

**INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES**

**Subject:** JUNE 30, 2012 DHS PLAN OF ORGANIZATION

**Originator:** K. Nagai x64869

**To:** SOs, DAs, OYS, HPHA, HSCSW, **From:** MSO  
CoF

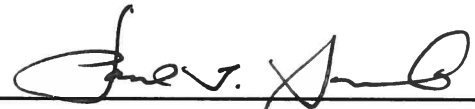
**Date:** 10-16-2012 **Memo No. 1**

The Department of Budget and Finance (B&F) acknowledged the June 30, 2012 Plan of Organization (PoO) for the Department of Human Services, effective September 14, 2012.

The June 30, 2012 DHS PoO shall be distributed via Compact Disk (CD); containing an electronic version of the entire DHS. For your convenience, an electronic read-only file shall also be available on the DHS network Q:\DHS-PLAN OF ORGANIZATION.

Should your organization need to print selected parts of the PoO and are experiencing difficulty, please contact the Program and Management Evaluation Staff (PME) for assistance. Please disseminate through your division, staff office, or administratively attached chain of command accordingly. Should your subordinate organizational segment(s) require their own copy of the June 30, 2012 DHS PoO, please send a blank CD along with a written request. The PME shall reproduce the PoO upon request.

Please direct your questions or comments to Mr. Keith Nagai, PME Supervisor at 586-4869.



MSO

**Attachment**

c: DIR w/o attachment

12:091953

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, 2012

TO: The Honorable Neil Abercrombie  
Governor of Hawaii

FROM: Kalbert K Young   
Director of Finance

SUBJECT: Acknowledgement of Department of Human Services' Updated  
Organization Charts and Functional Statements

The updated organization charts and functional statements for the Department of Human Services have been reviewed and acknowledged in accordance with Executive Memorandum No. 12-04, dated August 7, 2012, *Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements*. The update reflects the 2011 approved annual update as amended by subsequent approved delegated and non-delegated changes as of June 30, 2012.

One set is enclosed for your information and files.

Enclosures

c: Honorable Brian Schatz  
Honorable Barbara A. Krieg  
Honorable Patricia McManaman (without enclosure)




STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
P. O. Box 339  
Honolulu, Hawaii 96809-0339

September 7, 2012

**MEMORANDUM**

TO: The Honorable Kalbert K. Young, Director  
Department of Budget and Finance

FROM: Patricia McManaman, Director   
Department of Human Services

SUBJECT: Annual Review and Update of Departmental Organization and Position  
Organization Charts and Functional Statements

The Department of Human Services (DHS) respectfully submits six (6) copies of its Plan of Organization, pursuant to Executive Memorandum 12-04; consisting of organization charts, position organization charts, and functional statements as of June 30, 2012.

This past fiscal year, the DHS experienced a series of legislative as well as administrative decisions that impacted its organization structure. Therefore, to accurately reflect the DHS structure, this year's submittal contains all authorized positions in accordance with Administrative Directive No. 95-06, Interim Policy and Procedures for Effecting Changes in Organization, dated July 28, 1995 and Administrative Directive 90-01, dated January 26, 1990. You will find that positions with its titles marked with the following markings indicate its current status as of June 30, 2012. Position titles marked with a (+) represents positions that were vacant and abolished and position titles marked with a (TBE) represent positions currently authorized and yet to be established. The DHS changed the name of the Vocational Rehabilitation and Services for the Blind Division (VRSBD) to the Division of Vocational Rehabilitation (DVR). This change did not substantively change or revise the current functional activities of the VRSBD. This name change accurately reflects the role and purpose of vocational rehabilitation.

The DHS awaits your department's notification of acknowledgement of this submittal prior to making this information accessible to its organization segments.

Please direct any questions or comments relating to this annual update submittal to Mr. Paul Sasaki at [PSasaki@dhs.hawaii.gov](mailto:PSasaki@dhs.hawaii.gov) or 586-4868.

Enclosure



## EXECUTIVE CHAMBERS

HONOLULU

NEIL ABERCROMBIE  
GOVERNOR

August 7, 2012

EXECUTIVE MEMORANDUM

MEMO NO. 12-04

TO: All Department Heads

SUBJECT: Annual Review and Update of Departmental Organization and Position  
Organization Charts and Functional Statements

Your cooperation in the annual review and update of your department's organization in conjunction with Administrative Directive No. 95-06 is requested.

Six copies of all current updated organization and position organization charts and functional statements should be submitted to the Budget, Program Planning and Management Division, Department of Budget and Finance (B&F), no later than August 31, 2012. All delegated and non-delegated organizational changes authorized **as of June 30, 2012**, must be included in the update. Instructions for the updates are similar to those issued in Executive Memorandum No. 98-05 (July 1, 1998).

The update should reflect your **2012 approved annual update as amended by subsequent approved delegated and non-delegated changes as of June 30, 2012**. The update should not include any change that has not been approved or acknowledged, such as: 1) proposed reorganizations that are pending review; or 2) organizational structures which the department may have informally instituted. The annual update shall not be used as a means to validate current or proposed organizational structures which have not been approved.

Questions or requests for copies of specific instructions may be directed to the B&F analyst assigned to your department. B&F should be notified if you are unable to meet the due date.

NEIL ABERCROMBIE  
Governor, State of Hawaii

**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN SERVICES**



**FUNCTIONAL STATEMENTS  
ORGANIZATION CHARTS  
POSITION ORGANIZATION CHARTS**

**AS OF JUNE 30, 2012**

**PREPARED BY**  
**PROGRAM & MANAGEMENT EVALUATION STAFF**  
**MANAGEMENT SERVICES OFFICE**

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Commission On Fatherhood .....	COF
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Fiscal Management Office.....	FMO
Management Services Office.....	MSO
Office of Information Technology .....	OIT
Personnel Office .....	PERS
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Disability Determination Branch	
Hawaii, Kauai, & Maui Branches	
Oahu Branch	
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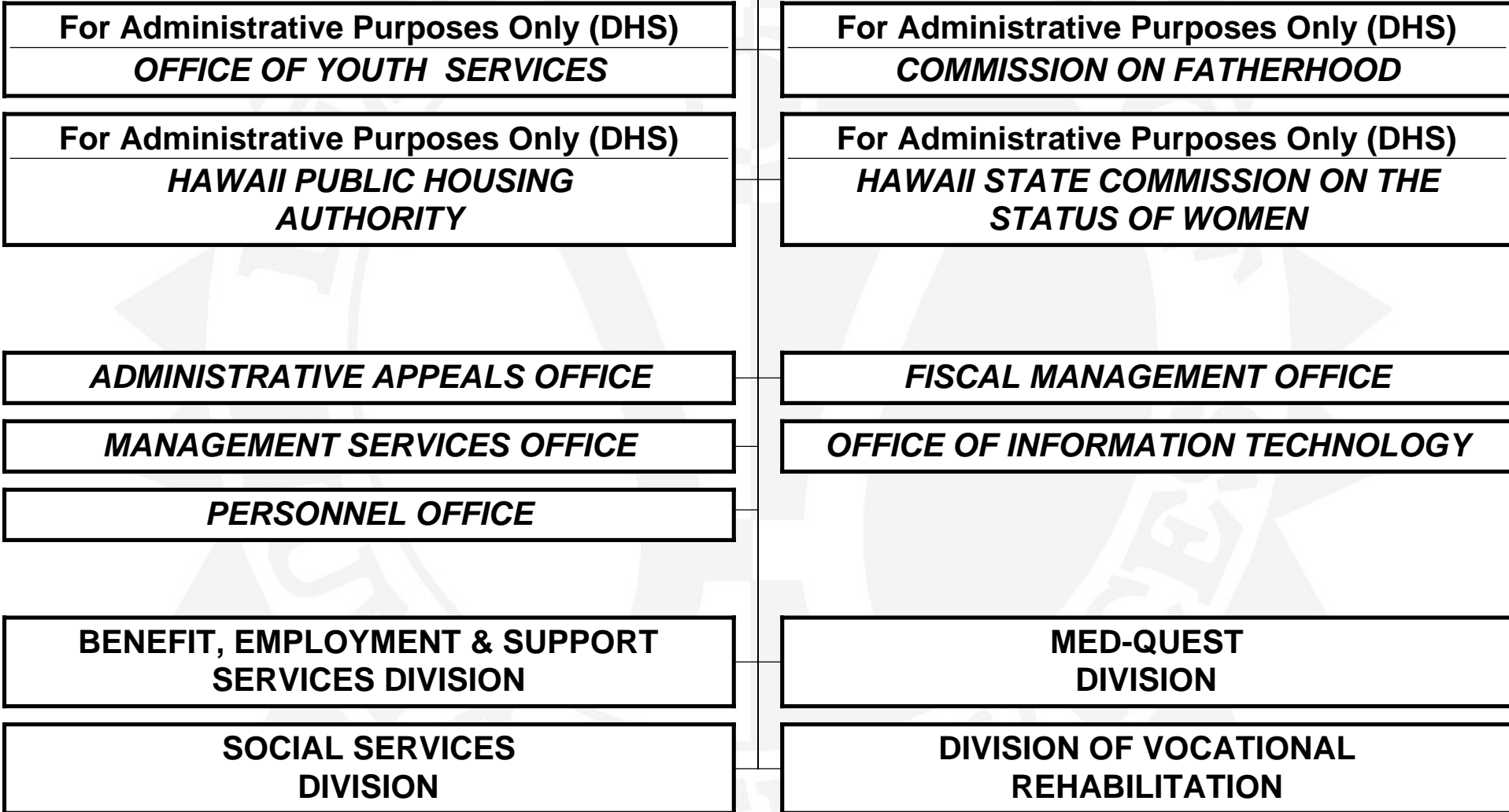
**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN SERVICES**

**FUNCTIONAL STATEMENT**

**OFFICE OF THE DIRECTOR**

1. Plans, organizes, directs and monitors the State's programs of Human Services for families and individuals; economic assistance, including medical assistance and supplemental nutrition assistance; self-sufficiency and family support programs; and the vocational rehabilitation of persons with disabilities.
2. Exercises administrative supervision over programs under the jurisdiction of the Office of Youth Services, the Hawaii Public Housing Authority, the Hawaii State Commission on the Status of Women, and the Commission on Fatherhood.
3. Supervises and coordinates the work of staff officers assisting the Director's Office in the management of programs.
4. Supervises and coordinates the legislative and interdepartmental coordination activities, as well as assigns community liaison and special projects to department staff as deemed proper in the management and operation of the department.
5. Ensures the effective and efficient conduct of programs and services and the optimum utilization of fiscal, equipment, space, and manpower resources by continuously evaluating the department's activities against planned results and effectuating necessary corrections and improvements.
6. Approves the department's Rules and Regulations pertaining to its programs and services and defends them in courts of law, if and when necessary.
7. Presents testimony before legislative bodies with respect to the department's programs, proposed laws, resolutions, and the department's operating and capital budget requests and related activities which affect the department and its programs and services.
8. Conducts/authorizes hearings and/or investigations necessary to insure compliance with established directives and statutes and/or in response to complaints from legislative or other government agencies or from the general public.
9. Develops and carries out a proactive public affairs and departmental communication system by establishing and maintaining effective media relationships through the department's public affairs and communications staff, and responds to inquiries from the media and citizens regarding the department's programs, services, and activities.
10. Serves on boards, commissions, and committees as dictated by statutes and/or by direction of the Governor.
11. Represents the State Administration at community functions that are related to the department's programs and services.
12. Keeps the Governor informed at all times of the department's programs, progress, problems, proposed actions, etc., through regular written and/or verbal reports and through special reports as necessary.
13. Establishes the mission, long-term goals, short-term objectives and priorities for the Department of Human Services.
14. Formulates and develops the department's overall strategy and response to natural, man-made and/or nuclear disasters. Plans and develops the department's total preparedness program and disaster response plans. Implements and administers departmental disaster assistance programs and ensures that departmental plans are in conformance with federal regulations and the State of Hawaii Plan for Emergency Preparedness, Volume I, Operational Civil Defense and Volume III, Disaster Response and Assistance.

**DEPARTMENT OF HUMAN SERVICES**





STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 OFFICE OF THE DIRECTOR

POSITION ORGANIZATION CHART 1  
 JUNE 30, 2012

GOVERNOR

**OFFICE OF THE DIRECTOR**  
 Dir  
 100128 SRNA

**ADMINISTRATIVE APPEALS OFFICE**  
*Public Welfare Appeals  
 Program Officer*  
 26331 EM05

**FISCAL MANAGEMENT OFFICE**  
*Fiscal Management Officer*  
 1642 EM05

**MANAGEMENT SERVICES OFFICE**  
*Business Management Officer II*  
 3783 EM07

**BENEFIT, EMPLOYMENT & SUPPORT  
 SERVICES DIVISION**  
*Self-Sufficiency & Support Services Administrator*  
 6179 EM08

**SOCIAL SERVICES DIVISION**  
*Public Welfare Administrator*  
 26354 EM08

**OFFICE OF INFORMATION TECHNOLOGY**

**PERSONNEL OFFICE**  
*Departmental Personnel Officer IV*  
 6013 EM07

**MED-QUEST DIVISION**  
*Med-Quest Administrator (+)*  
 37406 EM08

**DIVISION OF VOCATIONAL REHABILITATION**  
*Vocational Rehabilitation Administrator*  
 15665 ES03

For Administrative Purposes Only (DHS)  
**OFFICE OF YOUTH SERVICES**  
*Exec Dir, Office of Youth Svcs*  
 102142 SRNA

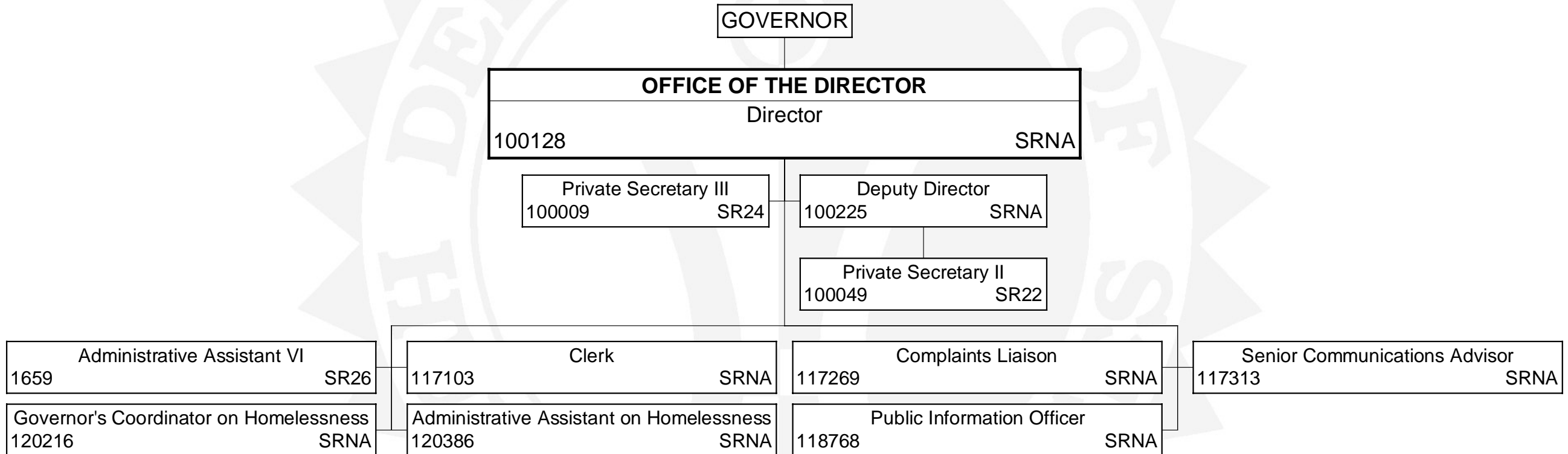
For Administrative Purposes Only (DHS)  
**HAWAII PUBLIC HOUSING AUTHORITY**  
*Exec Dir, HHA*  
 102005 SRNA

For Administrative Purposes Only (DHS)  
**HAWAII STATE COMMISSION  
 ON THE STATUS OF WOMEN**  
*Executive Director, Commission on the Status of Women*  
 101624 SRNA

For Administrative Purposes Only (DHS)  
**COMMISSION ON FATHERHOOD**

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF THE DIRECTOR

POSITION ORGANIZATION CHART 2  
JUNE 30, 2012



## **OFFICE OF YOUTH SERVICES**

The Office of the Youth Services is the focal point for the execution of the statutory provisions related to youth services in the State of Hawaii. The Office provides a continuum of prevention, rehabilitation and treatment services and programs for youth at risk to prevent juvenile crime and delinquency and reduce the incidence of recidivism among juvenile offenders. In providing and managing a continuum of youth services to the people of the State of Hawaii, The Office develops and applies uniform policies and practices, by phases, as they relate to the responsibility of the Hawaii State Government and the Office. Within this capacity the Office shall be responsible for the following functions:

1. Provides for the overall administration and management of all functions and activities related to the operation of the Office of Youth Services.
2. Establishes policies and procedures to guide program operations.
3. Establishes office-wide goals and objectives in consonance with applicable plans and guidelines.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Provides the focal point for program and personnel evaluation, and program and personnel development.

### **ADMINISTRATIVE SERVICES OFFICE**

Under the general direction of the Executive Director, the Administrative Services Office provides OYS-wide fiscal, budgeting, procurement, contract administration and monitoring, personnel, and consultant and technical services in accordance with state, federal, and agency requirements; renders duplication and reproduction services; and provides stenographic, typing and related office services in support of the OYS' programs.

1. Translates OYS' objectives into the necessary human, financial and material resources to assure achievement of the objectives.
2. Appraises the adequacy and effectiveness of existing staff support policies and plans and revises them as needed in concert with OYS' plans.
3. Aids in the development and coordinates the implementation of forecasting activities for OYS-wide staff support needs.
4. Maintains direct lines of communication between programs and keeps all programs informed on staff support actions through the Executive Director.

### **Clerical Support**

Under the general supervision of the Clerical Supervisor III, provides typing, duplicating, filing, and other clerical duties for the Administrative Services Office and the Program Development Office.

1. Provides typing, copying, filing, and reception services.
2. Receives, sorts, and distributes the daily mail.
3. Receives phone calls and routes calls to appropriate parties.
4. Coordinates and provides clerical support for execution of contracts.
5. Arranges and coordinates inter-island and mainland travel for staff and members of the advisory council.
6. Coordinates the development and maintenance of a manual establishing standard procedures for secretarial and clerical personnel to follow in carrying out their daily duties and the OYS standard forms manual.
7. Procures office supplies and equipment and on an annual basis, takes physical inventory of supplies and equipment.
8. Maintains common area office equipment and records usage as required, i.e., postage machine.
9. Provides other office support functions as required and/or requested.

### **Fiscal Staff**

Under the general supervision of the Accountant III, maintains a central accounting system for OYS funds. Monitors, coordinates, and administers fiscal control of fiscal policies, regulations and procedures established by the Governor, Legislature, federal and state fiscal agencies.

1. Develops, maintains, and improves methods, procedures, and forms of OYS' accounting system to assure that the OYS' payments are made promptly and conform to established standards of propriety and legality.
2. Maintains fiscal transactions and accounts, records, and reports accurately and on time.
3. Prepares financial reports and required statements.
4. Provides fiscal directions and assistance and coordinates fiscal activities.
5. Assists in preparing budget estimates and projections.

### **PROGRAM DEVELOPMENT OFFICE**

The Program Development Office provides the development, implementation, administration, evaluation, and monitoring of a broad spectrum of children and youth services in the State. The Office is responsible to provide leadership and direction for the state in the planning and coordination of services and policies regarding youth; and to ensure the integration of a cohesive and effective youth service system.

1. Develops comprehensive short and long range plans to meet the Office's overall mission, goals and program objectives regarding juvenile justice and youth services in the State.
2. Develops and implements policies, procedures, and administrative rules that guides and defines how programs and services are managed within the Office.
3. Determines the allocation of funds for programs and services as guided by the state and federal mandates and assures compliance with those guidelines and mandates.
4. Encourages the involvement of public and private sectors including businesses and community-based groups to provide a continuum of youth services to eliminate gaps and coordinate the delivery of such services.
5. Directs and oversees the preparation, planning, development, and implementation of Requests for Proposals (RFP) statewide regarding youth programs and services including the reviewing of submitted proposals.
6. Negotiates, executes, and maintains program services contracts with an array of public and private agencies and organizations that serve youth in the state.
7. Monitors and evaluates program fiscal, and general performances of contractors through verbal feedback, written reports, and site visits.
8. Develops and reviews legislation; prepares legislative testimonies and reports; monitor key legislation on youth and related issues; and prepares responses to legislative inquiries and requests.
9. Prepares reports for programmatic, administrative, evaluation, and research purposes.
10. Develops, coordinates, and implements training for staff and service providers to ensure an effective and efficient youth service system.
11. Provides consultation and technical assistance relating to programs and staff regarding the delivery of youth services.
12. Represents the Office on intra-departmental groups, task forces, advisory committees, and community groups involving youth and related issues.
13. Collaborates and maintains liaison with county, state, and federal entities with respect to children and youth services, legislative issues, and funding resources.
14. Directs, coordinates, and maintains a management information system including assessment, evaluation, and research initiatives that supports the program objectives of the Office.
15. Provides program planning, development, and coordination of a youth service center system throughout the state that includes a central intake and referral system and case management services.

## **PROGRAM DEVELOPMENT OFFICE (Cont'd)**

16. Advises the Executive Director in areas such as policy formulation, program implementation, program funding strategies, and general staffing and operational concerns.

## **HAWAII YOUTH CORRECTIONAL FACILITY BRANCH**

Under the general direction of the head of the Office of Youth Services, manages the Hawaii Youth Correctional Facility for the care, security, and redirection of youth from throughout the State committed by the courts.

### **Business Services Staff**

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch, performs office services functions in support of Facility operations, programs, and services, and to assist the head of the Branch in managing Facility resources.

1. Conducts the budget preparation process, and complies and consolidates budget details for review; prepares expenditure plan and sets up fiscal control accounts; maintains operating and Ward's Trust Fund fiscal records, and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment and materials, and control of expenditures, conducts the inventory process relative to Facility property.
3. Performs time and leave record keeping and reporting, and processes employee transactions, assists employees and provides information regarding benefits, training, workers compensation, etc.
4. Provides reception, typing, duplicating, and other clerical services to operating units, maintains files and records.

### **Health Care Services Section**

Provides for the health care of youth involving nursing, medical, dental, and related services.

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch, provides services in the treatment and care of youth regarding medical, dental and other health care needs; including services needed on a contractual basis.

### **Juvenile Parole Section**

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch, plans and follows up on parole of youth.

Performs casework to develop individual plans; counsels youth relative to attitudes, motivation, and other factors. Maintains liaison with the families of youth and community resources; evaluates prospective placements. Provides post – institutional services to assist parolees; maintains case records.

### **Operating Services Section**

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch, conducts repair, general construction, food, and farm services to maintain and support Facility operations, and provide youth work experience and instruction.

#### **Construction And Maintenance Unit**

Under the general supervision of the head of the Operating Services Section, maintains the operational condition and utility of Facility buildings, grounds, vehicles, and related equipment through repair, installation, groundskeeping, and other activities. Instructs youth and guides them for safety and performance.

#### **Farm Unit**

Under the general supervision of the head of the Operating Services Section, conducts the production of crops and livestock for Facility and other departmental use. Instructs youth and guides them for safety and performance.

### **Food Service Unit**

Under the general supervision of the head of the Operating Services Section, provides meals for youth and Facility staff. Instructs youth for safety and performance.

### **Hookipa Makai Cottage Section**

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch provides for the security, care, custody, supervision and control of youth assigned to the cottage. The cottage is the focal point for the youth with regard to programs and staff interaction to aid them in their adjustment and rehabilitation/redirection. The cottage management team addresses management team issues in the cottage and is responsible for providing and coordinating services for the treatment and rehabilitation of youth, including ensuring full implementation of the level system, graduated sanctions and behavior modification program(s), and the application of policy regarding cottage restrictions.

Provides services for the adjustment of youth to the Facility and for their rehabilitation / redirection. Provides social casework services for youth and their families; provides recreational, athletic, and other activities involving the use of volunteer help and others; serves as liaison with the courts, community resources and other agencies; maintains records and reports; participates in activities relating to providing security, care, custody, supervision, and control of youth.

Maintains the custody and security of youth in cottage activities and provides escort/transport services as required. Assists youth through advice and instruction in adjustment and rules; interacts with youths and observes and reports on their adjustment; and makes social work referrals as necessary. Participates in case review meetings to receive and share information and assists in cottage team management activities.

### **Observation And Assessment Cottage Section**

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch provides for the security, care, custody, supervision and control of youth assigned to the cottage. The cottage is the focal point for the youth with regard to programs and staff interaction to aid them in their adjustment and rehabilitation/redirection. The cottage management team addresses management team issues in the cottage and is responsible for providing and coordinating services for the treatment and rehabilitation of youth, including ensuring full implementation of the level system, graduated sanctions and behavior modification program(s), and the application of policy regarding cottage restrictions.

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### **Secured Care Facility Cottage Section**

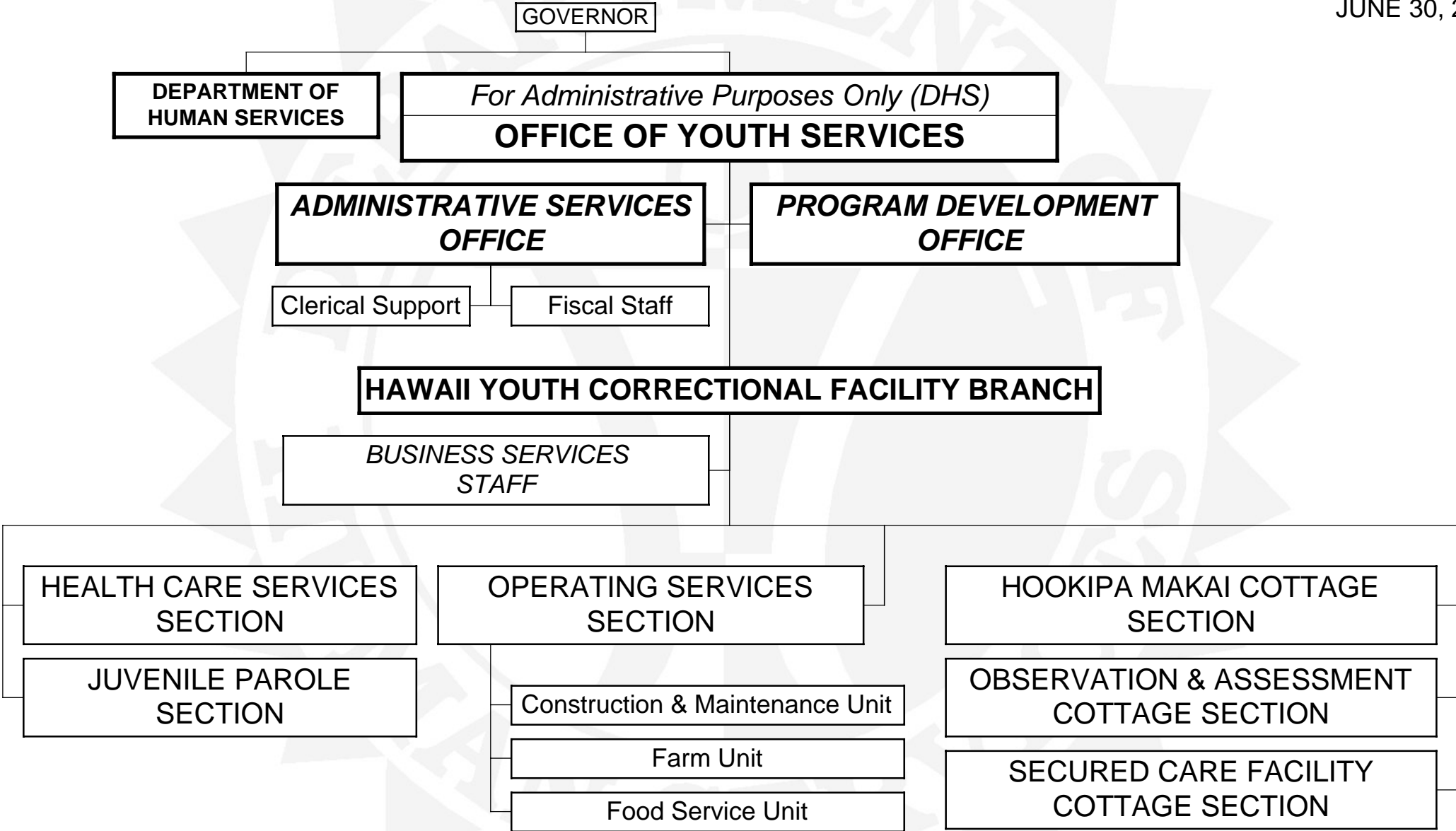
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### **Secured Care Facility Cottage Section (Cont'd)**

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STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF YOUTH SERVICES

POSITION ORGANIZATION CHART  
JUNE 30, 2012

*Dir*  
100128 SRNA

**OFFICE OF YOUTH SERVICES**  
Exec Dir, Office of Youth Svcs  
102142 SRNA

Secretary III  
42335 SR16

Children & Youth Program Specialist V  
34341 SR24

Investigator IV  
117903 SR22

General Professional III  
118511 SR20

Program Specialist IV (TBE)  
90551K SR22

Account Clerk III (TBE)  
90552K SR11

**ADMINISTRATIVE SERVICES OFFICE**  
*General Professional V*  
118812 SR24

**PROGRAM DEVELOPMENT OFFICE**  
*Child & Youth Program Development Officer*  
43702 EM03

**HAWAII YOUTH CORRECTIONAL FACILITY BRANCH**  
*Corrections Manager IV*  
2452 EM07

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF YOUTH SERVICES  
ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012

Exec Dir, Office of Youth Svcs  
102142 SRNA

**ADMINISTRATIVE SERVICES OFFICE**  
General Professional V  
118812 SR24

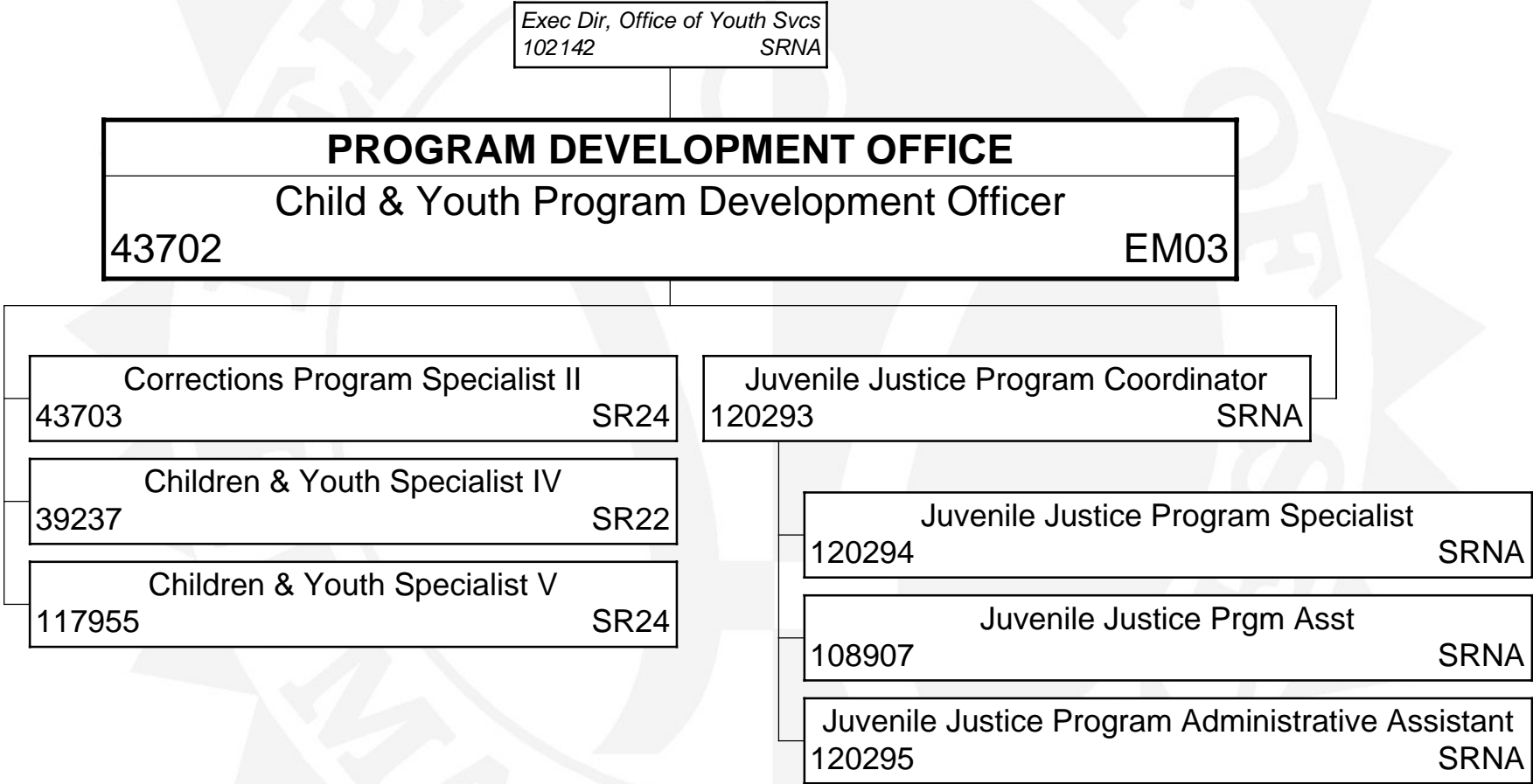
Personnel Management Specialist IV  
117906 SR22

CLERICAL SUPPORT

FISCAL STAFF

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF YOUTH SERVICES  
PROGRAM DEVELOPMENT OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

Exec Dir, Office of Youth Svcs  
 102142 SRNA

**HAWAII YOUTH CORRECTIONAL FACILITY BRANCH**  
 Corrections Manager IV  
 2452 EM07

Secretary III  
 2417 SR16

Corrections Manager III  
 118921 EM05

Personnel Management Specialist III  
 117911 SR20

Youth Corrections Trainer  
 117912 CO08

*BUSINESS SERVICES STAFF*  
*Business Services Supervisor II*  
 31545 SR18

HEALTH CARE SERVICES SECTION  
*Registered Nurse V*  
 112706 SR24

JUVENILE PAROLE SECTION  
*Social Worker V*  
 31544 SR24

OPERATING SERVICES SECTION  
*Institution Facilities Superintendent I*  
 2465 SR21

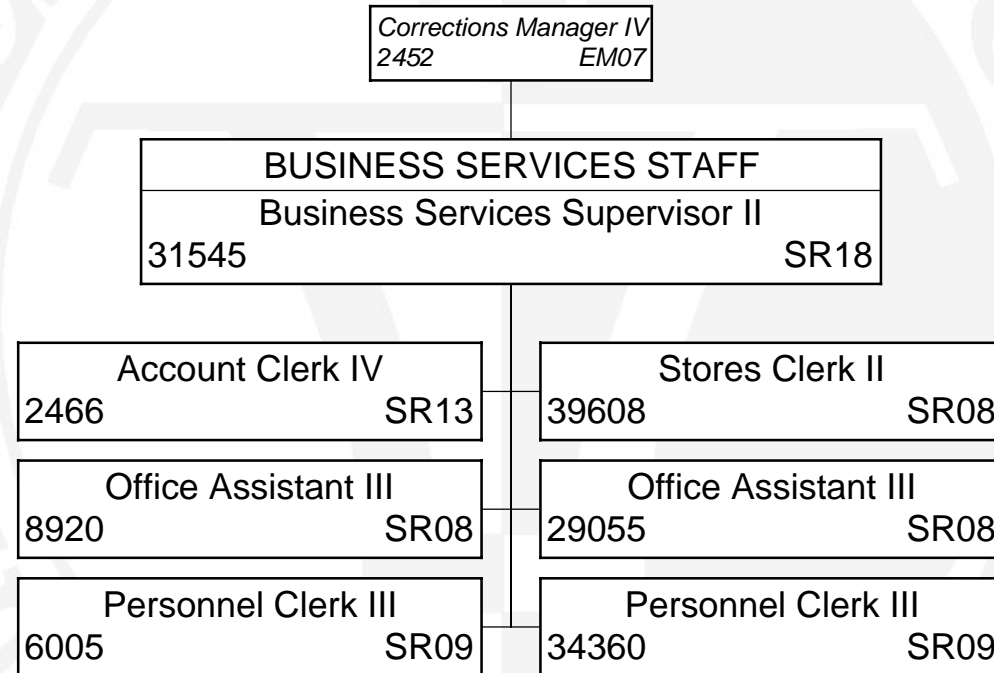
HOOKIPA MAKAI COTTAGE SECTION  
*Corrections Supervisor I*  
 118860 SR24

OBSERVATION & ASSESSMENT SECTION  
*Corrections Supervisor I*  
 117727 SR24

SECURED CARE FACILITY COTTAGE SECTION  
*Corrections Supervisor I*  
 13163 SR24

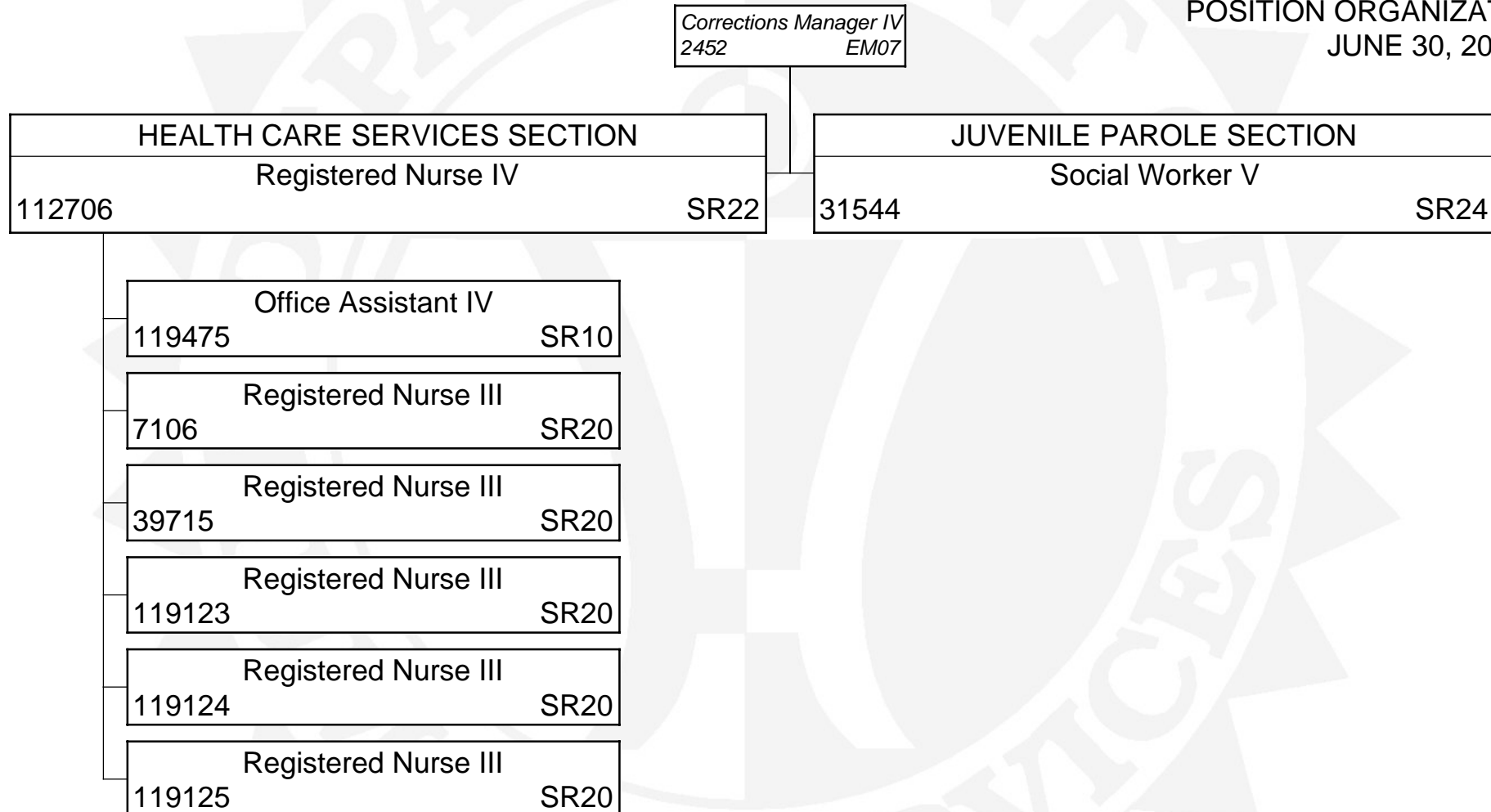
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF YOUTH SERVICES  
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
BUSINESS SERVICES STAFF

POSITION ORGANIZATION CHART  
JUNE 30, 2012



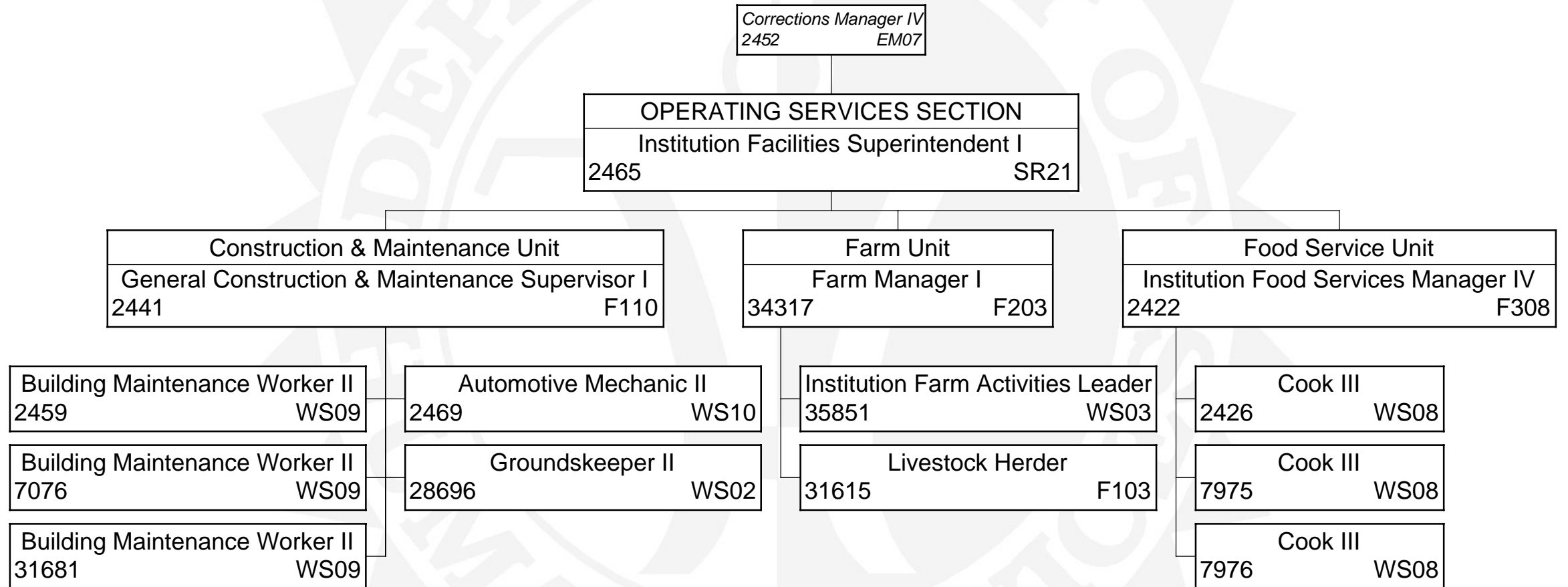
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
 HEALTH CARE SERVICES SECTION  
 JUVENILE PAROLE SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



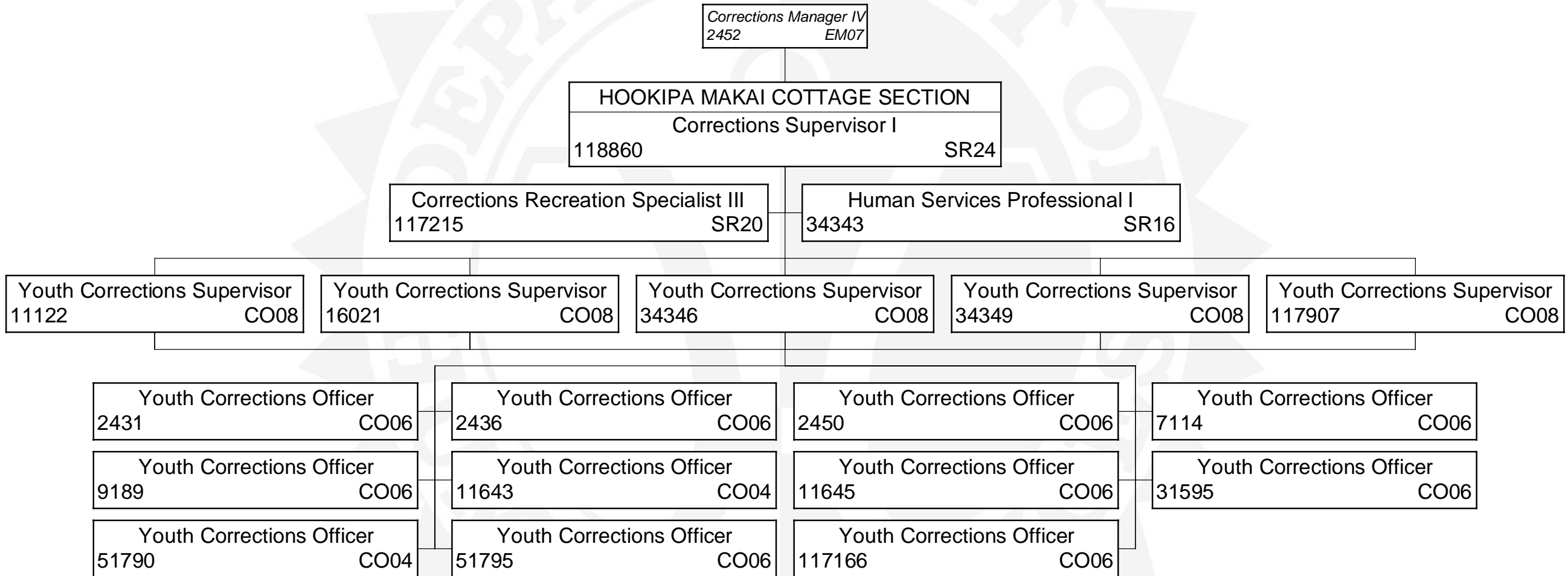
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
 OPERATING SERVICES SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
 HOOKIPA MAKAI COTTAGE SECTION

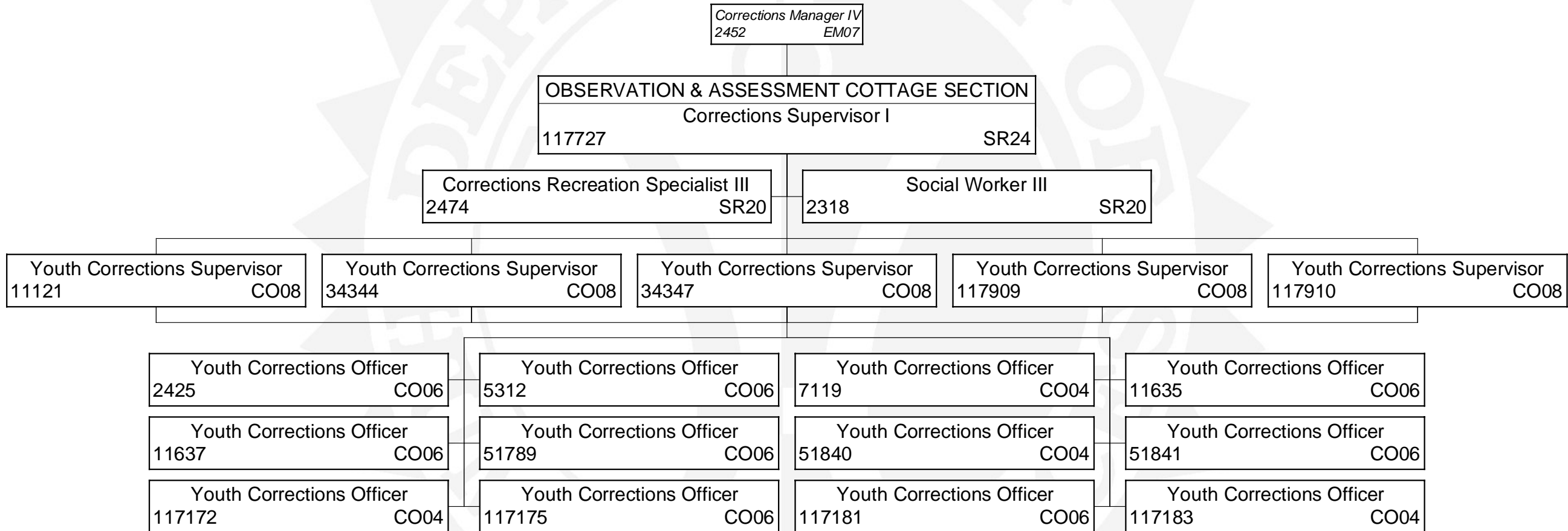
POSITION ORGANIZATION CHART  
 JUNE 30, 2012





STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
 OBSERVATION & ASSESSMENT COTTAGE SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
 SECURED CARE FACILITY COTTAGE SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

Corrections Manager IV  
 2452 EM07

SECURED CARE FACILITY COTTAGE SECTION  
 Corrections Supervisor I  
 13163 SR24

Social Worker IV  
 2418 SR22

Corrections Recreation Specialist III  
 2472 SR20

Human Services Professional IV  
 39411 SR22

Social Worker III  
 12549 SR20

Youth Corrections Supervisor  
 7159 CO08

Youth Corrections Supervisor  
 11123 CO08

Youth Corrections Supervisor  
 34345 CO08

Youth Corrections Supervisor  
 34348 CO08

Youth Corrections Supervisor  
 117908 CO08

Youth Corrections Officer  
 2423 CO06

Youth Corrections Officer  
 2435 CO06

Youth Corrections Officer  
 2438 CO06

Youth Corrections Officer  
 2440 CO04

Youth Corrections Officer  
 3979 CO06

Youth Corrections Officer  
 3980 CO06

Youth Corrections Officer  
 7229 CO06

Youth Corrections Officer  
 8146 CO06

Youth Corrections Officer  
 11104 CO06

Youth Corrections Officer  
 11636 CO04

Youth Corrections Officer  
 11638 CO06

Youth Corrections Officer  
 11639 CO06

Youth Corrections Officer  
 11640 CO06

Youth Corrections Officer  
 11642 CO06

Youth Corrections Officer  
 31594 CO06

Youth Corrections Officer  
 31596 CO06

Youth Corrections Officer  
 31599 CO04

Youth Corrections Officer  
 51791 CO06

Youth Corrections Officer  
 51792 CO06

Youth Corrections Officer  
 51793 CO06

Youth Corrections Officer  
 51794 CO06

Youth Corrections Officer  
 51839 CO06

Youth Corrections Officer  
 117167 CO06

Youth Corrections Officer  
 117168 CO06

Youth Corrections Officer  
 117169 CO06

Youth Corrections Officer  
 117170 CO06

Youth Corrections Officer  
 117171 CO06

Youth Corrections Officer  
 117173 CO04

Youth Corrections Officer  
 117174 CO06

Youth Corrections Officer  
 117176 CO06

Youth Corrections Officer  
 117179 CO04

Youth Corrections Officer  
 117180 CO04

Youth Corrections Officer  
 117182 CO04

Youth Corrections Officer  
 117184 CO06

Youth Corrections Officer  
 117185 CO06

Youth Corrections Officer  
 117186 CO04

Youth Corrections Officer  
 119126 CO06

Youth Corrections Officer  
 119127 CO06

# **HAWAII PUBLIC HOUSING AUTHORITY**

## ***HPHA BOARD OF DIRECTORS***

The nine (9) member HPHA Board of Directors:

1. Establishes policies and executive direction for the HPHA.
2. Approves programs and actions to be undertaken by the HPHA; approves staff recommendations to enter into contracts and other instruments necessary to exercise the powers granted to the HPHA.
3. Approves for adoption and/or revision administrative rules and procedures for the various programs of the HPHA.
4. Monitors the status of projects receiving assistance from the HPHA.

## **OFFICE OF THE EXECUTIVE DIRECTOR**

Under the policy and executive direction of the Board of Directors, the Office of the Executive Director is the focal point for the execution of the statutory provisions relating to housing management services and the delivery of housing and housing services to the State of Hawaii. The Executive Director is responsible for the uniform application of policies, procedures and practices as they relate to the responsibility of the Hawaii State Government and the Hawaii Public Housing Authority, Department of Human Services to provide housing services to the people of the state of Hawaii. Within this capacity, the Office of the Executive Director shall be responsible for the following functions:

1. Provides for the overall administration and management of all functions and activities related to the operation of the Hawaii Public Housing Authority.
2. Implements programs to meet HPHA goals and objectives in consonance with applicable plans and guidelines.
3. Establishes policies and procedures to guide program operations.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Provides the focal point for program and personnel evaluation, and program and personnel development.
6. Coordinates responses for Governor and DHS Director's referrals.

## **Clerical Services Staff**

Provides clerical support.

## **COMPLIANCE OFFICE**

This office performs activities to ensure the HPHA manages and operates programs in accordance with Federal and State requirements, and corporate policies and directives.

1. Reviews, monitors and investigates all programs and activities for the Executive Director (ED) and notifies the ED of any performance problems, fraud, waste, misuse of funds, mismanagement or situations with any potential for such abuse and recommends corrective action. Imposes enforcement action if corrective action is not taken on improper activities.
2. Monitors progress and ensures that corrective action is being taken to enforce compliance for all of the HPHA's various programs and activities.
3. Reviews Federal and State laws, rules and regulations to determine their impact on the HPHA's procedures, and assists program managers in determining and developing operational and procedural changes.
4. Disseminates compliance issues for all programs that impact the HPHA's procedures.
5. Performs annual and special reviews of the HPHA's programs to ensure uniform application and implementation of rules, policies and procedures and to determine the extent to which its objectives are being met.
6. Coordinates special inspections to resolve resident complaints or in response to allegations of inadequate property maintenance.

## **COMPLIANCE OFFICE (Cont'd)**

7. Coordinates the training on Management Assessment directives. Monitors management operations and performance to ensure compliance with these directives, emphasizing prevention, detection and correction of problems prior to the U.S. Department of Housing and Urban Development (HUD) review, which could result in HUD's Enforcement Division taking legal action against housing authorities that receive a failing grade on their annual assessments. Provides support and coordination to HUD on their physical inspections and reviews of the HPHA's properties receiving HUD financial assistance.
8. Reviews and monitors relocation assistance plans developed by other State departments and county agencies involved in displacement of individuals, families, businesses and farm operations.
9. Coordinates and enforces all fair housing functions to promote and improve equal housing opportunity and access as required by law.
10. Coordinates and enforces all civil rights functions (i.e. – Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Equal Employment Opportunity, etc.) to comply with the Law.

## **FISCAL MANAGEMENT OFFICE**

The Fiscal Management Office (FMO) is responsible for providing administrative assistance and advisory services in fiscal management, budget, and accounting services for the HPHA. In addition, the FMO monitors all teacher Housing and State owned affordable housing rental contracts on behalf of the HPHA and oversees/manages the HPHA's assets, including real property. The FMO formulates policies, procedures and standards in administering central accounting, asset (inventory) management and contract monitoring activities within the HPHA; and provides consultative and technical services in budget coordination, planning development, execution and monitoring activities for all programs within the HPHA, and with budget staff at the departmental level.

### **Clerical Services Staff**

Provides clerical support.

### **Accounting Staff**

Maintains a central accounting system for all of the HPHA's General, Federal, Special, Bond and Capital Improvement Project funds. Monitors, coordinates and administers fiscal control of fiscal policies, regulations and procedures established by the Governor, Legislature, Federal and State fiscal agencies.

1. Develops, maintains and improves methods, procedures and forms of the HPHA's accounting systems to ensure that the HPHA's payments are made promptly and in conformance with established standards of property and legality.
2. Maintains accounts, records and reports accurately and on a timely basis, ensures that HPHA's financial transactions are legal and appropriate.
3. Prepares financial statements for submittal to appropriate offices.
4. Advises, assists and/or develops a subsidiary-accounting system and exercises general supervision in the implementation of subsystems.
5. Provides fiscal direction and assistance and coordinates fiscal activities of HPHA's various elements.
6. Assists in preparing budget estimates and projections.

### **Accounting Section**

Responsible for accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the following programs and functional areas:

1. The State Low Rent programs, including the Elderly, State Low Rent and Teacher Housing programs;
2. The General Funds, including Repair and Maintenance, Security and Housing Assistance;
3. The Federal Low Rent program;
4. The Comprehensive Grant/Capital Funds;

### **Accounting Section (Cont'd)**

5. The Section 8 programs, including Housing Choice Vouchers, Contract Administration and Family Self Sufficiency;
6. Other Federal Funds, including the Department of Justice and ROSS grants;
7. Capital Improvement Project Fund;
8. Weinberg Trust Fund;
9. General Fixed Asset Account Group.

Provides financial accounting support pertaining to the above programs, including the following:

1. Extracts financial data from various central accounts and general ledger reports and sorts and accumulates this information for program management and Federal reporting purposes.
2. Serves as a resource for fiscal related Federal and State program rules and regulations.
3. Assists branches and other offices in preparing financial reports in monitoring accounts and appropriations.

### **Payroll And Disbursement Section**

Responsible for accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the following programs and functional areas:

1. The Disbursing Fund, including Petty Cash;
2. The Equipment Rental and Equipment funds;
3. The Payroll functions;
4. The Allocation Fund;
5. The Accounts Payable functions for all of the HPHA's allocated costs.

Provides financial accounting support pertaining to the above programs, including the following:

1. Extracts financial data from various central accounts and general ledger reports and sorts and accumulates this information for program management and Federal and State reporting purposes.
2. Serves as a resource for fiscal related Federal and State program rules and regulations.
3. Assists branches and other offices in preparing financial reports and in monitoring accounts and appropriations.

### **ASSET MANAGEMENT STAFF**

Manages the property inventory and disposal program for the HPHA, including inventory of all real properties owned and/or controlled by the HPHA.

1. Develops/establishes policies, procedures, and standards for property inventory and disposal consistent with Federal and State laws, rules, regulations, policies and procedures.
2. Assists program staff in document preparation, identification and accurate reporting of acquired assets.
3. Reviews requests for property disposals and makes recommendations for approval/disapproval to the Executive Director.
4. Conducts on-site audit of property inventory records and random sampling of requests for disposal of properties.
5. Prepares quarterly, annual and/or special inventory reports on equipment, vehicles and real property under the control of the HPHA.
6. Performs an "investment analysis" by compiling and maintaining critical asset data; consolidating financial information on the performance of individual projects; planning for long range maintenance, renovation and new/replacement construction; assessing potential financing strategies and market demand; and providing strategic planning/goal setting and recommendations for the administration of all the Agency's real estate holdings.

## **BUDGET STAFF**

Serves as the HPHA's principal staff on budget planning, execution and monitoring matters. Operates within the framework of statutory authorizations, Federal and State requirements, executive branch rules, policies and directives, and departmental policies

and procedures. Advises and provides technical assistance to HPHA personnel on the preparation of program and financial plans and budget requests. Variance reports, program development, execution and monitoring activities of all programs within the HPHA.

1. Coordinates, reviews, analyzes and makes recommendations on the HPHA's multi-year program and financial plans and budget requests, variance reports and program structure.
2. Consolidates/compiles the overall budget request for the HPHA for submittal to the DHS Director.
3. Reviews, analyzes, evaluates, and monitors the expenditures of programs in order to assure conformance with the authorized fund allocations and makes recommendations relating to the allocation, reallocation or restriction of resources.
4. Reviews, analyzes, evaluates and makes recommendations on requests to fill, establish or abolish positions.
5. Monitor requests for release of funds for housing projects and insures that the requests are acted upon in a timely manner to prevent increased project costs due to delays in the release of funds.
6. Advises and provides training and technical assistance in preparation of HPHA program and financial plans and budget requests, variance reports, program structure and expenditure plans.
7. Coordinates and prepares responses to the Legislature on budget/fiscal matters via appropriate Corporate/Departmental chain of command.
8. Monitors the overall budget status of the HPHA and of each branch and office on a monthly basis, and apprises the approximate management official of issues/concerns when deemed necessary.
9. Prepares regular and special reports on the status of the budget.
10. May assist in preparing short and long-term resource estimates, requirements and/or projections for the various programs within the HPHA.
11. May coordinate preparation and submittal of budget testimonies to legislative committees.
12. May participate in budget presentations given to the Board, Legislature and/or other interested persons.

## **HEARINGS OFFICE**

The Hearings Office conducts and coordinates hearings which involve resident disputes or evictions.

1. Represents the HPHA in eviction hearings against residents before the Hearing Board and coordinates with the Department of the Attorney General on court proceedings.
2. Prepares necessary documents for the eviction hearing process.
3. Maintains records and files on all Oahu hearings. Maintains records and files on neighbor island hearings from 1993.
4. Reviews, interprets, and advises the Executive Director and staff on rules and regulations as they relate to various branch programs with regard to hearings.
5. Establishes operational procedures and performs related administrative activities pertaining to hearings, grievances and contested cases.
6. Prepares program plans and budgets.
7. Oversees the preparation and maintenance of administrative documents and files relating to hearings which contain restricted information for potential presentation to the courts in cases of final appeal.

## **HEARINGS OFFICE (Cont'd)**

8. Performs a variety of clerical functions including typing, duplicating, filing, requisitioning office supplies, preparing, processing personnel forms and reposts, answering phone calls and routing to appropriate parties.

## **HOUSING INFORMATION OFFICE**

This office provides for regular communication among the HPHA, other government and private entities, tenants of public housing, and the general public regarding the HPHA's programs, services, actions, plans and policies. Establishes and maintains an effective communications program in the support of public information and advocacy requirements under State law.

1. Acts as the media liaison. Responds to the media's information needs regarding State housing activity. Prepares and Disseminates information that increases public awareness of the HPHA's programs, services, projects and accomplishments.
2. Provides crisis communications, responding rapidly to unforeseen crisis through issue research, policy input, and dissemination of appropriate responses. Anticipates negative reaction or misunderstanding of the HPHA's function, and prepares appropriate spokespersons/responses.
3. Receives, researches and responds to queries and complaints from the public, private and non-profit sectors. Monitors referrals to ensure expeditious response/resolution.
4. Assists other branches and offices of the HPHA with advocacy efforts to inform selected regional targets about the advantages/impacts of housing projects, programs and services in their area.
5. Develops cost-effective communication tools, such as printed products including the HPHA's annual report, brochures and newsletters; audio/visual materials, special events and presentations, public services announcements, and consumer services. Assists the management with employee/internal communications.
6. Conducts strategic communications planning to achieve understanding and support among selected target audiences. Develops, implements, evaluates and updates the communications program to insure integration with the HPHA's plans, policies and objectives.

## **INFORMATION TECHNOLOGY OFFICE**

The Information Technology Office (ITO) is responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems and processing for the HPHA including support and management in business application development and maintenance, project planning and

implementation, telecommunication and network operations, systems software/hardware, and technical training for the HPHA. Desired goal is to achieve/implement a fully integrated financial/property-asset management/compliance application system for the HPHA.

Directs and coordinates all IT matters within and between the HPHA and other State and county agencies, the Federal government, and commercial hardware and software organizations including private consultants.

1. Develops, implements, and maintains short and long range information technology strategy plans that address key issues such as legacy systems, end-user training, a comprehensive hardware replacement schedule, leveraging the internet, etc.
2. Conducts analyses of existing hardware and software components and recommends maintenance or upgrades based upon current or future processing requirements. Ensure that appropriate hardware and software are acquired and/or upgraded to support the various entities of the HPHA.
3. Plans, coordinates, develops, evaluates, monitors and assists in bid, proposals and contract processing procedures/activities in acquisition of IT hardware, software, and services.

## **INFORMATION TECHNOLOGY OFFICE (Cont'd)**

4. Provides overall project management expertise and assistance in project management for all systems development projects; works with various divisional offices and administrators to implement automation initiatives; assists in the development of the advance planning document for the systems development and implementation project plans; provides systems analysis and design services, and computer programming services to the end user community; and provides daily operational support and maintenance in all aspects of data processing requirements for the end user community.
5. Performs system analysis and design functions in the development of new system requirements definition; or enhances existing system requirements.
6. Modifies/develops applications to computer programs and performs unit tests; develops data processing documentation in accordance with established documentation standards. Provides computer programming functions for the various programs within the HPHA.
7. Plans, coordinates and directs systems software support and control programming; database management and operational support installation and maintenance service for centralized computing systems; development, implementation and maintenance of specialized systems software used in support of applications and controls systems.
8. Determines efficiency/capacity and recommends improvements to the computer system and guidance in the effective and efficient use of systems software.
9. Defines, develops, and administers all divisional security procedures and processes; manages access to the division's automated systems; conducts system security studies for conformance to laws, policies and procedures relating to the security guidelines and policies; works with various local, State, Federal and Private sector agencies on all system security issues; and conducts security reviews.
10. Plans, directs and oversees the implementation and support of network components; the evaluation of efficient and cost-effective deployment and usage of transmission media; and the development of policies, standards and procedure and long-range plans and goals for the HPHA's telecommunications infrastructure. Ensures that the plans are consistent with the State's long-range telecommunication's infrastructure to allow connectivity with other agencies.
11. Manages, plans and directs office automation usage and development of customized office automation applications and databases. Provides technical expertise in the support of client applications and WEB development.
12. Oversees and manages the activities of the HPHA's computer network. Enables and maintains network software parameters, configures and optimizes network components including servers and firewalls, routers, switches and hubs.
13. Prepares and maintains production schedules and documentation for new and on going application systems; submits job requests; reviews jobs for quality assurance.
14. Oversees the computer network system and all peripherals located at the School Street locations of the HPHA.
15. Provide technical support to all users within the HPHA; develop and implement training sessions for internal users; plan and implement re-training efforts at the basic, intermediate and management levels.
16. Develops and implements the HPHA's system recovery plan.
17. Participates in Informational Systems technical user and/or Project Committees.
18. Develops and/or updates automated system user guides to reflect current processes and procedures.
19. Prepares status reports and convey concerns regarding the quality and progress of IT systems/projects.
20. Assists in research of office and staff productivity technologies.



## **PERSONNEL OFFICE**

The Personnel Office is responsible for providing personnel staff support and advisory services to the Executive Director, managers and employees of the HPHA. Manages various personnel programs and activities for the HPHA including recruitment, examination and placement, position description, labor relations, civil rights, employee relations and safety, employee training and development, and personnel transactions and records maintenance. Collaborate and coordinate with the DHS Personnel Office in providing/addressing the personnel program needs of the HPHA.

1. Manages the HPHA's personnel programs and activities in accordance with a broad range of standards and requirements, including Federal and State statutes and guidelines, personnel rules, regulations, policies and procedures, and collective bargaining contract provisions.
2. Provides advisory services to management personnel, supervisors, and employees. Interprets civil service regulations, departmental policies and procedures, Federal and State rules and regulations, collective bargaining contractual agreements, etc.
3. Advises management on labor relations issues, such as just cause for discipline, handling of grievances, etc. Conducts grievance investigations, reports findings and makes recommendations for appropriate actions.
4. Meet with employee/employer representatives to discuss problems and negotiate mutual agreements with respect to terms and conditions of employment unique to the HPHA in an attempt to resolve grievances, if necessary.
5. Provides advice and assistance to managers and supervisors in preparing action requests for establishing positions, reallocations, exemptions, etc.
6. Reviews position descriptions prepared by supervisory personnel to insure that all DHRD/DHS requirements are met and that classification recommendations are appropriate before processing the action for appropriate attention.
7. May conduct job audits and perform other job analysis functions in order to advise management on position utilization matters including preventing duplication of effort, overlapping of responsibilities, developing career ladders, etc.
8. Provides advice and assistance to managers and supervisors in planning and conducting recruitment, examination, selection and placement activities for filling of position vacancies; and coordinates with the departmental (DHS) or central (DHRD) recruitment entities, as appropriate, to fill position vacancies with appropriate qualified applicants.
9. Assists managers and supervisors in identifying employee training needs; develops and implements employee training programs and/or obtains/coordinates appropriate resource(s) for in-service training.
10. Ensures that out-service training requests are properly justified and processed on a timely basis.
11. Establishes and maintains appropriate programs to effectively address/monitor employee safety and workers' compensation concerns; and develops and maintains a Loss Control Program.
12. Maintains all status records on employees and positions for the HPHA.
13. Coordinates with managers/supervisors when processing notification of personnel action forms; and collaborates/coordinates with departmental personnel office to ensure timely processing, appropriate control/recording, etc., of such actions.
14. Prepares personnel related reports, projections, etc., as necessary.
15. Keeps managers, supervisors and employees informed on personnel matters and concerns; obtains clarification on personnel issues as necessary and provides advice and guidance in the application of policies, procedures, etc.
16. Maintains the HPHA's authorization documents and reviews proposed reorganizations in order to advise HPHA management of position classification implications and effective staff usage.
17. Identifies problems such as absenteeism, turnover, discriminatory practices, etc., and conducts appropriate research and analysis in order to develop recommendations and proposals for corrective action(s).

## **PERSONNEL OFFICE (Cont'd)**

18. Coordinates and/or monitors various personnel management programs with the departmental personnel office including drug free, civil rights, employee service awards, etc.
19. Maintain close working relationship with other State agencies concerning the Office's areas of responsibility.
20. Reviews and coordinates the HPHA's safety program compliance with Occupational Safety and Health Standards (OSHA) and Hawaii Occupational Safety and Health (HIOSH) requirements.

## **PLANNING AND EVALUATION OFFICE**

This office performs overall planning, evaluation and research activities for programs administered by the HPHA, and coordinates legislative activities for the HPHA.

1. Formulates and assists in developing long and short-range/functional plans to meet the HPHA's program objectives. Updates internally formulated plan documents as required.
2. Compiles, reviews and analyzes statistical, demographic and market data to identify specific levels and types of housing needs within the State; works with the Branches in determining how these needs may best be met; assesses tenant population and potential tenant population; works with other Government agencies, developer and advocacy groups and others to assess needs and identify strategies; incorporates all of this information into the HPHA's long and short-range/functional plans.
3. Reviews and evaluates the HPHA's objectives, policies, procedures and programs; as necessary, submits recommendations for the development of new and/or modifications to existing objectives, policies, procedures and programs for the HPHA.
4. Assists, produces or causes to be produced housing studies and reports.
5. Develops legislative proposals and reports in support of the HPHA's plans and programs; assists in the development of the HPHA's position with respect to legislative, congressional or county council requests and proposals; produces testimony on housing-related legislation and issues; and coordinates all of the HPHA's legislative responses.
6. Develops and maintains communication with congressional delegation, State legislators and county councils on housing-related matters.
7. Develops administrative rule-making procedures of the HPHA; coordinates and assists in the development of revisions of the rules and bylaws as necessary.
8. Assists in maintaining and updating internal and internet websites of housing information and electronic mail system.
9. Develops, compiles, retrieves and reports housing data and statistics for use by the HPHA and other agencies and organizations, and prepares maps, visual aids, and reports for presentation purposes.
10. Conducts market research, needs assessments, and housing studies to assist management in decision making on prospective programs and projects; reviews development proposals to determine whether they will address identified housing needs.
11. Reviews, coordinates and formulates responses to petitions for State land use district boundary amendments, environmental impact Statements; and county development/community plans in conjunction with the Branches.
12. Coordinates applications for grants or other resources to fund projects or programs to meet the housing or supportive services needs of residents assisted by the HPHA.

## **PROCUREMENT OFFICE**

This office provides central procurement, storekeeping, scope of services and inventory and inventory control services for all HPHA programs in accordance with State, Federal and HPHA requirements.

1. Developing clear policies for accountability for Agency-wide procurement management.
2. Process receipts and issues all Agency-wide purchased goods.
3. Coordinate annual physical inventory and assist in the disposal of obsolete equipment.

## **PROCUREMENT OFFICE (Cont'd)**

4. Reviews for proposal (RFP), Invitation for Bids (IFB), Request for Qualifications (RFQ), and any other solicitation for consultant or personal services to ensure compliance with applicable Federal and State laws, rules, regulations, policies and procedures.
5. Insure fiscal and program compliance with all terms and conditions of the contracts through interaction with program staff.
6. Develop and revise purchasing procedures and update Agency manuals.
7. Reviews contractor and consultant contracts.
8. Maintains appropriate records on all purchases and inventory items and prepares reports on these activities as needed.
9. Updates and reviews purchasing manual, re-order points and qualities, and inventory composition.
10. Draws up specifications, advertising and bids as needed.
11. Provide work direction and training to all employees who have purchasing authority to ensure compliance with all purchasing procedures.
12. Maintains appropriate level and composition of inventory for HPHA needs.
13. Distributes items or purchases to users in an efficient and expeditious manner.

## **CONSTRUCTION MANAGEMENT BRANCH**

This Branch provides overall administration for construction administration and technical assistance projects which are assisted by the HPHA to increase housing opportunities for low income households, elderly and special needs groups. Architectural and engineering review and inspection services are provided to contractors for the modernization, capital improvement, and repair and maintenance of existing facilities.

### **Construction Management Section**

This Section develops, implements and coordinates the modernization, capital improvements and extraordinary repairs and maintenance programs for the HPHA's existing facilities. The Section provides architectural and engineering support for the HPHA's projects. In addition, provides construction administration and inspection services for the programs.

Provides clerical support.

### **Construction Management Units 1 And 2**

1. Coordinates and conducts periodic physical needs assessments of existing facilities and, with the assistance of other branches and offices of the HPHA, develops short and long term plans for modernization, capital improvement and extraordinary repairs and maintenance of the facilities.
2. Pursuers and coordinates with Federal, State and county agencies for funding to address the physical needs of the HPHA's existing facilities.
3. Coordinates all phases of the project for modernization, capital improvements, and repairs and maintenance, including but not limited to, government approvals, procurement and preparation of design and construction contracts, construction, project fund management and inspection services.
4. Administers construction contracts for projects assigned to this Section to ascertain that all work complies with the intent of the plans and specifications; in consultation with other sections, reviews design and construction modification requests and makes decision on request; inspects and certifies work completed for payment to contractors; and accepts completed projects.
5. Analyzes the cash flow of assigned projects and prepares reports regarding the projects' funds; validate the source and availability of funds and exercise control over the disbursement of appropriated funds.
6. Coordinates with and assists other branches of the HPHA on the reconstruction of existing facilities.
7. Prepares work scope and specifications for small contracts and coordinates procurement of services.

### **Construction Management Units 1 And 2 (Cont'd)**

8. Monitors project and contract compliance with applicable laws, ordinances, rules and standards including applicable Federal, State determinations and program requirements as it relates to construction.
9. Develops inspection plans and performs inspections on all units/projects during construction for quality control and conformance with plans and specifications, compliance with applicable laws, ordinances, rules and standards.
10. Reviews requested construction modifications (i.e. Change Orders/Change Proposals) during the construction period to ascertain suitability, practicality, and conformity with previously issued construction documents during the construction period and reports all construction related issues.
11. Assists other branches and offices of the HPHA and verifies that all necessary actions required to correct construction, equipment, material, appliance, and other deficiencies under homeowners/construction warranty policies are taken.
12. Investigates complaints which are construction related or concerning vacant land parcels.
13. Conducts special inspections to resolve resident complaints or in response to allegations of inadequate property maintenance.
14. Assists with the procurement process for the repair and maintenance of units to be purchased, sold or rented, relating to the maintenance of vacant parcels, or to address complaints.

### **Development Support Section**

This section provides assistance with quality control, hazardous materials (i.e. Lead-Base Paint (LBP), asbestos Containing Materials (ACM), etc., and accessibility requirements for the HPHA's new projects, modernization, repair, and maintenance of existing rental projects, and for projects assisted by the HPHA. In addition, this section will also assist with the conformance with plans and specifications, compliance with applicable laws, ordinances, rules and standards, coordinates with the appropriate branch/section or office of the HPHA and monitors compliance with Federal Labor Standards Provisions and applicable Federal and State wage determinations, Section 3, and other Federal and State program requirements as it relates to construction.

Provides clerical support services for the Development Support Section.

1. Reviews and provides recommendations on constructions plans, specifications, products, proposals, bid submissions, contracts, change orders, and other related proposals through all stages of planning, development, construction and warranty.
2. Review plans and specifications for the HPHA compliance with applicable laws, ordinances, rules and standards, and maintains the HPHA's plans and specifications as part of a proposed Automated Work Management System (AWMS).
3. Reviews, assists or prepares cost estimates for construction, repair and maintenance of projects beyond the capability of the Section.
4. Conducts site analysis and infrastructure investigation and develop concepts for potential development.
5. Assists other branches and sections of the HPHA with the preparation, implementation or administration of design guidelines, and declaration of covenants, conditions and restrictions (CC&R's), U.S. Dept. of Housing and Urban Development (HUD) Total Development Cost (TDC) calculations/assessment, U.S. Environmental Protection Agency (EPA) compliance, etc.
6. Establish standards for design and construction for the HPHA's projects or projects assisted by the HPHA; and provides design support to the HPHA.
7. Assists other branches and offices of the HPHA with the administration of construction contracts for all new development, maintenance, repair, rehabilitation, replacement and hazardous materials projects to ascertain that all work generally complies with the intent of the plans and specifications and applicable laws, ordinances, rules and standards; reviews and evaluates change orders for conformance to contract requirements.

### **Development Support Section (Cont'd)**

8. Develops operations and maintenance standards (i.e. Maintenance Policies and Procedures Manual) for the HPHA and develops specifications for contractual services for major building systems.
9. Conducts or causes to be conducted, research on housing materials, designs, and technology and develops the means for applying the findings of such investigation to the HPHA's designated projects.
10. Monitors compliance with Federal Labor Standards Provisions and applicable Federal and State wage determinations, and other Federal and State program requirements as it relates to construction.
11. Monitors compliance with HUD's Section 3 Provisions to provide the opportunity to secure employment through training opportunities, job matching and referral services with include outreach and recruitment, case management, basic skills and leadership development, construction vocational training per applicable Federal, State, and other program requirements.
12. Assists other branches and offices of the HPHA with the collection of and management of construction documentation.
13. Provides support to the Construction Management Section of detailed planning of selected housing sites and parcels of land, including but not limited to, infrastructure development and community redevelopment.

### **PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH**

Performs management and maintenance of assigned housing, vacant land and equipment owned or managed by the HPHA; and works directly with residents in identifying their needs in order to assist in coordinating services and programs to meet those needs.

1. Coordinates the application and management functions of public housing rental programs administered by the HPHA.
2. Initiates the development and coordinates the implementation of rules and regulations to be in compliance with Federal and State requirements.
3. Assesses the adequacy and effectiveness of management, maintenance and resident services programs of the Branch and revises them as needed in concert with the HPHA's plans.
4. Develops and establishes management and maintenance plans to reflect the HPHA's goals; monitors performance against established performance standards, criteria, goals, and guidelines to achieve optimal performance; provides assistance as needed to implement the plans to meet performance objectives; develops policies and procedures on matters relating to management, maintenance, applications for and occupancy of housing facilities and programs.
5. Maintains communication between the Branch and Federal, State, and local agencies to facilitate the operations of the Branch and keeps all sections informed on activities and actions.
6. Collaborates in the review and approval of Management and Maintenance budget requests in coordination with the Fiscal Management Office.
7. Assesses training requirements for the Branch and directs participation in training programs to achieve optimal performance.
8. Facilitates investigations of and resolutions to complaints, problems and program inefficiencies.

## **PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH (Cont'd)**

9. Performs work order call center functions; Provides specialized central support services for assigned housing facilities of the HPHA owned and managed by the HPHA to include but not limited to:
  - a. Receiving phone calls from development residents or area management offices about needed repairs for interior and/or exterior property, owned by the HPHA.
  - b. Prepares for input of work order details into a work order call system or a tabulated order form.
  - c. Review completed work orders for completeness to insure correctness of details required for job completion.
  - d. Forwarding the data to the respective area management office for work to be assigned to the maintenance staff.
  - e. Tabulating of completed work orders at the call center based on the input of data collection from each area management office to determine work performance and resident satisfaction.
10. Coordinates maintenance support functions of the HPHA.
11. Evaluates, develops and revises maintenance support functions of the HPHA.
12. Maintains maintenance call center workload database for the HPHA and acts as the information resource for the HPHA's and area planning and budget activities.

### **Central Maintenance Services Section**

1. Provides specialized central support services for the HPHA. Centralized support services to include grounds maintenance, plumbing, electrical, welding, carpentry, painting, refrigeration, air conditioning, concrete/masonry, auto mechanic, heavy equipment and dump truck operation.
2. Coordinates, schedules, and provides specialized power equipment and vehicle maintenance support for assigned areas Statewide.
3. Coordinates maintenance support functions of the HPHA.
4. Provides centralized maintenance support services for assigned housing facilities, vacant land and parcels owned or managed by the HPHA.
5. Plans, schedules, and performs major maintenance, repair and alteration work which are beyond the normal capabilities of the Management Units maintenance staff.
6. Assesses facility maintenance needs for assigned properties and develops plans and schedules to address those needs.
7. Evaluates, develops and revises maintenance standards and procedures in conjunction with the Construction Management Branch for housing programs under the jurisdiction of the Property Management and Maintenance Services Branch.
8. Maintains maintenance workload database for the HPHA and acts as the information resource for the HPHA's and area planning and budget activities.
9. Coordinates preparation of and updates the maintenance modernization and operating plans for public housing developments.
10. Administers the HPHA's Preventive Maintenance Program and the major systems inspection program.
11. Plans and coordinates landscape maintenance services for assigned properties and facilities owned or managed by the HPHA.
12. Coordinates after hour and weekend emergency maintenance services.
13. Maintains and updates maintenance policy and procedural manuals.

## **Management Section**

Oversees assigned Federal and State housing programs. Coordinates application intake, screening, and eligibility determination functions for public housing rental programs. Provides overall management and coordination of day to day services for public housing developments assigned to the Section. Tracks the Section's performance against established performance standards of assigned programs to achieve optimal results.

### **Applications Services Unit**

1. Receives applications for assigned HPHA owned and/or managed rental housing units and rent subsidy programs under Federal and State programs and reviews and determines eligibility of applicants for placement based on applicable State and Federal regulations and guidelines into housing facilities and rent subsidy programs on Oahu.
2. Maintains records and files on all applications for assigned programs.
3. Implements approved policies, rules, and regulations relating to rental and occupancy matters.
4. Identifies applicants who may be in need of additional supportive services and refers them to appropriate Counseling entities.
5. Coordinates closely with the Management and Rent Subsidy units on lease up to ensure the HPHA's occupancy and vacancy standards are met.
6. Assists the Management Section in providing eligibility determination for continued occupancy.

### **Management Units 1-5, 7-9**

1. Provides day-to-day management, maintenance, and resident services for public housing developments assigned to the Management Unit.
2. Repairs and maintains facilities and grounds within the capabilities of assigned Management Unit Maintenance staff.
3. Enforces lease provisions and makes recommendations for corrective action to ensure proper use and occupancy of rental units.
4. Evaluates the needs of resident families regarding social, health, education, recreation, employment and family relations and provides assistance in securing services and programs to need their needs.
5. Recommends revisions to and assists in developing policies, procedures, rules and regulations on matters pertaining to the management, maintenance, and resident services in public housing.
6. Fosters and establishes working relationships with community groups and other agencies for the benefit of the residents and the HPHA.
7. Coordinates with the Applications Unit on unit lease up to ensure that the HPHA's occupancy and vacancy standards are met.
8. Develops and implements management unit budget and maintenance work plan.
9. Prepares reports and maintains demographic records and statistics for assigned housing programs.
10. Represents the HPHA on the neighbor islands.
11. Interviews residents for re-determination of continued eligibility for unit occupancy and income received to establish share of rent.
12. Receives applications for assigned programs and determines eligibility and support needs of applicants for placement.
13. Investigates complaints and counsels residents on lease violations.
14. Implements approved policies, procedures, rules and regulations on matters relating to assigned housing programs.
15. Coordinates requests for the Maintenance Section services.
16. Responds to after hour calls for emergency repairs.

### **Management Units 1-5, 7-9 (Cont'd)**

17. Conducts various inspections to assess and ensure safety, cleanliness and/or needed repairs.
18. Provides clerical support for the management unit.
19. Maintains files, records, manuals and correspondence under the jurisdiction of the management unit.
20. Provides fiscal and physical accounting support for the management unit.

### **Private Management Contracts Section**

Responsible for administering and overseeing the operations of privately managed, Federal and State funded developments owned by the HPHA to ensure all terms of agreements are properly implemented and accomplished by private sector agencies; and adhere to applicable rules, policies and procedures.

1. Analyzes all proposals with regards to planning, development and management of all rental properties and prepares feasibility analysis in the area of property management for the HPHA.
2. Coordinates the development, establishment and implementation of criteria for incorporating into guidelines for various facets of private sector management of HPHA owned rental properties.
3. Prepares, processes and evaluates competitive bids for property management services.
4. Initiates, assembles, and implements all governing documents, agreements, contracts and leases for all assigned rental properties.
5. Prepares annual operating budgets for assigned rental properties.
6. Facilitates annual financial audit of HPHA owned rental properties.
7. Coordinates and/or conducts special inspections as necessary to resolve complaints or in response to allegation of poor/inadequate property management/maintenance of HPHA owned rental properties.
8. Provides management information on current trends and recommends policies for operating lease and rental properties for all corporate programs.
9. Maintains liaison with non-dweller space and facilities (e.g., commercial areas, community centers, etc.) of the HPHA.
10. Administers and manages non-dwelling space and facilities (e.g., commercial areas, community centers, etc.) of the HPHA.

### **Resident Services Section**

The Resident Services Section is responsible for the development and monitoring of housing supportive services programs for housing project residents, and those with special housing needs primarily through the grant application process and the administration, coordination, and evaluation of the HPHA's resident services. The Section also provides technical support to public and private service agencies in the establishment and operation of supportive housing programs.

1. Collects, analyzes, and disseminates information on services and other programs provided by other housing authorities across the nation to support residents in improving their environment and efforts towards economic independence.
2. Researches Federal and private funding sources; prepares and coordinates grant applications for those funds; and conducts ongoing needs assessments of the residents with private and public agencies involved with resident services and self-sufficiency programs.
3. Develops plans and procedures in coordination with private and public agencies for the introduction of new programs and the modification of existing resident services programs, as well as the administration of grants for resident services.
4. Coordinates with State, county, and other public and private agencies to develop programs and establishes referral systems to service those with special housing needs and serves as liaison for the HPHA with other agencies and community groups in developing strategies for resident related self-sufficiency programs.



## **Resident Services Section (Cont'd)**

5. Assists and coordinates with the Planning and Evaluation Office in compiling statistical and demographic data on all needs assessment for the resident services.
6. Develops, coordinates, administers and evaluates new and existing resident services program contracts; and coordinates resident services activities with the Property Management and Maintenance Services Branch and private and public agencies.
7. Coordinates the submission of all progress reports for the HPHA's resident services programs and contracts.
8. Develops, coordinates, and conducts resident services related training and workshops and provides technical assistance on the new and existing resident services programs for personnel servicing the residents of individual housing projects and private and public agencies.
9. Provides assistance to and coordinates activities for resident advisory councils, works with residents and resident advisory councils to develop and implement programs operated by residents to improve their environment and efforts towards economic independence and budgeting and expenditure of resident participation funds and operation and maintenance of resident council offices.
10. Develops, implements and evaluates compliance with service standards developed by HPHA for use by contractors, organizations providing on-site services, occupying HPHA facilities or desiring to enter into collaborative partnerships with HPHA.
11. Participates on ad-hoc planning committees for renovations, remodernizations, or construction of public housing units or on-site facilities to provide technical assistance and insight facilities to provide technical assistance and insight related to supportive services and/or resident needs.

### **Clerical Services Staff**

Provides clerical support.

## **SECTION 8 SUBSIDY PROGRAMS BRANCH**

Coordinates application and rental assistance functions for rent subsidy programs administered by the HPHA. Provides initial determination of the need for support services and makes referrals to appropriate public and private service providers as needed. Reviews and monitors relocation assistance plans submitted to the HPHA.

### **Inspection Section**

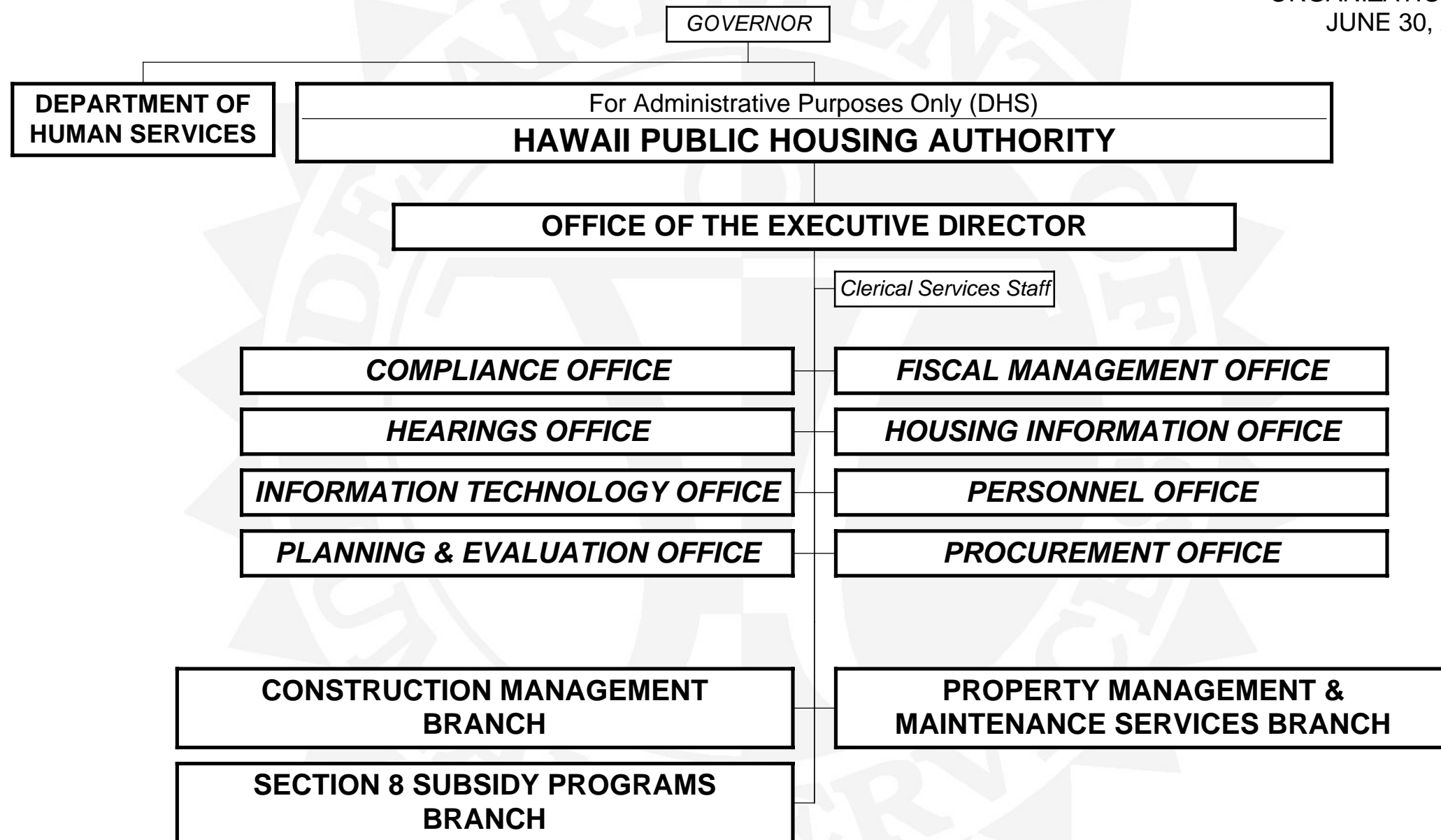
1. Schedules and conducts on-site inspections of initial and existing rental units in the private sector throughout Oahu.
2. Documents and maintains the Housing Quality Standard (HQS) fail report and enforcement of the HQS.
3. Records the condition of the rental unit on the inspection form that is prescribed by the Department of Housing and Urban Development (HUD) and/or by the Hawaii Public Housing Authority (HPHA).
4. Judges the grading of a unit condition using general accepted principal and standards to ensure that the unit is safe, decent and sanitary.
5. Gathers housing rental information, analyzes and compiles data on rents throughout the community to determine whether rents currently being charged are reasonable for comparable units.
6. Maintains an updated listing of comparables by type, size, location, amenities, age, services, census tract, etc.
7. Determines documentation and certification for approval or disapproval.
8. Determines liabilities on vacant units that are damaged.
9. Performs a variety of clerical functions including typing, duplicating, filing, requisitioning office supplies, preparing/processing personnel forms and reports, answering phone calls and routing to appropriate parties.

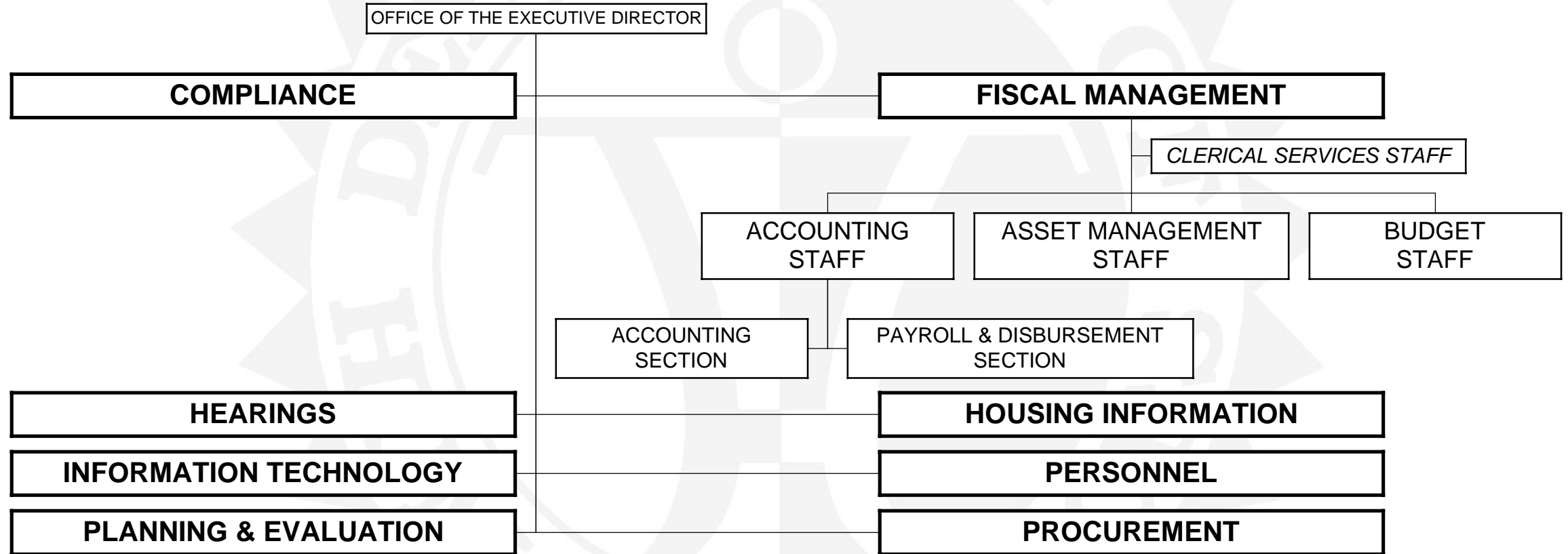
## **Rent Subsidy Sections 1 And 2**

1. Coordinates the implementation of rules and regulations to be in compliance with Federal and State rent subsidy program requirements.
2. Assesses the adequacy and effectiveness of assigned programs and revises them as needed in consort with the HPHA's plans.
3. Initiates policies and procedures on matters relating to applications for and occupancy of housing facilities and programs.
4. Monitors performance against established subsidy programs performance standards, criteria, goals, and guidelines to achieve optimal performance; provides assistance as needed to implement the program to the Section.
5. Facilitates investigations of and resolutions to complaints, problems and program inefficiencies for assigned program to the Section.
6. Provides listing and referral services to applicants seeking to rent homes to include those with special housing needs.
7. Interviews participants for re-determination of continued eligibility and to establish share or rent.
8. Develops counseling programs for residents on matters such as financial management and budgeting, basic housekeeping, communicating effectively and getting along with others, and other matters which may be considered desirable or necessary.
9. Maintains non housing programs and other supportive services for low and moderate-income families administered in the State by the public or private sector including those for individuals with special housing needs.
10. Provides information about available housing programs and provides applicants with referrals to appropriate agencies or programs for services based on individual needs and qualifications.
11. Prepares and executes contracts with owners, landlords, managing agents and program units; prepares applications to the U.S. Department of Housing and Urban Development (HUD) for program expansion as additional funding becomes available for rent subsidy programs.
12. Provides outreach to families and landlords to promote rent subsidy programs and to assist in locating units to rent; fosters and establishes working relationships with real estate management staff, the community and other agencies for the benefit of the rent subsidy programs.
13. Evaluates and approves claims by landlords against the HPHA's security deposit guarantee.
14. Identifies participants who may be in need of additional assistance and refers them to housing opportunity outreach counseling services.
15. Ensure that the HPHA meets the Section 8 Management Assessment Program standards (SEMAP).
16. Implements approved policies, procedures, rules and regulations relating to the rent subsidy programs. Recommends revisions to assists in developing the same.
17. Develops and implements unit budget; develops and prepares reports and maintains records and statistics on rent subsidy matters for Federal, State, and the HPHA's purpose.
18. Assists the Management Section in providing eligibility determination for continued occupancy.

## **Clerical Services Staff**

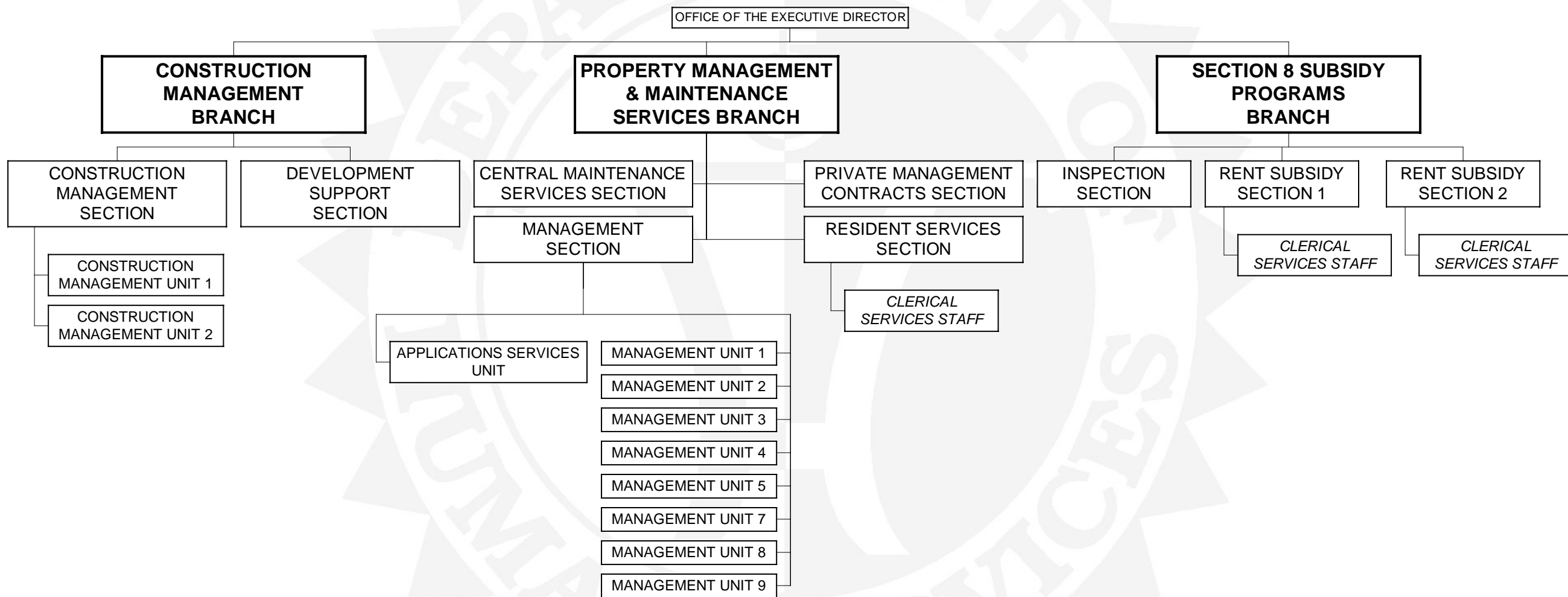
Provides clerical support.





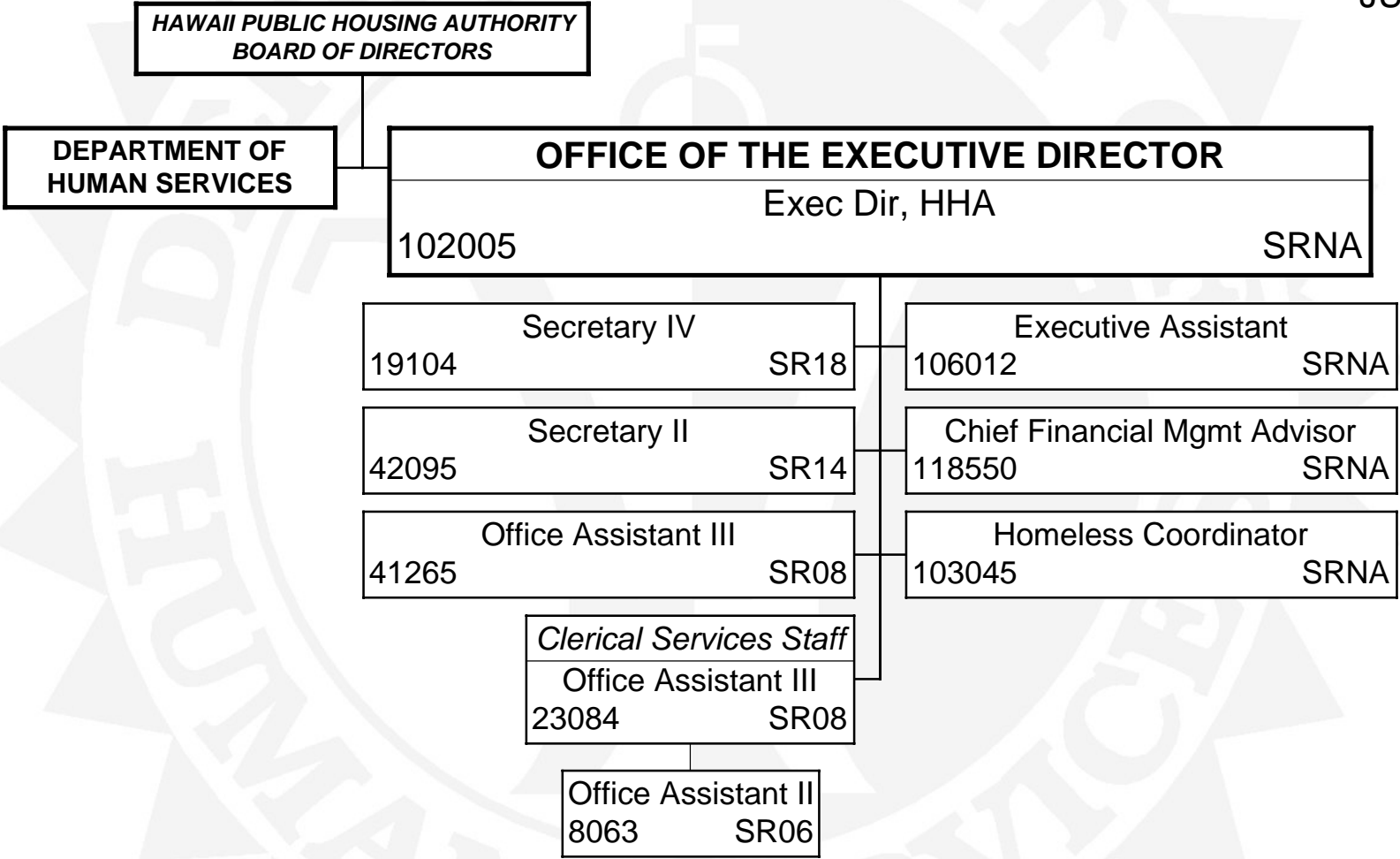
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY

ORGANIZATION CHART 3  
JUNE 30, 2012



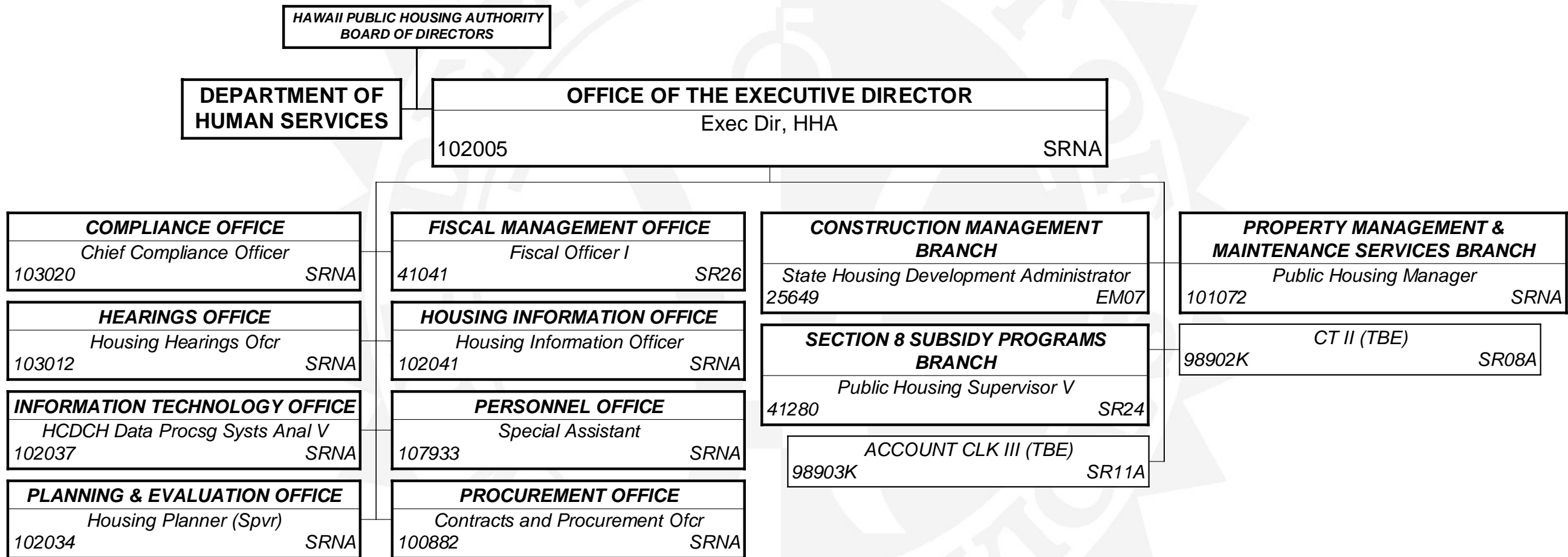
STATE OF HAWAII  
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 HAWAII PUBLIC HOUSING AUTHORITY  
 OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 1  
 JUNE 30, 2012



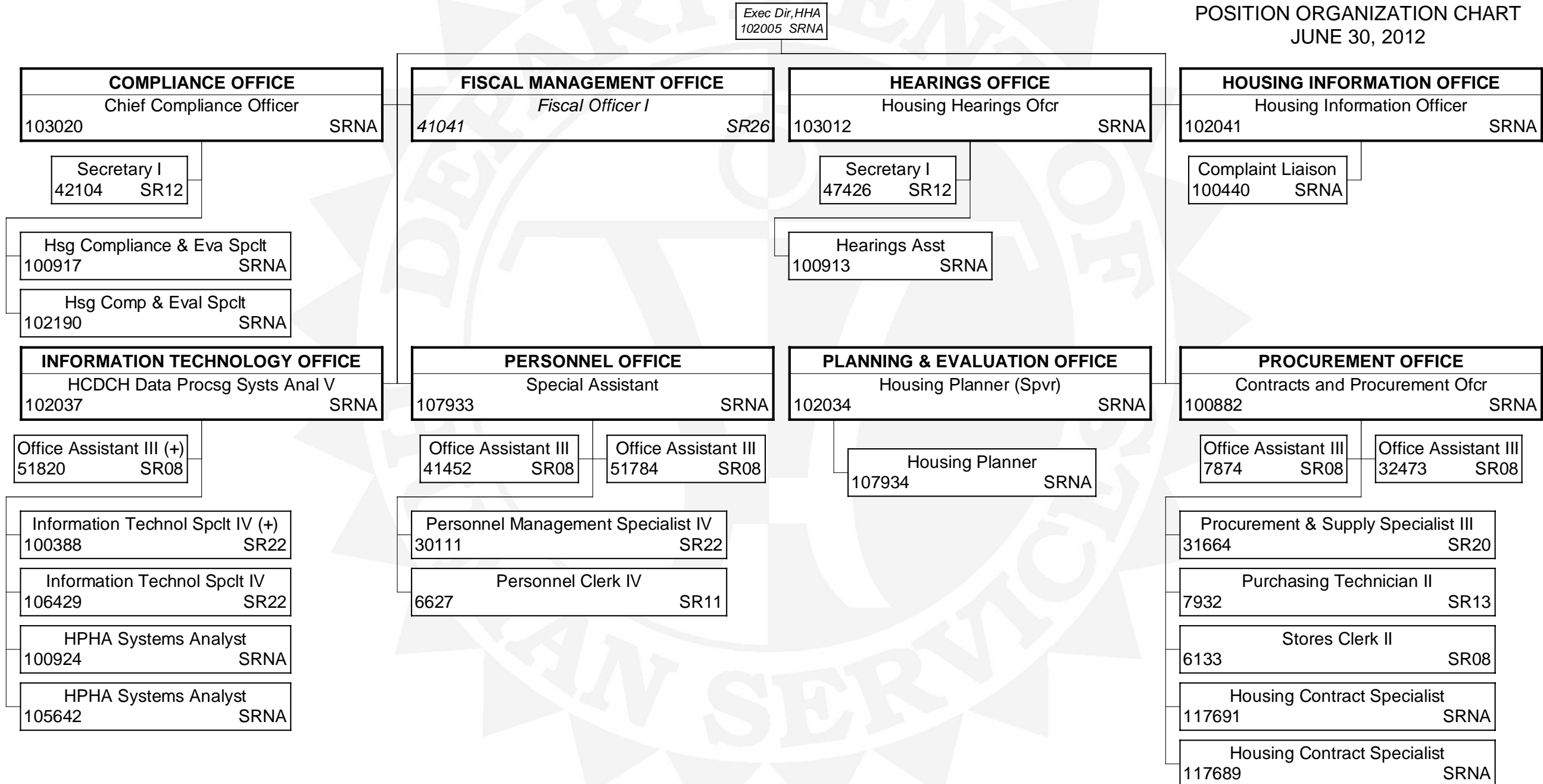
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 2  
 JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 STAFF OFFICES 1

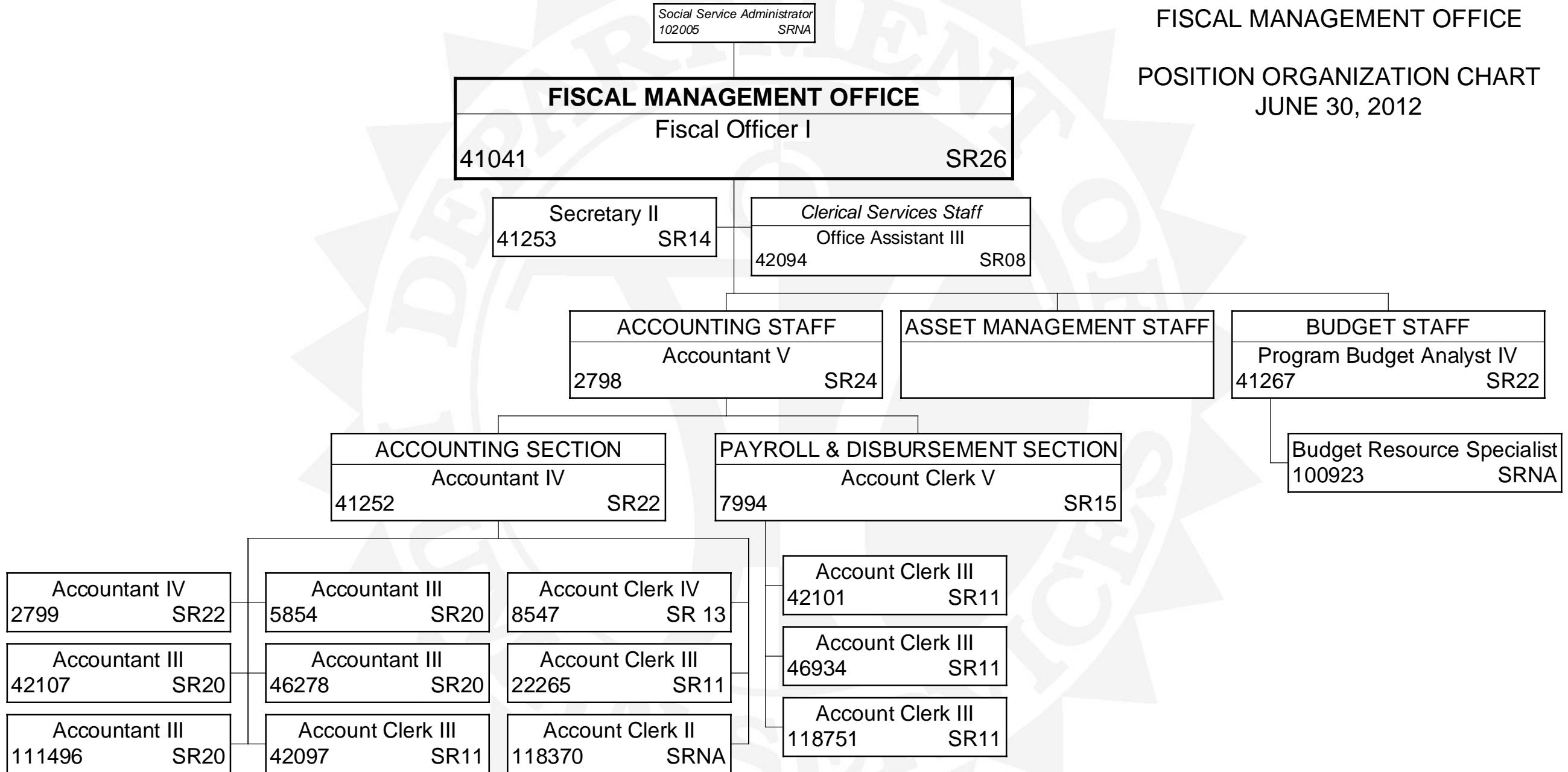
POSITION ORGANIZATION CHART  
 JUNE 30, 2012





STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 FISCAL MANAGEMENT OFFICE

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 CONSTRUCTION MANAGEMENT BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

Exec Dir, HHA  
 102005 SRNA

**CONSTRUCTION MANAGEMENT BRANCH**  
 State Housing Development Administrator  
 25649 EM07

Secretary II  
 2800 SR14

Student Helper II  
 102205 SRNA

**CONSTRUCTION MANAGEMENT SECTION**  
 Engineer VI  
 8774 SR28

**DEVELOPMENT SUPPORT SECTION**  
 Project Engineer  
 103029 SRNA

Office Assistant III  
 5857 SR08

Office Assistant III  
 48707 SR08

Housing Development Spclt I  
 100886 SRNA

Office Assistant III  
 27588 SR08

**CONSTRUCTION MANAGEMENT UNIT 1**  
 Contract Administrator  
 103024 SRNA

**CONSTRUCTION MANAGEMENT UNIT 2**  
 Engineer V  
 10887 SR26

Building Construction Inspector II  
 8421 SR19

Project Engineer  
 100202 SRNA

Building Construction Inspector III  
 41892 SR21

Engineer IV  
 8635 SR24

Building Construction Inspector II  
 8748 SR19

Project Engineer  
 102285 SRNA

Building Construction Inspector II  
 8749 SR19

Engineer IV  
 102676 SR24

Building Construction Inspector II  
 120409 SR19

Project Engineer  
 102383 SRNA

Building Construction Inspector II  
 119226 SR19

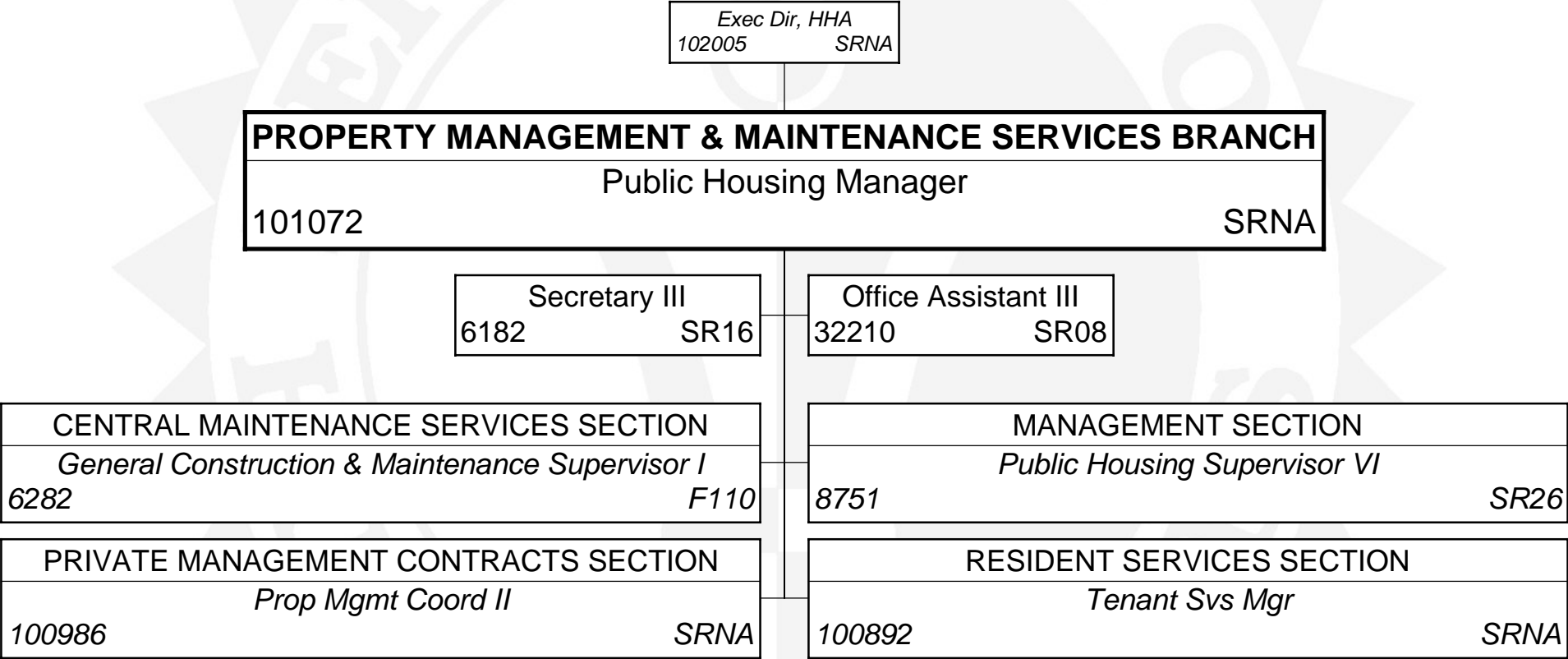
Housing Development Spclt III  
 101326 SRNA

Building Construction Inspector II  
 120410 SR19

Project Engineer  
 106430 SRNA

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY  
PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH

POSITION ORGANIZATION CHART  
JUNE 30, 2012

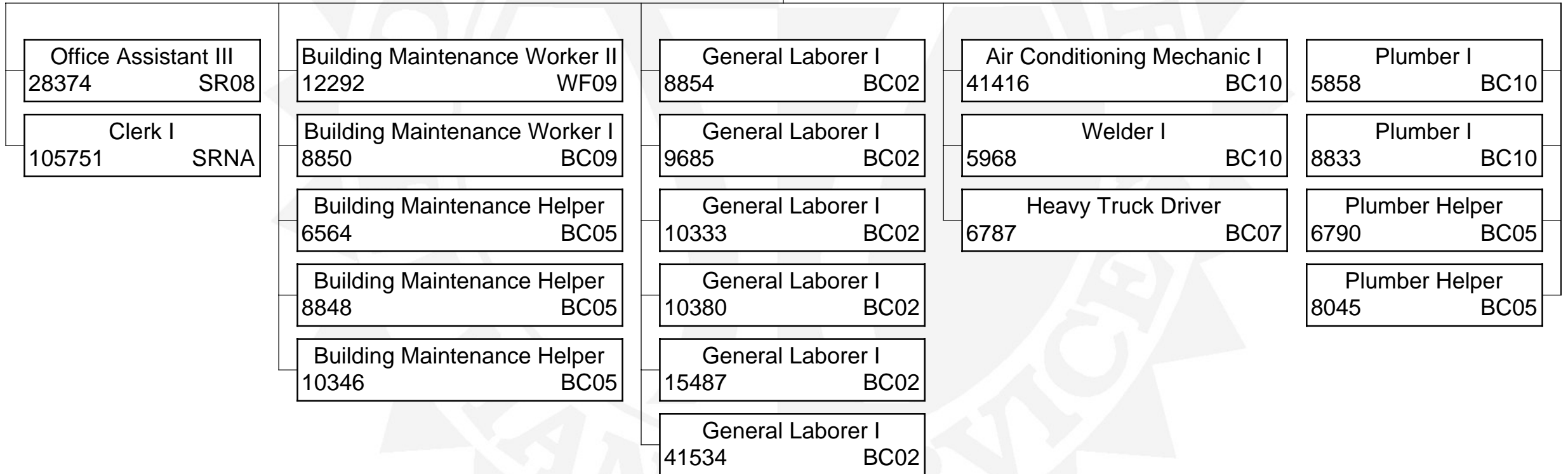


STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH  
 CENTRAL MAINTENANCE SERVICES SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

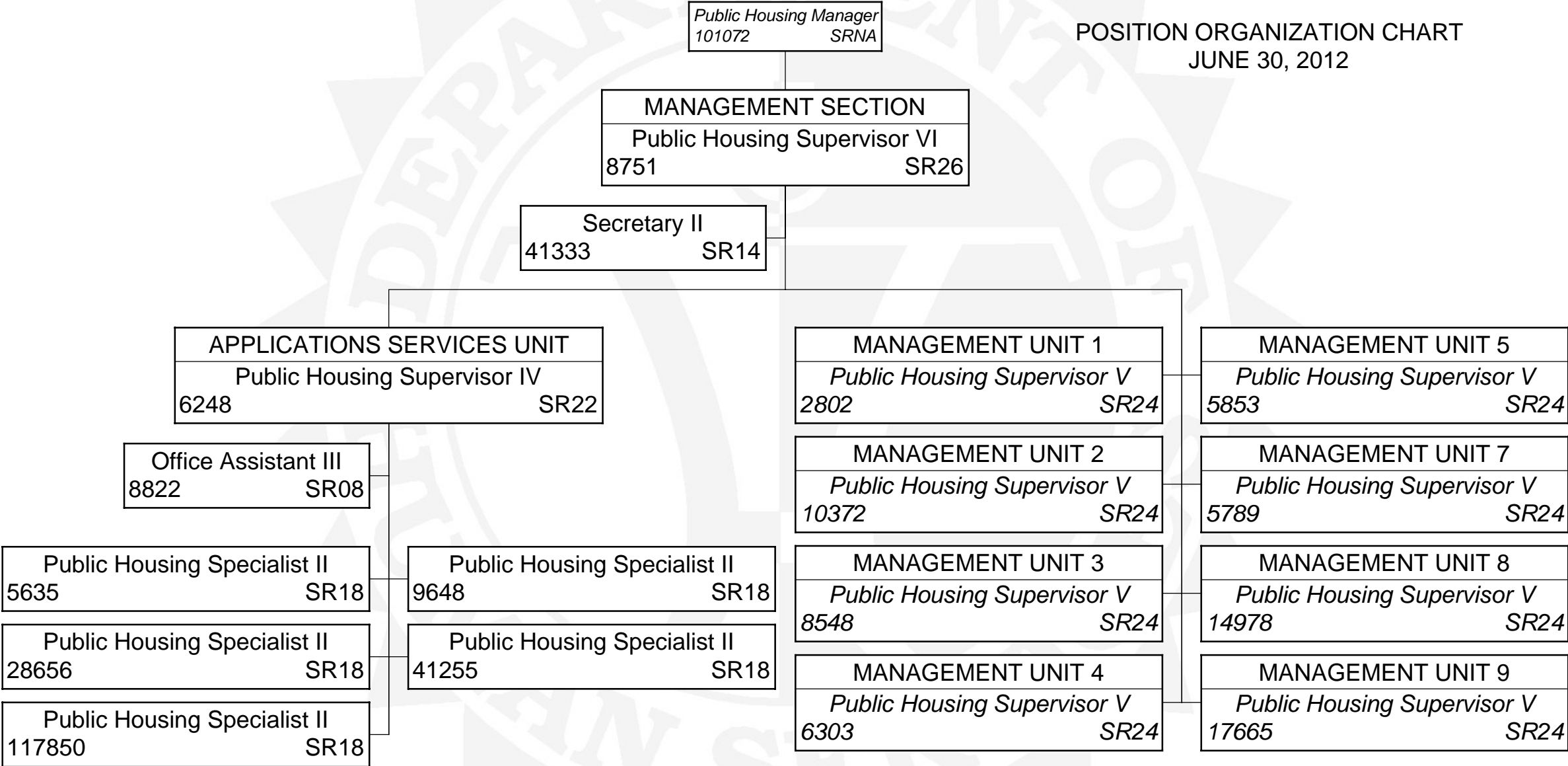
Public Housing Manager  
 101072 SRNA

CENTRAL MAINTENANCE SERVICES SECTION  
 General Construction & Maintenance Supervisor I  
 6282 F110



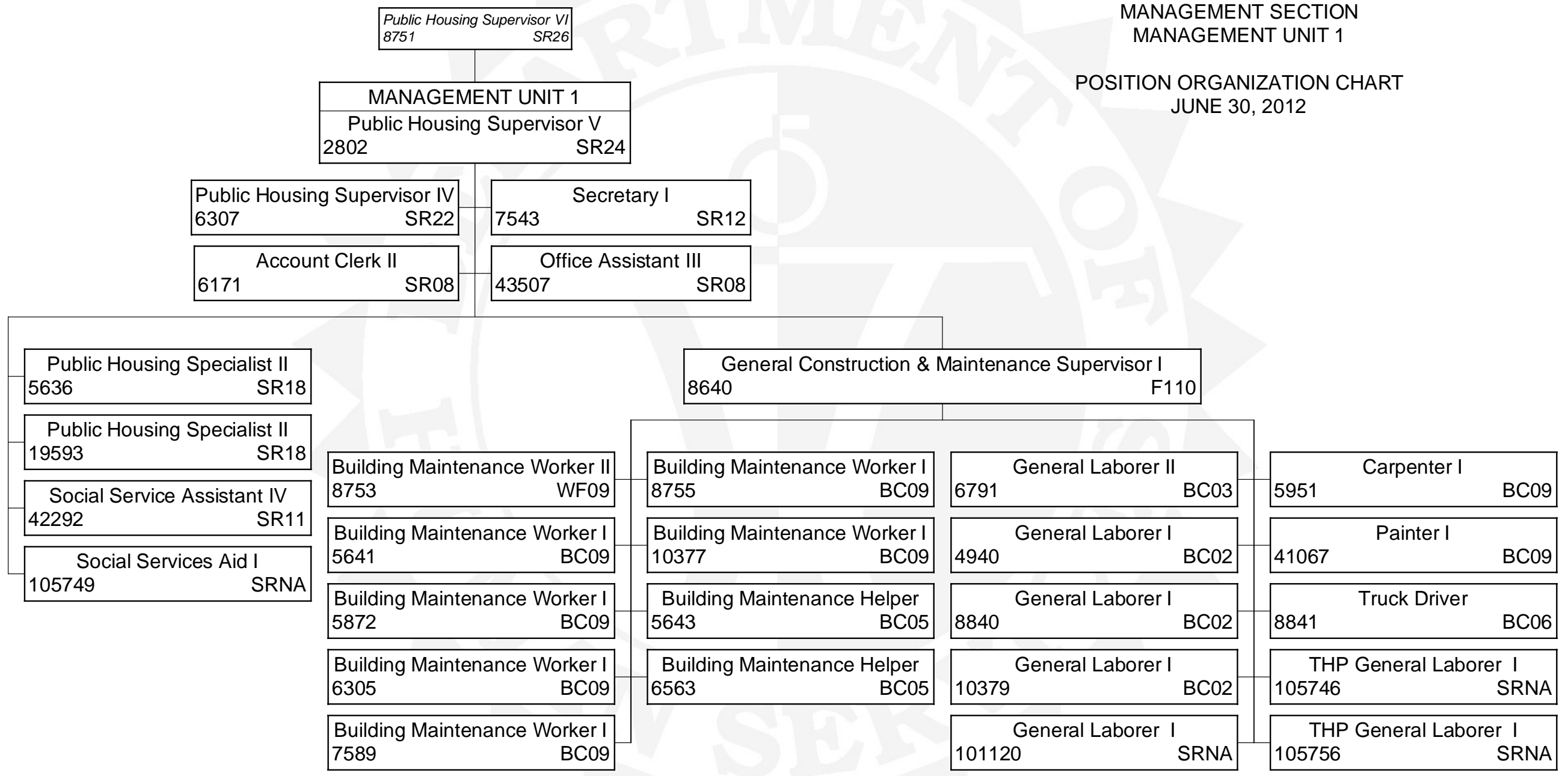
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
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 PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



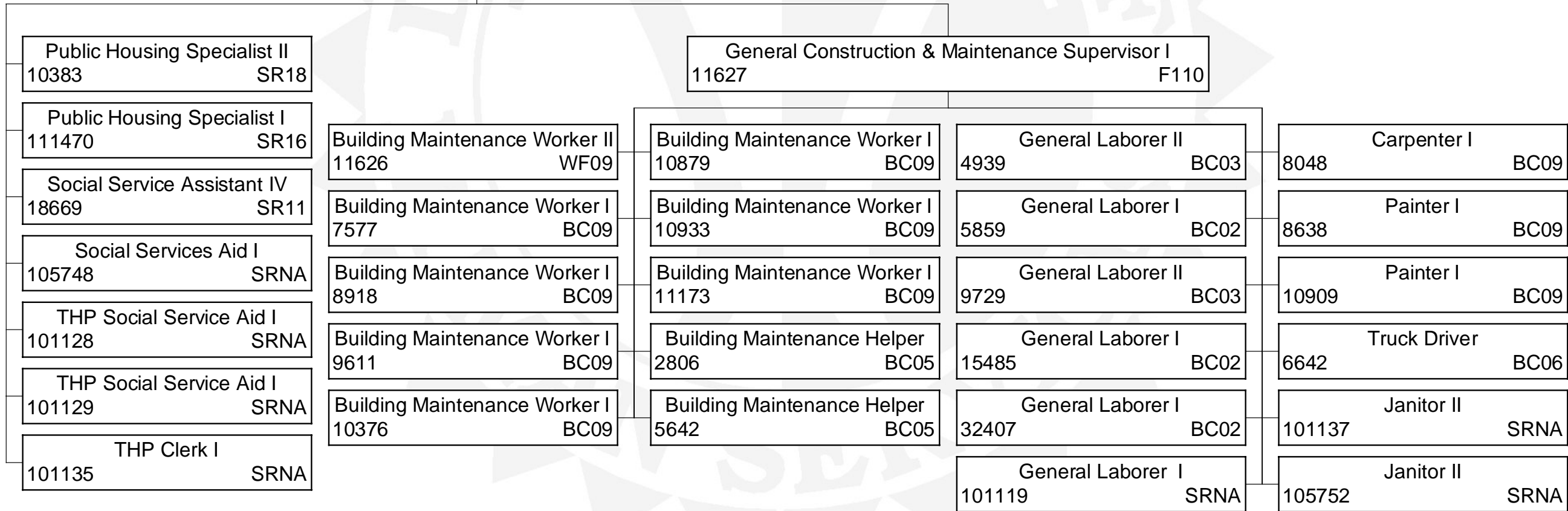
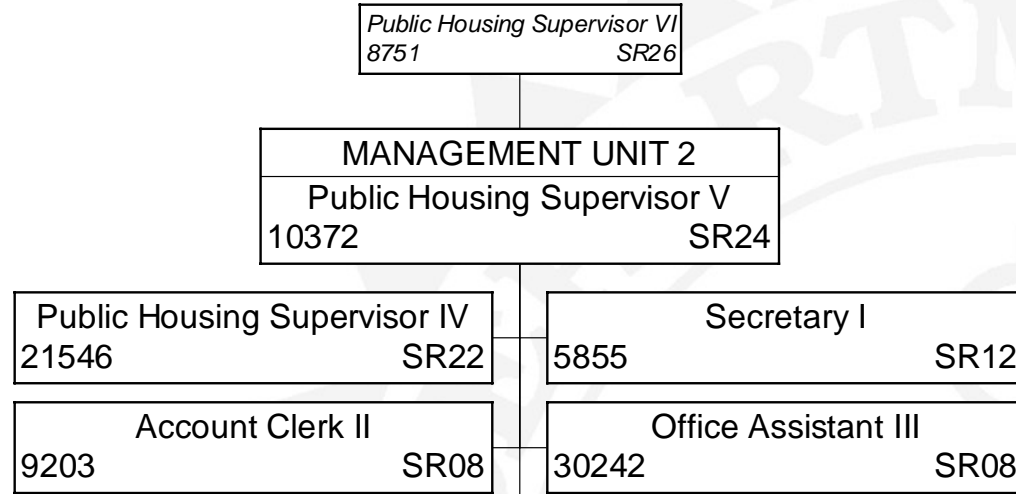
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 MANAGEMENT SECTION  
 MANAGEMENT UNIT 1

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



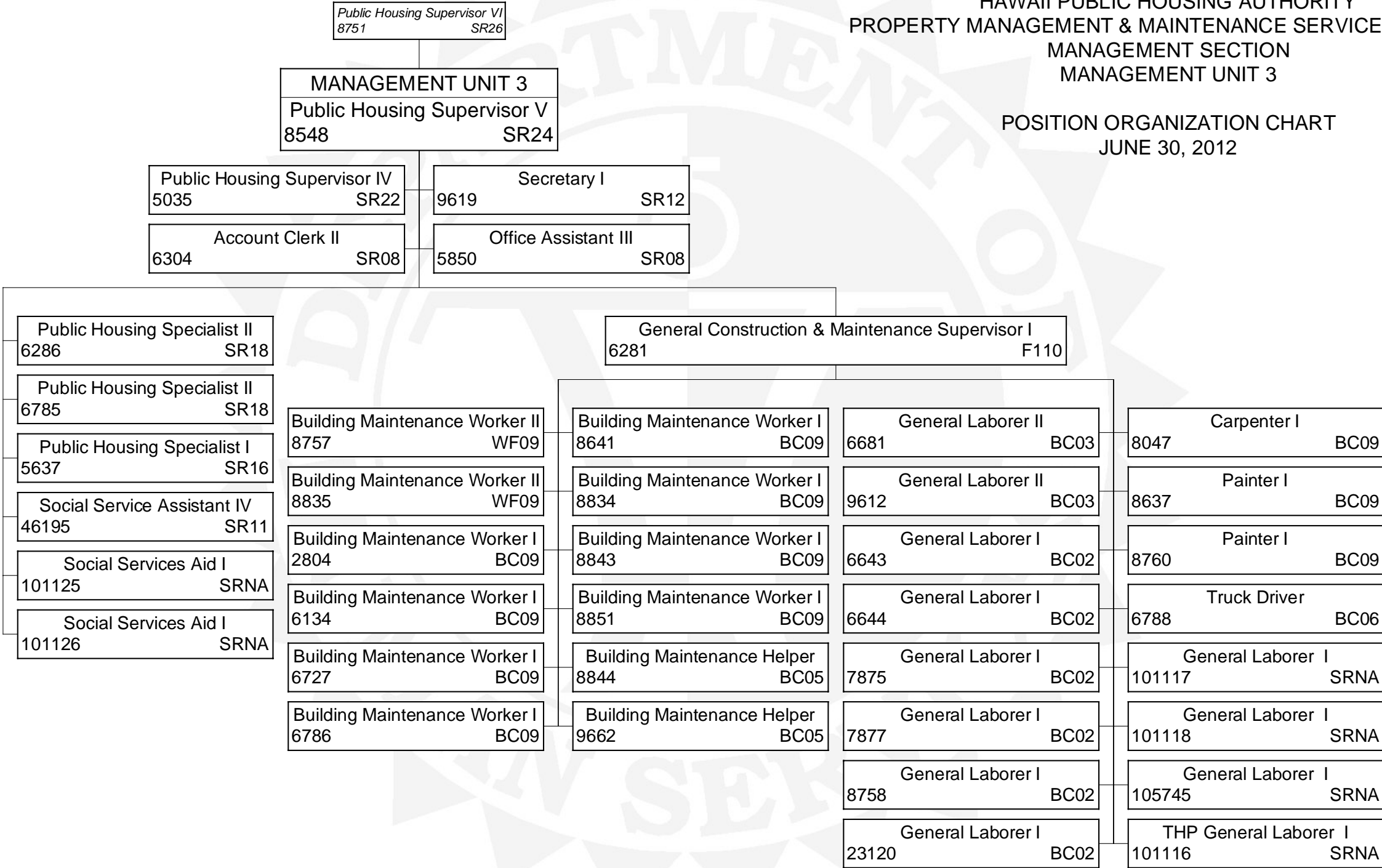
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 PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 2

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 3

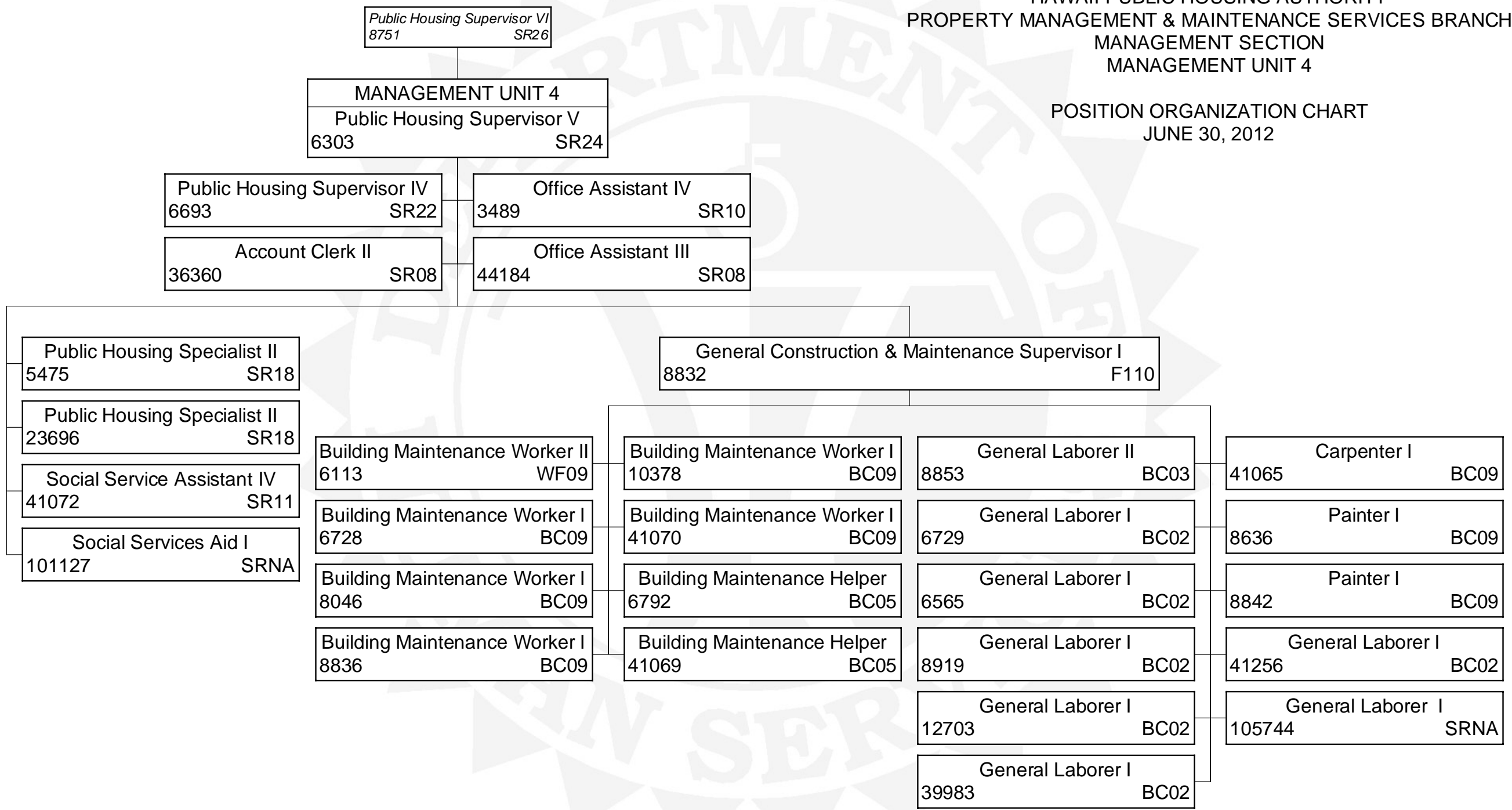
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 JUNE 30, 2012





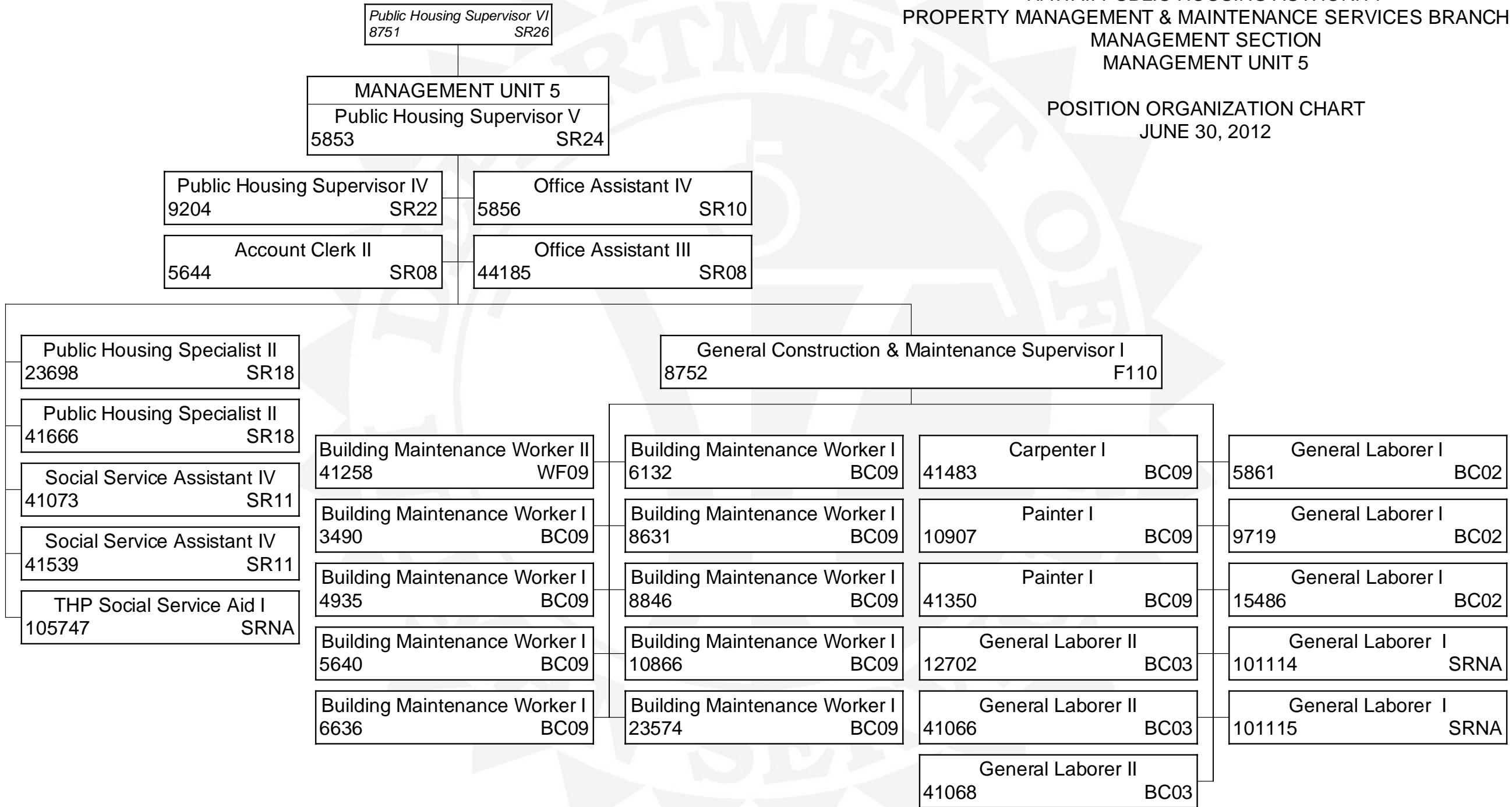
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 DEPARTMENT OF HUMAN SERVICES  
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 MANAGEMENT UNIT 4

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 JUNE 30, 2012



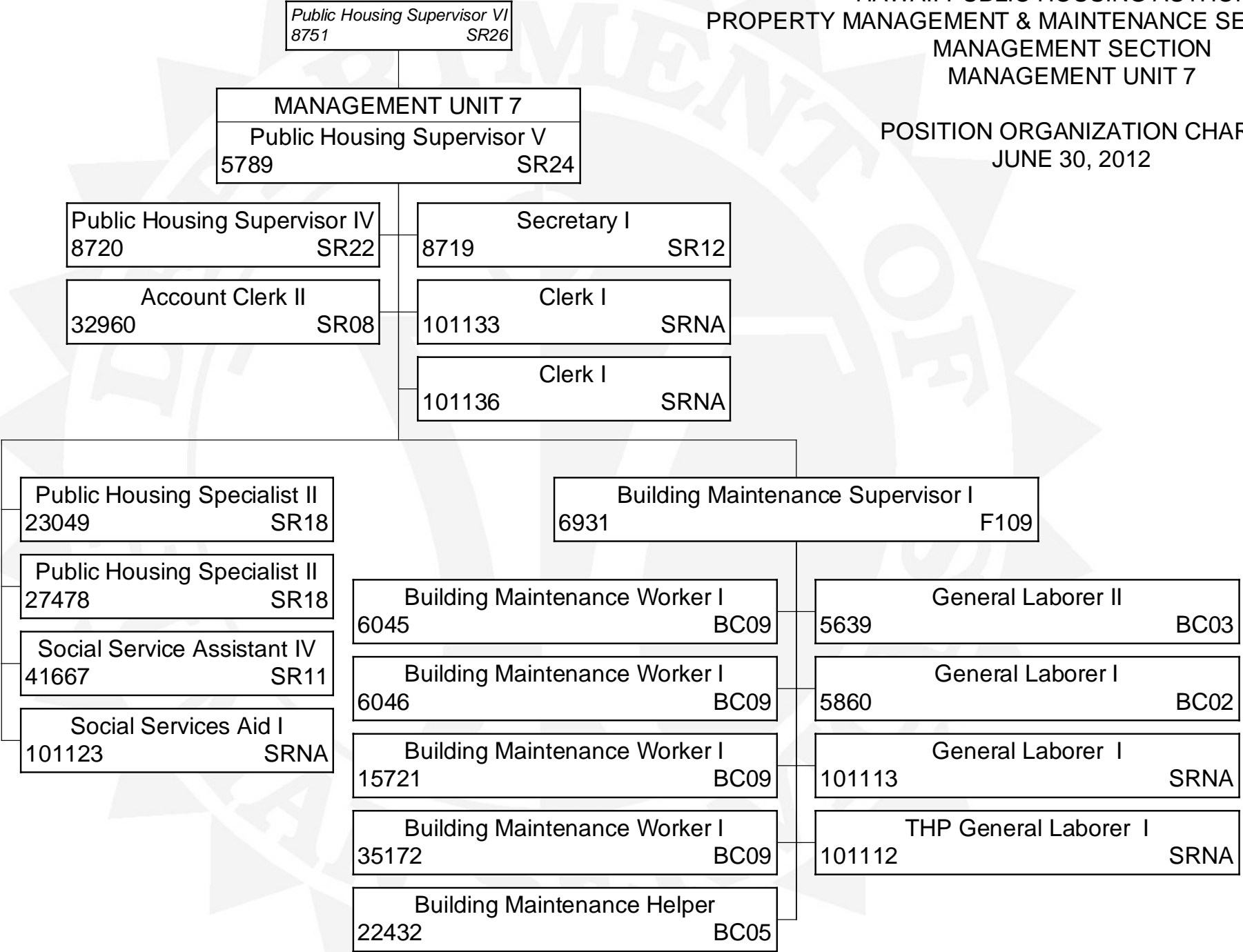
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 JUNE 30, 2012



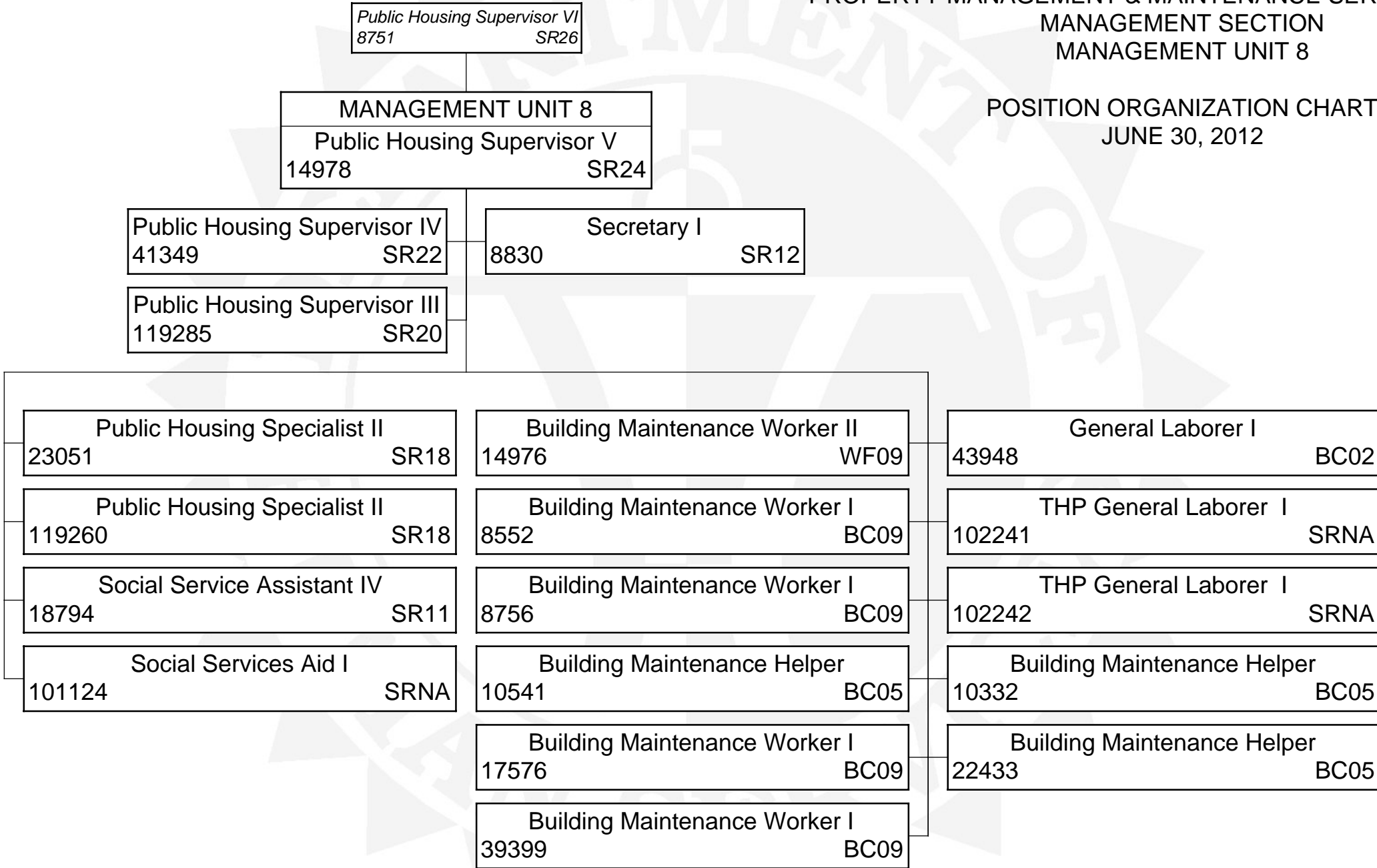
STATE OF HAWAII  
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 HAWAII PUBLIC HOUSING AUTHORITY  
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 MANAGEMENT UNIT 7

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 JUNE 30, 2012



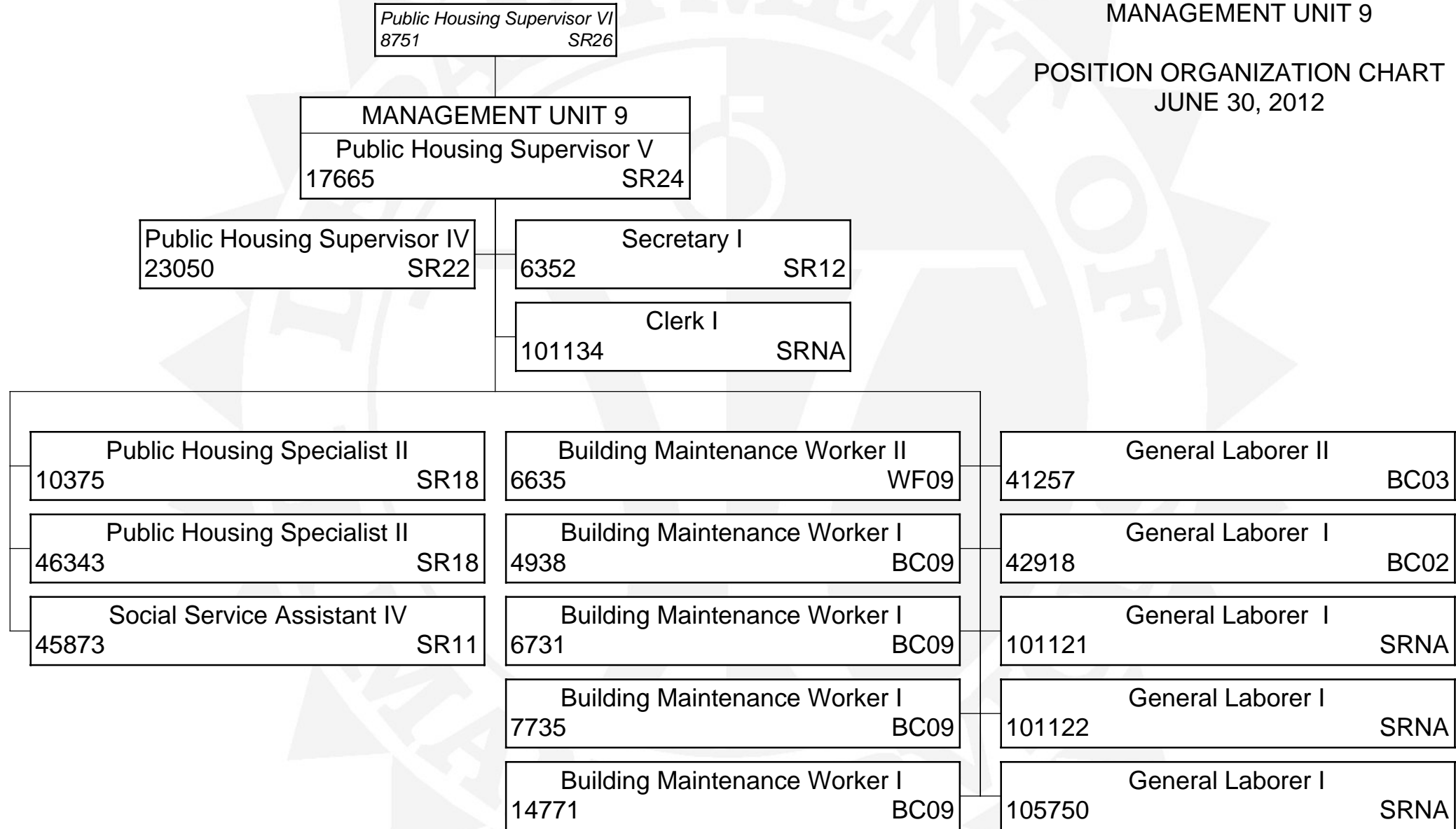
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 8

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 9

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH  
 PRIVATE MANAGEMENT CONTRACTS SECTION  
 RESIDENT SERVICES SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

*Public Housing Manager*  
 101072 SRNA

**PRIVATE MANAGEMENT CONTRACTS SECTION**  
 Prop Mgmt Coord II  
 100986 SRNA

**RESIDENT SERVICES SECTION**  
 Tenant Svs Mgr  
 100892 SRNA

Secretary I  
 42096 SR12

Secretary I  
 41254 SR12

*Clerical Services Staff*  
 Office Assistant III  
 31791 SR08

Office Assistant III (+)  
 51818 SR08

Property Management Coord I  
 107932 SRNA

Property Mgmt Spclt  
 102048 SRNA

Property Management Spclt  
 117841 SRNA

Property Management Spclt  
 117929 SRNA

Resident Services Prgm Spclt  
 103036 SRNA

Resident Svcs Prgm Spclt  
 105632 SRNA

Resident Svcs Prgm Spclt  
 111874 SRNA

Prgm Spclt & Tenant Svcs  
 102047 SRNA

Prog Spclt & Tenant Svcs  
 103030 SRNA

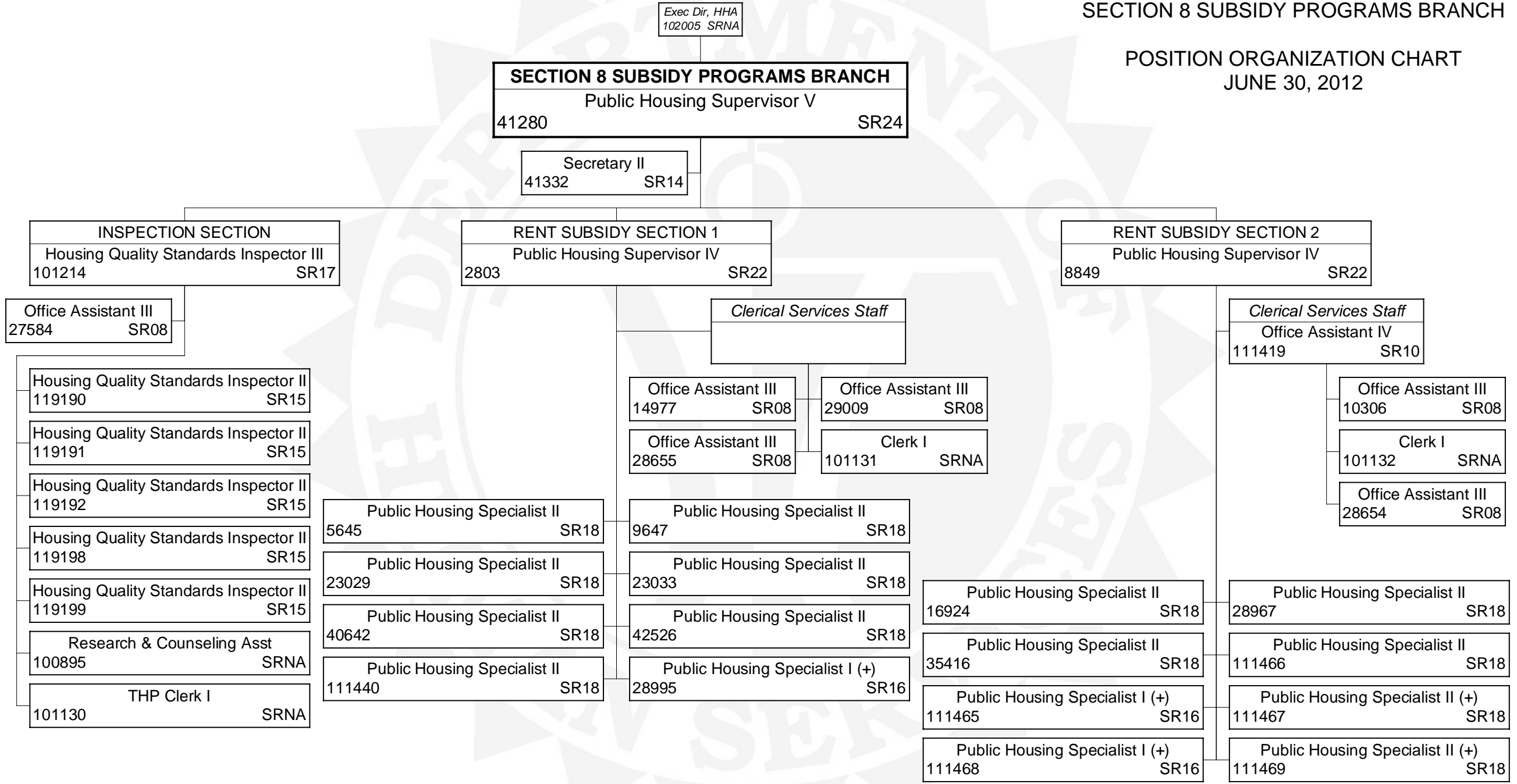
Program Spclt & Tenant Svcs  
 103034 SRNA

THP Social Services Aid I  
 103043 SRNA

THP Social Services Aid I  
 103044 SRNA

STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 HAWAII PUBLIC HOUSING AUTHORITY  
 SECTION 8 SUBSIDY PROGRAMS BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



## **HAWAII STATE COMMISSION ON THE STATUS OF WOMEN**

Pursuant to HRS Chapter 367 (1970), the function of the Hawaii State Commission on the Status of Women (HSCSW) is to ensure equality for women and girls in the State of Hawaii by acting as a catalyst for change through advocacy, education, collaboration and program development. The Commission has a unique role that allows it to function as a consultant, communications liaison, coordinating body, and information resource for both public and private organizations as well as the broader community. These roles include functioning as a consultant to state departments and the legislature on public policy matters and the development of long-range planning and related initiatives. It is the only statewide entity of its kind providing these critical services for the people of Hawaii.

The HSCSW is the focal point for the execution of the statutory provisions relating to women's issues and effective public and private partnerships and its networking among a variety of community boards, diverse coalitions and professional organizations. The HSCSW is responsible for the uniform application of policies, procedures and practices as they relate to addressing a wide range of issues impacting women and girls including but not limited to education, employment, economics and health care. The HSCSW shall be responsible for the following functions:

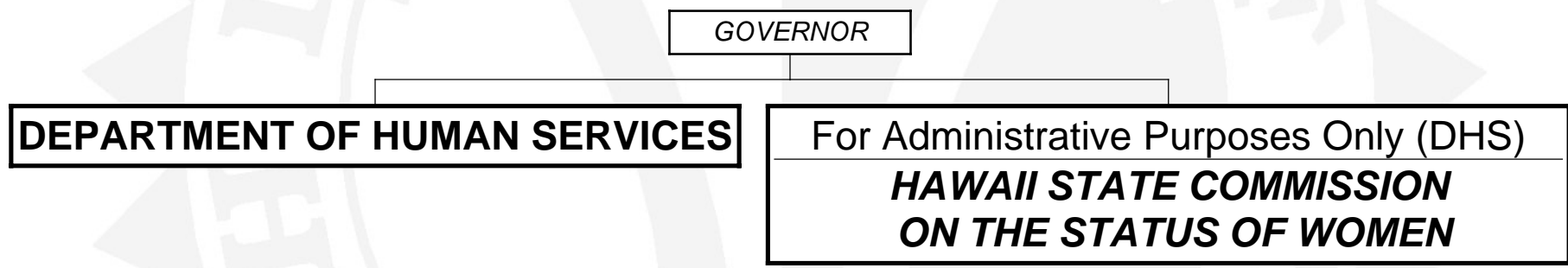
1. The agency is a strong advocate, dedicated to promoting community leadership and mobilization. Provides for the overall administration and management of all functions and activities related to the operation of the Hawaii State Commission on the Status of Women.
2. Implements programs to meet Commission-wide goals and objectives in consonance with applicable plans and guidelines.
3. Establishes policies and procedures to guide program operations.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Provides the focal point for program and personnel evaluation, and program and personnel development.
6. Coordinates responses for Governor and DHS Director's referrals.

Furthermore, **HRS 367 §367-2 State commission on status of women: membership.** (a) There is created a state commission on the status of women for a special purpose within the department of human services for administrative purposes. The attachment for administrative purposes only shall be pursuant to §HRS Section 26-35 Administrative supervision of boards and commissions.



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
(Administratively Attached Agency)  
HAWAII STATE COMMISSION ON THE STATUS OF WOMEN

ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
(Administratively Attached Agency)  
HAWAII STATE COMMISSION ON THE STATUS OF WOMEN

POSITION ORGANIZATION CHART  
JUNE 30, 2012

**DEPARTMENT OF HUMAN SERVICES**

GOVERNOR

For Administrative Purposes Only (DHS)

***HAWAII STATE COMMISSION ON THE STATUS OF  
WOMEN***

Executive Director, Commission on the Status of Women  
101624 SRNA

Secretary I

45432

SR12

## **COMMISSION ON FATHERHOOD**

Pursuant to ACT 156, Session Laws of Hawaii (2003), the Commission on Fatherhood, hereinafter referred to as the “commission” shall serve in an advisory capacity to state agencies to promote healthy family relationships between parents and children. In order to accomplish the purpose(s) of Act 156, the commission shall conform to the requirements as mandated in section 26-35, Administrative supervision of boards and commission. In addition, the commission shall:

1. Act as a central clearinghouse and coordinating body for governmental and nongovernmental activities and information relating to the promotion of healthy families;
2. Identify promising best practices that support and engage both parents in the emotional and financial support of their children;
3. Identify obstacles that impede or prevent the involvement of fathers in the lives of their children;
4. Raise public awareness of the consequences that absence of the father may cause in a child’s life;
5. Recommend policies and practices, both within and without state government that sustain and reengage fathers in the lives of their children;
6. Promote, foster, encourage, and otherwise support programs designed to educate and train young men who are both current and future fathers as to effective parenting skills, behaviors, and attitudes;
7. Promote, foster, encourage, and otherwise support programs that promote fatherhood;
8. Promote, foster, encourage, and otherwise support programs that counter poverty and low income by increasing the capacity of fathers to overcome personal challenges and become productive, independent, and financially responsible contributors to their family;
9. Do any and all things necessary to carry out its duties and the purposes of this chapter.

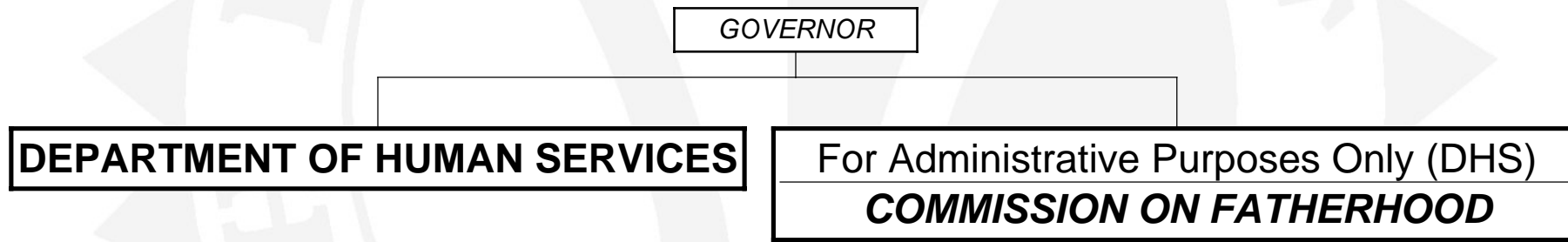
Additionally; the Commission on Fatherhood shall:

10. Be a strong advocate, dedicated to promoting community leadership and mobilization and provide for the overall administration and management of all functions and activities related to the operation of the Commission on Fatherhood;
11. Implement programs to meet Commission-wide goals and objectives in consonance with applicable plans and guidelines;
12. Establish policies and procedures to guide program operations;
13. Provide the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives;
14. Provide the focal point for program and personnel evaluation, and program and personnel development;
15. Coordinate responses for the DHS Director’s referral to the Governor.

Furthermore, ACT 156, §6 Exemptions from administrative supervision of boards and commission states that: “Notwithstanding any law to the contrary, the commission shall be exempt from section 26-35 with the exception of section 26-35(2), (3), (7), and (8).”

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
(Administratively Attached Agency)  
COMMISSION ON FATHERHOOD

ORGANIZATION CHART  
JUNE 30, 2012



## **ADMINISTRATIVE APPEALS OFFICE**

As delegated by the Director, the Administrative Appeals Office (AAO) provides administrative proceedings in conformance with due process and with appropriate rules, regulations, and statutes for declaratory and contested case relief. The AAO also reviews administrative proceedings for adoption, modification or repeal of departmental rules and serves as rules coordinator for the department. Advises the Director on matters pertaining to the department's administrative rules and, where proper, petitions from the public and governmental agencies.

1. Conducts hearings, takes evidence, makes findings of fact and conclusions of law, and renders decisions in any case or controversy within the department's jurisdiction including fair hearings, Medicaid provider hearings, tax intercept hearings, licensing hearings, and administrative disqualification hearings.
2. Issues final administrative decisions on all appeals as delegated by the Director and files recommended decisions as appropriate.
3. Prepares and certifies records, transcripts and documents when ordered by the courts in litigation involving the department.
4. Maintains administrative proceedings that are impartial as required by statute and rule.
5. Nominates hearing officers, as needed and as delegated by the Director, for the department's divisions and programs including Medicaid prospective payment system hearings.
6. Compiles records and statistics and prepares reports concerning administrative proceedings. Makes records available to authorized persons and parties.
7. Maintains liaison with the Department of the Attorney General in administrative matters.
8. Reviews petitions for rule relief, petitions for administrative declaratory ruling, and requests for review of refusal to allow access to, or correction or amendment of a personal record.
9. Reviews administrative rules prescribing general guidelines and procedures for handling appeals and conducting hearings.
10. Advises the Director in matters pertaining to petitions received from individuals and organizations outside the department.
11. Provides information on rules, rule making, administrative procedures, appeals and hearings to departmental employees, applicants, recipients, state and federal agencies and general public.
12. Serves as department rules coordinator and processes requests from governmental agencies and the public for copies of the department's administrative rules.
13. Maintains a complete file of all department rules approved by the Governor and filed with the Lieutenant Governor.
14. Assists in training of department hearing officers and employees involved in preparation of administrative rules.
15. Advises the Director in matters concerning the department's administrative rules and adoption of rules.

### **SECRETARY/CLERICAL SERVICES**

1. Maintains efficient clerical, mail, and office services. Provides stenographic, duplicating, typing, and word processing services.
2. Assists in preparing operations budget for AAO by estimating needed costs. Reviews monthly expenditure reports to avoid deficit spending. Keeps administrator abreast of problems in operating budget to ensure proper fund balances to meet office needs.
3. Prepares purchase orders. Receives items and receipts for amount and condition of goods received. Pre-audits and processes payment for invoices and checks on payments and questionable charges as needed.
4. Procures office supplies, equipment, maintenance and other services to ensure office efficiency.
5. Prepares quarterly and annual reports for inventory records of office equipment.

SECRETARY/CLERICAL SERVICES (Cont'd)

6. Coordinates scheduling dates of hearings statewide, provides timely notice of hearings and reserves hearing rooms as needed.
7. Maintains an activity calendar for AAO staff.
8. Makes travel arrangements and reservations for intra-state and out-of-state travel; prepares claims for advance payment of travel expenses and statements of travel completed.
9. Prepares and compiles statistical and narrative reports on caseload. Maintains controls on all cases by chronological/alphabetical/categorical files. Prepares and maintains index of hearing tapes.
10. Prepares records on appeal and transcripts of taped hearing proceedings upon circuit court order. Files records on appeal and transcripts with the appropriate court within time requirements.
11. Assigns and maintains a record of docket numbers for every appeal request or petition.
12. Responds to general telephone inquiries concerning administrative proceedings.



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
ADMINISTRATIVE APPEALS OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012

*Dir*  
100128 SRNA

**ADMINISTRATIVE APPEALS OFFICE**  
Public Welfare Appeals Program Officer  
26331 EM05

*Secretary/Clerical Services*  
Secretary II  
31178 SR14

## **FISCAL MANAGEMENT OFFICE**

This departmental office provides staff assistance and advisory services in the administrative functions of fiscal management and housekeeping services. Formulates policies, procedures and administers central accounting, inventory management and purchasing programs within the department; provides consultative and technical services; renders duplication and reproduction services; and provides stenographic, typing and related office services to departmental office staff. Administrative Services also:

1. Administers the Department's Records Management Program.
2. Coordinates the allocation and reallocation of office space and the rental of spaces.
3. Coordinates with the Office of Information Technology and processes requests for telephone and telecommunications for offices.

### **ACCOUNTING STAFF**

Maintain a central accounting system for departmental funds. Monitors, coordinates, and administers fiscal control of fiscal policies, regulations and procedures established by the Governor, Legislature, federal and state fiscal agencies.

1. Develops, maintains, and improves methods, procedures, and forms of the department's accounting system to ensure that the department's payments are made promptly and conform to established standard of propriety and legality.
2. Maintains accounts, records, and reports accurately and on time, the department's financial transactions.
3. Prepares financial statements for submittal to appropriate offices.
4. Advises, assists and/or develops a subsidiary- accounting system and exercises general supervision in the implementation of sub-systems.
5. Provides fiscal directions and assistance and coordinates fiscal activities of the various departmental elements.
6. Assists in preparing budget estimates and projections.

### **Collections And Recovery Section**

This section is responsible for the recordkeeping, accounting, financial analyses, reporting, and billing for collection and/or recoupment of welfare overpayments to recipients.

1. Provides financial accounting support relative to the receiving, recording, and accounting for overpayments in the U.S. assistance programs such as Temporary Assistance to Needy Families, Medicaid, Supplemental Nutrition Assistance Program, and General Assistance.
2. Prepares billings for collection of receivables.
3. Collects on overpayments to clients.
4. Maintains collection and individual account records.
5. Monitors collection activities and balances; provides related information to program accountants and offices.

### **Program Accounting Section 1**

The Program Accounting Section 1 is responsible for the accounting, recordkeeping, financial analyses, financial reporting, and associated monetary transactions for the following programs:

1. The income maintenance and financial assistance programs, including the Temporary Assistance to Needy Families (TANF), General Assistance (GA), Supplemental Security Income (SSI), Aid to the Aged, Blind and Disabled (AABD), Child Welfare Foster Care (CWFC), Low Income Energy Assistance (LIEA), and the Repatriation Program;
2. The Supplemental Nutrition Assistance Program;
3. The various social services programs; and
4. The Refugee Assistance program.

Provides financial accounting support pertaining to the above programs, including the following:



## **Program Accounting Section 1 (Cont'd)**

1. Extracts financial data from various central accounts and departmental reports, and sorts and accumulates this information for program management and federal reporting purposes.
2. Serves as a resource for fiscal related federal and state program rules and regulations.
3. Assists program and staff offices in preparing financial reports and in monitoring accounts and appropriations.

## **Program Accounting Section 2**

The Program Accounting Section 2 is responsible for the accounting, recordkeeping, financial analyses, financial reporting, and associated monetary transactions for the following programs and functional areas:

1. Departmental, Benefit, Employment, and Support Services Division and Social Services Division administration costs; program cost allocations; indirect cost rates development;
2. The Medicaid program;
3. The Vocational Rehabilitation programs and related administration costs and cost allocations.

Provides financial accounting support pertaining to the above programs, including the following:

1. Extracts financial data from various central accounts and departmental reports, and sorts and accumulates this information for program management and federal reporting purposes.
2. Serves as a resource for fiscal related federal and state program rules and regulations.
3. Assists program and staff offices in preparing financial reports and in monitoring accounts and appropriations.

## **MONEY PAYMENTS STAFF**

The Money Payments Staff is responsible for reviewing, vouchering and processing payment requests to recipients and to vendors on behalf of recipients; the review is for validity, accuracy and compliance of payments to established laws, rules and regulations. The following types of payments are processed by this staff:

1. Recipient payments for Temporary Assistance to Needy Families (TANF), General Assistance (GA), Aid to the Aged, Blind and Disabled (AABD), Adult and Child Care payments.
2. Vendor and client payments to HMSA-Medicaid, Kaiser Premium, Individual and Family Grant Program (IFGP - disaster relief), Energy Assistance Program, First To Work Payment Program, Health Quest Program, Social Services Program, Vocational Rehabilitation Program, Class Action lawsuits, etc.

## **OFFICE SERVICES STAFF**

Provides stenographic, typing, duplicating, clerical, mail and other support office services (e.g., conference room reservations) to the staff offices and the Director's Office.

1. Provides typing and word processing services.
2. Provides copying, collating, and stapling/binding services through the use of various office equipment.
3. Provides maintenance, technical assistance and instructions on operating procedures for the copy machines.
4. Performs all routine operational maintenance and arranges with vendors for repair services to maintain copiers and office machines in good operating condition.
5. Requisitions and maintains an inventory of duplicating supplies; allocates charges to offices for usage of copiers (rental, supplies, etc.).
6. Receives, sorts and does the daily distribution of the department's mail.
7. Maintains a system for the control and disposition of the Director's incoming and outgoing correspondence.

## **OFFICE SERVICES STAFF (Cont'd)**

8. Maintains and updates the DHS Office Procedures Manual and accomplishes the appropriate distribution; maintains current distribution list.
9. Maintains and updates the departmental telephone directory.

## **PRE-AUDIT STAFF**

The Pre-Audit Staff coordinates, monitors, develops, and maintains the comprehensive audit of all encumbrance, expenditure, and payroll claims for the department to assure that the department's payments are made correctly and promptly and conforms to established laws, rules, and regulations.

1. Pre-audits and processes encumbrances, vendor payments, contract payments, reimbursements, and payroll claims for the department.
2. Develops, recommends, and revises departmental policies, standards, methods, procedures, and forms pertaining to vouchering and payroll.
3. Provides technical advice, training, and assistance to departmental management and personnel on vouchering and payroll.
4. Certifies for the department all expenditure and payroll claims; maintains centralized records for these claims, and prepares and processes department payrolls; prepares payroll related reports.
5. Processes payroll encumbrances and payroll claims for the department; provides technical advice, training, and assistance to departmental management and personnel on matters relating to payroll; certifies all payroll claims for the department, maintains centralized records for these claims; and prepares and processes department payrolls and reports.

## **Payroll Section**

The Payroll Section pre-audits and processes payroll encumbrances and payroll claims for the department. It provides technical advice, training, and assistance to departmental management and personnel on matters relating to payroll; certifies all payroll claims for the department, maintains centralized records for these claims; and prepares and processes department payrolls and reports.

1. Certifies for the department all expenditure and payroll claims; maintains centralized records for these claims, and prepares and processes department payrolls; prepares payroll related reports.
2. Processes payroll encumbrances and payroll claims for the department; provides technical advice, training, and assistance to departmental management and personnel on matters relating to payroll; certifies all payroll claims for the department, maintains centralized records for these claims; and prepares and processes department payrolls and reports.

## **PROPERTY AND PROCUREMENT STAFF**

The Property and Procurement Staff provides logistical and support services related to Central Purchasing, Property Management and Inventory Control; reviews all contracts entered into by the Department for compliance with applicable policies, rules, regulations and laws and provides technical assistance to program staff in the development, management, and execution of contracts; serves as departmental liaison with the Attorney General's Office and as coordinator between the Director's Office and the various programs in matters related to contracts.

1. Coordinates the processing of department's contracts with consultants, vendors and providers (consultant contracts, personal services contracts, provider contracts, purchase of services contracts, lease agreements, rental agreements, etc.), and the proper control agency-Department of Accounting and General Services, Department of Budget and Finance, Department of Human Resources Development, Department of Land and Natural Resources, Attorney General.
2. Develops purchasing policies and procedures for the department based on the rules set by the State Procurement Office and coordinates their implementation by all units of the organization where purchasing is decentralized.
3. Reviews operational policies and procedures of departmental offices to ensure that use of existing supplies and equipment is maximized and that the most cost-effective types of supplies/equipment are used. Consolidates price lists to be used for department purchasing.

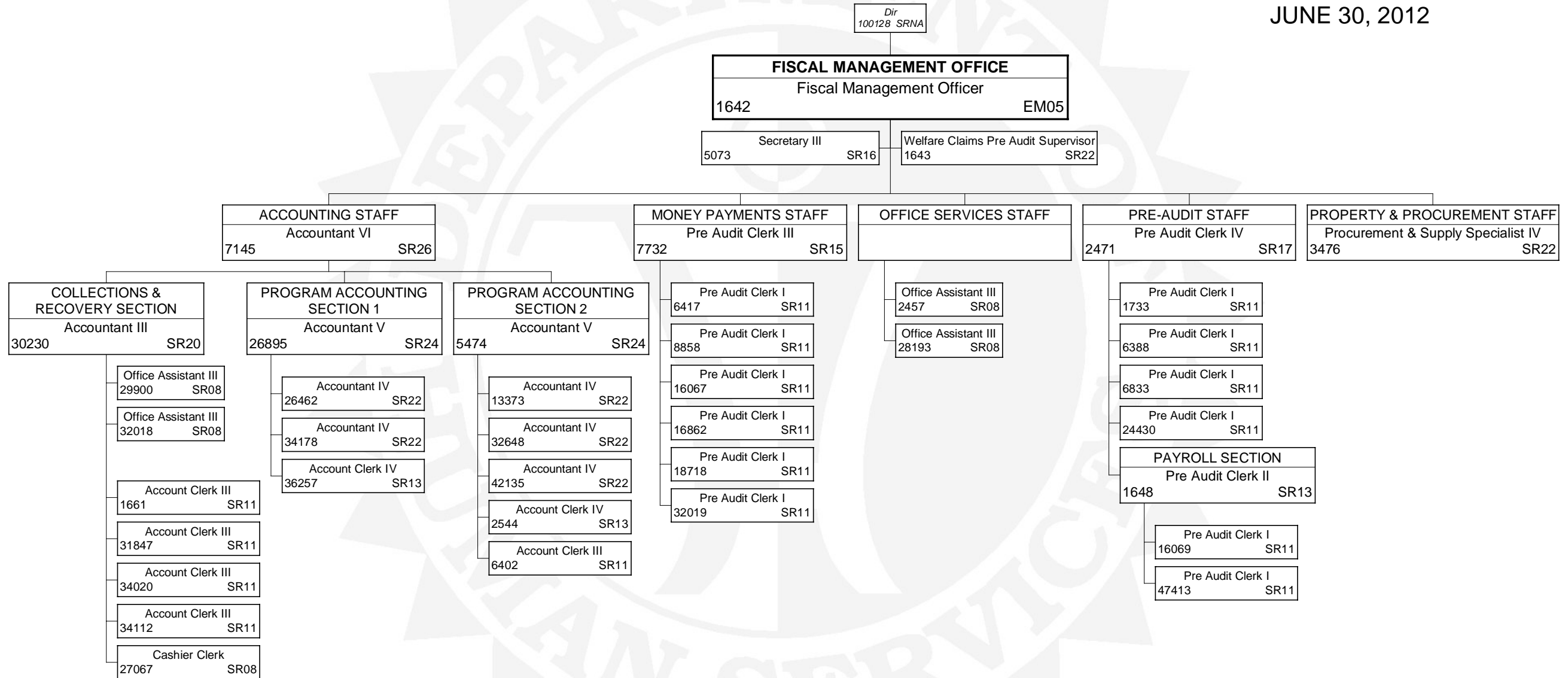
## **PROPERTY AND PROCUREMENT STAFF (Cont'd)**

4. Manages purchases for the department where centralized purchasing will be more efficient and economical for the department.
5. Coordinates the allocation and reallocation of office spaces and the rental of spaces.
6. Coordinates and processes the advertising of bids, issuances of request for proposals and invitation of bids, bid openings and awards, bid proposal evaluations, processing of bid and performance bonds, and related contract documentation and fiscal processes.



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
FISCAL MANAGEMENT OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012



## **MANAGEMENT SERVICES OFFICE**

The primary function of this office is to strengthen the Department's program evaluation and assessment capabilities so that the Department can make rational decisions with respect to implementing public programs; setting program levels; and using human resources, materials, and equipment more effectively. Conducts studies, analyses, evaluations and reviews of departmental programs and operations to ascertain statutory and/or regulatory compliance, and achievement of stated goals and objectives. Recommends courses of action to improve/enhance the efficiency and effectiveness of departmental programs, and ensure delivery of quality services to program clients. Conducts program evaluation and assessment activities on own initiative or in response to request(s) from the Director, Deputy Director or Staff Officers/Division Administrators of the DHS.

### **BUDGET STAFF**

The Budget Staff, operating within the framework of statutory authorization, executive branch rules, policies and procedures and departmental policies, coordinates budget planning, development, execution and monitoring activities of all programs within the Department.

1. Coordinates, reviews, analyze, evaluate and make recommendations on the Department's multi-year program and financial plans and budget requests, variance reports and program structure and consolidates/compiles the Director's budget package for submittal to the Governor.
2. Reviews, analyzes, evaluates and makes recommendations on requests to fill, establish or abolish positions.
3. Reviews, analyzes, evaluates and monitors the expenditures of programs in order to assure conformance with the authorized fund allocations and to make recommendations relating to the allocation, reallocation or restriction of resources.
4. Advises and provides training and technical assistance in the department and preparation of program and financial plans and budget requests, variance reports, program structure and expenditure plans.
5. Coordinates preparation and submittal of budget testimony to legislative committees.
6. Develops and prepares budget-related reports.
7. Prepares requests for quarterly allotment of funds (A-19's) and requests to transfer funds between programs (A-21's).
8. Conducts program budget analysis and develops alternatives of resource allocations for managers and program administrators.
9. Serve on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

### **FINANCIAL EVALUATION STAFF**

The Financial Audit Staff is responsible for the examination of financial transactions, records, and statements of the Department and entities doing business with the Department to attest to and ensure their legality, accuracy and reliability. This staff also reviews internal control systems of the Department to ensure that such systems are properly designed to safeguard the Department's assets against loss from waste, fraud, error, etc.

1. Conducts periodic financial audits and desk reviews of federally funded subrecipients doing business with the Department, as mandated by the Single Audit Act of 1984, and recommends corrective actions to the Director and contract administrator.
2. Develops audit specifications for use by independent audit firms contracted by the Department and coordinates the single audit of the Department.
3. Conducts financial audits of other entities doing business with the Department such as State funded purchase of service providers on a periodic basis and recommends corrective actions to the Director and contract administrator.
4. Conducts periodic audits of the Departmental petty cash and imprest funds.

## **FINANCIAL EVALUATION STAFF (Cont'd)**

5. Compiles and evaluates the responses and corrective action plans of program and staff offices to audit report findings for submission to the Director and other state and federal agencies.
6. Monitors the progress of program and staff offices in implementing corrective actions to resolve audit findings and provides the Director with periodic status reports.
7. Serve on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

## **PROGRAM AND MANAGEMENT EVALUATION STAFF**

The Program and Management Evaluation staff conducts in-depth analysis and evaluation of the Department's programs and operations and provides consultation and technical management services relating to organization, procedures, work methods, and resource utilization.

1. Develops and carries out analytical studies in any or all areas of programs and operations administered by the Department, in consultation with appropriate administrators and supervisors.
2. Reviews and makes recommendations on proposals for changes in organization and in methods and procedures for the administration and management of programs, participates in their implementation in a consultant capacity.
3. Reviews and studies the Department's administrative policies and procedures and recommends improvements or corrective action including the effective use of resources, time and space.
4. Maintains and publishes the Department's approved Plan of Organization (Organization Charts and Functional Statements).
5. Administers the Department's Form Management Program.
6. Updates and maintains the Department's Policy and Procedure Manual.
7. Serve on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

## **QUALITY CONTROL STAFF**

The Quality Control Staff continuously implements the quality control review systems for 1) Medicaid under Title XIX, as required by the federal Department of Health and Human Services (including a claims processing assessment system); and 2) the Supplemental Nutrition Assistance Program (SNAP) under the U.S. Department of Agriculture, Food and Nutrition Service; and 3) the Temporary Assistance to Needy Families (TANF) program.

1. Evaluates Medicaid and Supplemental Nutrition Assistance Program activities (including program and financial policies and procedures) by developing and implementing (in keeping with Federal guidelines) a system of quality control.
2. Evaluates findings generated by analytical studies and quality control reviews of sampled SNAP, TANF, Medicaid, and paid medical claims control reviews and recommends alternative corrective measures, including recommendations for training.
3. Works closely with all state and federal program managers and assists in developing corrective actions.
4. Develops and maintains a system of cumulative data collections to ascertain performance levels of line personnel in the Money Payments and Supplemental Nutrition Assistance eligibility determination activity and relates it to federally established Supplemental Nutrition Assistance tolerance levels.
5. Prepares required semi-annual and annual reports on quality control reviews and claims processing for the federal offices and program managers.
6. Operates and maintains the Supplemental Nutrition Assistance QC Data Processing System mandated by the federal government.

## **Quality Control Sections 1 And 2**

These sections implement the quality control review systems for the above mentioned federal and state programs. In addition, the staffs:

1. Conduct case record reviews.
2. Accomplish full-field investigations for all sampled cases drawn from statewide universe.
3. Conduct full verification and documentation of facts to establish eligibility and benefit payment status of recipients in the Medicaid and Supplemental Nutrition Assistance Program.
4. Make comparative analyses of findings on each sample case.
5. Prepare Quality Control Findings Reports for each error case which includes the identification of the specific errors and recommendations for corrective action.
6. Continuously examines changes in the quality control process in the Medicaid and Supplemental Nutrition Assistance Program.
7. Transmit data for the Supplemental Nutrition Assistance Program Quality Control Systems mandated by the federal government since September 1984 for Federal Supplemental Nutrition Assistance Program.
8. Report findings to divisions and Branch (State) and HCFA (Federal).
9. Conduct quality control and related analysis, as assigned for programs administered by the department.
10. Serve on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

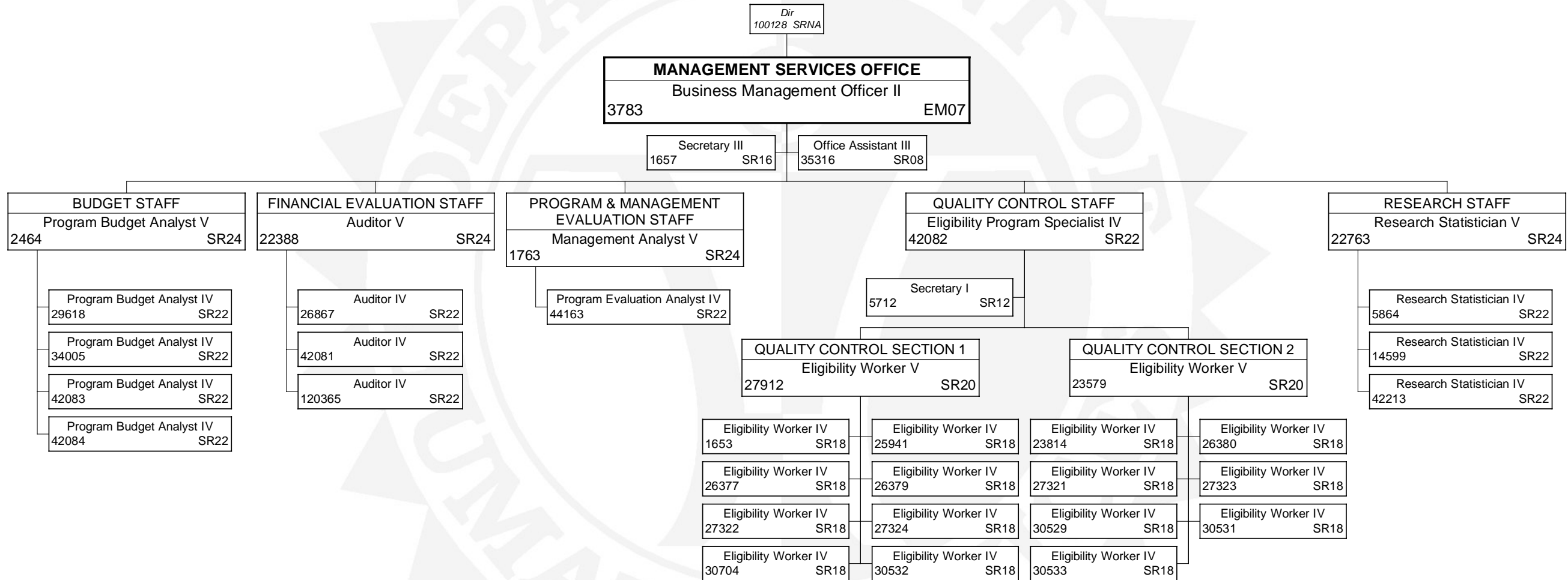
## **RESEARCH STAFF**

The Research Staff is responsible for the planning, directing, conducting and coordinating of statistical reporting and social research in the Department.

1. Develops and analyzes management statistics for use by the Director, division administrators, staff officers, and other personnel in decision-making, administrative and fiscal control, program planning, budgeting, program analysis and evaluation, and statistical reporting and research.
2. Plans, directs, conducts and coordinates research projects, including reviewing and preparing input on usage, accuracy and reliability of related data sources and statistics.
3. Assists in preparing testimonies for the legislature and others regarding financial and economic conditions and trends that may affect the Department's plans and programs.
4. Develops and recommends procedures, methods, and requirements to maintain or increase integrity of data and the use of data for statistical and trend reporting.
5. Serve on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MANAGEMENT SERVICES OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012





## **OFFICE OF INFORMATION TECHNOLOGY**

The Office of Information Technology (OIT) is responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems and processing for the department statewide. The OIT provides business application development and maintenance, project planning and management, systems software and hardware management, telecommunications and network management and support, technical training, operations of the Department of Human Services (DHS) computing facility including data control and technical help desk functions.

The OIT oversees the administration of the DHS Mainframe system complex and all peripherals located at the Department of Accounting and General Services (DAGS) Information and Communication Services Division (ICSD) separate from the state's mainframe system.

The OIT also directs and coordinates all IT matters within and between the DHS and other state and county agencies, the federal government, and commercial hardware and software organizations including private consultants.

### **PROJECT MANAGEMENT AND PLANNING STAFF**

Provides planning, managing, and administrative services assistance to the OIT administrator and Staff; in the area of strategic and tactical planning to achieve OIT's goals and objectives, and work requests and prepares status reports and conveys concerns regarding the quality and progress of systems/projects; assists in the finalizing of the offices budget and expenditure plan; acts on behalf of the OIT administrator in managing the office in his/her absence.

Plans, coordinates, develops, evaluates, monitors and assists in bid, proposal and contract processing in the acquisition of IT hardware, software, and services; assist in research of office and staff productivity technologies.

Provides IT Project Management Support for departmental and divisional IT projects; selects, acquires, and disseminates project productivity aids for the Applications Development and Maintenance Staff (ADMS) and user project managers; assists in the coordination of specialized project management for users and IS training for OIT; participates in DHS Information Systems (IS) technical, user and/or Project Committees; liaison to the Project Management Office of the ICSD of the Department of Accounting and General Services.

Provides clerical and other office support; finalizes budget plan and tracks expenditures; processes purchase order payments; conducts and maintains office inventory.

These objectives are provided by (individually or in combination of) the Project Management and Planning and the Office Support Services Sections.

### **Office Support Services Section**

The Office Support Services Section provides document processing, copying, filing; updates and maintains staff time sheets; maintains office supplies inventory; prepares and processes purchase orders; assists in the finalizing of the OIT budget plan and tracking OIT expenditures to budget; coordinates, maintains and prepares the office inventory for submission to DAGS; assists in processing contracts and in the consolidation of user agencies PVA into the department's DIPIRM.

### **Project Support Section**

The Project Support Section develops, implements, and maintains the contracts; assists in the evaluation and selection of technical products and project productivity aids for the ADMS and user project managers; provides technical and project expertise and monitors the progress of the assigned departmental and divisional IT projects; compiles information for federal cost allocations; purchases mainframe, mini- and micro- computer supplies; and coordinates user agencies in the preparation of Project Valuation Assessments (PVA) to consolidate into the department's Distributed Information Processing and Information Resource Management Plan (DIPIRM).

## **APPLICATIONS DEVELOPMENT AND MAINTENANCE STAFF**

Administers, plans, coordinates, and directs all Application Systems Design, Development, Implementation and Maintenance for departmental business applications computer systems. Provides analyses, construction and programming for all Information Processing (IP) computer systems for the various Federal and State programs for the Divisions and the various Staff Offices of the DHS.

Provides overall project management expertise and assistance in project management for all systems development projects; works with various department offices and division administrators to implement automation initiatives; assists in the development of the advance planning document or the systems development and implementation project plans; provides all systems analysis and design services, and computer programming services to the end user community; and provides daily operational support and maintenance in all aspects of data processing requirements for the end user community.

### **Computer Programming Section**

Modifies/develops applications computer programs and performs unit test. Develops data processing documentation in accordance with the established documentation standards. Provides computer programming functions for the various Federal and State programs for the Benefit and Employment Support Services Division and the Med-QUEST Division

### **Systems Analysis And Design Sections 1 And 2**

Performs system analysis and design functions in the development of new system requirements definition or enhances exiting system requirements. Produces data processing documentation, such as, System Requirements Definition (SRD), System Design Alternatives (SDA), System

External Specifications (SES), Testing plan, Conversion plan, and Implementation plan. Conducts system tests, assists the users in the systems acceptance test, assists in the development of the user manual, and conducts user training in the technical aspects of the system.

Section 1 performs the above functions for the various child welfare programs, adult services programs, financial management, and personnel systems for the Social Services Division, Vocational Rehabilitation and Services for the Blind Division, and Staff Offices of the DHS.

In addition, Section 1 performs computer programming functions, which include modifying/developing applications computer programs, performing unit test, developing data processing documentation in accordance with the established documentation standards for the child welfare programs and adult services programs, financial management and personnel system for the Divisions and Staff Offices of the DHS.

Section 2 performs the above functions for the various Federal and State programs for the Benefit and Employment Support Services Division and the Med-QUEST Division.

## **COMPUTER OPERATIONS STAFF**

Plans, directs, and organizes the activities of the DHS computer facility; coordinates operations of the DHS mainframe at the ICSD facility. Manages and operates computer equipment in the DHS computer facility; establishes facility procedures and policies; provides technical help desk services and LAN/WAN services for the DHS, statewide. Prepares and maintains production schedules, and documentation for new and on going application systems; submits job requests; reviews jobs for quality assurance; liaison to the ICSD Computer Operations Branch for the coordination of computer and telecommunication problems.

### **Data Control Section**

Prepares schedules and controls production for computer processing; inputs parameter data for job submission at the ICSD computer center; assembles, prepares, and distributes computer reports to the appropriate DHS units; monitors the status of production jobs for the DHS application systems and maintains the inventory of computing forms and supplies.

### **Operations Section**

Provides Teleprocessing Network services, LAN/WAN services, Technical Help Desk services, computer services, server backup services, including Interactive Voice Response (IVR) services for the DHS statewide. Coordinates mainframe operations with ICSD.

## **SYSTEMS SOFTWARE MANAGEMENT STAFF**

Administers, plans, coordinates and directs the mainframe systems software support and control programming; database management and operational support; installation and maintenance services for centralized computing systems; development, implementation, and maintenance of specialized systems software used in support of applications and control systems; determines efficiency/capacity of, and recommends improvements to the computer systems; and guidance in the effective and efficient use of systems software.

Plans, coordinates and directs information security and management of user privileges; develops plans and methods for improving the efficiency of mainframe systems and securing them from unauthorized access; develops plans and procedures to recover from disaster; and participates in the planning, acquisition, and installation of new equipment and program packages.

Develops and evaluates computer-related bid specifications; assists in the review of development plans and procurement requests for hardware and software for the mainframe complex. Provides technical and operational expertise in the planning, implementation, daily management, and maintenance of databases and database management systems.

### **Systems Management Section**

Manages and coordinates all mainframe system complex hardware and system software installation activities and maintenance projects performed by OIT, ICSD or consultant personnel. Conducts general and detailed systems analyses for the DHS Mainframe System Complex and database design analyses and develops file plans and file structures required to implement system projects. Conducts capacity analyses of existing hardware components and performance analyses of existing software components and recommends maintenance or upgrades based upon current or future processing requirements. Conducts ongoing evaluations in regards to Central Processing Unit (CPU) utilization and processing.

### **Systems Security Section**

Defines, develops, and administers all departmental security procedures and processes; manages access to the department's automated systems; conducts system security studies for conformance to laws, policies and procedures relating to the security of confidential information, develops and provides security guidelines and policies; works with various local, state, federal and private sector agencies on all system security issues; conducts security reviews on departmental system users for policy adherence and measures effectiveness of programs in place.

## **TELECOMMUNICATIONS AND SYSTEM NETWORK STAFF**

Plans, directs and oversees the implementation and support of various network components; the evaluation of efficient and cost-effective deployment and usage of transmission media; and the development of policies, standards and procedures long-range plans and goals for the telecommunications infrastructure. Ensures that the Department's plans are consistent with the State's long-range telecommunications infrastructure to allow connectivity with other agencies.

Plans, coordinates and manages activities involving voice, data and video communications. Directs the network architecture design and determines network system software. Oversees the development of policies, standards and procedures, long-range plans and goals for network access within the DHS.

Manages, plans and directs office automation usage and the development of customized office automation applications and databases. Provides technical expertise in the support of client applications and Web development.

### **Network Planning And Management Section**

Oversees and manages the activities of the DHS computer networks including LANs, WANs and Internet systems. Plans, analyzes, designs and develops the physical network architecture. Establishes and maintains network software parameters, configures and optimizes network components including servers and firewalls, routers, switches and hubs. Implements and maintains network management processes to identify, diagnose and resolve network operational problems. Tracks performance capacity and analyzes network workload; plans, and schedules and implements hardware and software modifications.

## **Office Automation And Client Computing Services Section**

Provides technical expertise in planning, designing, developing, implementing and utilizing Office Automation systems. Conducts capacity analyses of existing hardware used for Office Automation systems. Plans for and coordinates the implementation of upgrades to Office Automation software or hardware. Analyzes, designs develops and implements customized Office Automation applications and databases to meet user requirements. Provides user support for Web services.

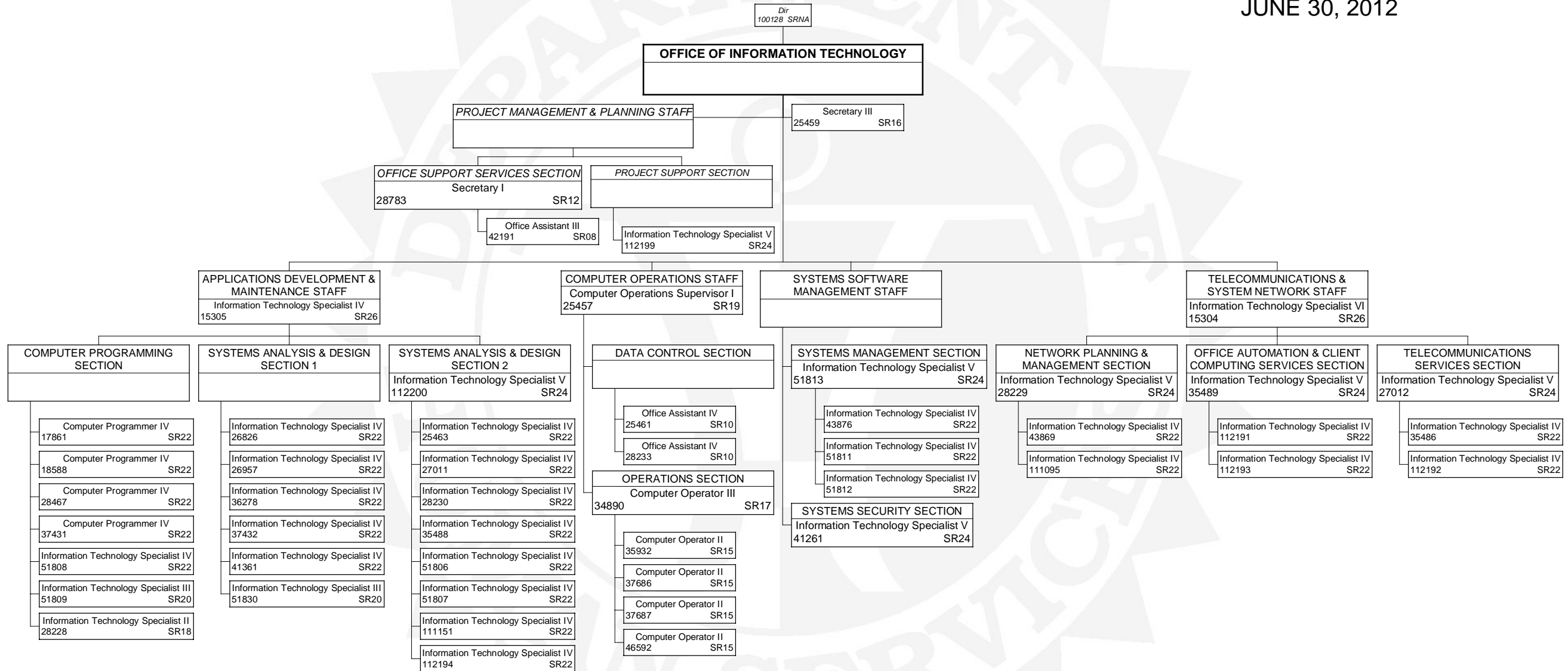
## **Telecommunications Services Section**

Manages the design and deployment of hardware, software and transmission media to enable mainframe connectivity and connectivity to the Departmental minicomputer and Local Area Network/Wide Area Network (LAN/WAN). Provides technical expertise in planning, designing, developing, implementing and evaluating voice, data and video communication systems in the Department. Analyzes network traffic and available communications capacity; plans and implements improvements, reconfiguration or upgrades of communication devices and transmission media as necessary to provide sufficient transmission speed and bandwidth.



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF INFORMATION TECHNOLOGY

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## **PERSONNEL OFFICE**

The Personnel Office manages the personnel programs of the department including recruitment, examination and placement, position description, classification and pricing analysis, labor relations, civil rights, employee relations and safety, employee training and development, personnel transaction and maintenance of records.

### **CIVIL RIGHTS COMPLIANCE STAFF**

Provides the department with technical assistance and advisory services in complying with various federal and state civil rights requirements relating to equal employment opportunity (EEO), equal opportunity in the delivery of services, and affirmative action. Ensures that program operations are implemented in a non-discriminatory manner and comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, and any other Federal and State laws and regulations.

1. Provides technical and advisory staff services to all organizational units in the department concerning the various standards and requirements of civil rights laws, rules, and regulations.
2. Develops, conducts, and/or coordinates orientation and training programs for supervisors and other departmental personnel in the area of civil rights, such as affirmative action; equal treatment of employees; legal requirements; cultural, handicap, and age awareness; double standards in conduct as related to the sexes; racial differences; etc.
3. Develops, implements, monitors, and maintains administrative procedures for receiving and processing discrimination complaints. Represents the Director in investigating complaints and/or negotiating settlements for such complaints.
4. Develops, implements, monitors, and maintains the Departmental Affirmative Action Plan and any other Corrective Action Plan which covers employee and employer concerns as well as concerns relative to the delivery of services to clients.
5. Serves as departmental liaison for all civil rights related matters. Works in consonance with representatives of Federal and State agencies, employee organizations, and public advocacy groups.
6. Prepares various EEO and civil rights related reports, to the extent that regulatory changes dictate the need for such reports.

### **EMPLOYEE RELATIONS AND SAFETY STAFF**

Initiates, plans, and implements employee relations programs. Develops and coordinates the department's occupational health and safety program to assure compliance with occupational health and safety laws and regulations.

1. Conducts employee service and incentive awards programs verifying compliance with departmental and State policies and procedures.
2. Reviews and accepts or denies liability for accidents and illnesses reported as being eligible for Accidental Injury Leaves and/or Workers' Compensation disability. Monitors on-going disability medical reports and rehabilitation efforts for appropriateness and conformity to Workers' Compensation and civil service laws as well as departmental and staff personnel rules and regulations, and applicable bargaining unit agreements.
3. Prepares and presents testimony at Workers' Compensation hearings. Coordinates with the Attorney General's Office in terminating or settling compensation claims.
4. Monitors and coordinates compliance with occupational health and safety requirements through educational inspections, as well as corrective action follow-ups on Division of Occupational Safety and Health citations.
5. Evaluates and coordinates departmental response to environmental impact statements in response to the Office of Environmental Quality Control.
6. Monitors the implementation of the drug free workplace law for the Department. Assures that the Department meets the Federal and State reporting requirements.

## **LABOR RELATIONS STAFF**

Provides labor-management staff and advisory services to all organizational components of the department. Represents the department in collective bargaining negotiation sessions. Responsible for ensuring the proper implementation of negotiated collective bargaining contract terms.

1. Develops departmental standards, policies, procedures, and guidelines for the implementation of the State's collective bargaining statutes and administrative personnel policies, procedures, and regulations.
2. Serves as departmental representative for collective bargaining negotiations. Apprises management of the status of ongoing negotiations. Analyzes negotiation proposals for departmental impact and participates in the review and discussion of all proposals and counter-proposals.
3. Advises management on strike planning and preparation, including consulting programs on essential workers' petitions and other critical pre-strike activities.
4. Advises management and employees of various aspects of collective bargaining, disseminating information verbally and in writing, including interpreting contract provisions and applicable chapters of the State of Hawaii Personnel Rules.
5. Advises management on labor relations issues, such as just cause for discipline, handling of grievances, etc. Meets with employee/employer representatives to discuss problems and negotiate mutual agreements with respect to terms and conditions of employment unique to the department in an attempt to resolve grievances, if necessary. Also, researches, investigates, and provides staff work for grievances at the Director's level. Assists the Department of Personnel Services in advocating the Department's position at arbitration hearings.
6. Provides training in labor relations for supervisors.

## **POSITION MANAGEMENT SERVICES STAFF**

Reviews position actions and job descriptions to recommend appropriate classification or other disposition; conducts classification studies, position surveys, and advises management on position utilization, classification, and related matters.

1. Reviews position action requests for exempt and civil service positions to determine adequacy of submittal and proper disposition.
2. Evaluates job descriptions, conducts desk audits, makes classification and bargaining unit assignment recommendations and takes classification action on classes delegated by the Department of Personnel Services.
3. Conducts classification studies and makes recommendations and proposals for new or amended class specifications and minimum qualification requirements.
4. Develops, reviews, and makes recommendations on selective certification requirements for positions requiring specialized experience or skills.
5. Conducts surveys of departmental positions to insure that job descriptions are current and accurate.
6. Advises program managers on utilization of positions, staffing, classification implications of reorganization proposals, and related matters; provides assistance in the assignment of duties and preparation of position descriptions.
7. Prepares Civil Service Commission appeals, pricing appeals, administrative review requests and represents the department in such proceedings.
8. Provides specialized clerical support in the processing of position action requests, including checking documents for completeness, accuracy and compliance with rules and procedures and routing documents in accordance with procedures. Maintains position records for the department.
9. Screens employee qualifications for reallocation and processes related transactions to effect reallocation.
10. Provides training in classification to departmental staff.

## **RECORDS AND SUPPORT SERVICES STAFF**

Establishes and maintains a centralized system of recording and reporting personnel transactions.

1. Initiates all Notification of Personnel Action (SF-5s) processing transactions.
2. Maintains all status records on employees and positions for the department.
3. Maintains a system for the periodic reporting of employee evaluations.
4. Audits Notification of Temporary Assignment (SF-1s), in accordance with bargaining unit contracts and/or State Administrative Rules.
5. Compiles and consolidates data for, and prepares, various personnel reports.
6. Advises departmental staff on handling personnel problems and procedures involved in reporting or requesting approval to take personnel actions.
7. Provides selected and authorized information on employees to outside agencies and appropriate departmental personnel.
8. Provides back-up administrative and clerical support services as needed.
9. Maintains close working relationship with other state agencies concerning the unit's areas of responsibility.
10. Determines eligibility for the Temporary Disability Benefits Plan for bargaining unit employees.

## **RECRUITMENT AND EXAMINATION STAFF**

Conducts internal and open-competitive recruitment and examination activities; advises managers on recruitment and staffing concerns; coordinates employee benefit enrollment activities.

1. Develops departmental policies and procedures for recruitment, examination and placement functions and insures compliance with applicable laws, personnel regulations, and collective bargaining contract provisions.
2. Conducts and coordinates internal recruitment, including announcing vacancies, screening applicants, referring qualified candidates, reviewing selection recommendations, and processing approved appointments.
3. Maintains controls on vacancies and temporary appointments, prepares status reports, and processes various types of appointment transactions.
4. Identifies recruitment problems and develops and carries out strategies and plans relating to job restructuring, training programs, compensation adjustments, and advertising programs in order to improve recruitment and retention of staff.
5. Advises program managers on recruitment, retention, and placement problems, selection criteria, and other matters pertaining to filling vacancies and provides appropriate assistance.
6. Conducts open-competitive recruitment for classes and functions delegated by the Department of Personnel Services, including advertising, screening of applications, making suitability determinations, conducting examinations, certifying and maintaining eligible lists and responding to applicant complaints and appeals.
7. Coordinates the referral of applicants from eligible lists for selection interview, reviews selection recommendations, checks applicant suitability, and processes new appointments.
8. Coordinates the enrollment of benefits for new employees through orientation sessions and advises departmental staff on employment benefits, e.g., medical, dental, and life insurance.
9. Conducts job search and reduction-in-force proceedings and coordinates other employee placement functions.



## **TRAINING STAFF**

Formulates and develops an overall training strategy for the department and coordinates the preparation of the department's training plan. Monitors the plan and segments of the plan to assure their proper execution and implementation.

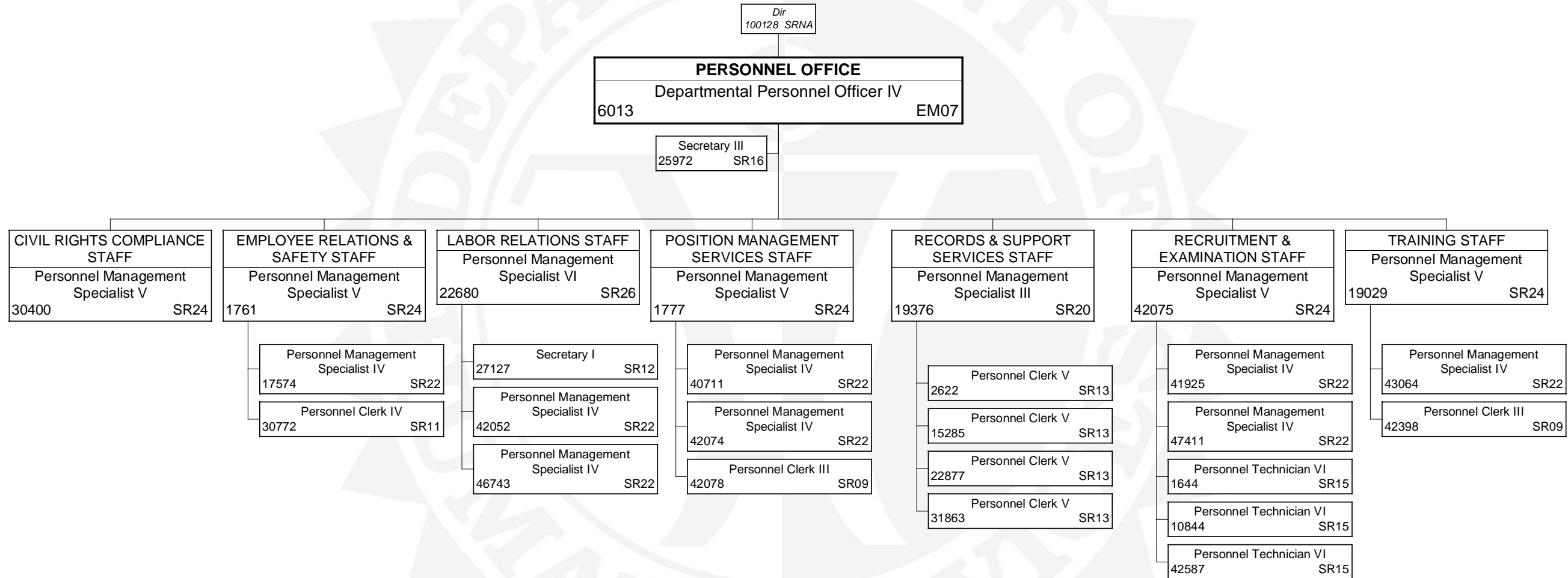
Reviews and approves, coordinates, monitors, and evaluates specialized training plans and programs within the Department.

Plans, develops, conducts, and/or coordinates generic and specialized staff development and training programs of the Department of Human Services. Staff development and training programs are in consonance with existing state statutes, Department of Personnel Services' rules and regulations and Department of Human Services' policies and procedures.

1. Assesses training needs of employees and locates resources to meet the needs; monitors training to see that needs are met.
2. Plans and conducts orientation sessions for new employees.
3. Plans, develops, conducts, and/or coordinates generic training and, as appropriate, specialized development programs.
4. Provides other training opportunities to employees by initiating in-service and out-service training sponsored by various divisions/offices of the department and public and private agencies in the community.
5. Consolidates and coordinates training requests and processes to appropriate agency/office.
6. Reviews and suggests modifications and applications for out-service and in-service training applications to comply with Department of Personnel Services rules and regulations.
7. Evaluates results of all departmental training programs and makes changes as appropriate.
8. Reviews and approves, monitors/evaluates results of divisional staff-development and training programs and recommends changes as appropriate.
9. Advises departmental personnel on relevant training and development matters.
10. Provides consultation to supervisory, administrative and divisional training staff on matters pertaining to development and conduct of training programs.
11. Serves as clearinghouse for training information and disseminates that which is relevant to line employees/management.
12. Evaluates requests for development (educational) leaves, stipends, etc.
13. Conducts research and locates/develops training materials and resources including films, literature and speakers.

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
PERSONNEL OFFICE

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## **BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION**

Under the general direction of the Director of Human Services, the Benefit, Employment, and Support Services Division (BESSD) provides employment related services, childcare services, homeless services and economic assistance to eligible families and individuals.

Basic authority and responsibility for the administration of the BESSD will be vested in the Division Administrator who:

1. Provides administrative direction in the planning, development, and implementation of comprehensive statewide employment related, child care, and income maintenance programs that include:
  - a. job placement services and opportunities, education, skill building, job training, volunteer work experience, and counseling.
  - b. childcare subsidies, licensing and registration of child care providers, counseling, resource development, and referral services.
  - c. financial assistance.
  - d. supplemental nutrition assistance.
  - e. homeless services.
2. Directs the development, implementation, and maintenance of federal-state plans for federal funds.
3. Determines priorities and allocation of resources, coordinates and reviews division's multi-year programs and financial plans, and prepares division's budget for submission to Director.
4. Prescribes and provides direction in the development of such goals, objectives, policies, standards, criteria, procedures, and rules and regulations as may be necessary or appropriate to perform functions.
5. Provides direction in the planning and development of a full range of supporting services including administrative management, planning, system supports, staff development, and automation.
6. Proposes need for and reviews or analyzes proposed legislation and recommends appropriate action to Director. Prepares legislative testimonies and assists in hearings.
7. Administers, under policy and direction of the United States Department of Agriculture, the Supplemental Nutrition Assistance Program and Employment and Training Program; the United States Housing and Urban Development-Homeless Programs, and under the direction of the United States Department of Health and Human Services, Temporary Assistance to Needy Families Block Grant, Child Care Development Block Grant, and Low Income Home Energy Assistance Block Grant.
8. Provides channels of coordination and communication among DHS divisions, staff offices, branches, and other public and private organizations with welfare related concerns.
9. Awards grants or contracts for appropriate education, employment training, supportive services, homeless oriented programs or to improve the availability and quality of early childhood development and care.
10. Coordinates divisional activities with private and public agencies and develops inter-agency relationships and agreements.
11. Provides advisory and consultative technical program management assistance.
12. Resolves major conflicts among operating or staff units of the division.
13. Provides direction in the development and implementation of a fraud investigation and payment recovery services.
14. Provides oversight to line units in the preparation of reports for administrative hearings and in the preparation of facts at the hearings.

## **ADMINISTRATIVE MANAGEMENT SERVICES OFFICE**

Under the general direction of the division administration, the Administrative Management Services Office is responsible for providing logistical and support services related to central purchasing, property and equipment (lease/purchase) management, inventory control, coordinates the division budget, assists the financial, supplemental nutrition assistance, employment and training; and the child care program in processing client payments in the development, execution, and management of contracts to ensure compliance with policies, rules, regulations and laws, and manages the division's safety and natural disaster policies and procedures. The office is also responsible to process payments for state programs, to oversee the general business activities for the division and to arrange for studies of operations and organization. In addition, the office provides management oversight to the line units with regard to budget preparation and expenditure of funds.

### **Electronic Benefit Transfer Staff**

The Electronic Benefit Transfer Staff (EBT) is responsible to develop, implement, and monitor the electronic benefit transfer processes; coordinates the activities among the state programs, retailers, financial institutions, and the contractor who processes the payments and releases funds to clients; resolves problems related to client's account which may be caused by sources outside the Division's automated systems.

## **CHILD CARE PROGRAM OFFICE**

Under the general direction of the division administration, the Child Care Program Office provides policy and administrative direction in the development and implementation of child care programs which include the At Risk Child Care, Transitional Child Care, Child Care Development Block Grant, Child Care Licensing, Pre-Plus Program, Head Start Collaboration Project and the Preschool Open Doors programs.

1. Establishes and prioritizes program goals and objectives and plans, initiates, promotes, facilitates, directs, and evaluates the statewide implementation of these programs.
2. Develops state and federal plans in conformance to state regulatory requirements and federal law.
3. Develops, implements, and maintains department rules which are based on federal and state laws and regulations as well as evaluates the effectiveness of the rules, procedures, and standards.
4. Maintains a continuing federal-state relationship with the Department of Health and Human Services, Administration for Children and Families in matters pertaining to the Child Care Development Block Grant and the Head Start Collaboration Grant.
5. Prepares legislative bills, testimonies and reports and attends hearings to provide information as requested by the division administrator.
6. Prepares annual program plans, program budgets, narrative justifications, expenditure plans, and variance reports on program expenditures and accomplishments.
7. Coordinates the preparation of reports and data collection to analyze/assess programs' accomplishments, effectiveness, and efficiency.
8. Drafts and executes agreements and contracts with public and private agencies in order to purchase a needed or complementary service.
9. Plans, develops, and evaluates a statewide program of child care services, including establishment and implementation of licensing standards and requirements, development and management of the child care licensing resource file, and monitoring and tracking of care.
10. Develops and renews program grant application for federal funds.
11. Coordinates services of other public and private agencies with varying types of programs servicing the same target population.

### **CHILD CARE PROGRAM OFFICE (Cont'd)**

12. Gives talks to public and private agencies, non-profit organizations, and elsewhere, as requested.
13. Facilitates discussion and collaboration with other federally-funded entities in the area of available resources and best practices as it relates to services to low-income families and early childhood education services.
14. Assists staff in defending department's decision when the department's decision to reduce or terminate assistance is appealed to the department's administrative appeals office.

### **EMPLOYMENT AND TRAINING PROGRAM OFFICE**

Under the general direction of the division administration, the Employment and Training Program Office provides policy and administrative direction in the development and implementation of employment and training programs which include the First to Work and Up-Front Universal Engagement programs.

1. Establishes and prioritizes program goals and objectives and plans, initiates, promotes, facilitates, directs, and evaluates the statewide implementation of these programs.
2. Develops state and federal plans in conformance to state regulatory requirements and federal law.
3. Develops, implements, and maintains department rules which are based on federal and state laws and regulations as well as evaluates the effectiveness of the rules, procedures, and standards.
4. Maintains a continuing federal-state relationship with the Department of Health and Human Services, Administration for Children and Families in matters pertaining to the Temporary Assistance for Needy Families Block Grant.
5. Prepares legislative bills, testimonies and reports and attends hearings to provide information as requested by the division administrator.
6. Prepares annual program plans, program budgets, narrative justifications, expenditure plans, and variance reports on program expenditures and accomplishments.
7. Coordinates the preparation of reports and data collection to analyze/assess programs' accomplishments, effectiveness, and efficiency.
8. Drafts and executes agreements and contracts with public and private agencies in order to purchase a needed or complementary service.
9. Develops and renews program grant application for federal funds.
10. Coordinates services of other public and private agencies with varying types of programs servicing the same target population.
11. Gives talks to public and private agencies, non-profit organizations, and elsewhere, as requested.
12. Assists staff in defending department's decision when the department's decision to reduce or terminate assistance is appealed to the department's administrative appeals office.

### **FINANCIAL ASSISTANCE PROGRAM OFFICE**

Under the general direction of the division administration, the Financial Assistance Program Office is responsible for providing policy and administrative direction in the development and implementation of the financial assistance programs:

1. Develops statewide program objectives, indicators of planned activity, measurements of effectiveness for the financial assistance programs, and formulates policies and procedures to implement program objectives.
2. Plans, develops, implements, and maintains Department rules which are based on federal and state laws and regulations.

**FINANCIAL ASSISTANCE PROGRAM OFFICE (Cont'd)**

3. Monitors and evaluates the financial assistance programs by reviewing progress reports, statistical reports, and conducting field studies or management evaluations.
4. Monitors program operations for conformance with program plans, policies, and standards, directs the evaluation of the accomplishments and effectiveness of Department rules and procedures against resources expended, and develops standards for controls or conducting program analyses and special studies to assess adequacy of plans.
5. Maintains a continuing federal-state relationship with the Department of Health and Human Services in the administration of the Temporary Assistance to Needy Families Block Grant, the Refugee Assistance program, the Repatriation Program, and the Low Income Home Energy Assistance Program and the Social Security Administration in the administration of the State Supplemental Security Income program.
6. Prepares annual program plans, biennial program budgets, and supplemental budgets; prepares narrative justification, expenditure plan and variance reports on program expenditures and accomplishments; determines priorities and allocation of resources; and coordinates and reviews the multi-year program and financial plans.
7. Prepares testimonies and reports for submittal to the legislature, reviews and analyzes proposed legislation (federal and state), attends legislative hearings for the purpose of providing supplemental information as requested, and recommends appropriate action to the divisional administration.
8. Drafts and executes statewide agreements and contracts with key public and private agencies to bring complementary services to clients served by the financial assistance programs.
9. Prepares reports, statistics, and evaluations on the accomplishments of the financial assistance programs.
10. Coordinates the activities of the Income Maintenance Committee on Payment Projections to include planning and facilitating the meetings.
11. Receives direct complaints from the public, recipient groups, and agencies and takes appropriate action.
12. Gives public talks at health and social welfare conferences and to interested organizations both private and public to maintain public awareness of governmental programs; maintains liaison with recipient advocate groups; prepares or directs preparation of press releases.
13. Coordinates financial assistance program activities with other offices and divisions within the department, public and private agencies, consumer groups, advocate groups, and community agencies.
14. Maintains contacts with the Attorney General's Office concerning litigation against the financial assistance programs, prepares interrogatories, and testifies in depositions and in court hearings.
15. Provides overall direction to determine the computer requirements for the financial assistance programs to meet the program requirements for timely payments, management information data, electronic interfaces with other agencies or programs, and new programs and provides assistance in developing system requirements.
16. Administers the forms management program for the financial assistance programs.
17. Coordinates the preparation, development, and implementation of a wide range of informational materials to inform clients about the various programs, clients' rights and responsibilities, services provided by the department, and available community resources.
18. Coordinates with the Med-QUEST Division on program activities for the Medicaid and Health QUEST programs.
19. Reviews branch reports for administrative hearings, assists the line staff at administrative hearings, and reviews hearing officer's decision. Also, completes research and branch reports for tax intercept hearings and attends the hearing as the department's representative.

## **HOMELESS PROGRAMS OFFICE**

Under the general direction of the Division Administration, the Homeless Programs Office serves as the focal point for the needs assessment, development, grant application, and administration of supportive services for homeless programs statewide with the goal of bringing about self-sufficiency and economic independence. The Homeless Programs Office provides homeless related technical support and assistance to personnel of private and public agencies. The Homeless Programs Office also serves as a liaison for the Department with other agencies and community groups in developing strategies for resident and statewide homeless related services and self-sufficiency programs.

1. Develops, coordinates, and monitors homeless shelter programs, and other homeless activities relating to the State's and each County's homeless continuum of care systems.
2. Develops state and federal plans in conformance to state regulatory requirements and federal law.
3. Develops, implements, and maintains department rules which are based on federal and state laws and regulations as well as evaluates the effectiveness of the rules, procedures, and standards.
4. Maintains a continuing federal-state relationship with the United States Department of Housing and Urban Development (HUD), including implementing various HUD-funded programs that target the needs of Hawaii's homeless and homeless-at-risk.
5. Prepares legislative bills, testimonies and reports and attends hearings to provide information as requested by the division administrator.
6. Prepares annual program plans, program budgets, narrative justifications, expenditure plans, and variance reports on program expenditures and accomplishments.
7. Coordinates the preparation of reports and data collection to analyze/assess programs' accomplishments, effectiveness and efficiency.
8. Drafts and executes agreements and contracts with public and private agencies in order to purchase a needed or complementary service.
9. Researches public and private funding sources; prepare and coordinate grant applications for those funds; conducts ongoing needs assessments with private and public agencies involved with the homeless; and assists in the coordination of such resources.
10. Develops, coordinates, assists in the planning; conducts homeless program workshops, training sessions, and development activities; and provides technical assistance on new and existing homeless programs for private and public agencies.
11. Serves as liaison for the Department in collaborating with other agencies and community groups in developing strategies for homeless related service and self-sufficiency programs.
12. Coordinates with the Fiscal Management Office for auditor services and works with the private auditors contracted to perform annual audits of provider agencies.
13. Administers the savings account program for the homeless families residing in homeless shelters.
14. Coordinates for the inspection of the Department's homeless facilities and for the inspection of donated lands, structures, and materials for use by the homeless with other branches and offices of the Department.
15. Coordinates with the provider and other agencies for the management of the Department's homeless facilities.

## **INVESTIGATIONS OFFICE**

Provides overall management for implementation of the Department's plans, policies, rules and procedures designed to prevent, detect, investigate, report and prosecute fraud and other crimes in the programs of the Department.

Provides investigative services in support of the Department's efforts to prevent, detect, report and prosecute crimes in the programs administered by the Department; recover moneys due to the Department as a result of overpayments or overissuances in the various programs; and locate persons (other than absent parents for purposes of Title IV-D of the Social Security Act) for the various programs of the Department. Conducts internal investigations within the Department.

Provides typing, duplicating, filing and other clerical duties for the Investigations Office. Assists in preparing the operations budget; reviews monthly expenditure reports; processes purchase orders and travel arrangements; and maintains inventory records.

### **Administrative Disqualification Staff**

Establishes and operates a system to investigate suspected fraud cases which are considered appropriate for referral to an Administrative Disqualification Hearing (ADH). Inputs and monitors disqualification penalties sent to the HAWI computer system; reports administrative disqualification activities to the appropriate Federal agencies.

### **Case Control Staff**

Establishes and maintains a case intake, screening assignment, and monitoring system. Receives and logs complaints and allegations of fraud, investigative referrals, and overpayment reports; and requests and referrals received from out-of-state, Federal and other State agencies.

Analyzes complaints and referrals; reviews the results of preliminary investigations and public assistance case records of all cases investigated; revises incorrect overpayment computations; and coordinates all investigative cases involving inter-county action.

Maintains public assistance case records and statistical information; monitors the progress of cases referred for prosecution or administrative disqualification hearing; appears in grand jury sessions.

### **Restitution Control Staff**

Controls and enforces restitution due as a result of overpayments and overissuances in the various assistance programs administered by the Department. Receives and reviews overpayment claim reports generated by line units; conducts local investigations.

### **Hawaii Staff, Kauai Staff, And Maui Staff**

Investigates referrals, allegations, and complaints concerning public assistance crimes; participates in investigations conducted jointly with the City and County, State, and Federal law enforcement agencies.

Prepares and submits reports of investigative findings; appears at proceedings to present investigative findings; monitors the progress of cases and notifies the Case Control Staff of the outcome or disposition.

Maintains records of investigative activities.

### **Oahu Investigations Staff 1 And 2**

Investigates assigned cases of suspected crimes within the public assistance programs. Conducts the initial investigation of complaints and allegations; conducts follow-up investigations; prepares and submits reports of investigation for immediate transmission to appropriate public assistance officials.

Investigates the loss, theft, or forgery of payment warrants, ATP cards, supplemental nutrition assistance and medical identification cards with the municipal, State or Federal agencies.



## **STAFF DEVELOPMENT OFFICE**

Under the general direction of the division administration, the Staff Development Office is responsible to plan, develop, conduct, contract, and/or coordinate staff development and training programs for the division's employees, including support staff, in consonance with existing State statutes, Department of Human Resources Development regulations and DHS policies and procedures.

1. Assess training needs of employees to provide training opportunities.
2. Plans and conducts orientation sessions for new employees.
3. Plans, develops, conducts, contracts, and/or coordinates specialized training and development programs for division personnel.
4. Provides other training opportunities to employees by initiating in-service and out-service training sponsored by other divisions of the department and public and private agencies in the community.
5. Consolidates and coordinates training requests and processes to the department's Personnel Office.
6. Evaluates results of all training programs and makes changes as appropriate.
7. Advises division personnel on relevant training and development matters.
8. Provides consultation to supervisory and administrative staff on development and conduct of training programs.
9. Serves as division's clearinghouse for training information and disseminates that which is relevant to division employees.
10. Evaluates requests for development (educational) leaves for the division administrator.
11. Acts as the division's liaison with institutions of higher learning in coordinating training grant proposals for division's staff.

## **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE**

Under the general direction of the division administration, the Supplemental Nutrition Assistance Program Office:

1. Develops statewide program objectives, indicators of planned activity, measurements of effectiveness for the Supplemental Nutrition Assistance Program, and formulates policies and procedures to implement program objectives.
2. Plans, develops, implements, and maintains Department rules which are based on federal and state laws and regulations.
3. Monitors and evaluates the Supplemental Nutrition Assistance Program by reviewing progress reports, statistical reports, and conducting field studies or management evaluations.
4. Monitors program operations for conformance with program plans, policies, and standards, directs the evaluation of the accomplishments and effectiveness of Department rules and procedures against resources expended, and develops standards for controls or conducting program analyses and special studies to assess adequacy of plans.
5. Maintains a continuing federal-state relationship with the United States Department of Agriculture, Food and Consumer Services in the administration of the Supplemental Nutrition Assistance Program.
6. Prepares annual program plans, biennial program budgets, and supplemental budgets: prepares narrative justification, expenditure plan and variance reports on program expenditures and accomplishments; determines priorities and allocation of resources; and coordinates and reviews the multi-year program and financial plans.
7. Prepares testimonies and reports for submittal to the legislature, reviews and analyzes proposed legislation (federal and state), attends legislative hearings for the purpose of providing supplemental information as requested, and recommends appropriate action to the division administration.

## **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE (Cont'd)**

8. Drafts and executes statewide agreements and contracts with key public and private agencies to bring complementary services to clients served by the Supplemental Nutrition Assistance Program.
9. Prepares reports, statistics, and evaluations on the accomplishments of the Supplemental Nutrition Assistance Program.
10. Develops corrective action plans based on findings revealed by quality control, field audits, federal audits, and special studies, implements corrective action plans, and monitors completion of plans.
11. Receives direct complaints from the public, recipient groups, and agencies and takes appropriate action.
12. Gives public talks at health and social welfare conferences and to interested organizations both private and public to maintain public awareness of governmental programs; maintains liaison with recipient advocate groups; prepares or directs preparation of press releases.
13. Coordinates Supplemental Nutrition Assistance Program activities with other offices and divisions within the department, public and private agencies, consumer groups, advocate groups, and community agencies.
14. Maintains contacts with the Attorney General's Office concerning litigation against the Supplemental Nutrition Assistance Program, prepares interrogatories, and testifies in depositions and in court hearings.
15. Provides overall direction to determine the computer requirements for the Supplemental Nutrition Assistance Program to meet the program requirements for timely payments, management information data, electronic interfaces with other agencies or programs, and new programs and provides assistance in developing system requirements.
16. Administers the forms management program for the Supplemental Nutrition Assistance Program.
17. Coordinates the preparation, development, and implementation of a wide range of informational materials to inform clients about the Supplemental Nutrition Assistance Program, clients' rights and responsibilities, services provided by the department, and available community resources.
18. Reviews branch reports for administrative hearings, assists the line staff at administrative hearings, and reviews hearing officer's decision. Also, completes research and branch reports for tax intercept hearings and attends the hearing as the department's representative.
19. Assists the Administrative Services Office in the monthly reconciliation of benefits issued.

## **SYSTEMS OPERATIONS AND REQUIREMENTS OFFICE**

Under the general direction of the division administration, the Systems Operations and Requirements Office is responsible to perform a support function by assisting the division in accomplishing program integration and single access for clients at the user/service delivery level through the use of electronic data processing (EDP) systems and office automation. This office is the central focal point for coordinating and facilitating communication between users and the Department Information Systems Office and other EDP staff regarding systems operational or functional problems.

1. Receives, assesses, prioritizes, resolves, or refers to departmental EDP technical support staff, as appropriate, all operational/user requests regarding functional problems in processing cases and/or data in all of the Division's automated systems.
2. Coordinates and facilitates communication and the resolution of problems or enhancement/change requests between operational users and departmental technical support staff.
3. Conducts functional/operational tests on all system maintenance corrections or enhancements prior to the migration of the changes to the production region. Approves and coordinates the operational migration of these changes to production.

**SYSTEMS OPERATIONS AND REQUIREMENTS OFFICE (Cont'd)**

4. Performs maintenance and updates the operational user tables for all of the Division's automated systems.
5. Staffs the Division Information Systems Steering Committee which coordinates and reviews all Division related information systems projects/plans as well as the Distributed Information Processing and Information Resource Management (DIPIRM) plan. Reviews requests and advises the Division Administrator on hardware and software requirements for the Division. Coordinate with the branches, Division Offices, and other appropriate offices on plans, timetables, and resource requirements.
6. Maintains, updates, and distributes system user manuals, system related forms, and clarifications.
7. Coordinates, with branch input, an assessment of user impact, as needed, when major system changes/enhancements are being discussed and planned to ensure coordination and compatibility among the systems, and to document and channel user perception of changes and workload impact in order to develop sound plans and timetables for changes and implementation.
8. Monitors and reports to the Division Administrator on the status of all of the Division's service requests made to the Office of Information Technology and of all new system developments and initiatives.
9. Coordinates with the financial assistance, supplemental nutrition assistance, employment and child care staff and the OIT Security Manager on the establishment and refinement of user profiles, access requirements and standards, and confidentiality requirements. Maintain user access to the training and testing regions for the systems. Performs selected security responsibilities as designated by Systems Security Manager. Monitors and recommends on security matters.
10. Enunciates training requirements and may participate in training activities.
11. Coordinates or participates as needed in other Systems related activities such as acting as the Division's user liaison with other divisions or offices.
12. Assists and advises division administrator on design, plan, and requirements for office automation and networking of division offices/staff.

## **NEIGHBOR ISLAND BRANCH**

Under the general direction of the division administrator, provides overall management for implementation of the Division's employment, child care, financial assistance, and supplemental nutrition assistance in the East Hawaii, West Hawaii, Kauai, and Maui Sections. Plans, organizes, directs, coordinates, evaluates, and maintains an organization which will facilitate the efficient and effective accomplishment of the objectives of the Division.

### **East Hawaii Section**

Provides the operational direction and management for implementation and execution of State, Department and Division policies, procedures, regulations, and service objectives. Directs, coordinates, reviews and evaluates operations and service delivery, by the subordinate units. Formulates and defines goals and resources.

Formulates objectives based on defined goals with the funding and resources afforded. Studies, and continually appraises operations and recommends changes in operational procedures. Exercises fiscal control of funds allocated. Supervises, develops and provides direction to subordinate staff. Develops performance standards along with developing and maintaining a system for management control. Maintains good public relations with the community.

Implements State policies, procedures and directives for budget planning, preparation, and execution, meeting DAGS requirements, etc.

### **Support Services Office**

Prepare the budget and expenditures plan. Assures that the units operate within the DAGS requirements. Maintains a centralized staffing control system and the Closed Files System. Evaluates clerical or administrative procedures on a continuing basis; recommends changes to improve operations among units.

### **West Hawaii, Kauai, And Maui Sections**

Provides the operational direction and management for implementation and execution of State, Department and Division policies, procedures, regulations, and service objectives. Directs, coordinates, reviews and evaluates operations and service delivery, by the subordinate units.

Formulate objectives based on defined goals with the funding and resources afforded. Studies, and continually appraises operations and recommends changes in operational procedures. Exercises fiscal control of funds allocated. Supervises, develops, and provides direction to subordinate staff. Develops performance standards along with developing and maintaining a system for management control. Maintains good public relations with the community.

Implements State policies, procedures and directives for budget planning, preparation, and execution, meeting DAGS requirements, etc. Maintains a centralized staffing control system. Maintains the Section's Closed Files System. Evaluates Section administrative or clerical procedures; implements changes to improve operations.

### **Central Hilo 2, North Hilo 1, 2, and 3, and South Hilo 1, 2, and 3 Units; Kamuela-Hamakua Unit and Kohala Subunit, North Kona 1 Unit and South Kona Unit and Kau Subunit; Central, East and West Units; East Maui 1 and 2 Units, Molokai Unit and Lanai Subunit and West Maui 1 and 2 Units**

Determines eligibility and provides financial assistance, supplemental nutrition assistance, medical assistance and/or support services, including child care reimbursement, transportation reimbursement, and work expense to the categorically eligible and employment and training services to eligible applicants and recipients. Provides the applicant/recipient with information on all programs/resources which are available, counsels, provides support services and assists with job placement, maintains the electronic and hard copy case files, provides the general public information on the Division's programs, takes action on complaints received and initiates adverse action as deemed appropriate.

**Central Hilo 1, North Kona 2, Kauai South, and Maui Central Units**

Determines eligibility and provides financial assistance, supplemental nutrition assistance, medical assistance and/or support services, including child care reimbursement, transportation reimbursement and work expense to the categorically eligible and employment and training services, which include social worker services: psychosocial assessment, development and implementation of a barrier removal plan, and short-term treatment services, including crisis intervention to eligible applicants and recipients. Provides the applicant/recipient with information on all programs/resources which are available, counsels, provides support services and assists with job placement, maintains the electronic and hard copy case files, provides the general public information on the Division's programs, takes action on complaints received and initiates adverse action as deemed appropriate.

Provides the child care licensing services, i.e. the licensing and registration of the child care providers, studies, licenses, monitors, and investigates complaints; establishes corrective action plans and/or takes action, and re-licenses applicants and licensed providers. The Unit also fingerprints applicants and conducts background checks for licensed and license-exempt child care providers.



## **OAHU BRANCH**

Under the general direction of the division administration, provides overall management for implementation of the Division's employment, child care, financial assistance, and supplemental nutrition assistance, and on-the-job training on Oahu. Plans, organizes, directs, coordinates, evaluates, recommends changes, and maintains an organization which will facilitate the accomplishment of the objectives of the division. Maintains good public relations with the community.

### **Quality Assurance Office**

Under the overall direction and supervision of the Oahu Branch Administrator, the Quality Assurance Office serves as a means to monitor and evaluate the effectiveness of or need for error reduction activities in the units carrying the financial assistance and supplemental nutrition assistance programs.

Conducts/Implements, evaluates and recommends, creates activities and instruction related to causal factors of error rates. Monitors, standardizes, and assesses unit procedures and controls. Mentors and assists in worker development.

The Quality Assurance Office is responsible for the identification and prioritization of problems in the Branch that contribute to the agency's error rate or may lead to employee offences, and the formalization of corrective actions as well as a review of positive factors that contribute to an accuracy rate. In the development of corrective and/ or accuracy actions, the Quality Assurance Staff considers its impact on the Branch error rate, the cost of the effort necessary versus the expected benefit of the accuracy rate, and the potential for growth of the problem, the number of units experiencing the deficiency and the risk of loss or damage to the agency.

### **Support Services Office**

Under the overall direction and control of the Oahu Branch Administrator, the Support Services Office plans, initiates, implements, directs, evaluates, controls, and maintains all administrative and business management functions for Oahu Branch.

Prepares the budget and expenditures plan, assures that the units operate within the Department of Accounting and General Services requirements. Maintains a centralized staffing control system and closed files system. Evaluates clerical or administrative procedures on a continuing basis, provides appropriate training to staff subordinates to insure that work performance standards are met, and recommends changes to improve operations among units.

### **Oahu Sections 1, 2, 3 And 4**

Under the overall direction and control of the Oahu Branch Administrator, provides the operational direction and management for implementation and execution of plans, policies, procedures, regulations, of the employment related, child-care services, income maintenance and supplemental nutrition assistance and facilitates the accomplishment of service objectives. Directs, coordinates, reviews, and evaluates operations and service delivery, by subordinate units.

Formulates objectives for the section based on defined goals with the funding and resources afforded. Studies and continually appraises operations. Implements and recommends changes in operational procedures as well as resolving conflicts among operating entities. Provides direction and guidance to subordinates in operating procedures and performance standards. Exercises fiscal control of funds allocated. Supervises, develops, and provides direction to subordinate staff. Maintains a system for centralized staffing control and personnel actions. Coordinates unit's activities insuring implementation of data processing systems. Maintains good public relations with the community.

Implements State policies, procedures and directives for budget planning, preparation, and execution, meeting DAGS requirements, etc.

## **Oahu Section 1**

### **Downtown First-To-Work 1 And 2 Units**

Under the general direction of the Oahu Section 1 Administration, these units provide a range of services to the mandatory Temporary Assistance for Needy Families (TANF) recipients in the First-To-Work program who are in need of employment, volunteer work experience, vocational training or education and other activities. Recommends, evaluates, assesses and directs client participation in employment or educational programs and engages in job development activities to maximize client participation opportunities. In addition, the participant will receive counseling, barrier services, and support services to assist them toward achieving the goal of economic self-sufficiency. The Units will also provide support services, including child care reimbursement, transportation reimbursement and work expense to eligible applicants and clients.

### **Iwilei; Kuakini; Makiki; Nuuanu; Palama; Pauahi; Pawaa; Punawai Units**

Under the general direction of the Oahu Section 1 Administration, these units provide financial, supplemental nutrition assistance and medical payments to eligible applicants and recipients.

Determines initial and continuing eligibility and provides financial assistance, supplemental nutrition assistance, medical assistance and support services, including child care reimbursement, transportation reimbursement and work expense to eligible applicants and recipients and provides the applicant/recipient with information on all programs/resources which are available. Maintains the electronic and hard copy case files, conducts periodic reviews to determine continued eligibility for financial and supplemental nutrition assistance programs and support services programs, provides the general public information on the Division's Programs, takes action on complaints received, initiates adverse action as appropriate, and closes ineligible cases, coordinates the linkage of mothers and newborns with Med-QUEST to ensure enrollment of newborns.

## **Oahu Section 2**

### **Waianae First-To-Work And Waipahu First-To-Work Units**

Under the general direction of the Oahu Section 2 Administration, these units provide a range of services to the mandatory Temporary Assistance to Needy Families (TANF) recipients in the First-To-Work program who are in need of employment, volunteer work experience, vocational training, or education, and other activities. Recommends, evaluates, assesses and directs client participation in employment or educational programs and engages in job development activities to maximize client participation opportunities. In addition, the participant will receive counseling, barrier services, and support services to assist them towards achieving the goal of economic self-sufficiency. The Units will also provide support services, including child care reimbursement, transportation reimbursement and work expense to eligible applicants and clients.

### **Ewa; Kaala; Kamokila; Nanakuli; Wahiawa; Waianae; Waikele; Waipahu; West Oahu Units**

Under the general direction of Oahu Section 2 Administration, these units provide financial, supplemental nutrition assistance and medical payments to eligible applicants and recipients.

Determines initial and continuing eligibility and provides financial assistance, supplemental nutrition assistance, medical assistance and support services, including child care reimbursement, transportation reimbursement and work expense to eligible applicants and recipients and provides the applicant/recipient with information on all programs/resources which are available. Maintains the electronic and hard copy case files, conducts periodic reviews to determine continued eligibility for financial and supplemental nutrition assistance and support services programs, provides the general public information on the Division's Programs, takes action on complaints received, initiates adverse action as appropriate, and closes ineligible cases, coordinates the linkage of mothers and newborns with Med-QUEST to ensure enrollment of newborns.

## **Oahu Section 3**

### **Kailua First-To-Work And Wahiawa First-To-Work Units**

Under the general direction of the Oahu Section 3 Administration, these units provide a range of services to the mandatory Temporary Assistance to Needy Families (TANF) recipients in the First-To-Work program who are in need of employment, volunteer work experience, vocational training, or education, and other activities. Recommends, evaluates, assesses and directs client participation in employment or educational programs and engages in job development activities to maximize client participation opportunities. In addition, the participant will receive counseling, barrier services, and support services to assist them towards achieving the goal of economic self-sufficiency. The Units will also provide support services, including child care reimbursement, transportation reimbursement and work expense to eligible applicants & clients.

### **Kailua; Kalihi; Kaneohe; Kapalama; Kinau; Moanalua; Waikalua; Windward Units**

Under the general direction of Oahu Section 3 Administration, these units provide financial, supplemental nutrition assistance and medical payments to eligible applicants and recipients.

Determines initial and continuing eligibility and provides financial assistance, supplemental nutrition assistance, medical assistance and support services, including child care reimbursement, transportation reimbursement and work expense to eligible applicants and recipients and provides the applicant/recipient with information on all programs/resources which are available.

Maintains the electronic and hard copy case files, conducts periodic reviews to determine continued eligibility for financial and supplemental nutrition assistance programs and support services programs, provides the general public information on the Division's Programs, takes action on complaints received, initiates adverse action as appropriate, and closes ineligible cases, coordinates the linkage of mothers and newborns with Med-QUEST to ensure enrollment of newborns.

## **Oahu Section 4**

### **Child Care Licensing Units 1 And 2**

Under the overall direction of the Oahu Section 4 Administrator, this unit provides regulatory oversight of child care providers, facilities and homes to ensure conformance to regulatory standards and safety to children. The Unit receives and processes applications, studies, assesses, licenses, monitors, provides technical assistance and re-licenses the provider. Investigates complaints and takes appropriate action when deemed necessary against licensed, license-exempt and unregulated child care centers and homes. Unit staff may initiate legal action against the provider who is in violation of related Hawaii Revised Statutes and Hawaii Administrative Rules.

The Unit conducts background checks on all applicants, licensed and registered providers to determine the applicant's, the employee's, or the provider's risk with respect to children in care.

### **Social Work Unit**

Under the general supervision of the Oahu Section 4 Administrator, this unit provides social work services to First-to-Work and other recipients as assigned. Assesses program participants and their families with respect to identifying barriers to participation in work activities/employment and develops and implements a Barrier Removal Plan for participants to include additional psychological, medical, or other evaluation, necessary treatment, family strengthening services; if possible, develops a modified employment plan, which includes skill-building and work activity. Provides short-term crisis intervention, counseling, or support services to individuals and families in the program. Provides supportive and consultation services to fellow case managers and job developers.



OFFICE OF THE DIRECTOR

**BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION**

*ADMINISTRATIVE MANAGEMENT SERVICES OFFICE*

*EMPLOYMENT & TRAINING PROGRAM OFFICE*

*HOMELESS PROGRAMS OFFICE*

*STAFF DEVELOPMENT OFFICE*

*SYSTEMS OPERATIONS & REQUIREMENTS OFFICE*

*CHILD CARE PROGRAM OFFICE*

*FINANCIAL ASSISTANCE PROGRAM OFFICE*

*INVESTIGATIONS OFFICE*

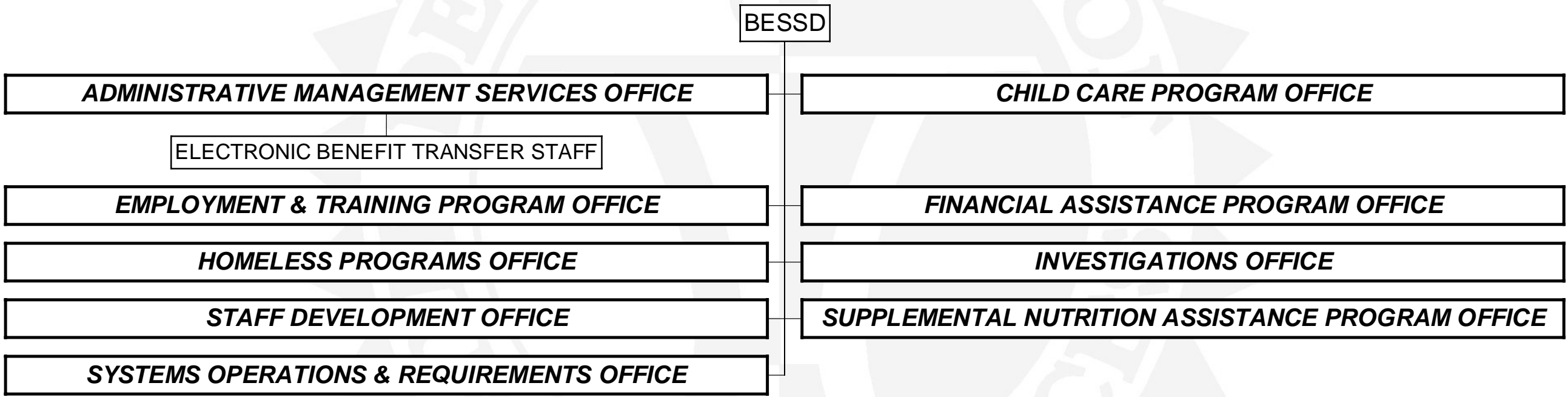
*SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE*

NEIGHBOR ISLAND BRANCH

OAHU BRANCH

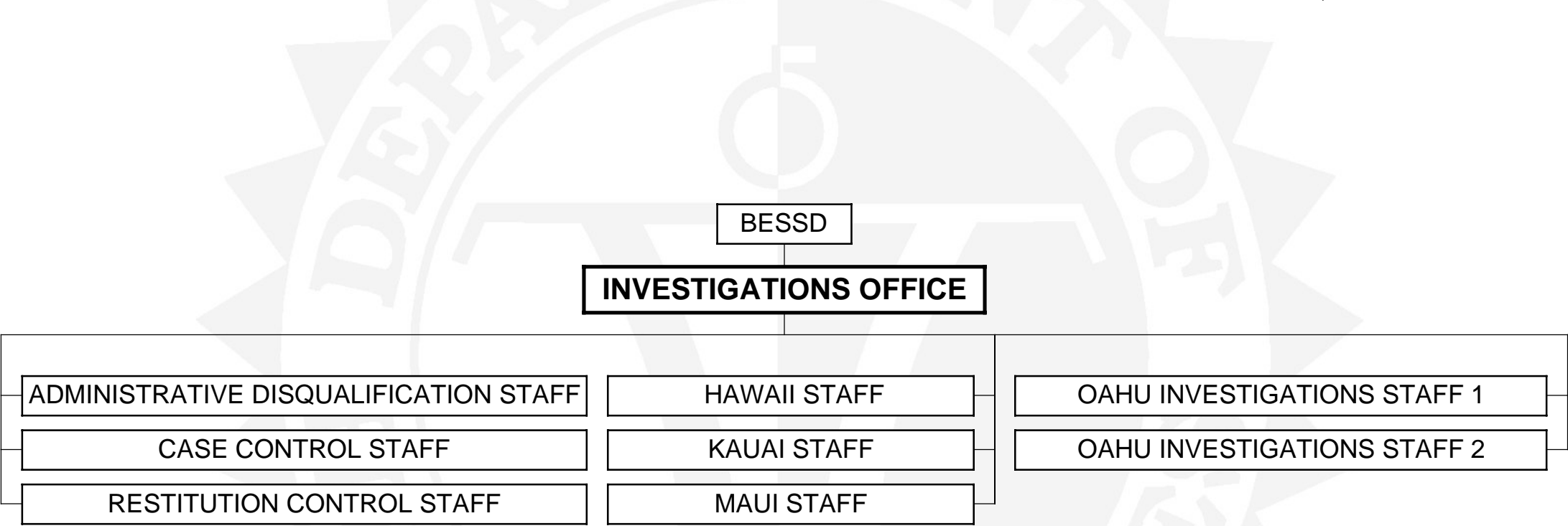
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION

ORGANIZATION CHART 2  
JUNE 30, 2012



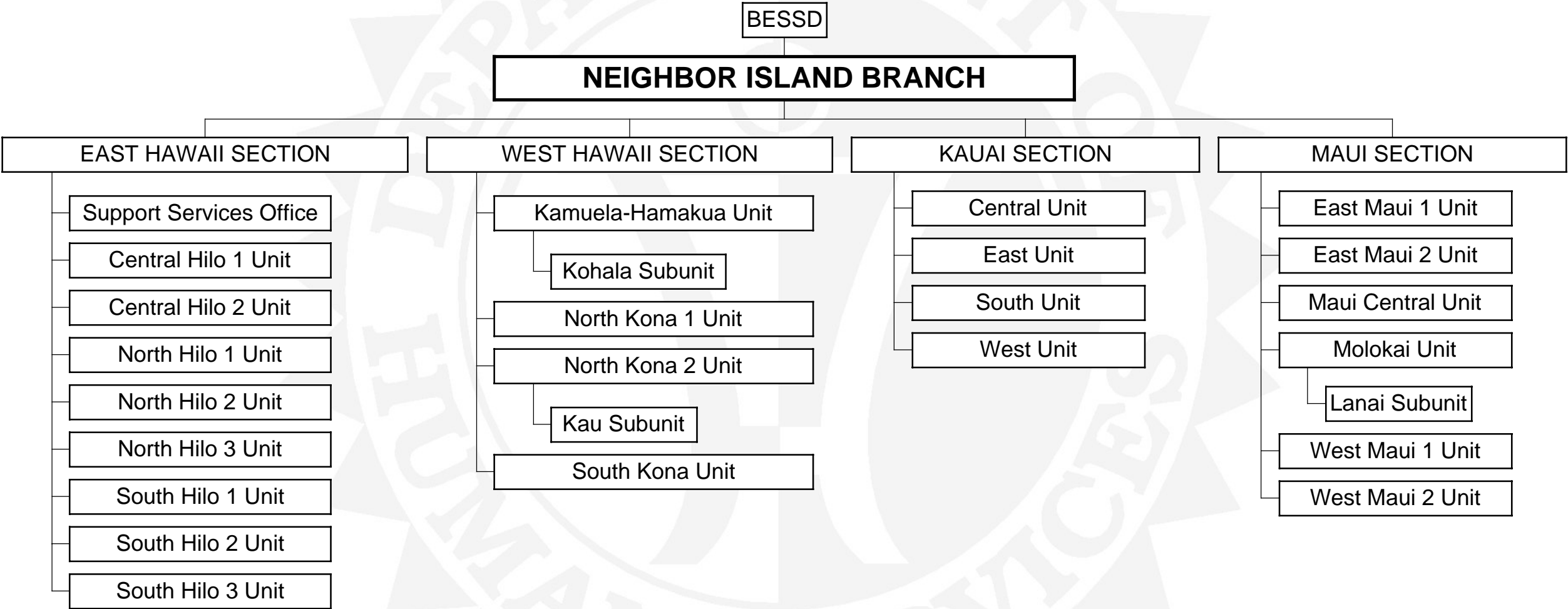
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DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION

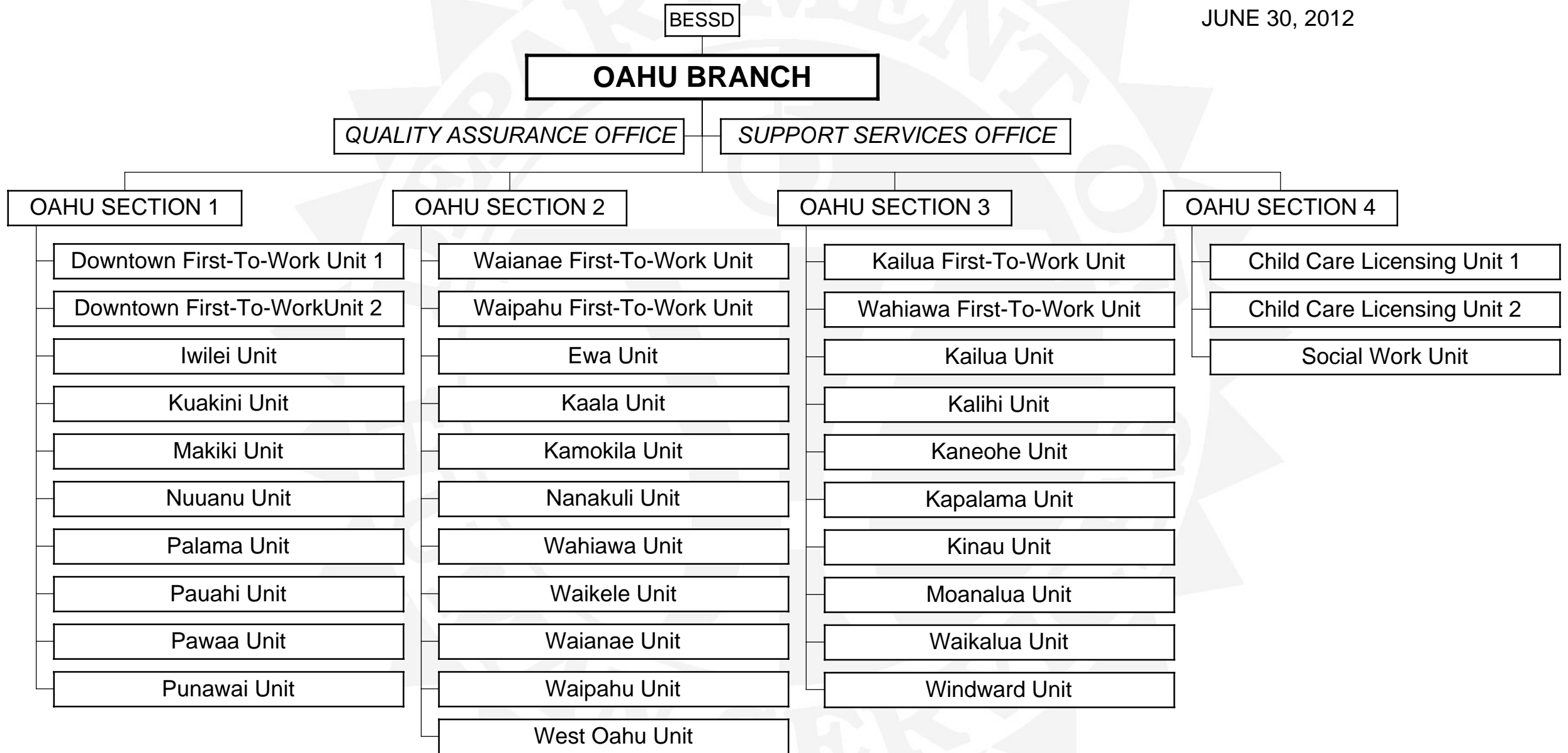
ORGANIZATION CHART 3  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION

ORGANIZATION CHART 4  
JUNE 30, 2012





Dir  
100128 SRNA

<b>BENEFIT, EMPLOYMENT, &amp; SUPPORT SERVICES DIVISION</b>	
Self Sufficiency Support Services Administrator	
6179	EM08
Self Sufficiency Support Services Assistant Administrator	
22160	EM07

Secretary IV  
14137 SR18

Secretary III  
45454 SR16

<b>ADMINISTRATIVE MANAGEMENT SERVICES OFFICE</b>	
<i>Program &amp; Budget Analysis Manager I</i>	
1637	EM05

<b>CHILD CARE PROGRAM OFFICE</b>	
<i>Social Worker VI</i>	
23706	SR26

<b>EMPLOYMENT &amp; TRAINING PROGRAM OFFICE</b>	
<i>Self Sufficiency Support Services Supervisor VI</i>	
46870	SR26

<b>FINANCIAL ASSISTANCE PROGRAM OFFICE</b>	
<i>Eligibility Program Specialist VI</i>	
31915	SR26

<b>HOMELESS PROGRAMS BRANCH</b>	
<i>Homeless Prgms Br Admr</i>	
103218	SRNA

<b>INVESTIGATIONS OFFICE</b>	
<i>Investigator VI</i>	
29836	SR26

<b>STAFF DEVELOPMENT OFFICE</b>	
<i>Social Worker V</i>	
45307	SR24

<b>SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE</b>	
<i>Eligibility Program Specialist VI</i>	
1639	SR26

<b>SYSTEMS OPERATIONS &amp; REQUIREMENTS OFFICE</b>	
<i>Eligibility Program Specialist V</i>	
28081	SR24

<b>NEIGHBOR ISLAND BRANCH</b>	
<i>Self Sufficiency Support Services Manager</i>	
46867	EM05

<b>OAHU BRANCH</b>	
<i>Self-Sufficiency and Support Services Manager</i>	
28052	EM05

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
ADMINISTRATIVE MANAGEMENT SERVICES OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012

Self Sufficiency Support Services Administrator  
6179 EM08

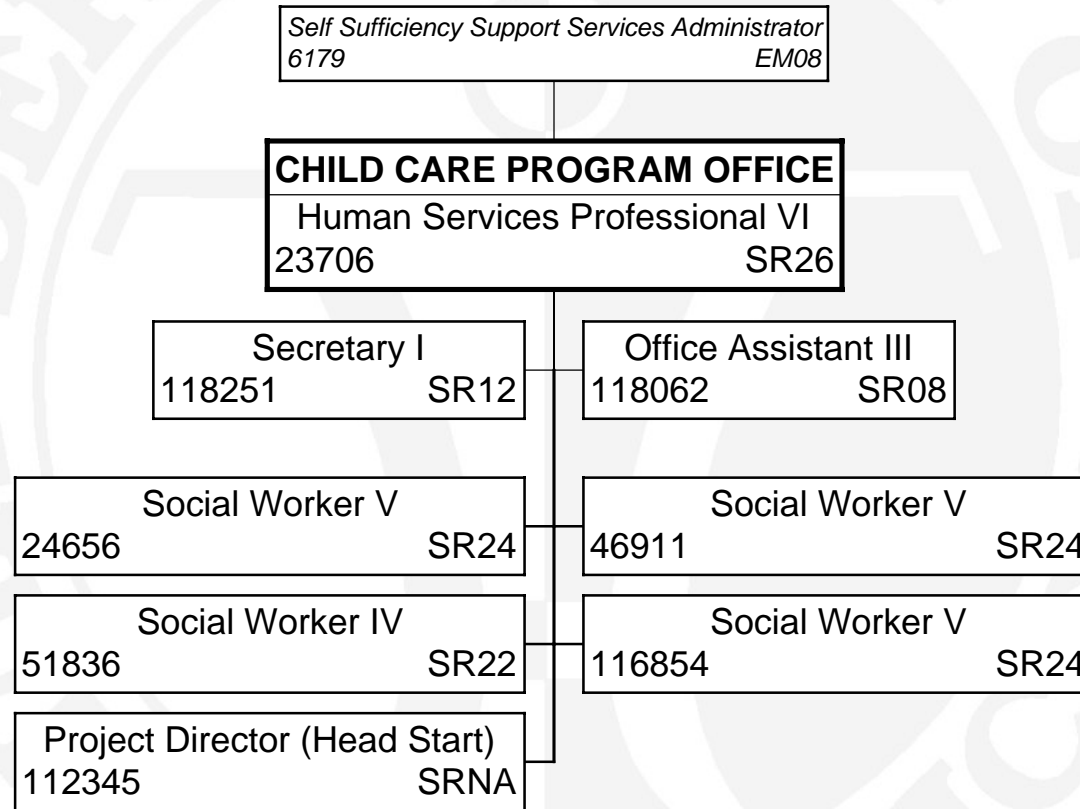
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Program & Budget Analysis Manager I  
1637 EM05

ELECTRONIC BENEFIT TRANSFER STAFF  
Eligibility Program Specialist V  
32449 SR24

Eligibility Program Specialist III  
17404 SR20

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
CHILD CARE PROGRAM OFFICE

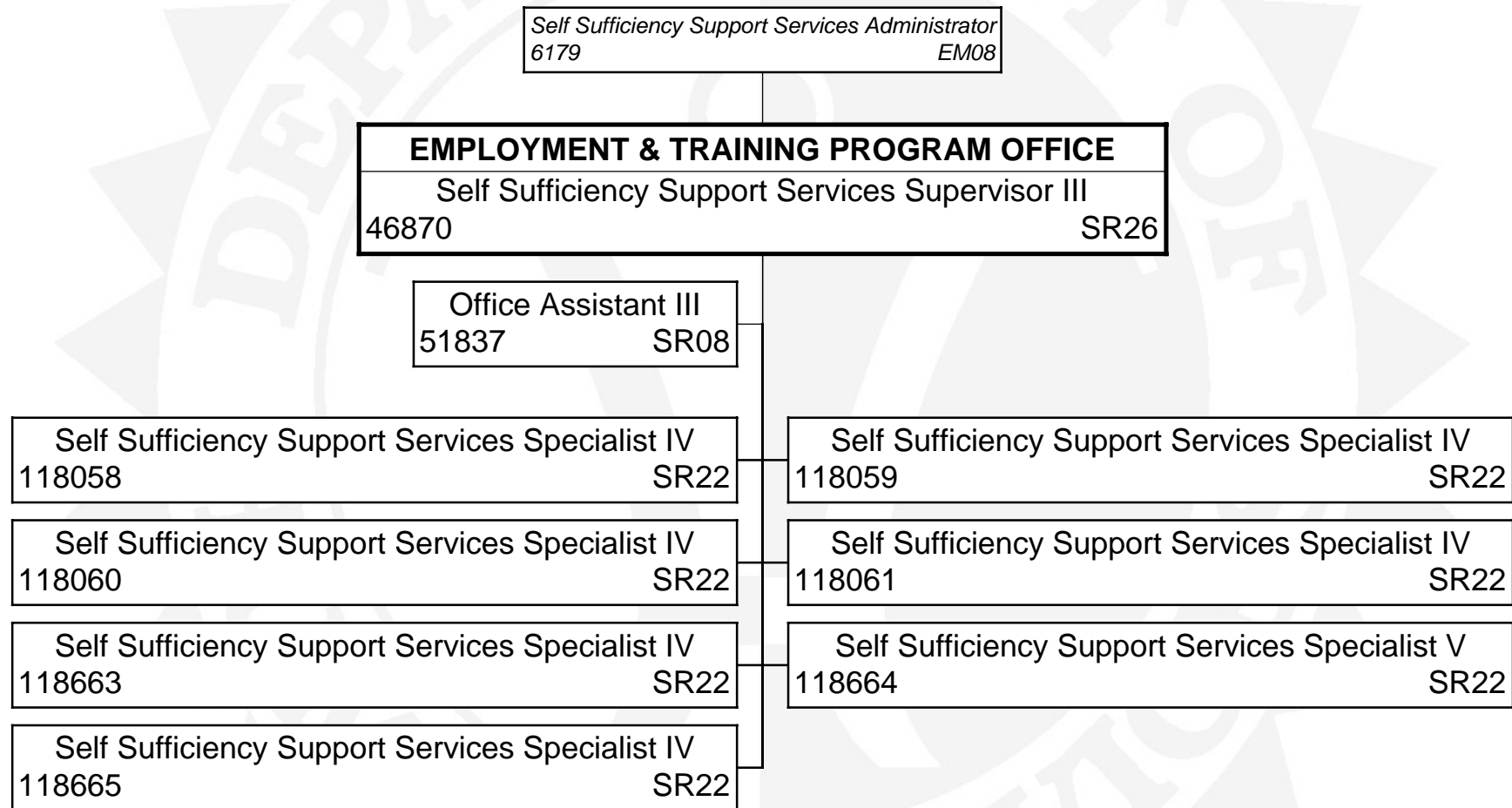
POSITION ORGANIZATION CHART  
JUNE 30, 2012





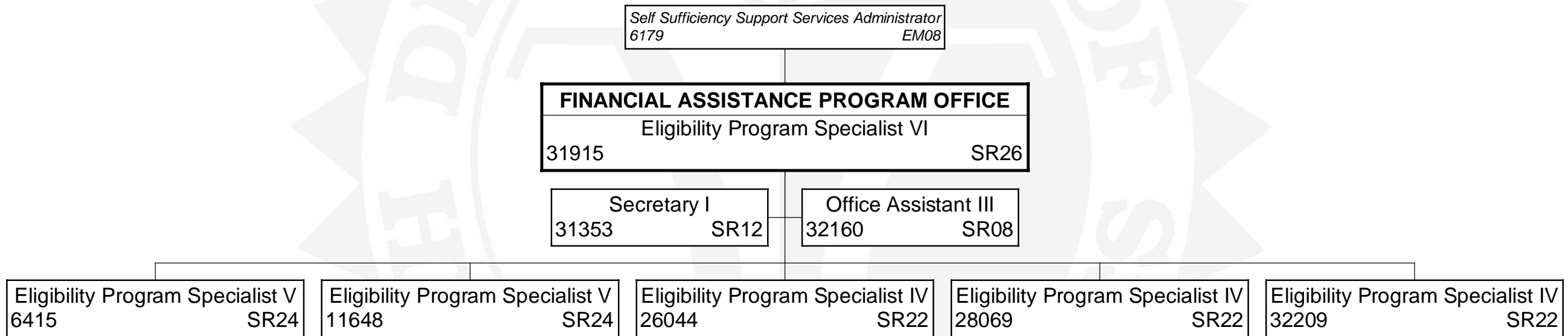
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
EMPLOYMENT & TRAINING PROGRAM OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
FINANCIAL ASSISTANCE PROGRAM OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
HOMELESS PROGRAMS OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012



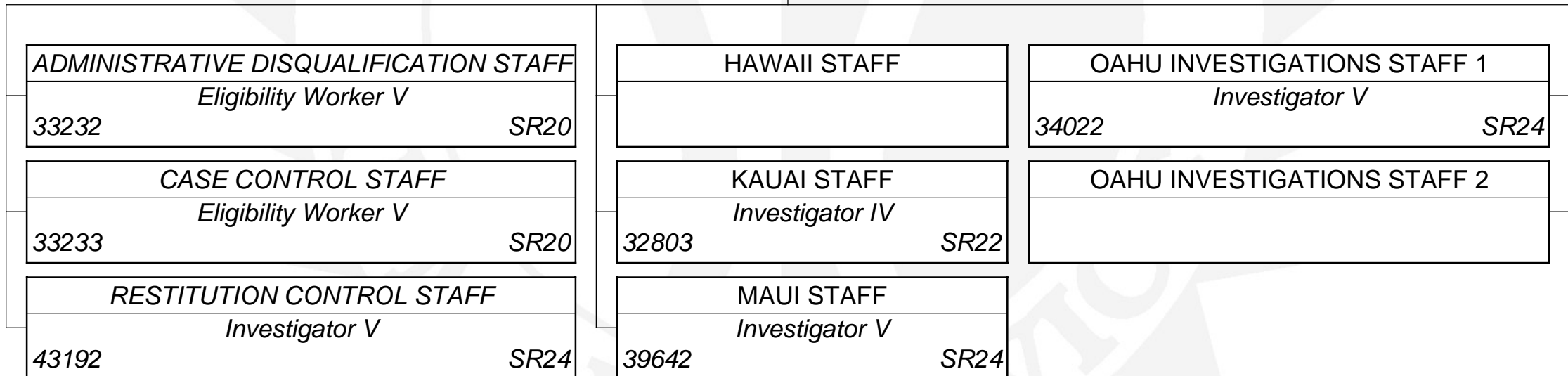
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
 INVESTIGATIONS OFFICE

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

Self Sufficiency Support Services Administrator  
 6179 EM08

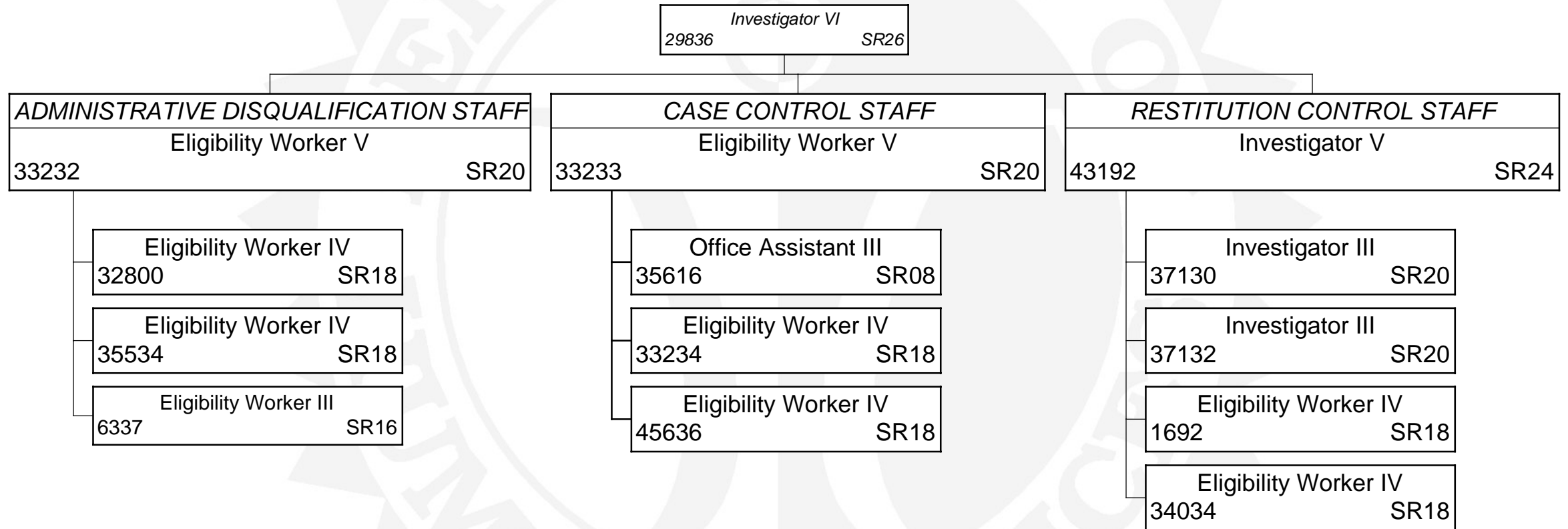
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 Investigator VI  
 29836 SR26

Office Assistant III  
 29838 SR08



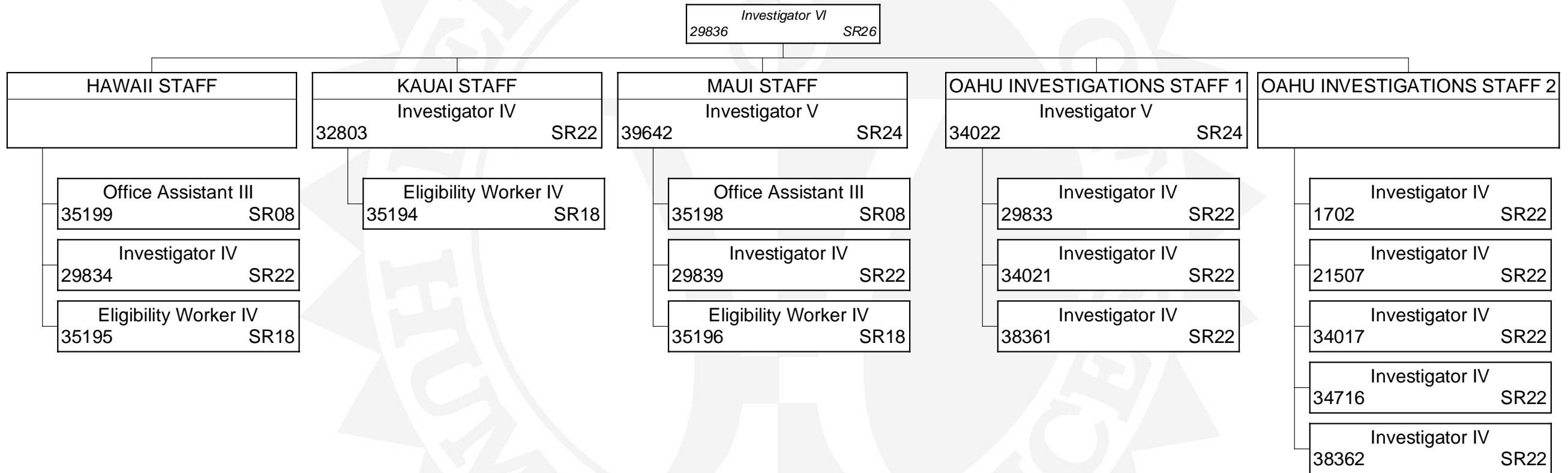
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 INVESTIGATIONS OFFICE  
 ADMINISTRATIVE DISQUALIFICATION, CASE CONTROL  
 STAFF & RESTITUTION CONTROL STAFF

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



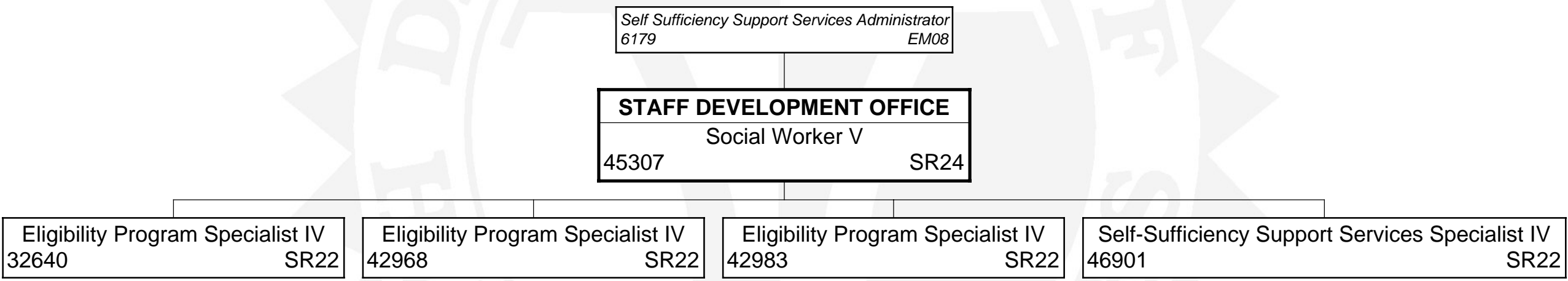
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 INVESTIGATIONS OFFICE  
 HAWAII, KAUAI, & MAUI STAFF  
 OAHU INVESTIGATIONS STAFF 1 & 2

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



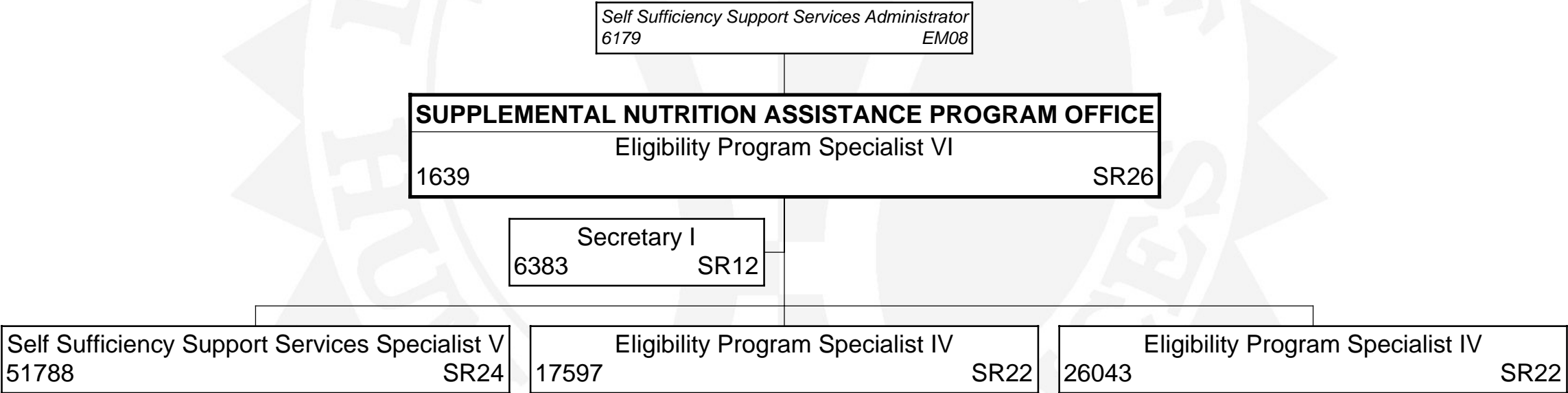
STATE OF HAWAII  
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STAFF DEVELOPMENT OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE

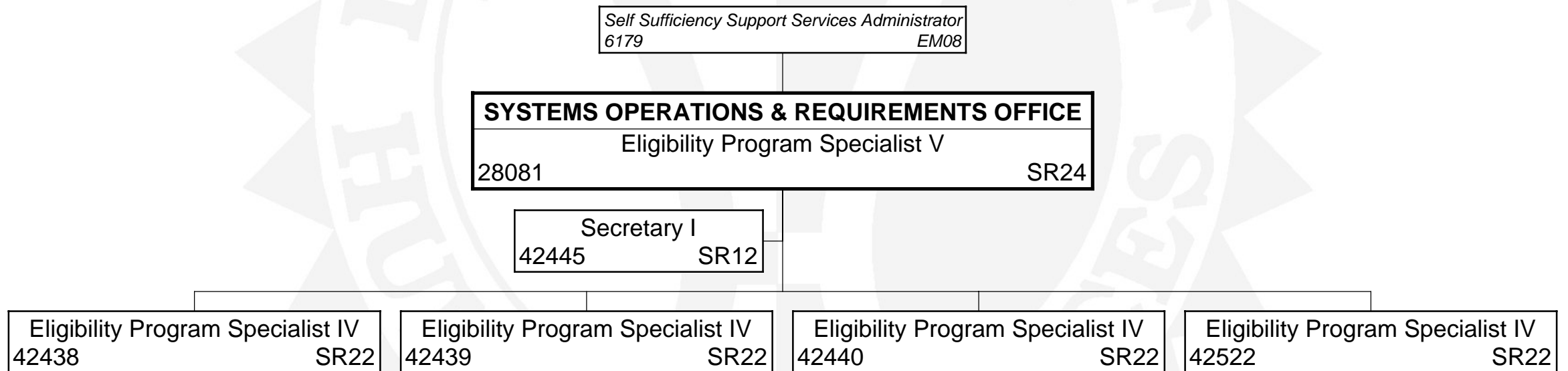
POSITION ORGANIZATION CHART  
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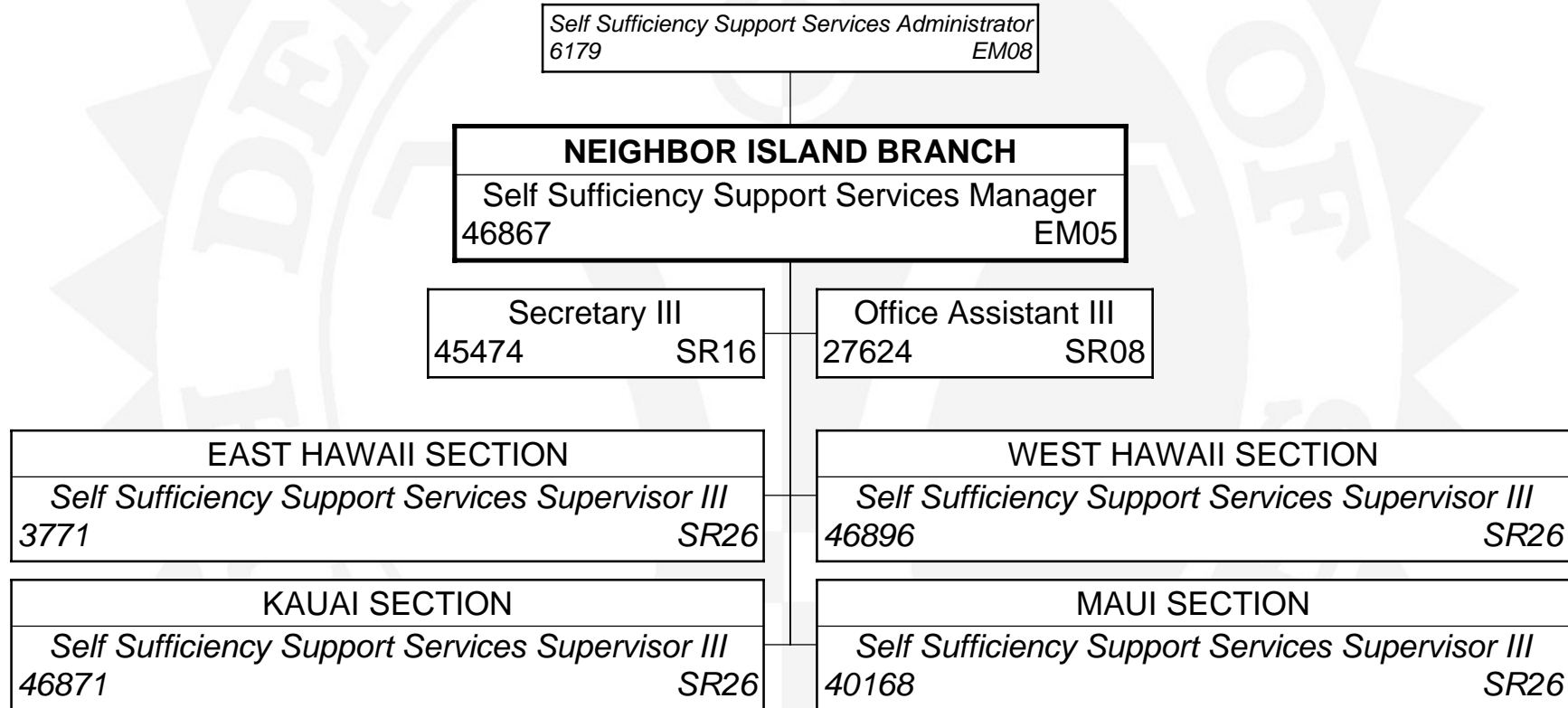
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SYSTEMS OPERATIONS & REQUIREMENTS OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012



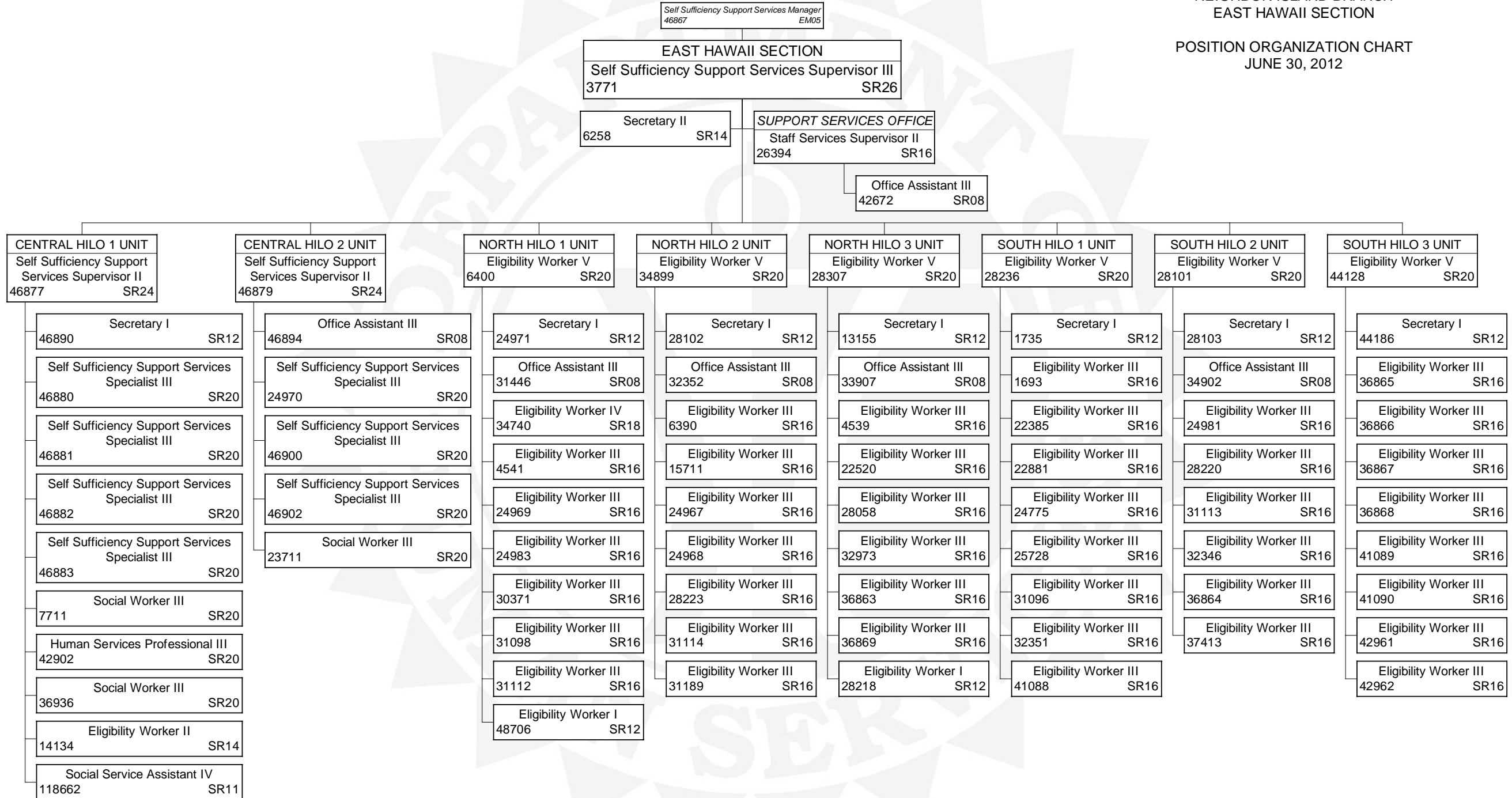
STATE OF HAWAII  
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NEIGHBOR ISLAND BRANCH

POSITION ORGANIZATION CHART  
JUNE 30, 2012



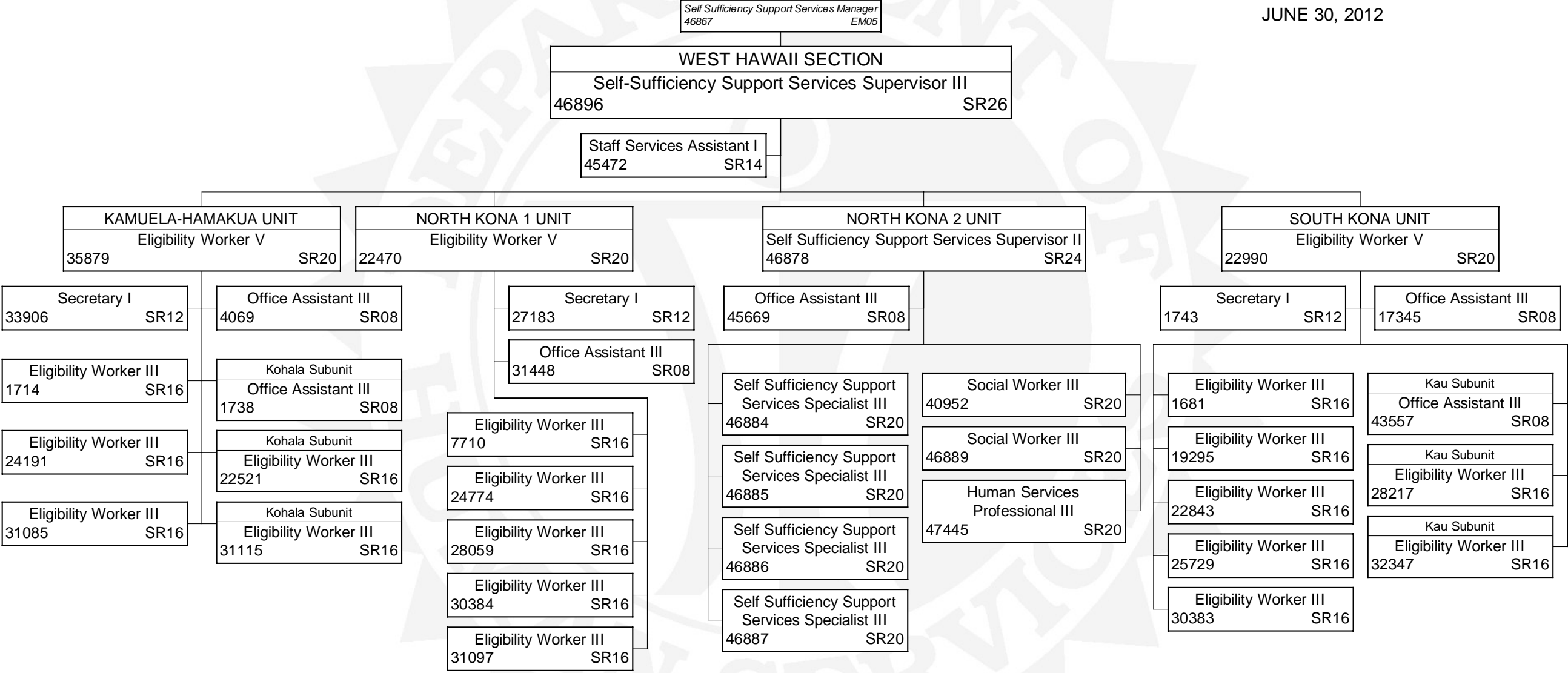
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 NEIGHBOR ISLAND BRANCH  
 EAST HAWAII SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



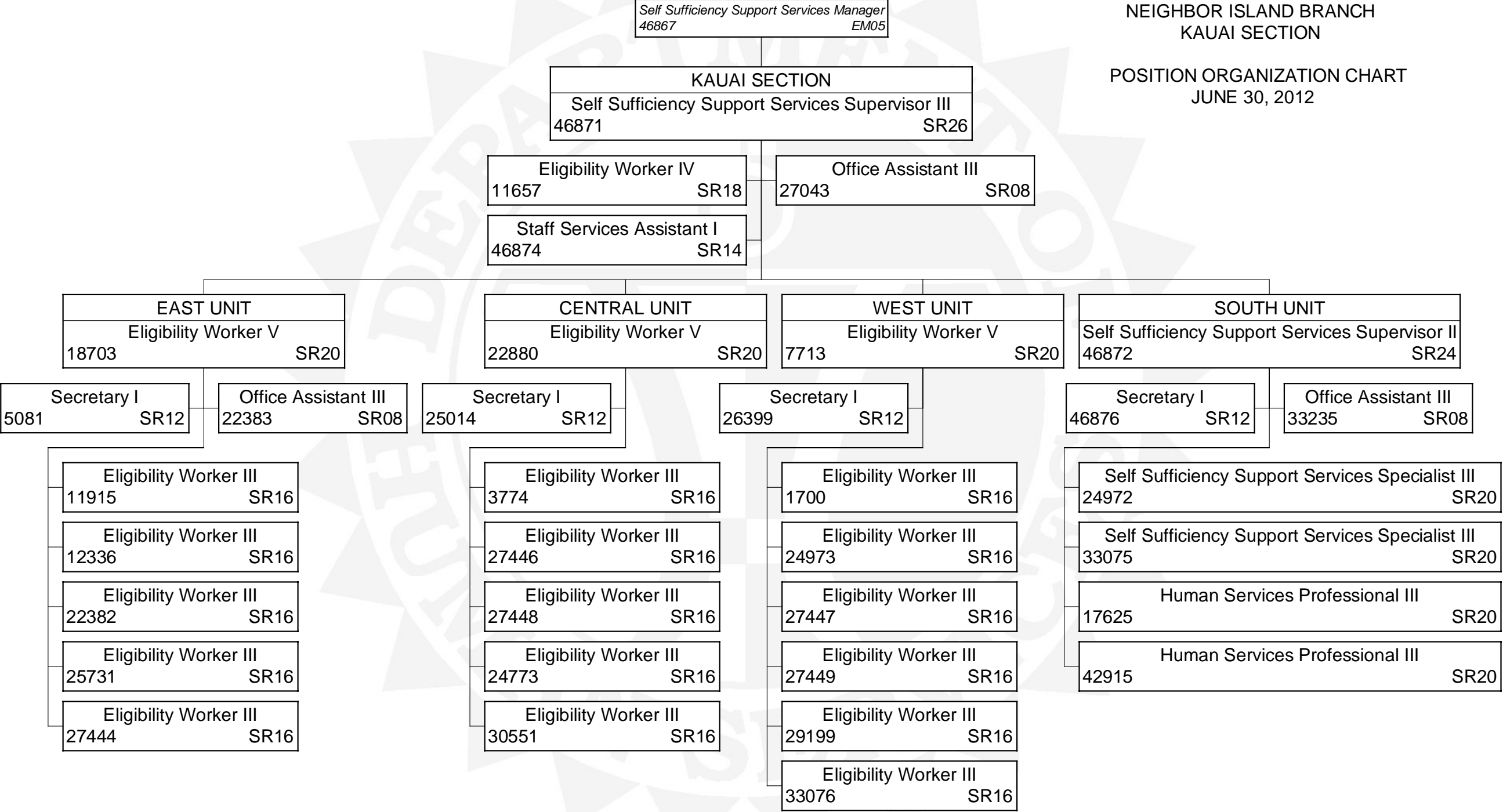
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 NEIGHBOR ISLAND BRANCH  
 WEST HAWAII SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



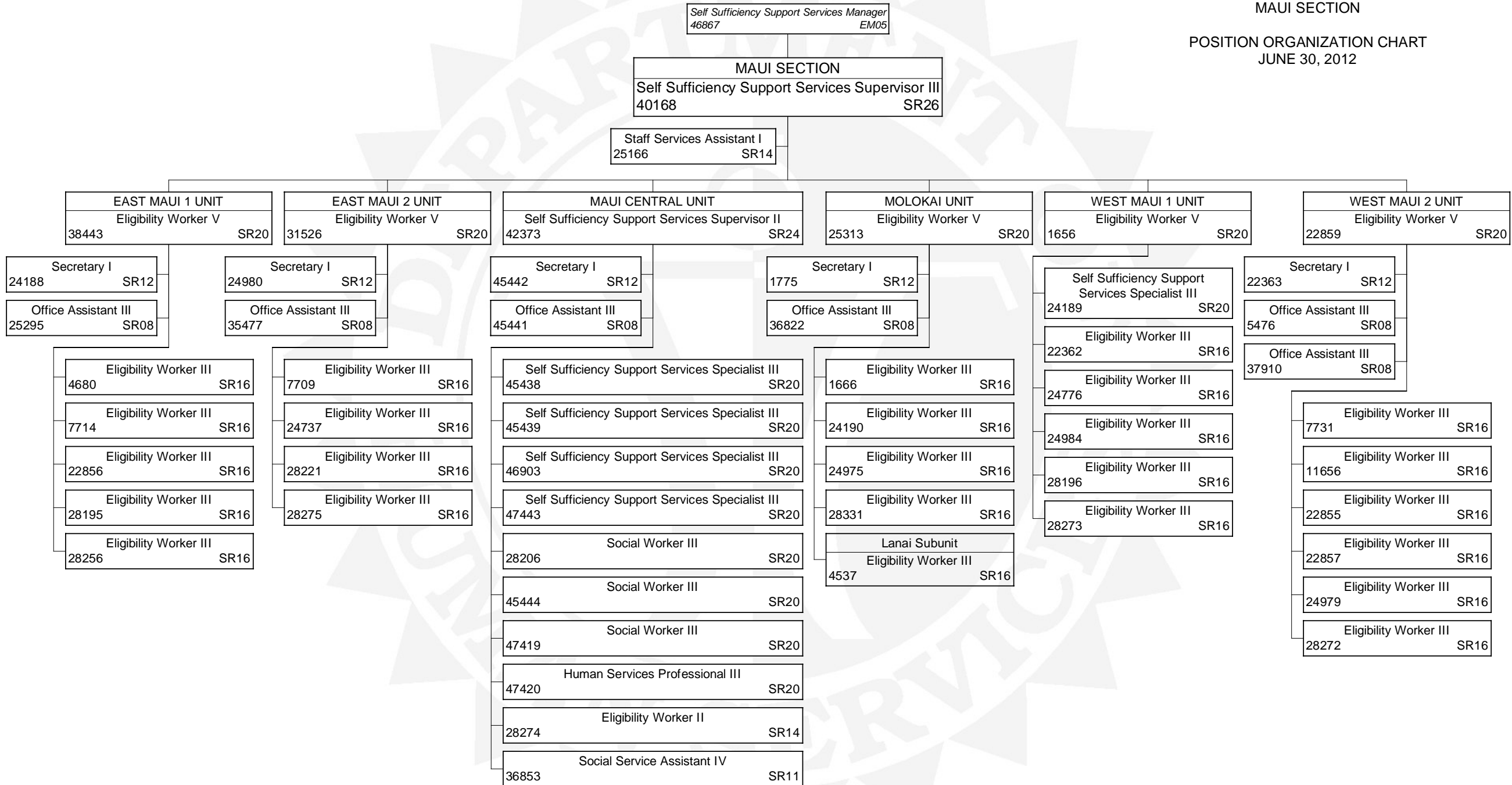
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 NEIGHBOR ISLAND BRANCH  
 KAUAI SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



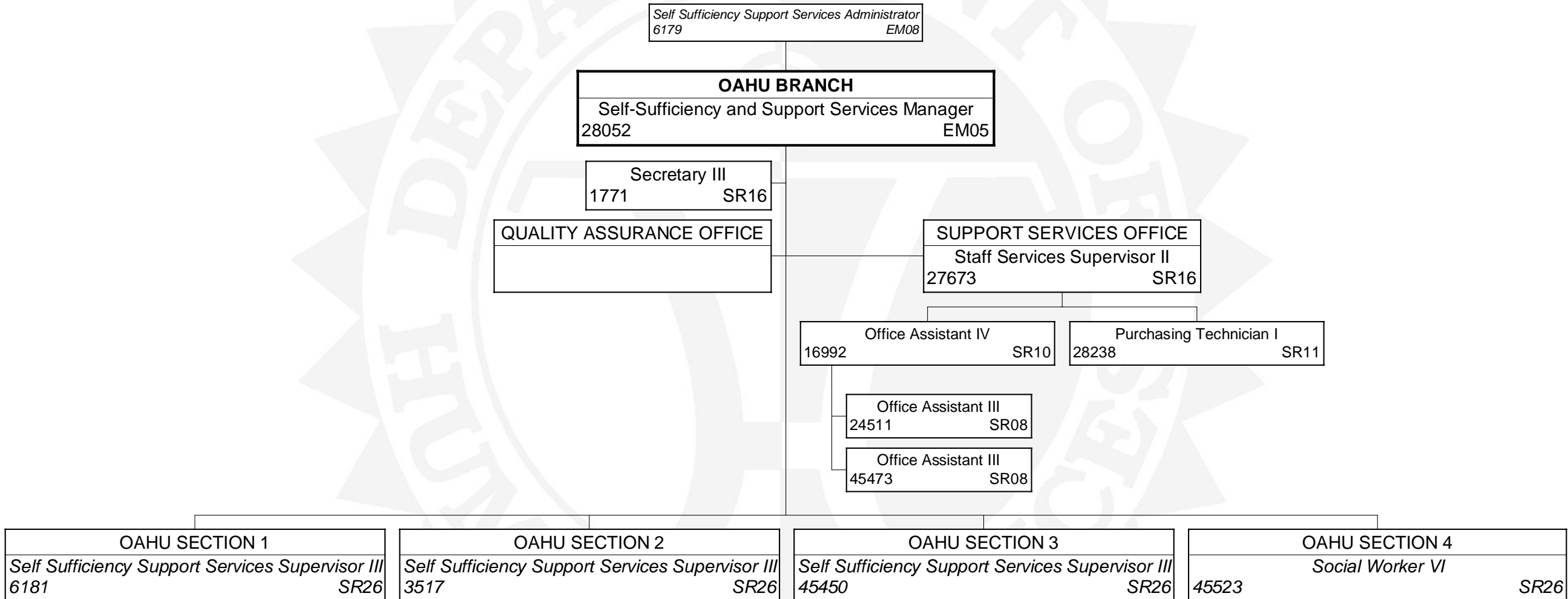
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
 NEIGHBOR ISLAND BRANCH  
 MAUI SECTION

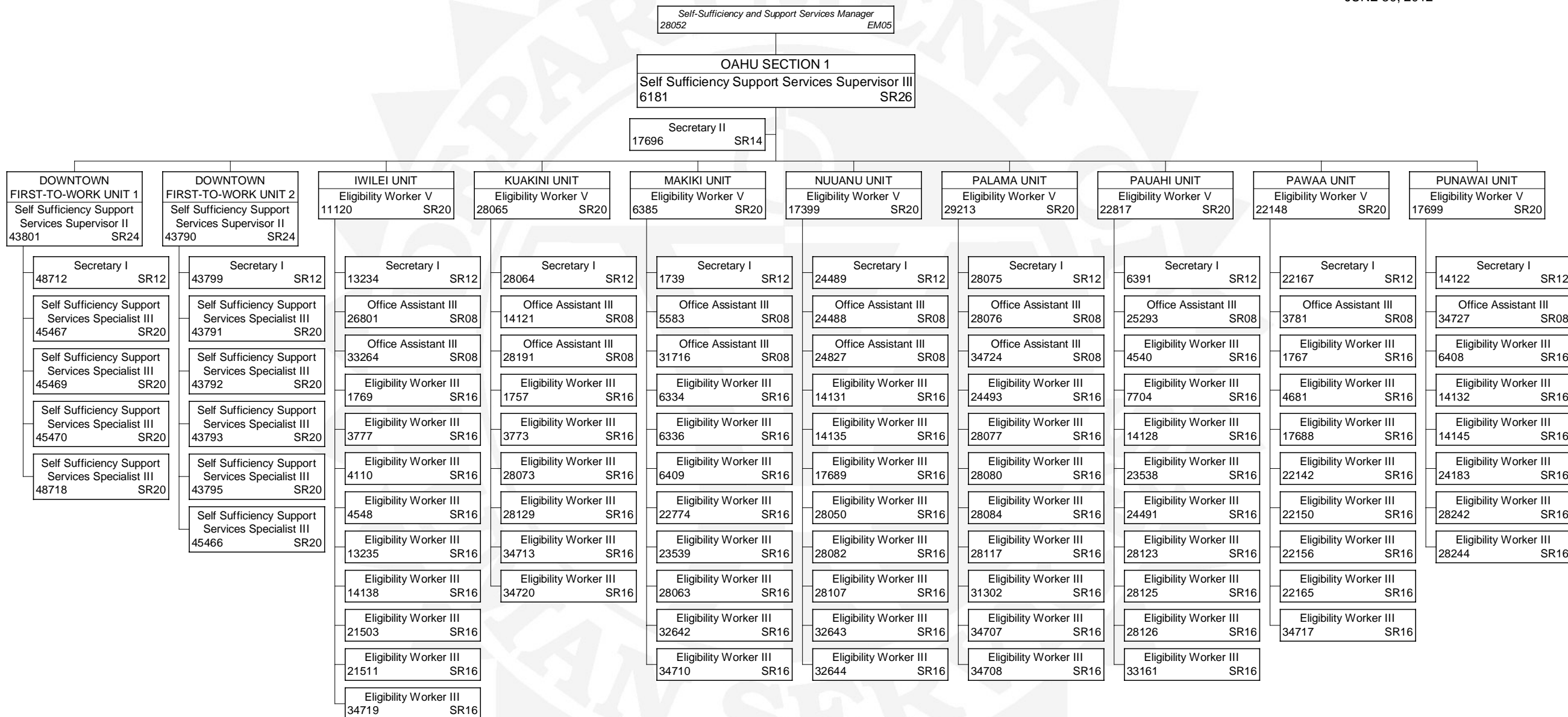
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 JUNE 30, 2012



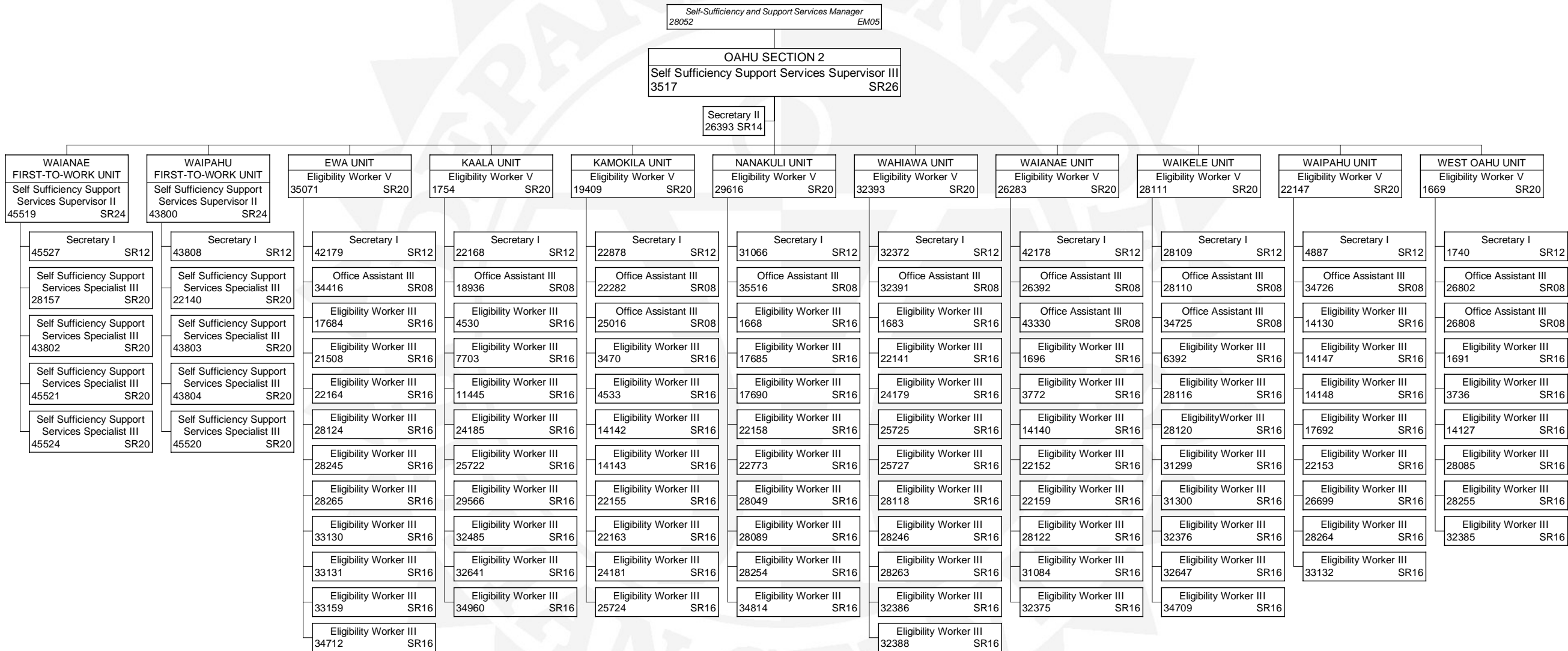
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
 OAHU BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

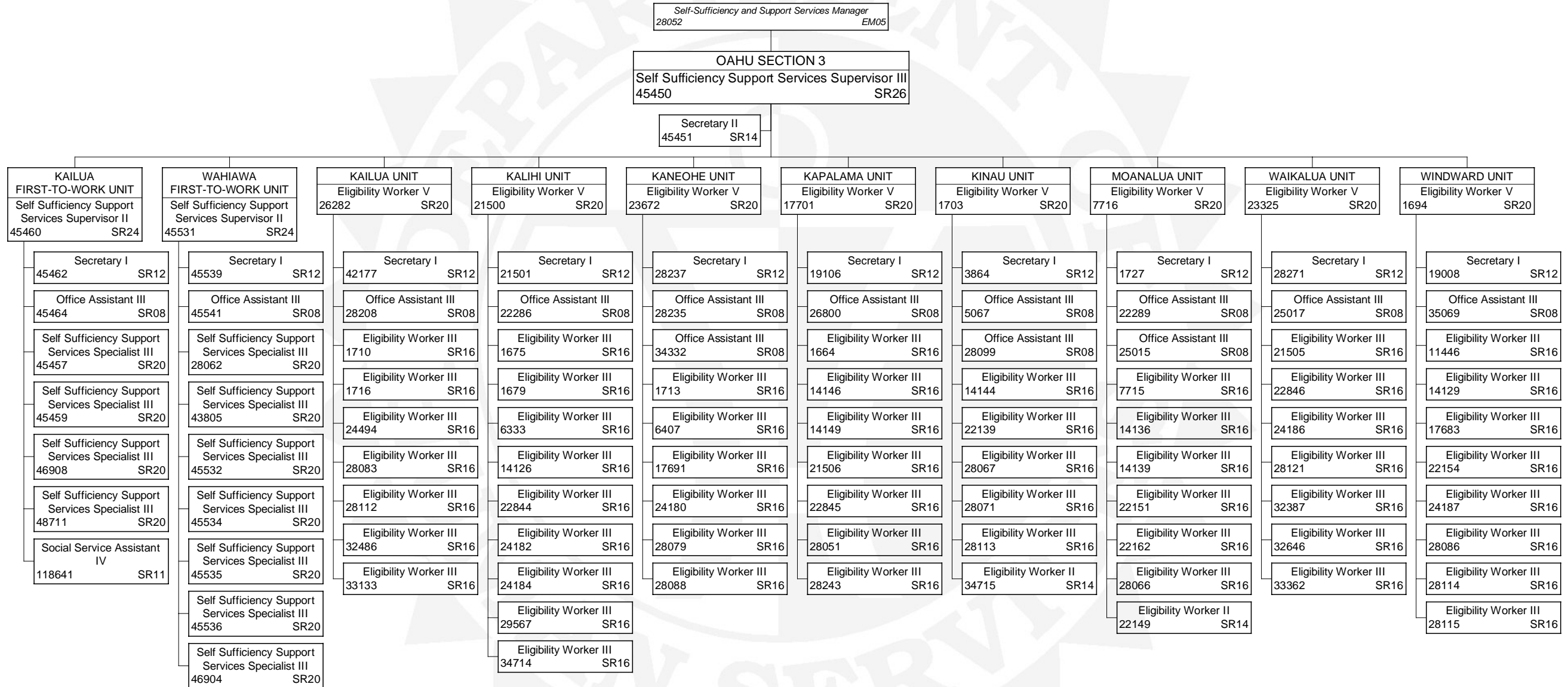






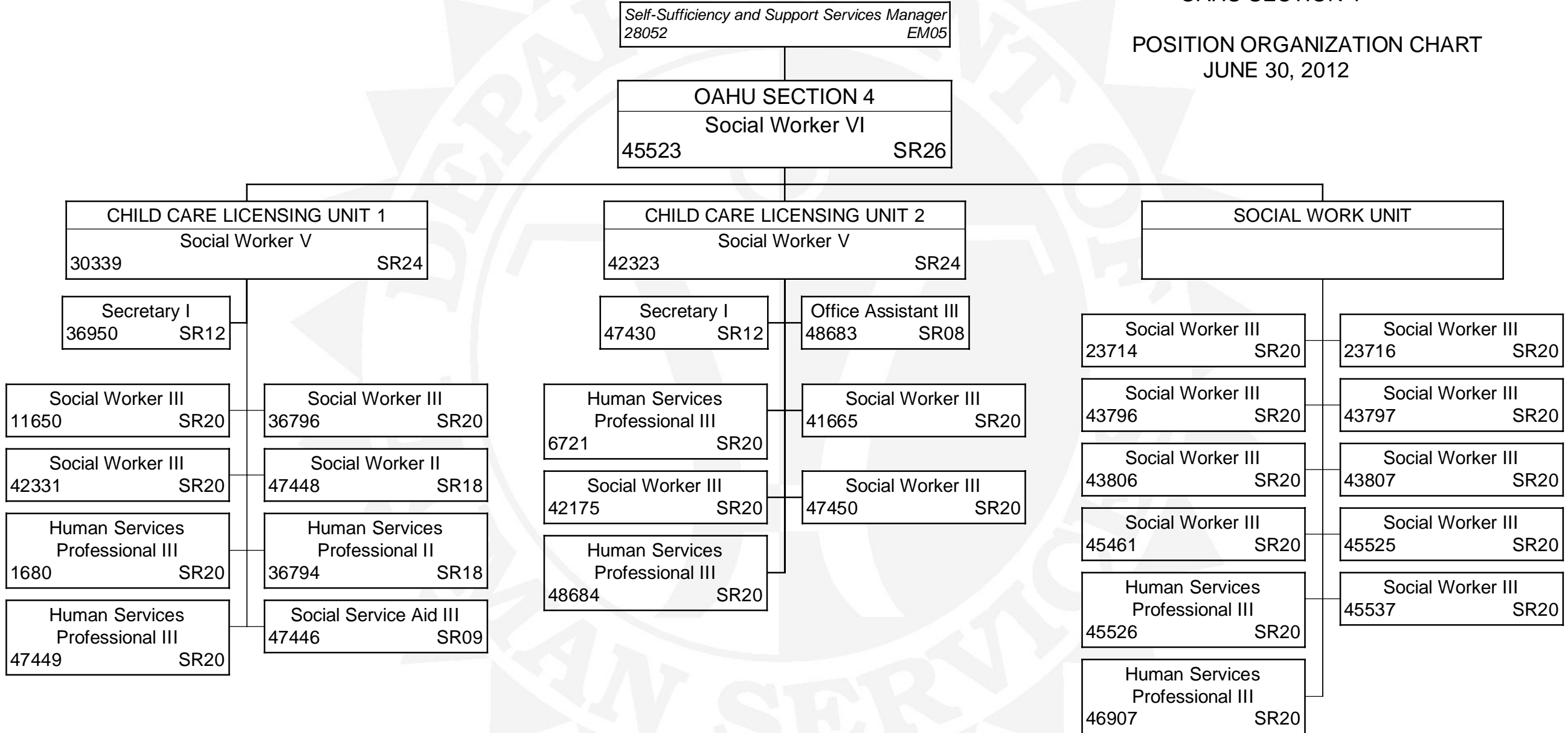


POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, & SUPPORT SERVICES DIVISION  
 OAHU BRANCH  
 OAHU SECTION 4

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



## **MED-QUEST DIVISION**

Under the direction of the Department Director, the Division Administrator provides overall management and development of the plans, policies, regulations, and procedures of the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services. The Division Administrator is responsible for implementing and developing procedures to implement policy established and approved by the Department Director and providing public information, staff/clerical assistance and support services.

The Division Administrator develops and maintains working relationships with health plans, providers, Federal and State authorities, community agencies, client advocacy groups and other stakeholders.

The Division Administrator is responsible for organizing, directing, coordinating, evaluating, and maintaining an organization that will ensure accomplishment of the objectives of the Division and the Department. Other precedent authorizations include Title XIX of the Social Security Act, the State Children's Health Insurance Program (SCHIP) authorized by Title XXI of the Social Security Act, and other programs authorized and funded by the State Legislature.

### **CLINICAL STANDARDS OFFICE**

Under the direction of the Division Administrator, the Clinical Standards Office establishes statewide clinical standards of care to support the implementation of the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services. The Clinical Standards Office establishes Medical Standards and Protocols for all MQD programs and serves as a liaison to the Managed Care Organizations' (MCOs) Medical Directors. The Clinical Standards Office is responsible for reviewing and coordinating the work of the External Quality Review Organizations (EQRO) and Program Improvement Plans (PIPs) covering the MCO's activities. The Clinical Standards Office participates in Administrative Review Hearings and court proceedings; analyzes data, evaluates and makes recommendations to the Division Administrator on imposing sanctions and/or paying incentives to MCOs; and manages and monitors the Aid to Disabled Review Committee (ADRC) process. The Clinical Standards Office provides clerical support services.

### **FINANCE OFFICE**

Under the direction of the Division Administrator, the Finance Office coordinates, manages and administers the Division's fiscal, procurement, financial integrity activities, payment error rate measurement (PERM) activities and budget activities for the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services.

The Finance Office serves as the Division's principal staff resource on fiscal activities and serves as the Division's representative, liaison, and coordinator in fiscal and financial matters. The Finance Office develops, implements, and maintains standard accounting procedures in accordance with State and Federal accounting policies and procedures. The Finance Office provides clerical support services.

### **Contracts And Procurement Staff**

The Contracts and Procurement Staff serves as the Division's principal staff resource, representative and liaison on procurement and contract development activities. The Contracts and Procurement Staff advises and provides technical assistance to Division personnel on procurement issues; coordinates the development of procurement requirements; and develops and maintains all procurement policies for the division in accordance with State, Federal and Departmental policies and requirements.

### **Financial Integrity Staff**

The Financial Integrity Staff is responsible for reviewing records, claims data, eligibility files and other germane materials in accordance with State and Federal requirements in maintaining a robust fraud and abuse detection program covering potential/actual fraud and abuse by program populations and providers. The Financial Integrity Staff coordinates and monitors fraud and abuse activities with contracted Managed Care Organizations (MCO) and other contracted entities providing health care related services and cooperates and works with Division staff and the Medicaid Fraud and Abuse Control Unit, within the Department of the Attorney General. The activities performed by the staff include but are not limited to the Surveillance and Utilization Review Subsystem (SURS) program, following up on information or complaints from citizens, etc.

The Financial Integrity Staff develops and maintains the Third Party Liability (TPL) policies and guidelines and coordinates the TPL activities for the Department's continuum of quality health care and health insurance programs including preventive services, primary care, acute care services and long-term care services. This includes but is not limited to the coordination of benefits, cost avoidance, and recoupment and recoveries activities.

Financial Integrity Staff develops and maintains guidelines for the Property Lien Program and coordinates with the Department of the Attorney General in the collection process.

### **Financial Risk And Reimbursement Staff**

The Financial Risk and Reimbursement Staff establishes the criteria and procedures to be used to evaluate the financial viability of MCOs and other entities submitting bids; participates in procurement and contract evaluation processes to include consulting with actuaries in developing capitation payments; defines procurement information submittal requirements; develops and maintains FFS and PPS rates; monitors the on-going financial performance of participating MCOs to include calculating incentive payments based on encounter and other relevant data. Staff also coordinates with the Eligibility Branch and monitors PERM contractors.

The Financial Risk and Reimbursement Staff coordinates with Division personnel in planning, developing and implementing internal and external cost containment measures and coordinates with the fiscal agent, and Systems Office staff to ensure reimbursement policy is implemented consistent with the State Plan, the 1115 Waiver, and Hawaii Administrative Rules. The staff coordinates with other Divisions, Branches and Offices to meet Federal and State requirements.

### **Fiscal Staff**

The Fiscal Staff serves as the Division's principal staff resource, representative, liaison, and coordinator on fiscal activities. Fiscal Staff develops, implements, and maintains standard accounting procedures in accordance with State and Federal accounting policies and procedures.

### **POLICY AND PROGRAM DEVELOPMENT OFFICE**

Under the direction of the Division Administrator, the Policy and Program Development Office is responsible for providing staff support and assistance to the Division in the development and maintenance of program policies as directed and decided by the Department Director and the Division Administrator and develops procedures related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services including research, preparing state plan amendments, waiver development and renewal activities, administrative rule changes and policy directives. The Policy and Program Development Office coordinates the monitoring of Federal and State law changes related to health care programs and develops and implements programs authorized and funded by the Department or the State Legislature. The Policy and Program Development Office provides clerical support services.

### **Eligibility Staff**

Under the direction of the Policy and Program Development Office Administrator, the Eligibility Policy Staff maintains and develops policies and procedures as directed and adopted by the Department Director and the Division Administrator related to eligibility requirements for the health care programs provided by the Division in accordance with State and Federal requirements. The Eligibility Policy Staff are responsible for providing technical assistance to Division personnel and other stakeholders on eligibility issues including but not limited to inquiries from the public, preparing legislative testimony, participating in public meetings, etc.

### **Program Staff**

Under the direction of the Policy and Program Development Office Administrator, the Program Staff maintains and develops policies and procedures as directed and adopted by the Department Director and the Division Administrator related to scope and content of health care programming provided by the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services in accordance with Federal and State statutes and regulations. Program staff provides technical assistance and prepares legislative testimony; responds to inquiries from stakeholders; and participates in presentations related to the Department's mission.

The Program Staff develops, coordinates and maintains Division forms; prepares and maintains the Medicaid State Plan; develops waivers and waiver renewals when authorized; coordinates the promulgation of new administrative rules and regulations when deemed appropriate; and works with Division personnel to coordinate with the Centers for Medicare and Medicaid Services (CMS) on compliance and development activities including Federal reporting requirements.

### **Research Staff**

Under the direction of the Policy and Program Development Office Administrator, the Research Staff conducts statistical research and prepares reports to evaluate the effectiveness of the Division's health care programs; develops and recommends procedures, methods, and requirements to maintain or increase integrity of data and databases; and works and coordinates activities with the Systems Office.

### **SYSTEMS OFFICE**

Under the direction of the Division Administrator, the Systems Office is responsible for managing and coordinating the Division's information systems activities related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services.

Systems Office staff provides clerical support services.

### **Operations Staff**

Under the direction of the Systems Office Administrator, the Operations Staff manages the local and wide area networks, communications equipment, hardware, and software used in the Division; coordinates computer operations; monitors production schedules; and is responsible for the Division's information systems help desk and technical issues related to data transmission.

### **Requirements And Monitoring Staff 1 And 2**

Under the direction of the Systems Office Administrator, the Requirements and Monitoring Staff 1 and 2 serves as the Division's principal staff working on the design, development, implementation and operations of information systems supporting the Division;

The Requirements and Monitoring Staff 1 and 2 coordinate with the Finance Office and Federal agencies to obtain Federal funding for information technology projects.

The Requirements and Monitoring Staff 1 and 2 prepares and develops the Division's policy and procedure manuals regarding information systems; is responsible for planning, development and maintenance; establishes performance standards, user manuals and system related forms; operational guidelines for system enhancement or modifications; standard, management, and ad hoc reports.

## **Requirements And Monitoring Staff 1 And 2 (Cont'd)**

The Requirements and Monitoring Staff 1 and 2 monitor the performance of all contractors working on the Division's information systems projects including monitoring Service Level Agreements.

Staff 1 will be responsible for eligibility, enrollment, and MCO subsystems; Staff 2 will be responsible for claims, encounter, provider, and reference subsystems.

## **TRAINING OFFICE**

Under the direction of the Division Administrator, the Training Office develops and coordinates training activities and opportunities for the Division staff related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services.

The Training Office provides clerical support services.

## **CUSTOMER SERVICES BRANCH**

Under the direction of the Division Administrator, the Customer Services Branch is responsible for the enrollment, disenrollment and registering of eligible populations into the Department's health care delivery programs. The Customer Services Branch operates an Enrollment Service Section to provide detailed, confidential information on enrollment and eligibility to all authorized parties, which includes the client, provider, health care facility, other Med-Quest Division offices and the Department's Complaints Liaison. The Customer Services Branch provides general information for responses to telephone calls, email and faxes for frequently asked questions related to special or seasonal Med-Quest Division activities.

The Customer Services Branch has primary responsibility for the transmission and maintenance of data in the Hawaii Prepaid Medicaid Management Information Systems (HPMMIS). The Customer Services Branch performs daily reconciliation of client eligibility to enrollment, identifies error patterns, and recommends resolution. The Customer Services Branch monitors and initiates corrections of eligibility/enrollment errors detected in HPMMIS data; reviews and processes all necessary data into HPMMIS, Hawaii Automated Welfare Information (HAWI) Systems and TSO to complete the Medicare Buy-In for enabling qualified Medicaid recipients to buy into Federal Medicare Program Part A, Part B and Part D.

The Customer Services Branch provides outreach and education services to engage the community and covered populations. The Customer Service Branch is responsible for choice counselor functions, ombudsman functions, and outreach and education activities to support the health insurance programs operated by the Division. The Customer Services Branch coordinates and monitors activities through contracts and agreements providing choice counselor and ombudsman functions. The Customer Services Branch provides clerical support services.

## **Enrollment Services Section**

Under the direction of the Customer Service Branch Administrator, the Enrollment Services Section (ESS) establishes enrollments, disenrollments and registrations into qualified health care plans and dental service for qualified recipients after verifying recipient's identity and eligibility and instructing them on enrollment policies and practices. The ESS provides response to enrollees, health care providers and other agencies to frequently asked questions of a general nature related to MQD activities.

## **Membership File Integrity Section**

Under the direction of the Customer Services Branch Administrator, the Membership File Integrity Section (MFIS) is responsible for maintaining the HPMMIS data, conducting the reconciliation of client eligibility to enrollment, and identifying error patterns for resolution. Also, the MFIS monitors and initiates corrections of eligibility/enrollment errors detected in HPMMIS data.

The MFIS recommends and implements new processes for major HAWI/HPMMIS system issues, eligibility/enrollment code changes, and rejection reports and initiates and completes the Medicare Buy-In process.

The MFIS ensures client data and claims information, including Medicare Buy-In Program information remains accurate.

## **Membership File Integrity Section (Cont'd)**

The MFIS acts as a reference (interprets data) to other DHS agencies (CSO, EB, SO, HCSB, SSD, BESSD, PPDO, FO), as well as outside agencies (MCOs, providers, and CMS).

## **Outreach And Education Section**

Under the direction of the Customer Services Branch Administrator, the Outreach and Education Section is responsible for outreach activities to engage community and covered populations to apply for healthcare coverage and to select MCOs. This Section provides education through material dissemination, makes presentations, and sponsors events to increase the populations' knowledge of healthcare choices and opportunities provided by the Division's health care programs.

This section will coordinate and monitor both enrollment counselor and ombudsman function contracts for the aged, blind or disabled population in accordance with the State and Federal requirements.

## **ELIGIBILITY BRANCH**

Under the direction of the Division Administrator, the Eligibility Branch is responsible for the statewide eligibility determination process related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services. The Eligibility Branch provides clerical support services.

## **East Hawaii, West Hawaii, Kauai, Maui Sections, Molokai Unit**

Under the direction of the Eligibility Branch Administrator, these sections are responsible for eligibility determination related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care serves and long term care services in their respective geographic areas.

## **Oahu Section**

Under the direction of the Eligibility Branch Administrator, the Oahu Section is responsible for eligibility determination related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care serves and long-term care services.

Oahu Closed Files logs, stores, retrieves and maintains closed file records; and prepares older records for destruction.

## **Kapolei MQD Unit**

The Kapolei MQD Unit receives and processes initial applications for eligibility, interviews applicants, maintains and updates medical approved cases, determines continued eligibility by completing annual eligibility review forms, resolves member problems related to medical assistance, processes fair hearing reports and participates in the hearing, processes and determines eligibility for new members and investigates and obtains facts regarding suspected fraud. Kapolei MQD Unit clerical support staff registers initial and eligibility review applications, processes incoming postal and courier mail, provides reception and telephone duties, completes necessary personnel forms for staff and types various correspondences for staff. This unit is the primary unit serving the aged, blind or disabled population.

## **Oahu Applications Units 1 And 2**

Oahu Application Units 1 and 2 receives and processes initial eligibility applications, interviews applicants, obtains eligibility information, assists in the completion of required forms and determines medical eligibility. Also, Oahu Application Units 1 and 2 clerical support staff registers applications received, schedules appointments, processes incoming postal and courier mail, provides reception and telephone duties and completes necessary personnel forms for staff.



### **Oahu Ongoing Units 1, 2, And 3**

Oahu Ongoing Units 1, 2, and 3 maintains and updates medical approved cases, determines continued eligibility by completing annual eligibility review forms, resolves member problems related to medical assistance, processes fair hearing reports and participates in the hearing, processes and determines eligibility for new members and investigates and obtains facts regarding suspected fraud.

Oahu Ongoing Units 1, 2, and 3 clerical support staff registers eligibility review applications and applications requesting the addition of a new member, processes incoming postal and courier mail, provides reception and telephone duties, completes necessary personnel forms for staff and types various correspondence for staff.

### **HEALTH CARE SERVICES BRANCH**

Under the direction of the Division Administrator, the Health Care Services Branch administers and manages contracted MCOs and other contracts to deliver quality health care services. The Health Care Services Branch monitors and manages quality and compliance with applicable contracts, rules, regulations and laws impacting MCO contracts and other contracts supporting the QUEST and QExA programs. The Health Care Services Branch maintains an active role in managing member and provider relations including the fee-for-service delivery system, grievances/complaints and other germane functions in a quality health care delivery system. The Health Care Services Branch provides clerical support services.

### **Contract Monitoring And Compliance Section**

Under the direction of the Health Care Services Branch Administrator; the Contract Monitoring and Compliance Section executes, administers, and manages all contracts and agreements related to and supporting health care delivery services. The Contract Monitoring and Compliance Section staff shall be responsible for monitoring and managing all contracts and agreements in accordance with contract/agreement terms and conditions, and applicable Federal and State laws and regulations. This includes any activities to support procurement activities including, but not limited to Request for Proposals (RFP) development, development of evaluation criteria for selection of RFP bidders, evaluation of proposals, negotiations, etc. The Contract Monitoring and Compliance Section is the primary liaison to MCO and other contractors delivering health care services for State funded and Titles XIX and XXI populations.

The Contract Monitoring and Compliance Section shall be primarily responsible for monitoring and overseeing the Department's External Quality Review Organization (EQRO). This includes but is not limited to assuring the development of annual work plans and oversight of the EQRO compliance review activities, performance improvement projects (PIP), Healthcare Effectiveness Data and Information Set (HEDIS) audits, and the Consumer Assessment of Healthcare Providers and Systems (CAHPS) and provider surveys.

### **Data Analysis and Provider Network Section**

Under the direction of the Health Care Services Branch Administrator, the Data Analysis and Provider Network Section provides and performs data analysis to support managed care contracts, fee-for-service and other contracts and agreements and is responsible for monitoring and managing contract/agreements provisions impacting Medicaid populations and providers in accordance with Federal and State requirements. The Data Analysis and Provider Network Section shall be responsible for maintaining the fee-for-service provider network to assure compliance with all Federal and State requirements.

The Data Analysis and Provider Network Section shall be responsible for evaluating and analyzing health care contractor's data to assure contractors are meeting contractual requirements; compiling both State and Federal reports to include but not limited to CMS 416, State Children Health Insurance Program (SCHIP) Statistical Enrollment Data System (SEDS), and enrollment statistics; participates in procurement and contract evaluation processes; and defines procurement information submittal requirements. In addition, the Data Analysis and Provider Network Section shall be responsible for working with the EQRO on the HEDIS and the CAHPS results.

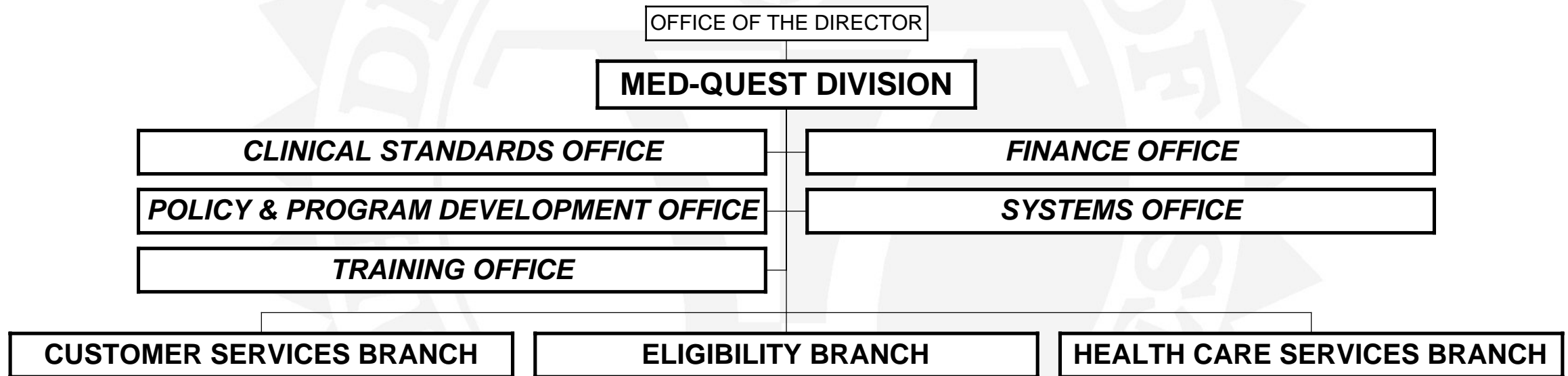
## **Quality And Member Relations Improvement Section**

Under the direction of the Health Care Services Branch Administrator, the Quality and Member Relations Improvement Section shall be responsible for performing complex clinical evaluations and performing analysis of utilization data to promote contract accountability and compliance; quality assurance and continuous quality improvement activities supporting covered populations under the managed and non-managed care healthcare environments in accordance with Federal and State laws governing the delivery of health care services to covered populations. The Quality and Member Relations Improvement Section staff conducts and monitors quality assurance strategies and continuous program improvement activities in accordance with Federal and State requirements to maintain and improve the health status and quality of life of its Title XIX, and Title XXI Medicaid populations. The Quality and Member Relations Improvement Section manages and performs activities to ensure Medicaid populations' access to services, processes member complaints/grievances, supports the Administrative Hearing process, monitors MCO's call center activities and other areas impacting Medicaid populations in accordance with Federal and State requirements.



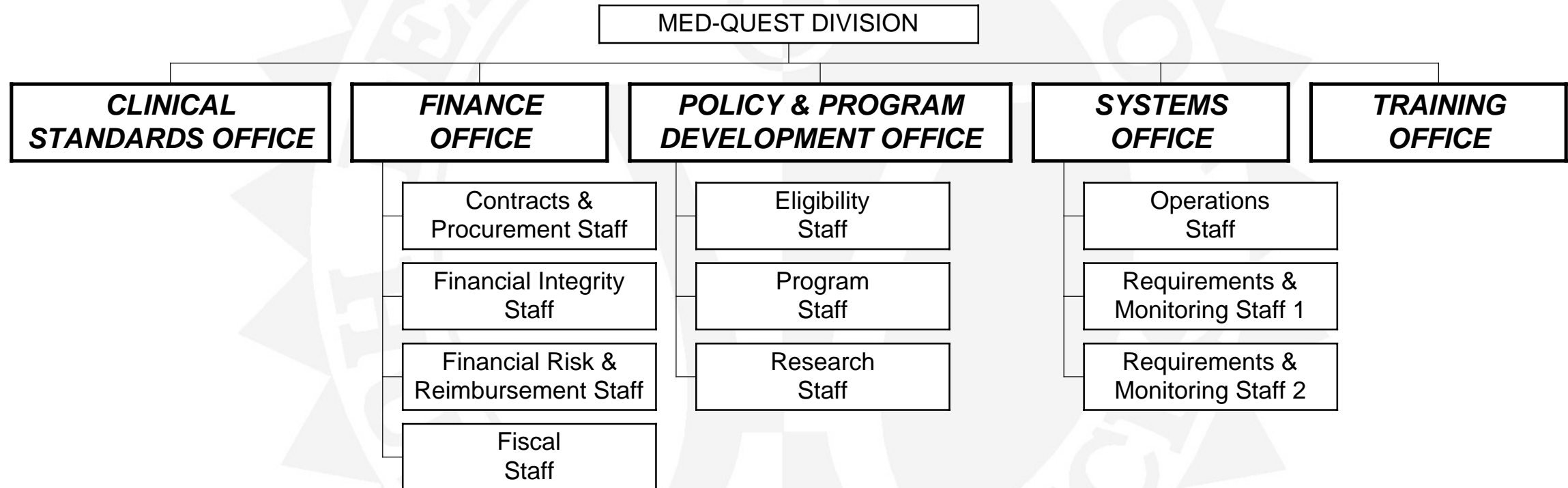
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION

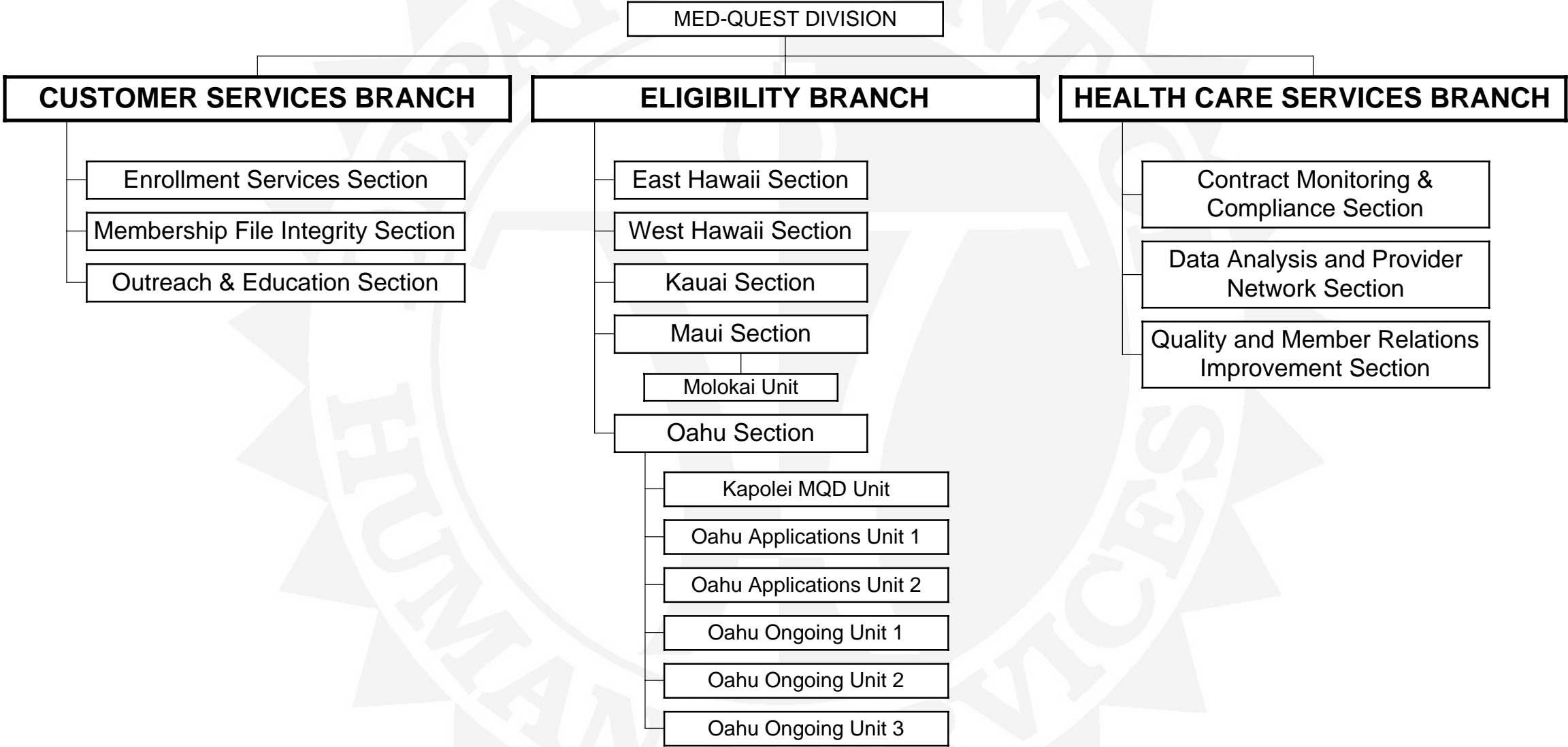
ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION

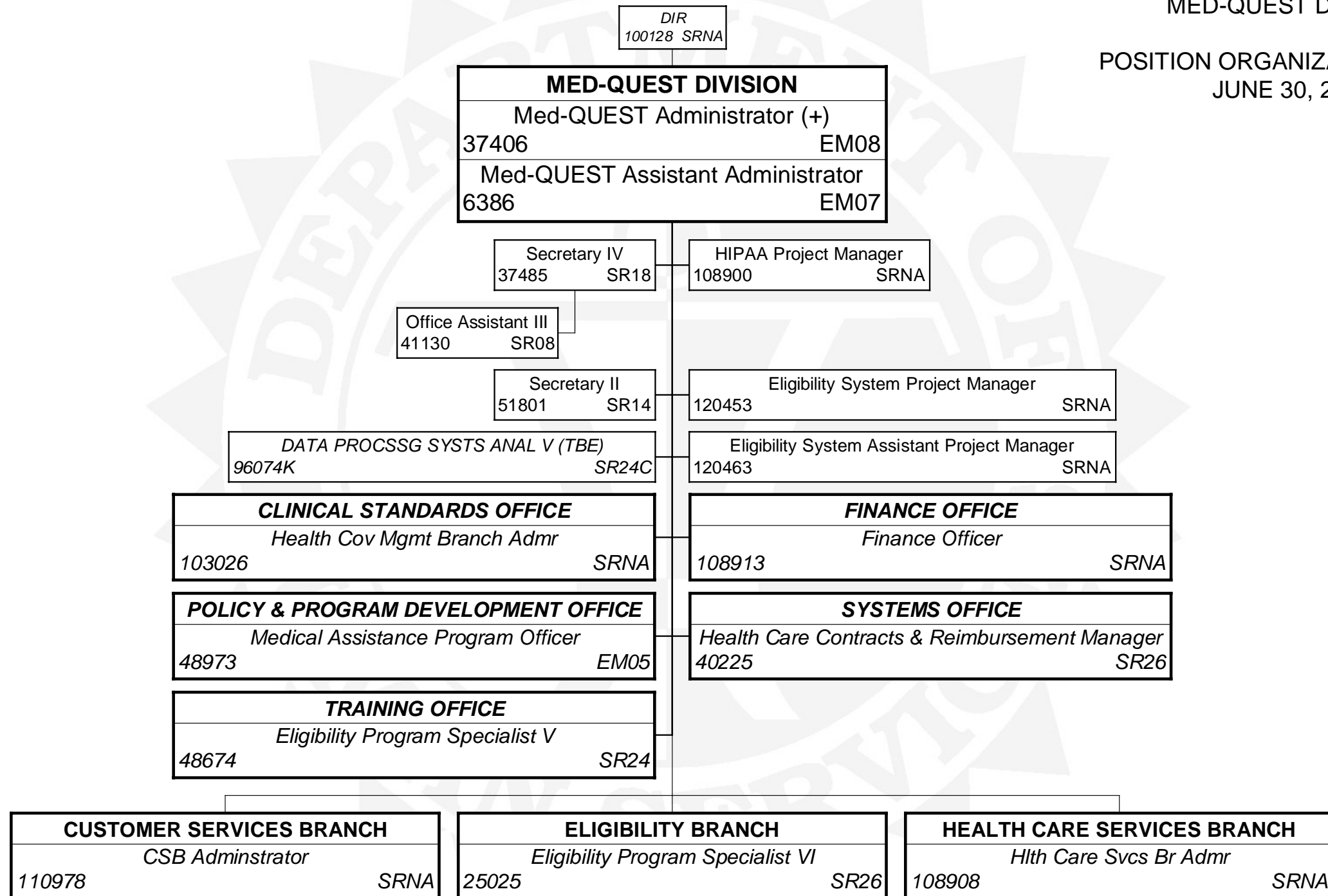
ORGANIZATION CHART 2  
JUNE 20, 2012





STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
CLINICAL STANDARDS OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012

Med-QUEST Administrator (+)  
37406 EM08

**CLINICAL STANDARDS OFFICE**  
Health Cov Mgmt Branch Admr  
103026 SRNA

Secretary I  
18527 SR12

Office Assistant III  
31665 SR08

Medical Director  
118792 SRNA

STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 MED-QUEST DIVISION  
 FINANCE OFFICE

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

Med-QUEST Administrator (+)  
 37406 EM08

**FINANCE OFFICE**  
 Finance Officer  
 108913 SRNA

Secretary I  
 51852 SR12

Office Assistant III  
 48686 SR08

**CONTRACTS & PROCUREMENT STAFF**  
 Health Care Conts & Purch Spec  
 108930 SRNA

**FINANCIAL INTEGRITY STAFF**  
 Health Care Financing (Third Party  
 Liability) Program Specialist  
 37164 SR24

**FINANCIAL RISK & REIMBURSEMENT STAFF**

**FISCAL STAFF**  
 Accountant IV  
 103048 SR22

Office Assistant III  
 102202 SR08

Registered Nurse V  
 26330 SR24

Registered Nurse V  
 39278 SR24

Investigator IV  
 33135 SR22

Health Care Financing (Third  
 Party Liability) Assistant  
 40578 SR15

Health Care Financing (Third  
 Party Liability) Assistant  
 40579 SR15

Pre-Audit Clerk I  
 100463 SR11

Accountant III  
 100457 SR20

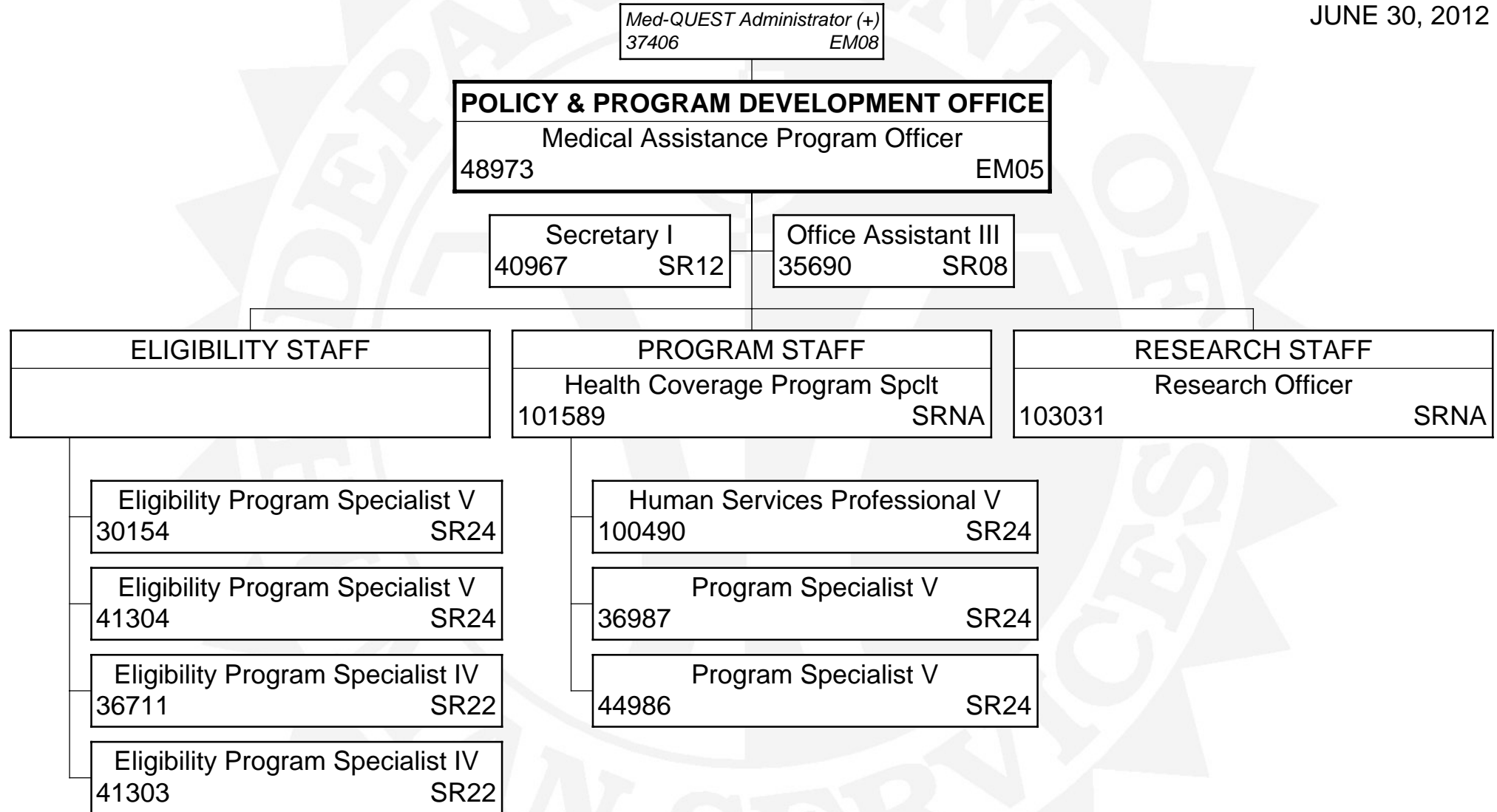
Accountant III  
 112677 SR20

Account Clerk II  
 48685 SR08



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 MED-QUEST DIVISION  
 POLICY & PROGRAM DEVELOPMENT OFFICE

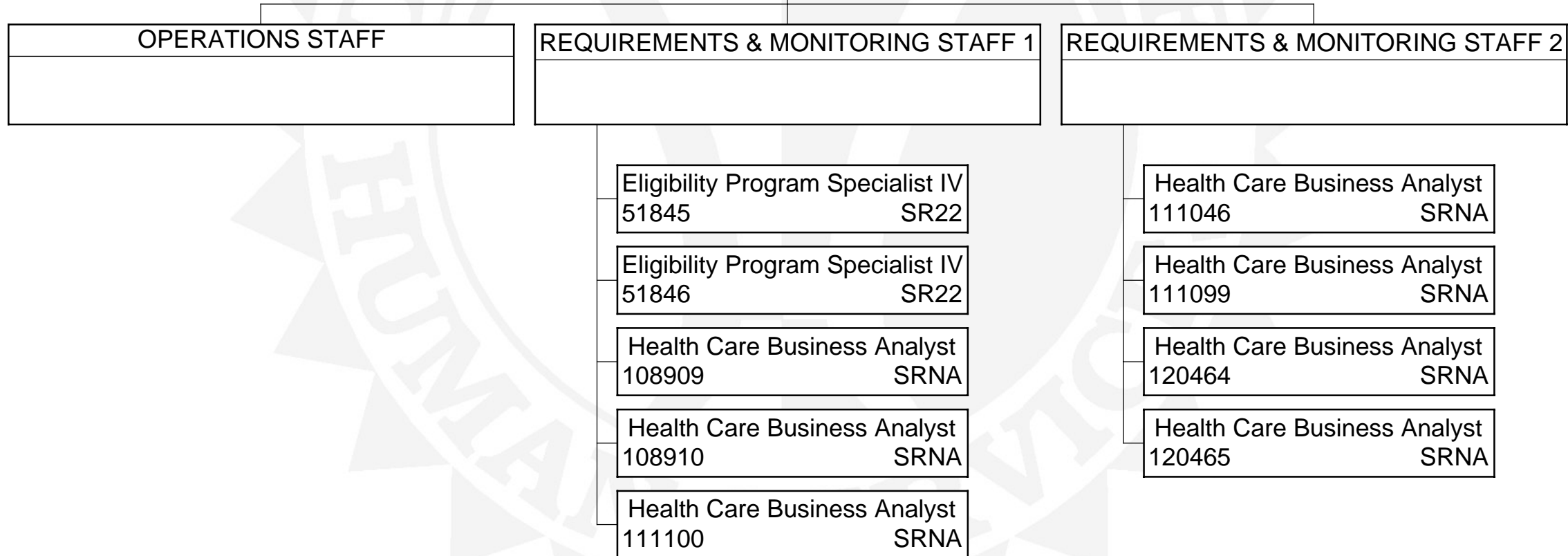
POSITION ORGANIZATION CHART  
 JUNE 30, 2012



Med-QUEST Administrator (+)  
37406 EM08

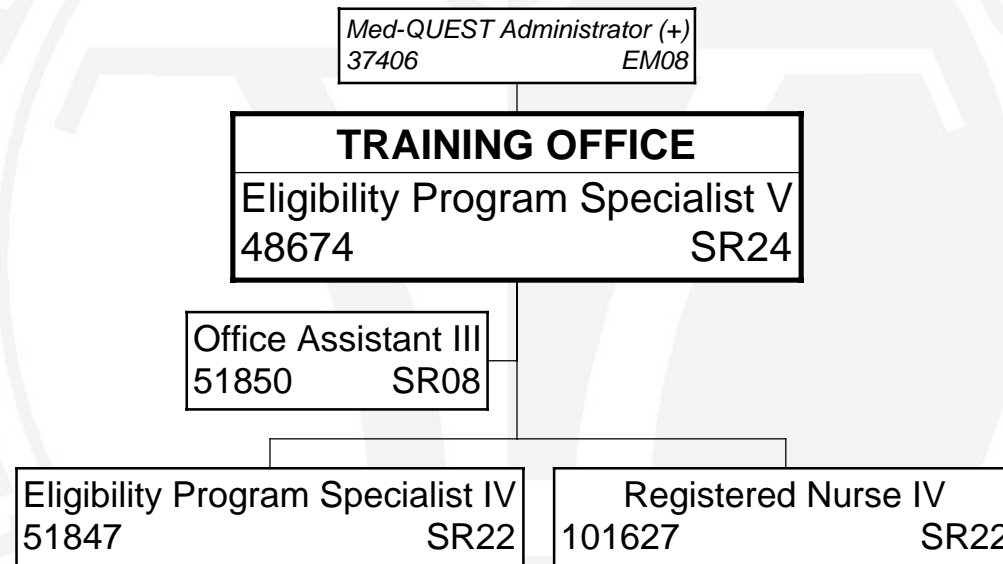
**SYSTEMS OFFICE**  
Health Care Contracts & Reimbursement Manager  
40225 SR26

Secretary I  
35846 SR12



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
TRAINING OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 MED-QUEST DIVISION  
 CUSTOMER SERVICES BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

Med-QUEST Administrator (+)  
 37406 EM08

**CUSTOMER SERVICES BRANCH**  
 CSB Administrator  
 110978 SRNA

Secretary I  
 111030 SR12

**ENROLLMENT SERVICES SECTION**  
 Membership Services Supervisor (+)  
 110979 SRNA

**MEMBERSHIP FILE INTEGRITY SECTION**  
 MFIS Supervisor (+)  
 110977 SRNA

**OUTREACH & EDUCATION SECTION**  
 Contracts Specialist (Med-QUEST)  
 40997 SR22

Office Assistant IV  
 111376 SR10

Office Assistant III  
 40951 SR08

Social Service Assistant IV  
 26710 SR11

Office Assistant III  
 43368 SR08

Office Assistant III  
 119186 SR08

Membership Representative  
 110971 SRNA

Membership Representative  
 110973 SRNA

Office Assistant III  
 45164 SR08

Enrollment Clerk  
 119187 SR08

Membership Representative  
 110974 SRNA

Membership Representative  
 110975 SRNA

Office Assistant III  
 51821 SR08

Office Assistant III  
 119188 SR08

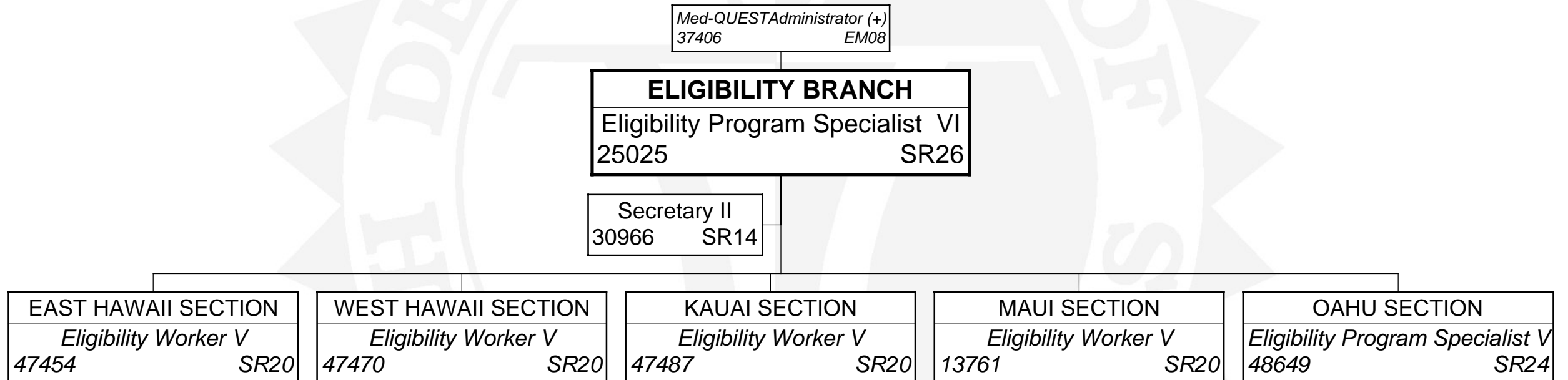
Membership Representative  
 110976 SRNA

Membership Representative  
 111031 SRNA

Enrollment Clerk  
 119189 SR08

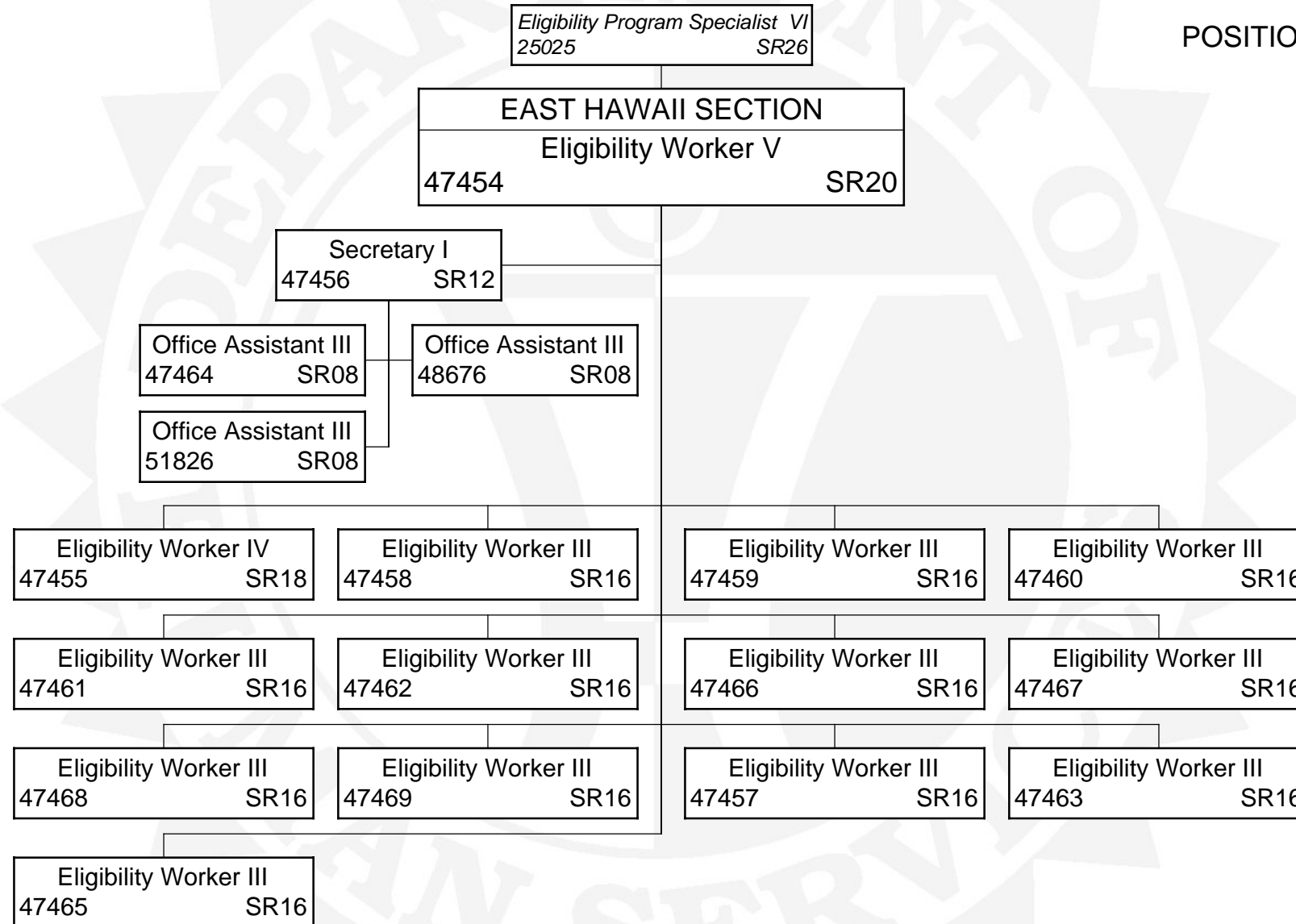
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH

POSITION ORGANIZATION CHART  
JUNE 30, 2012



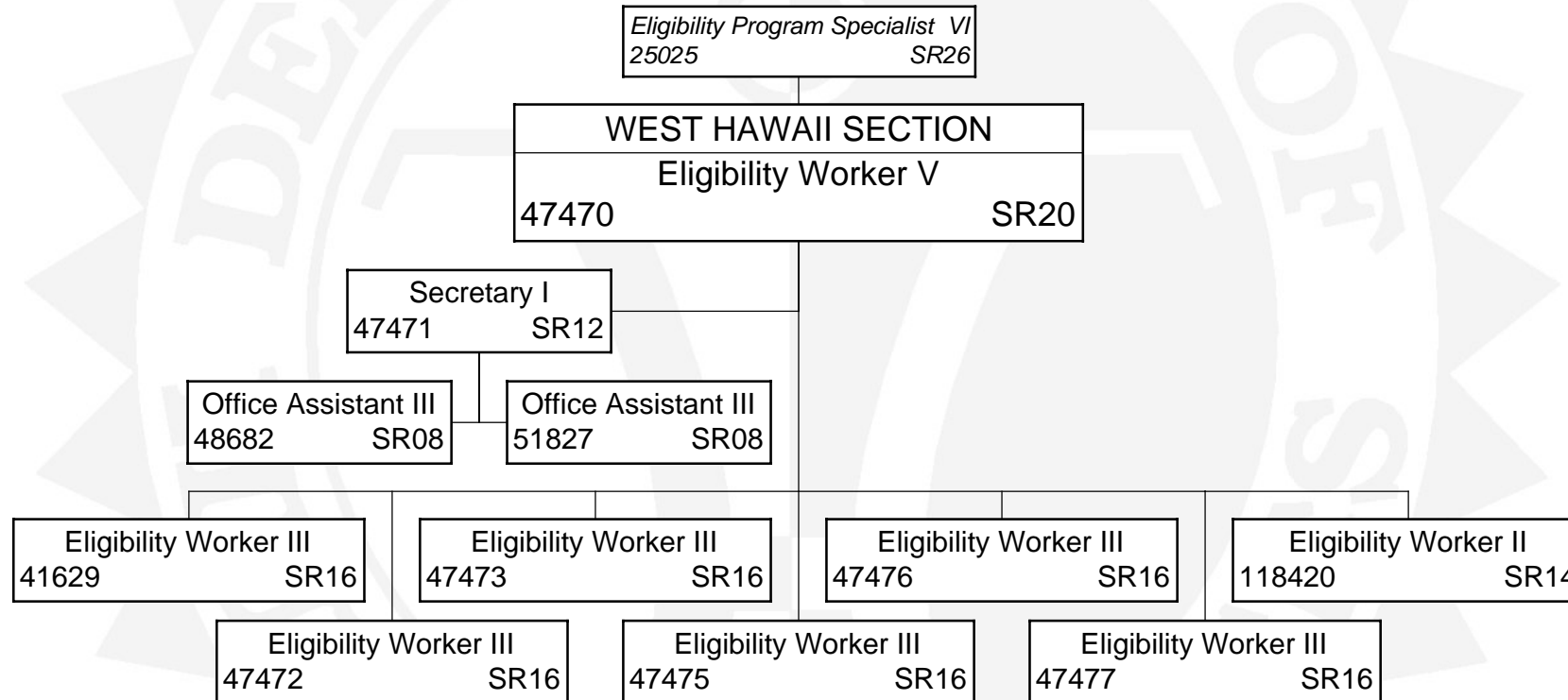
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
EAST HAWAII SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2012



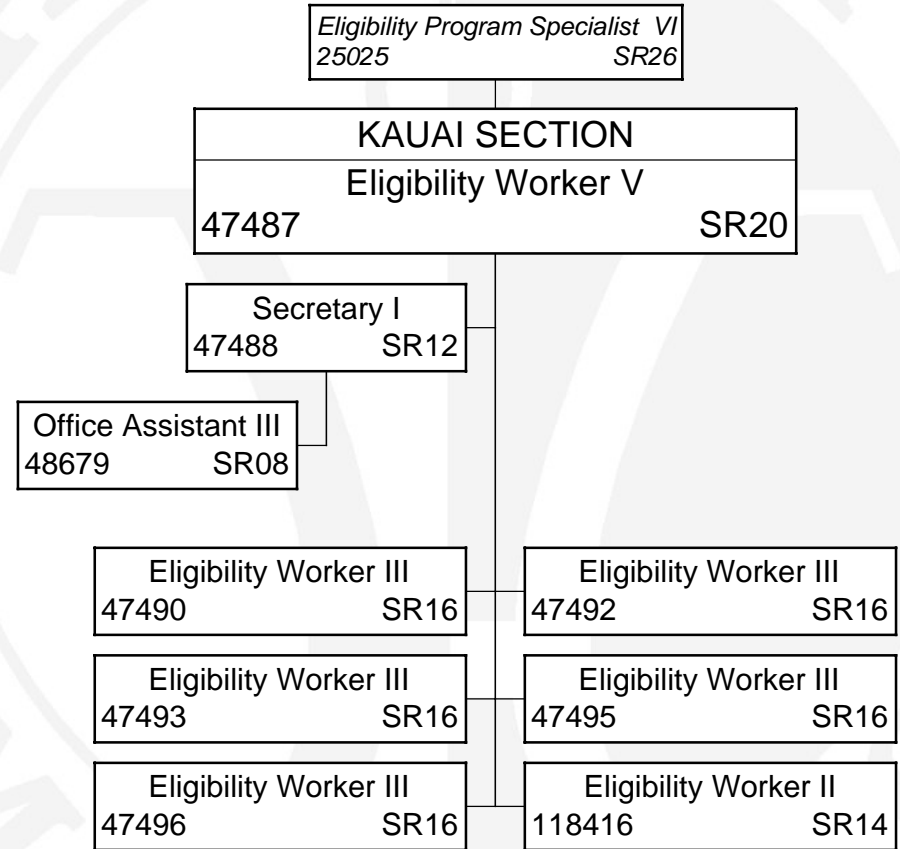
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
WEST HAWAII SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
KAUAI SECTION

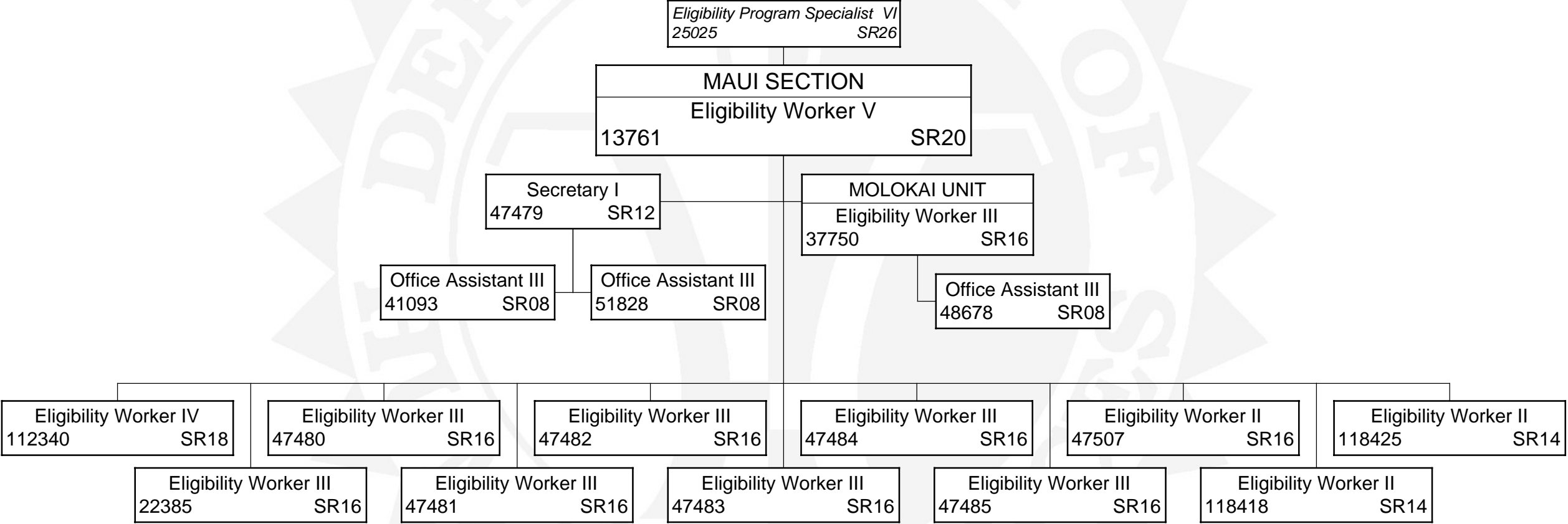
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JUNE 30, 2012





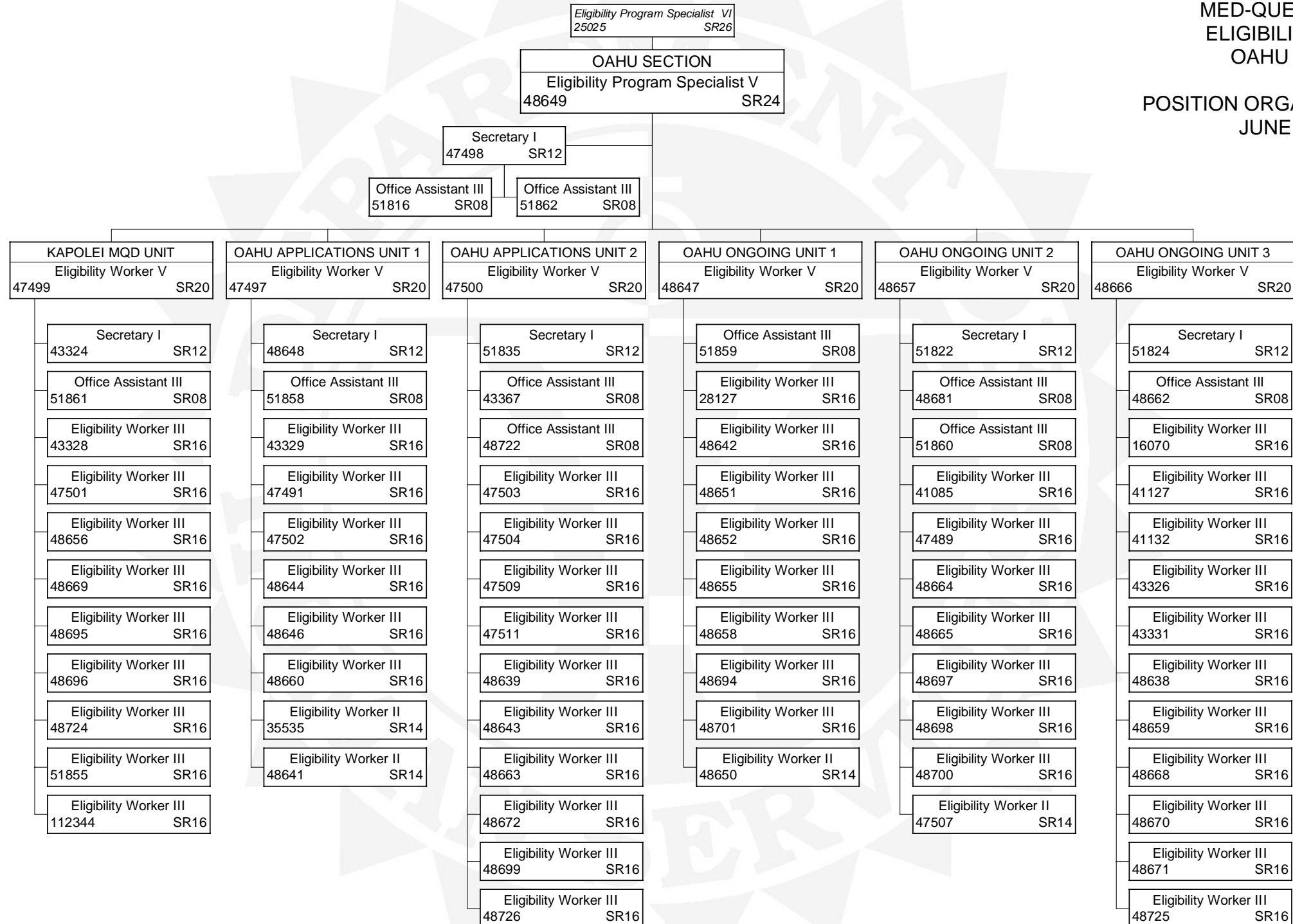
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 MED-QUEST DIVISION  
 ELIGIBILITY BRANCH  
 MAUI SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
OAHU SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2012



Med-QUEST Administrator (+)  
37406 EM08

**HEALTH CARE SERVICES BRANCH**  
Hlth Care Svcs Br Admr  
108908 SRNA

Secretary II  
22690 SR14

Supervising Contracts Specialist (Med-QUEST)  
110037 SR24

**CONTRACT MONITORING AND COMPLIANCE SECTION**  
Contract Monitoring and Compliance Section Administrator  
111047 SRNA

**DATA ANALYSIS AND PROVIDER NETWORK SECTION**  
Supervising Contracts Specialist (Med-QUEST)  
100508 SR24

**QUALITY AND MEMBER RELATIONS IMPROVEMENT SECTION**  
Registered Nurse V  
100483 SR24

- 36560 Office Assistant III SR08
- 100525 Office Assistant III SR08
- 101597 Office Assistant III SR08
- 111045 Health Care Contracts Specialist SRNA
- 8492 Contracts Specialist (Med-QUEST) SR22
- 36575 Contracts Specialist (Med-QUEST) SR22
- 31514 Recreational Therapist IV SR22
- 34817 Registered Nurse V SR24
- 44017 Registered Nurse V SR24
- 51829 Registered Nurse V SR24
- 100407 Social Worker V SR24
- 6389 Social Worker IV SR22
- 32234 Social Worker IV SR22

- 101590 Secretary I SR12
- 35312 Office Assistant III SR08
- 108927 Encounter Data Validation Specialist SRNA
- 100491 Auditor IV SR22
- 111068 Provider Data Technician SRNA
- 26589 Contracts Assistant I SR13
- 100458 Social Service Assistant IV SR11
- 103047 Pre-Audit Clerk I SR11

- 103052 Secretary I SR12
- 100502 Office Assistant III SR08
- 26715 Office Assistant III SR08
- 100519 Home and Family Access Program Manager SRNA
- 100418 Registered Nurse IV SR22
- 100454 Registered Nurse IV SR22
- 100499 Registered Nurse IV SR22
- 103049 Registered Nurse IV SR22
- 4546 Social Worker IV SR22
- 101596 Social Worker IV SR22

## **SOCIAL SERVICES DIVISION**

Under the general direction of the Director of Human Services, the Social Service Division provides social services to eligible families and individuals. Basic authority and responsibility for the administration of the Social Services Division will be vested in the Division Administrator who provides administrative direction in the planning, development, and implementation of comprehensive statewide social service programs that include child welfare services directed at protecting children who are at-risk or have been abused and neglected and adult and community care services directed at protecting eligible adults.

### **SUPPORT SERVICES OFFICE**

Under the general direction of the Social Services Division Administrator, this office performs a support function to the Social Services Division by providing planning, budget coordination and monitoring, staff training, contracting, grants management and compliance monitoring, and maintenance of information systems.

#### **Federal Revenue And Program Support Staff**

Under the direction of the Support Services Administrator, this staff administers social service procurement contracts and grants; monitors compliance with requirements for programs funded by the federal government such as those funded through Title IV-B and Title IV-E; ensures the maintenance of program data in the electronic management information system; and coordinates related system development and equipment purchases.

##### **Management Information And Compliance Unit**

Under the direction of the Federal Revenue and Program Support Administrator, this unit monitors compliance by staff, contracted providers and other state agencies with federal funding requirements; and develops methods to ensure department eligibility for federal funds. This unit also provides technical assistance to the division's two branches in conducting program monitoring and evaluation, in determining appropriate record keeping practices, and in coordinating procedures for data storage and retrieval.

##### **Purchase Of Service And Grants Management Unit**

Under the direction of the Federal Revenue and Program Support Administrator, this unit solicits, negotiates, executes, administers, and monitors purchase of service contracts, grant in aid contracts, and other service contracts. The staff also manages federal and private grants awarded for the procurement of services.

##### **Systems Operations Unit**

Under the direction of the Federal Revenue and Program Support Administrator, this unit maintains the electronic data information system for all client records and payments, coordinates all security and user standards, and coordinates the purchase of all related equipment. It receives, assesses, resolves or refers to departmental support staff or vendors, hardware and software problems in the division. The unit is responsible for all security and compliance with the Health Information Portability and Accountability Act (HIPAA).

#### **Planning Staff**

Under the direction of the Support Services Administrator, this staff works with public and private agencies and with community and recipient groups to develop comprehensive and strategic plans for the division, including plans for grants, civil defense and emergency preparedness, and the physical location of offices.

#### **Staff Development Staff**

Under the direction of the Support Services Administrator, this staff plans, develops, conducts, contracts, and/or coordinates staff development and training programs for Social Service Division employees, in consonance with federal regulations, state statutes, Department of Human Resource Development regulations, and Department of Human Services policies and procedures. This staff also coordinates and arranges practicum experiences in the division for students, provides specialized training for selected adjunctive service providers, and acts as the division liaison with community agencies and educational institutions in training plans and programs.

## **ADULT AND COMMUNITY CARE SERVICES BRANCH**

Under the general direction of the Social Services Division Administrator, the Adult and Community Care Services Branch Administration provides overall management for the development and implementation of the plans, policies, procedures and regulations of the Division's Adult and Community Care Services (ACCS). Services offered include case management, chore services, day care, foster care, adult protective services, foster grandparent volunteers, senior companion volunteers, respite companion employment training. Basic authority and responsibility for the operations of the branch is vested in the Branch Administrator who plans, organizes, directs, coordinates, evaluates, and maintains an organization that will facilitate the accomplishment of the adult and community care service objectives.

1. Prescribes overall branch operational plans; provides direction in determining priorities and allocation of resources in accordance with the rules, regulations and policies of the Department and Division.
2. Provides direction in the development of criteria to maximize and ensure the efficient use of personnel, time, space, equipment, and other allocated resources.
3. Provides direction in planning for the branch and staff development and training.
4. Exercises fiscal control of funds allocated for branch operations.
5. Develops and effects changes or recommends changes in operational policies, procedures, work site, and organizational structure to correct deficiencies and improve branch efficiency in achieving departmental, division, and branch objectives.
6. Provides channels of coordination and communication within the branch and resolves major conflicts between and among the operating entities of the branch.
7. Develops and maintains agreements and working relationships with providers, federal and state authorities, and community agencies specific to the branch.
8. Maintains public relations by providing information, serving on community task forces, handling complaints, and developing inter-agency and intra-departmental procedures to enhance the Branch's service delivery.

Develops and maintains reports for management control within the branch; provides general support and information to the division in matters relating to branch operations.

### **Program Development Staff**

Under the general direction of the Adult and Community Care Branch Administrator, the Program Development Staff provides administrative direction in planning, developing, implementing, controlling, monitoring, and evaluating adult protective and community services authorized under federal and state statutes. The Program Development Staff sets program priorities, goals, objectives, and recommends the type of reporting systems/mechanisms needed to measure their attainment to determine allocation of resources and provides program information for the development of budgets.

The Program Development Staff conducts the analysis of policy options and recommends appropriate action to the Branch administrator; plans and designs new programs and services based on needs established through research on Hawaii's population, staff input, local and national reports, and other data as appropriate. The Staff coordinates program planning and development with other DHS programs and with federal, state, county, and private agencies including ensuring compliance with federal funding and reporting requirements.

The Program Development Staff initiates the development of needed legislation, directs the review and analysis of proposed legislation, coordinates the preparation of legislative testimonies and reports, participates in legislative committee hearings, tracks key legislation, meets with individual lawmakers and their staff, and otherwise furnishes information and advice regarding the Department's position on legislation pertinent to adult protective and community services.

### **Program Development Staff (Cont'd)**

The Program Development Staff establishes and maintains standards, rules, and procedures needed to ensure proper implementation of services including certification of programs such as nurse aide training, feeding assistant training, community care foster family homes and licensure of case management agencies and adult day care facilities. This Staff provides expertise and technical assistance to direct service staff and other service providers in collaboration with the Division's staff development staff to ensure knowledge of and compliance with standards, rules, and procedures. The staff monitors and evaluates services and in conjunction with the purchase of service monitors of the division's support staff, evaluates contracted services.

The Program Development Staff provides staff support to the branch administrator in responding to community complaints and courts suits; performs public relation duties to inform the public and mobilize support for the programs; represents the branch on advisory boards and other inter-agency groups in the community.

### **Foster Grandparent Program**

Under the general direction of the Adult and Community Care Branch Administrator, the Foster Grandparent Program provides opportunities statewide for low-income older people to serve as mentors, tutors, and care givers for children and youth with special needs in accordance with federal funding requirements.

The Foster Grandparent Program recruits, trains, places, monitors, and evaluates foster grandparents statewide. The program also requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for foster grandparents statewide. The Foster Grandparent Program exercises fiscal control of funds allocated for unit operations; and acts as liaison for the department with the federal funding agency, such as but not limited to the Corporation for National Service.

### **Senior Companion Program**

Under the general direction of the Adult and Community Care Branch Administrator, the Senior Companion Program provides opportunities for low-income older people to serve as companions to frail elderly homebound individuals in accordance with federal funding requirements.

The Senior Companion Program recruits, trains, places, monitors, and evaluates senior companions statewide. The Senior Companion Program also requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for senior companions statewide. The Senior Companion Program exercises fiscal control of funds allocated for operations and acts as liaison for the department with the federal funding agency, such as but not limited to the Corporation for National Service.

### **Respite Companion Program Unit**

Under the direction of the Senior Companion Program, the Respite Companion Program Unit recruits, trains, places, monitors, and evaluates respite companions on Oahu. The Respite Companion Program Unit also requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for respite companions on Oahu and acts as liaison for the department with the state funding agency, such as but not limited to the Department of Labor and Industrial Relations.

### **East Hawaii Adult Protective And Community Services Section**

Under the direction of the Adult and Community Care Branch Administrator, the East Hawaii Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services in East Hawaii. The East Hawaii Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. The East Hawaii Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

## **East Hawaii Adult Protective And Community Services Section (Cont'd)**

The East Hawaii Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. The East Hawaii Adult Protective and Community Services Section is responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The East Hawaii Adult Protective and Community Services Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. It reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. The East Hawaii Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

The East Hawaii Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

The East Hawaii Adult Protective and Community Services Section's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. The East Hawaii Adult Protective and Community Services Section shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. The East Hawaii Adult Protective and Community Services Section shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

The East Hawaii Adult Protective and Community Services Section shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. The East Hawaii Adult Protective and Community Services Section shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care. The East Hawaii Adult Protective and Community Services Section shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

The East Hawaii Adult Protective and Community Services Section shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training feeding assistants, and other community programs as assigned. The East Hawaii Adult Protective and Community Services Section shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

The East Hawaii Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

## **West Hawaii Adult Protective And Community Services Section**

Under the direction of the Adult and Community Care Branch Administrator, the West Hawaii Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services in West Hawaii. The West Hawaii Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. The West Hawaii Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The West Hawaii Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. The West Hawaii Adult Protective and Community Services Section is responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. West Hawaii Adult Protective and Community Services Section reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. West Hawaii Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

West Hawaii Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

West Hawaii Adult Protective and Community Services Section's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. West Hawaii Adult Protective and Community Services Section shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. West Hawaii Adult Protective and Community Services Section shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

West Hawaii Adult Protective and Community Services Section shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. West Hawaii Adult Protective and Community Services Section shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care. West Hawaii Adult Protective and Community Services Section shall assess the safety of adults receiving services from West Hawaii Adult Protective and Community Services Section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.



## **West Hawaii Adult Protective And Community Services Section (Cont'd)**

West Hawaii Adult Protective and Community Services Section shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training feeding assistants, and other community programs as assigned. West Hawaii Adult Protective and Community Services Section shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

West Hawaii Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

## **Kauai Adult Protective And Community Services Section**

Under the direction of the Adult and Community Care Branch Administrator, Kauai Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services on Kauai. Kauai Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. Kauai Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The Kauai Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. Kauai Adult Protective and Community Services Section is responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

Kauai Adult Protective and Community Services Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. Kauai Adult Protective and Community Services Section reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. Kauai Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

Kauai Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

Kauai Adult Protective and Community Services Section's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. Kauai Adult Protective and Community Services Section shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. Kauai Adult Protective and Community Services Section shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

## **Kauai Adult Protective And Community Services Section (Cont'd)**

Kauai Adult Protective and Community Services Section shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. Kauai Adult Protective and Community Services Section shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care.

Kauai Adult Protective and Community Services Section shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

Kauai Adult Protective and Community Services Section shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training feeding assistants, and other community programs as assigned. Kauai Adult Protective and Community Services Section shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

Kauai Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

## **Maui Adult Protective And Community Services Section**

Under the direction of the Adult and Community Care Branch Administrator, Maui Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services on Maui, Molokai and Lanai. Maui Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. Maui Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The Maui Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. Maui Adult Protective and Community Services Section is responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

Maui Adult Protective and Community Services Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. Reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. Maui Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

Maui Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

## **Maui Adult Protective And Community Services Section (Cont'd)**

Maui Adult Protective and Community Services Section's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. Maui Adult Protective and Community Services Section shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. Maui Adult Protective and Community Services Section shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

Maui Adult Protective and Community Services Section shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. Maui Adult Protective and Community Services Section shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care. Maui Adult Protective and Community Services Section shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

Maui Adult Protective and Community Services Section shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training feeding assistants, and other community programs as assigned. Maui Adult Protective and Community Services Section shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

Maui Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

### **Molokai Unit**

Under the direction of the Maui Adult Protective and Community Services Section Administrator, The Molokai Unit receives reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. The Molokai Unit shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. The Molokai Unit shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

The Molokai Unit shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. The Molokai Unit shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care. The Molokai Unit shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

The Molokai Unit shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training, feeding assistants, and other community programs as assigned. The Molokai Unit shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

## **Oahu Adult Protective And Community Services Section**

Under the direction of the Adult and Community Care Branch Administrator, The Oahu Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services on Oahu. The Oahu Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. The Oahu Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The Oahu Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. The Oahu Adult Protective and Community Services Section is responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The Oahu Adult Protective and Community Services Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. The Oahu Adult Protective and Community Services Section reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. The Oahu Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

The Oahu Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

The Oahu Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

### **Adult Intake Unit**

Under the direction of the Oahu Adult Protective and Community Services Section Administrator, the Adult Intake Unit's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. The Adult Intake Unit shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. The Adult Intake Unit receives and processes applications for licensure and certification of facilities such as but not limited to adult day care and other community programs; forwards its findings as appropriate to the assigned unit or to other community agencies for further processing.

### **Adult Protective And Community Services Units 1 And 2**

Under the direction of the Oahu Adult Protective and Community Services Section Administrator, Adult Protective and Community Services Units 1 and 2 conducts investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. Adult Protective and Community Services Units 1 and 2 shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

Adult Protective And Community Services Units 1 And 2 (Cont'd)

Adult Protective and Community Services Units 1 and 2 shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, coordinate and monitor home-based supportive services such as but not limited to in-home chore services, adult day care and/or adult foster care services. Adult Protective and Community Services Units 1 and 2 shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

Adult Protective and Community Services Units 1 and 2 shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training, feeding assistants, and other community programs as assigned. Adult Protective and Community Services Units 1 and 2 shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.



## **CHILD WELFARE SERVICES BRANCH**

Under the direction of the Social Services Division Administrator, the Branch Administration provides overall management for the development and implementation of the plans, policies, procedures and regulations of the division's child welfare services. Services include child protective services, foster care, adoption services, independent living skills services, case management, foster home recruitment and licensing, and contracted support and treatment services to prevent and remedy abuse and neglect. Basic authority and responsibility for the operations of the branch are vested in the Branch Administrator who plans, organizes, directs, coordinates, evaluates, and maintains an organization which will facilitate the accomplishment of the child welfare service objectives.

### **Program Development Staff**

Under the general direction of the Child Welfare Services Branch, this office provides administrative direction in planning, developing, implementing, controlling, monitoring, and evaluating child welfare services authorized under federal and state statutes. This office develops and coordinates all relevant legislation, establishes and maintains all rules, standards, and procedures, and determines the allocation of funds and other resources for child welfare services.

### **East Hawaii Child Welfare Services Section**

Under the general direction of the Child Welfare Services Branch Administrator, this section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in East Hawaii. This section provides child welfare services assessment, case management services and permanency services; foster care recruitment, licensing, and training; and licensing and regulation of child-placing organizations and child-caring institutions. This section provides administrative housekeeping support to the section's units, and maintains, manages and coordinates the closed case files of the East Hawaii Child Welfare Services Section. This section and its constituent units participate in community education and planning efforts related to child welfare services.

### **East Hawaii (Central, North, South) Child Welfare Services Units**

Under the direction of the Section Administrator, these units provide both assessment and case management services in specific geographic areas. These units assess reports of child abuse and neglect; provide short-term counseling services, and work with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. These units also provide child welfare case management services for eligible recipients and services to prevent further abuse/neglect of children.

### **East Hawaii Special Services Unit**

Under the direction of the Section Administrator, this unit recruits, studies, certifies/licenses/approves foster boarding homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. This unit provides support services to orient, train and retain foster homes and recommends suitable foster homes to a child's social worker. This unit also provides casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provides pre-adoption, adoption, and post adoption services to children and families.

### **West Hawaii Child Welfare Services Section**

Under the general direction of the Child Welfare Services Branch Administrator, this section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in West Hawaii. This section provides child welfare services assessment, case management services and permanency services; foster care recruitment, licensing, and training; and licensing and regulation of child-placing organizations and child-caring institutions. This section provides administrative housekeeping support to the section's units, and maintains, manages and coordinates the closed files of the West Hawaii Child Welfare Services Section. This section and its constituent units participate in community education and planning efforts related to child welfare services.

### **West Hawaii Assessment Unit**

Under the direction of the West Hawaii Assessment unit supervisor, this unit provides assessment services in a specific geographic area. This unit assesses reports of child abuse and neglect, provides short term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention.

### **Kamuela Subunit**

Under the direction of the West Hawaii Assessment Unit supervisor, this subunit provides both assessment and case management services in specific geographic areas. This subunit assesses reports of child abuse and neglect; provides short-term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. This subunit also provides child welfare case management services for eligible recipients and services to prevent further abuse/neglect of children.

### **West Hawaii Child Welfare Services Unit**

Under the direction of the Section Administrator, this unit provides child welfare case management services in a specific geographic area for eligible recipients and services to prevent further abuse/neglect of children.

### **Kau Subunit**

Under the direction of the West Hawaii Child Welfare Services supervisor, this subunit provides both assessment and case management services in specific geographic areas. This subunit assesses reports of child abuse and neglect; provides short-term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. This subunit also provides child welfare case management services for eligible recipients and services to prevent further abuse/neglect of children.

### **West Hawaii Special Services Unit**

Under the direction of the Section Administrator, this unit recruits, studies, certifies/licenses/approves foster boarding homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. This unit provides support services to orient, train and retain foster homes and recommends suitable foster homes to a child's social worker. This unit also provides casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provides pre-adoption, adoption, and post adoption services to children and families.

### **Kauai Child Welfare Services Section**

Under the general direction of the Child Welfare Services Branch Administrator, this section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services on Kauai. This section provides child welfare services assessment, case management services and permanency services and home-based support services; foster care recruitment, licensing and training; and licensing and regulation of child-placing organizations and child-caring institutions. This section provides administrative housekeeping support to the section's units and maintains, manages, and coordinates the closed files of the Kauai Child Welfare Services Section. This section and its constituent units participate in community education and planning efforts related to child welfare services.

### **(Central, East And West) Child Welfare Services Units**

Under the direction of the Section Administrator, these units provide child welfare services assessment, case management services and permanency services in specific geographic areas. These units assess reports of child abuse and neglect, provide short term counseling services, and work with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. These units provide child welfare case management services for eligible recipients and services to prevent further abuse/neglect of children. These units provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provides pre-adoption, adoption, and post-adoption services to children and families.

### **(Central, East And West) Child Welfare Services Units (Cont'd)**

Central Child Welfare Services Unit also recruits, studies, certifies/licenses/approves foster boarding homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. This unit provides support services to orient, train and retain foster homes and recommends suitable foster homes to a child's social worker.

### **Maui Child Welfare Services Section**

Under the general direction of the Child Welfare Services Branch Administrator, this section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services on Maui, Molokai, and Lanai. This section provides child welfare services assessment, case management services and permanency services; foster care recruitment, licensing and training; and licensing and regulation of child-placing organizations and child-caring institutions. This section provides administrative housekeeping support to the section's units, and maintains, manages, and coordinates the closed files of the Maui Child Welfare Services Section. This section and its constituent units participate in community education and planning efforts related to child welfare services.

### **Maui (East And West) Child Welfare Services Units**

Under the direction of the Section Administrator, these units provide both assessment and case management services in (West, East) Maui. These units assess reports of child abuse and neglect, provides short term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. These units also provide child welfare case management services for eligible recipients and services to prevent further abuse/neglect of children.

### **Molokai/Lanai Child Welfare Services Unit**

Under the direction of the Section Administrator, this unit provides assessment, case management and permanency services. This unit assesses reports of child abuse and neglect, provides short term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. This unit provides child welfare case management services for eligible recipients and services to prevent further abuse/neglect of children. This unit provides casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and provides pre-adoption, adoption, and post-adoption services to children and families. This unit recruits, studies, certifies/licenses/approves foster boarding homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. This unit provides support services to orient, train and retain foster homes and recommends suitable foster homes to a child's social worker.

### **Lanai Social Services Subunit**

Under the direction of the Molokai/Lanai Child Welfare Services Unit supervisor, this subunit provides assessment, case management and permanency services. This subunit assesses reports of child abuse and neglect, provides short term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention.

This subunit provides child welfare case management services for eligible recipients and services to prevent further abuse/neglect of children. This subunit provides casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and provides pre-adoption, adoption, and post-adoption services to children and families. This subunit recruits, studies, certifies/licenses/approves foster boarding homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. This subunit provides support services to orient, train and retain foster homes and recommends suitable foster homes to a child's social worker. This subunit also provides social services in accordance with the Adult and Community Care Services Branch for dependent adults and chronically disabled adults and children.



### **Maui Special Services Unit**

Under the direction of the Section Administrator, this unit recruits, studies, certifies/licenses/approves foster boarding homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. This unit provides support services to orient, train and retain foster homes and recommends suitable foster homes to a child's social worker. This unit also provides casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provides pre-adoption, adoption, and post adoption services to children and families.

### **Child Welfare Services Sections (Central, Diamond Head, Leeward)**

Under the general direction of the Child Welfare Services Branch Administrator, these sections provide operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in Oahu. These sections provide child welfare services assessment, case management services, and permanency services in their respective Oahu areas. These sections and their constituent units participate in community education and planning efforts related to child welfare services.

### **Child Welfare Services Units 1, 2, 3 (Central, Diamond Head, Leeward)**

Under the direction of each Section Administrator, these units provide both assessment and case management services in specific geographic areas. These units assess reports of child abuse and neglect, provide short term counseling services, and work with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. These units also provide child welfare case management services for eligible recipients and services to prevent further abuse/neglect of children.

### **Permanency Units (Central, Diamond Head, Leeward)**

Under the direction of each Section Administrator, these units provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provide pre-adoption, adoption, and post-adoption services to children and families.

### **Oahu Special Child Welfare Services Section**

Under the general direction of the Child Welfare Services Branch Administrator, this section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services on Oahu. This section provides specialized island wide services including sex abuse assessments and case management, institutional abuse assessments, and foster home licensing. This section and its constituent units participate in community education and planning efforts related to child welfare services.

### **Foster Home Licensing Units 1 And 2**

Under the direction of the Section Administrator, these units recruit, study, certify/license/approve foster boarding homes and adoptive homes. These units provide support services to orient and retain foster homes and recommend suitable foster homes to a child's social worker.

Foster Home Licensing Unit 2 also licenses and regulates child placing organizations and child caring institutions.

### **Oahu Special Services Assessment Unit**

Under the direction of the Section Administrator, this unit assesses reports of child sexual abuse and institutional abuse, provides short term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention.

### **Oahu Special Services Case Management Unit**

Under the direction of the Section Administrator, this unit provides case management services for eligible families with a child who has been sexually abused and services to prevent further abuse/neglect of children.

## **Statewide Child Welfare Services Section**

Under the general direction of the Child Welfare Services Branch Administrator, this section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services statewide. This section provides child welfare services intake and foster care-income maintenance services. This section also provides administrative housekeeping support and home-based support services to Oahu Child Welfare Services Sections, and maintains, manages, and coordinates the closed files of the Oahu Child Welfare and Adult and Community Care Sections. This section and its constituent units participate in community education and planning efforts related to child welfare services.

### **Child Welfare Services Intake Units 1 And 2**

Under the direction of the Section Administrator, these units determine eligibility for Child Welfare Services in accordance with established departmental policies and procedures. These units receive, assess and process all reports of child abuse and neglect 24 hours a day, 7 days a week, and determine the need for departmental intervention or other services; provides case work services including referrals to community agencies to ensure the immediate safety of the child and to prevent unnecessary out-of-home child placement statewide.

### **Foster Care-Income Maintenance Unit**

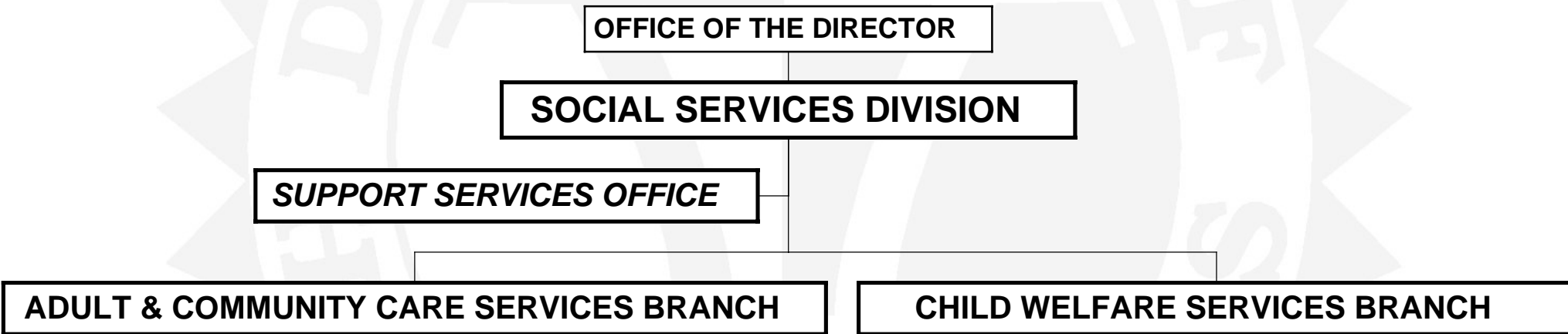
Under the direction of the Section Administrator, this unit with staff working in several geographic sections determines, through referrals from social services staff, the eligibility of children for IV-E, Medicaid, and other federal and state payment programs statewide. This unit makes referrals to other agency payment programs as appropriate and initiates review of ongoing eligibility for child welfare federal and state benefits and payment programs.

### **Home-Based Support Services Unit**

Under the direction of the Section Administrator, this unit provides temporary in-home support services by teaching and/or reinforcing household management, childcare, and parenting skills to families with parent-child relationship problems in Oahu. This unit observes and documents family interactions to gather functional assessment data.

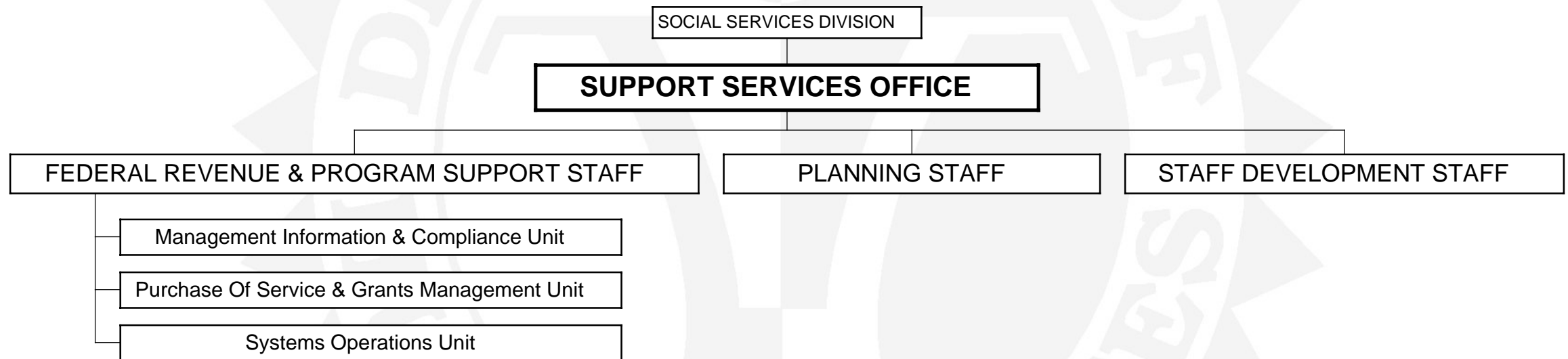
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION

ORGANIZATION CHART  
JUNE 30, 2012



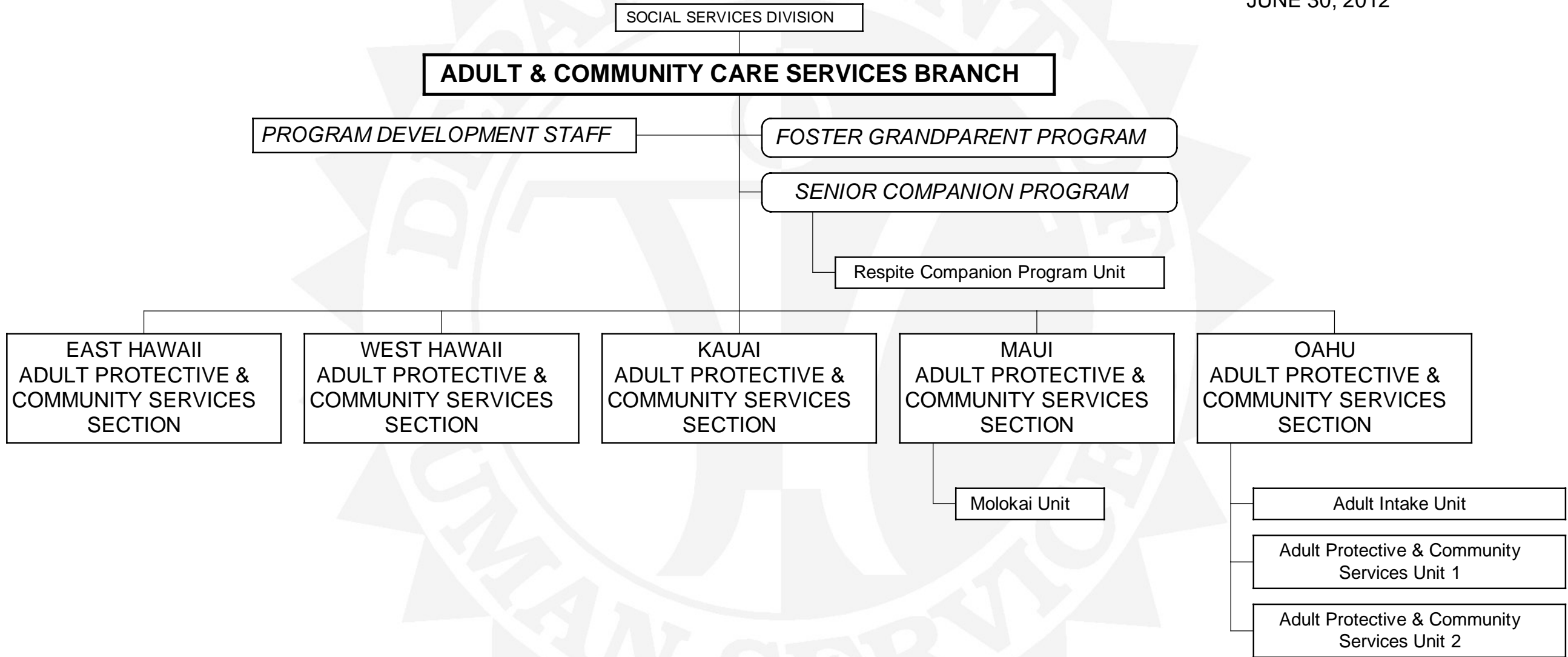
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
SUPPORT SERVICES OFFICE

ORGANIZATION CHART  
JUNE 30, 2012



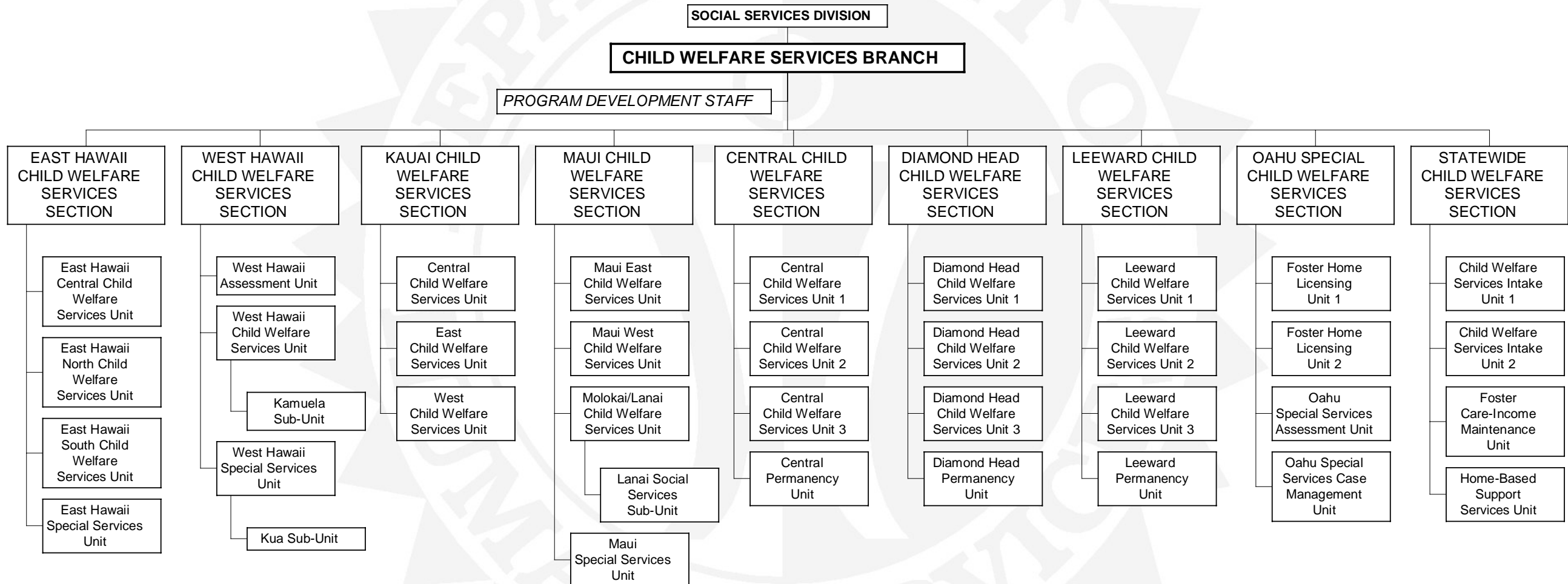
STATE OF HAWAII  
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SOCIAL SERVICES DIVISION  
ADULT & COMMUNITY CARE SERVICES BRANCH

ORGANIZATION CHART  
JUNE 30, 2012



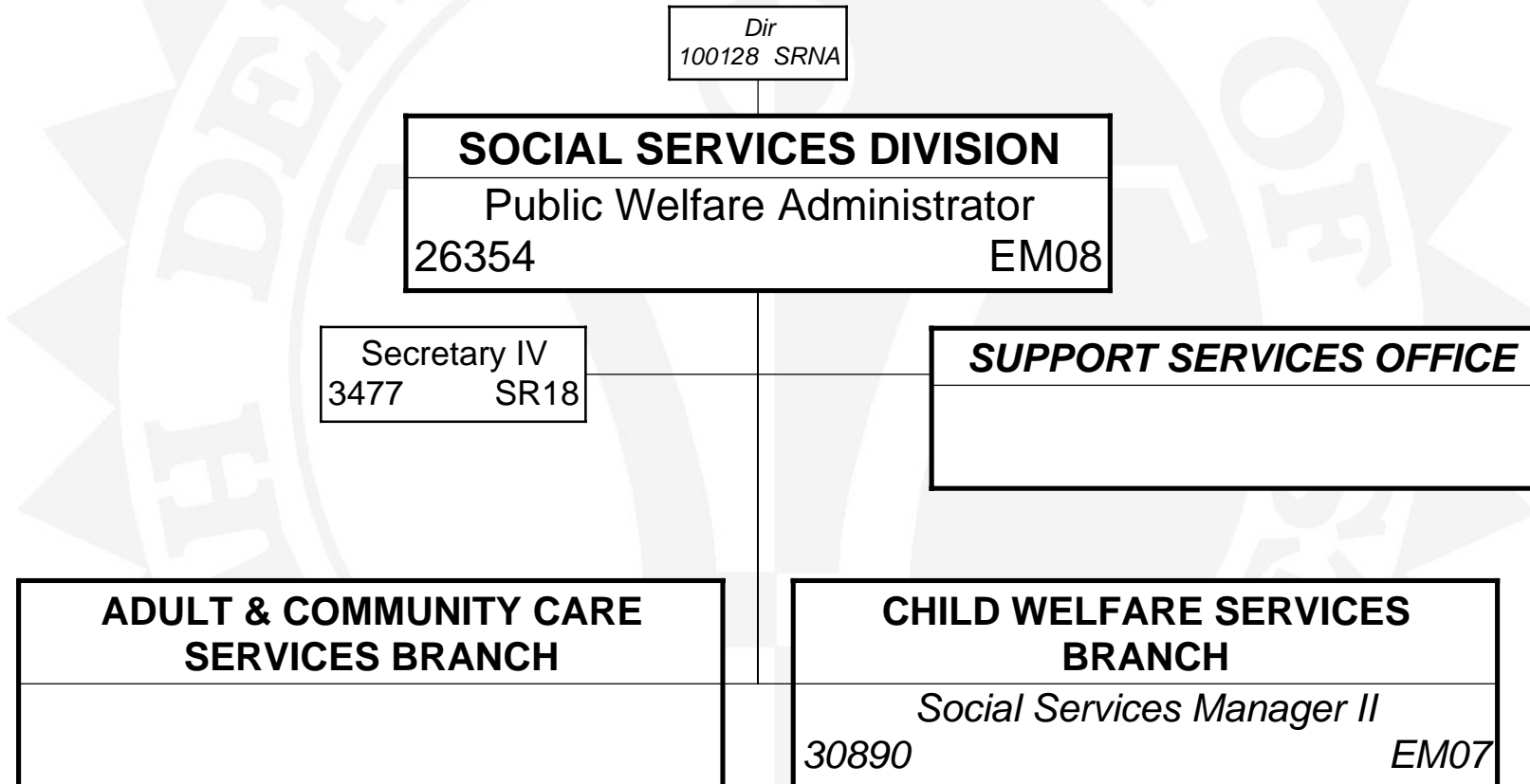
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 SOCIAL SERVICES DIVISION  
 CHILD WELFARE SERVICES BRANCH

ORGANIZATION CHART  
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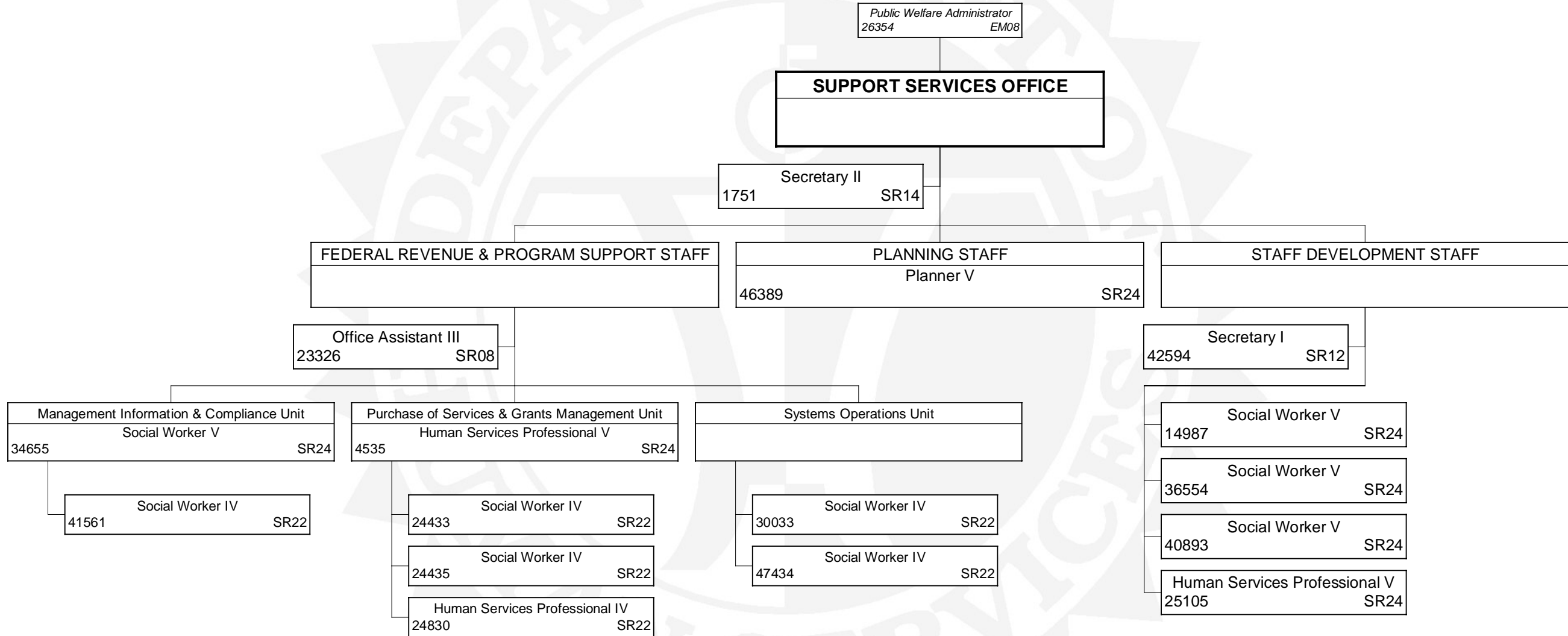
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 SOCIAL SERVICES DIVISION  
 SUPPORT SERVICES OFFICE

POSITION ORGANIZATION CHART  
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STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 SOCIAL SERVICES DIVISION  
 ADULT & COMMUNITY CARE SERVICES BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

Public Welfare Administrator  
 26354 EM08

**ADULT & COMMUNITY CARE SERVICES BRANCH**

Secretary III  
 33484 SR16

PROGRAM DEVELOPMENT STAFF  
 Social Worker VI  
 1651 SR26

FOSTER GRANDPARENT PROGRAM  
 Program Specialist (Aging) V  
 21133 SR24

SENIOR COMPANION PROGRAM  
 Program Specialist (Aging) V  
 29824 SR24

EAST HAWAII ADULT  
 PROTECTIVE & COMMUNITY  
 SERVICES SECTION  
 Child/Adult Protective Services  
 Supervisor  
 35187 SR25

WEST HAWAII ADULT  
 PROTECTIVE & COMMUNITY  
 SERVICES SECTION  
 Child/Adult Protective Services  
 Supervisor  
 34116 SR25

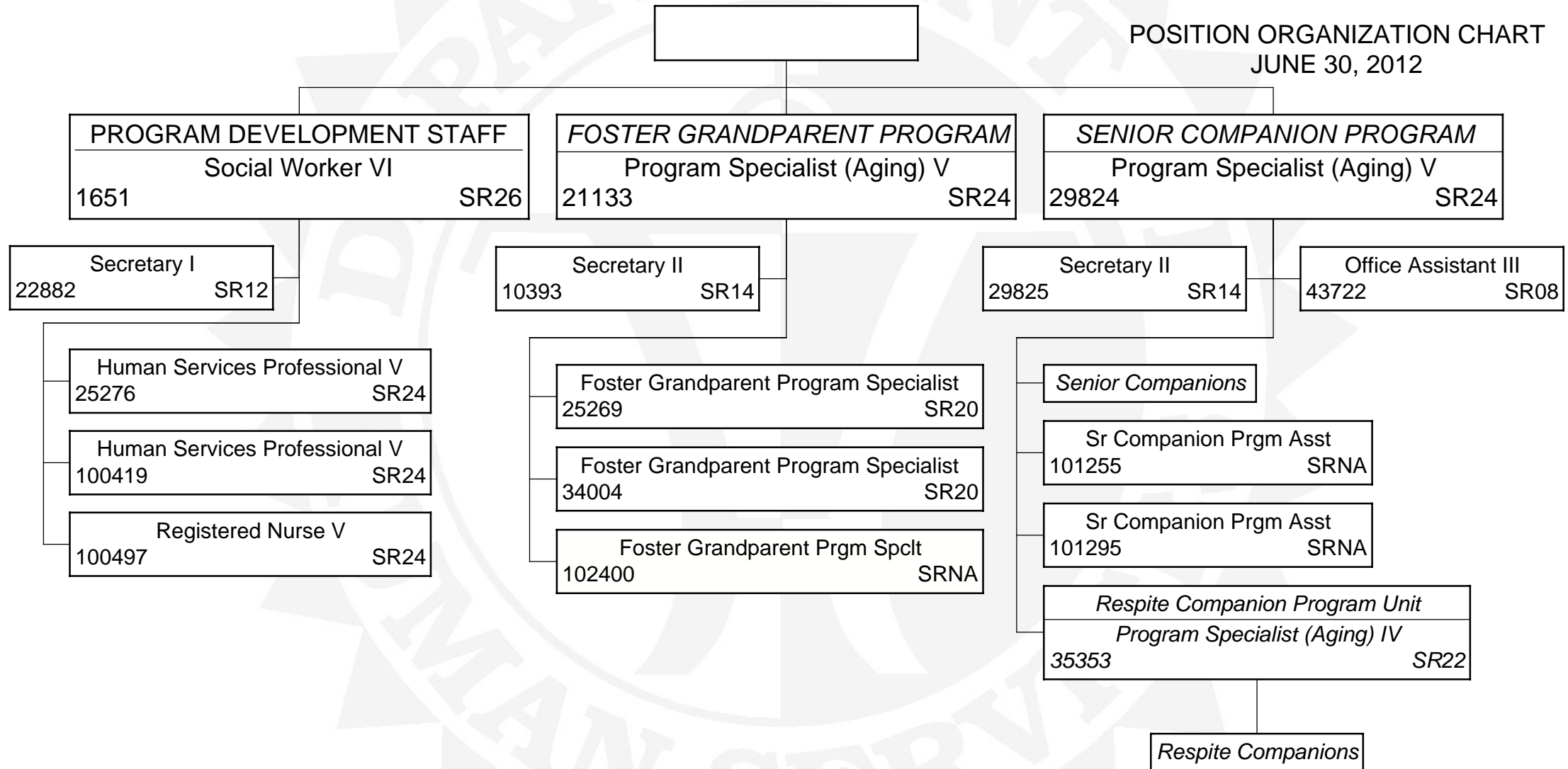
KAUAI ADULT PROTECTIVE &  
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 SECTION  
 Child/Adult Protective Services  
 Supervisor  
 4089 SR25

MAUI ADULT PROTECTIVE &  
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 SECTION  
 Child/Adult Protective Services  
 Supervisor  
 3953 SR25

OAHU ADULT PROTECTIVE &  
 COMMUNITY SERVICES  
 SECTION

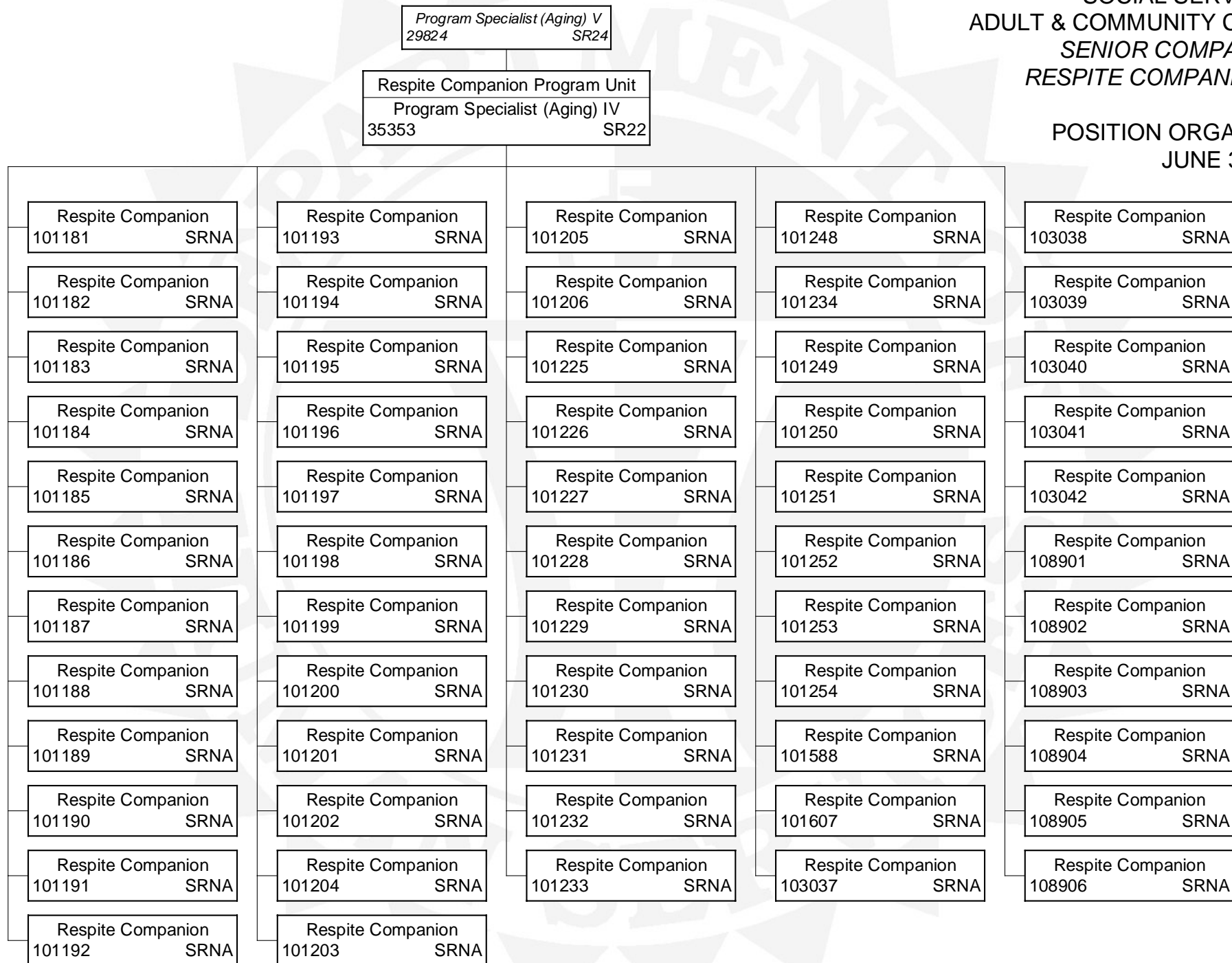
STATE OF HAWAII  
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 PROGRAM DEVELOPMENT STAFF  
 FOSTER GRANDPARENT/SENIOR COMPANION PROGRAMS

POSITION ORGANIZATION CHART  
 JUNE 30, 2012



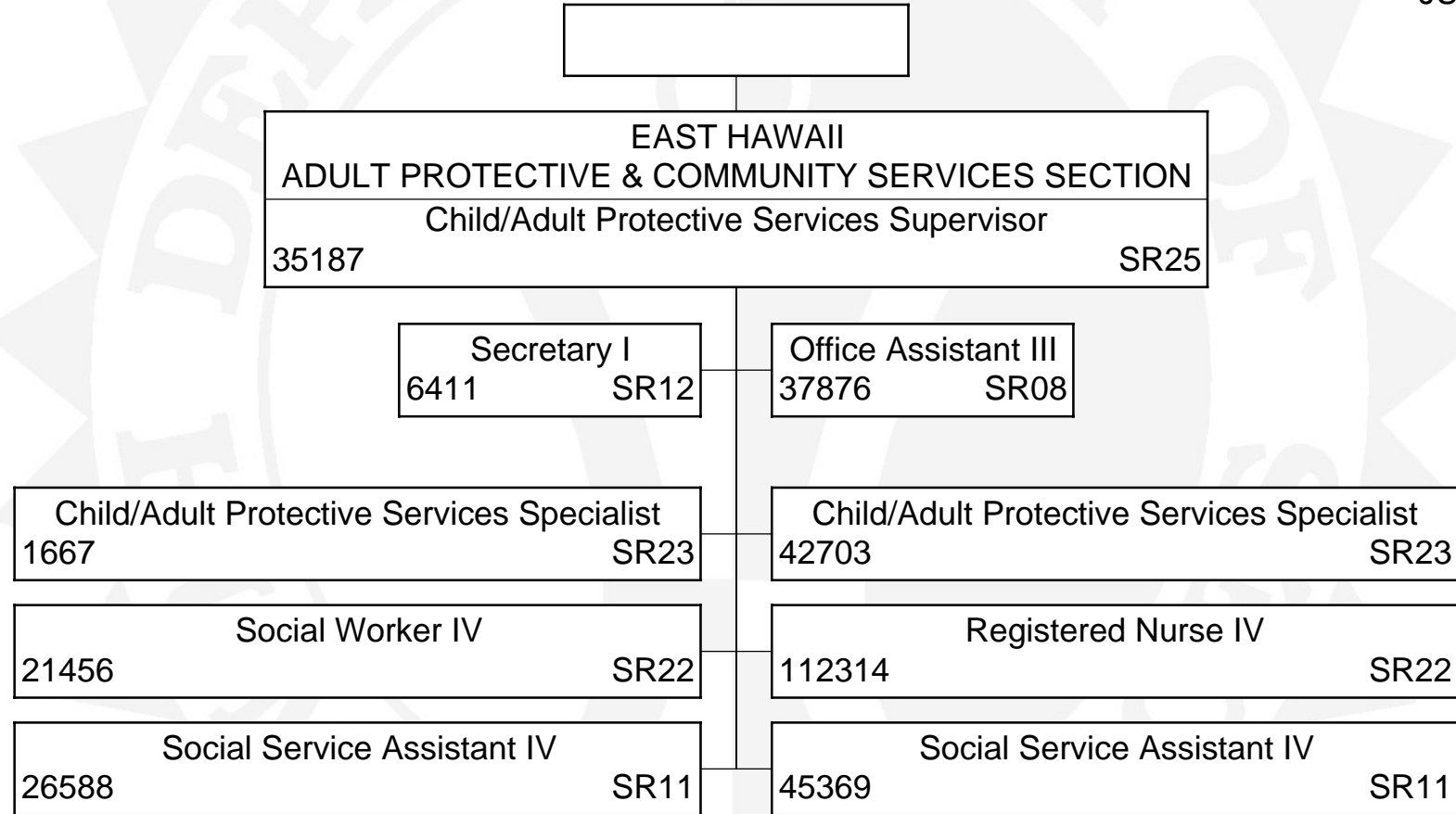
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JUNE 30, 2012



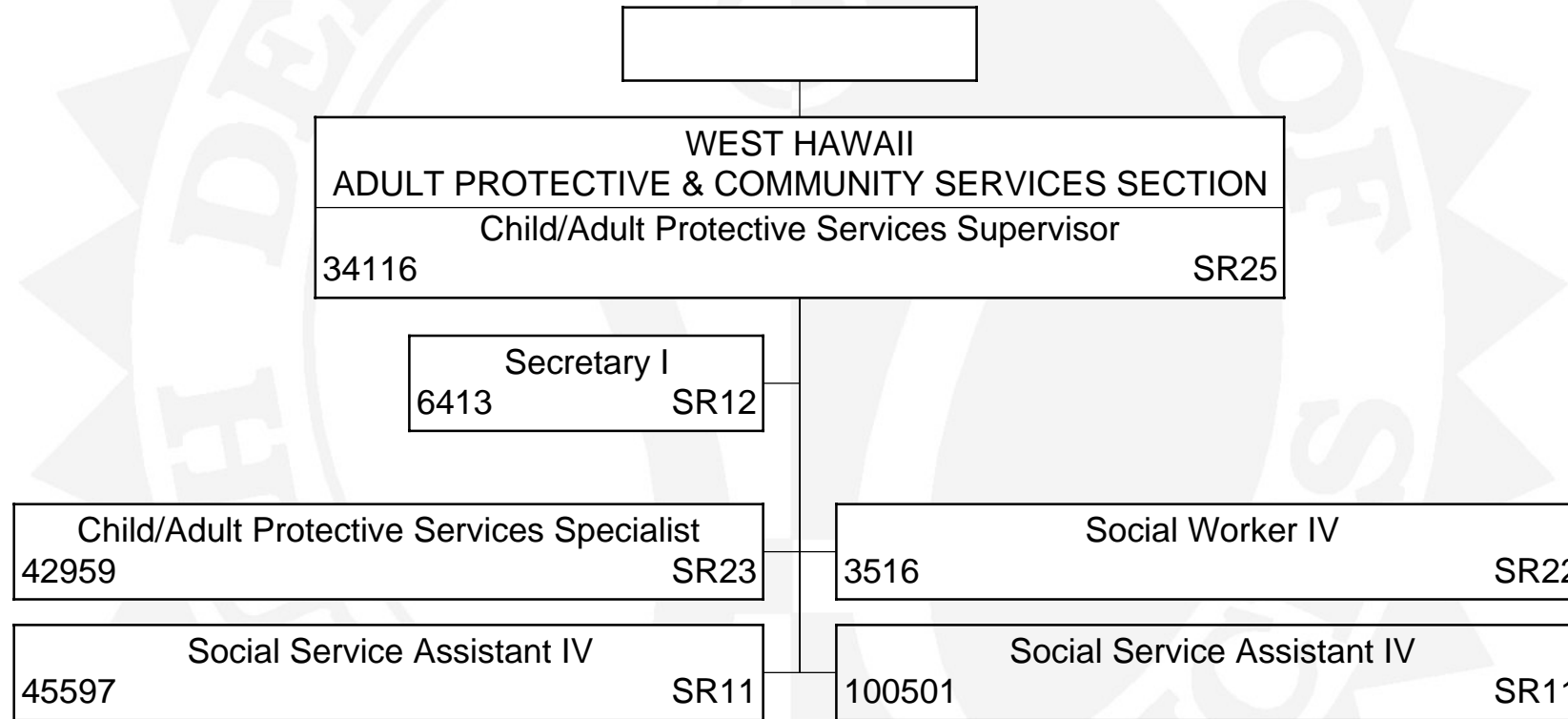
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SERVICES SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2012



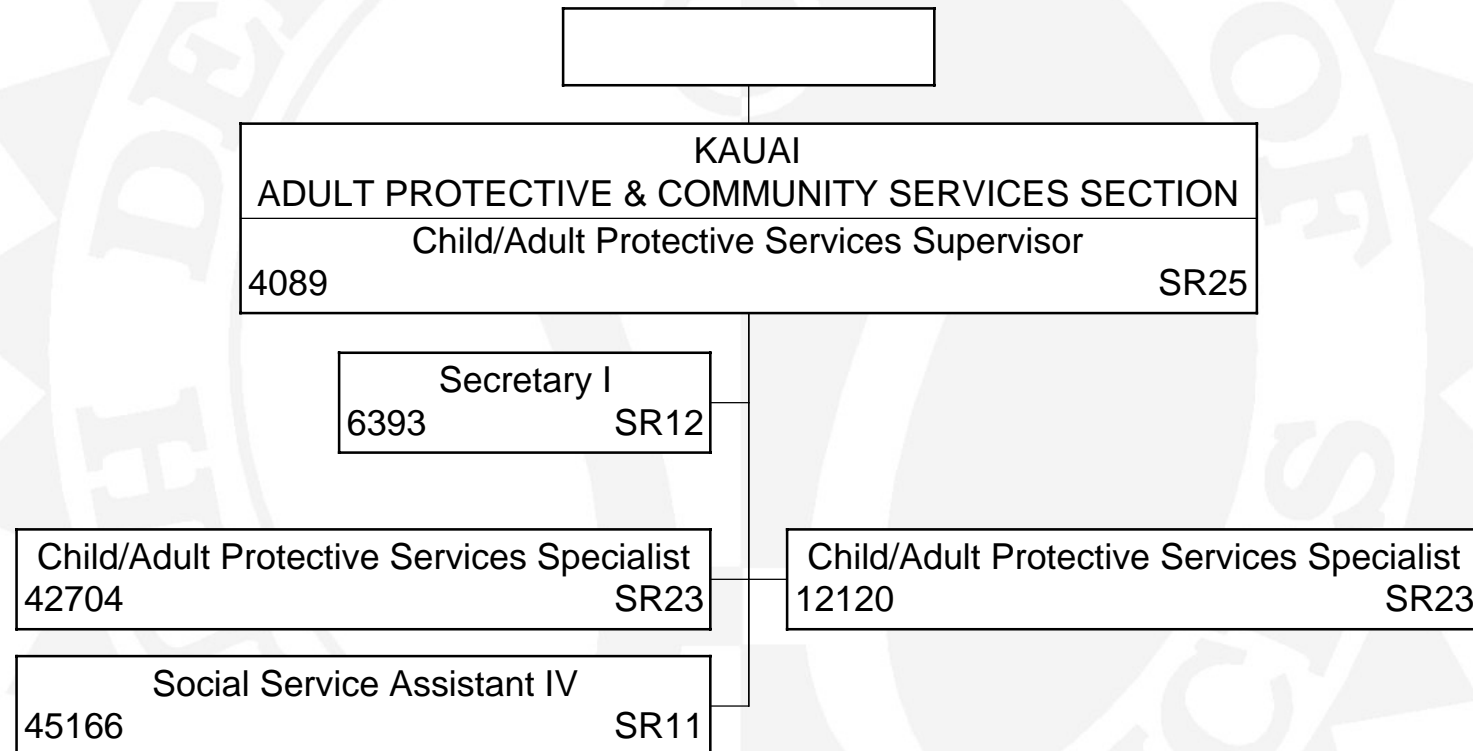
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WEST HAWAII ADULT PROTECTIVE &  
COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2012



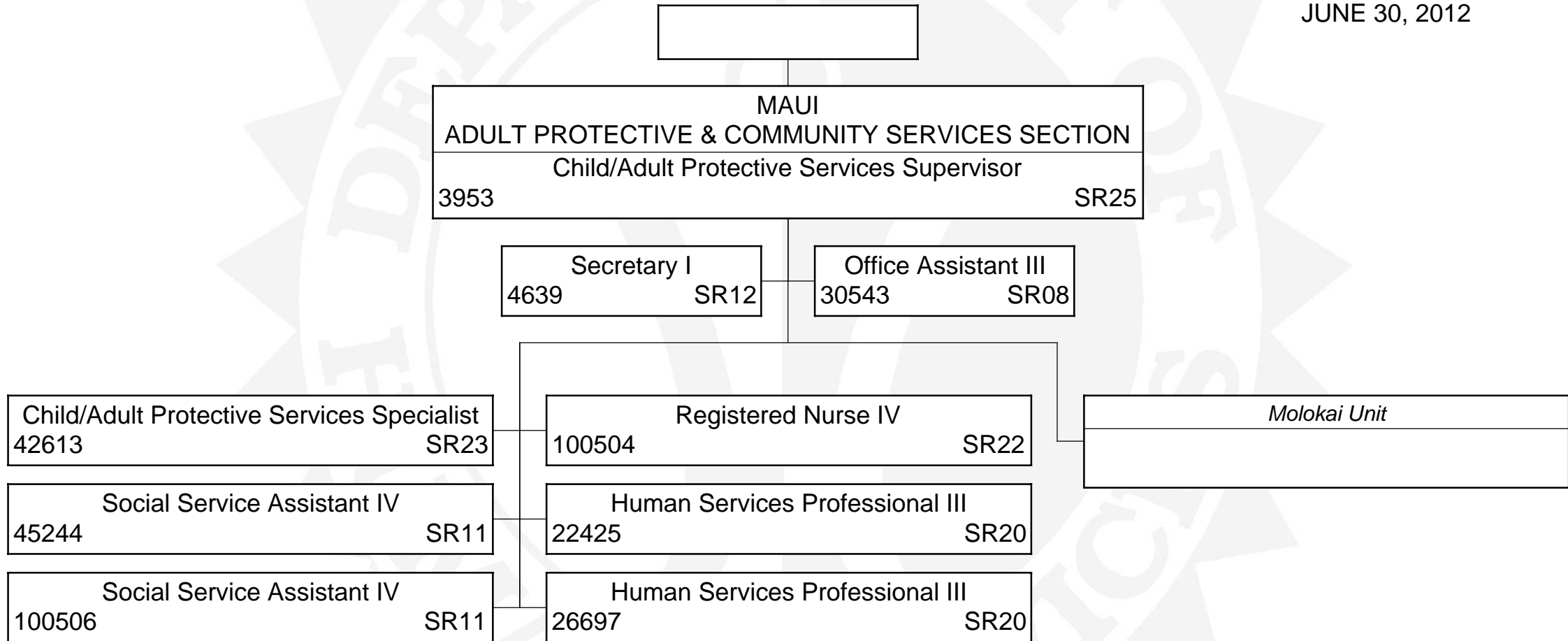
STATE OF HAWAII  
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SOCIAL SERVICES DIVISION  
ADULT & COMMUNITY CARE SERVICES BRANCH  
KAUAI ADULT PROTECTIVE &  
COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART  
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STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 SOCIAL SERVICES DIVISION  
 ADULT & COMMUNITY CARE SERVICES BRANCH  
 MAUI ADULT PROTECTIVE &  
 COMMUNITY SERVICES SECTION

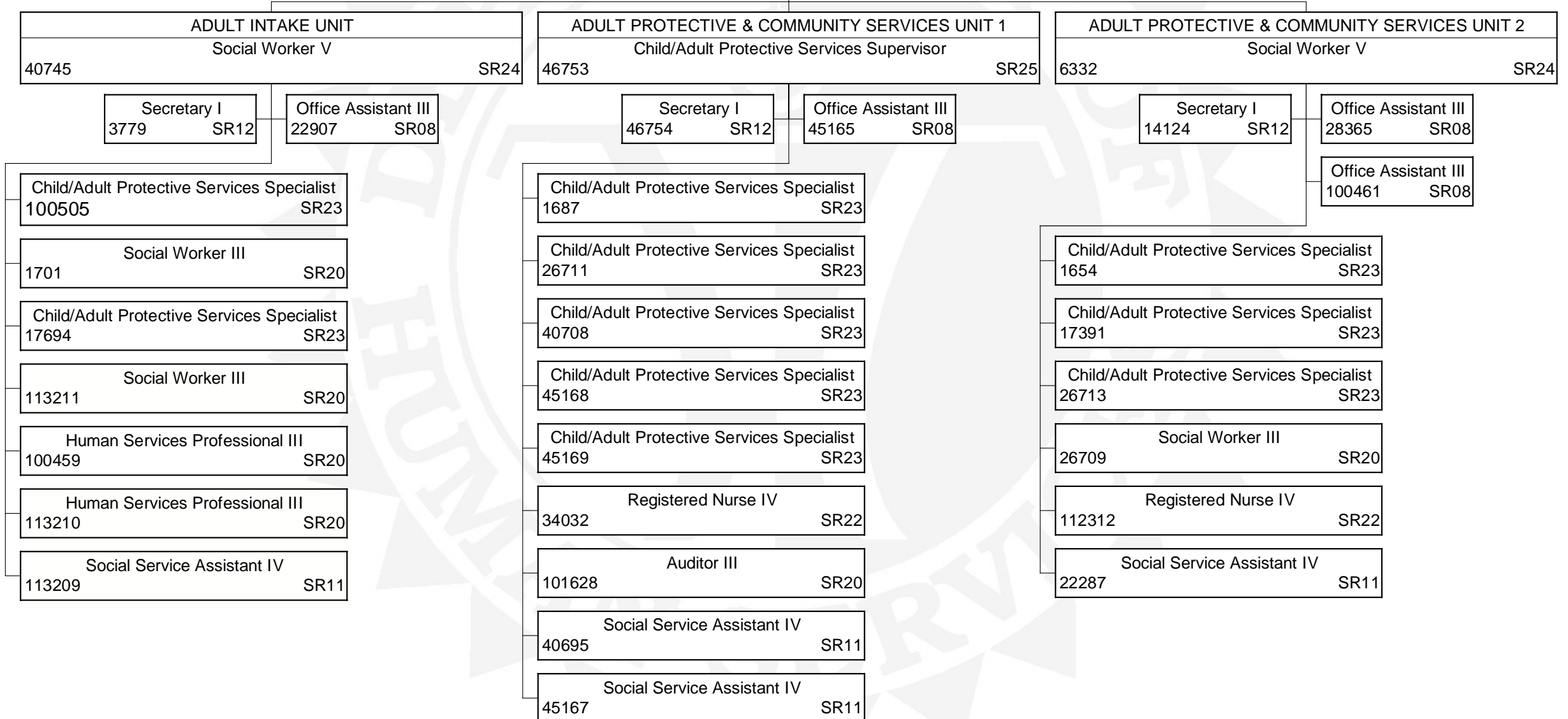
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STATE OF HAWAII  
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 SOCIAL SERVICES DIVISION  
 ADULT & COMMUNITY CARE SERVICES BRANCH  
 OAHU ADULT PROTECTIVE & COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART  
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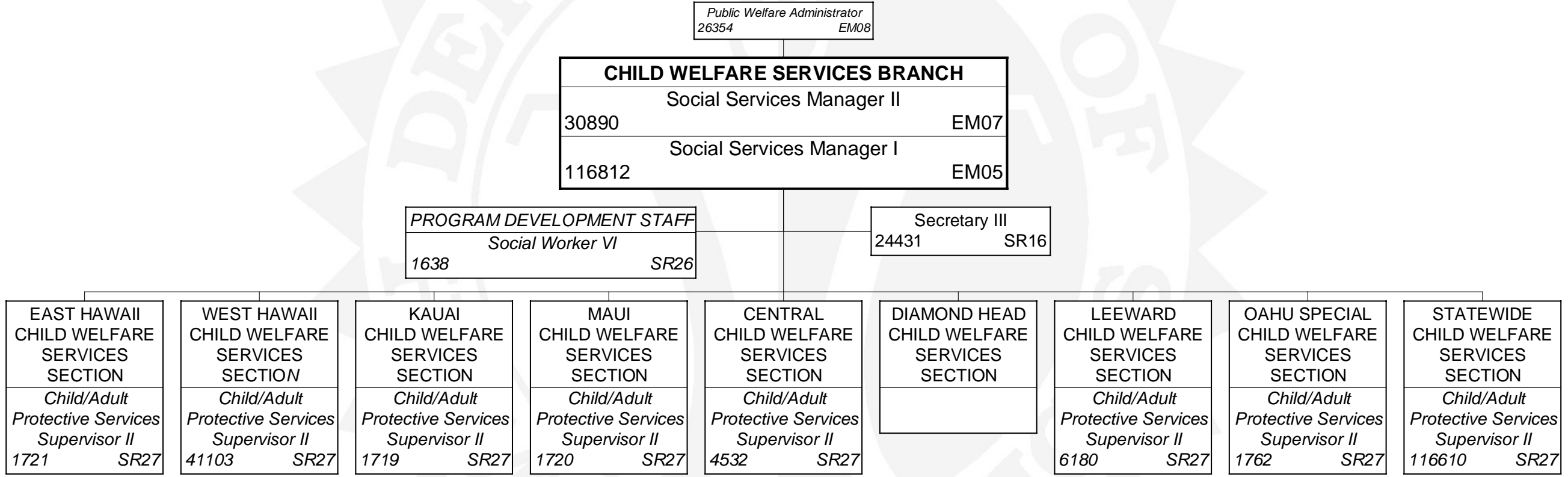
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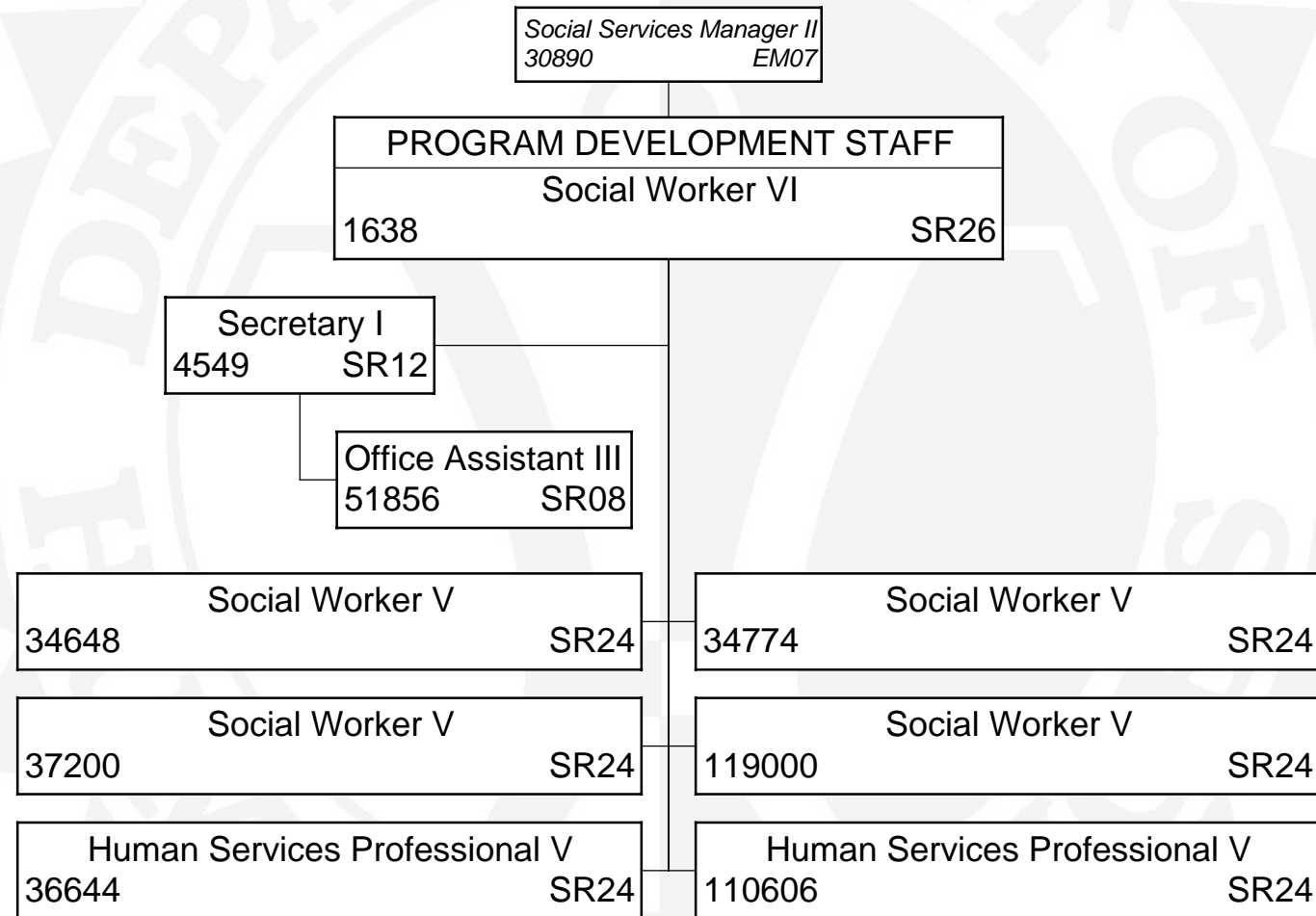
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 CHILD WELFARE SERVICES BRANCH

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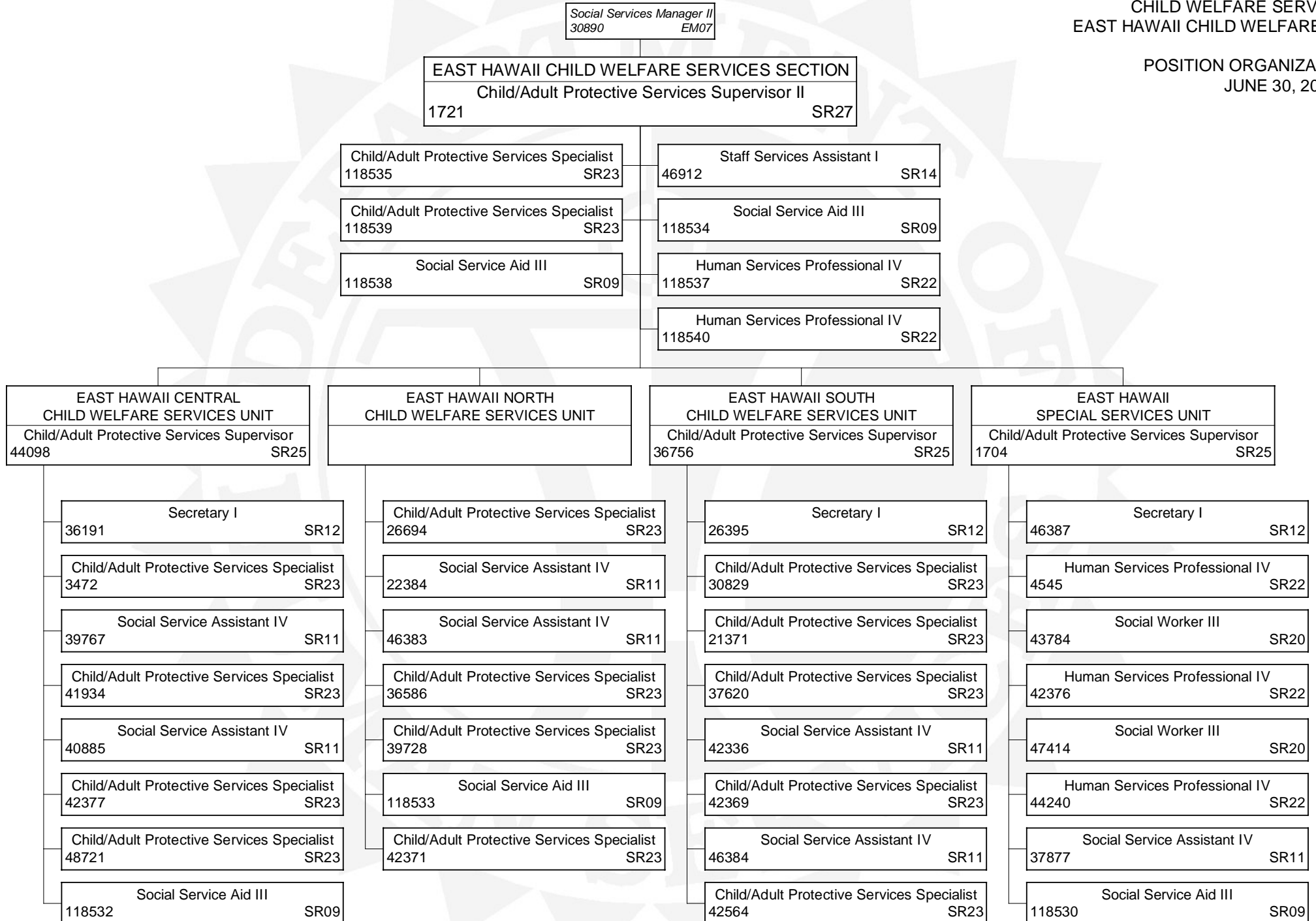
STATE OF HAWAII  
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CHILD WELFARE SERVICES BRANCH  
PROGRAM DEVELOPMENT STAFF

POSITION ORGANIZATION CHART  
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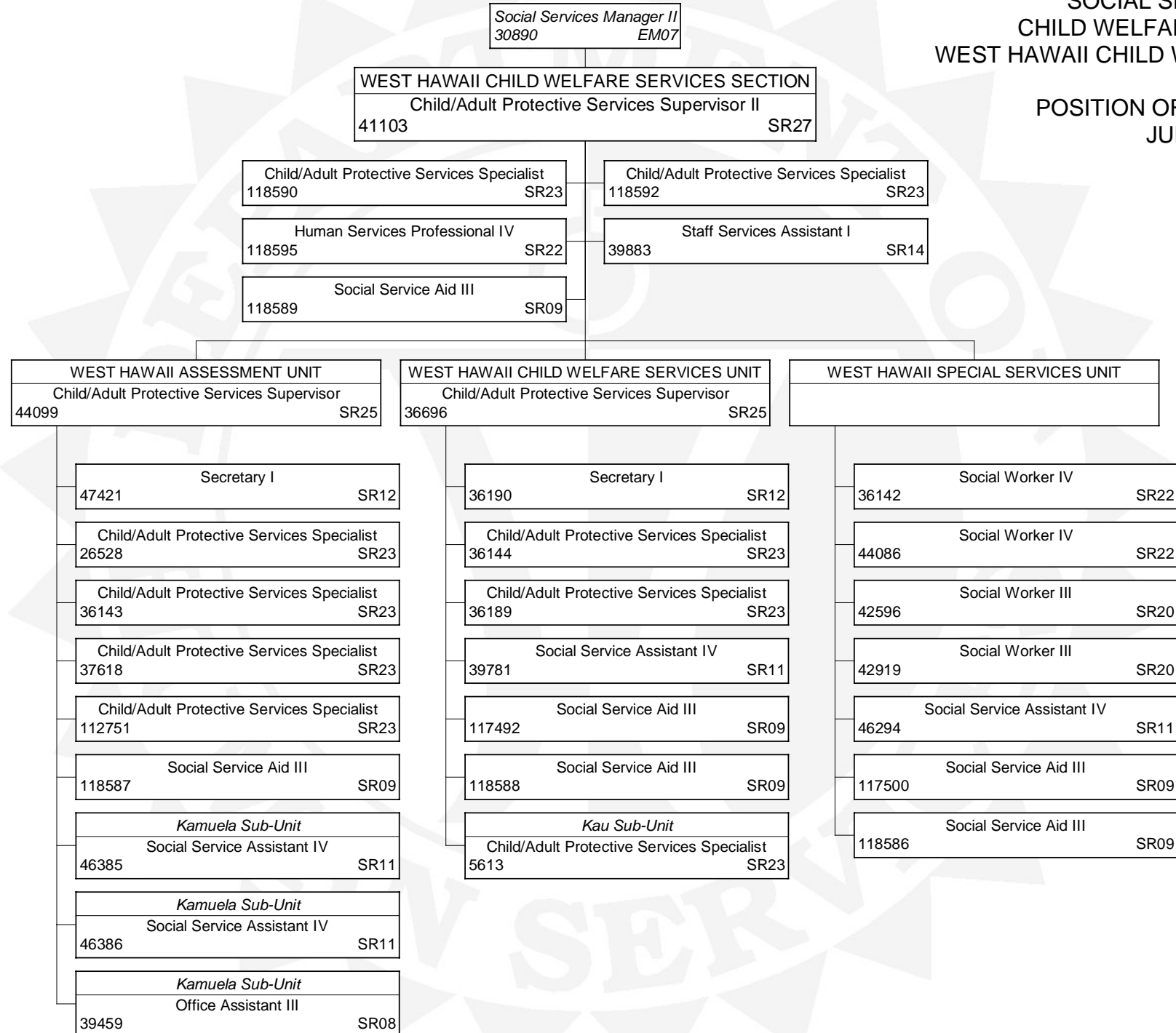
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 CHILD WELFARE SERVICES BRANCH  
 EAST HAWAII CHILD WELFARE SERVICES SECTION

POSITION ORGANIZATION CHART  
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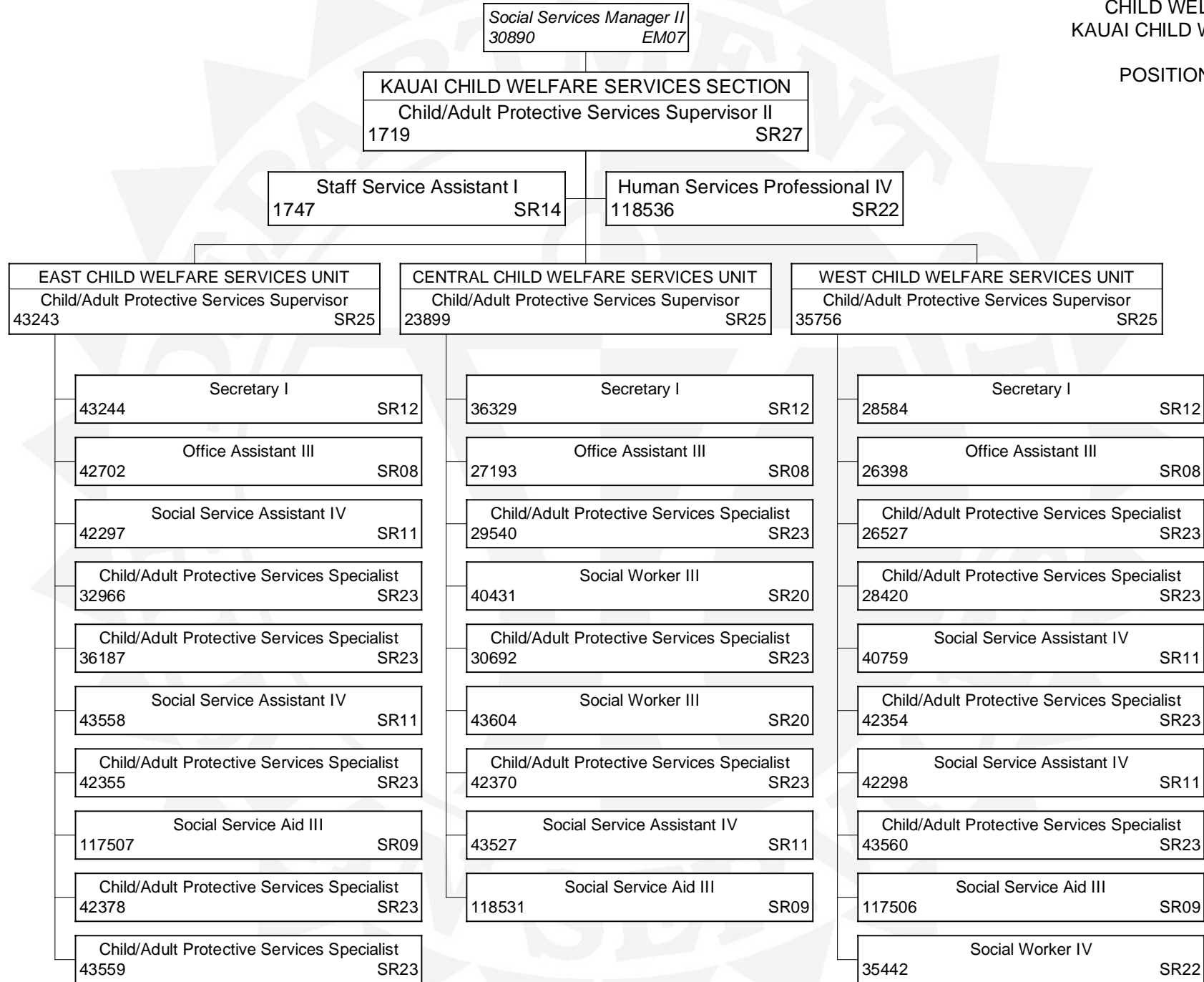
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 SOCIAL SERVICES DIVISION  
 CHILD WELFARE SERVICES BRANCH  
 WEST HAWAII CHILD WELFARE SERVICES SECTION

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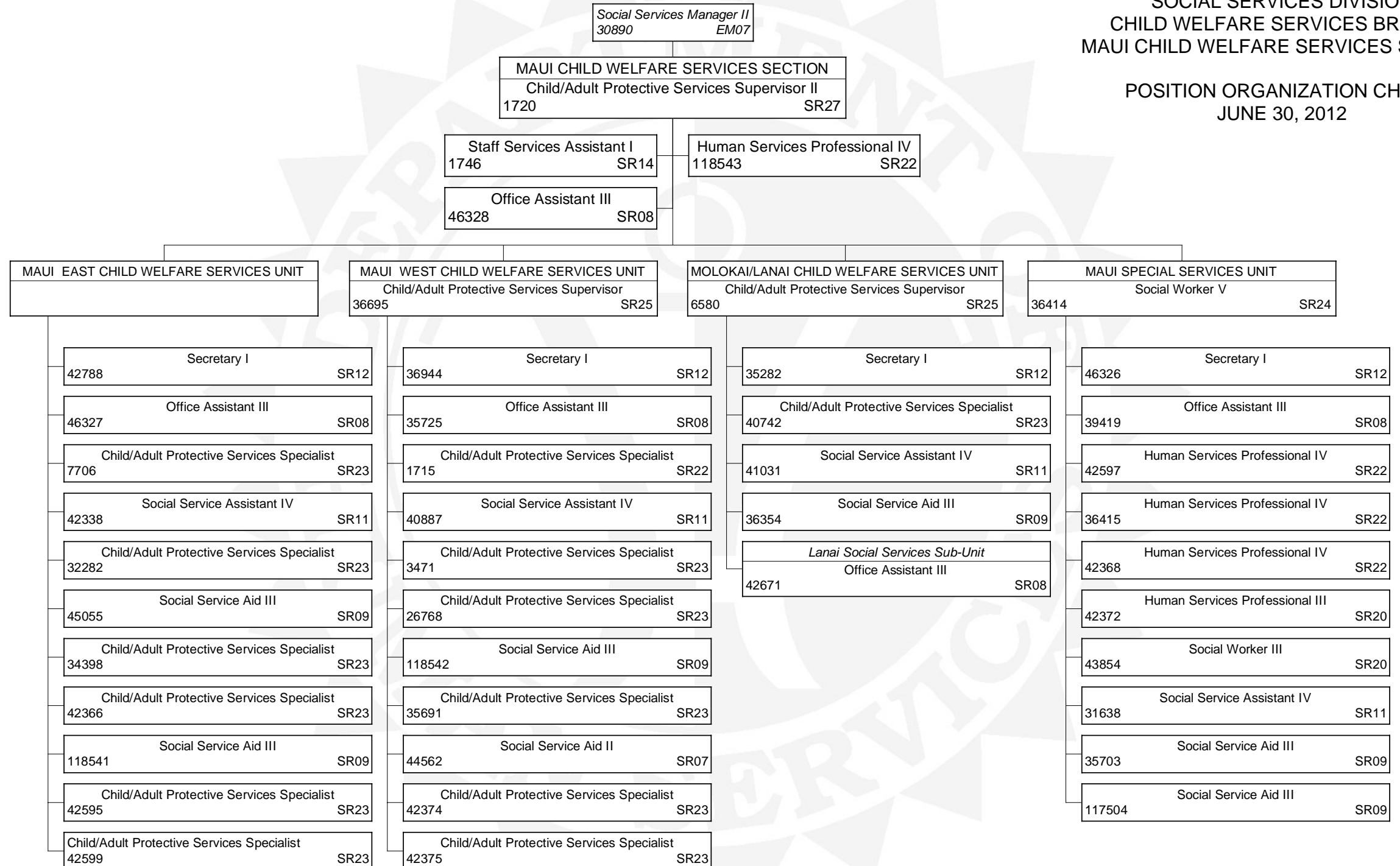
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 KAUAI CHILD WELFARE SERVICES SECTION

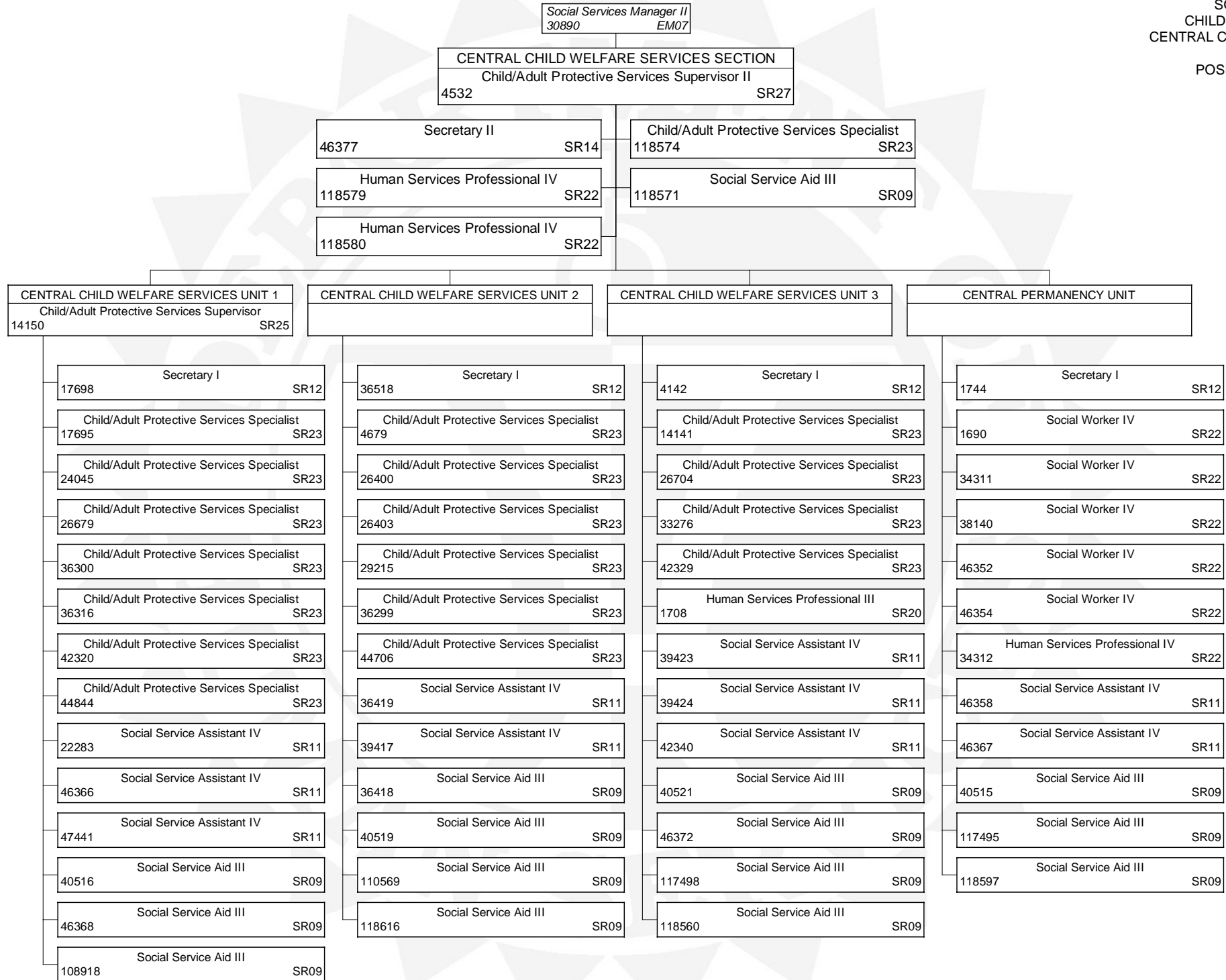
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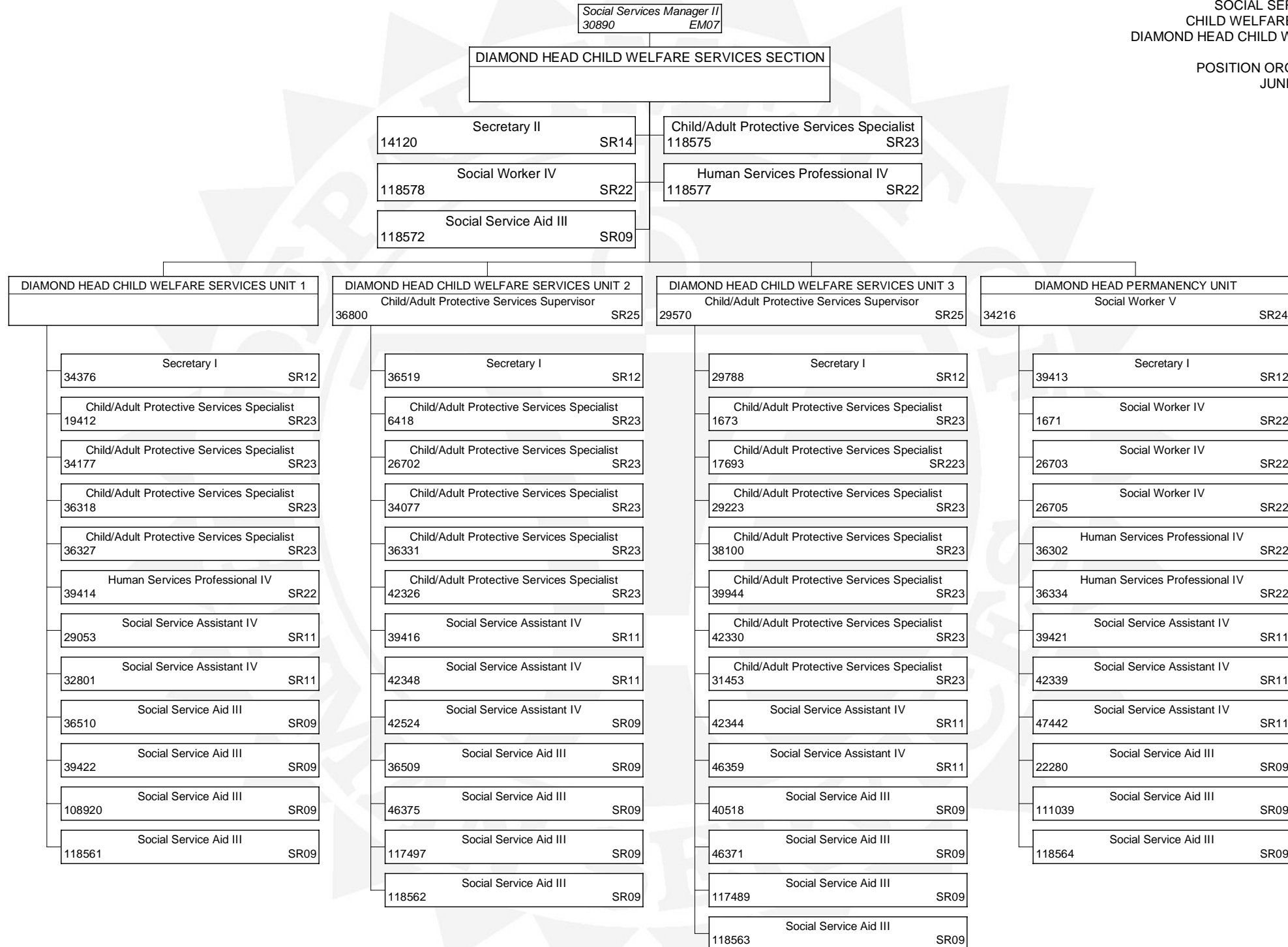


STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
CHILD WELFARE SERVICES BRANCH  
MAUI CHILD WELFARE SERVICES SECTION

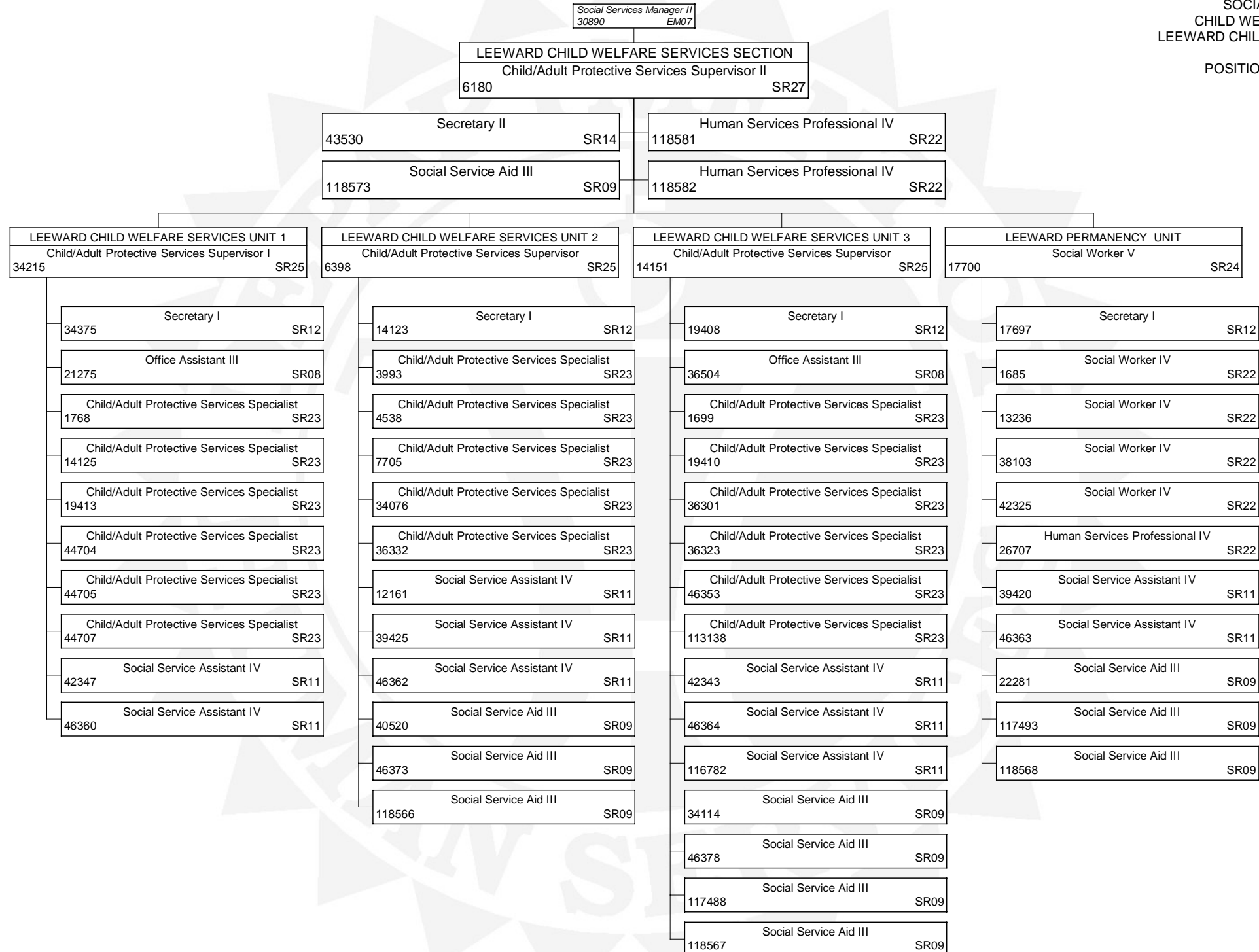
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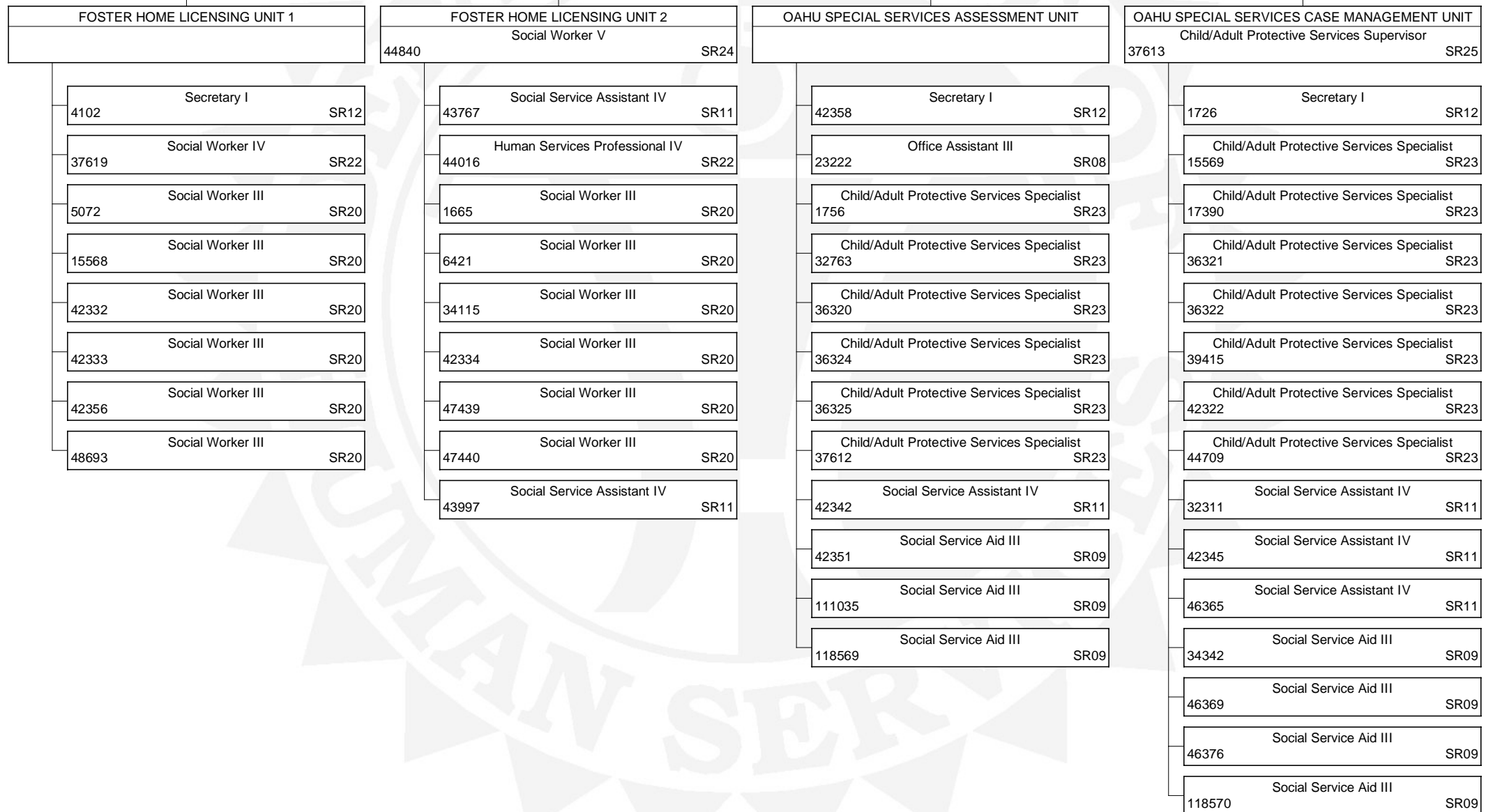




Social Services Manager II  
 30890 EM07

OAHU SPECIAL CHILD WELFARE SERVICES SECTION  
 Child/Adult Protective Services Supervisor II  
 1762 SR27

Secretary II  
 1730 SR14



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 SOCIAL SERVICES DIVISION  
 CHILD WELFARE SERVICES BRANCH  
 STATEWIDE CHILD WELFARE SERVICES SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2012

Social Services Manager II  
 30890 EM07

STATEWIDE CHILD WELFARE SERVICES SECTION  
 Child/Adult Protective Services Supervisor II  
 116610 SR27

Secretary II  
 116609 SR14

Staff Services Assistant I  
 112494 SR14

Social Worker IV  
 117513 SR22

Office Assistant III  
 25012 SR08

CHILD WELFARE SERVICES INTAKE UNIT 1  
 Child/Adult Protective Services Supervisor  
 6387 SR25

CHILD WELFARE SERVICES INTAKE UNIT 2  
 Child/Adult Protective Services Supervisor  
 117416 SR25

FOSTER CARE-INCOME MAINTENANCE UNIT  
 Eligibility Worker V  
 47453 SR20

HOME-BASED SUPPORT SERVICES UNIT  
 Social Worker IV  
 3776 SR22

42319 Secretary I SR12

32764 Child/Adult Protective Services Specialist SR23

32765 Child/Adult Protective Services Specialist SR23

32766 Child/Adult Protective Services Specialist SR23

36288 Child/Adult Protective Services Specialist SR23

44793 Child/Adult Protective Services Specialist SR23

113088 Child/Adult Protective Services Specialist SR23

42350 Social Service Assistant IV SR11

42349 Social Service Aid III SR09

118585 Social Service Aid III SR09

118583 Secretary I SR12

1678 Child/Adult Protective Services Specialist SR23

6579 Child/Adult Protective Services Specialist SR23

19960 Child/Adult Protective Services Specialist SR23

26700 Child/Adult Protective Services Specialist SR23

118584 Child/Adult Protective Services Specialist SR23

113087 Social Service Assistant IV SR11

117494 Social Service Aid III SR09

47452 Secretary I SR12

116641 Eligibility Worker IV SR18

46344 Eligibility Worker III SR16

46379 Eligibility Worker III SR16

46380 Eligibility Worker III SR16

46381 Eligibility Worker III SR16

47422 Eligibility Worker III SR16

47423 Eligibility Worker III SR16

113053 Eligibility Worker III SR16

16922 Family Services Assistant SR13

## **DIVISION OF VOCATIONAL REHABILITATION**

Responsible to the Director of Human Services for the administration of programs of vocational rehabilitation, independent living rehabilitation, services for the blind, and disability determination, as provided in federal and state statutes, regulations, policies, and agreement between the state and federal governments.

1. Plans, organizes, directs, coordinates, and controls general operations of the division, including personnel matters, fiscal management, and administrative housekeeping activities.
2. Directs the development and formulation of rules, policies, procedures and standards governing programs; conduct public hearings for their adoption.
3. Directs the development of the federal program and financial plan for vocational rehabilitation, independent living rehabilitation, and disability determination, and the biennial and supplemental state operating and capital improvement budgets and justification.
4. Directs the development of applications for or the assistance to government and community agencies to obtain available special federal projects funds; directs the monitoring of projects, and reports on results of such projects to the federal government.
5. Directs the development of legislation and justification and assists with appropriate relationships and testimonies to assure enactment.
6. Directs the development of annual expenditure and operational work plans and activities of all organizational components of the division, including standards and procedures of performances and services.
7. Develops, promotes, and maintains internal and external relationships to facilitate operations and maximize resources.
8. Directs the development and administration of contracts and agreements with state, county, and community agencies.
9. Conducts administrative reviews on consumer and employee complaints.

### **STAFF SERVICES OFFICE**

Responsible for providing support services to the Vocational Rehabilitation Administrator.

1. Assists in the development of program planning as contained in the federal regulations and directives, and for maintaining and assisting in the implementation of the state plans for Vocational Rehabilitation (VR) and Independent Living Rehabilitation Services.
2. Assists in the development of the Federal Program and Financial Plan for Vocational Rehabilitation and Independent Living Rehabilitation and the Biennial and Supplemental State Operating and CIP budgets requests.
3. Coordinates, prepares, and maintains the division's federal and state program and financial reporting requirements.
4. Develops a comprehensive community rehabilitation program plan, setting of standards, effective utilization, contract negotiation, approval of applications for federal grants for construction programs and staffing.
5. Assists in the development and maintenance of the division's Expenditure Plan and allotment of funds to branches, and monitors expenditure of division funds.
6. Evaluates, plans, develops and implements the division's Staff Development Program.
7. Assists in the development and reviews of standards, techniques and procedures governing the quality and quantity of vocational rehabilitation, independent living rehabilitation, and other services provided persons with disabilities throughout the state.
8. Develops and maintains a system of program and financial audit and monitoring of all VR programs including special projects.
9. Assists in the development or revision of standards, techniques and procedures to increase effectiveness of operations.
10. Develops, writes, and maintains program manuals to carry out activities of the division.

### **STAFF SERVICES OFFICE (Cont'd)**

11. Develops and updates inter-agency relationships and agreements.
12. Inputs via teleprocessing terminal all program data into computer.
13. Develops division forms and maintains a central supply of such forms for distribution as required.
14. Develops and maintains inventory control of the division's client equipment.
15. Assumes the full administrative responsibilities of the division whenever the Administrator is not available.
16. Provides technical assistance and information to the various state departments in addressing their responsibilities of reasonable accommodation.

### **Clerical Services**

1. Provides minor administrative, clerical, and skilled typing services for the VR Assistant Administrator.
2. Provides skilled typing, complex clerical services including receptionist services, maintenance of division forms and files, fiscal services including processing of allotment funds, statistical services including development and testing of computer programs and preparation of monthly, quarterly, and annual reports for the division.

### **Independent Living Program Staff**

This program is responsible to the Vocational Rehabilitation Assistant Administrator for providing independent living rehabilitation services on a statewide basis to assist eligible persons with severe physical or mental disabilities in functioning more independently in the family or community.

1. Establishes and maintains cooperative relationships with individuals and organizations throughout the state to secure appropriate referrals and to develop, enhance delivery of, and advocate for services needed by clients.
2. Determines and certifies eligibility or ineligibility of disabled applicants for independent living rehabilitation services.
3. Develops individualized written rehabilitation program of services for eligible clients and provides services accordingly to assist them in functioning more independently in the family or community.
4. Manages casework and caseload responsibilities to assure accomplishment of planned work performance quality and quantity objectives.
5. Maintains and upgrades work skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.

## **DISABILITY DETERMINATION BRANCH**

Responsible for the full development of evidence and for determining for the Social Security Administration, the medical-vocational eligibility of claimants and determining continuing eligibility of beneficiaries for Social Security Disability Insurance and Supplemental Security Income benefits, following Social Security Administration laws and regulations.

Provides overall direction, continuing appraisal and necessary revisions of branch operations in terms of policies, procedures and use of staff in order to carry out program objectives as efficiently and effectively as possible. Compiles annual federal and state budget requests. Interprets federal and state policies and procedures and establishes procedural guidelines for branch operations to carry out these policies and procedures. Coordinates the function of the Medical Consultants and other staff specialist with the functions of line staff to promote harmonious, efficient use of all staff resources in carrying out the program. Provides training for all levels of staff on a continuing basis and measures the effectiveness of staff in achieving the objectives of the program.

Delegates decision-making authority to operational personnel as is appropriate. Responds to request from SSA regarding input and data relating to possible policy and procedural changes. Participates in testing new policies and procedures at the request of Social Security Administration. Maintains on-going, active, cooperative relationships with all Social Security Administration offices in the state and with community resource personnel.

### **Case Control Office**

Responsible for monitoring and maintaining a case information and processing system via local area network using a computer system of hardware and program software through which disability adjudications are processed and for assisting users. Performs intake, case assignment, and closure of all case files via the branch computer system and SSA computer system. Collects and inputs personnel, workload and other data for management and Social Security Administration reports. Prepares and forwards claims files to proper agency.

### **Quality Assurance Office**

Responsible for monitoring and assisting in the full range of branch operations to achieve timely, accurate, efficient and economical disability determinations. Responsible for conducting studies and compilation of statistics for various case types and operations in the branch on a continuing and special basis to evaluate the efficiency of existing procedures in fulfilling Social Security Administration's disability program objectives, assures that determinations are made following proper procedures and policy and to recommend to the branch administrator constructive action. Responsible for communications with various components of SSA regarding policy and accuracy issues. Responsible for performing informal face-to-face evidentiary hearings at the reconsideration level of appeal where termination of disability benefits are reviewed and for providing written summary decision and rationale. Provides consultative services and analysis on complex vocational/medical issues. Coordinates staff training and professional relations activities for the branch. Responsible for maintenance and dissemination of manuals and reference materials for the branch.

### **Support Services Office**

Responsible for providing a wide range of clerical services for the branch, including: making all arrangement for consultative examinations, testing and transportation; maintaining inventory of and ordering supplies and equipment; processing of invoices, purchase orders and appropriate documentation; maintaining fiscal records; opening, recording and distribution of mail; performance of reception and switchboard duties; performing daily follow-ups for medical evidence requests.

### **Disability Claims Processing Sections 1 And 2**

Responsible for making the medical/vocational determination of eligibility and continuing eligibility for the Social Security Administration, following Social Security Administration laws and regulations.

## **Disability Claims Processing Sections 1 And 2(Cont'd)**

Develops medical, vocational, educational, functional and social evidence in order to determine the severity and duration of the claimant/applicant's disability. Interviews certain claimants, applicants, treating physicians and others to develop evidence concerning their claims and as required by law. Consults with or refers cases to staff Medical Consultants and others as appropriate. Assesses the extent to which functional impairment prevents the individual from performing substantial gainful employment. Establishes date of onset on allowed claims, set medical review dates as appropriate and makes appropriate referrals to other agencies. Completes legal forms, selecting appropriate codes as required on completed claims. Prepares rationales and written notices to claimants.

## **HAWAII, KAUAI, AND MAUI BRANCHES**

Administers the vocational rehabilitation program for persons with physical and mental disabilities including persons who are blind, and provides general services for persons who are blind and visually impaired, on their islands.

1. Plans, organizes, directs, coordinates and controls the branch operations including personnel matters and administrative housekeeping activities.
2. Plans, develops, and implements the annual operational work plan of the branch including standards of performance and services.
3. Plans and evaluates the provision of services based on the work plan and develops and executes corrective measures if indicated.
4. Plans, develops and monitors the annual expenditure plan of the branch.
5. Provides vocational rehabilitation services to all eligible persons with disabilities in the branch, services to persons with blindness and visual impairments, and assists the Services for the Blind Branch in administering the vending facility program in the branch.
6. Develops, promotes, and maintains external relationships with individuals, community agencies and employers, to maximize appropriate referrals of disabled persons, to enhance services to clients, and to promote employment opportunities for clients.
7. Develops and administers contracts with community agencies.
8. Develops applications for or assists government/community agencies in obtaining special project fund.

## **Secretary/Clerical Services**

1. Provides secretarial, minor administrative, clerical and fiscal recordkeeping services for the Branch Manager.
2. Provides skilled typing, complex clerical services, stenographic services, fiscal, statistical, record keeping and reporting services including maintenance of office files, issuance of purchase orders and processing of invoices, and gathering and compilation of statistical information for reports.

## **Kona And Molokai Sections**

These sections are responsible to the Hawaii and Maui Branch Administrators, respectively, to provide vocational rehabilitation services to general caseload of disabled clients in Kona, Molokai, and Lanai.

1. Establishes and maintains effective relationships with individuals, community agencies and employees for case finding and referral development, for enhancing services to clients, and to promote employment opportunities for agency clients.
2. Determines and certifies eligibility or ineligibility of disabled applicants for vocational rehabilitation services.
3. Develops individualized written rehabilitation programs of services for eligible clients and provide services in accordance with the individualized program plans to assist them in achieving successful employment.

### **Kona And Molokai Sections (Cont'd)**

4. Manages casework skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.
5. Maintains and upgrades work skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.

### **OAHU BRANCH**

Administers the vocational rehabilitation program on Oahu for persons with mental and physical disabilities, except the blind.

1. Plans, organizes, directs, coordinates and controls the branch operations including personnel matters and administrative housekeeping activities.
2. Plans, develops, and implements the annual operational work plan of the branch including standards of performance and services.
3. Plans and evaluates the provision of services based on the work plan and develops and executes corrective measures if indicated.
4. Plans, develops, and monitors the annual expenditure plan of the branch.
5. Coordinates the provision of vocational rehabilitation services to all eligible persons with disabilities in the branch which includes vocational evaluation, treatment training, counseling and guidance, employer relations, job development, job readiness, job placement and follow-up services.
6. Plans, develops, coordinates, and evaluates the conduct of effective working relationships with individuals, community agencies, and employers to maximize appropriate referrals of persons with disabilities, to enhance services to clients, and to promote employment opportunities for clients.
7. Develops and administers contracts with community agencies.
8. Develops and maintains a central registry of job opportunities and central registry of clients ready for employment to match job ready clients with appropriate jobs.

### **Secretary/Clerical Services**

1. Provides secretarial, minor administrative, clerical, fiscal, statistical and record keeping services for the Oahu VR Branch Manager.
2. Provides skilled typing and complex clerical services including gathering and compilation of statistical information for reports, maintaining of central registries of job opportunities and job ready clients for job matching, and maintaining files on job orders received, federal, state and private employer programs and clients served by these programs.

### **Central, East, Metro, Services for the Deaf, West And Windward Sections**

These sections are responsible to the Oahu Branch Administrator to provide vocational rehabilitation services to general caseload of disabled clients on Oahu.

The Services for the Deaf Section is responsible to the Oahu Branch Administration to provide vocational rehabilitation services to specialized caseloads of individuals who are deaf or hard of hearing on Oahu.

1. Establishes and maintains effective relationships with individuals, community agencies and employers for case finding and referral development, for enhancing services to clients, and to promote employment opportunities for agency clients.
2. Determines and certifies eligibility or ineligibility of disabled applicants for vocational rehabilitation services.
3. Develops individualized written rehabilitation programs of services for eligible clients and provides services in accordance with the individualized program plans to assist them in achieving successful employment.



### **Central, East, Metro, Services for the Deaf, West And Windward Sections (Cont'd)**

4. Manages casework skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.
5. Maintains and upgrades work skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.

### **SERVICES FOR THE BLIND BRANCH**

Administers the vocational rehabilitation services program and a wide-range of specialized services for persons who are blind, visually impaired, or deaf-blind, to assist the maximum number of possible in preparing for, securing, retaining, or regaining employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, and/or in functioning more independently in the home and community.

#### **Secretary/Clerical Services**

Provides secretarial, minor administrative, clerical, fiscal, statistical, recordkeeping, skilled typing services for the Services for the Blind Branch Manager.

#### **Adjustment Section**

Receives referrals from the Counseling Section and provides personal-social adjustment and prevocational evaluation and training services in communication, activities of daily living, orientation and mobility, home management, personal management, manual arts, social, recreational, physical conditioning, to assist eligible individuals who are blind, deaf-blind, or visually impaired, in preparing for, securing, retaining or regaining employment, and/or in functioning more independently in the home and community.

#### **Counseling Section**

Assists eligible individuals who are blind, deaf-blind, or visually impaired in preparing for, securing, retaining, or regaining employment through the provision of vocational rehabilitation services or in functioning more independently in the home and community through general services for the blind.

#### **Employment Section**

Assists the Counseling Section in preparing eligible individuals who are blind, deaf-blind, or visually impaired for employment and provides management services to sustain, improve or enlarge their opportunities after employment, through the vending facility program, home industry program, work activities center, and the work evaluation and adjustment training program.

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF VOCATIONAL REHABILITATION

ORGANIZATION CHART  
JUNE 30, 2012

OFFICE OF THE DIRECTOR

**DIVISION OF VOCATIONAL REHABILITATION**

*STAFF SERVICES OFFICE*

**DISABILITY  
DETERMINATION  
BRANCH**

**HAWAII BRANCH**

**MAUI BRANCH**

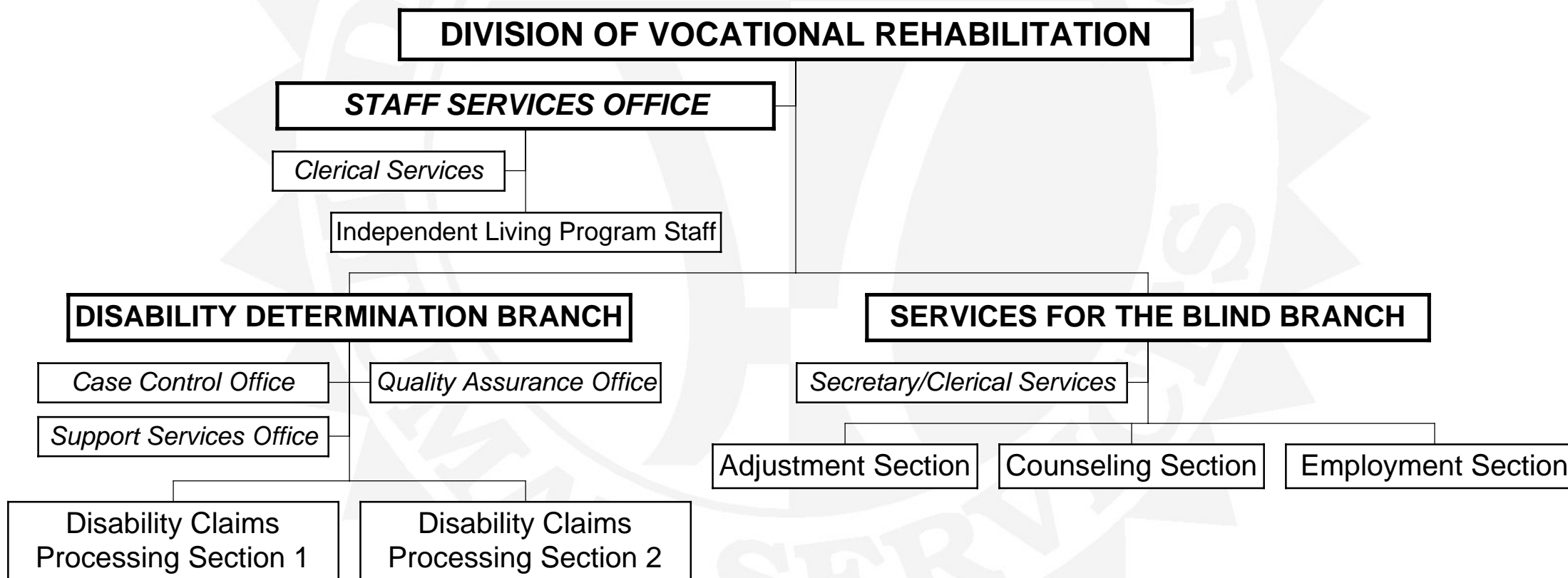
**KAUAI BRANCH**

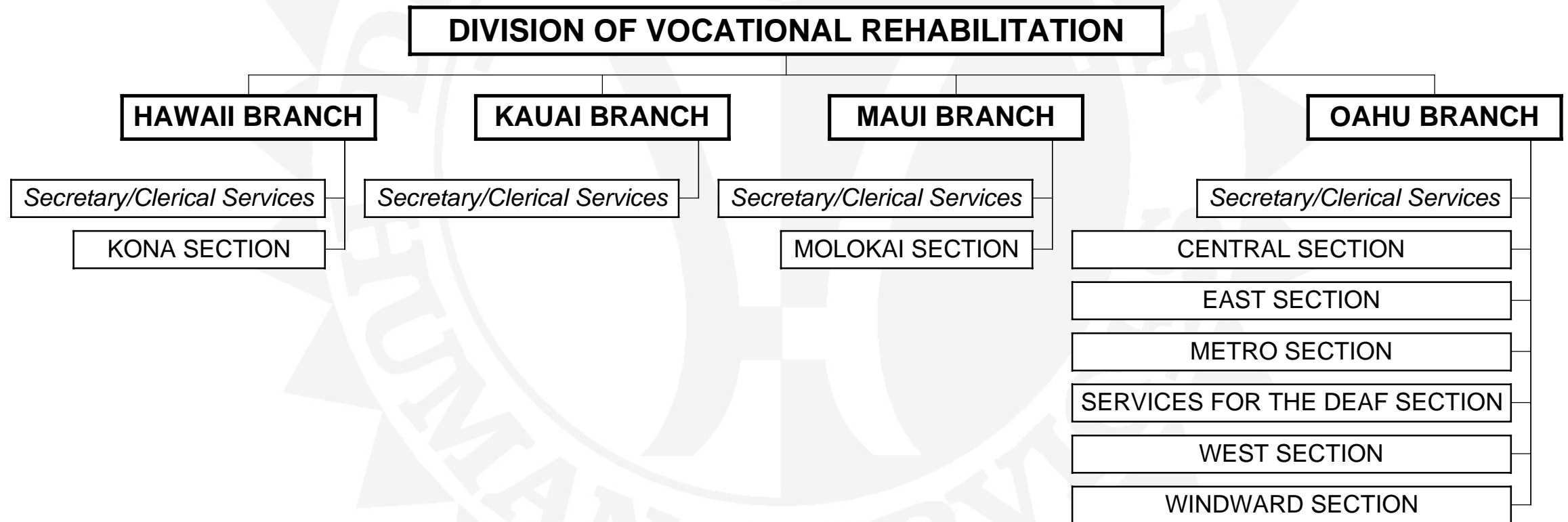
**OAHU BRANCH**

**SERVICES FOR  
THE BLIND  
BRANCH**

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF VOCATIONAL REHABILITATION  
STAFF SERVICES OFFICE  
DISABILITY DETERMINATION BRANCH  
SERVICES FOR THE BLIND BRANCH

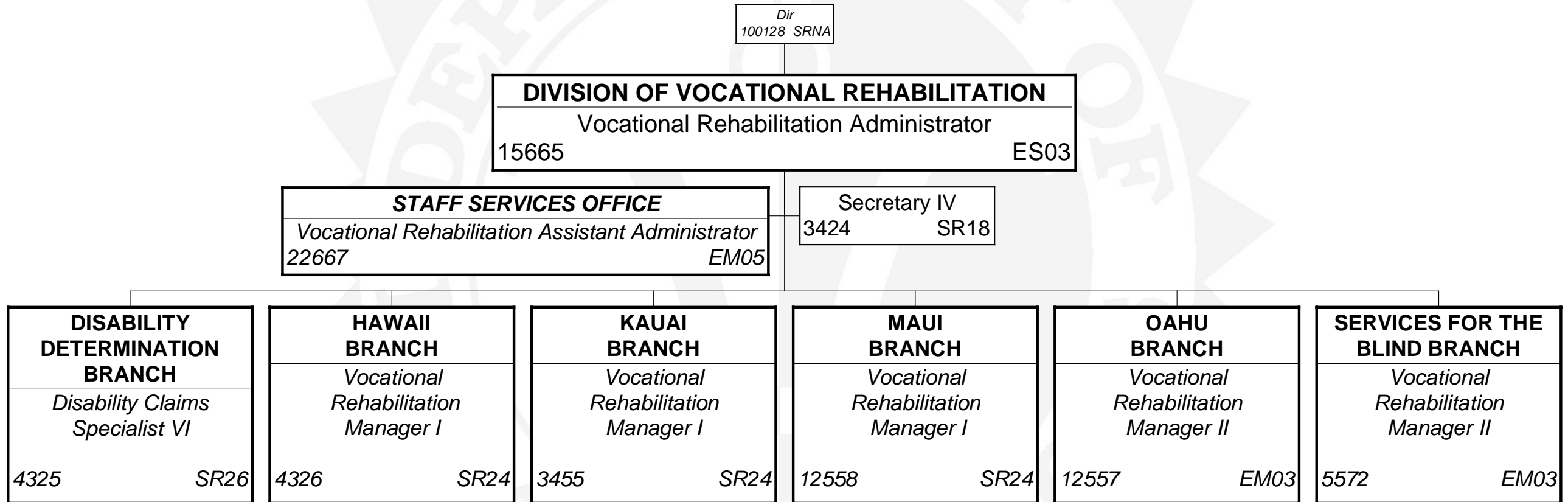
ORGANIZATION CHART 2  
JUNE 30, 2012





STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF VOCATIONAL REHABILITATION

POSITION ORGANIZATION CHART  
JUNE 30, 2012



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF VOCATIONAL REHABILITATION  
STAFF SERVICES OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2012

Vocational Rehabilitation Administrator  
15665 ES03

**STAFF SERVICES OFFICE**  
Vocational Rehabilitation Assistant Administrator  
22667 EM05

Secretary III  
22668 SR16

Clerical Services

Independent Living Program Staff

Vocational Rehabilitation Specialist V  
15947 SR24

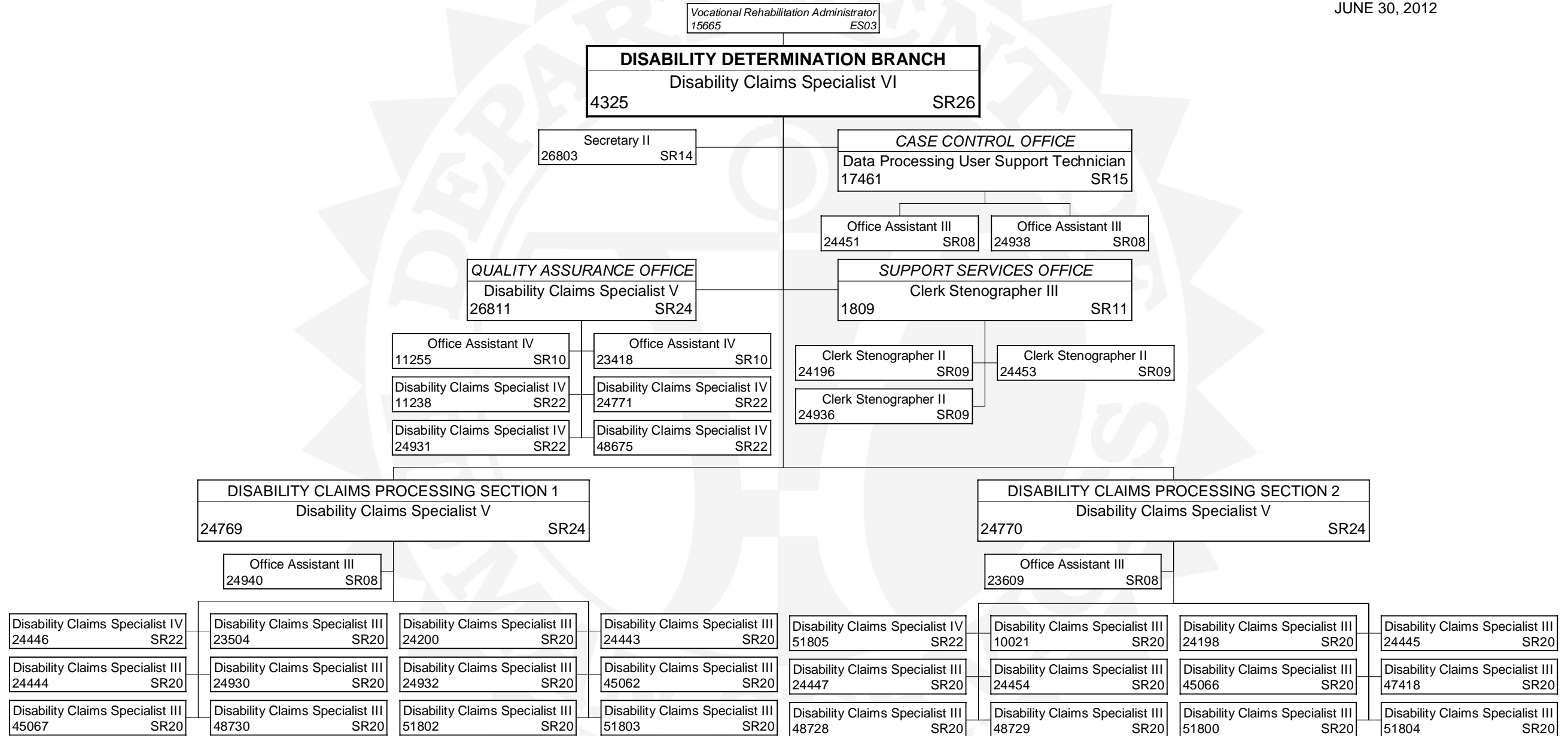
Vocational Rehabilitation Specialist V  
22666 SR24

Vocational Rehabilitation Specialist V  
51838 SR24

Vocational Rehabilitation Specialist V  
22391 SR24

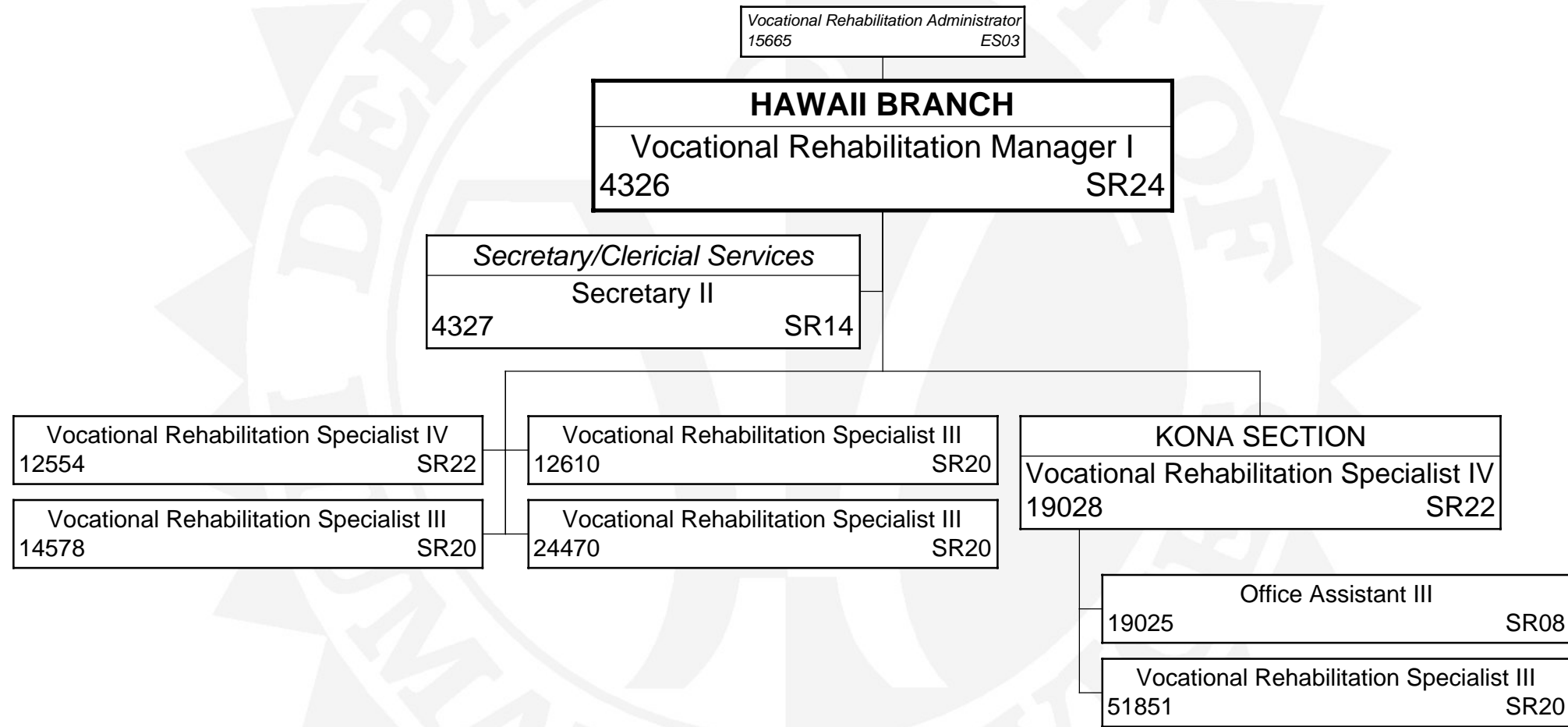
Vocational Rehabilitation Specialist V  
28207 SR24

Vocational Rehabilitation Specialist IV  
118947 SR22



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF VOCATIONAL REHABILITATION  
HAWAII BRANCH

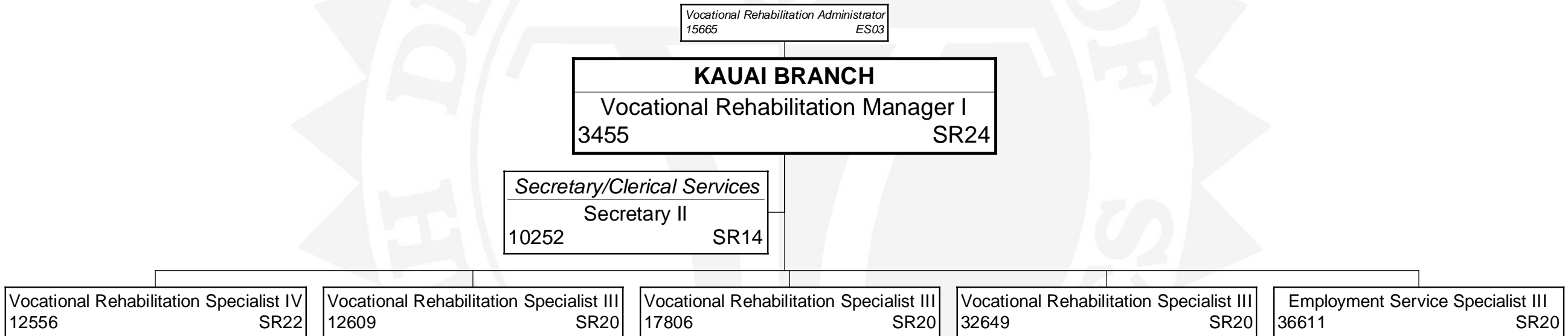
POSITION ORGANIZATION CHART  
JUNE 30, 2012





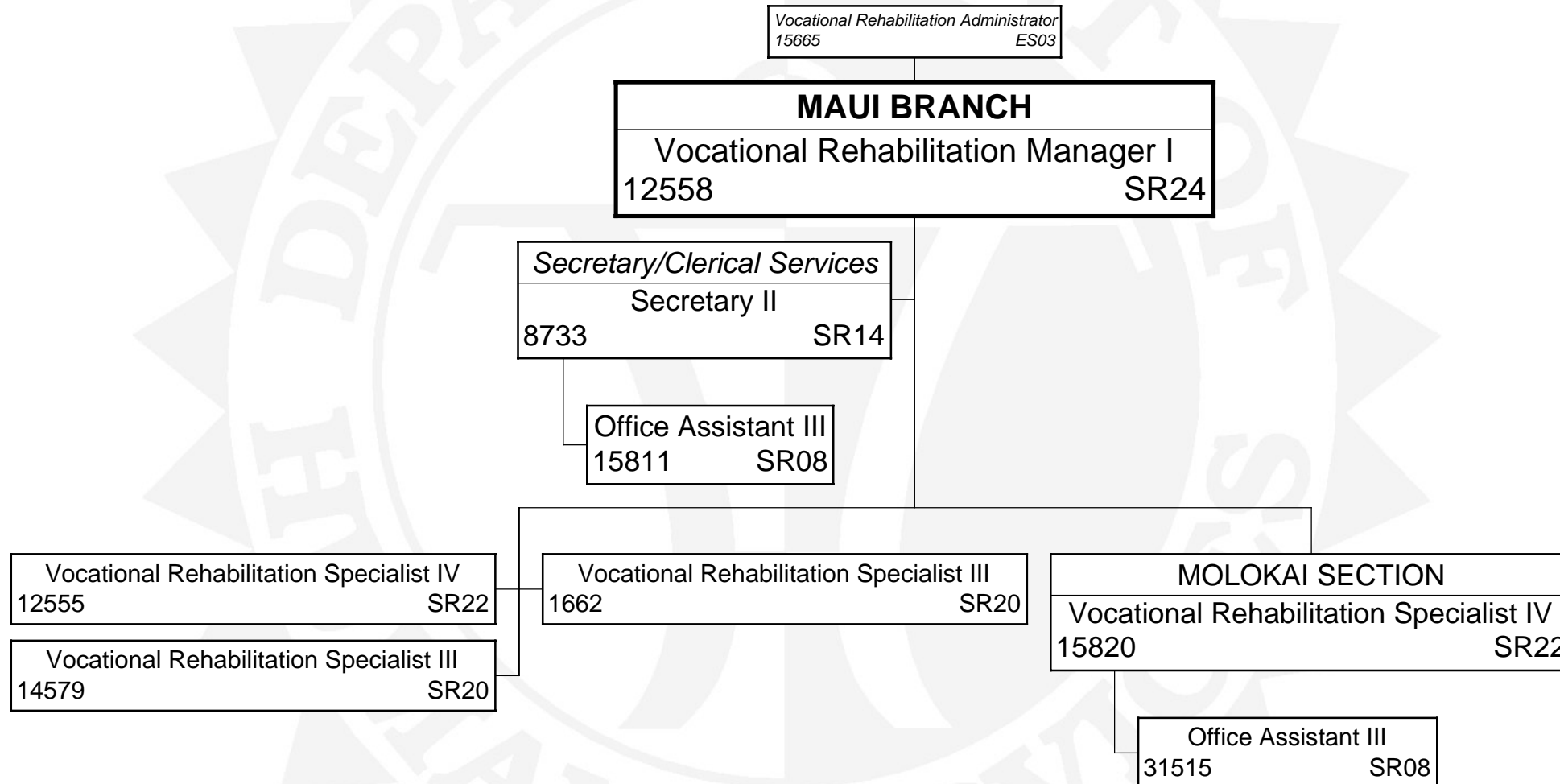
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF VOCATIONAL REHABILITATION  
KAUAI BRANCH

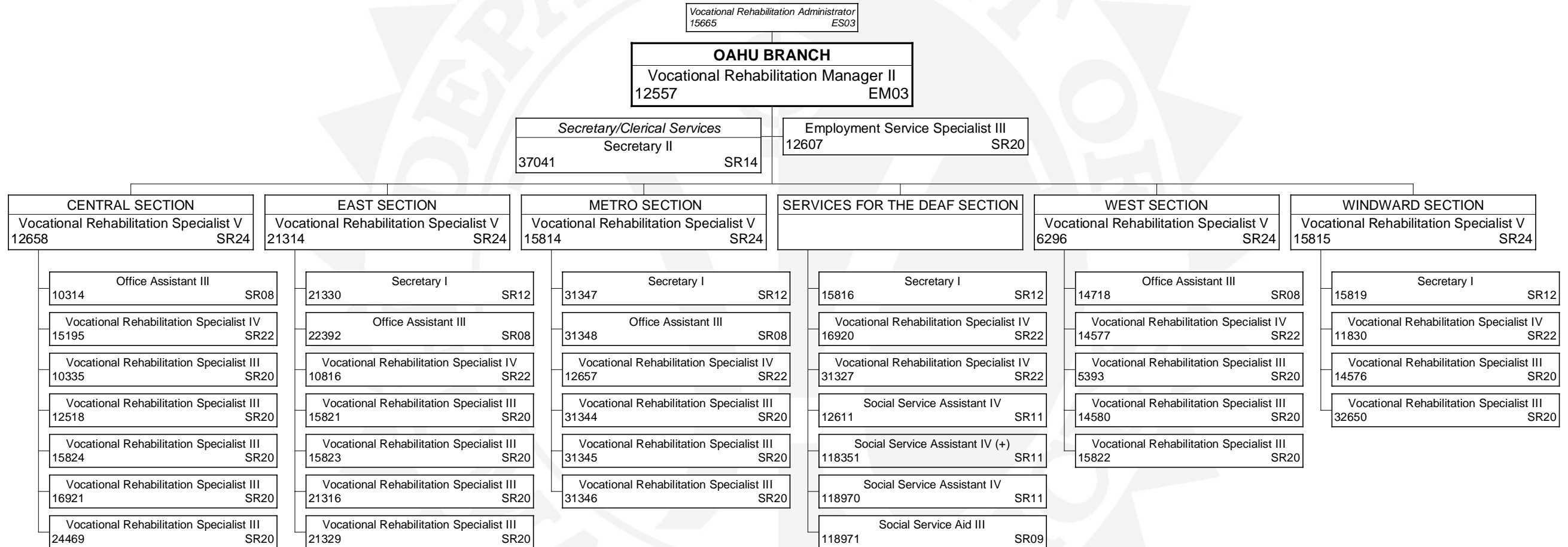
POSITION ORGANIZATION CHART  
JUNE 30, 2012

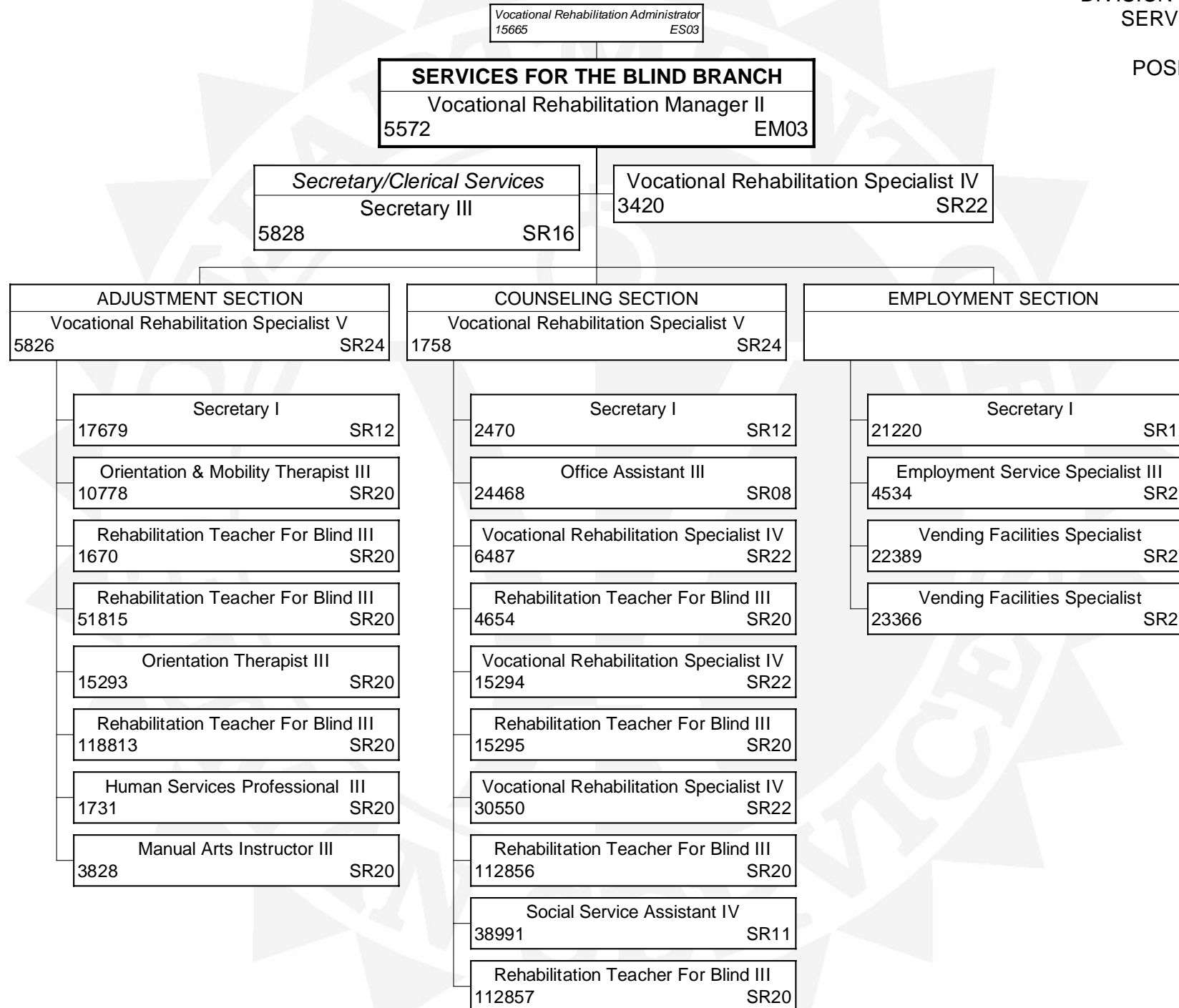


STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF VOCATIONAL REHABILITATION  
MAUI BRANCH

POSITION ORGANIZATION CHART  
JUNE 30, 2012







Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Ensure the safety and welfare of youth at HYCF	Maintaining safety and security; providing rehabilitative services	HMS 503	HRS 352 , 352D
1	Ensure the safety and welfare of youth on parole	Monitoring youth; coordinating services; strengthening families	HMS 503	HRS 352 , 352D
1	Determine eligibility for and provide financial, food stamp and energy assistance payments to qualifying individuals and families	Financial Assistance Program (FAP) (HMS 202, HMS 204, and HMS 211) activities include, but are not limited to, issuance of cash benefits for food, clothing, shelter, and other essentials to households eligible for TANF, TAONF, GA or AABD program. Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamp Program, provides low-income households with electronic benefits they can use like cash at most grocery stores, to ensure that they have access to a healthy diet. SNAP and cash assistance are issued through the BESSD eligibility staffing (HMS 236). SNAP also provides outreach and nutrition education services to SNAP recipients and eligible households (HMS 903). LIHEAP (HMS 206) provides one time payments in the form of credits to utility accounts to eligible low income households. Administrative oversight of these services are provided through the BESSD Administration (HMS 903)	HMS 202, 204, 206, 211, 236, 903	HRS 346-51; PRWORA Pub L. 104-193
1	Federal Low Income Public Housing Program	HPHA provides rental housing to approximately 5300 extremely low income families; rents tied to income, not to exceed thirty percent adjusted gross income. Under the public housing program, the HPHA is responsible for developing new public housing projects, determining eligibility requirements and rental rates, processing applications and maintaining the rental property at an acceptable standard. Subsidized by U.S. Dep't. of Housing & Urban Development (HUD).	HMS 220; HMS 229	U.S. Housing Act of 1937; Various Federal Statutes pertaining to HUD; HUD Federal Regulations; 356D-13 HRS
1	State Low Income Public Housing Program	HPHA provides rental housing to approximately 860 extremely low income families; rents tied to income, not to exceed thirty percent adjusted gross income. No General Fund operating subsidies are provided by the State.	HMS 220; HMS 229	§356D-44, HRS
1	Section 8 Housing Choice Voucher Rent Subsidy Program	HPHA provides rental vouchers to approximately 1,900 very low income families to assist in obtaining private market rentals. Beneficiary pays an amount not to exceed thirty percent adjusted gross income with the Housing Authority making housing assistance payments to landlords to bring closer to market rent.	HMS 222; HMS 229	U.S. Housing Act of 1937; Various Federal Statutes pertaining to HUD; HUD Federal Regulations; 356D-13 HRS

Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	State Rent Supplement Program	HPHA provides rental vouchers to approximately 380 very low income families to assist in obtaining private market rentals. Beneficiary pays an amount not to exceed thirty percent adjusted gross income with the Housing Authority making housing assistance payments to landlords to bring closer to market rent.	HMS 222; HMS 229	§356D-151, HRS
1	Contracts for services to assist the homeless	The State Homeless Programs currently consists of three basic components: development of programs and transitional facilities, provision of shelter and social services, and the management of state owned shelters. In addition to these components, the State Homeless Programs provides the overall administrative policy direction for the homeless programs, including the establishment and amendment of the administrative rules governing the programs; implementation of the Statewide Continuum of Care; and facilitation of the State Interagency Council on Homelessness, the State's homeless strategic planning council. Administrative oversight of these services are provided through the BESSD Administration (HMS 903)	HMS 224, 903	
1	Provide employment training, support services and social services to individuals and families pursuing self-sufficiency	Activities include, but are not limited to, eligibility determination services and case management, employment preparedness and placement, and support services (child care, transportation and work related expenses) to gear welfare recipients towards self-sufficiency (HMS 236 and 237); domestic violence advocacy, substance abuse treatment, vocational rehabilitation, transitional homeless, and positive youth development services to eligible families through departmental employees and purchase of service (POS) contracts (HMS 903). HMS 903 activities also include provision of general support to BESSD in the form of investigation of welfare fraud, electronic system support, staff development and training, and Electronic Benefit Transfer. Administrative oversight of these services are provided through the BESSD Administration (HMS 903)	HMS 236, 237, 903	HRS 346-102; PRWORA Pub L. 104-193

Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Determine eligibility for disability assistance and provide vocational rehabilitation services to the blind and disabled and prepare them for employment.	The function of this organizational unit is to administer the statewide programs of six vocational rehabilitation services for persons with physical and mental disabilities, independent living rehabilitation services for persons with severe disabilities, general services for persons who are blind and visually impaired, and the disability determination of claims for social security disability insurance and social supplemental income payments. These programs are in accordance to the Rehabilitation Act of 1973, as amended, the Randolph-Sheppard Vending Stands Act, the Workforce Investment Act of 1998, the Individuals with Disabilities Education Act, the Americans with Disabilities Act, and other applicable federal and state laws, statutes, rules, regulations, policies, and agreements with other state agencies and the federal government.	HMS 238 & 802	Rehabilitation Act of 1973, as amended. Title I, Parts A&B, Section 100-111. 29 USC 720-731. 34 CFR 361. HRS 347-1, 347-2, 347-3, 347-4, 348-1, 348-2. PL 99-506, PL 95-602, PL 97-35, PL 93-112, PL 100-407.

Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	<p>To enable children at risk and children exposed to abuse and neglect to live in a safe and secure environment by providing in-home and out-of-home social services that benefit the children and their families.</p> <p>Child Welfare Services (CWS) has two paramount program objectives:</p> <ol style="list-style-type: none"> <li>1. Safety – Provide for the safety and well being of children.</li> <li>2. Permanency -- Return children to a safe home or provide an alternate safe, permanent home.</li> </ol>	<p>The Program meets its objectives by the provision of the following activities and services to children who have been exposed to harm or threat of harm and their families:</p> <ul style="list-style-type: none"> <li>• Child abuse/neglect screening and referral</li> <li>• Child abuse/neglect investigation</li> <li>• 24-hour crisis intervention</li> <li>• Family preservation and support services to prevent placement</li> <li>• Case management</li> <li>• Multi-disciplinary team diagnostic consultation</li> <li>• Individual and family counseling</li> <li>• Group treatment</li> <li>• Intra-family sex abuse treatment</li> <li>• Mothers and infants-at-risk treatment</li> <li>• Permanency planning and adoption</li> <li>• Setting of licensing standards for child caring and child placing organizations</li> <li>• Recruiting, training, certifying, re-certifying, monitoring and supporting foster parents and relative caregivers</li> <li>• Recruiting and approving adoptive homes</li> </ul>	HMS 301	<ol style="list-style-type: none"> <li>1. Chapter 346-14(2), Hawaii Revised Statutes (HRS), Establish, extend and strengthen services for the protection and care of abused and neglected children.</li> <li>2. Chapter 346-17, HRS, Authority over and investigation of child placing organizations, child caring institutions, and family foster homes.</li> <li>3. Chapter 350, HRS, Child Abuse and Chapter 587, HRS, Child Protective Act.</li> <li>4. Chapter 587A, Child Protective Services Act.</li> <li>5. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980.</li> <li>6. Child Abuse Protection and Treatment Act.</li> <li>7. PL</li> </ol>



Department of Human Services  
Prioritized List of Functions

Table 1

<u>Priority</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
1	Provide child care to working families through payments to child care providers	Activities include, but are not limited to, supporting recipients of public assistance, employed parents, parents in education or training programs, or children in need of child care for protective reasons by providing child care subsidies so that the parents can work, or attend education or job training, in order for families to actively pursue, or maintain, self-sufficiency. In the case of parents active with Child Welfare Services, child care subsidies in provided so parents can complete services that would result in the reunification of the family. Also provides for the recruitment and licensing of child care facilities statewide (HMS 305). Program activities increase the availability of child care available to working low-income parents as well as ensuring the safety of children through the setting of child care standards and the licensing and monitoring of child care providers (HMS 302). Administrative oversight of these services are provided through the BESSD Administration (HMS 903)	HMS 302, 305, 903	HRS 346-151; PRWORA Pub L. 104-193

Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	To ensure an adequate standard of living for children who are removed from their family homes because of abuse, neglect, or inadequate care and supervision. The Program provides payments for room and board and costs related to care or assistance in family preservation, reunification or adoption as mandated by federal and state laws. Substitute caregivers are assisted in providing an adequate standard of living for children in their care by setting and maintaining reimbursement rates for the children's basic living costs.	<ul style="list-style-type: none"> <li>• The program meets its objectives by providing the following payments: Foster board for relative and non-relative out-of-home care</li> <li>• Payment for emergency shelter care</li> <li>• Payments for children living with permanent custodians or legal guardians</li> <li>• Maintenance payments for former foster youth attending higher education</li> <li>• Assistance to foster parents, adoptive parents and permanent custodians/legal guardians for children who present difficulties in their physical, emotional or psychological functioning</li> <li>• Subsidies to facilitate adoption for children with special needs</li> <li>• Payments cover basic daily living needs and other essentials such as clothing, transportation to school, medical care, and visitation services to facilitate reunification or to prevent out of home placement.</li> </ul>	HMS 303	<ol style="list-style-type: none"> <li>1. Chapter 346-14(2), Hawaii Revised Statutes (HRS), Establish, extend and strengthen services for the protection and care of abused and neglected children.</li> <li>2. Chapter 346-17, HRS, Authority over and investigation of child placing organizations, child caring institutions, and family foster homes.</li> <li>3. Chapter 587A, Child Protective Services Act</li> <li>4. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980.</li> <li>5. PL 105-89, Adoption and Safe Families Act.</li> <li>6. Public Law 110-351, Fostering Connections to Success and Increasing Adoptions</li> </ol>

Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Determine eligibility for and contract to provide appropriate health care services through the Medicaid program for qualifying persons	Activities include determining eligibility of applicants for medical assistance and administering the medical assistance/insurance program. This eligibility may be for the federal Medicaid program or the State Children's Health Insurance Program, or for the State funded Medicaid-like program. DHS complies with federal requirements. Recipients receive their healthcare primarily through the QUEST program for individuals <65 years, not disabled, and not blind; or otherwise through the QUEST Expanded Access program. A very small number of people in specific circumstances receive services through the fee-for-service program. DHS contracts with, oversees, and makes payments to the participating health plans in these programs. Additionally, DHS works with DOH and DOE to receive federal funding for eligible services provided in schools or in other programs such as the Adult Mental Health Division, Children and Adolescent Mental Health Division, Early Intervention Program, as well as for the developmentally disabled/mentally retarded waiver through the Developmentally Disabled Division. DHS also makes supplemental payments to hospitals.	HMS 401, 902	Title XIX SSA, Section 1102, 49 Stat 647 (42 USC 1302); HRS 346-14, 346-D
1	Adult Protective Services	Investigates reports of abuse, neglect and financial exploitation of vulnerable adults, age 18 and over. Provides crisis intervention to prevent further abuse.	HMS 601	HRS Part X, Ch. 346 - 221-253
1	Licensure, Certification and Monitoring Compliance (LCMC)	Licenses Case Management Agencies (CMAs); Certifies Community Care Foster Family Homes (CCFFHs) for the elderly and disabled statewide. Follows up on complaints.	HMS 601	HRS Ch. 346-331-336
1	Adult Day Care Licensing Services (ADCC)	Licenses Adult Day Care Centers statewide. Follows up on complaints	HMS 601	HRS Ch. 346-81 to 85
1	Nurse Aide Training and Competency Evaluation Program; Feeding Assistant Training Program	Establishes the curriculum requirements for state certification of nurse aide training programs and state approval for Federal Recertification Training Programs. Requirements of the training are mandated by Federal and State law	HMS 601	HRS Ch. 346-46, Ch. 457A-2, 42.C.F.R. § 431.10; 440.40
1	Courtesy Repatriate Services	Provides temporary resettlement assistance, care and treatment for U. S. citizens who return from a foreign country because of destitution, illness, threat of war or a similar crisis.	HMS 601	HRS Ch. 346-14, 45 C.F.R. § 212.3
1	Adult Foster Care	Provides placement and case management services in licensed adult residential care homes. to eligible clients who receive Supplemental Security Income (SSI), Medicaid, or financial assistance from the Department.	HMS 601	HRS Ch. 346-14

Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Chore Services	Provides essential in-home housekeeping services to enable eligible disabled clients, who do not meet the eligibility requirements of MQD's QExA, to remain in the community. To receive chore services, an individual must be eligible for Supplemental Security Income (SSI), Medicaid, or financial assistance from the Department.	HMS 601	HRS Ch. 346-14
1	Community Based Residential Support	Provides State Supplemental Payments (SSP) to recipients who are eligible to receive Supplemental Security Income (SSI) from the Social Security Administration as they are aged, blind or disabled, living in a Domiciliary Care Home or Community Care Foster Family Home and are in need of additional funds to pay for their room and board.	HMS 605	HRS Ch. 346-53
1	<p>Provide assistance in the development of long range goals and coordinate research, planning, programming and action on the opportunities, needs, problems and contributions of women in Hawaii.</p> <p>Legislative Advocacy</p> <p>Women's Health Advocacy</p> <p>Women's History Month</p> <p>Women's Political Participation</p> <p>Women's Pay Equity</p>	<p>The Hawaii State Commission on the Status of Women has worked to ensure women and girls full and equal coverage under the law by informing governmental and non-governmental agencies and the public of women's rights, opportunities, contributions, and responsibilities; advocating for the enactment or revision of laws and/or policies that eliminate gender discrimination; identifying and supporting programs and projects that address women's concerns and needs; and establishing and maintaining an active presence in the community by facilitating information dissemination, acting as a liaison, clearinghouse, and coordinating body for issues relating to women.</p> <p>Participation in Hawaii Women's Coalition; researching and tracking legislation pertinent to issues affecting women.</p> <p>Women's Health Month: Maximizing public awareness of women's health issues through public health workshops, health fairs and lectures.</p> <p>Oral History Collection: Commemorates Women's History Month by collecting interviews and oral history from Hawaii's women.</p> <p>Ready to Run Campaign: The Commission offers a one day training for potential female candidates for public office.</p> <p>The Commission holds "wage club" meetings for women to discuss pay inequity and how to address/resolve these inequities.</p>	HMS 888	HRS 367-1, 367-2, 367-3

Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	To enhance program effectiveness and efficiency by formulating policies, administering operations and personnel, planning, development, and implementation of a comprehensive statewide social service program that includes adult community care services (ACCS) and child welfare services (CWS) within the Social Services Division. The program meets its objectives by developing division level plans, providing basic/introductory program specific skills and computer trainings to new employees and beyond-introductory training to eligible employees, conducting federal/internal compliance reviews, processing computer system/equipment requests for modification, processing of Medicaid waiver client payments, and executing contracts and monitoring of contract providers.	<ul style="list-style-type: none"> <li>• planning</li> <li>• budget coordination and monitoring</li> <li>• staff training</li> <li>• contracting and contracts monitoring</li> <li>• grants management and staff compliance monitoring</li> <li>• information system development and maintenance</li> </ul>	HMS 901	<p>7. Chapter 346-14(5) and Chapter 346-14 (6), Hawaii Revised Statutes (HRS), Establish, extend and strengthen services for the protection and care of abused and neglected children.</p> <p>8. Chapter 346-17, HRS, Authority over and investigation of child placing organizations, child caring institutions, and family foster homes.</p> <p>9. Chapter 587A, Child Protective Services Act</p> <p>10. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980.</p> <p>11. PL 105-89, Adoption and Safe Families Act.</p> <p>Public Law 110-351, Fostering Connections</p>

Department of Human Services  
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
1	Provide overall direction and administration to the Department, including budget development and execution, maintenance of accounting and client records, research, analysis and information management services, and assuring compliance with Federal and State laws and regulations.	Formulating Overall Policies – Plan and develop short- and long-range programs to achieve the objectives of the major program areas within the Department; evaluate program policies and procedures and initiate changes when applicable; propose State and Federal legislation and conduct research related to program needs.	HMS 904	HRS 346-2, 346-6, 346-7, 346-14
1	Provide overall direction and administration to the Department, including budget development and execution, maintenance of accounting and client records, research, analysis and information management services, and assuring compliance with Federal and State laws and regulations.	Directing Operations and Personnel – Evaluate quality and quantity of services rendered by programs; conduct studies and develop management improvement programs; enhance employee skills and improve work performance through in-services training and staff development programs; safeguard employee health and welfare; assure adequate and appropriate work force to maintain a satisfactory operational level; and participate in labor	HMS 904	HRS 346-2, 346-6, 346-7, 346-14
1	Provide overall direction and administration to the Department, including budget development and execution, maintenance of accounting and client records, research, analysis and information management services, and assuring compliance with Federal and State laws and regulations.	Providing Other Administrative Services – Maintain a system of fiscal control and reporting on state, federal and other funds; maintain a system of purchasing, disbursement and inventory management; provide technical assistance to program managers in budget preparation and execution; develop, install and maintain an effective information system; and coordinate rules and regulations for programs.	HMS 904	HRS 346-2, 346-6, 346-7, 346-14
2	Provide prevention/diversion/intervention services to prevent delinquency and reduce recidivism	Funding and coordinating a continuum of services for at-risk youth in the community	HMS 501	HRS 352D
2	Foster Grandparent Program	Provides stipends to enable low-income older adults to assist children with special and exceptional needs in schools, Head Start sites, and non-profit organizations.	HMS 601	HRS Ch. 346-56, 42,. C.F.R. §1208.1-2
2	Senior Companion Program	Provides stipends to low income older adults who provide in-home companionship and limited personal care to frail elders and provide respite and relief for caregivers.	HMS 601	HRS, Ch. 346-56, 42 C.F.R. § 1207.1
2	Respite Companion Service Program	Provides training/employment for low-income older adults the opportunity to learn job readiness skills at designated adult day care and day health facilities or within the homes of older adults, with the goal of preparing them for employment opportunities.	HMS 601	HRS Ch.. 346-14, Part II, 346-56, 29 C.F.R. § 89-19
2	Transportation Assistance for Resident Aliens and Naturalized Citizens	Enables seniors, age 60 and over,C4 who are resident aliens or naturalized citizens to return to homelands outside the United States.	HMS 601	HRS Ch. 346-141-146
3	Facilitate optimum service delivery between agencies, other departments and the non-profits	Monitoring, reviewing and evaluating youth services as they relate to the coordination and integration of the youth service system	HMS 501	HRS 352D

Department of Human Services  
Department-Wide Budget Summary

Table 2

Fiscal Year 2013				
Act 106/12 Appropriation	Restriction	Emergency Appropriation	Total FY13	MOF
\$ 1,066,786,677.00	\$ (5,524,075.00)	\$ 12,617,635.00	\$ 1,073,880,237.00	A
\$ 1,007,587.00			\$ 1,007,587.00	B
\$ 1,297,593,219.00			\$ 1,297,593,219.00	N
\$ 10,000.00			\$ 10,000.00	R
\$ 12,366,525.00			\$ 12,366,525.00	U
\$ 7,887,637.00			\$ 7,887,637.00	W
\$ 2,385,651,645.00	\$ (5,524,075.00)	\$ 12,617,635.00	\$ 2,392,745,205.00	Total
Fiscal Year 2014				
Act 106/12 Appropriation	Reductions	Additions	Total FY14	MOF
\$ 1,066,786,677.00	\$ (6,464,828.00)	\$ 88,417,186.00	\$ 1,148,739,035.00	A
\$ 1,007,587.00		\$ 5,958,902.00	\$ 6,966,489.00	B
\$ 1,297,593,219.00	\$ (23,288,446.00)	\$ 200,104,054.00	\$ 1,474,408,827.00	N
\$ -	\$ (72,353.00)	\$ 17,544,940.00	\$ 17,472,587.00	P
\$ 10,000.00			\$ 10,000.00	R
\$ 12,366,525.00		\$ 15,478.00	\$ 12,382,003.00	U
\$ 7,887,637.00		\$ 448,990.00	\$ 8,336,627.00	W
\$ 2,385,651,645.00	\$ (29,825,627.00)	\$ 312,489,550.00	\$ 2,668,315,568.00	Total
Fiscal Year 2015				
Act 106/12 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 1,066,786,677.00	\$ (13,245,934.00)	\$ 158,199,626.00	\$ 1,211,740,369.00	A
\$ 1,007,587.00		\$ 4,978,579.00	\$ 5,986,166.00	B
\$ 1,297,593,219.00	\$ (28,895,366.00)	\$ 294,905,976.00	\$ 1,563,603,829.00	N
\$ -	\$ (72,353.00)	\$ 17,804,152.00	\$ 17,731,799.00	P
\$ 10,000.00			\$ 10,000.00	R
\$ 12,366,525.00		\$ 15,478.00	\$ 12,382,003.00	U
\$ 7,887,637.00		\$ 745,346.00	\$ 8,632,983.00	W
\$ 2,385,651,645.00	\$ (42,213,653.00)	\$ 476,649,157.00	\$ 2,820,087,149.00	Total

Department of Human Services  
Funding by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 106/12 (FY13)			Governor's Submittal (FY14)				Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HMS 202	Aged, Blind and Disabled Payments	A	-	-	\$ 4,029,480	-	-	\$ 4,029,480	0.0%	-	-	\$ 4,029,480	0.0%
HMS 204	General Assistance Payments	A	-	-	\$ 21,289,056	-	-	\$ 21,289,056	0.0%	-	-	\$ 21,289,056	0.0%
HMS 206	Federal Assistance Payments	N	-	-	\$ 5,108,943	-	-	\$ 5,108,943	0.0%	-	-	\$ 5,108,943	0.0%
HMS 211	Cash Support for Families Pursuing Self-Sufficiency	A	-	-	\$ 22,694,156	-	-	\$ 22,694,156	0.0%	-	-	\$ 22,694,156	0.0%
HMS 211	Cash Support for Families Pursuing Self-Sufficiency	N	-	-	\$ 44,000,000	-	-	\$ 44,000,000	0.0%	-	-	\$ 44,000,000	0.0%
HMS 220	Rental Housing Services	A	-	-	\$ 4,301,556	-	-	\$ 4,301,556	0.0%	-	-	\$ 4,301,556	0.0%
HMS 220	Rental Housing Services	N	190.00	1.00	\$ 36,503,079	200.00	7.50	\$ 37,488,145	2.7%	200.00	7.50	\$ 37,968,721	4.0%
HMS 220	Rental Housing Services	W	13.00	-	\$ 4,043,038	13.00	-	\$ 4,062,417	0.5%	13.00	-	\$ 4,062,417	0.5%
HMS 222	Rental Assistance Services	A	1.25	-	\$ 1,053,819	1.25	-	\$ 1,055,928	0.2%	1.25	-	\$ 1,055,928	0.2%
HMS 222	Rental Assistance Services	N	16.75	15.00	\$ 25,819,450	16.75	15.00	\$ 25,880,614	0.2%	16.75	15.00	\$ 25,880,614	0.2%
HMS 224	Homeless Services	A	6.00	-	\$ 15,460,711	7.00	-	\$ 17,792,382	15.1%	7.00	-	\$ 16,515,170	6.8%
HMS 224	Homeless Services	N	-	-	\$ 1,369,108	-	-	\$ 626,906	-54.2%	-	-	\$ 626,906	-54.2%
HMS 224	Homeless Services	P	-	-	\$ -	-	-	\$ 2,366,839	#DIV/0!	-	-	\$ 2,366,839	#DIV/0!
HMS 229	Hawaii Public Housing Authority Administration	N	71.00	41.00	\$ 34,532,922	72.00	41.00	\$ 34,840,659	0.9%	72.00	41.00	\$ 34,877,410	1.0%
HMS 229	Hawaii Public Housing Authority Administration	W	17.00	9.00	\$ 2,514,399	20.00	15.00	\$ 2,944,010	17.1%	20.00	15.00	\$ 3,240,366	28.9%
HMS 236	Case Management for Self-Sufficiency	A	304.98	-	\$ 13,276,042	308.80	-	\$ 14,233,455	7.2%	308.80	-	\$ 14,046,255	5.8%
HMS 236	Case Management for Self-Sufficiency	N	240.02	-	\$ 18,126,638	243.20	-	\$ 18,972,646	4.7%	243.20	-	\$ 18,972,646	4.7%
HMS 236	Case Management for Self-Sufficiency	P	-	-	\$ -	-	-	\$ 2,763	#DIV/0!	-	-	\$ 2,763	#DIV/0!
HMS 237	Employment and Training	A	-	-	\$ 469,505	-	-	\$ 469,505	0.0%	-	-	\$ 469,505	0.0%
HMS 237	Employment and Training	N	-	-	\$ 699,734	-	-	\$ 699,734	0.0%	-	-	\$ 699,734	0.0%
HMS 238	Disability Determination	N	45.00	-	\$ 7,227,756	45.00	-	\$ 7,325,287	1.3%	45.00	-	\$ 7,325,287	1.3%
HMS 301	Child Protective Services	A	221.96	-	\$ 32,145,186	221.96	-	\$ 33,453,252	4.1%	221.96	-	\$ 33,363,924	3.8%
HMS 301	Child Protective Services	B	-	-	\$ 1,007,587	-	-	\$ 1,007,587	0.0%	-	-	\$ 1,007,587	0.0%
HMS 301	Child Protective Services	N	198.54	-	\$ 38,146,283	198.54	-	\$ 39,332,875	3.1%	198.54	-	\$ 39,321,542	3.1%
HMS 301	Child Protective Services	P	-	-	\$ -	-	-	\$ 106,225	#DIV/0!	-	-	\$ 106,225	#DIV/0!
HMS 302	General Support for Child Care Services	A	22.07	-	\$ 1,000,334	19.57	-	\$ 976,728	-2.4%	19.57	-	\$ 976,728	-2.4%
HMS 302	General Support for Child Care Services	N	16.93	1.00	\$ 10,962,692	19.43	-	\$ 10,922,926	-0.4%	19.43	-	\$ 10,922,926	-0.4%
HMS 303	Child Protective Services Payments	A	-	-	\$ 36,816,013	-	-	\$ 37,492,623	1.8%	-	-	\$ 37,585,218	2.1%
HMS 303	Child Protective Services Payments	N	-	-	\$ 20,095,666	-	-	\$ 20,646,745	2.7%	-	-	\$ 20,657,766	2.8%



Department of Human Services  
Funding by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 106/12 (FY13)			Governor's Submittal (FY14)				Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HMS 305	Cash Support for Child Care	A	-	-	\$ 15,011,811	-	-	\$ 19,011,811	26.6%	-	-	\$ 19,011,811	26.6%
HMS 305	Cash Support for Child Care	N	-	-	\$ 38,530,754	-	-	\$ 38,530,754	0.0%	-	-	\$ 38,530,754	0.0%
HMS 401	Health Care Payments	A	-	-	\$ 795,601,950	-	-	\$ 858,569,440	7.9%	-	-	\$ 923,294,791	16.0%
HMS 401	Health Care Payments	B	-	-	\$ -	-	-	\$ 4,392,660	#DIV/0!	-	-	\$ 3,392,660	#DIV/0!
HMS 401	Health Care Payments	N	-	-	\$ 885,040,887	-	-	\$ 1,039,668,320	17.5%	-	-	\$ 1,130,231,248	27.7%
HMS 401	Health Care Payments	P	-	-	\$ -	-	-	\$ 12,956,822	#DIV/0!	-	-	\$ 13,216,034	#DIV/0!
HMS 401	Health Care Payments	U	-	-	\$ 12,000,000	-	-	\$ 12,000,000	0.0%	-	-	\$ 12,000,000	0.0%
HMS 501	In-Community Youth Programs	A	12.00	-	\$ 6,981,308	15.00	-	\$ 7,881,779	12.9%	15.00	-	\$ 8,014,321	14.8%
HMS 501	In-Community Youth Programs	N	-	3.00	\$ 3,653,524	-	3.50	\$ 3,706,297	1.4%	-	3.50	\$ 3,706,297	1.4%
HMS 503	Hawaii Youth Correctional Facility	A	126.00	1.00	\$ 10,906,562	128.00	1.00	\$ 11,087,503	1.7%	128.00	1.00	\$ 11,171,767	2.4%
HMS 601	Adult and Community Care Services	A	65.84	-	\$ 5,353,096	68.34	-	\$ 5,658,621	5.7%	68.34	-	\$ 5,137,832	-4.0%
HMS 601	Adult and Community Care Services	N	8.66	3.00	\$ 4,952,073	9.16	3.00	\$ 3,622,804	-26.8%	9.16	3.00	\$ 3,637,794	-26.5%
HMS 601	Adult and Community Care Services	P	-	-	\$ -	-	-	\$ 1,321,390	#DIV/0!	-	-	\$ 1,321,390	#DIV/0!
HMS 601	Adult and Community Care Services	R	-	-	\$ 10,000	-	-	\$ 10,000	0.0%	-	-	\$ 10,000	0.0%
HMS 601	Adult and Community Care Services	U	-	-	\$ 366,525	-	-	\$ 382,003	4.2%	-	-	\$ 382,003	4.2%
HMS 605	Community-Based Residential Support Services	A	-	-	\$ 17,810,955	-	-	\$ 17,810,955	0.0%	-	-	\$ 17,810,955	0.0%
HMS 802	Vocational Rehabilitation	A	23.63	-	\$ 3,957,234	39.67	-	\$ 4,013,342	1.4%	39.67	-	\$ 4,088,492	3.3%
HMS 802	Vocational Rehabilitation	N	81.87	10.00	\$ 13,797,986	75.83	-	\$ 13,858,714	0.4%	75.83	-	\$ 13,858,714	0.4%
HMS 802	Vocational Rehabilitation	W	-	-	\$ 1,330,200	-	-	\$ 1,330,200	0.0%	-	-	\$ 1,330,200	0.0%
HMS 888	Commission on the Status of Women	A	1.00	1.00	\$ 155,084	1.00	1.00	\$ 158,547	2.2%	1.00	1.00	\$ 158,547	2.2%
HMS 901	General Support for Social Services	A	13.97	-	\$ 2,203,872	15.75	-	\$ 2,231,504	1.3%	15.75	-	\$ 2,350,139	6.6%
HMS 901	General Support for Social Services	N	7.03	-	\$ 1,685,886	5.25	-	\$ 1,699,543	0.8%	5.25	-	\$ 1,699,543	0.8%
HMS 902	General Support for Health Care Payments	A	129.17	8.80	\$ 10,581,400	124.00	9.70	\$ 15,738,458	48.7%	124.00	9.70	\$ 15,517,458	46.6%
HMS 902	General Support for Health Care Payments	B	-	-	\$ -	0.56	-	\$ 1,566,242	#DIV/0!	0.56	-	\$ 1,585,919	#DIV/0!
HMS 902	General Support for Health Care Payments	N	124.83	15.20	\$ 42,865,040	131.19	23.30	\$ 62,272,812	45.3%	131.19	23.30	\$ 60,311,368	40.7%
HMS 902	General Support for Health Care Payments	P	-	-	\$ -	-	-	\$ 717,484	#DIV/0!	-	-	\$ 717,484	#DIV/0!
HMS 903	General Support for Self-Sufficiency Services	A	44.22	-	\$ 38,531,448	47.58	1.59	\$ 41,009,332	6.4%	47.58	1.59	\$ 40,968,584	6.3%
HMS 903	General Support for Self-Sufficiency Services	N	46.78	-	\$ 63,166,266	42.42	1.41	\$ 63,699,368	0.8%	42.42	1.41	\$ 63,760,881	0.9%
HMS 903	General Support for Self-Sufficiency Services	P	-	-	\$ -	-	-	\$ 460	#DIV/0!	-	-	\$ 460	#DIV/0!

Department of Human Services  
Funding by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 106/12 (FY13)			Governor's Submittal (FY14)				Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HMS 904	DHS General Administration	A	141.50	5.00	\$ 7,156,099	136.30	6.00	\$ 7,779,622	8.7%	136.30	6.00	\$ 7,888,696	10.2%
HMS 904	DHS General Administration	N	13.50	-	\$ 1,308,532	24.70	-	\$ 1,504,735	15.0%	24.70	-	\$ 1,504,735	15.0%
HMS 904	DHS General Administration	P	-	-	\$ -	-	-	\$ 604	#DIV/0!	-	-	\$ 604	#DIV/0!

Department of Human Services  
Budget Decisions

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
236LC	Trnf in 8.00 perm pstns from 903FA	A	4.35		197,048	4.35		197,048	4.35		197,048	4.35		197,048	4.35		197,048	4.35		197,048
236LC	Trnf in 8.00 perm pstns from 903FA	N	3.65		248,945	3.65		248,945	3.65		248,945	3.65		248,945	3.65		248,945	3.65		248,945
903FA	Trnf out 8.00 perm pstns to 236LC	A	(4.35)		(197,048)	(4.35)		(197,048)	(4.35)		(197,048)	(4.35)		(197,048)	(4.35)		(197,048)	(4.35)		(197,048)
903FA	Trnf out 8.00 perm pstns to 236LC	N	(3.65)		(248,945)	(3.65)		(248,945)	(3.65)		(248,945)	(3.65)		(248,945)	(3.65)		(248,945)	(3.65)		(248,945)
236LC	Trnf out 1.00 perm pstn to 903FA	A	(0.53)		(18,584)	(0.53)		(18,584)	(0.53)		(18,584)	(0.53)		(18,584)	(0.53)		(18,584)	(0.53)		(18,584)
236LC	Trnf out 1.00 perm pstn to 903FA	N	(0.47)		(23,112)	(0.47)		(23,112)	(0.47)		(23,112)	(0.47)		(23,112)	(0.47)		(23,112)	(0.47)		(23,112)
903FA	Trnf in 1.00 perm pstn from 236LC	A	0.53		18,584	0.53		18,584	0.53		18,584	0.53		18,584	0.53		18,584	0.53		18,584
903FA	Trnf in 1.00 perm pstn from 236LC	N	0.47		23,112	0.47		23,112	0.47		23,112	0.47		23,112	0.47		23,112	0.47		23,112
401PE	Add funds ACA incr 138% of FPL	A			20,000,000			38,000,000			20,000,000			38,000,000			20,000,000			38,000,000
401PE	Add funds ACA incr 138% of FPL	N			54,000,000			113,000,000			54,000,000			113,000,000			54,000,000			113,000,000
401PE	Add funds for QExA prjt'd enrollment incr	A			6,010,252			10,469,021			6,010,252			10,469,021			6,010,252			10,469,021
401PE	Add funds for QExA prjt'd enrollment incr	N			10,784,165			15,412,131			10,784,165			15,412,131			10,784,165			15,412,131
401PE	Add funds for QExA rate increases	A			9,585,747			21,275,606			9,585,747			21,275,606			9,585,747			21,275,606
401PE	Add funds for QExA rate increases	N			10,006,419			22,139,873			10,006,419			22,139,873			10,006,419			22,139,873
401PE	Add funds for Quest prjt'd enrollment incr	A			13,315,072			24,145,229			13,315,072			24,145,229			13,315,072			24,145,229
401PE	Add funds for Quest prjt'd enrollment incr	N			17,507,968			28,548,640			17,507,968			28,548,640			17,507,968			28,548,640
401PE	Add funds for Quest rate increases	A			14,242,731			29,938,912			14,242,731			29,938,912			14,242,731			29,938,912
401PE	Add funds for Quest rate increases	N			14,519,579			30,520,861			14,519,579			30,520,861			14,519,579			30,520,861
401PE	Cover Quest foster chldrn to age 26	A			195,448			203,267			195,448			203,267			195,448			203,267
401PE	Cover Quest foster chldrn to age 26	N			210,552			218,974			210,552			218,974			210,552			218,974
401PE	Incr prim care physician rates	A						11,000,000						11,000,000						11,000,000
401PE	Incr prim care physician rates	N			44,000,000			35,000,000			44,000,000			35,000,000			44,000,000			35,000,000

Department of Human Services  
Budget Decisions

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
401PE	Rdctn for incr'd pharmacy rebates	A			(6,300,000)			(12,600,000)			(6,300,000)			(12,600,000)			(6,300,000)			(12,600,000)
401PE	Rdctn for incr'd pharmacy rebates	N			(6,885,000)			(14,220,000)			(6,885,000)			(14,220,000)			(6,885,000)			(14,220,000)
401PE	Restore acute facilities' rate rdctn	A			4,916,640			5,260,806			4,916,640			5,260,806			4,916,640			5,260,806
401PE	Restore acute facilities' rate rdctn	N			5,296,572			5,667,332			5,296,572			5,667,332			5,296,572			5,667,332
401PE	Estb Medicaid Health Home Svcs	A			2,016,000			2,016,000			2,016,000			2,016,000			0			0
401PE	Estb Medicaid Health Home Svcs	B															2,016,000			2,016,000
401PE	Estb Medicaid Health Home Svcs	N			18,144,000			18,144,000			18,144,000			18,144,000			18,144,000			18,144,000
401PE	Estb Patient Ctr Health Organization	A			3,484,872			3,484,872			0			0			0			0
401PE	Estb Patient Ctr Health Organization	N			3,754,164			3,754,164			0			0			0			0
401PE	Actue Fclts Prospec Pymt Syst	A			4,753,756			4,753,756			0			0			0			0
401PE	Actue Fclts Prospec Pymt Syst	N			5,120,024			5,120,024			0			0			0			0
401PE	Nurs Facilit Prospec Pymt Syst	A			2,376,960			2,376,960			0			0			0			0
401PE	Nurs Facilit Prospec Pymt Syst	N			2,560,639			2,560,639			0			0			0			0
401PE	Add funds for seriously mentally ill representative payee program	B			0			0									776,160			776,160
401PE	Add funds for seriously mentally ill supportive employment programs	B			0			0									600,500			600,500
401PE	Change MOF from N to P.	N			(11,228,742)			(11,228,742)			(11,228,742)			(11,228,742)			(11,228,742)			(11,228,742)
401PE	Change MOF from N to P.	P			11,228,742			11,228,742			11,228,742			11,228,742			11,228,742			11,228,742
401PE	Change MOF from N to P.	N			(1,728,080)			1,987,292			(1,728,080)			1,987,292			(1,728,080)			1,987,292
401PE	Change MOF from N to P.	P			1,728,080			1,987,292			1,728,080			1,987,292			1,728,080			1,987,292
401PE	Medicaid capitation payments to cover legeg immigrants living in Hawaii less than five years	A			2,001,600						2,001,600						1,001,600			
401PE	Medicaid capitation payments to cover legeg immigrants living in Hawaii less than five years	B															1,000,000			

Department of Human Services  
Budget Decisions

Table 4

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
224HS	Add 1.00 perm Pgm Splct pstn	A	1.00		22,788	1.00		45,576	1.00		22,788	1.00		45,576	1.00		22,788	1.00		45,576
224HS	Add GF for Housing First pgm	A			1,500,000			1,500,000			1,500,000			0			1,500,000			0
224HS	Change MOF from N to P	N			(704,108)			(7,044,108)			(704,108)			(704,108)			(704,108)			(704,108)
224HS	Change MOF from N to P	P			704,108			704,108			704,108			704,108			704,108			704,108
224HS	Reduce funds for Homeless Supportive Housing Program to reflect reduction in federal grant	N			(300,094)			(300,094)			(300,094)			(300,094)			(300,094)			(300,094)
224HS	Reduce funds for Homeless Supportive Housing Program to reflect reduction in federal grant	P			(72,353)			(72,353)			(72,353)			(72,353)			(72,353)			(72,353)
224HS	Increase federal funds for Emergency Solutions Grant and Shelter Plus Care Grant	N			262,000			262,000			262,000			262,000			262,000			262,000
224HS	Increase federal funds for Emergency Solutions Grant and Shelter Plus Care Grant	P			1,735,084			1,735,084			1,735,084			1,735,084			1,735,084			1,735,084
236LC	Add 11.00 permanent pstns	A	6.27		118,204	6.27		236,407	0.00		0	0.00		0	0.00		0	0.00		0
236LC	Add 11.00 permanent pstns	N	4.73		126,654	4.73		253,309	0.00		0	0.00		0	0.00		0	0.00		0
236LC	Buy motor vehicles for Hawaii Island	A			198,200			187,200			0			187,200			0			0
236LC	Outsource case record services	A			171,000			171,000			171,000			171,000			171,000			171,000
236LC	Outsource case record services	N			129,000			129,000			129,000			129,000			129,000			129,000
236LC	Training & travel costs	A			32,262			32,262			0			0			0			0
236LC	Training & travel costs	N			24,338			24,338			0			0			0			0
236LC	Change MOF from N to P	N			(2,763)			(2,763)			(2,763)			(2,763)			(2,763)			(2,763)
236LC	Change MOF from N to P	P			2,763			2,763			2,763			2,763			2,763			2,763
301SA	Incr Ceiling for DV & Suppt Services	N			456,677			456,677			456,677			456,677			456,677			456,677
301SA	Reduction in Federal Earnings	N			1,542,000			1,542,000			0			0			0			0
301SA	Voluntary Care to 21	A			556,433			569,585			556,433			569,585			556,433			569,585
301SA	Voluntary Care to 21	N			401,133			409,320			401,133			409,320			401,133			409,320
301SA	Wraparound Services for Hawaii	A			102,480			102,480			0			0			102,480			0
301SA	Wraparound Services for Hawaii	N			19,520			19,520			0			0			19,520			0
301SA	Change MOF from N to P	N			(104,511)			(104,511)			(104,511)			(104,511)			(104,511)			(104,511)
301SA	Change MOF from N to P	P			106,225			106,225			106,225			106,225			106,225			106,225
302DA	Training & travel costs	A			1,300			1,300			0			0			0			0

Department of Human Services  
Budget Decisions

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
302DA	Training & travel costs	N			1,300			1,300			0			0			0			0
303WP	Incr Foster Children Clothing allowance	A			122,200			122,200			250,000			250,000			250,000			250,000
303WP	Voluntary Care to 21 Payments	A			426,610			519,205			426,610			519,205			426,610			519,205
303WP	Voluntary Care to 21 Payments	N			551,079			562,100			551,079			562,100			551,079			562,100
501YA	Add 3.00 perm admin pstns	A	3.00		78,122	3.00		156,244	3.00		78,122	3.00		156,244	3.00		78,122	3.00		156,244
501YA	Estb 4.00 regional directors	A	4.00		160,000	4.00		320,000	0.00		0	0.00		0	0.00		0	0.00		0
501YA	Estb Neighbor Island Safehouses	A			1,613,300			1,613,300			0			0			0			0
501YA	Estb Youth Comm Svc Ctrs	A			800,000			800,000			800,000			800,000			800,000			800,000
501YA	Family strengthening svcs	A			1,000,000			1,000,000			0			0			0			0
501YA	Youth Circle/Ohana Conf svcs	A			500,000			500,000			0			0			0			0
503YB	Estb 5.00 NI Youth Parole pstns	A	5.00		105,330	5.00		210,660	0.00		0	0.00		0	4.00		84,264	4.00		168,528
601TA	Req (1) Perm Pos/funds Prog Spclt III	A	0.50		10,553	0.50		21,103	0.50		10,553	0.50		21,103	0.50		10,553	0.50		21,103
601TA	Req (1) Perm Pos/funds Prog Spclt III	N	0.50		14,989	0.50		29,979	0.50		14,989	0.50		29,979	0.50		14,989	0.50		29,979
601TA	Req (1) Perm Pos/funds Prog Spclt V	A	1.00		28,321	1.00		51,312	0.00		0	0.00		0	0.00		0	0.00		0
601TA	Req (1) PermPos & Funds C/APS	A	1.00		26,371	1.00		47,412	0.00		0	0.00		0	1.00		26,371	1.00		47,412
601TA	Req (1) PermPos/Funds Investigator	A	1.00		25,443	1.00		45,576	0.00		0	0.00		0	0.00		0	0.00		0
601TA	Req (4) Perm RN IV Pos and funds	A	4.00		171,688	4.00		340,992	0.00		0	0.00		0	1.00		42,922	1.00		85,248
601TA	Req 4 New Compact SUV's	A			113,600						113,600						113,600			
601TA	Req funds for POS	A			100,000			0									0			0
601TA	Change MOF from N to P	N			(1,367,192)			(1,367,192)			(1,367,192)			(1,367,192)			(1,367,192)			(1,367,192)
601TA	Change MOF from N to P	p			1,339,390			1,339,390			1,339,390			1,339,390			1,321,390			1,321,390
601TA	Req (1) Perm RN IV Pos/Funds for APS	A	1.00		42,922	1.00		85,248							0.00		0	0.00		0
802GA	Convert 5 Temp to Perm	N	5.00	(5.00)		5.00	(5.00)		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
802GA	Convert 5 Temp to Perm correct MOF	A	1.65	(1.65)	54,264	1.65	(1.65)	54,264	1.65	(1.65)	0	1.65	(1.65)	0	1.65		1.65		1.65	
802GA	Convert 5 Temp to Perm correct MOF	N	3.35	(3.35)	102,224	3.35	(3.35)	102,224	3.35	(3.35)	0	3.35	(3.35)	0	3.35		3.35		3.35	
802GA	Estb 5 Temp to Perm & Chg MOF	A	1.65	(1.65)	70,144	1.65	(1.65)	70,144	1.65	(1.65)	0	1.65	(1.65)	0	1.65		1.65		1.65	
802GA	Estb 5 Temp to Perm & Chg MOF	N	3.35	(3.35)	132,138	3.35	(3.35)	132,138	3.35	(3.35)	0	3.35	(3.35)	0	3.35	(10.00)	(124,408)	3.35	(10.00)	(124,408)
802GA	Estb 5.00 & Convert Temp to Perm	N	5.00	(5.00)		5.00	(5.00)		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
802GA	Req (1) Perm Pos VR/OIB	A	1.00		21,066	1.00		42,132	0.00		0	0.00		0	0.00		0	0.00		0

Department of Human Services  
Budget Decisions

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
802GA	Esb 5 Perm FF for VRSBD	N	5.00		212,558	5.00		212,556	0.00		0	0.00		0	0.00		0	0.00		0
802GA	Chg Rehab Teacher MOF fr 90%N &10%A to 100%A funds	A	0.00		0	0.00		0	0.90		0.90			0.00			0	0.00		0
802GA	Chg Rehab Teacher MOF fr 90%N &10%A to 100%A funds	N	0.00		0	0.00		0	(0.90)		(0.90)			0.00			0	0.00		0
901MA	Reduction in Federal Earnings	A			106,146			106,146			0			0			0			0
901MA	Restore 5 Perm SSD Pos & Funds	A	3.75		87,575	3.75		175,149	0.00		0	0.00		0	0.00		0	0.00		0
901MA	Restore 5 Perm SSD Pos & Funds	N	1.25		29,126	1.25		58,249	0.00		0	0.00		0	0.00		0	0.00		0
901MA	Restore Title IVE Masters SW Prog	A			150,700			150,700			0			0			0			0
901MA	Restore Title IVE Masters SW Prog	N			49,300			49,300			0			0			0			0
902IA	Add funds State Medicaid HIT plan	A		0.90	800,025		0.90	575,025	0.90		800,025		0.90	575,025		0.90	800,025		0.90	575,025
902IA	Add funds State Medicaid HIT plan	N		8.10	7,200,850		8.10	5,175,850	8.10		7,200,850		8.10	5,175,850		8.10	7,200,850		8.10	5,175,850
902IA	Add pstns & funds for AMHD pgm	A	3.56	0.00	213,163	3.56	0.00	213,163	0.00	0.00	0	0.00	0.00	0	0.00		0	0.00		0
902IA	Add pstns & funds for AMHD pgm	N	6.19	0.00	406,000	6.19	0.00	406,000	0.00	0.00	0	0.00	0.00	0	0.00		0	0.00		0
902IA	Medicaid Health Rcds Incntve Pgm	A			120,000			120,000			120,000			120,000			120,000			120,000
902IA	Medicaid Health Rcds Incntve Pgm	N			1,080,000			1,080,000			1,080,000			1,080,000			1,080,000			1,080,000
902IA	Medicaid Integrated Elgblty System	A			3,800,000			3,800,000			3,800,000			3,800,000			3,800,000			3,800,000
902IA	Medicaid Integrated Elgblty System	N			11,200,000			11,200,000			11,200,000			11,200,000			11,200,000			11,200,000
902IA	Restore funds Benton contract rdctn	A			1,546,562			1,546,562			0			0			0			0
902IA	Add funds for the administrative expenses of the Medicaid program	B			0			0									1,546,562			1,546,562
902IA	Change MOF from N to P	N			(400,987)			(400,987)			(400,987)			(400,987)			(400,987)			(400,987)
902IA	Change MOF from N to P	P			400,987			400,987			400,987			400,987			400,987			400,987
902IA	Change MOF from N to P	N			(316,497)			(316,497)			(316,497)			(316,497)			(316,497)			(316,497)
902IA	Change MOF from N to P	P			316,497			316,497			316,497			316,497			316,497			316,497

Department of Human Services  
Budget Decisions

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
902IA	Add support positions for Medicaid; Dentist .60B/.19N, Pharmacist .25B/.75N, Psychiatrist .25B/.25N	B													0.56		19,680	0.56		39,357
902IA	Add support positions for Medicaid; Dentist .60B/.19N, Pharmacist .25B/.75N, Psychiatrist .25B/.25N	N													1.19		59,559	1.19		119,115
903FA	Add 1.00 perm INVO pstn	A	0.53		10,061	0.53		20,123	0.53		10,061	0.53		20,123	0.53		10,061	0.53		20,123
903FA	Add 1.00 perm INVO pstn	N	0.47		12,355	0.47		24,709	0.47		12,355	0.47		24,709	0.47		12,355	0.47		24,709
903FA	Add 1.00 perm INVO pstn	A	0.53		10,061	0.53		20,123	0.53		10,061	0.53		20,123	0.53		10,061	0.53		20,123
903FA	Add 1.00 perm INVO pstn	N	0.47		12,674	0.47		25,347	0.47		12,674	0.47		25,347	0.47		12,674	0.47		25,347
903FA	Add 1.00 perm INVO pstn	A	0.53		12,078	0.53		24,155	0.53		12,078	0.53		24,155	0.53		12,078	0.53		24,155
903FA	Add 1.00 perm INVO pstn	N	0.47		15,212	0.47		30,426	0.47		15,212	0.47		30,426	0.47		15,212	0.47		30,426
903FA	Add 1.00 perm INVO pstn	A	0.53		6,802	0.53		13,604	0.53		6,802	0.53		13,604	0.53		6,802	0.53		13,604
903FA	Add 1.00 perm INVO pstn	N	0.47		8,568	0.47		17,136	0.47		8,568	0.47		17,136	0.47		8,568	0.47		17,136
903FA	Add 2.00 perm INVO pstns	A	1.06		22,330	1.06		44,660	1.06		22,330	1.06		44,660	1.06		22,330	1.06		44,660
903FA	Add 2.00 perm INVO pstns	N	0.94		28,127	0.94		56,254	0.94		28,127	0.94		56,254	0.94		28,127	0.94		56,254
903FA	Add funds for citizenship advocacy	A			150,000			150,000			150,000			150,000			150,000			150,000
903FA	Add funds for EBT system, svcs	A			1,590			21,749			1,590			21,749			1,590			21,749
903FA	Add funds for EBT system, svcs	N			87,410			137,551			87,410			137,551			87,410			137,551
903FA	Add funds for Medical Assessmnts	A			300,000			300,000			300,000			300,000			300,000			300,000
903FA	Add funds to expand SSI/SSDI advcy	A			680,000			680,000			680,000			680,000			680,000			680,000
903FA	Add GF for SNAP outreach	A			200,000			200,000			200,000			200,000			200,000			200,000
903FA	Funds for SNAP pilot prjt	A			570,000			570,000			570,000			0			570,000			399,000
903FA	Funds for SNAP pilot prjt	N			430,000			430,000			430,000			0			430,000			301,000
903FA	Incr TANF work contract funding	A			565,000			565,000			565,000			565,000			565,000			565,000
903FA	Change MOF from N to P	N			(460)			(460)			(460)			(460)			(460)			(460)
903FA	Change MOF from N to P	P			460			460			460			460			460			460
903FA	Add 6 Temp positions and funds for project manager and support staff for the new Eligibility System	A		3.18	90,100		3.18	180,200		0.00	0		0.00	0		1.59	48,760		1.59	97,520
903FA	Add 6 Temp positions and funds for project manager and support staff for the new Eligibility System	N		2.82	113,490		2.82	226,980		0.00	0		0.00	0		1.41	61,418		1.41	124,854



Department of Human Services  
Budget Decisions

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
904AA	2 Management Analyst pstns	A	2.00		60,521	2.00		93,410	0.00		0	0.00		0	0.00		0	0.00		0
904AA	Add 11 FMO Acct'g Staff pstns	A	11.00		195,693	11.00		336,936	0.00		0	0.00		0	4.00		82,590	4.00		143,380
904AA	Add funds for AAO hearings	A			70,000			70,000			0			0			0			0
904AA	Add Office Assitant III position	A	1.00		15,412	1.00		25,129	0.00		0	0.00		0	0.00		0	0.00		0
904AA	Add Planner V position	A	1.00		29,959			52,441	0.00		0	0.00		0	0.00		0	0.00		0
904AA	DHS Dep Dir and Secy pstns	A	2.00		87,466	2.00		165,032	0.00		0	0.00		0	0.00		0	0.00		0
904AA	Estb Limitd English Proficiency Pgm	A		4.00	879,647		4.00	975,716		0.00			197,000		0.00		197,000		0.00	197,000
904AA	Estb Limitd English Proficiency Pgm	N															135,000			135,000
904AA	Homeless Coord Policy Anlyst pstn	A		2.00	193,640		2.00	186,215	1.00		71,164	1.00		82,469		1.00	71,164		1.00	82,469
904AA	PERS clerk & Pers Mgnmt Spclt	A	2.00		37,698	2.00		74,677	0.00		0	0.00		0	2.00		37,698	2.00		74,677
904AA	Restore 8 critical OIT pstns	A	8.00		239,106	8.00		435,012	0.00		0	0.00		0	0.00		0	0.00		0
904AA	Restore OIT operational funds	A			200,000			200,000			0			0			0			0
904AA	Upgrade SAS software, licenses	A			36,655			13,101			0			0			0			0
204PD	Add funds for General Asst Pymts	A			500,000			500,000			0			0			0			0
224HS	Rpr & Maint for homeless shelters	A			800,000			1,000,000			800,000			1,000,000			800,000			1,000,000
302DA	Adjst pstn cts for updated payroll	A	(2.50)			(2.50)			(2.50)			(2.50)			(2.50)			(2.50)		
302DA	Adjst pstn cts for updated payroll	N	2.50			2.50			2.50			2.50			2.50			2.50		
302DA	Correct MOF salary split - 112345	A			(27,414)			(27,414)			(27,414)			(27,414)			(27,414)			(27,414)
302DA	Correct MOF salary split - 112345	N			38,939			38,939			38,939			38,939			38,939			38,939
302DA	Trsf Project DIR for Head Start to Gov's Early Learning Council	A			(27,414)			(27,414)			(27,414)			(27,414)			(27,414)			(27,414)
302DA	Trsf Project DIR for Head Start to Gov's Early Learning Council	N		(1.00)	(125,000)		(1.00)	(125,000)		(1.00)	(125,000)		(1.00)	(125,000)		(1.00)	(125,000)		(1.00)	(125,000)
305PK	Addt'l funds to expand subsidy pgm	A			8,000,000			8,000,000			4,000,000			4,000,000			4,000,000			4,000,000
305PK	Addt'l funds to offset Fed reductions	A			600,000			600,000			0			0			0			0
501YA	Adjst pstn salary	N			15,455			15,455			15,455			15,455			15,455			15,455
501YA	Adjst temp pstn ct, funds	N		0.50	32,697		0.50	32,697		0.50	32,697		0.50	32,697		0.50	32,697		0.50	32,697
501YA	Truancy prevention svcs	A			400,000			400,000			0			0			0			0

Department of Human Services  
Budget Decisions

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
501YA	Add funds for Youth Circle/Ohana Conference contract expenses	A			500,000			500,000			0			0			0			0
503YB	Delete pstn cts, funds RIF pstns	A	(2.00)		(110,000)	(2.00)		(110,000)	(2.00)		(110,000)	(2.00)		(110,000)	(2.00)		(110,000)	(2.00)		(110,000)
802GA	Change MOF to 100% A funds	A	0.90		37,919	0.90		37,919	0.90		0.90			0.90			0.90			
902IA	Adjst pstn cts for updated payroll	A	(5.17)			(5.17)			(5.17)			(5.17)			(5.17)			(5.17)		
902IA	Adjst pstn cts for updated payroll	N	5.17			5.17			5.17			5.17			5.17			5.17		
903FA	Adjst pstn cts for updated payroll	A	4.00			4.00			4.00			4.00			4.00			4.00		
903FA	Adjst pstn cts for updated payroll	N	(4.00)			(4.00)			(4.00)			(4.00)			(4.00)			(4.00)		
904AA	Add funds State Fatherhood Comm	A			45,000			20,000			0			0			0			0
904AA	Adjst pstn cts for updated payroll	A	(11.20)			(11.20)			(11.20)			(11.20)			(11.20)			(11.20)		
904AA	Adjst pstn cts for updated payroll	N	11.20			11.20			11.20			11.20			11.20			11.20		
904AA	Research Statistician II pstn	A	1.00		23,767	1.00		39,733	0.00		0.00			0.00			0	0.00		0
904AA	Change MOF from N to P	N			(604)			(604)			(604)			(604)			(604)			(604)
904AA	Change MOF from N to P	P			604			604			604			604			604			604
236LC	Equipment for Staff Devlpmnt Ofc	A			4,700			3,232									0			0
236LC	Equipment for Staff Devlpmnt Ofc	N			3,545			2,438									0			0
220RH	Add pos and funds for HPHA support	W	2.00	6.00	274,529	2.00	6.00	549,058	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
220RH	Add pos and funds for HPHA support	N	11.00	7.50	554,399	11.00	7.50	1,108,798	0.00	0.00	0	0.00	0.00	0	10.00	6.50	574,597	10.00	6.50	1,055,173
501YA	Reloc costs Kamamalu Bldg	A						54,420						54,420						54,420
601TA	Trsf funds to DOH-Lic & Cert Prog	A						(481,106)						(481,106)						(481,106)
802GA	Adjst pstn cts for updated payroll	A	11.84			11.84			11.84			11.84			11.84			11.84		
802GA	Adjst pstn cts for updated payroll	N	(11.84)			(11.84)			(11.84)			(11.84)			(11.84)			(11.84)		
902IA	Reloc costs Kamamalu Bldg	A			246,000			250,000			246,000			250,000			246,000			250,000
902IA	Reloc costs Kamamalu Bldg	N			246,000			250,000			246,000			250,000			246,000			250,000

Department of Human Services  
Budget Decisions

HMS	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
904AA	Replace Quality Ctrl staff shredder	A						2,022						0						0
802GA	Req funds to move to Kamamalu	A						75,150						75,150						75,150
901MA	Adjst pstn cts for updated payroll	A	1.78				1.78		1.78			1.78			1.78				1.78	
901MA	Adjst pstn cts for updated payroll	N	(1.78)				(1.78)		(1.78)			(1.78)			(1.78)				(1.78)	
901TA	Req funds to move to Kamamalu Bldg	A						118,635						118,635						118,635
301SA	Req Add'l Funds Neighborhood Centers	A			1,192,700			1,192,700			0			0			300,000			300,000
229HA	Add position and funds for Construction Management Branch	W													5.00		214,023		5.00	389,909
229HA	Add position and funds for Contract & Procurement Branch support	W													1.00		42,895		1.00	74,841
229HA	Add position and funds for Fiscal Management Office	N												1.00		46,551		1.00	83,302	
229HA	Add position and funds for Fiscal Management Office	W												3.00		129,083		3.00	217,607	

Department of Human Services  
Proposed FY14 and FY15 Reductions

Table 5

Prog ID	Description of Reduction	Impact of Reduction	MOF	FY14			FY15			Carry-over? (Y/N)
				Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
HMS 224HS	Reduce N funds (replace with P funds)	None	N	-	-	\$ (704,108)	-	-	\$ (704,108)	Y
HMS 224HS	Reduce N funds to reflect grant reduction	Reduction to Housing Opportunities to People with AIDS grant	N	-	-	\$ (300,094)	-	-	\$ (300,094)	
HMS 224HS	Reduce P funds to reflect grant reduction	Reduction to Homeless Supportive Housing Program grant	P	-	-	\$ (72,353)	-	-	\$ (72,353)	
HMS 236LC	Reduce N funds (replace with P funds)	None	N	-	-	\$ (2,763)	-	-	\$ (2,763)	Y
HMS 301SA	Reduce N funds (replace with P funds)	None	N	-	-	\$ (104,511)	-	-	\$ (104,511)	Y
HMS 302DA	Adjust position counts for updated payroll	Updates to reflect current position funding	A	(2.50)	-	\$ -	(2.50)	-	\$ -	Y
HMS 302DA	Correct MOF salary split	Reflects correct position funding	A	-	-	\$ (27,414)	-	-	\$ (27,414)	Y
HMS 302DA	Transfer Project Director for Head Start to Gov's Early Learning Council		A	-	-	\$ (27,414)	-	-	\$ (27,414)	Y
HMS 302DA	Transfer Project Director for Head Start to Gov's Early Learning Council		N	-	(1.00)	\$ (125,000)	-	(1.00)	\$ (125,000)	Y
HMS 401PE	Funding reduction due to increased pharmacy rebates under ACA	Reduces health care payment costs	A	-	-	\$ (6,300,000)	-	-	\$ (12,600,000)	Y
HMS 401PE	Funding reduction due to increased pharmacy rebates under ACA	Reduces health care payment costs	N	-	-	\$ (6,885,000)	-	-	\$ (14,220,000)	Y
HMS 401PE	Reduce N funds (replace with P funds)	For Qualified Individuals program	N	-	-	\$ (1,728,080)	-	-	\$ -	Y
HMS 401PE	Reduce N funds (replace with P funds)	For Compact of Free Association moneys from the Dept. of the Interior	N	-	-	\$ (11,228,742)	-	-	\$ (11,228,742)	Y
HMS 503YB	Delete position counts and funds for RIF positions	None	A	(2.00)	-	\$ (110,000)	(2.00)	-	\$ (110,000)	Y
HMS 601TA	Reduce N funds (replace with P funds)	None	N	-	-	\$ (1,367,192)	-	-	\$ (1,367,192)	Y
HMS 601TA	Transfer funds to Department of Health for Licensure and Certification	For case management agencies, adult day care centers, foster family homes	A	-	-	\$ -	-	-	\$ (481,106)	Y
HMS 802GA	Adjust position counts for updated payroll	Updates to reflect current position funding	N	(11.84)	-	\$ -	(11.84)	-	\$ -	Y

Department of Human Services  
Proposed FY14 and FY15 Reductions

Table 5

Prog ID	Description of Reduction	Impact of Reduction	MOF	FY14			FY15			Carry-over? (Y/N)
				Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
HMS 802GA	Change MOF for Rehabilitation Teacher position	Change MOF from 10%A/90%N to 100%A	N	(0.90)	-	\$ -	(0.90)	-	\$ -	Y
HMS 802GA	Convert 10.00 positions from temp to perm and change MOF	Change MOF from 100% N to 33%A/67%N	N	-	(10.00)	\$ (124,408)	-	(10.00)	\$ (124,408)	Y
HMS 901MA	Adjust position counts for updated payroll	Updates to reflect current position funding	N	(1.78)	-	\$ -	(1.78)	-	\$ -	Y
HMS 902IA	Adjust position counts for updated payroll	Updates to reflect current position funding	A	(5.17)	-	\$ -	(5.17)	-	\$ -	Y
HMS 902IA	Reduce N funds (replace with P funds)	For Medicaid Incentives for Prevention of Chronic Diseases	N	-	-	\$ (316,497)	-	-	\$ (316,497)	Y
HMS 902IA	Reduce N funds (replace with P funds)	For Survey and Certification under DOH	N	-	-	\$ (400,987)	-	-	\$ (400,987)	Y
HMS 903FA	Adjust position counts for updated payroll	Updates to reflect current position funding	N	(4.00)	-	\$ -	(4.00)	-	\$ -	Y
HMS 903FA	Reduce N funds (replace with P funds)	None	N	-	-	\$ (460)	-	-	\$ (460)	Y
HMS 904AA	Adjust position counts for updated payroll	Updates to reflect current position funding	A	(11.20)	-	\$ -	(11.20)	-	\$ -	Y
HMS 904AA	Reduce N funds (replace with P funds)	None	N	-	-	\$ (604)	-	-	\$ (604)	Y

Department of Human Services  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept-Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 220RH	AR			Add positions and funds for Asset Management Projects support	Will assist in managing 16 AMPs and over 5,000 federal housing units	N	10.00	6.50	\$ 574,597	10.00	6.50	\$ 1,055,173
HMS 220RH	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 410,469	-	-	\$ 410,469
HMS 220RH	O			Labor Savings Adjustment	B&F adjustment to base	W	-	-	\$ 19,379	-	-	\$ 19,379
HMS 222RA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 2,109	-	-	\$ 2,109
HMS 222RA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 61,164	-	-	\$ 61,164
HMS 224HS	AR			Add 1.00 permanent Program Specialist IV position	Position would manage inventory of state-owned homeless shelters	A	1.00		\$ 22,788	1.00	-	\$ 45,576
HMS 224HS	O			Add P funds (reduce N funds)		P	-	-	\$ 704,108	-	-	\$ 704,108
HMS 224HS	O			Increase federal grant funding	Projected increase in Emergency Solutions Grant	N	-	-	\$ 262,000	-	-	\$ 262,000
HMS 224HS	O			Increase federal grant funding	Projected increase in Shelter Plus Care Grant	P	-		\$ 1,735,084	-		\$ 1,735,084
HMS 224HS	HS			Increase funding for repair and maintenance of homeless shelters	Establish on-going physical plant assessment and R&M program	A	-	-	\$ 800,000	-	-	\$ 1,000,000
HMS 224HS	AR			Increase general funds for Housing First program	Expands services to the most vulnerable and chronically homeless	A	-	-	\$ 1,500,000	-	-	\$ -
HMS 224HS	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 8,883	-	-	\$ 8,883
HMS 229HS	AR			Add 1.00 temporary position for Contract and Procurement Branch	Coordinates contracts and procurement with AMPs, HPHA administration	W	-	1.00	\$ 42,895	-	1.00	\$ 74,841
HMS 229HS	AR			Add 4.00 permanent positions for Fiscal Management Office	To support the Federally mandated Asset Management structure	N	1.00	-	\$ 46,551	1.00	-	\$ 83,302
HMS 229HS	AR			Add 4.00 permanent positions for Fiscal Management Office	To support the Federally mandated Asset Management structure	W	3.00	-	\$ 129,083	3.00	-	\$ 217,607
HMS 229HS	AR			Add 5.00 temporary positions for Construction Management Branch	To help manage \$100 million plus construction budget	W	-	5.00	\$ 214,023	-	5.00	\$ 389,909
HMS 229HS	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 261,186	-	-	\$ 261,186
HMS 229HS	O			Labor Savings Adjustment	B&F adjustment to base	W	-	-	\$ 43,610	-	-	\$ 43,610

Department of Human Services  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept-Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 236LC	O			Add P funds (reduce N funds)		P	-	-	\$ 2,763	-	-	\$ 2,763
HMS 236LC	AR			Buy motor vehicles for Hawaii Island	Old, delapidated vehicles in East and West Hawaii need replacement	A	-	-	\$ 187,200	-	-	\$ -
HMS 236LC	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 420,749	-	-	\$ 420,749
HMS 236LC	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 493,938	-	-	\$ 493,938
HMS 236LC	AR			Outsource case record services	More efficient to use outside vendor for paper record services	A	-	-	\$ 171,000	-	-	\$ 171,000
HMS 236LC	AR			Outsource case record services	More efficient to use outside vendor for paper record services	N	-	-	\$ 129,000	-	-	\$ 129,000
HMS 238GB	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 97,531	-	-	\$ 97,531
HMS 301SA	O			Add P funds (reduce N funds)		P	-	-	\$ 106,225	-	-	\$ 106,225
HMS 301SA				Additional funds for Neighborhood Walk-In Centers		A	-	-	\$ 300,000	-	-	\$ 300,000
HMS 301SA				Increase federal ceiling for Domestic Violence shelter & support svcs	Projected increase in federal grant amount	N	-	-	\$ 456,677	-	-	\$ 456,677
HMS 301SA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 349,153	-	-	\$ 349,153
HMS 301SA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 413,773	-	-	\$ 413,773
HMS 301SA				Voluntary program to continue Foster Care support to age 21	Continue support for youth who are employed or in school	A	-	-	\$ 556,433	-	-	\$ 569,585
HMS 301SA				Voluntary program to continue Foster Care support to age 21	Continue support for youth who are employed or in school	N	-	-	\$ 401,133	-	-	\$ 409,320
HMS 301SA				Wraparound services for Hawaii	Pilot project in collaboration with Casey Family Foundation	A	-	-	\$ 102,480	-	-	\$ -
HMS 301SA				Wraparound services for Hawaii	Pilot project in collaboration with Casey Family Foundation	N	-	-	\$ 19,520	-	-	\$ -
HMS 302DA	O			Adjust position counts for updated payroll	Updates to reflect current position funding	N	2.50	-	\$ -	2.50	-	\$ -
HMS 302DA	O			Correct MOF salary split	Reflects correct position funding	N	-	-	\$ 38,939	-	-	\$ 38,939
HMS 302DA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 31,222	-	-	\$ 31,222

Department of Human Services  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept-Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 302DA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 46,295	-	-	\$ 46,295
HMS 303WP	FE			Continue Foster Care payment support to age 21	Continue support for youth who are employed or in school	A	-	-	\$ 426,610	-	-	\$ 519,205
HMS 303WP	FE			Continue Foster Care payment support to age 21	Continue support for youth who are employed or in school	N	-	-	\$ 551,079	-	-	\$ 562,100
HMS 303WP	FE			Increase clothing allowance for Foster Children	Increases clothing allowance from \$500 to \$600 to cover increased costs	A	-	-	\$ 250,000	-	-	\$ 250,000
HMS 305PK	FE	1	1	Increase general fund for program expansion	Restructure child care co-payments, simplify rates, increase participation	A	-	-	\$ 4,000,000	-	-	\$ 4,000,000
HMS 401PE	FE			Add funds for increased enrollment for ACA mandated recipients	ACA (Affordable Care Act) mandates coverage up to 133% of FPL	A	-	-	\$ 20,000,000	-	-	\$ 38,000,000
HMS 401PE	FE			Add funds for increased enrollment for ACA mandated recipients	ACA (Affordable Care Act) mandates coverage up to 133% of FPL	N	-	-	\$ 54,000,000	-	-	\$ 113,000,000
HMS 401PE	FE			Add funds for QExA projected enrollment increase	For Quest Expanded Access program	A	-	-	\$ 6,010,252	-	-	\$ 10,469,021
HMS 401PE	FE			Add funds for QExA projected enrollment increase	For Quest Expanded Access program	N	-	-	\$ 10,784,165	-	-	\$ 15,412,131
HMS 401PE	FE			Add funds for QExA projected rate increases	For Quest Expanded Access program	A	-	-	\$ 9,585,747	-	-	\$ 21,275,606
HMS 401PE	FE			Add funds for QExA projected rate increases	For Quest Expanded Access program	N	-	-	\$ 10,006,419	-	-	\$ 22,139,873
HMS 401PE	FE			Add funds for Quest projected enrollment increase	For Quest program	A	-	-	\$ 13,315,072	-	-	\$ 24,145,229
HMS 401PE	FE			Add funds for Quest projected enrollment increase	For Quest program	N	-	-	\$ 17,507,968	-	-	\$ 28,548,640
HMS 401PE	FE			Add funds for Quest projected rate increases	For Quest program	A	-	-	\$ 14,242,731	-	-	\$ 29,938,912
HMS 401PE	FE			Add funds for Quest projected rate increases	For Quest program	N	-	-	\$ 14,519,579	-	-	\$ 30,520,861



Department of Human Services  
Proposed FY14 and FY15 Additions

Prog ID	Request Category	Prog ID Priority	Dept- Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 401PE	FE			Add funds for seriously mentally ill supportive employment programs		B	-	-	\$ 1,376,660	-	-	\$ 1,376,660
HMS 401PE	FE			Add funds to cover legal immigrants living in Hawaii less than five years	Increases Medicaid capitation payments	A	-	-	\$ 1,001,600	-	-	\$ -
HMS 401PE	FE			Add funds to cover legal immigrants living in Hawaii less than five years	Increases Medicaid capitation payments	B	-	-	\$ 1,000,000	-	-	\$ -
HMS 401PE	O			Add N funds	For Qualified Individuals program	N	-	-	\$ -	-	-	\$ 1,987,292
HMS 401PE	O			Add P funds (reduce N funds)	For Qualified Individuals program	P	-	-	\$ 1,728,080	-	-	\$ 1,987,292
HMS 401PE	O			Add P funds (reduce N funds)	For Compact of Free Association moneys from the Dept. of the Interior	P	-	-	\$ 11,228,742	-	-	\$ 11,228,742
HMS 401PE	FE			Establish Medicaid Health Home Services program	Serves recipients with at least two chronic conditions	B	-	-	\$ 2,016,000	-	-	\$ 2,016,000
HMS 401PE	FE			Establish Medicaid Health Home Services program	Serves recipients with at least two chronic conditions	N	-	-	\$ 18,144,000	-	-	\$ 18,144,000
HMS 401PE	FE			Increase Primary Care Physician rates to 100% of Medicare rates	Mandated by ACA	A	-	-	\$ -	-	-	\$ 11,000,000
HMS 401PE	FE			Increase Primary Care Physician rates to 100% of Medicare rates	Mandated by ACA	N	-	-	\$ 44,000,000	-	-	\$ 35,000,000
HMS 401PE	FE			Provide Medicaid coverage for foster children up to age 26	Covers children who "age out" of foster care	A	-	-	\$ 195,448	-	-	\$ 203,267
HMS 401PE	FE			Provide Medicaid coverage for foster children up to age 26	Covers children who "age out" of foster care	N	-	-	\$ 210,552	-	-	\$ 218,974
HMS 401PE	FE			Restore 3% rate reduction for acute care facilities	Restores rates reduced in FY12	A	-	-	\$ 4,916,640	-	-	\$ 5,260,806
HMS 401PE	FE			Restore 3% rate reduction for acute care facilities	Restores rates reduced in FY12	N	-	-	\$ 5,296,572	-	-	\$ 5,667,332
HMS 501YA	AR			Add 3.00 permanent administrative positions	Assistant Executive Director, Accountant, and Office Assistant	A	3.00	-	\$ 78,122	3.00	-	\$ 156,244

Department of Human Services  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept- Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 501YA	AR			Add funds for relocation to Kamamalu Building	For moving, set-up, etc.	A	-	-	\$ -	-	-	\$ 54,420
HMS 501YA	O			Adjust temporary position count and funds	Increase from half-time to full-time, add funds	N	-	0.50	\$ 32,697	-	0.50	\$ 32,697
HMS 501YA	AR			Establish 4 Youth Community Service Centers for intake and assessment	Centers on Oahu, Kauai, Maui, and West Hawaii	A	-	-	\$ 800,000	-	-	\$ 800,000
HMS 501YA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 22,349	-	-	\$ 22,349
HMS 501YA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 4,621	-	-	\$ 4,621
HMS 501YA	O			Restore salary for Juvenile Justice Program Assistant position	Position's salary was incorrectly reduced last year	N	-	-	\$ 15,455	-	-	\$ 15,455
HMS 503YB	AR			Establish 4.00 permanent Parole Officer positions on neighbor islands	This results in 60% of youth in HYCF committed from neighbor islands	A	4.00	-	\$ 84,264	4.00	-	\$ 168,528
HMS 503YB	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 206,677	-	-	\$ 206,677
HMS 601TA	AR			Add 1.00 permanent C/APS position	To address increase in Oahu workload	A	1.00	-	\$ 26,371	1.00	-	\$ 47,412
HMS 601TA	AR			Add 1.00 permanent Program Specialist III position	For Foster Grandparents & Senior Companions programs on Maui	A	0.50	-	\$ 10,553	0.50	-	\$ 21,103
HMS 601TA	AR			Add 1.00 permanent Program Specialist III position	For Foster Grandparents & Senior Companions programs on Maui	N	0.50	-	\$ 14,989	0.50	-	\$ 29,979
HMS 601TA	AR			Add 1.00 permanent Registered Nurse position	To address increase in Oahu workload	A	1.00	-	\$ 42,922	1.00	-	\$ 85,248
HMS 601TA	O			Add P funds (reduce N funds)		P	-	-	\$ 1,321,390	-	-	\$ 1,321,390
HMS 601TA	AR			Buy motor vehicles for Kauai, East and West Hawaii	4 new SUV's to replace old, unsafe vehicles	A	-	-	\$ 113,600	-	-	\$ -
HMS 601TA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 112,079	-	-	\$ 112,079
HMS 601TA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 22,934	-	-	\$ 22,934
HMS 601TA	O			Labor Savings Adjustment	B&F adjustment to base	U	-	-	\$ 15,478	-	-	\$ 15,478
HMS 802GA	AR			Add funds for relocation to Kamamalu Building	For equipment, moving, set-up, etc.	A	-	-	\$ -	-	-	\$ 75,150

Department of Human Services  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept- Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 802GA	O			Adjust position counts for updated payroll	Updates to reflect current position funding	A	11.84	-	\$ -	11.84	-	\$ -
HMS 802GA	O			Change MOF for Rehabilitation Teacher position	Change MOF from 10%A/90%N to 100%A	A	0.90	-	\$ -	0.90	-	\$ -
HMS 802GA	O			Convert 10.00 positions from temp to perm and change MOF	Change MOF from 100% N to 33%A/ 67%N	A	3.30	-	\$ -	3.30	-	\$ -
HMS 802GA	O			Convert 10.00 positions from temp to perm and change MOF	Change MOF from 100% N to 33%A/ 67%N	N	6.70	-	\$ -	6.70	-	\$ -
HMS 802GA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 56,108	-	-	\$ 56,108
HMS 802GA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 185,136	-	-	\$ 185,136
HMS 888CW	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 3,463	-	-	\$ 3,463
HMS 901MA	AR			Add funds for relocation to Kamamalu Building	For moving, set-up, etc.	A	-	-	\$ -	-	-	\$ 118,635
HMS 901MA	O			Adjust position counts for updated payroll	Updates to reflect current position funding	A	1.78	-	\$ -	1.78	-	\$ -
HMS 901MA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 27,632	-	-	\$ 27,632
HMS 901MA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 13,657	-	-	\$ 13,657
HMS 902IA	AR			Add 9.00 temporary positions and funds for State Medicaid HIT plan	HIT: Health Information Technology	A	-	0.90	\$ 800,025	-	0.90	\$ 575,025
HMS 902IA	AR			Add 9.00 temporary positions and funds for State Medicaid HIT plan	HIT: Health Information Technology	N	-	8.10	\$ 7,200,850	-	8.10	\$ 5,175,850
HMS 902IA	AR			Add contract funds for program administration	For Medicaid Electronic Health Records Incentive program	A	-	-	\$ 120,000	-	-	\$ 120,000
HMS 902IA	AR			Add contract funds for program administration	For Medicaid Electronic Health Records Incentive program	N	-	-	\$ 1,080,000	-	-	\$ 1,080,000
HMS 902IA	AR			Add funds for administrative expenses	Restores funds cut in FY09	B	-	-	\$ 1,546,562	-	-	\$ 1,546,562
HMS 902IA	AR			Add funds for relocation to Kamamalu Building	For equipment, moving, set-up, etc.	A	-	-	\$ 246,000	-	-	\$ 250,000

Department of Human Services  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept-Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 902IA	AR			Add funds for relocation to Kamamalu Building	For equipment, moving, set-up, etc.	N	-	-	\$ 246,000	-	-	\$ 250,000
HMS 902IA	O			Add P funds (reduce N funds)	For Medicaid Incentives for Prevention of Chronic Diseases	P	-	-	\$ 316,497	-	-	\$ 316,497
HMS 902IA	O			Add P funds (reduce N funds)	For Survey and Certification under DOH	P	-	-	\$ 400,987	-	-	\$ 400,987
HMS 902IA	AR			Add positions for Medicaid program administration	Add part-time Dentist and Pharmacist, full-time Psychiatrist	B	0.56	-	\$ 19,680	0.56	-	\$ 39,357
HMS 902IA	AR			Add positions for Medicaid program administration	Add part-time Dentist and Pharmacist, full-time Psychiatrist	N	1.19	-	\$ 59,559	1.19	-	\$ 119,115
HMS 902IA	O			Adjust position counts for updated payroll	Updates to reflect current position funding	N	5.17	-	\$ -	5.17	-	\$ -
HMS 902IA	AR			Funding for the Medicaid Integrated Eligibility System	For maintenance and operations	A	-	-	\$ 3,800,000	-	-	\$ 3,800,000
HMS 902IA	AR			Funding for the Medicaid Integrated Eligibility System	For maintenance and operations	N	-	-	\$ 11,200,000	-	-	\$ 11,200,000
HMS 902IA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 191,033	-	-	\$ 191,033
HMS 902IA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 338,847	-	-	\$ 338,847
HMS 903FA	AR			Add 1.00 permanenet position for INVO	Office Asst III for fraud investigation support in West Hawaii	A	0.53	-	\$ 6,802	0.53	-	\$ 13,604
HMS 903FA	AR			Add 1.00 permanenet position for INVO	Office Asst III for fraud investigation support in West Hawaii	N	0.47	-	\$ 8,568	0.47	-	\$ 17,136
HMS 903FA	AR			Add 1.00 permanent Eligibility Worker IV position	Will track illegal trafficking and use of SNAP benefits	A	0.53	-	\$ 10,061	0.53	-	\$ 20,123
HMS 903FA	AR			Add 1.00 permanent Eligibility Worker IV position	Will track illegal trafficking and use of SNAP benefits	N	0.47	-	\$ 12,355	0.47	-	\$ 24,709
HMS 903FA	AR			Add 1.00 permanent Eligibility Worker IV position	For INVO Case Control staff	A	0.53	-	\$ 10,061	0.53	-	\$ 20,123

Department of Human Services  
Proposed FY14 and FY15 Additions

Prog ID	Request Category	Prog ID Priority	Dept-Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 903FA	AR			Add 1.00 permanent Eligibility Worker IV position	For INVO Case Control staff	N	0.47	-	\$ 12,674	0.47	-	\$ 25,347
HMS 903FA	AR			Add 1.00 permanent Investigator position	For East Hawaii Investigations office	A	0.53	-	\$ 12,078	0.53	-	\$ 24,155
HMS 903FA	AR			Add 1.00 permanent Investigator position	For East Hawaii Investigations office	N	0.47	-	\$ 15,212	0.47	-	\$ 30,426
HMS 903FA	AR			Add 2.00 permanent Investigator positions	For INVO Recovery staff	A	1.06	-	\$ 22,330	1.06	-	\$ 44,660
HMS 903FA	AR			Add 2.00 permanent Investigator positions	For INVO Recovery staff	N	0.94	-	\$ 28,127	0.94	-	\$ 56,254
HMS 903FA	AR			Add 3.00 temporary positions	For eligibility system development support	A	-	1.59	\$ 48,760	-	1.59	\$ 97,520
HMS 903FA	AR			Add 3.00 temporary positions	For eligibility system development support	N	-	1.41	\$ 61,418	-	1.41	\$ 124,854
HMS 903FA	O			Add funds for citizenship advocacy	Assists disabled legal permanent resident aliens seeking citizenship	A	-	-	\$ 150,000	-	-	\$ 150,000
HMS 903FA	FE			Add funds for EBT cost increases	Increased costs due increased caseload, increased vendor participation	A	-	-	\$ 1,590	-	-	\$ 21,749
HMS 903FA	FE			Add funds for EBT cost increases	Increased costs due increased caseload, increased vendor participation	N	-	-	\$ 87,410	-	-	\$ 137,551
HMS 903FA	HS			Add funds for medical assessments	Medical assessments determine eligibility for General Assistance	A	-	-	\$ 300,000	-	-	\$ 300,000
HMS 903FA	ND			Add funds for SNAP technology improvements	Expand development of electronic content management	A	-	-	\$ 570,000	-	-	\$ 399,000
HMS 903FA	ND			Add funds for SNAP technology improvements	Expand development of electronic content management	N	-	-	\$ 430,000	-	-	\$ 301,000

Department of Human Services  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept-Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HMS 903FA	HS			Add funds to expand SSI/SSDI advocacy	Expedites approval for federal benefits, reduces State expenditures	A	-	-	\$ 680,000	-	-	\$ 680,000
HMS 903FA	O			Add general funds for SNAP outreach	Hawaii's SNAP participation rate is below national average	A	-	-	\$ 200,000	-	-	\$ 200,000
HMS 903FA	O			Add P funds (reduce N funds)		P	-	-	\$ 460	-	-	\$ 460
HMS 903FA	O			Adjust position counts for updated payroll	Updates to reflect current position funding	A	4.00	-	\$ -	4.00	-	\$ -
HMS 903FA	AR			Increase TANF work contract funding	Needed to meet TANF work participation, MOE requirements	A	-	-	\$ 565,000	-	-	\$ 565,000
HMS 903FA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 79,666	-	-	\$ 79,666
HMS 903FA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 103,631	-	-	\$ 103,631
HMS 904AA	AR			Add 1.00 temporary position for Homeless Coordinator's office	Add Secretary position	A	-	1.00	\$ 71,164	-	1.00	\$ 82,469
HMS 904AA	O			Add P funds (reduce N funds)	For Qualified Individuals program	P	-	-	\$ 604	-	-	\$ 604
HMS 904AA	O			Adjust position counts for updated payroll	Updates to reflect current position funding	N	11.20	-	\$ -	11.20	-	\$ -
HMS 904AA	HS			Establish Limited English Proficiency program	Provides translation and interpreter services	A	-	-	\$ 197,000	-	-	\$ 197,000
HMS 904AA	HS			Establish Limited English Proficiency program	Provides translation and interpreter services	N	-	-	\$ 135,000	-	-	\$ 135,000
HMS 904AA	O			Labor Savings Adjustment	B&F adjustment to base	A	-	-	\$ 235,071	-	-	\$ 235,071
HMS 904AA	O			Labor Savings Adjustment	B&F adjustment to base	N	-	-	\$ 61,807	-	-	\$ 61,807
HMS 904AA	AR			Restore 2.00 permanent position for Personnel Office	Personnel Management Specialist and Personnel Clerk	A	2.00	-	\$ 37,698	2.00	-	\$ 74,677
HMS 904AA	AR			Restore 4.00 permanent positions for Fiscal Management Office	Procurement Specialist, Accountant, 2.00 Pre-Audit Clerks	A	4.00	-	\$ 82,590	2.00	-	\$ 143,380

Department of Human Services  
Current Year (FY13) Restrictions

Table 7

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 106/12 Appropriation</u>	<u>Impact</u>
HMS 220	A	\$ 215,078	5.0%	
HMS 222	A	\$ 52,691	5.0%	
HMS 224	A	\$ 773,035	5.0%	
HMS 236	A	\$ 663,802	5.0%	
HMS 237	A	\$ 23,475	5.0%	
HMS 302	A	\$ 50,017	5.0%	
HMS 501	A	\$ 349,065	5.0%	
HMS 601	A	\$ 267,655	5.0%	
HMS 802	A	\$ 197,862	5.0%	
HMS 888	A	\$ 7,754	5.0%	
HMS 901	A	\$ 110,194	5.0%	
HMS 902	A	\$ 529,070	5.0%	
HMS 903	A	\$ 1,926,572	5.0%	
HMS 904	A	\$ 357,805	5.0%	

Department of Human Services  
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
HMS 401PE	Nursing Facility Sustainability Program Special Fund	Increases Medicaid reimbursements to private nursing facilities	B	-	-	\$ 12,000,000
HMS 401PE	Hospital Sustainability Program Special Fund	Increases Medicaid reimbursements to private hospitals	B	-	-	\$ 43,000,000



Department of Human Services  
Expenditures Exceeding Appropriation Ceilings

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</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>
HMS206	N	7/13/2012	\$ 5,108,943	\$ 998,108	0.8%	Title XXVI of Public Law 97-35, as amended	Y	N
HMS903	N	6/12/2012	\$ 63,166,266	\$ 1,035,000	0.9%	SNAP Participant Grant	Y	N

Department of Human Services  
Intradepartmental Transfer of Funds

Table 10

<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 Human Services  
Active Federal Awards

State Expending Agency	Program ID	Award Number	CFDA Number	Award Description	Awarding Federal Agency	Award Amount	Award Amount	State Appropriation Symbol	At Risk for Federal Sequestration	Contact Name	Contact Phone	Contact Email
							Allocated to the Pgm ID in Column B		(Y/N)			
OYS	HMS 501	2009-JF-FX-8003	16.540	Title II Formula Grant	DOJ	\$ 600,000	\$ 600,000	S-224	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2010-JF-FX-4014	16.540	Title II Formula Grant	DOJ	\$ 588,880	\$ 588,880	S-224	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2011-JF-FX-0048	16.540	Title II Formula Grant	DOJ	\$ 600,000	\$ 600,000	S-224	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2012-JF-FX-0001	16.540	Title II Formula Grant	DOJ	\$ 400,000	\$ 400,000	S-224	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2010-JP-FX-4032	16.548	Title V Community Prevention	DOJ	\$ 84,945	\$ 84,945	S-224	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2011-JP-FX-0031	16.548	Title V Community Prevention	DOJ	\$ 50,000	\$ 50,000	S-224	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2009-JB-FX-8027	16.523	Juvenile Accountability Block Grant	DOJ	\$ 374,700	\$ 374,700	S-212	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2010-JB-FX-4051	16.523	Juvenile Accountability Block Grant	DOJ	\$ 359,400	\$ 359,400	S-212	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2011-JB-FX-0059	16.523	Juvenile Accountability Block Grant	DOJ	\$ 282,994	\$ 282,994	S-212	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501	2012-JB-FX-0019	16.523	Juvenile Accountability Block Grant	DOJ	\$ 173,413	\$ 173,413	S-212	Y	Edward Chargualaf	587-5718	<a href="mailto:echargualaf@dhs.hawaii.gov">echargualaf@dhs.hawaii.gov</a>
OYS	HMS 501		93.667	Social Services Block Grant	DHHS	See SSD for details	\$ 1,870,919	S-223	Y	Merton Chinen	587-5712	<a href="mailto:mchinen@dhs.hawaii.gov">mchinen@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H126A120015	84.126A	Basic Vocational Rehabilitation State Grant	DOE/Rehabilitation Services Administration	\$ 12,884,686	\$ 12,884,686	S-282	N	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H126A130015	84.126A	Basic Vocational Rehabilitation State Grant	DOE/Rehabilitation Services Administration	\$ 5,740,457	\$ 5,740,457	S-282	Y	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H169A120016	84.169A	State Independent Living Services	DOE/Rehabilitation Services Administration	\$ 311,766	\$ 311,766	S-282	N	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H169A130016	84.169A	State Independent Living Services	DOE/Rehabilitation Services Administration	\$ 152,048	\$ 152,048	S-282	Y	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>

Department of Human Services  
Active Federal Awards

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
DHS/DVR	HMS 802	H177B120011	84.177B	Independent Living Services for Older Individuals Who Are Blind	DOE/Rehabilitation Services Administration	\$ 225,000	\$ 225,000	S-282	N	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H177B130011	84.177B	Independent Living Services for Older Individuals Who Are Blind	DOE/Rehabilitation Services Administration	\$ 109,733	\$ 109,733	S-282	Y	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H187A120016	84.187A	Supported Employment	DOE/Rehabilitation Services Administration	\$ 300,000	\$ 300,000	S-282	N	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H187A130016	84.187A	Supported Employment	DOE/Rehabilitation Services Administration	\$ 87,234	\$ 87,234	S-282	Y	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H265A100047	84.265A	In-Service Training	DOE/Rehabilitation Services Administration	\$ 56,649	\$ 54,431	S-282	Y	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 802	H224A130011	84.224A	Assistive Technology Act	DOE/Rehabilitation Services Administration	\$ 438,108	\$ 438,108	S-282	Y	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS/DVR	HMS 238	1204HIDI00	96.001	Disability Determination	Social Security Administration	\$ 6,631,700	\$ 1,729,257	S-238	Y	Shawn Yoshimoto	586-9748	<a href="mailto:syoshimoto@dhs.hawaii.gov">syoshimoto@dhs.hawaii.gov</a>
DHS	HMS 211, HMS 236, HMS 903	1302HITANF	93.558	Temporary Assistance for Needy Families (TANF) Regular Block Grant	DHHS / ACF	\$ 98,904,788	\$ 98,904,788	S-201, S-236, S-227	N	Pankaj Bhanot	586-5230	<a href="mailto:pbhanot@dhs.hawaii.gov">pbhanot@dhs.hawaii.gov</a>
DHS	HMS 211	1302HITANF	93.558	TANF Contingency Fund	DHHS / ACF	\$ 3,296,826	\$ 3,296,826	S-201	N	Pankaj Bhanot	586-5230	<a href="mailto:pbhanot@dhs.hawaii.gov">pbhanot@dhs.hawaii.gov</a>
DHS	HMS 302, HMS 305	G1301HICCDF	93.575	Child Care Development Fund (CCDF)	DHHS / ACF	\$ 19,593,995	\$ 19,593,995	S-215, S-225	Y	Dana Balansag	586-7187	<a href="mailto:dbalansag@dhs.hawaii.gov">dbalansag@dhs.hawaii.gov</a>
DHS	HMS 206	G-13B1HILIEA	93.568	Low-Income Home Energy Assistance Program (LIHEAP)	DHHS / ACF	\$ 5,079,515	\$ 5,079,515	S-201	N	Doreen Harada	586-5734	<a href="mailto:धारada@dhs.hawaii.gov">धारada@dhs.hawaii.gov</a>
DHS	HMS 302	09CD0015/02	93.600	Head Start Collaboration Grant	DHHS / ACF	\$ 125,000	\$ 125,000	S-215	N	Christine Jackson	586-5240	<a href="mailto:cjackson@dhs.hawaii.gov">cjackson@dhs.hawaii.gov</a>

Department of Human Services  
Active Federal Awards

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
DHS	HMS 224	Various Project Numbers	14.231	Emerg. Shelter Grant	HUD	\$ 752,604	\$ 752,604	S-216	N	Lori Tsuhako	586-7072	<a href="mailto:tsuhako@dhs.hawaii.gov">tsuhako@dhs.hawaii.gov</a>
DHS	HMS 224	Various Project Numbers	14.241	Housing Opportunities for Persons With AIDS	HUD	\$ 171,599	\$ 171,599	S-216	N	Lori Tsuhako	586-7072	<a href="mailto:tsuhako@dhs.hawaii.gov">tsuhako@dhs.hawaii.gov</a>
DHS	HMS 224	Various Project Numbers	14.238	Shelter Plus Care	HUD	\$ 2,705,530	\$ 2,705,530	S-216	N	Lori Tsuhako	586-7072	<a href="mailto:tsuhako@dhs.hawaii.gov">tsuhako@dhs.hawaii.gov</a>
DHS	HMS 224	Various Project Numbers	14.235	Supportive Housing Prog.	HUD	\$ 263,955	\$ 263,955	S-216	N	Lori Tsuhako	586-7072	<a href="mailto:tsuhako@dhs.hawaii.gov">tsuhako@dhs.hawaii.gov</a>
DHS	HMS 903	2011IS603121	10.561	Supplemental Nutrition Assistance Program (SNAP) Participation Grant	USDA/FNS	\$ 1,035,000	\$ 1,035,000	S-227	N	Scott Nakasone	586-7054	<a href="mailto:snakasone2@dhs.hawaii.gov">snakasone2@dhs.hawaii.gov</a>
DHS	HMS 236, HMS 903	2012IS251447	10.561	SNAP State Administrative Matching Grants	USDA/FNS	\$ 3,150,716	\$ 3,150,716	S-236, S-227	N	Pamela Higa	586-5722	<a href="mailto:phiga@dhs.hawaii.gov">phiga@dhs.hawaii.gov</a>
DHS	HMS 236, HMS 903	2013IS251447	10.561	SNAP State Administrative Matching Grants	USDA/FNS	\$ 10,260,879	\$ 10,260,879	S-236, S-227	N	Pamela Higa	586-5722	<a href="mailto:phiga@dhs.hawaii.gov">phiga@dhs.hawaii.gov</a>
DHS	HMS 237	2012IS251947	10.561	SNAP Employment and Training (E&T) 50% Operating Funds	USDA/FNS	\$ 108,496	\$ 108,496	S-206	N	Pamela Higa	586-5722	<a href="mailto:phiga@dhs.hawaii.gov">phiga@dhs.hawaii.gov</a>
DHS	HMS 237	2013IS251947	10.561	SNAP Employment and Training (E&T) 50% Operating Funds	USDA/FNS	\$ 323,497	\$ 323,497	S-206	N	Pamela Higa	586-5722	<a href="mailto:phiga@dhs.hawaii.gov">phiga@dhs.hawaii.gov</a>
DHS	HMS 237	2012IS252047	10.561	SNAP E&T 50% Participant Reimbursement Funds	USDA/FNS	\$ 8,879	\$ 8,879	S-206	N	Pamela Higa	586-5722	<a href="mailto:phiga@dhs.hawaii.gov">phiga@dhs.hawaii.gov</a>
DHS	HMS 237	2013IS252047	10.561	SNAP E&T 50% Participant Reimbursement Funds	USDA/FNS	\$ 54,882	\$ 54,882	S-206	N	Pamela Higa	586-5722	<a href="mailto:phiga@dhs.hawaii.gov">phiga@dhs.hawaii.gov</a>
DHS	HMS 237	2013IE251847	10.561	SNAP 100% E&T Administrative Funds	USDA/FNS	\$ 212,943	\$ 212,943	S-206	N	Pamela Higa	586-5722	<a href="mailto:phiga@dhs.hawaii.gov">phiga@dhs.hawaii.gov</a>

Department of Human Services  
Active Federal Awards

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
DHS	HMS 903	2012IS750347	10.561	SNAP 2YR Nutrition- Education Obesity Funds	USDA/FNS	\$ 484,316	\$ 484,316	S-227	N	Pamela Higa	586-5722	<a href="mailto:pfiga@dhs.hawaii.gov">pfiga@dhs.hawaii.gov</a>
DHS	HMS 903	2013IS750347	10.561	SNAP 2YR Nutrition- Education Obesity Funds	USDA/FNS	\$ 190,740	\$ 190,740	S-227	N	Pamela Higa	586-5722	<a href="mailto:pfiga@dhs.hawaii.gov">pfiga@dhs.hawaii.gov</a>
DHS	HMS 903	2012IS820447	10.561	EBT FARMERS' MARKET GRANT	USDA/FNS	\$ 3,000	\$ 3,000	S-227	N	Ginet Hayes	586-5739	<a href="mailto:ghayes@dhs.hawaii.gov">ghayes@dhs.hawaii.gov</a>
DHS	HMS 301	1201HIAIPP	93.557	Adoption Incentive Payments Prgm FY 2012 (obligated no later than 09/30/14; liquidated by 12/30/14)	DHHS	\$ 118,398	\$ 118,398	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	1101HIAIPP	93.557	Adoption Incentive Payments Prgm FY 2011 (obligated by 09/30/13; liquidated by 12/31/13);	DHHS	\$ 10,196	\$ 10,196	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	1101HIAIPP	93.603	Adoption Incentive Payments Prgrm FY 2011 (obligated by 09/30/13; liquidated by 12/31/13);	DHHS	\$ 29,804	\$ 29,804	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	1-996001081-A6	93.645	Title IV-B Subpart I - Social Security Act 10/01/11 - 09/30/13	DHHS	\$ 1,115,591	\$ 1,115,591	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	1-996001081-A6	93.556	Promoting Safe & Stable Families - IVB 2 10/01/11 - 09/30/13	DHHS	\$ 920,518	\$ 920,518	S-207	Y	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	1996001081-A6	93.556	Caseworker Visits under Promoting Safe & Stable Families (10/01/11 - 09/30/13)	DHHS	\$ 58,154	\$ 58,154	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	1-996001081-A6	93.674	Independent Living Program (10/01-11 - 09/30/13)	DHHS	\$ 500,000	\$ 500,000	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>

Department of Human Services  
Active Federal Awards

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>At Risk for Federal Sequestration (Y/N)</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
DHS	HMS 301	G-120-1HISOSR	93.667	Social Services Block Grant (10/01/11 - 09/30/13)	DHHS	\$ 7,448,177	\$ 7,448,177	S-207	Y	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	G-1101HICJA1	93.643	Children's Justic Act (09/30/13 - 12/30/13)	DHHS	\$ 104,511	\$ 104,511	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	G-1201HICJA1	93.642	Children's Justic Act (09/30/14 - 12/30/14)	DHHS	\$ 107,357	\$ 107,357	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	G-1201HICA01	93.669	CAPTA (10/01/11 - 09/30/16)	DHHS	\$ 145,454	\$ 145,454	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	G-1201HICETV	93.599	Educational & Training Vouchers Prgm	DHHS	\$ 132,450	\$ 132,450	S-207	N	Kayle Perez	586-5667	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS 301	G-1201HIFVPS	93.671	Family Violence Prevention & Services	DHHS	\$ 856,677	\$ 856,677	S-207	Y	Kayle Perez	586-5679	<a href="mailto:kperez@dhs.hawaii.gov">kperez@dhs.hawaii.gov</a>
DHS	HMS601	10SCPH1001	94.016	Senior Companions	Corp for Natl & Comm Svcs	\$ 416,759	\$ 416,759	S-221	N	Linda Chun	586- 5684	<a href="mailto:Lchun@dhs.hawaii.gov">Lchun@dhs.hawaii.gov</a>
DHS	HMS601	10FHPH1001	94.011	Foster Grandparents	Corp for Natl & Comm Svcs	\$ 475,816	\$ 475,816	S-221	N	Linda Chun	586- 5684	<a href="mailto:Lchun@dhs.hawaii.gov">Lchun@dhs.hawaii.gov</a>
DHS	HMS601	FY-12-SCSEP-CC-DHS	17.325	Senior Comm Srv Employ Prgm	Dept of Labor	\$ 236,797	\$ 236,797	S--318	N	Linda Chun	586- 5684	<a href="mailto:Lchun@dhs.hawaii.gov">Lchun@dhs.hawaii.gov</a>
HPHA	HMS 222		14.871	Section 8 - Housing Choice Voucher	HUD	\$ 22,265,700	\$ 22,265,700	S-219	Y	Mark Buflo	832-3386	<a href="mailto:mark.buflo@hawaii.gov">mark.buflo@hawaii.gov</a>
HPHA	HMS 220		14.850	Public and Indian Housing	HUD	\$ 26,078,000	\$ 26,078,000	S-220	Y	Mark Buflo	832-3386	<a href="mailto:mark.buflo@hawaii.gov">mark.buflo@hawaii.gov</a>
HPHA	HMS 220		14.195	Section 8 - Project Based Cluster	HUD	\$ 25,704,000	\$ 25,704,000	S-220	Y	Mark Buflo	832-3386	<a href="mailto:mark.buflo@hawaii.gov">mark.buflo@hawaii.gov</a>
HPHA	HMS 220		14.872	Public Housing Capital Fund	HUD	\$ 11,012,000	\$ 11,012,000	S-299	Y	Mark Buflo	832-3386	<a href="mailto:mark.buflo@hawaii.gov">mark.buflo@hawaii.gov</a>
DHS	HMS 401 & HMS 902	5-1205HI5021	93.767	Children's Health Insurance Program	Dept of Health and Human Services	\$ 14,068,083	\$ 14,068,083	S-229	N	Reuben Shimazu	692-7983	<a href="mailto:rshimazu@Medicaid.dhs.state.hi.us">rshimazu@Medicaid.dhs.state.hi.us</a>
DHS	HMS 401	5-1305HI5MAP	93.778	Medicaid -Health Care Payments	Dept of Health and Human Services	\$ 782,525,899	\$ 782,525,899	S-229	N	Reuben Shimazu	692-7983	<a href="mailto:rshimazu@Medicaid.dhs.state.hi.us">rshimazu@Medicaid.dhs.state.hi.us</a>
DHS	HMS 902	5-1305HI5ADM	93.778	Medicaid - Administration	Dept of Health and Human Services	\$ 36,267,716	\$ 36,267,716	S-253	N	Reuben Shimazu	692-7983	<a href="mailto:rshimazu@Medicaid.dhs.state.hi.us">rshimazu@Medicaid.dhs.state.hi.us</a>

Department of Human  
List of Funding Agencies

Table 11  
Attachment

COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. <b>Format: XXX###</b>
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: <a href="https://www.cfda.gov/index?s=program&amp;tab=list&amp;mode=list">https://www.cfda.gov/index?s=program&amp;tab=list&amp;mode=list</a> <b>Format: ##.###.</b>
E	Award Description	Award title and description with purpose of funding action.
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drop-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency.
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300.
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. <b>Format: X-YY-###-X</b>
J	Contact Name	Name of the individual at the program level responsible for performance of the award.
K	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
L	Contact Email	Email of the individual at the program level responsible for performance of the award.
	<b>LEGEND:</b>	
	<b><u>State Expending Agency</u></b>	
A (AGR)	Department of Agriculture	
B (BED)	Department of Business, Economic Dev & Tourism	
C (LNR)	Department of Land and Natural Resources	
D (TRN)	Department of Transportation	
E (EDN)	Department of Education	
F (UOH)	University of Hawaii	
G (DEF)	Department of Defense	
H (HTH)	Department of Health	
I (HHL)	Department of Hawaiian Home Lands	



Department of Human  
List of Funding Agencies

Table 11  
Attachment

J (JUD)	Judiciary	
K (HMS)	Department of Human Services	
L (LBR)	Department of Labor and Industrial Relations	
M (AGS)	Department of Accounting and General Services	
N (ATG)	Department of Attorney General	
O (BUF)	Department of Budget and Finance	
P (HRD)	Department of Human Resources Development	
Q (GOV)	Office of the Governor	
R (CCA)	Department of Commerce and Consumer Affairs	
S (LTG)	Office of the Lieutenant Governor	
T (TAX)	Department of Taxation	
V1 (PSD)	Department of Public Safety	
Z1 (OHA)	Office of Hawaiian Affairs	
	<b><u>Federal Agency</u></b>	CFNCS: Corporation for National and Community Service
USDA	Dept.of Agriculture	FNS: Food and Nutrition Service
	Dept. of Commerce	
	Dept. of Defense	
DOE	Dept. of Education	
	Dept. of Energy	
DHHS	Dept. of Health and Human Services	ACF: Administration for Children and Families
	Dept. of Homeland Security	
HUD	Dept. of Housing and Urban Development	
DOJ	Dept. of Justice	
DOL	Dept. of Labor	
	Dept. of State	
	Dept. of the Interior	
	Dept. of the Treasury	
	Dept. of Transportation	
	Dept. of Veterans Affairs	
	Corporation for National & Community Svc	
	Environmental Protection Agency	
	General Services Administration	
	NASA	
	National Science Foundation	
	Nuclear Regulatory Commission	
	Office of Personnel Management	
	Small Business Administration	
	SSA	Social Security Administration
U.S. Agency for International Development		

Department of Human Services  
Non-General Fund Balances

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY13 Unencumbered Cash Balance</u>	<u>Estimated FY13 Revenues</u>	<u>Estimated FY13 Expenditures and Encumbrances</u>	<u>Estimated FY13 Net Transfers</u>	<u>Estimated FY13 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
HPHA Administration	Administration of Public Housing Projects	356D-13	W	\$ 89,005	\$ -	\$ -	\$ -	\$ 89,005	\$ 89,005
Housing Revolving Fund	Funds are expended for management, operation and maintenance of State Low Income Housing Projects	356D-45	W	\$ 785,810	\$ 1,000,000	\$ 2,095,484	\$ -	\$ (309,674)	\$ (309,674)
Rental Housing Augmentation / Assist Revolving	Funds are expended for development, operation and maintenance of all State Rental Housing Projects	356D-45	W	\$ 1,323,160	\$ 23,889,000	\$ 24,578,160	\$ -	\$ 634,000	\$ 634,000
HPHA- Vehicle Rental	Fund was established to purchase vehicles for administrative area offices	356D-13	W	\$ 588,196	\$ 3,500	\$ 500,000	\$ -	\$ 91,696	\$ 91,696
HPHA- Equipment Rental	The offices pay rental fees into the fund, which are used to replace equipment after is retired	356D-13	W	\$ 767,062	\$ 1,200	\$ 700,000	\$ -	\$ 68,262	\$ 68,262
Housing for Elders Revolving Fund	Funds are expended for management, operation and maintenance of all Elderly Housing Projects	356D-72	W	\$ 1,836,530	\$ 1,900,000	\$ 2,442,733	\$ -	\$ 1,293,797	\$ 1,293,797
Spouse and Child Abuse	Support spouse/child abuse intervention/prevention	Act 232/94 HRS 346-7.5	B	\$ 526,878	\$ 406,000	\$ 700,000		\$ 232,878	
Geist Foundation	Compensate currently licensed foster parents to co-train applicants with the agency staff		T	\$ 545				\$ 545	
Donations for Social Services	To meet acute emergency needs of clients who need immediate cash to purchase food or other goods and services		T	\$ 287,100	\$ 550,000	\$ 600,000		\$ 237,100	
Foster Grandparent Program	increase the number of foster grandparents and to defray related expenses to purchase food or other goods and services		T	\$ 45,146	\$ 26,000	\$ 30,000		\$ 41,146	

Department of Human Services  
Non-General Fund Balances

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY13 Unencumbered Cash Balance</u>	<u>Estimated FY13 Revenues</u>	<u>Estimated FY13 Expenditures and Encumbrances</u>	<u>Estimated FY13 Net Transfers</u>	<u>Estimated FY13 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Blind Shop Revolving & Handicraft	Workshop or home labor purposes for the blind.	HRS 347-12	W	\$ 71,330	\$ -	\$ -	\$ -	\$ 71,330	
Randolph Sheppard Revolving Account	Blind vendor income from vending machines	Act 070/91	W	\$ 767,625	\$ 240,000	\$ 240,000	\$ -	\$ 767,625	
Donations for Sight Conservation	Donation account for sight conservation.	HRS 347-10	T	\$ 71,855	\$ 5,000	\$ 5,000	\$ -	\$ 71,855	
Commission on the Status of Women	Works for equality for women and girls in the state by acting as a catalyst for positive change through advocacy, education, collaboration and program development.	Act 147, SLH 2005	T	\$ 3,364	\$ -	\$ -	\$ -	\$ 3,364	
Commission on Fatherhood	Established to promote healthy family relationships between parents and children - encourage active participation by fathers of all ages in raising their children and the development and implementation of comprehensive strategies to strengthen the role of fathers in their children's lives.	Act 156, SLH 2003	T	\$ 2,130	\$ -	\$ 2,130	\$ -	\$ -	
Donations - Homeless Programs	Operating support for the Office of Homelessness		T	\$ 80,711	\$ -	\$ 80,711	\$ -	\$ -	

Department of Human Services  
Positions Vacant as of November 30

Table 13

<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>Perm Temp (P/T)</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># of 89 Hire Appointments</u>
HMS903	06/30/12	1639	ELIGIBILITY PROGRAM SPCLT VI	SR26	13	P	0.53	A	38249		N	Y	N	
HMS903	06/30/12	1639	ELIGIBILITY PROGRAM SPCLT VI	SR26	13	P	0.47	N	33919		N	Y	N	
HMS904	10/16/12	1644	PERSONNEL TECHNICIAN VI	SR15	63	P	1.00	A	40548		N	Y	N	
HMS236	09/28/12	1664	ELIGIBILITY WORKER I	SR12	3	P	0.56	A	15980		N	Y	N	
HMS236	09/28/12	1664	ELIGIBILITY WORKER I	SR12	3	P	0.44	N	12556		N	Y	N	
HMS301	09/01/11	1671	SOCIAL WORKER IV	SR22	13	P	0.42	A	25978		N	Y	N	
HMS301	09/01/11	1671	SOCIAL WORKER IV	SR22	13	P	0.58	N	17318		N	Y	N	
HMS236	10/01/11	1675	ELIGIBILITY WORKER III	SR16	3	P	0.56	A	18655		N	Y	N	
HMS236	10/01/11	1675	ELIGIBILITY WORKER III	SR16	3	P	0.44	N	14657		N	Y	N	
HMS301	07/14/11	1685	SOCIAL WORKER IV	SR22	13	P	0.42	A	25978		N	Y	N	
HMS301	07/14/11	1685	SOCIAL WORKER IV	SR22	13	P	0.58	N	17318		N	Y	N	
HMS236	03/29/12	1693	ELIGIBILITY WKR I	SR16	3	P	0.57	A	18988		N	Y	N	
HMS236	03/29/12	1693	ELIGIBILITY WKR I	SR16	3	P	0.43	N	14324		N	Y	N	
HMS236	07/01/10	1700	ELIGIBILITY WKR III	SR16	3	P	0.57	A	18993		N	Y	Y	6
HMS236	07/01/10	1700	ELIGIBILITY WKR III	SR16	3	P	0.43	N	14328		N	Y	Y	
HMS301	03/12/12	1708	HUMAN SVCS PROF III	SR20	13	P	0.42	A	25978		N	Y	Y	2
HMS301	03/12/12	1708	HUMAN SVCS PROF III	SR20	13	P	0.58	N	17318		N	Y	Y	
HMS301	03/01/11	1768	HUMAN SVCS PROF III	SR20	13	P	0.42	A	24012		N	Y	N	
HMS301	03/01/11	1768	HUMAN SVCS PROF III	SR20	13	P	0.58	N	16008		N	Y	N	
HMS238	06/30/12	1809	OFFICE ASSISTANT IV	SR10	3	P	1.00	N	42192		N	Y	N	

Department of Human Services  
Positions Vacant as of November 30

Table 13

<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>Perm Temp (P/T)</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># of 89 Hire Appointments</u>
HMS503	03/16/12	2441	GEN CONSTR & MTNCE SUPVR I	F110	2	P	1.00	A	50940		N	Y	N	
HMS503	07/30/09	2474	CORRECTIONS RECR SPCLT III	SR20	13	P	1.00	A	40020		N	Y	N	
HMS904	03/12/12	2622	PERSONNEL CLERK V	SR09	63	P	1.00	A	34692		N	Y	N	
HMS802	12/31/09	3420	VOCATIONAL REHAB SPCLT IV	SR22	13	P	0.22	A	14288		N	Y	N	
HMS802	12/31/09	3420	VOCATIONAL REHAB SPCLT IV	SR22	13	P	0.78	N	29008		N	Y	N	
HMS301	06/13/09	3472	HUMAN SVCS PROF IV	SR22	13	P	0.68	A	25978		N	Y	N	
HMS301	06/13/09	3472	HUMAN SVCS PROF IV	SR22	13	P	0.32	N	17318		N	Y	N	
HMS220	09/01/12	3490	HOUSING BUILDING MTNCE WKR I	SRNA	1	P	1.00	N	44544		Y	Y	N	
HMS236	11/14/12	3736	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	11/14/12	3736	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS236	07/01/11	3773	ELIGIBILITY WKR II	SR14	3	P	0.57	A	17558		N	Y	N	
HMS236	07/01/11	3773	ELIGIBILITY WKR II	SR14	3	P	0.43	N	13246		N	Y	N	
HMS301	05/01/09	3776	SOCIAL WORKER IV	SR22	23	P	0.42	A	25978		N	Y	N	
HMS301	05/01/09	3776	SOCIAL WORKER IV	SR22	23	P	0.58	N	17318		N	Y	N	
HMS236	10/01/12	3777	ELIGIBILITY WKR I	SR12	3	P	0.57	A	16266		N	Y	N	
HMS236	10/01/12	3777	ELIGIBILITY WKR I	SR12	3	P	0.43	N	12270		N	Y	N	
HMS236	11/16/12	3781	OFFICE ASSISTANT III	SR08	3	P	0.57	A	16266		N	Y	N	
HMS236	11/16/12	3781	OFFICE ASSISTANT III	SR08	3	P	0.43	N	12270		N	Y	N	

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HMS503	09/28/12	3979	YOUTH CORRECTIONS OFFICER (E)	CO04	10	P	1.00	A	45108		N	Y	N	
HMS236	10/16/12	4110	ELIGIBILITY WKR III	SR16	3	P	0.57	A	18988		N	Y	N	
HMS236	10/16/12	4110	ELIGIBILITY WKR III	SR16	3	P	0.43	N	14324		N	Y	N	
HMS301	01/21/12	4142	SECRETARY I	SR12	3	P	0.42	A	18482		N	Y	N	
HMS301	01/21/12	4142	SECRETARY I	SR12	3	P	0.58	N	12322		N	Y	N	
HMS301	04/16/12	4538	HUMAN SVCS PROF III	SR20	13	P	0.42	A	25978		N	Y	N	
HMS301	04/16/12	4538	HUMAN SVCS PROF III	SR20	13	P	0.58	N	17318		N	Y	N	
HMS301	12/01/11	4679	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	38131		N	Y	N	
HMS301	12/01/11	4679	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	25421		N	Y	N	
HMS220	12/31/08	4940	HOUSING BUILDING MTNCE WKR II	SRNA	1	P	1.00	N	33228		Y	Y	N	
HMS236	01/11/12	5067	OFFICE ASSISTANT III	SR08	3	P	0.57	A	15616		N	Y	N	
HMS236	01/11/12	5067	OFFICE ASSISTANT III	SR08	3	P	0.43	N	11780		N	Y	N	
HMS220	08/26/12	5475	PUBLIC HOUSING SPECIALIST I	SR16	13	P	1.00	N	43872		N	Y	N	
HMS301	08/24/10	5613	SOCIAL WORKER III	SR20	13	P	0.68	A	27022		N	Y	N	
HMS301	08/24/10	5613	SOCIAL WORKER III	SR20	13	P	0.32	N	18014		N	Y	N	
HMS220	06/13/11	5643	HOUSING BUILDING MTNCE HELPER	SRNA	1	P	1.00	N	36960		Y	Y	N	
HMS802	09/01/11	5826	VOCATIONAL REHAB SPCLT V	SR24	23	P	0.22	A	16086		N	Y	N	
HMS802	09/01/11	5826	VOCATIONAL REHAB SPCLT V	SR24	23	P	0.78	N	32658		N	Y	N	
HMS220	08/28/12	5855	SECRETARY I	SR12	3	P	1.00	W	40548		N	Y	Y	1

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HMS220	08/01/10	5856	OFFICE ASSISTANT IV	SR10	3	P	1.00	W	26364		N	Y	N	
HMS503	10/01/12	6005	PERSONNEL CLERK III	SR09	63	P	1.00	A	33312		N	Y	N	
HMS220	08/06/12	6171	ACCOUNT CLERK II	SR08	3	P	1.00	N	24384		N	Y	N	
HMS220	06/01/11	6281	HSG GEN CONSTR & MTNCE SUPVR I	SRNA	2	P	1.00	N	49908		Y	Y	N	
HMS902	02/01/11	6389	SOCIAL WORKER IV	SR22	13	P	1.00	A	21648		N	Y	N	
HMS236	12/31/09	6391	SECRETARY I	SR12	3	P	0.57	A	16266		N	Y	Y	1
HMS236	12/31/09	6391	SECRETARY I	SR12	3	P	0.43	N	12270		N	Y	Y	
HMS220	04/06/12	6565	HOUSING GENERAL LABORER I	SRNA	1	P	1.00	N	33228		Y	Y	N	
HMS229	10/01/12	6627	PERSONNEL CLERK IV	SR11	63	P	1.00	N	32064		N	Y	N	
HMS903	11/21/09	6403	OFFICE ASSISTANT III	SR08	3	P	0.59	A	14387		N	N	N	
HMS903	11/21/09	6403	OFFICE ASSISTANT III	SR08	3	P	0.41	N	9997		N	N	N	
HMS220	03/01/07	6642	TRUCK DRIVER	BC06	1	P	1.00	N	38436		N	Y	N	
HMS220	12/31/09	6681	HOUSING GENERAL LABORER II	SRNA	1	P	1.00	N	34164		Y	Y	N	
HMS220	12/23/10	6731	HOUSING PLUMBER I	SRNA	1	P	1.00	N	44544		Y	Y	N	
HMS220	05/01/12	6785	PUBLIC HOUSING SPECIALIST II	SR18	13	P	1.00	N	46860		N	Y	N	
HMS220	04/03/12	6791	HOUSING BUILDING MTNCE WKR II	SRNA	1	P	1.00	N	35544		Y	Y	N	

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HMS220	12/29/07	6792	BUILDING MAINTENANCE HELPER	SRNA	1	P	1.00	N	36960		Y	Y	N	
HMS220	05/16/11	6931	BUILDING MAINTENANCE SUPVR I	F109	2	P	1.00	N	46134		N	Y	Y	2
HMS301	06/01/12	7706	SOCIAL WORKER III	SR20	13	P	0.58	A	27022		N	Y	N	
HMS301	06/01/12	7706	SOCIAL WORKER III	SR20	13	P	0.42	N	18014		N	Y	N	
HMS229	04/01/10	7994	ACCOUNT CLERK V	SR15	3	P	1.00	W	32064		N	Y	Y	2
HMS902	06/24/08	8492	CONTRACTS SPCLT (MedQUEST)	SR22	13	P	1.00	A	21648		N	Y	N	
HMS220	09/13/10	8636	HOUSING PAINTER I	SRNA	1	P	1.00	N	44544		Y	Y	N	
HMS220	04/01/08	8719	SECRETARY I	SR12	3	P	1.00	N	28536		N	Y	Y	1
HMS802	09/01/12	8733	SECRETARY II	SR14	3	P	0.22	A	15064		N	Y	N	
HMS802	09/01/12	8733	SECRETARY II	SR14	3	P	0.78	N	30584		N	Y	N	
HMS229	02/18/09	8751	PUBLIC HOUSING SUPVR VI	SR26	23	P	1.00	N	52728		N	Y	N	
HMS220	06/30/12	8752	HSG GEN CONSTR & MTNCE SUPVR I	SRNA	2	P	1.00	N	48000		Y	Y	N	
HMS229	09/01/09	8774	ENGINEER VI	SR28	23	P	1.00	N	59304		N	Y	N	
HMS220	04/01/12	8832	HSG GEN CONSTR & MTNCE SUPVR I	SRNA	2	P	1.00	N	48000		Y	Y	N	
HMS220	07/24/12	8843	BUILDING MAINTENANCE WORKER I	BC09	1	P	1.00	N	44544		N	Y	N	
HMS220	09/29/12	9204	PUBLIC HOUSING SUPERVISOR IV	SR22	13	P	1.00	N	43296		N	Y	N	



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HMS220	09/22/12	10376	HOUSING BUILDING MTNCE WKR I	SRNA	1	P	1.00	N	44544		Y	Y	N	
HMS802	08/08/11	10816	VOCATIONAL REHAB SPCLT IV	SR22	13	P	0.22	A	14288		N	Y	N	
HMS802	08/08/11	10816	VOCATIONAL REHAB SPCLT IV	SR22	13	P	0.78	N	29008		N	Y	N	
HMS220	10/30/12	10907	HOUSING PAINTER I	SRNA	1	P	1.00	N	44544		Y	Y	N	
HMS802	01/03/12	12518	VOCATIONAL REHAB SPCLT III	SR20	13	P	0.22	A	16727		N	Y	N	
HMS802	01/03/12	12518	VOCATIONAL REHAB SPCLT III	SR20	13	P	0.78	N	33961		N	Y	N	
HMS802	11/16/11	12555	VOCATIONAL REHAB SPCLT IV	SR22	13	P	0.22	A	14288		N	Y	N	
HMS802	11/16/11	12555	VOCATIONAL REHAB SPCLT IV	SR22	13	P	0.78	N	29008		N	Y	N	
HMS236	12/31/11	13234	SECRETARY I	SR12	3	P	0.57	A	18276		N	Y	N	
HMS236	12/31/11	13234	SECRETARY I	SR12	3	P	0.43	N	13788		N	Y	N	
HMS236	05/16/12	13235	ELIGIBILITY WKR I	SR12	3	P	0.57	A	21382		N	Y	N	
HMS236	05/16/12	13235	ELIGIBILITY WKR I	SR12	3	P	0.43	N	16130		N	Y	N	
HMS236	03/31/12	14121	OFFICE ASSISTANT III	SR08	3	P	0.57	A	18988		N	Y	N	
HMS236	03/31/12	14121	OFFICE ASSISTANT III	SR08	3	P	0.43	N	14324		N	Y	N	
HMS236	07/01/09	14122	SECRETARY I	SR12	3	P	0.57	A	16266		N	Y	N	
HMS236	07/01/09	14122	SECRETARY I	SR12	3	P	0.43	N	12270		N	Y	N	
HMS601	08/01/12	14124	SECRETARY I	SR12	3	P	1.00	A	32064		N	Y	N	
HMS236	8/1/2012	14126	ELIGIBILITY WKR III	SR16	3	P	0.57	A	23112		N	Y	N	
HMS236	8/1/2012	14126	ELIGIBILITY WKR III	SR16	3	P	0.43	N	17436		N	Y	N	

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HMS236	5/9/2012	14144	ELIGIBILITY WKR I	SR12	3	P	0.57	A	21382		N	Y	N	
HMS236	5/9/2012	14144	ELIGIBILITY WKR I	SR12	3	P	0.43	N	16130		N	Y	N	
HMS802	6/1/2012	14579	VOCATIONAL REHAB SPCLT III	SR20	13	P	0.22	A	19610		N	Y	N	
HMS802	6/1/2012	14579	VOCATIONAL REHAB SPCLT III	SR20	13	P	0.78	N	39814		N	Y	N	
HMS222	1/5/2008	14977	OFFICE ASSISTANT III	SR08	3	P	1.00	N	24384		N	Y	N	
HMS220	8/17/2012	14978	PUBLIC HOUSING SUPERVISOR V	SR24	23	P	1.00	N	48744		N	Y	N	
HMS220	10/16/2012	15486	GENERAL LABORER I	BC02	1	P	1.00	N	33228		N	Y	N	
HMS802	3/16/2012	15814	VOCATIONAL REHAB SPCLT V	SR24	23	P	0.22	A	18818		N	Y	N	
HMS802	3/16/2012	15814	VOCATIONAL REHAB SPCLT V	SR24	23	P	0.78	N	38206		N	Y	N	
HMS802	7/12/2012	15823	VOCATIONAL REHAB SPCLT III	SR20	13	P	0.22	A	14288		N	Y	N	
HMS802	7/12/2012	15823	VOCATIONAL REHAB SPCLT III	SR20	13	P	0.78	N	29008		N	Y	N	
HMS301	6/18/2012	16922	FAMILY SERVICES ASSISTANT	SR13	3	P	0.42	A	30967		N	Y	N	
HMS301	6/18/2012	16922	FAMILY SERVICES ASSISTANT	SR13	3	P	0.58	N	20645		N	Y	N	
HMS903	11/16/2012	17404	ELIGIBILITY PROGRAM SPCLT III	SR20	13	P	0.66	A	26413		N	Y	N	
HMS903	11/16/2012	17404	ELIGIBILITY PROGRAM SPCLT III	SR20	13	P	0.34	N	13607		N	Y	N	
HMS236	12/31/2011	17689	ELIGIBILITY WKR III	SR16	3	P	0.57	A	29248		N	Y	N	
HMS236	12/31/2011	17689	ELIGIBILITY WKR III	SR16	3	P	0.43	N	22064		N	Y	N	
HMS301	8/27/2012	17693	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	28116		N	Y	N	
HMS301	8/27/2012	17693	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	18744		N	Y	N	

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HMS301	12/31/2009	17697	SECRETARY I	SR12	3	P	0.42	A	17122		N	Y	N	
HMS301	12/31/2009	17697	SECRETARY I	SR12	3	P	0.58	N	11414		N	Y	N	
HMS902	12/27/2011	18527	SECRETARY I	SR12	3	P	0.50	A	18756		N	Y	N	
HMS902	12/27/2011	18527	SECRETARY I	SR12	3	P	0.50	N	18756		N	Y	N	
HMS220	8/25/2012	18794	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	N	27396		N	Y	Y	1
HMS220	12/31/2011	19593	PUBLIC HOUSING SPECIALIST II	SR18	13	P	1.00	A	46860		N	Y	Y	1
HMS901	3/2/2009	21275	SECRETARY I	SR12	3	P	0.75	A	21402		N	Y	N	
HMS901	3/2/2009	21275	SECRETARY I	SR12	3	P	0.25	N	7134		N	Y	N	
HMS301	11/1/2011	21371	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.68	A	27022		N	Y	N	
HMS301	11/1/2011	21371	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.32	N	18014		N	Y	N	
HMS236	7/14/2012	21503	ELIGIBILITY WKR III	SR16	3	P	0.57	A	20561		N	Y	N	
HMS236	7/14/2012	21503	ELIGIBILITY WKR III	SR16	3	P	0.43	N	15511		N	Y	N	
HMS236	11/1/2012	21508	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	11/1/2012	21508	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS236	10/10/2011	22142	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	10/10/2011	22142	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS236	5/9/2012	22152	ELIGIBILITY WKR I	SR12	3	P	0.57	A	26019		N	Y	N	
HMS236	5/9/2012	22152	ELIGIBILITY WKR I	SR12	3	P	0.43	N	19629		N	Y	N	

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HMS236	8/4/2012	22159	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	8/4/2012	22159	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS229	1/26/2008	22265	ACCOUNT CLERK III	SR11	3	P	1.00	W	27396		N	Y	N	
HMS301	12/31/2010	22280	SOCIAL SERVICE AID III	SR09	3	P	0.42	A	15221		N	Y	N	
HMS301	12/31/2010	22280	SOCIAL SERVICE AID III	SR09	3	P	0.58	N	10147		N	Y	N	
HMS236	10/24/2011	22282	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	N	
HMS236	10/24/2011	22282	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		N	Y	N	
HMS236	5/1/2012	22289	OFFICE ASSISTANT III	SR08	3	P	0.57	A	15027		N	Y	N	
HMS236	5/1/2012	22289	OFFICE ASSISTANT III	SR08	3	P	0.43	N	11337		N	Y	N	
HMS601	9/1/2010	22425	SOCIAL SERVICES MANAGER I	EM05	35	P	1.00	A	40020		N	Y	N	
HMS220	5/26/2011	22433	HOUSING PLUMBER I	SRNA	1	P	1.00	N	36960		Y	Y	N	
HMS802	7/16/2012	22668	SECRETARY III	SR16	63	P	0.22	A	13923		N	Y	N	
HMS802	7/16/2012	22668	SECRETARY III	SR16	63	P	0.78	N	28269		N	Y	N	
HMS601	2/2/2012	22907	OFFICE ASSISTANT III	SR08	3	P	1.00	A	24384		N	Y	N	
HMS236	9/29/2012	22990	ELIGIBILITY WKR V	SR20	4	P	0.57	A	28126		N	Y	N	
HMS236	9/29/2012	22990	ELIGIBILITY WKR V	SR20	4	P	0.43	N	21218		N	Y	N	
HMS220	11/1/2012	23049	PUBLIC HOUSING SPECIALIST II	SR18	13	P	0.42	A	19238		N	Y	N	
HMS220	11/1/2012	23049	PUBLIC HOUSING SPECIALIST II	SR18	13	P	0.58	N	12826		N	Y	N	
HMS220	4/3/2007	23050	PUBLIC HOUSING SUPERVISOR III	SR20	13	P	1.00	N	40020		N	Y	N	

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HMS301	9/1/2012	23222	OFFICE ASSISTANT III	SR08	3	P	0.42	A	12826		N	Y	N	
HMS301	9/1/2012	23222	OFFICE ASSISTANT III	SR08	3	P	0.58	N	19238		N	Y	N	
HMS238	7/1/2003	23609	OFFICE ASSISTANT III	SR08	3	P	1.00	N	24384		N	Y	N	
HMS236	3/1/2010	23672	ELIGIBILITY WKR V	SR20	4	P	0.57	A	22223		N	Y	N	
HMS236	3/1/2010	23672	ELIGIBILITY WKR V	SR20	4	P	0.43	N	16765		N	Y	N	
HMS238	12/22/2011	24198	DISABILITY CLAIMS SPCLT III	SR20	13	P	1.00	N	48744		N	Y	N	
HMS238	9/28/2012	24200	DISABILITY CLAIMS SPCLT II	SR18	13	P	1.00	N	41628		N	Y	N	
HMS238	6/1/2012	24443	DISABILITY CLAIMS SPCLT III	SR20	13	P	1.00	N	40020		N	Y	N	
HMS238	10/3/2011	24444	PROFESSIONAL TRAINEE I	SR16	13	P	1.00	N	34224		N	Y	N	
HMS238	5/1/2012	24447	PROFESSIONAL TRAINEE I	SR16	13	P	1.00	N	36096		N	Y	N	
HMS802	12/31/2011	24468	OFFICE ASSISTANT III	SR08	3	P	0.22	A	10993		N	Y	N	
HMS802	12/31/2011	24468	OFFICE ASSISTANT III	SR08	3	P	0.78	N	22319		N	Y	N	
HMS236	6/1/2012	24493	ELIGIBILITY WKR I	SR12	3	P	0.57	A	27039		N	Y	N	
HMS236	6/1/2012	24493	ELIGIBILITY WKR I	SR12	3	P	0.43	N	20397		N	Y	N	
HMS302	10/16/2012	24656	SOCIAL WORKER V	SR24	13	P	1.00	A	32118		N	Y	N	
HMS302	10/16/2012	24656	SOCIAL WORKER V	SR24	13	P	-	N	32118		N	Y	N	
HMS236	5/9/2011	24773	ELIGIBILITY WKR I	SR12	3	P	0.57	A	17558		N	Y	N	
HMS236	5/9/2011	24773	ELIGIBILITY WKR I	SR12	3	P	0.43	N	13246		N	Y	N	

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HMS236	6/1/2010	24973	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	6/1/2010	24973	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS236	8/16/2012	24975	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	8/16/2012	24975	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS903	2/1/2008	24977	OFFICE ASSISTANT III	SR08	3	P	0.57	A	16266		N	Y	Y	2
HMS903	2/1/2008	24977	OFFICE ASSISTANT III	SR08	3	P	0.43	N	12270		N	Y	Y	
HMS236	3/31/2009	25015	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	Y	2
HMS236	3/31/2009	25015	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		CS	ACT 106/12		
HMS236	6/30/2012	25016	OFFICE ASSISTANT III	SR08	3	P	0.57	A	16902		N	Y	N	
HMS236	6/30/2012	25016	OFFICE ASSISTANT III	SR08	3	P	0.43	N	12750		N	Y	N	
HMS236	1/25/2012	25295	OFFICE ASSISTANT III	SR08	3	P	0.57	A	16266		N	Y	N	
HMS236	1/25/2012	25295	OFFICE ASSISTANT III	SR08	3	P	0.43	N	12270		N	Y	N	
HMS904	12/31/2011	25457	COMPUTER OPERATIONS SUPVR I	SR19	4	P	1.00	A	32510		N	Y	N	
HMS236	6/1/2012	25729	ELIGIBILITY WKR I	SR12	3	P	0.57	A	29248		N	Y	N	
HMS236	6/1/2012	25729	ELIGIBILITY WKR I	SR12	3	P	0.43	N	22064		N	Y	N	
HMS236	4/2/2012	25731	ELIGIBILITY WKR I	SR12	3	P	0.57	A	22223		N	Y	N	
HMS236	4/2/2012	25731	ELIGIBILITY WKR I	SR12	3	P	0.43	N	16765		N	Y	N	
HMS904	8/1/2012	25941	ELIGIBILITY WKR IV	SR18	3	P	0.67	A	30538		N	Y	N	
HMS904	8/1/2012	25941	ELIGIBILITY WKR IV	SR18	3	P	0.33	N	24986		N	Y	N	

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HMS903	7/25/2012	26044	ELIGIBILITY PROGRAM SPCLT IV	SR22	13	P	0.53	A	30223		N	Y	N	
HMS903	7/25/2012	26044	ELIGIBILITY PROGRAM SPCLT IV	SR22	13	P	0.47	N	26801		N	Y	N	
HMS236	2/1/2012	26393	SECRETARY II	SR14	3	P	0.57	A	23112		N	Y	N	
HMS236	2/1/2012	26393	SECRETARY II	SR14	3	P	0.43	N	17436		N	Y	N	
HMS236	8/1/2012	26394	STAFF SERVICES SUPVR II	SR16	3	P	0.53	A	17655		N	Y	N	
HMS236	8/1/2012	26394	STAFF SERVICES SUPVR II	SR16	3	P	0.47	N	15657		N	Y	N	
HMS301	11/14/2009	26400	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	27022		N	Y	N	
HMS301	11/14/2009	26400	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	18014		N	Y	N	
HMS301	12/31/2009	26528	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.68	A	27022		N	Y	N	
HMS301	12/31/2009	26528	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.32	N	18014		N	Y	N	
HMS902	8/21/2007	26589	CONTRACTS ASSISTANT I	SR13	3	P	1.00	A	13698		N	Y	N	
HMS902	8/21/2007	26589	CONTRACTS ASSISTANT I	SR13	3	P	-	N	13698		N	Y	N	
HMS301	4/7/2011	26703	SOCIAL WORKER IV	SR22	13	P	0.42	A	25978		N	Y	N	
HMS301	4/7/2011	26703	SOCIAL WORKER IV	SR22	13	P	0.58	N	17318		N	Y	N	
HMS301	6/1/2011	26704	SOCIAL WORKER III	SR20	13	P	0.42	A	24012		N	Y	N	
HMS301	6/1/2011	26704	SOCIAL WORKER III	SR20	13	P	0.58	N	16008		N	Y	N	
HMS301	4/9/2012	26705	SOCIAL WORKER IV	SR22	13	P	0.42	A	30701		N	Y	N	
HMS301	4/9/2012	26705	SOCIAL WORKER IV	SR22	13	P	0.58	N	20467		N	Y	N	
HMS301	7/14/2011	26707	HUMAN SVCS PROF IV	SR22	13	P	0.42	A	24012		N	Y	N	
HMS301	7/14/2011	26707	HUMAN SVCS PROF IV	SR22	13	P	0.58	N	16008		N	Y	N	

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HMS902	6/2/2008	26710	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	A	13698		N	Y	N	
HMS902	7/16/2008	26715	OFFICE ASSISTANT III	SR08	3	P	1.00	A	12192		N	Y	N	
HMS301	5/2/2012	26768	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	A	28116		N	Y	N	
HMS301	5/2/2012	26768	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	N	18744		N	Y	N	
HMS236	1/17/2012	26808	OFFICE ASSISTANT III	SR08	3	P	0.57	A	18276		N	Y	N	
HMS236	1/17/2012	26808	OFFICE ASSISTANT III	SR08	3	P	0.43	N	13788		N	Y	N	
HMS904	12/22/2011	27127	SECRETARY I	SR12	63	P	1.00	A	43872		N	Y	N	
HMS236	9/1/2012	27183	SECRETARY I	SR12	3	P	0.57	A	20561		N	Y	Y	1
HMS236	9/1/2012	27183	SECRETARY I	SR12	3	P	0.43	N	15511		N	Y	Y	
HMS301	8/22/2011	27193	SOCIAL WORKER V	SR24	13	P	0.57	A	14630		N	Y	N	
HMS301	8/22/2011	27193	SOCIAL WORKER V	SR24	13	P	0.43	N	9754		N	Y	N	
HMS236	6/1/2010	27447	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	6/1/2010	27447	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS224	4/14/2012	27585	OFFICE ASSISTANT III	SR08	3	P	1.00	A	24384		N	Y	Y	2
HMS903	12/2/2010	27624	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	Y	1
HMS903	12/2/2010	27624	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		N	Y	Y	
HMS903	5/18/2012	27673	STAFF SERVICES SUPVR II	SR16	3	P	0.57	A	24049		N	Y	N	
HMS903	5/18/2012	27673	STAFF SERVICES SUPVR II	SR16	3	P	0.43	N	18143		N	Y	N	



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HMS236	3/27/2012	28049	ELIGIBILITY WKR I	SR12	3	P	0.57	A	25007		N	Y	N	
HMS236	3/27/2012	28049	ELIGIBILITY WKR I	SR12	3	P	0.43	N	18865		N	Y	N	
HMS236	3/21/2012	28077	ELIGIBILITY WKR I	SR12	3	P	0.57	A	24049		N	Y	N	
HMS236	3/21/2012	28077	ELIGIBILITY WKR I	SR12	3	P	0.43	N	18143		N	Y	N	
HMS236	6/1/2012	28082	ELIGIBILITY WKR I	SR12	3	P	0.57	A	16266		N	Y	N	
HMS236	6/1/2012	28082	ELIGIBILITY WKR I	SR12	3	P	0.43	N	12270		N	Y	N	
HMS903	2/1/2008	28086	SECRETARY I	SR12	3	P	0.57	A	16266		N	Y	N	
HMS903	2/1/2008	28086	SECRETARY I	SR12	3	P	0.43	N	12270		N	Y	N	
HMS236	8/13/2012	28112	ELIGIBILITY WKR III	SR16	3	P	0.57	A	21382		N	Y	N	
HMS236	8/13/2012	28112	ELIGIBILITY WKR III	SR16	3	P	0.43	N	16130		N	Y	N	
HMS236	1/18/2012	28191	OFFICE ASSISTANT III	SR08	3	P	0.57	A	15027		N	Y	N	
HMS236	1/18/2012	28191	OFFICE ASSISTANT III	SR08	3	P	0.43	N	11337		N	Y	N	
HMS802	2/1/2011	28207	VOCATIONAL REHAB SPCLT V	SR24	13	P	0.22	A	16086		N	Y	N	
HMS802	2/1/2011	28207	VOCATIONAL REHAB SPCLT V	SR24	13	P	0.78	N	32658		N	Y	N	
HMS236	6/1/2012	28220	ELIGIBILITY WKR I	SR12	3	P	0.57	A	23112		N	Y	N	
HMS236	6/1/2012	28220	ELIGIBILITY WKR I	SR12	3	P	0.43	N	17436		N	Y	N	
HMS236	12/7/2011	28237	SECRETARY I	SR12	3	P	0.57	A	23112		N	Y	N	
HMS236	12/7/2011	28237	SECRETARY I	SR12	3	P	0.43	N	17436		N	Y	N	
HMS903	7/2/2012	28238	PURCHASING TECHNICIAN I	SR11	3	P	0.57	A	18276		N	Y	N	
HMS903	7/2/2012	28238	PURCHASING TECHNICIAN I	SR11	3	P	0.43	N	13788		N	Y	N	

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HMS236	9/18/2012	28242	ELIGIBILITY WKR III	SR16	3	P	0.57	A	27039		N	Y	N	
HMS236	9/18/2012	28242	ELIGIBILITY WKR III	SR16	3	P	0.43	N	20397		N	Y	N	
HMS236	9/10/2012	28243	ELIGIBILITY WKR III	SR16	3	P	0.57	A	20561		N	Y	N	
HMS236	9/10/2012	28243	ELIGIBILITY WKR III	SR16	3	P	0.43	N	15511		N	Y	N	
HMS236	1/4/2012	28263	ELIGIBILITY WKR I	SR12	3	P	0.57	A	22223		N	Y	N	
HMS236	1/4/2012	28263	ELIGIBILITY WKR I	SR12	3	P	0.43	N	16765		N	Y	N	
HMS236	4/2/2012	28264	ELIGIBILITY WKR I	SR12	3	P	0.57	A	21382		N	Y	N	
HMS236	4/2/2012	28264	ELIGIBILITY WKR I	SR12	3	P	0.43	N	16130		N	Y	N	
HMS236	11/21/2009	28275	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	11/21/2009	28275	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS301	3/31/2012	28584	SECRETARY I	SR12	3	P	0.50	A	22507		N	Y	N	
HMS301	3/31/2012	28584	SECRETARY I	SR12	3	P	0.50	N	15005		N	Y	N	
HMS222	11/24/2012	28967	PUBLIC HOUSING SPECIALIST II	SR18	13	P	1.00	N	38520		N	Y	N	
HMS222	11/3/2008	28995	PUBLIC HOUSING SPECIALIST I	SR16	13	T	1.00	N	32928		N	N	N	0
HMS301	10/1/2010	29540	SOCIAL WORKER IV	SR22	13	P	0.50	A	27022		N	Y	N	
HMS301	10/1/2010	29540	SOCIAL WORKER IV	SR22	13	P	0.50	N	18014		N	Y	N	
HMS301	1/18/2011	29788	SECRETARY I	SR12	3	P	0.42	A	17122		N	Y	N	
HMS301	1/18/2011	29788	SECRETARY I	SR12	3	P	0.58	N	11414		N	Y	N	
HMS903	7/28/2011	29839	INVESTIGATOR IV	SR22	13	P	0.53	A	22947		N	Y	N	
HMS903	7/28/2011	29839	INVESTIGATOR IV	SR22	13	P	0.47	N	20349		N	Y	N	

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HMS220	5/1/2012	30242	OFFICE ASSISTANT III	SR08	3	P	1.00	N	24384		N	Y	Y	2
HMS904	6/1/2012	30532	ELIGIBILITY WKR IV	SR18	3	P	0.67	A	11443		N	Y	N	
HMS904	6/1/2012	30532	ELIGIBILITY WKR IV	SR18	3	P	0.33	N	17545		N	Y	N	
HMS904	10/16/2012	30533	ELIGIBILITY WKR IV	SR18	3	P	0.67	A	19840		N	Y	N	
HMS904	10/16/2012	30533	ELIGIBILITY WKR IV	SR18	3	P	0.33	N	16232		N	Y	N	
HMS236	1/17/2012	30551	ELIGIBILITY WKR I	SR12	3	P	0.57	A	25007		N	Y	N	
HMS236	1/17/2012	30551	ELIGIBILITY WKR I	SR12	3	P	0.43	N	18865		N	Y	N	
HMS301	1/28/2009	30692	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.50	A	27022		N	Y	N	
HMS301	1/28/2009	30692	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.50	N	18014		N	Y	N	
HMS236	8/11/2012	31300	ELIGIBILITY WKR III	SR16	3	P	0.57	A	19774		N	Y	N	
HMS236	8/11/2012	31300	ELIGIBILITY WKR III	SR16	3	P	0.43	N	14918		N	Y	N	
HMS236	4/1/2009	31446	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	N	
HMS236	4/1/2009	31446	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		N	Y	N	
HMS902	10/1/2011	31514	RECREATIONAL THERAPIST IV	SR22	13	P	1.00	A	21648		N	Y	N	
HMS802	4/1/2010	31515	OFFICE ASSISTANT III	SR08	3	P	0.22	A	8047		N	Y	N	
HMS802	4/1/2010	31515	OFFICE ASSISTANT III	SR08	3	P	0.78	N	16337		N	Y	N	
HMS301	9/16/2010	31638	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.58	A	16438		N	Y	N	
HMS301	9/16/2010	31638	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.42	N	10958		N	Y	N	
HMS229	7/1/2005	31664	PROCUREMENT & SUPPLY SPCLT III	SR20	13	P	1.00	W	40020		N	Y	N	

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HMS236	10/7/2011	31716	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	N	
HMS236	10/7/2011	31716	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		N	Y	N	
HMS904	9/17/2012	31863	PERSONNEL CLERK IV	SR11	63	P	1.00	A	29652		N	Y	N	
HMS904	9/17/2012	31863	PERSONNEL CLERK IV	SR11	63	P	-	A	0		N	Y	N	
HMS229	5/16/2003	32210	OFFICE ASSISTANT III	SR08	3	P	1.00	N	24384		N	Y	N	
HMS236	5/1/2009	32352	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	N	
HMS236	5/1/2009	32352	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		N	Y	N	
HMS236	6/1/2009	32387	ELIGIBILITY WKR III	SR16	3	P	0.57	A	18988		N	Y	N	
HMS236	6/1/2009	32387	ELIGIBILITY WKR III	SR16	3	P	0.43	N	14324		N	Y	N	
HMS236	6/30/2012	32485	ELIGIBILITY WKR I	SR12	3	P	0.57	A	23112		N	Y	N	
HMS236	6/30/2012	32485	ELIGIBILITY WKR I	SR12	3	P	0.43	N	17436		N	Y	N	
HMS236	3/21/2012	32643	ELIGIBILITY WKR III	SR16	3	P	0.57	A	22223		N	Y	N	
HMS236	3/21/2012	32643	ELIGIBILITY WKR III	SR16	3	P	0.43	N	16765		N	Y	N	
HMS236	9/16/2011	32644	ELIGIBILITY WKR III	SR16	3	P	0.57	A	17558		N	Y	N	
HMS236	9/16/2011	32644	ELIGIBILITY WKR III	SR16	3	P	0.43	N	13246		N	Y	N	
HMS802	9/15/2012	32650	VOCATIONAL REHAB SPCLT III	SR20	13	P	0.22	A	12225		N	Y	N	
HMS802	9/15/2012	32650	VOCATIONAL REHAB SPCLT III	SR20	13	P	0.78	N	24819		N	Y	N	
HMS301	9/16/2011	32766	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	27022		N	Y	N	
HMS301	9/16/2011	32766	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	18014		N	Y	N	

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HMS903	11/24/2012	32803	INVESTIGATOR III	SR20	73	P	0.53	A	23869		N	Y	N	
HMS903	11/24/2012	32803	INVESTIGATOR III	SR20	73	P	0.47	N	21167		N	Y	N	
HMS236	6/1/2010	33076	ELIGIBILITY WKR I	SR12	3	P	0.57	A	18988		N	Y	N	
HMS236	6/1/2010	33076	ELIGIBILITY WKR I	SR12	3	P	0.43	N	14324		N	Y	N	
HMS236	1/9/2012	33130	ELIGIBILITY WKR I	SR12	3	P	0.57	A	23112		N	Y	N	
HMS236	1/9/2012	33130	ELIGIBILITY WKR I	SR12	3	P	0.43	N	17436		N	Y	N	
HMS236	9/29/2012	33161	ELIGIBILITY WKR III	SR16	3	P	0.57	A	25007		N	Y	N	
HMS236	9/29/2012	33161	ELIGIBILITY WKR III	SR16	3	P	0.43	N	18865		N	Y	N	
HMS301	9/16/2010	33276	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	27022		N	Y	N	
HMS301	9/16/2010	33276	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	18014		N	Y	N	
HMS236	10/24/2011	33907	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	N	
HMS236	10/24/2011	33907	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		N	Y	N	
HMS301	6/12/2012	34076	SOCIAL WORKER III	SR20	13	P	0.42	A	31745		N	Y	Y	1
HMS301	6/12/2012	34076	SOCIAL WORKER III	SR20	13	P	0.58	N	21163		N	Y	Y	
HMS301	11/6/2010	34177	HUMAN SVCS PROF IV	SR22	13	P	0.42	A	25978		N	Y	N	
HMS301	11/6/2010	34177	HUMAN SVCS PROF IV	SR22	13	P	0.58	N	17318		N	Y	N	
HMS301	3/1/2010	34311	SOCIAL WORKER IV	SR22	13	P	0.42	A	25978		N	Y	N	
HMS301	3/1/2010	34311	SOCIAL WORKER IV	SR22	13	P	0.58	N	17318		N	Y	N	
HMS301	6/18/2008	34312	HUMAN SVCS PROF III	SR20	13	P	0.42	A	25978		N	Y	N	
HMS301	6/18/2008	34312	HUMAN SVCS PROF III	SR20	13	P	0.58	N	17318		N	Y	N	

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HMS236	5/16/2012	34332	OFFICE ASSISTANT III	SR08	3	P	0.57	A	17558		N	Y	N	
HMS236	5/16/2012	34332	OFFICE ASSISTANT III	SR08	3	P	0.43	N	13246		N	Y	N	
HMS301	2/14/2012	34398	SOCIAL WORKER II	SR18	13	P	0.58	A	22226		N	Y	Y	1
HMS301	2/14/2012	34398	SOCIAL WORKER II	SR18	13	P	0.42	N	14818		N	Y	Y	
HMS901	6/18/2012	34655	HUMAN SVCS PROF V	SR24	13	P	1.00	A	42768		N	Y	N	
HMS236	11/1/2009	34724	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	N	
HMS236	11/1/2009	34724	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		N	Y	N	
HMS236	10/8/2012	34725	OFFICE ASSISTANT III	SR08	3	P	0.57	A	15027		N	Y	N	
HMS236	10/8/2012	34725	OFFICE ASSISTANT III	SR08	3	P	0.43	N	11337		N	Y	N	
HMS902	5/1/2009	34817	REGISTERED NURSE V	SR24	9	P	0.25	A	21312		N	Y	N	
HMS902	5/1/2009	34817	REGISTERED NURSE V	SR24	9	P	0.75	N	63936		N	Y	N	
HMS902	4/1/2010	35312	OFFICE ASSISTANT III	SR08	3	P	0.50	A	12192		N	Y	N	
HMS902	4/1/2010	35312	OFFICE ASSISTANT III	SR08	3	P	0.50	N	12192		N	Y	N	
HMS904	11/16/2011	35316	OFFICE ASSISTANT III	SR08	3	P	0.67	A	14384		N	Y	N	
HMS904	11/16/2011	35316	OFFICE ASSISTANT III	SR08	3	P	0.33	N			N	Y	N	
HMS222	3/5/2012	35416	PUBLIC HOUSING SPECIALIST I	SR16	13	T	1.00	N	37044		N	Y	N	
HMS301	6/22/2009	35442	SOCIAL WORKER III	SR20	13	P	0.50	A	22226		N	Y	N	
HMS301	6/22/2009	35442	SOCIAL WORKER III	SR20	13	P	0.50	N	14818		N	Y	N	
HMS301	11/21/2009	35725	OFFICE ASSISTANT III	SR08	3	P	0.58	A	14630		N	Y	N	
HMS301	11/21/2009	35725	OFFICE ASSISTANT III	SR08	3	P	0.42	N	9754		N	Y	N	

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HMS301	2/16/2008	36143	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.68	A	27022		N	Y	N	
HMS301	2/16/2008	36143	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.32	N	18014		N	Y	N	
HMS301	5/25/2010	36187	SOCIAL WORKER III	SR20	13	P	0.50	A	27022		N	Y	Y	1
HMS301	5/25/2010	36187	SOCIAL WORKER III	SR20	13	P	0.50	N	18014		N	Y	Y	
HMS301	10/15/2011	36302	SOCIAL WORKER II	SR18	13	P	0.42	A	22226		N	Y	N	
HMS301	10/15/2011	36302	SOCIAL WORKER II	SR18	13	P	0.58	N	14818		N	Y	N	
HMS301	2/17/2009	36320	SOCIAL WORKER IV	SR22	13	P	0.42	A	24012		N	Y	N	
HMS301	2/17/2009	36320	SOCIAL WORKER IV	SR22	13	P	0.58	N	16008		N	Y	N	
HMS301	4/2/2012	36324	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	29246		N	Y	N	
HMS301	4/2/2012	36324	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	19498		N	Y	N	
HMS301	6/6/2012	36327	SOCIAL WORKER IV	SR22	13	P	0.42	A	27022		N	Y	N	
HMS301	6/6/2012	36327	SOCIAL WORKER IV	SR22	13	P	0.58	N	18014		N	Y	N	
HMS301	10/8/2012	36332	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	27022		N	Y	N	
HMS301	10/8/2012	36332	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	18014		N	Y	N	
HMS301	12/29/2009	36334	HUMAN SVCS PROF II	SR18	13	P	0.42	A	22226		N	Y	N	
HMS301	12/29/2009	36334	HUMAN SVCS PROF II	SR18	13	P	0.58	N	14818		N	Y	N	
HMS902	12/31/2008	36575	CONTRACTS SPCLT (MED-QUEST)	SR22	13	P	0.50	A	21648		N	Y	N	
HMS902	12/31/2008	36575	CONTRACTS SPCLT (MED-QUEST)	SR22	13	P	0.50	N	21648		N	Y	N	
HMS301	6/18/2012	36586	HUMAN SVCS PROF III	SR20	13	P	0.68	A	35762		N	Y	Y	1
HMS301	6/18/2012	36586	HUMAN SVCS PROF III	SR20	13	P	0.32	N	23842		N	Y	Y	

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HMS302	9/29/2012	36796	SOCIAL WORKER III	SR20	13	P	1.00	A	20010		N	Y	N	
HMS302	11/1/2008	36936	SOCIAL WORKER III	SR20	13	P	1.00	A	20010		N	Y	N	
HMS902	5/16/2007	37406	Med-QUEST ADMINISTRATOR	EM08	35	P	0.50	A	117500		N	N	N	-
HMS902	5/16/2007	37406	Med-QUEST ADMINISTRATOR	EM08	35	P	0.50	N	117500		N	N	N	-
HMS301	9/12/2011	37620	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.68	A	22226		N	Y	N	
HMS301	9/12/2011	37620	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.32	N	14818		N	Y	N	
HMS904	8/1/2012	37687	COMPUTER OPERATOR II	SR15	3	P	1.00	A	28517		N	Y	N	
HMS601	8/3/2011	37876	SECRETARY II	SR08	3	P	1.00	A	24384		N	Y	N	
HMS236	11/15/2012	37910	OFFICE ASSISTANT III	SR08	3	P	0.57	A	13899		N	Y	N	
HMS236	11/15/2012	37910	OFFICE ASSISTANT III	SR08	3	P	0.43	N	10485		N	Y	N	
HMS501	12/20/2008	39237	CHILDREN & YUTH PRGM SPCLT IV	SR24	13	P	1.00	A	43296		N	Y	N	
HMS503	3/17/2011	39411	HUMAN SVCS PROF IV	SR22	13	P	1.00	A	43296		N	Y	N	
HMS301	1/5/2010	39419	OFFICE ASSISTANT III	SR08	3	P	0.59	A	14630		N	Y	Y	1
HMS301	1/5/2010	39419	OFFICE ASSISTANT III	SR08	3	P	0.41	N	9754		N	Y	Y	
HMS301	5/1/2009	39421	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.59	A	16438		N	Y	N	
HMS301	5/1/2009	39421	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.41	N	10958		N	Y	N	
HMS301	6/1/2011	39423	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.59	A	16438		N	Y	N	
HMS301	6/1/2011	39423	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.41	N	10958		N	Y	N	



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HMS301	7/9/2012	39424	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.59	A	21643		N	Y	N	
HMS301	7/9/2012	39424	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.41	N	14429		N	Y	N	
HMS503	7/15/2012	39715	REGISTERED NURSE III	SR20	9	P	1.00	A	68736		N	Y	N	
HMS301	4/16/2012	40516	SOCIAL SERVICE AID III	SR09	3	P	0.42	A	19238		N	Y	N	
HMS301	4/16/2012	40516	SOCIAL SERVICE AID III	SR09	3	P	0.58	N	12826		N	Y	N	
HMS301	11/27/2012	40518	SOCIAL SERVICE AID III	SR09	3	P	0.42	A	17122		N	Y	N	
HMS301	11/27/2012	40518	SOCIAL SERVICE AID III	SR09	3	P	0.58	N	11414		N	Y	N	
HMS902	10/31/2009	40578	HEALTH CARE FINCG (TPL) ASST	SR15	3	P	0.50	A	16032		N	Y	N	
HMS902	10/31/2009	40578	HEALTH CARE FINCG (TPL) ASST	SR15	3	P	0.50	N	16032		N	Y	N	
HMS601	9/4/2012	40695	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	A	30804		N	Y	N	
HMS601	8/11/2012	40745	CHILD/ADLT PROTV SVCS SUPV I	SR25	23	P	0.42	A	68088		N	Y	N	
HMS601	8/11/2012	40745	CHILD/ADLT PROTV SVCS SUPV I	SR25	23	P	0.58	N	0		N	Y	N	
HMS902	2/15/2008	40997	CONTRACTS SPCLT (MED-QUEST)	SR22	13	P	0.50	A	21648		N	Y	N	
HMS902	2/15/2008	40997	CONTRACTS SPCLT (MED-QUEST)	SR22	13	P	0.50	N	21648		N	Y	N	
HMS220	10/16/2012	41066	GENERAL LABORER II	BC03	1	P	1.00	W	34164		N	Y	N	
HMS220	10/16/2012	41073	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	N	27396		N	Y	Y	1
HMS229	1/1/2010	41255	PUBLIC HOUSING SPECIALIST II	SR18	13	P	1.00	N	37044		N	Y	N	
HMS222	6/1/2009	41280	PUBLIC HOUSING SUPERVISOR V	SR24	23	P	1.00	N	48744		N	Y	N	

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HMS902	5/1/2012	41303	ELIGIBILITY PROGRAM SPCLT IV	SR22	13	P	0.50	A	27414		N	Y	N	
HMS902	5/1/2012	41303	ELIGIBILITY PROGRAM SPCLT IV	SR22	13	P	0.50	N	27414		N	Y	N	
HMS220	11/24/2008	41349	PUBLIC HOUSING SUPERVISOR III	SR22	13	P	1.00	N	43296		N	Y	Y	1
HMS220	3/6/2012	41539	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	N	36072		N	Y	N	
HMS901	10/30/2012	41561	SOCIAL WORKER IV	SR22	13	P	0.59	A	41121		N	Y	N	
HMS901	10/30/2012	41561	SOCIAL WORKER IV	SR22	13	P	0.41	N	13707		N	Y	N	
HMS904	6/18/2012	42074	PERSONNEL MGMT SPECIALIST IV	SR22	73	P	1.00	A	41860		N	Y	N	
HMS904	9/1/2012	42084	PROGRAM BUDGET ANALYST IV	SR22	13	P	1.00	A	47492		N	Y	N	
HMS229	3/24/2008	42096	SECRETARY I	SR12	3	P	1.00	W	28536		N	Y	N	
HMS229	5/1/2008	42104	SECRETARY I	SR12	3	P	1.00	W	28536		N	Y	N	
HMS301	7/1/2011	42319	SECRETARY I	SR12	3	P	0.42	A	17122		N	Y	N	
HMS301	7/1/2011	42319	SECRETARY I	SR12	3	P	0.58	N	11414		N	Y	N	
HMS301	4/1/2011	42320	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	27022		N	Y	N	
HMS301	4/1/2011	42320	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	18014		N	Y	N	
HMS301	11/5/2010	42325	SOCIAL WORKER IV	SR22	13	P	0.42	A	25978		N	Y	N	
HMS301	11/5/2010	42325	SOCIAL WORKER IV	SR22	13	P	0.58	N	17318		N	Y	N	
HMS301	5/16/2009	42330	HUMAN SVCS PROF III	SR20	13	P	0.42	A	24012		N	Y	N	
HMS301	5/16/2009	42330	HUMAN SVCS PROF III	SR20	13	P	0.58	N	16008		N	Y	N	

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HMS301	10/16/2012	42334	SOCIAL WORKER III	SR20	13	P	1.00	A	24977		N	Y	N	
HMS301	10/16/2012	42334	SOCIAL WORKER III	SR20	13	P		N	16651		N	Y	N	
HMS301	3/16/2012	42355	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.50	A	32897		N	Y	N	
HMS301	3/16/2012	42355	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.50	N	21931		N	Y	N	
HMS301	10/23/2012	42366	HUMAN SVCS PROF I	SR16	13	P	0.58	A	23112		N	Y	N	
HMS301	10/23/2012	42366	HUMAN SVCS PROF I	SR16	13	P	0.42	N	15408		N	Y	N	
HMS301	12/2/2010	42368	HUMAN SVCS PROF IV	SR22	13	P	0.58	A	25978		N	Y	N	
HMS301	12/2/2010	42368	HUMAN SVCS PROF IV	SR22	13	P	0.42	N	17318		N	Y	N	
HMS301	6/30/2012	42376	HUMAN SVCS PROF IV	SR22	13	P	0.68	A	25978		N	Y	N	
HMS301	6/30/2012	42376	HUMAN SVCS PROF IV	SR22	13	P	0.32	N	17318		N	Y	N	
HMS903	12/31/2011	42522	ELIGIBILITY PROGRAM SPCLT III	SR20	13	P	0.53	A	31431		N	Y	N	
HMS903	12/31/2011	42522	ELIGIBILITY PROGRAM SPCLT III	SR20	13	P	0.47	N	27873		N	Y	N	
HMS222	11/28/2012	42526	PUBLIC HOUSING SPECIALIST I	SR16	13	T	1.00	N	37044		N	Y	N	
HMS301	7/14/2012	42595	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.53	A	29246		N	Y	N	
HMS301	7/14/2012	42595	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.47	N	19498		N	Y	N	
HMS301	3/1/2012	42702	OFFICE ASSISTANT III	SR08	3	P	0.50	A	16438		N	Y	Y	1
HMS301	3/1/2012	42702	OFFICE ASSISTANT III	SR08	3	P	0.50	N	10958		N	Y	Y	
HMS301	8/1/2012	42788	SECRETARY I	SR12	3	P	0.58	A	19238		N	Y	N	
HMS301	8/1/2012	42788	SECRETARY I	SR12	3	P	0.42	N	12826		N	Y	N	

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HMS236	6/1/2012	43330	OFFICE ASSISTANT III	SR08	3	P	0.57	A	15027		N	Y	N	
HMS236	6/1/2012	43330	OFFICE ASSISTANT III	SR08	3	P	0.43	N	11337		N	Y	N	
HMS301	12/31/2009	43767	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.42	A	17122		N	Y	N	
HMS301	12/31/2009	43767	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.58	N	11414		N	Y	N	
HMS236	8/30/2012	43791	PROFESSIONAL TRAINEE I	SR20	13	P	0.50	A	23430		N	Y	N	
HMS236	8/30/2012	43791	PROFESSIONAL TRAINEE I	SR20	13	P	0.50	N	23430		N	Y	N	
HMS904	10/2/2012	43876	INFORMATION TECHNOL SPCLT IV	SR22	13	P	0.50	A	30748		N	Y	N	
HMS904	10/2/2012	43876	INFORMATION TECHNOL SPCLT IV	SR22	13	P	0.50	N	16556		N	Y	N	
HMS301	11/1/2012	43997	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.42	A	17122		N	Y	N	
HMS301	11/1/2012	43997	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.58	N	11414		N	Y	N	
HMS220	12/31/2011	44184	OFFICE ASSISTANT III	SR08	3	P	1.00	N	29652		N	Y	Y	2
HMS301	5/22/2010	44562	SOCIAL SERVICE AID III	SR09	3	P	0.58	A	14047		N	Y	N	
HMS301	5/22/2010	44562	SOCIAL SERVICE AID III	SR09	3	P	0.42	N	9365		N	Y	N	
HMS301	10/10/2011	44706	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.42	A	27022		N	Y	N	
HMS301	10/10/2011	44706	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	0.58	N	18014		N	Y	N	
HMS236	7/28/2008	45461	SOCIAL WORKER III	SR20	13	P	0.50	A	20010		N	Y	N	
HMS236	7/28/2008	45461	SOCIAL WORKER III	SR20	13	P	0.50	N	20010		N	Y	N	
HMS236	10/10/2012	45526	HUMAN SVCS PROF III	SR20	13	P	0.50	A	20010		N	Y	N	
HMS236	10/10/2012	45526	HUMAN SVCS PROF III	SR20	13	P	0.50	N	20010		N	Y	N	
HMS220	6/8/2011	45873	SOCIAL SERVICE ASSISTANT IV	SR11	63	P	1.00	N	27396		N	Y	N	

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HMS220	1/18/2011	46195	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	N	27396		N	Y	N	
HMS301	7/16/2012	46353	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	1.00	A	31745		N	Y	Y	2
HMS301	12/31/2010	46358	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	A	16438		N	Y	N	
HMS901	9/21/2010	46372	SOCIAL WORKER IV	SR22	13	P	0.00	A	0		N	Y	N	
HMS901	9/21/2010	46372	SOCIAL WORKER IV	SR22	13	P	0.25	N	10824		N	Y	N	
HMS301	9/24/2012	46377	SECRETARY II	SR14	3	P	1.00	A	21643		N	Y	N	
HMS301	2/24/2010	46386	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	A	16438		N	Y	N	
HMS301	2/24/2010	46386	SOCIAL SERVICE ASSISTANT IV	SR11	3	P		N	10958		N	Y	N	
HMS601	11/13/2012	46753	CHILD/ADLT PROTV SVCS SUPV I	SR25	23	P	1.00	A	72168		N	Y	N	
HMS903	6/30/2012	46867	SELF-SUFF/SUPP SVCS MGR	EM05	35	P	0.50	A	47388		N	Y	N	
HMS903	6/30/2012	46867	SELF-SUFF/SUPP SVCS MGR	EM05	35	P	0.50	N	47388		N	Y	N	
HMS236	9/1/2012	46882	SELF-SUFF/SUPP SVCS SPCLT III	SR20	13	P	0.50	A	24372		N	Y	N	
HMS236	9/1/2012	46882	SELF-SUFF/SUPP SVCS SPCLT III	SR20	13	P	0.50	N	24372		N	Y	N	
HMS236	2/1/2012	46886	SELF-SUFF/SUPP SVCS SPCLT III	SR20	13	P	0.50	A	20814		N	Y	N	
HMS236	2/1/2012	46886	SELF-SUFF/SUPP SVCS SPCLT III	SR20	13	P	0.50	N	20814		N	Y	N	
HMS236	12/1/2011	46889	HUMAN SVCS PROF III	SR20	13	P	0.50	A	22518		N	Y	N	
HMS236	12/1/2011	46889	HUMAN SVCS PROF III	SR20	13	P	0.50	N	22518		N	Y	N	

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HMS236	12/1/2010	46896	SELF-SUFF/SUPP SVCS SUPVR III	SR26	23	P	0.50	A	26364		N	Y	N	
HMS236	12/1/2010	46896	SELF-SUFF/SUPP SVCS SUPVR III	SR26	23	P	0.50	N	26364		N	Y	N	
HMS903	7/23/2012	46901	SELF-SUFF/SUPP SVCS SPCLT IV	SR22	13	P	0.50	A	30840		N	Y	N	
HMS903	7/23/2012	46901	SELF-SUFF/SUPP SVCS SPCLT IV	SR22	13	P	0.50	N	30840		N	Y	N	
HMS301	11/1/2012	47442	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	A	16438		N	Y	N	
HMS902	6/6/2012	47455	ELIGIBILITY WKR IV	SR18	4	P	0.50	A	20274		N	Y	N	
HMS902	6/6/2012	47455	ELIGIBILITY WKR IV	SR18	4	P	0.50	N	20274		N	Y	N	
HMS902	4/3/2012	47471	SECRETARY I	SR12	3	P	0.50	A	15402		N	Y	N	
HMS902	4/3/2012	47471	SECRETARY I	SR12	3	P	0.50	N	15402		N	Y	N	
HMS902	4/16/2012	47479	SECRETARY I	SR12	3	P	0.50	A	14826		N	Y	N	
HMS902	4/16/2012	47479	SECRETARY I	SR12	3	P	0.50	N	14826		N	Y	N	
HMS902	10/1/2012	48638	ELIGIBILITY WKR I	SR12	3	P	0.50	A	17346		N	Y	N	
HMS902	10/1/2012	48638	ELIGIBILITY WKR I	SR12	3	P	0.50	N	17346		N	Y	N	
HMS902	4/16/2012	48646	ELIGIBILITY WKR I	SR12	3	P	0.50	A	20274		N	Y	N	
HMS902	4/16/2012	48646	ELIGIBILITY WKR I	SR12	3	P	0.50	N	20274		N	Y	N	
HMS902	9/4/2012	48656	ELIGIBILITY WKR I	SR12	3	P	0.50	A	15402		N	Y	Y	1
HMS902	9/4/2012	48656	ELIGIBILITY WKR I	SR12	3	P	0.50	N	15402		N	Y	Y	
HMS902	5/29/2012	48660	OFFICE ASSISTANT III	SR08	3	P	0.50	A	12192		N	Y	N	
HMS902	5/29/2012	48660	OFFICE ASSISTANT III	SR08	3	P	0.50	N	12192		N	Y	N	

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HMS902	8/1/2012	48664	ELIGIBILITY WKR I	SR12	3	P	0.50	A	18756		N	Y	N	
HMS902	8/1/2012	48664	ELIGIBILITY WKR I	SR12	3	P	0.50	N	18756		N	Y	N	
HMS902	5/30/2009	48674	ELIGIBILITY PROGRAM SPCLT V	SR24	13	P	0.50	A	24372		N	Y	N	
HMS902	5/30/2009	48674	ELIGIBILITY PROGRAM SPCLT V	SR24	13	P	0.50	N	24372		N	Y	N	
HMS902	5/1/2012	48681	OFFICE ASSISTANT III	SR08	3	P	0.50	A	13698		N	Y	Y	1
HMS902	5/1/2012	48681	OFFICE ASSISTANT III	SR08	3	P	0.50	N	13698		N	Y	Y	
HMS902	11/24/2010	48685	ACCOUNT CLERK II	SR08	3	P	0.50	A	12192		N	Y	N	
HMS902	11/24/2010	48685	ACCOUNT CLERK II	SR08	3	P	0.50	N	12192		N	Y	N	
HMS902	10/1/2012	48697	ELIGIBILITY WKR I	SR12	3	P	0.50	A	15402		N	Y	N	
HMS902	10/1/2012	48697	ELIGIBILITY WKR I	SR12	3	P	0.50	N	15402		N	Y	N	
HMS902	11/8/2012	48699	ELIGIBILITY WKR III	SR16	3	P	0.50	A	19494		N	Y	N	
HMS902	11/8/2012	48699	ELIGIBILITY WKR III	SR16	3	P	0.50	N	19494		N	Y	N	
HMS229	6/20/2011	51784	OFFICE ASSISTANT III	SR08	3	T	1.00	N	24384		N	Y	N	
HMS904	4/16/2012	51813	INFORMATION TECHNOL SPCLT V	SR24	23	P	1.00	A	50918		N	Y	N	
HMS904	4/16/2012	51813	INFORMATION TECHNOL SPCLT V	SR24	23	P	-	N	27418		N	Y	N	
HMS802	8/30/2008	51815	REHAB TEACHER FOR BLIND III	SR20	13	P	0.22	A	12211		N	Y	N	
HMS802	8/30/2008	51815	REHAB TEACHER FOR BLIND III	SR20	13	P	0.78	N	24819		N	Y	N	
HMS229	9/27/2006	51818	OFFICE ASSISTANT III	SR08	3	T	1.00	N	24384		N	N	N	-
HMS229	3/4/2008	51820	OFFICE ASSISTANT III	SR08	3	T	1.00	N	24384		N	N	N	-

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HMS902	11/1/2012	51822	SECRETARY I	SR12	3	P	0.50	A	17346		N	Y	N	
HMS902	11/1/2012	51822	SECRETARY I	SR12	3	P	0.50	N	17346		N	Y	N	
HMS902	6/1/2012	51826	OFFICE ASSISTANT III	SR08E	3	P	0.50	A	14268		N	Y	Y	2
HMS902	6/1/2012	51826	OFFICE ASSISTANT III	SR08E	3	P	0.50	N	14268		N	Y	Y	
HMS902	3/31/2012	51846	ELIGIBILITY PROGRAM SPCLT IV	SR22	13	P	0.50	A	30840		N	Y	N	
HMS902	3/31/2012	51846	ELIGIBILITY PROGRAM SPCLT IV	SR22	13	P	0.50	N	30840		N	Y	N	
HMS902	8/27/2012	51847	ELIGIBILITY PROGRAM SPCLT III	SR20	13	P	0.50	A	26364		N	Y	N	
HMS902	8/27/2012	51847	ELIGIBILITY PROGRAM SPCLT III	SR20	13	P	0.50	N	26364		N	Y	N	
HMS902	4/27/2012	51855	ELIGIBILITY WORKER I	SR12	3	P	0.50	A	19494		N	Y	N	
HMS902	4/27/2012	51855	ELIGIBILITY WORKER I	SR12	3	P	0.50	N	19494		N	Y	N	
HMS902	5/1/2012	51860	OFFICE ASSISTANT III	SR08	3	P	0.50	A	12192		N	Y	Y	1
HMS902	5/1/2012	51860	OFFICE ASSISTANT III	SR08	3	P	0.50	N	12192		N	Y	Y	
HMS229	9/5/2007	100388	INFORMATION TECHNOL SPCLT IV	SR22	13	T	1.00	N	43296		N	N	N	-
HMS902	6/10/2008	100454	REGISTERED NURSE IV	SR22	9	P	0.50	A	19704		N	Y	N	
HMS902	6/10/2008	100454	REGISTERED NURSE IV	SR22	9	P	0.50	N	59112		N	Y	N	
HMS902	11/1/2008	100458	SOCIAL SERVICE ASSISTANT IV	SR11	63	P	0.50	A	13698		N	Y	N	
HMS902	11/1/2008	100458	SOCIAL SERVICE ASSISTANT IV	SR11	63	P	0.50	N	13698		N	Y	N	
HMS902	3/10/2011	100483	REGISTERED NURSE V	SR24	9	P	0.50	A	21312		N	Y	N	
HMS902	3/10/2011	100483	REGISTERED NURSE V	SR24	9	P	0.50	N	63936		N	Y	N	



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HMS902	6/1/2007	100491	AUDITOR IV	SR22	13	P	0.50	A	21096		N	Y	N	
HMS902	6/1/2007	100491	AUDITOR IV	SR22	13	P	0.50	N	21096		N	Y	N	
HMS902	1/1/2009	100499	REGISTERED NURSE IV	SR22	9	P	0.50	A	19704		N	Y	N	
HMS902	1/1/2009	100499	REGISTERED NURSE IV	SR22	9	P	0.50	N	59112		N	Y	N	
HMS902	1/31/2009	100502	OFFICE ASSISTANT III	SR08	3	P	0.50	A	12192		N	Y	N	
HMS902	1/31/2009	100502	OFFICE ASSISTANT III	SR08	3	P	0.50	N	12192		N	Y	N	
HMS902	3/3/2008	100508	SUPVGR CNTRCTS SPCLT (MedQUEST)	SR24	23	P	0.50	A	21648		N	Y	N	
HMS902	3/3/2008	100508	SUPVGR CNTRCTS SPCLT (MedQUEST)	SR24	23	P	0.50	N	21648		N	Y	N	
HMS902	2/28/2008	100525	OFFICE ASSISTANT III	SR08	3	P	0.50	A	12192		N	Y	N	
HMS902	2/28/2008	100525	OFFICE ASSISTANT III	SR08	3	P	0.50	N	12192		N	Y	N	
HMS229	7/6/2000	100882	CONTRACTS AND PROCUREMENT OFCR	SRNA	13	T	1.00	N	63024		Y	Y	N	
HMS229	9/1/2005	100886	HOUSING DEVELOPMENT SPCLT I	SRNA	13	T	1.00	W	51312		Y	N	N	
HMS229	10/1/2009	100892	TENANT SVS MGR	SRNA	23	T	1.00	N	72804		Y	Y	N	
HMS222	6/5/2010	100895	RESEARCH & COUNSELING ASST	SRNA	13	T	1.00	N	45576		Y	Y	N	
HMS229	7/3/2012	100923	BGT RESOURCES SPCLT	SRNA	13	P	1.00	N	41628		Y	Y	N	
HMS229	3/1/2010	100986	PROP MGMT COORD II	SRNA	13	T	1.00	N	75960		Y	Y	N	
HMS229	7/1/2010	101112	THP GENERAL LABORER I	SRNA	61	T	1.00	W	37512		Y	Y	N	
HMS229	12/31/2010	101326	PROJECT ENGINEER	SRNA	13	T	1.00	W	78972		Y	Y	N	

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HMS902	11/1/2012	101589	HEALTH COVERAGE PROGRAM SPCLT	SRNA	13	T	-	A	34578		Y	N	N	
HMS902	11/1/2012	101589	HEALTH COVERAGE PROGRAM SPCLT	SRNA	13	T	-	N	34578		Y	N	N	
HMS902	8/22/2011	101590	SECRETARY I	SR12	3	P	0.50	A	14268		N	Y	N	
HMS902	8/22/2011	101590	SECRETARY I	SR12	3	P	0.50	N	14268		N	Y	N	
HMS902	12/31/2009	101597	OFFICE ASSISTANT III	SR08	3	P	0.50	A	12192		N	Y	N	
HMS902	12/31/2009	101597	OFFICE ASSISTANT III	SR08	3	P	0.50	N	12192		N	Y	N	
HMS902	01/23/09	101627	Eligibility Program Spclt IV	SR22	13	P	0.50	A	19704		N	Y	N	
HMS902	01/23/09	101627	Eligibility Program Spclt IV	SR22	13	P	0.50	N	19704		N	Y	N	
HMS229	04/29/08	102041	Housing Information Officer	SRNA	73	T	1.00	W	58488		Y	N	N	
HMS229	07/01/06	102048	PROPERTY MGMT SPCLT	SRNA	13	P	1.00	W	45576		Y	N	N	
HMS229	12/10/11	102190	Hsg Comp & Eval Spclt	SRNA	13	P	1.00	N	52728		Y	Y	N	
HMS229	08/01/07	102676	HOUSING ENGINEER IV	SRNA	13	T	1.00	W	48744		Y	N	N	
HMS224	9/29/2009	103022	HOMELESS PRGMS SPCLT	SRNA	13	P	1.00	A	47412		Y	N	N	
HMS229	3/16/2012	103024	CONTRACT ADMINISTRATOR	SRNA	13	T	1.00	N	66504		Y	Y	N	
HMS902	7/1/2011	103026	HEALTH COV MGMT BRANCH ADMR	SRNA	93	T	0.50	A	52000		Y	N	N	
HMS902	7/1/2011	103026	HEALTH COV MGMT BRANCH ADMR	SRNA	93	T	0.50	N	52000		Y	N	N	
HMS229	10/1/2009	103030	PROG SPCLT & TENANT SVCS	SRNA	13	T	1.00	N	64896		Y	Y	N	

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HMS229	2/9/2012	103036	RESIDENT SERVICES PRGM SPCLT	SRNA	13	T	1.00	N	43296		Y	Y	N	
HMS229	01/19/11	103045	HOMELESS COORDINATOR	SRNA	13	T	1.00	N	68285		Y	N	N	
HMS902	8/22/2011	103047	PRE AUDIT CLERK I	SR11	3	P	0.50	A	13698		N	Y	N	
HMS902	8/22/2011	103047	PRE AUDIT CLERK I	SR11	3	P	0.50	N	13698		N	Y	N	
HMS902	12/31/2008	103052	SECRETARY I	SR12	3	P	0.50	A	14268		N	Y	N	
HMS902	12/31/2008	103052	SECRETARY I	SR12	3	P	0.50	N	14268		N	Y	N	
HMS229	5/22/2012	106430	PROJECT ENGINEER	SRNA	13	T	1.00	N	48744		Y	Y	N	
HMS229	10/13/2011	107934	HOUSING PLANNER	SRNA	13	T	1.00	N	45576		Y	Y	N	
HMS301	05/01/12	108920	SOCIAL SERVICE AID III	SR09	3	P	0.75	A	16438		N	Y	N	
HMS301	05/01/12	108920	SOCIAL SERVICE AID III	SR09	3	P	0.25	N	10958		N	Y	N	
HMS902	4/21/2008	110037	SUPVGR CNTRCTS SPCLT (MEDQUEST)	SR24	23	P	0.50	A	25656		N	Y	N	
HMS902	4/21/2008	110037	SUPVGR CNTRCTS SPCLT (MEDQUEST)	SR24	23	P	0.50	N	25656		N	Y	N	
HMS902	8/30/2008	110977	MFIS SUPERVISOR	SRNA	4	P	0.50	A	17346		Y	N	N	
HMS902	8/30/2008	110977	MFIS SUPERVISOR	SRNA	4	P	0.50	N	17346		Y	N	N	
HMS902	7/12/2006	110979	MEMBERSHIP SERVICES SUPERVISOR	SRNA	4	P	0.50	A	17346		Y	N	N	
HMS902	7/12/2006	110979	MEMBERSHIP SERVICES SUPERVISOR	SRNA	4	P	0.50	N	17346		Y	N	N	
HMS301	06/10/11	111035	SOCIAL SERVICE AID III	SR09	3	P	0.75	A	14047		N	Y	N	
HMS301	06/10/11	111035	SOCIAL SERVICE AID III	SR09	3	P	0.25	N	9365		N	Y	N	

Department of Human Services  
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Table 13

<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>Perm Temp (P/T)</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># of 89 Hire Appointments</u>
HMS902	11/1/2012	111046	HEALTH CARE BUSINESS ANALYST	SRNA	13	T	-	A	24618		Y	N	N	
HMS902	11/1/2012	111046	HEALTH CARE BUSINESS ANALYST	SRNA	13	T	-	N	24618		Y	N	N	
HMS902	04/16/12	111095	INFORMATION TECHNOL SPCLT IV	SR22	13	P	0.50	A	28956		N	Y	N	
HMS902	04/16/12	111095	INFORMATION TECHNOL SPCLT IV	SR22	13	P	0.50	N	28956		N	Y	N	
HMS902	5/20/2008	111151	INFORMATION TECHNOL SPCLT IV	SR22	13	P	0.25	A	10824		N	Y	N	
HMS902	5/20/2008	111151	INFORMATION TECHNOL SPCLT IV	SR22	13	P	0.75	N	21648		N	Y	N	
HMS902	4/16/2008	111376	OFFICE ASSISTANT IV	SR10	3	P	0.50	A	13182		N	Y	N	
HMS902	4/16/2008	111376	OFFICE ASSISTANT IV	SR10	3	P	0.50	N	13182		N	Y	N	
HMS222	7/1/2009	111419	OFFICE ASSISTANT IV	SR10	3	P	1.00	N	26364		N	Y	N	
HMS222	7/26/2007	111465	PUBLIC HOUSING SPECIALIST I	SR16	13	T	1.00	N	32928		N	N	N	
HMS222	9/29/2012	111466	PUBLIC HOUSING SPECIALIST II	SR18	13	P	1.00	N	38520		N	Y	N	
HMS222	4/1/2005	111467	PUBLIC HOUSING SPECIALIST I	SR16	13	T	1.00	N	32928		N	N	N	
HMS222	7/1/2005	111468	PUBLIC HOUSING SPECIALIST I	SR16	13	T	1.00	N	32928		N	N	N	
HMS222	2/16/2007	111469	PUBLIC HOUSING SPECIALIST II	SR18	13	T	1.00	N	37044		N	N	N	
HMS222	10/12/2012	111470	PUBLIC HOUSING SPECIALIST I	SR16	13	T	1.00	N	32928		N	Y	N	
HMS601	6/30/2012	112314	REGISTERED NURSE IV	SR22	9	P	0.46	A	85248		N	Y	N	
HMS601	6/30/2012	112314	REGISTERED NURSE IV	SR22	9	P	0.54	N	0		N	Y	N	
HMS902	5/1/2012	112344	ELIGIBILITY WKR III	SR16	3	P	0.50	A	19494		N	Y	N	

Department of Human Services  
Positions Vacant as of November 30

Table 13

<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>Perm Temp (P/T)</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># of 89 Hire Appointments</u>
HMS902	5/1/2012	112344	ELIGIBILITY WKR III	SR16	3	P	0.50	N	19494		N	Y	N	
HMS802	5/25/2011	112857	REHAB TEACHER FOR BLIND III	SR20	13	P	0.10	A	13207		N	Y	N	
HMS802	5/25/2011	112857	REHAB TEACHER FOR BLIND III	SR20	13	P	0.90	N	26813		N	Y	N	
HMS301	10/31/2012	113138	SOCIAL WORKER III	SR20	13	P	0.75	A	27022		N	Y	N	
HMS301	10/31/2012	113138	SOCIAL WORKER III	SR20	13	P	0.75	N	27022		N	Y	N	
HMS601	10/2/2012	113210	HUMAN SVCS PROF III	SR20	13	T	1.00	N	40020		N	Y	N	
HMS301	7/1/2011	116609	SECRETARY II	SR14	3	P	0.75	A	18482		N	Y	N	
HMS301	7/1/2011	116609	SECRETARY II	SR14	3	P	0.25	N	12322		N	Y	N	
HMS301	8/16/2012	117488	SOCIAL SERVICE AID III	SR09	3	P	0.75	A	16438		N	Y	N	
HMS301	8/16/2012	117488	SOCIAL SERVICE AID III	SR09	3	P	0.25	N	10958		N	Y	N	
HMS301	7/1/2011	117493	SOCIAL SERVICE AID III	SR09	3	P	0.75	A	15221		N	Y	Y	3
HMS301	7/1/2011	117493	SOCIAL SERVICE AID III	SR09	3	P	0.25	N	10147		N	Y	Y	
HMS301	10/3/2011	117494	SOCIAL SERVICE AID III	SR09	3	P	0.75	A	15221		N	Y	N	
HMS301	10/3/2011	117494	SOCIAL SERVICE AID III	SR09	3	P	0.25	N	10147		N	Y	N	
HMS301	10/16/2009	117498	SOCIAL SERVICE AID III	SR09	3	P	0.75	A	14047		N	Y	N	
HMS301	10/16/2009	117498	SOCIAL SERVICE AID III	SR09	3	P	0.25	N	9365		N	Y	N	
HMS301	7/26/2008	117513	SOCIAL WORKER II	SR18	13	P	0.75	A	22226		N	Y	N	
HMS301	7/26/2008	117513	SOCIAL WORKER II	SR18	13	P	0.25	N	14818		N	Y	N	
HMS229	9/1/2012	117689	HOUSING CONTRACT SPECIALIST	SRNA	13	T	1.00	N	45036		Y	Y	N	

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Table 13

<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>Perm Temp (P/T)</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># of 89 Hire Appointments</u>
HMS229	4/25/2011	117691	CONTRACT SPECIALIST	SRNA	13	T	1.00	N	45576		Y	Y	N	
HMS503	12/8/2005	117727	CORRECTIONS SUPERVISOR I	SR24	23	P	1.00	A	45648		N	Y	N	
HMS229	9/30/2008	117850	PUBLIC HOUSING SPECIALIST II	SR16	13	T	1.00	N	32928		N	Y	N	
HMS503	11/1/2012	117906	PERSONNEL MGMT SPECIALIST IV	SR22	73	P	1.00	A	43296		N	Y	N	
HMS503	10/29/2012	117907	YOUTH CORRECTIONS SUPERVISOR	CO08	20	P	1.00	A	48948		N	Y	N	
HMS503	1/3/2011	117911	PERSONNEL MGMT SPECIALIST III	SR20	73	P	1.00	A	40020		N	Y	N	
HMS229	2/16/2012	117929	PROPERTY MANAGEMENT SPCLT	SRNA	13	T	1.00	N	45036		Y	Y	N	
HMS903	7/2/2012	118060	SELF-SUFF/SUPP SVCS SPCLT IV	SR22	13	P	-	A	22518		N	Y	N	
HMS903	7/2/2012	118060	SELF-SUFF/SUPP SVCS SPCLT IV	SR22	13	P	1.00	N	22518		N	Y	N	
HMS903	5/16/2012	118061	SELF-SUFF/SUPP SVCS SPCLT IV	SR22	13	P	-	A	28512		N	Y	N	
HMS903	5/16/2012	118061	SELF-SUFF/SUPP SVCS SPCLT IV	SR22	13	P	1.00	N	28512		N	Y	N	
HMS802	8/13/2017	118351	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.22	A	9041	-	N	N	N	-
HMS902	9/16/2008	118418	ELIGIBILITY WKR I	SR12	3	P	0.50	A	14268		N	Y	Y	2
HMS902	9/16/2008	118418	ELIGIBILITY WKR I	SR12	3	P	0.50	N	14268		N	Y	Y	
HMS902	7/1/2009	118420	ELIGIBILITY WKR I	SR12	3	P	0.50	A	14269		N	Y	Y	6
HMS902	7/1/2009	118420	ELIGIBILITY WKR I	SR12	3	P	0.50	N	14269		N	Y	Y	
HMS902	1/16/2009	118425	ELIGIBILITY WKR I	SR12	3	P	0.50	A	14268		N	Y	N	
HMS902	1/16/2009	118425	ELIGIBILITY WKR I	SR12	3	P	0.50	N	14268		N	Y	N	

Department of Human Services  
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Table 13

<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>Perm Temp (P/T)</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># of 89 Hire Appointments</u>
HMS301	2/16/2012	118541	SOCIAL SERVICE AID III	SR09	3	P	1.00	N	25368		N	Y	N	
HMS229	2/4/2011	118550	CHIEF FINANCIAL MGMT ADVISOR	SRNA	73	T	1.00	N	75004		Y	Y	N	
HMS301	9/22/2012	118560	SOCIAL SERVICE AID III	SR09	3	P	1.00	N	27396		N	Y	N	
HMS901	3/12/2010	118562	GENERAL PROFESSIONAL VI (SSOA)	EM05	13	P	0.75	A	0		N	Y	N	
	3/12/2010	118562	GENERAL PROFESSIONAL VI (SSOA)	EM05	13	P	0.25	N	17043		N	Y	N	
HMS301	9/19/2011	118570	SOCIAL SERVICE AID III	SR09	3	P		A	17122		N	Y	N	
HMS301	9/19/2011	118570	SOCIAL SERVICE AID III	SR09	3	P	1.00	N	11414		N	Y	N	
HMS301	6/3/2011	118571	SOCIAL SERVICE AID III	SR09	3	P	1.00	N	25376		N	Y	Y	6
HMS301	9/29/2012	118575	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	1.00	N	40020		N	Y	N	
HMS301	6/1/2012	118577	SOCIAL WORKER IV	SR22	13	P	1.00	N	58380		N	Y	N	
HMS301	8/8/2011	118578	SOCIAL WORKER IV	SR22	13	P		A	25978		N	Y	N	
HMS301	8/8/2011	118578	SOCIAL WORKER IV	SR22	13	P	1.00	N	17318		N	Y	N	
HMS301	4/16/2012	118579	SOCIAL WORKER IV	SR22	13	P	1.00	N	57024		N	Y	N	
HMS301	5/1/2012	118584	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P		A	36137		N	Y	N	
HMS301	5/1/2012	118584	CHILD/ADULT PROTETV SVCS SPCLT	SR23	13	P	1.00	N	24091		N	Y	N	

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Table 13

<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>Perm Temp (P/T)</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># of 89 Hire Appointments</u>
HMS301	4/16/2012	118588	SOCIAL SERVICE AID III	SR09	3	P	1.00	N	25368		N	Y	N	
HMS301	10/20/2011	118616	SOCIAL WORKER V	SR24	13	P		A	15221		N	Y	N	
HMS301	10/20/2011	118616	SOCIAL WORKER V	SR24	13	P	1.00	N	10147		N	Y	N	
HMS236	12/1/2011	118662	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	1.00	N	29652		N	Y	N	
HMS903	5/16/2012	118665	SELF-SUFF/SUPP SVCS SPCLT IV	SR22	13	P	-	A	21648		N	Y	N	
HMS903	5/16/2012	118665	SELF-SUFF/SUPP SVCS SPCLT IV	SR22	13	P	1.00	N	21648		N	Y	N	
HMS904	9/1/2011	118768	PUBLIC INFORMATION OFFICER	SR24	73	T	1.00	A	17570		N	Y	N	
HMS503	12/28/2007	118860	CORRECTIONS SUPERVISOR I	SR24	23	P	1.00	A	45648	-	N	Y	N	
HMS802	7/15/2009	118970	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.22	A	9041	-	N	Y	N	
HMS802	7/15/2009	118970	SOCIAL SERVICE ASSISTANT IV	SR11	3	P	0.78	N	18355	-	N	Y	N	
HMS222	4/27/2009	119190	HOUSING QUAL STDS INSP I	SR13	3	T	1.00	N	32064	-	N	Y	N	
HMS222	1/4/2012	119199	HOUSING QUAL STDS INSP I	SR13	3	T	1.00	N	37512	3,290.00	N	Y	N	
HMS229	12/31/2011	119285	PUBLIC HOUSING SUPERVISOR III	SR20	13	T	1.00	N	40020	3,511.00	N	Y	N	
HMS229	12/7/2011	120409	HOUSING BUILDING CONST INSP II	SRNA	3	T	1.00	W	37512	-	Y	Y	N	
HMS229	12/09/11	120410	Housing Building Const Insp II	SRNA	3	T	1.00	W	37512	-	Y	Y	N	
HMS902	4/20/2012	120465	ELIGIBILITY SPECIALIST	SRNA	13	T	0.10	A	5200	-	Y	Y	N	
HMS902	4/20/2012	120465	ELIGIBILITY SPECIALIST	SRNA	13	T	0.90	N	46800	-	Y	Y	N	



Department of Human Services  
Overtime Expenditures

Table 14

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (estimated)			FY14 (budgeted)		
			Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
HMS 220RH	Rental Housing Services	N	\$ 7,140,876	\$ 82,197	1.2%	\$ 7,934,812	\$ 61,646	0.8%	\$ 8,696,349	\$ 41,883	0.5%
HMS 220RH	Rental Housing Services	W	\$ 517,296	\$ 3,864	0.7%	\$ 492,156	\$ 1,635	0.3%	\$ 511,535	\$ 1,111	0.2%
HMS 222RA	Rental Assistance Services	A	\$ 63,642	\$ 641	1.0%	\$ 60,456	\$ 1,564	2.6%	\$ 62,565	\$ 1,062	1.7%
HMS 222RA	Rental Assistance Services	N	\$ 1,226,742	\$ 12,495	1.0%	\$ 1,182,372	\$ 14,086	1.2%	\$ 1,243,536	\$ 9,571	0.8%
HMS 224HS	Homeless Services	A	\$ 273,780	\$ -	0.0%	\$ 254,604	\$ 50	0.0%	\$ 286,275	\$ 25	0.0%
HMS 229HA	HPHA Administration	N	\$ 5,165,384	\$ 9,994	0.2%	\$ 5,049,015	\$ 13,810	0.3%	\$ 5,337,951	\$ 9,383	0.2%
HMS 229HA	HPHA Administration	W	\$ 1,154,640	\$ -	0.0%	\$ 1,107,498	\$ 1,401	0.1%	\$ 1,351,814	\$ 952	0.1%
HMS 236LC	Case Management for Self-Sufficiency	A	\$ 13,547,558	\$ 92,150	0.7%	\$ 12,060,060	\$ 201,404	1.7%	\$ 12,659,273	\$ 82,775	0.7%
HMS 236LC	Case Management for Self-Sufficiency	N	\$ 10,699,180	\$ 122,153	1.1%	\$ 9,548,349	\$ 89,036	0.9%	\$ 10,201,187	\$ 62,445	0.6%
HMS 238GB	Disability Determination	N	\$ 1,983,816	\$ 63,493	3.2%	\$ 1,885,380	\$ 41,989	2.2%	\$ 1,982,911	\$ -	0.0%
HMS 301SA	Child Protective Services	A	\$ 10,185,522	\$ 277,046	2.7%	\$ 10,007,850	\$ -	0.0%	\$ 1,357,003	\$ -	0.0%
HMS 301SA	Child Protective Services	N	\$ 9,217,730	\$ 9,860	0.1%	\$ 7,998,685	\$ -	0.0%	\$ 8,412,458	\$ -	0.0%
HMS 302DA	General Support for Child Care	A	\$ 1,074,781	\$ 2,015	0.2%	\$ 894,924	\$ 1,000	0.1%	\$ 898,732	\$ 500	0.1%
HMS 302DA	General Support for Child Care	N	\$ 783,527	\$ 2,015	0.3%	\$ 894,924	\$ 1,000	0.1%	\$ 941,219	\$ 500	0.1%
HMS 501YA	In-Community Youth Programs	A	\$ 731,768	\$ 588	0.1%	\$ 640,596	\$ -	0.0%	\$ 662,945	\$ -	0.0%
HMS 501YA	In-Community Youth Programs	N	\$ 117,039	\$ -	0.0%	\$ 89,311	\$ -	0.0%	\$ 109,332	\$ -	0.0%
HMS 503YB	Hawaii Youth Correctional Facility	A	\$ 5,960,436	\$ 1,165,685	19.6%	\$ 5,924,049	\$ 1,200,000	20.3%	\$ 6,104,990	\$ 1,200,000	19.7%
HMS 601TA	Adult and Community Care Services	A	\$ 3,207,094	\$ 13,901	0.4%	\$ 3,212,552	\$ -	0.0%	\$ 3,399,147	\$ -	0.0%
HMS 601TA	Adult and Community Care Services	N	\$ 627,996	\$ -	0.0%	\$ 443,340	\$ -	0.0%	\$ 476,827	\$ -	0.0%
HMS 601TA	Adult and Community Care Services	U	\$ 238,183	\$ -	0.0%	\$ 264,249	\$ -	0.0%	\$ 295,205	\$ -	0.0%
HMS 802GA	Vocational Rehabilitation	A	\$ 1,177,286	\$ 162	0.0%	\$ 1,608,233	\$ -	0.0%	\$ 1,664,341	\$ -	0.0%
HMS 802GA	Vocational Rehabilitation	N	\$ 4,098,138	\$ 598	0.0%	\$ 3,578,887	\$ -	0.0%	\$ 3,693,879	\$ -	0.0%
HMS 888CW	Commission on the Status of Women	A	\$ 99,624	\$ -	0.0%	\$ 99,264	\$ -	0.0%	\$ 102,727	\$ -	0.0%
HMS 901MA	General Support for Social Services	A	\$ 549,282	\$ -	0.0%	\$ 792,018	\$ -	0.0%	\$ 819,650	\$ -	0.0%
HMS 901MA	General Support for Social Services	N	\$ 320,514	\$ -	0.0%	\$ 264,006	\$ -	0.0%	\$ 277,663	\$ -	0.0%
HMS 902IA	General Support for Health Care Payments	A	\$ 5,811,041	\$ -	0.0%	\$ 5,475,635	\$ -	0.0%	\$ 5,725,168	\$ -	0.0%
HMS 902IA	General Support for Health Care Payments	B	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ 19,680	\$ -	0.0%
HMS 902IA	General Support for Health Care Payments	N	\$ 6,181,661	\$ -	0.0%	\$ 6,550,273	\$ -	0.0%	\$ 7,457,310	\$ -	0.0%
HMS 903FA	General Support for Self-Sufficiency Services	A	\$ 1,922,384	\$ -	0.0%	\$ 2,283,473	\$ 2,400	0.1%	\$ 2,294,767	\$ -	0.0%
HMS 903FA	General Support for Self-Sufficiency Services	N	\$ 2,076,436	\$ -	0.0%	\$ 2,003,308	\$ 1,600	0.1%	\$ 2,042,785	\$ -	0.0%
HMS 904AA	General Administration - DHS	A	\$ 7,875,849	\$ 696	0.0%	\$ 6,737,891	\$ 12,917	0.2%	\$ 7,097,874	\$ -	0.0%
HMS 904AA	General Administration - DHS	N	\$ 717,859	\$ -	0.0%	\$ 1,194,805	\$ -	0.0%	\$ 1,256,612	\$ -	0.0%

Department of Human Services  
Overpayments as of November 30

Table 15

Name	Date of Over-payment	Gross Amount Overpaid	Amount Recovered	Balance	Category				Reason for Overpayment	Referred to Attorney General
					Employed Occurred > 2 Years	Employed Occurred < 2 Years	Not Employed Occurred > 2 Years	Not Employed Occurred < 2 Years		
	2010	\$ 2,383.37	\$ -	\$ 2,383.37				X	LWOP	Yes
	2008	\$ 4,450.00	\$ 2,037.18	\$ 2,412.82			X		Comp. Error	Yes
	1999	\$ 5,820.05	\$ 4,470.05	\$ 1,350.00			X		LWOP	Yes
	2001	\$ 596.36	\$ -	\$ 596.36			X		LWOP	Yes
	1999	\$ 2,540.31	\$ 1,269.41	\$ 1,270.90			X		LWOP	Yes
	2003, 2003	\$ 749.60	\$ -	\$ 749.60			X		LWOP	Yes
	2005, 2006	\$ 1,614.92		\$ 1,614.92			X		LWOP	Yes
	2009	\$ 395.50	\$ 98.71	\$ 296.79			X		LWOP	Yes
	2008	\$ 2,484.64	\$ -	\$ 2,484.64			X		Military LWOP	Yes
	2006, 2008, 2009	\$ 2,360.78	\$ 300.00	\$ 2,060.78			X		LWOP, COB	Yes
	2008	\$ 91.54	\$ -	\$ 91.54			X		LWOP	Yes
	2008	\$ 2,255.73	\$ 1,576.01	\$ 679.72			X		LWOP	Yes
	2004	\$ 228.86	\$ -	\$ 228.86			X		LWOP	Yes
	2008	\$ 1,371.34	\$ 1,369.39	\$ 1.95			X		LWOP	Yes
	2006, 2007	\$ 114.62	\$ 8.40	\$ 106.22			X		LWOP	Yes
	2007, 2009	\$ 1,394.80	\$ -	\$ 1,394.80			X		TA Pay	Yes
	1999	\$ 4,598.67	\$ 1,300.00	\$ 3,298.67			X		LWOP	Yes
	2002	\$ 248.21	\$ 3.36	\$ 244.85			X		LWOP	Yes
	2004	\$ 68.81	\$ -	\$ 68.81			X		LWOP	Yes
	2003	\$ 89.17	\$ -	\$ 89.17			X		W/C Adj	Yes
	2006	\$ 774.50	\$ 608.08	\$ 166.42			X		LWOP	Yes
	2007	\$ 852.14	\$ -	\$ 852.14			X		LWOP	Yes
	1999, 2000, 2003	\$ 1,486.63	\$ 71.61	\$ 1,415.02			X		LWOP	Yes
	2005	\$ 641.95	\$ 206.00	\$ 435.95			X		COB	Yes
	2008	\$ 747.35	\$ 120.24	\$ 627.11			X		LWOP	Yes
	2006	\$ 1,320.23	\$ -	\$ 1,320.23			X		LWOP	Yes
	2003	\$ 812.46	\$ 54.94	\$ 757.52			X		LWOP	Yes
	2008, 2009	\$ 2,242.40	\$ 1,331.00	\$ 911.40			X		LWOP	Yes

Department of Human Services  
Overpayments as of November 30

Table 15

<u>Name</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Employed Occurred &gt; 2 Years</u>	<u>Employed Occurred &lt; 2 Years</u>	<u>Not Employed Occurred &gt; 2 Years</u>	<u>Not Employed Occurred &lt; 2 Years</u>	<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
	2008	\$ 817.16	\$ 391.81	\$ 425.35			X		LWOP	Yes
	2008	\$ 774.16	\$ 416.20	\$ 357.96			X		LWOP	Yes
	2009	\$ 367.85	\$ 130.54	\$ 237.31			X		LWOP	Yes
	2003	\$ 239.32	\$ 89.32	\$ 150.00			X		LWOP	Yes
	2007	\$ 196.89	\$ -	\$ 196.89			X		LWOP	Yes
	1993	\$ 569.13	\$ 357.00	\$ 212.13			X		LWOP	Yes
	1998, 1999	\$ 1,894.04	\$ 1,500.00	\$ 394.04			X		LWOP	Yes
	2003	\$ 271.85	\$ -	\$ 271.85			X		COB	Yes
	2003	\$ 1,761.13	\$ -	\$ 1,761.13			X		LWOP	Yes
	2008-2009	\$ 2,841.99	\$ 1,034.87	\$ 1,807.12			X		LWOP	Yes
	2009-2010	\$ 271.59	\$ 45.56	\$ 226.03			X		LWOP	Yes
	2009	\$ 265.64	\$ 43.65	\$ 221.99			X		LWOP	Yes
	2006	\$ 4,540.55	\$ 1,200.00	\$ 3,340.55			X		LWOP	Yes
	2008	\$ 120.80	\$ 80.01	\$ 40.79			X		LWOP	Yes
	2010	\$ 2,261.91	\$ 2,061.91	\$ 200.00				X	LWOP	No
	2009	\$ 3,170.44	\$ 1,277.74	\$ 1,892.70			X		LWOP/COB	No
	2006, 2008	\$ 315.42	\$ -	\$ 315.42			X		LWOP	No
	2006	\$ 9,470.96	\$ 8,700.00	\$ 770.96		X			LWOP	No
	2009-2010	\$ 10,600.40	\$ 2,925.00	\$ 7,675.40				X	LWOP	No

Department of Human Services  
Active Contracts

Prog ID	MOF	Frequency		Max Value	Outstanding Balance	Term of Contract			Organization	Category E/L/P/C/G/S	Description	Explanation of How Contract is Monitored	POS Y/N
		Amount	(M/A/O)			Date Executed	From	To					
HMS 501	B	\$ 375,000.00	O	\$ 1,500,000.00	\$ 1,125,000.00	6/1/2012	6/1/2012	5/31/2013	Boys & Girls Club of Hawaii	G	Kailua Intermediate School GIA Construction Project	Progress reports, site visits	N
HMS 501	A	\$ 39,444.61	M	\$ 1,000,000.00	\$ 960,555.39	10/1/2012	10/1/2012	9/30/2014	Salvation Army FIS	S	Safehouse Honokaa	Quarterly reviews, site visits	Y
HMS 501	A	\$ 496,543.52	M	\$ 962,500.00	\$ 375,862.00	10/1/2011	10/1/2011	6/30/2013	Hale Kipa, Inc.	S	Aftercare monitoring services	Quarterly reviews, site visits	Y
HMS 501	A	\$ 456,064.50	M	\$ 800,000.00	\$ 209,711.00	7/1/2011	7/1/2011	6/30/2013	Hale Kipa, Inc.	S	Intensive Monitoring	Quarterly reviews, site visits	Y
HMS 501	A	\$ 122,687.70	M	\$ 735,000.00	\$ 612,312.30	10/1/2012	10/1/2012	9/30/2013	Partners in Development Foundation	S	Safehouse Oahu	Quarterly reviews, site visits	Y
HMS 501	A	\$ 411,886.08	M	\$ 708,335.00	\$ 293,113.92	2/1/2012	2/1/2012	6/30/2013	Bobby Benson Center	S	Day Treatment Program	Quarterly reviews, site visits	Y
HMS 501	A	\$ 344,115.35	M	\$ 650,000.00	\$ 305,884.65	5/1/2012	5/1/2012	4/30/2013	Salvation Army FIS	S	Safehouse Maui	Quarterly reviews, site visits	Y
HMS 501	A	\$ 194,074.20	M	\$ 550,000.00	\$ 355,925.80	7/1/2012	7/1/2012	6/30/2013	Salvation Army FIS	S	Safehouse Kona	Quarterly reviews, site visits	Y
HMS 501	A	\$ 285,489.36	M	\$ 437,500.00	\$ 152,010.64	10/1/2011	10/1/2011	6/30/2013	Hale Kipa, Inc.	S	Outreach & Advocacy	Quarterly reviews, site visits	Y
HMS 501	A	\$ 300,825.60	M	\$ 400,000.00	\$ 94,012.00	7/1/2011	7/1/2011	6/30/2013	Hale Kipa, Inc.	S	Intensive Monitoring	Quarterly reviews, site visits	Y
HMS 501	N	\$ 92,650.00	M	\$ 372,300.00	\$ 279,650.00	7/1/2012	7/1/2012	6/30/2013	Community Assistance Center	S	Residential Level II	Quarterly reviews, site visits	Y
HMS 501	A	\$ 217,074.27	M	\$ 300,000.00	\$ 82,925.73	7/1/2011	7/1/2011	6/30/2013	Maui Youth and Family Services, Inc.	S	Intensive Monitoring	Quarterly reviews, site visits	Y
HMS 501	A	\$ 45,685.17	M	\$ 274,111.00	\$ 228,425.83	10/2/2012	10/2/2012	9/30/2013	Adult Friends for Youth	S	Youth Gang Intervention (Grant-in-Aid)	Quarterly reviews, site visits	N
HMS 501	N	\$ 236,640.00	M	\$ 258,740.00	\$ 22,100.00	10/1/2011	10/1/2011	6/30/2013	Catholic Charities Hawaii	S	Intensive Individual Living Program	Quarterly reviews, site visits	Y
HMS 501	N	\$ 140,590.00	M	\$ 251,430.00	\$ 105,060.00	10/1/2011	10/1/2011	6/30/2013	Hale Opio Kauai, Inc.	S	Intensive Individual Living Program	Quarterly reviews, site visits	Y
HMS 501	N	\$ 138,890.00	M	\$ 238,000.00	\$ 99,110.00	10/1/2011	10/1/2011	6/30/2013	Hale Kipa, Inc.	S	Individual Living Program	Quarterly reviews, site visits	Y
HMS 501	N	\$ 121,890.00	M	\$ 217,260.00	\$ 89,420.00	10/1/2011	10/1/2011	6/30/2013	The Maui Farm, Inc.	S	Individual Living Program	Quarterly reviews, site visits	Y
HMS 501	N	\$ -	M	\$ 200,000.00	\$ 200,000.00	11/1/2012	11/1/2012	9/30/2013	County of Hawaii, OPA	S	Assessment Center	Quarterly reviews, site visits	N

Department of Human Services  
Active Contracts

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(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 E/L/P/C/G/S</u>	<u>Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>
HMS 501	N	\$ 64,430.00	M	\$ 195,500.00	\$ 89,250.00	10/1/2011	10/1/2011	6/30/2013	Child & Family Service	S	Individual Living Program	Quarterly reviews, site visits	Y
HMS 501	A	\$ 116,084.74	M	\$ 192,500.00	\$ 76,415.06	10/1/2011	10/1/2011	6/30/2013	Paia Youth Council, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	N	\$ 65,790.00	M	\$ 184,790.00	\$ 79,390.00	10/1/2011	10/1/2011	6/30/2013	Maui Youth and Family Services, Inc.	S	Intensive Individual Living Program	Quarterly reviews, site visits	Y
HMS 501	N	\$ 65,691.87	M	\$ 184,317.00	\$ 118,625.13	4/16/2012	4/16/2012	4/30/2013	City & County of Honolulu, Dept of Community Services	S	Intervention Program	Quarterly reviews, site visits	N
HMS 501	A	\$ 39,541.00	M	\$ 175,000.00	\$ 100,000.00	10/1/2011	10/1/2011	6/30/2013	Goodwill Industries of Hawaii, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 116,085.00	M	\$ 175,000.00	\$ 58,915.00	10/1/2011	10/1/2011	6/30/2013	Family Support Services of West Hawaii	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	N	\$ 92,487.49	M	\$ 175,000.00	\$ 76,465.56	10/1/2011	10/1/2011	6/30/2013	Susannah Wesley Community Center	S	Truancy Prevention	Quarterly reviews, site visits	Y
HMS 501	N	\$ 104,910.81	M	\$ 166,250.00	\$ 61,046.70	10/1/2011	10/1/2011	6/30/2013	The Salvation Army Family Intervention Services	S	Outreach & Advocacy	Quarterly reviews, site visits	Y
HMS 501	N	\$ -	M	\$ 166,000.00	\$ 166,000.00	1/15/2013	1/15/2013	7/15/2014	University of Hawaii, Office of Research Services	S	Civil Citation Initiative	Quarterly reviews, site visits	N
HMS 501	A	\$ 109,200.00	M	\$ 165,000.00	\$ 55,800.00	7/1/2009	7/1/2009	6/30/2014	University of Hawaii (see Note A)	S	Physician services for youth	Utilization review	Y
HMS 501	N	\$ 100,300.00	M	\$ 163,030.00	\$ 56,270.00	10/1/2011	10/1/2011	6/30/2013	The Salvation Army Family Intervention Services	S	Individual Living Program	Quarterly reviews, site visits	Y
HMS 501	N	\$ 74,906.93	M	\$ 150,000.00	\$ 75,093.07	4/1/2012	4/1/2012	3/31/2013	Hale Kipa, Inc.	S	Services for youth on probation	Quarterly reviews, site visits	Y
HMS 501	A	\$ 43,372.88	M	\$ 140,000.00	\$ 80,000.00	10/1/2011	10/1/2011	6/30/2013	Hui Malama Learning Center	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 51,222.00	M	\$ 131,250.00	\$ 75,000.00	10/1/2011	10/1/2011	6/30/2013	Goodwill Industries of Hawaii, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 69,580.05	M	\$ 131,250.00	\$ 55,202.41	10/1/2011	10/1/2011	6/30/2013	Boys & Girls Club of Hawaii	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 81,618.97	M	\$ 131,250.00	\$ 49,631.03	10/1/2011	10/1/2011	6/30/2013	Young Men's Christian Association of Honolulu	S	Positive Youth Development	Quarterly reviews, site visits	Y

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HMS 501	A	\$ 66,108.84	M	\$ 131,250.00	\$ 53,582.16	10/1/2011	10/1/2011	6/30/2013	Kualoa-Heeia Ecumenical Youth Project	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 79,593.39	M	\$ 131,250.00	\$ 51,656.61	10/1/2011	10/1/2011	6/30/2013	The Children's Alliance of Hawaii, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 25,953.00	M	\$ 131,250.00	\$ 75,000.00	10/1/2011	10/1/2011	6/30/2013	Goodwill Industries of Hawaii, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 83,474.36	M	\$ 131,250.00	\$ 47,775.64	10/1/2011	10/1/2011	6/30/2013	Parents and Children Together	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 83,772.99	M	\$ 131,250.00	\$ 40,000.72	10/1/2011	10/1/2011	6/30/2013	Susannah Wesley Community Center	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 56,250.00	M	\$ 131,250.00	\$ 75,000.00	10/1/2011	10/1/2011	6/30/2013	Goodwill Industries of Hawaii, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 82,209.98	M	\$ 131,250.00	\$ 49,040.02	10/1/2011	10/1/2011	6/30/2013	The Salvation Army Family Intervention Services	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 65,333.59	M	\$ 122,500.00	\$ 50,523.23	10/1/2011	10/1/2011	6/30/2013	Hale Opio Kauai, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 76,023.55	M	\$ 122,500.00	\$ 46,476.45	10/1/2011	10/1/2011	6/30/2013	Boys & Girls Club of Hawaii	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 64,849.96	M	\$ 122,500.00	\$ 57,650.04	10/1/2011	10/1/2011	6/30/2013	Molokai Community Service Council, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	N	\$ 74,618.20	M	\$ 122,500.00	\$ 47,881.80	10/1/2011	10/1/2011	6/30/2013	The Salvation Army Family Intervention Services	S	Outreach & Advocacy	Quarterly reviews, site visits	Y
HMS 501	N	\$ 83,686.00	M	\$ 122,500.00	\$ 38,814.00	10/1/2011	10/1/2011	6/30/2013	Family Support Services of West Hawaii	S	Truancy Prevention	Quarterly reviews, site visits	Y
HMS 501	N	\$ 54,219.59	M	\$ 122,500.00	\$ 62,367.60	10/1/2011	10/1/2011	6/30/2013	University of Hawaii at Hilo	S	Truancy Prevention	Quarterly reviews, site visits	Y
HMS 501	A	\$ 75,833.35	M	\$ 113,750.00	\$ 37,916.65	10/1/2011	10/1/2011	6/30/2013	Hale Kipa, Inc.	S	Outreach & Advocacy	Quarterly reviews, site visits	Y
HMS 501	N	\$ 88,740.00	M	\$ 108,630.00	\$ 19,890.00	10/1/2011	10/1/2011	6/30/2013	Catholic Charities Hawaii	S	Intensive Individual Living Program	Quarterly reviews, site visits	Y
HMS 501	N	\$ 49,660.00	M	\$ 105,170.00	\$ 47,320.00	10/1/2011	10/1/2011	6/30/2013	The Salvation Army Family Intervention Services	S	Emergency Shelter	Quarterly reviews, site visits	Y

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HMS 501	A	\$ 57,100.23	M	\$ 105,000.00	\$ 47,899.77	10/1/2011	10/1/2011	6/30/2013	Coalition For a Drug-Free Hawaii	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 53,282.40	M	\$ 105,000.00	\$ 43,020.18	10/1/2011	10/1/2011	6/30/2013	The Institute For Family Enrichment, LLC	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 16,737.05	M	\$ 105,000.00	\$ 88,262.95	10/1/2011	10/1/2011	6/30/2013	Boys & Girls Clubs of Maui, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 49,069.35	M	\$ 105,000.00	\$ 48,048.43	10/1/2011	10/1/2011	6/30/2013	Family Programs Hawaii	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 62,819.51	M	\$ 105,000.00	\$ 42,180.49	10/1/2011	10/1/2011	6/30/2013	Maui Youth and Family Services, Inc.	S	Outreach & Advocacy	Quarterly reviews, site visits	Y
HMS 501	A	\$ 35,322.75	M	\$ 105,000.00	\$ 42,422.74	10/1/2011	10/1/2011	6/30/2013	Hale Opio Kauai, Inc.	S	Truancy Prevention	Quarterly reviews, site visits	Y
HMS 501	A	\$ 44,630.00	M	\$ 88,240.00	\$ 43,610.00	6/29/2012	6/29/2012	6/28/2015	WhyTry LLC	S	Training Methods to Reach Out to Youth	Utilization review	N
HMS 501	A	\$ 65,910.00	M	\$ 87,620.00	\$ 21,710.00	10/1/2011	10/1/2011	6/30/2013	Hale Kipa, Inc.	S	Emergency Shelter	Quarterly reviews, site visits	Y
HMS 501	A	\$ 55,458.50	M	\$ 87,500.00	\$ 31,766.12	10/1/2011	10/1/2011	6/30/2013	Child & Family Service	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 56,567.57	M	\$ 87,500.00	\$ 30,932.43	10/1/2011	10/1/2011	6/30/2013	Parents and Children Together	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 55,377.22	M	\$ 87,500.00	\$ 32,059.24	10/1/2011	10/1/2011	6/30/2013	Island Star (Services, Technical Assistance & Resources) LLC	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	N	\$ 16,129.77	M	\$ 87,500.00	\$ 71,370.23	10/1/2011	10/1/2011	6/30/2013	Boys & Girls Clubs of Maui, Inc.	S	Truancy Prevention	Quarterly reviews, site visits	Y
HMS 501	N	\$ -	M	\$ 80,698.00	\$ 80,698.00	5/1/2012	5/1/2012	4/30/2013	County of Kauai, Office of the Mayor	S	Community Prevention	Quarterly reviews, site visits	N
HMS 501	A	\$ 21,565.00	M	\$ 78,750.00	\$ 57,185.00	10/1/2011	10/1/2011	6/30/2013	Surfrider Spirit Sessions	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 51,252.00	M	\$ 77,000.00	\$ 25,748.00	10/1/2011	10/1/2011	6/30/2013	Circles of Light	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 503	G	\$ 37,706.90	O	\$ 72,773.00	\$ 35,066.10	4/1/2012	4/1/2012	6/30/2013	Dept of the Attorney General	S	Criminal History Background Checks	Utilization review	N
HMS 501	A	\$ 40,275.06	M	\$ 70,000.00	\$ 29,724.94	10/1/2011	10/1/2011	6/30/2013	Sounding Joy Music Therapy, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 43,331.32	M	\$ 70,000.00	\$ 26,668.68	10/1/2011	10/1/2011	6/30/2013	Kids Hurt Too Hawaii	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	A	\$ 41,527.24	M	\$ 70,000.00	\$ 17,179.62	10/1/2011	10/1/2011	6/30/2013	Maui Youth and Family Services, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y

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HMS 501	N	\$ -	M	\$ 65,000.00	\$ 65,000.00	12/15/2012	12/15/2012	9/30/2013	The Judiciary	S	JDAI Reporting Center	Quarterly reviews, site visits	N
HMS 503	A	\$ 16,860.00	M	\$ 62,000.00	\$ 45,140.00	7/1/2012	7/1/2012	6/30/2013	Honolulu Family Therapy Centre, Inc.	S	Psychological counseling for youth	Utilization review	Y
HMS 501	N	\$ 17,272.80	M	\$ 61,581.00	\$ 44,308.20	5/1/2012	5/1/2012	4/30/2013	County of Hawaii, Office of the Prosecuting Attorney	S	Family Strengthening Program	Quarterly reviews, site visits	N
HMS 501	A	\$ 31,263.91	M	\$ 61,250.00	\$ 16,359.18	10/1/2011	10/1/2011	6/30/2013	Alu Like, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	G	\$ 18,000.00	O	\$ 53,000.00	\$ 35,000.00	6/22/2012	6/22/2012	6/21/2013	Hawaii Youth services Network	S	Seminar coordination	Utilization review	N
HMS 501	N	\$ 21,940.89	M	\$ 51,000.00	\$ 29,059.11	4/16/2012	4/16/2012	4/30/2013	County of Maui, Maui Police Dept	S	Intervention Program	Quarterly reviews, site visits	N
HMS 501	N	\$ 34,795.89	M	\$ 45,000.00	\$ 10,204.11	1/9/2012	1/9/2012	3/31/2013	University of Hawaii, Office of Research Services	S	DMC Dissemination Project	Quarterly reviews, site visits	N
HMS 501	N	\$ 7,988.32	M	\$ 40,000.00	\$ 32,011.68	10/1/2011	10/1/2011	6/30/2013	Alu Like, Inc.	S	Disproportionate Minority Contact	Quarterly reviews, site visits	N
HMS 501	N	\$ 13,260.00	M	\$ 30,550.00	\$ 14,820.00	10/1/2011	10/1/2011	6/30/2013	Maui Youth and Family Services, Inc.	S	Emergency Shelter	Quarterly reviews, site visits	Y
HMS 503	A	\$ 16,541.12	M	\$ 30,000.00	\$ 13,458.88	7/1/2012	7/1/2012	6/30/2013	Diamond Drugs Inc.	G	Prescription Drugs	Utilization review	N
HMS 501	N	\$ 12,610.00	M	\$ 29,640.00	\$ 15,080.00	10/1/2011	10/1/2011	6/30/2013	Hale Opio Kauai, Inc.	S	Emergency Shelter	Quarterly reviews, site visits	Y
HMS 501	A	\$ 15,300.92	M	\$ 26,250.00	\$ 10,949.08	10/1/2011	10/1/2011	6/30/2013	Sounding Joy Music Therapy, Inc.	S	Positive Youth Development	Quarterly reviews, site visits	Y
HMS 501	N	\$ -	M	\$ 21,250.00	\$ 21,250.00	2/1/2012	2/1/2012	6/30/2013	City & County of Honolulu, Dept of Parks and Recreation	S	Truancy Prevention	Quarterly reviews, site visits	Y
HMS 503	A	\$ -	M	\$ 16,480.00	\$ 16,480.00	10/15/2012	10/15/2012	12/31/2013	Handle with Care Behavior Mgmt System Inc.	S	YCO Training	Utilization review	Y
HMS 503	A	\$ 5,101.56	M	\$ 15,305.00	\$ 10,203.44	7/1/2012	7/1/2012	6/30/2013	Roll Offs Hawaii LLC	S	Refuse collection	Utilization review	N
HMS 503	A	\$ 386.91	M	\$ 3,300.00	\$ 2,913.09	7/1/2012	7/1/2012	6/30/2013	Acute Care Medical Services, Inc.	S	Pre-employment physical exams	Utilization review	N



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HMS 238	N	\$7,788.00	O - cost reimbursement	\$ 25,000.00	\$ 17,212.00	8/28/2012	7/1/2012	6/30/2013	Action With Aloha	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$2,931.00	O - cost reimbursement	\$ 20,000.00	\$ 17,069.00	3/30/2012	7/1/2012	6/30/2013	Daniel H Belcher, MD Inc	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$42,187.00	O - cost reimbursement	\$ 210,000.00	\$ 167,813.00	3/30/2012	7/1/2012	6/30/2013	Joseph C Bratton, Ph.D.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$2,396.00	O - cost reimbursement	\$ 20,000.00	\$ 17,604.00	3/30/2012	7/1/2012	6/30/2013	Boyuan Cao, MD, LLC	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$13,899.00	O - cost reimbursement	\$ 75,000.00	\$ 61,101.00	3/30/2012	7/1/2012	6/30/2013	Antoine J Cazin, M.D.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$23,631.00	O - cost reimbursement	\$ 150,000.00	\$ 126,369.00	9/27/2012	7/1/2012	6/30/2013	Deanna CoschignanoPhD	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$30,676.00	O - cost reimbursement	\$ 120,000.00	\$ 89,324.00	3/30/2012	7/1/2012	6/30/2013	Dennis R Donovan, Ph.D.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$9,734.00	O - cost reimbursement	\$ 30,000.00	\$ 20,266.00	3/30/2012	7/1/2012	6/30/2013	Kenneth W Gilstein, Ph.D	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$20,068.00	O - cost reimbursement	\$ 175,000.00	\$ 154,932.00	3/30/2012	7/1/2012	6/30/2013	I Ola Lahui, Inc.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$749.00	O - cost reimbursement	\$ 10,000.00	\$ 9,251.00	3/30/2012	7/1/2012	6/30/2013	Dennis B Lind, MD	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$6,589.00	O - cost reimbursement	\$ 120,000.00	\$ 113,411.00	3/30/2012	7/1/2012	6/30/2013	Living Well, Inc.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$18,046.00	O - cost reimbursement	\$ 120,000.00	\$ 101,954.00	3/30/2012	7/1/2012	6/30/2013	Stanley Luke, Ph.D.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$799.00	O - cost reimbursement	\$ 20,000.00	\$ 19,201.00	3/30/2012	7/1/2012	6/30/2013	Kathleen M McNamara Ph.D.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$910.00	O - cost reimbursement	\$ 7,000.00	\$ 6,090.00	3/30/2012	7/1/2012	6/30/2013	Wilson T Murakami, MD	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$825.00	O - cost reimbursement	\$ 7,000.00	\$ 6,175.00	3/30/2012	7/1/2012	6/30/2013	Mary Marasovich, MA/CCC/SLP	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$8,986.00	O - cost reimbursement	\$ 75,000.00	\$ 66,014.00	6/18/2012	7/1/2012	6/30/2013	Ohana Psychological Services, LLC	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y



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HMS 238	N	\$5,003.00	O - cost reimbursement	\$ 65,000.00	\$ 59,997.00	4/8/2012	7/1/2012	6/30/2013	Lyla C Prather, MD	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$4,942.00	O - cost reimbursement	\$ 15,000.00	\$ 10,058.00	3/30/2012	7/1/2012	6/30/2013	Kenneth M Sunamoto, MD, Inc.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$17,073.00	O - cost reimbursement	\$ 75,000.00	\$ 57,927.00	3/30/2012	7/1/2012	6/30/2013	John L Wingert, Ph.D.	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$550.00	O - cost reimbursement	\$ 7,000.00	\$ 6,450.00	3/30/2012	7/1/2012	6/30/2013	Kimberley Wingert-Moss, MS, CCC, SLP	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y

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HMS 238	N	\$1,348.00	O - cost reimbursement	\$ 15,000.00	\$ 13,652.00	3/30/2012	7/1/2012	6/30/2013	Michael B Zafrani, MD	S	Description of the service: Vendors are expected to do consultative examinations in the areas of internal medicine, psychiatry, orthopedics, physiatry, and psychology. Consultative examinations shall include: A signed narrative report of the findings which will provide the objective evidence necessary to make disability decisions under the Social Security disability criteria.	Monthly review of amount of CEs performed & scheduled via the Legacy System management information. Quality of reports are reviewed by staff medical consultants and if any issues arise, they are brought to the attention of the Professional Relations Officer and resolved via informal discussions and/or refresher training.	Y
HMS 238	N	\$12,736.77	M	\$ 38,713.00	\$ 25,976.00	4/8/2012	7/1/2012	6/30/2013	Jeffrey LK Akaka, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$4,691.00	M	\$ 34,412.00	\$ 29,721.00	4/8/2012	7/1/2012	6/30/2013	Paul Blaskowski, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$60,904.00	M	\$ 151,425.00	\$ 90,521.00	4/8/2012	7/1/2012	6/30/2013	Walter S.O. Fo, Ph.D.	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y

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HMS 238	N	\$47,130.00	M	\$ 115,193.00	\$ 68,063.00	4/8/2012	7/1/2012	6/30/2013	Glen D. Frisch, M.D.	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$43,444.00	M	\$ 92,051.00	\$ 48,607.00	4/8/2012	7/1/2012	6/30/2013	Raymond H Fujikami, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$25,485.00	M	\$ 73,124.00	\$ 47,639.00	4/8/2012	7/1/2012	6/30/2013	Gregory Harp, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$12,571.00	M	\$ 38,713.00	\$ 26,142.00	4/8/2012	7/1/2012	6/30/2013	Mark T Kuge, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$51,189.00	M	\$ 124,054.00	\$ 72,865.00	4/8/2012	7/1/2012	6/30/2013	David J Lam, Ph.D.	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$22,301.00	M	\$ 87,448.00	\$ 65,147.00	4/8/2012	7/1/2012	6/30/2013	Stacy M Lau, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y

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HMS 238	N	\$112.00	M	\$ 21,507.00	\$ 21,395.00	4/8/2012	7/1/2012	6/30/2013	Carolyn J Mai, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$9,375.00	M	\$ 43,014.00	\$ 33,639.00	4/8/2012	7/1/2012	6/30/2013	David Mai, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$21,294.00	M	\$ 53,166.00	\$ 31,872.00	4/8/2012	7/1/2012	6/30/2013	Eugene Matsuyama, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$210.00	M	\$ 21,507.00	\$ 21,297.00	5/16/2012	7/1/2012	6/30/2013	Denny A Nakayama MD Inc	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$8,986.00	M	\$ 25,809.00	\$ 16,823.00	4/8/2012	7/1/2012	6/30/2013	Terri L Needels, Ph.D.	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$41,053.00	M	\$ 116,092.00	\$ 75,039.00	4/8/2012	7/1/2012	6/30/2013	Darnell Richey, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y

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HMS 238	N	\$66,556.00	M	\$ 179,800.00	\$ 113,244.00	4/8/2012	7/1/2012	6/30/2013	Neil Shibuya, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$70,654.00	M	\$ 175,069.00	\$ 104,415.00	4/8/2012	7/1/2012	6/30/2013	Rodney Torigoe, Ph.D.	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$34,828.00	M	\$ 105,858.00	\$ 71,031.00	4/8/2012	7/1/2012	6/30/2013	Garret Yanagi, Ph.D.	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 238	N	\$39,691.00	M	\$ 110,461.00	\$ 70,770.00	4/8/2012	7/1/2012	6/30/2013	Benjamin BC Young, MD	S	Medical Consultation services for the evaluation of Social Security and Supplemental Security Disability Claims.	Monthly hours are reviewed against contract hours and Agency workload needs & Work assignments and performance statistics are monitored quarterly	Y
HMS 802	N/A	\$0.00	M	\$ 438,128.00	\$ 438,128.00	10/1/2012	10/1/2012	9/30/2013	Assistive Technology Resource Centers of Hawaii	G/S	Statewide Assistive Technology devices and services for persons with disabilities.	quarterly reports	y
HMS 802	N/A	\$359,044.97	M	\$ 2,000,000.00	\$ 1,640,955.03	8/13/2012	7/1/2012	6/30/2014	Island Skill Gathering	G/S	Rehabilitation Technology Services and Devices for VR Consumers	quarterly meetings, reports	Y
HMS 802	N/A	\$141,666.66	M	\$ 200,000.00	\$ 58,333.34	7/1/2011	7/1/2011	6/30/2013	Signs of Self	S	Adjustment servics for persons who are deaf.	quarterly meetings, reports	y
HMS 802	N/A	\$397,513.00	quarterly	\$ 632,705.00	\$ 235,192.00	10/1/2012	10/1/2012	9/30/2013	Statewide Independent Living Council of Hawaii	S	Statewide Independent Living Council as mandated by Federal Regulations	quarterly meetings	y
HMS 802	N/A	\$102,342.22	M	\$ 181,683.00	\$ 79,340.78	10/1/2011	10/1/2011	9/30/2013	Aloha Independent Living	S	Provision of Independent Living Services	quarterly reports	Y

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HMS 802	N/A	\$166,542.31	M	\$ 363,365.00	\$ 196,822.69	10/1/2011	10/1/2011	9/30/2013	Hawaii Centers for Independent Living	S	Provision of Independent Living Services	quarterly meetings, reports	Y
HMS 802	N/A	\$42,925.92	M	\$ 181,683.00	\$ 138,757.08	10/1/2011	10/1/2011	9/30/2013	Lanakila Pacific	S	Provision of Independent Living Services	quarterly meetings, reports	Y
HMS 802	N/A	\$40,000.00	quarterly	\$ 80,000.00	\$ 40,000.00	11/8/2011	10/1/2011	9/30/2013	National Federation of the Blind	S	Statewide reading of newspapers to persons who cannot read regular newsprint.	quarterly reports	Y
HMS 802	N/A	\$113,333.35	M	\$ 160,000.00	\$ 46,666.65	7/1/2011	7/1/2011	6/30/2013	Hawaii Interpreting Services, LLC	S	Statewide sign language interpreter and captioner referral services	monthly reports, quarterly meetings	Y
HMS 802	N/A	\$40,000.00	M	\$ 60,000.00	\$ 20,000.00	7/1/2011	7/1/2011	6/30/2013	Brantley Center, Inc	S	Evaluation, Training and Placement Services for VR Consumers	monthly reports, meetings	Y
HMS 802	N/A	\$100,136.63	M	\$ 526,050.00	\$ 425,913.37	7/30/2012	7/1/2012	6/30/2014	Lanakila Pacific	S	Evaluation, Training and Placement Services for VR Consumers	monthly reports, quarterly meetings	Y
HMS 802	N/A	\$0.00	M	\$ 240,050.00	\$ 240,050.00	11/27/2012	7/1/2012	6/30/2014	Network Enterprises, Inc.	S	Evaluation, Training and Placement Services for VR Consumers	monthly reports, quarterly meetings	Y
HMS 802	N/A	\$16,200.00	M	\$ 107,000.00	\$ 90,800.00	9/1/2011	7/1/2011	6/30/2013	ARC of Hilo	S	Job Placement and Retention Servcies for VR Consumers	monthly reports, meetings	Y
HMS 802	N/A	\$22,000.00	M	\$ 208,000.00	\$ 186,000.00	7/5/2011	7/1/2011	6/30/2013	ARC of Kona	S	Job Placement and Retention Servcies for VR Consumers	monthly reports, meetings	Y
HMS 802	N/A	\$10,000.00	M	\$ 216,000.00	\$ 206,000.00	7/1/2011	7/1/2011	6/30/2013	Behavioral Conseling and Research Center, LLC	S	Job Placement and Retention Servcies for VR Consumers	monthly reports, meetings	Y
HMS 802	N/A	\$58,500.00	M	\$ 203,000.00	\$ 144,500.00	7/1/2011	7/1/2011	6/30/2013	Ka Lima O Maui	S	Job Placement and Retention Servcies for VR Consumers	monthly reports, meetings	Y
HMS 802	N/A	\$0.00	M	\$ 300,000.00	\$ 300,000.00	7/5/2011	7/1/2011	6/30/2013	Lanakila Pacific	S	Job Placement and Retention Servcies for VR Consumers	quarterly reports, meetings	Y
HMS 802	N/A	\$88,000.00	M	\$ 304,000.00	\$ 216,000.00	7/1/2011	7/1/2011	6/30/2013	Network Enterprises, Inc.	S	Job Placement and Retention Servcies for VR Consumers	quarterly reports, meetings	Y

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HMS 802	N/A	\$60,600.00	M	\$ 75,000.00	\$ 14,400.00	7/1/2011	7/1/2011	6/30/2013	Network Enterprises, Inc.	S	Job Placement and Retention Services for VR Consumers who are deaf or hard of hearing	quarterly reports, meetings	Y
HMS 802	N/A	\$280,500.00	M	\$ 447,000.00	\$ 166,500.00	7/1/2011	7/1/2011	6/30/2013	Winners at Work, dba Abilities Unlimited	S	Job Placement and Retention Services for VR Consumers	quarterly reports, meetings	Y
HMS 802	N/A	\$26,700.00	M	\$ 48,000.00	\$ 21,300.00	9/6/2011	7/1/2011	6/30/2013	ARC of Hilo	S	Supported Employment Services for VR Consumers	quarterly reports, meetings	Y
HMS 802	N/A	\$35,000.00	M	\$ 103,000.00	\$ 68,000.00	7/1/2011	7/1/2011	6/30/2013	ARC of Kona	S	Supported Employment Services for VR Consumers	quarterly reports, meetings	Y
HMS 802	N/A	\$6,000.00	M	\$ 105,000.00	\$ 99,000.00	7/1/2011	7/1/2011	6/30/2013	Behavioral Conseling and Research Center, LLC	S	Supported Employment Services for VR Consumers	quarterly reports, meetings	Y
HMS 802	N/A	\$60,300.00	M	\$ 80,000.00	\$ 19,700.00	7/1/2011	7/1/2011	6/30/2013	Ka Lima O Maui	S	Supported Employment Services for VR Consumers	quarterly reports, meetings	Y
HMS 802	N/A	\$107,700.00	M	\$ 264,000.00	\$ 156,300.00	7/1/2011	7/1/2011	6/30/2013	Winners at Work, dba Abilities Unlimited	S	Supported Employment Services for VR Consumers	quarterly reports, meetings	Y
HMS 802	N/A	\$0.00	O - cost reimbursement	\$ 550,000.00	\$ 550,000.00	6/8/2012	6/8/2012	6/30/2013	ARC of Hilo	S	Construction for the Job Creation, Training, and Community Center in Hilo	meetings and reports	Y
HMS 802	N/A	\$73,314.00	M	\$ 217,331.39	\$ 144,017.39	2/2/2012	10/1/2011	9/30/2013	City and County of Honolulu	S	Work Readiness and Life Skills Training for VR Services for the Blind	meetings and reports	Y
HMS 802	N/A	\$248,439.00	M	\$ 653,605.00	\$ 405,166.00	2/2/2012	10/1/2011	3/31/2013	City and County of Honolulu	S	Community Case Management	meetings and reports	Y
HMS 802	N/A	\$27,246.00	M	\$ 79,883.40	\$ 52,637.40	7/1/2011	7/1/2011	6/30/2013	City and County of Honolulu	S	Work Readiness and Life Skills Training for VR Consumers	meetings and reports	Y
HMS 802	N/A	\$61,377.51	M	\$ 507,030.00	\$ 445,652.49	7/1/2012	7/1/2012	6/30/2013	University of Hawaii	S	VR Needs Assessment	quarterly meetings, reports	Y
HMS 802	N/A	\$22,504.89	M	\$ 79,737.00	\$ 57,232.11	11/28/2011	8/1/2011	6/30/2013	San Diego State University	S	Financial Management Program; Technical Assistance	quarterly meetings	Y
HMS 802	N/A	\$29,708.63	M	\$ 49,625.00	\$ 19,916.37	11/11/2011	11/11/2011	12/31/2012	San Diego State University	S	Focus on Quality Project, Mentoring Program	quarterly meetings	Y
HMS 802	N/A	\$0.00	M	\$ 67,000.00	\$ 67,000.00	11/15/2012	11/15/2012	11/14/2013	Compliance Review Systems	S	Case Review and Documentation Training for Compliance with RSA Standards and Indicators	meetings and reports	Y



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HMS 224	A	\$ 560,994	M	\$ 1,181,040.00	\$ 620,046.00	7/31/2012	8/1/2012	7/31/2013	Alternative Structures International	S	operation of 2 transitional shelters: Ohana Ola (383,040); Ulu (798,000)	Prog. Specialist Assigned	N
HMS 224	A	\$ 137,542	M	\$ 289,560.00	\$ 152,018.00	7/24/2012	8/1/2012	7/31/2013	Catholic Charities Hawaii	S	transitional shelter: Maili Land	Prog. Specialist Assigned	N
HMS 224	A	\$ 85,648	M	\$ 180,310.00	\$ 94,662.00	7/25/2012	8/1/2012	7/31/2013	Family Life Center	S	emergency shelter: Ho'olanani	Prog. Specialist Assigned	N
HMS 224	A	\$ 36,100	M	\$ 76,000.00	\$ 39,900.00	7/31/2012	8/1/2012	7/31/2013	Family Promise of Hawaii	S	2 emergency shelters: FPH-Honolulu (38,482); FPH-Windward (37,518)	Prog. Specialist Assigned	N
HMS 224	A	\$ 54,150	M	\$ 114,000.00	\$ 59,850.00	7/5/2012	8/1/2012	7/31/2013	Gregory House Programs	S	2 transitional shelters: GH (62,700); Comm. Res. Prog. (51,3000)	Prog. Specialist Assigned	N
HMS 224	A	\$ 16,462	M	\$ 34,657.00	\$ 18,195.00	7/24/2012	8/1/2012	7/31/2013	Hale Kipa, Inc.	S	3 transitional shelters: A'awa (11,197); Maka'aloa (11,730); Apa'a (11,730)	Prog. Specialist Assigned	N
HMS 224	A	\$ 276,408	M	\$ 1,280,000.00	\$ 1,003,592.36	7/31/2012	8/1/2012	7/31/2013	Waikiki Health Center	S	emergency shelter: Next Step (920,000) plus job training (300,000)	Prog. Specialist Assigned	N
HMS 224	A	\$ 61,732	M	\$ 129,960.00	\$ 68,228.00	7/31/2012	8/1/2012	7/31/2013	Hawaii Island Home for Recovery, Inc.	S	transitional shelter	Prog. Specialist Assigned	N
HMS 224	A	\$ 332,310	M	\$ 699,600.00	\$ 367,290.00	7/25/2012	8/1/2012	7/31/2013	Holomua Na Oahana	S	2 transitional shelters: Onemalu (425,600); Weinberg Village Waimanalu (294,000)	Prog. Specialist Assigned	N
HMS 224	A	\$ 171,000	M	\$ 360,000.00	\$ 189,000.00	7/25/2012	8/1/2012	7/31/2013	Honolulu Community Action Program	S	transitional shelter: Kumuhonua	Prog. Specialist Assigned	N
HMS 224	A	\$ 383,275	M	\$ 644,502.00	\$ 261,227.00	7/25/2012	8/1/2012	7/31/2013	Housing Solutions, Inc.	S	4 transitional shelters: Kalaokahua; Nakolea; Loliana; Vancouver House	Prog. Specialist Assigned	N
HMS 224	A	\$ 565,000	M	\$ 1,166,670.00	\$ 601,670.00	7/25/2012	8/1/2012	7/31/2013	Institute for Human Services, Inc.	S	2 emergency shelters: Sumner; Ka'aahi	Prog. Specialist Assigned	N
HMS 224	A	\$ 233,036	M	\$ 490,600.00	\$ 257,564.00	7/20/2012	8/1/2012	7/31/2013	Kahikolu Ohana Hale O Waianae	S	transitional shelter	Prog. Specialist Assigned	N
HMS 224	A	\$ 66,204	M	\$ 278,749.00	\$ 212,545.00	7/31/2012	8/1/2012	7/31/2013	Kauai Economic Opportunity, Inc.	S	emergency & transitional shelters: Mana'olana Emer. & Trans. Shelter; Komohana Group Home (trans.); Lihue Court (trans.)	Prog. Specialist Assigned	N

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HMS 224	A	\$ 252,664	M	\$ 439,576.00	\$ 186,912.00	7/24/2012	8/1/2012	7/31/2013	Ka Hale A Ke Ola Homeless Resource Center	S	emergency & transitional shelters: KHAKEO-Westside; KHAKEO-Central	Prog. Specialist Assigned	N
HMS 224	A	\$ 474,666	M	\$ 1,091,444.00	\$ 616,778.00	7/24/2012	8/1/2012	7/31/2013	Ka Hale A Ke Ola Homeless Resource Center	S	emergency & transitional shelters: KHAKEO-Westside; KHAKEO-Central	Prog. Specialist Assigned	N
HMS 224	A	\$ 53,586	M	\$ 124,094.00	\$ 70,508.00	8/27/2012	9/1/2012	7/31/2013	Mental Health Kokua	S	transitional shelter: Safe Haven	Prog. Specialist Assigned	N
HMS 224	A	\$ 452,448	M	\$ 952,518.00	\$ 500,070.00	7/30/2012	8/1/2012	7/31/2013	HOPE Services Hawaii, Inc.	S	2 emergency shelters: West Hawaii Emer. Housing Prog., Kihei Pua; 4 transitional shelters: Beyond Shelter, HOPE Resource Ctr., Kuleana House, Wilder House	Prog. Specialist Assigned	N
HMS 224	A	\$ 182,002	M	\$ 383,159.00	\$ 201,157.00	7/25/2012	8/1/2012	7/31/2013	River of Life Mission, Inc.	S	emergency shelter	Prog. Specialist Assigned	N
HMS 224	A	\$ 33,250	M	\$ 70,000.00	\$ 36,750.00	7/25/2012	8/1/2012	7/31/2013	Steadfast Housing Development Corporation	S	transitional shelter: Hale Ulu Pono	Prog. Specialist Assigned	N
HMS 224	A	\$ 965,450	M	\$ 2,032,500.00	\$ 1,067,050.00	7/31/2012	8/1/2012	7/31/2013	United States Veterans Initiative	S	2 transitional shelters: Veterans-in-Progress (142,500); Paiolu (188,000)	Prog. Specialist Assigned	N
HMS 224	A	\$ 321,016	M	\$ 676,875.00	\$ 355,859.00	7/31/2012	8/1/2012	7/31/2013	Waianae Community Outreach	S	emergency shelter: One'lauena	Prog. Specialist Assigned	N
HMS 224	A	\$ 69,770	M	\$ 146,880.00	\$ 77,110.00	7/20/2012	8/1/2012	7/31/2013	Women In Need (WIN)	S	3 transitional shelters: WIN (BTS) Bridge to Success (34,200); WIN Family House (47,880); BTS-Kauai (64,800)	Prog. Specialist Assigned	N
HMS 224	A	\$ 54,150	M	\$ 114,000.00	\$ 59,850.00	7/25/2012	8/1/2012	7/31/2013	Family Life Center	S	homeless outreach	Prog. Specialist Assigned	N
HMS 224	A	\$ 108,063	M	\$ 227,500.00	\$ 119,437.00	7/31/2012	8/1/2012	7/31/2013	Kalihi-Palama Health Center	S	homeless outreach	Prog. Specialist Assigned	N
HMS 224	A	\$ 17,599	M	\$ 74,100.00	\$ 56,501.00	7/31/2012	8/1/2012	7/31/2013	Kauai Economic Opportunity, Inc.	S	homeless outreach	Prog. Specialist Assigned	N
HMS 224	A	\$ 290,938	M	\$ 612,500.00	\$ 321,562.00	7/25/2012	8/1/2012	7/31/2013	HOPE Services Hawaii, Inc.	S	homeless outreach	Prog. Specialist Assigned	N
HMS 224	A	\$ 153,426	M	\$ 323,000.00	\$ 169,574.00	7/30/2012	8/1/2012	7/31/2013	Salvation Army Maui	S	homeless outreach	Prog. Specialist Assigned	N

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HMS 224	A	\$ 20,736	M	\$ 87,306.00	\$ 66,570.00	7/24/2012	8/1/2012	7/31/2013	Waianae Coast Comprehensive Health Center	S	homeless outreach	Prog. Specialist Assigned	N
HMS 224	A	\$ 130,746	M	\$ 275,255.00	\$ 144,509.00	7/31/2012	8/1/2012	7/31/2013	Waianae Community Outreach	S	homeless outreach	Prog. Specialist Assigned	N
HMS 224	A	\$ 228,000	M	\$ 480,000.00	\$ 252,000.00	7/31/2012	8/1/2012	7/31/2013	Waikiki Health Center	S	homeless outreach	Prog. Specialist Assigned	N
HMS 224	A	\$ 118,750	M	\$ 250,000.00	\$ 131,250.00	7/17/2012	8/1/2012	7/31/2013	Helping Hands Hawaii	S	rent, utilities & miscellaneous expenses to maintain housing	Prog. Specialist Assigned	N
HMS 224	A	\$ 118,750	M	\$ 250,000.00	\$ 131,250.00	7/17/2012	8/1/2012	7/31/2013	Catholic Charities Hawaii	S	rent, utilities & miscellaneous expenses to maintain housing	Prog. Specialist Assigned	N
HMS 224	N	\$ 42,450	M	\$ 217,260.00	\$ 174,810.00	3/28/2011	4/1/2011	3/31/2016	Family Life Center, SPC-2	S	Shelter + Care--permanent housing (TRA=Tenant-based Rental Assistance)	Prog. Specialist Assigned	N
HMS 224	N	\$ 13,500	M	\$ 80,220.00	\$ 66,720.00	3/28/2011	4/1/2011	3/31/2016	Family Life Center, SPC-3	S	Shelter Plus Care--permanent housing (TRA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 78,126	M	\$ 496,404.00	\$ 418,278.00	11/20/2012	12/1/2012	11/30/2013	Gregory House Programs (S+C)	S	Shelter + Care--permanent housing (TRA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 148,568	M	\$ 489,048.00	\$ 340,480.00	5/9/2011 (retro)	5/1/2012	4/30/2013	HOPE Services Hawaii, Inc.	S	Shelter + Care--permanent housing (TRA) // Kukui	Prog. Specialist Assigned	N
HMS 224	N	\$ 158,022	M	\$ 372,151.00	\$ 214,129.00	7/25/12 (retro)	6/30/2012	6/30/2013	Steadfast Housing Development Corporation, Eha	S	Shelter + Care--permanent housing (TRA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 48,908	M	\$ 101,160.00	\$ 52,252.00	12/28/2009	10/1/2009	9/30/2014	Family Life Center	S	Shelter + Care-- (TRA) SPC #1	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 5,002.00	\$ 5,002.00	5/12/2011	10/1/2009	9/30/2014	Family Life Center	S	Shelter + Care- (TRA); Supplemental	Prog. Specialist Assigned	N
HMS 224	N	\$ 41,584	M	\$ 232,973.00	\$ 191,389.00	6/26/2012	7/1/2012	6/30/2013	Family Life Center	S	Shelter + Care--EHA (TRA) #6	Prog. Specialist Assigned	N
HMS 224	N	\$ 3,077	M	\$ 166,920.00	\$ 163,843.00	11/1/2011	11/1/2011	10/31/2016	Family Life Center	S	Shelter + Care--#4 (TRA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 5,135	M	\$ 83,460.00	\$ 78,325.00	11/1/2011	11/1/2011	10/31/2016	Family Life Center	S	Shelter + Care--#5 (TRA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 105,675	M	\$ 184,800.00	\$ 79,125.00	2/26/2010	10/1/2009	9/30/2014	HOPE Services, Hawaii, Inc.	S	Shelter + Care--New Direction (TRA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 7,159	M	\$ 74,304.00	\$ 67,145.00	9/28/2012	10/1/2012	9/30/2013	Kauai Economic Opportunity, Inc.	S	Shelter + Care (TRA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 5,508	M	\$ 61,440.00	\$ 55,932.00	9/28/2012	10/1/2012	9/30/2013	Steadfast Housing--Ehiku (Kauai)	S	Shelter + Care (TRA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 6,847	M	\$ 140,388.00	\$ 133,541.00	9/28/2012	10/1/2012	9/30/2013	Steadfast Housing--Eona (Hawaii)	S	Shelter + Care (TRA)	Prog. Specialist Assigned	N

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HMS 224	N	\$ 6,933	M	\$ 41,160.00	\$ 34,227.00	5/1/2012	5/1/2012	4/30/2013	University of Hawaii	S	HMIS Analysis and Dissemination (SHP)	Prog. Specialist Assigned	N
HMS 224	N	\$ 49,804	M	\$ 77,036.00	\$ 27,232.00	3/30/2012	4/1/2012	3/31/2013	Women Helping Women (SHP)	S	Supportive Housing Program (SHP)	Prog. Specialist Assigned	N
HMS 224	N	\$ 22,330	M	\$ 30,631.00	\$ 8,301.17	2/1/2012	2/1/2012	1/31/2013	HMIS--Hybrid International	S	HMIS support	Prog. Specialist Assigned	N
HMS 224	A	\$ -	M	\$ 7,800.00	\$ 7,800.00	2/1/2012	2/1/2012	1/31/2013	HMIS--Hybrid International	S	HMIS support	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 115,128.00	\$ 115,128.00	10/31/2012	11/1/2012	10/31/2013	Hawaii Island Home for Recovery, Inc.	S	SHP-HIHR Permanent Housing	Prog. Specialist Assigned	N
HMS 224	N	\$ 42,964	M	\$ 171,599.00	\$ 128,635.00	6/26/2012	7/1/2012	6/30/2013	Mauai AIDS Foundation	S	Permanent Housing (HOPWA)	Prog. Specialist Assigned	N
HMS 224	N	\$ 5,621	M	\$ 22,482.00	\$ 16,861.50	6/25/2012	7/1/2012	6/30/2013	Ka Hale A Ke Ola Homeless Resource Center	S	emergency shelter	Prog. Specialist Assigned	N
HMS 224	N	\$ 9,590	M	\$ 22,250.00	\$ 12,660.07	6/28/2012	10/1/2012	9/30/2013	Women Helping Women	S	emergency shelter	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 29,070.00	\$ 29,070.00	6/28/2012	7/1/2012	6/30/2013	Child and Family Services	S	Domestic Violence Emergency Shelter	Prog. Specialist Assigned	N
HMS 224	N	\$ 11,974	M	\$ 23,474.00	\$ 11,500.17	6/29/2012	7/1/2012	6/30/2013	Family Life Center	S	emergency shelter	Prog. Specialist Assigned	N
HMS 224	N	\$ 20,601	M	\$ 67,802.00	\$ 47,201.00	6/29/2012	7/1/2012	6/30/2013	HOPE Services Hawaii, Inc.	S	emergency shelter	Prog. Specialist Assigned	N
HMS 224	N	\$ 18,996	M	\$ 32,620.00	\$ 13,624.00	6/29/2012	7/1/2012	6/30/2013	Kauai Economic Opportunity	S	emergency shelter	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 119,488.00	\$ 119,488.00	6/29/2012	7/1/2012	6/30/2013	Catholic Charities Hawaii	S	Rapid Re-Housing (ESG)	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 68,206.00	\$ 68,206.00	6/29/2012	7/1/2012	6/30/2013	Family Life Center	S	Rapid Re-Housing and Homeless Prevention (ESG)	Prog. Specialist Assigned	N
HMS 224	N	\$ 28,245	M	\$ 96,872.00	\$ 68,627.48	6/29/2012	7/1/2012	6/30/2013	HOPE Services Hawaii	S	Rapid Re-Housing and Homeless Prevention (ESG)	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 32,620.00	\$ 32,620.00	6/29/2012	7/1/2012	6/30/2012	Kauai Economic Opportunity	S	Rapid Re-Housing and Homeless Prevention (ESG)	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 147,540.00	\$ 147,540.00	9/28/2012	10/1/2012	9/30/2017	Family Life Center	S	Shelter Plus Care (#7)	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 90,180.00	\$ 90,180.00	9/28/2012	10/1/2012	9/30/2017	Family Life Center	S	Shelter Plus Care (#8)	Prog. Specialist Assigned	N
HMS 224	N	\$ -	M	\$ 10,000.00	\$ 10,000.00	6/1/2012	6/1/2012	1/31/2013	Hybrid International	S	HMIS/State and Federal Reporting Services	Program Specialist	N
HMS 224	A	\$ 19,863	M	\$ 25,000.00	\$ 5,137.00	6/1/2012	6/1/2012	1/31/2013	Hybrid International	S	HMIS/State and Federal Reporting Services	Program Specialist	N

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HMS 224	N	\$ -	M	\$ 450,000.00	\$ 450,000.00	6/28/2012	6/29/2012	6/28/2013	Institute for Human Services, Inc.	S	Permanent Supportive Housing (PSHP)	Program Specialist	N
HMS 224	N	\$ -	M	\$ 550,000.00	\$ 550,000.00	6/28/2012	6/29/2012	6/28/2013	United States Veterans Initiative	S	Permanent Supportive Housing (PSHP)	Program Specialist	N
HMS 224	N	\$ 335,901	M	\$ 984,724.00	\$ 648,823.33	6/21/2012	7/1/2012	6/30/2012	Catholic Charities Hawaii	S	Housing Placement Program (HPP)	Program Specialist	N
HMS 224	N	\$ 82,929	M	\$ 379,000.00	\$ 296,070.95	6/18/2012	7/1/2012	6/30/2013	Family Life Center	S	Housing Placement Program (HPP)	Program Specialist	N
HMS 224	N	\$ 192,514	M	\$ 528,000.00	\$ 335,486.48	6/26/2012	7/1/2012	6/30/2013	HOPE Services Hawaii	S	Housing Placement Program (HPP)	Program Specialist	N
HMS 224	N	\$ 165,657	M	\$ 440,000.00	\$ 274,342.76	6/7/2012	7/1/2012	6/30/2013	Institute for Human Services, Inc.	S	Housing Placement Program (HPP)	Program Specialist	N
HMS 224	N	\$ 30,676	M	\$ 100,000.00	\$ 69,324.00	6/4/2012	7/1/2012	6/30/2013	Maui Economic Opportunity	S	Housing Placement Program (HPP)	Program Specialist	N
HMS 237	A	105,836.00	M	\$ 223,061.00	\$ 117,225.00	6/19/2012	7/1/2012	6/30/2013	Goodwill Industries	S	To provide employment services to SNAP recipients on Oahu	Program Specialist	Y
HMS 237	N	105,836.00	M	\$ 269,962.00	\$ 164,126.00	6/19/2012	7/1/2012	6/30/2013	Goodwill Industries	S	To provide employment services to SNAP recipients on Oahu	Program Specialist	Y
HMS 237	N	73,406.00	M	\$ 165,000.00	\$ 91,594.00	6/14/2012	7/1/2012	6/30/2013	Goodwill Industries	S	To provide employment services to SNAP recipients on Maui	Program Specialist	Y
HMS 237	A	37,500.00	O	\$ 85,710.50	\$ 48,210.50	6/14/2012	7/1/2012	6/30/2013	DLIR	S	To Provide employment service to SNAP recipients on Hawaii	Program Specialist	Y
HMS 237	N	37,500.00	O	\$ 85,710.50	\$ 48,210.50	6/14/2012	7/1/2012	6/30/2013	DLIR	S	To Provide employment service to SNAP recipients on Hawaii	Program Specialist	Y
HMS 237	A	16,000.00	O	\$ 34,045.50	\$ 18,045.50	6/14/2012	7/1/2012	6/30/2013	DLIR	S	To Provide employment service to SNAP recipients on Kauai	Program Specialist	Y
HMS 237	N	16,000.00	O	\$ 34,045.50	\$ 18,045.50	6/14/2012	7/1/2012	6/30/2013	DLIR	S	To Provide employment service to SNAP recipients on Kauai	Program Specialist	Y
HMS 237	A	8,278.50	O	\$ 18,971.33	\$ 10,692.83	9/12/2012	7/1/2012	6/30/2013	C&C of Honolulu	S	To Provide employment readiness and Job search services on Oahu	Program Specialist	Y

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HMS 237	N	8,278.50	O	\$ 18,971.33	\$ 10,692.83	9/12/2012	7/1/2012	6/30/2013	C&C of Honolulu	S	To Provide employment readiness and Job search services on Oahu	Program Specialist	Y
HMS 302	N	\$ 24,550	M	\$ 107,957.00	\$ 83,407.00	6/28/2012	7/1/2012	6/30/2013	UH School of Medicine/ Pediatrics	S	child care health consultation services, health and safety standards recommendations by pediatric residents at UH School of Medicine	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ 93,330	M	\$ 280,000.00	\$ 186,670.00	5/16/2012	7/1/2012	6/30/2013	PATCH	S	Child Care Provider Registry	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ 94,494	M	\$ 300,000.00	\$ 205,506.00	5/16/2012	7/1/2012	6/30/2013	PATCH	S	Statewide childcare resources and referral services to the public.	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ 131,737	M	\$ 418,500.00	\$ 286,763.00	5/16/2012	7/1/2012	6/30/2013	PATCH	S	Training and scholarships to all licensed providers statewide and those interested in becoming licensed.	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ 46,045	M	\$ 135,000.00	\$ 88,955.00	5/16/2012	7/1/2012	6/30/2013	PATCH	S	Infant and toddler training to caregivers who work with infants and toddlers.	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	A	\$ -	O	\$ 33,000.00	\$ 33,000.00	6/28/2012	7/1/2012	6/30/2013	Good Beginnings Alliance	S	Child Care Advocacy and Facilitation Services	Quarterly reports and SIERS are reviewed by contract monitor.	Y
HMS 302	N	\$ 71,614	O	\$ 267,000.00	\$ 195,386.00	6/28/2012	7/1/2012	6/30/2013	Good Beginnings Alliance	S	Child Care Advocacy and Facilitation Services	Quarterly reports and SIERS are reviewed by contract monitor.	Y

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HMS 302	N	\$ 87,664	M	\$ 1,357,838.00	\$ 1,270,174.00	10/3/2012	7/1/2012	6/30/2013	UH Center On The Family	S	The Quality Care Project supports the quality incentive program in the area of evaluation of whether providers meet the Hawaii Preschool Content Standards (HPCS) or the Developmental Guidelines in order to receive incentive payments from DHS.	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ 17,823	M	\$ 75,000.00	\$ 57,177.00	4/8/2012	7/1/2012	6/30/2013	UH Cooperative Extension Pgm	S	Program supports the University of Hawaii to conduct menu reviews for licensed child care facilities that are required to have one completed, as well as to provide nutrition consultation and training services for any licensed provider seeking that information.	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ 72,155	M	\$ 438,443.00	\$ 366,288.00	6/27/2012	7/1/2012	6/30/2013	UH Center On The Family	S	The Learning to Grow contract: educates parents who receive child care subsidies from DHS and the license-exempt providers caring for children ages 0-5 about improving the quality of care provided; educates parents receiving subsidies about choosing quality child care; and, establishes family resource network centers that provide resource and supportive services information to families.	Monthly SIERS and program reports are reviewed by contract monitor.	Y

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HMS 302	N	\$ -	O	\$ 111,000.00	\$ 111,000.00	6/28/2012	7/1/2012	6/30/2013	Kalihi Union Church	S	Contract for Infant/Toddler Care to provide child care for teen parents enrolled in/attending high school and participating in the DOE GRADS program for Farrington High School.	Quarterly reports and SIERs are reviewed by contract monitor.	Y
HMS 302	N	\$ -	O	\$ 89,531.72	\$ 89,531.72	6/1/2012	7/1/2012	6/30/2013	DOE	S	Contract for Infant/Toddler Care to provide child care for teen parents enrolled in/attending high school and participating in the DOE GRADS program or alternate on-campus program for Hilo/Waiakea High School.	Quarterly reports and SIERs are reviewed by contract monitor.	Y
HMS 302	N	\$ 15,107	O	\$ 95,429.00	\$ 80,322.00	6/28/2012	7/1/2012	6/30/2013	Family Support Services of West Hawaii	S	Contract for Infant/Toddler Care to provide child care for teen parents enrolled in/attending high school and participating in the DOE GRADS program or alternate on-campus program for Kealakehe High School.	Quarterly reports and SIERs are reviewed by contract monitor.	Y
HMS 302	N	\$ -	O	\$ 74,032.00	\$ 74,032.00	5/23/2012	7/1/2012	6/30/2013	DOE	S	Contract for Infant/Toddler Care to provide child care for teen parents enrolled in/attending high school and participating in the DOE GRADS program or alternate on-campus program for Maui High School.	Quarterly reports and SIERs are reviewed by contract monitor.	Y



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HMS 302	N	\$ -	O	\$ 82,211.00	\$ 82,211.00	6/1/2012	7/1/2012	6/30/2013	DOE	S	Contract for Infant/Toddler Care to provide child care for teen parents enrolled in/attending high school and participating in the DOE GRADS program or alternate on-campus program for Konawaena High School.	Quarterly reports and SIERS are reviewed by contract monitor.	Y
HMS 302	N	\$ -	O	\$ 59,588.00	\$ 59,588.00	6/1/2012	7/1/2012	6/30/2013	DOE	S	Contract for Infant/Toddler Care to provide child care for teen parents enrolled in/attending high school and participating in the DOE GRADS program or alternate on-campus program for Kapaa High School.	Quarterly reports and SIERS are reviewed by contract monitor.	Y
HMS 302	N	\$ 89,231	M	\$ 250,500.00	\$ 161,269.00	6/28/2012	7/1/2012	6/30/2013	Kama'aina Care, Inc.	S	Wahiawa/Waianae/Waipahu/Pohulani FTW On-site Child Care	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ 77,733	M	\$ 293,750.00	\$ 216,017.00	8/2/2012	7/1/2012	6/30/2013	PATCH	S	The Preschool Open Doors program provides case management and issues child care subsidies for preschool-aged children Statewide.	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ 822,504	M	\$ 2,743,810.00	\$ 1,921,306.00	7/20/2012	7/1/2012	6/30/2013	ARBOR	S	Outreach and Application/Payment Processing for DHS Child Care Subsidies	Monthly SIERS and program reports are reviewed by contract monitor.	Y
HMS 302	N	\$ -	O	\$ 650,000.00	\$ 650,000.00	5/25/2012	7/1/2012	6/30/2013	DHS - SSD	G	Background Clearance Checks for licensed child care providers and exempt caregivers	Monthly SIERS and program reports are reviewed by contract monitor.	Y

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HMS 903	A	\$ 709,115	O	\$ 1,485,917.00	\$ 776,802.00	8/16/2012	7/1/2012	6/30/2013	CITY & COUNTY OF HONOLULU	S	To provide TANF and TAONF FTW clients on Oahu with employment readiness services through four-day workshops which cover the basics of employment search and assist in determining clients' marketable skills.	Invoice reviewed quarterly, quarterly contract reporting	N
HMS 903	A	\$ -	M	\$ 48,576.00	\$ 48,576.00	7/5/2012	7/1/2012	6/30/2013	DOE	S	To provide on-site instructional Adult Basic Education (ABE) in a classroom setting for recipients of Federal and State TANF through the First-To-Work (FTW) Program.	Invoice reviewed monthly, program review report submitted monthly	N
HMS 903	A	\$ -	M	\$ 634,491.00	\$ 634,491.00	7/17/2012	7/1/2012	6/30/2013	DLIR	S	To deliver expert manpower service in the areas of Job Development for TANF First-to-Work (FTW) clientele.	Invoice reviewed monthly.	N
HMS 903	A	\$ 270,810	M	\$ 1,700,000.00	\$ 1,429,190.00	5/16/2012	7/1/2012	6/30/2013	GOODWILL INDUSTRIES	S	To engage prospective employers from the private sector in the welfare-to-work effort, with the goal of providing appropriate and meaningful subsidized employment opportunities to TANF/TAONF recipients actively participating in the work programs administered by the Department.	Invoice reviewed monthly, program review report submitted monthly	Y

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HMS 903	A	\$ 994,617	M	\$ 4,500,000.00	\$ 3,505,383.00	5/16/2012	7/1/2012	6/30/2013	GOODWILL INDUSTRIES	S	To provide employment, training and support services to two-parent, non-citizen, and temporarily disabled households participating with the First-To-Work (FTW) Program.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	A	\$ 204,352	M	\$ 395,000.00	\$ 190,648.19	10/4/2012	7/1/2012	6/30/2013	SOLIX INC.	S	Database management and bill payment services for the Supporting Employment Empowerment (SEE) Program.	Invoice reviewed monthly.	N
HMS 903	A	\$ 1,255,131	O	\$ 3,500,000.00	\$ 2,244,868.74	N/A	7/1/2012	6/30/2013	SEE HAWAII EMPLOYER REIMBURSEMENTS	S	Reimbursement payments to participating employers with the Supporting Employment Empowerment (SEE) Program.	Invoice received and reviewed on occurrence	N
HMS 903	A	\$ 28,408	M	\$ 157,596.00	\$ 129,188.43	6/27/2012	7/1/2012	6/30/2013	UH (LCC)	S	To provide adult basic education and vocational skills training to First-To-Work (FTW) participants through Leeward Community College, Office of Continuing Education and Workforce Development.	Invoice reviewed monthly, program review report submitted monthly	N
HMS 903	A	\$ 63,723	M	\$ 372,163.00	\$ 308,439.97	6/21/2012	7/1/2012	6/30/2013	UH	S	To provide campus work study opportunities to TANF and TAONF recipients through its Bridge to Hope program on all UH campuses, including the community colleges, on a statewide basis.	Invoice reviewed monthly, program review report submitted monthly	N
HMS 903	A	\$ -	M	\$ 26,400.00	\$ 26,400.00	6/25/2012	7/1/2012	6/30/2013	UH (KCC)	S	To provide occupational skills training to First-To-Work (FTW) participants out of Kapiolani Community College.	Invoice reviewed monthly, program review report submitted monthly	N

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HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/6/2012	1/1/2013	12/31/2013	ALU LIKE INC	S	To provide financial literacy services to TANF eligible families on Oahu.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	A	\$ 193,222	M	\$ 741,048.00	\$ 547,826.15	6/1/2012	7/1/2012	6/30/2013	CHILD AND FAMILY SERVICES	S	The purpose of domestic violence advocacy services is to provide assessment, counseling, intervention, case management, and referral to legal and supportive services to TANF clients who are currently faced with Domestic Violence issues.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	A	\$ -	O	\$ 6,383,360.00	\$ 6,383,360.00	7/17/2012	7/1/2012	6/30/2013	DOE	S	Tuition for the children of low income working families enrolled in the A+ After School program operated on the DOE (but not Public Charter School) campuses Statewide.	Invoice reviewed quarterly, quarterly contract reporting	N
HMS 903	A	\$ -	M	\$ 200,000.00	\$ 200,000.00	12/14/2012	1/1/2013	12/31/2013	HAWAII FOODBANK	S	To assist TANF eligible households to care for their children in their own homes by purchasing and distributing food to eligible needy families.	Invoice reviewed monthly, program review report submitted monthly	Y

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HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/19/2012	1/1/2013	12/31/2013	HELPING HANDS HAWAII	S	To assist TANF eligible households out of poverty through donations of food, clothing, household items, or school supplies. They will also provide emergency cash assistance on a limited basis for families at risk of becoming homeless through direct reimbursement to vendors or direct purchase of urgently needed items.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	A	\$ 19,406	M	\$ 110,000.00	\$ 90,593.75	4/8/2012	7/1/2012	6/30/2013	LASH	S	To provide legal services for TANF and TAONF recipients to reduce barriers to self-sufficiency caused by domestic violence.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	A	\$ -	M	\$ 132,000.00	\$ 132,000.00	5/16/2012	7/1/2012	60/30/13	LASH	S	A collaboration with BESSD, SSD/CWS, and OCS/DLIR relative to the contracting and coordination of resulting services and activities to support children and their families/caretakers through affordable and accessible legal advocacy, outreach, and referral services utilizing TANF and TAONF funds and Title XX funds.	Invoice reviewed monthly, program review report submitted monthly	N

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HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/7/2012	1/1/2013	12/31/2013	NANAKULI HOUSING CORP	S	Program to assist TANF eligible families on the Leeward coast to succeed at home ownership by providing classes in home repair, financial literacy and essentials of home ownership, and by providing access to reusable home building materials.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/19/2012	1/1/2013	12/31/2013	INSTITUTE FOR HUMAN SERVICES	S	Provide employment enhancement support to families who are experiencing homelessness.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	Pending	1/1/2013	12/31/2013	YWCA OF OAHU	S	To expand transitional living services and increase existing services for financial literacy, life skills training and community networking for TANF eligible households on Oahu in order to assist these families out of poverty.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	A	\$ -	M	\$ 44,968.00	\$ 44,968.00	8/16/2012	8/1/2012	6/30/2013	YWCA OF KAUAI	S	To provide assessment, counseling, intervention, case management, and referral to legal and supportive services to TANF clients who are currently faced with Domestic Violence issues.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	A	\$ 103,110	M	\$ 984,724.00	\$ 881,613.71	6/12/2012	7/1/2012	6/30/2013	CATHOLIC CHARITIES HAWAII	S	Housing Placement Program	Prog. Specialist Assigned	N
HMS 903	A	\$ -	M	\$ 379,000.00	\$ 379,000.00	6/18/2012	7/1/2012	6/30/2013	FAMILY LIFE CENTER	S	Housing Placement Program	Prog. Specialist Assigned	N

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HMS 903	A	\$ -	M	\$ 440,000.00	\$ 440,000.00	6/7/2012	7/1/2012	6/30/2013	INSTITUTE FOR HUMAN SERVICES	S	Housing Placement Program	Prog. Specialist Assigned	N
HMS 903	A	\$ -	M	\$ 100,000.00	\$ 100,000.00	6/4/2012	7/1/2012	6/30/2013	MAUI ECONOMIC OPPORTUNITY, INC.	S	Housing Placement Program	Prog. Specialist Assigned	N
HMS 903	A	\$ 148,976	M	\$ 528,000.00	\$ 379,023.65	6/26/2012	7/1/2012	6/30/2013	HOPE SERVICES HAWAII, INC.	S	Housing Placement Program	Prog. Specialist Assigned	N
HMS 903	A	\$ 100,458	M	\$ 153,498.00	\$ 53,040.00	7/25/2012	8/1/2012	7/31/2013	HOUSING SOLUTIONS, INC.	S	4 transitional shelters: Kalaokahua; Nakolea; Loliana; Vancouver House	Prog. Specialist Assigned	N
HMS 903	A	\$ 253,332	M	\$ 633,330.00	\$ 379,998.00	7/25/2012	8/1/2012	7/31/2013	INSTITUTE FOR HUMAN SERVICES	S	2 emergency shelters: Sumner; Ka'aahi	Prog. Specialist Assigned	N
HMS 903	A	\$ 402,666	M	\$ 1,019,444.00	\$ 616,778.00	7/24/2012	8/1/2012	7/31/2013	KA HALE A KE OLA HOMELESS RESOURCES CENTERS, INC.	S	emergency & transitional shelters: KHAKO-Westside; KHAKO-Central	Prog. Specialist Assigned	N
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/19/2012	1/1/2013	12/31/2013	BIG BROTHERS BIG SISTERS OF HONOLULU	S	To provide mentoring services for at-risk children and youth on Oahu.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/14/2012	1/1/2013	12/31/2013	BOYS AND GIRLS CLUBS HAWAII ALLIANCE	S	To provide a Youth Service Center program where service activities which are conducted and available during after-school hours, weekends and school intercessions and holidays.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/11/2012	1/1/2013	12/31/2013	CATHOLIC CHARITIES HAWAII	S	To provide a community based abstinence education mentoring program for Youth Challenge Academy cadets on Oahu.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	Pending	1/1/2013	12/31/2013	CHILD AND FAMILY SERVICES	S	To enhance services currently being offered to at-risk youth at Hale O Ulu School.	Invoice reviewed monthly, program review report submitted monthly	Y

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HMS 903	N	\$ -	M	\$ 2,400,000.00	\$ 2,400,000.00	9/12/2012	10/1/2012	9/30/2013	DOE	S	Uniting Peer Learning, Integrating New Knowledge (UPLINK) is an after school middle school teen pregnancy prevention program	Invoice reviewed monthly, program review report submitted monthly	N
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/19/2012	1/1/2013	12/31/2013	GOODWILL INDUSTRIES	S	To enhance services currently being offered to at-risk youth through the vendor's Ola I Ka Hana program, working with at-risk youth to assist them in completing school, obtaining and maintaining employment.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/19/2012	1/1/2013	12/31/2013	HALE KIPA, INC.	S	To provide outreach to homeless youth in the geographic areas of Waikiki, Waianae, North Shore, and Waimanalo.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	Pending	1/1/2013	12/31/2013	KOKUA KALIHI VALLEY	S	To enhance services offered to at-risk children and needy adults in TANF eligible families by providing parenting education and counseling.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/14/2012	1/1/2013	12/31/2013	PARENTS AND CHILDREN TOGETHER	S	To provide a family center core services that include basic support, counseling, training, life skills, and budgeting skills to TANF eligible families residing in the community of Kalihi, with an emphasis on families residing in the Kuhio Park Terrace public housing.	Invoice reviewed monthly, program review report submitted monthly	Y



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HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	Pending	1/1/2013	12/31/2013	SALVATION ARMY	S	To provide home based parenting and family counseling for graduates of substance abuse treatment and their families.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/19/2012	1/1/2012	12/31/2012	SALVATION ARMY	S	To provide a Youth Service Center program where youth and their families can feel comfortable accessing a continuum of services and resources which are conducted and available during after-school hours, weekends and school intercessions and holidays.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	O	\$ 1,500,000.00	\$ 1,500,000.00	4/16/2012	7/1/2012	6/30/2013	DHS/SOCIAL SERVICES DIVISION	S	Enhancement of current procured case management and advocacy services at the domestic violence shelters to specifically address the needs of the TANF recipients who are victims of domestic violence; and family strengthening services to reduce the incidence of child abuse and neglect in the community	Invoice reviewed quarterly	N

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HMS 903	N	\$ -	O	\$ 2,816,000.00	\$ 2,816,000.00	4/18/2012	7/1/2012	6/30/2013	DHS/SOCIAL SERVICES DIVISION	S	To provide services to promote child health and development in newborns of families at risk by increasing pre-natal intakes and improving the ratio of child development and clinical specialists to the number of families served.	Invoice reviewed quarterly	N
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	12/14/2012	1/1/2013	12/31/2013	SUSANNAH WESLEY COMMUNITY CENTER	S	To provide home based parenting and family counseling in the Kalihi area.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	M	\$ 100,000.00	\$ 100,000.00	Pending	1/1/2013	12/31/2013	YWCA OF KAUAI	S	To provide after-school activities, positive mentoring, and computer training for youth residing on the island of Kauai.	Invoice reviewed monthly, program review report submitted monthly	Y
HMS 903	N	\$ -	O	\$ 153,516.00	\$ 153,516.00	8/17/2012	9/1/2012	12/31/2012	CHASSMAN CONSULTING, INC	S	To provide services involving TANF (Temporary Assistance For Needy Families) policies; pursuit and maximization of Federal funding; and TANF Maintenance-of-Effort (MOE) initiatives.	Invoice received and reviewed on occurrence. Report on services provided submitted with invoice for review.	N
HMS 903	A	\$ 1,552,772	M	\$ 4,000,000.00	\$ 2,447,228.00	6/28/2012	7/1/2012	6/30/2013	CYRCA INC	S	To provide medical and psychological examinations and determine whether the client is deemed disabled.	Invoice reviewed monthly, program review report submitted monthly	N
HMS 903	A	\$ 129,375	O	\$ 650,000.00	\$ 520,625.00	2/3/2012	2/29/2012	2/28/2013	LASH	S	Advocacy services for disabled individuals to assist them in accessing supplemental security income (SSI) or social security disability income (SSDI) benefits.	Invoice received and reviewed on occurrence.	N

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HMS 903	N	\$ 118,008	O	\$ 129,808.00	\$ 11,800.00	5/1/2012	5/1/2012	4/30/2013	Honolulu Community Action Program	S	To provide process LIHEAP applications and provide outreach services for LIHEAP on Oahu.	Case Reviews and site visits.	N
HMS 903	N	\$ 83,106	O	\$ 91,416.00	\$ 8,310.00	5/1/2012	5/1/2012	4/30/2013	Hawaii County Economic Opportunity Council	S	To provide process LIHEAP applications and provide outreach services for LIHEAP on Hawaii.	Case Reviews and site visits.	N
HMS 903	N	\$ 28,170	O	\$ 30,988.00	\$ 1,342.00	5/1/2012	5/1/2012	4/30/2013	MAUI ECONOMIC OPPORTUNITY, INC.	S	To provide process LIHEAP applications and provide outreach services for LIHEAP on Maui.	Case Reviews and site visits.	N
HMS 903	N	\$ 13,428	O	\$ 14,770.00	\$ 2,818.00	5/1/2012	5/12/2012	4/30/2013	Kauai Economic Opportunity, Inc.	S	To provide process LIHEAP applications and provide outreach services for LIHEAP on Kauai.	Case Reviews and site visits.	N
HMS 903	N	500,000.00	O	\$ 500,000.00	\$ -	9/28/2012	10/1/2012	9/30/2013	HAWAII DEPT OF HEALTH (DOH)	S	To provide nutrition education services to SNAP eligibles statewide	Program Specialist	Y
HMS 903	N	256,605.00	O	\$ 256,605.00	\$ -	9/24/2012	10/1/2012	9/30/2013	UNIVERSITY OF HAWAII (CTHAR)	S	To develop a nutrition education plan and provide nutrition education services to SNAP eligibles statewide.	Program Specialist	Y
HMS 903	N	74,205.21	A	\$ 148,410.42	\$ 74,205.21	9/26/2011	10/1/2011	9/30/2012	Salvation Army	S	To provide SNAP Outreach services on Maui	Program Specialist	Y
HMS 903	N	54,382.00	O	\$ 108,764.00	\$ 54,382.00	9/24/2012	10/1/2012	9/30/2013	Helping Hands Hawaii	S	To provide SNAP Outreach services on Oahu	Program Specialist	Y
HMS 903	N	36,065.90	A	\$ 72,131.00	\$ 36,065.10	9/24/2012	10/1/2012	9/30/2013	Hope Services Hawaii	S	To provide SNAP Outreach services on Hawaii	Program Specialist	Y
HMS 301	A	\$ 77,974	M	\$ 935,687.00	\$ 804,443.60	7/1/2010	7/1/2010	6/30/2016	Parents	S	Comprehensive Counseling - Voluntary Case Management	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 25,264		\$ 303,169.00	\$ 218,222.40				Parents		Comprehensive Counseling - Voluntary Case Management		
HMS 301	A	\$ 41,025	M	\$ 492,300.00	\$ 290,611.77	7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Comprehensive Counseling - Voluntary Case Management	Both fiscal and activity reports for compliance of contract	Y

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HMS 301	N	\$ 8,898		\$ 106,775.00	\$ 79,306.27				Child & Family Services		Comprehensive Counseling - Voluntary Case Management		
HMS 301	A	\$ 80,894	M	\$ 970,730.00	\$ 583,654.89	7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Comprehensive Counseling - Voluntary Case Management	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 17,351		\$ 208,211.00	\$ 137,573.57				Child & Family Services		Comprehensive Counseling - Voluntary Case Management		
HMS 301	N	\$ 8,147		\$ 97,762.00	\$ 68,959.52				Child & Family Services		Comprehensive Counseling - Voluntary Case Management		
HMS 301	A	\$ 297,801	M	\$ 3,573,606.00	\$ 2,129,287.96	7/1/2010	7/1/2010	6/30/2016	Catholic Charities Hawaii	S	Comprehensive Counseling - Voluntary Case Management	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 104,455		\$ 1,253,461.44	\$ 767,872.39				Catholic Charities Hawaii		Comprehensive Counseling - Voluntary Case Management		
HMS 301	N	\$ 4,178		\$ 50,138.04	\$ 34,410.75				Catholic Charities Hawaii		Comprehensive Counseling - Voluntary Case Management		
HMS 301	A	\$ 64,830	M	\$ 777,963.00	\$ 475,936.92	7/1/2010	7/1/2010	6/30/2016	Catholic Charities Hawaii	S	Comprehensive Counseling - Voluntary Case Management-Permanency Support Services	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 8,974		\$ 107,686.44	\$ 80,448.42				Catholic Charities Hawaii		Comprehensive Counseling - Voluntary Case Management-Permanency Support Services		
HMS 301	N	\$ 2,441		\$ 29,295.96	\$ 21,147.99				Catholic Charities Hawaii		Comprehensive Counseling - Voluntary Case Management-Permanency Support Services		
HMS 301	A	\$ 15,557	M	\$ 186,678.00	\$ 109,269.08	7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Molokai Intergrated Support Services	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 12,337		\$ 148,041.00	\$ 87,001.58				Child & Family Services		Molokai Intergrated Support Services		

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HMS 301	A	\$ 3,370	M	\$ 40,435.00	\$ 23,565.00	7/1/2010	7/1/2010	6/30/2016	Parents and Children Together	S	Lanai Integrated Support Services	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 7,583		\$ 91,000.00	\$ 52,420.00				Parents and Children Together				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Family Strengthening	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 13,333	M	\$ 160,000.00	\$ 92,210.16				Child & Family Services				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Family Strengthening	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 11,250	M	\$ 135,000.00	\$ 81,324.55				Child & Family Services				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Parents and Children Together	S	Family Strengthening	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 22,917	M	\$ 275,000.00	\$ 171,845.83				Parents and Children Together				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Parents and Children Together	S	Family Strengthening	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 57,917	M	\$ 695,000.00	\$ 429,841.70				Parents and Children Together				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	NPK	S	Family Strengthening	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 16,667	M	\$ 200,000.00	\$ 134,838.43				NPK				
HMS 301	A	\$ 86,120	M	\$ 1,033,443.00	\$ 880,847.42	7/1/2011	7/1/2011	6/30/2017	KCPC	S	MDT /Psych Evaluations	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 71,057	M	\$ 854,468.00	\$ 691,431.27				KCPC				
HMS 301	A	\$ 329,049	M	\$ 3,948,539.00	\$ 1,480,769.88	7/1/2012	7/1/2012	6/30/2018	PIDF	S	Resource Family/ Recruit-Support	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 6,367	M	\$ 76,407.00	\$ 992,634.62				PIDF				

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HMS 301	A					7/1/2011	7/1/2011	6/30/2017	Child & Family Services	S	Sex Abuse TX	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 17,702	M	\$ 212,420.00	\$ 119,827.50				Child & Family Services				
HMS 301	A					7/1/2011	7/1/2011	6/30/2017	YWCA	S	Sex Abuse TX	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 15,651	M	\$ 187,814.00	\$ 116,885.50				YWCA				
HMS 301	A					7/1/2011	7/1/2011	6/30/2017	Child & Family Services	S	Sex Abuse TX	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 7,975	M	\$ 95,700.00	\$ 62,543.00				Child & Family Services				
HMS 301	A					7/1/2011	7/1/2011	6/30/2017	CCH	S	Sex Abuse TX	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 31,480	M	\$ 377,756.00	\$ 252,719.00				CCH				
HMS 301	A					7/1/2011	7/1/2011	6/30/2017	Child & Family Services	S	Sex Abuse TX	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 20,987	M	\$ 251,838.00	\$ 153,666.00				Child & Family Services				
HMS 301	A					7/1/2011	7/1/2011	6/30/2017	Child & Family Services	S	Sex Abuse TX	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 7,936	M	\$ 95,230.00	\$ 57,622.50				Child & Family Services				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Hina Mauka	S	SAAMS	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 17,875	M	\$ 214,500.00	\$ 173,184.00				Hina Mauka				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Hope,Help,H	S	SAAMS	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 2,342	M	\$ 28,102.00	\$ 20,511.00				Hope,Help,H				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Aloha House	S	SAAMS	Both fiscal and activity reports for compliance of contract	Y

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HMS 301	N	\$ 3,974	M	\$ 47,683.33	\$ 37,133.32				Aloha House				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Lokahi Tx	S	SAAMS	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 14,750	quarterly	\$ 59,000.00	\$ 47,757.00				Lokahi Tx				
HMS 301	A					7/1/2010	7/1/2010	6/30/2016	Lokahi Tx	S	SAAMS	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 6,350	quarterly	\$ 25,400.00	\$ 22,983.00				Lokahi Tx				
HMS 301	A	\$ 26,497	M	\$ 317,968.75	\$ 209,444.97	7/1/2010	7/1/2010	6/30/2016	Hale Kipa	S	Emergency Shelter	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N								Hale Kipa				
HMS 301	A	\$ 30,296	M	\$ 363,550.00	\$ 152,875.00	7/1/2010	7/1/2010	6/30/2016	COYSA	S	Emergency Shelter	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N								COYSA				
HMS 301	A	\$ 2,464	M	\$ 29,563.00	\$ 19,339.56	7/1/2010	7/1/2010	6/30/2016	Hale Opio Kauai Inc	S	Emergency Shelter	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N								Hale Opio Kauai Inc				
HMS 301	A	\$ 16,947	M	\$ 203,363.00	\$ 168,616.70	7/1/2010	7/1/2010	6/30/2016	SAFTS	S	Emergency Shelter	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N								SAFTS				
HMS 301	A	\$ 195	M	\$ 2,337.00	\$ 1,869.60	7/1/2010	7/1/2010	6/30/2016	MYFS	S	Emergency Shelter	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N								MYFS				
HMS 301	A	\$ 39,073	M	\$ 468,875.00	\$ 275,962.57	7/1/2010	7/1/2010	6/30/2016	Aloha Care	S	Emergency Shelter	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N								Aloha Care				
HMS 301	A	\$ 68,363	M	\$ 820,356.00	\$ 615,178.42	6/15/2008	6/15/2008	6/30/2013	FPH	S	Waianae Receiving Home	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N		M	\$ 27,411.00	\$ 14,386.88				FPH				

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HMS 301	A	\$ 7,587	M	\$ 63,627.00	\$ 47,772.78	7/1/2010	7/1/2010	6/30/2016	SAFTS	S	Ind. Living Prog.	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N		M	\$ 17,177.00	\$ 8,944.42				SAFTS				
HMS 301	A	\$ 3,938	M	\$ 30,073.00	\$ 23,013.38	7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Ind. Living Prog.	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N		M	\$ 19,480.00	\$ 10,253.40				Child & Family Services				
HMS 301	A	\$ 6,869	M	\$ 62,231.00	\$ 47,683.20	7/1/2010	7/1/2010	6/30/2016	MYFS	S	Ind. Living Prog.	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N		M	\$ 88,521.00	\$ 34,739.90				MYFS				
HMS 301	A	\$ 40,722	M	\$ 400,146.00	\$ 291,362.94	7/1/2010	7/1/2010	6/30/2016	HK	S	Ind. Living Prog.	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N		M	\$ 27,411.00	\$ 14,921.96				HK				
HMS 301	A	\$ 7,587	M	\$ 63,627.00	\$ 48,724.14	7/1/2010	7/1/2010	6/30/2016	SAFTS	S	Ind. Living Prog.	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N			\$ -					SAFTS				
HMS 301	A	\$ 13,113	M	\$ 157,360.00	\$ 97,421.67	7/1/2009	7/1/2009	6/30/2013	Kids Hurt Too	S	ILP HFYC	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N								Kids Hurt Too				
HMS 301	A					7/1/2011	7/1/2011	6/30/2017	CCH	S	ICPC	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 35,511	M	\$ 426,130.00	\$ 248,575.85				CCH				
HMS 301	A					7/1/2011	7/1/2011	6/30/2017	CCH	S	Infant/Tod FC	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 36,676	M	\$ 440,110.00	\$ 286,963.50				CCH				
HMS 301	A	\$ 39,000	Quarter 1	\$ 39,000.00	\$ -	7/1/2010	7/1/2010	6/30/2016	**NP of Puna	S	NP PUNA Title IVB2	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 16,107	M	\$ 193,287.00	\$ 121,984.33				**NP of Puna				



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HMS 301	A			\$ -					UHMC	S	CWS CQI	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N		M	\$ 767,000.00					UHMC				
HMS 301	A			\$ -					UH Law School	S	UH Law School Project	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N		M	\$ 258,872.00					UH Law School				
HMS 301	A			\$ -					Office of the Atty General	S	AG Legal Services - MOA	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N			\$ 1,769,149.44					Office of the Atty General				
HMS 301	A			\$ -					UHMC	S	SHAKA	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N			\$ 500,000.00					UHMC				
HMS 301	A	\$ 60,030	M	\$ 720,361.85	\$ 720,361.85	5/1/2007	5/1/2007	Contract term ended 6/31/12; currently in extension till 12/31/12 but pending approval of further extension till 6/30/13.	ITS	S	CRIMINAL RECORD CHECK SVS	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N								ITS				
HMS 301	A	\$ 15,148	M	\$ 181,772.00	\$ 145,615.72	7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Domestic Viol.* new contract # effective 10/1/10	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 13,185	M	\$ 158,228.00	\$ 98,281.73				Child & Family Services				
HMS 301	A	\$ 13,900	M	\$ 166,803.00	\$ 139,730.62	7/1/2010	7/1/2010	6/30/2016	YWCA	S	Domestic Viol.* new contract # effective 10/1/10	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 12,100	M	\$ 145,197.00	\$ 94,269.38				YWCA				

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HMS 301	A	\$ 19,824	M	\$ 237,890.00	\$ 206,159.26	7/1/2010	7/1/2010	6/30/2016	WHW	S	Domestic Viol.* new contract # effective 10/1/10	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 17,256	M	\$ 207,074.00	\$ 127,563.72				WHW				
HMS 301	A	\$ 23,791	quarterly	\$ 95,163.00	\$ 77,913.68	7/1/2010	7/1/2010	6/30/2016	Hale Ho'omalu	S	Domestic Viol.* new contract # effective 10/1/10	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 20,709	quarterly	\$ 82,837.00	\$ 63,952.64				Hale Ho'omalu				
HMS 301	A	\$ 35,285	M	\$ 423,423.00	\$ 389,615.32	7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Domestic Viol.* new contract # effective 10/1/10	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 30,715	M	\$ 368,577.00	\$ 259,826.71				Child & Family Services				
HMS 301	A	\$ 16,930	M	\$ 203,157.00	\$ 163,388.32	7/1/2010	7/1/2010	6/30/2016	Parents and Children Together	S	Domestic Viol.* new contract # effective 10/1/10	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 14,737	M	\$ 176,843.00	\$ 132,632.27				Parents and Children Together				
HMS 301	A	\$ 15,148	M	\$ 181,772.00	\$ 149,611.72	7/1/2010	7/1/2010	6/30/2016	Child & Family Services	S	Domestic Viol.* new contract # effective 10/1/10	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 13,186	M	\$ 158,228.00	\$ 99,231.65				Child & Family Services				
HMS 301	A	\$ 9,145	M	\$ 109,740.00	\$ 102,876.86	7/1/2010	7/1/2010	6/30/2016	Windward SAS	S	Domestic Viol.* new contract # effective 10/1/10	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 7,960	M	\$ 95,524.00	\$ 50,919.37				Windward SAS				
HMS 301	A	\$ 11,408	M	\$ 136,893.00	\$ -	7/1/2010	7/1/2010	6/30/2016	DVAC	S	Teen DV	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 7,206	M	\$ 86,470.00	\$ 28,561.23				DVAC				
HMS 301	A			\$ -					DHS	S	DV Admin.Costs	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N			\$ 42,834.00					DHS				
HMS 301	A			\$ 100,000.00					OCS MOA	S	OCS In-shelter DV legal Svs MOA	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N			\$ -					OCS MOA				

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HMS 301	A			\$ 100,000.00					procurement pending	S	Immigrant DV Services	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N			\$ -					procurement pending				
HMS 301	A			\$ 1,754,126.00					SEE DV SECTION	S	CCSS-VCM DV comm . Services	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N			\$ -					SEE DV SECTION				
HMS 301	A			\$ -					Kauai Child. Just.	S	Child. Justice	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 19,743	Quarterly	\$ 78,973.75	\$ 78,973.75	7/1/2012	7/1/2012	6/30/2014	Kauai Child. Just.				
HMS 301	A			\$ -					Mauai Child. Just	S	Child. Justice	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 6,248	Quarterly	\$ 24,991.25	\$ 24,991.25	7/1/2012	7/1/2012	6/30/2014	Mauai Child. Just				
HMS 301	A			\$ -					MFSS	S	Enhanced Healthy Start	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 37,957	M	\$ 45,536.00	\$ 33,400.42	7/1/2008	7/1/2008	6/30/2014	MFSS				
HMS 301	A			\$ -					Cath Charities	S	Enhanced Healthy Start	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 32,854	M	\$ 394,240.00		7/1/2008	7/1/2008	6/30/2014	Cath Charities				
HMS 301	A			\$ -					YWCA	S	Enhanced Healthy Start	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 30,976	M	\$ 371,712.00	\$ 241,271.04	7/1/2008	7/1/2008	6/30/2014	YWCA				
HMS 301	A			\$ -					Child & Family Services	S	Enhanced Healthy Start	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 14,550	M	\$ 174,592.00	\$ 115,646.72	7/1/2008	7/1/2008	6/30/2014	Child & Family Services				
HMS 301	A			\$ -					FSSWH	S	Enhanced Healthy Start	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 29,334	M	\$ 352,000.00	\$ 216,723.00	7/1/2008	7/1/2008	6/30/2014	FSSWH				

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HMS 301	A			\$ -					MFSS	S	Enhanced Healthy Start	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 33,518	M	\$ 402,208.00	\$ 289,115.34	7/1/2008	7/1/2008	6/30/2014	MFSS				
HMS 301	A			\$ -					Parents and Children Together	S	Enhanced Healthy Start	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 49,750	M	\$ 596,992.00	\$ 414,114.56	7/1/2008	7/1/2008	6/30/2014	Parents and Children Together				
HMS 301	A			\$ -					Child & Family Services	S	Enhanced Healthy Start	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 39,894	M	\$ 478,720.00	\$ 326,576.18	7/1/2008	7/1/2008	6/30/2014	Child & Family Services				
HMS 301	A	\$ 62,500	M	\$ 750,000.00	\$ 491,554.66	7/1/2012	4/1/2012	12/31/2012	Blueprint for Change	S	Neighborhood Places	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 235,000	Quarter 1	\$ 235,000.00	\$ -				Blueprint for Change				
HMS 301	A	\$ 100,000	Semi-annual	\$ 100,000.00	\$ 50,000.00	7/1/2012	7/1/2012	6/30/2016	OCS MOA	S	Legal Services	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 11,708	M	\$ 140,500.00	\$ 140,500.00	7/1/2012	7/1/2012	6/30/2014	Womens Way	S	Substance Abuse TX		
HMS 301	A	\$ 222,394	M	\$ 2,668,732.00	\$ 1,653,996.20	7/1/2010	7/1/2010	6/30/2016	EPIC	S	Ohana Conferencing	Both fiscal and activity reports for compliance of contract	
HMS 301	N	\$ 23,972	M	\$ 287,668.00	\$ 190,675.00	7/1/2010	7/1/2010	6/30/2016	EPIC				
HMS 301	A			\$ -					EPIC	S	Family Connections	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 11,470	M	\$ 137,638.25	\$ -	10/13/2009	10/13/2009	9/30/2012	EPIC				
HMS 301	A			\$ -					Catalyst Group		Fam Connections Eval	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 11,250	Quarterly	\$ 11,250.00	\$ -	10/13/2009	10/13/2009	6/30/2012	Catalyst Group	S			
HMS 301	A			\$ -		7/1/2012	7/1/2012	6/30/2013	CCH	S	GIA Sex Abuse Safe & Sound	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 37,500	Quarterly	\$ 150,000.00	\$ 112,500.00								

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HMS 301	A					7/1/2012	7/1/2012	6/30/2013	DVAC	S	GIA Domestic Violence Legal Svcs	Both fiscal and activity reports for compliance of contract	Y
HMS 301	N	\$ 51,157	quarterly	\$ 204,628.00	\$ 102,314.00								
HMS 601	A	\$ 37,195	M	\$ 2,678,028.00	\$ 2,120,105.00	9/15/2011	7/1/2011	6/30/2017	Community Ties of America	S	Licenses Case Management Agencies (CMAs); Certifies Community Care Foster Family Homes (CCFFHs) for the elderly and disabled statewide. Follows up on complaints.	Monthly and Quarterly reports along with work product	Y
HMS 601	N	\$ 30,430	M	\$ 2,191,116.00	\$ 1,734,633.00								
HMS 601	A	\$ 5,301	M	\$ 63,606.00	\$ 47,704.00	6/30/2012	7/1/2012	6/30/2013	Community Ties of America	S	Establishes the curriculum requirements for state certification of nurse aide training programs and state approval for Federal Recertification Training Programs. Requirements of the training are mandated by Federal and State law	Quarterly reports along with work product	Y
HMS 601	N	\$ 4,337	M	\$ 52,042.00	\$ 39,032.00								
HMS 601	A	\$ 4,167	M	\$ 50,000.00	\$ 37,500.00	6/30/2012	6/30/2012	6/30/2013	Community Ties of America	S	Licenses Adult Day Care Centers statewide. Follows up on complaints	Monthly and Quarterly reports along with work product	Y
HMS 401	25%A 5%N	\$60,000,000.00	M	\$ 60,000,000.00		1/1/2009	8/1/2012	3/31/2013	ACS	G	Fiscal Agent	Monitored by provisions of the RFP	N
HMS 401	25% A 75%N	\$8,000,000.00	M	\$ 8,000,000.00		7/1/2002	7/1/2012	6/30/2013	AHCCCS	G	HPMMIS	MQD Systems Office	N
HMS 401	48.14% A 51.86% N	\$698,900,000.00	M	\$ 698,900,000.00		7/1/2012	7/1/2012	12/31/2013	AlohaCare/HMSA/Kaiser/O hana/UHC	S	QUEST Medical	Monitored by provisions of the RFP	N
HMS 401	50%A 50%N	\$5,250,000.00	M	\$ 5,250,000.00		1/1/2009	8/1/2012	2/28/2013	APS Healthcare	S	Behavioral Health Services	Monitored by provisions of the RFP	Y
HMS 401	50%A 50%N	\$500,000.00	M	\$ 500,000.00		11/22/2011	7/1/2012	6/30/2013	Covington & Burling	C	1115 Waiver	HCSB Office	N

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HMS 401	50%A 50%N	\$222,612.00	M	\$ 222,612.00		2/1/2010	1/1/2013	12/31/2013	Cyrca	G	Medical Consultants	Monitored by provisions of the RFP	N
HMS 401	50%A 50%N	\$3,833,333.00	M	\$ 3,833,333.00		8/1/2012	8/1/2012	6/30/2013	HDS	G	Dental TPA	Monitored by provisions of the RFP	N
HMS 401	50%A 50%N	\$5,912,000.00	M	\$ 5,912,000.00		7/1/2008	7/1/2012	6/30/2013	Cyrca	G	Catastrophic	Monitored by provisions of the RFP	N
HMS 401	50%A 50%N	\$5,261,200.00	M	\$ 5,261,200.00		7/1/2009	7/1/2012	6/30/2013	Cyrca	G	Orgran Transplant	Monitored by provisions of the RFP	N
HMS 401	48.14% A 51.86% N	\$654,200,000.00	M	\$ 654,200,000.00		2/4/2008	7/1/2012	6/30/2013	Evercare/Ohana	S	QUEST Expanded Access	Monitored by provisions of the RFP	N
HMS 902	10%A 90% N	\$800,000.00	M	\$ 800,000.00		11/9/2011	7/1/2012	6/30/2013	Hawaii Primary Care Association	S	Education & Outreach Svcs	Monitored by provisions of the RFP	Y
HMS 902	100% A	\$550,000.00	M	\$ 550,000.00		2/28/2012	2/28/2012	2/27/2013	Hawaii Primary Care Association	S	Hawaii Immigrant Initiative	Monitored by provisions of the RFP	Y
HMS 902	50%A 50%N	\$170,000.00	M	\$ 170,000.00		9/28/2010	7/1/2012	6/30/2013	HPAREF	S	Ombudsman	Monitored by provisions of the RFP	N
HMS 902	25% A 75%N	\$1,279,831.00	M	\$ 1,279,831.00		2/1/2010	1/1/2013	12/31/2013	HSAG	G	PRO/EQRO	Monitored by provisions of the RFP	N
HMS 902	50%A 50%N	\$500,000.00	M	\$ 500,000.00		7/28/2011	7/1/2012	6/30/2013	Milliman	G	Actuary Services	MQD Finance Office	N
HMS 902	50%A 50%N	\$305,650.00	M	\$ 305,650.00		12/22/2008	7/1/2012	6/30/2013	Myers & Stauffer	G	Case Mix Implementation	Monitored by provisions of the RFP	N
HMS 902	10%A 90% N	\$1,857,073.00	M	\$ 1,857,073.00		3/30/2012	3/30/2012	7/31/2013	Public Consulting Group	G	Eligibility System Consultant	Monitored by provisions of the RFP	N
HMS 902	10%A 90% N	\$551,427.00	M	\$ 551,427.00		6/28/2012	6/28/2012	6/30/2013	Public Consulting Group	G	SMHP	Monitored by provisions of the RFP	N
HMS 902	50%A 50%N	\$94,000.00	M	\$ 94,000.00		5/31/2012	5/31/2012	6/30/2013	SH Consulting	G	Federal and Financial Reporting Services	Monitored by provisions of the RFP	N
HMS 902	25%A7 5%N	\$244,000.00	M	\$ 244,000.00		7/20/2012	7/20/2012	7/31/2013	SH Consulting	G	Eligibility System Support Consultant	Monitored by provisions of the RFP	N
HMS 220/ HMS 222/ HMS 229	A /C /N /X	\$ -	O: Upon delivery of service	\$ 967,380.96	\$ 967,380.96	11/21/2012	11/21/2012	3/31/2013	Emphasys Elite	S	Upgrade current Flex System to windows based Elite System	Site/Desk Monitoring	N

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HMS 220	C/N	\$ 1,632,000	O: Upon delivery of service	\$ 1,632,000.00	\$ -	2/25/2011	2/25/2011	2/28/2012	Koga Engineering & Construction, Inc.	S	Large Capacity Cesspool (LCC) Conversion at Kekaha Ha'aheo on the Island of Kauai	Site/Desk Monitoring	N
HMS 220	N	\$ 759,283	O: Upon delivery of service	\$ 789,805.55	\$ 30,522.55	11/17/2011	11/17/2011	3/12/2012	SSFM International, Inc.	S	Structural investigation and repairs at Makua Alii (1012)	Site/Desk Monitoring	N
HMS 220	N	\$ 4,650,461	O: Upon delivery of service	\$ 4,651,778.55	\$ 1,317.55	6/20/2011	7/4/2011	4/29/2012	Rainforest G Construction	S	Site & Dwelling Improvements, Phase 4A	Site/Desk Monitoring	N
HMS 220	C/N	\$ 2,783,231	O: Upon delivery of service	\$ 2,783,230.98	\$ 0.00	5/4/2012	5/4/2012	5/6/2012	Global Specialty Contractors	S	Site improvements at Puahala Homes	Site/Desk Monitoring	N
HMS 220	A/X	\$ 445,736	O: Upon delivery of service	\$ 527,228.00	\$ 81,492.00	6/29/2011	6/29/2011	6/30/2012	KONE, Inc.	S	Provide labor, materials & equipment for maintenance services at various HPHA projects on the island of Oahu	Site/Desk Monitoring	N
HMS 220	C	\$ 201,394	O: Upon delivery of service	\$ 202,394.00	\$ 1,000.00	6/23/2011	6/23/2011	7/7/2012	Helber Hastert & Fee Planners, Inc.	S	Masterplanning Services - KVH	Site/Desk Monitoring	N
HMS 220	A	\$ 64,032	O: Upon delivery of service	\$ 76,105.00	\$ 12,073.19	2/23/2010	2/23/2010	8/13/2012	Doonwood Engineering, Inc.	S	Replace 2 existing Heat Pumps and 2 existing Gas Water Heaters and provide 3 years preventative maintenance services for 8 Heat Pumps and 8 Gas Water Heaters.	Site/Desk Monitoring	N
HMS 220	N	\$ 487,908	O: Upon delivery of service	\$ 1,023,580.54	\$ 535,672.23	3/8/2012	3/8/2012	8/14/2012	Betsill Brothers	S	Interior Renovations to 20 Vacant Units	Site/Desk Monitoring	N
HMS 220	N	\$ 8,664	O: Upon delivery of service	\$ 528,724.96	\$ 520,061.23	7/5/2012	7/5/2012	8/15/2012	Central Construction	S	Renovations of Vacant Units Statewide: Group B	Site/Desk Monitoring	N
HMS 220	C	\$ 261,032	O: Upon delivery of service	\$ 266,031.70	\$ 5,000.00	11/21/2011	11/21/2011	8/17/2012	Koa Architects, LLC	S	Provide Design and Consulting Services for Painting, Re-roofing and Renovation.	Site/Desk Monitoring	N

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HMS 220	C	\$ 565,156	O: Upon delivery of service	\$ 570,156.37	\$ 5,000.00	8/29/2012	12/30/2011	9/10/2012	Prometheus Construction	S	CRM Wall Repair at Building 24	Site/Desk Monitoring	N
HMS 220	N	\$ 949,546	O: Upon delivery of service	\$ 1,543,265.32	\$ 593,718.94	6/1/2012	6/1/2012	9/21/2012	Hi Tec Roofing, Inc. Db a Hi Tec Roofing Services	S	Re-roof 3 Buildings at Mayor Wright Homes (Bldgs 24, 26 & 30) and 8 Buildings at Wahiawa Terrace (Bldgs 1-8)	Site/Desk Monitoring	N
HMS 220	C	\$ 541,080	O: Upon delivery of service	\$ 551,929.80	\$ 10,849.68	12/20/2011	12/20/2011	9/27/2012	Allana, Buick & Bers, Inc.	S	Physical Improvements at Kahekill Terrace	Site/Desk Monitoring	N
HMS 220	C	\$ 93,063	O: Upon delivery of service	\$ 98,055.00	\$ 4,992.50	4/26/2011	4/26/2011	10/29/2012	Okahara & Associates	S	Provide Design & Consulting Services for Sewer System Improvements	Site/Desk Monitoring	N
HMS 220	A/W/N	\$ 607,277	O: Upon delivery of service	\$ 632,154.57	\$ 24,877.57	6/1/2612	6/26/2012	10/31/2012	KONE, Inc.	S	Provide labor, materials & equipment for mainteance services at various HPHA projects on the island of Oahu	Site/Desk Monitoring	N
HMS 220	C	\$ -	O: Upon delivery of service	\$ 1,388,888.00	\$ 1,388,888.00	9/19/2012	9/19/2012	10/31/2012	Summit Construction, Inc.	S	Furnish Labor & Materials for the Modernization of the existing Elevator and the Addition of a New Elevator and Elevator Lobby.	Site/Desk Monitoring	N
HMS 220	C/N	\$ 3,107,914	O: Upon delivery of service	\$ 3,503,434.27	\$ 395,520.27	5/29/2012	5/29/2012	11/29/2012	Artistic Builders Corp.	S	Provide Labor, Materials and Equipment for the Site Improvements	Site/Desk Monitoring	N
HMS 220	C	\$ 173,418	O: Upon delivery of service	\$ 491,140.00	\$ 317,722.27	9/17/2012	9/17/2012	12/17/2012	Willocks Construction Corporation	S	Provide Labor, Materials and Equipment to Replace Existing Tanks, Sewer Line Tie-In From Buildings to Existing Sewer Lines, Septic Tank Cut Off and Removal and Backfill	Site/Desk Monitoring	N
HMS 220	N	\$ 1,934,590	O: Upon delivery of service	\$ 2,139,560.00	\$ 204,970.00	7/6/2012	5/22/2012	12/31/2012	Integrated Construction	S	Electrical System Repairs	Site/Desk Monitoring	N



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HMS 220	C	\$ 1,976,304	O: Upon delivery of service	\$ 2,026,174.00	\$ 49,870.00	8/14/2012	8/14/2012	12/31/2012	Alan Shintani, Inc.	S	Exterior Accessibility Improvements and Interior Renovations of Buildings 1 thru 20 to Comply with Fair Housing Requirements.	Site/Desk Monitoring	N
HMS 220	C	\$ 170,285	O: Upon delivery of service	\$ 177,022.95	\$ 6,737.77	12/29/2011	12/29/2011	1/1/2013	Kim & Shiroma Engineers, Inc.	S	Site improvements at Puahala Homes	Site/Desk Monitoring	N
HMS 220	C	\$ 1,671,545	O: Upon delivery of service	\$ 1,687,086.00	\$ 15,541.00	11/17/2011	6/30/2010	1/11/2013	Ralph S. Inouye Co., Ltd.	S	Building Improvements: Fire Alarm, Roofing, ADA, Painting	Site/Desk Monitoring	N
HMS 220	C	\$ 573,594	O: Upon delivery of service	\$ 575,094.00	\$ 1,500.00	1/18/2012	1/18/2012	1/19/2013	JJS Construction	S	Installation of Instantaneous Gas Water Heaters and Hardware at Mayor Wright Homes (1003-AMP32)	Site/Desk Monitoring	N
HMS 220	N	\$ 2,490,096	O: Upon delivery of service	\$ 4,200,917.07	\$ 1,710,821.15	8/14/2012	9/6/2012	1/26/2013	Color Dynamics	S	Provide Labor, Materials and Equipment for Structural Repairs. Exterior Painting, Remove Damaged Planters and Install Handrails at Makua Alii (1012-AMP34)	Site/Desk Monitoring	N
HMS 220	C	\$ 954,541	O: Upon delivery of service	\$ 1,164,413.57	\$ 209,872.57	6/21/2012	6/21/2012	2/28/2013	Goodfellow Brothers, Inc.	S	Large Capacity Cesspool (LCC) Conversion at Kalaheo & Hale Hoolulu on the Island of Kaua	Site/Desk Monitoring	N
HMS 220	C	\$ 474,422	O: Upon delivery of service	\$ 510,449.32	\$ 36,027.32	6/6/2011	6/6/2011	3/9/2013	Richard Matsunaga & Associates Architects, Inc.	S	Site & Building Improvements - Kawailehua (State/Federal)	Site/Desk Monitoring	N
HMS 220	N	\$ -	O: Upon delivery of service	\$ 1,905,823.25	\$ 1,905,823.25	11/27/2012	11/29/2012	3/18/2013	Society Contracting, LLC	S	Interior Modifications to Various Vacant Units Statewide (Group B)	Site/Desk Monitoring	N
HMS 220	C	\$ 161,280	O: Upon delivery of service	\$ 161,280.00	\$ -	12/21/2011	12/21/2011	4/1/2013	GYA Architects, Inc.	S	Physical Improvements - Makani Kai Hale	Site/Desk Monitoring	N

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HMS 220	C	\$ 339,275	O: Upon delivery of service	\$ 393,963.23	\$ 54,688.23	7/1/2012	7/1/2012	4/26/2013	The Limtiaco Consulting Group	S	Sewage Treatment Plant (STP) Improvements - Kupuna Home O Waialua	Site/Desk Monitoring	N
HMS 220	C	\$ 28,608	O: Upon delivery of service	\$ 118,925.50	\$ 90,317.20	6/6/2011	6/6/2011	5/15/2013	Ronald N.S. Ho & Associates, Inc.	S	Upgrade the Electrical Distribution System	Site/Desk Monitoring	N
HMS 220	C/N	\$ 357,964	O: Upon delivery of service	\$ 556,562.00	\$ 198,597.56	3/12/2012	3/12/2012	5/27/2013	Architects Hawaii, Ltd.	S	Provide design & consulting services for re-roofing, exterior painting, exterior repairs, site improvement and ADA accessibility compliance	Site/Desk Monitoring	N
HMS 220	C	\$ 386,005	O: Upon delivery of service	\$ 630,774.37	\$ 244,769.37	12/6/2012	12/6/2012	5/29/2013	Group 70 International, Inc.	S	Site & Dwelling Improvements - AMP 38	Site/Desk Monitoring	N
HMS 220	C	\$ 42,574	O: Upon delivery of service	\$ 57,594.40	\$ 15,020.79	6/8/2011	6/8/2011	6/21/2013	GVA Architects, Inc.	S	Repairs of Interior & Exterior Areas Surrounding Building 16 Due to Boulder Damage - KVH	Site/Desk Monitoring	N
HMS 220	C	\$ 506,977	O: Upon delivery of service	\$ 569,944.00	\$ 62,967.00	11/13/2012	11/13/2012	6/30/2013	AECOM (formerly M&E Pacific)	S	Provide Consulting Services for Converting Existing Cesspools to Septic Tank Systems	Site/Desk Monitoring	N
HMS 220	C	\$ 20,100	O: Upon delivery of service	\$ 20,100.00	\$ -	6/27/2011	6/27/2011	6/30/2013	AECOM Technical Services, Inc.	S	Electrical Site Survey & Submission of Easement Map - Puuwai Momi	Site/Desk Monitoring	N
HMS 220	W	\$ -	O: Upon delivery of service	\$ 37,696.32	\$ 37,696.32	6/29/2012	6/29/2012	6/30/2013	International Wastewater Technologies	S	Sewage Treatment Plant (STP) Improvements - Kupuna Home O Waialua	Site/Desk Monitoring	N
HMS 220	A	\$ -	O: Upon delivery of service	\$ 24,660.00	\$ 24,660.00	7/16/2010	7/16/2010	7/15/2013	O&M Enterprises	S	Provide Operational and Preventative Maintenance Services for the Sewage Lift Pump Station - Wahiawa Terrace	Site/Desk Monitoring	N
HMS 220	C	\$ -	O: Upon delivery of service	\$ 131,934.56	\$ 131,934.56	6/8/2011	6/8/2011	7/29/2013	GVA Architects, Inc.	S	Design Services for the Re-roofing of 11 Residential Buildings and Administration Building - KVH	Site/Desk Monitoring	N

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HMS 220	C	\$ 714,373	O: Upon delivery of service	\$ 776,452.74	\$ 62,079.74	9/30/2012	9/30/2012	9/29/2013	GYA Architects, Inc.	S	Site & Dwelling Improvements at Kalihi Valley Homes (1005) - Phase 4	Site/Desk Monitoring	N
HMS 220	C	\$ 1,665,432	O: Upon delivery of service	\$ 3,172,830.78	\$ 1,507,399.26	9/27/2012	9/27/2012	10/31/2013	Okada Trucking Co., Ltd.	S	Modernization & Maintenance of 16 elevators on the Island of Oahu	Site/Desk Monitoring	N
HMS 220	N	\$ 1,902,879	O: Upon delivery of service	\$ 2,829,753.19	\$ 926,874.25	6/1/2012	6/1/2012	10/31/2013	Clifford Projects, Inc.	S	Modernization design for 20 multi-unit dwelling buildings (Bldg #1 thru 20) with site and infrastructure improvements - AMP 50	Site/Desk Monitoring	N
HMS 220	C	\$ 217,457	O: Upon delivery of service	\$ 368,047.00	\$ 150,590.39	9/13/2011	9/13/2011	11/2/2013	Ushijima Architects, Inc.	S	Provide Design and Consulting Services for Re-roofing and Renovations to Ke Kumu 'Ekolu (1097) and Repairs to Ke Kumu Elua (2207)	Site/Desk Monitoring	N
HMS 220	C	\$ 262,047	O: Upon delivery of service	\$ 550,981.74	\$ 288,934.55	4/7/2011	4/7/2011	11/28/2013	Rieke, Sunnland, Kona Architects, Ltd.	S	Provide Design and Consulting Services for Site & Dwelling Improvements - Ka Hale Mua	Site/Desk Monitoring	N
HMS 220	C	\$ 386,005	O: Upon delivery of service	\$ 630,774.37	\$ 244,769.37	8/14/2012	8/14/2012	11/30/2013	Group 70 International, Inc.	S	Site & Dwelling Improvements - AMP 38	Site/Desk Monitoring	N
HMS 220	C	\$ 440,839	O: Upon delivery of service	\$ 534,021.00	\$ 93,182.50	9/6/2012	9/10/2012	2/16/2014	Architects Pacific, Inc.	S	Design Upgrade of Hot Water System, Re-roof, Fire Alarm System, Plumbing Improvements, Concrete Spall Repairs, Repaint Buildings, Railing Repairs, Waterproof Courtyard Deck & Repair of Courtyard Planters - Hale Poai	Site/Desk Monitoring	N

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HMS 220	C	\$ -	O: Upon delivery of service	\$ 99,500.00	\$ 99,500.00	11/2/2012	12/3/2012	6/6/2014	Mechanical Enterprises	S	Provide Professional Services to Replace All Water lines and Install Solar Hot Water Heating Systems - Noelani	Site/Desk Monitoring	N
HMS 220	C	\$ 130,240	O: Upon delivery of service	\$ 397,729.46	\$ 267,489.46	6/27/2012	6/28/2012	6/28/2014	Richard Matsunaga & Associates Architects, Inc.	S	ADA Accessibility Compliance for Four (4) Federal projects on the Island of Kauai	Site/Desk Monitoring	N
HMS 220	C	\$ 81,102	O: Upon delivery of service	\$ 231,965.52	\$ 150,863.54	8/14/2012	8/14/2012	7/17/2014	Marc Ventura, AIA, LLC	S	Site & Dwelling Improvements - Hui O Hanamaulu	Site/Desk Monitoring	N
HMS 220	C	\$ 79,916	O: Upon delivery of service	\$ 378,426.00	\$ 298,510.00	9/8/2011	9/8/2011	7/23/2014	InSynergy Engineering	S	Provide Design and Other Professional Services to Replace Hot Water Systems in each of the Buildings - AMP 32	Site/Desk Monitoring	N
HMS 220	C	\$ 183,471	O: Upon delivery of service	\$ 370,293.00	\$ 186,822.00	7/27/2012	7/27/2012	7/31/2014	Mitsunaga & Associates	S	Design for Roof Repairs - AMP 32/40/44/49	Site/Desk Monitoring	N
HMS 220	C	\$ 214,313	O: Upon delivery of service	\$ 447,212.55	\$ 232,899.71	6/21/2011	6/21/2011	1/3/2015	Elevator Consulting Services	S	Provide Consultant Service to Modernize 17 elevators	Site/Desk Monitoring	N
HMS 220	C	\$ 1,240,608	O: Upon delivery of service	\$ 1,384,568.00	\$ 143,960.35	4/26/2011	4/26/2011	3/1/2015	INK Architects, Inc.	S	Physical Improvements to Lanakila Homes	Site/Desk Monitoring	N
HMS 220	C	\$ 236,344	O: Upon delivery of service	\$ 692,763.00	\$ 456,418.91	12/30/2011	12/30/2011	8/25/2015	Awa & Associates	S	Modernization of Salt Lake Apartments	Site/Desk Monitoring	N
HMS 220	C	\$ -	O: Upon delivery of service	\$ 704,274.00	\$ 704,274.00	6/4/2012	6/4/2012	7/7/2016	Allana, Buick & Bers, Inc.	S	Additional Design Services to Replace Existing Precast Concrete Valve Boxes at Bldgs 6 to 20 - AMP 37	Site/Desk Monitoring	N
HMS 220	C	\$ 42,254	O: Upon delivery of service	\$ 326,563.24	\$ 284,309.17	11/1/2011	11/1/2011	11/28/2016	Schindler Elevator Corp.	S	Provide Labor, Materials and Equipment to Repair & Upgrade 11 Elevators	Site/Desk Monitoring	N

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HMS 220	C	\$ 716,242	O: Upon delivery of service	\$ 811,056.76	\$ 94,814.76	4/5/2012	4/5/2012	4/10/2017	Elevator Consulting Services	S	Provide consultant services to modernize 6 elevators at Kuhio Park Terrace (1010) and assess 29 other elevators at various State projects on the island of Oahu.	Site/Desk Monitoring	N
HMS 220	C	\$ 1,274,779	O: Upon delivery of service	\$ 2,008,772.36	\$ 733,993.36	10/9/2012	10/9/2012	11/19/2012 (bldg) 1/10/13 (Site)	All Maintenance & Repair, LLC	S	Provide Labor, Materials & Equipment for Exterior Repairs, Exterior Painting, Site Improvements and ADA Accessibility - AMP 34	Site/Desk Monitoring	N
HMS 220	N	\$ 503,730	O: Upon delivery of service	\$ 877,261.32	\$ 373,531.46	9/4/2012	9/4/2012	9/29/2012	KSC Construction	S	Provide Labor, Materials and Equipment to Renovate 10 Vacant Units on the Island of Oahu - AMP 32/40/50	Site/Desk Monitoring	N
HMS 220	C	\$ 326,727	O: Upon delivery of service	\$ 443,707.59	\$ 116,981.00	10/14/2010	10/14/2010	2/23/2013	GYA Architects, Inc.	S	Renovation of 38 Vacant Units Statewide - AMP 43/44/46/49	Site/Desk Monitoring	N
HMS 220	N	\$ -	O: Upon delivery of service	\$ 90,000.00	\$ 90,000.00	7/6/2012	7/6/2012	12/15/2012	KSC Construction	S	Exterior & Interior Repairs to Building 16 Due to Falling Boulder - KVH	Site/Desk Monitoring	N
HMS 220	N	\$ -	O: Upon delivery of service	\$ 89,900.00	\$ 89,900.00	10/5/2011	10/5/2011	8/26/2012	Puuwai Design & Construction, LLC	S	Provide labor, materials & equipment to renovate 1 unit - Kapaa	Site/Desk Monitoring	N
HMS 220	A/W	\$ 102,598	O: Upon delivery of service	\$ 118,108.32	\$ 15,510.80	7/16/2009	7/16/2009	8/11/2012	Pacific Power Products Co.	S	Generator Maintenance at Various Projects	Site/Desk Monitoring	N
HMS 220	C/N	\$ -	O: Upon delivery of service	\$ 11,140,600.00	\$ 11,140,600.00	7/6/2012	7/6/2012	2/20/2014	Index Builders, Inc.	S	Palolo Valley Homes Modernization	Site/Desk Monitoring	N
HMS 220	C	\$ -	O: Upon delivery of service	\$ 22,134.00	\$ 22,134.00	6/21/2012	6/21/2012	1/6/2014	Ron N.S. Ho & Associates	S	Electrical Design Service - School St	Site/Desk Monitoring	N
HMS 220	C	\$ 205,782	O: Upon delivery of service	\$ 251,541.00	\$ 45,759.19	4/29/2010	4/29/2010	9/3/2012	Mitsunaga & Associates, Inc.	S	Renovation of Vacant Units Statewide: Group A (AMP 32/38/40)	Site/Desk Monitoring	N

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HMS 220	N	\$ -	O: Upon delivery of service	\$ 7,853.40	\$ 7,853.40	5/31/2012	5/31/2012	9/30/2012	Enviroservices & Training Center LLC	S	Environmental Services Including EHE/EHMP Plan - AMP 40	Site/Desk Monitoring	N
HMS 220	C	\$ -	O: Upon delivery of service	\$ 49,945.65	\$ 49,945.65	10/24/2012	10/24/2012	11/18/2013	Ink Arch, LLD	S	Weekly field inspection services - AMP 37	Site/Desk Monitoring	N
HMS 220	C/N	\$ 438,945	O: Upon delivery of service	\$ 535,500.00	\$ 96,554.81	10/26/2011	10/26/2011	4/25/2013	National Center for Housing Management	S	Conduct Assessment of the HPHA's Compliance w/ the Fair Housing Amendment Act of 1988. the Americans w/ Disabilities Act (Sec. 504), Violence Against Women's Act (VAWA) Sec. 515-3, Hawaii Revised Statutes and Related State and Federal Laws in its Federal and State Public Housing Programs and its non-Dwelling Facilities.	Site/Desk Monitoring	N
HMS 220	W		M	\$ 178,880.68	\$ 178,880.68	11/15/2012	11/1/2012	11/30/2012	Lion's Cleaning & Maintenance Inc.	S	Furnish custodial services - School St	Site/Desk Monitoring	N
HMS 220	N	\$ 348,064	O: Upon delivery of service	\$ 350,000.00	\$ 1,936.00	6/30/2011	6/30/2011	11/14/2012	Reno & Cavanaugh, PLLC	S	Furnish Professional Services - KPT	Site/Desk Monitoring	N
HMS 220	W/N	\$ 49,657	M	\$ 107,246.06	\$ 57,589.06	9/25/2012	9/26/2012	9/25/2013	EMSS, Inc.	S	Furnish Printing & Mailing Services for Monthly Tenant Rent Bills Statewide - Public Housing	Site/Desk Monitoring	N
HMS 220	N	\$ -	M	\$ 14,078,815.58	\$ 14,078,815.58	11/8/2012	8/31/2012	11/30/2012	Realty Laua, LLC	S	Provide Property Management, Maintenance & Resident Services - AMP 40	Site/Desk Monitoring	N
HMS 220	N	\$ -	M	\$ 2,708,148.00	\$ 2,708,148.00	7/31/2012	7/31/2012	7/31/2013	Realty Laua, LLC	S	Provide Property Management, Maintenance & Resident Services - AMP 40	Site/Desk Monitoring	N

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HMS 220	N	\$ -	M	\$ 4,832,820.00	\$ 4,832,820.00	10/30/2012	9/1/2012	8/31/2013	Hawaii Affordable Properties, Inc.	S	Provide Property Management & Maintenance Services - AMP 45	Site/Desk Monitoring	N
HMS 220	N	\$ -	M	\$ 1,694,565.48	\$ 1,694,565.48	10/8/2012	8/1/2012	7/31/2013	City & County of Honolulu, Department of Community Services	S	Provide Outreach Services to Section 8 and LIPH families for the Family Self-Sufficiency Program.	Site/Desk Monitoring	Y
HMS 220	A/N	\$ 1,513,253	M	\$ 1,527,450.80	\$ 14,197.80	10/30/2012	9/1/2012	9/30/2012	Alii Security Systems, Inc.	S	Furnish Security Services for AMPS 32 & 33	Site/Desk Monitoring	N
HMS 220	A/N	\$ 47,952	M	\$ 2,180,068.00	\$ 2,132,116.00	12/6/2011	9/1/2011	8/31/2012	Millenium Security, LLC	S	Furnish Security Services for AMP 31 & AMP35	Site/Desk Monitoring	N
HMS 220	W/N	\$ 15,660	M	\$ 64,960.58	\$ 49,300.64	9/10/2012	9/1/2012	8/31/2013	Garden Isle Disposal, Inc.	S	Furnish Refuse Collection Services for Kawailehua (State & Federal) for AMP 38 on the Island of Kauai	Site/Desk Monitoring	N
HMS 220	N	\$ 1,119,988	M	\$ 1,247,305.40	\$ 127,317.40	10/11/2011	8/31/2011	8/31/2012	Ewa Pointe Realty	S	Furnish Property Management, Maintenance & Resident Services for AMP 44	Site/Desk Monitoring	N
HMS 220	A/N	\$ 393,538	O: Upon delivery of appliance	\$ 1,953,967.46	\$ 1,560,429.41	6/29/2012	7/1/2012	6/30/2013	Sears, Roebuck & Co.	S	Furnish Refrigerators for all State & Federally Funded Low Income Public Housing Complexes Statewide.	Site/Desk Monitoring	N
HMS 220	N	\$ 491,289	M	\$ 542,600.10	\$ 51,311.10	11/19/2012	9/1/2012	9/30/2012	Alii Security Systems, Inc.	S	Furnish Security Services - AMP 30	Site/Desk Monitoring	N
HMS 220	W/N	\$ -	M	\$ 81,868.00	\$ 81,868.00	1/20/2012	2/1/2012	1/31/2013	Pacific Waste, Inc.	S	Provide Refuse Collection Services - AMP 46	Site/Desk Monitoring	N
HMS 220	N	\$ 877,238	M	\$ 1,127,646.00	\$ 250,408.00	4/23/2012	4/30/2012	4/30/2013	Hawaii Affordable Properties, Inc.	S	Property Management, Maintenance and Resident Services for AMP 43 on the Island of Hawaii	Site/Desk Monitoring	N
HMS 220	W/N	\$ -	M	\$ 82,114.00	\$ 82,114.00	5/25/2012	5/31/2012	5/31/2013	Hawaii Affordable Properties, Inc.	S	Property Management, Maintenance and Resident Services for AMP 46 on the Island of Hawaii	Site/Desk Monitoring	N

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HMS 220	N	\$ 49,002	M	\$ 53,949.60	\$ 4,947.60	3/16/2012	2/1/2012	1/31/2013	Services Hawaii Rubbish Solutions	S	Provide Refuse Collection Services - AMP 46 (Hale Hauoli)	Site/Desk Monitoring	N
HMS 220	W/N	\$ 37,383	M	\$ 393,987.60	\$ 356,604.80	6/28/2012	7/1/2012	6/30/2013	Pacific Waste, Inc.	S	Provide Refuse Collection Services - AMP 37	Site/Desk Monitoring	N
HMS 220	N	\$ 43,253	M	\$ 86,614.50	\$ 43,361.50	6/28/2012	7/1/2012	6/30/2013	Maui Waste Services, Inc.	S	Provide Refuse Collection Services - AMP 39	Site/Desk Monitoring	N
HMS 220	W/N	\$ 543,172	M	\$ 569,164.75	\$ 25,992.75	11/5/2012	10/1/2012	12/31/2012	Support Services Group	S	Provide Refuse Collection Services - AMP 31/34/40/50	Site/Desk Monitoring	N
HMS 220	A/N	\$ -	O: Upon delivery of appliance	\$ 960,760.37	\$ 960,760.37	9/10/2012	9/10/2012	6/30/2013	Transportation Concepts Inc. dba Pacific Appliance Group, Inc.	S	Furnish Gas & Electric Ranges for Various State and Federal Low Income Public Housing Complexes Statewide	Site/Desk Monitoring	N
HMS 220	W/N	\$ 168,285	M	\$ 672,547.44	\$ 504,262.23	6/29/2012	7/1/2012	6/30/2013	Roll-Offs Hawaii, Inc.	S	Furnish Refuse Collection Services AMP 30/35/44/45/MU42	Site/Desk Monitoring	N
HMS 220	N	\$ 62,483	M	\$ 376,555.00	\$ 314,072.00	5/31/2011	5/31/2011	5/31/2013	Hawaii Affordable Properties, Inc.	S	Furnish Property Management & Maintenance Services - Ke Kumu Ekahi	Site/Desk Monitoring	N
HMS 220	N	\$ 117,522	M	\$ 183,137.12	\$ 65,615.12	6/28/2012	7/1/2012	6/30/2013	Maximum Events Security	S	Furnish Security Services - AMP 34	Site/Desk Monitoring	N
HMS 220	N	\$ 353,113	M	\$ 395,254.08	\$ 42,141.08	6/28/2012	7/1/2012	6/30/2013	Honolulu Disposal Service, Inc.	S	Furnish Refuse Collection Services AMP 32/33	Site/Desk Monitoring	N
HMS 220	N	\$ 327,380	M	\$ 899,779.00	\$ 572,399.00	9/28/2012	9/30/2012	9/30/2013	Hawaii Affordable Properties, Inc.	S	Furnish Property Management, Maintenance & Resident Services for AMP 49	Site/Desk Monitoring	N
HMS 220	N	\$ 296,164	M	\$ 686,987.00	\$ 390,823.00	12/13/2012	11/30/2012	11/30/2013	Realty Laua, LLC	S	Furnish Property Management, Maintenance & Resident Services for AMP 50	Site/Desk Monitoring	N
HMS 220	A	\$ 187,345	M	\$ 217,470.25	\$ 30,125.25	6/28/2012	6/14/2012	6/30/2012	Matt Levi Investigations	S	Furnish Temporary Emergency Security Services at Mayor Wright Homes (1003-AMP32) on the Island of Oahu for a Period of 90 Days.	Site/Desk Monitoring	N



Department of Human Services  
Active Contracts

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>(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 E/L/P/C/G/S</u>	<u>Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>
HMS 220	N	\$ -	M	\$ 37,310.00	\$ 37,310.00	4/2/2012	4/2/2012	5/4/2012	Loves Landscaping Company	S	Furnish Tree Trimming Services for AMP 34	Site/Desk Monitoring	N
HMS 220	N	\$ 19,395	M	\$ 19,645.00	\$ 250.00	4/2/2012	4/2/2012	6/8/2012	Loves Landscaping Company	S	Furnish Tree Trimming Services for AMP 30	Site/Desk Monitoring	N
HMS 220	A	\$ 201,487	M	\$ 202,869.03	\$ 1,382.03	10/25/2012	8/31/2012	9/30/2012	Matt Levi Corporation dba Matt Levi Security	S	Furnish Temporary Security Services	Site/Desk Monitoring	N
HMS 220	N	\$ 183,838	M	\$ 976,028.00	\$ 792,190.00	9/21/2012	8/31/2012	8/31/2013	Realty Laua, LLC	S	Furnish Property Management, Maintenance and Resident Services at AMP 40	Site/Desk Monitoring	N
HMS 220	N	\$ 141,441	M	\$ 672,507.00	\$ 531,066.00	9/14/2012	8/31/2012	8/31/2013	Realty Laua, LLC	S	Furnish Property Management, Maintenance and Resident Services at AMP 44	Site/Desk Monitoring	N
HMS 220	W/N	\$ 7,700	M	\$ 30,800.64	\$ 23,100.48	11/2/2012	9/1/2012	8/31/2013	Island Refuse	S	Furnish Refuse Collection Service for AMP 39 on the Island of Molokai	Site/Desk Monitoring	N
HMS 220	A	\$ 164,028	M	\$ 1,409,436.06	\$ 1,245,408.06	10/30/2012	10/1/2012	9/30/2013	Kiamalu Consulting & Investigations Agency	S	Furnish Security Services	Site/Desk Monitoring	N

Department of Human Services  
CIP Requests

Table 17

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY14 \$\$\$</u>	<u>FY15 \$\$\$</u>
HMS 220			Puuwai Momi: Renovations and Improvements, Oahu	C	\$ 11,000,000	\$ -
HMS 220			Kalihi Valley Homes: Site & Dwelling Improvements, Phases 5-12, Oahu	C	\$ 36,000,000	\$ -
HMS 220			Mayor Wright Homes: Plans for future use of site, Oahu	C	\$ 2,000,000	\$ -
HMS 220			Kalakaua Homes: Design & construction for site improvements, Oahu	C	\$ 1,400,000	\$ -
HMS 220			Punchbowl Homes: Renovations & improvements, Oahu	C	\$ 9,100,000	\$ -
HMS 220			Lanakila Homes: Major modernization of remaining parcel, Hawaii	C	\$ 12,470,000	\$ -
HMS 220			Kapaa: Renovations & improvements, Kauai	C	\$ 3,000,000	\$ -
HMS 220			Kuhio Homes: Major modernization, Oahu	C	\$ 2,000,000	\$ -
HMS 220			Hale Poai: Construction for improvements, Oahu	C	\$ 800,000	\$ -
HMS 220			Laiola: Site improvements, Oahu	C	\$ 320,000	\$ -
HMS 220			Kamalu: Renovations & improvements, Oahu	C	\$ 1,800,000	\$ -
HMS 220			Noelani II: Improvements, Hawaii	C	\$ 500,000	\$ -
HMS 220			Kauhale Nani: Renovations & improvements, Oahu	C	\$ 335,000	\$ -
HMS 220			Palolo Valley Homes: Physical improvements, Phase 3	C	\$ 9,275,000	\$ -
HMS 904			Modernization of Eligibility & Case Managements Systems, Statewide	C	\$ 4,000,000	\$ -

Department of Human Services  
CIP Lapses

Table 18

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

Department of Human Services  
Division Resources

Table 19

<u>Division</u>	<u>Associated Program IDs</u>	<u>Description</u>
Benefit, Employment & Support Services (BESSD)	HMS 202	AGED, BLIND AND DISABLED PAYMENTS
	HMS 204	GENERAL ASSISTANCE PAYMENTS
	HMS 206	FEDERAL ASSISTANCE PAYMENTS
	HMS 211	CASH SUPPORT FOR FAMILIES - SELF-SUFFICIENCY
	HMS 224	HOMELESS SERVICES
	HMS 236	CASE MANAGEMENT FOR SELF-SUFFICIENCY
	HMS 237	EMPLOYMENT AND TRAINING
	HMS 302	GENERAL SUPPORT FOR CHILD CARE
	HMS 305	CASH SUPPORT FOR CHILD CARE
	HMS 903	GENERAL SUPPORT FOR SELF-SUFFICIENCY SERVICES
Med-QUEST (MQD)	HMS 401	HEALTH CARE PAYMENTS
	HMS 902	GENERAL SUPPORT FOR HEALTH CARE PAYMENTS
Social Services (SSD)	HMS 301	CHILD PROTECTIVE SERVICES
	HMS 303	CHILD PROTECTIVE SERVICES PAYMENTS
	HMS 601	ADULT AND COMMUNITY CARE SERVICES
	HMS 605	COMMUNITY-BASED RESIDENTIAL SUPPORT
	HMS 901	GENERAL SUPPORT FOR SOCIAL SERVICES
Division of Vocational Rehabilitation (DVR)	HMS 238	DISABILITY DETERMINATION
	HMS 802	VOCATIONAL REHABILITATION
Hawaii Public Housing Authority Administration (HPHA)	HMS 220	RENTAL HOUSING SERVICES
	HMS 222	RENTAL ASSISTANCE SERVICES
	HMS 229	Hawaii Public Housing Authority Administration
Office of Youth Services (OYS)	HMS 501	IN-COMMUNITY YOUTH PROGRAMS
	HMS 503	HAWAII YOUTH CORRECTIONAL FACILITY (HYCF)
Commission on the Status of Women (CSW)	HMS 888	COMMISSION ON THE STATUS OF WOMEN
General Administration (DHS)	HMS 904	General Administration (DHS)

Department of Human Services  
Organization Changes

Table 20

<u>Year of Change</u> FY13/FY14	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
		None