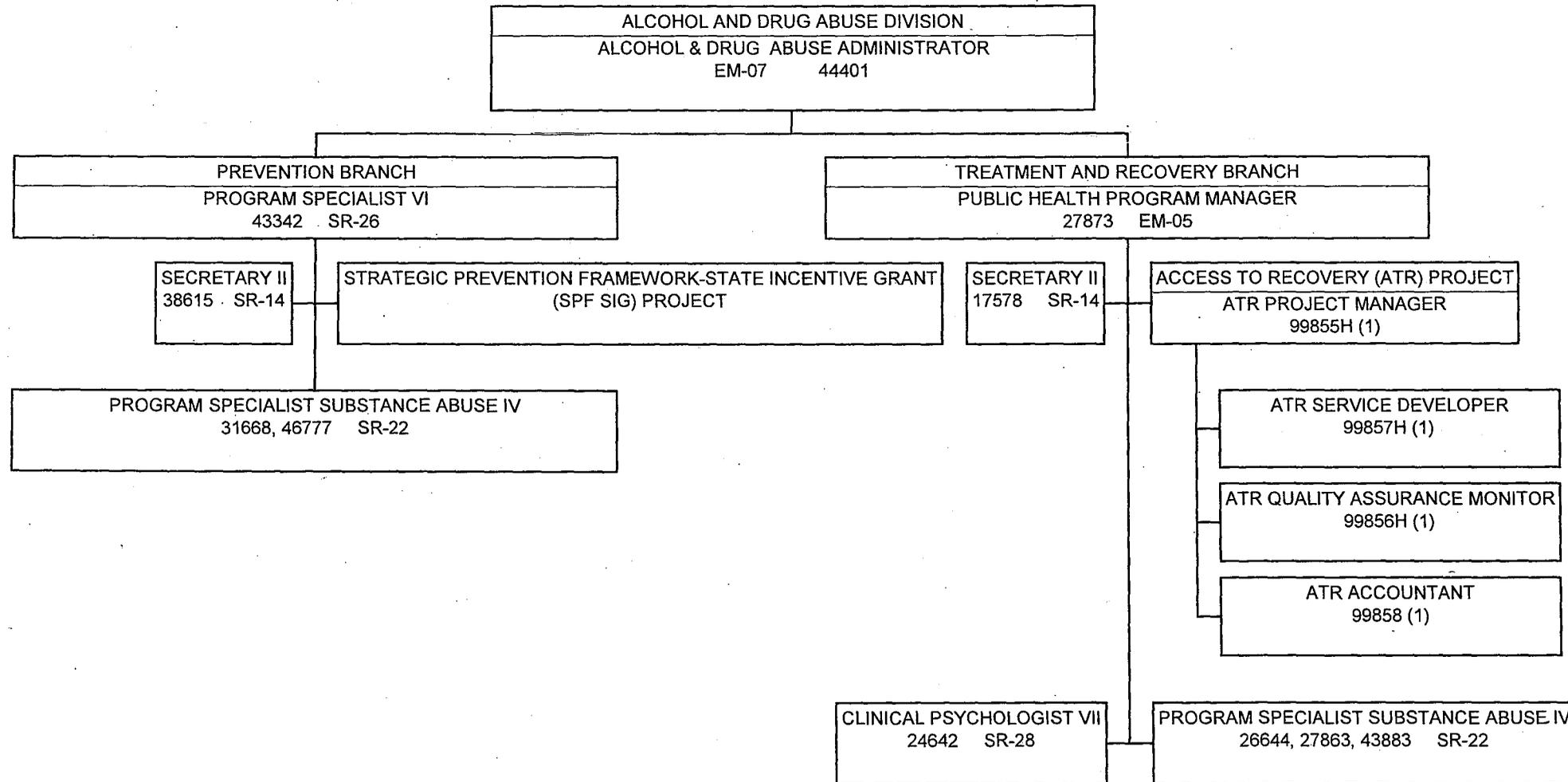


(SEE SEPARATE CHART)

(SEE SEPARATE CHART)

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ALCOHOL AND DRUG ABUSE DIVISION  
 PREVENTION BRANCH/TREATMENT AND RECOVERY BRANCH

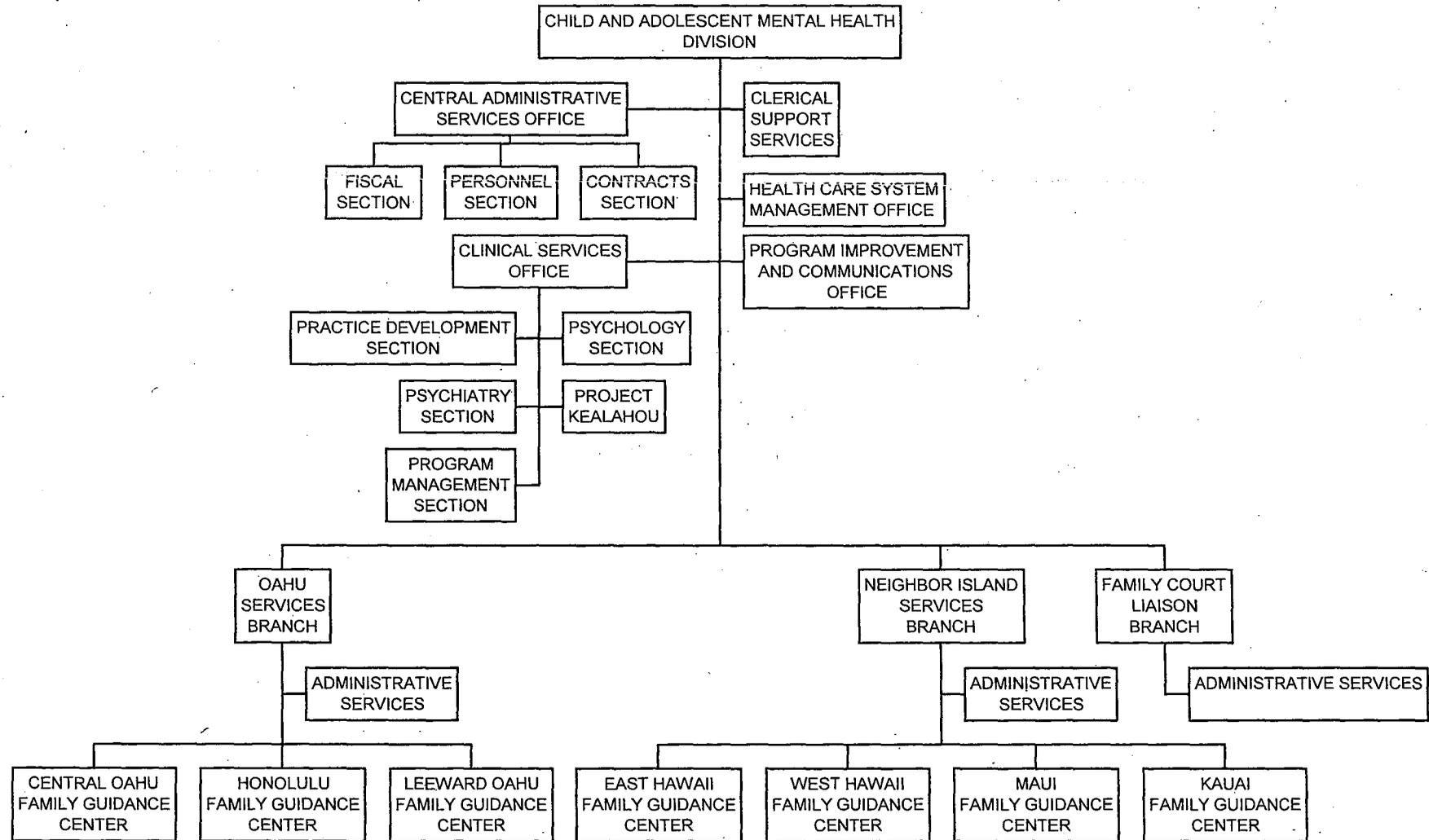
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/15.

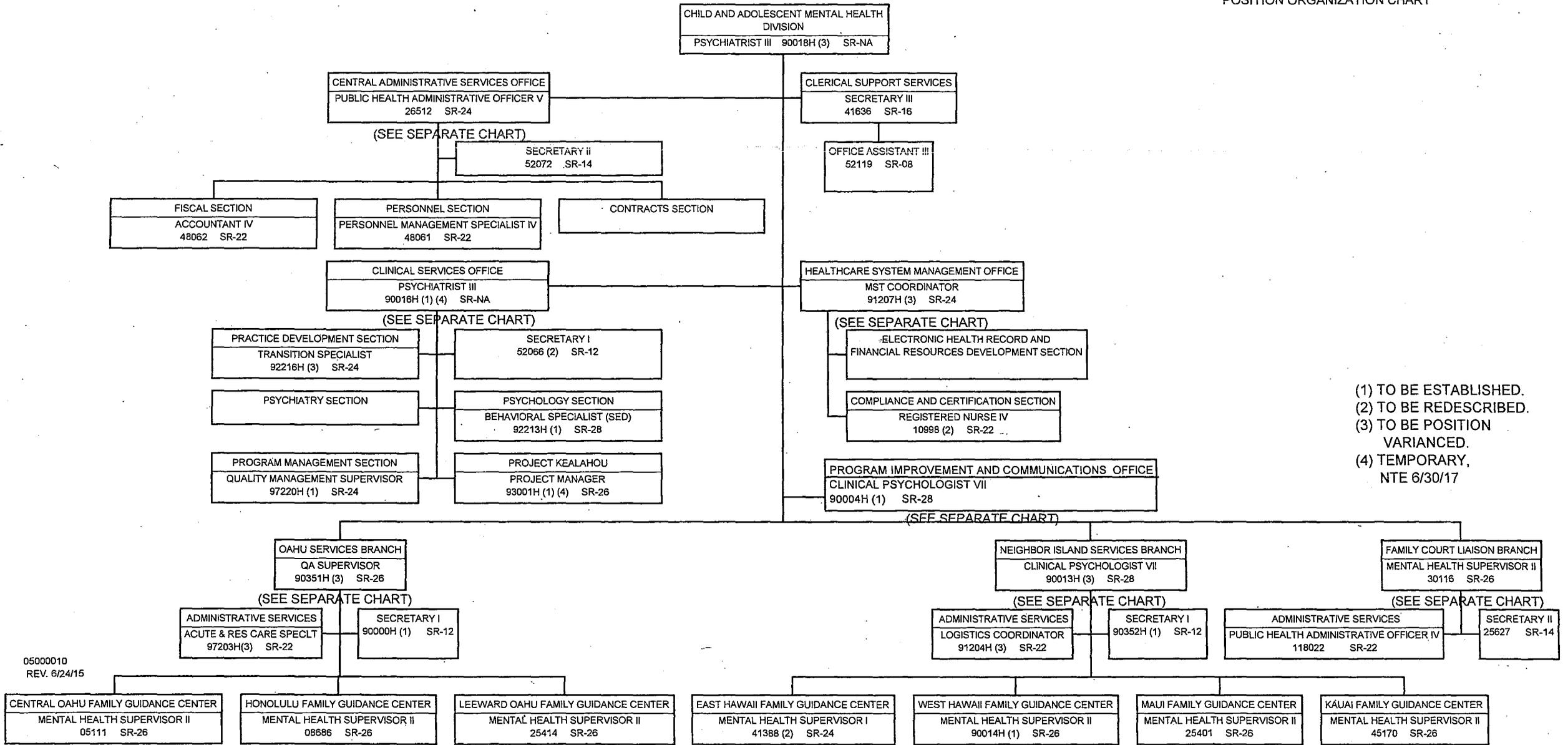
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

POSITION ORGANIZATION CHART

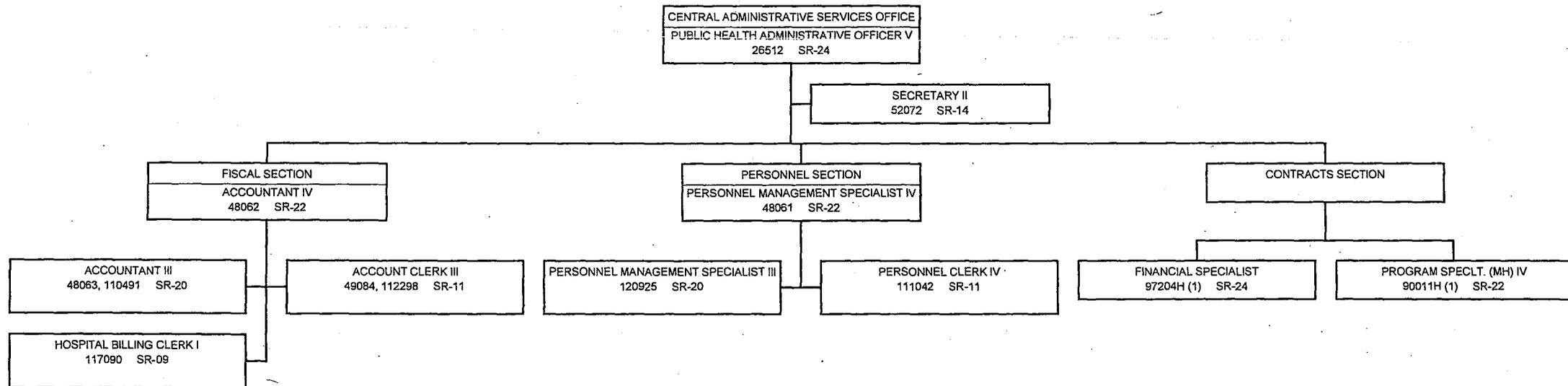


(1) TO BE ESTABLISHED.  
 (2) TO BE REDESCRIBED.  
 (3) TO BE POSITION VARIANCED.  
 (4) TEMPORARY, NTE 6/30/17

05000010  
 REV. 6/24/15

JUN 30 2015

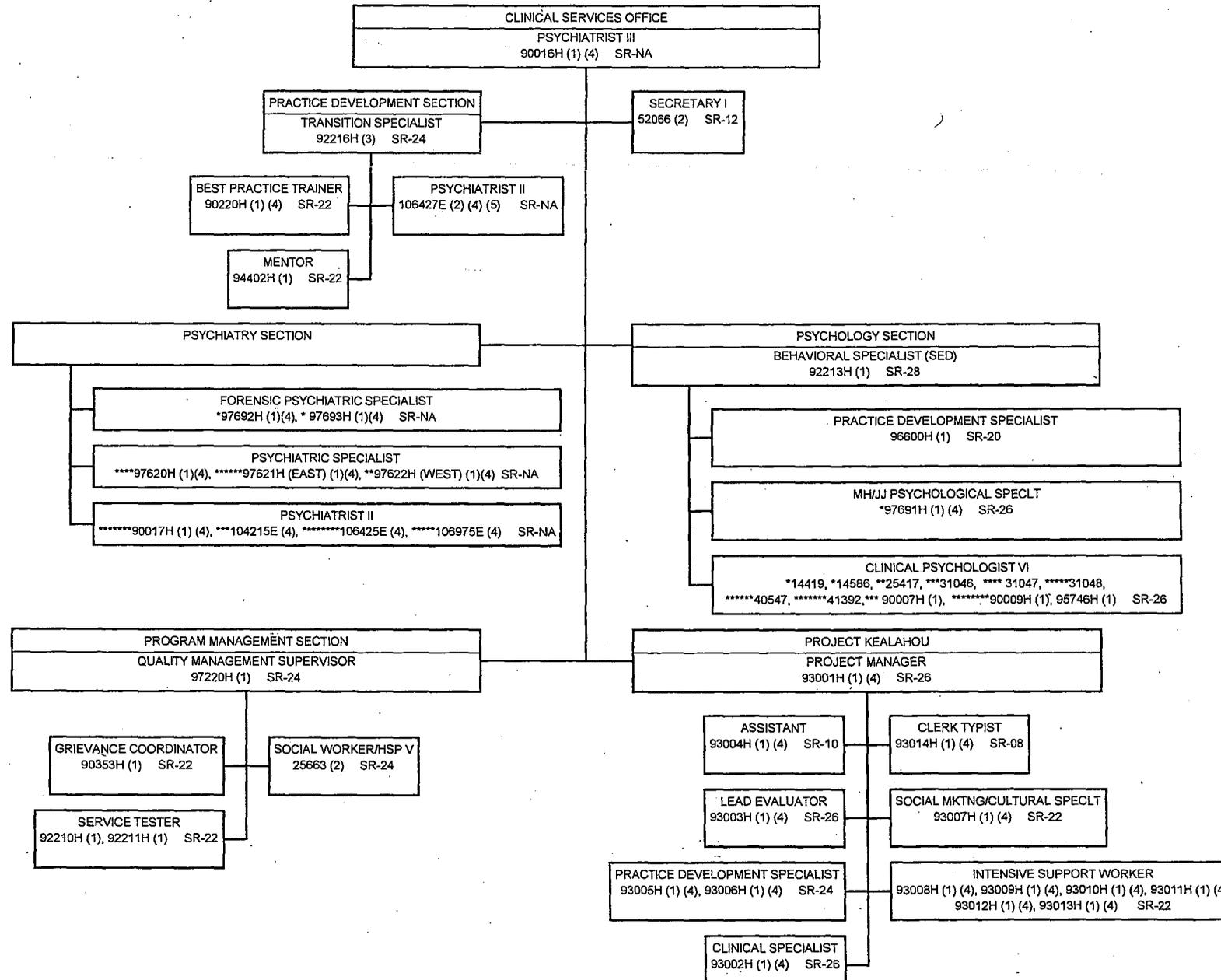
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
 CENTRAL ADMINISTRATIVE SERVICES OFFICE  
 POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.

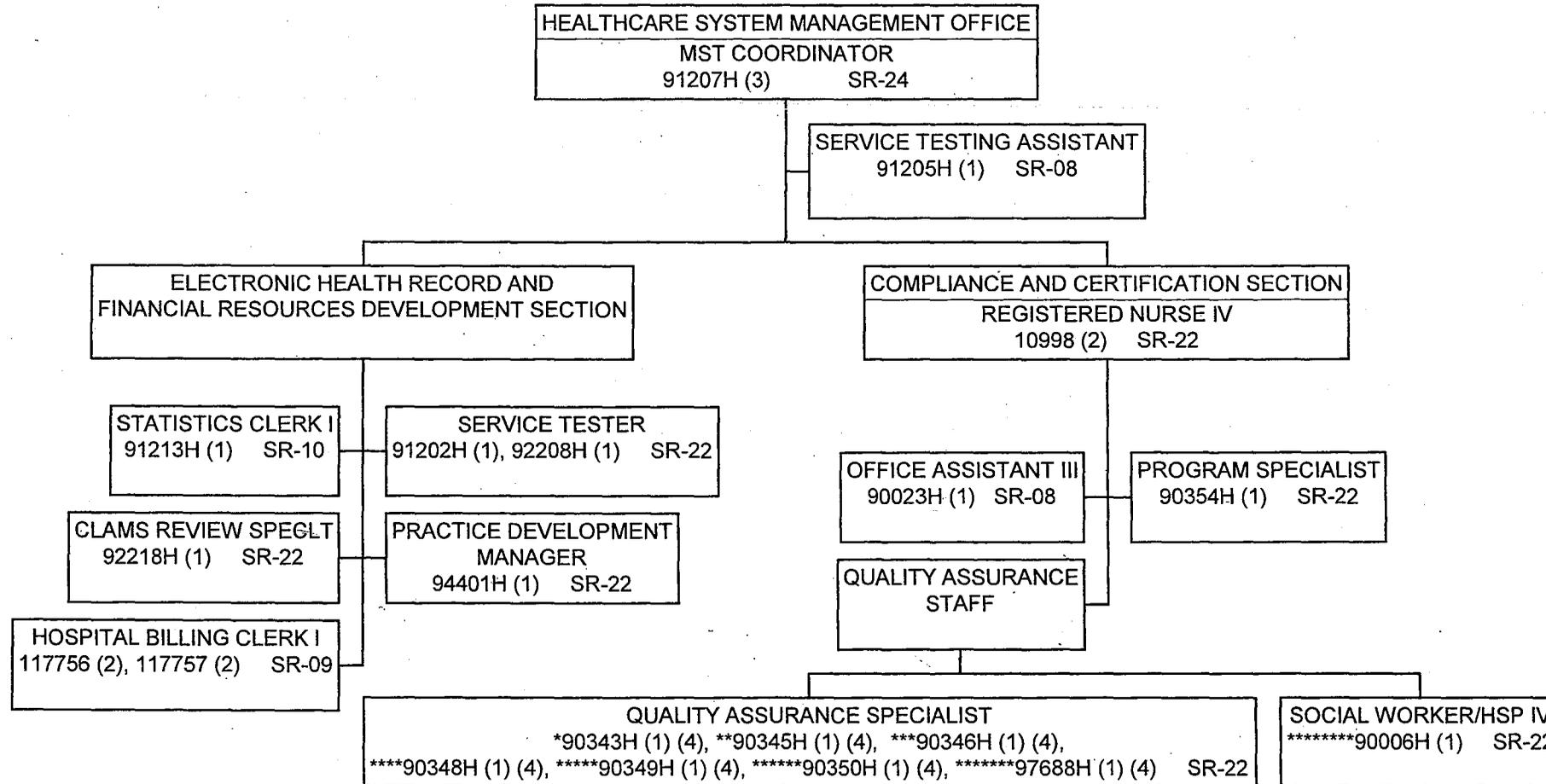
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
 CLINICAL SERVICE OFFICE

POSITION ORGANIZATION CHART



\*FCLB  
 \*\*WEST HAWAII  
 \*\*\*CENTRAL OAHU FGC  
 \*\*\*\*LEEWARD OAHU FGC  
 \*\*\*\*\*HONOLULU FGC  
 \*\*\*\*\*EAST HAWAII FGC  
 \*\*\*\*\*MAUI FGC  
 \*\*\*\*\*KAUAI FGC

(1) TO BE ESTABLISHED.  
 (2) TO BE REDESCRIBED.  
 (3) TO BE POSITION  
 VARIANED.  
 (4) TEMPORARY,  
 NTE 6/30/17.  
 (5) .50 FTE.

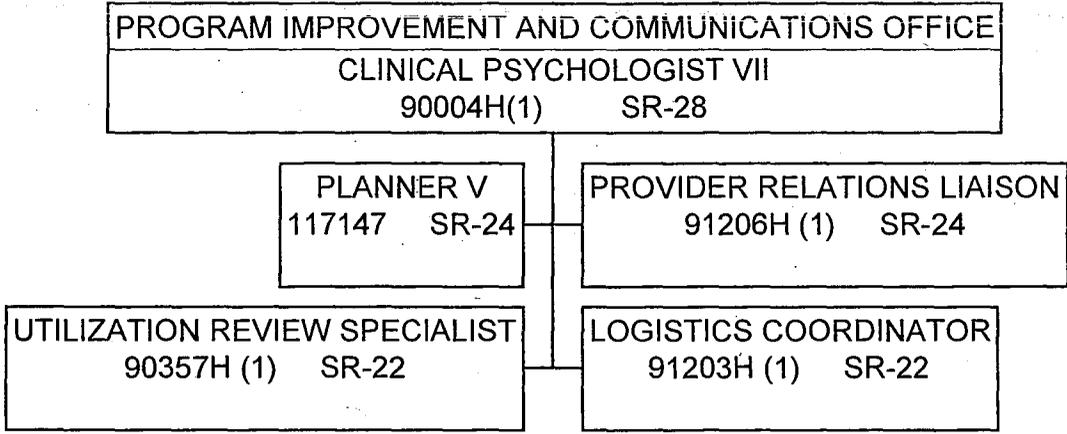


\* CENTRAL OAHU FGC  
 \*\* HONOLULULU FGC  
 \*\*\* LEEWARD OAHU FGC  
 \*\*\*\* EAST HAWAII FGC  
 \*\*\*\*\* MAUI FGC  
 \*\*\*\*\* KAUAI FGC  
 \*\*\*\*\* FCLB  
 \*\*\*\*\* WEST HAWAII FGC

(1) TO BE ESTABLISHED.  
 (2) TO BE REDESCRIBED.  
 (3) TO BE POSITION  
 VARIANCED.  
 (4) TEMPORARY,  
 NTE 6/30/17.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
PROGRAM IMPROVEMENT AND COMMUNICATIONS OFFICE

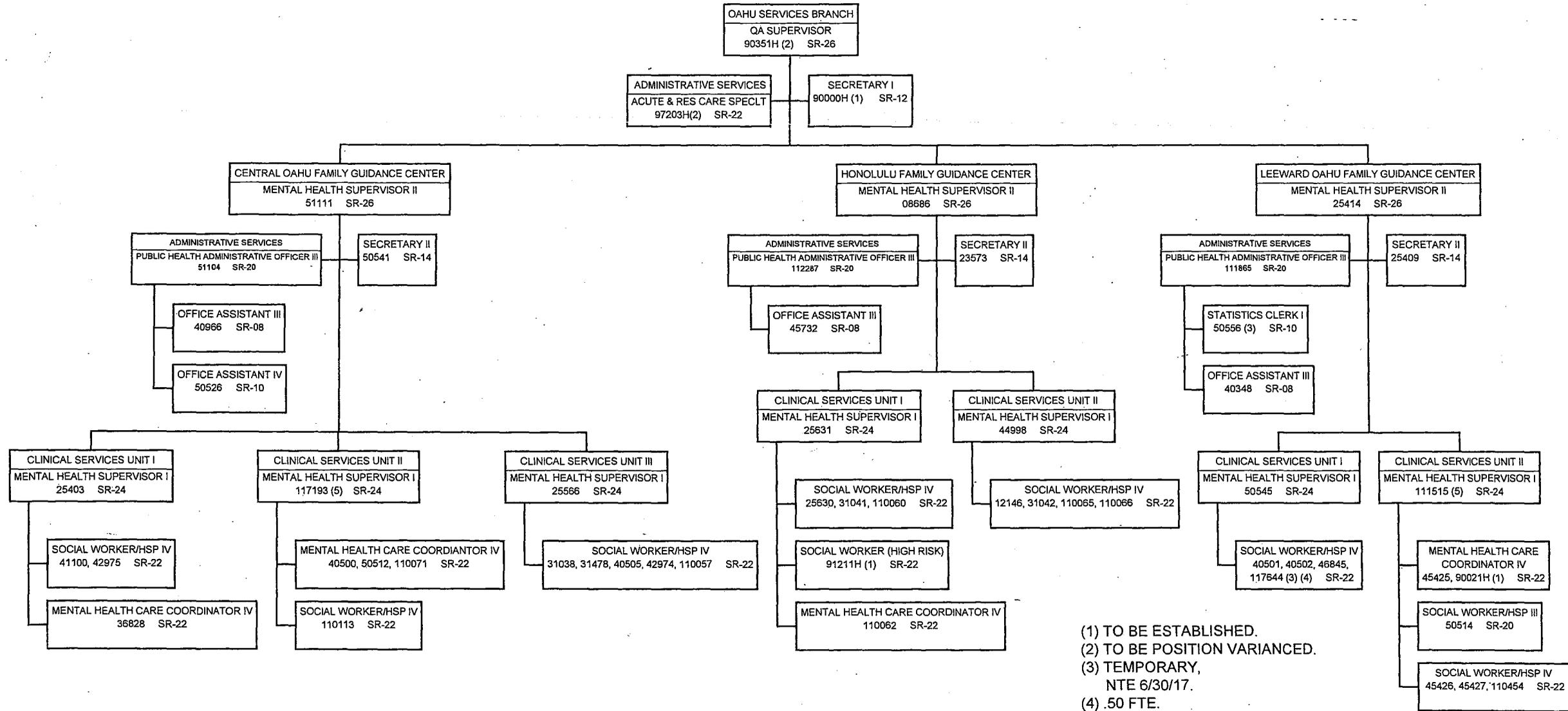
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
 OAHU SERVICES BRANC

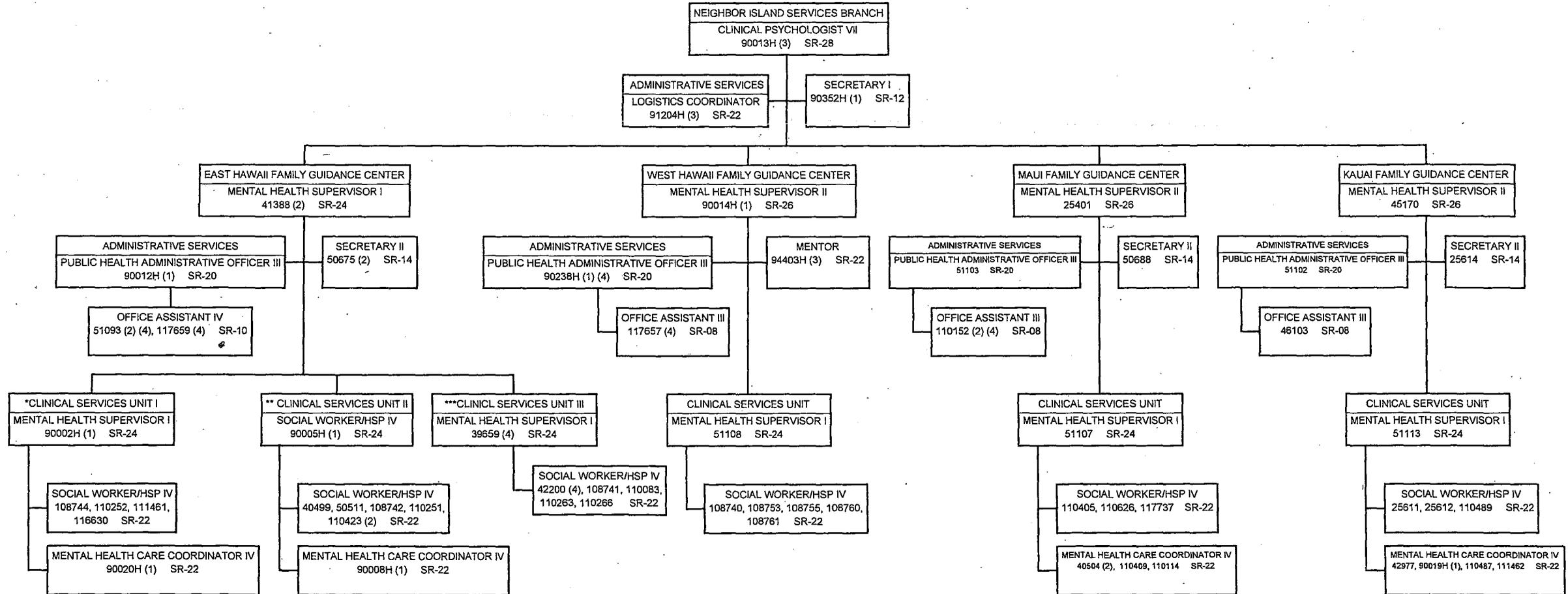
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) TO BE POSITION VARIANCED.  
 (3) TEMPORARY,  
 NTE 6/30/17.  
 (4) .50 FTE.  
 (5) NEW POSITION.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
 NEIGHBOR ISLAND SERVICES BRANCH

POSITION ORGANIZATION CHART

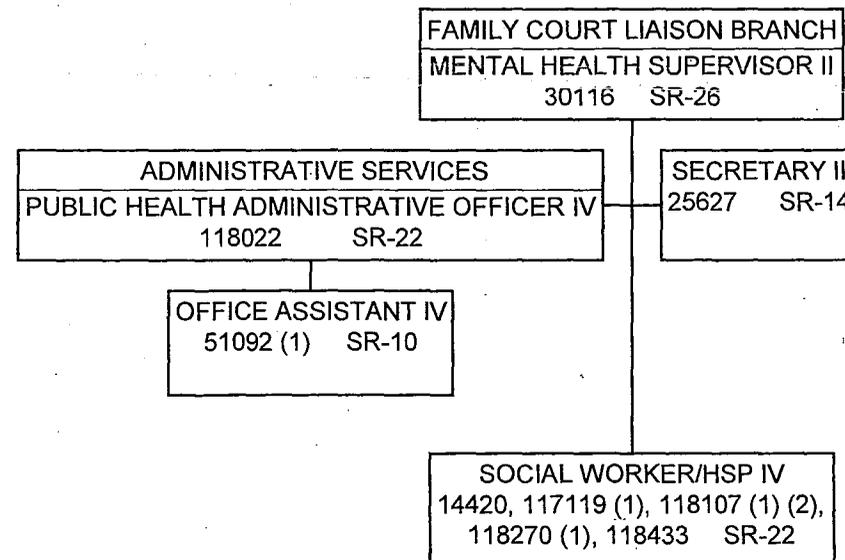


(1) TO BE ESTABLISHED.  
 (2) TO BE REDESCRIBED.  
 (3) TO BE POSITION VARIANCED.  
 (4) TEMPORARY,  
 NTE 6/30/17.

\*HILO  
 \*\*HILO/PUNA/KA'U  
 \*\*\*PUNA

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
FAMILY COURT LIAISON BRANCH

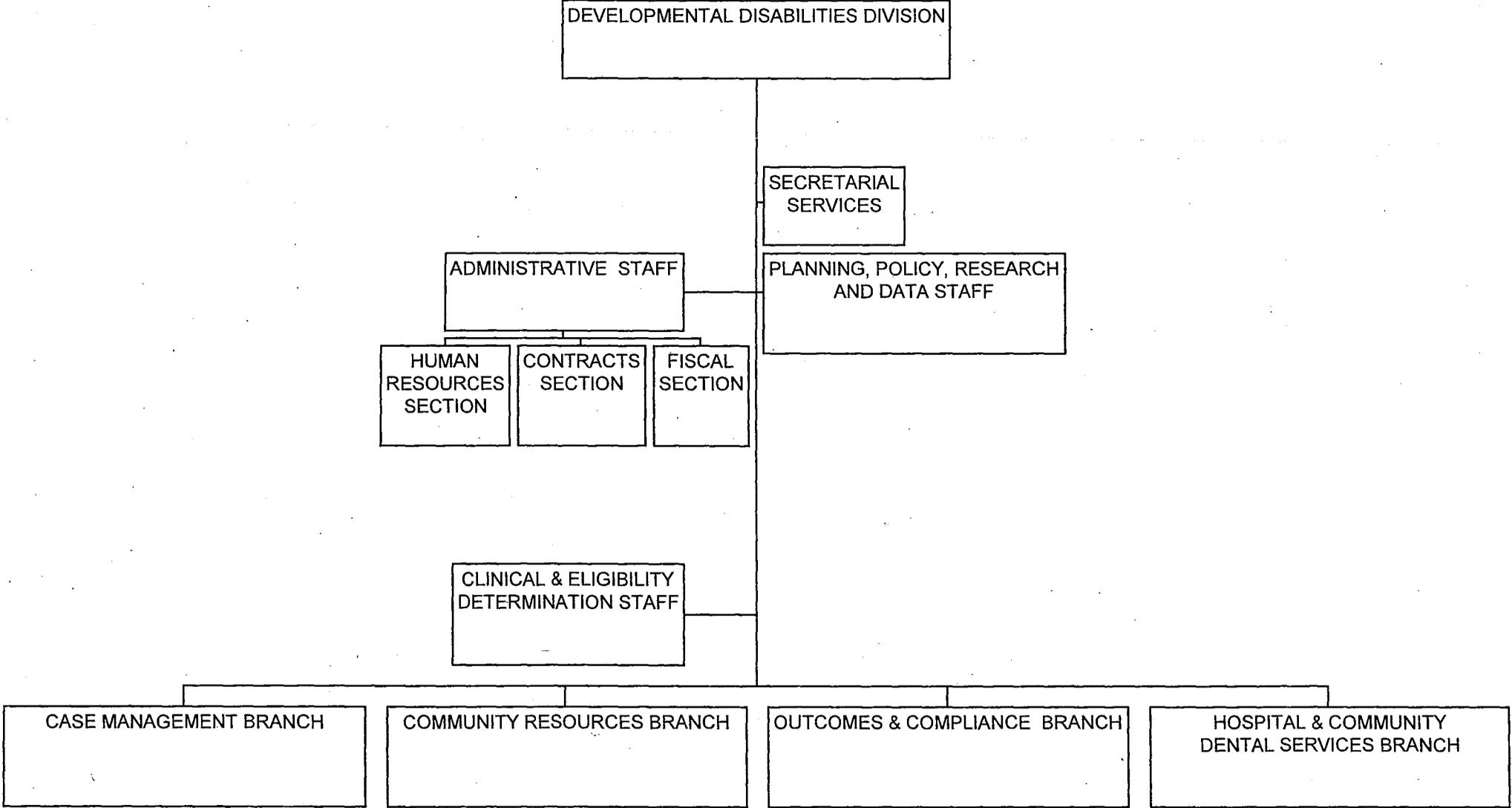
POSITION ORGANIZATION CHART



(1) TEMPORARY,  
NTE 6/30/17.  
(2) NEW POSITION

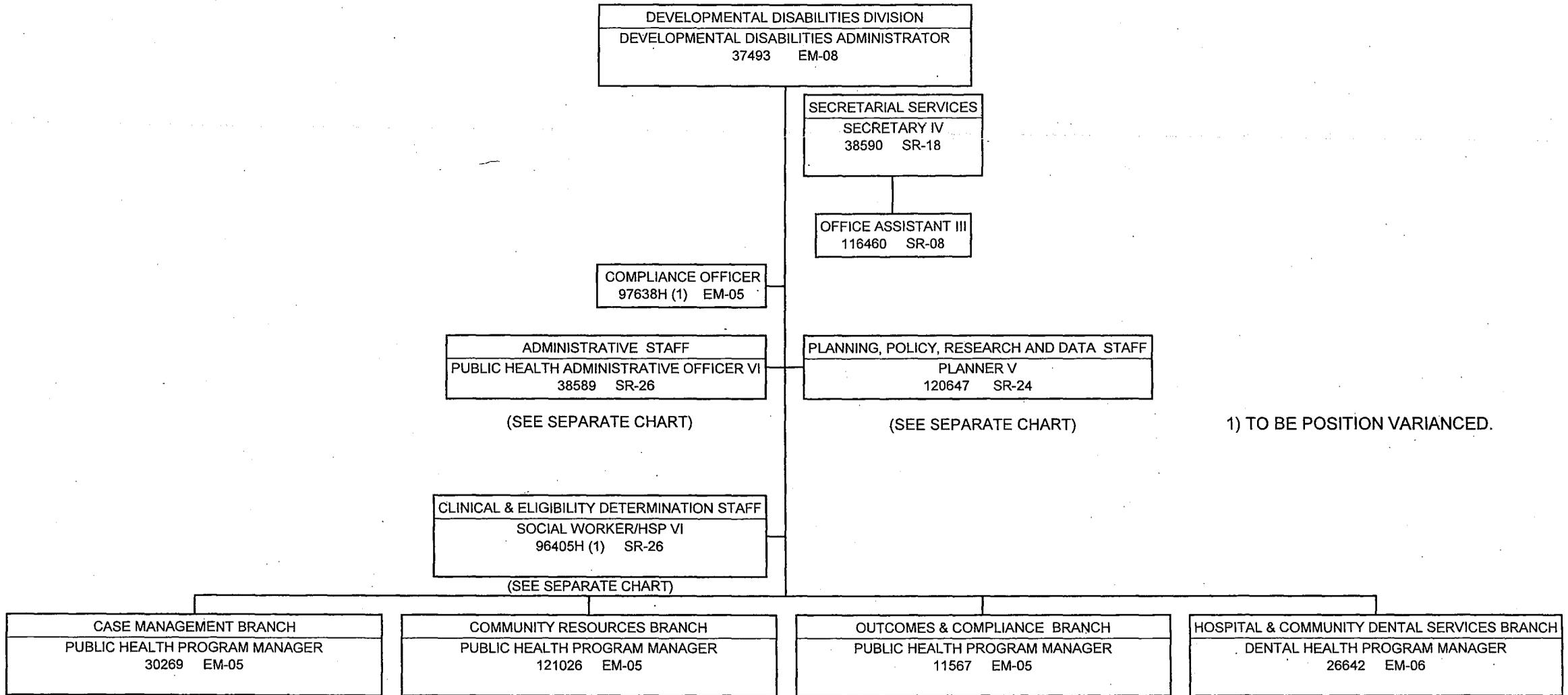
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION

POSITION ORGANIZATION CHART



1) TO BE POSITION VARIANCED.

(SEE SEPARATE CHART)

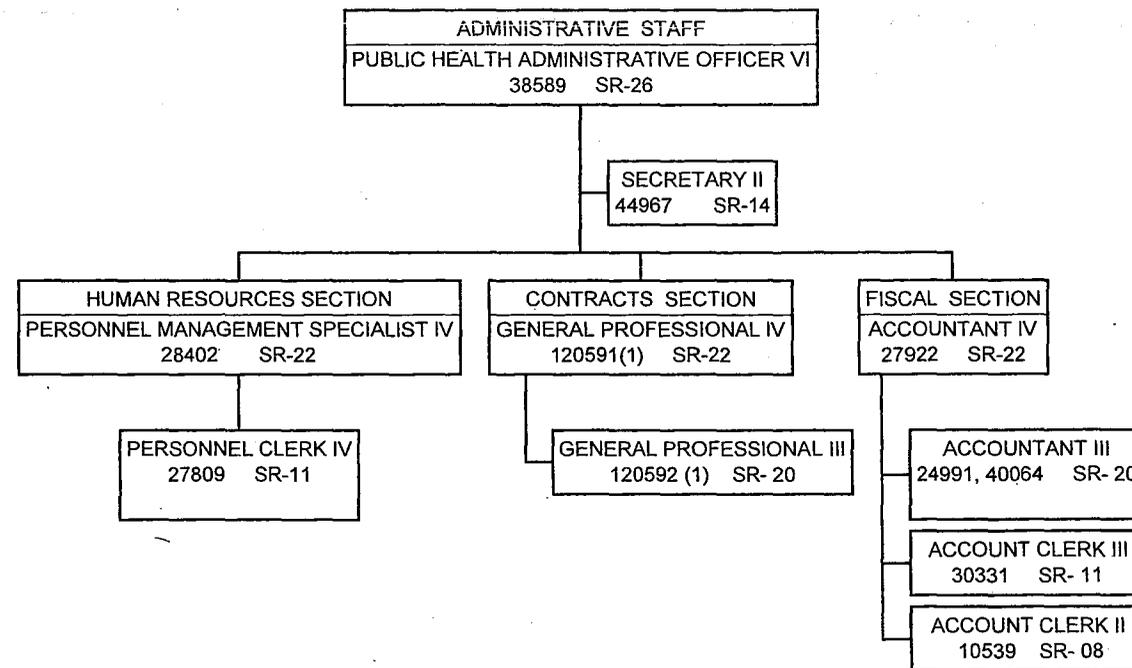
(SEE SEPARATE CHART)

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(SEE SEPARATE CHART)

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION  
 ADMINISTRATIVE STAFF

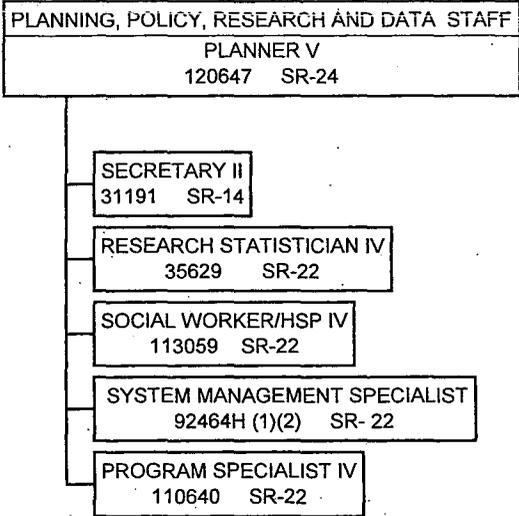
POSITION ORGANIZATION CHART



1) TEMPORARY, NTE 6/30/17.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
PLANNING, POLICY, RESEARCH AND DATA STAFF

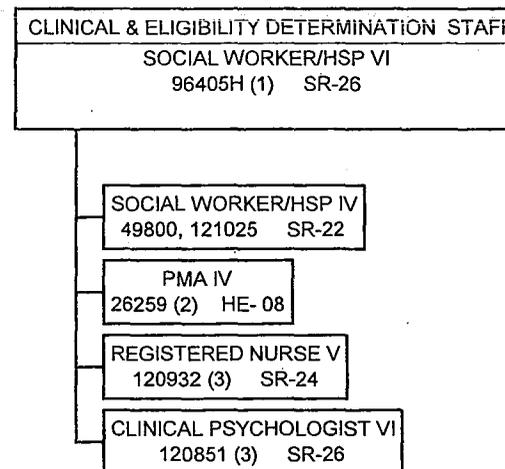
POSITION ORGANIZATION CHART



1) TO BE POSITION VARIANCED.  
2) TEMPORARY, NTE 6/30/16.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CLINICAL & ELIGIBILITY DETERMINATION STAFF

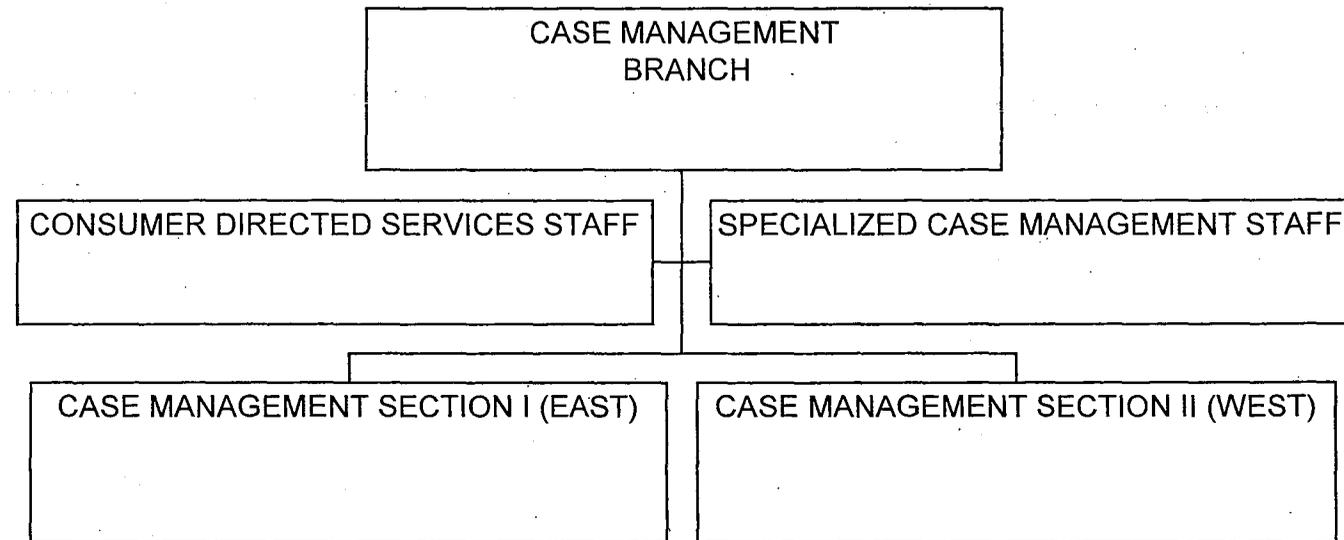
POSITION ORGANIZATION CHART



- 1) TO BE POSITION VARIANCED.
- 2) TO BE REDESCRIBED.
- 3) TEMPORARY, NTE 6/30/17.

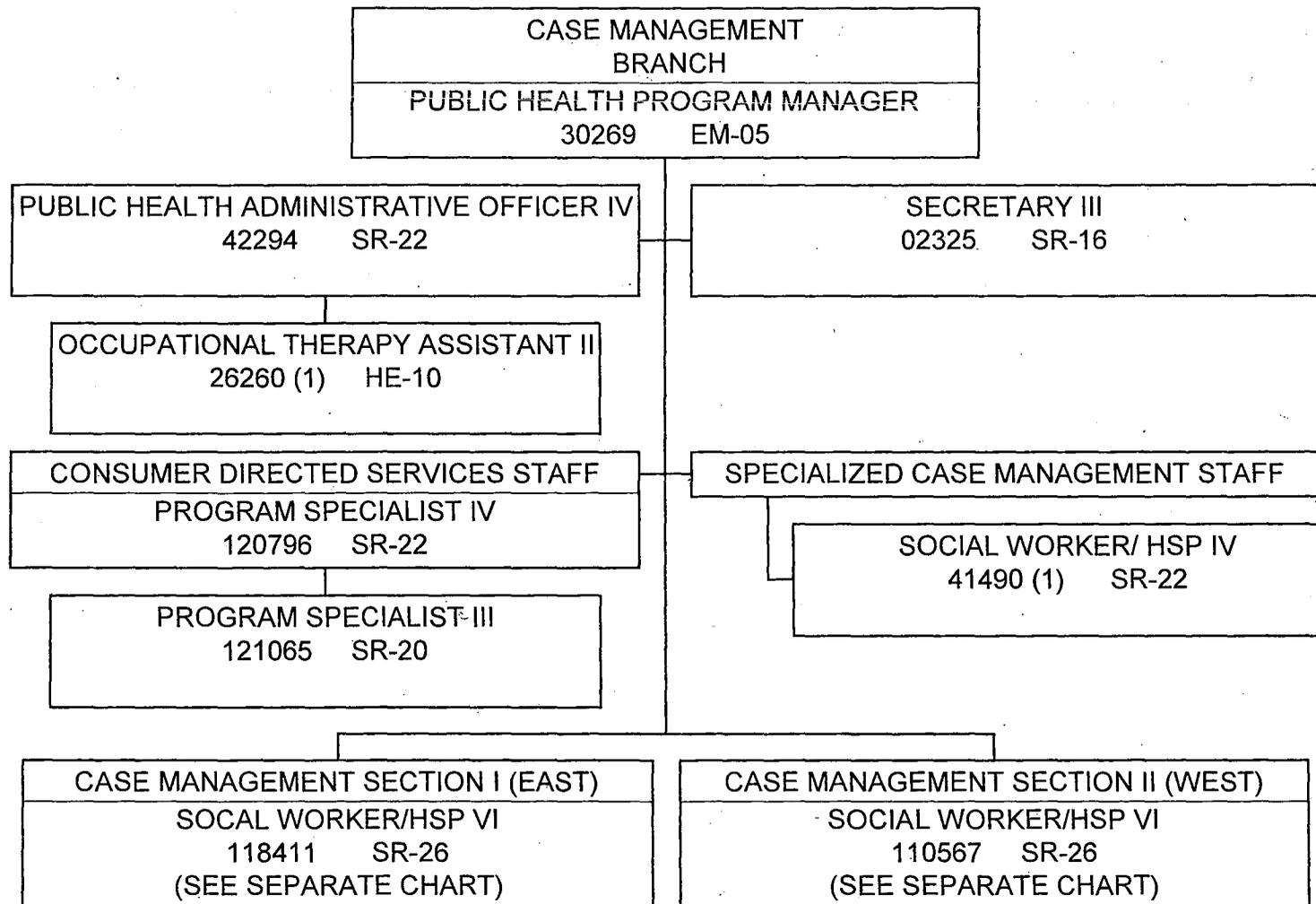
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION  
 CASE MANAGEMENT BRANCH

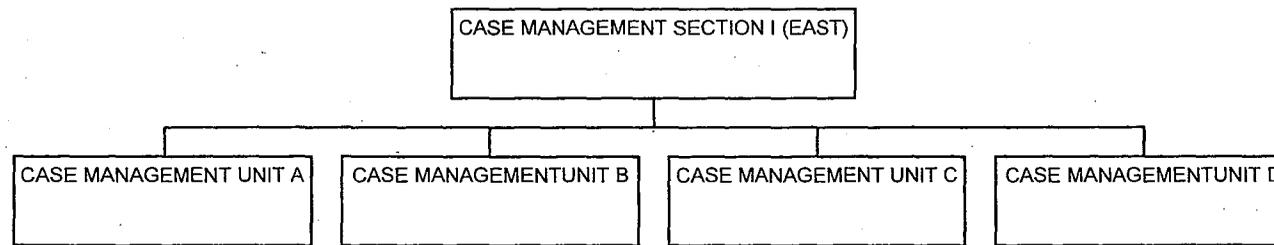
POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED.

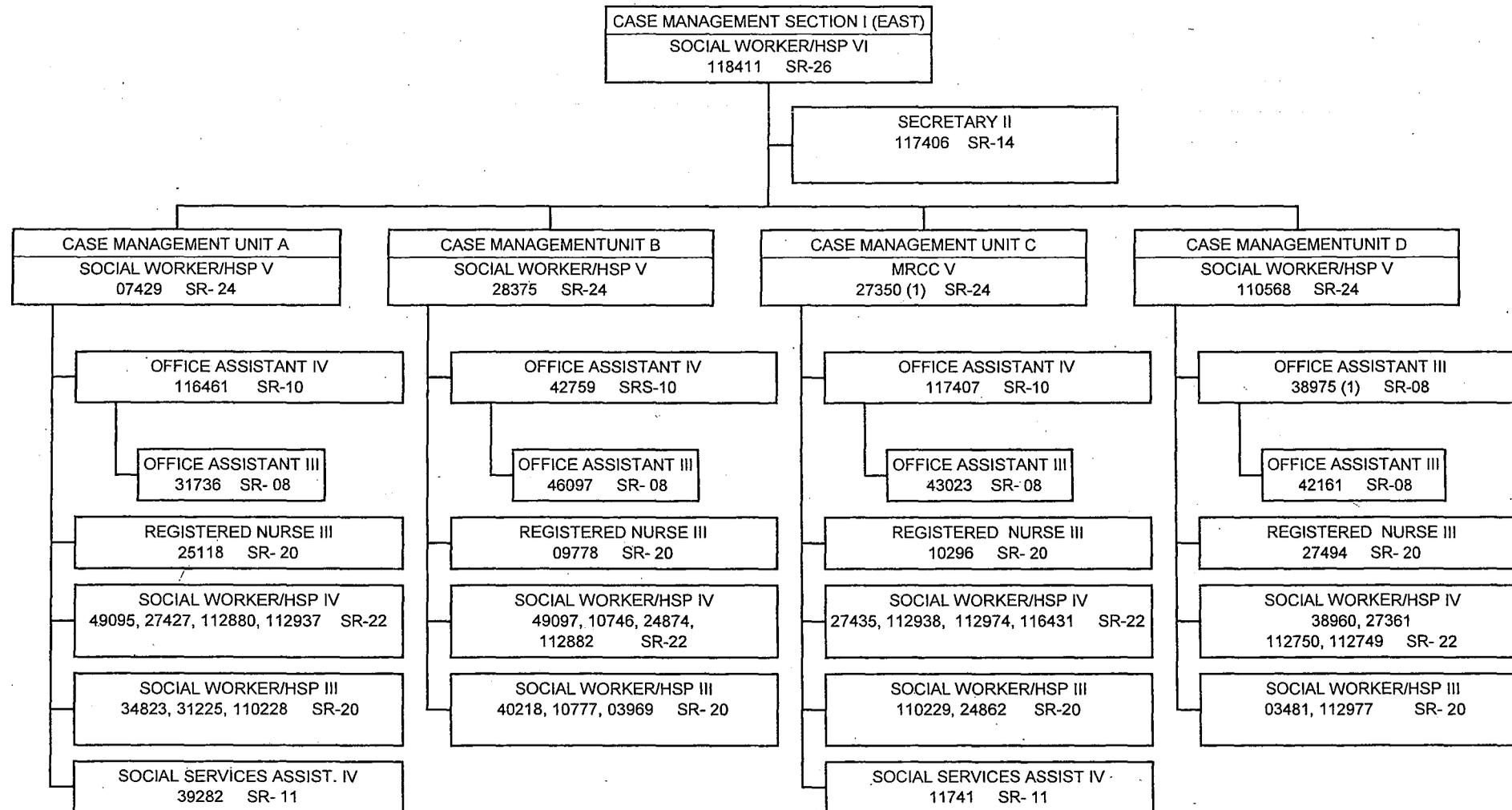
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
CASE MANAGEMENT SECTION I (EAST)

ORGANIZATION CHART



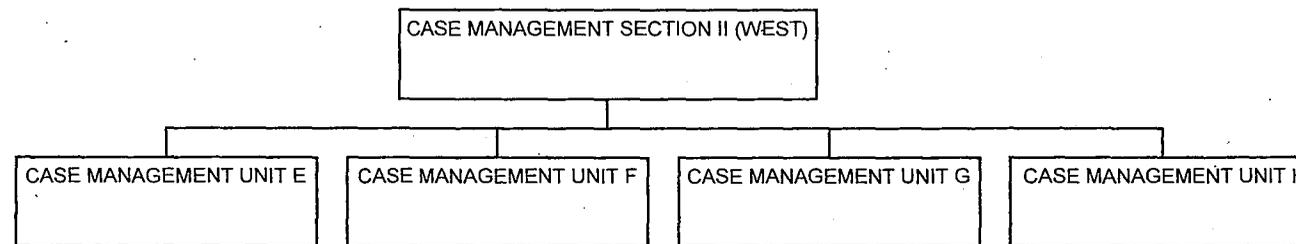
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION  
 CASE MANAGEMENT BRANCH  
 CASE MANAGEMENT SECTION I (EAST)

POSITION ORGANIZATION CHART



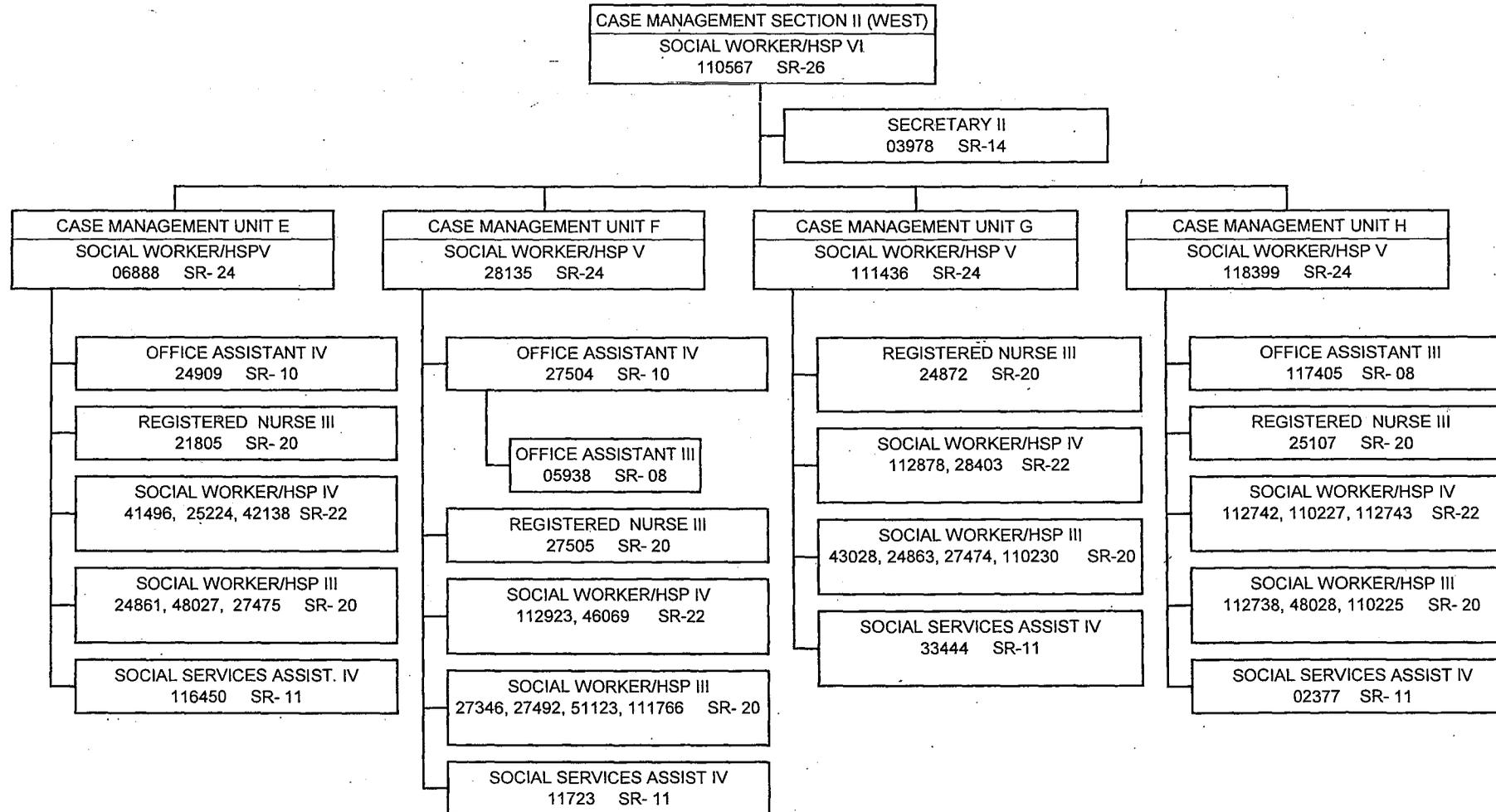
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
CASE MANAGEMENT SECTION II (WEST)

ORGANIZATION CHART



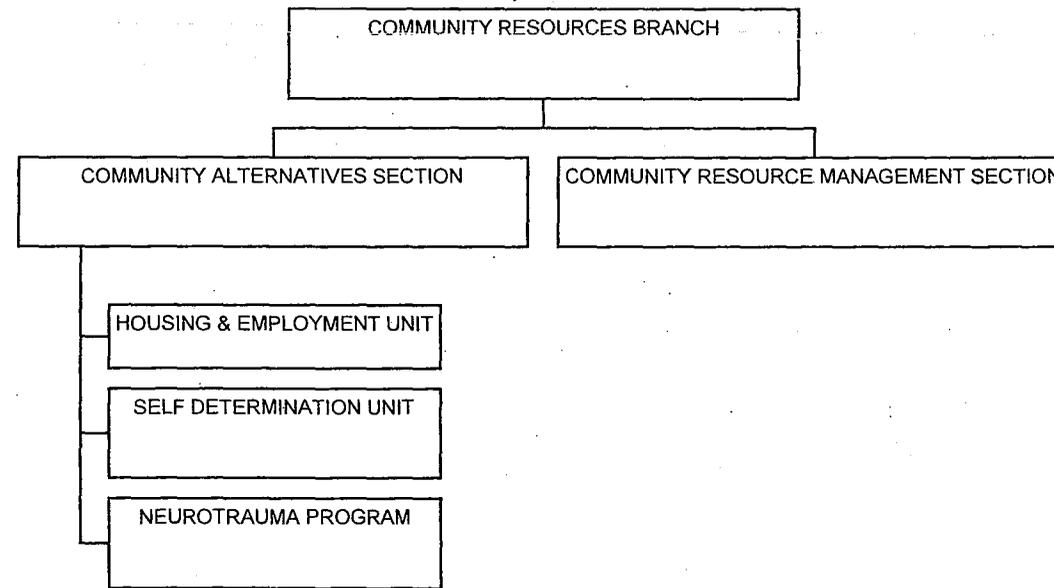
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION  
 CASE MANAGEMENT BRANCH  
 CASE MANAGEMENT SECTION II (WEST)

POSITION ORGANIZATION CHART



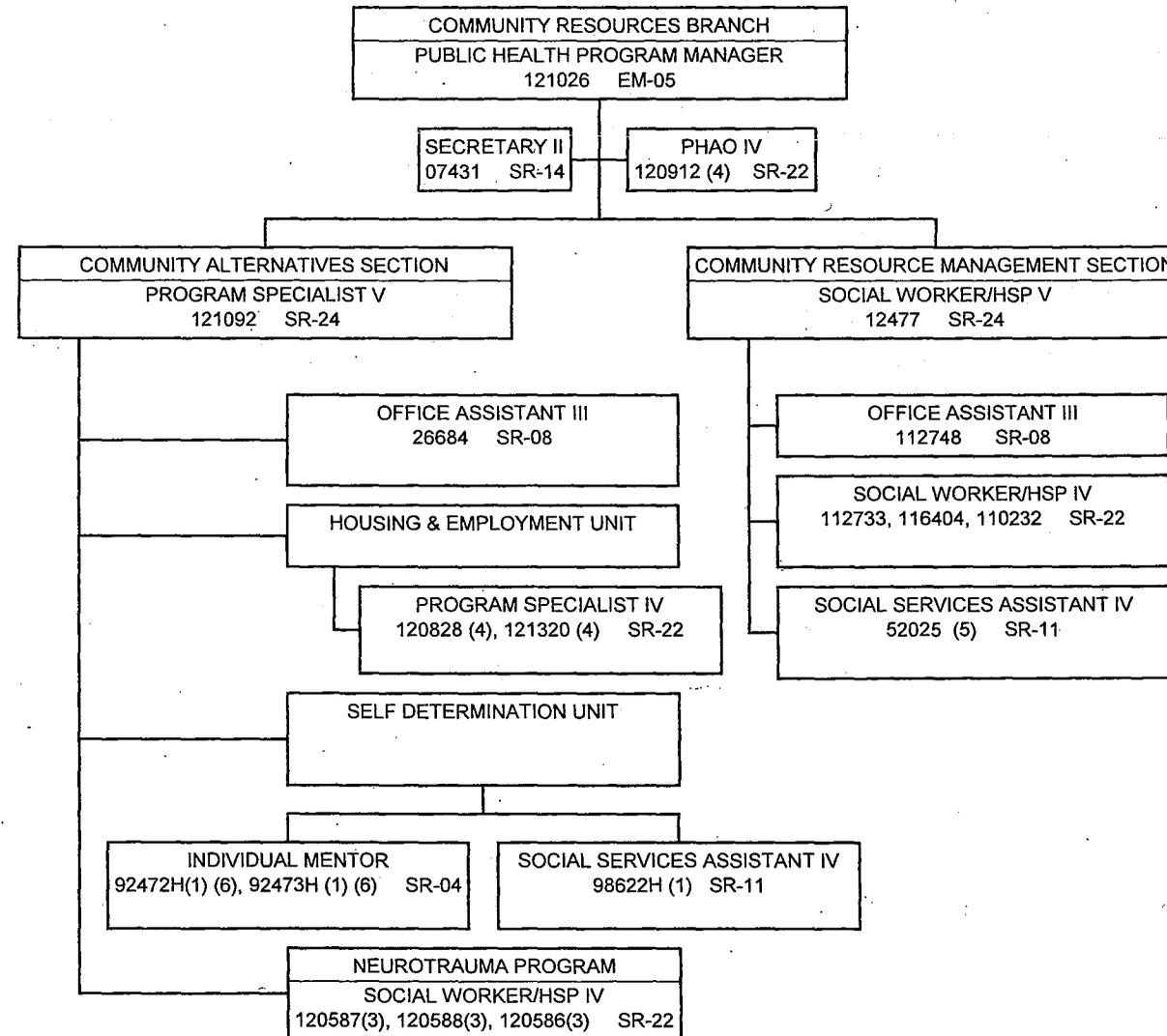
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
COMMUNITY RESOURCES BRANCH

ORGANIZATION CHART



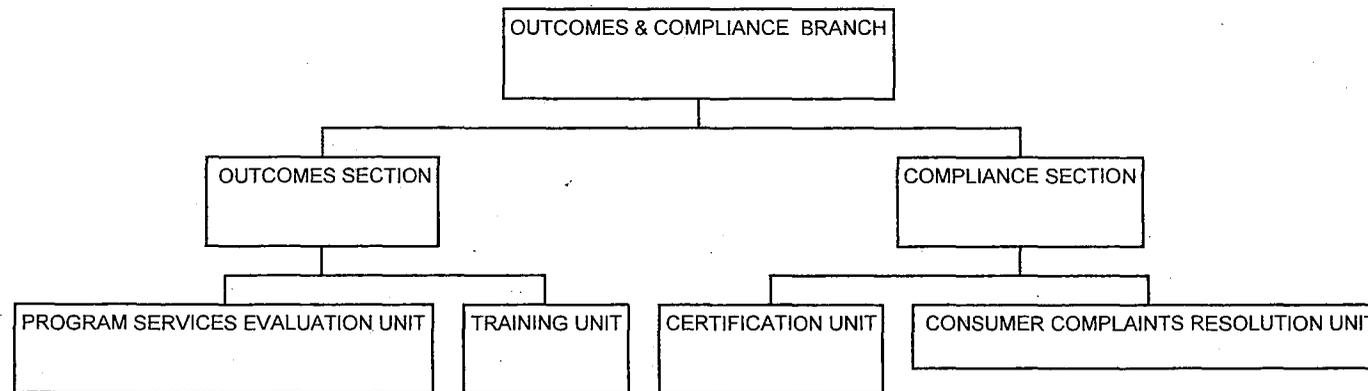
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION  
 COMMUNITY RESOURCES BRANCH

POSITION ORGANIZATION CHART



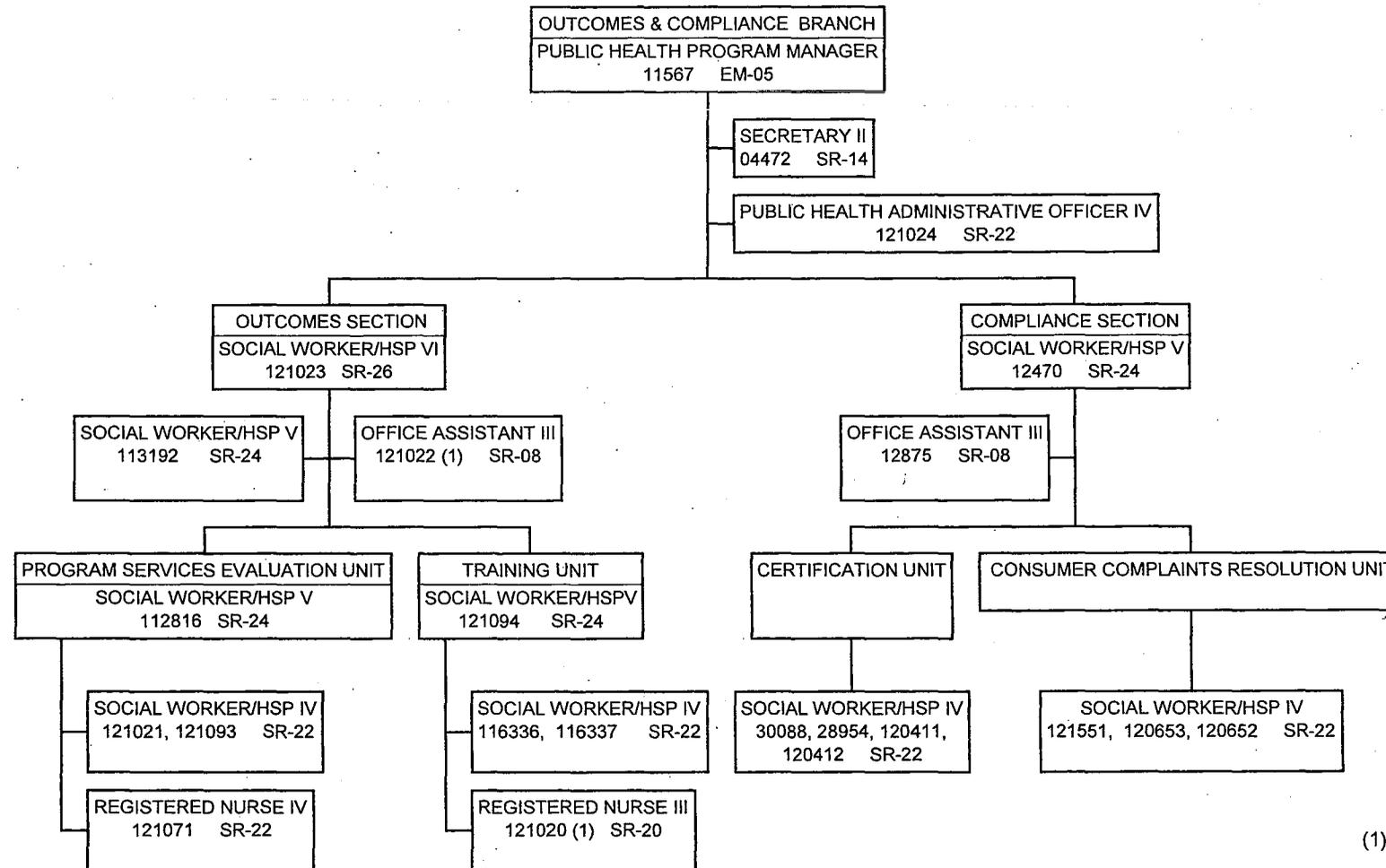
- (1) TO BE ESTABLISHED.
- (2) TO BE POSITION VARIANCED.
- (3) NEUROTRAUMA SPECIAL FUND.
- (4) TEMPORARY, NTE 6/30/17.
- (5) TO BE REDESCRIBED.
- (6) TEMPORARY, NTE 6/30/16.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
OUTCOMES & COMPLIANCE BRANCH  
ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION  
 OUTCOMES & COMPLIANCE BRANCH

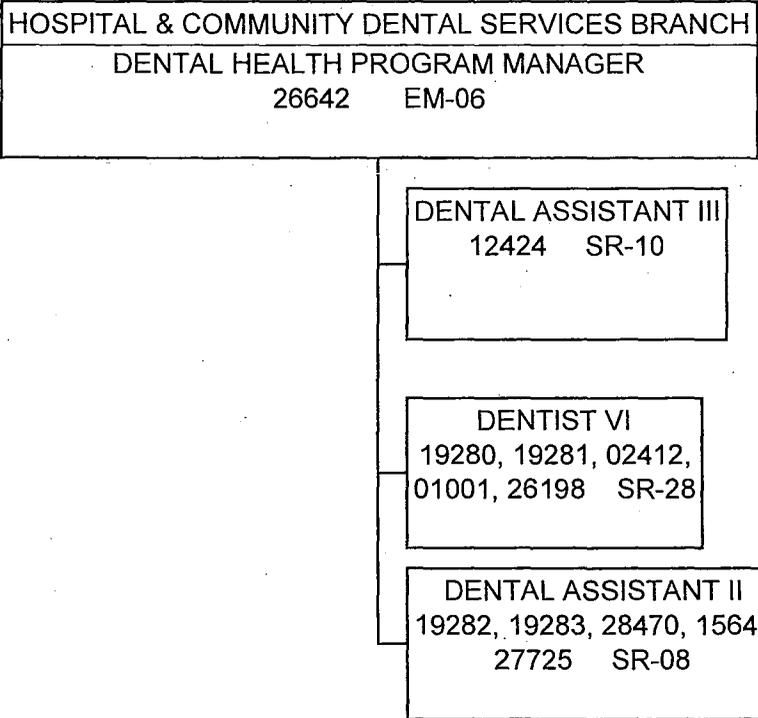
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/17.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION

POSITION ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION

FUNCTIONAL STATEMENT

Under the general direction of the Director of Health, provides leadership, planning and quality improvement to best meet the needs of those served by the Behavior Health Administration and ensure effective and efficient resources maximization and utilization. Administers state operated and contracted behavior health services statewide through each of its' Divisions to avoid and reduce the prevalence, severity and disability of substance abuse, mental illness and intellectual/developmental disabilities. Monitors services and provides clinical reviews to improve outcomes; delivers technical assistance, professional training and certification; conducts services gaps and need identification and planning; and supports and implements programs, research and innovation to meet needs.

ADULT MENTAL HEALTH DIVISION

Plans, coordinates and promotes integrated mental health services for individuals 18 years of age and older. Public resources are focused on persons with serious mental disorders, individuals in an acute, severe mental health crisis, and those experiencing distress and trauma from a declared disaster. Services are provided through out-patient programs at community mental health center branches, at a public hospital for the seriously mentally ill, through evaluative and consultative services to the state court system, and through a network of contract service providers.

ALCOHOL AND DRUG ABUSE DIVISION

Plans, coordinates and implements statewide services relative to alcohol and drug abuse: prevention, intervention, treatment, and recovery. Certifies substance abuse counselors, substance abuse program administrators, co-occurring disorders professionals, clinical supervisors, criminal justice addictions professionals, and prevention specialists. Accredits residential substance abuse programs; providing diagnostic, treatment and consultative services.

CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

Provides an array of services or 'levels of care' depending on the needs of the individual youth with mental health issues. Services are provided largely through contracted agencies in all four counties, but care coordination as well as some direct professional services are provided by the division. Service array includes outpatient and inpatient as well as residential treatment services. A specialized branch provides care to youth who are involved with the juvenile justice system as well. Responsible for caring for children and teens who have educationally mandated services; MedQuest clients; girls with trauma histories; youth that have developmental disabilities as well as behavioral issues.

DEVELOPMENTAL DISABILITIES DIVISION

Plans, implements, monitors and sets direction for a person-centered comprehensive system of supports and services for persons with intellectual and/or developmental disabilities or neurotrauma and their families to promote employment and integration in their community. Administers programs and collaborates with the public and private sectors to ensure self determined choices and a continuum of quality services. Incorporates evidence based practices and quality standards to achieve healthy and safe lives. Provides direct dental services as a safety net for Hawaii's vulnerable citizens within the Hawaii State Hospital, community-based dental clinics, and schools. Develops statewide dental capacity to serve vulnerable citizens. Promotes policies for dental health and safety and implements programs to improve access to dental care.

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JUN 30 2015

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Executes statutory responsibilities relating to adult mental illness, set fourth under Chapter 334, HRS.

Directs, coordinates, and monitors the operations of the State's adult mental health programs, services, activities and facilities.

FOUR (4) COMMUNITY MENTAL HEALTH CENTER BRANCHES

Plans, organizes and implements programs and activities to meet the mental health needs of the adults and the elderly through four community mental health center branches, one on Oahu and three on the neighbor islands.

COURTS AND CORRECTIONS BRANCH

Provides evaluation, consultation, diagnostic and treatment services to the State courts and corrections system including Oahu Community Correctional Center and Halawa High Security Facility. Conducts in-service training and research in areas related to criminal behaviors and participates in sanity reviews.

HAWAII STATE HOSPITAL

Operates and administers an adult in-patient facility for the diagnosis, treatment and rehabilitation for acute, chronically mentally ill and dual-diagnosed individuals in the State.

Reviews and approves personnel actions and investigates and resolves issues relating to adult mental health employee grievances and problems.

Establishes Divisional administrative and operational policies.

Initiates, develops and/or participates in State-level planning concerned with adult mental health or mental health related programs and services.

Plans, directs and reviews planning, programming and budgeting activities coordinated with the branches, Administrative Services Office and other agencies.

Provides for linkages with the other Divisions within the Administration, Department of Health, Federal, State and County agencies and private groups which are concerned with statewide related to adult mental health, and mental illness.

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Provides staff support and technical assistance to the Chief, Adult Mental Health Division.

Provides through its various Sections, staff support services, technical consultation, assistance, and direction to all organizational segments of the Division, and to community mental health center programs in the Counties of Hawaii, Maui, and Kauai in the areas of research, special studies, information and management systems, program planning, organization, program evaluation, resource mobilization, clinical service standards, training and staff development, manpower resource allocation and federal grants.

Plans, organizes, directs, coordinates, and monitors the activities of all organizational segments under Program Supports Services.

Coordinates activities with Central Administrative Services.

Monitors the Division's program for short-term psychiatric services in general hospitals.

Maintains continuing liaison with the Med-Quest Division, Department of Human Services, for the ongoing development of psychiatric and substance abuse programs under Title XIX (Medicaid).

Provides for licensing of psychiatric facilities to carry out responsibilities defined in Chapter 334-21, in conjunction with the Hospital and Medical Facilities Branch.

Prepares the Division's PPBS jointly with the Central Administrative Services including manpower resource allocation.

Clerical Services

Provides stenographic, clerical and logistic services to PSS staff.

Prepares annual vacation schedule and out-of-state travel schedule for Master Travel Plan.

Orders and supplies legal and clinical record forms, brochures, and pamphlets to all organizational segments in the Division and to the neighbor island mental health programs.

Assists with arrangements for neighbor island staff and State Advisory Council members to attend workshops and meeting held on Oahu.

Establishes and maintains a filing system and documents a resource library.

Federal Grants - establishes separate fiscal and personnel records on federally-funded projects; monitors or prepares quarterly fiscal reports or expenditures and personnel changes in conformance with federal and departmental policies; prepares fiscal and budgetary portions of Continuation Grant Application:

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prepares fiscal reports.

Prepares and processes personnel forms and actions, monitors reports of employees' usage of sick leave, vacation leave, administrative leaves, overtime and time sheets and maintains these records.

Program Planning and Evaluation Staff

Performs program planning for the Division.

Reviews and assists in designing new programs and services and their costs.

Provides technical assistance in defining the goals and objectives of programs and services.

Evaluates program plans and requests for program and staffing changes of all organizational segments of the Division and the community mental health programs of the Counties of Hawaii, Kauai, and Maui.

Develops guidelines and procedures to support Divisional program policies.

Formulates program development guidelines.

Reviews, coordinates and monitors all federal grants; services as a central clearinghouse on grants development.

Assists with resource mobilization to facilitate program development.

Plans and develops coordinated programs and services in collaboration with public and private agencies, institutions and groups to carry out responsibilities defined in Chapter 334, Section 334-3(b)(4), at the Federal, State, and County levels.

Develops interagency agreements and contractual agreements.

Establishes liaison with Federal, State and County agencies and private agencies and groups which perform state or county-wide functions related to mental health, mental illness, alcoholism and drug abuse for purposes of coordinating planning efforts.

Develops the State Mental Health Program Plan.

Provides technical assistance on reorganization; reviews, evaluates and recommends revision of organizational structure.

Develops Divisional policies and procedures; reviews, updates and maintains a manual on Division Policies and Procedures.

Collects and provides statistical data and information required to carry out the functions of the mental health program in accordance with responsibility defined in Chapter 334, Section 334-3(b)(5) through the operation and maintenance of a data system.

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Promotes and conducts research and studies concerned with the nature, treatment, and consequences of mental illness, drug addiction and alcoholism within the State to carry out responsibility defined in Chapter 334, Section 334-3(b)(3).

Provides staff support services, technical consultation, assistance and direction in areas related to program planning and development, management and evaluation systems, manpower resource allocation, grants, research and studies.

Designs and implements program evaluation and management information systems.

Conducts statistical and program analysis to carry out responsibility defined in Chapter 334, Section 334-3(b)j(2) to evaluate preventive and treatment services in the fields of mental health within the State.

Data System Unit

Operates and maintains a data system to collect and process comprehensive data required to carry out the functions of the State mental health program in accordance with responsibility defined in Chapter 334, Section 334-3(b)(5).

Plans and conducts research and special studies utilizing the data collected.

Develops and maintains user's documentation manuals.

Provides statistical tables for information and analysis.

Provides statistical data for research and special studies.

Provides statistical analysis utilizing current techniques.

Provides consultation and technical assistance on data systems and statistical research.

Provides training on methods and forms used in the data system.

Oversees submission of inventories of federally-funded comprehensive community mental health centers.

Produces statistical tables and narrative reports for the Department's annual Statistical Report.

Planning Unit

Develops and annually updates a State Mental Health Program Plan.

Develops guidelines for program descriptions and provides technical assistance to all organizational segments in developing their program plans and goals and objectives.

Formulates program development guidelines.

Provides technical assistance and consultation in the development

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and write-up of grant applications to facilitate program development.

Assists in mobilizing and utilizing community resources to facilitate services to various populations for which the Division has responsibility.

Coordinates planning activities within the Division, between counties and with other agencies, organizations, institutions and groups.

Provides staff services to the State Advisory Council on Mental Health and to other Divisional Advisory groups as appropriate.

Maintains an overview of planning activities of all organizational segments of the Adult Mental Health Division, and coordinates via site visits and scheduled meetings with Chief of Branches.

Provides technical assistance and consultation in all areas related to program planning and development of a comprehensive network of public and private mental health services to meet identifies needs within each community mental health center catchment area.

Reviews and assists in designing and costing new programs and services or the modification of existing programs and services.

Research and Evaluation Unit

Promotes and conducts evaluation to carry out responsibility defined in Chapter 334-3(b)(2) to evaluate preventive and treatment services in the field of mental health within the state.

Promotes and conducts research studies concerned with the nature, treatment, prevention, and consequences of mental illness, alcoholism and drug abuse within the State to carry out responsibility defined in Chapter 334, Section 334-3(3)(b).

Maintains an overview of evaluation and research activities within the Division.

Provides staff support services, consultation and technical assistance, in areas related to evaluation and research in mental illness, alcoholism, and drug abuse.

Provides the Chief, Adult Mental Health Division, administrators and supervisors in Branches, and relevant others within the Division and Department, with findings on special studies and research projects that have significant implications for changes in programs, services, operations, services delivery system, or target populations for appropriate action.

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Clinical Service Standards Staff

Develops and monitors clinical standards and the quality of services and care provided throughout the Division.

Develops and monitors personnel standards and standards of performance.

Reviews technical aspects of clinical activities of various disciplines.

Develops and monitors staffing standards.

Develops and monitors standards and regulations for psychiatric facilities.

Develops and monitors standards for the utilization of care facilities.

Provides staff support services, consultation and technical assistance in areas related to clinical service standards.

Develops means for the timely introduction of new clinical technology.

Defines and monitors clinical activities which should be utilized in providing services.

Licenses psychiatric facilities to carry out responsibilities defined in Chapter 334, Section 334-21, in conjunction with the Hospital and Medical Facilities Branch.

Training and Career Development Staff

Determines needs and establishes priorities for staff in-service training in collaboration with all Branches of the Division.

Provides for and coordinates continuing training of Division staff to upgrade the quality of services delivered to clients by increasing the technical job-related mental health skills of all personnel.

Enters into agreements with various operational segments of the Division and training institutions to coordinate training of pre-professional students in the mental health disciplines.

Establishes linkages with community career development training agencies and provides consultation, planning, implementation and assessment of orientation and training in career development for persons in the community.

Assists operating units in the Division in finding and utilizing grants and other existing or potential sources of funds to support training activities.

Provides staff support services, consultation and technical assistance in areas related to training and career development.

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Plans, administers, monitors and maintains controls on the Division's expenditure plan.

Develops and monitors controls and procedures on fiscal operations and personnel actions in accordance with departmental, state and federal requirements.

Provides technical consultation and assistance to all organizational segments of the Division in the areas of routine budget, fiscal, personnel, and logistic services.

Develops, controls and assists organizational segments of the Division in meeting their staffing and fiscal requirements within the Division's authorized expenditure plan.

Establishes a system to review and coordinate all fiscal and personnel actions to assure conformance with the Division's authorized expenditure plan.

Develops policies and procedures for the third-party reimbursements for services (Medicare, Medicaid, CAMPUS, V.A., and private health insurance, i.e., HMSA, Aetna, etc.).

Establishes and maintains a system of charges for services based upon cost data, including billing, collection, write-offs, and controls of accounts receivable.

Processes contracts.

Supervises preparation of the Division's fiscal budget.

Prepares the Division's PPBS jointly with the Program Support Services.

FISCAL SERVICES

Prepares the Division's fiscal budget in accordance with an approved budget plan and in conformance with requirements of the PPBS.

Monitors the processing of requisitions and assists line staff with purchase orders, invoices and payments as needed.

Reviews and monitors day-by-day fiscal and personnel actions for conformance to the Division's approved expenditure plan, routes all actions and recommendations which do not conform with the approved expenditures to the Program Support Services.

Maintains central inventory of equipment, facilities, land, materials and supplies for the Division.

Serves as a clearinghouse of all communications systems installations.

Prepares cost analyses and other fiscal reports as necessary.

Maintains records and reports of incidents occurring within the Division and contractual agencies which indicate violations of

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laws or regulations related to fiscal or fair employment practices.

PERSONNEL SERVICES

Processes on a centralized basis premium pay sheets and Worker's Compensation claims and reports.

Maintains and prepares reports required for various collective bargaining contractors on a timely basis.

Monitors records of industrial accidents and reports, maintains Occupational Safety and Health Act and Worker's Compensation records.

Assists the Centers and Branches in the resolution of employee relations problems.

Coordinates and reviews personnel actions (related to , but not limited to, reorganization, position reallocation and description, leave request, recruitment) and advises Program Chiefs and Division Personnel on the appropriate measure so that such personnel actions in the Division are in conformance with the current budget.

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Plans, organizes, directs, coordinates, implements and monitors the Oahu Community Mental Health Center Branch's (OCMHCB) programs, services, activities and staff toward achievement of the Adult Mental Health Division's (AMHD) mission, and goals for the City and County of Honolulu to meet the needs of adults 18 years and older who meet the AMHD eligibility criteria, which includes adults with severe and persistent mental illness, including those who have co-occurring substance abuse and those who are court ordered to receive services through the Division. Strives to provide excellence in continuously improving Branch services and to maintain high standards in ethical conduct and professional practices.

- Assures that the Branch's activities are consistent with the mission statement that describes, in broad terms, the Branch's purposes, whom it serves and general areas of service.
- Assures effective and ethical leadership, resourcefulness, and stability for the organization, in order that the Branch achieve its stated mission.
- Establishes Branch policies and procedures consistent with divisional policy, maintenance of high standards of operation and continuous quality improvement in overall Branch operations.
- Plans and implements effective and efficient systems for the delivery of services throughout the Branch and its organizational segments.
- Develops, implements, and monitors goals, objectives, standards of performance, policies and procedures for the Branch to assure quality professional services.
- Develops and implements an information and communication system throughout the Branch and its organizational segments in accordance with the requirements of the Adult Mental Health Division and accrediting bodies.
- Establishes priorities for mental health services and special projects based on community needs, in collaboration with the Division.
- Establishes and maintains positive public relations between the Branch and community.
- Obtains input from persons served and those in the community concerned with mental health and related programs and services.
- Plans and directs the preparation of the Branch's budget request. Monitors the Branch's expenditures and personnel actions to insure they are kept within the Branch's authorized fiscal and manpower ceiling.
- Administers, reviews, and approves personnel and fiscal actions of the Branch and its organizational segments.
- Responsible for the development, delivery and coordination of services in the county. Collaborates with the county service area board in the development of comprehensive integrated service area plans and budgets to address the service area needs, identification of needs in the county to prevent and treat mental disorders and co-occurring mental illness and

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substance abuse disorders, and provides advice, guidance, and recommendations to the State Council on Mental Health.

- Provides secretarial support to the Branch.

ADMINISTRATIVE AND SUPPORT SERVICES OFFICE

Prepares and monitors all fiscal and personnel actions, oversees and maintains the physical facilities, vehicles, and equipment, and establishes and maintains a data and billing system for services provided by the Branch.

- Plans, coordinates and prepares the Branch's budget request, which reflects and anticipates the Branch's needs and resources for realizing its goals. Monitors the Branch's expenditures and personnel actions to insure they are kept within the Branch's authorized fiscal and manpower ceiling.
- Initiates, coordinates, monitors and maintains all fiscal and personnel actions within the Branch.
- Arranges for the purchase and maintenance of vehicles, equipment, materials and supplies for the Branch and assumes responsibility for inventory control.
- Monitors and maintains the Branch's physical facilities in accordance with federal, state, and local statutes and regulations. Develops safety and disaster response programs. Conducts and documents regular disaster and emergency drills.
- Develops, implements and updates a standardized system for billing and collection of payment fees and third-party reimbursement for services. Establishes and executes a system of charges for services including billings, collections, controls of accounts receivable and recommended write-offs in accordance with Division policies.
- Provides clerical support to assigned Branch programs.

QUALITY MANAGEMENT OFFICE

Coordinates the development, implementation, and administration of a Branch-wide, structured system for continuous quality improvement processes to meet the needs of persons served. Ensures that all licensure, accreditation and certification requirements are met, and obtains input from persons served and community groups.

- Develops, implements, coordinates and oversees a process for obtaining and maintaining national accreditation for the Branch's services and programs.
- Develops, implements, coordinates and oversees continuous quality improvement (CQI) processes which include obtaining input from persons served and those in the community concerned with mental health services and their related programs, and integrating this data and information as part of the program evaluation guiding the continuous improvement of services delivered throughout the Branch.

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- Complies with the Division-wide program evaluation system which includes evaluating pre-established goals against the outcomes of services provided to persons served. Provides ongoing monitoring, evaluation and improvement of the Branch's programs and services by collecting and analyzing data, monitoring treatment effectiveness and satisfaction of persons served, and integrating the findings into the Branch's operations. Provides reports to the Division as required.
- Reviews screening, admission, active cases and discharges for quality, cost effectiveness, and the appropriateness of service/treatment provided.
- Develops, implements and evaluates a risk prevention program. Evaluates the risk prevention and management plan to ensure that it is current, complies with new statutes, accreditation standards, and current developments in the field of mental health law and the Health Insurance Portability and Accountability ACT (HIPAA) as it relates to liability and malpractice issues.
- Receives, logs, and maintains Sentinel Event and Incident reports and information and prepares appropriate statistical data, analyses, and reports from gathered information for the purpose of safety for persons served and performance improvement.
- Maintains, evaluates and amends a system to deal with grievances, HIPAA complaints and appeals concerning the rights of the person served in a timely manner.
- Coordinates and facilitates risk prevention and corrective activities Branch-wide. Includes identifying areas of potential health and safety risk and infection control for persons served and staff and facilitating preventative or corrective activities which are in compliance with regulatory and accreditation standards.
- Develops and monitors a uniform system of clinical record keeping.
- Establishes and coordinates a system for distribution of the findings of quality management activities to Branch segments and to Division. Insures that changes made within the Branch are incorporated into policies and procedures to assure continuity, eliminate duplication of effort and increase compliance.
- Oversees the system for developing policies and procedures for the Branch and provides a system to make the policies and procedures available to all staff.
- Assesses the objectives, scope, and effectiveness of the quality management effort. Recommends improvements for system advancement.
- Provides information and training to persons served, staff and others about the rights of the mentally ill.
- Identifies staff training and educational needs. Plans or coordinates appropriate training programs. Maintains records of staff training profiles.

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- Develops and implements a system for obtaining and keeping current documentation of professional credentials for all clinical staff and other licenses required from staff.
- Maintains the Branch's library of psychiatric and allied reference books and publications. Maintains current copies of Branch and Divisional policies and procedures, Hawaii Revised Statutes, and related administrative rules.

MEDICAL DIRECTOR'S OFFICE

Provides medical/clinical oversight to program development and direct services provisions for the Branch, and provides medical/clinical consultative services to outpatient and inpatient programs.

- Participates on Division Committees relating to medical/clinical oversight including the development of Division-wide standards of evaluation, treatment and care, health-care related administrative policies, and the establishment and review of standards of qualifications for AMHD service physicians.
- Participates in the Branch's strategic planning efforts.
- Participates in the development of policies and procedures pertinent to the medical/clinical services provided by the Branch.
- Participates in the development of policies and procedures pertinent to nursing practice and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of nursing services.
- Participates in the development of performance measures and evidence-based outcomes to be incorporated in the Branch's Quality Management Plan.
- Provides consultation regarding accreditation preparation and, as necessary, development of corrective action plans for accreditation maintenance.
- Provides clinical oversight which includes patient protection activities, quality management review processes and performance improvement activities and decisions.
- Participates in the review of research proposals and pilot projects proposed for the Branch.
- Serves as liaison to the medical community including the University of Hawaii Medical School and professional medical associations.
- Participates in the development of continuing education and training for the staff.
- Oversees the maintenance of uniform medical by-laws as set by the Division.

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- Provides direct medical/clinical and consultative outpatient services to persons served at assigned programs.
- Provides psychiatric nursing services and consultation to assigned programs.

FORENSIC SERVICES SECTION

Provides coordination and consultation regarding court related aspects of treatment and follow up for persons served, within the Branch and AMHD contracted community based provider network, who are involved with the criminal justice system and oversees the Jail Diversion Program for the county.

- Ensures that the provision of services for persons served involved with the criminal justice system is in accord with current Division and Branch policies and professional standards.
- Provides consultation to treatment teams on issues regarding risk assessment, risk management, and risk reduction to ensure that forensically encumbered persons served adhere to court-ordered conditions and maintain tenure in the community.
- Directs the forensic treatment provided by the Treatment Services Sections to forensically encumbered persons served.
- Develops and implements a conditional release treatment track for all persons served on conditional release, and conditional release support and transition programming to facilitate the individual's discharge from conditional release.
- Provides training on risk assessment, common court pathways, fitness restoration, alternatives for mentally ill defendants and other forensic related areas.
- Develops and maintains collaborative relationships with other agencies including the Judiciary, Correctional Facilities, Public Defender's Office, Prosecutor's Office and hospitals serving forensically encumbered individuals served by the Branch.
- Provides clinical consultation and technical assistance to the courts on issues involving mental illness and mental health.
- Ensures the development and implementation of effective, efficient and responsive evidence-based forensic related services for persons served involved with the criminal justice system which may include fitness restoration programming and conditional release transition programming.
- Develops and maintains a tracking system for persons served on conditional release for the purpose of monitoring and oversight.
- Oversees the post-booking jail diversion program which diverts eligible individuals from the jails and/or hospitals to appropriate community treatment programs by providing time limited mental health and substance abuse treatment services for persons with severe and persistent mental illness with or without a substance abuse disorder who have been

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arrested for non-violent crimes, prior to their arraignment. Explores the development of a pre-booking jail diversion program.

- Provides sanity panel examinations and reports ordered by the Judiciary and assigned by the Division for the purpose of assisting the courts in their determination of a defendant's sanity, penal responsibility and risk level for placement during the course of penal proceedings.
- Implements, manages and provides administrative and clinical oversight of the Fitness Restoration Program in collaboration with the assigned Treatment Services Sections and Rehabilitation Services Sections who are responsible for treatment and programming, which provides an alternative to hospitalization for persons served who can be safely restored to fitness in the community, thereby facilitating the resolution of the individual's legal status.
- Coordinates, manages and provides administrative and clinical oversight of the Conditional Release Transition Program in collaboration with the assigned Treatment Services Sections and Rehabilitation Services Sections who are responsible for treatment. Provides 24 hour services to persons served who have been acquitted of a crime due to mental impairment and granted a conditional release to return to the community, facilitates discharges from the Hawaii State Hospital and reduces revocation of the individual's conditional release by providing a multidisciplinary approach to integrated treatment in a safe setting.
- Participates in the development of policies and procedures pertinent to forensic services and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.
- Provides secretarial support to the Section.

**DIAMOND HEAD REHABILITATION SERVICES SECTION, HONOLULU  
REHABILITATION SERVICES SECTION, KOOLAU REHABILITATION  
SERVICES SECTION, WAIPAHU REHABILITATION SERVICES SECTION,  
MAKAHA REHABILITATION SERVICES SECTION**

Provides a range of rehabilitation services to adults with severe and persistent mental illness utilizing the clubhouse model pioneered by Fountain House as the primary mode of service provision. Provides services designed to foster and support optimal levels of independent functioning and community integration by a team which will assume overall responsibility for the operation and functioning of the clubhouse. Forms an essential partnership between staff and persons served who are referred to as members for the organization and implementation of rehabilitative tasks and responsibilities. Provides additional services through targeted psychosocial rehabilitation approaches that will individually facilitate recovery.

- Assesses the rehabilitation needs of each member. Develops a comprehensive rehabilitation plan which specifies measurable goals and objectives consistent with member's needs and preferences.
- Monitors and evaluates rehabilitation plans to determine participation, progress and outcomes achieved, especially as related to successful community reintegration.

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- Provides in vivo education, training, skill building, problem solving and other activities to enhance personal functioning.
- Ensures a structured and therapeutic environment with strong, supportive work-mediated relationships that foster mutual respect. Empowers members through inclusion in decision making and shared participation in tasks and responsibilities of the clubhouse.
- Implements a work-ordered day within the clubhouse to maintain structured, five-day-per-week, opportunities to engage the members in meaningful contributions towards the functioning of the clubhouse.
- Ensures that in addition to workday clubhouse activities, each clubhouse operates evening, weekend, and holiday programs that provide, but are not limited to organized, diverse member-driven social and recreational opportunities.
- Develops and maintains clubhouse linked employment programs which offer a wide range of paid work opportunities for members utilizing International Center for Clubhouse Development (ICCD) employment standards to measure outcomes and includes a clubhouse Transitional Employment Program which generates job training and placements in a variety of external work settings and a Supported Employment Program which works with employers to create jobs for the members in the community to facilitate competitive paid employment in integrated work settings and provides needed supports to assist the member in maintaining employment.
- Develops and maintains a Supportive Educational Program to assist members with their academic goals and completion of academic degrees.
- Provides discharge planning, outreach, and follow-up services for members exiting or lapsed from clubhouse participation and attendance.
- Implements and maintains quality improvement procedures fulfilling requirements established by the International Center for Clubhouse Development to ensure successful ICCD certification of the Clubhouses, and related accreditation/certification requirements for the Psychosocial Rehabilitation Program as identified by the Adult Mental Health Division or the Branch.
- Develops training and in-service opportunities to ensure standard-based programming, fidelity to evidence-based practices and continuing education for staff and members.
- Participates in the development of policies and procedures pertinent to rehabilitation services.
- Provides consultation, education, and advocacy to the community on mental health issues.

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WEST HONOLULU TREATMENT SERVICES SECTION, EAST HONOLULU  
TREATMENT SERVICES SECTION, CENTRAL/LEEWARD OAHU  
TREATMENT SERVICES SECTION, WINDWARD TREATMENT SERVICES  
SECTION

Provides community-based mental health treatment and case management services, utilizing a multidisciplinary framework which includes the clinical disciplines of Psychiatry, Psychology, Social Work, Nursing and allied mental health professionals to meet the needs of the eligible population of persons with mental health disorders, as defined by the Division. Assists the persons served in understanding and managing his/her mental and/or co-occurring substance abuse disorder and ensures that the clinical services provided meet local and national standards and requirements.

- Follows screening, eligibility determination, intake and admission procedures for persons applying or referred for services.
- Provides comprehensive assessments and evaluations, including diagnostic assessment, level of functioning, psychological, psychosocial, nursing, and medical/dental, for each individual who is admitted for services.
- Develops, reviews and monitors treatment plans which empowers the person served to reach his/her recovery goals. Insures that treatment plans are individualized, appropriate to the needs of the person served, contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and preferences of the individual and identify specific biological, psychological and social treatment services to be provided, including linkage to other providers and resources.
- Provides treatment including medication assessment, prescription, monitoring; nursing services and individual, group and/or family therapy.
- Provides dual diagnosis substance abuse services (mental illness/substance abuse or MI/SA services) which are recovery oriented utilizing best practice/evidence based practice principles as identified by the Division, which includes individual and group therapy and education about management of a substance use disorder including relapse prevention and recovery strategies. Integrates treatment in the continuous work of all team members in contact with the person served.
- Provides immediate assessment and appropriate care to persons or families in mental health crisis situations.
- Provides case management functions which include assertive outreach, linkage, monitoring, and advocacy, and nurse case management for persons served with medical co-morbidity.
- Provides psycho-educational modules, other skill training, and support groups for the persons served, their families and significant others.
- Provides peer support services utilizing peers to serve as a role model and recovery agent to provide information and support for persons served in emergency, community, and/or inpatient settings.

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- Collaborates with the Forensic Services Section on all individuals admitted to the Section with forensic involvement. Offers specific programming modules or group activities addressing the unique needs of these individuals, to all persons served with forensic encumbrances.
- Collaborates with community agencies, hospitals and other providers to facilitate continuity of care for persons served.
- Participates, coordinates, and provides services to persons served following their discharge from in-patient psychiatric or correctional facilities.
- Encourages persons served and their families to participate in treatment decisions including discharge planning, Arranges follow-up and linkages for discharged individuals.
- Obtains all necessary authorizations in accordance with Division policies, procedures and directives for assigned case management services and for other services as required by 3<sup>rd</sup> party payers.
- Participates in the development of policies and procedures pertinent to the Section and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.
- Provides consultation, education, and advocacy to the community on mental health issues.

Clerical Support Services

Provides secretarial and clerical support to the Section and assigned Units.

WAHIAWA UNIT AND MAKAHA UNIT

Provides community-based mental health treatment and case management services, utilizing a multidisciplinary framework to meet the needs of the eligible population of persons with mental health disorders, to a defined geographical area served by Central/Leeward Oahu Treatment Services Section to assist the person served in understanding and managing his/her mental and/or co-occurring substance abuse disorder.

- Follows screening, eligibility determination, intake and admission procedures for persons applying or referred for services.
- Provides comprehensive assessments and evaluations, including diagnostic assessment, level of functioning, psychological, psychosocial, nursing, and medical/dental, for each individual who is admitted for services.
- Develops, reviews and monitors individualized treatment plans which empower the person served to reach his/her recovery goals. Insures that treatment plans are individualized, appropriate to the needs of the persons served, contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and preferences of the individual and identify specific biological, psychological and social

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treatment services to be provided, including linkage to other providers and resources.

- Provides treatment including medication assessment, prescription, monitoring; nursing services and individual, group and/or family therapy.
- Provides dual diagnosis substance abuse services (mental illness/substance abuse or MI/SA services) which are recovery oriented utilizing best practice/evidence based practice principles as identified by the Division, which includes individual and group therapy and education about management of a substance use disorder including relapse prevention and recovery strategies. Integrates treatment in the continuous work of all team members in contact with the person served.
- Provides immediate assessment and appropriate care to persons or families in mental health crisis situations.
- Provides case management functions which include assertive outreach, linkage, monitoring, and advocacy, and nurse case management for persons served with medical co-morbidity.
- Provides psycho-educational modules, other skill training, and support groups for the person served, their families and significant others.
- Provides peer support services utilizing peers to serve as a role model and recovery agent to provide information and support for persons served in emergency, community, and/or inpatient settings.
- Collaborates with the Forensic Services Section on all individuals admitted to the Unit with forensic involvement. Offers specific programming modules or group activities addressing the unique needs of these individuals, to all persons served with forensic encumbrances.
- Collaborates with community agencies, hospitals and other providers to facilitate continuity of care for persons served.
- Participates, coordinates, and provides services to persons served following their discharge from in-patient psychiatric or correctional facilities.
- Encourages persons served and their families to participate in treatment decisions including discharge planning, Arranges follow-up and linkages for discharged individuals.
- Obtains all necessary authorizations in accordance with Division policies, procedures and directives for assigned case management services and for other services as required by 3<sup>rd</sup> party payers.
- Provides consultation, education, and advocacy to the community on mental health issues.

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BEHAVIORAL HEALTH ADMINISTRATION  
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FUNCTIONAL STATEMENT

Plans, organizes, directs, coordinates, implements and monitors the Hawaii County Community Mental Health Center Branch's (HCCMHCB) programs, services, activities and staff toward achievement of the Adult Mental Health Division's (AMHD) mission, and goals for Hawaii County to meet the needs of adults 18 years and older who meet the AMHD eligibility criteria, which includes adults with severe and persistent mental illness, including those who have co-occurring substance abuse and those who are court ordered to receive services through the Division. Strives to provide excellence in continuously improving Branch services and to maintain high standards in ethical conduct and professional practices.

- Assures that the Branch's activities are consistent with the mission statement that describes, in broad terms, the Branch's purposes, who it serves and general areas of service.
- Assures effective and ethical leadership, resourcefulness, and stability for the organization, in order that the Branch achieves its stated mission.
- Establishes Branch policies and procedures consistent with divisional policy, maintenance of high standards of operation and continuous quality improvement in overall Branch operations.
- Plans and implements effective and efficient systems for the delivery of services throughout the Branch and its organizational segments.
- Develops, implements, and monitors goals, objectives, standards of performance, policies and procedures for the Branch to assure quality professional services.
- Develops and implements an information and communication system throughout the Branch and its organizational segments in accordance with the requirements of the Adult Mental Health Division and accrediting bodies.
- Establishes priorities for mental health services and special projects based on community needs, in collaboration with the Division.
- Establishes and maintains positive public relations between the Branch and community.
- Obtains input from persons served and those in the community concerned with mental health and related programs and services.
- Plans and directs the preparation of the Branch's budget request. Monitors the Branch's expenditures and personnel actions to insure they are kept within the Branch's authorized fiscal and manpower ceiling.
- Administers, reviews, and approves personnel and fiscal actions of the Branch and its organizational segments.
- Responsible for the development, delivery and coordination of services in the county. Collaborates with the county service area board in the development of comprehensive integrated service area plans and budgets to address the service area needs, identification of needs in the county to prevent and treat mental disorders and co-occurring mental illness and

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substance abuse disorders, and provides advice, guidance, and recommendations to the State Council on Mental Health.

- Provides secretarial services to the Branch.

ADMINISTRATIVE AND SUPPORT SERVICES OFFICE

Prepares and monitors all fiscal and personnel actions, oversees and maintains the physical facilities, vehicles, and equipment, and establishes and maintains a data and billing system for services provided by the Branch.

- Plans, coordinates and prepares the Branch's budget request, which reflects and anticipates the Branch's needs and resources for realizing its goals. Monitors the Branch's expenditures and personnel actions to insure they are kept within the Branch's authorized fiscal and manpower ceiling.
- Initiates, coordinates, monitors and maintains all fiscal and personnel actions within the Branch.
- Arranges for the purchase and maintenance of vehicles, equipment, materials and supplies for the Branch and assumes responsibility for inventory control.
- Monitors and maintains the Branch's physical facilities in accordance with federal, state, and local statutes and regulations. Develops safety and disaster response programs. Conducts and documents regular disaster and emergency drills.
- Develops, implements and updates a standardized system for billing and collection of payment fees and third-party reimbursement for services. Establishes and executes a system of charges for services including billings, collections, control of accounts receivable and recommended write-offs in accordance with Division policies.
- Provides clerical support to assigned Branch programs.

QUALITY MANAGEMENT OFFICE

Coordinates the development, implementation, and administration of a Branch-wide, structured system for continuous quality improvement processes to meet the needs of persons served. Ensures that all licensure, accreditation and certification requirements are met, and obtains input from persons served and community groups.

- Develops, implements, coordinates and oversees a process for obtaining and maintaining national accreditation for the Branch's services and programs.
- Develops, implements, coordinates and oversees continuous quality improvement (CQI) processes which include obtaining input from persons served and those in the community concerned with mental health services and their related programs, and integrating this data and information as part of the program evaluation guiding the continuous improvement of services delivered throughout the Branch.

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- Complies with the Division-wide program evaluation system which includes evaluating pre-established goals against the outcomes of services provided to persons served. Provides ongoing monitoring, evaluation and improvement of the Branch's programs and services by collecting and analyzing data, monitoring treatment effectiveness and satisfaction of persons served, and integrating the findings into the Branch's operations. Provides reports to the Division as required.
- Reviews screening, admission, active cases and discharges for quality, cost effectiveness, and the appropriateness of service/treatment provided.
- Develops, implements and evaluates a risk prevention program. Evaluates the risk prevention and management plan to ensure that it is current, complies with new statutes, accreditation standards, and current developments in the field of mental health law and the Health Insurance Portability and Accountability ACT (HIPAA) as it relates to liability and malpractice issues.
- Receives, logs, and maintains Sentinel Event and Incident reports and information and prepares appropriate statistical data, analyses, and reports from gathered information for the purpose of consumer safety and performance improvement.
- Maintains, evaluates and amends a system to deal with grievances, HIPAA complaints and appeals concerning the rights of the person served in a timely manner.
- Coordinates and facilitates risk prevention and corrective activities Branch-wide. Includes identifying areas of potential health and safety risk and infection control for persons served and staff and facilitating preventative or corrective activities which are in compliance with regulatory and accreditation standards.
- Develops and monitors a uniform system of clinical record keeping.
- Establishes and coordinates a system for distribution of the findings of quality management activities to Branch segments and to Division. Insures that changes made within the Branch are incorporated into policies and procedures to assure continuity, eliminate duplication of effort and increase compliance.
- Oversees the system for developing policies and procedures for the Branch and provides a system to make the policies and procedures available to all staff.
- Assesses the objectives, scope, and effectiveness of the quality management effort. Recommends improvements for system advancement.
- Provides information and training to persons served, staff and others about the rights of the mentally ill.
- Identifies staff training and educational needs. Plans or coordinates appropriate training programs. Maintains records of staff training profiles.

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- Develops and implements a system for obtaining and keeping current documentation of professional credentials for all clinical staff and other licenses required from staff.
- Maintains the Branch's library of psychiatric and allied reference books and publications. Maintains current copies of Branch and Divisional policies and procedures, Hawaii Revised Statutes, and related administrative rules.

MEDICAL DIRECTOR'S OFFICE

Provides medical/clinical oversight to program development and direct services provisions for the Branch, and provides medical/clinical consultative services to outpatient and inpatient programs.

- Participates on Division Committees relating to medical/clinical oversight including the development of Division-wide standards of evaluation, treatment and care, health-care related administrative policies, and the establishment and review of standards of qualifications for AMHD service physicians.
- Participates in the Branch's strategic planning efforts.
- Participates in the development of policies and procedures pertinent to the medical/clinical services provided by the Branch.
- Participates in the development of performance measures and evidence-based outcomes to be incorporated in the Branch's Quality Management Plan.
- Provides consultation regarding accreditation preparation and, as necessary, development of corrective action plans for accreditation maintenance.
- Provides clinical oversight which includes patient protection activities, quality management review processes and performance improvement activities and decisions.
- Participates in the review of research proposals and pilot projects proposed for the Branch.
- Serves as liaison to the medical community including the University of Hawaii Medical School and professional medical associations.
- Participates in the development of continuing education and training for the staff.
- Oversees the maintenance of uniform medical by-laws as set by the Division.
- Provides direct medical/clinical and consultative outpatient services to persons served at assigned programs

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- Provides psychiatric clinical services to inpatients at assigned Hawaii Health System Corporation Community hospitals and technical consultation on the management and operation of the psychiatric inpatient unit and training to staff assigned to the unit as needed.

FORENSIC SERVICES SECTION

Provides coordination and consultation regarding court related aspects of treatment and follow up for persons served, within the Branch and AMHD contracted community based provider network, who are involved with the criminal justice system and oversees the Jail Diversion Program for the county.

- Ensures that the provision of services for persons served involved with the criminal justice system is in accord with current Division and Branch policies and professional standards.
- Provides consultation to treatment teams on issues regarding risk assessment, risk management, and risk reduction to ensure that forensically encumbered persons served adhere to court-ordered conditions and maintain tenure in the community.
- Directs the forensic treatment provided by the East and West Hawaii Mental Health Clinic Sections to forensically encumbered persons served.
- Develops and implements a conditional release treatment track for all persons served on conditional release, and conditional release support and transition programming to facilitate the individual's discharge from conditional release.
- Provides training on risk assessment, common court pathways, fitness restoration, alternatives for mentally ill defendants and other forensic related areas.
- Develops and maintains collaborative relationships with other agencies including the Judiciary, Correctional Facilities, Public Defender's Office, Prosecutor's Office and hospitals serving forensically encumbered individuals served by the Branch.
- Provides clinical consultation and technical assistance to the courts on issues involving mental illness and mental health.
- Ensures the development and implementation of effective, efficient and responsive evidence-based forensic related services for persons served involved with the criminal justice system which may include fitness restoration programming and conditional release transition programming.
- Develops and maintains a tracking system for persons served on conditional release for the purpose of monitoring and oversight.
- Oversees the post-booking jail diversion program which diverts eligible individuals from the jails and/or hospitals to appropriate community treatment programs by providing time limited mental health and substance abuse treatment services for persons with severe and persistent mental illness with or without a substance abuse disorder who have been arrested for non-violent crimes, prior to their arraignment. Explores the development of a pre-booking jail diversion program.

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- Provides sanity panel examinations and reports ordered by the Judiciary and assigned by the Division for the purpose of assisting the courts in their determination of a defendant's sanity, penal responsibility and risk level for placement during the course of penal proceedings.
- Participates in the development of policies and procedures pertinent to forensic services and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.
- Provides secretarial services to the Section.

EAST HAWAII REHABILITATION SERVICES SECTION AND WEST HAWAII REHABILITATION SERVICES SECTION

Provides a range of rehabilitation services to adults with severe and persistent mental illness utilizing the clubhouse model pioneered by Fountain House as the primary mode of service provision. Provides services designed to foster and support optimal levels of independent functioning and community integration by a team which will assume overall responsibility for the operation and functioning of the clubhouse. Forms an essential partnership between staff and persons served who are referred to as members for the organization and implementation of rehabilitative tasks and responsibilities. Provides additional services through targeted psychosocial rehabilitation approaches that will individually facilitate recovery.

- Assesses the rehabilitation needs of each member. Develops a comprehensive rehabilitation plan which specifies measurable goals and objectives consistent with member's needs and preferences.
- Monitors and evaluates rehabilitation plans to determine participation, progress and outcomes achieved, especially as related to successful community reintegration.
- Provides in vivo education, training, skill building, problem solving and other activities to enhance personal functioning.
- Ensures a structured and therapeutic environment with strong, supportive work-mediated relationships that foster mutual respect. Empowers members through inclusion in decision making and shared participation in tasks and responsibilities of the clubhouse.
- Implements a work-ordered day within the clubhouse to maintain structured, five-day-per-week, opportunities to engage the members in meaningful contributions towards the functioning of the clubhouse.
- Ensures that in addition to workday clubhouse activities, each clubhouse operates evening, weekend, and holiday programs that provide, but are not limited to organized, diverse member-driven social and recreational opportunities.
- Develops and maintains clubhouse linked employment programs that offer a wide range of paid work opportunities for members utilizing International Center for Clubhouse Development (ICCD) employment standards to measure outcomes and includes a clubhouse Transitional Employment

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Program which generates job training and placements in a variety of external work settings and a Supported Employment Program which works with employers to create jobs for the members in the community to facilitate competitive paid employment in integrated work settings, and provides needed supports to assist the member in maintaining employment.

- Develops and maintains a Supportive Educational Program to assist members with their academic goals and completion of academic degrees.
- Provides discharge planning, outreach, and follow-up services for members exiting or lapsed from clubhouse participation and attendance.
- Implements and maintains quality improvement procedures fulfilling requirements established by the International Center for Clubhouse Development to ensure successful ICCD certification of the Clubhouses, and related accreditation/certification requirements for the Psychosocial Rehabilitation Program as identified by the Adult Mental Health Division or the Branch.
- Develops training and in-service opportunities to ensure standard-based programming, fidelity to evidence-based practices and continuing education for staff and members.
- Participates in the development of policies and procedures pertinent to rehabilitation services.
- Provides consultation, education, and advocacy to the community on mental health issues.

**EAST HAWAII MENTAL HEALTH CLINIC SECTION AND WEST HAWAII MENTAL HEALTH CLINIC SECTION**

Provides community-based mental health treatment and case management services, utilizing a multidisciplinary framework which includes the clinical disciplines of Psychiatry, Psychology, Social Work, Nursing and allied mental health professions to meet the needs of the eligible population of persons with mental health disorders, as defined by the Division. Assists the person served in understanding and managing his/her mental and/or co-occurring substance abuse disorder and ensures that the clinical services provided meet local and national standards and requirements.

- Follows screening, eligibility determination, intake and admission procedures for persons applying or referred for services.
- Provides comprehensive assessments and evaluations, including diagnostic assessment, level of functioning, psychological, psychosocial, nursing, and medical/dental, for each individual who is admitted for services.
- Develops, reviews and monitors individualized treatment plans which empowers the person served to reach his/her recovery goals. Insures that treatment plans are individualized, appropriate to the needs of the person served, contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and preferences of the individual and identify specific biological, psychological and social

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treatment services to be provided, including linkage to other providers and resources.

- Provides treatment including medication assessment, prescription, monitoring; nursing services and individual, group and/or family therapy.
- Provides dual diagnosis substance abuse services (mental illness/substance abuse or MI/SA services) which are recovery oriented utilizing best practice/evidence based practice principles as identified by the Division, which includes individual and group therapy and education about management of a substance use disorder including relapse prevention and recovery strategies. Integrates treatment in the continuous work of all team members in contact with the person served.
- Provides immediate assessment and appropriate care to persons or families in mental health crisis situations.
- Provides case management functions which include assertive outreach, linkage, monitoring, and advocacy, and nurse case management for persons served with medical co-morbidity.
- Provides psycho-educational modules, other skill training, and support groups for the person served, their families and significant others.
- Provides peer support services utilizing peers to serve as a role model and recovery agent to provide information and support for persons served in emergency, community, and/or inpatient settings.
- Collaborates with the Forensic Services Section on all individuals admitted to the Section with forensic involvement. Offers specific programming modules or group activities addressing the unique needs of these individuals to all persons served with forensic encumbrances.
- Collaborates with community agencies, hospitals and other providers to facilitate continuity of care for persons served.
- Participates, coordinates, and provides services to persons served following their discharge from in-patient psychiatric or correctional facilities.
- Encourages persons served and their families to participate in treatment decisions including discharge planning, Arranges follow-up and linkages for discharged individuals.
- Obtains all necessary authorizations in accordance with Division policies, procedures and directives for assigned case management services and for other services as required by 3<sup>rd</sup> party payers.
- Participates in the development of policies and procedures pertinent to the Section and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.

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- Provides consultation, education, and advocacy to the community on mental health issues.

Clerical Support Services

Provides secretarial and clerical support to the Section.

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Plans, organizes, directs, coordinates, implements and monitors the Maui Community Mental Health Center Branch's (MCMHCB) programs, services, activities and staff toward achievement of the Adult Mental Health Division's (AMHD) mission, and goals for Maui County to meet the needs of adults 18 years and older who meet the AMHD eligibility criteria, which includes adults with severe and persistent mental illness, including those who have co-occurring substance abuse and those who are court ordered to receive services through the Division. Strives to provide excellence in continuously improving Branch services and to maintain high standards in ethical conduct and professional practices.

- Assures that the Branch's activities are consistent with the mission statement that describes, in broad terms, the Branch's purposes, whom it serves and general areas of service.
- Assures effective and ethical leadership, resourcefulness, and stability for the organization, in order that the Branch achieve its stated mission.
- Establishes Branch policies and procedures consistent with divisional policy, maintenance of high standards of operation and continuous quality improvement in overall Branch operations.
- Plans and implements effective and efficient systems for the delivery of services throughout the Branch and its organizational segments.
- Develops, implements, and monitors goals, objectives, standards of performance, policies and procedures for the Branch to assure quality professional services.
- Develops and implements an information and communication system throughout the Branch and its organizational segments in accordance with the requirements of the Adult Mental Health Division and accrediting bodies.
- Establishes priorities for mental health services and special projects based on community needs, in collaboration with the Division.
- Establishes and maintains positive public relations between the Branch and community.
- Obtains input from persons served and those in the community concerned with mental health and related programs and services.
- Plans and directs the preparation of the Branch's budget request. Monitors the Branch's expenditures and personnel actions to insure they are kept within the Branch's authorized fiscal and manpower ceiling.
- Administers, reviews, and approves personnel and fiscal actions of the Branch and its organizational segments.
- Responsible for the development, delivery and coordination of services in the county. Collaborates with the county service area board in the development of comprehensive integrated service area plans and budgets to address the service area needs, identification of needs in the county to prevent and treat mental disorders and co-occurring mental illness and

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substance abuse disorders, and provides advice, guidance, and recommendations to the State Council on Mental Health.

- Utilizes clinically licensed staff (Clinical Psychologist, Licensed Clinical Social Workers, Licensed Mental Health Counselors, Licensed Marriage and Family Therapist) and certified substance abuse staff to provide assessments including eligibility determinations, individual, group and family therapy to persons served by the Branch and within their scope of practice the staff shall also provide clinical oversight and consultation to non-licensed staff serving the individual.
- Provides secretarial services to the Branch.

ADMINISTRATIVE AND SUPPORT SERVICES OFFICE

Prepares and monitors all fiscal and personnel actions, oversees and maintains the physical facilities, vehicles, and equipment, and establishes and maintains a data and billing system for services provided by the Branch.

- Plans, coordinates and prepares the Branch's budget request, which reflects and anticipates the Branch's needs and resources for realizing its goals. Monitors the Branch's expenditures and personnel actions to insure they are kept within the Branch's authorized fiscal and manpower ceiling.
- Initiates, coordinates, monitors and maintains all fiscal and personnel actions within the Branch.
- Arranges for the purchase and maintenance of vehicles, equipment, materials and supplies for the Branch and assumes responsibility for inventory control.
- Monitors and maintains the Branch's physical facilities in accordance with federal, state, and local statutes and regulations. Develops safety and disaster response programs. Conducts and documents regular disaster and emergency drills.
- Develops, implements and updates a standardized system for billing and collection of payment fees and third-party reimbursement for services. Establishes and executes a system of charges for services including billings, collections, controls of accounts receivable and recommended write-offs in accordance with Division policies.
- Provides clerical support to assigned Branch programs.

QUALITY MANAGEMENT OFFICE

Coordinates the development, implementation, and administration of a Branch-wide, structured system for continuous quality improvement processes to meet the needs of persons served. Ensures that all licensure, accreditation and certification requirements are met, and obtains input from persons served and community groups.

- Develops, implements, coordinates and oversees a process for obtaining and maintaining national accreditation for the Branch's services and programs.

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- Develops, implements, coordinates and oversees continuous quality improvement (CQI) processes which include obtaining input from persons served and those in the community concerned with mental health services and their related programs, and integrating this data and information as part of the program evaluation guiding the continuous improvement of services delivered throughout the Branch.
- Complies with the Division-wide program evaluation system which includes evaluating pre-established goals against the outcomes of services provided to persons served. Provides ongoing monitoring, evaluation and improvement of the Branch's programs and services by collecting and analyzing data, monitoring treatment effectiveness and satisfaction of persons served, and integrating the findings into the Branch's operations. Provides reports to the Division as required.
- Reviews screening, admission, active cases and discharges for quality, cost effectiveness, and the appropriateness of service/treatment provided.
- Develops, implements and evaluates a risk prevention program. Evaluates the risk prevention and management plan to ensure that it is current, complies with new statutes, accreditation standards, and current developments in the field of mental health law and the Health Insurance Portability and Accountability ACT (HIPAA) as it relates to liability and malpractice issues.
- Receives, logs, and maintains Sentinel Event and Incident reports and information and prepares appropriate statistical data, analyses, and reports from gathered information for the purpose of safety for the person served and performance improvement.
- Maintains, evaluates and amends a system to deal with grievances, HIPAA complaints and appeals concerning the rights of the person served in a timely manner.
- Coordinates and facilitates risk prevention and corrective activities Branch-wide. Includes identifying areas of potential health and safety risk and infection control for persons served and staff and facilitating preventative or corrective activities which are in compliance with regulatory and accreditation standards.
- Develops and monitors a uniform system of clinical record keeping.
- Establishes and coordinates a system for distribution of the findings of quality management activities to Branch segments and to Division. Insures that changes made within the Branch are incorporated into policies and procedures to assure continuity, eliminate duplication of effort and increase compliance.
- Oversees the system for developing policies and procedures for the Branch and provides a system to make the policies and procedures available to all staff.
- Assesses the objectives, scope, and effectiveness of the quality management effort. Recommends improvements for system advancement.

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- Provides information and training to persons served, staff and others about the rights of the mentally ill.
- Identifies staff training and educational needs. Plans or coordinates appropriate training programs. Maintains records of staff training profiles.
- Develops and implements a system for obtaining and keeping current documentation of professional credentials for all clinical staff and other licenses required from staff.
- Maintains the Branch's library of psychiatric and allied reference books and publications. Maintains current copies of Branch and Divisional policies and procedures, Hawaii Revised Statutes, and related administrative rules.

MEDICAL DIRECTOR'S OFFICE

Provides medical/clinical oversight to program development and direct services provisions for the Branch, and provides medical/clinical consultative services to outpatient and inpatient programs.

- Participates on Division Committees relating to medical/clinical oversight including the development of Division-wide standards of evaluation, treatment and care, health-care related administrative policies, and the establishment and review of standards of qualifications for AMHD service physicians.
- Participates in the Branch's strategic planning efforts.
- Participates in the development of policies and procedures pertinent to the medical/clinical services provided by the Branch.
- Participates in the development of performance measures and evidence-based outcomes to be incorporated in the Branch's Quality Management Plan.
- Provides consultation regarding accreditation preparation and, as necessary, development of corrective action plans for accreditation maintenance.
- Provides clinical oversight which includes patient protection activities, quality management review processes and performance improvement activities and decisions.
- Participates in the review of research proposals and pilot projects proposed for the Branch.
- Serves as liaison to the medical community including the University of Hawaii Medical School and professional medical associations.
- Participates in the development of continuing education and training for the staff.
- Oversees the maintenance of uniform medical by-laws as set by the Division.

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- Provides treatment services within the realm of psychiatric expertise, focusing on clinical management including comprehensive evaluations, treatment planning, medication management and psychotherapy. Assumes medical responsibility for the persons served and serves as clinical leader of the individual's interdisciplinary treatment team.
- Provides psychiatric clinical services to inpatients at assigned Hawaii Health System Corporation Community hospitals and technical consultation on the management and operation of the psychiatric inpatient unit and training to staff assigned to the unit as needed.

NURSING OFFICE

Provides nursing services to individuals served by the Branch. Ensures the provision of quality nursing care to the persons served is in accordance with the different levels of nursing scope of practice, state licensure requirements, ethical principles, and national accreditation requirements.

- Performs ongoing nursing assessments, administers and monitors prescribed medications for adherence, therapeutic response and side effects while ensuring a safe and therapeutic environment for treatment and learning.
- Provides nurse case management which includes psychiatric and primary health care screening, assessment, treatment, referral and coordination of services in the community setting for persons served with medical co-morbidities.
- Provides medication education and prevention and wellness support services to assigned individuals.
- Participates in the development, review and monitoring of treatment plans.
- Provides nursing consultation to members of the treatment team.
- Participates in the development of policies and procedures pertinent to nursing practice and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of nursing services.

FORENSIC SERVICES SECTION

Provides coordination and consultation regarding court related aspects of treatment and follow up for persons served, within the Branch and AMHD contracted community based provider network, who are involved with the criminal justice system and oversees the Jail Diversion Program for the county.

- Ensures that the provision of services for persons served involved with the criminal justice system is in accord with current Division and Branch policies and professional standards.
- Provides consultation to treatment teams on issues regarding risk assessment, risk management, and risk reduction to ensure that forensically encumbered persons served adhere to court-ordered conditions and maintain tenure in the community.

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- Directs the forensic treatment provided by the Case Management and Support Services Section, Molokai Services Section, and Lanai Services Section to forensically encumbered persons served.
- Develops and implements a conditional release treatment track for all persons served on conditional release, and conditional release support and transition programming to facilitate the individual's discharge from conditional release.
- Provides training on risk assessment, common court pathways, fitness restoration, alternatives for mentally ill defendants and other forensic related areas.
- Develops and maintains collaborative relationships with other agencies including the Judiciary, Correctional Facilities, Public Defender's Office, Prosecutor's Office and hospitals serving forensically encumbered individuals served by the Branch.
- Provides clinical consultation and technical assistance to the courts on issues involving mental illness and mental health.
- Ensures the development and implementation of effective, efficient and responsive evidence-based forensic related services for persons served involved with the criminal justice system which may include fitness restoration programming and conditional release transition programming.
- Develops and maintains a tracking system for persons served on conditional release for the purpose of monitoring and oversight.
- Oversees the post-booking jail diversion program which diverts eligible individuals from the jails and/or hospitals to appropriate community treatment programs by providing time limited mental health and substance abuse treatment services for persons with severe and persistent mental illness with or without a substance abuse disorder who have been arrested for non-violent crimes, prior to their arraignment. Explores the development of a pre-booking jail diversion program.
- Provides sanity panel examinations and reports ordered by the Judiciary and assigned by the Division for the purpose of assisting the courts in their determination of a defendant's sanity, penal responsibility and risk level for placement during the course of penal proceedings.
- Participates in the development of policies and procedures pertinent to forensic services and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.

LANAI SERVICES SECTION

Provides community-based mental health services to meet the needs of the eligible population of persons with mental health disorders on the island of Lanai as defined by the Division. Assists the person served in understanding and managing his/her mental and/or co-occurring substance abuse disorder and ensures that the clinical services provided meet local and national standards and requirements.

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- Provides screening and eligibility determinations for persons applying or referred for services.
- Provides comprehensive assessments and evaluations, including diagnostic assessments, in accordance with Division policies and procedures.
- Develops, reviews and monitors individualized treatment plans which empowers the person served to reach his/her recovery goals. Insures that treatment plans are individualized, appropriate to the needs of the person served, contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and preferences of the individual and identify specific biological, psychological and social treatment services to be provided, including linkage to other providers and resources.
- Provides treatment including medication assessment, prescription, administration and monitoring; individual, group and/or family therapy; and integrated dual diagnosis services.
- Provides case management services, which includes assertive outreach, linkage, monitoring, and advocacy.
- Provides immediate assessment and appropriate care to persons or families in mental health crisis situations.
- Provides psycho-educational modules, other skill training, and support groups for the person served, their families and significant others.
- Collaborates with the Forensic Services Section on all individuals admitted to the Section with forensic involvement. Offers specific programming modules or activities addressing the unique needs of these individuals, to all persons served with forensic encumbrances.
- Collaborates with community agencies, hospitals and other providers to facilitate continuity of care for persons served.
- Participates, coordinates, and provides services to persons served following their discharge from in-patient psychiatric or correctional facilities.
- Encourages persons served and their families to participate in treatment decisions including discharge planning, Arranges follow-up and linkages for discharged individuals.
- Obtains all necessary authorizations in accordance with Division policies, procedures and directives for assigned case management services and for other services as required by 3<sup>rd</sup> party payers.
- Participates in the development of policies and procedures pertinent to the Section and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.

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DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
MAUI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Provides consultation, education, and advocacy to the community on mental health issues.

MOLOKAI SERVICES SECTION

Provides community-based mental health services to meet the needs of the eligible population of persons with mental health disorders on the island of Molokai as defined by the Division. Assists the person served in understanding and managing his/her mental and/or co-occurring substance abuse disorder and ensures that the clinical services provided meet local and national standards and requirements.

- Provides screening and eligibility determinations for persons applying or referred for services.
- Provides comprehensive assessments and evaluations, including diagnostic assessments, in accordance with Division policies and procedures.
- Develops, reviews and monitors individualized treatment plans which empowers the person served to reach his/her recovery goals. Insures that treatment plans are individualized, appropriate to the needs of the person served, contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and preferences of the individual and identify specific biological, psychological and social treatment services to be provided, including linkage to other providers and resources.
- Provides treatment including medication assessment, prescription, administration and monitoring; individual, group and/or family therapy; and integrated dual diagnosis services.
- Provides case management services, which includes assertive outreach, linkage, monitoring, and advocacy.
- Provides immediate assessment and appropriate care to persons or families in mental health crisis situations.
- Provides psycho-educational modules, other skill training, and support groups for the person served, their families and significant others.
- Provides psychosocial rehabilitative programming to foster and support optimal levels of independent functioning and community reintegration.
- Provides peer support services utilizing peers to serve as a role model and recovery agent to provide information and support for persons served in emergency, community and/or inpatient settings.
- Collaborates with the Forensic Services Section on all individuals admitted to the Section with forensic involvement. Offers specific programming modules or activities addressing the unique needs of these individuals, to all persons served with forensic encumbrances.
- Collaborates with community agencies, hospitals and other providers to facilitate continuity of care for persons served.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
MAUI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Participates, coordinates, and provides services to persons served following their discharge from in-patient psychiatric or correctional facilities.
- Encourages persons served and their families to participate in treatment decisions including discharge planning, Arranges follow-up and linkages for discharged individuals.
- Obtains all necessary authorizations in accordance with Division policies, procedures and directives for assigned case management services and for other services as required by 3<sup>rd</sup> party payers.
- Participates in the development of policies and procedures pertinent to the Section and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.
- Provides consultation, education, and advocacy to the community on mental health issues.
- Provides secretarial services to the Section.

REHABILITATION SERVICES SECTION

Provides a range of rehabilitation services to adults with severe and persistent mental illness utilizing the clubhouse model pioneered by Fountain House as the primary mode of service provision. Provides services designed to foster and support optimal levels of independent functioning and community integration by a team which will assume overall responsibility for the operation and functioning of the clubhouse. Forms an essential partnership between staff and persons served who are referred to as members for the organization and implementation of rehabilitative tasks and responsibilities. Provides additional services through targeted psychosocial rehabilitation approaches that will individually facilitate recovery.

- Assesses the rehabilitation needs of each member. Develops a comprehensive rehabilitation plan which specifies measurable goals and objectives consistent with member's needs and preferences.
- Monitors and evaluates rehabilitation plans to determine participation, progress and outcomes achieved, especially as related to successful community reintegration.
- Provides in vivo education, training, skill building, problem solving and other activities to enhance personal functioning.
- Ensures a structured and therapeutic environment with strong, supportive work-mediated relationships that foster mutual respect. Empowers members through inclusion in decision making and shared participation in tasks and responsibilities of the clubhouse.
- Implements a work-ordered day within the clubhouse to maintain structured, five-day-per-week, opportunities to engage the members in meaningful contributions towards the functioning of the clubhouse.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
MAUI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Ensures that in addition to workday clubhouse activities, each clubhouse operates evening, weekend, and holiday programs that provide, but are not limited to organized, diverse member-driven social and recreational opportunities.
- Develops and maintains clubhouse linked employment programs that offer a wide range of paid work opportunities for members utilizing International Center for Clubhouse Development (ICCD) employment standards to measure outcome and includes a clubhouse Transitional Employment Program which generates job training and placements in a variety of external work settings and a Supported Employment Program which works with employers to create jobs for the members in the community to facilitate competitive paid employment in integrated work settings and provides needed supports to assist the member in maintaining employment.
- Develops and maintains a Supportive Educational Program to assist members with their academic goals and completion of academic degrees.
- Provides discharge planning, outreach, and follow-up services for members exiting or lapsed from clubhouse participation and attendance.
- Implements and maintains quality improvement procedures fulfilling requirements established by the International Center for Clubhouse Development to ensure successful ICCD certification of the Clubhouses, and related accreditation/certification requirements for the Psychosocial Rehabilitation Program as identified by the Adult Mental Health Division or the Branch.
- Develops training and in-service opportunities to ensure standard-based programming, fidelity to evidence-based practices and continuing education for staff and members.
- Participates in the development of policies and procedures pertinent to rehabilitation services.
- Provides consultation, education, and advocacy to the community on mental health issues.

CASE MANAGEMENT AND SUPPORT SERVICES SECTION

Provides goal oriented and individualized services focusing on improved self-sufficiency for persons served through assessment, planning, linkage, advocacy, coordination and monitoring activities.

- Provides assertive outreach to engage individuals referred to the Section.
- Provides case management assessments in accordance with Division policies and procedures to identify the strengths, needs, supports and goals of the person served.
- Participates in the development, review and monitoring of individualized treatment plans which empowers the person served to reach his/her recovery goals. Insures that treatment plans are appropriate to the needs of the person served, contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
MAUI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

preferences of the individual and identify what specific biological, psychological and social treatment services will be provided, including linkage to other providers and resources.

- Links the person served to treatment and other interventions as dictated by the treatment plan.
- Monitors the services provided and supports the individual's participation.
- Provides supportive counseling to assist the person served with problem solving and to support his/her participation in treatment and rehabilitative services.
- Advocates on behalf of the person served in obtaining mental health and non-mental health services which may include recommending the development of new resources to meet the needs of individuals with severe and persistent mental illness.
- Develops a crisis plan with the person served which provides for a range of crisis intervention services.
- Collaborates with the Forensic Services Section on persons served with forensic encumbrances. Monitors, tracks and reports on the forensic status of assigned cases including obtaining relevant court related data and assuring that individuals comply with court orders and court appearances.
- Collaborates with the Forensic Services Section on all individuals admitted to the Section with forensic involvement. Offers specific programming modules or group activities addressing the unique needs of these individuals, to all persons served with forensic encumbrances.
- Provides peer support services utilizing peers to serve as a role model and recovery agent to provide information and support for persons served in emergency, community, and/or inpatient settings.
- Provides psycho-educational modules, other skill training and support groups for the persons served, their families and significant others.
- Obtains all necessary authorizations in accordance with Division policies, procedures and directives for assigned case management services and for other services as required by 3<sup>rd</sup> party payers.
- Participates in the development of policies and procedures pertinent to case management and support services and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.
- Collaborates with community agencies, hospitals and other providers to facilitate continuity of care for persons served.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

Plans, organizes, directs, coordinates, implements and monitors the Kauai Community Mental Health Center Branch's (KCMHCB) programs, services, activities and staff toward achievement of the Adult Mental Health Division's (AMHD) mission, and goals for Kauai County to meet the needs of adults 18 years and older who meet the AMHD eligibility criteria, which includes adults with severe and persistent mental illness, including those who have co-occurring substance abuse and those who are court ordered to receive services through the Division. Strives to provide excellence in continuously improving Branch services and to maintain high standards in ethical conduct and professional practices.

- Assures that the Branch's activities are consistent with the mission statement that describes, in broad terms, the Branch's purposes, whom it serves and general areas of service.
- Assures effective and ethical leadership, resourcefulness, and stability for the organization, in order that the Branch achieve its stated mission.
- Establishes Branch policies and procedures consistent with divisional policy, maintenance of high standards of operation and continuous quality improvement in overall Branch operations.
- Plans and implements effective and efficient systems for the delivery of services throughout the Branch and its organizational segments.
- Develops, implements, and monitors goals, objectives, standards of performance, policies and procedures for the Branch to assure quality professional services.
- Develops and implements an information and communication system throughout the Branch and its organizational segments in accordance with the requirements of the Adult Mental Health Division and accrediting bodies.
- Establishes priorities for mental health services and special projects based on community needs, in collaboration with the Division.
- Establishes and maintains positive public relations between the Branch and community.
- Obtains input from persons served and those in the community concerned with mental health and related programs and services.
- Plans and directs the preparation of the Branch's budget request. Monitors the Branch's expenditures and personnel actions to insure they are kept within the Branch's authorized fiscal and manpower ceiling.
- Administers, reviews, and approves personnel and fiscal actions of the Branch and its organizational segments.
- Responsible for the development, delivery and coordination of services in the county. Collaborates with the county service area board in the development of comprehensive integrated service area plans and budgets to address the service area needs, identification of needs in the county to prevent and treat mental disorders and co-occurring mental illness and

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

substance abuse disorders, and provides advice, guidance, and recommendations to the State Council on Mental Health.

- Utilizes clinically licensed staff (Clinical Psychologist, Licensed Clinical Social Workers, Licensed Mental Health Counselors, Licensed Marriage and Family Therapist) and certified substance abuse staff to provide assessments including eligibility determinations, individual, group and family therapy to individuals served by the Branch and within their scope of practice the staff shall also provide clinical oversight and consultation to non-licensed staff serving these individuals.

ADMINISTRATIVE AND SUPPORT SERVICES OFFICE

Prepares and monitors all fiscal and personnel actions, oversees and maintains the physical facilities, vehicles, and equipment, and establishes and maintains a data and billing system for services provided by the Branch.

- Plans, coordinates and prepares the Branch's budget request, which reflects and anticipates the Branch's needs and resources for realizing its goals. Monitors the Branch's expenditures and personnel actions to insure they are kept within the Branch's authorized fiscal and manpower ceiling.
- Initiates, coordinates, monitors and maintains all fiscal and personnel actions within the Branch.
- Arranges for the purchase and maintenance of vehicles, equipment, materials and supplies for the Branch and assumes responsibility for inventory control.
- Monitors and maintains the Branch's physical facilities in accordance with federal, state, and local statutes and regulations. Develops safety and disaster response programs. Conducts and documents regular disaster and emergency drills.
- Develops, implements and updates a standardized system for billing and collection of payment fees and third-party reimbursement for services. Establishes and executes a system of charges for services including billings, collections, controls of accounts receivable and recommended write-offs in accordance with Division policies.
- Provides clerical support to assigned Branch programs.

QUALITY MANAGEMENT OFFICE

Coordinates the development, implementation, and administration of a Branch-wide, structured system for continuous quality improvement processes to meet the needs of persons served. Ensures that all licensure, accreditation and certification requirements are met, and obtains input from persons served and community groups.

- Develops, implements, coordinates and oversees a process for obtaining and maintaining national accreditation for the Branch's services and programs.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Develops, implements, coordinates and oversees continuous quality improvement (CQI) processes which include obtaining input from persons served and those in the community concerned with mental health services and their related programs, and integrating this data and information as part of the program evaluation guiding the continuous improvement of services delivered throughout the Branch.
- Complies with the Division-wide program evaluation system which includes evaluating pre-established goals against the outcomes of services provided to persons served. Provides ongoing monitoring, evaluation and improvement of the Branch's programs and services by collecting and analyzing data, monitoring treatment effectiveness and satisfaction of persons served, and integrating the findings into the Branch's operations. Provides reports to the Division as required.
- Reviews screening, admission, active cases and discharges for quality, cost effectiveness, and the appropriateness of service/treatment provided.
- Develops, implements and evaluates a risk prevention program. Evaluates the risk prevention and management plan to ensure that it is current, complies with new statutes, accreditation standards, and current developments in the field of mental health law and the Health Insurance Portability and Accountability ACT (HIPAA) as it relates to liability and malpractice issues.
- Receives, logs, and maintains Sentinel Event and Incident reports and information and prepares appropriate statistical data, analyses, and reports from gathered information for the purpose of safety for persons served and performance improvement.
- Maintains, evaluates and amends a system to deal with grievances, HIPAA complaints and appeals concerning the rights of the person served in a timely manner.
- Coordinates and facilitates risk prevention and corrective activities Branch-wide. Includes identifying areas of potential health and safety risk and infection control for persons served and staff and facilitating preventative or corrective activities which are in compliance with regulatory and accreditation standards.
- Develops and monitors a uniform system of clinical record keeping.
- Establishes and coordinates a system for distribution of the findings of quality management activities to Branch segments and to Division. Insures that changes made within the Branch are incorporated into policies and procedures to assure continuity, eliminate duplication of effort and increase compliance.
- Oversees the system for developing policies and procedures for the Branch and provides a system to make the policies and procedures available to all staff.
- Assesses the objectives, scope, and effectiveness of the quality management effort. Recommends improvements for system advancement.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Provides information and training to persons served, staff and others about the rights of the mentally ill.
- Identifies staff training and educational needs. Plans or coordinates appropriate training programs. Maintains records of staff training profiles.
- Develops and implements a system for obtaining and keeping current documentation of professional credentials for all clinical staff and other licenses required from staff.
- Maintains the Branch's library of psychiatric and allied reference books and publications. Maintains current copies of Branch and Divisional policies and procedures, Hawaii Revised Statutes, and related administrative rules.

MEDICAL DIRECTOR'S OFFICE

Provides medical/clinical oversight to program development and direct services provisions for the Branch, and provides medical/clinical consultative services to outpatient and inpatient programs.

- Participates on Division Committees relating to medical/clinical oversight including the development of Division-wide standards of evaluation, treatment and care, health-care related administrative policies, and the establishment and review of standards of qualifications for AMHD service physicians.
- Participates in the Branch's strategic planning efforts.
- Participates in the development of policies and procedures pertinent to the medical/clinical services provided by the Branch.
- Participates in the development of performance measures and evidence-based outcomes to be incorporated in the Branch's Quality Management Plan.
- Provides consultation regarding accreditation preparation and, as necessary, development of corrective action plans for accreditation maintenance.
- Provides clinical oversight which includes patient protection activities, quality management review processes and performance improvement activities and decisions.
- Participates in the review of research proposals and pilot projects proposed for the Branch.
- Serves as liaison to the medical community including the University of Hawaii Medical School and professional medical associations.
- Participates in the development of continuing education and training for the staff.
- Oversees the maintenance of uniform medical by-laws as set by the Division.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Provides treatment services within the realm of psychiatric expertise, focusing on clinical management including comprehensive evaluations, treatment planning, medication management and psychotherapy. Assumes medical responsibility for the persons served and serves as clinical leader of the individual's interdisciplinary treatment team.
- Provides psychiatric clinical services to inpatients at assigned Hawaii Health System Corporation Community hospitals and technical consultation on the management and operation of the psychiatric inpatient unit and training to staff assigned to the unit as needed.

NURSING OFFICE

Provides nursing services to individuals served by the Branch. Ensures the provision of quality nursing care to the persons served is in accordance with the different levels of nursing scope of practice, state licensure requirements, ethical principles, and national accreditation requirements.

- Performs ongoing nursing assessments, administers and monitors prescribed medications for adherence, therapeutic response and side effects while ensuring a safe and therapeutic environment for treatment and learning.
- Provides nurse case management which includes psychiatric and primary health care screening, assessment, treatment, referral and coordination of services in the community setting for persons served with medical co-morbidities.
- Provides medication education and prevention and wellness support services to assigned individuals.
- Participates in the development, review and monitoring of treatment plans.
- Provides nursing consultation to members of the treatment team.
- Participates in the development of policies and procedures pertinent to nursing practice and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of nursing services.

FORENSIC SERVICES SECTION

Provides coordination and consultation regarding court related aspects of treatment and follow up for persons served, within the Branch and AMHD contracted community based provider network, who are involved with the criminal justice system and oversees the Jail Diversion Program for the county.

- Ensures that the provision of services for persons served involved with the criminal justice system comports with current Division and Branch policies and professional standards.
- Provides consultation to treatment teams on issues regarding risk assessment, risk management, and risk reduction to ensure that forensically encumbered persons served adhere to court-ordered conditions and maintain tenure in the community.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Directs the forensic treatment provided by the Case Management and Support Services Section to forensically encumbered persons served.
- Develops and implements a conditional release treatment track for all persons served on conditional release, and conditional release support and transition programming to facilitate the individual's discharge from conditional release.
- Provides training on risk assessment, common court pathways, fitness restoration, alternatives for mentally ill defendants and other forensic related areas.
- Develops and maintains collaborative relationships with other agencies including the Judiciary, Correctional Facilities, Public Defender's Office, Prosecutor's Office and hospitals serving forensically encumbered individual's served by the Branch.
- Provides clinical consultation and technical assistance to the courts on issues involving mental illness and mental health.
- Ensures the development and implementation of effective, efficient and responsive evidence-based forensic related services for persons served involved with the criminal justice system, which may include fitness restoration programming and conditional release transition programming.
- Develops and maintains a tracking system for persons served on conditional release for the purpose of monitoring and oversight.
- Oversees the post-booking jail diversion program which diverts eligible individuals from the jail and/or hospitals to appropriate community treatment programs by providing time limited mental health and substance abuse treatment services for persons with severe and persistent mental illness with or without a substance abuse disorder who have been arrested for non-violent crimes, prior to their arraignment. Explores the development of a pre-booking jail diversion program.
- Provides sanity panel examinations and reports ordered by the Judiciary and assigned by the Division for the purpose of assisting the courts in their determination of a defendant's sanity, penal responsibility and risk level for placement during the course of penal proceedings.
- Participates in the development of policies and procedures pertinent to forensic services and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.

REHABILITATION SERVICES SECTION

Provides a range of rehabilitation services to adults with severe and persistent mental illness utilizing the clubhouse model pioneered by Fountain House as the primary mode of service provision. Provides services designed to foster and support optimal levels of independent functioning and community integration by a team which will assume overall responsibility for the operation and functioning of the clubhouse. Forms an essential partnership between staff and persons served who are referred to as members for the organization and implementation of rehabilitative tasks and responsibilities. Provides additional services through

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

targeted psychosocial rehabilitation approaches that will individually facilitate recovery.

- Assesses the rehabilitation needs of each member. Develops a comprehensive rehabilitation plan which specifies measurable goals and objectives consistent with member's needs and preferences.
- Monitors and evaluates rehabilitation plans to determine participation, progress and outcomes achieved, especially as related to successful community reintegration.
- Provides in vivo education, training, skill building, problem solving and other activities to enhance personal functioning.
- Ensures a structured and therapeutic environment with strong, supportive work-mediated relationships that foster mutual respect. Empowers members through inclusion in decision making and shared participation in tasks and responsibilities of the clubhouse.
- Implements a work-ordered day within the clubhouse to maintain structured, five-day-per-week, opportunities to engage the members in meaningful contributions towards the functioning of the clubhouse.
- Ensures that in addition to workday clubhouse activities, each clubhouse operates evening, weekend, and holiday programs that provide, but are not limited to organized, diverse member-driven social and recreational opportunities.
- Develops and maintains clubhouse linked employment programs which offer a wide range of paid work opportunities for members utilizing International Center for Clubhouse Development (ICCD) employment standards to measure outcomes and includes a clubhouse Transitional Employment Program which generates job training and placements in a variety of external work settings and a Supported Employment Program which works with employers to create jobs for the members in the community to facilitate competitive paid employment in integrated work settings and provides needed supports to assist the member in maintaining employment.
- Develops and maintains a Supportive Educational Program to assist members with their academic goals and completion of academic degrees.
- Provides discharge planning, outreach, and follow-up services for members exiting or lapsed from clubhouse participation and attendance.
- Implements and maintains quality improvement procedures fulfilling requirements established by the International Center for Clubhouse Development to ensure successful ICCD certification of the Clubhouses, and related accreditation/certification requirements for the Psychosocial Rehabilitation Program as identified by the Adult Mental Health Division or the Branch.
- Develops training and in-service opportunities to ensure standard-based programming, fidelity to evidence-based practices and continuing education for staff and members.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Participates in the development of policies and procedures pertinent to rehabilitation services.
- Provides consultation, education, and advocacy to the community on mental health issues.

CASE MANAGEMENT AND SUPPORT SERVICES SECTION

Provides goal oriented and individualized services focusing on improved self-sufficiency for persons served through assessment, planning, linkage, advocacy, and coordination and monitoring activities.

- Provides assertive outreach to engage individuals referred to the Section.
- Provides case management assessments in accordance with Division policies and procedures to identify the strengths, needs, supports and goals of the person served.
- Participates in the development, review and monitoring of individualized treatment plans which empowers the person served to reach his/her recovery goals. Insures that treatment plans are appropriate to the needs of the person served, contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and preferences of the individual and identify what specific biological, psychological and social treatment services will be provided, including linkage to other providers and resources.
- Links the person served to treatment and other interventions as dictated by the treatment plan.
- Monitors the services provided and supports the individual's participation.
- Provides supportive counseling to assists the person served with problem solving and to support his/her participation in treatment and rehabilitative services.
- Advocates on behalf of the person served in obtaining mental health and non-mental health services which may include recommending the development of new resources to meet the needs of individuals with severe and persistent mental illness.
- Develops a crisis plan with the person served which provides for a range of crisis intervention services.
- Collaborates with the Forensic Services Section on persons served with forensic encumbrances. Monitors, tracks and reports on the forensic status of assigned cases including obtaining relevant court related data and assuring that individuals comply with court orders and court appearances.
- Collaborates with the Forensic Services Section on all individuals admitted to the Section with forensic involvement. Offers specific programming modules or group activities addressing the unique needs of these individuals, to all persons served with forensic encumbrances.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
KAUAI COMMUNITY MENTAL HEALTH CENTER BRANCH

FUNCTIONAL STATEMENT

- Provides peer support services utilizing peers to serve as a role model and recovery agent to provide information and support for persons served in emergency, community, and/or inpatient settings.
- Provides psycho-educational modules, other skill training, and support groups for the person served, their families and significant others.
- Obtains all necessary authorizations in accordance with Division policies, procedures and directives for assigned case management services and for other services as required by 3<sup>rd</sup> party payers.
- Participates in the development of policies and procedures pertinent to case management and support services and the development, implementation, and evaluation of quality management strategies ensuring that performance improvement is fully integrated into the delivery of services.
- Collaborates with community agencies, hospitals and other providers to facilitate continuity of care for consumers.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
COURTS AND CORRECTIONS BRANCH

FUNCTIONAL STATEMENT

The Courts and Corrections Branch is assigned by law from the Department of Health, Adult Mental Health Division, to the State courts and corrections system.

Provides case and program consultation to staff to all programs in the State courts and corrections system.

Evaluates every youth and adult entering correctional institutions and upon returning to the community.

Provides diagnostic and treatment services to inmates of the psychiatric ward at the Oahu Community Correctional Center and Halawa Correctional Facility.

Provides evaluation and consultation to the State court system on the disposition of convicted persons.

Evaluates persons being held for trial at the request of the court.

Performs evaluations for sanity commissions.

Provides groups therapy to selected inmates in correctional programs.

Provides social work care services to all incarcerated adult male and female inmates of state correctional programs.

Provides inservice training to staff of the various programs served.

Provides technical consultation on the planning and development of community resources and services in the areas of delinquency and crime with community agencies and groups.

Participates in the review and assessment of the appropriateness of laws and procedures in the criminal justice system relative to the overall mental health aspects of the system.

Provides case consultation on situations involving delinquents, probationers and parolees to the community mental health branches and units and to other law enforcement agencies not within the State courts and corrections system.

Provides consultation on the planning and development of mental health service to delinquents, probationers and parolees to the community mental health centers, its sections and units.

Provides inservice training to staff of community mental health centers on treatment of juvenile and adult offenders.

Makes referrals to and receives referrals from community mental health centers.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
COURTS AND CORRECTIONS BRANCH

FUNCTIONAL STATEMENT

Conducts research in areas related to criminal behavior.

Provides psychiatric, psychology and social work intern training in cooperation with training institutions.

Maintains records on individuals and groups serviced; prepares reports; handles correspondence; prepares and submits various reporting forms on a timely basis.

Plans, organizes, directs, coordinates, and monitors the Branch's services, activities, and staff toward achievement of efficient and effective service delivery.

Selects and develops staff to work efficiently and effectively toward achievement of program objectives.

Implements operational procedures to facilitate effective management of the Branch and its Units.

Applies clinical and performance standard in implementing the Branch's functions and activities.

Provides information and data for program evaluation and management purposes on a timely basis.

Coordinates services of the various Units with services of other agencies and groups to whom team services are provided as well as with the community mental health centers.

Cooperated in the development of joint programs with other private and public agencies concerned with the criminal justice system.

Initiates personnel and fiscal actions in conformance with the Branch's approved fiscal and manpower ceilings; maintains employee leave record.

Handles personnel grievances and, as needed, enlists the assistance of the Division Chief, for the resolution of personnel problems.

Plans and directs preparation of the Branch's budget request in accordance with Divisional guidelines.

Secretarial Services

Provides secretarial services to the branch.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
BRANCH ADMINISTRATION

FUNCTIONAL STATEMENT

- Operates and administers a public hospital and affiliated program(s) section for the diagnosis, treatment and rehabilitation of special problem mentally ill persons and substance abusers in the State.
- Plans, organizes, directs, coordinates and monitors the Branch's programs, services, activities and staff toward achievement of the State's mental health program's goals and objectives.
- Plans with the Chief of the Adult Mental Health Division to meet the needs of the Community Mental Health Center Branches and other units for highly specialized consultative and intensive inpatient and affiliated program(s) unit care or treatment services beyond that which can be provided by the Community Mental Health Centers and establishes priorities for such services.
- Selects and develops staff to work efficiently and effectively toward achievement of program objectives.
- Establishes operational procedures for effective administration and management of the Branch, its sections and units.
- Plans and implements effective and efficient systems for the delivery of services throughout the Branch and its organizational segments. In particular, provides overall supervision of four major sections: Quality Management, Clinical, Administrative and Support Services, and Affiliated Programs.
- Develops and implements clinical and performance standards, and a systematic reporting of information and data for program evaluation and management in all organization segments of the Branch.
- Selects personnel to represent the Branch on Division committees or task forces or to attend meetings as Branch representative.
- Identifies agencies and groups with whom linkages should be established in relation to highly specialized services and assigns staff to serve as liaison with such agencies and groups.
- Establishes and maintains relations among Hawaii State Hospital (HSH), employee organizations and the community.

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- Administers and reviews the Branch's fiscal/budgetary and personnel actions to ensure that they are conducted in keeping with established policies and procedures.
- Develops and implements a system of ensuring the rights of patients, the physically disabled and minorities.
- Appears before legislative and/or other governmental or planning committees to explain the functions of HSH operation costs, statistics, etc.
- Serves as the overall hospital administrator of all functions of HSH not specifically delegated to others.
- Provides secretarial and general clerical services to HSH administration and to other organizational segments in HSH.
- Implements a continuing process and quality improvement in clinical, environmental, educational, occupational, and recreational initiatives.

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AFFILIATED PROGRAM(S) Section

Ensures licensed and accredited outpatient treatment programs that provide each person admitted from the Hawaii State Hospital or other inpatient or outpatient hospitals or programs that provide treatment to the seriously mentally ill the ability to manage their activities in a manner to obtain discharge to a lesser restricted environment care as it relates to activities of daily living, community reintegration skills, work, medication management, substance abuse related coping skills, and to better manage their physical and mental health recovery in other outpatient community residential programs upon discharge from the program(s).

Develops each person's skills to function in this or other programs (e.g., special residential or lesser restrictive levels of residential care and treatment) by developing their community reintegration skills deficits through the activities indicated above.

Provides each person with support to enable them to manage their entitlements and to understand the availability of programs at both the Federal and State levels.

Directs treatment programs that provides each person with life skills to be responsible members of the community that can acquire skills to enable them to follow the accepted rules of society in all venues in order to assure that they receive ongoing continuing supports (e.g., entitlements for medical, housing, and food, etc.) in the spirit of cooperation with their assigned case managers, treatment teams, and housing providers.

Informs and advises the Hawaii State Hospital Branch management staff of the financial condition of the Affiliated Programs Section.

STATE OPERATED SPECIALIZED RESIDENTIAL PROGRAM UNIT

- Plans and directs the comprehensive and all inclusive rehabilitation programs/services to develop daily living skills that enable individuals to manage symptoms and regain function lost due to mental illness and co-occurring mental illness and substance abuse.
- Ensures services are provided in a licensed accredited facility and are relevant to the diversity of the persons served.
- Ensures that services are designed and implemented to support recovery and/or stabilization of consumers served, to enhance quality of life of the consumer served, reduce

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or eliminate symptoms, restore and/or improve functioning, and support the integration of the consumers into a lesser restrictive level of care.

- Collaborates with the various case management agencies allowing for the provision of services that are consistent with the needs of the persons being served and based on their individual needs and entitlements .
- Promotes cultural and linguistic competence in meeting the consumer's needs, and reflects the cultural composition of the persons served.
- Provides for continuing process and quality improvement in clinical, environmental, educational, occupational, and recreational initiatives through a series of performance indicators that are measured against licensure and accreditation standards to assure the program is changing to meet the needs of the population of clients entering the program from a multitude of other venues.
- Assists and provides for the preparation of referrals to other programs and agencies, assessment and treatment plan, entitlements, medication prescription, medication administration, medication monitoring and documentation, day treatment program, ancillary services, activities of daily living, meals, community activities, ongoing treatment and discharge planning.

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QUALITY MANAGEMENT SERVICES SECTION

FUNCTIONAL STATEMENT

The Quality Management Services Section has the overall responsibility for ensuring quality in all facets of Hawaii State Hospital's (HSH) activities and services by constantly making improvements, preventing errors and striving to develop and support a work environment in which each employee's capability is improved, where there is an environment of open communication, innovation and creativity. Quality Management Services also will foster a work environment which values diversity and sustains multiculturalism.

The mission of Quality Management Services is to develop a structured system for creating organization-wide participation in planning and implementing a continuous improvement process to meet and exceed patient needs.

MEDICAL RECORDS UNIT

Under the general supervision of the Associate Administrator for Quality Management, maintains HSH patient medical records, ensuring that records are confidential, secure, readily accessible, timely, properly authenticated, legible and complete. Provides medical transcription services, handles correspondence, release of information and enters and compiles statistical data.

- Plans, develops, and prepares policies, procedures and guidelines for the medical record system of HSH to meet Joint Commission on Accreditation of Healthcare Organizations and Medicare requirements.
- Monitors Unit quality management activities as well as participates and provides assistance in hospital-wide quality improvement activities.
- Files, stores and retrieves medical records; retrieves medical records from storage upon readmission of patients, for medical record reviews, studies, research and as otherwise requested.
- Performs quantitative reviews on discharged medical records, citing deficiencies for appropriate corrective action. Notifies HSH staff of deficiencies, and assists them in the completion of deficiencies as necessary.
- Reviews and codes psychiatric and medical diagnoses on all HSH discharges using current International Classification of Disease (ICDA) Manual and Diagnostic and Statistical Manual (DSM) of Mental Disorders.
- Enters medical diagnoses into the computer and maintains patient database on all HSH cases.
- Provides concurrent medical record reviews on all admission wards to monitor the presence of and timeliness of admission data.
- Transcribes various psychiatric reports, medical consultations, etc.
- Responds to correspondence and written inquiries on discharged cases from families, agencies and others, protecting confidentiality in compliance with legal requirements related to litigation risks. Receives incoming telephone inquiries about patients from agencies and families with proper referral for handling follow-up.

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Medical Records Unit

- Responds to subpoenas, court orders and depositions in accordance with guidelines established by HSH administration, Adult Mental Health Division, and Hawaii Department of Attorney General.
- Computes, compiles and distributes daily HSH patient census data.
- Prepares regular statistical reports regarding utilization of HSH beds, length of stay, number of admissions/ discharges, and catchment areas of patients. Interfaces with Utilization Review Unit regarding patient statistics.
- Prepares numerical data in various forms for computer processing, planning, programming, statistical analysis, and reports in support of the management information system and research studies.
- Purges and streamlines medical records in preparation for microfilming; assists in the process of microfilming and inspects the returned microfilm for accuracy.
- Provides clerical services to the organizational segment.

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MEDICAL LIBRARY UNIT

Provides comprehensive library services in the technical specialties of psychiatry and related disciplines to the professional staffs of the Hawaii State Hospital (HSH), the Adult Mental Health Division, and the Department of Health state-wide. Facilitates access to information to provide quality patient care. Maintains resource collection and liaisons with other libraries to meet the educational and informational needs of staff.

- Operates and maintains a centralized library of psychiatric and allied reference books and publications.
- Provides assistance in locating and securing reference materials.
- Provides consultation on library resources.
- Provides liaison between state, federal and private libraries throughout the United States for professional library services (interlibrary loan system).
- Conducts searches through the automated library database system to determine the availability of subject matter being requested.
- Provides assistance to other organizational segments of the Adult Mental Health Division upon request.
- Provides assistance to university and college affiliated students who are training at HSH.
- Maintains records on individuals and groups served; handles correspondence; collects data and prepares reports as requested on a timely basis.

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QUALITY IMPROVEMENT SPECIAL PROJECTS

Under the general supervision of the Associate Administrator for Quality Management Services, provides for overall coordination, management and analysis of quality improvement teams, thereby documenting performance improvement.

- Establishes and coordinates all activities of the Hawaii State Hospital (HSH) Quality Council whose members include the Hospital Association Administrators, Director of Nursing and staff members of Quality Management Services Section.
- Analyzes all information prior to presentation to the HSH Quality Council to promote informed decision making.
- Acts as a resource in developing recommendations to the HSH Quality Council.

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STAFF DEVELOPMENT AND TRAINING UNIT

Under the supervision of the Associate Administrator for Quality Management Services, provides training and educational services to all disciplines and programs at Hawaii State Hospital (HSH) and other branches of the Adult Mental Health Division, through inservice programs, outservice seminars and workshops, staff consultation, and support services.

- Develops and presents facility and clinical orientation to all new employees.
- Monitors the clinical orientation of nursing staff, by assigning a preceptor who facilitates the orientation process, identifies additional training needs, and provides feedback to the Nursing Unit regarding needs identified.
- Conducts orientation sessions for HSH staff, students, university faculty, and volunteers. Coordinates classroom space and equipment for students and faculty.
- Selects trainers, evaluates training programs and trainers, modifies schedules and program design as required to meet the needs of the staff/facility.
- Consults with HSH and community center staff to identify training and educational needs. Plans appropriate programs, using Adult Mental Health or outside resources. Attends and participates in HSH standing committees.
- Disseminates, through Staff Development and Training Newsletter, information regarding current educational offerings.
- Contracts with local and mainland experts in mental health, and related topics, to conduct seminars addressing identified patient population problems.
- Plans and develops curriculum for training programs in HSH total quality management related domains (e.g., fire and electrical safety, management of aggressive and non-aggressive behavior, cardiopulmonary resuscitation, infection control, charting, and psychoeducational training programs).
- Facilitates audio and teleconference retrieval and continuing education credit offerings in current multidisciplinary topics, creating a learning environment that maximizes staff potential.
- Provides video/audio equipment, Computer Aided Instruction and Design, Interactive Video Learning Station, testing and written materials with clerical and technical assistance to staff and students.
- Networks with other educational institutions, providing speakers and consultative services.
- Provides clerical services to the organizational segments.

Evaluation and Monitoring

- Identifies staff educational needs.
- Maintains computerized database of staff training profiles which includes annual up-to-date training attendance.

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QUALITY ASSESSMENT AND IMPROVEMENT UNIT

Under the general supervision of the Associate Administrator for Quality Management Services, provides for planning, developing, organizing, directing, educating and reviewing all continuous quality improvement efforts throughout the Hawaii State Hospital (HSH). It also manages a policy and procedure system, an infection control program, and a utilization review function. To provide those served, externally and internally with quality services is a primary goal of Quality Assessment and Improvement.

- Establishes and maintains a hospital-wide system of ongoing monitoring, evaluation and improvement of identified HSH activities.
- Integrates and coordinates all HSH quality management activities through systematic review by the Quality Management Committee.
- Provides a method for the distribution of the findings of quality management activities to HSH staff, the Hospital Superintendent and internal HSH committees.
- Integrates the findings of quality management activities into the delineation of clinical privileges and evaluation of staff performance as specified in the plan for clinical privileges and medical staff by-laws.
- Tracks the status of identified problems and corrective action plans to assure improvement or resolution.
- Recommends adequate resources for hospital-wide assessment and improvement activities.
- Assures that all quality management standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Department of Justice (DOJ) and other regulatory organizations requirements are met.
- Annually assesses the objectives, scope, organization and effectiveness of the quality management program with revision as necessary for review by the Hospital Superintendent and internal HSH committees.
- Provides education, support and consultation hospital-wide regarding the activities of the quality management program.
- Provides secretarial and clerical services to the organizational segment.

Policies and Procedures

- Provides a uniform format, maintaining precise definitions of format headings and creates an index which increases the user's ability to read and comprehend efficiently, thereby reducing the likelihood of errors.
- Ensures that changes made within the HSH system are coordinated into policies and procedures to assure continuity, eliminate duplication of effort and increase compliance.

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**Quality Assessment and Improvement Unit**

- Makes recommendations to all organizational segments for changes in policies and procedures to improve compliance with JCAHO, DOJ, and other regulatory agencies.
- Facilitates required participation in the process of policy and procedure formulation as required by JCAHO.
- Seeks approval for policies and procedures from the proper authorities.
- Distributes hospital-wide policies and procedures to all organizational segments.
- Provides a basis for quality management through review of HSH policies and procedures.
- Conducts an annual evaluation of hospital-wide policies and procedures and reports to the Hospital Superintendent and internal HSH committees.

**Utilization Review**

- Reviews all admissions and extended lengths of stay in HSH by analyzing the psychiatric necessity of the admission, the appropriateness of extended stays, the quality of care provided and the necessity of tests and procedures ordered during the hospitalization.
- Maintains a system of monitoring all admissions to assure review of extended stays on a timely basis.
- Consults with patients' attending physicians to clarify/elaborate on plan of treatment.
- Consults with a physician reviewer on all cases where level of care is questionable and/or when questionable data are found in the health care delivery process.
- Collects data and prepares reports as needed or required.
- Maintains liaison with all organizational segments and outside agencies as needed.
- Collects and organizes data on major aspects of care utilizing measurable, Unit-specific indicators.
- Prepares and presents reports to pertinent internal HSH committees.
- Prepares and submits reports to outside agencies as required.

**Infection Control**

- Disseminates through Quality Assessment and Improvement information to educate, inform and alert employees in matters that relate to infection control.
- Develops indicators for surveillance in the area of infection control and performs chart audits to monitor compliance with said indicators.
- Reviews all microbiology reports and compiles monthly summaries of infection to appropriate units.

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## Quality Assessment and Improvement Unit

- Implements immunizations/screening protocols (Hepatitis B Virus [HBV], pneumonia/influenza, tuberculosis, Human Immunodeficiency Virus [HIV] testing with follow-up prophylaxis).
- Provides through inservice training, guidelines and requirements regarding HIV-HBV and universal precautions.
- Makes recommendations for treatment and prevention related to specific incidences of infection and presents it to organizational segment staff members and/or supervisors with follow-up surveillance.
- Provides consultation in relation to guidelines for: Sterilization and disinfection, infectious waste handling, equipment and supplies, special inservice training such as HIV/HBV.
- Documents the effectiveness of recommendations (sick-call/progress notes). Quarterly summaries of infection control reports are sent to Quality Assessment and Improvement supervisor, Infection Control Committee and Nursing Unit for evaluation of infection control programs.
- Provides for the routine collection of data regarding infection control.

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RETENTION UNIT

Under the general supervision of the Associate Administrator for Quality Management Services, coordinates with personnel hiring of qualified personnel in order to comply with the minimum staffing requirements, set forth by an agreement between regulatory agencies including the Joint Commission on Accreditation of Healthcare Organizations and the Department of Justice and establishes and implements retention programs which will contribute to job satisfaction and employee morale.

- Builds Hawaii State Hospital (HSH) image and disseminates job information through advertising campaigning, development of promotional materials, direct mail campaign, campus job fairs, presentations to student clubs/classes and HSH open house.
- Meets flexible scheduling needs by the development and implementation of FLEX scheduling and child care programming.
- Meets the need to update skills by subsidizing additional training; develops and implements training programs and personal career counseling to sell psychiatric nursing and what nursing is like at HSH.
- Meets career/promotional opportunity needs by developing and implementing clinical career ladder, review of professional training programs and available opportunities.
- Facilitates promotional opportunities within HSH through internal promotion requests and in-house requests for transfers.
- Establishes recognition programs for all HSH personnel to help promote employee morale through Employee of the Quarter Award, Service Award, Circle of Excellence Award, and the Incentive and Service Awards Program (ISAC).
- Establishes a hospital-wide retention committee to decrease staff turnover and to increase job satisfaction of those currently employed.

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PATIENT RIGHTS UNIT

Under the supervision of the Superintendent, Hawaii State Hospital (HSH), advises staff, patients, and other interested groups on patient rights. Provides ongoing education and training relating to patient rights. Assists in the development and/or revision of HSH policies and procedures relating to the rights of psychiatric inpatients. Strives for continuing improvement in staff awareness of, and adherence to, the laws regarding the rights of inpatients.

- Reviews and recommends revisions to current rights-related policies, procedures and practices. Recommends new policies, procedures and practices by facilitating the interaction of rights-related concerns with staff, patients, and various HSH committees.
- Maintains, evaluates, and amends, as needed, a coordinated system to deal with patient grievances and appeals concerning the rights of mentally ill persons.
- Reviews the quality and quantity of grievance resolutions, reports or findings, and recommends changes to grievance and appellate practices.
- Provides education and training to mentally ill patients, HSH staff, and others about the rights of mentally ill persons.

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RISK MANAGEMENT UNIT

Under the general direction of the Associate Administrator for Quality Management, identifies areas of potential loss and facilitates corrective actions through a coordinated effort to continuously improve the quality of patient care. Researches and maintains knowledge of statutes in the area of patient rights. With the assistance of the State Attorney General's Office, identifies current trends and issues in litigation at the state and federal levels. Strives for continuous improvement in staff awareness of risk in the area of inpatient psychiatric care.

- Responsible for the development and implementation of a hospital-wide risk prevention program. Evaluates, at least annually, the risk prevention and management plan to ensure that it is current, taking into account new statutes, legal interpretations, accreditation standards, and current developments in the field of liability and malpractice relating to mental health law.
- Assists Branch Administration in developing written testimony for submission to the State Legislature supporting changes in existing statutes or enactment of new statutes relating to mental health law, and other related matters.
- In coordination and collaboration with the State Attorney General's Office, brings to the attention of Branch Administration those issues and events that are likely to result in future litigation against Hawaii State Hospital and its staff.
- Receives, logs, and maintains incident/accident reports and information.
- Prepares appropriate statistical data, analyses, and reports from gathered information.
- Initiates immediate corrective actions to risk problem situations.
- Coordinates and facilitates risk prevention and corrective activities branch-wide.

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CLINICAL SERVICES SECTION

FUNCTIONAL STATEMENT

The Clinical Services Section has the overall responsibility for providing the highest quality, active mental health treatment services using a biopsychosocial model within a multidisciplinary framework in order to meet the needs of severely mentally ill adults at Hawaii State Hospital (HSH). The staff of Clinical Services will attempt to help the patients at HSH to understand and manage their mental disorders; develop their knowledge and skills; acquire the supports and resources that they need; to live, learn and work where they choose; and to direct their lives so that they might act as responsible members of their community. The mission, philosophy, goals, and objectives articulated in the HSH mission statement are fully supported and incorporated into the mission statement of the Clinical Services Section.

The Clinical Services Section is comprised of the clinical disciplines of psychiatry, nursing, social work, clinical psychology, neuropsychology, occupational therapy, recreational therapy, and the ancillary services of pastoral care, dietary services, and medical services. The Associate Administrator for Clinical Services (AACS) supervises all of the discipline chiefs and unit heads, plans, organizes, implements, and monitors all clinical services at HSH. The AACS and his/her staff have the responsibility for ensuring that the clinical services provided meet or exceed local and national standards and requirements, and for assuring accountability for all professional activity within HSH.

PROGRAM DESCRIPTION, CLINICAL SERVICES SECTION

There are three primary clinical service programs at HSH: Acute Services Program, Special Services Program, and Forensic Services Program.

Special Services Program

- Provides special treatment services for those patients who have failed to respond to previous treatments. Diagnostic re-evaluations are carefully made with complete psychopharmacological re-evaluation and treatment. Psychosocial factors involved in sustained chronic mental illness are evaluated and individualized, specific, behavioral treatments focused on behavioral deficits are formulated.
- Provides evaluation, treatment, and specific interventions to patients who have neuropsychiatric impairments. These include elderly persons and others with neurological impairment. These specific interventions include neuropsychological assessment and training, speech pathology interventions and a whole range of psychosocial training.
- Provides special services for those patients who are almost ready for community reintegration. Treatment is reality oriented and focused on the skills necessary for independent and semi-independent living in the community.
- As in all HSH programs, treatment is multidisciplinary, outcome-based, and involvement with family and community providers is maintained.

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## Program Description, Clinical Services Section

Acute Services Program

- Provides admitting and triage services to patients referred from community hospital emergency rooms or as transfers from other hospitals. Initial diagnostic evaluations and assessments are performed, and decisions are made by multidisciplinary teams as to which programs would best serve the patient.
- Provides crisis stabilization procedures which include work with the patient's family and with outpatient mental health providers to relieve family tensions and exploration of critical family relationships in order to relieve intra-familial problems and issues.
- Individualized, multidisciplinary treatment plan is formulated which includes input from the patient, family, and community mental health provider.
- Provides intensive, acute psychiatric treatment to permit the patient to return to the community in the shortest possible time. Attempts to resolve acute problems relating to suicidal intent, dangerousness, substance abuse, and acute psychosis through intensive treatment of the patient's biopsychosocial needs.
- Provides intermediate treatment for those patients who require more extensive treatment. It is for those individuals whose psychiatric disorder is complicated by substance abuse and/or mental retardation and who need help with abilities to work, maintain satisfactory interpersonal relations, and to maintain activities of daily living.

Forensic Services Program

- Provides inpatient psychiatric services, in a secure setting, to persons referred by the criminal courts after they have committed a crime, as defined by the Hawaii Revised Statutes.
- Provides comprehensive examinations and evaluations of persons referred by the courts to determine whether they are able to understand the criminal charges against them and to participate in their own defense (fitness to proceed).
- Provides meaningful forensic reports to the courts, and presents expert testimony when necessary.
- Treats criminal offenders with a view to eliminating, reducing, or controlling mental illness or criminal behaviors that result from that illness.
- Provides psychiatric inpatient treatment for patients transferred from the Department of Public Safety.
- Provides a secure setting for treatment of those persons who have been found, by the courts, to be not guilty by reason of insanity, and who are dangerous and mentally ill.
- Provides the same multidisciplinary, outcome-based biopsychosocial treatment as the other programs, but with specialized expertise in forensic assessment and treatment.

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## Program Description, Clinical Services Section

Dual Diagnosis Program

The mission of the Dual Diagnosis Program at HSH is to provide help to psychiatrists, nurses, social workers and other staff to assess and treat patients with substance use disorders combined with other mental illnesses. Education is provided to patients on substance abuse/dependence and how they affect mental illness. Patients learn new coping skills, enabling them to make healthier choices not involving drugs or alcohol. This will ultimately improve their functioning and reduce relapse into mental illness and substance abuse.

- Provides services throughout HSH for any patient that has a DSM-IV substance use disorder that is a focus of treatment or concern.
- Develops and monitors the Chemical Use History (CUH).
- Responds to referrals generated by use of the CUH.
- Performs routine assessments for inclusion in groups as well as psychiatric assessment for more complex cases with diagnostic dilemmas or treatment impasses.
- Consults as requested on any patient whose substance use disorder has complicated diagnosis, treatment or discharge planning.
- Supervises psychiatric residents, medical officer students from Ponape and social work students.
- Facilitates weekly substance abuse groups, tailored to the needs of each unit and the patient's needs as identified by the individualized treatment plan. All groups are psychoeducational/process oriented.
- Provides data weekly on patients' participation in groups to their respective units.
- Develops program outlines for each group and instruments for tracking, subjectively and objectively, patients' progress. We have developed modules within the new Kulia Program for psychosocial rehabilitation.
- Develops special needs groups such as the women's group for survivors of trauma.
- Acts as a resource for staff social workers, social work students and nursing staff as well as psychiatry and medical services.
- Responds to requests for community placement and integration of dually diagnosed patients.
- Provides a video and print library of substance abuse materials for both patient and staff education.
- Responds to community requests for information and education.
- Coordinates 12-step meetings and functions.
- Provides opportunities for continuing education for all staff.
- Participates in the HSH quality management program.

**Program Description, Clinical Services Section**

- Participates in required meetings as well as committees and task forces.

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PSYCHIATRY SERVICES UNIT

Has overall responsibility for the organization and provision of multidisciplinary, biopsychosocial treatment at Hawaii State Hospital (HSH). Provides direct patient care services in the form of assessment and treatment of persons having psychiatric disorders. Assists in the education and training of students and of staff. Participates in research and evaluation. Through cooperative efforts between the staff of Psychiatric Services, administration, the medical staff, and other professional disciplines, strives to provide quality medical and psychiatric care. Continuous improvement in patient care, as well as high standards in ethical conduct and professional practices of individual psychiatrists are primary goals for Psychiatry Services.

- Provides direct clinical psychiatric services to patients.
- Develops, reviews, approves, and signs all patients' treatment plans. Authorizes all treatment interventions of all disciplines included in the treatment plan.
- Performs the following functions, as ordered by the courts: comprehensive examination, evaluation, and assessment of the patient in question; comprehensive review of all relevant materials; the preparation of a meaningful forensic report; the preparation with counsel for testimony, when necessary; the presentation of expert psychiatric testimony either at deposition or in court, when necessary.
- Treats criminal offenders with a view to eliminating, reducing, and controlling mental illness or criminal behaviors which result from that illness. Provides acute psychiatric treatment for patients transferred to and from the Department of Public Safety.
- Makes decisions as to the admission and civil commitment of patients. Makes application to the court with respect to such decisions when it is appropriate to do so, and testifies accordingly.
- Provides clinical leadership for other staff members.
- Participates in the HSH quality management activities and continuously strives to improve the quality of patient care.
- Participates in required meetings; participates in committees as required by HSH and medical staff by-laws. Presides over Nursing Unit meetings, and participates in decisions regarding the management of ward milieus.
- Consults with Branch Administration regarding clinical and administrative issues.
- Practices adherence to standards of the Department of Health, Adult Mental Health Division, and other regulatory and accrediting agencies. Complies with by-laws and rules and regulations of the medical staff of HSH.

Psychiatry Services Unit

- Provides supervision, education, and training for medical students, psychiatric residents, and other graduate students in the mental health professions. Participates in and provides continuing education services for HSH staff, the Department of Psychiatry, John Burns Medical School, and the psychiatric community.
- Conducts research activities to enhance knowledge and to improve care and treatment of severely and persistently mentally ill individuals.
- Provides secretarial services to the organizational segment.

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MEDICAL SERVICES UNIT

Provides quality physical health services that are necessary for the evaluation and treatment of mental and physical health needs of its patients and to assist, promote, and maintain physical wellness among patients and staff in order to facilitate and protect the effective functioning of the therapeutic environment.

- Interfaces with HSH administration and clinical director to carry out functions as medical services provider.
- Provides medical services under the following broad areas:
  - Medical Clinic;
  - Pharmacy Services;
  - Laboratory Services; and
  - Physical Therapy Services.
- Provides and/or coordinates full range physical health care services for the patient population of HSH.
- Provides and/or coordinates limited physical health care services for the employees of HSH. This includes screening health examinations, evaluation and first line treatment of on the job injury or illness, blood work as needed, vaccination and immunization programs, and promotion of physical wellness.
- Participates in the interdisciplinary treatment team to provide a total care plan for the patient, to include evaluations to distinguish physical conditions from somatization complaints and psychiatric modifiers of physical illness.
- Facilitates liaisons with outside treatment facilities to increase the likelihood of delivery of physical health care to the psychiatric patient.
- Conducts reviews and serves on various committees concerning quality management, delineation and promotion of health and safety standards, and other regulatory issues.
- Provides secretarial and clerical services to the organizational segment.

Medical Clinic

Offers physical health care services, including direct patient care, maintenance of medical supplies and equipment, and a limited employee health program.

- Interfaces with Medical Services physician to carry out its functions, and conducts all operations within standards of applicable federal, state and professional licensing and oversight entities.
- Provides through the sick-call clinic comprehensive admission and annual health evaluations and routine health care.

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**Medical Services Unit**

- Provides and/or coordinates medical, surgical, dental and other physical health care services, and facilitates liaisons with outside providers or treatment facilities for patients with health care needs that cannot be met on site.
- Provides limited employee health services -- to include screening health examinations, evaluation and first line treatment of on the job injury or illness, blood work as needed, annual tuberculosis screening, immunizations and related screening tests, and the promotion of physical wellness.
- Provides emergency services for patients and staff in conjunction with the members of the medical staff.
- Procures and maintains medical supplies and equipment as required to meet the needs of HSH.
- Conducts quality management studies of health care practices and outcomes for review and appropriate action by hospital-wide quality assurance director and other regulatory or reviewing entities.
- Provides scheduling, clerical, and secretarial support to accomplish above described tasks and to maintain health and treatment records and quality management data for all patients and employees.
- Provides secretarial and clerical services to Medical Clinic.

**Pharmacy Services**

Provides each patient with the best pharmaceutical care possible, by careful and consistent application of clinical standards, and in accordance with state and federal regulations, under the supervision of the Medical Services physician.

- Conducts all activities of pharmaceutical service, including controlled drugs, in HSH according to law.
- Dispenses all drugs for inpatients, patients on pass, on leave, and for patients being discharged according to doctor's orders.
- Applies for all license permits for both federal and state for the proper handling of controlled drugs. Takes yearly inventory of all drugs and supplies, including controlled substances. Keeps separate file for controlled drug purchases.
- Purchases all drugs and supplies for Pharmacy, including narcotics and Class II drugs on special blanks as an exempt official.
- Reports to the Pharmacy and Therapeutics Committee, including formulation and updating of policies and procedures, HSH drug formulary, etc.
- Inspects Nursing Unit medication areas routinely and visits wards periodically to review/observe medication dispensing practices and patient records to obtain compliance with legal requirements. Also, reviews regularly, drug utilization and stocking practices on the wards.
- Checks and stocks emergency night cabinet daily; reviews withdrawals to ensure proper use of emergency drugs.

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**Medical Services Unit**

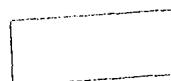
- Contacts drug company representatives for information on drugs and prices.
- Maintains patient drug profiles on the computer.
- Provides drug information to clinical staff and patients as needed.
- Participates in the selection and drawing up of specifications for drugs that will be purchased by all state-run hospital and medical/health facilities.
- Attends meetings, collects data, and prepares reports as required on a timely basis.
- Participates in the HSH quality management program; reports to the HSH Quality Management Committee; provides information to the medical staff quality management program for follow up.
- Reports to the Medical Services Operational Committee as a member.
- Maintains emergency drug boxes on each unit.
- Monitors appropriateness of drug therapy, includes drug-drug interaction, allergies, and clinical prescribing indicators.
- Picks up medication orders and delivers medications; picks up and delivers patient medication cassettes.
- Provides secretarial and clerical services to Pharmacy Services.

**Laboratory Services**

Provides objective data to help physicians diagnose, treat, and monitor their patients' medical and psychiatric parameters for optimum patient care. Coordinates between the medical laboratory, other units and outside services for efficient and regular transfer of information for proper specimen collection, handling, and reporting of results.

- Develops laboratory standard operating procedures, policies, work schedules and methods in cooperation with the Medical Services Director and/or the consulting pathologist in conformance with Joint Commission on the Accreditation of Healthcare Organizations, Medicare and State requirements.
- Draws blood, accepts other specimens, and performs tests in bacteriology, chemistry, urinalysis, hematology, and parasitology. Records and distributes results. Files, stores, and retrieves duplicate laboratory reports.
- Arranges with reference laboratories for the transportation and performance of routine and emergency tests not performed at HSH.
- Schedules and performs electrocardiograms, electroencephalograms and spiograms, forwards tracings, and distributes reports. Prepares, files and retrieves tracings and duplicate reports.
- Provides 24-hour, seven days/week laboratory coverage.

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**Medical Services Unit**

- Plans, in consultation with the consulting pathologist and Medical Services Director, the addition, changing of, and deletion of test procedures.
- Provides HSH employees with laboratory services as requested by employee health program, Occupational Safety and Health Administration or other regulatory agency requirements.
- Participates in proficiency testing programs and monitors same.
- Participates in quality management programs and monitors same.
- Attends HSH safety and infection control meetings.
- Collects data and prepares reports as required on a timely basis.
- Provides secretarial and clerical services to Laboratory Services.

**Physical Therapy Services**

Staffed by fully trained and licensed personnel in the field of physical therapy, provides services to patients in an attempt to restore physical capacities to their maximum; prevents or minimizes residual physical disabilities with goals to return the patient to optimum and productive living within his or her physical abilities, under the supervision of the Medical Services physician.

- Upon physician's orders, the physical therapists provide information needed for diagnosis and evaluation of the physical problems of the patient for the doctors and other health professionals.
- Provides treatment by utilizing therapeutic exercises, gait training, muscle strengthening and other modalities, to assist in the relief, prevention, and correction of the patient's disabilities or potential handicapping conditions.
- Discusses and coordinates with the health care team in conferences, with the patient, and if possible with the family, the physical therapy treatment plan and progress within treatment of the patient.
- Participates actively in treatment planning, in group conferences and other therapeutic community interactions for the betterment of the patient.
- Provides consultation services to HSH, the Community Mental Health Centers, and other physical health centers.
- Provides administrative services such as maintaining appropriate records, supervising operational costs, unit budget, and staff personnel data.
- Provides continuing education for the Physical Therapy staff, both inservice and outservice, for the purpose of maintaining professional standards of excellence.
- Trains health personnel, such as para-medical aides and the nursing staff, in various rehabilitation modalities for the patient, when indicated by the master treatment plan.

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**Medical Services Unit**

- **Maintains Hawaii state license credentials and participates in professional organizations, such as the American Physical Therapy Associations, and other related mental health groups.**
- **Participates in the recruitment of new physical therapists by providing orientations of the Unit and lectures to interested high school and college students upon request.**

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FUNCTIONAL STATEMENT

SOCIAL WORK SERVICES UNIT

As an integral part of patient care, provides social work services to severely mentally ill patients, their families, and other persons significant to the patient, in coordination with the treatment team members and community providers. Provides special, acute and forensic services.

- Develops a psychosocial assessment of each patient. Participates as part of the interdisciplinary treatment team in the development of an individualized treatment plan.
- Aids in engaging the patient and his family in treatment.
- Develops therapeutic relationships to assist patients and their families in resolving problems and conflicts, and in utilizing their coping skills and outside resources to meet their needs.
- Engages patients, their families and community providers in discharge and aftercare planning to provide for patients' efficient and comfortable exit from the inpatient treatment program and reassimilation into the home and community setting.
- Initiates funding requests for patients being placed in the community who have no resources, or until other funding can be mobilized.
- Ensures that patients' psychosocial and environmental needs are addressed through consultation with and referral to community providers.
- Preserves patients' rights for privacy and confidentiality.
- Unifies social work services with other entities of HSH and the community.
- Ensures that all data relevant to the provision of social work is documented in a consistent and organized fashion, and that the documentation of social work service activities relate to the patient's individualized treatment plan.
- Provides necessary documentation and reports for day-to-day operation as well as data necessary for program evaluation and retention of records mandates.
- Ensures that important aspects of patient care and services are objectively and systematically monitored on an ongoing basis for the purpose of improving patient care.
- Participates in the provision of a safe environment for patients and staff.
- Develops a well trained and competent staff to ensure that patients are adequately assessed and provided optimal social work services.
- Provides training and supervision for graduate students in social work and allied mental health professions, as required.
- Provides secretarial services to the organizational segment.

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FUNCTIONAL STATEMENT

CLINICAL PSYCHOLOGY UNIT

Provides for planning, developing, organizing, directing, monitoring, and reviewing the provision of a continuum of therapeutic psychological services throughout Hawaii State Hospital (HSH). Provides indirect and direct patient services, interdisciplinary treatment team functioning, training and education functions, program development and research activities. Works with other disciplines and community resources to coordinate services. Clinical Psychology provides special, acute and forensic services.

- Provides individual, group, and family therapy directly to patients according to the needs as identified by the individualized treatment plan.
- Develops individualized behavior change plans as needed as addenda to individualized master treatment plan.
- Performs systematic assessment of patients to collect information and data for purposes of diagnoses and treatment planning.
- Participates in initial individualized treatment planning and review of treatment plans on a regular basis and/or as necessary.
- Conducts data collection for quality management and other research purposes. Assesses need for psychology specific and interdisciplinary treatment programming, and helps design, implement and evaluate the clinical programming.
- Attends committee meetings and staff meetings, including psychology staff meetings, program-wide meetings, Unit meetings, community meetings, etc.
- Provides training and supervision for graduate students and interns, as assigned and develops and delivers inservice training programs for HSH staff in such areas as behavioral management and psychological understanding of behavior.
- Keeps abreast of developments in the field of psychology, including psychotherapeutics/treatment, and assessment and diagnostics.
- Serves on hospital-wide committees and accepts special duties as assigned.
- Participates in development of hospital-wide research plans and activities.
- Provides coordination and liaison with other community agencies in the provision of psychology services.
- Provides secretarial and clerical services to the organizational segment.

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FUNCTIONAL STATEMENT

NEUROPSYCHOLOGY UNIT

Provides evaluation and rehabilitative treatment to persons, state-wide, whose mental functions have been compromised by brain injury or disease.

- Provides consultation, technical assistance, and support in the development and coordination of services by the Adult and Child and Adolescent Mental Health Divisions to brain-injured persons and their families.
- Maintains a patient data record-keeping system which provides a full and complete record for all neuropsychology patients.
- Provides relevant education and training in the knowledge and methods of neuropsychology for students of appropriate medical, educational, psychological and other disciplines or specialties from the University of Hawaii and other accredited institutions.
- Maintains an ongoing research program to study and improve the assessment and cognitive rehabilitation techniques used in evaluation and treatment of brain-injured and learning disabled individuals.
- Expands the funding base for neuropsychological services through utilization of other private and public resources.
- Provides training and supervision in neuropsychology for graduate students in psychology and allied mental health fields.
- Provides secretarial services for the organizational segment.

Neuropsychology Assessment Services

- Provides neuropsychological assessment and evaluation through standardized assessment procedures to assist in the diagnosis and treatment of persons with known or suspected brain dysfunction or mental disorder associated with disease of or injury to the brain.
- Prepares reports summarizing findings and make recommendations which address issues of cognitive, intellectual, behavioral, emotional and social functioning in the context of personal and social daily living competence, educational or vocational prospects, and general rehabilitative prospects.
- Provides case consultation and training and education in neuropsychological assessment techniques and interpretation to psychologists and other professional staff.
- Provides neuropsychological consultation services in the form of technical assistance and expert witness reports and testimony to legal-justice system agencies and programs.

Neuropsychology Training Services

- Provides comprehensive cognitive rehabilitation services including neuropsychology training therapy for persons in need of and able to benefit from such treatment.

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Neuropsychology Unit

- Provides case consultation, case supervision, and staff training for professional staff and volunteers of other public and private agencies, (e.g., community hospitals, Easter Seals, Department of Education) who work with brain-injured and learning disabled individuals.

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RECREATIONAL THERAPY UNIT

Improves and maintains functional abilities related to leisure; promotes the acquisition and application of leisure-related skills, knowledge, and attitudes; and provides opportunities for patients for voluntary involvement in recreational interests and activities within Hawaii State Hospital (HSH) and the community. Provides special, acute and forensic services.

- Plans, organizes, implements and supervises programs of recreational therapy for patients.
- Reviews and evaluates recreational programs and recommends changes as needed.
- Documents progress in progress notes on each patient at least monthly.
- Administers a recreational therapy admission assessment on each patient that is admitted to HSH.
- Maintains records of recreational therapy activities and establishes standards for individual patient records pertaining to recreation.
- Provides training and supervision for recreational therapy students.
- Provides clerical services to the organizational segment.

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FUNCTIONAL STATEMENT

OCCUPATIONAL THERAPY UNIT

Provides individualized therapeutic programs to referred adult psychiatric patients in a central clinic, on wards and at work sites through occupational therapy (special, acute and forensic), vocational rehabilitation and education services. Evaluates, prevents, restores, corrects and develops those functions and performance skills that are essential for achieving optimal levels of function in areas of sensory motor, daily living, coping, cognition, socialization, work, education and leisure. Teaches skills through "acting-doing" experiences to develop patterns of behavior to ensure a more productive return to the community.

Vocational Rehabilitation

Provides vocational assessment and training to develop work related skills, habits, attitudes and knowledge that facilitate the patients' choosing, acquiring and maintaining work opportunities. Work training programs are actual work experiences provided by a sheltered workshop, and a contracted, community-based, work training program. Provides the Hawaii State Hospital (HSH) industrial therapy program.

Skills Center

As an off-ward, centralized program, provides occupational therapy, vocational rehabilitation and education for patients who no longer require the restrictiveness of the wards; patients from the entire HSH may be referred on an escorted or independent basis. Provides opportunity for patients to develop independence, responsibility, time management and the ability to follow a schedule. The Skills Center tasks are discharge-oriented and specifically focused on the preparation of the patient to function in living, work, social and leisure situations.

Adult Education Program Services

Offers remedial education experiences in order to diminish learning deficits, reduce learning problems, to increase functional literacy and/or to work toward a General Equivalency Diploma (GED) or Competency high school diploma. Education is provided through the Department of Education adult education program.

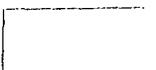
- Participates, as a member of the multidisciplinary treatment team, in the treatment planning process to develop master treatment plans (Registered Occupational Therapists [OTRs] only).
- Evaluates and assesses patients for purposes of developing individualized goals, treatment plans and therapeutic programs.
- Plans and implements individualized, culturally and economically relevant programs according to treatment plans.
- Evaluates patients' progress on an ongoing basis and adjusts goals, plans and programs accordingly.

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Occupational Therapy Unit

- Documents progress and changes consistent with changes in patient's occupational performance and performance components.
- Participates in both discipline and ward program planning.
- Participates in continuing education.
- Trains and supervises occupational therapy students (OTRs only).

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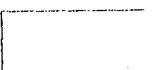
FUNCTIONAL STATEMENT

PASTORAL CARE UNIT

As an integral part of Hawaii State Hospital's (HSH) overall treatment milieu, assures patients of their right to practice their religious beliefs, and assists them in the utilization of their religious and spiritual resources to facilitate and enhance their return to the community. Provides liaison, coordinating, supportive and educational services for the HSH staff, Adult Mental Health Division, patient's family, and the religious community.

- Maintains a religious profile of HSH patients and provides a religious assessment of patients when requested by treatment teams and/or clinical staff members.
- Participates in the multidisciplinary treatment teams as indicated.
- Provides pastoral counseling for patients, their family members and staff on religious and moral matters.
- Plans, supervises, and conducts regular and special religious services and programs.
- Makes referral of religious patients to community churches/temples in accord with the principles of continuity of religious care.
- Organizes and conducts accredited Clinical Pastoral Education (CPE) for community clergy, seminarians, and qualified lay persons.
- Provides educational workshops dealing with mental illness in cooperation with the Adult Mental Health Division and community churches/temples.
- Provides training and supervision for graduate students in the field of pastoral care.

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FUNCTIONAL STATEMENT

NURSING UNIT

PHILOSOPHY

Nursing is an interpersonal encounter in which the nurse, patient, family and community participate in defining and meeting health care needs. The practice of nursing includes utilization of the nursing process, interdisciplinary collaboration, and respect for the rights and dignity of each patient. While implementing the nursing process, it is recognized that people are complex biological, psychological, social and spiritual beings influenced by their environment. Health and illness are viewed on a continuum which may change with time and circumstances.

Nursing's goal for patients is their movement toward increasing levels of health reaching and maintaining their maximum potential. Throughout, the patient has the right to expect the nursing staff to have the necessary knowledge and skill to deliver safe, competent, and therapeutic care. The spirit and intent of Hawaii State Hospital's (HSH) mission, philosophy, goals and objectives are fully supported and incorporated into this statement of nursing philosophy.

MISSION STATEMENT

To help mentally ill persons return to their families and community by providing the highest standards of care through the provision of special, acute and forensic services.

- Provides high quality psychiatric nursing care services to each patient from the time of admission to discharge in accordance with state licensing requirements, ethical principles for nursing personnel, and national accreditation requirements.
- Ensures a safe and therapeutic environment for patients, which will maximize quality care and treatment. Prepares an individualized nursing care plan for each patient, which is revised and modified as necessary from admission through discharge. Encourages patients to collaborate in the formulation of his/her care plan.
- Participates as integral members of multidisciplinary treatment teams in the active treatment of patients. Ensures that patients have a knowledge of planned treatments and understanding of intended results. Provides patients with opportunities to participate in his/her progress towards meeting goals and outcomes of planned interventions.
- Develops goals, objectives, standards of performance, policies and procedures for the Nursing Unit in accordance with legal and organizational guidelines.
- Provides responsibility and accountability for patient care, coordination of nursing activities, and leadership through a supervisory system that includes supervision and coordination of hospital-wide nursing services on evenings, nights, weekends and holidays; program-level supervision and coordination of the therapeutic milieu; and consultation regarding specialized and patient-centered, quality psychiatric nursing care.
- Provides supervision, education and training for nursing students. Coordinates with various schools of nursing and monitors student nurses using HSH for clinical education.

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Nursing Unit

- Develops, implements, and evaluates a quality management plan for the Nursing Unit in collaboration with nurse managers and staff nurses. Assures that the Nursing Unit's quality management plan is fully integrated into the HSH quality management plan.
- Participates in research projects, disseminates research findings and supports the integration of such findings into the delivery of nursing care.
- Participates in meetings and committees as required by HSH policies and procedures and by-laws. Participates in decisions regarding programs and management of ward milieus.
- Provides secretarial and clerical services to the organizational segment.

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FUNCTIONAL STATEMENT

DIETARY UNIT

Plans, organizes and provides dietary services for patients and Hawaii State Hospital (HSH) personnel. Provides nutritious meals as well as therapeutic services, such as diet and drug-food interaction instruction to patients and consultation to the treatment team to facilitate holistic/quality patient care.

- Establishes and implements policies and procedures for menu formation, food preparation, distribution and service, budgeting, purchasing, sanitation standards, safety practices, staffing, staff development, clinical dietetics, and quality management.
- Confers with other units to ensure that dietary services are integrated appropriately and efficiently throughout HSH.
- Prepares, distributes and serves meals to patients and HSH employees.
- Coordinates with the Department of Education in the procurement of USDA Federal Commodities Program.
- Conducts studies in dietary and nutritional areas in cooperation with other disciplines within HSH as well as outside agencies.
- Provides inservice training in nutrition, food production and service, sanitation, safety and other related topics.
- Participates in hospital-wide orientation program.
- Participates in hospital-wide committees, such as Safety, Infection Control, Quality Management, and Clinical Services Management.
- Provides clerical services to the organizational segment.

Food Services

Plans, prepares, and distributes meals and snacks to patients and HSH employees.

- Plans, prepares and serves food for special occasions, such as board meetings, medical staff buffets, recognition dinners, and other related HSH functions.
- Plans and directs the procurement of food, supplies and equipment, including proper methods of purchasing, receiving, storing and using of daily and weekly purchases. Cooperates with the storekeeper in receipt, storage, issuance and stock control of non-perishable food items. Maintains inventory records.
- Maintains sanitary conditions in all food preparation, serving, and storage areas.
- Maintains records and reports concerning technical and administrative operations, such as number of meals served, menus, analyses of diets, food cost, supplies issued, repairs of equipment, maintenance service and costs, personnel data, and continuous inventory of supplies on hand.

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## Dietary Unit

- Plans and implements orientation, training and inservice education program for Food Service employees and participates in the orientation of new nursing personnel and students, such as medical, social services, and pastoral care students.
- Participates in hospital-wide vocational training program by training and supervising patients assigned to the food service area.
- In coordination with recreational therapy services, provides and distributes food for special patient activities, such as picnics, cookouts, and dances.

## Clinical Dietetics

Plans, organizes and provides therapeutic services directly to the patients and indirectly by acting as a consultant to the treatment team. There are many nutrition related problems manifested by mentally ill persons which require dietitian intervention, such as a variety of eating disorders, morbid obesity, medication side-effects, and drug-nutrient interactions. In addition, patients with illnesses such as diabetes and hypertension require special diets, diet instruction prior to discharge, and appropriate referral and follow-up in the community.

- Acts as a consultant to the treatment team and participates in the treatment planning process. Works closely with other disciplines, such as psychiatry and nursing, to provide comprehensive patient care (e.g., participate on multidisciplinary eating disorder treatment team).
- Provides nutrition education groups to patients, such as weight control, diabetes management, basic nutrition and cooking classes. Works closely with rehabilitative services to provide the patients with "hands-on experience," such as a visit to the grocery store to learn supermarket survival.
- Provides inservice training to other disciplines on nutrition related topics, such as management of eating disorders, weight reduction, diabetes management, drug-nutrient interaction, and management of compulsive overeating in patients with dual diagnosis and/or substance abuse problems.
- Participates in discharge planning for patients with special dietary needs, and follow-up in the community setting.
- Interviews patients to obtain information regarding food habits and preferences for guidance in planning the patient's diet. Provides diet instruction, counseling and follow-up to patients requiring nutrition intervention. Assesses patient meal acceptance via evaluations and feedback from patients.
- Documents nutritional assessments and progress notes in referred patients' medical records.
- Assists with the HSH orientation program, training and inservice education of clinical employees, and the orientation of new nursing personnel and medical students.

Ward Food Services

- Serves meals and snacks directly to the patients on the wards. Picks up daily patient diet lists from nursing and updates patient records to ensure appropriate diet is served.
- Maintains inventory of ward kitchen supplies, and requisitions supplies from Food Services as needed.
- Distributes weekly food and paper supplies to the patient units, such as peanut butter, bread, juice, butter, coffee, tea, cups, napkins, and plastic cutlery.



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ADMINISTRATIVE AND SUPPORT SERVICES SECTION

FUNCTIONAL STATEMENT

The Administrative and Support Services Section (ASSS) has the overall responsibility for the Business, Personnel, Telecommunication, Volunteer Services and Plant Technology and Safety Management of Hawaii State Hospital (HSH). The mission of ASSS is to develop a sound system which ensures financial responsibility, efficient personnel administration and communications, promotes the help of the community through volunteer services, and provides a physical environment which meets fire, life and safety standards.

VOLUNTEER SERVICES UNIT

As an integral part of the overall HSH treatment milieu, responsible for recruitment, training and assigning volunteers to assist patients and/or to augment regular staff within HSH. Works with various unit heads to assess volunteer needs and arranges for suitable assignments by volunteers. Maintains liaisons with the community, including various organizations and businesses, and distributes materials and funds contributed for the patients' benefit. Makes an important contribution toward fulfillment of these needs by extending, enhancing and supplementing the services provided by paid staff.

- Plans with staff the objectives and scope of the volunteer services program.
- Recruits and interviews applicants to determine their aptitudes, abilities and other qualifications for suitable placement.
- Conducts orientation of new volunteers that includes description of HSH, its purposes and organization, programs and policies of the Volunteer Services Unit. Also, if needed, arranges for further in-depth training for the volunteer.
- Confers with staff to plan volunteer programs consistent with HSH needs, recommends establishment of policies and procedures for the volunteer services programs. Meets with staff to determine volunteer services needs and to interpret volunteer services policies and procedures.
- Conducts surveys and meets with staff to evaluate the effectiveness of the volunteer services program. Devises methods for improving, modifying, or expanding the program and recommends changes in established policies and procedures. Arranges for appropriate recognition of the volunteer.
- Prepares manuals and guides covering policies, procedures and programs.
- Distributes materials and funds which have been donated after evaluating and determining the specific needs of the organizational segments within HSH, and as appropriate, to the rest of the Division, etc.
- Maintains records on individuals and groups served, collects data and prepares reports as requested on a timely basis.

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FUNCTIONAL STATEMENT

BUSINESS OFFICE UNIT

Under the general direction of the Associate Administrator for Administrative and Support Services, provides fiscal, budgeting, billing and collection services of the Hawaii State Hospital (HSH).

Fiscal

- Plans and directs the day-to-day fiscal and accounting operations including the continuing review, evaluation and updating of accounting policies and procedures and work methods.
- Prepares the HSH budget request in accordance with Division guidelines and in conformance with requirements of the Department of Budget and Finance.
- Develops and monitors the HSH fiscal and accounting operation to assure compliance with state and federal guidelines.
- Reviews, processes, and approves expenditures to ensure that they are kept within fiscal ceilings. Processes all purchase orders for encumbrance. Prepares budget reports.
- Informs and advises management of HSH's financial condition.
- Prepares fiscal and accounting reports and cost analyses and other reports as required.
- Assists in development and processing of contracts for purchase of services and monitoring of such contracts.
- Gathers data and assists program in preparation of budget expenditure operational plan and evaluating institutional cost and operational data.
- Prepares and processes payroll for the patients who work in institution work project.
- Prepares and submits cost analyses and other fiscal reports, and conducts fiscal audits as necessary.
- Provides clerical services to the Unit.

Billing and Collection

- Establishes institution policies and procedures in compliance with state, federal and departmental directives; provides for the receipt of monies for services and other reimbursable categories and for maintenance of accounts, records, and control of various funds; prepares and certifies vouchers for all expenditures against institutional funds.
- Provides centralized billing and collections of monies for HSH and maintains accounts, records and controls of various funds and patient and staff accounts.
- Collects financial data on admission for all patients. This data serves as the basis for billing and collection of monies.

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## Business Office Unit

- Keeps accounts for advancements and reimbursements from petty cash fund.
- Maintains personal fiscal accounts for each patient admitted to HSH, makes collections on patients' behalf, and approves expenditures therefrom for payment of patients' liabilities to third parties upon patients' written authorization; disburses approved requests for withdrawals from patients' accounts.
- Provides custody and safekeeping of patients' cash and valuables admitted to HSH.
- Assists in investigations and procedures for patients' financial benefit, funds due them by former employers, debtors, government agencies and insurance companies.
- Provides for the disposition of deceased patients' funds and effects through appropriate legal procedures when patients die while in HSH.
- Maintains cost records for annual Medicare reports and federal and state agencies as required by laws, regulations and guidelines.

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FUNCTIONAL STATEMENT

PERSONNEL OFFICE UNIT

Develops and oversees the implementation of the Hawaii State Hospital personnel management policies, guidelines and procedures to include such functions as: recruitment and placement, position classification and pay, labor relations, employer/employee relations, personnel transactions and records.

- Processes requests for internal posting and/or open competitive announcements in attempting to fill position vacancies.
- Assists in the formulation and implementation of recruitment methods for "special" classes of work.
- Recommends alternatives for placement of applicants and employees.
- Initiates action to create, reallocate and redescribe positions.
- Generates monthly vacancy report and maintain current employee/position listing.
- Prepares annual update of organization and position organization chart.
- Performs payroll duties of auditing time sheets, preparing premium pay reports and distributing pay checks.
- Serves as liaison between the employee and union in labor relation matters including grievances and discipline.
- Responds to employment verifications and other requests for pertinent personnel information.
- Processes job performance reports for review by departmental officers.
- Processes paperwork for worker's compensation claims and follow-up on pay and leave status of employee.
- Processes employee transactions including appointments, movements and separations.
- Provides clerical services to the Unit.

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FUNCTIONAL STATEMENT

TELECOMMUNICATION SERVICES UNIT

Under the general direction of the Associate Administrator for Administrative and Support Services, provides all 24-hour communication services to Hawaii State Hospital (HSH) including emergency services.

- Provides switchboard and telephone services to HSH including paging of personnel with remote pagers.
- Operates two-way radio control for those units so equipped.
- Monitors fire alarm and panic alarm systems.
- Issues remote pagers, radios, batteries, and chargers to authorized individuals, and maintains records regarding such issuance.
- Receives cash and other valuables for safekeeping when the Business Office is closed. Transfers same to the custody of Business Office personnel on the next working day.
- Keeps sets of keys for emergency use for selected parts of HSH and for certain HSH vehicles. Makes these keys available to authorized personnel only for bona fide purposes, and maintains a log recording the lending and return of such keys.
- Receives requests for emergency maintenance needs after regular working hours, and transmits such information to designated Administrative and Support Services personnel.
- Provides after-hour, weekend, and holiday emergency telephone and communication services for the entire Department of Health (DOH). Receives emergency calls and refers such calls to appropriate DOH action officers.
- Participates in HSH quality management procedures and operations. Collects data and prepares reports, as required, on a timely basis.

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DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
ADMINISTRATIVE AND SUPPORT SERVICES SECTION

FUNCTIONAL STATEMENT

PLANT TECHNOLOGY AND SAFETY MANAGEMENT UNIT

Under the general direction of the Associate Administrator for Administrative and Support Services and under the direct supervision of the Hawaii State Hospital (HSH) Plant Manager, plans, organizes, coordinates, and implements a program to maintain buildings, grounds, and allied equipment to ensure safe, efficient, and effective operation of the HSH plant and equipment. The elements involved in the Plant Technology and Safety Management Unit are: Housekeeping, Institution Facilities Management, Automotive, Facilities Fire and Safety, and Central Purchasing.

- Provides clerical services to the Unit.

Housekeeping

Janitorial:

- Maintains the HSH environment in a sanitary, attractive, and orderly condition. Maintains open communication with other units regarding factors which interfere with the housekeeping function.
- Prepares work reports, adheres to standards, and performs other record-keeping duties. Regularly inventories housekeeping supplies to ensure adequate supplies and ensures that all equipment are in proper working condition.
- Provides training in janitorial duties to patients assigned by Vocational Rehabilitation Unit.

Laundry:

- Launders linens, towels and clothing, observing infection control procedures, as required.
- Works with other units within HSH to properly manage linen use and replacement.
- Operates power sewing machines to meet the various sewing needs of HSH.

Institution Facilities Management

Establishes a strong emergency repair system to permit fast, efficient emergency repairs. Provides training in maintenance specialties to patients who are assigned through Vocational Rehabilitation. Composed of the following trade and craft sub-units: Maintenance, Grounds and General Services, Carpentry, Plumbing, Painting, and Electrical. These sub-units provide periodic inspection of buildings and systems to determine the need for repairs, preventive maintenance, and alterations; plan, schedule and perform construction, repair, and maintenance throughout HSH.

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## Plant Technology and Safety Management Unit

## Maintenance:

- Services and maintains auxiliary power plant and boiler equipment. Services and maintains kitchen equipment such as potato peelers, toasters, steam cookers, mixers, etc. Maintains and repairs water pumps, electric motors, and piping of water distribution systems. Maintains and repairs refrigeration systems and electrical appliances; maintains laundry equipment, medical equipment; and performs other skilled mechanical repair work.
- Inspects and locates conditions needing repairs, and works with allied trades in completing work requests and responding to emergencies.
- Performs a variety of skilled building maintenance and repair tasks as a regular and continuing work assignment. Performs skilled maintenance work in the repair of buildings, structures, and facilities at HSH including the patching of roofs, adjusting and rehanging doors, replacing screens and window panes, patching floors, replacing floor coverings, etc.

## Grounds and General Services:

- Maintains HSH grounds, including regular cutting of grass, and trimming of trees and shrubs on the grounds.
- Provides moving and hauling services for HSH.
- Picks up and arranges for the disposal of rubbish.
- Furnishes plants to HSH offices and wards.
- Provides messenger and laundry pickup and delivery services for HSH.
- Performs a variety of unskilled and semi-skilled tasks involving the maintenance of roads, buildings and other structures.
- Performs heavy physical labor such as clearing gutters and drains of debris, patching road surfaces, lifting containers onto and off trucks.
- Uses common hand tools and equipment. Drives trucks and operates other types of heavy equipment.

## Carpentry:

- Builds, fabricates and repairs walls, cabinets, doors, windows. Performs skilled carpentry work in the construction, alteration, and repair of wooden articles and structures.
- Repairs and maintains masonry walls, and structures of masonry, block stone.
- Responsible for the repair and maintenance of all locks and door closure hardware. Duplicates keys, and maintains and operates key-fabricating machinery.

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## Plant Technology and Safety Management Unit

## Plumbing:

- Maintains and repairs plumbing fixtures, sewer systems, water distribution lines, and fire hydrants.
- Performs necessary functions such as threading pipe, caulking joints, reading blueprints, and performing other skilled plumbing work.

## Painting:

- Applies paint and other protective coatings to inside and outside of buildings and structures by brush, roller, and spray gun, as required.
- Mixes and matches paint, erects scaffolding, prepares surfaces and participates in preventative maintenance in cooperation with other skilled trades.

## Electrical:

- Installs and repairs electrical equipment such as primary electrical lines, transformers, circuit breakers, panel boards, motors, switches, etc.
- Inspects equipment and writing systems for needed repairs. Provides servicing and maintenance of electrical equipment, systems, and appurtenant fixtures.

Automotive

- Repairs and maintains motor vehicles of this Branch, and performs emergency services to other state agencies, as required.
- Provides gasoline pump services to HSH vehicles, and other approved state agencies, as required.
- Assists skilled trades such as carpentry, plumbing in routine and emergency repairs.
- Cleans mechanical equipment, and engages in continuous heavy physical labor.

Facilities Fire and Safety

- Develops and implements comprehensive, hospital-wide safety program designed to enhance safety within HSH and on its grounds.
- Coordinates safety rules and practices for every service/unit within HSH.
- Convenes the Safety Committee, at least monthly, and more often if needed.
- Establishes an incident reporting system for documenting and evaluating all incidents.
- Provides safety-related information on new employee orientation and for continuing education of all HSH employees.
- Serves as a resource person/consultant for all safety-related issues at HSH.

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## Plant Technology and Safety Management Unit

Central Purchasing

Centralizes the authority and responsibility for the hospital-wide purchasing function for all supplies and materials except for medical/surgical supplies and pharmaceutical which are the responsibility of Medical Services. Administers storage, inventory management and disposal.

- Manages the procurement of supplies and equipment, assists and counsels units, on behalf of administration, regarding new product review, selection, and standardization.
- Orders, bids and negotiates with vendors for the purchase of supplies and equipment.
- Develops, recommends and adheres to policies and procedures related to the purchasing, storage, distribution and disposal of supplies and equipment.
- Determines the most cost-effective and prudent method of purchase for every purchase, except for those reserved for Medical Services.
- Responsible for the receiving process, which includes detection of errors, substitutions, damaged or defective material, and quantity shortages.
- Accounts for supplies and equipment through stock control and inventory control procedures. Is responsible for maintaining master inventory lists. Prepares necessary inventory and stock control reports.
- Maintains records, files, stock cards, catalogs, vendor names and codes, in the purchasing and stores activity.
- Ensures the proper storage of supplies and equipment, and establishes inventory reorder points.
- Establishes policies and procedures for the efficient and environmentally correct disposal of broken, worn-out, obsolete, unstable supplies and equipment.
- Processes and reprocesses reusable supplies and material.
- Conducts reviews of HSH supplies, inventories, and expenditures, in collaboration with the Business Office. Reviews vendor performance and quality.
- Produces reports, as needed, which evaluate the material management operation.

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FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director, Behavioral Health Administration, plans, directs and coordinates the substance abuse activities within the scope of Federal and State laws, rules, regulations and policies.

Plans, develops, coordinates and implements statewide plans and services relative to alcohol and drug abuse; certifies substance abuse counselors and program administrators; accredits substance abuse programs; and provides for education, prevention, diagnostic, treatment and consultative services.

Develops and maintains effective working relationships with other organizational entities, both public and private.

Prepares related operating and capital budgets, justifies budget before reviewing and approving authorities, and exercises control over funds appropriated.

Develops, coordinates and supports the implementation of innovative substance abuse services and programs.

Prepares grant applications and administers funds awarded to support substance abuse services, research and education.

Provides technical leadership in coordinating activities to provide uniform substance abuse prevention and treatment services throughout the State.

Represents the Department in providing information and making presentations before the Legislature and community groups, both public and private, related to substance abuse.

Directs the Department's legislative program and activities in the area of substance abuse, and provides for effective intra- and inter-departmental coordination.

Advises on the need for public health regulations relating to the substance abuse area; drafts rules and rule amendments and conducts public hearings; and develops policies and procedures relating to substance abuse.

Recommends to the Deputy Director, Behavioral Health Administration the establishment of and changes to organizational structure and programs and, after approval, directs their implementation.

CLERICAL SUPPORT SERVICES

Provides secretarial and clerical support to the Division Administration; and Administrative Management Services Office; Planning, Evaluation, Research and Data Office; and Quality Assurance and Improvement Office.

ADMINISTRATIVE MANAGEMENT SERVICES OFFICE (AMS)

Develops and monitors controls and procedures on fiscal operation, processing of contracts, and personnel actions in accordance with departmental, state and federal requirements.

Establishes and maintains a system to review and coordinate all fiscal, contractual, and personnel actions to assure conformance with the Division's authorized expenditure plan.

Develops and prepares the budget for the Division.

Develops and prepares the Division Program Planning and Budgeting System (PPBS) documents jointly with organizational segments of the Division.

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Identifies, coordinates, tracks and otherwise participates in the receipt and administration of Departmental appropriations and grant awards for substance abuse programs.

Establishes and maintains a system of charges for services based upon cost data, including billing, collections, write-offs, and controls of accounts receivable.

Verifies billings and makes payments to service providers.

Establishes and maintains a system for third party reimbursements.

Develops policies and procedures for the third-party reimbursements for services (Medicare, Medicaid, CHAMPUS, U.S. Department of Veterans Affairs, and private health insurance, such as HMSA, Aetna, etc.).

Plans, administers, monitors and maintains controls over the Division's expenditure plan.

Monitors, controls and assists organizational segments of the Division in meeting their staffing and fiscal requirements within the Division's authorized expenditure plan.

Maintains the Division's personnel records, including vacation and leave records, employee performance appraisals and other personnel related documents; oversees and coordinates the Division's recruitment and hiring practices and procedures to ensure that the Division is compliant with Departmental and State policies as well as other legal requirements; and processes the Division's worker's compensation, injury and disability cases.

Provides consultation and technical assistance on matters related to budgets, contracts, fiscal requirements, personnel actions, and logistic services to all organizational segments of the Division.

Provides consultation and technical assistance on matters relating to the procurement of services to ensure compliance with applicable State and federal laws, rules, regulations and guidelines.

Administers and monitors the management of the Division's contracts to assure budget accuracy, format correctness, and timely execution of documents.

Completes periodic monitoring of substance abuse contract agencies related to fiscal requirements.

Processes and tracks all Division contracts through the approval process, including coordination efforts with appropriate State agencies and contracted organizations.

Supports day-to-day Division operational requirements with respect to: office space, equipment, communications, supplies, intra- and inter-state travel, training, etc..

Oversees, manages and completes all required physical inventory efforts to account for all assets purchased and maintained by the Division or by service providers supported by Division resources that are required to be maintained on the Division's inventory list.

PLANNING, EVALUATION, RESEARCH AND DATA OFFICE (PERD)

Plans, coordinates, and conducts planning, evaluation, research and data collection and analysis to support the development of policies, programs, state plans and services related to substance abuse.

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Prepares and compiles program data, statistical analysis, and evaluation results for the Division for quality assurance and improvement purposes.

Conducts substance abuse prevention and treatment needs assessments in collaboration with community groups, public and private agencies, service providers, and consumers of service.

Plans and coordinates information data systems requirements with the Health Information Systems Office, federal agencies, contracted agencies, and service providers.

Provides training and technical assistance to service providers in entering data into the Division's designated information systems to assess the effectiveness of services and develop plans.

Provides technical assistance to organizational segments within the Division on data for planning and reporting purposes, assessing outcomes and the effectiveness of services and other evaluations.

Secures and administers public or private funds and grants to maintain, expand or improve substance abuse programs and services.

Collects and analyzes substance abuse program data for dissemination to programs, planners and other interested parties to assist in the development of various reports, submission of grant applications, and other research and evaluation efforts.

Responds to inquiries and requests related to plans and services that address substance abuse.

Provides data support and reporting to implement third-party reimbursements for services (Medicare, Medicaid, CHAMPUS, U.S. Department of Veterans Affairs, and private health insurance, such as HMSA, Aetha, etc.).

Identifies and updates changes necessary to maximize third party reimbursements.

Collects, analyzes, interprets and disseminates information on substance abuse issues at the national, state and community levels, including but not limited to data on trends, prevalence, and the need, demand and utilization of substance abuse prevention and treatment services.

Coordinates the Division's responses to Legislative proposals and requests as well as testimonies for measures scheduled for public hearing, and provides legislative coordination services for the Division.

Convenes a research committee that includes membership composed of interested public and private sector organizations to foster research, review existing plans, and to coordinate efforts.

Develops and maintains working relationships with statutorily mandated bodies, task forces, community groups, public and private agencies, and service providers to assist in the development and improvement of statewide substance abuse plans, programs and services.

Facilitates development and maintenance of comprehensive statewide plans for substance abuse prevention and treatment.

Fosters and conducts research and disseminates information on emerging trends to develop or improve policies, programs and services related to substance abuse.

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Prepares and coordinates budget and expenditure information and reports with the Division's Administrative Management Services Office.

QUALITY ASSURANCE AND IMPROVEMENT OFFICE (QAI)

Develops and implements a system-wide quality assurance and improvement program that incorporates staff, community, and consumer involvement.

Provides knowledge and expertise in and assures technology transfer related to approaches, methods, and techniques to effectively address quality assurance and improvement in substance abuse prevention and treatment services.

Represents the Department on international, national, and local consortiums, work groups, and meetings related to the certification of substance abuse counselors and accreditation of substance abuse programs.

Develops, coordinates, implements, maintains, and reviews the Department's certification requirements for substance abuse program administrators and counselors.

Develops and coordinates initiatives to improve and increase the effectiveness of substance abuse prevention and treatment services in collaboration with Prevention Branch staff, Treatment and Recovery Branch staff, community groups, public and private agencies, and other funding agencies.

Develops, coordinates, implements, maintains, and reviews the Department's accreditation requirements for residential substance abuse treatment programs and therapeutic living programs.

Provides substance abuse quality assurance and improvement expertise in securing and administering public or private funds and grants.

Responds to inquiries and requests related to substance abuse quality assurance and improvement issues.

Develops and provides technical assistance and training to public and private agencies and organizational segments within the Division related to substance abuse prevention and treatment.

Develops and implements plans and activities to address a broad range of workforce development issues in order to improve, strengthen, and support individuals employed in the substance abuse workforce.

Develops and provides training programs for prospective counselors to attain certification and for certified substance abuse counselors to obtain continuing education units required for certification renewal.

Prepares and coordinates budget and expenditure information and reports with the Division's Administrative Management Services Office.

TREATMENT AND RECOVERY BRANCH (TRB)

Coordinates, develops and administers programs that promote access to clinically sound and cost effective substance abuse treatment, recovery and support services.

Provides knowledge and expertise in the field of substance abuse treatment and assures technology transfer to support and improve substance abuse treatment services.

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Develops performance standards and outcomes to be achieved by service providers contracted to provide substance abuse treatment services in compliance with federal and state requirements.

Develops, executes, and monitors contracts for substance abuse treatment services. Monitoring activities shall assure contract compliance, the provision of quality services, and the achievement of the desired performance outcomes.

Provides substance abuse treatment related consultation and assistance to other divisions within the Department, other state departments and private sector organizations.

Collaborates and coordinates substance abuse treatment services with other organizational segments of the division, other divisions, other state departments, community groups, and service providers.

Provides substance abuse treatment expertise in securing and administering public or private funds and grants.

Administers special projects, including but not limited to the Access to Recovery (ATR) Project, which address substance abuse treatment and recovery services.

Responds to inquiries and requests related to substance abuse treatment issues and clinical issues.

Participates in work groups, committees, and meetings related to substance abuse treatment as a representative of the Division, the Behavioral Health Administration or Department.

Promotes and develops innovative treatment services for substance abuse clientele utilizing public or private funding.

Educates the public and provides expertise to the Legislature regarding clinical issues in substance abuse treatment.

Provides substance abuse related technical assistance and consultation in clinical areas to public and private individuals or agencies.

Develops, maintains and implements a comprehensive statewide plan for substance abuse treatment services.

Provides secretarial and clerical support to the Treatment and Recovery Branch.

Prepares and coordinates budget and expenditure information and reports with the Division's Administrative Management Services Office.

ACCESS TO RECOVERY (ATR) PROJECT

Provides access to a range of recovery support services and provides independent choice of service providers for individuals in treatment or in recovery to: reduce substance abuse among families in the Department of Human Services' Child Welfare Services (CWS) system; support the prevention of future child abuse cases; and support the reunification of families within the CWS system.

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PREVENTION BRANCH (PB)

Coordinates and collaborates in the planning and implementation of effective substance abuse prevention services with community groups, private and public agencies, federal funding sources, and consumers.

Provides knowledge and expertise in the field of substance abuse prevention and assures technology transfer to support and improve substance abuse prevention services.

Develops performance standards and outcomes to be achieved by service providers contracted to provide substance abuse prevention services in compliance with federal and state requirements.

Develops, executes, and monitors contracts for substance abuse prevention services. Monitoring activities shall assure contract compliance, the provision of quality services, and achievement of the desired performance outcomes.

Provides substance abuse prevention related consultation and assistance to other divisions within the Department, other state departments and private sector organizations.

Collaborates and coordinates substance abuse prevention services with other organizational segments of the division, other divisions, other state departments, community groups, and service providers.

Provides substance abuse prevention expertise in securing and administering public or private funds and grants.

Administers special projects, including but not limited to the Strategic Prevention Framework – State Incentive Grant (SPF-SIG) Project, which address substance abuse prevention services.

Responds to inquiries and requests related to substance abuse prevention issues.

Participates in work groups, committees, and meetings related to substance abuse prevention as a representative of the Division, Behavioral Health Administration or Department.

Promotes and develops innovative substance abuse prevention programs and services with the assistance of public or private funding.

Educates the public and provides expertise to the Legislature regarding substance abuse prevention.

Provides substance abuse related technical assistance and consultation in substance abuse prevention to public and private individuals or agencies.

Develops, maintains and implements a comprehensive statewide plan for substance abuse prevention services.

Provides secretarial and clerical support to the Prevention Branch.

Prepares and coordinates budget and expenditure information and reports with the Division's Administrative Management Services Office.

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STRATEGIC PREVENTION FRAMEWORK – STATE INCENTIVE GRANT (SPF-SIG)  
PROJECT

Provides for preventing the onset and reducing the progression of substance abuse, including childhood and underage drinking; reducing substance abuse-related problems in communities; and building prevention capacity and infrastructure at the State and community levels.

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FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director for Behavioral Health, plans, directs and coordinates the provision of statewide mental health services which include treatment, consultative, and preventive components to eligible children and adolescents through outpatient Family Guidance Centers and a network of contract providers.

Executes statutory responsibilities relating to child and adolescent mental health and mental illness set forth under Chapters 334 and 321, Hawaii Revised Statutes (HRS).

- Designs, develops and manages the state's comprehensive child and adolescent mental health system.
- Formulates plans, policies, and operating principles for the Division based on assessment of needs, availability of resources, utilization patterns, and outcome data.
- Directs, coordinates, monitors, and evaluates the effectiveness of the operations of the state's child and adolescent mental health programs, services, and activities.
- Establishes linkages with federal, state, county and other organizations and groups concerned with child and adolescent mental health services and planning, including legislative bodies, and inter and intra-departmental programs.
- Provides administrative and clinical oversight for the statewide child and adolescent behavioral health system consistent with Child and Adolescent Service System Program (CASSP) Principles and evidence-based practices.
- Serves as liaison with the departmental planning office, the Legislature, the Department of the Attorney General, and county governments on legal and policy issues related to child and adolescent mental health.
- Provides leadership in expanding resources, developing capacity and increasing the knowledge base in child and adolescent mental health.
- Establishes and maintains regular communication between the Child and Adolescent Mental Health Division (CAMHD) and its network of mental health providers, including providing information on changes and updates to standards, policies, plans and procedures.
- Interfaces and coordinates programmatically with other Divisions within the Behavioral Health Administration when responsibilities cross Division lines.

CLERICAL SUPPORT SERVICES

Provides secretarial and clerical support services to the Division Administrator and the Program Improvement and Communications Office.

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CENTRAL ADMINISTRATIVE SERVICES

Prepares, coordinates, and reviews revenue and expenditure plans.

Maintains a Division-wide system of ongoing fiscal monitoring and evaluation.

Responsible for personnel resource management and fiscal oversight of contracts.

FISCAL SECTION

Prepares the Division's fiscal budget in accordance with executive guidelines and in conformance with requirements of the Planning, Programming Budget System (PPBS). Coordinates, develops, and reviews the fiscal budgets for all organizational segments of the Division.

Coordinates, develops, and reviews the Operational Expenditure Plan (OEP) in accordance with executive guidelines and the fiscal budget. Plans, administers, analyzes, and monitors Division expenditures in relation to the OEP.

Maintains a central inventory of equipment, furniture, and supplies for the Division.

Prepares and coordinates all budget and fiscal-related reports as required and requested by the Division, the Department, the legislature, and other state departments and agencies.

Prepares and processes all requisitions and purchase orders related to payment of the Division's administrative and central office expenditures. Monitors and assists all organizational segments of the Division in the processing of requisitions and purchase orders, as needed.

Oversees the Division's compliance with relevant federal, state and local laws, administrative rules, and regulations and serves as liaison with the Department's Administrative Services Office related to budget and fiscal matters, and expenditures.

Maintains and monitors a system of charges for services based on cost data, including billing, collections, deposits, write-offs, and controls on accounts receivable.

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PERSONNEL SECTION

Responsible for Division-wide personnel management and administration fostering sound personnel management practices. Assists, guides and advises on human resource management issues, including labor relations, interpretation of collective bargaining agreements, and the settlement of grievances and labor-management disputes.

Maintains Division compliance with existing laws, collective bargaining agreements, rules, policies and procedures regarding personnel.

Coordinates with the Department's Human Resources Office to ensure that personnel files, transactions, records and reporting systems are maintained in a current and correct manner.

Ensures the timely submission and completion of all personnel management reports.

Responsible for payroll duties of auditing timesheets, preparing premium pay reports, and distributing paychecks.

Represents the employer at workers' compensation hearings. Coordinates with the Department's Workers' Compensation Officer for the management of worker's compensation cases.

Processes requests for internal recruitment and/or open competitive announcement to fill position vacancies.

Analyzes, evaluates and recommends position descriptions relating to establishment, reallocation and redefining of positions within the Division.

Prepares forms necessary for justification of classification factors and class standards of submitted position descriptions.

Maintains up-to-date Division employee and/or position listing and monthly vacancy reports.

Provides guidance and assistance in personnel matters related to reorganizations, staffing patterns, and organization charts.

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CONTRACTS SECTION

Oversees the Division's compliance with all relevant federal, state, and local laws, administrative rules, regulations, and public policies regarding contracts for services.

Applies State administrative standards for contracts executed with external agencies in coordination with Division segments and programs.

Responsible for the preparation and issuance of contracts for Purchase of Services (POS) and the issuance of Requests for Proposals (RFP). Develops and implements a Division system for evaluation of proposals and awarding of contracts. Collaborates with Fiscal Section to ensure budget accuracy and format correctness in accord with State and Federal requirements

Provides ongoing administrative monitoring and evaluation of all POS contracts.

Works with private providers on the development, negotiation, execution, and amendment of contracts.

Serves as liaison with the Department's contract specialist for the administration, coordination, and preparation of the Division's contracts.

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PROGRAM IMPROVEMENT AND COMMUNICATIONS OFFICE

Oversees all policies and public communications realms that connect CAMHD to providers, the public and family organizations, to include social media as well as official government communications and monitors CAMHD's face on these social media and other public forums.

Responsible for development, review and implementation of a Division-wide, structured system for accurate and current policies and procedures to meet compliance with all State and Federal regulations.

Oversees the development of written operational policies and procedures for all organizational units of the Division, ensuring consistency with existing policies and the established mission, values and goals of the Division. Maintains current policies and procedures manuals of the Division and all organizational units.

Serves as communication linkage with purchase of service contractors on policies and procedures and for the resolution of any deficiencies.

Develops and monitors health and safety policies and procedures including emergency plans and procedures for natural disasters, medical emergencies, bomb threats, fires and power failures.

Responsible for provider communication, including the Provider Survey, coordination and reports to CAMHD stakeholders.

Serves as liaison with the Departmental Office of Policy, Planning and Program Development, the legislature, the Department of the Attorney General, and local governments on legal and policy issues related to child and adolescent mental health.

Designs, develops and oversees a comprehensive, statewide evaluation and reporting system.

Conducts special studies, surveys, and analyses related to key strategic objectives.

Provides standardized and special management reports that support routine operations of the Division.

Conducts planning, grant writing and evaluation to support service expansion and revenue maximization.

Performs Division-wide training and consultation on use of data to improve decision-making, operations, program development.

Designs and develops decision support tools to promote evidence-based services and use of best practices throughout the Division.

Broadly disseminates annual evaluation results to stakeholders and public policy makers to promote accountability and operational transparency.

Provides liaison with external researchers interested in studying mental health in Hawaii.

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Oversees and coordinates the development of legislative testimony and other forms of official communication to be submitted to the Legislature through the office of the Director of Health.

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HEALTHCARE SYSTEM MANAGEMENT OFFICE

Ensures that operations and business practices are developed, coordinated, structured and maintained to comply with Federal and State health records, billing and credentialing standards and requirements. Maximizes ongoing and alternative funding sources to provide comprehensive mental health services.

ELECTRONIC HEALTH RECORD AND FINANCIAL RESOURCES  
DEVELOPMENT SECTION

Provides liaison to and collaborates with MedQUEST Division (MQD), Department of Human Services, on current and upcoming changes for incorporation in CAMHD's policies, procedures and operations.

Collaborates with the Department's Health Information Systems Office (HISO) in the development and maintenance of a Division Management Information System to collect and process comprehensive data to carry out the functions of the Division.

Collaborates with HISO in the design, operation and maintenance of a billing system that complies with changing federal requirements and interfaces with contracted providers, MQD and private insurance administrators.

Ensures that the management information system provides Division administrators, managers, and clinicians with information which is accurate, timely and complete, and meets their needs for administrative planning processes.

Provides Division liaison, consultation and technical assistance related to information systems operation, data collection, processing, analysis, and interpretation.

Provides coordination, consultation, technical assistance and training to all organizational segments of the Division in areas of billing, claims administration, and revenue recoupment.

Ensures that user manuals for the management information system are well maintained, updated and distributed.

Communicates billing code standards throughout the Division. Reviews coding practices and identifies coding irregularities. Co-develops coding corrective action plans with provider relations (external) and clinical services (internal).

Collaborates with Central Administrative Services in designing and costing new programs and/or services for the modification of existing services in order to increase revenues. Develops and determines fee structures, costing methodologies, and revenue options.

Assures uniform business operations throughout the various Sections and Branches so that compliance will be consistent across the Division.

Identifies areas for potential future external billing. Develops, implements, and monitors policies and procedures to maximize third-party and other sources of reimbursement for services provided. Promotes the

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development of programs that increase federal funding and other financial reimbursement for the Division. Maximizes funding through sources such as Federal Block grants, Title XIX, Title IV-E and Title IV-A federal funds.

Provides liaison to and collaborates with other segments within the Department, state and federal agencies on health care financing issues.

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COMPLIANCE AND CERTIFICATION SECTION

Serves as Division liaison with the Department's Health Insurance Portability and Accountability Act (HIPAA) Office.

Posts and distributes the Notice of Privacy Practice in all Division facilities for the purpose of securing and recording each patient's acknowledgement of receipt.

Reviews and responds to requests for additional protection for, or confidential communication of, particularly sensitive health information.

Coordinates and provides response to notifications or complaints from clients or staff regarding possible HIPAA violations.

Reports and tracks all HIPAA breaches with the Department HIPAA office.

Updates and maintains Division Policies and Procedures in accordance with Department HIPAA Policies in collaboration with the Program Improvement and Communications Office.

Provides training to Division staff on HIPAA issues and Policies and Procedures.

Develops and applies Credentialing and Privileging criteria for mental health professionals in the Division and in contracted provider agencies.

Develops and implements the Division's quality assurance procedures to ensure uniform compliance with state, federal, Department, and Division requirements, evaluate services provided, and to determine needed improvements in service delivery or documentation in the Electronic Health Record to maximize reimbursement for services provided.

QUALITY ASSURANCE STAFF

Organizes, coordinates, implements and monitors quality management standards within the Oahu Services Branch, Neighbor Island Services Branch, and Family Court Liaison Branch in collaboration with the Division's Healthcare Systems Management Office and the Clinical Services Office.

Monitors adherence to established clinical practices and policy and procedures to ensure compliance through review of client records.

Identifies specific types of problems or deficiencies which require remedial or corrective action, to include providing written documentation of such issues and facilitating implementation of CAMHD's quality assurance indicators.

Notifies Division HIPAA officer of any breaches or violations of HIPAA policies and procedures.

Functions as a liaison between the Healthcare Systems Management Office and the Branches in providing current information on Medicaid or MedQuest standards and requirements.

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Monitors and maintains training activities for the Branch staff related to quality performance and improvements.

Prepares and completes various reports relating to each Family Guidance Center and Family Court Liaison Branch quality performance.

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CLINICAL SERVICES OFFICE

Provides clinical leadership to Division and Branch personnel.

Ensures clinical services meet or exceed local and national standards and requirements.

Provides clinical oversight, authority, consultation, technical assistance, and staff training at the Branches to ensure high quality care and services and to improve the quality of clinical care provided by the Branches.

Provides clinical authority to all Support for Emotional and Behavioral Development (SEBD), Individuals with Disabilities Education Act (IDEA), and Family Court Liaison (FCL) cases.

Collaborates with the Healthcare Systems Management Office, Compliance and Certification Section, Quality Assurance Staff in monitoring application of policies and procedures among the clinical staff located in the Branches.

Provides professional assistance to the Branches, to include providing assistance with grievances received from consumers and providers.

Provides technical assistance on reorganizations within the Division. Reviews, evaluates, and recommends revisions of organizational structures.

Identifies staff training needs and participates in the development of continuing education and training programs in clinical services.

Provides clinical performance oversight and contract compliance to provider agencies.

Provides technical assistance and professional development support to provider agencies.

PSYCHIATRY SECTION

Provides service authorization to contract providers, assistance in transition to other programs, and adequate follow-up services. Ensures clinical standards are met in treatment plans through the services of contracted agencies.

Establishes and authorizes medical necessity for hospital-based residential level of care.

Provides comprehensive mental health evaluations.

Implements CAMHD policies and procedures governing psychiatric clinical practices within the community mental health setting.

Provides forensic psychiatric services that support the provision of mental health services to the statewide incarcerated youth population at Hawaii Youth Correctional Facility. Clinical expertise is provided for: risk assessments for youth upon entry to the facility and as needed throughout the stay; crisis and suicide management, psychological evaluations, mental health treatment and consultation, and interventions for co-

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occurring substance abuse/dependency. Services include case reviews, court-ordered/related clinical assessments and direct treatment.

PSYCHOLOGY SECTION

Provides comprehensive mental health evaluations.

Provides consultation, technical assistance and education to school counselors, teachers, and other school personnel in the identification and screening of children and adolescents who may be in need of mental health services.

For youth with or suspected of having mental health needs, provides direct services including risk assessments, crisis and suicide management and brief mental health treatment and consultation.

Provides mental health risk assessments for youth upon entry to the Detention Facility and, as needed, throughout the stay in the facility. This includes brief, time-limited mental health therapy services to the high volume, high turnover statewide population at the Detention Facility.

Provides mental health crisis response and interventions.

Provides mental health assessments and direct treatment for youth.

Provides psychological evaluations, mental health consultation, case reviews and court-ordered/related clinical assessments.

Provides clinical documentations in accordance with CAMHD clinical standards, policies and procedures.

Provides mental health trainings.

Collaborates with other child serving agencies on system and service improvements for youth involved with the juvenile justice system.

Collaborates with other child serving agencies on system and service improvements for youth involved with the juvenile justice system.

PROGRAM MANAGEMENT SECTION

Develops, coordinates and monitors the clinical standards of programs within the child and adolescent mental health system of care.

Provides consultation and technical assistance in areas related to clinical service standards to all Division staff.

Oversees and monitors staffing standards, as defined by regulatory and accrediting agencies and by sound clinical practice.

Develops and monitors professional personnel standards and standards of performance.

Ensures that organizational, program, and accreditation standards set by the Commission on Accreditation of Rehabilitation Facilities (CARF), the Joint Commission and other regulatory and accrediting agencies are met.

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Identifies current licensing categories for state and contract providers and develops and recommends new categories, as needed.

Establishes and maintains a system and coordinates procedures for consumer grievances.

Develops a mechanism for ongoing input by consumers, their families, and community groups regarding mental health services and unmet needs.

Ensures that all State-supported child and adolescent mental health services are directed by written operational policies and procedures which are approved and formally adopted by the Division.

Evaluates the training activities of provider agencies and their promotion of best practices.

Provides centralized liaison and system supervisor for service types per provider agency through program liaison with Functional Family Therapy (FFT), MultiSystemic Therapy (MST) Multidimensional Treatment Foster Care (MTFC) and with non-proprietary services such as Intensive In Home (IH), Transitional Family Home (TFH) and Community Based Residential (CBR).

Manages utilization management functions, to include:

Developing mechanisms to assess the utilization of services and the extent to which these services meet the needs and preferences of consumers and their families;

Providing centralized liaison between contracted providers and Branches regarding utilization practices such as reject/eject, waiting lists, bed expansions, bed holds, family matching, mainland programs, hospital programs etc.;

Coordinating the services among the state agencies working with the most difficult cases of emotionally disturbed and developmentally disabled children and adolescents;

Engaging youth and families according to CASSP principles;

Monitoring the progress of children and adolescents receiving in-patient psychiatric services from contract providers;

Ensuring children are served in least restrictive environments;

Monitoring medication and medical conditions of children and adolescents in contracted facilities through chart audits; and

Providing technical assistance, consultation and coordination to the Branches in developing and implementing "wraparound" services for difficult cases of emotionally disturbed children and adolescents. "Wraparound" services are community-based, individualized, and interdisciplinary services in three or more life domain areas, such as family, social, education/vocational, psychological/emotional and legal.

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PRACTICE DEVELOPMENT SECTION

Oversees the dissemination, implementation, and clinical training of evidence-based services in the Division and contracted providers to ensure cost-effective and high quality care and treatment.

Ensures that clinical practice and operational compliance are consistent with healthcare reform mandates to include communicating and training on healthcare reform.

Develops and upholds the standards of core competencies, to include tracking and securing training resources, maximizing Title IV-E reimbursement for training, and procuring and organizing clinical training, conferences, and workshops.

Provides clinical consultation, training, and technical assistance to Branch staff and providers to improve practice.

Participates on Task Forces and Committees that address care and treatment of children and adolescents, to include Training Hui, Training Committees, Sex Offender Management Team (SOMT), Evidence-based Services Committee, Quality Assurance Committee, Suicide Prevention Task Force, Fetal Alcohol Taskforce, and State Quality Assurance.

Develops partnerships with community leaders, private provider agencies, other Departments, other Divisions within the DOH, consumers, and other key stakeholders to increase service accessibility and improve quality of services.

PROJECT KEALAHOU

Substance Abuse and Mental Health Services Administration Federal Grant that provides a system of care for a gap group, i.e., girls who are in the child welfare, juvenile justice, educational and mental health systems in Central, Windward and East Honolulu areas of the island of Oahu. The project builds gender-and culturally-responsive trauma-informed practices across Hawaii's child-serving systems to address the complex needs of Hawaii's ethnically-diverse girls with significant trauma issues.

Provides an evidence-based program assisting young girls with emotional challenges.

Provides liaison with contracted providers and community services such as Girls' Court, Child Protection Services, Department of Education, etc.

Provides direct clinical services in the form of mental health assessments and supportive counseling.

Provides intensive case management.

Mentors the case managers in the Family Guidance Centers and contract provider agencies in providing gender and culturally responsive trauma informed care.

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Conducts a cultural assessment and a cultural and linguistic competency plan to ensure a systematic and strategic approach to increase the cultural responsiveness of services and supports.

Convenes stakeholders to address reducing stigma, increasing awareness of mental health needs and building capacity to sustain services and supports through a system of care framework.

Provides training to Family Guidance Center staff on Trauma Informed Care.

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FUNCTIONAL STATEMENT

OAHU SERVICES BRANCH AND NEIGHBOR ISLAND SERVICES BRANCH

Under the general direction of the CAMHD Administrator, plans, directs, and coordinates the Family Guidance Centers' operations to achieve high quality, timely, and cost-effective mental health treatment services to eligible children, adolescents, and families. The Oahu Services Branch oversees the following three Family Guidance Centers: Central Oahu Family Guidance Center, Honolulu Family Guidance Center and Leeward Oahu Family Guidance Center. The Neighbor Island Services Branch oversees the following four Family Guidance Centers: East Hawaii Family Guidance Center, West Hawaii Family Guidance Center, Kauai Family Guidance Center and Maui Family Guidance Center.

Develops, implements, and monitors a structured system for community based care.

Coordinates with appropriate Division, DOH, other Departments, and providers to secure policy and procedural clarifications, address treatment service issues, and implement organizational improvement.

Coordinates training and staff development needs with appropriate Division office.

Provides direction to Family Guidance Center staff on policy, procedures, and operation requirements to ensure uniformity in service delivery and case management.

Ensures that all Family Guidance Center staff meet the standards for licensure, accreditation and credentialing.

Ensures adequate resources and personnel are located in appropriate Clinical Service Units and provides guidance and support throughout the Branch operations.

Oversees the development of Branch controls and procedures related to fiscal and personnel matters in accordance with Division, Department, State and Federal requirements.

Facilitates collaborations and develops partnerships with DOH, other Departments, private and public organizations to develop and advance strategies to improve service delivery.

Provides oversight and consultation to the Family Guidance Center related to their respective Quality Improvement Plan.

Provides oversight and consultation to the Family Guidance Center related to grievances.

OAHU SERVICES BRANCH AND NEIGHBOR ISLAND SERVICES  
BRANCH, ADMINISTRATIVE SERVICES

Develops and monitors controls and procedures related to fiscal operations and personnel actions in accordance with the Branch, Division, Department, State, and Federal requirements.

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Establishes, maintains, and oversees a system to review and coordinate all fiscal and personnel matters to assure conformance with the Branch's authorized expenditure.

Advises and assists the Branch Administrator in the preparation of the Branch's budget requests for submittal to the Central Administrative Services Office and Division Administrator.

Verifies billings and authorizes payments for goods and services as directed and authorized by the Branch Administrator.

Plans, administers, monitors, and maintains controls over the Branch's expenditure plans. Monitors, controls, and assists the Family Guidance Centers in meeting their staffing and fiscal requirements within the Branch's authorized expenditure plan.

Provides consultation and technical support to Family Guidance Centers on maintaining personnel records, including vacation and leave records, employee personnel appraisals, health and safety policies, and other personnel related matters.

Oversees and coordinates the Branch's recruitment and hiring practices and procedures to ensure the Branch is compliant with Department and State policies as well as other legal requirements; and processes the Branch's worker's compensation, injury, and disability cases.

Provides consultation and technical assistance on matters related to fiscal matters and logistic services to the Family Guidance Centers.

Supports day-to-day Branch operational requirements with respect to office space, equipment, communications, supplies, travel, and other needs.

Oversees, manages, and ensures completion of required physical inventory efforts to account for all assets purchased and maintained by the Branch and Family Guidance Centers that are required to be maintained on the Branch's and Family Guidance Center's inventory list.

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OAHU SERVICES BRANCH AND NEIGHBOR ISLAND SERVICES BRANCH  
FAMILY GUIDANCE CENTERS

Provides high quality, culturally sensitive, locally-based treatment services to eligible children and adolescents by working in partnership with families to design and implement individualized service/treatment plans which are appropriate to the special needs of the child.

Plans, organizes, coordinates, and monitors Family Guidance Center programs, services, activities, and staff towards the achievement of CAMHD mission and goals.

Establishes and maintains operational policies and procedures consistent with the Branch and Division for effective administration of the Family Guidance Center and its Clinical Services Unit(s).

Provides administrative oversight for the Family Guidance Center child and adolescent behavioral health system consistent with CASSP Principles and evidence-based practices.

Implements effective and efficient systems for delivery of services throughout the Family Guidance Center as directed or coordinated with the Branch Administrator.

Directs and coordinates the Family Guidance Center effort in identifying and prioritizing service needs in the assigned area.

Implements a uniform reporting system in accordance with the requirements of the Branch and Division.

Provides liaison to child serving agencies, adult mental health agencies (where appropriate) and other public and private agencies that support children, adolescents and families.

Directs, organizes and coordinates all Family Guidance Center personnel management and administration by providing services to assist in attaining program objectives, developing high morale and good employee relations, and resolving personnel issues.

Directs, organizes, and coordinates the timely submission and completion of all personnel management work for the Family Guidance Center.

Maintains compliance with existing laws, collective bargaining agreements, rules, policies and procedures regarding personnel.

Directs, coordinates, monitors, and evaluates the effectiveness of the operations of programs, services, and activities in the Family Guidance Center.

Incorporates assessment of needs, availability of resources, utilization patterns, and outcome data, in plans, policies, and operating principles of the Family Guidance Center as directed or coordinated with the Branch Administrator.

Works with other groups concerned with child and adolescent mental health services and planning through the regional Community Children's Council offices.

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FUNCTIONAL STATEMENT

Communicates with the Branch Administration on legal and policy issues related to child and adolescent mental health.

Provides leadership in the Family Guidance Center in expanding resources, enhancing capacity and increasing the knowledge base in child and adolescent mental health.

Directs, organizes and coordinates the review of revenue and expenditure plans for the Family Guidance Center budget.

Plans, organizes, directs and coordinates all new intakes for children, adolescents and their families to enable access to mental health services.

Plans, organizes, directs and coordinates the development, review, tracking and analysis of the Family Guidance Center's Quality Improvement Plan.

Collaborates with the Branch Administrator and the Healthcare Systems Management Office, Compliance and Certification Section, Quality Assurance Staff in planning, organizing, and coordinating the development, review, tracking and analysis of the Family Guidance Center's Quality Improvement Plan.

Reviews, tracks, analyzes and recommends improvements based on data from the Family Guidance Center to improve performance.

Reviews, tracks, uploads and ensures MedQuest eligibility of all SEBD referrals.

Receives, investigates, and provides a disposition for all grievances in collaboration with the Branch Administration and Clinical Services Office, Program Management Section.

ADMINISTRATIVE SERVICES

Coordinates the development of the Family Guidance Center budget, managing and monitoring all fiscal and personnel actions.

Coordinates and manages the Family Guidance Center's Information Management System which includes service authorization and utilization, electronic clinical assessment tools and electronic billing with the support of the Division's Healthcare Systems Management Office, Electronic Health Record and Financial Resources Development Section.

Maintains all Family Guidance Center requirements for third-party payments for services with support from the Division's Healthcare Systems Management Office, Electronic Health Record and Financial Resources Development Section.

Develops, reviews, and prepares the Family Guidance Center's fiscal budget and Operational Expenditure Plan (OEP) in accordance with executive guidelines and Branch instructions.

Plans, administers, analyzes, and monitors the Family Guidance Center's expenditures in relation to the OEP.

Prepares all budget and fiscal-related reports for the Family Guidance Center.

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Maintains a central inventory of equipment, furniture, and supplies for the Family Guidance Center.

Maintains and monitors a system of charges for services based on cost data, including billing, collections, deposits, write-offs, and controls on accounts receivable.

Coordinates with the Branch Administrative Services related to fiscal and personnel matters to ensure files, transactions, records, and reporting systems are maintained appropriately.

Addresses human resource management and labor relations issues for the Family Guidance Center, including providing information on collective bargaining agreements, supporting actions necessary for the settlement of grievances and labor-management disputes, and consulting with the Branch Administrator.

Oversees administrative payroll-related duties for the Family Guidance Center.

Manages worker's compensation cases at the Family Guidance Center level with oversight provided by the Branch Administrator. When appropriate, represents the employer at workers' compensation hearings.

Coordinates and submits requests for internal recruitment and/or open competitive announcement to fill position vacancies at the Family Guidance Center.

Analyzes, evaluates and recommends position descriptions relating to establishment, reallocation and redefining of positions within the Family Guidance Center.

Prepares forms necessary for justification of classification factors and class standards of submitted position descriptions.

Maintains up-to-date Family Guidance Center employee and/or position listing and weekly vacancy reports.

Provides support to the Branch and Division in personnel matters relating to reorganizations, staffing patterns, and organization charts at the Center.

Develops and monitors health and safety policies and procedures including emergency plans and procedures that deal with natural disasters, medical emergencies, bomb threats, fires and power failures for the Family Guidance Center.

Oversees Center compliance with HIPAA policies. Notifies Healthcare Systems Management Office, Compliance and Certification staff, of any breaches or violations of HIPAA policies and procedures.

CLINICAL SERVICES UNIT

Provides care coordination and case management functions such as assessment, planning, coordination, monitoring, advocacy and linkage, to include:

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Planning, coordinating and monitoring treatment activities and programs specific to the needs of child and adolescent consumers to enable them to thrive in the community and to make effective school adjustment;

Coordinating services among the State agencies working with the most difficult cases of emotionally disturbed and developmentally disabled children and adolescents in the Family Guidance Center, to include:

Monitoring the progress of children and adolescents receiving in-patient psychiatric services from contract providers;

Ensuring children are served in least restrictive environments;

Monitoring service utilization patterns to minimize restrictive options such as out-of-home and out-of-community placements; and

Providing and coordinating services to children, adolescents, and families in developing and implementing "wraparound" services for difficult cases of emotionally disturbed children and adolescents. These services are community-based, individualized, and interdisciplinary services in three or more life domain areas, such as family, social, education/vocational, psychological/emotional and legal.

Ensuring access to and delivery of services are provided to the children, adolescents and families to promote continuity of care;

Reviewing, monitoring and re-evaluating treatment and service plans to assure plans are individualized, appropriate to the needs of the consumer and family, and contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and preferences of the consumer and his/her family;

Assuring treatment plans are fully implemented by either Division clinical staff providing the service or through the services of a contracted agency;

Recommending service authorization to contracted providers;

Assisting in transitioning to other programs and adequate follow-up services;

Assuring comprehensive mental health evaluations are current for all children and adolescents at the Family Guidance Center;

Recommending procured or CAMHD-provided mental health evaluations;

Engaging youth and families according to CASSP principles, to include:

Coordinating and collaborating with other child-serving agencies to assure services to children, adolescents and families are

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consistent with CASSP principles and evidence-based practices; and

Participating in practice development, training and mentoring to assure quality care coordination and supervision practice.

Serving as liaison to schools to assist in identifying children and youth who may be in need of mental health services by providing consultation, technical assistance and education to school counselors, teachers, and other school personnel in the identification and screening of children and adolescents who may be in need of mental health services;

Developing mechanisms to assess the utilization of services and the extent to which these services meet the needs and preferences of consumers and their families; and

Implementing and informing families of new Medicaid/MedQuest standards as related to care coordination.

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FUNCTIONAL STATEMENT

FAMILY COURT LIAISON BRANCH

Under the general direction of the CAMHD Administrator, plans, directs, and coordinates the Branch operations and services to children and adolescents involved with the Juvenile Justice system who have mental health challenges.

Coordinates with appropriate Division, DOH, other Departments, and providers to secure policy and procedural clarifications, address treatment service issues, and implement organizational improvement.

Coordinates training and staff development needs with appropriate Division office.

Provides direction to Branch staff on policy, procedures, and operation requirements to ensure uniformity in service delivery and case management.

Ensures that all Branch staff providing clinical services meet the standards for licensure, accreditation and credentialing.

Oversees the development of Branch controls and procedures related to fiscal and personnel matters in accordance with Division, Department, State and Federal requirements.

Facilitates collaborations and develops partnerships with DOH, other Departments, private and public organizations to develop and advance strategies to improve service delivery.

Works in partnership with families and the juvenile justice system to design and implement evidence-based individualized service/treatment plans that are appropriate to the mental health needs of the youth.

Establishes policies and procedures for effective administration of the Branch in accordance with Division policies and procedures.

Implements an effective and efficient system for the delivery of services throughout the Branch.

Implements a uniform data reporting system in the Branch in accordance with the requirements of the Division.

Assists in the development and evaluation of the Division's quality management standards and implements these standards within the Branch.

Serves as the Division's liaison to Family Court (FC), Hawaii Youth Correctional Facility (HYCF), Hale Ho'omaluu Detention Facility (DH), Department of Education and other involved State and community entities.

Collaborates with other child serving agencies on system and service improvements for youth involved with the juvenile justice system.

Advocates for the mental health services for youth in the juvenile justice system.

Supervises the delivery of mental health services and care coordination provided by Branch staff responsible for:

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Overseeing the direct services for the youth at DH and HYCF, to include supporting and participating in interagency service delivery planning and implementation;

Providing screening, assessment, evaluative, diagnostic, treatment and consultative services to youth involved with the Juvenile Justice system who have mental health challenges;

Providing mental health treatment linkages with FC, HYCF, DH, and Family Guidance Centers;

Working in partnership with families, the juvenile justice system, and other agencies involved with the family or youth to design and implement evidence-based individualized service/treatment plans that are appropriate to the mental health needs of the youth;

Managing the transition of youth as they enter and exit from HYCF and DH;

Managing youths with intensive mental health needs who have been charged with a very serious offense while interfacing with the legal system;

Providing mental health risk assessments for youth upon entry to the facility and as needed throughout the stay in the facility;

Providing mental health assessments, crisis response and interventions, and direct treatment of youths;

Coordinating psychological evaluation, mental health consultation, case reviews and court-ordered/related clinical assessments.

Incorporating and maintaining clinical documentations in accordance with CAMHD and Clinical Services Office clinical standards, policies and procedures.

Providing direct mental health services to the state-wide incarcerated youth population at HYCF that include risk assessments, crisis and suicide management, psychological evaluations, mental health treatment and consultation, and intervention for co-occurring substance abuse/dependency with clinical guidance from the Clinical Services Office.

ADMINISTRATIVE SERVICES

Develops and monitors controls and procedures related to fiscal operations and personnel actions in accordance with the Branch, Division, Department, State, and Federal requirements.

Establishes, maintains, and oversees a system to review and coordinate all fiscal and personnel matters to assure conformance with the Branch's authorized expenditure.

Advises and assists the Branch Administrator in the preparation of the Branch's budget requests for submittal to the Central Administrative Services Office and Division Administrator.

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FUNCTIONAL STATEMENT

Verifies billings and authorizes payments for goods and services as directed and authorized by the Branch Administrator.

Plans, administers, monitors, and maintains controls over the Branch's expenditure plans. Monitors, controls, and assists the Branch Administrator in meeting staffing and fiscal requirements within the Branch's authorized expenditure plan.

Maintains and monitors a system of charges for services based on cost data, including billing, collections, deposits, write-offs, and controls on accounts receivable.

Supports day-to-day Branch operational requirements with respect to office space, equipment, communications, supplies, travel, and other needs.

Oversees, manages, and ensures completion of required physical inventory efforts to account for all assets purchased and maintained by the Branch that are required to be maintained on the Branch's inventory list.

Maintains personnel records, including vacation and leave records, employee personnel appraisals, health and safety policies, and other personnel related matters.

Oversees and coordinates the Branch's recruitment and hiring practices and procedures to ensure the Branch is compliant with Department and State policies as well as other legal requirements; and processes the Branch's worker's compensation, injury, and disability cases.

Addresses human resource management and labor relations issues for the Branch, including providing information on collective bargaining agreements, supporting actions necessary for the settlement of grievances and labor-management disputes, and consulting with the Branch Administrator.

Responsible for administrative payroll-related duties for the Branch.

Manages worker's compensation cases with oversight provided by the Branch Administrator. When appropriate, represents the employer at workers' compensation hearings.

Coordinates and submits requests for internal recruitment and/or open competitive announcement to fill position vacancies at the FCLB.

Analyzes, evaluates and recommends position descriptions relating to establishment, reallocation and redefining of positions within the Branch.

Prepares forms necessary for justification of classification factors and class standards of submitted position descriptions.

Maintains up-to-date Branch employee and/or position listing and weekly vacancy reports.

Provides support to the Branch and Division in personnel matters relating to reorganizations, staffing patterns, and organization charts at the Center.

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Develops and monitors health and safety policies and procedures including emergency plans and procedures that deal with natural disasters, medical emergencies, bomb threats, fires and power failures for the Branch.

Oversees Center compliance with HIPAA policies. Notifies Healthcare Systems Management Office, Compliance and Certification Section, of any breaches or violations of HIPAA policies and procedures.

Coordinates and manages the Branch's Information Management System which includes service authorization and utilization, electronic clinical assessment tools and electronic billing with the support of the Division's Healthcare Systems Management Office, Electronic Health Record and Financial Resources Development Section.

Maintains all Branch requirements for third-party payments for services with support from the Division's Healthcare Systems Management Office, Electronic Health Record and Financial Resources Development Section.

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DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT

The mission of the Developmental Disabilities Division (DDD) is to administer a statewide comprehensive system of services for persons with developmental disabilities (DD) based on the principles of self-determination, quality of life and person-centered planning.

Administers, directs and leads the programs and activities of the Division to comply with all applicable federal and state statutes including Hawaii Revised Statutes 333F and 321H.

Develops, plans and coordinates all aspects of programs, services and activities statewide through ensuring the maximization of desired outcomes and national best practices.

Directs the planning, research and data activities.

Oversees the clinical interdisciplinary process and the entire Intake eligibility review process.

Develops and implements policies that guide operational activities throughout the Division.

Pursues and maximizes federal, state and alternative funding sources for services and resources to the client population.

Collaborates with Department of Health Divisions and administratively attached agencies, Department of Human Services, Department of Education and other state agencies on needs and issues of the client population.

Provides compliance consultation and services for all legal settlement agreements and litigation issues.

Provides medical and clinical consultation, technical assistance and direction.

Administers the general dental health programs of the State.

Provides secretarial and clerical services.

**ADMINISTRATIVE STAFF**

Oversees, manages and coordinates all Division budgeting activities, payment and personnel systems and other administrative matters.

Establishes, administers and executes budget and fiscal policies and procedures in compliance with State and departmental directives.

Maximizes State dollars by billing for Medicaid reimbursable services provided for eligible individuals following the rules, policies, and procedures defined by the Department of Human Services under Hawaii Administrative Rules, Title 17.

Conducts ongoing review of processes and measures to improve operations throughout the Division.

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DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT

Oversees and manages contractual processes and procedures according to State procurement rules.

Oversees and manages the human resource transactions and activities.

Coordinates all hearings and appeals for the Division.

Provides secretarial and clerical support.

**HUMAN RESOURCES SECTION**

Manages and monitors all personnel transactions and activities for the entire Division including recruitment, position classification, labor relations, workers' compensation and payroll, sick and vacation leave recordation.

Provides all levels of supervisory staff with information on hiring, management, supervision, and evaluation of subordinates.

Manages and ensures timely and active recruitment activities to achieve low vacancy rate. Maintains current position announcements/postings.

Maintains data on openings, resignations, turnover, leave usage, personnel actions and complaints by each organizational unit.

Provides staff with timely and accurate information about benefits and personnel procedures.

Maintains an inventory of Personnel Appraisal System (PAS) due dates and timely reminders to the appropriate manager/supervisor.

Plans and conducts orientation for all new hires.

**FISCAL SECTION**

Provides fiscal and procurement support services for Division-wide operations and ensures compliance with state and federal regulations.

Maintains financial information system, including all expenditures, billings and authorized payments to providers and contractors.

Prepares and submits cost analyses and fiscal reports for grants.

Provides financial data that will support the development and monitoring of programs.

Conducts fiscal review of all program budgets for Legislative requests and grants.

Monitors and prepares reports on Title XIX Medicaid Waiver expenditures.

Conducts continuous fiscal monitoring and auditing as required for all Division contracts.

Conducts reconciliation activities for the HCBS Title XIX Medicaid Waiver program.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT

Maintains and controls accounts of various funds and the special fund account.

Adheres to fiscal policies and procedures in compliance with State and departmental directives.

Prepares and certifies vouchers for all expenditures against budgeted funds.

Monitors monthly expenditures in accordance with budget objectives and priorities.

Develops and implements rate setting activities for the HCBS Title XIX Medicaid Waiver program.

**CONTRACTS SECTION**

Assures compliance to Centers for Medicaid and Medicare Services (CMS) and Department of Human Services (DHS) requirements for the HCBS Title XIX Medicaid Waiver program.

Provides consultation, technical assistance and assures compliance with Department of Accounting and General Services (DAGS) procurement rules and regulations for all contracts (Chapter 103D and 103F, HRS)

Develops, maintains and implements a system of tracking and processing of all contracts.

Collaborates with the fiscal section on rate setting.

Assists with provider relationships regarding all contract agreements.

**PLANNING, POLICY, RESEARCH AND DATA STAFF (PPRDS)**

Oversees, directs and manages all policy, research and planning functions for the Division.

Provides information to employees, clients, families/guardians and the public about Division policies, services and activities through various communication and media vehicles.

Develops and regularly updates the Division's strategic plan utilizing knowledge of local, state and national trends and addressing newly identified needs, gaps or duplication of services.

Tracks national trends, directions and revenue enhancement opportunities in the DD field.

Elicits statewide community input in the development of policy, programs and services, e.g. DD Council, families, providers, Waiver Policy Advisory Committee.

Establishes and promulgates statewide quality standards for DD services.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT

Conducts research on issues and policies that impact the Division and the DD population. This research encompasses CMS grants to demonstrate pilot or new concepts for DD system changes.

Seeks, leads, develops, coordinates and collaborates in grant activities and applications.

Develops policies that promote self-determination and self-advocacy efforts of clients and families.

Ensures that all policies and procedures are consistent within the Division and with the Department.

Maintains and disseminates a complete set of current applicable State, Department and Division policies and procedures.

Coordinates the Division's legislative process, including the monitoring and drafting of legislation and testimony and responses to requests.

Coordinates the development and state filing of Administrative Rules, which includes the public information and hearing process.

Provides epidemiological analysis of the incidence, prevalence and outcomes of developmental and related disabilities.

Provides consultation to other departments of government such as the judiciary, and to public and private education, health and welfare agencies, as needed.

Coordinates with Health Information Systems Office (HISO) data information systems that support division operations.

Develops, prepares and disseminates statistical data reports to support Division operations and activities. Provides trending reports as requested by the Legislature and other governmental oversight entities.

Collaborates with other governmental databases to report upon services to the client population.

Provides secretarial and clerical support.

**CLINICAL AND ELIGIBILITY DETERMINATION STAFF (CEDS)**

Administers, directs and oversees a statewide centralized eligibility determination process of all DD programs in accordance with federal and state statutes, rules and regulations.

Plans and develops policies and procedures for statewide implementation of eligibility determination services including receipt of all completed applications.

Provides triaging process to hasten eligibility determination and notification to clients and case management staff for appropriate support and services.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT

Plans, develops and maintains a comprehensive centralized database system of registry for all admission applicants.

Establishes, maintains, and supports a Clinical Interdisciplinary Team (CIT) to conduct in-depth clinical assessments related to health, safety, behavior, medical treatment and eligibility determination.

Provides technical and clinical direction and consultation to assist in providing services to clients.

Provides secretarial and clerical support.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
FUNCTIONAL STATEMENT

Directs and operates a statewide case management system for persons with DD and their families or guardians.

Provides overall planning, budgeting, coordination and management of the Branch.

Sets direction and focus for case management services in conjunction with the Division's strategic plan and national best practices to meet the needs of individuals with DD.

Establishes the initial point of contact for families and consumers that express interest in DD services. This includes gathering and disseminating information and completion of intake and Medicaid applications and recommendations for service eligibility.

Interacts with the Clinical and Eligibility Determination Staff to support interdisciplinary teams.

Ensures the development of person-centered ISPs for all clients in the DD system.

Ensures prompt and thorough inputting of client information into DDD's management information system.

Develops and maintains standardized forms for use in client records.

Modifies policies and approaches based on client and program outcome measures to assure operational efficiency and effectiveness.

Develops, implements, maintains and updates case management policies and procedures to guide operations.

Administers Branch budget and fiscal policies and procedures in compliance with State and departmental directives.

Develops and implements Branch policies and procedures to guide operations.

Provides secretarial and clerical support.

**SPECIALIZED CASE MANAGEMENT STAFF**

Provides statewide specialized case management to high end, high risk and complex behavioral and medically challenged clients, e.g., dual diagnosed, clients with complex disabling conditions.

Provides consultation and technical assistance on high end, high risk and complex behavioral and medically challenged clients and clients with other complex disabling conditions.

Monitors and audits case management services on high need, high-risk clients with complex disabling conditions.

Develops the ISP for clients with problematic or at-risk behaviors in consultation with the Clinical Interdisciplinary Team (CIT).

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
FUNCTIONAL STATEMENT

Identifies critical measures, collects data, analyzes outcomes and modifies approaches to current high risk client situations.

Recommends and provides technical assistance for new services and supports for clients with specialized needs based on clinical evaluations and audits.

**CONSUMER DIRECTED SERVICES STAFF**

Provides information, education, and assistance to those individuals who choose to perform support coordination or case management-like functions on behalf of their family members or ward;

Provides statewide support to individuals, families and case managers to coordinate other services with consumer and family directed support needs.

Coordinates with the Department of Human Services and their fiscal intermediary to provide payment to consumer directed staff.

**CASE MANAGEMENT SECTION (CMS) I (EAST)**  
**CASE MANAGEMENT SECTION (CMS) II (WEST)**

The units of Case Management Section I East and Case Management Section II West provide case management services to East and West Oahu.

Informs, identifies, and refers individuals to appropriate community and departmental services within the timelines specified in HRS 333F;

Obtains, provides, and synthesizes information needed for intra- and/or inter-agency referrals and individualized service plan development;

Provides, for individuals with developmental disabilities or mental retardation, a statewide case management system maximizing State funds wherever possible to support individuals to live their desired lives by:

- a. Service/support assessment to identify what is important to the individual and the strengths, needs, and resources;
- b. Service/support planning involving the individual, family and/or guardian, and significant persons in the individual's life to identify necessary and desired services and supports to address issues of health and safety and the supports necessary for the individual to live a desired life;
- c. Service brokerage, including access and advocacy activities to ensure acquisition of necessary and desired services and supports with available community resources;
- d. Ongoing monitoring and service coordination activities;

Provides coordination supports to those individuals and their families and/or guardians who do not wish to become dependent upon governmental resources for all services to support the individual with developmental disabilities living in the community;

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
FUNCTIONAL STATEMENT

Provides a system of individual budgeting for services received as those provided under the Home and Community Based Services - Developmental Disabilities/Mental Retardation Title XIX waiver, and assures accountability and maximization of State match dollars for support services provided under the waiver;

Provides information and consultation (e.g., on community resources, specifics on functioning and/or conditions, person centered planning, financial information on individual budgeting) to individuals and guardians for decision making to assure maximal access and utilization of resources;

Advocates, develops, and supports efforts in support of individuals and case managers for community resource development and access;

Provides authorization for services and supports;

Manages and supervises case management units.

Ensures that case management units provide timely, consistent and accurate documentation into the information system.

Provides secretarial and clerical support.

**CASE MANAGEMENT UNITS A, B, C, D (Section I East)**  
**CASE MANAGEMENT UNITS E, F, G, H (Section II West)**

Assists the individual to develop a person centered individualized service plan (ISP) in accordance with policies and procedures for case management which identifies what is important to the person, addresses how any issues of health and safety shall be addressed, and identifies the supports necessary to support the individual to live a desired life;

Facilitates access to supports and services necessary for the individual as identified on the individualized service plan (ISP), including the authorization of services and supports;

Coordinates and monitors the services and supports received by the individual to assure maximum benefit and satisfaction;

Identifies gaps in services and supports;

Documents case management services for billing purposes to maximize state funds;

Provides oversight and accountability of a system of individual budgeting for services received as those provided under the Home and Community Based Services - Developmental Disabilities/Mental Retardation Title XIX waiver;

Provides information and consultation to individuals, families, and/or guardians for decision-making to assure maximal access, utilization, and effectiveness of resources;

Provides comprehensive case management services for individuals with developmental disability.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
FUNCTIONAL STATEMENT

Develops and regularly updates person-centered Individualized Service Plans (ISP).

Monitors and coordinates services on an ongoing basis to assure the individual receives the services and supports planned and authorized.

Gathers information needed for intra-and/or inter-agency referrals and ISP development.

Provides consultation and information (e.g., community resources, levels of functioning and/or disabling conditions, financial information on individual budgeting) to individuals and guardians for decision-making to assure optimal access and utilization of resources.

Determines appropriate funding sources for needed services and supports for individual clients.

Assists and refers individuals desiring services to the Clinical and Eligibility Determination staff.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
COMMUNITY RESOURCES BRANCH  
FUNCTIONAL STATEMENT

Identifies, directs and operates a statewide capacity of resource development, administration and management of services and supports for persons with developmental disability (DD), and support to their families or guardians.

Sets direction, develops resources and coordinates activities in accordance with Chapter 321H, HRS for persons with neurotrauma.

Provides overall planning, budgeting, coordination and management of the Branch.

Administers Branch personnel, budget and fiscal policies and procedures in compliance with State and departmental directives.

Maximizes a variety of federal, state and local funding sources.

Develops and implements Branch policies and procedures to guide operations.

Provides secretarial and clerical support.

**COMMUNITY ALTERNATIVES SECTION**

Initiates and coordinates the development of new and existing resources and services for clients in the following areas: housing, employment, and self-determination, which include community integration and volunteer activities.

Provides secretarial and clerical support.

**HOUSING AND EMPLOYMENT UNIT**

Monitors state and national trends and funding mechanisms for developing housing.

Compiles and maintains current data on the status of clients' desired residential arrangements and need for supportive living services.

Develops and maintains a comprehensive database of available housing options.

Researches, plans and develops a variety of strategies and approaches for clients to gain housing of their choice.

Compiles and maintains current data on the status of clients' desired employment and develops strategies to further clients' goals.

Monitors state and national trends and funding mechanisms for developing employment for persons with DD.

Develops employment strategies and seeks employment opportunities that include the following:

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
COMMUNITY RESOURCES BRANCH  
FUNCTIONAL STATEMENT

Jointly sponsor initiatives as well as apply for program, employment and residential grants with other Divisions, state and local agencies and community providers.

Coordinates state and federal programs to partner with public and private sector organizations and major employers to create supported employment.

Coordination with other Divisions or community providers to apply for employment grants to develop programs from other funding sources.

**SELF DETERMINATION UNIT**

Compiles and maintains current data of clients' desired social opportunities and develops strategies to further clients' goals.

Supports the development of self-advocacy skills among clients and families.

Identifies, develops and establishes opportunities for inclusion of individuals with DD in the community (e.g. volunteering, civic club memberships, participation in recreation activities).

Develops, coordinates and implements opportunities for persons with DD to have social interactions and community involvement.

**NEUROTRAUMA PROGRAM**

Initiates and coordinates the development of resources for persons with Neurotrauma in accordance with Chapter 321H, HRS through the following: information & referral, community education, assistance to individuals and families to identify and obtain access to services, and administration of the neurotrauma special fund.

Provides lead staffing and logistical support for the state's Neurotrauma Advisory Board and Traumatic Brain Injury Advisory Board, including an ongoing strategic planning process.

Develops and maintains the statewide Neurotrauma Registry.

**COMMUNITY RESOURCE MANAGEMENT SECTION**

Develop and recruit community resources for families and persons with DD by providing programmatic specifications for contract performance, implements family support and respite programs.

Develops statewide community capacity for services and supports for individuals with DD.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
COMMUNITY RESOURCES BRANCH  
FUNCTIONAL STATEMENT

Develops and prepares renewal applications for the Centers for Medicaid and Medicare Services (CMS) Title XIX waiver program, keeping abreast of changes in requirements and national trends.

Prepares and completes all required reports to maintain Title XIX certification.

Develops the scope and standards for the Title XIX Medicaid Waiver Program in accordance with the memorandum of agreement (MOA) between the Department of Health (DOH), DDD and Department of Human Services (DHS), Adult & Community Care Services Division.

Develops and prepares service and supports specifications and qualifications for Requests for Proposals (RFP) and Requests for Information (RFI) for statewide services and supports in accordance with Chapters 103F and 103D.

Develops evaluation standards in the review of RFP and RFI awards.

Collaborates with the Program Services Evaluation Unit and Fiscal Section to audit performance of contractors.

Provides information and technical assistance to potential providers for Title XIX Medicaid Waiver & POS contractors in the submission of their application.

Refines and updates contractual standards and specifications based on the results of monitoring, client satisfaction surveys and other quality assurance reports, and evolving program needs and trends.

Develops, administers and manages statewide Family Support Services and Respite Programs.

Provides secretarial and clerical support.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
OUTCOMES AND COMPLIANCE BRANCH  
FUNCTIONAL STATEMENT

Oversees the monitoring and evaluation of program and client outcomes.

Promotes national best practices to evaluate and ensure quality care and services.

Manages the assessment, outcome evaluation and training components of the Division to improve DD services.

Coordinates the National Core Indicator Project that measures client outcomes and satisfaction surveys.

Maintains client files and medical records and ensures Health Insurance Portability & Accountability Act (HIPAA) compliance.

Administers Branch budget and fiscal policies and procedures in compliance with State and departmental directives.

Provides secretarial and clerical support.

**OUTCOMES SECTION**

Develops and conducts a continuous quality improvement process that is data driven to support quality client outcomes.

Plans, develops, coordinates and implements activities to improve services and supports delivered to clients.

Identifies and recommends training needs to the Training Unit.

Recommends practices to ensure client information and records are HIPAA compliant.

Monitors and evaluates program and client outcome measures to improve services and supports to clients using best practices.

Implements the National Core Indicator Project and other client satisfaction surveys.

Identifies critical measures and coordinates outcome analysis for integration into the Training Plan.

Provides secretarial and clerical support.

**PROGRAM SERVICES EVALUATION UNIT**

Determines, develops and conducts areas of monitoring based on high volume, high risk or problem-prone activities and other important characteristics.

Conducts ongoing and regular monitoring and review of processes and measures to improve services.

Conducts all consumer and family surveys.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
OUTCOMES AND COMPLIANCE BRANCH  
FUNCTIONAL STATEMENT

Provides information on the findings from improvement activities and the National Core Indicator project.

Ensures all client records in the Division are compliant with the Health Insurance Portability and Accountability Act (HIPAA) that includes usage, filing, storage and retrieval.

Provides guidance and technical assistance related to client records, e.g., in professional documentation, confidentiality and security.

Reviews requests for participation in research activities to safeguard clients' rights, confidentiality, and safety.

Provides outcome reports on findings and recommendations on improvements to the client survey delivery system.

**TRAINING UNIT**

Develops and implements a comprehensive education and training plan for individuals with DD, their families, guardians, staff, and the community.

Educates case managers and providers on areas of improvement identified.

Plans, develops and implements a system of orientation and annual training for staff based on outcome monitoring, client satisfaction and evolving program needs.

Provides training, consultation and technical assistance to direct care staff on identification of cues, tracking of occurrences and ISP implementation.

Implements training to ensure staff competency in professional documentation, confidentiality and security related to client records.

Develops and coordinates appropriate training for licensing and re-certifying caregivers in collaboration with the Certification Unit.

**COMPLIANCE SECTION**

Certifies adult foster homes and caregivers.

Provides mediation ensuring timely investigation, intervention and follow-up activities needed for resolution including all cases of suspected abuse, neglect and victimization.

Conducts investigations of complaints from any source.

Refers cases for administrative hearings and appeals to the Division Office.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
OUTCOMES AND COMPLIANCE BRANCH  
FUNCTIONAL STATEMENT

Provides secretarial and clerical support.

**CERTIFICATION UNIT**

Maintains the Division's central client medical records (filing, storage and retrieval).

Develops and implements a certification process for caregivers of Adult Foster Homes (AFH).

Certifies and authorizes AFH caregivers for the provision of behavioral homes.

Develops, implements, and maintain processes and procedures for transition from behavioral to AFH.

Provides technical assistance for all investigations on allegations or complaints of abuse and neglect against a caregiver.

Consults with the Attorney General to initiate revocation procedures if a caregiver is not in compliance with standards.

Conducts periodic home inspections to assure standards are met and follows up to ensure that corrections are made.

**CONSUMER COMPLAINTS RESOLUTION UNIT**

Maintains centralized consumer information phone line on DDD programs and services.

Investigates allegations or complaints of abuse and neglect against a certified caregiver.

Prepares and provides documentation of complaints, investigations, status and resulting action.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
HOSPITAL & COMMUNITY DENTAL SERVICES BRANCH

FUNCTIONAL STATEMENT

Provides dental treatments to community patients in a community-based, regional clinic sites, to residents of State institutions such as Hawaii State Hospital and Hale Mohalu in community-based, regional clinic sites, and to patients in facilities operated by the State and consultative services to facility staff.

Provides dental treatment services to recipients of programs in other State agencies under separate contracts or agreements.

Demonstrates new techniques, procedures and methods in maintaining dental health by conducting regular in-service training.

Assists and collaborates with communities to plan, organize, and develop local dental health programs and improve access to dental services throughout the State.

HOSPITAL & COMMUNITY DENTAL SERVICES BRANCH DENTAL CLINIC SITES:

Diamond Head Health Center Dental Clinic  
Lanakila Health Center Dental Clinic  
Leeward Health Center Dental Clinic  
Windward Health Center Dental Clinic  
Hawaii State Hospital Dental Clinic  
Kalaupapa Dental Clinic

Provides dental treatment to indigent individuals who are chronically and severely mentally, developmentally or medically disabled, have communicable diseases, frail elderly or homeless. Provides treatment to Hawaii State Hospital and Hale Mohalu residents and to community-based developmentally disabled individuals. Provides dental treatment to patients residing in Kalaupapa Settlement.

Provides emergency and routine basic comprehensive dental care.

Demonstrates new techniques, procedures and methods in maintaining dental health.