

**EXECUTIVE SUPPLEMENTAL BUDGET OVERVIEW  
DEPARTMENT OF HEALTH  
FY 2012-13**

Thank you for the opportunity to present the Department of Health's Executive Supplemental Budget for FY 2012-13.

**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.

**Economic Impact**

As the Department of Health (DOH) enters the second half of FY 2012-13, it continues to struggle with the repercussions from the State's economic downturn. In the recent Reduction in Force (RIF), the DOH lost 315 positions and thereby lost a critical mass of the health workforce that made our mission possible. The Department's programs and contracted service providers have had to reduce services in order to operate with significantly less human and financial resources. Since 2009 the Department's budget has seen a \$224M reduction in our overall budget appropriation: \$115M within this past fiscal year.

Despite years of reduced funding we continue to focus our efforts on maintaining and sustaining the overall health of our state in the most efficient and cost-effective manner. Programs and their staff have been asked to do more with less and to look at ways of meeting objectives by refining existing procedures and operations as well as seeking new and innovative ways of doing business to achieve more efficient and effective outcomes.

The planning and development of the budget that is presented to you today was done so within the parameters outlined by the Administration to accomplish program goals and objectives within existing funding levels for general and non-general funds and to limit requests to address only critical, unforeseen, high priority items. Additionally departments were urged to consider trade-offs and transfers within and among their programs to address departmental needs or to bring about greater efficiency before requesting any additional funds. The majority of the DOH requests reflect program review adjustments and the resulting movement of positions consistent with planned retooling and restructuring proposed within the department. These movements/transfers will align personnel and funding in appropriate organizational units to contribute to overall department operational effectiveness and efficiency.

Our program reviews and prioritization are based on the Department's core public health functions. The Department believes that our operating budget proposal maintains the essential core functions of the department while restructuring and trade-off/transferring as much as possible within our base budget to face the requirements necessary during these strained economic times. It is noted that the Department is proposing to adjust the Governor's Program Review decision regarding HTH 906 – State Health Planning and Development Agency (SHPDA). According to the initial decision, the entire funding for SHPDA was to be converted from general funds to special funds. However, since SHPDA does not have sufficient special funds to support its operating budget, the DOH is proposing to change the means of financing to convert only two of SHPDA's positions, the Comprehensive Health Planning Coordinator and Office Assistant III to special funds and to delete one vacant Research Statistician. The remaining balance of the general fund reduction will come from the temporary reduction of salaries from six vacant positions in the Public Health Nursing Branch (PHNB). As SHPDA's special fund revenues increase, the DOH will request to transfer general funds from SHPDA back to PHNB so that the branch can fill their vacant positions.

The Department budget also includes two budget requests for consideration, an additional \$0.5M for the Governor's initiative to develop a program for early childhood (0-5) obesity and diabetes prevention and an additional \$1.4M to fund Aging and Disability Resource Centers (ADRCs). The prevalence of obesity in adolescents and children has increased dramatically over the last three decades in the United States. Among children in Hawaii, recent data suggest that obesity may be even more critical. The early life period, prenatal to age 5 is a key period for childhood obesity prevention. With obesity leading to other chronic diseases disproportionately affecting Native Hawaiians, immigrant and low-income communities, Hawaii's unique multi-cultural, ethnic, geographical, and economic character create challenges and opportunities to address childhood and adolescent obesity and the prevention of chronic diseases related to obesity.

On the other end of the life spectrum, there is growing need to provide additional resources to our senior population. ADRCs are designed to provide a single, coordinated system of information and access for all persons seeking long-term care support by minimizing confusion, enhancing individual choice and supporting informed decision-making. They also improve the ability of State and county governments to manage resources and monitor program quality through centralized data collection and evaluation.

Programs continue to work closely with our colleagues in other departments, counties, and agencies on initiatives that 1) optimize our federal funds and other fund reimbursements to provide more healthcare services; and 2) improve the health emergency response system of the state, including potential bioterrorism, natural disasters, and aeromedical, ambulance, and emergency room capabilities.

The Department's vision remains "Healthy People. Healthy Communities. Healthy Islands."

This past year the Department of Health completed a strategic review of its programs and developed a strategic plan which will align our departmental priorities with that of the Administration. In the next few months you will be hearing more about the DOH plan called Foundations for Healthy Generations. The five cornerstones include a focus on:

- Health Equity-Eliminating disparities and improving the health of all people in Hawaii.
- Disease Prevention and Health Promotion- Improving the quality of life and reducing preventable disease especially chronic, disability, injury and premature death.
- Emergency Preparedness and Response-Mitigating and responding to external threats to individual and community well-being.
- Clean and Sustainable Environments-Creating social and physical environments that promote and support good health for all.
- Quality and Service Excellence-Improving internal systems to assure timely consumer responsiveness.

Our intent is to move the DOH toward national accreditation. With passion and science, DOH staff will continue to address the health of our State by doing the greatest good for the greatest number of people and formulating strategic partnerships to address the needs of our most vulnerable populations. We look forward to advancing Hawaii's health agenda through the leveraging of federal resources and capitalizing on health care reform options which support accessible, affordable, and quality health care.

### **Alternatives Considered**

#### Generating additional revenues for the state

In July 2011, the DOH developed a "retooling" approach to identify reductions and strategies that would realign departmental efforts to meet core public health functions. The retooling initiative includes recommendations to transfer programs, services and functions that do not have a clear public health purpose, to generate revenues through fee generating proposals, to maximize federal resources, to create efficiencies in the department's organization, and to continue to pursue cost efficiency and cost saving efforts.

As a result of the DOH's retooling plan, the Department has submitted several bills as part of the Administration's legislative package for your consideration that would generate more revenues for the State to fund core and critical public health functions. DOH is also moving forward with various fee generating initiatives through the administrative rule making process. Increasing user fees will enable various programs within DOH to sustain core services, become more self-sufficient by decreasing dependency on state and federal resources and increase service capacity as demand grows.

The Department looks forward to discussing with you our "retooling" plan and effective strategies to achieve our Statewide health objectives.

Department of Health  
Department-Wide Budget Summary

Table 1

Fiscal Year 2012				
Act 164/11 Appropriation	Restriction	Emergency Appropriation	Total FY12	MOF
\$ 404,176,416.00	\$ (9,915,389.00)		\$ 394,261,027.00	A
\$ 195,651,652.00	\$ (388,182.00)		\$ 195,263,470.00	B
\$ 124,516,920.00	\$ (1,304,334.00)		\$ 123,212,586.00	N
			\$ -	R
			\$ -	S
			\$ -	T
\$ 9,189,463.00	\$ (27,941.00)		\$ 9,161,522.00	U
			\$ -	V
\$ 168,264,484.00	\$ (181,891.00)		\$ 168,082,593.00	W
			\$ -	X
\$ 901,798,935.00	\$ (11,817,737.00)	\$ -	\$ 889,981,198.00	Total
Fiscal Year 2013				
Act 164/11 Appropriation	Reductions	Additions	Total FY13	MOF
\$ 405,611,048.00	\$ (10,475,009.00)	\$ 1,900,000.00	\$ 397,036,039.00	A
\$ 195,483,066.00	\$ (295,282.00)	\$ 300,000.00	\$ 195,487,784.00	B
\$ 124,254,616.00	\$ (1,401,570.00)	\$ 6,050,494.00	\$ 128,903,540.00	N
			\$ -	R
			\$ -	S
			\$ -	T
\$ 9,189,463.00	\$ (29,773.00)	\$ (2,909,242.00)	\$ 6,250,448.00	U
			\$ -	V
\$ 168,260,484.00	\$ (193,144.00)	\$ 129,021.00	\$ 168,196,361.00	W
			\$ -	X
\$ 902,798,677.00	\$ (12,394,778.00)	\$ 5,470,273.00	\$ 895,874,172.00	Total

Department of Health  
Prioritized List of Functions

Table 2

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
	(See Attached Information Sheet)			

TABLE 2 Priority List of Functions

Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
<b>Emergency Preparedness and Response</b>						
1	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 pulic health preparedness plans.	HRS §325-4 to 6; §325-8
1	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
1	SLD	State Lab - Chemistry	HTH 710	MG	Includes Branch Chief, QA/ Certification officers (lost 1 to RIF);DUI Program officer; Substance Abuse Test Program Chemist (lost to RIF). Loss of primacy: Safe Drinking Water Act will result in loss of millions of dollars in funding. Loss of chemical contaminant monitoring of public water systems, food products and recreational waters.	Safe Drinking Water Act of 1974, ammended 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
1	SLD	State Lab-Air Surveillance/Analysis	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. 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.
1	SLD	State Lab - Environ Microbiol	HTH 710	MI	No Food/Dairy Microbiology testing (for bacterial contamination) capabilities due to RIF (5 positions). Suitable private lab not available. Water Microbiology (1 position lost to RIF) 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, ammended 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;
1	SLD	State Lab-Medical Microbiology	HTH 710	MJ	Loss of Quality Assurance and enteric microbiologists, and tuberculosis testing capability to Legislative cuts. Loss of services will result in inability to receive/test specimens from community (HAR 11-156); conduct microbiological testing on forensic specimens by MOA with City & Counties; and leave state unprepared for pandemic or outbreak. Risk of losing direct/indirect CDC/APHL funds. Estimated cost to privatize TB testing at 252K; 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)
1	SLD	State Lab - Central Services	HTH 710	MK	Cannot eliminate. Already underbudgeted. Electricity costs are \$1.2 million and maintenance contracts exceed \$220K leaving little for 3 salaries & no money for unscheduled repairs. Building manager and 2 lab assistants are minimally required to operate SLD facility. Already take from lab programs "B" funds to cover shortfall.	

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1	SLD	State Lab - Central Services	HTH 710	MK	Federal Food Emergency Response Network (FERN) Cooperative Agreements (2) awarded to SLD, for advanced laboratory methods development / validation for detecting Salmonella, Shigella, E.coli, norovirus, etc. and BT agents (anthrax, plague, etc.), for food surveillance, defense, & security. Seeking funding & authorization for outbreak investigation testing (Food Micro Unit lost to RIF).	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
1	SLD	State Lab - Hawaii District	HTH 710	ML	Conducts Dairy testing statewide; conducts food testing, recreational water and Drinking water testing for bacteria; Complies with Hawaii Revised Statutes, federal Clean Water Act and Safe Drinking Water EPA regulations; Certified to pack and ship hazardous samples for identification; Ability to respond to emergencies & disasters, & public health protection for Hawaii County.	42 CFR Ch IV Part 493 (CLIA); HAR Title 11, Chapter 15 (Milk); HAR Title 11 Chap 110.1
1	SLD	State Lab - Maui District	HTH 710	MM	Conducts Dairy testing statewide; conducts food testing, recreational water and Drinking water testing for bacteria; Complies with Hawaii Revised Statutes, federal Clean Water Act and Safe Drinking Water EPA regulations; Certified to pack and ship hazardous samples for identification; Ability to respond to emergencies & disasters, & public health protection for Maui County.	42 CFR Ch IV Part 493 (CLIA); HAR Title 11 Chap 110.1
1	SLD	State Lab - Kauai District	HTH 710	MN	Conducts Leptospirosis serology testing statewide; Conducts food response testing, Drinking Water, and recreational water testing for contamination; Complies with Chapter 342D, Hawaii Revised Statutes, and the Federal Clean Water Act. Certified to pack and ship hazardous samples for identification. Ability to respond to emergencies & disasters, & public health protection for Kauai County.	42 CFR Ch IV Part 493 (CLIA); HAR Title 11 Chap110.1
1	EMSIPSB	Emergency Medical Svcs	HTH 730	MQ	Functions include contracting for 911 ambulance services, medical communication system, licensure of all ambulances, electronic ambulance records data collection and analysis, billing and collection of fees for ambulance services, workforce development and other support services to maintain quality pre-hospital medical care throughout communities statewide.	§321-221 to 235, HRS.
1	EMSIPSB	Emergency Medical Svcs	HTH 730	MQ	Current Federal grants include funding for Emergency Medical Services for Children, Hospital Preparedness and ESAR/VHP.	§321-221 to 235, HRS.
<b>Clean and Safe Environment</b>						
1	EHSD	Environ Hth-Indoor & Radiological Hth	HTH 610	FR	Indoor & Radiological Health Branch: the Noise section implements a statewide community noise program and enforces permissible sound levels for stationary noise sources, construction & agricultural activities. The Radiation section provides radiological incident response to control release of radioactive materials; licenses radiation facilities with electronic products emitting ionizing radiation and/or non-fusion radioactive materials; licenses radiation services such as x-ray equipment installation & medical physics; & provides administrative support to the Radiologic Technology Board. The air conditioning & ventilation program assures proper ventilation & indoor air quality.	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.
1	EMD	Environ Mgmt - Clean Air	HTH 840	FF	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.	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.

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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
1	EMD	Environ Mgmt - Clean Water	HTH 840	FG	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 that funds low-cost construction loans for wastewater treatment and collection system construction.	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.
1	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 construction 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 Potable Water Systems, 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.
1	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 Hazard Waste Management.
1	EMD	Environ Mgmt - Wastewater	HTH 840	FK	Administers the statewide engineering and financial functions relating to water pollution control, wastewater treatment works program, individual wastewater systems program and the water pollution control revolving fund program. 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
1	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.	
1	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.
<b>Quality and Service Excellence</b>						
1	DOCD	Disease Outbreak Control Divison--Admin	HTH 131	DA	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.	HRS §321-4.3; §321-31; §325-5



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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
1	ADAD	Alcohol & Drug Abuse- Admin	HTH 440	HD	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.	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 & 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.
1	CAMHD	Child & Adolescent Mental Hth-Admin	HTH 460	HF	These positions are the CAMHD Central Admin Office (CAO), Clinical Services Office (CSO), Performance Management Office (PMO) and Administration Sections (Admin). CSO works with the Family Guidance Center (FGC) on critical placements and issues with clients, PMO is the quality assurance section, facility certification, credentialing and program review. Admin handles all fiscal and personnel matters. The CAMHD Administrator and Medical Director are both in this group.  They are CSO providing educational pieces to FGCs and providers, utilization management, PMO providing grievance, sentinel events and program monitoring and Admin providing IT services to all CAMHD staff statewide and developing Electronic Health Record.	
1	CAMHD	Child & Adolescent Mental Hth-Admin	HTH 460	HF	DIG grant and Project Hoomohala grant	
1	CAMHD	CAMH-Other Svcs, POS, Grants	HTH 460	HO	Block Grant funds used to fund CME for Clinical Directors, support Transition to Adulthood for youths registered with CAMHD, Telehealth and Electronic Health Record equipment, and some contracts that deal with transitioning clients to adulthood.	
1	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
1	AMHD	Adult Mental Hth-Admin	HTH 495	HB	Provides for the leadership, financial accounting, contracting activities, policy setting, oversight, monitoring, and executive management of the Adult Mental Health Division.	Hawaii Revised Statutes Chapter 334

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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
1	AMHD	Adult Mental Hth-Admin	HTH 495	HB	The Mental Health Transformation Grant is a federal grant which is charged with developing a plan for the State to transform mental health services into the vision determined by the Grant teams and participants, outlined in the State Plan, and for implementation by the mental health system.	Hawaii Revised Statutes Chapter 334
1	DDD	Developmental Disabilities Division	HTH 501	KB	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 medical director, psychologists, PHAO, Division Chief, Medicaid program management staff and Divisional secretarial support.	Chapter 333F, HRS; Chapter 321H, HRS
1	FHSD	Family Hth Svc Admin	HTH 560	KC	Provides administrative & programmatic oversight to MCH, CSHN, & WIC Branches. Administers Title V Block Grant, PCO Grant, SSDI Grant, & CISS-SECCS Grant. Also administers community health centers special fund, early intervention special fund, rural hospital subsidy contracts, & POS contracts for primary care services.	
1	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 coordinates resources contributing to primary care service delivery and workforce issues; c) SSDI Grant facilitates the integration of comprehensive community based systems of health care; d) CISS-SECCS Grant builds early childhood service systems.	
1	HRA	Health Resources Admin	HTH 595	KA	Deputy Director of HRA formulates policies and provides administrative oversight to this administration.	
1	EHSD	Environ Hth - Division Admin	HTH 610	FL	EHSD optimizes prevention & compliance, public health & environmental health practices through statewide programs. EHSD administers the Sanitation and Environmental Health Special Fund that supports outreach and staff trainings and competencies & coordinates statewide activities; oversees management of functions of the various branches -- establishes broad program policies & 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 & personnel processes; coordinates training & outreach programs; & directs performance standards within the division.	Implements and coordinates programs under Chapters 321, 322, 328, 330, 332, 339, 342F, 342P, 466J, 469 and Part XXX HRS
1	SLD	State Lab - Admin	HTH 710	MB	Supports SLD & other agencies' testing :CLIA compliance for 5 DOH labs - SLD, DmdHead, HI, Maui, Kauai; BT Agent Registration; IT- \$2M STARLIMS, on-line licensing, Vog data; Safety & Security (State & National critical infrastructure per SCD & 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.	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)
1	OHCA	Office of Health Care Assurance	HTH 720	MP	License and monitor health care facilities by conducting on-site inspections and complaint investigations of ARCHes, assisted living facilities, domiciliary homes for the developmentally disabled, special treatment facilities and others according to state law to ensure the welfare and safety of elderly, frail and vulnerable patients.	HRS §321-11; HRS §321-15.6; HRS §321-15.61; HRS §321-15.62; HRS §321-15.9; HRS §321-16.5 HRS §321-16.6; HAR Chapter 89, HAR Chapter 90; HAR Chapter 98; HAR Chapter 100.1
1	OHCA	Hospital Medical Facilities Special Fund	HTH 720	MP	Special fund account for licensing fees and fines of health care facilities.	HRS §321-1.4; HRS §321-11.5

TABLE 2 Priority List of Functions

Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
1	OHCA	Office of Health Care Assurance	HTH 720	MP	Conduct onsite Medicare certification and state licensing surveys of Medicare/Medicaid eligible health care facilities on behalf of federal CMS and according to state law. Facilities include hospitals, nursing homes, dialysis providers, home health agencies, ambulatory surgical centers and others. Investigate complaints; monitor compliance with federal and state law.	HRS §321 - 11; HRS §321.14.5; HRS §321 - 14.8; HRS §321-15.6; 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 Chapter 93; HAR Chapter 94 (soon to be replaced by Ch 94.1); HAR Chapter 95, HAR Chapter 96; HAR Chapter 97; HAR Chapter 99; HAR Chapter 110.1; HAR Chapter 104.1
1	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.
1	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
1	OHSM	Health Status Monitoring	HTH 760	MS	OHSM specially funded activities include the modernization and enhancement of the statewide vital statistics system by developing and implementing electronic registration systems for death and marriage systems including web-based issuance of licenses to marry and permits to perform marriages.	Chapter 338, HRS
1	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).	
1	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 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, 11-61 Certification Standards for Personnel Operating Wastewater Treatment Plants.
1	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.	
1	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.	
1	EPO	Environmental Planning Ofc	HTH 849	FC	Provides, writes grants in support of risk-based strategic planning for Environmental Health Administration programs; develops program goals & performance indicators; coordinates with other agencies; liaisons with legislature; sets standards for baseline evaluations of environmental quality; provides environmental mapping & database management services.	
1	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.	
1	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.	

TABLE 2 Priority List of Functions

Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
1	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.	
1	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)
1	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.)	
1	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. Also represents the Director of Health and is the local contact for the Hawaii County Jurisdiction.	
1	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.
1	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.	
1	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.  Also includes 100% federally funded special project to coordinate, facilitate, and direct activities relating to rural health provider and facility capacity development, quality improvement, fiscal stability, and sustainability.	
2	CDD	Comm Disease Admin	HTH 100	KE	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.	

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Rank	Division	Program/Function/Activity	Prog ID	Org cd	Brief Description	Statutory Reference
2	AMHD	Adult Mental Health - Outpatient - Other Svcs, POS, Grants	HTH 420	HO	Adult Mental Health Division outpatient contracted services for community based case management 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.	Hawaii Revised Statutes Chapter 334
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	ADAD	Alcohol & Drug Abuse-- Comm & Consultative	HTH 440	HR	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>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>

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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
2	CAMHD	CAMH-Other Svcs, POS, Grants	HTH 460	HO	Direct service to CAMHD behaviorally troubled youth are largely provided through POS contracts to provider agencies that contract for various levels of care matched to the child's needs in various locations throughout the state. 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.	
2	CAMHD	CAMH-Other Svcs, POS, Grants	HTH 460	HO	Special-funded positions located in the Family Guidance Center maintain quality standards within the center. One of these positions will be abolished with the consolidation of Windward Oahu FGC and Central Oahu FGC. These are critical to CAMHD meeting the MedQUEST requirements for reimbursement.	
2	CAMHD	Child & Adolescent Mental Hth	HTH 460	VAR	These positions are all located in the FGCs statewide. The positions consist of Branch Chiefs (BC), Psychiatrists (CD), Psychologists (CP), Supervisors, PHAO, Human Service Professionals (HSP) 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.	
2	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 (most are former residents of Waimano Training School and Hospital) many without family. These services are required under HRS Chapter 333F-2. Crisis Contract provides emergency support to DDD's individuals.	Chapter 333F, HRS
2	DDD	CMISB 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.	
2	DDD	CMIS - CQ/CV/JO/JQ/JR/JS	HTH 501	VAR	DDD case mgt 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 life sustaining function on all islands serving 3,500 individuals w/dev disabilities and/or mental retardation (DD/MR). CMS requires case managers to assure quality care & svcs are provided and health and safety maintained.	Chapter 333F, HRS
2	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	DSB Admin	HTH 501	JA	Disabilities Supports Branch is remnant of former Waimano Institution. Provides quality caregiver initiatives required by CMS, mgt of Crisis Contract, Therapeutic Treatment Program & neurotrauma special fund & supports for persons w/severe brain injury. Fulfills requirements of DOH HAR Chapter 11-14B, certification processes for caregivers of Adult Foster Homes. There are approximately 340 Adult Foster Homes with 600+ clients. Ensures health & safety in housing & program supports to very vulnerable people. After RIF in Nov. 2009, there will be (2) remaining in Certification & total of 4 employees in Branch. HRS 321H requires department provide neurotrauma survivor supports for persons w/severe disabilities.	Chapter 333F, HRS; Chapter 321H, HRS
3	TSP	Diabetes & Chronic Disabling Diseases	HTH 590	GP	Provides Section administrative function; and Diabetes and Chronic Disabling disease monitoring, informing, educating public, linking priv/pub resources, clinical guidance, and training to reduce incidence, improve disease treatment and outcomes.	HRS; §321-41, -42, -43, -45; §324-21; §321-81, -82

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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
4	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 earlier this year.	Chapter 321H, HRS
4	DDD	DSB - JD/JE	HTH 501	VAR	JD:Adult Day Services positions have been abolished. JE: The Deficit Reduction Act of 2005, Section 6086(b) mandates that the Agency for Healthcare Research and Quality develop measures for assessing the quality of home and community -based services provided by States under their Medicaid Programs. The Quality Assurance & Support Services Section is responsible for implementation of the Division's quality outcomes measures which includes participation in the National Core Indicator Project. The state also oversees the Crisis Shelter Contract, man the consumer help line, and provide logistical support for the neurotrauma section. Currently there are (2) staff members. This branch reviews data from the Hawaii National Core Indicator Project and augments with additional survey data as it relates to the Makin Settlement, 5-year Plan and Division mission and assures it meets the statutory requirements.	Chapter 333F, HRS
4	FHSD	Maternal & Child Health Admin	HTH 560	CK	Includes chief, secretary, data unit (DU), and administrative support unit (ASU). Oversees two sections administering MCH programs ensuring availability, adequacy, and quality services. DU collects data, provides statistical analysis, and disseminates information to monitor and evaluate efficacy of services. ASU provides administrative support activities for the branch including personnel services.	
4	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
5	DDD	Purchase of Services, CMIS	HTH 501	CM	This Partnership In Community Living program has been terminated and no longer exists. It provided for services to individuals not eligible for Medicaid services. In FY 2010 the funds were not allocated to the Division because there was no special fund established. Without a special fund, the budget will not be used.	
5	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.
5	OPPPD	Special Projects	HTH 907	AE	Funds were originally appropriated for Felix coordination.	
<b>Disease Prevention and Health Promotion</b>						
1	CDD	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.	

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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
1	CDD	Hansen's Disease Control Services	HTH 100	DE	HRS Chapter 326 mandates DOH maintain facilities and services for care and treatment of persons with Hansen's disease (HD). The HD Control Program is responsible for all new cases of HD, providing diagnosis, treatment, epidemiological followup and case management. Prevention of HD-related complications and disabilities is a cost effective objective. 87% of the HD Control Program is funded through federal funds.	
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	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
1	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
1	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
1	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
1	AMHD	Community & Consultative Services	HTH 430	HR	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
1	DDD	State Match for Title XIX Program	HTH 501	CN	DDD Medicaid Home and Community based services (HCBS) Program (the "Waiver") provides services to people who would otherwise need to reside in an institution due to the severity of their mental cognitive and physical disability. Services include bathing, dressing, feeding, skilled nursing, daily living skills training, and community provider day health services (Easter Seals, Lanakila, etc). Services were provided to 2,500 recipients statewide in FY2009 at an average cost of \$42,000 per year which is significantly lower than the	Chapter 333F, HRS
1	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.	Dental Health - Sec. 321-61 to 63, HRS.
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)



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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
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	TSP	Tobacco Settlement	HTH 590	KK	Prevention of chronic disease thru creating policy, systems and environmental (PSE) changes; educating public, training and mobilizing priv/pub partners, educating policy makers, building coalitions, guiding and funding community PSE changes, maintaining public health IT warehouse and situational awareness systems to inform process, decisions, policies and conduct research; administer TSSF distribution and tob prev & contr trust fund and activities.	HRS, §328L-2, -4; §321-81, -82
1	EHSD	Environ Hth - Food and Drug	HTH 610	FP	The Food & Drug Branch safeguards public health by ensuring, through inspections, warnings and embargoes, that food, drugs, cosmetics, medical devices & related products are safe, effective & properly labeled. The branch priority is food product safety, given the large number of product recalls & outbreaks of foodborne illnesses occurring nationally & 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.	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.
1	EHSD	Environ Hth - Sanitation	HTH 610	FQ	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 & compliance. It permits & inspects retail food establishments; assesses & assures that care homes meet sanitation requirements; inspects all public & private schools, beauty & massage establishments, barber shops, milk plants & dairies; licenses tattoo artists & embalmers; and permits & inspects tattoo shops, mortuaries, and public swimming pools.	Chapters 321, 322, 332, 469, and Part XXX HRS; HAR, 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, and 11-22 Mortuaries, Cemeteries, Embalmers.

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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
2	TSP	Tobacco Prevention & Control	HTH 590	GR	Reducing tobacco consumption thru educating public, monitoring use, coalition building, surveillance, training, advocating for policy changes	HRS, Chapter 328J
2	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.	
2	CDD	Kalaupapa Settlement (Hansen's Disease)	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.	
2	CDD	STD Prevention Svcs	HTH 100	DH	Performs STD prevention, diagnosis and treatment at the Diamond Head STD Clinic and, statewide, in collaboration with community based organizations and 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.	
2	CDD	STD Prevention Svcs	HTH 100	DH	A CDC grant funds the state chlamydia and gonorrhea screening program for young women to identify STDs and prevent development of infertility in this population. Hawaii has the fifth highest rate of chlamydia infection in the nation and the highest screening rate.	
2	CDD	AIDS Prevention Svcs	HTH 100	DI	Program 1) provides HIV prevention, counseling, testing and referral to care statewide to reduce HIV transmission, directly and through contracts and collaboration with community agencies, 2) supports services for individuals with HIV to access appropriate medical care and prevention counseling to prevent ongoing transmission, and 3) provides mandated surveillance of HIV/AIDS.	
2	CDD	AIDS Prevention Svcs	HTH 100	DI	Maintains surveillance of HIV/AIDS in Hawaii as a reportable disease in accordance with HRS §325-101. CDC funding supports HIV prevention and surveillance services while HRSA funding supports HIV/AIDS care and treatment consistent with PHS guidelines through the Ryan White CARE Act.	
2	CDD	Public Hlth Nursing	HTH 100	KJ	Focused on the health of populations, communities, and the individuals and families living in them. Multifaceted skilled workforce provides surveillance of access sites, disease/health event investigation, emergency preparedness/response, reimbursable services across 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.
2	CDD	Public Hlth Nursing	HTH 100	KJ	This Special fund allows the Branch to collect funds for services provided. Billable services could include case management for vulnerable groups, schools (quality management for DOE medically fragile, health aide/school consultation & training, emergency action plans for students with chronic health conditions).	Public Health Nursing Services Special Fund - Sec. 321-431 to 432, HRS.
2	TSP	Cancer Prevention & Control	HTH 590	GQ	Educating, creating interventions, promoting scientific protocols, and providing T.A. to link community health and medical centers to reduce cancer incidence, improve disease treatment and outcomes.	HRS, §321-41, -42, -43, -45; §324-21; §346-59.2
3	CDD	Hale Mohalu at Leahi (Hansen's Disease)	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.	

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Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
3	FHSD	Children with Special Health Needs	HTH 560	CC	CSHNB improves the health and well-being of children with special health care needs (CSHCN), by increasing public awareness and professional education, and assuring access to a system of preventive, early detection, and treatment services. CHSN 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 death; tracks, provides follow-up; sets standards/guidelines; provides professional/community education. Genetics Program assesses genetic needs; promotes the prevention, detection, and management of genetic disorders; provides professional/community education. Hawai'i Birth Defects Program monitors birth defects statewide; data are used to warn of increased birth defects, for investigations of causes, and for developing interventions to reduce birth defects.	HRS §321-51 to 54 (Children with Special Health Needs); HRS §321-291 (Newborn Metabolic Screening); HRS §321-421 to 426 (Birth Defects Program)
3	TSP	Diabetes & Chronic Disabling Diseases	HTH 590	GP	Provides Section administrative function; and Diabetes and Chronic Disabling disease monitoring, informing, educating public, linking priv/pub resources, clinical guidance, and training to reduce incidence, improve disease treatment and outcomes.	
3	EHSD	Environ Hth - Vector Control	HTH 610	FN	Within its means, Vector Control provides limited complaint response, surveillance, and treatment for insects & animals of public health significance that can transmit disease. Currently the branch primarily provides information and recommendations on the control and eradication of vectors to the public by phone. The branch, RIFd from 56 to 17 positions, can no longer effectively fulfill its primary mission or goals.	Chapters 321 and 322, HRS; HAR, Title 11, Chapter 11-26, Vector Control.
4	FHSD	Family & Community Support	HTH 560	CF	Administers a statewide system of community and family support services for social-emotional development of those 0-21 years of age including injury and violence prevention and the promotion of positive parenting. Children & Adolescent Wellness Prog goal is to dev comprehensive & integrated programs to support optimal health of children & adolescents by ensuring access to primary prevention svcs to decrease morbidity & mortality. Violence Prevention Prog integrates & dev family violence prevention initiatives through partnerships w/public-private agencies. Administers Domestic Violence & Sexual Assault Special Fund & Child Death Review & Domestic Violence Fatality Review progs.	HRS 321-341
4	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
4	FHSD	Women's 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 partnerships to develop and distribute strategic plan(s) and actions for women's health across the lifespan.	
5	CDD	School Health Aides	HTH 100	KL	Funds 2 RNS and 0.87 FTE LPN for medically fragile.	Public Health Nursing Services - Sec. 321-431-1.7, HRS.

TABLE 2 Priority List of Functions

Rank	Division	Program/Function/ Activity	Prog ID	Org cd	Brief Description	Statutory Reference
<b>Health Equity</b>						
1	DCAB	Disabilities and Communication Access Board	HTH 520	AI	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.	HRS §347F; HRS §291, Part III; HRS §103-50
1	DCAB	Disabilities and Communication Access Board	HTH 520	AI	Special Fund to receive and disburse monies from applicants taking the Hawaii Quality Assurance Test for sign language interpreters.	HRS §347F-7
1	DCAB	Disabilities and Communication Access Board	HTH 520	AI	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.	
1	OPPPD	Office of Planning, Policy and Program Development	HTH 907	AP	Includes 100% federally funded special project to coordinate, facilitate, and direct activities relating to rural health provider and facility capacity development, quality improvement, fiscal stability, and sustainability.	
2	AAO	Deptl Gen Admin-Affirm Action	HTH 907	AF	Is 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	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.
5	TSP	Community Resources & Development	HTH 590	GJ	Provides Branch administrative function; and Bilingual interpretive services for minority, immigrant and non-English and limited English speaking groups to navigate state services and regulations.	HRS §328L-2, -4 HRS; §321-301; §327-24

Department of Health  
Resources by Program ID

Table 3

<u>Prog ID</u>	<u>Program Title</u>	<u>MOF</u>	<u>As budgeted in Act 164/11 (FY12)</u>			<u>Governor's Submittal (FY13)</u>			<u>Percent Change of \$\$\$</u>
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	
(See Attached Tables)									

**DEPARTMENT OF HEALTH**  
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Table 3

FY 2013 per Act 164/SLH 2011								
HTH	Program Title	MOF	PERM	TEMP	A	B	C	TOTAL
100	Communicable Disease Svcs	A	99.00	4.00	5,962,983	7,425,742		13,388,725
		B						
		N	16.50	42.50	3,573,813	4,833,639		8,407,452
		U						
131	Disease Outbreak Control	A	20.60	-	1,140,209	473,559		1,613,768
		N	34.40	60.00	6,236,349	3,411,213	826,118	10,473,680
141	Gen Med & Preventive Svcs	A	166.87	-	11,727,644	752,830		12,480,474
		B	-	-		90,720		90,720
		U	-	1.00	131,746			131,746
420	Adult Mental Hth - Outpatient	A	145.50	193.00	16,486,777	57,573,885		74,060,662
		B	-	-		11,610,000		11,610,000
		N	-	5.00	226,727	1,405,503		1,632,230
430	Adult Mental Hth - Inpatient	A	615.00	51.00	35,343,719	17,551,938		52,895,657
440	Alcohol & Drug Abuse	A	22.00	-	1,281,378	17,093,984		18,375,362
		B	-	-		300,000		300,000
		N	6.00	8.50	985,809	12,624,058		13,609,867
460	Child & Adolescent Mental Hth	A	168.50	25.00	11,098,060	29,761,071		40,859,131
		B	17.00	6.00	1,376,066	13,609,758		14,985,824
		N	-	14.00	824,499	3,614,810		4,439,309
		U	-	2.00	172,353	2,092,535		2,264,888
495	Behavioral Hth Admin	A	57.50	54.50	5,159,364	1,722,827		6,882,191
		N	-	16.50	1,316,115	2,241,248		3,557,363
501	Developmental Disabilities	A	191.75	14.00	9,946,674	59,790,978		69,737,652
		B	3.00	-	235,407	803,585		1,038,992
520	Disability & Comm Access Bd	A	5.00	10.50	809,420	421,205		1,230,625
		B	-	-		10,000		10,000
		U	2.00	-	126,414	69,362		195,776
560	Family Health	A	108.00	3.50	5,614,881	18,370,163		23,985,044
		B	13.50	3.00	1,146,478	12,808,973		13,955,451
		N	181.50	20.00	11,681,911	37,347,149	9,500	49,038,560
		U	0.50	-	90,426	1,777,605		1,868,031
590	Tobacco Settlement	A	1.00	-	64,114			64,114
		B	38.00	1.00	2,875,103	47,444,540		50,319,643
		N	11.00	19.00	2,045,108	2,783,656	4,750	4,833,514
		U	-	7.00	389,845	4,283,696		4,673,541
595	Health Resources Admin	A	2.00	-	150,379			150,379
		B	-	-				
610	Environmental Health Svcs	A	98.00	1.00	5,107,620	544,411		5,652,031
		B	13.00	-	835,022	303,411	178,200	1,316,633
		N	6.00	2.00	326,206	268,476		594,682
		U	1.00	-	47,276	8,205		55,481

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FY 2013 per Act 164/SLH 2011								
HTH	Program Title	MOF	PERM	TEMP	A	B	C	TOTAL
710	State Laboratory Svcs	A	72.00	1.00	3,779,196	2,301,362		6,080,558
		N	-	4.00	259,308	238,055		497,363
720	Health Care Assurance	A	20.90	-	1,333,275	174,858		1,508,133
		B	-	-		406,000		406,000
		N	19.90	-	1,191,112	468,403		1,659,515
		U	-	-				
730	Emergency Med & Prev Svcs	A	13.00	1.40	867,551	55,606,332	217,368	56,691,251
		B	-	2.00	206,657	19,866,217		20,072,874
		N	3.00	9.50	950,662	2,861,193	2,200	3,814,055
760	Health Status Monitoring	A	29.50	-	1,201,987	208,203		1,410,190
		B	-	2.00	165,393	421,878		587,271
		N	4.00	1.00	264,516			264,516
840	Environmental Management	A	36.00	-	2,409,099	195,375		2,604,474
		B	60.00	5.00	4,467,502	76,159,885		80,627,387
		N	44.80	5.00	2,848,592	5,964,700	353,765	9,167,057
		W	56.20	-	3,472,643	161,472,543		164,945,186
		U						
849	Environmental Health Admin	A	10.00	0.25	824,085	69,531		893,616
		B	0.50	-	48,271			48,271
		N	14.50	5.75	1,511,397	1,684,917	5,000	3,201,314
		W	14.00	4.00	1,164,885	2,150,413		3,315,298
850	Off of Environmental Quality Control	A	5.00	-	294,485	50,003		344,488
904	Executive Office on Aging	A	5.74	2.35	388,893	5,559,509		5,948,402
		N	8.26	4.00	893,693	6,639,799		7,533,492
905	Developmental Disabilities Council	A	1.50	1.00	145,647	72,401		218,048
		N	6.50	-	356,078	122,719		478,797
906	State Hth Planning & Dev Agency	A	8.00	-	476,536	32,278		508,814
		B	-	-		114,000		114,000
907	General Administration	A	118.50	5.00	6,345,209	1,682,050		8,027,259
		N	-	5.00	361,551	690,299		1,051,850
<b>TOTALS</b>			<b>2,595.92</b>	<b>624.25</b>	<b>180,800,688</b>	<b>720,401,088</b>	<b>1,596,901</b>	<b>902,798,677</b>
<b>BY MOF</b>		A	2020.86	367.50	127,959,185	277,434,495	217,368	405,611,048
		B	145.00	19.00	11,355,899	183,948,967	178,200	195,483,066
		N	356.36	221.75	35,853,446	87,199,837	1,201,333	124,254,616
		W	70.20	4.00	4,637,528	163,622,956		168,260,484
		U	3.50	10.00	958,060	8,231,403		9,189,463

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			USA
<b>HTH</b>	<b>Program Title</b>	<b>MOF</b>	<b>\$</b>
<b>100</b>	Communicable Disease Svcs	A	570,292
		B	
		N	125,778
		U	6,561
<b>131</b>	Disease Outbreak Control	A	35,377
		N	258,896
<b>141</b>	Gen Med & Preventive Svcs	A	
		B	
		U	
<b>420</b>	Adult Mental Hth - Outpatient	A	555,521
		B	
		N	
<b>430</b>	Adult Mental Hth - Inpatient	A	1,277,814
<b>440</b>	Alcohol & Drug Abuse	A	41,432
		B	
		N	35,613
<b>460</b>	Child & Adolescent Mental Hth	A	373,400
		B	54,861
		N	5,106
		U	6,418
<b>495</b>	Behavioral Hth Admin	A	191,400
		N	46,401
<b>501</b>	Developmental Disabilities	A	353,076
		B	
<b>520</b>	Disability & Comm Access Bd	A	31,204
		B	
		U	7,481
<b>560</b>	Family Health	A	199,096
		B	30,101
		N	468,312
		U	3,469
<b>590</b>	Tobacco Settlement	A	2,565
		B	109,277
		N	74,007
		U	3,394
<b>595</b>	Health Resources Admin	A	
		B	
<b>610</b>	Environmental Health Svcs	A	182,497
		B	27,282
		N	17,413
		U	2,450



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HTH	Program Title	MOF	\$
710	State Laboratory Svcs	A	138,970
		N	11,129
720	Health Care Assurance	A	50,304
		B	
		N	73,128
		U	
730	Emergency Med & Prev Svcs	A	27,211
		B	8,918
		N	10,575
760	Health Status Monitoring	A	45,323
		B	3,663
		N	17,327
840	Environmental Management	A	82,415
		B	180,943
		N	128,385
		W	145,313
		U	
849	Environmental Health Admin	A	22,099
		B	
		N	57,372
		W	47,831
850	Off of Environmental Quality Control	A	7,298
904	Executive Office on Aging	A	8,388
		N	33,774
905	Developmental Disabilities Council	A	3,326
		N	16,133
906	State Hth Planning & Dev Agency	A	15,214
		B	
907	General Administration	A	204,911
		N	22,221
<b>TOTALS</b>			<b>6,458,665</b>
BY MOF		A	4,419,133
		B	415,045
		N	1,401,570
		W	193,144
		U	29,773

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HTH	Program Title	MOF	Program Review Adjustments				TOTAL
			PERM	TEMP	A	B	
100	Communicable Disease Svcs	A			-40,000	-160,000	-200,000
		B					
		N					
		U					
131	Disease Outbreak Control	A					
		N					
141	Gen Med & Preventive Svcs	A	-2.00		-529,121		-529,121
		B					
		U					
420	Adult Mental Hth - Outpatient	A				-1,250,000	-1,250,000
		B					
		N					
430	Adult Mental Hth - Inpatient	A					
440	Alcohol & Drug Abuse	A					
		B					
		N					
460	Child & Adolescent Mental Hth	A				-473,000	-473,000
		B					
		N					
		U					
495	Behavioral Hth Admin	A					
		N					
501	Developmental Disabilities	A				-2,500,000	-2,500,000
		B					
520	Disability & Comm Access Bd	A					
		B					
		U					
560	Family Health	A					
		B					
		N					
		U					
590	Tobacco Settlement	A	-1.00		-61,549		-61,549
		B	1.00				
		N					
		U					
595	Health Resources Admin	A					
		B					
610	Environmental Health Svcs	A	-2.00		-105,052		-105,052
		B					
		N					
		U					

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HTH	Program Title	MOF	Program Review Adjustments				TOTAL
			PERM	TEMP	A	B	
710	State Laboratory Svcs	A					
		N					
720	Health Care Assurance	A					
		B					
		N					
		U					
730	Emergency Med & Prev Svcs	A				-800,000	-800,000
		B					
		N					
760	Health Status Monitoring	A					
		B					
		N					
840	Environmental Management	A					
		B					
		N					
		W					
		U					
849	Environmental Health Admin	A					
		B					
		N					
		W					
850	Off of Environmental Quality Control	A					
904	Executive Office on Aging	A				-7,000	-7,000
		N					
905	Developmental Disabilities Council	A					
		N					
906	State Hth Planning & Dev Agency	A	-3.00		-130,154		-130,154
		B	2.00		119,763		119,763
907	General Administration	A					
		N					
<b>TOTALS</b>			-5.00		-746,113	-5,190,000	-5,936,113
<b>BY MOF</b>		A	-8.00		-865,876	-5,190,000	-6,055,876
		B	3.00		119,763		119,763
		N					
		W					
		U					

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HTH	Program Title	MOF	Trade-off/Transfers					TOTAL
			PERM	TEMP	A	B	C	
100	Communicable Disease Svcs	A	152.87		10,348,616	435,755		10,784,371
		B				90,720		90,720
		N						
		U		1.00	131,746			131,746
131	Disease Outbreak Control	A						
		N	-1.00	6.00	484,895	2,060,638		2,545,533
141	Gen Med & Preventive Svcs	A	-164.87		-11,198,523	-752,830		-11,951,353
		B				-90,720		-90,720
		U		-1.00	-131,746			-131,746
420	Adult Mental Hth - Outpatient	A						
		B						
		N						
430	Adult Mental Hth - Inpatient	A						
440	Alcohol & Drug Abuse	A						
		B						
		N						
460	Child & Adolescent Mental Hth	A						
		B						
		N						
		U						
495	Behavioral Hth Admin	A		-1.00	-48,221	-67,363		-115,584
		N				-130,000		-130,000
501	Developmental Disabilities	A	12.00		849,907	317,075		1,166,982
		B						
520	Disability & Comm Access Bd	A						
		B						
		U						
560	Family Health	A			34,576	-34,576		
		B						
		N		3.00	179,128	552,612		731,740
		U						
590	Tobacco Settlement	A						
		B						
		N			-108,881	108,881		
		U						
595	Health Resources Admin	A						
		B						
610	Environmental Health Svcs	A						
		B						
		N						
		U						

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HTH	Program Title	MOF	Other Adjustments					TOTAL
			PERM	TEMP	A	B	C	
100	Communicable Disease Svcs	A						
		B						
		N	-0.50					
		U						
131	Disease Outbreak Control	A						
		N	-2.00	-5.00	-409,751			-409,751
141	Gen Med & Preventive Svcs	A						
		B						
		U						
420	Adult Mental Hth - Outpatient	A						
		B						
		N						
430	Adult Mental Hth - Inpatient	A						
440	Alcohol & Drug Abuse	A						
		B				200,000		200,000
		N		1.50	94,413	158,064		252,477
460	Child & Adolescent Mental Hth	A						
		B						
		N			-51,484			-51,484
		U						
495	Behavioral Hth Admin	A		-1.00				
		N						
501	Developmental Disabilities	A						
		B						
520	Disability & Comm Access Bd	A						
		B						
		U						
560	Family Health	A				500,000		500,000
		B						
		N		14.00	864,646	3,794,528	7,000	4,666,174
		U						
590	Tobacco Settlement	A						
		B						
		N		3.00	302,361	199,217		501,578
		U				-3,083,696		-3,083,696
595	Health Resources Admin	A						
		B						
610	Environmental Health Svcs	A						
		B				65,000	35,000	100,000
		N						
		U						

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HTH	Program Title	MOF	Other Adjustments					TOTAL
			PERM	TEMP	A	B	C	
710	State Laboratory Svcs	A						
		N						
720	Health Care Assurance	A						
		B						
		N						
		U						
730	Emergency Med & Prev Svcs	A						
		B						
		N						
760	Health Status Monitoring	A						
		B		1.00	86,352	-86,352		
		N		-1.00	-29,646			-29,646
840	Environmental Management	A						
		B						
		N	1.00	-1.00				
		W						
		U	2.00		174,454			174,454
849	Environmental Health Admin	A						
		B						
		N						
		W	2.00		121,021	4,000	4,000	129,021
850	Off of Environmental Quality Control	A						
904	Executive Office on Aging	A				1,400,000		1,400,000
		N		1.00	69,426			69,426
905	Developmental Disabilities Council	A						
		N						
906	State Hth Planning & Dev Agency	A						
		B						
907	General Administration	A		-1.00				
		N			36,116	1,015,604		1,051,720
<b>TOTALS</b>			2.50	11.50	1,257,908	4,166,365	46,000	5,470,273
BY MOE		A		-2.00		1,900,000		1,900,000
		B		1.00	86,352	178,648	35,000	300,000
		N	-1.50	12.50	876,081	5,167,413	7,000	6,050,494
		W	2.00		121,021	4,000	4,000	129,021
		U	2.00		174,454	-3,083,696		-2,909,242

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Executive Supplemental Budget FY 13								
HTH	Program Title	MOF	PERM	TEMP	A	B	C	TOTAL
100	Communicable Disease Svcs	A	251.87	4.00	15,701,307	7,701,497		23,402,804
		B	-	-		90,720		90,720
		N	16.00	42.50	3,448,035	4,833,639		8,281,674
		U	-	1.00	125,185			125,185
131	Disease Outbreak Control	A	20.60	-	1,104,832	473,559		1,578,391
		N	31.40	61.00	6,052,597	5,471,851	826,118	12,350,566
141	Gen Med & Preventive Svcs	A	-	-				
		B	-	-				
		U	-	-				
420	Adult Mental Hth - Outpatient	A	145.50	193.00	15,931,256	56,323,885		72,255,141
		B	-	-		11,610,000		11,610,000
		N	-	5.00	226,727	1,405,503		1,632,230
430	Adult Mental Hth - Inpatient	A	615.00	51.00	34,065,905	17,551,938		51,617,843
440	Alcohol & Drug Abuse	A	22.00	-	1,239,946	17,093,984		18,333,930
		B	-	-		500,000		500,000
		N	6.00	10.00	1,044,609	12,782,122		13,826,731
460	Child & Adolescent Mental Hth	A	168.50	25.00	10,724,660	29,288,071		40,012,731
		B	17.00	6.00	1,321,205	13,609,758		14,930,963
		N	-	14.00	767,909	3,614,810		4,382,719
		U	-	2.00	165,935	2,092,535		2,258,470
495	Behavioral Hth Admin	A	57.50	52.50	4,919,743	1,655,464		6,575,207
		N	-	16.50	1,269,714	2,111,248		3,380,962
501	Developmental Disabilities	A	203.75	14.00	10,443,505	57,608,053		68,051,558
		B	3.00	-	235,407	803,585		1,038,992
520	Disability & Comm Access Bd	A	5.00	10.50	778,216	421,205		1,199,421
		B	-	-		10,000		10,000
		U	2.00	-	118,933	69,362		188,295
560	Family Health	A	108.00	3.50	5,450,361	18,835,587		24,285,948
		B	13.50	3.00	1,116,377	12,808,973		13,925,350
		N	181.50	37.00	12,257,373	41,694,289	16,500	53,968,162
		U	0.50	-	86,957	1,777,605		1,864,562
590	Tobacco Settlement	A	-	-				
		B	39.00	1.00	2,765,826	47,444,540		50,210,366
		N	11.00	22.00	2,164,581	3,091,754	4,750	5,261,085
		U	-	7.00	386,451	1,200,000		1,586,451
595	Health Resources Admin	A	2.00	-	150,379			150,379
		B	-	-				
610	Environmental Health Svcs	A	96.00	1.00	4,820,071	544,411		5,364,482
		B	13.00	-	807,740	368,411	213,200	1,389,351
		N	6.00	2.00	308,793	268,476		577,269
		U	1.00	-	44,826	8,205		53,031

**DEPARTMENT OF HEALTH**  
**Executive Supplemental Budget FY 13**  
**EXCLUDING HHSC**

Executive Supplemental Budget FY 13								
HTH	Program Title	MOF	PERM	TEMP	A	B	C	TOTAL
710	State Laboratory Svcs	A	72.00	1.00	3,640,226	2,301,362		5,941,588
		N	-	4.00	248,179	238,055		486,234
720	Health Care Assurance	A	20.90	-	1,282,971	174,858		1,457,829
		B	-	-		406,000		406,000
		N	19.90	-	1,117,984	468,403		1,586,387
		U	-	-				
730	Emergency Med & Prev Svcs	A	13.00	1.40	840,340	54,806,332	217,368	55,864,040
		B	-	2.00	197,739	19,866,217		20,063,956
		N	3.00	3.50	455,192	802,755		1,257,947
760	Health Status Monitoring	A	29.50	-	1,156,664	208,203		1,364,867
		B	-	3.00	248,082	335,526		583,608
		N	4.00	-	217,543			217,543
840	Environmental Management	A	36.00	-	2,326,684	195,375		2,522,059
		B	60.00	5.00	4,286,559	76,159,885		80,446,444
		N	45.80	6.00	2,848,976	5,964,700	353,765	9,167,441
		W	47.20	-	2,638,381	1,544,752		4,183,133
		U	2.00	-	174,454			174,454
849	Environmental Health Admin	A	10.00	0.25	801,986	69,531		871,517
		B	0.50	-	48,271			48,271
		N	14.50	3.75	1,325,256	1,684,917	5,000	3,015,173
		W	25.00	4.00	1,927,024	162,082,204	4,000	164,013,228
850	Off of Environmental Quality Control	A	5.00	-	287,187	50,003		337,190
904	Executive Office on Aging	A	5.74	2.35	380,505	6,952,509		7,333,014
		N	8.26	5.00	929,345	6,639,799		7,569,144
905	Developmental Disabilities Council	A	1.50	1.00	142,321	72,401		214,722
		N	6.50	-	339,945	122,719		462,664
906	State Hth Planning & Dev Agency	A	4.00	-	331,168	32,278		363,446
		B	2.00	-	119,763	114,000		233,763
907	General Administration	A	119.50	4.00	6,188,519	1,749,413		7,937,932
		N	-	2.00	196,318	1,283,291		1,479,609
<b>TOTALS</b>			2592.42	632.75	174,742,943	719,490,528	1,640,701	895,874,172
<b>BY MOF</b>								
		A	2012.86	364.50	122,708,752	274,109,919	217,368	397,036,039
		B	148.00	20.00	11,146,969	184,127,615	213,200	195,487,784
		N	353.86	234.25	35,219,076	92,478,331	1,206,133	128,903,540
		W	72.20	4.00	4,565,405	163,626,956	4,000	168,196,361
		U	5.50	10.00	1,102,741	5,147,707		6,250,448



Department of Health  
Current Year (FY12) Restrictions

Table 4

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 164/11 Appropriation</u>	<u>Impact</u>
(See Attached Sheets)				

Date: 8/15/2011

**EXHIBIT PRA**

**2011 Program Review  
Summary of Proposed Reductions**

Department/Agency: HEALTH

Priority No.	Description of proposed reduction	Type of Sav. (D/C)	Gov's Decisions				
			MOF	FY 12		\$	
				Perm.	Temp.		
1	HTH 100/DG Reduce Kalaupapa pensioners (\$40,000); Reduce Pensions (\$110,000); Reduce R&M electrical upgrades (\$50,000)	C	A			-200,000	
1	HTH 420/HO General decrease in POS funds.	C	A			-1,250,000	
1	HTH 460/HO Decrease POS contracts: UH Residency Program, PACT MST, Hawaii Families as Allies, other various POS contracts.	C	A			-473,000	
1	HTH 501/CN General decrease in funding for waiver services.	D	A			-2,500,000	
1	HTH 730/MQ Delete funds for Oahu aeromedical transport service.	D	A			-800,000	
1	HTH 904/AJ Reduce advertising funds	C	A			-7,000	
2	HTH 610/FN, FP, FQ Consolidate Sanitation, Food and Drug (FDB), and Vector Branches-- Vector Branch Chief and much of that branch was RIF'D in 2009. Delete vacant FDB branch chief and vacant secretary positions.	C	A	(2.00)		-105,052 *	
3	HTH 141/EE Abolish General Medical and Preventive Services Division--delete 2 perm positions (Administrator and Secretary) positions.	D	A	(2.00)		-62,692 *	
<b>TOTAL (ALL MEANS OF FINANCING)</b>					(4.00)	-	-5,397,744
GENERAL FUNDS				A	(4.00)	-	-5,397,744
SPECIAL FUNDS				B	-	-	0
FEDERAL FUNDS				N	-	-	0
PRIVATE CONTRIBUTIONS				R	-	-	0
COUNTY FUNDS				S	-	-	0
TRUST FUNDS				T	-	-	0
INTERDEPARTMENTAL TRANSFERS				U	-	-	0
REVOLVING FUNDS				W	-	-	0
OTHER FUNDS				X	-	-	0
FEDERAL STIMULUS FUNDS				V	-	-	0
<b>General Fund Target Reductions for Department/Agency Difference (+/-)</b>					(4.00)	-	-5,397,744

**Type of Savings**

D = Deletion C = Cost Savings

**PRIORITY LEGEND**

- 1 = First to be considered for reduction
- 2 = Second to be considered for reduction
- 3 = Third to be considered for reduction

\* Note: Do NOT reflect the deletion of the position counts on the OEP since the BEP did not reflect the loss of the position counts. The BEP only reflected the reduction of funds.

DEPARTMENT OF HEALTH  
 FY 12 Labor Savings Adjustment Breakout  
 9/12/2011

EXHIBIT LSA

HTH	Program Title	MOF	LSA
100	Communicable Disease Svcs	A	-202,486
		N	-117,027
131	Disease Outbreak Control	A	-36,362
		N	-230,267
141	Gen Med & Preventive Svcs	A	-410,706
		B	
		U	-6,158
420	Adult Mental Hth - Outpatient	A	-568,328
		B	
		N	
430	Adult Mental Hth - Inpatient	A	-1,306,382
440	Alcohol & Drug Abuse	A	-42,417
		B	
		N	-32,696
460	Child & Adolescent Mental Hth	A	-381,281
		B	-51,369
		N	-5,106
		U	-6,015
495	Behavioral Hth Admin	A	-195,340
		N	-43,484
501	Developmental Disabilities	A	-329,878
		B	
520	Disability & Comm Access Bd	A	-32,189
		B	
		U	-7,024
560	Family Health	A	-203,036
		B	-28,221
		N	-436,224
		U	-3,249
590	Tobacco Settlement	A	-2,115
		B	-102,293
		N	-69,145
		U	-3,192
595	Health Resources Admin	A	
610	Environmental Health Svcs	A	-186,437
		B	-25,402
		N	-16,441
		U	-2,303
710	State Laboratory Svcs	A	-141,925
		N	-10,157
720	Health Care Assurance	A	-51,289
		B	
		N	-68,266
730	Emergency Med & Prev Svcs	A	-28,196
		B	-8,380
		N	-19,757
760	Health Status Monitoring	A	-46,308
		B	-3,394
		N	-16,355
840	Environmental Management	A	-84,385
		B	-169,123
		N	-119,634
		W	-136,873
849	Environmental Health Admin	A	-22,099
		B	
		N	-53,483
		W	-45,018
850	Off of Environmental Quality Control	A	-7,748
904	Executive Office on Aging	A	-8,388
		N	-31,829
905	Developmental Disabilities Council	A	-3,326
		N	-15,161
906	State Hth Planning & Dev Agency	A	-15,214
		B	
907	General Administration	A	-211,810
		N	-19,302
TOTALS			
BY MOF		A	-4,517,645
		B	-388,182
		N	-1,304,334
		W	-181,891
		U	-27,941
TOTALS			-6,419,993

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
		(See Attached Worksheets)						

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
PR	HTH 100	Reduction of \$40,000 for Kalaupapa pensioners; \$110,000 in pensions and \$50,000 for repair and maintenance.	Pension savings were generated as the number of Kalaupapa patient pensioners declined. The National Park Service has assumed electrical responsibilities in Kalaupapa. This program review adjustment is necessary to restore a portion of the \$50 million in general funds cut from BUF 761, Health Premium Payments in FY 2013.	A	-	-	\$ (200,000)	Y
O	HTH 100	Delete 0.50 permanent count only of Public Health Educator IV.	The 0.50 permanent federally funded position has never been utilized since it was authorized in Act 218/SLH 1995 for establishment beginning in FY 1996.	N	0.50	-	\$ -	N
LS	HTH 100	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits – State, in FY 13.	A	-	-	\$ (570,292)	Y
LS	HTH 100	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N	-	-	\$ (125,778)	Y
LS	HTH 100	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	U	-	-	\$ (6,561)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 131	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits – State, in FY 13.	A	-	-	\$ (35,377)	N
LS	HTH 131	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N	-	-	\$ (258,896)	N
O	HTH 131	Personal services reduction for the Public Health Emergency Preparedness Cooperative Agreement.	The reduction in ceiling is necessary to formally reflect the abolishment of seven federal funded vacant positions which will no longer be funded by the Public Health Emergency Preparedness Cooperative Agreement because of competing priorities in meeting the cooperative agreement performance measures.	N	(2.00)	(5.00)	\$ (409,751)	N

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
PR	HTH 141	Abolish General Medical and Preventive Services Division - Delete 2.00 permanent positions (Administrator and Secretary) for specific program adjustments identified through the Administration's 2011 Program Review, pursuant to Section 97 of Act 164, SLH 2011.	These program review adjustments are necessary to restore a portion of the \$50 million in general funds cut from BUF 761, Health Premium Payments State, in FY 13.	A	(2.00)	-	\$ (150,461)	Y





Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 430	Request a reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The labor savings reduction is necessary to reflect payroll costs under the collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY 13.	A	-	-	\$ (1,277,814)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u> HTH	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P)</u> FY13	<u>Pos (T)</u> FY13	<u>\$\$\$\$ FY13</u>	<u>Carry-over?</u> (Y/N)
LS	HTH 440	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits – State, in FY 13.	A	-	-	\$ (41,432)	Y
LS	HTH 440	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N	-	-	\$ (35,613)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request</u> <u>Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>Pos (P)</u>		<u>Pos (T)</u>		<u>Carry-over?</u>
				<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$\$ FY13</u>	<u>(Y/N)</u>
PR	HTH 460	Decrease POS contracts: UH Residency Program, PACT MST, Hawaii Families as Allies, other various POS Contracts	The program review adjustment is necessary to restore a portion of the \$50 million in general funds cut from BUF 761, Health Premium Payments - State, in FY 13.	A			\$ (473,000)	Y
O	HTH 460	Reduction in Federal Ceiling	The "Alternatives to Restraint and Seclusion" grant has ended and this housekeeping request adjusts the federal ceiling to reflect its completion.	N			\$ (51,484)	Y



Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u> <u>HTH</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P)</u> <u>FY13</u>	<u>Pos (T)</u> <u>FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over?</u> <u>(Y/N)</u>
PR	501	General decrease in funding for waiver services	Due to FY 2011 expenditure level, it was assumed that FYs 12 & 13 would experience similar savings in the program.	A	-	-	\$ (2,500,000)	Y
LS	501	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits – State, in FY 13.	A	-	-	\$ (353,076)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 520	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits – State, in FY 13.	A	-	-	\$ (31,204)	Y
LS	HTH 520	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	U	-	-	\$ (7,481)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 560	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The labor savings general fund reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY 13.	A			\$ (199,096)	Y
LS	HTH 560	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	B			\$ (30,101)	Y
LS	HTH 560	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N			\$ (468,312)	Y
LS	HTH 560	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	U			\$ (3,469)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
PR	HTH590	Change MOF for Research Statistician V (#12338) from general funds to TSSF	All general revenue funding for chronic disease prevention and management activities under HTH590 is transferred to special funds.	A	(1.00)		\$ (61,549)	Y
O	HTH 590	Other-Reduce Fed ceiling & 1.00 temp FTE for Ofc Asst III (#50736).	Funding from the Preventative Health & Health Services (PHHS) Block Grant (BG) was discontinued for this position.	N	(1.00)		\$ (13,552)	N
O	HTH 590	Reduce U fund ceiling for the SNAP-Ed program.	This housekeeping measure is requested as the federal agency, USDA, changed the funding methodology for the SNAP-Ed program; the amount of federal reimbursement will be decreased as a result of this change.	U			\$ (3,083,696)	y
LS	HTH 590	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	A			\$ (2,565)	Y
LS	HTH 590	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	B			\$ (109,277)	Y
LS	HTH 590	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N			\$ (74,007)	Y
LS	HTH 590	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	U			\$ (3,394)	Y



Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
PR	HTH 610	Program adjustment identified through the Administration's 2011 Program Review, pursuant to Section 97 of Act 164, SLH 2011, which includes consolidating the Sanitation, Food & Drug (FDB), and Vector Control branches and deletion of funding for the vacant FDB chief and secretary positions	The consolidation is to achieve operational efficiencies and budget savings. Most of Vector Control Branch was eliminated during the 2009 reduction-in-force. The program review adjustment is necessary to restore a portion of the \$50 million in general funds cut from BUF 761, Health Premium Payments - State, in FY 13. The reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY 13.	A	2.00		\$ (105,052)	N
LS	HTH 610	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	A			\$ (182,497)	N
LS	HTH 610	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	B			\$ (27,282)	N
LS	HTH 610	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N			\$ (17,413)	N
LS	HTH 610	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	U			\$ (2,450)	N

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request</u>					<u>Pos (P)</u>	<u>Pos (T)</u>		<u>Carry-over?</u>
<u>Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$ FY13</u>	<u>(Y/N)</u>
LS	HTH710	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY 13	A	72.00	72.00	\$ (138,970)	N
LS	HTH710	Labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The reduction is necessary to reflect payroll costs under current collective bargaining agreements	N	20.00	20.00	\$ (11,129)	N

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 720	Labor savings pursuant to collective bargaining areements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits – State, in FY 13.	A	-	-	\$ (50,304)	Y
LS	HTH 720	Labor savings pursuant to collective bargaining areements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N	-	-	\$ (73,128)	Y

Department of Health  
Proposed Budget Reductions

Table 5

Request Category	Prog ID	Description of Reduction	Impact of Reduction	Pos (P)		Pos (T)		Carry-over? (Y/N)
				MOF	FY13	FY13	\$\$\$\$ FY13	
PR	HTH 730	PR - Request a reduction of \$800,000 for specific program adjustments identified through the Administration's 2011 Program Review, pursuant to Section 97 of Act 164, SLH 2011 (-0.00/-800,000A). LS - Request a reduction of \$27,211 for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011 (0.00/-27,211A).	The program review adjustment is necessary to restore a portion of the \$50 million in general funds cut from BUF 761, Health Premium Payments - State, in FY 13.	A	-	-	\$ (800,000)	Y
LS	HTH 730	LS - Request a reduction of \$8,918 for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011 (0.00/-8,918B).	The labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY 13.	A	-	-	\$ (27,211)	Y
LS	HTH 730	LS - Request a reduction of \$10,575 for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011 (0.00/-10,575N).	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	B	-	-	\$ (8,918)	Y
LS	HTH 730		The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N	-	-	\$ (10,575)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 760	Labor Saving Adjusment	The labor savings general fund reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY 13.	A			\$ (45,323)	Y
LS	HTH 760	Labor Saving Adjusment	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	B			\$ (3,663)	Y
LS	HTH 760	Labor Saving Adjusment	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N			\$ (17,327)	Y
O	HTH 760	Change in Means of Financing (MOF)	Change MOF of Planner IV (#118413C) from federal to Vital Statistics Improvement Special Funds	N		(1.00)	\$ (29,646)	N

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 840	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY 13.	A			\$ (82,415)	N
LS	HTH 840	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	B			\$ (180,943)	N
LS	HTH 840	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N			\$ (128,385)	N
LS	HTH 840	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	W			\$ (145,313)	N

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request</u>				<u>Pos (P)</u>	<u>Pos (T)</u>	<u>Carry-over?</u>		
<u>Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$\$ FY13</u>	<u>(Y/N)</u>
LS	HTH 849	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY 13.	A			\$ (22,099)	N
LS	HTH 849	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N			\$ (57,372)	N
LS	HTH 849	Reduction for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011	The reduction is necessary to reflect payroll costs under current collective bargaining agreements.	W			\$ (47,831)	N

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request</u>				<u>Pos (P)</u>	<u>Pos (T)</u>	<u>Carry-over?</u>		
<u>Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$\$ FY13</u>	<u>(Y/N)</u>
LS	HTH 850	Labor Savings Adjustment	The labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits - State, in FY13	A	-	-	\$ (7,298)	Y



Department of Health  
Proposed Budget Reductions

Table 5

<u>Request</u>				<u>Pos (P)</u>	<u>Pos (T)</u>	<u>Carry-over?</u>		
<u>Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$\$ FY13</u>	<u>(Y/N)</u>
PR	HTH 904	Reduce line item budget for advertising.	The program review adjustment is necessary to restore a part of the \$50 million in general funds cut from BUF 761, Health Premium Payments	A	n/a	n/a	\$ (7,000)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 905	Request a reduction of \$3,326 for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the 88.2 million in general funds cut from BUF 741, Retirement Benefits -State, in FY 13. The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements. No significant impact to the program.	A			\$ (3,326)	Y
LS	HTH 905	Request a reduction of \$16,133 for labor savings pursuant to collective bargaining agreements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the 88.2 million in general funds cut from BUF 741, Retirement Benefits -State, in FY 13. The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements. No significant impact to the program.	N			\$ (16,133)	Y

Department of Health  
Proposed Budget Reductions

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>Pos (P)</u>		<u>Pos (T)</u>		<u>Carry-over?</u> (Y/N)
				<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$\$ FY13</u>	
PR	HTH 906	Request a reduction of \$130,154A for specific program adjustments identified through the Administration's 2011 Program Review, pursuant to Section 97 of Act 164, SLH 2011 by abolishing a vacant Research Statistician V (#27966P) and switching the Means of Financing for a Comp Hth Plan Coord (#24342P) and an OA III (#45118P) to SHPDA Special Funds.	The program review adjustment is necessary to restore a part of the \$50 million in general funds cut from BUF 761, Health Premium Payments	A	3.00	-	\$ (130,154)	Y
TR	HTH 906	Transfer-out-a permanent count from Comp. Health Planning Coord. (#45129) to the Planning, Policy& Program Development Office (HTH) 907/AP. A reduction of \$15,241A for	Transferring a permanent count to OPPPD to convert a temporary Privacy Officer (#94210H) to permanent will assist OPPPD's recruitment efforts in filling this position on a permanent basis.	A	1.00	-	\$ -	Y
LS	HTH 906	labor savings pursuant to collective bargaining agreement and Sections 96 of Act 164, SLH 2011 (0.00/- 15,214A)	Labor saving reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits-State,in FY 13	A	-	-	\$ (15,241)	Y

Department of Health  
Proposed Budget Reductions

Table 5

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$\$ FY13</u>	<u>Carry-over? (Y/N)</u>
LS	HTH 907	Labor savings pursuant to collective bargaining areements and Section 96 of Act 164, SLH 2011.	The general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements and to restore a portion of the \$88.2 million in general funds cut from BUF 741, Retirement Benefits – State, in FY 13.	A	-	-	\$ (204,911)	Y
LS	HTH 907	Labor savings pursuant to collective bargaining areements and Section 96 of Act 164, SLH 2011.	The non-general fund labor savings reduction is necessary to reflect payroll costs under current collective bargaining agreements.	N	-	-	\$ (22,221)	Y
O	HTH 907	Abolish 1.00 temporary FTE only for #96701H - District Health Officer in HTH 907/AN.	The salary for the position was reduced due to the fiscal constraints reduction in Act 164, SLH 2011.	A	-	(1.00)	\$ -	N
O	HTH 907	Abolish 1.00 temporary FTE only for #92603H - Planner in HTH 907/AP.	The position is no longer funded by the Critical Access Hospital Program.	N	-	(1.00)	\$ (48,280)	N

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
		(See Attached Worksheets)					

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
O	HTH 430	Request CIP funding for various repairs and improvements for Hawaii State Hospital.	The funds are for repairs and improvements including replacing air handlers, remodeling the hospital kitchen, replacing outdated kitchen equipment, and installing new ADA compliant walkways.	C	-	-	\$ 2,800,000

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
O	HTH 440/HD	Increase federal fund ceiling to reflect new federal grant for FDA Tobacco Enforcement.	The increase in the federal fund ceiling will cover costs to implement the FDA tobacco enforcement grant which will be accomplished through contracted providers. Oversight for grant implementation will be the responsibility of a full-time Program Coordinator and half-time Assistant FDA Program Coordinator who will review results of enforcement assignments to ensure compliance with procedures and standards for data and evidence security, as well as timely reporting to the FDA.	N	-	1.50	\$ 252,477

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
O	HTH 440/HO	Increase special fund ceiling for Drug Demand Reduction Assessments Special Fund (DDRA SF).	The increase in the DDRA SF ceiling will build on the federally-funded discretionary Strategic Prevention Framework – State Incentive Grant (SPF-SIG) grant. Funds will support the development of a capacity enhancement plan and a strategic prevention plan to guide development of a comprehensive statewide substance abuse prevention system that is data-driven and outcome based.	B	-	-	\$ 200,000



Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
G	HTH 560	Establish an Early Childhood obesity and diabetes prevention program and funding for this Governor's Initiative.	The prevalence of obesity in adolescents and children has increased dramatically over the last three decades in the United States. Among children in Hawaii, recent data suggests that obesity problem may be even more critical. A study of the 10,199 children entering kindergarten, from 2002-2003, in Hawaii public schools found that 28.5% of the children were overweight or obese (Pobutsky, et al., 2006). Factors that place children at higher risk for obesity begin at infancy, and in some cases, during pregnancy. This early life period, prenatal to age 5 is a key period for childhood obesity prevention.	A	-	-	\$ 500,000

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
			<p>The consequences of childhood obesity include type 2 diabetes mellitus, hypertension, cancer, cardiovascular and liver disease as well as social and psychological consequences such as discrimination, stigmatization and low self-esteem .</p> <p>These additional funds will allow the DOH to expand the scope of the program development for child obesity prevention to extend beyond the WIC population to include other at-risk groups not currently receiving the needed attention because of lack of resources.</p>				
O	HTH 560	Establish Fed Ceiling for new ACA-MIECHV Development Grant.	Add Ceiling for new Fed Grant	N	-	5.00	\$ 3,141,174
O	HTH 560	Establish Fed Ceiling for Personal Responsibility Education Prog (PREP) Grant.	Add Ceiling for new Fed Grant	N	-	2.00	\$ 375,000
TR/O	HTH 560	Establish add'l ceiling for Affordable Care Act-Maternal, Infant & Early Childhood Home Visiting Prog (ACA-MIECHV) formula Grant (The larger ACA subsumes the EBHV).	Add Ceiling for new Fed Grant (Note that this addition is incorporated in TR-18b)	N	-	4.00	\$ 1,000,000
O	HTH 560	Establish 2.00 temp Fed funded positions for increased Universal Newborn Screening (Baby HEARS) grant	Establish 2.00 Temp positions and ceiling	N		2.00	\$ 150,000
O	HTH 560	Establish 2.00 temp Fed funded positions for IDEA, Part C grant	Establish 2.00 Temp positions	N		2.00	\$ -

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
PR	HTH590	Change MOF for Research Statistician V (#12338) from general funds to TSSF	All general revenue funding for chronic disease prevention and management activities under HTH590 is transferred to special funds.	B	1.00		\$ 61,549
O	HTH 590	Increase Federal ceiling for Collaborative CD grant for a capacity, collaboration/integration & epidemiology enhancement program.	The increase in federal ceiling is necessary to carry out the pgoram activities for a federal grant from the Center for Disease Control & Prevention (CDC). The CDC has authorized funding for 4.0 FTEs and operating expenditures.	N		4.00	\$ 445,130
O	HTH 590	Increase Federal ceiling for Collaborative CD grant for the Healthy Communities component.	The increase in federal ceiling is for a component of a grant project approved by the CDC.	N			\$ 40,000
O	HTH 590	Increase Federal ceiling for Behavioral Risk Factor Surveillance System (BRFSS) Grant.	The adjustment will address the additional \$30,000 funding awarded by the CDC for the BRFSS program.	N			\$ 30,000

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request</u>				<u>Pos (P)</u>	<u>Pos (T)</u>	
<u>Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>FY13</u>	<u>\$\$\$ FY13</u>
O	HTH 610	Increase the Noise, Radiation, and Indoor Air Quality special fund ceiling	To enable the program to use these funds for the regulatory and public health protection functions and activities intended for the use of this special fund, an increase in the budget ceiling is needed.	B		\$ 100,000

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
O	HTH 760	Change MOF	Change MOF for Planner IV (#118413C) from federal to Vital Statistics Improvement Special Fund. Transfer funds from Other Current Expenses to Personal Services to fund this position.	B	-	1.00	-

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request</u>					<u>Pos (P)</u>	<u>Pos (T)</u>	
<u>Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$ FY13</u>
O	HTH 840	Establish Engineer (Environmental) IV positions funded by Department of Transportation special funds	To expedite the review of Clean Water Act permits for the DOT in order to address delays in obtaining permits, which jeopardize funding for construction projects	U	2.00		\$ 174,454

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request</u>					<u>Pos (P)</u>	<u>Pos (T)</u>	
<u>Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$ FY13</u>
O	HTH 849	Establish additional Accountant positions for the Clean Water and Drinking Water State Revolving Fund programs	To enable the workload to be handled in a timelier manner and without the use of overtime each year to produce required reports and compile information requested by numerous auditors	W	2.00		\$ 129,021
O	HTH 849	Convert a temporary Environmental Health Specialist IV position to permanent	To enhance recruitment and retention of well-qualified staff	N	1.00	(1.00)	

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request</u>				<u>Pos (P)</u>	<u>Pos (T)</u>		
<u>Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$ FY13</u>
AP	HTH 904	Include funding for the Aging and Disability Resource Centers (ADRC). ADRCs help individuals and their families to identify their long-term supports and service needs, understand their long-term support options including the publicly funded programs available to them, and develop and activate a long-term supports and services plan.	ADRCs are designed to address the frustrations many consumers and their families experience when they need to obtain information and access to supports and services. In many communities, long-term supports and services are administered by multiple agencies and have complex, fragmented, and often duplicative intake, assessment, and eligibility functions. Figuring out how to obtain services can be difficult. A single, coordinated system of information and access for all persons seeking long-term support minimizes confusion, enhances individual choice, and supports informed decision-making. It also improves the ability of State and county governments to manage resources and monitor program quality through centralized data collection and evaluation.	A	n/a	n/a	\$ 1,400,000



Department of Health  
Proposed Supplemental Year Additions

Table 6

AP	HTH 904	<p>Increase federal ceiling to include grant award #90LR0025/01 for Lifespan Respite Care Project</p>	<p>Unpaid family caregivers provide a vast amount of the care given to children and adults with special needs in Hawaii, valued at \$1.25 billion annually. The project goal: Hawaii's family caregivers will maintain their own health and employment (financial well-being) while providing care in the home to care recipients of all ages and disabilities. Family caregivers seeking respite will readily access services, as evidenced by their being referred and linked to available, registered, quality respite resources within three days of contacting the Hawaii ADRC. A statewide Respite Coalition of stakeholders will design quality standards, training and the registry.</p>	N	-	1.00	\$	69,426
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Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request</u>				<u>Pos (P)</u>	<u>Pos (T)</u>		
<u>Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>FY13</u>	<u>FY13</u>	<u>\$\$\$ FY13</u>
	HTH 906	Change MOF for (2.00) positions OA III (#45118P) and Comp. Health Planning Coord. (#24342P) from General Funds to SHPDA Special funds	This program review adjustment is necessary to restore a part of the \$50 million in general funds cut from BUF 761, Health Premium Payments – State, in FY 13.	2.00	-		\$ 119,763

Department of Health  
Proposed Supplemental Year Additions

Table 6

<u>Request Category</u>	<u>Prog ID</u>	<u>Description of Addition</u>	<u>Explanation</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
O	HTH 907	Center for Disease Control and Prevention grant titled Strengthening Public Health Infrastructure (CDC SPHI) thru Improved Health Outcomes grant.	Fold in non-appropriated federal funding for the 5-year CDC SPHI grant. The request to Apply for and Expend Non-Appropriated Federal Funds was approved by the Governor on 3/4/11.	N	-	1.00	\$ 1,100,000

Department of Health  
 Non-General Fund Balances

Table 7

<u>Name of Fund</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY12 Unencumbered Cash Balance</u>	<u>Estimated FY12 Revenues</u>	<u>Estimated FY12 Expenditures and Encumbrances</u>	<u>Estimated FY12 Net Transfers</u>	<u>Estimated FY12 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
(See Attached Sheets)								

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 840  
 Name of Fund: Diesel Emissions Reduction Program-ARRA  
 Legal Authority Act 162, SLH 2009

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund type (MOF) V  
 Appropriation Acct. No. S484H

Intended Purpose e: Allows the Clean Air Branch to partner with government or non-profit organizations for diesel emission reduction efforts.

Source of Revenues: ARRA grant

Current Program Activities/Allowabl The Diesel Emissions Act is a component of ARRA. The Clean Air Branch seeks to partner as proposed above for installaiton of diesel emission retrofits on school buses and assist in procurement of hybrid school buses for DOE, and other small projects. 15% may be used for contract and administrative oversight functions.  
 Purpose of Proposed Ceiling Increase (if applicable): NA

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		1,730,000					
Beginning Cash Balance	0	0	0	0	0	0	0
Revenues		1,730,000					
Expenditures		1,730,000					
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	0	0	0	0	0	0	0
Encumbrances							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Emergency & Budget Reserve Fund  
 Legal Authority: Section 16 of Act 191/SLH 2010, as amended by Act 25/SLH 2011

Contact Name: Gordon Takaki  
 Phone: x 3-8365  
 Fund type (MOF) B  
 Appropriation Acct. No. S 392 H

**Intended Purpose:** Appropriated \$500,000 for the Kokua Kalihi Valley Comprehensive Family Services in FY 2011 with Act 25 extending the availability of the funds to 6/30/12. Section 4.2 of Act 25 amended Section 16 to add that this was a grant pursuant to Chapter 42F, HRS.

**Source of Revenues:** Emergency & Budget Reserve Fund

**Current Program Activities/Allowable Expenses:** Contract with Kokua Kalihi Valley for its Comprehensive Family Services program.

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance			0	500,000	0	0	0
Revenues			500,000				
Expenditures			0	500,000			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			500,000	0	0	0	0
Encumbrances			0				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Emergency & Budget Reserve Fund  
 Legal Authority: Section 12 of Act 191/SLH 2010, as amended by Act 25/SLH 2011

Contact Name: Gordon Takaki  
 Phone: x 3-8365  
 Fund type (MOF) B  
 Appropriation Acct. No. S 382 H

**Intended Purpose:** Appropriated \$332,000 for the Waianae District Comprehensive Health & Hospital Board, Inc. (dba Waianae Coast Comprehensive Health Center - WCCHC) to support its emergency room services in FY 2011 with Act 25 extending the availability of the funds to 6/30/12. Section 4.1 of Act 25 amended Section 12 to add that this was a grant pursuant to Chapter 42F, HRS.

**Source of Revenues:** Emergency & Budget Reserve Fund

**Current Program Activities/Allowable Expenses:** Contract with WCCHC to support its emergency room services

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance			0	332,000	0	0	0
Revenues			332,000				
Expenditures			0	332,000			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			332,000	0	0	0	0
Encumbrances			0				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 440  
 Name of Fund: Emergency & Budget Reserve Fund  
 Legal Authority: Section 10 of Act 191/SLH 2010, as amended by Act 25/SLH 2011

Contact Name: Phillip Nguyen  
 Phone: x2-7515  
 Fund type (MOF) B  
 Appropriation Acct. No. S 380 H

**Intended Purpose:** Appropriated \$1,400,000 for substance abuse treatment in FY 2011 with Act 25 extending the availability of the funds to 6/30/12.

**Source of Revenues:** Emergency & Budget Reserve Fund

**Current Program Activities/Allowable Expenses:** Modified contracts with current providers to increase funding for substance abuse treatment services.

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance			0	511,592	0	0	0
Revenues			1,400,000				
Expenditures			888,408	511,592			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			511,592	0	0	0	0
Encumbrances			511,592				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 501  
 Name of Fund: Emergency Bu  
 Legal Authority Section 9 of Act 191/SLH 2010, as amended by Act 25/SLH 2011

Contact Name: Christie Ferreira  
 Phone: 587-6043  
 Fund type (MOF) B  
 Appropriation Acct. No. S 366 H

**Intended Purpose:** Appropriated \$150,000 for the Partnerships in Community Living Program in FY 2011 with Act 25 extending the availability of the funds to 6/30/12.

**Source of Revenues:** Emergency & Budget Reserve Fund

**Current Program Activities/Allowable Expenses:** For qualified DD/DI clients, use funds for services that promote health & safety such as emergency kits; employment needs for items not covered through other employment programs; health screenings/promotion; or recreational activities/classes/supplies for health living.

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance			0	150,000	0	0	0
Revenues			150,000				
Expenditures			0	150,000			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			150,000	0	0	0	0
Encumbrances			150,000				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Emergency & Budget Reserve Fund  
 Legal Authority Section 3 of Act 191/SLH 2010, as amended by Act 25/SLH 2011

Contact Name: Ellen Matoi  
 Phone: 586-9503  
 Fund type (MOF) B  
 Appropriation Acct. No. S 370 H

**Intended Purpose:** Appropriated \$1,500,000 to supplement the Healthy Start Program in FY 2011 with Act 25 extending the availability of the

**Source of Revenues:** Emergency & Budget Reserve Fund

**Current Program Activities/Allowable Expenses:** To develop a hospital-based Early Identification program in birthing hospitals statewide, conduct assessments which identify and assess risk factors which compromise child safety, poor health outcomes, and child development.

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance			0	680,048	0	0	0
Revenues			1,500,000				
Expenditures			819,952	680,048			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			680,048	0	0	0	0
Encumbrances			680,048				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 595  
 Name of Fund: Emergency & Budget Reserve Fund  
 Legal Authority: Section 2 of Act 191/SLH 2010, as amended by Act 25/SLH 2011

Contact Name: Christie Ferreira  
 Phone: 587-6043  
 Fund type (MOF) B  
 Appropriation Acct. No. S 366 H

**Intended Purpose:** Appropriated \$200,000 for respite services in FY 2011 with Act 25 extending the availability of the funds to 6/30/12.

**Source of Revenues:** Emergency & Budget Reserve Fund

**Current Program Activities/Allowable Expenses:** For respite services to families and caregivers providing home care to a family member with conditions as cited in Section 5 of Act 324/SLH 1990.

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance			0	200,000	0	0	0
Revenues			200,000	0			
Expenditures			0	200,000			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			200,000	0	0	0	0
Encumbrances			200,000				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 580  
 Name of Fund: Chronic Disease Management & Control  
 Legal Authority: Act 162, SLH 2090

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund type (MOF): B  
 Apprn Account No.: S 361 H

**Intended Purpose:** To convert the means of financing (MOF) and positions of the Chronic Disease Management and Control (CDM&C) Branch programs from general funds to special funds.

**Source of Revenues:** These special funds were to come from the Tobacco Settlement Special Funds.

**Current Program Activities/Allowable Expenses:** To continue the former general funded CDM&C Branch positions and operations whose mission is: to promote health and reduce the burden of chronic diseases for the people of Hawaii by engaging and empowering the community, influencing social norms and supporting and encouraging healthy lifestyles.

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable, but note that this appropriation was for FY 10 only with the program under HTH 580 (org codes: GJ, GP, GQ & GR) transferred to HTH 590 (S 335 H) beginning FY 11 and is included in its special fund ceiling.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling			0	0	0	0	0
Beginning Cash Balance	0	0	446,600	1,037	1,037	1,037	1,037
Revenues		1,533,716	5,112	0	0	0	0
Expenditures		1,087,116	3,110	0	0	0	0
Transfers							
List each by JV# and date				<i>The unencumbered cash balance will be transferred back to S 335</i>			
Cash transfer			(447,564)				
Net Total Transfers			(447,564)	0	0	0	0
Ending Cash Balance	0	446,600	1,037	1,037	1,037	1,037	1,037
Encumbrances		7,179	0	0	0	0	0
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	0	439,421	1,037	1,037	1,037	1,037	1,037

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840/ FF  
 Name of Fund: Clean Air Special Fund  
 Legal Authority: Sec 342B-32 HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): B  
 Approp. Acct. No. S 349 H

Intended Purpose (including purpose of proposed ceiling increase, if applicable):

Establish and collect fees from covered, non covered and agricultural burning permit sources. FY 08 and beyond reflect ceiling increase of \$178,968 each year.

Source of Revenue Covered (major) and non-covered (minor) sources air permits.

Current Program Activities/Allowable Expenses:

Permit fees are to cover the direct and indirect costs of developing and administering the air program and the permitting, monitoring, and enforcement requirements pursuant to Title V of the Clean Air Act.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	actual	actual	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	3,648,709	3,595,253	3,595,253	3,890,662	3,890,662	3,890,662	3,890,662
Beginning Cash Balance	10,248,450	10,640,127	7,972,698	8,705,087	8,868,957	8,532,827	7,696,697
Revenues	3,319,799	228,652	3,663,870	3,663,870	3,663,870	3,663,870	3,663,870
Expenditures	2,928,122	2,896,080	2,931,482	3,500,000	4,000,000	4,500,000	4,250,000
Transfers							
List each by JV# and date							
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	10,640,127	7,972,698	8,705,087	8,868,957	8,532,827	7,696,697	7,110,567
Encumbrances	227,545	243,876	102,111				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	10,412,582	7,728,822	8,602,975	8,868,957	8,532,827	7,696,697	7,110,567

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds		0					
Amount Held in CODs, Escrow Accounts, or Other Investments		0					

Permit application fees were waived for calendar year 2010. Revenues are maintained at levels to assure adequate funding for program expenditures. When an adequate level is achieved, the DOH Director can waive the collection of fees. Fee collection resumed in calendar year 2011. Estimated revenues for FY 12 and out years should be 3.3 million.

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840  
 Name of Fund: Environmental Management Special Fund  
 Legal Authority: Sec 342G-63 HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): B  
 Approp. Acct. No. S 348 H

**Intended Purpose (including purpose of proposed ceiling increase, if applicable):**

Fund statewide education, demonstration, market development programs; provide training for municipal solid waste operators; & fund glass recovery programs. Amended by Act 173/00 to collect motor vehicle tire surcharge (Section 342I-B, HRS) & fines or penalties for violations pursuant to Section 342I-J, HRS. Amended by Act 176/ SLH 2002 to fund statewide beverage container redemption & recycling program in a separate special fund S 313 H 372, the Deposit Beverage Container Deposit Special Fund.

**Source of Revenues:** The environmental management Special fund is divided into three functions and source of revenues: 1) Advance glass disposal, 2) solid waste tip fees and 3) tire surcharge fees. Each area receives its own source of revenues from which its funds are expended. Revenues are by statute not permitted to be used by the other areas in this special fund.

**Current Program Activities/Allowable Expenses:**

Provide technical assistance to counties; municipal solid waste landfill permitting, closure review, groundwater monitoring, inspection & enforcement. Administer county glass recovery grant, conduct public outreach, and administer demonstration projects. Pursuant to Act 173/SLH 2000, for the period 10/1/00 to 12/31/05, moneys may be used to support permitting, monitoring, and enforcement activities; promote market development & reuse for recovered motor vehicle tires, reuse through education, research, etc.; support program for illegal dumping, clean-ups & the like. Pursuant to Act 176/02, monies in the fund shall be used to reimburse refund values & pay handling fees to redemption centers. The DOH may also use the monies to: fund administrative, audit & compliance activities associated with the collection & payment of the deposits & handling fees; conduct recycling education & demonstration projects; promote recyclable market development activities; support the handling & transportation of the deposit beverage containers to end-markets; hire personnel to oversee the implementation of the program; & fund associated office expense.

Purpose of Proposed Ceiling Increase(If applicable) NA

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	5,037,272	5,030,048	5,030,048	5,091,176	5,091,176	5,091,176	5,091,176
Beginning Cash Balance	4,354,475	3,092,172	3,476,869	2,664,047	1,941,293	1,318,539	695,785
Revenues	1,415,863	1,223,111	1,177,246	1,177,246	1,177,246	1,177,246	1,177,246
Expenditures	1,678,166	838,413	1,240,069	1,900,000	1,800,000	1,800,000	1,600,000
Transfers							
JM6338 dtd 06/05/2009	-1,000,000						
JM6244 dtd 06/23/2011			(750,000)				
Net Total Transfers	(1,000,000)		(750,000)	0	0	0	0
Ending Cash Balance	3,092,172	3,476,869	2,664,047	1,941,293	1,318,539	695,785	273,031
Encumbrances	312,600	231,303	688,194				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	2,779,572	3,245,567	1,975,853	1,941,293	1,318,539	695,785	273,031

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

Department: Health  
 Prog ID(s): HTH 720  
 Name of Fund: Medical Facilities-STDS, Inspect & License (CNA Training)  
 Legal Authority: Act 160/SLH 2006

Contact Name: Keith R. Ridley  
 Phone: 692-7227  
 Fund type (MOF): U  
 Appropriation Acct. No. S 347 H

**Intended Purpose:**

To meet the needs associated with implementation of a Certified Nurse's Aide (CNA) training project that will help to build capacity of professional healthcare services in the State of Hawaii.

**Source of Revenues:**

The Department of Labor and Industrial Relations distributed funds to the program under Public Law 108-447 (federal sources) until the program ended on December 31, 2010.

**Current Program Activities/Allowable Expenses:**

This program ended on December 31, 2010. No activities are being currently performed nor are allowable expenses being incurred.

Developed relationships with One Stops, the community colleges, healthcare providers, and other organizations to implement a statewide CNA training program to improve upon the current workforce shortage.

Program included provision of outreach, recruitment, assessment, case management, and evaluation of financial assistance for supportive services. Apprenticeship opportunities were sought out to place participants into a practical setting, to further help in the development of participant's healthcare service skills. Oversight of operations, collection of statistics, and financial reporting for these various activities mentioned were carried out by the project staff. Coordination with the awarding agency, DLIR, was ongoing until the program ended on December 31, 2010. As a cost reimbursement project, expenditures were reimbursed rather than expenditures being made from received revenues.

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	903,403	897,904	882,068	0	0	0	0
Beginning Cash Balance	575,753	604,166	599,134	0	0	0	0
Revenues	(138,772)	35	(612,087)	0	0	0	0
Expenditures	217,008	301,841	296,069	0	0	0	0
Transfers							
List each by JV# and date	(75,366)	(52,195)					
JS2364 dtd 11/30/2010	459,559	348,969	49,746				
JM5089 dtd 05/05/2011			(11,302)				
JS4460 dtd 04/05/2011			272,320				
Net Total Transfers	384,193	296,774	310,763	0	0	0	0
Ending Cash Balance	604,166	599,134	1,740	0	0	0	0
Encumbrances	295,954	153,773					
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

Note: For U-funds, although funds are encumbered, funds are not drawn down until just prior to payment processing (approximately three days prior to payment since these are federal funds).

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 420  
 Name of Fund: Mental Health and Substance Abuse Special Fund  
 Legal Authority: Section 334-15, HRS

Contact Name: Amy Yamaguchi  
 Phone: 586-4682  
 Fund type (MOF) B  
 Appropriation Acct. No. S 346 H

**Intended Purpose:**

The purpose of the fund is to deposit all revenue collected from treatment services rendered by mental health and substance abuse programs operated by the State.

**Source of Revenues:**

The source of revenues include payments from Medicaid, Medicare, and patients.

**Current Program Activities/Allowable Expenses:**

Program activities include the provision of community-based outpatient services, case management services, psychosocial rehabilitation services, crisis services, residential services, and treatment services. Allowable expenses are expenses incurred to provide or support the provision of program activities.

**Purpose of Proposed Ceiling Increase (if applicable):** N/A

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	22,382,981	29,026,070	15,000,000	11,670,500	11,610,000	11,610,000	11,610,000
Beginning Cash Balance	1,841,878	10,309,945	13,323,731	14,827,982	13,827,982	12,827,982	11,827,982
Revenues	24,661,824	9,859,369	6,208,870	10,000,000	10,000,000	10,000,000	10,000,000
Expenditures	16,193,757	6,845,582	2,704,619	11,000,000	11,000,000	11,000,000	11,000,000
Transfers							
List each by JV# and date							
JM6244 dtd 06/23/2011			(2,000,000)				
Net Total Transfers	0	0	(2,000,000)	0	0	0	0
Ending Cash Balance	10,309,945	13,323,731	14,827,982	13,827,982	12,827,982	11,827,982	10,827,982
Encumbrances	7,142,620	7,814,122	9,717,532				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	3,167,325	5,509,609	5,110,450	13,827,982	12,827,982	11,827,982	10,827,982

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 501  
 Name of Fund: Interdepartmental Transfer Fund for HCBS Program  
 Legal Authority:

Contact Name: Christie Ferreira  
 Phone: 587-6043  
 Fund type (MOF) U  
 Appropriation Acct. No. S345

**Intended Purpose:** To receive and expend Medicaid reimbursements from DHS for the DDD's Home and Community Based Services (HCBS) program.

**Source of Revenues:** Medicaid reimbursements for services provided by the Home and Community Based Services Program

**Current Program Activities/Allowable Expenses:** Medicaid allowable expenses in the HCBS program Program is no longer required with the change in billings being paid directly by DHS to the HCBS vendors, instead of through DOH.

**Purpose of Proposed Ceiling Increase** (if applicable): N/A - Note: Per Act 180/2010, the U fund ceiling was deleted since medicaid payments made directly to vendors by DHS not through DOH as done previously.

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling	63,799,406	80,277,192	0				
Beginning Cash Balance	1,505,324	5,548,814		0	0	0	0
Revenues	65,692,871	7,996,938					
Expenditures	63,917,082	4,473,954					
Transfers							
JS5329 dtd 5/4/2010	2,267,701	(3,178,033)					
JS5606 dtd 5/18/2010		(2,088,155)					
JS6395 dtd 7/7/2010		(3,805,610)					
Net Total Transfers	2,267,701	(9,071,798)		0	0	0	0
Ending Cash Balance	5,548,814	0		0	0	0	0
Encumbrances							
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

Note: FY 09 expenditures include prior year liquidated encumbrances.

**Note: For U-funds, although funds are encumbered, funds are not drawn down until just prior to payment processing (approximately three days prior to payment since these are federal funds).**

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840/ FH  
 Name of Fund: Drinking Water Treatment Revolving Loan Fund  
 Legal Authority: Sec 340E-35 HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): W  
 Approp. Acct. No. S 344 H

Intended Purpose:  
 Provide low interest loans to improve public and private drinking water systems in Hawaii.

Source of Revenues:  
 Loan fund investment interest; repayments from the drinking water treatment revolving loan fund; safe drinking water capitalization grant; loan fees and principal repayments from the drinking water treatment revolving loan fund.

Current Program Activities/Allowable Expenses:  
 Implementation of the Drinking Water Treatment Revolving Loan Fund including review of technical, financial and managerial viabilities of loan applicants, processing and servicing of loans, and analyzing future revenues and cash flow.

Purpose of Proposed Ceiling Increase (if applicable): Increase ceiling to add Accountant position in 840 FH: 68,425 W.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	61,335,848	82,121,453	61,341,998	61,511,290	61,511,290	61,511,290	61,511,290
Beginning Cash Balance	21,812,679	26,579,238	30,459,148	36,550,713	36,550,713	36,550,713	36,550,713
Revenues	14,582,176	21,527,701	14,224,450	19,000,000	19,000,000	19,000,000	19,000,000
Expenditures	11,486,617	19,277,791	10,847,884	19,000,000	19,000,000	19,000,000	19,000,000
Transfers							
List each by JV# and date	1,671,000			FY 2011 expenditures include fy 2010 unliquidated encumbrances and total projected expenditures for the current year.			
JM3187 dtd 1/20/2010		1,630,000					
JM6112 dtd 06/21/2011			2,715,000				
Net Total Transfers	1,671,000	1,630,000	2,715,000	0	0	0	0
Ending Cash Balance	26,579,238	30,459,148	36,550,713	36,550,713	36,550,713	36,550,713	36,550,713
Encumbrances	20,840,399	14,481,788	7,801,460				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	5,738,839	15,977,360	28,749,253	36,550,713	36,550,713	36,550,713	36,550,713

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department:	<u>HEALTH</u>	Contact Name:	<u>Pat Sasaki</u>
Prog ID(s):	<u>HTH 849</u>	Phone:	<u></u>
Name of Fund:	<u>Emergency Response Revolving Fund</u>	Fund type (MOF):	<u>W</u>
Legal Authority:	<u>42 USC 241; 42 CFR 52</u>	Appropriation Acct. No.:	<u>S 342 H</u>

Intended Purpose:

To fund emergency response actions, as well as oil spill planning, prevention, preparedness, education, research, training, removal remediation and oil recycling programs. Also included are accounts for (1) Local Emergency Planning Committees (LEPCs) by means of the Emergency Planning and Community Right to know Act (EPCRA) filing fees used for administration and oversight of Chapter 128D, HRS; and (2) Voluntary Response Program which allows for the voluntary actions taken by a party in response to hazardous substance releases and threats of releases with a provision for relief from liability for an eligible party used for the purpose of administration and oversight pursuant to Section 128D-2, HRS. with passage of Act 245 SLH 2000, expanded use to support environmental protection and natural resources protection programs, including but not limited to energy conservation and alternative energy development; and to address concerns related to air quality, global warming, clean water, polluted runoff, solid and hazardous waste.

Source of Revenues:

Environmental response tax of 5 cents per barrel of petroleum, fines/penalties and Chemical Tier II reporting fees. The only consistent and reliable source of revenue is the oil tax @ \$1,741,311 in FY 07 and \$1,807,921 in FY2006. The balance of the revenues received are from fees and fines and penalties.

Current Program Activities/Allowable Expenses:

The fund supports oil spill removal and remediation activities as well as the above two programs. For the LEPCs; develop plans to respond to emergencies where releases of hazardous substances have occurred and implement those plans. For the Voluntary Response Program;

Purpose of Proposed Ceiling Increase (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	3,262,663	4,886,053	3,228,384	3,315,298	3,315,298	3,315,298	3,315,298
Beginning Cash Balance	5,658,597	3,905,620	3,553,004	3,146,933	2,631,933	2,116,933	1,601,933
Revenues	396,482	1,625,390	1,684,033	1,445,738	1,445,738	1,445,738	1,445,738
Expenditures	2,215,297	1,978,006	2,090,104	1,960,738	1,960,738	1,960,738	1,960,738
Transfers							
List each by JV# and date	65,838						
Net Total Transfers	65,838			0	0	0	0
Ending Cash Balance	3,905,620	3,553,004	3,146,933	2,631,933	2,116,933	1,601,933	1,086,933
Encumbrances	1,261,586	926,334	940,813				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	2,644,034	2,626,671	2,206,120	2,631,933	2,116,933	1,601,933	1,086,933

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840/ FK  
 Name of Fund: Water Pollution Control Revolving Fund  
 Legal Authority: Clean Water Act and Sec 342D-83 HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): W  
 Approp. Acct. No. S 341 H

**Intended Purpose:**

To provide low interest loans to counties and private entities for wastewater project construction, including non-point source pollution projects.

**Source of Revenues:**

Water pollution investment interest, state portion of interest earned from state water pollution control federal loan fund; federal portion of interest earned from revolving fund; water pollution capitalization grant and loan fees.

**Current Program Activities/Allowable Expenses:**

Implementation of the Water Pollution Control Revolving Fund program including processing and servicing of loans; revising standards and procedures to streamline loan review process; monitoring special conditions and payments of existing loans; processing payments to counties; and analyzing future revenues and cash flow.

Purpose of Proposed Ceiling Increase (if applicable): NA

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	101,412,012	101,382,021	101,382,021	101,437,748	101,437,748	101,437,748	101,437,748
Beginning Cash Balance	166,464,565	132,318,787	98,668,321	104,561,665	105,561,665	106,561,665	105,561,665
Revenues	41,646,553	33,228,118	37,520,196	48,000,000	48,000,000	44,000,000	40,000,000
Expenditures	77,447,331	67,923,584	34,783,852	47,000,000	47,000,000	45,000,000	41,000,000
Transfers							
List each by JV# and date	1,655,000						
JM6112 dtd 06/21/2011		1,045,000	3,157,000				
Net Total Transfers	1,655,000	1,045,000	3,157,000	0	0	0	0
Ending Cash Balance	132,318,787	98,668,321	104,561,665	105,561,665	106,561,665	105,561,665	104,561,665
Encumbrances	109,295,028	60,347,868	26,009,116				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	23,023,759	38,320,453	78,552,549	105,561,665	106,561,665	105,561,665	104,561,665

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Program ID: HTH 610/ FL/FQ  
 Name of Fund: Sanitation and Environmental Health Fund  
 Legal Authority: Sec. 321-27 HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): B  
 Approp. Acct. No. S340H394

Intended Purpose (including purpose of proposed ceiling increase, if applicable): Increase ceiling to increase food sanitation services: 310,842 B

Enhance the capacity of environmental health programs to improve public outreach, educate the public and professionals, plan for future and emerging needs, and provide trainings to maintain the competencies among environmental health professionals.

Source of Revenues: Fees collected from food establishment inspections, temporary food permits, licenses for embalmers, tattoo artists, plan review and swimming pool permits, etc.

Current Program Activities/Allowable Expenses:

Enhance updated code for licenses and permits granted to food establishments; establish mechanisms for other fee-generating programs through promulgation of rules; enhance educational and public outreach programs; improve electronic systems infrastructure and capabilities; develop partnerships to enhance program operations; develop emergency response capabilities.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	601,618	590,135	590,135	918,271	918,271	918,271	918,271
Beginning Cash Balance	457,398	453,170	542,217	675,799	590,944	506,089	421,234
Revenues	613,970	788,551	715,145	715,145	715,145	715,145	715,145
Expenditures	618,198	542,106	581,562	800,000	800,000	800,000	800,000
Transfers							
JM0333 dtd 08/06/2009	0	(157,398)					
Net Total Transfers	0	(157,398)		0	0	0	0
Ending Cash Balance	453,170	542,217	675,799	590,944	506,089	421,234	336,379
Encumbrances	26,940	51,279	23,279				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	426,230	490,937	652,520	590,944	506,089	421,234	336,379

Note: FY 08, FY 09 expenditures include large amounts of prior year liquidated encumbrances.

Additional Information:

Balances above statutorily authorized levels at the end of the year are reverted to the General Fund by statute.

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 840  
 Name of Fund: \_\_\_\_\_  
 Legal Authority 42 USC 241; 42 CFR 52

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund type (MOF) W  
 Appropriation Acct. No. S 339 H

Intended Purpose:  
to fund oil spill planning, prevention, preparedness, education, research, training, removal, remediation and oil recycling programs

Source of Revenues:  
No direct revenues received for this appropriation. Allocation only from the ERRF fund (S342H)

Current Program Activities/Allowable Expenses:  
The fund supports some of the above purposes with particular emphasis on the Safe Drinking Water, Clean Water and Solid and Hazardous Waste Programs.

Purpose of Proposed Ceiling Increase (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	1,701,716	1,847,784	1,847,784	1,800,148	1,800,148	1,800,148	1,800,148
Beginning Cash Balance	191,309	39,772	36,067	295,583	295,583	295,583	295,583
Revenues	1,783,174	1,754,262	1,552,777	1,754,262	1,754,262	1,754,262	1,754,262
Expenditures	1,934,711	1,757,967	1,293,260	1,754,262	1,754,262	1,754,262	1,754,262
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	39,772	36,067	295,583	295,583	295,583	295,583	295,583
Encumbrances	4,043	568	165,687				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	35,729	35,499	129,897	295,583	295,583	295,583	295,583

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 760  
 Name of Fund: Vital Statistics Improvement Special Fund  
 Legal Authority: HRS 338-14.6

Contact Name: Alvin T. Onaka, Ph.D.  
 Phone: 586-4600  
 Fund type (MOF) B  
 Appropriation Acct. No. S338H

**Intended Purpose:** For the modernization and automation of the vital statistics system in this State. May also be used to assist in offsetting costs for the daily operations of the vital statistics system.

**Source of Revenues:** Fees for certified copies of birth, death and marriage records

**Current Program Activities/Allowable Expenses:** Development of Electronic Marriage Registration, enhancement of Electronic Death Registration System

**Purpose of Proposed Ceiling Increase** (if applicable): The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$3,663. The resulting proposed FY 13 ceiling and beyond would be \$583,608/yr if the proposal are approved

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	598,108	830,670	580,170	587,271	587,271	587,271	587,271
Beginning Cash Balance	851,110	1,058,059	886,796	808,629	690,460	600,460	510,460
Revenues	356,611	256,074	345,064	275,000	300,000	300,000	300,000
Expenditures	149,662	427,337	423,231	393,169	390,000	390,000	390,000
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance	1,058,059	886,796	808,629	690,460	600,460	510,460	420,460
Encumbrances	18,520	236,501	93,169				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	1,039,539	650,296	666,796	690,460	600,460	510,460	420,460

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 590  
 Name of Fund: Organ and Tissue Education Special Fund  
 Legal Authority: Sec. 327-5.6, HRS

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund type (MOF): B  
 Appr'n Acct. No.: S 337 H

**Intended Purpose:** The fund consists of a \$1.00 donation collected at the time of motor vehicle registration and those funds shall be used exclusively for public education programs and activities on organ, tissue and eye donations.

**Source of Revenues:** \$1.00 donation at the time of motor vehicle registration.

**Current Program Activities/Allowable Expenses:** Funds are requested and used by the Organ Donor Center of Hawaii for public education activities on the lifesaving and benefits of the Organ Donor Program.

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
0	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Beginning Cash Balance	10,948	4,987	11,640	15,806	14,806	13,806	12,806
Revenues	13,920	12,549	9,854	17,000	18,000	19,000	20,000
Expenditures	19,881	5,895	5,688	18,000	19,000	20,000	20,000
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance	4,987	11,640	15,806	14,806	13,806	12,806	12,806
Encumbrances	950	5,950	700				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	4,037	5,690	15,106	14,806	13,806	12,806	12,806

**Additional Information:**

Amount Reg. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840/FK/FE  
 Name of Fund: Wastewater Treatment Certification Board Special Fund  
 Legal Authority: Sec 340B-3.5 HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): B  
 Approp. Acct. No. S336H

**Intended Purpose:**

Per Act 238/SLH 1999, establish and collect fees for applications, conduct examinations, issue or renew certificates as necessary for support of Chapter 340B, HRS. All moneys paid into this fund shall be expended by Wastewater Treatment Certification Board to finance its operations.

**Source of Revenues:**

Fees collected for cetification of wastewater treatment personnel.

**Current Program Activities/Allowable Expenses:**

Implement the duties and powers of the Wastewater Treatment Certification Board pursuant to Section 340B-11, HRS.

Purpose of Proposed Ceiling Increase (if applicable): NA

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	29,107	21,120	21,120	21,120	21,120	21,120	21,120
Beginning Cash Balance	50,967	62,498	60,885	72,410	77,385	72,360	62,335
Revenues	25,716	14,191	24,975	24,975	24,975	24,975	24,975
Expenditures	14,185	15,804	13,450	20,000	30,000	35,000	35,000
Transfers							
List each by JV# and date	0						
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	62,498	60,885	72,410	77,385	72,360	62,335	52,310
Encumbrances	1,234	1,340	1,280				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	61,264	59,545	71,130	77,385	72,360	62,335	52,310

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 590  
 Name of Fund: Tobacco Settlement Special Fund  
 Legal Authority: Section 328L-2, HRS

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund type (MOF): B  
 Appropriation Acct. No.: S 335 H

**Intended Purpose:** See Attachment S 335 H

**Source of Revenues:** See Attachment S 335 H

**Current Program Activities/Allowable Expenses:** See Attachment S 335 H

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$109,277. The resulting proposed FY 13 ceiling & would be \$50,190,366/yr if the proposal is approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)*	(estimated)*	(estimated)*	(estimated)*
0	53,847,266	49,016,207	50,134,886	50,299,643	50,299,643	50,299,643	50,299,643
Beginning Cash Balance	47,011,295	43,505,681	39,714,018	27,576,726	27,576,726	27,576,726	27,576,726
Revenues	61,293,260	36,970,897	36,349,661	39,855,463	39,855,463	39,855,463	39,855,463
Expenditures	26,908,490	28,247,677	29,049,598	39,855,463	39,855,463	39,855,463	39,855,463
Transfers							
#JM4299 per Act 192/2010	(20,000,000)	(977,831)	(7,200,000)				
#JS4938 to Emergency & Budget...	(17,890,384)	(6,941,047)	(6,742,413)				
#JS5559 to DHS for S-CHIP		(4,596,005)	(4,494,942)				
#JS2991 to HTH560 for EI			(1,000,000)	0	0	0	0
Net Total Transfers	(37,890,384)	(12,514,882)	(19,437,355)				
Ending Cash Balance	43,505,681	39,714,018	27,576,726	27,576,726	27,576,726	27,576,726	27,576,726
Encumbrances	19,744,938	14,347,499	8,126,690				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	23,760,743	25,366,519	19,450,036				

**\*Note that Tobacco Settlement payments under the MSA are received in April so the prior year unencumbered cash balance is needed to operate the TSP the following FY until the payment is received.**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

\* Note that for the estimated years, the revenues and expenditures do not reflect the 25.5% share of the TSSF - MSA receipts that will go directly into the general fund - however, it is reflected in the ceiling.

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Tobacco Settlement Project/Healthy Hawaii Initiative**

**Name of Fund:** Tobacco Settlement Special Fund

**Legal Authority:** Section 328L-2, HRS

**Intended Purpose:**

The Tobacco Settlement Special Fund (TSSF) is used for receiving, allocating and appropriating the tobacco settlement receipts from the Master Settlement Agreement (MSA) as follows:

- 15% appropriated Emergency & Budget Reserve Fund administered by the Director of Finance and appropriated by the Legislature as a temporary supplemental source of funding for the State during times of emergency, economic downturn or unforeseen reduction in revenues for certain purposes as outlined in Sec 328L-3(d), HRS;
- 25% appropriated to the DOH and used to transfer up to 10% of total tobacco settlement moneys to the DHS for children's health insurance program and the remainder for health promotion and disease prevention programs;
- 6.5% appropriated into the Hawaii Tobacco Prevention & Control Trust Fund established within a private entity and used for tobacco prevention & control;
- 28% appropriated into the University Revenue-undertakings Fund created in Section 306-10, HRS; and
- 25.5% deposited to the credit of the state general fund; section 328L-2(b)(1) to (4) was amended through Act 119, SLH 2009 and shall be repealed on June 30, 2015; provided that section 328L-2, HRS, shall be reenacted in the form it read on the day before the effective date of Act 264, SLH 2007.

Note that Section 59, Act 124/SLH 2011 amends Section 328L-2, HRS for deposits MSA into the general fund instead of: 15% into the Emergency & Budget Reserve Fund and 6.5% into the Tobacco Prevention & Control Trust Fund for FYs 2012 and 2013.

**Source of Revenues:**

All tobacco settlement moneys (primarily from the MSA) and all interest/earnings accruing from the investment of moneys in the fund, less an amount of funds representing the first \$350,000 of the yearly payment received which shall be deposited into the State Treasury for the purpose of the tobacco enforcement special fund.

**Current Program Activities/Allowable Expenses:**

The Tobacco Settlement Project/Healthy Hawaii Initiative (TSP/HHI) was established in the Department of Health:

- To meet the mandate of administering the distribution of the TSSF per Sections 328L-2, 328L-4, and 328L-5, HRS;
- Is the only chronic disease primary and secondary prevention infrastructure in the DOH encompassing the risk areas of nutrition, physical activity and tobacco;
- With the goal of preventing obesity and chronic diseases, by addressing policy, environmental and systems changes that reach overall populations and increase health equity;
- Oversees Chronic Disease Management and Control Branch\*, whose functions and responsibilities is to reduce the burden of disease through prevention, early detection and management to improve quality of years of life; and to provide bilingual health education assistance and translation for limited and non-English speaking populations.

\* Per Act 162, SLH 2009, the general funded personnel and operational costs for Chronic Disease Management and Control Branch were paid from the TSSF while they were part of the Community Health Division (part of HTH 580 and funded out of S 10 361 H) and beginning in FY 2011, the entire CDMCB was transferred into HTH 590 and is now part of HTH 590 (S 335 H).

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 520  
 Name of Fund: Disability and Communication Access Board Special Fund  
 Legal Authority 42 USC 241; 42 CFR 52

Contact Name: Francine Wai  
 Phone: 586-8121  
 Fund type (MOF) B  
 Appropriation Acct. No. S 334 H

Intended Purpose:

To cover all costs of administering sec 348F, including the costs of the State program to credential sign language interpreters.

Source of Revenues:

Application fees for credentialing of sign language interpreters.

Current Program Activities/Allowable Expenses:

Costs for conducting sign language interpreters evaluations.

Purpose of Proposed Ceiling Increase (if applicable): Not applicable.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Beginning Cash Balance	5,841	6,351	6,807	6,389	7,000	7,000	7,000
Revenues	1,922	2,640	1,127	3,000	3,000	3,000	3,000
Expenditures	1,412	2,184	1,545	3,000	3,000	3,000	3,000
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance	6,351	6,807	6,389	6,389	7,000	7,000	7,000
Encumbrances	-	1,240	3,340				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	6,351	5,567	3,049	6,389	7,000	7,000	7,000

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: TS Early Intervention  
 Legal Authority: Section 23 of Act 162/SLH 162, as amended by Act 180/SLH 2010

Contact Name: Paul Takishita  
 Phone: 733-9062  
 Fund type (MOF): B  
 Appropriation Acct. No.: S 332 H

**Intended Purpose:** The Legislature intended that the Tobacco Settlement Special Funds be expended for the early intervention program.

**Source of Revenues:** Tobacco Settlement Special Funds

**Current Program Activities/Allowable Expenses:** This funding is used for the purchase of service contracts from the Request for Proposal which solicited early intervention services for infants & toddlers with special needs under the age of 3.

**Purpose of Proposed Ceiling Increase** (if applicable): The ceiling for this was deleted in Act 164/2011. The estimated ending balance of \$65k will be returned to the Tobacco Settlement Special Fund in FY 2012.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	0	1,000,000	1,000,000	0	0	0	0
Beginning Cash Balance	0	0	361,765	212,168	0	0	0
Revenues	0	22,169	0	0	0	0	0
Expenditures	0	638,235	1,149,597	147,168	0	0	0
Transfers							
JV #JS5382 dtd 5/5/2010		977,831					
Cash trf (planned for FY 2012)				(65,000)			
JS2991 dtd 01/07/2011			1,000,000				
Net Total Transfers		977,831	1,000,000	(65,000)	0	0	0
Ending Cash Balance	0	361,765	212,168	0	0	0	0
Encumbrances	0	361,765	147,168				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	0	0	65,000	0	0	0	0

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Early Intervention Special Fund  
 Legal Authority: § 321-355, HRS

Contact Name: Alice Ige  
 Phone: 733-8380  
 Fund type (MOF): B  
 Appropriation Acct. No.: S 331 H

**Intended Purpose:** To generate revenues to reinvest into the 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.

**Source of Revenues:** Federal reimbursements from Medicaid and Title IV E and any other program income or grants earned by this fund.

**Current Program Activities/Allowable Expenses:** Program activities include community based, family centered early intervention services to infants and toddlers with developmental delays; family support programs to reduce risk of child abuse and neglect; training and education for professionals, paraprofessionals, and families; and clerical support to input data to support the carve-out request and other data management expenses related to early intervention services.

**Purpose of Proposed Ceiling Increase (if applicable):** Per Act 164/2011, for the FB 2011-13, the base was increased by \$9,055 which represented furlough savings for FY 11 & reduced the ceiling by \$2,291,544 due to lack of revenues. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$1,874. The resulting proposed FY 13 ceiling would be \$3,085,670 if the proposal is approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	5,213,416	5,648,725	5,377,533	3,095,044	3,095,044	3,095,044	3,095,044
Beginning Cash Balance	3,918,535	1,002,700	718,518	1,520,551	1,365,551	1,210,551	1,055,551
Revenues	2,041,662	747,591	1,268,701	270,000	270,000	270,000	270,000
Expenditures	4,957,497	1,031,772	466,668	425,000	425,000	425,000	425,000
Transfers							
List each by JV# and date							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	1,002,700	718,518	1,520,551	1,365,551	1,210,551	1,055,551	900,551
Encumbrances	294,109	170,000	20,809				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	708,591	548,518	1,499,742	1,365,551	1,210,551	1,055,551	900,551

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840/ FJ  
 Name of Fund: Leaking Underground Storage Tank Fund  
 Legal Authority: Sec 342L-51 HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): W  
 Approp. Acct. No. S 330 H

Intended Purpose (including purpose of proposed ceiling increase, if applicable):

Moneys from the fund shall be expended for the sole purpose of responding to petroleum releases from underground storage tanks or tank systems in a manner consistent with Chapter 342L, HRS.

Expenditure ceiling established in FY 08.

Source of Revenues: Fees from field citations or enforcement actions pursuant to Chapter 342L, HRS.

Current Program Activities/Allowable Expenses:

Funds to be deposited as a result of departmental compliance proceedings (field citations), civil penalties per Section 342L-8(g), HRS and cost recovery per Section 342L-53(d), HRS, whenever costs have been incurred in the undertaking of a response action of petroleum release from an underground storage tank or tank system.

Purpose of Proposed Ceiling Increase(if applicable) NA

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Beginning Cash Balance	572,697	698,345	790,528	952,803	1,115,078	1,277,353	1,439,628
Revenues	125,648	92,183	162,275	162,275	162,275	162,275	162,275
Expenditures	0	0	0	0	0	0	0
Transfers							
List each by JV# and date							
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	698,345	790,528	952,803	1,115,078	1,277,353	1,439,628	1,601,903
Encumbrances	0	0	0				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	698,345	790,528	952,803	1,115,078	1,277,353	1,439,628	1,601,903

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 460  
 Name of Fund: TITLE IV-E Reimbursement (Inter-departmental transfer from DHS)  
 Legal Authority: Act 259/01, as amended by Act 177/02; Act200/03

Contact Name: Peter Galla  
 Phone: 733-9866  
 Fund type (MOF) U  
 Appropriation Acct. No. S 328 H

Intended Purpose: 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.

Source of Revenues: Reimbursement through DHS for eligible Title IV-E training.

Current Program Activities/Allowable Expenses: Training and skill development of foster parents/prospective foster parents on an on-going basis.

Purpose of Proposed Ceiling Increase (if applicable):

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	2,260,313	2,277,206	2,260,161	2,264,888	2,264,888	2,264,888	2,264,888
Beginning Cash Balance	1,326,424	776,649	686,283	317,799	241,942	166,942	91,942
Revenues	127,983	47,560	0	75,000	75,000	75,000	75,000
Expenditures	353,194	462,490	367,628	150,856	150,000	150,000	150,000
Transfers							
List each by JV# and date	(324,564)	324,564					
Net Total Transfers	(324,564)	324,564					
Ending Cash Balance	776,649	686,283	318,655	241,942	166,942	91,942	16,942
Encumbrances	0	0	856	0	0	0	0
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	776,649	686,283	317,799	241,942	166,942	91,942	16,942

**Note: For U-funds, although funds are encumbered, funds are not drawn down until just prior to payment processing (approximately three days prior to payment since these are federal funds).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Program ID: HTH 610/FN  
 Name of Fund: Vector Control  
 Legal Authority: Act 259/01 as amended by Act 177/02; Act 213/07

Contact Name: G Yamaguchi  
 Phone: 586-4574  
 Fund Type (MOF): U  
 Approp. Acct. No. S327H

Intended Purpose (including purpose of proposed ceiling increase, if applicable):

Prevent the introduction of vectors and diseases, via air and sea transport, to the State of Hawaii.

Source of Revenues: Interdepartmental transfer funds form State Dept of Transportation for cordon sanitation work at major ports of entry.

Current Program Activities/Allowable Expenses:

Identify potential breeding grounds and harborage sites and maintain traps and poison bait stations at all airports and seaports under Department of Transportation jurisdiction.

Purpose of Proposed Ceiling Increase (if applicable):

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(estimated)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	98,434	54,185	54,185	55,481	55,481	55,481	55,481
Beginning Cash Balance	97,080	71,418	89,381	41,564	41,564	41,564	41,564
Revenues	78,955	97,640	0	107,076	107,076	107,076	107,076
Expenditures	104,617	79,677	47,817	107,076	107,076	107,076	107,076
Transfers							
List each by JV# and date							
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	71,418	89,381	41,564	41,564	41,564	41,564	41,564
Encumbrances	837	0	0				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	41,564	41,564	41,564	41,564

Note: For U-funds, although funds are encumbered, funds are not drawn down until just prior to payment processing (approximately three days prior to payment).

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Program ID: HTH 141  
 Name of Fund: Farrington High School RN  
 Legal Authority: Act 162/2009, as amended by Act 180/2010

Contact Name: Wayne Kotaki  
 Phone: 832-5706  
 Fund Type (MOF): \_\_\_\_\_  
 Approp. Acct. No. S 326 H

**Intended Purpose (including purpose of proposed ceiling increase, if applicable):**

U funding currently for: Registered Nurse IV (#118858) in the Public Health Nursing Branch (PHNB) for Farrington High School Transition Center; funding from Department of Education (DOE).

**Source of Revenues:**

U-funding (inter-agency) from the DOE.

**Current Program Activities/Allowable Expenses:**

PHNB provides a 1.00 FTE Registered Nurse IV (#118858), funded by the DOE, to Farrington High School Transition Center.

**Purpose of Proposed Ceiling Decrease/Increase (if applicable):**

Not applicable.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	1,545,037	1,545,037	1,145,877	131,746	131,746	131,746	131,746
Beginning Cash Balance	110,552	118,929	116,057	132,771	132,771	132,771	132,771
Revenues	127,033	111,286	129,948	130,654	130,654	130,654	130,654
Expenditures	118,656	114,157	113,234	130,654	130,654	130,654	130,654
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	118,929	116,057	132,771	132,771	132,771	132,771	132,771
Encumbrances	0	0	0				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	118,929	116,057	132,771	132,771	132,771	132,771	132,771

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Various - See Attachment: S 325 H  
 Legal Authority Various - See Attachment: S 325 H

Contact Name: Ellen Matoi  
 Phone: 586-9305  
 Fund type (MOF): U  
 Appropriation Acct. No.: S 325 H

**Intended Purpose:** Various - See Attachment S 325 H

**Source of Revenues:** Various - See Attachment S 325 H

**Current Program Activities/Allowable Expenses:** Various - See Attachment S 325 H

**Purpose of Proposed Ceiling Increase** (if applicable): The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$3,469. The resulting proposed FY 13 ceiling and beyond would be \$1,864,562/yr if the proposal is approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	3,143,739	3,139,907	3,120,962	1,868,031	1,868,031	1,868,031	1,868,031
Beginning Cash Balance	662,474	490,730	498,896	241,202	241,202	241,202	241,202
Revenues	1,405,777	2,353,050	319,544	74,000	74,000	74,000	74,000
Expenditures	1,577,521	2,344,884	577,238	74,000	74,000	74,000	74,000
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	490,730	498,896	241,202	241,202	241,202	241,202	241,202
Encumbrances	1,329,642	562,354	0				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	241,202	241,202	241,202	241,202

**Note: For U-funds, altho funds are encumbered, funds are not drawn down until just prior to pay't processing (approx. 3 days prior to pay't). FY 08 expenditures include prior year liquidated encumbrances.**

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division**

1. **Name of Fund:** Violence Prevention Program, Child Death Review (CDR)

**Legal Authority:** Act 162, SLH 2009, as amended by Act 180, SLH 2010

**Intended Purpose:** To provide for a CDR Nurse Coordinator position to implement the statewide CDR System

**Source of Revenues:** Interdepartmental transfer from the Department of Human Services' (DHS) federal Child Abuse and Neglect State Grant funds and its Spouse and Child Abuse Special Fund.

**Current Program Activities:**

- Provides staffing to the State CDR Council who is responsible to analyze and evaluate data, to develop public health policy and to expand prevention programs to impact and strengthen the system to prevent further child deaths.
- Provides staffing and assistance to the six local CDR Teams including the Department of Defense. The purpose of the local teams is to review the circumstances and causes of child deaths and to identify gaps in the delivery system and communication between organizations and to identify environmental, educational and organizational issues related to the prevention of child deaths.
- Prepares reports in collaboration with the Council members to synthesize the data obtained from the team reviews.
- Assists in CDR training and education activities.
- Supports and collaborates with the research statistician to maintain a CDR surveillance system.
- Maintains and updates CDR Policies and Procedures Manual.

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2. **Name of Fund:** Teen Pregnancy Prevention Program

**Legal Authority:** Act 162, SLH 2009, as amended by Act 180, SLH 2010 – **This authorization was deleted by the General Appropriations Act 164/SLH 2011 (i.e. U fund ceiling reduced for this program)**

**Intended Purpose:** To provide a Child & Youth Program Specialist position for the Temporary Assistance to Needy Families (TANF) teen pregnancy prevention training programs.

**Source of Revenues:** Due to DHS not signing the Memorandum of Agreement with the DOH since FY 2010, the transfer of Interdepartmental TANF funds has not occurred and therefore these services will not be performed.

**Current Program Activities (through fiscal year 2009 these activities were provided):**

- Provides staffing to support the coordination and collaboration with DHS, other departments, and public and private agencies for the TANF Teen Pregnancy Prevention Training and Abstinence Education Grant.
- Provides technical assistance and contract oversight for DHS TANF contracts and activities.

\*\*\*\*\*

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division**

**3. Name of Fund:** Family Planning Health Education Services

**Legal Authority:** Act 162, SLH 2009, as amended by Act 180, SLH 2010 – **This authorization was deleted by the General Appropriations Act 164/SLH 2011 (i.e. U fund ceiling reduced for this program)**

**Intended Purpose:** To increase community health educator family planning positions in the purchase of service (POS) contracts to provide information to priority populations including but not limited to those who are uninsured and underinsured, with limited English proficiency, and adolescents. Information was to be provided to improve family planning outcomes such as ensuring access to appropriate reproductive health services, prevention of unintended pregnancy, promotion of healthy behaviors, importance of preconception care, and sexually transmitted disease infection testing. The memorandum of agreement for these services was not signed by DHS to provide these services through this funding source.

**Source of Revenues:** Due to DHS not signing the Memorandum of Agreement with the DOH since FY 10, the transfer of Interdepartmental TANF funds has not occurred and therefore these services will not be performed.

**Current Program Activities** (through fiscal year 2009 these activities were provided):

- Coordinate the role of the community based health educator with the clinics role in improving access to services.
- Provide services that will promote knowledge of appropriate reproductive health and family planning behaviors through preconception care to prevent unintended pregnancy and related risk taking behaviors.
- Expand resources to reduce Hawaii's rate of unintended pregnancy and increase Hawaii's rate of sexually transmitted disease infection testing.
- Provide resource information and advocate for the client n the area of family planning.

\*\*\*\*\*

**4. Name of Fund:** Healthy Start Services

**Legal Authority:** Memorandum of Agreement with DHS per intent of Act 162, SLH 2009, as amended by Act 180, SLH 2010

**Intended Purpose:** The purpose of this program falls under TANF purpose three, which is to prevent and reduce the incidence of out-of-wedlock pregnancies, or TANF purpose four which is to encourage the formation and maintenance of two-parent families.

**Source of Revenues:** DHS' federal TANF funds

**Current Program Activities:** Home visiting services will focus on assisting parents and/or child caretakers: to develop nurturing parenting skills, to enhance protective factors within the family home, to learn age-appropriate child development, to ensure the child's well-being in the family home, to increase the capacity to meet the child's needs, to develop both formal and informal networks of family support, and to be connected to community-based resources for the family.

The MOA was effective until 6/30/10. A new MOA for fiscal year 2011 was returned without action by DHS. DHS reported that the TANF funds were not included in the DHS TANF Financial Plan submitted to the Legislature.

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Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division

5. **Name of Fund:** Keiki Care Project

**Legal Authority:** Memorandum of Agreement with DHS per intent of Act 162, SLH 2009, as amended by Act 180, SLH 2010 – **This authorization was deleted by the General Appropriations Act 164/SLH 2011 (i.e. U fund ceiling reduced for this program)**

**Intended Purpose:** The purpose of this program is to support the implementation of statewide efforts to strengthen the capacity of child care programs in order to improve social and emotional outcomes for young children. This goal includes assisting in the ongoing development of an integrated and competent service system statewide that is responsive to the needs of young children with social, emotional and behavioral concerns.

**Source of Revenues:** DHS's federal funds appropriation. (P.L. 104-193)

**Current Program Activities:** The Project Coordinator will collaborate with state agencies, as well as community early childhood initiatives and associations, community preschools; implement appropriate training curriculums that will support positive social and emotional outcomes for young children; identify issues that interfere with the successful inclusion of young children with social emotional and behavioral challenges in community preschools and child care programs; assist with the planning and/or development of new programs or projects to support children with social, emotional, and behavioral challenges; and provide direct consultation, training and technical assistance on child-specific and/or group (e.g., classroom) issues. This has been discontinued effective 7/1/11.

\*\*\*\*\*

6. **Name of Fund:** Full Inclusion Project

**Legal Authority:** Memorandum of Agreement with DHS per intent of Act 162, SLH 2009, as amended by Act 180, SLH 2010 – **This authorization was deleted by the General Appropriations Act 164/SLH 2011 (i.e. U fund ceiling reduced for this program)**

**Intended Purpose:** To provide funding for monthly subsidy payments to child care providers of children with special health needs whose ages range from birth to three years old. In addition to direct training, children who are eligible for both Part C and Child Care Development Block Grant funds are provided child care.

**Source of Revenues:** DHS' federal Child Care and Development Block Grant

**Current Program Activities:** The Project Coordinator will administer this project and increase the community capacity to provide child care for infants and toddlers with special needs, based on parent choice, through financial support to existing child care providers (either in center-based or family home care), who are interested in receiving training and support.

Report on Non-General Fund Information  
for Submittal to the 2012 Legislature

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 520  
 Name of Fund: Special Parent Information Network  
 Legal Authority: \_\_\_\_\_

Contact Name: Francine Wai  
 Phone: 586-8121  
 Fund type (MOF) U (Interdepartmental Transfer)  
 Appropriation Acct. No. S 324 H

Intended Purpose: Operation of the Special Parent Information Network (SPIN).

Source of Revenues: Department of Education.

Current Program Activities/Allowable 2.0 positions and operating costs.

Purpose of Proposed Ceiling Increase (if applicable): Not applicable.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	204,812	204,812	192,310	195,776	195,776	195,776	195,776
Beginning Cash Balance	96,706	103,317	98,851	268,187	268,187	268,187	80,000
Revenues	203,419	180,926	347,095	179,926	179,926	185,000	185,000
Expenditures	196,808	185,392	177,759	179,926	179,926	185,000	185,000
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance	103,317	98,851	268,187	268,187	268,187	80,000	70,000
Encumbrances	8,389	1,721	10,208				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	268,187	268,187	80,000	70,000

Note: For U-funds, although funds are encumbered, funds are not drawn down until just prior to payment processing (approximately three days prior to payment).

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Program ID: HTH 610/FR  
 Name of Fund: Asbestos and Lead Abatement Special Fund  
 Legal Authority: Act 242 SLH 1998 and Chapter 342P, HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): B  
 Approp. Acct. No. S323 H368

**Intended Purpose (including purpose of proposed ceiling increase, if applicable):**

The asbestos and lead programs are located within the Noise, Radiation and Indoor Air Quality Branch of the Environmental Health Services Division. Act 311, SLH 1998 created this fund to enhance the capacity of the asbestos and lead programs to support operations of mandated functions. The primary function of these programs are to implement the federal National Emissions Standards for Hazardous Air Pollutants (NESHAPS), the Asbestos in School program and the Lead -Based Paint Abatement program.

Source of Revenues: Fees for demolition/ renovation and accreditation of asbestos training.

**Current Program Activities/Allowable Expenses:**

Inspections, public outreach and training for compliance and certification of lead based paint abatement contractors.

Purpose of Proposed Ceiling increase (if Applicable) NA

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	210,235	210,532	210,532	223,698	223,698	223,698	223,698
Beginning Cash Balance	91,080	284,739	253,173	254,430	227,487	174,242	120,997
Revenues	402,908	177,215	196,755	196,755	196,755	196,755	196,755
Expenditures	209,249	208,781	195,499	223,698	250,000	250,000	250,000
Transfers							
List each by JV# and date							
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	284,739	253,173	254,430	227,487	174,242	120,997	67,752
Encumbrances	15,407	15,281	5,875				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	269,332	237,892	248,555	227,487	174,242	120,997	67,752

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Program ID: HTH 610/ FR  
 Name of Fund: Noise, Radiation and Indoor Air Quality Special Fund  
 Legal Authority: Sec. 342P-7, HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): B  
 Approp. Acct. No. S322H368

Intended Purpose (including purpose of proposed ceiling increase, if applicable):

Enhance the capacity of the Noise, Radiation & Indoor Air Quality Branch programs to support operations of mandated program functions and activities; improve statewide education, demonstration and outreach programs; provide training opportunities to ensure the maintenance of professional competence amount professional staff and administrators; and to plan for future growth and emerging needs.

Source of Revenues: Fees collected for radiological technologists / radiation facilities, radiation services, noise permits etc

Current Program Activities/Allowable Expenses:

Implementation of statewide noise, radiation, indoor air quality, air conditioning and ventilation, asbestos and lead programs, including issuance of permits, notifications and variances; licensing and certification of radiological technologists, asbestos and lead abatement contractors; emergency response capabilities; inspections; complaint response; public outreach and education programs; and profession training.

Purpose of Proposed Ceiling Increase(if applicable) Increase operating expenses in FY 13 (0.00/100,000)

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	180,000	180,000	180,000	234,664	279,664	279,664	279,664
Beginning Cash Balance	465,161	555,323	592,465	576,823	468,708	345,257	221,806
Revenues	155,182	126,421	126,549	126,549	126,549	126,549	126,549
Expenditures	85,423	89,279	142,191	234,664	250,000	250,000	200,000
Transfers							
List each by JV# and date	4,320						
	16,083						
Net Total Transfers	20,403			0	0	0	0
Ending Cash Balance	555,323	592,465	576,823	468,708	345,257	221,806	148,355
Encumbrances	21,795	22,137	9,258				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	533,528	570,328	567,565	468,708	345,257	221,806	148,355

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Domestic Violence and Sexual Assault Special Fund  
 Legal Authority: Section 321-1.3, HRS

Contact Name: Leighton Tamura  
 Phone: 733-9073  
 Fund type (MOF): B  
 Appropriation Acct. No.: S 321 H

**Intended Purpose:** See Attachment S 321 H

**Source of Revenues:** See Attachment S 321 H

**Current Program Activities/Allowable Expenses:** See Attachment S 321 H

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$1,874. The resulting proposed FY 13 ceiling would be \$618,585 if the proposal is approved. Note at this time, it is the intent to reduce this special fund ceiling further in the FB 2013-15 to the level of funding availability.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
0	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	550,000	620,459	613,432	620,459	379,120	379,120	379,120
Beginning Cash Balance	1,264,655	1,339,661	1,002,769	659,876	379,417	340,297	301,177
Revenues	398,576	269,736	364,646	340,000	340,000	340,000	340,000
Expenditures	323,570	606,627	707,539	620,459	379,120	379,120	379,120
Transfers							
List each by JV# and date							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	1,339,661	1,002,769	659,876	379,417	340,297	301,177	262,057
Encumbrances	347,336	300,853	155,824				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	0	2,021,317	504,051	379,417	340,297	301,177	262,057

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
For Submittal to the 2012 Legislature**  
Maternal and Child Health Branch,  
Family Health Services Division

**Name of Fund:** Domestic Violence and Sexual Assault Special Fund (DVSASF)  
**Legal Authority:** Section 321-1.3, HRS  
**Fund Type (MOF):** B  
**Appr'n Acct Code:** S 321 H

**Intended Purpose:** For use by the Department of Health to fund programs or purchases of service supporting/providing domestic violence and sexual violence intervention and/or prevention.

**Source of Revenues:** Fees from birth, marriage, divorce and death certificates; and income tax designations per §235-102.5, HRS.

**Current Program Activities/Allowable Expenses:**

- A. Purchase of Service agreement to the Hawaii State Coalition Against Domestic Violence to provide leadership and oversight including consultation, technical assistance, and training in the implementation of the Domestic Violence Strategic Plan statewide in the Counties of Hawaii, Kauai, Maui, and the City and County of Honolulu.
- B. Community-based public awareness and prevention activities through the Hawaii State Coalition Against Domestic Violence and Hawaii Coalition Against Sexual Assault.
- C. Collection and analysis of statewide surveillance for intimate partner violence and sexual assault modules will be developed for the Hawaii Health Survey.
- D. Purchase of Service agreement to develop, implement, and evaluate curriculum for community based organizations on teen dating violence.
- E. Purchase of Service agreement to develop a database system to house data collected through the Domestic Violence Fatality Review.

Report on Non General Fund Information  
for submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 840/FJ  
 Name of Fund: Electronic Device Recycling Fund  
 Legal Authority: Act 13, SSL 2008

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund type (MOF) B  
 Appropriation Acct. No. S 319 H

Intended Purpose e: The purpose of Act 13, SSL 2008, that established the Electronic Device Recycling Fund was to encourage recycling of electronic devices sold in the State to divert waste and possible hazardous materials components leaching from landfills.

Source of Revenues:

Initial registration and annual renewal fees listing all of the manufacturer's brands of covered electronic devices.

Current Program Activities/Allowable All activities identified in Act 13 including reviewing and/or approving manufacturer's plans for compliance; development, maintenance & update of a website & toll-free telephone number, and enforcement actions for non-compliance.

Purpose of Proposed Ceiling Increase (if applicable):

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		500,000	500,000	506,577	506,577	506,577	506,577
Beginning Cash Balance	207,536	210,000	391,287	651,968	559,432	466,896	374,360
Revenues	210,000	227,501	307,464	307,464	307,464	307,464	307,464
Expenditures	207,536	46,213	46,783	400,000	400,000	400,000	400,000
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	210,000	391,287	651,968	559,432	466,896	374,360	281,824
Encumbrances	0	13,000	5,322				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	210,000	378,287	646,646	559,432	466,896	374,360	281,824

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 590  
 Name of Fund: Interdepartmental Transfer  
 Legal Authority: Item E-8, Act 162, 2009 SLH, as amended by Act 180, 2010 SLH

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund type (MOF): U  
 Appr'n Acct. No.: S 316 H

**Intended Purpose:** Primarily used as participation in the State Nutrition Assistance Program nutrition education program (SNAP-Ed; formerly called Food Stamp Nutrition Education or FSNE) enables the State to get reimbursements based on non-federal dollars spent for approved nutrition education activities with populations that qualify for the federal nutrition assistance program.

**Source of Revenues:** Interdept'l transfer of US Department of Agriculture (USDA) reimbursements through Department of Human Services

**Current Program Activities/Allowable Expenses:** The funds can only be received and expended for activities approved on a state plan that is submitted prior to the beginning of each federal fiscal year to provide nutrition education to populations that meet the federal SNAP eligibility criteria. USDA provides updated guidance yearly for the development of state plans.

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$3,394 and a reduction of \$4.08+M to lower this U funded ceiling. The resulting proposed FY 13 ceiling & would be \$1,586,451/yr if the proposals are approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	4,700,000	4,700,000	4,943,650	4,673,541	4,673,541	4,673,541	4,673,541
Beginning Cash Balance	323,685	277,615	96,946	365,468	365,468	365,468	365,468
Revenues	481,942	540,833	786,497	1,586,451	1,586,451	1,586,451	1,586,451
Expenditures	528,012	721,503	517,975	1,586,451	1,586,451	1,586,451	1,586,451
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	277,615	96,946	365,468	365,468	365,468	365,468	365,468
Encumbrances	950,124	766,089	247,815				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Note: For U-funds, although funds are encumbered, funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 501  
 Name of Fund: Neurotrauma Special Fund  
 Legal Authority Section 321H-4, HRS

Contact Name: Christie Ferreira  
 Phone: 587-6043  
 Fund type (MOF) B  
 Appropriation Acct. No. S314H

**Intended Purpose:** Funding and contracting for services relating to neurotrauma: for education; assistance to individuals and families to identify and obtain access to services; creation of a registry of neurotrauma injuries within Hawaii; and necessary administrative expenses not to exceed two percent of total amount collected.

**Source of Revenues:** Surcharges levied under Sections 291-11.5, 291-11.6, 291C-12, 291C-12.5, 291C-12.6, 291C-102, 291C-105 and 291E-61, HRS.

**Current Program Activities/Allowable Expenses:** Contracts in the area of education awareness with 1) Brain Injury Association-Hawaii; 2) University of Hawaii (JABSOM) - Pacific Basin Rehabilitation and Research Center; 3) Rehabilitation Hospital of the Pacific; and 4) University of Hawaii (JABSOM).

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	1,025,331	1,046,817	1,024,367	1,024,367	1,024,367	1,024,367	1,024,367
Beginning Cash Balance	2,502,931	2,399,300	3,106,926	2,294,525	2,241,726	2,241,726	2,241,726
Revenues	906,511	820,062	868,386	870,000	870,000	870,000	870,000
Expenditures	260,142	112,436	430,787	922,799	870,000	870,000	870,000
Transfers							
List each by JV# and date	(750,000)						
#JM4299, per Act 192/2010			(1,000,000)				
#JM6244, per Act 124/2011			(250,000)				
Net Total Transfers	(750,000)		(1,250,000)	0	0	0	0
Ending Cash Balance	2,399,300	3,106,926	2,294,525	2,241,726	2,241,726	2,241,726	2,241,726
Encumbrances	377,359	1,068,332	1,498,940				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	2,021,941	2,038,594	795,585	2,241,726	2,241,726	2,241,726	2,241,726

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840  
 Name of Fund: Deposit Beverage Container Special Fund  
 Legal Authority: Sec 342G-104 HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): B  
 Approp. Acct. No. S313H

**Intended Purpose:**

Per Act 176/02, the purpose is to increase participation and recycling rates for specified deposit beverage containers, provide a connection between manufacturing decisions and recycling program management and reduce litter. The program reimburses consumers 5 cents on redeemed glass, plastic and aluminum containers.

**Source of Revenues:**

Deposit beverage container fee of 5 cents per container.

**Current Program Activities/Allowable Expenses:**

Activities and allowable expenses include administration, rules development and amendment, program accounting and reporting, and personnel.

Purpose of Proposed Ceiling Increase (if applicable): NA

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	71,071,123	71,120,933	71,056,309	71,117,852	71,117,852	71,117,852	71,117,852
Beginning Cash Balance	41,691,871	35,697,705	32,537,388	24,414,552	18,483,237	14,551,922	12,620,607
Revenues	53,950,101	54,331,934	55,068,685	55,068,685	55,068,685	55,068,685	55,068,685
Expenditures	59,944,267	57,492,251	61,891,521	61,000,000	59,000,000	57,000,000	55,000,000
Transfers							
JM4299 dtd 03/29/2011	0		(1,000,000)				
JM6244 dtd 06/23/2011			(300,000)				
Net Total Transfers	0		(1,300,000)	0	0	0	0
Ending Cash Balance	35,697,705	32,537,388	24,414,552	18,483,237	14,551,922	12,620,607	12,689,292
Encumbrances	14,230,413	19,173,052	13,970,326				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	21,467,292	13,364,336	10,444,226	18,483,237	14,551,922	12,620,607	12,689,292

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

Report on Non-General Fund Information  
for Submittal to the 2012 Legislature

Department: Health  
 Prog ID(s): HTH 730  
 Name of Fund: Trauma System Special Fund  
 Legal Authority: Section 321-22.5, 245-15, 245-3, 291-, HRS

Contact Name: Terry Joyce  
 Phone: 733-9217  
 Fund type (MOF) B  
 Appropriation Acct. No. S 311 H

Intended Purpose: The special fund is used by the department to support the continuing development and operation of a comprehensive state trauma system.

Source of Revenues: Tax imposed pursuant to Section 245-15 and 245-3, HRS. Fines/surcharges imposed pursuant to Section 291-, HRS (Act 231, SLH 2007).

Current Program Activities/Allowable Expenses: Personnel costs, costs of under-compensated and uncompensated trauma care incurred by hospitals.

Purpose of Proposed Ceiling Increase (if applicable):

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	6,882,307	6,882,307	6,865,278	6,876,371	6,876,371	6,876,371	6,876,371
Beginning Cash Balance	2,079,705.00	5,595,984	8,098,416	8,043,493	7,700,575	7,357,656	13,461,596
Revenues	4,722,389	6,840,213	6,510,088	6,533,453	6,533,453	12,980,311	12,980,311
Expenditures	1,206,110	4,337,782	5,565,011	6,876,371	6,876,371	6,876,371	6,876,371
Transfers							
JM6244 dtd 06/23/2011	0	0	(1,000,000)				
Net Total Transfers	0	0	(1,000,000)	0	0	0	0
Ending Cash Balance	5,595,984	8,098,416	8,043,493	7,700,575	7,357,656	13,461,596	19,565,536
Encumbrances	3,938,828	3,908,537	1,859,967	0	0	0	0
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	1,657,156	4,189,878	6,183,526	7,700,575	7,357,656	13,461,596	19,565,536

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Prog ID(s): HTH 720  
 Name of Fund: Office of Health Quality Assurance Special Fund  
 Legal Authority: Section 321-1.4, HRS

Contact Name: Keith R. Ridley  
 Phone: 692-7227  
 Fund type (MOF): B  
 Appropriation Acct. No. S 310 H

**Intended Purpose:**

The Hospital and Medical Facilities special fund was enacted in the 1999 Legislature and amended in the 2002 Legislature to allow for 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).

**Source of Revenues:**

Licensing fees and penalties. The amount of penalties are generally small. Licensing fees will be created through the administrative rules process, which may take several months to implement and barring legislative intervention resulting from concerns raised by healthcare facility operators. Anticipate licensing fees implementation by FYE 2012.

**Current Program Activities/Allowable Expenses:**

OHCA has the responsibility of managing the State licensure and Federal certification of medical and health care facilities, agencies and services provided throughout the State in order to ensure acceptable standards of care are provided.

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable.

**Financial Data**

	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling	406,000	406,000	406,000	406,000	406,000	406,000	406,000
Beginning Cash Balance	4,280	5,792	6,871	7,372	7,372	7,372	7,372
Revenues	1,624	1,161	560	5,000	25,000	50,000	75,000
Expenditures	112	82	59	5,000	25,000	50,000	75,000
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance	5,792	6,871	7,372	7,372	7,372	7,372	7,372
Encumbrances	200	200	100				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	5,592	6,671	7,272	7,372	7,372	7,372	7,372

**Additional Information:**

Amount Req. for Bond Conveyance				0	0	0	0
Amount from Bond Proceeds				0	0	0	0
Amount Held in CODs, Escrow Accounts, or Other Investments				0	0	0	0

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 906  
 Name of Fund: State Health Planning and Development Fund  
 Legal Authority: Section 323D-12.6 HRS

Contact Name: Romala Sue Radcliffe  
 Phone: 587-0788  
 Fund type (MOF) B  
 Appropriation Acct. No. S 309 H

**Intended Purpose:** Support expenses associated with Agency duties mandated by Chapter 323D HRS.

**Source of Revenues:** Certificate of Need application fees.

**Current Program Activities/Allowable Expenses:** Expenses associated with the administration of the State's Certificate of Need (CON) program as mandated in chapter 323D HRS. Expenses associated with maintaining and revising the States Health Plan as mandated in chapter 323D HRS. Expenses associated with Act 219 SLH 2007 that requires all public reviews related to CON applications for Maui to be heard on Maui instead of Honolulu.

**Purpose of Proposed Ceiling Increase (if applicable):** NA

Proposed ceiling increase in FY 13 (\$119,763) and beyond to have SHPDA Special Fund to contribute to SHPDA Operating Expenses.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	114,000	114,000	114,000	114,000	233,763	233,763	233,763
Beginning Cash Balance	434,054	201,781	201,656	222,505	228,505	184,893	156,130
Revenues	48,958	19,811	52,628	45,000	130,000	130,000	130,000
Expenditures	281,231	19,935	31,780	39,000	158,763	158,763	158,763
Transfers							
List each by JV# and date							
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	201,781	201,656	222,505	228,505	199,742	156,130	127,367
Encumbrances	13,922	5,000	1,066				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	187,859	196,656	221,439	228,505	199,742	156,130	127,367

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 141  
 Name of Fund: Public Health Nursing Services Special Fund  
 Legal Authority: HRS Sect 321-432 (Act 149/SLH 2002)

Contact Name: Wayne Kotaki  
 Phone: 832-5706  
 Fund type (MOF) B  
 Appropriation Acct. No. S 308 H

**Intended Purpose:**

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.

**Source of Revenues:**

Medicaid reimbursements from the Department of Human Services for case management services provided to families of medically fragile children.

**Current Program Activities/Allowable Expenses:**

Funds to be used to provide case management services and staff training on caring for the medically fragile/technology dependent children and other training for the preparation of transitioning students from home care, to the Department of Education.

Currently the private sector is handling all the Early and Periodic Screening Diagnosis and Treatment (EPSDT) case management cases. Public Health Nursing is the provider of last resort.

**Purpose of Proposed Ceiling Increase (if applicable):**

Not applicable.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	90,720	90,720	90,720	90,720	90,720	90,720	90,720
Beginning Cash Balance	10,575	19,967	17,680	16,158	16,158	16,158	16,158
Revenues	9,535	148	0	5,000	5,000	5,000	5,000
Expenditures	143	2,435	1,522	5,000	5,000	5,000	5,000
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	19,967	17,680	16,158	16,158	16,158	16,158	16,158
Encumbrances	50	50	900				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	19,917	17,630	15,258	16,158	16,158	16,158	16,158

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

**Department:** HEALTH  
**Prog ID(s):** HTH 440  
**Name of Fund:** Drug Demand Reduction Assessments Special Fund  
**Legal Authority:** Section 706-650(3), HRS

**Contact Name:** Phillip Nguyen  
**Phone:** 692-7515  
**Fund type (MOF):** B  
**Appropriation Acct. No.:** S 307 H

**Intended Purpose:** Deposits to the Drug Demand Reduction Assessments (DDRA) Special Fund are intended "to supplement drug treatment and other drug demand reduction programs." The DDRA Special Fund allows additional resources to be committed to support needed alcohol and substance abuse treatment services to individuals at risk of further involvement in the criminal justice and correctional system. Also, as the State's "Driving Under the Influence (DUI)" rate continues to increase, it is vital that DDRA funds be used to develop and implement a range of strategies that directly addresses this important community issue.

**Source of Revenues:** Impositions of monetary assessments in cases involving persons convicted of an offenses related to drugs and intoxicating compounds under Part IV of Chapter 712, HRS.

**Current Program Activities/Allowable Expenses:** Current services funded by the DDRA Special Fund provide adult substance abuse treatment services to offenders referred by the Intake Service Center on the island of Oahu (i.e., Oahu Community Correctional Center).

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include an increase to the ceiling by \$200k because of anticipated increased revenues. The resulting proposed FY 13 ceiling and beyond would be \$500,000/yr if the proposal is approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Beginning Cash Balance	1,254,041	726,857	900,805	538,715	738,715	738,715	738,715
Revenues	686,729	599,189	625,910	500,000	500,000	500,000	500,000
Expenditures	213,913	425,241	288,000	300,000	500,000	500,000	500,000
Transfers							
	(1,000,000)						
JM6244 dtd 06/23/2011			(700,000)				
Net Total Transfers	(1,000,000)		(700,000)	0	0	0	0
Ending Cash Balance	726,857	900,805	538,715	738,715	738,715	738,715	738,715
Encumbrances	158,786	33,542	0				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	568,071	867,263	538,715	738,715	738,715	738,715	738,715

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

Report on Non General Fund Information  
for submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 460  
 Name of Fund: TITLE XIX Med QUEST Carveout/General Outpatient  
 Legal Authority: Section 334-115.HRS

Contact Name: Peter Galla  
 Phone: 733-9866  
 Fund type (MOF) B  
 Appropriation Acct. No. S 306 H

Intended Purpose: To deposit revenues collected from treatment services rendered by mental health and substance abuse programs operated by the state.

Source of Revenues: Investment pool interest, reimbursement through DHS for administrative cost claims, reimbursement for Medicaid eligible current services, and refund/reimbursement of prior period expenditures. In FY2011, CAMHD is estimating \$95,000.00 in investment pool,\$10,500,000.00 in fee-for-service reimbursement from Medicaid and \$1,432,237.00 in refund/reimbursement of prior period expenditures. In FY2012 and 2013 investment pool will drop to \$85,000.00, random moment survey at \$1,300,000.00, refund/reimbursement of prior period expenditures at \$100,000.00 and fee-for-service reimbursemer Medicaid will remain the same.

Current Program Activities/Allowable Expenses: Program Activities include assuring a comprehensive array of mental health services for children and adolescents as well as the funding of salaries for Quality Assurance Specialists at the CAMHD Family Guidance Centers.

Purpose of Proposed Ceiling Increase (if applicable):

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	18,636,965	21,393,039	17,377,329	15,033,910	14,985,824	14,985,824	14,985,824
Beginning Cash Balance	12,328,080	5,897,504	3,524,636	2,430,558	1,162,595	1,061,529	960,463
Revenues	14,905,830	15,042,379	11,286,652	11,275,000	11,275,000	11,275,000	11,275,000
Expenditures	20,660,575	17,415,247	11,822,767	12,542,962	11,376,066	11,376,066	11,376,066
Transfers				<b>***wrong beginning balance</b>			
List each by JV# and date	(675,831)						
		3,805,610					
		(3,805,610)					
Net Total Transfers	(675,831)	268,056	0	0	0	0	0
Ending Cash Balance	5,897,504	3,524,635	2,988,520	1,162,595	1,061,529	960,463	859,397
Encumbrances	0	980,684	557,962	0			
Unencumbered Cash Balance	5,897,504	2,543,951	2,430,558	1,162,595	1,061,529	960,463	859,397

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Community Health Centers Special Fund  
 Legal Authority: Section 321-1.65, HRS

Contact Name: Gordon Takaki  
 Phone: 733-8365  
 Fund type (MOF): B  
 Appropriation Acct. No.: S 305 H

**Intended Purpose:** Funds to be used by the Department of Health for the operations of Federally Qualified Health Centers (FQHCs).

**Source of Revenues:** Cigarette tax assessed and collected pursuant to Section 245-3 (a), HRS.

**Current Program Activities/Allowable Expenses:** (1) Purchase of service (POS) contracts to 13 FQHCs to provide medical (perinatal, pediatric, adult primary care) & support services (svcs) to un- & under-insured individuals that are at or below 250% of the federal poverty level. Optional svcs include behavioral health care, dental treatment, & pharmaceutical svcs. (2) POS contract to Hana Health (an FQHC) for the provision of urgent care (24/7), & for comprehensive primary care svcs. (3) POS contract to Waianae Coast Comprehensive Health Ctr (an FQHC) for the provision of 24-hr emergency room svcs.

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		6,591,526	8,591,526	8,591,526	8,591,526	8,591,526	8,591,526
Beginning Cash Balance	0	2,021,317	4,725,035	4,136,196	4,294,670	4,453,144	4,361,618
Revenues	2,021,317	6,753,856	6,544,365	6,750,000	6,750,000	10,500,000	10,500,000
Expenditures	0	4,050,138	7,133,205	6,591,526	6,591,526	10,591,526	10,591,526
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	2,021,317	4,725,035	4,136,196	4,294,670	4,453,144	4,361,618	4,270,092
Encumbrances	0	1,672,882	1,455,033				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	0	2,021,317	2,681,163	4,294,670	4,453,144	4,361,618	4,270,092

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Hawaii Birth Defects Special Fund  
 Legal Authority: Section 321-426, HRS

Contact Name: Paul Takishita  
 Phone: 733-9062  
 Fund type (MOF): B  
 Appropriation Acct. No.: S 304 H

**Intended Purpose:** This fund is used for payment of its lawful operating expenditures, including indirect costs.

**Source of Revenues:** \$10 of each marriage license fee collected by the Hawaii State Department of Health is deposited to this special fund.

**Current Program Activities/Allowable Expenses:** This fund enables the State to have a continuous, reliable, and timely statewide information and monitoring source for ascertaining the number of births with specific disabilities and abnormalities due to birth defects, trends, and changes over time.

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	395,000	395,000	369,914	395,000	395,000	395,000	395,000
Beginning Cash Balance	741,162	730,762	850,292	928,406	908,406	863,406	793,406
Revenues	237,139	266,614	254,515	280,000	280,000	280,000	280,000
Expenditures	247,539	147,084	176,401	300,000	325,000	350,000	375,000
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	730,762	850,292	928,406	908,406	863,406	793,406	698,406
Encumbrances	116,715	99,332	85,919				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	614,047	750,960	842,487	908,406	863,406	793,406	698,406

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Newborn Metabolic Screening Special Fund  
 Legal Authority: Sec 321-291, HRS

Contact Name: Paul Takishita  
 Phone: 733-9062  
 Fund type (MOF): B  
 Appropriation Acct. No.: S 302 H

**Intended Purpose:** This fund is 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 costs.

**Source of Revenues:** Per the Hawaii Administrative Rules, the amount collected for each metabolic screening (testing) kit sold in Hawaii (current charge per kit is \$55) is deposited to this special fund.

**Current Program Activities/Allowable Expenses:** The Newborn Metabolic Screening Program (NBMSPP) has statewide responsibilities for assuring that infants born in the State of Hawaii are satisfactorily tested for 32 disorders which can cause mental and growth retardation and even death, if not detected and treated early in the newborn period. NBMSPP tracks and follows-up to assure that infants with detected diseases are provided with appropriate and timely treatment.

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$18,853. The resulting proposed FY 13 ceiling and beyond would be \$1,234,569/yr if the proposal is approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	1,218,123	1,253,422	1,222,963	1,253,422	1,253,422	1,253,422	1,253,422
Beginning Cash Balance	945,851	899,737	1,145,827	1,466,310	1,545,610	1,568,349	1,611,961
Revenues	1,027,187	1,166,465	1,127,161	1,120,000	1,120,000	1,147,500	1,352,500
Expenditures	1,073,301	920,374	806,679	1,040,700	1,097,261	1,103,888	1,105,888
Transfers							
List each by JV# and date							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	899,737	1,145,828	1,466,310	1,545,610	1,568,349	1,611,961	1,858,573
Encumbrances	225,573	206,037	465,349				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	674,164	939,790	1,000,961	1,545,610	1,568,349	1,611,961	1,858,573

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



Report on Non-General Fund Information  
for Submittal to the 2012 Legislature

Department: Health  
 Prog ID(s): HTH 730  
 Name of Fund: Emergency Medical Services Special Fund  
 Legal Authority: Section 321-234, 249-31 (b), 245-15, 245-3, HRS.

Contact Name: Terry Joyce  
 Phone: 733-9217  
 Fund type (MOF) B  
 Appropriation Acct. No. S 301 H

Intended Purpose: The special fund is used by the department for operating a state comprehensive emergency medical services system.

Source of Revenues: Fees from annual motor vehicle registration and cigarette tax imposed pursuant to Section 245-15 and 245-3, HRS.

Current Program Activities/Allowable Expenses: Expenses include emergency medical services; education and training of emergency medical personnel statewide.

Purpose of Proposed Ceiling Increase (if applicable):

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	6,400,848	7,596,573	13,196,503	13,196,503	13,196,503	13,196,503	13,196,503
Beginning Cash Balance	12,018,791	16,374,596	21,218,554	25,787,307	22,509,241	19,231,176	22,843,780
Revenues	8,130,699	9,846,352	10,078,828	9,918,437	9,918,437	16,809,107	16,809,107
Expenditures	3,774,894	5,002,394	5,510,075	13,196,503	13,196,503	13,196,503	13,196,503
Transfers							
List each by JV# and date	0	0					
Net Total Transfers	0	0		0	0	0	0
Ending Cash Balance	16,374,596	21,218,554	25,787,307	22,509,241	19,231,176	22,843,780	26,456,384
Encumbrances	4,510,071	4,056,615	8,819,768	0	0	0	0
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	11,864,525	17,161,939	16,967,539	22,509,241	19,231,176	22,843,780	26,456,384

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Affordable Care Act (ACA) Maternal, Infant & Early Childhood Home Visiting Prog.  
 Legal Authority: H.R. 3590: Patient Protection and Affordable Care Act Title I, Subtitle L, Section 2951. Section 511 is added to Title V of the Social Security Act.

Contact Name: Leighton Tamura  
 Phone: 733-9073  
 Fund type (MOF): N  
 Apprn Acct. No.: S 269 H

**Intended Purpose:** 1) Strengthen and improve coordination of services for “at risk” communities; and 2) establish state grant program for “maternal, infant and early childhood home visitation programs” for eligible families.

**Source of Revenues:** U.S. Department of Health and Human Services, Health Resources Services Administration (HRSA), Maternal and Child Health (MCH) block grant program

**Current Program Activities/Allowable Expenses:** The program aims to: (1) adhere to a clear, consistent model grounded in empirically-based knowledge related to home visiting and linked to the benchmark areas; (2) employ well-trained and competent staff such as nurses, social workers, child development specialists, or other well-trained staff; (3) maintain high quality supervision; (4) demonstrate organizational capacity; (5) establish appropriate linkages and referrals; and (6) monitor program fidelity.

**Purpose of Proposed Ceiling Increase (if applicable):** Currently this non-appropriated grant is operating under a Gov's approval with the budget period ending 9/30/2012. The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include including this non-appropriated grant under HTH 560 (S 206 H) beginning FY 13.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling			0	0			
Beginning Cash Balance	0	0	0	470	470	470	470
Revenues		0	43,048	734,727			
Expenditures		0	42,579	734,727			
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance	0	0	470	470	470	470	470
Encumbrances			191,434				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
<b>Additional Information:</b>							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 904  
 Name of Fund: Chronic Disease Self Management Program ARRA  
 Legal Authority: 42 USC 241; 42 CFR 52; P.L. 111-5

Contact Name: Caroline Cadirao  
 Phone: 586-7267  
 Fund type (MOF): N  
 Appropriation Acct. No. S 268 H

Intended Purpose:  
 Expand the reach of the evidence-based Chronic Disease Self-Management Program (CDSMP) to 13 more communities with older adults having chronic illnesses including those with low income and/or limited English speaking proficiency.

Source of Revenues:  
 U.S. Administration on Aging

Current Program Activities/Allowable Expenses:  
 CDSMP equipment and supplies; stipend and mileage reimbursement for CDSMP certified Lay Leaders and Master Trainers; training costs

Purpose of Proposed Ceiling Increase (if applicable): Not applicable \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0	75,000			
Beginning Cash Balance		0	0	761	761	0	0
Revenues			26,374	75,000			
Expenditures			25,613	75,000			
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	-	0	761	761	0	0	0
Encumbrances		138,324	166,216				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	761	0	0	0
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 907  
 Name of Fund: ARRA- Communities Putting Prevention to Work  
 Legal Authority 42 USC 241; 42 CFR 52

Contact Name: John Hunt  
 Phone: 241-3497  
 Fund type (MOF) V  
 Appropriation Acct. No. S 267 H

**Intended Purpose:**  
Implement prevention strategies to increase physical activity and nutrition in Kauai and Maui Counties.

**Source of Revenues:**  
Center for Disease Control and Prevention, Health and Human Services .

**Current Program Activities/Allowable Expenses:**  
Working with subcontractors in both counties to make policy change, infrastructure improvements and social norm changes regarding improving the level of physical activity and nutrition services available to the general public.

**Purpose of Proposed Ceiling Increase (if applicable):**  
Not applicable. This is a non-appropriated grant.

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling		0	0	0			
Beginning Cash Balance		0	0	19,791			
Revenues		12,481	1,042,549	1,136,928			
Expenditures		12,481	1,022,758	1,136,928			
Transfers							
List each by JV# and date							
Net Total Transfers			0	0			
Ending Cash Balance		0	19,791	19,791			
Encumbrances		8,135	1,262,634				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance		N/A	N/A	N/A			
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: Health  
 Program ID: HTH 590 KK  
 Name of Fund: ARRA -Healthy Promotion and Surveillance-Component III  
 Legal Authority: American Recovery & Reinvestment Act (ARRA) of 2009

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund Type (MOF): V  
 Apprn Acct. No.: S 266 H

**Intended Purpose:**

To create jobs, and to expand the existing program to promote wellness and prevent chronic disease through state-wide and local policy and systems change approaches.

**Source of Revenues:** ARRA Funds from US Department of Health and Human Services, Centers for Disease Control and Prevention

**Current Program Activities/Allowable Expenses:**

Expand promotion and reach of the Hawaii Tobacco Quitline to increase the number of people who successfully quit smoking.

**Purpose of Proposed Ceiling Increase (If applicable):** Gov's approval to expend dated 4/7/2010 but no ceiling increase requested as this is a one time grant where the funding period ends on 2/3/2012.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	0	0	0	0			
Beginning Cash Balance	0	0	0	0	0	0	0
Revenues	0	1,292	3,045	241,354			
Expenditures	0	1,292	3,045	241,354			
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	0	0	0	0	0	0	0
Encumbrances	0	0	15,000	0			
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: Health  
 Program ID: HTH 590  
 Name of Fund: ARRA -Healthy Promotion and Surveillance-Component I  
 Legal Authority: American Recovery & Reinvestment Act (ARRA) of 2009

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund Type (MOF): V  
 Apprn Acct. No.: S 265 H

**Intended Purpose:** To create jobs, and to expand the existing program that promotes wellness and prevention of chronic disease through state-wide and local policy and systems change approaches.

**Source of Revenues:** ARRA Funds from US Department of Health and Human Services, Centers for Disease Control and Prevention

**Current Program Activities/Allowable Expenses:** To further nutrition-access/support breastfeeding policy change and maternity care practices and increase the number of hospitals across the state that are Baby-Friendly certified. Also, introduce and pass worksite wellness liability legislation and align state and county policies and comply with new Federal Drug Administration Tobacco Control Act.

**Purpose of Proposed Ceiling Increase (If applicable):** Gov's approval to expend dated 4/7/2010 but no revenues/expenditures were made in FY 10. No ceiling increase requested as this is a one time grant where the funding period ends on 2/3/2012.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	0	0	0	0			
Beginning Cash Balance	0	0	0	4,000	0	0	0
Revenues	0	0	104,297	210,356			
Expenditures	0	0	100,297	214,356			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	0	0	4,000	0	0	0	0
Encumbrances	0		201,431	0			
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 720  
 Name of Fund: ARRA Ambulatory Surgical Center Healthcare-Associated Infection Prevention Initiative  
 Legal Authority: \_\_\_\_\_

Contact Name: Keith R. Ridley  
 Phone: 692-7227  
 Fund type (MOF) V  
 Appropriation Acct. No. S-264-H

**Intended Purpose:**

Additional funding during federal FY10 to allow for the completion of onsite certification surveys of 4 additional ambulatory surgical centers under the Medicare program to determine compliance with new infection control requirements.

**Source of Revenues:** Federal stimulus money.

**Current Program Activities/Allowable Expenses:** ARRA moneys were allowed to carry-over to federal FY11. Most money unspent due to staffing shortages to conduct the additional surveys originally intended.

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable. Non-appropriated funds. Funding period ended 9/30/11.

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling		0	0	0			
Beginning Cash Balance			0	0	0	0	0
Revenues			4,760				
Expenditures			4,760				
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			0	0	0	0	0
Encumbrances			0				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 904  
 Name of Fund: Hawaii's Community Living Project  
 Legal Authority: 42 USC 241; 42 CFR 52

Contact Name: Nancy Moser  
 Phone: 586-7309  
 Fund type (MOF) N  
 Appropriation Acct. No. S 263 H

Intended Purpose:  
 Conduct a pilot project to assist individuals who are lacking financial resources but not Medicaid eligible, and are at functional risk of nursing home placement, to remain living in their homes and avoid impoverishment.

Source of Revenues:  
 U.S. Administration on Aging

Current Program Activities/Allowable Expenses:  
 Establish components to support a participant-directed option to purchase home and community based services; financial management system and coaching service to support participants as employers of their own support staff; fund individual's monthly budgets based on person-centered support plans

Purpose of Proposed Ceiling Increase (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	118860	18860	118860	118860	118860
Appropriation Ceiling		0	0	118,860			
Beginning Cash Balance		0	19,347	761	761	761	761
Revenues		22,423	34,798	118,860	118,860	118,860	118,860
Expenditures		3,076	53,383	118,860	118,860	118,860	118,860
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	-	19,347	761	761	761	761	761
Encumbrances		115,640	256,456				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	761	761	761	761
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department:	<u>HEALTH</u>	Contact Name:	<u>Caroline Cadirao</u>
Prog ID(s):	<u>HTH 904</u>	Phone:	<u>586-7267</u>
Name of Fund:	<u>Aging and Disability Resource Center Expansion and Hospital Discharge Planning Model</u>	Fund type (MOF)	<u>N</u>
Legal Authority	<u>42 USC 241; 42 CFR 52; Section 1110 SS Act</u>	Appropriation Acct. No.	<u>S 262 H</u>

Intended Purpose 1) Develop a hospital discharge planning model that meaningfully engages and solicits patient input and participation and maximizes the opportunity for Medicaid patients to return home with home and community based supports upon discharge  
2) Establish highly visible and trustworthy Aging and Disability Resource Centers that are easily accessible to the public and responsive to their needs for information and linkages to long term care options

Source of Revenues:  
Centers for Medicare and Medicaid Services and Administration on Aging

Current Program Activities/Allowable Expenses:  
Program coordination contractual expense; personnel; travel; MIS software and hardware; evaluation

Purpose of Proposed Ceiling Increase (if applicable): Not applicable \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling		0	0	145,875	145,875	145,875	
Beginning Cash Balance		0	30,762	18,263	18,263	18,263	18,263
Revenues		40,770	137,345	145,875	145,875	145,875	
Expenditures		10,008	149,843	145,875	145,875	145,875	
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	-	30,762	18,263	18,263	18,263	18,263	18,263
Encumbrances		313,192	422,233				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	18,263	18,263	18,263	18,263
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 904  
 Name of Fund: Home-Delivered Meals ARRA  
 Legal Authority: 42 USC 241; 42 CFR 52; P.L. 111-5

Contact Name: Nancy Moser  
 Phone: 586-7309  
 Fund type (MOF) V  
 Appropriation Acct. No. S 259 H

Intended Purpose:  
 Deliver meals to homes of homebound older adults aged 60 or older

Source of Revenues:  
 U.S. Administration on Aging

Current Program Activities/Allowable Expenses:  
 Meals that meet the specifications of the Older Americans Act, Title III Part C2 as amended  
 and associated expenses to produce and deliver meals

Purpose of Proposed Ceiling Increase (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0	0	0	0	0
Beginning Cash Balance		0	0	0	0	0	0
Revenues		92,396	67,604	0	0	0	0
Expenditures		92,396	67,604	0	0	0	0
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	-	0	0	0	0	0	0
Encumbrances		67,604					
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: ARRA - Special Supp. Nutrition Program for WIC  
 Legal Authority: PL 111-5

Contact Name: Ellen Matoi  
 Phone: 586-9305  
 Fund type (MOF): V  
 Appropriation Acct. No.: S 258 H

**Intended Purpose:** The Technology grant would allow EIC to procure contracted services to: 1) conduct a feasibility study of transferring other WIC information systems including State Agency Models; 2) develop the Implementation Advance Planning Document; and 3) develop a Request for Proposal for the replacement WIC information system.

**Source of Revenues:** U.S. Department of Agriculture, Food & Nutrition Service

**Current Program Activities/Allowable Expenses:** Hawaii WIC is currently contracting with Burger Carroll & Assoc. (BCA) to conduct the feasibility study/cost benefit analysis. Total contract to BCA is \$124,386.

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable but program got no cost extension to this ARRA grant NTE 9/28/2012.

Financial Data							
0	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance		0	0	0	0	0	0
Revenues		10,000	39,755	74,631			
Expenditures		10,000	39,755	74,631			
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	0	0	0	0	0	0	0
Encumbrances		114,386	74,631				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: Health  
 Program ID: HTH 590  
 Name of Fund: Healthy Hawaii Initiative  
 Legal Authority: Sections 301A, 311BC, & 317K2 of the PHS Act

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund Type (MOF): N  
 Apprn Acct. No.: S 257 H

**Intended Purpose:** Provide public education and health programs in nutrition, physical activity and obesity prevention.

**Source of Revenues:** US Department of Health and Human Services, CenterS for Disease Control and Prevention

**Current Program Activities/Allowable Expenses:** Development of comprehensive community campaign that promotes increased physical activity and, or healthy eating. Using existing surveillance data from the Hawaii Behavior Risk Factor Surveillance, HHI compared the health status of communities on Oahu and a target community was identified for implementing physical activity and healthy eating programs. Plans for the next phase includes conducting further assessments on nutrition resources in the targeted community and conducting an observational assessment of resources for physical activity and implementing collaborative nutrition/physical activity related programs.

**Purpose of Proposed Ceiling Increase (If applicable):** This previously non-appropriated grant has been incorporated into HTH 590 (S 225 H) beginning of FB 11-13 pursuant to Act 164/SLH 2011.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	0	0	0	0	0	0	0
Beginning Cash Balance	0	0	16,578	6,690	0	0	0
Revenues	0	62,724	208,097	267,148	0	0	0
Expenditures	0	46,146	217,986	273,838	0	0	0
Transfers							
List each by JV# and date							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	0	16,578	6,690	0	0	0	0
Encumbrances	0	151,937	273,838	0	0	0	0
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	NA	NA	NA	NA	NA	NA	NA

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Program ID: HTH 610 /FR  
 Name of Fund: Indoor Air Quality  
 Legal Authority: Sec. 121-411 to 413 and 321-11(21), HRS

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): N  
 Approp. Acct. No. S255H368

Intended Purpose (including purpose of proposed ceiling increase, if applicable):

To establish an indoor air quality program within the Department of Health; and provide information and education material regarding indoor air pollution to the managers, owners, and occupants of publicly-owned buildings, and assist managers, owner occupants of publicly-owned buildings to identify, assess, and correct indoor air pollution problems.

Source of Revenues: Clean Air Section 105 grant for Indoor Air

Current Program Activities/Allowable Expenses:

Planning and development of a comprehensive indoor air quality program; including public outreach and networking. Develop and implement staff training in indoor air quality. Develop informational brochures on indoor air pollutants, health risks and health effects. Implement statewide educational programs on indoor air quality for schools.

Purpose of Proposed Ceiling Increase (If applicable) NA

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	594,682	594,682	594,682	594,682	594,682	594,682	594,682
Beginning Cash Balance	51,424	48,115	50,766	44,482	44,482	44,482	44,482
Revenues	462,218	388,503	415,807	594,682	594,682	594,682	594,682
Expenditures	465,527	416,286	422,091	594,682	594,682	594,682	594,682
Transfers							
JS3194 dtd 12/29/2009		14,371					
JS3736 dtd 02/04/2010		15,045					
JS3848 dtd 02/16/2010		1,018					
Net Total Transfers	0	30,434		0	0	0	0
Ending Cash Balance	48,115	50,766	44,482	44,482	44,482	44,482	44,482
Encumbrances	519	908	700				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	44,482	44,482	44,482	44,482

Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HTH  
 Program ID: HTH 840/ FH  
 Name of Fund: Drinking Water Revolving Funds - ARRA  
 Legal Authority: Act 162 SLH 2009

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): V  
 Approp. Acct. No. S 254 H

**Intended Purpose:**

To implement ARRA funding of Drinking Water Revolving Loan Fund construction activities.

Source of Revenues:  
ARRA

**Current Program Activities/Allowable Expenses:**

Construction loans oversight, management and completion, inspections, data management and reporting, financial report preparation and reporting, and completion of loan payment requests.

Purpose of Proposed Ceiling Increase (if applicable): Request ceiling to provide oversight, management, completion and reporting of ARRA-funded construction.  
 3,500,000 V in FY12 and 3,500,000 V in FY13

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		20,000,000	9,900,000				
Beginning Cash Balance		0	0	0	0	0	0
Revenues		10,916,160	7,426,770				
Expenditures		10,916,160	7,426,770				
Transfers							
List each by JV# and date	0						
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	0	0	0	0	0	0	0
Encumbrances		8,583,840	1,157,020				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840  
 Name of Fund: Leaking Underground Storage Tank ARRA  
 Legal Authority: Act 162 SLH 2009

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): V  
 Approp. Acct. No. S 253 H

Intended Purpose:

To implement requirements of ARRA-funded Leaking Underground Storage Tank activities in 840 FJ Solid and Hazardous Waste Branch.

Source of Revenues:  
ARRA

Current Program Activities/Allowable Expenses:

Contracts oversight, technical assistance, and required federal ARRA reporting.

Purpose of Proposed Ceiling Increase (if applicable):

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling							
Beginning Cash Balance		0	1,257	12,755	12,755	12,755	12,755
Revenues		36,315	413,398				
Expenditures		35,058	401,900				
Transfers							
List each by JV# and date	0						
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	0	1,257	12,755	12,755	12,755	12,755	12,755
Encumbrances		112,093	101,437				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	12,755	12,755	12,755	12,755

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 840 FF  
 Name of Fund: ARRA State Clean Diesel Grant Program  
 Legal Authority: PL 109-58

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund type (MOF) V  
 Appropriation Acct. No. S 252 H

**Intended Purpose:** Reduce diesel emissions by retrofitting vehicles

**Source of Revenues:** U.S. Environmental Protection Agency

**Current Program Activities/Allowable Expenses:** Reduce diesel emissions by targeting fleet vehicles, including school vehicles, for certified diesel retrofit technologies, or vehicle replacement

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance			0	0	0	0	0
Revenues			1,034,733	650,000			
Expenditures			1,034,733	650,000			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			0	0	0	0	0
Encumbrances			0				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH Contact Name: Tammie Wong  
 Prog ID(s): HTH 131 Phone: 587-6599  
 Name of Fund: ARRA - Epi & Lab Capacity - Healthcare-Associated Infections Fund type (MOF) V  
 Legal Authority: 42 USC 241; 42 CFR 52; ARRA Appropriation Acct. No. S 251 H

**Intended Purpose:** To build and improve state health department workforce, training, and tools to draft the state healthcare-associated infection (HAI) prevention plan.

**Source of Revenues:** Federal grant from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, using American Recovery and Reinvestment Act funds.

**Current Program Activities/Allowable Expenses:** Develop an HAI prevention program, establish baseline HAI data for the state, and support prevention collaboratives to undertake prevention activities or initiatives.

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable. **This is a non-appropriated federal grant.**

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012*	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0	0			
Beginning Cash Balance		0	108	750	750	750	750
Revenues		19,000	92,203	291,773			
Expenditures		18,892	91,561	291,773			
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance		108	750	750	750	750	750
Encumbrances		9,828	30,840				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	750	750	750	750
Additional Information:	Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).						
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 131  
 Name of Fund: Public Health Emergency Response  
 Legal Authority: Public Health Service Act, Section 317 A & E

Contact Name: Tammie Wong  
 Phone: 587-6599  
 Fund type (MOF) N  
 Appropriation Acct. No. S 250 H

Intended Purpose: To prepare for and respond to an influenza pandemic.

Source of Revenues: Federal grant from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.

Current Program Activities/Allowable Expenses: The two focus areas for activities are 1) vaccination, antiviral distribution/dispensing and administration, and community mitigation, and 2) laboratory, epidemiology, and surveillance.

Purpose of Proposed Ceiling Increase (if applicable): Not applicable. **This is a non-appropriated federal grant.**

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012* (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance		0	32,430	51,907	0	0	0
Revenues		2,490,800	1,115,010	732,881			
Expenditures		2,458,370	1,095,533	732,881			
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	0	32,430	51,907	51,907	0	0	0
Encumbrances			760,963				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	51,907	0	0	0
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH Contact Name: Tammie Wong  
 Prog ID(s): HTH 131 Phone: 587-6599  
 Name of Fund: ARRA - Immunization - Reaching More Children and Adults Fund type (MOF) V  
 Legal Authority: Public Health Service Act, Section 317; ARRA Appropriation Acct. No. S 249 H

Intended Purpose: To increase the number of children and adults vaccinated against vaccine-preventable diseases.

Source of Revenues: Federal grant from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, using American Recovery and Reinvestment Act funds.

Current Program Activities/Allowable Expenses: These funds provide support for the statewide school-based influenza vaccination program, "Stop Flu at School" (SFAS). Specifically, the grant funds contracted nursing services to administer vaccines at SFAS clinics and four temporary positions to assist with administrative and logistical planning, coordinating and distributing medical and other clinic supplies, collecting and processing data, and preparing reports.

Purpose of Proposed Ceiling Increase (if applicable): Not applicable. **This is a non-appropriated federal grant.**

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012*	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	0	0	0				
Beginning Cash Balance		0	166	0	0	0	0
Revenues		280,101	272,207	20,120			
Expenditures		279,935	272,373	20,120			
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance		166	(0)	(0)	(0)	(0)	(0)
Encumbrances		175,646					
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: ARRA - Early Intervention  
 Legal Authority P.L. 105-17 & 111-5

Contact Name: Ellen Matoi  
 Phone: 586-9305  
 Fund type (MOF): V  
 Appropriation Acct. No.: S 246 H

**Intended Purpose:** To improve early intervention services and results for infants and toddlers with disabilities.

**Source of Revenues:** U.S. Department of Education, Office of Special Education Programs

**Current Program Activities/Allowable Expenses:** To fund the provision of early intervention services with Purchase of Services Contracts, procurement of computer-related and other infrastructure equipment, training, and other required activities.

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable but program got no cost extension to this ARRA grant NTE 9/30/2011.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		2,139,843	0	0			
Beginning Cash Balance		0	2,807	900	522	522	522
Revenues		1,125,810	1,071,154	201,331			
Expenditures		1,123,003	1,073,061	201,708			
Transfers							
List each by JV# and date							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	0	2,807	900	522	522	522	522
Encumbrances		927,457	99,472	0			
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 495  
 Name of Fund: see source of revenues  
 Legal Authority: Section 334-7, HRS

Contact Name: Amy Yamaguchi  
 Phone: 586-4682  
 Fund type (MOF) N  
 Appropriation Acct. No. S 245 H

**Intended Purpose:**

The purpose of the various grants is to provide additional needed resources for the provision of comprehensive mental health services for individuals with severe and persistent mental illness.

**Source of Revenues:**

1) Olmstead Financial Support Award; 2) Hawaii's State Mental Health Data Infrastructure Grant for Quality Improvement; 3) Hawaii Mental Health Transformation State Incentive Grant; 4) The Hawaii Multicultural Action Initiative; and 5) Mental Health Transformation Grant; Implementing a Trauma-Informed System of Care.

**Current Program Activities/Allowable Expenses:**

Activities include expanding the opportunities for adults with severe and persistent mental illness to live in the community; data infrastructure enhancement; development of a comprehensive strategy to respond to the needs and preferences of consumers with mental illness or families of persons with mental illness; development of a training curriculum and web-based link with public health information for ethnic minorities and newest immigrant populations; and enhancement and improvement of the core adult mental health service array and the infrastructure that supports those services.

Allowable expenses are expenses incurred to provide or support the provision of program activities.

**Purpose of Proposed Ceiling Increase (if applicable):** N/A

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	3,694,999	3,557,363	3,557,363	3,557,363	3,557,363	3,557,363	3,557,363
Beginning Cash Balance	111,037	361,625	16,377	49,723	49,723	49,723	49,723
Revenues	3,236,980	2,162,635	2,573,699	3,162,022	1,014,738	884,738	884,738
Expenditures	2,986,392	2,507,883	2,540,353	3,162,022	1,014,738	884,738	884,738
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	361,625	16,377	49,723	49,723	49,723	49,723	49,723
Encumbrances	622,631	919,894	462,624				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Prog ID(s): HTH 730  
 Name of Fund: various - see attachment: S 241 H  
 Legal Authority: various - see attachment: S 241 H

Contact Name: Terry Joyce  
 Phone: 733-9217  
 Fund type (MOF): N  
 Appropriation Acct. No. S 241 H

Intended Purpose: various - see attachment: S 241 H

Source of Revenues: various - see attachment: S 241 H

Current Program Activities/Allowable Expenses: various - see attachment: S 241 H

Purpose of Proposed Ceiling Increase (if applicable): Not Applicable.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	1,268,522	1,268,522	1,268,522	3,807,055	3,814,055	1,268,522	1,268,522
Beginning Cash Balance	15,430	24,254	4,300	3,731	3,731	3,731	3,731
Revenues	595,087	490,547	534,992	2,636,785	578,000	578,000	578,000
Expenditures	586,262	510,501	535,561	2,636,785	578,000	578,000	578,000
Transfers							
List each by JV# and date							
Net Total Transfers	0	0		0	0	0	0
Ending Cash Balance	24,255	4,300	3,731	3,731	3,731	3,731	3,731
Encumbrances	26,200	51,214	28,181	0	0	0	0
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	3,731	3,731	3,731	3,731
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

Note 1: In FY 2012 the estimated revenues in S 241 H are comprised of the Core Violence and Injury Prevention (\$150,000), PHHS Block Grant (\$298,000), EMSC Partnership Grant (\$130,000), Hospital Preparedness Program (\$1,865,852), and Hawaii Emergency System for Advance Registration of Volunteer Health Professionals Program (\$192,933).

Note 2: In FY 2013 through FY 2015 the estimated revenues in S 241 H are comprised of the Core Violence and Injury Prevention (\$150,000), PHHS Block Grant (\$298,000), and EMSC Partnership Grant (\$130,000). A request to transfer the HPP and ESAR-VIP grant to HTH 131 is pending approval.

Note 3: FY 2012-15 Estimated expenditures is equal to fully expending available revenue.

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 849  
 Name of Fund: ARRA Water Quality Management  
 Legal Authority: 42 USC 241; 42 CFR 52

Contact Name: Pat Sasaki  
 Phone: 64579  
 Fund type (MOF) V ARRA funds  
 Appropriation Acct. No. S 239 H

Intended Purpose:  
ARRA funds for consultant and operating expenses for Water Quality Management activities.

Source of Revenues:  
One time American Recovery and Reinvestment Act of 2009 (ARRA) 305,885V

Current Program Activities/Allowable Expenses:

Purpose of Proposed Ceiling Increase (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0	0			
Beginning Cash Balance		0	25	0	0	#VALUE!	#VALUE!
Revenues		68,628	158,518				
Expenditures		68,603	158,543				
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	-	25	0	0	#VALUE!	#VALUE!	#VALUE!
Encumbrances		237,997	63,676				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	#VALUE!	#VALUE!	#VALUE!
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
<b>Additional Information:</b>							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HTH  
 Program ID: HTH 840/ FM  
 Name of Fund: Clean Water Revolving Funds - ARRA  
 Legal Authority: Act 162 SLH 2009

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): V  
 Approp. Acct. No. S 238 H

**Intended Purpose:**

To implement ARRA funding of Clean Water Revolving Loan Fund construction activities.

**Source of Revenues:**

ARRA

**Current Program Activities/Allowable Expenses:**

Construction loans oversight, management and completion, inspections, data management and reporting, financial report preparation and reporting and completion of loan payment requests.

**Purpose of Proposed Ceiling Increase (if applicable):**

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		30,352,300	9,900,000				
Beginning Cash Balance		0	0	0	0	0	0
Revenues		12,867,564	7,242,460				
Expenditures		12,867,564	7,242,460				
Transfers							
List each by JV# and date	0						
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	0	0	0	0	0	0	0
Encumbrances		16,975,872	10,111,308				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Supporting Evidence-Based Home Visitation Programs to Prevent Maltreatment

Contact Name: Leighton Tamura  
 Phone: 733-9073  
 Fund type (MOF): N  
 Appropriation Acct. No.: S 237 H

Legal Authority Child Abuse Prevention and Treatment Act, Title I, as amended, 42 U.S.C 5101 et seq.

**Intended Purpose:** Support the state and local infrastructure needed for the high quality implementation of existing evidence-based home visiting programs to prevent child maltreatment.

**Source of Revenues:** U.S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau

**Current Program Activities/Allowable Expenses:** The program aims to: (1) build state and local infrastructure and implement systems changes designed to spread the use of evidence-based home visiting programs; (2) support the implementation of specific evidence-based home visiting approaches within selected target populations, and with strong fidelity to proven, effective models; (3) conduct rigorous local evaluations examining the degree to which system change has occurred, and the effects of home visiting programs in reducing child maltreatment and achieving other family and child outcomes; and (4) conduct a cross-site evaluation drawing data and cross-cutting lessons from the grantees' local evaluations.

**Purpose of Proposed Ceiling Increase (if applicable):** For FB 11-13 budget, per Act 164/2011 this grant was subsumed in the appropriated Federal ceiling under HTH 560 (i.e. S 206 H).

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance	0	337	88	6,517	0	0	0
Revenues	4,000	137,041	288,452				
Expenditures	3,663	137,290	282,022	24			
Transfers							
List each by JV# and date							
Cash transfer				-6,493			
Net Total Transfers	0		0	-6,493	0	0	0
Ending Cash Balance	337	88	6,517	0	0	0	0
Encumbrances	990	201,987	367				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	0	0	0
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
<b>Additional Information:</b>							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH 849  
 Program ID: HTH 849  
 Name of Fund: Various  
 Legal Authority: Act 213/SLH 2007

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): N  
 Approp. Acct. No. S236 H

Intended Purpose (including purpose of proposed ceiling increase, if applicable):

To plan, coordinate, collect and manage data, conduct public, participation outreach and evaluate environmental health program

Source of Revenues: allocation from grants received for EPA such as air pollution control, water pollution control, public water systems, etc.

Current Program Activities/Allowable Expenses:

Total Maximum Daily Load, water quality management planning , federal and state data integration and management.

Purpose of Proposed Ceiling Increase (if applicable): Revise ceiling for transfer of 1 position and funds to 849 FD from 840 FF (1.00/74,267 N) and transfer 3 positions and funds from 849 FC to 840 FG (-1.00P, -2.00T/-203,086 N)

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	3,037,634	3,201,314	3,201,314	3,201,314	3,072,545	3,072,545	3,072,545
Beginning Cash Balance	27,812	111,312	151,199	89,470	89,470	89,470	89,470
Revenues	2,974,533	2,838,274	2,412,342	3,201,314	3,072,545	3,072,545	3,072,545
Expenditures	2,891,033	2,798,387	2,474,070	3,201,314	3,072,545	3,072,545	3,072,545
Transfers							
List each by JV# and date							
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	111,312	151,199	89,470	89,470	89,470	89,470	89,470
Encumbrances	488,806	615,693	753,756				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	89,470	89,470	89,470	89,470

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Hawaii Muscular Dystrophy STARnet Project  
 Legal Authority: Public Health Service Act, P.L. 100-202

Contact Name: Paul Takishita  
 Phone: 733-9062  
 Fund type (MOF): N  
 Appropriation Acct. No.: S 235 H

**Intended Purpose:** To collect data to help determine the treatment and management protocols that result in the best health outcomes on Asian and Pacific Islanders with Duchonne or Becker Muscular Dystrophy conditions.

**Source of Revenues:** U.S. Department of Health and Human Services, Centers for Disease Control and Prevention

**Current Program Activities/Allowable Expenses:** Identify individuals with Duchonne or Becker Muscular Dystrophy born after 1982 and, with their informed consent, collect data on their treatment, management, and health status.

**Purpose of Proposed Ceiling Increase (if applicable):** Note that this is a non-appropriated federal grant which is expected to end in FY 11, so no request was made to increase the ceiling for the FB 2011-13. However, the program just received (11/17/11) a twelve month no cost extension to 9/1/12

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0	0	0	0	0
Beginning Cash Balance	0	0	0	4,362	0	0	0
Revenues	23,625	409,757	100,916	151,707			
Expenditures	23,625	409,757	96,554	156,069			
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	0	0	4,362	0	0	0	0
Encumbrances	236,375	100,242	156,069				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
<u>Additional Information:</u>							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

Report on Non-General Fund Information  
for Submittal to the 2012 Legislature

Prog ID: HTH 730  
Name of Fund: State/Tribal Youth Suicide Prevention Grant (Hawaii Gatekeeper Training Initiative)  
Legal Authority: Section 321-231, HRS; Section 520E-2, PHS ACT

Contact Person: Terry Joyce  
Phone: 733-9217  
Fund type (MOF): N  
Appropriation Acct. No.: S 234 H

Intended Purpose State/Tribal Youth Suicide Prevention

Source of Revenues: Department of Health and Human Services Substance Abuse and Mental Health Services Administration Center for Mental Health Services.

Current Program Activities/Allowable Expenses: Provision of ASIST workshops to enhance youth suicide prevention efforts in Public School, Alcohol/Substance Abuse Treatment, and Law Enforcement. Allowable expenses include salaries and wages, fringe benefits, supplies, contracts, travel, other costs and indirect cost.

Purpose of Proposed Ceiling Increase (if applicable): Not Applicable.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling (non-appropriated)	375,000	500,000	500,000	225,232	0	0	0
Beginning Cash Balance	0	19,438	302	5,500	5,889	5,889	5,889
Revenues	75,584	471,664	459,098	29,634	0	0	0
Expenditures	56,146	490,799	453,900	29,245	0	0	0
Transfers			FY 08 - FY 10 expenditures include prior year liquidated				
List each by JV# and date			encumbrances.				
Net Total Transfers	0	0		0	0	0	0
Ending Cash Balance	19,438	302	5,500	5,889	5,889	5,889	5,889
Encumbrances	65,961	235,260	386,553				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	5,889	5,889	5,889	5,889
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

Note 1: Non-appropriated grant (GOV 12/12/08). SAMHSA grant ended September 29, 2011. The final budget period was 9/30/10 - 9/29/11. The estimated revenues and estimated expenditures for FY 12 are equal to the actual recorded in FAMIS as of 11/14/2011.

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Program ID: HTH 710  
 Name of Fund: Food Emergency Response Network (FERN)  
 Legal Authority: PHS Act, Sec 1706,42 USC 300u-5 as amended; Sec2(d), PL 98-551

Contact Name: Kent Kilagawa  
 Phone: 453-6653  
 Fund Type (MOF): N  
 Approp. Acct. No. S 231H 000203 xx 494  
S 231H 000580 xx 494

**Intended Purpose:** This Cooperative Agreement grant will enhance and expand Department's laboratory capacity and capabilities to detect microbiological threat agents in foods, develop screening technologies and to provide timely lab response to a local or nationwide foodborne outbreak or provide lab support during an intentional contamination of the state and/or the nation's food supply.

**Source of Revenues:** United States Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS),  
 Dept. of Health & Human Services (DHHS), Food & Drug Administration (FDA), Food Emergency Response Network (FERN)

**Current Program Activities/Allowable Expenses:**

The fund will be used for laboratory support personnel, procure equipment and other scientific supplies, pay for extended service agreement for the purchased equipment that will be used to perform the tasks expected to meet the federal Cooperative Agreement deliverables.

**Purpose of Proposed Ceiling Increase (if applicable):**  
 The additional funds will expand and maintain the state's food testing capabilities & ensure the safety of the Hawaii's food supply.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	483,333	483,333	497,363	497,363	497,363	497,363	497,363
Beginning Cash Balance	91,548	93,451	67,013	63,924	63,924	63,924	63,924
Revenues	507,161	484,121	423,803	497,363	497,363	497,363	497,363
Expenditures	505,258	510,559	426,891	497,363	497,363	497,363	497,363
Transfers							
List each by JV# and date							
Net Total Transfers		0		0	0	0	0
Ending Cash Balance	93,451	67,013	63,924	63,924	63,924	63,924	63,924
Encumbrances	39,526	9,374	9,818				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	63,924	63,924	63,924	63,924
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 907  
 Name of Fund: Various Federal Grants from the US DHHS/HRSA/PHS  
 Legal Authority: Public Health Service Act, various sections, as amended

Contact Name: Lorrin Kim, Betty Wood  
 Phone: 6-4189, 6-4530  
 Fund type (MOF) N  
 Appropriation Acct. No. S 228 H

**Intended Purpose:** See Attached.

**Source of Revenues:** See Attached.

**Current Program Activities/Allowable Expenses:** See Attached.

**Purpose of Proposed Ceiling Increase (if applicable):**

A supplemental budget request has been proposed to fold a 5-year federal grant titled Strengthening Public Health Infrastructure Through Improved Health Outcomes into the program's budget effective FY 13 (0.00/1,100,000N). That request is pending approval by the Administration and therefore is not reflected in the table below.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	1,304,909	1,304,909	1,304,909	1,051,850	1,051,850	1,051,850	1,051,850
Beginning Cash Balance	4,791	53,886	41,447	52,550	52,550	52,550	52,550
Revenues	1,139,903	818,081	661,302	906,000	906,000	906,000	906,000
Expenditures	1,090,808	830,520	650,199	906,000	906,000	906,000	906,000
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	53,886	41,447	52,550	52,550	52,550	52,550	52,550
Encumbrances	168,129	155,230	327,325				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Attachment to Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
Prog ID(s): HTH 907  
Name of Fund: Various Federal Grants from the US DHHS/HRSA/PHS  
Legal Authority: Public Health Service Act, various sections, as amended

Contact Name: Lorin Kim, Betty Wood  
Phone: 6-4189, 6-4530  
Fund type (MOF) N  
Appropriation Acct. No. S 228 H

**Intended Purpose:**

Preventive Health and Health Services Block Grant (PHHS BG) - This grant program was established in 1982 to help states and local communities focus on achieving the Health Objectives for the nation, identified in Healthy People 2000. States receiving block grant dollars must develop health plans, report to the federal government about their activities, and target public health interventions to populations in need. The flexible provisions of the grant allow each state to address health problems unique to that state. Examples of current funding areas include emergency epidemic response, chronic disease prevention and health promotion, emergency medical services, environmental health, infectious disease control, rape prevention, injury prevention, and disease and risk factor surveillance.

Hawaii State Office of Rural Health (SORH) – The grant program coordinates and implements activities to support priority health needs of Hawaii’s rural communities.

Rural Health Flexibility Program (FLEX) - This grant program is a Federal initiative that provides funding to State Governments to strengthen rural health. This program (1) Allows small hospitals the flexibility to reconfigure operations and be licensed as Critical Access Hospital (CAHs), (2) Offers cost-based reimbursement for Medicare acute and skilled inpatient and outpatient services, (3) Encourages the development of rural-centric health networks, (4) Offers grants to States to help implement a CAH program in the context of broader initiatives to strengthen the rural health care infrastructure.

Small Hospital Improvement Grant Program (SHIP) – This grant program permits grant monies to be used for: (1) payment of costs related to the implementation of prospective payment systems (PPS); (2) compliance with provisions of the Health Insurance Portability and Accountability Act (HIPAA); and (3) reducing medical errors and support quality improvement.

**Source of Revenues:** US Department of Health and Human Services, Health Resources and Services Administration and Public Health Service.

**Current Program Activities/Allowable Expenses:**

PHHSBG activities include the ongoing development of a Data and Information System Integration project; an Injury Prevention Initiative; support for statewide coordination of public education and awareness to Prevent Sexual Assault; and support for various special data projects as deemed appropriate.

SORH grant monies are to be used for the following activities: (a) Collect and appropriately disseminate information relevant to rural health; (b) Coordinate resources and activities statewide; (c) Provide technical and other assistance to rural communities; (d) Facilitate recruitment and retention of health providers in rural areas; (e) strengthen state and national partnerships for rural health.

The Flex program works with Hawaii’s nine CAHs on improving quality and performance. The program also works on improving trauma care in Hawaii’s rural areas in cooperation with the Emergency Medical Services and Injury Prevention Branch of DOH.

The SORH upon the recommendation of ORHP applies for SHIP grant monies so that rural hospitals will network and work with each other to use these funds most efficiently. Funds are used to provide a performance measurement and benchmarking system. Remaining funds are distributed evenly to the facilities for their priority areas.

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: Health  
 Program ID: HTH 590  
 Name of Fund: ARRA -Behavioral Risk Factor Surveillance System CPPW  
 Legal Authority: American Recovery & Reinvestment Act (ARRA) of 2009

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund Type (MOF): V  
 Approp. Acct. No.: S 227 H

**Intended Purpose:** Serve as an economic stimulus and allow for increased data collection and data quality control that will facilitate enhancement of Statewide Department of Health programs .

**Source of Revenues:** ARRA Funds from US Department of Health and Human Services, Centers for Disease Control and Prevention

**Current Program Activities/Allowable Expenses:** The program is increasing data collection efforts and utilizing the additional data and findings for improving and/or implementing agency health programs.

**Purpose of Proposed Ceiling Increase (If applicable):** Gov's approval to expend dated 8/25/2010 which is after June 30, 2010 so no revenues/expenditures were made in FY 10. No ceiling increase requested as this a one time grant where the funding period ends on 7/31/2012.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	0	0	0	0	0		
Beginning Cash Balance	0	0	0	0	0	0	0
Revenues	0	0	87,622	180,197	8,266		
Expenditures	0	0	87,622	180,197	8,266		
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	0	0	0	0	0	0	0
Encumbrances	0	0	0	0	0		
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 760  
 Name of Fund: Vital Statistics Cooperative Program  
 Legal Authority:

Contact Name: Alvin T. Onaka, Ph.D.  
 Phone: 586-4600  
 Fund type (MOF) N  
 Appropriation Acct. No. S 226 H

**Intended Purpose:** Support the collection and delivery of vital statistics information.

**Source of Revenues:** Contracts with the US Government for vital statistics information.

**Current Program Activities/Allowable Expenses:** Contracts with CDC and Social Security Administration for the Vital Statistics Cooperative Program's enumeration at birth and fact of death information.

**Purpose of Proposed Ceiling Increase** (if applicable): The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$17,327 and a request to change the MOF for a Planner position from Federal (-\$29,646N) which would result in a FY 13 ceiling and beyond of \$217,543/yr if the proposals are approved

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	397,214	397,214	397,214	264,516	264,516	264,516	264,516
Beginning Cash Balance	301,551	356,387	221,177	58,370	58,370	58,370	58,370
Revenues	445,806	233,339	205,457	217,543	217,543	217,543	217,543
Expenditures	390,970	368,549	368,264	217,543	217,543	217,543	217,543
Transfers							
List each by JV# and date							
Net Total Transfers							
Ending Cash Balance	356,387	221,177	58,370	58,370	58,370	58,370	58,370
Encumbrances	1,866		1,328				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 590 (HTH 580 prior to FY 11)  
 Name of Fund: Various Federal grants from US DHHS/PHS/CDC  
 Legal Authority: Various sections of the Public Health Service Act, as amended

Contact Name: Lola Irvin  
 Phone: 586-4488  
 Fund type (MOF): N  
 Appropriation Acct. No.: S 225 H

**Intended Purpose:** See Attachment S 225 H

**Source of Revenues:** See Attachment S 225 H

**Current Program Activities/Allowable Expenses:** See Attachment S 225 H

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of - \$74,007 and adjustments for the following change in Federal ceiling: +\$445+k for a new component of an existing collaborative grant to strengthen Chronic Disease Prevention & Health Promotion Programs; +\$40k for the Healthy Communities component of an existing collaborative grant; +\$30k additional ceiling for the BRFSS grant; and -\$13+k reduction for the EAP which will lose funding from the PHHS BG. The resulting proposed FY 13 ceiling & beyond would be \$5,261,085/yr if the proposals are approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	3,821,823	4,151,936	4,151,936	4,833,514	4,833,514	4,833,514	4,833,514
Beginning Cash Balance	8,780	153,272	46,322	42,223	42,223	42,223	42,223
Revenues	3,405,272	3,046,362	4,160,964	4,457,707	4,457,707	4,457,707	4,457,707
Expenditures	3,260,780	3,153,313	4,165,063	4,457,707	4,457,707	4,457,707	4,457,707
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	153,272	46,322	42,223	42,223	42,223	42,223	42,223
Encumbrances	846,989	1,398,397	1,078,306	0	0	0	0
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
For Submittal to the 2012 Legislature  
Tobacco Settlement Project/Healthy Hawaii Initiative**

**INTENDED PURPOSE**

1. Easy Access Project, PHHS Block Grant: Alleviate or eliminate barriers to accessing health care services for immigrants, migrants, and those from Compact of Free Association states.
2. Addressing Asthma from a Public Health Perspective (Asthma Control Program): Develop and implement a statewide, integrated comprehensive asthma plan to reduce the burden of asthma.
3. Collaborative Chronic Disease, Health Promotion, and Surveillance Programs
  - a. Diabetes Prevention and Control Program: Address the prevention of diabetes and its complications, with a focus on reducing disparities among high-risk populations, through collaboration with state diabetes health system partners.
  - b. Tobacco Prevention and Education Program: Prevent and reduce tobacco use and the exposure to secondhand tobacco smoke in Hawaii with particular focus on eliminating disparities among populations.
  - c. Healthy Communities: Reduce the burden of chronic disease in the State of Hawaii through the provision of technical assistance, training and consultation to communities which demonstrate greater health outcome disparities.
4. National Cancer Prevention and Control Programs
  - a. Breast and Cervical Cancer Control Program: Provide free breast and cervical cancer outreach, screening, diagnostic, and case management services to high-risk women aged 50 and older who are low income and are uninsured or underinsured. Funds for treatment of women who are diagnosed with cancer in this program are available through a federal and state breast and cervical cancer treatment.
  - b. Comprehensive Cancer Control Program: Develop and implement a statewide, integrated comprehensive cancer plan to reduce the incidence, morbidity and mortality of cancer through prevention, early detection, treatment, rehabilitation and palliation.
5. State Heart Disease and Stroke Prevention Program: Plan, implement, track, and sustain population-based interventions that address heart disease, stroke, and related risk factors (e.g., high blood pressure, high blood cholesterol, tobacco use, physical inactivity, and poor nutrition).
6. Collaborative Chronic Disease, Health Promotion, and Surveillance Programs: Provide leadership and coordination, support development, implementation and evaluation of CDC funded Chronic Disease programs. FY 11 components include: Healthy Communities; Diabetes; Tobacco Prevention & Education Program; and BRFSS. In FY 12, BRFSS has its own grant title but a component to Strengthen Chronic Disease & Health Promotion Programs was added.
7. Behavioral Risk Factor Surveillance System (BRFSS): Data collection and statistical analysis for state-level tracking of the incidence and prevalence of chronic diseases and behavioral risk factors leading to chronic diseases.
8. Healthy Hawaii Initiative: Improve healthful eating and physical activity to prevent and control obesity and other chronic diseases by building and sustaining statewide capacity, and implementing population based strategies and interventions.

**SOURCE OF REVENUES:**

1. Easy Access Project, PHHS Block Grant: Preventive Health and Health Services Block Grant

**Report on Non-General Fund Information  
For Submittal to the 2012 Legislature  
Tobacco Settlement Project/Healthy Hawaii Initiative**

2. Addressing Asthma from a Public Health Perspective: The Centers for Disease Control and Prevention (CDC), National Center for Environmental Health
3. Collaborative Chronic Disease, Healthy Promotion and Surveillance Program (a. thru c.): CDC
4. National Cancer Prevention and Control Programs (a & b): CDC, Division of Cancer Prevention and Control
5. State Heart Disease and Stroke Prevention Program: CDC, Division for Heart Disease and Stroke Prevention
6. Collaborative Chronic Disease, Health Promotion, and Surveillance Programs: CDC, National Center for Chronic Disease Prevention and Health Promotion
7. Behavioral Risk Factor Surveillance System (BRFSS): CDC, National Center for Chronic Disease Prevention and Health Promotion
8. Healthy Hawaii Initiative: CDC, National Center for Chronic Disease Prevention and Health Promotion

**CURRENT PROGRAM ACTIVITIES/ALLOWABLE EXPENSES:**

1. Easy Access Project, PHHS Block Grant: Assist newly arrived immigrants, migrants and those from Compact of Free Association states to access health services in their native languages; provide information regarding health care in Hawaii, culturally sensitive health education, referrals to health services, and interpretation services; translate brochures from English to various other languages to reach target populations; assist other DOH programs with cultural awareness; and assist with identification of health concerns of these populations.
2. Addressing Asthma from a Public Health Perspective (Asthma Control Program): Implement a defined subset of evidence-based interventions identified by the Asthma Coalition and based on the asthma plan and surveillance system to reduce the burden of asthma in Hawaii.
  - a. Maintain the Comprehensive State Asthma Surveillance System
  - b. Maintain a statewide asthma coalition
  - c. Develop Asthma Workgroups and Task Forces
  - d. Coordinate Asthma-related Trainings and Conferences
3. Collaborative Chronic Disease, Health Promotion, and Surveillance Program
  - a. Diabetes Prevention and Control Program: Implement activities identified by the Diabetes Coalition and based on the diabetes state plan and surveillance system to reduce the burden of diabetes in Hawaii.
    - Maintain the Diabetes Surveillance System
    - Develop Statewide Diabetes Coalition
    - Facilitate Diabetes Task Force and Workgroups
    - Coordinate Diabetes-related Trainings and Conferences
    - Facilitate Diabetes Quality Improvement Projects
  - b. Tobacco Prevention and Education Program: Provide a comprehensive multi-strategy approach to reduce the burden of tobacco-related diseases through statewide and community-based programs addressing youth initiation, tobacco use cessation, and secondhand smoke; facilitate implementation of new state smoke-free workplace and public places law; maintain community coalitions; implement Adult Tobacco Survey; coordinate statewide strategic plan; collaborate on implementation of statewide

**Report on Non-General Fund Information  
For Submittal to the 2012 Legislature  
Tobacco Settlement Project/Healthy Hawaii Initiative**

Quitline; support and conduct media advocacy and counter-marketing campaigns; provide training and technical assistance in tobacco cessation; coordinate statewide tobacco conference; develop and promote tobacco curricula in schools; develop programs for disparate populations.

- c. Healthy Communities: Provide technical assistance, training, and consultation to communities to promote “healthy communities” and prevent chronic diseases. Purpose of the funding is to maximize state health department’s abilities to respond to community needs related to policy, systems and environmental change strategies, to build capacity for communities to be able to institute systems, environmental, organizational and policy changes related to chronic disease risk factors, foster improved and increased access to quality care, help eliminate racial, ethnic and socio-economic health disparities and reduce complications from and incidence of chronic diseases.

4. National Cancer Prevention and Control Program

- a. Breast and Cervical Cancer Control Program: Contract for statewide cancer screening and diagnostic services; monitor service providers for appropriate and timely follow-up and treatment; provide professional education to service providers and community outreach workers; provide public education materials and activities to promote early detection services; assure that women receive high quality and appropriate care through the program; maintain surveillance of population trends in the state to help plan outreach activities.
- b. Comprehensive Cancer Control Program: Maintain the Hawaii Comprehensive Cancer Coalition; maintain the Comprehensive Cancer Surveillance System; disseminate the State Cancer Plan; maintain and facilitate the action teams identified in the State Plan to foster implementation of the plan. Support Cancer Advocacy and Awareness Initiatives.

5. State Heart Disease and Stroke Prevention Program: Conduct surveillance of heart disease and stroke and related risk factors. Develops and implements surveys and statewide capacity assessments to understand current systems and ways to improve these systems. The program convenes stakeholders to develop and implement a comprehensive statewide heart disease and stroke prevention plan. The plan will provide the overall guidance to communities, worksites, health care providers, health plans, public health leaders, policy makers and others interested in improving cardiovascular health in Hawaii by improving the systems to carry out that mission. In partnership with community organizations the program develops resource information for the general public and high risk populations related to heart disease and stroke.

6. Collaborative Chronic Disease, Health Promotion, and Surveillance Programs: To strengthen efforts to address the top five causes of chronic disease, death and disability and continue to address disparities and social determinants of chronic diseases in Hawaii. The funds will assist the Chronic Disease Management and Control Branch to consolidate its efforts and to build capacity to address chronic diseases collectively throughout the State of Hawaii. The primary purpose of this funding is to increase internal capacity via the development of the following: (1) staffing and training plan; (2) burden report; (3) strategic plan; (4) communication plan; (5) collaborative process plan; (6) program management and leadership implementation plan; (7) policy plan; and (8) evaluation plan.

7. Behavioral Risk Factor Surveillance System (BRFSS): Data collection and statistical analysis for state-level tracking of the incidence and prevalence of chronic diseases and behavioral risk factors leading to chronic diseases.

8. Healthy Hawaii Initiative: Increase the number, reach, and quality of policies and standards set in place to support healthful eating and physical activity in various settings. Increase access to and use of environments

**Report on Non-General Fund Information  
For Submittal to the 2012 Legislature  
Tobacco Settlement Project/Healthy Hawaii Initiative**

to support healthful eating and physical activity in various settings. Increase the number, reach and quality of social and behavioral approaches that complement policy and environmental strategies to promote healthful eating physical activity. The program through partnerships and by leveraging other resources required to address the following target areas:

- Increase physical activity;
- Increase the consumption of fruits and vegetables;
- Decrease the consumption of sugar sweetened beverages;
- Increase breastfeeding initiation, duration and exclusivity;
- Reduce the consumption of high energy dense foods; and
- Decrease television viewing.

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: Health  
 Prog ID(s): HTH 720  
 Name of Fund: Title XVIII (Medicare) and Title XIX (Medicaid) and CLIA  
 Legal Authority: Social Security Act, Section 1864, and U.S. Public Law 100-578

Contact Name: Keith R. Ridley  
 Phone: 692-7227  
 Fund type (MOF): N  
 Appropriation Acct. No. S 223 H

Intended Purpose:

To meet contractual obligations under the Social Security Act, Section 1864, and U.S. Public Law 100-578 between the State of Hawaii, Department of Health (DOH) and the Centers for Medicare and Medicaid Services (CMS) by completing federal survey & certification activities to enable health care providers, suppliers, and clinical laboratories in qualifying for Medicare/Medicaid reimbursement in Hawaii.

Source of Revenues:

The source of revenues are from Federal contracts. The contract funding is relatively stable from year to year but can increase or decrease based on the funding levels appropriated by Congress despite the level of funding requested by OHCA. Congress's dilemma on whether or how to address the federal budget deficit makes the level of funding for this program unpredictable for the next few years.

Current Program Activities/Allowable Expenses:

On behalf of CMS, perform Medicare certification surveys by conducting initial, re-certification, follow-up, complaint, and/or validation on-site surveys of health care providers and suppliers (ambulatory surgical centers, comprehensive rehabilitation facilities, end-stage renal disease facilities, home health agencies, hospices, hospitals, intermediate care facilities for the mentally retarded, nursing facilities, outpatient physical therapy/speech pathology clinics, portable x-ray facilities, and rural health clinics), and clinical laboratories (CLIA); and investigate allegations of abuse, neglect, and/or misappropriation of resident property against certified nurse aides (CNA) in certified nursing homes according to federal regulations, policies, and procedures in Hawaii. Despite any changes to the federal funding, CMS expects the state to meet its contractual obligations of performing Medicare certification surveys on healthcare facilities and organizations within the program's jurisdiction.

Purpose of Proposed Ceiling Increase (if applicable):

Not applicable.

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling	1,583,243	1,662,415	1,659,515	1,659,515	1,659,515	1,659,515	1,659,515
Beginning Cash Balance	24,732	181,184	23,975	319,628	760,113	1,200,598	1,641,083
Revenues	1,990,575	1,451,691	1,937,288	2,100,000	2,100,000	2,100,000	2,100,000
Expenditures	1,834,123	1,608,900	1,641,636	1,659,515	1,659,515	1,659,515	1,659,515
Transfers							
List each by JV# and date	0						
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	181,184	23,975	319,628	760,113	1,200,598	1,641,083	2,081,568
Encumbrances	95,007	113,544	119,546				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 904  
 Name of Fund: Congregate Meals ARRA  
 Legal Authority: 42 USC 241; 42 CFR 52; P.L. 111-5

Contact Name: Nancy Moser  
 Phone: 586-7309  
 Fund type (MOF) N  
 Appropriation Acct. No. S 222 H

Intended Purpose:  
Provide meals to adults age 60 or older in congregate settings

Source of Revenues:  
U.S. Administration on Aging

Current Program Activities/Allowable Expenses:  
Meals that meet the specifications of the Older Americans Act, Title III Part C1 as amended and associated expenses to produce and serve meals

Purpose of Proposed Ceiling Increase (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0	0	0	0	0
Beginning Cash Balance		0	0	0	0	0	0
Revenues		186,677	138,324	0	0	0	0
Expenditures		186,677	138,324	0	0	0	0
Transfers							
List each by JV# and date							
Net Total Transfers				0	0	0	0
Ending Cash Balance	-	0	0	0	0	0	0
Encumbrances		138,324					
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Prog ID(s): 904AJ  
 Name of Fund: Federal Fund  
 Legal Authority: Title II & Title VII, Older Americans Act, Public Law 106-501

Contact Name: John Grant  
 Phone: 586-7297  
 Fund type (MOF): N  
 Appropriation Acct. No.: S-221-H

Intended Purpose:

Provide advocacy, planning, program development, and coordinated system of opportunity and services for adults 60+ and family caregivers.

Source of Revenues:

DHHS - AoA and CMS

Current Program Activities/Allowable Expenses:

Advocate resources for older adults and caregivers; plan and implement Older Americans Act; develop and coordinate comprehensive in-home and community-based services.

Purpose of Proposed Ceiling Increase (if applicable):

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	7,443,720	7,443,720	7,443,720	7,802,796	7,533,492	7,533,492	7,533,492
Beginning Cash Balance	14,467	282,057	437,440	570,425	570,425	570,425	570,425
Revenues	6,540,169	6,901,879	7,081,893	7,802,796	7,533,492	7,533,492	7,533,492
Expenditures	6,272,579	6,746,496	6,948,908	7,802,796	7,533,492	7,533,492	7,533,492
Transfers							
List each by JV# and date							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance	282,057	437,440	570,425	570,425	570,425	570,425	570,425
Encumbrances	2,051,551	2,388,883	2,827,324.10				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	570,425	570,425	570,425	570,425
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 501  
 Name of Fund: Federal funds  
 Legal Authority 42 USC 241; 42 CFR 52

Contact Name: Christie Ferreira  
 Phone: 587-6043  
 Fund type (MOF) N  
 Appropriation Acct. No. S 218 H

**Intended Purpose:** Traumatic Brain Injury (TBI) Implementation Grant

**Source of Revenues:** Federal grant funds which ended.

**Current Program Activities/Allowable Expenses:** To assist Hawaii in expanding and improving local capability and enhance access to comprehensive and coordinated services for individuals with TBI.

**Purpose of Proposed Ceiling Increase** (if applicable): Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance		48	48	0	0	0	0
Revenues		96,000	0				
Expenditures		96,000	0				
Transfers							
List each by JV# and date							
Cash transfer			(48)				
Net Total Transfers			(48)	0	0	0	0
Ending Cash Balance	48	48	0	0	0	0	0
Encumbrances		10,320					
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 131  
 Name of Fund: Building & Strengthening Hawaii's Epi, Lab, and Health Info Systems Capacity  
 Legal Authority: 42 USC 241; 42 CFR 52

Contact Name: Tammie Wong  
 Phone: 587-6599  
 Fund type (MOF) N  
 Appropriation Acct. No. S 217 H

Intended Purpose: To improve health and help restrain the rate of growth of health care costs by strengthening and integrating capacity for detecting and responding to infectious disease and other public health threats and providing flexible and multi-purpose resources to address current high-priority infectious disease problems as well as new threats as they emerge.

Source of Revenues: Federal grant from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, using funds from the Patient Protection and Affordable Care Act.

Current Program Activities/Allowable Expenses: This funding includes support for positions, training, equipment, and supplies to ensure rapid, effective, and flexible response to infectious disease threats, achieve modern and well-equipped public health laboratories, and to develop and enhance health information infrastructure for public health agencies.

Purpose of Proposed Ceiling Increase (if applicable): Not applicable. **This is a non-appropriated federal grant.**

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling		0	0	0			
Beginning Cash Balance		0	0	1,000	1,000	1,000	1,000
Revenues		0	52,807	590,318			
Expenditures		0	51,807	590,318			
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance		0	1,000	1,000	1,000	1,000	1,000
Encumbrances							
Encumbrances shown for prior years are cumulative.			137,219				
Unencumbered Cash Balance	N/A	N/A	N/A	1,000	1,000	1,000	1,000

Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department HTH  
 Prog ID(s): 904AJ  
 Name of Federal Fund Federal Fund  
 Legal Auth: Title II & Title VII, Older Americans Act, Public Law 106-501

Contact Name: Pamela Cunningham  
 Phone: 586-4797  
 Fund type (MOF) N  
 Appropriation Acct. No. S-215-H

Intended Purpose:

Provide advocacy, planning, program development, and coordinated system of opportunity and services for adults 60+ and family caregivers.

Source of Revenues:

DHHS - AoA and CMS

Current Program Activities/Allowable Expenses:

Advocate resources for older adults and caregivers; plan and implement Older Americans Act; develop and coordinate comprehensive in-home and community-based services. EOA-LIS/MSP Outreach to Low Income Medicare Beneficiaries (MIPPA),(ADRC) and (SHIP)

Purpose of Proposed Ceiling Increase (if applicable): **One year grant funding**

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling				144,320			
Beginning Cash Balance			0	6,984	6,984	6,984	6,984
Revenues			80,010	144,320			
Expenditures			73,026	144,320			
Transfers							
List each by JV# and date							
Net Total Transfers	0		0	0	0	0	0
Ending Cash Balance			6,984	6,984	6,984	6,984	6,984
Encumbrances			35435				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balanc	N/A	N/A	N/A	6,984	6,984	6,984	6,984
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment.)</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Program ID: HTH 907  
 Name of Fund: Strengthening Public Health Infrastructure for Improved Health Outcomes  
 Legal Authority: \_\_\_\_\_

Contact Name: Cathy Ross  
 Phone: 6-4579  
 Fund Type (MOF): N  
 Approp. Acct. No. S 213 H

**Intended Purpose:**

To systematically increase the performance management capacity of public health departments in order to ensure that public health goals are effectively and efficiently met.

**Source of Revenues:**

Federal discretionary grant funds.

**Current Program Activities/Allowable Expenses:**

Expenses related to salaries, consultants, equipment, and services to achieve grant goals.

**Purpose of Proposed Ceiling Increase (if applicable):**

Currently, this is a non-appropriated grant. A supplemental budget request has been proposed to fold this grant into the program's budget effective FY 13 (0.00/1,100,000N). That request is pending approval by the Administration and therefore is not reflected in the table below.

Financial Data							
	FY 2009 (actual)	FY 2010 (actual)	FY 2011 (actual)	FY 2012 (estimated)	FY 2013 (estimated)	FY 2014 (estimated)	FY 2015 (estimated)
Appropriation Ceiling							
Beginning Cash Balance			0	2,000	2,000	2,000	2,000
Revenues			6,759	1,605,120	1,100,000	1,100,000	1,100,000
Expenditures			4,759	1,605,120	1,100,000	1,100,000	1,100,000
Transfers							
List each by JV# and date							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			2,000	2,000	2,000	2,000	2,000
Encumbrances			458,281				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance			N/A	N/A	N/A	N/A	N/A

**Additional Information:**

Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department HTH \_\_\_\_\_  
 Prog ID(s): 904AJ \_\_\_\_\_  
 Name of Federal Fund \_\_\_\_\_  
 Legal Auth: Title II & Title VII, Older Americans Act, Public Law 106-501 \_\_\_\_\_

Contact Name: Adele Ching \_\_\_\_\_  
 Phone: 586-7281 \_\_\_\_\_  
 Fund type (MOF) N \_\_\_\_\_  
 Appropriation Acct. No. S-211-H \_\_\_\_\_

Intended Purpose:

Provide advocacy, planning, program development, and coordinated system of opportunity and services for adults 60+ and family caregivers.

Source of Revenues:

DHHS - AoA and CMS

Current Program Activities/Allowable Expenses:

Advocate resources for older adults and caregivers; plan and implement Older Americans Act; develop and coordinate comprehensive in-home and community-based services. Senior Medicare Patrol (SMP) Capacity Building Grants.

Purpose of Proposed Ceiling Increase (if applicable): **One year grant funding**

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling				88,750			
Beginning Cash Balance			0	1,852	1,852	1,852	1,852
Revenues			3,964	88,750			
Expenditures			2,112	88,750			
Transfers							
List each by JV# and date							
Net Total Transfers	0			0	0	0	0
Ending Cash Balance			1,852	1,852	1,852	1,852	1,852
Encumbrances			10,904				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	1,852	1,852	1,852	1,852
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Program ID: HTH 905  
 Name of Fund: Developmental Disabilities (DD) Services  
 Legal Authority: P.L. 106-402 and Chapter 333E, HRS

Contact Name: Waynette Cabral  
 Phone: 586-8100  
 Fund Type (MOF): N  
 Approp. Acct. No. S 210 H

**Intended Purpose:** Federally funded program that supports the State Council on Developmental Disabilities to assure that individuals with DD and their families participate in the design of, and have access to, culturally competent services and supports and other assistance and opportunities that promote independence, productivity and integration and inclusion into the community.

**Source of Revenues:** Federal-U.S. Dept. of Hlth and Human Svcs, Administration for Child/Families -DD Assistance/Bill of Rights Act (42 usc 6000) as amended.

**Current Program Activities/Allowable Expenses:** Funds are used to implement the Council's Five-Year State Plan activities in the areas of community living; employment and education; health and early childhood; public awareness, self-determination and training; and self-advocacy.

**Purpose of Proposed Ceiling Increase (if applicable):** To accommodate the increase in the Federal grant to DD Councils under P.L. 111-117, The Consolidated Appropriations Act, 2010. The increase in the amount will go toward the Council's Five Year State Plan activities as noted above.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	462,315	462,315	478,797	478,797	478,797	478,797	478,797
Beginning Cash Balance	2,108	16,354	23	935	935	935	935
Revenues	421,001	344,027	370,913	477,839	477,839	477,839	477,839
Expenditures	406,755	360,358	370,001	477,839	477,839	477,839	477,839
Transfers							
List each by JV# and date							
Net Total Transfers	0	0		0	0	0	0
Ending Cash Balance	16,354	23	935	935	935	935	935
Encumbrances	2,246	1,149	1,709				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	935	935	935	935
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
<b>Additional Information:</b>							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prop ID(s): HTH 550 (which was incorporated into HTH 560 beginning 7/1/2007)  
 Name of Fund: Federal funds  
 Legal Authority

Contact Name: Ellen Matoi  
 Phone: x6-9503  
 Fund type (MOF) N  
 Appropriation Acct. No. S 209 H

**Intended Purpose:** This a close out of an account from FY 2007

**Source of Revenues:**

**Current Program Activities/Allowable Expenses:**

**Purpose of Proposed Ceiling Increase (if applicable):** Not applicable

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling		0	0				
Beginning Cash Balance			0	0	0	0	0
Revenues			633				
Expenditures			633				
Transfers							
List each by JV# and date							
Cash transfer							
Net Total Transfers			0	0	0	0	0
Ending Cash Balance			0	0	0	0	0
Encumbrances			0				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	0	0	0	0
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 131  
 Name of Fund: Various--See Attachment: S 208 H  
 Legal Authority: Various--See Attachment: S 208 H

Contact Name: Tammie Wong  
 Phone: 587-6599  
 Fund type (MOF) N  
 Appropriation Acct. No. S 208 H

Intended Purpose: See Attached

Source of Revenues:

See Attachment: S 208 H; FY 12 through FY 14 reflect the transfer-out of the Hospital Preparedness Program grant to HTH 730/MQ and a projected 25% decrease in the Public Health Preparedness grant; Countermeasure grant expenditures ended in FY10.

Current Program Activities/Allowable Expenses: See Attached.

Purpose of Proposed Ceiling Increase (if applicable):

FY13 appropriation includes: labor savings adjustment (0.00/-230,267N), transfer-in Emergency System for Advanced Registration of Volunteer Health Professionals (ESAR-VHP) and Hospital Preparedness Program (HPP) grants from HTH 730/MQ (0.00/2,545,533N), delete positions and funding in the Public Health Emergency Preparedness grant (PHEP) (0.00/-409,751N).

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	12,819,280	12,819,280	12,819,280	10,473,680	12,379,195	12,609,462	12,609,462
Beginning Cash Balance	46,657	289,700	41,247	280,398	280,398	280,398	280,398
Revenues	12,230,008	13,514,320	9,495,217	8,877,829	11,004,806	11,004,806	
Expenditures	11,986,965	13,762,773	9,256,067	8,877,829	11,004,806	11,004,806	
Transfers							
List each by JV# and date	0						
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	289,700	41,247	280,398	280,398	280,398	280,398	280,398
Encumbrances	3,900,853	1,196,952	1,232,606				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	280,398	280,398	280,398	280,398
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Disease Outbreak Control Division**

- 1. Name of Fund:** Immunization and Vaccines for Children (Project # 000457)

**Legal Authority:** Public Health Service Act, Section 317; 42 USC 247 (B)

**Intended Purpose:** Prevent and control transmission of vaccine-preventable diseases in persons of all ages; increase and maintain high immunization coverage

**Source of Revenues:** Grant from the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services (DHHS)

**Current Program Activities/Allowable Expenses:** Include vaccine coverage assessments, promotion of vaccinations, vaccine storage, distribution and inventory system
  
- 2. Name of Fund:** Epidemiology and Laboratory Capacity for Infectious Diseases (Project # 000267)

**Legal Authority:** Public Health Service Act, Sections 301(A) and 317 (K) (2), as amended

**Intended Purpose:** Improve surveillance for, and response to, infectious disease by strengthening epidemiologic capacity; enhancing laboratory practice; improving information systems; and developing and implementing prevention and control strategies

**Source of Revenues:** Cooperative Agreement with the CDC

**Current Program Activities/Allowable Expenses:** Include improving electronic capacity and investigation capacity and provision of funding for information technology and surveillance personnel resources

3. **Name of Fund:** Public Health Preparedness and Response for Bioterrorism (Project # 001297)
- Legal Authority:** Public Health Service Act, Sections 301(A), 317 (K) (1) (2), and 319; 42 USC 241 (A)
- Intended Purpose:** Upgrade and integrate public health preparedness for and response to bioterrorism and other public health emergencies with federal, state, and local government agencies, private sector, and non-governmental organizations. These emergency preparedness and response efforts are intended to support the National Response Plan (NRP) and the National Incident Management System (NIMS).
- Source of Revenues:** Cooperative Agreement with the CDC
- Current Program Activities/Allowable Expenses:** Include planning, upgrade of laboratory capacity, public information, and increased surveillance capacity
4. **Name of Fund:** Adult Viral Hepatitis Prevention Program (Project # 000397)
- Legal Authority:** Public Health Service Act, Section 1706; 42 USC 300u-5, as amended
- Intended Purpose:** Improve the delivery of viral hepatitis prevention services in health care settings and public health programs that serve adults at risk for viral hepatitis
- Source of Revenues:** Cooperative Agreement with the CDC
- Current Program Activities/Allowable Expenses:** Include identification, counseling, and referral for medical management of persons with chronic hepatitis B virus or hepatitis C virus infection; collaboration with other public health programs (e.g., STD, HIV, immunization, correctional health, substance abuse treatment, syringe exchange) and medical organizations serving primary and specialty medical care providers to design and implement effective viral hepatitis prevention interventions for at-risk populations

5. **Name of Fund:** Emergency System for Advance Registration of Volunteer Professional (S-241, Project # 000588, to be transferred from HTH730 starting FY 2013)

**Legal Authority:** Public Health Service Act, Section 301 (A) and 317 (K) (1)(2); 31942 USC 241A

**Intended Purpose:** To upgrade state and local public health jurisdictions preparedness for and response to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

**Source of Revenues:** Cooperative Agreement with the Assistant Secretary for Preparedness and Response, DHHS

**Current Program Activities/Allowable Expenses:** Include developing health care workforce emergency surge capacity related to health care preparedness

6. **Name of Fund:** Hospital Preparedness Program (S-241, Project # 000435, to be transferred from HTH730 starting FY2013)

**Legal Authority:** Public Health Service Act, Title III, Section 319C-2; 42 USC 247d-6

**Intended Purpose:** Enhance the ability of hospitals and health care systems to prepare for and respond to bioterrorism and other public health emergencies; improve medical surge capacity and enhance community preparedness for public health emergencies

**Source of Revenues:** Cooperative Agreement with the Assistant Secretary for Preparedness and Response, DHHS

**Current Program Activities/Allowable Expenses:** Include interoperable communication systems, bed tracking, personnel management, fatality management planning, and hospital evacuation planning

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 100  
 Name of Fund: Various \*  
 Legal Authority: Various \*\*

Contact Name: Kevin Nomura  
 Phone: 586-4581  
 Fund type (MOF): N  
 Appropriation Acct. No.: S 207 H

**Intended Purpose:**

To prevent and reduce the incidence of tuberculosis (TB), Hansen's Disease (HD), STD and HIV/AIDS in the State of Hawaii

**Source of Revenues/\*Name of Fund:**

- 1) Centers for Disease Control & Prevention/ \*TB Control Project
- 2) U.S. Dept. of Health & Human Services/\*Community Program Reimbursement
- 3) DHHS/HRSA/ \*a) HIV Prevention Grant; \*b) STD Disease Prevention Campaign; \*c) HIV/AIDS Surveillance; and \*d)Title II - HIV Care Grant (aka Ryan White)

**Legal Authority\*\*:**

Sec. 317, Pub Health Service Act, as amended  
 P.L. 99-117  
 Various sections of the Public Health Service Act, as amended and P. L. 101-381

**Current Program Activities/Allowable Expenses:**

- 1) TB outbreak and control activities, laboratory and direct observed therapy services; 2) HD services include medical, nursing, laboratory, educational, social, and rehabilitative services; 3a) HIV counseling and testing, education and risk reduction; 3b) STD disease intervention and detection; 3c) HIV/AIDS surveillance; and 3d) assistance in health care and support activities to those affected by HIV infection.

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$125,778. Therefore, the resulting proposed FY 13 ceiling and beyond would be \$8,281,674/yr if the proposal is approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	7,923,827	8,323,176	8,325,151	8,407,452	8,407,452	8,407,452	8,407,452
Beginning Cash Balance	590,970	1,306,506	697,955	431,236	431,236	431,236	431,236
Revenues	8,492,191	6,745,578	7,903,405	8,281,674	8,281,674	8,281,674	8,281,674
Expenditures	7,776,655	7,354,128	8,170,124	8,281,674	8,281,674	8,281,674	8,281,674
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	1,306,506	697,956	431,236	431,236	431,236	431,236	431,236
Encumbrances	2,537,783	2,733,159	1,817,814	0	0	0	0
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	431,236	431,236	431,236	431,236
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
<b>Additional Information:</b>							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

Department: HEALTH  
 Prog ID(s): HTH 560  
 Name of Fund: Various - See Attachment S 206 H  
 Legal Authority: Various - See Attachment S 206 H

Contact Name: Ellen Matoi  
 Phone: 586-9305  
 Fund type (MOF): N  
 Appropriation Acct. No.: S 206 H

**Intended Purpose:** See Attachment S 206 H

**Source of Revenues:** See Attachment S 206 H

**Current Program Activities/Allowable Expenses:** See Attachment S 206 H

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling & beyond include a Labor Saving adjustment of -\$468,312 and increases for the following: +\$3.1+M for MIECHV Development, +\$150k for Universal Newborn Hrng Scrng, +\$375+k for PREP, & \$1M for MIECHV Formula, and \$731+k transfer in of SORH grants. The resulting proposed FY 13 ceiling and beyond would be \$53,968,162/yr if all the proposals are approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	41,946,810	46,018,585	46,018,585	49,038,560	49,038,560	49,038,560	49,038,560
Beginning Cash Balance	302,426	1,025,822	275,745	386,182	386,182	386,182	386,182
Revenues	46,218,030	41,339,603	42,082,243	49,038,560	49,038,560	49,038,560	49,038,560
Expenditures	45,494,634	42,089,680	41,971,805	49,038,560	49,038,560	49,038,560	49,038,560
Transfers							
List each by JV# and date							
Net Total Transfers	0	0	0	0	0	0	0
Ending Cash Balance	1,025,822	275,745	386,182	386,182	386,182	386,182	386,182
Encumbrances	3,548,463	4,207,781	3,730,381	0	0	0	0
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division (FHSD)**

**Name of Fund:** Program for Infants and Toddlers with Handicaps (project: 000213)

**Legal Authority:** P.L. 108-446, Individuals with Disabilities Education Act, Part C

**Intended Purpose:** To provide a statewide, comprehensive, multidisciplinary system of early intervention services for infants and toddlers with special needs (ages 0 to 3) with the State Department of Health as the lead agency in Hawaii.

**Source of Revenues:** U.S. Department of Education, Office of Special Education Programs

**Current Program Activities:** These funds are currently supporting multiple activities within that system of services, including administrative personnel, psychological, nutritional, and other professional support; and other required federal required activities.

\*\*\*\*\*

**Name of Fund:** Family Planning Services Grant (project: 000239)

**Legal Authority:** Title X of the Public Health Service (PHS) Act, as amended; 42 CFR 59

**Intended Purpose:** To assure statewide family planning services and reproductive health education information for all people of reproductive age (primarily uninsured and at-risk populations).

**Source of Revenues:** U.S. Department of Health & Human Services (DHHS), PHS

**Current Program Activities:**

- A. Maintain availability, through Purchase of Service (POS) contracts, of affordable, high quality family planning services to those in greatest need and with no other access to preventive medical services (i.e. populations including individuals at-risk of costly unintended pregnancy, and hard-to-reach individuals such as homeless, teen, males, disabled, substance abusers, etc.).
- B. Evaluate medical services and community health education services provided through POS contracts.
- C. Contract with community agencies for health educators to provide family planning and reproductive health education services in high-risk communities throughout the State.
- D. Facilitate training opportunities for clinical and health education providers and promote standards of care for family planning services and reproductive health education.

\*\*\*\*\*

**Name of Fund:** Heritable Disorders (project: 000257)

**Legal Authority:** Social Security Act (SSA), Title V, Section 502(a)(1), as amended

**Intended Purpose:** To plan, pilot, and evaluate a regional practice model that improves access to specialty genetic services, comprehensive primary care, and care coordination for Hawaii, Idaho, and Oregon children with heritable conditions and to increase the capacity of Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington, and Guam genetics and newborn screening programs to perform their assessment, policy development, and assurance functions.

**Report on Non-General Fund Information  
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**Source of Revenues:** DHHS, Health Resources and Services Administration (HRSA)

**Current Program Activities:** These funds are used to: 1) improve access to specialty metabolic genetic services for children with metabolic conditions; 2) improve access to clinical genetic specialty services for children with genetic conditions and congenital malformations; 3) improve access to comprehensive primary care; 4) improve access to public health services; 5) develop strategies to monitor health outcomes; 6) promote third party reimbursement of genetic services; 7) assist Alaska to assess medical management and care coordination needs; 8) assist Guam to develop a public health genetics plan; and 9) facilitate collaboration between genetic services providers, families, primary care providers, state genetic programs, and others to identify and implement strategies to increase the availability of pediatric subspecialty care for children with heritable conditions living outside urban areas.

\*\*\*\*\*

**Name of Fund:** Community-Based Child Abuse Prevention (CBCAP) Grant (project: 000270)

**Legal Authority:** Title II of the Child Abuse Prevention and Treatment Act (72 U.S.C. 5116 et seq.), as amended by P.L. 108-36

**Intended Purpose:** To support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect; and to foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

**Source of Revenues:** DHHS, Administration on Children, Youth and Families

**Current Program Activities:**

- A. Support the Hawaii Children's Trust Fund (HCTF) in preventing child abuse and neglect through the development, implementation and evaluation of the HCTF Public Awareness Campaign statewide.
- B. Provide technical assistance to HCTF grantees and state service providers to develop outcome-based programs which incorporate evidence-based practices to strengthening families and to prevent child abuse and neglect.
- C. Lead and collaborate with the Title V Child Abuse and Neglect (CAN) workgroup and the Maternal Child Health Branch (MCHB) Violence Collaborative to include strength based approaches, promotion of protective factors, comprehensive data collection, analysis and evaluation of MCHB prevention programs.
- D. Use a community based participatory planning process to design and implement a statewide CAN prevention plan.
- E. Collaborate and partner with existing networks to build the capacity of: culturally appropriate focused models for disparate populations; data and surveillance; and parent engagement initiatives.

\*\*\*\*\*



**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division (FHSD)**

Name of Fund: Abstinence Only Education Grant (project: 000273)

Legal Authority: SSA, Title V, Section 510

Intended Purpose: To provide higher risk 10 to 12 and 13 to 17 year old youth in Honolulu and Nanakuli, an age appropriate and integrated educational and motivational program to reduce teen pregnancies by promoting healthy relationships and abstinence from substance abuse and sexual activity.

Source of Revenues: DHHS, Administration for Children & Families

Current Program Activities: This 3 year grant will support an after school and/or summer program with a positive youth development curriculum that includes eight reproductive health sessions for 10 to 12 year olds and six reproductive sessions within the 13 to 17 year old curriculum. The program targets two areas on Oahu with larger populations of Pacific Islanders and Native Hawaiians in lower economic areas.

\*\*\*\*\*

**Name of Fund:** Disparities in Perinatal Health – Border Initiatives (project: 000286)

**Legal Authority:** Sections 330(h) and 751 of the PHS Act, as amended

**Intended Purpose:** To improve birth outcomes and other measures of perinatal, post-partum, infant and interconception health status among high-risk women residing in Hawai'i County. This is to be accomplished through the development and implementation of a model of care for pregnant and postpartum women and their infants which is specific to the county's disparate populations and which integrates best practices, resources, and cultural/clinical expertise of the program and its partners. This project is a collaborative effort of the Department of Health's MCHB and Hawaii District Health Office in partnership with local perinatal and infant health care and social service providers, civic organizations, businesses, and cultural groups.

**Source of Revenues:** DHHS, HRSA

**Current Program Activities:**

- A. Implementing culturally competent core services which include outreach and client recruitment, screening and referral, health education and case management for pregnant women and continuing through a two year post-partum/interconception period. This is currently being accomplished through a local purchase of services contractor. The target population includes Native Hawaiian, Hispanic, Marshallese, Micronesian, other Pacific Islander, and Filipino women over age 18 and adolescents through age 18, regardless of ethnicity.
- B. Support and monitor progress of local and island-wide project consortia as they provide input, expertise and advice in developing a sustainable model of care.
- C. Developing procedures and protocols for program implementation, using information gathered from focus groups, cultural leaders, and program partners.
- D. Utilizing program forms and a participant tracking database to evaluate program impact and report progress and required prenatal/postpartum/interconception care indicators to HRSA.
- E. Improving knowledge, skills, and awareness of the standards of care and best practices through training forums. Topics include, but are not limited to: basic prenatal/postpartum/interconception care, including breastfeeding and birth spacing; case management related to risk factors not limited to depression,

**Report on Non-General Fund Information  
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Family Health Services Division (FHSD)**

domestic violence, substance abuse, and other environmental factors; supporting medical and psychosocial needs of the family during childbearing; infant growth and development; parenting; immunization status; and cultural practices related to pregnancy and child rearing.

\*\*\*\*\*

**Name of Fund:** Pregnancy Risk Assessment Monitoring System (project: 000319)

**Legal Authority:** Sections 301(a) & 317(k) of PHS Act; 42 USC 241(A) & 247B (K)

**Intended Purpose:** The Hawai'i Pregnancy Risk Assessment Monitoring System (PRAMS) Program is a population-based surveillance system designed to identify and monitor maternal experiences, attitudes, and behaviors from preconception, through pregnancy and into the interconception period. The goal of the Hawaii PRAMS program is to improve the health of mothers and infants by reducing adverse outcomes such as low birth weight, infant mortality and morbidity, and maternal morbidity. PRAMS provides Hawaii-specific data for planning and assessing health programs and for describing maternal experiences that may contribute to maternal and infant health.

**Source of Revenues:** Centers for Disease Control and Prevention (CDC), National Center for Chronic Disease Prevention & Health Promotion, Division of Reproductive Health

**Current Program Activities:**

- A. Maintain a surveillance system to collect information from a defined sample of new mothers with live born infants.
- B. Conduct analysis and trend analysis of data to understand the relationship between behaviors, attitudes, and experiences relating to pregnancy and early infancy.

\*\*\*\*\*

**Name of Fund:** Universal Newborn Hearing Screening (aka Baby Hearing Evaluation & Access to Services or BabyHEARS) Project (project: 000416)

**Legal Authority:** Section 399M of the Public Health Service (PHS) Act, as amended

**Intended Purpose:** To further 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.

**Source of Revenues:** DHHS, HRSA

**Current Program Activities:** These funds are used to: 1) complete implementation of universal newborn hearing screening program components by establishing a state advisory committee and an evaluation component; 2) improve existing components of screening, linkage with medical home, audiological assessment, data/tracking system, and professional and public educations; and 3) refine family support and early intervention services to meet the needs of young children with hearing impairment and their families.

\*\*\*\*\*

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division (FHSD)**

**Name of Fund:** Special Supplemental Nutrition Program for Women, Infants & Children (WIC)  
(project: 000275)

**Legal Authority:** Child Nutrition Act of 1966, as amended; 42 USC ¶ 1786. Healthy Hunger-Free Kids Act of 2010, PL 111-296, 7 USC 1746

**Intended Purpose:** Provide supplemental foods, nutrition counseling, breastfeeding promotion and health/social service referrals to eligible women in childbearing years, infants, and children up to age five (5).

**Source of Revenue:** Department of Agriculture, Food & Nutrition Service

**Current Program Activities:** Conducts clinics, monitors purchase of service contracts and vendors to ensure appropriate supply, delivery and payment of WIC approved foods; collects and evaluates data to implement/evaluate program; and serves as a resource to other private/public agencies.

\*\*\*\*\*

**Name of Fund:** Sexual Violence Prevention and Education (project: 000278)

**Legal Authority:** 42 USC 241, 243, 247b-4

**Intended Purpose:** To provide sexual violence primary prevention services through activities, such as education and workshops, that increase awareness of sexual violence and reduce attitudes that condone sexual violence; to collaborate with, plan with, and provide technical support to public and private agencies, community stakeholders, and community-based organizations; and to increase the capacity of community-based organizations to engage in sexual violence primary prevention initiatives, activities, and partnerships.

**Source of Revenues:** DHHS, CDC

**Current Program Activities:** The funding provides for a program coordinator position that is responsible for statewide sexual assault prevention efforts including collaboration, planning, and support, as well as monitoring and evaluation services, for the following:

- A. Convene and maintain a Sexual Violence Prevention Planning Committee that consists of public and private agencies and community stakeholders.
- B. Implement the Sexual Violence Primary Prevention Plan.
- C. Gain and sustain public and private support for the Sexual Violence Primary Prevention Plan and its implementation by increasing awareness of such Plan among policy-makers, legislators, foundations, and local entrepreneurs in positions to provide funding or other resources for implementation.
- D. Provide technical assistance and support for state-wide sexual violence primary prevention community teams, consisting of various public and private agencies, individuals, and community stakeholders, in their efforts to (1) increase awareness of sexual violence and (2) reduce attitudes that condone sexual violence in their specific communities.
- E. Coordinate and collaborate with the Hawaii Coalition Against Sexual Assault to provide public awareness and prevention education activities in the community.
- F. Support private and public agencies to provide sexual violence primary prevention activities that (1) increase awareness of sexual violence and (2) increase understanding of healthy relationships through education to youth and young adults from the ages of 10 to 21 and through trainings to youth-serving agencies.

\*\*\*\*\*

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division (FHSD)**

**Name of Fund:** WIC Breastfeeding Peer Counseling (project: 000295)

**Legal Authority:** Child Nutrition Act of 1966, as amended; 42 USC ¶ 1786. Healthy Hunger-Free Kids Act of 2010, PL 111-296, 7 USC 1746

**Intended Purpose:** To enable State agencies to implement or maintain an effective breastfeeding peer counselor program aimed at increasing breastfeeding rates among WIC participants and eventually becoming a core service within the WIC program.

**Source of Revenue:** Department of Agriculture, Food & Nutrition Service

**Current Program Activities:** Trains and manages peers to be Breastfeeding Peer Counselors (BFPC) in the WIC clinics to improve rates of breastfeeding initiation, duration and exclusivity.

\*\*\*\*\*

**Name of Fund:** Primary Care Offices (PCO) (project: 000298)

**Legal Authority:** Sections 330(k), 330(m), and 333(d) of the PHS Act

**Intended Purpose:** The goal of this grant is to improve primary care service delivery and workforce availability to meet the needs of underserved populations in Hawaii. Primary partners in this endeavor include the Bureaus of Health Professions and Clinician and Recruitment Services of HRSA, DHHS; FHSD, Health Resources Administration, Hawaii State Department of Health; the Hawaii Primary Care Association (HPCA) and community health centers.

**Source of Revenues:** DHHS, HRSA

**Current Program Activities/Allowable Expenses:** The program's five required overarching goals that strengthen the statewide primary care system are to: (1) Demonstrate organizational effectiveness and foster collaboration by establishing and maintaining public and private partnerships, participation in national conference calls initiated by the Bureau of Clinician and Recruitment Services, and the Shortage Designation Branch, convening of the Primary Care Provider Network forum, and attendance at required meetings held with the PCO Project Officer, PCO Annual Meeting, and HRSA's all grantee meeting throughout the project period; (2) Provide technical assistance to organizations/communities wishing to expand access to primary care for underserved populations; (3) Conduct primary care needs assessment for the production of the primary care needs assessment data book, and sharing of the data with the HPCA and other entities; (4) Facilitate workforce development for the National Health Service Corps (NHSC) and safety net/health center network through the evaluation and recommendation of recruitment and retention assistance applications, NHSC site monitoring to evaluate compliance with agreements, maintenance of an inventory of eligible NHSC placement sites with current site profiles, and facilitation of placement of NHSC providers according to needs of Health Center Network; and (5) submission of Health Professional Shortage Area designations and re-designation applications.

\*\*\*\*\*

**Name of Fund:** State Systems Development Initiative (project: 000307)

**Legal Authority:** SSA, Title V, Section 502(a)(1), as amended; 42 USC 702

**Intended Purpose:** The purpose of this grant is to improve data analysis capacity for programs supported by the federal Title V Maternal and Child Health (MCH) Block Grant. The grant focuses on the development

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division (FHSD)**

of key MCH datasets through the establishment of the data linkages between birth records and agency data (including Medicaid files and hospital discharge data); as well as improving access to data from surveys and registries. The analysis of the data will open new paths to investigate health problems and to evaluate programs and policies for more effective Title V MCH program planning in Hawai'i.

**Source of Revenues:** DHHS, HRSA

**Current Program Activities/Allowable Expenses:** Data collection, analysis, and publication related to the MCH population are carried out on an ongoing basis. These data are used for continuing needs assessment, annual performance/outcome measurement, program planning and evaluation, and policy development. Currently, data linkages have been made between infant birth and death certificates, birth records and newborn screening files, and birth records and WIC records. Direct access to key MCH survey and registry data has also been achieved. Annual data reports are developed and disseminated to policy makers and MCH stakeholders.

\*\*\*\*\*

**Name of Fund:** Maternal & Child Health Bureau Early Childhood Comprehensive Systems (ECCS) Grant (project: 000466)

**Legal Authority:** SSA, Title V, Section 502(a)(1), as amended; 42 U.S.C. 702

**Intended Purpose:** The ECCS Grant is funded in order to accomplish the Maternal and Child Health Bureau's Strategic Plan for Early Childhood Health across all states. This implementation grant requires setting incremental goals and objectives for Hawaii to develop an early childhood comprehensive system. Achievement of outcomes in the following key areas are to be addressed: a) access to health insurance and medical homes; b) mental health and social-emotional development; c) early childcare and education; d) parent education; and e) family support.

**Source of Revenues:** DHHS, HRSA

**Current Program Activities/Allowable Expenses:**

- Non-competitive continuing grant award until 5/31/11.
- Strategic management team consists of members from Hawaii's Departments of Health, Education, and Human Services as well as early childhood stakeholders whom meet quarterly to provide oversight of implementation.

\*\*\*\*\*

**Name of Fund:** Maternal and Child Health Services Block Grant (project: 0nn201)

**Legal Authority:** Title V of the SSA, as amended

**Intended Purpose:** To assure women, especially mothers and children including children with special health needs (CSHN) and in particular those with low income or with limited availability of health services, access to quality maternal and child health services. This includes improving birth outcomes for women, improved health outcomes and health status for children of all ages including CSHN and supporting administrative activities that maintain and improve the health care system through needs assessment, surveillance, planning, policy development, systems building, and program support.

**Source of Revenues:** DHHS, HRSA

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division (FHSD)**

**Current Program Activities:**

- A. Administration - Supports administrative positions, which provide the infrastructure for the Division, Maternal and Child Health (MCH) and CSHN Branches to carry out its mandate and functions, and allow for integration and planning between sections, Branches, the Department, and the community at-large.
- B. Epidemiology and Data Support – provide funds to CDC-assigned epidemiologist and research statistician positions at the MCH and CSHN Branches for data collection and analysis used for program planning, evaluation, and policy development.
- C. Child Health and Family Support Services - provides funds to this section, which is responsible for planning for issues related to child/adolescent health and family strengthening services and to assist in the assurance of these services statewide, including program planning and technical support to purchase of service contractors. Needs assessments, planning and development activities are accomplished through surveys, studies and community networking. Collaborates with providers and community stakeholders to assure a system of services and established standards of care.
- D. Perinatal Services - fund use include:
  - 1. Program planning and technical support statewide to POS contractors and programs, which reduce maternal and infant mortality and morbidity; and on Hawaii Island, provide staffing to support high-risk women and children.
  - 2. Provides advocacy and educational efforts to improve and enhance birth outcomes, disseminates perinatal information, and promotes networking among providers, agencies and individuals associated with perinatal issues.
  - 3. Maintains a statewide information and referral phone line and website to assist pregnant women to access the perinatal services system (including Medicaid, primary care centers, OB/GYN, prenatal classes) and to encourage early and continuous prenatal care.

\*\*\*\*\*

**Name of Fund:** Preventive Health and Health Services Block Grant – Sexual Assault Prevention Program (project: 0nn203)

**Legal Authority:** Part A, Title XIX, PHS Act, as amended

**Intended Purpose:** To provide support and coordination of statewide sexual violence prevention education services and to provide technical assistance to increase public awareness of sexual violence.

**Source of Revenues:** DHHS, CDC

**Current Program Activities:**

- A. Manage purchase of service contracts for sexual assault primary prevention services for the general public and/or for selected populations such as youth and immigrants to increase awareness of sexual violence and to reduce attitudes that tolerate sexual violence.
- B. Collaborate on public awareness activities with Hawaii Coalition Against Sexual Assault.
- C. To collaborate and plan with the Sexual Violence Primary Prevention Planning Committee for such activities as a needs assessment of attitudes about sexual violence among selected communities.

\*\*\*\*\*

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Family Health Services Division (FHSD)**

**Name of Fund:** Supporting Evidence-Based Home Visitation Programs to Prevent Child Maltreatment (project: 000274)

**Legal Authority:** Child Abuse Prevention and Treatment Act, Title I, as amended, 42 U.S.C. 5101 et seq.

**Intended Purpose:** Support the state and local infrastructure needed for the high quality adoption, implementation and sustaining of evidence-based home visiting programs to prevent child maltreatment.

**Source of Revenues:** U.S. Department of Health and Human Services, Administration for Children and Families Children's Bureau.

**Current Program Activities:** The program aims to: (1) build state and local infrastructure and implement systems changes designed to spread the use of evidence-based home visiting programs; (2) support the implementation of specific evidence-based home visiting approaches within selected target populations, and with strong fidelity to proven, effective models; (3) conduct rigorous local evaluations examining the degree to which system change has occurred, and the effects of home visiting programs in reducing child maltreatment and achieving other family and child outcomes; and (4) conduct a cross-site evaluation drawing data and cross-cutting lessons from the grantees' local evaluations.

\*\*\*\*\*

Report on Non-General Fund Information  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 460  
 Name of Fund: Various Federal Grants from the U.S. DHHS/PHS/SAMHSA  
 Legal Authority: Public Health Service Act, various sections, as amended

Contact Name: Peter Galla  
 Phone: 733-9866  
 Fund type (MOF) N  
 Appropriation Acct. No. S 204 H/ S 261 H (Combined)

Intended Purpose: See attachment S 204 H/ S261H

Source of Revenues: In 2011 we have three grants, the Data Infrastructure Grant, the Community Block Grant and the Project Ho'omohala that are available under the appropriation S204H. All grants will remain available in FY2012 and FY2013.

In 2010 the grant called Project Kealahou - Pathway for Girls, was available 11/07/08 under the S261H appropriation, and will develop innovative approaches to meet the specific needs of adolescent girls with the dual risks of serious emotional disturbances and backgrounds of trauma. This grant will be available through FY2015. Effective 07/01/11, FY 2012, Project Kealahou's temporary appropriation of S261H was changed to S204H. Hawaii System of Care Expansion Planning Grant in the amount of \$520,975.00 which started from 09/30/11 to 09/29/12 was added.

Current Program Activities/Allowable Expenses: See Attachment S 204 H / S 261 H

Purpose of Proposed Ceiling Increase (if applicable): FY 13 budget request to reduce ceiling by \$51,484 to account for end of ARS grant.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	2,568,019	2,568,019	4,296,079	4,439,309	4,387,825	4,387,825	4,387,825
Beginning Cash Balance	13,672	975	17,346	16,172	16,172	16,172	16,172
Revenues	1,809,290	1,780,115	1,961,744	4,570,800	2,853,664	2,353,664	1,853,664
Expenditures	1,888,101	1,763,745	1,965,937	4,570,800	2,853,664	2,353,664	1,853,664
Transfers				****ending balance for FY 2010 was changed.			
List each by JV# and date	66,114		-				
Net Total Transfers	66,114	0	0	0	0	0	0
Ending Cash Balance	975	17,345	13,152	16,172	16,172	16,172	16,172
Encumbrances	0	335,089	1,196,161				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).</b>							
<b>Additional Information:</b>							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							



**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature**

**Department:** HEALTH  
**Prog ID(s):** HTH 440  
**Name of Fund:** Various - see Attachment S 203 H  
**Legal Authority:** Various - see Attachment S 203 H

**Contact Name:** Phillip Nguyen  
**Phone:** 692-7515  
**Fund type (MOF):** N  
**Appropriation Acct. No.:** S 203 H

**Intended Purpose:** See Attachment S 203 H

**Source of Revenues:** See Attachment S 203 H

**Current Program Activities/Allowable Expenses:** See Attachment S 203 H

**Purpose of Proposed Ceiling Increase (if applicable):** The DOH's supplemental budget request has not been finalized at this time. Proposed changes to the FY 13 ceiling and beyond include a Labor Saving adjustment of -\$ 35,616 and an increase to the ceiling of \$252,477 for a new FDA Tobacco Enforcement contract. The resulting proposed FY 13 ceiling and beyond would be \$13,826,731/yr if the proposals are approved.

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012*	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	10,859,867	13,609,867	13,609,867	13,609,867	13,609,867	13,609,867	13,609,867
Beginning Cash Balance	76,874	503,455	262,447	167,511	167,511	167,511	167,511
Revenues	12,273,110	12,393,463	10,550,072	17,061,415	11,166,867	11,166,867	11,166,867
Expenditures	11,827,714	12,634,471	10,645,009	17,061,415	11,166,867	11,166,867	11,166,867
Transfers							
List each by JV# and date	(18,815)						
Net Total Transfers	(18,815)		0	0	0	0	0
Ending Cash Balance	503,455	262,447	167,511	167,511	167,511	167,511	167,511
Encumbrances	3,881,793	4,611,958	5,407,059				
<b>Encumbrances shown for prior years are cumulative.</b>							
Unencumbered Cash Balance	N/A	N/A	N/A	167,511	167,511	167,511	167,511

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

\* Note: One of the grants: Strategic Prevention Framework - State Incentive Grant (SPF SIG) got carry-over funding (\$5,894,548) with no cost extension to 9/29/2012. Grant was to end in FY 12 but with this extension, the program will submit request to reduce ceiling in FB 13-15.

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Alcohol and Drug Abuse Division (ADAD)**

- 1, **Name of Fund:** Substance Abuse Prevention & Treatment (SAPT) Block Grant
- Legal Authority:** Subparts II & III, Part B, Title XIX, Public Health Service Act; Department of Health & Human Services, Substance Abuse & Mental Health Services Administration; SAPT Block Grants, Interim Final Rule (Title 45, Code of Federal Regulations, Part 96)

**Intended Purpose:** Enables the State to plan, implement, and evaluate activities to treat and prevent substance abuse and other related authorized activities. The intent is to develop, maintain and improve the State's community-based substance abuse service system for the treatment and prevention of substance abuse. Also, the State must maintain compliance with a broad range of Federal statutory and regulatory provisions that govern expenditure and service requirements. Major SAPT Block Grant treatment requirements include the provision of substance abuse services for intravenous drug abusers, pregnant women and women with dependent children, and the provision of HIV early intervention services (subject to certain conditions) at substance abuse treatment sites. Not less than 20% of the SAPT Block Grant must be used to develop and implement a comprehensive prevention program of activities and services provided in a variety of settings for the general population as well as targeting sub-groups who are at high risk for substance abuse. Prevention activities include conducting annual random, unannounced inspections of retail outlets selling tobacco to minors, in compliance with the Synar Amendment and Tobacco Regulation for the SAPT Block Grant. The SAPT Block Grant is also used to ensure the provision of treatment and prevention services for Native Hawaiians pursuant to Block Grant requirements for Hawaii.

**Source of Revenues:** Substance Abuse and Mental Health Services Administration (SAMHSA)

\*\*\*\*\*

2. **Name of Fund:** Enforcing the Underage Drinking Laws (EUDL) Block Grant Program
- Legal Authority:** Public Law 107-77

**Intended Purpose:** Reduce underage drinking by expanding the number of communities taking a comprehensive approach to the problem, with a special emphasis on increasing law enforcement activities with regard to the sale of alcohol to minors by increasing State-level planning and program activities, preventing the purchase or consumption of alcoholic beverages by minors under the age of twenty-one and changing community norms and attitudes regarding underage drinking.

**Source of Revenues:** U.S Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP)

\*\*\*\*\*

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Alcohol and Drug Abuse Division (ADAD)**

3. **Name of Fund:** Drug and Alcohol Services Information System (DASIS)

**Legal Authority:** Section 505 PHS Act (42 U.S.C. 290a-4)

**Intended Purpose:** Ensuring the availability of data about the use of Substance Abuse Prevention and Treatment (SAPT) Block Grant funds by states in providing services for individuals with substance abuse problems; and providing answers to questions about the treatment programs funded, the numbers and types of patients treated, the services they receive, and effectiveness of the programs.

**Source of Revenues:** SAMHSA

\*\*\*\*\*

4. **Name of Fund:** Strategic Prevention Framework State Incentive Grant (SPF SIG)

**Legal Authority:** Section 516 of the Public Health Service Act, as amended.

**Intended Purpose:** Enables the State, in collaboration with communities, to implement a process known to promote youth development, reduce risk-taking behaviors, build on assets and prevent problem behaviors. The grant will also enable the State to provide leadership, support and technical assistance to help ensure that participating communities are successful, as measured by abstinence from drug use and alcohol abuse, reduction in substance abuse-related crime, attainment of employment or enrollment in school, increased stability in family and living conditions, increased access to services and increased social connectedness.

**Source of Revenues:** SAMHSA

\*\*\*\*\*

5. **Name of Fund:** Access to Recovery (ATR) Ohana Grant

**Legal Authority:** Sections 501(d)(5) and 509 of the PHS Act and 42USC Section 290

**Intended Purpose:** The ATR-Ohana initiative is an innovative project wherein clients, or members of their family, of the Department of Human Services' Child Welfare Services (CWS) system are assessed, given vouchers for recovery support services (employment, housing, parenting, child care, transportation, etc.), and tracked via an on-line, web-based information technology system for various program and service outcomes, such as abstinence. The project specifically targets CWS adult family members on the island of Oahu. These CWS families are either active or voluntary cases. Voluntary cases involve individuals that CWS strongly encourages to utilize available services to resolve their issues without formal involvement of CWS or Family Court. As a diversion strategy, this initiative proactively addresses escalating needs of families, while preventing these cases from developing into formal CWS cases.

**Source of Revenues:** SAMHSA

\*\*\*\*\*

**Report on Non-General Fund Information  
for Submittal to the 2012 Legislature  
Alcohol and Drug Abuse Division (ADAD)**

**Current Program Activities (for all of the above grants):** The ADAD plans, directs, coordinates, implements and evaluates substance abuse programs, services, and activities to ensure the development, provision and maintenance of a community-based system for the prevention and treatment of substance abuse. ADAD's functions encompass the formulation and implementation of policy; statewide planning and needs assessments; client data collection and treatment outcome results; client prevention data set; programming, allocation, and distribution of resources; fiscal and programmatic monitoring and quality assurance; certification and training of substance abuse counselors; accreditation of programs; and provision of technical assistance and consultation. ADAD has been successful in applying for and receiving various SAMHSA, OJJDP and other federal grant programs, both formula-based and discretionary in nature. As state resources are limited, ADAD will continue to access time limited federal competitive grants, whenever possible, to supplement general funds for the provision and expansion of substance abuse prevention and treatment services statewide.

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HEALTH  
 Prog ID(s): HTH 420  
 Name of Fund: see source of funds  
 Legal Authority: Section 334-7, HRS

Contact Name: Amy Yamaguchi  
 Phone: 586-4682  
 Fund type (MOF) N  
 Appropriation Acct. No. S 202 H

**Intended Purpose:**

The purpose of the various grants is to provide additional needed resources for the provision of comprehensive mental health services for individuals with severe and persistent mental illness.

**Source of Revenues:**

1) Community Mental Health Services Block Grant; 2) Projects for Assistance in Transition from Homelessness Formula Grant; 3) Evidence-Based Forensic Student Internship.

**Current Program Activities/Allowable Expenses:**

Activities include the purchase of residential, treatment, case management, and homeless outreach services for individuals with severe and persistent mental illness; and forensic student internships. Allowable expenses are expenses to provide or support the provision of program activities.

**Purpose of Proposed Ceiling Increase (if applicable):** N/A

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	1,643,030	1,632,230	1,632,230	1,632,230	1,632,230	1,632,230	1,632,230
Beginning Cash Balance	1,273	9,465	2,584	9,611	9,611	9,611	9,611
Revenues	682,029	1,014,446	1,194,908	1,574,232	1,470,617	1,470,617	1,470,617
Expenditures	673,837	1,021,327	1,218,881	1,574,232	1,470,617	1,470,617	1,470,617
Transfers							
List each by JV# and date			31,000				
JM3329/5610/6175 (various date)							
JS4299/4827 (various date)							
Net Total Transfers	0	0	31,000	0	0	0	0
Ending Cash Balance	9,465	2,584	9,611	9,611	9,611	9,611	9,611
Encumbrances	42,938	262,457	197,540				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).							
Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

**Report on Non-General Fund Information**  
for Submittal to the 2012 Legislature

Department: HTH  
 Program ID: HTH 840  
 Name of Fund: Various  
 Legal Authority: \_\_\_\_\_

Contact Name: Pat Sasaki  
 Phone: 586-4579  
 Fund Type (MOF): N  
 Approp. Acct. No. S 201 H

**Intended Purpose:**

To comply with the federal mandates of the Federal Clean Water, Safe Drinking Water, Clean Air, Resource Conservation and Recovery, and Toxic Substances Control Acts which provide regulatory protection of the environment and public health.

**Source of Revenues:**

Receipt of all EPA programmatic grants such as air pollution control, water pollution control, public water systems, hazardous waste, polluted control runoff etc.

**Current Program Activities/Allowable Expenses:**

Administration, program development, surveillance and technical assistance, disease surveillance and investigation, laboratory capabilities and certification, enforcement, public participation, data management, training for delegated programs, regulation of individual wastewater systems, agricultural burning, non-point source pollution, and groundwater protection coordination.

Purpose of Proposed Ceiling Increase (if applicable): Revise ceiling for transfer of 1 position and funds from 840 FF to 849 FD (-1.00/-74,267 N) and transfer 3 positions and funds from 849 FC to 840 FG (1.00P, 2.00T/203,086 N)

Financial Data							
	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
	(actual)	(actual)	(actual)	(estimated)	(estimated)	(estimated)	(estimated)
Appropriation Ceiling	8,716,169	8,808,860	8,808,860	9,167,057	9,295,876	9,295,876	9,295,876
Beginning Cash Balance	183,840	235,497	105,774	85,905	85,905	85,905	85,905
Revenues	4,814,059	5,077,371	5,727,444	9,167,057	9,295,876	9,295,876	9,295,876
Expenditures	4,762,402	5,207,094	5,747,313	9,167,057	9,295,876	9,295,876	9,295,876
Transfers							
List each by JV# and date	0						
Net Total Transfers	0			0	0	0	0
Ending Cash Balance	235,497	105,774	85,905	85,905	85,905	85,905	85,905
Encumbrances	1,460,371	2,403,628	2,269,705				
Encumbrances shown for prior years are cumulative.							
Unencumbered Cash Balance	N/A	N/A	N/A	85,905	85,905	85,905	85,905

**Note: For federal funds, although funds are encumbered, federal funds are not drawn down until just prior to payment processing (approximately three days prior to payment).**

Additional Information:							
Amount Req. for Bond Conveyance							
Amount from Bond Proceeds							
Amount Held in CODs, Escrow Accounts, or Other Investments							

Department of Health  
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>MOF</u>	<u>Pos (P)</u> <u>FY12</u>	<u>Pos (T)</u> <u>FY12</u>	<u>\$\$\$ FY12</u>
	(NONE)				

Department of Health  
Budget Decisions

Table 9

Prog ID	Description	MOF	Initial Department Request			Budget and Finance Recommendation			Governor's Decision		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
	(See Attached Form B)										



FORM B  
12/7/2011

REVISED

Date Prepared/Revised:

**FY 13 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF HEALTH**

MOF	FY 13		
	FTE (P)	FTE (T)	\$ Amount
Dep't. Current (Act 164/11) Budget by MOF			
A	2,020.86	367.50	405,611,048
B	145.00	19.00	195,483,066
N	356.36	222.75	124,254,616
R	-	-	-
S	-	-	-
T	-	-	-
U	3.50	10.00	9,189,463
V	-	-	-
W	70.20	4.00	168,260,484
X	-	-	-
<b>TOTAL</b>	<b>2,595.92</b>	<b>623.25</b>	<b>902,798,677</b>

**LABOR SAVINGS & PROGRAM REVIEW ADJUSTMENTS**

Request Cat	B&F Code	Prog ID/Org	Dept Priority	Description	MOF	DEPARTMENT REQUEST			GOVERNOR'S DECISION		
						FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>Program Review Adjustments</b>											
PR		HTH 100/DG	PR-1	Reduce Kalaupapa pensioners (\$40,000); Reduce Pensions (\$110,000); Reduce R&M electrical upgrades (\$50,000).	A			-200,000			-200,000
PR		HTH 420/HO	PR-1	General decrease in POS funds.	A			-1,250,000			-1,250,000
PR		HTH 460/HO	PR-1	Decrease POS contracts: UH Residency Program, PACT MST, Hawaii Families as Allies, other various POS contracts.	A			-473,000			-473,000
PR		HTH 501/CN	PR-1	General decrease in funding for waiver services.	A			-2,500,000			-2,500,000
PR		HTH 590/KK	PR-1	Change MOF for Research Statistician V (#12338) from general funds to TSSF.	A	(1.00)		-61,549	(1.00)		-61,549
PR		HTH 590/KK	PR-1	Change MOF for Research Statistician V (#12338) from general funds to TSSF. Perm count only. Transferring \$89,762 from Other Current Expenses to Pers Svcs to fund position.	B	1.00		-	1.00		-
PR		HTH 730/MQ	PR-1	Delete funds for Oahu aeromedical transport service.	A			-800,000			-800,000
PR		HTH 904/AJ	PR-1	Reduce advertising funds	A			-7,000			-7,000
PR		HTH 610/FP	PR-2	Consolidate Sanitation, Food and Drug (FDB), and Vector Branches-- Vector Branch Chief and much of that branch was RIF'D in 2009. Delete vacant FDB branch chief and vacant secretary positions.	A	(2.00)		-105,052	(2.00)		-105,052
PR		HTH 141/EE	PR-3	Abolish General Medical and Preventive Services Division--delete 2 perm positions (Administrator and Secretary) positions.	A	(2.00)		-150,461	(2.00)		-150,461
PR		HTH 906/AC	PR-3	Change the means of financing for two general funded positions [Comp Hth Plan Coord (#24342P) and OA III (#45118P)] to special funds. Delete vacant Research Stat V (#27966).	A	(3.00)		-130,154	(3.00)		-130,154

**FY 13 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF HEALTH**

PR		HTH 906/AC	PR-3	Change the means of financing for two general funded positions [Comp Hth Plan Coord (#24342P) and OA III (#45118P)] to special funds.	B	2.00		119,763		2.00		119,763
PR		HTH 141/KJ	PR-3	Temporary replacement of reduction of general fund PR reduction for SHPDA (HTH 906) per Gov's PR decision. Reduce salaries only and retain counts for 5 vacant perm RN IV positions.	A			-347,698				-347,698
PR		HTH 141/KL	PR-3	Temporary replacement of reduction of general fund PR reduction for SHPDA (HTH 906) per Gov's PR decision. Reduce salary only and retain count for 1 vacant temp LPN position.	A			-30,962				-30,962
LS		VARIOUS	LS-1	Incorporate LSA for DOH for FY 13.	A			-4,419,133				-4,419,133
LS		VARIOUS	LS-1	Incorporate LSA for DOH for FY 13.	B			-415,045				-415,045
LS		VARIOUS	LS-1	Incorporate LSA for DOH for FY 13.	N			-1,401,570				-1,401,570
LS		VARIOUS	LS-1	Incorporate LSA for DOH for FY 13.	U			-29,773				-29,773
LS		VARIOUS	LS-1	Incorporate LSA for DOH for FY 13.	W			-193,144				-193,144

**TOTAL REQUEST:**

(5.00)	-	(12,394,778)	(5.00)	-	(12,394,778)
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<b>Request Category Legend:</b>	
LS	Labor Savings Adjustments
PR	Program Review Adjustments
FC	Fixed Cost/Medicaid
HS	H & S/Court Order/Fed. Mandate
PA	PA/COFA/TANF/School bus trans
TR	Trade-off/Transfer
AP	Administration's Program Initiatives
O	Other

**By MOF**

A	(8.00)	-	(10,475,009)	(8.00)	-	(10,475,009)
B	3.00	-	(295,282)	3.00	-	(295,282)
N	-	-	(1,401,570)	-	-	(1,401,570)
R	-	-	-	-	-	-
S	-	-	-	-	-	-
T	-	-	-	-	-	-
U	-	-	(29,773)	-	-	(29,773)
V	-	-	-	-	-	-
W	-	-	(193,144)	-	-	(193,144)
X	-	-	-	-	-	-

**SUBTOTAL = ACT 164/11 - LS - PR**

2,590.92	623.25	890,403,899	2,590.92	623.25	890,403,899
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**By MOF**

A	2,012.86	367.50	395,136,039	2,012.86	367.50	395,136,039
B	148.00	19.00	195,187,784	148.00	19.00	195,187,784
N	356.36	222.75	122,853,046	356.36	222.75	122,853,046
R	-	-	-	-	-	-
S	-	-	-	-	-	-
T	-	-	-	-	-	-
U	3.50	10.00	9,159,690	3.50	10.00	9,159,690
V	-	-	-	-	-	-
W	70.20	4.00	168,067,340	70.20	4.00	168,067,340
X	-	-	-	-	-	-

**FY 13 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF HEALTH**

SUPPLEMENTAL BUDGET REQUESTS					DEPARTMENT REQUEST			GOVERNOR'S DECISION			
Request Cat	B&F Code	Prog ID/Org	Dept Priority	Description	MOF	FTE (P)	FTE (T)	\$ Amount	FTE (P)	FTE (T)	\$ Amount
<b>Other Adjustments</b>											
O		HTH 100/DI	O-1	Delete 0.50 perm count only PH Educator IV (#96133H).	N	-0.50		-	-0.50		-
O		HTH 131/DB	O-2	Reduce Federal Fund ceiling to reflect Per Svc reduction for Public Hth Emerg Preparedness Coop Agmt.	N	(2.00)	(5.00)	-409,751	(2.00)	(5.00)	-409,751
O		HTH 440/HD	O-3	Increase fed fund ceiling to reflect new federal grant FDA Tobacco Enforcement.	N		1.50	252,477		1.50	252,477
O		HTH 440/HO	O-4	Increase special fund ceiling for Drug Demand Reduction Assessment Special Fund (DDRA SF).	B			200,000			200,000
O		HTH 460/HF	O-5	Reduction in Federal Ceiling	N			-51,484			-51,484
O		HTH 495/HC	O-6	Abolish temp FTE only for #94226H Program Specialist. Salary was reduced due to fiscal constraints reduction.	A		(1.00)	-		(1.00)	-
O		HTH 560/CT	O-7	Establish Fed Ceiling for new ACA-MIECHVP Development Grant	N		5.00	3,141,174		5.00	3,141,174
O		HTH560/CC	O-8	Establish 2.00 temp Fed funded positions for increased Universal Newborn Screening (Baby HEARS) grant	N		2.00	150,000		2.00	150,000
O		HTH 560/CG	O-9	Establish 2.00 temp Fed funded positions for IDEA, Part C grant	N		2.00	-		2.00	-
O		HTH 560/CF	O-10	Establish Fed Ceiling for Personal Responsibility Education Prog (PREP) Grant	N		2.00	375,000		2.00	375,000
O		HTH 590/GJ	O-11	Increase Fed ceil for Collaborative CD grant for a capacity, collaboration/integration & epidemiology enhancement prg.	N		4.00	445,130		4.00	445,130
O		HTH 590/GJ	O-12	Increase Fed ceil for Collaborative CD grant for the Healthy Communities component.	N			40,000			40,000
O		HTH 590/KK	O-13	Increase Fed ceil for Behavioral Risk Factor Surveillance System (BRFSS) grant.	N			30,000			30,000
O		HTH 590/GJ	O-14	Reduce Fed ceiling & 1.00 temp FTE for Ofc Asst III (#50736).	N		-1.00	-13,552		-1.00	-13,552
O		HTH 590/KK	O-15	Reduce U fund ceiling for the SNAP-Ed prog.	U			-3,083,696			-3,083,696
O		HTH 610/FR	O-16	Increase the Noise, Radiation and Indoor Air Quality Branch Special Fund ceiling.	B			100,000			100,000
O		HTH 760/MS	O-17	Change MOF of Planner IV (#118413C) from Fed to Vital Statistics Improvement Special Funds.	N		-1.00	-29,646		-1.00	-29,646
O		HTH 760/MS	O-17	Change MOF of Planner IV (#118413C) from Fed to Vital Statistics Improvement Special Funds. Transfer funds fr Other Current Expenses to Pers Svcs to fund position.	B		1.00	-		1.00	-
O		HTH 840/FG	O-18	Establish perm psns funded by DOT	U	2.00		149,639	2.00		174,454
O		HTH 849/FB	O-19	Establish perm position for SRF	W	2.00		129,021	2.00		129,021
O		HTH 849/FC	O-20	Convert temp position to permanent	N	1.00	(1.00)				
O		HTH 840/FG	O-20	Convert temp position to permanent	N				1.00	(1.00)	
O		HTH 904/AJ	O-21	Increase fed fund ceiling to incorporate Life Span Respite Grant	N	-	1.00	69,426	-	1.00	69,426

**FY 13 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF HEALTH**

O	HTH 907/AL	O-22	Delete temp FTE only for District Health Ofcr (#97601) since funding was reduced due to fiscal constraints reduction.	A	(1.00)	-	(1.00)	-
O	HTH 907/AP	O-23	Increase fed fund ceiling for CDC Strengthening Public Health Infrastructure Grant	N	1.00	1,100,000	1.00	1,100,000
O	HTH 907/AP	O-24	Delete #92603H Planner for Critical Access Hospital Prgm.	N	(1.00)	-48,280	(1.00)	-48,280
<b>Trade-off/Transfers</b>								
TR	HTH 100/DF	TR-1a	Trade-off/transfer out count & funds for RN III (#36341) fr HTH 100/DF to HTH 100/KE for Epidemiologist	A	-1.00	-79,236	-1.00	-79,236
TR	HTH 100/KE	TR-1b	Trade-off/transfer out count & funds for RN III (#36341) fr HTH 100/DF to HTH 100/KE for Epidemiologist	A	1.00	79,236	1.00	79,236
TR	HTH 141/KJ	TR-2a	Trf out to HTH 100/KJ all positions & funding (less amount replacing part of SHPDA's PRA per Gov's decision) as a result of the PRA to abolish HTH 141.	A	(148.00)	-10,418,003	(148.00)	-10,418,003
TR	HTH 141/KJ	TR-2a	Trf out to HTH 100/KJ all funding as a result of the PRA to abolish HTH 141.	B	-	-90,720	-	-90,720
TR	HTH 141/KJ	TR-2a	Trf out to HTH 100/KJ all funding as a result of the PRA to abolish HTH 141.	U	(1.00)	-131,746	(1.00)	-131,746
TR	HTH 100/KJ	TR-2b	Trf-in psn count & funding from HTH 141/KJ as a result of PRA to abolish HTH 141.	A	148.00	10,418,003	148.00	10,418,003
TR	HTH 100/KJ	TR-2b	Trf-in psn count & funding from HTH 141/KJ as a result of PRA to abolish HTH 141.	B	-	90,720	-	90,720
TR	HTH 100/KJ	TR-2b	Trf-in psn count & funding from HTH 141/KJ as a result of PRA to abolish HTH 141.	U	1.00	131,746	1.00	131,746
TR	HTH 141/KL	TR-3a	Trf out to HTH 100/KL all positions & funding (less amount replacing part of SHPDA's PRA per Gov's decision) as a result of the PRA to abolish HTH 141.	A	(2.87)	-203,193	(2.87)	-203,193
TR	HTH 100/KL	TR-3b	Trf-in psn count & funding from HTH 141/KL as a result of PRA to abolish HTH 141.	A	2.87	203,193	2.87	203,193
TR	HTH 141/EE	TR-4a	Trf out to HTH 100/KE PHAO VI (#41993) and PMS (#52071) and funds including Other Current Expenses as a result of PRA to abolish HTH 141.	A	(2.00)	-163,175	(2.00)	-163,175
TR	HTH 100/KE	TR-4b	Trf-in psn count & funding from HTH 141/EE for Division PHAO VI & PMS IV as a result of PRA to abolish HTH 141.	A	2.00	163,175	2.00	163,175
TR	HTH 131/DA	TR-5a	Change MOF for PHAO V (#110175) fr federal to general funds using general funds for Vet Med Ofcr (#126555). Delete Vet Med Ofcr psn.	A	-	-	-	-
TR/O	HTH 131/DA	TR-5a	Delete fed fund position count for PHAO V (#110175) and transfer-out funding for #110175 to HTH131/DC for Other Current Expenses.	N	(1.00)	-63,309	(1.00)	-63,309
TR	HTH 131/DC	TR-5b	Trf-in to Other Current Expenses Immunization Grant funding fr PHAO V (#110175).	N	-	63,309	-	63,309
TR	HTH 730/MQ	TR-6a	Transfer-out Hospital Prep Pgm to HTH 131	N	(4.00)	-2,345,600	(4.00)	-2,345,600
TR	HTH 131/DB	TR-6b	Trf in Hospital Preparedness Prg fr HTH 730/MQ (EMSS)	N	4.00	2,345,600	4.00	2,345,600
TR	HTH 730/MQ	TR-7a	Transfer-out ESAR-VHP Pgm to HTH 131	N	(2.00)	-199,933	(2.00)	-199,933

FY 13 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF HEALTH

TR		HTH 131/DB	TR-7b	Trf in ESAR-VHP prog from HTH 730/MQ (EMSS).	N		2.00	199,933		2.00	199,933
TR		HTH 141/ED	TR-8a	Trf out to HTH 501/ED all positions and funding as a result of PRA to abolish HTH 141.	A	(11.00)	-	-830,399	(11.00)	-	-830,399
TR		HTH 501/ED	TR-8b	Tfr-in psn count & funding from HTH 141/ED as part of the PRA to abolish HTH 141	A	11.00		830,399	11.00		830,399
TR		HTH 141/EE	TR-9a	Trf to HTH 501/ED Dental Asst III and funding as a result of PRA to abolish HTH 141.	A	(1.00)	-	-336,583	(1.00)	-	-336,583
TR		HTH 501/ED	TR-9b	Tfr-in psn count & funding from HTH 141/EE as part of the PRA to abolish HTH 141 - Dental Asst III, Pers Svcs Adj & Other Current Expenses including POS	A	1.00		336,583	1.00		336,583
TR		HTH 460/HE	TR-10a	Transfer position from HE to HL	A		-1.00	-29,651		-1.00	-29,651
TR		HTH 460/HL	TR-10b	Transfer position from HE to HL	A		1.00	29,651		1.00	29,651
TR		HTH 460/HO	TR-11a	Transfer funds from HO to HF	A			-88,423			-88,423
TR		HTH 460/HF	TR-11b	Transfer funds from HO to HF	A			88,423			88,423
TR		HTH 495/HB	TR-12a	Trf out to HTH 907/AP Hawaii Multicultural Action Initiative grant.	N			-130,000			-130,000
TR		HTH 495/HB	TR-12a	Trf out to HTH 907/AP Principle Investigator for Hawaii Multicultural Action Initiative Grant #91232H Prog Monitor.	A		(1.00)	-115,584		(1.00)	-115,584
TR		HTH 907/AP	TR-12b	Trf in fr HTH 495/HB Principle Investigator for Hawaii Multicultural Action Initiative Grant #91232H Prog Monitor.	A		1.00	115,584		1.00	115,584
TR		HTH 907/AP	TR-12b	Trf in from HTH 495/HB Hawaii Multicultural Action Initiative Grant.	N			130,000			130,000
TR		HTH 495/HC	TR-14a	Trf out to HTH 495/HB #94221H Sec III.	A		(1.00)	-45,600		(1.00)	-45,600
TR		HTH 495/HB	TR-14b	Trf in fr HTH 495/HC #94221H Sec III.	A		1.00	45,600		1.00	45,600
TR		HTH 907/AP	TR-15a	Trf out positions and funds for State Ofc of Rural Health to HTH 560/KC .	N		(3.00)	-731,740		(3.00)	-731,740
TR		HTH560/KC	TR-15b	Tfr in the State Ofc of Rural Health (SORH) with its federal funding for its SORH, Small Rural Hosp Improvement Prog (SHIP) & Rural Hosp Flexibility (Flex) grants from HTH 907/AP	N		3.00	731,740		3.00	731,740
TR		HTH 560/CK	TR-16a	Trade-off/transfer gen funded Res Stat IV (#27479) from CK-MCH Admin to KC-FHS Admin. for an RN V	A	-1.00		-43,297	-1.00		-43,297
TR		HTH 560/KC	TR-16b	Trade-off/transfer gen funded Res Stat IV (#27479) from CK-MCH Admin to KC-FHS Admin. for an RN V & trf \$38,695 of OCE to Pers Svcs to cover cost of RN V.	A	1.00		43,297	1.00		43,297
TR		HTH 560/CF	TR-17a	Transfer-out POS - Primary Care Svcs from CF-Family & Community Support	A			-227,748			-227,748
TR		HTH 560/KC	TR-17b	Transfer-in POS - Primary Care Svcs to KC-FHS Admin.	A			227,748			227,748
TR		HTH 560/CF	TR-18a	Transfer-out Fed Ceiling for Evidence Based Home Visiting (EBHV) Grant from CF to CT	N		-3.00	-673,000		-3.00	-673,000
TR/O		HTH 560/CT	TR-18b	Transfer-in Fed ceiling from CF for EBHV and establish add'l ceiling for Affordable Care Act-Maternal, Infant & Early Childhood Home Visiting Prog (ACA-MIECHVP) formula grant [The larger ACA subsumes the EBHV]	N		6.00	1,673,000		6.00	1,673,000

Date Prepared/Revised:

**FY 13 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF HEALTH**

TR	HTH 560/CG	TR-19a	Transfer out Newborn Hearing Screening Program (NHSP) from CG-Early Intervention (EI) to CC-Children w/ Special Health Needs (CSHN)	A	-3.00		-145,410		-3.00		-145,410
TR	HTH 560/CG	TR-19a	Transfer out NHSP from CG-EI to CC-CSHN (Includes Universal Newborn Hearing Scrng Proj [aka BabyHEARS])	N		-1.00	-150,000			-1.00	-150,000
TR	HTH 560/CC	TR-19b	Transfer in NHSP to CC-CSHN from CG-EI	A	3.00		145,410		3.00		145,410
TR	HTH 560/CC	TR-19b	Transfer in NHSP to CC-CSHN from CG-EI	N		1.00	150,000			1.00	150,000
TR	HTH 560/CW	TR-21a	Tfr out PRAMS program from HTH 560/CW HTH 560/KC.	N	-2.00		-200,000		-2.00		-200,000
TR	HTH 560/KC	TR-21b	Tfr in PRAMS program to HTH 560/KC from HTH 560/CW.	N	2.00		200,000		2.00		200,000
TR	HTH 590/GR	TR-22a	Tfr out BRFSS component from HTH 590/GR to HTH 590/KK where the BRFSS program is now housed	N			-269,030				-269,030
TR	HTH 590/KK	TR-22b	Tfr out BRFSS component from HTH 590/GR to HTH 590/KK where the BRFSS program is now housed	N			269,030				269,030
TR	HTH 590/KK	TR-23a	Trade-off/transfer out .50 temp FTE only - HHI Eval & Surv Spclt psn from HTH 590/KK to HTH 590/GP for a Res Analyst psn.	N		-0.50	-			-0.50	-
TR	HTH 590/GP	TR-23b	Trade-off/transfer in .50 temp FTE only to HTH 590/GP for a Res Analyst psn from HTH 590/KK's HHI Eval & Surv Spclt psn.	N		0.50	-			0.50	-
TR	HTH 590/GQ	TR-24	Tfr Personal Svcs Adjustment of \$132,881 to Other Current Expenses.	N			-				-
TR	HTH 840/FF	TR-25a	Transfer out position to HTH 849/FD	N	(1.00)		-74,267		(1.00)		-74,267
TR	HTH 849/FD	TR-25b	Transfer in position from HTH 840/FF	N	1.00		74,267		1.00		74,267
TR	HTH 849/FC	TR-26a	Tfr out positions to HTH 840/FG	N	(1.00)	(2.00)	-203,036		(1.00)	(2.00)	-203,036
TR	HTH 840/FG	TR-26b	Tfr in positions from HTH 849/FC	N	1.00	2.00	203,036		1.00	2.00	203,036
TR	HTH 840/FH	TR-27a	Transfer out position and program funds to HTH 849/FB	W	(1.00)		-59,937,064		(1.00)		-59,937,064
TR	HTH 849/FB	TR-27b	Tfr in position and program funds from HTH 840/FH	W	1.00		59,937,064		1.00		59,937,064
TR	HTH 840/FK	TR-28a	Tfr out positions and program funds to HTH 849/FB	W	(8.00)		-100,679,676		(8.00)		-100,679,676
TR	HTH 849/FB	TR-28b	Tfr in positions and program funds from HTH 840/FK	W	8.00		100,679,676		8.00		100,679,676
	HTH 906/AC	TR-29a	Transfer a permanent count to the Planning, Policy & Program Development Office (HTH 907/AP)	A	(1.00)		-		(1.00)		-
TR	HTH 907/AP	TR-29b	Tfr in perm cnt only fr HTH 906/AC for temp to perm conversion of #94210H Privacy Officer.	A	1.00	(1.00)	0		1.00	(1.00)	0
	HTH 560/KC	AP-1	Early Health (0-5) - Development of obesity and diabetes prevention program.	A							500,000
	HTH 904/AJ	AP-2	Aging & Disability Resource Center - Access to information and services for elderly.	A							1,400,000
<b>TOTAL REQUEST:</b>					1.50	10.50	3,545,458		1.50	10.50	5,470,273

Date Prepared/Revised:

FY 13 SUPPLEMENTAL BUDGET  
DEPARTMENT SUMMARY OF OPERATING BUDGET ADJUSTMENT REQUESTS  
DEPARTMENT OF HEALTH

Request Category Legend:	
LS	Labor Savings Adjustments
PR	Program Review Adjustments
FC	Fixed Cost/Medicaid
HS	H & S/Court Order/Fed. Mandate
PA	PA/COFA/TANF/School bus trans
TR	Trade-off/Transfer
AP	Administration's Program Initiatives
O	Other

By MOF	A		(3.00)	-	-	(3.00)	1,900,000
	B	-	1.00	300,000	-	1.00	300,000
	N	(2.50)	12.50	6,050,494	(2.50)	12.50	6,050,494
	R	-	-	-	-	-	-
	S	-	-	-	-	-	-
	T	-	-	-	-	-	-
	U	2.00	-	(2,934,057)	2.00	-	(2,909,242)
	V	-	-	-	-	-	-
	W	2.00	-	129,021	2.00	-	129,021
	X	-	-	-	-	-	-

**GRAND TOTAL = ACT 164/11 - LS - PR + SUPPL BUDGET REQUESTS**

2,592.42	633.75	893,949,357	2,592.42	633.75	895,874,172
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By MOF	A		2,012.86	364.50	395,136,039	2,012.86	364.50	397,036,039
	B	148.00	20.00	195,487,784	148.00	20.00	195,487,784	
	N	353.86	235.25	128,903,540	353.86	235.25	128,903,540	
	R	-	-	-	-	-	-	
	S	-	-	-	-	-	-	
	T	-	-	-	-	-	-	
	U	5.50	10.00	6,225,633	5.50	10.00	6,250,448	
	V	-	-	-	-	-	-	
	W	72.20	4.00	168,196,361	72.20	4.00	168,196,361	
	X	-	-	-	-	-	-	

Latest Revision:

Latest Revision:

Department of Health  
 Program Review Proposals

Table 10

Prog ID	Description	MOF	Budget and Finance Proposal			Department Proposal			Governor's Final Decision		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
	(See Attached Sheets)										



Date: 8/15/2011

ATTACHMENT PR 2011

2011 Program Review  
Summary of Proposed Reductions

Department/Agency: HEALTH

Priority No.	Description of proposed reduction	Type of Sav. (D/C)	MOF	Gov's Decisions		
				FY 13		
				Posn		\$
				Perm.	Temp.	
1	HTH 100/DG Reduce Kalaupapa pensioners (\$40,000); Reduce Pensions (\$110,000); Reduce R&M electrical upgrades (\$50,000).	C	A			-200,000
1	HTH 420/HO General decrease in POS funds.	C	A			-1,250,000
1	HTH 460/HO Decrease POS contracts: UH Residency Program, PACT MST, Hawaii Families as Allies, other various POS contracts.	C	A			-473,000
1	HTH 501/CN General decrease in funding for waiver services.	D	A			-2,500,000
1	HTH 590/KK Change MOF for Research Statistician V (#12338) from general funds to TSSF.	C	A	(1.00)		-61,549
1	HTH 590/KK Change MOF for Research Statistician V (#12338) from general funds to TSSF.		B	1.00		86,169
1	HTH 730/MQ Delete funds for Oahu aeromedical transport service.	D	A			-800,000
1	HTH 904/AJ Reduce advertising funds	C	A			-7,000
2	HTH 610/FN, FP, FQ Consolidate Sanitation, Food and Drug (FDB), and Vector Branches-- Vector Branch Chief and much of that branch was RIF'D in 2009. Delete vacant FDB branch chief and vacant secretary positions.	C	A	(2.00)		-105,052
	Alternative - HTH 906/AC SHPDA -- convert to special funds		A	(8.00)		-508,814
			B	8.00		508,814
3	HTH 141/EE Abolish General Medical and Preventive Services Division--delete 2 perm positions (Administrator and Secretary) positions.	D	A	(2.00)		-150,461
TOTAL (ALL MEANS OF FINANCING)				(4.00)	-	(5,460,893)
GENERAL FUNDS				A	(13.00)	(6,055,876)
SPECIAL FUNDS				B	9.00	594,983
FEDERAL FUNDS				N	-	0
PRIVATE CONTRIBUTIONS				R	-	0
COUNTY FUNDS				S	-	0
TRUST FUNDS				T	-	0
INTERDEPARTMENTAL TRANSFERS				U	-	0
REVOLVING FUNDS				W	-	0
OTHER FUNDS				X	-	0
FEDERAL STIMULUS FUNDS				V	-	0
General Fund Target Reductions for Department/Agency Difference (+/-)				(13.00)	-	(6,055,876)

Type of Savings

D = Deletion C = Cost Savings

PRIORITY LEGEND

- 1 = First to be considered for reduction
- 2 = Second to be considered for reduction
- 3 = Third to be considered for reduction

\* The 2011 Program Review identified the SHPDA program to reduce all Operating General Funds totaling \$508,814 and convert to SHPDA Special Funds. To accomplish this, the Public Health Nursing Services program (HTH 141/KJ) and the School Health Services program (HTH 141/KL) will temporarily delete \$378,660 in General Funds. SHPDA will reduce general funding by \$130,154 through the deletion of a General Funded Research Statistician V (#27966) and conversion of a Comp Hth Plan Coor (#24342P) and Office Assistant III (#45118) to SHPDA Spec Funds.

As SHPDA Special Funds increase through the retooling plan, General Funds will be transferred back to Public Health Nursing so that positions can be filled.

Date: 8/15/2011

FORM RS

2011 Program Review  
Summary of Proposed Reductions

Department/Agency: HEALTH

Priority No.	Description of proposed reduction	Type of Sav. (DIC)	Estimated Savings						Governor's Decision						
			MOF	FY 12			FY 13			FY 12			FY 13		
				Posn		\$	Posn		\$	Posn		\$	Posn		\$
				Perm.	Temp.		Perm.	Temp.		Perm.	Temp.		Perm.	Temp.	
1	HTH 100/DG Reduce Kalaupapa pensioners (\$40,000); Reduce Pensions (\$110,000); Reduce R&M electrical upgrades (\$50,000).	C	A			-200,000			-200,000			-200,000			-200,000
1	HTH 141/KJ Delete 7 PHN positions on Oahu and 1 LPN and 1 clerical position on Maui.  8/5 Potential conversion to interdepartmental for DOE services.	D	A	(9.00)		-526,113	(9.00)		-526,113	?		?	?		?
1	HTH 141/KJ Delete 7 PHN positions on Oahu and 1 LPN and 1 clerical position on Maui.  8/5 Potential conversion to interdepartmental for DOE services.	D	U							?		?	?		?
1	HTH 420/HO General decrease in POS funds.	C	A			-2,500,000			-2,500,000			-1,250,000			-1,250,000
1	HTH 460/HO Decrease POS contracts: UH Residency Program, PACT MST, Hawaii Families as Allies, other various POS contracts.	C	A			-473,000			-473,000			-473,000			-473,000
1	HTH 501/CN General decrease in funding for waiver services.	D	A			-2,500,000			-2,500,000			-2,500,000			-2,500,000
1	HTH 590/KK Change MOF for Research Statistician V (#12338) from general funds to TSSF.	C	A				(1.00)		-61,549				(1.00)		-61,549
1	HTH 590/KK Change MOF for Research Statistician V (#12338) from general funds to TSSF.		B										1.00		86,169
1	HTH 730/MQ Delete funds for Oahu aeromedical transport service.	D	A			-800,000			-800,000			-800,000			-800,000
1	HTH 730/MQ Delete funds for Maui helicopter.	D	A			-675,000			-675,000			?			?
1	HTH 904/AJ Reduce advertising funds	C	A			-7,000			-7,000			-7,000			-7,000
1	HTH 904/AJ Reduce funds for program development	C	A			-72,000			-72,000			0			0
1	HTH 904/AJ Reduce funds for information and access	C	A			-30,000			-30,000			0			0
1	HTH 904/AJ Reduce funds for long-term care systems dev	C	A			-20,000			-20,000			0			0
1	HTH 904/AJ Reduce funds for elder abuse program	C	A			-74,776			-74,776			0			0
2	HTH 610/FN, FP, FQ Consolidate Sanitation, Food and Drug (FDB), and Vector Branches-- Vector Branch Chief and much of that branch was RIF'D in 2009. Delete vacant FDB branch chief and vacant secretary positions.	C	A	(2.00)		-105,052	(2.00)		-105,052	(2.00)		-105,052	(2.00)		-105,052
2	HTH 850/FS Abolish OEQC -- delete Administrator and Secretary positions; move functions to Environmental Planning Office	C	A	(2.00)		-51,481	(2.00)		-115,231	0.00		0	0.00		0
2	HTH 906/AC Abolish SHPDA -- delete Administrator and Secretary positions; move functions to OPPPD	C	A	(2.00)			(2.00)		-137,527	0.00			0.00		0
	Alternative - HTH 906/AC SHPDA -- convert to special funds		A										(8.00)		-508,814
			B										8.00		508,814
3	HTH 560/KC Reduce POS funds for Molokai General Hospital	C	A			-19,400			-19,400			0			0
3	HTH 560/KC Reduce POS funds for Wahiawa General Hospital	C	A			-9,600			-9,600			0			0
3	HTH 141/EE Abolish General Medical and Preventive Services Division--delete 2 perm positions (Administrator and Secretary) positions.	D	A	(2.00)		-62,692	(2.00)		-150,461	(2.00)		-62,692	(2.00)		-150,461



Department of Health  
Position Vacant as of November 30

Table 11

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
	(See Attached Worksheets)												

Department of Health  
Position Vacant as of November 30

Table 11

<u>Prog ID</u> HTH	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
100/DD	03/31/10	03859	TB Physician	SC-01	13	P	1.00	A	103,944	\$ 8,662	N	Y	N
100/DD	11/22/10	15218	RN IV	SR-22	9	P	1.00	A	75,780	\$ 7,282	N	Y	N
100/DD	12/18/09	22025	TB Physician	SC-01	13	P	1.00	A	96,108	\$ 8,009	N	Y	N
100/DD	03/28/11	3933	X-Ray Tech I	SR-14	3	P	1.00	A	36,516	\$ 3,043	N	Y	Y
100/DD	06/30/10	44784	PMA II	HE-04	10	T	1.00	N	32,736	\$ 2,728	N	Y	Y
100/DD	09/14/10	48015	Epi Specialist III	SR-20	13	T	1.00	N	47,412	\$ 3,951	N	N	N
100/DD	07/01/08	50171	Office Asst III	SR-08	3	T	0.50	N	12,834	\$12.34 /hr	N	N	N
100 DE	12/1/2008	35883	Para Medical Assistant II	HE04	10	P	1.00	N	\$ 34,836	\$ 34,400	N	Y	N
100 DE	2/29/1990	35357	Physician I	SR31	73	P	1.00	N	\$ 70,221	\$ 64,938	N	Y	N
100 DF	7/1/2010	22896	Office Assistant III	SR08	3	P	1.00	A	\$ 25,668	\$ 25,668	N	Y	N
100 DF	12/31/2010	36341	Registered Nurse III	SR20	9	P	1.00	A	\$ 79,236	\$ 83,244	N	Y	N
100 DG	7/23/2011	06537	Office Assistant II	SR06	3	T	1.00	A	\$ 23,688	\$ 23,688	N	Y	Y
100 DG	3/20/2011	01016	Office Assistant IV	SR10	3	P	1.00	A	\$ 28,836	\$ 36,516	N	Y	N
100 DG	2/9/2009	00992	Homemaker	BC03	1	T	1.00	A	\$ 33,780	\$ 33,780	N	Y	N
100 DG	7/1/2011	22300	Janitor II	BC02	1	P	1.00	A	\$ 33,228	\$ 33,228	N	Y	Y
100 DG	6/1/2011	01019	Kitchen Helper	BC02	1	P	1.00	A	\$ 33,228	\$ 33,228	N	Y	N
100 DG	7/1/2011	41800	Para Medical Assistant I	HE02	1	P	1.00	A	\$ 30,867	\$ 30,876	N	Y	N
100 DG	7/1/2005	19360	Physician I	SC01	73	T	0.30	A	\$ 21,913	\$ 20,261	N	Y	N
100 DG	7/1/2005	27268	Physician I	SC01	73	T	0.70	A	\$ 51,131	\$ 45,675	N	Y	N
100 DG	9/1/2010	01015	Registered Nurse III	SR20	9	P	1.00	A	\$ 74,328	\$ 77,304	N	Y	N
100 DG	11/1/2011	04406	Registered Nurse III	SR20	9	P	1.00	A	\$ 79,236	\$ 68,736	N	Y	N
100/DI	7/22/2009	37427	Office Assistant III	8	3	T	1.00	N	\$ 25,668	\$ 25,668	N	Y	Y
100/DI	7/22/2009	39712	Office Assistant III	8	3	T	1.00	N	\$ 25,668	\$ 25,668	N	Y	Y
100/DI	3/31/2011	39849	Public Health Educator IV	22	13	T	1.00	N	\$ 45,576	\$ 45,576	N	Y	Y
100/DH	12/31/2008	23798	Epidemiological Specialist V	24	13	P	1.00	A	\$ 72,162	\$ 75,960	N	Y	N
100/DI	10/23/2010	39724	Epidemiological Specialist III	20	13	T	1.00	N	\$ 42,132	\$ 42,132	N	Y	Y

Department of Health  
Position Vacant as of November 30

Table 11

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
HTH 131/DA	11/29/10	110175	PUBLIC HEALTH ADM OFFICER IV	SR-22	73	P	1.00	N	\$63,309	\$ 54,480	N	Y	N
HTH 131/DA	09/09/08	15142	PHYSICIAN II	SC-01	13	P	1.00	A	\$69,392	\$ 99,900	N	Y	N
HTH 131/DA	12/31/09	21372	ACCOUNT CLERK III	SR-11	3	P	1.00	A	\$32,068	\$ 36,516	N	Y	N
HTH 131/DA	07/21/06	12655*	VETERINARY MEDICAL OFFICER III	SR-28	13	P	1.00	A	\$59,303	\$ 82,128	N	Y	N
HTH 131/DB	06/16/11	94616H	BTP SENIOR PLANNER	NA	13	P	1.00	N	\$63,000	\$ 62,712	Y	Y	N
HTH 131/DB	04/27/11	94615H	BTP FISCAL SPECIALIST	NA	13	P	1.00	N	\$49,344	\$ 76,644	Y	Y	N
HTH 131/DB	06/01/10	94623H	BTP EPIDEMIOLOGIST SPECIALIST	NA	13	T	1.00	N	\$53,376	\$ 64,932	Y	Y	N
HTH 131/DB	07/30/10	94624H	BTP EPIDEMIOLOGIST SPECIALIST	NA	13	T	1.00	N	\$53,376	\$ 53,352	Y	Y	N
HTH 131/DB	03/07/11	94925H	BTP EPIDEMIOLOGIST SPECIALIST	NA	13	T	1.00	N	\$53,376	\$ 45,576	Y	Y	N
HTH 131/DB	07/31/10	94632H	BTP LAB INFO TECHNOLOGIST	NA	13	T	1.00	N	\$47,436	\$ 55,500	Y	Y	N
HTH 131/DB	11/13/09	94617H	BTP PLANNER IV	NA	13	P	1.00	N	\$52,653	\$ 57,708	Y	Y	N
HTH 131/DB	07/01/10	94637H	BTP INFORMATION SPECIALIST	NA	13	T	1.00	N	\$42,180	\$ 53,664	Y	Y	N
HTH 131/DB	11/30/11	95618H	BTP PLANNER	NA	13	T	1.00	N	\$52,655	\$ 48,744	Y	Y	N
HTH 131/DB	09/12/08	95628H	BTP EPIDEMIOLOGICAL SPECIALIST HAWAII	NA	13	T	1.00	N	\$53,376	\$ 62,436	Y	Y	N
HTH 131/DB	08/09/11	95629H	BTP FOOD SAFETY COORDINATOR	NA	13	T	1.00	N	\$60,000	\$ 57,708	Y	Y	N
HTH 131/DB	07/01/10	95631H	LABORATORY ASSISTANT	NA	3	T	1.00	N	\$31,200	\$ 32,424	Y	Y	N
HTH 131/DB	01/27/10	95637H	PUBLIC HEALTH EDUCATOR	NA	13	T	1.00	N	\$43,860	\$ 45,576	Y	Y	N

Department of Health  
Position Vacant as of November 30

Table 11

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
HTH 131/DB	07/23/09	117637	BTP OFFICE ASSISTANT III	SR-08	3	T	1.00	N	\$26,675	\$ 25,668	N	Y	N
HTH 131/DB	01/31/11	117640*	OFFICE ASSISTANT III	SR-08	3	P	1.00	N	\$26,675	\$ 24,240	Y	Y	N
HTH 131/DC	06/11/10	110206	PHARMACIST II	SR-24	13	P	1.00	N	\$49,332	\$ 68,136	N	Y	N
HTH 131/DC	07/26/10	15733	OFFICE ASSISTANT III	SR-08	3	P	1.00	N	\$25,656	\$ 31,632	N	Y	N
HTH 131/DC	03/26/10	112879	EPIDEMIOLOGICAL SPECIALIST V	SR-24	23	P	1.00	N	\$55,500	\$ 54,156	N	Y	N
HTH 131/DC	08/16/06	116437	EPIDEMIOLOGICAL SPECIALIST III	SR-20	13	T	1.00	N	\$38,952	\$ 39,156	N	Y	N
* Supplemental Budget Request to delete position													

Department of Health  
Position Vacant as of November 30

Table 11

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp Perm (T/P)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)
HTH 141/ED	4/8/2009	19281	Dentist VI	28	13	P	1.00	A	\$ 59,303	\$ 84,407	N	Y	N
HTH 141/KJ	5/13/2011	03015	Registered Nurse IV	22	9	P	1.00	A	\$ 73,439	\$ 85,248	N	Y	N
HTH 141/KJ	12/31/2009	03019	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	6/13/2010	03024	Registered Nurse IV	22	9	P	1.00	A	\$ 54,937	\$ 57,828	N	Y	N
HTH 141/KJ	12/31/2009	03032	Office Assistant IV	10	3	P	1.00	A	\$ 26,368	\$ 42,384	N	Y	N
HTH 141/KJ	12/31/2009	03033	Registered Nurse VI	26	9	P	1.00	A	\$ 84,223	\$ 110,088	N	Y	N
HTH 141/KJ	12/31/2009	03036	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 87,384	N	Y	N
HTH 141/KJ	7/1/2010	03054	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	12/31/2009	03063	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	4/30/2010	03074	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	4/1/2010	03075	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 91,812	N	Y	N
HTH 141/KJ	7/1/2010	03153	Secretary II	12	3	P	1.00	A	\$ 27,394	\$ 44,412	N	Y	N
HTH 141/KJ	3/8/2010	03798	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 85,208	N	Y	N
HTH 141/KJ	11/12/2009	04139	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 87,384	N	Y	N
HTH 141/KJ	11/30/2009	04633	Office Assistant III	8	3	P	1.00	A	\$ 24,385	\$ 27,756	N	Y	N
HTH 141/KJ	3/31/2009	07771	Registered Nurse V	24	9	P	1.00	A	\$ 77,873	\$ 101,784	N	Y	N
HTH 141/KJ	12/30/2010	07912	Registered Nurse IV	22	9	P	1.00	A	\$ 89,399	\$ 94,104	N	Y	N
HTH 141/KJ	12/31/2009	10561	Licensed Practical Nurse II	HE08	10	P	1.00	A	\$ 35,386	\$ 43,404	N	Y	N
HTH 141/KJ	11/20/2009	13693	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 85,248	N	Y	N
HTH 141/KJ	2/28/2010	14197	Licensed Practical Nurse II	HE08	10	P	1.00	A	\$ 35,386	\$ 43,404	N	Y	N
HTH 141/KJ	9/1/2010	15202	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	10/30/2009	23532	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	6/30/2011	23533	Registered Nurse IV	22	9	P	1.00	A	\$ 80,986	\$ 85,248	N	Y	N
HTH 141/KJ	2/4/2011	26109	Registered Nurse IV	22	9	P	1.00	A	\$ 80,986	\$ 85,248	N	Y	N
HTH 141/KJ	7/1/2009	28672	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	9/30/2009	34046	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	7/1/2010	36377	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 91,812	N	Y	N
HTH 141/KJ	8/31/2009	40487	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 141/KJ	7/17/2010	110726	Office Assistant IV	10	9	P	1.00	A	\$ 26,368	\$ 27,756	N	Y	N



Department of Health  
Position Vacant as of November 30

Table 11

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	Occupied
						Perm (T/P)						to Hire (Y/N)	by 89 Day Hire (Y/N)
HTH 420	6/30/2011	14588	Social Worker IV	22	13	P	1.00	A	\$ 54,823	\$ 57,708	N	Y	N
HTH 420	12/30/2009	19562	Social Worker IV	22	13	P	1.00	A	\$ 43,297	\$ 67,488	N	Y	N
HTH 420	12/30/2010	21979	Licensed Practical Nurse II	HE08	10	P	1.00	A	\$ 42,853	\$ 45,108	N	Y	N
HTH 420	4/21/2010	40957	Social Worker IV	22	13	T	1.00	A	\$ 45,041	\$ 47,412	N	Y	N
HTH 420	4/15/2010	48092	Human Services Professional	22	13	P	1.00	A	\$ 46,865	\$ 49,332	N	Y	N
HTH 420	3/15/2011	52099	Social Worker IV	22	13	P	1.00	A	\$ 45,041	\$ 47,412	N	Y	N
HTH 420	3/14/2011	94315H	Jail Diversion Specialist	-	13	T	1.00	A	\$ 38,627	\$ 46,272	N	Y	N
HTH 420	9/30/2011	94380H	Qualified Mental Health Professional	-	13	T	1.00	A	\$ 44,449	\$ 58,572	N	Y	N
HTH 420	7/1/2011	29830	Clinical Psychologist VII	28	13	P	0.50	A	\$ 42,203	\$ 44,424	N	Y	N
HTH 420	7/3/2010	45319	Clerk Stenographer III	11	3	P	1.00	A	\$ 30,803	\$ 39,480	N	Y	N
HTH 420	6/14/2008	100272	Psychiatrist II	SC02	13	T	1.00	A	\$ 112,893	\$ 129,072	Y	Y	N
HTH 420	11/18/2011	94357H	MISA Coordinator	-	13	T	1.00	A	\$ 40,071	\$ 69,264	N	Y	N
HTH 420	6/30/2010	95251H	Social Worker IV	22	13	T	1.00	A	\$ 37,141	\$ 45,576	N	Y	N
HTH 420	9/8/2011	95252H	Social Worker IV	22	13	T	1.00	A	\$ 37,141	\$ 45,576	N	Y	N
HTH 420	10/21/2009	98243H	MH Case Manager	-	13	T	1.00	A	\$ 40,037	\$ 76,680	N	Y	N
HTH 420	4/13/2011	98250H	Clubhouse Specialist	-	13	T	1.00	A	\$ 40,037	\$ 45,576	N	Y	N
HTH 420	6/1/2011	98251H	Clubhouse Specialist	-	13	T	1.00	A	\$ 40,037	\$ 45,576	N	Y	N
HTH 420	10/14/2011	7233	Social Worker IV	22	13	P	1.00	A	\$ 43,297	\$ 43,298	N	Y	N
HTH 420	10/10/2011	48077	Social Worker IV	22	13	P	1.00	A	\$ 46,865	\$ 43,298	N	Y	N
HTH 420	4/20/2011	52096	Social Worker IV	22	13	P	1.00	A	\$ 43,297	\$ 55,500	N	Y	N
HTH 420	new	120231	Human Services Professional IV	22	13	T	1.00	A	\$ 40,037		N	Y	N
HTH 420	4/18/2011	94322H	Forensic Coordinator	-	13	T	1.00	A	\$ 41,621	\$ 60,024	N	Y	N
HTH 420	9/30/2011	94334H	Clubhouse Coordinator	-	13	T	1.00	A	\$ 40,071	\$ 55,476	N	Y	N
HTH 420	10/9/2009	94370H	Qualified Mental Health Prof.	-	13	T	1.00	A	\$ 44,449	\$ 47,412	N	Y	N
HTH 420	7/16/2010	94387H	Jail Diversion Specilaist II	-	13	T	1.00	A	\$ 37,084	\$ 45,576	N	Y	N
HTH 420	8/25/2008	98257H	Peer Specialist	-	3	T	1.00	A	\$ 37,004	\$ 28,836	N	Y	N
HTH 420	4/7/2011	98248H	Clubhouse Specialist	-	13	T	1.00	A	\$ 40,037	\$ 45,576	N	Y	N
HTH 420	new	98258H	Clubhouse Specialist	-	13	T	1.00	A	\$ 40,037	\$ 28,836	N	Y	N
HTH 420	7/1/2008	100361	Psychiatrist II	SC02	13	T	1.00	A	\$ 69,392	\$ 125,148	Y	Y	N
HTH 420	6/25/2010	100475	Psychiatrist II	SC02	13	T	1.00	A	\$ 95,640	\$ 100,674	Y	Y	N

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Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	Occupied
						Perm (T/P)						to Hire (Y/N)	by 89 Day Hire (Y/N)
HTH 420	10/21/2010	94344H	Qualified Mental Health Prof.	-	13	T	1.00	A	\$ 44,449	\$ 67,488	N	Y	N
HTH 420	3/22/2011	95274H	Peer Specialist	-	3	T	1.00	A	\$ 30,438		N	Y	N
HTH 420	6/1/2011	98249H	Clubhouse Specialist	-	13	T	1.00	A	\$ 40,037	\$ 45,576	N	Y	N
HTH 420	7/22/2010	98262H	Clinical Psychologist VI	-	13	T	1.00	A	\$ 48,746	\$ 162,240	N	Y	N
HTH 420	2/1/2010	7240	Licensed Practical Nurse II	HE08	10	P	1.00	A	\$ 42,853	\$ 41,985	N	Y	N
HTH 420	7/1/2010	22239	Registered Nurse IV	22	9	P	1.00	A	\$ 71,991	\$ 94,104	N	Y	N
HTH 420	8/16/2011	48101	Human Services Prof. IV	22	13	T	1.00	A	\$ 45,041		N	Y	N
HTH 420	12/3/2008	104216	Psychiatrist II	SC02	13	T	1.00	A	\$ 112,893	\$ 150,000	Y	Y	N
HTH 420	10/29/2011	113119	Human Services Prof. IV	22	13	T	1.00	A	\$ 46,865	\$ 49,332	N	Y	N
HTH 420	12/5/2007	116792	Clinical Psychologist VI	26	13	T	1.00	A	\$ 52,725	\$ 53,364	N	Y	N
HTH 420	7/16/2007	94340H	Adv Prac Registered Nurse	-	9	T	1.00	A	\$ 66,500	\$ 79,200	N	Y	N
HTH 420	3/2/2009	94361H	MI/SA Coordinator	-	13	T	1.00	A	\$ 41,621	\$ 53,352	N	Y	N
HTH 420	7/1/2008	95278H	Peer Specialist	-	3	T	1.00	A	\$ 40,025	\$ 27,732	N	Y	N
HTH 420	2/20/2008	96208H	Registered Nurse IV	22	9	T	1.00	A	\$ 25,365	\$ 81,576	N	Y	N
HTH 420	8/25/2010	98216H	Social Worker IV	22	13	T	1.00	A	\$ 43,297	\$ 53,352	N	Y	N
HTH 420	5/12/2011	98292H	Psychiatrist II	SC02	13	T	1.00	A	\$ 113,909	\$ 182,016	Y	Y	N
HTH 420	3/1/2010	48099	Social Worker IV	22	13	P	1.00	A	\$ 52,250	\$ 52,677	N	Y	N
HTH 420	7/11/2009	100218	Psychiatrist II	SC02	13	T	1.00	A	\$ 112,893	\$ 84,360	Y	Y	N
HTH 420	6/21/2005	116845	Licensed Practical Nurse II	HE08	10	T	1.00	A	\$ 35,386		N	Y	N
HTH 420	7/26/2011	94360H	Case Management Coordinator	-	13	T	1.00	A	\$ 41,621	\$ 52,728	N	Y	N
HTH 420	12/25/2008	95288H	Peer Specialist	-	3	T	1.00	A	\$ 40,025	\$ 28,884	N	Y	N
HTH 420	3/11/2010	95289H	Peer Specialist	-	3	T	1.00	A	\$ 40,025	\$ 27,732	N	Y	N
HTH 420	11/7/2009	96209H	Registered Professional Nurse IV	22	9	T	1.00	A	\$ 25,365	\$ 78,963	N	Y	N
HTH 420	3/29/2010	96210H	Registered Professional Nurse IV	22	9	T	1.00	A	\$ 25,365	\$ 74,814	N	Y	N
HTH 420	4/30/2009	24369	Social Worker IV	22	13	P	1.00	A	\$ 43,297	\$ 53,352	N	Y	N
HTH 420	12/24/2009	47638	Office Assistant	8	3	T	1.00	A	\$ 24,384	\$ 25,668	N	Y	N
HTH 420	6/1/2004	48109	Human Services Professional III	20	13	T	1.00	A	\$ 40,025		N	Y	N

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						Perm (T/P)							by 89 Day Hire (Y/N)
HTH 420	11/4/2009	48110	Human Services Professional III	20	13	P	1.00	A	\$ 40,025	\$ 42,132	N	Y	N
HTH 420	3/31/2009	48976	Social Worker IV	22	13	P	1.00	A	\$ 43,297		N	Y	N
HTH 420	11/13/2010	48983	Social Worker IV	22	13	P	1.00	A	\$ 46,865	\$ 49,332	N	Y	N
HTH 420	11/13/2010	52328	Social Worker III	-	13	T	1.00	A	\$ 40,025	\$ 42,132	N	Y	N
HTH 420	11/7/2008	98284H	Psychiatrist II	SC02	13	T	1.00	A	\$ 113,909		Y	Y	N
HTH 420	6/16/2010	98288H	Jail Diversion Specialist	-	13	T	1.00	A	\$ 40,037	\$ 45,576	N	Y	N
HTH 420	1/3/2006	45010	Social Worker III	20	13	T	1.00	A	\$ 45,041	\$ 37,632	N	Y	N
HTH 420	8/21/2008	48107	Hum. Svcs. Proff. IV	22	13	P	1.00	A	\$ 43,297	\$ 57,720	N	Y	N
HTH 420	7/21/2008	48979	Social Worker IV	22	13	P	1.00	A	\$ 45,576	\$ 45,588	N	Y	N
HTH 420	9/2/2011	117732	Office Assistant III	8	3	P	1.00	A	\$ 25,668	\$ 25,668	N	Y	N
HTH 420	6/30/2010	94386H	Jail Diversion Spec. II	-	13	T	1.00	A	\$ 39,096	\$ 45,018	N	Y	N
HTH 420	8/20/2008	95302H	Peer Specialist	-	3	T	1.00	A	\$ 42,132	\$ 15,006	N	Y	N

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Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	Occupied
						Perm (T/P)						to Hire (Y/N)	by 89 Day Hire (Y/N)
HTH 430	2/26/2010	2167	LPN-Hospital (FP)	HE08	10	P	1.00	A	\$ 35,386	\$ 38,604	N	Y	N
HTH 430	9/6/2011	2283	Equipment Operator	BC09	1	P	1.00	A	\$ 42,317	\$ 44,544	N	Y	N
HTH 430	12/31/2010	6055	Secretary II	14	3	P	1.00	A	\$ 47,435	\$ 49,932	N	Y	N
HTH 430	1/9/2011	10966	LPN-MH (FP)	HE08	10	P	1.00	A	\$ 42,853	\$ 42,648	N	Y	Y
HTH 430	9/6/2011	12016	Groundskeeper II	WS02	1	P	1.00	A	\$ 33,767	\$ 35,544	N	Y	N
HTH 430	8/22/2011	12035	PMA-MH (FP)	HE04	10	P	1.00	A	\$ 31,099	\$ 30,948	N	Y	N
HTH 430	5/19/2011	15786	LPN-MH (FP)	HE08	10	P	1.00	A	\$ 42,853	\$ 42,648	N	Y	N
HTH 430	8/31/2011	26917	Clinical Psychologist VI	26	13	P	1.00	A	\$ 52,725	\$ 55,500	N	Y	N
HTH 430	9/14/2010	28362	Social Worker IV	22	13	P	1.00	A	\$ 45,041	\$ 45,576	N	Y	N
HTH 430	8/24/2011	28624	Social Worker IV	22	13	P	1.00	A	\$ 43,297	\$ 45,576	N	Y	N
HTH 430	6/30/2011	28770	Medical Record Tech VII	15	3	P	1.00	A	\$ 49,339	\$ 51,936	N	Y	N
HTH 430	5/6/2011	41789	Occupational Therapist III	20	13	P	1.00	A	\$ 45,041	\$ 47,412	N	Y	N
HTH 430	8/31/2011	41798	Statistic Clerk I	10	3	P	1.00	A	\$ 28,534	\$ 31,212	N	Y	N
HTH 430	7/22/2011	43667	Office Assistant III	8	3	T	1.00	A	\$ 26,368	\$ 27,756	N	Y	N
HTH 430	4/8/2011	44252	Account Clerk II	8	3	P	1.00	A	\$ 24,385	\$ 25,668	N	Y	N
HTH 430	9/30/2011	45756	Registered Nurse III	20	9	P	1.00	A	\$ 75,274	\$ 83,244	N	Y	N
HTH 430	10/31/2011	45828	Office Assistant II	6	3	P	1.00	A	\$ 34,690	\$ 34,692	N	Y	N
HTH 430	10/31/2011	48988	Registered Nurse III	20	9	P	1.00	A	\$ 70,612	\$ 77,304	N	Y	N
HTH 430	9/30/2011	49050	LPN-MH (FP)	HE08	10	P	1.00	A	\$ 42,853	\$ 37,980	N	Y	N
HTH 430	9/29/2011	51084	Secretary II	14	3	P	1.00	A	\$ 36,070	\$ 37,968	N	Y	N
HTH 430	10/17/2011	51125	PMA-MH (E)	HE02	10	T	0.50	A	\$ 14,666	\$ 15,438	N	Y	N
HTH 430	9/20/2011	51128	PMA-MH (E)	HE02	10	T	0.50	A	\$ 14,666	\$ 15,438	N	Y	N
HTH 430	7/20/2011	51130	PMA-MH (FP)	HE04	10	T	1.00	A	\$ 31,099	\$ 30,948	N	Y	Y
HTH 430	1/27/2009	52104	Accountant III	20	13	P	1.00	A	\$ 40,025	\$ 49,332	N	Y	N
HTH 430	10/30/2007	111813	HSH Associate Administrator Clinical Services	SRNA	93	P	1.00	A	\$ 203,024		Y	Y	N
HTH 430	9/15/2011	112777	PMA-MH (E)	HE02	10	T	0.50	A	\$ 14,666	\$ 15,438	N	Y	N
HTH 430	N/A	116495	Registered Nurse III	20	9	T	1.00	A	\$ 54,868	N/A	N	Y	N
HTH 430	7/21/2010	116503	PMA-MH (FP)	HE04	10	T	1.00	A	\$ 29,902	\$ 32,736	N	Y	N
HTH 430	8/14/2011	116507	Psych Tech-MH (FP)	HE06	10	P	1.00	A	\$ 33,094	\$ 32,940	N	Y	N
HTH 430	8/4/2011	116508	PMA-MH (FP)	HE04	10	P	1.00	A	\$ 31,099	\$ 35,220	N	Y	N
HTH 430	12/31/2010	116511	PMA-MH (E)	HE02	10	P	1.00	A	\$ 31,099	\$ 32,940	N	Y	N
HTH 430	10/6/2010	116561	PMA-MH (E)	HE02	10	T	1.00	A	\$ 29,902	\$ 30,528	N	Y	N
HTH 430	5/10/2011	117128	Psych Tech-MH (FP)	HE06	10	P	1.00	A	\$ 29,902	\$ 32,940	N	Y	N

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						Perm (T/P)							by 89 Day Hire (Y/N)
HTH 430	10/4/2004	117130	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117131	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117132	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117133	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117134	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117135	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117136	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117137	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117138	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 33,094	N/A	N	N	N
HTH 430	10/4/2004	117139	Psych Tech-MH (FP)	HE06	10	T	1.00	A	\$ 16,547	N/A	N	N	N
			Clinical Safety Program										
HTH 430	N/A	95234H	Coordinator	-	13	T	1.00	A	\$ 76,000	\$ 47,412	N	Y	N
HTH 430	N/A	99226H	Registered Nurse III	20	9	T	1.00	A	\$ 62,791	\$ 74,328	N	Y	N

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<u>Prog ID</u> HTH	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
440/HD	02/15/11	112471	Accountant III	20	13	P	1.00	A	42,132	38,243	N	Y	N
440/HD	10/01/09	42407	Program Specialist (SA) IV	22	13	P	1.00	A	64,114	67,488	N	Y	N
440/HD	1/21/2009 as temp; Act 164/2011 converts to perm ao 7/1/11	118211	Info Tech. Spclt IV	22	13	P	1.00	A	43,297	38,988	N	Y	N
440/HD	06/01/11	43342	Program Specialist (SA) VI	26	13	P	1.00	A	75,960	75,960	N	Y	N
440/HR	9/12/2007 as temp; Act 164/2011 converts to perm ao 7/1/11	117897	Program Specialist (SA) IV	22	13	P	1.00	A	43,297	47,436	N	Y	N
440/HR	9/1/11	27873	Public Health Program Manager	EM05	13	P	1.00	A	78,984	78,792	N	Y	N

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU		Temp Perm (T/P)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	Occupied
					Cod e	Temp							to Hire (Y/N)	by 89 Day Hire (Y/N)
460/HE	4/2/2010	31040	SOCIAL WORKER III	SR-20	13		P	100.00	A	\$ 43,297	\$ 45,476	N	Y	N
460/HE	11/17/2010	51093	OFFICE ASSISTANT IV	SR-08	3		P	100.00	A	\$ 29,651	\$ 31,212	N	Y	Y
460/HE	9/1/2010	25563	SOCIAL WORKER IV	SR-22	13		P	100.00	A	\$ 57,023	\$ 60,024	N	Y	N
460/HE	5/31/2011	25566	MENTAL HEALTH SUPVR I	SR-24	13		P	100.00	A	\$ 64,114	\$ 73,044	N	Y	N
460/HE	5/24/2006	110423	HSP IV	SR-22	13		P	100.00	A	\$ 43,297	\$ 42,180	N	Y	N
460/HF	9/22/2009	41636	SECRETARY III	SR-16	3		P	100.00	A	\$ 33,316	\$ 48,048	N	Y	N
460/HF	7/1/2011	48061	PMS IV	SR-24	13		P	100.00	A	\$ 43,297	\$ 51,312	N	Y	N
460/HF	2/7/2008	110112	DATA PROCESS USER SUPP TECH	SR-15	3		P	100.00	B	\$ 32,070	\$ 33,756	N	Y	Y
460/HF	12/29/2009	110236	ITS III	SR-20	13		P	100.00	A	\$ 40,025	\$ 42,132	N	Y	N
460/HF	1/22/2009	110240	ITS IV	SR-22	13		P	100.00	U	\$ 36,012	\$ 43,824	N	Y	N
460/HF	5/1/2010	117090	HOSPITAL BILLING CLERK I	SR-09	3		P	100.00	A	\$ 25,365	\$ 32,424	N	Y	Y
460/HF	8/17/2010	117757	HOSPITAL BILLING CLERK I	SR-09	3		P	100.00	B	\$ 25,365	\$ 27,756	N	Y	N
460/HF	8/12/2008	90005H	SW/HSP IV	SR-24	13		T	100.00	A	\$ 40,071	\$ 57,720	Y	Y	N
460/HF	10/3/2009	90351H	QA SUPERVISOR	SR-22	13		T	100.00	B	\$ 43,371	\$ 83,556	Y	Y	N
460/HF	7/1/2011	90357H	UTILIZATION REVIEW SPEC	SR-22	13		T	100.00	B	\$ 31,612	\$ 53,352	Y	Y	N
460/HF	9/14/2010	91202H	SERVICE TESTER	SR-22	13		T	100.00	A	\$ 35,129	\$ 47,412	Y	Y	N
460/HF	6/20/2008	91204H	LOGISTICS COORDINATOR	SR-22	13		T	100.00	A	\$ 19,077	\$ 47,436	Y	Y	N
460/HF	9/1/2011	91206H	PROVIDER RELATIONS LIAISON	SR-24	13		T	100.00	A	\$ 40,492	\$ 57,708	Y	Y	N
460/HF	1/2/2007	91207H	MST COORINATOR	SR-24	13		T	100.00	A	\$ 76,000	\$ 67,488	Y	Y	N
460/HF	3/6/2009	92216H	TRANSITION SPECIALIST	SR-NA	13		T	100.00	A	\$ 99,750	\$ 64,920	Y	Y	N
460/HF	7/8/2008	97204H	FINANCIAL SPECIALIST	SR-24	13		T	100.00	A	\$ 46,432	\$ 57,720	Y	Y	N
460/HF	9/1/2011	90016H	PSYCHAITRIST II	SR-NA	13		T	100.00	A	\$ 83,600	\$ 227,748	Y	Y	N
460/HF	11/1/2011	48063	ACCOUNTANT III	SR-20	13		P	100.00	A	\$ 41,633	\$ 41,628	N	Y	N
460/HH	5/30/2009	106975	PSYCHAITRIST II (WOFGC)	SR-NA	13		T	100.00	A	\$ 112,893	\$ 162,324	Y	Y	N
460/HH	7/1/2010	25630	SOCIAL WORKER IV	SR-22	13		P	100.00	A	\$ 40,033	\$ 67,488	N	Y	N
460/HH	12/1/2009	31048	CLINICAL PSYCHOLOGIST VI	SR-26	13		P	100.00	A	\$ 69,392	\$ 73,044	N	Y	N
460/HH	10/1/2010	25632	SOCIAL WORKER IV	SR-22	13		P	100.00	A	\$ 64,113	\$ 67,488	N	Y	N
460/HJ	11/24/2010	25414	MENTAL HEALTH SUPVR II	SR-26	13		P	100.00	A	\$ 75,034	\$ 78,984	N	Y	N
460/HJ	4/29/2011	31047	CLINICAL PSYCHOLOGIST VI	SR-26	13		P	100.00	A	\$ 52,725	\$ 73,044	N	Y	N
460/HJ	10/3/2009	45425	MHCC IV	SR-22	13		P	100.00	A	\$ 43,297	\$ 47,412	N	Y	N
460/HJ	7/15/2011	110454	HSP IV	SR-22	13		P	100.00	A	\$ 43,297	\$ 43,296	N	Y	N
460/HJ	8/15/2011	50514	HSP III	SR-20	13		P	100.00	A	\$ 40,254	\$ 40,020	N	Y	N
460/HJ	1/22/2011	97620H	PSYCHIATRIC SPCLT	SR-NA	13		T	100.00	A	\$ 142,500	\$ 174,996	Y	Y	N

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460/HJ	2/27/2009	90021H	MHCC IV	SR-22	13	T	100.00	A	\$ 43,297	\$ 45,576	Y	Y	N
460/HL	6/18/2009	40547	CLINICAL PSYCHOLOGIST VI	SR-26	13	P	100.00	A	\$ 52,725	\$ 55,500	N	Y	N
460/HL	8/15/2010	108761	HUMAN SVCS PROF IV	SR-22	13	P	100.00	A	\$ 45,041	\$ 50,684	N	Y	N
460/HL	10/27/2010	110262	HUMAN SVCS PROF IV	SR-22	13	P	100.00	A	\$ 43,297	\$ 45,576	N	Y	N
460/HM	8/29/2009	25405	SOCIAL WORKER IV	SR-22	13	P	100.00	A	\$ 43,297	\$ 45,576	N	Y	N
460/HM	6/5/2008	110566	HUMAN SVCS PROF IV	SR-22	13	P	100.00	A	\$ 17,795	\$ 21,912	N	Y	N
460/HM	4/5/2011	106427	PSYCHIATRIST II	SR-NA	13	T	100.00	A	\$ 42,328	\$ 184,992	Y	Y	N
460/HM	5/13/2011	90017H	PSYCHIATRIST II	SR-NA	13	T	100.00	A	\$ 112,893	\$ 180,000	Y	Y	N
460/HN	12/3/2009	40504	MHCC IV	SR-22	13	P	100.00	A	\$ 35,591	\$ 45,576	N	Y	N
460/HN	10/15/2007	110488	HSP IV	SR-22	13	P	100.00	A	\$ 35,591	\$ 45,588	N	Y	N
460/HS	5/6/2011	14419	CP VI	SR-26	13	P	100.00	A	\$ 52,275	\$ 78,984	N	Y	N
460/HS	12/1/2010	30116	MENTAL HEALTH SUPVR II	SR-26	13	P	100.00	A	\$ 52,725	\$ 82,128	N	Y	N
460/HS	10/18/2010	110152	OFFICE ASSISTANT IV	SR-08	13	P	100.00	A	\$ 25,365	\$ 26,700	N	Y	N
460/HS	7/22/2010	118022	PHAO IV	SR-22	13	P	100.00	A	\$ 43,297	\$ 67,488	N	Y	N
460/HS	8/26/2008	118107	SOCIAL WORKER IV	SR-22	13	P	100.00	A	\$ 40,850	\$ 42,132	N	Y	N
460/HS	6/19/2010	118270	SOCIAL WORKER IV	SR-22	13	P	100.00	A	\$ 42,074	\$ 42,132	N	Y	Y
460/HS	6/30/2009	97692H	FORENSIC PSYCH SPCLT	SR-NA	13	T	100.00	A	\$ 166,250	\$ 166,240	Y	Y	N
460/HS	11/14/2011	117119	HSP IV	SR-22	13	P	100.00	A	\$ 43,297	\$ 43,296	Y	Y	N



Department of Health  
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Table 11

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	Occupied
						Perm (T/P)						to Hire (Y/N)	by 89 Day Hire (Y/N)
HTH 495	5/18/2002	38466	Public Health Administrator	EM08	35	P	1.00	A	\$ 78,888	\$ 88,932	N	Y	N
HTH 495	7/1/2011	104219	Psychiatrist III	SR2Z	13	T	1.00	A	\$ 112,893	\$ 240,996	Y	N	N
HTH 495	11/28/2011	116958	Office Assistant III	8	3	P	1.00	A	\$ 22,321	\$ 26,364	N	N	N
HTH 495	9/1/2011	120260	Data Processing User Support Tech	15	3	T	1.00	A	\$ 43,890	N/A	N	Y	N
HTH 495	9/1/2011	120261	Data Processing User Support Tech	15	3	T	1.00	A	\$ 43,890	N/A	N	Y	N
HTH 495	9/1/2011	120262	Information Technology Spclt IV	22	13	T	1.00	A	\$ 43,890	N/A	N	Y	N
HTH 495	9/1/2011	120263	Information Technology Spclt IV	22	13	T	1.00	A	\$ 43,890	N/A	N	Y	N
HTH 495	6/25/2010	91232H	Program Monitor	-	13	T	1.00	A	\$ 51,300	\$ 66,913	N	N	N
HTH 495	5/3/2011	91244H	Financial Resource Specialist	-	13	T	1.00	A	\$ 45,600	\$ 61,572	N	N	N
HTH 495	8/8/2008	91252H	RPN IV	22	9	P	1.00	A	\$ 54,446	\$ 59,460	N	Y	N
HTH 495	8/3/2010	91253H	RPN IV	22	9	P	1.00	A	\$ 54,446	\$ 59,460	N	Y	N
HTH 495	6/9/2010	91254H	RPN IV	22	9	P	1.00	A	\$ 54,446	\$ 59,280	N	N	N
HTH 495	4/22/2003	91256H	RPN IV	22	9	P	1.00	A	\$ 54,446	\$ 67,560	N	N	N
HTH 495	5/13/2009	91263H	HSP/Social Worker IV	22	13	T	1.00	A	\$ 36,195	\$ 53,352	N	Y	N
HTH 495	12/9/2010	91269H	HSP/Social Worker IV	22	13	P	1.00	A	\$ 34,466	\$ 72,996	N	N	N
HTH 495	9/1/2010	91271H	Database Administrator	-	13	T	1.00	A	\$ 37,050	\$ 45,576	N	N	N
HTH 495	2/25/2010	91281H	Network Administrator	-	13	T	1.00	A	\$ 37,050	\$ 27,600	N	N	N
HTH 495	7/1/2010	94228H	Utilization Management Spclt	-	13	T	1.00	A	\$ 49,400	\$ 58,404	N	Y	N
HTH 495	12/1/2010	98204H	Assistant Medical Director		13	P	0.50	A	\$ 73,743	\$ 123,804	N	N	N
HTH 495	8/31/2011	98260H	RPN VI	26	9	P	1.00	A	\$ 50,890	\$ 95,412	N	N	N

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<u>Prog ID</u> HTH	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Annual Amt</u>	<u>Actual Monthly Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
501/CQ	01/01/09	98622H	Social Svcs Asst IV	8	3	P	1.00	A	27,394	2,601	Y	Y	N
501/CQ	07/01/09	92472H	Individual Mentor	4	3	T	1.00	A	19,000	816	Y	Y	N
501/CU	09/29/11	10539	Account Clerk II	8	3	P	1.00	A	32,068	2,672	N	Y	N
501/JA	07/01/10	04472	Secretary III	16	3	P	1.00	A	36,070	3,164	N	Y	N
501/JE	11/17/11	12470	Public Health Supervisor II	26	23	P	1.00	A	75,035	6,253	N	Y	N
501/JE	05/23/07	26684	Clerk Steno II	9	3	P	1.00	A	25,365	2,601	N	Y	N
501/JO	05/03/11	27475	Social Worker III	20	13	P	1.00	A	41,633	3,652	N	Y	Y
501/JO	03/31/11	112938	Human Services Professional IV	22	13	P	1.00	A	46,865	4,111	N	Y	N
501/JO	04/01/11	117405	Office Assistant III	8	3	P	1.00	A	26,368	2,313	N	Y	N
501/JO	01/19/11	118399	Human Services Professional V	24	23	P	1.00	A	52,725	4,625	N	Y	N
501/JQ	10/01/11	30048	Social Worker IV	22	13	P	1.00	A	64,114	5,373	N	Y	N
501/JQ	2/7/2011	112989	Social Worker III	20	13	P	1.00	A	40,025	3,511	N	Y	N
501/JQ	4/11/2011	112990	Social Worker III	20	13	P	1.00	A	50,684	4,446	N	Y	N
501/JR	10/1/2011	12497	Social Worker V	24	23	P	1.00	A	64,114	5,624	N	Y	N
501/JR	New	117840	Human Services Professional IV	22	13	P	1.00	A	23,034	none	N	Y	Y
501/JS	11/05/11	27366	Social Worker III	20	13	P	1.00	A	59,303	3,511	N	Y	N
501/JS	4/4/2011	50151	Social Service Aid III	9	3	P	1.00	A	36,070	3,164	N	Y	N
501/JS	New	118381	Human Services Professional III	20	13	T	0.50	A	20,013	none	N	Y	Y
501/KB	09/30/10	35629	Research Statistician IV	22	13	P	1.00	A	43,297	3,798	N	Y	N
501/KB	New	120215	Information Technology Spec IV	22	13	P	1.00	A	37,004	none	N	Y	N
501/KB	10/21/11	X92001	PHAO V	24	13	T	1.00	A	52,250	4,899	Y	Y	N
501/KB	New	97638H	Compliance Officer	26	23	P	1.00	A	61,750	none	Y	Y	N

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<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
HTH 520	Established 10/4/2011	120354 (var from 101246)	DCAB Prg Support Tech (variance from DCAB Prg Spc I)	NA	03	T	1.00	A	\$ 45,041	\$ -	Y	N	N

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Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp Perm (T/P)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)
560/GI	1/31/2011	28047	WIC Nutrition Aid	HE 04	10	P	1.00	N	32,736	29,712	N	Y: EM 11-07 (FDT)	N
560/GI	8/5/2011	35985	Public Health Nutritionist III	SR 20	13	P	1.00	N	43,824	42,132	N	Y: EM 11-07 (FDT)	N
560/GI	7/16/2010	36914	WIC Nutrition Assistant	HE 06	10	P	1.00	N	38,604	32,736	N	Y: EM 11-07 (FDT)	N
560/GI	8/16/2011	37600	Public Health Nutritionist II	SR 18	13	P	1.00	N	43,824	35,388	N	Y: EM 11-07 (FDT)	N
560/GI	7/1/2011	39154	Public Health Nutritionist II	SR 18	13	P	1.00	N	42,132	38,988	N	Y: EM 11-07 (FDT)	N
560/GI	5/6/2011	39655	Public Health Nutritionist III	SR 20	13	P	1.00	N	43,824	43,824	N	Y: EM 11-07 (FDT)	N
560/GI	8/1/2011	43272	WIC Nutrition Assistant	HE 06	10	P	1.00	N	32,736	32,736	N	Y: EM 11-07 (FDT)	Y
560/GI	7/22/2011	44700	Office Assistant II	SR 06	3	P	1.00	N	23,688	23,688	N	Y: EM 11-07 (FDT)	Y
560/GI	4/12/2011	111814	WIC Nutrition Assistant	HE 06	10	P	1.00	N	38,604	32,736	N	Y: EM 11-07 (FDT)	N
560/CF	5/28/2010	50565	Public Health Educator IV	SR22	13	T	1.00	N	\$ 49,332	\$ 49,332	N	Y	Y
560/CK	10/31/2008	27479	Research Statistician IV	SR22	13	P	1.00	A	\$ 43,297	\$ 67,488	N	N	N
560/CW	9/21/2010	23189	Office Assistant III	SR08	3	T	1.00	N	\$ 27,756	\$ 27,756	N	Y	N
560/CW	10/31/2011	116449	Office Assistant III	SR08	3	P	0.50	N	\$ 13,350	\$ 12,192	N	Y	N
560/KC	5/24/2011	50531	Program Specialist IV	22	13	P	1.00	N	\$ 45,576	\$ 58,308	N	N	N

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Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp Perm (T/P)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)
HTH590GJ	5/1/2011	2984	Secretary III	16	3	P	1.00	B	\$ 54,012	\$ 54,012	N	Y	N
HTH590GJ	8/16/2011	3355	Public Health Manager	EM05	35	P	1.00	B	\$ 76,116	\$ 76,116	N	Y	N
HTH590GJ	11/1/2010	16031	Public Health Educator IV	22	13	P	1.00	B	\$ 51,312	\$ 51,312	N	Y	N
HTH590GJ	5/30/2009	21987	Public Health Educator IV	22	13	P	1.00	B	\$ 57,708	\$ 57,708	N	Y	N
HTH590GJ	9/1/2010	21989	Public Health Educator IV*	22	13	P	1.00	B	\$ 67,488	\$ 67,488	N	Y	N
HTH590GJ	7/1/2009	40188	Public Health Educator IV*	22	13	P	1.00	B	\$ 60,024	\$ 60,024	N	Y	N
HTH590GJ	8/27/2010	40786	Public Health Educator IV*	22	13	P	1.00	B	\$ 47,412	\$ 47,412	N	Y	N
HTH590GJ	5/26/2009	50736	Office Assistant III	8	3	T	1.00	N	\$ 26,700	\$ 26,700	N	Y	N
HTH590GP	12/31/2009	3137	Registered Nurse V	24	9	P	1.00	B	\$ 97,705	\$ 97,705	N	Y	N
HTH590GP	11/13/2010	39236	Registered Nurse IV	22	9	P	1.00	N	\$ 61,479	\$ 61,479	N	Y	N
HTH590GP	9/16/2011	98824H	Public Health Educator IV	NA	13	T	1.00	N	\$ 45,576	\$ 45,576	N	Y	N
HTH590GR	7/29/2010	110284	Public Health Educator IV	22	13	P	1.00	N	\$ 53,352	\$ 53,352	N	Y	N
HTH590KK	4/22/2011	31569	Office Assistant III	8	3	P	1.00	B	\$ 27,756	\$ 27,756	N	Y	N
HTH590KK	3/16/2011	31571	Public Health Educator IV	22	13	P	1.00	B	\$ 45,576	\$ 45,576	N	Y	N
HTH590KK	7/21/2011	92056H	Dept'l School Health Coordinator	NA	13	P	1.00	B	\$ 66,432	\$ 66,432	Y	Y	N
HTH590KK	1/6/2011	92057H	Education Coordinator	NA	13	P	1.00	B	\$ 57,936	\$ 57,936	Y	Y	N
HTH590KK	7/1/2011	92805H	Eval & Surv Spclt	NA	13	T	1.00	N	\$ 54,012	\$ 54,012	Y	Y	N
HTH590KK	12/8/2010	92804H	HHI Community Prev Spclt**	NA	13	T	1.00	N	\$ 47,412	\$ 47,412	Y	Y	N
HTH590KK	5/24/2010	98806H	FSNE Sch Prog Coord	NA	13	T	1.00	U	\$ 51,312	\$ 51,312	Y	Y	N
HTH590KK	newly established	98808H	FSNE Hlth Ed Coord	NA	13	T	1.00	U	\$ 53,352	newly established	Y	Y	N

\*Positions are currently in recruitment

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Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp			Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	Occupied
						Perm (T/P)	FTE	MOF				to Hire (Y/N)	by 89 Day Hire (Y/N)
HTH 610/FL	12/31/2010	42264	Secretary III	16	63	P	1.00	A	\$ 51,311	\$ 54,012	N	Y	N
HTH 610/FN	12/31/2009	19583	Microbiologist V	24	13	P	1.00	A	\$ 72,162	\$ 75,960	N	Y	N
HTH 610/FN	2/11/2010	5409	Vector Control Inspector V	19	4	P	1.00	A	\$ 45,646	\$ 48,048	N	Y	N
HTH 610/FP	9/16/2010	3158	Env. Health Program Mgr.	EM05	35	P	1.00	A	\$ 74,818	\$ 80,280	N	Y	N
HTH 610/FP	4/1/2010	36220	Office Assistant III	8	3	P	1.00	A	\$ 32,068	\$ 33,756	N	Y	N
HTH 610/FP	6/16/2011	42249	Food & Drug Inspector III	20	13	P	1.00	A	\$ 41,633	\$ 43,824	N	Y	N
HTH 610/FP	7/1/2011	3159	Secretary II	14	3	P	1.00	A	\$ 36,070	\$ 37,968	N	Y	N
HTH 610/FQ	10/1/2010	3181	Sanitarian III	18	13	P	1.00	A	\$ 40,025	\$ 42,132	N	Y	N
HTH 610/FQ	10/1/2010	12640	Sanitarian IV	20	13	P	1.00	A	\$ 35,579	\$ 37,452	N	Y	N
HTH 610/FQ	5/1/2011	3182	Sanitarian IV	20	13	P	1.00	A	\$ 38,521	\$ 47,412	N	Y	N
HTH 610/FQ	5/3/2011	11341	Sanitarian IV	20	13	P	1.00	A	\$ 61,674	\$ 67,488	N	Y	N
HTH 610/FR	12/31/2010	3218	Env. Health Program Mgr.	EM05	35	P	1.00	A	\$ 83,619	\$ 89,544	N	y	N

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						Perm (T/P)	FTE	MOF				to Hire (Y/N)	by 89 Day Hire (Y/N)
710/MK	01/31/11	51122	Bldg Manager	22G	23	P	1.00	A	\$52,725.00	\$ 31,473	N	Y	N
710/MK	09/30/11	10389	Laboratory Assistant III	10C	3	P	1.00	A	\$27,394.20	\$ 9,654	N	Y	N
710 MB	08/30/11	118810	Info. Tech IV	22G	13	P	1.00	A	\$46,306.80	\$ 9,974	N	Y	N
710/MB	12/31/10	42293	PHAO-V	24L	73	P	1.00	A	\$69,391.80	\$ 37,330	N	Y	N
710/MG	12/31/09	40152	Chemist III	20E	13	P	1.00	A	\$43,297.20	\$ 24,991	N	Y	N
710/MG	12/31/10	40144	Laboratory Assistant III	10L	3	P	1.00	A	\$40,549.80	\$ 19,363	N	Y	N
710/MI	09/30/11	45349	Microbiologist IV	22K	13	P	1.00	A	\$59,302.80	\$ 17,187	N	Y	N
710/MI	06/30/10	19646	Microbiologist IV	22M	13	P	1.00	A	\$64,113.60	\$ 63,092	N	Y	N
710/MJ	03/31/10	3362	Microbiologist IV	22M	13	P	1.00	A	\$64,113.60	\$ 50,406	N	Y	N
710/MJ	12/31/09	3722	Office Assistant III	08G	3	P	1.00	A	\$30,802.80	\$ 14,465	N	Y	N
710/MJ	01/04/10	22131	Laboratory Assistant III	10A	3	P	1.00	A	\$25,365.00	\$ 15,032	N	Y	N
710/MM	11/22/10	24088	Laboratory Assistant III	08A	3	P	1.00	A	\$26,359.65	\$ 17,155	N	Y	N

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						Perm (T/P)							
HTH 720	5/28/2011	8628	Secretary III	16	3	P	1.00	A	\$ 42,191	\$ 40,308	N	Y	N
HTH 720	9/2/2011	8634	Secretary II	14	3	P	1.00	A	\$ 36,069	\$ 34,464	N	Y	N
HTH 720	1/1/2010	13207	RN V	24	9	P	1.00	A	\$ 92,032	\$ 87,408	N	Y	N
HTH 720	2/2/2011	28430	RN V	24	9	P	1.00	A	\$ 77,873	\$ 96,695	N	Y	N
HTH 720	6/12/2010	37274	Office Asst. III	8	3	P	1.00	A	\$ 28,534	\$ 30,036	N	Y	N
HTH 720	6/25/2011	37400	RN IV	22	9	P	1.00	A	\$ 80,985	\$ 76,920	N	Y	N
HTH 720	11/2/2011	43565	RN V	24	9	P	1.00	N	\$ 101,784	\$ 92,388	N	Y	N
HTH 720	7/31/2011	43566	RN V	24	9	P	1.00	N	\$ 101,784	\$ 92,388	N	Y	N
HTH 720	7/31/2005	43596	Publ Hlth Nutritionist IV	22	13	P	1.00	N	\$ 45,576	\$ 56,040	N	Y	N
HTH 720	9/29/2001	46846	RN V	24	9	P	0.20	A	\$ 15,575	net amt below	N	Y	N
HTH 720	9/29/2001	46846	RN V	24	9	P	0.80	N	\$ 65,578	\$ 63,460	N	Y	N
HTH 720	n/a	119133	PHAO IV (97607H)	22	13	P	0.20	A	\$ 8,659	NEW	N	Y	N
HTH 720	n/a	119133	PHAO IV (97607H)	22	13	P	0.80	N	\$ 49,792	NEW	N	Y	N
HTH 720	n/a	119200	ITS IV (90502H)	22	13	P	1.00	N	\$ 45,576	NEW	N	Y	Y
HTH 720	n/a	98601H	Publ Hlth Educator V			P	0.30	A	\$ 5,416	NEW	N	N	N
HTH 720	n/a	98601H	Publ Hlth Educator V			P	0.50	N	\$ 22,807	NEW	N	N	N
HTH 720	n/a	98603H	Clerk Typist II			P	1.00	A	\$ 22,838	NEW	N	N	N



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						<u>Perm (T/P)</u>	<u>MOF</u>							
HTH 730	7/1/2005	101598	Oahu EMS Physician All Hazards Preparedness	NA	73	P		1.00	A	\$ 112,893		Y	Y	N
HTH 730	8/6/2011	93019H	Coordinator	NA	13	T		1.00	N	\$ 123,480	\$ 117,312	Y	Y	N
HTH 730	11/1/2011	45922	Planner IV	22	13	P		1.00	A	\$ 45,041	\$ 45,036	N	Y	N

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760 MS	1/2/2010	2993	Clerical Supervisor III	SR-14	4	P	100%	A	\$ 49,932	\$ 49,932	N	Y	N
760 MS	1/2/2011	110299	Reinvention Project Coord.	SR-NA	13	T	100%	B	\$ 60,828	\$ 60,828	Y	N	N

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Table 11

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp		FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	
						Perm (T/P)							to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)
HTH 840/FE	12/1/2010	3184	Secretary III	16	63	P		1.00	A	\$ 49,339	\$ 42,696	N	Y	N
HTH 840/FE	7/1/2010	118604	Environmental Health Spec. IV	22	13	P		1.00	N	\$ 45,840	\$ 67,488	N	Y	N
HTH 840/FF	12/1/2009	50551	Office Assistant III	8	3	P		1.00	B	\$ 25,668	\$ 25,668	N	Y	N
HTH 840/FF	8/1/2009	21344	Engineer (Env) IV	24	13	P		1.00	B	\$ 51,312	\$ 64,980	N	Y	N
HTH 840/FF	5/1/2009	21922	Environmental Health Spec. III	20	13	P		1.00	B	\$ 47,412	\$ 51,312	N	Y	N
HTH 840/FF	7/1/2010	110666	Engineer (Env) III	22	13	P		1.00	B	\$ 45,576	\$ 62,448	N	Y	N
HTH 840/FF	12/1/2010	21926	Environmental Health Spec. IV	22	13	P		1.00	B	\$ 67,488	\$ 67,488	N	Y	N
HTH 840/FF	11/16/2011	50726	Environmental Health Spec. III	20	13	P		1.00	B	\$ 47,412	\$ 47,412	N	Y	N
HTH 840/FF	12/31/2009	12042	Secretary II	14	3	P		1.00	A	\$ 47,435	\$ 49,932	N	Y	N
HTH 840/FG	11/16/2011	41177	Office Assistant III	8	3	P		1.00	N	\$ 31,212	\$ 29,652	N	Y	N
HTH 840/FG	2/8/2011	110558	Engineer (Env) IV	24	13	P		1.00	N	\$ 47,412	\$ 65,652	N	Y	N
HTH 840/FG	11/3/2011	112458	Engineer (Env) V	26	13	P		1.00	N	\$ 55,500	\$ 73,896	N	Y	N
HTH 840/FH	9/17/2011	119333	Environmental Health Spec. IV	22	13	P		1.00	N	\$ 45,576	\$ 57,024	N	Y	N
HTH 840/FH	3/1/2010	49560	Engineer (Env) IV	24	13	P		1.00	W	\$ 51,312	\$ 53,352	N	Y	N
HTH 840/FJ	6/2/2010	103001	Recycling Coordinator	NA	13	T		1.00	B	\$ 53,172	\$ 53,172	Y	Y	N
HTH 840/FJ	11/14/2009	117758	Environmental Health Spec. III	20	13	P		1.00	B	\$ 42,132	\$ 38,988	N	Y	N
HTH 840/FJ	11/13/2009	52016	Office Assistant III	8	13	P		1.00	B	\$ 25,668	\$ 25,668	N	Y	N
HTH 840/FJ	8/15/2011	41362	Environmental Health Spec. III	20	13	P		1.00	N	\$ 42,132	\$ 40,020	N	Y	N
HTH 840/FJ	10/15/2010	117144	Environmental Health Spec. III	20	13	P		1.00	B	\$ 42,132	\$ 47,412	N	Y	N
HTH 840/FJ	10/12/2010	37489	Environmental Health Spec. IV	22	13	P		1.00	W	\$ 60,024	\$ 60,024	N	Y	N
HTH 840/FJ	11/16/2011	102455	Solid Waste Mgt Coordinator	NA	13	P		1.00	B	\$ 62,424	\$ 57,024	Y	Y	N
HTH 840/FK	4/1/2011	21935	Office Assistant III	8	13	P		1.00	A	\$ 26,368	\$ 27,756	N	Y	N
HTH 840/FK	1/5/2010	3212	Engineering Program Manager	EM07	13	P		1.00	A	\$ 79,390	\$ 85,236	N	Y	N
HTH 840/FK	11/18/2008	25580	Engineer (Env) V	26	13	P		1.00	W	\$ 73,044	\$ 73,044	N	Y	N

Department of Health  
Position Vacant as of November 30

Table 11

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp			Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	Occupied
						Perm (T/P)	FTE	MOF				to Hire (Y/N)	by 89 Day Hire (Y/N)
HTH 849	8/1/2009	23812	Planner VI	26	13	P	1.00	N	\$ 78,984	\$ 78,984	N	Y	N
HTH 849	3/16/2011	111851	TMDL Coordinator	NA	13	T	1.00	N	\$ 62,424	\$ 64,920	Y	Y	N
HTH 849	12/31/2009	44834	Environmental Health Spec. IV	22	13	P	1.00	A	\$ 54,823	\$ 57,708	N	Y	N
HTH 849	2/1/2011	35976	Epidemiological Spec. IV	22	13	P	1.00	W	\$ 62,424	\$ 62,424	N	Y	N
HTH 849	7/1/2010	48056	Environmental Health Spec. IV	22	13	P	1.00	W	\$ 49,332	\$ 57,708	N	Y	N
HTH 849	5/11/2011	43628	Environmental Health Spec. III	20	13	P	1.00	N	\$ 47,412	\$ 47,412	N	Y	Y
HTH 849	3/10/2010	52076	Office Assistant III	8	3	P	1.00	W	\$ 31,212	\$ 31,212	N	Y	N
HTH 849	11/1/2010	48055	Environmental Health Spec. IV	22	13	P	1.00	N	\$ 45,576	\$ 45,576	N	Y	N
HTH 849	6/2/2009	106917	Voluntary Cleanup Proj Spec	NA	13	T	1.00	W	\$ 64,920	\$ 64,920	Y	Y	N
HTH 849	7/1/2008	110930	Ecological Risk Assessor	NA	13	T	1.00	W	\$ 118,835	\$ 75,948	Y	Y	N

Department of Health  
 Position Vacant as of November 30

Table 11

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp</u>		<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
						<u>Perm (T/P)</u>	<u>MOF</u>							
850	11/10/2011	35898	Planner III	SR20	13	P		1.00	A	\$ 45,041	\$ 3,753	N	Y	N

Department of Health  
Position Vacant as of November 30

Table 11

Prog ID	Date of Vacancy	Position Number	Position Title	Temp					Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)
				SR Level	BU Code	Perm (T/P)	FTE	MOF					
HTH904	11/25/2011	27598	ACCOUNTANT IV	22	13	P	0.35	A	\$ 16,403	\$ 15,154	N	Y	N
							0.65	N	\$ 32,066	\$ 28,142			
HTH904	6/18/2010	36562	OFFICE ASSISTANT III	8	3	P	0.50	A	\$ 12,192	\$ 12,834	N	Y	N
							0.50	N	\$ 12,834	\$ 12,834			
HTH904	4/25/2007	110432	PROGRAM SPEC (AGING) IV	24	13	P	0.50	A	\$ 27,411	\$ 26,028	N	Y	N
							0.50	N	\$ 28,854	\$ 26,028			
HTH904	4/30/2010	110939	PROGRAM SPEC (AGING) IV	22	13	P	1.00	A	\$ 45,041	\$ 47,412	N	Y	N
HTH904	11/14/2006	117923	PROGRAM SPEC (AGING) IV	22	13	P	0.50	A	\$ 21,649	\$ 27,744	N	Y	N
							0.50	N	\$ 28,854	\$ 27,744			

Department of Health  
Position Vacant as of November 30

Table 11

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp		FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority	Occupied
						Perm (T/P)							to Hire (Y/N)	by 89 Day Hire (Y/N)
HTH 905/AH	12/1/2007	23434	Planner V	24	13	P		1.00	N	\$ 51,312	\$ 57,720	N	Y	N
HTH 905/AH	6/12/2008	23433	Account Clerk III	11	3	P		0.50	N	\$ 18,246	\$ 14,442	N	Y	N
HTH 905/AH	6/9/2011	35118	Program Specialist IV	22	13	P		0.50	N	\$ 25,656	\$ 25,656	N	Y	N
HTH 905/AH	6/9/2011	45115	Program Specialist IV	22	13	P		0.50	A	\$ 23,433	\$ 24,666	N	Y	N
HTH 905/AH	4/7/2008	118735	Program Specialist IV	22	13	T		1.00	A	\$ 40,037	NA	N	Y	N

Department of Health  
 Position Vacant as of November 30

Table 11

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Temp</u>			<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
						<u>Perm (T/P)</u>	<u>FTE</u>	<u>MOF</u>					
HTH 906	12/21/2010	45118	OA III	3		P	Y	B	\$ 24,385	NA	N	Y	



Department of Health  
Position Vacant as of November 30

Table 11

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Temp Perm (T/P)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)
HTH 907/AA	12/2/2010	41919	Office Asst III	8	3	P	1.00	A	\$ 24,384	\$ 39,000	N	Y	N
HTH 907/AB	9/2/2011	912	Purchasing Technician II	13	3	P	1.00	A	\$ 45,646	\$ 45,648	N	Y	N
HTH 907/AB	10/26/2011	998	Office Asst III	8	3	P	1.00	A	\$ 30,803	\$ 27,756	N	Y	Y
HTH 907/AB	10/28/2009	2178	Account Clerk IV	13	3	P	1.00	A	\$ 29,651		N	Y	N
HTH 907/AB	9/28/2011	2338	Pre Audit Clerk II	13	3	P	1.00	A	\$ 28,439		N	Y	N
HTH 907/AB	10/2/2011	15527	Prog Evaluation Analyst V	24	13	P	1.00	A	\$ 72,162	\$ 75,960	N	Y	N
HTH 907/AB	1/23/2010	21756	Pre Audit Clerk I	11	3	P	1.00	A	\$ 26,018	\$ 36,504	N	Y	Y
HTH 907/AB	12/2/2011	118334	Building Manager	22	13	P	1.00	A	\$ 45,041	\$ 43,296	N	Y	N
HTH 907/AD	11/16/2011	7037	Secretary III	16	63	P	1.00	A	\$ 43,867	\$ 43,872	N	Y	N
HTH 907/AD	11/16/2011	25936	Personnel Mgmt Spclt IV	22	73	P	1.00	A	\$ 57,023	\$ 57,024	N	Y	N
HTH 907/AD	9/16/2011	52036	Personnel Mgmt Spclt V	24	73	P	1.00	A	\$ 61,674	\$ 64,116	N	Y	N
HTH 907/AG	1/1/2009	27928	Secretary III	16	63	P	1.00	A	\$ 51,311	\$ 54,012	N	Y	N
HTH 907/AG	5/29/2010	28771	Clerk Stenographer II	9	3	P	1.00	A	\$ 32,068	\$ 33,756	N	Y	N
HTH 907/AL	11/1/2005	34221	District Health Officer II	EM08	35	P	1.00	A	\$ 86,252	\$ 88,620	N	Y	N
HTH 907/AM	11/1/2011	33989	Office Asst III	8	3	P	1.00	A	\$ 27,394	\$ 39,480	N	Y	N
HTH 907/AN	5/28/2010	12451	Clerk Stenographer III	11	3	P	1.00	A	\$ 42,191	\$ 44,412	N	Y	N
HTH 907/AP	6/25/2008	36358	Program Specialist VI	26	13	P	1.00	A	\$ 52,250	\$ 64,896	N	Y	N
HTH 907/AP	11/2/2008	94211H	Security Officer	NA	13	T	1.00	A	\$ 47,500	\$ 78,000	Y	N	N
HTH 907/AP	8/20/2008	117316	Office Assistant III*	8	3	T	1.00	N	\$ 28,836	\$ 28,836	N	Y	N
*Supplemental Budget Request to transfer position & funding to HTH 560.													

Department of Health  
 Personnel Separations

Table 12

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</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>
(See Attached Worksheet)											

Department of Health  
Personnel Separations

Table 12

Prog ID/Org	Sep. Date	Position Number	Position Title	SR Level	BU Code	T/P	MOF	UAC APP	UAC Subdiv	FTE	Actual Mo. Salary	Comments
850	4/30/11	34588	PLANNER V	SR-24	13	P	G	002	60	1.00	4276.00	
850	11/8/2010	00101289	ApptHeadRptng to Gov, &Deputy	SRNA	93	P	G	002	060	1.00	7083.33	
840	8/31/2010	00044617	Environmental Health Spclt IV	SR22	13	P	G	004	450	1.00	5624.00	
840	5/31/2011	00019285	Secretary II	SR14	03	P	G	004	450	1.00	4161.00	
905	6/8/2011	00045115	Prgm Spclt (Devlpmtl Disab) IV	SR22	13	P	G	010	105	0.50	4111.00	
849	11/30/2010	00100537	ApptHeadRptng to Gov, &Deputy	SRNA	00	P	G	011	350	1.00	8354.00	
100	10/27/2010	00004406	Registered Nurse III	SR20	09	P	G	020	270	1.00	6937.00	
100	6/30/2011	00041800	Para Medical Assistant I	HE02	10	T	G	020	270	1.00	2573.00	
100	7/9/11	03440	GENERAL LABORER II	BC-03	01	T	G	020	270	1.00	2847.00	
100	5/31/2011	00001019	Kitchen Helper	BC02	01	P	G	020	270	1.00	2769.00	
100	7/22/2011	00006537	Office Assistant II	SR06	03	T	G	020	270	1.00	1875.00	
100	7/27/2010	00003680	Carpenter I	BC09	01	P	G	020	270	1.00	3712.00	
100	6/30/2011	00022300	Janitor II	BC02	01	T	G	020	270	1.00	2769.00	
100	6/30/2011	00000921	Secretary II	SR14	63	P	G	020	201	1.00	3701.00	
100	3/11/2011	98230H	Pub Health/Med Care Prof	SRNA	13	T	G	020	250	1.00	10846.00	Emp separated fr #117674 which is funded by 98230H.
100	3/28/2011	00003933	X Ray Technician I	SR14	03	P	G	020	280	1.00	3043.00	
100	2/12/11	03440	GENERAL LABORER II	BC-03	01	P	G	020	270	1.00	2847.00	
100	10/31/2011	00004406	Registered Nurse III	SR20	09	P	G	020	270	1.00	5728.00	
100	7/23/2010	00001015	Registered Nurse III	SR20	09	P	G	020	270	1.00	6442.00	
131	12/8/2010	00023797	Epidemiological Specialist IV	SR22	13	P	G	027	220	1.00	3798.00	
131	9/17/2010	00003124	Epidemiological Specialist IV	SR22	13	P	G	027	220	1.00	3798.00	
141	7/31/2011	00003076	Registered Nurse IV	SR22	09	P	G	034	535	1.00	7282.00	
141	2/4/2011	00026109	Registered Nurse IV	SR22	09	P	G	034	535	1.00	7104.00	
141	7/31/2011	00040490	Registered Nurse IV	SR22	09	P	G	034	535	1.00	7842.00	
141	8/9/2010	00003793	Registered Nurse IV	SR22	09	P	G	034	525	1.00	7651.00	
141	12/30/2010	00036341	Registered Nurse III	SR20	09	P	G	034	335	1.00	6937.00	
141	12/30/2010	00007912	Registered Nurse IV	SR22	09	P	G	034	540	1.00	7842.00	
141	8/31/2011	00043089	Registered Nurse IV	SR22	09	P	G	034	535	1.00	7842.00	
420	11/30/2010	00003741	Clinical Psychologist VI	SR26	23	P	G	082	567	1.00	6844.00	
420	7/15/2010	94387H	Social Svc Related Prof	SRNA	13	T	G	082	570	1.00	3798.00	Emp separated fr #116726 which is funded by 94387H.
420	2/4/2011	94351H	Social Svc Related Prof	SRNA	13	T	G	082	568	1.00	4276.00	Emp separated fr #116763 which is funded by 94351H.
420	9/30/2011	94380H	Social Svc Related Prof	SRNA	13	T	G	082	565	1.00	4881.00	Emp separated fr #116826 which is funded by 94380H.
420	11/12/2010	00052328	Social Worker III	SR20	13	T	G	082	569	1.00	3511.00	

Department of Health  
Personnel Separations

Table 12

Prog ID/Org	Sep. Date	Position Number	Position Title	SR Level	BU Code	T/P	MOF	UAC APP	UAC Subdiv	FTE	Actual Mo. Salary	Comments
420	8/19/2010	98263H	Social Svc Related Prof	SRNA	23	T	G	082	567	1.00	5143.00	Emp separated fr #118717 which is funded by 98263H.
420	6/30/2011	00029830	Clinical Psychologist VII	SR28	23	P	G	082	563	0.50	7404.00	
420	9/16/2010	00116775	Office Assistant III	SR08	03	T	G	082	561	1.00	2313.00	
420	7/22/2010	00117660	Pub Health/Med Care Prof	SRNA	13	T	G	082	567	0.80	13520.00	
420	11/16/11	48983	SOCIAL WORKER IV	SR-22	13	P	G	082	569	1.00	3905.00	
420	3/15/2011	00052099	Social Worker IV	SR22	13	P	G	082	565	1.00	3951.00	
420	3/21/2011	95274H	Social Svc Related Para Prof	SRNA	03	T	G	082	567	1.00	2403.00	Emp separated fr #117538 which is funded by 95274H.
420	6/30/2011	00014588	Human Svcs Prof IV	SR22	13	P	G	082	561	1.00	4809.00	
420	9/16/2010	95256H	Social Svc Related Para Prof	SRNA	03	T	G	082	564	1.00	2403.00	Emp separated fr #117540 which is funded by 95256H.
420	5/11/2011	98292H	Pub Health/Med Care Prof	SRNA	13	T	G	082	568	0.50	15167.00	Emp separated fr #118741 which is funded by 98292H.
420	7/25/2011	94360H	Social Svc Related Prof	SRNA	23	T	G	082	568	1.00	4394.00	Emp separated fr #116765 which is funded by 94360H.
420	2/15/2011	91247H	Pub Health/Med Care Prof	SRNA	13	T	G	082	563	1.00	6500.00	Emp separated fr #111451 which is funded by 91247H.
420	11/30/2011	00002108	Secretary III	SR16	03	P	G	082	561	1.00	4276.00	
420	10/17/2011	00015648	Dental Assistant II	SR08	03	P	G	082	561	1.00	2114.00	
420	10/14/2011	00007233	Social Worker IV	SR22	13	P	G	082	565	1.00	3608.00	
420	11/18/2010	94313H	Social Svc Related Prof	SRNA	13	T	G	082	561	1.00	4276.00	Emp separated fr #116828 which is funded by 94313H.
420	7/2/2010	00045319	Clerk Stenographer III	SR11	03	P	G	082	563	1.00	3290.00	
420	9/30/2011	94334H	Social Svc Related Prof	SRNA	23	T	G	082	565	1.00	4623.00	Emp separated fr #116769 which is funded by 94334H.
420	12/16/2010	94344H	Social Svc Related Prof	SRNA	13	T	G	082	567	1.00	5624.00	Emp separated fr #116824 which is funded by 94344H.
420	1/18/2011	00022838	Registered Nurse III	SR20	09	P	G	082	571	1.00	5728.00	
420	3/24/2011	98280H	Social Svc Related Prof	SRNA	13	T	G	082	568	1.00	3798.00	Emp separated fr #116717 which is funded by 98280H.
420	3/31/2011	00024371	Licensed Practical Nurse II	HE08	10	P	G	082	570	1.00	3104.00	
420	6/30/2011	94382H	Social Svc Related Prof	SRNA	23	T	G	082	565	1.00	4276.00	Emp separated fr #116751 which is funded by 94382H.
420	11/17/2011	94337H	Social Svc Related Prof	SRNA	13	T	G	082	567	1.00	5483.00	Emp separated fr #116732 which is funded by 94337H.
420	5/31/2011	98292H	Pub Health/Med Care Prof	SRNA	13	T	G	082	568	0.50	15167.00	Emp separated fr #118742 which is funded by 98292H.

Department of Health  
Personnel Separations

Table 12

Prog ID/Org	Sep. Date	Position Number	Position Title	SR Level	BU Code	T/P	MOF	UAC APP	UAC Subdiv	FTE	Actual Mo. Salary	Comments
440	5/31/2011	00043342	Prgm Spclt Substance Abuse V	SR24	13	P	G	083	576	1.00	6330.00	
440	2/14/2011	00112471	Accountant III	SR20	13	P	G	083	560	1.00	3511.00	
440	8/31/2011	00027873	Public Health Program Manager	EM05	35	P	G	083	578	1.00	6566.00	
460	6/30/2011	00048061	Personnel Mgmt Specialist IV	SR22	73	P	G	084	556	1.00	4276.00	
460	9/30/2010	00025632	Social Worker IV	SR22	13	P	G	084	723	1.00	5624.00	
460	4/5/2011	106427	Pub Health/Med Care Prof	SRNA	13	T	G	084	723	1.00	15416.00	Emp separated fr #112272 which is funded by 106427.
460	11/22/2010	00025414	Mental Health Supervisor II	SR26	23	P	G	084	725	1.00	6582.00	
460	8/26/2011	97621H	Pub Health/Med Care Prof	SRNA	13	T	G	084	727	1.00	13668.00	Emp separated fr #112830 which is funded by 97621H.
460	1/31/2011	97693H	Pub Health/Med Care Prof	SRNA	13	T	G	084	692	1.00	14583.00	Emp separated fr #117957 which is funded by 97693H.
460	11/30/2010	00050526	Office Assistant IV	SR10	03	P	G	084	726	1.00	2503.00	
460	3/18/2011	00038454	WIC Nutrition Aid	HE04	10	T	G	084	725	1.00	2728.00	
460	7/29/2010	00041392	Clinical Psychologist VI	SR26	13	P	G	084	728	1.00	6087.00	
460	11/30/2010	00014420	Social Worker IV	SR22	13	P	G	084	692	1.00	5202.00	
460	4/29/2011	00031047	Clinical Psychologist VI	SR26	13	P	G	084	725	1.00	6087.00	
460	8/31/2011	90016H	Pub Health/Med Care Prof	SRNA	93	T	G	084	556	1.00	18979.00	Emp separated fr #112718 which is funded by 90016H.
460	11/30/2010	00030116	Mental Health Supervisor II	SR26	23	P	G	084	692	1.00	6844.00	
460	5/13/2011	104447	Pub Health/Med Care Prof	SRNA	13	T	G	084	728	1.00	15000.00	Emp separated fr #111906 which is funded by 104447.
460	2/15/2011	00111890	Human Svcs Prof IV	SR22	13	P	G	084	728	1.00	3951.00	
460	12/1/10	110236	INFORMATION TECHNOL SPCLT	SR-20	13	P	G	084	556	1.00	3652.00	
460	7/8/2011	90011H	Social Svc Related Prof	SRNA	13	T	G	084	556	1.00	3404.00	Emp separated fr #110481 which is funded by 90011H.
460	8/4/2010	106425	Pub Health/Med Care Prof	SRNA	13	T	G	084	729	1.00	13993.00	Emp separated fr #112711 which is funded by 106425.
460	10/26/2010	00110262	Human Svcs Prof IV	SR22	13	P	G	084	727	1.00	3798.00	
460	8/31/2011	91213H	General Clerical	SRNA	03	T	G	084	556	1.00	2672.00	Emp separated fr #113297 which is funded by 91213H.
460	7/15/2011	00110454	Human Svcs Prof IV	SR22	13	P	G	084	725	1.00	3608.00	
460	8/9/2010	90011H	Social Svc Related Prof	SRNA	13	T	G	084	556	1.00	4111.00	Emp separated fr #110481 which is funded by 90011H.
460	7/15/2010	00051092	Office Assistant IV	SR10	03	T	G	084	692	1.00	2403.00	
460	8/31/2010	00025563	Human Svcs Prof IV	SR22	13	P	G	084	726	1.00	5002.00	
460	8/31/2011	91206H	General Professional	SRNA	13	T	G	084	556	1.00	4569.00	Emp separated fr #110474 which is funded by 91206H.

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Prog ID/Org	Sep. Date	Position Number	Position Title	SR Level	BU Code	T/P	MOF	UAC APP	UAC Subdiv	FTE	Actual Mo. Salary	Comments
460	11/14/2011	00117119	Human Svcs Prof IV	SR22	13	T	G	084	692	1.00	3608.00	
430	4/8/2011	00044252	Account Clerk II	SR08	03	P	G	085	626	1.00	2139.00	
430	8/5/2010	105817	Pub Health/Med Care Prof	SRNA	13	T	G	085	622	1.00	12317.00	Emp separated fr #113303 which is funded by 105817.
430	5/25/2011	00116504	PMA - Mental Health (E)	HE02	10	P	G	085	623	1.00	2579.00	
430	5/16/2011	00002260	Grounds & Gen Svcs Supvr II	F205	02	P	G	085	633	1.00	3933.00	
430	6/30/2011	00035522	Recreational Therapist III	SR20	13	P	G	085	648	1.00	4625.00	
430	12/3/2010	98209H	Social Svc Related Prof	SRNA	13	T	G	085	622	1.00	3986.00	Emp separated fr #118124 which is funded by 98209H.
430	3/15/2011	00034916	Clinical Psychologist VI	SR26	13	P	G	085	624	1.00	4625.00	
430	8/8/2011	00045817	Groundskeeper I	BC02	01	P	G	085	633	1.00	2769.00	
430	10/18/2011	00051125	PMA - Mental Health (E)	HE02	10	T	G	085	623	0.50	2573.00	
430	6/9/2011	00002113	Truck Driver	BC06	01	P	G	085	633	1.00	3203.00	
430	10/1/2011	00049050	LPN - Mental Health (FP)	HE08	10	P	G	085	623	1.00	3165.00	
430	5/6/2011	00041789	Occupational Therapist III	SR20	13	P	G	085	644	1.00	3951.00	
430	1/31/2011	00017835	Clinical Psychologist VII	SR28	23	P	G	085	624	1.00	7404.00	
430	1/19/2011	00052051	Registered Nurse III	SR20	09	P	G	085	623	1.00	6603.00	
430	10/31/2011	99226H	Pub Health/Med Care Prof	SRNA	09	T	G	085	660	1.00	6194.00	Emp separated fr #119044 which is funded by 99226H.
430	8/24/2010	00117127	PMA - Mental Health (FP)	HE04	10	P	G	085	623	1.00	2579.00	
430	8/25/2011	00036088	Clinical Psychologist VI	SR26	13	P	G	085	624	1.00	4394.00	
430	10/31/2011	00045828	Office Assistant II	SR06	03	P	G	085	639	1.00	3043.00	
430	5/23/2011	99207H	Pub Health/Med Care Para Prof	SRNA	10	T	G	085	660	1.00	2433.00	Emp separated fr #119063 which is funded by 99207H.
430	9/13/2010	00041788	Occupational Therapist III	SR20	13	P	G	085	644	1.00	4276.00	
430	10/19/2010	99221H	Pub Health/Med Care Prof	SRNA	09	T	G	085	660	1.00	6194.00	Emp separated fr #119049 which is funded by 99221H.
430	8/31/2011	00026917	Clinical Psychologist VI	SR26	13	P	G	085	624	1.00	4394.00	
430	8/13/2010	00033005	Psychiatric Technician (FP)	HE06	10	P	G	085	623	1.00	2745.00	
430	3/15/2011	00046525	Clinical Psychologist VI	SR26	13	P	G	085	624	1.00	4625.00	
430	7/20/2011	00051130	PMA - Mental Health (FP)	HE04	10	T	G	085	623	1.00	2728.00	
430	2/15/2011	00036089	Clinical Psychologist VI	SR26	13	P	G	085	624	1.00	4625.00	
430	5/10/2011	00117128	Psychiatric Technician (FP)	HE06	10	P	G	085	623	1.00	2745.00	
430	1/4/2011	00042459	Clinical Psychologist VI	SR26	13	P	G	085	624	1.00	4625.00	
430	8/24/2011	00028624	Social Worker IV	SR22	13	P	G	085	627	1.00	3608.00	
430	8/5/2010	00002266	Cook I	BC05	01	P	G	085	651	1.00	3080.00	
430	7/30/2010	00051125	PMA - Mental Health (E)	HE02	10	T	G	085	623	0.50	2433.00	
430	6/16/2011	00043668	Office Assistant III	SR08	03	T	G	085	628	1.00	2403.00	

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430	1/20/2011	00052122	Social Worker IV	SR22	13	P	G	085	627	1.00	4111.00	
430	9/14/2010	00028362	Human Svcs Prof IV	SR22	13	P	G	085	627	1.00	3951.00	
430	5/19/2011	00015786	LPN - Mental Health (FP)	HE08	10	P	G	085	623	1.00	3554.00	
430	8/31/2010	00045793	Janitor II	BC02	01	P	G	085	640	1.00	2769.00	
430	9/17/2010	105900	Pub Health/Med Care Prof	SRNA	13	T	G	085	622	1.00	10000.00	Emp separated fr #113320 which is funded by 105900.
430	7/31/2010	00046442	Building Maintenance Worker I	BC09	01	P	G	085	634	1.00	3712.00	
430	9/30/2011	00045756	Registered Nurse III	SR20	09	P	G	085	623	1.00	6937.00	
430	6/30/2011	00028769	Medical Record Technician V	SR11	03	P	G	085	654	1.00	3164.00	
430	6/30/2011	00028770	Medical Record Technician VII	SR15	03	P	G	085	654	1.00	4328.00	
430	6/30/2011	00002310	Secretary III	SR16	63	P	G	085	615	1.00	4004.00	
430	5/18/2011	00116502	PMA - Mental Health (E)	HE02	10	T	G	085	623	1.00	2433.00	
430	12/30/2010	00006055	Secretary II	SR14	03	P	G	085	679	1.00	4161.00	
430	11/30/2010	00007222	Psychiatric Technician (FP)	HE06	10	P	G	085	623	1.00	2745.00	
495	12/8/2010	91269H	Social Svc Related Prof	SRNA	13	T	G	088	555	1.00	6083.00	Emp separated fr #112849 which is funded by 91269H.
495	6/30/2011	104219	Pub Health/Med Care Prof	SRNA	13	T	G	088	555	1.00	20083.00	Emp separated fr #113080 which is funded by 104219.
495	8/30/2011	98260H	Pub Health/Med Care Prof	SRNA	13	T	G	088	555	1.00	7951.00	Emp separated fr #113081 which is funded by 98260H.
495	1/21/2011	97620H	Pub Health/Med Care Prof	SRNA	13	T	G	088	550	1.00	14583.00	Emp separated fr #112652 which is funded by 97620H.
495	7/9/2010	92232H	General Professional	SRNA	13	T	G	088	550	1.00	3484.00	Emp separated fr #119435 which is funded by 92232H.
495	1/25/2011	92243H	General Professional	SRNA	13	T	G	088	550	1.00	6458.33	Emp separated fr #120130 which is funded by 92243H.
495	8/31/2010	91271H	Social Svc Related Prof	SRNA	13	T	G	088	555	1.00	3798.00	Emp separated fr #112928 which is funded by 91271H.
495	4/30/2011	91287H	Social Svc Related Prof	SRNA	13	T	G	088	555	1.00	3703.00	Emp separated fr #112926 which is funded by 91287H.
495	6/30/2011	92239H	General Clerical	SRNA	03	T	G	088	555	1.00	3749.00	Emp separated fr #112781 which is funded by 92239H.
495	8/15/2011	90003H	General Professional	SRNA	13	T	G	088	550	1.00	5542.00	Emp separated fr #119371 which is funded by 90003H.
495	5/13/2011	00108771	ApptHeadRptng to Gov, &Deputy	SRNA	00	T	G	088	553	1.00	8127.00	
495	3/30/2011	94221H	General Clerical	SRNA	03	T	G	088	555	1.00	4160.00	Emp separated fr #118168 which is funded by 94221H.
501	12/30/2010	00024864	Social Worker IV	SR22	13	P	G	092	781	1.00	4625.00	

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501	10/18/2010	00118267	Social Svc Related Prof	SRNA	13	T	G	092	102	1.00	5138.00	Abolished 11/16/10
501	9/30/2011	00030048	Social Worker IV	SR22	13	P	G	092	781	1.00	5343.00	
501	12/30/2010	00043300	Social Service Assistant IV	SR11	03	P	G	092	783	1.00	3420.00	
501	12/30/2010	00039282	Social Service Assistant IV	SR11	03	P	G	092	780	1.00	3164.00	
501	8/12/2011	00011567	Public Health Program Manager	EM05	35	T	G	092	751	1.00	5681.00	
501	11/4/2011	00027366	Human Svcs Prof III	SR20	13	P	G	092	783	1.00	3335.00	
501	10/31/2011	00012497	Human Svcs Prof V	SR24	23	P	G	092	782	1.00	5343.00	
501	9/7/2010	00118411	Social Worker VI	SR26	23	P	G	092	793	1.00	4625.00	
501	12/30/2010	00116404	Social Worker IV	SR22	23	P	G	092	793	1.00	5410.00	
501	9/30/2010	00035629	Research Statistician IV	SR22	13	P	G	092	102	1.00	3798.00	
501	11/13/2010	00110246	Human Svcs Prof III	SR20	13	P	G	092	781	1.00	3511.00	
501	3/13/2011	00112748	Office Assistant III	SR08	03	P	G	092	793	1.00	2601.00	
501	3/31/11	112938	HUMAN SERVICES PROF IV	SR-22	13	P	G	092	780	1.00	4111.00	
501	3/30/2011	00112938	Human Svcs Prof IV	SR22	13	P	G	092	780	1.00	4111.00	
610	12/30/2010	00003208	Sanitarian V	SR24	13	P	G	100	375	1.00	6330.00	
610	12/30/2010	00005419	Vector Control Inspector III	SR15	03	P	G	100	405	1.00	3701.00	
610	10/31/2011	00003196	Sanitarian IV	SR22	13	P	G	100	385	1.00	5343.00	
610	6/30/2011	00003159	Secretary II	SR14	03	P	G	100	360	1.00	3164.00	
610	12/30/2010	00003166	Environmental Health Prgm Mgr	EM05	35	P	G	100	375	1.00	7199.00	
610	12/30/2010	00015216	Vector Control Inspector III	SR15	03	P	G	100	405	1.00	4328.00	
610	12/30/2010	00042264	Secretary III	SR16	63	P	G	100	394	1.00	4501.00	
610	9/30/2010	00003820	Vector Control Worker I	BC03	01	P	G	100	400	1.00	2847.00	
610	12/30/2010	00003218	Environmental Health Prgm Mgr	EM05	35	P	G	100	368	1.00	7462.00	
610	11/4/11	04624	SECRETARY II	SR-14	03	P	G	100	390	1.00	3656.00	
610	11/3/2011	00004624	Secretary II	SR14	03	P	G	100	390	1.00	3656.00	
610		00025440	Vector Control Worker II	BC05	01	P	G	100	400	1.00	3080.00	
720	8/31/2011	00008634	Secretary II	SR14	03	P	G	104	480	1.00	3006.00	
720	6/23/2011	00037400	Registered Nurse IV	SR22	09	P	G	104	480	1.00	7104.00	
720	1/31/2011	00028430	Registered Nurse V	SR24	09	P	G	104	480	1.00	8482.00	
710	9/30/2011	00010389	Laboratory Assistant III	SR10	03	P	G	107	494	1.00	2776.00	
710	11/22/2010	00024088	Laboratory Assistant II	SR08	03	P	G	107	500	1.00	3290.00	
710	9/30/2011	00045349	Microbiologist IV	SR22	13	P	G	107	492	1.00	4942.00	
710	12/30/2010	00042293	Public Health Adm Officer V	SR24	73	P	G	107	489	1.00	6330.00	
710	1/31/2011	00051122	Building Manager	SR22	23	P	G	107	494	1.00	4625.00	
710	8/28/2011	00118810	Information Technol Spclt IV	SR22	13	P	G	107	489	1.00	4062.00	
710	12/30/2010	00040144	Laboratory Assistant III	SR10	03	P	G	107	490	1.00	3557.00	
570	8/31/2010	00015202	Registered Nurse IV	SR22	09	P	G	108	525	1.00	7842.00	
906	12/20/2010	00045118	Office Assistant III	SR08	03	P	G	113	024	1.00	2313.00	



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906	3/21/2011	00100956	ApptHeadRptng to Gov, &Deputy	SRNA	93	P	G	113	024	1.00	8233.00	
907	12/30/2010	00015527	Program Evaluation Analyst V	SR24	13	P	G	116	010	1.00	6330.00	
907	6/30/2011	00049074	Pre Audit Clerk I	SR11	03	P	G	116	010	1.00	2891.00	
907	12/30/2010	00000913	Account Clerk V	SR15	03	P	G	116	010	1.00	4328.00	
907	9/1/11	22669	ACCOUNTANT IV	SR-22	13	P	G	116	010	1.00	3905.00	
907	12/5/2010	00100231	ApptHeadRptng to Gov, &Deputy	SRNA	00	P	G	116	001	1.00	9081.00	
907	11/30/2010	00100219	ApptHeadRptng to Gov, &Deputy	SRNA	00	P	G	116	001	1.00	8354.00	
907	5/31/2011	00002624	Personnel Mgmt Specialist V	SR24	73	P	G	116	020	1.00	5624.00	
907	1/3/2011	00022687	Personnel Mgmt Specialist VI	SR26	73	P	G	116	020	1.00	5624.00	
907	4/30/2011	00003055	Office Assistant IV	SR10	03	P	G	116	085	1.00	3043.00	
907	8/31/2011	00000912	Purchasing Technician II	SR13	03	P	G	116	010	1.00	3804.00	
907	1/27/2011	00100231	ApptHeadRptng to Gov, &Deputy	SRNA	00	P	G	116	001	1.00	9081.00	
907	12/30/2010	00022671	Secretary I	SR12	03	P	G	116	010	1.00	3557.00	
907	11/30/2010	00100014	Private Secretary III	SR24	63	P	G	116	001	1.00	5267.00	
907	10/22/10	22670	PROGRAM BUDGET ANALYST VI	SR-26	93	P	G	116	010	1.00	6087.00	
907	7/1/10	118334	BUILDING MANAGER	SR-22	13	P	G	116	010	1.00	4111.00	
560	8/31/2011	00112759	Social Worker III	SR20	13	P	G	120	110	1.00	3335.00	
560	7/31/2010	00110218	Social Worker IV	SR22	13	P	G	120	110	1.00	4446.00	
560	6/30/2011	00002983	Secretary IV	SR18	63	P	G	120	101	1.00	4004.00	
560	12/30/2010	00049553	Social Worker IV	SR22	13	P	G	120	110	1.00	4446.00	
560	8/18/2011	00118859	Human Svcs Prof II	SR18	13	T	G	120	110	1.00	3087.00	
560	2/28/2011	00028778	Office Assistant III	SR08	03	P	G	120	108	1.00	3290.00	
560	9/30/2010	00050146	Physical Therapist III	SR20	13	P	G	120	114	1.00	5002.00	
904	12/5/2010	00102462	ApptHeadRptng to Gov, &Deputy	SRNA	00	T	G	121	019	1.00	5951.00	
840	9/16/2011	00119333	Environmental Health Spclt IV	SR22	13	P	S	201	377	1.00	4752.00	
840	2/8/11	110558	ENGINEER (ENVIRONMENTAL) IV	SR-24	13	P	S	201	450	1.00	4446.00	
440	10/29/2010	118269	Social Svc Related Prof	SRNA	13	T	S	203	576	0.50	3798.00	Emp separated fr #118545which is funded by 118269.
440	12/30/2010	92201H	Social Svc Related Prof	SRNA	13	T	S	203	576	1.00	4420.00	Emp separated fr #118226 which is funded by 92201H.
560	7/15/2010	00036914	WIC Nutrition Aid	HE04	10	T	S	206	518	1.00	2728.00	
560	9/2/2010	00049286	Social Service Assistant V	SR13	03	P	S	206	110	1.00	2813.00	
560	2/15/2011	00116632	Office Assistant II	SR06	03	T	S	206	101	0.50	1974.00	
560	1/25/2011	97638H	Pub Health/Med Care Prof	SRNA	23	T	S	206	518	1.00	10416.67	Emp separated fr #119459 which is funded by 97638H.
560	3/18/2011	00116449	Office Assistant III	SR08	03	P	S	206	179	0.50	2139.00	
560	4/11/2011	00111814	WIC Nutrition Assistant	HE06	10	P	S	206	518	1.00	2903.00	
560	5/24/11	50531	PROGRAM SPECIALIST IV	SR-22	13	P	S	206	101	1.00	4809.00	

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560	11/16/11	36546	OFFICE ASSISTANT II	SR-06	03	P	S	206	518	1.00	2114.00	
560	9/7/2010	00030024	Public Health Educator IV	SR22	13	P	S	206	179	1.00	3798.00	
560	7/31/2011	00043272	WIC Nutrition Aid	HE04	10	P	S	206	518	1.00	2728.00	
560	2/28/2011	00028047	WIC Nutrition Aid	HE04	10	P	S	206	518	1.00	2728.00	
560	3/31/2011	00024028	WIC Nutrition Aid	HE04	10	P	S	206	518	1.00	2728.00	
560	7/22/2011	00044700	Office Assistant II	SR06	03	P	S	206	518	1.00	1875.00	
560	11/4/2010	00050140	Human Svcs Prof II	SR18	13	P	S	206	110	1.00	4276.00	
560	1/20/2011	00032360	Research Statistician IV	SR22	13	P	S	206	180	1.00	3798.00	
560	8/5/2011	00035985	Public Health Nutritionist III	SR20	13	P	S	206	518	1.00	3335.00	
560	10/11/11	49795	SECRETARY II	SR-14	03	P	S	206	110	1.00	2776.00	
560	8/12/2011	00037600	Public Health Nutritionist II	SR18	13	T	S	206	518	1.00	3087.00	
100	6/30/2011	00039850	Public Health Educator IV	SR22	13	T	S	207	222	1.00	4276.00	
100	3/31/2011	00039849	Public Health Educator IV	SR22	13	T	S	207	222	1.00	5002.00	
100	8/10/2010	00034246	Epidemiological Specialist III	SR20	13	T	S	207	222	1.00	3652.00	
100	7/15/2011	00039712	Office Assistant III	SR08	03	T	S	207	222	1.00	2032.00	
100	9/14/2010	00048015	Epidemiological Specialist III	SR20	13	T	S	207	280	1.00	3951.00	
100	10/31/2011	97630H	Social Svc Related Prof	SRNA	13	T	S	207	280	1.00	4282.00	Emp separated fr #116521 which is funded by 97630H.
131	11/30/2010	00116414	Data Processing User Supp Tech	SR15	03	T	S	208	233	1.00	3164.00	
131	7/26/2010	00015733	Office Assistant III	SR08	03	P	S	208	233	1.00	2922.00	
131	9/9/2011	00051120	Registered Nurse III	SR20	09	P	S	208	233	1.00	5728.00	
131	8/9/2011	95629H	Reg/Enf/Pub Safety Prof	SRNA	13	T	S	208	220	1.00	4569.00	Emp separated fr #116534 which is funded by 95629H.
131	2/28/2011	00112904	Bio/Phys Science Prof	SRNA	13	T	S	208	227	1.00	4625.00	Abolished 7/31/11
131	3/31/2011	94607H	Reg/Enf/Pub Safety Prof	SRNA	13	T	S	208	238	1.00	4809.00	Emp separated fr #110682 which is funded by 94607H.
131	11/30/2011	95618H	General Professional	SRNA	13	T	S	208	249	1.00	4062.00	Emp separated fr #116378 which is funded by 95618H.
131	4/27/2011	94615H	General Professional	SRNA	13	T	S	208	226	1.00	6387.00	Emp separated fr #112861 which is funded by 94615H.
131	3/17/2011	00113076	General Professional	SRNA	13	T	S	208	229	1.00	4472.00	
131	7/15/2010	00051120	Registered Nurse III	SR20	09	P	S	208	233	1.00	6442.00	
131	6/16/2011	94616H	General Professional	SRNA	13	T	S	208	226	1.00	5226.00	Emp separated fr #110713 which is funded by 94616H.
501	6/8/2011	00035118	Prgm Spclt (Devlpmtl Disab) IV	SR22	13	P	S	210	105	0.50	4276.00	
904	10/9/2010	00027598	Accountant IV	SR22	13	P	S	221	019	1.00	4111.00	
904	11/23/2011	00027598	Accountant IV	SR22	13	P	S	221	019	1.00	3608.00	
720	11/30/2011	00015028	Medicare Certification Officer	SR26	13	P	S	223	510	1.00	6502.00	

Department of Health  
Personnel Separations

Table 12

Prog ID/Org	Sep. Date	Position Number	Position Title	SR Level	BU Code	T/P	MOF	UAC APP	UAC Subdiv	FTE	Actual Mo. Salary	Comments
720	10/31/2011	00043565	Registered Nurse V	SR24	09	P	S	223	510	1.00	8482.00	
720	7/31/2011	00043566	Registered Nurse V	SR24	09	P	S	223	510	1.00	8482.00	
590	8/31/2011	94205H	Pub Health/Med Care Prof	SRNA	13	T	S	225	032	1.00	5551.00	Emp separated fr #117350 which is funded by 94205H.
590	11/12/2010	00039236	Registered Nurse IV	SR22	09	P	S	225	032	1.00	7104.00	
590	7/9/2010	00119236	Office Assistant III	SR08	03	T	S	225	032	0.50	2139.00	
710	4/29/2011	00119172	Bio/Phys Science Para Prof	SRNA	03	T	S	231	494	1.00	2702.00	Abolished 9/30/11
730	10/29/2010	00119225	Public Health Educator IV	SR22	13	T	S	234	029	1.00	3798.00	
849	8/11/2010	00113233	Environmental Health Spclt IV	SR22	13	T	S	236	352	1.00	4625.00	
849	4/29/2011	00043628	Environmental Health Spclt III	SR20	13	P	S	236	371	1.00	3951.00	
849	3/15/2011	00111851	Bio/Phys Science Prof	SR22	13	T	S	236	352	1.00	5410.00	
849	4/25/2011	00118268	Office Assistant III	SR08	03	T	S	236	371	1.00	2139.00	
495	11/30/2010	98214H	General Professional	SRNA	13	T	S	245	555	0.50	17335.00	Emp separated fr #118687 which is funded by 98214H.
495	9/29/2011	98295H	Social Svc Related Prof	SRNA	73	T	S	245	555	0.50	2673.00	Emp separated fr #118934 which is funded by 98295H.
495	3/28/2011	00120192	General Administrator	SRNA	93	T	S	245	555	1.00	12500.00	
495	11/3/2010	98216H	General Clerical	SRNA	03	T	S	245	555	1.00	3588.00	Emp separated fr #118686 which is funded by 98216H.
495	3/31/2011	00119369	General Professional	SRNA	73	T	S	245	555	0.80	3466.67	
495	9/29/2011	98217H	General Clerical	SRNA	03	T	S	245	555	1.00	3162.00	Emp separated fr #118694 which is funded by 98217H.
131	12/31/2010	00119510	General Clerical	SRNA	03	T	S	249	248	1.00	2750.00	Abolished 6/30/11
131	12/31/2010	00119509	General Clerical	SRNA	03	T	S	249	248	1.00	2750.00	Abolished 6/30/11
131	12/31/2010	00119373	General Clerical	SRNA	03	T	S	249	248	1.00	2970.00	Abolished 6/30/11
131	7/30/2010	00119390	General Clerical	SRNA	03	T	S	250	248	1.00	3043.00	
131	7/30/2010	00119387	General Clerical	SRNA	03	T	S	250	248	1.00	3290.00	
131	12/14/2010	00119376	General Clerical	SRNA	03	T	S	250	248	1.00	2922.00	
131	7/30/2010	00119376	General Clerical	SRNA	03	T	S	250	248	1.00	2922.00	
131	3/24/2011	00119389	General Clerical	SRNA	63	T	S	250	248	1.00	3289.87	
131	7/30/2010	94624H	Reg/Enf/Pub Safety Prof	SRNA	13	T	S	250	226	1.00	4446.00	Emp separated fr #112866 which is funded by 94624H.
131	6/9/2011	00119406	General Professional	SRNA	13	T	S	251	236	1.00	5853.00	Abolished 12/31/11
590	12/7/2010	92804H	Pub Health/Med Care Prof	SRNA	13	T	S	257	061	1.00	3951.00	Emp separated fr #119480 which is funded by 92804H.
460	6/30/2011	93013H	Social Svc Related Prof	SRNA	13	T	S	261	556	1.00	3750.00	Emp separated fr #120211 which is funded by 93013H.

Department of Health  
Personnel Separations

Table 12

Prog ID/Org	Sep. Date	Position Number	Position Title	SR Level	BU Code	T/P	MOF	UAC APP	UAC Subdiv	FTE	Actual Mo. Salary	Comments
460	6/30/2011	93012H	Social Svc Related Prof	SRNA	13	T	S	261	556	1.00	3750.00	Emp separated fr #120210 which is funded by 93012H.
460	1/7/2011	93003H	General Professional	SRNA	13	T	S	261	556	0.65	4604.17	Emp separated fr #120191 which is funded by 93003H.
460	2/28/2011	00119507	Social Svc Related Prof	SRNA	13	T	S	261	556	1.00	6666.67	
907	1/5/2011	00119491	General Professional	SRNA	13	T	S	267	090	1.00	4111.00	
460	8/16/2010	00117757	Hospital Billing Clerk I	SR09	03	P	S	306	556	1.00	2313.00	
460	6/30/2011	90357H	Social Svc Related Prof	SRNA	13	T	S	306	556	1.00	4446.00	Emp separated fr #110164 which is funded by 90357H.
730	11/30/2011	00119163	Pub Health/Med Care Prof	SRNA	09	T	S	311	467	1.00	8025.00	
590	10/18/2011	92058H	General Professional	SRNA	13	T	S	335	061	1.00	4942.00	Emp separated fr #111586 which is funded by 92058H.
590	4/21/2011	00031569	Office Assistant III	SR08	03	P	S	335	071	1.00	2313.00	
590	9/1/10	21989	PUBLIC HEALTH EDUCATOR IV	SR-22	13	P	S	335	034	1.00	5624.00	
590	10/29/2010	00016031	Public Health Educator IV	SR22	13	P	S	335	030	1.00	4276.00	
590	7/16/2010	93205H	Pub Health/Med Care Prof	SRNA	13	T	S	335	061	1.00	9967.00	Emp separated fr #112991 which is funded by 93205H.
590	8/26/2010	00040786	Public Health Educator IV	SR22	13	P	S	335	038	1.00	3951.00	
590	11/1/2011	93208H	General Professional	SRNA	13	T	S	335	061	1.00	4750.00	Emp separated fr #112507 which is funded by 93208H.
590	1/6/2011	92057H	General Professional	SRNA	13	T	S	335	061	1.00	4828.00	Emp separated fr #111585 which is funded by 92057H.
590	3/15/2011	00031571	Public Health Educator IV	SR22	13	T	S	335	071	1.00	3798.00	
590	4/30/2011	00002984	Secretary III	SR16	03	P	S	335	030	1.00	4501.00	
760	12/30/2010	97694H	General Professional	SRNA	13	T	S	338	040	1.00	5069.00	Emp separated fr #110299 which is funded by 97694H.
840	10/11/2010	00037489	Environmental Health Spclt IV	SR22	13	P	S	339	372	1.00	5002.00	
849	1/31/2011	00035976	Epidemiological Specialist IV	SR22	13	P	S	342	371	1.00	5202.00	
720	8/5/2010	00117784	General Professional	SRNA	13	T	S	347	480	1.00	3750.00	Abolished 12/31/10
720	12/31/2010	00117485	General Professional	SRNA	13	T	S	347	480	1.00	4916.67	Abolished 12/31/10
840	11/15/2011	00102455	General Administrator	SRNA	73	P	S	348	372	1.00	4752.00	
840	11/30/2010	00021926	Environmental Health Spclt IV	SR22	13	P	S	349	440	1.00	5624.00	
840	11/30/2010	00021926	Environmental Health Spclt IV	SR22	13	P	S	349	440	1.00	5624.00	
710	6/30/2011	00119403	General Clerical	SRNA	03	T	T	901	489	1.00	2702.00	Abolished 7/1/11

Department of Health  
 New Hires

Table 13

<u>Prog ID/Org</u>	<u>New Hire Effective Date</u>	<u>Position Number</u>	<u>Position Title</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>
(See Attached Worksheets)											

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC	UAC	FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 430	11/14/2011	34609	Pub Health/Med Care Tech	SRNA	10	P	A	085	660	1.00	2903.00	Employee hired into #119040E which is funded by #34609.
HTH 849	1/20/2011	00100047	Private Secretary II	SR22	63	P	A	011	350	1.00	4501.00	
HTH 420	7/26/2010	100221	Pub Health/Med Care Prof	SRNA	13	T	A	082	561	1.00	10846.00	
HTH 907	1/20/2011	00100231	ApptHeadRptng to Gov, & Deputy	SRNA	00	P	A	116	001	1.00	9081.00	
HTH 850	1/3/2011	00100537	ApptHeadRptng to Gov, &Deputy	SRNA	00	P	A	011	350	1.00	8127.00	
HTH 906	4/19/2011	00100956	ApptHeadRptng to Gov, &Deputy	SRNA	93	P	A	113	024	1.00	8233.00	
HTH 850	2/7/2011	00101289	ApptHeadRptng to Gov, &Deputy	SRNA	93	P	A	002	060	1.00	7083.00	
HTH 849	11/22/2010	00101828	General Professional	SRNA	13	T	A	011	350	1.00	5000.00	
HTH 849	11/22/2010	00101828	General Professional	SRNA	13	T	N					
HTH 904	2/1/2011	00102462	ApptHeadRptng to Gov, & Deputy	SRNA	00	T	A	121	019	1.00	5951.00	
HTH 460	2/1/2011	106425	Pub Health/Med Care Prof	SRNA	13	T	A	084	729	1.00	13750.00	
HTH 590	11/1/2010	92221H	Reg/Enf/Pub Safety Prof	SRNA	13	T	B	335	064	0.50	3511.00	Employee hired into #108700E which is funded by #92221H.
HTH 495	7/18/2011	108771	ApptHeadRptng to Gov, & Deputy	SRNA	00	P	A	088	553	1.00	8127.00	
HTH 495	3/21/2011	108771	ApptHeadRptng to Gov, & Deputy	SRNA	00	P	A	088	553	1.00	8127.00	
HTH 460	7/27/2010	90241H	Social Svc Related Para Prof	SRNA	03	P	B	306	556	1.00	3000.00	Employee hired into #110163E which is funded by #90241H.
HTH 131	9/6/2011	94608H	Reg/Enf/Pub Safety Prof	SRNA	13	T	N	208	239	1.00	3905.00	Employee hired into #110680E which is funded by #94608H.
HTH 590	1/24/2011	93208H	General Professional	SRNA	13	P	B	335	061	1.00	5000.00	Employee hired into #112507E which is funded by #93208H.
HTH 131	10/18/2010	94612H	General Professional	SRNA	13	P	N	208	226	1.00	7084.00	Employee hired into #112860E which is funded by #94612H.
HTH 131	7/12/2010	94627H	Reg/Enf/Pub Safety Prof	SRNA	13	T	N	208	220	1.00	3798.00	Employee hired into #112869E which is funded by #94627H.
HTH 131	7/29/2010	94637H	General Professional	SRNA	13	T	N	208	229	1.00	4472.00	Employee hired into #113076E which is funded by #94637H.
HTH 131	5/12/2011	95625H	General Professional	SRNA	13	T	N	208	245	1.00	4583.00	Employee hired into #116599E which is funded by #95625H.

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC		FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 131	9/1/2010	99501H	General Professional	SRNA	13	T	N	208	241	1.00	4000.00	Employee hired into #117364E which is funded by #99501H.
HTH 590	8/8/2011	119237	General Professional	SRNA	13	T	N	225	032	1.00	3469.00	Employee hired into #119237E which is funded by #99803H.
HTH 495	5/16/2011	119369E	General Professional	SRNA	73	T	N	245	555	0.80	3466.67	Mental Health Transformation Grant.
HTH 495	10/13/2010	90003H	General Professional	SRNA	13	P	A	088	550	1.00	5833.33	Employee hired into #119371E which is funded by #90003H.
HTH 131	8/2/2010	119373E	General Clerical	SRNA	03	T	N	249	248	1.00	2970.00	
HTH 131	9/28/2010	119376E	General Clerical	SRNA	03	T	N	250	248	1.00	2922.00	
HTH 131	7/1/2010	119376E	General Clerical	SRNA	03	T	N	250	248	1.00	2922.00	
HTH 590	11/17/2010	92802H	General Professional	SRNA	13	T	N	257	061	1.00	3511.00	Employee hired into #119478E which is funded by #92802H.
HTH 590	5/24/2011	92803H	Pub Health/Med Care Prof	SRNA	13	T	N	257	061	1.00	5202.00	Employee hired into #119479E which is funded by #92803H.
HTH 590	11/21/2011	92804H	Pub Health/Med Care Prof	SRNA	13	T	N	225	061	1.00	4276.00	Employee hired into #119480E which is funded by #92804H.
HTH 460	10/3/2011	94401H	General Professional	SRNA	13	P	B	306	556	1.00	3608.00	Employee hired into #119485E which is funded by #94401H.
HTH 907	3/2/2011	00119491	General Professional	SRNA	13	T	N	267	090	1.00	4111.00	
HTH 460	7/1/2010	93001H	General Professional	SRNA	23	T	N	261	556	1.00	7500.00	Employee hired into #119496E which is funded by #93001H.
HTH 495	8/5/2010	92465H	General Clerical	SRNA	03		A	088	550	1.00	3666.00	Employee hired into #119502E which is funded by #92465H.
HTH 460	7/1/2011	93002H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	6333.00	Employee hired into #119507E which is funded by #93002H.
HTH 131	9/1/2010	00119509	General Clerical	SRNA	03	T	N	249	248	1.00	2750.00	ARRA Stop Flu in School Program.
HTH 131	9/8/2010	00119510	General Clerical	SRNA	03	T	N	249	248	1.00	2750.00	ARRA Stop Flu in School Program.
HTH 460	10/1/2010	93004H	General Clerical	SRNA	03	T	N	261	556	1.00	2916.67	Employee hired into #119525E which is funded by #93004H.
HTH 710	9/7/2010	93017H	Bio/Phys Science Prof	SRNA	13	T	N	231	494	1.00	3798.00	Employee hired into #120125E which is funded by #93017H.
HTH 460	12/16/2010	93003H	General Professional	SRNA	13	T	N	261	556	0.65	4604.17	Employee hired into #120191E which is funded by #93003H.
HTH 460	2/7/2011	93003H	General Professional	SRNA	13	T	N	261	556	0.65	6666.67	Employee hired into #XXXE which is funded by #H.

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC	UAC	FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 730	4/7/2011	93021H	Social Svc Related Prof	SRNA	13		N	260	247	1.00	4250.00	Employee hired into #120199E which is funded by #93021H.
HTH 730	4/18/2011	93022H	General Clerical	SRNA	03	T	N	260	247	1.00	2875.00	Employee hired into #120200E which is funded by #93022H.
HTH 460	2/22/2011	93005H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	4458.33	Employee hired into #120202E which is funded by #93005H.
HTH 460	1/31/2011	93006H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	4416.67	Employee hired into #120203E which is funded by #93006H.
HTH 460	8/15/2011	93009H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	3563.00	Employee hired into #120207E which is funded by #93009H.
HTH 460	2/22/2011	93010H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	3750.00	Employee hired into #120208E which is funded by #93010H.
HTH 460	3/1/2011	93011H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	3541.67	Employee hired into #120209E which is funded by #93011H.
HTH 460	2/22/2011	93012H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	3750.00	Employee hired into #120210E which is funded by #93012H.
HTH 460	8/15/2011	93012H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	3563.00	Employee hired into #120210E which is funded by #93012H.
HTH 460	3/1/2011	93013H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	3750.00	Employee hired into #120211E which is funded by #93013H.
HTH 460	8/15/2011	93013H	Social Svc Related Prof	SRNA	13	T	N	261	556	1.00	3563.00	Employee hired into #120211E which is funded by #93013H.
HTH 131	11/1/2011	00120220	Pub Health/Med Care Prof	SRNA	13	T	N	217	220	1.00	5202.00	
HTH 904	11/28/2011	00120259	Social Svc Related Prof	SRNA	13	T	N	221	019	1.00	3959.00	Aging Disability Resource Center Program.
HTH 460	7/26/2011	00120271	General Professional	SRNA	13	T	N	261	556	0.50	4750.00	Project Kealahou.
HTH 460	9/6/2011	00120272	Social Svc Related Prof	SRNA	13	T	N	261	556	0.50	4750.00	Project Kealahou.
HTH 495	9/16/2011	00120274	Social Svc Related Prof	SRNA	13	T	N	230	555	1.00	5146.00	Mental Health Transformation Grant.
HTH 430	5/31/2011	100885E	Pub Health/Med Care Prof	SRNA	13	T	A	085	622	1.00	14791.67	Employee hired into #113302E which is funded by #100885.
HTH 430	10/3/2011	105817E	Pub Health/Med Care Prof	SRNA	13	T	A	085	622	1.00	14375.00	Employee hired into #113303E which is funded by #105817.
HTH 430	10/10/2011	105900E	Pub Health/Med Care Prof	SRNA	13	T	A	085	622	1.00	14167.00	Employee hired into #113320E which is funded by #105900.
HTH 460	10/1/2010	90004H (26521)	Pub Health/Med Care Prof	SRNA	13	P	A	084	556	1.00	6542.00	Employee hired into #112801E which is funded by #90004H.



## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC	UAC	FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 460	3/21/2011	90011H (50530)	Social Svc Related Prof	SRNA	13	P	A	084	556	1.00	3583.33	Employee hired into #110481E which is funded by #90011H.
HTH 460	9/19/2011	90011H (50530)	Social Svc Related Prof	SRNA	13	P	A	084	556	1.00	4354.00	Employee hired into #110481E which is funded by #90011H.
HTH 460	11/1/2010	90017H (104447)	Pub Health/Med Care Prof	SRNA	13	T	A	084	728	1.00	15000.00	Employee hired into #111906E which is funded by #90017H.
HTH 420	7/12/2010	90254H	Social Svc Related Prof	SRNA	23	T	A	082	570	1.00	4062.00	Employee hired into #116752E which is funded by #90254H.
HTH 420	8/4/2010	90256H	Pub Health/Med Care Prof	SRNA	13	P	A	082	563	0.50	6668.00	Employee hired into #117826E which is funded by #90256H.
HTH 495	9/13/2010	90270H	General Professional	SRNA	13	P	A	088	550	1.00	6250.00	Employee hired into #119460E which is funded by #90270H.
HTH 460	10/18/2011	91213H	General Clerical	SRNA	03	P	A	084	556	1.00	2776.00	Employee hired into #113297E which is funded by #91213H.
HTH 495	11/12/2010	91227H	Social Svc Related Prof	SRNA	13	T	A	088	555	1.00	3263.00	Employee hired into #112760E which is funded by #91227H.
HTH 440	5/23/2011	92201H	Social Svc Related Prof	SRNA	13	T	N	203	576	1.00	4276.00	Employee hired into #118226E which is funded by #92201H.
HTH 460	1/5/2011	92210H	General Professional	SRNA	13	P	A	084	556	1.00	3798.00	Employee hired into #111583E which is funded by #92210H.
HTH 495	8/2/2010	92242H	General Professional	SRNA	13		N	245	555	1.00	3416.67	Employee hired into #119501E which is funded by #92242H.
HTH 495	4/18/2011	92243H	General Professional	SRNA	13	T	A	088	550	1.00	6500.00	Employee hired into #120130E which is funded by #92243H.
HTH 495	9/22/2010	92243H	General Professional	SRNA	13	T	A	088	550	1.00	6458.33	Employee hired into #120130E which is funded by #92243H.
HTH 495	9/15/2011	92338H	General Professional	SRNA	13		A	088	555	1.00	5500.00	Employee hired into #119433E which is funded by #92338H.
HTH 430	7/1/2010	92600H	Pub Health/Med Care Prof	SRNA	13	T	A	085	622	1.00	13324.00	Employee hired into #113049E which is funded by #92600H.
HTH 430	5/10/2011	92602H	Pub Health/Med Care Prof	SRNA	13	T	A	085	622	1.00	14583.33	Employee hired into #113050E which is funded by #92602H.
HTH 595	10/10/2011	92811H	ApptHeadRptng to Gov, & Deputy	SRNA	00	P	A	116	001	1.00	8127.00	Employee hired into #120287E which is funded by #92811H.

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC		FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 460	9/23/2010	93002H	Social Svc Related Prof	SRNA	13	T	N	204	556	1.00	6666.67	Employee hired into #119507E which is funded by #93002H.
HTH 460	10/25/2011	93004H	General Clerical	SRNA	03	T	N	204	556	1.00	2929.17	Employee hired into #119525E which is funded by #93004H.
HTH 460	11/1/2011	93008H	Social Svc Related Prof	SRNA	13	T	N	204	556	1.00	3563.00	Employee hired into #120206E which is funded by #93008H.
HTH 495	10/28/2011	94221H	General Clerical	SRNA	03	T	A	088	555	1.00	2776.00	Employee hired into #118168E which is funded by #94221H.
HTH 495	7/19/2010	94226H	Social Svc Related Prof	SRNA	13	T	A	088	550	1.00	6416.67	Employee hired into #119353E which is funded by #94226H.
HTH 420	8/31/2010	94312H	Social Svc Related Prof	SRNA	23	T	A	082	561	1.00	6179.00	Employee hired into #116728E which is funded by #94312H.
HTH 420	10/5/2010	94322H	Social Svc Related Prof	SRNA	13	T	A	082	565	1.00	5002.00	Employee hired into #116730E which is funded by #94322H.
HTH 420	5/23/2011	94351H	Social Svc Related Prof	SRNA	13	T	A	082	568	1.00	4276.00	Employee hired into #116763E which is funded by #94351H.
HTH 420	10/5/2010	94358H	Social Svc Related Prof	SRNA	23	T	A	082	568	1.00	4276.00	Employee hired into #116711E which is funded by #94358H.
HTH 420	12/1/2010	94358H	Social Svc Related Prof	SRNA	23	T	A	082	568	1.00	4625.00	Employee hired into #116771E which is funded by #94358H.
HTH 420	10/31/2011	94362H	Social Svc Related Prof	SRNA	13	T	A	082	568	1.00	4062.00	Employee hired into #116705E which is funded by #94362H.
HTH 420	4/4/2011	94369H	Social Svc Related Prof	SRNA	13	T	A	082	568	1.00	3798.00	Employee hired into #116719E which is funded by #94369H.
HTH 420	10/4/2011	94382H	Social Svc Related Prof	SRNA	23	T	A	082	565	1.00	4394.00	Employee hired into #116751E which is funded by #94382H.
HTH 420	9/7/2010	94385H	Social Svc Related Prof	SRNA	13	T	A	082	570	1.00	6811.00	Employee hired into #116745E which is funded by #94385H.
HTH 430	10/10/2011	95232H	Pub Health/Med Care Prof	SRNA	13	T	A	085	615	1.00	5917.00	Employee hired into #116687E which is funded by #95232H.
HTH 420	3/31/2011	95256H	Social Svc Related Para Prof	SRNA	03	T	A	082	565	1.00	2403.00	Employee hired into #117540E which is funded by #95256H.
HTH 420	9/9/2011	96206H	Pub Health/Med Care Prof	SRNA	13	T	A	082	568	1.00	14985.00	Employee hired into #116428E which is funded by #96206H.

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC		FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 460	11/7/2011	97621H	Pub Health/Med Care Prof	SRNA	13	T	A	084	727	1.00	14167.00	Employee hired into #112830E which is funded by #97621H.
HTH 460	10/1/2010	97688H	Social Svc Related Prof	SRNA	13	T	A	084	692	1.00	3798.00	Employee hired into #118026E which is funded by #97688H.
HTH 460	3/30/2011	97693H	Pub Health/Med Care Prof	SRNA	13	T	A	084	692	1.00	14166.67	Employee hired into #117957E which is funded by #97693H.
HTH 430	6/6/2011	98209H	Social Svc Related Prof	SRNA	13	P	A	085	622	1.00	4090.00	Employee hired into #118124E which is funded by #98209H.
HTH 420	10/3/2011	98230H	Pub Health/Med Care Prof	SRNA	13	T	A	082	561	1.00	10627.00	Employee hired into #117674E which is funded by #98230H.
HTH 420	9/26/2011	98263H	Social Svc Related Prof	SRNA	23	T	A	082	567	1.00	5083.00	Employee hired into #118717E which is funded by #98263H.
HTH 420	12/1/2010	98276H	Social Svc Related Prof	SRNA	13	T	A	082	568	1.00	4625.00	Employee hired into #118705E which is funded by #98276H.
HTH 420	9/19/2011	98280H	Social Svc Related Prof	SRNA	13	T	A	082	568	1.00	3608.00	Employee hired into #116717E which is funded by #98280H.
HTH 430	1/10/2011	99204H	Pub Health/Med Care Tech	SRNA	10	P	A	085	660	1.00	2935.00	Employee hired into #119041E which is funded by #99204H.
HTH 430	9/12/2011	99207H	Pub Health/Med Care Para Prof	SRNA	10	P	A	085	660	1.00	2573.00	Employee hired into #119063E which is funded by #99207H.
HTH 430	5/9/2011	99221H	Pub Health/Med Care Prof	SRNA	79	T	A	085	660	1.00	6194.00	Employee hired into #119049E which is funded by #99221H.
HTH 430	11/8/2010	99226H	Pub Health/Med Care Prof	SRNA	09	P	A	085	660	1.00	6194.00	Employee hired into #119044E which is funded by #99226H.
HTH 131	7/1/2010	119372E	General Clerical	SRNA	03		N	249	248	1.00	2970.00	ARRA Supplemental for Immunization - Reaching More Children & Adults funding.
HTH 131	4/18/2011	119406E	General Professional	SRNA	13		N	251	236	1.00	5853.00	ARRA Building and Sustaining State Programs to Prevent Healthcare Associated Infections funding.
HTH 560	7/19/2010	00038652	Office Assistant II	SR06	03	P	N	206	518	1.00	1974.00	
HTH 430	7/1/2010	00042912	Medical Transcriptionist	SR12	03	P	A	085	654	1.00	2503.00	
HTH 907	11/7/2011	00000915	Secretary I	SR12	03	P	A	116	010	1.00	2378.00	
HTH 100	7/1/2011	00001008	Registered Nurse III	SR20	09	P	A	020	270	1.00	5728.00	
HTH 430	11/1/2010	00002212	Psychiatric Technician (FP)	HE06	10	P	A	085	623	1.00	2745.00	
HTH 430	11/5/2010	00002223	Psychiatric Technician (FP)	HE06	10	P	A	085	623	1.00	2745.00	
HTH 430	5/9/2011	00002260	Grounds & Gen Svcs Supvr II	F205	02	P	A	085	633	1.00	3933.00	

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC	UAC	FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 430	7/11/2011	00002282	Heavy Truck Driver	BC07	01	P	A	085	633	1.00	3331.00	
HTH 907	1/19/2011	00003141	Secretary III	SR16	63	P	A	116	010	1.00	3848.00	
HTH 610	3/16/2011	00003187	Sanitarian I	SR16	13	P	A	100	380	1.00	3002.00	
HTH 100	3/21/2011	00003430	Painter I	BC09	01	P	A	020	270	1.00	3712.00	
HTH 100	3/29/2011	00003438	General Laborer I	BC02	01	P	A	020	270	1.00	2769.00	
HTH 100	11/1/2011	00003440	General Laborer I	BC02	01	P	A	020	270	1.00	2769.00	
HTH 100	4/6/2011	00004406	Registered Nurse III	SR20	09	P	A	020	270	1.00	5728.00	
HTH 100	10/27/2010	00005075	Office Assistant IV	SR10	03	P	A	020	270	1.00	2313.00	
HTH 430	4/4/2011	00006075	Kitchen Helper	BC02	01	P	A	085	651	1.00	2769.00	
HTH 100	3/30/2011	00006537	Office Assistant II	SR06	03	T	A	020	270	1.00	1974.00	
HTH 100	3/1/2011	00006909	Registered Nurse III	SR20	09	P	A	020	250	1.00	5728.00	
HTH 430	9/16/2011	00007210	LPN - Mental Health (FP)	HE08	10	P	A	085	623	1.00	3104.00	
HTH 430	6/6/2011	00007222	Psychiatric Technician (FP)	HE06	10	P	A	085	623	1.00	2745.00	
HTH 420	11/29/2011	00007240	Licensed Practical Nurse II	HE08	10	P	A	082	568	1.00	3104.00	
HTH 420	6/13/2011	00008127	Registered Nurse III	SR20	09	P	A	082	568	1.00	5728.00	
HTH 430	11/1/2010	00012035	PMA - Mental Health (FP)	HE04	10	P	A	085	623	1.00	2579.00	
HTH 420	5/9/2011	00012924	Registered Nurse III	SR20	09	P	A	082	567	1.00	5728.00	
HTH 430	10/22/2010	00014320	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 430	8/2/2010	00014330	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 420	3/16/2011	00014930	Human Svcs Prof II	SR18	13	P	A	082	569	1.00	3249.00	
HTH 907	8/1/2011	00022670	Program Budget Analyst VI	SR26	93	P	A	116	010	1.00	6502.00	
HTH 560	1/24/2011	00023508	Office Assistant III	SR08	03	P	N	206	518	1.00	2139.00	
HTH 420	9/6/2011	00024371	Licensed Practical Nurse II	HE08	10	P	A	082	570	1.00	3104.00	
HTH 501	4/11/2011	00025118	Registered Nurse III	SR20	09	P	A	092	780	1.00	5728.00	
HTH 430	1/14/2011	00025874	LPN - Mental Health (E)	HE06	10	P	A	085	623	1.00	2745.00	
HTH 430	11/1/2010	00026121	Registered Nurse II	SR18	09	P	A	085	623	1.00	4819.00	
HTH 430	2/7/2011	00026122	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 430	9/13/2010	00026917	Clinical Psychologist VI	SR26	13	P	A	085	624	1.00	4625.00	
HTH 420	9/26/2011	00027014	Social Worker IV	SR22	13	P	A	082	565	1.00	3608.00	
HTH 904	11/7/2011	00027598	Accountant IV	SR22	13	P	N	221	019	1.00	3608.00	
HTH 560	4/28/2011	00030024	Public Health Educator IV	SR22	13	P	N	206	179	1.00	3798.00	
HTH 460	2/2/2011	00031042	Human Svcs Prof IV	SR22	13	P	A	084	723	1.00	3798.00	
HTH 430	11/17/2010	00033019	PMA - Mental Health (E)	HE02	10	P	A	085	623	1.00	2433.00	
HTH 430	10/10/2011	00034916	Clinical Psychologist VI	SR26	13	P	A	085	624	1.00	4394.00	
HTH 560	6/13/2011	00035985	Public Health Nutritionist III	SR20	13	P	N	206	518	1.00	3511.00	

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF			FTE	Monthly Rate	Comments
								UAC APP	UAC Subdiv			
HTH 430	8/2/2010	00036089	Clinical Psychologist VI	SR26	13	P	A	085	624	1.00	4625.00	
HTH 430	10/10/2011	00036089	Clinical Psychologist V	SR24	13	P	A	085	624	1.00	4062.00	
HTH 100	8/1/2011	00036943	Registered Nurse III	SR20	09	P	A	020	270	1.00	5728.00	
HTH 420	9/12/2011	00037475	Social Worker IV	SR22	13	P	A	082	567	1.00	3608.00	
HTH 560	3/21/2011	00038454	WIC Nutrition Aid	HE04	10	P	N	206	518	1.00	2728.00	
HTH 560	11/1/2011	00038652	Office Assistant II	SR06	03	P	N	206	518	1.00	1875.00	
HTH 501	5/2/2011	00039282	Social Service Assistant IV	SR11	03	P	A	092	780	1.00	2403.00	
HTH 100	9/16/2011	00039426	Epidemiological Specialist I	SR16	13	T	N	207	222	1.00	2852.00	
HTH 560	10/4/2010	00039655	Public Health Nutritionist III	SR20	13	P	N	206	518	1.00	3511.00	
HTH 100	11/17/2010	00039712	Office Assistant III	SR08	03	T	N	207	222	1.00	2139.00	
HTH 100	11/4/2011	00039722	Epidemiological Specialist I	SR16	73	T	N	207	222	1.00	2852.00	
HTH 100	11/1/2011	00039725	Epidemiological Specialist III	SR20	73	T	N	207	222	1.00	3335.00	
HTH 501	4/12/2011	00040218	Social Worker III	SR20	13	P	A	092	780	1.00	3511.00	
HTH 100	7/18/2011	00040329	Epidemiological Specialist III	SR20	13	T	N	207	222	1.00	3335.00	
HTH 460	1/24/2011	00040966	Office Assistant III	SR08	03	P	A	084	722	1.00	2139.00	
HTH 560	11/14/2011	00041368	Office Assistant II	SR06	03	P	N	206	518	1.00	1875.00	
HTH 460	11/1/2011	00041392	Clinical Psychologist VI	SR26	13	P	A	084	728	1.00	4394.00	
HTH 430	10/4/2010	00042461	Clinical Psychologist V	SR24	13	P	A	085	624	1.00	4276.00	
HTH 430	1/10/2011	00045760	Registered Nurse II	SR18	09	P	A	085	623	1.00	4819.00	
HTH 430	12/7/2010	00045763	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 430	2/7/2011	00045777	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 430	2/7/2011	00045793	Janitor II	BC02	01	P	A	085	640	1.00	2769.00	
HTH 430	11/14/2011	00045817	Groundskeeper I	BC02	01	P	A	085	633	1.00	2769.00	
HTH 430	10/4/2010	00046449	Clinical Psychologist V	SR24	13	P	A	085	624	1.00	4276.00	
HTH 430	6/6/2011	00046461	Steam Plant Operator-Repairer	BC07	01	P	A	085	634	1.00	3331.00	
HTH 430	7/16/2010	00048019	Registered Nurse III	SR20	09	P	A	085	623	1.00	6442.00	
HTH 430	7/30/2010	00048021	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 501	2/2/2011	00048027	Human Svcs Prof III	SR20	13	P	A	092	780	1.00	3511.00	
HTH 420	4/4/2011	00048077	Human Svcs Prof IV	SR22	13	P	A	082	565	1.00	3798.00	
HTH 430	11/16/2011	00048994	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 430	2/10/2011	00049001	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 430	3/7/2011	00049031	Registered Nurse III	SR20	09	P	A	085	623	0.50	5728.00	
HTH 560	5/5/2011	00049086	Social Worker III	SR20	13	P	A	120	110	1.00	3511.00	
HTH 560	6/8/2011	00049805	Occupational Therapist III	SR20	13	P	A	120	111	1.00	3511.00	
HTH 560	2/28/2011	00050139	Human Svcs Prof II	SR18	13	P	N	206	110	1.00	3249.00	

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC		FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 560	11/3/2011	00050146	Physical Therapist III	SR20	13	P	A	120	114	1.00	3335.00	
HTH 560	9/26/2011	00050209	Social Worker III	SR20	13	P	A	120	110	1.00	3335.00	
HTH 560	8/16/2011	00050498	Human Svcs Prof III	SR20	13	P	A	120	110	1.00	3335.00	
HTH 560	8/29/2011	00050741	Speech Pathologist IV	SR22	13	P	N	206	110	1.00	3608.00	
HTH 131	8/22/2011	00051120	Registered Nurse III	SR20	09	P	N	208	233	1.00	5728.00	
HTH 430	11/15/2010	00052043	Registered Nurse II	SR18	09	P	A	085	623	1.00	4819.00	
HTH 430	10/19/2010	00052046	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 430	5/27/2011	00052051	Registered Nurse III	SR20	09	P	A	085	623	1.00	5728.00	
HTH 560	7/6/2011	00052064	Children & Yuth Prgm Spclt IV	SR22	73	P	N	206	198	1.00	3608.00	
HTH 840	2/22/2011	00052319	Environmental Health Spclt II	SR18	13	T	N	201	372	1.00	3249.00	
HTH 501	9/6/2011	00110246	Human Svcs Prof III	SR20	13	P	A	092	781	1.00	3335.00	
HTH 495	10/14/2011	00111429	Accountant III	SR20	13	P	A	088	551	1.00	4752.00	
HTH 501	3/21/2011	00111766	Human Svcs Prof III	SR20	13	P	A	092	780	1.00	3511.00	
HTH 501	12/20/2010	00112750	Human Svcs Prof IV	SR22	13	P	A	092	780	1.00	3798.00	
HTH 560	10/17/2011	00113005	Social Worker III	SR20	13	P	A	120	110	1.00	4569.00	
HTH 560	1/24/2011	00116449	Office Assistant III	SR08	03	P	N	206	179	0.50	2139.00	
HTH 430	6/6/2011	00116556	PMA - Mental Health (E)	HE02	10	P	A	085	623	1.00	2433.00	
HTH 430	2/10/2011	00116560	PMA - Mental Health (E)	HE02	10	P	A	085	623	1.00	2433.00	
HTH 495	4/4/2011	00116957	Office Assistant III	SR08	03	P	A	088	555	1.00	2139.00	
HTH 430	2/22/2011	00117126	PMA - Mental Health (FP)	HE04	10	P	A	085	623	1.00	2579.00	
HTH 430	2/1/2011	00117127	PMA - Mental Health (FP)	HE04	10	P	A	085	623	1.00	2579.00	
HTH 420	4/11/2011	00117730	Office Assistant III	SR08	03	P	A	082	568	1.00	2139.00	
HTH 420	3/1/2011	00117732	Office Assistant III	SR08	03	P	A	082	570	1.00	2139.00	
HTH 501	10/3/2011	00118048	Social Worker III	SR20	13	P	A	092	781	1.00	3335.00	
HTH 430	10/10/2011	00118671	Janitor II (94234H)	BC02	01	T	A	085	640	1.00	2769.00	
HTH 560	3/1/2011	00118781	Speech Pathologist IV	SR22	13	P	A	120	114	1.00	3951.00	
HTH 440	3/1/2011	00119205	Public Health Adm Officer III	SR20	13	P	N	203	710	1.00	3511.00	
HTH 131	5/11/2011	00119497	Public Health Program Manager	EM05	35	P	N	208	232	1.00	5980.00	
HTH 560	1/20/2011	00023936	Account Clerk III	SR11	03	T	N	237	199	1.00	2403.00	
HTH 560	12/13/2010	00030097	WIC Nutrition Assistant	HE06	10	T	N	206	518	1.00	2903.00	
HTH 560	12/14/2010	00035049	Public Health Nutritionist III	SR20	13	T	N	206	518	1.00	3511.00	
HTH 560	10/13/2010	00036548	Public Health Nutritionist II	SR18	13	T	N	206	518	1.00	3249.00	
HTH 560	10/19/2010	00037600	Public Health Nutritionist II	SR18	13	T	N	206	518	1.00	3249.00	
HTH 560	10/25/2010	00039154	Public Health Nutritionist II	SR18	13	T	N	206	518	1.00	3249.00	
HTH 430	1/10/2011	00043667	Office Assistant III	SR08	03	T	A	085	628	1.00	2139.00	

## Department of Health - New Hires

Prog ID	Eff Date	Posn Number	Position Title	SR Level	BU Code	T/P	MOF	UAC		FTE	Monthly Rate	Comments
								APP	Subdiv			
HTH 430	11/25/2011	00043667	Office Assistant III	SR08	03	T	A	085	628	1.00	2032.00	
HTH 430	11/21/2011	00043669	Office Assistant III	SR08	03	T	A	085	628	1.00	2032.00	
HTH 100	9/28/2010	00051071	Licensed Practical Nurse II	HE08	10	T	N	207	280	1.00	3104.00	
HTH 430	12/6/2010	00051125	PMA - Mental Health (E)	HE02	10	T	A	085	623	0.50	2433.00	
HTH 430	11/15/2010	00051128	PMA - Mental Health (E)	HE02	10	T	A	085	623	0.50	2433.00	
HTH 430	1/10/2011	00051130	PMA - Mental Health (FP)	HE04	10	T	A	085	623	1.00	2579.00	
HTH 430	9/13/2010	00051141	Registered Nurse III	SR20	09	T	A	085	623	1.00	5728.00	
HTH 840	1/13/2011	00052320	Environmental Health Spclt II	SR18	13	T	N	201	372	1.00	3249.00	
HTH 430	4/4/2011	00112776	PMA - Mental Health (E)	HE02	10	T	A	085	623	0.50	2433.00	
HTH 430	12/6/2010	00116502	PMA - Mental Health (E)	HE02	10	T	A	085	623	1.00	2433.00	
HTH 430	11/1/2010	00116511	Psychiatric Technician (E)	HE04	10	T	A	085	623	1.00	2579.00	
HTH 430	12/6/2010	00116515	PMA - Mental Health (E)	HE02	10	T	A	085	623	1.00	2433.00	
HTH 430	11/5/2010	00116564	PMA - Mental Health (E)	HE02	10	T	A	085	623	1.00	2433.00	
HTH 560	10/18/2011	00116632	Office Assistant II	SR06	03	T	N	206	101	0.50	1875.00	
HTH 420	6/6/2011	00116775	Office Assistant III	SR08	03	T	A	082	561	1.00	2139.00	
HTH 560	1/19/2011	00118859	Human Svcs Prof II	SR18	13	T	A	120	110	1.00	3249.00	
HTH 131	6/1/2011	00118909	Registered Nurse III	SR20	09	T	N	208	232	1.00	5728.00	
HTH 560	8/12/2010	00119275	Office Assistant III (99851H)	SR08	03	T	N	206	198	1.00	2139.00	

Department of Health  
RIF Related Grievances

Table 14

<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>RIF Date</u>	<u>Grievance Date</u>	<u>Current Status</u>
05-19-07-00	118022	Public Health Adm Officer IV	SR-22	13	P	A	100	7/13/2010	3/30/2010	closed
various	various	class grievance BU 10	various	10	P	various	various	various	2/19/2010	closed
08-12-01-00	38830	Licensed Practical Nurse II	HE-08	10	P	A	100	12/6/2009	1/21/2010	closed
various	various	class grievance BU 2, 3, 4, 9 & 13	various	various	P	various	various	various	1/21/2010	closed
08-11-00-00	44063	Information Technol Spclt IV	SR-22	13	P	A	100	1/3/2010	1/6/2010	closed
08-11-00-00	113193	Information Technol Spclt IV	SR-22	13	P	A	100	1/3/2010	1/6/2010	closed
08-12-01-00	38827	Licensed Practical Nurse II	HE-08	10	P	A	100	1/3/2010	12/24/2009	closed
08-11-00-00	40283	Planner V	SR-24	13	P	A	100	3/15/2010	3/30/2010	closed
08-10-01-00	24482	Para Medical Asst III	HE-06	10	P	A	100	11/20/2009	12/8/2009	pending arbitration
02-30-12-00	38835	Licensed Practical Nurse II	HE-08	10	P	A	100	11/20/2009	12/7/2009	pending arbitration
02-30-35-00	37444	Vector Control Worker I	BC-03	1	P	A	100	n/a	12/7/2009	pending arbitration
02-30-12-00	38835	Licensed Practical Nurse II	HE-08	10	P	A	100	11/20/2009	12/7/2009	pending arbitration
02-26-35-00	3754	Vector Control Worker II	BC-05	1	P	A	100	11/20/2009	12/8/2009	pending arbitration
08-12-01-00	27217	Para Medical Asst III	HE-06	10	P	A	100	n/a	12/11/2009	closed
08-11-01-00	31171	Prgm Spclt (DD) IV	SR-22	13	P	A	100	1/3/2010	12/10/2009	closed
08-15-05-00	40878	Public Health Educator V	SR-24	13	P	A	100	1/3/2010	12/10/2009	closed
08-28-02-00	110206	Pharmacist II	SR-24	13	P	N	100	n/a	9/29/2009	closed
various	various	class grievance BU 01	various	1	P	various	various	various	8/12/2009	pending arbitration
various	various	class grievance BU 10	various	10	P	various	various	various	8/12/2009	pending arbitration
08-10-02-00	117529	Accountant III	SR-20	13	P	A	100	n/a	11/13/2009	closed
08-10-01-00	110235	Human Services Prof III	SR-20	13	P	A	100	1/3/2010	11/17/2009	closed



Department of Health  
Expenditures Exceeding Appropriation Ceilings

Table 15

<u>Prog ID</u>	<u>MOF</u>	<u>Date of Increase</u>	<u>Appropriation Ceiling</u>	<u>Amount Exceeding Appropriation</u>	<u>Increase Percent</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
HTH 710	N	8/1/2010	\$ 483,333	\$ 14,030	2.9%	To accommodate late federal grant fund award received after the legislative session to maintain the State's food testing capabilities and to ensure the safety of Hawaii's food supply.	Y	N
HTH 720	N	1/20/2011	\$ 1,659,515	\$ 344,000	20.7%	To meet increased program (payroll/current expense) requirements to complete Center for Medicare and Medicaid service federal surveys and certification activities in Hawaii and the Pacific area.	Y	Y
HTH 590	N	10/24/2011	\$ 4,833,514	\$ 525,404	10.9%	Program received additional grant award to address additional components of the Chronic Disease Management and Control Branch mission with different performance period requirements.*	Y	N
			*Authorized Appropriation is \$4,833,514					
			Current Approved Allocation is \$4,764,369					

LINDA LINGLE  
GOVERNOR OF HAWAII



*Fiscal*  
*C: DOOH*

CHIYOME L. FUKINO, M.D.  
DIRECTOR OF HEALTH

*10:081137*

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
STATE LABORATORIES DIVISION  
2725 WAIMANO HOME ROAD  
PEARL CITY, HAWAII 96782-1496

In reply, please refer to:  
File: SLD/BT

July 22, 2010

TO: The Honorable Linda Lingle  
Governor of Hawaii

FROM: Chiyome Leinaala Fukino, M.D.  
Director of Health

A handwritten signature in black ink, appearing to read "Chiyome Leinaala Fukino".

SUBJECT: **Request Increase Expenditure Levels for Federal Funds**

1. Program ID and Title: HTH 710/MK, State Laboratory Services
2. Title of Fund: Department of Health and Human Services (DHHS), Food and Drug Administration (FDA), Food Emergency Response Network (FERN) Microbiological Cooperative Agreement (U18)
3. Authorized Appropriation in General/Supplemental Appropriations Act: \$483,333 for FY 11
4. Current Approved Allocation, if different from Item 3: N/A
5. Additional Amount Being Requested for Expenditure: \$ 14,030.00 (July 01, 2010- June 30, 2011)
6. Date program first notified that federal funds may be available: The availability of funding for FY 11 (year two of the current grant project period) was included in the Notice of Funding Opportunity that was electronically posted on the Federal Register on June 16, 2009 (Program Announcement No.: PAR-09-215).
7. Date that additional federal funds were known to be available: June 30, 2010
8. Source of Additional Funds (Item 5), and the Reason Additional Appropriation was not Sought During the Preceding Legislative Session: The US FDA awarded this grant on June 30, 2010, after the end of the 2010 Legislative Session, and our laboratory competed with over thirty other Microbiological Labs for the FERN FDA funds.

*2/11/10*

*25001*

Memo to The Honorable Linda Lingle

Re: Request to Increase Expenditure Levels for Federal Funds

July 22, 2010

Page 2 of 3

The appropriated FERN grant's expenditure ceiling of \$483,333.00 is not sufficient to accommodate the total FERN grant deliverables and FY 11 grant award. For FY 11, the total FERN grant award equals \$ 497,363 requiring an expenditure ceiling increase of \$14,030.00

9. Public Benefit of Additional Federal Funds and Intended Program Use of Additional Funds: The Cooperative Agreement Projects (CAP) supported by this grant will expand and maintain the State's food testing capabilities and ensure the safety of Hawaii's food supply

Intended Program Use of the Grant: The CAPs will focus on the development of robust and reliable methods of detection to test for microbial threat agents in food. Protecting the public and ensuring the safety of our food supply is a critical core function of the DOH and the ability of the SLD to provide enhanced capacities to identify microbial agents that may threaten our food supply in a timely manner requires resources. The lack of adequate resources challenges our ability to sustain our food testing capabilities in the State. Moreover, at the end of 2009, a Reduction-in-Force (RIF) eliminated the Food and Dairy Unit of the Environmental Microbiology Section (personnel and budget), as well as other laboratory science positions. The only remaining food safety testing for microbial contaminants rested within the FERN efforts of the Laboratory Emergency Response Program Biological Response Laboratory.

In order to maintain the State's food testing capacity, we are requesting to establish and fill a Microbiologist III position and purchase approximately \$21,500.00 in various equipment. The expenditure ceiling increase of \$14,030.00 requested herein will help address these costs and the federal agency responsible for the FERN project has approved a re-direction of the FERN budget to enable the FERN project's objectives.

Also, the LAB respectfully requests "after the fact" approval to establish/fill a FERN LAB Assistant (#119172) and FERN Informatics Coordinator (#119173) which are 100% funded by the FERN grant and are key positions required to implement the FERN project objectives. These two federally funded positions were established in FY 2009 based on the Department's understanding that the establishment of 100% federally funded positions was an exception allowed under EM 08-05 b.2 "Filling and Extension of positions that are 100% federally funded..".

In summary, the FY 11 federal FERN grant budget funds (2) Microbiologist III's, a FERN LAB Assistant, and a FERN Informatics Coordinator. The LAB will also include a budget request for Fiscal Biennium 2011-2013 to reflect those positions which are presently unbudgeted and necessary in implementing the FERN grant objectives of keeping Hawaii's food supply safe for its citizens. This

Memo to The Honorable Linda Lingle

Re: Request to Increase Expenditure Levels for Federal Funds

July 22, 2010

Page 3 of 3

"housekeeping" measure will make the State budget match up with the federal FERN budget for consistency and reflect the current FERN resources budgeted for those purposes.

Our contact person is Ms. Rebecca Sciulli, head of the Laboratory Emergency Response Program, who can be reached at 453-5993 for more information.

APPROVED    DISAPPROVED



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LINDA LINGLE  
Governor, State of Hawaii

8/11/10

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DATE



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
P.O. Box 3378  
HONOLULU, HAWAII 96801-3378

In reply, please refer to:  
File:

January 5, 2011

TO: The Honorable Neil Abercrombie  
Governor of Hawaii

FROM: Keith R. Ridley   
Acting Director, Department of Health

**SUBJECT: Request to Increase Expenditure Levels for Federal Funds**

**1. Program I.D. and Title:**

HTH 720/MP Office of Health Care Assurance

**2. Title of Fund (including applicable Public Law):**

Title XVIII (Medicare) and Title XIX (Medicaid), Social Security Act, Section 1864

**3. Authorized Appropriation in General/Supplemental Appropriation Act:**

\$1,659,515 for FY 11

**4. Current Approved Allocation, if different from item #3:**

Same

**5. Additional Amount Being Requested for Expenditure:**

The program is requesting an increase in the federal ceiling by \$344,000 to cover anticipated expenditures in payroll and other current expenses during this current fiscal year.

**6. Date program first notified that federal funds may be available:**

The availability of federal funds is determined based on the projected needs of the program to continue to fulfill its contractual obligations with the Center for Medicare and Medicaid Services (CMS) by completing federal surveys and certification activities in Hawaii and the Pacific area. Generally, the date of the

award is at the end of March or middle of April when Congress approves the CMS budget. At that time, the CMS Regional Offices inform states of their award amount. If additional funds are needed after that, states can make a request for a supplement before the end of the fiscal year.

**7. Date that additional funds were known to be available:**

Same as above.

**8. Source of Additional Funds (item #5), and the Reason Additional Appropriation was not Sought During Preceding Legislative Session:**

Title XVIII (Medicare) and Title XIX (Medicaid) funds are provided by CMS for the state to conduct federal surveys and certification activities that enable health care providers, suppliers, and clinical laboratories to qualify for Medicare and Medicaid reimbursements in Hawaii and the Pacific Area (American Samoa, Guam and Saipan). Funding was requested by the program to CMS in a recently submitted budget request and is anticipated to be awarded in the spring of 2011. Additional funds can be requested in a supplemental budget request prior to the end of the fiscal year. As a result, additional funding was not sought from the legislature since the federal fund ceiling was considered sufficient for the planned activities, most of the program is federal funded, and vacant positions were being used to fund planned activities.

**9. Public Benefit of Additional Federal funds and Intended Program Use of Additional Funds:**

The increase in the federal fund ceiling will enable the program to fund its staff and other operating expenditures this fiscal year in anticipation of filling vacant positions and allowing additional out-of-state travel for required CMS training. The filled positions will positively contribute to completing surveys in a timely manner while using the federal dollars provided for this purpose. It will also help to ensure a full award of federal funds in the future and prevent having to return any unspent federal funds.

APPROVED       DISAPPROVED

*Neil Abercrombie*

NEIL ABERCROMBIE  
Governor, State of Hawaii

1-20-11

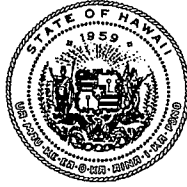
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10/26/11

ASO  
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NEIL ABERCROMBIE  
GOVERNOR OF HAWAII



LORETTA J. FUDDY, A.C.S.W., M.P.H.  
DIRECTOR OF HEALTH

STATE OF HAWAII  
DEPARTMENT OF HEALTH

P.O. Box 3378  
HONOLULU, HAWAII 96801-3378

In reply, please refer to:  
File:

October 18, 2011

TO: The Honorable Neil Abercrombie  
Governor of Hawaii

FROM: *for* Loretta J. Fuddy, A.S.C.W., M.P.H.  
Director of Health *Loretta J. Fuddy*

SUBJECT: Request to Increase Expenditure Levels for Federal Funds

1. **Program I.D. and Title:** HTH 590 Tobacco Settlement
2. **Title of Fund (including applicable Public Law):** Sections 301(a) and 317(k) of the Public Health Service Act – The Patient Protection and Affordable Care Act (P.L. 111-148), as amended by the Health Care & Education Affordability Reconciliation Act of 2010 (P.L. 111-152)
3. **Authorized Appropriation in General Appropriation Act:** \$ 4,833,514 for FY 12
4. **Current Approved Allocation, if different from item 3:** \$ 4,764,369
5. **Additional Amount Being Requested for Expenditure:** \$ 525,404 explained as follows --  
The program received two separate grant awards with the same project title, i.e. Collaborative Chronic Disease, Healthy Promotion and Surveillance Program; Health (Note that this project title is included in the appropriated Federal fund ceiling.). Although the project titles are the same, the periods of performance are different from each other. In addition, the two grants address different components of the Chronic Disease Management and Control Branch's (CDMCB) mission. Finally, each requires a distinct financial report. These components are as follows:
  - a. Tobacco Prevention & Education Program (TPEP)/Quitline component \$ 80,274  
(see Attachment 1, Grant Number: 3U58DP001962-03W1)  
The budget period of this award is September 30, 2011 to September 29, 2012.
  - b. Strengthen Chronic Disease Prevention & Health Promotion Programs (Strengthen CD Prev & Hth Promo Progs) \$ 445,130  
(see Attachment 2, Grant Number: 3U58DP001962-03W2)  
The budget period of this award is September 1, 2011 to August 31, 2012.
6. **Date program first notified that federal funds may be available:** Notified through the Funding Opportunity Announcement, issued on the following dates:
  - a. For the TPEP/Quitline component – April 13, 2011
  - b. For the Strengthen CD Prev & Hth Promo Progs component – April 28, 2011

STATE OF HAWAII  
DEPARTMENT OF HEALTH

Promoting Lifelong Health & Wellness

6118

11-004385

7. **Date that additional federal funds were known to be available:** The State received notice of the first grant award (\$80,274) on August 25, 2011 in the Notice of Grant Award. The State received notice of the second grant award (\$445,130) on September 13, 2011 also through the Notice of Grant Award. The first grant award is a supplement to the existing grant award between the Centers for Disease Control and Prevention (CDC) and the Department of Health's Comprehensive TPEP/Quitline. The TPEP budgeted under HTH 590/GR.

The purpose of the second grant component is to establish or strengthen Chronic Disease Prevention and Health Promotion Programs within the Hawaii State Department of Health. It aims to provide leadership and coordination, support development, implementation and evaluation of CDC funded Chronic Disease Prevention and Health Promotion programs. It focuses on the top five leading chronic disease causes of death and disability and their associated risk factors in order to increase efficiency and impact these categorical diseases and their risk factor prevention programs. This will part of HTH 590/GJ.

8. **Source of Additional Funds (item 5), and the Reason Additional Appropriation was not Sought during Preceding Legislative Session:** As noted above, funding comes from the CDC. The notice of the availability of these awards came after the close of the legislative session.

9. **Public Benefit of Grant and Intended Program Use of Additional Funds:**

Public Benefit: These grants will allow the Department of Health to strengthen its efforts to control and combat the burden of chronic diseases in Hawaii. The funding includes expanding the promotion of the existing Hawaii Tobacco Quitline to reach more smokers with cessation services and will assist the Department to consolidate its efforts and to build capacity to address chronic diseases collectively throughout the State of Hawaii.

Intended Program Use of Grant:

- a. Under the first component (see Attachment 1), the program will expand promotion and the reach of the Hawaii Tobacco Quitline to increase the number of people who successfully quit smoking.
- b. Under the second component (see Attachment 2), the program will establish or strengthen statewide Chronic Disease Prevention and Health Promotion activities in order to:
  - (i) Provide leadership for chronic disease prevention and control;
  - (ii) Establish cross cutting policy, communications, epidemiology, surveillance and evaluation activities to support an array of categorical chronic disease programs;
  - (iii) Foster collaboration and efficient use of resources across existing or new categorical programs addressing chronic diseases and their associated risk factors;
  - (iv) Best position programs and resources to achieve population level change in proposed chronic disease and risk factor outcomes;
  - (v) Identify specific population subgroups that suffer disproportionately from the conditions or risk factors being addressed;
  - (vi) Narrow the gaps in health status between these population subgroups and the population as a whole; and
  - (vii) Work at the state and community levels, including in schools, worksites, child and adult care programs, and collaborate with transportation, agriculture and other sectors, and in the health care setting.

This component will be used to establish 4.00 temporary FTE positions as follows:



Program Planner (1.00 FTE) will be responsible for: planning and facilitating the development, implementation and evaluation of a coordinated chronic disease prevention and health promotion program; the development, implementation and evaluation of the State's Chronic Disease Prevention and Health Promotion plan; convening meetings and conducting meetings; coordinating major statewide strategic efforts, liaison and collaborating with other governmental, private sector, voluntary, and community agencies to assure program components address population disparities in a uniform and coordinated manner; assuring program coordination collaboration and integration across CDC and other funded chronic disease prevention and health promotion programs; organizing and coordinating meetings with DOH programs and other organizations and groups involved with chronic disease prevention and health promotion; promoting community-based participation strategies across program components; program evaluation; and developing the necessary reports and documentation required for submission to CDC and other funding agencies.

Program Specialist (1.0 FTE) will be responsible for developing a coordinated system of valuation across chronic disease prevention and health promotion programs. The position will convene an evaluation planning team to develop a coordinated evaluation plan and share this with partners and stakeholders. The position will also work with the Hawaii Primary Care Association to develop a standardized evaluation system to collect, monitor, benchmark, and evaluate community-level chronic disease prevention and health promotion efforts, and to incorporate common outcomes into The Chronic Disease Prevention and Health Promotion Plan. The position will work with the CDMCB/Healthy Hawaii Initiative evaluation team to conduct a mid-year review of progress attained through the coordinated evaluation plan.

Research Analyst (1.00 FTE) will be responsible for providing technical assistance to the CDMCB staff and community partners in the design of new survey instruments, design of specific questions for existing survey instruments, analysis and interpretation of data from existing surveys, design and planning of CDMCB evaluation plan and specific strategies. The position will provide support and guidance to CDMCB program components, to community partners, and to the overall CDMCB effort.

Public Health Administrative Officer (PHAO) IV (1.00 FTE) will be responsible for supporting the Branch Chief and all Program Managers within the CDMCB concerning all the administrative functions and activities of the CDMCB including fiscal, grant administration, financial reporting, contracts, personnel, purchasing, and operations.

APPROVED       DISAPPROVED



NEIL ABERCROMBIE  
Governor, State of Hawaii

10.24.11  
Date

Attachments



COOPERATIVE AGREEMENTS  
Department of Health and Human Services  
Centers for Disease Control and Prevention  
NATIONAL CENTER FOR CHRONIC DISEASE PREV AND HEALTH PROMO

Notice of Award

Issue Date: 08/25/2011



**Grant Number:** 3U58DP001962-03W1

**Principal Investigator(s):**  
Doriette Wong Tomiyasu

**Project Title:** COLLABORATIVE CHRONIC DISEASE, HEALTHY PROMOTION AND SURVEILLANCE PROGRAM; HEALTH - *TPEP/Outline Component*

SHARON ABE  
HAWAII DEPARTMENT OF HEALTH  
1250 PUNCHBOWL STREET  
HONOLULU, HI 968132416

**Award e-mailed to:** sylvia@hawaiigenetics.org

**Budget Period:** 09/30/2011 - 09/29/2012  
**Project Period:** 09/30/2011 - 09/29/2012

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$80,274 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to HAWAII STATE DEPARTMENT OF HEALTH in support of the above referenced project. This award is pursuant to the authority of 301A, 311BC, 317K2 (42 USC 241A, 243BC 247BK2) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Lucy E Picciolo  
Grants Management Officer  
Centers for Disease Control and Prevention

Additional information follows

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**SECTION I – AWARD DATA – 3U58DP001962-03W1****Award Calculation (U.S. Dollars)**

Supplies	\$3,700
Other Costs	\$76,574
Federal Direct Costs	\$80,274
Approved Budget	\$80,274
Federal Share	\$80,274
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$80,274</b>
<b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	<b>\$80,274</b>

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

04 \$0  
05 \$0

**Fiscal Information:**

CFDA Number: 93.520  
EIN: 1996000449A4  
Document Number: 001962TP11

IC	CAN	2011
DP	939ZDKU	\$80,274

SUMMARY TOTAL FEDERAL AWARD AMOUNT YEAR ( 3 )	
GRANT NUMBER	TOTAL FEDERAL AWARD AMOUNT
3U58DP001962-03W1	\$80,274
5U58DP001962-03	\$1,111,126
<b>TOTAL</b>	<b>\$1,191,400</b>

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
3	\$80,274	\$1,191,400
4	\$0	\$1,550,016
5	\$0	\$1,550,016

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**CDC Administrative Data:**  
PCC: N / OC: 4141

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 3U58DP001962-03W1**

For payment information see Payment Information section in Additional Terms and Conditions.

**INSPECTOR GENERAL:** The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hstips@oig.hhs.gov](mailto:hstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

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**SECTION III – TERMS AND CONDITIONS – 3U58DP001962-03W1**

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:**  
**Additional Costs**

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**SECTION IV – DP Special Terms and Conditions – 3U58DP001962-03W1**

**TERMS AND CONDITIONS OF THIS AWARD**

**NOTE 1 - INCORPORATION:** Funding Opportunity Announcement Number CDC-RFA-DP09-90102-01PPHF11 entitled, U.S. Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), Affordable Care Act (ACA), State Supplemental Funding for Healthy Communities, Tobacco Prevention and Control, and Diabetes Prevention and Control, and the application dated 5/02/2011, are made a part of this ACA supplemental award.

**NOTE 2 - APPROVED FUNDING:** Supplemental Funds in the amount of \$80,274 are approved for the period September 30, 2011 through September 29, 2012. All funding for future years will be based on satisfactory programmatic progress and the availability of funds.

ACA Sub-account Title in the DHHS Payment Management System (PMS): HRTPRVENT11

**Note:** The separate ACA sub-account HRTPRVENT11 must be used by your organization when requesting these funds in PMS.

**NOTE 3 - INDIRECT COSTS:** Not requested by recipient

**NOTE 4 - RENT OR SPACE COSTS:** Recipients are responsible for ensuring that all costs included in this proposal are based on approved/established billing or final indirect cost rates that are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87). The recipient also has a responsibility to ensure sub-recipients expend funds in compliance with federal laws and regulations. Furthermore, if rent has been treated as an indirect cost in the past and now is claimed as a direct cost, the recipient must provide a narrative justification which describes their prescribed policy to include the effective date to the assigned Grants Management Specialist identified in Section IV of the Notice of Award.

**NOTE 5 ? BUDGET REQUIREMENT:** By 10/29/2011, the grantee must submit documentation to address the following areas of concern, if applicable:

- a. Personnel ? No comment.
- b. Fringe Benefits - No comment
- c. Travel - No comment
- d. Equipment - No comment
- e. Supplies - No comment
- f. Contracts ? No Comment
- g. Other ? Recipient is to provide an itemized budget for all training cost applicable to this cost category. Recipient is encouraged to review the CDC Budget Guidelines for assistance with ensuring that a complete budget is on file.
- h. Indirect Cost - No comment.

If the information cannot be provided by the due date, you must submit a letter explaining the reason and state the date by which the Grants Management Specialist noted in Staff Contacts will receive the information.

**NOTE 6 - FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA):**

All information systems, electronic or hard copy which contain federal data need to be protected from unauthorized access. This also applies to information associated with CDC grants. Congress and the OMB have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347.

FISMA applies to CDC grantees only when grantees collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. Under FISMA, the grantee retains the original data and intellectual property, and is responsible for the security of this data, subject to all applicable laws protecting security, privacy, and research. If and when information collected by a grantee is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agency's responsibility to protect that information and any derivative copies as required by FISMA. For the full text of the requirements under Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347, visit website:

[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107\\_cong\\_public\\_laws&docid=f:publ347.107.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf)

**NOTE 7 - FEDERAL FUNDING ACCOUNTABILITY and TRANSPARENCY ACT of 2006:**

( X ) FFATA DOES APPLY: THE GRANTEE MUST FOLLOW THIS SECTION

In accordance with 2 CFR Chapter 1, Part 170 REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION, Prime Awardees awarded a federal grant are required to file a FFATA sub-award report by the end of the month following the month in which the prime awardee awards any sub-grant equal to or greater than \$25,000.

**A. Reporting of first-tier subawards.**

1. **Applicability.** Unless you are exempt as provided in paragraph D. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111?5) for a subaward to an entity (see definitions in paragraph E. of this award term).

2. **Where and when to report.**

i. You must report each obligating action described in paragraph A.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010).

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

**B. Reporting Total Compensation of Recipient Executives.**

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if-

i. The total Federal funding authorized to date under this award is \$25,000 or more;

ii. In the preceding fiscal year, you received-

(a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine

if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

2. Where and when to report. You must report executive total compensation described in paragraph A.1. of this award term:

- i. As part of your registration profile at <http://www.ccr.gov>.
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

C. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph D. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipients five most highly compensated executives for the subrecipients preceding completed fiscal year, if-

- i. In the subrecipients preceding fiscal year, the subrecipient received-
  - (a) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - (b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

D. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

E. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A Governmental organization, which is a State, local government; or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_\_\_210 of the attachment to OMB Circular A?133, Audits of States, Local Governments, and Non-Profit Organizations).
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipients or subrecipients preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

#### NOTE 8 - NON-DELINQUENCY on FEDERAL DEBT

The Federal Debt Collection Procedures Act of 1990 (Act), 28 U.S.C. 3201(e), provides that an organization or individual that is indebted to the United States, and has a judgment lien filed against it, is ineligible to receive a Federal grant. CDC cannot award a grant unless the AOR of the applicant organization (or individual in the case of a Kirschstein-NRSA individual fellowship) certifies, by means of his/her signature on the application, that the organization (or individual) is not delinquent in repaying any Federal debt. If the applicant discloses delinquency on a debt owed to the Federal government, CDC may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed. In addition, once the debt is repaid or satisfactory arrangements made, CDC will take that delinquency into account when determining whether the applicant would be a responsible CDC grant recipient.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a CDC grant until the judgment is paid in full or is otherwise satisfied. No funds may be used for or rebudgeted following an award to pay such an individual. CDC will disallow costs charged to awards that provide funds to individuals in violation of this Act.

These requirements apply to all types of organizations and awards, including foreign grants

#### NOTE 9 ? REPORTING REQUIREMENTS

**NATIONAL QUILLINE:** Recipient is required to submit data quarterly to the National Quiltline Data Warehouse

**ANNUAL FINANCIAL STATUS REPORT (FSR, SF 269 or SF 269A) HAS BEEN REPLACED BY THE FEDERAL FINANCIAL REPORT (FFR, SF 425):**

#### a) ANNUAL FINANCIAL STATUS REPORT:

The Annual Federal Financial Report (FFR) (SF 425) is required 90 days after the end of each budget period. The FFR for this budget period is due to the Grants Management Specialist by 12/29/2012. Reporting timeframe is 09/30/2011 through 09/29/2012. The FFR should only include those funds authorized and disbursed during the timeframe covered by the report. If the FFR is not finalized by the due date, an interim FFR must be submitted, marked NOT FINAL, and an amount of un-liquidated obligations must be identified that reflect unpaid expenses. Electronic versions of the form can be downloaded into Adobe Acrobat and completed on-line by reviewing, <http://www.whitehouse.gov/omb/grants/sf269a.pdf> (short form) or

<http://www.whitehouse.gov/omb/grants/sf269.pdf> (long form).

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to

submit a letter explaining the reason and date by which the Grants Officer will receive the information.

b) ANNUAL PROGRESS REPORT:

The Annual Progress Report is due 90 days following the end of the budget period 12/29/2012. Reporting timeframe is 09/30/2011 through 09/29/2012. The report must include:

- A comparison of actual accomplishments to the goal established for the period;
- The reasons for failure, if established goals were not met; and
- Other pertinent information including, when appropriate, analysis and explanation of performance costs significantly higher than expected.

c) FINAL PROGRESS REPORT

The Final Progress Report is required no later than 90 days after the end of the project period 12/29/2012. All manuscripts published as a result of the work supported in part or whole by the cooperative agreement will be submitted with the progress reports.

**Special Note:** An original plus two copies of the reports must be mailed to the Grants Management Specialist for approval by the Grants Management Officer by the due date. All reports must include the Award and Program Announcement numbers shown above.

**NOTE 10 - TECHNICAL REVIEW RESPONSE REQUIREMENT:** The Technical Review comments on the strengths and weaknesses of the proposal are provided as part of this award. A response to the weaknesses in these statements must be submitted to and approved, in writing, by the Grants Management Specialist as noted in the CDC Contact section of this Notice of Award, not later than 10/29/2011. Should these terms not be satisfactorily adhered to, it may result in denial of your authority to expend additional funds.

**NOTE 11 - AUDIT REQUIREMENT:** An organization that expends \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations. The audit must be completed along with a data collection form, and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditors report(s), or nine months after the end of the audit period.

The audit report must be sent to:  
Federal Audit Clearing House  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Should you have questions regarding the submission or processing of your Single Audit Package, contact the Federal Audit Clearinghouse at: (301) 763-1551, (800) 253-0696 or email: [govs.fac@census.gov](mailto:govs.fac@census.gov)

It is very helpful to CDC managers if the recipient sends a courtesy copy of completed audits and any management letters on a voluntary basis to the following address.

Centers for Disease Control and Prevention (CDC)  
ATTN: Audit Resolution, Mail Stop E-14  
2920 Brandywine Road  
Atlanta, GA 30341-4146

The grantee is to ensure that the sub-recipients receiving CDC funds also meet these requirements (if total Federal grant or cooperative agreement funds received exceed \$500,000). The grantee must also ensure that appropriate corrective action is taken within six months after receipt of the sub-recipient audit report in instances of non-compliance with Federal law and regulations. The grantee is to consider whether sub-recipient audits necessitate adjustment of the grantees own accounting records. If a sub-recipient is not required to have a program-specific audit, the Grantee is still required to perform adequate monitoring of sub-recipient activities. The grantee is to require each sub-recipient to permit independent auditors to have access to the sub-recipients records and financial statements. The grantee should include this requirement in all sub-recipient contracts.



**NOTE 12 - SUBGRANT/SUBRECIPIENT AWARDS:** Seed Grants/Sub-Grants are not authorized under this program or included in Program authorizing legislature. As a result, the recipient is not permitted to fund seed grants or sub-grants. Recipient must issue proposed funding as a procurement requirement per the organizations established procedures.

**NOTE 13 - TRAVEL COST:** In accordance with Health and Human Services (HHS) Grants Policy Statement, travel is only allowable for personnel directly charged and approved on the grant/cooperative agreement. There must be a direct benefit imparted on behalf of the traveler as it applies to the approved activities of the Notice of Award. To prevent disallowance of cost, Recipient is responsible for ensuring that only allowable travel reimbursements are applied in accordance with their organizations established travel policies and procedures.

**NOTE 14 - FOOD AND MEALS:** Costs associated with food or meals are NOT permitted unless included with per diem as a part of official travel.

**NOTE 15 - PRIOR APPROVAL:** All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. The request must be postmarked no later than 120 days prior to the end date of the current budget period and submitted with an original plus two copies. Any requests received that reflect only one signature will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

Prior approval is required but is not limited to the following types of requests:

- 1) Use of unobligated funds from prior budget period (Carryover);
- 2) Lift funding restriction, withholding, or disallowance,
- 3) Redirection of funds,
- 4) Change in Contractor/Consultant;
- 5) Supplemental funds;
- 6) Response to Technical Review or Summary Statement,
- 7) Change in Key Personnel
- 8) Liquidation Extensions.

**NOTE 16 - CORRESPONDENCE:** ALL correspondence (including emails and faxes) regarding this award must be dated, identified with the AWARD NUMBER, and include a point of contact (name, phone, fax, and email). All correspondence should be addressed to the Grants Management Specialist listed below and submitted with an original plus two copies.

Edna Green, Grants Management Specialist  
Centers for Disease Control, PGO, Branch III  
2920 Brandywine Road, Mail Stop E-09  
Atlanta, GA 30341-4146  
Telephone: (770) 488-2858  
Fax: (770) 488-2778  
Email: ecg4@cdc.gov

**NOTE 17 - INVENTIONS:** Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR 401.14.

**NOTE 18- PUBLICATIONS:** Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, for example: This publication (journal article, etc.) was supported by the Cooperative Agreement Number above from The Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention.

**NOTE 19 - CONFERENCE DISCLAIMER AND USE OF LOGOS:**

Disclaimer: If a conference is funded by a grant, cooperative agreement, sub-grant and/or a contract the recipient must include the following statement on conference materials, including promotional materials, agenda, and internet sites:

Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers

and moderators do not necessarily do not reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

**Logos:** Neither the HHS nor the CDC logo may be displayed if such display would cause confusion as to the conference source or give false appearance of Government endorsement. Use of the HHS name or logo is governed by U.S.C. 1320b-10, which prohibits misuse of the HHS name and emblem in written communication. A non-federal entity is unauthorized to use the HHS name or logo governed by U.S.C. 1320b-10. The appropriate use of the HHS logo is subject to review and approval of the Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the Office of the Inspector General has authority to impose civil monetary penalties for violations (42 C.F.R. Part 1003). Neither the HHS nor the CDC logo can be used on conference materials, under a grant, cooperative agreement, and contract or co-sponsorship agreement without the expressed, written consent of either the Project Officer or the Grants Management Officer. It is the responsibility of the grantee (or recipient of funds under a cooperative agreement) to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the Government logos. In all cases for utilization of Government logos, the grantee must ensure written consent is received from the Project Officer and/or the Grants Management Officer.

**NOTE 20 - EQUIPMENT AND PRODUCTS:** To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organizations policy.

The grantee may use its own property management standards and procedures provided it observes provisions of the following sections in the Office of Management and Budget (OMB) Circular A-110 and 45 CFR Part 92:

i. Office of Management and Budget (OMB) Circular A-110, Sections 31 through 37 provides the uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations. For additional information, please review the following website: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>

ii. 45 CFR Parts 92.31 and 92.32 provides the uniform administrative requirements for grants and cooperative agreements to state, local and tribal governments. For additional information, please review the following website listed: [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/45cfr92\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/45cfr92_03.html)

**NOTE 21 - PROGRAM INCOME:** Any program income generated under this cooperative agreement will be used in accordance with the additional cost alternative. The disposition of program income must have written prior approval from the Grants Management Officer.

**Additional Costs Alternative—**Used for costs that are in addition to the allowable costs of the project for any purposes that further the objectives of the legislation under which the cooperative agreement was made. General program income subject to this alternative shall be reported on lines 10r and 10s, as appropriate, of the FSR (Long Form).

**NOTE 22 - KEY PERSONNEL:** In accordance with 45 CFR 74.25(c) (2) & (3) CDC recipients shall obtain prior approval 37 CFR 401.14.als from CDC for (1) change in the project director or principal investigator or other key persons specified in the application or award document, and (2) the absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

**NOTE 23 - TRAFFICKING IN PERSONS:** This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award terms and conditions, please review the following website:

[http://www.cdc.gov/od/pgo/funding/grants/Award\\_Term\\_and\\_Condition\\_for\\_Trafficking\\_in\\_Persons.shtm](http://www.cdc.gov/od/pgo/funding/grants/Award_Term_and_Condition_for_Trafficking_in_Persons.shtm)

**NOTE 24 - ACKNOWLEDGMENT OF FEDERAL SUPPORT:** When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

**NOTE 25 - PAYMENT INFORMATION:**

**AUTOMATIC DRAWDOWN (DIRECT/ADVANCE PAYMENTS):**

Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS will forward instructions for obtaining payments.

a.) PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows:

Director, Division of Payment Management, OS/ASAM/PSC/FMS/DPM  
P.O. Box 6021  
Rockville, MD 20852

Phone Number: (877) 614-5533

Email: [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov)

Website: [http://www.dpm.psc.gov/grant\\_recipient/shortcuts/shortcuts.aspx?explorer.event=true](http://www.dpm.psc.gov/grant_recipient/shortcuts/shortcuts.aspx?explorer.event=true)

Please Note: To obtain the contact information of DPM staff within respective Payment Branches refer to the links listed below:

**University and Non-Profit Payment Branch:**

[http://www.dpm.psc.gov/contacts/dpm\\_contact\\_list/univ\\_nonprofit.aspx?explorer.event=true](http://www.dpm.psc.gov/contacts/dpm_contact_list/univ_nonprofit.aspx?explorer.event=true)

**Governmental and Tribal Payment Branch:**

[http://www.dpm.psc.gov/contacts/dpm\\_contact\\_list/gov\\_tribal.aspx?explorer.event=true](http://www.dpm.psc.gov/contacts/dpm_contact_list/gov_tribal.aspx?explorer.event=true)

**Cross Servicing Payment Branch:**

[http://www.dpm.psc.gov/contacts/dpm\\_contact\\_list/cross\\_servicing.aspx](http://www.dpm.psc.gov/contacts/dpm_contact_list/cross_servicing.aspx)

**International Payment Branch:**

(301) 443-9188

Note: Staff person designated to handle all of CDCs international cooperative agreements.

b.) If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows:

US Department of Health and Human Services

PSC/DFO/Division of Payment Management

7700 Wisconsin Avenue ? 10th Floor

Bethesda, MD 20814

To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form.

**NOTE 26 - ACCEPTANCE OF THE TERMS OF AN AWARD:**

By drawing or otherwise obtaining funds from the grant payment system, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer.

**NOTE 27 - CERTIFICATION STATEMENT:**

By drawing down funds, Awardee certifies that proper financial management controls and accounting systems to include personnel policies and procedures have been established to adequately administer Federal awards and funds drawn down are being used in accordance with applicable Federal cost principles, regulations and Budget and Congressional intent of the President.

**NOTE 28 - CDC STAFF CONTACTS:**

**Business/Financial Assistance:**

Edna Green, Grants Management Specialist  
Centers for Disease Control, PGO, Branch III  
2920 Brandywine Road, Mail Stop E-09  
Atlanta, GA 30341-4146  
Telephone: (770) 488-2858  
Fax: (770) 488-2778  
Email: ecg4@cdc.gov

**Programmatic Technical Assistance:**

Monica Eischen, Team Leader (Team A)  
Office on Smoking and Health  
National Center for Chronic disease Prevention and Health Prevention  
Centers for Disease Control and Prevention  
4770 Buford Hwy, Mailstop K-50  
Atlanta, GA 30341  
Telephone: 770-488-1072  
Fax: 770-488-1220  
E-mail: MEischen@cdc.gov

Kevin Collins, Team Leader (Team B)  
Office on Smoking and Health  
National Center for Chronic disease Prevention and Health Prevention  
Centers for Disease Control and Prevention  
4770 Buford Hwy, Mailstop K-50  
Atlanta, GA 30341  
Telephone: 770-488-1218  
Fax: 770-488-1220  
E-mail: ksc5@cdc.gov

**STAFF CONTACTS**

**Grants Management Specialist:** Anella Higgins  
Centers for Disease Control and Prevention  
PGO  
Koger Center, Colgate Building  
2920 Brandywine Road, Mailstop K75  
Atlanta, GA 30341  
Email: ahiggins@cdc.gov Phone: 770-488-2710 Fax: 770-488-2688

**Grants Management Officer:** Lucy E Picciolo  
Centers for Disease Control and Prevention  
Procurement and Grants Office  
Koger Center, Colgate Building  
2920 Brandywine Road, Mail Stop E-09  
Atlanta, GA 30341  
Email: lpicciolo@cdc.gov Phone: 770-488-2683 Fax: 770-488-2777

**SPREADSHEET SUMMARY**

**GRANT NUMBER:** 3U58DP001962-03W1

**INSTITUTION:** HAWAII STATE DEPARTMENT OF HEALTH

<i>Budget</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
Supplies	\$3,700		

TECHNICAL REVIEW

PROGRAM ANNOUNCEMENT: DP09-9010201PPHF11

State Supplemental Funding for Healthy Communities, Tobacco Prevention and Control,  
Diabetes Prevention and Control

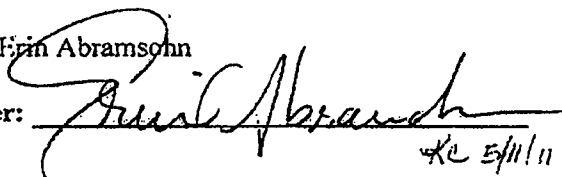
Applicant: Hawaii Department of Health

Grant Number: DP001962

Recommended Amount: \$80,274.00

Name of Technical Reviewer: Erin Abramson

Signature of Technical Reviewer:

 5/11/2011  
KE 5/11/11

I. Summary of Project/Proposed Objectives:

Data available from the Hawaii Department of Health (DOH) indicate that over 50% of adults who have a severe and persistent mental illness (e.g., schizophrenia, bipolar disorder) use tobacco on a regular basis. No comparable data are available for children and adolescents who have severe behavioral and emotional disorders but informal estimates are that at least 50% of these adolescents smoke. The applicant proposes three major components for the current funding: 1) review existing state-level policies and procedures regarding the identification and treatment of tobacco use among clients served by the Hawaii DOH's adult and child mental health divisions and develop and implement new policies and procedures. The intention of the first component is to increase collaboration and policy development among health care system providers. 2) Institutionalize and promote a system for proactive counseling capacity within the DOH adult and child and adolescent mental health systems. This involves the training of groups of both peer and professional adult and child mental health service providers to be tobacco use cessation advocates and referral resource specialists both in their home mental health agencies and within the adult and child mental health systems. It is expected that the organizational and workforce changes necessary to accomplish the goals of the first and second components will provide impetus for an ongoing structural shift in the mental health system toward the union of preventive healthcare with behavioral healthcare. 3) Expand outreach to specific disparately affected populations so that every client who uses tobacco can be afforded treatment. These

newly trained advocacy and referral specialists will be supported in establishing tobacco use referral, advocacy, and education programs within their mental health service agencies and the larger mental health systems. All three components are intended to build capacity and enhance infrastructure regarding the identification and treatment of tobacco use in adults and children who have mental illnesses in the State of Hawaii. The end result of this project will be increased capacity of Hawaii's health and behavioral health professionals to offer tobacco treatment referrals to a previously un-served population. These health professionals will also be expected to advocate within their organizations and within the larger mental health system for the systematic identification of tobacco use and referral to tobacco cessation treatment.

**II. Summary of Major Strengths (Please use bullets):**

- Currently, there are no formal policies within the Hawaii Department of Health's Behavioral Health Administration (BHA) regarding the surveillance and treatment of tobacco use. Because of the high rate of tobacco use among adults with severe and persistent mental illness and high estimated rates of tobacco use among children and adolescents who have severe behavioral and emotional disorders, the systematic identification and treatment of tobacco use in these populations is a high priority.
- The applicant proposes collaborating with the Hawaii Department of Health BHA and engaging administrators to add tobacco use questions into regularly administered assessment instruments and to institute regular surveillance of tobacco use among adult and child service users.
- The applicant proposes to explore the formulation of policies/agreements allowing third party organizations to offer tobacco use cessation programs within mental health treatment agencies. This type of agreement would allow all tobacco users seen through BHA programs referral and access to a tobacco treatment program, ultimately within their customary service providers -- removing several barriers (e.g., out of pocket treatment cost and access).
- The over-arching goals of this activity are to enhance the infrastructure regarding the identification and treatment of tobacco use in adults and children who have mental illnesses in the State of Hawaii and to build the capacity of Hawaii's health and behavioral health professionals to offer tobacco treatment referrals in a previously un-served population.

**III. Summary of Major Weaknesses (Please use bullets):**

- Component 2: The applicant proposes to institutionalize and promote a system for proactive counseling capacity within the DOH adult and child and adolescent mental health systems, which includes training groups of both peer and professional adult and child mental health service providers to be tobacco use cessation advocates and referral resource specialists. Component 2 describes training individuals (groups of service providers) and does not accurately reflect institutional change. Under this FOA, funds

cannot be used for direct care or service delivery, which includes brief interventions and training or technical assistance around brief interventions.

**IV. Other relevant comments:**

- Note: Quitline referrals will only be offered to adults. The Hawaii Quitline cannot offer services to people under 18 years of age.
- Component 1 looks fine. Component 1 should focus primarily on making sure that there are policies in place to guarantee the systematic identification and documentation of tobacco use status among adults with severe and persistent mental illness and children and adolescents who have severe behavioral and emotional disorders. Identify policies that exist or develop and implement new ones. Component 1 should also focus on brief intervention by health care providers and referral of adults to the Quitline per guidance in the Clinical Practice Guidelines (Ask Advise Refer).
- Component 2: please note that systems-level changes impact more people for a longer period of time.
- Component 3 looks fine.

**V. Recommendations:**

- Component 2 activities should be re-written to reflect environmental or systems-level change instead of training of individual service providers. Consider how you can have a bigger impact in Hawaii and in the behavioral health community.
- In addition to the systematic identification, documentation and referral of tobacco users in the behavioral health population, it is recommended that a major focus for these funds could be 1) surveillance of tobacco use prevalence in children and adolescents who have severe behavioral and emotional disorders (establish a solid baseline), 2) a pilot fax or email referral project referring behavioral health clients to the Quitline from their home mental health agencies within the adult mental health system, 3) the development or expansion of effective graphic, hard hitting, emotional media to drive tobacco users to quit and drive additional callers to the quitline with additional focus on the behavioral health population.

**VI. Itemized Budget: (see attached EPMIS sheet)**

- The budget appears reasonable to support the scope of work.

**VII. Research Determination**

No research activities have been proposed.



Notice of Award

Issue Date: 09/13/2011

COOPERATIVE AGREEMENTS  
Department of Health and Human Services  
Centers for Disease Control and Prevention  
NATIONAL CENTER FOR CHRONIC DISEASE PREV AND HEALTH PROMO



Grant Number: 3U58DP001962-03W2

Principal Investigator(s):  
Chiyoie L Fukino, MD

Project Title: COLLABORATIVE CHRONIC DISEASE, HEALTHY PROMOTION AND SURVEILLANCE PROGRAM; HEALTH - *Strengthen CD Prev & Hth Promo Progs*

SHARON ABE  
HAWAII DEPARTMENT OF HEALTH  
1250 PUNCHBOWL STREET  
HONOLULU, HI. 968132416

Budget Period: 09/01/2011 – 08/31/2012  
Project Period: 03/29/2009 – 03/28/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$445,130 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to HAWAII STATE DEPARTMENT OF HEALTH in support of the above referenced project. This award is pursuant to the authority of 301A, 311BC, 317K2(42USC241A, 243BC247BK2) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

  
Vivian F. Walker  
Grants Management Officer  
Centers for Disease Control and Prevention

Additional information follows



**SECTION I – AWARD DATA – 3U58DP001962-03W2**

**Award Calculation (U.S. Dollars)**

Federal Direct Costs	\$433,632
Federal F&A Costs	\$11,498
Approved Budget	\$445,130
Federal Share	\$445,130
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$445,130</b>

**AMOUNT OF THIS ACTION (FEDERAL SHARE) \$445,130**

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

04 \$0  
05 \$0

**Fiscal Information:**

CFDA Number: 93.544  
EIN: 1996000449A4  
Document Number: 001962CD11

	IC	CAN	2011
DP		939ZMPA	\$445,130

SUMMARY TOTAL FEDERAL AWARD AMOUNT YEAR ( 3 )	
GRANT NUMBER	TOTAL FEDERAL AWARD AMOUNT
3U58DP001962-03W2	\$445,130
5U58DP001962-03	\$1,111,126
3U58DP001962-03S1	\$80,274
<b>TOTAL</b>	<b>\$1,636,530</b>

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
3	\$445,130	\$1,636,530
4	\$0	\$1,550,016
5	\$0	\$1,550,016

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**CDC Administrative Data:**  
PCC: N / OC: 4141

**SECTION II – PAYMENT/HOTLINE INFORMATION – 3U58DP001962-03W2**

For payment information see Payment Information section in Additional Terms and Conditions.

**INSPECTOR GENERAL:** The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

**SECTION III – TERMS AND CONDITIONS – 3U58DP001962-03W2**

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:**  
Additional Costs

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**SECTION IV – DP Special Terms and Conditions – 3U58DP001962-03W2**

Hawaii Department of Health; Grant Number DP001962-03  
AMENDMENT 2

This revised Notice of Award (NOA) grants supplemental funds for the Affordable Care Act (ACA), under Funding Opportunity Announcement Number CDC-RFA-DP09-9010301PPHF11 entitled "Prevention and Public Health Fund Coordinated Chronic Diseases Prevention and Health Promotion Program, and the application received 07/25/2011, are made a part of this award.

**Supplemental Funds:** Supplemental Funds in the amount of \$445,130 are approved for the period September 01, 2011 through August 31, 2012. All funding for future years will be based on satisfactory programmatic progress and the availability of funds.

ACA funds will be tracked separately by CAN and PMS sub-account. The funds awarded will show on PMS account as follows:

PROGRAM	AMOUNT	PMS.SUB-ACCOUNT	DOCUMENT NUMBER
ACA	\$445,130	CHRONICDISEASE11	001962CD11

Note: The sub-account title will assist your organization in identifying the correct account when requesting funds in PMS.

**BUDGET REQUIREMENT:** By 10/31/2011, the grantee must submit documentation to address the following areas of concern, if applicable:

-Travel: Staff costs only. All other travel is listed in Contractual category.

-Consultant: Detailed budget and justification requested for purposed vendors. Grantee is encouraged to review the CDC Budget Guidelines for assistance with ensuring that a complete budget is on file.

-Contractual: Detailed budget and justification requested for purposed contract vendors. Grantee is encouraged to review the CDC Budget Guidelines for assistance with ensuring that a complete budget is on file.

**SUMMARY STATEMENT RESPONSE REQUIREMENT:** The Objective Review summary comments on the strengths and weaknesses of the proposal are provided as part of this award. A response to the weaknesses in these statements must be submitted to and approved, in writing, by the Grants Management Specialist as noted in the CDC Contact section of this Notice of Award, not later than October 31, 2011.

Should these terms not be satisfactorily adhered to, it may result in denial of your authority to expend additional funds.

All other terms and conditions issued with the original award remain in full effect throughout the budget period unless rescinded, in writing by the Grants Management Officer.

**CDC STAFF CONTACTS:**

**Business and Grants Policy Contact:**  
Edna Green, Grants Management Specialist  
Centers for Disease Control, PGO, Branch III  
2920 Brandywine Road, Mail Stop E-09  
Atlanta, GA 30341-4146  
Telephone: (770) 488-2858  
Fax: (770) 488-2778  
Email: egreen@cdc.gov

**Programmatic Technical Assistance:**  
Monica Eischen, Team Leader (Team A)  
Office on Smoking and Health  
National Center for Chronic Disease Prevention and Health Promotion  
Centers for Disease Control and Prevention  
4770 Buford Hwy, Mailstop K-50  
Atlanta, GA 30341  
Telephone: 770-488-1072  
Fax: 770-488-1220  
E-mail: MEischen@cdc.gov

Kevin Collins, Team Leader (Team B)  
Office on Smoking and Health  
National Center for Chronic Disease Prevention and Health Promotion  
Centers for Disease Control and Prevention  
4770 Buford Hwy, Mailstop K-50

**STAFF CONTACTS**

**Grants Management Specialist:** Anella Higgins  
Centers for Disease Control and Prevention  
PGO  
Koger Center, Colgate Building  
2920 Brandywine Road, Mailstop K75  
Atlanta, GA 30341  
Email: ahiggins@cdc.gov Phone: 770-488-2710 Fax: 770-488-2688

**Grants Management Officer:** Vivian F. Walker  
Centers for Disease Control and Prevention  
Procurement and Grants Office  
Koger Center, Colgate Building  
2920 Brandywine Road, Mail Stop E-09  
Atlanta, GA 30341  
Email: vew4@cdc.gov Phone: 770-488-2077

**SPREADSHEET SUMMARY**

**GRANT NUMBER:** 3U58DP001962-03W2

**INSTITUTION:** HAWAII STATE DEPARTMENT OF HEALTH

GMS REVIEW

**Project Number:** Funding Opportunity Announcement (FOA) Number: CDC-RFA-DP09-9010301PPHF11,  
Prevention and Public Health Fund Coordinated Chronic Disease Prevention and Health  
Promotion Program

**Applicant:** HI DOH-U58 DP001962-03-2

**Grants Management Specialist (GMS):** Edna Green

**Grants Management Officer (GMO):** Mildred Garner

The recipient's proposal submitted 7/25/2011 for Federal supplemental funds as required by FOA CDC-RFA-DP09-9010301PPHF11. The application has been reviewed and recommended for funding. Additionally, a review of required documentation has been completed and the following is noted for the official file.

**Section 1:**

The following notes are provided for this section: all eligible applicants were identified and a predetermined listing of available Federal funds was documented in Appendix A. A Program Ranking and Approval List/Funding Plan were not required but provided.

The Grant File Checklist, signed Summary Statement, Funding Package Checklist and Memo, and 1385 are included. Documentation which acknowledges that this application is No-Research is included. A Cost Analysis was performed by GMS and noted that there were no disapproved or restricted costs.

Further review of the cost analysis yielded the following in each applicable cost category noted below:

- a. **Supplies-** Purposed costs included contractor supplies. Obligated in "Other", revised budget requested.
- b. **Other -** Purposed cost includes Contractor vendor costs. Revised budget requested.
- c. **Contractual-** Purposed contracts - no detailed budgets provided.

\*\*\*Due to time constraints, GMS did not require documentation as Just in Time (JIT), but has noted all requirements on NoA (See Budget Requirement) with due date of **10/31/2011**.

**Section(s) 2, 3, 5 and 6**

No comments

**Section 4**

Documentation which denotes a search in (harvester) Audit clearinghouse was downloaded and added to file.

## Summary Statement

Prevention and Public Health Fund Coordinated Chronic Disease Prevention  
and Health Promotion Program  
Funding Opportunity Announcement DP09-9010301PPHF11

**Applicant:** Hawaii

**Grant#:** 001962      **Application Number:**      **Year** 01

**Funding Requested:** \$445,130

**Funding Recommended:** \$445,130

**Date:** 8/5/2011

**I. Summary of Project**

The Hawaii Department of Health proposes to build capacity, improve program collaboration and integration, and enhance epidemiology and evaluation. The applicant demonstrates success in collaboration across chronic disease programs but there is a need for resources to advance these efforts. Their plans include developing a Statewide Chronic Disease Prevention and Health Promotion Plan and realignment of programs under the chronic disease umbrella. While population-based efforts are part of the overall health department agenda, efforts to address health disparities and social determinants of health continue to be a priority focus of all chronic disease programs.

**II. Strengths:**

- **State Chronic Disease Prevention and Health Promotion Plan:** The applicant has developed a framework to serve as a roadmap for coordinated approaches and strategic planning, and plans to document the process. The applicant demonstrates integration in that all program areas were brought together for the sole purpose of identifying cross-cutting themes and project-specific activities where all programs can leverage resources. Town hall meetings will be conducted for gathering public input, and strategies such as an internal/external planning and a community-participatory approach will be used to support development of the plan.

- **Program Management and Leadership:** The applicant describes a staffing plan with quarterly milestones with three proposed new positions (Coordinator, Evaluator, and Office Assistant). Orientation and training will be provided for the new staff. The applicant has identified areas in which it will work to improve capacity and coordinate chronic disease planning, surveillance and epidemiology, evaluation, and administrative operations. There is staff and resource sharing across programs along with fiscal and epidemiological support.
- **Organizational Structure:** The applicant demonstrates a history of working in an integrated framework (Integrated Chronic Disease Draft Plan in 2004). The applicant continues to build partnerships and engage stakeholders and communities through the Chronic Disease Summit and town hall meetings.
- **Communication:** The applicant plans to complete an assessment of communication needs and develop media advocacy and key messages for advancing a chronic disease communication plan. The applicant plans to use town hall meetings, success stories, and brochures for communicating with the public and stakeholders.
- **Evaluation:** The applicant plans to form an evaluation team to guide coordinated activities for chronic disease programs and evaluate the Coordinated Chronic Disease Prevention and Health Promotion Plan. The applicant describes an evaluation framework to guide the evaluation. Key outcomes have been identified to align the efforts of the categorical chronic disease program to reduce duplication and increase efficiency. The applicant identifies public and partner stakeholders to involve in the evaluation.
- **Categorical Program Activities:** The applicant describes efforts to align their collaborative and coordinated work plans by examining strategic plans to identify areas for collaboration to address health disparities and social determinants, and consolidate chronic disease prevention and promotion efforts. Work plans are collaborative with shared outcomes. The applicant has had success in providing a Chronic Disease Summit in 2011.
- **Background and Need:** The applicant clearly describes the state chronic disease burden for the top five leading chronic disease causes of death and disability and their associated risk factors including chronic disease burden related to health disparities. The applicant has demonstrated a need for a coordinated chronic disease program.

**III. Weaknesses:**

- The application lacks detail around how the policy agenda will be developed. (Page 22)
- The application lacks detail to describe how surveillance and epidemiology data will be used to plan, implement and evaluate programs, document programmatic impact, enhance chronic disease coordination and collaboration, develop or update the state chronic disease plan, identify public and private care partners, and accomplish program objectives. (page 13)
- Although the applicant describes plans for impact evaluation, there is no description of process evaluation. (page 16)

**IV. Recommendations:**

- The applicant should describe further how the advisory committee will be engaged in forming a policy agenda (e.g., How will expertise be sought? Who will lead the effort and to what end?)
- The applicant should include more information on how data will be used to plan, implement and evaluate programs, document programmatic impact, enhance chronic disease coordination and collaboration, develop or update the state chronic disease plan, identify public and private care partners, and accomplish program objectives.
- The applicant should include in the evaluation plan process and output data to measure program success as well as provide feedback for program improvement.

**V. Other relevant comments:**

- The applicant is commended for its efforts to develop its first chronic disease burden report with a focus on the social determinants of health.

Department of Health  
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Table 16

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(See Attached Worksheets)									



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HTH 100	93.116	TB Elimination & Lab Prog	CDC	1/1/2012	\$ 681,407.00	FYs 12 & 13	N	N	
HTH 100	93.977	Comprehen-sive STD Prev Projs	CDC	1/1/2012	\$ 385,884.00	FYs 12 & 13	N	N	
HTH 100	93.940	HIV Prev Grant	CDC	1/1/2012	\$ 1,511,838.00	FYs 12 & 13	N	Y	
HTH 100	93.944	HIV Surveillance Grant	CDC	1/1/2012	\$ 217,541.00	FYs 12 & 13	N	N	
HTH 100	93.917	Title II - Ryan White CARE Grant	HRSA	4/1/2012	\$ 3,677,870.00	FYs 12 & 13	Mtce of Effort	N	

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HTH 131	93.268	Immunization and Vaccines for Children Grants	Centers for Disease Control and Prevention	12/16/2011	\$ 1,846,083	2012-2013	N	Y	Budget Period: 1/1/2012-12/31/2012
HTH 131	93.539	Prevention and Public Health Fund; Capacity Building Assistance to Strengthen Public Health Immunization Infrastructure and Performance	Centers for Disease Control and Prevention	8/23/2011	\$ 933,189	2012-2013	N	Y	Budget Period: 9/1/2012-8/31/2013
HTH 131	93.069	Public Health Emergency Preparedness	Centers for Disease Control and Prevention	8/10/2011	\$ 5,260,290	2012-2013	10% State Matching Requirement	Y	Budget Period: 8/10/2011-8/9/2012
HTH 131	93.283	Epidemiology and Laboratory Capacity for Infectious Diseases	Centers for Disease Control and Prevention	12/20/2011	\$ 108,619	2012-2013	N	Y	Budget Period: 1/1/2012-12/31/2012; Currently awarded \$108,619 (round 1), full award anticipated \$517,228.
HTH 131	93.521	Epidemiology and Laboratory Capacity for Infectious Diseases - Patient Protection and Affordable Care Act: Building and Strengthening Hawaii's Epidemiology, Laboratory and Health Information Systems	Centers for Disease Control and Prevention	8/11/2011	\$ 290,318	2012-2013	N	Y	Budget Period: 8/1/2011-7/31/2012

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(See Attached Program Worksheets)									

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HTH 131	93.27	Adult Viral Hepatitis Prevention	Centers for Disease Control and Prevention	10/29/2011	\$ 44,758	2012-2013	N	Y	Budget Period: 11/1/2011-10/31/2012; award amnt represents 50% of total anticipated budget; 50% remaining is subject to rescission depending on Federal budget appropriations.

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HTH 141		None							

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HTH 420	93.150	Projects for Assistance in Transition From Homelessness	Department of Health and Human Services, Substance Abuse and Mental Health Services, Center for Mental Health Services	6/30/2011	\$ 300,000.00	2012 and 2013	\$ 100,000.00	N	
HTH 420	93.958	Community Mental Health Services Block Grant	Department of Health and Human Services, Substance Abuse and Mental Health Services, Center for Mental Health Services	12/17/2010	\$ 1,170,616.00	2012	N/A	N	
HTH 420	93.958	Community Mental Health Services Block Grant	Department of Health and Human Services, Substance Abuse and Mental Health Services, Center for Mental Health Services	12/15/2011	\$ 1,148,089.00	2012 and 2013	N/A	N	

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HTH 430		None							

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HTH 440	93.959	Substance Abuse Prevention and Treatment Block Grant	US DHHS, Substance Abuse & Mental Health Svcs Admin (SAMHSA)	7/29/2011	7,591,561	FY2012-13	MOE - 45 CFR 96.134	N	Reductions in State funding for substance abuse prevention and treatment services have compromised the State's meeting of Maintenance of Effort (MOE) requirements.
HTH 440	93.275	Access to Recovery (ATR) Ohana	HHS/SAMHSA/ Ctr for SA Treatent (CSAT)	8/4/2011	2,849,000	FY2011-14	N/A	N	Federal funds will cover costs to implement the FDA tobacco enforcement grant. Oversight for grant implementation will be the responsibility of a full-time Program Coordinator and half-time Assistant FDA Program Coordinator.
HTH 440	93.243	State Prevention Framework State Incentive Grant	HHS/SAMHSA/ Ctr for SA Prev (CSAP)	9/30/2006	2,093,000	FY2007-13	N/A	Y	No cost extension approved to expend grant funds through September 29, 2012. Ceiling increase for DDRA SF (\$200K) would support development of a capacity enhancement plan and a strategic prevention plan to guide development of a comprehensive statewide substance abuse prevention system that is data-driven and outcome based.



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HTH 440	16.727	Enforcing Underage Drinking Laws (EUDL) Formula Grant	US DOJ, Ofc of Juvenile Justice & Delinquency Prevention (OJJDP)	8/5/2011	300,000	SFY 2012-13	N/A	N	
HTH 440	FDA-11-TOBACCO	Hawaii Tobacco State Enforcement Contract FY11	US DHHS, Food & Drug Admin (FDA)	9/15/2011	252,477	SFY 2012-15	N/A	N	

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HTH 460	93.104	6 year Grant to address Trauma to Girls on Oahu	SAMHSA	8/28/2009	\$ 2,000,000.00	FY 13	\$ 2,000,000.00	N	
HTH 460	93.104	1 year planning grant	SAMHSA	9/30/2011	\$ 520,975.00	FY 13	\$ 193,370.00	N	

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HTH 495	93.296	Hawaii Multicultural Action Initiative	Department of Health and Human Services, Public Health Services	8/26/2011	\$ 130,000.00	2012 and 2013	N/A	N	
HTH 495	93.243	Mental Health Data Infrastructure Grant for Quality Improvement	Department of Health and Human Services, Substance Abuse and Mental Health Services, Center for Mental Health Services	6/24/2011	\$ 132,941.00	2012 and 2013	\$ 135,640.00	N	
HTH 495	93.243	Mental Health Transformation State Incentive Grant	Department of Health and Human Services, Substance Abuse and Mental Health Services, Center for Mental Health Services	2/15/2011	\$ 2,147,284.00	2012	N/A	Y	Grant scheduled to end on 5/31/2012.
HTH 495	93.243	Mental Health Transformation Grant, Implementing a Trauma-Informed System of Care	Department of Health and Human Services, Substance Abuse and Mental Health Services, Center for Mental Health Services	7/2/2011	\$ 731,797.00	2012 and 2013	N/A	N	

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HTH 495	93.958	Olmstead Financial Support Award	Department of Health and Human Services, Substance Abuse and Mental Health Services, Center for Mental Health Services	3/1/2012	\$ 20,000.00	2012 and 2013	N/A	N	

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HTH 560	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	7/1/11 to 5/31/12	\$ 500,000.00	FY12	None	N	
HTH 560	93.283	Hawaii MD Starnet: Identify and track children affected with Duchene or Becker Muscular Dystrophy (DBMD). A study to find out how common is DBMD, is it equally common among different racial and ethnic groups and what interventions is the most effective in the study population.	CDC	9/2/10 to 9/1/12	\$ 272,075.00	FY 12	None	Y	

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HTH 560	84.181A	Infants and Toddlers with Disabilities (Part C): Support services to IDEA Part C eligible infants and toddlers and their families.	US-DOE	7/1/11 to 9/30/12	\$ 2,150,294.00	FY 12	MOE is current State budgeted amount must at least be equal to the amount of State funds spent in the previous year (\$13,586,685)	N	
560	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	4/1/11 to 3/31/12	\$ 300,000.00	FY 12	None	N	

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Table 16

<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuance (Y/N)</u>	<u>Comments</u>
HTH 560	10.557	Women Infants & Children Program: Provides nutrition education, supplement foods, nutrition intervention, health and social service referrals to improve the health status of eligible participants.	USDA/FNS	10/1/11 to 9/30/12	\$ 34,905,333.00	FY 12	None	N	Pending award for this current FY
HTH 560	10.578	WIC Breastfeeding Peer Counseling: Enable State agencies to implement or maintain an effective breastfeeding peer counselor program and to impact breastfeeding rates among WIC participants and increase breastfeeding duration rates.	USDA/FNS	10/1/09 to 9/30/11, extended to 9/30/12	\$ 382,144.00	FY 12	None	N	Grant was extended for 1 yr.
HTH 560	10.578	WIC Breastfeeding Peer Counseling: Same as above	USDA/FNS	6/1/11 to 9/30/13	\$ 200,000.00	FY 13	None	N	

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HTH 560	10.557	Community Clinic of Maui WIC Renovation: Fund the construction of a new WIC clinic space at CCM located at 1881 Nani St., Wailuku, Maui. 1921 sq. ft. of space is reserved for a new WIC clinic to be built.	USDA/FNS	10/1/10 to 9/30/12	\$ 425,761.00	FH 12	None	N	
HTH 560	93.110	State Systems Development Initiative: Facilitate the integration of comprehensive community based systes of health care by providing ongoing techincal assistance to DOH staff and consumers of care.	DHHS/HRSA	12/1/10 to 11/30/11, extended to 1/31/12	\$ 152,013.00	FY 12	None	N	Grant was extended for addition 2 months
HTH 560	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	4/1/11 to 3/31/12	\$ 166,068.00	FY 12	None	N	



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HTH 560	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	6/1/11 to 5/31/12	\$ 150,000.00	FY 12	None	Y	Grant slated to terminate but may have a slight chance to be continued.
HTH 560	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	10/1/11 to 9/30/13	\$ 555,850.00	FY 12	MOE \$11,910,549 State Funds	Y	Grant Award Amount is only for a quarter.
HTH 560	93.235	Abstinence Education Grant Program	DHHS/ACF	10/1/2010	\$ 128,422.00	FY2012	10%	N	
HTH 560	93.670	Supporting Evidence-Based Home Visitation Programs to Prevent Maltreatment	DHHS/ACF	9/30/2010	\$ 1,016,683.00	FY2011	10%	Y	Grant ended on 9/29/2011

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HTH 560	93.136	Sexual Violence Prevention and Education	CDC	11/1/2011	\$ 114,349.00	FY2012	None	N	
HTH 560	93.590	Community-Based Child Abuse Prevention Grant	DHHS/ACF	10/1/2007	\$ 826,263.00	FY2008	20%	N	
HTH 560	93.590	Community-Based Child Abuse Prevention Grant	DHHS/ACF	10/1/2008	\$ 683,660.00	FY2009	20%	N	
HTH 560	93.590	Community-Based Child Abuse Prevention Grant	DHHS/ACF	10/1/2009	\$ 584,180.00	FY2010	20%	N	
HTH 560	93.590	Community-Based Child Abuse Prevention Grant	DHHS/ACF	10/1/2010	\$ 530,792.00	FY2011	20%	N	
HTH 560	93.590	Community-Based Child Abuse Prevention Grant	DHHS/ACF	10/1/2011	\$ 288,559.00	FY2012	20%	N	
HTH 560	93.092	Personal Responsibility Education Program (PREP)	DHHS/ACF	8/2/2010	\$ 250,000.00	FY2012	None	N	
HTH 560	93.092	Personal Responsibility Education Program (PREP)	DHHS/ACF	10/1/2010	\$ 250,000.00	FY2012	None	N	
HTH 560	93.505	Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program (MIECHV) Formula	HRSA	7/15/2010	\$ 1,307,834.00	FY2011	None	N	
HTH 560	93.505	Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program (MIECHV) Formula	HRSA	9/30/2011	\$ 1,673,000.00	FY2012	None	N	

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HTH 560	93.505	Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program (MIECHV) Development	HRSA	9/30/2011	\$ 3,141,174.00	FY2012	None	N	
HTH 560	93.217	Family Planning Services	OPHS	6/30/2011	\$ 2,649,600.00	FY2012	10%	N	
HTH 560	93.926	Disparities in Perinatal Health-Border Initiatives	HRSA	6/1/2011	\$ 951,057.00	FY2012	None	N	
HTH 560	93.946	Pregnancy Risk Assessment Monitoring System (PRAMS)	CDC	5/1/2011	\$ 162,749.00	FY2012	None	N	

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HTH 590	93.28	Breast and Cervical Cancer Control Program: Comprehensive Cancer Control Program	Department of Health and Human Services-Centers For Disease Control and Prevention	8/2/11	1,402,888	12 & Partial 13	Yes, \$407,896	Yes, Reduced by % to be determined (TBD)	TBD thru Congressional budget and CDC priorities and possible move away from direct service activities to systems level prevention and health management focus.
HTH 590	93.28	Collaborative Chronic Disease, Healthy Promotion, and Surveillance Program; Health	Department of Health and Human Services-Centers For Disease Control and Prevention	4/4/11	1,262,454	12	Yes, \$976,533	NO	Chronic disease prevention is a priority activity for CDC and funding structure will reflect CDC restructuring
HTH 590	93.283	To Develop the States Capacity and Expand Existing Efforts in Heart Disease	Department of Health and Human Services-Centers For Disease Control and Prevention	6/28/11	330,113	12	No	Yes, % TBD	TBD thru Congressional budget and CDC priorities

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HTH 590	93.070	The Primary Purpose of the National Asthma Control Program is to Develop Program	Department of Health and Human Services-Centers For Disease Control and Prevention	8/26/11	396,000	12 & Partial 13	No	Discontinued in 1 or 2yrs	
HTH 590	93.544	Collaborative Chronic Disease, Healthy Promotion, and Surveillance Program; Health	Department of Health and Human Services-Centers For Disease Control and Prevention	9/13/11	445,130	12 & Partial 13	No	Discontinued in 1 or 2yrs	
HTH 590	93.520	Collaborative Chronic Disease, Healthy Promotion, and Surveillance Program; Health	Department of Health and Human Services-Centers For Disease Control and Prevention	8/25/11	80,274	12	No	Discontinued	

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HTH 590	93.283	Collaborative Chronic Disease Healthy Promotion & Surveillance Program (Behavioral Risk Factor Surveillance System Component)	Department of Health and Human Services-Centers For Disease Control and Prevention	8/31/2011	369,825	12	No	Yes, % TBD	TBD thru Congressional budget and CDC priorities
HTH 590	93.283	Healthy Hawaii Initiative-Physical Activity, Nutrition, and Obesity Preventive Grant	Department of Health and Human Services-Centers For Disease Control and Prevention	5/24/2011	493,992	12	Yes, 98,798	Yes, % TBD	TBD thru Congressional budget and CDC priorities and next grant round will reflect CDC restructuring. Continued emphasis anticipated for states to address obesity prevention through systems and policy level focus.

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HTH 610	66701	FY-11 TSCA Compliance Monitoring Program	Environmental Protection Agency	4/19/2011	\$ 152,454	FY 2012	\$ 222,077	N	Grant awarded through 9-30-11
HTH 610	66701	FY-12 TSCA Compliance Monitoring Program	Environmental Protection Agency	8/13/2011	\$ 128,154	FY 2012	\$ 222,077	N	Grant awarded through 9-30-12
HTH 610	66707	FY-11 TSCA Title IV - State Lead Grants	Environmental Protection Agency	8/25/2010	\$ 184,939	FY 2012	\$ -	N	Grant awarded through 9-30-11
HTH 610	66707	FY-12 TSCA Title IV - State Lead Grants	Environmental Protection Agency	8/2/2011	\$ 193,587	FY 2012	\$ -	N	Grant awarded through 9-30-12

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HTH710		FERN FSIS	USDA	9/1/2010	\$ 247,363.00	FY11-12	None	N	
HTH710		FERN FDA	US FDA	10/27/2010	\$ 250,000.00	FY11-12	None	N	
HTH710		FERN FSIS	USDA	8/16/2011	\$ 120,000.00	FY11-12	None	N	
HTH710		FERN FDA	US FDA	7/14/2011	\$ 250,000.00	FY11-12	None	N	



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HTH 720	93.777	Income security and social services: medical assistance program (Title XIX; Social Security Act)	Department of Health and Human Services	3/15/2012	\$ 523,439.00	FY 12	State: 25% - \$130,859	N	Award date is anticipated - federal budget submittal due date is end of February, 2012; Used FY11 amounts
HTH 720	93.777	Medicare Administration; Title XVIII; Social Security Act	Department of Health and Human Services	3/15/2012	\$ 773,054.00	FY 12	State: 25% - \$193,263	N	Award date is anticipated - federal budget submittal due date is end of February, 2012; Used FY11 amounts
HTH 720	93.777	Income security and social services: Clinical Laboratory Improvement Amendments Program (CLIA)	Department of Health and Human Services	10/21/2011	\$ 117,280.00	FY 12	State: 10% - \$11,728	N	Authorized 1st qtr award: \$29,320

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HTH 720	93.777	ARRA grant - Ambulatory Surgical Center Healthcare-Associated Infection (ASC-HAI) Prevention Initiative	Department of Health and Human Services	11/6/2009	\$ 17,262.00	FY 12	None	Y	Admin Info: 12-06-ASC from Center for Medicare and Medicaid Services (CMS) dated 12/2/2011 extends deadline for use of funds to 9/30/2012; CMS email instructs to use ARRA funds prior to charging regular fed allocation for FFY12 ASC surveys

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HTH 730	93.127	EMSC Partnership Grants	Health and Human Services, Health Resources and Services Administration	10/13/2011	\$ 143,000	2011-2012	NONE	N	Competitive grant award. Objective: To support demonstration projects for the expansion and improvement of emergency medical services for children who need treatment for trauma or critical care. Project Period: 03/01/2006 through 02/28/2013. Budget Period 03/01/2011 through 02/29/2012. Initial award of \$130,000 for state fiscal year 2011-2012 is dated 02/24/2011. Recommended future support in state fiscal year 2012-2013 is \$130,000, subject to the availability of funds and satisfactory progress of project.

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HTH 730	93.136	Core Violence and Injury Prevention Program (Core VIPP)	Health and Human Services, Centers for Disease Control and Prevention	10/27/2011	\$ 150,000	2012-2013	NONE	N	Competitive grant award. Objective: To develop and evaluate new methods or to evaluate existing methods and techniques used in injury surveillance by public health agencies; and to develop, expand, or improve injury control programs to reduce morbidity, severity, disability, and cost from injuries. Project Period: 08/01/2011 through 07/31/2016. Budget Period 08/01/2011 through 07/31/2012. Initial award for state fiscal year 2012-2013 is dated 07/28/2011. Recommended future support in state fiscal year 2013-2014 is \$150,000.
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HTH730	93.889	FY 10 Announcement of Availability of Funds for the Hospital Preparedness Program (HPP)	Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response	7/1/2011	\$ 1,865,852	2012	10% of award (\$186,585.20). Cost sharing, the non-federal share, can be provided directly by the state, in cash, or third party in-kind contributions.	Y	Statutory Formula grant award. Objective: To ready hospitals and other healthcare systems, in collaboration with other partners, to deliver coordinated and effective care to victims of terrorism and other public health emergencies. Project Period: 08/09/2009 through 06/30/2012. Budget Period 07/01/2011 through 06/30/2012. The Supplemental Budget Request for FY 2013 request transfer out Temporary FTE and Funds for the Hospital Preparedness Program from HTH 730/MQ to HTH 131/DB.
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HTH 730	93.089	Emergency System for Advance Registration of Volunteer Health Professionals Grant Program	Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response	10/17/2011	\$ 192,933	2012	NONE	Y	Competitive award. Objective: Establish & maintain a network of state systems for verifying credentials, certifications, licenses, training, and hospital privileges of health care professionals who volunteer to provide health svcs during a public health emergency. Project Period: 09/01/10 through 06/30/13. Budget Period: 07/01/11 through 06/30/12. Init award for FY12 dated 07/01/2011. Recommended support in FY13 is \$199,933. Sup Bud Req for FY13 request transfer out Temp FTE & Funds from HTH 730/MQ to HTH 131/DB.
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HTH 760		None							

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HTH 840	66801	FY-11 Hazardous Waste Management Program	Environmental Protection Agency	4/29/2011	\$ 570,120	FY 2012	\$ 377,965	N	Grant awarded through 9-30-11
HTH 840	66801	FY-12 Hazardous Waste Management Program	Environmental Protection Agency	7/19/2011	\$ 267,300	FY 2012	\$ 346,103	N	Grant awarded through 9-30-12
HTH 840	66419	FY11-12 Water Pollution Control Surface Water	Environmental Protection Agency	9/10/2011	\$ 2,761,674	FY 2012	\$ 2,108,892	N	Grant awarded through 9-30-12
HTH 840	66419	FY10 Water Pollution Control - Monitoring Initiative	Environmental Protection Agency	7/30/2011	\$ 767,360	FY 2012	\$ -	N	Grant awarded through 4-30-14
HTH 840	66432	FY 11 Public Water System Supervision	Environmental Protection Agency	6/29/2011	\$ 495,988	FY 2012	\$ 2,208,818	N	Grant awarded through 9-30-11
HTH 840	66432	FY 12 Public Water System Supervision	Environmental Protection Agency	8/23/2011	\$ 39,362	FY 2012	\$ 1,144,016	N	Grant awarded through 9-30-12
HTH 840	66001	FY-11 Air Pollution Control Program	Environmental Protection Agency	8/22/2011	\$ 739,650	FY 2012	\$ 1,891,230	N	Grant awarded through 9-30-11
HTH 840	66040	State Clean Diesel Grant Program	Environmental Protection Agency	8/13/2011	\$ 847,586	FY 2012	\$ -	Unknown at this time	Grant awarded through 9-30-12
HTH 840	66419	FY 07-11 Water Pollution Control (GW)	Environmental Protection Agency	12/27/2010	\$ 1,593,280	FY 2012	\$ -	N	Grant awarded through 9-30-11



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HTH 840	66419	FY 12 Water Pollution Control (GW)	Environmental Protection Agency	8/22/2011	\$ 326,800	FY 2012	\$ -	N	Grant awarded through 9-30-12
HTH 840	66474	Water Protection Coordination Grants	Environmental Protection Agency	4/9/2011	\$ 292,349	FY 2012	\$ -	Y	Grant awarded through 9-30-12. No State funds required for discontinuance.
HTH 840	66805	Leaking Underground Storage Tank (LUST) Program	Environmental Protection Agency	6/21/2011	\$ 1,690,000	FY 2012	\$ 677,543	N	Grant awarded through 9-30-12
HTH 840	66804	Leaking Underground Storage Tanks Program - LUST Prevention	Environmental Protection Agency	6/21/2011	\$ 880,000	FY 2012	\$ 1,056,420	N	Grant awarded through 9-30-12
HTH 840	66034	PM 2.5 Monitoring Network	Environmental Protection Agency	8/2/2011	\$ 359,630	FY 2012	\$ -	N	Grant awarded through 3-31-12
HTH 840	66472	Beach Monitoring and Notification Program	Environmental Protection Agency	8/19/2010	\$ 314,619	FY 2012	\$ -	N	Grant awarded through 9-30-11
HTH 840	66472	Beach Monitoring and Notification Program	Environmental Protection Agency	8/19/2010	\$ 323,000	FY 2012	\$ -	N	Grant awarded through 1-30-12
HTH 840	66472	Beach Monitoring and Notification Program	Environmental Protection Agency	5/21/2010	\$ 326,000	FY 2012	\$ -	N	Grant awarded through 1-30-13
HTH 840	66472	Beach Monitoring and Notification Program	Environmental Protection Agency	6/12/2011	\$ 331,536	FY 2012	\$ -	N	Grant awarded through 1-31-14

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HTH 840	66709	Capacity Building for States & Tribes	Environmental Protection Agency	3/29/2011	\$ 80,000	FY 2012	\$ -	N	Grant awarded through 7-31-12
HTH 840	66608	Hawaii Network Implementation Grant Proposal	Environmental Protection Agency	4/29/2010	\$ 300,000	FY 2012	\$ -	N	Grant awarded through 9-30-11
HTH 840	66608	FY 07 Exchange Network - HI DOH	Environmental Protection Agency	4/29/2010	\$ 225,000	FY 2012	\$ -	N	Grant awarded through 9-30-12
HTH 840	66460	NPS Management Program	Environmental Protection Agency	2/21/2008	\$ 1,525,100	FY 2012	\$ 1,047,298	N	Grant awarded through 12-31-11
HTH 840	66460	NPS Management Program	Environmental Protection Agency	5/27/2008	\$ 641,961	FY 2012	\$ 720,716	N	Grant awarded through 12-31-11
HTH 840	66460	NPS Implementation	Environmental Protection Agency	7/15/2009	\$ 1,881,866	FY 2012	\$ 1,427,911	N	Grant awarded through 12-31-13
HTH 840	66460	NPS Management Program	Environmental Protection Agency	10/12/2009	\$ 1,503,626	FY 2012	\$ 1,002,417	N	Grant awarded through 9-30-14
HTH 840	66460	NPS Management Program	Environmental Protection Agency	9/15/2010	\$ 1,596,304	FY 2012	\$ 1,064,203	N	Grant awarded through 9-30-15
HTH 840	66460	NPS Management Program	Environmental Protection Agency	9/10/2011	\$ 1,355,490	FY 2012	\$ 1,144,510	N	Grant awarded through 9-30-16
HTH 840	66458	State Water Pollution Control Revolving Fund	Environmental Protection Agency	7/30/2008	\$ 5,223,500	FY 2012	\$ 1,044,700	N	Grant awarded through 6-30-18
HTH 840	66458	State Water Pollution Control Revolving Fund	Environmental Protection Agency	12/16/2009	\$ 5,223,500	FY 2012	\$ 1,044,700	N	Grant awarded through 6-30-16
HTH 840	66458	State Water Pollution Control Revolving Fund	Environmental Protection Agency	2/11/2011	\$ 15,781,000	FY 2012	\$ 3,156,200	N	Grant awarded through 6-30-17

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HTH 840	66458	State Water Pollution Control Revolving Fund	Environmental Protection Agency	8/24/2011	\$ 11,436,000	FY 2012	\$ 2,287,200	N	Grant awarded through 6-30-18
HTH 840	66468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	2/11/2008	\$ 8,303,100	FY 2012	\$ 1,660,620	N	Grant awarded through 6-30-13
HTH 840	66468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	7/12/2006	\$ 8,285,500	FY 2012	\$ 1,657,100	N	Grant awarded through 6-30-16
HTH 840	66468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	5/25/2007	\$ 8,229,300	FY 2012	\$ 1,645,860	N	Grant awarded through 6-30-17
HTH 840	66468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	2/13/2008	\$ 8,229,000	FY 2012	\$ 1,645,800	N	Grant awarded through 6-30-17
HTH 840	66468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	2/24/2009	\$ 8,146,000	FY 2012	\$ 1,629,200	N	Grant awarded through 6-30-18
HTH 840	66468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	11/19/2009	\$ 8,146,000	FY 2012	\$ 1,629,200	N	Grant awarded through 6-30-19
HTH 840	66468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	2/8/2011	\$ 13,573,000	FY 2012	\$ 2,714,600	N	Grant awarded through 6-30-17
HTH 840	66468	Safe Drinking Water State Revolving Fund	Environmental Protection Agency	9/8/2011	\$ 9,268,000	FY 2012	\$ 1,853,600	N	Grant awarded through 6-30-18

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HTH 849	66454	WQM Planning	Environmental Protection Agency	7/20/2010	\$ 100,000	FY 2012	\$ -	N	Grant awarded through 7-31-12
HTH 849	66454	WQM Planning	Environmental Protection Agency	6/15/2011	\$ 51,224	FY 2012	\$ -	N	Grant awarded through 9-30-13
HTH 849	66454	WQM Planning	Environmental Protection Agency	11/16/2011	\$ 114,719	FY 2012	\$ -	N	Grant awarded through 9-30-14
HTH 849	66454	WQM Planning	Environmental Protection Agency	4/19/2011	\$ 159,000	FY 2012	\$ -	N	Grant awarded through 9-30-13
HTH 849	66454	WQM Planning	Environmental Protection Agency	8/23/2011	\$ 116,000	FY 2012	\$ -	N	Grant awarded through 9-30-15
HTH 849	66608	FY 09 Exchange Network - HI DOH	Environmental Protection Agency	7/2/2009	\$ 300,000	FY 2012	\$ -	N	Grant awarded through 8-31-13
HTH 849	66608	FY 10 Exchange Network - HI DOH	Environmental Protection Agency	8/4/2010	\$ 200,000	FY 2012	\$ -	N	Grant awarded through 9-30-12
HTH 849	66608	FY 11 Exchange Network - HI DOH	Environmental Protection Agency	9/30/2011	\$ 200,000	FY 2012	\$ -	N	Grant awarded through 9-30-13
HTH 849	66817	State Response Program	Environmental Protection Agency	8/12/2010	\$ 2,218,453	FY 2012	\$ -	Y Fed FY 13 10%, Fed FY 14 30%	Grant awarded through 9-30-12
HTH 849	12113	Dept. of Defense Memo of Agreement	Department of Defense	7/1/2010	\$ 903,069	FY 2012	\$ -	N	Grant awarded through 6-30-2012
HTH 849	66802	Preliminary Assessment/ Site Inspection Program	Environmental Protection Agency	8/13/2011	\$ 550,000	FY 2012	\$ -	Y Fed FY 13 10%, Fed FY 14 30%	Grant awarded for 8-10 through 9-30-12

Department of Health  
Federal Grants

Table 16

<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuance (Y/N)</u>	<u>Comments</u>
HTH 904	93.044	GRANT Older Americans Act (OAA) Title III B Supportive Services	AOA	Awarded 10/1/2011	\$1,827,011	FY 2012	25% state match	N	Grant awarded through 9-30-12
HTH 904	93.045	GRANT OAA Title III C1 Congregate Meals	AOA	Awarded 10/1/2011	\$2,186,289	FY 2012	15% state match	N	Grant awarded through 9-30-12
HTH 904	93.045	GRANT OAA Title III C2 Home Delivered Meals	AOA	Awarded 10/1/2011	\$1,079,676	FY 2012	15% state match	N	Grant awarded through 9-30-12
HTH 904	93.043	GRANT OAA Title III D Preventive Health	AOA	Awarded 10/1/2011	104,920	FY 2012	20% state match	N	Grant awarded through 9-30-12
HTH 904	93.052	GRANT Title III E National Family Caregiver Support Program	AOA	Awarded 10/1/2011	\$764,933	FY 2012	25% state match	N	Grant awarded through 9-30-12

Department of Health  
Federal Grants

Table 16

HTH 904	93.053	GRANT OAA Sect. 311 Nutrition Services Incentive Program	AOA	Awarded 10/1/2011	\$474,893	FY 2012	None	N	Grant awarded through 9-30-12
HTH 904	93.072	Demonstration Lifespan Repite Care Project	AOA	Awarded 7/21/2011	\$200,000.00	2012-15	25% state match	N	Grant awarded through 7-31-2014
HTH 904	93.041	GRANT OAA Elder Abuse Title VII-Ch3	AOA	Awarded 10/1/2011	\$ 25,163.00	FY 2012	None	N	Grant awarded through 9-30-12
HTH 904	93.042	GRANT OAA- LTC Ombudsman Title VII-Ch 2	AOA	Awarded 10/1/2011	\$83,746.00	FY 2012	\$20,839 MOE required (based at FY 2000 level)	N	Grant awarded through 9-30-12
HTH 904	93.044	GRANT Older Americans Act (OAA) Title III B Supportive Services	AOA	Anticipated 10/1/2012	\$1,370,258	FY 2013	25% state match	N	Part of a Grant awarded through 9/30/2013
HTH 904	93.045	GRANT OAA Title III C1 Congregate Meals	AOA	Anticipated 10/1/2012	\$1,639,717	FY 2013	15% state match	N	Part of a Grant awarded through 9/30/2013
HTH 904	93.045	GRANT OAA Title III C2 Home Delivered Meals	AOA	Anticipated 10/1/2012	\$809,757	FY 2013	15% state match	N	Part of a Grant awarded through 9/30/2013

Department of Health  
Federal Grants

Table 16

HTH 904	93.043	GRANT OAA Title III D Preventive Health	AOA	Anticipated 10/1/2012	\$78,690.00	FY 2013	20% state match	N	Part of a Grant awarded through 9/30/2013
HTH 904	93.052	GRANT Title III E National Family Caregiver Support Program	AOA	Anticipated 10/1/2012	\$573,700	FY 2013	25% state match	N	Part of a Grant awarded through 9/30/2013
HTH 904	93.053	OAA Sect. 311 Nutrition Services Incentive Program	AOA	Anticipated 10/1/2012	\$356,169.75	FY 2013	None	N	Part of a Grant awarded through 9/30/2013
HTH 904	93.041	OAA Elder Abuse Title VII-Ch3	AOA	Anticipated 10/1/2012	\$ 18,872.25	FY 2013	None	N	Part of a Grant awarded through 9/30/2013
HTH 904	93.042	OAA-LTC Ombudsman Title VII-Ch 2	AOA	Anticipated 10/1/2012	\$ 62,809.50	FY 2013	\$20,839 MOE required at FY 2000 level	N	Part of a Grant awarded through 9/30/2013
HTH 904	93.779	State Health Insurance Program (SHIP)	CMS	Anticipated 4/1/2012	\$ 281,657.00	FY12 & 13	none	N	Grant awarded through 3/31/2013
HTH 904	93.779	State Health Insurance Program (SHIP)	CMS	Anticipated 4/1/2013	\$ 70,414.25	FY 2013	none	N	Part of a Grant awarded through 3/31/2014
HTH 904	93.518	ACAMIPPA	CMS/AoA	Awarded 9/30/2010	\$ 144,320.00	FY12& 13	none	Y; 9/30/2012 end date	9/30/2012 end date

Department of Health  
Federal Grants

Table 16

HTH 904	93.048	SMP Capacity Building Grant	AOA	Awarded 9/30/2011	\$ 88,750.00	FY12 & 13	none	N	9/29/2012 end date
HTH 904	93.048	SMP Federal Grant	AOA	Anticipated 6/1/2012	\$60,000.00	FY 2013	\$20,000 in-kind	N	Part of a Grant for 6/1/2012-5/31/2015; 3 year grant cycle - must re -apply.
HTH 904	93.048	SMP Capacity Federal Grant	AOA	Anticipated 9/30/2012	\$ 66,562.50	FY 2013	none	Y	9/29/2013 end date



Department of Health  
Federal Grants

Table 16

<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuance (Y/N)</u>	<u>Comments</u>
HTH 905	93.63	State Developmental Disabilities Councils Grant Program	U.S. Dept. of Health and Human Services Administration on DD	10/13/2011	\$ 477,839.00	FY 2012	25% State Match required of the Federal grant (\$159,280)	Y	Reduction in the Federal grant may result from future federal reductions.

Department of Health  
Federal Grants

Table 16

<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuance (Y/N)</u>	<u>Comments</u>
HTH 907	3B01DP009 015-11W1	PHHS Bloock Grant	Centers for Disease Control and Prevention (CDC)	9/11/2011	\$ 592,497.00	2012 to 2013	None	Y	time period is 10/2011 to 9/2012
HTH 907	93.241	Rural Hospital Flexibility Program	Health Resources and Services Administration (HRSA)	9/1/2011	\$ 412,000.00	2012 to 2013	None	N	
HTH 907	93.901	Small Rural Hospital Improvement Program	Health Resources and Services Administration (HRSA)	9/1/2011	\$ 88,280.00	2012 to 2013	None	N	
HTH 907	93.913	State Office of Rural Health	Health Resources and Services Administration (HRSA)	7/1/2011	\$ 80,000.00	2012	None	N	
HTH 907	93.507	Strengthening Public Health Infrastructure	Centers for Disease Control and Prevention (CDC)	9/30/2011	\$ 607,600.00	2012 to 2013	None	N	

Department of Health  
 Intradepartmental Transfer of Funds

Table 17

<u>Anticipated or Actual Date of Transfer</u>	<u>MOF</u>	<u>Amount of Transfer</u>	<u>From Prog ID</u>	<u>Percent of Imparting Program ID Appropriation</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
		(NONE)						

Department of Health  
Interdepartmental Transfer of Funds

Table 18

<u>Anticipated or Actual Date of Transfer</u>	<u>MOF</u>	<u>Amount of Transfer</u>	<u>From Prog ID</u>	<u>Percent of Imparting Program ID Appropriation</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Transfer Category LS/PR/O</u>	<u>Reason for Transfer (O - Other)</u>	<u>Recurring (Y/N)</u>
NOTE:									
LS AND PR ADJUSTMENTS WERE MADE DIRECTLY TO THE DEPARTMENT'S BASE APPROPRIATION AND WERE NOT EXECUTED AS INTERDEPARTMENTAL TRANSFERS.									

Department of Health  
Active Contracts

Table 19

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency</u> <u>(M/A/O)</u>	<u>Max</u> <u>Value</u>	<u>Outstanding</u> <u>Balance</u>	<u>Date</u> <u>Executed</u>	<u>Term of Contract</u>		<u>Organization</u>	<u>Category</u> <u>G/S/E/L</u>	<u>Description</u>	<u>Explanation of</u> <u>How Contract is</u> <u>Monitored</u>	<u>POS</u> <u>Y/N</u>
							<u>From</u>	<u>To</u>					
(See Attached Program Worksheets)													

Department of Health  
Active Contracts

Table 19

Prog ID	MOF	Amount Paid	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH100/DD	A	\$ 42,337.55	O- Per Invoice	\$ 84,674.55	\$ 42,337.00	6/7/2011	6/7/11	6/6/12	Diagnostic Lab Svcs, INC.	S	Diagnostic Laboratory Testing Svcs	Pymt processed after svcs are rendered to avoid overpayment.	N
HTH100/DD	A	\$ 5,888.56	O- Per Invoice	\$ 9,200.00	\$ 3,311.44	4/15/2011	5/2/11	9/30/11	Computer Consultant Int'l INC.	S	Computer Programming Svcs	Pymt processed after svcs are rendered to avoid overpayment.	N
HTH 100 DF & DG	A	\$ 20,054.49	M	\$ 66,000.00	\$ 45,945.51	7/1/2010	7/1/10	6/30/12	University Clinical, Research and Education Associates	S	Physician Services for Kalaupapa Patients	Review of billing vs. work completed. Monthly Governing Body & Medical Advisory Mtgs.	Y
HTH 100 DF & DG	A	\$ 19,050.80	M	\$ 72,000.00	\$ 52,949.20	7/1/2011	7/1/11	6/30/13	Pharmacy Corporation of America	G & S	Pharmaceutical Products & Pharmacy Services	Medications are verified prior to pymt.	Y
HTH 100 DG	A	\$ -	A	\$ 130,000.00	\$ 130,000.00	9/30/2007	10/1/11	9/30/12	Oahu Petroleum	G & S	Gasoline and delivery of gasoline to Kalaupapa.	Quantities pumped into storage tanks verified prior to pymt.	N
HTH 100 DG	A	\$ 6,791.42	O (weekly or bi weekly)	\$ 60,000.00	\$ 53,208.58	11/1/2008	11/1/11	10/30/12	Kamaka Air, Inc.	S	Air Cargo Transport to/from Kalaupapa.	Air bills verified by checking against goods received prior to pymt.	N
HTH 100/DI	A	\$ -	M	\$ 100,000.00	\$ 100,000.00	1/1/2012	1/1/12	6/30/13	Diagnostic Laboratory Services Inc	S	Laboratory Services	Bill verified by checking client referred for tests & date of tests.	Y
HTH 100/DI	A	\$ 58,368.00	M	\$ 100,000.00	\$ 41,632.00	7/1/2011	7/1/11	6/30/12	CVS Procure Pharmacy	G&S	Drug dispensing, Insurance co payments, controlled substance drugs	Bill verified by dispensing amts, insurance co-payments & drugs ordered.	Y
HTH 100/DI	A	\$ -	M	\$ 396,784.00	\$ 396,784.00	8/1/2011	8/1/11	7/31/12	Gregory House Programs	S	Housing Assistance and rental subsidy	Expenses checked against svcs provided	Y
HTH 100/DI	A	\$ 149,902.00	M	\$ 255,509.00	\$ 105,607.00	7/1/2011	7/1/11	6/30/12	Maui AIDS Foundation	S	Case Management Services for Maui County	Expenses checked against svcs provided	Y

Department of Health  
Active Contracts

Table 19

Prog ID	MOF	Amount Paid	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	Category G/S/E/L	Description	How Contract is Monitored	POS Y/N
HTH 100/DI	A	\$ 342,643.00	M	\$ 700,797.00	\$ 358,154.00	7/1/2011	7/1/11	6/30/12	Life Foundation	S	Case Management Services on Oahu	Expenses checked against svcs provided	Y
HTH 100/DI	A	\$ 81,603.00	M	\$ 161,468.00	\$ 79,865.00	7/1/2011	7/1/11	6/30/12	Malama Pono	S	Case Management Services for Kauai County	Expenses checked against svcs provided	Y
HTH 100/DI	A	\$ 131,305.00	M	\$ 366,269.00	\$ 234,964.00	7/1/2011	7/1/11	6/30/12	Hawaii Island HIV/AIDS Foundation	S	Case Management Services for Hawaii County	Expenses checked against svcs provided	Y
HTH 100/DI	A	\$ -	M	\$ 110,000.00	\$ 110,000.00	7/1/2011	7/1/11	6/30/12	Life Foundation	S	HIV Prevention Services for Transgendered	Expenses checked against svcs provided	Y
HTH 100/DI	A	\$ -	M	\$ 110,000.00	\$ 110,000.00	7/1/2011	7/1/11	6/30/12	Life Foundation	S	HIV Prevention Services for Women	Expenses checked against svcs provided	Y
HTH 100/DI	A	\$ 251,861.00	M	\$ 935,800.00	\$ 683,939.00	7/1/2011	7/1/11	6/30/12	Community Health Outreach Work Project	S	Outreach and syringe exchange program, drug treatment services	Expenses checked against svcs provided	Y
HTH 100/DI	A	\$ 10,538.00	M	\$ 50,000.00	\$ 39,462.00	7/1/2011	7/1/11	6/30/12	Amerisource Bergen Drug Corporation	G	Drug purchases	Expenses checked against drugs ordered.	N
HTH 100/DI	N	\$ 173,110.00	M	\$ 208,167.00	\$ 35,057.00	1/1/2011	1/1/11	12/31/11	Maui AIDS Foundation	S	HIV Prevention Services on Maui.	Expenses checked against svcs provided	Y
HTH 100/DI	N	\$ 64,449.00	M	\$ 120,849.00	\$ 56,400.00	1/1/2011	1/1/11	12/31/11	Malama Pono	S	HIV Prevention Services on Kauai	Expenses checked against svcs provided	Y
HTH 100/DI	N	\$ 228,607.00	M	\$ 387,260.00	\$ 158,653.00	1/1/2011	1/1/11	12/31/11	Life Foundation	S	HIV Prevention Services on Oahu	Expenses checked against svcs provided	Y
HTH 100/DI	N	\$ 193,279.00	M	\$ 215,192.00	\$ 21,913.00	1/1/2011	1/1/11	12/31/11	Hawaii Island HIV/AIDS Foundation	S	HIV Prevention Services on Hawaii	Expenses checked against svcs provided	Y
HTH 100/DI	N	\$ 497,955.00	M	\$ 1,011,300.00	\$ 513,345.00	4/1/2011	4/1/11	3/31/12	AIDS Community CARE Team	S	HIV Care Services Statewide	Expenses checked against svcs provided	Y

Department of Health  
Active Contracts

Table 19

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 131	N	\$ 12,124	O - as services are rendered	\$ 55,000	\$ 42,876	12/31/2010	12/31/10	12/30/12	Kryptonite LLC dba PCF Virtual	S	Immunization public education campaign	Program staff assigned to project monitors compliance	Y
HTH 131	N	\$ 1,426,442	O - bi- weekly as services are rendered	\$ 1,570,491	\$ 144,049	10/2/2009	10/2/09	6/30/12	Altres Staffing, Inc.	S	Nursing services related to Stop Flu At School Program	Program staff assigned to project monitors compliance	Y
HTH 131	N	\$ 3,112	O - bi- weekly as services are rendered	\$ 27,276	\$ 24,164	10/13/2009	10/13/09	6/30/12	Na Kahu Malama Nurses, Inc.	S	Nursing services related to Stop Flu At School Program	Program staff assigned to project monitors compliance	Y
HTH 131	N	\$ 726,750	M - as services are rendered	\$ 1,394,750	\$668,000*	6/30/2011	6/30/11	12/31/12	Consilience Software	S	Provide and implement new electronic disease surveillance system	Program staff assigned to project monitors compliance	Y
HTH 131	N	\$ 159,351	M - as services are rendered	\$ 342,727	\$ 183,376	6/1/2011	6/1/11	5/31/12	HP Enterprise Services, LLC	S	Maintain, enhance, and provide training for the Hawaii Immunization Registry	Program staff assigned to project monitors compliance	Y
HTH 131	N	\$ 120,063	M	\$ 147,693	\$ 27,630	11/5/2005	11/5/05	8/9/12	Imi Kala, LLC	L	Lease of office space for Maui Public Health Emergency Preparedness Program	Program staff to monitor compliance	N
* Contract Modification to increase funding by \$668,000 pending execution													



Department of Health  
Active Contracts

Table 19

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of	
							From	To				How Contract is Monitored	POS Y/N
HTH 141	A	\$ 116,022	O (quarterly)	\$ 200,000	\$ 83,978	7/1/2011	7/1/11	6/30/13	Queens Medical Center	S	Dental services for mentally ill, developmentally disabled and aged.	program/ financially	Y

Department of Health  
Active Contracts

Table 19

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 420	A	\$ 16,212.48	M	a.	a.	12/30/10, 12/20/11	1/1/11	12/31/12	Aggasid, Jennilind	S	Extended Care Adult Residential Care Home (E-ARCH)	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ -	M	a.	a.	12/30/10, 12/14/11	1/1/11	12/31/12	Aguinaldo, Remedios	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 117,271.41	M	a.	a.	12/22/10, 12/7/11	1/1/11	12/31/12	Aloha Care Homes Corporation	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 413,740.72	M	a.	a.	6/29/11, 11/30/11	7/1/11	3/31/12	Aloha House	S	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 174,491.32	M	a.	a.	3/24/2011	5/1/11	4/30/12	Aloha House	S	Specialized residential services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 712,570.39	M	a.	a.	5/23/2011	6/1/11	5/31/12	Aloha House	S	Crisis services, Maui	On site monitoring conducted, claims are matched with service authorizations.	Y

Department of Health  
Active Contracts

Table 19

<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>Organization</u>	<u>Category G/S/E/L</u>	<u>Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>
HTH 420	A	\$ 72,809.00	M	a.	a.	12/27/2010	1/1/11	12/31/11	APEX Case Management Serv.	S	Registered nurse case mangement services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 26,464.84	M	a.	a.	5/11/11, 12/16/11	5/11/11	12/31/12	Bagain, Vicky C.	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ -	M	a.	a.	1/12/11, 12/16/11	1/12/11	12/31/12	Battulayan, Cion	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 15,418.56	M	a.	a.	12/30/10, 12/15/11	1/1/11	12/31/12	Beltran, Milagros	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 263,550.00	M	a.	a.	5/26/2011	6/1/11	5/31/12	Breaking Boundaries	S	Therapeutic living program services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 738,207.00	M	a.	a.	6/20/2011	7/1/11	6/30/12	Breaking Boundaries	S	24-hr, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y

Department of Health  
Active Contracts

Table 19

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
HTH 420	A	\$ 63,278.00	M	a.	a.	4/6/2011	5/1/11	4/30/12	Breaking Boundaries	S	Specialized residential services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 69,430.32	M	a.	a.	12/30/2010	1/1/11	12/31/11	Caballero, Felicitas	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$2,641,674.45	M	a.	a.	6/27/11, 9/28/11	7/1/11	3/31/12	Care Hawaii, Inc.	S	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 234,325.00	M	a.	a.	6/9/2011	6/16/11	6/15/12	Care Hawaii, Inc.	S	Therapeutic living program services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 240,168.00	M	a.	a.	6/27/2011	7/1/11	6/30/12	Care Hawaii, Inc.	S	24-hr, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 485,401.54	M	a.	a.	3/30/2011	5/1/11	4/30/12	Care Hawaii, Inc.	S	Specialized residential services	On site monitoring conducted, claims are matched with service authorizations.	Y

Department of Health  
Active Contracts

Table 19

<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>Organization</u>	<u>Category G/S/E/L</u>	<u>Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>
HTH 420	A	\$ 2,350,094.25	M	a.	a.	5/31/2011	6/1/11	5/31/12	Care Hawaii, Inc.	S	Crisis services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 49,371.80	M	a.	a.	12/30/10, 12/15/11	1/1/11	12/31/12	Casil, Carmelita	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ -	O	a.	a.	6/29/2011	7/1/11	6/30/13	Castle Medical Center	S	Psychiatric inpatient, paid as services are provided	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 478,528.88	M	a.	a.	6/29/11, 11/30/11	7/1/11	3/31/12	Community Empowerment Services	S	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 86,655.00	O	a.	a.	2/28/2011	3/1/11	2/29/12	Community Ties of America, Inc.	S	Assessment, paid as services are provided	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 42,046.06	M	a.	a.	12/27/10, 12/7/11	1/1/11	12/31/12	Comprehensive Health Care Systems, LLC	S	Registered nurse case mangement services	On site monitoring conducted, claims are matched with service authorizations.	Y

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Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
HTH 420	A	\$ -	M	a.	a.	12/28/10, 12/7/11	12/28/10	12/31/12	Delia Laurena Adult Residential Care Home, LLC	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 78,183.32	M	a.	a.	12/27/10, 12/15/11	1/1/11	12/31/12	Dumlao, Rosana	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 38,597.30	M	a.	a.	12/30/10, 12/16/2011	1/1/11	12/31/12	Esta, Lina	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 73,811.60	M	a.	a.	12/30/10, 12/20/11	1/1/11	12/31/12	Fajotina, Lilia	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420		\$ 13,360.00	M	a.	a.	3/23/2011	4/1/11	3/31/12	Family Life Center, Inc.	S	Representative payee services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 78,183.32	M	a.	a.	12/30/10, 12/15/11	1/1/11	12/31/12	Felicitas, Jerry	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y

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HTH 420	A	\$ 48,150.00	O	a.	a.	9/27/10, 9/26/11	9/27/10	6/30/12	Global Medical Staffing, Inc.	S	Psychiatric services, paid as services are provided	On site monitoring conducted, medical charts are reviewed.	Y
HTH 420	B	\$ 163,350.00	O	a.	a.	9/27/10, 9/26/11	9/27/10	6/30/12	Global Medical Staffing, Inc.	S	Psychiatric services, paid as services are provided	On site monitoring conducted, medical charts are reviewed.	Y
HTH 420	A	\$ 9,368.42	M	a.	a.	5/26/2011	6/1/11	5/31/12	Gramlich, Edwin	S	Fee-for-service psychiatry		Y
HTH 420	A	\$ 64,000.00	M	a.	a.	3/28/2011	4/1/11	3/31/12	Hale Ipu Kukui Alakai	S	Representative payee services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 68,812.00	O	a.	a.	7/1/2011	7/1/11	6/30/12	Hawaii Health Systems Corp.	S	Acute psychiatric inpatient, paid as services are provided	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 327,680.00	M	a.	a.	3/22/2011	4/1/11	3/31/12	Helping Hands Hawaii	S	Representative payee services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 48,343.00	M	a.	a.	3/22/2011	5/1/11	4/30/12	Helping Hands Hawaii	S	Specialized residential services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 301,020.89	M	a.	a.	6/20/11, 12/1/11	7/1/11	3/31/12	Helping Hands Hawaii	S	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y

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HTH 420	A	\$ 40,844.25	M	a.	a.	6/27/11, 11/29/11	7/1/11	3/31/12	IHS, The Institute for Human Services	S	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 333,607.00	O	\$ 455,545.00	\$ 121,938.00	11/1/2011	6/27/11	10/31/12	InfoMC, Inc.	G, S	Computer software license upgrade, installation services, paid upon completion of milestones	Upgraded software tested before used.	N
HTH 420	A	\$ 310,875.00	O	a.	a.	7/26/2011	8/1/11	7/31/12	Jackson & Coker Locum Tenens, LLC	S	Psychiatric services, paid as services are provided	On site monitoring conducted, medical charts are reviewed.	Y
HTH 420	B	\$ 16,473.30	O	a.	a.	7/26/2011	8/1/11	7/31/12	Jackson & Coker Locum Tenens, LLC	S	Psychiatric services, paid as services are provided	On site monitoring conducted, medical charts are reviewed.	Y
HTH 420	A	\$ -	M	a.	a.	9/12/11, 12/9/11	9/12/11	12/31/12	Jornacion, Romera A.	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 86,973.75	M	a.	a.	6/29/11, 12/1/11	7/1/11	3/31/12	Kalihi-Palama Health Center	S	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	N	\$ 34,851.23	M	\$ 105,770.00	\$ 70,918.77	12/1/2011	4/1/11	3/31/12	Kalihi-Palama Health Center	S	Homeless outreach	On site monitoring conducted, claims are matched with service authorizations.	Y



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HTH 420	A	\$ -	M	a.	a.	2/3/2011	2/3/11	12/31/11	Lorenzo, Catherine	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 64,679.70	M	a.	a.	12/30/10, 12/15/11	1/1/11	12/31/12	Lucas, Melanie	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 57,034.97	M	a.	a.	12/30/10, 12/16/11	1/1/11	12/31/12	Mabini, Eden	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 45,002.92	M	a.	a.	12/30/10, 12/15/11	1/1/11	12/31/12	Manuel, Marina	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 420,525.00	M	a.	a.	5/23/2011	6/16/11	6/15/12	Mental Health Kokua	S	Therapeutic living program services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 108,571.29	M	a.	a.	6/27/11, 11/30/11	7/1/11	3/31/12	Mental Health Kokua	S	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y

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HTH 420	N	\$ 46,992.00	M	\$ 94,230.00	\$ 47,238.00	5/23/2011	4/1/11	3/31/12	Mental Health Kokua	S	Homeless outreach	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 1,906,647.98	M	a.	a.	6/16/2011	7/1/11	6/30/12	Mental Health Kokua	S	24-hr, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 214,313.75	M	a.	a.	1/24/2011	2/1/11	1/31/12	Mental Health Kokua	S	Peer Coaching	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 82,868.22	M	a.	a.	12/28/10, 12/16/11	1/1/11	12/31/12	Monegas, Brenda	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 6,781.68	M	a.	a.	12/27/10, 12/11/11	1/1/11	12/31/12	Mukai, Joyce	S	Registered nurse case mangement services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 2,148,328.79	M	a.	a.	6/28/11, 9/20/11	7/1/11	3/31/12	North Shore Mental Health	S	Community based case management	On site monitoring conducted, claims are matched with service authorizations.	Y

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HTH 420	A	\$ 181,641.00	M	a.	a.	6/29/2011	7/1/11	6/30/12	Po'ailani, Inc.	S	24-hr, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 806,905.74	M	a.	a.	3/23/2011	5/1/11	4/30/12	Po'ailani, Inc.	S	Specialized residential services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 35,380.40	M	a.	a.	12/30/10, 12/20/11	1/1/11	12/31/12	Prieto, Gloria	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 510,765.00	M	a.	a.	4/7/2011	5/1/11	4/30/12	The Queen's Medical Center	S	Intensive outpatient hospital services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 68,843.04	M	a.	a.	12/30/10, 12/9/11	1/1/11	12/31/12	Raguindin, Belma	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 48,302.92	M	a.	a.	12/30/10, 12/15/11	1/1/11	12/31/12	Ramiro, Jean	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y

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HTH 420	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	3/29/2011	4/1/11	3/31/12	The Roman Catholic Church	S	Homeless outreach	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 90,880.00	M	a.	a.	3/29/2011	4/1/11	3/31/12	The Roman Catholic Church	S	Representative payee services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 12,616.00	M	a.	a.	5/31/2011	6/1/11	5/31/12	Ross, Gwendolyn	S	Fee-for-sevice psychiatry	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 31,759.21	M	a.	a.	12/28/10, 12/16/11	1/1/11	12/31/12	Sagadraca, Aurora	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ -	M	a.	a.	12/28/10, 12/20/11	1/1/11	12/31/12	Soria, Angelita A.	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ -	M	a.	a.	11/1/2011	11/1/11	10/31/12	Special Education Center of Hawaii	S	Adult day program	On site monitoring conducted, claims are matched with service authorizations.	Y

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HTH 420	A	\$ 575,586.51	M	\$ 1,246,257.00	\$ 670,670.49	6/29/2011	7/1/11	6/30/12	Steadfast Housing Development Corp.	S	Supported Housing, Bridge Subsidy	On site monitoring conducted, expenditure reports are reviewed.	Y
HTH 420	N	\$ -	M	\$ 75,443.00	\$ 75,443.00	6/29/2011	7/1/11	6/30/12	Steadfast Housing Development Corp.	S	Supported Housing, Bridge Subsidy	On site monitoring conducted, expenditure reports are reviewed.	Y
HTH 420	B	\$ 11,794.89	M	\$ 500,000.00	\$ 488,205.11	6/29/2011	7/1/11	6/30/12	Steadfast Housing Development Corp.	S	Supported Housing, Bridge Subsidy	On site monitoring conducted, expenditure reports are reviewed.	Y
HTH 420	A	\$ 367,261.40	M	\$ 1,638,761.00	\$ 1,271,499.60	6/26/2011	7/1/11	6/30/12	Steadfast Housing Development Corp.	S	Semi-Independent housing	On site monitoring conducted, expenditure reports are reviewed.	Y
HTH 420	B	\$ -	M	\$ 400,000.00	\$ 400,000.00	6/26/2011	7/1/11	6/30/12	Steadfast Housing Development Corp.	S	Semi-Independent housing	On site monitoring conducted, expenditure reports are reviewed.	Y
HTH 420	A	\$ 325,000.00	M	a.	a.	3/28/2011	4/1/11	3/31/12	Steadfast Housing Development Corp.	S	Supported employment	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 241,778.25	M	a.	a.	6/29/2011	7/1/11	6/30/12	Steadfast Housing Development Corp.	S	24-hr, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y

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HTH 420	A	\$ 358,966.00	M	\$ 358,966.00	\$ -	10/1/2010	10/1/10	9/30/11	Susannah Wesley Community Center	S	Supported case management	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 8,500.00	M	a.	a.	12/30/2010	1/1/11	12/31/11	Talavera, Elsa	S	Registered nurse case mangement services	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 40,373.64	M	a.	a.	12/30/10, 12/16/11	1/1/11	12/31/12	Vargas, Levy	S	E-ARCH	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 653,556.00	M	a.	a.	6/20/2011	7/1/11	6/30/12	Waianae Coast Communty Mental Health Center, Inc.	S	24-hr, 8-16 hour group home	On site monitoring conducted, claims are matched with service authorizations.	Y
HTH 420	A	\$ 261,411.56	M	\$ 623,434.56	\$ 362,023.00	2/2/2009	4/1/09	3/31/16	Schuyler E. Cole	L	Clinic, clubhouse lease	Individual invoices are audited for accuracy and completeness.	N
HTH 420	A	\$ 522,751.59	M	\$ 565,099.29	\$ 42,347.70	5/18/2006	10/1/06	5/31/12	Wilcox Seed Building	L	Clubhouse lease	Individual invoices are audited for accuracy and completeness.	N
HTH 420	A	\$ 26,081.22	M	\$ 140,254.77	\$ 114,173.55	5/17/2011	1/1/11	11/30/15	Pahoa Village Center	L	Clinic lease	Individual invoices are audited for accuracy and completeness.	N

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HTH 420	A	\$ 535.00	M	\$ 20,062.44	\$ 19,527.44	11/9/2011	1/1/12	12/31/14	J. Walter Cameron Center	L	Office lease	Individual invoices are audited for accuracy and completeness.	N
HTH 420	A	\$ 516.00	M	\$ 19,350.00	\$ 18,834.00	11/9/2011	1/1/12	12/31/14	J. Walter Cameron Center	L	Office lease	Individual invoices are audited for accuracy and completeness.	N
a. Fee-for-service contracts include fee schedules for contracted services and no maximum values.													

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							From	To					
HTH 430	A	\$ 638,718.17	M	a.	a.	6/22/2011	7/1/11	6/30/12	Altres Staffing Inc	S	Agency nursing services	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ 50,995.39	O	a.	a.	3/24/2011	6/1/11	5/31/12	Diagnostic Laboratory Services	S	Laboratory services, paid as services are provided	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ 99,529.95	M	a.	a.	5/26/2010	3/1/10	3/1/12	GEO Care, Inc	S	Mental health/medical services	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ 25,200.00	M	a.	a.	9/26/2011	10/1/11	6/30/12	Global Medical Staffing	S	Psychiatric services	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ -	M	\$ 76,006.16	\$ 76,006.16	10/31/2011	11/1/11	10/31/12	Hawaiian Telcom	S	Telephone maintenance	Individual invoices are audited for accuracy and completeness.	N
HTH 430	A	\$ 89,654.28	M	\$ 116,834.40	\$27,180.12	5/31/2011	6/1/11	5/31/12	Honeywell	S	Inspect, maintain & repair air conditioning equipment	Individual invoices are audited for accuracy and completeness.	N
HTH 430	A	\$ 186,975.00	M	a.	a.	7/26/2011	8/1/11	6/30/12	Jackson & Coker Locum Tenen	S	Psychiatric services	Individual invoices are audited for accuracy and completeness.	Y
HTH 431	A	\$ 230,191.01	M	b.	b.	4/28/2011	5/1/11	4/30/12	Kerr Pacific Corp/HFM	G	Non perishable frozen foods	Individual invoices are audited for accuracy and completeness.	N
HTH 430	A	\$ 208,037.22	M	a.	a.	7/1/2011	7/1/11	6/30/12	Na Kahu Malama	S	Agency nursing services	Individual invoices are audited for accuracy and completeness.	Y



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HTH 430	A	\$ -	M	a.	a.	7/1/2011	7/1/11	6/30/12	Onward Healthcare	S	Agency nursing services	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ 56,768.80	M	\$ 136,245.02	\$79,476.22	6/28/2011	7/1/11	6/30/12	Pacific Health Ministry	S	Chaplain services	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ 1,393,838.46	M	a.	a.	7/27/2011	7/1/11	12/31/11	Pharmacy Corp of America	S	Pharmacy services/drugs & biologics	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ 302,864.90	M	a.	a.	3/31/2011	4/1/11	3/31/12	Queens Medical Center	S	Medical services	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ 30,161.48	M	\$ 45,240.60	\$ 15,079.12	2/25/2011	3/1/11	2/28/12	Rolloffs Hawaii Inc	S	Refuse collection services	Individual invoices are audited for accuracy and completeness.	N
HTH 430	A	\$2,799	M	\$ 6,719.00	\$3,919.58	3/31/2011	5/1/11	4/1/12	Schindler Elevator Corp.	S	Elevator maintenance	Individual invoices are audited for accuracy and completeness.	N
HTH 430	A	\$ -	M	a.	a.	7/1/2011	7/1/11	6/30/12	SHC Services, Inc. dba Island Staffing	S	Agency nursing services	Individual invoices are audited for accuracy and completeness.	Y
HTH 430	A	\$ 107,511.91	M	\$ 117,285.72	\$9,773.81	11/5/2010	12/1/10	11/30/11	Simplex Grinnell	S	Security management system maintenance	Individual invoices are audited for accuracy and completeness.	N
HTH 430	A	\$ 1,720,950.00	M	a.	a.	6/23/2011	7/1/11	6/30/12	Sutter Health Pacific	S	Inpatient psychiatric services	Individual invoices are audited for accuracy and completeness.	Y

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HTH 430	A	\$ 242,264.10	M	\$ 726,713.40	\$484,449.30	10/24/2011	8/1/11	7/31/12	Victory Protective Services	S	Security services	Individual invoices are audited for accuracy and completeness.	N
HTH 430	A	\$ -	M	a.	a.	7/1/2011	7/1/11	6/30/12	WorldWide Travel Staffing	S	Agency nursing services	Individual invoices are audited for accuracy and completeness.	Y
a. Fee-for-service contracts include fee schedules for contracted services and no maximum values.													
b. Contract includes a price list of goods that can be purchased as needed.													

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							From	To					
HTH440	N	97,900	O	97,900	-	2/24/2011	2/24/11	9/30/11	FEI.com, Inc.	S	Web based Infrastructure for Substance Abuse Treatment Services	Annual desk review	N
HTH440	A	625,246	M	625,246	567,225	6/24/2009	7/1/11	6/30/12	Aloha House, Inc.	S	Adult & DualDiagnosis Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	343,755	M	343,755	-	6/24/2009	7/1/11	6/30/12	Aloha House, Inc.	S	Adult & DualDiagnosis Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	1,038,282	M	1,038,282	1,038,282	6/30/2009	7/1/11	6/30/12	BISAC	S	Adult Substance Abuse Treatment	Annual program on-site	Y
HTH440	N	620,337	M	620,337	104,667	6/30/2009	7/1/11	6/30/12	BISAC	S	Adult Substance Abuse Treatment	Annual program on-site	Y
HTH440	A	102,726	M	102,726	102,726	6/30/2009	7/1/11	6/30/12	Bridge House	S	Adult Substance Abuse Treatment	Annual program on-site	Y
HTH440	N	177,885	M	177,885	163,525	6/30/2009	7/1/11	6/30/12	Bridge House	S	Adult Substance Abuse Treatment	Annual program on-site	Y
HTH440	A	110,393	M	110,393	110,393	6/26/2009	7/1/11	6/30/12	Ho'omau Ke Ola	S	Adult Continuum Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	140,027	M	140,027	45,203	6/26/2009	7/1/11	6/30/12	Ho'omau Ke Ola	S	Adult Continuum Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	93,052	M	93,052	93,052	11/12/2009	11/1/11	6/30/12	Ho'omau Ke Ola	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	350,000	M	350,000	350,000	11/12/2009	11/1/11	6/30/12	Ho'omau Ke Ola	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	112,000	M	112,000	112,000	6/30/2009	7/1/11	6/30/12	Ka Hale Pomaikai	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	128,000	M	128,000	37,846	6/30/2009	7/1/11	6/30/12	Ka Hale Pomaikai	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y

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HTH440	A	70,000	M	70,000	69,443	6/24/2009	7/1/11	6/30/12	Kline Welsh	S	Dual Diagnosis Continuum Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	11,664	M	11,664	11,664	10/5/2009	3/1/12	6/30/12	Kline Welsh	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	55,000	M	55,000	55,000	10/5/2009	3/1/12	6/30/12	Kline Welsh	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	25,000	M	25,000	25,000	6/30/2009	7/1/11	6/30/12	Ku Aloha Ola Mau	S	Adult Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	175,000	M	175,000	123,458	6/30/2009	7/1/11	6/30/12	Ku Aloha Ola Mau	S	Adult Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	95,040	M	95,040	60,804	6/30/2009	7/1/11	6/30/12	Ohana Makamae	S	Adult & DualDiagnosis Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	4,960	M	4,960	-	6/30/2009	7/1/11	6/30/12	Ohana Makamae	S	Adult & DualDiagnosis Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	157,491	M	157,491	146,581	6/30/2009	7/1/11	6/30/12	Hina Mauka	S	Adult & DualDiagnosis Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	363,000	M	363,000	176,182	6/30/2009	7/1/11	6/30/12	Hina Mauka	S	Adult & DualDiagnosis Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	30,622	M	30,622	49,172	6/25/2009	11/1/11	6/30/12	Hina Mauka	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	336,046	M	336,046	336,046	6/25/2009	11/1/11	6/30/12	Hina Mauka	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	226,500	M	226,500	226,500	6/30/2009	7/1/11	6/30/12	Queens Medical Ctr	S	Adult, Dual Diagnosis, and Intergrated Case Manangement Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	52,500	M	52,500	44,233	6/30/2009	7/1/11	6/30/12	Queens Medical Ctr	S	Adult, Dual Diagnosis, and Intergrated Case Manangement Substance Abuse Treatment Services	Annual program on-site	Y

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HTH440	N	478,449	M	478,449	408,422	12/22/2009	10/1/11	6/30/12	Salvation Army ATS	S	Adult Residential Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	20,195	M	20,195	31,562	6/30/2009	12/1/11	6/30/12	Salvation Army ATS	S	Adult Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	231,532	M	231,532	231,532	6/30/2009	12/1/11	6/30/12	Salvation Army ATS	S	Adult Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	295,000	M	295,000	343,602	6/30/2009	7/1/11	6/30/12	BISAC	S	Adolescent Community Based	Annual program on-site	Y
HTH440	A	250,000	M	250,000	199,878	6/30/2009	7/1/11	6/30/12	CARE Hawaii	S	Adolescent Community Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	246,445	M	246,445	243,440	6/30/2009	7/1/11	6/30/12	MYFS	S	Adolescent Community Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	346,000	M	346,000	378,015	6/30/2009	7/1/11	6/30/12	Hina Mauka	S	Adolescent Community Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	80,000	M	80,000	49,534	6/23/2009	7/1/11	6/30/12	TIFFE	S	Adolescent Community Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	675,000	M	675,000	591,160	6/30/2009	7/1/11	6/30/12	Aloha House, Inc.	S	Adolescent School Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	1,335,000	M	1,335,000	846,008	6/30/2009	7/1/11	6/30/12	BISAC	S	Adolescent School Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	80,000	M	80,000	46,654	6/30/2009	7/1/11	6/30/12	Hale Ho'okupa'a	S	Adolescent School Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	80,000	M	80,000	62,323	6/26/2009	7/1/11	6/30/12	Ohana Makamae	S	Adolescent School Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	430,994	M	430,994	430,994	6/25/2009	4/1/12	6/30/12	Hina Mauka	S	Adolescent School Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	460,000	M	460,000	414,478	6/24/2009	7/1/11	6/30/12	TIFFE	S	Adolescent School Based Substance Abuse Treatment Services	Annual program on-site	Y

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HTH440	A	1,090,000	M	1,090,000	1,090,000	6/26/2009	12/1/11	6/30/12	YMCA	S	Adolescent School Based Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	150,000	M	150,000	68,722	6/30/2009	7/1/11	6/30/12	Po'ailani	S	Dual Diagnosis Continuum Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	50,000	M	50,000	50,000	6/26/2009	7/1/11	6/30/12	BISAC	S	Pregnant, Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	150,000	M	150,000	56,240	6/26/2009	7/1/11	6/30/12	BISAC	S	Pregnant, Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	39,524	M	39,524	39,524	6/30/2009	7/1/11	6/30/12	Child & Family Svcs	S	Pregnant, Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	50,000	M	50,000	25,344	6/30/2009	7/1/11	6/30/12	Child & Family Svcs	S	Pregnant, Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	135,000	M	135,000	133,028	6/30/2009	7/1/11	6/30/12	Malama Na Makua	S	Pregnant, Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	95,000	M	95,000	12,511	6/30/2009	7/1/11	6/30/12	Malama Na Makua	S	Pregnant, Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	536,633	M	536,633	576,633	6/24/2009	7/1/11	6/30/12	Salvation Army FTS	S	Dual Diagnosis, Integrated Case Management, Pregnant Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	1,506,326	M	1,506,326	830,623	6/24/2009	7/1/11	6/30/12	Salvation Army FTS	S	Dual Diagnosis, Integrated Case Management, Pregnant Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	684,998	M	684,998	535,238	6/30/2009	7/1/11	6/30/12	CARE Hawaii	S	Integrated Case Management Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	270,691	M	270,691	117,483	6/24/2009	7/1/11	6/30/12	Aloha House, Inc.	S	Integrated Case Management Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	229,311	M	229,311	133,516	6/24/2009	7/1/11	6/30/12	BISAC	S	Integrated Case Management Substance Abuse Treatment Services	Annual program on-site	Y

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HTH440	A	350,000	M	350,000	243,248	6/30/2009	7/1/11	6/30/12	Hina Mauka	S	Integrated Case Management Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	335,000	M	335,000	129,426	6/24/2009	7/1/11	6/30/12	Salvation Army ATS	S	ICM (DDRA)	Annual program on-site	Y
HTH440	B	265,000	M	265,000	265,000	6/24/2009	7/1/11	6/30/12	Salvation Army ATS	S	Integrated Case Management Substance Abuse Treatment Services (Drug Demand Reduction Act)	Annual program on-site	Y
HTH440	A	150,000	M	150,000	150,000	6/23/2009	7/1/11	6/30/12	Oxford House	S	Group Recovery Homes Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	68,000	M	68,000	68,000	6/23/2009	7/1/11	6/30/12	Oxford House	S	Group Recovery Homes Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	357,479	M	357,479	398,014	6/30/2009	7/1/11	6/30/12	Waikiki Health Center	S	HIV Early Intervention Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	A	183,144	M	183,144	183,144	7/1/2010	7/1/11	6/30/12	Ku Aloha Ola Mau	S	Substance Abuse Teatment for Intravaneous Drug Users	Annual program on-site	Y
HTH440	N	290,000	M	290,000	91,919	7/1/2010	7/1/11	6/30/12	Ku Aloha Ola Mau	S	Substance Abuse Teatment for Intravaneous Drug Users	Annual program on-site	Y
HTH440	A	200,000	M	200,000	142,428	7/1/2011	7/1/11	6/30/12	First Circuit Court	S	Pregnant, Parenting Women and Children Substance Abuse Treatment Services	Annual program on-site	Y
HTH440	N	234,283	M	234,283	165,402	7/31/2008	7/1/11	6/30/12	University of Hawaii	S	Supporting, Monitoring Substance Abuse Treatment Services	Annual desk review	Y
HTH440	N	79,121	M	79,121	56,210		6/1/11	4/30/12	Dept of Defense	S	Substance Abuse Alcohol Enforcement Prevention Services	Annual program on-site	Y
HTH440	N	270,500	M	270,500	270,500	6/12/2008	9/30/11	7/31/12	University of Hawaii	S	Substance Abuse Strategic Prevention Framework Services	Annual program on-site	Y
HTH440	N	99,199	M	99,199	99,199	2/1/2010	9/30/11	8/31/12	University of Hawaii	S	Substance Abuse Strategic Prevention Framework Services	Annual program on-site	Y
HTH440	N	510,000	M	510,000	510,000	4/15/2010	9/30/11	6/30/12	County of Hawaii	S	Substance Abuse Strategic Prevention Framework Services	Annual program on-site	Y

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HTH440	N	663,301	M	663,301	1,374,995	5/26/2010	9/30/11	6/30/12	City and County of Hon	S	Substance Abuse Strategic Prevention Framework Services	Annual program on-site	Y
HTH440	N	230,000	M	230,000	56,383	4/15/2010	9/30/11	6/30/12	County of Maui	S	Substance Abuse Strategic Prevention Framework Services	Annual program on-site	Y
HTH440	N	320,000	M	320,000	320,000	4/15/2010	9/30/11	6/30/12	County of Kauai	S	Substance Abuse Strategic Prevention Framework Services	Annual program on-site	Y
HTH440	N	120,529	M	120,529	100,006	8/1/2011	8/1/11	7/31/12	University of Hawaii	S	Data Collection and Analysis of Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	17,000	O	17,000	8,875	3/4/2011	6/1/11	4/30/12	C&C of Kauai Police Dept.	S	Substance Abuse Prevention Alcohol Enforcement	Annual desk review	Y
HTH440	N	8,000	O	8,000	8,000	2/9/2011	6/1/11	4/30/12	C&C of Maui Police Dept.	S	Substance Abuse Prevention Alcohol Enforcement	Annual desk review	Y
HTH440	N	12,000	O	12,000	12,000	8/31/2011	7/1/11	4/30/12	C&C of Hawaii Police Dept.	S	Substance Abuse Prevention Alcohol Enforcement	Annual desk review	Y
HTH440	N	250,904		250,904	250,904					S	Substance Abuse Prevention Services		
HTH440	N	280,000	M	280,000	227,757	10/14/2008	7/1/11	6/30/12	Alu Like, Inc.	S	Youth Substance Abuse Prevention	Annual program on-site	Y
HTH440	N	70,000	M	70,000	48,582	1/15/2009	7/1/11	6/30/12	Maui Youth and Family Services	S	Youth Substance Abuse Prevention	Annual program on-site	Y
HTH440	N	84,200	M	84,200	50,080	4/7/2009	7/1/11	6/30/12	Boys and Girls Club of Hawaii	S	Youth Substance Abuse Prevention	Annual program on-site	Y
HTH440	N	70,000	M	70,000	35,336	1/21/2009	7/1/11	6/30/12	Family Education Center of Hawaii	S	Youth Substance Abuse Prevention	Annual program on-site	Y
HTH440	A	180,000	M	180,000	106,031	6/26/2009	7/1/11	6/30/12	The Institute for Family Enrichment	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	58,000	M	58,000	56,527	6/23/2009	9/1/11	6/30/12	Coalition for a Drug-Free Hawaii	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	117,205	M	117,205	117,205	6/30/2009	9/1/11	6/30/12	Coalition for a Drug-Free Hawaii	S	Substance Abuse Prevention Services	Annual program on-site	Y



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HTH440	A	43,208	M	43,208	43,208	6/30/2009	1/1/12	6/30/12	Parents and Children Together	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	303,096	M	303,096	303,096	6/30/2009	9/1/11	6/30/12	Alu Like, Inc.	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	100,000	M	100,000	32,631	6/30/2009	9/1/11	6/30/12	Alu Like, Inc.	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	100,000	M	100,000	100,000	5/29/2009	7/1/11	6/30/12	Waimanalo Health Center	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	109,000	M	109,000	70,661	6/24/2009	7/1/11	6/30/12	Hoa Aina O Makaha	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	108,208	M	108,208	108,208	6/23/2009	1/1/12	6/30/12	Boys and Girls Club of Hawaii	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	184,000	M	184,000	179,576	6/26/2009	9/1/11	6/30/12	Salvation Army FIS	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	40,000	M	40,000	-	6/26/2009	9/1/11	6/30/12	Salvation Army FIS	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	275,000	M	275,000	137,281	6/23/2009	7/1/11	6/30/12	Hawaii Speed and Quickness	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	70,000	M	70,000	66,484	6/24/2009	7/1/11	6/30/12	Aloha House, Inc.	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	80,000	M	80,000	116,912	6/30/2009	7/1/11	6/30/12	Coalition for A Drug Free Lanai	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	70,000	M	70,000	56,077	6/23/2009	7/1/11	6/30/12	Maui Youth and Family Services	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	76,107	M	76,107	105,435	6/30/2009	7/1/11	6/30/12	Mothers Against Drunk Driving	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	30,708	M	30,708	30,708	6/30/2009	1/1/12	6/30/12	Kauai Economic Opportunity	S	Substance Abuse Prevention Services	Annual program on-site	Y

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HTH440	A	43,540	M	43,540	43,540	6/30/2009	1/1/12	6/30/12	Hilo High School	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	A	90,000	M	90,000	43,465	6/30/2009	7/1/11	6/30/12	Boys and Girls Club of the Big Island	S	Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	148,000	M	148,000	117,944	6/30/2009	7/1/11	6/30/12	Coalition for A Drug Free Lanai	S	Regional Alcohol and Drug Abuse Resource Center for Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	10,000	M	10,000	10,000	6/30/2009	7/1/11	6/30/12	Coalition for A Drug Free Lanai	S	Training for Substance Abuse Prevention Services	Annual program on-site	N
HTH440	N	49,000	O	49,000	49,000	3/24/2011	6/1/11	4/30/12	City and County of Honolulu	S	Substance Abuse Prevention Alcohol Enforcement	Annual program on-site	Y
HTH440	N	154,500	M	154,500	131,781	8/25/2011	8/25/11	6/30/12	Catholic Charities Hawaii	S	Elderly Substance Abuse Prevention Services	Annual program on-site	Y
HTH440	N	75,300	M	75,300	61,465	7/30/2009	8/1/11	7/31/12	UH Cancer Center	S	Tobacco SYNAR Amendment Survey for Substance Abuse Prevention Services	Annual desk review	N
HTH440	N	105,000	M	105,000	105,000		??	??	Healthy Hawaii Initiative	S	Substance Abuse Prevention Student Survey		N
HTH440	N	176,879	M	176,879	115,072	3/3/2011	6/1/11	4/30/12	UH Cancer Research Center	S	Substance Abuse Prevention Alcohol Survey	Annual desk review	N

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							From	To					
HTH 460	A	717,883.00	O	717,883.00	605,883.00	6/26/2006; extensions	7/1/11	6/30/12	Hawaii Behavioral Health, LLC - Cost Reimb	S	Multidimensional Treatment Foster Care (MTFC) Service		
HTH 460	A	450,000.00	M	450,000.00	285,690.72	7/1/2006; extensions	7/1/11	6/30/12	Alakai Na Keiki, Inc.	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	260,000.00	M	260,000.00	198,073.28	7/1/2006; extensions	7/1/11	6/30/12	Aloha House, Inc.	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	900,000.00	M	900,000.00	900,000.00	7/1/2006; extensions	7/1/11	6/30/12	Bobby Benson Center	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	2,059,742.00	M	2,059,742.00	1,222,437.87	7/1/2006; extensions	7/1/11	6/30/12	Benchmark - Cost Reimb	S	Specialized Residential and Intervention Treatment Services		
HTH 460	A	220,000.00	M	220,000.00	151,900.80	7/1/2006; extensions	7/1/11	6/30/12	Care Hawaii, Inc.	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	1,350,000.00	M	1,350,000.00	1,051,884.71	7/1/2006; extensions	7/1/11	6/30/12	Catholic Charities of Hawaii	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	80,000.00	M	80,000.00	80,000.00	7/1/2006; extensions	7/1/11	6/30/12	Catholic Charities of Hawaii	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	125,000.00	M	125,000.00	125,000.00	7/1/2006; extensions	7/1/11	6/30/12	Catholic Charities of Hawaii	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	94,932.00	M	94,932.00	94,932.00	7/1/2006; extensions	7/1/11	6/30/12	Child and Family Services	S	Emergency and Intensive Mental Health Services		
HTH 460	A	605,068.00	M	605,068.00	411,165.02	7/1/2006; extensions	7/1/11	6/30/12	Child and Family Services - Cost Reimb	S	Emergency and Intensive Mental Health Services		
HTH 460	A	294,251.00	M	294,251.00	183,827.30	7/1/2006; extensions	7/1/11	6/30/12	Child and Family Services	S	Emergency and Intensive Mental Health Services		
HTH 460	A	555,749.00	M	555,749.00	366,422.55	7/1/2006; extensions	7/1/11	6/30/12	Child and Family Services - Cost Reimb	S	Emergency and Intensive Mental Health Services		
HTH 460	A	30,000.00	M	30,000.00	30,000.00	7/1/2006; extensions	7/1/11	6/30/12	Child and Family Services	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	125,000.00	M	125,000.00	125,000.00	7/1/2006; extensions	7/1/11	6/30/12	Child and Family Services	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	1,200,000.00	M	1,200,000.00	799,968.38	7/1/2006; extensions	7/1/11	6/30/12	Child and Family Services	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	70,000.00	M	70,000.00	60,600.27	7/1/2006; extensions	7/1/11	6/30/12	Hale Kipa, Inc.	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	40,000.00	M	40,000.00	30,407.12	7/1/2006; extensions	7/1/11	6/30/12	Hale Kipa, Inc.	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	400,000.00	M	400,000.00	400,000.00	7/1/2006; extensions	7/1/11	6/30/12	Hale Kipa, Inc.	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	500,000.00	M	500,000.00	320,883.05	7/1/2006; extensions	7/1/11	6/30/12	Hale Opio Kauai, Inc.	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	1,550,000.00	M	1,550,000.00	951,343.41	7/1/2006; extensions	7/1/11	6/30/12	Hawaii Behavioral Health, LLC	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	275,000.00	M	275,000.00	160,289.17	7/1/2006; extensions	7/1/11	6/30/12	Hawaii Behavioral Health, LLC	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	10,000.00	M	10,000.00	4,890.24	7/1/2006; extensions	7/1/11	6/30/12	Hawaii Behavioral Health, LLC	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	1,000,000.00	M	1,000,000.00	1,000,000.00	7/1/2006; extensions	7/1/11	6/30/12	Marimed Foundation	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	190,000.00	M	190,000.00	117,114.84	7/1/2006; extensions	7/1/11	6/30/12	Maui Youth and Family Services	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	229,359.00	M	229,359.00	157,298.64	7/1/2006; extensions	7/1/11	6/30/12	Parents and Children Together - Cost Reimb	S	Intensive Mental Health and Functional Family Therapy Program Services		
HTH 460	A	286,943.00	M	286,943.00	194,260.42	7/1/2006; extensions	7/1/11	6/30/12	Parents and Children Together - Cost Reimb	S	Intensive Mental Health and Functional Family Therapy Program Services		
HTH 460	A	700,000.00	M	700,000.00	700,000.00	7/1/2006; extensions	7/1/11	6/30/12	Sutter Health Pacific	S	Hospital - Based Residential Services		
HTH 460	A	914,301.00	M	914,301.00	563,913.02	7/1/2006; extensions	7/1/11	6/30/12	The Institute for Family Enrichment	S	Intensive Mental Health and Functional Family Therapy Program Services		
HTH 460	A	285,699.00	M	285,699.00	217,504.48	7/1/2006; extensions	7/1/11	6/30/12	The Institute for Family Enrichment - Cost Reimb	S	Intensive Mental Health and Functional Family Therapy Program Services		
HTH 460	A	120,000.00	M	120,000.00	74,362.78	7/1/2006; extensions	7/1/11	6/30/12	The Institute for Family Enrichment	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	2,150,000.00	M	2,150,000.00	1,476,929.20	7/1/2006; extensions	7/1/11	6/30/12	The Institute for Family Enrichment	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	750,000.00	M	750,000.00	750,000.00	7/1/2009; extensions	7/1/11	6/30/12	Queen's Medical Center	S	Hospital - Based Residential Services		
HTH 460	A	900,000.00	M	900,000.00	627,664.90	7/1/2006; extensions	7/1/11	6/30/12	Waianae Coast CMHC	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	10,150.00	M	10,150.00	10,150.00	7/1/2006; extensions	7/1/11	6/30/12	TFC Consultants - Cost Reimb	S	Multidimensional Treatment Foster Care (MTFC) Service		
HTH 460	A	28,500.00	M	28,500.00	21,033.36	4/23/2007; extensions	7/1/11	6/30/12	FFT, LLC - Cost Reimb	S	Training & Certification in Functional Family Therapy		
HTH 460	A	131,877.00	M	131,877.00	129,713.16	7/1/2007; extensions	7/1/11	6/30/12	UH - School of Social Work - Ohana Ho'oiikaika - Cost Reimb	S	Provide Social Workers Training		
HTH 460	A	1,038,738.00	M	1,038,738.00	699,191.10	8/1/2007; extensions	7/1/11	6/30/12	Catholic Charities of Hawaii - Cost Reimb	S	Specialized Residential and Intervention Treatment Services		
HTH 460	A	299,982.00	M	299,982.00	213,417.01	8/1/2007; extensions	7/1/11	6/30/12	Child and Family Services - Cost Reimb	S	Intensive Mental Health and SEBD Program Services		
HTH 460	A	50,000.00	M	50,000.00	34,381.87	9/1/2007; extensions	7/1/11	6/30/12	Healthcare Coding Consultants - Cost Reimb	S	Conduct Independent Review of Billing Claims		
HTH 460	A	28,980.00	M	28,980.00	14,175.00	4/15/2008 until youth discharged	7/1/11	6/30/12	Benchmark Behavioral Health - D. W.	S	Mainland Placement		
HTH 460	A	2,500.00	M	2,500.00	294.55	1/1/2009; extensions	7/1/11	6/30/12	Hawaii Credential Verification	S	Provide credential verification services		
HTH 460	A	368,405.00	M	368,405.00	368,405.00	1/1/2010; extensions	7/1/11	6/30/12	UH - Department of Psychiatry - Cost Reimb	S	Provide training and administrative support services		
HTH 460	A	8,710.00	M	8,710.00	0.00	6/1/2009 until youth discharged	7/1/11	6/30/12	Copper Hills Youth - D.C.	S	Mainland Placement		
HTH 460	A	706,203.00	M	706,203.00	476,657.54	9/1/2009; extensions	7/1/11	6/30/12	Parents and Children Together - Cost Reimb	S	Multisystematic Therapy (MST) Services		
HTH 460	A	649,161.00	M	649,161.00	427,248.78	9/1/2009; extensions	7/1/11	6/30/12	Parents and Children Together - Cost Reimb	S	Multisystematic Therapy (MST) Services		
HTH 460	A	392,115.00	M	392,115.00	282,965.47	9/1/2009; extensions	7/1/11	6/30/12	Parents and Children Together - Cost Reimb	S	Multisystematic Therapy (MST) Services		
HTH 460	A	734,655.00	M	734,655.00	499,045.82	9/1/2009; extensions	7/1/11	6/30/12	Parents and Children Together - Cost Reimb	S	Multisystematic Therapy (MST) Services		
HTH 460	A	446,169.00	M	446,169.00	338,807.15	9/1/2009; extensions	7/1/11	6/30/12	The Institute for Family Enrichment - Cost Reimb	S	Multisystematic Therapy (MST) Services		
HTH 460	A	303,084.00	M	303,084.00	229,596.72	9/1/2009; extensions	7/1/11	6/30/12	The Institute for Family Enrichment - Cost Reimb	S	Multisystematic Therapy (MST) Services		
HTH 460	A	412,806.00	M	412,806.00	277,465.41	9/1/2009; extensions	7/1/11	6/30/12	Child and Family Services - Cost Reimb	S	Emergency and Intensive Mental Health Services		
HTH 460	A	4,000.00	M	4,000.00	3,032.78	7/1/2009 extensions	7/1/11	6/30/12	Westwood Development	S	Provide shredding services		
HTH 460	A	348,657.00	M	348,657.00	299,070.16	1/1/2010 extensions	7/1/11	6/30/12	UH - Department of Psychiatry - Cost Reimb	S	Provide overall coordination and development of clinical and admin services		
HTH 460	A	8,375.00	M	8,375.00	0.00	11/18/2009 until youth discharged	7/1/11	6/30/12	Copper Hills Youth - S.H.	S	Mainland Placement		

HTH 460	A	125,774.00	M	125,774.00	125,774.00	7/1/2010; extensions	7/1/11	6/30/12	UH - Psychological Research & Eval Training - Cost Reimb	S	Establish Research and Evaluation Program for Graduate Level Psychology Students for CAMHD		
HTH 460	A	206,464.00	M	206,464.00	166,438.30	7/1/2010; extensions	7/1/11	6/30/12	UH - Psychological Clinical Therapy & Assessment - Cost Reimb	S	Provide Training in Psychology Utilizing Center for CBT for CAMHD		
HTH 460	A	610,678.00	M	610,678.00	565,375.20	8/1/2010; extensions	7/1/11	6/30/12	Hawaii Families As Allies - Cost Reimb	S	Family Involvement and Support Services		
HTH 460	A	121,878.00	M	121,878.00	70,929.00	6/29/2010 until youth discharged	7/1/11	6/30/12	Benchmark Behavioral Health - M.A	S	Mainland Placement		
HTH 460	A	6,400.00	M	6,400.00	6,400.00	10/1/2010; extensions	10/1/11	9/30/12	C. W Maintenance - Hilo	S	Provide janitorial services		
HTH 460	A	7,800.00	M	7,800.00	7,800.00	10/1/2010; extensions	10/1/11	9/30/12	C. W Maintenance - Kona	S	Provide janitorial services		
HTH 460	A	4,198.68	M	4,198.68	4,198.88	10/1/2010; extensions	10/1/11	9/30/12	C. W Maintenance - Waimea	S	Provide janitorial services		
HTH 460	A	12,000.00	M	12,000.00	10,000.00	10/1/2010; extensions	10/1/11	9/30/12	Pacific Ohana Maintenance - Kauai	S	Provide janitorial services		
HTH 460	A	6,552.00	M	6,552.00	6,552.00	10/1/2010; extensions	10/1/11	9/30/12	Empico, Inc. - Maui	S	Provide janitorial services		
HTH 460	A	120,780.00	M	120,780.00	70,290.00	9/1/2010 until youth discharged	7/1/11	6/30/12	Cottowood Treatment Ctr - J.M.	S	Mainland Placement		
HTH 460	A	53,436.00	M	53,436.00	31,098.00	3/1/2011 until youth discharged	7/1/11	6/30/12	Great Circle - A.P.T.	S	Mainland Placement		
HTH 460	A	90,332.46	M	90,332.46	59,974.83	2/23/2011 until youth discharged	7/1/11	6/30/12	Solacium Sunrise, LLC - M.P.	S	Mainland Placement		
HTH 460	A	166,530.00	M	166,530.00	119,865.00	4/15/2011 until youth discharged	7/1/11	6/30/12	Laurel Heights Hospital - M.C.	S	Mainland Placement		
HTH 460	A	99,552.00	M	99,552.00	57,936.00	3/30/2011 until youth discharged	7/1/11	6/30/12	Turning Point Family Care, Inc. - J.A.	S	Mainland Placement		
HTH 460	A	90,402.00	M	90,402.00	52,611.00	4/21/2011 until youth discharged	7/1/11	6/30/12	Heritage Youth Svc/ Birdseye RTC - D.P.	S	Mainland Placement		
HTH 460	A	129,198.00	M	129,198.00	75,189.00	5/30/2011 until youth discharged	7/1/11	6/30/12	Jasper Mountain - M.S.	S	Mainland Placement		
HTH 460	A	9,802.00	M	9,802.00	7,728.50	8/11/2011; extensions	7/1/11	6/30/12	Empico, Inc. - Maui	S	Provide janitorial services		
HTH 460	A	179,686.00	M	179,686.00	137,599.04	8/4/2011; extensions	7/1/11	6/30/12	Parents and Children Together - Cost Reimb	S	Clinical Training and Technical Assistance in MST		
HTH 460	B	1,940,000.00	M	1,940,000.00	722,981.40	7/1/2006; extensions	7/1/11	6/30/12	Bobby Benson Center	S	Intensive Mental Health and SEBD Program Services		
HTH 460	B	325,000.00	M	325,000.00	237,442.32	7/1/2006; extensions	7/1/11	6/30/12	Catholic Charities of Hawaii	S	Intensive Mental Health and SEBD Program Services		
HTH 460	B	600,000.00	M	600,000.00	410,879.14	7/1/2006; extensions	7/1/11	6/30/12	Catholic Charities of Hawaii	S	Intensive Mental Health and SEBD Program Services		
HTH 460	B	1,345,413.02	M	1,345,413.02	1,033,666.97	7/1/2006; extensions	7/1/11	6/30/12	Child and Family Services	S	Intensive Mental Health and SEBD Program Services		
HTH 460	B	1,380,000.00	M	1,380,000.00	728,262.87	7/1/2006; extensions	7/1/11	6/30/12	Hale Kipa, Inc.	S	Intensive Mental Health and SEBD Program Services		
HTH 460	B	1,848,783.00	M	1,848,783.00	777,196.02	7/1/2006; extensions	7/1/11	6/30/12	Marimed Foundation	S	Intensive Mental Health and SEBD Program Services		
HTH 460	B	1,150,000.00	M	1,150,000.00	860,412.00	7/1/2006; extensions	7/1/11	6/30/12	Sutter Health Pacific	S	Hospital - Based Residential Services		
HTH 460	B	1,140,000.00	M	1,140,000.00	907,872.00	7/1/2007; extensions	7/1/11	6/30/12	Queen's Medical Center	S	Hospital - Based Residential Services		
HTH 460	N	50,000.00	M	50,000.00	39,070.00	12/1/2006; extensions	9/1/11	8/31/12	Judiciary - 1st Circuit Court	S	Provide Mental Health Assessment		
HTH 460	N	20,000.00	M	20,000.00	15,856.23	4/1/2007; extensions	9/1/11	8/31/12	Judiciary - 1st Circuit Court - Girls Court	S	Provide Mental Health Assessment		
HTH 460	N	20,000.00	M	20,000.00	16,400.00	4/1/2007; extensions	9/1/11	8/31/12	Judiciary - 1st Circuit Court - Juvenile Drug Court	S	Provide Mental Health Assessment		
HTH 460	N	20,000.00	M	20,000.00	1,829.72	10/1/2007; extensions	7/1/11	6/30/12	DOH - Emergency Medical Services/IPS	S	Develop & Implement Youth Suicide Prevention Program		
HTH 460	N	90,000.00	M	90,000.00	66,156.87	1/1/2009; extensions	9/1/11	8/31/12	Hale Kipa, Inc.	S	Provide Homeless Outreach		
HTH 460	N	90,000.00	M	90,000.00	75,331.97	12/1/2008; extensions	8/1/11	7/31/12	Catholic Charities	S	Provide Homeless Support		
HTH 460	N	21,421.00	M	21,421.00	21,421.00	3/2/2009; extensions	8/1/11	8/31/12	SMS Research & Marketing Services, Inc.	S	Provide survey report		
HTH 460	N	48,888.00	M	48,888.00	47,934.56	7/1/2010; extensions	7/1/11	6/30/12	UH - Psychological Research & Eval Training - Cost Reimb	S	Establish Research and Evaluation Program for Graduate Level Psychology Students for CAMHD		
HTH 460	N	62,026.00	M	62,026.00	0.00	7/1/2010; extensions	7/1/11	6/30/12	UH - Psychological Research & Eval Training - Cost Reimb	S	Establish Research and Evaluation Program for Graduate Level Psychology Students for CAMHD		
HTH 460	N	200,000.00	M	200,000.00	0.00	8/1/2010; extensions	8/1/11	7/31/12	Hawaii Families As Allies - Cost Reimb	S	Family Involvement and Support Services		
HTH 460	N	270,072.00	M	270,072.00	215,341.57	8/1/2011; extensions	8/1/11	7/31/12	Hawaii Families As Allies - Cost Reimb	S	Family Involvement and Support Services		

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Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 495	A	\$ 47,575.10	M	\$ 50,000.00	\$ 2,424.90	2/15/11, 11/8/11	11/16/10	12/31/11	Hisaka Yoshida & Cosgrove, Attorneys at Law, A Law Corp.	S	Special deputy attorney general services	Deputy attorneys general oversee services and review monthly invoices.	N
HTH 495	A	\$ 43,707.67	M	\$ 95,000.00	\$ 51,292.33	6/24/2010	6/30/10	completion of lease agreement	Shklov & Wong LLP	S	Special deputy attorney general services	Deputy attorneys general oversee services and review monthly invoices.	N
HTH 495	N	\$ -	M	\$ 52,121.00	\$ 52,121.00	7/1/11, 9/30/11	7/1/11	12/31/11	Department of Public Safety	S	Provision of mental health trauma screening and assessment	Quartely program reports and monthly expenditure reports are reviewed.	N
HTH 495	N	\$ 499,137.50	M	\$ 840,785.00	\$ 341,647.50	8/2/10, 8/29/11, 11/29/11	9/30/10	5/31/12	University of Hawaii	S	Provision of data collection, performance measurement and evaluation services	Quartely program reports and monthly expenditure reports are reviewed.	N
HTH 495	N	\$ -	M	\$ 27,150	\$ 27,150.00	12/1/2011	12/1/11	3/31/12	University of Hawaii	S	Develop programs and events to build skills and empower participants while reducing stigma among mental health consumers.	Quartely program reports and monthly expenditure reports are reviewed.	N

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Prog ID	MOF	Amount Paid	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH501	A	\$ 109,058	O	\$ 1,300,000	\$ 1,190,942	5/26/2011	5/26/11	6/30/12	University of Hawaii	S	Center for Disability Studies Services		N
HTH501	A	\$ 325,481	O	\$ 880,350	\$ 554,869	10/27/2011	7/1/11	6/30/12	CARE Hawaii, Inc.	S	Crisis Network Services	Bi-weekly meeting with contractor	Y
HTH501	A	\$ 677,770	M	\$ 790,662	\$ 112,892	9/1/2006	7/1/06	6/30/12	Easter Seals Hawaii	S	Long-Term Adult Supports and Resources	Annual fiscal monitoring	Y
HTH501	A	\$ 415,648	M	\$ 453,969	\$ 38,321	9/1/2006	7/1/06	6/30/12	The Arc of Hilo	S	Long-Term Adult Supports and Resources	Annual fiscal monitoring	Y
HTH501	A	\$ 1,389,190	M	\$ 1,653,702	\$ 264,512	9/1/2006	7/1/06	6/30/12	Goodwill Industries of Hawaii, Inc.	S	Long-Term Adult Supports and Resources	Annual fiscal monitoring	Y
HTH501	A	\$ 522,963	M	\$ 758,212	\$ 235,249	8/25/2006	7/1/06	6/30/12	Lanakila Pacific	S	Long-Term Adult Supports and Resources	Annual fiscal monitoring	Y
HTH501	A	\$ 1,929,635	M	\$ 2,399,487	\$ 469,852	9/21/2006	7/1/06	6/30/12	Winners at Work Inc. dba Abilities Unlimited	S	Long-Term Adult Supports and Resources	Annual fiscal monitoring	Y
HTH501	A	\$ 105,415	O	\$ 200,986	\$ 95,571	1/30/2008	7/1/07	6/30/12	Terry S. Beuret	S	Psychological Evaluation Services		Y
HTH501	A	\$ 34,937	O	\$ 46,777	\$ 11,840	8/20/2007	7/1/07	6/30/12	Joseph C. Bratton	S	Psychological Evaluation Services		Y
HTH501	A	\$ 195,114	O	\$ 224,906	\$ 29,792	7/26/2007	7/1/07	6/30/12	Steven J. Choy	S	Psychological Evaluation Services		Y
HTH501	A	\$ 90,832	O	\$ 125,512	\$ 34,680	7/16/2007	7/1/07	6/30/12	Patti Shirakawa	S	Psychological Evaluation Services		Y
HTH501	A	\$ 82,016	O	\$ 117,512	\$ 35,496	6/26/2007	7/1/07	6/30/12	John L. Wingert	S	Psychological Evaluation Services		Y
HTH501	A	\$ 90,498	O	\$ 135,994	\$ 45,496	6/26/2007	7/1/07	6/30/12	Brenda J. Wong	S	Psychological Evaluation Services		Y
HTH 501	B	\$0	M	\$ 249,204	\$ 249,204	8/30/2011	3/1/11	2/29/12	The Queen's Medical Center	S	Statewide Stroke Network	Monitored on monthly basis	Y
HTH 501	B	\$45,730	M	\$ 165,000	\$ 119,270	10/26/2011	2/1/11	1/31/12	Brain Injury Assn. of Hawaii	S	Brain Injury Resource Center and TBI Conference	Monitored on monthly basis	Y
HTH 501	B	\$241,253	M	\$662,077	\$ 420,824	8/4/2010	8/2/10	8/1/12	University of Hawaii	S	Concussion Management Research	Monitored on monthly basis	Y
HTH 501	B	\$2,105	M	\$ 118,140	\$ 116,035	7/27/2011	11/3/10	7/26/12	The Rehabilitation Hospital of the Pacific	S	ThinkFirst Education Program	Monitored on monthly basis	Y
HTH 501	B	\$586,501	M	\$ 1,222,000	\$ 551,358	5/23/2007	5/23/07	5/22/12	University of Hawaii	S	Traumatic Brain Injury Peer Mentoring Project	Monitored on monthly basis	Y

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							From	To					
HTH 520	A	\$ 22,248	Quarterly	\$ 84,000	\$ 61,752	7/1/2011	7/1/11	6/30/11	C&C Honolulu	S	Issuance of disabled person parking placard - \$12 per unit reimbursement cost	Database verification	N
HTH 520	A	\$ 2,740	Quarterly	\$ 12,000	\$ 9,240	7/1/2011	7/1/11	6/30/11	County of Maui	S	Issuance of disabled person parking placard - \$12 per unit reimbursement cost	Database verification	N
HTH 520	A	\$ 4,320	Quarterly	\$ 18,400	\$ 14,020	7/1/2011	7/1/11	6/30/11	County of Hawaii	S	Issuance of disabled person parking placard - \$12 per unit reimbursement cost	Database verification	N
HTH 520	A	\$ 1,440	Quarterly	\$ 5,200	\$ 3,760	7/1/2011	7/1/11	6/30/11	County of Kauai	S	Issuance of disabled person parking placard - \$12 per unit reimbursement cost	Database verification	N

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Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 560	B	\$12,500	Quarterly	\$49,975	\$49,975	7/13/11	7/1/11	6/30/12	Kapiolani Medical Center for Women and Children	L	Thalassemia Clinic Space	Desk, fiscal, & program monitoring	N
HTH 560	N	\$15,738	M	\$660,088	\$109,244	4/16/09	1/1/09	9/30/12	Research Corporation of the University of Hawaii	S	Hawaii Muscular Dystrophy Surveillance Tracking and Research (MD STARNet) Project	Desk, fiscal, & program monitoring	N
HTH 560	N	\$33,683	M	\$2,368,500	\$684,313	8/16/07	8/16/07	5/31/12	Research Corporation of the University of Hawaii	S	Western States Genetic Services Collaborative (Heritable Disorders) Project	Desk, fiscal, & program monitoring	N
HTH 560	B	\$ 48,820.00	M	\$ 2,929,193	829,938	8/23/07	9/1/07	8/31/12	Oregon Department of Human Services (Oregon Public Laboratory)	G	Newborn Metabolic Screening Services	Desk, fiscal, & program monitoring	N
HTH 560	A	\$30,200	M	\$1,446,400	\$276,137	7/11/08	7/1/08	6/30/12	Family Support Services of West Hawaii	S	ASO Log #09-016: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Kohala/Hamakua)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N	\$17,900	M	\$542,665	\$145,015	6/30/08	7/1/08	6/30/12	Family Support Services of West Hawaii	S	ASO Log #09-017: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Kauai)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$47,600	M	\$2,210,200	\$363,588	7/23/08	7/1/08	6/30/12	Waianae Coast Early Childhood Services, Inc.	S	ASO Log #09-018: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Waianae)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B	\$47,600	M	\$2,223,200	\$369,602	7/23/08	7/1/08	6/30/12	United Cerebral Palsy Association of Hawaii	S	ASO Log #09-019: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$6,600	M	\$326,200	\$52,318	7/1/08	7/1/08	6/30/12	Imua Family Services	S	ASO Log #09-020: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Lanai)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B, V	\$143,900	M	\$7,372,800	\$997,495	7/1/08	7/1/08	6/30/12	Imua Family Services	S	ASO Log #09-021: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Maui)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B, V	\$90,200	M	\$4,221,400	\$628,196	8/1/08	7/1/08	6/30/12	Easter Seals Hawaii	S	ASO Log #09-022: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Kapolei)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B	\$59,100	M	\$2,735,200	\$414,031	8/1/08	7/1/08	6/30/12	Easter Seals Hawaii	S	ASO Log #09-023: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Honolulu East)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B	\$58,500	M	\$2,705,000	\$473,867	8/1/08	7/1/08	6/30/12	Easter Seals Hawaii	S	ASO Log #09-024: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Kauai)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B, V	\$80,400	M	\$3,601,800	\$570,544	8/1/08	7/1/08	6/30/12	Easter Seals Hawaii	S	ASO Log #09-026: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Honolulu Central)	Desk, fiscal, & program monitoring	Y



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HTH 560	A, N, B	\$57,400	M	\$2,779,800	\$470,493	7/28/08	7/1/08	6/30/12	Easter Seals Hawaii	S	ASO Log #09-027: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Hilo/Puna)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B	\$74,600	M	\$3,258,200	\$541,368	7/28/08	7/1/08	6/30/12	Easter Seals Hawaii	S	ASO Log #09-028: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Kailua)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B	\$58,500	M	\$2,991,000	\$464,916	9/23/08	7/1/08	6/30/12	Kapiolani Medical Center for Women and Children	S	ASO Log #09-029: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Central Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A, N, B	\$62,600	M	\$2,680,200	\$440,191	9/23/08	7/1/08	6/30/12	Kapiolani Medical Center for Women and Children	S	ASO Log #09-030: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, EISP Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A, B	\$9,900	M	\$521,800	\$91,541	8/12/08	7/1/08	6/30/12	Molokai Ohana Health Care, Inc. dba Molokai Community Health Center	S	ASO Log #09-031: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Molokai)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$63,900	M	\$2,664,800	\$518,909	1/2/09	7/1/08	6/30/12	Waianae Coast Early Childhood Services, Inc.	S	ASO Log #09-096: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Waipahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A, V	\$45,900	M	\$1,239,800	\$403,378	12/16/09	1/1/10	6/30/12	Family Support Services of West Hawaii	S	ASO Log #10-147: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Kona)	Desk, fiscal, & program monitoring	Y
HTH 560	A, V	\$58,900	M	\$1,621,800	\$449,720	2/25/10	3/1/10	6/30/12	Waianae Coast Early Childhood Services, Inc.	S	ASO Log #10-160: Early intervention services for infants and toddlers with special needs under the age of 3 (early intervention program, Wahiawa)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$4,500	M	\$92,927	\$31,500	12/17/07	10/1/07	9/30/11	Hawaii Behavioral Health, LLC	S	08-112: Early intervention services for infants and toddlers with special needs under the age of 3 (intensive behavioral support, Hawaii)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$18,000	M	\$356,000	\$231,111	7/30/10	7/30/10	6/30/12	Comprehensive Autism Services & Education, Inc. dba C.A.S.E., Inc.	S	11-009: Early intervention services for infants and toddlers with special needs under the age of 3 (skills training, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$50	M	\$675	\$0	9/13/10	9/13/10	6/30/12	Lokahi Consulting Group, Inc.	S	11-010: Early intervention services for infants and toddlers with special needs under the age of 3 (psychological services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$11,700	M	\$215,854	\$93,600	7/8/10	7/8/10	6/30/12	Imua Family Services	S	11-011: Early intervention services for infants and toddlers with special needs under the age of 3 (intensive behavioral support services, foreign language interpretation, nutritional services, psychological services, vision services, Maui)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$34,100	M	\$935,230	\$319,063	7/8/10	7/8/10	6/30/12	Behavioral Counseling and Research Center, LLC	S	11-012: Early intervention services for infants and toddlers with special needs under the age of 3 (intensive behavioral support and psychological services, Oahu)	Desk, fiscal, & program monitoring	Y

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HTH 560	A	\$19,900	M	\$341,161	\$179,100	12/30/10	12/30/10	6/30/12	B.C.P., Inc. dba Nursefinders of Hawaii	S	11-014: Early intervention services for infants and toddlers with special needs under the age of 3 (intensive behavioral support, psychological, special instruction, and social work services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$600	M	\$16,000	\$5,830	12/22/10	1/1/11	6/30/12	Mary Marasovich dba Oahu Speech Language Pathology Consultants	S	11-015: Early intervention services for infants and toddlers with special needs under the age of 3 (speech pathology, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$5,200	M	\$78,757	\$41,600	9/14/10	9/14/10	6/30/12	Ohana Behavioral Care, LLC	S	11-016: Early intervention services for infants and toddlers with special needs under the age of 3 (intensive behavioral support services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$13,700	M	\$419,449	\$131,394	7/8/10	7/8/10	6/30/12	The Institute for Family Enrichment, LLC	S	11-017: Early intervention services for infants and toddlers with special needs under the age of 3 (skills training, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$0	\$0	7/8/10	7/8/10	6/30/12	Easter Seals Hawaii	S	11-018: Early intervention services for infants and toddlers with special needs under the age of 3 (occupational therapy, physical therapy, speech pathology, special instruction, social work, teacher services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$0	\$0	6/7/10	7/1/10	6/30/12	Deborah T. Tom dba Deborah T. Tom, M.S., P.T.	S	11-020: Early intervention services for infants and toddlers with special needs under the age of 3 (physical therapy, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$0	\$0	7/8/10	7/8/10	6/30/12	Sounding Joy Music Therapy, Inc.	S	11-021: Early intervention services for infants and toddlers with special needs under the age of 3 (special instruction services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$0	\$0	9/9/10	9/9/10	6/30/12	ACES	S	11-022: Early intervention services for infants and toddlers with special needs under the age of 3 (intensive behavioral support services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$2,500	M	\$54,134	\$22,812	5/28/10	7/1/10	6/30/12	Dyann Nishida, MS, CCC-SLP LLC dba Dyann Nishida, MS, CCC-SLP, LLC	S	11-023: Early intervention services for infants and toddlers with special needs under the age of 3 (speech pathology, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$300	M	\$6,652	\$2,700	10/11/10	10/11/10	6/30/12	Jihee Kim Nguyen	S	11-024: Early intervention services for infants and toddlers with special needs under the age of 3 (speech pathology, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$0	\$0	12/3/10	12/3/10	6/30/12	MTX of Southwest Florida, Inc. dba MTX Therapy Services	S	11-025: Early intervention services for infants and toddlers with special needs under the age of 3 (audiological evaluation, occupational therapy, physical therapy, speech pathology services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$400	M	\$11,403	\$3,600	9/7/10	9/7/10	6/30/12	Kapiolani Medical Center for Women and Children	S	11-026: Early intervention services for infants and toddlers with special needs under the age of 3 (occupational therapy, speech pathology, audiological services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$0	\$0	8/26/10	8/26/10	6/30/12	Helping Hands Hawaii	S	11-036: Early intervention services for infants and toddlers with special needs under the age of 3 (foreign language interpretation and translation services, Oahu)	Desk, fiscal, & program monitoring	Y

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HTH 560	A	\$700	M	\$9,955	\$7,700	8/31/10	8/31/10	6/30/12	Pacific Gateway Center	S	11-038: Early intervention services for infants and toddlers with special needs under the age of 3 (language interpreter services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$2,600	M	\$52,808	\$23,965	9/14/10	9/14/10	6/30/12	Jennifer Blohm dba Early Intervention Services	S	11-040: Early intervention services for infants and toddlers with special needs under the age of 3 (deaf education and sign language interpretation, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$150	\$0	12/16/10	12/16/10	6/30/12	Kennedy L. Cooper	S	11-041: Early intervention services for infants and toddlers with special needs under the age of 3 (American Sign Language interpreting services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$900	M	\$19,107	\$9,000	2/22/11	2/22/11	6/30/12	June Uyehara Isono, Inc. dba Audiology Consultant and Services	S	11-042: Early intervention services for infants and toddlers with special needs under the age of 3 (audiology services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$0	\$0	NA	7/1/11	6/30/12	Akamai Cab Co.	S	SPO-10: Early intervention services for infants and toddlers with special needs under the age of 3 (transportation services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$300	M	\$3,161	\$2,700	NA	7/1/11	6/30/12	Sayuri Asano	S	SPO-10: Early intervention services for infants and toddlers with special needs under the age of 3 (nutritional services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$100	M	\$1,086	\$1,000	NA	7/1/11	6/30/12	Joni Ishihara	S	SPO-10: Early intervention services for infants and toddlers with special needs under the age of 3 (nutritional services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$0	M	\$0	\$0	NA	7/1/11	6/30/12	Kourtney K. Inoue	S	SPO-10: Early intervention services for infants and toddlers with special needs under the age of 3 (nutritional services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$900	M	\$10,161	\$982	NA	7/1/11	6/30/12	Therapeutic Connections, LLC	S	SPO-10: Early intervention services for infants and toddlers with special needs under the age of 3 (psychological services, Oahu)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$1,100	M	\$6,008	\$4,950	NA	6/1/11	5/31/12	Nichole Zirzow	S	SPO-10: Early intervention services for infants and toddlers with special needs under the age of 3 (hearing-related and vision-related services, Kauai)	Desk, fiscal, & program monitoring	Y
HTH 560	A	\$26,229	M	\$1,794,088	\$209,834	8/16/06	11/1/06	8/31/12	FPA 1350 King Associates LLC	L	DAGS Lease Agreement No. 92-20-0538, for lease of office space (main office) for Early Intervention Section, 1350 South King Street, Suite 200, Honolulu, HI 96814	Desk, fiscal, & program monitoring	N
HTH 560	B	99,272.07	M	150,000.00	50,727.93	7/31/09	7/31/09	6/30/12	University of Hawaii	S	Domestic Violence	Program Monitoring	Y
HTH 560	B	718,354.12	M	1,009,000.00	290,645.88	7/1/08	7/1/08	6/31/2012	Hawaii State Coalition Against Domestic Violence	S	Domestic Violence	Program Monitoring	Y
HTH 560	N	-	O	119,016.89	119,016.89	9/14/11	9/14/11	9/23/11	University of Hawaii	S	Domestic Violence	N/A	Y
HTH 560	B	555,554.31	M	665,000.00	109,445.69	10/18/07	10/18/07	6/30/12	University of Hawaii	S	Domestic Violence	Program Monitoring	Y
HTH 560	A	937,995.86	M	1,325,000.00	387,004.14	2/19/10	2/19/10	6/30/12	Child and Family Service	S	Parenting Support Program	Program Monitoring	Y
HTH 560	A	373,844.78	M	624,000.00	250,155.22	2/2/10	2/2/10	6/30/13	The Institute for Family Enrichment	S	Parenting Support Program	Program Monitoring	Y
HTH 560	N	-	M	65,000.00	65,000.00	7/1/08	7/1/08	6/30/12	Hawaii State Coalition Against Domestic Violence	S	Domestic Violence	Program Monitoring	Y
HTH 560	A	50,000.00	M	50,000.00	-	7/1/08	7/1/08	6/30/12	Hawaii State Coalition Against Domestic Violence	S	Domestic Violence	Program Monitoring	Y
HTH 560	N	68,963.00	M	300,000.00	231,037.00	6/30/10	6/30/10	6/30/12	Prevent Child Abuse Hawaii	S	CBCAP Grant	Program Monitoring	Y
HTH 560	N	5,888.58	M	550,000.00	544,111.42	7/21/10	7/21/10	6/30/13	Hawaii Community Foundation	S	CBCAP Grant	Program Monitoring	Y
HTH 560	N	85,184.20	M	426,618.00	341,433.80	6/28/10	6/28/10	9/29/13	John Hopkins University	S	ACA-MIECHV Grant	Program Monitoring	N
HTH 560	N	6,500.00	M	6,500.00	-	10/24/11	10/24/11	12/16/11	Prevent Child Abuse America	S	ACA-MIECHV Grant	N/A	Y
HTH 560	N	-	M	157,265.00	157,265.00	11/17/11	11/17/11	6/30/12	The Institute for Family Enrichment	S	ACA-MIECHV Grant	Program Monitoring	Y
HTH 560	N	6,834.00	M	14,902.00	8,068.00	7/5/11	7/5/11	6/30/12	UCERA	S	Family Planning Program	Program Monitoring	N
HTH 560	N	1,387.00	M	4,161.00	2,774.00	7/12/11	7/12/11	6/30/12	Women's Health Consultants	S	Family Planning Program	Program Monitoring	N

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HTH 560	N	-	M	25,000.00	25,000.00	11/10/11	11/10/11	6/30/12	Domestic Violence Action Center	S	Family Planning Program	Program Monitoring	N
HTH 560	N	228,878.47	M	279,338.00	50,459.53	8/6/09	8/6/09	5/31/12	Advancement Services for Native Non Profits	S	Eliminating Disparities Grant	Program Monitoring	Y
HTH 560	N	1,400,187.24	M	1,816,900.00	416,712.76	8/26/09	8/26/09	5/31/12	Family Support Services of West Hawaii	S	Eliminating Disparities Grant	Program Monitoring	Y
HTH 560	A	18,550.00	M	158,800.00	140,250.00	7/1/11	7/1/11	6/30/13	Kokua Kalihi Valley	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	70.40	M	278,358.00	278,287.60	7/1/11	7/1/11	6/30/13	Healthy Mothers Healthy Babies	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	N	-	M	145,402.00	145,402.00	7/1/11	7/1/11	6/30/13	Healthy Mothers Healthy Babies	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	5,444.18	M	40,000.00	34,555.82	7/1/11	7/1/11	6/30/13	Child and Family Service	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	-	M	196,246.00	196,246.00	7/1/11	7/1/11	6/30/13	Waianae District Comprehensive Health Center	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	41,641.68	M	196,400.00	154,758.32	7/1/11	7/1/11	6/30/13	Community Clinic of Maui	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	-	M	184,600.00	184,600.00	7/1/11	7/1/11	6/30/13	Kalihi-Palama Health Center	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	-	M	46,500.00	46,500.00	7/1/11	7/1/11	6/30/13	Waikiki Health Center	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	16,550.00	M	80,000.00	63,450.00	7/1/11	7/1/11	6/30/13	Molokai General Hospital	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	4,300.00	M	46,500.00	42,200.00	7/1/11	7/1/11	6/30/13	Waianae District Comprehensive Health Center	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	-	M	49,000.00	49,000.00	7/1/11	7/1/11	6/30/13	Koolauloa Community Health Center	S	Perinatal Health Program	Program Monitoring	Y
HTH 560	A	242,030.67	M	298,000.00	55,969.33	7/1/08	7/1/08	12/31/12	Bay Clinic, Inc.	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	544,807.51	M	643,723.00	98,915.49	7/1/08	7/1/08	12/31/12	Bay Clinic, Inc.	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	64,700.00	M	64,700.00	-	7/1/08	7/1/08	12/31/12	Bay Clinic, Inc.	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	132,156.87	M	165,000.00	32,843.13	7/1/08	7/1/08	12/31/12	Community Clinic of Maui	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	269,750.58	M	333,377.00	63,626.42	7/1/08	7/1/08	12/31/12	Community Clinic of Maui	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	126,780.27	M	174,250.00	47,469.73	7/1/08	7/1/08	12/31/12	Hamakua Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	113,492.10	M	196,150.00	82,657.90	7/1/08	7/1/08	12/31/12	Hamakua Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	15,400.00	M	15,400.00	-	7/1/08	7/1/08	12/31/12	Hamakua Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	80,030.07	M	94,200.00	14,169.93	7/1/08	7/1/08	12/31/12	Joy Brann	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	16,164.00	M	16,164.00	-	7/1/08	7/1/08	12/31/12	Joy Brann	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	210,077.96	M	264,062.00	53,984.04	7/1/08	7/1/08	12/31/12	Kalihi-Palama Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	310,041.00	M	368,500.00	58,459.00	7/1/08	7/1/08	12/31/12	Kalihi-Palama Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	19,032.00	M	19,032.00	-	7/1/08	7/1/08	12/31/12	Kalihi-Palama Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	85,672.20	M	99,244.00	13,571.80	7/1/08	7/1/08	12/31/12	Kauai Rural Health Association	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	11,635.00	M	11,635.00	-	7/1/08	7/1/08	12/31/12	Kauai Rural Health Association	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	127,090.62	M	170,000.00	42,909.38	7/1/08	7/1/08	12/31/12	Kokua Kalihi Valley	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	278,981.98	M	323,100.00	44,118.02	7/1/08	7/1/08	12/31/12	Kokua Kalihi Valley	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	28,200.00	M	28,200.00	-	7/1/08	7/1/08	12/31/12	Kokua Kalihi Valley	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	89,932.97	M	120,250.00	30,317.03	7/1/08	7/1/08	12/31/12	Koolauloa Community Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	234,495.97	M	307,107.87	72,611.90	7/1/08	7/1/08	12/31/12	Koolauloa Community Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	28,200.00	M	28,200.00	-	7/1/08	7/1/08	12/31/12	Koolauloa Community Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	9,638.10	M	12,800.00	3,161.90	7/1/08	7/1/08	12/31/12	Lanai Women's Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	51,338.85	M	63,576.00	12,237.15	7/1/08	7/1/08	12/31/12	Lanai Women's Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	2,292.00	M	2,292.00	-	7/1/08	7/1/08	12/31/12	Lanai Women's Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	103,067.56	M	138,000.00	34,932.44	7/1/08	7/1/08	12/31/12	Molokai General Hospital	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	185,944.48	M	262,800.00	76,855.52	7/1/08	7/1/08	12/31/12	Molokai General Hospital	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	15,364.00	M	15,364.00	-	7/1/08	7/1/08	12/31/12	Molokai General Hospital	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	624,118.53	M	728,465.00	104,346.47	7/1/08	7/1/08	12/31/12	Planned Parenthood Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	1,743,439.00	M	1,890,334.00	146,895.00	7/1/08	7/1/08	12/31/12	Planned Parenthood Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	47,626.00	M	47,626.00	-	7/1/08	7/1/08	12/31/12	Planned Parenthood Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	147,077.66	M	190,208.00	43,130.34	7/1/08	7/1/08	12/31/12	University of Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	51,102.84	M	60,000.00	8,897.16	7/1/08	7/1/08	12/31/12	University of Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	128,496.42	M	172,000.00	43,503.58	7/1/08	7/1/08	12/31/12	University of Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	48,376.00	M	75,192.00	26,816.00	7/1/08	7/1/08	12/31/12	University of Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	57,299.25	M	68,950.61	11,651.36	7/1/08	7/1/08	12/31/12	University of Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	154,247.68	M	178,000.00	23,752.32	7/1/08	7/1/08	12/31/12	University of Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	176,169.46	M	227,000.00	50,830.54	7/1/08	7/1/08	12/31/12	University of Hawaii	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	452,524.03	M	591,288.00	138,763.97	7/1/08	7/1/08	12/31/12	Waianae District Comprehensive Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	958,121.57	M	1,259,086.00	300,964.43	7/1/08	7/1/08	12/31/12	Waianae District Comprehensive Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	28,200.00	M	28,200.00	-	7/1/08	7/1/08	12/31/12	Waianae District Comprehensive Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	65,419.20	M	78,254.00	12,834.80	7/1/08	7/1/08	12/31/12	Waikiki Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	374,106.63	M	468,425.57	94,318.94	7/1/08	7/1/08	12/31/12	Waikiki Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	15,400.00	M	15,400.00	-	7/1/08	7/1/08	12/31/12	Waikiki Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	71,918.28	M	86,380.00	14,461.72	7/1/08	7/1/08	12/31/12	Waimanalo Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	308,715.74	M	382,277.00	73,561.26	7/1/08	7/1/08	12/31/12	Waimanalo Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	28,200.00	M	28,200.00	-	7/1/08	7/1/08	12/31/12	Waimanalo Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	A	71,122.37	M	91,100.00	19,977.63	7/1/08	7/1/08	12/31/12	West Hawaii Community Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	N	160,035.50	M	197,657.86	37,622.36	7/1/08	7/1/08	12/31/12	West Hawaii Community Health Center	S	Family Planning Program	Program Monitoring	Y
HTH 560	U	28,200.00	M	28,200.00	-	7/1/08	7/1/08	12/31/12	West Hawaii Community Health Center	S	Family Planning Program	Program Monitoring	Y

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HTH 560	N	0	M	276,600	276,600	12/6/11	10/1/11	9/30/15	Molokai Ohana Health Care, Inc.	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	26,190	M	1,171,800	1,145,610	11/16/11	10/1/11	9/30/15	Bay Clinic, Inc.	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	0	M	1,316,760	1,316,760	11/1/11	10/1/11	9/30/15	Community Clinic of Maui, Inc.	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	0	M	2,116,800	2,116,800	11/16/11	10/1/11	9/30/15	Kalihi-Palama Health Center	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	0	M	1,293,322	1,293,322	12/16/11	10/1/11	9/30/15	Kapiolani Medical Center for Women and Children	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	0	M	1,107,985	1,107,985	11/30/11	10/1/11	9/30/15	Kokua Kalihi Valley	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	0	M	2,872,860	2,872,860	12/20/11	10/1/11	9/30/15	Waianae District Comprehensive Health and Hospital Board, Inc.	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	6,955	M	562,680	555,725	12/1/11	10/1/11	9/30/15	Waimanalo Health Center	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	0	M	47,250	47,250	tdb	4/1/12	9/30/13	Maui Family Support Services	S	WIC Services	Programmatic and fiscal monitoring is conducted.	Y
HTH 560	N	0	O - invoices will be submitted as construction progresses.	425,761	425,761	11/28/11	9/1/11	9/30/12	Community Clinic of Maui, Inc.	S	construction renovation	Paid invoices to be reviewed.	N
HTH 560	N	rate schedule	M	rate schedule	rate schedule	12/3/08	12/2/08	12/3/12	Mead Johnson & Company	G	Special Infant formula	Monthly sequel reports are generated to screen for outlying formula pricing.	N
HTH 560	N	52,592	M	146,600	94,008	12/16/10	11/1/10	9/30/12	Commercial Data Systems	S	Programming Support for WIC Info System	Monthly Steering Committee meetings are conducted for prioritization of tasks and work assignments completed.	N
HTH 560	N	rate schedule	O - payment for formula is via WIC food instruments as purchased by participants.	rate schedule	rate schedule	7/9/08	8/1/08	7/31/12	Ross Products Division Abbott Laboratories	G	Special Infant formula	Monthly sequel reports are generated to screen for outlying formula pricing.	N
HTH 560	N	rate schedule	O - payment for formula is via WIC food instruments as purchased by participants.	rate schedule	rate schedule	9/4/08	9/1/08	09/31/12	Nestle	G	Special Infant formula	Monthly sequel reports are generated to screen for outlying formula pricing.	N
HTH 560	N	108,692	M	149,000	40,308	1/9/09	2/1/09	9/30/12	Clinical Laboratories, Inc.	S	Hemoglobin testing	Monthly invoices are screened by Clinic Operations staff prior to payments.	Y
HTH 560	N	rate schedule	O - payment for services is via WIC food instruments as a percentage of formula cost.	rate schedule	rate schedule	7/30/09	10/1/09	9/30/12	Value Drug Ltd., dba Pharmicare	G/S	Formula Distribution	Monthly sequel reports are generated.	N
HTH 560	N	438,611	S	673,612	235,001	10/14/08	10/1/08	9/30/12	Solutran	S	Banking Services	Monthly invoices are reviewed by accounting staff prior to payments.	N
HTH 560	B	1,059,485	M	\$ 1,582,794	\$ 523,309.00	8/11/2009	10/1/09	6/30/13	Bay Clinic, Inc.	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	960,360	M	\$ 2,124,475.00	\$ 1,164,115.00	8/7/2009	10/1/09	6/30/13	Community Clinic of Maui, Inc.	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	166,600	M	\$ 452,296	\$ 285,696.00	8/18/2009	10/1/09	6/30/13	Hamakua Health Center, Inc.	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	379,460	M	\$ 786,955	\$ 407,495.00	7/28/2009	10/1/09	6/30/13	Ho'ola Lahui Hawaii	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	1,753,385	M	\$ 3,639,034	\$ 1,885,649.00	7/7/2009	10/1/09	6/30/13	Kalihi-Palama Health Center	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y

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HTH 560	B	619,608	M	\$ 1,379,908	\$ 760,300.00	9/1/2009	10/1/09	6/30/13	Kokua Kalihi Valley	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	365,182	M	\$ 597,255	\$ 232,073.00	8/12/2009	10/1/09	6/30/13	Ko'olaupua Community Health and Wellness Center, Inc.	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	54,625	M	\$ 120,000	\$ 65,375.00	9/21/2009	10/1/09	6/30/13	Lanai Community Health Center	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	99,370	M	\$ 241,194	\$ 141,824.00	9/4/2009	10/1/09	6/30/13	Molokai Ohana Health Care, Inc., dba Molokai Comm. Health Ctr.	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	799,301	M	\$ 1,593,390	\$ 794,089.00	9/4/2009	10/1/09	6/30/13	Waianae District Comprehensive Health & Hospital Board, Inc.	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	661,510	M	\$ 1,552,314	\$ 890,804.00	7/28/2009	10/1/09	6/30/13	Waikiki Health Center	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	624,692	M	\$ 1,255,483	\$ 630,791.00	8/26/2009	10/1/09	6/30/13	Waimanalo Health Center	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	B	193,606	M	\$ 362,185	\$ 168,579.00	9/30/2009	10/1/09	6/30/13	West Hawaii Community Health Center, Inc.	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	A	2,829,700	M	\$ 2,830,000	\$ 300.00	1/2/2007	1/2/07	6/30/12	Hana Health	S	Urgent & Primary Care Services	Fiscal & Program Monitoring	Y
HTH 560	B	2,636,664	M	\$ 3,390,000	\$ 753,336.00	1/2/2007	1/2/07	6/30/12	Hana Health	S	Urgent & Primary Care Services	Fiscal & Program Monitoring	Y
HTH 560	A	3,568,000	M	\$ 3,568,000	\$ -	12/8/2006	12/8/06	6/30/12	Waianae Coast Comprehensive Health Center	S	Emergency Room Services	Fiscal & Program Monitoring	Y
HTH 560	B	3,180,666.68	M	\$ 4,404,000	\$ 1,223,333.32	12/8/2006	12/8/06	6/30/12	Waianae Coast Comprehensive Health Center	S	Emergency Room Services	Fiscal & Program Monitoring	Y
HTH 560	A	95,157	M	\$ 156,051	\$ 60,894.00	9/25/2009	10/1/09	6/30/13	Country Doctor Outreach	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	A	172,235	M	\$ 287,790	\$ 115,555.00	9/16/2009	10/1/09	6/30/13	The Queen's Medical Center	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	A	25,415	M	\$ 51,992	\$ 26,577.00	8/26/2009	10/1/09	6/30/13	Wahiawa General Hospital	S	Comprehensive Primary Care Contracts	Fiscal & Program Monitoring	Y
HTH 560	A	9,069,979	M	\$ 10,224,583	\$ 1,154,604.00	12/11/2006	12/11/06	6/30/12	Molokai General Hospital	S	Inpatient, Out-patient, ER, Ancillary	Fiscal & Program Monitoring	Y
HTH 560	A	4,272,696	M	\$ 5,764,938	\$ 1,492,242.00	9/18/2007	7/1/07	6/30/13	Wahiawa General Hospital	S	Inpatient, Out-patient, ER, Ancillary	Fiscal & Program Monitoring	Y
HTH 560	A	\$ 41,900.01	M	\$ 60,140.16	\$ 18,240.15	7/21/2010	7/1/10	6/30/12	Narcissa Ocariza DBA Janitorial Services	S	Janitorial Services	Services Monitored	N

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							From	To					
HTH590	B	0	Quarterly	100,000.00	100,000.00	9/30/2011	10/01/11	06/30/11	UNIVERSITY OF HAWAII	G & S	Department of Education coordinate, plan, & implement school health survey tasks.	Deliverables and invoice review by DOH staff, and monthly report to Hawaii School Health Survey Committee; frequent communication with DOH staff, and review of all reports before release.	No
HTH590	N	0	Monthly	60,000.00	60,000.00	5/19/2011	07/01/11	06/30/11	UNIVERSITY OF HAWAII	G & S	Maintain and provide support of the Hawaii Health Data Warehouse Project for the Tobacco Settlement Office	Deliverables and invoice review by staff; weekly standing meetings with HHDW project team, and frequent communication by phone, skype and email; review by DOH staff of all reports before release.	No
HTH590	B	200,030.84	Monthly	200,875.00	844.16	6/14/2010	07/1/10	06/30/11	UNIVERSITY OF HAWAII	G & S	Evaluation, research support, and scientific training for Health Hawaii Initiative.	Deliverables and invoice review by staff; weekly standing meetings with DOH staff and more frequently as needed in person, phone and email; includes joint DOH and UH staff program site visits to develop eval method.	No
HTH590	N	5,666.57	Monthly	22,935.00	17,268.43	6/14/2010	07/1/10	06/30/11	UNIVERSITY OF HAWAII	G & S	Evaluation, research support, and scientific training for Health Hawaii Initiative federal grant.	Deliverables and invoice review by staff; weekly standing meetings with DOH staff and more frequently as needed in person, phone and email; includes joint DOH and UH staff program site visits to develop eval method.	No

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HTH590	N	16,766.81	Monthly	80,913.00	64,146.19	6/1/2011	07/01/11 to 12/31/11	UNIVERSITY OF HAWAII	G & S	Evaluation, research support, and scientific training for Health Hawaii Initiative federal grant.	Deliverables and invoice review by staff; weekly standing meetings with DOH staff and more frequently as needed in person, phone and email; includes joint DOH and UH staff program site visits to develop eval method.	No
HTH590	B	313,151.56	Annually	900,000.00	586,848.44	6/8/2010	8/1/10 to 7/31/11	DEPARTMENT OF EDUCATION	G & S	Implement and evaluate Hawaii content and performance standards for schools.	Deliverables and invoice review by staff; monthly standing meetings with DOH staff, DOE team & UH evaluators, and more frequent meetings with DOE lead to review progress	No
HTH590	N	0	Annually	49,000.00	49,000.00	6/8/2010	8/1/10 to 7/31/11	DEPARTMENT OF EDUCATION	G & S	Implement and evaluate Hawaii content and performance standards for schools.	Deliverables and invoice review by staff; monthly standing meetings with DOH staff, DOE team & UH evaluators, and more frequent meetings with DOE lead to review progress	No
HTH590	B	0	Annually	900,000.00	900,000.00	6/14/2011	6/28/11 to 7/31/12	DEPARTMENT OF EDUCATION	G & S	Implement and evaluate Hawaii content and performance standards for schools.	Deliverables and invoice review by staff; monthly standing meetings with DOH staff, DOE team & UH evaluators, and more frequent meetings with DOE lead to review progress	No
HTH590	B	205.55	Monthly	1,100.00	894.45	5/5/2011	08/01/2011 to 07/31/11	CITY & COUNTY OF HONOLULU	G & S	Prevention programs for enforcement of retail tobacco outlets in the C&C of Honolulu, ADAD	Monthly UH eval reports on status of enforcement, frequent communications by phone, email and site visits; staff attends one inspection to observe procedures in place	No
HTH590	B	0	Monthly	30,000.00	30,000.00	8/2/2011	08/01/2011 to 07/31/11	CITY & COUNTY OF HONOLULU	G & S	Prevention programs for enforcement of retail tobacco outlets in the C&C of Honolulu, ADAD		No



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HTH590	B	150,462.71	completion c	500,000.00	349,537.29	7/7/2010	07/7/2010 to 10/01/10	HEWLETT-PACKARD	G & S	Surveillance system development and support of the Hawaii Health Emergency Surveillance System project.	Deliverables and invoice review by DOH staff; weekly standing meetings to review progress, and frequent contact by phone and email, and site visits by contractor.	No
HTH590	N	10,442.85	Monthly	48,840.00	38,397.15	7/8/2011	7/8/2011 to 1/2/12	SMS RESEARCH	G & S	Statewide telephone survey for the Office of Health Status Monitoring of the Dept of Health.	Deliverables and invoice review by DOH staff; regular site visit by DOH staff to review procedures and quality of work.	No
HTH590	N	91,370.32	Monthly	99,000.00	7,629.68	12/21/2010	1/3/11 to 1/2/12	SMS RESEARCH	G & S	Conduct annual Hawaii Behavioral Risk Factor Surveillance System survey.		No
HTH590	B	103,018.60	Monthly	131,582.50	28,563.90	3/19/2010	3/19/10 to 12/31/11	HART, CHRIS & PA	G & S	Develop strategic work plan and and implement a non-motorized access plan-Maui.	Deliverables and invoice review by DOH staff; planned site visits by DOH staff to review plans and progress; requires timely reporting and communication.	No
HTH590	B	126,329.08	Monthly	377,416.00	251,086.92	6/15/2010	10/01/10 to 9/30/11	UNIVERSITY OF HAWAII	G & S	USDA Nutrition Education Program survey support.	Deliverables and invoice review by DOH staff; weekly standing meetings to review plans and implementation; scheduled program site visits with DOH and Eval staff.	No
HTH590	B	84,106.33	Monthly	100,000.00	15,893.67	6/15/2010	06/15/10 to 6/30/12	B-CYCLE, LLC	G & S	Comprehensive community level intervention for a demonstration bike sharing program that will address physical activity and active transportation.	Deliverables and invoice review by DOH staff; site visits by DOH and program staff and frequent communication by phone and email on progress.	No
HTH590	B	43,294.32	Monthly	84,476.00	41,181.68	6/16/2010	06/15/10 to 6/30/12	KOKUA KALIHI VAL	G & S	Comprehensive community bike sharing program, Hawaii using bicycles project.	Deliverables and invoice review by DOH staff; site visits by DOH and program staff and frequent communication by phone and email on progress.	No

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HTH590	B	17,640.00	Semi Monthl	66,304.00	48,664.00	7/13/2010	7/13/10 to 7/30/12	UNIVERSITY OF HAWAII	G & S	Programmatic implementation and healthy nutrition education, matches USDA SNAPEd funding.	Deliverables and invoice review by DOH staff; site visits by DOH and program staff and frequent communication by phone and email on progress.	No
HTH590	B	81,054.83	Monthly	173,128.81	92,073.98	7/13/2010	7/13/10 to 5/31/12	UNIVERSITY OF HAWAII	G & S	Nutrition Education standards development and intervention design that align with the Hawaii State Dept of Education; matches USDA SNAPEd plan.	Deliverables and invoice review by DOH staff; site visits by DOH and program staff and frequent communication by phone and email on progress.	No
HTH590	B	70,905.43	Semi Annual	83,000.00	12,094.57	7/1/2011	07/01/11 to 12/31/11	DEPARTMENT OF EDUCATION	G & S	Support for nutrition education Department of Education.	Deliverables and invoice review by DOH staff; site visits by DOH and program staff and frequent communication by phone and email on progress.	No
HTH590	B	0	Monthly	249,497.00	249,497.00	6/8/2011	6/8/11 to 5/31/12	DEPARTMENT OF EDUCATION	G & S	Dept of Education School food service program.	Deliverables and invoice review by DOH staff; site visits by DOH and program staff and frequent communication by phone and email on progress.	No
HTH590	B	25,591.16	Monthly	1,070,449.00	1,044,857.84	8/9/2011	08/9/11 to 6/30/12	UNIVERSITY OF HAWAII	G & S	Maintain and provide support of the Hawaii Health Data Warehouse Project for the Tobacco Settlement Office	Deliverables and invoice review by staff; weekly standing meetings with HDDW project team, and frequent communication by phone, skype and email; review by DOH staff of all reports before release.	No
HTH590	B	0	Monthly	142,000.00	142,000.00	8/22/2011	08/01/2011 to 07/31/12	UNIVERSITY OF HAWAII	G & S	Prevention programs technical assistance for State of Hawaii counties police departments tobacco enforcement operations.	Monthly UH eval reports on status of enforcement, frequent communications by phone, email and site visits; staff attends one inspection to observe procedures in place	No

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HTH590	N	28,866.00	Monthly	40,000.00	11,134.00	8/10/2011	8/10/11 to 5/31/12	GOD'S COUNTRY WAIMAN	G & S	Empower community to improve food system through education and hands on workshops, federal grant.	Regular communication with contractor; site visits by DOH staff to review plan and implementation; review of deliverables and invoices by DOH staff.	No
HTH590	V	0	Monthly	45,483.62	45,483.62	4/29/2011	4/29/11 to 4/30/13	RCUH	G & S	Coordination and support for DOH community putting prevention to work, meets enhanced Quitline eval required by CDC ARRA grant.	Review of deliverables and invoices by staff; regular standing meetings with committee to support Quitline marketing, implementation and evaluation; weekly communication as needed.	No
HTH590	V	0	Monthly	362,250.00	362,250.00	4/29/2011	4/29/11 to 4/30/13	RCUH	G & S	Coordination and support for DOH community putting prevention to work, meets enhanced promotion of Quitline required by CDC ARRA grant.	Review of deliverables and invoices by staff; regular standing meetings with committee to support Quitline marketing, implementation and evaluation; weekly communication as needed.	No
HTH590	B	7,214.66	Monthly	22,393.98	15,179.32	7/15/2011	3/1/11-10/30/12	AD WALLS, LLC	G & S	Tobacco prevention education, TPEP	Review of deliverables and invoices by staff.	No
HTH590	B	27,186.72	Monthly	63,830.00	36,643.28	8/24/2011	8/3/11-6/30/12	AD WALLS, LLC	G & S	Tobacco prevention education, TPEP	Review of deliverables and invoices by staff.	No
HTH590	B	0	Monthly	10,500.00	10,500.00	7/1/2011	7/1/11-6/30/12	CBS COLLEGIATE SP	G & S	Tobacco prevention education, TPEP	Review of deliverables and invoices by staff.	No
HTH590	B	58,445.10	Monthly	116,890.22	58,445.12	7/27/2011	7/5/11-6/30/12	HAWAII MALLS, INC.	G & S	Tobacco prevention education, TPEP	Review of deliverables and invoices by staff.	No
HTH590	B	19,260.00	Monthly	88,112.33	26,117.00	8/25/2011	8/14/11-8/13/12	NATIONAL CINEMED	G & S	Tobacco prevention education, TPEP	Review of deliverables and invoices by staff.	No
HTH590	B	28,538.52	Monthly	76,800.00	48,261.48	7/1/2011	6/23/11-6/22/12	SCREENVISION DIRE	G & S	Tobacco prevention education, TPEP	Review of deliverables and invoices by staff.	No

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HTH590	N	25,468.43	Monthly	75,000.00	49,531.57	6/23/2011	6/23/11 to 6/30/12	COALITION FOR A TO	G & S	Tobacco control community policy and education, TPEP	Review of deliverables and invoices by staff; regular meetings to review plans and implementation and more frequent meetings as needed weekly.	No
HTH590	N	49,351.44	Monthly	96,675.00	47,323.56	6/22/2011	6/23/11 to 6/30/12	COALITION FOR A TO	G & S	Tobacco control community policy and education, TPEP	Review of deliverables and invoices by staff; regular meetings to review plans and implementation and more frequent meetings as needed weekly.	No
HTH590	N	86,795.36	Monthly	175,000.00	88,204.64	9/29/2011	6/23/11 to 6/30/12	COALITION FOR A TO	G & S	Tobacco control community policy and education, TPEP	Review of deliverables and invoices by staff; regular meetings to review plans and implementation and more frequent meetings as needed weekly.	No
HTH590	N	7,000.00	Monthly	15,000.00	8,000.00	5/23/2011	3/1/11-2/29/12	WAIKIKI HEALTH CE	G & S	Tobacco prevention and control education	Review of deliverables and invoices by staff.	No
HTH590	N	0 completion		3,874.34	3,874.34	8/4/2011	8/04/11 to 6/30/12	COMMUNITY MOTIVA	G&S	Food systems web devt workshops for Waimanalo community as part of federal grant project	Review of deliverables and invoices by staff; site visits by DOH staff with contractor to assure delivery of services per federal work plan.	No
HTH590	N	19,945.64	Monthly	24,973.26	5,027.62	7/1/2010	6/30/11-6/29/12	DENVER HEALTH & HC	G & S	Training and planning, Asthma program	Review of deliverables and invoices by staff; site visits by DOH staff with contractor to assure delivery of services per federal work plan.	No
HTH590	N	5,027.62	Monthly	25,055.68	20,028.06	7/1/2011	6/30/11-6/29/12	DENVER HEALTH & HC	G & S	Training and planning, Asthma program	Review of deliverables and invoices by staff; site visits by DOH staff with contractor to assure delivery of services per federal work plan.	No

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HTH590	N	103,838.37	Monthly	137,600.00	33,761.63	11/4/2010	6/30/11-6/29/12	HOOLA LAHUI HAWAII	G & S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	No
HTH590	N	108,270.91	Monthly	156,890.00	48,619.09	4/13/2011	6/30/11-6/29/12	KALIHI-PALAMA HEAL	G & S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	No
HTH590	N	2,000.00	Monthly	4,500.00	2,500.00	2/7/2011	6/30/11-6/29/12	KOKUA KALIHI VALLE	G & S	Diabetes self management and education program	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	No
HTH590	N	0	Monthly	4,900.00	4,900.00	10/1/2011	6/30/11-6/29/12	PARENTS AND CHILDR	G & S	Asthma education and management program	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	No
HTH590	N	0	Monthly	10,000.00	10,000.00	5/12/2011	6/30/11-6/29/12	QUEEN'S MEDICAL CE	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	V	7,000.00	Monthly	15,000.00	8,000.00	5/23/2011	3/1/11-2/29/12	WAIKIKI HEALTH CEN	G & S	Tobacco prevention and control education	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	

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HTH590	B	8,330.82	Monthly	201,668.00	193,337.18	7/1/2011	7/1/11 to 6/30/12	UNIVERSITY OF HAWAII	G & S	Develop county nutri & PA coalitions to org systems, policy and envr changes	Deliverables and invoice review by DOH staff; site visits by DOH and program staff and frequent communication by phone and email on progress; provide T/A as needed to meet implementation plan.	No
HTH590	N	6,287.91	Monthly	111,856.00	105,568.09	7/1/2011	7/1/11 to 6/30/12	UNIVERSITY OF HAWAII	G & S		Deliverables and invoice review by DOH staff; site visits by DOH and program staff and frequent communication by phone and email on progress; provide T/A as needed to meet implementation plan and meet federal project objectives.	No
HTH590	B	0	Monthly	524,582.00	524,582.00	6/30/2011	12/15/11 to 6/30/13	UNIVERSITY OF HAWAII	G & S	Evaluation, research support, and scientific training for Health Hawaii Initiative.	Deliverables and invoice review by DOH staff; weekly standing meetings to review plans and implementation; scheduled program site visits with DOH and Eval staff to meet federal grant evaluation requirements.	No
HTH590	B	81,720.95	Monthly	615,000.00	533,279.05	11/17/2011	7/01/08 to 6/30/14	CHILD & FAMILY SERVICES		Families are identified via a screening & assessment tool to identify risks for sub-optimal health, developmental delay and maltreatment. Provide home visiting services which supports families and promotes positive parent-child relationships.	Contract providers meet monthly to review program operations, program data, training needs, and development of additional tools; have Continuous Quality Improvement system thru fed grant.	Yes

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HTH590	B	188.8	Monthly	570,000.00	569,811.20	10/24/2011	7/01/08 to 6/30/14	YWCA OF HAWAII ISLA	S	Families are identified via a screening & assessment tool to identify risks for sub-optimal health, developmental delay and maltreatment. Provide home visiting services which supports families and promotes positive parent-child relationships.	Contract providers meet monthly to review program operations, program data, training needs, and development of additional tools; have Continuous Quality Improvement system thru fed grant.	Yes
HTH590	U	0	Monthly	40,000.00	40,000.00	9/29/2011	to FY13	KALIHI-PALAMA HEALTH	G & S	Provide nutrition education for SNAP eligible population, to reduce obesity and chronic disease risks	Deliverables and invoices reviewed by staff; monthly site visits by DOH staff and evaluators, frequent phone and email communication to provide planning and implementation support	No
HTH590	N	0	Monthly	20,000.00	20,000.00	11/4/2011	to FY13	WEST HAWAII COMMUNITY	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	0	Monthly	78,000.00	78,000.00	11/30/2011	to FY13	BAY CLINIC, INC.	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	0	Monthly	38,000.00	38,000.00	11/30/2011	to FY13	HAMAKUA HEALTH CENTER	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	0	Monthly	128,000.00	128,000.00	11/17/2011	to FY13	HOOLA LAHUI HAWAII	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes

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HTH590	N	19,491.17	Monthly	57,000.00	37,508.83	11/23/2011	to FY13		HUI NO KE OLA PONO	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	0	Monthly	125,000.00	125,000.00	11/23/2011	to FY13		KAPIOLANI MEDICAL	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	12,829.24	Monthly	36,000.00	23,170.76	11/23/2011	to FY13		KOKUA KALIHI VALLEY	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	4,681.88	Monthly	10,000.00	5,318.12	8/18/2011	to FY13		KOOLAULOA COMMU	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	33,459.73	Monthly	75,000.00	41,540.27	11/23/2011	to FY13		QUEEN'S MEDICAL CE	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	0	Monthly	100,000.00	100,000.00	11/28/2011	to FY13		HAWAII MEDICAL CEN	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes



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HTH590	N	15,243.97	Monthly	57,000.00	41,756.03	11/30/2011	to FY13		WAIMANALO HEALTH	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	0	Monthly	108,000.00	108,000.00	11/23/2011	to FY13		KALIHI-PALAMA HEAL	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
HTH590	N	0	Monthly	64,000.00	64,000.00	11/30/2011	to FY13		WAIANA E DISTRICT Ct	S	Implement coordinated system for screening breast and cervical cancer as a preventative health measure. Establish a plan, incorporating the BCCCP objectives and recommend strategies.	Deliverables and invoices reviewed by DOH staff; site visits and contact time to meet federal grant requirements; documentation of services required by federal grant.	Yes
These were just executed to extend to FY13.													

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Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 610	B	\$ 66,300.00	O	\$ 66,300.00	\$ 66,300.00	11/29/2011	11/29/11	11/28/12	Paragon Bermuda (Canada) Ltd.	S	Create, install, set-up, and host a web- based food facility inspection system	Project Officer review and approval	Y

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract			Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To						
HTH710	A	\$ 2,514.00	O	\$ 2,514	\$ 2,111.00	10/4/2011	10/4/2011	1/31/12	ABC CORPORATION	S	Acid pretreatment	Building Manager oversight	N	
HTH710	A	\$ 750.00	O	\$ 750	\$ 415.00	10/28/2011	10/28/2011	1/31/12	ACTION COURIER EXP	S	Transport	Service is monitored by appropriate program	N	
HTH710	A	\$ 300.00	O	\$ 300	\$ 205.00	10/4/2011	10/4/2011	1/31/12	AIRGAS GASPRO	G	Specialized gasses	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 100.00	O	\$ 1,000	\$ 1,000.00	11/15/2011	11/15/2011	6/30/12	ALOHA AIR CARGO	S	Transport	Service is monitored by appropriate program	N	
HTH710	A	\$ 2,200.00	O	\$ 1,037	\$ 1,037.00	10/5/2011	10/5/2011	6/30/12	ALSCO	S	Laundry services	Service is monitored by appropriate program	N	
HTH710	A	\$ 3,600.00	M	\$ 3,600	\$ 2,700.00	7/6/2011	7/6/2011	6/30/12	DANIEL YARD SERVIC	S	Grounds maintenance	Service is monitored by appropriate program	N	
HTH710	A	\$ 1,000.00	O	\$ 1,000	\$ 1,000.00	11/30/2011	11/30/2011	6/30/12	FEDEX	S	Transport	Service is monitored by appropriate program	N	
HTH710	N	\$ 20,000.00	O	\$ 20,000.00	\$ 6,481.00	8/25/2011	8/25/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 5,000.00	O	\$ 5,000.00	\$ 3,745.00	8/26/2011	8/26/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 1,500.00	O	\$ 1,500.00	\$ 1,500.00	10/4/2011	10/4/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 30,000.00	O	\$ 30,000.00	\$ 7,546.00	5/9/2011	5/9/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 10,000.00	O	\$ 10,000.00	\$ 3,876.00	8/31/2011	8/31/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 1,444.00	O	\$ 1,444.00	\$ 1,444.00	11/15/2011	11/15/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 3,277.00	O	\$ 3,277.00	\$ 2,210.00	12/21/2011	12/21/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 1,926.00	O	\$ 1,926.00	\$ 320.00	9/2/2011	9/2/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 11,000.00	O	\$ 11,000.00	\$ 9,315.00	10/4/2011	10/4/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 45,000.00	O	\$ 45,000.00	\$ 36,317.00	10/7/2011	10/7/2011	6/30/12	FISHER SCIENTIFIC	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 759.00	M	\$ 759	\$ 268.00	8/31/2011	8/31/2011	6/30/12	GAS COMPANY, THE	S	Natural gas maintenance	Service is monitored by appropriate program	N	
HTH710	A	\$ 300.00	M	\$ 300	\$ 22.00	10/4/2011	10/4/2011	6/30/12	GAS COMPANY, THE	G	Specialized gasses	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 21,526.00	O	\$ 21,526	\$ 59.00	10/15/2010	10/15/2010	6/30/12	GETINGE USA, INC.	S	Autoclave & glassware washer maintenance	Service is monitored by appropriate program	N	
HTH710	A	\$ 500.00	O	\$ 500	\$ 500.00	10/4/2011	10/4/2011	6/30/12	HAWAII BIO-WASTE S	S	Disposal of sharps	Service is monitored by appropriate program	N	
HTH710	A	\$ 1,128,860.00	M	\$ 1,128,860	\$ 490,149.00	11/28/2011	11/28/2011	6/30/12	HAWAIIAN ELECTRIC	G	Electricity utility expense	Building Manager oversight	N	
HTH710	A	\$ 1,500.00	M	\$ 1,500	\$ 1,085.00	10/4/2011	10/4/2011	6/30/12	HAWAIIAN TELCOM	G	Telephone utility expense	Building Manager oversight	N	
HTH710	A	\$ 900.00	O	\$ 900	\$ 900.00	7/20/2011	7/20/2011	6/30/12	THYSSENKRUPP ELEVA	S	Elevator maintenance service	Service is monitored by appropriate program	N	
HTH710	A	\$ 4,313.00	O	\$ 4,313	\$ 4,313.00	7/28/2011	7/28/2011	6/30/12	VWR INTERNATIONAL	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	N	\$ 4,000.00	O	\$ 4,000	\$ 2,298.00	10/12/2011	10/12/2011	6/30/12	VWR INTERNATIONAL	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 2,000.00	O	\$ 2,000	\$ 1,958.00	8/29/2011	8/29/2011	6/30/12	VWR INTERNATIONAL	G	Scientific supplies	Appropriate program ensures receipt of goods	N	
HTH710	A	\$ 1,958.00	O	\$ 1,958	\$ 653.00	10/3/2011	10/3/11	6/30/12	WATER SOLUTIONS IN	S	Deionized water treatment	Service is monitored by appropriate program	N	
HTH710	A	\$ 184,707	O	\$ 184,707	\$ 19,864.00	1/26/2009	2/1/11	1/31/12	HONEYWELL INTERN	S	Maintenance of air conditioning & ventilating equipment	Service is monitored by Building Manager	N	

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Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS
							From	To					Y/N
HTH 720	N	\$ 9,750	O	\$ 9,750	\$ 9,750	7/1/2011	7/1/11	6/30/12	John M. Piper dba Life Safety Services	S	Provide life safety inspections of residential homes and facilities currently licensed by the OHCA and residential homes and facilities identified by the OHCA for prospective licensing	Contractor to submit Inspection findings/reports to the State Licensing Section supervisor.	Y

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 730	A	\$ 8,519,159	M	\$ 9,292,409	\$ 773,250	11/19/04	1/1/05	12/31/12	Wittman Enterprises, LLC	S	ASO LOG NO. 05-103-M5. Billing and collection services for emergency medical services. Possible extensions to: None.	Review of expenditure reports.	N
HTH 730	A	\$ 2,211,428	M	\$ 2,409,775	\$ 198,347	11/26/08	11/26/08	11/25/12	Pacific Wireless Communications, LLC	G/S	ASO LOG NO. 08-245-M2 (Contract No. 58034). To upgrade and integrate the existing County of Maui 9-1-1 emergency medical services ("EMS") medical communication ("MEDICOM") land-mobile radio system from analog to digital. Possible extensions to: None.	Review of expenditure reports.	N
HTH 730	A	\$ 169,156	M	\$ 393,020	\$ 223,864	6/10/10	1/1/10	6/30/12	County of Kauai (Police Department)	S	ASO LOG NO. 10-099-M2. To operate an emergency medical services dispatch communication center. Possible extensions to: 06/30/2015.	Review of expenditure reports.	Y
HTH 730	A	\$ 602,870	M	\$ 924,261	\$ 321,391	6/10/10	1/1/10	6/30/12	County of Maui (Police Department)	S	ASO LOG NO. 10-100-M2. To operate an emergency medical services dispatch communication center. Possible extensions to: 06/30/2015.	Review of expenditure reports.	Y
HTH 730	A	\$ 336,277	M	\$ 491,197	\$ 154,920	5/13/10	1/1/10	6/30/12	Denver Health and Hospital Authority, Rocky Mountain Poison and Drug Center	S	ASO LOG NO. 10-101-M4. 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: 06/30/2015.	Review of workload reports.	Y
HTH 730	A	\$ 451,406	M	\$ 912,572	\$ 461,166	12/16/10	7/1/10	6/30/12	Med Media, Inc.	G/S	ASO LOG NO. 11-028-M1 (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 expenditure reports.	N
HTH 730	A	\$ 947,696	M	\$ 1,245,000	\$ 297,304	3/15/11	3/15/11	3/14/12	Pacific Wireless Communications, LLC	G/S	ASO LOG NO. 11-064 (Contract No. 60043). To upgrade and integrate the existing County of Kauai 9-1-1 emergency medical services ("EMS") medical communication ("MEDICOM") land-mobile radio system from analog to P25 digital. Possible extensions to: 03/14/2017.	Review of expenditure reports.	N
HTH 730	A	\$ 749,820	M	\$ 1,105,530	\$ 355,710	3/16/11	3/15/11	3/14/12	Pacific Wireless Communications, LLC	G/S	ASO LOG NO. 11-092 (Contract No. 60044). To upgrade and integrate the existing Oahu 9-1-1 emergency medical services ("EMS") medical communication ("MEDICOM") land-mobile radio system from analog to P25 digital. Possible extensions to: 03/14/2017.	Review of expenditure reports.	N
HTH 730	A	\$ 3,751,924	M	\$ 34,336,568	\$ 30,584,644	9/26/11	7/1/11	6/30/15	International Life Support, Inc. dba American Medical Response	S	ASO LOG NO. 12-001. 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 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

HTH 730	A	\$ 1,696,794	M	\$ 15,830,092	\$ 14,133,298	9/26/11	7/1/11	6/30/15	International Life Support, Inc. dba American Medical Response	S	ASO LOG NO. 12-002. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Kauai. Possible extensions to: 06/30/2017.	Review of expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMISIS reports. Review of quarterly quality improvement reports.	Y
HTH 730	A	\$ 3,475,600	M	\$ 11,712,456	\$ 8,236,856	11/17/11	7/1/11	6/30/12	County of Hawaii	S	ASO LOG NO. 12-003. 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 expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMISIS reports. Review of quarterly quality improvement reports.	Y
HTH 730	A	\$ -	M	\$ 25,957,372	\$ 25,957,372	12/1/11	7/1/11	6/30/12	City and County of Honolulu	S	ASO LOG NO. 12-005. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Oahu. Possible extension to: 06/30/2017.	Review of expenditure reports. Review of provider internal and external audits, monitoring reports and corrective action plans. Review of HEMISIS reports. Review of quarterly quality improvement reports.	Y
HTH 730	A	\$ 135,287	M	\$ 324,689	\$ 189,402	8/23/11	7/1/11	6/30/12	Pacific Wireless Communications, LLC	G/S	ASO LOG NO. 12-006 (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
HTH 730	A	\$ -	O (invoiced as deliverables received)	\$ 2,000	\$ 2,000	8/8/11	10/1/11	12/30/11	Eric Tash	S	PO 00032939. Draft Final Draft Report for the SAMHSA funded Sate/Tribal Youth Suicide Prevention Grant.	Weekly phone calls and in-person meetings.	N
HTH 730	A	\$ 2,500	A	\$ 2,500	\$ -	11/22/11	12/1/11	9/30/12	Lanakila Club, Inc.	S	PO 00035703. To conduct suicide prevention events and activities in Maui County.	Regular Prevent Suicide Hawaii Task Force (PSHTF) Steering Committee meetings.	N
HTH 730	A	\$ -	A	\$ 2,500	\$ 2,500	11/22/11	12/1/11	9/30/12	Life's Bridges Hawaii, Inc.	S	PO 00035704. To conduct suicide prevention events and activities in Kauai County.	Regular Prevent Suicide Hawaii Task Force (PSHTF) Steering Committee meetings.	N
HTH 730	A	\$ -	A	\$ 3,500	\$ 3,500	11/22/11	12/1/11	9/30/12	Hawaii S.P.E.A.R. Foundation	S	PO 00035706. To conduct suicide prevention events and activities on Oahu.	Regular Prevent Suicide Hawaii Task Force (PSHTF) Steering Committee meetings.	N

HTH 730	B	\$ 26,009	M	\$ 52,017	\$ 26,009	12/16/10	7/1/10	6/30/12	Med Media, Inc.	G/S	ASO LOG NO. 11-028-M1 (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 expenditure reports.	N
HTH 730	B	\$ 92,797	M	\$ 309,360	\$ 216,563	8/11/10	8/11/10	6/30/12	University of Hawaii (KCC)	S	ASO LOG NO. 11-031-M1. 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 expenditure reports.	N
HTH 730	B	\$ -	M	\$ 10,686,520	\$ 10,686,520	9/26/11	7/1/11	6/30/15	International Life Support, Inc. dba American Medical Response	S	ASO LOG NO. 12-001. 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 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
HTH 730	B	\$ -	M	\$ 4,531,440	\$ 4,531,440	9/26/11	7/1/11	6/30/15	International Life Support, Inc. dba American Medical Response	S	ASO LOG NO. 12-002. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Kauai. Possible extensions to: 06/30/2017.	Review of 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
HTH 730	B	\$ -	M	\$ 2,646,136	\$ 2,646,136	11/17/11	7/1/11	6/30/12	County of Hawaii	S	ASO LOG NO. 12-003. 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 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
HTH 730	B	\$ -	M	\$ 5,315,782	\$ 5,315,782	12/1/11	7/1/11	6/30/12	City and County of Honolulu	S	ASO LOG NO. 12-005. To provide continuous 911 advanced life support emergency ground ambulance service on the island of Oahu. Possible extension to: 06/30/2017.	Review of 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
HTH 730	B	\$ 50,000	M	\$ 240,000	\$ 190,000	6/6/11	7/1/11	6/30/12	University of Hawaii (KCC)	S	Memorandum of Agreement (MOA); PO 00030904. 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.	Review of expenditure reports.	N
HTH 730	B	\$ 47,068	M	\$ 350,000	\$ 302,932	7/1/11	7/1/11	6/30/12	Hilo Medical Center	S	Memorandum of Agreement (MOA); PO 00030964. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N

HTH 730	B	\$ -	M	\$ 200,000	\$ 200,000	7/1/11	7/1/11	6/30/12	Hilo Medical Center ( Orthopedic)	S	Memorandum of Agreement (MOA); PO 00032146. To provide funding to support recruitment and retention of orthopedic(s) for the County of Hawaii, specifically the Hilo area.	Review of expenditure reports.	N
HTH 730	B	\$ -	M	\$ 20,000	\$ 20,000	7/1/11	12/15/11	12/14/12	Hilo Medical Center (Family Medicine)	S	Memorandum of Agreement (MOA); PO 00035984. To distribute trauma system special funds to recruit and retain board certified family medicine faculty to build an accredited family medicine residency program based in Hilo.	Review of expenditure reports.	N
HTH 730	B	\$ 47,615	O (quarterly)	\$ 350,000	\$ 302,385	7/1/11	7/1/11	6/30/12	Maui Memorial Medical Center	S	Memorandum of Agreement (MOA); PO 00030966. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N
HTH 730	B	\$ 149,587	M	\$ 350,000	\$ 200,413	7/1/11	7/1/11	6/30/12	North Hawaii Community Hospital	S	Memorandum of Agreement (MOA); PO 00030960. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N
HTH 730	B	\$ 100,191	M	\$ 350,000	\$ 249,809	7/1/11	7/1/11	6/30/12	Wilcox Memorial Hospital	S	Memorandum of Agreement (MOA); PO 00030951. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N
HTH 730	B	\$ 116,667	M	\$ 350,000	\$ 233,333	7/1/11	7/1/11	6/30/12	Kona Community Hospital	S	Memorandum of Agreement (MOA); PO 00030917. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N
HTH 730	B	\$ -	M	\$ 37,500	\$ 37,500	9/26/11	9/26/11	6/30/12	Ka'u Hospital	S	Memorandum of Agreement (MOA); PO 00034990. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N
HTH 730	B	\$ -	M	\$ 37,500	\$ 37,500	9/26/11	9/26/11	6/30/12	Kula Hospital	S	Memorandum of Agreement (MOA); PO 00035835. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N
HTH 730	B	\$ 94,383	O (quarterly)	\$ 750,000	\$ 655,617	7/1/11	7/1/11	6/30/12	The Queen's Medical Center	S	Memorandum of Agreement (MOA); PO 00030963. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N
HTH 730	B	\$ 49,140	M	\$ 50,000	\$ 860	3/2/11	3/2/11	3/1/12	Molokai General Hospital	S	Memorandum of Agreement (MOA); PO 00028722. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients.	Review of expenditure reports.	N
HTH 730	B	\$ 13,978	M	\$ 50,000	\$ 36,022	2/28/11	2/28/11	2/27/12	Lanai Community Hospital	S	Memorandum of Agreement (MOA); PO 00028695. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients.	Review of expenditure reports.	N
HTH 730	B	\$ 200,000	O (quarterly)	\$ 628,000	\$ 428,000	5/20/10	5/20/10	6/30/12	Kapiolani Medical Center	S	Memorandum of Agreement (MOA); PO 00022005, PO 00030895, PO 00035327. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system.	Review of expenditure reports.	N



HTH 730	B	\$ 76,500	M	\$ 182,500	\$ 106,000	7/1/11	7/11/11	6/30/12	Kapiolani Specialists	S	Memorandum of Agreement (MOA); PO 00030968. 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.	Review of expenditure reports.	N
HTH 730	B	\$ -	M	\$ 31,250	\$ 31,250	11/17/11	11/17/11	6/30/12	Hale Ho'ola Hamakua	S	Memorandum of Agreement (MOA); PO 00034991. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients.	Review of expenditure reports.	N
HTH 730	B	\$ -	M	\$ 31,000	\$ 31,000	11/17/11	11/17/11	6/30/12	West Kauai Medical	S	Memorandum of Agreement (MOA); PO 00035836. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients.	Review of expenditure reports.	N
HTH 730	B	\$ -	M	\$ 31,000	\$ 31,000	11/17/11	11/17/11	6/30/12	Mahelona Medical Center/SMMH	S	Memorandum of Agreement (MOA); PO 00035837. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients.	Review of expenditure reports.	N
HTH 730	B	\$ 50,000	M	\$ 50,000	\$ -	2/28/11	2/28/11	2/27/12	Kahuku Medical Center	S	Memorandum of Agreement (MOA); PO 00028696. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients. Possible extension to: 02/27/2017.	Review of expenditure reports.	N
HTH 730	B	\$ 1,114	M	\$ 50,000	\$ 48,886	3/2/11	3/2/11	3/1/12	Kohala Hospital	S	Memorandum of Agreement (MOA); PO 00028720. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients. Possible extension to: 03/01/2017.	Review of expenditure reports.	N
HTH 730	B	\$ 9,332	O (quarterly)	\$ 50,000	\$ 40,668	3/14/11	3/16/11	3/15/12	Waianae Coast CHC	S	Memorandum of Agreement (MOA); PO 00028883. To develop capabilities for providing initial resuscitation and timely transfer of seriously injured patients. Possible extension to: 03/15/2017.	Review of expenditure reports.	N
HTH 730	B	\$ -	M	\$ 200,000	\$ 200,000	12/15/11	12/15/11	6/30/12	Alii Health Care	S	Memorandum of Agreement (MOA); PO 00035986. To develop, maintain services, and participate in the Hawaii comprehensive statewide trauma system. Possible extension to: 06/30/2015.	Review of expenditure reports.	N
HTH 730	B	\$ 240,655	M	\$ 248,500	\$ 7,845	6/30/11	6/30/11	6/30/12	Rehabilitation Hospital of the Pacific	S	Memorandum of Agreement (MOA); PO 00032144. To develop and maintain a system of trauma rehabilitation services throughout the state and to provide funding for trauma rehabilitation facilities to purchase equipment to be used to provide trauma rehabilitation for injured patients within the statewide trauma system.	Review of expenditure reports.	N
HTH 730	B	\$ 19,625	A	\$ 19,625	\$ -	7/1/11	7/1/11	6/30/12	Digital Innovation, INC.	S	PO 00031205. Collector Web-based Data Entry - 18 individual facility licenses and maintenance support.	Review of expenditure reports.	N

HTH 730	N	\$ -	O (One-time)	\$ 32,225	\$ 32,225	11/25/11	11/25/11	2/28/13	University of Hawaii (KCC)	S	Memorandum of Agreement (MOA); PO 00035772. To establish and provide the Critical Care Emergency Medical Transportation Program, a course developed by the University of Maryland Baltimore County, in the State of Hawaii.	Review of expenditure reports.	N
HTH 730	N	\$ -	O (One-time)	\$ 67,787	\$ 67,787	11/25/11	11/25/11	2/28/13	University of Hawaii (KCC)	S	Memorandum of Agreement (MOA); PO 00035773. To maintain the National Association of Emergency Medical Technicians Emergency Pediatric Care course for Emergency Medical Technicians in the State of Hawaii. Possible extensions.	Review of expenditure reports.	N
HTH 730	N	\$ 10,800	O (invoiced as deliverables received)	\$ 10,800	\$ -	8/8/11	10/1/11	12/30/11	Eric Tash	S	PO 00032939. Draft Final Draft Report for the SAMHSA funded State/Tribal Youth Suicide Prevention Grant.	Weekly phone calls and in-person meetings.	N
HTH 730	N	\$ -	A	\$ 2,410	\$ 2,410	11/22/11	12/1/11	9/30/12	Lanakila Club, Inc.	S	PO 00035703. To conduct suicide prevention events and activities in Maui County.	Regular Prevent Suicide Hawaii Task Force (PSHTF) Steering Committee meetings.	N
HTH 730	N	\$ -	A	\$ 2,410	\$ 2,410	11/22/11	12/1/11	9/30/12	Life's Bridges Hawaii, Inc.	S	PO 00035704. To conduct suicide prevention events and activities in Kauai County.	Regular Prevent Suicide Hawaii Task Force (PSHTF) Steering Committee meetings.	N
HTH 730	N	\$ -	A	\$ 1,410	\$ 1,410	11/22/11	12/1/11	9/30/12	Hawaii S.P.E.A.R. Foundation	S	PO 00035706. To conduct suicide prevention events and activities on Oahu.	Regular Prevent Suicide Hawaii Task Force (PSHTF) Steering Committee meetings.	N
HTH 730	N	\$ -	O (invoiced as deliverables received)	\$ 12,565	\$ 12,565	11/25/11	11/25/11	3/31/12	Community Works	S	Memorandum of Agreement (MOA); PO 00035734. To facilitate planning retreats for the Injury Prevention Advisory Committee (IPAC) and report results to Injury Prevention Control Section.	Regular phone calls and in-person meetings.	N
HTH 730	N	\$ 745,707	A	\$ 1,375,000	\$ 629,293	7/1/11	7/1/11	6/30/12	Hawaii Hospital Education and Research Foundation	G/S	ASO LOG NO. 10-124 M1. Plan, develop, and maintain a statewide hospital preparedness healthcare coalition to ensure medical surge capabilities through planning, acquisition of equipment and supplies, and training and exercising of personnel in accordance with the federal cooperative agreement. Program is reporting for the period beginning 7/1/2011 when grant was transferred in to HTH 730. Program is requesting transfer of the grant to HTH 131 in Supplemental Budget Request FY 2013.	Annual site visit, A-133 audit review, and regular contact via meetings, emails, and written correspondences.	N
HTH 730	N	\$ 70,000	O (According to schedule of activity/event)	\$ 90,000	\$ 20,000	9/1/11	9/2/11	6/30/12	Pacific Rim Concepts LLC	S	PO 00033724. Provision of services related to conducting event planning and coordination services for a training summit for developing medical and public health capacity with the Department of Health and among its emergency response partners.	Review of expenditure reports.	N

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<u>Prog ID</u>	<u>CFDA No.</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Anticipated or Actual Date of Award</u>	<u>Anticipated or Actual Award Amount</u>	<u>State Fiscal Year</u>	<u>State Matching Requirement or Other Commitment (Describe)</u>	<u>Anticipated Reduction or Discontinuence (Y/N)</u>	<u>Comments</u>
Planning/ DOCD/OH SM	93.507	Strengthening Public Health Infrastructure for Improved Health	Centers for Disease Control and Prevention	9/30/2010	\$ 1,100,000.00	2010	None		In year one, of the \$1.1 million, was divided among the three departments and Planning was awarded \$100,000; DOCD \$321,810 ; OHSM \$678,190. In year two award amount reduced to Planning \$250,000??? Check with Lorrin or Cathy Ross); DOCD \$114,432; OHSM \$357,600

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Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 840	B	\$ 205,120.80	Quarterly	\$ 295,120.80	\$ 90,000.00	4/17/09	4/17/09	9/14/12	Hawaii Association of Conservation Districts	S	Conservation Specialists Project	Program Review	Y
HTH 840	N	\$ 361,433.44	Quarterly	\$ 413,640.66	\$ 52,207.22	4/17/09	4/17/09	9/14/12	Hawaii Association of Conservation Districts	S	Conservation Specialists Project	Program Review	Y
HTH 840	N	\$ 107,449.81	Quarterly	\$ 194,392.00	\$ 86,942.19	10/13/09	10/13/09	4/15/12	Central Maui S&WCD	S	Southwest Maui Watershed-Based Plan	Program Review	Y
HTH 840	N	\$ 13,968.76	Quarterly	\$ 124,852.42	\$ 110,883.66	6/16/11	6/16/11	9/16/12	Hanalei Watershed Hui	S	Watershed-Based Plan for Hanalei Bay Watersheds	Program Review	Y
HTH 840	N	\$ 12,391.41	Quarterly	\$ 21,780.00	\$ 9,388.59	11/6/09	11/6/09	8/6/12	Healthy Hawaii Coalition	S	Hawaii Watershed Experience: A Hands-On Elementary Education Program	Program Review	Y
HTH 840	N	\$ 347,500.29	Quarterly	\$ 400,000.00	\$ 52,499.71	1/15/09	1/15/09	3/14/12	Oahu Resource Conservation & Development Council	S	Waimanalo Stream Restoration	Program Review	Y
HTH 840	N	\$ 177,500.54	Quarterly	\$ 522,557.00	\$ 345,056.46	5/13/10	5/13/10	5/12/12	Oahu Resource Conservation & Development Council	S	Conservation on Agricultural Lands in the Honouliuli Watershed	Program Review	Y
HTH 840	N	\$ 63,176.71	Quarterly	\$ 250,000.00	\$ 186,823.29	4/20/10	4/20/10	8/20/13	University of Hawaii	S	Monitoring Plan and Ungulate Fence Installation	Program Review	Y
HTH 840	N	\$ 139,341.83	Quarterly	\$ 193,180.00	\$ 53,838.17	6/29/09	6/29/09	6/29/12	Hui o Ko'olaupoko	S	He'eia Stream Riparian Restoration	Program Review	Y
HTH 840	N	\$ 14,064.28	Quarterly	\$ 83,040.00	\$ 68,975.72	6/29/09	6/29/09	6/28/13	Hui o Ko'olaupoko	S	Ka'elepulu Stormwater Retrofit	Program Review	Y
HTH 840	N	\$ 11,264.02	Quarterly	\$ 107,064.00	\$ 95,799.98	2/25/11	3/1/11	9/1/13	Hui o Ko'olaupoko	S	Hawaii Homeowners Raingarden Manual & Implementation Project	Program Review	Y
HTH 840	N	\$ 5,249.65	Quarterly	\$ 131,904.49	\$ 126,654.84	6/16/11	6/16/11	6/16/13	Sustainable Resources Group International, Inc.	S	Demonstration Management Practices at Wailupe Beach Park	Program Review	Y
HTH 840	N	\$ 104,611.98	Quarterly	\$ 135,124.42	\$ 30,512.44	11/2/11	11/2/11	11/2/13	Mauna Kea S&WCD	S	Makai Paddock Fencing & Monitoring in the Lower Waiulaula Watershed	Program Review	Y
HTH 840	N	\$ -	Quarterly	\$ 25,040.00	\$ 25,040.00	awarded, but not yet finalized	N/A	N/A	Healthy Hawaii Coalition	S	Hawaii Watershed Experience: A Hands-On Elementary Education Program	Program Review	Y
HTH 840	N	\$ -	Quarterly	\$ 215,526.00	\$ 215,526.00	awarded, but not yet finalized	N/A	N/A	Hui o Ko'olaupoko	S	He'eia Stream Riparian Restoration Phase II	Program Review	Y
HTH840	N	\$ 153,127.22	Other	\$ 382,498.00	\$ 229,370.78	7/13/2010	7/13/10	7/12/12	Univ. of HI	S	National Coastal Condition Assessment	Program Review	Y
HTH840	N	\$ -	Other	\$ 11,350.00	\$ 11,350.00	6/21/2011	6/21/11	6/20/12	Columbia Analytical Services	S	Laboratory Fish Tissue Sample Analysis	Program Review	Y
HTH840	N	\$ -	Other	\$ 31,246.02	\$ 31,246.02	5/31/2011	5/31/11	5/30/12	Univ. of HI	S	Phase II Lahaina Tracer Study	Program Review	Y

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HTH840	N	\$ -	Quarterly	\$ 20,914.00	\$ 20,914.00	11/23/2011	11/23/11	11/22/12	Stanford University	S	Fecal Source Tracking Study	Program Review	Y
HTH840	N	\$ 7,500.00	Other	\$ 10,000.00	\$ 2,500.00	10/26/2010	11/1/10	10/31/11	Surfrider Foundation	S	Sampling & Sample Preparation Services	Program Review	Y
HTH840	N	\$ -	Other	\$ 2,000.00	\$ 2,000.00	awarded, but not yet finalized	N/A	N/A	Kevan Yamahara	S	Provide training for qPCR water collection and filtering	Program Review	Y
HTH840	T	\$ -	Other	\$ 150,000.00	\$ 150,000.00	3/31/2011	3/31/11	3/30/12	Univ. of HI	S	Survival & Die-Off of Enterococcus & Fecal Project	Program Review	Y
HTH840	N	\$ 139,995.97	Other	\$ 140,000.00	\$ 4.03	5/17/2011	5/17/11	6/30/12	UH - Geology Geophysics	S	Lahaina Tracer Study	Project Officer review and approval	Y
HTH840	N/W	\$ 69,995.00	Other	\$ 70,000.00	\$ 5.00	4/11/2011	4/11/11	9/30/11	UH - Water Resources Research Center	S	Non-Pesticide Leaching Model	Project Officer review and approval	Y
HTH840	N	\$ 64,994.44	Other	\$ 65,000.00	\$ 5.56	3/8/2011	3/8/11	9/30/11	UH - Geology and Geophysics	S	On-Site Disposal System Phase II	Project Officer review and approval	Y
HTH840	W	\$ 101,371.01	Other	\$ 200,000.00	\$ 98,628.99	4/4/2008	4/4/08	12/31/11	County of Maui Dept of Water Supply	S	Development of Source Water Protection Program for Maui DWS	Project Officer review and approval	Y
HTH840	W	\$ 91,645.43	Other	\$ 165,000.00	\$ 73,354.57	7/1/2009	7/1/09	12/31/11	UH - Geology and Geophysics	S	Perform Source Water Assessments for new sources and update SWA information for existing sources.	Project Officer review and approval	Y
HTH840	W	\$ 500,000.00	Other	\$ 1,250,000.00	\$ 750,000.00	10/9/2009	10/9/09	10/8/14	Rural Community Assistance Corporation	S	Provide hands-on technical assistance to improve technical knowledge and performance of small water systems	Project Officer review and approval	Y
HTH840	W	\$ 310,001.20	Other	\$ 385,760.00	\$ 75,758.80	3/15/2010	3/15/10	9/14/12	Oceanit Laboratories, Inc.	S	Conduct sanitary surveys of the Honolulu/Windward/Pearl Harbor and Ewa/Waipahu/Waianae water systems	Project Officer review and approval	Y

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							From	To					
HTH 849	N	\$ 422,812.34	Monthly	\$ 504,028.35	\$ 81,216.01	6/8/2007	6/8/07	9/30/12	Research Corp. Univ. of HI	S	Provide administrative services and employ staff to coordinate and support the DOH's water quality assessment project	Program Review	Y
HTH 849	N	\$ 179,748.93	Other	\$ 205,938.00	\$ 26,189.07	6/29/2009	6/29/09	9/30/11	Univ. of HI	S	Conduct Water Quality Research and Extension Activities to Establish Total Maximum Daily Loads for Kaelepulu	Program Review	Y
HTH 849	V	\$ 58,964.40	Other	\$ 122,640.00	\$ 63,675.60	2/11/2010	2/11/10	6/30/11	City & County of Honolulu	S	Provide Services in Support of State's Polluted Runoff Program (Green Infrastructure Planning Handbook)	Program Review	Y
HTH 849	W	\$ 326,844.68	Other	\$ 537,976.00	\$ 211,131.32	5/1/2008	5/1/08	4/30/12	Univ. of HI	S	Provide analytical services, lab consultation, & analytical methodologies assistance for Hazard Evaluation & Emergency Response Office	HEER Contract Management and project oversight	Y
HTH 849	W	\$ 277,008.53	Other	Based on Rate Schedule		10/1/2006	10/1/06	4/2/12	Pacific Environmental Corp.	S	Provide time-critical emergency response actions in support of the HEER Office Emergency Preparedness and Response Section	HEER Contract Management and project oversight	Y
HTH 849	N/W/V	\$ 1,798,355.26	Other	Based on Rate Schedule		1/9/2009	1/9/09	Renewable through 1/8/14	Windsor Solutions Inc.	S	Services involving planning, designing, and implementing information management systems for EHA programs	Project Officer/IT Team review and approval	Y
HTH 849	N/W	\$ 553,885.18	Monthly	Based on Rate Schedule		5/16/2011	5/16/11	Renewable for 4 additional 12 month periods	Tetra Tech EM Inc.	S	Provide non-emergency response actions and reviews in support of the HEER Office Site Discovery, Assessment, and Remediation Section	HEER Contract Management and project oversight	Y
HTH 849	N/W	\$ 53,659.29	Monthly	Based on Rate Schedule		6/13/2011	6/13/11	Renewable for 4 additional 12 month periods	AECOM Technical Services, Inc.	S	Provide non-emergency response actions and reviews in support of the HEER Office Site Discovery, Assessment, and Remediation Section	HEER Contract Management and project oversight	Y

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Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of	
							From	To				How Contract is Monitored	POS Y/N
850	A	\$400+/mo	Monthly		n/a	11/18/2010	1/1/11	12/31/15	Xerox	G	5 yr. lease ox Xerox WC7545P	Meter reading	N

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							From	To					
904	N	\$ 53.11	M	\$ 53.11	none	12/1/2011	11/15/11	12/14/11	Sprint	E	Connection Card Data Plan MRC (Air Card)	Monthly Invoice	Y
904	N	\$ 39,000.00	O	\$ 39,000.00	\$ 34,476.44	9/12/2011	9/31/11	3/31/12	Olomana Marketing	S	SMP Volunteer Recruitment TV Commercial Production and Media Buy	Through invoice after planning, development and production. Then again after post production and then again for the media buy.	Y
904	N	\$ 4,429.32	O	\$ 4,429.32	\$ 4,429.32	9/24/2011	9/14/11	10/14/11	Ryan's Graphics Corp.	G	SMP Personal Health Care Journals	Invoice	N
904	N	\$ 357.69	O	\$ 357.69	\$ 357.69	11/8/2011	11/8/11	11/9/11	Adway Promotion	G	Pocket Calendars 2012 promoting fraud prevention	Invoice	N
904	N	\$ 4,999.99	O	\$ 4,999.99	\$ 4,999.99	9/7/2011	9/7/11	10/25/11	Service Printers Hi. Inc	G	Hawaii Fraud Prevention Resouce Guide	Invoice	N
904	N	\$ 1,268.87	M	\$1268.87 monthly plus excess copies	none	3/1/2009	3/1/09	2/28/14	Xerox Corporation	E	2 copy machines	monthly invoice/ machine copy counter	N
904	A	\$ 130.00	M	\$ 130.00	none	4/1/2010	4/1/10	3/31/15	FP Mailing Solutions	E	postage meter	monthly invoice	N
904	A	\$ 150,000.00	O	\$ 150,000.00	\$ 150,000.00	5/4/2011	7/1/10	6/30/12	Waikiki Community Ctr	S	Services & Activities for older adults; WCC2010RD09 #60646	service data reports/invoices	Y
904	A	\$ 150,000.00	O	\$ 150,000.00	\$ 150,000.00	3/23/2011	7/1/10	6/30/12	Moilili Community Ctr	S	Senior Center Services & Activities for older adults; MCC2011RD09 #60353	service data reports/invoices	Y
904	A	\$ 350,000.00	O	\$ 350,000.00	\$ 92,948.90	4/28/2011	7/1/10	6/30/12	Catholic Charities	S	Senior Center Services & Activities for older adults; CCH2011RD09 EOA05999	service data reports/invoices	Y
904	N	\$ 23,100.00	M	\$ 23,100.00	\$ 23,100.00	6/21/2011	6/21/11	9/30/12	Services for Seniors, Inc	S	Coaching to participants in self-directed program of long term supports; SFSCLP2011N06	service data reports/invoices	Y
904	N	\$ 97,200.00	M	\$ 97,200.00	\$ 97,200.00	10/17/2011	10/17/11	9/30/12	Maui AgeWave, LLC	S	Coaching to participants in self-directed program of long term supports MAGEWAVE2011N06	service data reports/invoices	Y
904	N A	\$307,130.00 \$300,000.00	M	\$ 607,130.00	\$ 607,130.00	9/28/2011	9/28/11	9/30/12	Acumen Fiscal Agent LLC	S	Financial Management Service to participants in self-directed program of long term supports; ACUMEN2011N06	service data reports/invoices	Y



Department of Health  
Active Contracts

Table 19

904	N	\$ 555,977.00	M	\$ 555,977.00	\$ 139,644.00	11/18/2010	11/18/10	9/30/13	County of Kauai	S	Services to older adults as authorized by the Older Americans Act; KA2011N03 #60301	service data reports/invoices/ annual on-site monitoring	Y
904	N	\$ 1,028,484.00	M	\$ 1,028,484.00	none	11/18/2010	11/18/10	9/30/13	County of Hawaii	S	Services to older adults as authorized by the Older Americans Act; HA2011N03 #60300	service data reports/invoices/ annual on-site monitoring	Y
904	N	\$ 3,082,557.00	M	\$ 3,082,557.00	\$ 259,937.00	11/18/2010	11/18/10	9/30/13	City & County of Honolulu	S	Services to older adults as authorized by the Older Americans Act; HO2011N03 #59842	service data reports/invoices/ annual on-site monitoring	Y
904	N	\$ 4,052,213.00	M	\$ 4,052,213.00	\$ 15,731.00	6/29/2009	7/1/09	6/30/12	City & County of Honolulu	S	Services to older adults as authorized by the Older Americans Act; HON-2010-N #58617	service data reports/invoices/ annual on-site monitoring	Y
904	N	\$ 764,735.00	M	\$ 764,735.00	\$ 102,002.00	11/18/2010	11/18/10	9/30/13	County of Maui	S	Services to older adults as authorized by the Older Americans Act; MA2011N03 #59860	service data reports/invoices/ annual on-site monitoring	Y
904	A	\$ 327,292.52	quarterly	\$ 327,292.52	\$ 327,292.52	4/4/2011	4/4/11	6/30/12	County of Kauai	S	KUPUNA CARE long term supports to older adults; KA2011RD02 PO EOA05994	service data reports/invoices/ annual on-site monitoring	Y
904	A	\$ 544,395.00	quarterly	\$ 544,395.00	\$ 544,395.00	4/4/2011	7/1/11	6/30/12	County of Kauai	S	KUPUNA CARE long term supports to older adults; KA2011RD02 PO EOA06051	service data reports/invoices/ annual on-site monitoring	Y
904	A	\$ 508,206.00	quarterly	\$ 508,206.00	\$ 508,206.00	4/4/2011	7/1/12	6/30/13	County of Kauai	S	KUPUNA CARE long term supports to older adults; KA2011RD02	service data reports/invoices/ annual on-site monitoring	Y
904	A	\$ 383,496.76	quarterly	\$ 383,496.76	\$ 132,416.76	6/2/2011	6/2/11	6/30/12	County of Maui	S	KUPUNA CARE long term supports to older adults; MA2011RD02 PO EOA05996	service data reports/invoices/ annual on-site monitoring	Y
904	A	\$ 679,530.50	quarterly	\$ 679,530.50	\$ 679,530.50	6/2/2011	7/1/11	6/30/12	County of Maui	S	KUPUNA CARE long term supports to older adults; MA2011RD02 PO EOA06053	service data reports/invoices/ annual on-site monitoring	Y
904	A	\$ 678,778.00	quarterly	\$ 678,778.00	\$ 678,778.00	6/2/2011	7/1/12	6/30/13	County of Maui	S	KUPUNA CARE long term supports to older adults; KA2011RD02	service data reports/invoices/ annual on-site monitoring	Y

904	A	\$ 364,496.98	quarterly	\$ 364,496.98	\$ -	4/4/2011	4/4/11	6/30/12	County of Hawaii	S	KUPUNA CARE long term supports to older adults; HA2011RD02 PO EOA05997	service data reports/invoices/annual on-site monitoring	Y
904	A	\$ 786,948.50	quarterly	\$ 786,948.50	\$ 573,956.36	4/4/2011	7/1/11	6/30/12	County of Hawaii	S	KUPUNA CARE long term supports to older adults; HA2011RD02 PO EOA06054	service data reports/invoices/annual on-site monitoring	Y
904	A	\$ 927,319.00	quarterly	\$ 927,319.00	\$ 927,319.00	4/4/2011	7/1/12	6/30/13	County of Hawaii	S	KUPUNA CARE long term supports to older adults; HA2011RD02	service data reports/invoices/annual on-site monitoring	Y
904	A	\$ 2,124,714.04	quarterly	\$ 2,124,714.04	\$ 1,593,534.04	4/4/2011	4/4/11	6/30/12	City & County of Honolulu	S	KUPUNA CARE long term supports to older adults; HO2011RD02 PO EOA05995	service data reports/invoices/annual on-site monitoring	Y
904	A	\$ 2,843,431.00	quarterly	\$ 2,843,431.00	\$ 2,132,572.00	4/4/2011	7/1/11	6/30/12	City & County of Honolulu	S	KUPUNA CARE long term supports to older adults; HO2011RD02 PO EOA06052	service data reports/invoices/annual on-site monitoring	Y
904	A	\$ 2,740,002.00	quarterly	\$ 2,740,002.00	\$ 2,740,002.00	4/4/2011	7/1/12	6/30/13	City & County of Honolulu	S	KUPUNA CARE long term supports to older adults; HO2011RD02	service data reports/invoices/annual on-site monitoring	Y
904	A	\$ 50,000.00	O	\$ 50,000.00	\$ 50,000.00	4/18/2011	4/18/11	6/30/12	City & County of Honolulu	S	Develop local ADRCsite to meet federally defined full functioning ADRC criteria; PO EOA05992	progress toward meeting the full functioning criteria	Y
904	A	\$ 50,000.00	O	\$ 50,000.00	\$ 50,000.00	8/23/2011	8/23/11	6/30/12	County of Hawaii	S	Develop local ADRC site to meet federally defined full functioning ADRC criteria; PO EOA06045	progress toward meeting the full functioning criteria	Y
904	N	\$ 34,305.00	M	\$ 34,305.00	\$ 5,715.00	2/25/2011	2/25/11	5/31/12	City & County of Honolulu	S	Implement evidence-based EnhanceFitness program for older adults at risk	service data reports/invoices	Y
904	N	\$ 64,786.00	M	\$ 64,786.00	\$ 10,796.00	8/30/2010	8/30/10	3/30/12	City & County of Honolulu	S	Implement evidence-based Chronic Disease Self Management Program for older adults; HON-ARRA-CDSMP-10-N #59960	service data reports/invoices	Y
904	N	\$ 21,460.00	M	\$ 21,460.00	\$ 3,303.00	9/14/2010	9/14/10	3/30/12	County of Kauai	S	Implement evidence-based Chronic Disease Self Management Program for older adults; KA-ARRA-CDSMP-10-N #59901	service data reports/invoices	Y

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Table 19

904	N	\$ 28,195.00	M	\$ 28,195.00	\$ 28,195.00	8/10/2010	8/10/10	3/30/12	County of Maui	S	Implement evidence-based Chronic Disease Self Management Program for older adults; MA-ARRA-CDSMP-10-N #59497	service data reports/invoices	Y
904	N	\$ 25,496.00	M	\$ 25,496.00	\$ 15,121.33	8/30/2010	8/30/10	3/30/12	County of Hawaii	S	Implement evidence-based Chronic Disease Self Management Program for older adults; HA-ARRA-CDSMP-10-N #59900	service data reports/invoices	Y
904	N	\$ 2,608.00	O	\$ 2,608.00	\$ 2,608.00	6/1/2011	6/1/11	6/30/12	County of Maui	S	Outreach and Assistance to Medicare members in Maui County	service data reports	Y
904	N	\$ 55,848.00	O	\$ 55,848.00	\$ 53,579.40	11/10/2010	11/10/10	9/30/12	County of Hawaii	S	HCOA will collaborate with other stakeholders to meet the goals of Hawaii's Community Living program of self-directed long term supports; HACLP2010-11.N #59792	Participant Direction Work Group meetings and other meetings	Y
904	N	\$ 115,000.00	M	\$ 115,000.00	\$ 88,437.50	6/3/2011	6/3/11	12/31/12	Harmony Information Systems	S	Services and licenses to improve MIS for ADRC implementation 1st phase Maui and Kauai; EOA06012	achievement of milestones in proposal	N
904	N	\$ 75,156.50	A	\$ 75,156.50	\$ -	10/24/2011	11/1/11	10/31/12	Harmony Information Systems	S	Renewal of software licenses - SAMS Harmony for Aging MIS; EOA06085	daily use of MIS licenses and occasional tech support	N

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 905/AH	A	\$ 24,342.00	O-Quarterly	\$ 48,684	\$ 39,381.71	5/3/2011	6/1/11	5/31/12	National Foundation on Dentistry for the Handicapped	S	Statewide Donated Dental Services Program for individuals who are elderly, disabled, or medically compromised.	Quarterly and Annual Reports	Y

Department of Health  
Active Contracts

Table 19

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS Y/N
							From	To					
HTH 906	B	\$8,200	O	\$ 8,200	\$8,200	12/2/2011	12/2/11	2/29/12	University of Hawaii	G	Three Annual Utilization Reports 2008, 2009, 2010	N/A	

Department of Health  
Active Contracts

Table 19

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Organization	Category G/S/E/L	Description	Explanation of How Contract is Monitored	POS
							From	To					Y/N
HTH 907	N	\$132,000	M	\$ 120,000	\$12,000	10/7/2010	7/1/10	9/30/12	Parametrix Group	S	Original contract of \$120,000 to have ended 3/18/12 Will be extended to 9/30/12 with additional \$12,000 for the no cost extension period of the grant. This contract is for project evaluation.	Monthly submittals to the project coordinator.	N
HTH 907	N	\$ 120,000.00	O (Quarterly)	\$ 120,000	\$ -	1/1/2011	1/1/11	12/31/12	Stroudwater	S	Consulting services for rural hospitals	Financial audits, quarterly meetings, annual reports	Y
HTH 907	N	\$ 146,500.00	O (Quarterly)	\$ 146,500	\$ -	1/1/2011	1/1/11	12/31/12	Performance Manager	S	Performance management consulting for rural hospitals	Financial audits, quarterly meetings, annual reports	Y

Department of Health  
CIP Summary

Table 20

<u>Priority</u>	<u>Project Title</u>	<u>FY13 \$\$\$</u>	<u>MOF</u>
	(See Attached CIP Information Sheets)		

Date Prepared/Revised:  
**FY 13 SUPPLEMENTAL BUDGET**  
**DEPARTMENT SUMMARY OF PROPOSED CIP LAPSES AND NEW CIP REQUESTS**  
**DEPARTMENT OF HEALTH**

PART A: PROPOSED LAPSES						
Act/Yr	Item No.	Proj No.	Project Title and Reason for Lapsing	MOF	FY 13	FY 13
<b>TOTAL</b>					-	-

BY MOF			
General Fund	A	-	-
Special Funds	B	-	-
General Obligation Bonds	C	-	-
Reimbursable GO Bonds	D	-	-
Revenue Bonds	E	-	-
Federal Funds	N	-	-
Private Contributions	R	-	-
County Funds	S	-	-
Interdepartmental Transfers	U	-	-
Revolving Funds	W	-	-
Other Funds	X	-	-

PART B: NEW REQUESTS						GOVERNOR'S DECISION	
Req Cat	Dept Pri	Prog ID	Proj No.	Project Title	MOF	FY 13	FY 13
HS	1	100	100131	Kalaupapa Settlement Improvements, Molokai	C	930,000	930,000
HS	2	907	907131	Department of Health, Renovate Halawa Vector Control and Waimano Ridge Buildings, Oahu	C	14,918,000	2,218,000
HS	3	907	907121	Department of Health, Health and Safety, Statewide	C	6,000,000	6,000,000
HS	4	430	430122	Hawaii State Hospital, Repairs and Improvements, Oahu	C	2,800,000	2,800,000
<b>TOTAL</b>						<b>24,648,000</b>	<b>11,948,000</b>

Request Category:
TR Tradeoff
HS Health, Safety, Court Mandates
E Energy Efficiency
G Governor's Program Initiatives
O Other

BY MOF			
General Fund	A	-	-
Special Funds	B	-	-
General Obligation Bonds	C	24,648,000	11,948,000
Reimbursable GO Bonds	D	-	-
Revenue Bonds	E	-	-
Federal Funds	N	-	-
Private Contributions	R	-	-
County Funds	S	-	-
Interdepartmental Transfers	U	-	-
Revolving Funds	W	-	-
Other Funds	X	-	-



SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
06	1	5 - MOLOKAI	013	I - RENOVATION PROJECT		AGS

**PROJECT TITLE:**  
 KALAUPAPA SETTLEMENT IMPROVEMENTS, MOLOKAI

**PROJECT DESCRIPTION:**  
 CLOSE MUNICIPAL SOLID WASTE LANDFILL, REROOF BUILDINGS AND OTHER IMPROVEMENTS

**TOTAL ESTIMATED PROJECT COST (\$1,000'S):**

PRIOR APPROPRIATIONS:

SLH YR ACT	ITEM	TOTALS	PLANS	LAND ACQUISITION	DESIGN	CONSTRUCTION	EQUIPMENT
TOTAL		0	0	0	0	0	0

APPROPRIATIONS:

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2009-10	FY 2010-11	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2011-12	FY 2012-13		
PLANS	*	0	0	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	0	0	0	0
DESIGN	*	0	0	0	0	1	0	1
CONSTRUCTION	*	0	0	0	0	929	0	929
EQUIPMENT	*	0	0	0	0	0	0	0
TOTAL COST		0	0	0	0	930	0	930

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2009-10	FY 2010-11	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2011-12	FY 2012-13		
G.O. BONDS	C	0	0	0	0	930	0	930
TOTAL COST		0	0	0	0	930	0	930

A. TOTAL SCOPE OF PROJECT:

The Municipal Solid Waste Landfill at Kalaupapa Settlement is no longer in use and the Department of Health's Solid and Hazardous Waste Branch has mandated that the landfill must be closed. The project entails covering the landfill with either soil or a permeable barrier and periodic monitoring of the site. In addition to this, the Administration and Wilcox Buildings at the Settlement must be reroofed. The roof substructures are termite and weather damaged, and must be repaired. These historic buildings, which are still in use, must be preserved.

B. IDENTIFICATION OF NEED AND EVALUATION OF EXISTING SOLUTION:

The landfill must be closed or else the program will be fined. If the buildings are not reroofed they will eventually deteriorate and collapse.

C. ALTERNATIVES CONSIDERED AND IMPACT IF PROJECT IS DEFERRED:

There is no alternative to closing the landfill. The alternative to not reroofing is to condemn and demolish the buildings.

D. DISCUSS WHAT IMPROVEMENTS WILL TAKE PLACE, WHEN PROJECT COMPLETED (INCLUDING BENEFITS TO BE DERIVED AND/OR DEFICIENCIES THIS PROJECT INTENDS TO CORRECT):

The Department will be compliant with its own regulations when the landfill is closed. Two historic buildings will be restored and preserved.

E. IMPACT UPON FUTURE OPERATING REQUIREMENTS (SHOW INITIAL AND ONGOING FUNDING REQUIREMENTS BY COST ELEMENT, INCLUDING POSITION COUNT, MEANS OF FINANCING, FISCAL YEAR):

None.

F. ADDITIONAL INFORMATION:

SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
17	2	1 - OAHU	035	I - RENOVATION PROJECT		AGS

**PROJECT TITLE:**

DEPARTMENT OF HEALTH, RENOVATE HALAWA VECTOR CONTROL AND WAIMANO RIDGE BUILDINGS, OAHU

**PROJECT DESCRIPTION:**

RENOVATE VACANT HEALTH BUILDINGS FOR ENVIRONMENTAL HEALTH PROGRAMS BEING DISPLACED FROM ALA MOANA HEALTH CENTER AND AAFES BUILDING

**TOTAL ESTIMATED PROJECT COST (\$1,000'S):**

PRIOR APPROPRIATIONS:

SLH YR ACT	ITEM	TOTALS	PLANS	LAND ACQUISITION	DESIGN	CONSTRUCTION	EQUIPMENT
		0	0	0	0	0	0

APPROPRIATIONS:

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2009-10	FY 2010-11	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2011-12	FY 2012-13		
PLANS	*	0	0	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	0	0	0	0
DESIGN	*	0	0	0	0	218	0	218
CONSTRUCTION	*	0	0	0	0	2,000	0	2,000
EQUIPMENT	*	0	0	0	0	0	0	0
<b>TOTAL COST</b>		0	0	0	0	2,218	0	2,218

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2009-10	FY 2010-11	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2011-12	FY 2012-13		
G.O. BONDS	C	0	0	0	0	2,218	0	2,218
<b>TOTAL COST</b>		0	0	0	0	2,218	0	2,218

A. TOTAL SCOPE OF PROJECT:

Convert laboratory space at the Halawa Valley Vector Control Facility into offices to accommodate approximately 75 Environmental Health Services Division staff that are vacating the Ala Moana Health Center. Remove lab equipment, enclose lanais, install air con units, address ADA issues and other improvements.

Convert former hospital and dormitory buildings at Waimano Ridge into offices to accommodate approximately 250 Environmental Management Division staff that are vacating the AAFES Building. Improvements include but are not limited to: reroofing; installation of new electrical wiring, lights, and fire alarm systems; plumbing retrofits; installation of new doors and windows; installation of air conditioning; reroofing; minor structural improvements; ADA improvements; and site work.

B. IDENTIFICATION OF NEED AND EVALUATION OF EXISTING SOLUTION:

The Ala Moana Health Center was transferred to the Department of Transportation thru Executive Order in 2008. Because of this, the DOH is planning to move staff to its own buildings.

The DOH was informed by Hawaii Community Development Agency that the AAFES Building will be demolished within five years for new construction. The DOH is starting now on renovations to meet that deadline.

C. ALTERNATIVES CONSIDERED AND IMPACT IF PROJECT IS DEFERRED:

Lease commercial space. If this request is deferred, staff may have to relocate temporarily until the renovations are funded and completed. Moving twice is a waste of resources.

D. DISCUSS WHAT IMPROVEMENTS WILL TAKE PLACE, WHEN PROJECT COMPLETED (INCLUDING BENEFITS TO BE DERIVED AND/OR DEFICIENCIES THIS PROJECT INTENDS TO CORRECT):

The DOH will be utilizing its own facilities to house its staff instead of buildings owned by other Departments. Buildings that are now vacant will be utilized.

E. IMPACT UPON FUTURE OPERATING REQUIREMENTS (SHOW INITIAL AND ONGOING FUNDING REQUIREMENTS BY COST ELEMENT, INCLUDING POSITION COUNT, MEANS OF FINANCING, FISCAL YEAR):

Recurring costs will be less and monthly rent charges will be nonexistent.

F. ADDITIONAL INFORMATION:

SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
00	3	0 - STATEWIDE	000	I - RENOVATION PROJECT	10	AGS

**PROJECT TITLE:**  
 DEPARTMENT OF HEALTH, HEALTH AND SAFETY, STATEWIDE

**PROJECT DESCRIPTION:**  
 DESIGN AND CONSTRUCTION FOR IMPROVEMENTS TO HEALTH FACILITIES STATEWIDE. PROJECTS ARE NECESSARY TO MAINTAIN HEALTH AND SAFETY FOR CLIENTS AND STAFF.

**TOTAL ESTIMATED PROJECT COST (\$1,000'S):**

PRIOR APPROPRIATIONS:

SLH YR ACT	ITEM	TOTALS	PLANS	LAND ACQUISITION	DESIGN	CONSTRUCTION	EQUIPMENT
TOTAL		0	0	0	0	0	0

APPROPRIATIONS:

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2009-10	FY 2010-11	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2011-12	FY 2012-13		
PLANS	*	0	0	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	0	0	0	0
DESIGN	*	0	0	0	495	350	0	845
CONSTRUCTION	*	0	0	0	3,633	5,650	0	9,283
EQUIPMENT	*	0	0	0	0	0	0	0
<b>TOTAL COST</b>		0	0	0	4,128	6,000	0	10,128

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2009-10	FY 2010-11	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2011-12	FY 2012-13		
G.O. BONDS	C	0	0	0	4,128	6,000	0	10,128
<b>TOTAL COST</b>		0	0	0	4,128	6,000	0	10,128

A. TOTAL SCOPE OF PROJECT:

Projects are as follows, but not limited to: security improvements; reroofing; spalling repairs; termite and weather damage repairs; interior repairs and renovations; asbestos removal; mechanical improvements; electrical improvements; and other repairs.

B. IDENTIFICATION OF NEED AND EVALUATION OF EXISTING SOLUTION:

Facilities are in major need of repairs and maintenance to maintain the health and safety of occupants. Roofs are leaking, which causes mold and mildew to the interiors. Concrete exteriors are spalling and rusted steel reinforcement bars are exposed. Wooden structures have siding that is rotten. Interior spaces have asbestos and must be retrofitted. Mechanical systems and electrical systems are past due their life cycles and require replacement or improvements.

C. ALTERNATIVES CONSIDERED AND IMPACT IF PROJECT IS DEFERRED:

None.

D. DISCUSS WHAT IMPROVEMENTS WILL TAKE PLACE, WHEN PROJECT COMPLETED (INCLUDING BENEFITS TO BE DERIVED AND/OR DEFICIENCIES THIS PROJECT INTENDS TO CORRECT):

Facilities will be safe for clients and staff.

E. IMPACT UPON FUTURE OPERATING REQUIREMENTS (SHOW INITIAL AND ONGOING FUNDING REQUIREMENTS BY COST ELEMENT, INCLUDING POSITION COUNT, MEANS OF FINANCING, FISCAL YEAR):

None.

F. ADDITIONAL INFORMATION:

No CIP funds were appropriated to the Department of Health in FY11. This has caused a backlog of repairs and maintenance to all Department buildings resulting in health and safety issues.

SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
24	4	1 - OAHU	047	I - RENOVATION PROJECT	E-9	AGS

**PROJECT TITLE:**

HAWAII STATE HOSPITAL, REPAIRS AND IMPROVEMENTS, OAHU

**PROJECT DESCRIPTION:**

DESIGN AND CONSTRUCTION FOR VARIOUS REPAIRS AND IMPROVEMENTS.

**TOTAL ESTIMATED PROJECT COST (\$1,000'S):**

PRIOR APPROPRIATIONS:

SLH YR	ACT	ITEM	TOTALS	PLANS	LAND ACQUISITION	DESIGN	CONSTRUCTION	EQUIPMENT
05	178	E-12	55	0	0	54	1	0
06	160	E-12	410	0	0	1	409	0
06	160	E-12.02	1,169	0	0	175	994	0
07	217	E-15	3,000	0	0	1	2,999	0
08	158	E-15	300	0	0	1	299	0
09	162	E-9	2,071	0	0	258	1,813	0
10	180		0	0	0	0	0	0
11	164	E-9	11,614	0	0	1,430	10,184	0
TOTAL			18,619	0	0	1,920	16,699	0

APPROPRIATIONS:

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2009-10	FY 2010-11	REQUESTED		FUTURE YEARS	TOTAL PROJ COST	
					FY 2011-12	FY 2012-13			
PLANS	*	0	0	0	0	0	0	0	
LAND ACQUISITION	*	0	0	0	0	0	0	0	
DESIGN	*	0	0	0	1,430	300	0	1,730	
CONSTRUCTION	*	0	0	0	10,184	2,500	0	12,684	
EQUIPMENT	*	0	0	0	0	0	0	0	
TOTAL COST			0	0	0	11,614	2,800	0	14,414

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2009-10	FY 2010-11	REQUESTED		FUTURE YEARS	TOTAL PROJ COST
					FY 2011-12	FY 2012-13		
G.O. BONDS	C	0	0	0	11,614	2,800	0	14,414
TOTAL COST		0	0	0	11,614	2,800	0	14,414



A. TOTAL SCOPE OF PROJECT:

Projects are as follows, but not limited to: water system improvements; reroofing, air conditioning improvements, electrical improvements; replacing doors/frames and windows/frames; electrical improvements, retrofitting kitchens; new walkways; and resurfacing roads and parking lots.

B. IDENTIFICATION OF NEED AND EVALUATION OF EXISTING SOLUTION:

The roofs at the lower campus were last reroofed over twenty years ago and are due for replacement. The roadways have potholes and the paving has deteriorated. Electrical improvements are need in order to maintain a safe environment. Doors and windows are rusting due to the climate. Air conditioning systems are old and must be replaced. The water system is old and must be replaced.

C. ALTERNATIVES CONSIDERED AND IMPACT IF PROJECT IS DEFERRED:

None. These improvements are necessary to maintain the upkeep of the State Hospital facilities.

D. DISCUSS WHAT IMPROVEMENTS WILL TAKE PLACE, WHEN PROJECT COMPLETED (INCLUDING BENEFITS TO BE DERIVED AND/OR DEFICIENCIES THIS PROJECT INTENDS TO CORRECT):

The roofs will no longer leak and will not need replacment for another fifteen years. The road surfaces will be safe for travel. Electrical systems and air conditioning systems will work better.

E. IMPACT UPON FUTURE OPERATING REQUIREMENTS (SHOW INITIAL AND ONGOING FUNDING REQUIREMENTS BY COST ELEMENT, INCLUDING POSITION COUNT, MEANS OF FINANCING, FISCAL YEAR):

None.

F. ADDITIONAL INFORMATION:

No CIP funds were appropriated to the State Hospital in FY11, resulting in a backlog of projects.

Department of Health  
Division Resources

Table 21

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

Department of Health  
Organization Changes

<u>Year of Change</u> <u>FY12/FY13</u>	<u>Page Number</u>	<u>Description of Change</u>
FY12	EHA04320011	Environmental Health Administration (EHA)/Environmental Planning Office (EPO)/Clean Water
	EHA04340210	Branch (CWB) - Transfer EPO positions and functions to CWB. Reorg. Acknowledged 9/26/11.
FY12	EHA04340012	Environmental Health Administration (EHA)/Environmental Management Division (EMD)/
		Secretarial/Clerical Support - Transfer Office Assistant III from the supervision of the EMD Chief
		to the supervision of the Secretary III. Reorg. Acknowledged 12/9/11.
FY12	HRAB3110016	Health Resources Administration (HRA)/Developmental Disabilities Division (DDD) - Phase I-
		Reorganize the entire DDD. Reorg. Acknowledged 12/7/11.
FY12	HRA05170921	Behavioral Health Administration (BHA)/Adult Mental Health Division (AMDH)/Hawaii State
		Hospital Branch (HSHB) - Establish HSHB census management positions and functions. Convert
		exempt positions to civil service. Reorg. Acknowledged 11/22/11.
FY12	EHAB4310013	Proposed transfer of the Grants Management positions and functions from the Environmental
	EHA04340511	Health Administration (EHA)/Environmental Management Division (EMD)/Wastewater Branch (WB)
		to the Environmental Resources Office (ERO).
FY12	HRAA3120015	Proposed abolishment of the Health Resources Administration (HRA)/Community Health Division
	HRA06160011	(CHD)/Dental Health Division (DHD) and establishment of the General Medical and Preventive
	DOTOBACCO(6)	Services Division (GMPSD); transfer the Chronic Disease Management and Control Branch's
		positions and functions to Tobacco Settlement Project/Healthy Hawaii Initiative.
FY12	HRAA3120015	Proposed abolishment of Health Resources Administration (HRA)/General Medical and
		Preventive Services Division (GMPSD) -delete two positions, Administrator and Secretary.
FY13	DDHPP8210011	Proposed transfer of the Hawaii Multicultural Action Initiative Grant from Behavioral Health
		Administration (BHA)/Adult Mental Health Division (AMHD) to the Office of the Deputy Director
		of Health (ODDH), Office of Planning, Policy and Program Development (OPPPD).
FY13	EHA04350210	Proposed consolidation of Environmental Health Administration (EHA), Environmental Health

Department of Health  
Organization Changes

Table 22

<u>Year of Change</u> <u>FY12/FY13</u>	<u>Page Number</u>	<u>Description of Change</u>
	EHA04350311	Services Division (EHSD), Sanitation, Food and Drug and Vector Control Branches. The Vector
	EHA04350511	Contral Branch Chief and much of that branch was RIF'D in 2009. Delete vacant branch chief and secretary positions.
FY13	BHA05000000	Proposed incorporation and establishment of HTH 495/HB positions authorized per Act 164,SLH 2011 in Adult Mental Health Division (AMHD).
FY13	BHAP05190013	Proposed incorporation and establishment of positions authorized per Act 164, SLH 2011 in Child & Adolescent Mental Health Division (CAMHD).
FY13	DOTOBACCO(6)	Proposed incorporation and establishment of positions authorized per Act 164, SLH 2011 in Tobacco Settlement Project/Healthy Hawaii Initiative (TSP/HHI).
FY13	HRAA6150213	Proposed incorporation and establishment of positions authorized per Act 164, SLH 2011 in Disease Outbreak Control Division (DOCD).



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
P. O. BOX 3378  
HONOLULU, HI 96801-3378

In reply, please refer to:  
File: B/12-23

September 23, 2011

TO: Division Chiefs, Staff and District Health Officers  
and Administrators of Attached Agencies

FROM: Chief, Administrative Services Office

**SUBJECT: ACKNOWLEDGEMENT OF UPDATED DEPARTMENTAL ORGANIZATION  
CHARTS AND FUNCTIONAL STATEMENTS**

The Fiscal Year 2011 updated organization and position organization charts and functional statements have been acknowledged by the Director of Finance.

These charts should replace any existing ones approved prior to June 30, 2011, and are to be used as a base in submitting reorganization proposals after June 30, 2011. Please review these acknowledged charts and functional statements carefully since our office may have made necessary corrections to your submittals prior to transmitting them to the Department of Budget and Finance (B&F).

For your convenience, the organizational charts and functional statements will be uploaded to the ASO website under Management Services.

If there are any questions or need of assistance, please contact Ms. Gerrie Lee at 586-4554.

*Sharon S. Abe*

SHARON S. ABE

Attachment

c: Deputy Directors  
HGEA  
UPW  
DAGS, Planning Branch  
DAGS, Leasing Branch  
Human Resources Office

NEIL ABERCROMBIE  
GOVERNOR



KALBERT K. YOUNG  
DIRECTOR

LUIS P. SALAVERIA  
DEPUTY DIRECTOR

**STATE OF HAWAII**  
**DEPARTMENT OF BUDGET AND FINANCE**

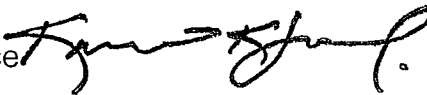
P.O. BOX 150  
HONOLULU, HAWAII 96810-0150

EMPLOYEES' RETIREMENT SYSTEM  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
OFFICE OF THE PUBLIC DEFENDER  
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF ECONOMIC RECOVERY  
AND REINVESTMENT (ARRA)

September 14, 2011

TO: The Honorable Neil Abercrombie  
Governor of Hawaii

FROM: Kalbert K. Young  
Director of Finance 

SUBJECT: Acknowledgement of Department of Health's Organizational Charts  
and Functional Statements

The updated organizational charts and functional statements for the Department of Health have been reviewed and acknowledged in accordance with Executive Memorandum No. 11-08, dated July 28, 2011, *Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements*. The update reflects the 2010 approved annual update as amended by subsequent approved delegated and non-delegated changes as of June 30, 2011.

One set is enclosed for your information and files.

Enclosures

c: Honorable Brian Schatz  
Honorable Sunshine P.W. Topping  
✓ Honorable Loretta J. Fuddy (without enclosures)

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
From:

**BMSS-ASO**

ROUTE SLIP

Transmittal

MAY 24 2011

**EXPEDITE**

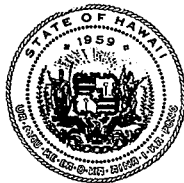
pense:

TO (in order shown)	Initial	TO (in order shown)	Initial	TO (in order shown)	Initial	TO (in order shown)	Initial
Director of Health		Deputy Director of Health		Maui District Health Office (MDHO)	✓	Develop. Disabilities Div. (DDD)	✓
Special Assistant			Communication Office (CO)		Kauai District Health Office (KDHO)	✓	Disease Outbreak Control Division (DOCD)
State Council on Dev. Disabilities (SCDD)	✓	Affirmative Action Office (AAO)	✓	Dep. Dir. for Behav. Health (DDBH)	✓	Emerg. Med. Svcs. & Inj. Prev. Sys. Br. (EMSIPSB)	✓
Disability & Comm. Access Board (DCAB)	✓	Departmental Personnel Office (DPO) <b>ARO</b>	✓	Adult Mental Health Division (AMHD)	✓	Family Health Services Division (FHSD)	✓
Hawaii Health Systems Corp. (HHSC)	✓	Executive Office on Aging (EOA)	✓	Alcohol & Drug Abuse Division (ADAD)	✓	Dep. Dir. for Env. Health (DDEH)	✓
Office of Env. Quality Control (OEQC)	✓	Health Information Systems Office (HISO)	✓	Child. & Adol. Mental Health Div. (CAMHD)	✓	CAO EPO ERO HEER	✓
Office of Health Equity (OHE)	✓	Office of Health Care Assurance (OHCA)	✓	Dep. Dir. for Health Resources (DDHR)	✓	Env. Hlth. Svc. Div. (EHSD)	✓
State Health Planning & Dev. Agency (SHPDA)	✓	Office of Health Status Monitoring (OHSM)	✓	Communicable Disease Division (CDD)	✓	Env. Mgmt. Div. (EMD)	✓
Prev. Hlth. & Hlth. Svcs. Block Grant (PHHSBG)	✓	Office of Planning, Policy and Prog. Dev. (OPPPD)	✓	Community Health Division (CHD)	✓	State Laboratories Division (SLD)	✓
Tobacco Settlement Fund Project (TSFP)	✓	Hawaii District Health Office (HDHO)	✓	Dental Health Division (DHD)	✓		

PURPOSE

Action	Comm./Rec.	Info / File	Review	Remarks:
Attention	Direct Reply	For Follow-Up	Signature	<b>DISTRIBUTION - 5/24/11</b> ✓
Approval	Director's Signature	Investigate & Report	Other (State)	
As Requested	Discuss With Me	Return		

NEIL ABERCROMBIE  
GOVERNOR OF HAWAII



LORETTA J. FUDDY, A.C.S.W., M.P.H.  
DIRECTOR OF HEALTH

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
P. O. BOX 3378  
HONOLULU, HI 96801-3378

In reply, please refer to:  
File:

B/11-72

May 23, 2011

TO: Division Chiefs, Staff and District Health Officers, and Administrators of Attached Agencies

FROM: Chief, Administrative Services Office

*Sharon S. Abe*

SUBJECT: **ANNUAL REVIEW AND UPDATE OF DEPARTMENTAL ORGANIZATION AND POSITION ORGANIZATION CHARTS AND FUNCTIONAL STATEMENTS – AS OF JUNE 30, 2011**

The Department of Budget and Finance has required departments to annually update organization charts and functional statements in accordance with Administrative Directive No. 95-06, Interim Policy and Procedures for Effecting Changes in Organization, dated July 28, 1995. Therefore, the Budget and Management Support Services (BMSS) will be coordinating the preparation of the annual update of organization and position charts as well as functional statements for FY 2010-2011.

We are asking that any changes to the charts be made by following the instructions on Attachment A. BMSS will then centrally incorporate these changes. Copies of the update will be submitted to the Department of Budget and Finance for their information and use.

Please return the attached copy of the charts with noted changes/corrections to BMSS/ASO by **July 11, 2011**. If there are any questions please contact Gerrie Lee at 586-4554. Thank you for your assistance and cooperation.

SHARON S. ABE

Attachments

NOTE: The charts and statements for the Neighbor Island Community Mental Health Centers will be sent to the Adult Mental Health Division for processing rather than the District Health Offices (DHOs).



## ATTACHMENT A

### Instructions for FY 2010-11 Annual Organizational Chart Update

- 1) Use the attached acknowledged charts/functional statements as the base for FY 2010-2011 annual update.
- 2) Write in red or type in changes and highlight in yellow any authorized changes as of June 30, 2011, on the base charts. Authorized changes include the following:
  - a) Adding budgeted positions that are reflected on the BJ-1 tables of the budgeted details as authorized by Act 180/10, but which are not currently on the organization charts. However, do not include those positions that have a reorganization (reorg) impact (i.e. where supervisory levels are created and/or where new functions are included which have not been approved through the reorg process). Reorganizations acknowledged by the Department of Budget and Finance should also be incorporated.
  - b) All Department of Health, Human Resource Office and Department of Human Resources Development (DHRD) approved redescription and reclassification actions during FY 2010-2011 should be incorporated in the appropriate block by lining out the old title, salary range (SR), and position number, as applicable; and writing in red, or typing and highlighting the change in yellow. However, please do not incorporate reallocations authorized by the Reallocation for Recruitment (RFR) as these should be reflected at the original DHRD approved level.

Do not incorporate any unauthorized organizational changes in your submittal. New supervisory/subordinate relationships, position transfers between programs and new functions should not be reflected without an acknowledged or approved reorg. In addition, do not include any organizational structures which may have been informally instituted. The annual update should not be used as a means to validate informal or proposed organization structures which have not been approved.

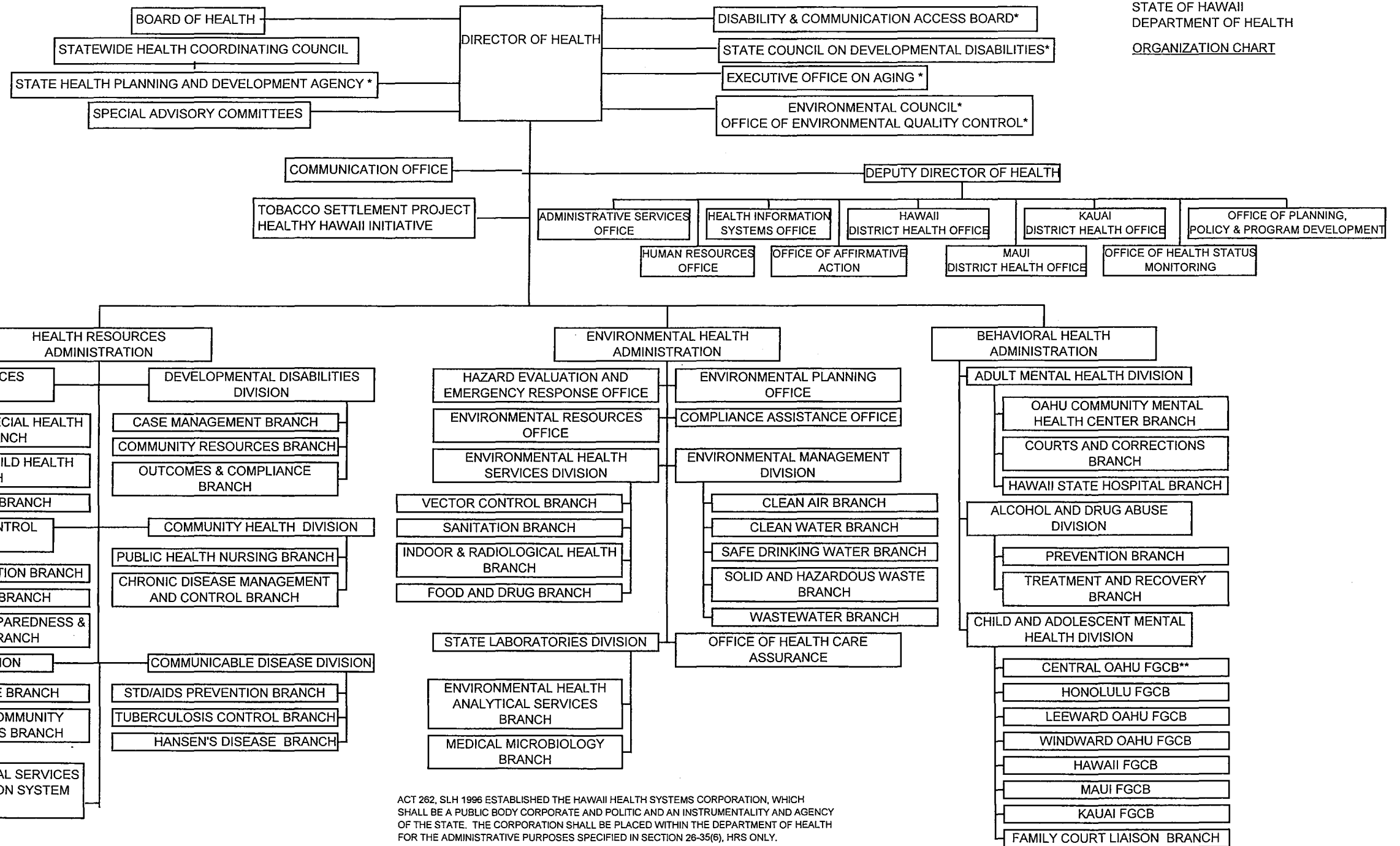
- 3) Footnotes should be placed on the bottom right corner of the charts. The following should be footnoted, as indicated.
  - a) Positions pending redescription or reclassification, and footnoting with: "Position to be redescribed."
  - b) Part-time positions (less than 100% FTE), and footnoting with the FTE percentage.

**ATTACHMENT A (cont'd)**

- c) Temporary positions and footnoting with: "Temporary position, NTE (enter not-to-exceed date)".
  - d) Positions created by trade-off/transfer or position variance (as long as there was no reorg required or if a reorg has been approved), and footnoting the applicable approval date.
- 4) Positions abolished during FY 2010-2011 should be lined out in red on the base chart. Footnote the act number which deletes each position.
  - 5) Check all position titles, SR levels and position numbers for accuracy.
  - 6) Include new functional statements only if authorized through the reorg process.

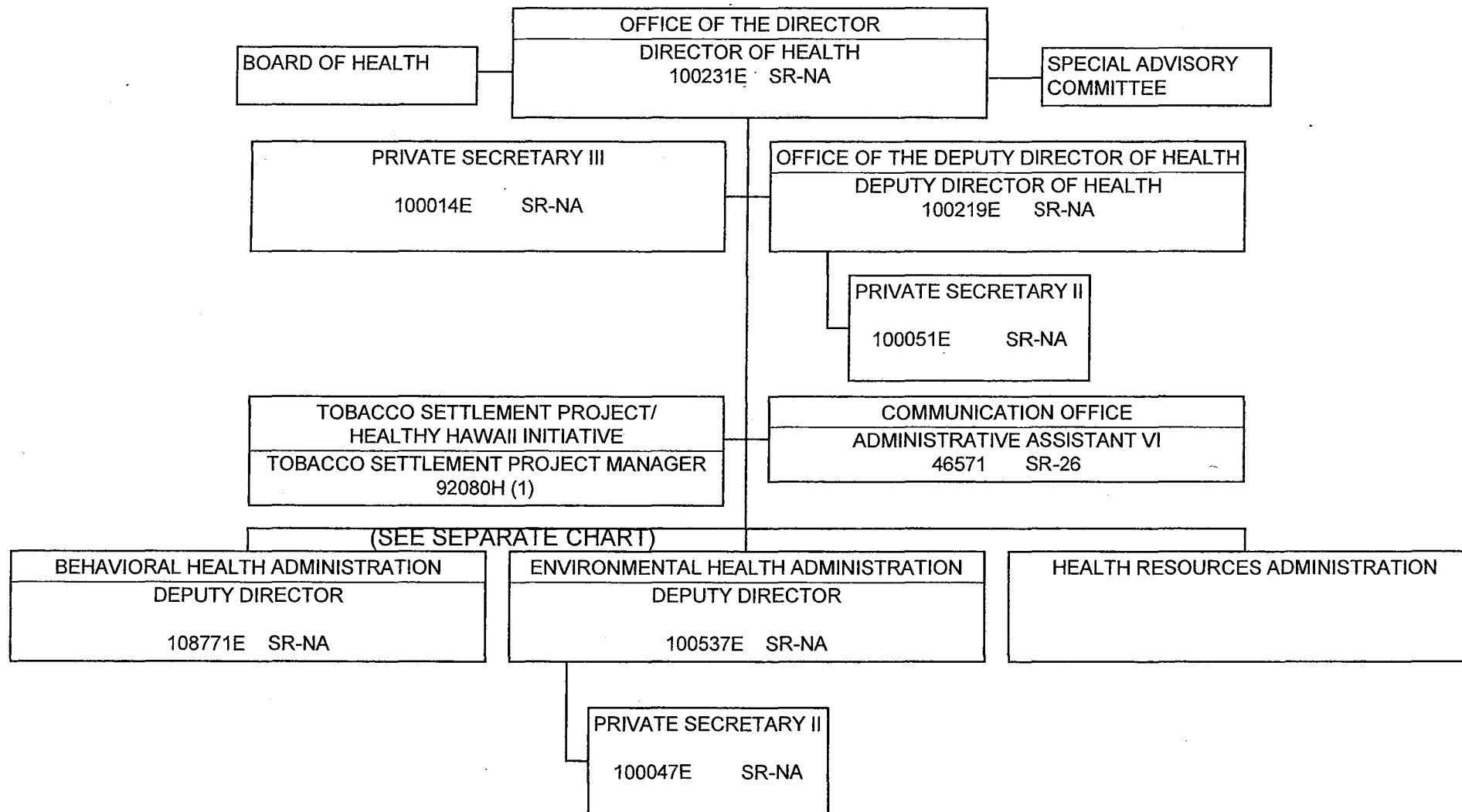
Return the attached copy with your incorporated changes and corrections to BMSS/ASO by **July 11, 2011**.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ORGANIZATION CHART



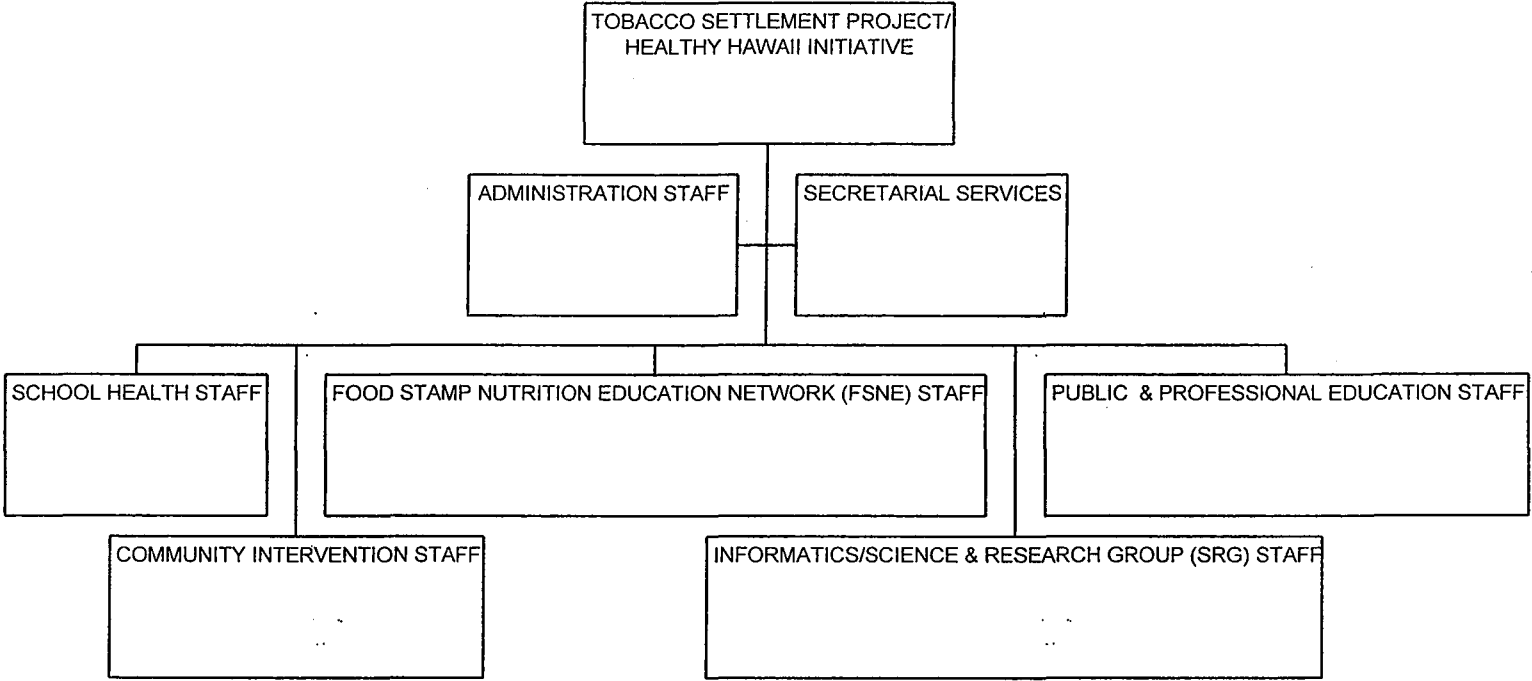
ACT 262, SLH 1996 ESTABLISHED THE HAWAII HEALTH SYSTEMS CORPORATION, WHICH SHALL BE A PUBLIC BODY CORPORATE AND POLITIC AND AN INSTRUMENTALITY AND AGENCY OF THE STATE. THE CORPORATION SHALL BE PLACED WITHIN THE DEPARTMENT OF HEALTH FOR THE ADMINISTRATIVE PURPOSES SPECIFIED IN SECTION 26-35(6), HRS ONLY.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

POSITION ORGANIZATION CHART



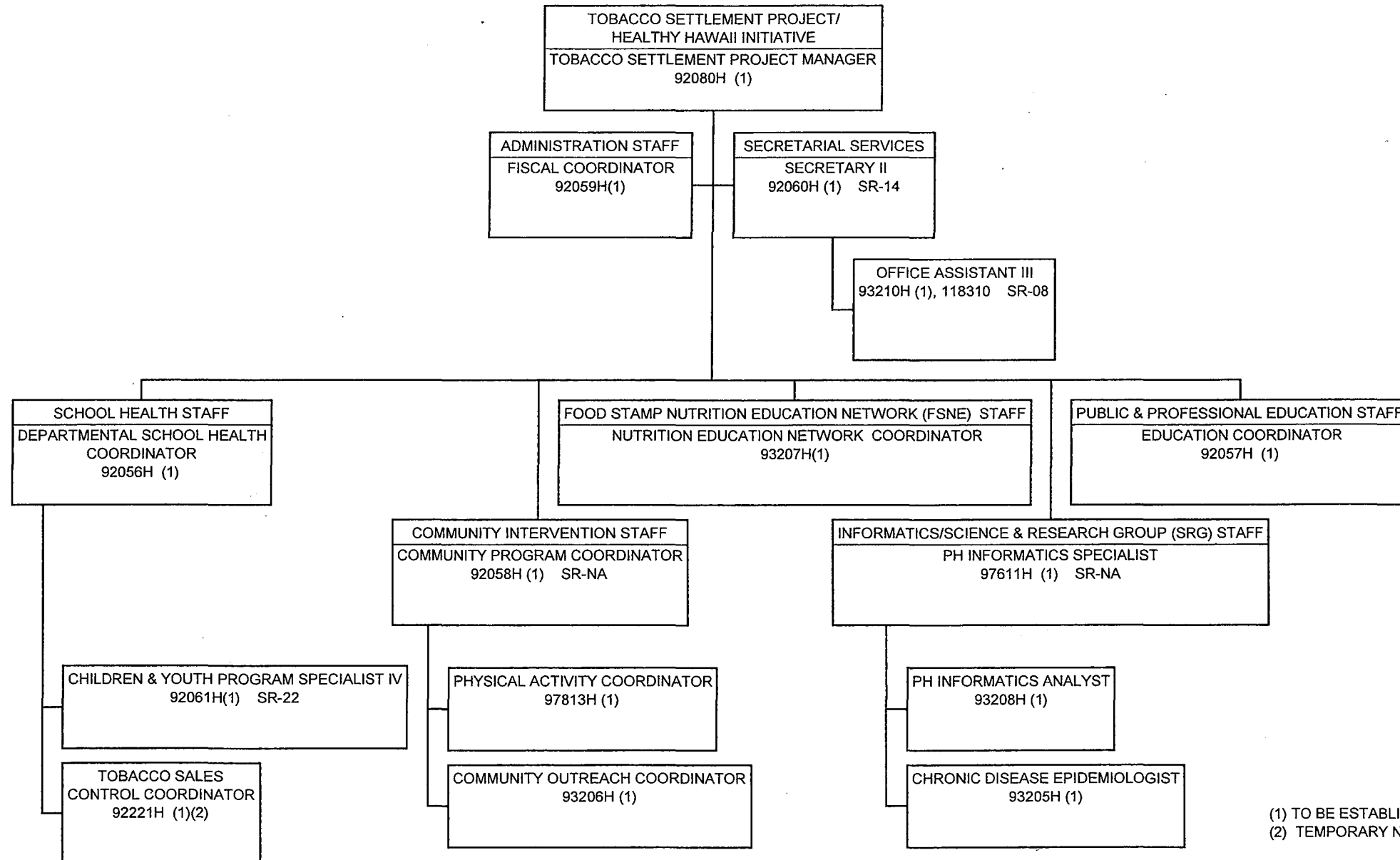
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
TOBACCO SETTLEMENT PROJECT/HEALTHY HAWAII INITIATIVE

ORGANIZATION CHART

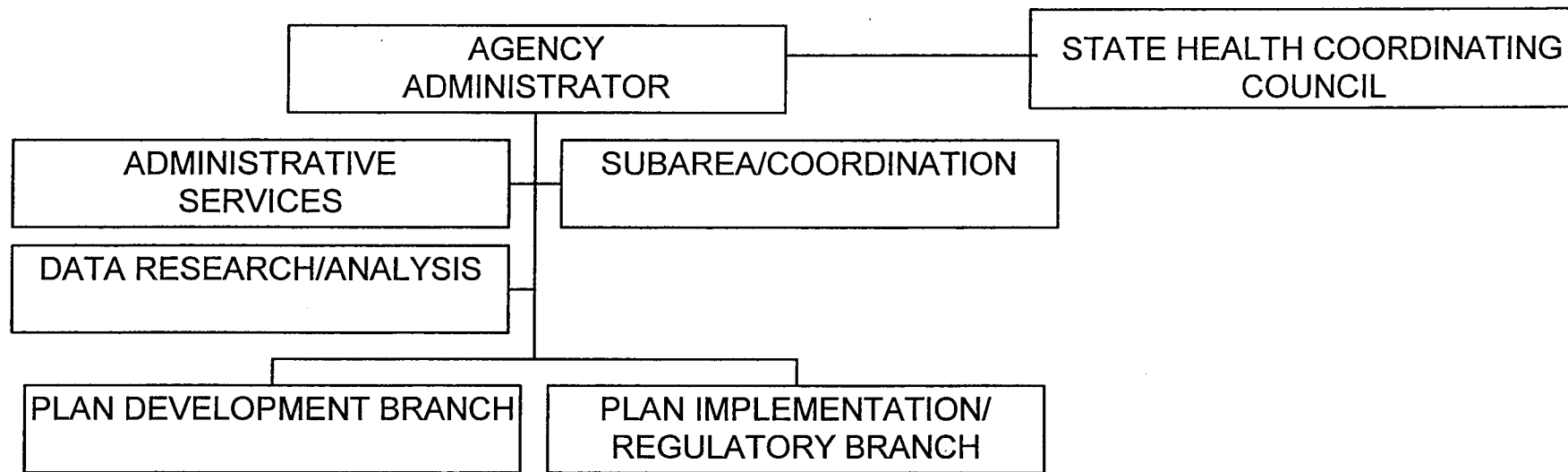


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 TOBACCO SETTLEMENT PROJECT/HEALTHY HAWAII INITIATIVE

POSITION ORGANIZATION CHART

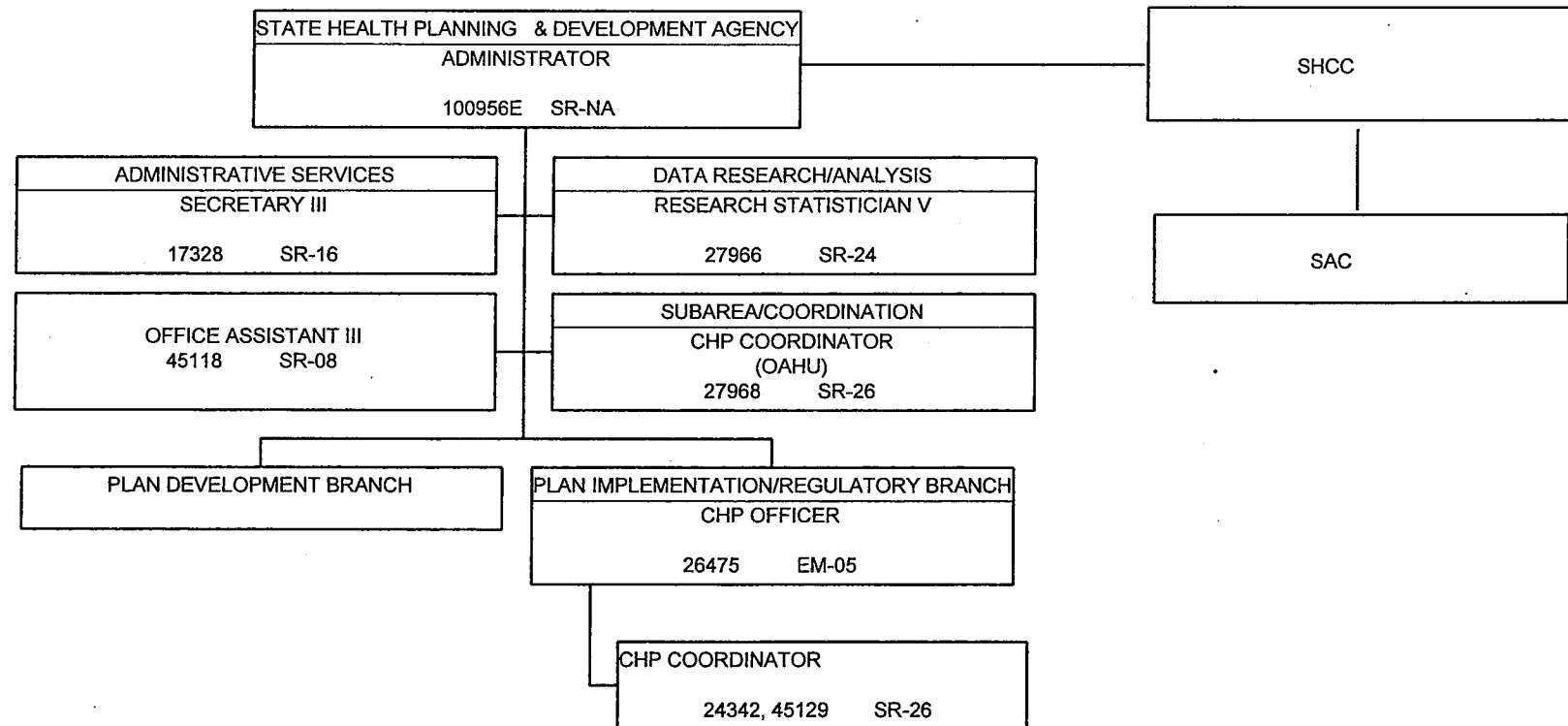


(1) TO BE ESTABLISHED.  
 (2) TEMPORARY NTE 6/30/12.

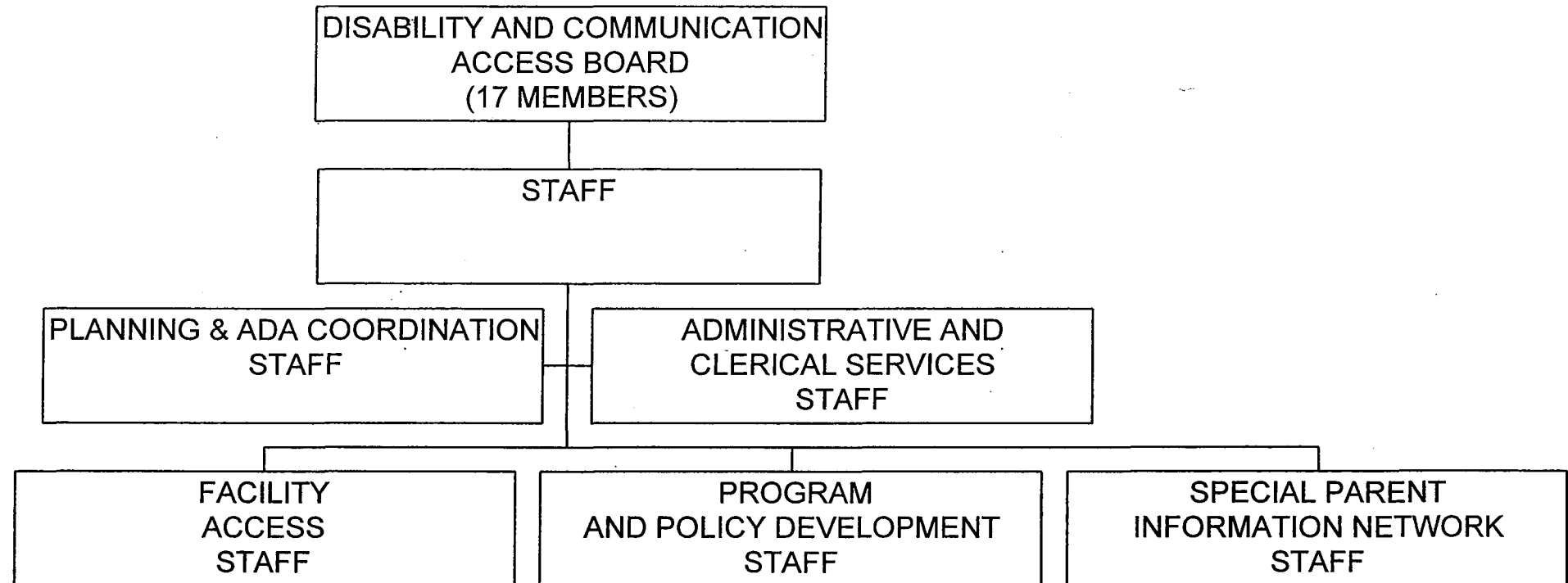


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

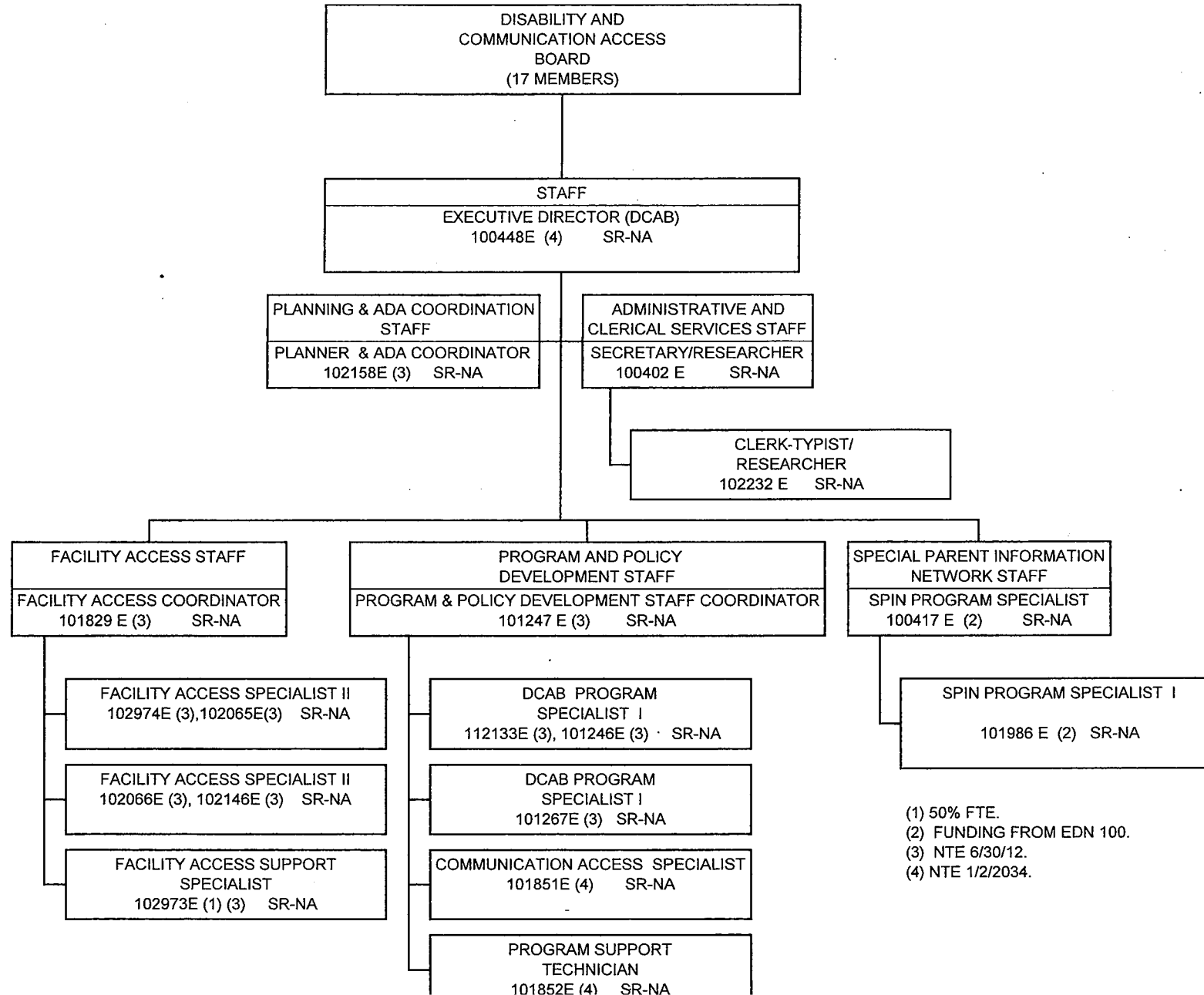
POSITION ORGANIZATION CHART



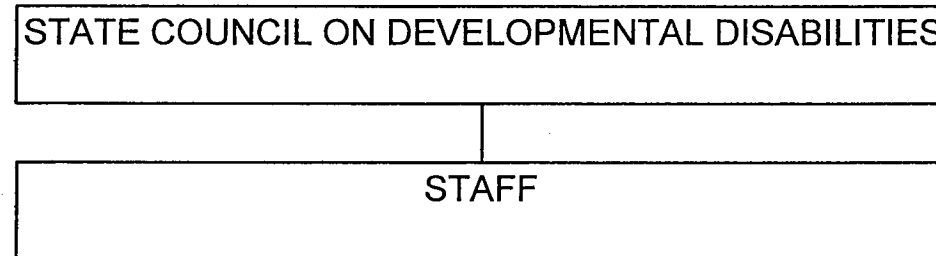


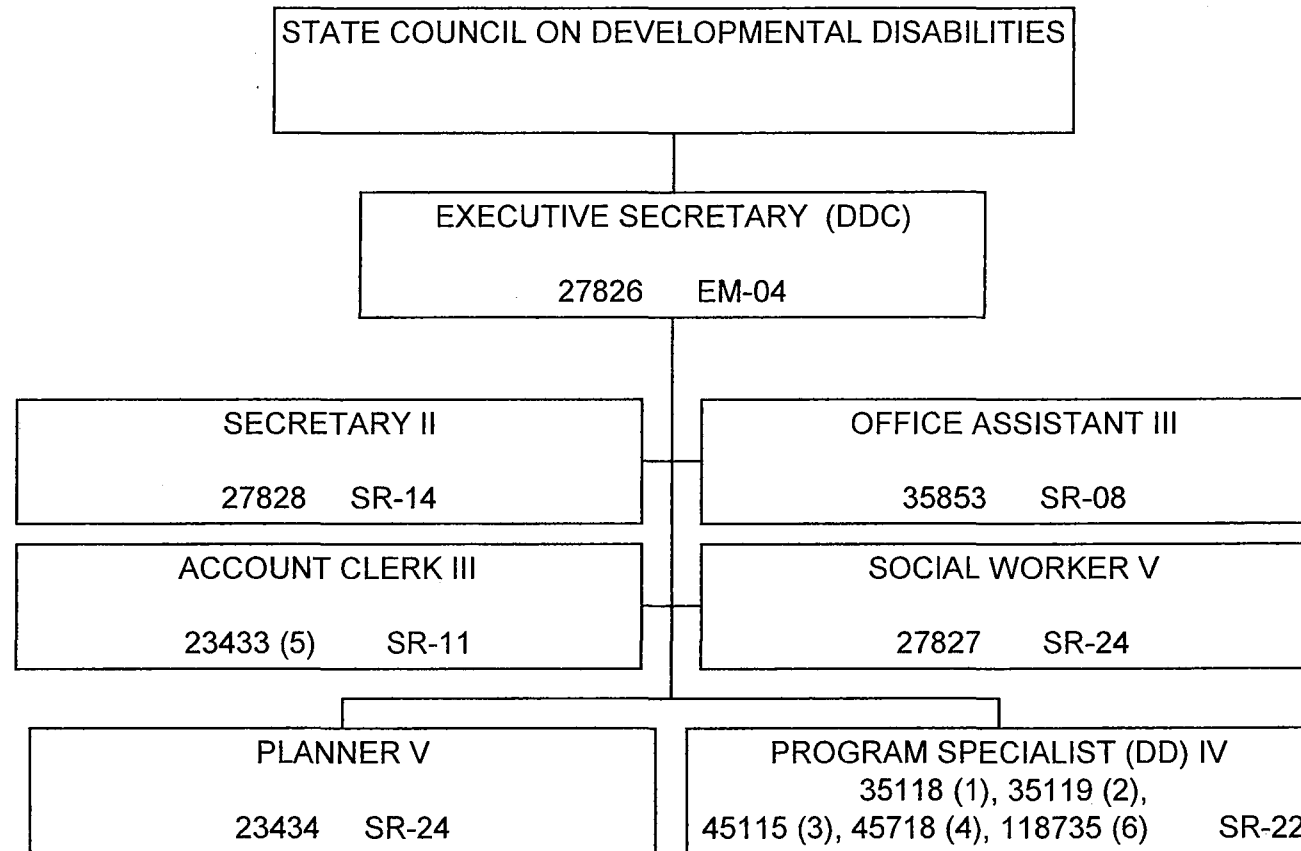


POSITION ORGANIZATION CHART



(1) 50% FTE.  
 (2) FUNDING FROM EDN 100.  
 (3) NTE 6/30/12.  
 (4) NTE 1/2/2034.

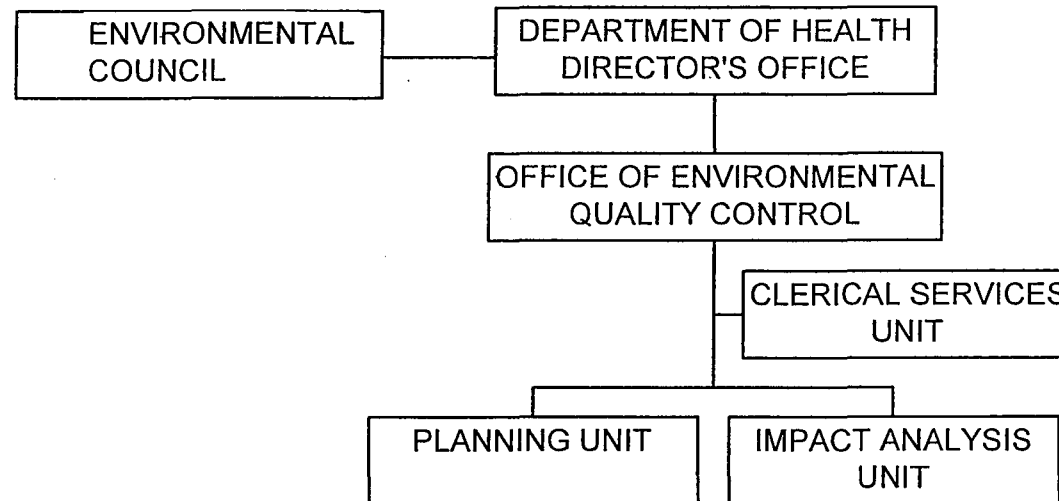




- (1) .50% FTE, HILO.
- (2) .50% FTE, KAUAI.
- (3) .50% FTE, KONA.
- (4) 1.00% FTE MAUI.
- (5) .50% FTE, OAHU.
- (6) 1.00% FTE, OAHU.  
TEMPORARY, NTE 6/30/13.

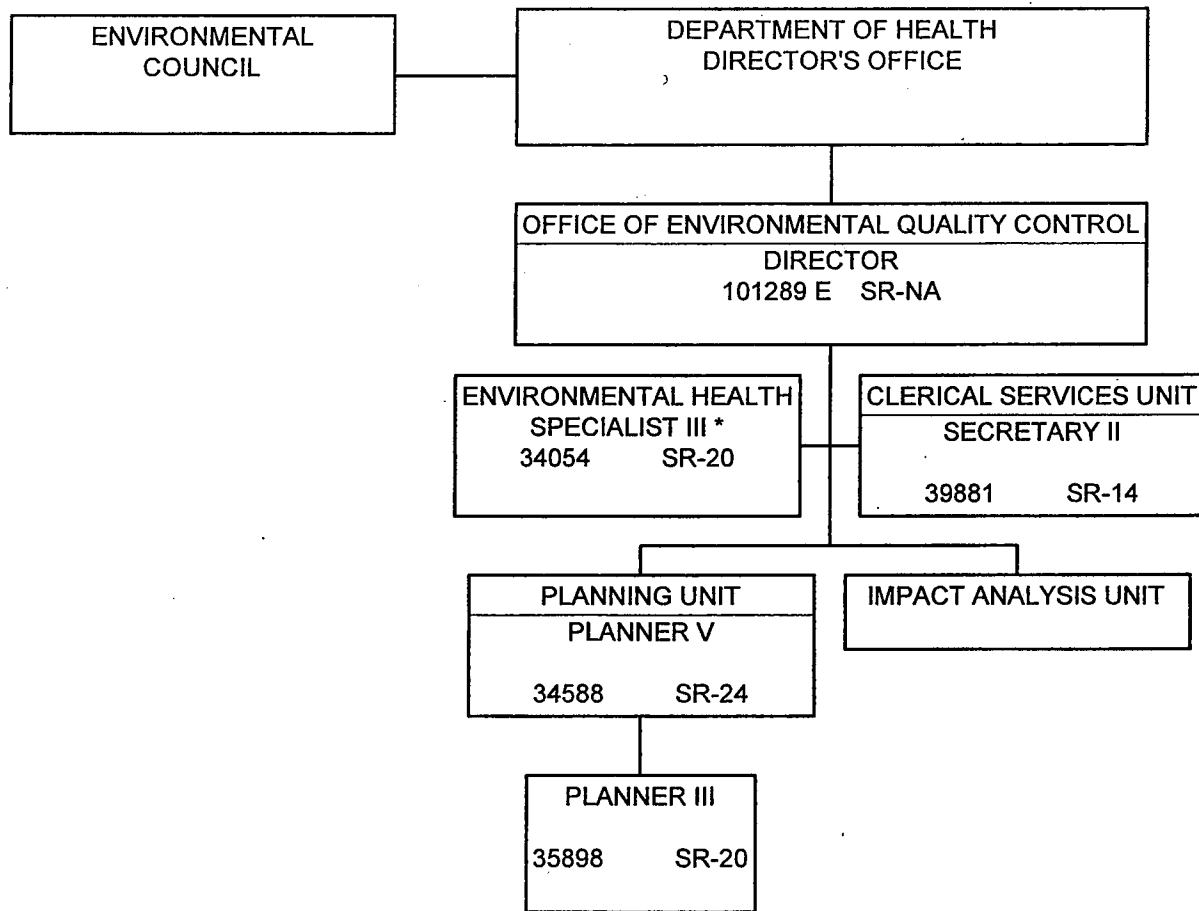
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF ENVIRONMENTAL QUALITY CONTROL

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF ENVIRONMENTAL QUALITY CONTROL

POSITION ORGANIZATION CHART

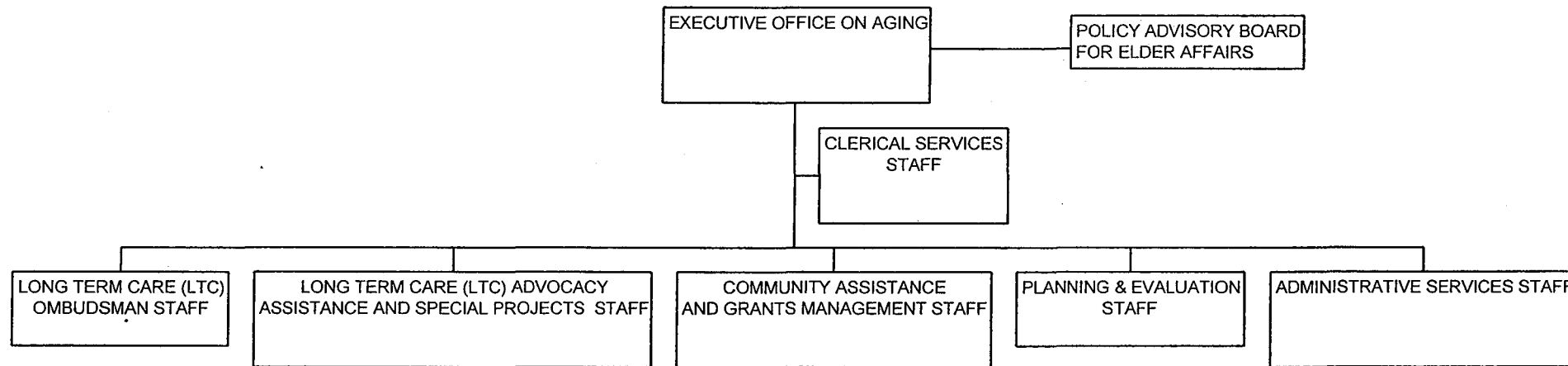


THE OFFICE OF ENVIRONMENTAL QUALITY CONTROL (OEQC) AND THE ENVIRONMENTAL COUNCIL ARE ADMINISTRATIVELY ATTACHED TO THE DEPARTMENT OF HEALTH THROUGH THE DIRECTOR'S OFFICE.

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

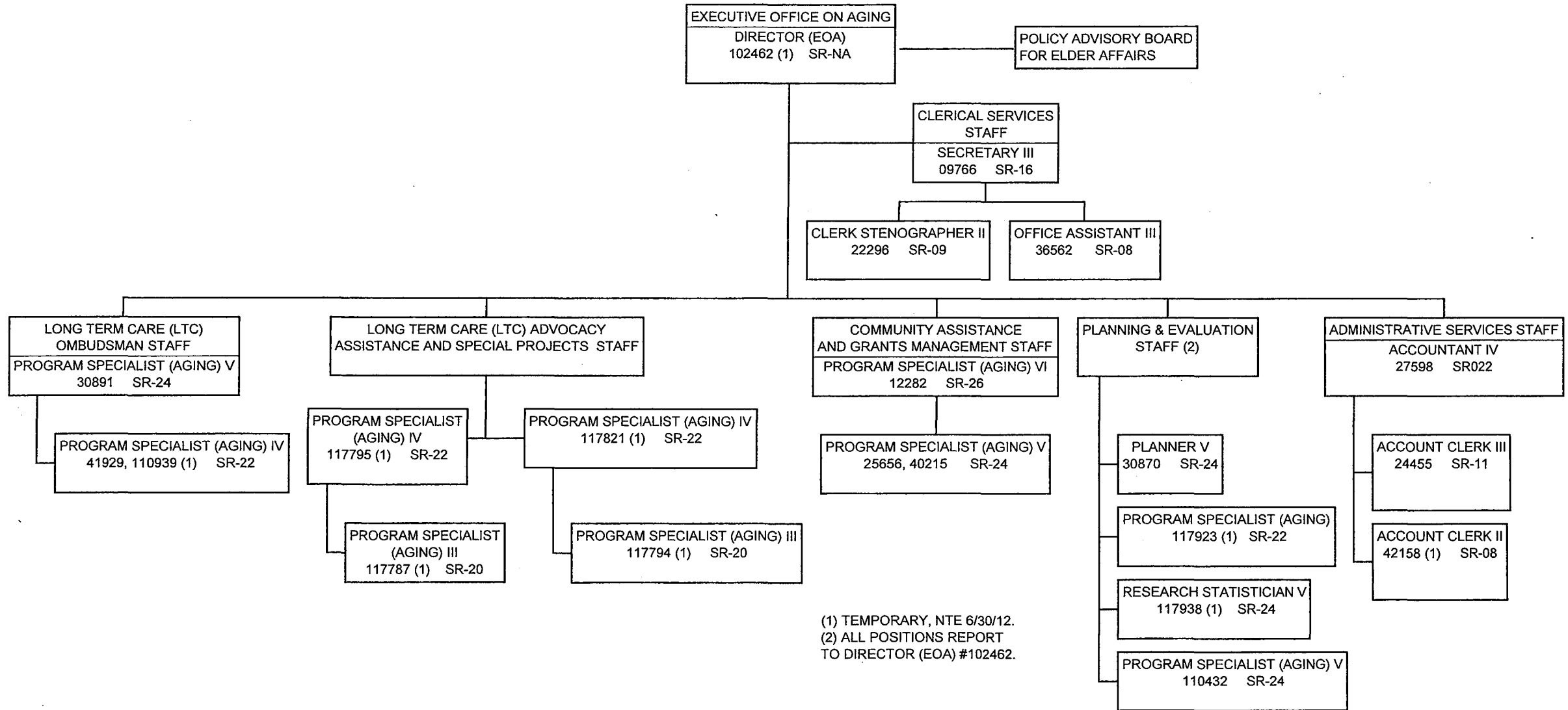
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 EXECUTIVE OFFICE ON AGING

POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/12.  
 (2) ALL POSITIONS REPORT  
 TO DIRECTOR (EOA) #102462.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

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.

COMMUNICATION OFFICE

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

- . Develops and implements a comprehensive communication plan.
- . Analyzes departmental activities to determine public impact. Anticipates, analyzes and interprets public opinion, attitudes and issues that may impact operations and plans.
- . Advises leadership and division personnel on appropriate release of information.
- . Plans, develops, implements and evaluates delivery of critical health messages to partners, groups, media and the public where accuracy, timing and credibility are essential.
- . Provides risk communication planning for public outreach for controversial or high profile issues with high public concern.
- . Facilitates collaborative efforts both internally among department programs and externally; jointly plans with federal, state, county and private with similar desired outcomes to leverage resources and ensure consistent and coordinated public information and outreach activities.
- . Works with the Governor's Office and other State agencies to facilitate their communication efforts.
- . Coordinates with federal authorities (e.g. CDC, EPA, FDA etc.) on release of national information involving health and environmental perceived or inherent risk and public health issues. Incorporates national public health information goals within the State.
- . Directs department staff in administration of and adherence to federal, state and departmental communications and public information policies and procedures.
- . Ensures accuracy, timeliness and public comprehension of health messages.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

Plans, develops, implements and evaluates statewide programs to inform the public of work and services of the department. Ensures DOH policies and activities are regularly and consistently presented to the media and public in a professional and timely manner.

Arranges, prepares and participates in mass media presentations.

Maintains and coordinates departmental relations with internet, print, radio and television media.

Evaluates effectiveness of DOH public information strategies through survey work, evaluations, media monitoring, focus group testing and call center logs. Determines evaluation measures and process and makes recommendations based upon analysis of data.

Assists and advises in preparing reports, speeches and papers.

Prepares public health spokespersons within department and in the health community for effective delivery of accurate health messages to inform and instruct the public.

Coordinates multi-media campaigns with programs, Governor's Office and outside contractors. Consults with staff on budget needs for anticipated communications issues.

Produces and distributes official public publications, e.g. Department of Health newsletters and annual reports.

Coordinates internal staff communications via intranet, newsletter, publications, broadcast email and other channels. Develops strategies to address internal staff issues and facilitate adoption of department policies.

Oversees the department website development, implementation, and evaluation.

Maintains the departmental print shop.

Provides support and consultation in preparation of print, website, and audiovisual materials, including videos, audiotapes, exhibits, brochures and pamphlets.

Provides support for coordination and planning of special events and promotional activities and partnerships for programs.

Provides clerical support to the Communication Office.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

TOBACCO SETTLEMENT PROJECT/ HEALTHY HAWAII INITIATIVE

Administers the distribution of the Tobacco Settlement Special Fund (TSSF), implements the Department of Health (DOH) health promotion strategies with the TSSF allocation and administers the Tobacco Prevention and Control Trust Fund pursuant to HRS§328L.

- Implements the Healthy Hawaii Initiative in the DOH per HRS§328L(4) as a comprehensive and integrated framework within the TSP to lead in the three risk areas of nutrition, physical activity and tobacco use for the prevention of chronic disease and health promotion.
- Coordinates resources across administrations and divisions to plan and implement the health promotion components of the TSP/HHI.
- Collaborates with other governmental agencies and non-governmental agencies to fulfill the goals of TSP/HHI.
- Employs a comprehensive mix of broad-reaching activities in four major strategies: (1) public awareness and professional education; (2) school-based health activities; (3) community-based programs; (4) planning, evaluation and data collection.
- Establishes relationships and strategic partnerships to develop sustainable changes through policy, systems and environmental changes.
- Increases stakeholder collaboration and capacity through information, education and empowerment around physical activity, nutrition and tobacco.
- Increases the rate of youth and adults who report meeting the recommendations for physical activity and fruit and vegetable consumption, are at a healthy weight, and to reduce the rate of tobacco use.
- Reduces deaths due to chronic disease, to extend years of healthy life and to reduce health disparities.
- Monitors and assesses public stages of change and evaluate all interventions.
- Establishes and administers the Hawaii Health Data Warehouse (HHDW), a web-based data management tool.
- Establishes the Science and Research Group (SRG) for information governance that supports data quality, application and utilization.
- Develops and manages requests for proposals for contracts to establish coalitions, targeted community interventions, curriculum development and increasing key stakeholder competencies to support sustainable changes to reach TSP/HHI objectives.
- Maximizes resources to reach general population behavioral outcomes and populations with health disparities in health outcomes related to physical activity, nutrition practices and tobacco use.
- Establishes and supports the Tobacco Prevention and Control Advisory Board which shall advise the DOH on the administration of the Tobacco Prevention and Control Trust Fund per HRS§328L(6).
- Develops a state strategic plan for tobacco prevention and control that includes developing and implementing effective and cost effective programs, including health promotion and disease prevention; developing adequate standards and benchmarks to evaluate success; and assessing the effectiveness of programs.

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OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

TSP/HHI Administration

Oversees the administration and distribution of the TSSF and the DOH implementation of the departmental allocation for health promotion.

- Establishes and provides the management oversight of all components, establishes and implements policies, procedures and practices of the DOH for the use of TSSF.
- Administers the TSSF allocations as follows pursuant to HRS§328L(2):
  - 28.0% University of Hawaii John A. Burns School of Medicine debt revenue bonds
  - 12.5% Tobacco Prevention and Control Trust Fund
  - 24.5% Emergency and Reserve Fund
  - 35.0% Department of Health of which up to 10% shall be transferred to the Department of Human Services for the State Child Health Insurance Program
  - Responds to administrative and external requests for information on the TSSF distributions.
- Develops policies, procedures and practices of the DOH for the use of the TSSF.
- Leads development and implementation of the TSP/HHI framework and work plan.
- Oversees budget development and expenditure reports of TSP/HHI.
- Provides administrative oversight of TSP/HHI personnel.
- Supports the Tobacco Prevention and Control Advisory Board and Tobacco Prevention and assures the administration of the Tobacco Prevention and Control Trust Fund.
- Serves as a liaison and advisor to the Director of Health with recommendations from the Advisory Board and on the goals of the Trust Fund.

Administrative Staff

Provides financial and administrative support for the TSSF distribution and DOH TSP/HHI budget and expenditures.

- Develops fiscal database to manage TSSF distributions, DOH portion of TSSF in TSP/HHI, and USDA funds for FSNE.
- Develops fiscal reports budget projections and expenditures. Provides administrative support for the development and fiscal management of requests for proposals and contracts, and major procurements for all sections in TSP/HHI.
- Monitors and assures compliance with federal and state allowed budgeting and expenditure of funds.

Secretarial Services

Provides secretarial and clerical support for the TSP Manager and all TSP/HHI staff. Provides administrative support to meet departmental Human Resource policies, procedures and practices for TSP Manager and all TSP/HHI staff.

School Health Staff

Functions as departmental liaison to Department of Education (DOE) on TSP/HHI framework and school health education and services.

- Collaborates with DOE and other agencies on school health policies, systems and environmental changes to support goals and objectives of TSP/HHI.

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- Provides referrals and technical assistance to other divisions in the department on current school health practices, national recommendations and strategies and on coordinating with DOE.
- Provides leadership in coordinating public education relating to school health issues. Coordinates DOH education/outreach to the general public, to community organizations, and to legislators and other policy-makers regarding school health issues.
- Provides leadership in communication/education with the legislature and administration on issues relating to school health.
- Develops, implements and evaluates demonstration projects for school health that may be replicated to reach the state objectives of the project.
- Oversees and maintains the interagency Hawaii School Health Survey Committee that will coordinate the administration of school health surveys, develop and assure data standards with the Science and Research Group, and support the Hawaii Health Data Warehouse Project to assure data quality and utilization for youth survey data.
- Assists the divisions in the department in identifying appropriate sources of data to measure progress toward school health and health education objectives mutually agreed upon by DOH and DOE.
- Serves as liaison for the DOH to DOE on school health issues and coordinates resources between agencies and other school health stakeholders
- Establishes and monitors memorandums of agreements with the DOE for the improvement of healthy behaviors and lifestyle choices under the TSP/HHI school-based program.
- Provides technical assistance and consultation to the DOE to improve outcomes in nutrition, physical activity and tobacco control through policy, environmental and systems changes.
- Develops requests for proposals and contracts, and manages and monitors procurement of services to meet TSP/HHI school health outcomes.

Community Intervention Staff

Builds alliances and maintains relationships with community and state level stakeholders for health promotion, nutrition and physical activity, to meet the goals and objectives of TSP/HHI through increasing policy, systems and environmental changes.

- Provides technical assistance and guidance to stakeholders on establishing sustainable changes based on national recommendations and best practices.
- Supports coalition development, management and evaluation to inform, educate and mobilize community and state stakeholders in physical activity and nutrition.
- Builds and manages relationships with traditional and non-traditional organizational partners to develop policy, systems and environmental changes.
- Develops requests for proposals and contracts, manages and monitors procurement of services to meet sustainable community intervention outcomes.
- Facilitates the development and implementation of a strategic state physical activity and nutrition plan.
- Provides strategic educational and professional development opportunities for key stakeholders from statewide and community organizations to meet the TSP/HHI goals and objectives and state physical activity and nutrition plan.
- Identifies data sources and provides technical assistance on community assessments for planning and evaluation of TSP/HHI interventions.

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OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

Food Stamp Nutrition Education Network (FSNE) Staff

Participates with the United States Department of Agriculture (USDA) Food Stamp Nutrition Education Program (FSNE) to increase healthy eating and physical activity practices within the food stamp eligible population.

- Manages the departmental planning, budgeting, reporting and accounting for the departmental participation in the USDA FSNE.
- Recruits intra-agency and external participation in FSNE to increase nutrition education to reduce disparities.
- Provides administrative and technical assistance infrastructure to support planning and implementation for DOH and local partner DOH FSNE participation.
- Serves as contractor to DHS and be liaison to DOH intradepartmental and local partner DOH FSNE participants.
- Links across the comprehensive TSP HHI population-based strategies to assure reach to food stamp eligible populations with nutrition and physical activity education.

Informatics/Science & Research Group (SRG) Staff

Establishes and administers the Hawaii Health Data Warehouse (HHDW), a web-based tool, and the Science and Research Group (SRG). Develops the information governance for data collection, transfer, quality, sharing and reporting related to the HHDW.

- Provides training to DOH personnel to increase competency in utilizing the HHDW for assessment, evaluation and reporting.
- Enhances the HHDW to maximize utility through increasing data sources and technological advances.
- Facilitates timely and consistent access to data.
- Establishes and administers policies and procedures for standardization of data collection, analysis and reporting for the HHDW.
- Provides an environment to enable complex data analysis to improve public health practice.
- Facilitates and generates original reports and publications from the DOH.

Public & Professional Education Staff

Develops the public face of the TSP/HHI objectives through cultivating earned and paid media and promoting usage of the TSP/HHI website. Supports professional education to increase prevention practices for overweight and obesity.

- Develops, coordinates and implements media campaign to educate the public on the risk areas to change knowledge, attitudes and behaviors around physical activity and nutrition.
- Employs social marketing as a public education strategy to reach the desired short term outcomes as stated in the TSP/HHI strategic plan.
- Facilitates and generates earned media to promote TSP/HHI message.
- Develops and evaluates requests for proposals for contracts needed for media talent, curriculum development and implementation, website revisions, and other work to implement the comprehensive public and professional education plans that inform, educate and motivate the general population and targeted sub-populations about healthy lifestyle choices.

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- Administers the TSP/HHI website and ensures current, evidence-based and scientifically accurate content in collaboration with the TSP/HHI Management Team.
- Provides leadership in communication/education with the legislature and administration on issues relating to public and professional education.
- Serves as a liaison between the DOH and other agencies and community organizations to coordinate public education efforts relating to tobacco control, nutrition, and physical activity.

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, affirmative action and civil defense. Provides Administrative directions to the three neighbor island District Health Offices of Hawaii, Maui and Kauai counties.

Develops and implements a State Health Plan which focuses on public health programs and identifies specific objectives, policies and implementing actions for health and environmental health services. The State Health Plan emphasizes the allocation of resources and the delivery of services and addresses major health problems and issues including health care quality, availability and cost, administers the Health Status Monitoring Office and its Vital Statistics and Records program that includes recording births, deaths, marriages and divorces and issuing marriage licenses and certificates and conducts ongoing health surveys to determine illness rates in the community.

BEHAVIORAL HEALTH SERVICES ADMINISTRATION

Administers programs to promote care for, and improve the mental health of the people of the State, and to reduce the prevalence, severity of and disability due to emotional disorders, mental illness, and substance abuse; provides an array of mental health education, prevention, treatment, and rehabilitation services through one community mental health center, statewide programs in substance abuse, and children's mental health services, courts and corrections mental health services, and a long-term inpatient state hospital facility; and provides technical assistance by conducting professional training, research, planning and clinical reviews of and/or for mental health service providers.

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

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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; administers programs for the licensing and certification of hospitals and medical care facilities.

HEALTH RESOURCES ADMINISTRATION

Develops and implements the statewide emergency mobilization of medical and public health services in disasters. Provides and coordinates community-based services to improve the health of families including mothers and children of the State; prevents, treats and rehabilitates handicapped and developmentally disabled children; sustains the developmentally disabled in community life and arranges for admission to and gives treatment and training services; plans for public and professional education, the application of preventive measures, and the stimulation of research; assesses the total health needs for physical and mental health of all school age children in the State; and provides public health nursing services including case management of frail and elderly persons, children and youth through eleven district nursing offices statewide. Develops and implements health education programs designed to promote, inform and advise the community on health matters and problems; provides services for the prevention and control of chronic illnesses and conducts investigations and studies regarding chronic disease and the means of prevention and rehabilitation; coordinates injury prevention and control services; provides consultative and educational services in the areas of nutrition; administers a program established to achieve and promote the control, treatment and eventual elimination of communicable diseases; gives care, treatment and rehabilitation services to Hansen's disease patients; provides tuberculosis control and detection services; provides AIDS education and treatment services; operates venereal disease treatment clinics; conducts epidemiological studies and investigations; and performs public health veterinary investigative and disease control activities; provides dental inspection, prevention, diagnosis and treatment services; and does research to promote general dental health in the State; implements a dental hygiene program in schools; conducts research, investigations and experiments relating to the incidence, cause and treatment of dental diseases; and provides direct dental treatment services to patients at departmental operated hospitals, community clinics, and rural schools.

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

ENVIRONMENTAL COUNCIL

Administers the law on environmental impact statements which are prerequisites to certain types of land uses.

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 the environmental quality control; directs the attention of the various government agencies, community and public to environmental problems; and serves as a clearinghouse for environmental impact statements prepared under Chapter 343, HRS.



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DISABILITY AND COMMUNICATION ACCESS BOARD

Establishes guidelines for the design of state and county buildings, facilities, and sites 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 program 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

Prepares the State Plan for individuals with Developmental Disabilities and coordinates the 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; serves as the advocate for the needs of individuals with developmental disabilities and fulfills other responsibilities that are specified by law.

STATEWIDE HEALTH COORDINATING COUNCIL (HSHCC)

Prepares and revises as necessary the State Health Services and Facilities Plan. Advises the State Health Planning and Development Agency (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.

STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

Conducts the health planning activities of the State in coordination with the subarea councils, implements the State health plan, and determines the statewide health needs. Administers the State certificate of need program. Determines the need for new institutional health services proposed for the State; periodically reviews the appropriateness of the institutional and home health care services in the State. Prepares an inventory of health care facilities, other than federal health care facilities; and evaluates on an ongoing basis the physical condition of the facilities.

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; 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.

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DEPARTMENT OF HEALTH  
OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

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.

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).

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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

- 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.
- Establish guidelines for the utilization of communication access services provided for persons who are deaf, hard of hearing, or deaf-blind in State programs and activities. Guidelines include, but are not limited to, determining the qualifications of interpreters who may provide services, the amount of payment to interpreters, and the credentialing of interpreters who do not hold national certification via a state screening process.
- Establish guidelines for the statewide program for parking for disabled persons, in accordance with part III of chapter 291.
- 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.

Planning and ADA Coordination Staff

- Coordinate the efforts of the State to comply with the requirements of the Americans with Disabilities Act 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 DCAB; gather data on the statistics of persons with disabilities for planning and funding purposes.

Program and Policy Development Staff

- Review and assess the problems, needs, and the availability of adequate services and resources for persons with disabilities in the State with regard but not limited to employment, education, health, social services, recreation, civil rights, public facilities, housing, vocational training and rehabilitation, and other matters pertinent to the well-being and independence of persons with disabilities.
- Provide information and referral, technical assistance and guidance to persons with disabilities, the public, and other providers or services through public education programs and other voluntary compliance efforts.
- Coordinate the administration of the statewide parking program for persons with disabilities, including the procurement of placards and the operation of the 24/7 statewide parking database of permittees.
- Conduct testing for the credentialing of sign language interpreters who do not possess national certification.

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DISABILITY AND COMMUNICATION ACCESS BOARD

FUNCTIONAL STATEMENT

Facility Access Staff

- Provide review and recommendations on all State and county plans for buildings, facilities, and sites in accordance with section 103-50.
- Conduct training for architects, engineers, and other design professionals on accessible design.

Administrative and Clerical Staff

- Provided general staff support in the flow of documents in/out of the office, administrative records (purchase orders, personnel), and Disability and Communication Access Board proceedings (minutes, etc.), and resources (library, audio, etc.).

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.

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

The Executive Office on Aging is responsible for implementing the Older Americans Act of 1965 as amended and Hawaii Revised Statutes, Chapter 349.

Executive Director

Leads, directs, supervises, and implements advocacy, planning, program development, program coordination, and administration of statewide opportunities, programs, and services for adults 60 years and older, adults 60 years and older who are primary caregivers of children under 18 years, and persons of any age who are caring for adults 60 years and older.

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

Administers funds awarded and allocated to the Executive Office on Aging.

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

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

Employs and retains staff as necessary for the purposes of implementing program requirements and responsibilities.

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 under the Older Americans Act of 1965 as amended and Chapter 349-C.

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

Conducts public affairs programs on elderly affairs, programs, projects, and needs.

Plans, develops, and prepares public affairs programs and materials.

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

Long Term Care Ombudsman Staff

Establishes and operates Long Term Care Ombudsman program that will investigate and resolve complaints made by or on behalf of older adults who are residents of state-licensed long-term care facilities.

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DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Establishes procedures for appropriate access by the Ombudsman to long-term care facilities and patient records, including procedures to protect the confidentiality of such records including files maintained by the office and ensure that 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.

Pursues, upon receipt of advice and consultation from the Department of the Attorney General, administrative, legal and other appropriate remedies on behalf of residents of long-term care facilities.

Prepares an annual report containing data and finding regarding the types of problems and complaints, and provide policy, regulatory, and legislative recommendations to resolve such problems and complaints, and improve the quality of care and life in long-term care facilities.

Analyzes and monitors the development and implementation of federal, state, and local laws, rules and regulations, and policies regarding long-term care facilities and services, and recommend any changes in such laws, rules and regulations, and policies deemed by the office to be appropriate.

Provides information to appropriate others as deemed necessary, regarding problems and concerns of older residents of facilities.

Recruits, trains, certifies volunteers to serve as Long Term Care Ombudsman representatives to provide advocacy and ensure the rights of long term care residents in licensed facilities.

Trains office staff and other representatives of the office and certifies, as appropriate, employees or other representatives of the office to investigate any complaint filed with the office.

Long Term Care Advocacy Assistance and Special Projects Staff

Monitors and assesses the development and implementation of laws, regulations, and policies relative to long-term care issues.

Reviews and comments on all state plans, budgets and policies, including applications for federal assistance, which affect the long-term care needs of the older adults.

Researches, develops and recommends long term care planning and system development.

Develops and recommends policies and legislation that support the long-term care needs of older adults.

Conducts activities designed to identify long-term care needs and problems affecting the chronically impaired and disabled older adults, adults 60 years and older who are primary caregivers of children under 18 years, and persons of any age who are caring for adults 60 years and older.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Develops plans and strategies and advocates resources for older adults, adults 60 years and older who are primary caregivers of children under 18 years, and persons of any age who are caring for adults 60 years and older.

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

Community Assistance and Grants Management Staff

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.

Administers, monitors, and provides technical assistance relative to purchase of service agreements with public and private providers of aging services.

Provides technical assistance to the aging network to facilitate the development of capacity to provide a variety of individualized and issue advocacy assistance.

Assures that the aging network will conduct efforts to facilitate the coordination of community-based, long-term care 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.

Planning and Evaluation Staff

Conducts annual evaluation of activities and projects and coordinates and prepares reports.

Conducts special studies and analyses on the needs of older persons or in areas of special concern to older adults.

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

Evaluates on an ongoing basis the extent to which other public and private programs meet the needs of the elderly.

Plans and develops demonstration projects of statewide or national significance.

Plans, develops, and implements on an ongoing basis a workable system for determining the needs of older persons.

Plans, develops, and implements a workable system for ongoing data collection in the State.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING  
FUNCTIONAL STATEMENT

Updates the Comprehensive Master Plan for Elderly.

Develops State Plan on Aging to be submitted to U.S. Administration on Aging.

Conducts research and analysis of local, state, and federal laws.

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

Coordinates legislative proposals and concerns with governmental and non-governmental agencies, community groups and organizations.

Develops legislative proposals and testimonies.

Establishes and maintains liaison on state and federal legislative matters.

Evaluates on an ongoing basis the extent to which other public and private programs meet the needs of the elderly.

Administrative Services Staff

Establishes and maintains memoranda of agreement with Department of Health, 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 Executive Office on Aging and Policy Advisory Board for Elderly Affairs.

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 Executive Office on Aging and Policy Advisory Board for Elderly Affairs.

Establishes and maintains internal accounting controls, systems, and practices to assure full documentation of revenue and expenditure activities of the Executive Office on Aging and Policy Advisory Board for Elderly Affairs.

Coordinates and prepares federal and state budget testimonies, allocation and expenditure documents, and financial plans.

Establishes and maintains policies and procedures to control and support property and facility management activities in accordance with federal and state laws, rules and policies.

Establishes policies and procedures for internal management of personnel policies and procedures in accordance with federal and state laws, rules and policies.

Prepares required federal, state, and other reports and correspondence.

Monitors fiscal and accounting integrity of and provides technical assistance to grant awardees and contractors in order to assure compliance with federal and state laws, rules and policies.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Assures adequate quarterly funding for the Executive Office on Aging.

Clerical Services Staff

Provides secretarial and clerical support services for the Executive Office on Aging to enhance achievement of program requirements and responsibilities in a timely manner.

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

Establishes and maintains public record and confidential files; retires files for long retention, future disposal, and/or permanent storage with State Archives.

Receives and responds to public, multimedia, inquiries and requests, provides information on public records or individual access to public records for inspectional purposes, and provides copies as may be requested.

Maintains executive and external agency memoranda, instructions, procedures, circulars, and directives on an ongoing basis for easy access and use.

Maintains resource library that includes but is not limited to: books, publications, reports, statutes, session laws, films, microfiche, video materials, computer disks, and provides access and assistance to library resource users.

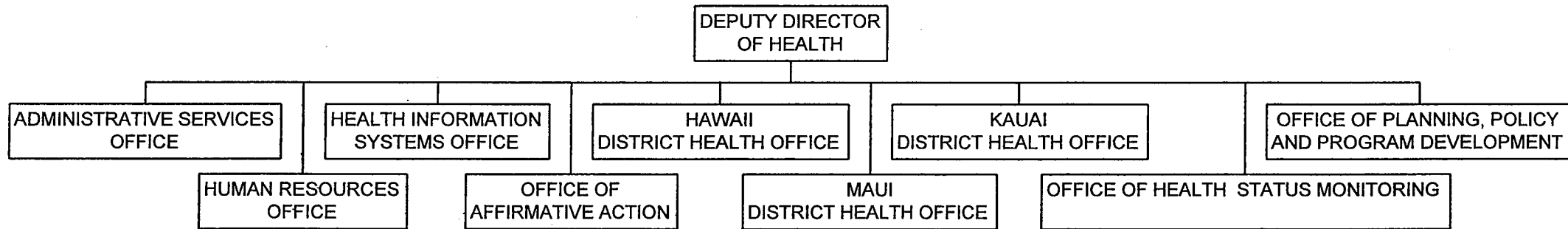
Establishes and maintains a reference library on materials related to aging.

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.

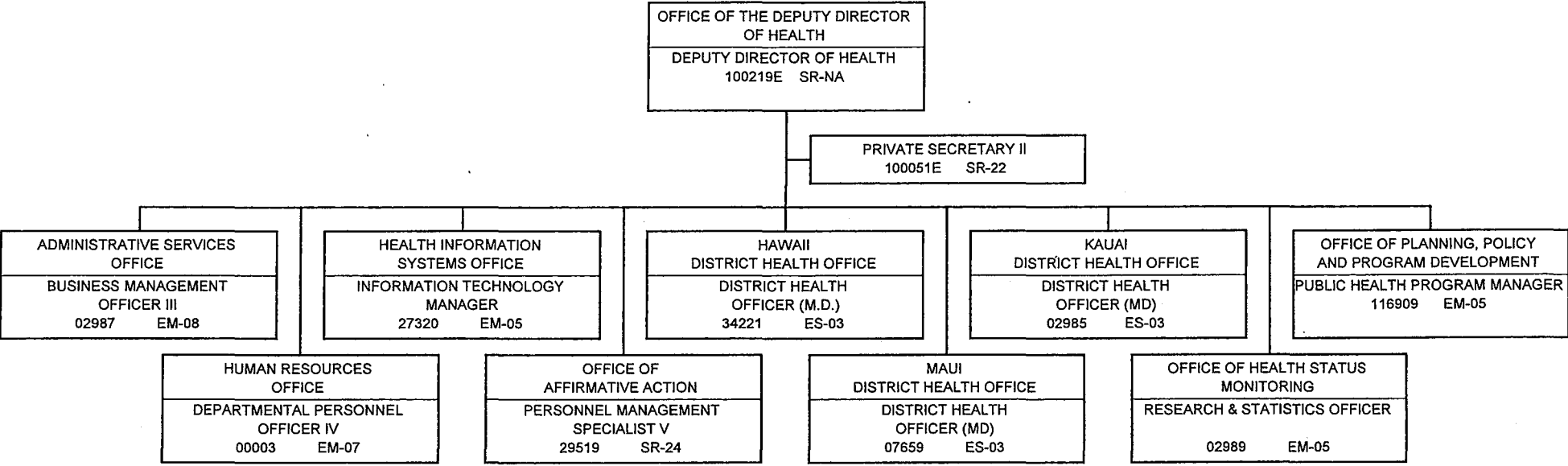
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH

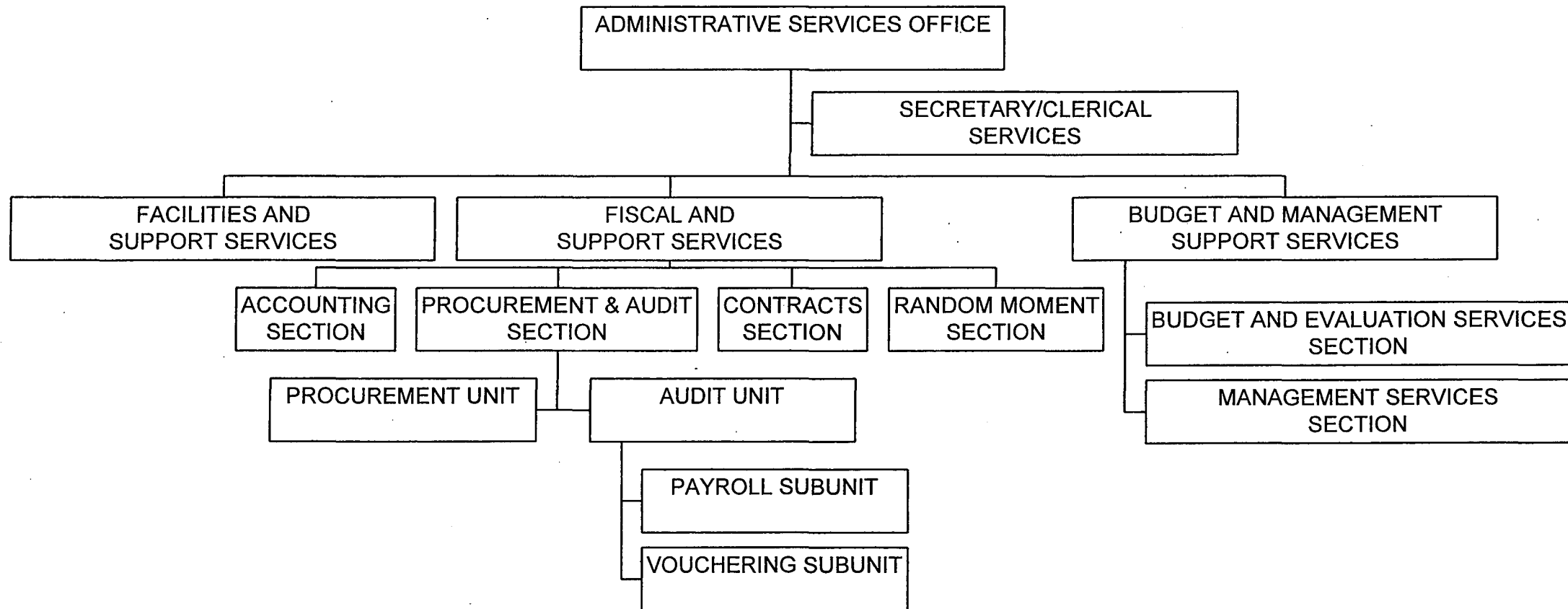
ORGANIZATION CHART



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

POSITION ORGANIZATION CHART

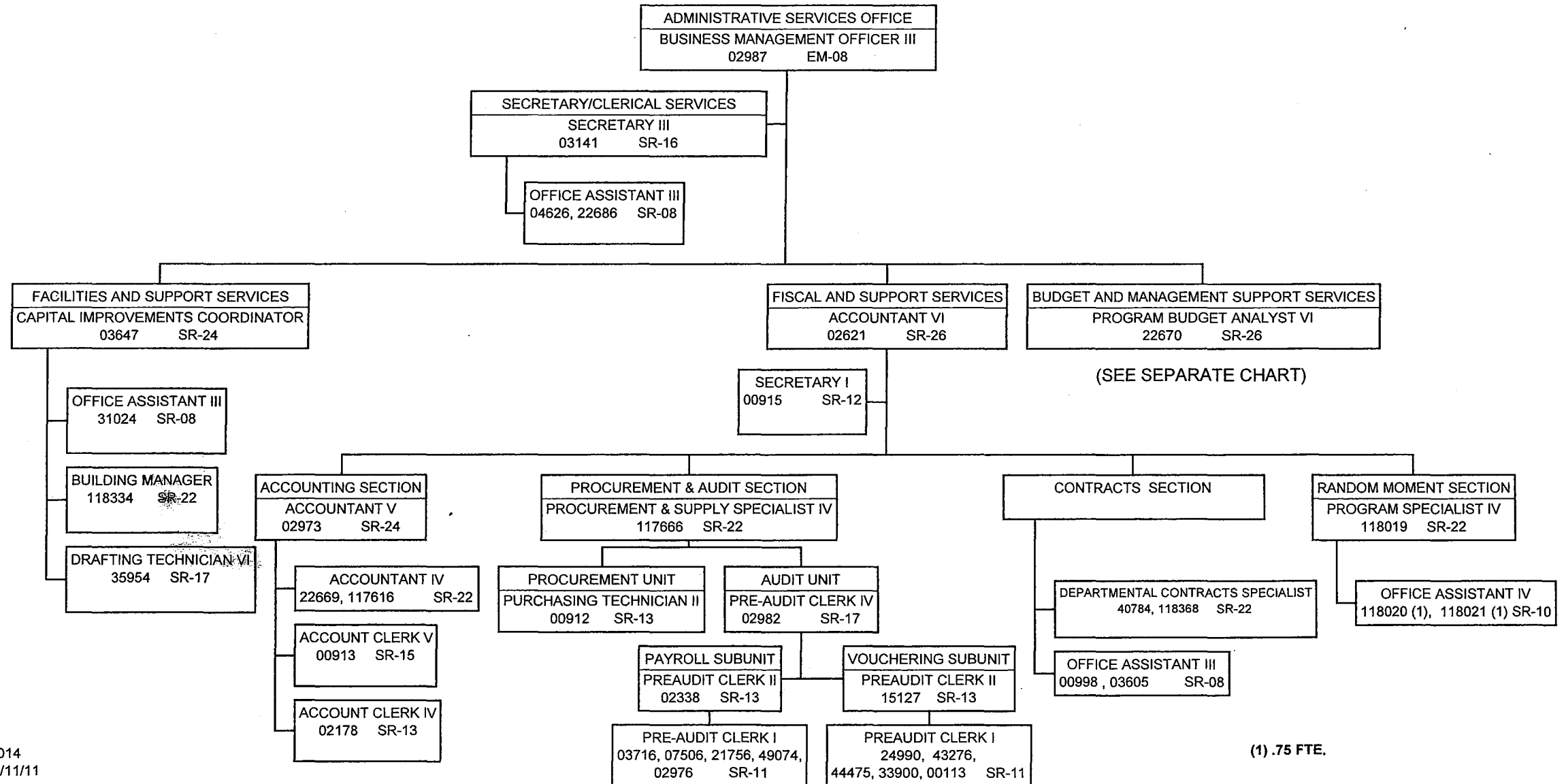






STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART

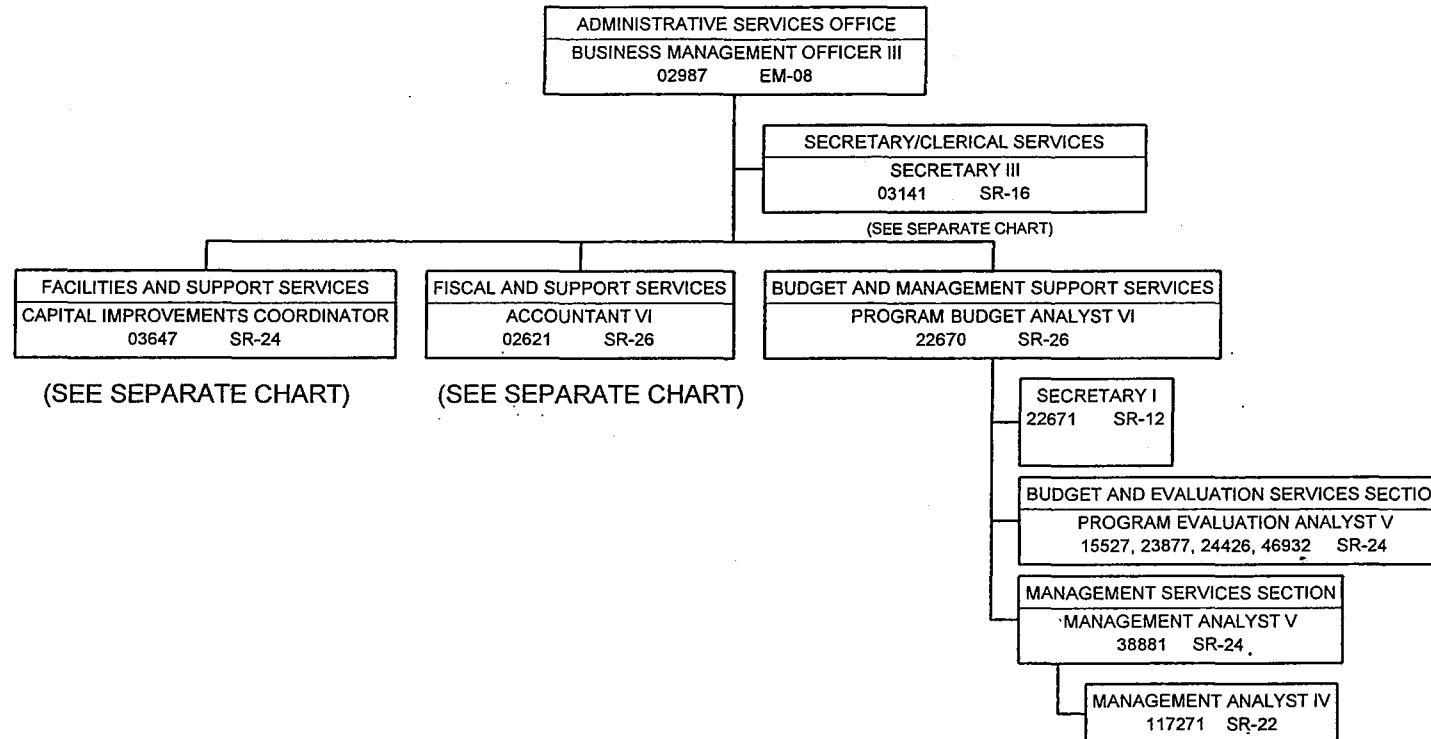


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(1) .75 FTE.

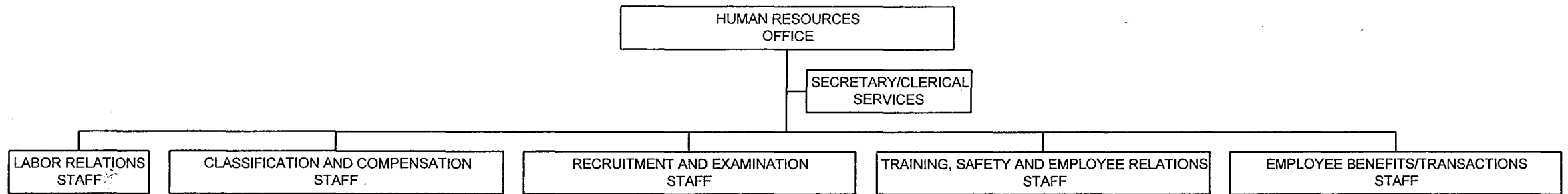
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART



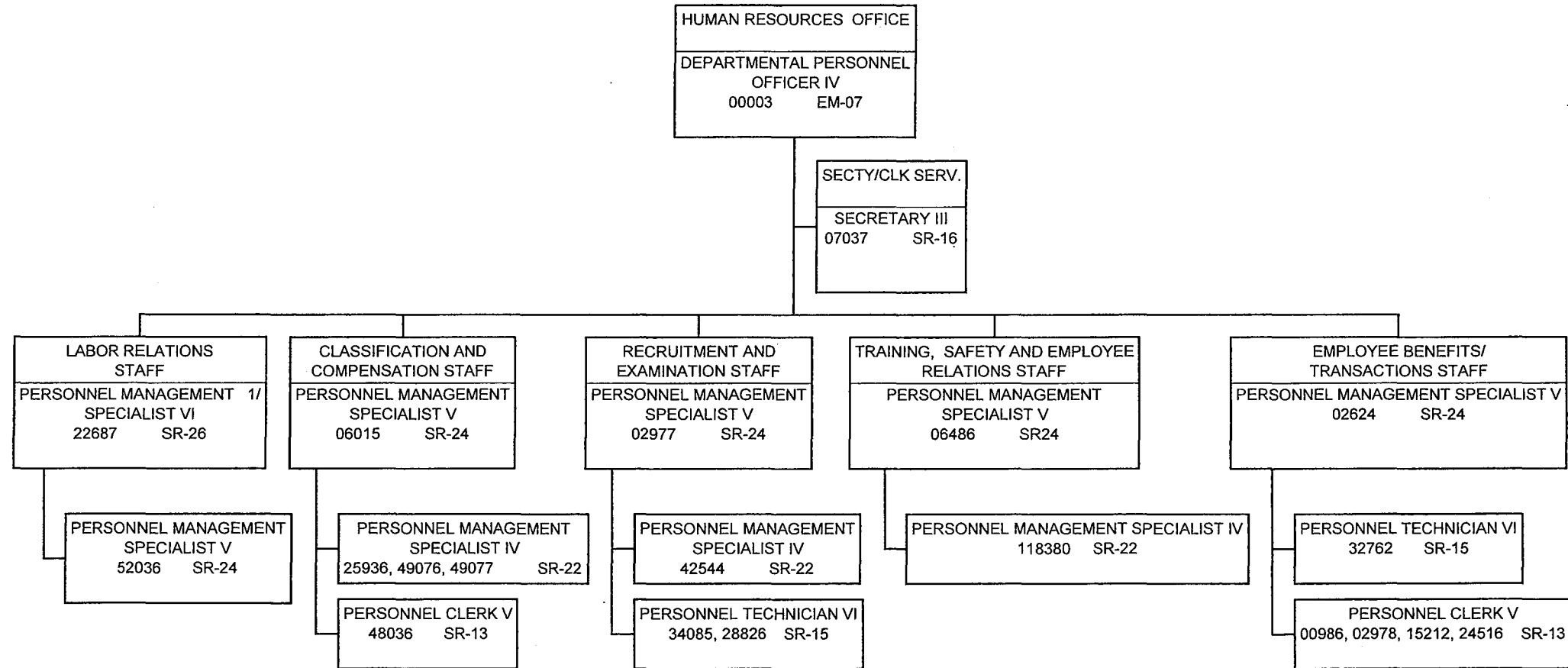
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
HUMAN RESOURCES OFFICE

ORGANIZATION CHART

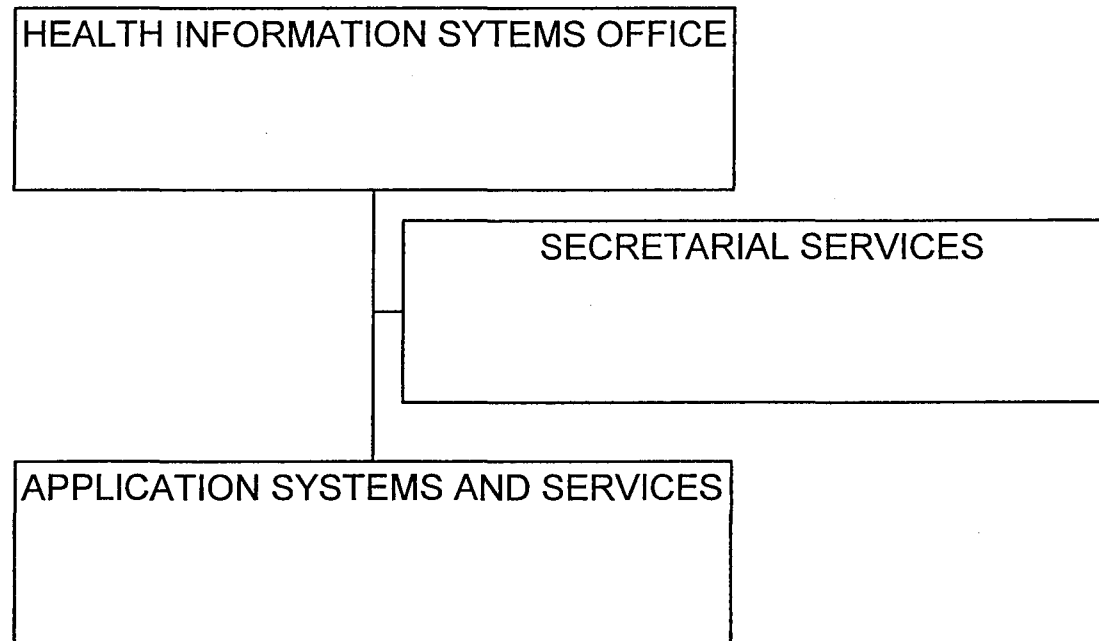


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HUMAN RESOURCES OFFICE

POSITION ORGANIZATION CHART

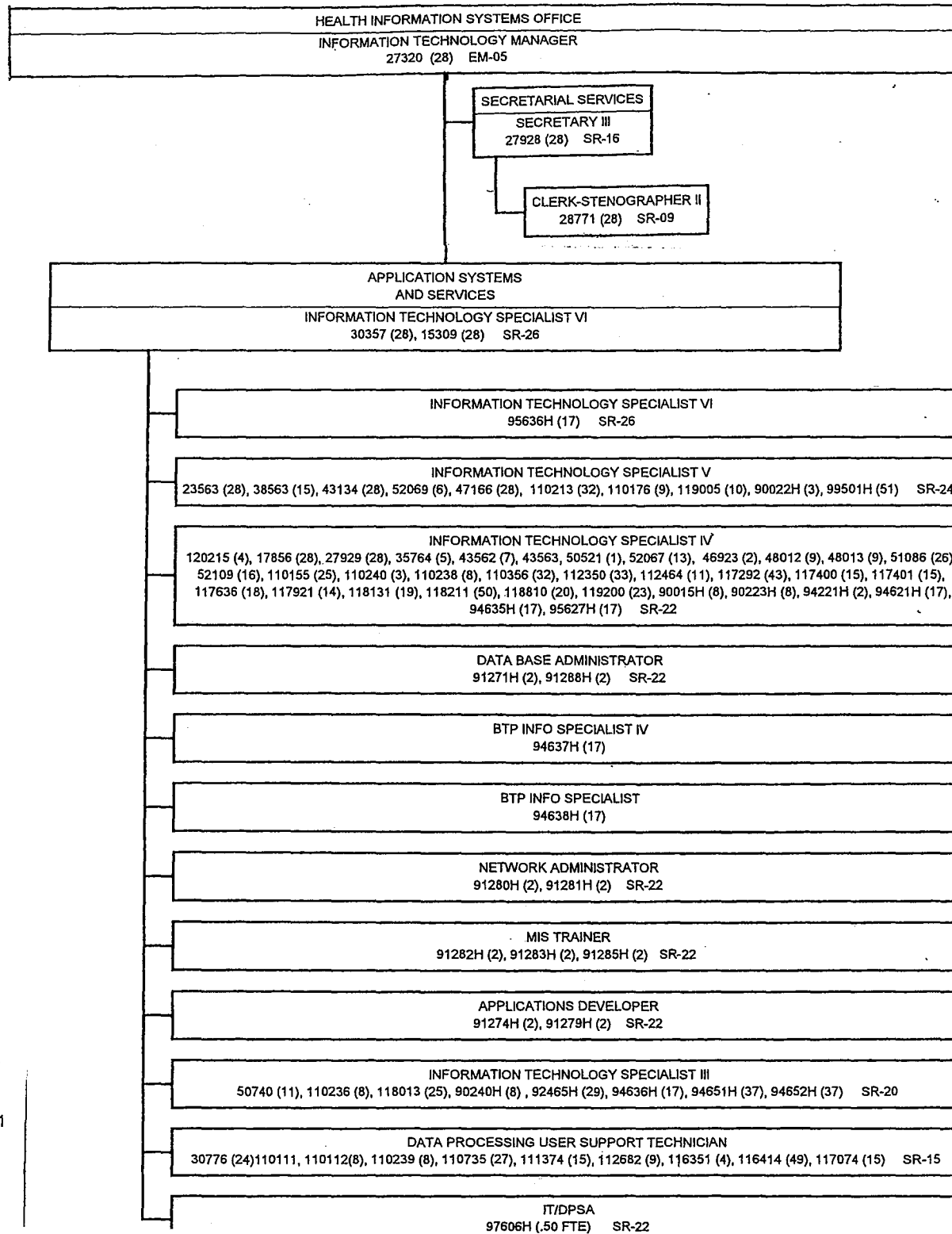


(1) FIRST ASSISTANT TO PERSONNEL OFFICER.



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

POSITION ORGANIZATION CHART



- (1) BUDGETED IN HTH 840/FJ.
- (2) BUDGETED IN HTH 495/HB, NTE 6/30/12.
- (3) BUDGETED IN HTH 460/HF, NTE 6/30/12.
- (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 6/30/12.
- (15) BUDGETED IN HTH 560/KC.
- (16) BUDGETED IN HTH 440/HD (50%) NTE 6/30/12.
- (17) BUDGETED IN HTH 131/DB, NTE 6/30/12
- (18) BUDGETED IN HTH 840/FK.
- (19) BUDGETED IN HTH 760/MS, NTE 6/30/12.
- (20) BUDGETED IN HTH 710/MG.
- (21) BUDGETED IN HTH 560/KC, NTE 6/30/12.
- (23) BUDGETED IN HTH 720/MP, NTE 6/30/12
- (24) BUDGETED IN HTH 141/KJ.
- (25) BUDGETED IN HTH 610/FL.
- (26) BUDGETED IN HTH 840/FF.
- (27) BUDGETED IN HTH 590/GQ, NTE 6/30/12.
- (28) BUDGETED IN HTH 907/AG.
- (29) BUDGETED IN HTH 501/CU, NTE 6/30/12.
- (32) BUDGETED IN HTH 840/FE.
- (33) BUDGETED IN HTH 840/FG.
- (37) BUDGETED IN HTH 131/DC, NTE 6/30/12.
- (43) BUDGETED IN HTH 840/FH.
- (45) BUDGETED IN HTH 501/CQ, NTE 6/30/12.
- (47) BUDGETED IN HTH 560/CT.
- (49) BUDGETED IN HTH 131/DC, NTE 12/31/11.
- (50) BUDGETED IN HTH 440/HD, NTE 6/30/12.
- (51) BUDGETED IN HTH 131.DJ, NTE 6/30/12.

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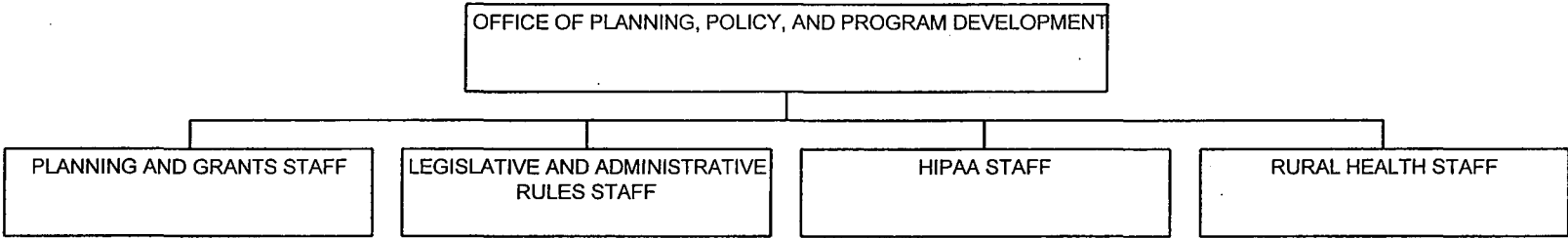
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
OFFICE OF AFFIRMATIVE ACTION

POSITION ORGANIZATION CHART

OFFICE OF AFFIRMATIVE ACTION		
29519	PERSONNEL MANAGEMENT SPECIALIST V	SR-24

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

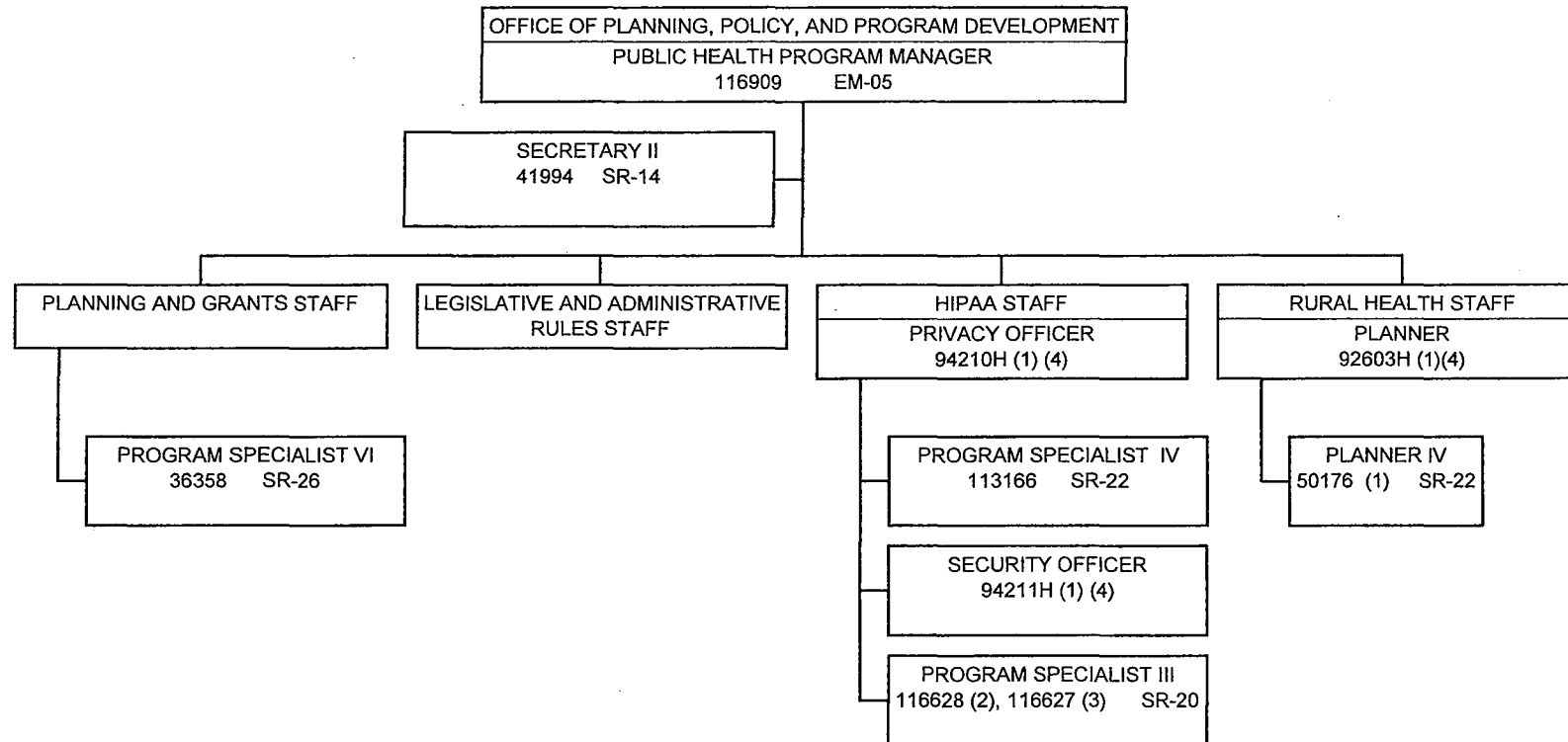
POSITION ORGANIZATION CHART





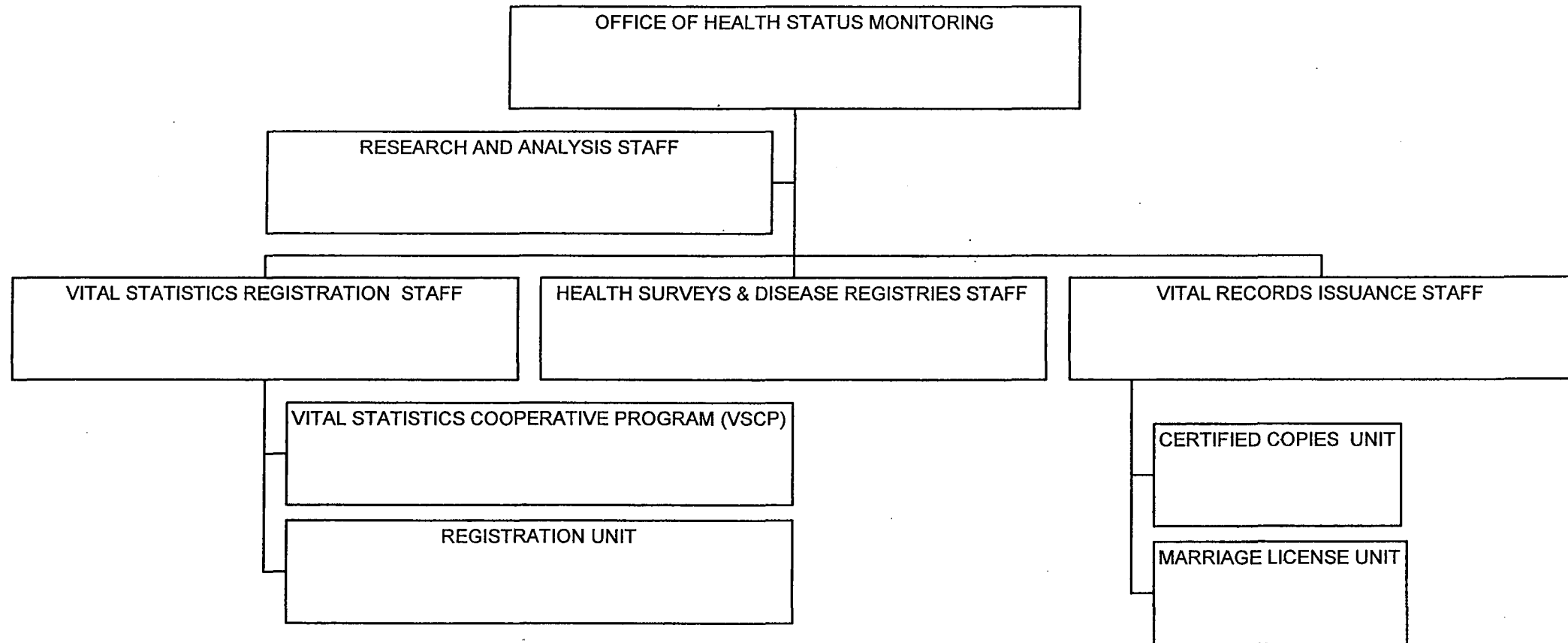
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 OFFICE OF PLANNING, POLICY, AND PROGRAM DEVELOPMENT

POSITION ORGANIZATION CHART

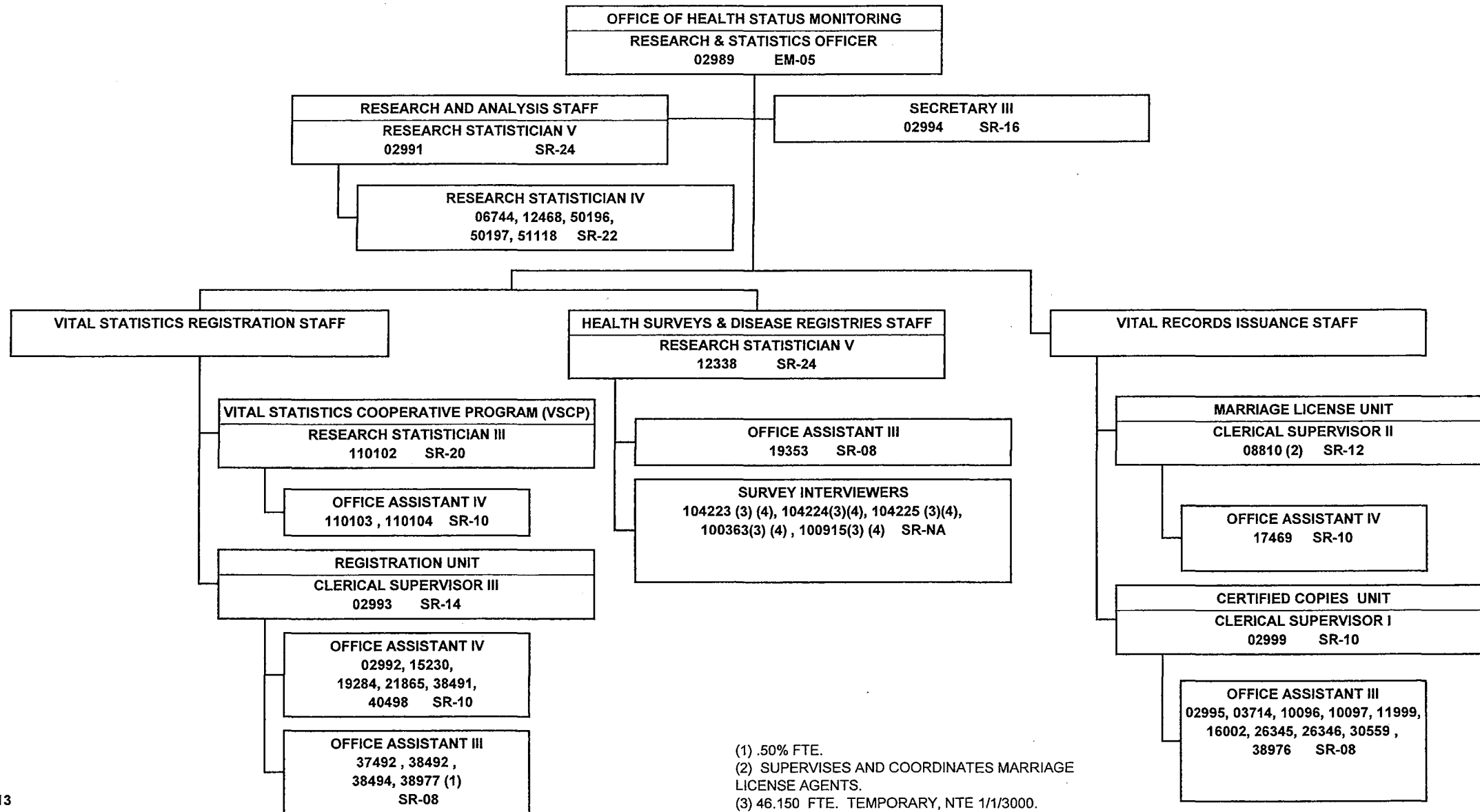


(1) TEMPORARY, NTE 6/30/12.  
 (2) PHNB.  
 (3) AMHD.  
 (4) TO BE ESTABLISHED.

POSITION ORGANIZATION CHART



POSITION ORGANIZATION CHART



- (1) .50% FTE.
- (2) SUPERVISES AND COORDINATES MARRIAGE LICENSE AGENTS.
- (3) 46.150 FTE. TEMPORARY, NTE 1/1/3000.
- (4) ABOLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH

FUNCTIONAL STATEMENT

Under the general direction of the Director of Health, plans, directs and coordinates the overall administrative staff functions of the Department in effectively performing its functions and attaining its mission, within the scope of laws and established policies and regulations.

Provides administrative leadership and general direction to district health offices and coordinates activities between and among the districts and different Administrations to provide uniform services throughout the State.

Coordinates the Departmental Civil Defense Program.

As first deputy, relieves and sits in for the Director in his absence.

Represents the Department before the Legislature and community groups, both public and private on all budget and administrative matters.

Advises on the need for public health regulations and amendments thereof and conducts public hearings thereon.

Directs the preparation of operating and capital budgets, justifies budgets before review and approving authorities, and exercises control of funds appropriated for the entire Department of Health.

Evaluates and oversees development and recommends administrative rules, regulations, policies and procedures.

Recommends to the Director the establishment of and changes to organizational structure and programs and after approval, directs the implementation of assigned programs.

DISTRICT HEALTH OFFICES

Administers and coordinates public health services in each of the neighbor island counties through District Health Offices on the islands of Kauai, Maui and Hawaii with the technical assistance and cooperation of the staff offices and divisions.

ADMINISTRATIVE SERVICES OFFICE

Provides department-wide budget and accounting services; reviews, coordinates and consolidates divisions and branch program plans and budgets (PPBS); provides purchasing services, conducts studies and develops management improvement programs; coordinates development of departmental capital improvement projects. Directs and coordinates the preparation of inventories.

HEALTH INFORMATION SYSTEMS OFFICE

Provides the department with technical resources and consultation on matters relating to public health applications of electronic data processing; serves as information technology development liaison to programs to facilitate utilization of data processing techniques and provides inservice training and program consultation for increasing the skills of department personnel in management information systems for supporting program planning, development, research and evaluation.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH

FUNCTIONAL STATEMENT

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.

OFFICE OF AFFIRMATIVE ACTION

Administers and develops non-discrimination and affirmative action programs and employment and non-discrimination in service programs, conducts orientation and training on federal and state requirements on affirmative action and cultural awareness program, and investigates charges filed against the department.

OFFICE OF HEALTH STATUS MONITORING

Administers 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.

OFFICE OF PLANNING, POLICY AND PROGRAM DEVELOPMENT

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 support for rural health and grant-seeking activities; administers and coordinates the department's Health Insurance Portability and Accountability Act of 1996 (HIPAA) 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.

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.

STATE OF HAWAII  
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.

STATE OF HAWAII  
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



STATE OF HAWAII  
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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ADMINISTRATIVE SERVICES OFFICE

FUNCTIONAL STATEMENT

- . 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HUMAN RESOURCES OFFICE

FUNCTIONAL STATEMENT

- 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, and discharge 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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HUMAN RESOURCES OFFICE

FUNCTIONAL STATEMENT

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 and the Office of the Attorney General.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HUMAN RESOURCES OFFICE

FUNCTIONAL STATEMENT

- 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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HUMAN RESOURCES OFFICE

FUNCTIONAL STATEMENT

attendees, arranges for equipment, provides for translation services as 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; provides government notary services; and conducts a criminal history record search and clearance.

STATE OF HAWAII  
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HUMAN RESOURCES OFFICE

FUNCTIONAL STATEMENT

- 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, overtime, 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, the employee database 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 with the Department's Administrative Services Office, Department of Human Resources Development, Employees' Retirement System, Hawaii Employer-Union Health Benefits Trust Fund, Hawaii Criminal Justice Data Center, Office of the Attorney General, Department of Defense, Department of Accounting and General Services, Department of Labor and Industrial Relations, I.N.G., and Comprehensive Financial Planning on employee benefits, special enrollments, 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  
DEPARTMENT OF HEALTH  
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.

STATE OF HAWAII  
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DEPUTY DIRECTOR OF HEALTH  
HEALTH INFORMATION SYSTEMS OFFICE

FUNCTIONAL STATEMENT

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 recomend 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH  
OFFICE OF AFFIRMATIVE ACTION

FUNCTIONAL STATEMENT

Develops and administers non-discrimination and affirmative action programs for employment and non-discrimination in services programs.

Maintains departmental liaison with Governor's Office of Affirmative Action for employment, and other agencies and groups relating to equal access to services, particularly on bilingual services and access by handicapped persons.

Assists in developing, monitoring and testifying on legislation affecting equal access.

Develops methods, procedures, and forms for analyzing, evaluating, informing, and reporting.

Assists management with technical skills in work force analysis, goal setting, other affirmative action criteria, program accessibility analysis, language needs, and other access to services criteria. Makes final review.

Makes special studies and analyses including adverse impact, disparate treatment or effect, self-evaluation, communication concerns, and underutilization.

Provides advisory, coordinative and consultative services to management and supervisory personnel including site reviews for reasonable accommodation, undue hardship, and program access.

Develops and recommends additions and revisions to State laws, rules and procedures, and to department policies, procedures, and practices. Prepares or assists in preparing directives.

Conducts orientation and training on requirement including subjects such as sexual harassment, reasonable accommodation, undue hardship, interview and selection, departmental policies and goals, bilingual services, program accessibility, and contractor obligations.

Disseminates information and stimulates interest through memoranda, newsletters, and other media.

Prepares, compiles, and assists with reports on status or progress of program or elements for the Legislature, the Governor's Office of Affirmative Action, enforcement agencies, other agencies, courts or internal use.

Maintains master file for formal discrimination cases, language capability, and physical accessibility.

Conducts investigations on charges filed with the department. Investigates, coordinates, and makes recommendations in charges or findings of state or federal enforcement agencies.

Develops and administers cultural awareness program.

Prepares and coordinates training program for management, supervisory, and direct

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DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH  
OFFICE OF AFFIRMATIVE ACTION

FUNCTIONAL STATEMENT

services personnel for cross-cultural sensitivity to ethnic and other factors covered by non-discrimination and affirmative action.

Disseminates information and stimulates interest through speakers, memoranda, newsletters, articles, and other media.

Makes assessments of department and community to determine appropriate training activities.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH  
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.

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.

VITAL STATISTICS REGISTRATION STAFF

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



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

FUNCTIONAL STATEMENT

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.

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

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

FUNCTIONAL STATEMENT

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 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.

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

FUNCTIONAL STATEMENT

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 support for rural health and grant-seeking activities; administers and coordinates the department's Health Insurance Portability and Accountability Act of 1996 (HIPAA) 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.

Planning and Grants Staff

- Provides staff support for the development of a departmental functional plan.
- 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 technical advice and assistance to program managers on program-based planning activities.
- Develops departmental guidelines for long range planning activities.
- 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.
- Develops, coordinates, and provides technical assistance on grant proposals and other funding mechanisms which enhance program capacities.

Legislative and Administrative Rules Staff

- Provides support for departmental programs and the Director's Office in legislative matters by coordinating and processing departmental testimony during the Legislative session, including the training of departmental personnel in the legislative process.
- 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.
- Provides technical assistance and facilitates the process for programs in the development of departmental Hawaii Administrative Rules (HARs).

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

FUNCTIONAL STATEMENT

HIPAA Staff

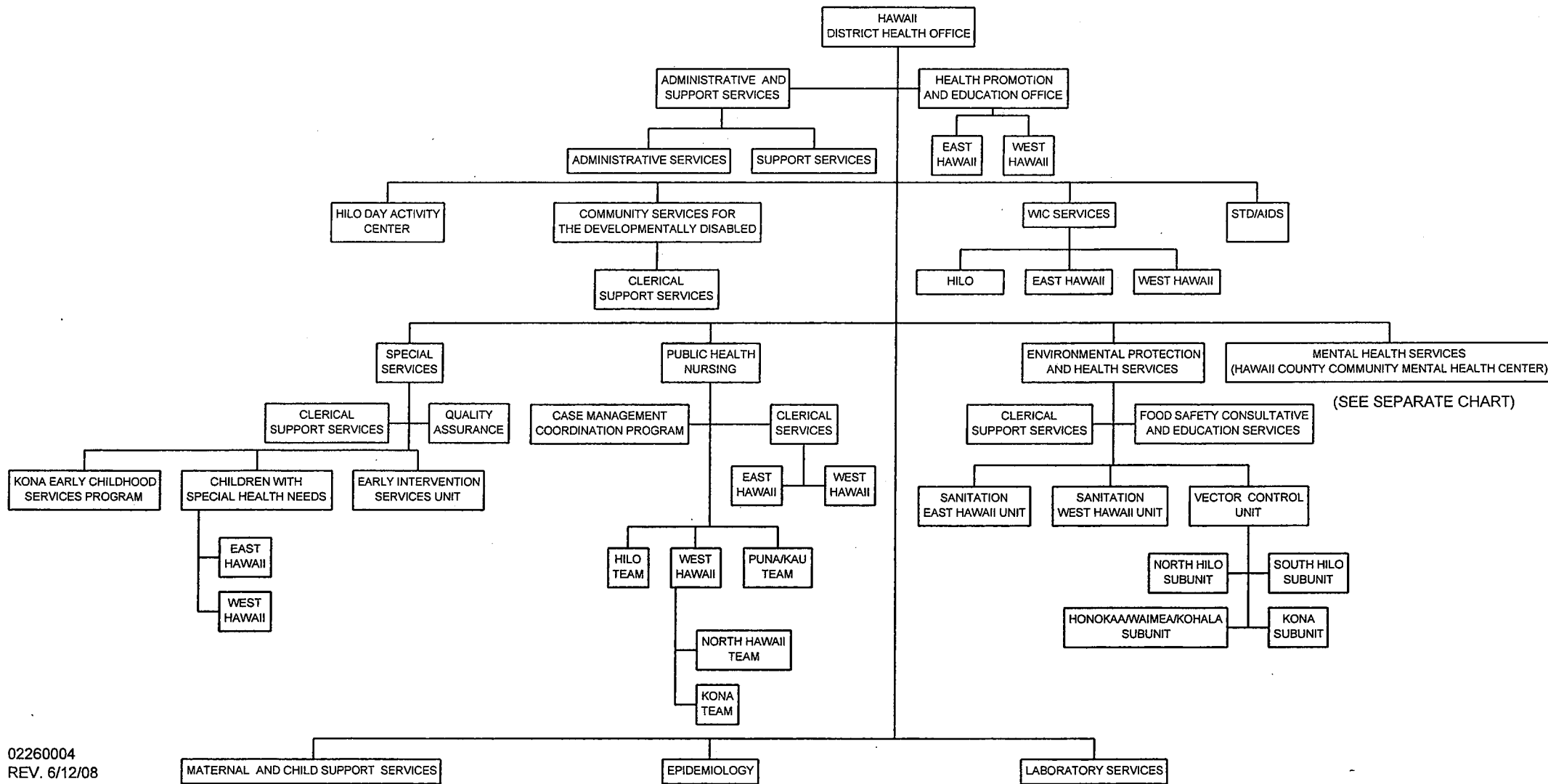
- Develops and manages the department's HIPAA compliance program to meet the requirements of federal laws and regulations and includes components related to the privacy and security of health information and transactions and code sets.
- Maintains and monitors enterprise policies and procedures that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

Rural Health Staff

- Develops, drafts, and coordinates the comprehensive rural health plan of the Medicare Rural Hospital Flexibility Program.
- Provides staff support to various programs, including the Medicare Rural Hospital Flexibility Program (aka Critical Access Hospital), the Small Hospital Improvement Program, and the Conrad 30 State Interest Waiver Program.
- Facilitates rural health workforce recruitment and retention efforts.
- Provides technical assistance to rural communities, supports the development of community leadership, and develops public and private partnerships to create rural health initiatives.
- Develops, coordinates, and provides technical assistance on grant proposals and other funding mechanisms which enhance community rural health capabilities.

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

ORGANIZATION CHART

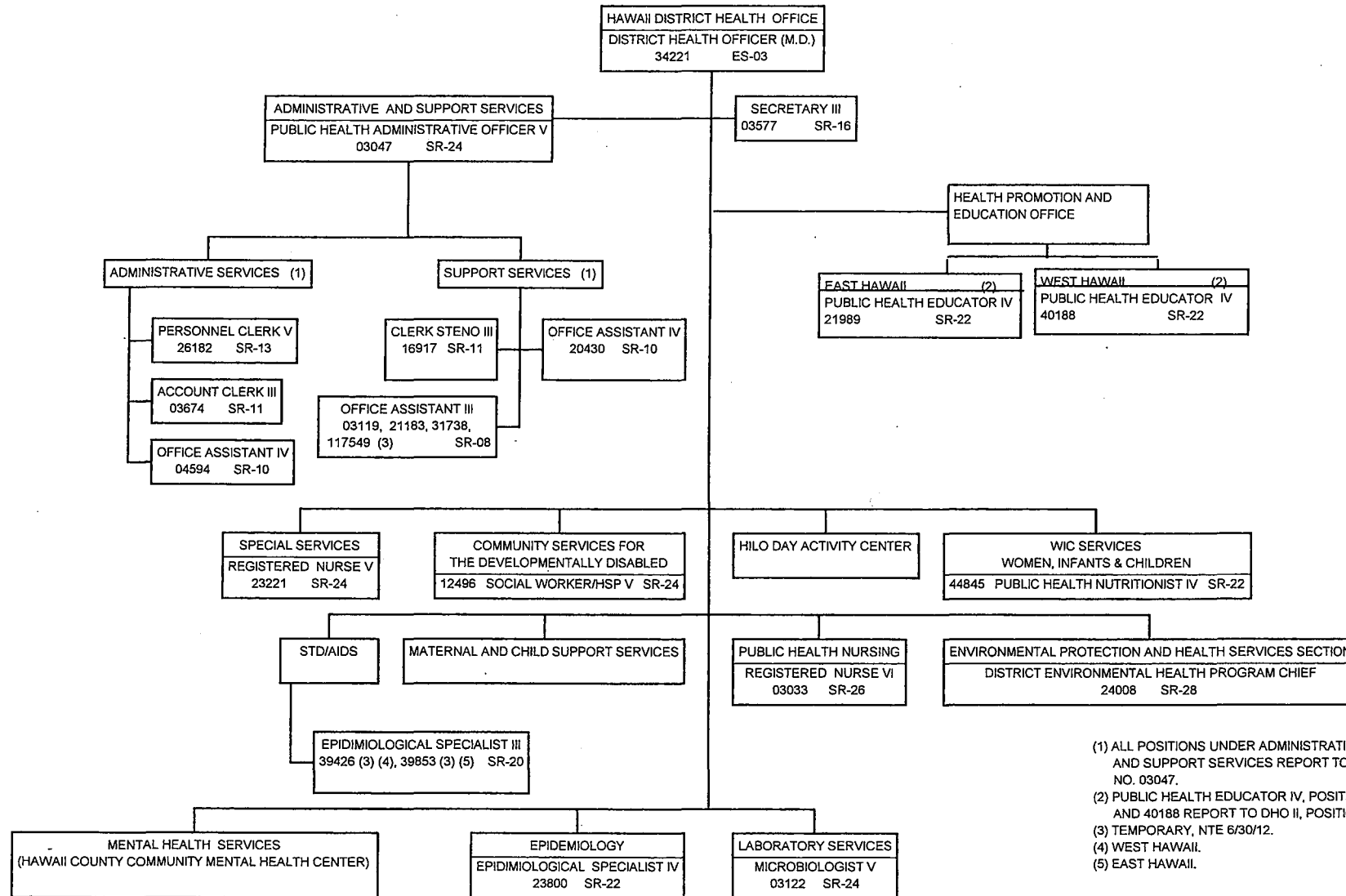


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STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE

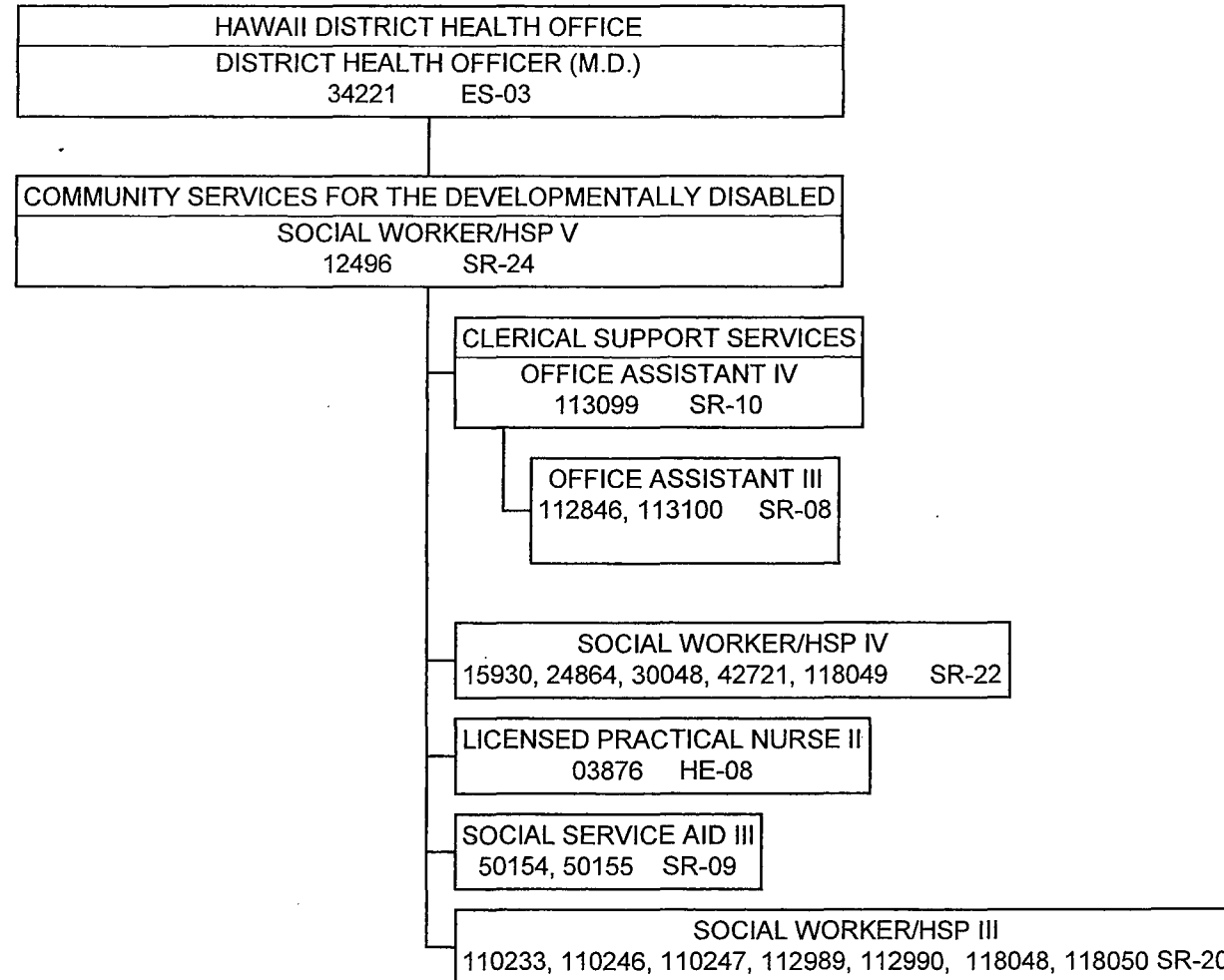
POSITION ORGANIZATION CHART



- (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 6/30/12.
- (4) WEST HAWAII.
- (5) EAST HAWAII.

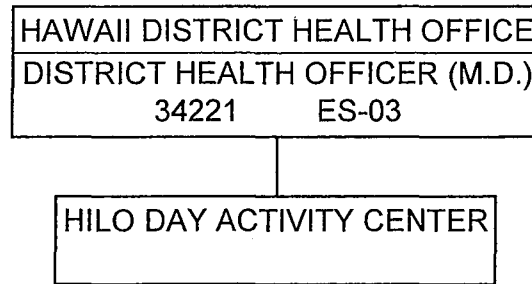
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
HAWAII DISTRICT HEALTH OFFICE  
COMMUNITY SERVICES FOR THE DEVELOPMENTALLY DISABLED

POSITION ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
HAWAII DISTRICT HEALTH OFFICE  
HILO DAY ACTIVITY CENTER

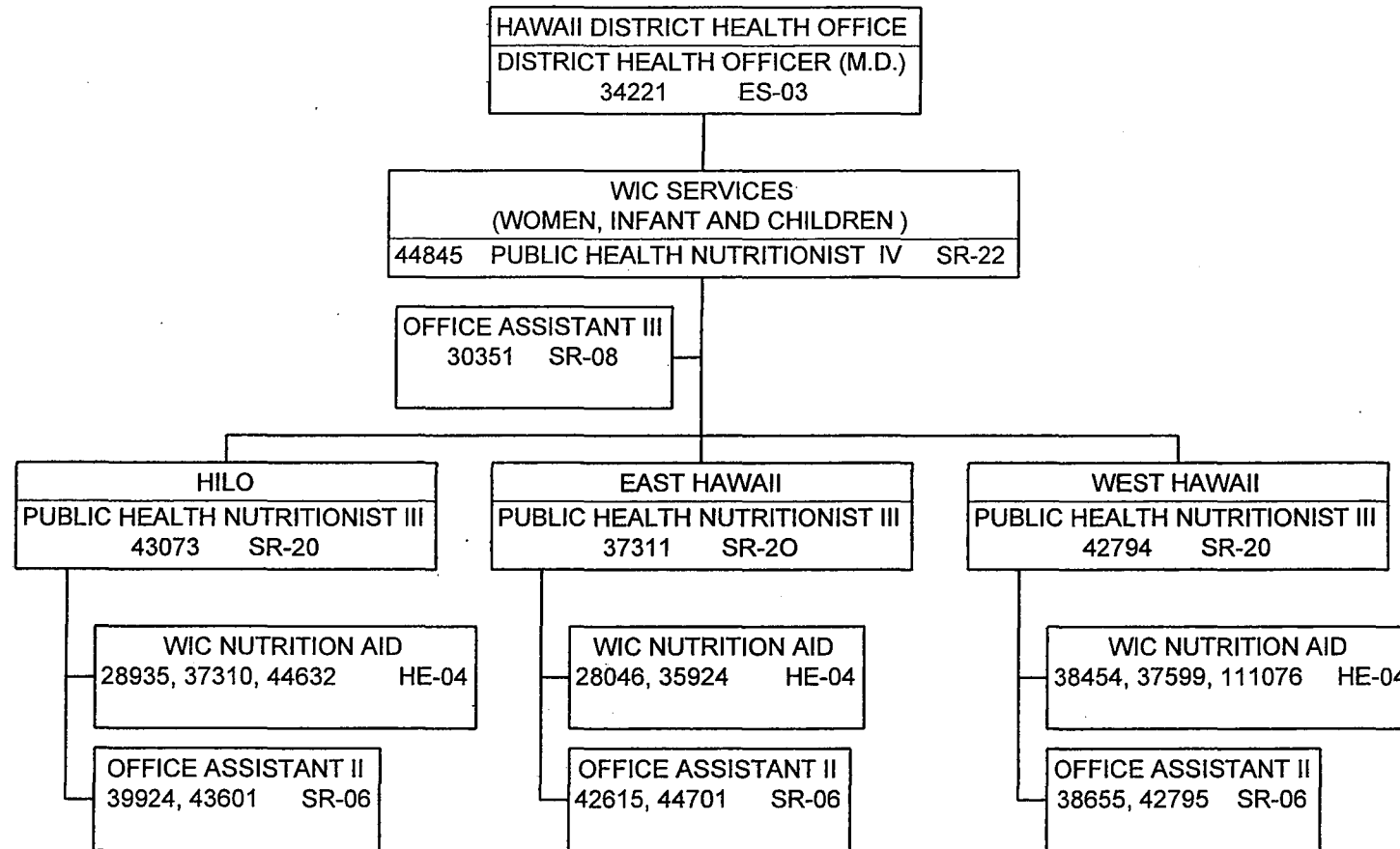
POSITION ORGANIZATION CHART



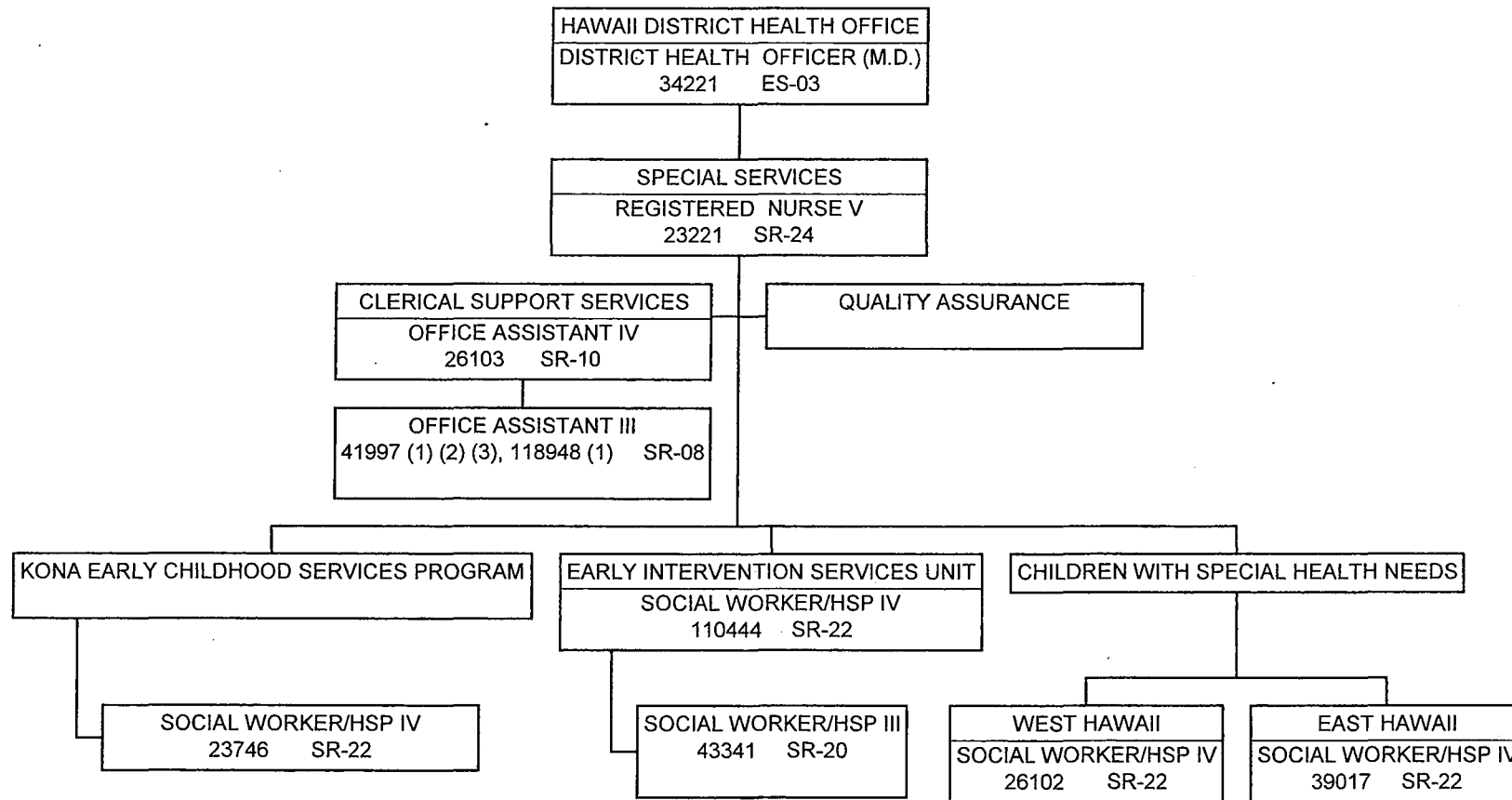


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE  
 WIC SERVICES

POSITION ORGANIZATION CHART



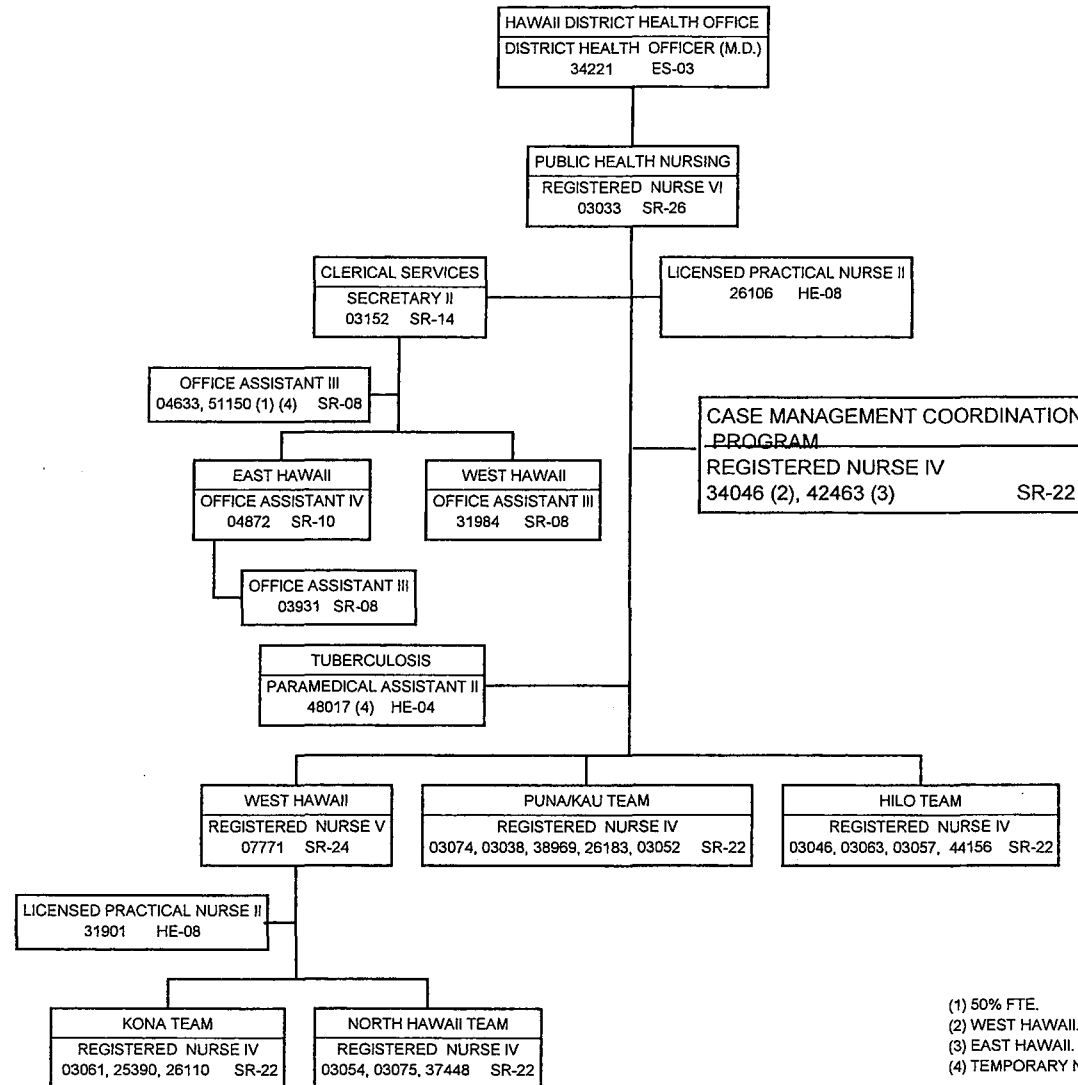
POSITION ORGANIZATION CHART



(1) 50% FTE.  
 (2) NTE 6/30/11.  
 (3) ABOLISHED.

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

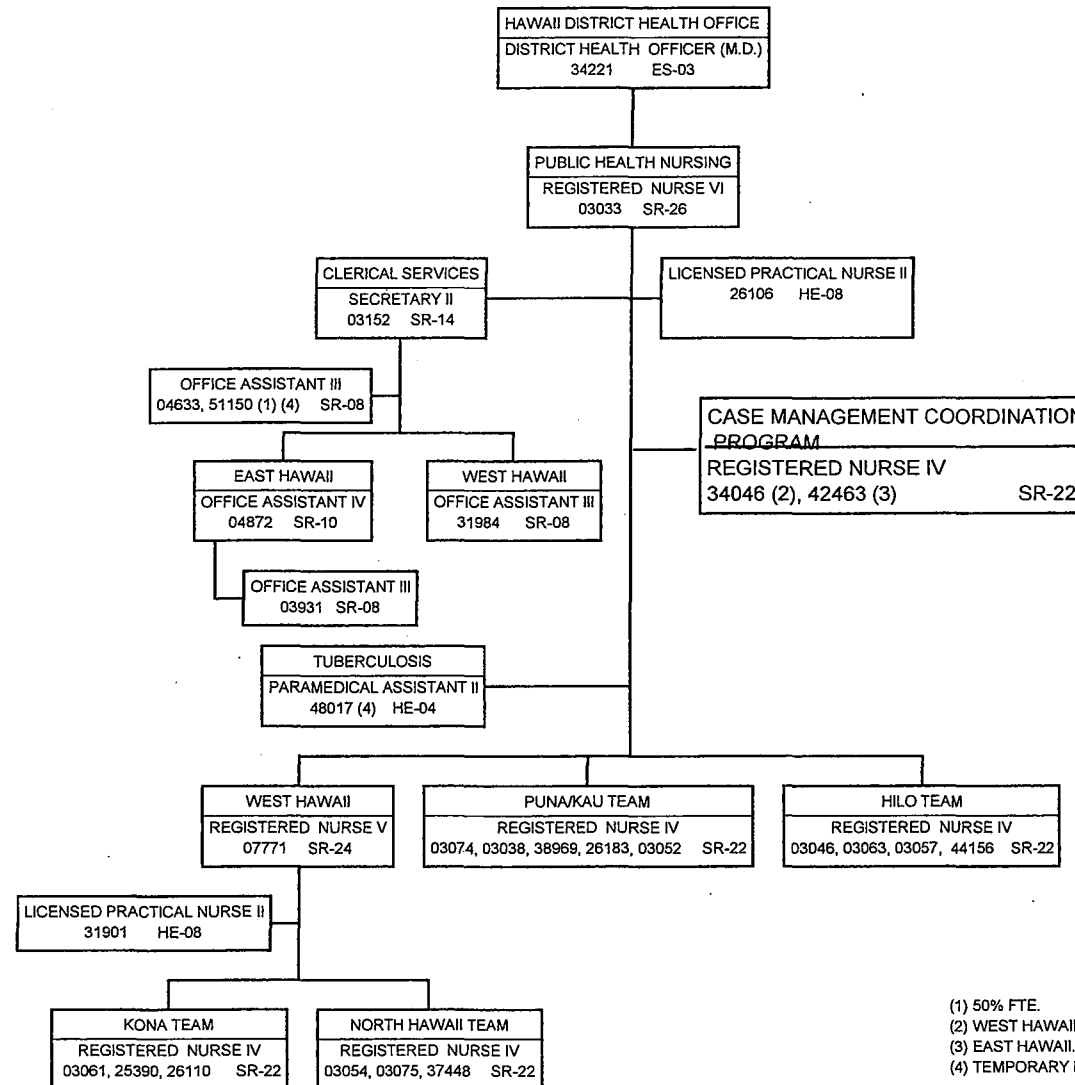
POSITION ORGANIZATION CHART



- (1) 50% FTE.
- (2) WEST HAWAII.
- (3) EAST HAWAII.
- (4) TEMPORARY NTE 6/30/12.

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

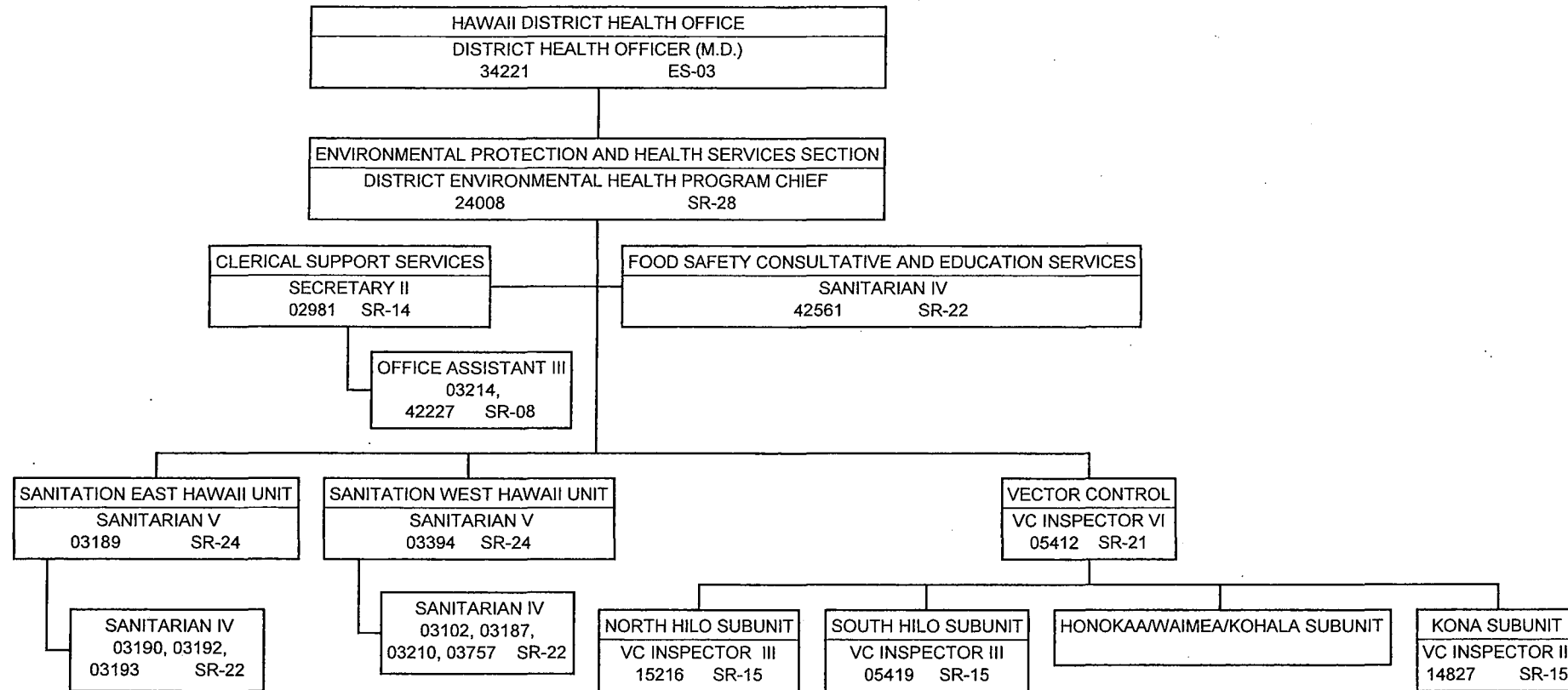
POSITION ORGANIZATION CHART



- (1) 50% FTE.
- (2) WEST HAWAII.
- (3) EAST HAWAII.
- (4) TEMPORARY NTE 6/30/12.

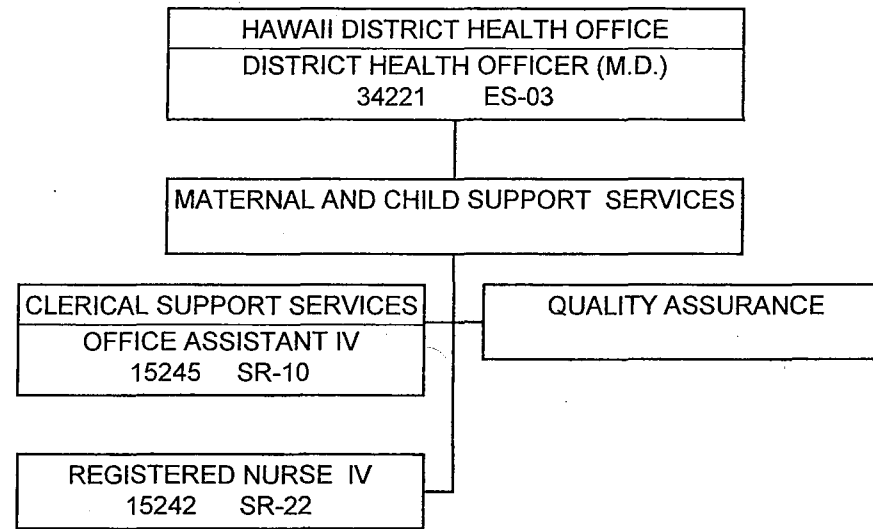
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE  
 ENVIRONMENTAL PROTECTION AND HEALTH SERVICES SECTION

POSITION ORGANIZATION CHART



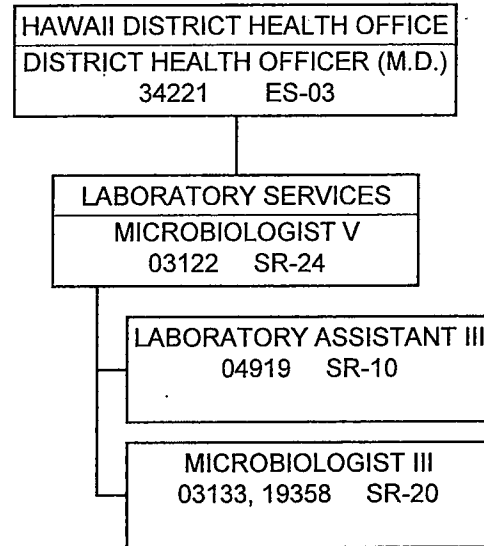
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
HAWAII DISTRICT HEALTH OFFICE  
MATERNAL AND CHILD SUPPORT SERVICES  
LABORATORY SERVICES

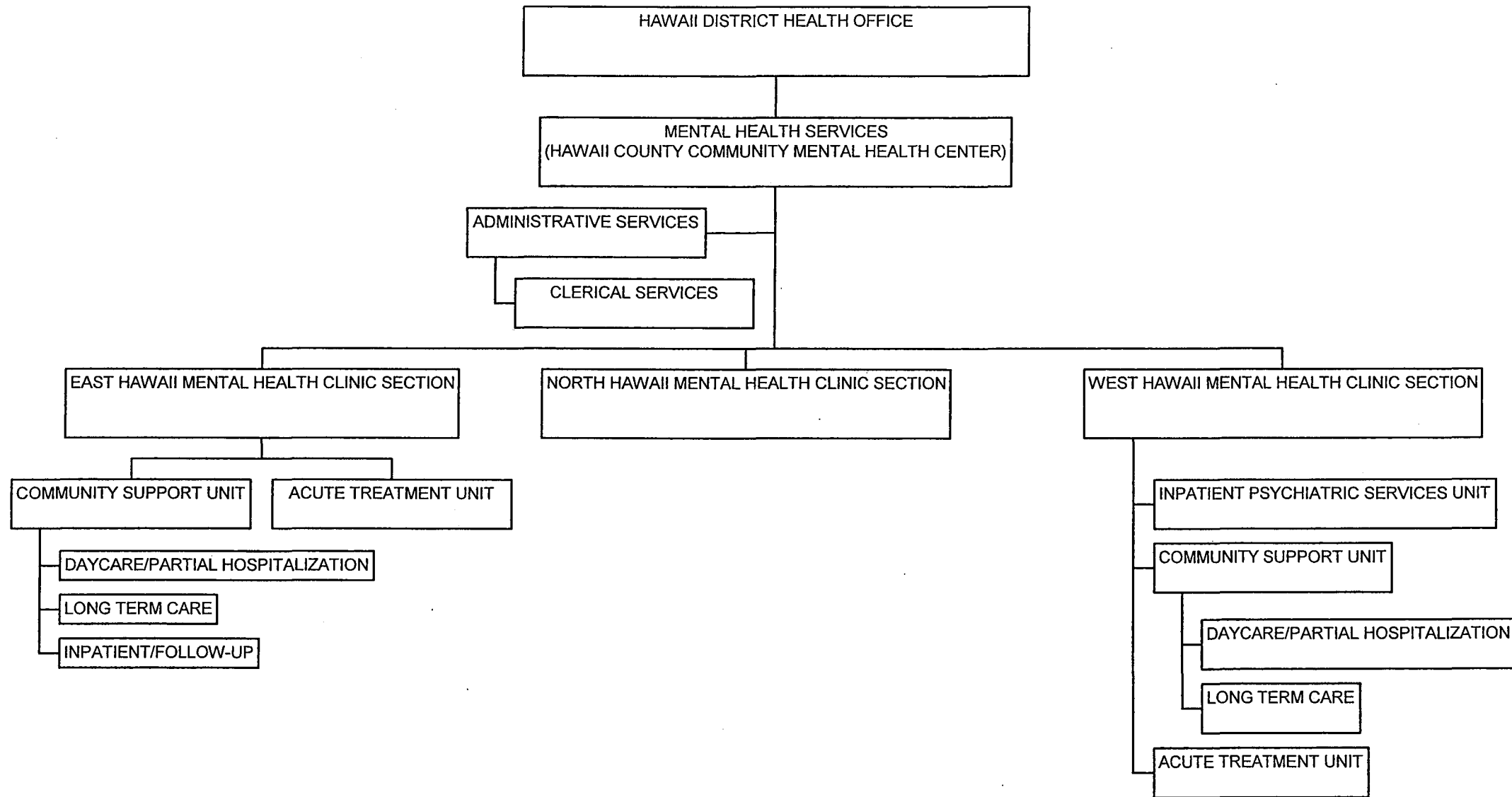
POSITION ORGANIZATION CHART



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

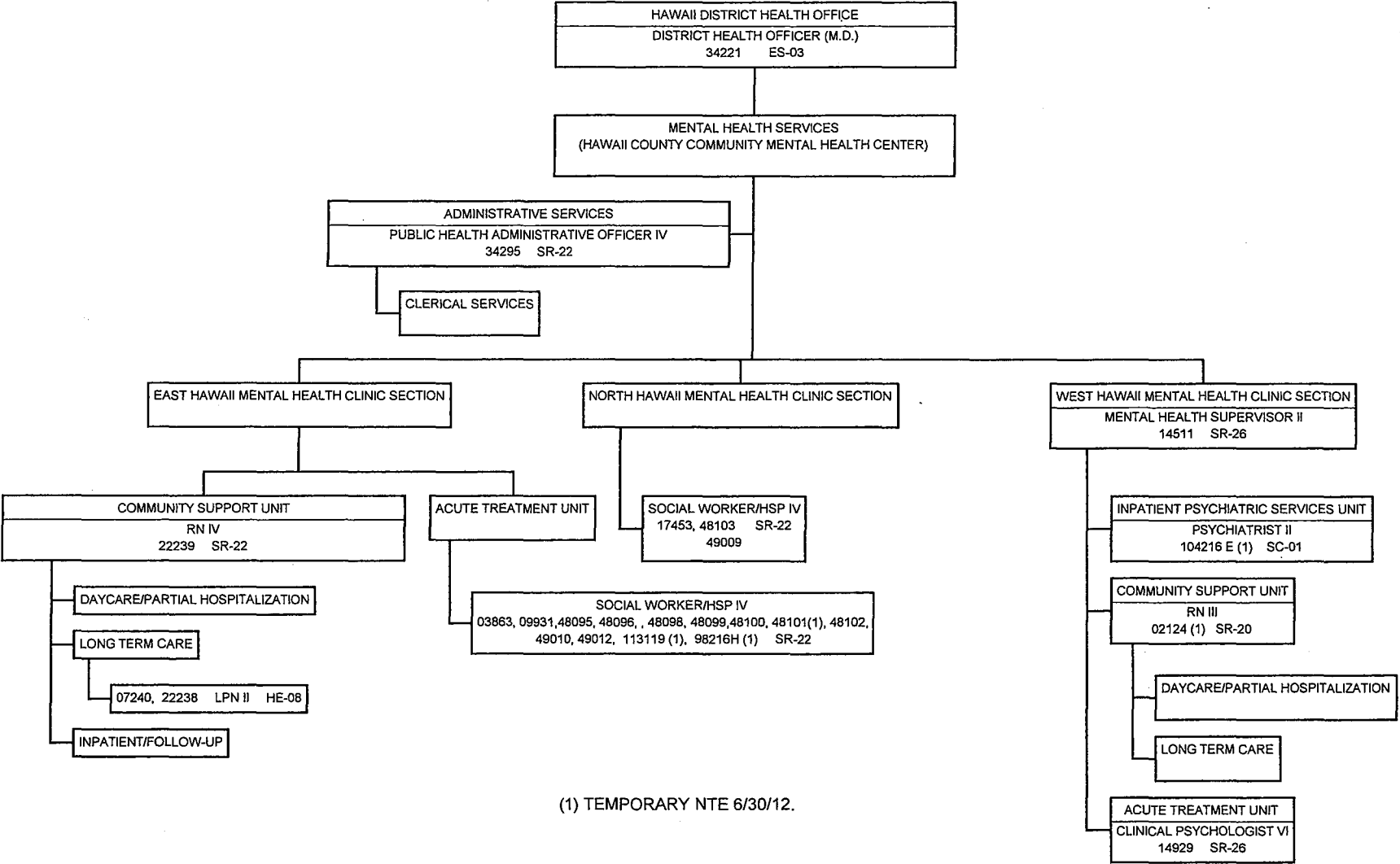
POSITION ORGANIZATION CHART







STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 HAWAII DISTRICT HEALTH OFFICE  
 MENTAL HEALTH SERVICES  
 POSITION ORGANIZATION CHART



(1) TEMPORARY NTE 6/30/12.

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

FUNCTIONAL STATEMENT

I. MAJOR FUNCTION

The Hawaii District Health Office represents the Office of the Director of Health for the County of Hawaii. The Hawaii District Health Office 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 Hawaii District Health Office also assists the Director of Health in developing such needed programs, coordinates and supervises accomplishment 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 District Health Office staff and renders administrative, fiscal and office support to the District Health Officer and programs (organizational segments). Provides personnel, fiscal and clerical support services for all programs within the Hawaii District Health Office ensuring compliance with State and departmental procedures.
- B. Support Services receives administrative supervision from the District Health Office and technical guidance from their respective programs. The administrative support services provide clerical support to different programs (organizational segments) within the Hawaii District Health Office.

III. HEALTH PROMOTION AND EDUCATION OFFICE  
(EAST HAWAII, WEST HAWAII)

Plans, implements and evaluates a comprehensive island-wide program in public health education and health promotion; specific focus on tobacco/physical activity/nutrition prevention and education strategies. Ensures a process of broad and sustained participation by community stakeholders whose collaborative work will result in healthier individuals and communities:

Provides leadership in reducing morbidity and mortality attributed to cancer, cardiovascular disease, diabetes, renal disease and other chronic diseases.

- Develops, evaluates and implements community health and health education interventions and programs which are scientifically sound and culturally appropriate for communities and groups who are at high risk.
- Implements state and federal funded community health and health education programs.
- Monitors and evaluates progress and improvements in community health indicators.
- Develops, produces, disseminates and evaluates policies, standards and guidelines that create social and environmental conditions that promote health.

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- Identifies, mobilizes, advocates and promotes community resources to support prevention priorities, capacity building activities and the adoption of health behaviors.
- Conducts pilot and research projects related to health education and community development and translates health promotion/education and behavior change research and theory into practical community models.
- Collects, interprets and distributes data on health knowledge, attitudes, beliefs and practices related to community health, health risks and health promoting behaviors; and identifies populations at disparate risk for morbidity and mortality.
- Collaborates in the production and distribution of data analysis for non-public health audiences and facilitates the use of population-based data in community health planning efforts.
- Designs, plans, conducts workshops, seminars and conferences that build community capacity, skills, knowledge about community development, health education and health promoting behaviors.
- Designs, produces and distributes information to increase awareness of health risks and advocate healthy lifestyle choices through programs, high technology, mass media directly to the public.
- Provides technical assistance and consultation to District Health Office programs, other governmental agencies, community groups and private businesses in the design of appropriate health education and promotion methodologies and effective tobacco prevention/physical activity/nutrition strategies.
- Provides leadership in the development and implementation of a statewide plan for a smoke free Hawaii.
- Serves as a clearinghouse for community health, health education and tobacco prevention/physical activity/nutrition resources.
- Provides bilingual (Filipino) outreach and interpretation services to the non and limited English speaking Filipino population.

IV. SPECIAL SERVICES

Responsible for planning, identification of needs, coordination and implementation of services and evaluation and the administrative management of the Quality Assurance Unit, Kona Early Childhood Services Program, Children with Special Health Needs Unit (East and West Hawaii), and Early Intervention Services Unit.

Responsible for Hawaii District Health Office initiatives, such as, school based health services initiatives, Healthy People 2010 initiatives, project director for the Ka'u Outreach Grant, Breast and Cervical Cancer Control project coordinator, etc.

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A. Clerical Support Services

Provide island-wide general clerical services for Special Services and the four units, Quality Assurance; Kona Early Childhood Services Program; Children With Special Health Needs, East and West Hawaii; and Early Intervention Services Unit.

B. Quality Assurance

Responsible for implementing strategies and activities to support quality assurance, including:

- Supports the internal program improvement efforts of early intervention state and private purchase-of-service (POS) programs
- Provides on-site monitoring of early intervention state and private POS programs
- Participates in internal service testing
- Supports the auditing of fee-for-service contracts
- Monitors for compliance with Part C of P.L. 105-17 with the Felix Consent Decree and the Hawaii Early Intervention State Plan
- Collaborates with the Department of Education (DOE) to support the development and implementation of DOE QA Complex Plans

C. Kona Early Childhood Services Program

Provides early intervention services through the Kona Early Childhood Services Program. Serves the 0-3 age group infants and toddlers who have been determined to be developmentally disabled, have substantial delays, or are at high risk for developmental problems. Works with the children and their parents to maximize the growth and development of the child, minimize the effects of the handicapping condition and prevents secondary and tertiary handicaps through therapeutic intervention involving gross motor, fine motor, communication skills, self help skills, cognitive, social and affective development. Prepares the children and their families for transition into education and/or other programs.

D. Children with Special Health Needs  
(East Hawaii, West Hawaii)

Administers a program to diagnose as early as possible chronic handicapping conditions in children under 21 years of age and to provide comprehensive family centered and community based treatment and habilitative services to children and families in need through the clinical services unit and social work unit.

The social work unit administers a dual program for (1) providing medical social work services to patients and families with children with special health

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needs eligible handicapping conditions and (2) assuring case management to children under 16 years of age in Hawaii who receive Supplemental Security income.

E. Early Intervention Services Unit

The Early Intervention Services Unit is responsible for planning, implementing, administering, monitoring, and evaluating a system of coordinated, family centered, culturally competent, early intervention services to serve young children with special needs and their families as required under public law, P.L. 102-119.

V. LABORATORY SERVICES

Provides diagnostic, regulatory and consultative laboratory services to physicians, hospitals, private laboratories 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 identification of the causative agents of communicable disease, for surveillance purposes, and refers specimens to the Central State Laboratory in the field of public and environmental health within the County of Hawaii.

VI. MATERNAL AND CHILD SUPPORT SERVICES

Advocates for and ensures that women and children of all ages achieve and maintain optimal health. Maternal and Child Support Services promotes health services to women and children (including adolescents) through activities such as care management to targeted populations, community education, working with various community groups to build services to support women and children and reduce their risks of various health problems. With the Department of Health and Human Services, Health Resources and Services Administration (HRSA) grant number H67MC04801AD, Disparities in Perinatal Health-Border Initiatives for the project period June 1, 2005 to May 31, 2009 targets Hawaiian, Pacific Islander, Hispanic and all adolescent women and their families by focusing on improving perinatal health outcomes by case management, outreach, health education, depression screening and caring for women between pregnancies to improve perinatal health outcomes in the County of Hawaii and making a positive impact on the infant mortality rate.

A. Quality Assurance

Will monitor, track and measure the Department of Health and Human Services, Health Resources and Services Administration (HRSA) grant number H67MC04801AD, Disparities in Perinatal Health –Border Initiatives for the project period June 1, 2005 to May 31, 2009 with the responsibility of planning, developing, implementing, coordinating and evaluating the delivery of professional clinical services by the project and explore questions related to the scope of practice in new standards of care for project nurses, social workers and contractors.

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B. Clerical Support Services

Provide island-wide general clerical services for the Maternal and Child Support Services at the four project office in Hilo, Honokaa, Kona and Kau to support the program.

VII. EPIDEMIOLOGY

Conducts ongoing studies using Office of Health Status Monitoring and program based data on the general public health status of Hawaii's population.

VIII. PUBLIC HEALTH NURSING

Public Health Nursing (PHN) is responsible for all aspects of public health throughout the County of Hawaii. It provides the supportive public health nursing services to other health programs in the County. In addition to providing services to the department's mandated health programs, services are available to the residents as well as to private and other public agencies.

PHN is a generalized, multi-faceted program which strives for optimum health of the population through the administration and delivery of nursing services to the community which includes families and individuals. The nature of the practice is general, comprehensive, coordinated and continuous. The work setting is in the home, clinic, neighborhood/health center, day/family care center, adult residential care home, preschool, school, office and work site. Disease prevention, health promotion, health maintenance, health education, case management/care coordination and continuity of care are utilized in a total approach to the provision of services to the at-risk individual families, groups and communities. The program also recognizes that empowerment of families and communities fosters ownership and better health outcomes for people.

The Public Health Nurse works collaboratively with the department's medical and interdisciplinary program staffs in providing nursing intervention services. Appropriate nursing services are provided 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.

The PHN section is responsible for providing the following services through the County of Hawaii:

- Respond to disasters and public health outbreaks of communicable diseases, etc.
- Organizes and operates public health clinics/activities in support of the department's mission, public health concerns and mandated program, i.e., immunization clinics, tuberculin testing clinics and other specialty clinics.
- Works with the schools to identify students who are at risk for compromised health outcomes through specific screening, consultative services, and to assure access to/and or receipt of appropriate health services.

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- Coordinates medical, nursing and clinical services to benefit individuals, families, communities, the department's programs, public and private physicians.
- 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 individuals' health status by focusing on creative strategies to meet their needs.
- Participates in research activities which improve the standards of care for specific populations.
- Collects and analyzes data for program planning and evaluation.
- Provides nursing services to at-risk, targeted individuals, families and communities in collaboration with medical/health professionals and community resources.
- Administers nursing services to the special needs population in collaboration with the public schools.
- Assures appropriate staffing pattern and assignments of staff for provision of mandated skilled nursing services to the severely multiply-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 the 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 nursing consultation to schools and day care centers.

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- Teaches health practices through private and public instruction, demonstration and counseling.
- Assists individuals and families in need of further medical care to assure that care is provided. This includes coordination of services with public and private health agencies.
- Provides other administrative and health intervention services to the individual and family and serves as a liaison between the family and available community resources.
- Represents the department in community councils and groups and actively participates in planning and decision making activities related to health.

A. Clerical Services Unit (East Hawaii, West Hawaii)

Provides secretarial and clerical services for PHN administrative, personnel, fiscal and programmatic areas. (The team concept was developed and implemented to address the abolishment of the RPN V supervisory position in East Hawaii.)

B. Case Management Coordination Program

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

C. West Hawaii Unit

This unit is composed of the Kona Team and the North Hawaii Team. The team is responsible for all the PHN services listed above in the specific geographic area. In addition, each PHN is assigned a specific geographic area within the West Hawaii Unit.

D. Puna/Kau Team

This team is responsible for all the PHN services listed above in the specific geographic area. In addition, each PHN is assigned a specific geographic area within the Puna/Kau Team.

E. Hilo Team

This team is responsible for all the PHN services listed above in the specific geographic area. In addition, each PHN is assigned a specific geographic area within the Hilo Team.



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IX. HILO DAY ACTIVITY CENTER

Provides daily training program for the adults with developmental disabilities living in North Hilo, South Hilo and Puna districts. Clients in the activity programs are trained in self-help skills, community living skills and socialization skills with the eventual goal of gainful employment, dependent on the capability of the individual client.

X. COMMUNITY SERVICES FOR THE DEVELOPMENTALLY DISABLED

- Provides case management services.
- Provides intake and eligibility determination services for individuals with developmental disabilities/mental retardation.
- Provides information and referral services by identifying, providing information on and referring individuals to community and departmental services.
- Provides community education on developmental disabilities and services in the community.
- Provides for individuals with developmental disabilities or mental retardation, a case management system that maximizes State funds whenever possible, e.g., targeted case management (TCM), separate from direct services, to support individuals to live their desired lives. Services include assessment, service planning, service brokerage, ongoing monitoring and coordination.
- Creates a written plan, using a person centered planning process, that is developed by the individual with developmental disabilities/mental retardation, with input from family, friends, and other persons identified by the person as being important in the planning process. This plan is a description of what is important to the individual, how any issues of health and safety shall be addressed, and what needs to happen to support the person in the person's desired life.
- Provides a system for 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 authorization for services and supports funded by Case Management and Information Services Branch.
- Provides information, coordination and support services to individuals, their families and caregivers who choose to be primary manager of the individual's services.

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- Provides social work services to individuals, families and caregivers related to services to individuals with developmental disabilities.
- Provides information and consultation regarding services for individuals with developmental disabilities.
- Advocates, develops, and supports efforts in support of individuals and case managers for community resource development and access.

Clerical Support Services

- Provides general clerical services for CSDD administrative, personnel, fiscal and programmatic areas to support the section.

XI. WOMEN, INFANT AND CHILDREN (WIC) SERVICES (HILO, EAST HAWAII, WEST HAWAII UNITS)

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 5 years of age, who are at nutritional risk with funds provided by the United States Department of Agriculture through the WIC Services 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 Services special program supplemental foods and determines compliance with the WIC Program regulations.

Interprets regulations to the public, state agencies and others as required.

XII. ENVIRONMENTAL PROTECTION AND HEALTH SERVICES

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

Responsible for implementing and maintaining the State of Hawaii Environmental Health Services Programs for the County of Hawaii, under HRS 321, 322 and 342F and Administrative Rules, Title 11, Chapters 11, (Sanitation), Chapter 12 (Food Establishment Sanitation), Chapter 13A (Public Swimming Pools), Chapter 14 (Housing), Chapter 15 (Milk), Chapter 16 (Recreational Trailer Camps), Chapter 17 (Tattoo Artists), Chapter 18 (Licensing of Sanitarians), Chapter 22 (Mortuaries, Cemeteries, Embalmers, Undertakers, and Mortuary Authorities), Chapter 26 (Vector Control), Chapter 39 (Air Conditioning and Ventilation), and Chapter 46 (Community Noise Control).

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Clerical Support Services:

Provides clerical support to all segments of the Environmental Health Services Programs by providing stenographic, typing, computer data entry, filing and retrieval, receiver of information and complaints, collection of fees and fines, maintenance of personnel records, and maintenance of fiscal accounts and expenditures.

Food Safety Consultative and Education Services:

Provides confidential, technical advisory and educational 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 1-4 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.

Develops confidential and sensitive advisories and educational services to management and food handlers of food establishments involved in foodborne disease outbreaks.

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 staff registered sanitarians and supervisors.

Sanitation East Hawaii Unit, Sanitation West Hawaii Unit:

Executes HRS 321 and 342F, and Hawaii Administrative Rules, Title 11, Chapters 11, 13A, 14, 15, 16, 17, 18, 22, 39 and 46. Maintains standards for Food

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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 safety; prevents, abates and controls noise pollution on the island; 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.

Responds to Public Health Emergencies: Hawaii County Civil Defense (activated) Emergency Operations center, resource for Environmental/Public Health activities; Hazardous materials incident responders; provides technical and manpower support to District Health Office 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 epidemiologist.

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

Reviews, approves, and enforces noise permit applications and complaints.

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

Conducts inspectional, consultative and enforcement activities on dairy farms 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 lead contamination, indoor pollution, asbestos removal and land use review.

Vector Control Unit:

Executes Hawaii Revised Statutes 321, 322, and Hawaii Administrative Rule, Title 11, Chapter 11-26 to protect residents and tourists from annoyance and disease caused by insects and other animals.

Coordinates manpower distribution and program coverage for post-disaster operations addressing concerns such as mosquitoes, flies and rodents that may or is already impacting the communities.

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Monitors surveillance and preventive programs of the subunits regarding immigrant and existing vectors.

Assures the vector subunits work in a consistent, efficient and effective manner and prioritize levels of operation.

Provides training and technical resource to the subunits.

Develops and maintains liaisons with government and private agencies to develop joint vector control projects for mutual benefit.

North Hilo, South Hilo, Honokaa/Waimea/Kohala and Kona Subunits:

Conducts surveillance on mosquito population through inspections and light trap networks; rodent population through trapping; and rodent disease prevalence through rodent postmortem examinations.

Maintains vector populations below annoyance or disease transmitting levels by direct abatement of mosquitoes, rodents and other vectors by physical, biological and, if necessary, chemical means.

Investigates 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 vector species at seaports and airports for the prevention of alien vectors 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 proliferation.

Educates and advises businesses and the public on vector control through the sharing of technical information.

XIII. STD/AIDS

Responsible to provide county-wide management of STD and AIDS through testing, counseling, surveillance and education on the island of Hawaii.

XIV. HAWAII COUNTY COMMUNITY MENTAL HEALTH CENTER

Within the Assigned Catchment Area:

Plans, organizes, directs, coordinates and monitors the Center's programs, services, activities and staff toward achievement of the State Mental Health Program's goals and objectives.

Selects and develops staff to work efficiently and effectively toward achievement of program objectives and provides for staff training and development in job-related knowledge and skills.

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Oversees the evaluation of performance of staff.

Plans for the orderly development of essential services to meet the mental health needs of adults including the elderly, alcohol and other substance abusers and the mental health service needs of other public and private human services agencies and organizations.

Establishes priorities for services and special projects based upon community needs.

Plans, coordinates, and implements effective and efficient systems for delivery of services throughout the Center and its organizational segments and with other private and public community agencies and organizations.

Identifies community agencies and groups with whom linkages should be established and assigns staff to serve as liaison.

Initiates and/or participates directly or through assignment of staff, in community planning groups concerned with mental health and substance abuse related programs and services.

Designates personnel as representatives of the Center to staffs of the Division's Program Support Services, Divisional Committees or Task Forces, as needed.

Sets long-term goals and intermediate objectives for programs based on an assessment of needs in Hawaii County as part of the statewide mental health effort.

Develops policies, procedures and guidelines for the Center consistent with those of the Adult Mental Health Division and Department of Health.

Assists in the development of and implements clinical and performance standards within the Center and its operational segments.

Ensures quality assurance in clinical services.

Assesses the need for and oversees special studies and research needed for program evaluation, planning, monitoring and other purposes related to effective management of the Center.

Allocates Center resources to achieve program goals.

Determines priorities for budget requests.

Provides clinical psychiatric services when needed.

Maintains a psychiatric on-call roster to provide after hours emergency services.

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Administrative Services

At the Center Level:

Establishes operational procedures for effective administration and management of the Center and its operational units.

Implements a uniform reporting system in all organizational units of the Center in accordance with requirements of the Adult Mental Health Division's Statewide Management Information System; ensures that reports are completed and submitted on a timely basis.

Processes reporting forms, prepares monthly statistical reports, arranges for use of Crosstabs and other available statistical programs.

Prepares tables, charts and other information needed for various purposes utilizing data available through the Division's Management Information system and/or other sources.

Drafts and negotiates contracts for services, and amendments thereto with Center affiliate agencies and individual vendors in accordance with Divisional and Departmental procedures and in consultation with appropriate program staff.

Monitors and provides consultation to affiliate agencies in meeting fiscal and/or reporting requirement.

Provides for securing appropriate consultation and authorization on all new services and special projects with required resources (personnel and/or funds) above the Center's approved manpower and budget ceilings.

Administers, reviews, monitors, and approves personnel and fiscal actions of the Center and its organizational segments to ensure that these are kept within the Branch's authorized fiscal and manpower ceilings.

- Directs, coordinates and monitors all fiscal actions with the Center.
- Prepares the Center's budget requests and justification and expenditure plan in accordance with Departmental and Divisional guidelines.
- Monitors the Center's expenditures in accordance with the approved expenditure plan and allocated budget.
- Prepares and processes fiscal forms and reports including requisitions, purchase orders, invoices, etc.
- Monitors and maintains inventories of equipment, materials, and supplies for the Center, arranges for the purchase of supplies and equipment.
- Oversees the billing system used for collection of patient fees and agency

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reimbursements from third party payers; processes billings and collections.

- Initiates, reviews and monitors all personnel actions.
- Maintains up-to-date job descriptions, job performance reports and other personnel documents.
- Prepares reports of employees' usage of sick leave, vacation leave, administrative leave, overtime, and time sheets, and maintains these records.
- Oversees adherence to personnel policies and bargaining unit contracts, provides consultation and assistance in these areas to Center staff.
- Handles personnel problems and, as needed, enlists the assistance of the Center Chief for resolution of these problems.

Plans and initiates actions to meet space requirements of the Center's programs and staff assessing their adequacy and safety and arranges for repairs in accordance with OSHA standards; maintains OSHA records.

Arranges for the provision of stenographic and clerical services to the Center's organizational units through the Public Health Administrative Officer, District Health Office.

Mental Health Clinic Section

Within the Assigned Geographic Area:

Plans, organizes, directs, coordinates and monitors the Clinic's programs, services, activities, and staff toward achievement of efficient and effective services delivery.

Implements operational procedures for effective management of the Clinic and its units.

Applies clinical and performance standards in carrying out the Clinic's functions and activities.

Provides information and data for program evaluation and management purposes on a timely basis.

Implements a system for the delivery of services in accordance with Center policies.

Implements procedures to make services readily accessible to individuals and families and to assure continuity of care.

Coordinates services with other Clinics and sections of the Center.

Implements authorized new services or special projects.



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Participates in Center planning for the orderly development of essential services to meet the mental health needs of adults and the elderly, alcohol and other substance abusers, and the mental health needs of other public and private agencies and groups.

Initiates personnel and fiscal actions in conformance with the Clinic's approved fiscal and manpower ceilings.

Handles personnel grievances and, as needed, enlists the assistance of the Center Chief for the resolution of personnel problems.

Plans and directs preparation of the Clinic's budget request in accordance with Divisional guidelines.

Provides clinical services to clients and agencies as needed.

Clinics and Other Team Services

Within the Assigned Catchment Area:

All members of clinics, including the clinic head, may provide several of the following services and perform related activities either at a facility or through outreach.

Screening Services of three types: (1) to assist other agencies and individuals in the early identification of persons who require mental health services; (2) to determine the type(s) of services which can most appropriately meet the needs of clients and their families within the resources of Center and Clinic as well as ancillary and concurrent services from other community agencies which may be needed; and (3) to determine the appropriateness of hospitalization of persons referred for admission to psychiatric inpatient facilities.

Maintains records on individuals and groups served; prepares reports; handles correspondence; prepares and submits various reporting forms on a timely basis.

Social Activity Service - to provide opportunities to the chronically mentally ill for companionship, recreational opportunities, and support of peers and staff.

Inpatient Services - to provide the following services to psychiatric facilities in general hospitals.

- Arranges for admissions, provides back-up treatment and professional services or the following full range of services if a hospital psychiatrist position does not exist: psychiatric, psychological, and social work to patients and their families, prescribes the care and management of patients, plans for and discharges patients from the hospital, and arranges for placement of these patients upon discharge when needed.
- Monitors conformance to legal requirements on admission, discharges, leaves and transfers to and from psychiatric facilities and the right to appeal

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and review in involuntary admissions to psychiatric facilities when the psychiatric facility is unable to perform this function.

Mental health consultation - to provide case and agency oriented consultation to staff of other agencies and institutions.

Training - provide a training site and training services for pre-professional students in the mental health disciplines in cooperation with training institutions.

Administrative - maintain records on individuals and groups served; prepares reports, handles correspondence; prepares and submits various reporting forms on a timely basis.

(1) Note: Organization for Delivery of Service varies among the Centers.

East and West Hawaii Mental Health Clinic Sections

Provides services organized into three distinct units:

- Inpatient Psychiatric Services Unit

Provides psychiatric clinical services to inpatients in Hilo and Kona Hospital.

Provides technical consultation on the management and operation of the psychiatric inpatient units at Hilo and Kona Hospitals.

Provides training to staff of the psychiatric inpatient units as needed.

- Community Support Unit

Provides a continuum of services for persons discharged from psychiatric facilities and who require long-term care active rehabilitation/habilitation services, follow-up and supportive services to prevent hospitalization.

Provides crisis intervention services.

Recruits and trains volunteers to provide various kinds of supportive services to clients.

Provides a remedial educational program for clients in cooperation with the University of Hawaii, Hilo Campus.

Maintains records on individuals and families served; prepares reports, handles correspondence; prepares and submits various reporting forms on a timely basis.

- Day Care/Partial Hospitalization

Provides a therapeutic day program for adults (including the elderly) who require rehabilitation/habilitation services focused on helping clients to

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develop and maintain skills and abilities required for daily living, employment, independent living, and increasing self-esteem.

Provides transitional day hospital services to psychiatric inpatients in the Hilo Hospital, or as an alternative to hospitalization.

Provides crisis intervention services.

- Long Term Care Program

Provides regular follow-up services, including outreach, to individual clients and families.

Provides drug maintenance services, such as individual and family counseling, drug clinics, education on medications, and monitoring of laboratory tests.

Provides crisis intervention services.

Provides supportive services, such as helping clients to secure other needed services such as public welfare assistance, appropriate living arrangements, vocational rehabilitation services, and building a personal support system.

- Inpatient/Follow-up

Provides linkage with a psychiatric inpatient unit at Hilo Hospital, in relation to pre-discharge planning, placement and referrals to the Community Support Unit.

Ensures linkages of inpatients to community resources needed by the client and/or family upon the patient's discharge from the Hospital.

Provides professional casework services to clients receiving services from the Community Support Unit.

Identifies clients in need of follow-up services; monitors follow-up services.

- Acute Treatment Unit

Provides outpatient diagnostic and short-term therapy, screening, referral, and intake services. Provides emergency and crisis intervention services during regular working hours at the facility and through visits to the site of the emergency or crisis.

Provides consultation and education services to other State and community agencies.

Plans and implements activities aimed at prevention of mental illness and substance abuse and promotion of health.

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North Hawaii Mental Health Clinic Section

Provides appropriate diagnostic screening, crisis intervention, follow-up care to post-hospital patients, outreach, consultation and educational mental health services to persons and agencies in the clinic catchment area, in accordance with the mission, goals and objective of the Mental Health Division and the Center.

Maintains accurate records on patients, administrative reports, correspondence and forms, in accordance with Center practices.

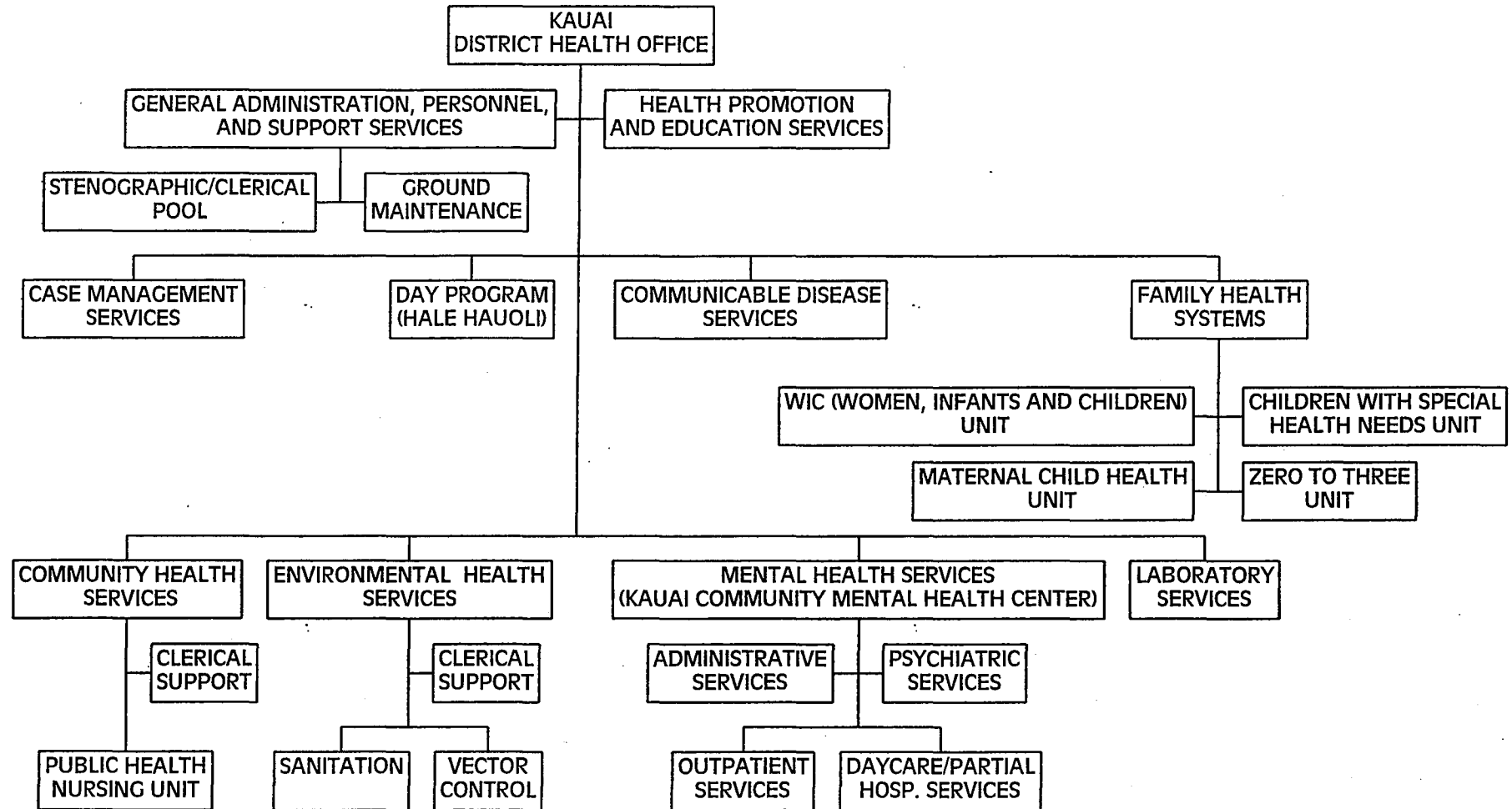
Promotes and maintains liaison with private providers, public and community agencies.

Seeks to remain responsive to community mental health needs and opinions.

Provides data, budget and personnel information to the Administrative Services Section of the Center.

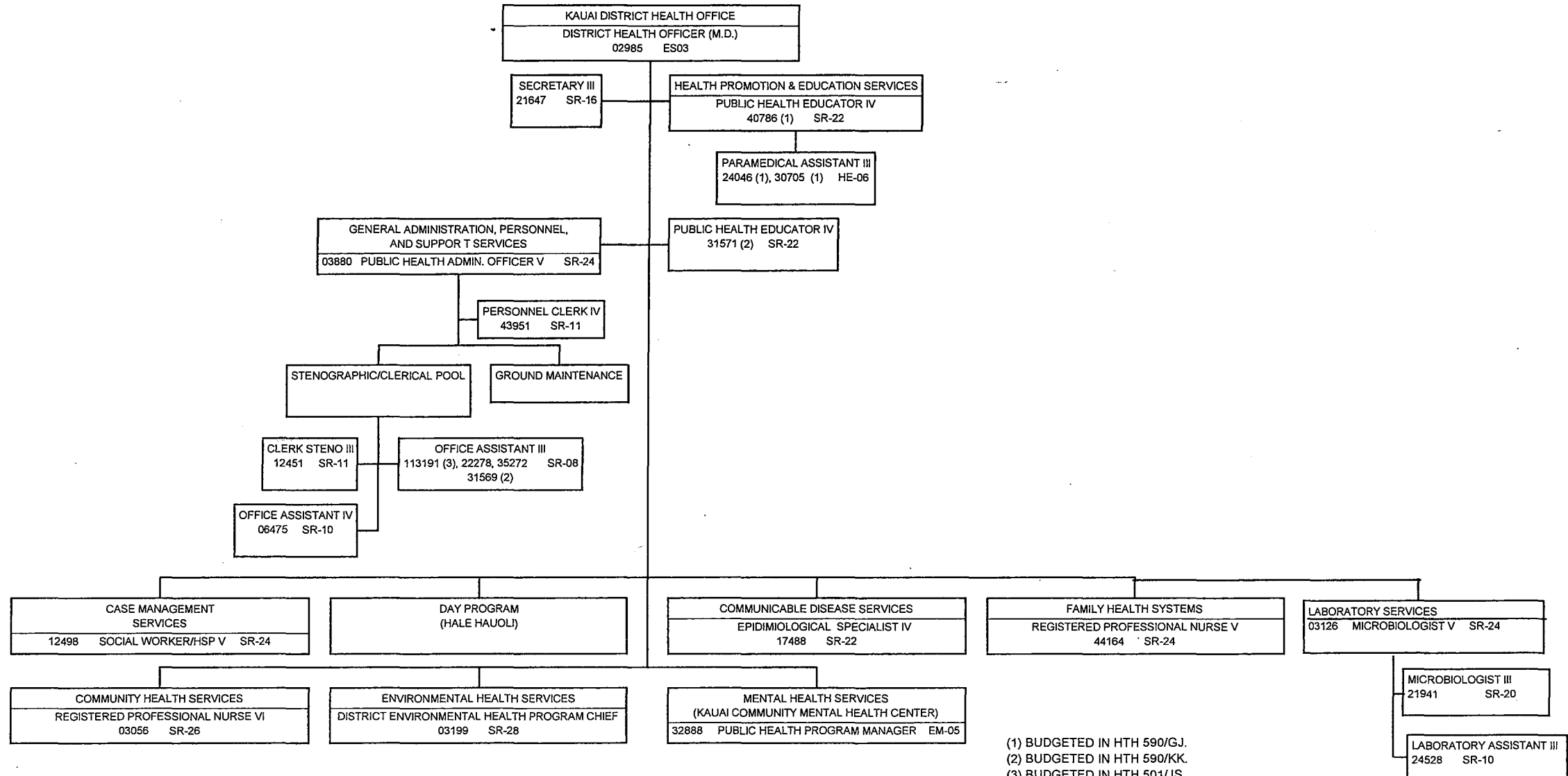
Provides clinical services to clients and agencies as needed.

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
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POSITION ORGANIZATION CHART

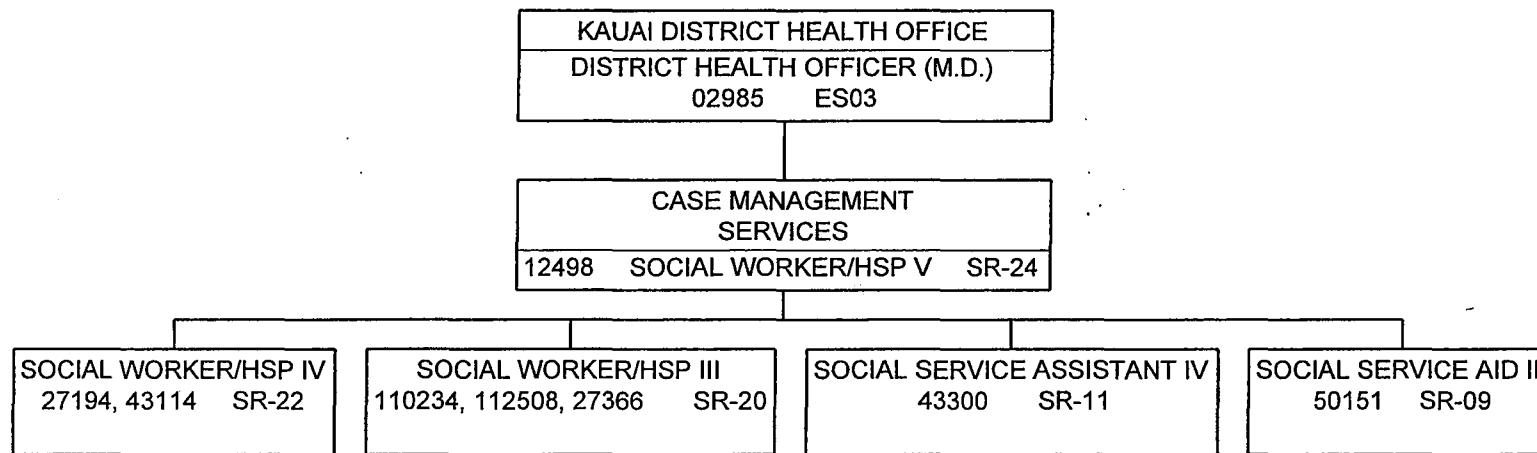


(SEE SEPARATE CHARTS FOR CASE MANAGEMENT SERVICES, PUBLIC HEALTH NURSING SERVICES, ENVIRONMENTAL HEALTH SERVICES, AND MENTAL HEALTH SERVICES.)

(1) BUDGETED IN HTH 590/GJ.  
 (2) BUDGETED IN HTH 590/KK.  
 (3) BUDGETED IN HTH 501/JS.

STATE OF HAWAII  
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CASE MANAGEMENT SERVICES

POSITION ORGANIZATION CHART



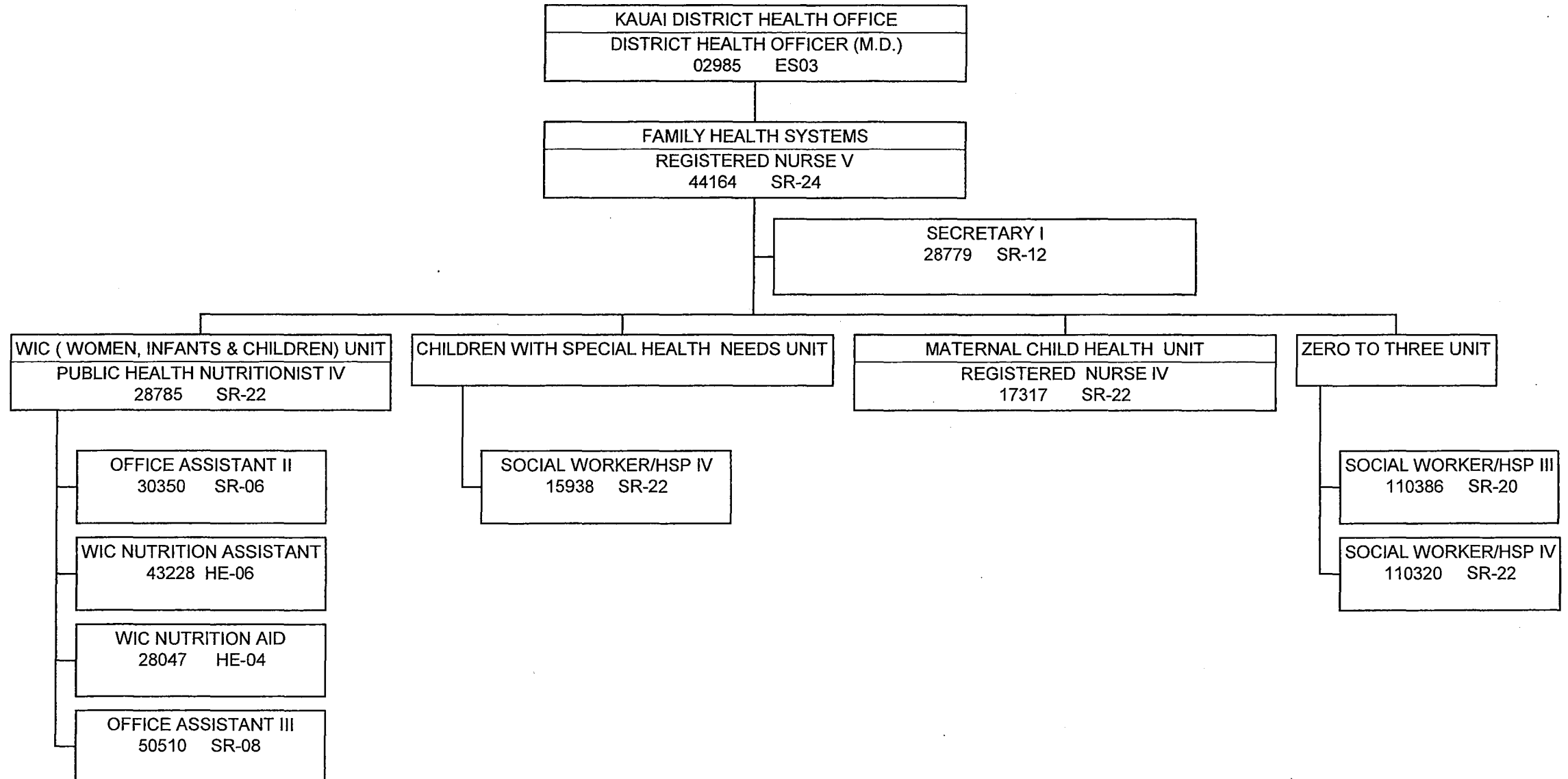
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
KAUAI DISTRICT HEALTH OFFICE  
DAY PROGRAM (HALE HAUOLI)

POSITION ORGANIZATION CHART

KAUAI DISTRICT HEALTH OFFICE  
DISTRICT HEALTH OFFICER (M.D.)  
02985 ES03

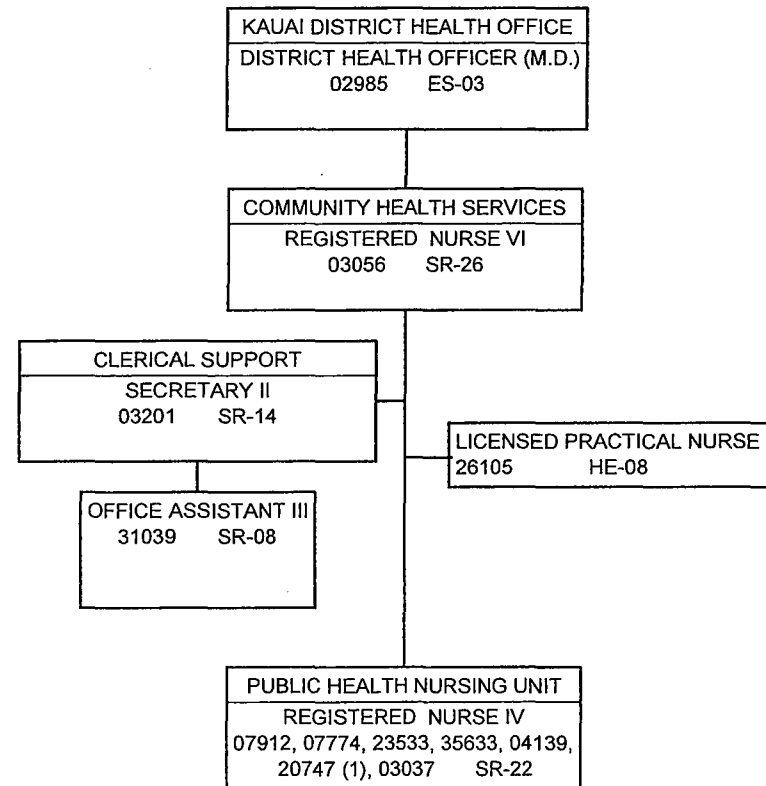
DAY PROGRAM (HALE HAUOLI)





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

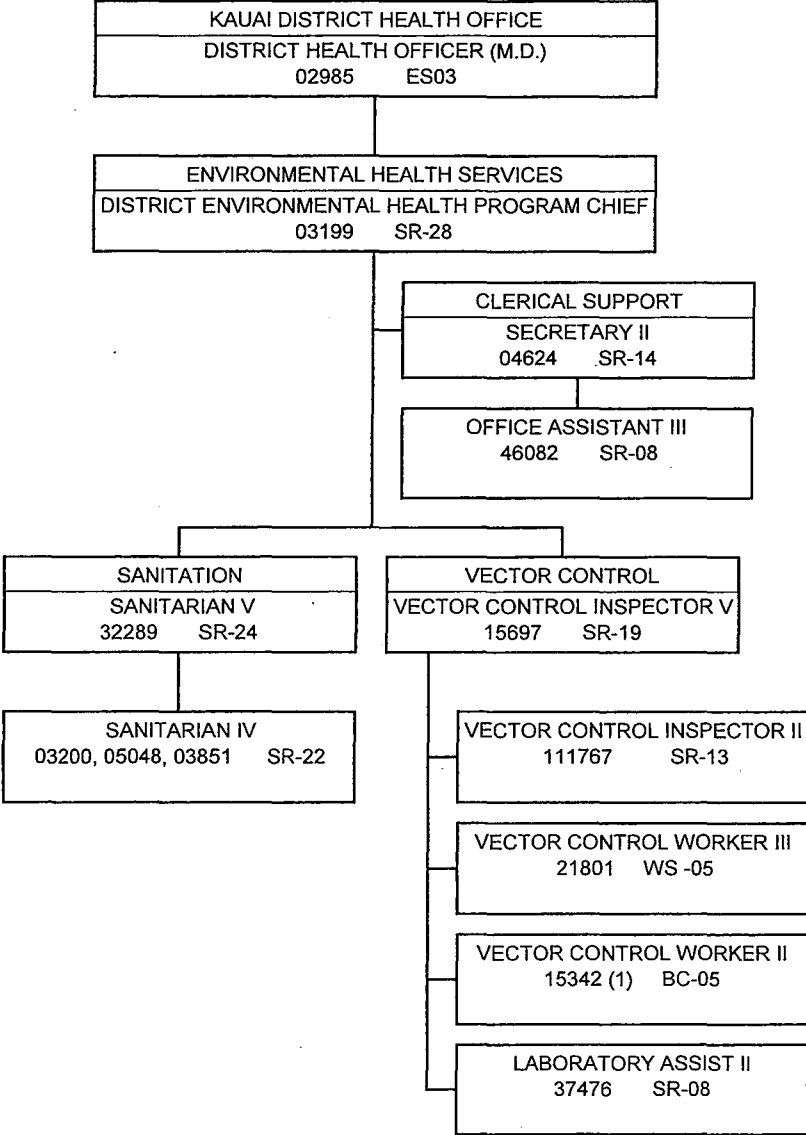
POSITION ORGANIZATION CHART



(1) BUDGETED IN HTH 100/ DD.

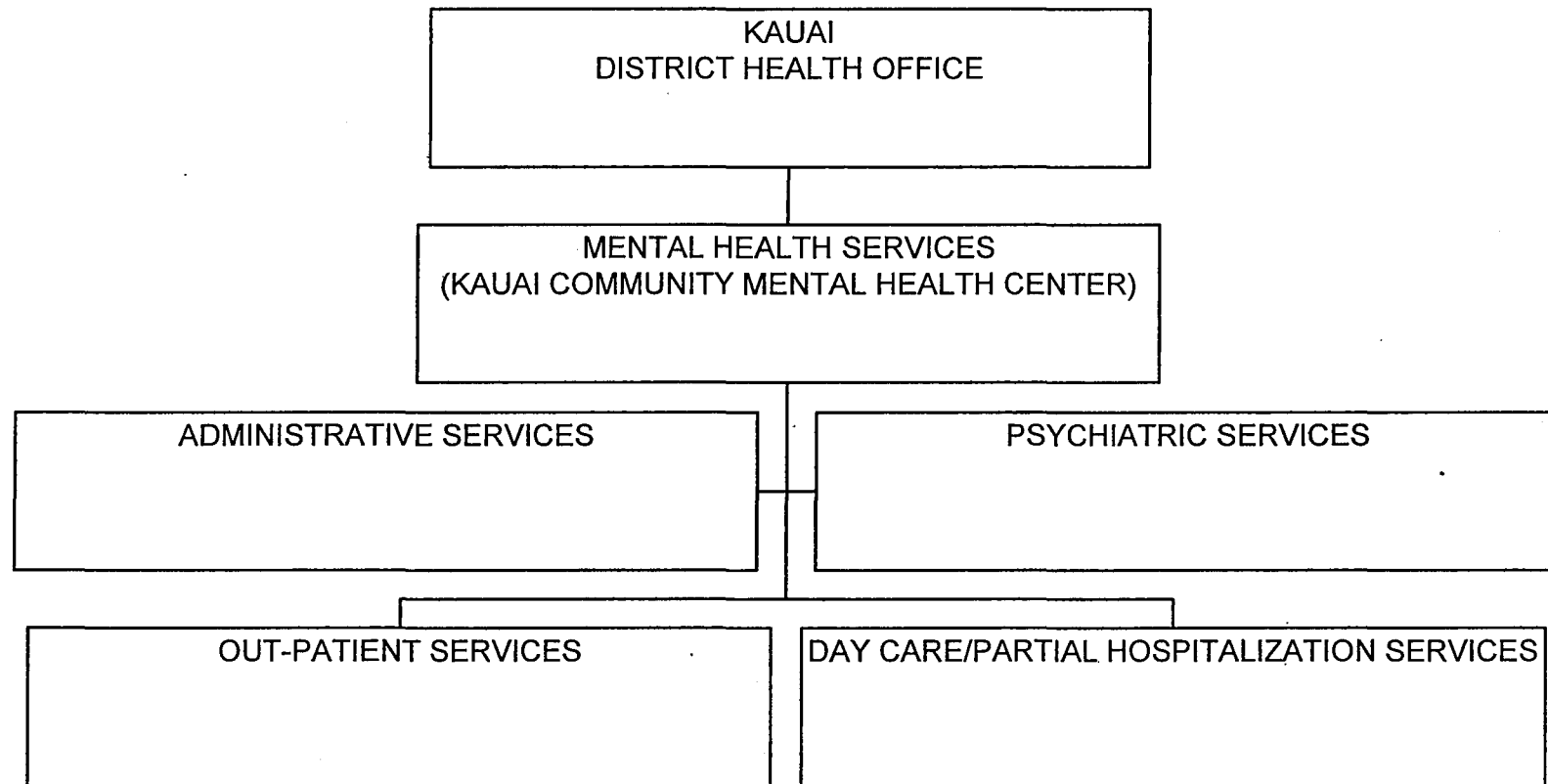
STATE OF HAWAII  
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 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 KAUAI DISTRICT HEALTH OFFICE  
 ENVIRONMENTAL HEALTH SERVICES

POSITION ORGANIZATION CHART



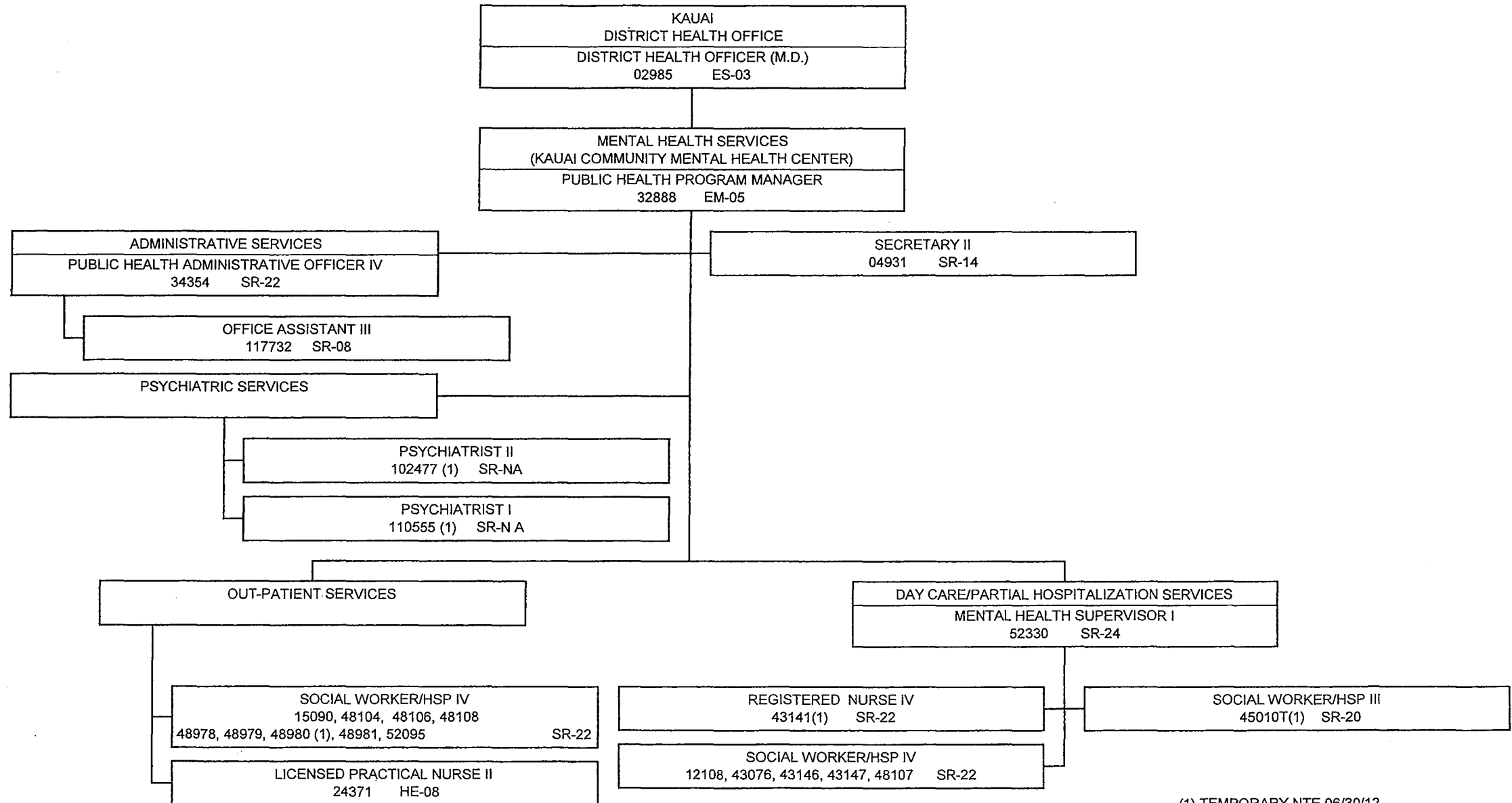
(1) ABOLISHED.

ORGANIZATION CHART



STATE OF HAWAII  
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 MENTAL HEALTH SERVICES

POSITION ORGANIZATION CHART



(1) TEMPORARY NTE 06/30/12.

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FUNCTIONAL STATEMENT

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.

Evaluates the need for special studies and participates in the

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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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FUNCTIONAL STATEMENT

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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FUNCTIONAL STATEMENT

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 stenographic and clerical staffs.

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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FUNCTIONAL STATEMENT

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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FUNCTIONAL STATEMENT

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.

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,

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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.

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

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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.

I. DAY PROGRAM (HALE HAUOLI)

Hale Hauoli is a day activity program for adults with developmental disabilities. The program provides a menu of services to meet the individuals needs from supported employment, to training, to personal care. These activities take place at the center and in the community. The program works with the community to provided training and jobs for persons interested in working with the developmental disabled. The program has volunteers, is work site for senior citizens, nurse training placement, JOBS training placement and offers yearly activities to students with disabilities who may come to the program as adults.

J. 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 follow-up where indicated.

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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.

K. FAMILY HEALTH SERVICES

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 professionals for comprehensive coordinated services to the client and family.

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- 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.

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



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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 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.

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- Promotes collaboration of public and private agencies that provide prevention and intervention services to eligible children and families.

L. 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 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,

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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.

N. MENTAL HEALTH SERVICES

Cooperates with the Adult Mental Health Division in directing programs to improve the mental health of the people and to decrease the incidence of mental health illness through the facilities of the Kauai Community Mental Health Center.

Within the Assigned Catchment Area, the Center Chief:

Plans, organizes, directs, coordinates and monitors the Center's programs, services, activities and staff toward achievement of the State Mental Health Program's goals and objectives.

Selects and develops staff to work efficiently and effectively toward achievement of program objectives and provides for staff training and development in job-related knowledge and skills.

Oversees the evaluation of performance of staff.

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Plans for the orderly development of essential services to meet the mental health needs of adults including the elderly, alcohol and other substance abusers and the mental health service needs of other public and private human services agencies and organizations.

Establishes priorities for services and special projects based upon community needs.

Plans, coordinates, and implements effective and efficient systems for delivery of services throughout the Center and its organizational segments and with other private and public community agencies and organizations.

Identifies community agencies and groups with whom linkages should be established and assigns to serve as liaison.

Initiates and/or participates directly or through assignment of staff, in community planning groups concerned with mental health and substance abuse related programs and services.

Designates personnel as representatives of the Center to staffs of the Division's Program Support Services, Divisional Committees or Task Forces, as needed.

Sets long-term goals and intermediate objectives for programs based on assessment of needs in Kauai County as part of the statewide mental health effort.

Develops policies, procedures and guidelines for the Center consistent with those of the Adult Mental Health Division and Department of Health.

Assists in the development of and implements clinical and performance standards within the Center and its operational segments.

Ensures quality assurance in clinical services.

Assesses the need for and oversees special studies and research needed for program evaluation, planning, monitoring and other purposes related to effective management of the Center.

Allocates Center resources to achieve program goals.

Determines priorities for budget requests.

Provides clinical psychiatric on-call roster to provide after hours

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emergency services.

Administrative Services

At the Center level:

Establishes operational procedures for effective administration and management of the Center and its operational units.

Implements a uniform reporting system in all organizational units of the center in accordance with requirements of the Adult Mental Health Division's Statewide Management Information System; ensures that reports are completed and submitted on a timely basis.

Processes reporting forms, prepares monthly statistical reports, arranges for use of crosstabs and other available statistical programs.

Prepares tables, charts and other information needed for various purposes utilizing data available through the Management Information System and/or other sources.

Drafts and negotiates contracts for services, and amendments thereto with Center Affiliate agencies and individual vendors in accordance with Divisional procedures and in consultation with appropriate program staff.

Monitors and provides consultation to affiliate agencies in meeting fiscal and/or reporting requirements.

Provides for securing appropriate consultation and authorization on all new services and special projects which require resources (personal and/or funds) above the Center's approved manpower and budget ceilings.

Administers, reviews, monitors, and approves personnel and fiscal actions of the Center and its organizational segments to ensure that these are kept with the Center's authorized fiscal and manpower ceilings.

1. Directs, coordinates and monitors all fiscal actions within the Center.
  - a. Prepares the Center's budget requests and justification and Expenditure Plan in accordance with Departmental and Divisional guidelines.

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

FUNCTIONAL STATEMENT

- b. Monitors the Center's expenditures in accordance with the approved expenditure plan and allocated budget.
  - c. Prepares and processes fiscal forms and reports including requisitions, purchase orders, invoices, etc.
  - d. Monitors and maintains inventories of equipment, materials, and supplies for the Center, arranges for the purchase of supplies and equipment.
  - e. Oversees the billing system used for collection of patient fees and agency reimbursements from third party payers; processes billings and collections.
2. Initiates, reviews and monitors all personnel actions.
- a. Maintains up-to-date job descriptions, job performance reports and other personnel documents.
  - b. Prepares reports of employee's usage of sick leave, vacation leave, administrative leave, over-time, and time sheets, and maintains these records.
  - c. Oversees adherence to personnel policies and bargaining unit contracts, provides consultations and assistance in these areas to Center staff.
  - d. Handles personnel problems and, as needed, enlists the assistance of the Center Chief for resolution of these problems.

Plans and initiates actions to meet space requirements of the Center's programs and staff assessing their adequacy and safety and arranges for repairs in accordance with OSHA standards; maintains OSHA records.

Arranges for the provision of stenographic and clerical services to the Center's organizational units.

Psychiatric Services

Provides psychiatric clinical services.

- 1. Arranges for admissions, provides diagnostic and treatment services to patients and their families, prescribes the care

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KAUAI DISTRICT HEALTH OFFICE

FUNCTIONAL STATEMENT

and management of patients.

2. Monitors conformance to legal requirements on admissions, and transfers to and from psychiatric facilities and the right to appeal and review in involuntary admissions.

Provides other clinical psychiatric services for the Center as needed.

OutPatient Services

Provides screening services to assist other agencies individuals in the early identification of persons who require mental health services and the determination of appropriateness of referral for inpatient treatment services.

Determines the type(s) of services which can most appropriately meet the needs of clients and their families within the resources of Branch and Clinic as well as ancillary and concurrent services from other community agencies which may be needed.

Provides various types of clinical and support services:

1. Outreach and crisis intervention – directed toward those who have a need for services but who either cannot or will not come to the Center.
2. Psychodiagnostic evaluations of emotionally or behaviorally disturbed, mentally ill, drug and alcohol abusers and addicts; assessment of the client and his social system.
3. Treatment utilizing various modalities - e.g., group, family, individual, couples.
4. Assists clients in strengthening or developing their personal support systems.

Provides follow-up services to persons discharged from the Hawaii State Hospital and other psychiatric inpatient facilities.

Facilitates placement of clients in nursing, care and boarding homes, halfway houses, group homes and other transitional living facilities with appropriate outreach follow-up services.

Provides mental health consultation, education and training services to staff of other agencies, groups and institutions.

Plans and implements activities aimed at prevention of mental illness and substance abuse and promotion of health.

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KAUAI DISTRICT HEALTH OFFICE

FUNCTIONAL STATEMENT

Maintains records on individuals and groups served, prepares reports, handles correspondence; prepares and submits various reporting forms on a timely basis.

Day Care/Partial Hospitalization Services

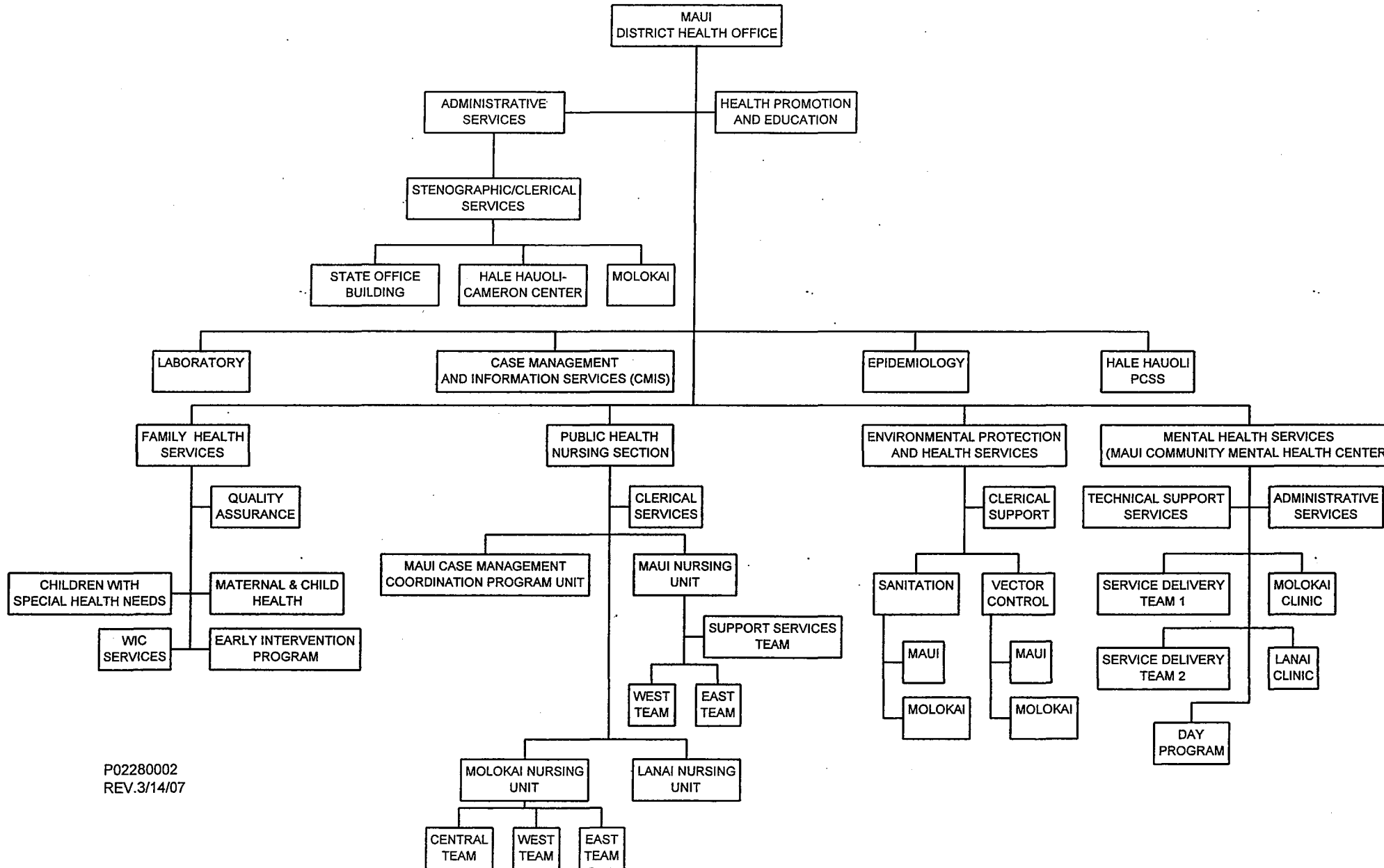
Provides through a therapeutic day program, socially-oriented treatment and habilitation services for persons with psychiatric disability to develop their personal, social and pre-vocational skills, ability to cope with daily living problems, and increasing self-esteem.

Provides intensive and frequent treatment in a structured therapeutic program on an outpatient basis.

Provides opportunities to the chronically mentally ill for companionship, recreation, participation in social activities in the community and support of peers and staff.

Maintains records on individuals and groups served; prepares reports; handles correspondence; prepares and submits various reporting forms on a timely basis.



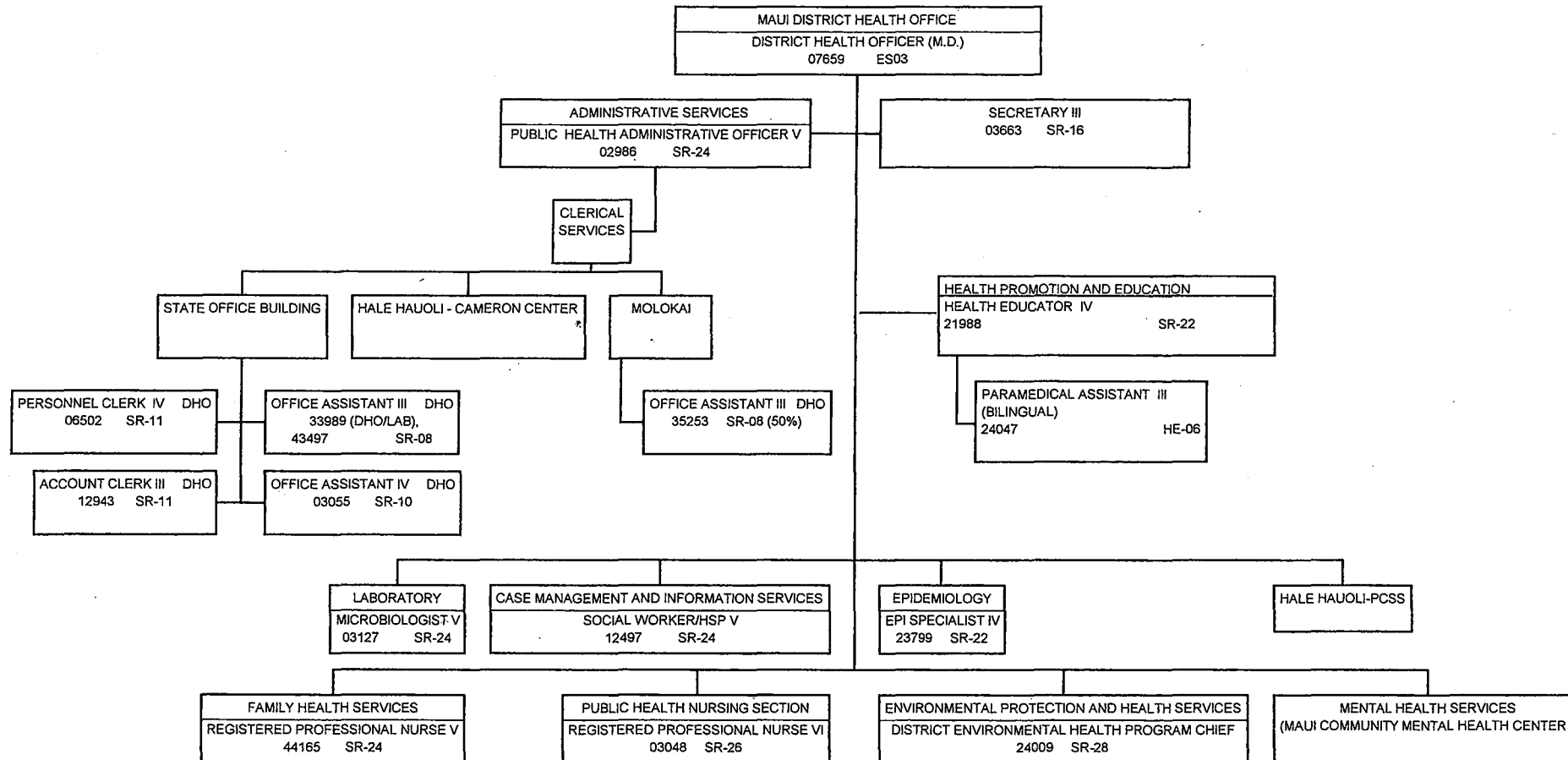


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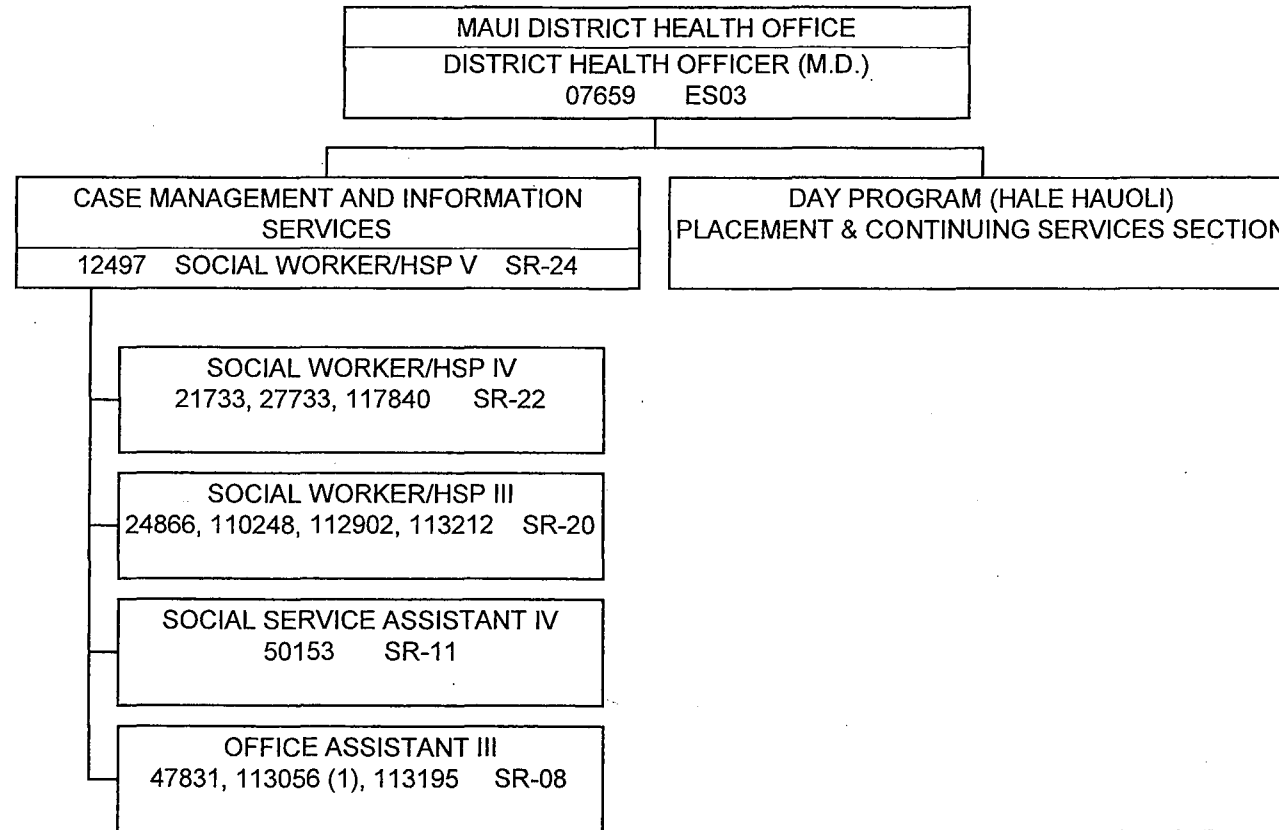
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 MAUI DISTRICT HEALTH OFFICE

POSITION ORGANIZATION CHART

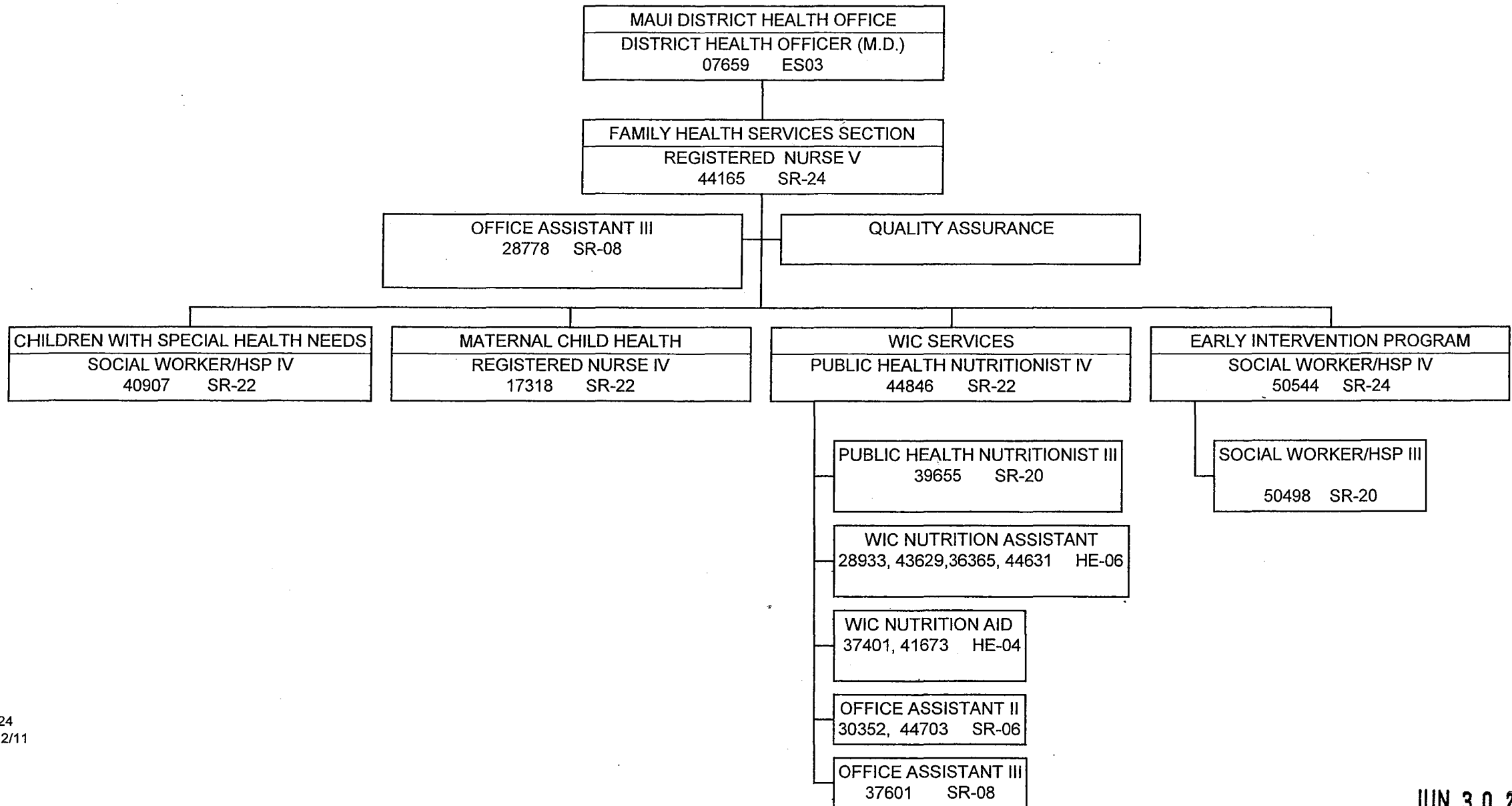


STATE OF HAWAII  
DEPARTMENT OF HEALTH  
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
MAUI DISTRICT HEALTH OFFICE  
COMMUNITY SERVICES FOR THE DEVELOPMENTALLY DISABLED

POSITION ORGANIZATION CHART

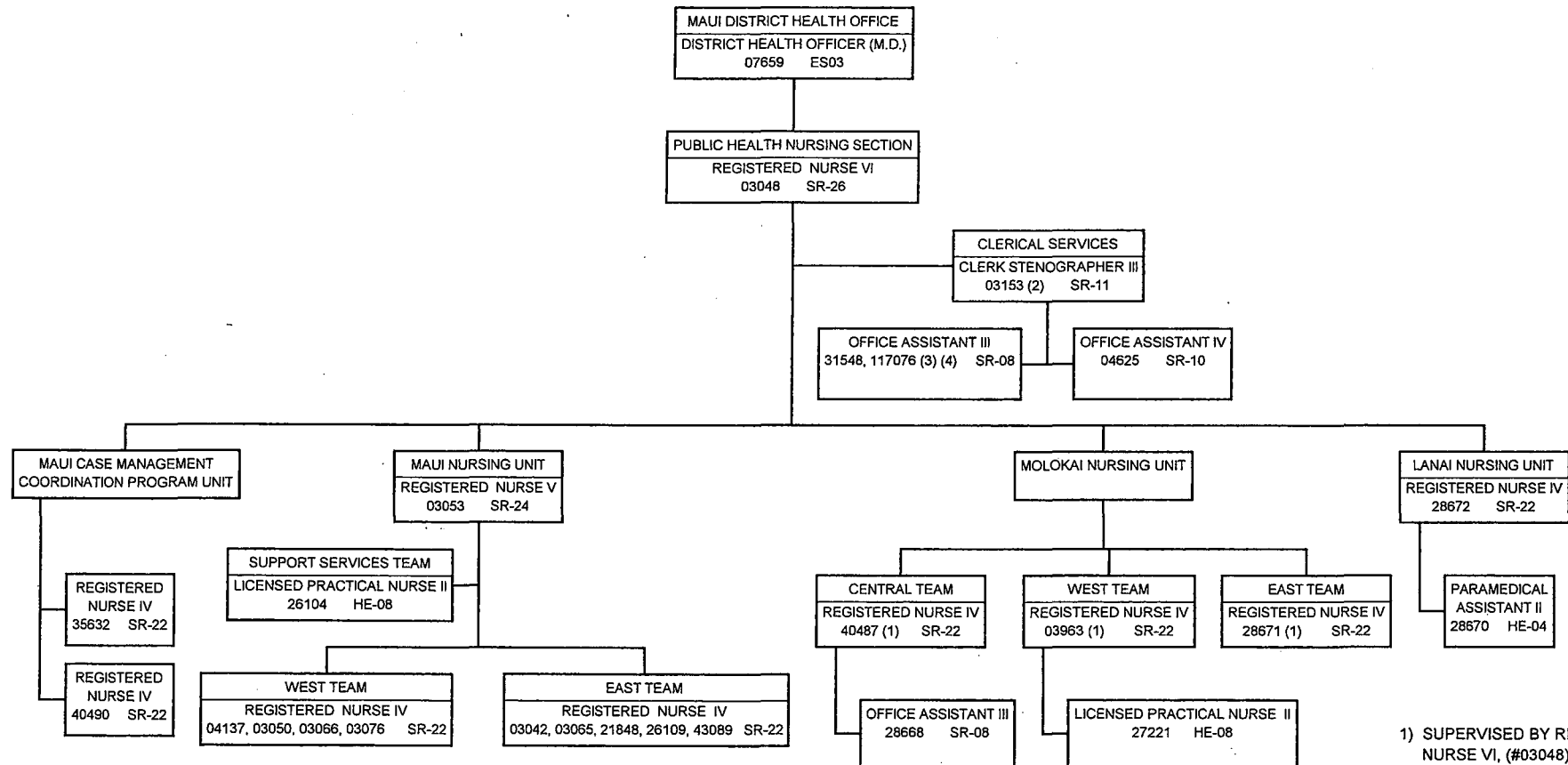


(1) .75 FTE.



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

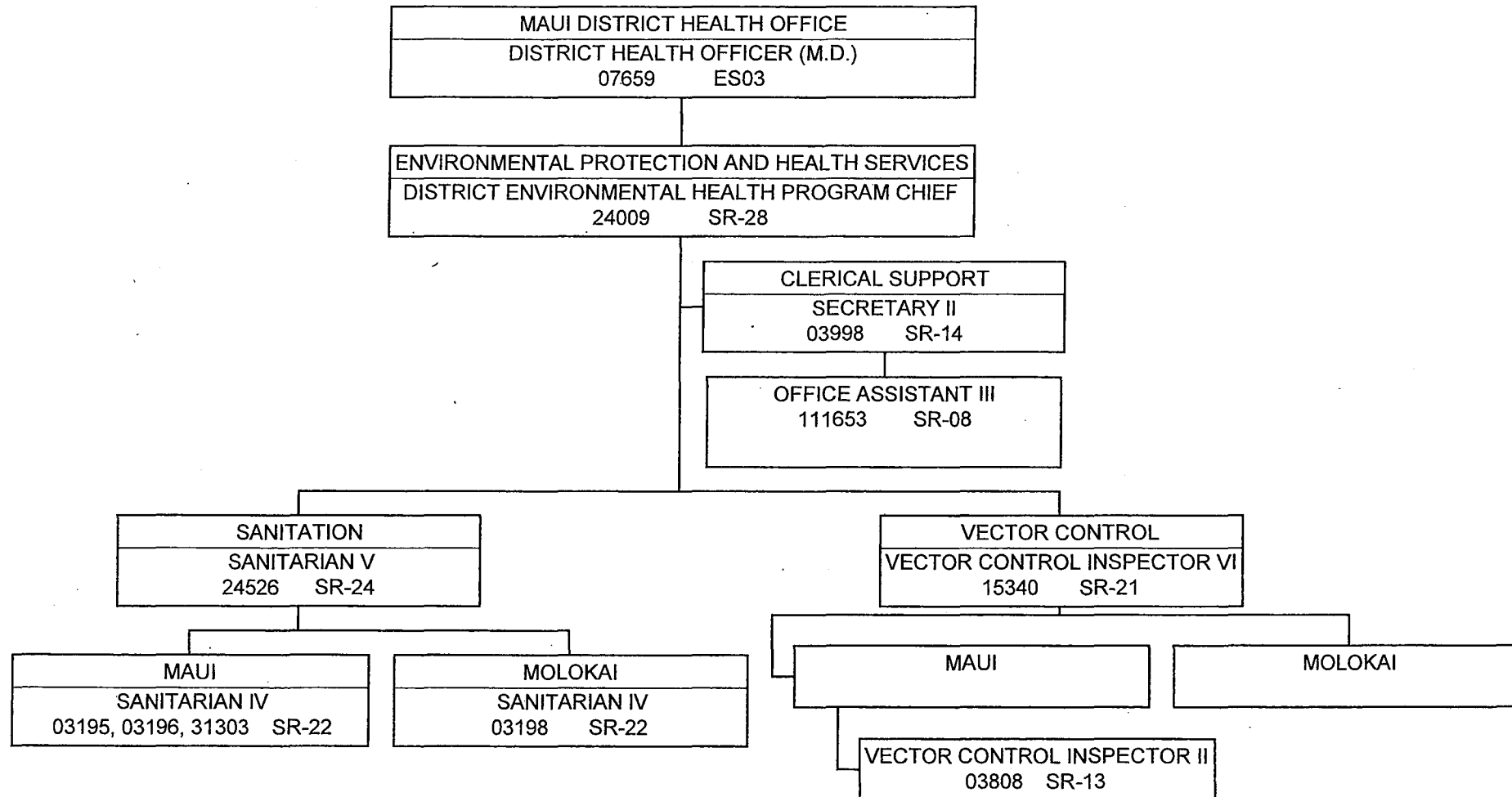
POSITION ORGANIZATION CHART



- 1) SUPERVISED BY REGISTERED NURSE VI, (#03048).
- 2) TO BE REDESCRIBED.
- 3) FUNDED BY HTH 560KC.
- 4) ABOLISHED.

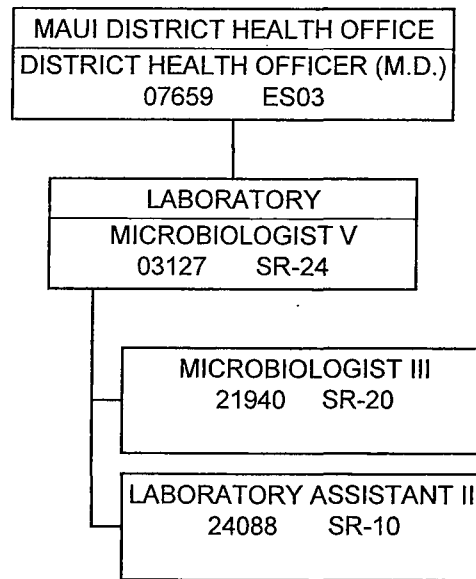
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 MAUI DISTRICT HEALTH OFFICE  
 ENVIRONMENTAL PROTECTION AND HEALTH SERVICES

POSITION ORGANIZATION CHART



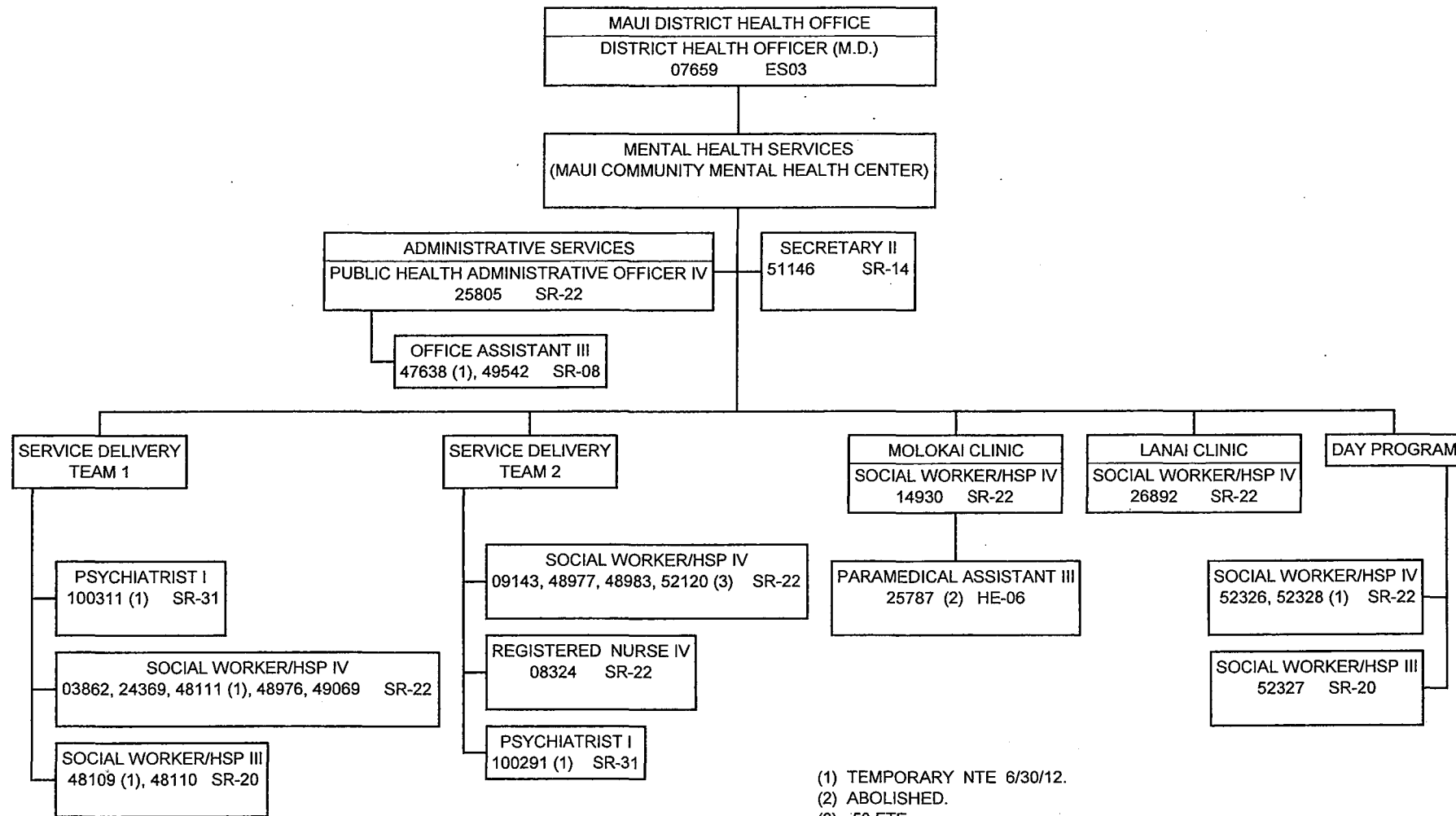
STATE OF HAWAII  
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OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
MAUI DISTRICT HEALTH OFFICE  
LABORATORY

POSITION ORGANIZATION CHART



STATE OF HAWAII  
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 OFFICE OF THE DEPUTY DIRECTOR OF HEALTH  
 MAUI DISTRICT HEALTH OFFICE  
 MENTAL HEALTH SERVICES

POSITION ORGANIZATION CHART



(1) TEMPORARY NTE 6/30/12.  
 (2) ABOLISHED.  
 (3) .50 FTE.



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

FUNCTIONAL STATEMENT

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.

HEALTH PROMOTION AND EDUCATION

- 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

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

EPIDEMIOLOGY

- Provides for communicable disease investigation for the prevention, detection and control of all types of communicable disease outbreaks. A major emphasis is placed on vaccine preventable diseases, venereal disease follow-up and investigation and foodborne illness surveillance.

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

FUNCTIONAL STATEMENT

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.)

CLERICAL SERVICES

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

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.

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FUNCTIONAL STATEMENT

- 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.
- 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.

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MAUI DISTRICT HEALTH OFFICE

FUNCTIONAL STATEMENT

- 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.

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

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

FUNCTIONAL STATEMENT

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

- 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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FUNCTIONAL STATEMENT

- 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.

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

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

FUNCTIONAL STATEMENT

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.
- 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.

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

FUNCTIONAL STATEMENT

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.

QUALITY ASSURANCE

- Implement strategies and activities to support the Kauai and Maui Counties' quality assurance (QA) efforts.
- Support the internal program improvement efforts of early intervention state and private purchase-of-service (POS) programs.
- Provide on-site monitoring of early intervention state and private POS programs.
- Participate in internal service testing.
- Support the auditing of fee-for-service contracts.
- Support training activities.
- Monitor for compliance with Part C of P.L. 105-17 of the Felix Consent Decree, and the Hawaii Early Intervention State Plan.
- Collaborate with the Department of Education (DOE) to support the development and implementation of DOE QA Complex Plans.
- Collaborate with other State and private pos programs not limited to Maternal Child Health, Healthy Start, Children With Special Health Needs and Public Health Nursing support with the development and implementation of these quality assurance plans.

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.



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FUNCTIONAL STATEMENT

- The social work for this program administers a dual program for (1) providing medical social work services to patients and families with 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.

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

FUNCTIONAL STATEMENT

ADULT MENTAL HEALTH SERVICES

- Adult Mental Health Services - provides general and special mental health services in Maui County through outpatient clinics located in the Wailuku Health Center building; the Kaunakakai Health Department office and the Lanai facility. Inpatient care is provided in coordination with the Maui Memorial Medical Center, Molokai General and Lanai Community Hospitals.
- Provides Psychosocial rehabilitation services for patients who require less than 24 hours-a-day inpatient service but do not require intensive and frequent treatment service on an outpatient basis.
- Develops and monitors procedures to assure accessibility to services provided by the Center and to assure continuity of care to patients and their families. Maintains liaison with the community, community groups and agencies to keep them informed about the services and staff available to them.
- Provides Case Management Services to: 1) assist other agencies and individuals in the early identification of persons who require mental health services; 2) determine the type of services which can most appropriately meet the needs of clients and their families within the resources of the Center as well as ancillary and concurrent services from other agencies which may be needed. Provides immediate assessment and appropriate care to persons who are endangering themselves or others.
- Maintains the uniform reporting system in all organizational units of the Center in accordance with requirements of the Adult Mental Health Division's Statewide Management Information System.
- Provides evaluation, consultation, diagnostic and treatment services to the State courts and corrections system.

CASE MANAGEMENT AND INFORMATION SERVICES

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.

STATE OF HAWAII  
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MAUI DISTRICT HEALTH OFFICE

FUNCTIONAL STATEMENT

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.

HALE HAUOLI - DAY PROGRAM

- Day Program provides a daily program of day activity for the developmentally disabled clients living on the island of Maui, excluding the areas of Lahaina and Hana. Clients in the activity programs are trained in self-help skills, community living skills and socialization skills.

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.

- 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 - Responsible for the departmental sanitation programs and attains its objectives through educational and enforcement procedures

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

FUNCTIONAL STATEMENT


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, site inspections and application of field control techniques. Responsible for the control of yellow jacket, honeybees, fleas, etc. through site inspections and field control techniques.

ACKNOWLEDGED:

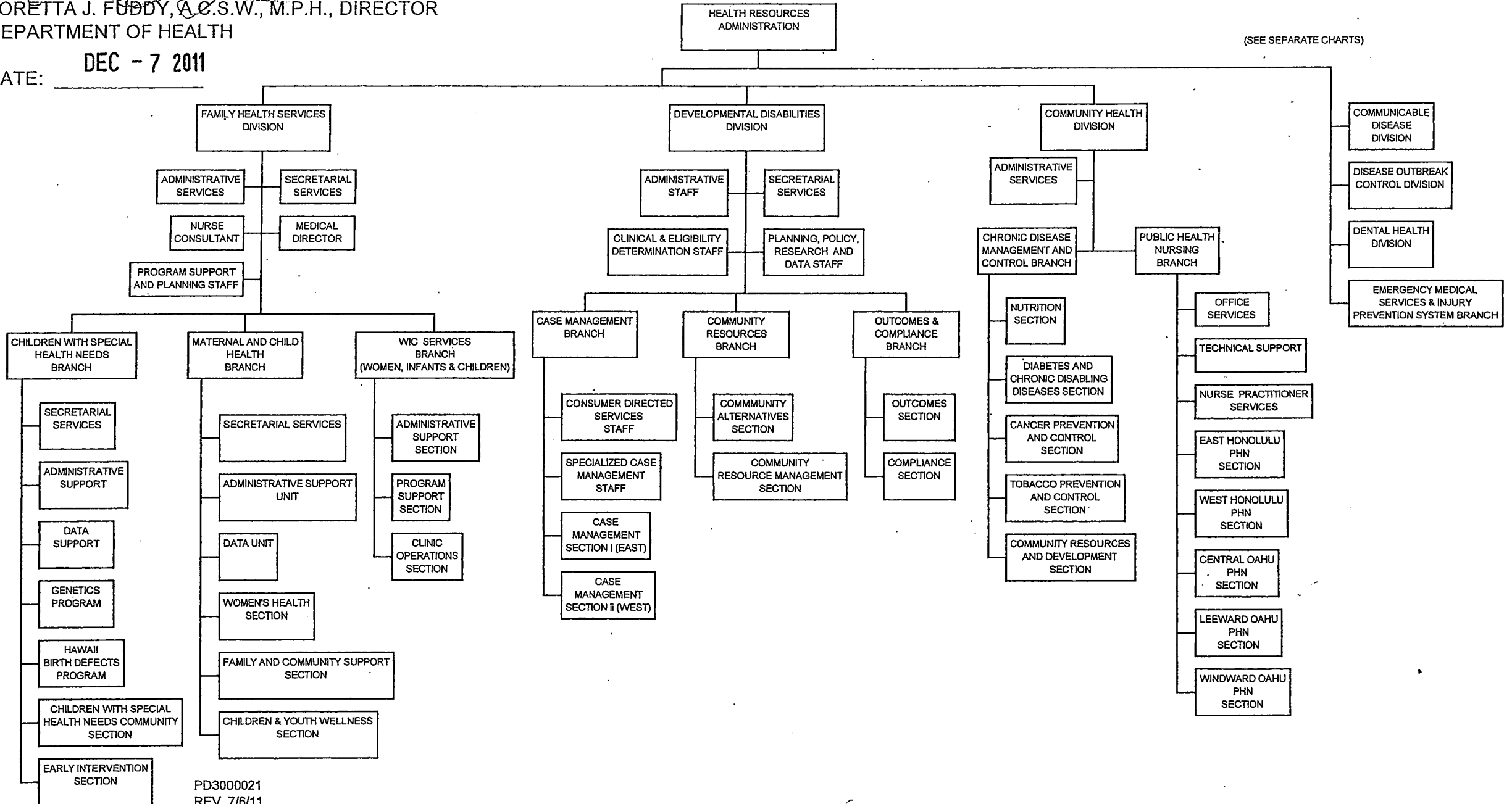
ORGANIZATION CHART

PROPOSED

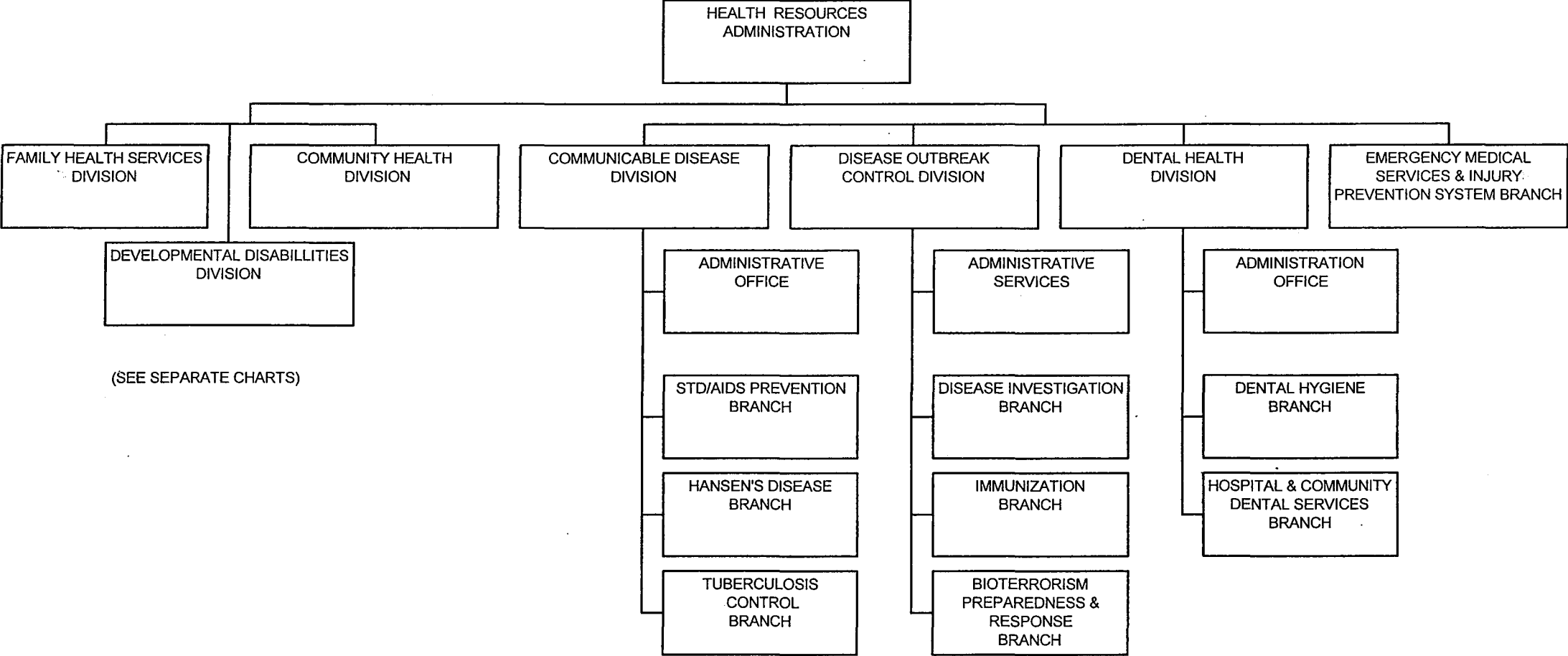
  
LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
DEPARTMENT OF HEALTH

DATE: DEC - 7 2011

(SEE SEPARATE CHARTS)



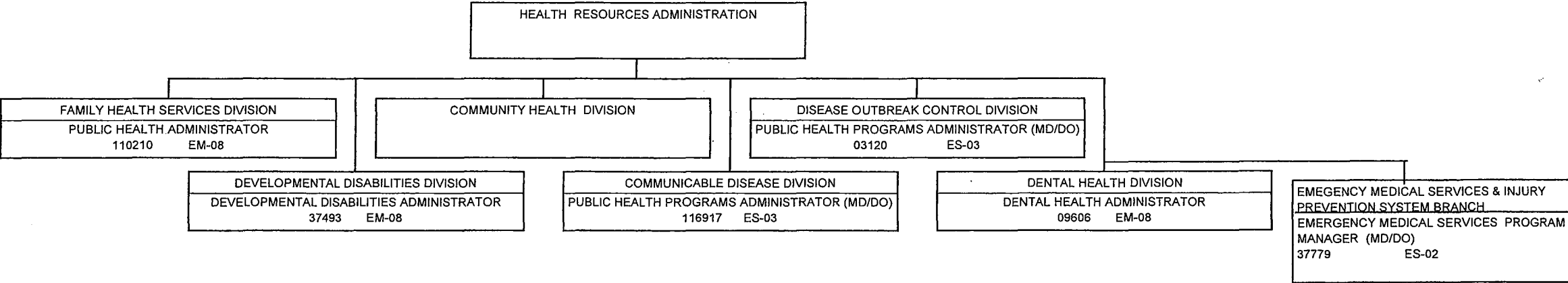
ORGANIZATION CHART



REFER TO INDIVIDUAL DIVISION CHARTS FOR INFORMATION PERTAINING TO PROGRAMS AND SECTIONS WITHIN EACH BRANCH.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION

POSITION ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION

FUNCTIONAL STATEMENT

Proposed

Under the general direction of the Director of Health, plans, directs and coordinates the activities of the Administration in effectively performing its functions and attaining its mission, within the scope of laws and established policies and regulations.

Maintains effective working relationships between other organizational entities, both public and private.

Directs the preparation of related operating and capital budgets, justifies budgets before review and approving authorities, and exercises control of funds appropriated.

Provides technical leadership to neighbor island district health offices and coordinates activities between and among the districts and Oahu to provide uniform services throughout the State.

Represents the Administration and Department before the Legislature and community groups, both public and private.

Directs the Administration's legislative program and activities, and provides for effective coordination within the Department.

Advises on the need for public health regulations and amendments thereto and conducts public hearings thereon.

Evaluates, develops and recommends administrative rules, regulations, policies and procedures for the Administration.

Recommends to the Director the establishment of and changes to organizational structure and programs and after approval, directs their implementation of assigned programs.

Coordinates and oversees distribution of legislative appropriations for respite services to children under 3 years of age with developmental delays, seriously mentally ill adults, seriously emotionally disturbed children, seriously or terminally ill children and children and adults with developmental disabilities.

FAMILY HEALTH SERVICES DIVISION

Provides primary prevention, early identification and treatment of adverse conditions and prevention of progressive disabilities to families in Hawaii; administers programs which provide and promote health services to women of childbearing age, infants, children, and adolescents through programs which offer family planning services, guidelines for quality prenatal and infant care, maternity and infant services, services to children with special health needs, well child care, limited sick child care, and health services to children in Hawaii's public schools. With special federal grants, provides systems planning and development for adolescents and for handicapped infants and toddlers from birth to three years of age. Provides Women, Infants and Children (WIC) education and special supplemental food services support to eligible families statewide.



STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION

FUNCTIONAL STATEMENT

Proposed

DEVELOPMENTAL DISABILITIES DIVISION

Plans, implements, monitors, and sets direction for a comprehensive system of supports and services for persons with developmental disabilities (DD) within the limits of available and allocated state or federal resources to support community living in the least restrictive, individually appropriate environment.

Administers community-based programs and collaborates with the public and private sectors to ensure a continuum of comprehensive and quality services and supports in the community for persons with developmental disabilities and their families.

COMMUNITY HEALTH DIVISION

Administers community based programs which plan, provide, promote and coordinate health intervention services and support for at risk families, populations, and communities who are most likely to experience unhealthy outcomes. Also provides public health nursing intervention services in the areas of communicable disease, disaster, outbreaks care coordination, follow-up and monitoring for the at-risk populations; provides nursing supervision and oversight/intervention in the public schools.

DENTAL HEALTH DIVISION

Administers the general dental health programs of the State and is responsible for the implementation of a dental hygiene program in the State's public schools. Provides direct dental treatment services to patients at State-operated hospitals, community-based clinics, long-term care facilities and schools. Conducts research, investigations and experiments relating to the incidence, cause, diagnosis, treatment and prevention of dental diseases. Provides technical and consultative services to Neighbor Islands. Provides dental health services on Neighbor Islands in coordination with District Health Offices.

COMMUNICABLE DISEASE DIVISION

Plans and implements programs for the control, treatment, and elimination of communicable disease; provides detection, treatment and rehabilitation for Hansen's Disease patients and delivers detection and treatment services for tuberculosis patients; operates clinics for the detection and treatment of venereal disease, and the detection, counseling and referral of people infected with the Human Immunodeficiency Virus.

EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEMS BRANCH

Administers and directs program activities of the emergency medical services and injury prevention system.

DISEASE OUTBREAK CONTROL DIVISION

Administers public health programs for the prevention and control of infectious

STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION

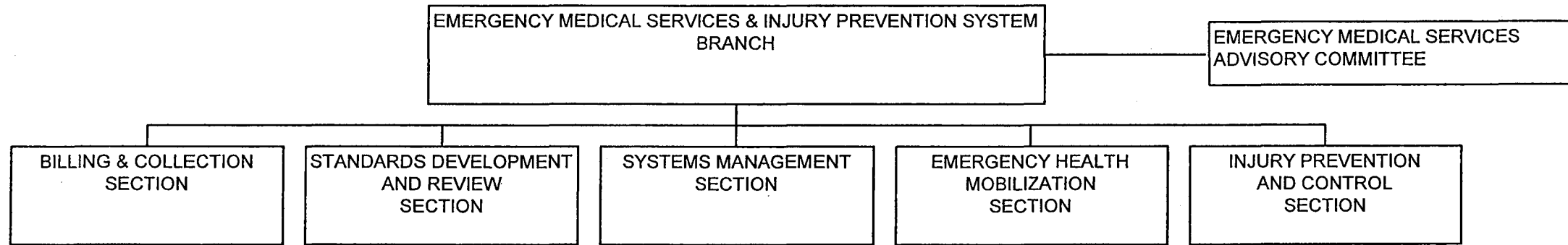
FUNCTIONAL STATEMENT

Proposed

diseases in Hawaii with the exception of Hansen's disease, tuberculosis and sexually transmitted disease including HIV/AIDS. Responsible for coordinating all department bioterrorism preparedness planning activities and its integration with surveillance and response mechanisms.

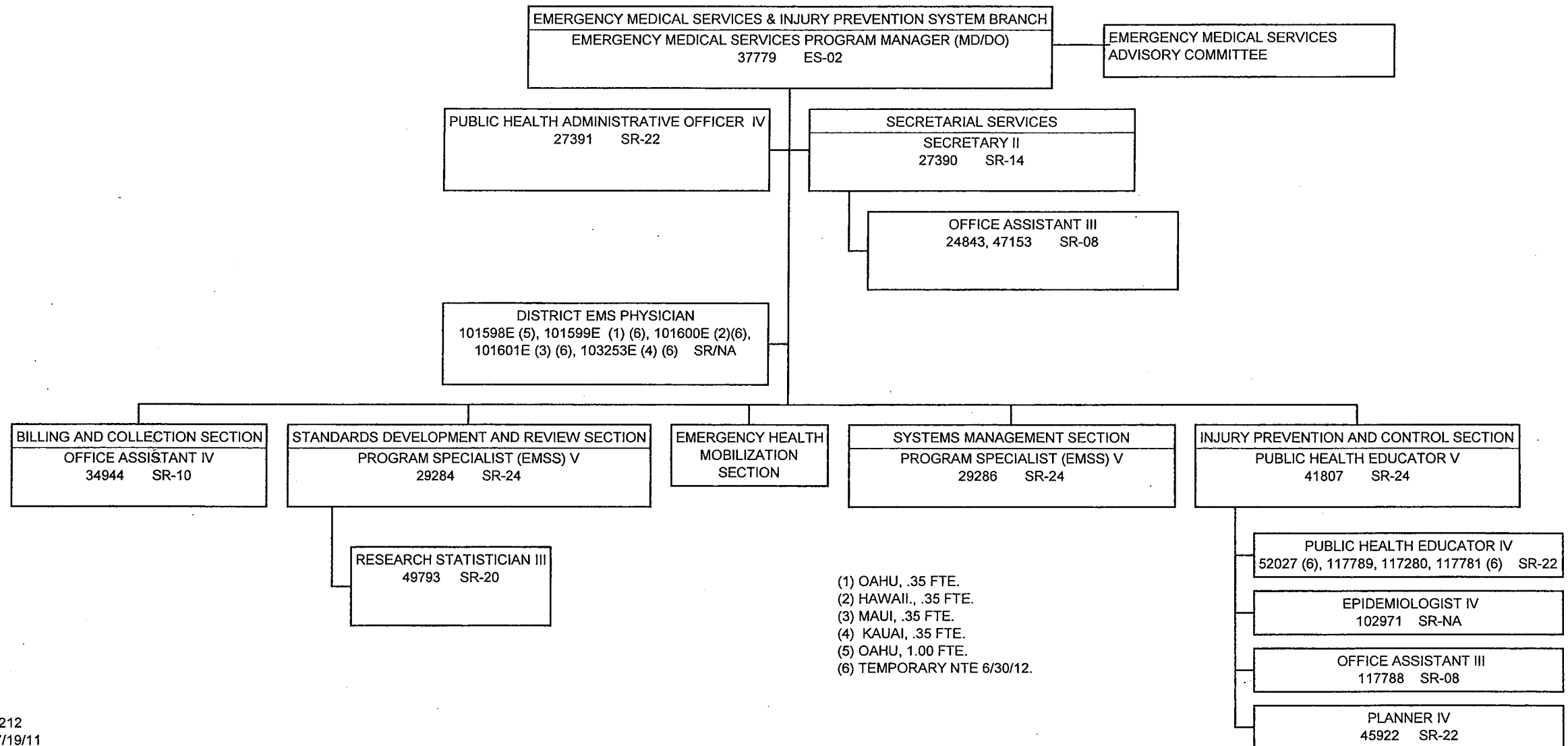
EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

ORGANIZATION CHART



EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

POSITION ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION

EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

FUNCTIONAL STATEMENT

Transportation

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:

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION

EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

FUNCTIONAL STATEMENT

Manpower

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 coresponse 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.

STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION

EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

FUNCTIONAL STATEMENT

EMERGENCY HEALTH MOBILIZATION SECTION

This section assists with planning and development with public and private agencies to ensure a coordinated health response to disaster situations.

- Promotes training and disaster exercises with civil defense and public/private agencies.

- Establishes arrangements for rapid acquisition and transport of medical supplies housed at specified locations statewide for field medical care.

- Assists with coordination and response of disaster medical assistance team for on going monitoring and surveillance of emergency medical conditions.

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.

- 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.

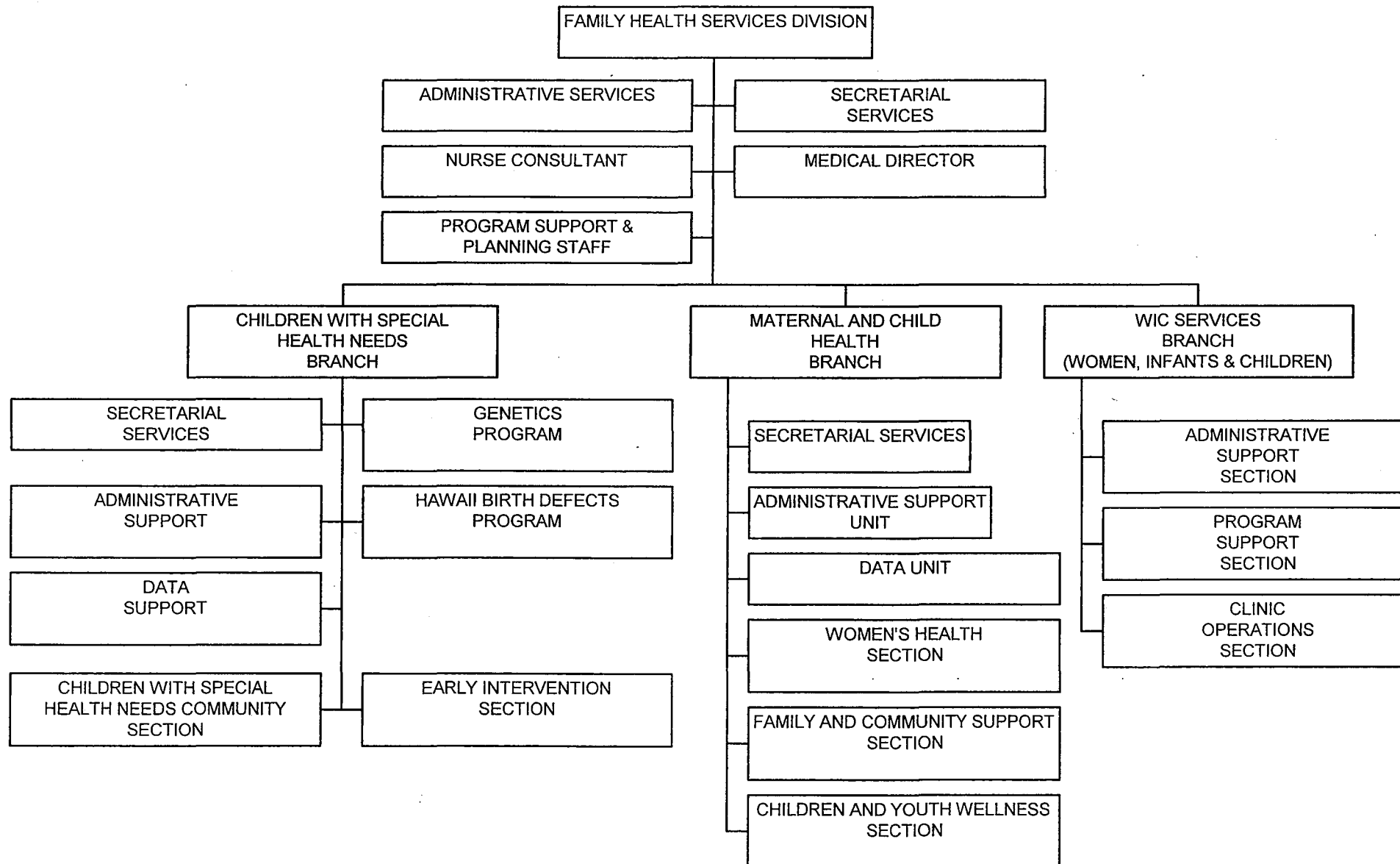


STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION

EMERGENCY MEDICAL SERVICES & INJURY PREVENTION SYSTEM BRANCH

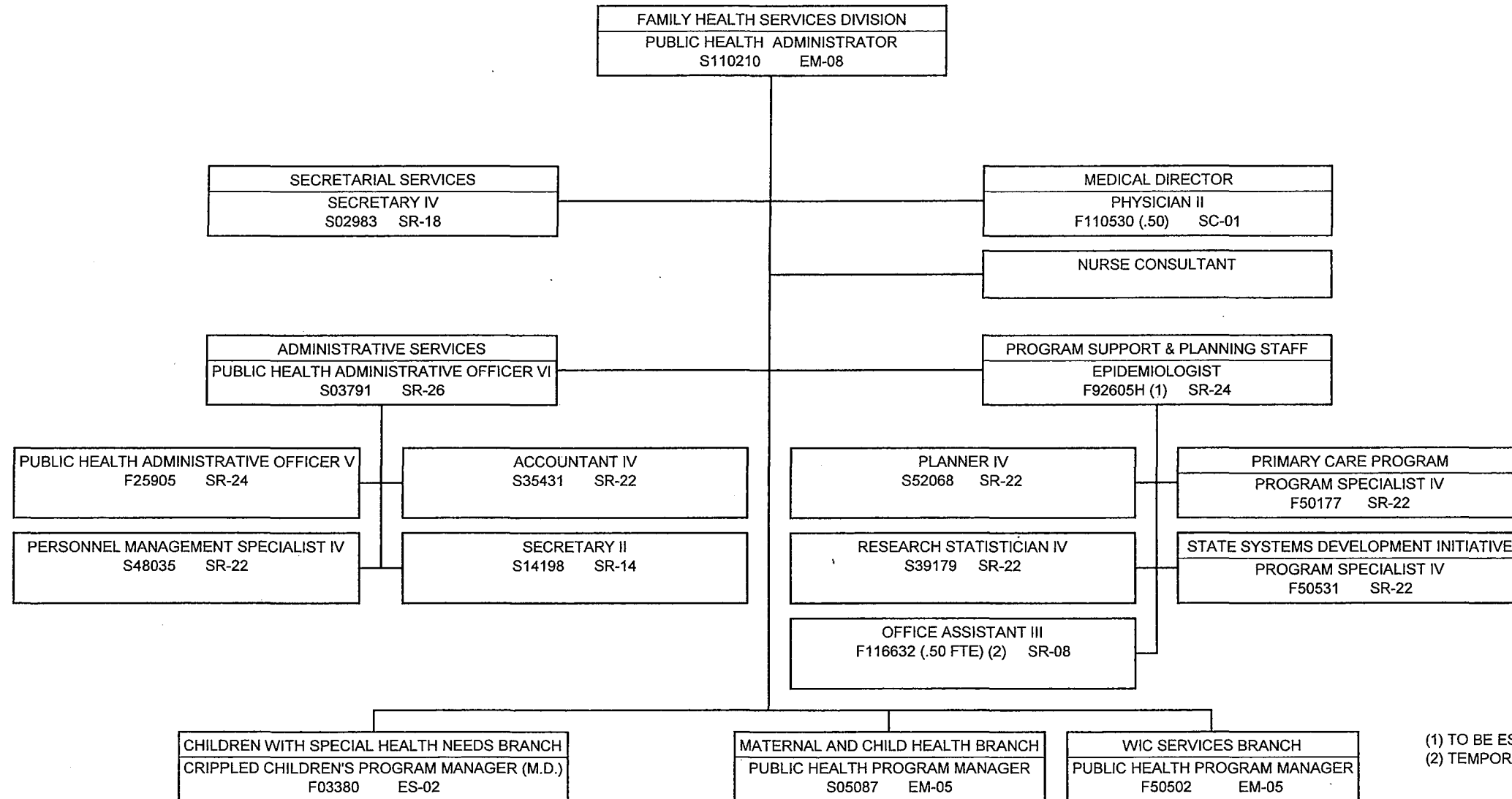
FUNCTIONAL STATEMENT

Provides technical support and training to public and private agencies and community organizations.



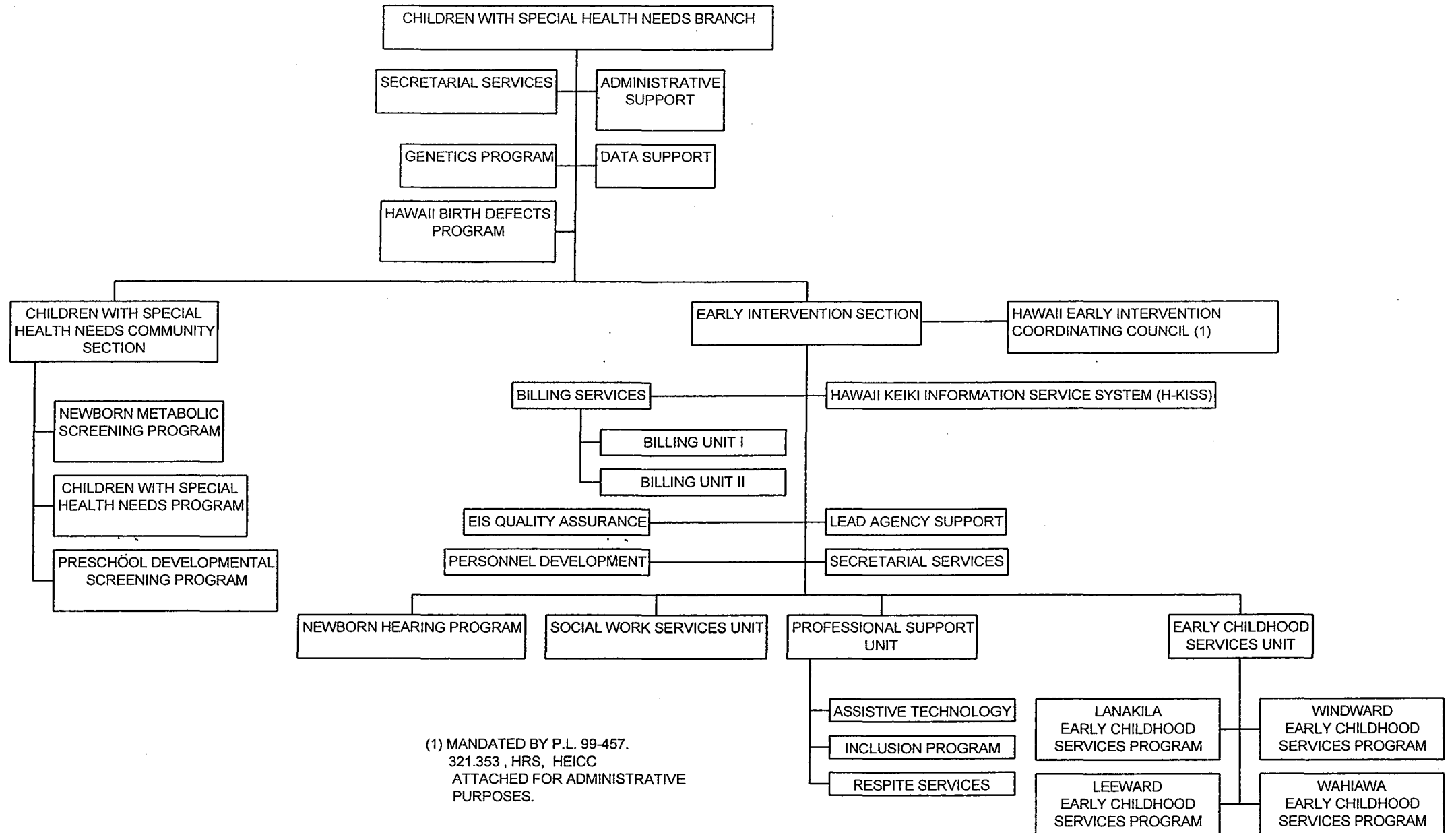
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION

POSITION ORGANIZATION CHART



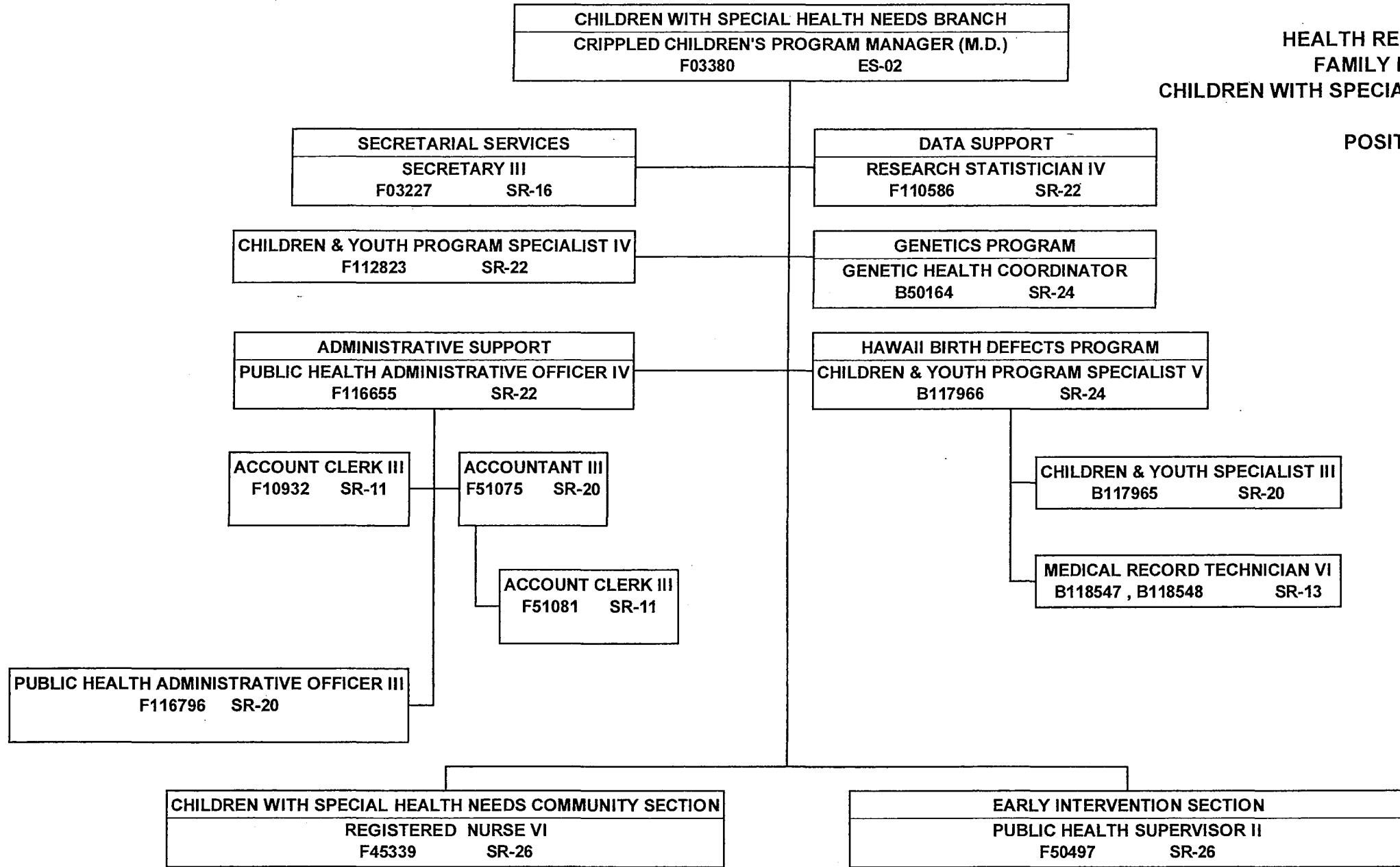
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 (2) TEMPORARY, NTE 6/30/13.

ORGANIZATION CHART



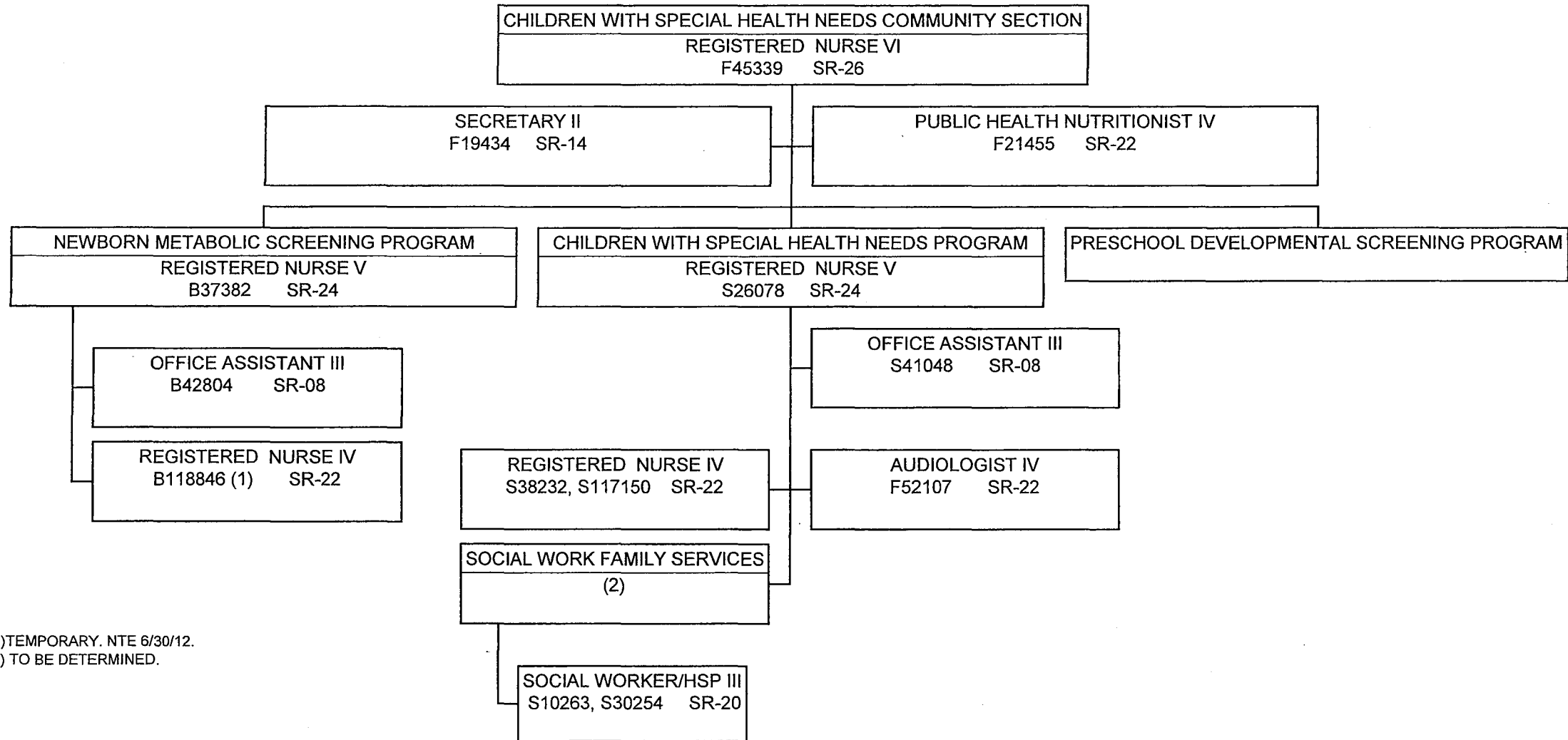
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH

POSITION ORGANIZATION CHART



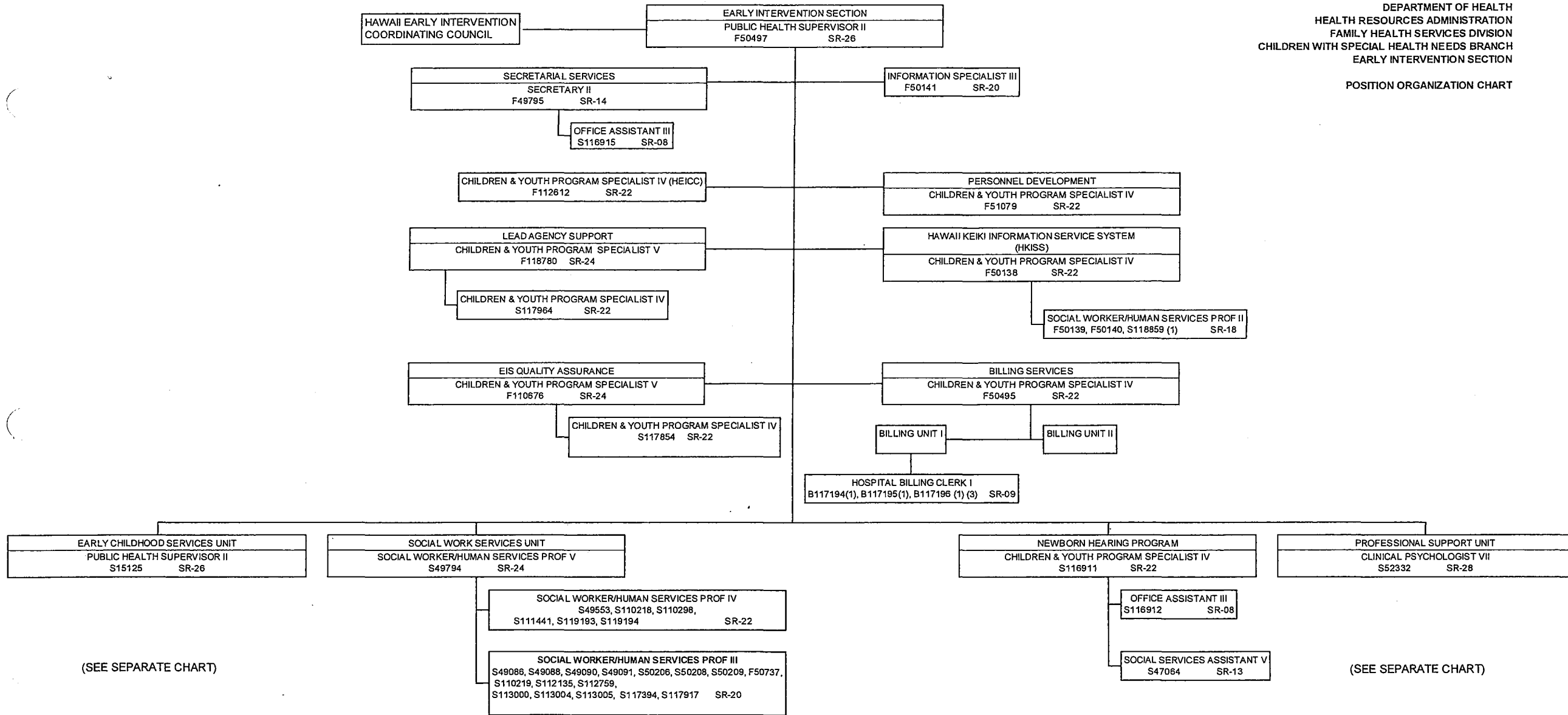
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH  
 CHILDREN WITH SPECIAL HEALTH NEEDS COMMUNITY SECTION

POSITION ORGANIZATION CHART



(1) TEMPORARY. NTE 6/30/12.  
 (2) TO BE DETERMINED.

POSITION ORGANIZATION CHART



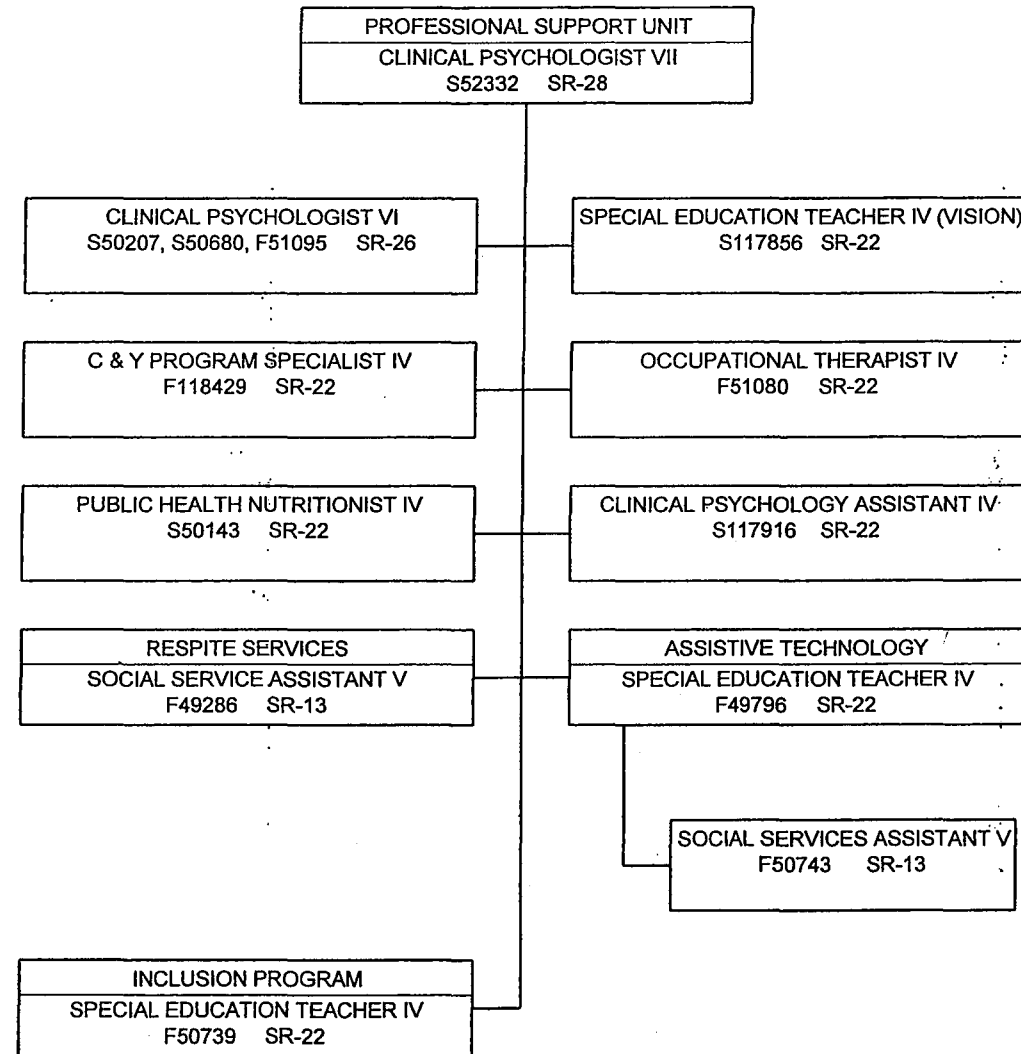
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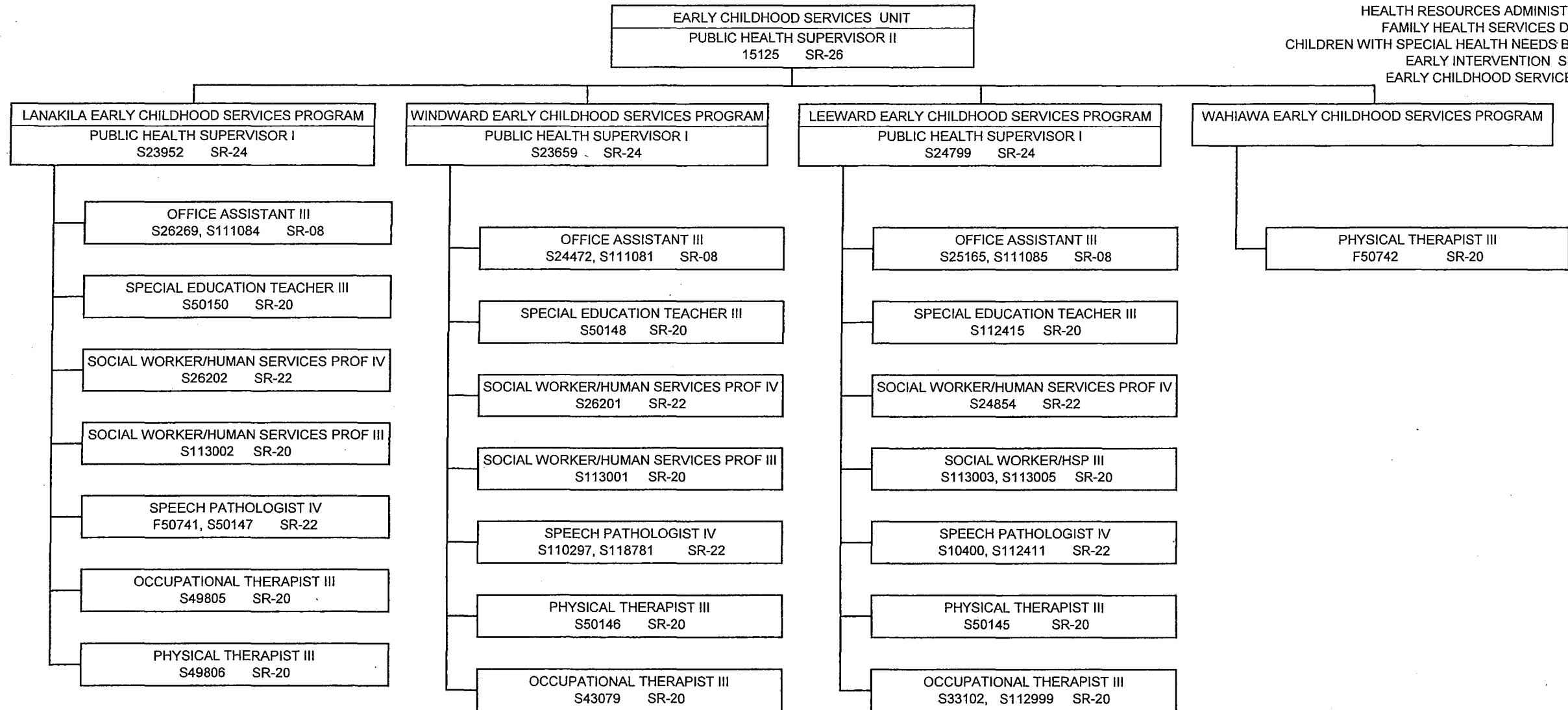
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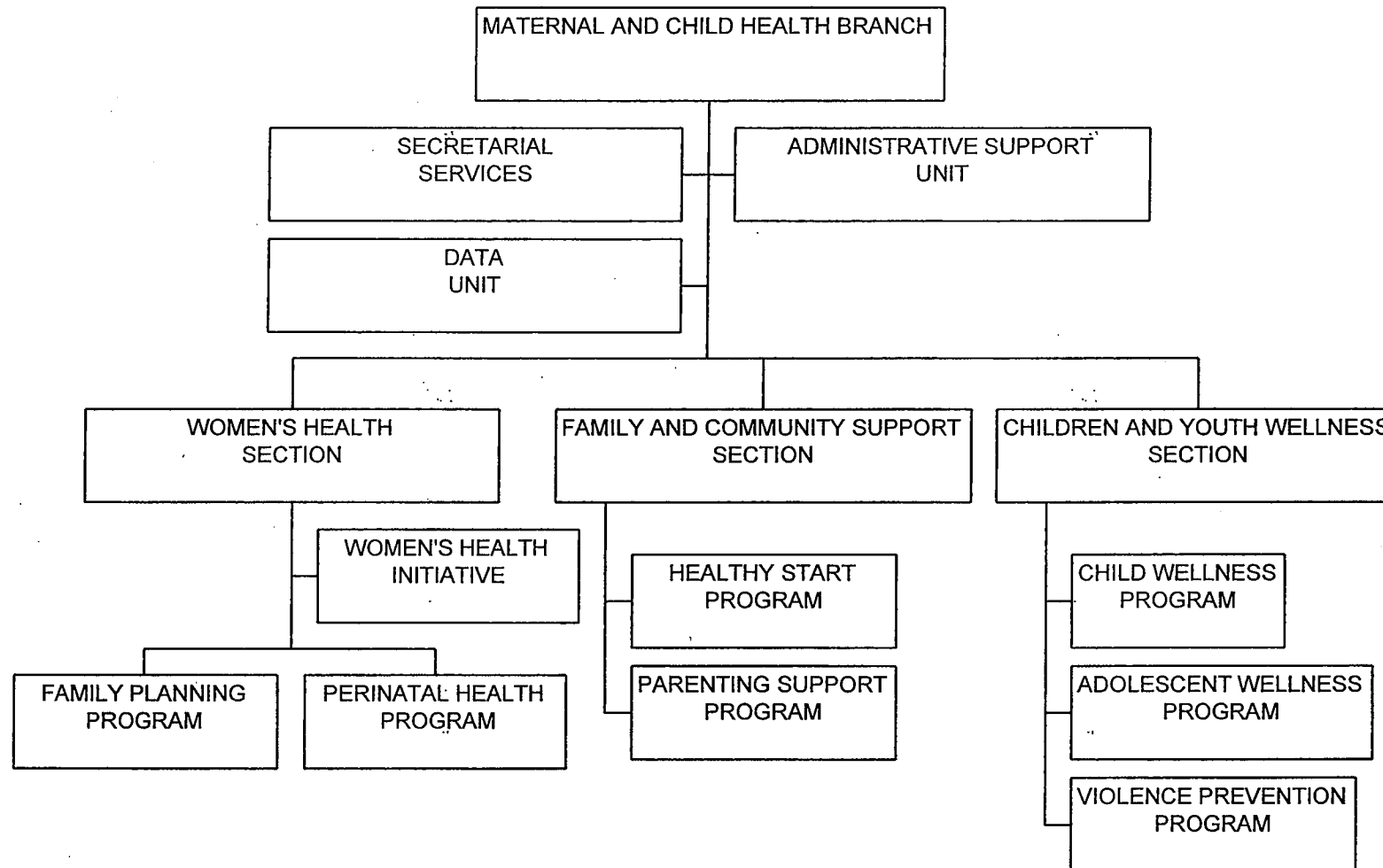
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH  
 EARLY INTERVENTION SECTION  
 PROFESSIONAL SUPPORT UNIT

POSITION ORGANIZATION CHART



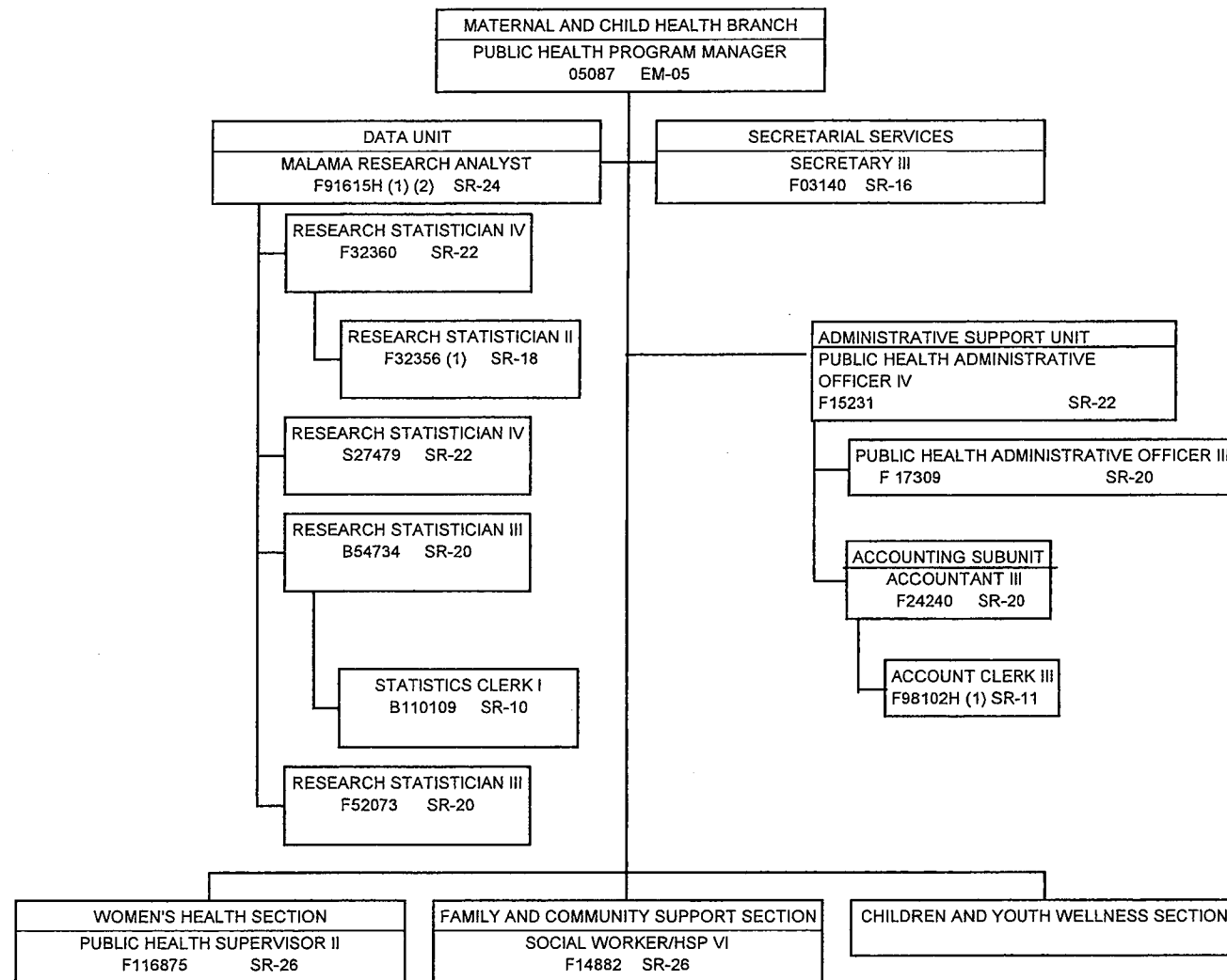






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 FAMILY HEALTH SERVICES DIVISION  
 MATERNAL AND CHILD HEALTH BRANCH

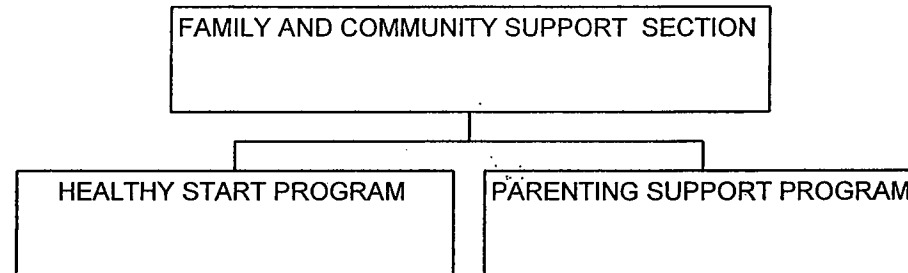
POSITION ORGANIZATION CHART



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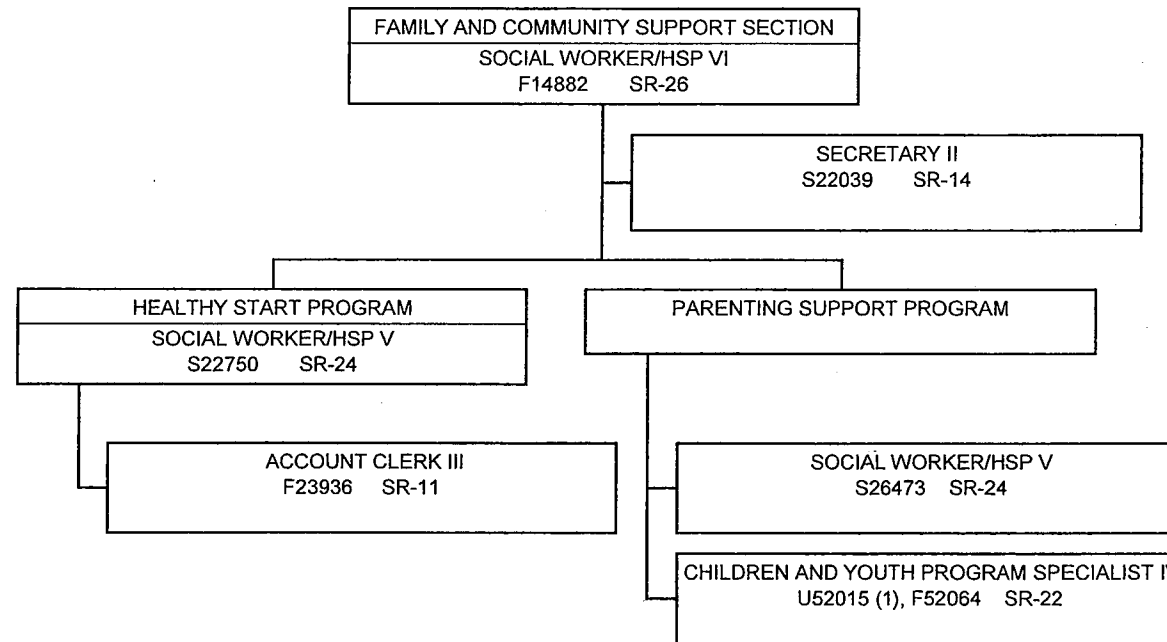
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
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FAMILY HEALTH SERVICES DIVISION  
MATERNAL AND CHILD HEALTH BRANCH  
FAMILY AND COMMUNITY SUPPORT SECTION

POSITION ORGANIZATION CHART



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HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
MATERNAL AND CHILD HEALTH BRANCH  
FAMILY AND COMMUNITY SUPPORT SECTION

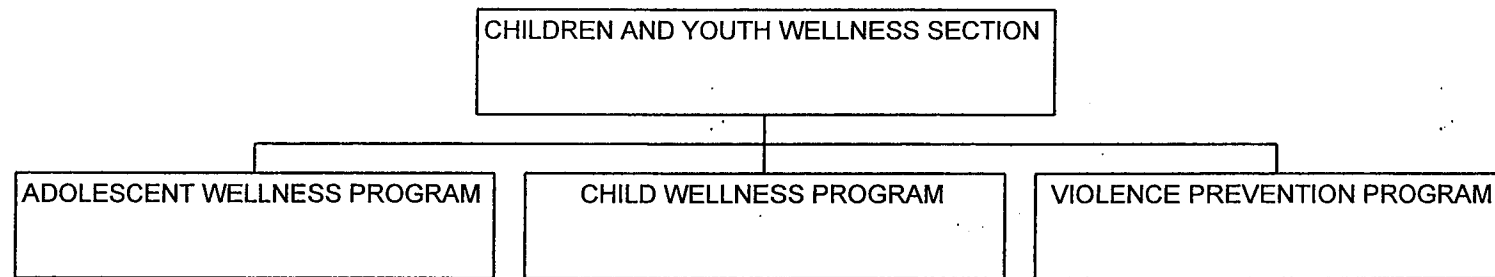
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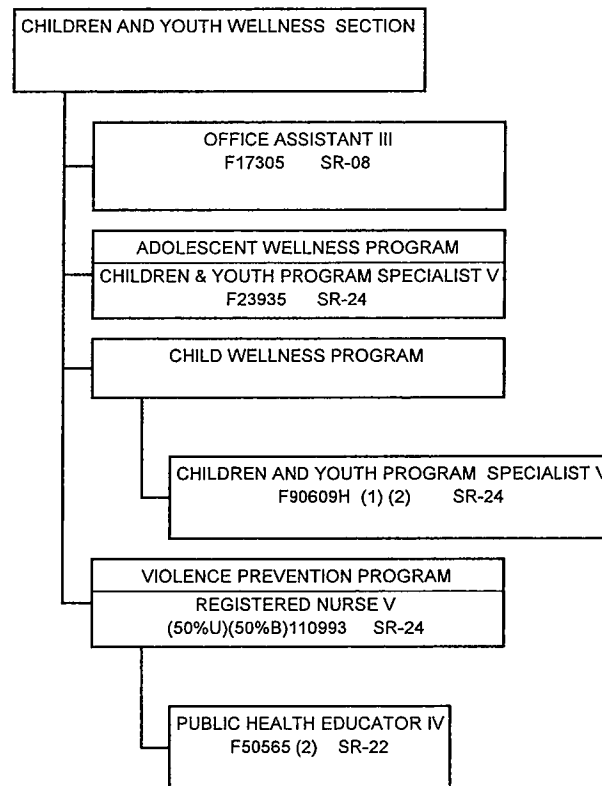
STATE OF HAWAII  
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FAMILY HEALTH SERVICES DIVISION  
MATERNAL AND CHILD HEALTH BRANCH  
CHILDREN AND YOUTH SECTION

POSITION ORGANIZATION CHART



STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
MATERNAL AND CHILD HEALTH BRANCH  
CHILDREN AND YOUTH WELLNESS SECTION

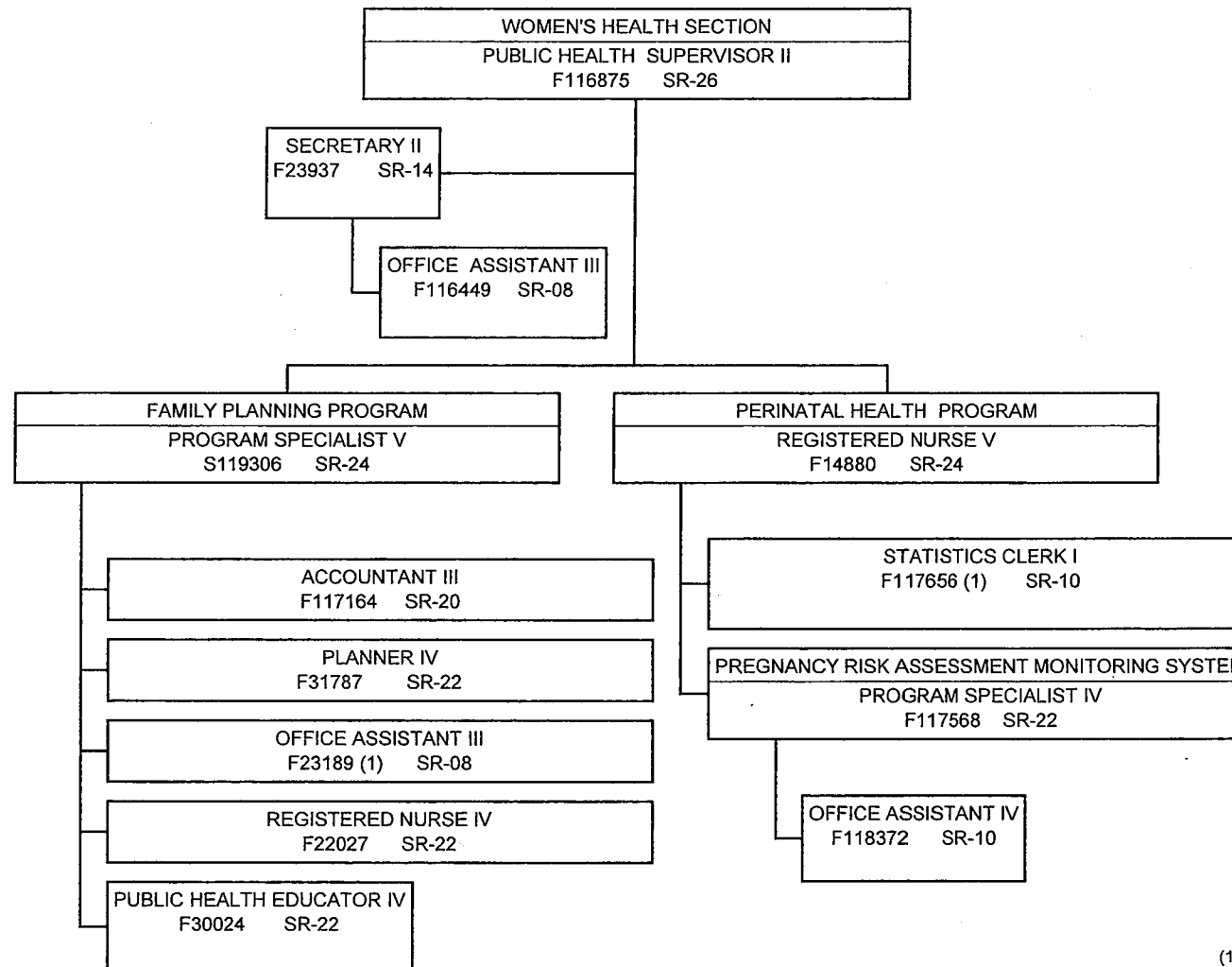
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(1) TO BE ESTABLISHED.  
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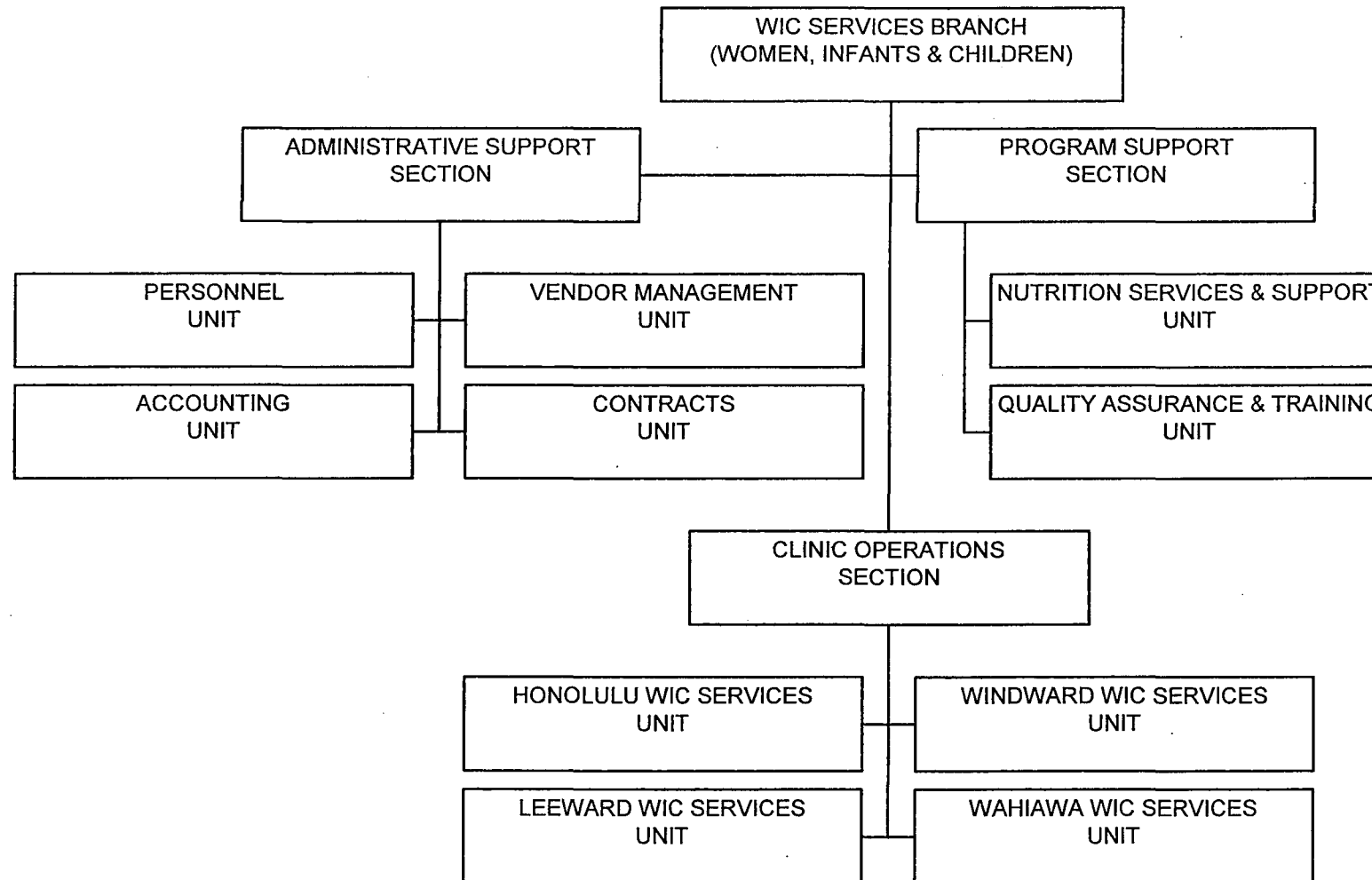
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 MATERNAL AND CHILD HEALTH BRANCH  
 WOMEN'S HEALTH SECTION

POSITION ORGANIZATION CHART



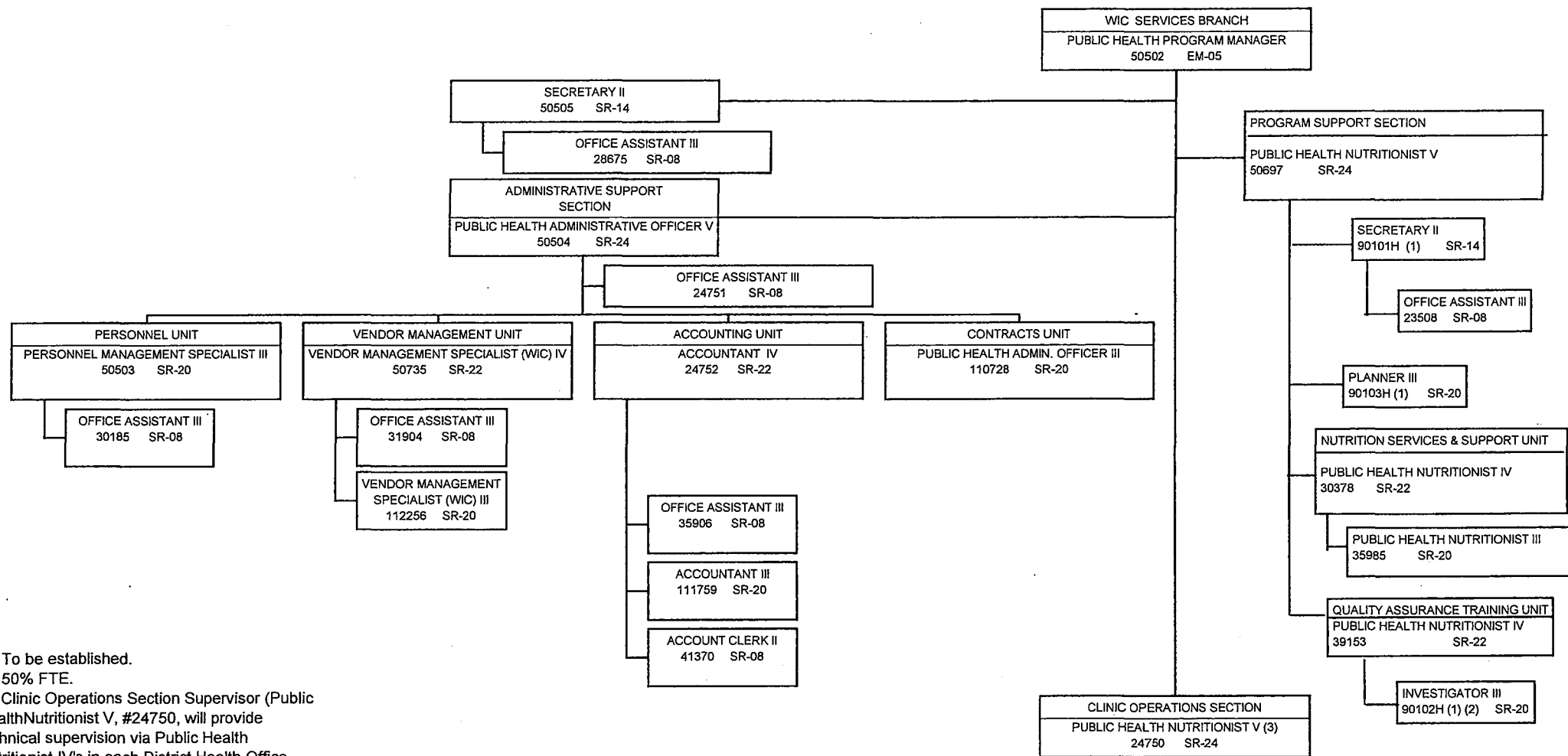
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STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 FAMILY HEALTH SERVICES DIVISION  
 WIC SERVICES BRANCH  
 ADMINISTRATIVE SUPPORT SECTION/PROGRAM SUPPORT SECTION

POSITION ORGANIZATION CHART

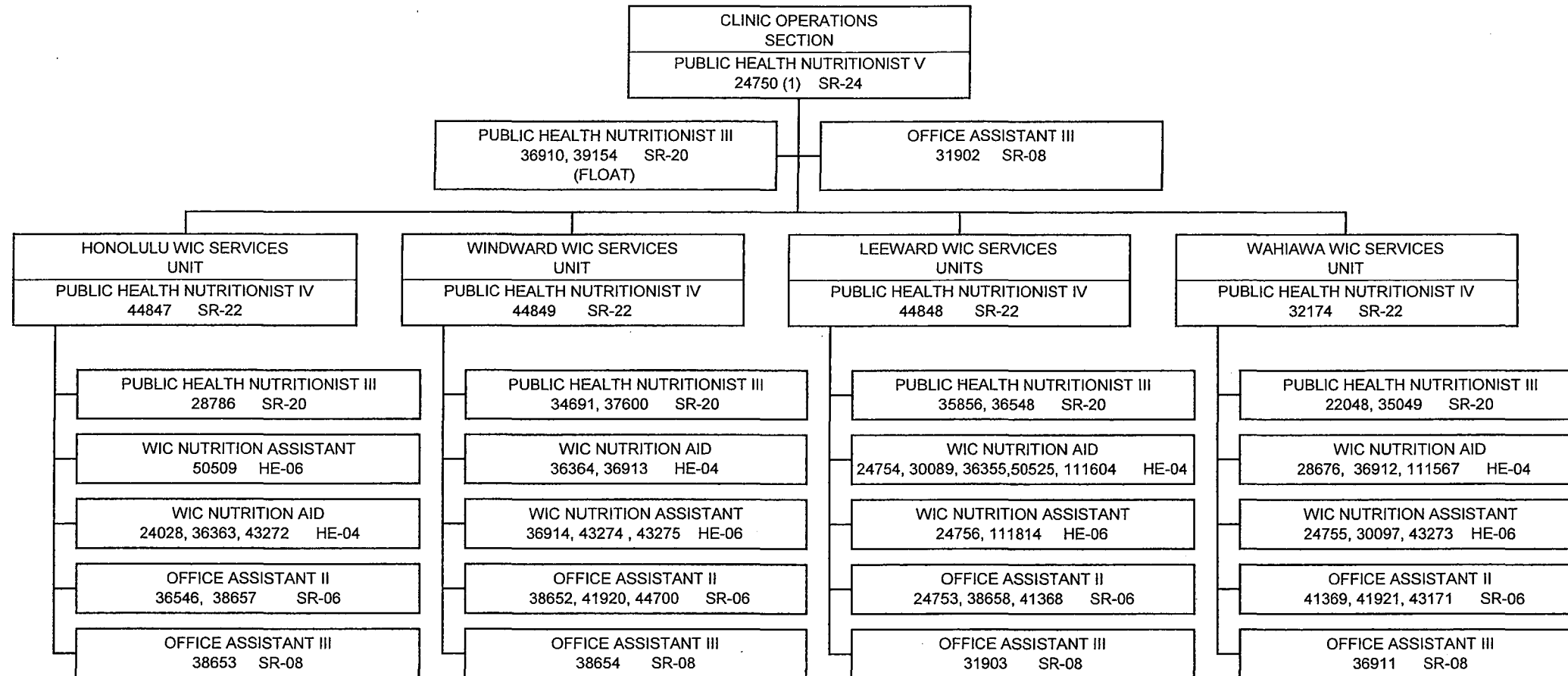


- (1) To be established.
- (2) 50% FTE.
- (3) Clinic Operations Section Supervisor (Public Health Nutritionist V, #24750, will provide technical supervision via Public Health Nutritionist IV's in each District Health Office (Hawaii, Maui, Kauai Wic Services).

(SEE SEPARATE 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).

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

The Family Health Services Division administers programs which plan, provide and promote health services to mothers, children and youth and family planning services. The Division is responsible for providing overall planning and coordination for all assigned programs, and medical and administrative direction to the three branches. The three branches are Children with Special Health Needs Branch, Maternal and Child Health Branch, and WIC Services Branch.

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.
- 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.

Nurse Consultant

- Provides leadership in setting new directions in providing nursing services for division programs.
- Provides professional nursing consultation and technical assistance on specific issues, including nursing training needs.
- Facilitates integration of nursing services within the division and facilitates collaboration within DOH.

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HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

Administrative Services

- 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, 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.
- 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 personnel benefits.
- Maintains an employee safety manual, which is periodically updated.
- 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

Program Support and Planning Staff

- 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.
- 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.
- 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.
- Collaborates with division programs to establish criteria and procedures for setting division wide priorities including priorities for resource allocation.
- Develops and maintains coordinating mechanisms within the division so that programs can appropriately collaborate and maximize resources.
- Collects and analyzes comprehensive population based data at the national, state and local levels related to the family health population.
- Evaluates quality of all data, which are collected and analyzed.
- 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.
- Conducts epidemiological analysis. Provides interpretation of population based and program specific health and related data through systematic analysis in order to assess the distribution and determinants of the health status and needs of the family health population.
- Based on analysis and interpretation of data, determines and recommends effective interventions and policy changes.
- Provides technical assistance to programs on the principles, practices and techniques of epidemiological analysis.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

- 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.
- Tracks the state's progress in meeting the Title V Maternal and Child Health Block Grant performance and outcome measures and Healthy People 2010 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.
- Evaluates the relevance and effectiveness of division programs in meeting division priorities and objectives.
- Supports division programs in developing and maintaining measurable outcomes and objectives and in program evaluation methodologies.
- 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

- 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.
- Assists the Department of Health, Office of Health Status Monitoring to improve the quality of birth certificate data.
- Develops and submits the annual State Systems Development Initiative grant application.

Primary Care Program

- Develops and publishes the annual Primary Care Needs Assessment Databook to identify geographic areas of highest risk and to assist stakeholders and policymakers in developing strategies to improve access to primary care for

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

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.
- 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.

Secretarial Services

- Provides the secretarial and office support services to the Chief and Professional Services.
- Provides technical consultation to the Branch Secretaries.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH

FUNCTIONAL STATEMENT

The Children with Special Health Needs Branch focuses on 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).

The mission of the Children with Special Health Needs Branch is to diminish the impact of illness and prevent dysfunction in children with special health needs, and ensure that these children receive optimal health care and reach their growth and development potential. The Branch accomplishes this through: (1) assurance of access to health and related services, (2) provision of mandated services for children with special health needs, newborn metabolic screening, newborn hearing screening, early intervention services for infants and toddlers, and birth defects program, and (3) facilitation of the development of a family-centered community-based system of health services for children with special needs, which includes primary and specialty care, early intervention mental health, social, family support, and other services. Branch roles include planning, needs assessment, policy development/standards setting, and assurance of access to services where needed or mandated. The Branch works in collaboration with families, health providers, public and private agencies, communities, and schools. The Branch plans, develops, and administers the Children with Special Health Needs Community Section and the Early Intervention Section.

- Assesses and monitors the status of children with special health care needs to identify and address the strengths and problems of the system of services.
- Links children and youth with special health care needs to health and other community and family services, and assure access to comprehensive, quality systems of care.
- Assists in investigating health hazards affecting children with special health care needs.
- Informs and educates the public and families about issues related to children with special health care needs.
- Mobilizes community partnerships between policymakers, health care providers, families, general public, and others to address health problems related to children with special health care needs.
- Provides leadership for priority-setting, planning, and policy development to support efforts to assure the health of children with special health care needs and their families.
- Evaluates the effectiveness, accessibility, and quality of personal health and population-based services for children with health care needs.
- Coordinates and conducts research and demonstrations to improve services for children with special health care needs.

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GENETICS PROGRAM

- Plans, develops, and implements statewide genetics activities in coordination with other public and private organizations.
- Assesses genetic needs in the community and develops policies and programs to meet the needs.
- Develops activities to promote the prevention, detection, and treatment of genetic disorders.
- Provides education for the professional and lay communities using collaborative public and private partnerships.

HAWAII BIRTH DEFECTS PROGRAM

- Collects surveillance information on birth defects and other adverse reproductive outcomes.
- Reports the incidence, trends, and causes of birth defects and other adverse reproductive outcomes.
- Reports information for the development of prevention strategies to reduce the incidence of birth defects and other adverse reproductive outcomes.
- Develops strategies to improve the access of children with birth defects to health and early intervention services.

SECRETARIAL SERVICES

- Provides the secretarial and office support services to the Branch.

ADMINISTRATIVE SUPPORT

- Develops the Branch budget with the Branch Chief and monitors and evaluates expenditure plans for compliance to Operational Expenditure Plans.
- Develops the Early Intervention Section budget with the Section Administrator and provides quarterly updates on expenditures and budget projections.
- Provides contract management and administrative activities including the development, writing and processing of Request for Proposals (RFPs), reviewing proposals, scheduling contractor's meetings, negotiating contracts and fielding contractor calls for information.

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- Responsible for fiscal monitoring of contracts and provides support for programmatic monitoring of contracts.
- Develops and implements a plan for contract fiscal monitoring and evaluation and compliance corrections as necessary.
- Provides accounting services including fiscal processing of purchase orders.
- Provides grants management activities including responsibility for fiscal applications and expenditure reports, as required, for present, on-going, and new grants.
- Ensures that grant-related expenses are submitted, as required, to ensure timely reimbursement.
- Develops and implements a plan for facilities management and inventory controls.
- Oversees and implements Branch and Section personnel activities.
- Provides appropriate consultation, technical assistance and training to Branch Sections for administrative and personnel activities.
- Analyzes budgetary data to assure quality and cost-effectiveness of programs.
- Assures compliance with Division and Departmental policies and procedures.

DATA SUPPORT

- Administers 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.
- Measures and monitors data collection and analyses related to children with special health care needs statewide.
- Provides technical and consultative services to Sections and programs.
- Develops and prepares reports and plans to comply with federal and state requirements.
- Works with other Departmental data sources and programs to achieve branch data goals and objectives.

CHILDREN WITH SPECIAL HEALTH NEEDS COMMUNITY SECTION

This section is responsible for the promotion of family-centered, community-based comprehensive, coordinated care, including early identification, diagnosis and treatment for children with special health needs from birth through age 20 years. This section works with public and private partners in development of the service system to prevent initial or

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increased impairment through early identification of health problems, conducts or facilitates needs assessment, sets standards and policies, assures access to needed comprehensive services and assures the availability of quality primary and specialty services for children with special health needs. This section plans, develops, and administers statewide programs and services: nutrition services, Children with Special Health Needs Program which provides services under H.R.S. 321-51 to 54, the statewide Newborn Metabolic Screening Program which provides mandated services as required by H.R. S. 321-291, and Preschool Developmental Screening Program.

- Provides nutrition services for children with special health needs.
  - Implements a statewide system of nutrition services for children with special health needs which focuses on early identification of nutrition and feeding problems and provision of timely, effective intervention.
  - Plans and implements training for health and educational professionals, para-professionals, and parents related to nutrition and feeding of children with special health needs.
  - Nutrition services include medical nutrition therapy services for children with selected metabolic disorders which require complex medical/nutritional intervention and for children with complex nutrition/feeding problems.

CHILDREN WITH SPECIAL HEALTH NEEDS PROGRAM

This program is responsible for statewide services to assure that children with special health needs age 0 through 20 years, especially those with limited resources, receive optimal health care and reach their growth and development potential. The program also facilitates development of the system of services for children with special health needs.

- Assesses needs regarding health status, outcomes, services and resources for children with special health care needs.
- Develops strategies, standards/guidelines and services for children with special health needs in collaboration with community health care providers, private and public agencies and organizations, families and other groups:
- 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 to families receiving program services throughout the state. This includes: assessment of the child/family's needs; developing a plan of care that addresses a child's medical, social, educational, and developmental/behavioral needs, and family issues; coordinating evaluations and treatments; linkage to appropriate care; assisting with accessing services; monitoring child's health care and progress; serving as a liaison between physicians, public health nurses, social workers, and other health care providers to

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facilitate services; and assisting with the transition to adult health care services and independence.

- Coordinates the Craniofacial Review Panel, which is an interdisciplinary team composed of medical, dental, surgical, and other specialists and therapists, with the purpose of multidisciplinary recommendations to include the proper sequencing of evaluations and treatments for children with cleft lip/palate and other craniofacial disorders.
- Provides or facilitates pediatric specialty clinics on Neighbor Islands as needed to assist with community-based access to health care services.
- Assists in financial access to services as a "safety net" for families with no other resources, by providing financial assistance to diagnostic and treatment services through sub-specialty clinics, medical specialists, and other medical services.
- Enlists and arranges volunteer providers, participating providers, and contractors of medical specialty and related treatment services. Provides information and guidelines on use of these services to families, providers, and agencies.
- Provides nursing consultation to health/human services staff of other programs and agencies regarding implications of medical conditions on daily activities and growth/development, problems associated with the medical condition, prevention of complications, and planning for emergencies.
- Provides audiological consultation to health/educational/human services staff of other programs and agencies regarding implications of hearing loss and other otological conditions on daily activities and growth/development, and appropriate interventions.
- Collaborates with multiple public and private organizations and agencies to assure services are coordinated.
- Provides technical assistance, education, and training for health professionals, community agencies and organizations regarding children with special health needs.

Social Work Family Services:

- 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 to families receiving program services throughout the state. This includes: assessment of the child/family's needs; developing a plan of care that addresses a child's medical, social educational, and developmental/behavioral needs, and family issues; coordinating evaluations and treatments; linkage to appropriate care; assisting with accessing services; monitoring child's health care and progress; serving as a liaison between

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physicians, public health nurses, social workers, and other health care providers to facilitate services; and assisting with the transition to adult health care services and independence.

- Facilitates pediatric specialty clinics on Neighbor Islands as needed to assist with community-based access to health care services.
- Assists in financial access to services as a "safety net" for families with no other resources, by providing financial assistance to diagnostic and treatment services through sub-specialty clinics, medical specialists, and other medical services.
- Collaborates with multiple public and private organizations and agencies to assure services are coordinated.
- Assesses family functioning and its positive or negative influence on the child's service plan; identifies family strengths and family risk factors and stressors in the family; develops interventions to enhance family strengths or reduce risk.
- Provides on-going clinical diagnosis, assessment and social work counseling to alleviate family crisis and /or dysfunctioning.
- Provides services to Supplemental Security Income (SSI) child beneficiaries with disabilities under age 16 and their families. Provides outreach; assessment to identify unmet child and family medical, social, educational, and transitional needs; and family support services as needed.
- Provides consultation on family-centered, culturally competent service coordination and social work services to other staff of the Children with Special Health Needs Program, and other state and community service providers.

NEWBORN METABOLIC SCREENING PROGRAM

Administers a statewide program 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 and treatment.

- Assures that all newborns in birthing facilities are screened, through monitoring of protocols, monthly reports and newborn screening procedures at each birthing facility. Assures the availability of newborn screening services for out-of-hospital births.
- Tracks infants to assure satisfactory testing and to assure that infants with the specified diseases are detected and provided with appropriate and timely treatment. Assures referral to appropriate follow-up services.
- Establishes policies, standards/guidelines and procedures for screening, confirmatory and diagnostic testing, follow-up of newborns with positive screening

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tests and tracking to assure that all newborns are screened.

- Collects, analyzes and reports 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.
- Collaborates with health care providers, birthing facilities, laboratories, health insurance providers, public and private agencies and community groups in the development and implementation of a statewide newborn screening program.
- Provides consultation, technical assistance, training and continuing education on newborn screening to hospitals, laboratories, physicians, nurses, other health providers and community groups.

PRESCHOOL DEVELOPMENTAL SCREENING PROGRAM

Administers a statewide program to facilitate the development of a system to assure the developmental and behavioral screening of preschool-aged children.

- Provides developmental and behavioral screening for children who would otherwise not have access to these services.
- Provides consultation regarding developmental and behavioral concerns and intervention strategies for children with developmental and behavioral concerns.
- Coordinates needed services for children with developmental and behavioral concerns identified through screening.
- Provides consultation and training to preschool staff and other community providers in developing their capability to provide developmental and behavioral screening.
- Provides training to screeners in using developmental and behavioral screening tools.
- Identifies appropriate developmental screening tools.
- Develops training and quality assurance protocols.

EARLY INTERVENTION SECTION (EIS)

This Section has two major responsibilities. As Lead Agency for Part C, it is responsible for the statewide implementation and monitoring of Part C of the Individuals with Disabilities Education Act (IDEA), Public Law (P.L.) 108-446, and H.R.S. 321.351-353 and H.R.S. 321.361-363, and assuring that all federal and state laws are followed. This includes assuring that all Agencies and Programs that provide care coordination to Part C eligible children are monitored regarding their compliance with Part C requirements, and that if deficiencies are identified, they are corrected. This Section is also responsible for the development of Memoranda of Understanding with other Departments to support IDEA

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Part C requirements. This Section is also responsible for the development of a family-centered, community-based, comprehensive and coordinated system of early intervention services for infants and toddlers under age 3 with developmental delays and their families.

This Section collaborates with public and private partners statewide and plans, develops, administers, and monitors the statewide programs and services, to assure their consistency with part C of IDEA. The Section consists of four units that support these activities: Newborn Hearing Program, Social Work Services Unit, Professional Support Unit, and Early Childhood Services Unit. This section is also responsible for the development of a public awareness campaign, using various outreach activities, strategies and media sources to identify eligible infants and toddlers who may be eligible for services, especially those who are underrepresented. Other areas of responsibility include: Part C Quality Assurance which monitors all statewide Part C early intervention Agencies and Programs that provide care coordination to Part C eligible infants and toddlers and their families; EIS Quality Assurance which monitors public and private purchase-of-service early intervention programs statewide that provide care coordination and services to infants and toddlers with developmental delays, to ensure that federal and state laws are complied with; Personnel Development which provides training and support to all Part C early intervention providers statewide; H-KISS which acts as both the required central directory and the central point of contact for families and others who have concerns about the development of any child under the age of 3; and staff to support the Hawaii Early Intervention Coordinating Council. This section is also responsible for the submission of all required federal and state fiscal and programmatic reports as required.

HAWAII EARLY INTERVENTION COORDINATING COUNCIL

The Hawaii Early Intervention Coordinating Council (HEICC) was mandated by P.L. 99-457 (currently P.L. 108-446) and H.R.S. 321.353 placed within the Early Intervention Section to perform the following functions:

- Advises and assists the Department in the development and implementation of the policies that constitute the statewide system of early intervention services.
- Assists the Department in achieving the full participation, coordination and cooperation of all appropriate public agencies in the State.
- Assists 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.
- Assists the Department in the resolution of disputes.
- Advises and assists the Department of Health and the Department of Education regarding the provision of appropriate services for young children.
- Provides advice and consultation to the Early Intervention Section in planning, implementing, monitoring and evaluating the system of early childhood services.



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- Reviews and comments in potential grant applications regarding young children.
- Prepares an annual report on the status of early childhood for the governor and the U.S. Secretary of Education.

SECRETARIAL SERVICES

- Provides the secretarial and office support services to the Section staff.
- Supports the Branch's Administrative Services in completion of personnel and other related requirements.
- Ensures timely submittal of reports and other required documents.

HAWAII KEIKI INFORMATION SERVICE SYSTEM (H-KISS)

Administers the statewide computerized information and referral service entitled the Hawaii Keiki Information Services System (H-KISS), and the automated data management system, the Child Health Early Intervention Record System (CHEIRS). A centralized directory system is one of the 14 required components under Part C of P.L. 108-446.

a) The Hawaii Keiki Information Service System (H-KISS)

- Provides information on services and resources statewide and nationally to families with young children who have special needs (and Title V toll-free information line to age 21).
- Arranges referrals for care coordination, evaluation, and early intervention services for children under age 3, who may be eligible for early intervention services.
- Utilizes the central point of contact and triaging mechanism to ensure appropriate and timely referrals for family centered services, care coordination, early childhood development and intervention services.
- Provides statistical information for purposes of identifying service needs and gaps and generates a variety of reports in response to requests from public and private providers in the community.
- Submits required federal and state data reports.
- Maintains database of services including updating of service information and implementing needed changes and enhancements in the software.

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b) Child Health Early Intervention Record System (CHEIRS):

- Documents referrals to early intervention services on CHEIRS and utilizes CHEIRS output to effectively track children and to ensure that children are not receiving duplicate early intervention services.
- Works closely with Division and Section data teams and Section Billing Services to provide ongoing support and training to all early intervention programs utilizing CHEIRS to document and keep track of children being served.
- Maintains CHEIRS database by identifying needed changes and software enhancements and implementing these in all programs.
- Compiles statistical information for state and federal requirements and generates a variety of reports in response to data requests from public and private service providers in the community.
- Administers the automated data management tracking system.
- Works closely with Section data team to ensure that all public and private early intervention programs for infants and toddlers with developmental delays have computer technology capabilities for use with the children and their families.
- Works closely with Section data team to provide computer technology training and support services to staff of early intervention programs.
- Works closely with the Section data team to assist programs in accessing appropriate hardware and software to provide computer activities that enhance the learning environment of infants and toddlers with special needs.

PERSONNEL DEVELOPMENT

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.

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- 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.
- 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.

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- 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

This program is responsible for assuring that 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:

- 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 internal 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

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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.

EIS QUALITY ASSURANCE

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 area 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.

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- 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.

BILLING SERVICES

This section is responsible for the development and implementation of billing system processes to collect third party reimbursements. Under the mandate of P.L. 108-446, EIS is to pursue "other public and private funding" to be used to support the cost of providing early intervention services. The mandate designates EIS as "payor of last resort" for Medicaid medical assistance programs.

- Responsible for the development of a billing system to facilitate the receipt of third party payments for early intervention services, including Medicaid, CHAMPUS/Tricare, and other reimbursement sources.
- Collaborates with the Department of Human Services in the development and implementation of the billing system.
- Responsible for ensuring that billing processes comply with relevant State and Federal regulations such as HIPAA transactions, confidentiality regulations, and Balanced Budget Act requirements.
- Acts as a staff information and training resource for billing procedures.
- Works closely with FHSD and EIS data staff in the development of a data system to collect data on children receiving services from fee-for-service providers.
- Responsible for ensuring that EIS personnel are trained and comply with all requirements of State and Federal regulation, including HIPAA transactions, confidentiality regulations, Balance Budget Act, False Claims Act requirements, etc.

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BILLING UNIT I

This unit will assume responsibility for Managed Care billing issues and for tasks involving enrollment eligibility, encounter data, and provider eligibility.

- Responsible for gathering and validating service data received from all Part C providers to support invoices for reimbursement; submission of validated data to DHS;
- Verifies employment credentials and tracks eligibility of early intervention providers for reimbursement purposes.
- Maintains and updates provider fee schedules, applicable diagnoses and procedure codes for reimbursement of services.

BILLING UNIT II

This unit will assume responsibility for Medicaid Fee for Service billing activities and for tasks related to Public Health Nursing (PHN) data entry, Authorization for Service (AFS) data entry, and Fee for Service therapy evaluations.

- Oversees the preparation of monthly invoices for MedQuest eligible children for reimbursement purposes.
- Verifies eligibility of early intervention children for reimbursement purposes.
- Inputs data on AFS services, both those authorized and those provided.
- Tracks reimbursements and special fund deposits for reporting purposes, by provider.
- Deposits reimbursements into appropriate accounts.

NEWBORN HEARING PROGRAM

Administers a statewide program as required by H.R.S. 321.361-363 to diagnose as early as possible hearing loss in young children in the birthing centers around the state and to provide comprehensive family-centered community based diagnostic services to children and families in need. Provides and promotes awareness of hearing loss in young children and the needs and availability of habilitation.

- Ensures that newborn hearing screening services are provided to newborns before discharge from hospitals.
- Provides diagnostic services to any young child with a hearing loss or suspected hearing loss.

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- Refers any child with a hearing loss to H-KISS for referral for care coordination, developmental evaluation and early intervention services.
- Supports birthing facilities across the state in the implementation of newborn hearing screening.
- Serves as liaison between the Department and the Newborn Hearing Screening Advisory Board in the development of priorities, implementation strategies and policies regarding newborn hearing screening.
- Promotes collaboration with national experts, the state agency, private physicians and service providers in the development and implementation of a statewide, community-based screening program.
- Develops standard of care for program evaluation and quality assurance of service providers. Identifies community needs in delivery of services.
- Monitors children through a newborn hearing screening tracking system to assure that follow-up services are provided whenever a hearing loss is suspected.
- Offers professional support in the area of audiology for all family centered coordinators and service providers, when necessary.
- Assesses public and private needs and resources in regard to hearing evaluation and habilitation in young children.
- Provides opportunities for training and continuing education for community providers, including audiologists, pediatricians, speech language pathologists and others in the area of early identification, evaluation and habilitation in infants and toddlers with hearing loss.
- Evaluates program outcomes to identify unmet needs and recommends changes to meet those needs.

SOCIAL WORK SERVICES UNIT

Provides family centered culturally sensitive care coordination services and other family support services to families with infants and toddlers under age 3 with special needs who are referred to this unit. Ensures that each child referred to this unit is evaluated, has an Individual Family Support Plan (IFSP), and early intervention services to meet the needs of each child and his/her family. Provides consultation, support, and training to other providers of early intervention services in the areas of IFSP development, family centered services, community-based services, cultural sensitivity, and other related areas.

- Supports the implementation of the IFSP in all public and private early



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intervention programs statewide.

- Ensures that the IFSP document meets IDEA Part C regulations.
- Ensures that families referred to this unit receive care coordination, timely evaluations, and appropriate early intervention services to meet the needs identified on their IFSPs.
- Provides individual and family counseling and co-facilitate support groups for family members.
- Facilitates arrangement of other needed services by referring to community agencies.
- Supports quality assurance activity related to the implementation of the regulations concerning culturally competent, family-centered care coordination and IFSP processes:
- Ensures that federal and state timelines for provision of services, including evaluation and IFSPs are followed for children referred to this unit.
- Provides social work consultation to other state professional staff and private service providers regarding family stress and coping mechanism and techniques.
- Assesses family functioning and its positive or negative influence on the child's service plan: identify family strengths and family risk factors and stressors in the family; develops interventions to enhance family strengths or reduce risk.
- Provides on-going clinical diagnosis, assessment and social work counseling to alleviate family crisis and/or dysfunctioning.
- Advocates for and assists families to negotiate the network of health and human services to maximize service provision to young children.
- Provides social work consultation to H-KISS staff and other social workers statewide.
- Accepts referrals for care coordination from H-KISS.
- Supervises and monitors the timeliness required for the development and implementation of IFSPs for children referred to this unit.
- Supports the provision of training in family-centered care, care coordination and IFSP development for early intervention personnel statewide.
- Provides direct supervision and/or technical assistance for care coordinators

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who are placed in public and private agencies to implement care coordination services.

- Collaborates with multiple public and private departments and agencies to assure services are coordinated.
- Provides national, state and local presentations regarding culturally competent, family-centered policies and procedures for early intervention services for infants and toddlers with special needs and their families.
- Ensures that families' concerns, needs and resources are recognized, affirmed as valid and respected at all levels for early childhood.
- Collaborates 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, consistent with IDEA Part C, is provided to all programs statewide that serve Part C eligible infants and toddlers and their families. It is also responsible for the administration of special projects that support early intervention services.

- Ensures that nutritional evaluation, consultation, and technical assistance is provided to enrolled children, their families and service providers statewide, as needed.
- Ensures that occupational therapy evaluation, consultation, and technical assistance is provided to enrolled children, their families and service providers statewide, specifically in the areas of sensory regulation and integration for children with autism spectrum disorders and other challenging behaviors.
- Ensures that evaluation, consultation, and technical assistance in the area of vision is provided to enrolled children, their families and service providers statewide, as needed.
- Ensures that evaluation, consultation, and technical assistance in the area of hearing support is provided to enrolled children who are deaf or have hearing loss, their families and service providers statewide, as needed. May develop sign or verbal language groups and coordinates a mentorship programs to enhance the ability of families to support the communication needs of their children.
- Ensures that evaluation, consultation, and technical assistance in the area of speech pathology is provided to enrolled children, their families and service providers statewide, as needed.
- Ensures that referrals received from care coordinators who serve IDEA Part C

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eligible children for psychological evaluations, consultation and services are immediately assigned to the most appropriate EIS psychologist.

- Provides psychological consultation to early intervention service providers, other early childhood programs, preschools and other provider agencies.
- Performs psychological evaluations to determine diagnoses and special emotional and/or psychosocial needs of young children who are eligible for early intervention services.
- Recruits and collaborates with contracted agencies that provide autism specialists who can assist with infants and toddlers diagnosed with Autism Spectrum Disorders.
- Works closely with all Part C Agency and Program staff to ensure that technical support is available to meet their expressed needs.
- Responsible for the administration of the Keiki Care Project that provides training and support to community preschools who serve children with challenging behaviors.
- Supports the development of new grants to increase the capacity and capabilities of the Section in meeting the needs of Part C eligible infants and toddlers and their families.

INCLUSION PROGRAM

The Inclusion Program has two main goals: 1) to 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; and 2) to provide financial support to parents who meet the CCDBG (Child Care Development Block Grant) eligibility requirements so their child can be cared for in an inclusive setting.

ASSISTIVE TECHNOLOGY

The Assistive Technology program provides assistance technology support to young children with special needs and their families. Staff (coordinator and parent mentors) provide 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.

RESPIRE SERVICES

The Respite program is a community-based family support program to enable and empower families to reduce stress, learn alternative parenting skills and prevent or

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minimize children's behavioral problems by providing respite care. This program serves two populations: families of infants and children with special needs and families of children with serious, chronic or terminal illness.

EARLY CHILDHOOD SERVICES UNIT: (LANAKILA EARLY CHILDHOOD SERVICES PROGRAM, WINDWARD EARLY CHILDHOOD SERVICES PROGRAM, LEEWARD EARLY CHILDHOOD SERVICES PROGRAM, WAHIAWA EARLY CHILDHOOD SERVICES PROGRAM, KONA EARLY CHILDHOOD SERVICES PROGRAM)

This unit is responsible to ensure that the following are implemented by the above five Early Childhood Services Programs (ECSPs):

- Ensures that the DOH ECSPs follow IDEA Part C regulations, H.R.S. 321.351-353, the Early Intervention State Plan, and other requirements.
- Administers DOH early intervention programs for infants and toddlers and their families who are eligible for IDEA Part C services. This includes speech therapy, occupational therapy, physical therapy, special education, social work, and care coordination services.
- Assures preventive, evaluative, consultative and early intervention services to infants and young children with developmental delays and their families enrolled in DOH Early Childhood Services Programs (ECSP) throughout the State.
- Assures that DOH ECSPs provides all Part C mandated services are to infants and toddlers with special needs and their families enrolled in their programs.
- Develops contracts for additional direct service providers when full-time staff is not available and monitors them both fiscally and programmatically.
- Collaborates with the Professional Support Unit, Administrative Services, and EIS Quality Assurance when additional providers and/or technical assistance is needed to support the needs of infants and toddlers and their families enrolled in ECSPs.
- Works closely with families of special needs infants and toddlers to maximize their potential development by imparting knowledge and skills to family members.
- Incorporates professional "best practices" in service delivery.
- Monitors accomplishment of discipline specific goals and objectives identified on the IFSP.
- Assists in identifying family needs for family centered services, such as, counseling, respite care, transportation services, etc.
- Collaborates with Section's Personnel Development program to ensure that staff located at DOH early intervention programs receive training and support in their

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discipline specific competencies, as well as, in providing care coordination and developing IFSPs with families.

- Maintains a safe, protective environment for infants and toddlers receiving services.
- Provides educational, developmental, cognitive, social and learning style assessments of infants and young children with special needs.
- Assures transition services to Department of Education or other environments following IDEA Part C requirement.
- Assures that all timelines and services provided meet IDEA Part C requirements.
- Provides written and verbal explanation of test results, instruction in education activities/exercises in culturally competent and family-centered manner to families.
- Provides leadership in developing and implementing approaches to address developmental issues and the strategies needed during the early childhood years.
- Collaborates with private early intervention programs to ensure a consistent service delivery system for infants and toddlers with developmental delays and their families.

FUNCTIONAL RELATIONSHIPS BETWEEN ORGANIZATIONAL SEGMENTS

The Family Health Services Division administers the Maternal and Child Health, Children with Special Health Needs and WIC Services Branches. The Division provides statewide guidance and coordination of services between the branches. The administrative support on the neighbor islands is provided by the District Health Offices.

The Children with Special Health Needs Branch provides statewide programs serving children with special health needs. Coordination and communication is maintained with other branches in the division and with other offices within the Department of Health.

The Children with Special Health Needs Branch works collaboratively with the Public Health Nursing Branch and Developmental Disabilities Division regarding care coordination and access to services for children with special health needs.

The Office of Health Status Monitoring provides vital statistics data for the Children with Special Health Needs Branch, Newborn Metabolic Screening program, and Hawaii Birth Defects Program.

FUNCTIONAL RELATIONSHIPS WITH OTHER GOVERNMENT AGENCIES

The Children with Special Health Needs Branch works with the Department of Human

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Services in areas related to Medicaid/QUEST services for children with special health needs, projects for children in child care settings, outreach to medically eligible Supplemental Security Income (SSI) children with disabilities below age 16, and planning for improving outcomes and the service system for children with special health care needs.

The Branch works with the Department of Education (DOE) in areas related to training for early intervention staff and providers, continuous improvement monitoring processes, transition of young children from early intervention services to the DOE special education preschools or other programs that serve children at age 3, and service testing.

The Branch works with federal agencies including the Maternal and Child Health Bureau, Centers for Disease Control and Prevention, and the Office of Special Education.

FUNCTIONAL RELATIONSHIPS WITH OTHER AGENCIES

The Children with Special Health Needs Branch is responsible for seeing that effective communication and coordination is established with other public agencies and with the private sector concerned with children with special health needs. Interaction occurs with various public and private agencies and organizations, including:

- Councils, committees, coalitions and advisory groups, such as, Children with Special Health Needs Advisory Committee, State Genetics Advisory Committee, Newborn Metabolic Screening Advisory Committee, Hawaii Early Intervention Coordinating Council, and State Council on Developmental Disabilities.
- Family advocacy organizations, such as Family Voices, Learning Disabilities Association of Hawaii, Families as Allies, the Special Information Parent Network, and the Exceptional Family Member Program.
- Professional medical organizations, such as, American Academy of Pediatrics, Hawaii Chapter.
- University of Hawaii, including the School of Medicine/Department of Pediatrics, the Center on Disabilities Studies, and related departments.
- Medical centers and hospitals such as Shriners Hospital for Children and Kapiolani Medical Center for Women and Children.
- Health insurance companies, such as Hawaii Medical Service Association.
- Community organizations such as Easter Seals of Hawaii.
- National organizations, such as, Association of Maternal and Child Health Programs.

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Administers the maternal and child health programs for the provision of primary health care and for disease prevention throughout the State, promulgates policy, develops standards and guidance to assure availability, adequacy, and quality of services.

Plans, promotes, coordinates, monitors, and evaluates for the assurance of appropriate maternal and child health services.

Develops and provides technical and analytical resources for monitoring the Branch's activities.

Recommends and advocates for public policies and programs that assure the overall well-being and healthy growth and development of children within the context of healthy families.

Assesses the need for maternal and child health services to assure the development and provision of needed services through POS contracts and other strategies to meet community needs.

Evaluates performance of Branch activities designed to meet identified needs.

Coordinates, facilitates and conducts research as appropriate on the impact of maternal and child health services on the target population and others.

Explains program findings and evaluation procedures to program administrators, community advisory boards, state agencies and other stakeholders, including the general public.

SECRETARIAL SERVICES

Secretarial services are provided within the Branch.

DATA UNIT

Administers the data collection, statistical analysis, and dissemination of statistical information required for MCH Branch programs to monitor, assess, and evaluate the quality and effectiveness of services.

Plans, designs, develops, and implements data collection systems; manages the operation of these systems to ensure data is available for program monitoring, evaluation, and analysis for MCHB programs and its affiliated agencies.

Provides health statistics, health status data, and other statistical information to support MCHB planning and policy activities.

Provides surveillance of the state's health care delivery system to determine at-risk MCH populations by identifying occurrences of health problems related to socio-economic and environmental factors.

Develops and prepares MCH reports and plans to comply with federal and state requirements and as directed.

Works with other Departmental data sources and programs to achieve State's

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public health goals and objectives.

ADMINISTRATIVE SUPPORT UNIT

Administers administrative support activities for the Branch, including Program, Planning and Budget System (PPBS) and personnel services.

Develops the MCH Branch budget with the Branch Chief and monitors and evaluates expenditure plans for compliance to operational expenditure plans.

Provides contracts management and administrative activities including the development, writing and processing of Request for Proposals (RFPs), reviewing proposals, scheduling contractor's meetings, negotiating contracts and monitoring of services and fielding contractor calls for information.

Provides accounting services including fiscal processing of all purchase orders.

Provides grants management activities including responsibility for all fiscal applications for all present, on-going, and new grants.

Develops and implements a plan for contracts fiscal monitoring and evaluation and compliance corrections as necessary.

Develops and implements plan for facilities management and inventory controls.

Oversees and implements all Branch Personnel activities.

Provides appropriate consultation, technical assistance and training to Branch Sections for all administrative and personnel activities.

WOMEN'S HEALTH SECTION

Administers a statewide system of women's health services that addresses the needs of high-risk populations including women in their reproductive years and surrounding pregnancy. Also promotes strategic planning partnerships to develop methods for distribution of strategic plan(s) and actions for women's health across the lifespan.

Assures, facilitates, or conducts needs assessment, data collection, program planning, evaluation and policy development. Uses results of needs assessment and interpretation of data, best practices and federal guidelines for program planning, evaluation and policy developments.

Secretarial and clerical services are provided within the Section.

FAMILY PLANNING PROGRAM

Administers the federally funded Title X Family Planning Program to assure that uninsured and low income individuals have access to medical services and community education and outreach services with the goal that pregnancy shall occur by choice and under circumstances of lowest risk.

Assures community based, culturally appropriate, low to no cost, family planning medical services and contraceptive methods to uninsured women and men through purchase of services contracts with community clinics and private physicians statewide.

Administers the statewide family planning community health education, outreach,



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and prevention program through purchase of services contracts to assure health and outreach services for hard-to-reach populations including uninsured individuals, adolescents, the disability community, substance abusers, males, the homeless and those at risk for unintended pregnancy.

Facilitates and incorporates practices to support the integration of family planning and reproductive health into the continuum of women's health through interconception and preconception care working closely with the Perinatal Health Program and PRAMS in this process.

Plans, designs and implements on-going public information activities, including radio, television, community education and information health fairs, and printed media addressing women's and men's health, sexuality, and family planning health issues that facilitate access and community acceptance of family planning services.

Sets standards, monitors clinical services and community health education services provided through contracts. Supports family planning healthcare providers in building capacity to deliver quality family planning services.

Works collaboratively with the Coordinated School Health Program to ensure providers incorporate standardized health education criteria for related school and community-based programs.

Provides technical assistance, plans and implements professional and technical education.

Works collaboratively with the STD/HIV Prevention Program to assure appropriate STD screening and STD/HIV prevention education for family planning clients.

Provides accounting services including fiscal support services.

PERINATAL HEALTH PROGRAM

Administers the Perinatal Health Consultation/Quality Assurance and the Maternal and Infant Services Program.

Develops, implements and is responsible for a statewide standardized system of perinatal health care aimed at the prevention and appropriate treatment of vulnerable high-risk women and infants.

Monitors purchase of service providers of perinatal clinical and support services to ensure compliance with the defined scope of services and to assure quality service provision.

Facilitates and incorporates practices to support the integration of perinatal health into the continuum of women's health including interconception and preconception care working closely with the Family Planning Program in this process.

Develops and implements standards of care and guidelines for perinatal health care including professional health education.

Promulgates standards of care and periodicity of prenatal and well infant care among the Primary Health Care Centers and other private agencies providing perinatal support services under purchase of service agreements.

Assesses perinatal health care needs using Perinatal Health Program, Family Planning Program and Baby Safe Program provider reports; Pregnancy Risk

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Assessment Monitoring System; Title V needs assessments; Behavioral Health Risk Factor System; Office of Health Status Monitoring Vital Statistics; and other related data sources.

Oversees development, revision and implementation of perinatal data collection procedures and forms to measure scope of work and performance measure outcomes facilitating Maternal and Child Health and Provider input into the development and assessment of effectiveness of the perinatal data system.

Provides technical and consultation services and assures the quality of nursing and health services.

Develops, revises and promotes the implementation of Perinatal Health Provider guidelines and standards not limited to screening and referral for depression, domestic violence/intimate partner abuse, substance use (alcohol, tobacco and other drugs), oral health, nutrition, 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.

Provides staff services to the Hawaii Perinatal Consortium, a statewide leaders forum and advocacy group organized to promote and support strategies for improving perinatal health in Hawaii.

Develops and administers 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.

Implements, monitors and evaluates contract agreements with private agencies for the provision of pre-treatment services to substance using/abusing pregnant women. Pretreatment services include screening and early detection, outreach services and case management.

Develops and ensures the maintenance of data collection from contractors, as well as modifies system, as necessary to ensure program effectiveness and to guide program planning and implementation.

Provides staff services to the Hawaii Council on a S.A.F.E. (Substance Abuse Free Environment) for pregnant women and substance-exposed children.

Develops/facilitates 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.

Develops standards of care for substance using/abusing pregnant women and perinatal addiction with perinatal health care providers.

PREGNANCY RISK ASSESSMENT MONITORING SYSTEM (PRAMS)

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.

Overall goal is to reduce infant morbidity and mortality by impacting maternal and child health programs, policies and maternal behavior during pregnancy and early infancy.

Analyzes data for use in program planning, evaluation and policy development with the goals of service system improvement and enhancement.

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Promotes statewide awareness of this population based surveillance system of pregnant women to assist with increased awareness and expansion of women's health efforts to address risk and protective factors in areas not limited to: pregnancy intendedness, stress, depression, oral health, breastfeeding, folic acid awareness, physical abuse, substance use (tobacco, alcohol and illegal drugs), barriers to prenatal care, and barriers to dental care.

Promotes through statewide and national presentations of PRAMS data and written reports effective program planning, advocacy and evaluation to address reproductive, family planning (interconception and preconception care) and perinatal health in the context of women's health across the lifespan.

FAMILY AND COMMUNITY SUPPORT SECTION

Administers services relative to the support of family functioning, enhanced child development and the prevention of child abuse and neglect in communities. The primary focus is on preventive efforts through addressing the counseling, training, and technical assistance needs of providers in communities.

Assures, facilitates, or conducts needs assessment, data collection, program planning, evaluation and policy development. Uses results of needs assessment and interpretation of data, best practices and federal guidelines for program planning, evaluation and policy development.

Secretarial and clerical services are provided within the Section.

HEALTHY START PROGRAM

Administers services relative to the support of family functioning, enhanced child development and the prevention of child abuse and neglect through statewide purchase of service contracts. Monitors and evaluates the contractual agreements with private agencies for the provision of effective family support services.

Provides statewide universal population-based screening and assessment to identify at-risk families giving birth in civilian hospitals.

Implements a statewide system of community and family support programs for the prevention of child abuse and neglect.

Provides intensive, long-term home visiting by trained para-professionals to improve family functioning, to promote child health and development and to enhance positive parenting skills.

Provides families with environmental assessments, parent/child interaction assessments, individual and group training on developmental issues, and age appropriate developmental toys and resources.

Provides short-term treatment and counseling focused on encouraging families to accept long-term treatment through community referrals in areas such as intimate partner abuse, substance abuse, substance abuse and/or mental health issues.

Maintains a statewide system of data collection to document program effectiveness.

Collaborates and interfaces with existing and emerging service programs and delivery systems.

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Advocates for public policies to assure the health and well-being of young children and families and promotion of positive growth and development services.

PARENTING SUPPORT PROGRAM

Administers a statewide system of community and family support services for the development of social-emotional health for children 0 – 21 years of age including the prevention of child abuse and the promotion of positive parenting and appropriate child development expectations.

Monitors purchase of service agreements with providers of early intervention/identification programs to ensure compliance with the defined scope of services.

Uses data to document program effectiveness, including operational performance indicators, treatment outcomes, consumer satisfaction and quality improvement.

Provides expertise and technical assistance, support, consultation and training to enhance community knowledge and understanding of psychosocial problems of children 0-21 years.

Advocates the development and piloting of innovative statewide service programs for 0-21 children and their families to increase accessibility of parental support programs.

Administers the Hawaii Children's Trust Fund, a public and private partnership with the Hawaii Community Foundation for statewide grant making activities to assure a statewide network of primary prevention services and grant making activities to support and strengthen families and to prevent child abuse and neglect.

Provides staff assistance to the Hawaii Children's Trust Fund advisory committee and organizes and facilitates training and technical assistance opportunities.

Represents the DOH as co-convenor of the Hawaii Respite Coalition, whose mission is to foster creative approaches to lifespan respite care through public awareness activities and community and program development.

CHILDREN AND YOUTH WELLNESS SECTION

Administers and is responsible for an integrated and coordinated system of services for Children and Youth to optimize health, growth and development for the 0-21 population. Assures a safe and nurturing environment, free of violence to facilitate the engagement in behaviors to promote optimum health through supporting programs initiated at the community and school level, based on locally identified needs and current data. The primary focus is on health promotion education and preventive efforts with technical assistance and consultation services given to link health resources to community providers for early identification and referral for health related issues.

Assures, facilitates, or conducts needs assessment, data collection, program planning, evaluation and policy development. Uses results of needs assessment and interpretation of data, best practices and federal guidelines for program planning, evaluation, and policy development.

Assures the development of appropriate standards and policies to safeguard the health of our children.

Secretarial and clerical services are provided within the Section.

ADOLESCENT WELLNESS PROGRAM

Plans, develops, and administers the statewide school and community-based child and

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adolescent health programs.

Participates in the Hawaii School Survey Committee to administer the Youth Risk Behavior Survey and reporting requirements.

Plans, develops, and administers model adolescent programs in collaboration with the community and schools to reduce morbidity and mortality due to high-risk behaviors.

Works with a network of public and private groups, community organizations, and youth to provide training and technical assistance relating to adolescent and program development.

Promotes concepts of the Hawaii Adolescent Wellness Plan to focus on healthy youth development and healthy outcomes for adolescents.

Develops requests for proposals, negotiates contracts, and monitors purchase of service providers to ensure compliance with the defined scope of services and deliverables.

Collaborates with community organizations and schools to assure access to services and development of comprehensive, integrated programs to increase child and adolescent health.

Represents Hawaii as the State Adolescent Health Coordinator and functions as a clearinghouse for National adolescent data and resources.

Participates in the Coordinated School Health Program (CSHP) cooperative agreement with Department of Education (DOE) and Department of Health (DOH).

Provides technical assistance and consultation to DOE, related to public health systems, environment and policy development to improve nutrition, physical activity and tobacco cessation.

Monitors memorandums of agreement with the Department of Human Services (DHS)/Temporary Assistance for Needy Families (TANF) Teen Pregnancy Prevention Training programs.

CHILD WELLNESS PROGRAM

Collaborates with community organizations and agencies in facilitating the development of programs, to assure the access of primary prevention services in order to decrease morbidity and mortality due to injury and illness and to assure optimal health of children.

Monitors and provides technical assistance for Primary Care purchase of service contracts including Pediatrics to assure that child health supervision standards are maintained. Collaborates with the medical community through Early Periodic Screening, Diagnosis and Treatment (EPSDT) advisory committee.

Collaborates and coordinates with the Emergency Medical Services program, Injury Prevention and Control Program, Keiki Injury Prevention Coalition (KIPC), and Region IX MCH injury prevention network to assure a comprehensive approach to ensure injury prevention strategies for children and youth in the State.

Serves as a resource to community agencies, parents, and health providers in child health issues, providing technical assistance and support to improve health outcomes for children and youth.

Collaborates and coordinates with local and National groups to assure appropriate response to child health issues in the State.

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Provides consultation and technical assistance to health care providers and other appropriate stakeholders utilizing federal Centers for Disease Control and Prevention (CDC) guidelines for the prevention and surveillance of childhood lead poisoning.

VIOLENCE PREVENTION PROGRAM

Integrates family violence primary prevention initiatives into other MCHB and FHSD programs to develop a comprehensive approach and formulate effective networking resources for families.

Assures a framework for a unified system of violence prevention through partnerships with public-private agencies.

Conducts needs assessment and assures the dissemination of related data and information to facilitate collaboration and community networking to foster domestic and sexual assault prevention efforts.

Assures community-based violence and sexual assault prevention and intervention services by contracting with private providers. Monitors and evaluates contractual agreements.

Plans, develops and administers the statewide sexual assault and domestic violence prevention initiatives in collaboration with other public-private agencies and organizations to reduce injury morbidity and mortality caused by domestic or sexual violence.

Participates in the broad-based sexual assault prevention coalition to enhance community and provider awareness and promulgates development of domestic and sexual assault-related policies, prevention, and intervention initiatives..

Administers the Child Death Review (CDR) System which is a systematic multidisciplinary, multiagency review process to prevent future child deaths through community education, public policy development and legislative changes.

Maintains a surveillance and reporting system based on standardized data collection and analysis to identify issues, trends and patterns in child deaths.

Provides technical assistance, consultation and training related to the CDR System.

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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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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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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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FAMILY HEALTH SERVICES DIVISION  
WIC SERVICES BRANCH  
(WOMEN, INFANTS AND CHILDREN)

FUNCTIONAL STATEMENT

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 Serving Women, Infants and Children in Hawaii (SWICH) system and prepares statistical reports for USDA Participant characteristics (PC), Centers for Disease Control and Prevention (CDC) Pregnancy Nutrition Surveillance System (PNSS) and Pediatric Nutrition Surveillance System (PNSS), and Branch.

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
WIC SERVICES BRANCH  
(WOMEN, INFANTS AND CHILDREN)

FUNCTIONAL STATEMENT

Consults with USDA on WIC standards and criteria 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 seven (7) clinical WIC services units; four on Oahu (Honolulu, Windward, Leeward, and Wahiawa) and three on the neighbor islands (Hawaii, 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
FAMILY HEALTH SERVICES DIVISION  
WIC SERVICES BRANCH  
(WOMEN, INFANTS AND CHILDREN)

FUNCTIONAL STATEMENT

Ensures that clients have a knowledge of the WIC Program services, provides 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.

ORGANIZATION CHART

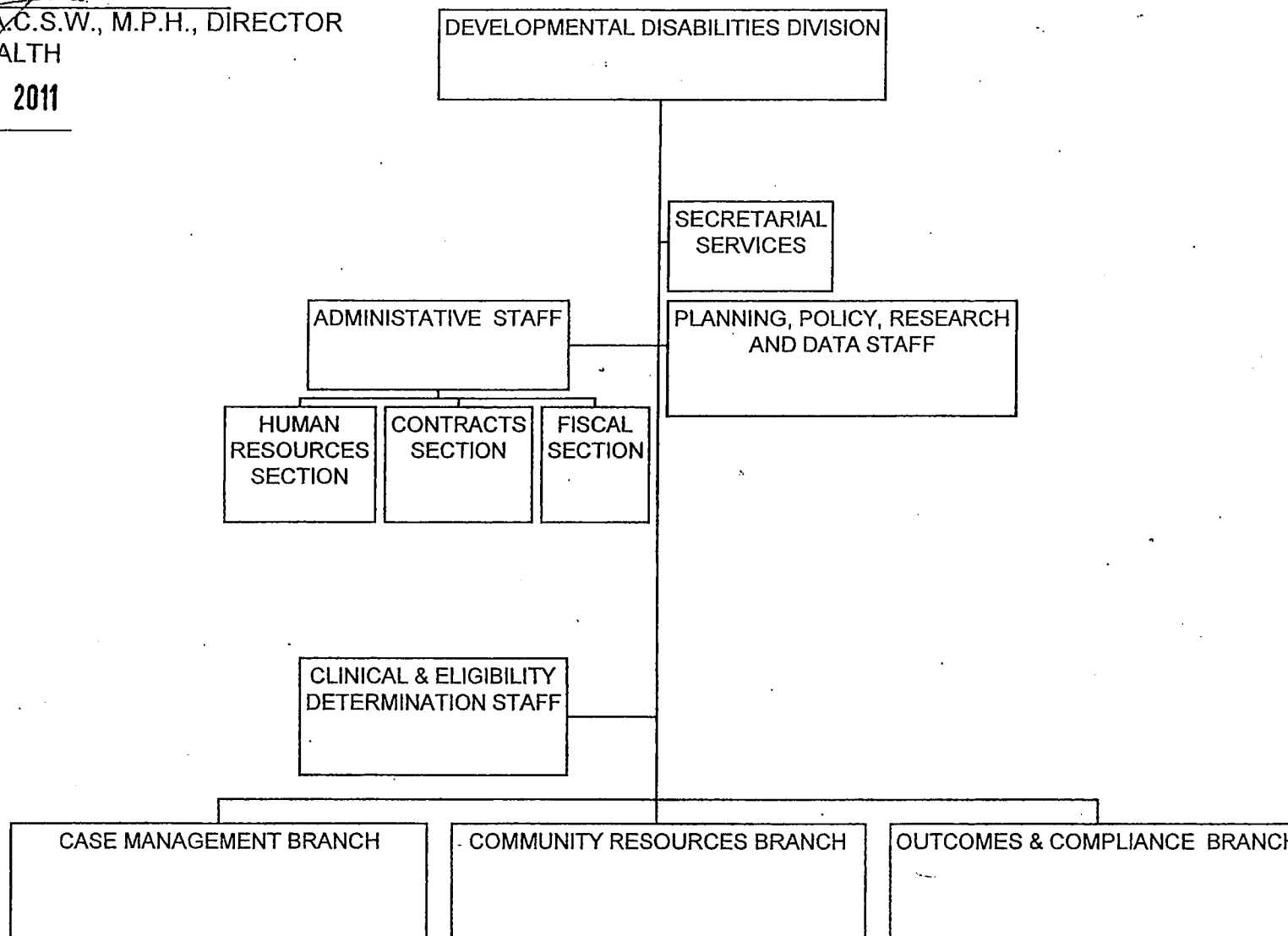
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ACKNOWLEDGED:



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DEPARTMENT OF HEALTH

DATE: DEC - 7 2011

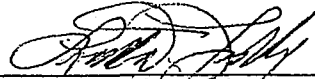


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION

POSITION ORGANIZATION CHART

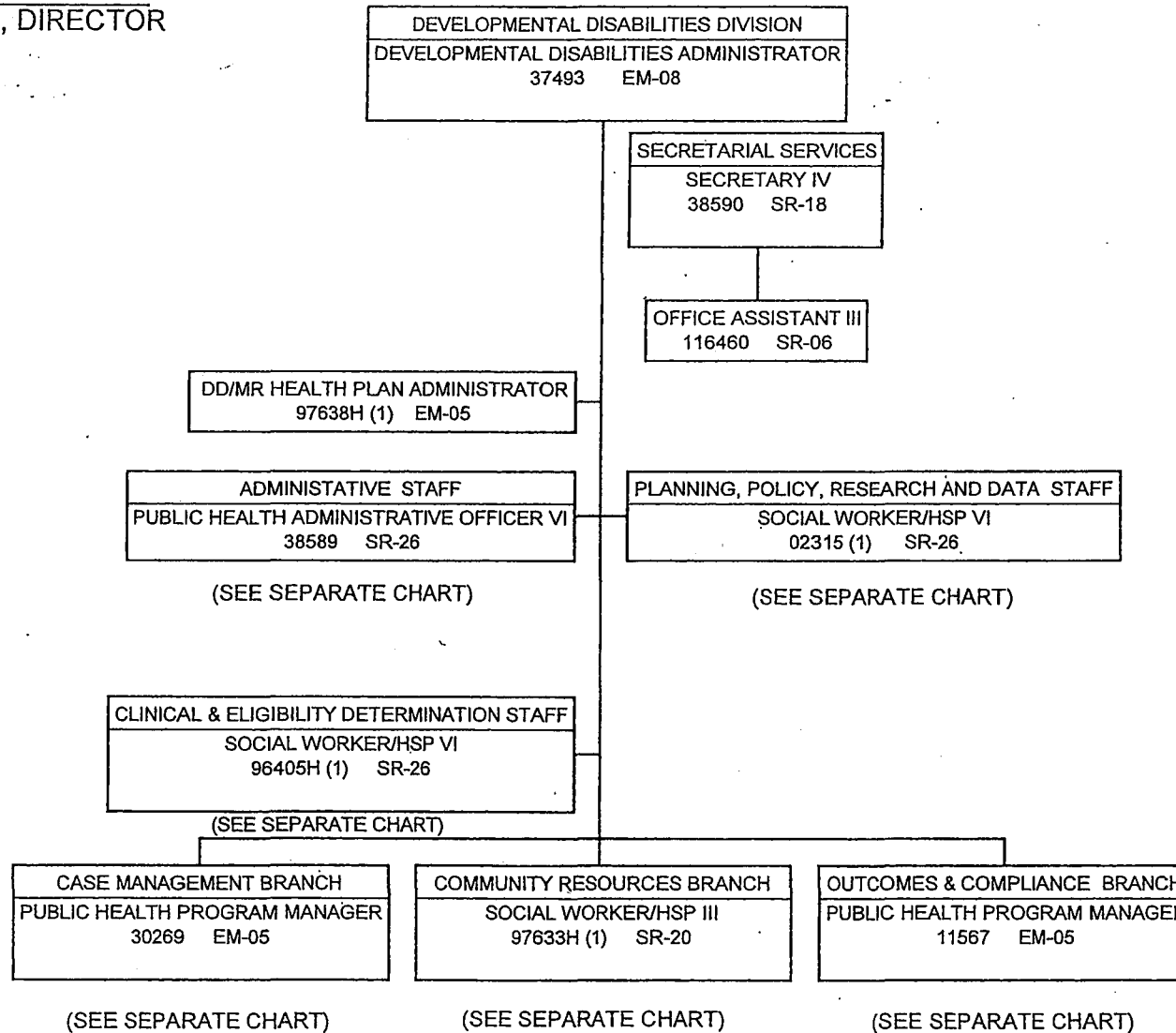
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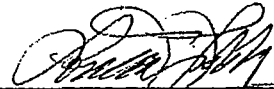
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STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION  
 ADMINISTRATIVE STAFF

POSITION ORGANIZATION CHART

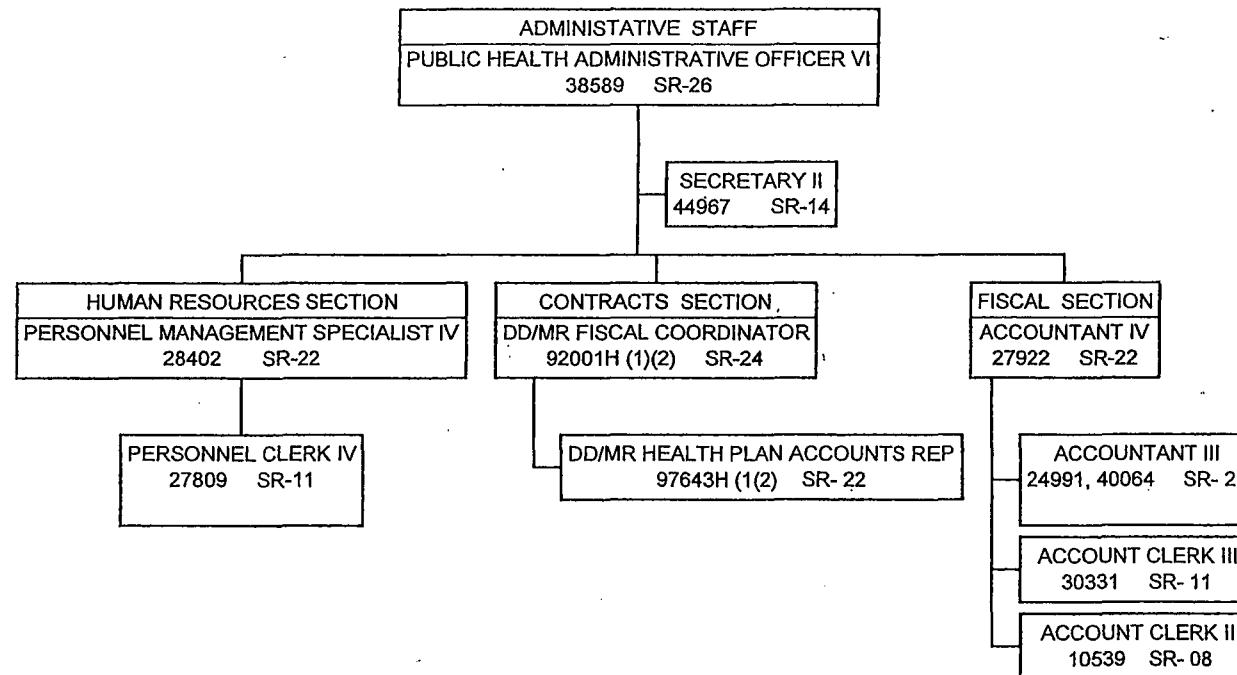
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1) TO BE POSITION VARIANCED.  
 2) TEMPORARY, NTE 6/30/12.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
PLANNING, POLICY, RESEARCH AND DATA STAFF

POSITION ORGANIZATION CHART

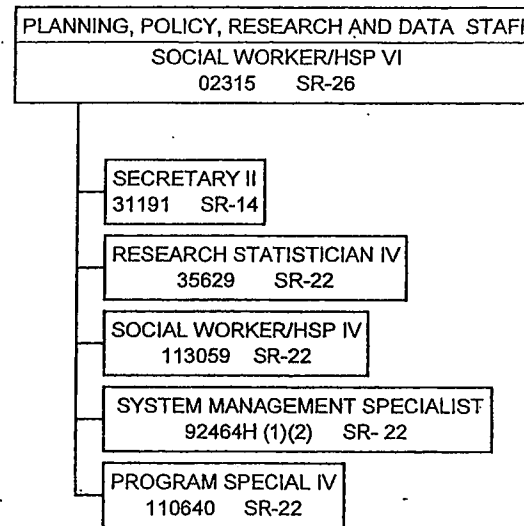
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- 1) TO BE POSITION VARIANCED.
- 2) TEMPORARY, NTE 6/30/12.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CLINICAL & ELIGIBILITY DETERMINATION STAFF

POSITION ORGANIZATION CHART

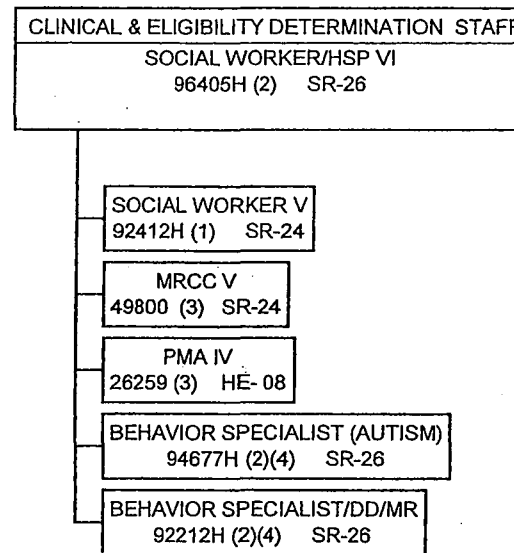
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DEPARTMENT OF HEALTH

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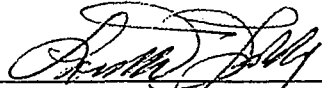
- 1) TO BE ESTABLISHED.
- 2) TO BE POSITION VARIANCED.
- 3) TO BE REDESCRIBED.
- 4) TEMPORARY, NTE 6/30/12.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH

ORGANIZATION CHART

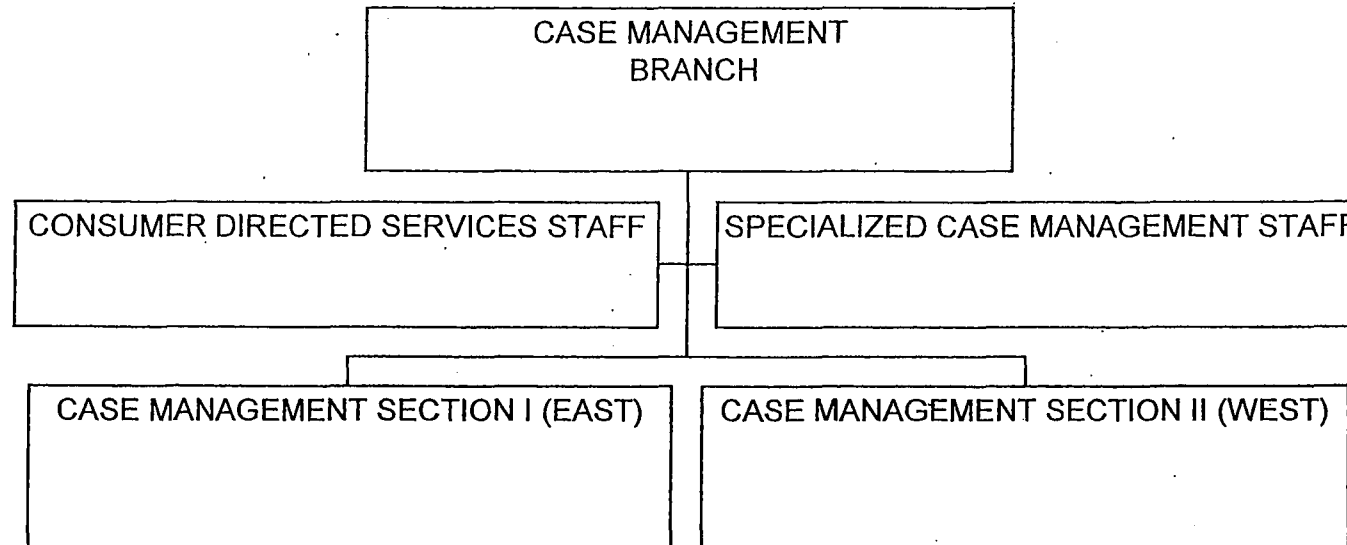
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STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 DEVELOPMENTAL DISABILITIES DIVISION  
 CASE MANAGEMENT BRANCH

POSITION ORGANIZATION CHART

PROPOSED

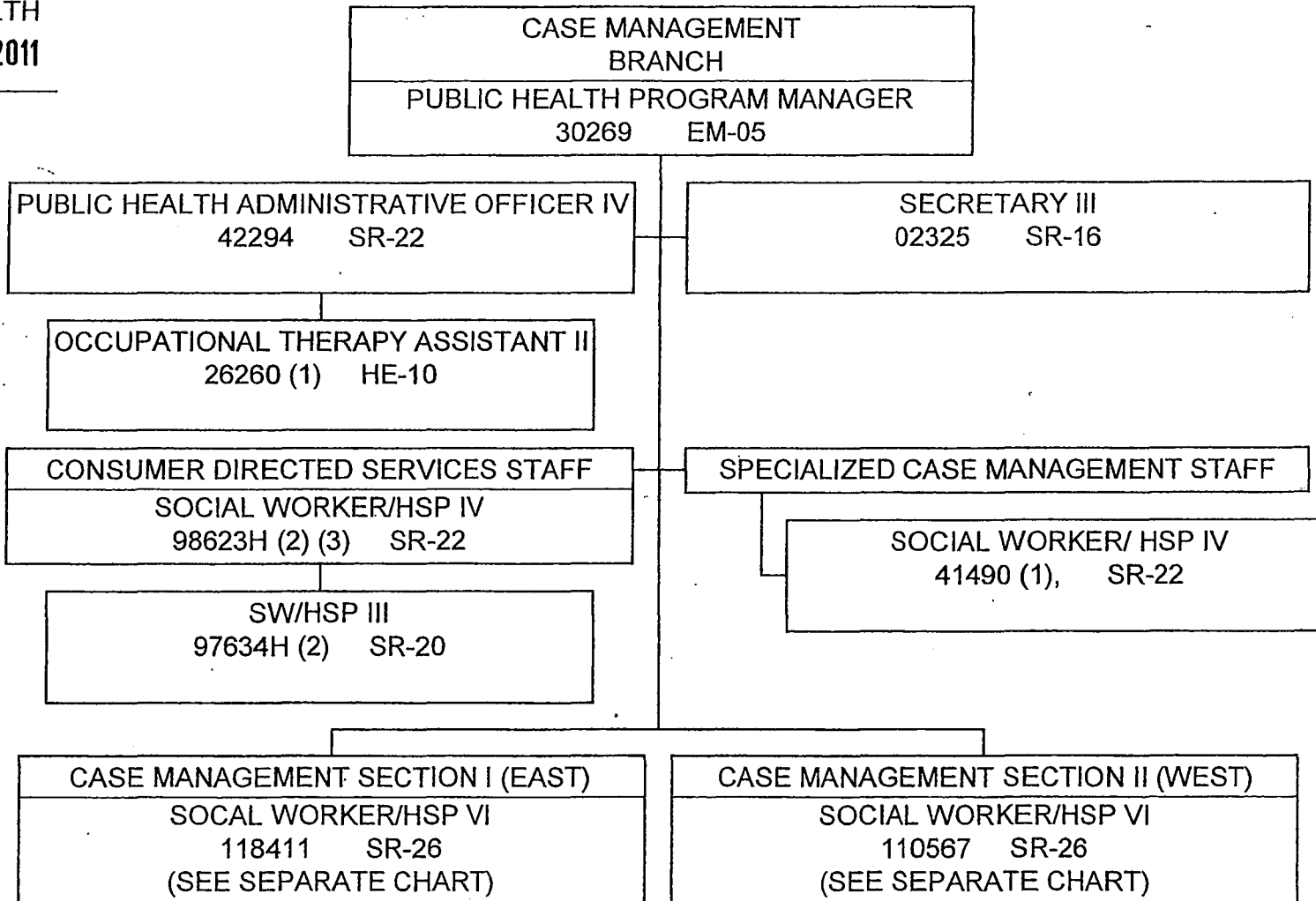
ACKNOWLEDGED:



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DATE: \_\_\_\_\_



(1) TO BE REDESCRIBED.  
 (2) TO BE ESTABLISHED.  
 (3) AUTHORIZED IN Act 213/07.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
CASE MANAGEMENT SECTION I (EAST)

ORGANIZATION CHART

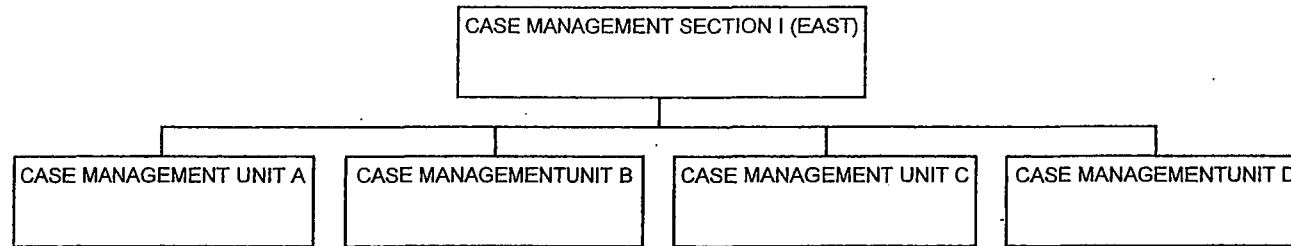
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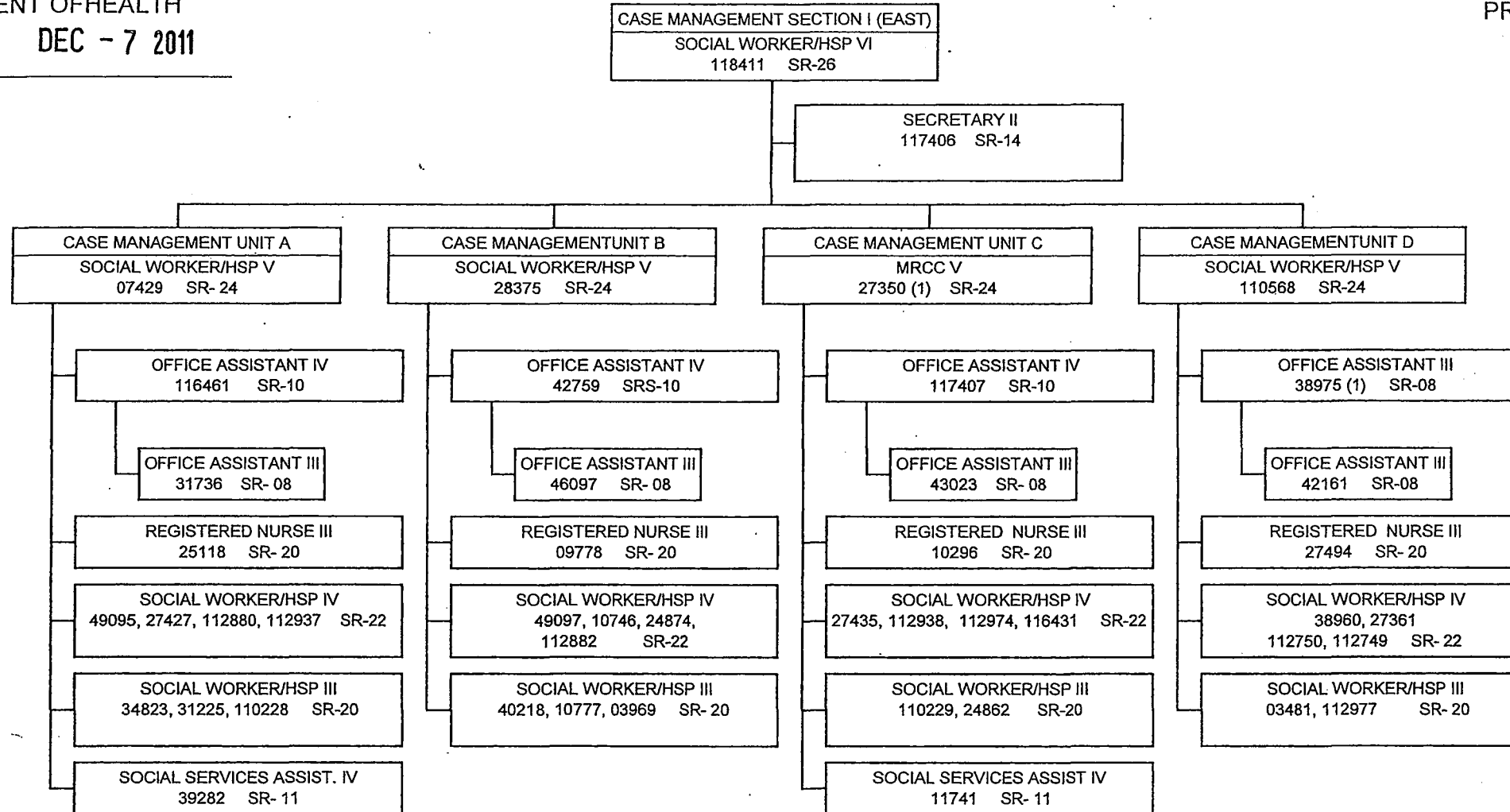


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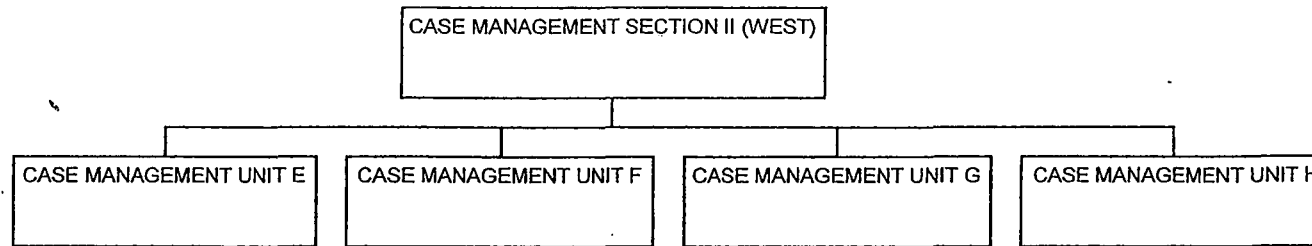
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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
CASE MANAGEMENT SECTION II (WEST)

ORGANIZATION CHART

PROPOSED



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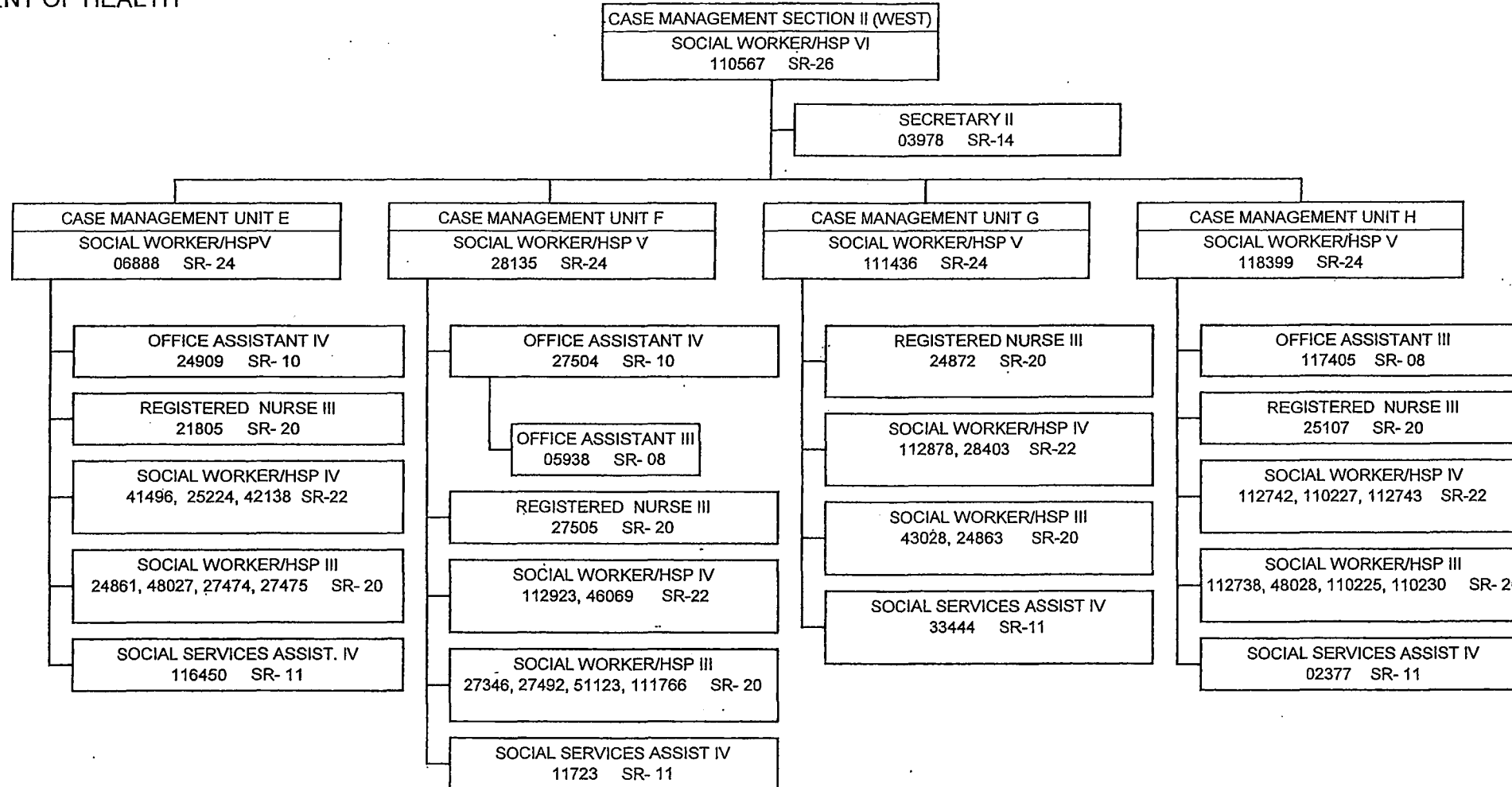


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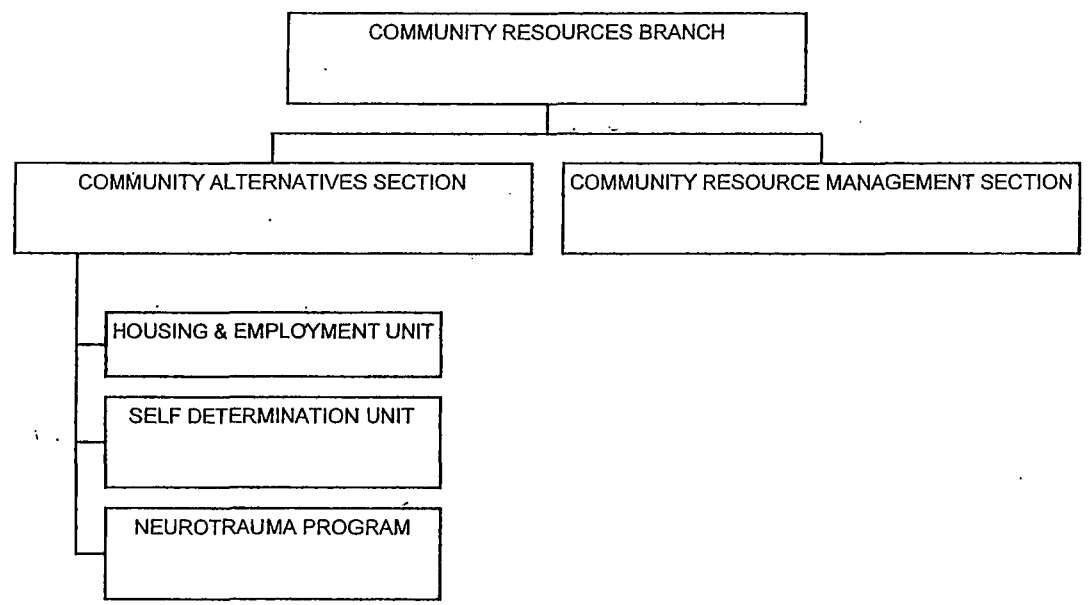


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DATE

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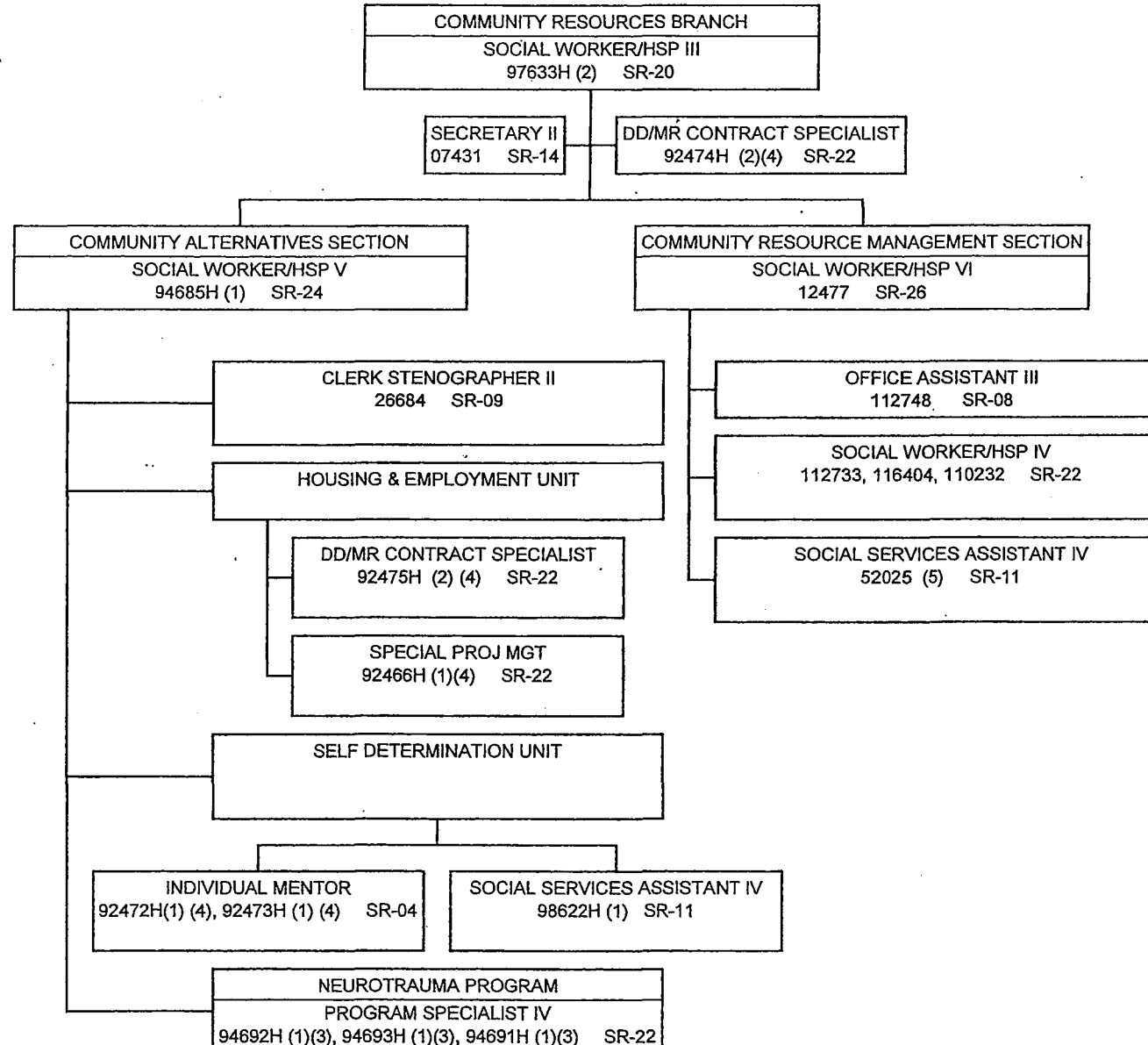
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DATE

PROPOSED



- (1) TO BE ESTABLISHED.
- (2) TO BE POSITION VARIANCED.
- (3) NEUROTRAUMA SPECIAL FUND.
- (4) TEMPORARY, NTE 6/30/12.
- (5) TO BE REDESCRIBED.

ACKNOWLEDGED:

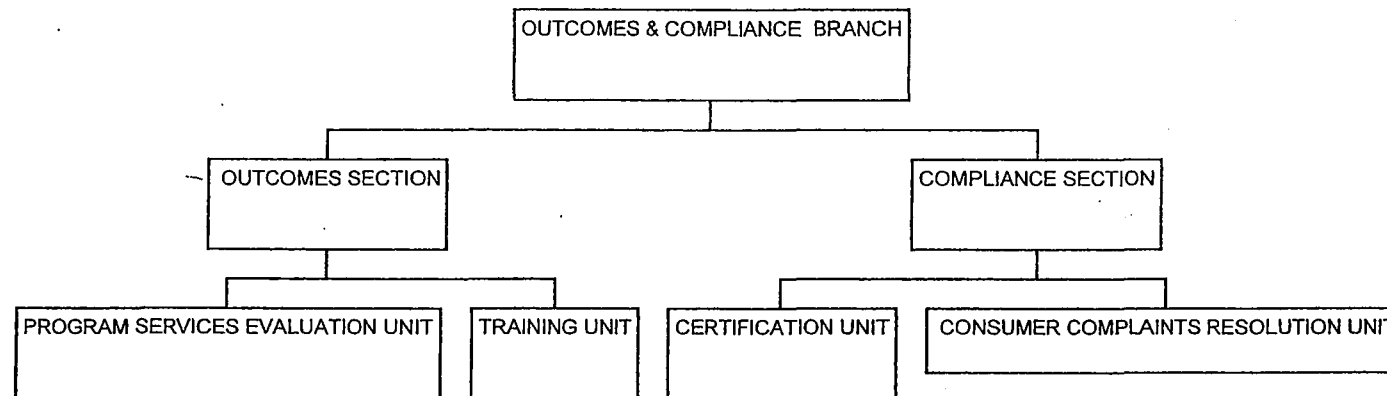


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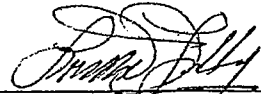
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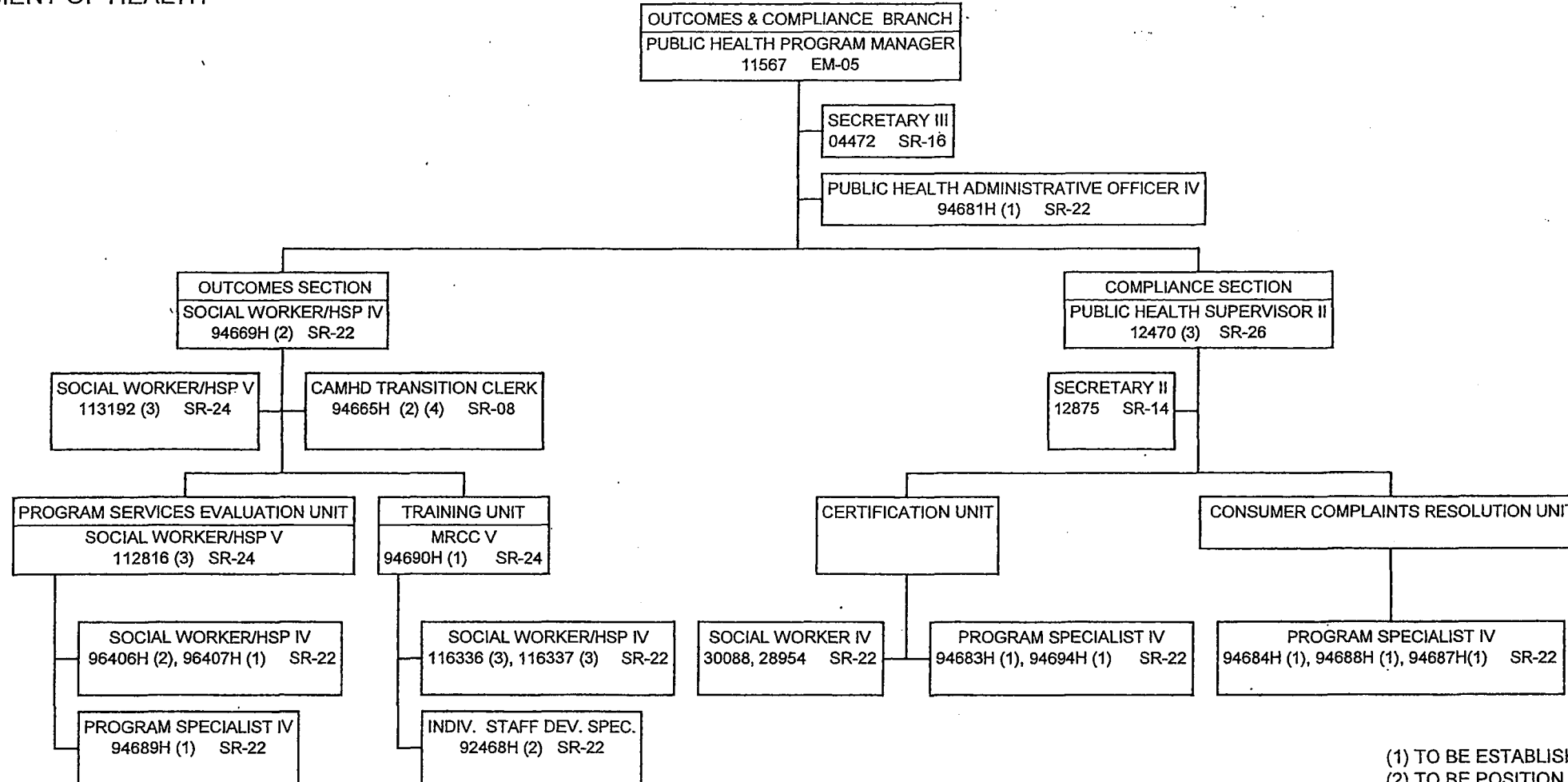


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DEC - 7 2011

DATE

PROPOSED



(1) TO BE ESTABLISHED.  
 (2) TO BE POSITION VARIANCED.  
 (3) TO BE REDESCRIBED.  
 (4) TEMPORARY, NTE 6/30/12.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT  
PROPOSED

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.

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.

Oversees and manages contractual processes and procedures according to State procurement rules.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT  
PROPOSED

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.

Plans, develops and maintains a comprehensive centralized database system of registry for all admission applicants.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
CASE MANAGEMENT BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
COMMUNITY RESOURCES BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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:

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DEVELOPMENTAL DISABILITIES DIVISION  
COMMUNITY RESOURCES BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
COMMUNITY RESOURCES BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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  
HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
OUTCOMES AND COMPLIANCE BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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.



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HEALTH RESOURCES ADMINISTRATION  
DEVELOPMENTAL DISABILITIES DIVISION  
OUTCOMES AND COMPLIANCE BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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.

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OUTCOMES AND COMPLIANCE BRANCH  
FUNCTIONAL STATEMENT  
PROPOSED

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.

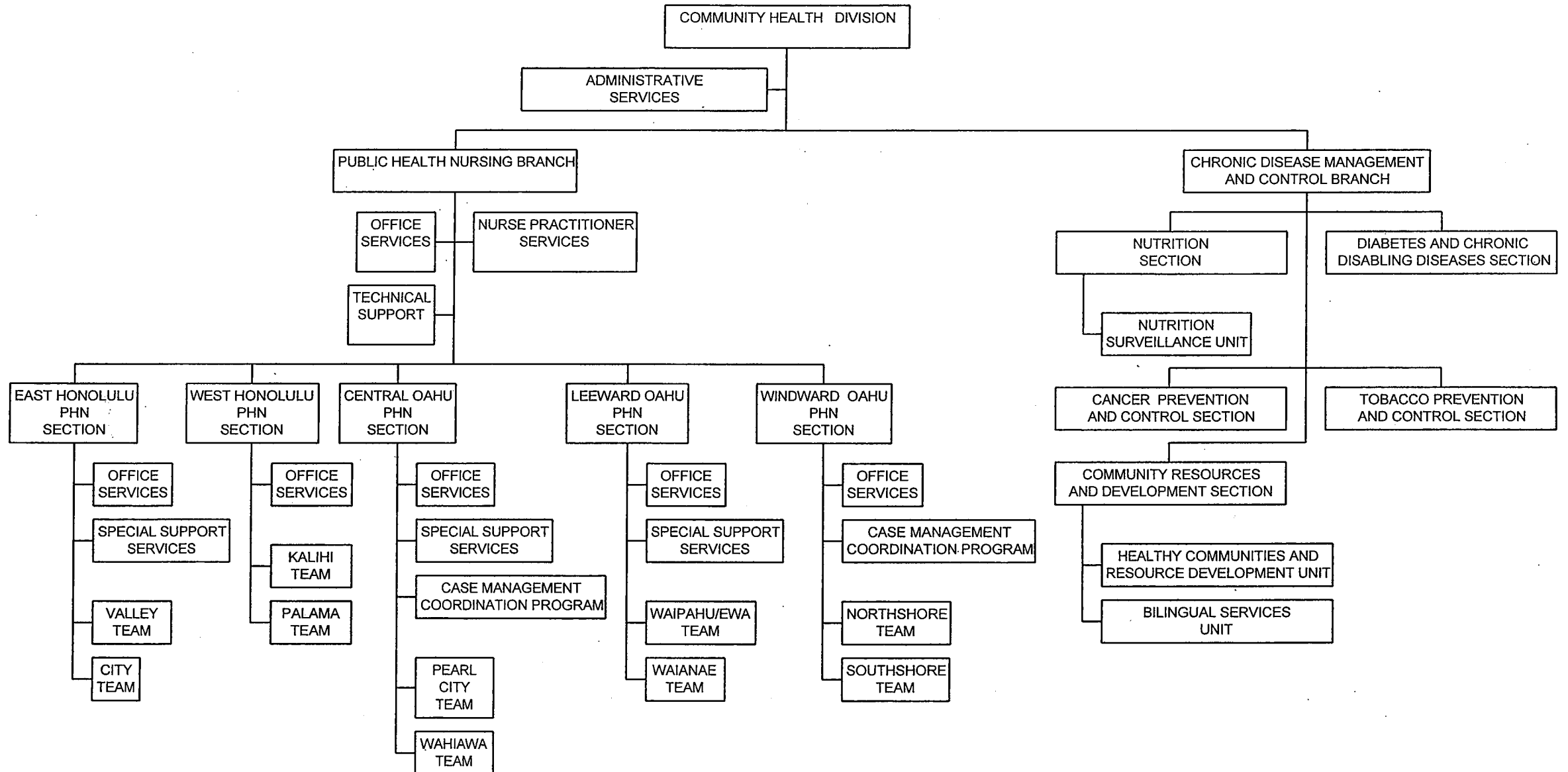
**CONSUMER COMPLAINTS RESOLUTION UNIT**

Maintains centralized consumer information phone line on DDD programs and services.

Investigates allegations or complaints of abuse and neglect against a certified caregiver.

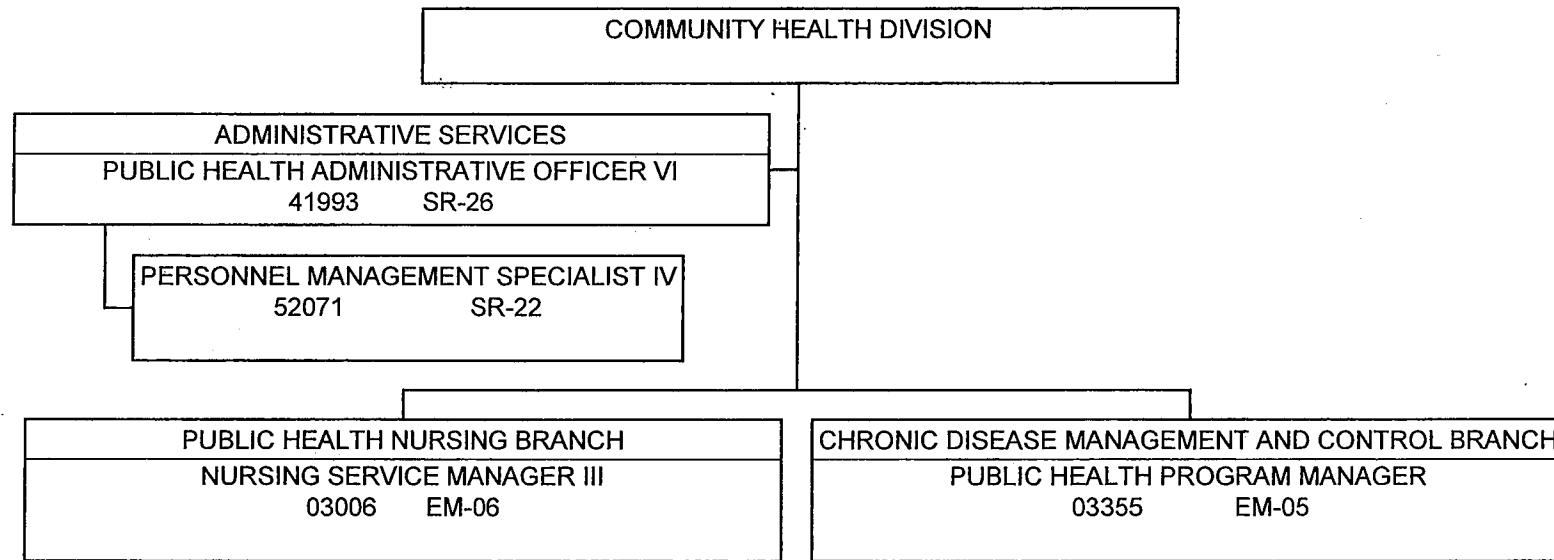
Prepares and provides documentation of complaints, investigations, status and resulting action.

ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION

POSITION ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNITY HEALTH DIVISION  
 PUBLIC HEALTH NURSING BRANCH

POSITION ORGANIZATION CHART

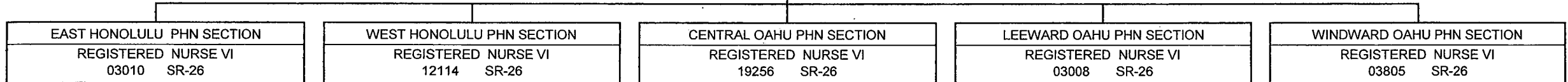
PUBLIC HEALTH NURSING BRANCH  
 NURSING SERVICE MANAGER III  
 03006 EM-06

OFFICE SERVICES  
 SECRETARY III  
 03029 SR-16

OFFICE ASSISTANT IV  
 110726 SR-10

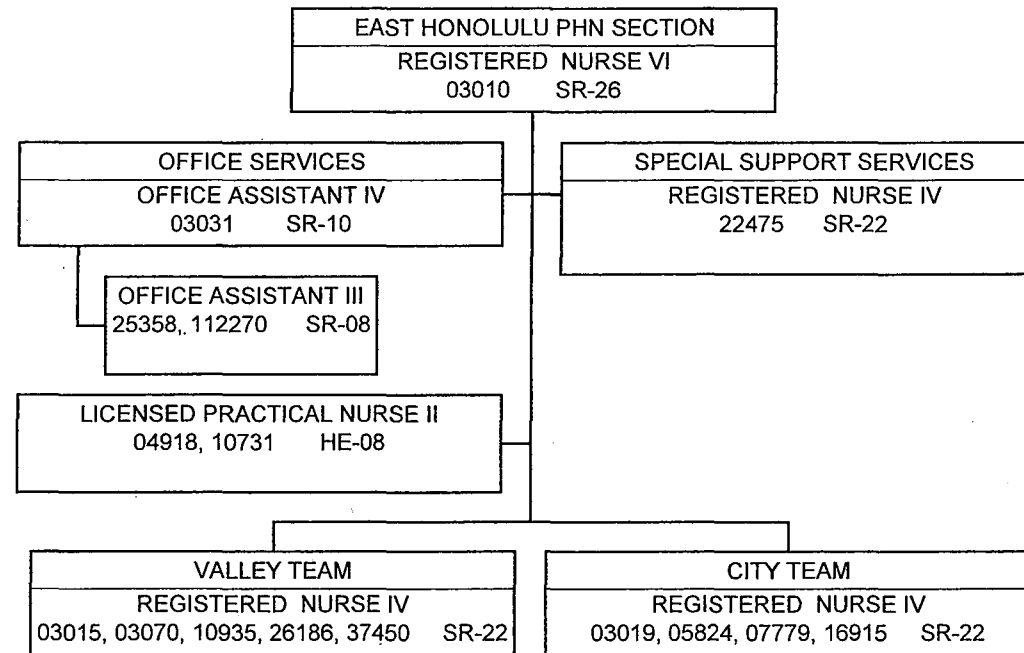
NURSE PRACTITIONER SERVICES  
 REGISTERED NURSE V  
 03794, 04138, 04924 SR-24

QUALITY ASSURANCE/TECHNICAL SUPPORT  
 REGISTERED NURSE VI  
 21847 SR-26

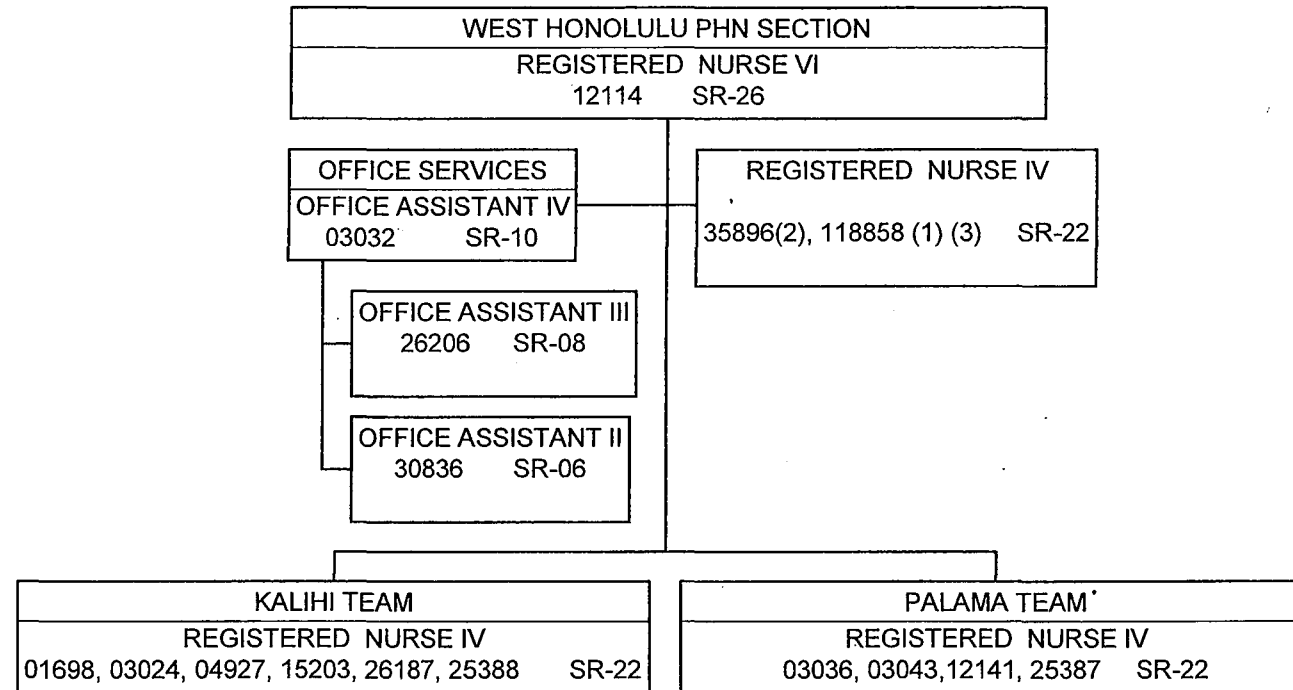


STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION  
PUBLIC HEALTH NURSING BRANCH  
EAST HONOLULU PHN SECTION

POSITION ORGANIZATION CHART

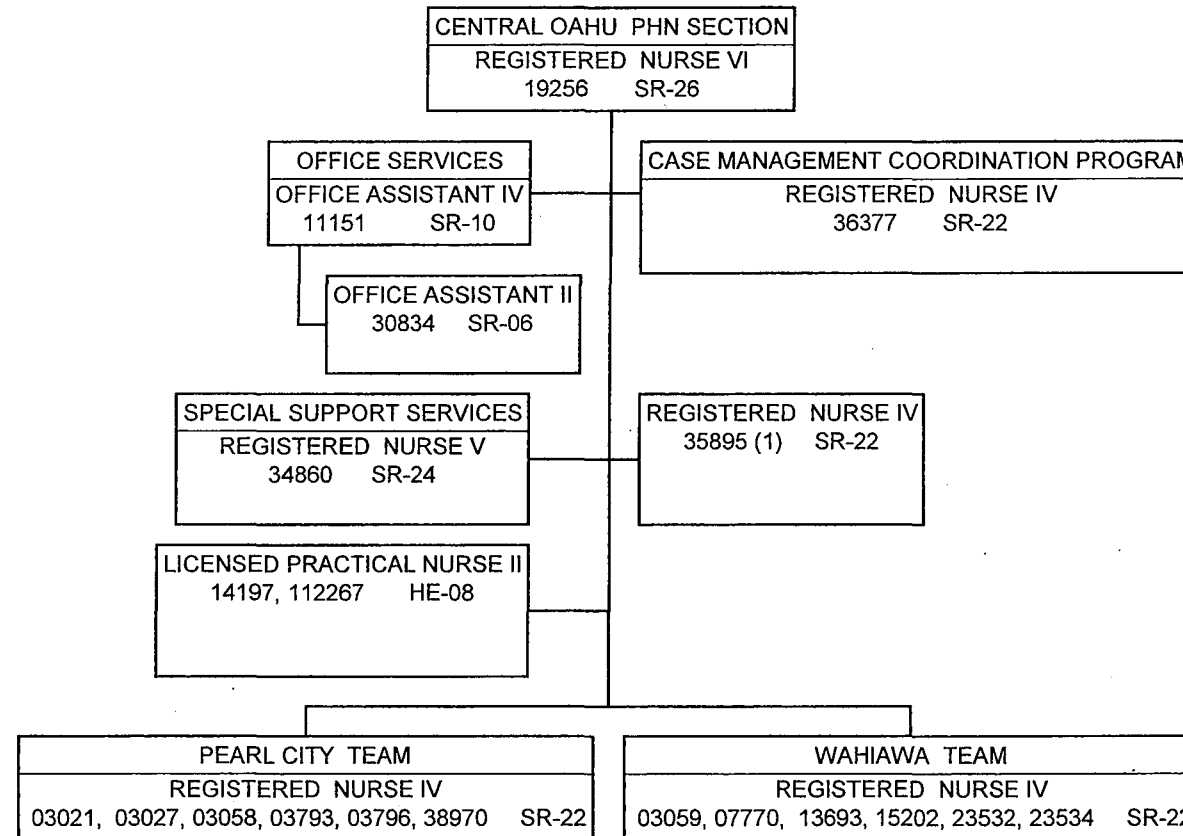


POSITION ORGANIZATION CHART



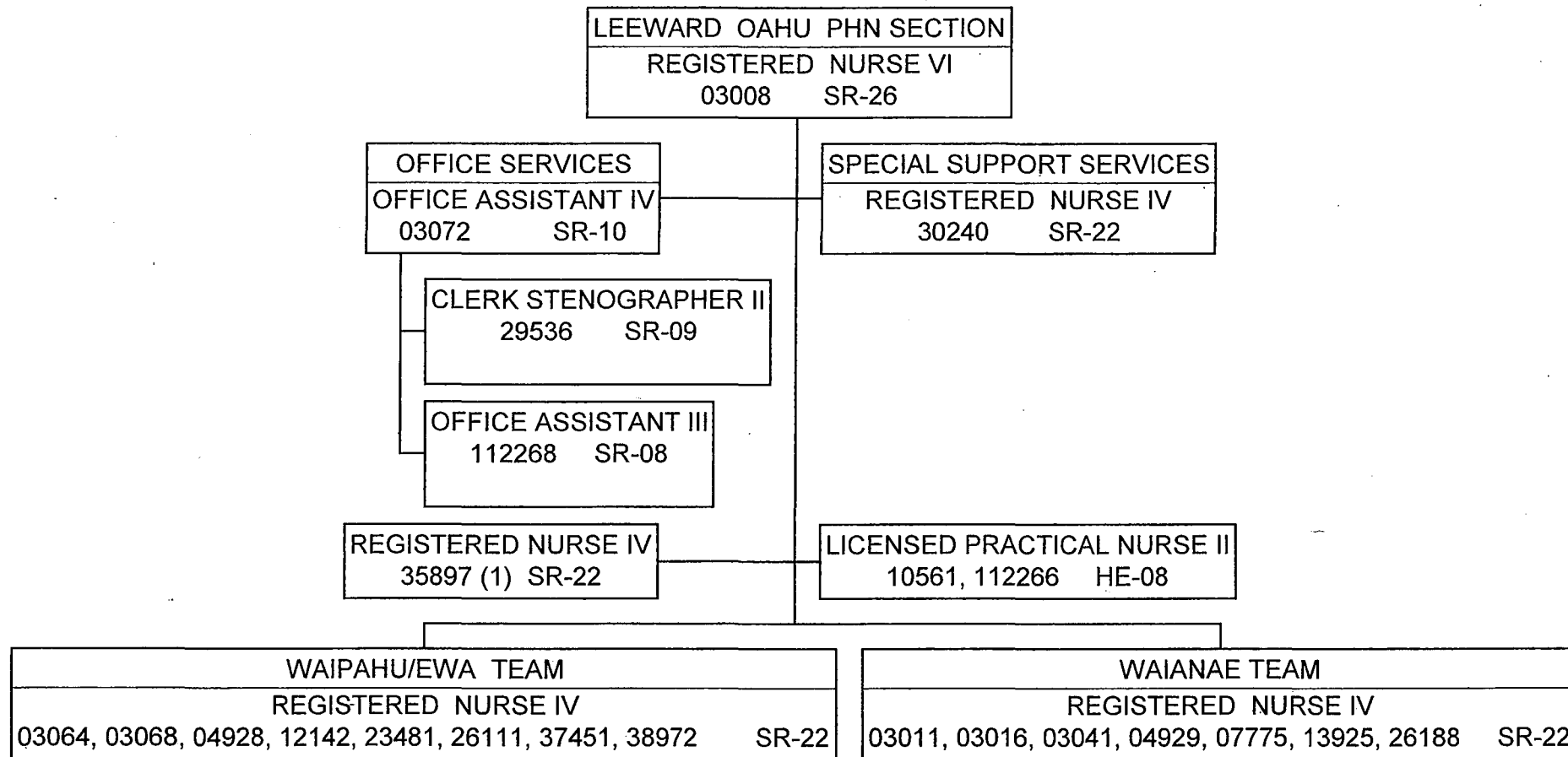
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 (MOF: U FROM DOE)  
 (2) HANSEN'S DISEASE, HTH 590/KJ.  
 (3) TEMPORARY NTE 6/30/12.

POSITION ORGANIZATION CHART

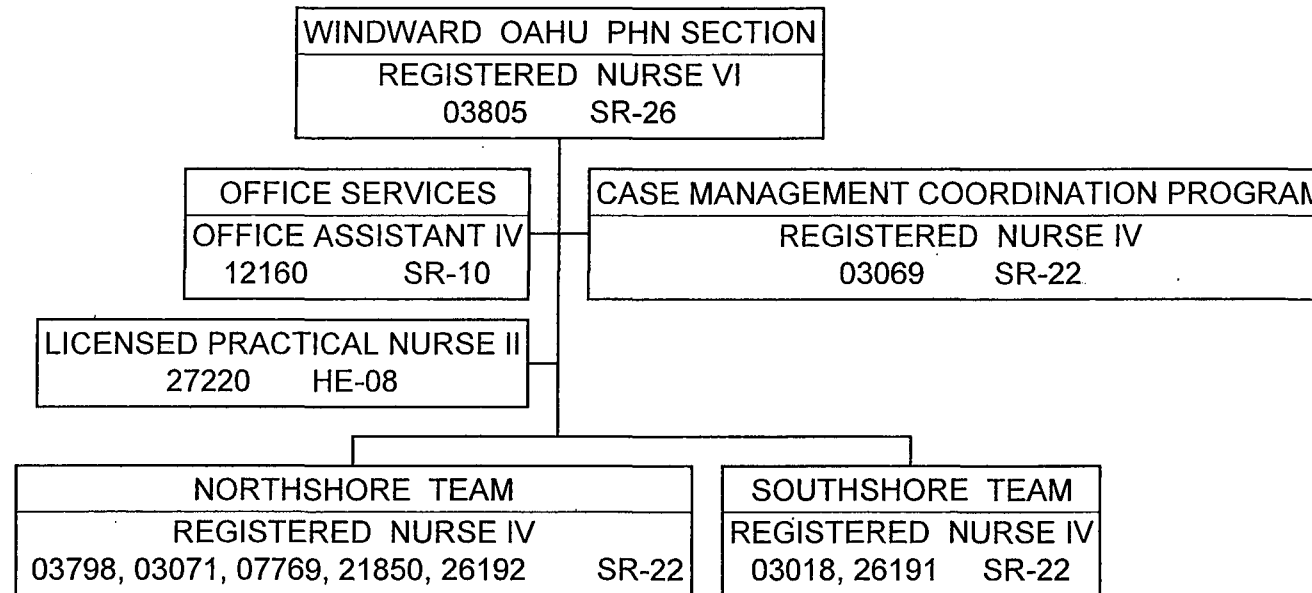


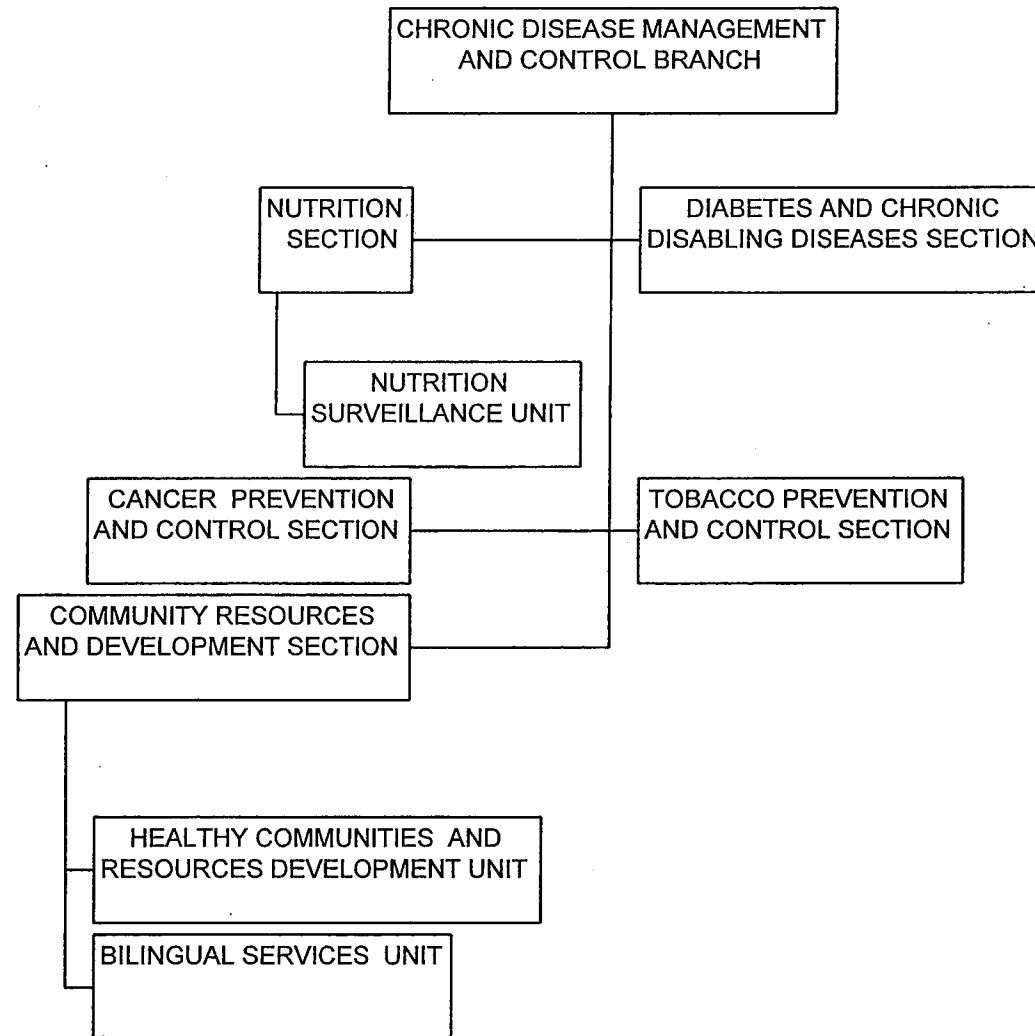
(1) HANSEN'S DISEASE, HTH 100/DE.





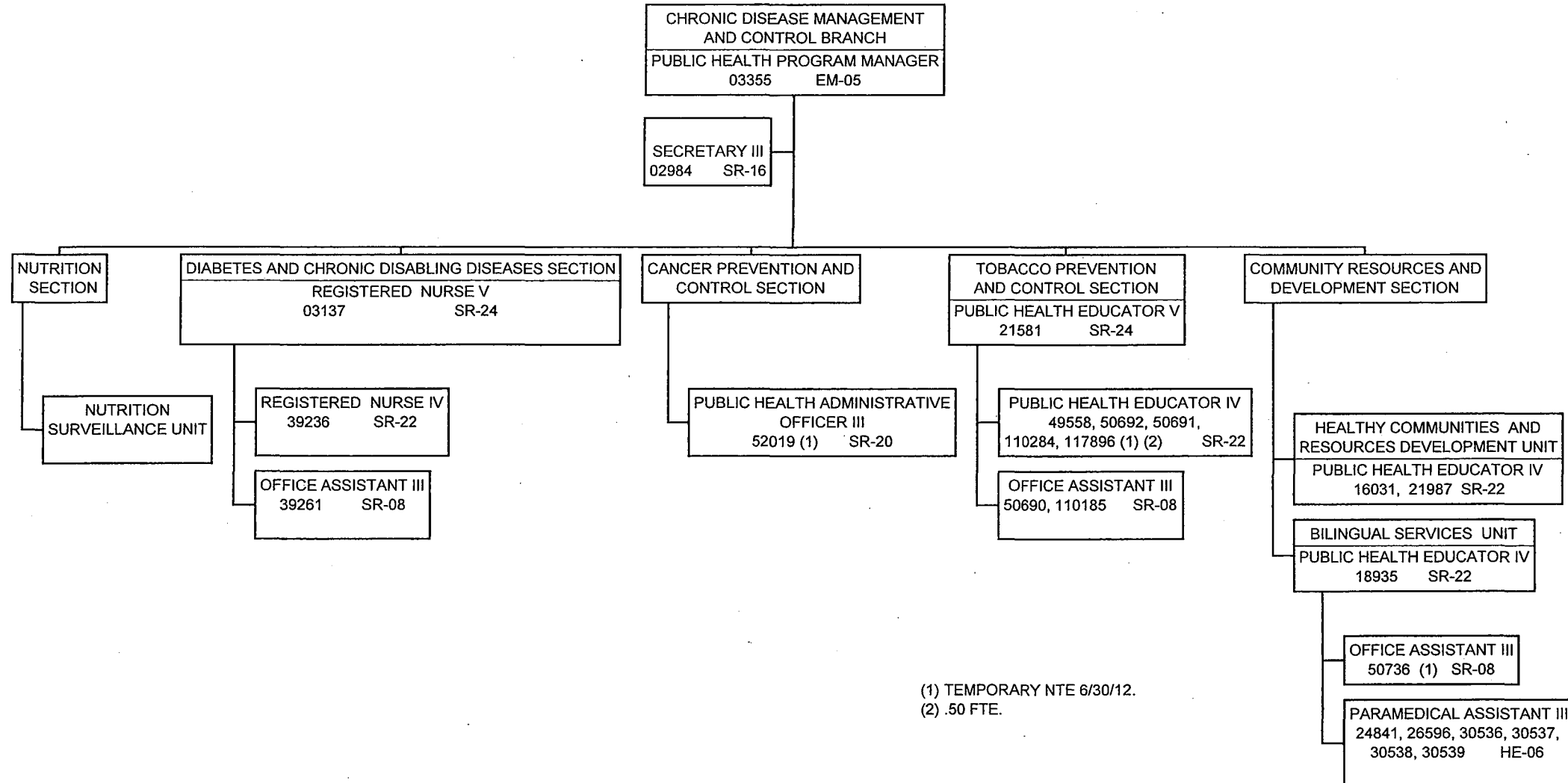
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 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNITY HEALTH DIVISION  
 CHRONIC DISEASE MANAGEMENT AND CONTROL BRANCH

POSITION ORGANIZATION CHART



(1) TEMPORARY NTE 6/30/12.  
 (2) .50 FTE.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION

FUNCTIONAL STATEMENT

The Community Health Division administers community based programs which plan, provide, promote and coordinate health intervention services and support for at risk families, populations and communities who are most likely to experience unhealthy outcomes. The Division is also responsible for nursing supervision and oversight/intervention in the public schools.

By targeting specific community needs, the Division is able to attain healthier outcomes for all populations by utilizing the resources of the Public Health Nursing and Chronic Disease Management and Control Branches. The Branches provide services and support through community partnerships which foster ownership/empowerment of the process and develop solutions for major health issues identified by the community. The Division also addresses issues such as long term care and care coordination by enlisting a cadre of volunteers to enhance limited personnel resources; and develops initiatives which coordinate and challenge the status quo of programs. Finally, the Division is responsible for the overall planning and coordination of all programs carried out by the Public Health Nursing Branch and the Chronic Disease Management and Control Branch.

Administrative Services

- Provides administrative services by initiating and implementing administrative policies and procedures, which are essential to achieve the objectives of all programs assigned to the Division.
- Provides direction and assistance to all organizational segments of the Division in the areas of budget, financing, personnel, planning and logistical services.
- Monitors the processing of requisitions, and assists line and staff personnel with purchase orders, invoices, and payments as needed.
- Coordinates and monitors reports of worker's compensation and works with the programs in the maintenance of the required records.
- Processes contracts, grants, purchase of service agreements and assists programs in monitoring contracts negotiated by the division.
- Initiates and negotiates inter and intra agency and contractual agreements with public and private organizations.
- Coordinates and processes personnel transactions through the Department of Health Personnel Office.
- Oversees administration of collective bargaining agreements, and interpretation of agreement language as it applies to problem situations.
- Deals with union and employees in individual and class grievances at the first and second steps. Conducts research and investigates grievances.

STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION  
PUBLIC HEALTH NURSING BRANCH

FUNCTIONAL STATEMENT

Public Health Nursing (PHN) is a generalized, multifaceted program which strives for optimum health of the population through the administration and delivery of nursing services to the community which includes the schools, families and individuals. The nature of the practice is general, comprehensive, coordinated and continuous. The work setting is in the home, clinic, neighborhood/health center, day/family care center, and adult residential care home, preschool, school, office and work site. Disease prevention, health promotion, health maintenance, health care are utilized in a total approach to the provision of services to the at-risk individual, families, groups, and communities. The program also recognizes that empowerment of families and communities fosters ownership and better health outcomes for people.

Public Health Nursing Branch (PHNB) has statewide responsibility for program planning, program development, budgeting, implementation of program plans, monitoring, evaluation, documentation and standard setting.

The PHNB works collaboratively with the DOH and community medical and interdisciplinary programs in planning and coordinating provision of nursing intervention services, statewide, in addressing public health issues such as response to disaster, epidemics, biologic threats, control of communicable diseases, immunization strategies, and care coordination services to at risk populations. Appropriate nursing services are provided 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. There is no charge for nursing services rendered.

The Branch actively administers and/or implements projects, which addresses health and nursing need of aggregate groups in the community. Examples are: Case Management Coordination Program for Frail Elderly, 0-3 Early Intervention Services, EPSDT Medically Fragile Case Management Services, etc.

Office Services

Provides secretarial and clerical support to the Branch.

Nurse Practitioner Services

- Provides consultation to Public Health Nurses to enhance community Based management regarding:
  - specific intervention methods/therapeutic approaches.
  - modification/recommendation of family care plan.
- Utilizes various skill building strategies to enhance the practice of the nurses through role modeling, preceptor role-playing, other clinical activities, and working with communities in demonstrating their expertise and leadership functions as appropriate.
- Develops and/or applies hypothesis or theories to conduct studies about nursing interventions and techniques with the most challenged client/family.
- Investigates and researches problems relevant to public health nursing theory and practice.
- Works in partnership with at risk communities based on their skills and knowledge to foster cooperation, coordination and collaboration among the community, the division and other department programs. Partnerships with at risk communities can also be to facilitate creative strategies, which enhance the community capacity building.

JUN 30 2011

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION  
PUBLIC HEALTH NURSING BRANCH

FUNCTIONAL STATEMENT

Quality Assurance/Technical Support

- Responsible for PHNB staff development and training programs in collaboration with the Nurse Practitioner Section
- Provide liaison to the schools regarding preventive health issues integrated with medical issues that impact on students in public schools.
- Coordinate services to native Hawaiians with PHNB.
- Assists Branch Chief with program planning, implementation, quality assurance/improvement and evaluation of PHNB service delivery.
- Provide the technical support to PHNB Sections, statewide, related to compliance with timeline and Individual Family Support Plan (IFSP) indicators as required by IDEA, Part C.
- Provide 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

Major nursing functions are:

- Respond to disasters and public health outbreaks of communicable diseases, biologic threats, etc.
- Organizes and operates 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 consultative services, and to assure access to/and or receipt of appropriate health services.
- Provides clinical oversight to School Health Aids located in each public school as delineated in the Memorandum of Agreement (June 22, 2007) between the DOE and the DOH.
- Provides care coordination services to at risk infants, children, elderly in addressing the medical, nursing, clinical services, social, educational, and other needs to benefit individuals and families.
- 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.
- Works closely 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.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION  
PUBLIC HEALTH NURSING BRANCH

FUNCTIONAL STATEMENT

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 the clinical oversight, as delineated in the Memorandum of Understanding (June 22, 2207) between the DOE and the DOH, to health aids, who provide the injury care, first aid, administration of medications, and basic preventive health teaching to students in the public schools.
- 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/Windward Oahu PHN Sections

- Provides secretarial services and clerical support to each PHN Section.

Special Support Services for East Honolulu/Central Oahu/Leeward Oahu PHN Sections

- Administers the specialized health care procedures or skilled nursing services to eligible special needs students in public schools under IDEA, Part B and 504 Rehabilitation Act.
- Assures appropriate staffing pattern and assignments of staff for provision of mandated skilled nursing services to eligible special needs students, under IDEA Part B and 504 Rehabilitation Act in the public school settings.
- Provides the care coordination services that address the medical, nursing, and other services to complement the services in the educational plan for optimum learning for eligible special needs students requiring specialized health care procedures.
- 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.

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.
- Supervises the Para-Medical Assistant III, who provides the outreach and supportive services to the elder and caregiver and reports unusual situations to the Registered Professional Nurse.
- Facilitates inter-disciplinary team meetings in addressing specific issues/barriers that impact on frail vulnerable elderly and advocates for this population.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION  
CHRONIC DISEASE MANAGEMENT AND CONTROL BRANCH

FUNCTIONAL STATEMENT

Combines and directs the scientific and clinical expertise of the Department of Health toward managing and controlling the financial and human costs of disease through the development and implementation of programs. Identifies, targets and reduces risk factors through the Nutrition Section, the Diabetes and Chronic Disabling Diseases Section, the Tobacco Prevention and Control Section, the Cancer Prevention and Control Section, and the Community Resources and Development Section.

Enables and encourages communities to increase awareness and build capacities to address the preexisting socio-economic conditions, risk factors and health issues that affect their health status. Seeks and procures federal and private funding for disease control and innovative health service programs. Promotes medical and clinical standards; and establishes guidelines and protocols that reflect the newest and best practices in disease control for statewide implementation.

Develops and implements 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 and implements disease control programs and identifies the risks that will lower the financial and human costs of non-communicable diseases such as cancer, diabetes, cardiovascular, and obesity. It further lowers morbidity and mortality by developing and implementing strategies, interventions, community resources, data collection and surveillance, and clinical and therapeutic management protocols to enforce federal guidelines for treatment standards. By maximizing community assets, the Branch conserves Department of Health resources and reduces the demand for services for chronic illnesses and disease.

Develops and implements initiatives designed for Hawaii's multi-ethnic, multi-cultural and socio-economically diverse populations, with particular attention to the non-English speaking populations.

- Provides administrative, clinical or medical, technical, planning and quality assurance oversight to the Branch programs and community health agencies.

- Develops, monitors and controls the Branch fiscal, personnel and administrative policies and procedures in accordance with Division, Department, State and Federal guidelines.

- 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.

- Provides leadership in policy development and clinical standard setting for state-wide disease management and control programs such as Breast and Cervical Cancer and Diabetes.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION  
CHRONIC DISEASE MANAGEMENT AND CONTROL BRANCH

FUNCTIONAL STATEMENT

NUTRITION SECTION

- . Serves as the primary source of research and surveillance activity for the Branch.
- . Identifies and quantifies environmental, community and individual factors that increase the risk of developing diseases.

Nutrition Surveillance Unit

- . Provides technical and analytical skills to collect, monitor and analyze health status and related data to determine the health needs, risk factors and epidemiological data of population groups and communities throughout the state.
- . Identifies program needs, monitors program progress and develops health status data for the Branch and community health programs.
- . Conducts surveillance of populations at high risk for developing chronic health conditions.

DIABETES AND CHRONIC DISABLING DISEASES SECTION

- . Creates a statewide data collection and tracking system for diabetes and other chronic diseases.
- . Establishes private and public partnerships to work with the Department of Health and other agencies to track the incidence and prevalence, as well as the treatment and prevention services for diabetes and other chronic diseases.
- . Develops awareness of the methods, interventions, and factors to control chronic disease, based on health status and needs data, which can reduce the risk of diabetes and other chronic diseases.
- . Collects and analyzes health information and data related to diabetes and other chronic diseases to identify disease-related risk factors which are utilized for control and management program planning activities within the Branch and the community.
- . Provides technical assistance to develop and implement a clinic-level tracking system for diabetes care as a means for controlling and managing diabetes statewide.
- . Works with community health agency data systems, the Department of Health and other agencies to track the treatment and prevention of diabetes and other chronic disabling diseases.
- . Establishes private and public partnerships for tracking the treatment and control of diabetes and other chronic disabling diseases.

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HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION  
CHRONIC DISEASE MANAGEMENT AND CONTROL BRANCH

FUNCTIONAL STATEMENT

- Conducts surveillance of populations at high risk for developing these health conditions.
- Focuses on intervention, awareness, education and control of the diseases based on health status and needs data and information.
- Focuses research and programmatic energies of the Branch on the hard-to-reach recent immigrant, rural and disparate populations who are at high risk for developing chronic health conditions.
- Optimizes community health resource management in response to recommendations based on data, surveillance and analyses.
- 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.
- Reduces high disease rates and consequently, state health resource expenditures by identifying, monitoring, and reducing health risk behaviors and environmental factors among population subgroups.
- Creates innovative, ethnically and culturally appropriate interventions, materials and approaches to risk reduction among high-risk populations.
- Provides technical assistance and training to community health workers, teachers, coalitions, and other groups who educate communities about the dangers and health risks associated with chronic disease.

TOBACCO PREVENTION AND CONTROL SECTION

- Reduces tobacco consumption and the exposure to environmental tobacco smoke due to tobacco's direct link to cancer, heart disease, arteriosclerosis and pulmonary disease.
- Utilizes educational programs, awareness campaigns, and the enactment and enforcement of government policies, regulations and statutes to reduce tobacco consumption and the exposure to environmental tobacco smoke.
- Compiles demographic characteristics such as ethnicity, age, citizenship status, income, etc. and assesses cigarette smoking, tobacco use and prevalence rates of the state's diverse populations.
- Develops coalitions on each island utilizing the health data and information to implement prevention programs, awareness campaigns, and educational training within specific population groups.
- Conducts surveillance of populations at high risk for developing chronic health conditions.

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CHRONIC DISEASE MANAGEMENT AND CONTROL BRANCH

FUNCTIONAL STATEMENT

Creates innovative, culturally appropriate and population-focused educational interventions, materials, approaches and strategies to reduce the prevalence and risks among populations at highest risk for cigarette smoking and tobacco use.

Provides technical assistance and training to community health workers, teachers, coalitions and others who work to educate communities about the dangers and health risks associated with cigarette smoking and tobacco use.

Keeps current on laws, regulations and policies related to cigarette control and prevention.

Advocates for the statewide enactment of regulations, policies and laws pertaining to the control and prevention of tobacco use.

CANCER PREVENTION AND CONTROL SECTION

Creates innovative, culturally appropriate interventions, materials, approaches and strategies to reduce the prevalence of cancer within the populations at highest risk for the disease.

Keeps abreast of current laws, regulations and policies related to cancer treatment, control and prevention.

Presents education and awareness campaigns; and utilizes demographic and health statistics to target specific populations and groups which are at the greatest risk for developing the disease.

Implements strategies and interventions, as well as awareness campaigns and programs that reduce the risk of developing cancer appropriate for the ethnic and cultural diversities of the community.

Promotes scientific and medical protocols, guidelines and care standards for cancer prevention, control and treatment.

Provides technical assistance to community health and medical centers to collaborate on the implementation of cancer control strategies, interventions and programs that focus on the control and management of morbidity and mortality.

COMMUNITY RESOURCES AND DEVELOPMENT SECTION

Comprised of the Healthy Communities and Resources Development Unit and the Bilingual Services Unit.

Works within communities to heighten awareness of the existing status, risks and environmental factors that affect the health and well being of the community.

Cultivates collaboration and coordination linkages between community groups, agencies and opinion leaders to address the prevention and control of chronic diseases and their associated risk factors.

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HEALTH RESOURCES ADMINISTRATION  
COMMUNITY HEALTH DIVISION  
CHRONIC DISEASE MANAGEMENT AND CONTROL BRANCH

FUNCTIONAL STATEMENT

Stimulates interest and concern within the community about the risk factors and health threats of environmental factors and lifestyle choices that result in disease and unhealthy outcomes.

Establishes bridges among community organizations, such as service and non-profit organizations, churches, community coalitions and health agencies to generate cooperation and collaboration with health promotion and education.

Healthy Communities and Resources Development Unit

Serves as the health liaison between community leaders, agencies and a variety of other Department of Health staff and programs.

Maintains up-to-date information regarding community concerns related to chronic diseases and their associated risk factors and provide health information on these factors to other department programs and community agencies.

Assesses the need and coordinates the delivery of Branch and Branch-sponsored technical assistance to local level health service providers, opinion leaders and community organizations.

Optimizes the state's limited clinical health resources by building community partnerships and identifying unused, or underutilized community resources.

Seeks innovative service programs to meet a myriad of health needs and challenges of individuals, populations and communities.

Bilingual Services Unit

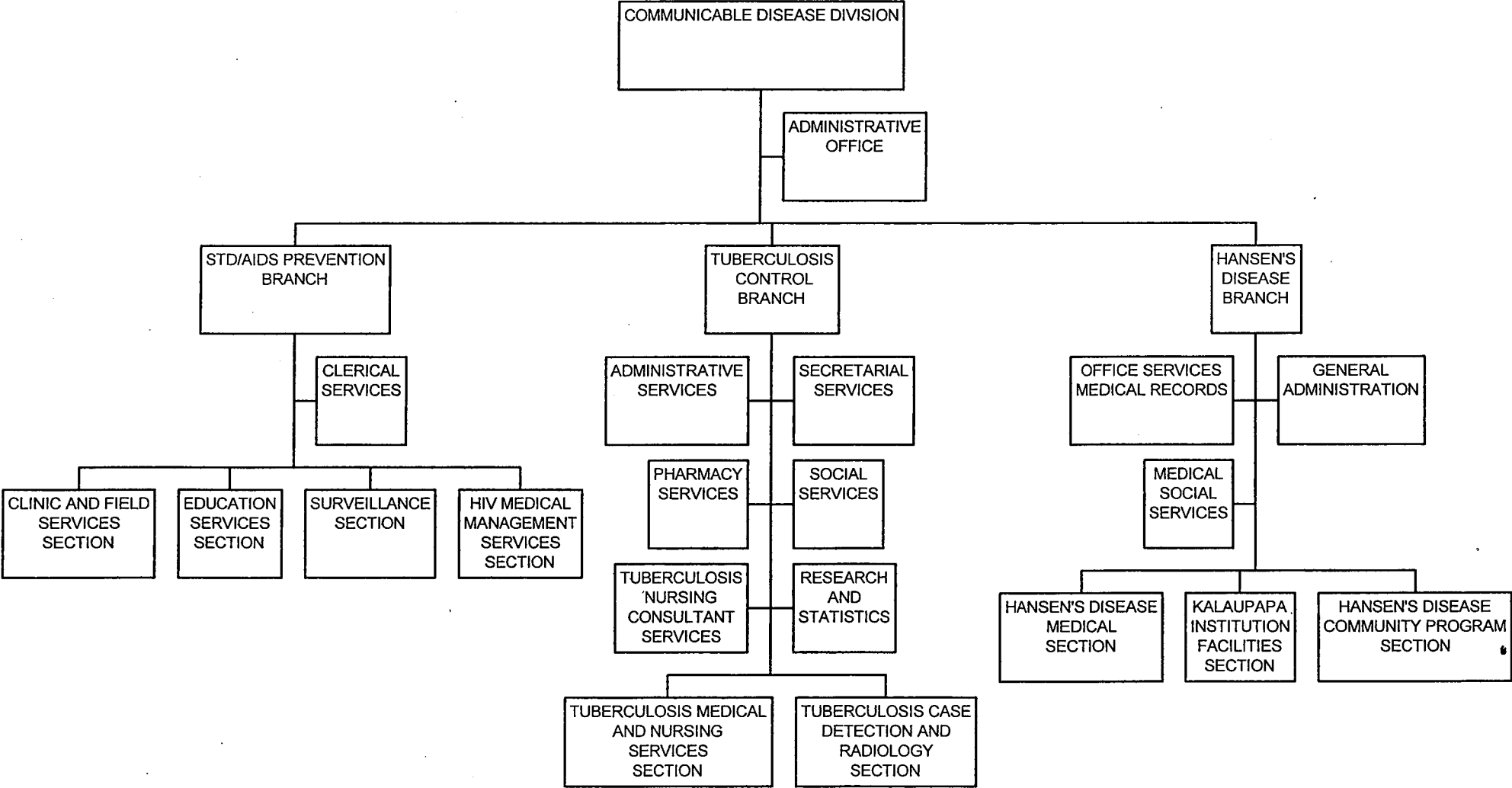
Provides interpretive services for minority, immigrant and non-English and limited-English speaking population groups.

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.

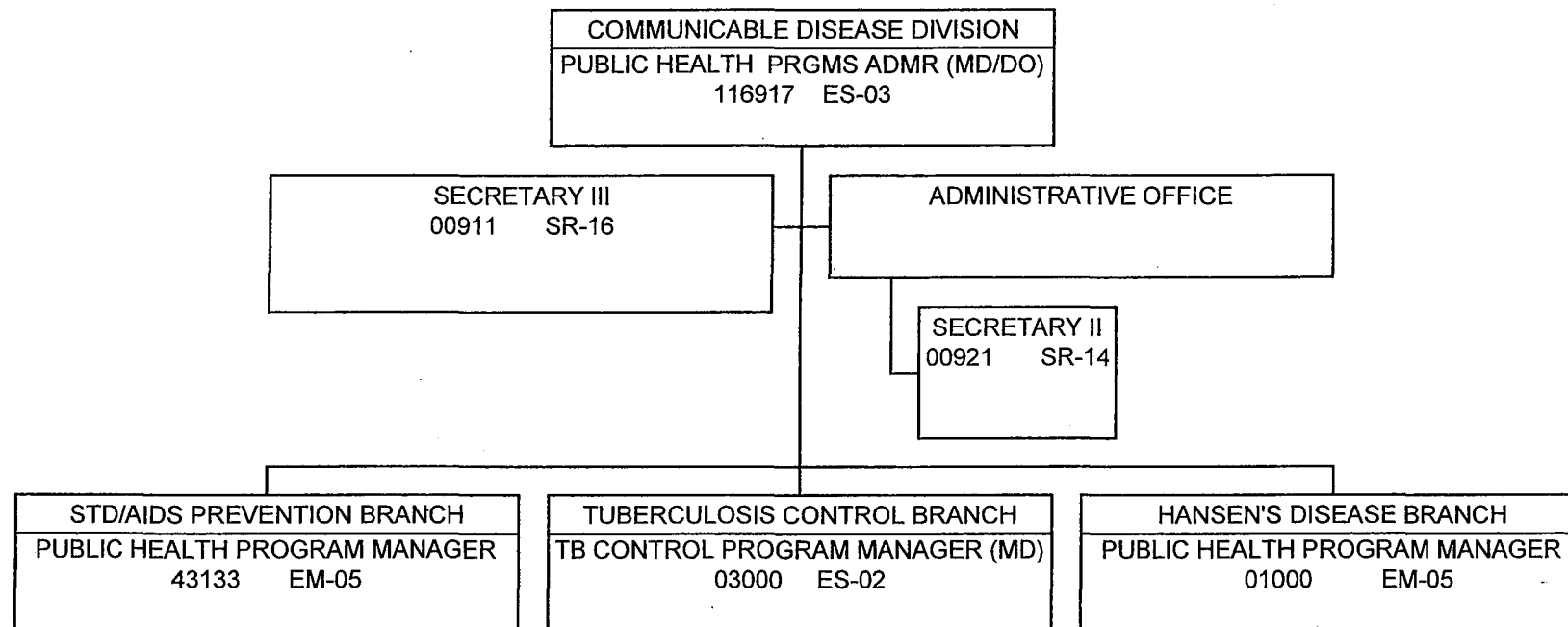
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE DIVISION

ORGANIZATION CHART

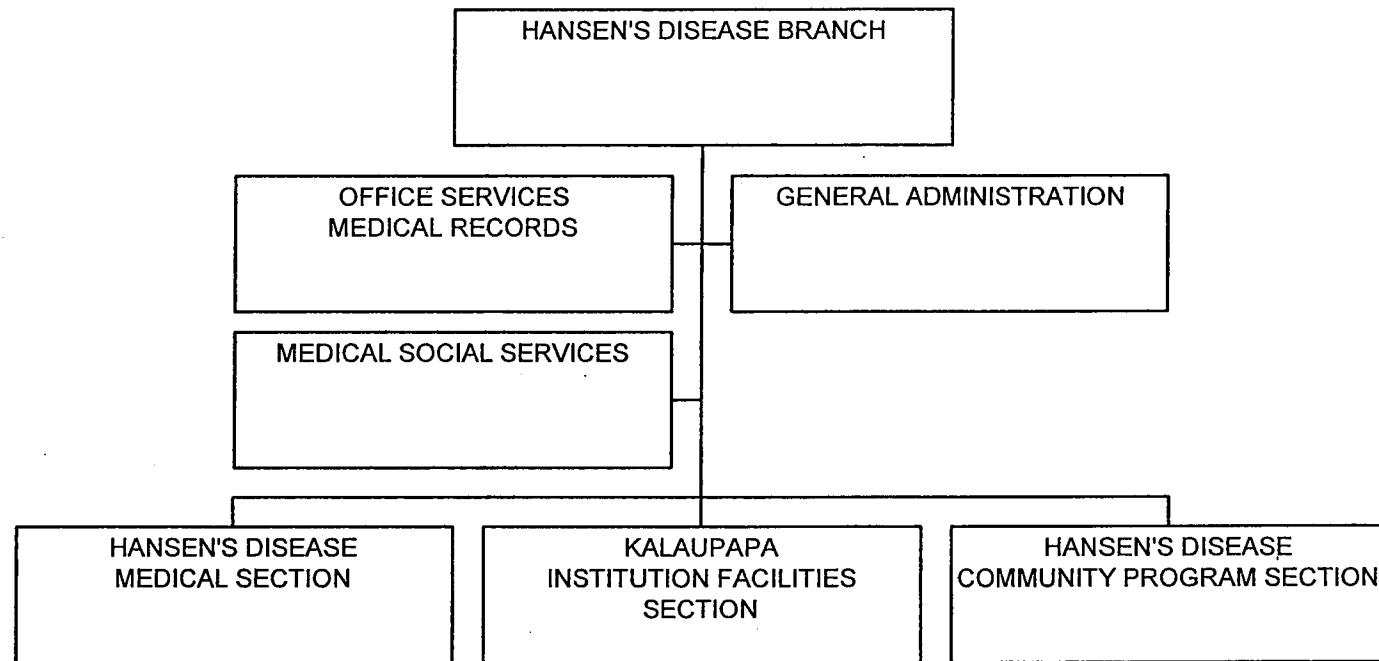


STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE DIVISION

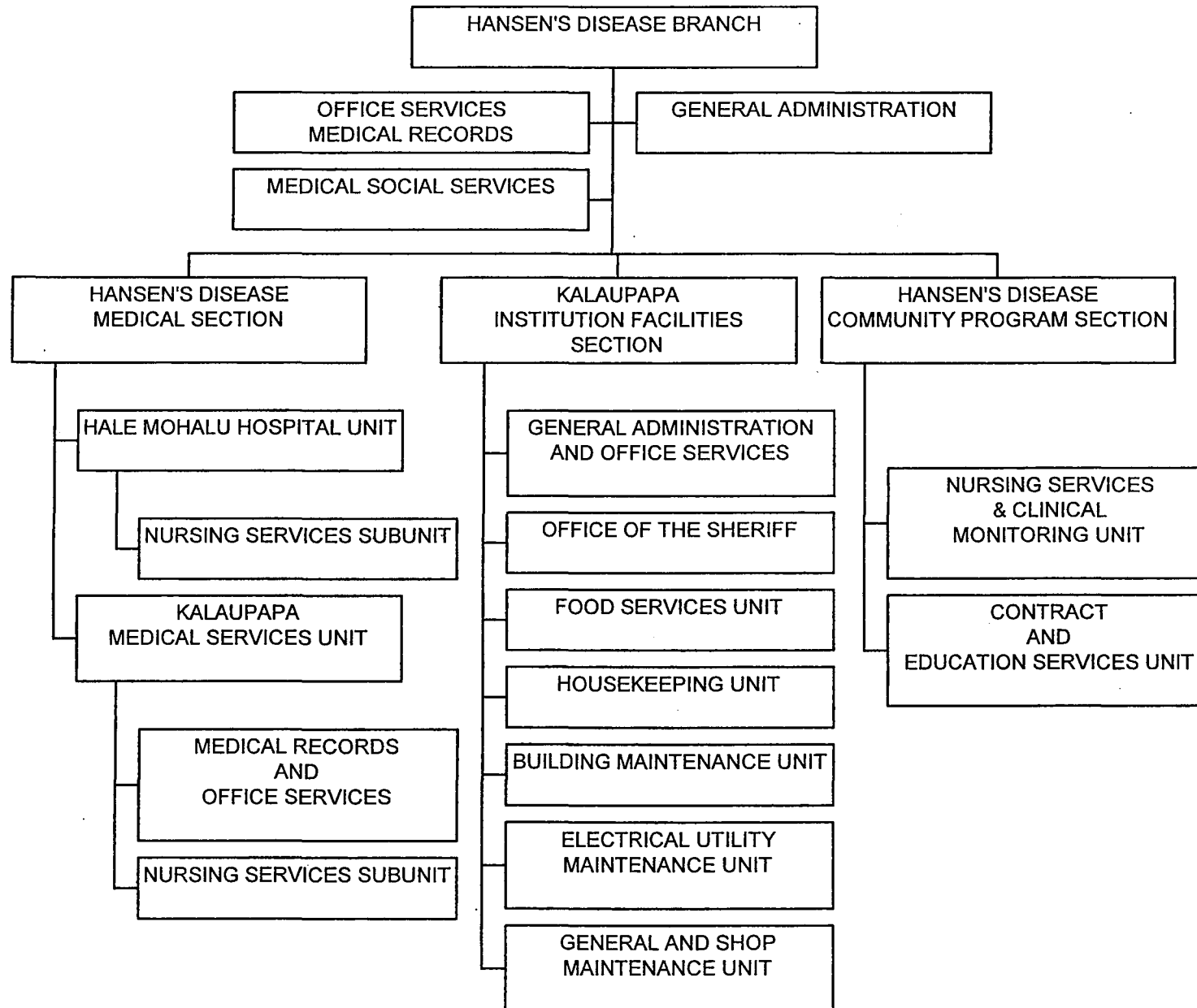
POSITION ORGANIZATION CHART



ORGANIZATION CHART

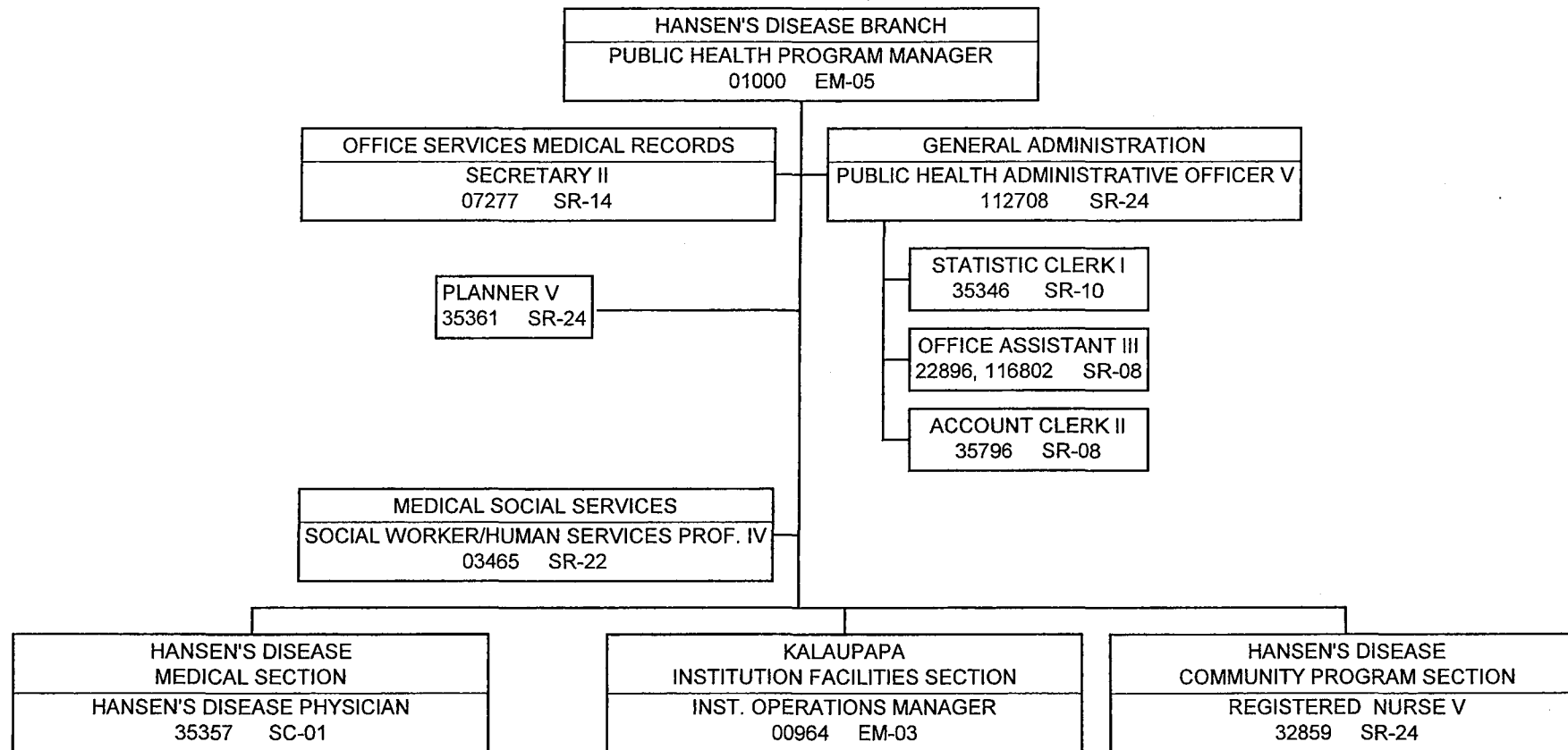






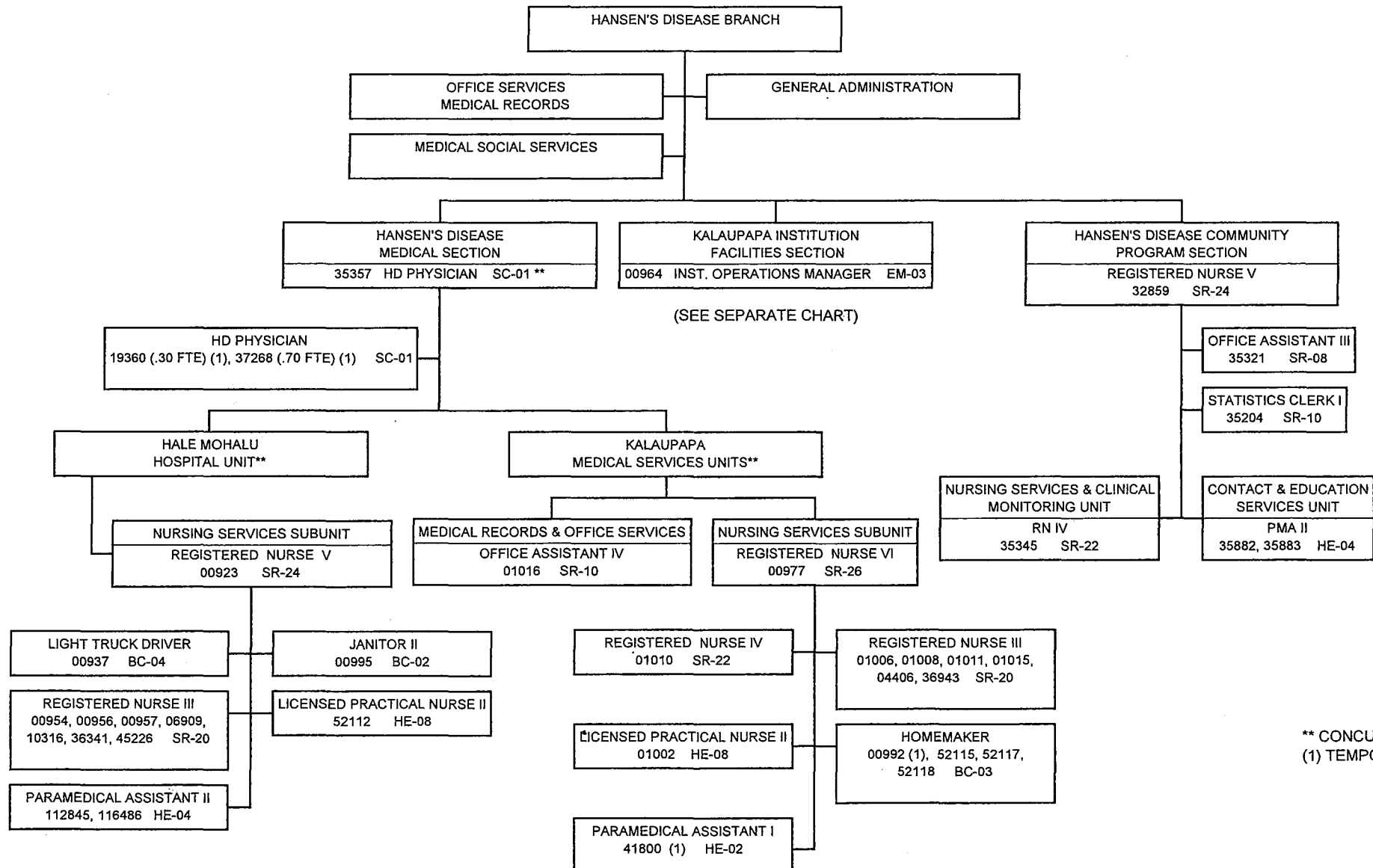
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE DIVISION  
 HANSEN'S DISEASE BRANCH

POSITION ORGANIZATION CHART



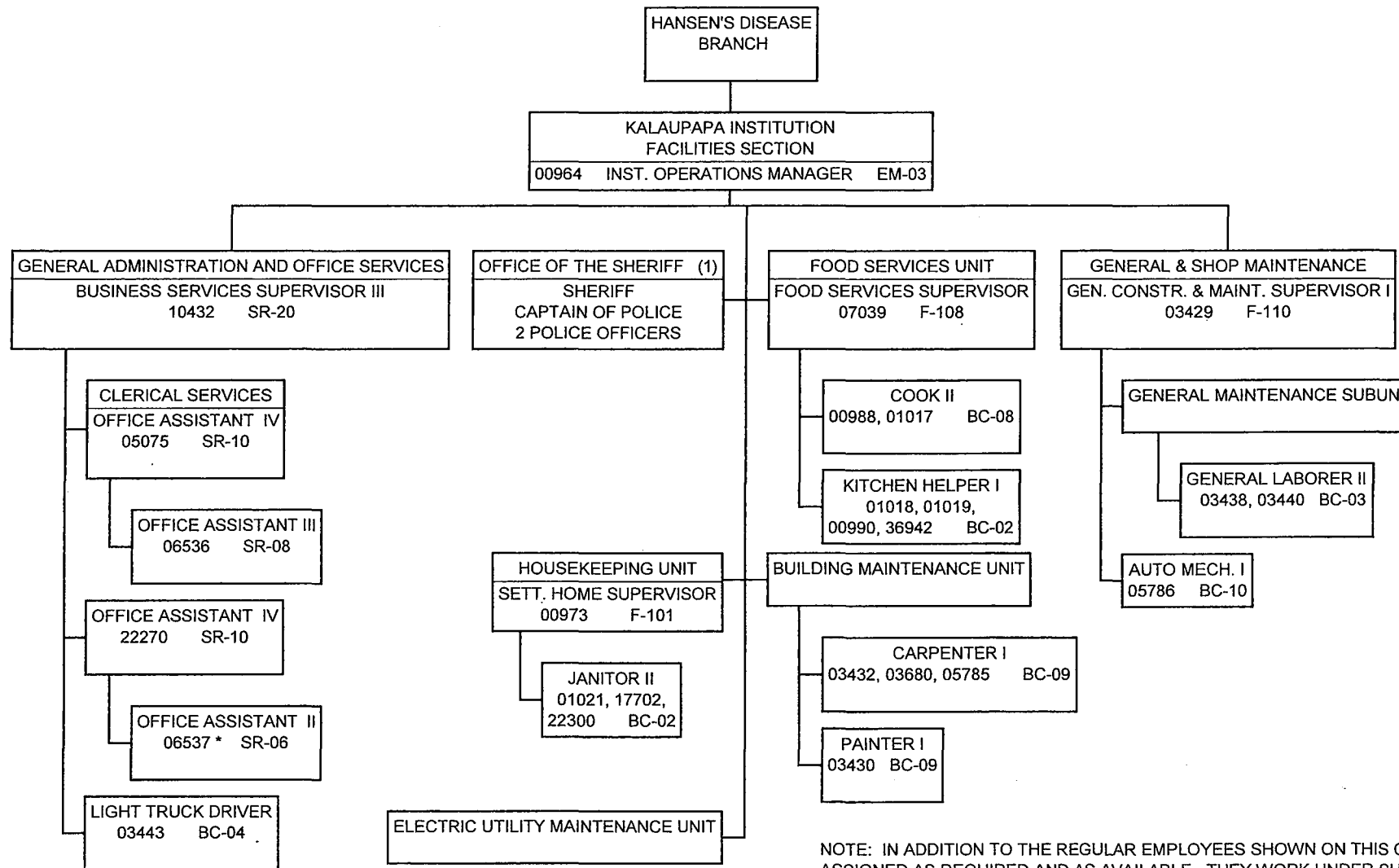
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE DIVISION  
 HANSEN'S DISEASE BRANCH  
 HANSEN'S DISEASE TREATMENT, CARE & REHAB SVCS SECTION  
 HANSEN'S DISEASE COMMUNITY PROGRAM SECTION

POSITION ORGANIZATION CHART



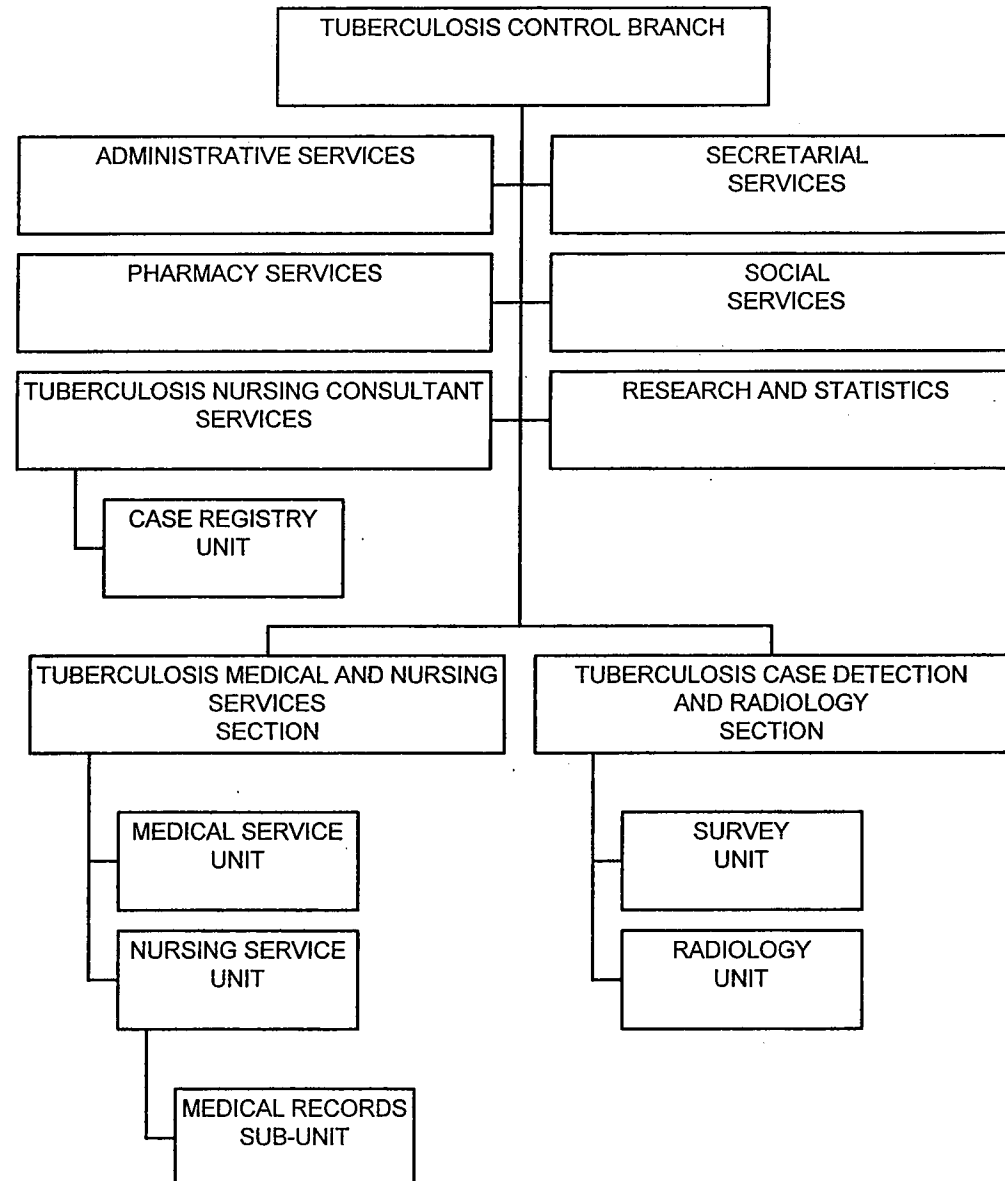
\*\* CONCURRENT POSITION.  
 (1) TEMPORARY NTE 6/30/12.

POSITION ORGANIZATION CHART



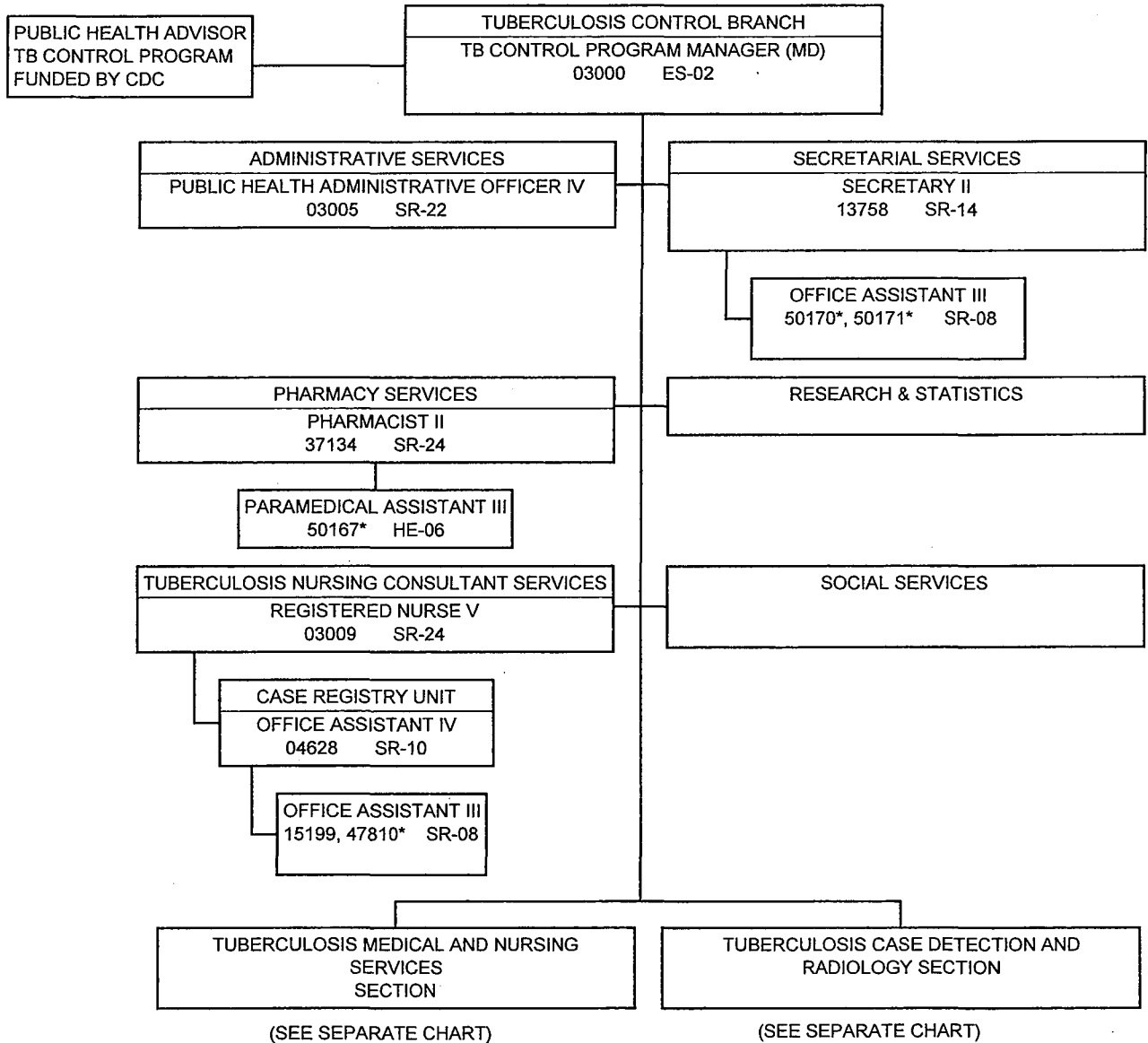
\* TEMPORARY  
 NTE 6/30/13.  
 (1) STAFFED BY PATIENT  
 EMPLOYEES.

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 DIVISION  
 TUBERCULOSIS CONTROL BRANCH

POSITION ORGANIZATION CHART

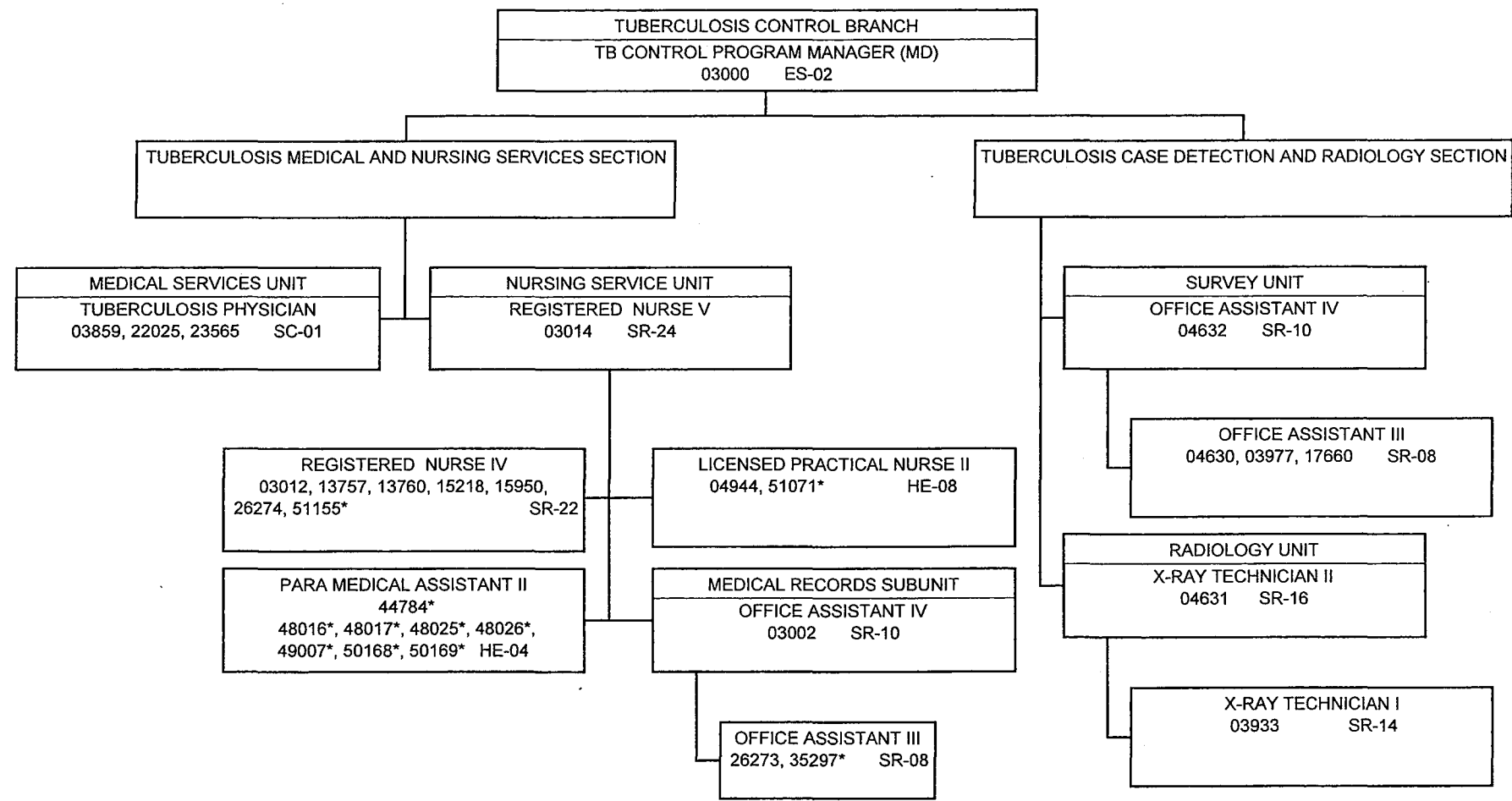


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 REV. 7/25/11

\* TEMPORARY NTE 6/30/12.

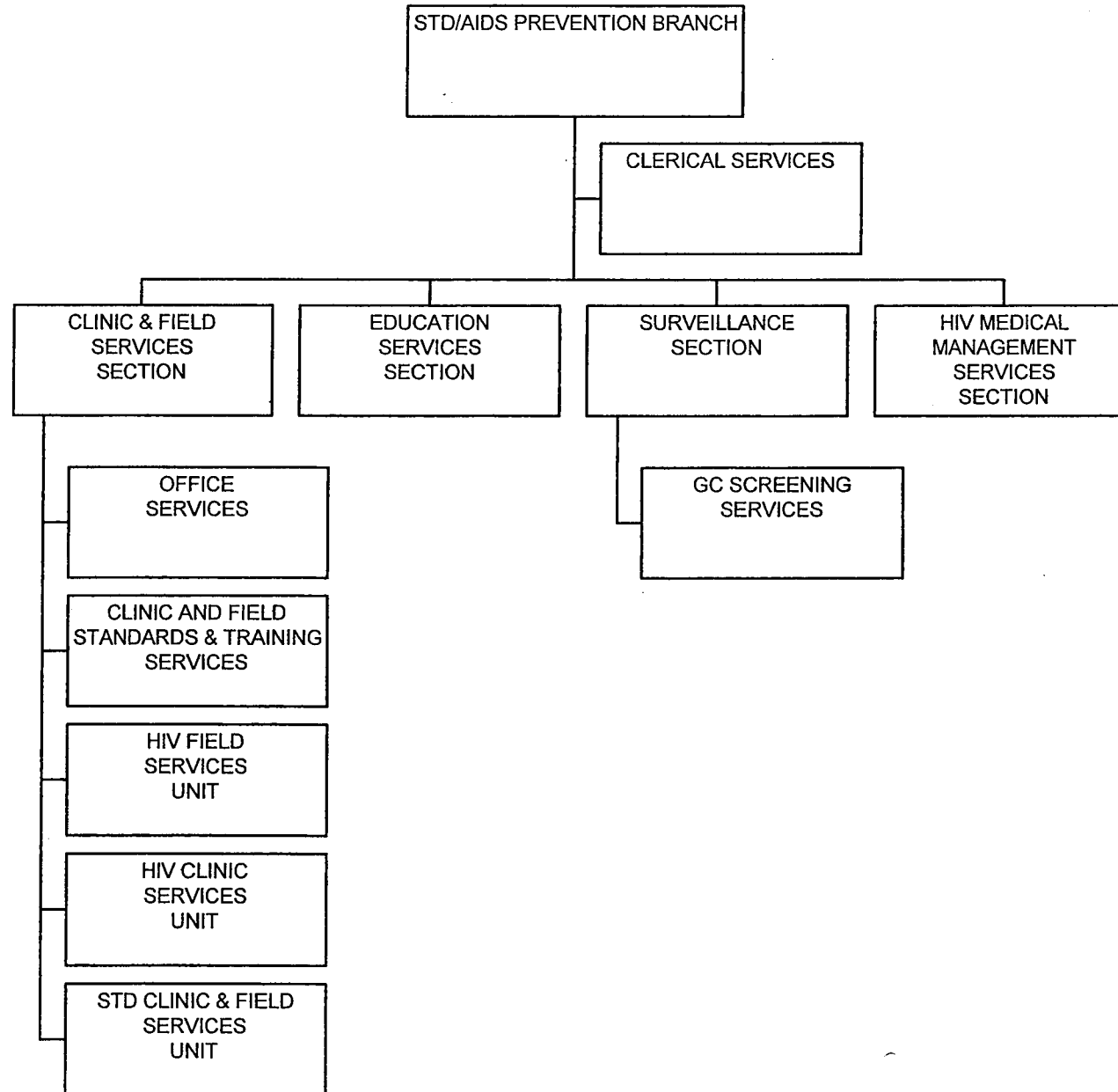
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE DIVISION  
 TUBERCULOSIS CONTROL BRANCH  
 TUBERCULOSIS MEDICAL AND NURSING SERVICES SECTION/  
 TUBERCULOSIS CASE DETECTION AND RADIOLOGY SECTION

POSITION ORGANIZATION CHART



\* TEMPORARY NTE 6/30/12.

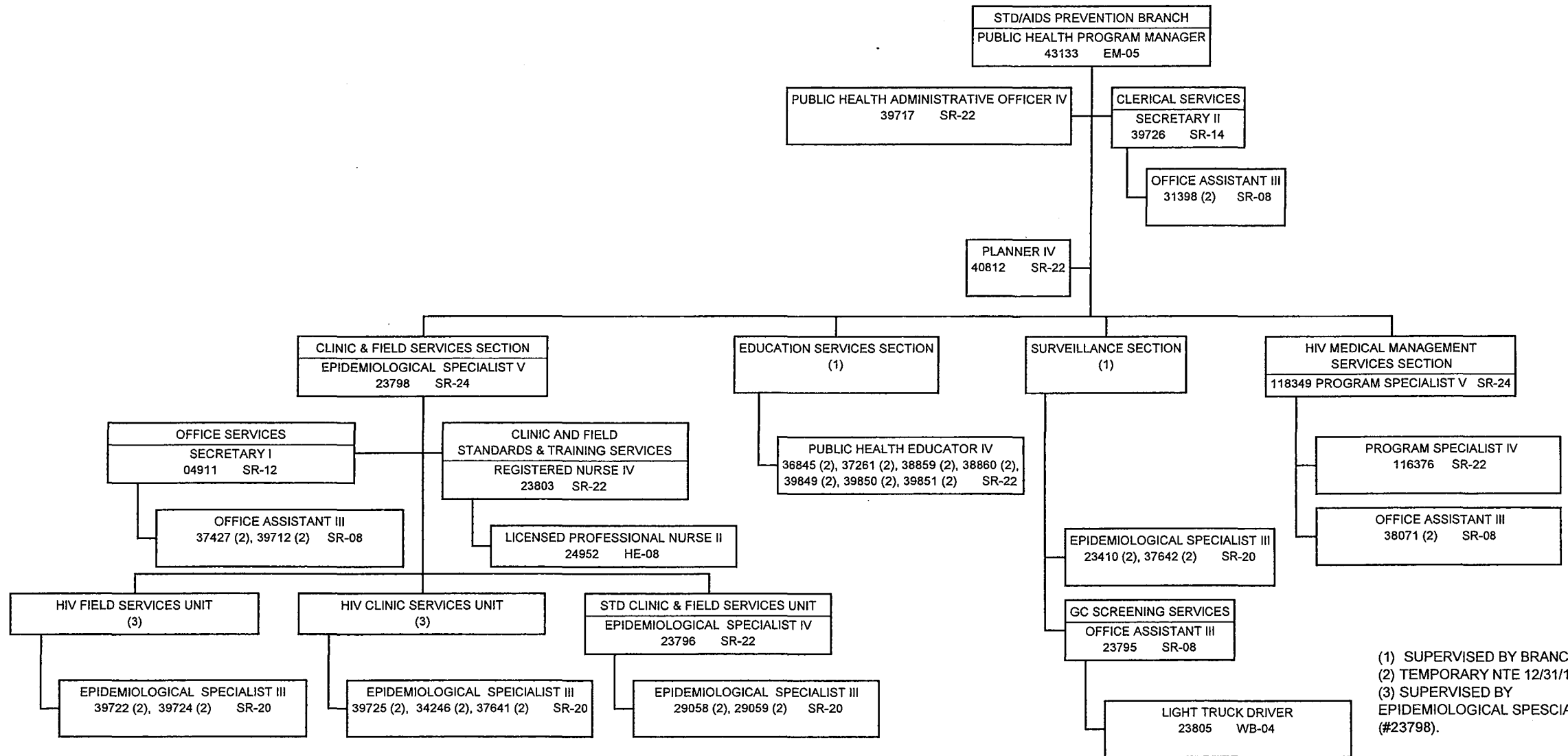
ORGANIZATION CHART





STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 HEALTH RESOURCES ADMINISTRATION  
 COMMUNICABLE DISEASE DIVISION  
 STD/AIDS PREVENTION BRANCH

POSITION ORGANIZATION CHART



(1) SUPERVISED BY BRANCH CHIEF.  
 (2) TEMPORARY NTE 12/31/11.  
 (3) SUPERVISED BY  
 EPIDEMIOLOGICAL SPECIALIST V  
 (#23798).

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE DIVISION

FUNCTIONAL STATEMENT

The mission of the Communicable Disease Division is to reduce morbidity and mortality from communicable diseases in Hawaii. It seeks to achieve its objective 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.

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.

Provides medical and pharmaceutical consultant and direct services division-wide 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.

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 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. Research and Statistics

Collects and analyzes data regarding the incidence and prevalence of tuberculosis disease and tuberculosis infection for the purposes of epidemiologic analysis, program evaluation, program and budgetary planning, and for Federal reporting.

5. Social Services

Analyzes patient and program needs for social services. Provides direct social services and coordinates referral to other agencies for clients of Branch programs.

6. 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, and with private entities, such as

STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE DIVISION  
TUBERCULOSIS CONTROL BRANCH

FUNCTIONAL STATEMENT

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.

7. 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 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE DIVISION  
TUBERCULOSIS CONTROL BRANCH

FUNCTIONAL STATEMENT

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.

8. 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 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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE DIVISION  
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

and consultant staff of the hospital. 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.

STATE OF HAWAII  
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HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE DIVISION  
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

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.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE DIVISION  
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

e. Building Maintenance Unit

Performs all carpentry and painting work associated with the repair of buildings and related structures made of wood, and new construction when such is undertaken by the facility.

f. Electrical Utility Maintenance Unit

Maintains the facility's electrical distribution systems, telephone systems, refrigeration and cold storage plant, theater type motion picture projection system and repairs and maintains all kinds of electrical appliances both commercial and household types.

g. General and Shop Maintenance Unit

Performs general maintenance and repair work other than in carpentry, painting and electrical utility areas. Major assigned responsibilities include the following:

- (1) Automotive repair and maintenance.
- (2) Repair and maintenance of mechanical equipment.
- (3) Welding and brazing work.
- (4) Repair and maintenance of plumbing system.
- (5) Rock crushing operation.
- (6) Grounds maintenance including maintenance of cemeteries, opening and closing of graves, etc.

Maintenance and repair work that a unit is not able to undertake with its own staff is requisitioned for by that unit from vendors of services to meet the operating need of the facility.

(1) General Maintenance Sub-Unit

Provides general laborer maintenance and repair work.

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,

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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.

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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HEALTH RESOURCES ADMINISTRATION  
COMMUNICABLE DISEASE DIVISION  
STD/AIDS PREVENTION BRANCH

FUNCTIONAL STATEMENT

Administers a statewide program for the surveillance, prevention, and control of STD/AIDS in Hawaii. Ensures a pro-active management system that administers and plans STD/AIDS operations and policies in accordance with related missions and goals. Provides administrative services, program planning and legislative support for various program activities. Responsible for the prevention and control of STD's and AIDS in the State of Hawaii. The principle activities include:

1. Implements a statewide STD/AIDS surveillance system in Hawaii.
2. Plans, develops, implements and evaluates prevention and control activities for STD's and AIDS in Hawaii.

Clerical Services. Provides secretarial and clerical support services for the Branch Chief, Public Health Administrative Officer, Planner, Education Services Section, Surveillance 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/AIDS 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/AIDS education program in the public school system; 2) coordinating a statewide education based STD/AIDS risk reduction program among intravenous drug users (IVDU's) through various activities reaching IVDU's that are in treatment programs and also IVDU's that are not in treatment programs through outreach activities; 3) conducting a statewide STD/AIDS work site education campaign; 4) conducting a statewide STD/AIDS education based information and risk reduction program directed towards minority groups; and 5) conducting a statewide public STD/AIDS information 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/AIDS 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 involved with STD/AIDS 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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
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COMMUNICABLE DISEASE DIVISION  
STD/AIDS PREVENTION BRANCH

FUNCTIONAL STATEMENT

performance, and staffing standards and needs.

HIV Field Services Unit. Provides AIDS virus 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 AIDS virus 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 for STD intervention activities which include STD case interviewing and contact tracing activities as well as STD clinical services.

Surveillance Section. Performs STD/AIDS surveillance activities as well as the statewide gonorrhea screening program. Reviews and follows up on reportable STDs and AIDS as well as laboratory reports of suspected AIDS 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 the Human Immunodeficiency Virus (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.

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.

STATE OF HAWAII  
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COMMUNICABLE DISEASE DIVISION  
STD/AIDS PREVENTION BRANCH

FUNCTIONAL STATEMENT

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.

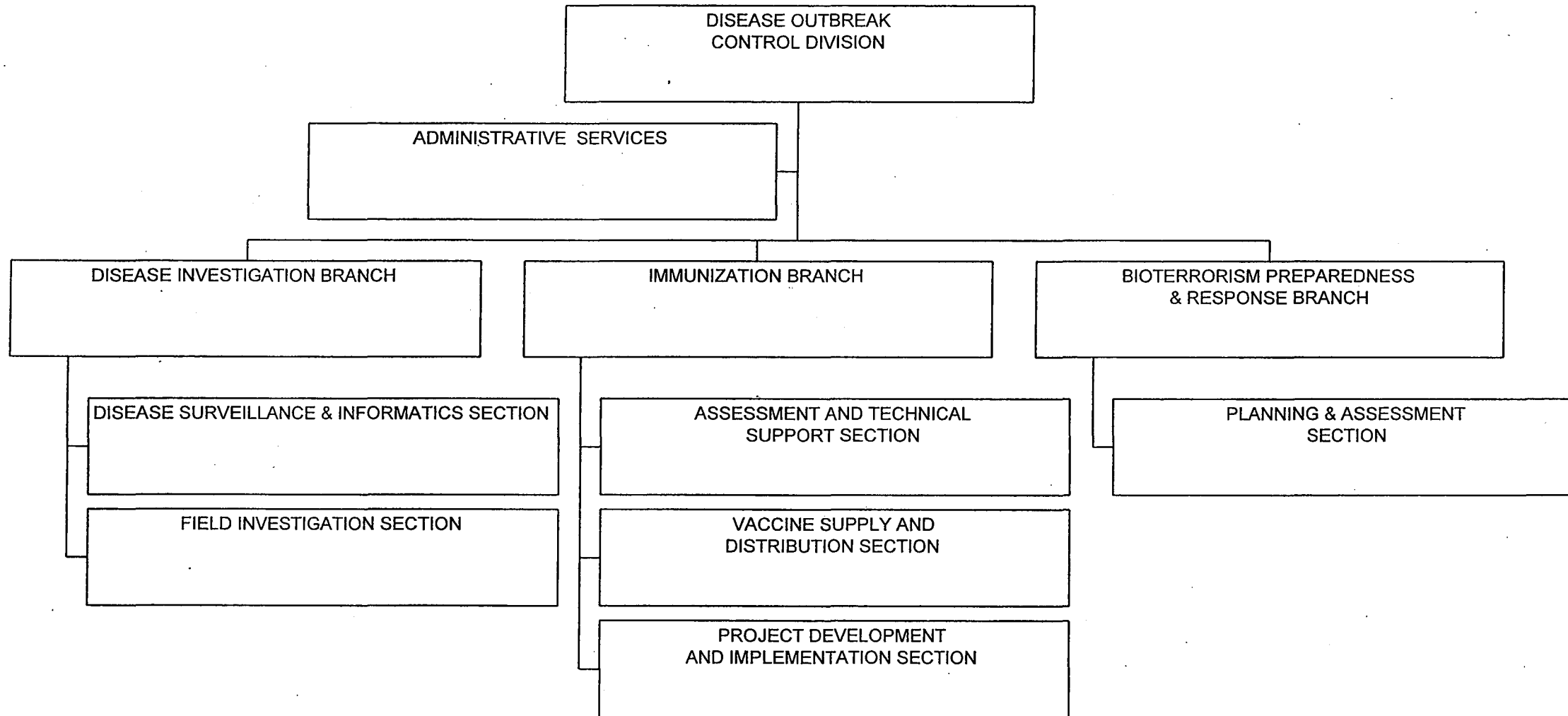
Coordinates with federal funding agencies, hospital and private pharmacies for statewide distribution of medications.

Ensures client access to laboratory services, as necessary, for the management of prescribed medications.

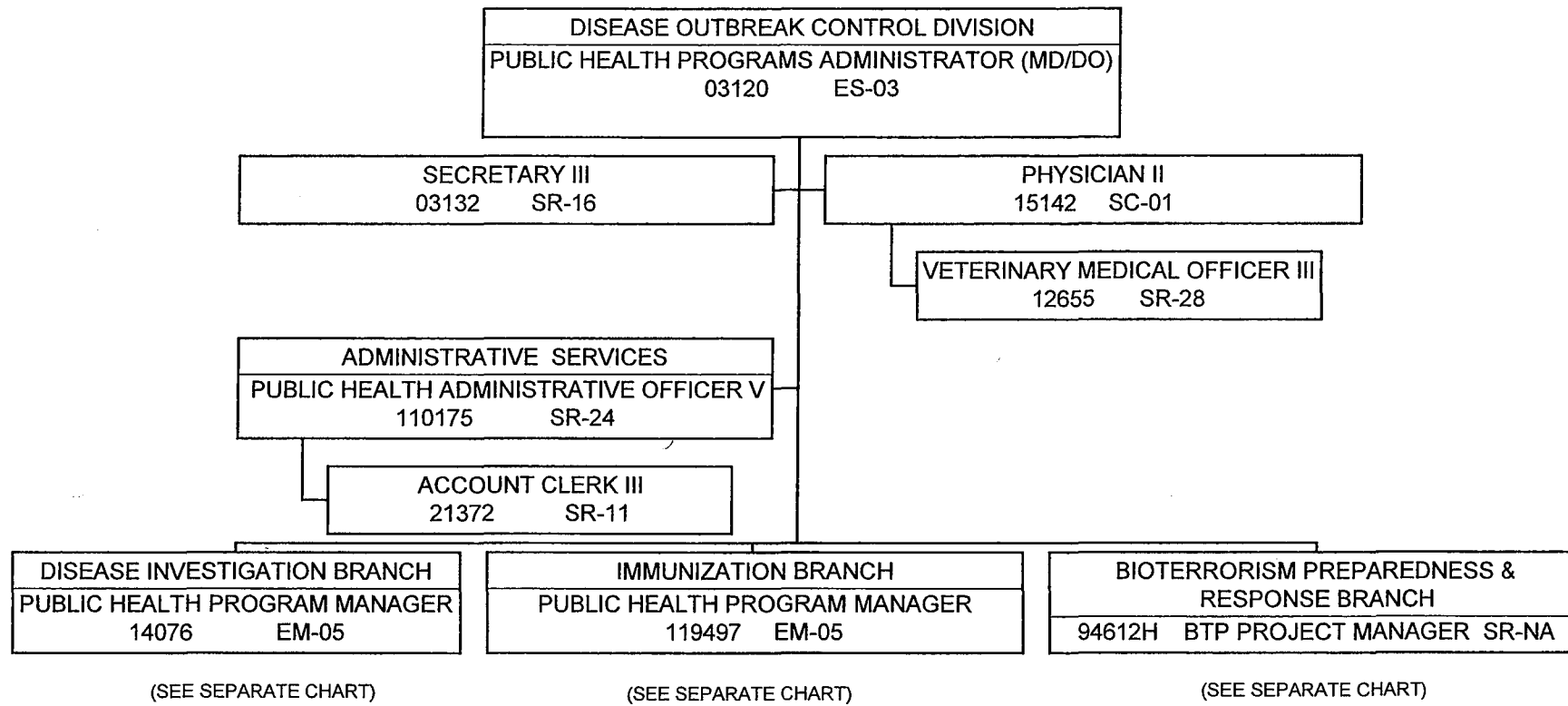
Establishes and maintains program medication formulary in accordance with Public Health Services (PHS) guidelines, federal AIDS Drug Assistance Program (ADAP) requirements, and recommendations of prescribing physicians.

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.



POSITION ORGANIZATION CHART

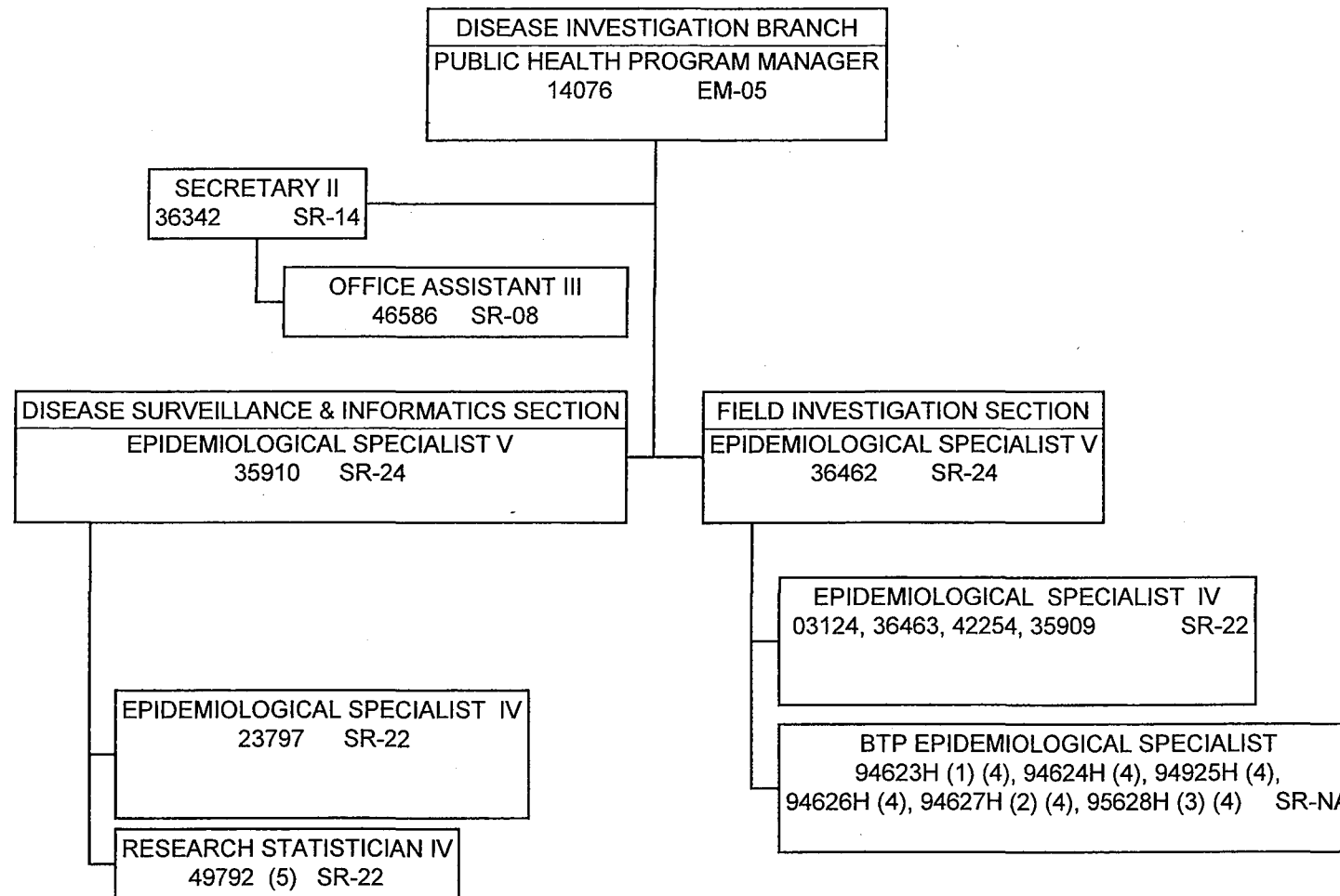


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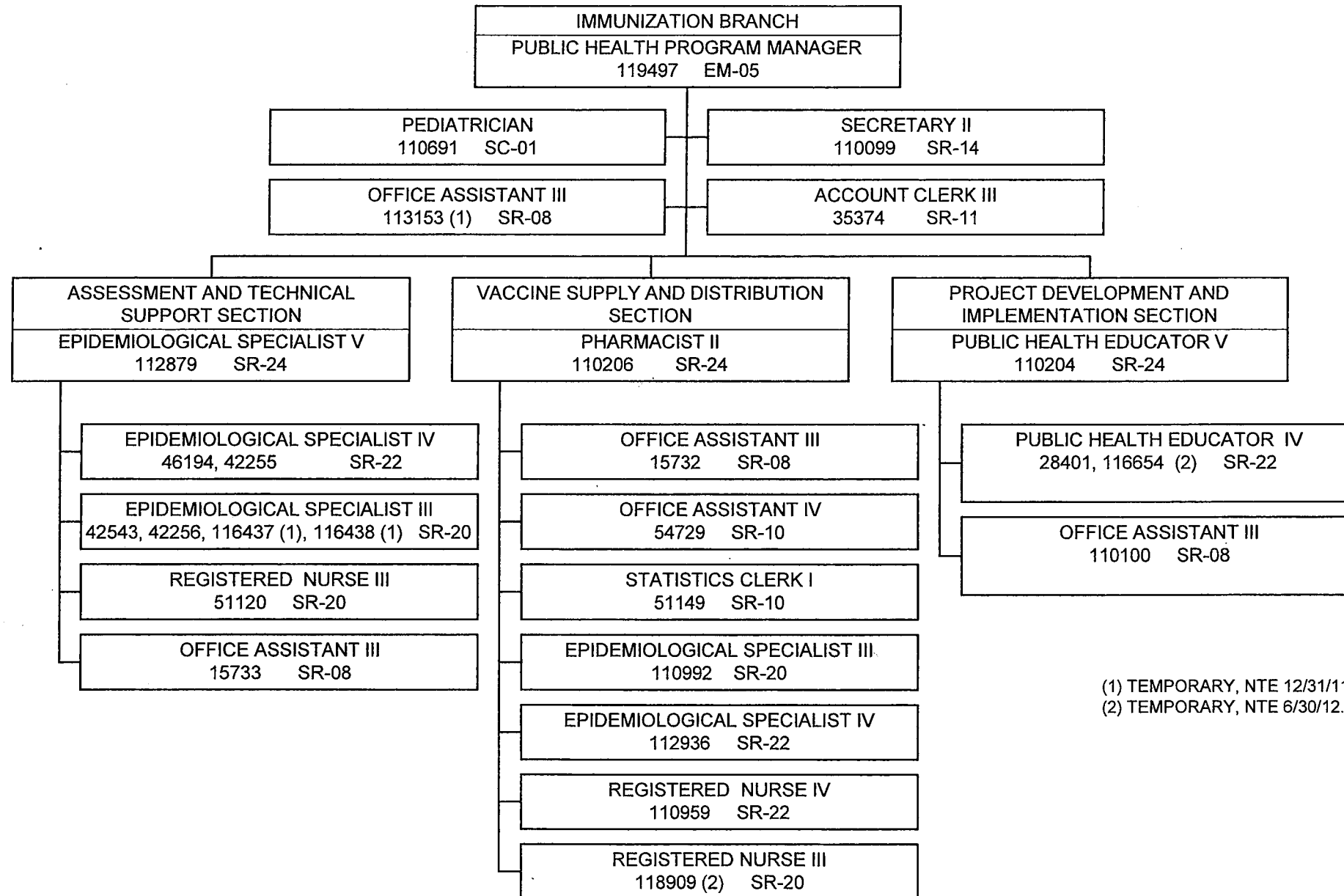
POSITION ORGANIZATION CHART



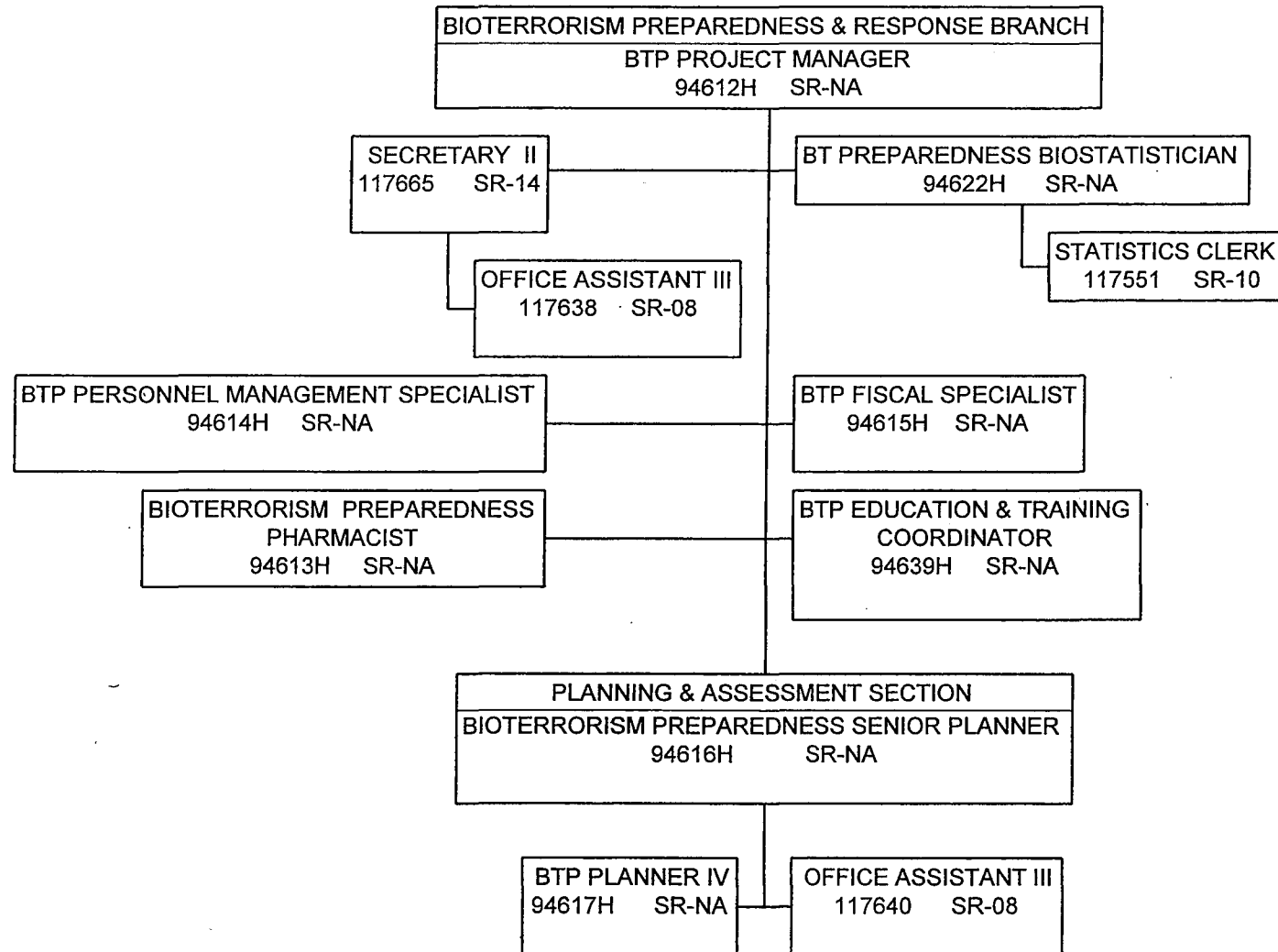
- (1) MAUI.
- (2) HAWAII.
- (3) KAUAI.
- (4) TEMPORARY, NTE 6/30/12.
- (5) ABOLISHED.



POSITION ORGANIZATION CHART



POSITION ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION

FUNCTIONAL STATEMENT

This Division is 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. Disease Outbreak Control Division is responsible for coordinating all department bioterrorism preparedness planning activities and integrating these activities with surveillance and response mechanisms. The Division is 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 bioterrorism throughout the state.

The chief activities of this Division are to:

Maintain surveillance for infectious diseases and potential acts of bioterrorism 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, and the general public 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 vaccines for the protection of persons not able to pay for vaccines. Operate 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 federal health officials in the U.S. Public Health Service, the Council of State and Territorial Epidemiologists, and the Hawaii State Health Department.

Detect, control and/or eradicate animal diseases transmissible to man (zoonoses).

Provide statistical analysis required for comprehensive disease investigation.

Coordinate all department bioterrorism preparedness planning activities and integrate these activities with existing surveillance and response mechanisms.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION  
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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION  
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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION  
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 to:

- Promote immunization of the public, both adults and children, against vaccine preventable diseases.
- Provide vaccines supported by the federal Immunization Program Grant for the protection of persons not able to pay for vaccines.
- Act as a liaison between federal health officials in the U.S. Centers for Disease Control and Prevention's (CDC) National Immunization Program (NIP) and the Hawaii State Health Department.
- Custodial and inventory management of equipment.

The Branch coordinates implementation of the following:

- Plans and conducts vaccine coverage assessment activities to determine rates of immunity in the population.
- Evaluates the effectiveness of efforts to increase vaccine coverage.
- Implements procedures to systematically identify and immunize susceptible children and adults.
- 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.
- Evaluates and promotes appropriate immunization of adult populations, such as college students, healthcare workers, family planning patients and the elderly.
- Oversees vaccination research activities conducted in Hawaii, such as the Hawaii Rubella Project.
- Coordinates the screening of pregnant women and populations at increased risk of hepatitis B infection; immunizes susceptible persons; maintains a database of

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION  
IMMUNIZATION BRANCH

FUNCTIONAL STATEMENT

hepatitis B carrier mothers.

- Drafts and monitors contracts awarded to agencies outside of the Department of Health pertaining to immunizations and immunization education.

Vaccine Supply and Distribution Section

Procures vaccines, maintains refrigerated/frozen vaccine stock, distributes vaccine supplies, and promotes and facilitates participation of health care providers with federal and state vaccine supply programs; ensures vaccines are used according to established policies; assists in the operation of the statewide immunization information registry, which will maintain an inventory system to ensure vaccine availability and accountability for vaccines distributed.

Assessment and Technical Support Section

Conducts assessments of vaccination coverage rates for schools, provider practices, nursing homes and the general population; identifies groups in need of additional immunization support; facilitates compliance with school entry immunization rules (HRS 298); provides technical information on vaccine administration and immunization; designs and implements special studies related to vaccine preventable diseases as appropriate. Operates immunization clinics to reach special populations who are unable to access health care in the private sector.

Project Development and Implementation Section

Develops and implements diverse statewide activities to promote appropriate immunization of children and adults; designs and produces health education materials related to vaccination for public distribution via print, television, and radio media; responds to public inquiries pertaining to vaccines and vaccine preventable diseases.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION  
BIOTERRORISM PREPAREDNESS AND RESPONSE BRANCH

FUNCTIONAL STATEMENT

This program/branch is responsible for preparing the Department, state and local emergency response agencies, the health care communities, and ultimately the State of Hawaii to respond effectively and efficiently to a public health emergency, such as, a bioterrorism event or a severe outbreak of a dangerous infectious disease. It is responsible for planning for such an event, for ensuring that needed mutual assistance agreements and memoranda of understanding are in place to supplement the resources of the Department in time of need, for providing training to all sectors to prepare them for their roles, and for 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.
- Develop plans and protocols to manage assets of the Strategic National Stockpile should they be needed to respond to a public health emergency.
- Develop and implement advanced systems for disease surveillance.
- Develop an effective risk communications capacity that provides for timely information dissemination to citizens during a bioterrorist attack, outbreak of infectious disease, or other public health threat or emergency.
- Provide training to enable key individuals to effectively communicate with the public within the context of a public health emergency.
- Assess the training needs of key public health officials, emergency responders, and healthcare providers to respond to public health emergencies.
- Ensure that effective training is available and provided to key individuals to enable them to prepare for and respond to public health emergencies.
- Provide overall administrative support for all Branch operations.
- Oversee formulation of federal grant budget.
- Provide consultation to bioterrorism staff on administrative, personnel, and fiscal management.
- Function as custodian of equipment, processing orders and conducting regular inventories.
- Provide pharmaceutical consultation to line programs, as required.
- Coordinate development and administration of the Strategic National

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DISEASE OUTBREAK CONTROL DIVISION  
BIOTERRORISM PREPAREDNESS AND RESPONSE BRANCH

FUNCTIONAL STATEMENT

Stockpile.

- Ensure the delivery of appropriate education and training to key public health professionals, infectious disease specialists, emergency department personnel, and others.

Planning and Assessment Section

Establish and maintain a process for strategic leadership, direction, coordination, and assessment of activities to ensure state and local readiness, interagency collaboration, and preparedness for bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

Conduct integrated assessments of public health system capacities related to bioterrorism, other infectious disease outbreaks, and other public health threats and emergencies to aid and improve planning, coordination, and implementation.

Develop, exercise, maintain, and update a comprehensive public health emergency preparedness and response plan.

Ensure that all preparedness and response planning is coordinated within the existing emergency management infrastructure that is facilitated and supported by the National Response Framework, Metropolitan Medical Response System, disaster medical assistance teams, mortuary assistance teams, and hospital preparedness planning.

Participate in regional exercises conducted by federal agencies.

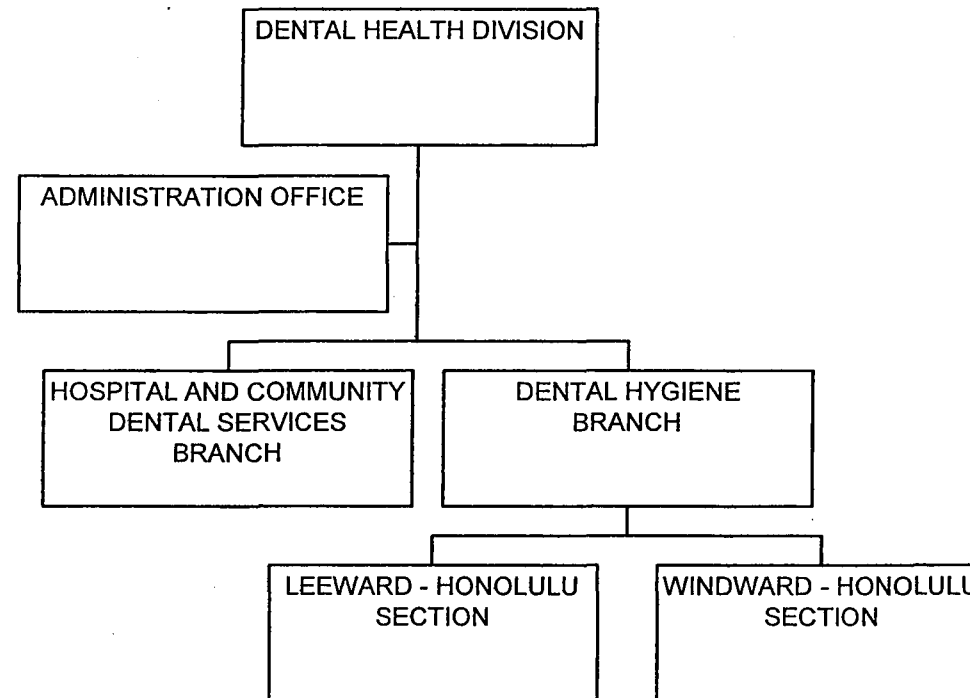
Update and refine assessments of and response to epidemiologic, laboratory, and environmental health needs resulting from scenario and vulnerability assessments and deficiencies noted from exercises or actual events.

Develop and maintain a plan for distribution of antibiotics, chemical/nerve agent antidotes, and symptomatic treatment packages to various local and/or regional areas of the jurisdiction.

Develop and implement a regimen of basic orientation, training (and refresher training), and periodic readiness exercises for those individuals or entities identified in the SNS plan as having roles in any phase of SNS management and use.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DENTAL HEALTH DIVISION

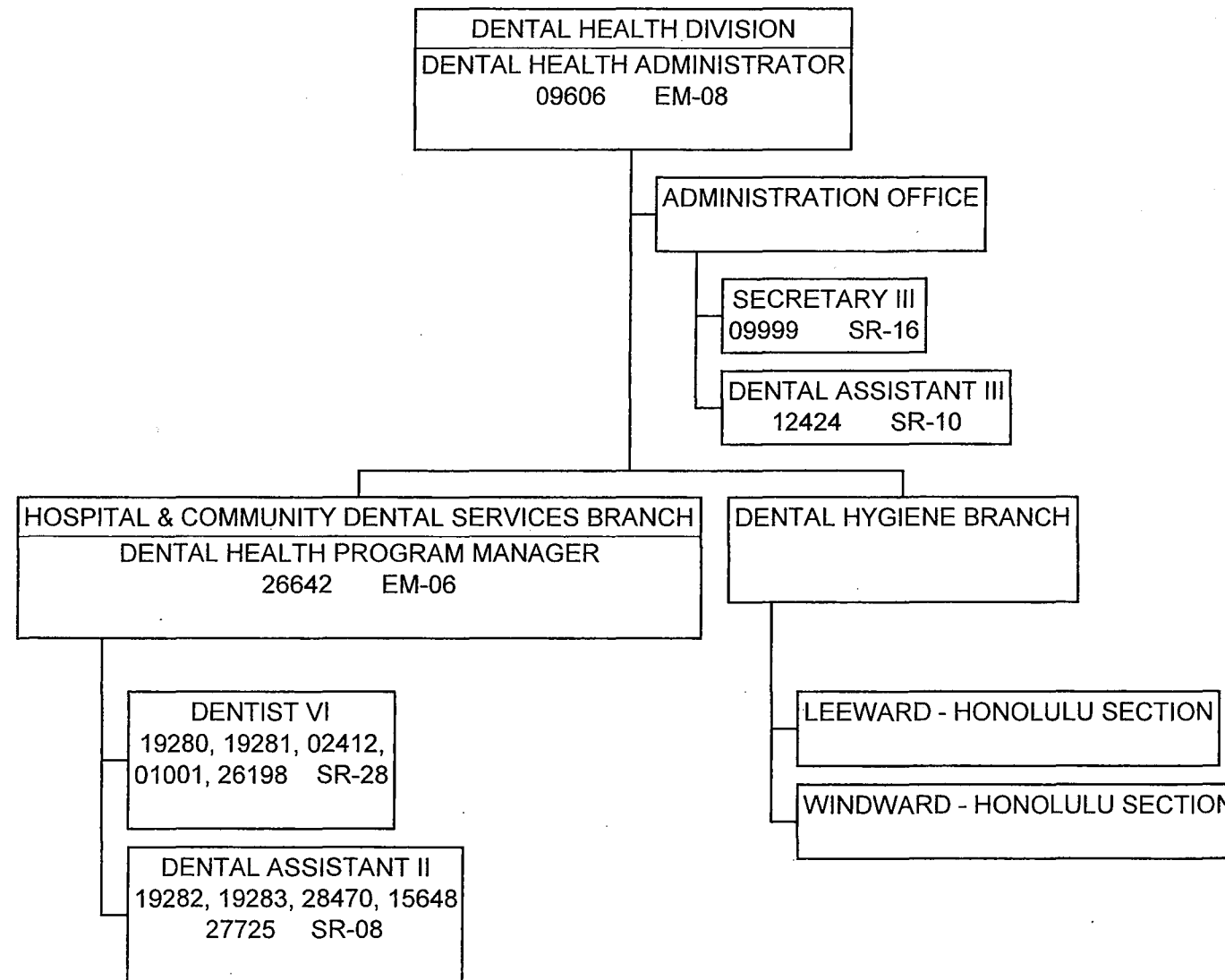
ORGANIZATION CHART



THE NEIGHBOR ISLAND DENTAL HYGIENE II POSITION, 12419 ON HAWAII RECEIVES SUPERVISION FROM THE STATUTORY AND HOME-BASED DENTAL DISEASE PROGRAM. HOWEVER, THE POSITION IS INCLUDED AS AN ADD-ON ITEM IN THE DISTRICT HEALTH OFFICE ORGANIZATION CHART DUE TO GEOGRAPHIC LOCATION AND NEED FOR ADMINISTRATIVE SUPPORT. HRS 447-3(C) STATES THAT "THE LICENSED DENTAL HYGIENIST MAY OPERATE... IN ANY BUILDING OWNED OR OCCUPIED BY THE STATE OR ANY COUNTY, BUT ONLY UNDER THE AFORESAID EMPLOYMENT AND UNDER THE DIRECT OR GENERAL SUPERVISION OF A LICENSED DENTIST...".

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DENTAL HEALTH DIVISION

POSITION ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Promotes optimal oral health for the people of the State of Hawaii; develops and implements methods for the prevention and early detection of oral diseases and abnormalities and for the control of such conditions when they are not prevented; develops the knowledge and attitude in the public that will motivate the dental profession to practice, the District Health Officers and other officials to sponsor and the public to accept these preventive and control techniques.

Conducts research, investigations and experiments relating to the incidence, cause, diagnosis, treatment and prevention of dental diseases.

Provides direct dental treatment services to patients at State-operated hospitals, community-based clinics, long-term care facilities and schools.

Supervises the planning, operation and evaluation of the Dental Hygiene Program.

Provides technical and consultative services to Neighbor Islands. Provides dental health services on Neighbor Islands in coordination with District Health Offices.

Provides technical and professional supervision for the work of all dental hygienists.

Provides direct services to individuals and agencies on Oahu.

Provides an informational and an educational program for lay and professional groups. Keeps abreast with new developments in the prevention and treatment of oral diseases.

Provides a program of recruitment for dental hygiene and dental students in high schools and colleges throughout the State.

Establishes and monitors standards, procedures and regulations established for the prevention and control of dental diseases in the State.

Facilitates and provides professional education relating to dental health issues and public policy.

ADMINISTRATION OFFICE

Provides administrative support to entire Division.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DENTAL HEALTH DIVISION  
HOSPITAL AND COMMUNITY DENTAL SERVICES BRANCH

FUNCTIONAL STATEMENT

Provides dental treatment to community patients in community-based, regional clinic sites. Provides dental treatment to clients of State institutions such as Hawaii State Hospital and Hale Mohalu in community-based, regional clinic sites. Provides dental treatment to patients in facilities operated by the State and consultative services to the facility staff. Facilities include dental clinic sites located at Developmental Disabilities Services Branch's Waimano site and Communicable Diseases Institution Facilities Section's Kalaupapa, Molokai site.

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.

Assist communities to plan, organize, and develop local dental health programs throughout the State.

HOSPITAL AND 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  
Waimano Dental Clinic  
Kalaupapa Dental Clinic

Provides dental treatment to indigent individuals who are severely mentally, developmentally, or medically disabled; have communicable diseases, frail elderly or homeless. Provides dental treatment to Hawaii State Hospital residents and Hale Mohalu clients. Provides dental treatment to refugees and low income families. Provides dental treatment to community-based developmentally disabled patients, many who are former residents of Waimano Training School and Hospital. 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HEALTH RESOURCES ADMINISTRATION  
DENTAL HEALTH DIVISION  
DENTAL HYGIENE BRANCH

FUNCTIONAL STATEMENT

Plans, implements and evaluates dental hygiene programs by administering direct dental hygiene services throughout the State.

Provides inspection of teeth and topical fluoride applications for school children in high risk regions of the State.

Plans, implements and monitors school-based weekly fluoride mouth rinse programs.

Provides dental health education in schools.

Collects data for study, planning and evaluation.

Provides dental hygiene services and educational materials Statewide.

Provides field training experience for dental hygiene students at the University of Hawaii, Dental Hygiene Department.

Provides dental hygiene consultant services to other official and unofficial agencies.

Educates others in new procedures and methods of maintaining optimal dental health by conducting regular in-service training programs.

LEEWARD - HONOLULU SECTION

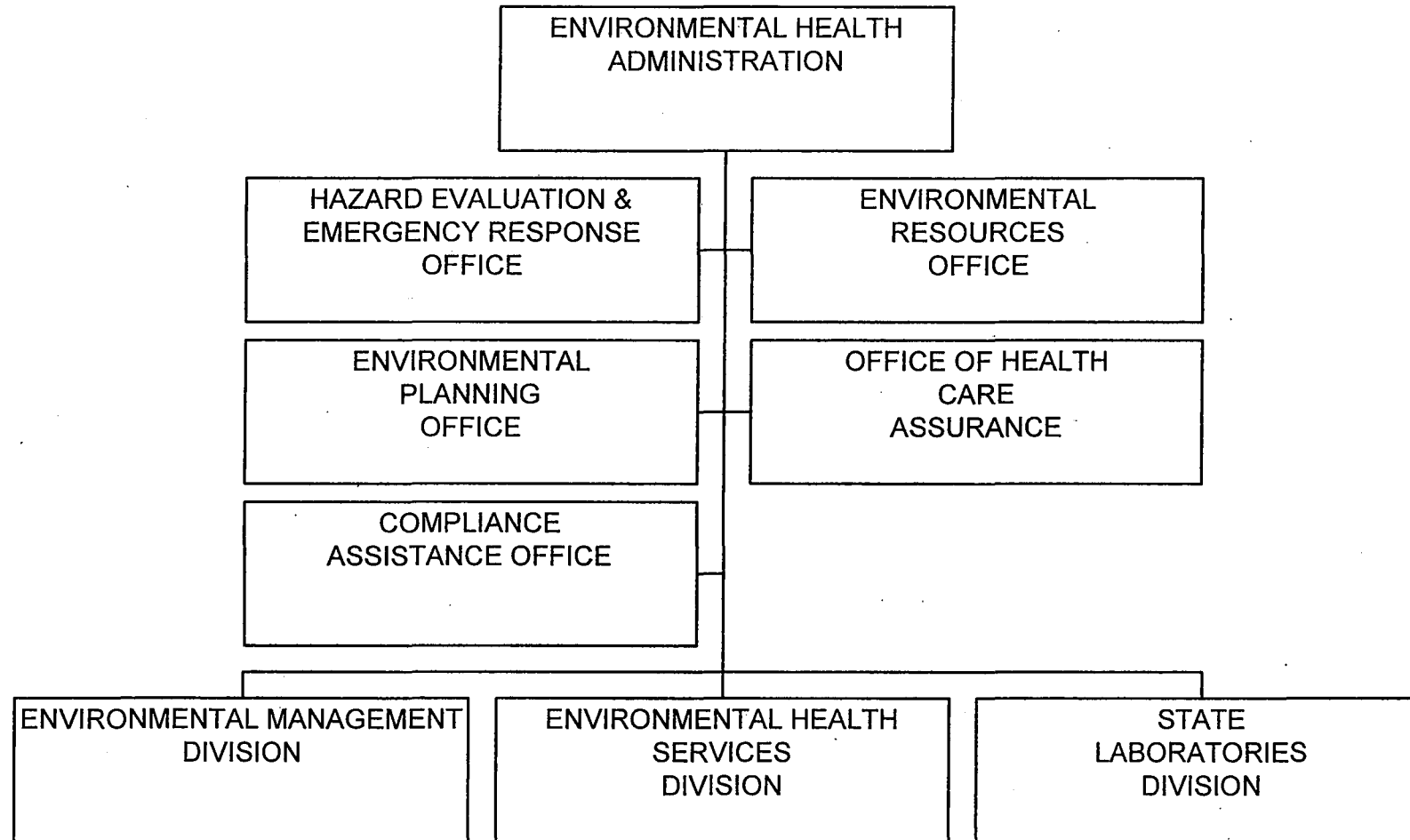
Provides dental inspections, topical application of fluorides, dental health education and follow-up services to public schools in Leeward Oahu and also to private schools on request.

Participates in community dental health programs in Leeward Oahu.

WINDWARD - HONOLULU SECTION

Provides dental inspections, topical application of fluorides, dental health education and follow-up services to public schools in Windward Oahu and also to private schools on request.

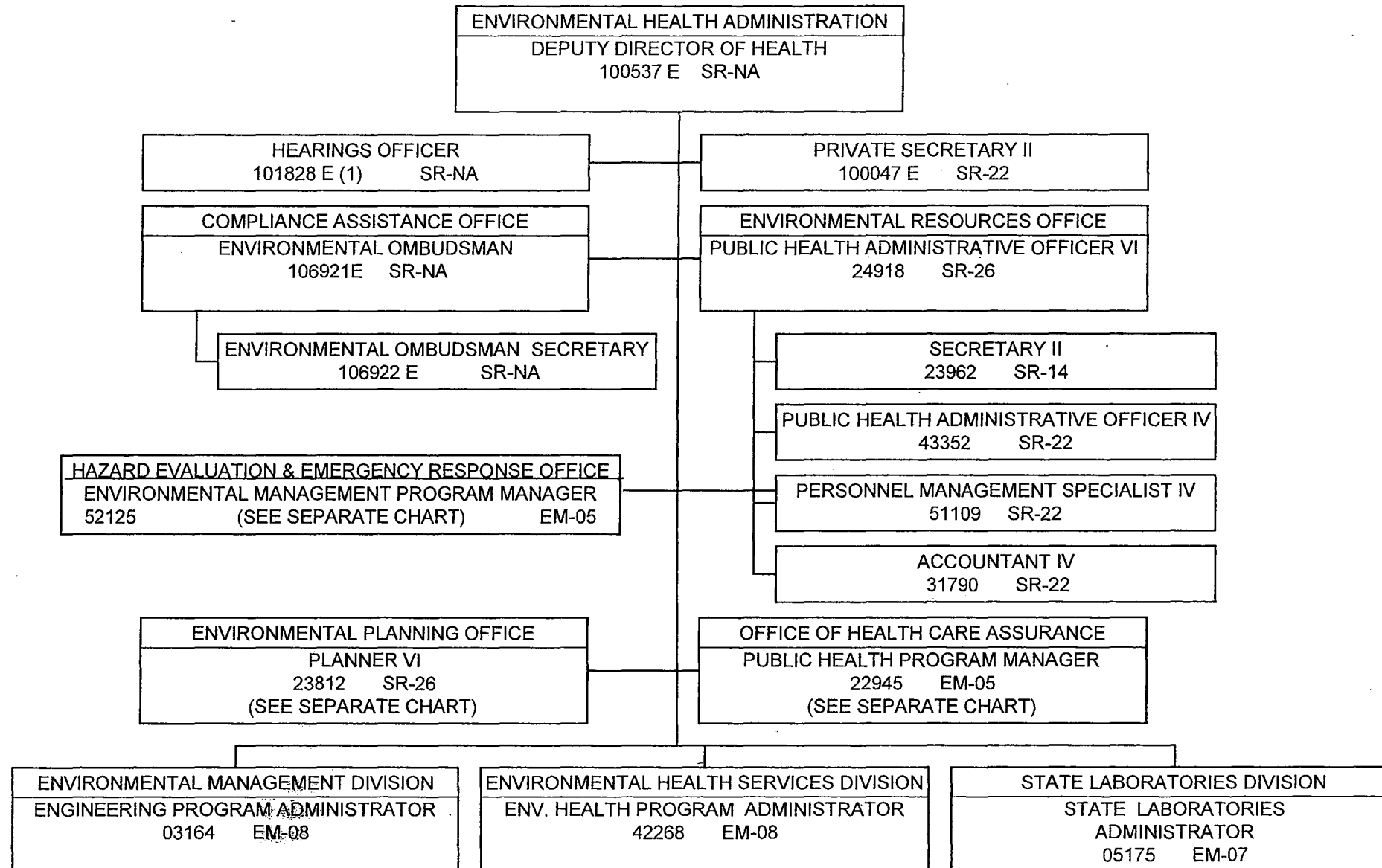
Participates in community dental health programs in Windward Oahu.





STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION

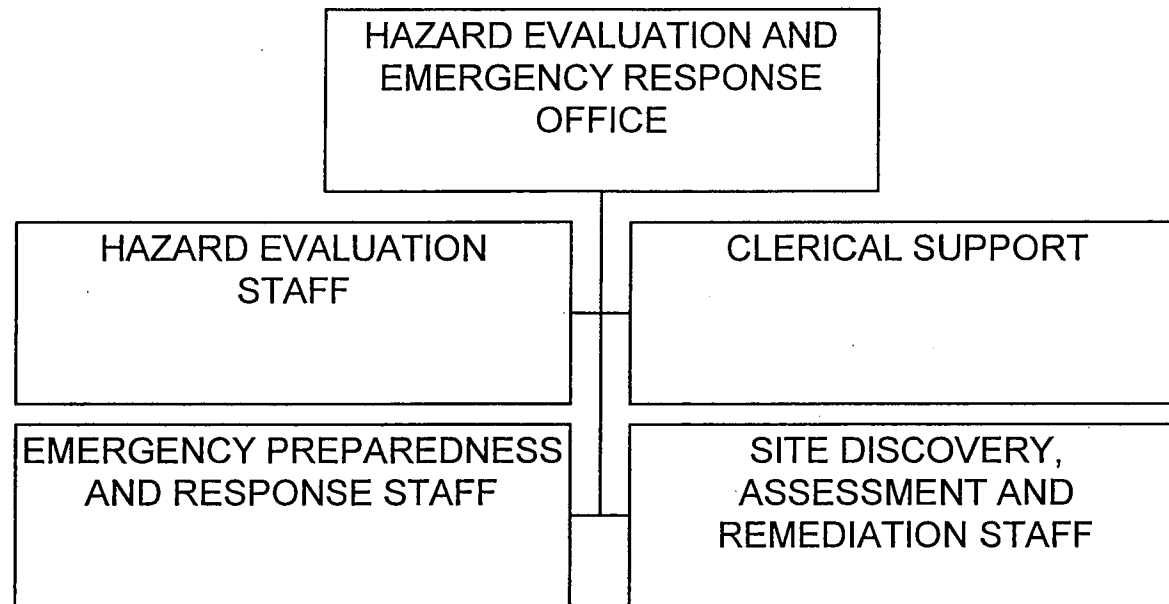
POSITION ORGANIZATION CHART



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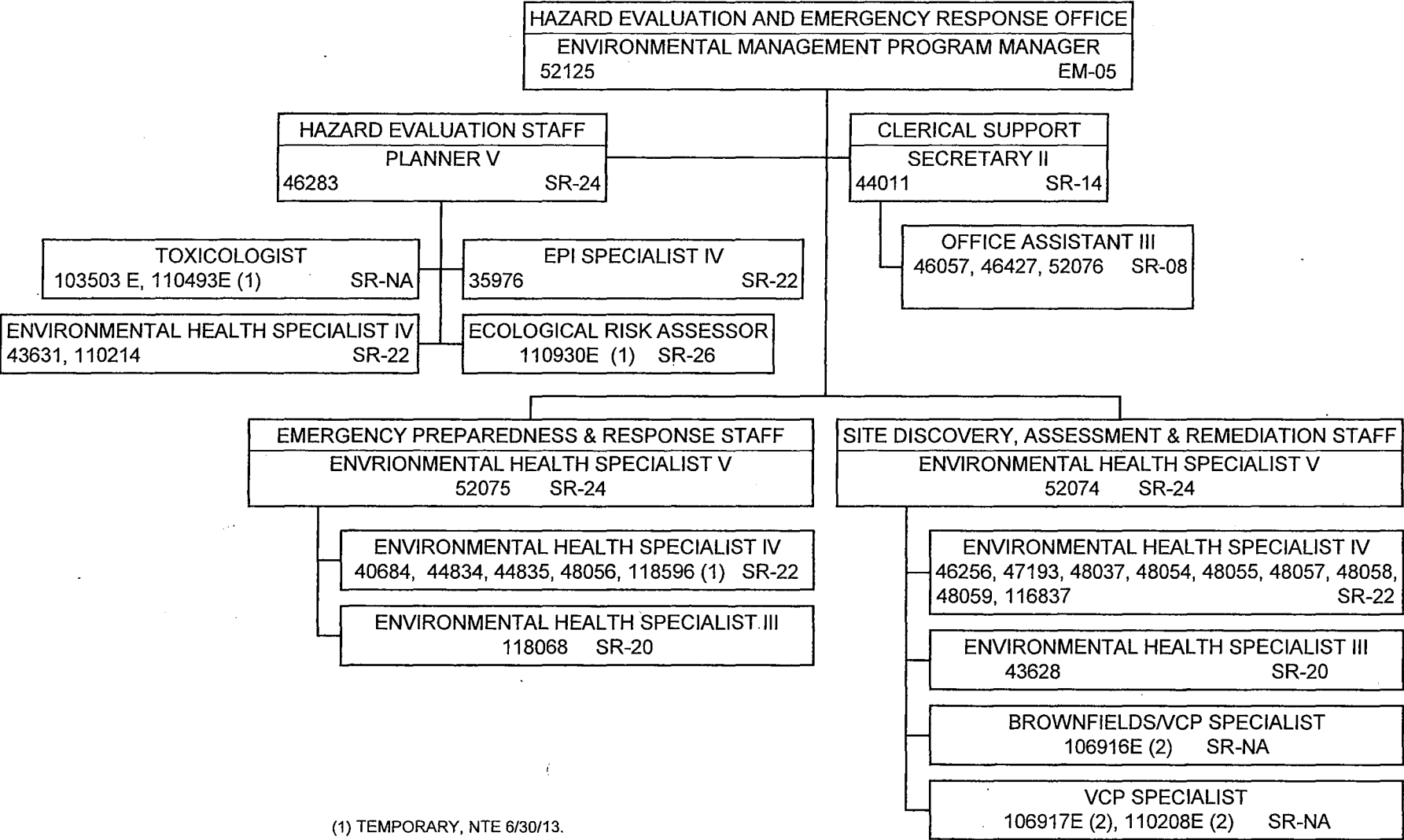
(1) TEMPORARY NTE 6/30/13.

JUN 30 2011



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 HAZARD EVALUATION AND EMERGENCY RESPONSE OFFICE

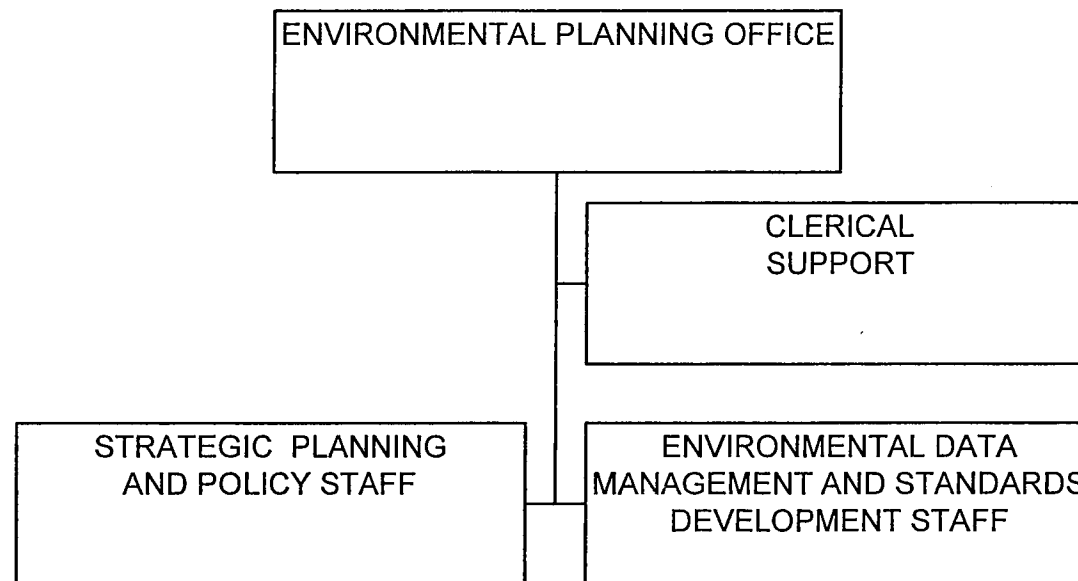
ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/13.  
 (2) TEMPORARY, NTE 6/30/12.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL PLANNING OFFICE

ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL PLANNING OFFICE

POSITION ORGANIZATION CHART

PROPOSED

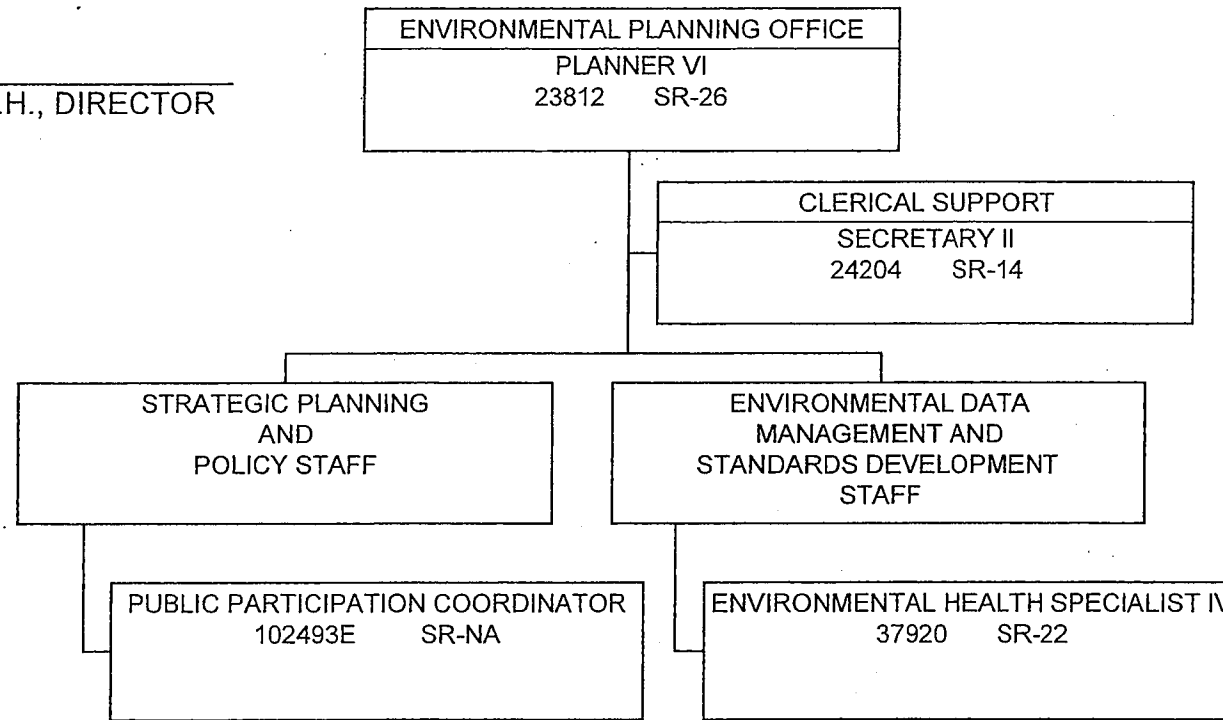
ACKNOWLEDGED:



LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
DEPARTMENT OF HEALTH

DATE:

9/26/11



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION

FUNCTIONAL STATEMENT

Under the general direction of the Director of Health, plans, directs and coordinates the activities of the Administration in effectively performing its functions and attaining its mission, within the scope of laws and established policies and regulations.

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. Conducts epidemiological investigations of environmentally associated conditions which may affect the health of people adversely with the aim of preventing such occurrences. Administers statewide programs to manage the State licensing and Federal certification of medical and health care facilities, agencies, and services.

- Maintains effective working relationships between other organizational entities, both public and private.
- Directs the preparation of related operating and capital budgets, justifies budgets before review and approving authorities, and exercises control of funds appropriated.
- Provides technical direction to neighbor island district health offices and coordinates activities between and among the districts and Oahu to provide uniform services throughout the State.
- Represents the Administration and Department before the Legislature and community groups, both public and private.
- Directs the Administration's legislative program and activities, and provides for effective coordination within the Department.
- Advises on the need for public health regulations and amendments thereto and conducts public hearings thereon.
- Evaluates, develops and recommends administrative rules, regulations, policies and procedures for the Administration.
- Recommends to the Director the establishment of and changes to organizational structure and programs and after approval, directs their implementation.
- Develops and coordinates innovative environmental 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 Action 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 Response Staff

Identifies, assesses, and prioritizes site 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

PROPOSED

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.

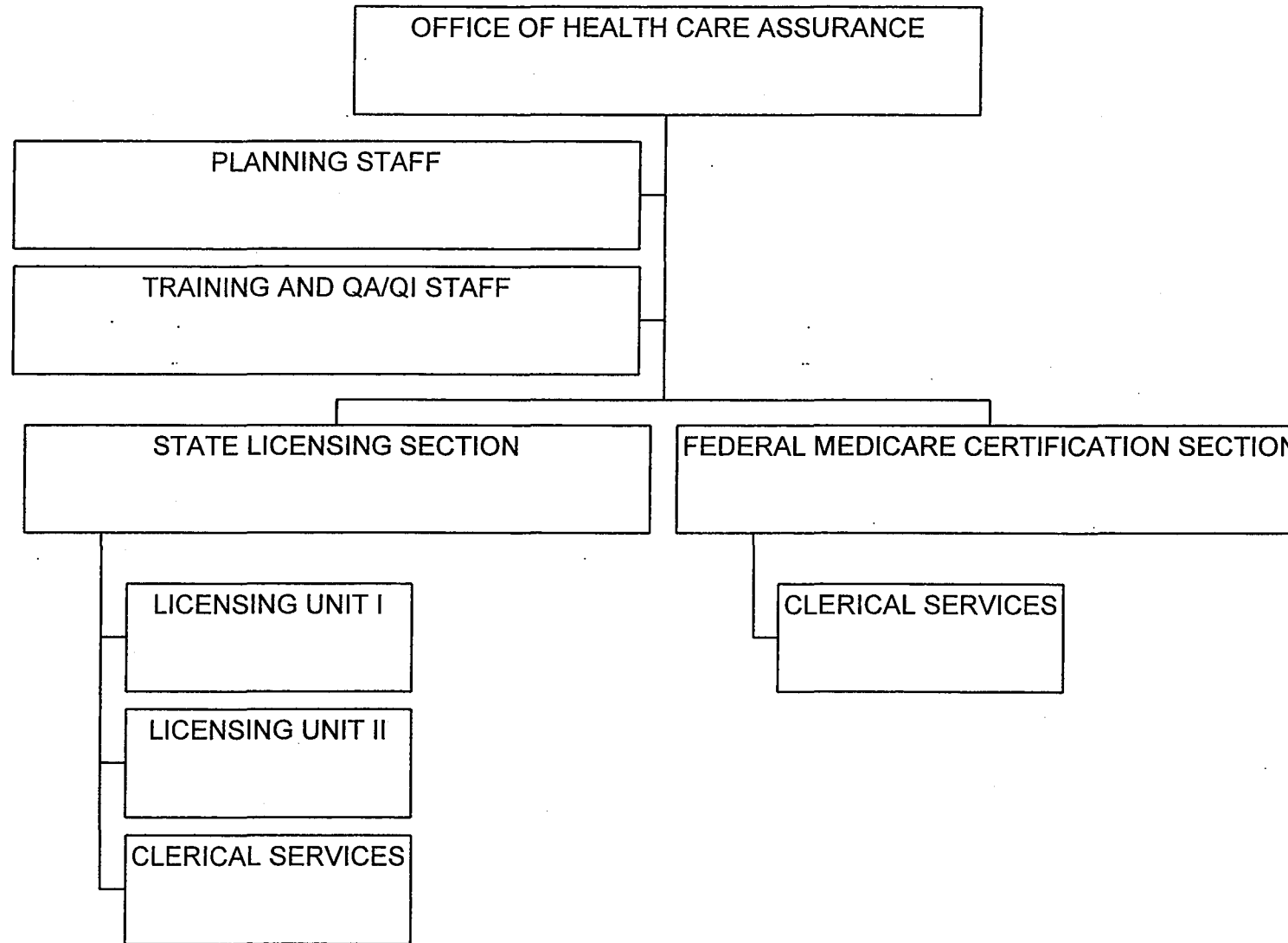
Environmental Data Management and Standards Development Staff:

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

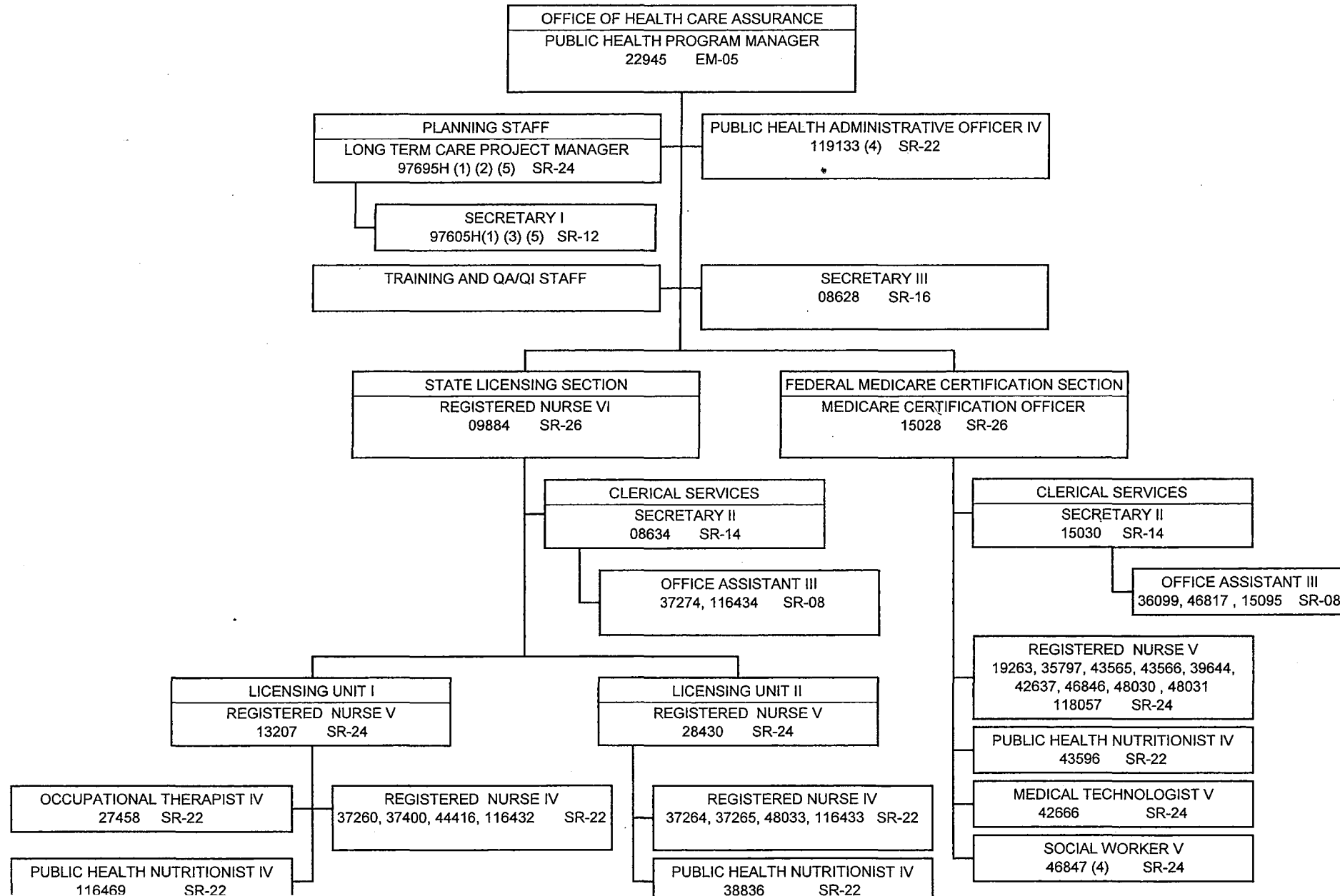
- Plan, direct and review fiscal planning, programming and budgeting activities coordinated with the divisions, Administrative Services Office and the Department of Budget and Finance.
- Coordinate personnel activities of all of the environmental programs with the Personnel Office and Department of Human Resource Development.
- Maintain and analyze expenditure reports and prepare detailed reports for State and Federal fiscal activities.
- Establish and maintain master schedules of grants and contracts for all environmental programs.
- Provide program control activities for all cost and schedule items.
- Review all environmental legislation for fiscal content.
- Coordinate facilities requirements for all environmental programs.
- Establish and maintain a detailed employee time and effort reporting system for allocation of personnel costs.



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION

OFFICE OF HEALTH CARE ASSURANCE

POSITION ORGANIZATION CHART



- (1) NTE 6/30/12.
- (2) 35% GEN FUNDS;  
65% EARMARK GRANT.
- (3) 100% EARMARK  
GRANT.
- (4) 80% FED FUNDS; 20%  
GEN FUNDS.
- (5) ABOLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH 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.
- 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 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 licensure activities in the State.

JUN 30 2011

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

- 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, other departments, etc.
- Establish a system to ensure ongoing quality improvement measures for OHCA in all areas of functioning.
- Provide administrative services for the OHCA.

Planning Staff

- Conduct ongoing assessments of community needs and infrastructure development in coordination with various programs, community, other agencies and providers.
- Research availability of grants for opportunities to establish projects for workforce development, training materials and opportunities, surveys, patient safety initiatives, and other measures as deemed appropriate through needs assessments.
- Manage all grants received and ensure compliance to all requirements.
- Provide Clerical Support Services

Training and Quality Assurance/Quality Improvement Staff

- Responsible for planning, development, implementation and evaluation of the provision of training to staff in all state licensed settings and Medicare & Medicaid certified facilities, training to both SLS staff and Federal Medicare Certification Section Staff.
- 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, University of Hawaii, CMS, OHCA staff, community resources, providers and various professional organizations.
- In cooperation with the Community Colleges, develop training modules for operators and providers caring for

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

residents with special needs, and foster appropriate continuing education programs for caregivers.

- Develop 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.

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 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.
- Provide or arrange for specialized consultation by nursing, physical therapy, occupational therapy, nutrition and other professional staff to facilities to provide continuing education which will assure appropriate care.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
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- Stimulate and assist community action to provide quality resident care and integration of residents into appropriate community activities.
- Conduct criminal history back ground checks as per HRS 321 and 846 for employees, licensees, and operators of health care settings that require licensure and/or certification of caregivers of developmental disabilities domiciliary homes.

Licensing Unit I

- Set standards, assist in rule-making, inspect for compliance with rules, and license adult residential care homes, special treatment facilities, and homes for the developmentally disabled.
- Conduct surveys to inspect for compliance with rules all designated health facilities, coordinating such inspections with other regulatory agencies at the State and local level. Additionally will be primarily responsible for inspections of facilities for the developmentally disabled.
- 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.
- Provide specialized consultation to operators of facilities as requested or directed.
- Interpret regulations to operators, public, Legislature, State agencies and other agencies, as requested.
- Maintain registry of adult residential care homes, special treatment facilities, and homes for the developmentally disabled and vacancies therein.
- Certify caregivers of developmental disabilities domiciliary 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.

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Licensing Unit II

- Conduct surveys to inspect for compliance with rules all designated health facilities, coordinating such inspections with other regulatory agencies at the State and local level. Additionally, will be primarily responsible for inspections of facilities which provide treatment and/or rehabilitative services for the mentally ill and substance abusive populations
- 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.
- Provide specialized consultation to operators of facilities as requested or directed.
- Interpret regulations to operators, public, Legislature, State agencies and other agencies, as requested.
- Maintain registry of adult residential care homes, special treatment facilities, and homes for the developmentally disabled and vacancies therein.

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 clerical service to section and licensing Units I and II.
- Set up and maintain facility files, including all reports, correspondence, and other related materials.

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 of section 1864 of the Social Security Act, Medicare.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
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- 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 central-Centers for Medicare & Medicare Services offices through Federal system of data management.
- Conduct criminal history back ground checks for 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.

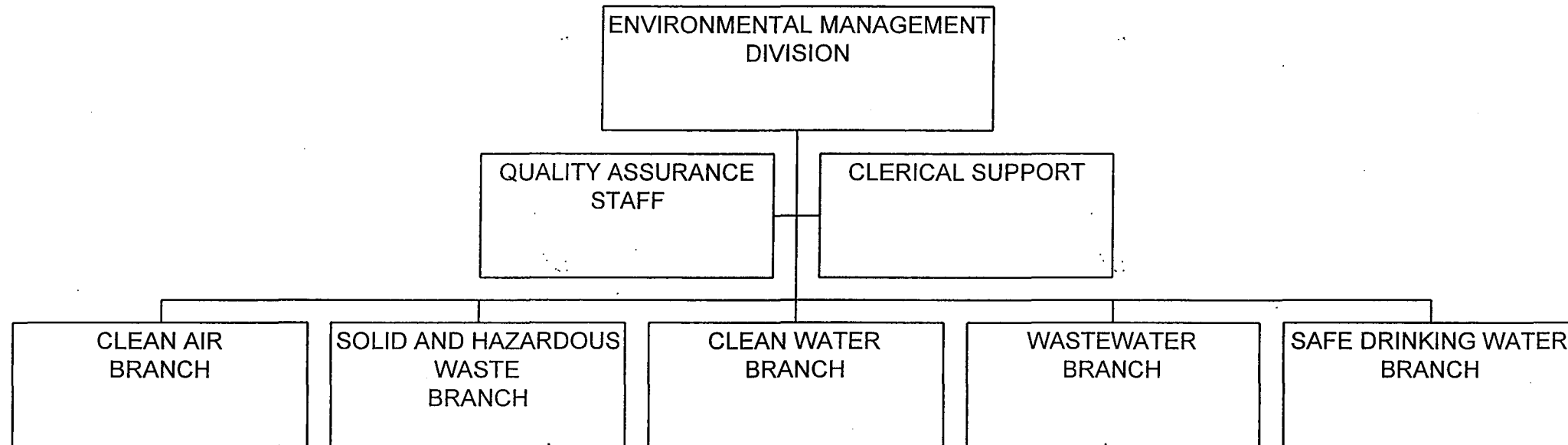
JUN 30 2011

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
OFFICE OF HEALTH CARE ASSURANCE  
FUNCTIONAL STATEMENT

Clerical Services

- Provide 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.

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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION

POSITION ORGANIZATION CHART

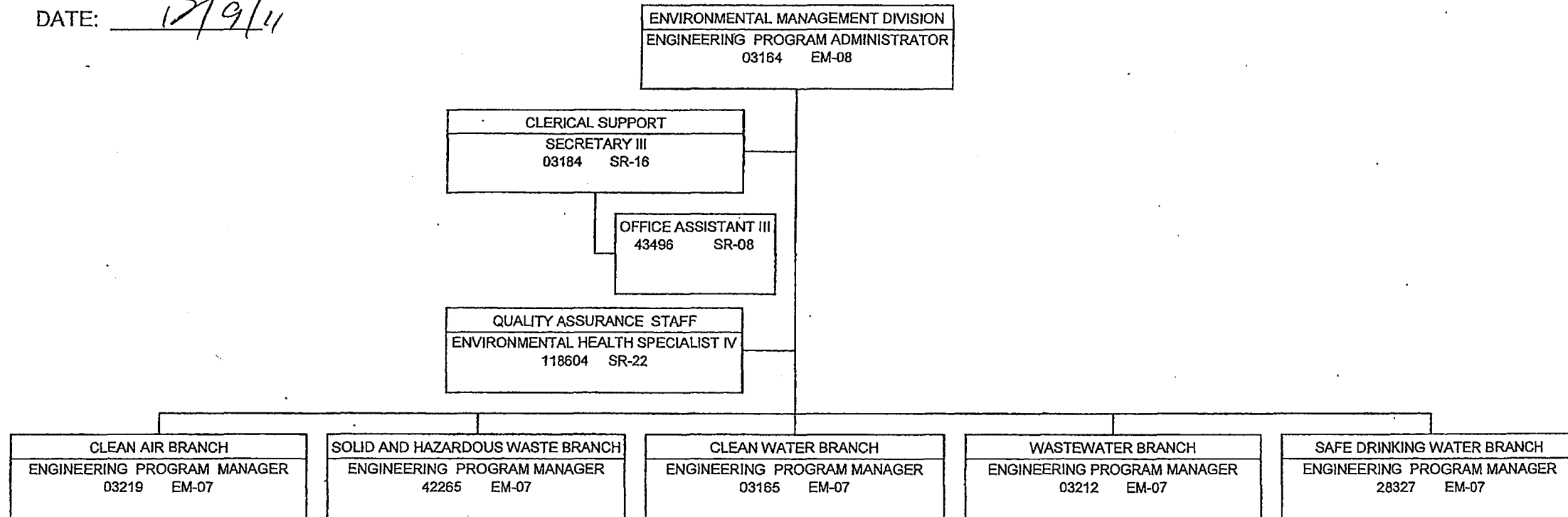
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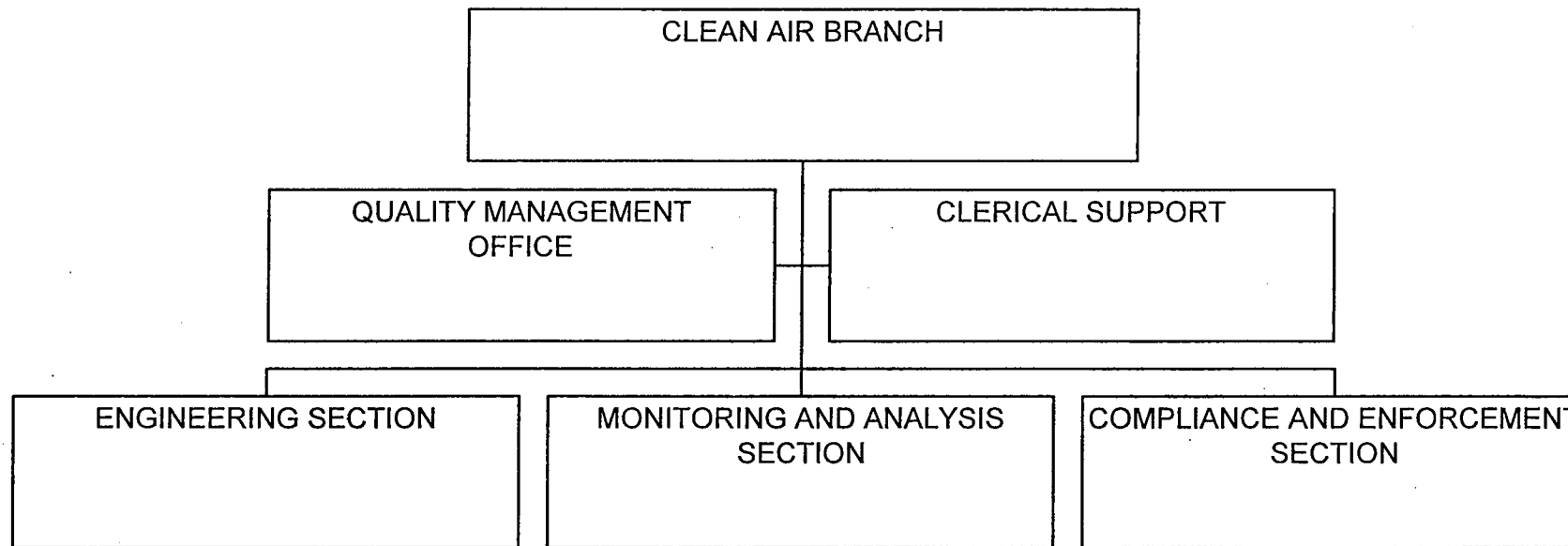
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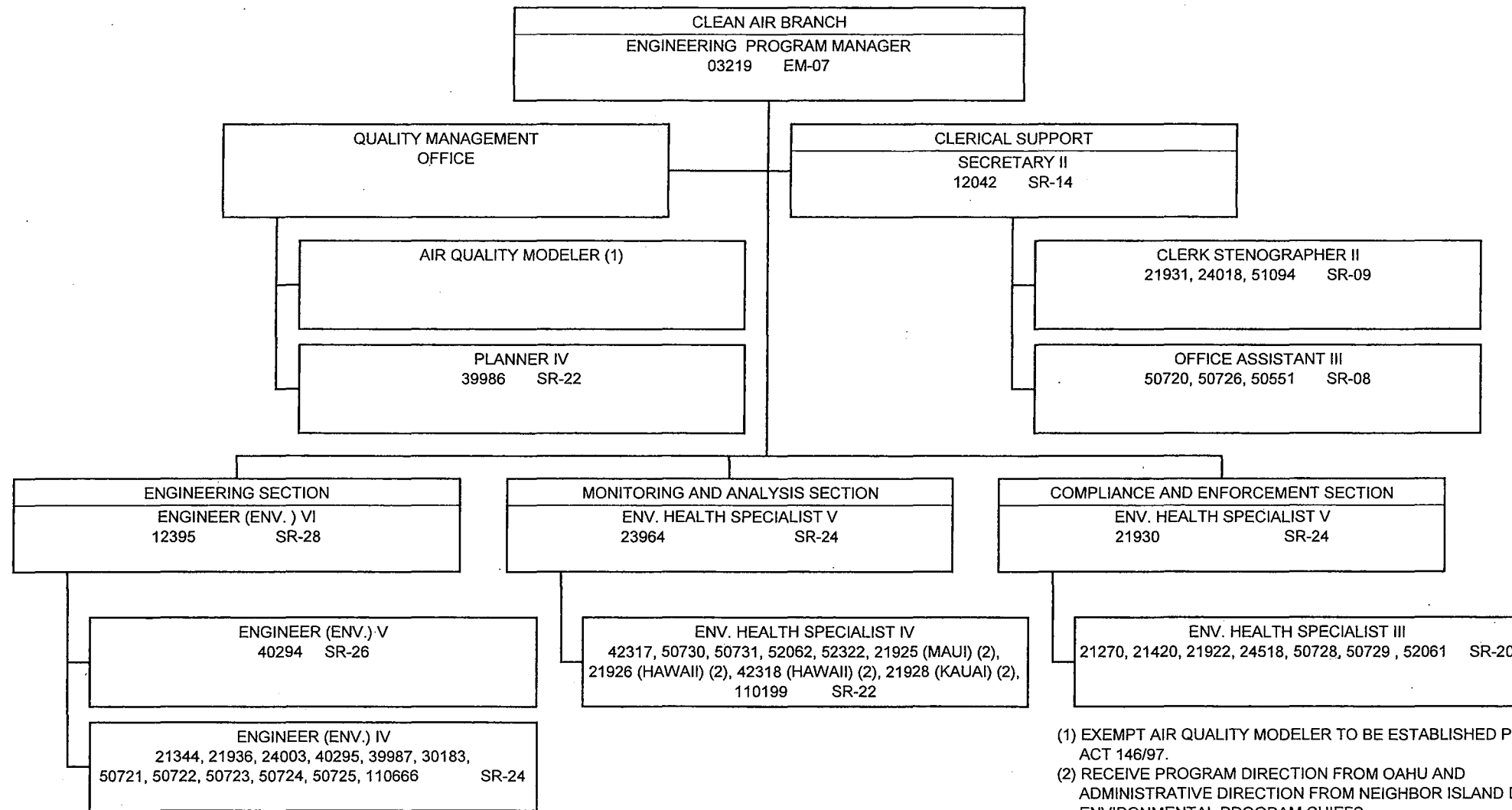
LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
DEPARTMENT OF HEALTH

DATE: 12/9/11



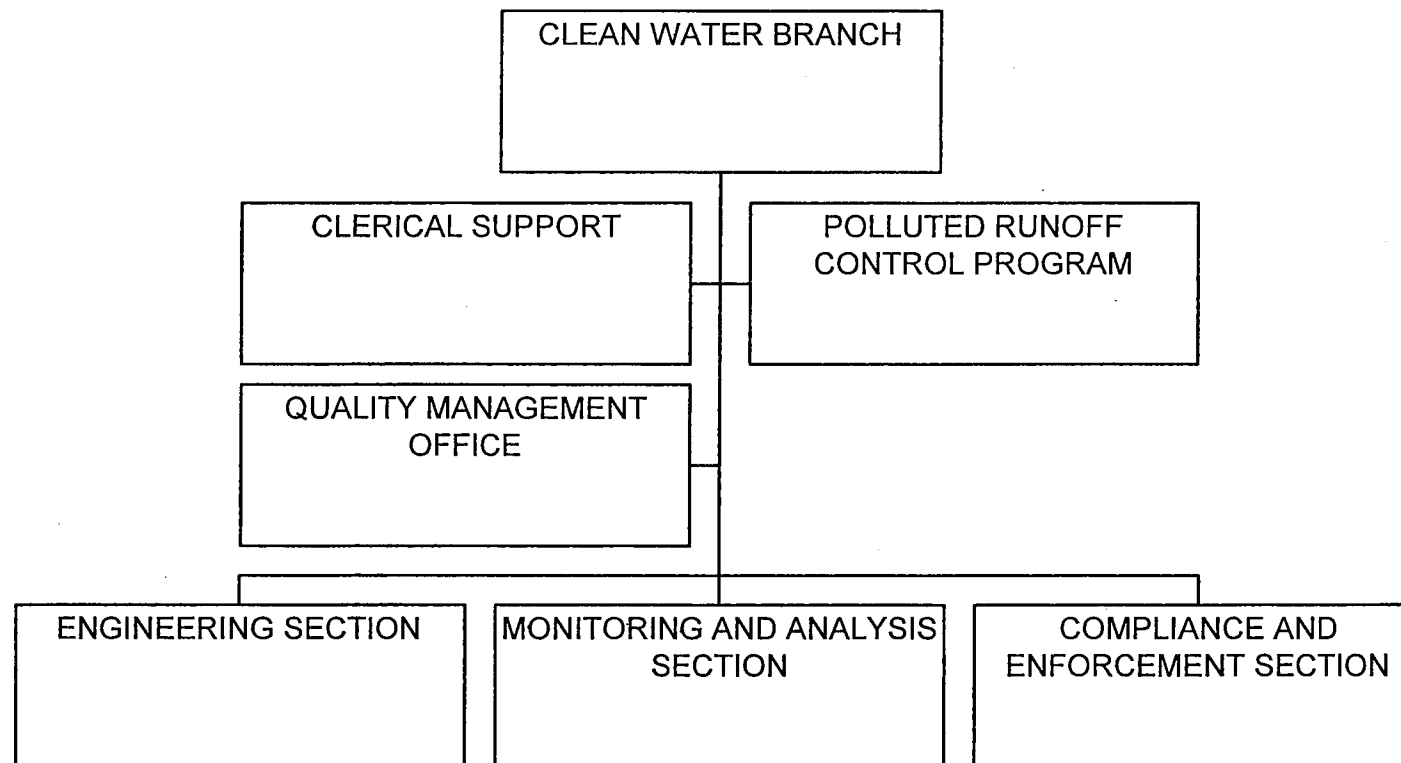


POSITION ORGANIZATION CHART




(1) EXEMPT AIR QUALITY MODELER TO BE ESTABLISHED PER ACT 146/97.  
 (2) RECEIVE PROGRAM DIRECTION FROM OAHU AND ADMINISTRATIVE DIRECTION FROM NEIGHBOR ISLAND DISTRICT ENVIRONMENTAL PROGRAM CHIEFS.



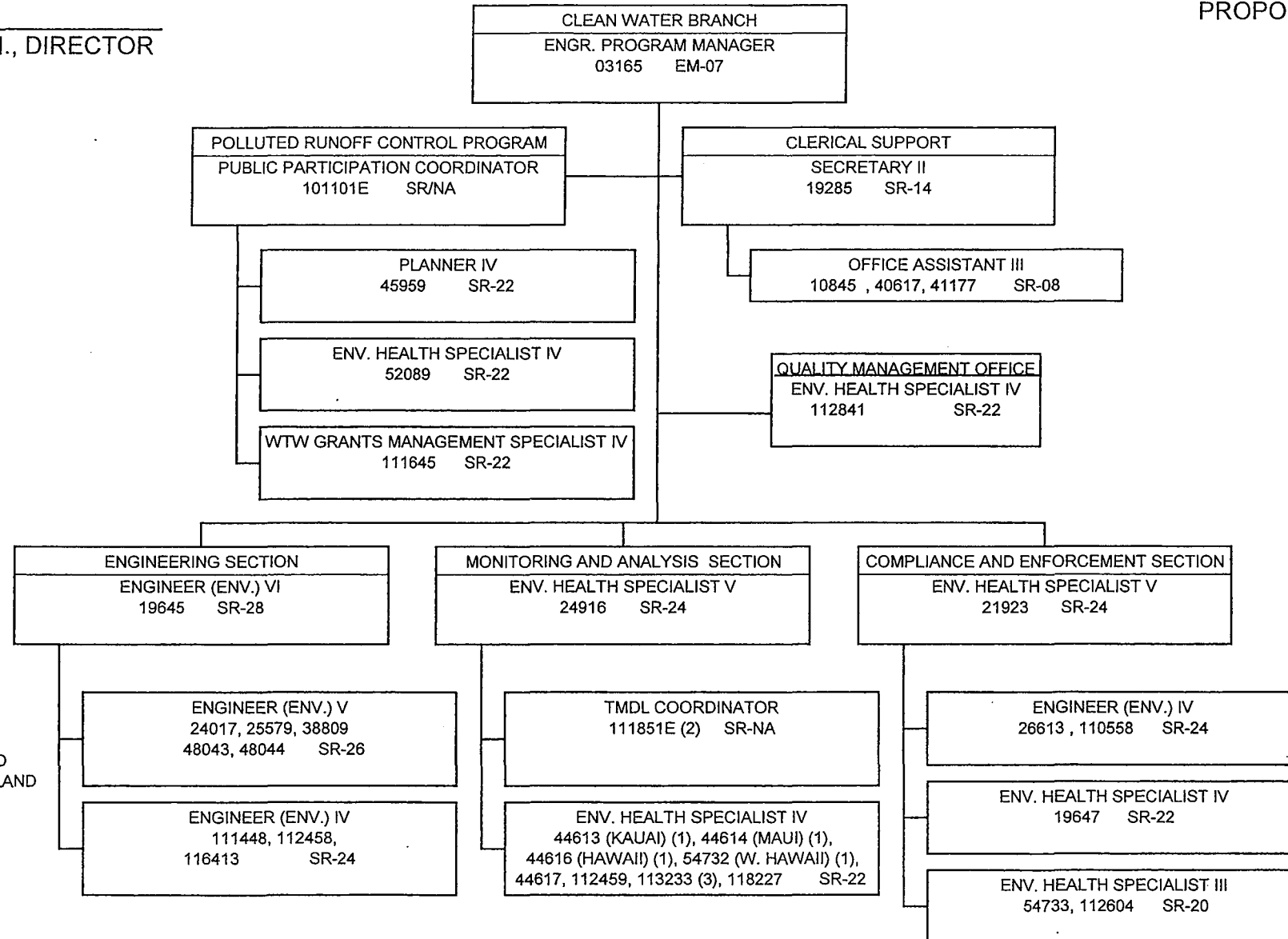


ACKNOWLEDGED:

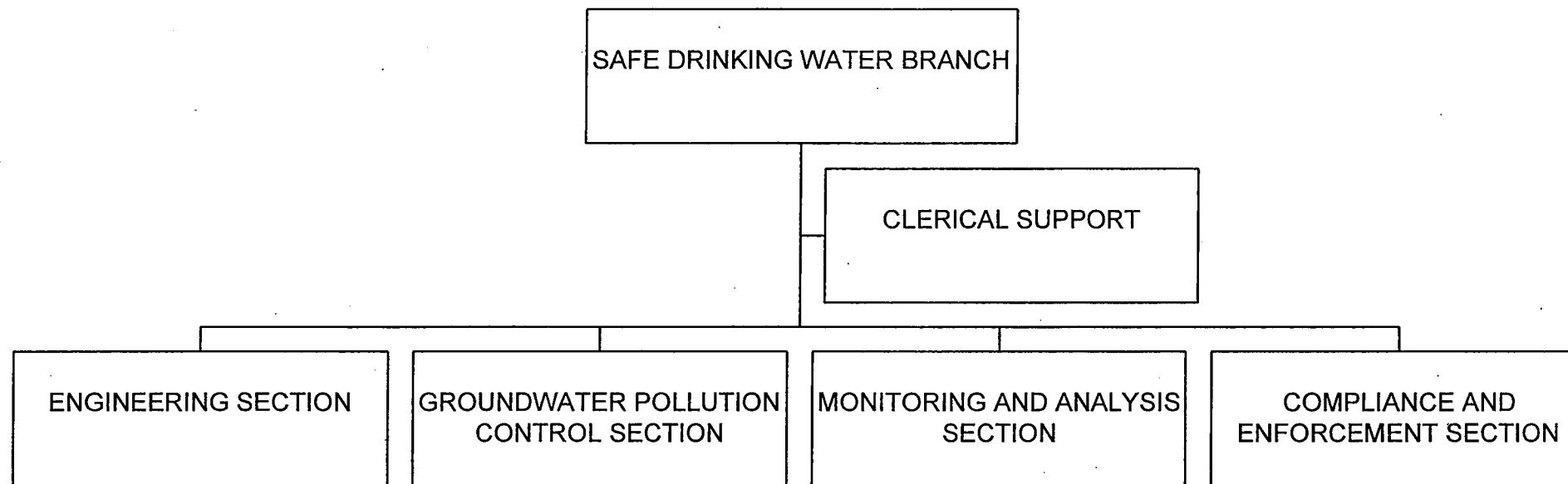
  
 LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
 DEPARTMENT OF HEALTH

DATE: 9/26/11

PROPOSED

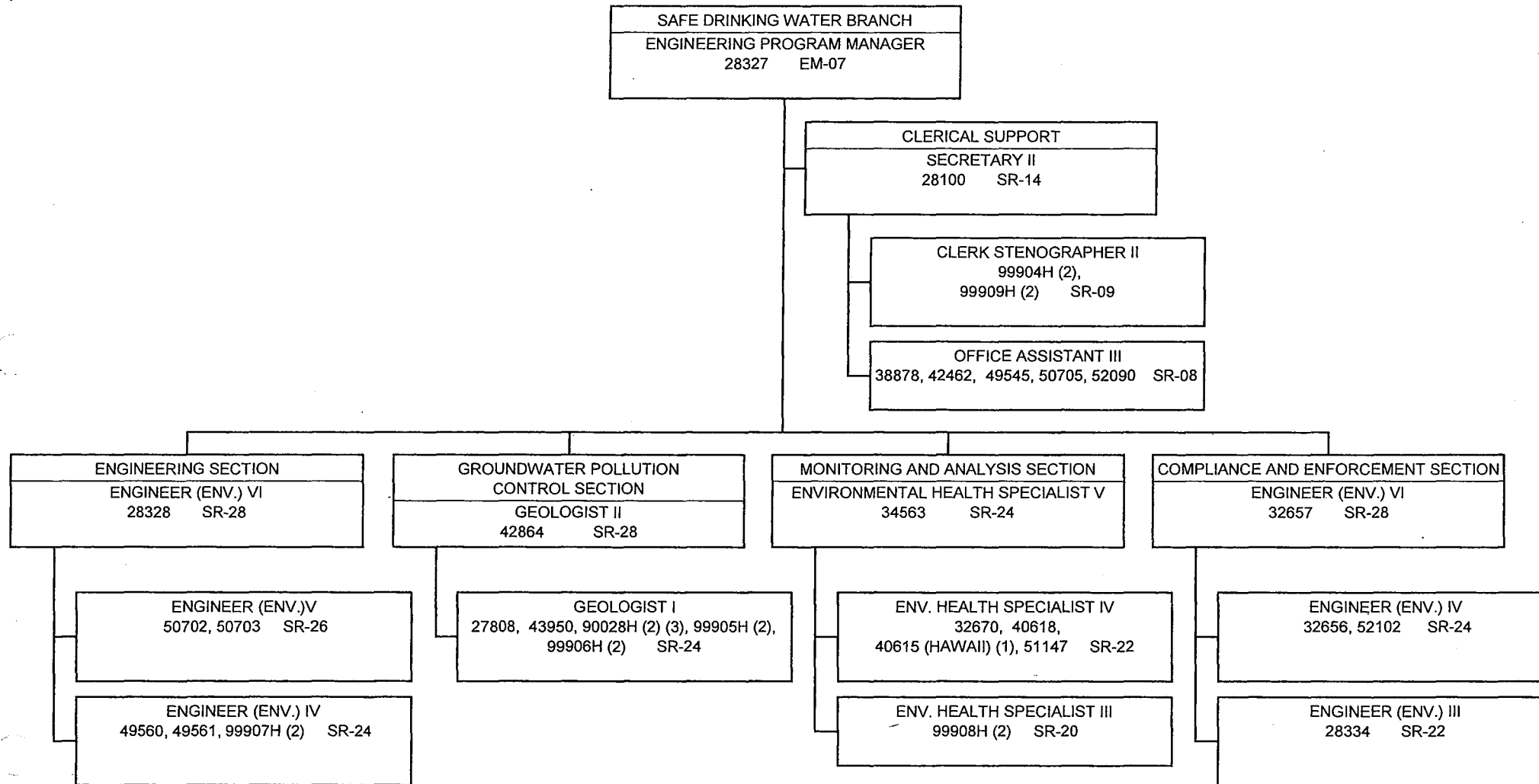


- (1) RECEIVES PROGRAM DIRECTION FROM OAHU AND ADMINISTRATIVE DIRECTION FROM NEIGHBOR ISLAND CHIEF SANITARIANS.
- (2) NEW POSITION.
- (3) NTE 6/30/12.

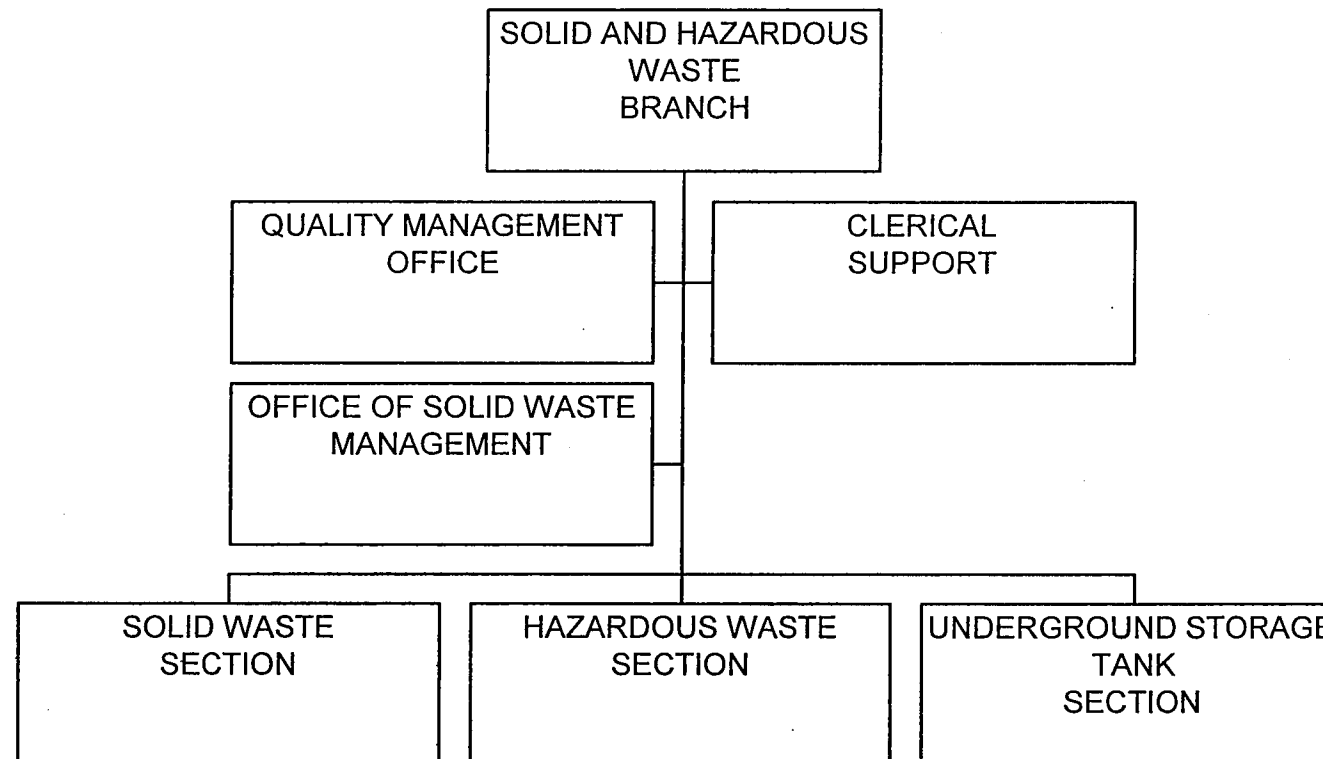


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL MANAGEMENT DIVISION  
 SAFE DRINKING WATER BRANCH

POSITION ORGANIZATION CHART

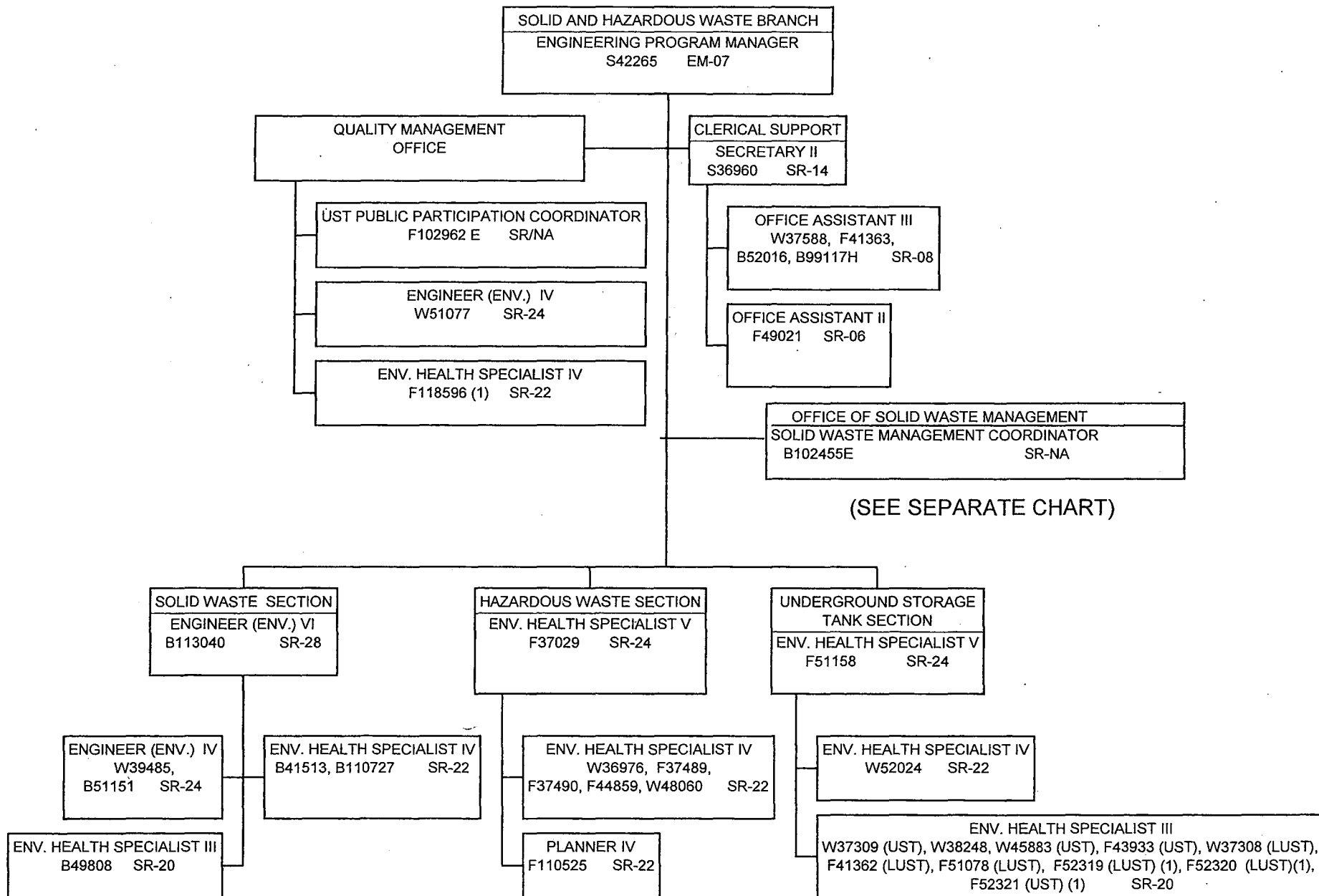


- (1) RECEIVE PROGRAM DIRECTION FROM OAHU AND ADMINISTRATIVE DIRECTION FROM NEIGHBOR ISLAND ENVIRONMENTAL HEALTH PROGRAM CHIEFS .
- (2) TO BE ESTABLISHED.
- (3) TEMPORARY, NTE 6/30/12.



STATE OF HAWAII  
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 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL MANAGEMENT DIVISION  
 SOLID AND HAZARDOUS WASTE BRANCH

POSITION ORGANIZATION CHART



(SEE SEPARATE CHART)

S - STATE FUNDS  
 F - FEDERAL FUNDS  
 B - SPECIAL FUNDS  
 W - REVOLVING FUNDS

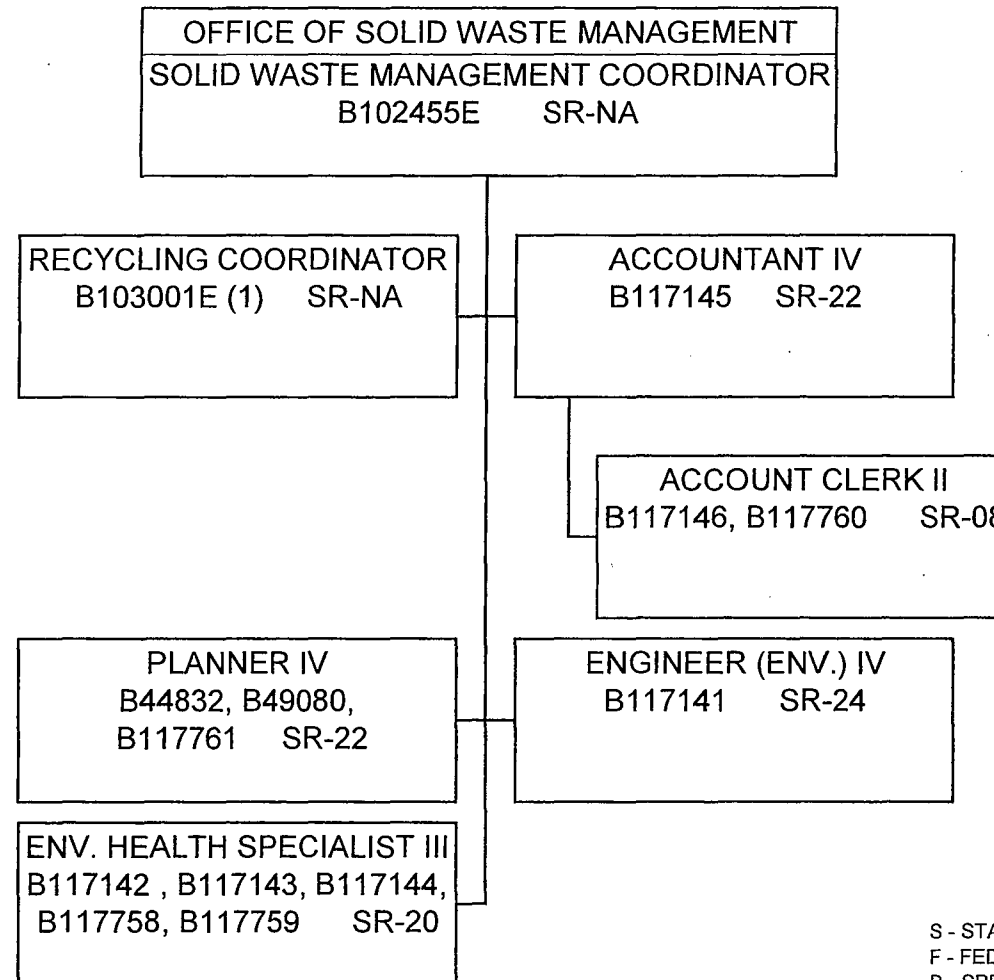
(1) TEMPORARY,  
 NTE 6/30/13.

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 REV. 7/13/11

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ENVIRONMENTAL MANAGEMENT DIVISION  
SOLID AND HAZARDOUS WASTE BRANCH  
OFFICE OF SOLID WASTE MANAGEMENT

POSITION ORGANIZATION CHART

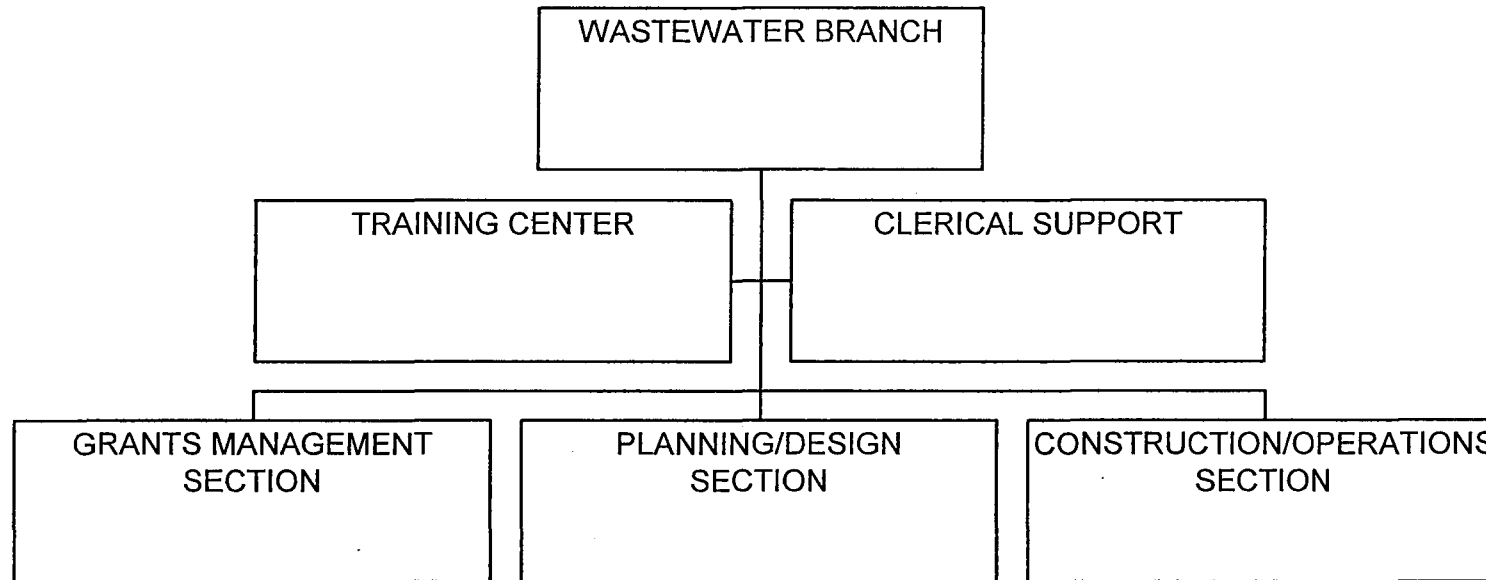


S - STATE FUNDS  
F - FEDERAL FUNDS  
B - SPECIAL FUNDS  
W - REVOLVING FUNDS

(1) NTE 6/30/13.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
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ENVIRONMENTAL MANAGEMENT DIVISION  
WASTEWATER BRANCH

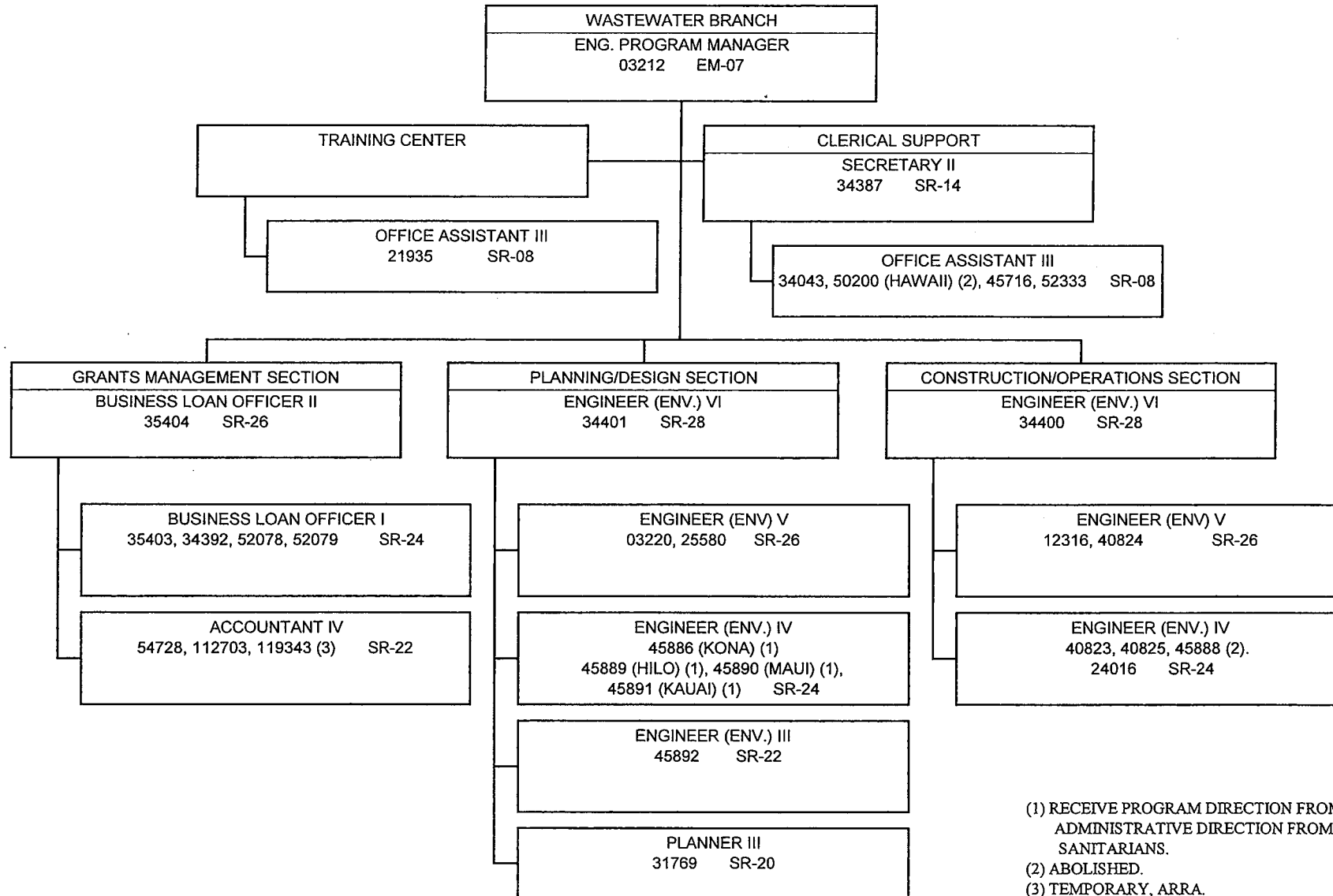
ORGANIZATION CHART





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 CHIEF SANITARIANS.
- (2) ABOLISHED.
- (3) TEMPORARY, ARRA.

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 engineering analyses and permitting; air quality modeling analyses; monitoring and investigations; and enforcement of the Federal Clean Air Act; Hawaii Revised Statutes, Chapters 342 B, Air Pollution Control, and 342 C, Ozone Layer Protection; and Hawaii Administrative Rules, Title 11, Chapters 11-59, Ambient Air Quality Standards; and 11-60, Air Pollution Control.

Clerical Support:

Provides stenographic, clerical, and typing services for all segments of the organization.

Quality Management Office:

- Reviews air quality modeling analyses and the air monitoring protocols, meteorological monitoring protocols, quality assurance plans, and emission source inventories as they relate to air modeling. Provides technical support to the engineering, monitoring, and enforcement sections.
- Performs air quality modeling analyses to replicate questionable modeling results, to determine potential air impacts from air emission releases, and to assess the ambient air quality in conjunction in special studies or the State Implementation Plan.
- Prepares, executes, and monitors consultant contracts; arranges and coordinates public notices, hearings, informational and advisory meetings; produces program summary, data, and status reports; develops and provides public informational and educational material; and assists with legislative activities and information requests.

Engineering Section:

- Reviews and approves or disapproves applications for an air permit to construct and operate a potential air pollution source.
- Evaluates through application of mathematical modeling the potential impact of an air pollution source on the ambient air.
- Evaluates and determines through engineering analyses the potential emissions of air pollutants from stationary sources.
- Compiles and develops annual statewide air emission inventory for both stationary and mobile sources.

Monitoring and Analysis Section:

- Identifies sources of pollution through area surveillance, routine inspection, and investigation of complaints.
- Evaluates the public health significance of pollutants and determines compliance

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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN AIR BRANCH

FUNCTIONAL STATEMENT

with rules and permit conditions through source testing, ambient sampling, and special studies. Forwards monitoring data to the Compliance and Enforcement Section for those permittees not in compliance with approved permits.

Establishes ambient air monitoring stations and conducts special studies on air pollutants, including air toxics.

Analyzes trends in air quality at established ambient air monitoring stations.

Supports other monitoring programs on the neighbor islands as needed.

Compliance and Enforcement Section:

Analyzes data received from Monitoring and Analysis Section to determine degree of noncompliance and/or progress toward meeting ambient air quality standards.

Institutes corrective measures through conferences and administrative or court actions.

Conducts "smoke reading" training classes to provide continuing certification of inspectors in the technique of evaluating visible smoke intensities through training with a smoke generator.

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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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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
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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DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
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.

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 Grants Management Section of the Wastewater Branch to ensure compliance with all DWSRF reporting, monitoring, and record keeping requirements.

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.

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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SAFE DRINKING WATER BRANCH

FUNCTIONAL STATEMENT

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.
- 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.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
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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ENVIRONMENTAL HEALTH ADMINISTRATION  
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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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SOLID AND HAZARDOUS WASTE BRANCH

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SOLID AND HAZARDOUS WASTE BRANCH

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  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
WASTEWATER BRANCH

FUNCTIONAL STATEMENT

Manages the joint State-County-Federal Wastewater Treatment Works (WTW) Construction Grants/Loan Program. Provides administrative, fiscal, 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 in the State pursuant to Chapter 11-62, "Wastewater Systems," of the Department Administrative Rules. Administers the Statewide Operative Training Center.

Clerical Support:

Provide stenographic, clerical and typing services for all segments of the organization.

Training Center:

Develops and implements an annual training program based on the training needs report which specifies all training courses and activities to be conducted by the Statewide Operator Training Center for each year. Conducts or contracts for professional services to conduct training for wastewater treatment plant operators.

Grants Management Section:

- Administers the financial activities of the Water Pollution Control Revolving Fund (WPCRF) and Drinking Water Treatment Revolving Loan Fund (DWTRLF) programs. 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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
WASTEWATER BRANCH

FUNCTIONAL STATEMENT

and loan payments and perform project closeout.

- 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  
WASTEWATER BRANCH

FUNCTIONAL STATEMENT

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 innovative and alternative technology for the additional ten (10) percent Federal grant, including the encouraging of engineering consultants to utilize the low cost design, wastewater reuse and energy saving systems.
- Conducts the biannual national Needs Survey of wastewater treatment works.
- 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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
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WASTEWATER BRANCH

FUNCTIONAL STATEMENT

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.

Construction/Operations Section:

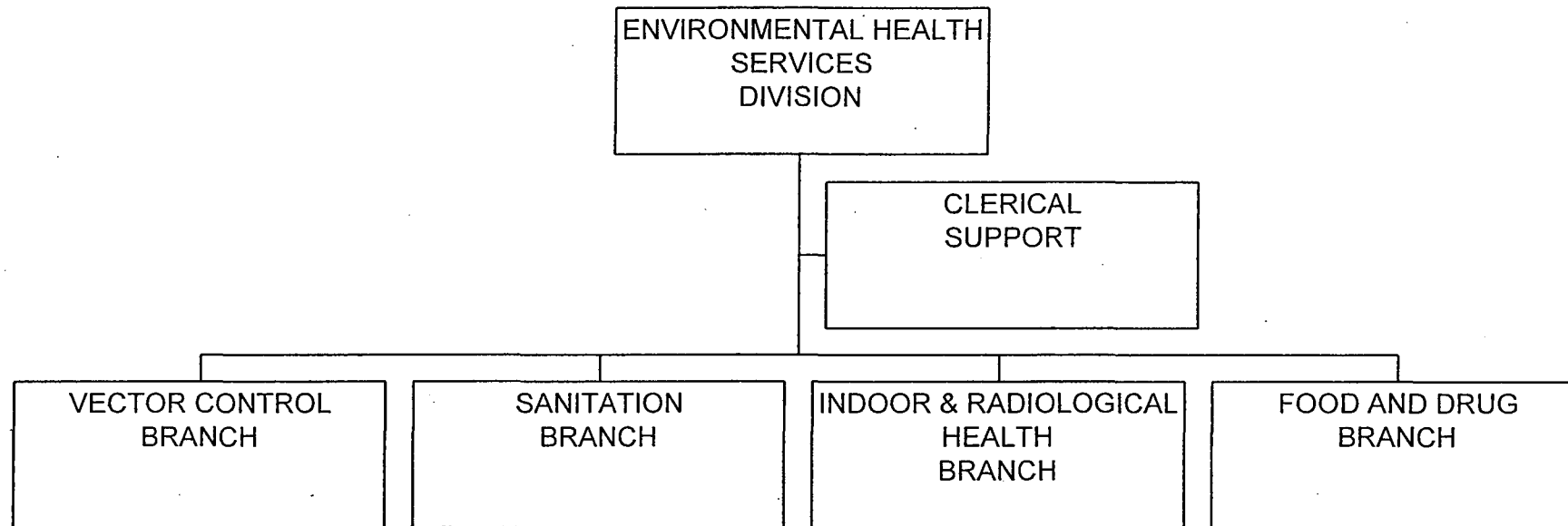
- Reviews and approves Operation and Maintenance (O&M) manuals in order to assure the document will be appropriate for the use of the operator and will comply with Federal requirements.
- Reviews approves construction contract change orders so as to assure a project which is technically sound and compiles with Federal and State requirements.
- Reviews and approves Plan of Operations and the adequacy of startup 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 operating training program and 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 grant 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.



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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
WASTEWATER BRANCH

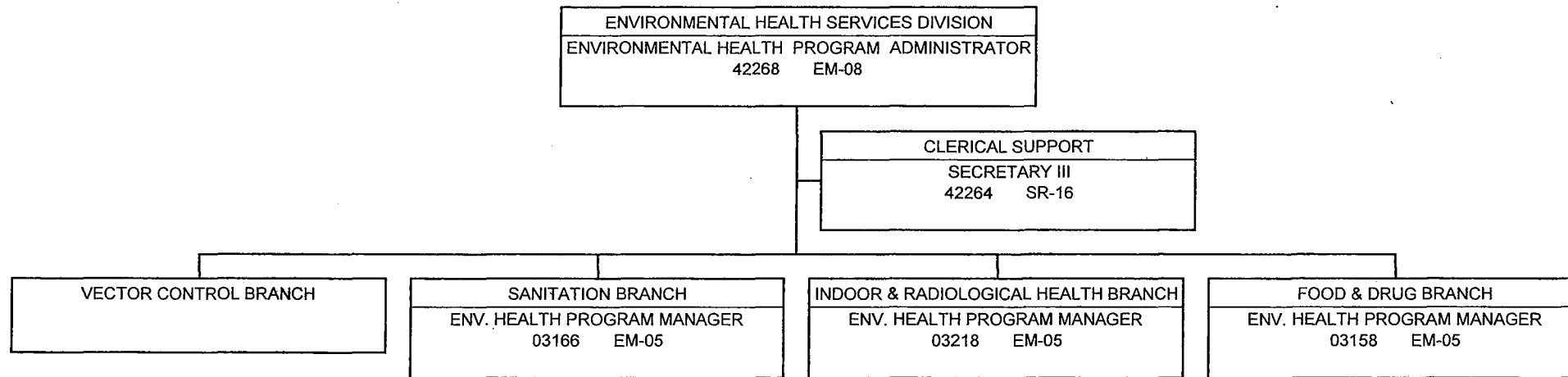
FUNCTIONAL STATEMENT

- Conducts preconstruction conferences at the start of construction of each project to develop lines of communications, evaluate grantee's plans for controlling construction and cost, and discuss State and Federal requirements applicable to the project.
- Performs final inspections of completed projects in order to assure the treatment works have been constructed in accordance with the loan/grant agreement and are being properly and efficiently operated and maintained.
- 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.



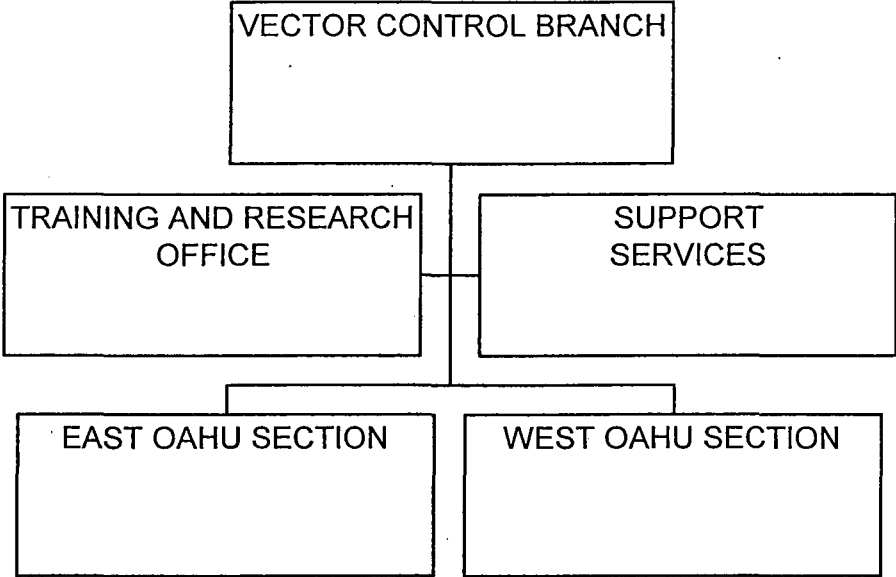
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION

POSITION ORGANIZATION CHART



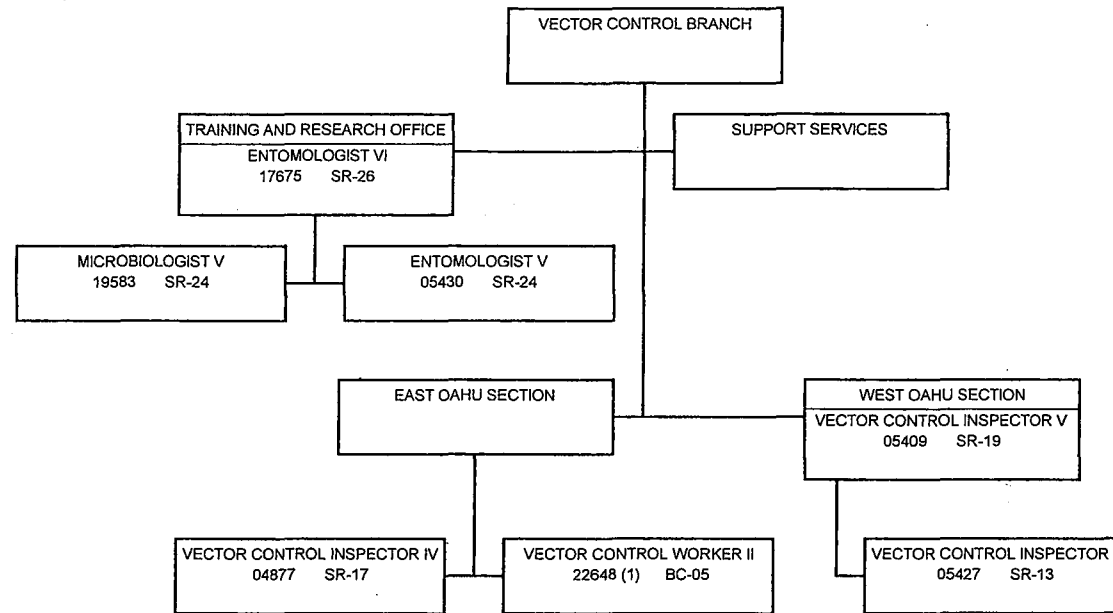
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
VECTOR CONTROL BRANCH

ORGANIZATION CHART

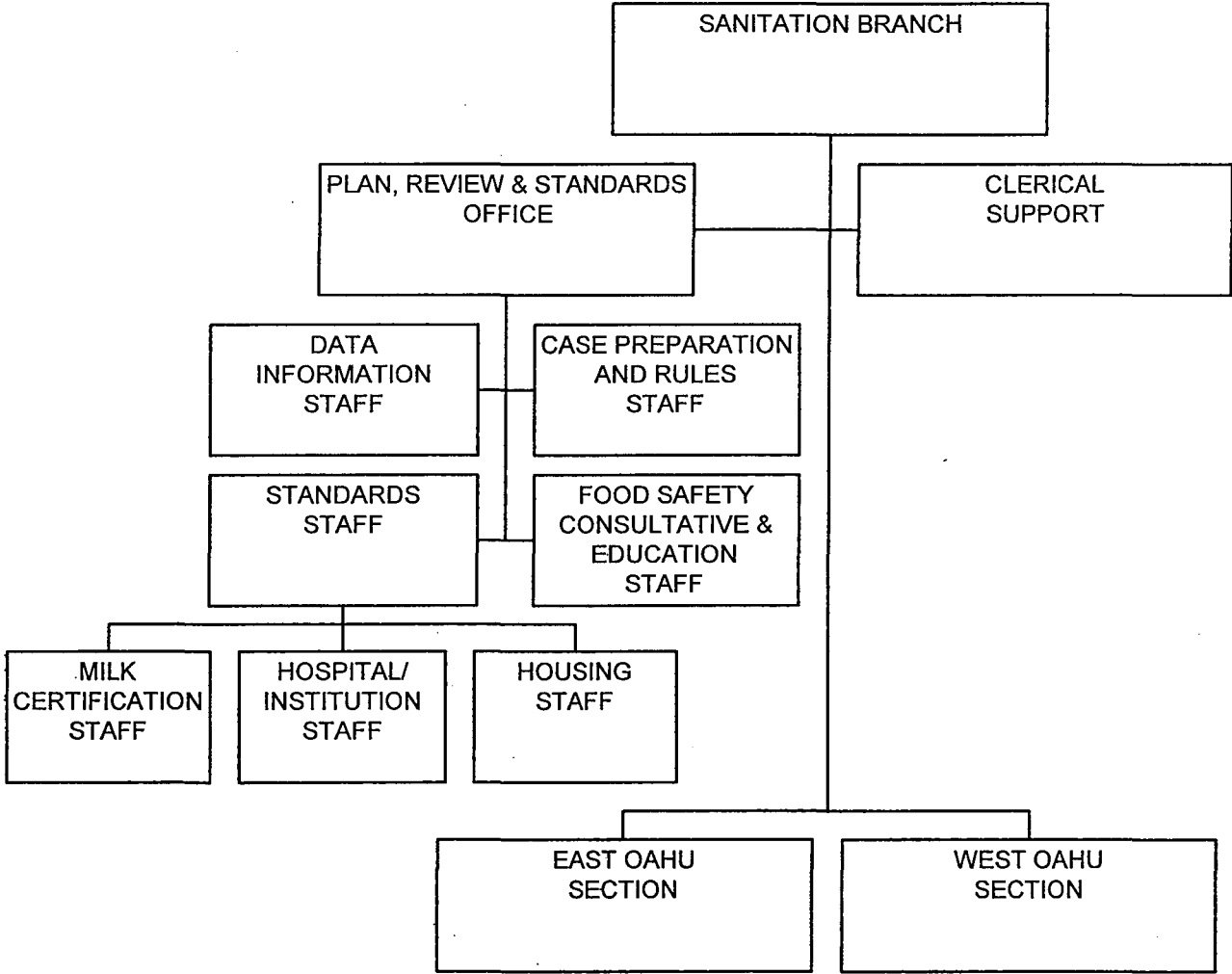


STATE OF HAWAII  
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ENVIRONMENTAL HEALTH SERVICES DIVISION  
VECTOR CONTROL BRANCH

POSITION ORGANIZATION CHART

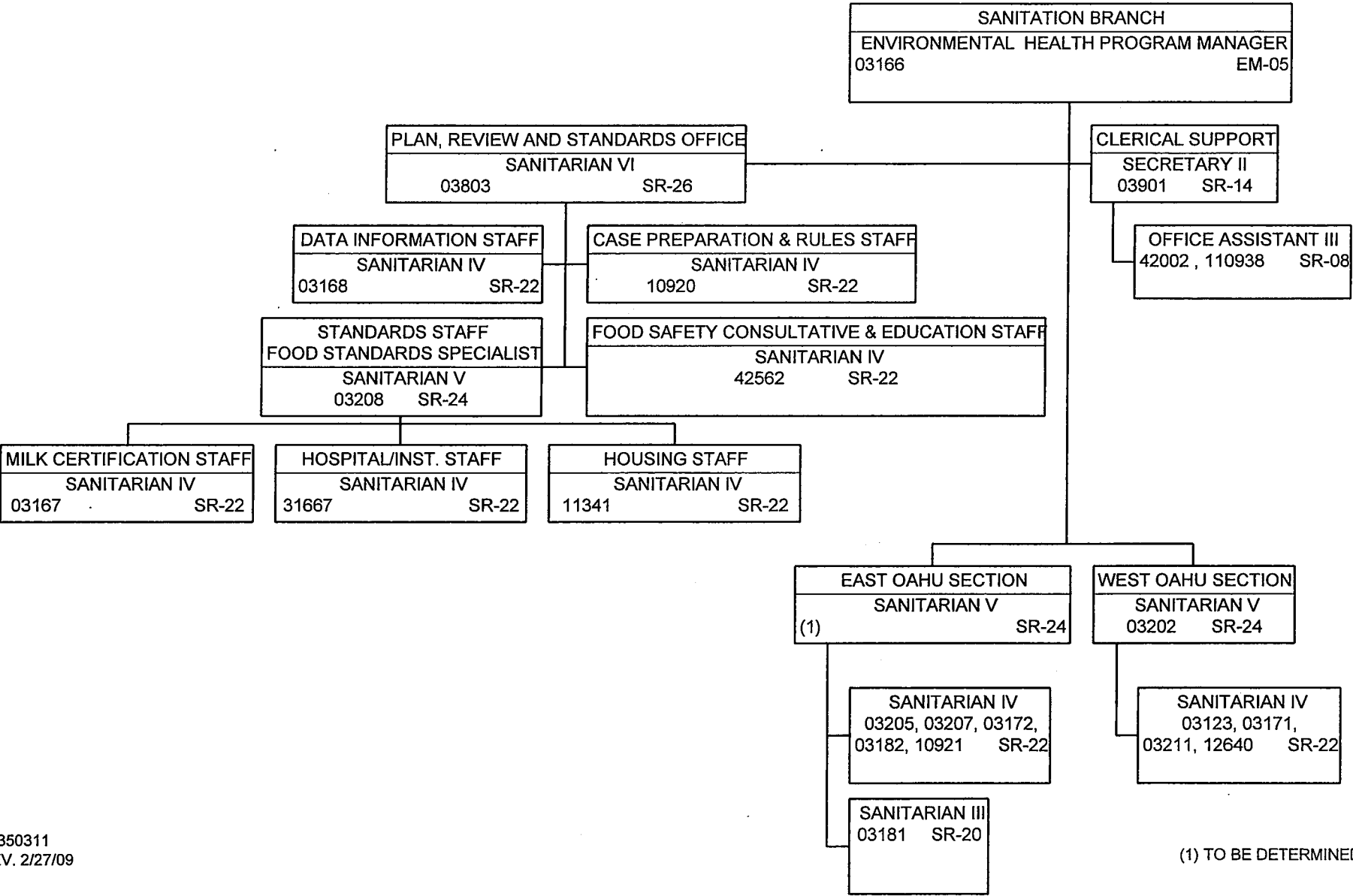


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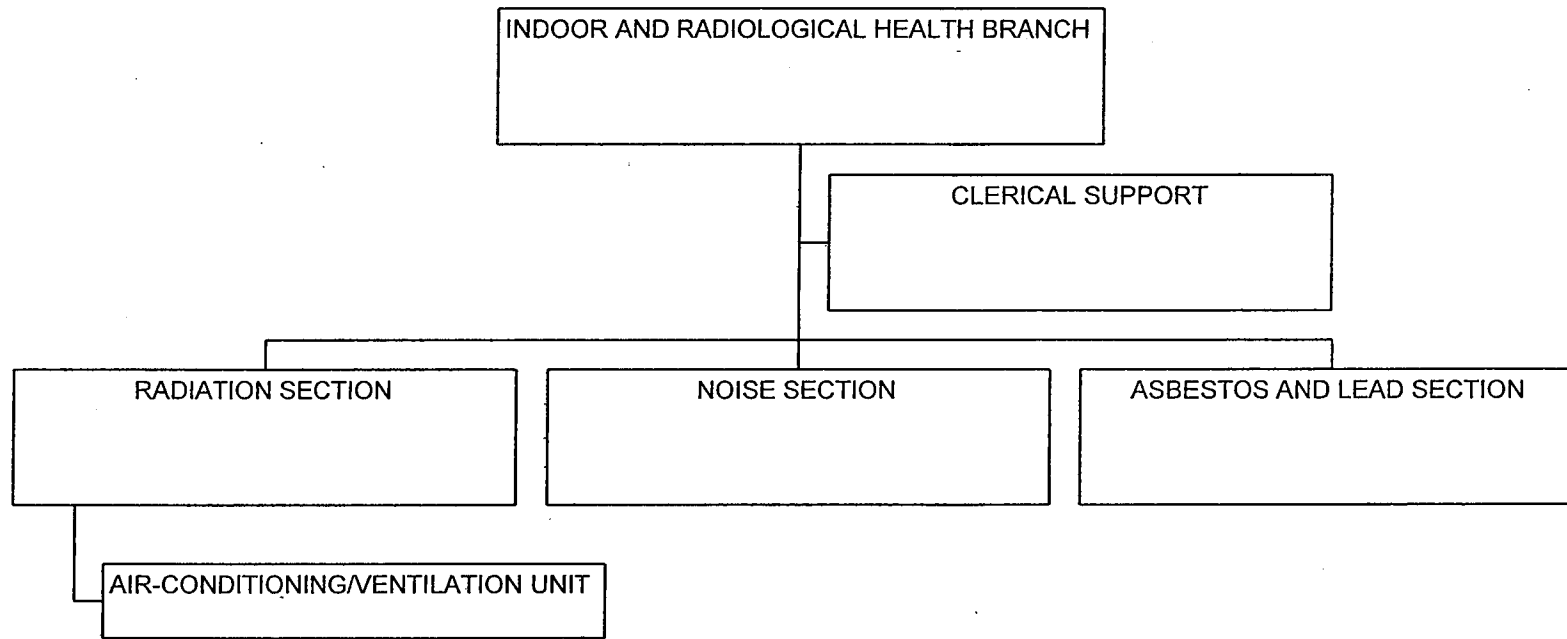


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL HEALTH SERVICES DIVISION  
 SANITATION BRANCH

POSITION ORGANIZATION CHART



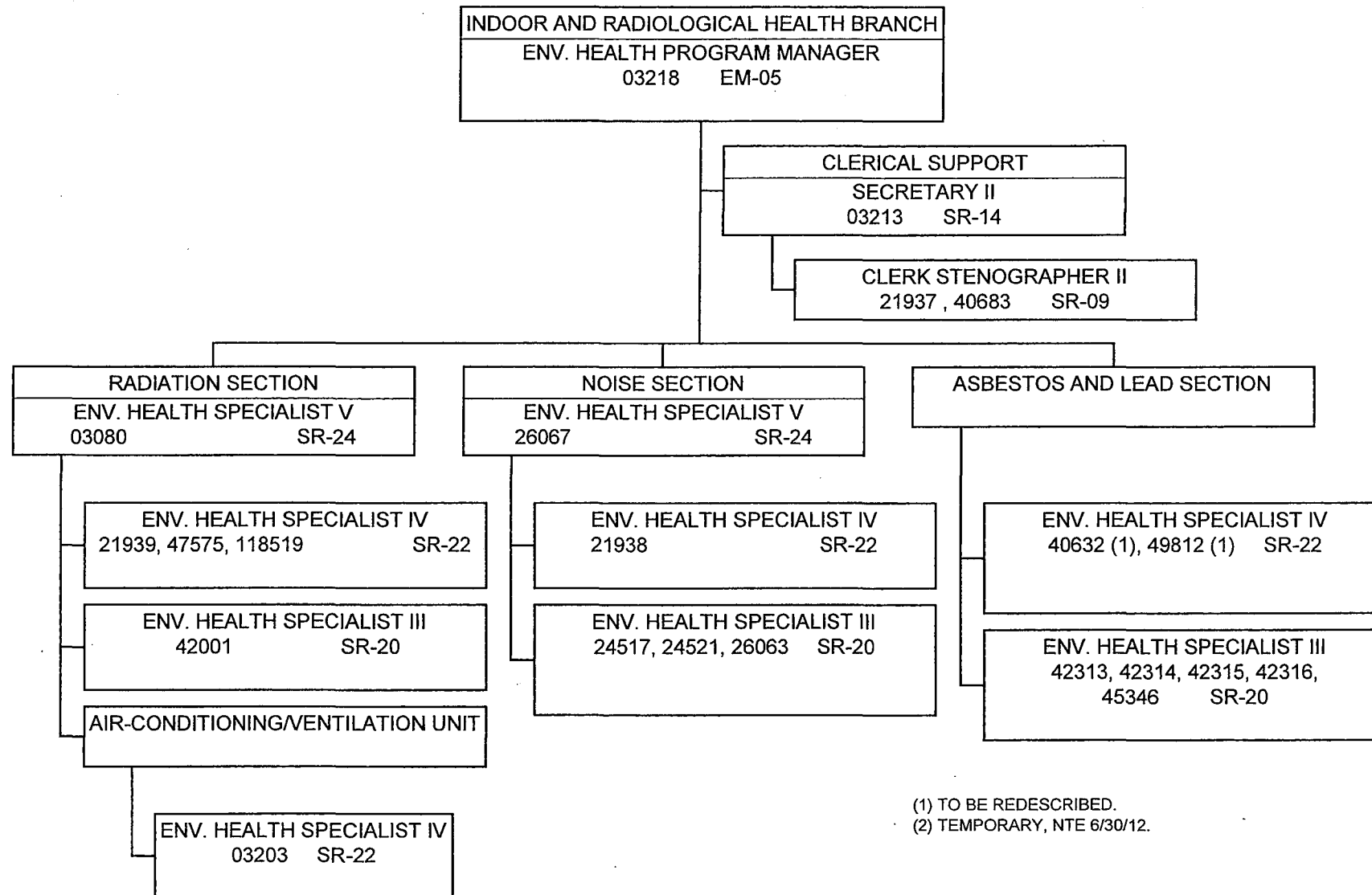
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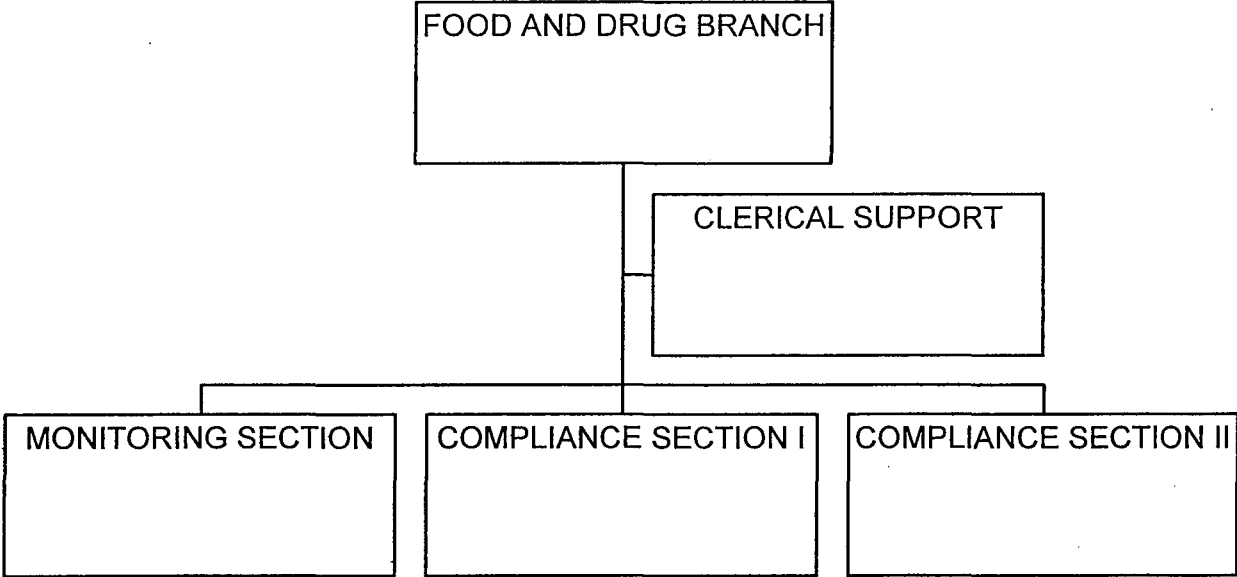


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 ENVIRONMENTAL HEALTH SERVICES DIVISION  
 INDOOR AND RADIOLOGICAL HEALTH BRANCH

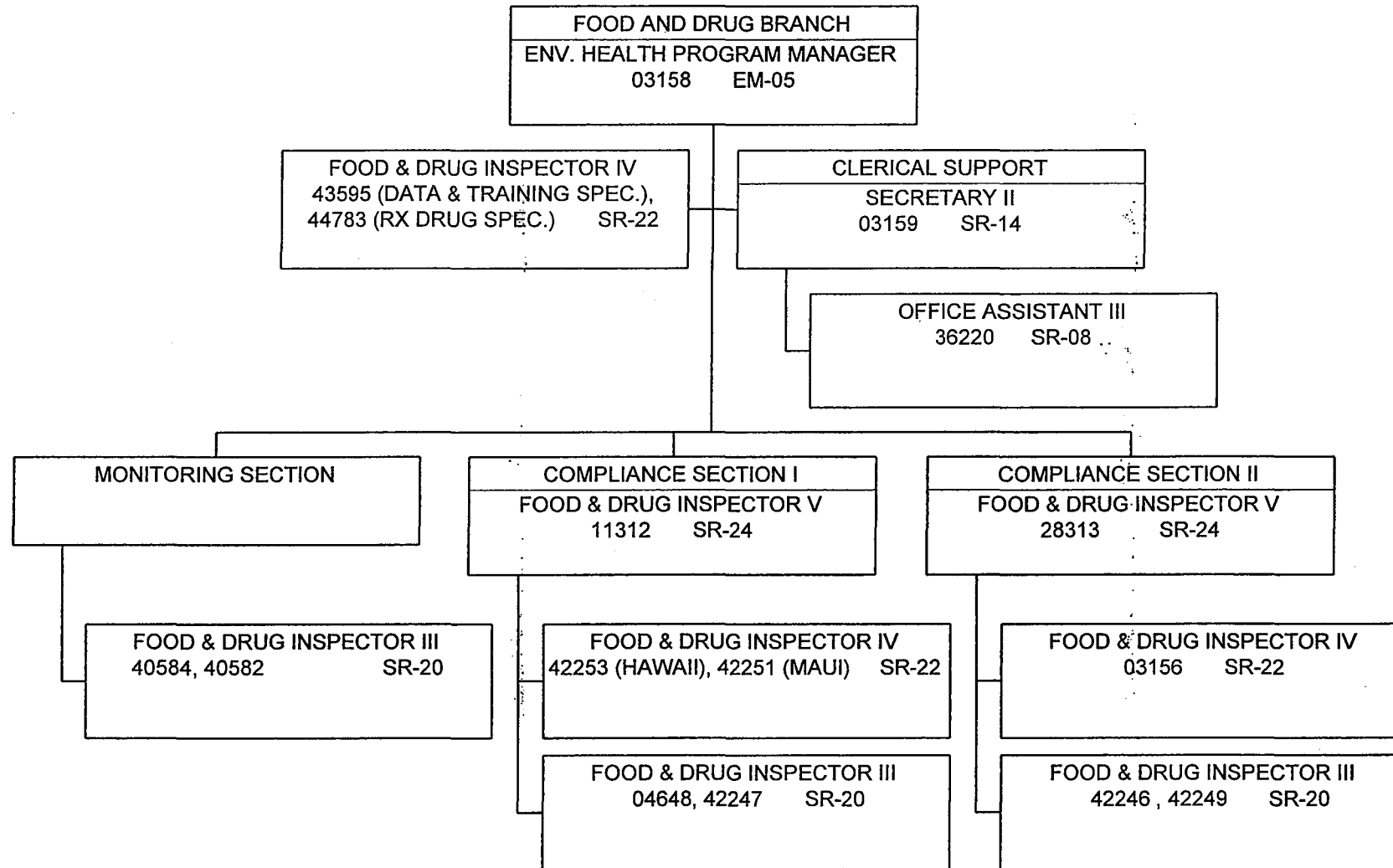
POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED.  
 (2) TEMPORARY, NTE 6/30/12.



POSITION ORGANIZATION CHART



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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
SANITATION BRANCH

FUNCTIONAL STATEMENT

- 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.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
SANITATION BRANCH

FUNCTIONAL STATEMENT

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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
SANITATION BRANCH

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
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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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
INDOOR AND RADIOLOGICAL HEALTH BRANCH

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
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ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
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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ENVIRONMENTAL HEALTH SERVICES DIVISION  
FOOD & DRUG BRANCH

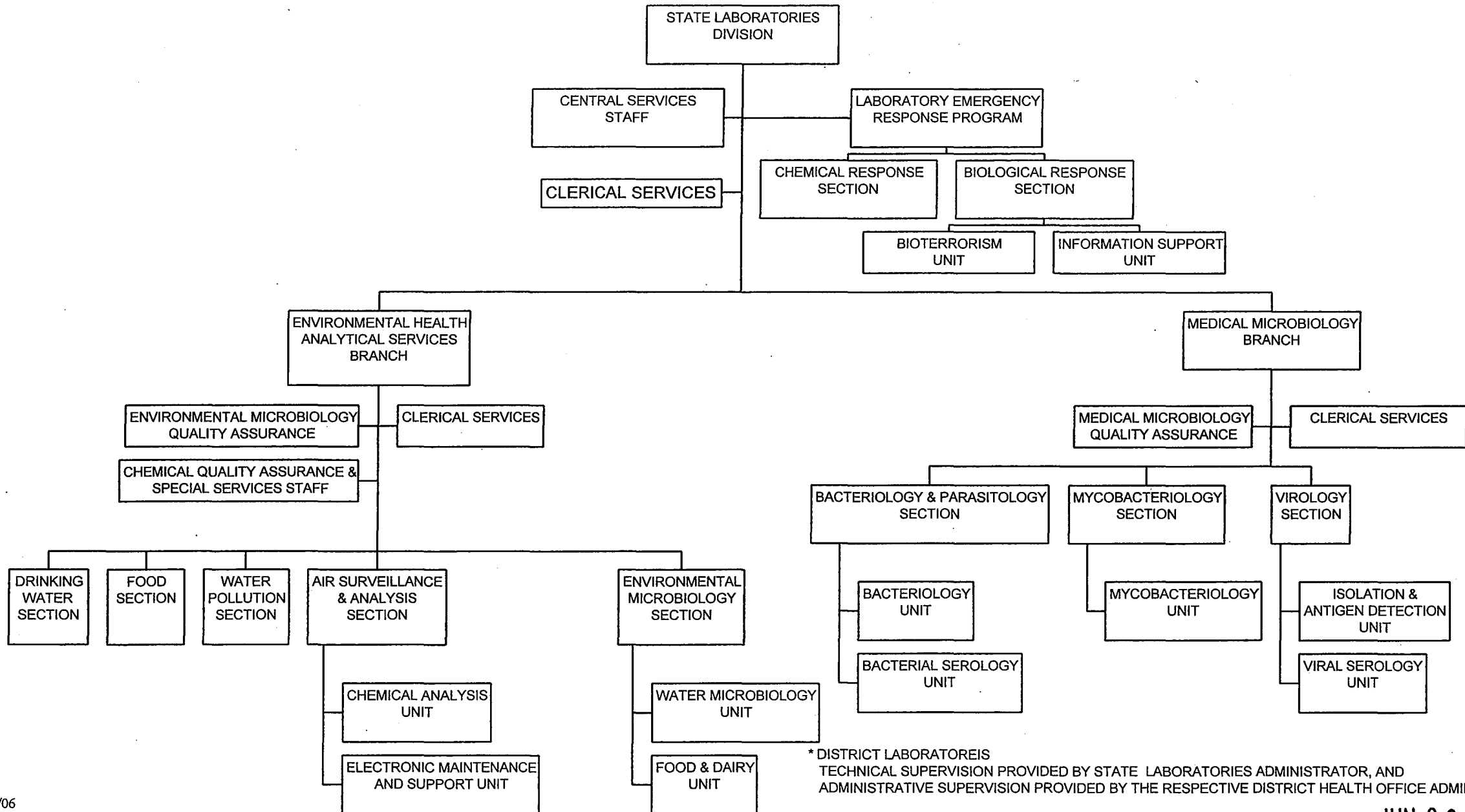
FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 STATE LABORATORIES DIVISION

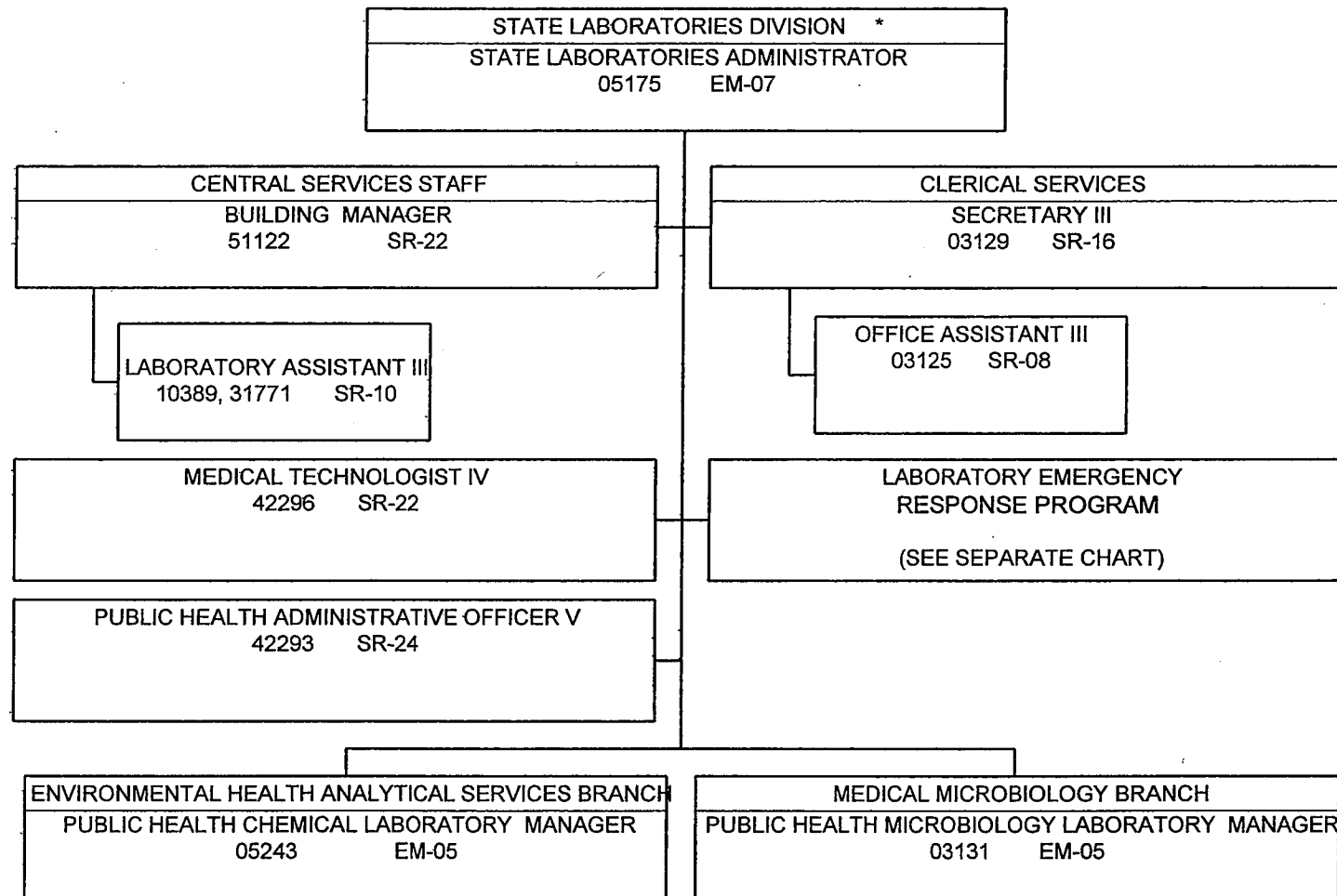
ORGANIZATION CHART



\* 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

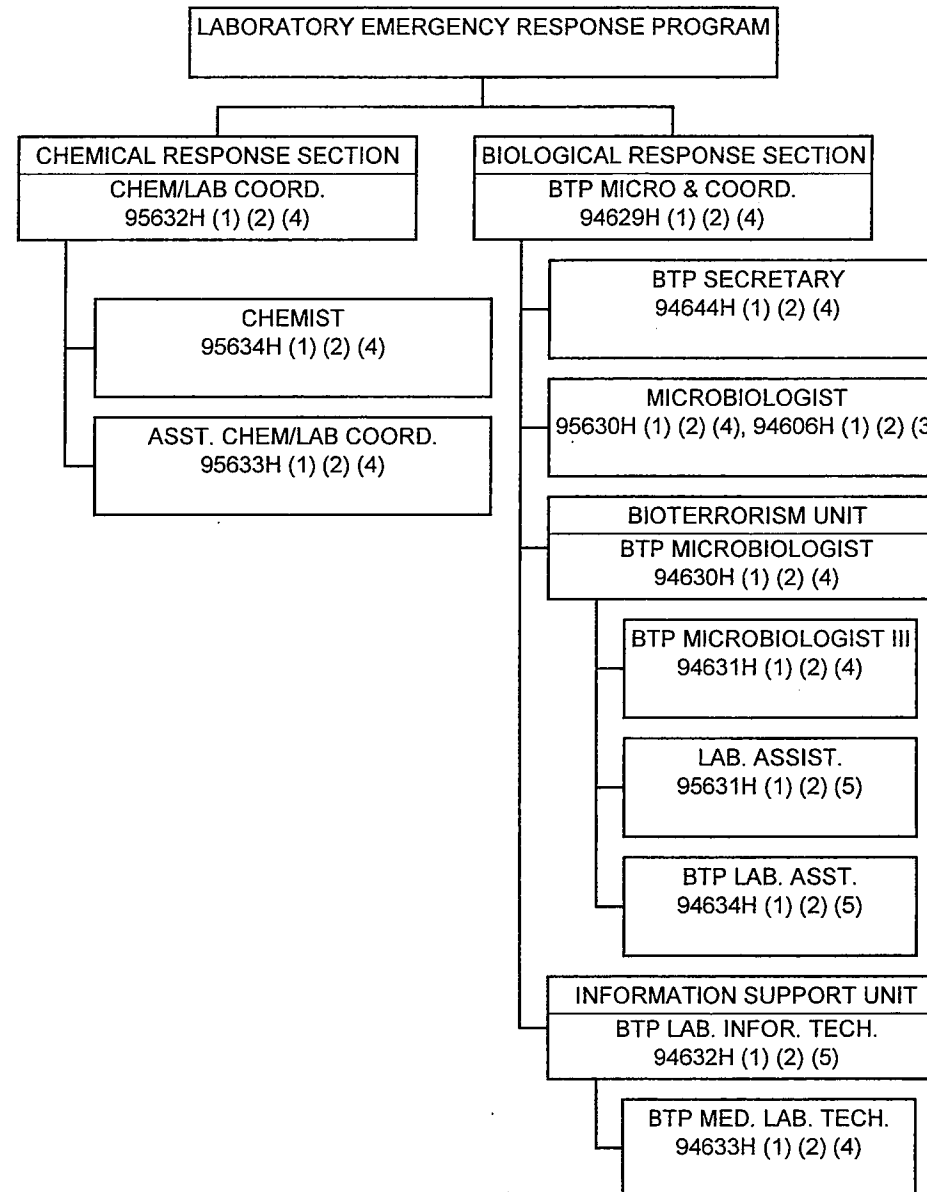


\* DISTRICT LABORATORIES  
 TECHNICAL SUPERVISION PROVIDED BY THE STATE LABORATORIES  
 ADMINISTRATOR AND ADMINISTRATIVE SUPERVISION PROVIDED BY  
 THE RESPECTIVE DHO ADMINISTRATOR.



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 STATE LABORATORIES DIVISION

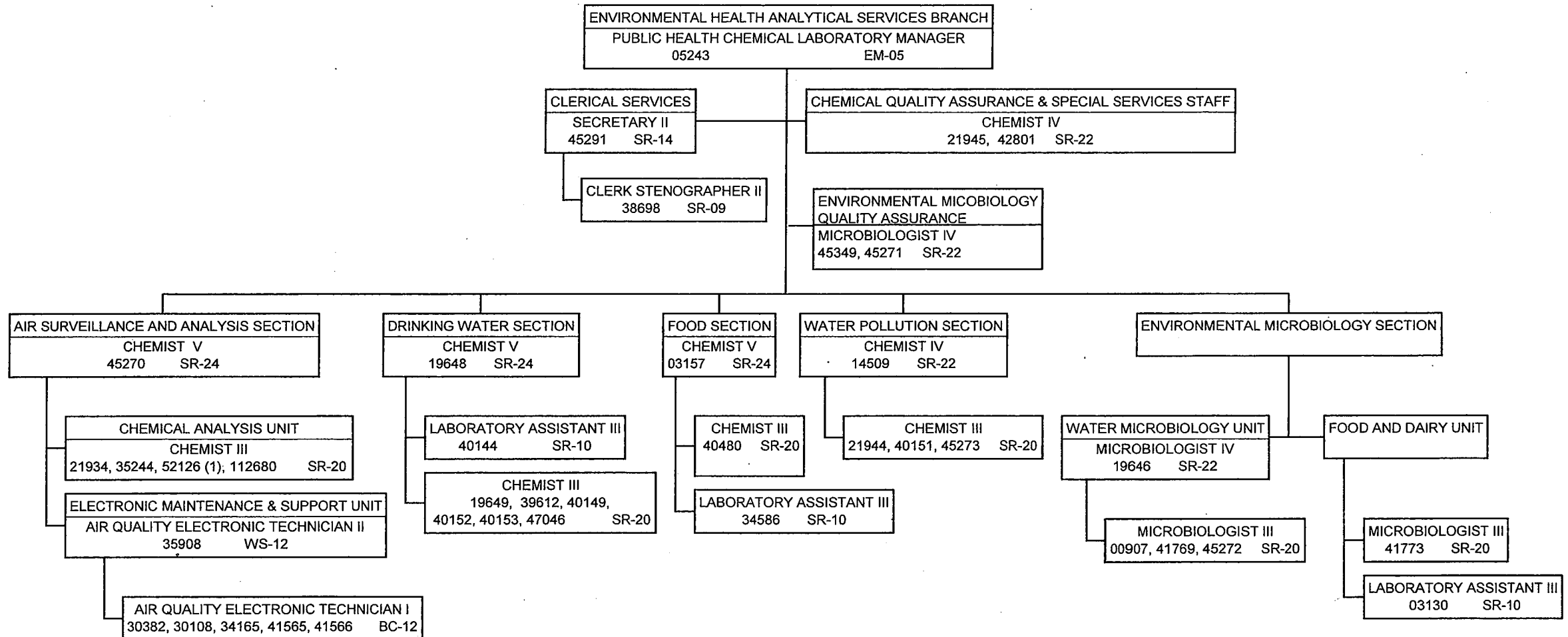
POSITION ORGANIZATION CHART



- (1) TO BE ESTABLISHED.
- (2) NTE 6/30/12.
- (3) FUNDED BY HTH 131/DJ.
- (4) FUNDED BY HTH 131/DB.
- (5) FUNDED BY HTH 710/MK.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 STATE LABORATORIES DIVISION  
 ENVIRONMENTAL HEALTH ANALYTICAL SERVICES BRANCH

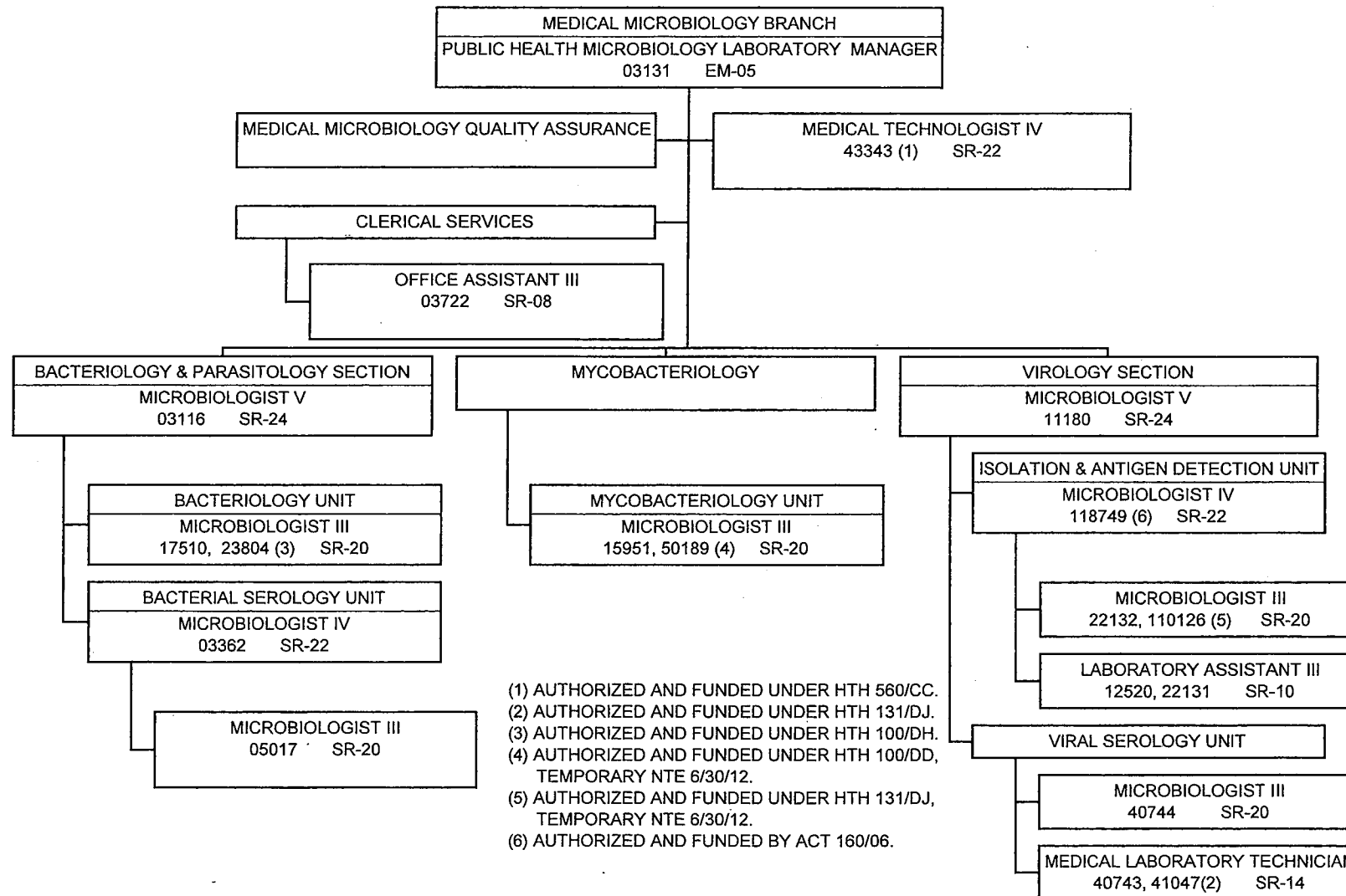
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(1) AUTHORIZED AND FUNDED BY HTH 840/FF.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 ENVIRONMENTAL HEALTH ADMINISTRATION  
 STATE LABORATORIES DIVISION  
 MEDICAL MICROBIOLOGY BRANCH

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 100/DD,  
TEMPORARY NTE 6/30/12.
- (5) AUTHORIZED AND FUNDED UNDER HTH 131/DJ,  
TEMPORARY NTE 6/30/12.
- (6) AUTHORIZED AND FUNDED BY ACT 160/06.

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
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 problems 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.

**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, but is not limited to, groundskeeping, custodial services, and refuse disposal; and maintenance of: all plumbing; electrical; and mechanical; fire alarm; fire extinguisher and sprinkler systems; elevators; air handling; emergency generators; diesel fuel storage; electrical and propane gas systems; deionized water system; and acid waste neutralization system. The CSS is responsible for 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. The CSS is responsible for taking daily readings of the various building systems and arranging for service and repair of any system that is not performing according to operating standards. The CSS is responsible for the operations and maintenance of the loading dock area. The CSS is responsible for coordinating major laboratory deliveries and deliveries by soft drinks and snack vending machine operators.

The CSS prepares microbiological media and reagents; decontaminates infectious wastes; and washes glassware. The CSS operates and maintains the loading dock and manages the stockroom.

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
STATE LABORATORIES DIVISION**

**FUNCTIONAL STATEMENT**

**Laboratory Emergency Response Program (LERP)**

LERP 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 LERP 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 diagnosis and control of BT related 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.

**Biological Response Section**

Provides rapid detection, identification and confirmation of bacteria, viruses and toxins that can be associated with a BT event other public health emergency.

Provides diagnostic support of environmental health and communicable disease surveillance and monitoring activities.

**Bioterrorism Unit**

Provides rapid molecular and serological testing to detect and rule-out the presence of bacteria, bacterial toxins, and viruses that are likely to be used in a BT event. Provides and maintains capacity and proficiency to perform rapid molecular diagnostic and molecular typing in support of epidemiological investigations.

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.

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
STATE LABORATORIES DIVISION**

**FUNCTIONAL STATEMENT**

Provides molecular and confirmatory tests for specified infectious diseases.

Provides laboratory support for epidemiologically-based serosurvey for public health diseases.

Provides 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.

**Information Support Unit**

Provides central management services for the Laboratory Information and Management System (LIMS) which includes EHASB and MMB information; secures and insures timely electronic reporting of laboratory results to the government programs and other stakeholders. Manages training on the LIMS program.

Maintains databases for the BT Response Laboratory; maintains a registry of sentinel laboratories statewide.

**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 microbiology laboratories performing dairy product analysis and drinking water analysis.

Plans and conducts programs and research activities in assigned areas.

**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, Chapter 11-3 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 Water Microbiology and Food and Dairy Units to ensure adherence to the Unit's quality assurance plans.

Provides technical and consultative services to Department of Health programs and other laboratories within the State.

**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.

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
STATE LABORATORIES DIVISION**

**FUNCTIONAL STATEMENT**

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 chiefs, unit chiefs and professional staff.

**Air Surveillance and Analysis Section**

Coordinates and administers air surveillance activities through a statewide system of 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 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 parts and supplies inventory necessary for the continued operation of all monitoring systems. Designs, develops and troubleshoots 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 and consultative services to DOH programs and other laboratories within the State.

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
STATE LABORATORIES DIVISION**

**FUNCTIONAL STATEMENT**

**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.

Plans and conducts programs and research activities in assigned areas.

**Water Microbiology Unit**

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 DOH District Health laboratories and 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 Distilled Water Suitability Tests for all laboratories in the State that are certified to analyze drinking water.

**Food and Dairy Unit**

Performs examinations of raw milk, pasteurized milk and milk products produced on Oahu as well as representative samples of out-of-state products; examines environmental samples for the presence of pathogenic organisms to assure compliance with provisions of HAR, Chapter 11-3 and the USPHS Grade A Pasteurized Milk Ordinance.



**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
STATE LABORATORIES DIVISION**

**FUNCTIONAL STATEMENT**

Analyzes frozen desserts produced by milk plants and retail stores for compliance with HAR, Chapter 11-33.

Performs microbiological examinations of shellfish grown locally as well as imported into the State for compliance with HAR, Chapter 11-35.

Examines foods implicated in food poisoning outbreaks for the presence of pathogenic organisms associated with human illness. Provides staphylococcal bacteriophage typing service for the State.

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, metabolic disorders and genetic problems. Conducts research and investigations on laboratory methods related to microbiological agents and clinical chemistry conditions related to the field of public health.

**Medical Microbiology Quality Assurance**

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 assistance to validate and implement new protocols and procedures. Provides technical and consultative services to Department of Health programs and other laboratories within the state.

**Clerical Services**

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
STATE LABORATORIES DIVISION

FUNCTIONAL STATEMENT

Prepares microbiological media and reagents.

**Bacteriology Unit**

Provides confirmation of specimens submitted under HAR, Chapter 11-156, such as Corynebacterium 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.

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**

Provides isolation, identification and drug susceptibility laboratory services for Mycobacterium tuberculosis.

**Mycobacteriology Unit**

Examines sputa, other bodily fluids, tissue and other appropriate specimens for the presence of Mycobacteria spp.

Provides isolation, identification and drug susceptibility laboratory services for departmental programs.

Consults with other laboratories on the isolation, identification and drug susceptibility of all Mycobacterium spp. Also, provides confirmation services.

**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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
STATE LABORATORIES DIVISION

FUNCTIONAL STATEMENT

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.

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.

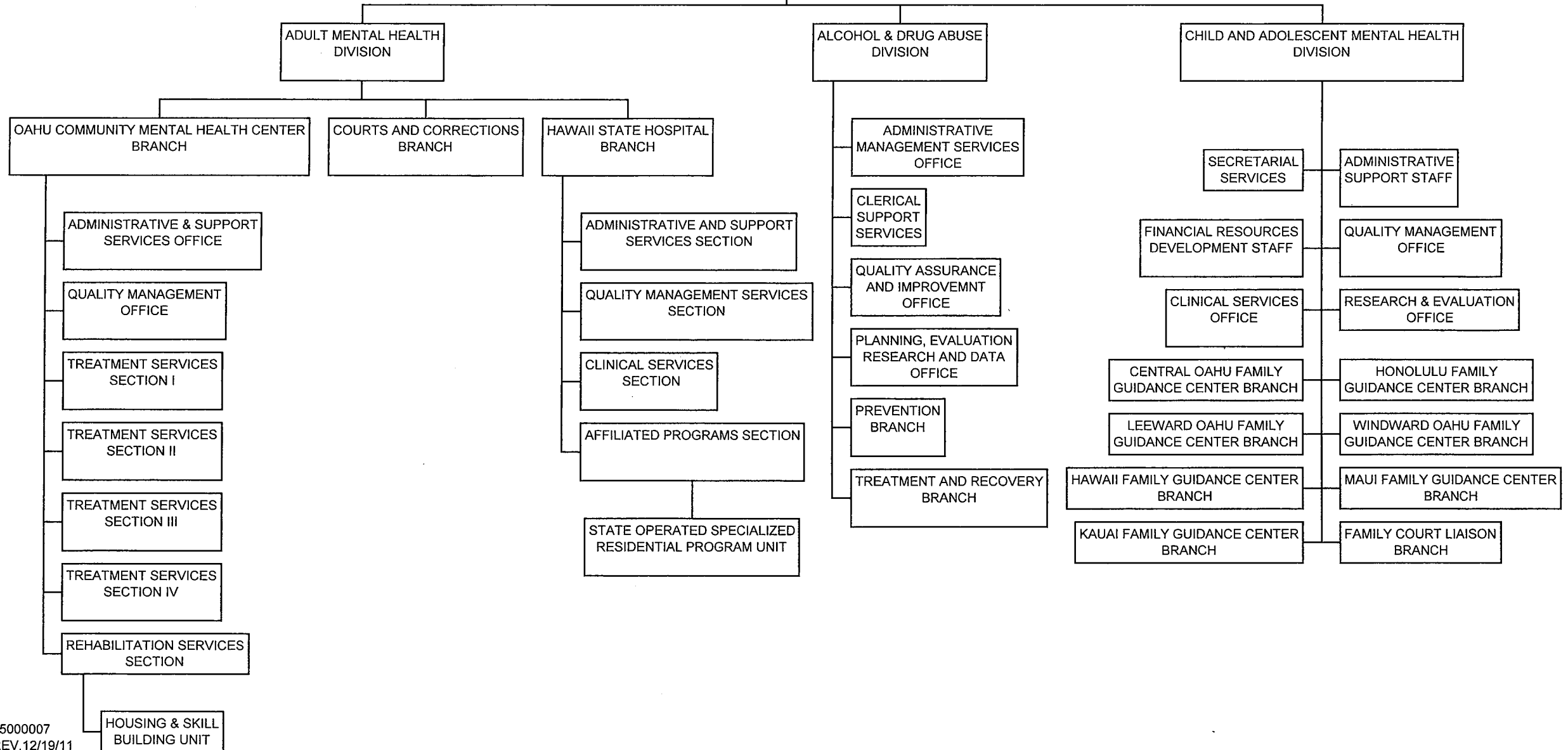
Viral Serology Unit

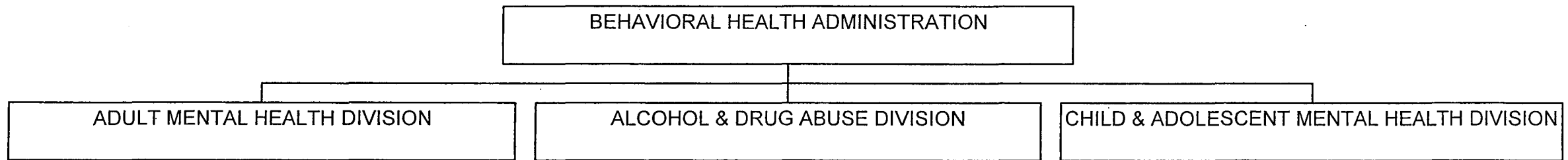
Performs or assists in providing serological tests to demonstrate the presence of antibodies to viral, rickettsial and chlamydial agents of public health significance such as HIV, Hepatitis B, rubella, rubeola, and typhus.

Provides consultation and reference laboratory services to other governmental agencies, private physicians and institutions in areas unique to viral serologies.

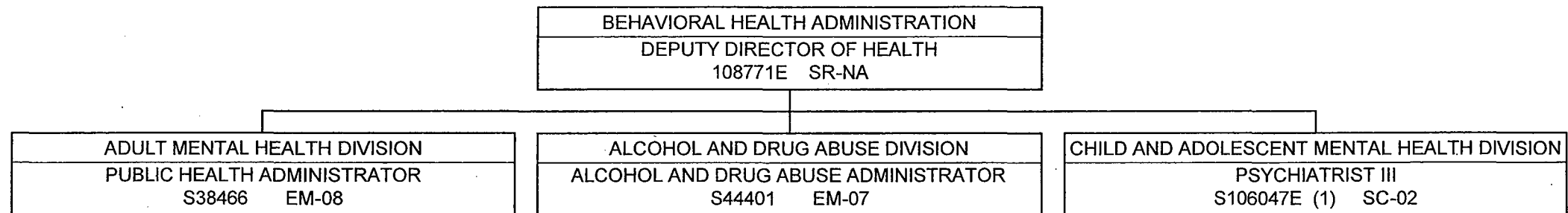
Provides laboratory support for epidemiologically based serosurveys of the State's population to determine the presence and effect of viral, rickettsial or chlamydial agents.

BEHAVIORAL HEALTH ADMINISTRATION





STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
POSITION ORGANIZATION CHART



(1) ABOLISHED.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION

FUNCTIONAL STATEMENT

Under the general direction of the Director of Health, plans, directs, and coordinates the activities of the Administration in effectively performing its functions and attaining its mission within the scope of laws and established policies and regulations.

**ADULT MENTAL HEALTH DIVISION**

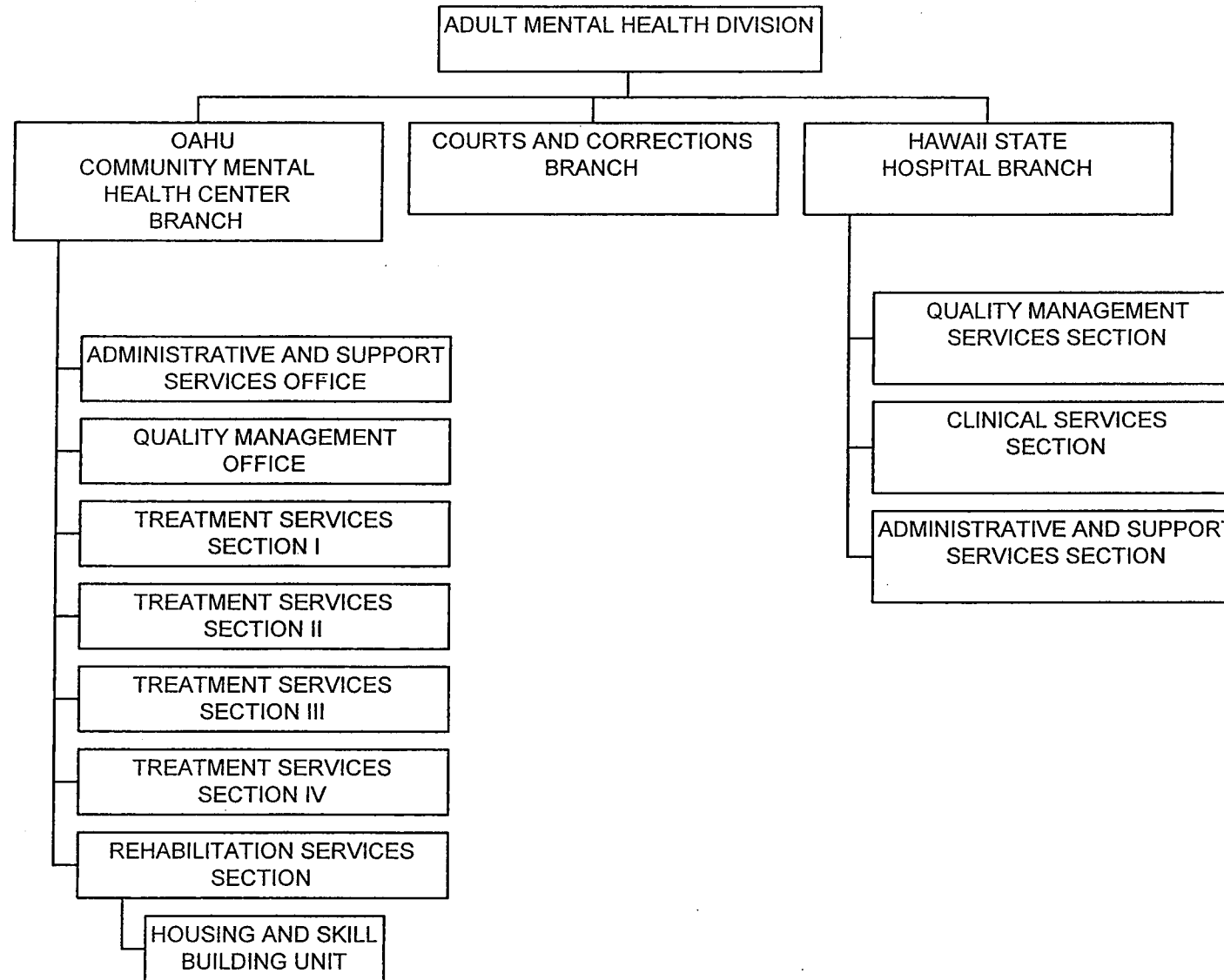
Plans, coordinates and promotes integrated mental health services for individuals 18 years of age and older. Public resources are focused on persons with serious mental disorders, individuals in an acute, severe mental health crisis, and those experiencing distress and trauma from a declared disaster. Services are provided at out-patient 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; certifies substance abuse counselors and program administrators and accredits substance abuse programs; provides for diagnostic, treatment services and consultative services.

**CHILD AND ADOLESCENT MENTAL HEALTH DIVISION**

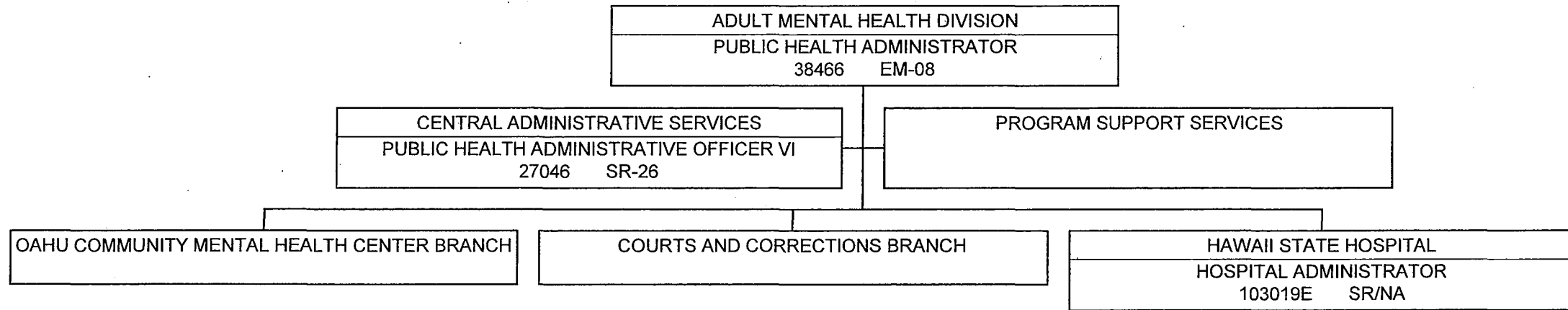
Plans, coordinates and provides statewide mental health services, which include treatment, consultative, and preventive components to eligible children and adolescents through outpatient Family Guidance Center Branches, and through a network of contract providers.



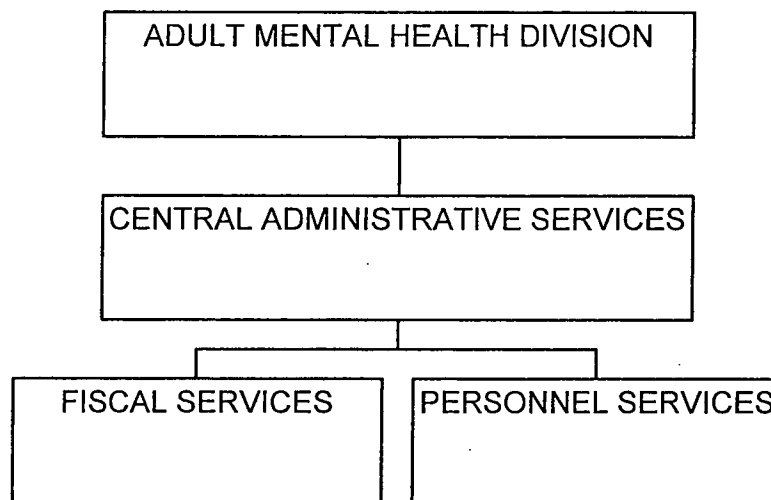


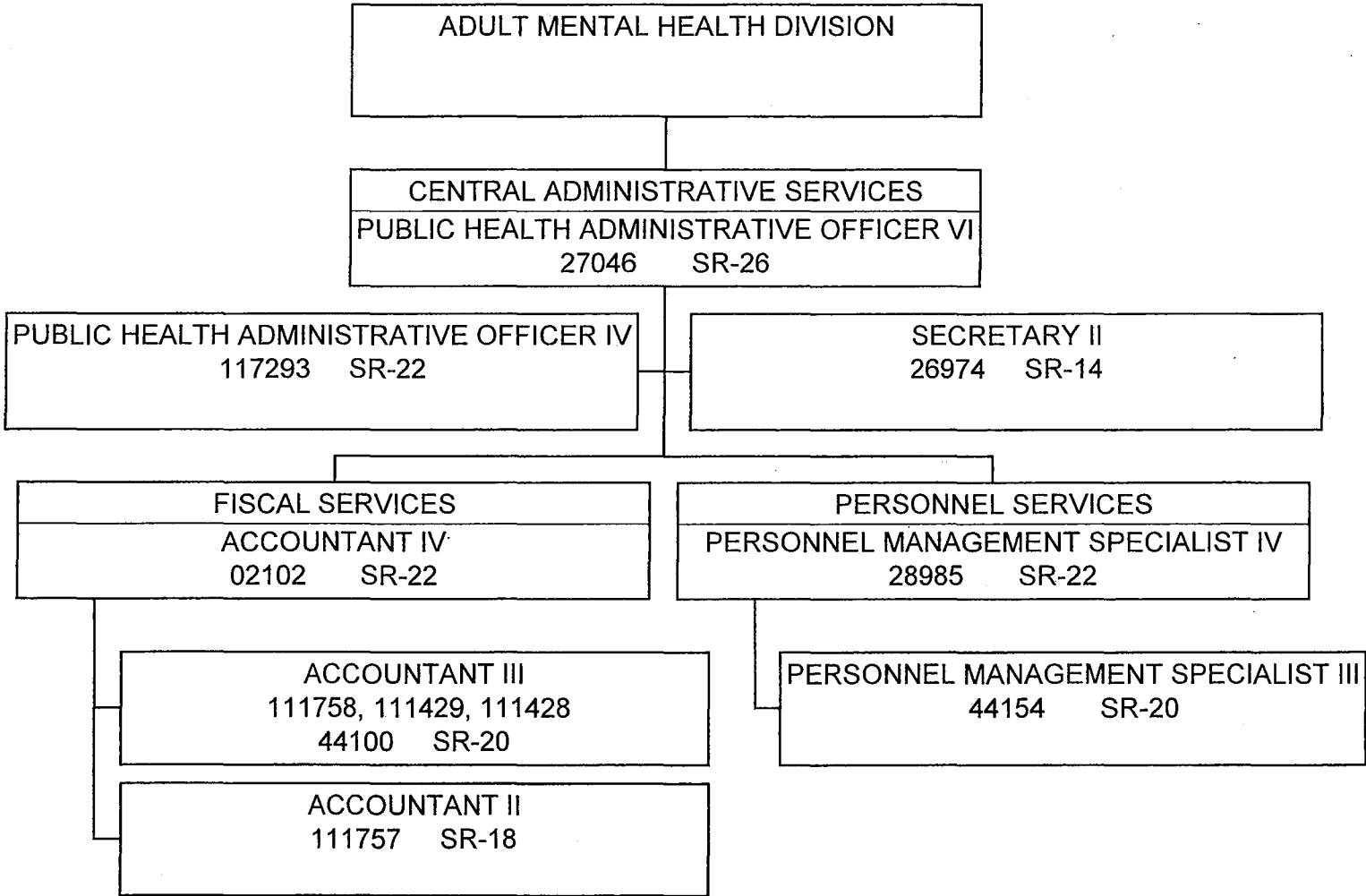
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION

POSITION ORGANIZATION CHART

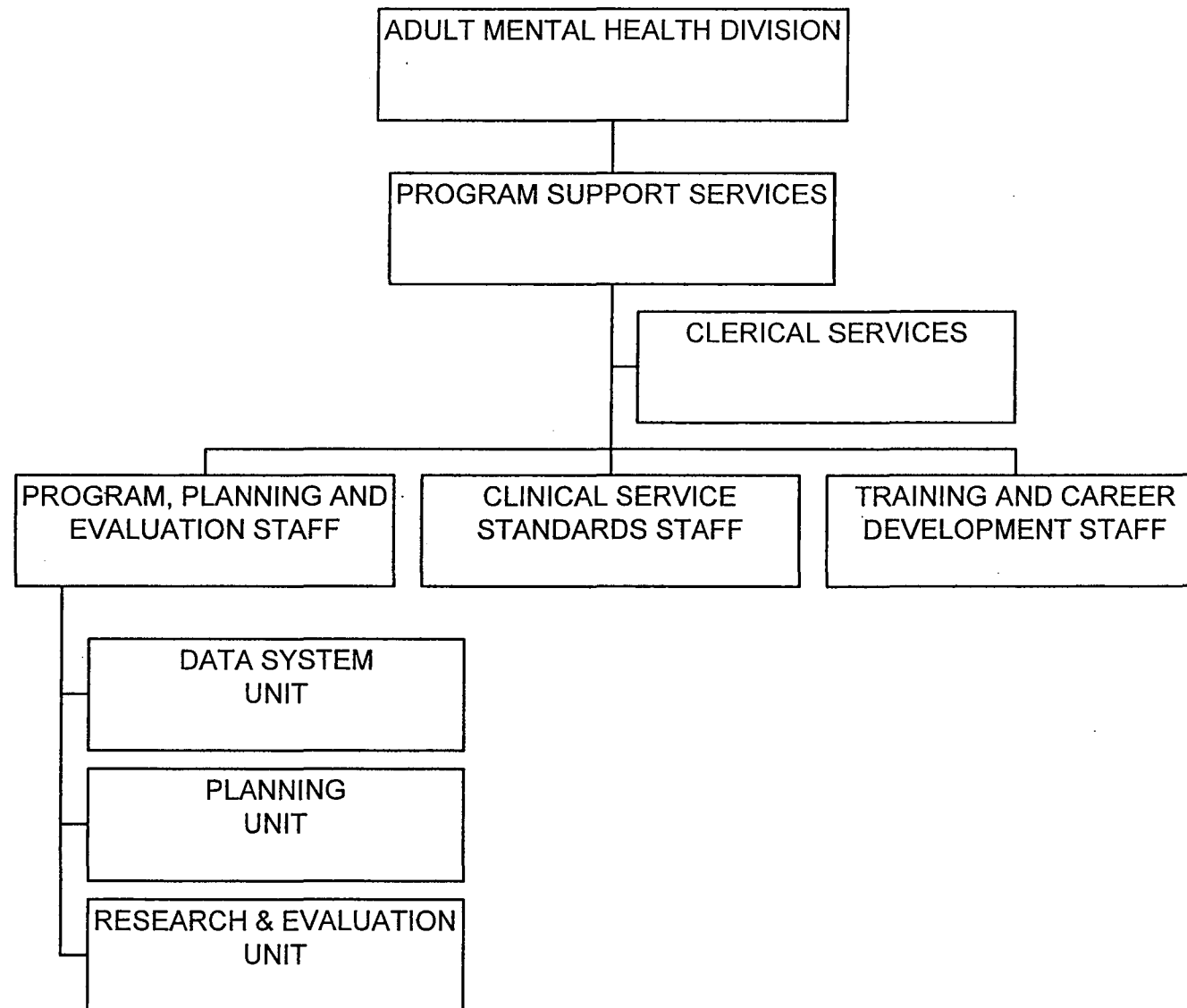


ORGANIZATION CHART



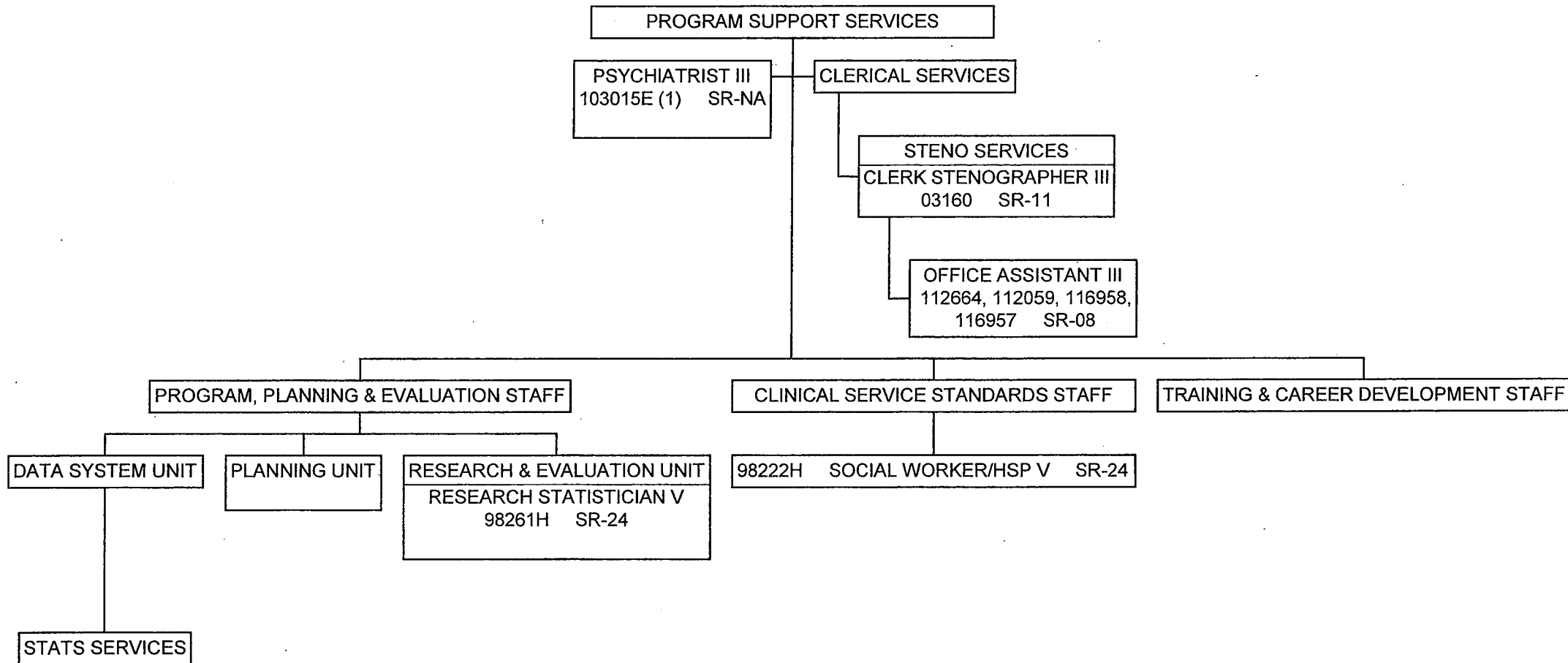


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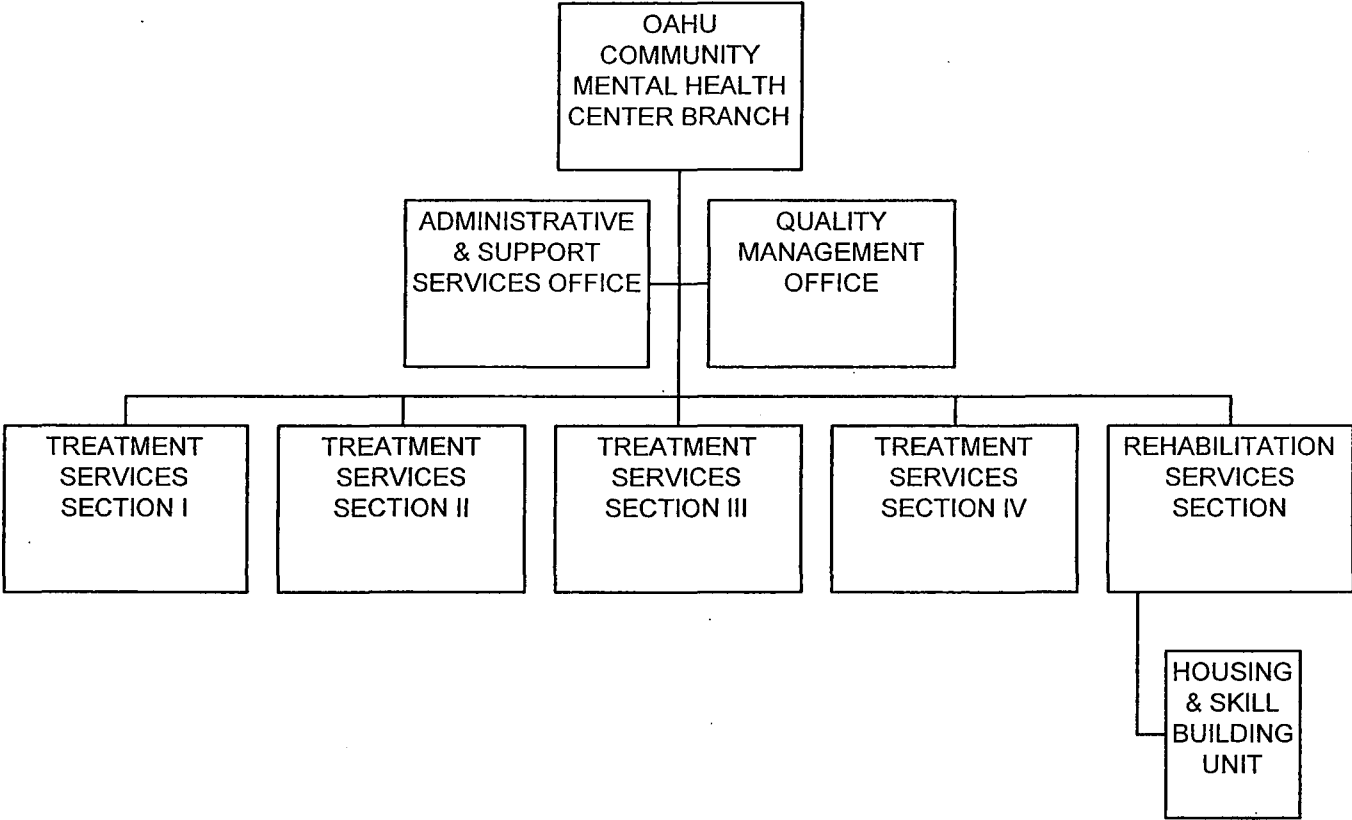


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 PROGRAM SUPPORT SERVICES

POSITION ORGANIZATION CHART

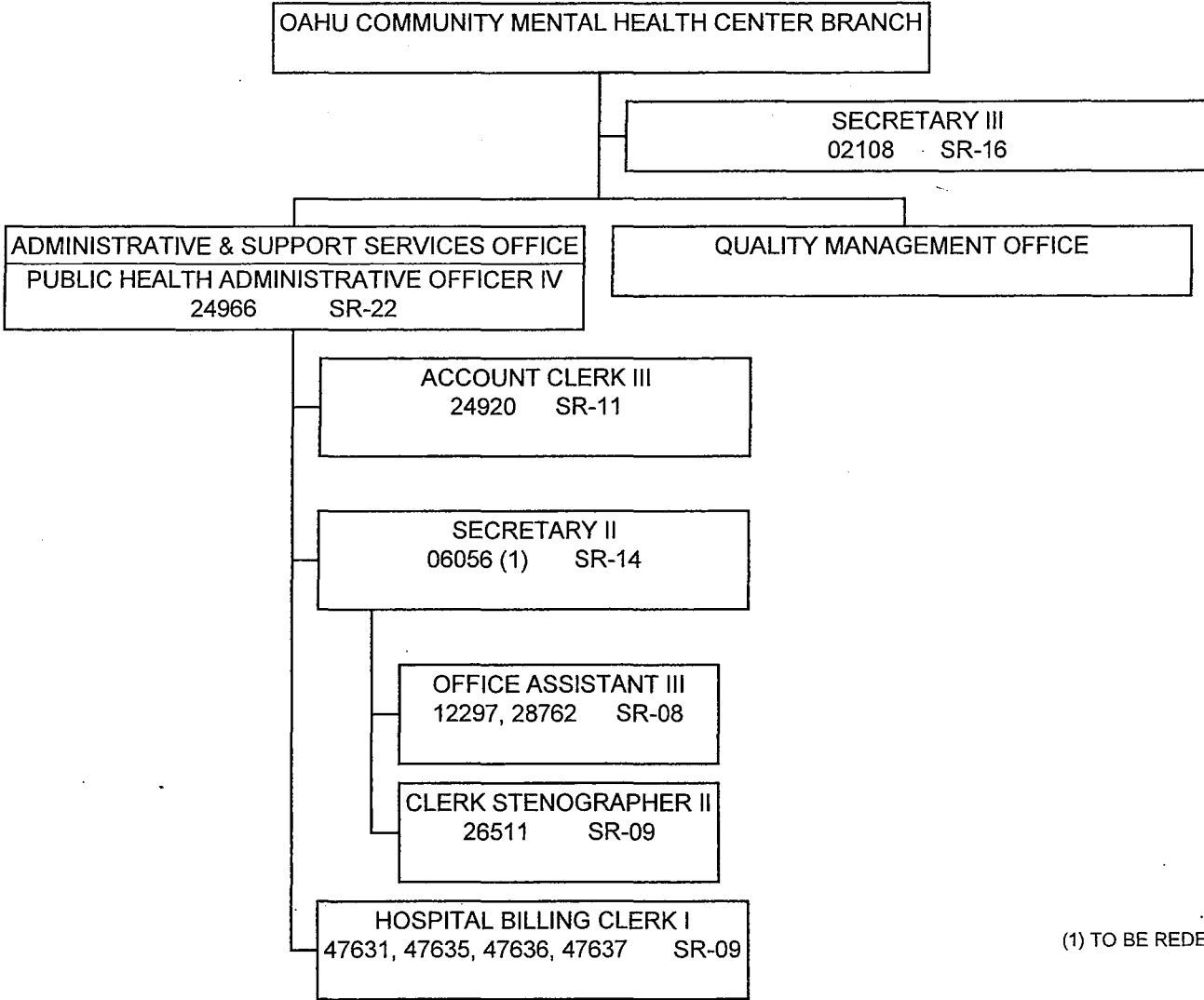


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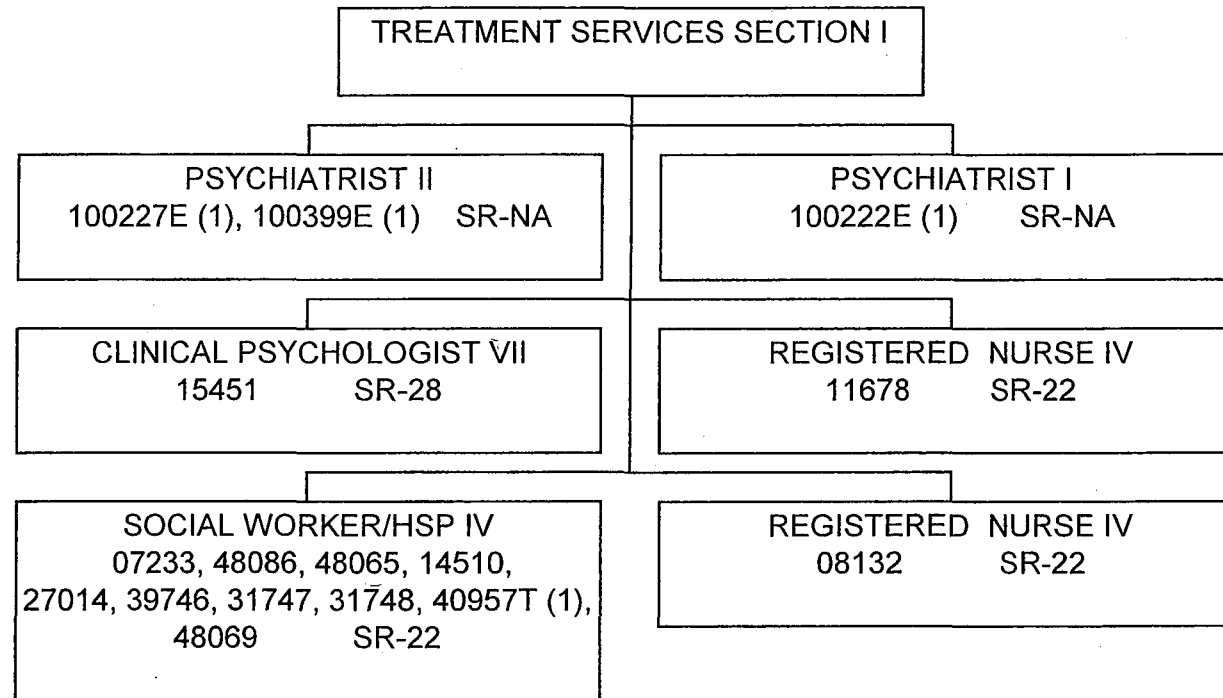


STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH

POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED.

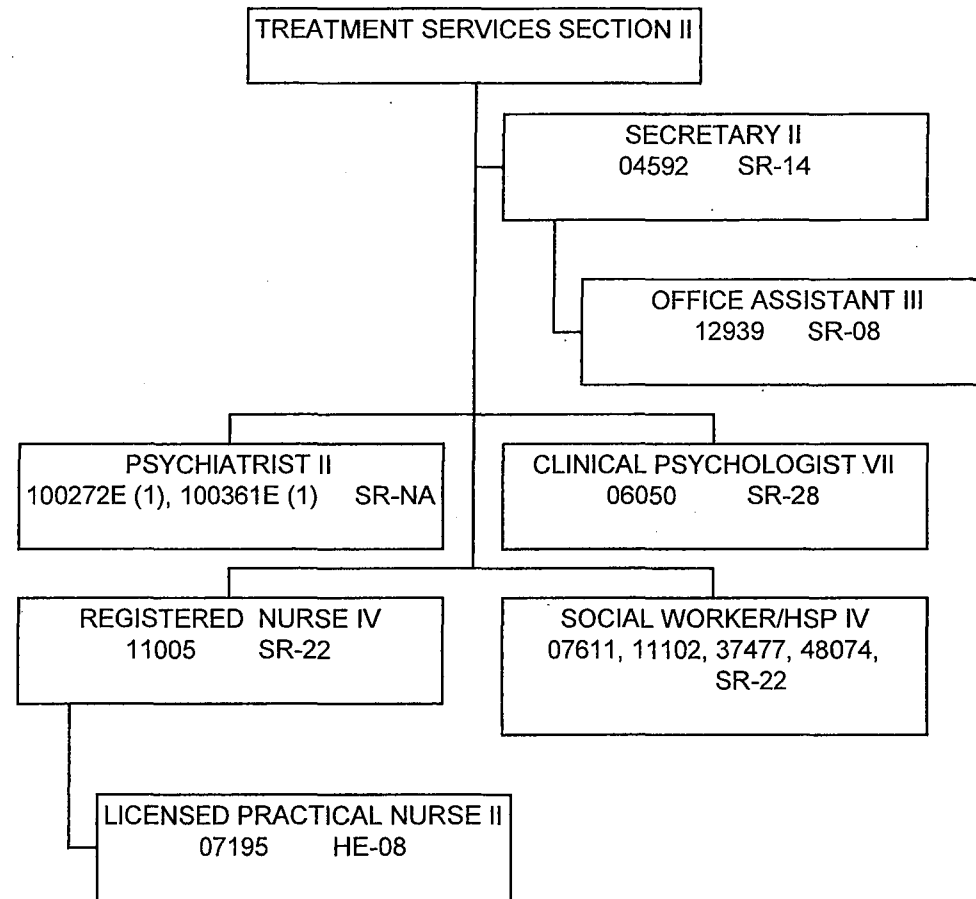


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STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH

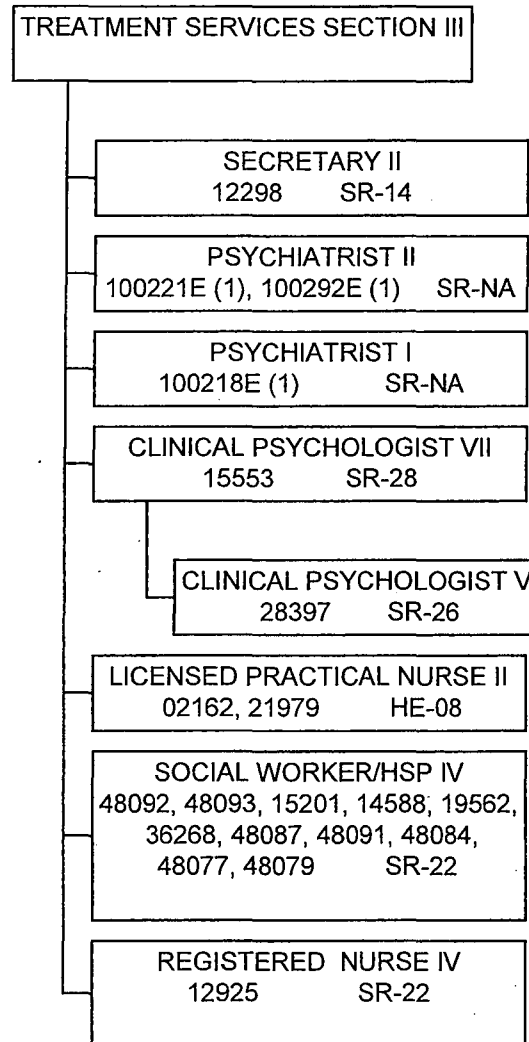
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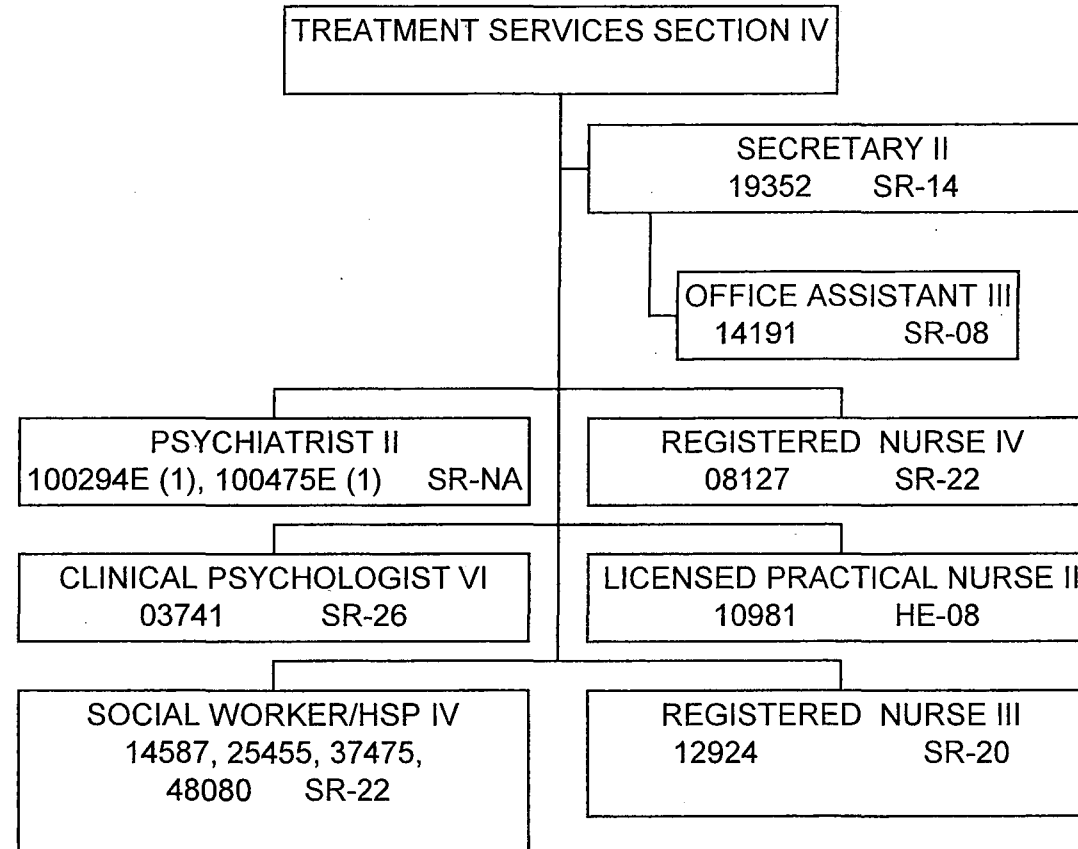
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH

POSITION ORGANIZATION CHART

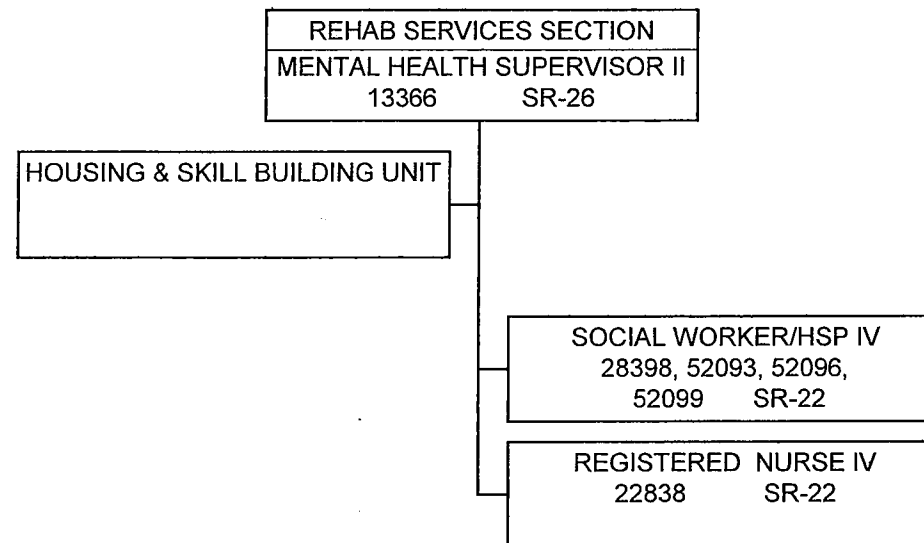


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POSITION ORGANIZATION CHART

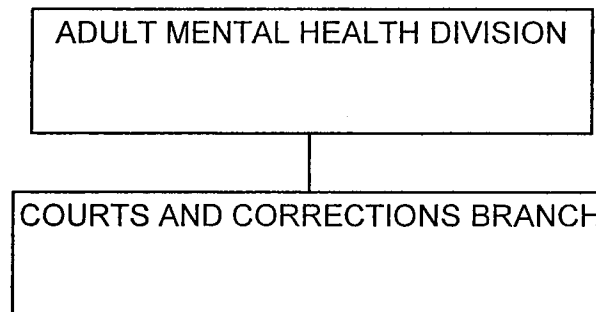


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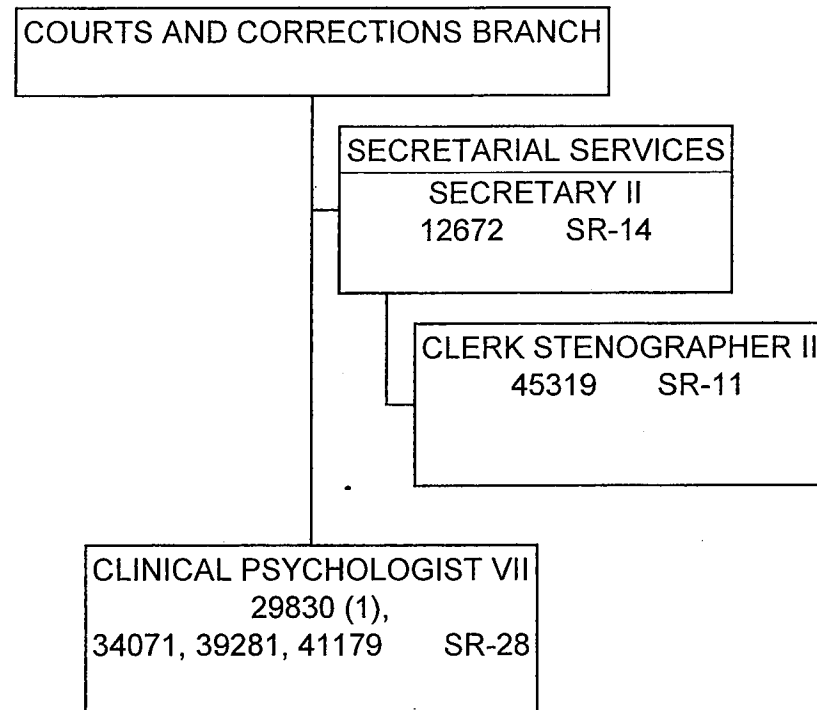
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
COURTS AND CORRECTIONS BRANCH

ORGANIZATION CHART



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
COURTS AND CORRECTIONS BRANCH

POSITION ORGANIZATION CHART



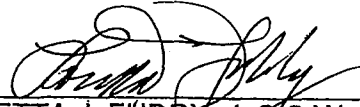
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STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH

ORGANIZATION CHART

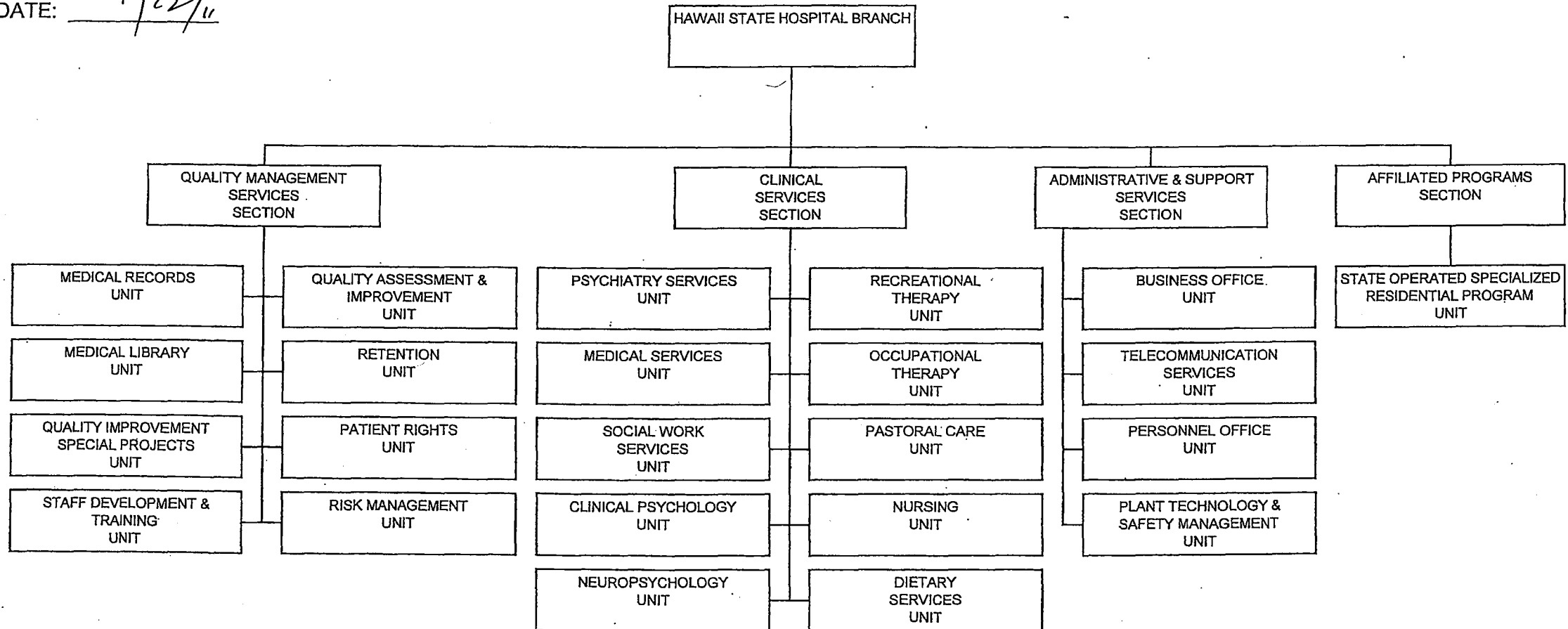
PROPOSED

ACKNOWLEDGED:



LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
 DEPARTMENT OF HEALTH

DATE: 1/22/11




STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 BRANCH ADMINISTRATION

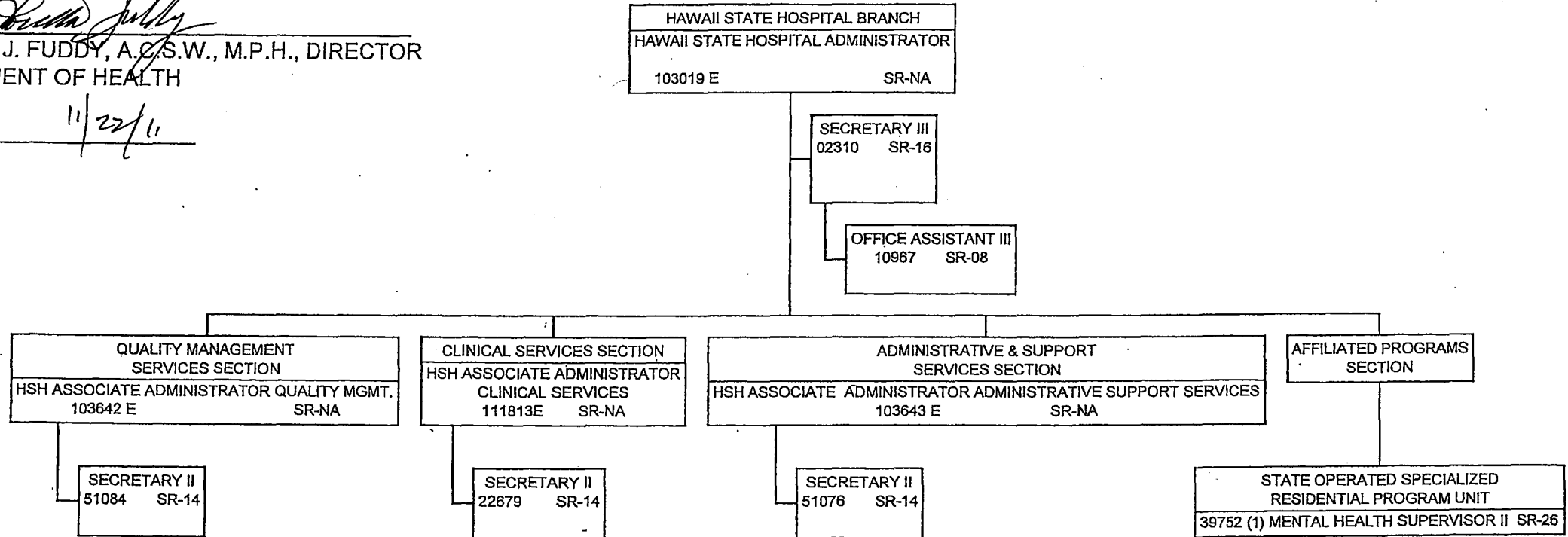
POSITION ORGANIZATION CHART

PROPOSED

ACKNOWLEDGED:

  
 LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
 DEPARTMENT OF HEALTH

DATE: 11/22/11



(1) TO BE REDESCRIBED.

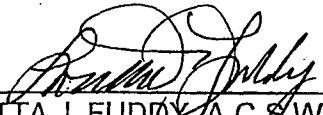


STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 BRANCH ADMINISTRATION  
 AFFILIATED PROGRAMS SECTION  
 STATE OPERATED SPECIALIZED RESIDENTIAL PROGRAM UNIT

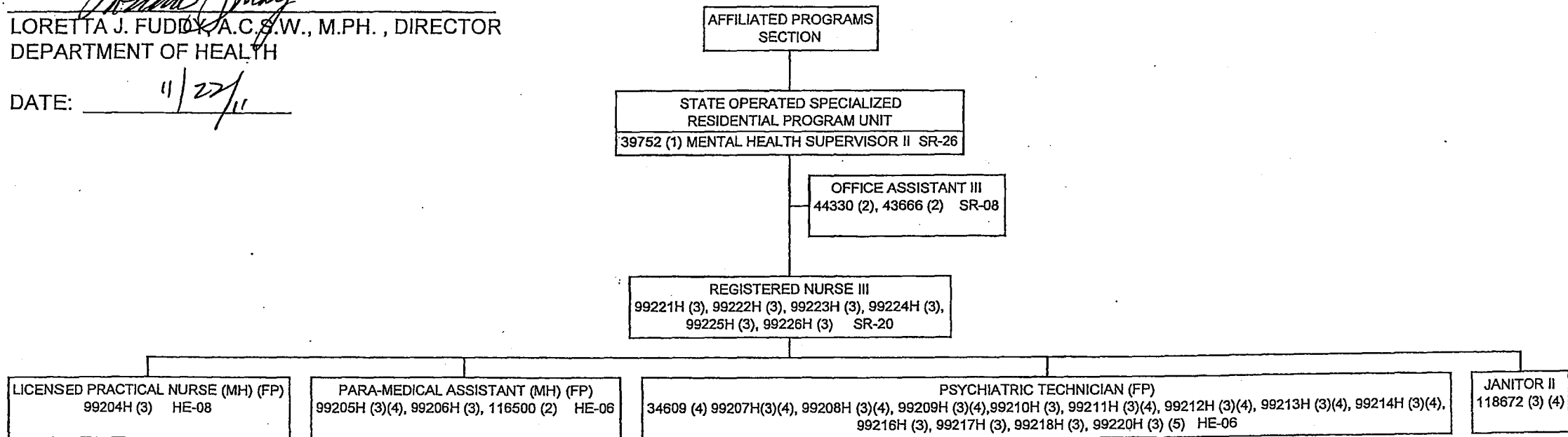
POSITION ORGANIZATION CHART

PROPOSED

ACKNOWLEDGED:

  
 LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
 DEPARTMENT OF HEALTH

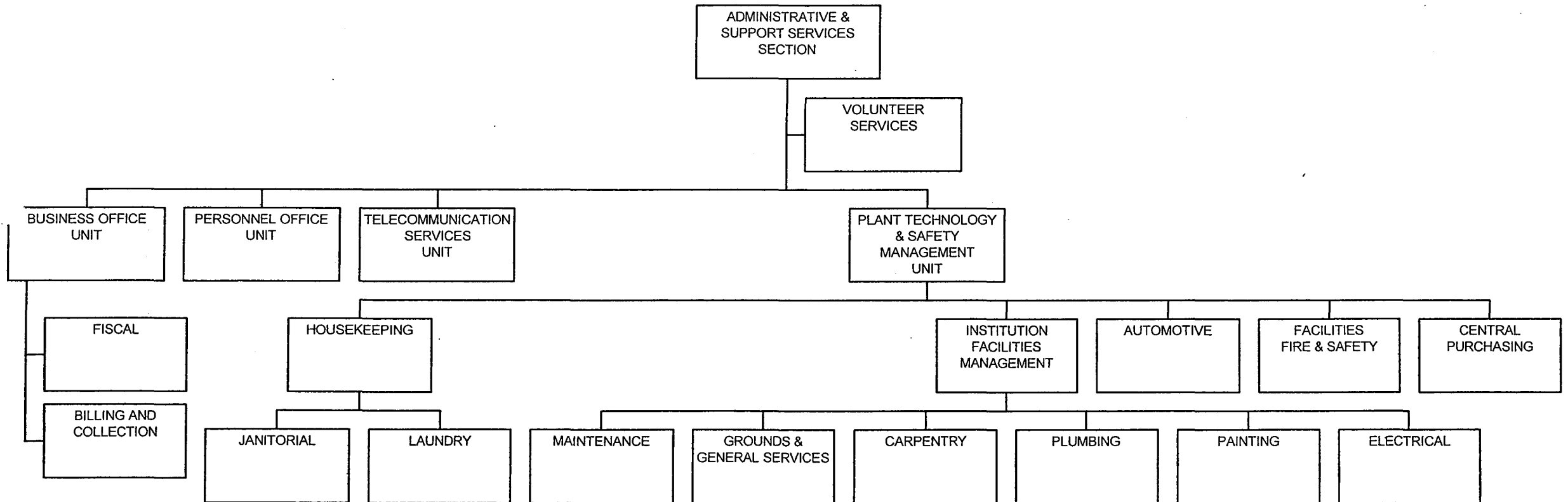
DATE: 11/22/11



- (1) TO BE REDESCRIBED.
- (2) TEMPORARY, NTE 6/30/11.
- (3) TO BE ESTABLISHED.
- (4) TO BE POSITION VARIANCED.
- (5) .50 FTE.

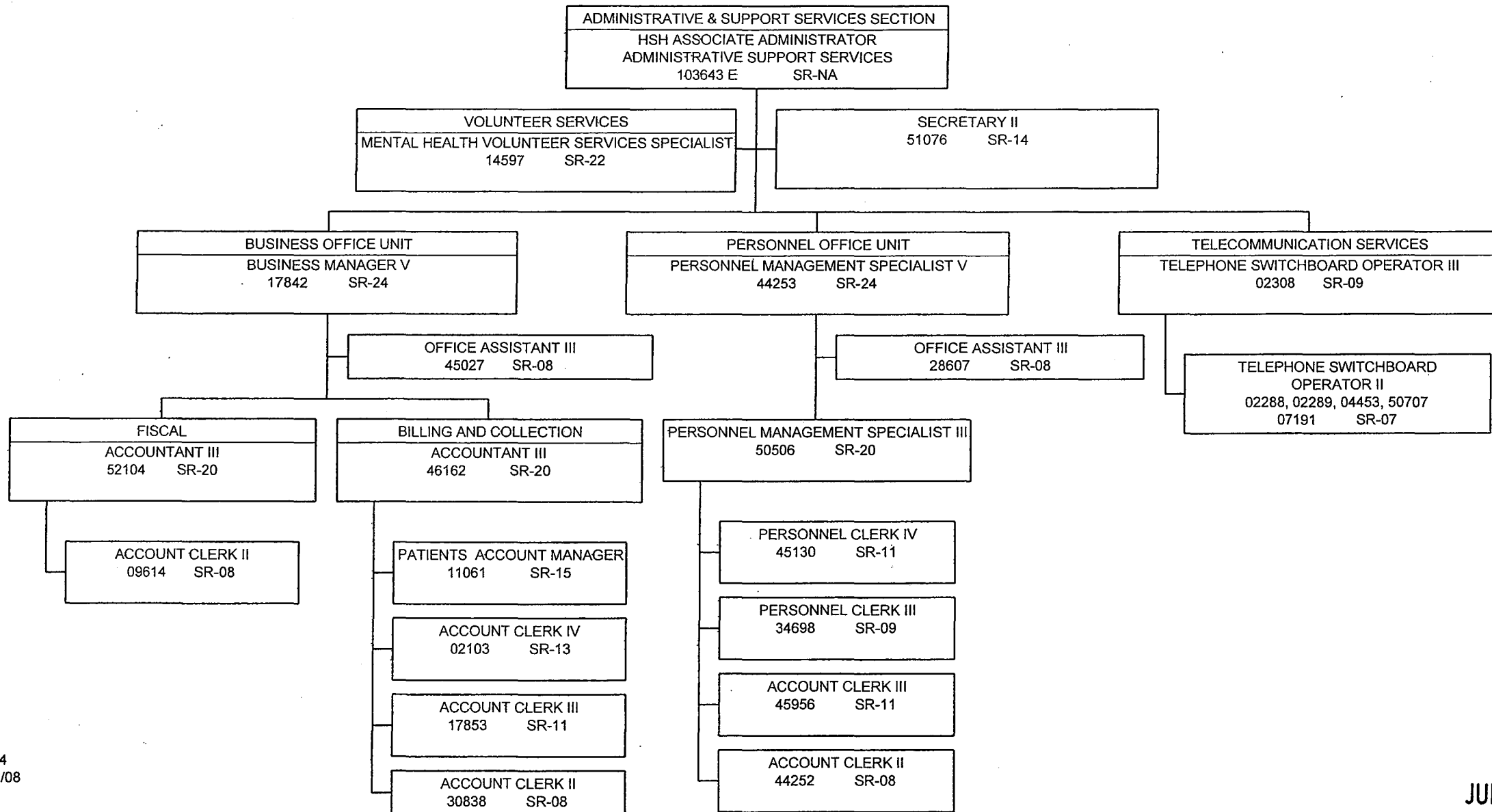
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
ADMINISTRATIVE & SUPPORT SERVICES SECTION

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 ADMINISTRATIVE AND SUPPORT SERVICES SECTION  
 ADMINISTRATIVE SERVICES UNIT

POSITION 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

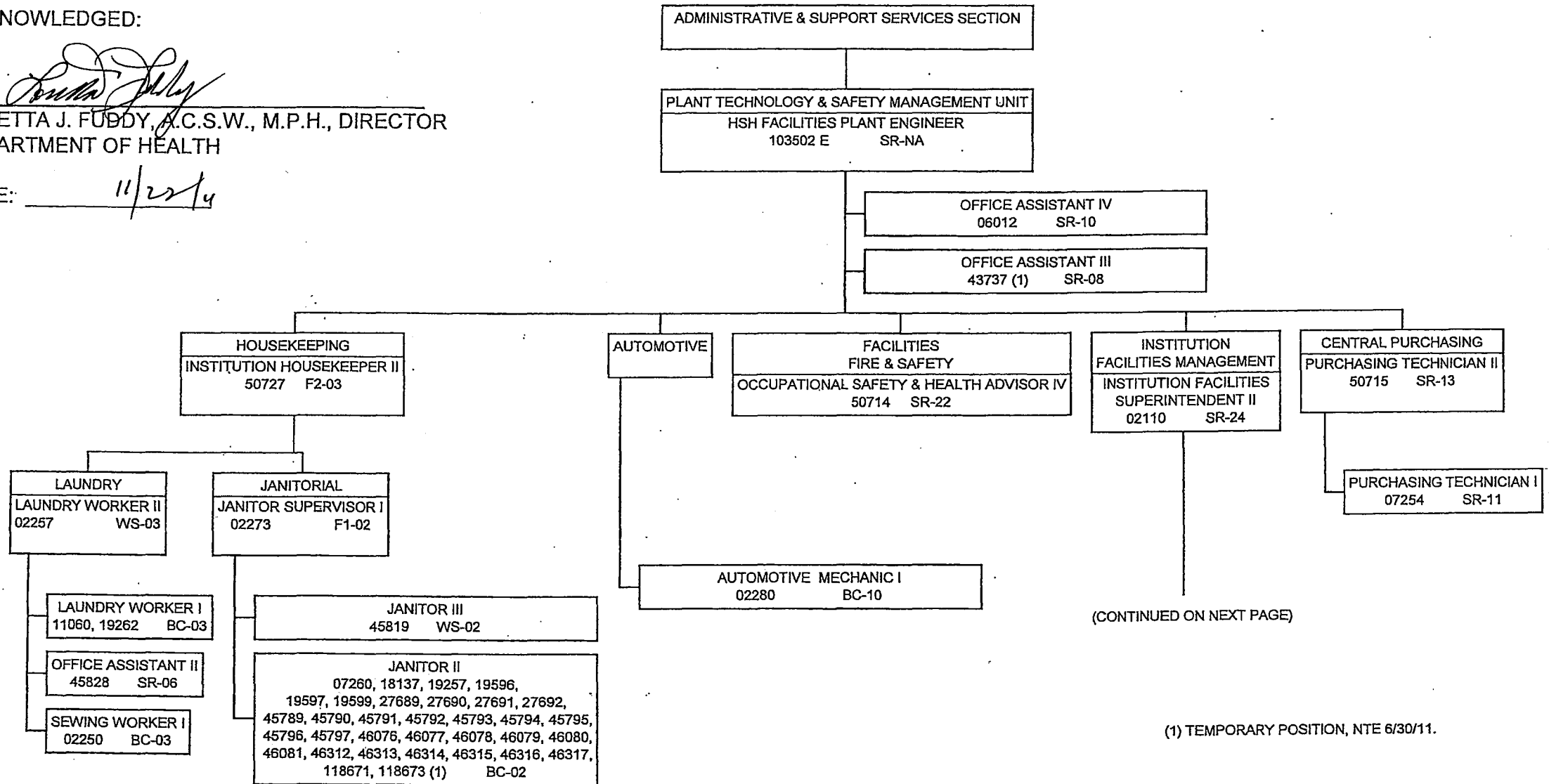
PROPOSED

ACKNOWLEDGED:



LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
 DEPARTMENT OF HEALTH

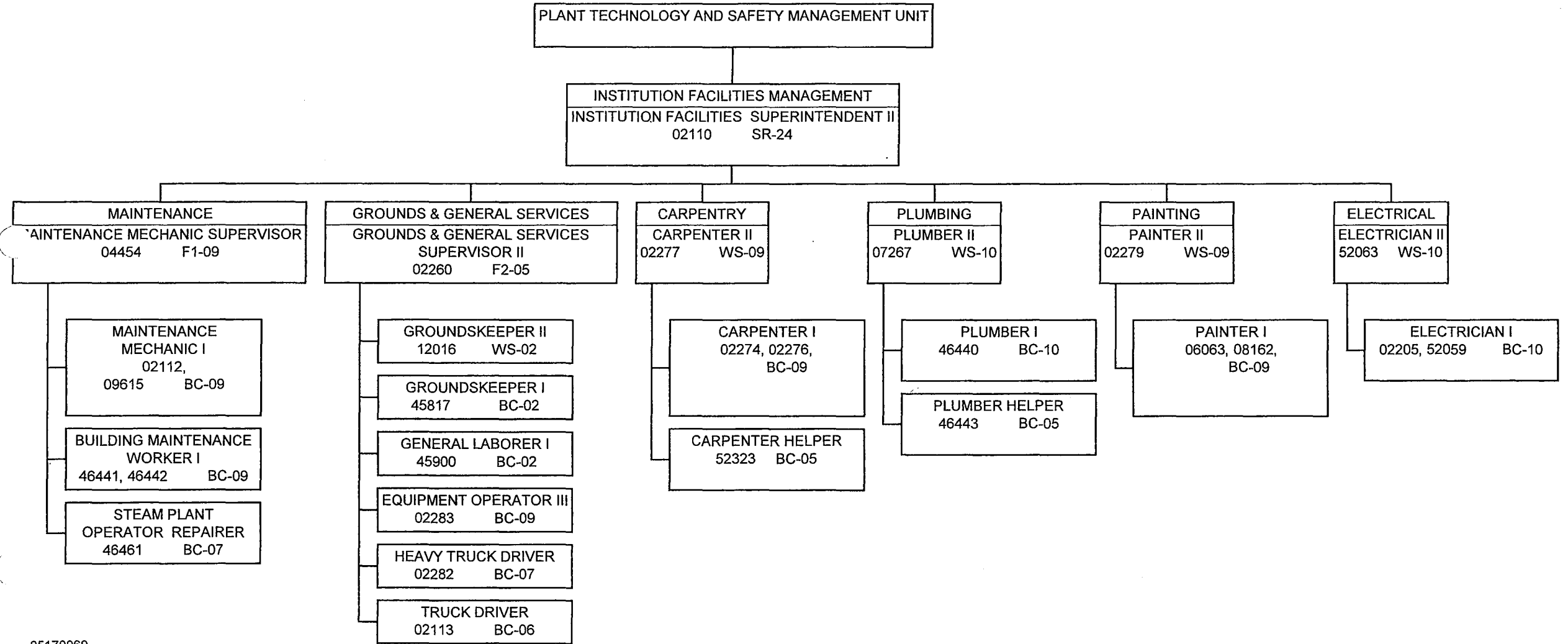
DATE: 11/22/14



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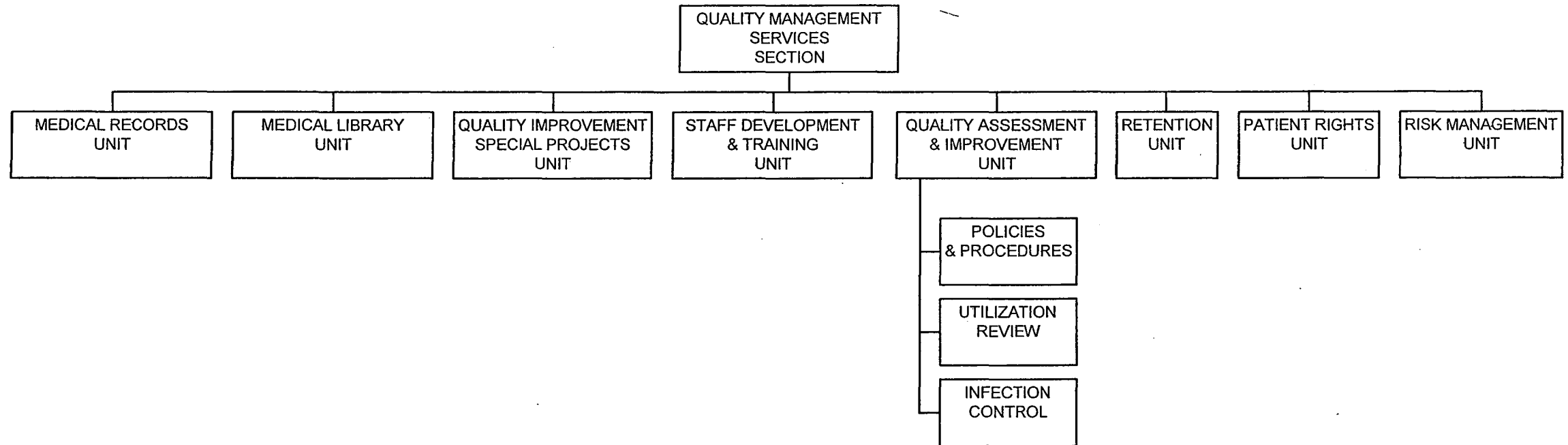
(1) TEMPORARY POSITION, NTE 6/30/11.

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

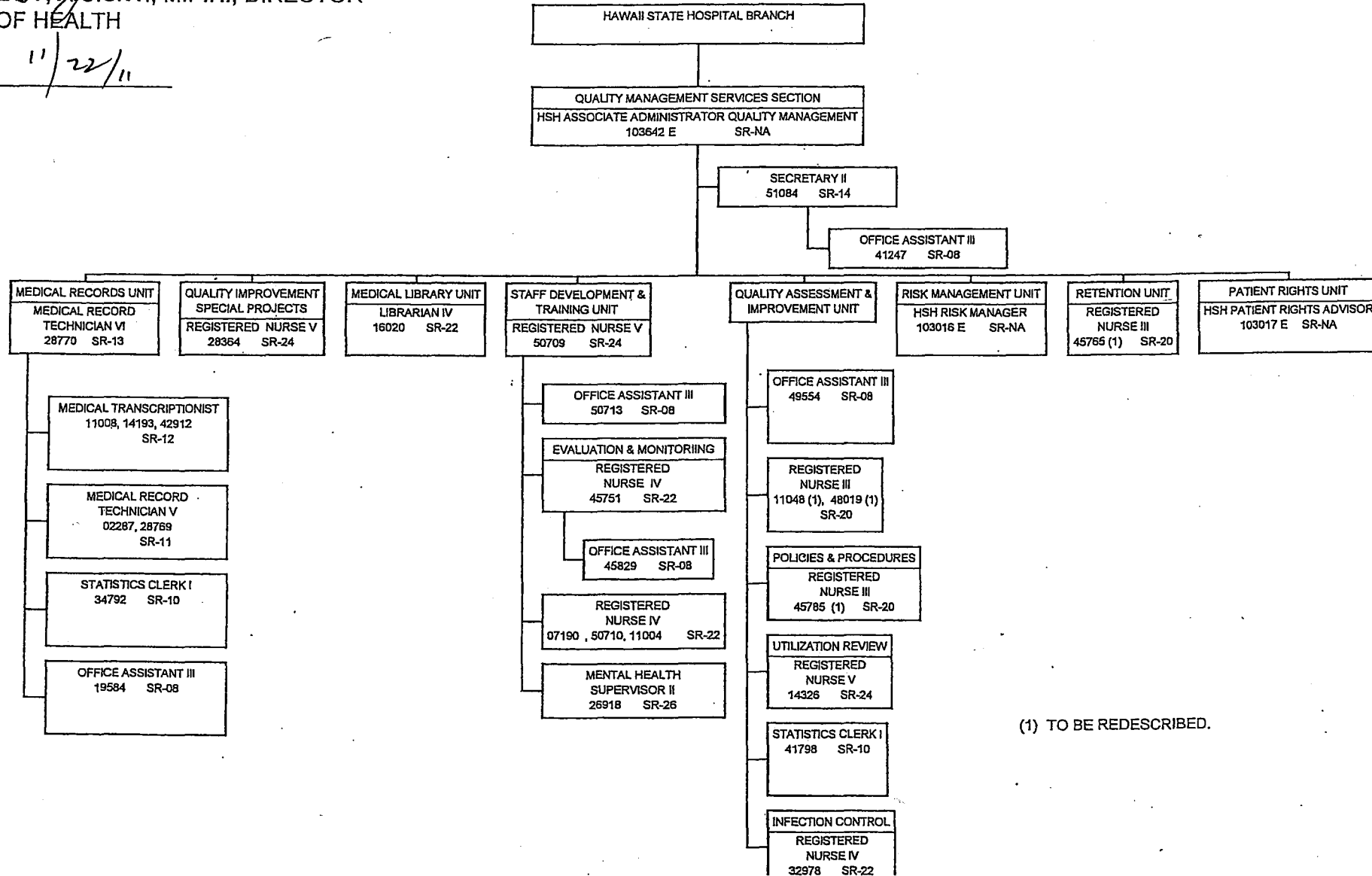
POSITION ORGANIZATION CHART

PROPOSED

ACKNOWLEDGED:

*Loretta J. Fuddy*  
 LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
 DEPARTMENT OF HEALTH

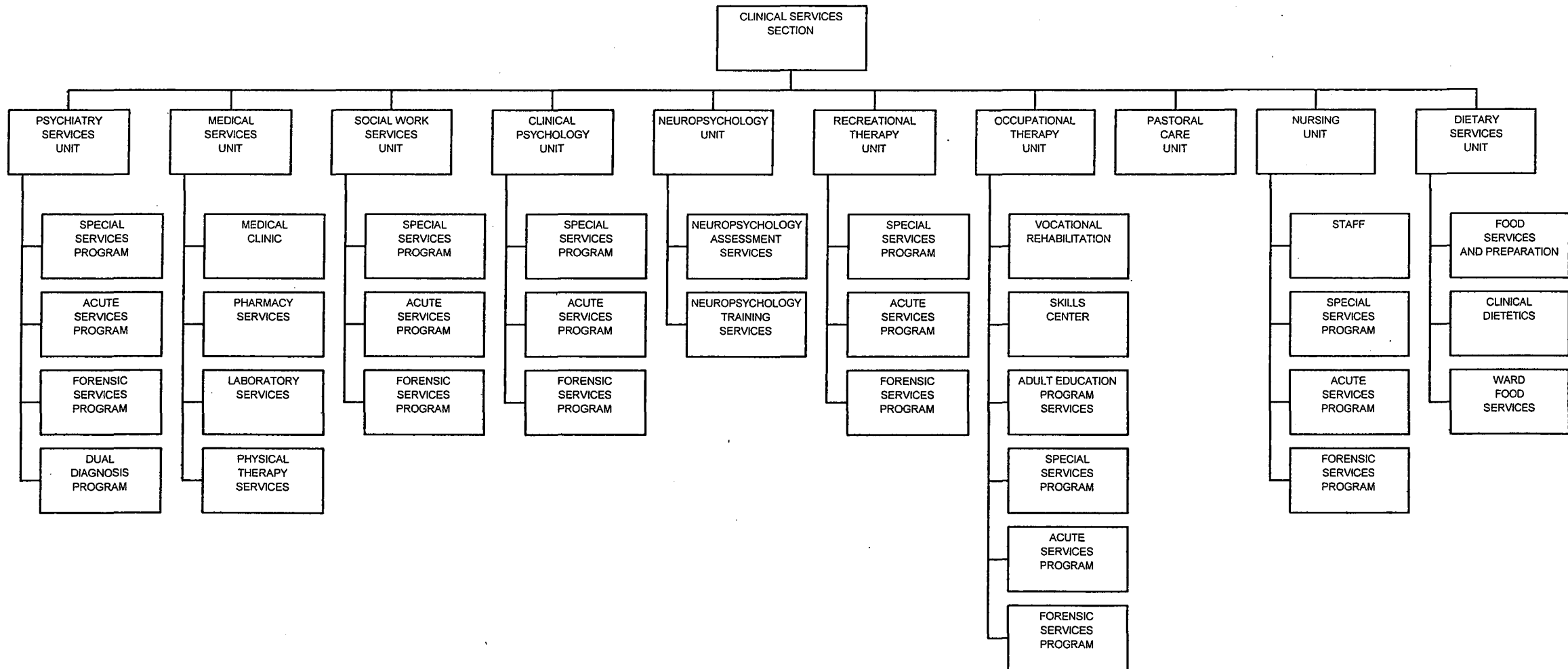
DATE: 11/22/11



(1) TO BE REDESCRIBED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION

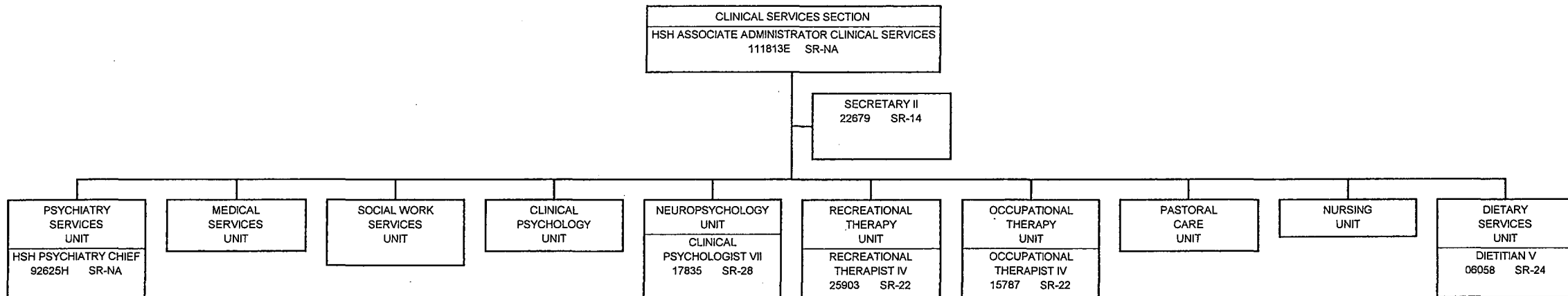
ORGANIZATION CHART





STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION

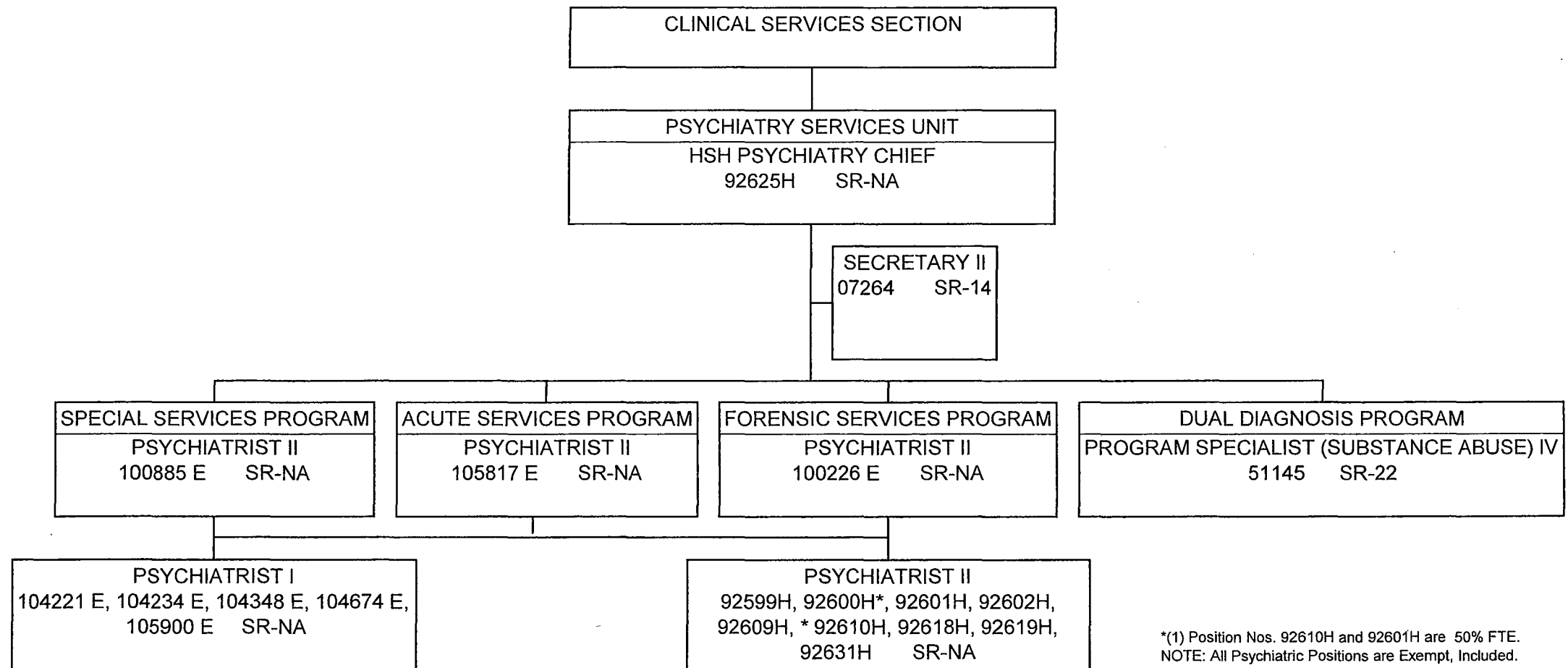
POSITION ORGANIZATION CHART



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

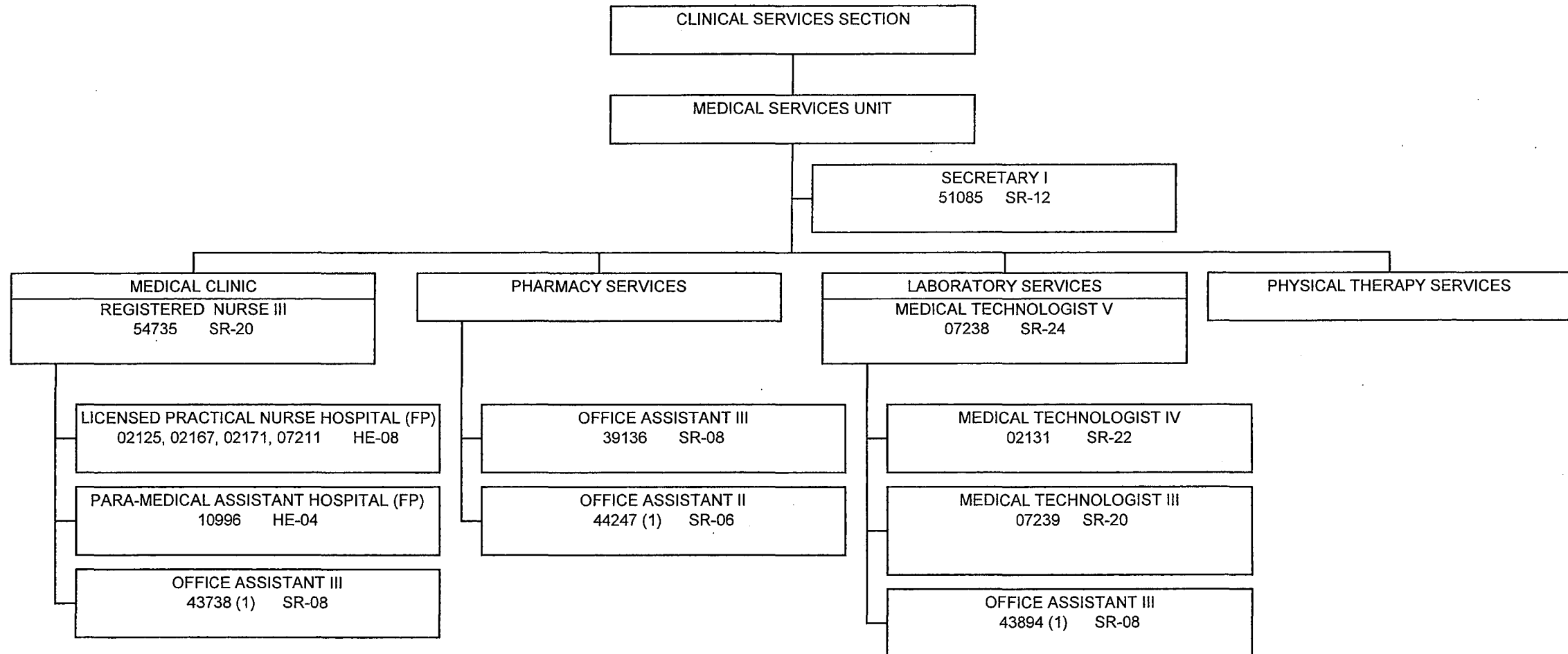
POSITION ORGANIZATION CHART



\*(1) Position Nos. 92610H and 92601H are 50% FTE.  
 NOTE: All Psychiatric Positions are Exempt, Included.  
 NTE 6/30/12.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 MEDICAL SERVICES UNIT

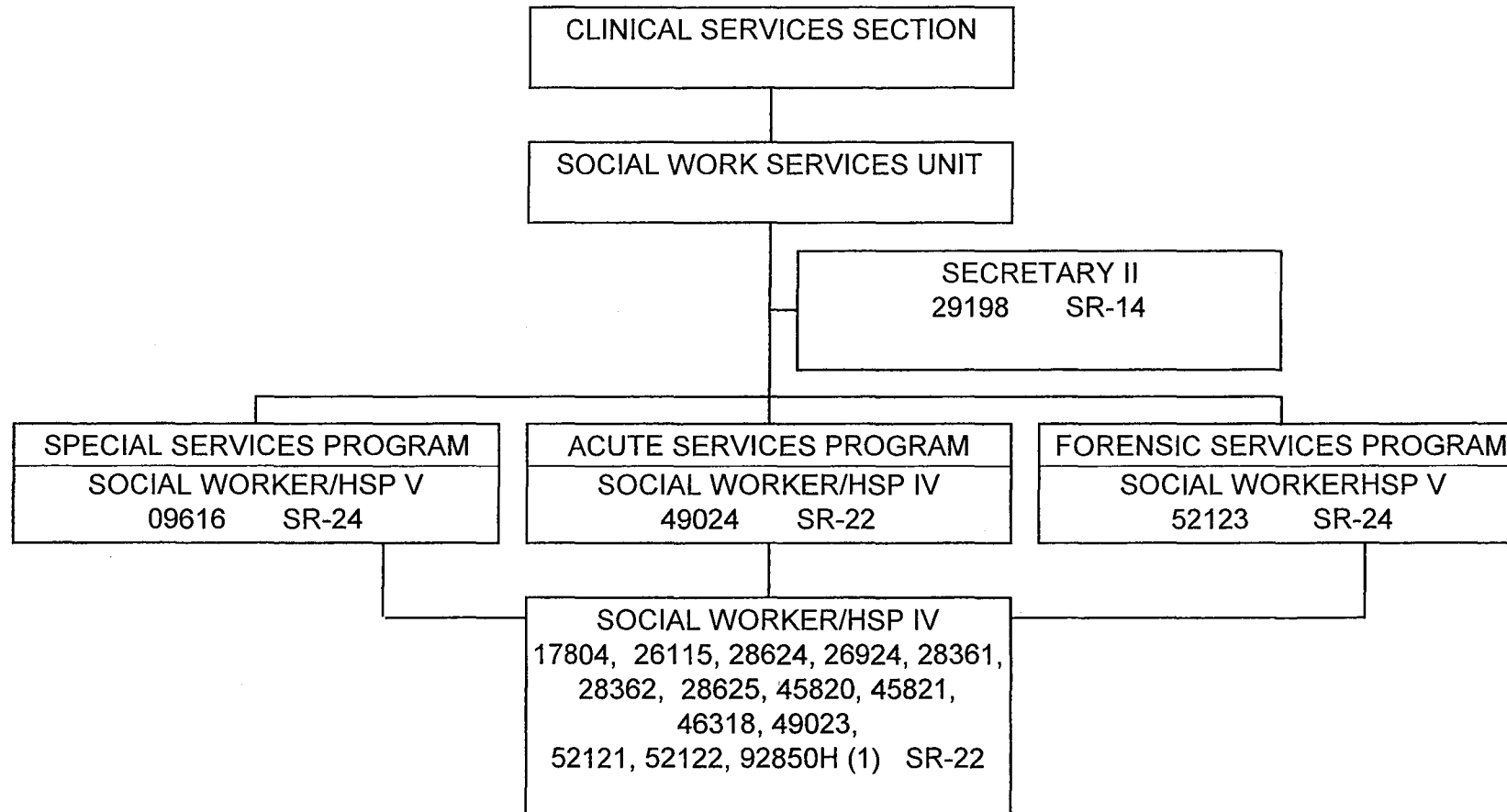
POSITION ORGANIZATION CHART



(1) Temporary positions, NTE 6/30/12.

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



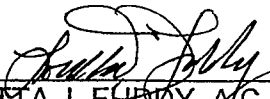
(1) .50 FTE.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ADULT MENTAL HEALTH DIVISION  
 HAWAII STATE HOSPITAL BRANCH  
 CLINICAL SERVICES SECTION  
 CLINICAL PSYCHOLOGY SERVICES UNIT

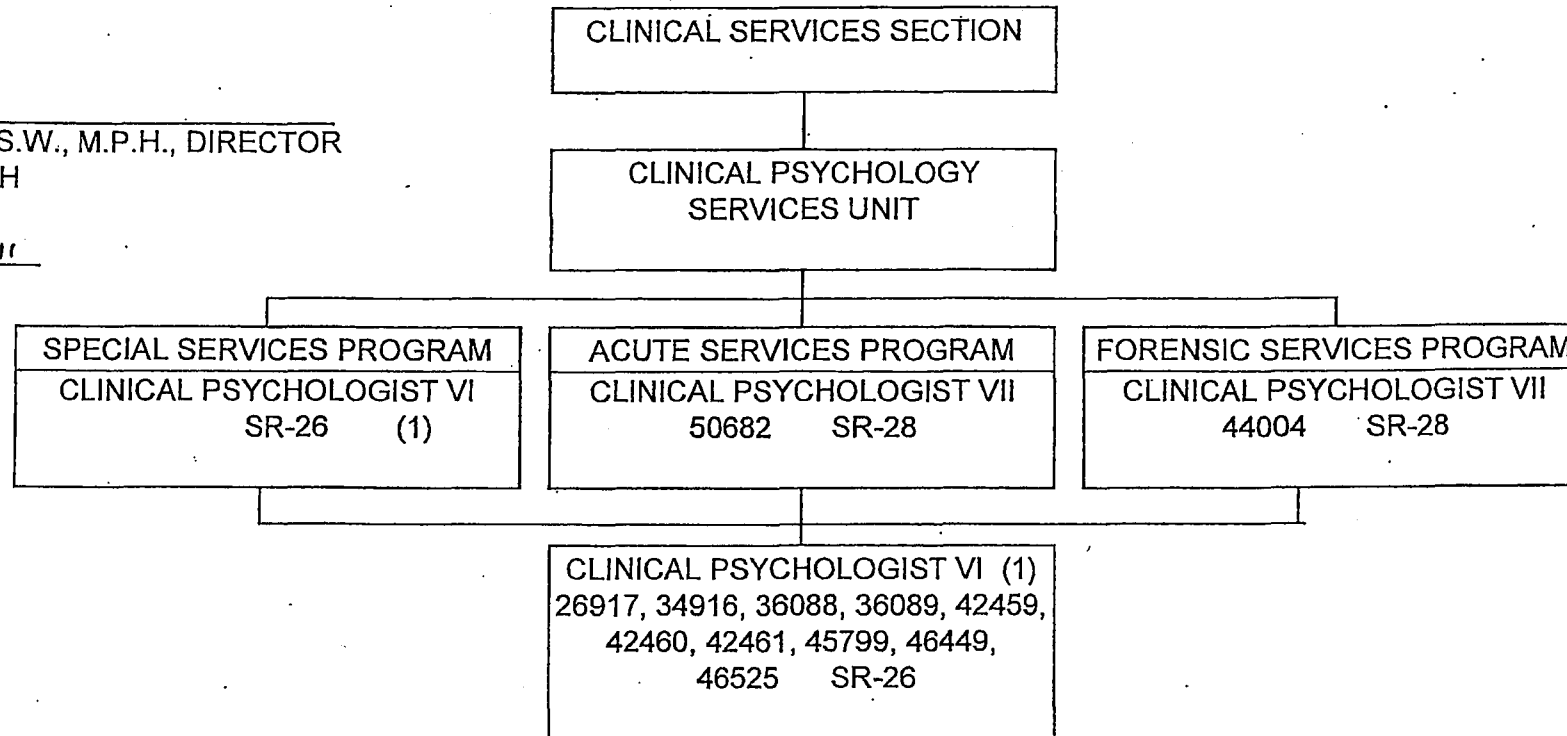
POSITION ORGANIZATION CHART

PROPOSED

ACKNOWLEDGED:

  
 LORETA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
 DEPARTMENT OF HEALTH

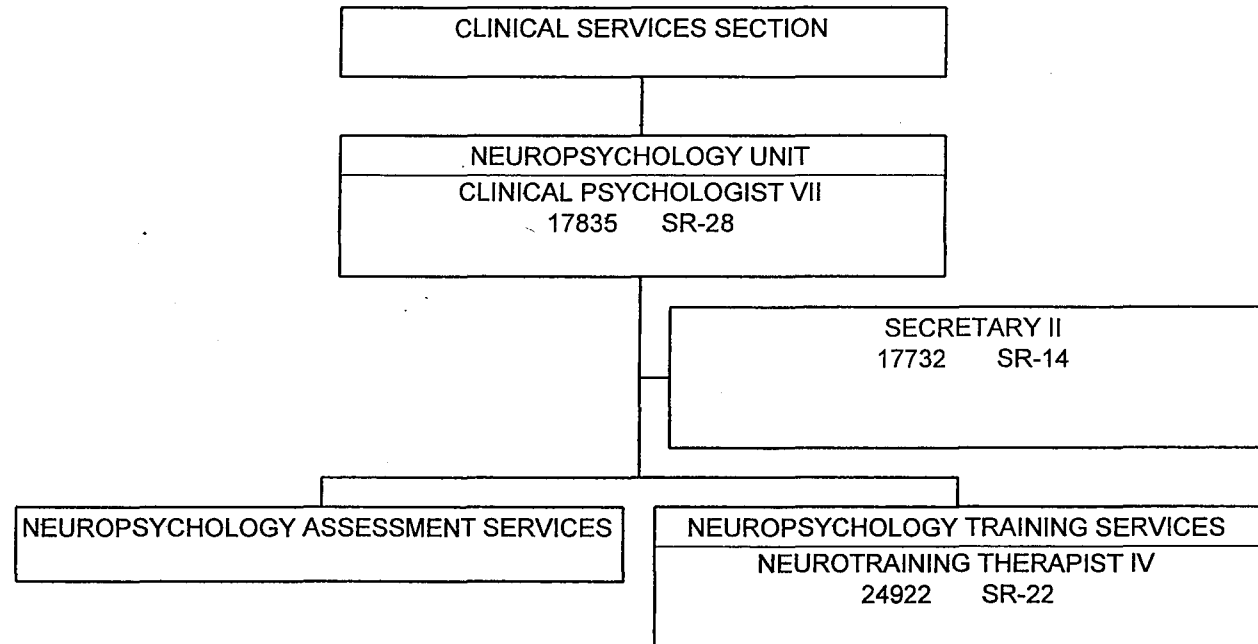
DATE: 11/22/11



(1) One of the Clinical Psychologist VI positions will be redescrbed to Clinical Psychologist VII, SR-28.

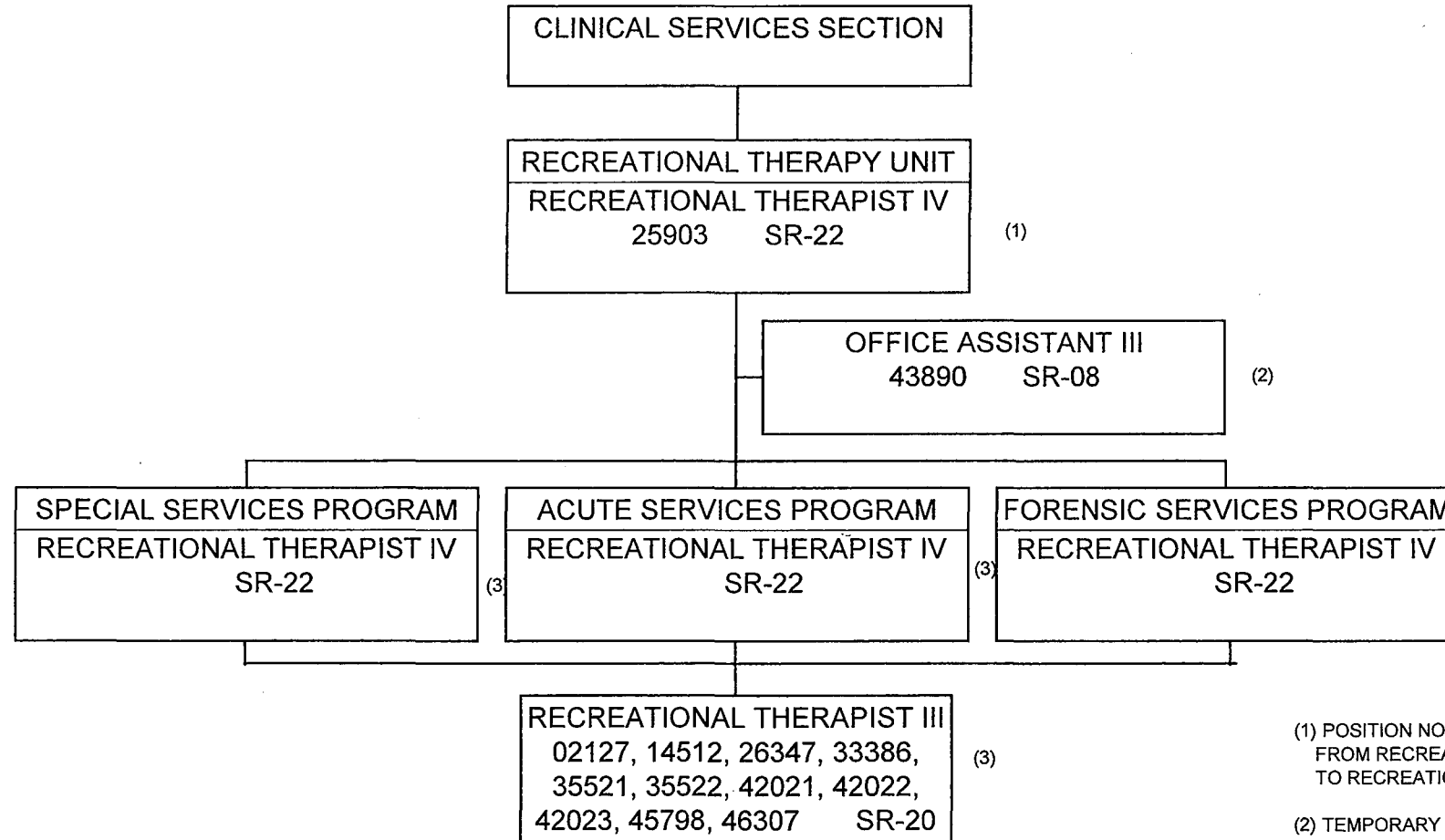
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION  
NEUROPSYCHOLOGY UNIT

POSITION ORGANIZATION CHART



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



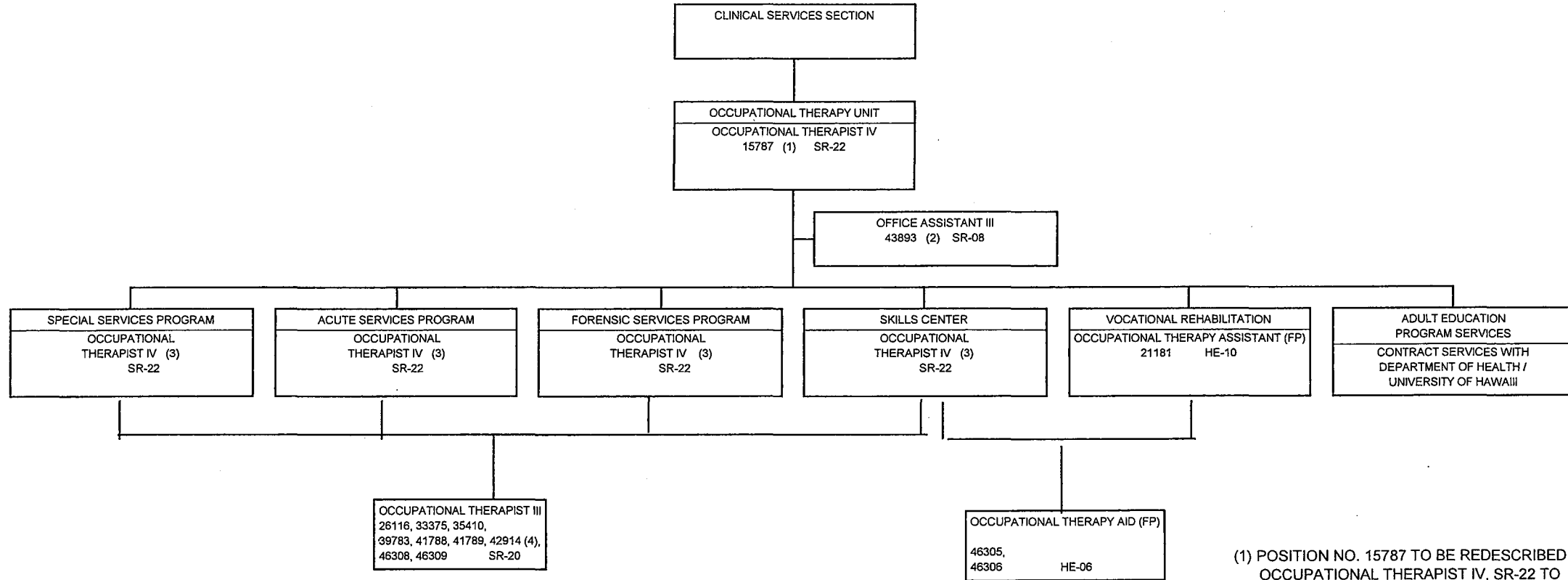
(1) POSITION NO. 25903 TO BE REDESCRIBED FROM RECREATIONAL THERAPIST IV, SR-22 TO RECREATIONAL THERAPIST V, SR-24.

(2) TEMPORARY POSITION, NTE 6/30/12.

(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 6/30/12.

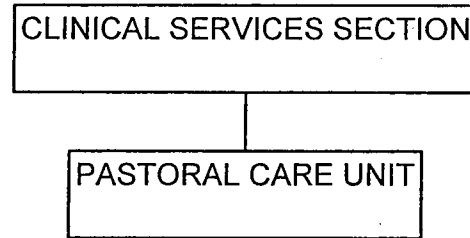
(3) FOUR OF THE OCCUPATIONAL THERAPIST III POSITIONS WILL BE REALLOCATED TO SUPERVISORY POSITIONS AS OCCUPATIONAL THERAPIST IV'S.

(4) .50 FTE.



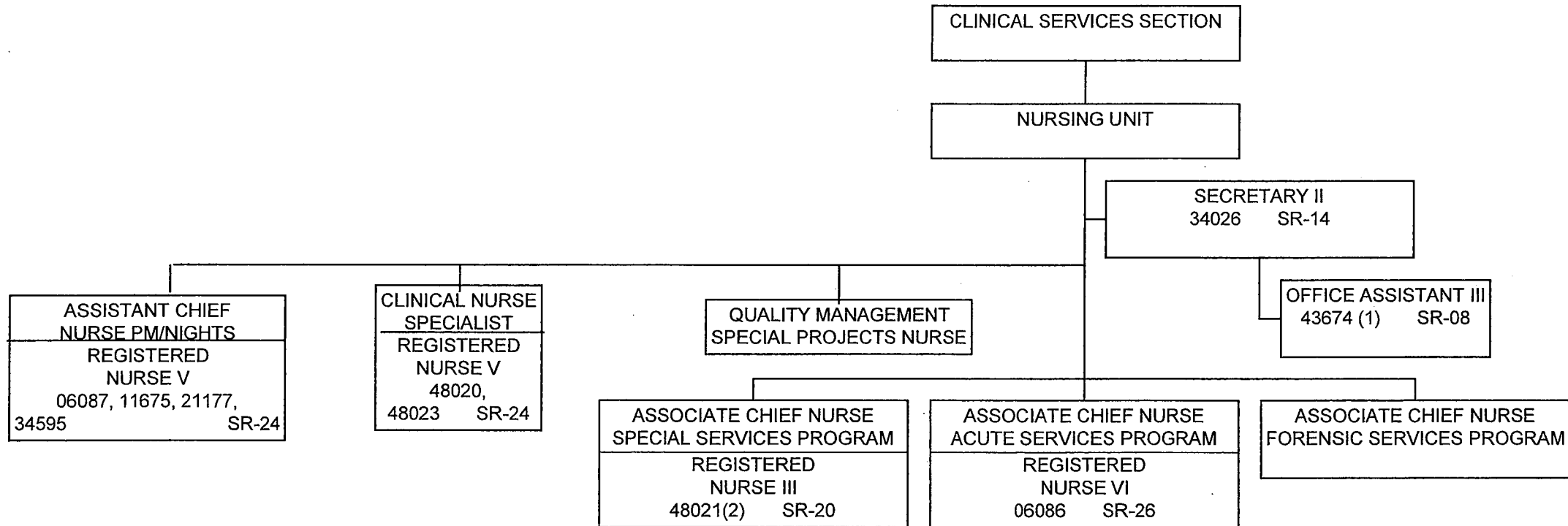
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION  
PASTORAL CARE UNIT

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

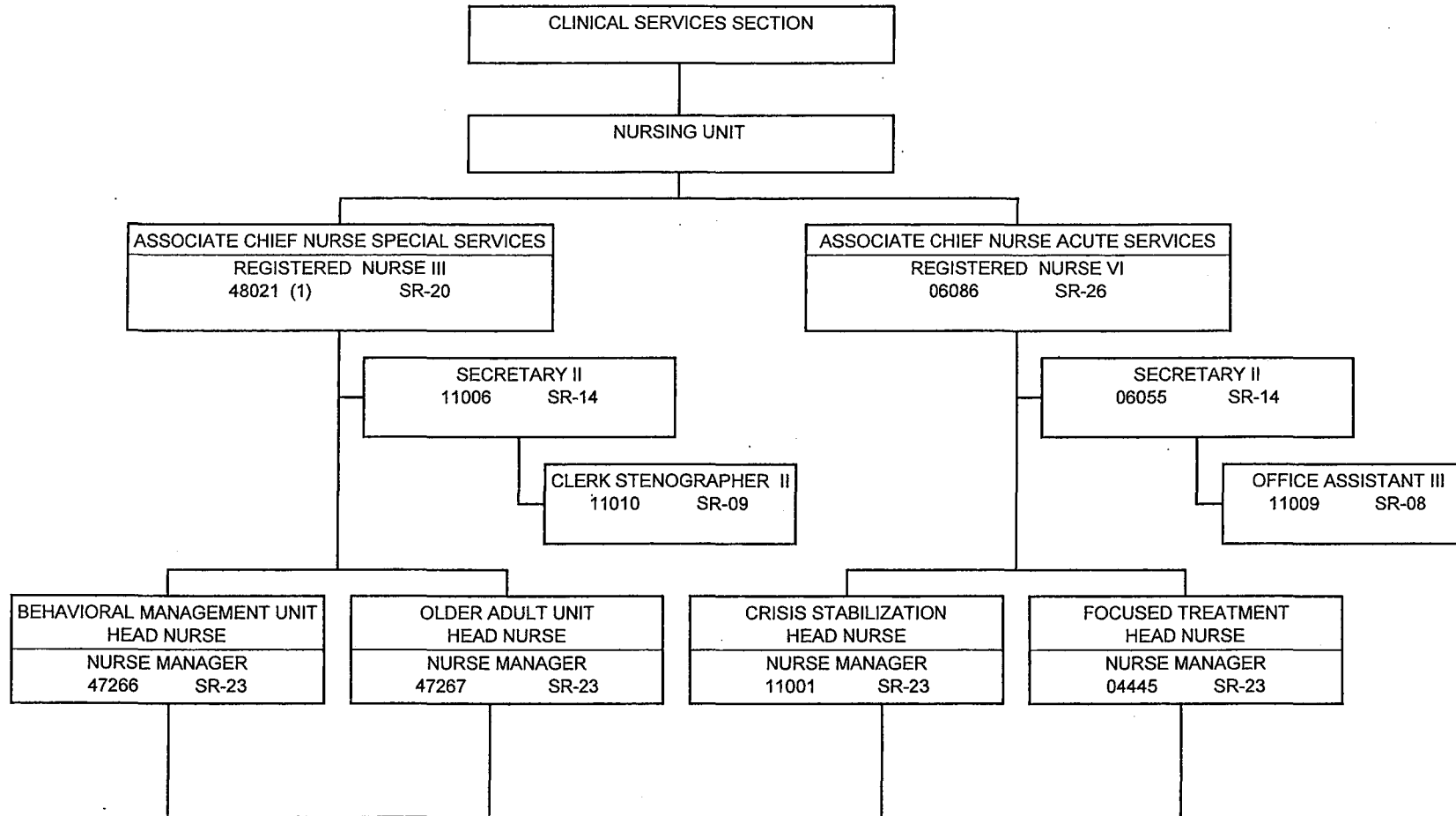
POSITION ORGANIZATION CHART



(1) TEMPORARY  
 POSITION, NTE 6/30/12.  
 (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



(CONTINUED ON NEXT PAGE)

(1) POSITION NO. 48021 TO BE REDESCRIBED FROM REGISTERED NURSE III, SR-20 TO REGISTERED NURSE V, SR-24.

ACKNOWLEDGED:

  
LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
DEPARTMENT OF HEALTH

DATE: 11/22/11

PROPOSED

(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, 51138 (1), 51141(1),(2), 51142 (1),(2), 116492 (1), 116493 (1) SR-20

LICENSED PRACTICAL NURSE - MENTAL HEALTH (FP)

02150, 02217, 02232, 07216, 10965, 10966, 15785, 15786, 18149, 25870, 25872, 26125, 49047, 49049, 49050 HE-08

PSYCHIATRIC TECHNICIAN (FP)

02137, 02143, 02163, 02164, 02165, 02184, 02190, 02196, 02222, 02247, 04444, 07213, 07220, 08135, 10974, 10986, 10976, 10987, 12009, 12030, 12032, 12034, 12040, 25875, 25876, 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, 49038, 49040, 49042, 49043, 49051, 49054, 49037, 51126, 51127, 116498 (1), 116499 (1), 116500 (1), 116501 (1) HE-06

PSYCHIATRIC TECHNICIAN (FP)

116507 (1), 116509 (1), 117128, 117129, 117130, 117131, 117132, 117133, 117134, 117135, 117136, 117137, 117138, 117139 HE-06

PARA-MEDICAL ASSISTANT MENTAL HEALTH (FP) 02196, 12031,

49044, 49045, 49052, 51124 (3), 33000, 08136, 10992, 12035, 12041, 18147, 31530, 49034, 18146, 51125, 51128 (1) (2), 51130, 112776 (1) (2), 112777 (1) (2), 116502 (1), 116503 (1), 116504 (1), 116505 (1), 116506 (1), 116508 (1), 116510 (1), 116511 (1), 116512 (1), 116513 (1), 116514 (1), 116515 (1), 116516 (1), 117120, 117121, 117122, 117123, 117124, 117125, 117126, 117127 HE-04

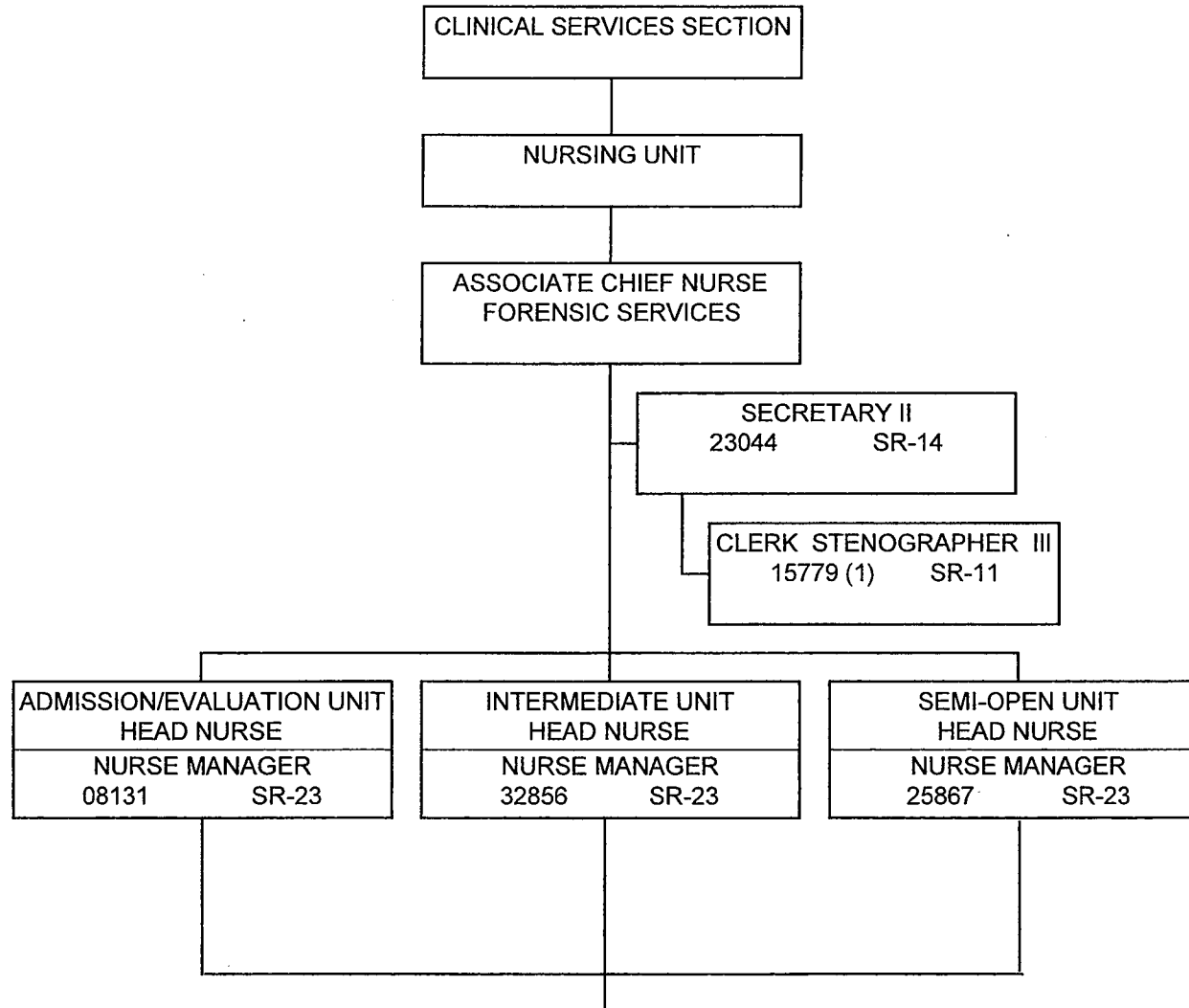
OFFICE ASSISTANT III

43667(1), 43672 (1), 43673 (1), 43668 (1) SR-08

(1) NTE 6/30/11.  
(2) 50% FTE.

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.

ACKNOWLEDGED:

  
LORETTA J. FUDDY, A.C.S.W., M.P.H., DIRECTOR  
DEPARTMENT OF HEALTH

DATE: 11/22/11

PROPOSED

(CONTINUED FROM PREVIOUS PAGE)

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, 25874, 26126, 49048, 52055, 52057 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, 116556, 116567 (2) HE-06

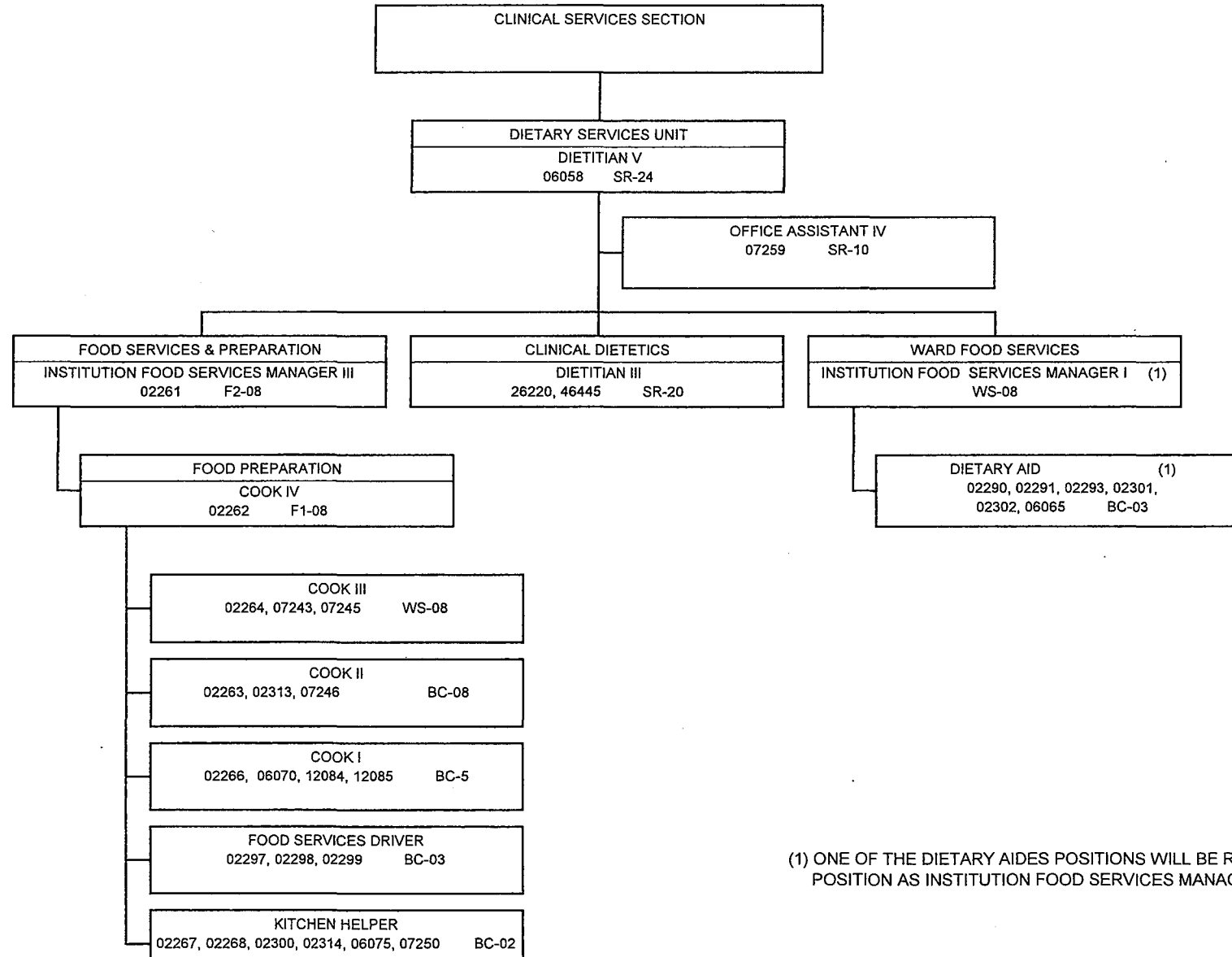
PARA-MEDICAL ASSISTANT - MENTAL HEALTH (FP)  
12014, 31528, 34606, 49035, 33061, 116552 (2), 116553 (2), 116554 (2), 116555 (2), 116560 (2), 116561 (2), 116562 (2), 116563 (2), 116564 (2), 116565 (2), 116566 (2), 116568 (2), 116569 (2), 116571 (2), 116573 (2) HE-04

OFFICE ASSISTANT III  
41787, 43669 (2), 43670 (2), 43671 (2) SR-08

(1) 50% FTE.  
(2) NTE 6/30/11.

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  
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.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
PROGRAM SUPPORT SERVICES

FUNCTIONAL STATEMENT

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:

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
PROGRAM SUPPORT SERVICES

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
PROGRAM SUPPORT SERVICES

FUNCTIONAL STATEMENT

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

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
PROGRAM SUPPORT SERVICES

FUNCTIONAL STATEMENT

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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PROGRAM SUPPORT SERVICES

FUNCTIONAL STATEMENT

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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ADULT MENTAL HEALTH DIVISION  
CENTRAL ADMINISTRATIVE SERVICES

FUNCTIONAL STATEMENT

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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ADULT MENTAL HEALTH DIVISION  
CENTRAL ADMINISTRATIVE SERVICES

FUNCTIONAL STATEMENT

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.

DEPARTMENT OF HEALTH  
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ADULT MENTAL HEALTH DIVISION  
OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
BRANCH ADMINISTRATION

FUNCTIONAL STATEMENT

The Branch Administration plans, organizes, directs, coordinates and monitors the Branch's programs, services, activities and staff toward achievement of the Adult Mental Health Division's (AMHD) mission and goals within the assigned area. It strives to provide excellence in continuously improving Branch services and to maintain high standards in ethical conduct and professional practices.

Branch Administration, within the assigned area:

- 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. The mission statement will be consistent with and complement the mission statements of the Adult Mental Health Division and the Department of Health.
- 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 Branch operations, overall.
- 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.
- In collaboration with the AMHD, establishes priorities for mental health services and special projects based on community needs.
- Establishes and maintains positive public relations between the Branch and the 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.

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ADMINISTRATIVE AND SUPPORT SERVICES OFFICE

FUNCTIONAL STATEMENT

The Administrative and Support Services Office is responsible for preparing and monitoring all fiscal and personnel actions, overseeing and maintaining the physical facilities, vehicles, and equipment, and establishing and maintaining 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.

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OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
QUALITY MANAGEMENT OFFICE

FUNCTIONAL STATEMENT

Quality Management Office assumes overall responsibility for coordinating the development, implementation, and administration of a Branch-wide, structured system for continuous improvement processes to meet consumer needs. Ensures that all licensure, accreditation, and certification requirements are met, and obtains input from consumer and community groups.

- Complies with the Division-wide program evaluation system which includes evaluating pre-established goals against the outcomes of services provided to consumers. Provides ongoing monitoring, evaluation and improvement of the Branch's programs and services by collecting and analyzing data, monitoring treatment effectiveness and patient satisfaction, and integrating the findings into the Branch's operations.
- Reviews screening, admissions, active cases and discharges for quality, cost effectiveness, and appropriateness of service/treatment provided.
- 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 coordinated into policies and procedures to assure continuity, eliminate duplication of effort and increase compliance.
- Provides a system to make the Branch's policies and procedures available to all staff.
- Assesses the objectives, scope, and effectiveness of the quality management effort. Recommends improvements for system advancement.
- Identifies staff training and educational needs. Plans or coordinates appropriate programs. Maintains records of staff training profiles.
- 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 as it relates to liability and malpractice issues.
- Coordinates and facilitates risk prevention and corrective activities Branch-wide.
- Provides information and training to consumers, staff and others about the rights of the mentally ill.
- Maintains, evaluates and amends a system to deal with grievances and appeals concerning the rights of the person served.

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- Obtains input from and provides linkages to interested consumer and community groups on issues regarding mental health delivery.
- Develops and monitors a uniform system of clinical record keeping.
- Maintains the Branch's library of psychiatric and allied reference books and publications. Maintains current copies of Branch and Division policies and procedures, Hawaii Revised Statutes, and related administrative rules.
- Develops and implements a system for obtaining and keeping current documentation of professional credentials for all clinical staff.

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OAHU COMMUNITY MENTAL HEALTH CENTER BRANCH  
TREATMENT SERVICES SECTIONS I, II, III, IV

FUNCTIONAL STATEMENT

This section has the primary responsibility for providing community-based mental health treatment services, utilizing a multidisciplinary framework, to meet the needs of the eligible population of persons with mental health disorders, as defined by AMHD. The staff of Treatment Services Section will assist the consumer in understanding and managing his/her mental disorder.

The Treatment Services Section consists of the clinical disciplines of Psychiatry, Psychology, Social Work, Nursing, and allied mental health professionals. The Section Head coordinates the planning organizing, implementation, and monitoring of the clinical services of this section. The Section Head and his/her staff have the responsibility for ensuring that the clinical services provided meet local and national standards and requirements, and for assuring accountability for all professional activity within the Branch.

- Provides case finding and outreach to persons with serious mental illness.
- 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 consumer who is admitted for services.
- Develops, reviews and monitors treatment plans. Insures that treatment plans are individualized, appropriate to the needs of the consumer, contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs, and preferences of the consumer.
- Provides treatment including medication assessment, prescription, monitoring, and individual, group and/or family therapy.
- Provides immediate assessment and appropriate care to persons or families in mental health crisis situations.
- Provides case management functions which include, linkage, monitoring, and advocacy for consumers.
- Provides psycho-educational modules, other skill training, and support groups to the consumer, their families and significant others.
- Collaborates with community agencies, hospitals and other providers to facilitate continuity of care for consumers.

- Participates, coordinates, and provides services to consumers following their discharge from in-patient psychiatric or correctional facilities.
- Encourages consumers and their families to participate in treatment decisions including discharge planning. Arranges follow-up and linkages for discharged consumers.
- Provides consultation, education, and advocacy, to the community on mental health issues.

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REHABILITATION SERVICES SECTION

FUNCTIONAL STATEMENT

This section has the principal responsibility for providing a range of rehabilitative services to adults with serious mental illness. The primary mode of service provision will be through the clubhouse model pioneered by Fountain House. Clubhouse services are designed to foster and support optimal levels of independent functioning and community reintegration. Services are provided by an interdisciplinary team which will assume overall responsibility for the operation and functioning of the clubhouse. However, staff and members form an essential partnership for the organization and implementation of rehabilitative tasks and responsibilities.

- 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.
- Develops and maintains a clubhouse-supported Transitional Employment Program which generates job training and placements in a variety of external work settings.
- 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.
- Provides consultation, education, and advocacy, to the community on mental health issues.

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REHABILITATIVE SERVICES SECTION  
HOUSING AND SKILL BUILDING UNIT

FUNCTIONAL STATEMENT

This unit provides rehabilitative services to clients residing in various group and supportive living situations and coordinates psycho educational classes and skill building groups for clients at the four treatment services sections.

- Provides "in vivo" rehabilitation services to clients residing in various group and supportive living situations.
- Teaches clients skills needed to assist them to live as independently as possible in the least restrictive setting (ie.: budgeting, shopping, food preparation, housekeeping, etc.).
- Develops new housing opportunities for clients.
- Coordinates the psycho educational and skill building classes at the four treatment sites. Leads some of the psycho educational classes and skill building groups.

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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.



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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.

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ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
BRANCH ADMINISTRATION

FUNCTIONAL STATEMENT  
PROPOSED

- Operates and administers a public hospital and affiliated programs 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 programs 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.

RECKA ACKNOWLEDGED 11/22/11

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ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
BRANCH ADMINISTRATION

PROPOSED

- 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.

RENEW. ACKNOWLEDGED 11/22/80

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BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH

FUNCTIONAL STATEMENT  
PROPOSED

AFFILIATED PROGRAMS 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 of 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 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 or eliminate symptoms, restore and/or improve functioning,

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PROPOSED

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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HAWAII STATE HOSPITAL BRANCH  
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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BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
QUALITY MANAGEMENT SERVICES SECTION

FUNCTIONAL STATEMENT

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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BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
QUALITY MANAGEMENT SERVICES SECTION

FUNCTIONAL STATEMENT

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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HAWAII STATE HOSPITAL BRANCH  
QUALITY MANAGEMENT SERVICES SECTION

FUNCTIONAL STATEMENT

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 MANAGEMENT SERVICES SECTION

FUNCTIONAL STATEMENT

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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FUNCTIONAL STATEMENT

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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FUNCTIONAL STATEMENT

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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FUNCTIONAL STATEMENT

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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FUNCTIONAL STATEMENT

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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FUNCTIONAL STATEMENT

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.

**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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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.

**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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FUNCTIONAL STATEMENT

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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DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
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HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION

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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BEHAVIORAL HEALTH ADMINISTRATION  
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HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION

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.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION

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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DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
CLINICAL SERVICES SECTION

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.

Dietary Unit

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.



DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
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.

DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
ADMINISTRATIVE AND SUPPORT SERVICES SECTION

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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DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
HAWAII STATE HOSPITAL BRANCH  
ADMINISTRATIVE AND SUPPORT SERVICES SECTION

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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DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ADULT MENTAL HEALTH DIVISION  
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ADMINISTRATIVE AND SUPPORT SERVICES SECTION

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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BEHAVIORAL HEALTH ADMINISTRATION  
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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 rehung 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.

## 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 wiring 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.



## Plant Technology and Safety Management Unit

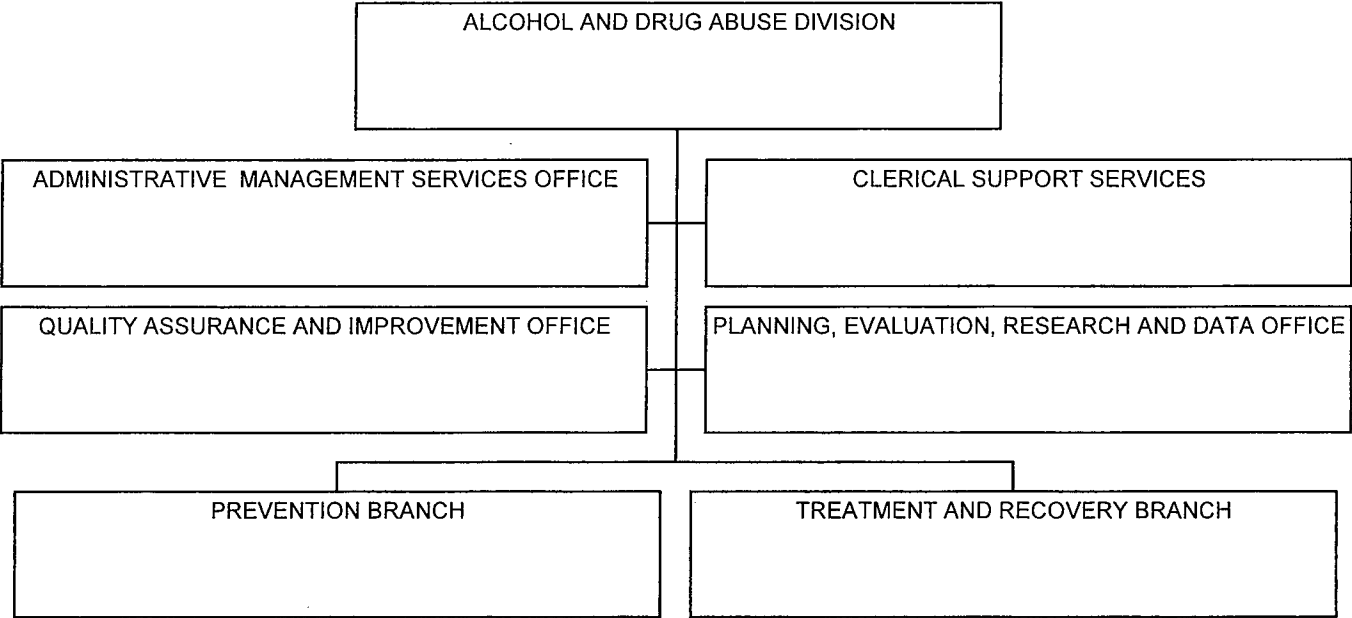
Central Purchasing

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.

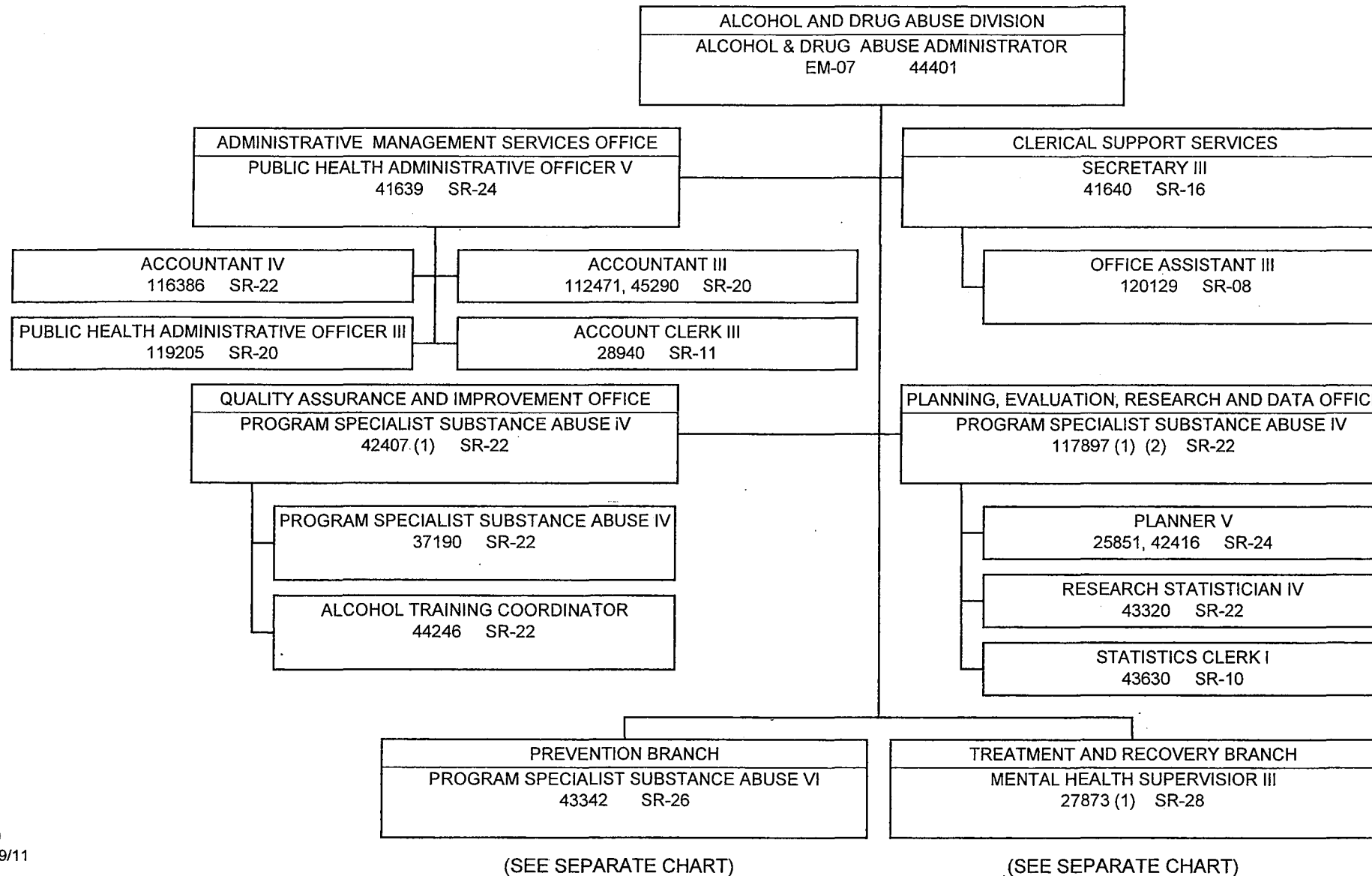
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ALCOHOL AND DRUG ABUSE DIVISION

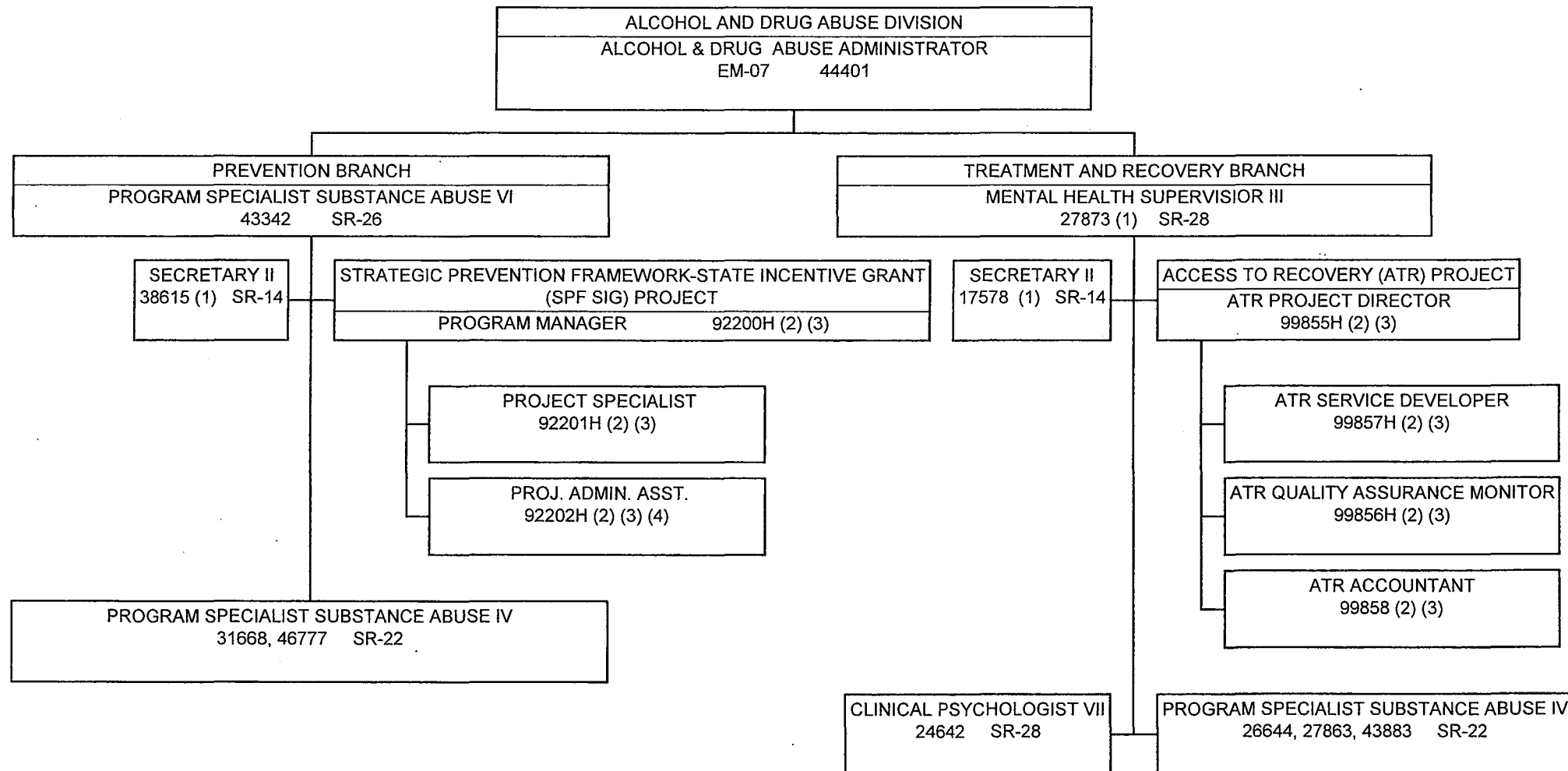
POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED.  
 (2) TEMPORARY, NTE 6/30/12.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 ALCOHOL AND DRUG ABUSE DIVISION  
 PREVENTION BRANCH/TREATMENT AND RECOVERY BRANCH

POSITION ORGANIZATION CHART



(1) TO BE REDESCRIBED.  
 (2) TO BE ESTABLISHED.  
 (3) TEMPORARY, NTE 6/30/12.  
 (4) .50 FTE.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

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, Aetna, 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

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.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

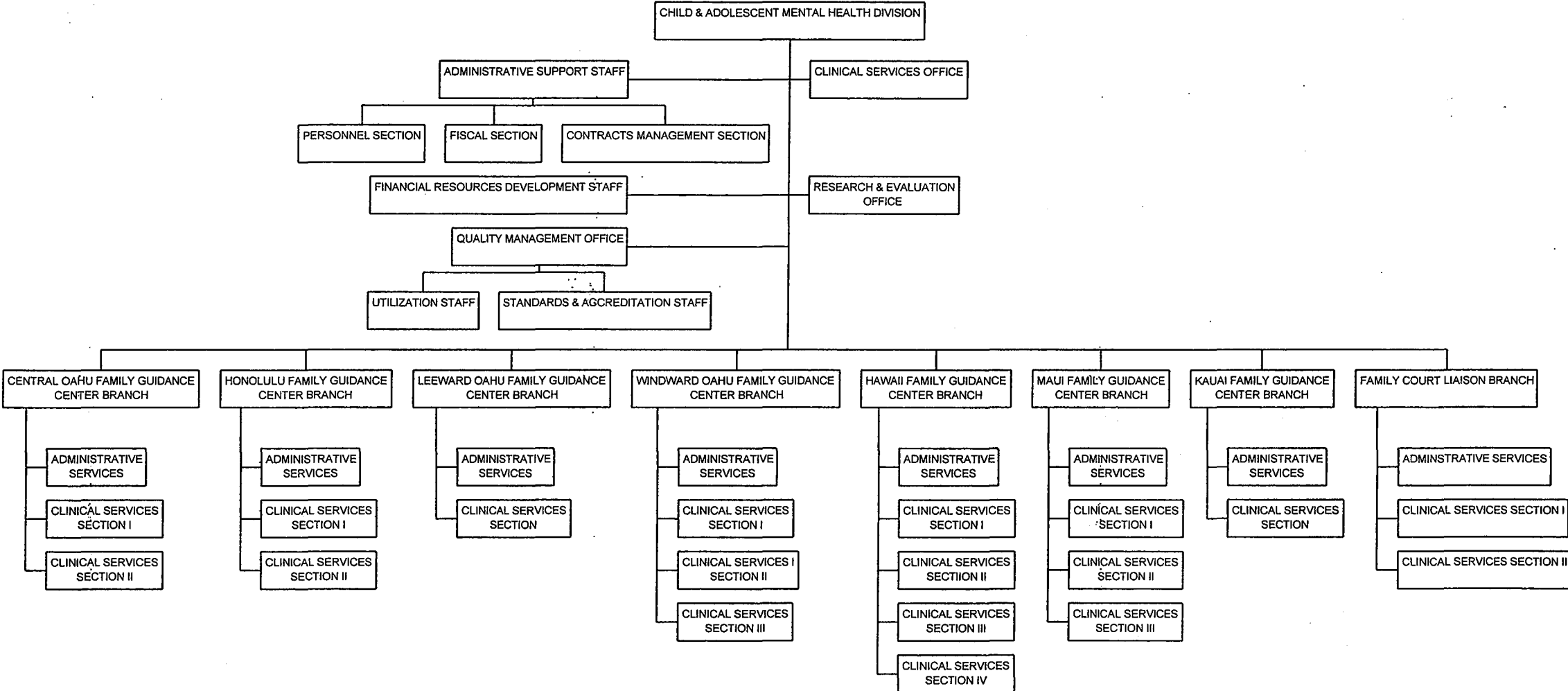
FUNCTIONAL STATEMENT

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.

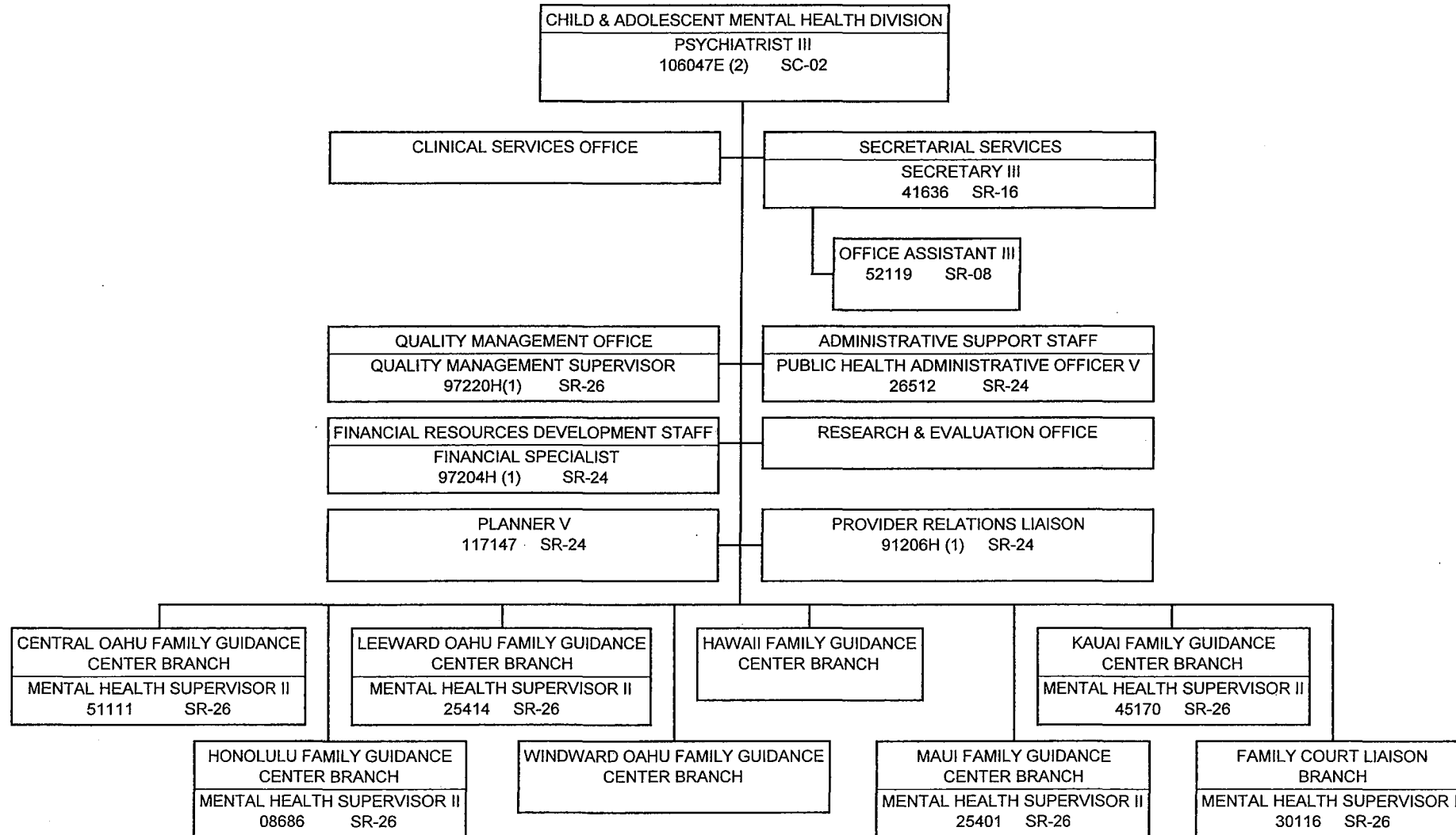
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

ORGANIZATION CHART



STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD & ADOLESCENT MENTAL HEALTH DIVISION

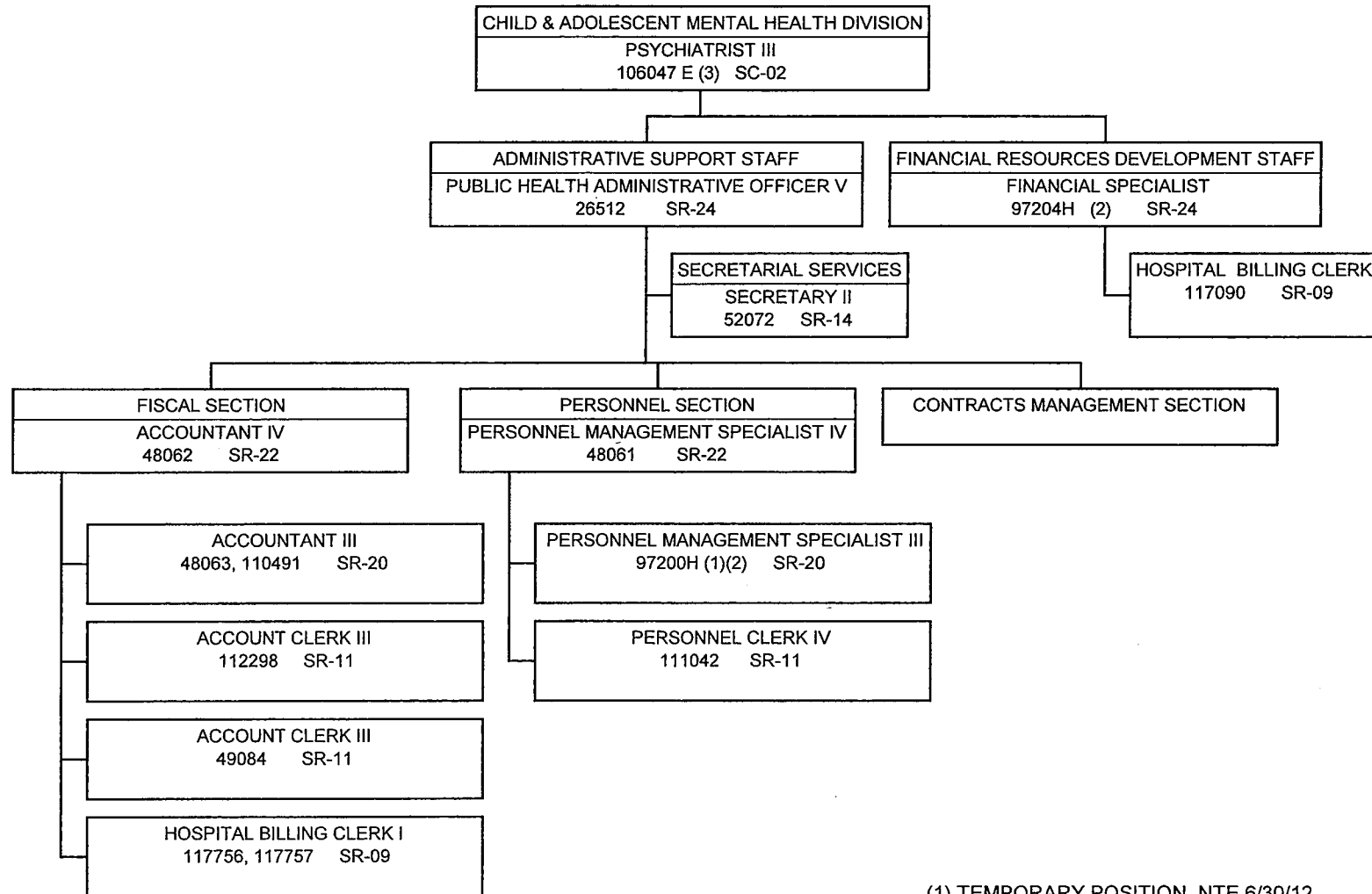
POSITION ORGANIZATION CHART



(1) TO BE ESTABLISHED.  
 (2) ABOLISHED.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD & ADOLESCENT MENTAL HEALTH DIVISION  
 CENTRAL ADMINISTRATIVE SERVICES

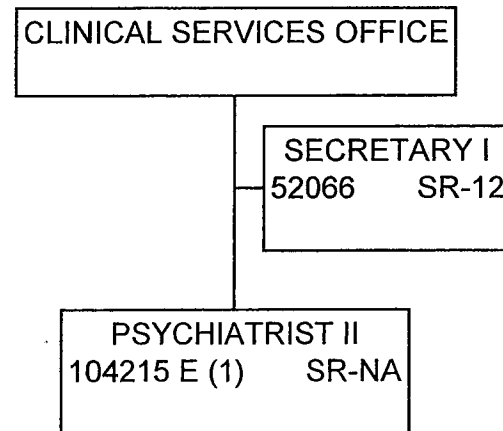
POSITION ORGANIZATION CHART



(1) TEMPORARY POSITION, NTE 6/30/12.  
 (2) TO BE ESTABLISHED.  
 (3) ABOLISHED.

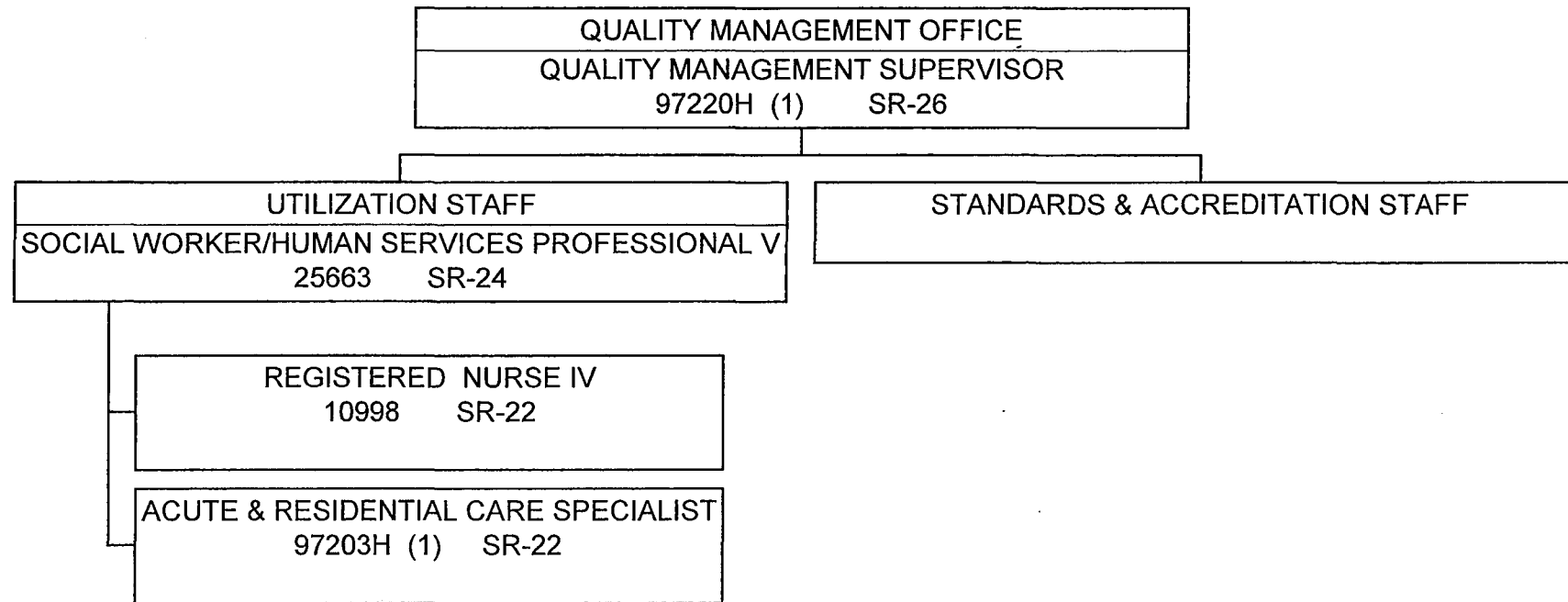
STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD & ADOLESCENT MENTAL HEALTH DIVISION  
CLINICAL SERVICES OFFICE

POSITION ORGANIZATION CHART



(1) TEMPORARY POSITION, NTE 6/30/12.

POSITION ORGANIZATION CHART

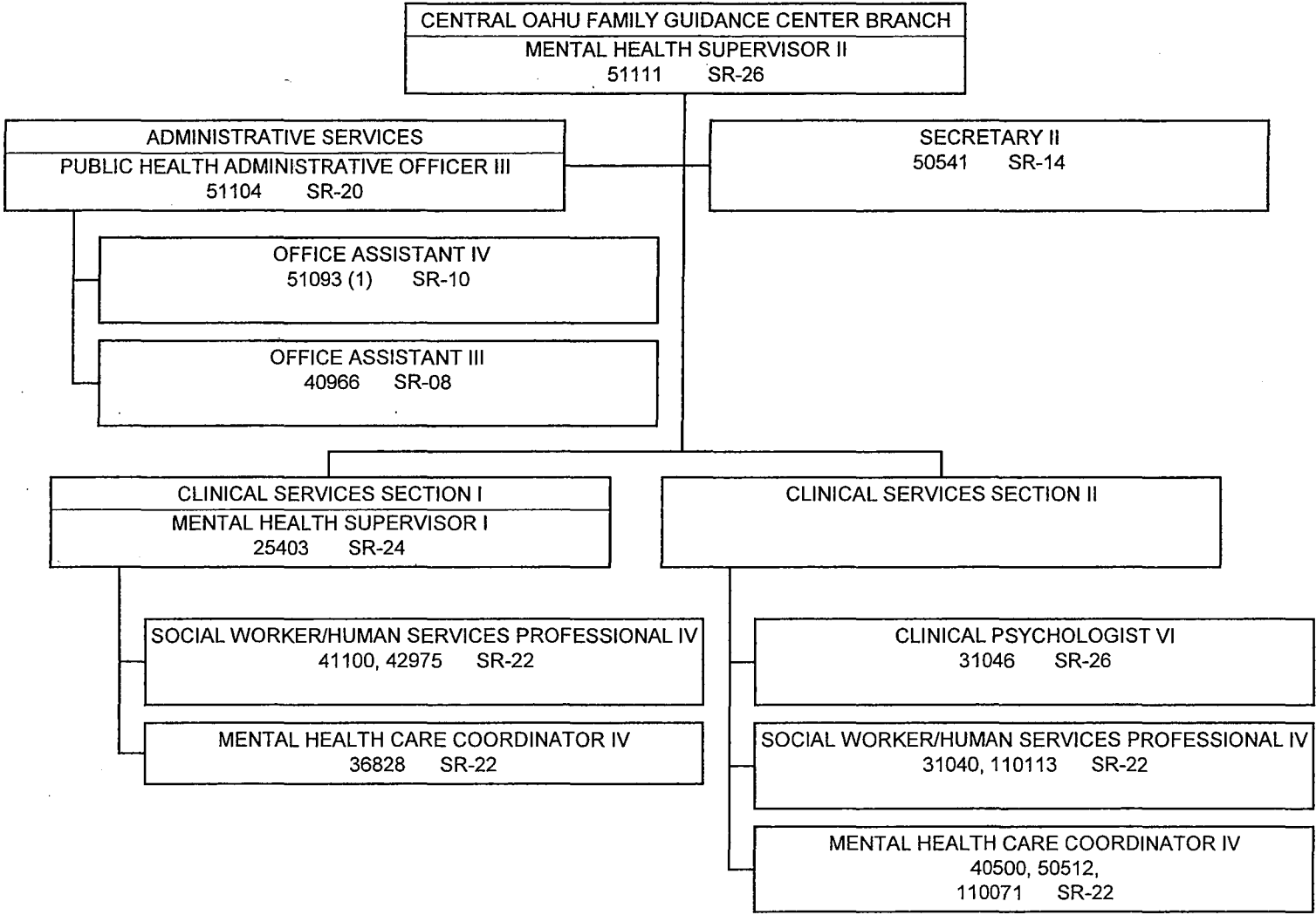


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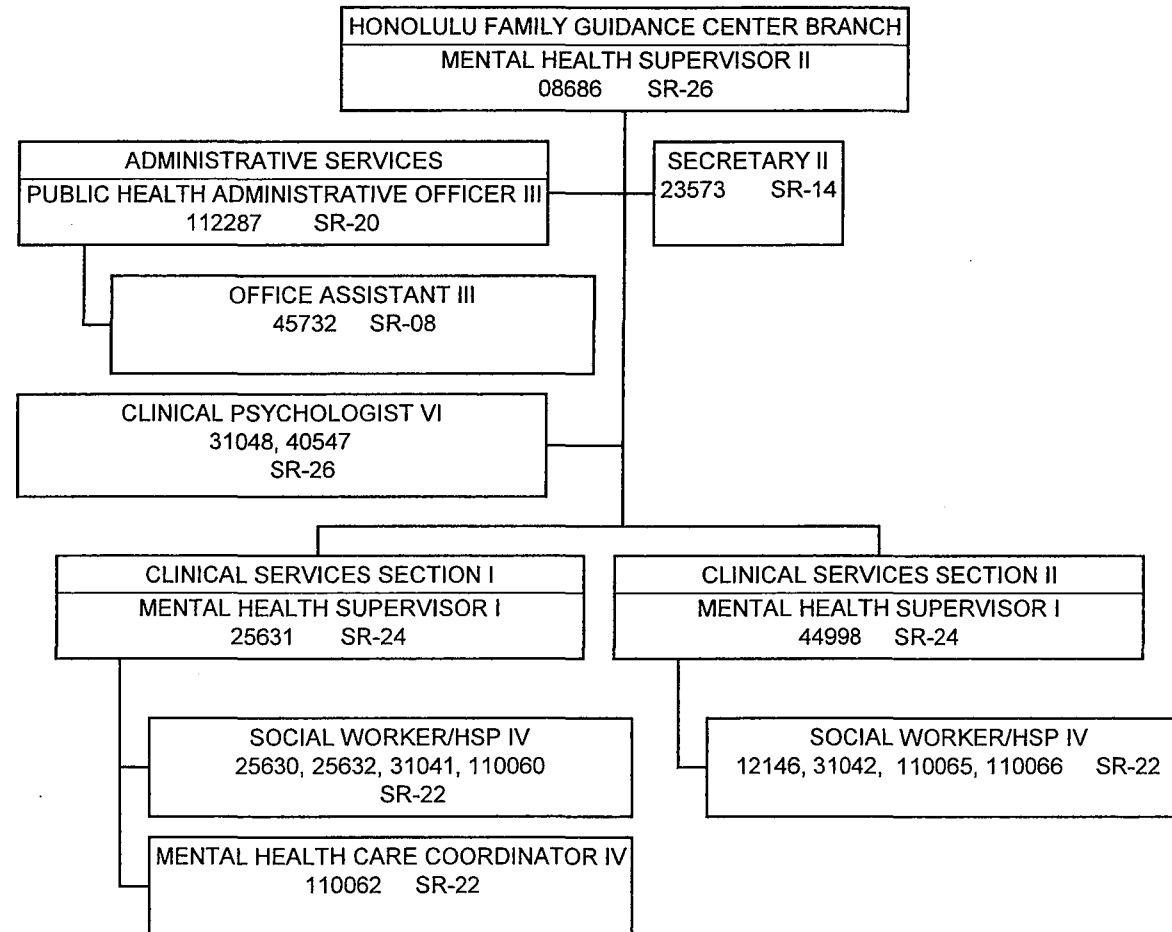
STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD & ADOLESCENT MENTAL HEALTH DIVISION  
 CENTRAL OAHU FAMILY GUIDANCE CENTER BRANCH

POSITION ORGANIZATION CHART

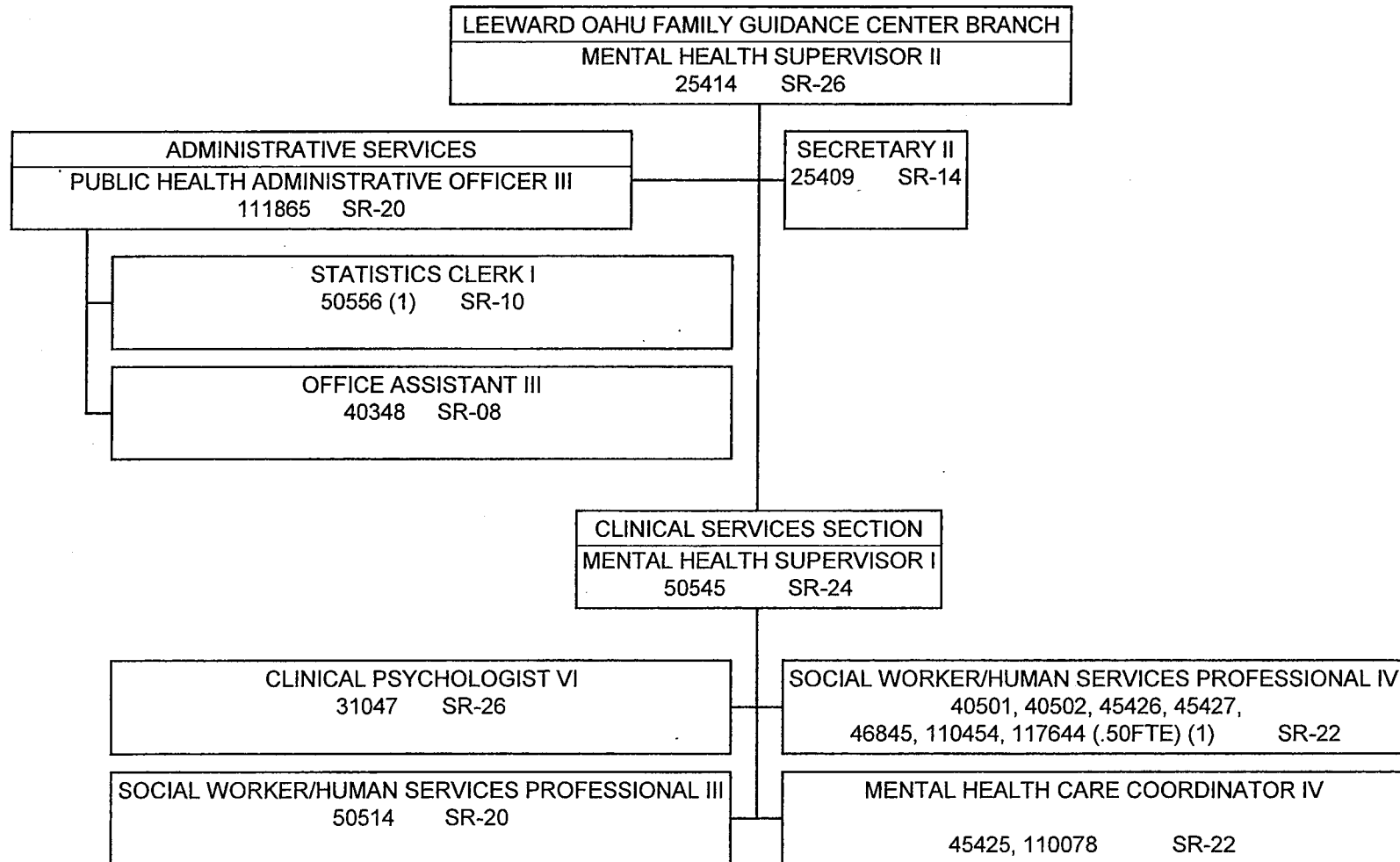


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POSITION ORGANIZATION CHART



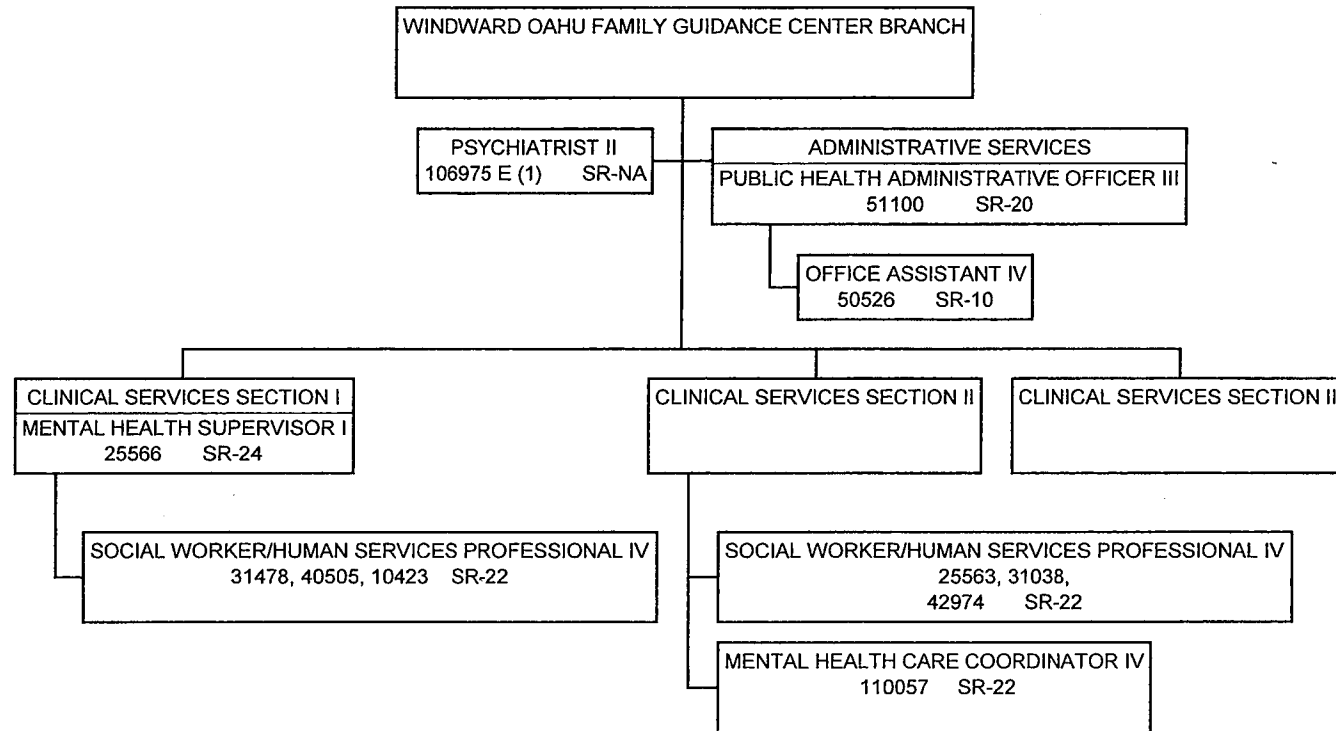
POSITION ORGANIZATION CHART



(1) TEMPORARY, NTE 6/30/12.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD & ADOLESCENT MENTAL HEALTH DIVISION  
 WINDWARD OAHU FAMILY GUIDANCE CENTER BRANCH

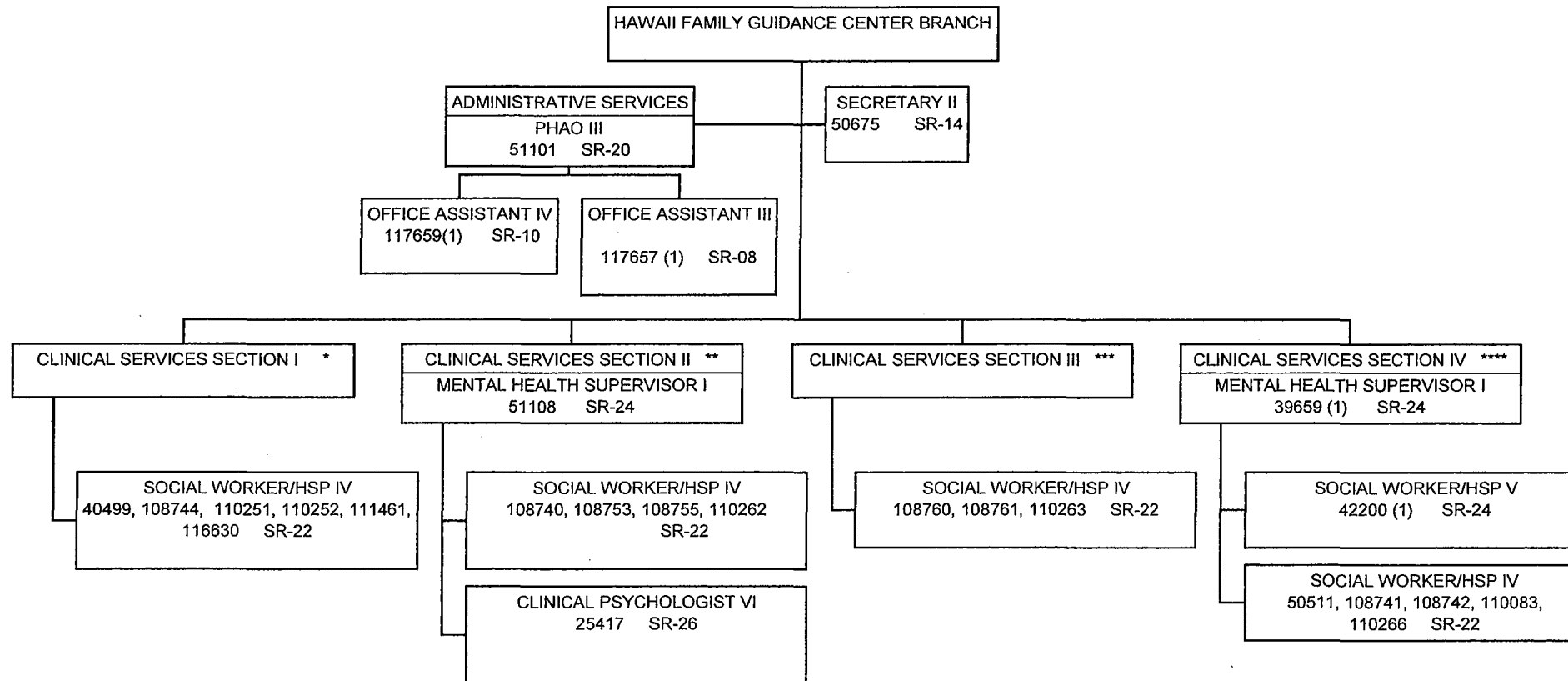
POSITION ORGANIZATION CHART



(1) TEMPORARY POSITION, NTE 6/30/12.

STATE OF HAWAII  
 DEPARTMENT OF HEALTH  
 BEHAVIORAL HEALTH ADMINISTRATION  
 CHILD & ADOLESCENT MENTAL HEALTH DIVISION  
 HAWAII FAMILY GUIDANCE CENTER BRANCH

POSITION ORGANIZATION CHART

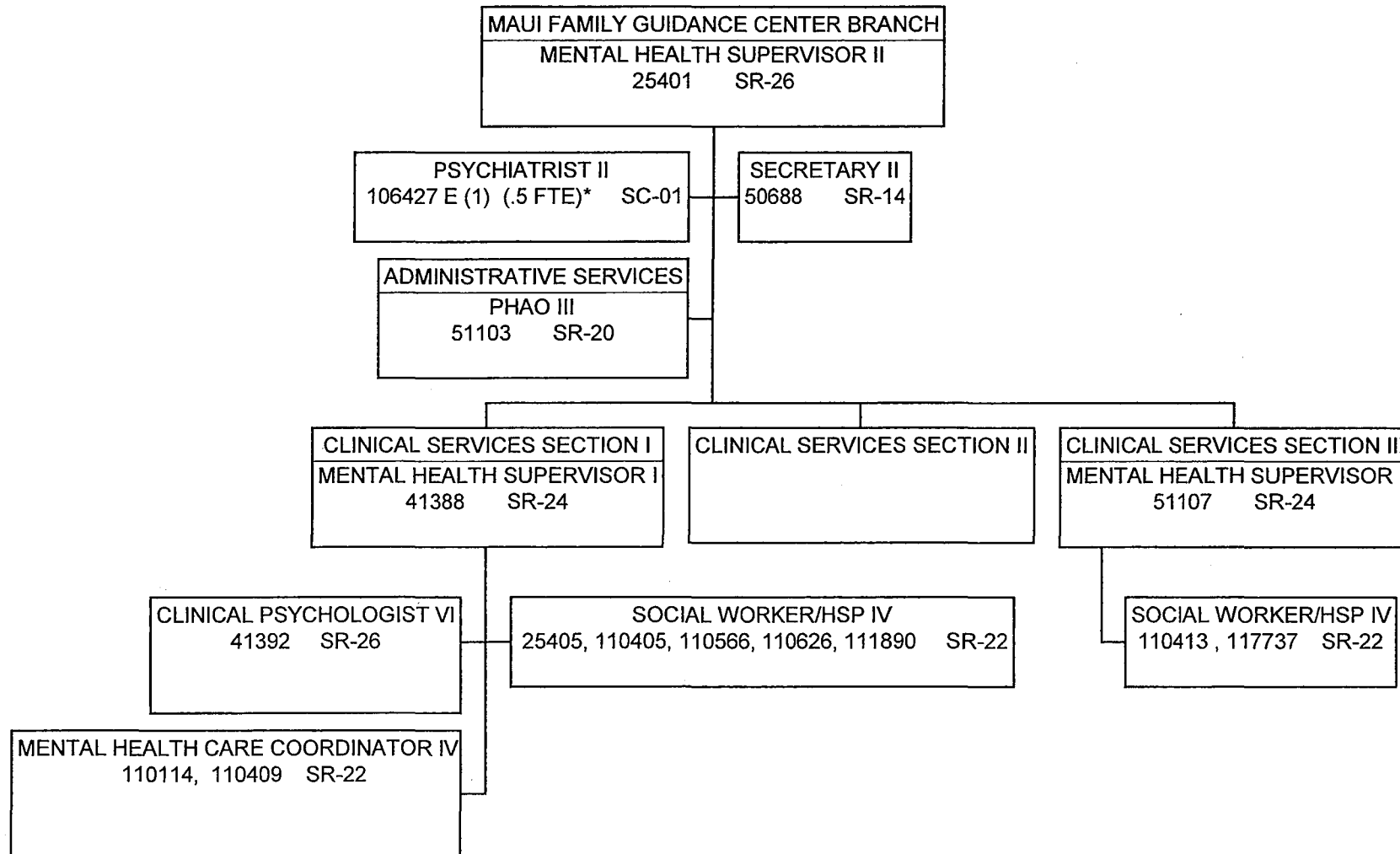


NOTE: SERVES THE GEOGRAPHICAL AREAS:

- \* HILO.
- \*\*KONA.
- \*\*\*WAIMEA
- \*\*\*\*KA'U/PUNA

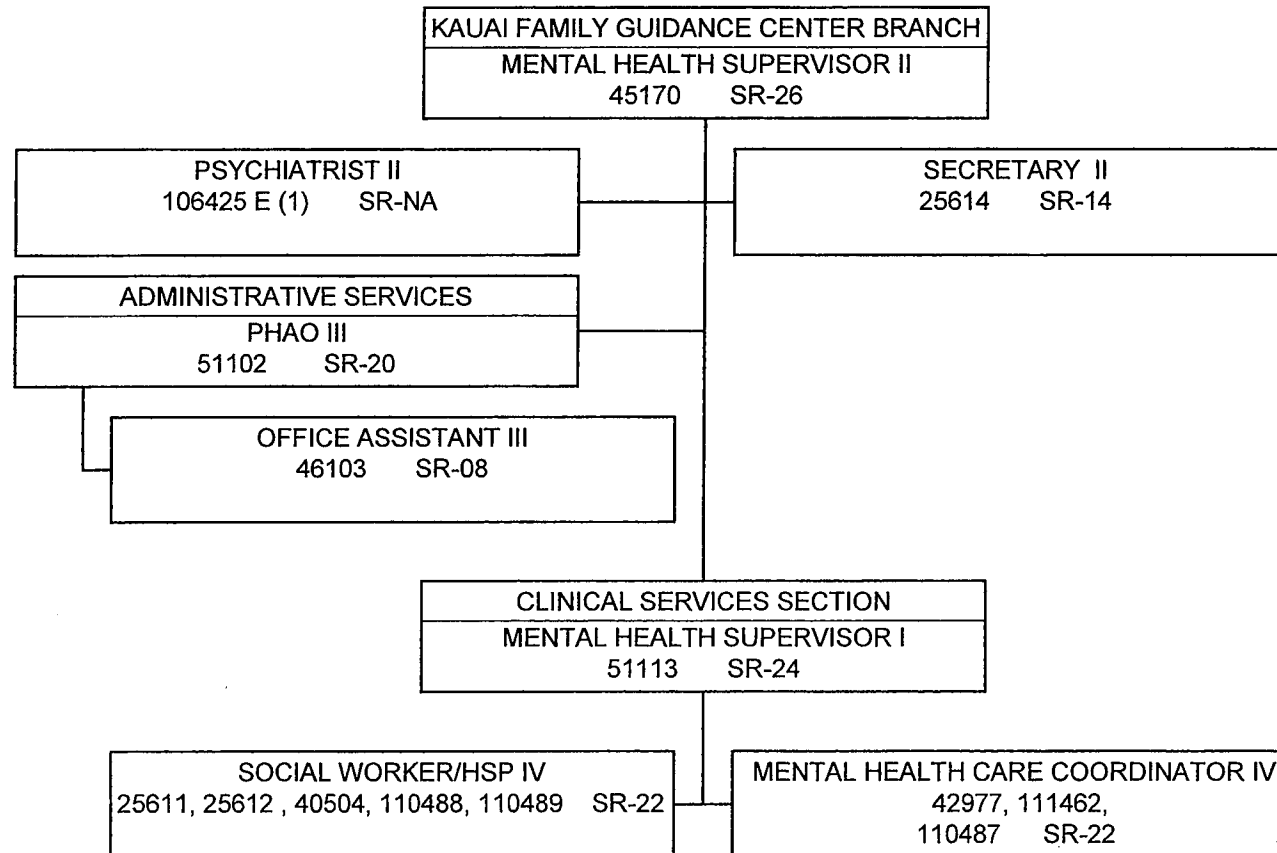
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POSITION ORGANIZATION CHART

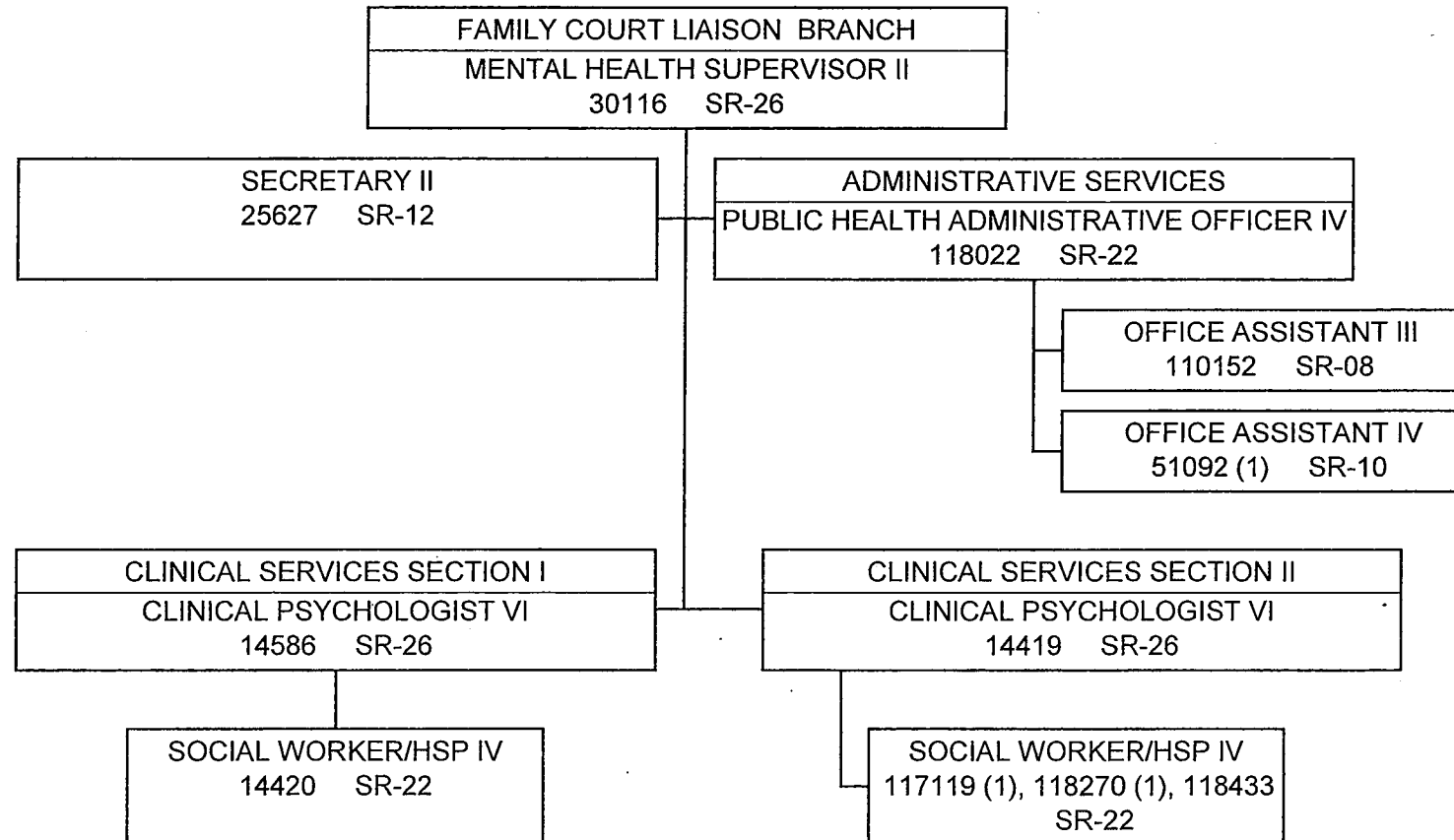


(1) TEMPORARY NTE 6/30/12.

POSITION ORGANIZATION CHART



(1) TEMPORARY NTE 6/30/12.



(1) TEMPORARY POSITION, NTE 6/30/12.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

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 and manages the state's comprehensive child and adolescent mental health system.
- Directs, coordinates, monitors, and evaluates the effectiveness of the operations of the state's child and adolescent mental health programs, services, and activities.
- Formulates plans, policies, and operating principles for the Division based on assessment of needs, availability of resources, utilization patterns, and outcome data.
- Provides for linkages with other divisions within the Department of Health, other departments, state offices, legislature, federal, state, and county agencies and other groups concerned with child and adolescent mental health service and planning.
- 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 local governments on legal and policy issues related to child and adolescent mental health.
- Provides leadership in expanding resources, enhancing capacity, and increasing the knowledge base in child and adolescent mental health.
- Establishes and maintains regular communications between CAMHD and its network of mental health providers, including information on changes and updates to standards, policies and procedures.
- Serves as liaison to CAMHD's network of mental health providers, and resolves issues and disputes between CAMHD and its providers.

SECRETARIAL SERVICES:

- Provides secretarial and clerical support services to the division and its staff services.

RESEARCH AND EVALUATION OFFICE

Designs and oversees a comprehensive, statewide evaluation and reporting systems for the purpose of improving effectiveness and efficiency, improving clinical practice and client outcomes, and maximizing federal reimbursements and external funding.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

- Conducts special studies, surveys, and analyses related to key strategic objectives.
- Promotes revenues maximization through grant writing and evaluation.
- Performs division-wide training and consultation on use of data to improve decision-making and operations.
- Designs and builds decision support tools to promote evidence-based services and use of best practices across divisional functions.
- Provides liaison with external researchers interested in studying mental health in Hawaii.
- Broadly disseminates annual evaluation results to stakeholders and public policy makers to promote public accountability and operational transparency.

SEVEN (7) REGIONAL FAMILY GUIDANCE CENTER BRANCHES AND ONE (1) FAMILY COURT LIAISON BRANCH:

- Plans, organizes, implements, and monitors programs and activities to meet the mental health needs of children, adolescents, and their families in a locally-based and culturally sensitive manner. Four Family Guidance Center Branches are located on Oahu. Each of the islands of Hawaii, Maui, and Kauai has a Family Guidance Center Branch.
- Family Court Liaison Branch provides screening, assessment, evaluative, diagnostic, treatment and consultative services to youth involved in the juvenile justice system.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
QUALITY MANAGEMENT OFFICE

FUNCTIONAL STATEMENT

Assumes responsibility for development, implementation and monitoring of a Division-wide, structured system for continuous organizational improvement. Oversees program and clinical service standards to insure high quality, timely, and cost-effective treatment services. Ensures that standards for licensure, accreditation, and credentialing are met.

STANDARDS AND ACCREDITATION UNIT

- Develops, coordinates and monitors the clinical standards of the various programs within the child and adolescent mental health system of care.
- Provides all organizational units of the Division with technical assistance and consultation in areas related to clinical service standards.
- 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 including credentialing and privileging criteria for the mental health professions.
- Assures that all organizational, program, and other accreditation standards set by the Commission on Accreditation of Rehabilitation Facilities (CARF), the Joint Commission and other regulatory and accrediting agencies are met.
- Identifies current licensing categories for state and contract providers, and develops and recommends new categories, as needed.
- Establishes and coordinates procedures for consumer grievances and mechanism for systematic and ongoing input by consumers, their families, and community groups regarding mental health services and unmet needs.
- Assures 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.
- Oversees the process of developing written operational policies and procedures for all organizational units of the Division. Reviews all proposed policies and procedures for consistency with existing policies and the established mission, values, and goals of the Division.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
QUALITY MANAGEMENT OFFICE

FUNCTIONAL STATEMENT

- Maintains current copies of the Division policies and procedures manual and the policy and procedure manuals of all organizational units of the Division.
- Coordinates and supervises 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.
- 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.
- Responsible for developing and monitoring health and safety policies and procedures including emergency plans and procedures that deal with natural disasters, medical emergencies, bomb threats, fires and power failures.

UTILIZATION STAFF

- Assures that the Division remains in compliance with the terms of the U.S. Department of Justice Settlement Agreement.
- Assures that deadlines and time frames set by the Felix Consent decree are met, as they relate to quality management.
- Develops mechanisms to assess the utilization of services and the extent to which these services meet the needs and preferences of consumers and their families.
- Coordinates the services among the state agencies working with the most difficult cases of emotionally disturbed and developmentally disabled children and adolescents.
- Monitors the progress of children and adolescents receiving in-patient psychiatric services from contract providers. Ensures that children are served in least restrictive environments.
- Monitors service utilization patterns to minimize restrictive options such as out-of-home and out-of-community placements.
- Monitors medication and medical conditions of children and adolescents in contracted facilities through chart audits.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
QUALITY MANAGEMENT OFFICE

FUNCTIONAL STATEMENT

- Provides technical assistance, consultation and coordination to the branches in developing and implementing "wraparound" services for difficult cases of emotionally disturbed children and adolescents. These are community-based, individualized, and interdisciplinary services in three or more life domain areas, such as, family, social, educational/vocational, psychological/emotional and legal.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
CLINICAL SERVICES OFFICE

FUNCTIONAL STATEMENT

The Clinical Services Office has overall responsibility for providing clinical oversight, technical assistance, and staff training at CAMHD branches. The Clinical Director and his/her staff have the responsibility for ensuring that clinical services provided meet or exceed local and national standards and requirements.

- Provides clinical leadership to branch and division personnel.
- Assures accountability for all professional services provided within the division.
- Provides clinical-administrative oversight of all regional clinical programs.
- Participates in CAMHD quality management activities and continuously strives to improve the quality of care provided by the branches.
- Collaborates with the Quality Management Office in monitoring of policies and procedures by regional branches. Provides assistance to the branches in policy and program development.
- Responsible for assessment of service capability in order to define the services that CAMHD can provide. Assists other divisional segments in development of organizational goals and objectives based on periodic and systematic analysis of the needs of current and potential consumers.
- Insures adequate resources and personnel are located in geographic regions.
- Provides technical assistance when needed at the branch level.
- Provides guidance and education to branch personnel regarding Division policy.
- Provides technical assistance on reorganizations within the Division. Reviews, evaluates, and recommends revisions of organizational structures.
- Assists Branch administrators in identifying staff training needs and the development of training programs.
- Provides, coordinates, and assists in the development of continuing professional educational opportunities.

JUN 30 2011

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
ADMINISTRATIVE SUPPORT STAFF

FUNCTIONAL STATEMENT

Prepares, coordinates, and reviews revenue and expenditure plans. Maintains a Division-wide system of ongoing fiscal monitoring and evaluation. Responsible for personnel resource management, information management and fiscal oversight of contracts.

Secretarial Services:

- Provides secretarial and clerical support services to the staff.

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 preparation of the fiscal budgets for all organizational segments of the Division.
- Coordinates, develops, and reviews the preparation of the Division's Operational Expenditure Plan (OEP) in accordance with executive guidelines and the fiscal budget, in collaboration with the Accounting Section.
- 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, in collaboration with the Accounting Section.
- Serves as liaison with the Department's Administrative Services Office on budget and fiscal matters, and oversees the Division's compliance with relevant federal, state, and local laws, administrative rules, and regulations regarding budget and fiscal matters.
- In collaboration with the Department's Health Information Systems Office, designs, operates, and maintains a Division management information system to collect and process comprehensive data to carry out the functions of the Division.
- Assures that the management information system provides Division's managers and clinicians with information which is accurate, timely and complete, and meets their needs for administrative planning processes.
- Provides consultation and technical assistance to all organizational segments of the Division in areas of information systems operation and data collection, processing, analysis, and interpretation.
- Develops and maintains user manuals for the management information

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
ADMINISTRATIVE SUPPORT STAFF

FUNCTIONAL STATEMENT

system.

- Designs and delivers standardized and special management information reports determined to be necessary to the routine operations of the Division.
- Plans, administers, analyzes, and monitors the Division's expenditures in relation to the OEP.
- Monitors and assists all organizational segments of the Division in the processing of requisitions and purchase orders, as needed.
- Serves as liaison with the Department's Administrative Services Office on expenditure matters, and oversees the Division's compliance with relevant federal, state, and local laws, administrative rules and regulations regarding procurement matters.
- Prepares and processes all requisitions and purchase orders related to payment of the Division's administrative office expenditures.
- Collaborates with the Contracts Management Section in the preparation and administration of contracts and the issuance of Requests for Proposals (RFPs) for Purchase of Services (POS).

Personnel Section:

- Coordinates with the Department's Personnel Office to ensure that personnel files, transactions, records and reporting systems are maintained in a current and correct manner.
- Coordinates, guides, and advises Division and Branch administrators on human resource management issues.
- Performs payroll duties of auditing timesheets, preparing premium pay reports, and distributing paychecks.
- Assists and advises Division management in solving labor relations problems including interpretation of collective bargaining agreements, and the settlement of grievances and labor-management disputes.
- 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 announcements to fill position vacancies.
- Analyzes, evaluates, and recommends position descriptions relating to establishment, reallocation and redefining of positions within the Division.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
ADMINISTRATIVE SUPPORT STAFF

FUNCTIONAL STATEMENT

Prepares forms necessary for justification of classification factors and class standards of submitted position descriptions.

- Maintains up-to-date Division employee and/or position listings and monthly vacancy reports.
- Provides guidance in personnel matters relating to reorganizations, staffing patterns, and organization charts.

Contracts Management Section:

Formulates, initiates, and oversees the work carried out by contract agencies for the Division. The activities of this section are closely coordinated with the activities of other Divisional segments and programs.

- Responsible for the preparation and issuance of contracts for Purchase of Services (POS) and the issuance of Requests for Proposals (RFP). Reviews and coordinates with Fiscal Section staff and development of all contracts to assure budget accuracy and format correctness in accord with state and federal requirements.
- Develops and implements a system for evaluation of proposals and awarding of contracts.
- Provides ongoing administrative monitoring and evaluation of all POS contracts.
- Coordinates with private providers in the development, negotiation, execution, and amendment of contracts.
- Coordinates the preparation and administration of contracts, in collaboration with the Fiscal Section of the Administrative Support Staff and Program Support Services Office.
- Assures conformance of contractors with stated program requirements, declared service delivery goals and objectives, and federal, state and local laws and regulations.
- Assists contractors in effective program management through achieving or improving program goals, meeting legal requirements, more effective staff utilization, methods of record maintenance, etc.
- Serves as liaison with the Department's contract specialist for the administration, coordination, and preparation of the Division's contracts.
- Oversees the Division's compliance with all relevant federal, state, and local laws, administrative rules, regulations, and public policies regarding contracts for services.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
FINANCIAL RESOURCES DEVELOPMENT STAFF

FUNCTIONAL STATEMENT

The primary function of the Financial Resources Development Staff is to maximize alternative funding sources, other than the state's general fund, in order to provide the array of mental health services.

- Develops, implements, and monitors policies and procedures for maximizing third-party and other sources of reimbursement for services provided.
- Establishes, maintains, and monitors a system of charges for services based on cost data, including billing, collections, deposits, write-offs, and controls on accounts receivable.
- Collaborates with Administrative Support Staff personnel in designing and costing new programs and/or services or the modification of existing services in order to increase revenues.
- Promotes the development of programs that increase federal funding and other financial reimbursement for the Division. Attempts to maximize funding through compliance with requirements from sources such as federal Block Grants, and Title XIX, Title IV-E, and Title IV-A federal funds.
- Develops and determines fee structures, costing methodologies, and revenue options.
- Collaborates with other segments within the Department, other departments, and state and federal agencies on health care financing issues.
- Provides technical assistance, consultation, and training to all organizational segments of the division in areas of billing, claims administration, and revenue recoupment.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
FAMILY GUIDANCE CENTER BRANCHES

FUNCTIONAL STATEMENT

Provides high quality, culturally sensitive, locally based treatment services to eligible children and adolescents. Works in partnership with families to design and implement individualized service/treatment plans which are appropriate to the special needs of the child. Strives to provide excellence by continuously improving services and by maintaining high standards in ethical conduct and professional practices. There are seven (7) Family Guidance Center Branches: Central Oahu Family Guidance Center Branch, Honolulu Family Guidance Center Branch, Leeward Oahu Family Guidance Center Branch, Windward Oahu Family Guidance Center Branch, Hawaii Family Guidance Center Branch, Maui Family Guidance Center Branch and Kauai Family Guidance Center Branch.

**BRANCH ADMINISTRATION**

- Establishes operational policies and procedures for effective administration of the Branch, its sections, and units, in collaboration with the Division's operational policies and procedures.
- Plans and implements effective and efficient systems for delivery of services throughout the Branch and its organizational segments.
- Implements a uniform reporting system in all organizational segments of 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.
- Provides liaison to child serving agencies and adult mental health agencies (where appropriate).

**ADMINISTRATIVE SERVICES**

- Coordinates the development of the Branch budget, manages and monitors all fiscal and personnel actions within the Branch to insure that these are kept within the Branch's approved expenditure plan and allocated budget.
- Coordinates and manages the Branch information management system with Division and Health Information Systems Office; including but not limited to service authorization and utilization, electronic clinical assessment tools and electronic billing.
- Maintains all Branch requirements for Health Plan status, in collaboration with the Division, for third-party payment for services.
- Assists with program and organizational planning. Monitors progress with Branch annual plans, division initiatives, etc.
- Provides stenographic and clerical services to the Branch and its staff services. Assists other organizational segments with stenographic and clerical services, as needed.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
FAMILY GUIDANCE CENTER BRANCHES

FUNCTIONAL STATEMENT

- Manages building operations, develops safety and disaster programs, refers problems, as appropriate, to the Department of Accounting and General Services, and to the Divisional and Department Administrative Support and Administrative Services Offices.

**CLINICAL SERVICES SECTIONS**

- Provides and assures provision of comprehensive mental health evaluations.
- Develops, reviews, approves, and monitors treatment and service plans. Assures that 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.
- Provides care coordination and service authorization when other agencies are providing services, and case management functions such as assessment, planning coordination, monitoring, advocacy and linkage.
- Assures that treatment plans are fully implemented by the provision of needed services by Division clinical staff or through the services of a contracted agency. Provides service authorization to contract providers, assistance in transition to other programs, and adequate follow-up services.
- Provides treatment and training 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.
- Coordinates and collaborates with the Division's Clinical Services Office to assure services are consistent with Child and Adolescent Service System Program (CASSP) principles and evidence-based practices. Participates in practice development, training and mentoring to assure quality care coordination and supervision practice.
- Coordinates and collaborates with Division staff in quality management activities for the branch, such as chart reviews, development of quality management plans at the branch level, development of protocols for ongoing assessment, treatment planning, etc.
- Develops and monitors procedures for assuring accessibility to services provided by the branch, and assures continuity of care to consumers and their families.
- Provides outreach and intensive case management services as needed.
- Provides liaison to schools within assigned geographic catchment areas to assist in identifying children and youth who may be in need of mental health services.
- 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
FAMILY COURT LIAISON BRANCH

FUNCTIONAL STATEMENT

BRANCH ADMINISTRATION

Provides screening, assessment, evaluative, diagnostic, treatment and consultative services to youth involved with the Juvenile Justice system that have mental health challenges. Provides mental health treatment linkages between the Family Court (FC), Hawaii Youth Correctional Facility (HYCF), and Detention Home (DH). 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 the Division's policies and procedures.
- Plans and implements effective and efficient system for delivery of services throughout the Branch and its organizational sections.
- Implements a uniform data reporting system in all organizational sections of 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 FC, HYCF, DH, Department of Education and other involved state and community entities.
- Oversees the direct services for the youth at DH and HYCF.
- Supports and participates in interagency service delivery planning and implementation.
- Manages the transitions of youth as they enter and exit from HYCF and DH.
- Advocates for the mental health services for youth in the juvenile justice system.
- Manage youths with intensive mental health needs who have been charged with a very serious offense while interfacing with the legal system.

ADMINISTRATIVE SERVICES

- Coordinates the development of the Branch budget, manages and monitors all fiscal and personnel actions with the Branch.
- Coordinates and manages the Branch information management system with Division and Health Information Systems Office including but not limited to service authorization and utilization, electronic clinical assessment tools and electronic billing.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
FAMILY COURT LIAISON BRANCH

FUNCTIONAL STATEMENT

- Maintains all Branch requirements for Health Plan status in collaboration with the Division for third-party payment for services.
- Manages building operations, develops safety and disaster programs, refers problems, as appropriate, to the divisional, departmental, and other state agencies.
- Assists with program and organizational planning. Monitors progress with Branch annual plans, division initiatives, etc.
- Provides clerical services to the Branch and its staff services. Assists other organizational segments with clerical services, as needed.

CLINICAL SERVICES SECTION I (Detention Home)

CSS I provides brief, time-limited mental health services to the high volume, high turnover statewide population at Detention Home. For youth with or suspected of having mental health needs, CSS I provides direct services, including risk assessments, crisis and suicide management and brief mental health treatment and consultation. CSS I coordinates care with agencies involved with the youth.

- Provides mental health risk assessments for youth upon entry to the facility and as needed throughout the stay in the facility.
- Provides mental health crises response and interventions.
- Provides mental health assessments and direct treatment for youth.
- Provides psychological evaluation, mental health consultation, case reviews and court-ordered/related clinical assessments.
- Provides care coordination services.
- Provides clinical documentations in accordance to CAMHD clinical standards, and 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.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION  
FAMILY COURT LIAISON BRANCH

FUNCTIONAL STATEMENT

CLINICAL SERVICES SECTION II (Hawaii Youth Correctional Facility)

CSS II provides mental health services to the statewide incarcerated youth population at Hawaii Youth Correctional Facility. CSS II provides direct services, including risk assessments, crisis and suicide management, psychological evaluations, mental health treatment and consultation, and intervention for co-occurring substance abuse/dependency. CSS II coordinates care with agencies involved with the youth.

- Provides mental health risk assessments for youth upon entry to the facility and as needed throughout the stay in the facility.
- Provides mental health crisis response and interventions.
- Provides mental health assessments and direct treatment for youth.
- Provides psychological evaluation, mental health consultation, case reviews and court-ordered/related clinical assessments.
- Provides care coordination and substance abuse intervention services.
- Provides clinical documentations in accordance to CAMHD clinical standards, and policies and procedures.
- Provides mental health training.
- Collaborates with other child serving agencies on system and service improvements for youth involved with the juvenile justice system.