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DEPARTMENT OF HUMAN SERVICES  
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BPMO 19.014

December 31, 2019

**MEMORANDUM:**

TO: THE HONORABLE DONOVAN M. DELA CRUZ, CHAIR  
SENATE COMMITTEE ON WAYS AND MEANS

THE HONORABLE SYLVIA LUKE, CHAIR  
HOUSE COMMITTEE ON FINANCE

FROM: PANKAJ BHANOT  
DIRECTOR

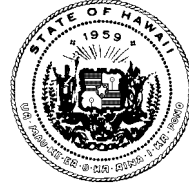
A handwritten signature in blue ink, appearing to read "Pankaj Bhanot", written over the printed name and title.

SUBJECT: 2020 BUDGET BRIEFING TESTIMONY

In response to memorandum dated December 16, 2019, enclosed are copies of the budget briefing narrative and tables for the 2020 Legislative Session. If you have any questions, please call Linda Komatsu-Wong, Budget, Planning, and Management Officer at (808) 586-5120 or [lkomatsu-wong@dhs.hawaii.gov](mailto:lkomatsu-wong@dhs.hawaii.gov).

Thank you for your attention on this matter.

Enclosures



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

**2020 Legislative Budget Briefing  
January 2020**

**A. Mission Statement**

The Department of Human Services' (DHS) guiding principles, vision statement, mission statement, and core values are as follows:

Guiding Principles

DHS is guided by article IX, section three of the Hawaii State Constitution regarding public assistance, the "Aloha Spirit" statute (section 5-7.5, Hawaii Revised Statutes (HRS)), and 'Ohana Nui, Hawai'i's multi-generational approach to the delivery of human services.

Vision Statement

The people of Hawai'i are thriving.

Mission Statement

To encourage self-sufficiency and support the well-being of individuals, families, and communities in Hawai'i.

Core Values

- T Team-oriented** – We acknowledge that internal and external partnerships are critical to the success of DHS.
- H Human-centered** – We develop strategies and make improvements as necessary from the client's perspective.
- R Respectful** – We recognize the inherent value of each person as well as the diverse cultures of Hawai'i.
- I Intentional** – We are mindful of our decisions and actions in our collective work.
- V Visionary** – We strive to support our clients by co-creating generative, forward-looking strategies.
- E Evidence-based** – We make decisions that are based on data and take actions that we know will have sustainable outcomes.

## B. Overview

DHS is comprised of four divisions Benefit, Employment & Support Services (BESSD), Division of Vocational Rehabilitation (DVR), Med-QUEST (MQD), and Social Services Division (SSD); two attached agencies Office of Youth Services (OYS), Hawaii Public Housing Agency (HPHA); two attached commissions Hawai'i State Commission on the Status of Women (HSCSW), Commission on Fatherhood (COF); six staff offices; and the Director's Office.

DHS provides benefits and services to one in four Hawai'i residents, or about 350,000 individuals. The state's Medicaid program, QUEST Integration, provides medical insurance coverage for nearly one-half of Hawai'i's children. We have 2,300-plus employees deployed in 84 offices statewide, and we manage an annual budget of over \$3.6 billion, of which 63% are federal funds. DHS distributes approximately \$2.5 billion in public benefits and provides services for the state's low-income residents that include children, disabled, elderly, individuals, and families.

The impact of these public benefits and services to the community is significant. In fiscal year 2019, DHS provided \$456.6 million in Supplemental Nutrition Assistance Program<sup>[4]</sup> (SNAP) benefits to 158,628 individuals across the state, and research shows that every \$5 in new SNAP benefits generates as much as \$9 of economic activity.

The work of DHS supports Hawaii's residents as they strive to achieve well-being and self-sufficiency. We understand that well-being encompasses many facets of life, including health, housing, safety, work, education, family, and community. We provide critical benefits, programs, and services in these vital areas.

**Supplemental FY 2021 Budget Highlights:** DHS uses four broad considerations in prioritizing its budget requests:

### 1. Preservation and improvements to the safety net:

- a. **Strengthening the response to homelessness:** To continue the gains the state has made to reduce the number of individuals and families experiencing homelessness, and the time individuals and families experience homelessness, we include requests to maintain and expand current homeless services and we propose additional after-care support services for families with minor children who exit shelters into permanent housing.
- b. **Continued support toward juvenile justice reform:** The Office of Youth Services continues efforts to transform the juvenile justice system from a punitive to a therapeutic model, and to expand services for youth at risk and young adults at

risk of entering the justice system; the budget includes capital improvements to the Hawaii Youth Correctional Facility to address renovation to structures for residential juvenile re-entry and a female residential mental health program.

- c. **Improving and maintaining safety and health through services for families and children engaged with Child Welfare Services:** Hawaii's Title IV-E waiver ended with the end of the federal waiver program on September 30, 2019. Innovative services and strategies developed during the waiver period will require additional investment of state funds to maintain levels of services available during the waiver program. Pursuant to Act 177, Session Laws of Hawaii (SLH) 2018, that established the 5-year East Hawaii CWS Pilot Project, in 2019 the Legislature appropriated funds for the 4 permanent line worker positions for East Hawaii Pilot. For Supplemental FY2021, we request 2 additional positions. An Assistant Section Administrator and a Social Service Assistant V will allow supervisors to focus on clinical supervision with their line workers to support case decision making, which will also improve morale and work conditions to retain staff.
- d. **Adding nursing staff to the Adult Protective Services reporting line:** As the aging population in Hawaii increases, there has been an increase in reports of physical abuse, neglect, and financial abuse of vulnerable adults in the community; adding additional nursing staff to the adult intake unit will assist in the timely review and analysis of reports for referral to investigation or other resources.

## 2. Enhancing supportive services:

**Supporting transition from public benefits to employment:** Per Act 128, SLH 2018, the Legislature reestablished the successful Exit and Retention Bonus program for families that transition to employment and remain off public benefits; the 2018 Legislature appropriated funding for system modifications to run the program, however, funds for the benefits were not appropriated. We request program funds to provide the benefits, the bonuses and funds for families no longer eligible to receive federal benefits.

## 3. Transforming government through continued modernization of IT systems, program redesign, program development, and human resources:

- a. **Continued investment in the DHS Enterprise System to integrate the delivery of human services:** We are in the 2<sup>nd</sup> phase of the significant investment to upgrade the DHS Information Technology (IT) infrastructure by adding the public welfare programs to the DHS Enterprise platform initiated through the



Affordable Care Act of 2010. Once integrated and operational, most public benefits will be accessible through a universal application process, with reduced determination times and errors;

- b. **Maintenance and Security of the DHS Enterprise System:** With IT systems and in particular, increasing threats to government IT systems, it is of utmost priority and continuing obligation to maintain and upgrade the system's operations, and to secure the system's integrity and private information of individuals; additional qualified staff and training resources are required to maintain the necessary competency and expertise; and
- c. **Director's Office Administrative staff:** Appropriations are required to fund the permanent exempt DHS Enterprise Officer (Act 81, SLH 2019) and the temporary exempt position of limited English proficiency project manager coordinator situated in the Director's Office; these positions assist the Director and Deputy Director, and support the divisions, commissions, and attached agencies, to move DHS to an integrated and multigenerational human services delivery system and to remain compliant with federal and state civil rights laws regarding language access; the goal is to reduce time families and children spend in poverty, and to address the root causes of poverty to reduce overall poverty, and abuse and neglect in Hawaii.

#### 4. Leveraging federal funding:

**Access to federal funds for continued DHS Enterprise System development:** We are strategically using federal Medicaid match funding to support the development of the integrated DHS Enterprise System, operations, security, and training.

DHS supplemental FY2021 budget requests are a result of and in support of three ongoing transformative initiatives:

- **'Ohana Nui**  
Initiated in 2016, 'Ohana Nui uses a multigenerational lens to end intergenerational poverty and Act 82 (2019) amended section 26-14, HRS, to include:

*"The Department shall administer programs through an integrated and multigenerational approach designed to improve the social well-being, economic security, and productivity of the people of the State and to reduce the incidence of intergenerational poverty and dependence upon public benefits."*

The 'Ohana Nui philosophy is based on support for families in five social determinants of well-being:

- **Housing** – DHS incorporates the state-wide Housing First philosophy which prioritizes the placement of families and individuals experiencing homelessness into permanent housing as the first priority, versus a focus on families meeting conditions or pre-requisites that were often barriers to housing placement. Research shows that housing stability is key to an individual's or family's success in other areas (i.e., sobriety, employment, wellness, education, community engagement, etc.);
- **Food and nutrition** – Whether for an individual or a family, food security must also be addressed. DHS BESSD provides SNAP to qualifying individuals and families;
- **Health and wellness** – Through our Med-QUEST division, individuals and families may be eligible for Medicaid or other benefits that support health and wellness;
- **Education and economic stability** – As education is a known driver of economic opportunity, supports provided by DHS in this area include SNAP and TANF assistance benefits from BESSD and vocational rehabilitation services from DVR; and
- **Social capital** – Research shows that an individual's or a family's ability to stay on the path to well-being and weather the difficulties that life presents are increased when they have networks of social support. Networks that encourage the development of values, skills, and behaviors consistent with the goal of long-term self-sufficiency must continually be strengthened.

Concurrently addressing the needs of the whole family places that family on a path to self-sufficiency and gives that family the best chance of breaking the intergenerational cycle of poverty that many families we serve experience. This approach aims to yield the best outcomes for individuals, families, and communities. In the long-term, as individuals and families are better able to meet their human and economic potential, we will see families experiencing economic mobility and improved health outcomes, resulting in increased revenue to the state and cost savings by reduction of chronic diseases and other negative social impacts.

- **Strategic Plan**  
In 2017, DHS embarked on its first department-wide strategic plan. The Strategic Plan is guided by article IX, section three of the Hawai'i State Constitution, the

“Aloha Spirit” statute (section 5-7.5, HRS), and the ‘Ohana Nui multigenerational framework.

In fiscal year 2019, DHS continued to enhance service integration and delivery to achieve sustainable outcomes for the people we serve to improve the self-sufficiency and well-being of Hawai‘i’s individuals and families.

- **DHS Integrated Enterprise Solution**

DHS continues to invest in upgrading its legacy IT systems. As one of the major benefits of the financial incentives made available to states through the Affordable Care Act, once completed, the DHS Integrated Enterprise Solution will support our ability to serve residents across programs and divisions through an integrated eligibility process and case management applications. The DHS Integrated Enterprise Solution provides a vision and a means for the future that will connect residents quickly to all available resources.

In fiscal year 2019, we continued to leverage federal funds through the Affordable Care Act (90 fed/10 state match) and started the planning and development to integrate the BESSD financial, SNAP, and child care programs onto the DHS Enterprise platform that currently hosts the Med-QUEST Division’s KOLEA Medicaid eligibility application.

Other transformative activities that underpin the changes at DHS are:

- **Business Process Transformation**

Throughout DHS we are transforming business processes with a customer-centered approach.

In fiscal year 2019, we continued to implement customer-centered changes among DHS business units to update and align our processes and train our staff to develop consistency in service delivery.

- **Generative Partnerships**

Generative partnerships are intrinsic to the ‘Ohana Nui framework. We continue to leverage partnerships with other state agencies, private agencies, and community-based organizations to address service gaps, such as professional development, basic and financial literacy, data analytics, and infrastructure development.

- **Organizational Change Management**

Through organizational change management and communication, DHS is reshaping its culture by preparing and working with its workforce to implement needed

changes as a part of the 'Ohana Nui framework, the DHS Integrated Enterprise Solution, and business process transformation. Through organizational change management, DHS staff and partner providers are embracing these three major initiatives, to provide improved services, programs, and other necessary support to individuals and families to end intergenerational poverty in Hawai'i.

### **C. Federal Funds**

DHS - None  
Hawaii Public Housing Authority (HPHA) will report separately.

### **D. Non-General Funds**

The reports on non-general funds for DHS pursuant to section 37-47, HRS, are contained in the link below:

<https://budget.hawaii.gov/budget/reports-to-the-legislature/1983-2/>

### **E. Budget Process**

Divisions and attached entities submit budget requests, with rationale and prioritization, to the Director and to the Budget, Planning and Management Office (BPMO) for review. After discussion with BPMO and each division administrator, the Director prioritizes the department's budget requests by applying the budget guidelines identified above as well as a second layer of prioritization by benefits to clients, support to staff, and infrastructure improvements. The proposed budget requests are then submitted to the Department of Budget and Finance. The Department of Budget and Finance makes budget recommendations on the DHS requests for the Governor's final decisions. The proposed budget aligns with the Governor's priorities and our 'Ohana Nui framework.

### **F. Budget Requests**

The Hawai'i Public Housing Authority will provide testimony separately.

**CIP Budget Requests**

**Hawai'i Youth Correctional Facility (HYCF)**

**HMS 503 – HYCF**

PRIORITY		Program ID	Description	MOF	FTE (P)	FTE (T)	\$ Amount
1	HYCF	FY21.2	HYCF Maluhia Cottage Air Conditioning and Electrical Improvements	C			780,000
2	HYCF	FY21.1	HYCF Canoe House Renovations	C			1,080,000

**HYCF 1 - Maluhia Cottage Air Conditioning and Electrical Improvements**

This CIP request is to fund the renovation of the Maluhia Cottage electrical and air conditioning systems and to support the creation of an eight-bed secured adjudicated female youth residential Mental Health program in partnership with the Department of Health, Child, Adolescent, and Mental Health Division. The cottage was built in 1928 as the home for the Superintendent and about a decade ago, a secure attachment was added that created cells for 17 beds. A secured compound was erected around the house, reclassifying the structure to a class III Correctional Structure. Currently, it is the residence of the HYCF Administrator as mandated by the 2009 federal consent decree. HYCF's Juvenile Justice Reform has reduced the need for the administrator to maintain a 24 hour presence on campus, and this opens opportunity for additional programming on the campus.

**HYCF 2 - HYCF Canoe House Renovations**

This CIP request is to fund the interior and exterior renovations of the HYCF Canoe House that was built in 1928 and to prepare to open an eight- to ten-bed transitional program for adjudicated and committed youth. In the past nine decades, the Canoe House has seen many programmatic changes to its purpose. The canoe house currently serves as the Youth Correctional Officer Training Cottage. It is already equipped with bathroom, showers, kitchen areas, and office space, but the building needs upgrades and an interior residential component.

**Operating Budget Request**

**Office of Youth Services (OYS)**

**HMS 501 – OYS**

PRIORITY		Program ID	Description	MOF	FTE (P)	FTE (T)	\$ Amount
6	OYS	501YA-01	Funds to continue Juvenile Justice System Improvement	A			450,000

**501YA-01 - Funds to continue Juvenile Justice System Improvement**  
**PRIORITY NO. 6**

Act 201, SLH 2014, provided funding for juvenile justice reform to improve and enhance Hawaii's juvenile justice system, including strengthening community supervision and probation practices, sustaining effective practices, and reducing the reliance on secure confinement.

The 26% reduction in admissions to the Hawaii Youth Correctional Facility (HYCF) is one of the concrete results of Act 201, SLH 2014. Act 119, SLH 2015, transferred \$600,000 from HMS503 (HYCF) to HMS501 (OYS) to invest in up-front services to strengthen the juvenile justice system reform efforts. Act 126, SLH 2015, appropriated another \$1.2M (non-recurring funds) for FB16-17 to match the initial funding of Act 201, SLH 2014. However, for FB18-19, the Legislature did not include an appropriation of \$1.2 million, resulting in decreased funding for community-based services to address truancy, substance abuse, and probation compliance.

This request will allow for the continuation of efforts to sustain improvements at various points in the juvenile justice system, including continued funding for gender specific therapeutic services in partnership with the Judiciary's 5th Circuit Girl's Court; immediate in-home family intervention services to prevent out-of-home placements for youth involved with the juvenile justice system; ongoing quality assurance process for residential and detention facility; and professional development opportunities for restorative justice.

**Trade-off / Transfer & Conversion of Unbudgeted Positions Requests**

DHS PRIORITY	Program ID	Description	MOF	FY2021		
				FTE (P)	FTE (T)	\$ Amount
2	OYS-HYCF	503YB-01 Transfer residual YCO salaries to Other Current Expenses	A			(27,120) 27,120

This request is to re-describe two Youth Correctional Officer (YCO) positions to two Institution Farm Activity Leader positions. More farm activity leaders are needed in anticipation of creating a commercial entrepreneurship based on the HYCF Farm and Ranch. The farm unit personnel needs to increase to handle the growth of the current cattle herd and multiple farming, including hydroponic and aquaponic, projects. The transfer residual YCO salaries of \$27,120 from personal services to other current expenses will be used to offset the increased utility costs due to expansion of farming activities.

Hawai'i State Commission on the Status of Women (HICSW)

**HMS 888 – HICSW**

DHS PRIORITY	Program ID	Description	MOF	FY2021		
				FTE (P)	FTE (T)	\$ Amount
16	HICSW	888CW-01 Address Personal Services Shortfall; Add 1.00 Perm Prog Spclt IV (92109K)	A	1.00		50,473

888CW-01 - Add 1.00 Permanent Program Specialist IV (92109K)

**PRIORITY NO. 16**

Additional funding in the amount of \$7,125 to cover payroll adjustments that carry over from year to year.

For current positions, DHS Fiscal Management Office Accounting Staff recommended \$7,125 be requested to cover the salaries of the Executive Director and Secretary II. By the end of FY2021, the program will be short \$7,125 in personal services.

If this request is not met, CSW will not be able to fully administer funds for urgent projects as instructed by section 367-3(7), HRS, and duties under section 367-3(2), HRS, to create public awareness, will be impacted. The Commission will not be able to continue its public education for governmental, nongovernmental, and community members on sex trafficking response, data collection and intervention, as well as sexual harassment prevention training. This will severely limit our coordinating role on these important issues to stop gender-based violence.

One full-time position for Program Specialist IV

The Program Specialist IV would assist the Executive Director in devising a legislative plan, drafting the plan into legislative form, gathering support for legislation, tracking and providing testimony on legislation that impacts women and girls.

This position is needed because the Commission is currently unable to meet its mandate under 367-3(1), HRS, to act as a central coordinating body for governmental and nongovernmental activities relating to the status of women, and section 367-3(3), HRS, to recommend legislative and administrative action on equal treatment for women. The Executive Director is the only staff member able to draft, research, and provide legislative testimony on law and policy reform related to women. If the Commission is unable to obtain this position, our duties and important legislation to advance women's status will not be advanced.

In 2019, the Legislature tasked the Commission with convening a Homebirth Taskforce to address the law around midwifery and collect data. The taskforce requires at least two days per week of work to prepare drafts of the required report, evaluate input, organize logistics of meetings, and travel of members. CSW has struggled to meet the demands of convening this taskforce without additional staff or funding.

Benefits, Employment & Support Services Division (BESSD)

**HMS 224 – Homeless Services**

The state's approach to homeless services is founded on the coordinated entry system and the Housing First model, that is to find permanent housing, and then to attend to the needs of the individual and family to maintain housing stability, through access to public services, employment, civil legal services, and appropriate healthcare.

DHS PRIORITY	Program ID	Description	MOF	FY2021		
				FTE (P)	FTE (T)	\$ Amount
7	BESSD	224HS-02	State Homeless Database and Maintenance	A		350,000
8	BESSD	224HS-01	Stored Property and Debris Removal Services for State Lands	A		5,000,000

224HS-02 - State Homeless Database and Maintenance

**PRIORITY NO. 7**

State Homeless and Database and Maintenance is imperative to understand the size, characteristics, and needs of the homeless population at the local, state, and national levels. This information is also used to complete various required State and Federal reports. A State Database and Maintenance system will ensure that Homeless Programs office continues to collect necessary and accurate information regarding this population.

In September, Partners in Care (PIC), Oahu’s Continuum of Care (CoC), decided to split from the statewide system with a “cloned” version of the original HMIS. The U.S. Department of Housing and Urban Development (HUD), that requires communities that receive federal funds to maintain Continuum of Care (CoC) and HMIS systems, endorsed this decision and allowed the split to occur. Non-profit organizations contracted by the DHS-Homeless Programs Office (HPO) to provide an array of homeless services throughout the state, are in geographic areas served by PIC (CoC for the City & County of Honolulu) and Bridging the Gap (BTG), the CoC for neighbor island counties. Thus, HPO data from contracted services will now be held in two separate systems maintained by the CoCs, and will now require the HPO to collect data from both CoC HMIS systems.



The State database will be utilized to collect and report data and performance measure outcomes for all DHS-HPO homeless programs Statewide.

**224HS-01 - Stored Property and Debris Removal Services for State Lands**  
**PRIORITY NO. 8**

The funds requested will maintain a stored property program statewide, to address unauthorized encampments on state lands. Funds will be utilized to contract a vendor for stored property, purchase necessary supplies and equipment to support property storage and debris removal activities, and will support the installation of signage and fencing to prevent encampments from becoming established. The stored property program is critical to maintain lands under the state's jurisdiction and to prevent litigation for potential due process violations. In other jurisdictions, communities that did not have a process and program in place for stored property on public lands have been vulnerable to litigation. In light of this, maintaining temporary property storage is consistent with the evolving best practice to deal with homelessness in a compassionate and respectful manner.

**HMS 903 – General Support for Self Sufficiency Services**

DHS PRIORITY	Program ID	Description	MOF	FY2021		
				FTE (P)	FTE (T)	\$ Amount
4	BESSD	903FA-02	Add'l General Funds & Federal Ceiling Increase for Homeless Shelter After-Care Services	A		570,000
				N		1,330,000
5	BESSD	903FA-01	Add'l General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	A		225,120
				N		900,480

**903FA-02 - Homeless Shelter After-Care Services**  
**PRIORITY NO. 4**

Currently, shelter services are only provided when families are temporarily residing in the shelter. The continuum of care to include after-care extended shelter services will allow families to transition and settle into longer-term housing and provide the opportunity for the families to receive additional resources, referrals, and support such as social capital to ensure they do not return to being homeless.

The requested funds will cover the after-care extended shelter services. State funded expenditures will be claimed to meet Hawaii's State TANF<sup>1</sup> Maintenance of Effort

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<sup>1</sup> Temporary Assistance for Needy Families (TANF) is federally funded, time limited, cash assistance program for families with minor children. TANF requires non-disabled parents to engage in work activities as a program requirement.

(MOE) requirement. We estimate about 70% of the families that may receive shelter services would be eligible for federally-funded services; therefore, 30% of the projected cost will need to be funded with general funds as these families may not be eligible for federal funds.

The requested federal funds are currently available from the Federal TANF Block Grant. Any funds carried over from the previous years can also be used for this request.

903FA-01 - General Funds and Federal Ceiling Increase for Exit and Retention Bonus Payment

**PRIORITY NO. 5**

Act 128, SLH 2018, re-established the Exit and Retention Bonuses program in BESSD. The 2018 Legislature appropriated funds to make required system changes to administer the program, however, it did not make an appropriation for the benefits; this request is to fund the program benefits.

Previously, the Exit and Retention Bonuses program was established under the "Reward Works" initiative in 2009. Employed TANF recipient families who successfully exit TANF due to earnings, were eligible to apply for the exit bonus. These families were also eligible to apply for additional bonuses if they maintained their employment status for 3 months, 6 months, 12 months, and 24 months. The retention bonuses increased as the retention period increased. Though highly successful, due to lack of funds, the Exit and Retention Bonuses ended in 2012.

The modifications to the HANA system are projected to complete in March 2020, and the adoption of the proposed rule amendments is projected for June 2020. The implementation of the Exit and Employment Retention Bonus Program may be implemented in early SFY 2021, provided funds for the bonus payments are appropriated.

We estimate about 80% of the 1,050 would be eligible for federally-funded bonuses; therefore, 20% of the projected bonus payments will need to be funded with General funds. First year SFY 2021, \$900,480 should be funded with federal TANF funds and \$225,120 with general funds.

Division of Vocational Rehabilitation (DVR)

**HMS 238 – Disability Determination**

DHS PRIORITY		Program ID	Description	MOF	FY2021		
					FTE (P)	FTE (T)	\$ Amount
20	DVR	238GB-01	Transfer permanent Office Assistant III 23609 position from HMS 238 to HMS 802.	N	(1.00)		(48,384)
25	DVR	238GB-02	FTE reduction from HMS238. #51830 to transferred to OIT w/general funds request. Companion to 904AA-08.	N	(1.00)		(91,718)

**HMS 802 – Vocational Rehabilitation**

DHS PRIORITY		Program ID	Description	MOF	FY2021		
					FTE (P)	FTE (T)	\$ Amount
20	DVR	802GA-04	Establish and Fund 1.00 Permanent SSA III Position (#23609) on Maui. Companion 238GB-01.	A	0.33		10,375
				N	0.67		33,704
21	DVR	802GA-02	State Appropriation and Conversion of Four Temporary Positions to Permanent Positions	A	1.32	(1.32)	55,784
				N	2.68	(2.68)	
23	DVR	802GA-03	Correction for Position Number 15811 and Pseudo Number 92049K	A	(0.33)	0.33	
				N	(0.67)	0.67	
NA	DVR	802GA	Housekeeping – clean-up of HMS 802 FTEs	A	(0.45)		
				N	0.45		

238GB-01 & 802GA-04 - Transfer permanent Office Assistant III 23609 position from HMS 238 to HMS 802.

**PRIORITY NO. 20**

The permanent Office Assistant III position (#23609) has been vacant since 2003 because HMS 238 did not receive hiring authority from the Social Security Administration, the program’s funding source. In 2005, HMS 238 transitioned to electronic processing, thus, the OA III position is no longer needed to provide clerical support for the two sections.

This request is to re-describe an Office Assistant III position to a Social Service Aid III position and transfer the position from HMS 238 to HMS 802. This position is needed for DVR's Maui Branch to support individuals with disabilities in Maui County needing vocational rehabilitation services to obtain competitive integrated employment on par with individuals without disabilities. Currently, Maui County residents with disabilities have higher unemployment rates, and/or are not engaged in pursuing employment; it is

a goal of DVR to build parity in Hawaii's workforce for individuals with disabilities. The SSA III position will improve DVR's efforts to provide timely and quality services to individuals with disabilities to prepare for, obtain, and maintain employment.

238GB-02 - Transfer and Adjust MOF-FTE for 1.00 Perm Information Technology Band B (51830) w/ companion request 904AA-08

**PRIORITY NO. 25**

Position number 51830 - Information Technology Band B, Systems Analyst was an IT position in the Division of Vocational Rehabilitation (DVR). The Social Security Administration (SSA) ceased 100% funding, MOF N, for this position effective February 28, 2019. This position is vital to DVR and needs supervision and direction from the DHS Office of Information & Technology (OIT). This request is to transfer this position from HMS802 to HMS904 with split funding, 65% MOF A and 35% MOF N.

802GA-02 - State Appropriation and Conversion of Four Temporary Positions to Permanent Positions

**PRIORITY NO. 21**

DVR is requesting the conversion of four (4.00) temporary positions to permanent status: 1) Position number 120668 - Office Assistant III; 2) Position number 120738 - Office Assistant III; 3) Position number 120754 - Vending Facilities Specialist III; and 4) Position number 120762 - Vocational Rehabilitation Specialist IV. The temporary positions are difficult to fill and retain because of the temporary nature and today's tight labor market. When an internal permanent position becomes available, the trend has been that individuals in the temporary position apply for and are offered a permanent position within DVR or another DHS division or State agency, leaving DVR's temporary position vacant, initiating another recruitment process to fill the temporary position. The approval for this request for conversion will assist DVR in providing sustained services, increase the types of services and number of consumers served through the mandated partnering with the Department of Education, Department of Labor, and Department of Health. The permanent staff will assist the Division in meeting these efforts and serving additional consumers.

These four positions were authorized as 100% federally-funded by Act 103, SLH 2012. Then, these positions were converted from 100% federally-funded to split-funded (.33A/.67N) by Act 134, SLH 2013. No additional general funds, however, were provided to go along with the temporary general fund FTEs. Hence, we are also requesting general funds for these four positions.

802GA-03 - Correction for Position 15811 and Pseudo Number 92049K

**PRIORITY NO. 23**

This is a correction. The 2019 Legislature's budget worksheet reduced temporary FTE for position number 15811, but should have reduced the permanent FTE since it is a permanent position. The pseudo number 92049K was created to balance the FTE summary worksheet. This budget request is being submitted to correct the error and adjust the FTE count by reducing 1.00 (-0.33A/-0.67N) to the permanent FTE of position number 15811 and increasing 1.00 (0.33A/0.67N) to the temporary FTE of position number 92049K.

802GA – Clean-up of HMS 802 position FTEs

This request is for housekeeping purposes. DVR intends to adjust the Means of Financing (MOF) split of the 45 positions, changing from 0.34A / 0.66N to 0.33A / 0.67N to align with how the positions are authorized in Act 134, SLH 2013.

Med-QUEST Division (MQD)

**HMS 902 – General Support for Health Care Payments**

DHS PRIORITY	Program ID	Description	MOF	FY2021		
				FTE (P)	FTE (T)	\$ Amount
19	MQD	902IA-02	Delete unestablished temporary Project Manager 94563K from HMS 902	A		(7,000)
				N		(100,800)
24	MQD	902IA-01	Delete unestablished temporary System Architect 94564K from HMS 902 because the position has been budgeted and is established as permanent Information Security & Privacy Compliance Officer 122451 under HMS 904.	A		(7,500)
				N		(108,000)

902IA-02 - Transfer Unestablished Temporary Project Manager 94563K from HMS 902 to HMS 904 as a Permanent Resource Manager, Position 122450.

**PRIORITY NO. 19**

This is a housekeeping request to delete unestablished temporary Project Manager 94563K from HMS 902.

902IA-01 - Delete Unestablished Temporary Position from HMS 902

**PRIORITY NO. 24**

This request is to delete HMS 902 pseudo number 94564K System Architect because the position has been budgeted and is established as permanent Information Security & Privacy Compliance Officer 122451 under HMS 904.

Social Services Division (SSD)

**Trade-off / Transfer & Conversion of Unbudgeted Positions Requests**

DHS PRIORITY	BUS UNIT	Program ID	Description	MOF	FY 2021		
					FTE (P)	FTE (T)	\$ Amount
1	SSD	301SA-01	Transfer Out 11.00 Vacant Permanent Positions and Funding to HMS 901. Companion to 601TA-01 and 901MA-01.	A	(6.30)		(383,125)
				N	(4.70)		(581,722)
1	SSD	601TA-01	Transfer Out 5.00 Vacant Permanent Positions and Funding to HMS 901. Companion to 301SA-01 and 901MA-01.	A	(5.00)		(408,224)
1	SSD	901MA-01	Transfer In 16.00 Vacant Permanent Positions and Funding from HMS 301 and HMS 601. Companion to 301SA-01 and 601TA-01.	A	11.30		791,349
				N	4.70		581,722

Trade-off / Transfer & Conversion of Unbudgeted Positions Requests

This request is to transfer positions from Adult Protective and Community Services Branch (APCSB) and Child Welfare Services Branch (CWSB) to Division Administration to provide program planning support by consolidating the program development functions currently housed in APCSB and CWSB. This will combine three entities to manage and support both APCSB and CWSB line staff in program development, offering clarification, rules design, and application to reconstitute the planning function.

**HMS 301 – Child Protective Services**

DHS PRIORITY		Program ID	Description	MOF	FY2021		
					FTE (P)	FTE (T)	\$ Amount
1	SSD	301SA-04	Add 1.00 perm Asst. Sec. Admr. 92117K and 1.00 perm SSA V 92118K for Administrative Support of East Hawaii Child Welfare Services Section Pilot Project.	A	2.00		58,848
3	SSD	301SA-02	Increase the special fund ceiling for the Spouse and Child Abuse Special Fund to bring appropriation into alignment with Act 084 (19) for FY 21.	B			3,000,000
13	SSD	301SA-05	Business Process Redesign (BPR) - Comprehensive Child Welfare Information System (CCWIS)	A N			475,000 475,000

301SA-04 - Add 1.00 Permanent Assistant Section Administrator, Position 92117K, and 1.00 Permanent SSA V, Position 92118K, for Administrative Support of East Hawai'i Child Welfare Services Section Pilot Project

**PRIORITY NO. 1**

This request will establish an Assistant Section Administrator and a Social Service Assistant V in East Hawaii to provide the Section Administrator and Supervisors with administrative support, including but not limited to tracking and monitoring section outcomes for Continuous Quality Improvement (CQI) and Program Improvement Plan (PIP); coaching to support transfer of learning after the completion of trainings; organizing and leading targeted roll-outs of new policies; and tracking changes in practice. This will allow supervisors to focus on clinical supervision with their workers to support case decision making and case direction. The added supervision will support staff morale and retention.

301SA-02 - Increase the Special Fund Ceiling for the Spouse and Child Abuse Special Fund to Bring Appropriation in Alignment with Act 84, SLH 2019

**PRIORITY NO. 3**

Additional special fund ceiling for FY 21 is being requested based on Act 84, SLH 2019, for the federal reimbursements received through Title IV-E of the Social Security Act in the following fiscal year from which the Title IV-E funds were expended. The requested ceiling increase addresses the \$3,000,000 allowed by the amended statute and would augment the original revenue from the Department of Health vital records fees.

301SA-05 - Funds for Business Process Redesign

**PRIORITY NO. 13**

The current electronic system of Child Welfare Services Branch (CWSB) is nearly 30 years old, lacking the functional capacity to support the demands placed upon the current workforce. In preparation for the procurement and design of the new system, a Business Process Redesign (BPR) assessment of the current system will help identify gaps and remedies to streamline the business process and improve quality of services to keep children safe and strengthen families. Completing this assessment prior to the design of the new system will prevent numerous change orders after the build-out, resulting in a lower cost to the state and improved service delivery while the system is being built.

**HMS 601 – Adult and Community Care Services**

DHS PRIORITY		Program ID	Description	MOF	FY2021		
					FTE (P)	FTE (T)	\$ Amount
12	SSD	601TA-02	Add 1.00 Permanent RN IV to provide nursing support for adult protective services investigations in APCSB West Hawaii Section	A	1.00		\$50,742

601TA-02 - Add 1.00 permanent RN IVs to provide nursing support for adult protective services' investigations in APCSB West Hawaii Section.

**PRIORITY NO. 12**

West Hawaii is currently the only APCS section without a nurse on staff. Characteristics of vulnerable adults reported to APS demonstrates the need for comprehensive nursing health assessments of the vulnerable adults' health problems, functional capacity, and urgency of care needed in relation to the reported abuse. This position will fulfill the unmet vulnerable adult client needs provided by a nurse in West Hawaii.

**HMS 901 – General Support for Social Services**

DHS PRIORITY		Program ID	Description	MOF	FY2021		
					FTE (P)	FTE (T)	\$ Amount
22	SSD	901MA-02	Change Means of Financing for 118589 Purchase of Service Specialist, 119000 SW V, and 46378 POS Specialist and re-describe 46378 POS Specialist (Dependent on 901MA-01.)	A	1.80		95,775
				N	(1.80)		(112,939)



901MA-02 - Change Means of Financing for 118589 Purchase of Service Specialist, 119000 SW V, and 46378 POS Specialist and re-describe 46378 POS Specialist (Dependent on 901MA-01.)

**PRIORITY NO. 22**

We request the means of financing for the three positions be changed to 60% A/40% N because the program cannot earn federal funds at the 100% federal fund rate to cover the salaries of the positions.

DHS is requesting a transfer of position 119000 from HMS 301 to HMS 901. (Refer to companion requests 301SA 01 and 901MA 01.)

Act 49, SLH 2017 authorized the transfer of positions 118589 and 46378 from Child Protective Services (HMS 301) to General Support for Social Services (HMS901). Prior to the 2017 Legislative session, positions 118589, 46378, and 119000 were budgeted in HMS 301 as 100% federally funded. HMS 901 cannot support 100% federally funded positions.

DHS Administration

**HMS 904 – DHS General Administration**

DHS PRIORITY		Program ID	Description	MOF	FY2021		
					FTE (P)	FTE (T)	\$ Amount
9	ADMIN	904AA-01	Fund 1.00 Perm Exempt Enterprise Officer (122713) for OIT IT Modernization and DHS Transformation	A	1.00		155,000
11	ADMIN	904AA-02	Add 1.00 Perm HR Specialist IV (92106K) for HRO Fingerprinting	A	1.00		31,296
14	ADMIN	904AA-06	Fund 1.00 Temp Exempt Limited English Proficiency Project Manager Coordinator (120833)	A		1.00	66,468
25	ADMIN	904AA-08	Transfer and Adjust MOF-FTE for 1.00 Perm Information Technology Band B (51830) w/ companion request 238GB-02	A	0.65		37,261
				N	0.35		32,101

904AA-01 - Fund 1.00 Permanent Exempt Enterprise Officer, Position 122713, for IT Modernization and DHS Transformation

**PRIORITY NO. 9**

Position number 122713 - Enterprise Officer (EO) is essential for the coordination, strategic direction, planning, management, and oversight of all IT initiatives that include but are not limited to governance issues, data analytics, business process transformation, organization change management, and IT workforce training initiatives. The EO oversees the department's data, enterprise architecture, project portfolio, information security, technological and applications infrastructure, and the network. Act 81, SLH 2019, established the permanently exempt position.

904AA-02 - Add 1.00 Permanent HR Specialist IV (92106K) for HR Fingerprinting

**PRIORITY NO. 11**

Position number 92106K – HR Specialist IV will be responsible for conducting comprehensive background checks, including Federal Bureau of Investigation (FBI) fingerprint background checks, as required by Internal Revenue Service (IRS) Publication 1075 and section 346-2.5, HRS, for all individuals selected to fill any of the department's approximate 650 positions required to access federal tax information, and approximately 150 individual background checks for recertification, required every ten years. This request includes funds for the fees and costs associated with the fingerprinting process and FBI document retrieval, estimated at \$23.70 per background check. DHS must have adequate, trained HR staff to conduct thorough background checks, thereby mitigating potential negligent hiring claims and ensuring that the interests of our clients and the public are protected.

904AA-06 - Fund 1.00 Temporary Exempt Limited English Proficiency Project Manager Coordinator, Position 120833

**PRIORITY NO. 14**

Position number 120833 – Limited English Proficiency Project Manager Coordinator. Title VI of the Civil Rights Act of 1964 and sections 321 C-1 to 7, HRS, prohibits discrimination based on a person's race, color, or national origin in programs and activities that receive federal financial assistance. The federal and state laws include requirements to provide meaningful access to DHS programs and services for LEP applicants, requiring translation of all vital documents for applicants. This position shall be responsible for determining language needs for DHS clients and applicants for benefits and services; establishing and maintaining policies and procedures addressing service delivery to LEP individuals; developing proficiency standards and implementing formal procedures for the assessment and certification of interpreter and/or translator proficiency levels; improving and expanding the network of translation and interpreter

services; coordinating the identification and simplification of vital documents to be translated with the various DHS divisions; and exploring the possibility of sharing LEP resources department-wide and where feasible, with other state departments.

904AA-08 - Transfer and Adjust MOF-FTE for 1.00 Perm Information Technology Band B (51830) w/ companion request 238GB-02

**PRIORITY NO. 25**

Position number 51830 - Information Technology Band B, Systems Analyst was an IT position in the Division of Vocational Rehabilitation (DVR). The Social Security Administration (SSA) ceased 100% funding, MOF N, for this position effective February 28, 2019. This position is vital to DVR and needs OIT supervision and direction. This request is to transfer this position from HMS802 to HMS904 with split funding, 65% MOF A and 35% MOF N. (Also discussed above.)

DHS Overall

**Federal Fund Adjustment Requests**

DHS PRIORITY	BUS UNIT	Program ID	Description	MOF	FY 2021		
					FTE (P)	FTE (T)	\$ Amount
1	BESSD	224HS-10	Form FF Reconciliation	N			70,552
1	BESSD	236LC-10	Form FF Reconciliation	N			43,818
1	DVR	802GA-10	Form FF Reconciliation	N			46,605
1	MQD	902IA-10	Form FF Reconciliation	N			26,295,869
1	MQD	902IA-10	Form FF Reconciliation	P			56,013
1	SSD	301SA-10	Form FF Reconciliation	P			293,775
1	SSD	303WP-10	Form FF Reconciliation	N			1,319,986
1	SSD	901MA-10	Form FF Reconciliation	N			67,559

Form FF Reconciliation

**PRIORITY NO. 1**

Additional federal fund ceiling is being requested based on a comparison of federal fund appropriations under Act 5, SLH 2019 for FY21 and currently anticipated federal funds for FY21.

Department of Human Services  
Department Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
ADMIN	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
ADMIN	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 relations and collective bargaining contract negotiations.	HMS 904	HRS 346-2, 346-6, 346-7, 346-14
ADMIN	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

Department of Human Services  
Department Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
BESSD	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
BESSD	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	HRS 346-361 to 346-378; 346-381 to 346-383; McKinney-Vento Homeless Assistance Act, by subtitle C of title IV, 42 U.S.C 11381 to 11389; As amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009

Department of Human Services  
Department Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
BESSD	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
BESSD	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  
Department Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
CSW	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.	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. Activities include, but are not limited to, co-chairing the Hawaii Women's Coalition and Equity and Inclusion Committee; providing women's rights, sexual harassment, gender and development, and sex trafficking training for community and non-governmental organizations. CSW also produces research to track the status of women and leads public awareness campaigns for the prevention and intervention of gender-based violence in collaboration with county, state, and federal partners.	HMS 888	HRS 367-3(1), HRS 367-3(2), HRS 367-3(3), HRS 367-3(4), HRS 367-3(5), HRS 367-3(6), HRS 367-3(7), HRS 367-3(8)

Department of Human Services  
Department Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
DVR	Determine eligibility for disability assistance and provide vocational rehabilitation services to individuals with disabilities 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 Innovation and Opportunity Act, 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, PL 113-128.



<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
HPHA	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
HPHA	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
HPHA	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
HPHA	State Rent Supplement Program	HPHA provides rental vouchers to approximately 345 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

Department of Human Services  
Department Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
MQD	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, the Children's Health Insurance Program, or for the State-only funded Medicaid-like programs. Recipients receive their healthcare primarily through contracted managed care organizations. MQD contracts with, monitors and provides oversight of the managed care plans. MQD also pays medical claims for dental care and for a small number of individuals not enrolled with managed care. MQD enrolls healthcare providers with the Medicaid program per federal rules. Additionally, MQD 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/intellectual disability waiver through the Developmentally Disabled Division. MQD also manages the Hospital and Nursing Facility Sustainability Programs.	HMS 401, 902	Title XIX SSA, Section 1102, 49 Stat 647 (42 USC 1302); HRS 346-14, 346-D

Department of Human Services  
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Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
OYS	Ensure the safety and welfare of youth at HYCF	Maintaining safety and security; providing rehabilitative services.	HMS 503	HRS 352 , 352D
OYS	Ensure the safety and welfare of youth on parole	Monitoring youth; coordinating services; strengthening families.	HMS 503	HRS 352 , 352D
OYS	Operate and manage HYCF	Overseeing the facility's operations.	HMS 501	HRS 352
OYS	Administer the federal Juvenile Justice and Delinquency Prevention Act	Ensuring compliance with the 4 core requirements of the Act to include compliance with the Prison Rape Elimination Act (PREA).	HMS 501	HRS 352D
OYS	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

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Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
SSD	<p>To enable children at risk or exposed to abuse or neglect to live in a safe and secure environments by providing in-home and out-of-home social services that benefit the children and their families.</p> <p>Child Welfare Services (CWS) has three 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> <li>3. Successful transition to adulthood.</li> </ol>	<p>The Program meets its objectives by the following activities and services to children 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, Assessment</li> <li>• Family preservation/strengthening and support services to prevent placement; family reunification</li> <li>• Case management</li> <li>• Multi-disciplinary team diagnostic consultation</li> <li>• Individual and family counseling</li> <li>• Intra-family sex abuse treatment</li> <li>• Mothers and infants-at-risk treatment</li> <li>• Permanency planning and adoption</li> <li>• Setting licensing standards for child caring and child placing organizations</li> <li>• Recruiting, training, certifying, re-certifying, monitoring and supporting Resource Caregivers</li> <li>• Recruiting and approving adoptive homes</li> <li>• Foster Care</li> <li>• Sex Trafficking</li> <li>• Independent Living Services</li> <li>• Voluntary Care to 21</li> <li>• Substance Abuse</li> <li>• Domestic Violence Services</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</li> <li>4. Chapter 587A, HRS, Child Protective Services Act</li> <li>5. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980</li> <li>6. Federal Child Abuse Protection and Treatment Act</li> <li>7. PL 105-89, Adoption</li> </ol>

Department of Human Services  
Department Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
				and Safe Families Act 8. PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008 9. Chapter 346-391- 406, HRS, Young Adult Voluntary Foster Care Program 10. PL 114-22, Justice for Victims of Trafficking Act of 2015 11. PL 113-183, Preventing Sex Trafficking and Strengthening Families Act of 2014 12. Title IV-B of the Federal Social Security Act

Department of Human Services  
Department Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
SSD	To ensure an adequate standard of living for children who are removed from their family homes because of abuse, threat of harm, 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 with funding from Child Welfare Services for the children's basic living costs.	<p>The program meets its objectives by providing the following payments:</p> <ul style="list-style-type: none"> <li>• Foster board for relative and non-relative out-of-home care</li> <li>• Payment for emergency shelter care</li> <li>• Payment for children living with permanent custodians, legal guardians, or adoptive parents</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 challenges in their physical, emotional or psychological functioning</li> <li>• Subsidies to facilitate adoption for children with special needs</li> <li>• Payments to 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> <li>• Payment for Voluntary Care to 21</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, HRS Child Protective Services Act</li> <li>4. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980</li> </ol>

Department of Human Services  
Department Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
				5. PL 105-89, Adoption and Safe Families Act 6. PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008 7. PL 114-22, Justice for Victims of Trafficking Act of 2015 8. 8. Title IV-E of the Federal Social Security Act, Foster Care and Adoption Assistance 9. Federal Family First Prevention Services Act of 2018
SSD	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
SSD	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 feeding assistant programs. Requirements of the trainings are mandated by Federal and State law.	HMS 601	HRS Ch. 346-46, Ch. 457A-2, 42.C.F.R. § 431.10; 440.40
SSD	Courtesy Repatriate Services	Provides temporary resettlement assistance, medical care, housing, transportation, and other goods and services 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
SSD	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

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Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
SSD	Chore Services	Provides essential in-home housekeeping services to enable eligible disabled clients, who do not meet the eligibility requirements of Med-Quest programs, 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
SSD	Community Based Residential Support	Provides Personal Needs Allowance (PNA) to eligible recipients living in a Domiciliary Care Home, Community Care Foster Family Home, or Medical Treatment Facility for personal miscellaneous needs, and 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, 346D-4.5, C.F.R. § 435.832



Department of Human Services  
Department Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
SSD	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.	<p>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.</p> <ul style="list-style-type: none"> <li>• strategic planning</li> <li>• budget coordination and monitoring</li> <li>• staff training and professional development</li> <li>• contracting and contracts monitoring</li> <li>• grants compliance and monitoring</li> <li>• information system development and maintenance</li> <li>• continuous quality improvement</li> </ul>	HMS 901	<ol style="list-style-type: none"> <li>1. Chapter 346, 1-14 Hawaii Revised Statutes (HRS)</li> <li>2. Chapter 346-17, HRS</li> <li>3. Chapter 346-221, HRS</li> <li>4. Chapter 346-391, HRS</li> <li>5. Chapter 350, HRS</li> <li>6. Chapter 587A, HRS</li> <li>7. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980</li> <li>8. PL 105-89, Adoption and Safe Families Act</li> <li>9. PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008</li> </ol>
SSD	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, 45 C.F.R. 2552
SSD	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

Department of Human Services  
Department Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
SSD	Respite Companion Service Program	Provides training/employment to vulnerable, low-income older adults at designated adult day care or adult day health facilities or in programs that assist the elderly, to enhance economic self-sufficiency and to learn job readiness skills with the goal of preparing them for employment opportunities.	HMS 601	HRS Ch. 346-14, Part II, 346-56, 20 C.F.R. Part 641
SSD	Transportation Assistance for Resident Aliens and Naturalized Citizens	Enables seniors, age 60 and over, who are resident aliens or naturalized citizens to return to homelands outside the United States.	HMS 601	HRS Ch. 346-141-146

Department of Human Services  
Department Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
DVR	Determine eligibility for disability assistance and provide vocational rehabilitation services to individuals with disabilities 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 Innovation and Opportunity Act, 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, PL 113-128.

Department of Human Services  
Department-Wide Totals

Table 2

Fiscal Year 2020				
Act 5/19 Appropriation + Act 113/19 (excl. Act 62/19)	Restriction***	Emergency Appropriations	Total FY20	MOF
\$ 1,247,950,846.00	\$ 11,351,184.00	\$ -	\$ 1,259,302,030.00	A
\$ 2,308,171,423.00	\$ -	\$ -	\$ 2,308,171,423.00	N
\$ 17,889,212.00	\$ -	\$ -	\$ 17,889,212.00	P
\$ 12,390,661.00	\$ -	\$ -	\$ 12,390,661.00	W
\$ 6,926,823.00	\$ -	\$ -	\$ 6,926,823.00	B
\$ 7,169,481.00	\$ -	\$ -	\$ 7,169,481.00	U
\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	R
\$ 3,600,508,446.00	\$ 11,351,184.00	\$ -	\$ 3,611,859,630.00	Total
Fiscal Year 2021				
Act 5/19 Appropriation + Act 113/19 (excl. Act 62/19)	Reductions*	Additions**	Total FY21	MOF
\$ 1,303,105,993.00	\$ (832,969.00)	\$ 9,294,141.00	\$ 1,311,567,165.00	A
\$ 2,309,130,563.00	\$ (1,043,563.00)	\$ 43,493,252.00	\$ 2,351,580,252.00	N
\$ 17,889,212.00	\$ -	\$ 349,788.00	\$ 18,239,000.00	P
\$ 12,391,999.00	\$ -	\$ -	\$ 12,391,999.00	W
\$ 6,926,823.00	\$ -	\$ 3,000,000.00	\$ 9,926,823.00	B
\$ 7,169,481.00	\$ -	\$ -	\$ 7,169,481.00	U
\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	R
\$ 3,656,624,071.00	\$ (1,876,532.00)	\$ 56,137,181.00	\$ 3,710,884,720.00	Total
* Reductions include non-recurring items and all Form A requests, including trade-offs, if any.				
** Additions include CB and all Form A requests, including trade-offs, if any.				
*** In accordance with E.M. 19-02, FY20 restrictions are calculated on discretionary programs; restrictions are not calculated on non-discretionary programs. HMS 222 (discretionary program) and HMS 224 (non-discretionary program) both received specific appropriations under Act 62, SLH 2019. Act 62, SLH 2019 is excluded from the appropriation amounts shown for FY 20 and FY 21.				

Department of Human Services  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	Act 5/19 Appropriation + Act 113/19 (excl. Act 62/19) FY20 *			Act 5/19 Appropriation + Act 113/19 (excl. Act 62/19) FY21 **			Governor's Submittal FY20 ***				Governor's Submittal FY21 ****			
			Pos (P)	Pos (T)	\$\$\$	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	-	-	\$ 4,029,480	0.00%	-	-	\$ 4,029,480	0.00%
HMS 204	General Assistance Payments	A	-	-	\$ 23,889,056	-	-	\$ 23,889,056	-	-	\$ 23,889,056	0.00%	-	-	\$ 23,889,056	0.00%
HMS 204	General Assistance Payments	B	-	-	\$ 3,000,000	-	-	\$ 3,000,000	-	-	\$ 3,000,000	0.00%	-	-	\$ 3,000,000	0.00%
HMS 206	Federal Assistance Payments	N	-	-	\$ 5,703,592	-	-	\$ 5,703,592	-	-	\$ 5,703,592	0.00%	-	-	\$ 5,703,592	0.00%
HMS 211	Cash Support for Families Pursuing Self-Sufficiency	A	-	-	\$ 22,694,156	-	-	\$ 22,694,156	-	-	\$ 22,694,156	0.00%	-	-	\$ 22,694,156	0.00%
HMS 211	Cash Support for Families Pursuing Self-Sufficiency	N	-	-	\$ 44,000,000	-	-	\$ 44,000,000	-	-	\$ 44,000,000	0.00%	-	-	\$ 44,000,000	0.00%
HMS 220	Rental Housing Services	A	2.00	-	\$ 4,486,122	2.00	-	\$ 4,487,455	2.00	-	\$ 4,486,122	0.00%	2.00	-	\$ 4,487,455	0.00%
HMS 220	Rental Housing Services	N	181.00	4.50	\$ 80,540,197	181.00	4.50	\$ 80,637,015	181.00	4.50	\$ 80,540,197	0.00%	181.00	4.50	\$ 80,637,015	0.00%
HMS 220	Rental Housing Services	W	15.00	-	\$ 4,714,828	15.00	-	\$ 4,716,166	15.00	-	\$ 4,714,828	0.00%	15.00	-	\$ 4,716,166	0.00%
HMS 222	Rental Assistance Services	A	2.25	-	\$ 1,089,869	2.25	-	\$ 1,089,869	2.25	-	\$ 2,089,869	91.75%	2.25	-	\$ 1,839,869	68.82%
HMS 222	Rental Assistance Services	N	23.75	1.00	\$ 26,393,471	23.75	1.00	\$ 26,397,150	23.75	1.00	\$ 26,393,471	0.00%	23.75	1.00	\$ 38,693,006	46.58%
HMS 224	Homeless Services	A	11.00	-	\$ 15,773,111	11.00	-	\$ 15,773,111	11.00	-	\$ 29,573,111	87.49%	11.00	-	\$ 31,923,111	102.39%
HMS 224	Homeless Services	N	-	-	\$ 649,448	-	-	\$ 649,448	-	-	\$ 649,448	0.00%	-	-	\$ 720,000	10.86%
HMS 224	Homeless Services	P	-	-	\$ 2,366,839	-	-	\$ 2,366,839	-	-	\$ 2,366,839	0.00%	-	-	\$ 2,366,839	0.00%
HMS 229	HPHA Administration	A	-	-	\$ -	-	-	\$ -	-	-	\$ -	#DIV/0!	-	2.00	\$ 43,530	#DIV/0!
HMS 229	HPHA Administration	N	76.00	41.00	\$ 40,373,761	76.00	41.00	\$ 40,373,761	76.00	41.00	\$ 40,373,761	0.00%	76.00	41.00	\$ 40,373,761	0.00%
HMS 229	HPHA Administration	W	51.00	19.00	\$ 6,345,633	51.00	19.00	\$ 6,345,633	51.00	19.00	\$ 6,345,633	0.00%	51.00	19.00	\$ 6,345,633	0.00%
HMS 236	Case Management for Self-Sufficiency	A	296.33	-	\$ 16,131,531	296.33	-	\$ 16,131,531	296.33	-	\$ 16,131,531	0.00%	296.33	-	\$ 16,131,531	0.00%
HMS 236	Case Management for Self-Sufficiency	N	233.67	-	\$ 26,244,772	233.67	-	\$ 26,275,954	233.67	-	\$ 26,244,772	0.00%	233.67	-	\$ 26,319,772	0.17%
HMS 236	Case Management for Self-Sufficiency	P	-	-	\$ 30,237	-	-	\$ 30,237	-	-	\$ 30,237	0.00%	-	-	\$ 30,237	0.00%
HMS 237	Employment and Training	A	-	-	\$ 469,505	-	-	\$ 469,505	-	-	\$ 469,505	0.00%	-	-	\$ 469,505	0.00%
HMS 237	Employment and Training	N	-	-	\$ 1,245,750	-	-	\$ 1,245,750	-	-	\$ 1,245,750	0.00%	-	-	\$ 1,245,750	0.00%
HMS 238	Disability Determination	N	49.00	-	\$ 8,183,015	49.00	-	\$ 8,197,582	49.00	-	\$ 8,183,015	0.00%	47.00	-	\$ 8,057,480	-1.71%
HMS 301	Child Protective Services	A	223.30	-	\$ 36,903,174	223.30	-	\$ 36,903,174	223.30	-	\$ 36,903,174	0.00%	219.00	-	\$ 37,053,897	0.41%
HMS 301	Child Protective Services	B	-	-	\$ 1,007,587	-	-	\$ 1,007,587	-	-	\$ 1,007,587	0.00%	-	-	\$ 4,007,587	297.74%
HMS 301	Child Protective Services	N	175.20	-	\$ 44,063,972	175.20	-	\$ 44,098,588	175.20	-	\$ 44,063,972	0.00%	170.50	-	\$ 43,991,866	-0.24%
HMS 301	Child Protective Services	P	-	-	\$ 106,225	-	-	\$ 106,225	-	-	\$ 106,225	0.00%	-	-	\$ 400,000	276.56%
HMS 302	General Support for Child Care Services	A	25.85	-	\$ 1,847,899	25.85	-	\$ 1,846,899	25.85	-	\$ 1,847,899	0.00%	25.85	-	\$ 1,846,899	0.00%
HMS 302	General Support for Child Care Services	N	25.15	-	\$ 11,921,864	25.15	-	\$ 11,920,864	25.15	-	\$ 11,921,864	0.00%	25.15	-	\$ 11,920,864	0.00%
HMS 303	Child Protective Services Payments	A	-	-	\$ 47,765,586	-	-	\$ 47,765,586	-	-	\$ 47,765,586	0.00%	-	-	\$ 47,765,586	0.00%
HMS 303	Child Protective Services Payments	N	-	-	\$ 26,110,014	-	-	\$ 26,110,014	-	-	\$ 26,110,014	0.00%	-	-	\$ 27,430,000	5.06%
HMS 305	Cash Support for Child Care	A	-	-	\$ 25,011,811	-	-	\$ 25,011,811	-	-	\$ 25,011,811	0.00%	-	-	\$ 25,011,811	0.00%
HMS 305	Cash Support for Child Care	N	-	-	\$ 38,530,754	-	-	\$ 38,530,754	-	-	\$ 38,530,754	0.00%	-	-	\$ 38,530,754	0.00%
HMS 401	Health Care Payments	A	-	-	\$ 927,597,598	-	-	\$ 927,597,598	-	-	\$ 927,597,598	0.00%	-	-	\$ 927,597,598	0.00%
HMS 401	Health Care Payments	B	-	-	\$ 1,376,660	-	-	\$ 1,376,660	-	-	\$ 1,376,660	0.00%	-	-	\$ 1,376,660	0.00%
HMS 401	Health Care Payments	N	-	-	\$ 1,803,909,546	-	-	\$ 1,803,909,546	-	-	\$ 1,803,909,546	0.00%	-	-	\$ 1,803,909,546	0.00%
HMS 401	Health Care Payments	P	-	-	\$ 13,216,034	-	-	\$ 13,216,034	-	-	\$ 13,216,034	0.00%	-	-	\$ 13,216,034	0.00%
HMS 401	Health Care Payments	U	-	-	\$ 6,781,921	-	-	\$ 6,781,921	-	-	\$ 6,781,921	0.00%	-	-	\$ 6,781,921	0.00%
HMS 501	In-Community Youth Programs	A	15.50	-	\$ 9,065,605	15.50	-	\$ 8,615,605	15.50	-	\$ 9,065,605	0.00%	15.50	-	\$ 9,065,605	5.22%
HMS 501	In-Community Youth Programs	N	0.50	0.50	\$ 2,456,919	0.50	0.50	\$ 2,456,919	0.50	0.50	\$ 2,456,919	0.00%	0.50	0.50	\$ 2,456,919	0.00%
HMS 503	Hawaii Youth Correctional Facility	A	105.00	-	\$ 9,964,073	105.00	-	\$ 10,082,161	105.00	-	\$ 9,964,073	0.00%	105.00	-	\$ 10,082,161	0.00%
HMS 601	Adult Protective and Community Services	A	72.48	-	\$ 6,144,028	72.48	-	\$ 6,144,028	72.48	-	\$ 6,144,028	0.00%	68.48	-	\$ 5,786,546	-5.82%
HMS 601	Adult Protective and Community Services	N	7.02	3.00	\$ 3,986,561	7.02	3.00	\$ 3,988,661	7.02	3.00	\$ 3,986,561	0.00%	7.02	3.00	\$ 3,988,661	0.00%
HMS 601	Adult Protective and Community Services	P	-	-	\$ 1,321,390	-	-	\$ 1,321,390	-	-	\$ 1,321,390	0.00%	-	-	\$ 1,321,390	0.00%
HMS 601	Adult Protective and Community Services	R	-	-	\$ 10,000	-	-	\$ 10,000	-	-	\$ 10,000	0.00%	-	-	\$ 10,000	0.00%
HMS 601	Adult Protective and Community Services	U	-	-	\$ 387,560	-	-	\$ 387,560	-	-	\$ 387,560	0.00%	-	-	\$ 387,560	0.00%
HMS 605	Community-Based Residential Support Services	A	-	-	\$ 17,810,955	-	-	\$ 17,810,955	-	-	\$ 17,810,955	0.00%	-	-	\$ 17,810,955	0.00%
HMS 802	Vocational Rehabilitation	A	37.76	2.31	\$ 4,762,420	37.76	2.31	\$ 4,762,420	37.76	2.31	\$ 4,762,420	0.00%	38.63	1.32	\$ 4,828,579	1.39%
HMS 802	Vocational Rehabilitation	N	69.24	4.69	\$ 14,916,778	69.24	4.69	\$ 14,932,508	69.24	4.69	\$ 14,916,778	0.00%	72.37	2.68	\$ 15,012,817	0.54%
HMS 802	Vocational Rehabilitation	W	-	-	\$ 1,330,200	-	-	\$ 1,330,200	-	-	\$ 1,330,200	0.00%	-	-	\$ 1,330,200	0.00%
HMS 888	Hawaii State Commission on the Status of Women	A	1.00	1.00	\$ 174,035	1.00	1.00	\$ 174,035	1.00	1.00	\$ 174,035	0.00%	2.00	1.00	\$ 224,508	29.00%
HMS 901	General Support for Social Services	A	19.45	-	\$ 2,527,248	19.45	-	\$ 2,527,248	19.45	-	\$ 2,527,248	0.00%	32.55	-	\$ 3,414,372	35.10%

Department of Human Services  
Program ID Totals

Table 3

Prog ID	Program Title	MOF	Act 5/19 Appropriation + Act 113/19 (excl. Act 62/19) FY20 *			Act 5/19 Appropriation + Act 113/19 (excl. Act 62/19) FY21 **			Governor's Submittal FY20 ***				Governor's Submittal FY21 ****			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HMS 901	General Support for Social Services	N	9.55	-	\$ 2,074,339	9.55	-	\$ 2,074,339	9.55	-	\$ 2,074,339	0.00%	12.45	-	\$ 2,610,681	25.86%
HMS 902	General Support for Health Care Payments	A	136.50	5.70	\$ 16,223,893	136.50	5.70	\$ 14,953,093	136.50	5.70	\$ 16,223,893	0.00%	136.50	5.50	\$ 14,938,593	-0.10%
HMS 902	General Support for Health Care Payments	B	0.56	-	\$ 1,542,576	0.56	-	\$ 1,542,576	0.56	-	\$ 1,542,576	0.00%	0.56	-	\$ 1,542,576	0.00%
HMS 902	General Support for Health Care Payments	N	144.69	19.30	\$ 54,221,657	144.69	19.30	\$ 54,237,783	144.69	19.30	\$ 54,221,657	0.00%	144.69	17.50	\$ 80,324,852	48.10%
HMS 902	General Support for Health Care Payments	P	-	-	\$ 843,987	-	-	\$ 843,987	-	-	\$ 843,987	0.00%	-	-	\$ 900,000	6.64%
HMS 903	General Support for Self-Sufficiency Services	A	48.75	1.59	\$ 42,498,088	48.75	1.59	\$ 44,359,614	48.75	1.59	\$ 42,498,088	0.00%	48.75	1.59	\$ 45,154,734	1.79%
HMS 903	General Support for Self-Sufficiency Services	N	44.25	1.41	\$ 68,271,830	44.25	1.41	\$ 68,933,152	44.25	1.41	\$ 68,271,830	0.00%	44.25	1.41	\$ 71,163,632	3.24%
HMS 903	General Support for Self-Sufficiency Services	P	-	-	\$ 3,000	-	-	\$ 3,000	-	-	\$ 3,000	0.00%	-	-	\$ 3,000	0.00%
HMS 904	General Administration - DHS	A	141.65	10.00	\$ 11,091,603	141.65	10.00	\$ 11,107,603	141.65	10.00	\$ 11,091,603	0.00%	144.30	11.00	\$ 11,397,628	2.61%
HMS 904	General Administration - DHS	N	29.35	-	\$ 4,373,183	29.35	-	\$ 4,457,183	29.35	-	\$ 4,373,183	0.00%	29.70	-	\$ 4,489,284	0.72%
HMS 904	General Administration - DHS	P	-	-	\$ 1,500	-	-	\$ 1,500	-	-	\$ 1,500	0.00%	-	-	\$ 1,500	0.00%
			2,273.75	115.00	\$ 3,600,508,446	2,273.75	115.00	\$ 3,656,624,071	2,273.75	115.00	\$ 3,615,308,446	0.41%	2,282.75	113.00	\$ 3,721,684,720	1.78%
		A	1,138.82	20.60	\$ 1,247,950,846	1,138.82	20.60	\$ 1,303,105,993	1,138.82	20.60	\$ 1,262,750,846	1.19%	1,148.14	22.41	\$ 1,322,367,165	1.48%
		B	0.56	-	\$ 6,926,823	0.56	-	\$ 6,926,823	0.56	-	\$ 6,926,823	0.00%	0.56	-	\$ 9,926,823	43.31%
		N	1,068.37	75.40	\$ 2,308,171,423	1,068.37	75.40	\$ 2,309,130,563	1,068.37	75.40	\$ 2,308,171,423	0.00%	1,068.05	71.59	\$ 2,351,580,252	1.84%
		P	-	-	\$ 17,889,212	-	-	\$ 17,889,212	-	-	\$ 17,889,212	0.00%	-	-	\$ 18,239,000	1.96%
		R	-	-	\$ 10,000	-	-	\$ 10,000	-	-	\$ 10,000	0.00%	-	-	\$ 10,000	0.00%
		U	-	-	\$ 7,169,481	-	-	\$ 7,169,481	-	-	\$ 7,169,481	0.00%	-	-	\$ 7,169,481	0.00%
		W	66.00	19.00	\$ 12,390,661	66.00	19.00	\$ 12,391,999	66.00	19.00	\$ 12,390,661	0.00%	66.00	19.00	\$ 12,391,999	0.00%
* & ** HMS 222 and HMS 224 received specific appropriations under Act 62, SLH 2019. Act 62, SLH 2019 is <u>excluded</u> from the appropriation amounts shown for FY 20 and FY 21.																
*** & **** In accordance with E.M. 19-02, Act 5/19, Act 113/19, and Act 62/19 are <u>included</u> as part of the budget base for the Governor's decisions for the 2020 Legislative session.																
Separate Form As were not submitted for Act 62/19 HMS 222 \$1,000,000 A and HMS 224 \$13,800,000 A.																

Department of Human Services  
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget & Finance Recommendations						Governor's Decision								
				FY20			FY21			FY20			FY21			FY20			FY21					
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$			
301	SA	Transfer Out 11.00 Vacant Permanent Positions and Funding to HMS 901. Companion to 601TA-01 and 901MA-01.	A				(6.30)			(383,125)				(6.30)			(383,125)				(6.30)			(383,125)
301	SA	Transfer Out 11.00 Vacant Permanent Positions and Funding to HMS 901. Companion to 601TA-01 and 901MA-01.	N				(4.70)			(581,722)				(4.70)			(581,722)				(4.70)			(581,722)
601	TA	Transfer Out 5.00 Vacant Permanent Positions and Funding to HMS 901. Companion to 301SA-01 and 901MA-01.	A				(5.00)			(408,224)				(5.00)			(408,224)				(5.00)			(408,224)
901	MA	Transfer In 16.00 Vacant Permanent Positions and Funding from HMS 301 and HMS 601. Companion to 301SA-01 and 601TA-01.	A				11.30			791,349				11.30			791,349				11.30			791,349
901	MA	Transfer In 16.00 Vacant Permanent Positions and Funding from HMS 301 and HMS 601. Companion to 301SA-01 and 601TA-01.	N				4.70			581,722				4.70			581,722				4.70			581,722
503	YB	Delete 2.00 YCOs and Add 2.00 Permanent Institution Farm Activity Leaders	A				-			-				-			-				-			-
503	YB	Redescribe 2.00 Youth Corrections Officers into Farm Activity Leaders	A														(27,120)				-			-
503	YB	Transfer residual YCO salaries to Other Current Expenses	A														27,120							(27,120)
503	YB	Transfer residual YCO salaries to Other Current Expenses	A																					27,120
220	RH	Convert 2.00 Public Housing Services Specialist Positions from General Funds to Revolving Funds	A				(2.00)			(145,056)				-			-				-			-
220	RH	Convert 2.00 Public Housing Services Specialist Positions from General Funds to Revolving Funds	W				2.00			145,056				-			-				-			-
224	HS	Form FF Reconciliation	N							70,552							70,552							70,552
236	LC	Form FF Reconciliation	N							43,818							43,818							43,818
301	SA	Form FF Reconciliation	P							293,775							293,775							293,775
303	WP	Form FF Reconciliation	N							1,319,986							1,319,986							1,319,986
802	GA	Form FF Reconciliation	N							46,605							46,605							46,605
901	MA	Form FF Reconciliation	N							67,559							67,559							67,559
902	IA	Form FF Reconciliation	N							26,295,869							26,295,869							26,295,869
902	IA	Form FF Reconciliation	P							56,013							56,013							56,013
222	GB	Form FF Reconciliation	N														12,295,856							12,295,856
301	SA	Add 1.00 perm Asst. Sec. Admr. 92117K and 1.00 perm SSA V 92118K for Administrative Support of East Hawaii Child Welfare Services Section Pilot Project.	A				2.00			58,848				2.00			58,848				2.00			58,848
301	SA	Increase Funds for Service Contracts for Child Protective Services	A							2,500,000							-							-
301	SA	Increase the special fund ceiling for the Spouse and Child Abuse Special Fund to bring appropriation into alignment with Act 084 (19) for FY 21.	B							3,000,000							3,000,000							3,000,000
903	FA	Federal Ceiling Increase for Homeless Shelter After-Care Services	A							570,000							570,000							570,000
903	FA	Federal Ceiling Increase for Homeless Shelter After-Care Services	N							1,330,000							1,330,000							1,330,000
903	FA	Add'l General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	A							225,120							225,120							225,120
903	FA	Add'l General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	N							900,480							900,480							900,480
501	FA	Funds to continue Juvenile Justice System Improvement	A							450,000							450,000							450,000
224	HS	State Homeless Database and Maintenance	A							350,000							350,000							350,000
224	HS	Stored Property and Debris Removal Services for State Lands	A							5,000,000							5,000,000							5,000,000
904	AA	Fund 1.00 Perm Exempt Enterprise Officer (122713) for OIT IT Modernization and DHS Transformation	A				1.00			155,000				1.00			155,000				1.00			155,000
904	AA	Fund 3.00 Perm Exempt IT Modernization Positions: Graphic Designer/Art Director (122738); Info. Tech. Implementation Mgr. (121315); Asst. Info. Tech. Implementation Mgr. (121414)	A				1.47			130,361				-			-				-			-

Department of Human Services  
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget & Finance Recommendations						Governor's Decision					
				FY20			FY21			FY20			FY21			FY20			FY21		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
904	AA	Fund 3.00 Perm Exempt IT Modernization Positions: Graphic Designer/Art Director (122738); Info. Tech. Implementation Mgr. (121315); Asst. Info. Tech. Implementation Mgr. (121414)	N				1.53		205,854				-		-				-		-
904	AA	Add 1.00 Perm HR Specialist IV (92106K) for HRO Fingerprinting	A				1.00		31,296				1.00		31,296				1.00		31,296
601	TA	Add 2.00 Permanent RN IVs to provide nursing support for adult protective services investigations in APCSB West Hawaii Section and in APCSB Oahu Section	A				2.00		101,484				1.00		50,742				-		-
601	TA	Add 1.00 Permanent RN IV to provide nursing support for adult protective services investigations in APCSB West Hawaii Section	A																1.00		50,742
301	SA	Business Process Redesign (BPR) - Comprehensive Child Welfare Information System (CCWIS)	A						950,000						475,000						475,000
301	SA	Business Process Redesign (BPR) - Comprehensive Child Welfare Information System (CCWIS)	N												475,000						475,000
904	AA	Fund 1.00 Temp Exempt Limited English Proficiency Project Manager Coordinator (120833)	A					1.00	66,468				-		-					1.00	66,468
904	AA	Add 1.00 Temp Exempt Executive Director (92107K) and 0.50 Temp Secretary I (92108K) for Commission on Fatherhood	A					1.50	33,835				-		-					-	-
888	CW	Address Personal Services Shortfall; Add 1.00 Perm Prog Spclt IV (92109K) & 1.00 Perm Community Outreach Advocate (92110K)	A				2.00		82,010						23,995				-		-
888	CW	Address Personal Services Shortfall; Add 1.00 Perm Prog Spclt IV (92109K)	A																1.00		50,473
904	AA	Add funds for security, IT support services, and ongoing IT Modernization and DHS Transformation initiative	A						800,000												-
903	FA	Funds for Operational Equipment for Investigations Office	A						16,389												-
903	FA	Funds for Operational Equipment for Investigations Office	N						13,051												-
902	IA	Transfer unestablished temporary Project Manager 94563K from HMS 902 so that the position can be budgeted as permanent Resource Manager 122450 under HMS 904. Companion to 904AA-07	A					(0.10)	(7,000)					(0.10)	(7,000)					-	-
902	IA	Transfer unestablished temporary Project Manager 94563K from HMS 902 so that the position can be budgeted as permanent Resource Manager 122450 under HMS 904. Companion to 904AA-07	N					(0.90)	(63,000)					(0.90)	(100,800)					-	-
904	AA	Transfer, Convert, and Adjust MOF-FTE for 1.00 Perm Exempt Resource Manager (122450) w/companion request 902IA-02 (94563K) for IT Modernization	A				0.57		58,140				-		-					-	-
904	AA	Transfer, Convert, and Adjust MOF-FTE for 1.00 Perm Exempt Resource Manager (122450) w/companion request 902IA-02 (94563K) for IT Modernization	N				0.43		70,176				-		-					-	-
902	IA	Delete unestablished temporary Project Manager 94563K from HMS 902	A																	(0.10)	(7,000)
902	IA	Delete unestablished temporary Project Manager 94563K from HMS 902	N																	(0.90)	(100,800)
238	GB	Delete 1.00 permanent Office Assistance III 23609 position. Companion to 802GA-04.	N				(1.00)		(48,384)				(1.00)		(48,384)				-		-
802	GA	Establish and Fund 1.00 Permanent SSA III Position on Maui. Companion 238GB-01.	A				0.33		5,188				0.33		10,375				-		-
802	GA	Establish and Fund 1.00 Permanent SSA III Position on Maui	N				0.67		16,852				0.67		33,704				-		-
238	GB	Transfer permanent Office Assistant III 23609 position from HMS 238 to HMS 802.	N																(1.00)		(48,384)
802	GA	Transfer in permanent Office Assistant III 23609 from HMS 238, redescribe, and change MOF	A																0.33		10,375
802	GA	Transfer in permanent Office Assistant III 23609 from HMS 238, redescribe, and change MOF	N																0.67		33,704
802	GA	State Appropriation and Conversion of Four Temporary Positions to Permanent Positions	A				1.32	(1.32)	55,784				1.32	(1.32)	55,784				1.32	(1.32)	55,784



Department of Human Services  
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget & Finance Recommendations						Governor's Decision					
				FY20			FY21			FY20			FY21			FY20			FY21		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
802	GA	State Appropriation and Conversion of Four Temporary Positions to Permanent Positions	N				2.68	(2.68)					2.68	(2.68)					2.68	(2.68)	
802	GA	Clean up of HMS 802 position FTEs	A										0.45						(0.45)		
802	GA	Clean up of HMS 802 position FTEs	N										(0.45)						0.45		
901	MA	Change Means of Financing for 118589 Purchase of Service Specialist and 119000 SW V. (Dependent on 901MA-01.)	A				1.20		64,001				1.80		95,775				-		-
901	MA	Change Means of Financing for 118589 Purchase of Service Specialist and 119000 SW V. (Dependent on 901MA-01.)	N				(1.20)		(102,402)				(1.80)		(112,939)				-		-
901	MA	Change Means of Financing for 118589 Purchase of Service Specialist, 119000 SW V, and 46378 POS Specialist and redescribe 46378 POS Specialist (Dependent on 901MA-01.)	A																1.80		95,775
901	MA	Change Means of Financing for 118589 Purchase of Service Specialist, 119000 SW V, and 46378 POS Specialist and redescribe 46378 POS Specialist (Dependent on 901MA-01.)	N																(1.80)		(112,939)
802	GA	Correction for Position Number 15811 and Pseudo Number 92049K	A				(0.33)	0.33					(0.33)	0.33					(0.33)	0.33	
802	GA	Correction for Position Number 15811 and Pseudo Number 92049K	N				(0.67)	0.67					(0.67)	0.67					(0.67)	0.67	
902	IA	Delete unestablished temporary System Architect 94564K from HMS 902 because the position has been budgeted and is established as permanent Information Security & Privacy Compliance Officer 122451 under HMS 904	A					(0.10)	(7,500)				(0.10)	(7,500)						(0.10)	(7,500)
902	IA	Delete unestablished temporary System Architect 94564K from HMS 902 because the position has been budgeted and is established as permanent Information Security & Privacy Compliance Officer 122451 under HMS 904	N					(0.90)	(67,500)				(0.90)	(108,000)						(0.90)	(108,000)
238	GB	FTE reduction from HMS238. #51830 to transferred to OIT w/general funds request. Companion to 904AA-08.	N				(1.00)		(57,324)				(1.00)		(91,718)				(1.00)		(91,718)
904	AA	Transfer and Adjust MOF-FTE for 1.00 Perm Information Technology Band B (51830) w/ companion request 238GB-02	A				1.00		57,324				0.65		37,261				0.65		37,261
904	AA	Transfer and Adjust MOF-FTE for 1.00 Perm Information Technology Band B (51830) w/ companion request 238GB-02	N										0.35		32,101				0.35		32,101
222	RA	Add General Funds for the State Rent Supplemental Program	A						750,000						750,000						750,000
229	HA	Establish 3.00 New Permanent Part-Time Janitorial Positions for Central Maintenance, Oahu	A					3.00	45,849					1.50	31,797					1.50	31,797
229	HA	Establish 1.00 New Permanent Part-Time Janitorial Supervisor Position for Central Maintenance, Oahu	A					1.00	19,273					0.50	11,733					0.50	11,733
220	RH	Convert 2.00 Public Housing Services Specialist Positions from General Funds to Revolving Funds	A										(2.00)		(145,056)						
220	RH	Convert 2.00 Public Housing Services Specialist Positions from General Funds to Revolving Funds	W										2.00		232,090						
		Department Totals (2020 Legislative Session)	A	-	-	-	11.56	5.31	12,416,814	-	-	-	7.22	0.81	8,223,170	-	-	-	9.32	1.81	8,461,172
			B	-	-	-	-	-	3,000,000	-	-	-	-	-	3,000,000	-	-	-	-	-	3,000,000
			N	-	-	-	1.44	(3.81)	30,042,192	-	-	-	(1.22)	(3.81)	42,449,689	-	-	-	(0.32)	(3.81)	42,449,689
			P	-	-	-	-	-	349,788	-	-	-	-	-	349,788	-	-	-	-	-	349,788
			R	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			U	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			W	-	-	-	2.00	-	145,056	-	-	-	2.00	-	232,090	-	-	-	-	-	-
			Total	-	-	-	15.00	1.50	45,953,850	-	-	-	8.00	(3.00)	54,254,737	-	-	-	9.00	(2.00)	54,260,649

Department of Human Services  
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY21			FY20
					Pos (P)	Pos (T)	\$\$\$	Restriction (Y/N)
902	IA	Delete unestablished temporary Project Manager 94563K from HMS 902	This adjustment will enable the department to accurately reflect where the position is established.	A		(0.10)	(7,000)	N
902	IA	Delete unestablished temporary Project Manager 94563K from HMS 902	This adjustment will enable the department to accurately reflect where the position is established.	N		(0.90)	(100,800)	N
238	GB	Transfer permanent Office Assistant III 23609 position from HMS 238 to HMS 802.	The transfer of this position to Maui Branch will allow the division to address the community needs without an increase to the division's overall approved federal funding and state required match.	N	(1.00)		(48,384)	N
802	GA	State Appropriation and Conversion of Four Temporary Positions to Permanent Positions	The FTE conversion will allow the hiring of four permanent positions. Permanent staff positions will increase the number of qualified applicants and overall retention. Employee retention is vital to serving individuals timely and reducing the waitlist under Order of Selection.	A		(1.32)		N
802	GA	State Appropriation and Conversion of Four Temporary Positions to Permanent Positions	The FTE conversion will allow the hiring of four permanent positions. Permanent staff positions will increase the number of qualified applicants and overall retention. Employee retention is vital to serving individuals timely and reducing the waitlist under Order of Selection.	N		(2.68)		N
802	GA	Clean up of HMS 802 position FTEs	Adjustment of Means of Financing (MOF) split of 45 positions by changing from .34A/.66N to .33A/.67N will align with how it is supposed to be as approved in Act 134, SLH 2013.	A	(0.45)			N
901	MA	Change Means of Financing for 118589 Purchase of Service Specialist, 119000 SW V, and 46378 POS Specialist and redescribe 46378 POS Specialist (Dependent on 901MA-01.)	Change of MOF of 1.80 Positions from "N" to "A" has no negative impact to the program.	N	(1.80)		(112,939)	N

Department of Human Services  
Proposed Budget Reductions

Table 5

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Restriction (Y/N)</u>
802	GA	Correction for Position Number 15811 and Pseudo Number 92049K	Request will correct 2019 Legislative Budget worksheet error.	A	(0.33)			N
802	GA	Correction for Position Number 15811 and Pseudo Number 92049K	Request will correct 2019 Legislative Budget worksheet error.	N	(0.67)			N
902	IA	Delete unestablished temporary System Architect 94564K from HMS 902 because the position has been budgeted and is established as permanent Information Security & Privacy Compliance Officer 122451 under HMS 904.	This adjustment will enable the department to accurately reflect where the position is established.	A		(0.10)	(7,500)	N
902	IA	Delete unestablished temporary System Architect 94564K from HMS 902 because the position has been budgeted and is established as permanent Information Security & Privacy Compliance Officer 122451 under HMS 904.	This adjustment will enable the department to accurately reflect where the position is established.	N		(0.90)	(108,000)	N
238	GB	FTE reduction from HMS238. #51830 to transferred to OIT w/general funds request. Companion to 904AA-08.	The Social Security Administration ceased funding for the dedicated IT resource for DDB effective February 28, 2019. As this position is still vital to DDB operation, we are requesting general funds for this position.	N	(1.00)		(91,718)	N
			Totals, excluding trade-off items	A	(0.78)	(1.52)	(14,500)	
				N	(4.47)	(4.48)	(461,841)	
					(5.25)	(6.00)	(476,341)	

Department of Human Services  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY20			FY21		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
224	HS	FA (NG/FF)	3	1	Form FF Reconciliation	Additional federal fund ceiling is being requested based on a comparison of federal fund appropriations under Act 5, SLH 2019 for FY21 and currently anticipated federal funds for FY21.	N						70,552
236	LC	FA (NG/FF)	1	1	Form FF Reconciliation		N						43,818
301	SA	FA (NG/FF)	4	1	Form FF Reconciliation		P						293,775
303	WP	FA (NG/FF)	1	1	Form FF Reconciliation		N						1,319,986
802	GA	FA (NG/FF)	4	1	Form FF Reconciliation		N						46,605
901	MA	FA (NG/FF)	2	1	Form FF Reconciliation		N						67,559
902	IA	FA (NG/FF)	1	1	Form FF Reconciliation		N						26,295,869
902	IA	FA (NG/FF)	1	1	Form FF Reconciliation		P						56,013
222	GB	FA (NG/FF)	2	1	Form FF Reconciliation		N						12,295,856
301	SA	OR (AR)	1	1	Add 1.00 perm Asst. Sec. Admr. 92117K and 1.00 perm SSA V 92118K for Administrative Support of East Hawaii Child Welfare Services Section Pilot Project.	This request will establish an Assistant Section Administrator and a Social Service Assistant V in East Hawaii to provide the Section Administrator and Supervisors with administrative support, including but not limited to tracking and monitoring section outcomes for Continuous Quality Improvement (CQI) and Program Improvement Plan (PIP); coaching to support transfer of learning after the completion of trainings; organizing and leading targeted roll-outs of new policies; and tracking changes in practice. This will allow supervisors to focus on clinical supervision with their workers to support case decision making and case direction. The added supervision will support staff morale and retention.	A				2.00		58,848
301	SA	OR (AR)	2	3	Increase the special fund ceiling for the Spouse and Child Abuse Special Fund to bring appropriation into alignment with Act 084 (19) for FY 21.	Additional special fund ceiling for FY 21 is being requested based on Act 84, SLH 2019, for the federal reimbursements received through Title IV-E of the Social Security Act in the following fiscal year from which the Title IV-E funds were expended. The requested ceiling increase addresses the \$3,000,000 allowed by the new statute and would augment the original revenue from the Department of Health certificate fees.	B						3,000,000

Department of Human Services  
Proposed Budget Additions

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
903	FA	OR (AR)	2	4	Federal Ceiling Increase for Homeless Shelter After-Care Services	This funding will promote continuum of service after a family's shelter care and allow the family to settle into long-term housing and create opportunities to receive additional resources, referrals, and support (social capital) to ensure that they do not return to homelessness.	A						570,000
					Federal Ceiling Increase for Homeless Shelter After-Care Services		N					1,330,000	
903	FA	OR (AR)	1	5	Add'l General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	Act 128, SLH 2018, re-established the Exit and Retention Bonuses for First-To-Work participants who obtain employment and TANF benefits ended due to earnings. Act 128 appropriated funds to establish the bonus payment system through system enhancement/ upgrade/ build but did not include funds for the bonus payments. These funds will go towards the bonus payments to clients who meet the Exit and Retention bonus criteria.	A						225,120
					Add'l General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments		N					900,480	
501	YA	OR (AR)	1	6	Funds to continue Juvenile Justice System Improvement	<p>Act 201, SLH 2014, provided funding for juvenile justice reform to improve and enhance Hawaii's juvenile justice system.</p> <p>The 26% reduction in admissions to the Hawaii Youth Correctional Facility (HYCF) is one of the results of Act 201, SLH 2014. Act 119, SLH 2015, transferred \$600,000 from HMS503 (HYCF) to HMS501 (OYS) and Act 126, SLH 2015 appropriated \$1.2M (non-recurring) for up-front services to strengthen the juvenile justice system reform efforts. The Legislature did not include an appropriation of \$1.2 million for FB18-19, resulting in less services to address truancy, substance abuse, and probation compliance.</p> <p>This request is for the continuation of efforts for gender specific therapeutic services in partnership with the Judiciary's 5th Circuit Girl's Court; immediate in-home family intervention services to prevent out-of-home placements for youth involved with the juvenile justice system; ongoing quality assurance process for residential and detention facility; and professional development opportunities for restorative justice.</p>	A						450,000

Department of Human Services  
Proposed Budget Additions

<u>Prog ID</u>	<u>Sub- Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept- Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
224	HS	OR (AR)	2	7	State Homeless Database and Maintenance	State Homeless and Database and Maintenance is imperative to understand the size, characteristics, and needs of the homeless population at the local, state, and national levels. This information is also used to complete various required State and Federal reports. A State Database and Maintenance system will ensure that Homeless Programs office continues to collect necessary and accurate information regarding this population.	A						350,000
224	HS	OR (AR)	1	8	Stored Property and Debris Removal Services for State Lands	The funds requested will maintain a stored property program statewide, to address unauthorized encampments on state lands. Funds will be utilized to contract a vendor for stored property, purchase necessary supplies and equipment to support property storage and debris removal activities, and will support the installation of signage and fencing to prevent encampments from becoming established. The stored property program is critical to maintain lands under the state's jurisdiction and to prevent litigation for potential due process violations. In other jurisdictions, communities that did not have a process and program in place for stored property on public lands have been vulnerable to litigation. In light of this, maintaining temporary property storage is consistent with the evolving best practice to deal with homelessness in a compassionate and respectful manner.	A						5,000,000
904	AA	OR (AR)	1	9	Fund 1.00 Perm Exempt Enterprise Officer (122713) for OIT IT Modernization and DHS Transformation	Position number 122713 - Enterprise Officer (EO) is essential for the coordination, strategic direction, planning, management, and oversight of all IT initiatives that include but are not limited to governance issues, data analytics, business process transformation, organization change management, and IT workforce training initiatives. The EO oversees the department's data, enterprise architecture, project portfolio, information security, technological and applications infrastructure, and the network. Act 81, SLH 2019, established the permanently exempt position.	A				1.00		155,000

Department of Human Services  
Proposed Budget Additions

Table 6

Prog ID	Sub- Org	Addition Type	Prog ID Priority	Dept- Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
904	AA	OR (AR)	2	11	Add 1.00 Perm HR Specialist IV (92106K) for HRO Fingerprinting	Position number 92106K – HR Specialist IV will be responsible for conducting comprehensive background checks, including Federal Bureau of Investigation (FBI) fingerprint background checks, as required by Internal Revenue Service (IRS) Publication 1075 and Chapter 346-2.5, HRS, for all individuals selected to fill any of the department's approximate 650 positions required to access federal tax information, and approximately 150 individual background checks for recertification, required every ten years. This request includes funds for the fees and costs associated with the fingerprinting process and FBI document retrieval, estimated at \$23.70 per background check. DHS must have adequate, trained HR staff to conduct thorough background checks, thereby mitigating potential negligent hiring claims and ensuring that the interests of our clients and the public are protected.	A				1.00		31,296
601	TA	OR (AR)	1	12	Add 1.00 Permanent RN IV to provide nursing support for adult protective services investigations in APCSB West Hawaii Section	West Hawaii is currently the only APCS section without a nurse on staff. Characteristics of vulnerable adults reported to APS demonstrates the need for comprehensive nursing health assessments of the vulnerable adults' health problems, functional capacity, and urgency of care needed in relation to the reported abuse. This position will fulfill the unmet vulnerable adult client needs provided by a nurse in West Hawaii.	A				1.00		50,742
301	SA	OR (AR)	3	13	Business Process Redesign (BPR) - Comprehensive Child Welfare Information System (CCWIS)	The current electronic system of Child Welfare Services Branch (CWSB) is nearly 30 years old, lacking the functional capacity to support the demands placed upon the current workforce. In preparation for the procurement and design of the new system, a Business Process Redesign (BPR) assessment of the current system will help identify gaps and remedies to streamline the business process and improve quality of services to keep children safe and strengthen families. Completing this assessment prior to the design of the new system will prevent numerous change orders after the build-out, resulting in a lower cost to the state and improved service delivery while the system is being built.	A						475,000
					Business Process Redesign (BPR) - Comprehensive Child Welfare Information System (CCWIS)		N					475,000	

Department of Human Services  
Proposed Budget Additions

Prog ID	Sub- Org	Addition Type	Prog ID Priority	Dept- Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
904	AA	OR (AR)	3	14	Fund 1.00 Temp Exempt Limited English Proficiency Project Manager Coordinator (120833)	Position number 120833 – Limited English Proficiency Project Manager Coordinator. Title VI of the Civil Rights Act of 1964 and State law, Hawai'i Revised Statutes, Section 321 C-1 to 7, protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal Financial assistance and includes meaningful access to DHS programs and services for LEP applicants and requiring translation of all vital documents for applicants. This position shall be responsible for determining language needs for the DHS' clients and applicants for services; establishing and maintaining policies and procedures addressing service delivery to LEP individuals; developing proficiency standards and implementing formal procedures for the assessment and certification of interpreter and/or translator proficiency levels; improving and expanding the network of translation and interpreter services; coordinating the identification and simplification of vital documents to be translated with the various DHS divisions; and exploring the possibility of sharing LEP resources department-wide within DHS and where feasible, with other state departments.	A					1.00	66,468
888	CW	OR (AR)	1	16	Address Personal Services Shortfall; Add 1.00 Perm Prog Spclt IV (92109K)	For current positions, \$7,125 be requested to cover the salaries of the Executive Director (ED) and Secretary II. For FY21, without these funds, the Commission will not be able to continue its public education for governmental, nongovernmental, and community members on sex trafficking response, data collection and intervention, as well as sexual harassment prevention training. This Program Specialist IV position is needed because the Commission is currently unable to meet its mandate under 367-3(1), HRS, to act as a central coordinating body for governmental and nongovernmental activities relating to the status of women, and section 367-3(3), HRS, to recommend legislative and administrative action on equal treatment for women. If the Commission is unable to obtain this position, our duties and important legislation to advance women's status will not be advanced.  The 2019 Legislature tasked the Commission with convening a Homebirth Taskforce to address the law around midwifery and collect data. CSW has struggled to meet the demands of convening this taskforce without additional staff or funding.	A					1.00	50,473



Department of Human Services  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
802	GA	OR (AR)	2	20	Transfer in permanent Office Assistant III 23609 from HMS 238, redescribe, and change MOF	The transfer of this position to Maui Branch will allow the division to address the community needs without an increase to the division's overall approved federal funding and state required match. In addition, the division needs to significantly increase the types of services and number of consumer served through the mandated partnering with the Department of Education, Department of Labor, and Department of Health.	A				0.33		10,375
					Transfer in permanent Office Assistant III 23609 from HMS 238, redescribe, and change MOF		N				0.67		33,704
802	GA	OR (AR)	1	21	State Appropriation and Conversion of Four Temporary Positions to Permanent Positions	These four positions were authorized as 100% federally-funded by Act 103, SLH 2012. Then, these positions were converted from 100% federally-funded to split-funded (.33A/.67N) by Act 134, SLH 2013. No additional general funds, however, were provided for the temporary general fund FTEs. Hence, we are also requesting general funds for these four positions. DVR is also requesting the conversion of these four (4.00) temporary positions to permanent status. The temporary positions are difficult to fill and retain in today's tight labor market. The permanent staff will assist DVR in providing sustained services.	A				1.32		55,784
					State Appropriation and Conversion of Four Temporary Positions to Permanent Positions		N				2.68		
802	GA	OR (AR)	3	n/a	Clean up of HMS 802 position FTEs	Adjustment of Means of Financing (MOF) split of 45 positions by changing from .34A/.66N to .33A/.67N will align with how it is supposed to be as approved in Act 134, SLH 2013.	N				0.45		
901	MA	OR (AR)	1	22	Change Means of Financing for 118589 Purchase of Service Specialist, 119000 SW V, and 46378 POS Specialist and redescribe 46378 POS Specialist (Dependent on 901MA-01.)	We request the means of financing for the three positions be changed to 60% A/40% N because the program cannot earn federal funds at the 100% federal fund rate to cover the salaries of the positions. DHS is requesting a transfer of position 119000 from HMS 301 to HMS 901. (Refer to companion requests 301SA 01 and 901MA 01.)  Act 49, SLH 2017 authorized the transfer of positions 118589 and 46378 from Child Protective Services (HMS 301) to General Support for Social Services (HMS901). Prior to the 2017 Legislative session, positions 118589, 46378, and 119000 were budgeted in HMS 301 as 100% federally funded. HMS 901 cannot support 100% federally funded positions.	A				1.80		95,775
802	GA	OR (AR)	3	23	Correction for Position Number 15811 and Pseudo Number 92049K	2019 Legislature Budget worksheet reduced temporary FTE for position 15811 but should have reduced the permanent FTE. Request is being submitted to correct the error and adjust the FTE count.	A					0.33	
					Correction for Position Number 15811 and Pseudo Number 92049K		N					0.67	

Department of Human Services  
Proposed Budget Additions

Table 6

Prog ID	Sub- Org	Addition Type	Prog ID Priority	Dept- Wide Priority	Description of Addition	Justification	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
904	AA	OR (AR)	4	25	Transfer and Adjust MOF-FTE for 1.00 Perm Information Technology Band B (51830) w/ companion request 238GB-02	Position number 51830 - Information Technology Band B, Systems Analyst was an IT position in the Division of Vocational Rehabilitation (DVR). The Social Security Administration (SSA) ceased 100% funding, MOF N, for this position effective February 28, 2019. This position is vital to DVR and needs OIT supervision and direction. This request is to transfer this position from HMS802 to HMS904 with split funding, 65% MOF A and 35% MOF N.	A				0.65		37,261
					Transfer and Adjust MOF-FTE for 1.00 Perm Information Technology Band B (51830) w/ companion request 238GB-02		N				0.35		32,101
222	RA	OR (AR)	1	1	Add General Funds for the State Rent Supplemental Program	The requested funding will enable the HPHA to fund all State Rent Supplement vouchers at the current authorized reimbursement rate. The current base appropriation for the HPHA's State Rent Supplement Program is unable to support the current program participants and the HPHA may have to suspend assistance to participating families.	A						750,000
229	HA	HS (AR)	1	3	Establish 3.00 New Permanent Part-Time Janitorial Positions for Central Maintenance, Oahu	The three Janitor II positions and one Janitorial Supervisor position will provide custodial services at HPHA Central Offices located at 1002 North School Street on Oahu for buildings A (Board Room / Conference Rooms / Lunch Room), B (Information Technology / Hearings), C (Construction Management), D (Central Maintenance / Contract Procurement), D1 (Outdoor Shower & Bathroom Facility), E (Office of the Executive Director / Property Management / Compliance), F1 (Restroom), G (Section 8), H (Section 8), J (Personnel), L (Applications) and M (Fiscal Management). The custodial work will be between the hours of 5:00 p.m. through 9:00 p.m. HST. Monthly, quarterly and semi-annual cleaning services shall be performed on a single Saturday between the hours of 7:00 a.m. and 3:30 p.m. HST.	A					1.50	31,797
229	HA	HS (AR)	1	3	Establish 1.00 New Permanent Part-Time Janitorial Supervisor Position for Central Maintenance, Oahu		A					0.50	11,733
Table 6 Key				Form B Key		Totals, excluding trade-off items	A	-	-	-	10.10	3.33	8,475,672
FC	Fixed costs/entitlements			TO	Trade-Off/Transfer		B	-	-	-	-	-	3,000,000
NG	Non-general funds			UP	Conversion of Unbudgeted Positions		N	-	-	-	4.15	0.67	42,911,530
FF	Federal funding			FE	Fixed Cost/Entitlement		P	-	-	-	-	-	349,788
NR	Non-recurring items			FA	Federal Fund Adjustment Req			-	-	-	14.25	4.00	54,736,990
AR	Additional resources			FI	Governor's Initiatives								
	for current resources			HS	Health, Safety, Court Mandates								
				FY	Full-Year Funding for New Positions								
				SY	Second Year Funding								
				OR	Other								

Department of Human Services  
FY 17 - FY 20 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
17	HMS 220	RH	A	7,332,198	350,152	\$ 6,982,046	-4.8%	The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served.
17	HMS 222	RA	A	2,193,455	104,749	\$ 2,088,706	-4.8%	
17	HMS 236	LC	A	14,561,863	774,920	\$ 13,786,943	-5.3%	
17	HMS 501	YA	A	9,815,128	186,726	\$ 9,628,402	-1.9%	
17	HMS 601	TA	A	5,722,274	273,270	\$ 5,449,004	-4.8%	
17	HMS 802	GA	A	4,879,762	233,035	\$ 4,646,727	-4.8%	
17	HMS 888	CW	A	164,016	7,833	\$ 156,183	-4.8%	
17	HMS 901	MA	A	2,248,727	107,389	\$ 2,141,338	-4.8%	The impact of the respective restriction will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
17	HMS 902	GA	A	9,134,028	436,199	\$ 8,697,829	-4.8%	
17	HMS 903	FA	A	41,529,309	2,005,671	\$ 39,523,638	-4.8%	
17	HMS 904	AA	A	11,664,016	1,405,058	\$ 10,258,958	-12.0%	\$1,041,568 of the \$1,546,509 restriction is for vacation payouts. This will be released and utilized as needed for vacation payouts, following budget execution policies. For the remaining \$504,941, the impact will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
FY17	Total Restrictions				\$ 5,885,002	FY17 year end		

Department of Human Services  
FY 17 - FY 20 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
18	HMS 220	RH	A	6,432,410	154,604	6,277,806	-2.4%	The impact of the respective restriction resulted in reductions in the types of services provided to clients or in the number of clients served.
18	HMS 222	RA	A	1,082,187	26,011	1,056,176	-2.4%	State Rental Supplemental Program, a cost-effective way to ease the housing crisis resulted in serving fewer subsidized renters, and suspension of program service for 3 months.
18	HMS 236	LC	A	15,251,625	63,843	15,187,782	-0.4%	The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served.
18	HMS 501	YA	A	9,075,753	138,811	8,936,942	-1.5%	The restriction limited our ability to evaluate the program services we purchased from nonprofit organizations.
18	HMS 503	YB	A	9,829,191	64,355	9,764,836	-0.7%	No impact because the program lapsed funds. The restriction was to provide HMS501 with funds for contracted services.
18	HMS 802	GA	A	4,834,804	19,436	4,815,368	-0.4%	The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served
18	HMS 888	CW	A	168,324	4,046	164,278	-2.4%	Decreased programming for women and girls, especially in production of vital resources, community education, and training.
18	HMS 902	GA	A	9,479,187	39,612	9,439,575	-0.4%	The impact of the restriction was a reduction in administrative services/support. The division had to prioritize spending, and look to ways to reduce expenditures.
18	HMS 903	FA	A	41,622,620	183,299	41,439,321	-0.4%	The impact of the respective restriction will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
18	HMS 904	AA	A	10,438,024	42,767	10,395,257	-0.4%	The impact will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
FY18	Total Restrictions				736,784	as of 5/18/18		

Department of Human Services  
FY 17 - FY 20 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
19	HMS 236	LC	A	15,251,625	758,459	14,493,166	-5.0%	The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served.
19	HMS 501	YA	A	9,100,753	408,909	8,691,844	-4.5%	The impact of the restriction will result in the reduction of services provided to clients or in the number of clients served.
19	HMS 802	GA	A	4,809,804	224,810	4,584,994	-4.7%	The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served
19	HMS 888	CW	A	168,324	8,121	160,203	-4.8%	Continued decrease in programming for women and girls, especially in production of vital resources, community education and training.
19	HMS 902	GA	A	14,729,187	586,227	14,142,960	-4.0%	The impact of the restriction will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
19	HMS 903	FA	A	41,622,620	1,966,454	39,656,166	-4.7%	The impact of the respective restriction will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
19	HMS 904	AA	A	10,825,610	502,979	10,322,631	-4.6%	The impact will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
FY19	Total Restrictions				4,455,959	as of 5/16/19		

Department of Human Services  
FY 17 - FY 20 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
20	HMS 220	RH	A	4,486,122	433,342	4,052,780	-10%	The general fund appropriation is being used to support state expenditures. As the units in the state inventory do not receive a regular subsidy from the state, the Hawaii Public Housing Authority (HPHA) uses these funds and other earned administrative fees to cover the losses under this program to operate the properties. The state elderly and disabled housing program represent the majority of units in HPHA's state inventory and the 10% budget restriction would impose severe hardship on HPHA's ability to maintain and operate the state public housing units. No federal funds can be expended to maintain and operate the state public housing units. Due to these realities, HPHA has historically been spared from budget and contingency restrictions.
20	HMS 222	RA	A	2,089,869	201,874	1,887,995	-10%	HPHA's Rental Supplement Program is the only direct state rental assistance program that assists low income families and individuals renting units in the open market. The general funds in this program are restricted to direct rental assistance and funding for positions, and the 10% budget restriction would impose severe hardship on HPHA's ability to operate the Rental Supplement Program. The reduction would mean that HPHA would serve fewer families through this program. No federal funds can be expended to maintain and operate the State Rental Supplement Program. Due to these realities, HPHA has been historically spared from budget and contingency restrictions.
20	HMS 236	LC	A	16,131,531	1,558,242	14,573,289	-10%	The impact of the respective restriction will likely result in continued reductions in the types of services provided to clients or in the number of clients served.
20	HMS 501	YA	A	9,065,605	875,702	8,189,903	-10%	The impact of the restriction will result in the reduction of services provided to youth and their families. This will negatively impact their lives and increase risk factors such as status and law violations, family dysfunction, substance abuse, and violence in community.
20	HMS 601	TA	A	6,144,028	593,490	5,550,538	-10%	For Adult Protective and Community Services Branch (APCSB), the restriction reduces the amount of funds to secure and maintain protective services and well being for abused adults living in the community.
20	HMS 802	GA	A	4,762,420	460,032	4,302,388	-10%	The restriction will likely result in reductions in the types of services provided to clients or in the number of clients served.
20	HMS 888	CW	A	174,035	16,812	157,223	-10%	The restriction will result in reductions in the types of services provided to clients or in the number of clients served.

Department of Human Services  
FY 17 - FY 20 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by</u> <u>Dept</u>	<u>Restriction</u>	<u>Difference Between</u> <u>Budgeted &amp;</u> <u>Restricted</u>	<u>Percent</u> <u>Difference</u>	<u>Impact</u>
20	HMS 901	MA	A	2,527,248	244,122	2,283,126	-10%	In 2020, Hawaii Child Welfare Services will be required to implement the Child and Family Services Review, Program Improvement Plan (PIP). The restrictions will limit the support Social Services Division can give to implement the PIP, which will require training our staff on the procedures tied to the practice changes and data collection for monitoring efforts for our quarterly reports back to the Administration for Children and Families.
20	HMS 902	GA	A	16,223,893	1,567,164	14,656,729	-10%	The impact of the restriction was a reduction in administrative services/support. The division had to prioritize spending, and look to ways to reduce expenditures.
20	HMS 903	FA	A	42,498,088	4,329,000	38,169,088	-10%	The impact of the respective restriction will lead to continued reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
20	HMS 904	AA	A	11,091,603	1,071,404	10,020,199	-10%	The impact will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs.
FY20	Total Restrictions				11,351,184	as of 8/2/19		

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)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
	NA					



Department of Human Services  
Expenditures Exceeding Appropriation Ceilings in FY19 and FY20

Table 9

Prog ID	MOF	Date	Appropriation	Amount Exceeding Appropriation	Percent Exceeded	Reason for Exceeding Ceilings (for S-19 and S-20 Accounts)	Legal Authority	Recurring (Y/N)	GF Impact (Y/N)
<b>FY19 (S-19 Accounts)</b>									
220	N	8/9/2018	\$ 79,877,679	\$ 117,663.00	0.1%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N
222	N	8/9/2018	\$ 26,047,910	\$ 10,236,683.00	39.3%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N
224	N	8/9/2018	\$ 649,448	\$ 47,255.00	7.3%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N
224	P	8/9/2018	\$ 2,366,839	\$ 42,105.00	1.8%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N
301	P	8/9/2018	\$ 106,225	\$ 293,775.00	276.6%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	N	N
802	N	8/9/2018	\$ 14,662,011	\$ 17,102.00	0.1%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	N	N

Department of Human Services  
Expenditures Exceeding Appropriation Ceilings in FY19 and FY20

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceilings (for S-19 and S-20 Accounts)</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
901	N	8/9/2018	\$ 2,074,339	\$ 147,559.00	7.1%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	N	N
902	N	8/9/2018	\$ 53,160,715	\$ 27,372,937.00	51.5%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N
902	P	8/9/2018	\$ 843,987	\$ 56,013.00	6.6%	Based on Form FF for FY 19, the anticipated grant awards total will be more than the appropriation for FY 19. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY19)", dated August 2, 2018. Governor Ige approved request on August 9, 2018.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N
301	P	12/21/2018	\$ -	\$ 229,254	n/a	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) <a href="#">FAMS 1927 S-19-211-K Kinship Navigator Program</a> , approved by Gov. Ige 2/1/19	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N
302	P	1/24/2019	\$ -	\$ 965,530	n/a	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) <a href="#">FAMS 1952 S-19-554-K Hawaii's PDG B-5: Our Keiki, Our Ohana, Our Future</a> , approved by Gov. Ige 2/1/19	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	N	N
238	N	7/19/2019	\$ 8,072,480	\$ 538,762	6.7%	E-1 (Federal Fund Request) <a href="#">FAMS 1863 S-19-238-K SSA Disability Programs</a> , approved by Gov. Ige 10/8/19.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	N	N
902	P	8/20/2019	\$ 900,000	\$ 195,105	21.7%	E-1 (Federal Fund Request) <a href="#">FAMS 1897 S-19-505-K General Support for Health Care Payments</a> , approved by Gov. Ige 9/10/19.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N
301	N	10/17/2019	\$ 1,024,400	\$ 57,065	5.6%	E-1 (Federal Fund Request) <a href="#">FAMS 2028 S-19-247-K Promoting Safe and Stable Families</a> , approved by Gov. Ige 12/2/19.	Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018	Y	N

Department of Human Services  
Expenditures Exceeding Appropriation Ceilings in FY19 and FY20

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceilings (for S-19 and S-20 Accounts)</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
<b>FY20 (S-20 Accounts)</b>									
222	N	9/13/2019	\$ 26,393,471	\$ 9,891,122	37.5%	Based on Form FF for FY 20, the anticipated grant awards total will be more than the appropriation for FY 20. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 20)", dated August 30, 2019. Governor Ige approved request on September 13, 2019.	Section 18 of Act 5, SLH 2019.	No; Form A 222GB-10 was submitted for FY21	N
224	N	9/13/2019	\$ 649,448	\$ 70,552	10.9%	Based on Form FF for FY 20, the anticipated grant awards total will be more than the appropriation for FY 20. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 20)", dated August 30, 2019. Governor Ige approved request on September 13, 2019.	Section 18 of Act 5, SLH 2019.	No; Form A 224LC-10 was submitted for FY21	N
301	P	9/13/2019	\$ 106,225	\$ 293,775	276.6%	Based on Form FF for FY 20, the anticipated grant awards total will be more than the appropriation for FY 20. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 20)", dated August 30, 2019. Governor Ige approved request on September 13, 2019.	Section 18 of Act 5, SLH 2019.	Y	N
303	N	9/13/2019	\$ 26,110,014	\$ 1,319,986	5.1%	Based on Form FF for FY 20, the anticipated grant awards total will be more than the appropriation for FY 20. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 20)", dated August 30, 2019. Governor Ige approved request on September 13, 2019.	Section 18 of Act 5, SLH 2019.	Y	N
802	N	9/13/2019	\$ 14,916,778	\$ 62,335	0.4%	Based on Form FF for FY 20, the anticipated grant awards total will be more than the appropriation for FY 20. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 20)", dated August 30, 2019. Governor Ige approved request on September 13, 2019.	Section 18 of Act 5, SLH 2019.	No; Form A 802GA-10 was submitted for FY21	N
901	N	9/13/2019	\$ 2,074,339	\$ 67,559	3.3%	Based on Form FF for FY 20, the anticipated grant awards total will be more than the appropriation for FY 20. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 20)", dated August 30, 2019. Governor Ige approved request on September 13, 2019.	Section 18 of Act 5, SLH 2019.	No; Form A 901MA-10 was submitted for FY21	N

Department of Human Services  
Expenditures Exceeding Appropriation Ceilings in FY19 and FY20

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceilings (for S-19 and S-20 Accounts)</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
902	N	9/13/2019	\$ 54,221,657	\$ 26,311,995	48.5%	Based on Form FF for FY 20, the anticipated grant awards total will be more than the appropriation for FY 20. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 20)", dated August 30, 2019. Governor Ige approved request on September 13, 2019.	Section 18 of Act 5, SLH 2019.	No; Form A 902IA-10 was submitted for FY21	N
902	P	9/13/2019	\$ 843,987	\$ 56,013	6.6%	Based on Form FF for FY 20, the anticipated grant awards total will be more than the appropriation for FY 20. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 20)", dated August 30, 2019. Governor Ige approved request on September 13, 2019.	Section 18 of Act 5, SLH 2019.	No; Form A 902IA-10 was submitted for FY21	N
903	P	7/16/2019	\$ -	\$ 450,000	n/a	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) <a href="#">FAMS 2057 S-20-555-K Transformation of Hawaii's Fraud Investigative Processes</a> , approved by Gov. Ige 8/27/19	Section 18 of Act 5, SLH 2019.	N	Y
301	N	11/19/2019	\$ -	\$ 229,537	n/a	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) <a href="#">FAMS 2201 S-20-211-K Kinship Navigator Program</a> , approved by Gov. Ige 12/2/19.	Section 18 of Act 5, SLH 2019.	Y	N

Department of Human Services  
Intradepartmental Transfers in FY19 and FY20

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
09/25/2018	A			150,000	HMS 904	1.39%	HMS 224	0.63%	<p>(FY19 Dept. No. 1) In the 2018 Legislative Session, HMS 904 General Administration received funds as grants pursuant to Chapter 42F, Hawaii Revised Statutes, for Gregory House Programs2, \$150,000, and Parents and Children Together (PACT), \$250,000.</p> <p>The services that Gregory House Programs (GHP) provide are designed to provide low barrier housing access for the most socio-economically disenfranchised and highest risk members of the HIV/AIDS community.</p> <p>“The Mikiala – While They Are Waiting” program program services that PACT provides: a) support the family unit through case management ; b) teach positive parenting strategies; c) screen for development and health related issues and mitigate identified issues; d) teach and instill Protective Factors to reduce child abuse risk and strengthen parent resiliency.</p> <p>The services provided through align with the services currently procured by BESSD – Homeless Programs Office under HMS 224 Homeless Services, and HMS 903 General Support for Self-Sufficiency Services.</p>	N
	A			250,000	HMS 904	2.40%	HMS 903	0.60%		
3/1/2019	A			\$ 317,327	HMS 220	4.82%	HMS 222	20.7%	<p>(FY19 Dept No. 2) In response to the demand for housing assistance for homeless individuals and families and the high rents in Hawaii, HPHA increased both the number of families served and the total amount of assistance provided. The current appropriation cannot support the current program participants and the \$566,060 funds being transferred to the HPHA will ensure that the program will not suspend assistance to participating families.</p>	N
	A			\$ 124,376	HMS 902	0.84%	HMS 222	8.1%		
	A			\$ 124,377	HMS 903	0.30%	HMS 222	8.1%		

Department of Human Services  
Intradepartmental Transfers in FY19 and FY20

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
5/10/2019	A			\$ 840,000	HMS 224	2.71%	HMS 904	7.76%	(FY19 Dept no. 3) On April 10, 2019, Governor Ige granted the Department of Human Services to transfer funds from HMS 224 Homeless Services to HMS 904 General Administration (DHS) and to repurpose the funds for the Ohana Zones Pilot Program (OZPP). The cost estimates for the shelter renovations in the Kalaheo area is lower than the originally anticipated. The savings from the shelter renovations will be allocated to support the Ohana Zone efforts in partnership with the Kauai County.	N
6/21/2019	A			\$ 281,284	HMS 601	4.82%	HMS 301	0.81%	(FY19 Dept No. 4) HB942 HD2 SD2 CD1 approves payment of claims against the state or the Department of Human Services or its officers or employees for the payment of judgments or settlements, or other liabilities, in the amount of \$585,000. DHS has determined that payment should be made from the FY 2019 general fund budget of SSD HMS 301 Child Protective Services and requested a transfer of \$400,656 in general funds from HMS 601 Adult Protective and Community Services and HMS 901 General Support for Social Services to HMS 301 Child Protective Services to pay a claims settlement authorized by HB942 HD2 SD2 CD1.	N
	A			\$ 119,372	HMS 901	4.82%	HMS 301	0.34%		

Department of Human Services  
Vacancy Report as of November 30, 2019

Table 11

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Org Description	Priority # to Retain	Recruitment Status: a. Interview stage b. Candidate accepted c. Filled
220	RH	11/25/19	05/31/20	4938	BUILDING MAINTENANCE WORKER I	C	BC09	1	P	1.00	N	56,724	\$ 56,832	Y	N			HMS/Hi PubHsAu/Mgmt Ut 9	2	
220	RH	08/08/17	05/31/20	4939	GENERAL LABORER II	C	BC03	1	P	1.00	N	43,584	\$ 40,020	Y	N			HMS/Hi PubHsAu/Mgmt Ut 2	3	
220	RH	08/26/19	05/31/20	5853	PUBLIC HOUSING SUPERVISOR V	C	SR24	23	P	1.00	N	69,732	\$ 67,044	Y	N			HMS/Hi PubHsAu/Mgmt Ut 5	1	
220	RH	08/10/19	05/31/20	5855	SECRETARY I	C	SR12	3	P	1.00	W	38,595	\$ 38,220	Y	N			HMS/Hi PubHsAu/Mgmt Ut 2	2	
220	RH	08/26/19	05/31/20	5861	GENERAL LABORER I	C	BC02	1	P	1.00	N	42,312	\$ 42,396	Y	N			HMS/Hi PubHsAu/Mgmt Ut 5	3	
220	RH	12/18/18	05/31/20	6171	ACCOUNT CLERK II	C	SR08	3	P	1.00	N	30,240	\$ 28,728	Y	N			HMS/Hi PubHsAu/Mgmt Ut 1	2	
220	RH	08/13/18	05/31/20	6304	ACCOUNT CLERK II	C	SR08	3	P	1.00	N	30,240	\$ 29,868	Y	N			HMS/Hi PubHsAu/Mgmt Ut 3	2	
220	RH	02/20/19	05/31/20	6307	PUBLIC HOUSING SUPERVISOR IV	C	SR22	23	P	1.00	N	59,616	\$ 59,616	Y	N			HMS/Hi PubHsAu/Mgmt Ut 1	1	
220	RH	09/16/19	05/31/20	6563	BUILDING MAINTENANCE HELPER	C	BC05	1	P	1.00	N	47,148	\$ 47,148	Y	N			HMS/Hi PubHsAu/Mgmt Ut 1	2	
220	RH	06/18/18	05/31/20	6693	PUBLIC HOUSING SUPERVISOR III	C	SR20	13	P	1.00	N	52,956	\$ 49,800	Y	N			HMS/Hi PubHsAu/Mgmt Ut 4	2	
220	RH	12/23/10	05/31/20	6731	PLUMBER I	C	BC10	1	P	1.00	N	58,992	\$ 44,544	Y	N			HMS/Hi PubHsAu/Mgmt Ut 9	2	
220	RH	05/25/19	05/31/20	8048	CARPENTER I	C	BC09	1	P	1.00	N	56,724	\$ 55,716	Y	N			HMS/Hi PubHsAu/Mgmt Ut 2	2	
220	RH	12/31/17	05/31/20	8637	PAINTER I	C	BC09	1	P	1.00	N	56,832	\$ 52,188	Y	N			HMS/Hi PubHsAu/Mgmt Ut 3	2	
220	RH	07/23/19	05/31/20	8640	GEN CONSTR & MTNCE SUPVR I	C	F110	2	P	1.00	N	64,644	\$ 64,644	Y	N			HMS/Hi PubHsAu/Mgmt Ut 1	2	
220	RH	10/07/19	05/31/20	8758	GENERAL LABORER I	C	BC02	1	P	1.00	N	42,396	\$ 42,396	Y	N			HMS/Hi PubHsAu/Mgmt Ut 3	2	
220	RH	12/31/14	05/31/20	8841	TRUCK DRIVER	C	BC06	1	P	1.00	N	49,044	\$ 40,788	Y	N			HMS/Hi PubHsAu/Mgmt Ut 1	2	
220	RH	08/31/19	05/31/20	8846	BUILDING MAINTENANCE WORKER I	C	BC09	1	P	1.00	N	56,724	\$ 56,832	Y	N			HMS/Hi PubHsAu/Mgmt Ut 5	2	
220	RH	04/19/19	01/02/20	9611	BUILDING MAINTENANCE WORKER I	C	BC09	1	P	1.00	N	56,832	\$ 53,856	Y	N		committed	HMS/Hi PubHsAu/Mgmt Ut 2	2	b
220	RH	08/01/19	01/02/20	9619	SECRETARY I	C	SR12	3	P	1.00	N	35,340	\$ 35,340	Y	N		committed	HMS/Hi PubHsAu/Mgmt Ut 3	4	b
220	RH	10/23/17	12/02/19	9662	BUILDING MAINTENANCE HELPER	C	BC05	1	P	1.00	N	47,148	\$ 43,308	Y	N			HMS/Hi PubHsAu/Mgmt Ut 3	2	
220	RH	08/01/17	05/31/20	9729	GENERAL LABORER II	C	BC03	1	P	1.00	N	43,584	\$ 40,020	Y	N		committed	HMS/Hi PubHsAu/Mgmt Ut 2	4	b
220	RH	06/01/19	05/31/20	10375	PUBLIC HOUSING SPECIALIST II	C	SR18	13	P	1.00	W	59,616	\$ 59,616	Y	N		committed	HMS/Hi PubHsAu/Mgmt Ut 9	4	b
220	RH	10/26/19	05/31/20	18669	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	1.00	W	34,020	\$ 34,020	Y	N			HMS/Hi PubHsAu/Mgmt Ut 2	2	
220	RH	04/01/19	01/10/20	22432	BUILDING MAINTENANCE HELPER	C	BC05	1	P	1.00	N	47,064	\$ 44,688	Y	N		committed	HMS/Hi PubHsAu/Mgmt Ut 7	4	b

Department of Human Services  
Vacancy Report as of November 30, 2019

Table 11

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Org Description	Priority # to Retain	Recruitment Status: a. Interview stage b. Candidate accepted c. Filled
220	RH	08/01/18	05/31/20	23050	PUBLIC HOUSING SUPERVISOR III	C	SR20	13	P	1.00	N	55,092	\$ 52,956	Y	N			HMS/Hi PubHsAu/Mgmt Ut 9	2	
220	RH	08/20/18	05/31/20	23574	BUILDING MAINTENANCE WORKER I	C	BC09	1	P	1.00	N	56,724	\$ 53,856	Y	N			HMS/Hi PubHsAu/Mgmt Ut 5	2	
220	RH	03/01/19	05/31/20	23698	PUBLIC HOUSING SPECIALIST II	C	SR18	13	P	1.00	W	48,948	\$ 48,948	Y	N			HMS/Hi PubHsAu/Mgmt Ut 5	1	
220	RH	12/31/18	05/31/20	41068	GENERAL LABORER II	C	BC03	1	P	1.00	N	43,500	\$ 41,304	Y	N			HMS/Hi PubHsAu/Mgmt Ut 5	2	
220	RH	03/18/17	05/31/20	46195	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	1.00	N	34,020	\$ 30,468	Y	N			HMS/Hi PubHsAu/Mgmt Ut 3	3	
220	RH	09/15/18	05/31/20	102047	PRGM SPCLT & TENANT SVCS	E	SRNA	13	P	1.00	N	52,824	\$ 52,956	Y	N			HMS/Hi PubHsAu/ResidentSvcsSec	3	
220	RH	06/29/19	05/31/20	121152	ELECTRICIAN I	C	BC10	1	P	1.00	N	58,872	\$ 57,840	Y	N			HMS/Hi PubHsAu/Mgmt Ut 9	2	
220	RH	09/14/19	05/31/20	121268	PROPERTY MANAGEMENT SPECIALIST	E	SRNA	13	T	1.00	N	52,956	\$ 52,956	Y	N			HMS/Hi PubHsAu/Pvt MgtContrSec	3	
220	RH		05/31/20	91915K	PUBLIC HOUSING SERVICES SPECIA		SRNA	13	P	1.00	A	72,528	\$ -						2	
220	RH		05/31/20	91916K	PUBLIC HOUSING SERVICES SPECIA		SRNA	13	P	1.00	A	72,528	\$ -						4	
220	RH		05/31/20	92043K	GENERAL LABOR II		BC03	1	P	1.00	W	41,304	\$ -						4	
220	RH		05/31/20	92044K	GENERAL LABOR II		BC03	1	P	1.00	W	41,304	\$ -						4	
220	RH		05/31/20	93705K	PUBLIC HOUSING SPECIALIST I		SR16	13	P	1.00	N	36,024	\$ -						4	
220	RH		05/31/20	93706K	PUBLIC HOUSING SPECIALIST I		SR16	23	P	1.00	N	36,024	\$ -						4	
220	RH		05/31/20	93707K	PUBLIC HOUSING SPECIALIST I		SR16	23	P	1.00	N	36,024	\$ -						4	
220	RH		05/31/20	93708K	PUBLIC HOUSING SPECIALIST I		SR16	13	P	1.00	N	36,024	\$ -						4	
220	RH		05/31/20	94754K	CARPENTER		BC09	13	P	1.00	N	45,012	\$ -						4	
220	RH		05/31/20	94756K	BUILDING MAINT WORKER II		WS09	13	P	1.00	N	47,268	\$ -						4	
220	RH		05/31/20	94767K	PROGRAM SPECIALIST		SRNA	3	T	0.50	N	22,788	\$ -						4	
222	RA	02/02/19	05/31/20	2803	PUBLIC HOUSING SUPERVISOR IV	C	SR22	23	P	0.25	A	16,929	\$ 16,761	Y	N			HMS/Hi PubHsAu/RentSubsidySec1	1	
222	RA	02/02/19	05/31/20	2803	PUBLIC HOUSING SUPERVISOR IV	C	SR22	23	P	0.75	N	50,787	\$ 50,283	Y	N			HMS/Hi PubHsAu/RentSubsidySec1	1	
222	RA	07/20/19	01/02/20	28967	PUBLIC HOUSING SPECIALIST II	C	SR18	13	P	1.00	N	49,112	\$ 48,948	Y	N		committed	HMS/Hi PubHsAu/RentSubsidySec2	2	b
222	RA	11/02/19	05/31/20	35416	PUBLIC HOUSING SPECIALIST II	C	SR18	13	P	1.00	N	47,870	\$ 47,100	Y	N			HMS/Hi PubHsAu/RentSubsidySec2	2	
222	RA	10/01/19	05/31/20	40642	PUBLIC HOUSING SPECIALIST II	C	SR18	13	P	1.00	N	59,616	\$ 59,616	Y	N			HMS/Hi PubHsAu/RentSubsidySec1	2	
222	RA	08/01/19	05/31/20	111440	PUBLIC HOUSING SPECIALIST II	C	SR18	13	P	1.00	N	63,240	\$ 62,004	Y	N			HMS/Hi PubHsAu/RentSubsidySec1	2	
222	RA	10/07/19	05/31/20	111470	PUBLIC HOUSING SPECIALIST I	C	SR16	13	T	1.00	N	42,836	\$ 41,856	Y	N		0	HMS/Hi PubHsAu/Mgmt Ut 2	2	
222	RA	12/04/17	05/31/20	119198	HOUSING QUAL STDS INSP I	C	SR13	3	P	1.00	N	39,720	\$ 36,384	Y	N			HMS/Hi PubHsAu/Inspection Sec	2	
222	RA	10/01/18	05/31/20	122051	PUBLIC HOUSING SPECIALIST II	C	SR18	13	P	1.00	A	47,100	\$ 45,288	Y	N			HMS/Hi PubHsAu/RentSubsidySec1	2	
222	RA		05/31/20	92047K	LANDLORD LIAISON		SRNA	13	P	1.00	N	52,956	\$ -						1	



Department of Human Services  
Vacancy Report as of November 30, 2019

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Org Description	Priority # to Retain	Recruitment Status: a. Interview stage b. Candidate accepted c. Filled
224	HS	02/01/19	01/01/20	27585	OFFICE ASSISTANT III	C	SR08	3	P	1.00	A	30,240	\$ 30,240	Y	N		Committed	HMS/BESS Dv/HomelessPrgmsOfc	3	b
224	HS	05/11/19	05/31/20	121803	PROGRAM SPECIALIST IV	C	SR22	13	P	1.00	A	52,956	\$ 52,956	Y	N		offer made	HMS/BESS Dv/HomelessPrgmsOfc	1	a
224	HS	06/15/19	05/31/20	122023	PROGRAM SPECIALIST IV	C	SR22	13	P	1.00	A	55,092	\$ 52,956	Y	N		offer made	HMS/BESS Dv/HomelessPrgmsOfc	2	a
229	HA	12/31/14	05/31/20	2799	ACCOUNTANT III	C	SR20	13	P	1.00	N	48,948	\$ 60,012	Y	N			HMS/Hi PubHsAu/General Ledger	4	
229	HA	12/17/18	12/16/19	6627	HUMAN RESOURCES ASSISTANT IV	C	SR11	63	P	1.00	N	34,020	\$ 32,256	Y	Y	3	committed	HMS/Hi PubHsAu/Personnel Ofc	4	b
229	HA	01/18/14	05/31/20	6787	HEAVY TRUCK DRIVER	C	BC07	1	P	1.00	N	51,012	\$ 40,776	Y	N			HMS/Hi PubHsAu/CntrlMncSvcsSec	3	
229	HA	05/01/17	05/31/20	7932	PURCHASING TECHNICIAN II	C	SR13	3	P	1.00	N	36,732	\$ 52,752	Y	N			HMS/Hi PubHsAu/Procurement Ofc	2	
229	HA	12/31/14	05/31/20	8063	OFFICE ASSISTANT II	C	SR06	3	P	1.00	W	27,912	\$ 35,112	Y	N			HMS/Hi PubHsAu/ExeDriClrSvStf	2	
229	HA	11/01/19	05/31/20	8421	BUILDING CONST INSPECTOR II	C	SR19	3	P	1.00	N	48,348	\$ 48,348	Y	N			HMS/Hi PubHsAu/ConstrMgtUt 1	2	
229	HA	08/12/19	05/31/20	8833	PLUMBER I	C	BC10	1	P	1.00	N	58,992	\$ 58,992	Y	N			HMS/Hi PubHsAu/CntrlMncSvcsSec	2	
229	HA	01/12/19	05/31/20	10380	GENERAL LABORER I	C	BC02	1	P	1.00	N	42,312	\$ 40,176	Y	N			HMS/Hi PubHsAu/CntrlMncSvcsSec	2	
229	HA	09/21/19	05/31/20	28374	OFFICE ASSISTANT III	C	SR08	3	P	1.00	N	30,240	\$ 30,240	Y	N			HMS/Hi PubHsAu/CntrlMncSvcsSec	2	
229	HA	04/02/19	01/02/20	30111	HUMAN RESOURCES SPCLT III	C	SR22	73	P	1.00	N	52,956	\$ 48,948	Y	N		committed	HMS/Hi PubHsAu/Personnel Ofc	4	
229	HA	07/01/05	05/31/20	31664	PROCUREMENT & SUPPLY SPCLT III	C	SR20	13	P	1.00	W	48,948	\$ 40,920	Y	N	8		HMS/Hi PubHsAu/Procurement Ofc	2	
229	HA	11/16/17	01/02/20	31791	OFFICE ASSISTANT III	C	SR08	3	P	1.00	N	30,240	\$ 27,672	Y	N		committed	HMS/Hi PubHsAu/ResSvScClrSvStf	4	b
229	HA	09/22/17	05/31/20	41252	ACCOUNTANT IV	C	SR22	23	P	1.00	N	52,956	\$ 56,064	Y	N			HMS/Hi PubHsAu/General Ledger	2	
229	HA	12/31/13	05/31/20	41254	SECRETARY I	C	SR12	3	P	1.00	N	35,340	\$ 39,480	Y	N			HMS/Hi PubHsAu/ResidentSvcsSec	2	
229	HA	12/31/15	05/31/20	41892	BUILDING CONST INSPECTOR III	C	SR21	3	P	1.00	N	50,304	\$ 65,736	Y	N			HMS/Hi PubHsAu/ConstrMgtUt 2	2	
229	HA	12/04/17	05/31/20	42096	SECRETARY I	C	SR12	3	P	1.00	W	35,340	\$ 32,376	Y	N			HMS/Hi PubHsAu/Pvt MgtContrSec	2	
229	HA	07/17/17	05/31/20	42101	ACCOUNT CLERK III	C	SR11	3	P	1.00	W	34,020	\$ 33,636	Y	N			HMS/Hi PubHsAu/Asset Mgmt	2	
229	HA	07/01/19	05/31/20	48707	OFFICE ASSISTANT III	C	SR08	3	T	1.00	N	30,240	\$ 30,240	Y	N			HMS/Hi PubHsAu/ConstructMgtSec	2	
229	HA	09/27/06	05/31/20	51818	OFFICE ASSISTANT III	C	SR08	3	T	1.00	N	24,384	\$ 23,844	N	N		0	0	4	
229	HA	03/04/08	05/31/20	51820	OFFICE ASSISTANT III	C	SR08	3	T	1.00	N	24,384	\$ 26,688	N	N		0	0	4	
229	HA	09/05/07	05/31/20	100388	INFORMATION TECHNOL SPCLT IV	C	SR22	13	T	1.00	N	43,296	\$ 43,824	N	N		0	0	4	

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Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Org Description	Priority # to Retain	Recruitment Status: a. Interview stage b. Candidate accepted c. Filled
229	HA	05/31/18	05/31/20	100886	HOUSING DEVELOPMENT SPCLT I	E	SRNA	13	T	1.00	W	62,224	\$ 93,336	Y	N			HMS/Hi PubHsAu/DevelpmtSuppSec	2	
229	HA	08/16/17	05/31/20	100923	BGT RESOURCES SPCLT	E	SRNA	13	P	1.00	N	46,932	\$ 47,868	Y	N			HMS/Hi PubHsAu/Budget Section	3	
229	HA	03/01/10	05/31/20	100986	PROP MGMT COORD II	E	SRNA	13	T	1.00	N	75,960	\$ 75,960	Y	N			HMS/Hi PubHsAu/Pvt MgtContrSec	2	
229	HA	07/13/19	05/31/20	101072	PUBLIC HOUSING MANAGER	E	SRNA	93	T	1.00	N	93,336	\$ 93,336	Y	N			HMS/Hi PubHsAu/PropMgt&MtrnSvBr	1	
229	HA	03/01/19	05/31/20	101326	PROJECT ENGINEER	E	SRNA	13	T	1.00	W	81,336	\$ 81,336	N	N			HMS/Hi PubHsAu/ConstrMgtUt 2	2	
229	HA	04/29/08	05/31/20	102041	HOUSING INFORMATION OFFICER	E	SRNA	73	T	1.00	W	58,488	\$ 58,488	N	N			HMS/Hi PubHsAu/Hsg Info Ofc	3	
229	HA	12/24/14	05/31/20	102048	PROPERTY MGMT SPCLT	E	SRNA	13	P	1.00	W	49,332	\$ 49,332	N	N			HMS/Hi PubHsAu/Pvt MgtContrSec	1	
229	HA	08/07/19	05/31/20	102285	PROJECT ENGINEER	E	SR26	13	T	1.00	N	87,996	\$ 75,000	Y	N			HMS/Hi PubHsAu/ConstrMgtUt 1	1	
229	HA	08/18/17	05/31/20	102383	PROJECT ENGINEER	E	SRNA	13	T	1.00	N	77,988	\$ 79,548	Y	N			HMS/Hi PubHsAu/ConstrMgtUt 1	1	
229	HA	08/01/07	05/31/20	102676	ENGINEER IV	C	SR24	73	T	1.00	W	59,616	\$ 67,524	Y	N			HMS/Hi PubHsAu/ConstrMgtUt 2	2	
229	HA	11/29/17	05/31/20	103020	CHIEF COMPLIANCE OFFICER	E	SRNA	73	T	1.00	N	85,416	\$ 89,748	Y	N			HMS/Hi PubHsAuCompliance Ofc	1	
229	HA	11/16/17	05/31/20	103029	PROJECT ENGINEER (LEAD)	E	SRNA	13	T	1.00	N	81,132	\$ 82,752	Y	N			HMS/Hi PubHsAu/DevelpmtSuppSec	2	
229	HA	05/20/17	05/31/20	103030	PROG SPCLT & TENANT SVCS	E	SRNA	13	T	1.00	N	47,400	\$ 54,960	Y	N			HMS/Hi PubHsAu/ResidentSvcsSec	3	
229	HA	01/19/11	05/31/20	103045	HOMELESS COORDINATOR	E	SRNA	13	T	1.00	N	68,285	\$ 67,596	Y	N			HMS/Hi PubHsAu/Ofc of Exec Dir	3	
229	HA	07/19/19	01/02/20	106430	PROJECT ENGINEER	E	SRNA	13	T	1.00	N	81,336	\$ 81,336	Y	N		committed	HMS/Hi PubHsAu/ConstrMgtUt 1	4	b
229	HA	10/01/19	05/31/20	107932	PROPERTY MANAGEMENT SPECIALIST	E	SRNA	13	T	1.00	N	70,380	\$ 70,380	Y	N			HMS/Hi PubHsAu/Pvt MgtContrSec	1	
229	HA	11/26/18	05/31/20	107934	HOUSING PLANNER	E	SRNA	13	T	1.00	N	67,140	\$ 67,140	Y	N			HMS/Hi PubHsAu/Plng & Eval Ofc	2	
229	HA	03/16/18	05/31/20	111874	RESIDENT SVCS PRGM SPCLT	E	SRNA	13	T	1.00	N	47,400	\$ 51,792	Y	N			HMS/Hi PubHsAu/ResidentSvcsSec	2	
229	HA	09/03/19	05/31/20	117850	PUBLIC HOUSING SPECIALIST I	C	SR16	13	T	1.00	N	45,288	\$ 41,856	Y	N			HMS/Hi PubHsAu/Applc Svcs Unit	2	
229	HA	07/16/19	05/31/20	117929	PROPERTY MANAGEMENT SPCLT	E	SRNA	13	T	1.00	N	75,432	\$ 88,248	Y	N			HMS/Hi PubHsAu/Pvt MgtContrSec	1	
229	HA	11/18/19	05/31/20	118751	ACCOUNT CLERK III	C	SR11	3	P	1.00	N	36,732	\$ 35,340	Y	N			HMS/Hi PubHsAu/Payroll & Disbur	2	
229	HA	09/01/19	05/31/20	119226	BUILDING CONST INSPECTOR II	C	SR19	3	T	1.00	N	56,532	\$ 56,532	Y	N			HMS/Hi PubHsAu/ConstrMgtUt 2	2	

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229	HA	03/15/16	05/31/20	119285	PUBLIC HOUSING SUPERVISOR III	C	SR20	73	T	1.00	N	48,948	\$ 47,172	Y	Y	1		HMS/Hi PubHsAu/Mgmt Ut 8	1	
229	HA	11/07/19	05/31/20	120790	HUMAN RESOURCES SPCLT III	C	SR20	73	P	1.00	N	50,916	\$ 50,916	Y	N			HMS/Hi PubHsAu/Personnel Ofc	1	
229	HA	11/26/19	05/31/20	123171	PLUMBER 1	C			P	1.00	W	54,180	\$ -	Y	N			HMS/Hi PubHsAu/CntrlMncSvcsSec	2	
229	HA	11/26/19	05/31/20	123172	PLUMBER 1	C			P	1.00	W	54,180	\$ -	Y	N			HMS/Hi PubHsAu/CntrlMncSvcsSec	2	
229	HA	11/26/19	05/31/20	123173	PLUMBER 1	C			P	1.00	W	54,180	\$ -	Y	N			HMS/Hi PubHsAu/CntrlMncSvcsSec	2	
229	HA	11/26/19	05/31/20	123174	PLUMBER 1	C			P	1.00	W	54,180	\$ -	Y	N			HMS/Hi PubHsAu/CntrlMncSvcsSec	2	
229	HA		05/31/20	94853K	ACCOUNT CLERK II		SR8	13	P	1.00	W	25,668	\$ -						3	
229	HA		05/31/20	94854K	ASST CHIEF FINANCIAL MGT ADVSR		SRNA	3	P	1.00	W	75,960	\$ -						3	
229	HA		05/31/20	94856K	CONSTRUCTION COORDINATOR		SRNA	13	T	1.00	W	55,500	\$ -						3	
229	HA		05/31/20	94857K	CONSTRUCTION COORDINATOR		SRNA	13	T	1.00	W	55,500	\$ -						3	
229	HA		05/31/20	94858K	CONTRACT ASSISTANT		SRNA	13	T	1.00	W	45,576	\$ -						3	
229	HA		05/31/20	94859K	CONTRACT ASSISTANT		SRNA	13	T	1.00	W	45,576	\$ -						3	
229	HA		05/31/20	95851K	CONSTRUCTION INSPECTOR II-FY15		SR19	35	T	1.00	W	39,480	\$ -						3	
229	HA		05/31/20	95852K	CONSTRUCTION INSPECTOR II-FY15		SR19	3	T	1.00	W	39,480	\$ -						3	
229	HA		05/31/20	95853K	PERS MGMT SPCLT IV - FY2015		SR24	3	P	1.00	W	45,476	\$ -						3	
229	HA		05/31/20	95854K	SECRETARY I		SR12	13	P	1.00	W	30,036	\$ -						3	
229	HA		05/31/20	95856K	RESIDENT SERVICES COORDINATOR		SR22	13	T	1.00	W	45,576	\$ -						3	
229	HA		05/31/20	95857K	RESIDENT SERVICES COORDINATOR		SR22	3	T	1.00	W	45,576	\$ -						4	
229	HA		05/31/20	95859K	CERTIFIED PUBLIC ACCOUNTANT		SRNA	13	P	1.00	N	75,000	\$ -						4	
229	HA		05/31/20	95861K	CERTIFIED PUBLIC ACCOUNTANT		SRNA	13	P	1.00	N	75,000	\$ -						4	
229	HA		05/31/20	96908K	CLERK III		SR08	3	T	1.00	N	24,384	\$ -						4	
229	HA		05/31/20	98602K	GENERAL CONST AND MAINT SUPVR				P	1.00	W	60,516	\$ -						3	
229	HA	09/15/17	05/31/20	98603K	BLDG MAINTENANCE WORKER III	C	SR09	3	P	1.00	W	56,148	\$ 29,928	Y	N				4	
229	HA		05/31/20	98607K	BLDG MAINTENANCE WORKER III				P	1.00	W	56,148	\$ -						3	
229	HA		05/31/20	98608K	BLDG MAINTENANCE WORKER III				P	1.00	W	56,148	\$ -						3	
229	HA		05/31/20	98609K	BLDG MAINTENANCE WORKER III				P	1.00	W	56,148	\$ -						3	
229	HA		05/31/20	98610K	BUILDING MAINTENANCE WORKER II				P	1.00	W	55,392	\$ -						3	
229	HA		05/31/20	98611K	BUILDING MAINTENANCE WORKER II				P	1.00	W	55,392	\$ -						3	
229	HA		05/31/20	98612K	BUILDING MAINTENANCE WORKER II				P	1.00	W	55,392	\$ -						3	
229	HA		05/31/20	98618K	BUILDING MAINTENANCE WORKER I				P	1.00	W	52,188	\$ -						3	
229	HA		05/31/20	98619K	BUILDING MAINTENANCE WORKER I				P	1.00	W	52,188	\$ -						3	

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229	HA		05/31/20	98620K	BUILDING MAINTENANCE WORKER I				P	1.00	W	52,188	\$ -						3	
229	HA		05/31/20	98621K	BUILDING MAINTENANCE WORKER I				P	1.00	W	52,188	\$ -						3	
229	HA		05/31/20	98622K	BUILDING MAINTENANCE WORKER I				P	1.00	W	52,188	\$ -						3	
229	HA		05/31/20	98623K	BUILDING MAINTENANCE WORKER I				P	1.00	W	52,188	\$ -						3	
229	HA		05/31/20	98624K	BUILDING MAINTENANCE HELPER				P	1.00	W	43,308	\$ -						3	
229	HA		05/31/20	98625K	BUILDING MAINTENANCE HELPER				P	1.00	W	43,308	\$ -						3	
229	HA		05/31/20	98626K	BUILDING MAINTENANCE HELPER				P	1.00	W	43,308	\$ -						3	
229	HA		05/31/20	98627K	BUILDING MAINTENANCE HELPER				P	1.00	W	43,308	\$ -						3	
229	HA		05/31/20	98632K	CARPENTER I				P	1.00	W	52,188	\$ -						3	
229	HA		05/31/20	98633K	CARPENTER I				P	1.00	W	52,188	\$ -						3	
229	HA		05/31/20	98634K	CARPENTER I				P	1.00	W	52,188	\$ -						3	
236	LC	08/01/19	05/31/20	1710	ELIGIBILITY WKR III	C	SR16	3	P	0.56	A	30,482	\$ 30,482	Y	N			HMS/BESS Dv/Koolau ProcsgCtrUt	2	a
236	LC	08/01/19	05/31/20	1710	ELIGIBILITY WKR III	C	SR16	3	P	0.44	N	23,950	\$ 23,950	Y	N			HMS/BESS Dv/Koolau ProcsgCtrUt	2	a
236	LC	02/01/19	05/31/20	1714	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	36,259	\$ 34,870	Y	N			HMS/BESS Dv/W HI Procesg CtrUt	2	a
236	LC	02/01/19	05/31/20	1714	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	27,353	\$ 26,306	Y	N			HMS/BESS Dv/W HI Procesg CtrUt	2	a
236	LC	08/01/19	12/16/19	1727	OFFICE ASSISTANT IV	C	SR10	3	P	0.56	A	28,170	\$ 28,170	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	N/A	c
236	LC	08/01/19	12/16/19	1727	OFFICE ASSISTANT IV	C	SR10	3	P	0.44	N	22,134	\$ 22,134	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	N/A	c
236	LC	09/01/19	05/31/20	1767	ELIGIBILITY WKR III	C	SR16	3	P	0.56	A	35,623	\$ 34,259	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	2	a
236	LC	09/01/19	05/31/20	1767	ELIGIBILITY WKR III	C	SR16	3	P	0.44	N	27,989	\$ 26,917	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	2	a
236	LC	11/01/19	05/31/20	3517	SELF-SUFF/SUPP SVCS SUPVR III	C	SR26	23	P	0.57	A	48,379	\$ 48,379	Y	N			HMS/BESS Dv/OahuSection 2	1	a
236	LC	11/01/19	05/31/20	3517	SELF-SUFF/SUPP SVCS SUPVR III	C	SR26	23	P	0.43	N	36,497	\$ 36,497	Y	N			HMS/BESS Dv/OahuSection 2	1	a
236	LC	07/18/18	05/31/20	3781	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	18,618	\$ 17,702	Y	Y	2		HMS/BESS Dv/PohulaniProcsCtrUt	2	a
236	LC	07/18/18	05/31/20	3781	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	14,046	\$ 13,354	Y	Y	2		HMS/BESS Dv/PohulaniProcsCtrUt	2	a
236	LC	04/01/19	05/31/20	4540	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	26,408	\$ 25,493	Y	N			HMS/BESS Dv/OR&L Procsg Ctr Ut	2	a
236	LC	04/01/19	05/31/20	4540	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	19,922	\$ 19,231	Y	N			HMS/BESS Dv/OR&L Procsg Ctr Ut	2	a

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236	LC	11/01/19	05/31/20	5081	OFFICE ASSISTANT IV	C	SR10	3	P	0.57	A	18,618	\$ 18,618	Y	N			HMS/BESS Dv/Kauai ProcesgCtrUt	2	a
236	LC	11/01/19	05/31/20	5081	OFFICE ASSISTANT IV	C	SR10	3	P	0.43	N	14,046	\$ 14,046	Y	N			HMS/BESS Dv/Kauai ProcesgCtrUt	2	a
236	LC	08/05/19	01/02/20	5583	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,237	Y	N		committed	HMS/BESS Dv/PohulaniProcsCtrUt	2	b
236	LC	08/05/19	01/02/20	5583	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 13,003	Y	N		committed	HMS/BESS Dv/PohulaniProcsCtrUt	2	b
236	LC	10/16/19	05/31/20	7709	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	27,558	\$ 27,558	Y	N			HMS/BESS Dv/Maui ProcesgCtrUt	2	a
236	LC	10/16/19	05/31/20	7709	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	20,790	\$ 20,790	Y	N			HMS/BESS Dv/Maui ProcesgCtrUt	2	a
236	LC	09/25/19	05/31/20	7710	ELIGIBILITY WKR I	C	SR12	3	P	0.57	A	20,144	\$ 20,144	Y	N			HMS/BESS Dv/W HI Procesg CtrUt	2	a
236	LC	09/25/19	05/31/20	7710	ELIGIBILITY WKR I	C	SR12	3	P	0.43	N	15,196	\$ 15,196	Y	N			HMS/BESS Dv/W HI Procesg CtrUt	2	a
236	LC	01/16/19	05/31/20	7714	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	31,026	\$ 29,809	Y	N			HMS/BESS Dv/Maui ProcesgCtrUt	2	a
236	LC	01/16/19	05/31/20	7714	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	23,406	\$ 22,487	Y	N			HMS/BESS Dv/Maui ProcesgCtrUt	2	a
236	LC	12/31/18	05/31/20	11656	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	32,223	\$ 30,643	Y	N			HMS/BESS Dv/Maui ProcesgCtrUt	2	a
236	LC	12/31/18	05/31/20	11656	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	24,309	\$ 23,117	Y	N			HMS/BESS Dv/Maui ProcesgCtrUt	2	a
236	LC	08/29/19	05/31/20	14135	ELIGIBILITY WKR I	C	SR12	3	P	0.57	A	23,577	\$ 20,144	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	08/29/19	05/31/20	14135	ELIGIBILITY WKR I	C	SR12	3	P	0.43	N	17,787	\$ 15,196	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	08/19/19	05/31/20	17399	ELIGIBILITY WKR V	C	SR20	4	P	0.57	A	27,558	\$ 27,558	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	08/19/19	05/31/20	17399	ELIGIBILITY WKR V	C	SR20	4	P	0.43	N	20,790	\$ 20,790	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	08/19/19	05/31/20	17685	ELIGIBILITY WKR I	C	SR16	3	P	0.57	A	23,577	\$ 20,144	Y	Y	1		HMS/BESS Dv/KapoleiProcsGCtrUt	2	a
236	LC	08/19/19	05/31/20	17685	ELIGIBILITY WKR I	C	SR16	3	P	0.43	N	17,787	\$ 15,196	Y	Y	1		HMS/BESS Dv/KapoleiProcsGCtrUt	2	a
236	LC	05/16/19	05/31/20	17688	ELIGIBILITY WKR I	C	SR12	3	P	0.57	A	29,809	\$ 20,144	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	2	a
236	LC	05/16/19	05/31/20	17688	ELIGIBILITY WKR I	C	SR12	3	P	0.43	N	22,487	\$ 15,196	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	2	a
236	LC	10/16/19	05/31/20	17696	SECRETARY II	C	SR14	3	P	0.57	A	22,640	\$ 22,640	Y	N			HMS/BESS Dv/Oahu Section 1	2	b
236	LC	10/16/19	05/31/20	17696	SECRETARY II	C	SR14	3	P	0.43	N	17,080	\$ 17,080	Y	N			HMS/BESS Dv/Oahu Section 1	2	b
236	LC	09/03/19	05/31/20	21501	OFFICE ASSISTANT IV	C	SR10	3	P	0.57	A	21,857	\$ 21,785	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	09/03/19	05/31/20	21501	OFFICE ASSISTANT IV	C	SR10	3	P	0.43	N	16,488	\$ 16,435	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a

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Table 11

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Org Description	Priority # to Retain	Recruitment Status: a. Interview stage b. Candidate accepted c. Filled
236	LC	12/18/17	05/31/20	21503	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	23,577	\$ 24,261	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	2	a
236	LC	12/18/17	05/31/20	21503	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	17,787	\$ 18,303	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	2	a
236	LC	07/04/19	12/16/19	22286	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,237	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	N/A	c
236	LC	07/04/19	12/16/19	22286	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 13,003	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	N/A	c
236	LC	04/01/19	05/31/20	22521	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	23,577	\$ 23,577	Y	N			HMS/BESS Dv/W HI ProcsG CtrUt	2	a
236	LC	04/01/19	05/31/20	22521	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	17,787	\$ 17,787	Y	N			HMS/BESS Dv/W HI ProcsG CtrUt	2	a
236	LC	05/14/18	05/31/20	22843	ELIGIBILITY WKR II	C	SR14	3	P	0.57	A	23,577	\$ 21,867	Y	N			HMS/BESS Dv/W HI ProcsG CtrUt	2	a
236	LC	05/14/18	05/31/20	22843	ELIGIBILITY WKR II	C	SR14	3	P	0.43	N	17,787	\$ 16,497	Y	N			HMS/BESS Dv/W HI ProcsG CtrUt	2	a
236	LC	05/16/19	12/16/19	22878	OFFICE ASSISTANT IV	C	SR10	3	P	0.57	A	18,618	\$ 18,618	Y	N			HMS/BESS Dv/KapoleiProcsG CtrUt	N/A	c
236	LC	05/16/19	12/16/19	22878	OFFICE ASSISTANT IV	C	SR10	3	P	0.43	N	14,046	\$ 14,046	Y	N			HMS/BESS Dv/KapoleiProcsG CtrUt	N/A	c
236	LC	04/16/18	05/31/20	23538	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	23,577	\$ 22,770	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	2	a
236	LC	04/16/18	05/31/20	23538	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	17,787	\$ 17,178	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	2	a
236	LC	02/27/19	05/31/20	24182	ELIGIBILITY WKR I	C			P	0.57	A	23,577	\$ 20,144	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	02/27/19	05/31/20	24182	ELIGIBILITY WKR I	C			P	0.43	N	17,787	\$ 15,196	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	07/26/18	05/31/20	24773	ELIGIBILITY WKR I	C	SR12	3	P	0.57	A	20,144	\$ 19,152	Y	N			HMS/BESS Dv/Kauai ProcsG CtrUt	2	a
236	LC	07/26/18	05/31/20	24773	ELIGIBILITY WKR I	C	SR12	3	P	0.43	N	15,196	\$ 14,448	Y	N			HMS/BESS Dv/Kauai ProcsG CtrUt	2	a
236	LC	06/05/19	05/31/20	24774	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	25,909	\$ 25,493	Y	N			HMS/BESS Dv/W HI ProcsG CtrUt	2	a
236	LC	06/05/19	05/31/20	24774	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	19,545	\$ 19,231	Y	N			HMS/BESS Dv/W HI ProcsG CtrUt	2	a
236	LC	02/01/19	05/31/20	24827	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,921	\$ 15,828	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	02/01/19	05/31/20	24827	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,519	\$ 11,940	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	2	a
236	LC	08/15/19	05/31/20	24970	SELF-SUFF/SUPP SVCS SPCLT IV	C	SR20	13	P	0.57	A	30,185	\$ 30,185	Y	N			HMS/BESS Dv/CentralHilo Ut	2	a
236	LC	08/15/19	05/31/20	24970	SELF-SUFF/SUPP SVCS SPCLT IV	C	SR20	13	P	0.43	N	22,771	\$ 22,771	Y	N			HMS/BESS Dv/CentralHilo Ut	2	a
236	LC	09/11/18	05/31/20	24973	ELIGIBILITY WKR I	C	SR16	3	P	0.57	A	23,577	\$ 19,152	Y	N			HMS/BESS Dv/Kauai ProcsG CtrUt	2	a
236	LC	09/11/18	05/31/20	24973	ELIGIBILITY WKR I	C	SR16	3	P	0.43	N	17,787	\$ 14,448	Y	N			HMS/BESS Dv/Kauai ProcsG CtrUt	2	a

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236	LC	06/30/18	05/31/20	24979	ELIGIBILITY WKR I	C	SR12	3	P	0.57	A	23,577	\$ 18,796	Y	N			HMS/BESS Dv/Maui ProcesgCtrUt	2	a
236	LC	06/30/18	05/31/20	24979	ELIGIBILITY WKR I	C	SR12	3	P	0.43	N	17,787	\$ 14,180	Y	N			HMS/BESS Dv/Maui ProcesgCtrUt	2	a
236	LC	08/12/19	12/02/19	25016	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,237	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	N/A	c
236	LC	08/12/19	12/02/19	25016	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 13,003	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	N/A	c
236	LC	08/19/19	05/31/20	26801	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,237	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	2	a
236	LC	08/19/19	05/31/20	26801	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 13,003	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	2	a
236	LC	10/01/19	05/31/20	27444	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	24,515	\$ 24,515	Y	N			HMS/BESS Dv/Kauai ProcesgCtrUt	3	a
236	LC	10/01/19	05/31/20	27444	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	18,493	\$ 18,493	Y	N			HMS/BESS Dv/Kauai ProcesgCtrUt	3	a
236	LC	08/01/19	05/31/20	28059	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	33,530	\$ 33,530	Y	N			HMS/BESS Dv/W HI Procesg CtrUt	3	a
236	LC	08/01/19	05/31/20	28059	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	25,294	\$ 25,294	Y	N			HMS/BESS Dv/W HI Procesg CtrUt	3	a
236	LC	09/01/19	05/31/20	28063	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	32,223	\$ 31,026	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	3	a
236	LC	09/01/19	05/31/20	28063	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	24,309	\$ 23,406	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	3	a
236	LC	06/01/19	05/31/20	28071	ELIGIBILITY WKR I	C			P	0.57	A	23,577	\$ 20,144	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	3	a
236	LC	06/01/19	05/31/20	28071	ELIGIBILITY WKR I	C			P	0.43	N	17,787	\$ 15,196	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	3	a
236	LC	11/18/19	05/31/20	28073	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	32,223	\$ 32,223	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	3	a
236	LC	11/18/19	05/31/20	28073	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	24,309	\$ 24,309	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	3	a
236	LC	10/01/19	05/31/20	28080	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	28,673	\$ 27,558	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	3	a
236	LC	10/01/19	05/31/20	28080	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	21,631	\$ 20,790	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	3	a
236	LC	11/01/19	01/02/20	28099	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,237	Y	N		committed	HMS/BESS Dv/OR&L ProcsG Ctr Ut	3	b
236	LC	11/01/19	01/02/20	28099	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 13,003	Y	N		committed	HMS/BESS Dv/OR&L ProcsG Ctr Ut	3	b
236	LC	04/16/18	05/31/20	28125	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	23,577	\$ 22,770	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	3	a
236	LC	04/16/18	05/31/20	28125	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	17,787	\$ 17,178	Y	N			HMS/BESS Dv/OR&L ProcsG Ctr Ut	3	a
236	LC	12/05/18	05/31/20	28191	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 16,375	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	3	a
236	LC	12/05/18	05/31/20	28191	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 12,353	Y	N			HMS/BESS Dv/KPT ProcsG Ctr Ut	3	a

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236	LC	10/01/19	05/31/20	28242	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	34,870	\$ 34,870	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	3	a
236	LC	10/01/19	05/31/20	28242	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	26,306	\$ 26,306	Y	N			HMS/BESS Dv/PohulaniProcsCtrUt	3	a
236	LC	06/17/19	05/31/20	28254	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	23,577	\$ 23,577	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	3	a
236	LC	06/17/19	05/31/20	28254	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	17,787	\$ 17,787	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	3	a
236	LC	08/16/19	05/31/20	28255	ELIGIBILITY WKR II	C	SR14	3	P	0.57	A	21,785	\$ 23,577	Y	N			HMS/BESS Dv/WaipahuProcsCtrUt	3	a
236	LC	08/16/19	05/31/20	28255	ELIGIBILITY WKR II	C	SR14	3	P	0.43	N	16,435	\$ 17,787	Y	N			HMS/BESS Dv/WaipahuProcsCtrUt	3	a
236	LC	06/15/19	01/02/20	30371	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	23,577	\$ 20,144	Y	N		committed	HMS/BESS Dv/N Hilo ProcsCtrUt	3	b
236	LC	06/15/19	01/02/20	30371	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	17,787	\$ 15,196	Y	N		committed	HMS/BESS Dv/N Hilo ProcsCtrUt	3	b
236	LC	08/21/19	01/06/20	31066	OFFICE ASSISTANT IV	C	SR10	3	P	0.57	A	20,871	\$ 20,144	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	N/A	c
236	LC	08/21/19	01/06/20	31066	OFFICE ASSISTANT IV	C	SR10	3	P	0.43	N	15,745	\$ 15,196	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	N/A	c
236	LC	07/10/19	05/31/20	31448	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,237	Y	N			HMS/BESS Dv/W HI Procs CtrUt	3	a
236	LC	07/10/19	05/31/20	31448	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 13,003	Y	N			HMS/BESS Dv/W HI Procs CtrUt	3	a
236	LC	08/01/19	01/02/20	32346	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	34,870	\$ 33,530	Y	N		committed	HMS/BESS Dv/S Hilo ProcsCtrUt	3	b
236	LC	08/01/19	01/02/20	32346	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	26,306	\$ 25,294	Y	N		committed	HMS/BESS Dv/S Hilo ProcsCtrUt	3	b
236	LC	10/01/19	05/31/20	32351	ELIGIBILITY WKR II	C	SR16	3	P	0.57	A	27,558	\$ 26,491	Y	N			HMS/BESS Dv/S Hilo ProcsCtrUt	3	a
236	LC	10/01/19	05/31/20	32351	ELIGIBILITY WKR II	C	SR16	3	P	0.43	N	20,790	\$ 19,985	Y	N			HMS/BESS Dv/S Hilo ProcsCtrUt	3	a
236	LC	04/19/18	05/31/20	33161	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	23,577	\$ 24,624	Y	N			HMS/BESS Dv/OR&L Procs Ctr Ut	3	a
236	LC	04/19/18	05/31/20	33161	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	17,787	\$ 18,576	Y	N			HMS/BESS Dv/OR&L Procs Ctr Ut	3	a
236	LC	01/19/19	05/31/20	34707	ELIGIBILITY WKR III	C			P	0.57	A	23,577	\$ 20,144	Y	N			HMS/BESS Dv/Maui ProcsCtrUt	3	a
236	LC	01/19/19	05/31/20	34707	ELIGIBILITY WKR III	C			P	0.43	N	17,787	\$ 15,196	Y	N			HMS/BESS Dv/Maui ProcsCtrUt	3	a
236	LC	03/30/19	05/31/20	34713	ELIGIBILITY WKR III	C	SR16	3	P	0.57	A	23,577	\$ 20,144	Y	N			HMS/BESS Dv/KPT Procs Ctr Ut	3	a
236	LC	03/30/19	05/31/20	34713	ELIGIBILITY WKR III	C	SR16	3	P	0.43	N	17,787	\$ 15,196	Y	N			HMS/BESS Dv/KPT Procs Ctr Ut	3	a
236	LC	05/16/19	05/31/20	34726	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,237	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	N/A	c
236	LC	05/16/19	05/31/20	34726	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 13,003	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	N/A	c



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236	LC	09/01/18	05/31/20	34727	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	24,515	\$ 24,214	Y	Y	4		HMS/BESS Dv/PohulaniProcsCtrUt	3	a
236	LC	09/01/18	05/31/20	34727	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	18,493	\$ 18,266	Y	Y	4		HMS/BESS Dv/PohulaniProcsCtrUt	3	a
236	LC	11/30/19	05/31/20	35071	ELIGIBILITY WKR V	C	SR20	4	P	0.57	A	31,827	\$ 31,026	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	3	a
236	LC	11/30/19	05/31/20	35071	ELIGIBILITY WKR V	C	SR20	4	P	0.43	N	24,009	\$ 23,406	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	3	a
236	LC	11/01/19	05/31/20	35477	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	23,577	\$ 23,577	Y	N			HMS/BESS Dv/Maui ProcsCtrUt	3	a
236	LC	11/01/19	05/31/20	35477	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	17,787	\$ 17,787	Y	N			HMS/BESS Dv/Maui ProcsCtrUt	3	a
236	LC	09/16/19	12/16/19	35516	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,237	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	N/A	c
236	LC	09/16/19	12/16/19	35516	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 13,003	Y	N			HMS/BESS Dv/KapoleiProcsCtrUt	N/A	c
236	LC	09/06/19	05/31/20	43791	SELF-SUFF/SUPP SVCS SPCLT III	C	SR20	13	P	0.50	A	29,044	\$ 29,808	Y	N			HMS/BESS Dv/DT FTW Ut 2	4	a
236	LC	09/06/19	05/31/20	43791	SELF-SUFF/SUPP SVCS SPCLT III	C	SR20	13	P	0.50	N	29,044	\$ 29,808	Y	N			HMS/BESS Dv/DT FTW Ut 2	4	a
236	LC	07/01/19	12/02/19	45450	SELF-SUFF/SUPP SVCS SUPVR III	C	SR26	23	P	0.50	A	47,718	\$ 45,888	Y	N			HMS/BESS Dv/Oahu Section 3	N/A	c
236	LC	07/01/19	12/02/19	45450	SELF-SUFF/SUPP SVCS SUPVR III	C	SR26	23	P	0.50	N	47,718	\$ 45,888	Y	N			HMS/BESS Dv/Oahu Section 3	N/A	c
236	LC	07/23/19	05/31/20	45451	SECRETARY II	C	SR14	3	P	0.50	A	19,110	\$ 19,110	Y	N			HMS/BESS Dv/Oahu Section 3	1	a
236	LC	07/23/19	05/31/20	45451	SECRETARY II	C	SR14	3	P	0.50	N	19,110	\$ 19,110	Y	N			HMS/BESS Dv/Oahu Section 3	1	a
236	LC	08/01/19	05/31/20	45466	SELF-SUFF/SUPP SVCS SPCLT III	C	SR20	13	P	0.50	A	26,478	\$ 27,546	Y	N			HMS/BESS Dv/DT FTW Ut 2	3	a
236	LC	08/01/19	05/31/20	45466	SELF-SUFF/SUPP SVCS SPCLT III	C	SR20	13	P	0.50	N	26,478	\$ 27,546	Y	N			HMS/BESS Dv/DT FTW Ut 2	3	a
236	LC	09/01/17	05/31/20	46886	SELF-SUFF/SUPP SVCS SPCLT III	C	SR20	13	P	0.50	A	24,474	\$ 30,318	Y	N			HMS/BESS Dv/N Kona 2 Ut	4	on loan to BES
236	LC	09/01/17	05/31/20	46886	SELF-SUFF/SUPP SVCS SPCLT III	C	SR20	13	P	0.50	N	24,474	\$ 30,318	Y	N			HMS/BESS Dv/N Kona 2 Ut	4	on loan to BES
236	LC	07/16/18	05/31/20	46887	SELF-SUFF/SUPP SVCS SPCLT III	C	SR20	13	P	0.50	A	25,458	\$ 24,474	Y	N			HMS/BESS Dv/N Kona 2 Ut	3	pending variance and redescription
236	LC	07/16/18	05/31/20	46887	SELF-SUFF/SUPP SVCS SPCLT III	C	SR20	13	P	0.50	N	25,458	\$ 24,474	Y	N			HMS/BESS Dv/N Kona 2 Ut	3	pending variance and redescription
236	LC	02/18/17	05/31/20	120844	OFFICE ASSISTANT III	C			P	0.57	A	17,237	\$ 15,465	Y	N			HMS/BESS Dv/West HI Sec	3	a
236	LC	02/18/17	05/31/20	120844	OFFICE ASSISTANT III	C			P	0.43	N	13,003	\$ 11,667	Y	N			HMS/BESS Dv/West HI Sec	3	a
236	LC	10/01/19	05/31/20	121568	ELIGIBILITY WKR IV	C	SR18	3	P	0.57	A	32,223	\$ 32,223	Y	N			HMS/BESS Dv/Oahu Section 3	4	a
236	LC	10/01/19	05/31/20	121568	ELIGIBILITY WKR IV	C	SR18	3	P	0.43	N	24,309	\$ 24,309	Y	N			HMS/BESS Dv/Oahu Section 3	4	a
236	LC	08/01/18	05/31/20	121570	ELIGIBILITY WKR IV	C	SR18	3	P	0.57	A	30,316	\$ 29,439	Y	N			HMS/BESS Dv/OahuSection 2	4	a
236	LC	08/01/18	05/31/20	121570	ELIGIBILITY WKR IV	C	SR18	3	P	0.43	N	22,870	\$ 22,209	Y	N			HMS/BESS Dv/OahuSection 2	4	a
236	LC	06/06/17	05/31/20	121571	ELIGIBILITY WKR IV	C			P	0.57	A	25,493	\$ 26,751	Y	N			HMS/BESS Dv/Maui Section	4	a
236	LC	06/06/17	05/31/20	121571	ELIGIBILITY WKR IV	C			P	0.43	N	19,231	\$ 20,181	Y	N			HMS/BESS Dv/Maui Section	4	a

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Table 11

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236	LC	09/01/19	05/31/20	121573	ELIGIBILITY WKR IV	C	SR18	3	P	0.57	A	33,530	\$ 33,530	Y	N			HMS/BESS Dv/West HI Sec	4	a
236	LC	09/01/19	05/31/20	121573	ELIGIBILITY WKR IV	C	SR18	3	P	0.43	N	25,294	\$ 25,294	Y	N			HMS/BESS Dv/West HI Sec	4	a
238	GB	12/31/17	05/31/20	1809	OFFICE ASSISTANT IV	C	SR10	3	P	1.00	N	32,664	\$ 47,868	Y	N			HMS/VocRehab/Support Services	1	a
238	GB	10/01/19	05/31/20	17461	INFO TECHNOLOGY SUPPORT TECH	C	SR15	3	P	1.00	N	56,532	\$ 54,432	Y	N			HMS/VocRehab/Case Control	3	a
238	GB	07/01/03	05/31/20	23609	OFFICE ASSISTANT III	C	SR08	3	P	1.00	N	30,240	\$ 28,836	Y	N			HMS/VocReha/DisablClmsProc Sec2	4	a
238	GB	07/13/19	05/31/20	24443	DISABILITY CLAIMS SPCLT III	C	SR20	13	P	1.00	N	48,948	\$ 41,856	Y	N			HMS/VocReha/DisDet/ClmsPrc Sec1	2	a
238	GB	11/01/18	05/31/20	24445	DISABILITY CLAIMS SPCLT III	C	SR20	13	P	1.00	N	65,974	\$ 64,476	Y	N			HMS/VocReha/DisablClmsProc Sec2	2	a
238	GB	05/03/19	05/31/20	24447	DISABILITY CLAIMS SPCLT III	C	SR20	13	P	1.00	N	48,948	\$ 41,856	Y	N			HMS/VocReha/DisablClmsProc Sec2	2	a
238	GB	11/17/18	05/31/20	24453	OFFICE ASSISTANT III	C	SR08	3	P	1.00	N	30,240	\$ 28,728	Y	Y	2		HMS/VocRehab/Support Services	3	a
238	GB	10/26/19	05/31/20	24930	DISABILITY CLAIMS SPCLT III	C	SR20	13	P	1.00	N	48,948	\$ 41,856	Y	N			HMS/VocReha/DisDet/ClmsPrc Sec1	3	a
238	GB	08/26/19	05/31/20	45062	DISABILITY CLAIMS SPCLT III	C	SR20	13	P	1.00	N	48,948	\$ 55,092	Y	N			HMS/VocReha/DisDet/ClmsPrc Sec1	3	a
238	GB	11/01/18	05/31/20	48730	DISABILITY CLAIMS SPCLT III	C	SR20	13	P	1.00	N	57,324	\$ 55,092	Y	N			HMS/VocReha/DisDet/ClmsPrc Sec1	3	a
238	GB	06/01/19	05/31/20	51830	INFORMATION TECHNOLOGY BAND B	C	SR22	13	P	1.00	N	57,324	\$ 55,092	Y	N			HMS/OIT/SysAnal&DesSec1	3	a
238	GB		05/31/20	96656K	DISABILITY CLAIMS SPCLT III		SR20	13	P	1.00	N	43,812	\$ -						4	a
301	SA	11/04/19	05/31/20	1678	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.60	A	36,725	\$ 35,770	Y	N			HMS/SocSvcDiv/Intake Unit	2	
301	SA	11/04/19	05/31/20	1678	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.40	N	24,483	\$ 23,846	Y	N			HMS/SocSvcDiv/Intake Unit	2	
301	SA	04/02/19	05/31/20	1715	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	1.00	N	57,324	\$ 57,324	Y	Y	3		HMS/SocSvcDiv/MauiWestCW S Ut 2	2	
301	SA	05/01/19	01/16/20	1746	STAFF SERVICES ASST I	C	SR14	3	P	0.60	A	27,189	\$ 30,182	Y	N		committed	HMS/SocSvcDiv/Maui CWS Section		Start Date 1-16-20
301	SA	05/01/19	01/16/20	1746	STAFF SERVICES ASST I	C	SR14	3	P	0.40	N	24,111	\$ 20,122	Y	N		committed	HMS/SocSvcDiv/Maui CWS Section		Start Date 1-16-20
301	SA	08/01/19	05/31/20	1768	SOCIAL WORKER III	C	SR20	13	P	0.60	A	30,550	\$ 29,369	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 1	2	
301	SA	08/01/19	05/31/20	1768	SOCIAL WORKER III	C	SR20	13	P	0.40	N	20,366	\$ 19,579	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 1	2	
301	SA	11/01/18	05/31/20	3471	HUMAN SVCS PROF II	C	SR18	13	P	0.60	A	27,173	\$ 29,369	Y	N			HMS/SocSvcDiv/ChildWelfarSv cBr	2	
301	SA	11/01/18	05/31/20	3471	HUMAN SVCS PROF II	C	SR18	13	P	0.40	N	18,115	\$ 19,579	Y	N			HMS/SocSvcDiv/ChildWelfarSv cBr	2	
301	SA	07/20/19	05/31/20	3472	SOCIAL WORKER IV	C	SR22	13	P	0.60	A	31,987	\$ 31,774	Y	N			HMS/SocSvcDiv/E. HI CWS Unit 3	1	
301	SA	07/20/19	05/31/20	3472	SOCIAL WORKER IV	C	SR22	13	P	0.40	N	21,325	\$ 21,182	Y	N			HMS/SocSvcDiv/E. HI CWS Unit 3	1	

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301	SA	10/02/19	05/31/20	14123	SECRETARY I	C	SR12	3	P	0.60	A	19,520	\$ 27,886	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 2	2	
301	SA	10/02/19	05/31/20	14123	SECRETARY I	C	SR12	3	P	0.40	N	26,956	\$ 18,590	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 2	2	
301	SA	08/03/15	05/31/20	14141	CHILD/ADULT PROTETV SVCS SPCLT	C			P	0.60	A	23,139	\$ 40,507	Y	N			HMS/SocSvcDiv/Intake Unit	1	
301	SA	08/03/15	05/31/20	14141	CHILD/ADULT PROTETV SVCS SPCLT	C			P	0.40	N	31,953	\$ 27,005	Y	N			HMS/SocSvcDiv/Intake Unit	1	
301	SA	08/05/19	12/02/19	17695	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.60	A	34,394	\$ 33,055	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	2	
301	SA	08/05/19	12/02/19	17695	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.40	N	22,930	\$ 22,037	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	2	
301	SA	02/05/19	05/31/20	21371	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.60	A	36,844	\$ 35,770	Y	N			HMS/SocSvcDiv/E. HI CWS Unit 3	1	
301	SA	02/05/19	05/31/20	21371	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.40	N	24,563	\$ 23,846	Y	N			HMS/SocSvcDiv/E. HI CWS Unit 3	1	
301	SA	11/01/19	05/31/20	22283	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	0.60	A	14,288	\$ 20,412	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	2	
301	SA	11/01/19	05/31/20	22283	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	0.40	N	19,732	\$ 13,608	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	2	
301	SA	08/01/19	05/31/20	26395	SECRETARY I	C	SR12	3	P	0.60	A	24,436	\$ 24,818	Y	N			HMS/SocSvcDiv/E. HI CWS Unit 3	2	
301	SA	08/01/19	05/31/20	26395	SECRETARY I	C	SR12	3	P	0.40	N	18,435	\$ 16,546	Y	N			HMS/SocSvcDiv/E. HI CWS Unit 3	2	
301	SA	09/16/19	05/31/20	26679	SOCIAL WORKER III	C	SR23	13	P	0.60	A	33,055	\$ 29,369	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	2	
301	SA	09/16/19	05/31/20	26679	SOCIAL WORKER III	C	SR23	13	P	0.40	N	22,037	\$ 19,579	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	2	
301	SA	08/05/19	05/31/20	29215	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.60	A	47,052	\$ 47,052	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	1	
301	SA	08/05/19	05/31/20	29215	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.40	N	31,368	\$ 31,368	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	1	
301	SA	12/08/17	01/02/20	32282	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.60	A	33,055	\$ 37,836	Y	N			HMS/SocSvcDiv/ChildWelfarSv cBr		Start Date - 1/6/20
301	SA	12/08/17	01/02/20	32282	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.40	N	22,037	\$ 25,224	Y	N			HMS/SocSvcDiv/ChildWelfarSv cBr		Start Date - 1/6/20
301	SA	09/03/19	05/31/20	33276	SOCIAL WORKER III	C	SR20	13	P	0.60	A	33,055	\$ 29,369	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 4	2	
301	SA	09/03/19	05/31/20	33276	SOCIAL WORKER III	C	SR20	13	P	0.40	N	22,037	\$ 19,579	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 4	2	
301	SA	08/09/19	05/31/20	34177	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.60	A	35,889	\$ 31,774	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	1	
301	SA	08/09/19	05/31/20	34177	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.40	N	23,926	\$ 21,182	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	1	
301	SA	05/21/19	05/31/20	34398	HUMAN SVCS PROF IV	C	SR22	13	P	0.60	A	34,394	\$ 35,770	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	2	
301	SA	05/21/19	05/31/20	34398	HUMAN SVCS PROF IV	C	SR22	13	P	0.40	N	22,930	\$ 23,846	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	2	

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301	SA	10/02/19	05/31/20	35691	HUMAN SVCS PROF III	C	SR20	13	P	0.60	A	33,055	\$ 27,173	Y	N			HMS/SocSvcDiv/MauiWestCW S Ut 2	2	
301	SA	10/02/19	05/31/20	35691	HUMAN SVCS PROF III	C	SR20	13	P	0.40	N	22,037	\$ 18,115	Y	N			HMS/SocSvcDiv/MauiWestCW S Ut 2	2	
301	SA	11/27/19	05/31/20	36143	SOCIAL WORKER III	C	SR20	13	P	0.60	A	30,550	\$ 29,369	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 2	2	
301	SA	11/27/19	05/31/20	36143	SOCIAL WORKER III	C	SR20	13	P	0.40	N	20,366	\$ 19,579	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 2	2	
301	SA	11/12/19	05/31/20	36189	SOCIAL WORKER III	C	SR23	13	P	0.60	A	33,055	\$ 29,369	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 1	2	
301	SA	11/12/19	05/31/20	36189	SOCIAL WORKER III	C	SR23	13	P	0.40	N	22,037	\$ 19,579	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 1	2	
301	SA	09/24/18	12/02/19	36331	SOCIAL WORKER III	C			P	0.60	A	33,055	\$ 29,369	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	2	
301	SA	09/24/18	12/02/19	36331	SOCIAL WORKER III	C			P	0.40	N	22,037	\$ 19,579	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 1	2	
301	SA	05/14/19	05/31/20	36415	SOCIAL WORKER III	C	SR20	13	P	0.60	A	30,550	\$ 33,055	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	2	
301	SA	05/14/19	05/31/20	36415	SOCIAL WORKER III	C	SR20	13	P	0.40	N	20,366	\$ 22,037	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	2	
301	SA	07/02/18	05/31/20	36504	OFFICE ASSISTANT III	C	SR08	3	P	0.60	A	13,719	\$ 18,634	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 3	3	
301	SA	07/02/18	05/31/20	36504	OFFICE ASSISTANT III	C	SR08	3	P	0.40	N	18,945	\$ 12,422	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 3	3	
301	SA	01/08/19	05/31/20	36510	SOCIAL SERVICE AID III	C			P	0.60	A	13,205	\$ 18,864	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 2	3	
301	SA	01/08/19	05/31/20	36510	SOCIAL SERVICE AID III	C			P	0.40	N	18,235	\$ 12,576	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 2	3	
301	SA	11/06/19	05/31/20	36695	CHILD/ADLT PROTV SVCS SUPV I	C	SR25	23	P	0.60	A	52,949	\$ 37,202	Y	N			HMS/SocSvcDiv/MauiWestCW S Ut 2	2	
301	SA	11/06/19	05/31/20	36695	CHILD/ADLT PROTV SVCS SUPV I	C	SR25	23	P	0.40	N	35,299	\$ 24,802	Y	N			HMS/SocSvcDiv/MauiWestCW S Ut 2	2	
301	SA	11/01/19	05/31/20	36696	CHILD/ADLT PROTV SVCS SUPV I	C	SR25	23	P	0.60	A	42,163	\$ 40,226	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 1	1	
301	SA	11/01/19	05/31/20	36696	CHILD/ADLT PROTV SVCS SUPV I	C	SR25	23	P	0.40	N	19,841	\$ 26,818	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 1	1	
301	SA	02/19/19	01/02/20	36800	SOCIAL WORKER V	C	SR24	23	P	0.60	A	28,158	\$ 41,839	Y	N		committed	HMS/SocSvcDiv/E. Oahu CWS Ut 2		Filled - 12/16/19
301	SA	02/19/19	01/02/20	36800	SOCIAL WORKER V	C	SR24	23	P	0.40	N	38,886	\$ 27,893	Y	N		committed	HMS/SocSvcDiv/E. Oahu CWS Ut 2		Filled - 12/16/19
301	SA	09/07/19	05/31/20	37612	HUMAN SVCS PROF III	C			P	0.60	A	33,055	\$ 29,369	Y	N			HMS/SocSvcDiv/OahuSpclSvcs Ut 1	2	
301	SA	09/07/19	05/31/20	37612	HUMAN SVCS PROF III	C			P	0.40	N	22,037	\$ 19,579	Y	N			HMS/SocSvcDiv/OahuSpclSvcs Ut 1	2	
301	SA	10/16/18	01/02/20	39781	SOCIAL SERVICE AID III	C	SR09	3	P	0.60	A	18,550	\$ 17,921	Y	N		committed	HMS/SocSvcDiv/ChildWelfarSv cBr		Start Date - 1/6/20
301	SA	10/16/18	01/02/20	39781	SOCIAL SERVICE AID III	C	SR09	3	P	0.40	N	12,890	\$ 11,947	Y	N		committed	HMS/SocSvcDiv/ChildWelfarSv cBr		Start Date - 1/6/20

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301	SA	09/03/19	12/19/19	40521	SOCIAL SERVICE AID III	C	SR09	3	P	0.60	A	13,205	\$ 18,864	Y	N			HMS/SocSvcDiv/Oahu CWS Unit 1	3	
301	SA	09/03/19	12/19/19	40521	SOCIAL SERVICE AID III	C	SR09	3	P	0.40	N	18,235	\$ 12,576	Y	N			HMS/SocSvcDiv/Oahu CWS Unit 1	3	
301	SA	01/09/18	05/31/20	42338	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	0.60	A	20,412	\$ 18,929	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	3	
301	SA	01/09/18	05/31/20	42338	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	0.40	N	13,608	\$ 12,619	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	3	
301	SA	02/02/19	01/02/20	42358	SECRETARY I	C	SR12	3	P	0.60	A	21,204	\$ 21,204	Y	N			HMS/SocSvcDiv/OahuSpclSvcs Ut 1	3	declined
301	SA	02/02/19	01/02/20	42358	SECRETARY I	C	SR12	3	P	0.40	N	14,136	\$ 14,136	Y	N			HMS/SocSvcDiv/OahuSpclSvcs Ut 1	3	declined
301	SA	10/19/19	05/31/20	42372	HUMAN SVCS PROF III	C	SR20	13	P	0.60	A	33,055	\$ 33,055	Y	N			HMS/SocSvcDiv/Maui CWS Section	2	
301	SA	10/19/19	05/31/20	42372	HUMAN SVCS PROF III	C	SR20	13	P	0.40	N	22,037	\$ 22,037	Y	N			HMS/SocSvcDiv/Maui CWS Section	2	
301	SA	11/04/17	05/31/20	42375	HUMAN SVCS PROF III	C			P	0.60	A	33,055	\$ 28,721	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	2	
301	SA	11/04/17	05/31/20	42375	HUMAN SVCS PROF III	C			P	0.40	N	22,037	\$ 19,147	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	2	
301	SA	12/01/18	05/31/20	42671	SOCIAL SERVICE AID III	C	SR09	3	P	0.60	A	18,864	\$ 17,921	Y	N			HMS/SocSvcDiv/Mol-Lan CWS Unit	3	
301	SA	12/01/18	05/31/20	42671	SOCIAL SERVICE AID III	C	SR09	3	P	0.40	N	12,576	\$ 11,947	Y	N			HMS/SocSvcDiv/Mol-Lan CWS Unit	3	
301	SA	03/01/16	05/31/20	43767	SOCIAL SERVICE ASSISTANT IV	C			P	0.60	A	20,412	\$ 17,993	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 3	3	
301	SA	03/01/16	05/31/20	43767	SOCIAL SERVICE ASSISTANT IV	C			P	0.40	N	13,608	\$ 11,995	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 3	3	
301	SA	12/31/18	05/31/20	45055	SOCIAL SERVICE AID III	C	SR09	3	P	0.60	A	22,932	\$ 21,766	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	3	
301	SA	12/31/18	05/31/20	45055	SOCIAL SERVICE AID III	C	SR09	3	P	0.40	N	15,288	\$ 14,510	Y	N			HMS/SocSvcDiv/MauiEastCWS Ut 1	3	
301	SA	09/16/19	05/31/20	46353	HUMAN SVCS PROF III	C			P	0.60	A	33,055	\$ 30,550	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 3	2	
301	SA	09/16/19	05/31/20	46353	HUMAN SVCS PROF III	C			P	0.40	N	22,037	\$ 20,366	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 3	2	
301	SA	02/21/19	05/31/20	46377	SECRETARY II	C	SR14	3	P	0.60	A	31,378	\$ 31,378	Y	N			HMS/SocSvcDiv/Oahu CWS Sec 4	3	
301	SA	02/21/19	05/31/20	46377	SECRETARY II	C	SR14	3	P	0.40	N	20,918	\$ 20,918	Y	N			HMS/SocSvcDiv/Oahu CWS Sec 4	3	
301	SA	08/19/19	05/31/20	47439	HUMAN SVCS PROF III	C			P	0.60	A	29,369	\$ 35,770	Y	N			HMS/SocSvcDiv/ResHomeLic Unit	2	
301	SA	08/19/19	05/31/20	47439	HUMAN SVCS PROF III	C			P	0.40	N	19,579	\$ 23,846	Y	N			HMS/SocSvcDiv/ResHomeLic Unit	2	
301	SA	08/17/18	05/31/20	51856	OFFICE ASSISTANT III	C	SR08	3	P	0.90	A	27,216	\$ 25,855	Y	N			HMS/SocSvcDiv/CW Prgm Dev Of 1	3	
301	SA	08/17/18	05/31/20	51856	OFFICE ASSISTANT III	C	SR08	3	P	0.10	N	3,024	\$ 2,873	Y	N			HMS/SocSvcDiv/CW Prgm Dev Of 1	3	

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Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Org Description	Priority # to Retain	Recruitment Status: a. Interview stage b. Candidate accepted c. Filled
301	SA	02/19/19	05/31/20	108918	SOCIAL SERVICE AID III	C	SR09	3	P	0.60	A	23,580	\$ 19,598	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 4	3	
301	SA	02/19/19	05/31/20	108918	SOCIAL SERVICE AID III	C	SR09	3	P	0.40	N	7,860	\$ 13,066	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 4	3	
301	SA	02/11/19	05/31/20	111035	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	0.60	A	23,914	\$ 23,832	Y	N			HMS/SocSvcDiv/Oahu CWS Unit 2	3	
301	SA	02/11/19	05/31/20	111035	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	0.40	N	15,943	\$ 15,888	Y	N			HMS/SocSvcDiv/Oahu CWS Unit 2	3	
301	SA	11/01/18	01/16/20	112751	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	1.00	N	59,616	\$ 59,616	Y	N		committed	HMS/SocSvcDiv/ChildWelfarSv cBr		Start Date: 1/6/20
301	SA	05/16/19	01/16/20	116610	CHILD/ADLT PROTV SVCS SUPVR II	C	SR27	23	P	0.60	A	59,558	\$ 59,558	Y	Y	1	committed	HMS/SocSvcDiv/Oahu CWS Sect 3		Negotiating Pay
301	SA	05/16/19	01/16/20	116610	CHILD/ADLT PROTV SVCS SUPVR II	C	SR27	23	P	0.40	N	39,706	\$ 39,706	Y	Y	1	committed	HMS/SocSvcDiv/Oahu CWS Sect 3		Negotiating Pay
301	SA	05/16/18	05/31/20	117416	HUMAN SVCS PROF V	C	SR24	23	P	0.60	A	37,202	\$ 34,985	Y	N			HMS/SocSvcDiv/Intake Unit	2	
301	SA	05/16/18	05/31/20	117416	HUMAN SVCS PROF V	C	SR24	23	P	0.40	N	24,802	\$ 23,323	Y	N			HMS/SocSvcDiv/Intake Unit	2	
301	SA	08/07/19	05/31/20	117488	SOCIAL SERVICE AID III	C	SR09	3	P	0.60	A	23,580	\$ 18,864	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 3	3	
301	SA	08/07/19	05/31/20	117488	SOCIAL SERVICE AID III	C	SR09	3	P	0.40	N	7,860	\$ 12,576	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 3	3	
301	SA	08/01/18	05/31/20	117492	SOCIAL SERVICE AID II	C	SR07	3	P	0.60	A	17,453	\$ 16,538	Y	N			HMS/SocSvcDiv/ChildWelfarSv cBr	3	
301	SA	08/01/18	05/31/20	117492	SOCIAL SERVICE AID II	C	SR07	3	P	0.40	N	11,635	\$ 11,026	Y	N			HMS/SocSvcDiv/ChildWelfarSv cBr	3	
301	SA	09/09/19	05/31/20	117495	SOCIAL SERVICE AID III	C	SR09	3	P	0.60	A	23,580	\$ 18,864	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 4	3	
301	SA	09/09/19	05/31/20	117495	SOCIAL SERVICE AID III	C	SR09	3	P	0.40	N	7,860	\$ 12,576	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 4	3	
301	SA	11/12/19	05/31/20	118540	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	1.00	N	59,425	\$ 57,324	Y	N			HMS/SocSvcDiv/E. HI CWS Unit 3	3	
301	SA	01/01/19	05/31/20	118542	SOCIAL SERVICE AID III	C	SR09	3	P	1.00	N	35,340	\$ 34,908	Y	N			HMS/SocSvcDiv/MauiWestCW S Ut 2	3	
301	SA	07/01/19	05/31/20	118563	SOCIAL SERVICE AID III	C			P	1.00	N	31,440	\$ 31,440	Y	N			HMS/SocSvcDiv/E. Oahu CWS Ut 3	3	
301	SA	09/01/15	05/31/20	118564	SOCIAL SERVICE AID III	C			P	0.60	A	18,864	\$ 19,476	Y	N			HMS/SocSvcDiv/Intake Unit	2	
301	SA	09/01/15	05/31/20	118564	SOCIAL SERVICE AID III	C			P	0.40	N	12,576	\$ 12,984	Y	N			HMS/SocSvcDiv/Intake Unit	2	
301	SA	08/03/15	05/31/20	118572	CHILD/ADULT PROTETV SVCS SPCLT	C			P	1.00	N	55,092	\$ 33,720	Y	N			HMS/SocSvcDiv/Intake Unit	3	
301	SA	07/01/19	05/31/20	118584	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.60	A	35,770	\$ 35,770	Y	N			HMS/SocSvcDiv/Intake Unit	4	
301	SA	07/01/19	05/31/20	118584	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	0.40	N	23,846	\$ 23,846	Y	N			HMS/SocSvcDiv/Intake Unit	4	
301	SA	06/17/13	05/31/20	118586	SOCIAL SERVICE AID III	C			P	1.00	N	31,440	\$ 27,648	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 3	4	
301	SA	08/30/19	05/31/20	118587	SOCIAL SERVICE AID III	C			P	1.00	N	31,440	\$ 31,440	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 1	4	
301	SA	08/01/19	05/31/20	118588	SOCIAL SERVICE AID III	C	SR09	3	P	1.00	N	31,440	\$ 31,440	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 2	4	

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301	SA	10/03/19	05/31/20	118590	HUMAN SVCS PROF IV	C	SR22	13	P	0.60	A	32,948	\$ 33,055	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 2	2	
301	SA	10/03/19	05/31/20	118590	HUMAN SVCS PROF IV	C	SR22	13	P	0.40	N	21,966	\$ 22,037	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 2	2	
301	SA	10/04/18	01/02/20	122786	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	1.00	A	55,092	\$ -	Y	N			HMS/SocSvcDiv/E. HI CWS Unit 1	2	
302	DA	01/01/19	05/31/20	28157	PROJECT MANAGER	E	SRNA	13	P	0.66	A	49,801	\$ 49,801	Y	N			HMS/BESS Dv/Child Care Pgm Ofc	4	a
302	DA	01/01/19	05/31/20	28157	PROJECT MANAGER	E	SRNA	13	P	0.34	N	25,665	\$ 25,655	Y	N			HMS/BESS Dv/Child Care Pgm Ofc	4	a
302	DA	03/01/18	05/31/20	36853	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	0.50	A	17,010	\$ 16,428	Y	N			HMS/BESS Dv/Maui Central Ut	1	a
302	DA	03/01/18	05/31/20	36853	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	0.50	N	17,010	\$ 16,428	Y	N			HMS/BESS Dv/Maui Central Ut	1	a
302	DA	09/17/19	01/16/20	42915	HUMAN SVCS PROF I	C	SR16	13	P	0.50	A	21,558	\$ 22,644	Y	N		committed	HMS/BESS Dv/Kauai/South Ut	3	b
302	DA	09/17/19	01/16/20	42915	HUMAN SVCS PROF I	C	SR16	13	P	0.50	N	21,558	\$ 22,644	Y	N		committed	HMS/BESS Dv/Kauai/South Ut	3	b
302	DA	02/01/19	05/31/20	118062	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	15,120	\$ 15,120	Y	N			HMS/BESS Dv/Child Care Pgm Ofc	3	pending reog
302	DA	02/01/19	05/31/20	118062	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	15,120	\$ 15,120	Y	N			HMS/BESS Dv/Child Care Pgm Ofc	3	pending reorg
302	DA	06/03/19	05/31/20	120654	HUMAN SVCS PROF IV	C	SR22	13	P	0.50	A	34,530	\$ 33,522	Y	N			HMS/BESS Dv/Child Care Pgm Ofc	3	a
302	DA	06/03/19	05/31/20	120654	HUMAN SVCS PROF IV	C	SR22	13	P	0.50	N	34,530	\$ 33,522	Y	N			HMS/BESS Dv/Child Care Pgm Ofc	3	a
302	DA	04/01/18	05/31/20	120655	SOCIAL WORKER IV	C	SR22	13	P	0.50	A	26,478	\$ 36,888	Y	N			HMS/BESS Dv/Child Care Pgm Ofc	1	pending reorg
302	DA	04/01/18	05/31/20	120655	SOCIAL WORKER IV	C	SR22	13	P	0.50	N	26,478	\$ 36,888	Y	N			HMS/BESS Dv/Child Care Pgm Ofc	1	pending reorg
501	YA	09/14/19	05/31/20	47413	PRE AUDIT CLERK I	C	SR11	3	P	1.00	A	34,020	\$ 34,020	Y	N			HMS/FMO/Pre-Audit Stf/Payroll	3	
501	YA	07/01/19	05/31/20	118812	GENERAL PROFESSIONAL V	C	SR24	73	P	1.00	A	88,248	\$ 88,248	Y	N			HMS/OfcYouthSvcs/AdminSvcs Ofc	1	Recruiting
501	YA	12/20/18	12/16/19	122878	CHILDREN AND YUTH PRGM SPCLT V	C			P	1.00	A	68,000	\$ -	Y	N			HMS/OfcYthSvcs/Prgm Dev Ofc		c
503	YB	04/09/19	05/31/20	7119	YOUTH CORRECTIONS OFFICER (FP)	C	CO06	10	P	1.00	A	59,040	\$ 57,888	Y	N			HMS/OfcYthSvcs/Obs&Assess mtCot	4	Not recruiting
503	YB	08/24/19	05/31/20	7976	COOK II	C	BC08	1	P	1.00	A	52,980	\$ 53,088	Y	N			HMS/OfcYthSvcs/Food Svc Ut	3	Completed interview stage- turned in results
503	YB	11/12/19	05/31/20	9189	YOUTH CORRECTIONS OFFICER (FP)	C	CO06	10	P	1.00	A	59,040	\$ 59,040	Y	N			HMS/OfcYthSvcs/HookipaMak aiCot	4	Not recruiting
503	YB	07/27/19	05/31/20	11643	YOUTH CORRECTIONS OFFICER (FP)	C	CO06	10	P	1.00	A	59,040	\$ 59,040	Y	N			HMS/OfcYthSvcs/HookipaMak aiCot	3	Not recruiting

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503	YB	08/27/19	05/31/20	31615	INSTITUTION FARM ACTIV LEADER	C			P	1.00	A	46,656	\$ 46,656	Y	N			HMS/OfcYthSvcs/Farm Ut	2	Completed interview stage- turned in results
503	YB	06/18/18	05/31/20	34317	FARM MANAGER I	C	F203	2	P	1.00	A	51,552	\$ 50,820	Y	Y	3		HMS/OfcYthSvcs/Farm Ut	2	Just received candidate list
503	YB	07/01/18	01/16/20	34343	HUMAN SVCS PROF III	C	SR20	13	P	1.00	A	48,948	\$ 69,732	Y	N			HMS/OfcYthSvcs/HookipaMak aiCot	3	c
503	YB	08/25/18	01/16/20	34360	HUMAN RESOURCES ASSISTANT III	C	SR09	63	P	1.00	A	31,440	\$ 29,868	Y	N			HMS/OfcYthSvcs/Bus Svcs Stf	3	c
503	YB	06/08/19	02/01/20	39715	REGISTERED NURSE III	C	SR20	9	P	1.00	A	106,128	\$ 106,128	Y	N		committed	HMS/OfcYthSvcs/HlthCareSvcs Sec	2	c
503	YB	11/01/19	05/31/20	117174	YOUTH CORRECTIONS OFFICER (FP)	C	CO06	10	P	1.00	A	59,040	\$ 59,040	Y	N			HMS/OfcYthSvcs/SecrdCareFac Cot	3	Not recruiting
503	YB	03/01/17	05/31/20	118511	GENERAL PROFESSIONAL III	C			P	1.00	A	48,948	\$ 46,932	Y	N			HMS/OfcYthSvcs	1	re-classifying
503	YB	10/08/19	05/31/20	123115	SOCIAL WORKER III	C			P	1.00	A	48,948	\$ -	Y	N			HMS/OfcYthSvcs/Juv Parole Sec	2	Recruiting
503	YB	10/08/19	05/31/20	123116	SOCIAL WORKER III	C			P	1.00	A	48,948	\$ -	Y	N			HMS/OfcYthSvcs/Juv Parole Sec	2	Recruiting
503	YB	10/08/19	05/31/20	123117	SOCIAL WORKER III	C			P	1.00	A	48,948	\$ -	Y	N			HMS/OfcYthSvcs/Juv Parole Sec	2	Recruiting
503	YB		05/31/20	98638K	SOCIAL WORKER III		SR20	13	P	1.00	A	48,948	\$ -						2	establishing position
503	YB		05/31/20	98639K	SOCIAL WORKER III		SR20	13	P	1.00	A	48,948	\$ -						2	establishing position
601	TA	09/11/19	05/31/20	1654	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	1.00	A	69,060	\$ 67,044	Y	N			HMS/SocSvcDiv/OahuAP&CSU nit2	1	
601	TA	08/24/19	05/31/20	10393	SECRETARY II	C	SR14	3	P	1.00	N	43,008	\$ 43,008	Y	N			HMS/SocSvcDiv/FostGrdprntPg Ofc	3	
601	TA	06/13/19	05/31/20	17391	HUMAN SVCS PROF IV	C	SR23	13	P	1.00	A	55,092	\$ 52,956	Y	N			HMS/SocSvcDiv/OahuAP&CSU nit2	2	
601	TA	10/01/19	05/31/20	26709	HUMAN SVCS PROF IV	C	SR22	13	P	1.00	A	55,092	\$ 57,324	Y	N			HMS/SocSvcDiv/OahuAP&CSU nit2	2	
601	TA	09/14/19	05/31/20	26711	CHILD/ADULT PROTETV SVCS SPCLT	C	SR23	13	P	1.00	A	59,043	\$ 57,324	Y	N			HMS/SocSvcDiv/OahuAP&CSU nit1	2	
601	TA	03/01/19	05/31/20	29824	PROGRAM SPECIALIST (AGING) V	C	SR24	13	P	1.00	N	60,611	\$ 59,616	Y	N			HMS/SocSvcDiv/SrCompanionP gOfc	4	
601	TA	02/11/19	05/31/20	45369	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	P	1.00	A	38,220	\$ 38,220	Y	N			HMS/SocSvcDiv/E. HI AP&CS Sec	3	
601	TA	11/01/19	05/31/20	100506	SOCIAL SERVICE ASSISTANT IV	C			P	1.00	A	34,020	\$ 35,340	Y	N			HMS/SocSvcDiv/Maui AP&CS Sec	3	
601	TA	01/02/19	05/31/20	113209	SOCIAL SERVICE ASSISTANT IV	C	SR11	3	T	1.00	N	34,020	\$ 50,304	Y	N			HMS/SocSvcDiv/OahuAP&CSU nit2	4	
601	TA	08/01/19	05/31/20	121774	HUMAN SVCS PROF IV	C	SR23	13	P	0.50	A	28,662	\$ 28,662	Y	N			HMS/SocSvcDiv/OahuAdultInta kUt	2	
601	TA	08/01/19	05/31/20	121774	HUMAN SVCS PROF IV	C	SR23	13	P	0.50	N	28,662	\$ 28,662	Y	N			HMS/SocSvcDiv/OahuAdultInta kUt	2	



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601	TA	07/11/19	05/31/20	123045	CHILD/ADULT PROTETV SVCS SPCLT	C			P	1.00	A	55,092	\$ -	Y	N			HMS/SocSvcDiv/OahuAdultInta kUt	2	
802	GA	01/16/19	05/31/20	1662	VOCATIONAL REHAB SPCLT III	C	SR22	13	P	0.34	A	20,269	\$ 19,490	Y	N			HMS/VocRehab/Maui Br	3	a
802	GA	01/16/19	05/31/20	1662	VOCATIONAL REHAB SPCLT III	C	SR22	13	P	0.66	N	39,347	\$ 37,834	Y	N			HMS/VocRehab/Maui Br	3	a
802	GA	05/16/18	05/31/20	11830	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.34	A	11,650	\$ 24,117	Y	N			HMS/VocRehab/Windward Sec	2	a
802	GA	05/16/18	05/31/20	11830	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.66	N	41,306	\$ 46,815	Y	N			HMS/VocRehab/Windward Sec	2	a
802	GA	05/16/19	05/31/20	12518	VOCATIONAL REHAB SPCLT I	C	SR16	13	P	0.34	A	14,517	\$ 14,231	Y	N			HMS/VocRehab/Central Sec	2	a
802	GA	05/16/19	05/31/20	12518	VOCATIONAL REHAB SPCLT I	C	SR16	13	P	0.66	N	28,179	\$ 27,625	Y	N			HMS/VocRehab/Central Sec	2	a
802	GA	12/01/18	05/31/20	12554	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.34	A	16,595	\$ 25,647	Y	N			HMS/VocRehab/Hawaii Br	2	a
802	GA	12/01/18	05/31/20	12554	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.66	N	58,837	\$ 49,785	Y	N			HMS/VocRehab/Hawaii Br	2	a
802	GA	08/01/19	01/02/20	12556	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.34	A	15,292	\$ 21,922	Y	N		committed	HMS/VocRehab/Kauai Br	N/A	b
802	GA	08/01/19	01/02/20	12556	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.66	N	54,216	\$ 42,554	Y	N		committed	HMS/VocRehab/Kauai Br	N/A	b
802	GA	06/01/19	05/31/20	12557	VOCATIONAL REHAB MANAGER II	C	EM03	35	P	0.34	A	19,061	\$ 29,458	Y	N			HMS/VocRehab/Oahu Br	N/A	c
802	GA	06/01/19	05/31/20	12557	VOCATIONAL REHAB MANAGER II	C	EM03	35	P	0.66	N	67,579	\$ 57,182	Y	N			HMS/VocRehab/Oahu Br	N/A	c
802	GA	12/31/18	05/31/20	12658	VOCATIONAL REHAB SPCLT V	C	SR24	23	P	0.34	A	17,252	\$ 26,663	Y	N			HMS/VocRehab/Central Sec	3	a
802	GA	12/31/18	05/31/20	12658	VOCATIONAL REHAB SPCLT V	C	SR24	23	P	0.66	N	61,168	\$ 51,757	Y	N			HMS/VocRehab/Central Sec	3	a
802	GA	11/20/19	05/31/20	15293	ORIENTATION & MOBLTY THRPS III	C	SR20	13	P	0.33	A	16,802	\$ 16,802	Y	N			HMS/VocRehab/Adjustment Sec	2	a
802	GA	11/20/19	05/31/20	15293	ORIENTATION & MOBLTY THRPS III	C	SR20	13	P	0.67	N	34,114	\$ 34,114	Y	N			HMS/VocRehab/Adjustment Sec	2	a
802	GA	03/03/14	05/31/20	15295	REHAB TEACHER FOR BLIND III	C	SR20	13	P	1.00	A	48,948	\$ 47,400	Y	N			HMS/VocRehab/Counseling Sec	1	a
802	GA	12/29/18	05/31/20	15823	VOCATIONAL REHAB SPCLT II	C	SR18	13	P	0.33	A	16,153	\$ 15,543	Y	N			HMS/VocRehab/East Sec	2	a
802	GA	12/29/18	05/31/20	15823	VOCATIONAL REHAB SPCLT II	C	SR18	13	P	0.67	N	32,795	\$ 31,557	Y	N			HMS/VocRehab/East Sec	2	a
802	GA	09/27/19	05/31/20	15947	VOCATIONAL REHAB SPCLT V	C	SR24	13	P	0.33	A	15,956	\$ 23,934	Y	N			HMS/VocRehab/Stf Svcs Ofc	2	a
802	GA	09/27/19	05/31/20	15947	VOCATIONAL REHAB SPCLT V	C	SR24	13	P	0.67	N	56,572	\$ 48,594	Y	N			HMS/VocRehab/Stf Svcs Ofc	2	a
802	GA	03/16/18	05/31/20	16920	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.33	A	17,475	\$ 20,010	Y	Y	6		HMS/VocRehab/Svcs Deaf Sec	2	a
802	GA	03/16/18	05/31/20	16920	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.67	N	35,481	\$ 40,626	Y	Y	6		HMS/VocRehab/Svcs Deaf Sec	2	a
802	GA	11/16/18	05/31/20	17806	VOCATIONAL REHAB SPCLT III	C	SR20	13	P	0.33	A	13,203	\$ 19,673	Y	N			HMS/VocRehab/Kauai Br	2	a
802	GA	11/16/18	05/31/20	17806	VOCATIONAL REHAB SPCLT III	C	SR20	13	P	0.67	N	46,811	\$ 39,943	Y	N			HMS/VocRehab/Kauai Br	2	a
802	GA	06/03/19	05/31/20	19028	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.33	A	15,341	\$ 23,012	Y	N			HMS/VocRehab/Kona Sec	2	a
802	GA	06/03/19	05/31/20	19028	VOCATIONAL REHAB SPCLT IV	C	SR22	13	P	0.67	N	54,391	\$ 46,720	Y	N			HMS/VocRehab/Kona Sec	2	a
802	GA	11/18/19	05/31/20	21314	VOCATIONAL REHAB SPCLT V	C	SR24	23	P	0.33	A	16,924	\$ 24,893	Y	N			HMS/VocRehab/East Sec	1	a
802	GA	11/18/19	05/31/20	21314	VOCATIONAL REHAB SPCLT V	C	SR24	23	P	0.67	N	60,002	\$ 50,539	Y	N			HMS/VocRehab/East Sec	1	a
802	GA	04/01/19	05/31/20	22391	VOCATIONAL REHAB SPCLT V	C	SR24	13	P	0.33	A	19,415	\$ 29,122	Y	N			HMS/VocRehab/Stf Svcs Ofc	N/A	c
802	GA	04/01/19	05/31/20	22391	VOCATIONAL REHAB SPCLT V	C	SR24	13	P	0.67	N	68,833	\$ 59,126	Y	N			HMS/VocRehab/Stf Svcs Ofc	N/A	c
802	GA	12/31/18	12/16/19	22667	VOCATIONAL REHAB ASST ADMR	C	EM05	35	P	0.33	A	21,189	\$ 31,407	Y	N			HMS/VocRehab/Stf Svcs Ofc	N/A	c
802	GA	12/31/18	12/16/19	22667	VOCATIONAL REHAB ASST ADMR	C	EM05	35	P	0.67	N	75,123	\$ 63,765	Y	N			HMS/VocRehab/Stf Svcs Ofc	N/A	c
802	GA	03/30/19	05/31/20	24468	OFFICE ASSISTANT III	C	SR08	3	P	0.33	A	6,653	\$ 9,979	Y	N			HMS/VocRehab/Counseling Sec	3	a
802	GA	03/30/19	05/31/20	24468	OFFICE ASSISTANT III	C	SR08	3	P	0.67	N	23,587	\$ 20,261	Y	N			HMS/VocRehab/Counseling Sec	3	a

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802	GA	01/17/17	05/31/20	31327	VOCATIONAL REHAB SPCLT I	C	SR20	13	P	0.33	A	17,475	\$ 16,755	Y	N			HMS/VocRehab/Svcs Deaf Sec	2	a
802	GA	01/17/17	05/31/20	31327	VOCATIONAL REHAB SPCLT I	C	SR20	13	P	0.67	N	35,481	\$ 34,017	Y	N			HMS/VocRehab/Svcs Deaf Sec	2	a
802	GA	01/01/19	05/31/20	31346	VOCATIONAL REHAB SPCLT III	C	SR20	13	P	0.33	A	17,475	\$ 17,475	Y	N			HMS/VocRehab/Metro Sec	1	a
802	GA	01/01/19	05/31/20	31346	VOCATIONAL REHAB SPCLT III	C	SR20	13	P	0.67	N	35,481	\$ 35,481	Y	N			HMS/VocRehab/Metro Sec	1	a
802	GA	12/03/18	02/03/20	36611	EMPLOYMENT SERVICE SPCLT III	C	SR20	13	P	0.33	A	7,253	\$ 23,934	Y	N			HMS/VocRehab/Kauai Br	N/A	b
802	GA	12/03/18	02/03/20	36611	EMPLOYMENT SERVICE SPCLT III	C	SR20	13	P	0.67	N	65,275	\$ 48,594	Y	N			HMS/VocRehab/Kauai Br	N/A	b
802	GA	09/15/17	05/31/20	118971	SOCIAL SERVICE AID III	C	SR09	3	P	0.16	A	3,458	\$ 4,788	Y	N			HMS/VocRehab/Svcs Deaf Sec	3	a
802	GA	09/15/17	05/31/20	118971	SOCIAL SERVICE AID III	C	SR09	3	P	0.34	N	12,262	\$ 10,176	Y	N			HMS/VocRehab/Svcs Deaf Sec	3	a
802	GA	10/29/18	05/31/20	120667	ACCOUNT CLERK III	C	SR11	3	T	0.33	A	11,227	\$ 10,644	Y	N			HMS/VocRehab/Employment Sec	3	a
802	GA	10/29/18	05/31/20	120667	ACCOUNT CLERK III	C	SR11	3	T	0.67	N	22,793	\$ 21,612	Y	N			HMS/VocRehab/Employment Sec	3	a
802	GA	03/09/19	01/02/20	120668	OFFICE ASSISTANT III	C	SR08	3	T	0.33	A	9,979	\$ 9,979	Y	N		committed	HMS/VocRehab/Hawaii Br	N/A	b
802	GA	03/09/19	01/02/20	120668	OFFICE ASSISTANT III	C	SR08	3	T	0.67	N	20,261	\$ 20,261	Y	N		committed	HMS/VocRehab/Hawaii Br	N/A	b
802	GA	03/03/18	05/31/20	120697	OFFICE ASSISTANT III	C	SR08	3	T	0.33	A	9,979	\$ 9,270	Y	N			HMS/VocRehab/Kauai Br	4	a
802	GA	03/03/18	05/31/20	120697	OFFICE ASSISTANT III	C	SR08	3	T	0.67	N	20,261	\$ 18,822	Y	N			HMS/VocRehab/Kauai Br	4	a
802	GA	07/25/17	05/31/20	120698	VOCATIONAL REHAB SPCLT II	C	SR20	13	P	0.33	A	30,975	\$ 14,616	Y	N			HMS/VocRehab/Kona Sec	3	a
802	GA	07/25/17	05/31/20	120698	VOCATIONAL REHAB SPCLT II	C	SR20	13	P	0.67	N	62,889	\$ 29,676	Y	N			HMS/VocRehab/Kona Sec	3	a
802	GA	11/18/19	05/31/20	120738	OFFICE ASSISTANT III	C	SR08	3	T	0.33	A	9,979	\$ 9,979	Y	N			HMS/VocRehab/Stf Svcs Ofc	3	a
802	GA	11/18/19	05/31/20	120738	OFFICE ASSISTANT III	C	SR08	3	T	0.67	N	20,261	\$ 20,261	Y	N			HMS/VocRehab/Stf Svcs Ofc	3	a
802	GA	02/26/18	05/31/20	120754	VENDING FACILITIES SPCLT	C	SR20	13	T	0.33	A	16,153	\$ 16,434	Y	N			HMS/VocRehab/Employment Sec	2	a
802	GA	02/26/18	05/31/20	120754	VENDING FACILITIES SPCLT	C	SR20	13	T	0.67	N	32,795	\$ 33,366	Y	N			HMS/VocRehab/Employment Sec	2	a
802	GA	02/21/14	05/31/20	120762	VOCATIONAL REHAB SPCLT V	C	SR24	23	T	0.33	A	19,673	\$ -	Y	N			HMS/VocRehab/Metro Sec	2	a
802	GA	02/21/14	05/31/20	120762	VOCATIONAL REHAB SPCLT V	C	SR24	23	T	0.67	N	39,943	\$ -	Y	N			HMS/VocRehab/Metro Sec	2	a
802	GA	01/16/19	05/31/20	120795	VOCATIONAL REHAB SPCLT III	C	SR20	13	T	0.33	A	16,153	\$ 16,153	Y	N			HMS/VocRehab/Metro Sec	2	a
802	GA	01/16/19	05/31/20	120795	VOCATIONAL REHAB SPCLT III	C	SR20	13	T	0.67	N	32,795	\$ 32,795	Y	N			HMS/VocRehab/Metro Sec	2	a
802	GA	03/16/18	05/31/20	120835	VOCATIONAL REHAB SPCLT I	C	SR16	13	T	0.33	A	16,153	\$ 14,050	Y	N			HMS/VocRehab/Central Sec	2	a
802	GA	03/16/18	05/31/20	120835	VOCATIONAL REHAB SPCLT I	C	SR16	13	T	0.67	N	32,795	\$ 28,526	Y	N			HMS/VocRehab/Central Sec	2	a
901	MA	07/01/19	05/31/20	1751	SECRETARY II	C	SR14	3	P	0.95	A	37,734	\$ 37,734	Y	N			HMS/SocSvcDiv/SuppSvcsOfc		Start date 1/6/20
901	MA	07/01/19	05/31/20	1751	SECRETARY II	C	SR14	3	P	0.05	N	1,986	\$ 1,986	Y	N			HMS/SocSvcDiv/SuppSvcsOfc		Start date 1/6/20
901	MA	11/30/19	05/31/20	3477	SECRETARY IV	C	SR18	63	P	0.95	A	50,189	\$ 49,681	Y	N			HMS/SocSvcDiv	3	
901	MA	11/30/19	05/31/20	3477	SECRETARY IV	C	SR18	63	P	0.05	N	2,642	\$ 2,615	Y	N			HMS/SocSvcDiv	3	
901	MA	08/06/19	05/31/20	14987	SOCIAL WORKER V	C	SR24	13	P	0.75	A	63,657	\$ 63,657	Y	N			HMS/SocSvcDiv/StaffDevelopO fc		Recommendati on submitted
901	MA	08/06/19	05/31/20	14987	SOCIAL WORKER V	C	SR24	13	P	0.25	N	21,219	\$ 21,219	Y	N			HMS/SocSvcDiv/StaffDevelopO fc		Recommendati on submitted
901	MA	11/01/18	12/02/19	24435	SOCIAL WORKER IV	C	SR22	13	P	0.75	A	41,319	\$ 39,717	Y	N			HMS/SocSvcDiv/PurSvc&Grnts Mgt		Filled 12/2/19

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901	MA	11/01/18	12/02/19	24435	SOCIAL WORKER IV	C	SR22	13	P	0.25	N	13,773	\$ 13,239	Y	N			HMS/SocSvcDiv/PurSvc&Grnts Mgt		Filled 12/2/19
901	MA	09/05/15	05/31/20	29223	SSD ASSISTANT ADMINISTRATOR	C			P	0.60	A	30,463	\$ 33,293	Y	N			HMS/SocSvcDiv	1	
901	MA	09/05/15	05/31/20	29223	SSD ASSISTANT ADMINISTRATOR	C			P	0.40	N	20,309	\$ 22,195	Y	N			HMS/SocSvcDiv	1	
901	MA	07/01/15	05/31/20	34076	ASST CWS PROG DEV ADMINISTRATR	C			P	0.60	A	18,742	\$ 30,780	Y	N			HMS/SocSvcDiv/CW Prgm Dev Of 1	2	
901	MA	07/01/15	05/31/20	34076	ASST CWS PROG DEV ADMINISTRATR	C			P	0.40	N	12,494	\$ 20,520	Y	N			HMS/SocSvcDiv/CW Prgm Dev Of 1	2	
901	MA	06/03/19	05/31/20	36554	SOCIAL WORKER V	C	SR24	13	P	0.75	A	61,191	\$ 58,815	Y	N			HMS/SocSvcDiv/StaffDevelopO fc		Recommendati on submitted
901	MA	06/03/19	05/31/20	36554	SOCIAL WORKER V	C	SR24	13	P	0.25	N	20,397	\$ 19,605	Y	N			HMS/SocSvcDiv/StaffDevelopO fc		Recommendati on submitted
901	MA	09/23/14	05/31/20	37620	CWS PROG DEV ADMINISTRATOR	C			P	0.60	A	28,159	\$ 28,440	Y	N			HMS/SocSvcDiv/CW Prgm Dev Of 2	2	Interviews scheduled 12/27/19
901	MA	09/23/14	05/31/20	37620	CWS PROG DEV ADMINISTRATOR	C			P	0.40	N	18,773	\$ 18,960	Y	N			HMS/SocSvcDiv/CW Prgm Dev Of 2	2	Interviews scheduled 12/27/19
901	MA	05/01/15	05/31/20	42351	MGT INFO&COMPLIANCE UNIT SPCLT	C			P	0.60	A	16,661	\$ 19,476	Y	N			HMS/SocSvcDiv/OahuSpclSvcs Ut 1	2	
901	MA	05/01/15	05/31/20	42351	MGT INFO&COMPLIANCE UNIT SPCLT	C			P	0.40	N	11,107	\$ 12,984	Y	N			HMS/SocSvcDiv/OahuSpclSvcs Ut 1	2	
901	MA	08/01/12	05/31/20	42788	POS SECRETARY	C			P	0.60	A	29,948	\$ 20,254	Y	N			HMS/SocSvcDiv/PurSvc&Grnts Mgt	2	
901	MA	08/01/12	05/31/20	42788	POS SECRETARY	C			P	0.40	N	19,966	\$ 13,502	Y	N			HMS/SocSvcDiv/PurSvc&Grnts Mgt	2	
901	MA	07/01/19	05/31/20	43559	BUSINESS/TECH ANAL	E	SRNA	13	P	0.60	A	51,811	\$ 51,811	Y	N			HMS/SocSvcDiv	1	
901	MA	07/01/19	05/31/20	43559	BUSINESS/TECH ANAL	E	SRNA	13	P	0.40	N	34,541	\$ 34,541	Y	N			HMS/SocSvcDiv	1	
901	MA	04/01/15	05/31/20	46378	PURCHASE OF SERVICE SPECIALIST	C			P	1.00	N	27,768	\$ 27,768	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 3	3	HOLD: Change MOF
901	MA	09/18/14	05/31/20	113138	STAFF TRAINER	C			P	0.60	A	28,159	\$ 26,287	Y	N			HMS/SocSvcDiv/StaffDevelopO fc		Filled - 11/18/19
901	MA	09/18/14	05/31/20	113138	STAFF TRAINER	C			P	0.40	N	18,773	\$ 17,525	Y	N			HMS/SocSvcDiv/StaffDevelopO fc		Filled - 11/18/19
901	MA	08/01/14	05/31/20	118585	SSD ASST ADMIN SECRETARY	C			P	0.60	A	35,064	\$ 18,742	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 1	3	
901	MA	08/01/14	05/31/20	118585	SSD ASST ADMIN SECRETARY	C			P	0.40	N	23,376	\$ 12,494	Y	N			HMS/SocSvcDiv/W. Oahu CWS Ut 1	3	
901	MA	06/10/13	05/31/20	118589	PURCHASE OF SERVICE SPECIALIST	C			P	1.00	N	31,236	\$ 30,036	Y	N			HMS/SocSvcDiv/W. HI CWS Unit 2	3	HOLD: Change MOF
902	IA	10/22/16	05/31/20	6389	PROFESSIONAL WORKER III	C			P	0.50	A	26,478	\$ 22,674	Y	N			HMS/Med-Q Dv/ContMntr&ComplSec	2	
902	IA	10/22/16	05/31/20	6389	PROFESSIONAL WORKER III	C			P	0.50	N	26,478	\$ 22,674	Y	N			HMS/Med-Q Dv/ContMntr&ComplSec	2	
902	IA	07/01/13	05/31/20	26330	REGISTERED NURSE V	C			P	0.25	A	27,444	\$ 26,196	Y	N			HMS/Med-Q Dv/Fin Integrity Stf	2	

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902	IA	07/01/13	05/31/20	26330	REGISTERED NURSE V	C			P	0.75	N	82,332	\$ 78,588	Y	N			HMS/Med-Q Dv/Fin Integrity Stf	2	
902	IA	06/02/08	05/31/20	26710	SOCIAL SERVICE ASSISTANT IV	C			P	0.50	A	17,010	\$ 14,442	Y	N			HMS/Med-Q Dv/Outreach&EdnSec	2	
902	IA	06/02/08	05/31/20	26710	SOCIAL SERVICE ASSISTANT IV	C			P	0.50	N	17,010	\$ 14,442	Y	N			HMS/Med-Q Dv/Outreach&EdnSec	2	
902	IA	12/31/17	05/31/20	30154	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.50	A	29,808	\$ 43,152	Y	N			HMS/Med-Q Dv/Eligibility Stf	3	
902	IA	12/31/17	05/31/20	30154	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.50	N	29,808	\$ 43,152	Y	N			HMS/Med-Q Dv/Eligibility Stf	3	
902	IA	04/01/16	05/31/20	32234	SOCIAL WORKER IV	C			P	0.50	A	26,478	\$ 29,868	Y	N			HMS/Med-Q Dv/ContMntr&ComplSec	N/A	c
902	IA	04/01/16	05/31/20	32234	SOCIAL WORKER IV	C			P	0.50	N	26,478	\$ 29,868	Y	N			HMS/Med-Q Dv/ContMntr&ComplSec	N/A	c
902	IA	01/18/18	05/31/20	40225	HEALTH CARE CNTRCTS & REIM MGR	C	SR26	23	P	0.50	A	32,238	\$ 46,668	Y	N			HMS/Med-Q Dv/Systems Ofc	1	
902	IA	01/18/18	05/31/20	40225	HEALTH CARE CNTRCTS & REIM MGR	C	SR26	23	P	0.50	N	32,238	\$ 46,668	Y	N			HMS/Med-Q Dv/Systems Ofc	1	
902	IA	05/16/19	05/31/20	41130	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	16,332	\$ 15,720	Y	N			HMS/Med-Q Dv/Admn	3	
902	IA	05/16/19	05/31/20	41130	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	16,332	\$ 15,720	Y	N			HMS/Med-Q Dv/Admn	3	
902	IA	02/05/18	05/31/20	41304	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.50	A	29,808	\$ 32,784	Y	N		position filled by T/A	HMS/Med-Q Dv/Eligibility Stf	2	
902	IA	02/05/18	05/31/20	41304	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.50	N	29,808	\$ 32,784	Y	N		position filled by T/A	HMS/Med-Q Dv/Eligibility Stf	2	
902	IA	08/06/19	05/31/20	41629	ELIGIBILITY WKR III	C	SR14	3	P	0.50	A	20,682	\$ 17,670	Y	N			HMS/Med-Q Dv/W Hawaii Sec	2	a
902	IA	08/06/19	05/31/20	41629	ELIGIBILITY WKR III	C	SR14	3	P	0.50	N	20,682	\$ 17,670	Y	N			HMS/Med-Q Dv/W Hawaii Sec	2	a
902	IA	05/16/19	05/31/20	43324	SECRETARY I	C	SR12	3	P	0.50	A	18,366	\$ 17,670	Y	N		position filled by T/A	HMS/Med-Q Dv/Kapolei MQD Ut	1	a
902	IA	05/16/19	05/31/20	43324	SECRETARY I	C	SR12	3	P	0.50	N	18,366	\$ 17,670	Y	N		position filled by T/A	HMS/Med-Q Dv/Kapolei MQD Ut	1	a
902	IA	03/18/19	01/02/20	47457	ELIGIBILITY WKR III	C	SR16	3	P	0.50	A	23,238	\$ 23,238	Y	N			HMS/Med-Q Dv/E Hawaii Sec	4	b
902	IA	03/18/19	01/02/20	47457	ELIGIBILITY WKR III	C	SR16	3	P	0.50	N	23,238	\$ 23,238	Y	N			HMS/Med-Q Dv/E Hawaii Sec	4	b
902	IA	01/23/19	05/31/20	47460	ELIGIBILITY WKR III	C	SR16	3	P	0.50	A	20,682	\$ 17,670	Y	N			HMS/Med-Q Dv/E Hawaii Sec	1	a
902	IA	01/23/19	05/31/20	47460	ELIGIBILITY WKR III	C	SR16	3	P	0.50	N	20,682	\$ 17,670	Y	N			HMS/Med-Q Dv/E Hawaii Sec	1	a
902	IA	08/12/19	02/01/20	47469	ELIGIBILITY WKR II	C	SR14	3	P	0.50	A	19,110	\$ 17,670	Y	N			HMS/Med-Q Dv/E Hawaii Sec	4	b
902	IA	08/12/19	02/01/20	47469	ELIGIBILITY WKR II	C	SR14	3	P	0.50	N	19,110	\$ 17,670	Y	N			HMS/Med-Q Dv/E Hawaii Sec	4	b

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Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Org Description	Priority # to Retain	Recruitment Status: a. Interview stage b. Candidate accepted c. Filled
902	IA	05/01/19	05/31/20	47479	SECRETARY I	C	SR12	3	P	0.50	A	17,670	\$ 17,670	Y	N			HMS/Med-Q Dv/Maui Sec	3	
902	IA	05/01/19	05/31/20	47479	SECRETARY I	C	SR12	3	P	0.50	N	17,670	\$ 17,670	Y	N			HMS/Med-Q Dv/Maui Sec	3	
902	IA	03/01/19	05/31/20	47499	ELIGIBILITY WKR V	C	SR20	4	P	0.50	A	30,210	\$ 29,412	Y	N		position filled by T/A	HMS/Med-Q Dv/Kapolei MQD Ut	3	
902	IA	03/01/19	05/31/20	47499	ELIGIBILITY WKR V	C	SR20	4	P	0.50	N	30,210	\$ 29,412	Y	N		position filled by T/A	HMS/Med-Q Dv/Kapolei MQD Ut	3	
902	IA	11/01/19	05/31/20	48638	ELIGIBILITY WKR III	C	SR16	3	P	0.50	A	22,727	\$ 22,362	Y	N			HMS/Med-Q Dv/OahuOngoingUt 3	4	
902	IA	11/01/19	05/31/20	48638	ELIGIBILITY WKR III	C	SR16	3	P	0.50	N	22,727	\$ 22,362	Y	N			HMS/Med-Q Dv/OahuOngoingUt 3	4	
902	IA	03/07/19	05/31/20	48649	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.50	A	36,264	\$ 36,264	Y	N		position filled by T/A	HMS/Med-Q Dv/Oahu Section	2	
902	IA	03/07/19	05/31/20	48649	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.50	N	36,264	\$ 36,264	Y	N		position filled by T/A	HMS/Med-Q Dv/Oahu Section	2	
902	IA	08/30/19	01/02/20	48660	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	16,728	\$ 16,332	Y	N			HMS/Med-Q Div/Oahu Appls Ut 1	4	b
902	IA	08/30/19	01/02/20	48660	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	16,728	\$ 16,332	Y	N			HMS/Med-Q Div/Oahu Appls Ut 1	4	b
902	IA	03/12/18	05/31/20	48674	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.50	A	29,808	\$ 32,784	Y	N			HMS/Med-Q Dv/Trng Ofc	2	
902	IA	03/12/18	05/31/20	48674	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.50	N	29,808	\$ 32,784	Y	N			HMS/Med-Q Dv/Trng Ofc	2	
902	IA	10/05/18	05/31/20	51821	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	15,120	\$ 14,364	Y	N			HMS/Med-Q Dv/EnrollmentSvcSec	2	a
902	IA	10/05/18	05/31/20	51821	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	15,120	\$ 14,364	Y	N			HMS/Med-Q Dv/EnrollmentSvcSec	2	a
902	IA	08/01/14	05/31/20	51845	ELIGIBILITY PROGRAM SPCLT IV	C			P	0.50	A	26,478	\$ 33,756	Y	N		position filled by T/A	HMS/Med-Q Dv/Systems Ofc	2	
902	IA	08/01/14	05/31/20	51845	ELIGIBILITY PROGRAM SPCLT IV	C			P	0.50	N	26,478	\$ 33,756	Y	N		position filled by T/A	HMS/Med-Q Dv/Systems Ofc	2	
902	IA	05/12/18	05/31/20	51847	ELIGIBILITY PROGRAM SPCLT III	C	SR20	13	P	0.50	A	26,478	\$ 23,934	Y	N			HMS/Med-Q Dv/Trng Ofc	2	
902	IA	05/12/18	05/31/20	51847	ELIGIBILITY PROGRAM SPCLT III	C	SR20	13	P	0.50	N	26,478	\$ 23,934	Y	N			HMS/Med-Q Dv/Trng Ofc	2	
902	IA	12/31/16	05/31/20	51850	OFFICE ASSISTANT III	C			P	0.50	A	15,120	\$ 16,860	Y	Y	5		HMS/Med-Q Dv/Trng Ofc	2	
902	IA	12/31/16	05/31/20	51850	OFFICE ASSISTANT III	C			P	0.50	N	15,120	\$ 16,860	Y	Y	5		HMS/Med-Q Dv/Trng Ofc	2	
902	IA	05/11/19	12/16/19	51862	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/Oahu Section	4	b
902	IA	05/11/19	12/16/19	51862	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/Oahu Section	4	b
902	IA	09/03/19	05/31/20	100490	PROGRAM SPECIALIST V	C	SR24	13	P	0.50	A	33,094	\$ 32,238	Y	N		position filled by T/A	HMS/Med-Q Dv/Program Stf	3	
902	IA	09/03/19	05/31/20	100490	PROGRAM SPECIALIST V	C	SR24	13	P	0.50	N	33,094	\$ 32,238	Y	N		position filled by T/A	HMS/Med-Q Dv/Program Stf	3	

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902	IA	03/03/08	05/31/20	100508	SUPVGNTRCTS SPCLT (MEDQUEST)	C			P	0.50	A	29,808	\$ 24,672	Y	N			HMS/Med-Q Dv/DataAnly&ProvNetS	1	a
902	IA	03/03/08	05/31/20	100508	SUPVGNTRCTS SPCLT (MEDQUEST)	C			P	0.50	N	29,808	\$ 24,672	Y	N			HMS/Med-Q Dv/DataAnly&ProvNetS	1	a
902	IA	11/17/14	05/31/20	101589	PROGRAM SPECIALIST VI	C			P	0.50	A	32,238	\$ 42,708	Y	N			HMS/Med-Q Dv/Program Stf	3	
902	IA	11/17/14	05/31/20	101589	PROGRAM SPECIALIST VI	C			P	0.50	N	32,238	\$ 42,708	Y	N			HMS/Med-Q Dv/Program Stf	3	
902	IA	03/28/19	05/31/20	103031	RESEARCH OFFICER	E			T	0.50	A	43,662	\$ 72,504	N	N			HMS/Med-Q Dv/Research Stf	2	
902	IA	03/28/19	05/31/20	103031	RESEARCH OFFICER	E			T	0.50	N	43,662	\$ 72,504	N	N			HMS/Med-Q Dv/Research Stf	2	
902	IA	04/21/08	05/31/20	110037	GENERAL PROFESSIONAL VI	C			P	0.50	A	29,808	\$ 30,012	Y	N			HMS/Med-Q Dv/Health Care Svcs	N/A	c
902	IA	04/21/08	05/31/20	110037	GENERAL PROFESSIONAL VI	C			P	0.50	N	29,808	\$ 30,012	Y	N			HMS/Med-Q Dv/Health Care Svcs	N/A	c
902	IA	07/12/06	05/31/20	110979	MEMBERSHIP SERVICES SUPERVISOR	E			P	0.50	A	18,258	\$ 17,631	N	N			0	2	
902	IA	07/12/06	05/31/20	110979	MEMBERSHIP SERVICES SUPERVISOR	E			P	0.50	N	18,258	\$ 17,631	N	N			0	2	
902	IA	11/06/15	05/31/20	111047	SUPVGNTRCTS SPCLT (MEDQUEST)	C			P	0.50	A	29,808	\$ 45,762	Y	N			HMS/Med-Q Dv/ContMntr&ComplSec	N/A	c
902	IA	11/06/15	05/31/20	111047	SUPVGNTRCTS SPCLT (MEDQUEST)	C			P	0.50	N	29,808	\$ 45,762	Y	N			HMS/Med-Q Dv/ContMntr&ComplSec	N/A	c
902	IA	03/19/19	05/31/20	111068	PROVIDER DATA TECHNICIAN	E	SRNA	3	T	0.50	A	20,682	\$ 20,682	N	N			HMS/Med-Q Dv/DataAnly&ProvNetS	3	
902	IA	03/19/19	05/31/20	111068	PROVIDER DATA TECHNICIAN	E	SRNA	3	T	0.50	N	20,682	\$ 20,682	N	N			HMS/Med-Q Dv/DataAnly&ProvNetS	3	
902	IA	07/17/17	05/31/20	118416	ELIGIBILITY WKR I	C			P	0.50	A	19,110	\$ 20,466	Y	N			HMS/Med-Q Dv/Kauai Sec	3	
902	IA	07/17/17	05/31/20	118416	ELIGIBILITY WKR I	C			P	0.50	N	19,110	\$ 20,466	Y	N			HMS/Med-Q Dv/Kauai Sec	3	
902	IA	11/16/19	05/31/20	118420	ELIGIBILITY WKR III	C	SR16	3	P	0.50	A	27,741	\$ 17,670	Y	N			HMS/Med-Q Dv/W Hawaii Sec	3	
902	IA	11/16/19	05/31/20	118420	ELIGIBILITY WKR III	C	SR16	3	P	0.50	N	27,741	\$ 17,670	Y	N			HMS/Med-Q Dv/W Hawaii Sec	3	
902	IA	11/18/19	05/31/20	119186	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	3	
902	IA	11/18/19	05/31/20	119186	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	3	
902	IA	10/08/18	05/31/20	119189	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	15,120	\$ 14,364	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	1	a
902	IA	10/08/18	05/31/20	119189	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	15,120	\$ 14,364	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	1	a
902	IA	12/31/17	05/31/20	120464	HLTH CARE BUS ANALYST	E	SRNA	13	T	0.10	A	7,970	\$ 8,130	N	N			HMS/Med-Q Dv/Systems Ofc	3	
902	IA	12/31/17	05/31/20	120464	HLTH CARE BUS ANALYST	E	SRNA	13	T	0.90	N	71,734	\$ 73,170	N	N			HMS/Med-Q Dv/Systems Ofc	3	
902	IA	03/28/14	05/31/20	120766	HEALTH CARE PRGM SPCLT	E			T	0.10	A	5,336	\$ -	N	N			HMS/Med-Q Dv/Program Stf	2	

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902	IA	03/28/14	05/31/20	120766	HEALTH CARE PRGM SPCLT	E			T	0.90	N	48,028	\$ -	N	N			HMS/Med-Q Dv/Program Stf	2	
902	IA	05/28/14	05/31/20	120767	PROGRAM SPECIALIST V	C			T	0.10	A	5,962	\$ 5,336	Y	N			HMS/Med-Q Dv/Program Stf	4	
902	IA	05/28/14	05/31/20	120767	PROGRAM SPECIALIST V	C			T	0.90	N	53,654	\$ 48,028	Y	N			HMS/Med-Q Dv/Program Stf	4	
902	IA	01/30/19	05/31/20	120774	ELIGIBILITY WKR III	C	SR16	3	P	0.50	A	21,504	\$ 21,504	Y	N			HMS/Med-Q Dv/Kauai Sec	2	a
902	IA	01/30/19	05/31/20	120774	ELIGIBILITY WKR III	C	SR16	3	P	0.50	N	21,504	\$ 21,504	Y	N			HMS/Med-Q Dv/Kauai Sec	2	a
902	IA	06/29/19	05/31/20	120775	ELIGIBILITY WKR I	C	SR12	3	P	0.50	A	17,670	\$ 19,110	Y	N			HMS/Med-Q Dv/W Hawaii Sec	2	a
902	IA	06/29/19	05/31/20	120775	ELIGIBILITY WKR I	C	SR12	3	P	0.50	N	17,670	\$ 19,110	Y	N			HMS/Med-Q Dv/W Hawaii Sec	2	a
902	IA	11/18/19	05/31/20	120776	ELIGIBILITY WKR III	C	SR16	3	P	0.50	A	20,682	\$ 20,682	Y	N			HMS/Med-Q Dv/Maui Sec	3	
902	IA	11/18/19	05/31/20	120776	ELIGIBILITY WKR III	C	SR16	3	P	0.50	N	20,682	\$ 20,682	Y	N			HMS/Med-Q Dv/Maui Sec	3	
902	IA	07/20/19	05/31/20	120829	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	2	a
902	IA	07/20/19	05/31/20	120829	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	2	a
902	IA	05/01/19	05/31/20	121013	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	2	a
902	IA	05/01/19	05/31/20	121013	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	2	a
902	IA	10/26/19	05/31/20	121016	OFFICE ASSISTANT III	C	SR08	3	P	0.50	A	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	3	
902	IA	10/26/19	05/31/20	121016	OFFICE ASSISTANT III	C	SR08	3	P	0.50	N	15,120	\$ 15,120	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	3	
902	IA	03/20/18	05/31/20	121017	OFFICE ASSISTANT III	C			P	0.50	A	15,120	\$ 14,046	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	1	a
902	IA	03/20/18	05/31/20	121017	OFFICE ASSISTANT III	C			P	0.50	N	15,120	\$ 14,046	Y	N			HMS/Med-Q Dv/EnrollmentSvcsSec	1	a
902	IA	03/29/19	05/31/20	121291	GENERAL PROFESSIONAL IV	C	SR22	13	P	0.50	A	27,546	\$ 26,478	Y	N			HMS/Med- QDv/Reqts&MonitrngStf1	3	
902	IA	03/29/19	05/31/20	121291	GENERAL PROFESSIONAL IV	C	SR22	13	P	0.50	N	27,546	\$ 26,478	Y	N			HMS/Med- QDv/Reqts&MonitrngStf1	3	
902	IA	05/31/19	05/31/20	121294	GENERAL PROFESSIONAL IV	C			P	0.50	A	26,478	\$ 26,478	Y	N			HMS/Med- QDv/Reqts&MonitrngStf2	3	
902	IA	05/31/19	05/31/20	121294	GENERAL PROFESSIONAL IV	C			P	0.50	N	26,478	\$ 26,478	Y	N			HMS/Med- QDv/Reqts&MonitrngStf2	3	
902	IA	05/02/16	05/31/20	121534	PUBLIC ASSISTANCE DATA INTEGRI	C			P	0.50	A	19,860	\$ 22,194	Y	N			HMS/Med-Q Dv/MFIS	2	
902	IA	05/02/16	05/31/20	121534	PUBLIC ASSISTANCE DATA INTEGRI	C			P	0.50	N	19,860	\$ 22,194	Y	N			HMS/Med-Q Dv/MFIS	2	
902	IA	04/08/17	05/31/20	121604	HEALTH CARE BUSINESS ANALYST	E			T	0.10	A	5,077	\$ 5,077	Y	N			HMS/Med-Q Dv/Systems Ofc	2	a
902	IA	04/08/17	05/31/20	121604	HEALTH CARE BUSINESS ANALYST	E			T	0.90	N	45,695	\$ 45,695	Y	N			HMS/Med-Q Dv/Systems Ofc	2	a
902	IA	03/14/19	05/31/20	122448	SOCIAL WORKER IV	C			P	0.50	A	23,700	\$ -	Y	N			HMS/Med-Q Dv/DataAnly&ProvNetS	3	

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902	IA	03/14/19	05/31/20	122448	SOCIAL WORKER IV	C			P	0.50	N	23,700	\$ -	Y	N			HMS/Med-Q Dv/DataAnly&ProvNetS	3	
902	IA	06/15/19	05/31/20	122451	SYSTEM ARCHITECT	E	SRNA	13	T	0.10	A	7,500	\$ 14,520	N	N			HMS/OfcofDir	4	
902	IA	06/15/19	05/31/20	122451	SYSTEM ARCHITECT	E	SRNA	13	T	0.90	N	67,500	\$ 130,680	N	N			HMS/OfcofDir	4	
902	IA		05/31/20	92508K	ACCOUNTANT IV		SR22	13	T	0.10	A	4,740	\$ -						4	
902	IA		05/31/20	92508K	ACCOUNTANT IV		SR22	13	T	0.90	N	42,660	\$ -						4	
902	IA		05/31/20	94567K	BUSINESS ANALYST		SR24	23	T	0.10	A	5,336	\$ -						3	
902	IA		05/31/20	94567K	BUSINESS ANALYST		SR24	23	T	0.90	N	48,028	\$ -						3	
902	IA		05/31/20	94568K	BUSINESS ANALYST		SR24	23	T	0.10	A	5,336	\$ -						3	
902	IA		05/31/20	94568K	BUSINESS ANALYST		SR24	23	T	0.90	N	48,028	\$ -						3	
902	IA		05/31/20	94569K	TECHNICAL INTERFACE SPCLT		SR24	3	T	0.10	A	5,336	\$ -						2	
902	IA		05/31/20	94569K	TECHNICAL INTERFACE SPCLT		SR24	3	T	0.90	N	48,028	\$ -						2	
902	IA		05/31/20	94570K	TECHNICAL INTERFACE SPCLT		SR24	13	T	0.10	A	5,336	\$ -						2	
902	IA		05/31/20	94570K	TECHNICAL INTERFACE SPCLT		SR24	13	T	0.90	N	48,028	\$ -						2	
902	IA		05/31/20	94571K	AUDITOR V				P	0.50	A	26,682	\$ -						2	
902	IA		05/31/20	94571K	AUDITOR V				P	0.50	N	26,682	\$ -						2	
902	IA		05/31/20	94573K	REGISTERED NURSE IV				P	0.25	A	20,493	\$ -						4	
902	IA		05/31/20	94573K	REGISTERED NURSE IV				P	0.75	N	61,479	\$ -						4	
902	IA		05/31/20	94574K	PROGRAM BUDGET ANALYST IV				P	0.50	A	23,700	\$ -						2	
902	IA		05/31/20	94574K	PROGRAM BUDGET ANALYST IV				P	0.50	N	23,700	\$ -						2	
903	FA	08/31/19	05/31/20	1639	ELIGIBILITY PROGRAM SPCLT VI	C	SR26	13	P	0.52	A	49,627	\$ 49,627	Y	N			HMS/BESS Dv/SupplNtrAstPrgOfc	1	pending redescription
903	FA	08/31/19	05/31/20	1639	ELIGIBILITY PROGRAM SPCLT VI	C	SR26	13	P	0.48	N	45,809	\$ 45,809	Y	N			HMS/BESS Dv/SupplNtrAstPrgOfc	1	pending redescription
903	FA	08/01/19	05/31/20	11648	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.53	A	46,771	\$ 35,533	Y	N			HMS/BESS Dv/Fin Assist Pgm Ofc	N/A	c
903	FA	08/01/19	05/31/20	11648	ELIGIBILITY PROGRAM SPCLT V	C	SR24	13	P	0.47	N	41,477	\$ 31,511	Y	N			HMS/BESS Dv/Fin Assist Pgm Ofc	N/A	c
903	FA	08/01/19	05/31/20	17404	ELIGIBILITY PROGRAM SPCLT III	C	SR20	13	P	0.66	A	40,923	\$ 40,923	Y	N			HMS/BESS Dv/EBT Staff	2	a
903	FA	08/01/19	05/31/20	17404	ELIGIBILITY PROGRAM SPCLT III	C	SR20	13	P	0.34	N	21,081	\$ 21,081	Y	N			HMS/BESS Dv/EBT Staff	2	a
903	FA	07/30/19	12/16/19	21507	INVESTIGATOR IV	C			P	0.57	A	30,185	\$ 30,185	Y	N			HMS/BESS Dv/Oahu Staff	2	pending reorg
903	FA	07/30/19	12/16/19	21507	INVESTIGATOR IV	C			P	0.43	N	22,771	\$ 22,771	Y	N			HMS/BESS Dv/Oahu Staff	2	pending reorg
903	FA	10/01/19	05/31/20	26044	ELIGIBILITY PROGRAM SPCLT IV	C	SR22	13	P	0.53	A	31,596	\$ 31,596	Y	N			HMS/BESS Dv/Fin Assist Pgm Ofc	1	a
903	FA	10/01/19	05/31/20	26044	ELIGIBILITY PROGRAM SPCLT IV	C	SR22	13	P	0.47	N	28,020	\$ 28,020	Y	N			HMS/BESS Dv/Fin Assist Pgm Ofc	1	a
903	FA	09/25/18	05/31/20	27624	OFFICE ASSISTANT III	C	SR08	3	P	0.57	A	17,237	\$ 17,025	Y	N			HMS/BESS Dv/Statewide Branch	4	a
903	FA	09/25/18	05/31/20	27624	OFFICE ASSISTANT III	C	SR08	3	P	0.43	N	13,003	\$ 12,843	Y	N			HMS/BESS Dv/Statewide Branch	4	a
903	FA	04/02/18	05/31/20	28238	PURCHASING TECHNICIAN I	C	SR11	3	P	0.57	A	19,391	\$ 18,728	Y	N			HMS/BESS Dv/Support Svcs Stf	2	a
903	FA	04/02/18	05/31/20	28238	PURCHASING TECHNICIAN I	C	SR11	3	P	0.43	N	14,629	\$ 14,128	Y	N			HMS/BESS Dv/Support Svcs Stf	2	a
903	FA	01/05/19	05/31/20	29839	INVESTIGATOR IV	C	SR22	13	P	0.53	A	31,596	\$ 30,382	Y	N			HMS/BESS Dv/Maui Staff	2	a
903	FA	01/05/19	05/31/20	29839	INVESTIGATOR IV	C	SR22	13	P	0.47	N	28,020	\$ 26,942	Y	N			HMS/BESS Dv/Maui Staff	2	a
903	FA	11/01/19	05/31/20	32803	INVESTIGATOR IV	C	SR22	73	P	0.53	A	29,297	\$ 29,199	Y	N			HMS/BESS Dv/Kauai Staff	2	a
903	FA	11/01/19	05/31/20	32803	INVESTIGATOR IV	C	SR22	73	P	0.47	N	25,981	\$ 25,893	Y	N			HMS/BESS Dv/Kauai Staff	2	a



Department of Human Services  
Vacancy Report as of November 30, 2019

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Org Description	Priority # to Retain	Recruitment Status: a. Interview stage b. Candidate accepted c. Filled
903	FA	11/01/19	05/31/20	34017	INVESTIGATOR IV	C	SR22	13	P	0.53	A	36,958	\$ 35,533	Y	N		TA	HMS/BESS Dv/Oahu Staff	2	pending reorg
903	FA	11/01/19	05/31/20	34017	INVESTIGATOR IV	C	SR22	13	P	0.47	N	32,774	\$ 31,511	Y	N		TA	HMS/BESS Dv/Oahu Staff	2	pending reorg
903	FA	03/23/19	05/31/20	34022	INVESTIGATOR V	C	SR24	93	P	0.53	A	32,862	\$ 31,596	Y	N		TA	HMS/BESS Dv/Oahu Staff	2	pending reorg
903	FA	03/23/19	05/31/20	34022	INVESTIGATOR V	C	SR24	93	P	0.47	N	29,142	\$ 28,020	Y	N		TA	HMS/BESS Dv/Oahu Staff	2	pending reorg
903	FA	05/08/19	05/31/20	34716	INVESTIGATOR IV	C	SR22	13	P	0.57	A	31,402	\$ 30,185	Y	N		TA	HMS/BESS Dv/Oahu Staff	2	pending reorg
903	FA	05/08/19	05/31/20	34716	INVESTIGATOR IV	C	SR22	13	P	0.43	N	23,690	\$ 22,771	Y	N		TA	HMS/BESS Dv/Oahu Staff	2	pending reorg
903	FA	08/01/19	01/06/20	42983	ELIGIBILITY PROGRAM SPCLT IV	C	SR22	13	P	0.57	A	33,981	\$ 33,981	Y	N		committed	HMS/BESS Dv/Staff Devlpmnt Ofc	4	b
903	FA	08/01/19	01/06/20	42983	ELIGIBILITY PROGRAM SPCLT IV	C	SR22	13	P	0.43	N	25,635	\$ 25,635	Y	N		committed	HMS/BESS Dv/Staff Devlpmnt Ofc	4	b
903	FA	10/15/19	05/31/20	43192	INVESTIGATOR IV	C	SR22	23	P	0.53	A	30,382	\$ 29,199	Y	N		TA	HMS/BESS Dv/RestitutnCont	1	a
903	FA	10/15/19	05/31/20	43192	INVESTIGATOR IV	C	SR22	23	P	0.47	N	26,942	\$ 25,893	Y	N		TA	HMS/BESS Dv/RestitutnCont	1	a
903	FA	11/02/19	05/31/20	45636	ELIGIBILITY WKR IV	C	SR18	3	P	0.53	A	23,704	\$ 23,704	Y	N		TA	HMS/BESS Dv/CaseControlStf	1	a
903	FA	11/02/19	05/31/20	45636	ELIGIBILITY WKR IV	C	SR18	3	P	0.47	N	21,020	\$ 21,020	Y	N		TA	HMS/BESS Dv/CaseControlStf	1	a
903	FA	11/01/19	05/31/20	118058	SELF-SUFF/SUPP SVCS SPCLT IV	C	SR22	13	P	0.50	A	33,970	\$ 33,522	Y	N			HMS/BESS Dv/Empl&TrngPrgmOfc	1	a
903	FA	11/01/19	05/31/20	118058	SELF-SUFF/SUPP SVCS SPCLT IV	C	SR22	13	P	0.50	N	33,970	\$ 33,522	Y	N			HMS/BESS Dv/Empl&TrngPrgmOfc	1	a
904	AA	09/28/19	01/02/20	1661	ACCOUNT CLERK III	C	SR11	3	P	1.00	A	34,020	\$ 34,020	Y	N		committed	HMS/FMO/Collectns/RecovryS ec	N/A	b
904	AA	04/16/19	01/02/20	2622	HUMAN RESOURCES ASSISTANT IV	C	SR11	63	P	1.00	A	36,732	\$ 32,256	Y	N		committed	HMS/HumResOfc/Rcds&SuppS vcsStf	N/A	b
904	AA	07/01/19	05/31/20	5864	RESEARCH STATISTICIAN IV	C	SR22	13	P	1.00	A	63,652	\$ 62,004	Y	N			HMS/AQCRO/Research Staff	2	a

Department of Human Services

Table 12

Positions Established by Acts other than the State Budget as of November 30, 2019

Prog ID	Sub-Org	Date Established	Legal Authority		Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	FTE	Annual Salary	Filled (Y/N)	Occupied by 89 Day Hire (Y/N)
			Exemption	Establishment											
904	AA	07/02/14	Section 76-16(b)(12s)	EM13-02(GOV) 03/16/14	121315	Info Tech Implementation Mgr	Y	SRNA	13	T	A	0.57	\$ 73,235.88	Y	N
904	AA	07/02/14	Section 76-16(b)(12s)	EM13-02(GOV) 03/16/14	121315	Info Tech Implementation Mgr	Y	SRNA	13	T	N	0.43	\$ 55,248.12	Y	N
904	AA	09/04/14	Section 76-16(b)(12s)	GM 03-06-14	121414	Asst Info Tech Implementn Mgr	Y	SRNA	13	T	A	0.57	\$ 52,298.64	Y	N
904	AA	09/04/14	Section 76-16(b)(12s)	GM 03-06-14	121414	Asst Info Tech Implementn Mgr	Y	SRNA	13	T	N	0.43	\$ 39,453.36	Y	N
904	AA	07/01/15	Section 76-16(b)(12s)	EM 16-02 (GOV) 8/29/17	120833	Limtd Eng Prfncy ProjMgr/Coord	Y	SRNA	13	T	A	1.00	\$ 66,468.00	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121866	Health Care Outreach Manager	Y	SRNA	13	T	A	0.72	\$ 58,155.84	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121866	Health Care Outreach Manager	Y	SRNA	13	T	N	0.28	\$ 22,616.16	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121867	Health Care Outreach Coord	Y	SRNA	13	T	A	0.72	\$ 48,193.92	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121867	Health Care Outreach Coord	Y	SRNA	13	T	N	0.28	\$ 18,742.08	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121868	Health Care Outreach Coord	Y	SRNA	13	T	A	0.72	\$ 44,642.88	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121868	Health Care Outreach Coord	Y	SRNA	13	T	N	0.28	\$ 17,361.12	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121869	Health Care Outreach Coord	Y	SRNA	13	T	A	0.72	\$ 48,193.92	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121869	Health Care Outreach Coord	Y	SRNA	13	T	N	0.28	\$ 18,742.08	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121870	Health Care Outreach Coord	Y	SRNA	13	T	A	0.72	\$ 49,878.72	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/26/19	121870	Health Care Outreach Coord	Y	SRNA	13	T	N	0.28	\$ 19,397.28	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/16/17	121871	Health Care Outreach Asst	Y	SRNA	3	T	A	0.72	\$ 30,265.92	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 18-03 (GOV) 6/16/17	121871	Health Care Outreach Asst	Y	SRNA	3	T	N	0.28	\$ 11,770.08	Y	N
904	AA	07/19/18	Section 76-16(b)(30)	EM 18-03 (GOV) 07/13/18	122713	Enterprise Officer	Y	SRNA	73	P	A	1.00	\$ 150,000.00	Y	N
904	AA	08/09/18	Section 76-16(b)(12s)	EM 18-03 (GOV) 7/13/18	122738	Graphic Designer/Art Director	Y	SRNA	13	T	A	1.00	\$ 72,000.00	Y	N

Department of Human Services  
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY19 (actual)			FY20 (estimated)			FY21 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
HMS 220	RH	Rental Housing Services	A				\$ 145,056		0.0%	\$ 145,056		0.0%
HMS 220	RH	Rental Housing Services	N	\$ 7,374,921	\$ 375,593	5.1%	\$ 7,633,043	\$ 388,738	5.1%	\$ 7,785,704	\$ 396,513	5.1%
HMS 220	RH	Rental Housing Services	W	\$ 799,564	\$ 28,485	3.6%	\$ 827,549	\$ 29,482	3.6%	\$ 844,100	\$ 30,071	3.6%
HMS 222	RA	Rental Assistance Services	A	\$ 76,960		0.0%	\$ 64,174		0.0%	\$ 65,458		0.0%
HMS 222	RA	Rental Assistance Services	N	\$ 932,957	\$ 57,330	6.1%	\$ 965,610	\$ 59,337	6.1%	\$ 984,923	\$ 60,523	6.1%
HMS 224	HS	Homeless Services	A	\$ 477,912		0.0%	\$ 605,323		0.0%	\$ 611,708		0.0%
HMS 229	HA	HPHA Administration	N	\$ 4,846,454	\$ 57,442	1.2%	\$ 5,018,636	\$ 59,453	1.2%	\$ 5,119,009	\$ 60,642	1.2%
HMS 229	HA	HPHA Administration	W	\$ 1,072,351	\$ 4,221	0.4%	\$ 1,109,883	\$ 4,368	0.4%	\$ 1,132,081	\$ 4,456	0.4%
HMS 236	LC	Case Management for Self-Sufficiency	A	\$ 13,807,955	\$ 15,641	0.1%	\$ 14,122,360	\$ 20,000	0.1%	\$ 14,180,659	\$ 20,000	0.1%
HMS 236	LC	Case Management for Self-Sufficiency	N	\$ 5,386,708		0.0%	\$ 11,241,365		0.0%	\$ 11,291,024		0.0%
HMS 238	GB	Disability Determination	N	\$ 1,460,198	\$ 70,686	4.8%	\$ 2,555,233	\$ 122,651	4.8%	\$ 2,579,510	\$ 123,816	4.8%
HMS 301	SA	Child Protective Services	A	\$ 13,050,630	\$ 783,006	6.0%	\$ 11,367,711	\$ 800,000	7.0%	\$ 11,438,863	\$ 836,820	7.3%
HMS 301	SA	Child Protective Services	N	\$ 3,022,790	\$ 39,927	1.3%	\$ 9,734,284	\$ 45,000	0.5%	\$ 9,793,898	\$ -	0.0%
HMS 302	DA	General Support for Child Care Services	A	\$ 1,503,553	\$ 664	0.0%	\$ 1,524,360	\$ 900	0.1%	\$ 1,538,250	\$ 900	0.1%
HMS 302	DA	General Support for Child Care Services	N	\$ 773,376		0.0%	\$ 1,477,978		0.0%	\$ 1,491,551		0.0%
HMS 501	YA	In-Community Youth Programs	A	\$ 806,997		0.0%	\$ 1,005,724		0.0%	\$ 1,006,648		0.0%
HMS 501	YA	In-Community Youth Programs	N				\$ 33,228	\$ 93	0.3%	\$ 33,228		0.0%
HMS 503	YB	Hawaii Youth Correctional Facility	A	\$ 5,078,842	\$ 385,220	7.6%	\$ 6,430,626	\$ 573,195	8.9%	\$ 6,514,708	\$ 579,809	8.9%
HMS 601	TA	Adult Protective and Community Services	A	\$ 4,055,752	\$ 12,050	0.3%	\$ 4,647,372	\$ 7,620	0.2%	\$ 4,668,606	\$ -	0.0%
HMS 601	TA	Adult Protective and Community Services	N	\$ 174,725	\$ 2,322	1.3%	\$ 570,266	\$ 2,146	0.4%	\$ 573,767	\$ -	0.0%
HMS 602	TA	Adult Protective and Community Services	P									
HMS 802	GA	Vocational Rehabilitation	A	\$ 2,109,841	\$ 2,773	0.1%	\$ 1,668,486	\$ 1,668	0.1%	\$ 1,677,482	\$ 1,677	0.1%
HMS 802	GA	Vocational Rehabilitation	N	\$ 1,309,373		0.0%	\$ 4,422,038	\$ -	0.0%	\$ 4,447,326	\$ -	0.0%
HMS 888	CW	Hawaii State Commission on the Status of Women	A	\$ 118,901		0.0%	\$ 125,340	\$ 1,593	1.3%	\$ 125,340	\$ 1,593	1.3%
HMS 901	MA	General Support for Social Services	A	\$ 955,885	\$ 30,291	3.2%	\$ 1,242,693	\$ 40,000	3.2%	\$ 1,246,215	\$ -	0.0%
HMS 901	MA	General Support for Social Services	N	\$ 92,857		0.0%	\$ 548,485		0.0%	\$ 549,794	\$ -	0.0%
HMS 902	IA	General Support for Health Care Payments	A	\$ 6,230,089	\$ 34,024	0.5%	\$ 7,318,121	\$ 47,000	0.6%	\$ 7,344,277	\$ 47,000	0.6%

Department of Human Services  
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY19 (actual)			FY20 (estimated)			FY21 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
HMS 902	IA	General Support for Health Care Payments	B				\$ 75,337	\$ -	0.0%	\$ 75,337	\$ -	0.0%
HMS 902	IA	General Support for Health Care Payments	N	\$ 4,928,812		0.0%	\$ 9,223,160	\$ -	0.0%	\$ 9,250,037	\$ -	0.0%
HMS 903	FA	General Support for Self-Sufficiency Services	A	\$ 2,965,890	\$ 1,483	0.1%	\$ 2,965,653	\$ 6,900	0.2%	\$ 2,986,100	\$ 5,900	0.2%
HMS 903	FA	General Support for Self-Sufficiency Services	N	\$ 1,053,649		0.0%	\$ 2,695,842	\$ 893	0.0%	\$ 2,713,081		0.0%
HMS 904	AA	General Administration - DHS	A	\$ 9,584,510	\$ 99,724	1.0%	\$ 9,620,064	\$ 44,505	0.5%	\$ 9,672,745		0.0%

Department of Human Services  
Active Contracts as of December 1, 2019

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	Term of Contract		Entity	Contract Description	Explanation of How Contract is Monitored	POS Y / N	Category E/L/P/C/G/S
							From	To					
HMS 220	F	\$ 172,359	M	\$ 326,798.00	\$ 154,438.99	12/8/2014	12/18/2014	12/16/2019	Kone, Inc.	Provide Preventive Maintenance Services to 16 elevators at Various Federal Public Housing Properties on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 37,241	M	\$ 113,842.48	\$ 76,601.39	6/5/2015	7/1/2015	6/30/2020	Kilgore Power Solutions, LLC	Provide Preventive Maintenance Services to Emergency Generators at Various State and Federal Public Housing Sites on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 38,400	M	\$ 46,303.04	\$ 7,903.42	6/26/2015	7/16/2015	7/15/2020	O&M Enterprises	Provide Preventive Maintenance Services for Sewage Lift Pump Station at Wahiawa Terrace (AMP 49) on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 223,202	M	\$ 256,732.00	\$ 33,530.35	6/26/2015	7/1/2015	6/30/2020	O&M Enterprises	Provide Preventive Maintenance Services for Sewage Treatment Plant at Kupuna Home O Waialua (AMP 49) on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 100,767	M	\$ 189,844.00	\$ 89,077.50	9/30/2015	11/1/2015	10/31/2020	National Fire Protection Company, Inc.	Provide Repair and Preventive Maintenance Services to Fire Prevention Systems at Kalakaua Homes, Makua Alii and Paoakalani under AMP 34; Pumehana, Punchbowl Homes, Kalanihuia, Makamae, and Spencer House under AMP 35; Hale Poai, Laiola, Kamalu, Hoolulu and Halia Hale under MU 42 on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 42,305	M	\$ 53,048.00	\$ 10,742.70	4/22/2016	7/1/2016	6/30/2020	Economy Plumbing & Air Conditioning	Provide Preventive Maintenance Services to Major Systems at Kalakaua Homes (AMP 34), Makau Alii (AMP 34), Paoakalani (AMP 34), Punchbowl Homes (AMP 35), Kalanihuia (AMP 35), Makamae (AMP 35), Spencer House (AMP 35), Pumehana (AMP 35) on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	S	\$ 19,979	M	\$ 28,272.40	\$ 8,293.29	6/1/2016	7/1/2016	6/30/2020	Doonwood Engineering	Provide Preventive Maintenance Services to Major Systems at Hale Poai (MU 42), Laiola (MU 42), Kamalu (MU 42), Hoolulu (MU 42), Halia Hale (MU 42) on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 64,580	M	\$ 165,664.92	\$ 101,085.15	8/15/2018	8/15/2018	8/14/2020	Aqua Engineers	Provide Individual Wastewater System (IWS) Maintenance Facilities for Various Public Housing Properties under AMP 38 on Kauai	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 3,900	M	\$ 10,800.00	\$ 6,900.00	10/10/2018	10/18/2018	10/18/2020	Pacific Power Electrical Contracting	Provide Preventive Maintenance to Fire Alarm Systems at Kalanihuia and Spencer House under AMP 35 on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 37,225	M	\$ 145,817.73	\$ 108,593.00	2/11/2019	3/1/2019	2/28/2020	Aina Engineers, Inc.	Provide Individual Wastewater System (IWS) Maintenance Facilities for Various Public Housing Properties (AMP 43/46) on the Island of Hawaii	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 26,483	M	\$ 158,588.00	\$ 132,105.00	2/11/2019	3/1/2019	2/28/2020	First Quality Building and Design, Inc.	Provide Individual Wastewater System (IWS) Maintenance Facilities for Various Public Housing Properties (AMP 37) on the Island of Hawaii	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 357,603	M	\$ 357,602.96	\$ -	10/5/2018	10/9/2018	2/8/2020	Clampett Industries, LLC dba EMG	Conduct an Accessibility Assessment of the Hawaii Public Housing Authority's Compliance with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Amendments Act of 1988, Uniform Federal Accessibility Standards, Title II of the Americans with Disabilities Act (Section 504), Hawaii Revised Statutes, and Related State and Federal Laws in its Federal and State Public Housing Programs and its Non-Dwelling Facilities	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 45,765	M	\$ 397,757.00	\$ 351,991.70	11/8/2018	11/8/2018	11/7/2021	EJP Consulting	Furnish Professional Consulting Services for the Mixed-Finance Redevelopment of Mayor Wright Homes and the Mixed-Use Development of the HPHA's Administrative Offices on Oahu	Desk Monitoring	N	S
HMS 220	S/F	\$ 178,765	M	\$ 331,423.86	\$ 152,658.80	12/1/2015	12/1/2015	12/31/2019	Emphasys Computer Solutions, Inc.	Provision of Emphasys Elite Software Maintenance, Technical and Training Support Services	Desk Monitoring	N	S

Department of Human Services  
Active Contracts as of December 1, 2019

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Date Executed	From	To	Entity	Contract Description	Explanation of How Contract is Monitored	POS Y / N	Category E/L/P/C/G/S
HMS 220	S/F	\$ 36,380	M	\$ 66,540.99	\$ 30,160.84	4/24/2018	5/1/2018	4/30/2020	Profitability of Hawaii	Furnish Printing & Mailing Services for Monthly Tenant Rent Bills Statewide	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 141,474	M	\$ 1,008,300.00	\$ 866,826.07	3/28/2018	4/10/2018	4/9/2021	Reno & Cavanaugh	Provide Professional Legal Services	Desk Monitoring	N	C
HMS 220	F	\$ 270,827	M	\$ 270,827.00	\$ -	7/10/2018	7/11/2018	7/10/2021	EJP Consulting	Provide Professional Consulting Services to Redevelop the Federal Low Income Public Housing Property Kuhio Park Terrace Low Rise and Kuhio Homes on Oahu	Desk Monitoring	N	S
HMS 220	S	\$ 1,871,420	M	\$ 2,150,606.88	\$ 279,186.60	7/24/2015	3/15/2015	3/31/2020	Realty Laua, LLC	Provide Property Management and Maintenance Services for the Ka Hale Kamehaikana Community Resource Center on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 232,194	M	\$ 313,465.75	\$ 81,272.23	6/26/2017	7/1/2017	6/30/2020	Pacific Waste, Inc.	Furnish Refuse Collection Services for Lanakila Homes, Hale Aloha O Puna, Hale Olaloa, Kauhale O Hanakahi, Lokahi, Pahala, Pomaikai Homes, and Punahele Homes (AMP 37) and Ka Hale Kahaluu, Hale Hookipa, Kaimalino, Kealakehe, and Nani Olu (AMP 43) on Hawaii Island	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 107,024	M	\$ 146,001.84	\$ 38,977.50	6/28/2017	7/1/2017	6/30/2020	Aloha Waste Systems	Furnish Refuse Collection Services for Kahelili Terrace, David Malo Circle, Makani Kai Hale, and Piilani Homes (AMP 39) on Maui	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 1,629,442	M	\$ 2,316,107.57	\$ 686,665.50	6/28/2017	7/1/2017	6/30/2020	West Oahu Aggregate, Inc.	Furnish Refuse Collection Services for Puuwai Momi, Hale Laulima, Salt Lake, Waipahu I, Waipahu II (AMP 30), Kalihi Valley Homes and Puahala Homes (AMP 31), Mayor Wright Home (AMP 32), Kalakaua Homes, Makua Alii and Paoakalani (AMP 34), Punchbowl Homes, Kalanihulia, Makamae, Spencer House, and Pumehana (AMP 35), Kuhio Park Terrace - Lowrise and Kuhio Homes (AMP 40), Kola Village, Hookipa Kahaluu, Kaneohe Apartments, Kaushal Oshana, Waimanalo Homes (AMP 45), Kauhale Nani, Wahiawa Terrace, Kupuna Home O Waialua (AMP 49), Palolo Valley Homes (AMP 50), and Hale Poai, Laiola, Kamalu-Hoolulu, and Halia Hale (MU 42) on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 303,846	M	\$ 405,704.00	\$ 101,857.60	7/27/2017	7/1/2017	6/30/2020	Honolulu Disposal Service, Inc.	Furnish Refuse Collection Services for Kamehameha Homes and Kaahumanu Homes (AMP 33) on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 540,190	M	\$ 1,591,284.91	\$ 1,051,095.11	6/30/2017	7/1/2017	6/30/2020	Pacific Appliance	Furnish Gas & Electric Ranges for Various State and Federal Low Income Public Housing Properties on Oahu, Kauai, Maui and Hawaii Island	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 341,204	M	\$ 461,259.00	\$ 120,055.05	10/10/2017	9/1/2017	6/30/2020	Alii Security Services	Furnish Security Services for Kalakaua Homes, Makua Alii, and Paoakalani (AMP 34) on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ -	M	\$ 198,735.66	\$ 198,735.66	10/31/2017	11/1/2017	10/31/2020	Lions' Cleaning & Maintenance Inc.	Provide Custodial Services for the HPHA Central Offices on Oahu	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 10,485	M	\$ 112,059.43	\$ 101,574.56	1/23/2018	1/23/2018	6/30/2020	Transportation Concepts, Inc. dba Pacific Appliance Group, Inc.	Furnish Gas and Electric Ranges from Various State & Federal Low Income Public Housing Properties on Maui and Molokai	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 55,296	M	\$ 103,229.00	\$ 47,932.76	10/31/2018	11/1/2018	8/31/2020	Island Refuse	Furnish Refuse Collection Services for Kahale Mua - State and Kahale Mua - Federal (AMP 39) on Molokai	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 684,303	M	\$ 2,056,774.51	\$ 1,372,471.51	1/23/2019	2/1/2019	4/30/2020	American Guard Services Inc.	Furnish Security Services for Puuwai Momi (AMP 30), Kaahumanu Homes (AMP 33), Kuhio Park Terrace - Lowrise, Kuhio Homes (AMP 40), and the Ka Hale Kamehaikana Community Resource Center on Oahu	On-Site/Desk Monitoring	N	S

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HMS 220	S/F	\$ 173,544	M	\$ 1,965,615.79	\$ 1,792,071.79	6/21/2019	6/1/2019	4/30/2020	Jan - Guard Hawaii Inc	Furnish Security Services for Kalihi Valley Homes (AMP 31), Mayor Wright Homes (AMP 32), Punchbowl Homes (AMP 35), Kalanihuia (AMP 35), and Makamae (AMP 35)	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 832,716	M	\$ 6,565,026.36	\$ 5,732,310.84	7/1/2019	7/1/2019	6/30/2020	Hawaii Affordable Properties, Inc.	Furnish Property Management, Maintenance & Resident Services for AMP 40, 44, 45, 49, 50 and MU 42 on Oahu and AMP 43, 46 and Ke Kumu Ekahi on Hawaii Island	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 84,291	M	\$ 1,352,510.28	\$ 1,268,219.38	7/1/2019	7/1/2019	6/30/2020	Transportation Concepts, Inc. dba Pacific Appliance Group, Inc.	Furnish Refrigerators for Various State & Federal Low Income Public Housing Properties on the Islands of Oahu, Maui, Kauai, and Hawaii Island	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ -	M	\$ 12,020.70	\$ 12,020.70	8/1/2019	8/1/2019	6/30/2020	Transportation Concepts, Inc. dba Pacific Appliance Group, Inc.	Furnish Refrigerators for Various State & Federal Low Income Public Housing Properties on Molokai	On-Site/Desk Monitoring	N	S
HMS 220	S/F	\$ 5,419	M	\$ 31,763.94	\$ 26,344.50	9/25/2019	9/1/2019	8/31/2020	Garden Isle Disposal, Inc.	Furnish Refuse Collection Services for Kawailehua - State and Kawailehu - Federal (AMP 38) on the Island of Kauai	On-Site/Desk Monitoring	N	S
HMS 220	F	\$ 736,803	M	\$ 1,032,000.00	\$ 295,196.64	4/16/2018	1/1/2019	12/31/2019	Housing Authority of the City of Bremerton	Section 8 Performance-Based Contract Administration Services	Desk Monitoring	N	S
HMS 224	A	187,763.00	Other	440,496.00	252,733.00	06/26/19	07/01/19	06/30/20	Alternative Structures international	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	116,910.00	Other	289,560.00	172,650.00	06/28/19	07/01/19	06/30/20	CATHOLIC CHARITIES HAWAII (CCH) - Maili Land	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	87,016.00	Other	215,518.00	128,502.00	06/28/19	07/01/19	06/30/20	FAMILY LIFE CENTER (FLC) Ho'olanani Emergency Shelter	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	23,014.00	Other	114,000.00	90,986.00	06/28/19	07/01/19	06/30/20	GREGORY HOUSE PROGRAMS (GHP)	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	30,000.00	30,000.00	06/18/19	07/01/19	06/30/20	HALE KIPA (HK) - Apa'a	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	12,113.00	Other	30,000.00	17,887.00	06/18/19	07/01/19	06/30/20	HALE KIPA (HK) - Maka'aloa	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	63,491.00	Other	157,252.00	93,761.00	06/28/19	07/01/19	06/30/20	HAWAII ISLAND HOME FOR RECOVERY (HIHR)	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	77,520.00	Other	384,000.00	306,480.00	06/28/19	07/01/19	06/30/20	HOLOMUA NA OHANA (HNO) Weinberg Village Waimanalo	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	450,000.00	450,000.00	06/18/19	07/01/19	06/30/20	HONOLULU COMMUNITY ACTION PROGRAM (HCAP) - Kumuhonua	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	177,727.00	Other	440,190.00	262,463.00	06/18/19	07/01/19	06/30/20	HOPE SERVICES HAWAII (HOPE) Kihei Pua Emergency Shelter	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	130,200.50	Other	322,478.00	192,277.50	06/20/19	07/01/19	06/30/20	HOPE SERVICES HAWAII (HOPE) West Hawaii Emergency Housing Program	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	79,692.00	Other	197,380.00	117,688.00	06/20/19	07/01/19	06/30/20	HOPE SERVICES HAWAII (HOPE) East Hawaii Emergency Shelter Program	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	125,904.00	Other	285,334.00	159,430.00	06/24/19	07/01/19	06/30/20	HOUSING SOLUTIONS, INC (HSI) Kulaokahua	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S

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HMS 224	A	214,068.00	Other	225,334.00	11,266.00	07/10/19	07/01/19	12/31/19	HOUSING SOLUTIONS, INC (HSI) Nakolea	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	298,195.00	Other	1,000,000.00	701,805.00	06/28/19	07/01/19	06/30/20	INSTITUTE FOR HUMAN SERVICES (IHS) - Ka'aahi Service Center	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	403,750.00	Other	1,000,000.00	596,250.00	06/18/19	07/01/19	06/30/20	INSTITUTE FOR HUMAN SERVICES (IHS) - Sumner Service Center	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	302,974.00	Other	750,398.00	447,424.00	07/24/19	07/01/19	06/30/20	KA HALE A KE OLA HOMELESS RESOURCE CENTER (KHAKO) Westside	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	393,658.00	Other	975,002.00	581,344.00	07/24/19	07/01/19	06/30/20	KA HALE A KE OLA HOMELESS RESOURCE CENTER (KHAKO) Central	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	93,704.00	Other	232,082.00	138,378.00	06/28/19	07/01/19	06/30/20	KAUAI ECONOMIC OPPORTUNITY (KEO) - Mana' Olana	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	20,538.00	Other	50,867.00	30,329.00	06/28/19	07/01/19	06/30/20	KAUAI ECONOMIC OPPORTUNITY (KEO) - Komohana	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	157,141.00	Other	778,406.00	621,265.00	06/28/19	07/01/19	06/30/20	KEALAHOU WEST OAHU (KWO) - Onelau'ena	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	81,880.50	Other	405,600.00	323,719.50	06/28/19	07/01/19	06/30/20	KEALAHOU WEST OAHU (KWO) - Onemalu	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	87,500.00	87,500.00	06/24/19	07/01/19	06/30/20	STEADFAST HOUSING DEVELOPMENT CORP (SHDC) Hale Ulu Pono	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	724,512.00	Other	1,794,456.00	1,069,944.00	06/28/19	07/01/19	06/30/20	UNITED STATES VETERANS' INITIATIVE (USVI) - Pai'olu Kai'Aulu	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	213,750.00	213,750.00	06/28/19	07/01/19	06/30/20	UNITED STATES VETERANS' INITIATIVE (USVI) - Veterans-In-Progress (Barbers Point)	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	490,355.00	Other	1,111,286.00	620,931.00	05/31/19	07/01/19	06/30/20	WAIKIKI HEALTH CENTER (WHC) - Next Step Shelter	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	175,954.00	Other	555,643.00	379,689.00	09/24/19	10/01/19	06/30/20	WAIKIKI HEALTH CENTER (WHC) - Keauhou	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	24,164.00	Other	59,850.00	35,686.00	06/26/19	07/01/19	06/30/20	WOMEN IN NEED (WIN) - FAMILY HOUSE - Aiea	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	31,288.00	Other	77,491.00	46,203.00	06/26/19	07/01/19	06/30/20	WOMEN IN NEED (WIN) - KAUAI	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	17,260.00	Other	42,750.00	25,490.00	06/26/19	07/01/19	06/30/20	WOMEN IN NEED (WIN) - Bridge to Success - Halawa	Providing shelter and services for those who are homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	356,250.00	Other	750,000.00	393,750.00	07/09/19	07/01/19	06/30/20	CATHOLIC CHARITIES HAWAII	Housing focused family assessment center to obtain permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	380,000.00	Other	800,000.00	420,000.00	05/29/19	06/01/19	05/31/20	NEIGHBORHOOD PLACE OF PUNA	Housing focused family assessment center to obtain permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	2,375,000.00	Other	7,500,000.00	5,125,000.00	02/05/19	11/01/18	06/30/21	CATHOLIC CHARITIES HAWAII-Villages of Ma'ili	To assist homeless participants in obtaining permanent housing and provide Bridge housing on premisis	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	500,000.00	500,000.00	05/23/19	12/01/18	11/30/21	HONOLULU COMMUNITY ACTION PLAN - KUMUHONUA ROOF RENOVATION	Funding from Ohana Zone bill. Roof repair to ensure fully functioning structure of State owned homeless shelter. For safety & well being of participants and staff	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S



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HMS 224	A	375,000.00	Other	750,000.00	375,000.00	05/28/19	05/01/19	04/30/20	KEALAHOU WEST OAHU - ONELAU'ENA EMERGENCY ROOF RENOVATION	Funding from Ohana Zone bill. Roof repair to ensure fully functioning structure of State owned homeless shelter. For safety & well being of participants and staff	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	53,439.75	Other	225,000.00	171,560.25	05/31/19	05/01/19	04/30/21	COLLABORATIVE QUALITY CONSULTING	Evaluations of Ohana Zones Pilot Protgra & Homeless Services Systems Statewide	Monthly deliverables and reporting	Y	S
HMS 224	A	558,401.47	Other	1,000,000.00	441,598.53	07/09/19	07/01/19	06/30/20	Queen's Medical Center - Emergency Dept Pilot Program	Providing high intensity care navigation for the homeless with greatest medical needs	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	467,800.00	Other	1,000,000.00	532,200.00	07/09/19	07/01/19	06/30/20	Queen's Medical Center - Medical Respite Program	Providing short term, temporary housing and supportive services to medically frail homeless upon being discharged from a hospital	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	124,948.80	Other	283,168.00	158,219.20	05/21/19	06/15/19	06/14/20	FAMILY LIFE CENTER (FLC) - Central Region 1,2,3,6	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	133,237.50	Other	313,500.00	180,262.50	05/21/19	06/15/19	06/14/20	FAMILY LIFE CENTER (FLC) - Kihei/Lahaina Region 4 & 5	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	184,648.00	Other	425,700.00	241,052.00	05/31/19	06/15/19	06/14/20	HOPE SERVICES HAWAII, INC. (HOPE) - Region 1,8,9,10	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	223,077.00	Other	514,300.00	291,223.00	05/31/19	06/15/19	06/14/20	HOPE SERVICES HAWAII, INC. (HOPE) - Region 2,3,4,5,6,7	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	369,968.70	Other	586,668.00	216,699.30	07/03/19	06/15/19	06/14/20	INSTITUTE FOR HUMAN SERVICES (IHS)	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	586,668.00	586,668.00	07/22/19	06/15/19	06/14/20	KALIHI-PALAMA HEALTH CENTER (KPHC)	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	59,218.00	Other	146,668.00	87,450.00	06/04/19	06/15/19	06/14/20	KAUAI ECONOMIC OPPORTUNITY (KEO)	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	132,848.53	Other	311,668.00	178,819.47	05/31/19	06/15/19	06/14/20	KEALAHOU WEST OAHU (KWO)	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	142,381.68	Other	348,334.00	205,952.32	07/10/19	06/15/19	06/14/20	UNITED STATES VETERANS INITIATIVE (USVI)	Providing outreach services to homeless individuals and families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	148,313.00	Other	350,000.00	201,687.00	05/28/19	06/15/19	06/14/20	Legal Aid Society	Providing statewide vital documents and I.D. cards in association with the State Homeless Outreach & Shelter Programs	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	110,313.00	Other	250,000.00	139,687.00	05/23/19	07/01/19	06/30/20	CATHOLIC CHARITIES HAWAII (Oahu)	Providing emergency grants to assist homeless, at-risk individuals and families on Oahu with housing, meidcal and other emergency expenses	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	100,938.00	Other	250,000.00	149,062.00	05/23/19	07/01/19	06/30/20	CATHOLIC CHARITIES HAWAII (Neighbor Island)	Providing emergency grants to assist homeless, at-risk individuals and families on Neighbor Islands with housing, meidcal and other emergency expenses	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	150,000.00	Other	300,000.00	150,000.00	06/18/19	06/27/19	06/26/20	CATHOIC CHARITIES HAWAII (CCH) - KAUAI	Assisting chronically homeless individuals and families with highest vulnerability to obtain and secure long term permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	318,750.00	Other	637,500.00	318,750.00	05/25/19	06/27/19	06/26/20	FAMILY LIFE CENTER (FLC)	Assisting chronically homeless individuals and families with highest vulnerability to obtain and secure long term permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	412,500.00	Other	825,000.00	412,500.00	06/07/19	06/27/19	06/26/20	HOPE SERVICES HAWAII, INC.	Assisting chronically homeless individuals and families with highest vulnerability to obtain and secure long term permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	993,750.00	Other	1,987,500.00	993,750.00	06/24/19	06/27/19	06/26/20	UNITED STATES VETERANS' INITIATIVE (USVI)	Assisting chronically homeless individuals and families with highest vulnerability to obtain and secure long term permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S

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HMS 224	A	132,740.97	Other	304,276.00	171,535.03	06/13/19	06/15/19	06/14/20	ALTERNATIVE STRUCTURES INTERNATIONAL (ASI)	Providing re-housing and support services for those who are homeless or at-risk of becoming homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	103,015.00	Other	237,500.00	134,485.00	05/23/19	06/15/19	06/14/20	CATHOLIC CHARITIES HAWAII (CCH)	Providing re-housing and support services for those who are homeless or at-risk of becoming homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	170,016.50	Other	387,500.00	217,483.50	05/23/19	06/15/19	06/14/20	FAMILY LIFE CENTER (FLC)	Providing re-housing and support services for those who are homeless or at-risk of becoming homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	488,493.00	488,493.00	05/23/19	06/15/19	06/14/20	HONOLULU COMMUNITY ACTION PROGRAM (HCAP)	Providing re-housing and support services for those who are homeless or at-risk of becoming homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	275,781.50	Other	625,000.00	349,218.50	06/06/19	06/15/19	06/14/20	HOPE SERVICES HAWAII, INC. (HOPE)	Providing re-housing and support services for those who are homeless or at-risk of becoming homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	369,678.27	Other	586,210.00	216,531.73	05/23/19	06/15/19	06/14/20	INSTITUTE FOR HUMAN SERVICES (IHS)	Providing re-housing and support services for those who are homeless or at-risk of becoming homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	457,231.00	457,231.00	05/23/19	06/15/19	06/14/20	THE SALVATION ARMY	Providing re-housing and support services for those who are homeless or at-risk of becoming homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	274,643.92	Other	663,790.00	389,146.08	05/23/19	06/15/19	06/14/20	UNITED STATES VETERANS' INITIATIVE (USVI)	Providing re-housing and support services for those who are homeless or at-risk of becoming homeless	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	419,188.00	Other	950,000.00	530,812.00	05/23/19	07/01/19	06/30/20	CATHOLIC CHARITIES HAWAII	Assisting TANF eligible families and voucher holders to secure and retain permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	165,500.00	Other	400,000.00	234,500.00	05/23/19	07/01/19	06/30/20	FAMILY LIFE CENTER (FLC)	Assisting TANF eligible families and voucher holders to secure and retain permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	40,626.00	Other	100,000.00	59,374.00	05/23/19	07/01/19	06/30/20	FAMILY LIFE CENTER (FLC) - KAUAI	Assisting TANF eligible families and voucher holders to secure and retain permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	213,126.50	Other	500,000.00	286,873.50	06/13/19	07/01/19	06/30/20	HOPE SERVICES HAWAII, INC. (HOPE)	Assisting TANF eligible families and voucher holders to secure and retain permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	225,482.00	Other	558,468.00	332,986.00	06/12/19	07/01/19	06/30/20	INSTITUTE FOR HUMAN SERVICES (IHS)	Assisting TANF eligible families and voucher holders to secure and retain permanent housing	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	38,000.00	Other	80,000.00	42,000.00	07/01/19	07/01/19	06/30/20	C. Peraro Consulting	Providing administrative and support services in association with HMIS	Monthly deliverables and reporting	Y	S
HMS 224	B	5,208.65	Other	30,789.00	25,580.35	08/28/19	07/01/19	06/30/20	CHILD AND FAMILY SERVICES - SHELTER OPERATIONS	Provide emergency shelter and service for those who are homeless and/or victims of domestic violence	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	B	9,934.40	Other	30,789.00	20,854.60	08/14/19	07/01/19	06/30/20	FAMILY LIFE CENTER - SHELTER OPERATIONS	Provide emergency shelter and service for those who are homeless and/or victims of domestic violence	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	B	18,218.85	Other	80,050.00	61,831.15	08/21/19	07/01/19	06/30/20	HOPE SERVICES HAWAII - SHELTER OPERATIONS	Provide emergency shelter and service for those who are homeless and/or victims of domestic violence	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	B	-	Other	40,699.00	40,699.00	08/14/19	07/01/19	06/30/20	KA HALE A KE OLA HOMELESS RESOURCE CENTER - SHELTER OPERATION	Provide emergency shelter and service for those who are homeless and/or victims of domestic violence	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	B	-	Other	38,424.00	38,424.00	08/14/19	07/01/19	06/30/20	FAMILY LIFE CENTER - HPRP Kauai	Provide financial assistance and supportive services to prevent homelessness among at-risk individuals/families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	B	-	Other	81,651.00	81,651.00	08/14/19	07/01/19	06/30/20	FAMILY LIFE CENTER - HPRP Maui	Provide financial assistance and supportive services to prevent homelessness among at-risk individuals/families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	B	5,682.54	Other	120,076.00	114,393.46	08/21/19	07/01/19	06/30/20	HOPE SERVICES HAWAII - HPRP	Provide financial assistance and supportive services to prevent homelessness among at-risk individuals/families	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S

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HMS 224	B	61,851.76	Other	258,250.00	196,398.24	08/14/19	07/01/19	06/30/19	Maui A.I.D.S Foundation	Provide rent subsidy and supportive services to those living with H.I.V / A.I.D.S	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S
HMS 224	A	-	Other	70,000.00	70,000.00	06/01/19	06/01/19	05/31/20	OrgCode	Providing professional training to all DHS/HPO contracted homeless service agents focusing on SPDAT assessment tools and prevention/ harm reduction	Monthly deliverables and reporting	Y	S
HMS 236	A/N	\$206,542	M	\$300,000	93,458.00	06/03/19	07/01/19	06/30/20	Fileminders of Hawaii dba ACCESS Information Management	Record and information management system; retrieval, storage, maintenance, and destruction of BESSD case records.	Contract is monitored monthly - log of inventory submitted to ACCESS with ACCESS' records of case records; requests for destruction with invoicing of what was destroyed/purged.	Y	S
HMS 238	N	143,235.00	M	247,026.00	103,791.00	10/25/18	10/01/17	09/30/21	Jeffrey Akaka, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	366,420.00	M	504,157.00	137,737.00	10/25/18	10/01/17	09/30/21	Walter S.O. Fo, Ph.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	314,910.00	M	514,355.00	199,445.00	10/25/18	10/01/17	09/30/21	Glen D. Frisch, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	64,719.00	M	164,167.00	99,448.00	10/25/18	10/01/17	09/30/21	Mark T. Kuge, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	124,679.00	M	191,121.00	66,442.00	10/25/18	10/01/17	09/30/21	David J. Lam, Ph.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	297,205.00	M	499,854.00	202,649.00	10/25/18	10/01/17	09/30/21	Stacy M. Lau, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	74,487.00	M	123,267.00	48,780.00	10/25/18	10/01/17	09/30/21	David Mai, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	415,937.00	M	628,266.00	212,329.00	10/25/18	10/01/17	09/30/21	Wendy C. Matsuno, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	46,846.00	M	147,015.00	100,169.00	10/25/18	10/01/17	09/30/21	Terri L. Needels, Ph.S.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	624,291.00	M	862,340.00	238,049.00	10/25/18	10/01/17	09/30/21	Neil Y. Shibuya, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	423,641.00	M	594,263.00	170,622.00	10/25/18	10/01/17	09/30/21	Rodney Torigoe, Ph.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S

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HMS 238	N	152,111.00	M	245,026.00	92,915.00	10/25/18	10/01/17	09/30/21	Garret H. Yanagi, Ph.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	267,872.00	M	436,147.00	168,275.00	10/25/18	10/01/17	09/30/21	Benjamin B.C. Young, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 238	N	31,570.00	M	122,513.00	90,943.00	10/25/18	10/01/17	09/30/21	Paul Blaskowski, M.D.	Medical/Psychological Consultative Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 301	N/N	493,505.00	M	493,505.00	287,877.92	07/01/19	07/01/19	06/30/20	University of Hawaii - Law School	APSR / Federal Requirements	Quarterly	Y	S
HMS 301	A/N	991,703.00	M	991,703.00	578,493.42	07/01/18	07/01/19	06/30/20	Child and Family Service	Comprehensive Counseling and Support Services- Maui	Quarterly	Y	S
HMS 301	A/N	445,192.00	M	445,192.00	259,695.33	07/01/18	07/01/19	06/30/20	Child and Family Service	Comprehensive Counseling and Support Services- Kauai	Quarterly	Y	S
HMS 301	A	4,460,000.00	M	4,460,000.00	2,601,666.67	07/01/18	07/01/19	06/30/20	Catholic Charities Hawaii	Comprehensive Counseling and Support Services/Intensive Home Based Services/Monthly Worker Visits- Oahu	Quarterly	Y	S
HMS 301	A/N	1,387,892.00	M	1,387,892.00	809,603.67	07/01/18	07/01/19	06/30/20	Catholic Charities Hawaii	Comprehensive Counseling and Support Services/Intensive Home Based Services/Monthly Worker Visits- WHI	Quarterly	Y	S
HMS 301	A/N	1,209,356.00	M	1,209,356.00	705,457.67	07/01/18	07/01/19	06/30/20	PARENTS, Inc.	Comprehensive Counseling and Support Services/Intensive Home Based Services/Monthly Worker Visits- EHI	Quarterly	Y	S
HMS 301	A	220,352.00	M	220,352.00	128,538.67	07/01/19	07/01/19	06/30/20	ROSES	Professional Consultant Services for CPSS	Quarterly	Y	S
HMS 301	A	109,000.00	M	109,000.00	63,583.33	07/01/19	07/01/19	06/30/20	Parents and Children Together	Domestic Violence Services for Families- Windward Oahu	Quarterly	Y	S
HMS 301	A	351,000.00	M	351,000.00	204,750.00	07/01/19	07/01/19	06/30/20	Parents and Children Together	Domestic Violence Services for Families- Central Oahu	Quarterly	Y	S
HMS 301	A	50,000.00	M	50,000.00	29,166.67	07/01/19	07/01/19	06/30/20	Parents and Children Together	Domestic Violence Services for Families- Lanai	Quarterly	Y	S
HMS 301	A	350,000.00	M	350,000.00	204,166.67	07/01/19	07/01/19	06/30/20	Child and Family Service	Domestic Violence Services for Families- Leeward Oahu	Quarterly	Y	S
HMS 301	A	350,000.00	M	350,000.00	204,166.67	07/01/19	07/01/19	06/30/20	Child and Family Service	Domestic Violence Services for Families- East Hawaii	Quarterly	Y	S
HMS 301	A	319,000.00	M	319,000.00	186,083.33	07/01/19	07/01/19	06/30/20	Parents and Children Together	Domestic Violence Services for Families- Maui	Quarterly	Y	S
HMS 301	A	120,000.00	M	120,000.00	70,000.00	07/01/19	07/01/19	06/30/20	Child and Family Service	Domestic Violence Services for Families- West Hawaii	Quarterly	Y	S
HMS 301	A	185,000.00	M	185,000.00	107,916.67	07/01/19	07/01/19	06/30/20	Child and Family Service	Domestic Violence Services for Families- Kauai	Quarterly	Y	S
HMS 301	A	55,000.00	M	55,000.00	32,083.33	07/01/19	07/01/19	06/30/20	Child and Family Service	Domestic Violence Services for Families- Molokai	Quarterly	Y	S
HMS 301	A	200,000.00	M	200,000.00	116,666.67	07/01/19	07/01/19	06/30/20	Legal Aid Society of Hawaii	Domestic Violence Services Legal Shelters	Quarterly	Y	S
HMS 301	A	100,000.00	M	100,000.00	58,333.33	07/01/19	07/01/19	06/30/20	Legal Aid Society of Hawaii	Domestic Violence Services Legal to Immigrants	Quarterly	Y	S
HMS 301	A/N	180,625.00	M	180,625.00	105,364.58	07/01/19	07/01/19	06/30/20	Molokai Community Service Council, Inc.	Domestic Violence Shelters & Transitional Housing- Molokai	Quarterly	Y	S
HMS 301	A/N	495,105.00	M	495,105.00	288,811.25	07/01/19	07/01/19	06/30/20	Parents and Children Together	Domestic Violence Shelters & Transitional Housing- Oahu	Quarterly	Y	S
HMS 301	A/N	451,089.00	M	451,089.00	263,135.25	07/01/19	07/01/19	06/30/20	Women Helping Women	Domestic Violence Shelters & Transitional Housing- Maui	Quarterly	Y	S
HMS 301	A/N	316,375.00	M	316,375.00	184,552.08	07/01/19	07/01/19	06/30/20	YWCA of Kauai	Domestic Violence Shelters & Transitional Housing- Kauai	Quarterly	Y	S
HMS 301	A/N	345,250.00	M	345,250.00	201,395.83	07/01/19	07/01/19	06/30/20	Child and Family Service	Domestic Violence Shelters & Transitional Housing- West Hawaii	Quarterly	Y	S
HMS 301	A/N	345,250.00	M	345,250.00	201,395.83	07/01/19	07/01/19	06/30/20	Child and Family Service	Domestic Violence Shelters & Transitional Housing- East Hawaii	Quarterly	Y	S
HMS 301	A/N	899,820.00	M	899,820.00	524,895.00	07/01/19	07/01/19	06/30/20	Child and Family Service	Domestic Violence Shelters & Transitional Housing- Oahu	Quarterly	Y	S

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HMS 301	A/N	24,900.00	M	24,900.00	14,525.00	07/01/19	07/01/19	06/30/20	HI State Coalition Against Domestic Violence	Domestic Violence Training & Technical Support	Quarterly		
HMS 301	A	40,000.00	M	40,000.00	40,000.00	03/01/18	03/01/19	06/30/20	Family Violence & Sexual Assault Institute	IVAT Conference (Training)	Annual	Y	S
HMS 301	A/N	200,000.00	M	200,000.00	116,666.67	07/01/18	07/01/19	06/30/20	Friends of the Future	Family Strengthening Services- West Hawaii	Quarterly	Y	S
HMS 301	A/N	300,000.00	M	300,000.00	175,000.00	07/01/18	07/01/19	06/30/20	Parents and Children Together	Family Strengthening Services- Maui	Quarterly	Y	S
HMS 301	A/N	910,000.00	M	910,000.00	530,833.33	07/01/18	07/01/19	06/30/20	Parents and Children Together	Family Strengthening Services- Oahu	Quarterly	Y	S
HMS 301	A	200,000.00	M	200,000.00	116,666.67	07/01/18	07/01/19	06/30/20	Child and Family Service	Family Strengthening Services- East Hawaii	Quarterly	Y	S
HMS 301	A/N	175,000.00	M	175,000.00	102,083.33	07/01/18	07/01/19	06/30/20	Child and Family Service	Family Strengthening Services- Kauai	Quarterly	Y	S
HMS 301	A	600,000.00	M	600,000.00	200,000.00	07/01/19	07/01/19	06/30/20	EPIC Ohana, Inc.	Family Wrap	Quarterly	Y	S
HMS 301	A/N	419,925.00	M	419,925.00	244,956.25	07/01/19	07/01/19	06/30/20	UH School of Social Work	Hawaii Child Welfare Education Collaboration	Quarterly	Y	S
HMS 301	A	300,000.00	M	300,000.00	100,000.00	07/01/19	07/01/19	06/30/20	EPIC Ohana, Inc.	Hawaii Foster Youth/Young Adult Advisory Council	Quarterly	Y	S
HMS 301	A	575,416.00	M	575,416.00	335,659.33	07/01/19	07/01/19	06/30/20	Child and Family Service	Home Visiting Services- Leeward Oahu	Quarterly	Y	S
HMS 301	A	366,457.00	M	366,457.00	213,766.58	07/01/19	07/01/19	06/30/20	Child and Family Service	Home Visiting Services- East Hawaii	Quarterly	Y	S
HMS 301	A	170,509.00	M	170,509.00	99,463.58	07/01/19	07/01/19	06/30/20	Child and Family Service	Home Visiting Services- Kauai	Quarterly	Y	S
HMS 301	A	210,779.00	M	210,779.00	122,954.42	07/01/19	07/01/19	06/30/20	Family Support Services of West Hawaii	Home Visiting Services- West Hawaii	Quarterly	Y	S
HMS 301	A	444,263.00	M	444,263.00	259,153.42	07/01/19	07/01/19	06/30/20	Maui Family Support Services, Inc.	Home Visiting Services- Maui & Lanai	Quarterly	Y	S
HMS 301	A	60,244.00	M	60,244.00	35,142.33	07/01/19	07/01/19	06/30/20	Maui Family Support Services, Inc.	Home Visiting Services- Molokai	Quarterly	Y	S
HMS 301	A	575,416.00	M	575,416.00	335,659.33	07/01/19	07/01/19	06/30/20	Parents and Children Together	Home Visiting Services- Honolulu	Quarterly	Y	S
HMS 301	A	575,416.00	M	575,416.00	335,659.33	07/01/19	07/01/19	06/30/20	Parents and Children Together	Home Visiting Services- Windward & North Shore Oahu	Quarterly	Y	S
HMS 301	A	130,000.00	M	130,000.00	75,833.33	07/01/19	07/01/19	06/30/20	Institute for Family Development	HOMEBUILDERS Training, Consultation, & Technical Assistant- Oahu & Hawaii	Quarterly		
HMS 301	A	382,000.00	M	382,000.00	222,833.33	07/01/19	07/01/19	06/30/20	Susanna Wesley Community Center	Human Trafficking Services	Quarterly	Y	S
HMS 301	A/N	904,400.00	M	904,400.00	527,566.67	07/01/19	07/01/19	06/30/20	Catholic Charities Hawaii	Permanency Support Services	Quarterly	Y	S
HMS 301	A/N	550,406.00	M	550,406.00	321,070.17	07/01/19	07/01/19	06/30/20	Child and Family Service	Intra-Familial Sex Abuse Treatment Services- Oahu	Quarterly	Y	S
HMS 301	A/N	221,938.00	M	221,938.00	129,463.83	07/01/19	07/01/19	06/30/20	Child and Family Service	Intra-Familial Sex Abuse Treatment Services- East Hawaii	Quarterly	Y	S
HMS 301	A/N	270,764.00	M	270,764.00	157,945.67	07/01/19	07/01/19	06/30/20	Child and Family Service	Intra-Familial Sex Abuse Treatment Services- Maui County	Quarterly	Y	S
HMS 301	A/N	75,459.00	M	75,459.00	44,017.75	07/01/19	07/01/19	06/30/20	Child and Family Service	Intra-Familial Sex Abuse Treatment Services- West Hawaii	Quarterly	Y	S
HMS 301	A/N	139,591.00	M	139,591.00	81,428.08	07/01/19	07/01/19	06/30/20	YWCA of Kauai	Intra-Familial Sex Abuse Treatment Services- Kauai	Quarterly	Y	S
HMS 301	A/N	978,667.00	M	978,667.00	570,889.08	07/01/18	07/01/19	06/30/20	Hale Kipa, Inc.	Independent Living/Higher Ed/ Imua Kakou- Oahu	Quarterly	Y	S
HMS 301	A/N	105,250.00	M	105,250.00	61,395.83	07/01/18	07/01/19	06/30/20	Hale Opio Kauai, Inc.	Independent Liv/Higher Ed/ Imua Kakou- Kauai	Quarterly	Y	S
HMS 301	A/N	163,711.00	M	163,711.00	95,498.08	07/01/18	07/01/19	06/30/20	Maui Youth and Family Services, Inc.	Independent Liv/Higher Ed/ Imua Kakou- Maui	Quarterly	Y	S
HMS 301	A/N	244,538.00	M	244,538.00	142,647.17	07/01/18	07/01/19	06/30/20	The Salvation Army	Independent Liv/Higher Ed/ Imua Kakou- East Hawaii	Quarterly	Y	S
HMS 301	A/N	157,038.00	M	157,038.00	91,605.50	07/01/18	07/01/19	06/30/20	The Salvation Army	Independent Liv/Higher Ed/ Imua Kakou- West Hawaii	Quarterly	Y	S
HMS 301	A	150,000.00	M	150,000.00	87,500.00	07/01/18	07/01/19	06/30/20	EPIC Ohana, Inc.	Independent Living Collaborator	Quarterly	Y	S
HMS 301	A/N	519,110.00	M	519,110.00	302,814.17	07/01/18	07/01/19	06/30/20	Catholic Charities Hawaii	Infant/Toddler with Special Health Care Needs	Quarterly	Y	S
HMS 301	A/N	300,000.00	M	300,000.00	175,000.00	07/01/19	07/01/19	06/30/20	Blueprint for Change	Kauai Drop-in Center			

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HMS 301	A/N	176,435.00	M	176,435.00	102,920.42	07/01/18	07/01/19	06/30/20	Parents and Children Together	Lanai Integrated System Services	Quarterly	Y	S
HMS 301	A	109,244.00	M	109,244.00	63,725.67	07/01/18	07/01/19	06/30/20	Maui County Children's Justice Center	Children's Justice Act	Quarterly	Y	S
HMS 301	A	150,000.00	M	150,000.00	87,500.00	09/01/18	07/01/19	06/30/20	Dept. of Labor & Ind Rel/OCS+BESSD+DHS	MOA	Quarterly	Y	S
HMS 301	A/N	374,719.00	M	374,719.00	218,586.08	07/01/18	07/01/19	06/30/20	Child and Family Service	Molokai Integrated System Services	Quarterly	Y	S
HMS 301	A/N	1,199,121.00	M	1,199,121.00	699,487.25	07/01/18	07/01/19	06/30/20	Child and Family Service	Multi-Disciplinary Team	Quarterly	Y	S
HMS 301	A/N	945,000.00	M	945,000.00	551,250.00	07/01/19	07/01/19	06/30/20	Blueprint for Change	Neighborhood Places Services	Quarterly	Y	S
HMS 301	A/N	3,726,344.00	M	3,726,344.00	2,173,700.67	07/01/19	07/01/19	06/30/20	EPIC Ohana, Inc.	Ohana Conferencing	Quarterly	Y	S
HMS 301	A/N	1,150,000.00	M	1,150,000.00	670,833.33	07/01/19	07/01/19	06/30/20	Hale Kipa, Inc.	On-Call Shelters/Community Based Homes & Support Services- Oahu	Quarterly	Y	S
HMS 301	A/N	107,500.00	M	107,500.00	62,708.33	07/01/19	07/01/19	06/30/20	Hale Opio Kauai, Inc.	On-Call Shelters/Community Based Homes & Support Services- Kauai	Quarterly	Y	S
HMS 301	A/N	1,000.00	M	1,000.00	166.67	07/01/19	07/01/19	12/31/19	Maui Youth and Family Services, Inc.	On-Call Shelters/Community Based Homes & Support Services-	Quarterly	Y	S
HMS 301	A/N	72,000.00	M	72,000.00	42,000.00	07/01/19	07/01/19	06/30/20	The Salvation Army	On-Call Shelters/Community Based Homes & Support Services- West Hawaii	Quarterly	Y	S
HMS 301	A/N	147,500.00	M	147,500.00	86,041.67	07/01/19	07/01/19	06/30/20	The Salvation Army	On-Call Shelters/Community Based Homes & Support Services- East Hawaii	Quarterly	Y	S
HMS 301	A/N	197,259.00	M	197,259.00	115,067.75	07/01/19	07/01/19	06/30/20	PARENTS, Inc.	Promoting Safe & Stable Families- Kau	Quarterly	Y	S
HMS 301	A/N	1,000,000.00	M	1,000,000.00	583,333.33	07/01/19	07/01/19	06/30/20	Family Programs Hawaii	Psychological Evaluation	Quarterly	Y	S
HMS 301	A/N	788,356.00	M	788,356.00	459,874.33	07/01/19	07/01/19	06/30/20	Family Programs Hawaii	Receiving Home - Hale Mahaolu	Quarterly	Y	S
HMS 301	A/N	4,269,254.00	M	4,269,254.00	2,490,398.17	07/01/19	07/01/19	06/30/20	Partners in Development Foundation	Recruitment	Quarterly	Y	S
HMS 301	A	60,000.00	M	60,000.00	35,000.00	01/01/19	07/01/19	06/30/20	Interactive Voice Application, Inc.	RMS - Random Moment Study	Quarterly	Y	S
HMS 301	A/N	210,000.00	M	210,000.00	122,500.00	07/01/19	07/01/19	06/30/20	Salvation Army - Women's Way	Residential Substance Abuse Treatment for Women and their Children	Quarterly	Y	S
HMS 301	A	20,610.00	M	20,610.00	12,022.50	07/01/19	07/01/19	06/30/20	Dr. Kim Payton, dba Turning Point	Strengthen Child Welfare Services Workforce	Quarterly	Y	S
HMS 301	A	44,000.00	M	44,000.00	25,666.67	07/01/19	07/01/19	06/30/20	Lokahi Treatment Center	Substance Abuse Assessment and Monitoring System- East Hawaii	Quarterly	Y	S
HMS 301	A	15,000.00	M	15,000.00	8,750.00	07/01/19	07/01/19	06/30/20	Lokahi Treatment Center	Substance Abuse Assessment and Monitoring System- West Hawaii	Quarterly	Y	S
HMS 301	A	21,000.00	M	21,000.00	12,250.00	07/01/19	07/01/19	06/30/20	Women In Need Kauai	Substance Abuse Assessment and Monitoring System- Kauai	Quarterly	Y	S
HMS 301	A	54,000.00	M	54,000.00	31,500.00	07/01/19	07/01/19	06/30/20	Aloha House, Inc.	Substance Abuse Assessment and Monitoring System- Maui County	Quarterly	Y	S
HMS 301	A	235,210.00	M	235,210.00	137,205.83	07/01/19	07/01/19	06/30/20	Hina Mauka	Substance Abuse Assessment and Monitoring System- Oahu	Quarterly	Y	S
HMS 301	A/N	102,091.00	M	102,091.00	59,553.08	07/01/19	07/01/19	06/30/20	YWCA of Kauai	Substance Abuse Treatment and Services (Mod)	Quarterly	Y	S
HMS 301	A	289,118.00	M	289,118.00	168,652.17	07/01/19	07/01/19	06/30/20	Domestic Violence Action Center	Teen Dating Violence Education and Prevention	Quarterly	Y	S
HMS 301	A/N	1,729,502.00	M	1,729,502.00	1,008,876.17	07/01/19	07/01/19	06/30/20	University of Hawaii - Maui Community College	Quality Assurance System Development, Training, and Technical Assistance for Child Welfare Services and Training, Technical Support, and Resource Development for Purchase of Services	Quarterly	Y	S
HMS 301	A/N	475,415.00	M	475,415.00	277,325.42	07/01/19	07/01/19	06/30/20	University of Hawaii - Maui Community College	SHAKA	Quarterly	Y	S
HMS 301	A/N	475,000.00	M	475,000.00	277,083.33	07/01/19	07/01/19	06/30/20	PARENTS, Inc.	Voluntary Case Management- East Hawaii	Quarterly	Y	S
HMS 301	A	270,000.00	M	270,000.00	157,500.00	07/01/19	07/01/19	06/30/20	Catholic Charities Hawaii	Voluntary Case Management- West Hawaii	Quarterly	Y	S
HMS 301	A/N	2,200,000.00	M	2,200,000.00	1,283,333.33	07/01/19	07/01/19	06/30/20	Parents and Children Together	Voluntary Case Management- Oahu	Quarterly	Y	S
HMS 301	A/N	700,000.00	M	700,000.00	408,333.33	07/01/19	07/01/19	06/30/20	Child and Family Service	Voluntary Case Management- Maui	Quarterly	Y	S
HMS 301	A/N	325,000.00	M	325,000.00	189,583.33	07/01/19	07/01/19	06/30/20	Child and Family Service	Voluntary Case Management- Kauai	Quarterly	Y	S
HMS 301	A/N	370,050.00	M	370,050.00	215,862.50	07/01/19	07/01/19	06/30/20	Action for Child Protection, Inc.	Guiding Innovation Services	Quarterly	Y	S

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HMS 302	N	89,282.42	M	350,000.00	260,717.58	08/19/19	07/01/19	06/30/20	PATCH	Child Care Provider Registry	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	103,677.08	M	350,000.00	246,322.92	06/27/19	07/01/19	06/30/20	PATCH	Resource & Referral for Child Care	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	116,706.08	M	469,350.00	352,643.92	08/19/19	07/01/19	06/30/20	PATCH	Training & Scholarship for Child Care Providers	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	18,659.16	M	148,500.00	129,840.84	08/19/19	07/01/19	06/30/20	PATCH	Infant & Toddler Training	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	-	O	835,205.00	835,205.00	10/11/19	10/01/19	09/30/20	UH Windward Community College	Learning to Grow	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	-	M	95,429.00	95,429.00	04/16/19	07/01/19	06/30/20	Family Support Services of WHI	Infant & Toddler Care for Teen Parents - Kealakehe	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	A	-	M	132,000.00	132,000.00	08/14/19	10/01/19	09/30/20	PATCH	Preschool Open Doors	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	-	M	404,000.00	404,000.00	08/14/19	10/01/19	09/30/20	PATCH	Preschool Open Doors	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	-	M	2,648,062.00	2,648,062.00	06/04/19	07/01/19	06/30/20	Arbor E&T, LLC (dba ResCare Workforce Svcs)	Child Care Connection Payment & Eligibility Determination	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	96,172.85	A	96,172.85	-	04/29/19	07/01/19	06/30/20	IDEMIA Identity & Security USA, LLC	Maintenance of fingerprinting equipment	Invoice is reviewed by contract monitor, contact with the vendor and the child care licensing units to verify any maintenance issues with machines are addressed timely.	Y	S
HMS 302	N	-	O	133,832.00	133,832.00	05/31/19	07/01/19	06/30/20	Dept. of Education	Training for Child Care Facilities Serving School-Age Children	Quarterly reports and SIERS are reviewed by contract monitor.	Y	S
HMS 302	N	-	O	500,000.00	500,000.00	02/06/19	02/15/19	09/30/20	Dept. of Attorney General Hawaii Criminal Justice Data Center	Data system enhancements and background check services	Update reports and invoices are reviewed by contract monitor.	N	S
HMS 401	25%A 75%N	\$ 11,400,000.00	A	\$ 11,400,000.00	\$ 10,044,631.85	07/01/02	07/01/19	06/30/20	AHCCCS	HPMMIS	Monthly	N	S
HMS 401	FMAP	\$ 2,000,000,000.00	A	\$ 2,000,000,000.00	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	01/31/14	01/01/19	12/31/19	AlohaCare/HMSA/Kaiser/Ohana/UHC	QUEST Integration	Monthly	N	S
HMS 401	50%A 50%N Admin, Claims @FMAP	Admin-\$2,200,000 Claims \$38,000,000 est.	A	\$ 2,200,000.00	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	07/01/16	07/01/19	06/30/20	HDS-admin only	Dental Third Party Administrator	Monthly	N	S
HMS 401	50%A 50%N	\$ 92,561.90	A	\$ 92,561.90	\$ 92,561.90	01/01/18	07/01/19	12/31/19	Hilopaa	Ombudsman	Monthly	N	S
HMS 401	50%A 50%N Admin, Claims @FMAP	\$14,710,895 est	A	n/a	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	03/06/15	07/01/19	06/30/20	Koan Risk Solutions-admin only	SHOTT(Organ Transplant)	Monthly	N	S
HMS 401	50%A 50%N Admin, Claims @FMAP	\$ 4,704,408.50	A	\$ 4,704,408.50	\$ 3,112,765.84	07/01/13	07/01/19	12/26/19	Conduent	Fiscal Agent	Monthly	N	S
HMS 401	25-50%A 50-75%N, Claims @FMAP	\$ 2,000,000.00	A	\$ 2,000,000.00	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	06/28/19	07/01/19	06/30/24	HMSA/Kaiser	PAP	Monthly	N	S
HMS 401	100%A	\$52,000,000 est	A	\$ 52,000,000.00	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	06/27/18	07/01/18	06/30/20	Ohana Health Plan	Behavioral Health	Monthly	N	S
HMS 501	A	251,793	M	251,793	56,556	PTS	2/1/2019	1/31/2021	ORBIS Partners, Inc.	YASI Assessment Tool and Training	Monitor training sessions, review on-line usage	N	G&S
HMS 501	A	200,000	M	1,400,000	73,148	PTS	7/1/2019	12/31/2019	Hale Kipa, Inc.	Intensive Mentoring	Review qtrly reports and on-site visits.	Y	S



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HMS 501	A	100,000	M	700,000	31,725	PTS	7/1/2019	12/31/2019	Hale Kipa, Inc.	Intensive Mentoring	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	85,263	M	341,052	30,288	PTS	4/1/2019	5/30/2020	County of Maui, Maui Police Dept	Positive Outreach Initiative Project	Review qtrly reports and on-site visits.	N	S
HMS 501	N,A	150,000	M	600,000	150,000	PTS	10/1/2019	9/30/2020	Hale Kipa, Inc.	Youth on Probation Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	N	200,000	M	800,000	200,000	PTS	10/1/2019	9/30/2020	County of Hawaii, OPA	Juvenile Intake and Assessment Center - East Hawaii	Review qtrly reports and on-site visits.	N	S
HMS 501	A	416,100	M	1,632,200	346,531	PTS	7/1/2019	6/30/2020	The Salvation Army	Safehouse - Girls in Hilo	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	90,000	M	345,000	57,648	PTS	5/1/2019	4/30/2020	City & County of Hon, Dept of Comm Services	Juvenile Justice Center	Review qtrly reports and on-site visits.	N	S
HMS 501	A	218,000	M	218,000	101,125	PTS	6/1/2019	5/31/2021	Judiciary, Family Court, First Circuit	Goods and services for JJR	Review qtrly reports and on-site visits.	N	G&S
HMS 501	A	210,000	M	840,000	210,000	PTS	6/1/2019	5/31/2020	County of Hawaii, OPA	Juvenile Intake and Assessment Center in West Hawaii	Review qtrly reports and on-site visits.	N	S
HMS 501	A	900,000	M	1,800,000	305,551	PTS	7/1/2019	6/30/2020	Child & Family Service	Ho'opono Mamo Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	29,224	M	29,224	18,537	PTS	1/1/2018	12/31/2019	University of Hawaii, Office of Research Services	Evaluation of the Ho'opono Mamo Project	Review final report from the contractor	N	G
HMS 501	A	55,000	M	275,000	30,064	PTS	7/1/2019	6/30/2020	Child & Family Service	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	70,000	M	350,000	40,524	PTS	7/1/2019	6/30/2020	Hale Opio Kauai, Inc.	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	80,000	M	400,000	59,268	PTS	7/1/2019	6/30/2020	Maui Hui Malama	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	80,000	M	400,000	58,871	PTS	7/1/2019	6/30/2020	Maui Youth and Family Services, Inc.	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	95,000	M	475,000	67,364	PTS	7/1/2019	6/30/2020	Paia Youth Council, Inc.	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	70,000	M	350,000	52,722	PTS	7/1/2019	6/30/2020	Parents and Children Together	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	70,000	M	350,000	48,498	PTS	7/1/2019	6/30/2020	Parents and Children Together	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	45,000	M	225,000	33,919	PTS	7/1/2019	6/30/2020	The Salvation Army	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	45,000	M	225,000	30,903	PTS	7/1/2019	6/30/2020	The Salvation Army	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	55,000	M	275,000	37,998	PTS	7/1/2019	6/30/2020	Susannah Wesley Community Center	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	100,000	M	500,000	91,028	PTS	7/1/2019	6/30/2020	Ahahui Malama I Ka Lokahi	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	23,000	M	115,000	23,000	PTS	7/1/2019	6/30/2020	City & County of Honolulu, Department of Parks and Recreation	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	100,000	M	500,000	64,281	PTS	7/1/2019	6/30/2020	Child & Family Service	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	95,000	M	475,000	58,207	PTS	7/1/2019	6/30/2020	Child & Family Service	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	110,000	M	550,000	74,683	PTS	7/1/2019	6/30/2020	Ho'okua'aina	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	100,000	M	500,000	63,444	PTS	7/1/2019	6/30/2020	Institute for Native Pacific Education and Culture	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	80,000	M	400,000	80,000	PTS	7/1/2019	6/30/2020	Kokua Kalihi Valley Comprehensive Family Services	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	81,000	M	405,000	58,760	PTS	7/1/2019	6/30/2020	Surfrider Spirit Sessions	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	81,000	M	405,000	61,675	PTS	7/1/2019	6/30/2020	Paia Youth Council, Inc.	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	60,000	M	300,000	49,615	PTS	7/1/2019	6/30/2020	The Salvation Army	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	60,000	M	300,000	40,613	PTS	7/1/2019	6/30/2020	The Salvation Army	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	110,000	M	550,000	46,716	PTS	7/1/2019	6/30/2020	Uhane Pohaku Na Moku O Hawaii, Inc.	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	75,000	M	375,000	56,550	PTS	7/1/2019	6/30/2020	Susannah Wesley Community Center	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	75,000	M	375,000	63,058	PTS	7/1/2019	6/30/2020	Coalition For A Drug-Free Hawaii	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	65,000	M	325,000	54,348	PTS	7/1/2019	6/30/2020	Maui Youth and Family Services, Inc.	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	50,000	M	250,000	27,664	PTS	7/1/2019	6/30/2020	Hale Kipa, Inc.	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	40,000	M	200,000	26,807	PTS	7/1/2019	6/30/2020	The Salvation Army	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S
HMS 501	N	278,000	M	1,390,000	181,784	PTS	7/1/2019	6/30/2020	Hawaii Families As Allies	Parent Partnerships	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	89,000	M	445,000	71,795	PTS	7/1/2019	6/30/2020	County of Maui, Maui Police Dept	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	100,000	M	500,000	86,701	PTS	7/1/2019	6/30/2020	University of Hawaii	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S
HMS 501	A	400,000	M	400,000	100,000	PTS	7/1/2019	9/30/2020	Adult Friends for Youth	Grant-in-aid	Review quarterly reports	Y	S



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HMS 501	A	75,000	M	75,000	-	PTS	7/1/2019	12/31/2019	Hamakua Youth Foundation, Inc.	Grant-in-aid	Review quarterly reports	Y	S
HMS 501	A	1,800,000	M	1,800,000	1,575,764	PTS	1/1/2019	12/31/2021	Residential Youth Services and Empowerment	Residential and independent living services for youth	Review quarterly reports	Y	S
HMS 501	A	675,000	M	675,000	374,153	PTS	4/1/2019	6/30/2020	The Salvation Army	Safehouse - Maui	Review quarterly reports	Y	S
HMS 501	A	675,000	M	675,000	376,182	PTS	4/1/2019	6/30/2020	The Salvation Army	Safehouse - Hilo	Review quarterly reports	Y	S
HMS 501	A	1,040,000	M	1,040,000	659,450	PTS	4/1/2019	6/30/2020	Partners in Development Foundation	Safehouse - Oahu	Review quarterly reports	Y	S
HMS 501	A	60,000	M	120,000	19,245	PTS	6/24/2019	6/23/2020	Living Life Soure Foundation	Hawaiian Cultural Values	Review quarterly reports	Y	S
HMS 501	A	90,000	M	180,000	55,968	PTS	6/1/2019	5/31/2020	Moxie Fitness LLC	Mindfulness Training	Review quarterly reports	Y	S
HMS 501	A	35,000	M	210,000	23,333	PTS	7/1/2019	6/30/2020	Adult Friends for Youth	Outreach and Advocacy	Review quarterly reports	Y	S
HMS 501	A	30,000	M	180,000	22,500	PTS	7/1/2019	6/30/2020	Hale Kipa, Inc.	Outreach and Advocacy	Review quarterly reports	Y	S
HMS 501	A	145,000	M	870,000	99,279	PTS	7/1/2019	6/30/2020	Hale Kipa, Inc.	Outreach and Advocacy	Review quarterly reports	Y	S
HMS 501	A	70,000	M	420,000	46,667	PTS	7/1/2019	6/30/2020	Catholic Charities Hawaii	Outreach and Advocacy	Review quarterly reports	Y	S
HMS 501	A	60,000	M	360,000	50,223	PTS	7/1/2019	6/30/2020	Maui Youth and Family Services, Inc.	Outreach and Advocacy	Review quarterly reports	Y	S
HMS 501	A	100,000	M	600,000	71,970	PTS	7/1/2019	6/30/2020	The Salvation Army	Outreach and Advocacy	Review quarterly reports	Y	S
HMS 501	N	20,000	M	120,000	20,000	PTS	7/1/2019	6/30/2020	Hale Opio Kauai, Inc.	Emergency Shelter	Review quarterly reports	Y	S
HMS 501	N	65,000	M	390,000	61,360	PTS	7/1/2019	6/30/2020	Hale Kipa, Inc.	Emergency Shelter	Review quarterly reports	Y	S
HMS 501	N	20,000	M	120,000	20,000	PTS	7/1/2019	6/30/2020	Maui Youth and Family Services, Inc.	Emergency Shelter	Review quarterly reports	Y	S
HMS 501	N	60,000	M	360,000	45,700	PTS	7/1/2019	6/30/2020	Salvation Army, The	Emergency Shelter	Review quarterly reports	Y	S
HMS 501	N	\$ 125,000	M	750,000	107,520	PTS	7/1/2019	6/30/2020	Hale Opio Kauai, Inc.	Intensive Independent Living Program	Review quarterly reports	Y	S
HMS 501	N	\$ 200,000	M	1,200,000	152,120	PTS	7/1/2019	6/30/2020	Catholic Charities Hawaii	Intensive Independent Living Program	Review quarterly reports	Y	S
HMS 501	N	\$ 20,000	M	120,000	20,000	PTS	7/1/2019	6/30/2020	Catholic Charities Hawaii	Intensive Independent Living Program	Review quarterly reports	Y	S
HMS 501	N	\$ 90,000	M	540,000	60,740	PTS	7/1/2019	6/30/2020	Maui Youth and Family Services, Inc.	Intensive Independent Living Program	Review quarterly reports	Y	S
HMS 501	N	\$ 95,000	M	570,000	73,910	PTS	7/1/2019	6/30/2020	Hale Kipa, Inc.	Independent Living Program	Review quarterly reports	Y	S
HMS 501	N	\$ 75,000	M	450,000	59,800	PTS	7/1/2019	6/30/2020	The Salvation Army	Independent Living Program	Review quarterly reports	Y	S
HMS 501	A	\$ 300,000	M	1,800,000	196,275	PTS	7/1/2019	6/30/2019	Hale Kipa, Inc.	Juvenile Justice Reform-wraparound process	Review quarterly reports	Y	S
HMS 501	A	\$ 117,000	M	702,000	90,635	PTS	7/1/2019	6/30/2020	University of Hawaii	OYS Online Directory	Review quarterly reports	Y	S
HMS 501	A	\$ 40,500	M	243,000	40,294	PTS	7/1/2019	6/30/2020	Catholic Charities Hawaii	Sex Offender Treatment	Review quarterly reports	Y	S
HMS 501	A	\$ 54,000	M	108,000	40,500	PTS	7/1/2019	6/30/2020	Judiciary, Family Court, Fifth Circuit	Girls Court Therapy Services	Review quarterly reports	Y	S
HMS 503	A	370,000	M	1,745,000	40,103	PTS	7/1/2019	6/30/2020	Hale Kipa, Inc.	Transition services for discharged youth	Review qtrly reports and on-site visits.	Y	S
HMS 503	A	300,000	M	1,200,000	287,970	PTS	6/1/2019	5/31/2020	Dept of Health, CAMHD	Treatment Beds	Review bills for collection from CAMHD	N	S
HMS 503	A	67,100	M	67,100	13,000	PTS	5/1/2018	4/30/2023	Handle With Care Behavior Management System, Inc.	In-facility services	Monitor training sessions, review license certificate	N	G&S
HMS 503	A	40,000	M	40,000	21,000	PTS	7/2/2018	6/30/2021	PBS Learning Institute, Inc.	Performance-based Standards for the Hawaii Youth Correctional Facility	Review invoices from the contractor	Y	S
HMS 503	A	\$ 70,000	M	420,000	64,617	PTS	7/1/2019	6/30/2020	Dept. of the Attorney General	Criminal history background checks	Review bills from the AG's office	Y	S
HMS 503	A	\$ 68,828	M	412,968	N/A see note 1	PTS	7/1/2019	6/30/2020	University of Hawaii	HYCF Medical Services	Review quarterly reports	Y	S
HMS 503	A	\$ 95,000	M	570,000	N/A see note 1	PTS	7/1/2019	6/30/2020	Worldwide Travel Staffing Ltd.	HYCF Nursing Services	Review quarterly reports	Y	S
HMS 503	A	\$ 59,375	M	134,375	59,375	PTS	11/1/2019	6/30/2021	Waimanalo Health Center	HYCF Dental Services	Review quarterly reports	Y	S
HMS 601	A/N	115,648.00	M	115,648.00	67,461.33		07/01/19	06/30/20	Community Ties of America	Nurse Aide Training and Competency Evaluation Program (NATCEP) Certification Services			S
HMS 802	A/N	\$ 383,840.05	M	428,401.85	44,561.80		7/15/2015	07/01/15	City and County of Honolulu	Work Readiness and Life Skills Training	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S

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HMS 802	A/N	\$ 37,094.60	M	91,000.00	53,905.40	07/24/17	10/01/17	06/30/20	Easter Seals Hawaii	Supported Employment Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 42,932.32	M	540,326.00	497,393.68	07/24/17	10/01/17	06/30/20	Winners at Work	Supported Employment Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 36,803.79	M	1,500,000.00	1,463,196.21	03/22/19	01/01/19	09/30/20	Assistive Technology Resource Centers of Hawaii	Rehabilitation Technology Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 101,209.30	M	405,000.00	303,790.70	07/01/17	07/01/17	06/30/20	Isle Interpret	Interpreting Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 114,547.61	M	594,400.00	479,852.39	09/18/18	10/01/18	09/30/20	University of Hawaii	Post Secondary Supports Program	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 100,485.78	M	795,475.00	694,989.22	03/28/19	01/01/19	12/31/20	University of Hawaii	Benefits Planning Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 167,871.80	M	568,496.00	400,624.20	02/04/19	10/01/18	09/30/21	University of Hawaii	Support and Assistance ACMS	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 15,000.00	M	180,000.00	165,000.00	02/04/19	10/01/18	09/30/20	Easter Seals Hawaii	Vocational and Work Adjustment Training Services - Kauai	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 38,000.00	M	90,000.00	52,000.00	09/28/18	10/01/18	09/30/20	Ka Lima O Maui	Vocational and Work Adjustment Training Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 10,000.00	M	150,000.00	140,000.00	02/04/19	10/01/18	09/30/20	Easter Seals Hawaii	Vocational and Work Adjustment Training Services - Maui	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 27,316.56	M	245,000.00	217,683.44	11/02/17	10/01/17	06/30/20	Ka Lima O Maui	Supported Employment Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 49,900.00	M	140,000.00	90,100.00	09/18/18	10/01/18	09/30/20	Kona Association of Retarded Citizens	Vocational and Work Adjustment Training Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 45,000.00	M	90,000.00	45,000.00	02/04/19	10/01/18	09/30/20	Easter Seals Hawaii	Vocational and Work Adjustment Training Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S

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HMS 802	A/N	\$ 492.00	M	174,000.00	173,508.00	07/01/19	07/01/19	06/30/20	Kona Association of Retarded Citizens	Supported Employment Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 8,870.80	M	174,000.00	165,129.20	07/01/19	07/01/19	06/30/20	Kona Association of Retarded Citizens	Supported Employment Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 285,545.56	M	575,631.60	290,086.04	12/27/16	10/01/16	09/30/21	City and County of Honolulu	Work Readiness and Life Skills Training	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 401,373.69	M	756,000.00	354,626.31	10/30/18	10/01/18	09/30/20	Winners at Work	Vocational and Work Adjustment Training Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ -	M	120,000.00	120,000.00	02/04/19	10/01/18	09/30/20	Easter Seals Hawaii	Vocational and Work Adjustment Training Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 167,164.38	M	336,000.00	168,835.62	10/10/18	10/01/18	09/30/20	Lanakila Pacific	Vocational and Work Adjustment Training Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 155,470.85	M	588,000.00	432,529.15	10/16/18	10/01/18	09/30/20	Network Enterprises	Vocational and Work Adjustment Training Services	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 25,000.00	M	\$ 25,000.00	\$ 25,000.00	10/02/19	08/01/18	09/30/20	Easter Seals Hawaii	Evaluation & Training - Hawaii Island	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 25,000.00	M	\$ 25,000.00	\$ 25,000.00	10/02/19	08/01/18	09/30/20	Easter Seals Hawaii	Evaluation & Training - Maui	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 25,000.00	M	\$ 25,000.00	\$ 25,000.00	10/02/19	08/01/18	09/30/20	Easter Seals Hawaii	Evaluation & Training - Kauai	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 120,000.00	M	\$ 120,000.00	\$ 120,000.00	10/02/19	08/01/18	09/30/20	Easter Seals Hawaii	Evaluation & Training - Oahu	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 140,000.00	M	\$ 340,000.00	\$ 200,000.00	08/29/19	08/01/19	09/30/20	Lanakila Pacific	Evaluation & Training - Oahu	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 802	A/N	\$ 39,987.50	M	\$ 79,975.00	\$ 39,987.50	10/09/19	08/01/19	07/31/20	San Diego State University	Staff training	Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts.	Y	S
HMS 902	25%A 75%N	\$ 1,855,411.00	A	\$ 1,855,411.00	\$ 463,852.72	01/01/16	01/01/19	12/31/19	Health Services Advisory Group	EQRO/PRO	Monthly	N	S

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HMS 902	50%A 50%N	\$ 107,000.00	A	\$ 107,000.00	\$ 107,000.00	07/15/19	07/15/19	06/30/19	Health Management Systems	TPL Data Match	Monthly	N	S
HMS 902	50%A 50%N	\$ 1,600,000.00	A	\$ 1,600,000.00	\$ 605,356.42	07/14/17	07/01/19	06/30/20	Milliman	Actuary	Monthly	N	S
HMS 902	50%A 50%N	\$ 2,218,925.00	A	\$ 2,218,925.00	\$ 1,505,166.68	07/01/19	07/01/19	06/30/20	Myers & Stauffer LC	Case Mix, Audit & Reimbursement/RAC	Monthly	N	S
HMS 902	100%A	\$ 486,505.00	A	\$ 812,426.00	\$ 658,536.23	07/01/19	07/01/19	06/30/20	HIHAF	Kokua Services	Monthly	N	S
HMS 902	100%A	\$ 95,683.00	A	\$ 150,561.00	\$ 141,609.00	07/01/19	07/01/19	06/30/20	LASH	Kokua Services	Monthly	N	S
HMS 902	100%A	\$ 320,000.00	A	\$ 430,000.00	\$ 377,085.06	07/01/19	07/01/19	06/30/20	PID	Kokua Services	Monthly	N	S
HMS 902	50%A 50%N	\$ 3,465,995.00	A	\$ 3,465,995.00	\$ 3,017,784.40	07/17/17	07/01/18	06/30/19	Berry Dunn	Business Process Redesign Project (BPRP)	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ -	\$ -	05/16/18			Bailit Health Purchasing	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ -	\$ -	05/14/18			Berry Dunn	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ 273,990.00	\$ 141,990.00	06/06/18	07/02/18	03/31/20	Harbage Consulting LLC	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ 100,000.00	\$ 100,000.00	06/06/18	08/06/18	12/31/19	Harbage Consulting LLC	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ 699,115.00	\$ 96,500.00	05/14/18			HMA	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ -	\$ -	05/16/18			Manatt, Phelps, & Phillips	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ -	\$ -	06/04/18			McKinsey & Co.	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ 849,492.00	\$ 497,356.12	05/14/18	07/02/18	06/30/20	Myers & Stauffer LC	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ 148,193.00	\$ -	05/22/18	07/02/18	06/30/20	Navigant Consulting	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ -	\$ -	05/16/18			Public Consulting Group	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ -	\$ -	05/14/18			Sellers Dorsey & Assoc	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	50%A 50%N	up to \$5,000,000	A	\$ -	\$ -	05/14/18			Westport-PHPG	IDIQ Health Consulting Services	Monthly	N	S
HMS 902	10%A 90%N	\$ 629,538.00	A	\$ 629,538.00	78,692.25	01/17/19	02/27/19	02/27/20	Cognosante	MITA Self Assessment	Monthly	N	S
HMS 902	A, N	\$ 10,016,505	M	10,016,505.00	1,000,000.00	1/2/2019	1/2/2019	12/31/2019	BIAS Corporation	Enterprise Solutions Integrator	Projects, and Status reports	N	S
HMS 902	A, N	\$ 826,116	M	826,116.00	826,116.00	11/2/2019	11/2/2019	12/31/2019	BIAS Corporation	Enterprise Solutions Integrator (Mod)	Projects, and Status reports	N	S
HMS 903	A/N	965,767.40	M	5,249,885.56	4,284,118.16	07/01/18	07/01/18	06/30/20	Cyrca, Inc.	Medical and Psychological Evaluation Services and Social Security Advocacy Services	Monthly deliverables and reporting	Y	S
HMS 903	N	186,455.43	A	250,000.00	63,544.57	12/28/18	01/01/19	12/31/19	INST FOR HUMAN SRVCS	ENHANCED EMPL SUPP FOR HMLSS FAMILIES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	71,955.00	A	125,000.00	53,045.00	11/14/18	01/01/19	12/31/19	YWCA OF OAHU	JOB PREP SERVICES FOR TANF ELIG FAMILIES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	256,199.35	A	375,000.00	118,800.65	10/31/18	01/01/19	12/31/19	PACT	JOB PREP, VOCATIONAL, EDUC, YOUTH SRVC	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	74,805.68	A	150,000.00	75,194.32	12/11/18	01/01/19	12/31/19	ALU LIKE	FINANCIAL LITERACY SERVICES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	80,090.93	A	100,000.00	19,909.07	12/11/18	01/01/19	12/31/19	NANAKULI HOUSING CORP	FIN LITERACY & HOME OWNERSHIP PREP	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	375,000.00	A	375,000.00	-	11/26/18	01/01/19	12/31/19	HAWAII FOODBANK, INC	FOOD DISTRIBUTION TO TANF ELIG FAMILIES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	140,867.70	A	200,000.00	59,132.30	11/16/18	01/01/19	12/31/19	HELPING HANDS HAWAII	EMERG ASST, HSEHLD GOODS, FIN LITERACY	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	300,803.08	A	375,000.00	74,196.92	12/12/18	01/01/18	12/31/19	BIG BROTHERS BIG SISTERS HI	ONE-TO-ONE MENTORING FOR AT-RISK YTH	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	44,773.00	A	100,000.00	55,227.00	12/06/18	01/01/19	12/31/19	GOODWILL INDUSTRIES OF HI	YOUTH DEV PROGRAM FOR AT-RISK YOUTH	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	125,538.22	A	200,000.00	74,461.78	12/11/18	01/01/19	12/31/19	HALE KIPA, INC.	OUTREACH SERVICES FOR HOMELESS YOUTH	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	56,085.29	A	100,000.00	43,914.71	03/15/19	01/01/19	12/31/19	HONOLULU COMM ACTION PROG	POS AFTER-SCHOOL PROG FOR AT-RISK YTH	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	152,805.13	A	250,000.00	97,194.87	11/19/18	01/01/19	12/31/19	KOKUA KALIHI VALLEY	POS YOUTH DEV, TEEN PREG PREVENTION	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	214,296.28	A	250,000.00	35,703.72	11/14/18	01/01/19	12/31/19	BOYS AND GIRLS CLUB OF HI	POS YOUTH DEV & PREGNANCY PREVENTN	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	82,365.99	A	100,000.00	17,634.01	12/11/18	01/01/19	12/31/19	CHILD AND FAMILY SERVICE	VOC TRNG, TEEN PREG PRVTN - HALE O ULU	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	119,684.56	A	200,000.00	80,315.44	12/28/18	01/01/19	12/31/19	HALE `OPIO KAUAI, INC.	PREGANCY PREVENTION, POS YOUTH DEV	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	144,346.53	A	250,000.00	105,653.47	11/15/18	01/01/19	12/31/19	SALVATION ARMY FTS	HOME-BASED PARENTING & RECOVERY SRV	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	55,787.75	A	100,000.00	44,212.25	12/28/18	01/01/19	12/31/19	SUSANNAH WESLEY COMM CTR	HOME-BASED PARENTING SUPPORT	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	N	83,710.00	O	299,760.00	216,050.00	02/20/19	03/01/19	08/31/20	PUBLIC CONSULTING GROUP	SUSTAINABLE CHANGE & COACHING TRNG	MONTHLY - QTRLY REVIEW OF INVOICES	Y	S
HMS 903	A	85,715.36	A	786,818.00	701,102.64	06/03/19	07/01/19	06/30/20	UNIVERSITY OF HAWAII	BRIDGE TO HOPE PROGRAM	MONTHLY - QTRLY REVIEW OF INVOICES	Y	S
HMS 903	A	34,018.41	A	212,488.00	178,469.59	05/06/19	07/01/19	06/30/20	UNIVERSITY OF HAWAII	LCC - VOCATIONAL TRAINING	MONTHLY - QTRLY REVIEW OF INVOICES	Y	S
HMS 903	A	957.17	A	91,640.00	90,682.83	05/28/19	07/01/19	06/30/20	UNIVERSITY OF HAWAII	KCC - VOCATIONAL TRAINING	MONTHLY - QTRLY REVIEW OF INVOICES	Y	S

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HMS 903	A	-	A	1,289,291.00	1,289,291.00	06/21/19	07/01/19	06/30/20	CITY & COUNTY OF HONOLULU	PRE-EMPLOYMENT TRAINING SERVICES	MONTHLY - QTRLY REVIEW OF INVOICES	Y	S
HMS 903	A	132,964.51	A	749,405.00	616,440.49	06/27/19	07/01/19	06/30/20	DEPT OF LABOR & IND RELATIONS	JOB DEVELOPMENT SERVICES	MONTHLY - QTRLY REVIEW OF INVOICES	Y	S
HMS 903	A	133,448.00	A	1,500,000.00	1,366,552.00	06/21/19	07/01/19	06/30/20	GOODWILL INDUSTRIES OF HI	SEE HAWAII WORK PROGRAM	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	A	577,780.00	A	4,500,000.00	3,922,220.00	06/21/19	07/01/19	06/30/20	GOODWILL INDUSTRIES OF HI	TAONF AND VR CASE MANAGEMENT SRVC	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	A	1,339,109.00	A	7,300,000.00	5,960,891.00	06/03/19	07/01/19	06/30/20	DEPT OF EDUCATION	A+ SUBSIDIES FOR TANF ELIGIBLE FAMILIES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	A	192,323.40	A	760,682.00	568,358.60	06/19/19	07/01/19	06/30/20	CHILD AND FAMILY SERVICE	DOM VIOLENCE ADVOCACY SERVICES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	A	12,104.23	A	49,318.00	37,213.77	06/19/19	07/01/19	06/30/20	YWCA OF KAUAI	DOM VIOLENCE ADVOCACY SERVICES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	A	4,762.50	A	110,000.00	105,237.50	06/20/19	07/01/19	06/30/20	LEGAL AID SOCIETY OF HAWAII	DV LEGAL SERVICES FOR TANF ELIG FAMILIES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	A	69,038.50	A	132,000.00	62,961.50	04/05/19	07/01/19	06/30/20	DLIR/OFFICE OF COMM SRVCS	LEGAL ADVOCACY SRVCS FOR TANF ELIG FAMILIES	QTRLY REVIEWS & ANNUAL ON-SITE AUDIT	Y	S
HMS 903	A	-	A	573,000.00	573,000.00	10/09/18	07/01/19	06/30/20	DEPT OF HEALTH/PHN BRANCH	INTEGRATE PHN SERVICES TO FTW PROG	MONTHLY REVIEW OF INVOICES	Y	S
HMS 903	A	63,446.86	O	100,000.00	36,553.14	02/01/19	02/11/19	02/10/20	UNIVERSITY OF HAWAII	FINANCIAL LITERACY TRNG FOR FTW STAFF	MONTHLY - QTRLY REVIEW OF INVOICES	Y	S
HMS 903	A/N	\$ 197,423.38	M	\$ 3,999,140.40	\$ 3,801,717.02		07/15/19	06/14/22	e-WORLD ENTERPRISE SOLL	Technical Consultation Services for HANA System Maintenance, Operations, and Enhancements	Monthly review of invoices and/or status of completion of tasks.	Y	S
HMS 903	A	\$ 161,665.46	M	\$ 249,823.60	\$ 88,158.14	6/14/2019	06/15/19	06/14/20	e-WORLD ENTERPRISE SOLL	HANA System Modification for Exit and Retention Bonus Program	Monthly review of invoices and/or status of completion of tasks.	Y	S
HMS 903	A	\$ 25,183.23	M	\$ 155,812.00	\$ 130,628.77	8/11/2015	09/01/19	08/31/20	PACIFIC TECHNOLOGY SOLL	Telecommunication Network Infrastructure Management and Support	Monthly review of invoices and/or status of completion of tasks.	Y	S
HMS 903	A/N	\$ 684,709.43	M	\$ 1,140,833.00	\$ 456,123.57	11/27/2017	11/01/17	06/30/20	IMAGINE SOLUTIONS, INC.	Technical Consulting Services to Enhance/Maintain the Electronic Case Folder System	Monthly review of invoices and/or status of completion of tasks.	Y	S
HMS 903	A/N	\$ 1,247,563.20	M	\$ 2,079,270.00	\$ 831,706.80	5/12/2015	05/29/15	05/28/20	Sirius Computer Solutions, Inc.	Joint Mainframe Computer Lease - Judiciary, ICSD, DHS	Review of annual invoices.	Y	S
HMS 903	A/N	\$ 37,941.01	M	\$ 663,750.00	\$ 625,808.99	5/11/2017	10/01/16	09/30/23	FIS	EBT Services	Services are monitored on a daily basis. Bi-monthly calls are arranged between the State and EBT vendor to discuss any outstanding issues.	Y	S
HMS 903	A/N	\$ 344,951.75	M	\$ 389,209.68	\$ 44,257.93	1/11/2017	02/01/19	01/31/20	Xerox Corporation	To provide an operating lease for multi-function printers with on-site maintenance services	Monthly review of invoices and/or status of completion of tasks.	Y	G
HMS 903	A	79,688.50	M	255,077.00	175,388.50	07/24/19	07/01/19	06/30/20	GOODWILL INDUSTRIES OF HAWAII INC.	EMPLOYMENT & TRAINING	Monthly review of invoices	Y	S
HMS 903	N	79,688.50	M	255,077.00	175,388.50	07/24/19	07/01/19	06/30/20	GOODWILL INDUSTRIES OF HAWAII INC.	EMPLOYMENT & TRAINING	Monthly review of invoices	Y	S
HMS 903	A	14,202.06	M	106,871.00	92,668.94	10/31/19	07/01/19	06/30/20	DEPARTMENT OF LABOR	EMPLOYMENT & TRAINING	Monthly review of invoices	Y	S
HMS 903	N	14,202.06	M	106,871.00	92,668.94	10/31/19	07/01/19	06/30/20	DEPARTMENT OF LABOR	EMPLOYMENT & TRAINING	Monthly review of invoices	Y	S
HMS 903	A		M	315,786.50	315,786.50	11/12/19	07/01/19	06/30/20	WCC HINET	EMPLOYMENT & TRAINING	Monthly review of invoices	Y	S
HMS 903	N		M	1,097,285.50	1,097,285.50	11/12/19	07/01/19	06/30/20	WCC HINET	EMPLOYMENT & TRAINING	Monthly review of invoices	Y	S
HMS 903	N		M	45,950.50	45,950.50	10/22/19	10/01/19	09/30/20	LANAKILA PACIFIC	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	N	1,813.92	M	21,767.00	19,953.08	11/01/19	10/01/19	09/30/20	ALOHA UNITED WAY, INC	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	A		M	97,245.50	97,245.50	11/15/19	10/01/19	09/30/20	HELPING HANDS HI	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	N		M	97,245.50	97,245.50	11/15/19	10/01/19	09/30/20	HELPING HANDS HI	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	A		M	50,000.00	50,000.00	11/01/19	10/01/19	09/30/20	FOOD BASKET	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	N		M	50,000.00	50,000.00	11/01/19	10/01/19	09/30/20	FOOD BASKET	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	A		M	20,000.00	20,000.00	11/01/19	10/01/19	09/30/20	CHILD AND FAMILY SERVICES	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	A		M	50,000.00	50,000.00	11/01/19	10/01/19	09/30/20	CHILD AND FAMILY SERVICES	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	A		M	12,500.00	12,500.00	11/26/19	10/01/19	09/30/20	HALE NAAU PONO	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 903	N		M	12,500.00	12,500.00	11/26/19	10/01/19	09/30/20	HALE NAAU PONO	OUTREACH SERVICES	Monthly review of invoices	Y	S
HMS 904	A	\$ 1,300.00	M	\$ 78,000.00	\$ 46,800.00	08/14/17	08/14/17	08/13/22	Xerox	Lease Term: 60 Months	Lease amount is paid monthly	N	E
HMS 904	A	\$ 170.27	M	\$ 10,216.20	\$ 3,064.86	06/07/16	06/27/16	06/26/21	Xerox	Lease Term: 60 Months	Lease amount is paid monthly	N	E
HMS 904	A, N	\$ 447,083	A	447,083.44	137,774.88	7/7/2016	2/15/2017	2/14/2022	Sirius Computer Solutions	Furnish, Deliver and Install IBM System V7000 Storage	Production and Operations	N	E
HMS 904	A, N	\$ 9,074,102	A	9,074,101.59	3,525,888.00	12/31/2018	1/1/2019	12/31/2021	IBM Corporation	Enterprise License Agreement	Production and Operations	N	G
HMS 904	A	\$ 1,300.00	M	78,000.00	46,800.00	08/14/17	08/14/17	08/14/22	Xerox	Lease Term: 60 Months	Lease amount is paid monthly	N	E

Department of Human Services  
Active Contracts as of December 1, 2019

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency (M/A/O)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Date Executed</u>	<u>From</u>	<u>To</u>	<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y / N</u>	<u>Category E/L/P/C/G/S</u>
		Note N1: This contract pays for a contracted nurse whenever the staff cannot provide adequate coverage. The cost is \$62.50/hour and the total contract is not expected to exceed \$133,000.											
		PTS= Prior to Start of Contract. Each contract was fully executed prior to the start of the contract or we obtained approval from the Attorney General's Office for a retro execution.											

Department of Human Services  
Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY20 \$\$\$</u>	<u>FY21 \$\$\$</u>
220	1	1	00	00	Lump Sum Public Housing Development, Improvements, and Renovations, Statewide	C	35,000,000	\$ 20,000,000
220		1			HPHA School Street Predevelopment, Oahu	C	N/A	\$ 2,500,000
503	1	1	24	49	Hawaii Youth Correctional Facility Campus Maluhia Cottage Air Conditioning and Electrical Improvements, Oahu	C	N/A	\$ 780,000
503	2	2	24	49	Hawaii Youth Correctional Facility Canoe House Renovations, Oahu	C	N/A	\$ 1,080,000

Department of Human Services  
CIP Lapses

Table 16

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Amount \$\$\$\$</u>	<u>Reason</u>
No anticipated CIP lapses for appropriations under Act 49, SLH 2017, as amended by Act 53, SLH 2018, or under Act 40, SLH 2019.					



Department of Human Services  
 Program ID Sub-Organizations

Table 17

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
HMS 211	PA	Cash Support for Families - Self-Sufficiency - Temporary Assistance for Needy Families (TANF)	To provide financial support to families with children through direct monetary payments for food, clothing, shelter and other essentials until the family expands their capacity for self-sufficiency or until minor children attain the age of majority.
HMS 211	PC	Cash Support for Families - Self-Sufficiency - Temporary Assistance to Other Needy Families (TAONF)	To provide financial support to families with children containing at least one non-U.S. citizen member through direct monetary payments for food, clothing, shelter and other essentials until the family expands their capacity for self-sufficiency or until minor children attain the age of majority.

Department of Human Services  
Organization Changes

Table 18

<u>Year of Change</u>	<u>Description of Change</u>
<u>FY19</u>	

Refer to separate electronic file for organization changes.

**INTERNAL**  
**COMMUNICATION FORM**  
**DEPARTMENT OF HUMAN SERVICES**

<b>Subject:</b>	JUNE 30, 2019 DEPARTMENT OF HUMAN SERVICES (DHS) PLAN OF ORGANIZATION	<b>Originator:</b> K. Nagai x64869
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**To:** SOs, DAs, OYS, HPHA, CSW, CoF      **From:** BPMO      **Date:** 07-26-2019      **Memo No. 1**

Pursuant to Administrative Directive 17-01, Policy and Procedures for Effecting Organizational and Functional Statement Changes; Budget; Planning, and Management Office (BPMO) respectfully conveys its June 30, 2019 DHS Plan of Organization (PoO) effective July 26, 2019.

The June 30, 2019 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 agency chain of command accordingly. Should your subordinate organizational segment(s) require their own copy of the June 30, 2019 DHS PoO, please send a blank CD along with a written request. PME shall reproduce the PoO upon request.

Please direct your questions or comments to Mr. Keith Nagai, PME Supervisor at (808) 586-4869.

  
\_\_\_\_\_  
**BPMO**

**Attachment**  
c: DIR w/o attachment



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

BPMO 19.004

July 26, 2019

**MEMORANDUM:**

TO: ALL INTERESTED

FROM: PANKAJ BHANOT  
DIRECTOR *Pankaj Bhanot*

SUBJECT: ANNUAL REVIEW AND UPDATE OF DEPARTMENTAL ORGANIZATION AND  
POSITION ORGANIZATION CHARTS AND FUNCTIONAL STATEMENTS

Pursuant to Administrative Directive 17-01, Policy and Procedures for Effecting Organizational and Functional Statement Changes; Department of Human Services (DHS) respectfully conveys its Plan of Organization as of June 30, 2019.

This past fiscal year, DHS experienced a series of legislative as well as administrative decisions that impacted its organization structure. To accurately reflect DHS' structure, this year's submittal contains all authorized positions in accordance with Administrative Directive 17-01, Policy and Procedures for Effecting Organizational and Functional Statement Changes, via memorandum dated November 28, 2017. You will find that positions with its titles marked with the following marking indicate its status as of June 30, 2019. Position titles marked with a (+) represents positions that were vacant and abolished; position titles marked with a (TBD) represent positions set for deletion; and position titles marked with a (TBE) represent positions currently authorized and yet to be established.

DHS completed three (3) reorganizations in state fiscal year 2019 (SFY 2019). The organizational changes resulting from this reorganization was incorporated in the attached Plan of Organization as of June 30, 2019.

Please direct any questions or comments relating to this annual update to Linda Komatsu-Wong at [lkomatsu-wong@dhs.hawaii.gov](mailto:lkomatsu-wong@dhs.hawaii.gov) or (808) 586-5120.

Enclosure

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



**FUNCTIONAL STATEMENTS  
ORGANIZATION CHARTS  
POSITION ORGANIZATION CHARTS**

**AS OF JUNE 30, 2019**

**PREPARED BY**  
**BUDGET, PLANNING, AND MANAGEMENT OFFICE**  
**PROGRAM AND MANAGEMENT EVALUATION STAFF**

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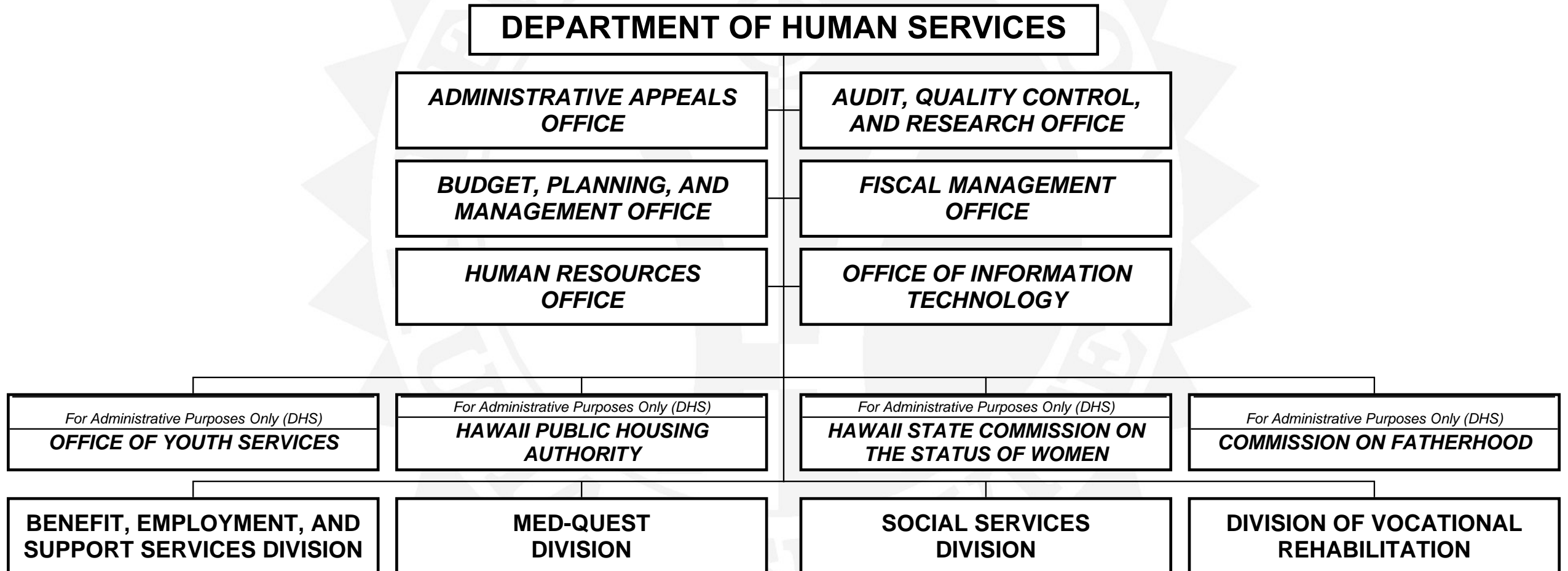
Office of the Director .....	DIR
<i>Administratively Attached Agencies</i>	
Office of Youth Services.....	OYS
Hawaii Public Housing Authority .....	HPHA
Hawaii State Commission On The Status Of Women .....	HSCSW
Commission On Fatherhood .....	COF
<i>DHS Staff Offices</i>	
Administrative Appeals Office .....	AAO
Audit, Quality Control, and Research Office.....	AQCRO
Budget, Planning, and Management Office .....	BPMO
Fiscal Management Office .....	FMO
Human Resources Office .....	PERS
Office of Information Technology .....	OIT
<i>DHS Divisions</i>	
Benefit, Employment, and Support Services Division .....	BESSD
Administrative Management Services Office	
Child Care Program Office	
Employment and Training Program Office	
Financial Assistance Program Office	
Homeless Programs Office	
Investigations Office	
Supplemental Nutrition Assistance Program Office	
Statewide Branch	
Med-QUEST Division .....	MQD
Clinical Standards Office	
Finance Office	
Policy and Program Development Office	
Systems Office	
Training Office	
Customer Services Branch	
Eligibility Branch	
Health Care Services Branch	
Social Services Division .....	SSD
Adult Protective Program Development Office	
Child Welfare Program Development Office 1	
Child Welfare Program Development Office 2	
Planning Office	
Support Services Office	
Systems Operations Office	
Adult Protective and Community Services Branch	
Child Welfare Services Branch	
Division of Vocational Rehabilitation.....	DVR
Staff Services Office	
Disability Determination Branch	
Hawaii, Kauai, and Maui Branches	
Oahu Branch	
Services for the Blind Branch	

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

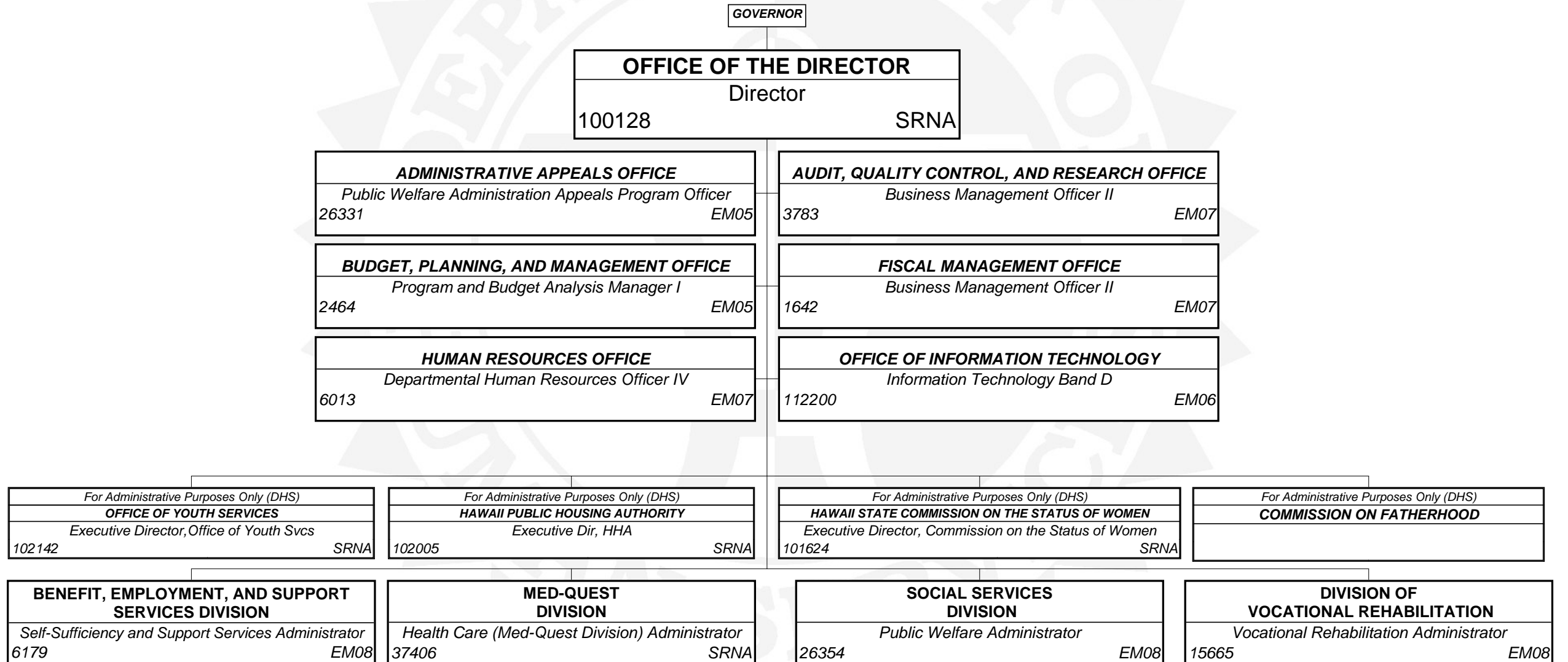
**FUNCTIONAL STATEMENT**

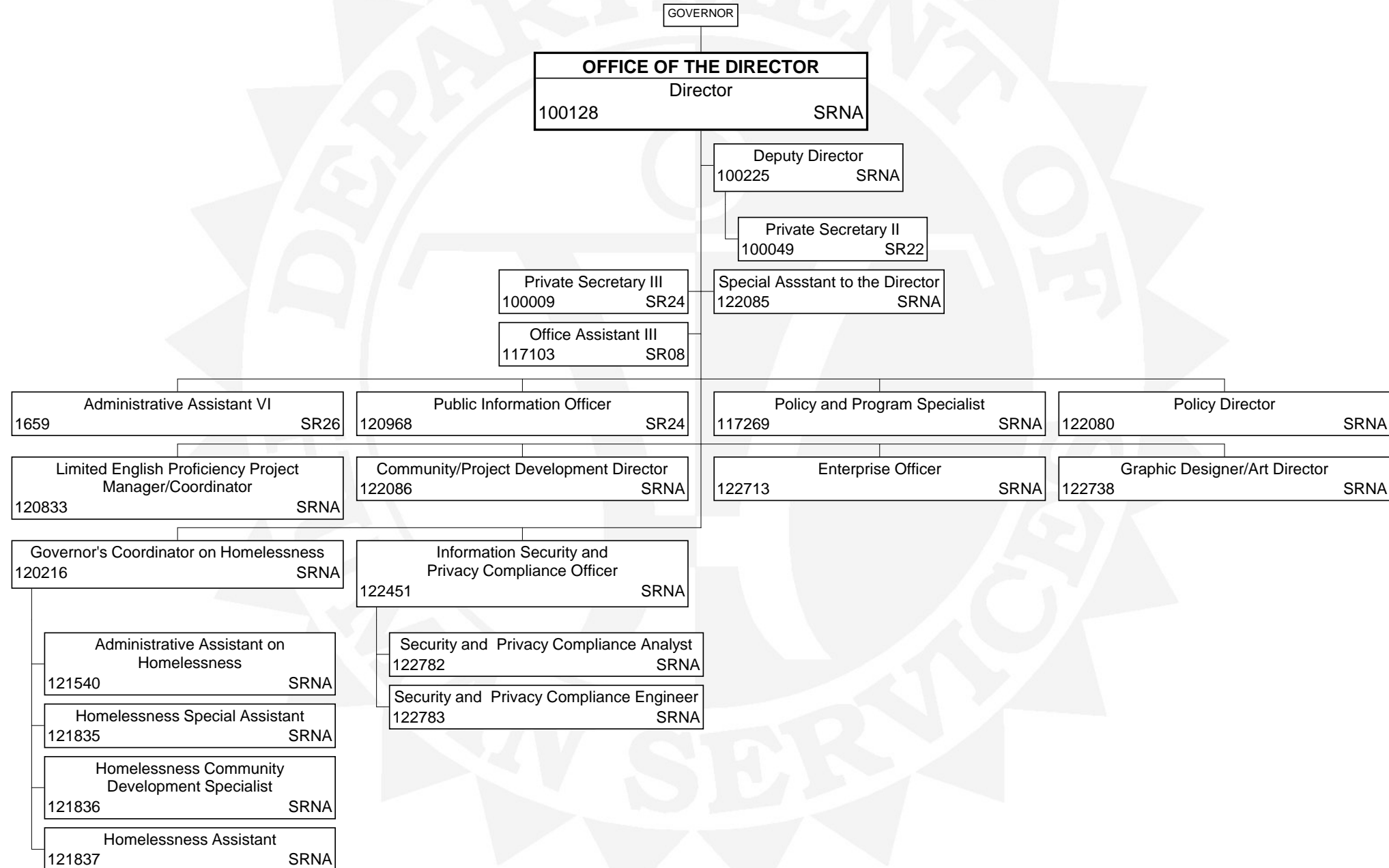
**OFFICE OF THE DIRECTOR**

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.









## **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.

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.

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

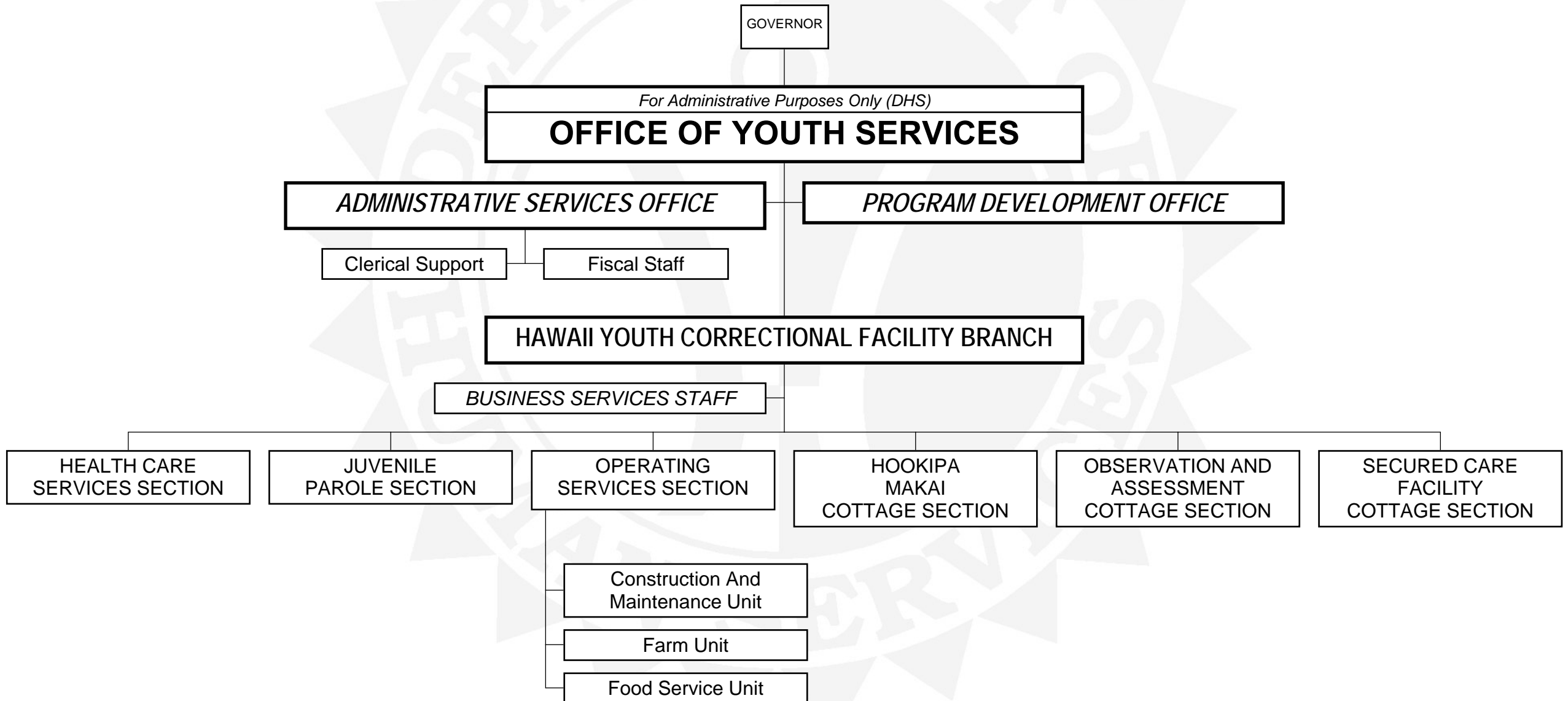
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### **Secured Care Facility Cottage Section (Cont'd)**

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.

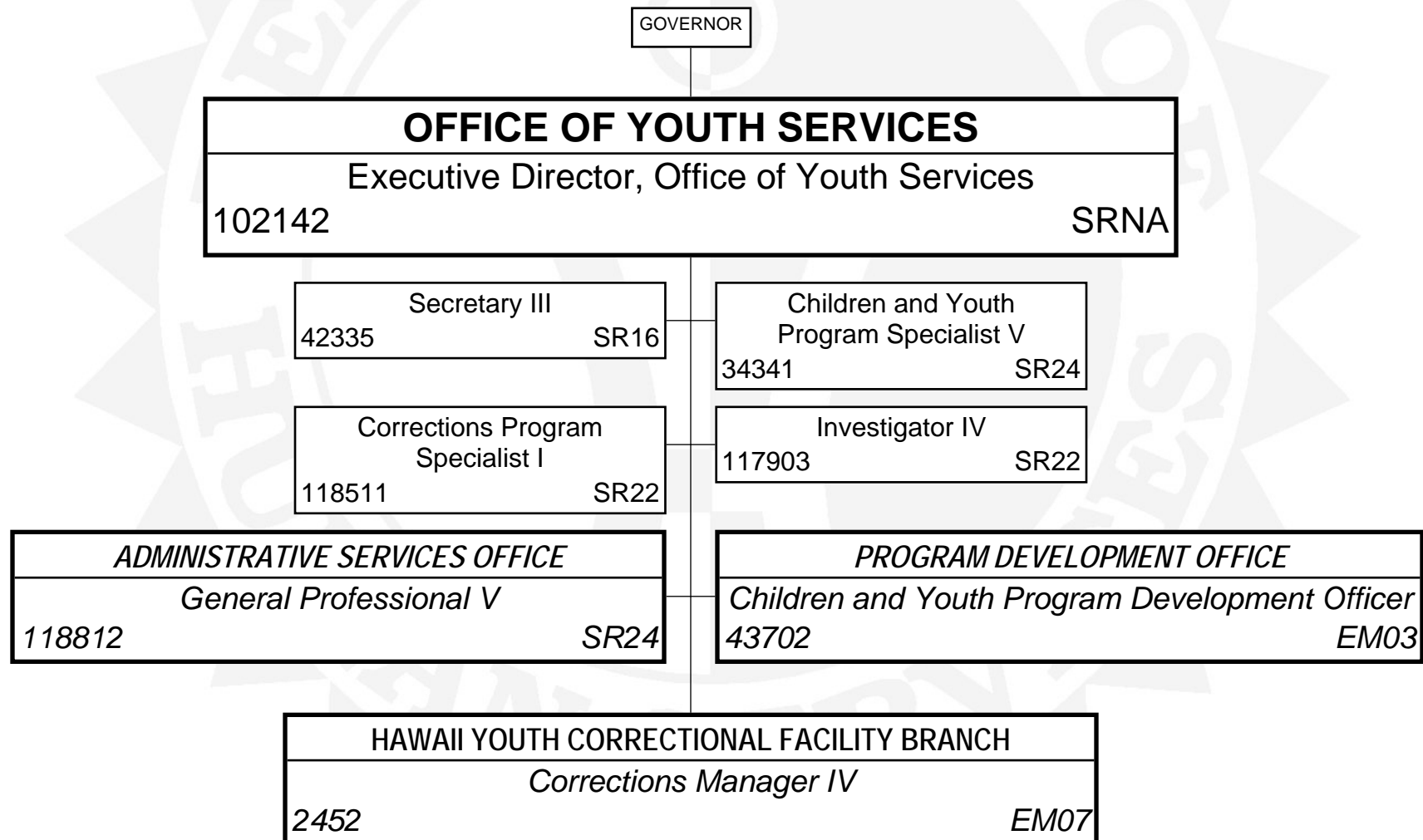






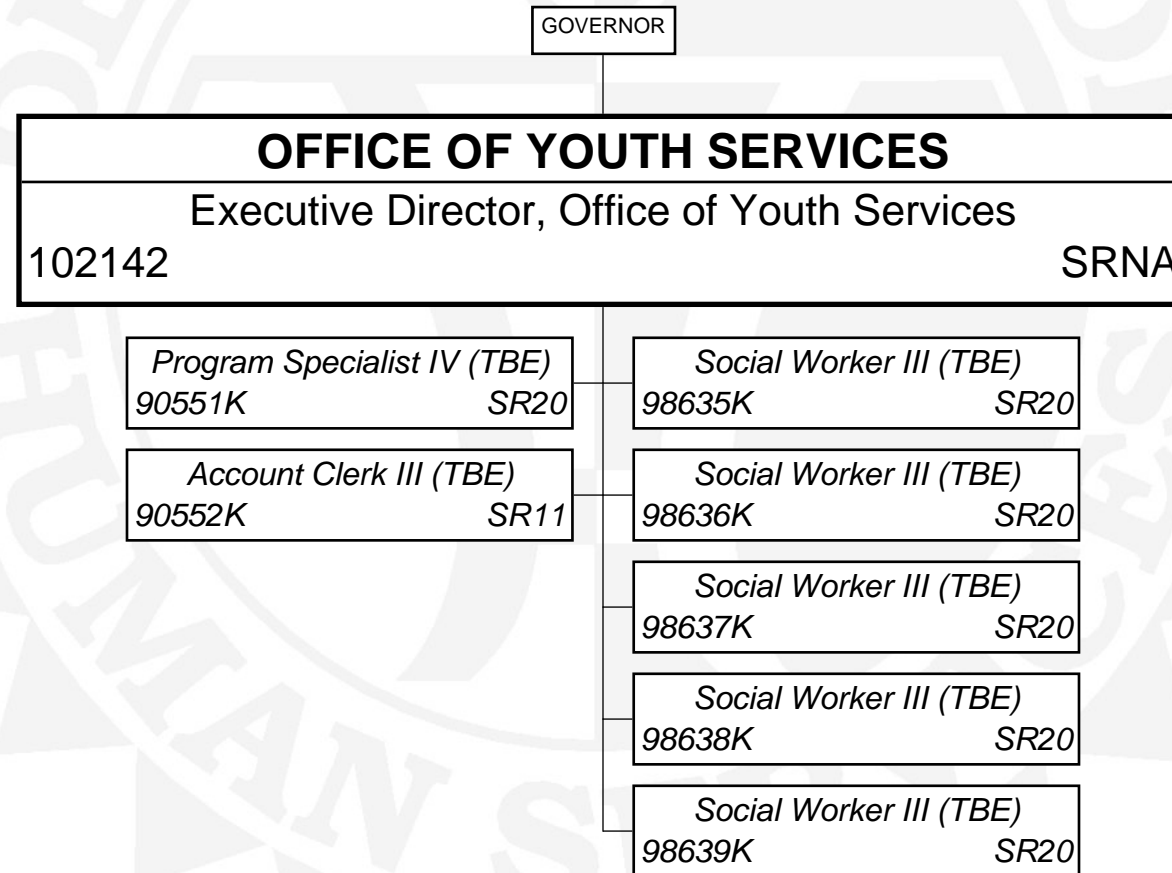
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
OFFICE OF YOUTH SERVICES

POSITION ORGANIZATION CHART 1  
JUNE 30, 2019



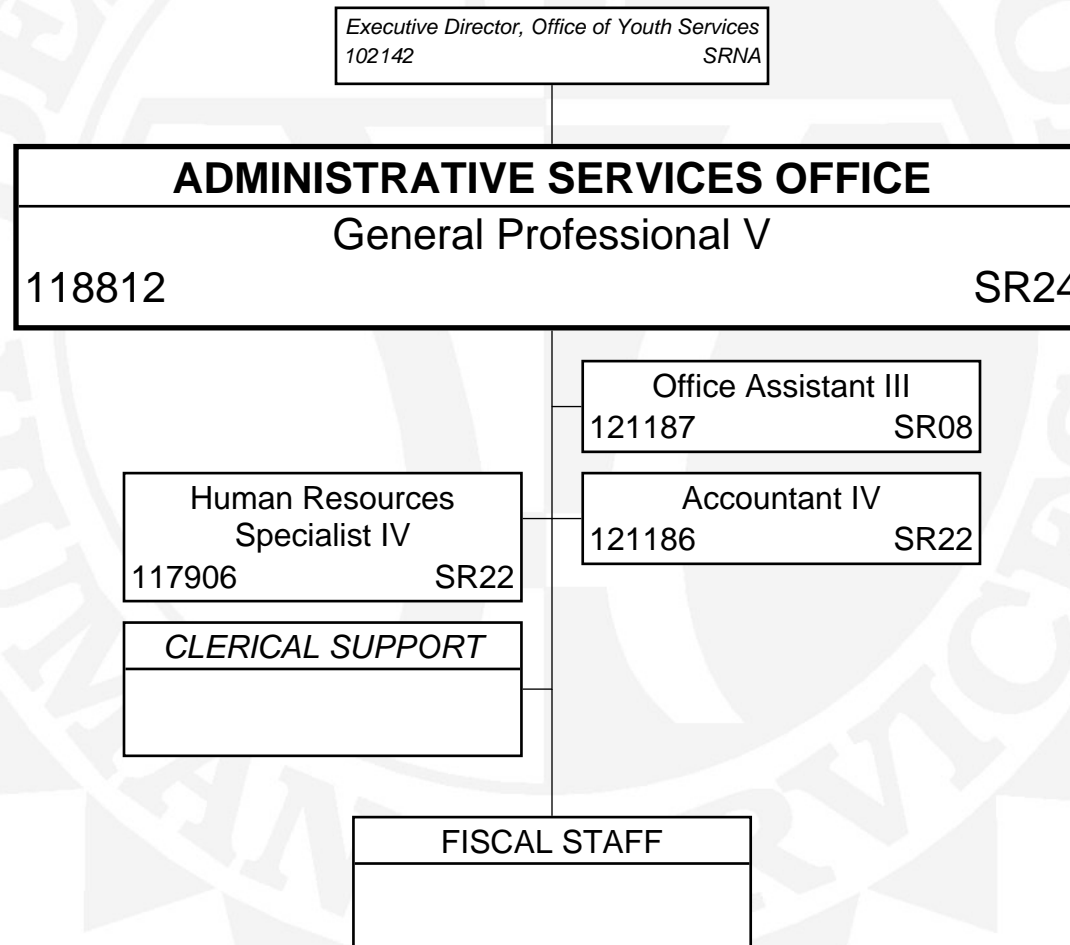
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
OFFICE OF YOUTH SERVICES

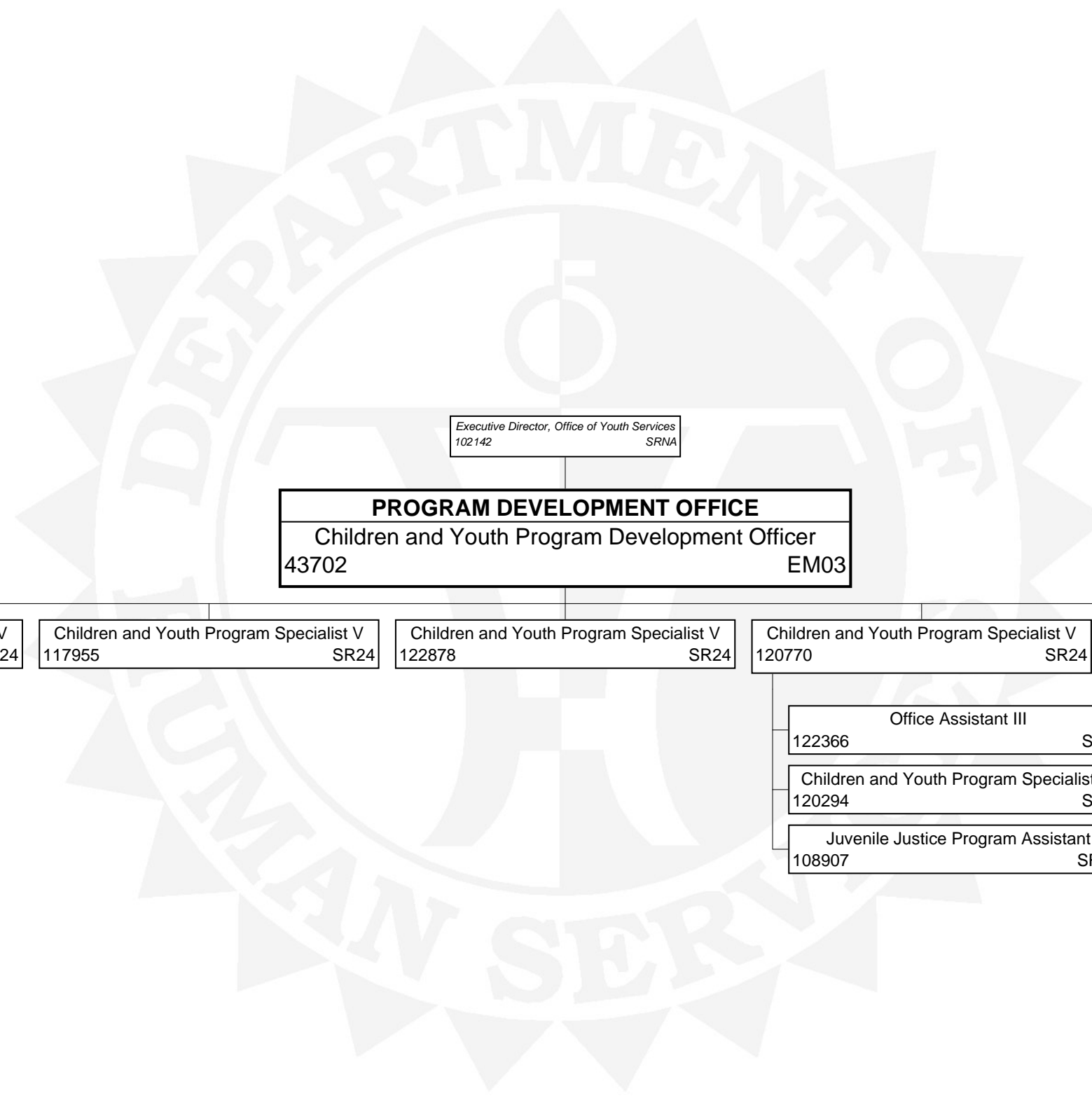
POSITION ORGANIZATION CHART 2  
JUNE 30, 2019



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
OFFICE OF YOUTH SERVICES  
ADMINISTRATIVE SERVICES OFFICE

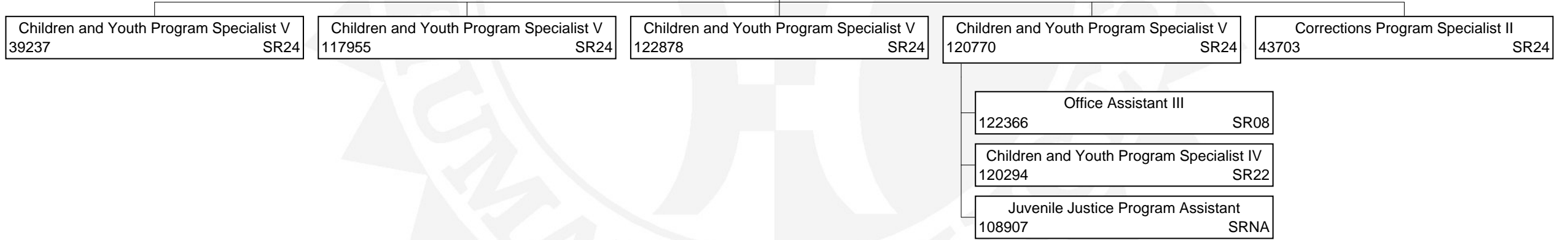
POSITION ORGANIZATION CHART  
JUNE 30, 2019





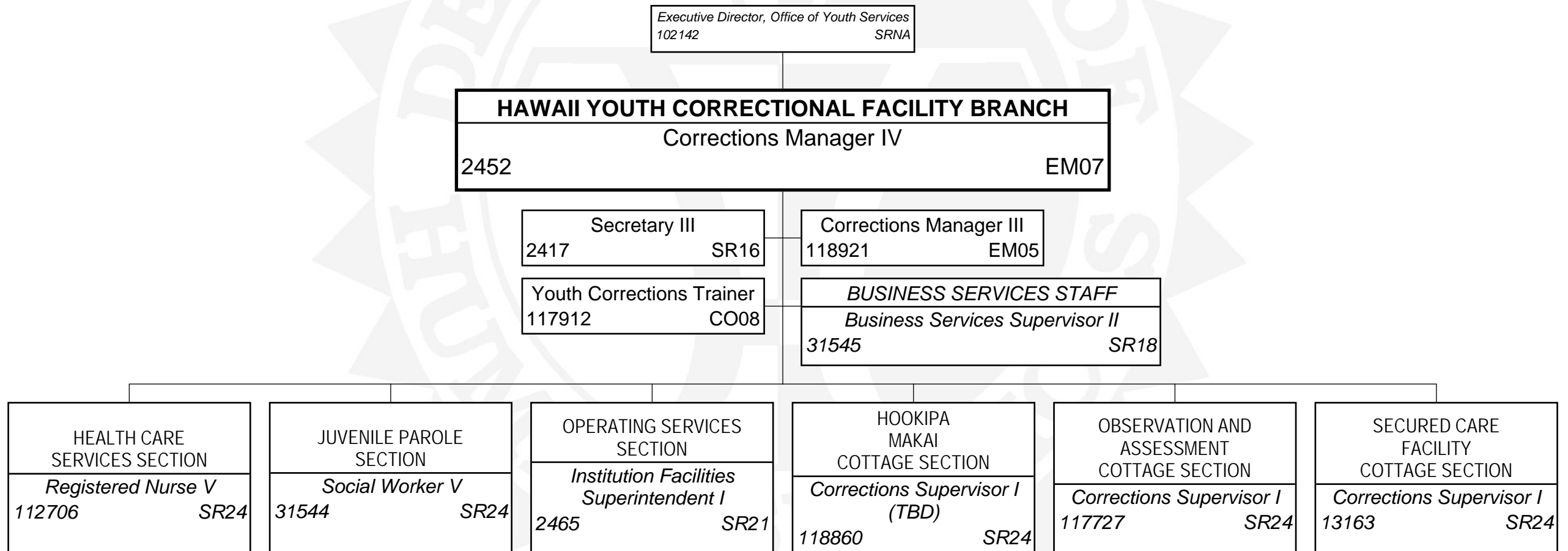
Executive Director, Office of Youth Services  
102142 SRNA

**PROGRAM DEVELOPMENT OFFICE**  
Children and Youth Program Development Officer  
43702 EM03



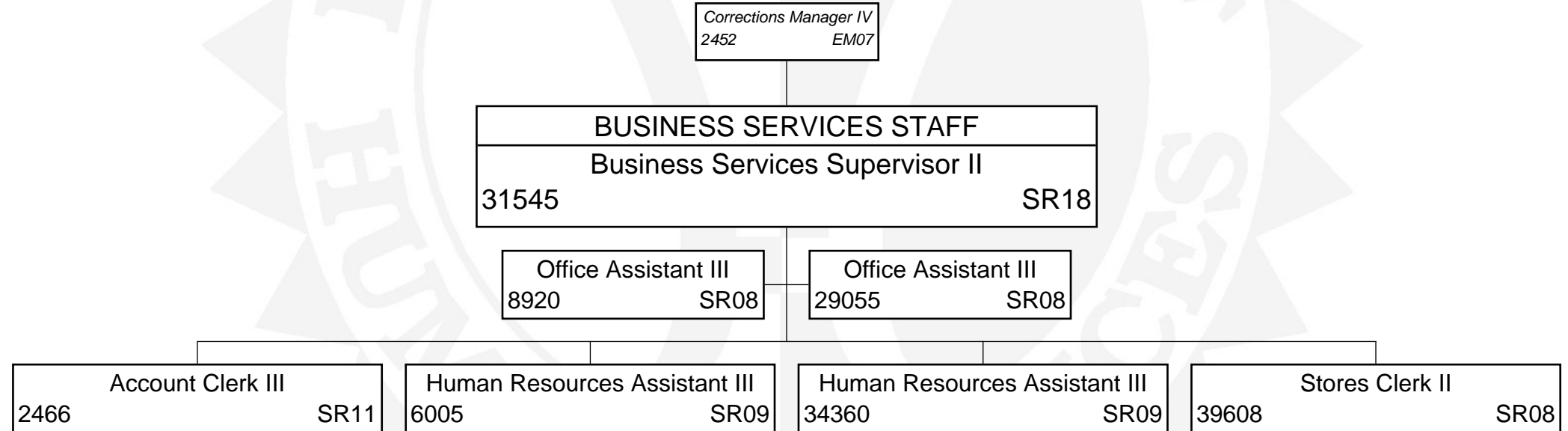
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



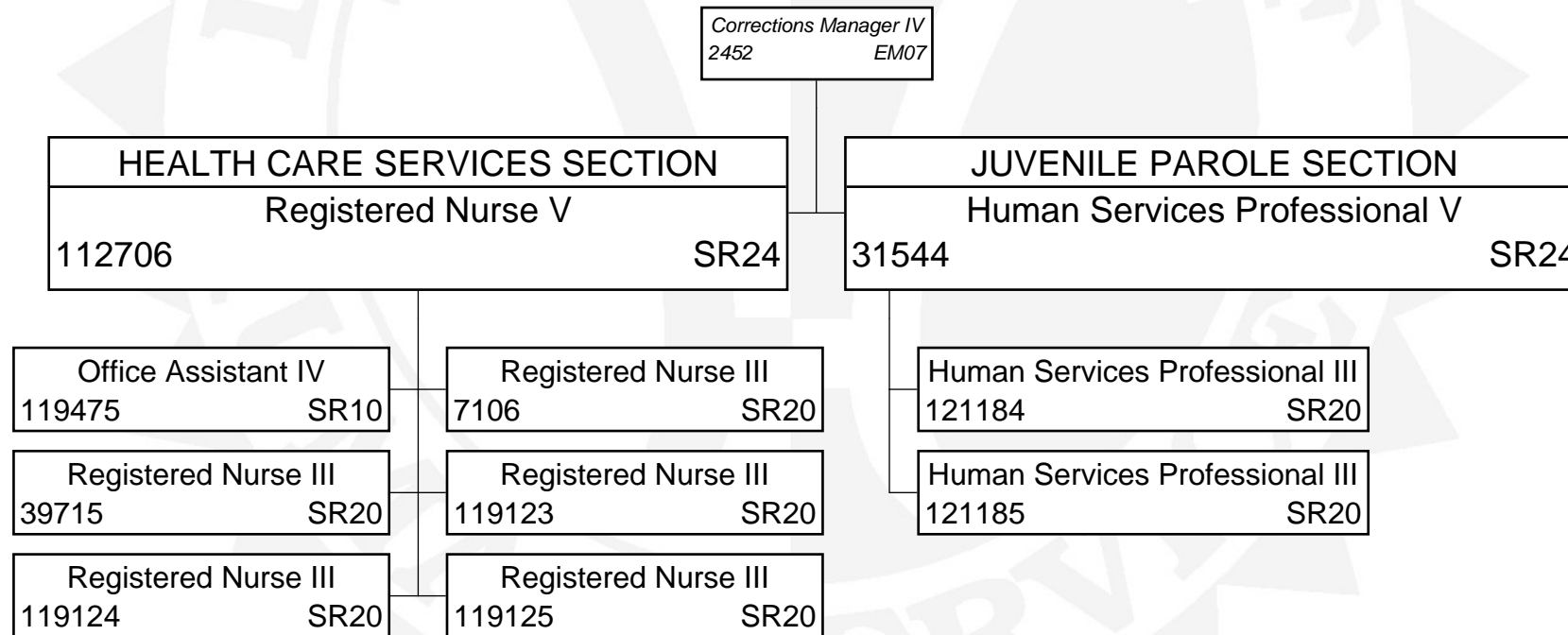
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
OFFICE OF YOUTH SERVICES  
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
BUSINESS SERVICES STAFF

POSITION ORGANIZATION CHART  
JUNE 30, 2019



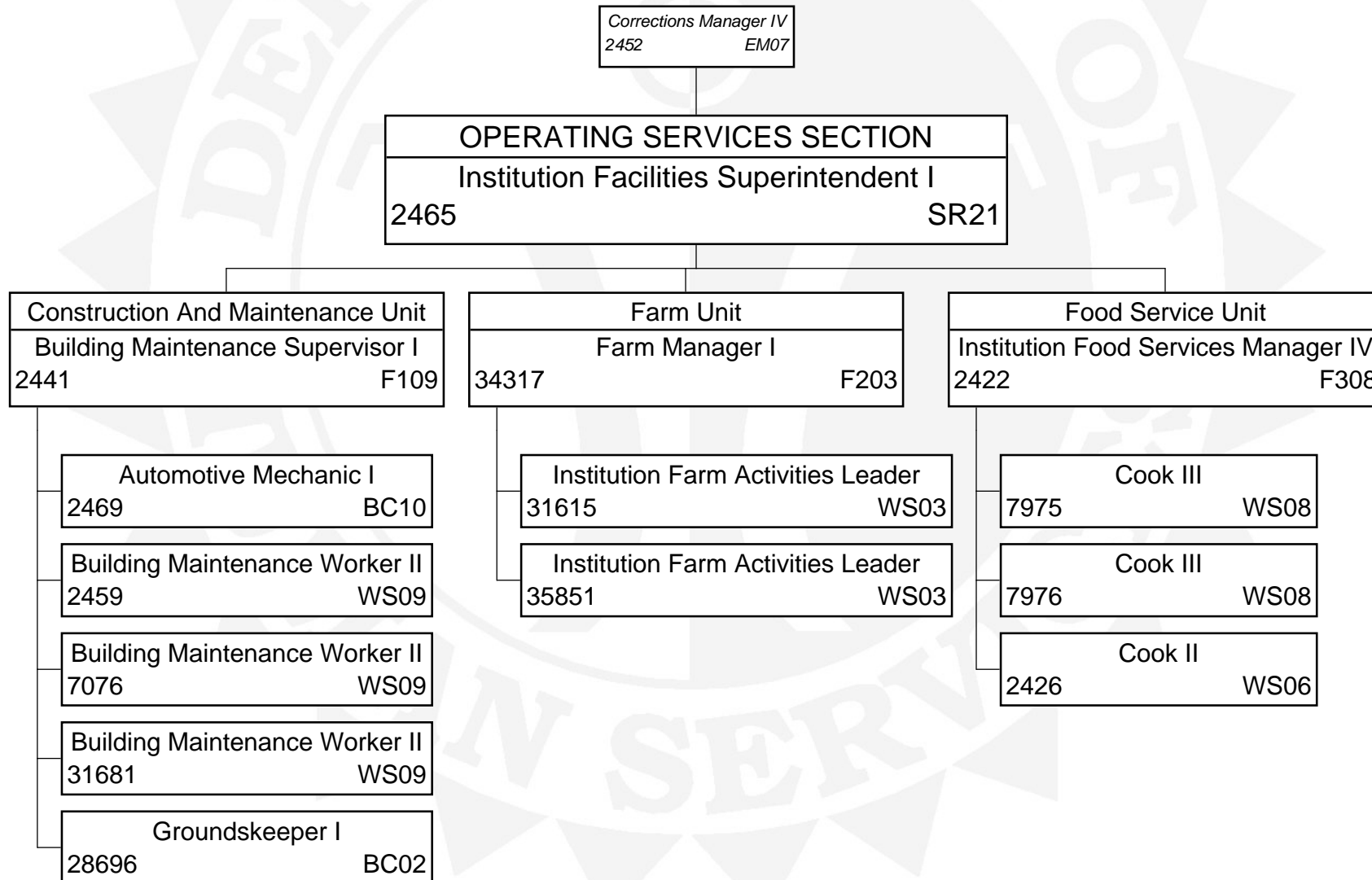
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
OFFICE OF YOUTH SERVICES  
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
HEALTH CARE SERVICES SECTION  
JUVENILE PAROLE SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
 OPERATING SERVICES SECTION

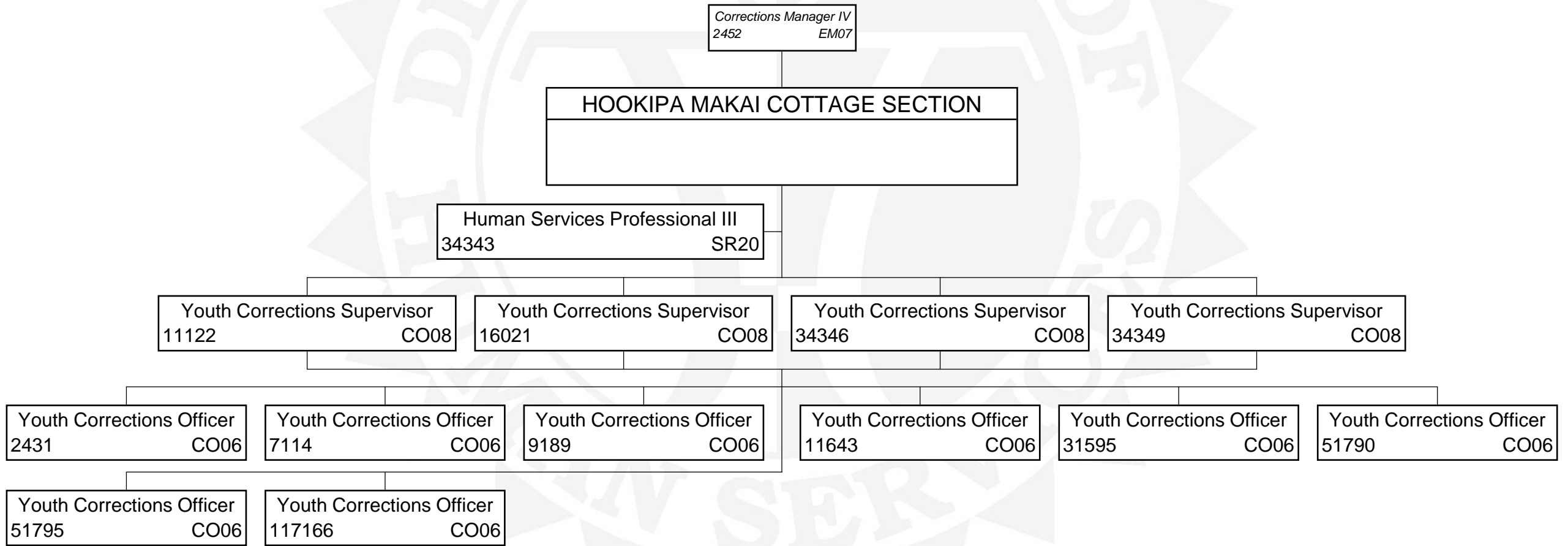
POSITION ORGANIZATION CHART  
 JUNE 30, 2019





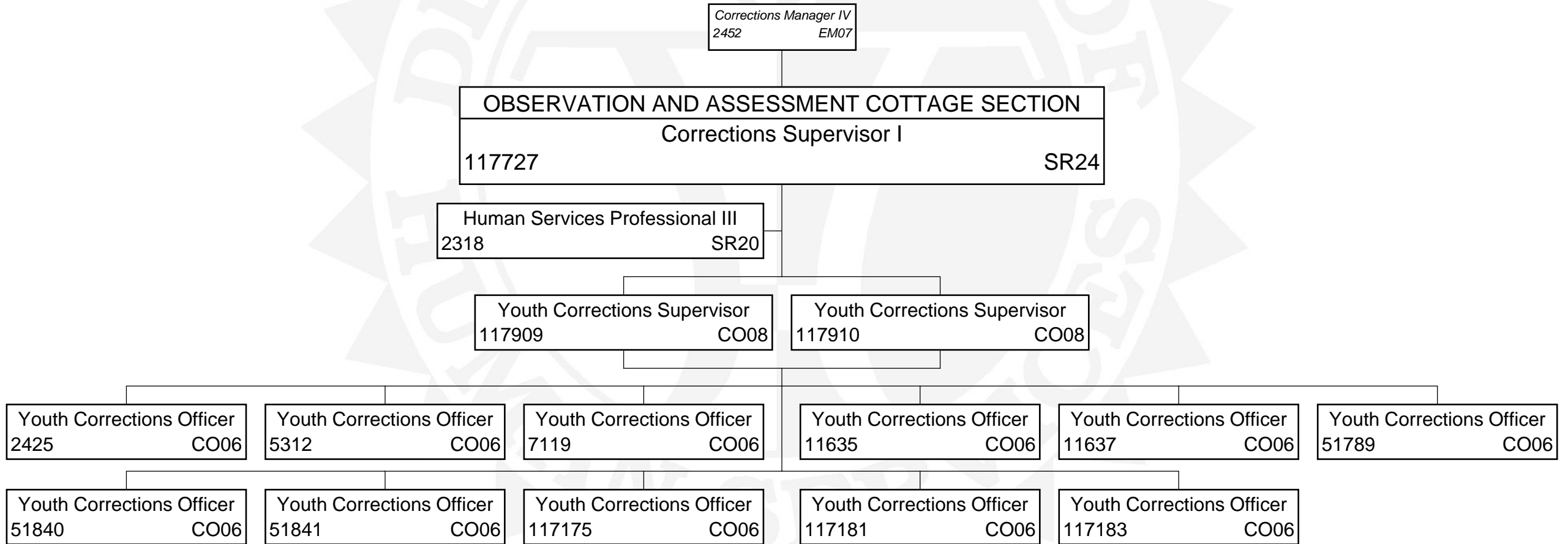
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
OFFICE OF YOUTH SERVICES  
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
HOOKIPA MAKAI COTTAGE SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2019



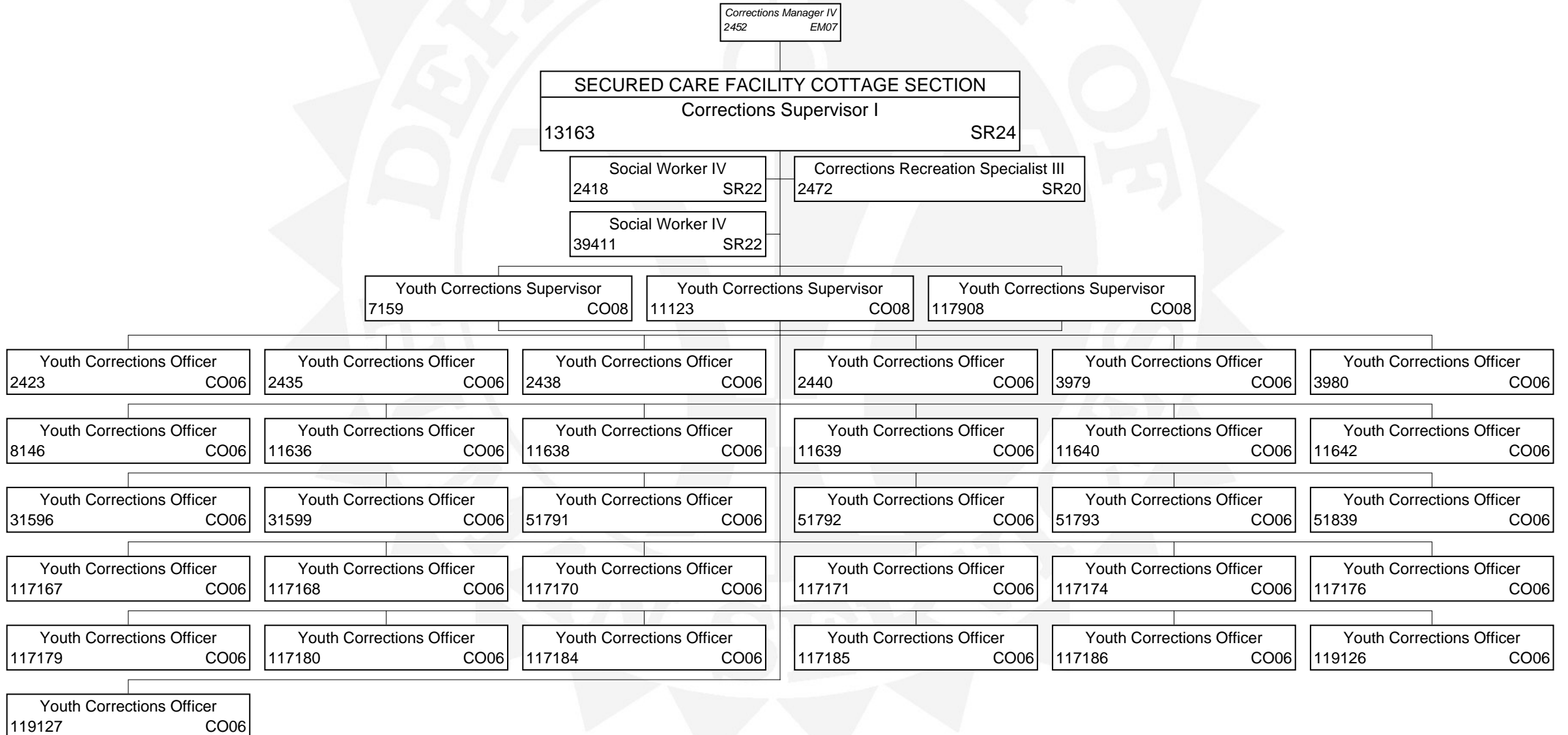
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
OFFICE OF YOUTH SERVICES  
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
OBSERVATION AND ASSESSMENT COTTAGE SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 OFFICE OF YOUTH SERVICES  
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH  
 SECURED CARE FACILITY COTTAGE SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



# **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) shall be responsible for providing administrative assistance and advisory services in fiscal management, budget, and accounting services for the HPHA. The FMO monitors 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 department level. In addition, the FMO is responsible to ensure adequate internal controls are in place by reviewing transactions, journal entries, and appropriate funding sources.

## **BUDGET AND FEDERAL PROGRAM STAFF**

The Budget and Federal Program Staff is responsible for the budget planning, execution and monitoring matters. The Budget and Federal Program Staff operates within the framework of statutory authorizations, Federal and State requirements, executive branch rules, policies and directives, and departmental policies and procedures.

The Budget and Federal Housing Program Staff maintains the central accounting systems for Federal Low Rent Programs; monitors, coordinates, and administers fiscal control of fiscal policies, regulations and procedures established by the Federal funding agency.

### **Budget Section**

The Budget Section shall be responsible for the HPHA's planning, analysis, review, coordination, execution and monitoring regarding all matters pertaining to the budget. The Budget Section operates within the framework of statutory authorizations, Federal and State requirements, executive budget execution policy and procedures, rules, directives, and departmental policy and procedures. The Budget Section advises and provides technical assistance to the HPHA on the preparation of multi-year program and coordinates the financial plans budget requests, variance reports, program development, program structure, and execution of budget plans. The Budget Section reviews, analyzes, evaluates and monitors the expenditure of the HPHA to assure conformance with authorized fund allocation and makes recommendations on the allocation, reallocation, or restriction of funds and resources. The Budget Section reviews, analyzes, evaluates and makes recommendations on requests to fill, establish or abolish positions. The Budget Section 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. The Budget Section 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; coordinates and prepares responses to the Legislature on budget/fiscal matters via appropriate Corporate/Departmental chain of command; 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; and prepares regular and special reports on the status of the HPHA budget.

### **Federal Program Section**

The Federal Program Section shall be responsible for accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the Federal Low Rent Program (FLRP) for the purpose of repairing and maintaining subsidized federal properties; federal housing subsidy for federal properties; the security for federal properties; and other federal funds and grants.

The Federal Program Section shall be responsible to provide financial accounting support pertaining to develop, maintain, and improve methods, procedures and forms of the HPHA's accounting systems for the Federal Low Rent Programs to ensure that the HPHA's payments are made promptly and in conformance with established stands of property and legality; maintain accounts, records and reports accurately and on a timely basis, to ensure that HPHA's financial transitions meet the legal standards and are appropriate; advises, assists, and/or develops a subsidiary-accounting system and supervises the implementation of systems; provides fiscal direction and assistance and coordinates fiscal activities of HPHA's various elements; provides financial reports of data from various central accounts and general ledger reports for program management, data integrity, and federal reporting purposes; and serves as a resource for any and all fiscal activities related to federal program rules, regulations, and reporting requirements.

### **FUND ACCOUNTING AND REPORTING STAFF**

The Fund Accounting and Reporting Staff shall be responsible for administering the central accounting system for the HPHA.

The central accounting system shall include but not be limited to disbursement, accounts payable, payroll functions, recordkeeping, expense allocation, financial analysis, associated monetary transactions, State and Federal reporting requirements, capital improvement funding sources; and other related accounting principles, practices, regulations, policies and procedures as established by the Governor, Legislature, and any public or private funding agencies.

The Fund Accounting and Reporting Staff shall manage the property inventory and disposal program for the HPHA, including inventory of all real properties owned/or controlled by the HPHA.

### **Asset Management Section**

The Asset Management Section shall be responsible to develop and/or establish policies, procedures, and standards for property inventory and proper disposal consistent with Federal and State statutes, rules, regulations, policies and procedures.

The Asset Management Section shall be responsible to prepare special inventory reports on equipment, vehicles, and real property under the control of the HPHA and shall prepare a report that accurately identifies acquired assets by the HPHA.

The Asset Management Section shall be responsible to conduct on-site audits of the HPHA property inventory and shall review and recommend requests for property disposal to the Executive Director.

The Asset Management Section shall be responsible to perform an "investment analysis" of the property assets under the control of the HPHA and shall be responsible for 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 HPHA's real estate holdings.

### **General Ledger Section**

The General Ledger Section shall be responsible to monitor, coordinate and administer the central accounting system as established to provide fiscal controls over the related accounting principles, practices, regulations, policies and procedures as established by the Governor, Legislature, and any public or private funding agencies.

The General Ledger Section shall be responsible for the accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for all of the HPHA's rental housing programs and Central Office Cost Center fund.

### **General Ledger Section (Cont'd)**

The General Ledger Section shall be responsible for the development, maintenance, and improvement of methods, procedures, and forms of the HPHA's accounting systems for the Central Office, all of the HPHA's rental housing programs, and other general funds to ensure that the HPHA's payments are made promptly and in conformance with established stands of property and legality.

The General Ledger Section shall be responsible to maintain accounts, records and to issue its report(s) as required to the appropriate funding agencies on a timely basis and to ensure that all of HPHA's financial transactions are appropriately, accurately, and legally reflected.

The General Ledger Section shall be responsible for the preparation and distribution of financial statements; and to advise, assist, and/or develop a subsidiary-accounting system.

The General Ledger Section shall be responsible to provide fiscal direction, assistance, and coordination of all fiscal activities of the HPHA and to service the HPHA in the preparation of financial reports, monitor accounts, and appropriations.

The General Ledger Section shall be responsible to provide accurate fiscal data on the financial condition of the HPHA to program managers for data integrity and federal reporting requirements.

The General Ledger Section shall be responsible to serve as a resource for any and all fiscal activities related to federal program rules, regulations, and reporting requirements.

### **Payroll and Disbursement Section**

The Payroll and Disbursement Section shall be responsible for the accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the disbursing of funds, including petty cash; the equipment rental and equipment funds; payroll; the allocation funds; the accounts payable for all of the HPHA's allocated costs.

The Payroll and Disbursement Section shall be responsible to extract financial data from various central accounts and general ledger reports for program management and Federal and State reporting purposes.

The Payroll and Disbursement Section shall be responsible to serve as a resource for any and all fiscal activities related to the preparation of financial reports, monitoring accounts and appropriations, and federal and state program rules, regulations, and reporting requirements.

### **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.
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.
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.



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

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**

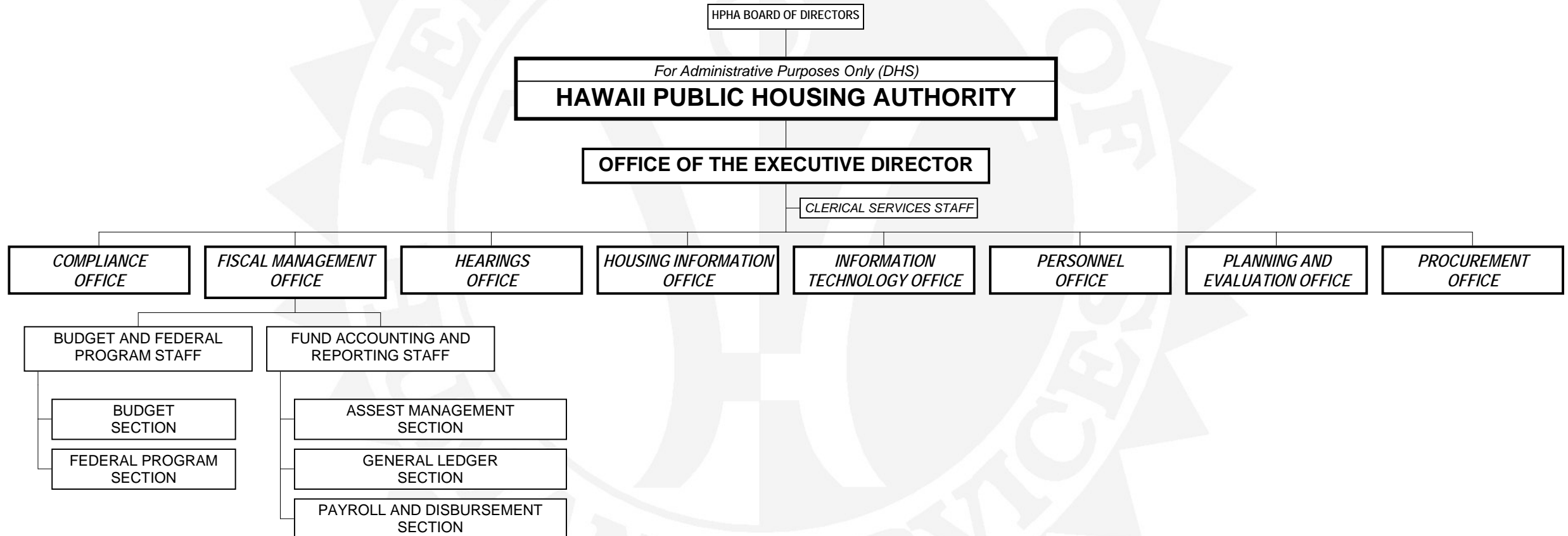
1. Schedules and conducts on-site inspections of initial and existing rental units in the private sector throughout Oahu.
2. Documents and maintains the Housing Quality Standard (HQS) fail report and enforcement of the HQS.
3. Records the condition of the rental unit on the inspection form that is prescribed 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.

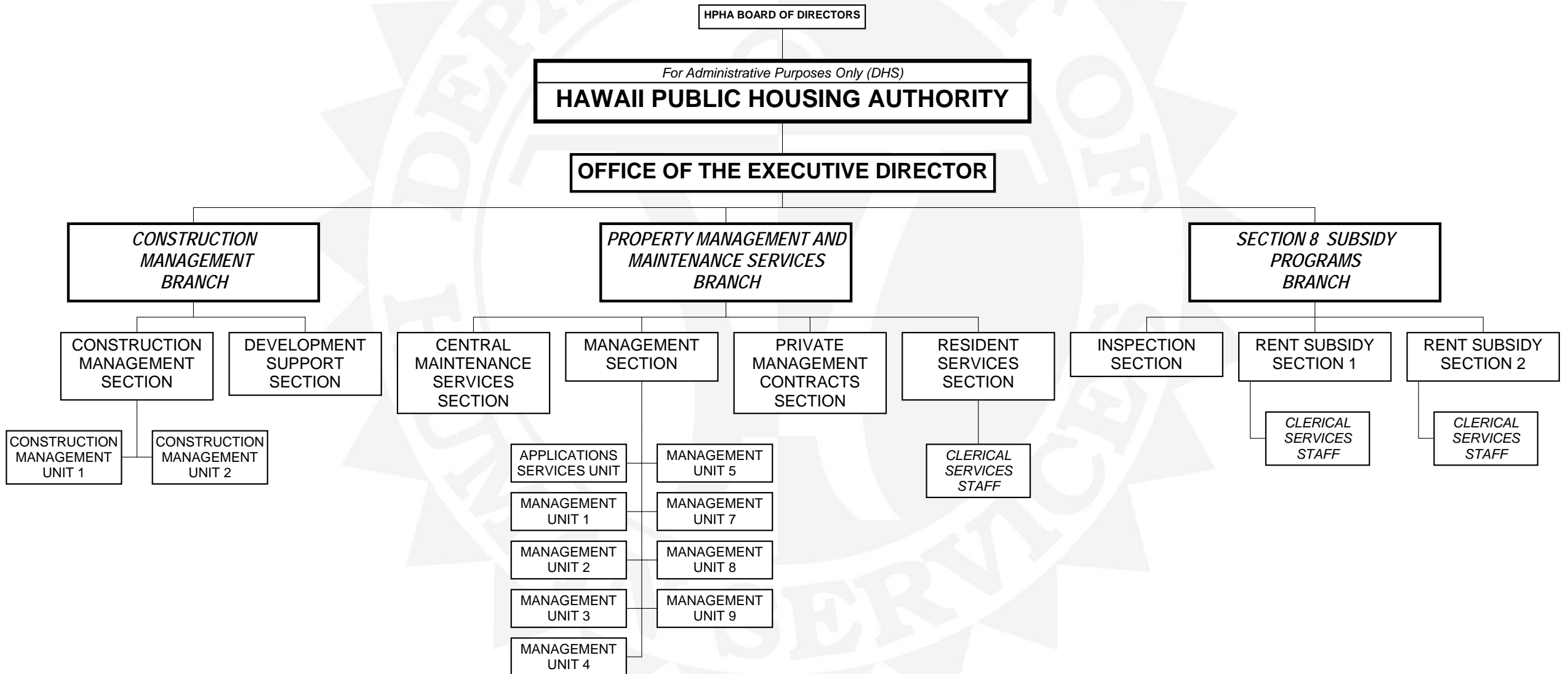
## **Rent Subsidy Sections 1 And 2**

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**

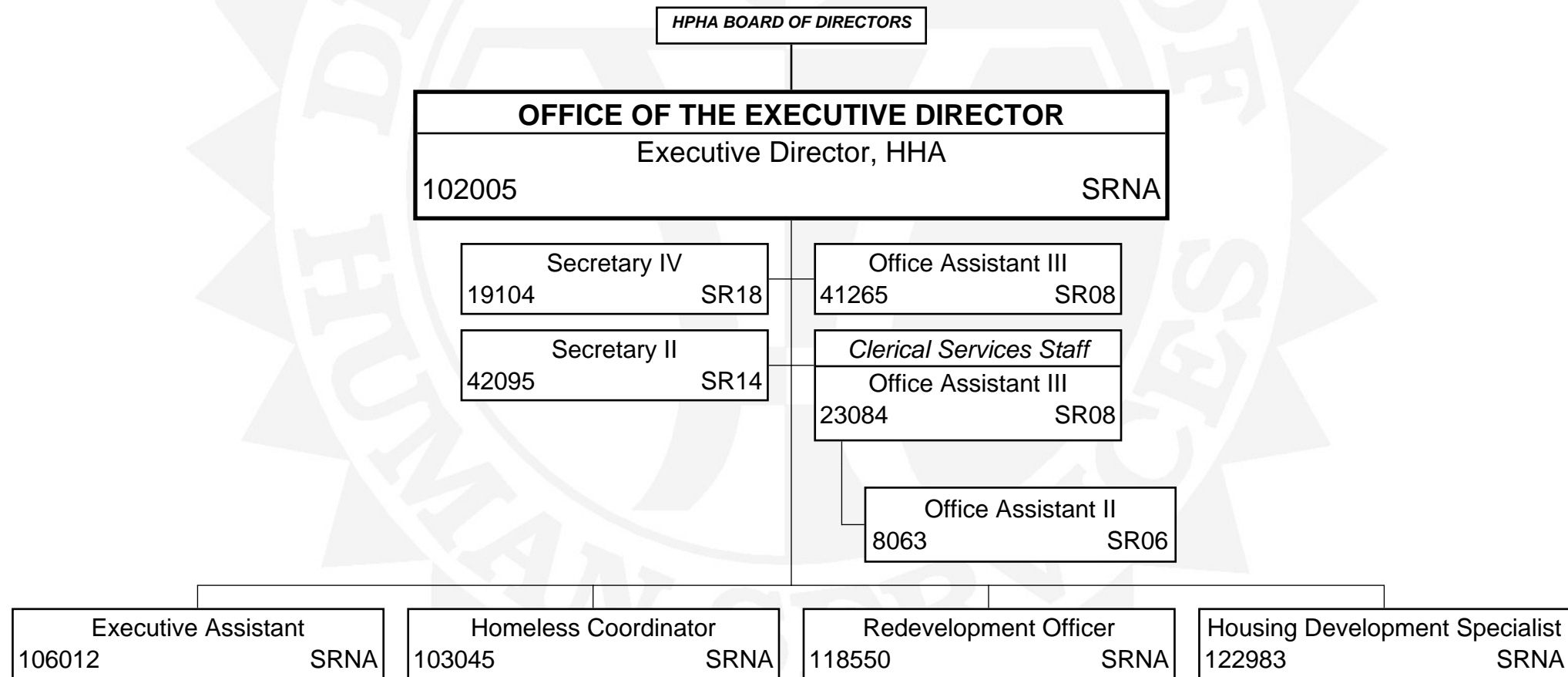
Provides clerical support.





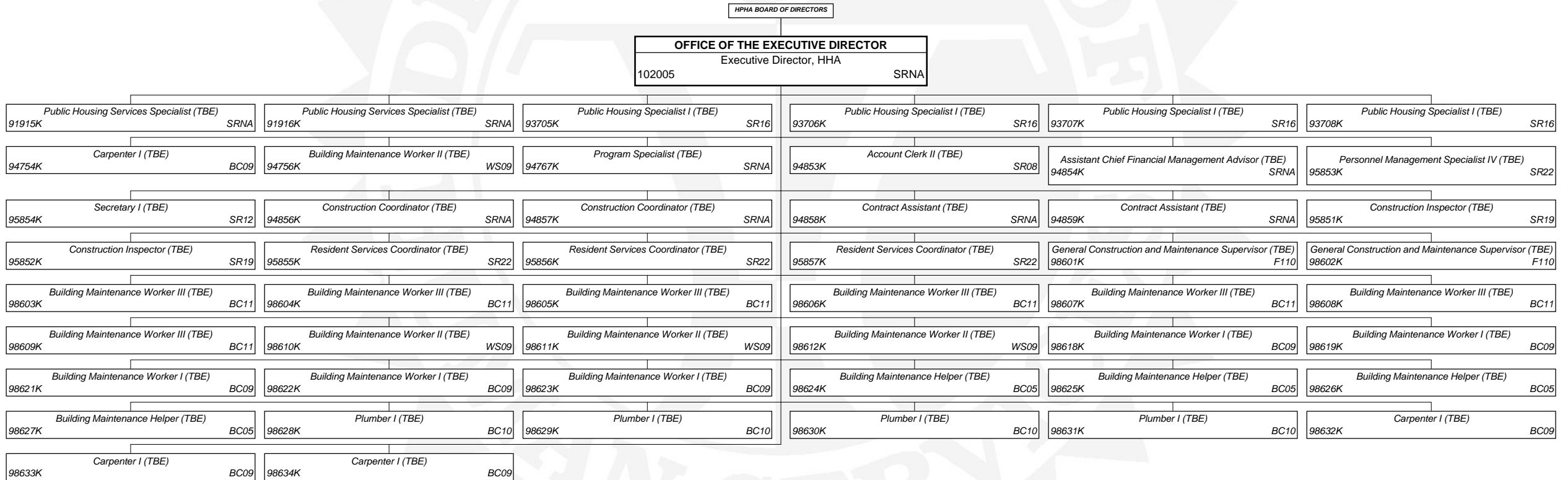
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
HAWAII PUBLIC HOUSING AUTHORITY  
OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 1  
JUNE 30, 2019



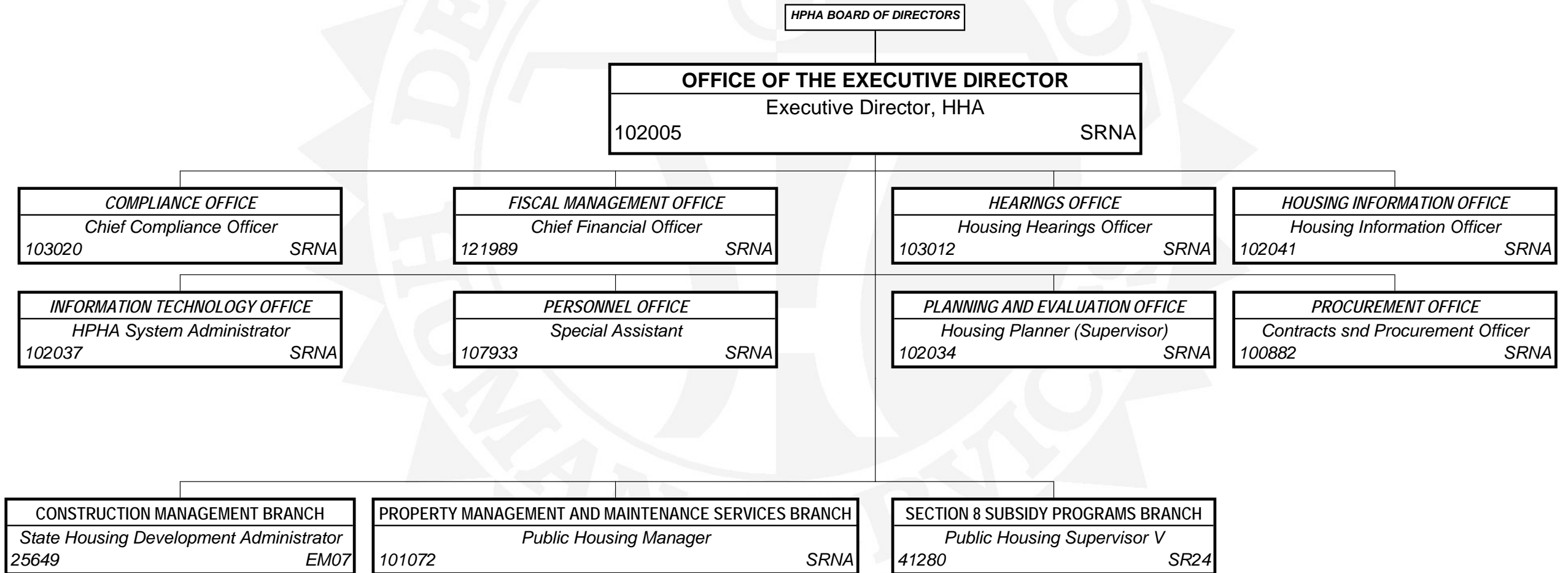
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
(Administratively Attached Agency)  
HAWAII PUBLIC HOUSING AUTHORITY  
OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 2  
JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 OFFICE OF THE EXECUTIVE DIRECTOR

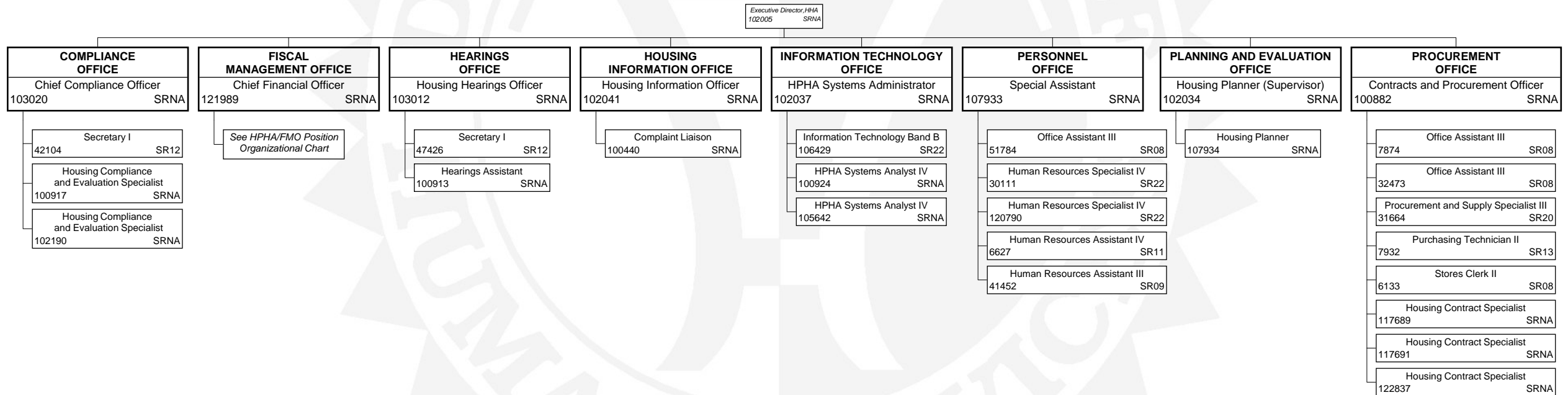
POSITION ORGANIZATION CHART 3  
 JUNE 30, 2019





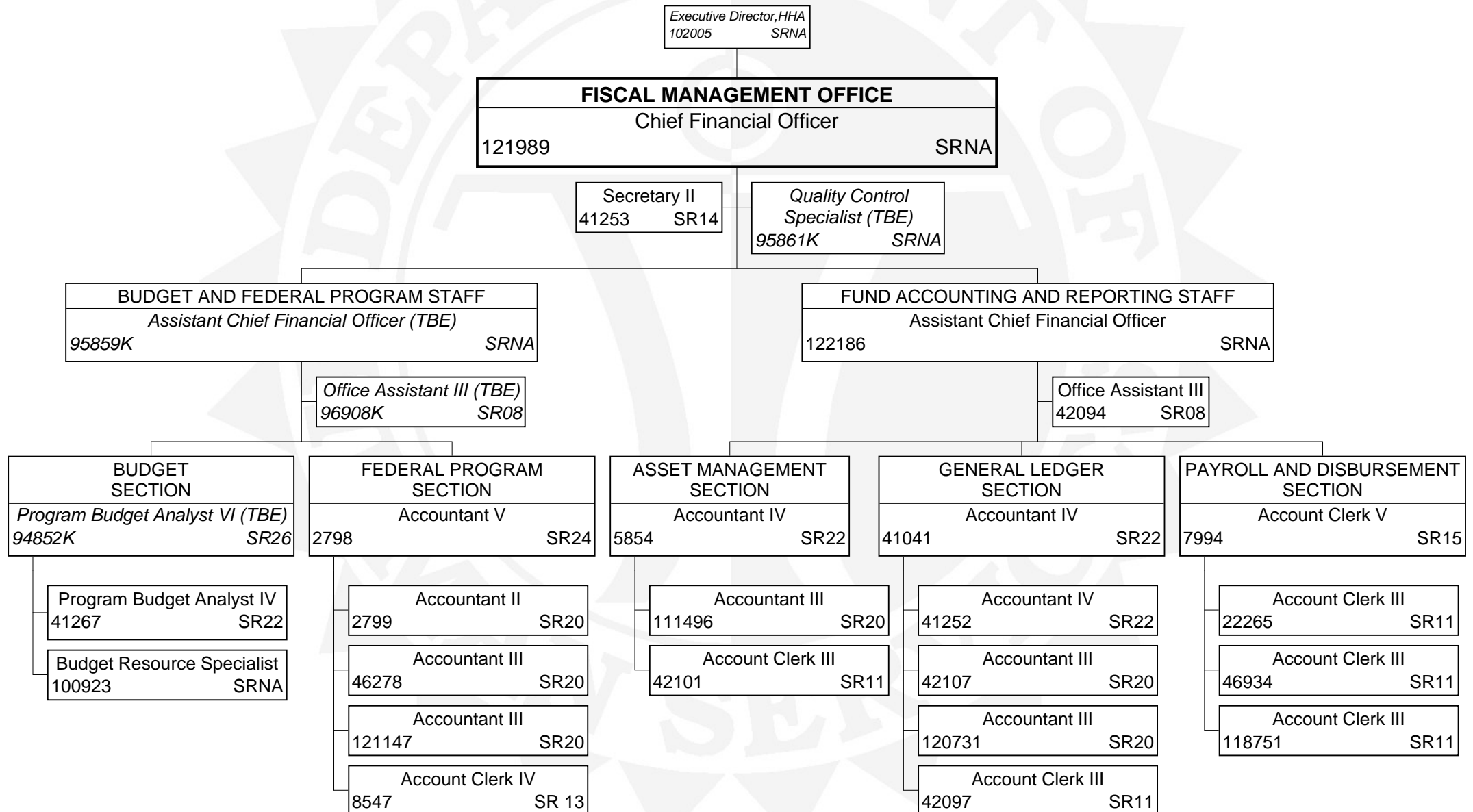
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 (Administratively Attached Agency)  
 HAWAII PUBLIC HOUSING AUTHORITY  
 STAFF OFFICES

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



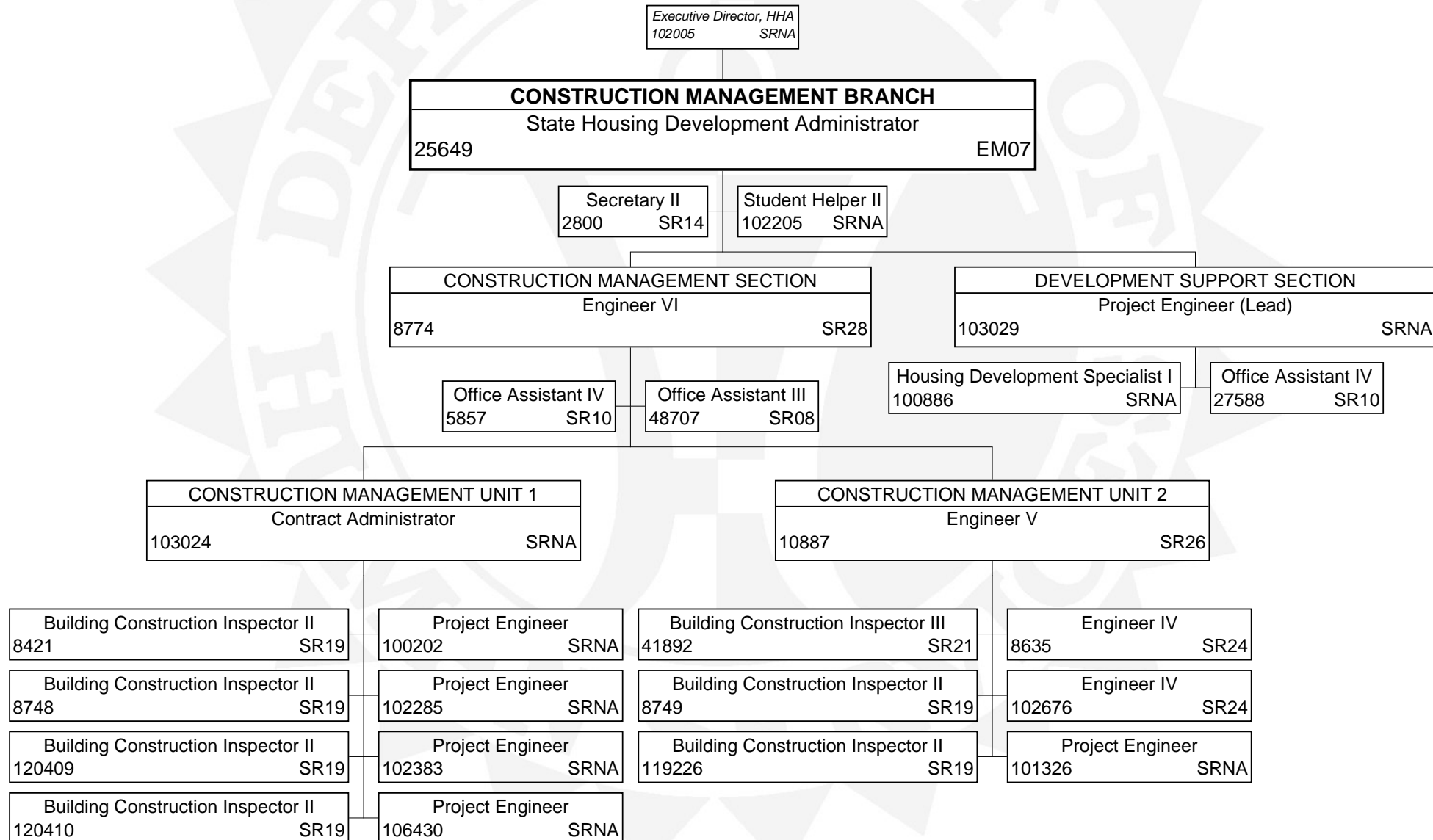
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
HAWAII PUBLIC HOUSING AUTHORITY  
FISCAL MANAGEMENT OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2019



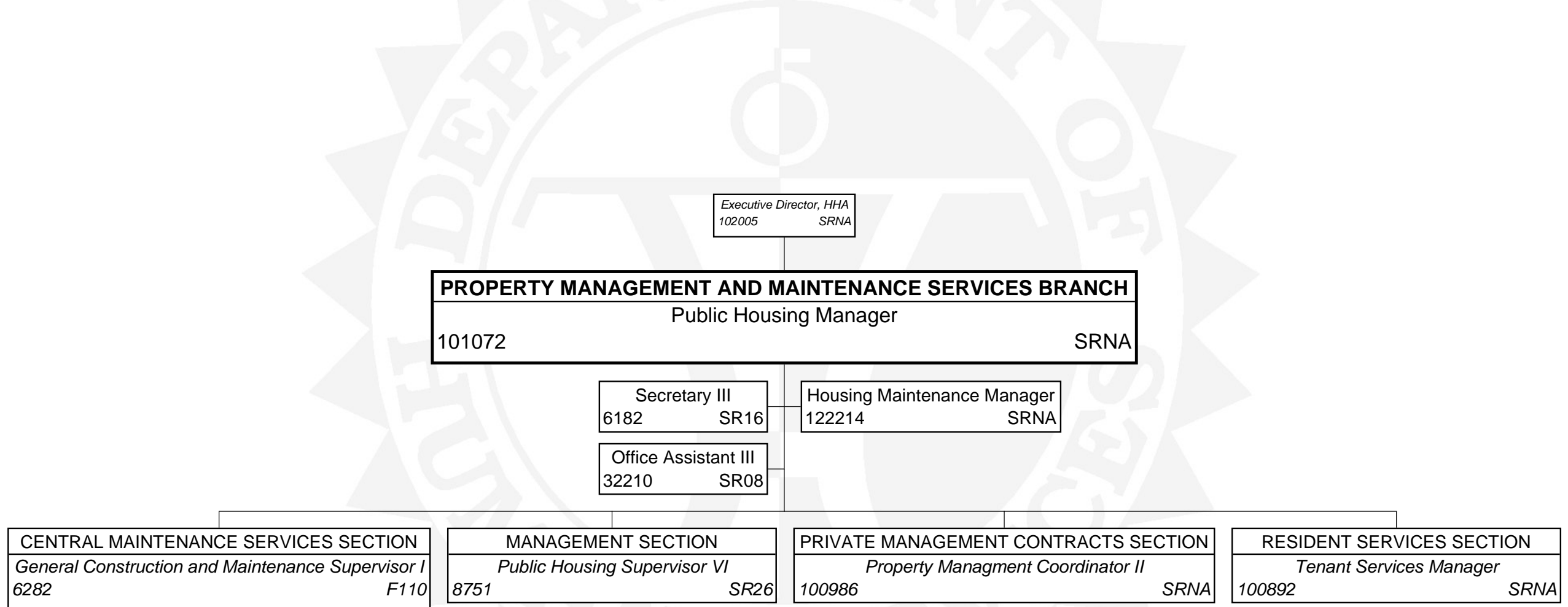
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 CONSTRUCTION MANAGEMENT BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



Executive Director, HHA  
102005 SRNA

**PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH**  
 Public Housing Manager  
 101072 SRNA

Secretary III  
6182 SR16

Housing Maintenance Manager  
122214 SRNA

Office Assistant III  
32210 SR08

**CENTRAL MAINTENANCE SERVICES SECTION**  
 General Construction and Maintenance Supervisor I  
6282 F110

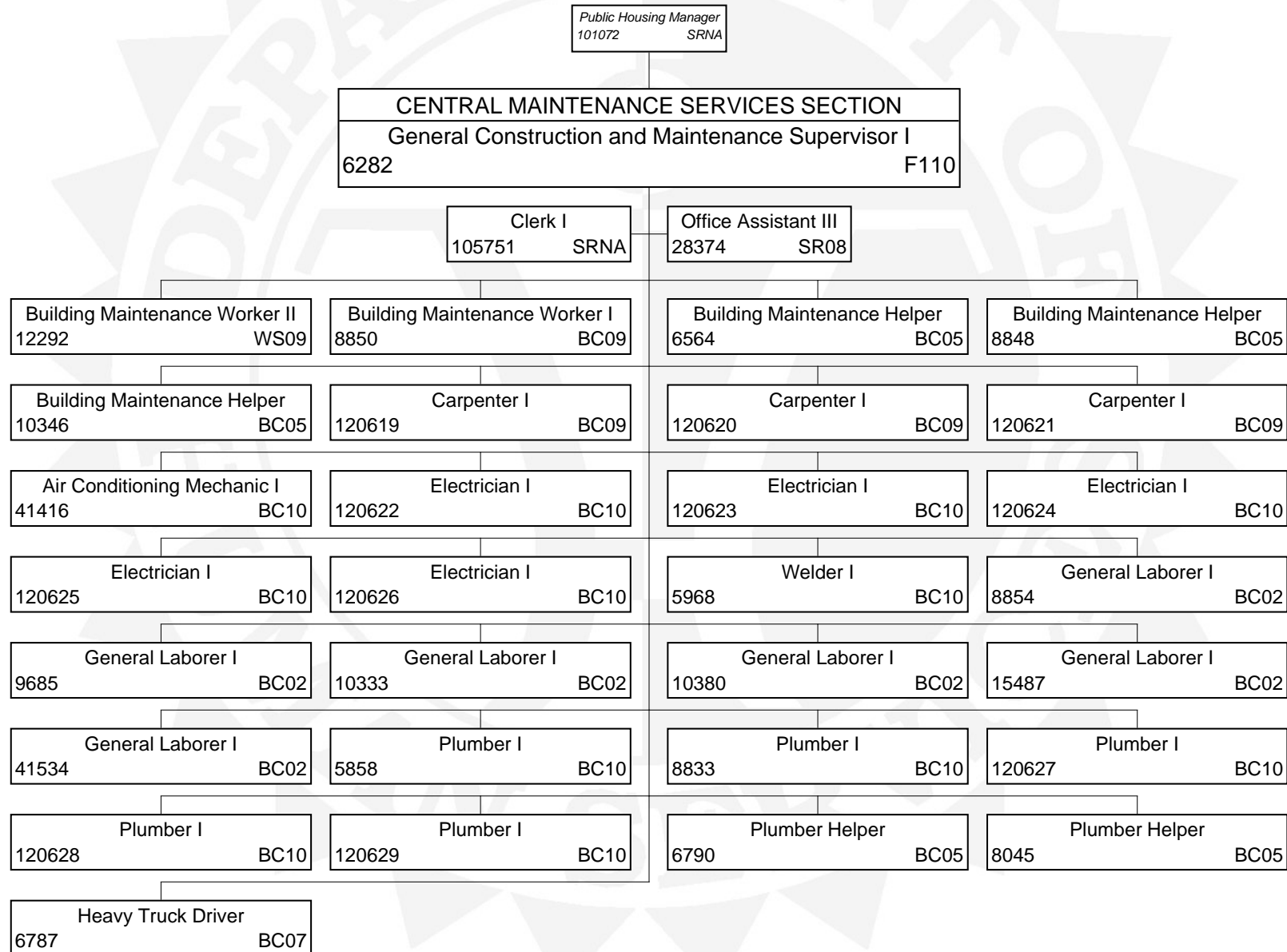
**MANAGEMENT SECTION**  
 Public Housing Supervisor VI  
8751 SR26

**PRIVATE MANAGEMENT CONTRACTS SECTION**  
 Property Management Coordinator II  
100986 SRNA

**RESIDENT SERVICES SECTION**  
 Tenant Services Manager  
100892 SRNA

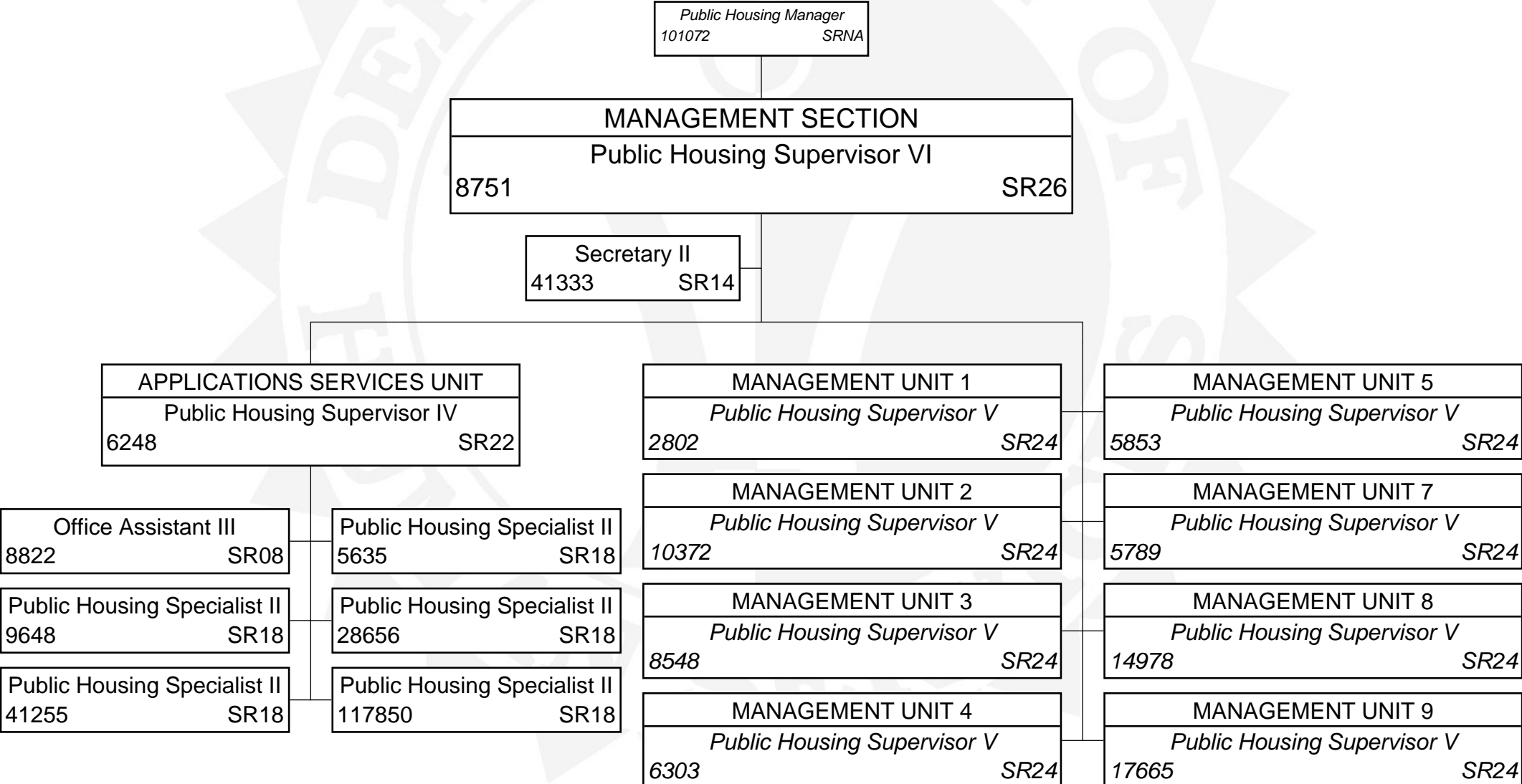
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 CENTRAL MAINTENANCE SERVICES SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



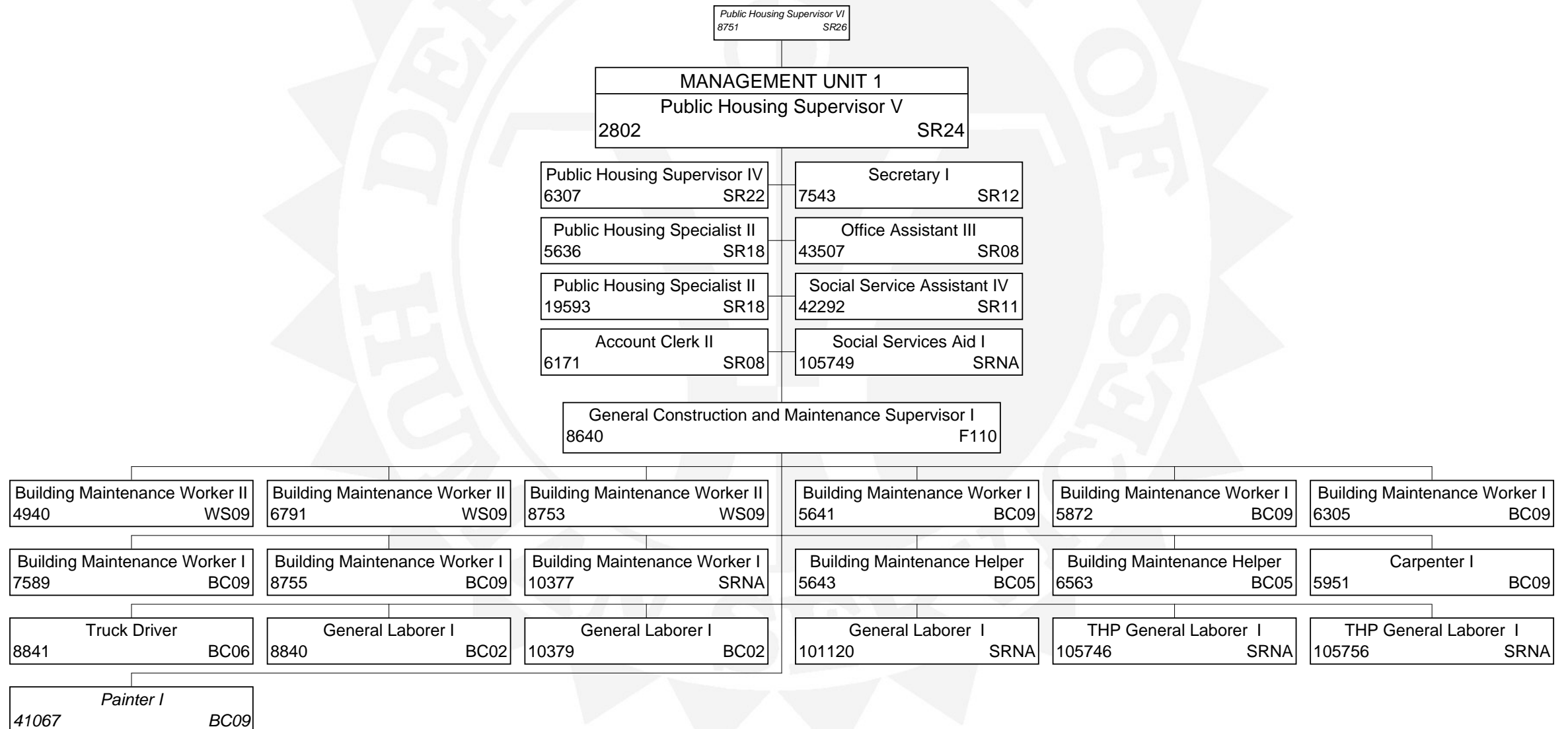
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



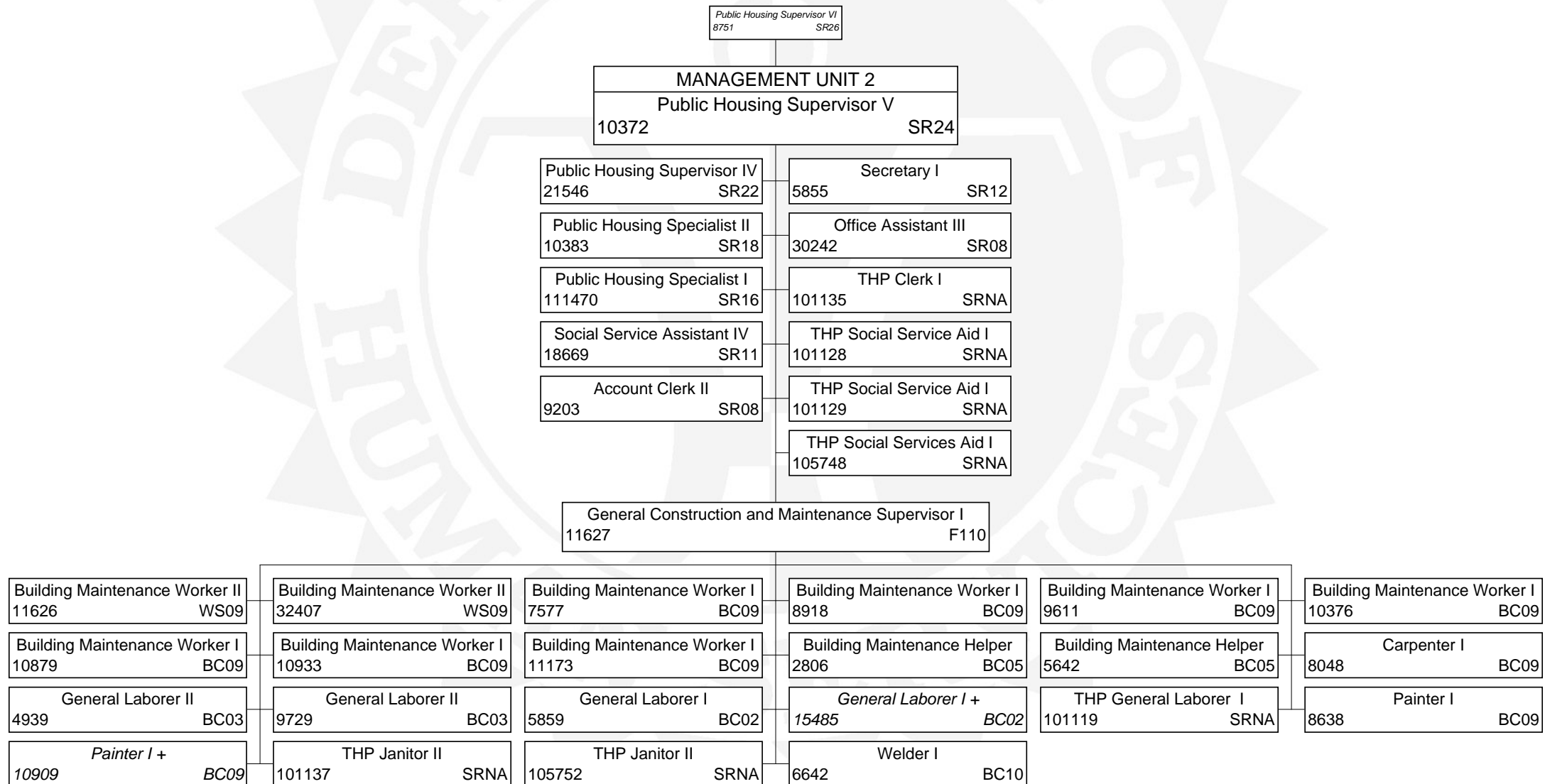
STATE OF HAWAII  
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 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 1

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 2

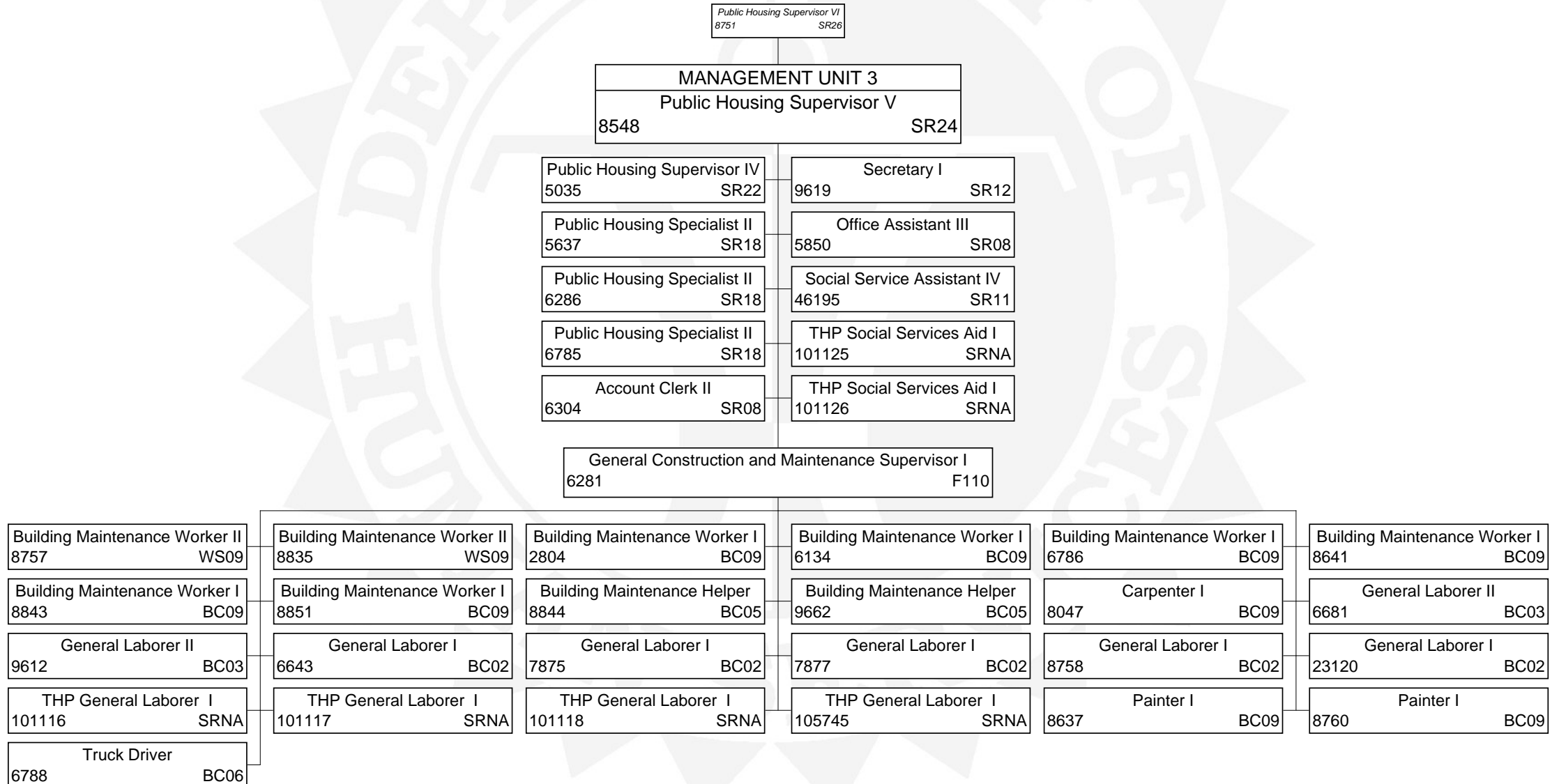
POSITION ORGANIZATION CHART  
 JUNE 30, 2019





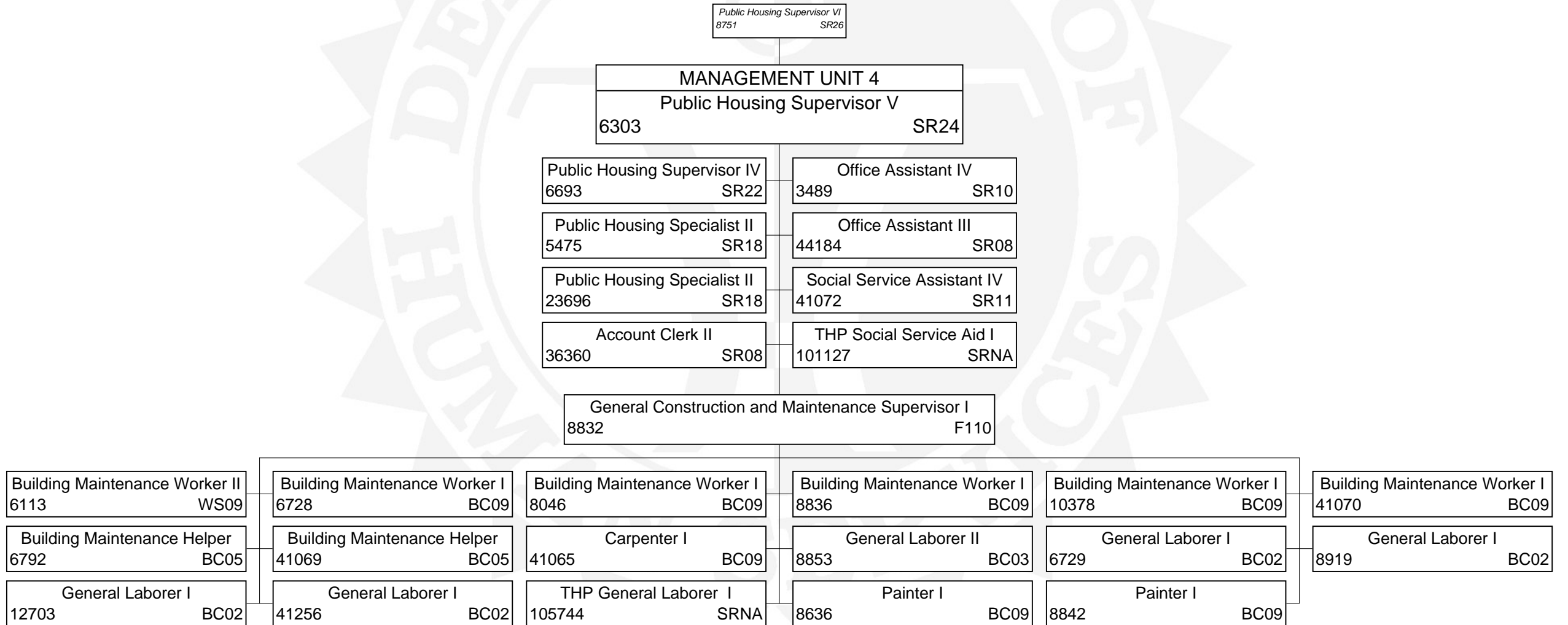
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 3

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



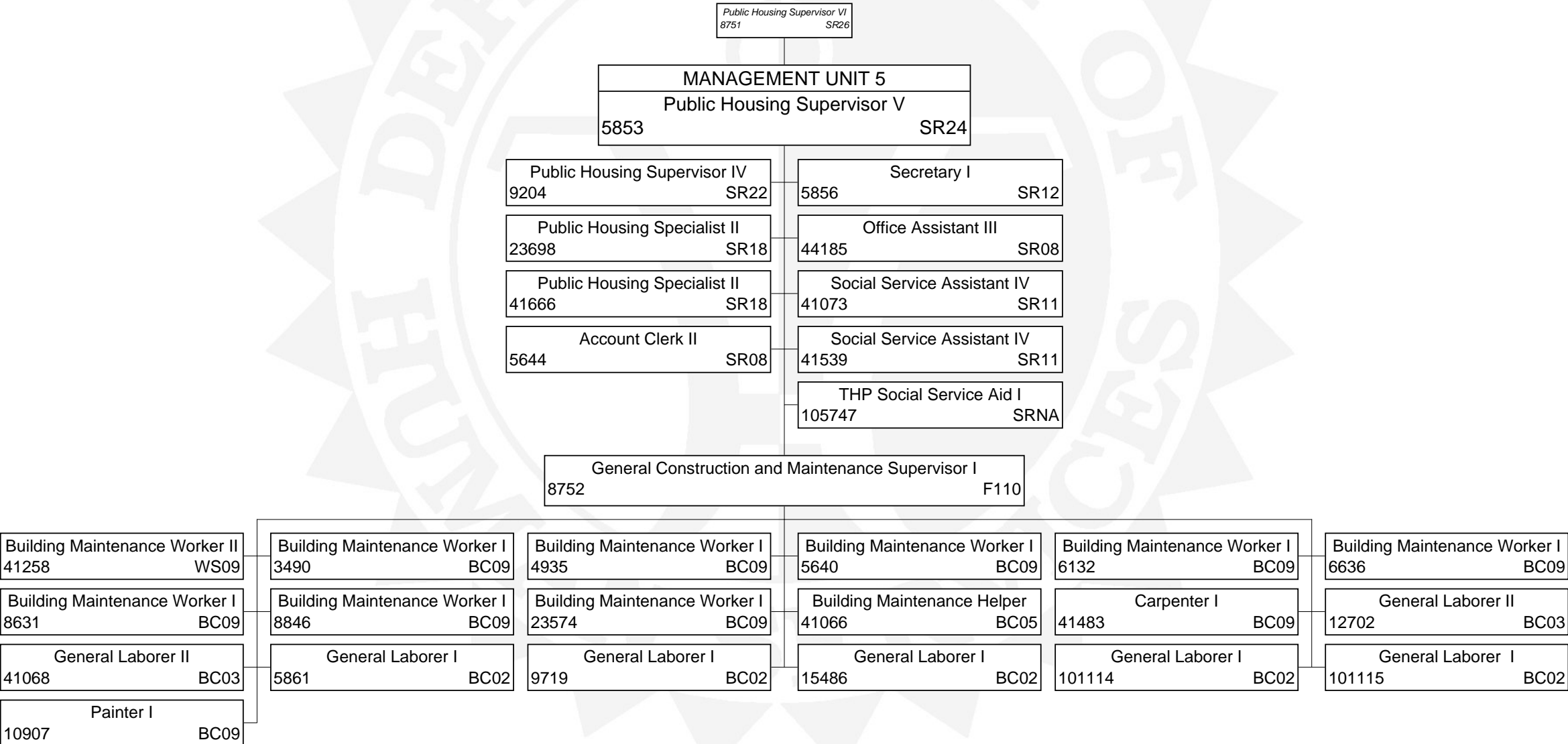
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 4

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



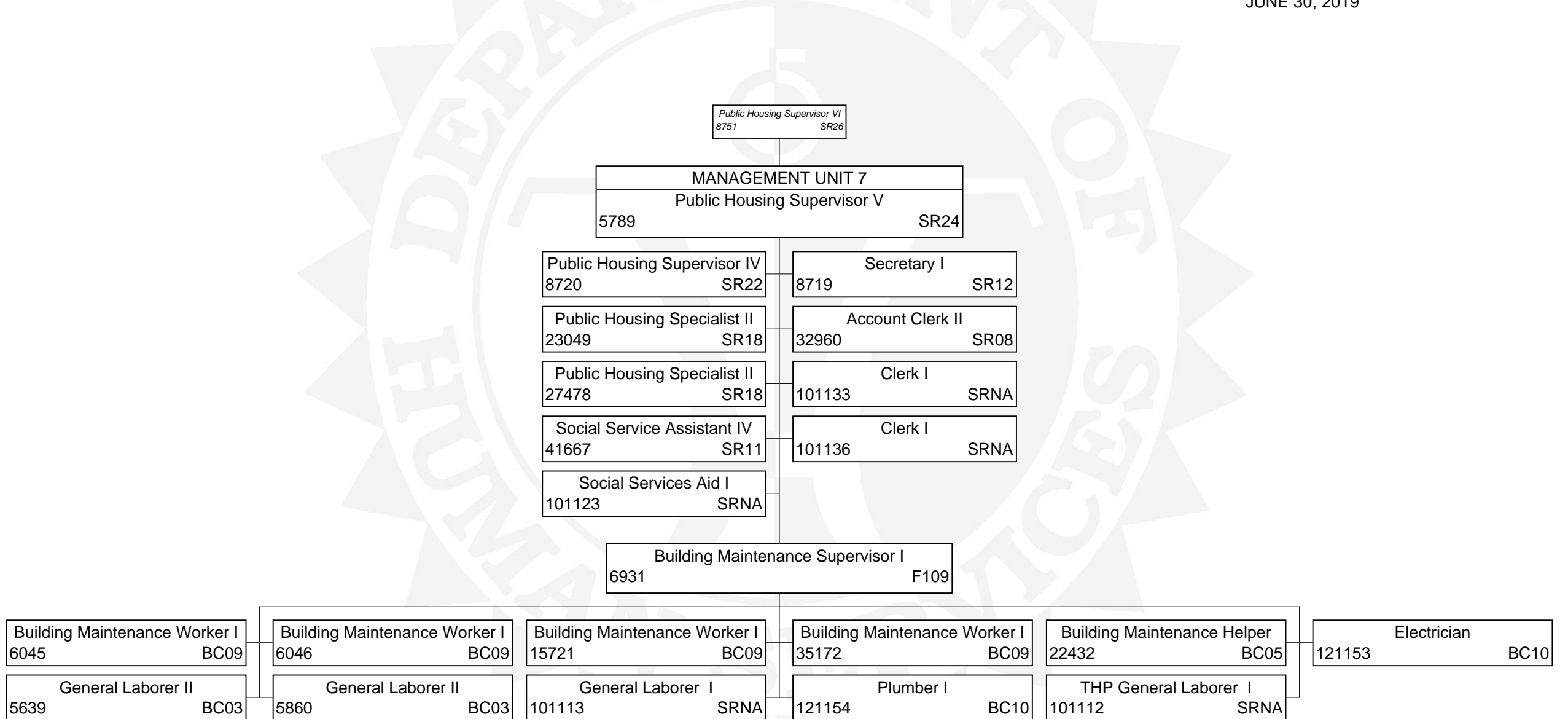
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 5

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



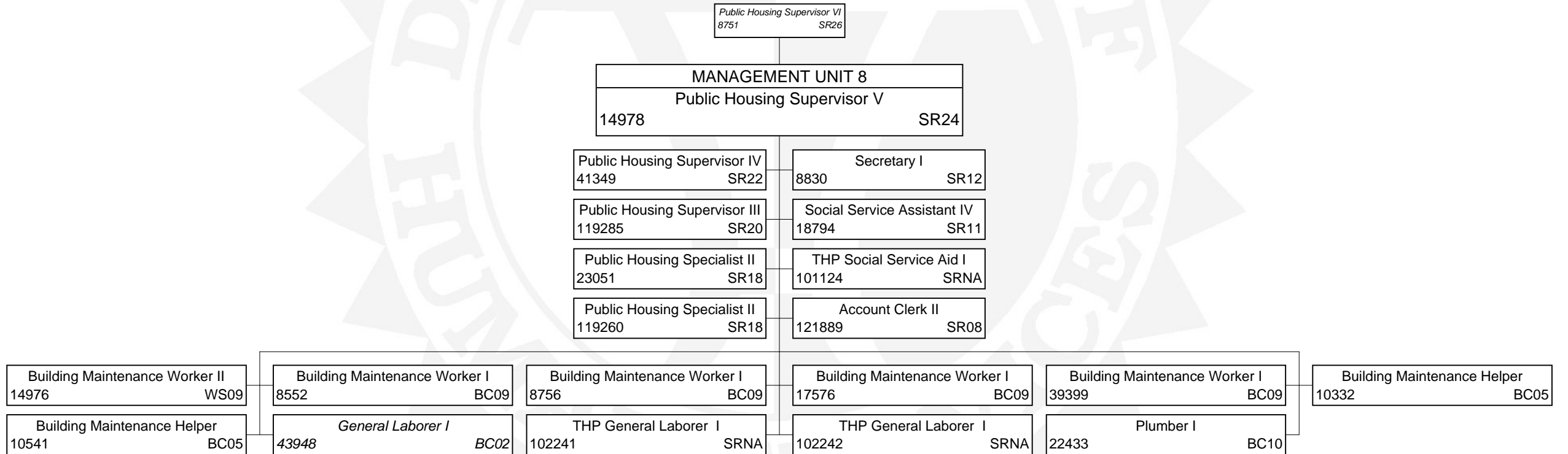
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 7

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



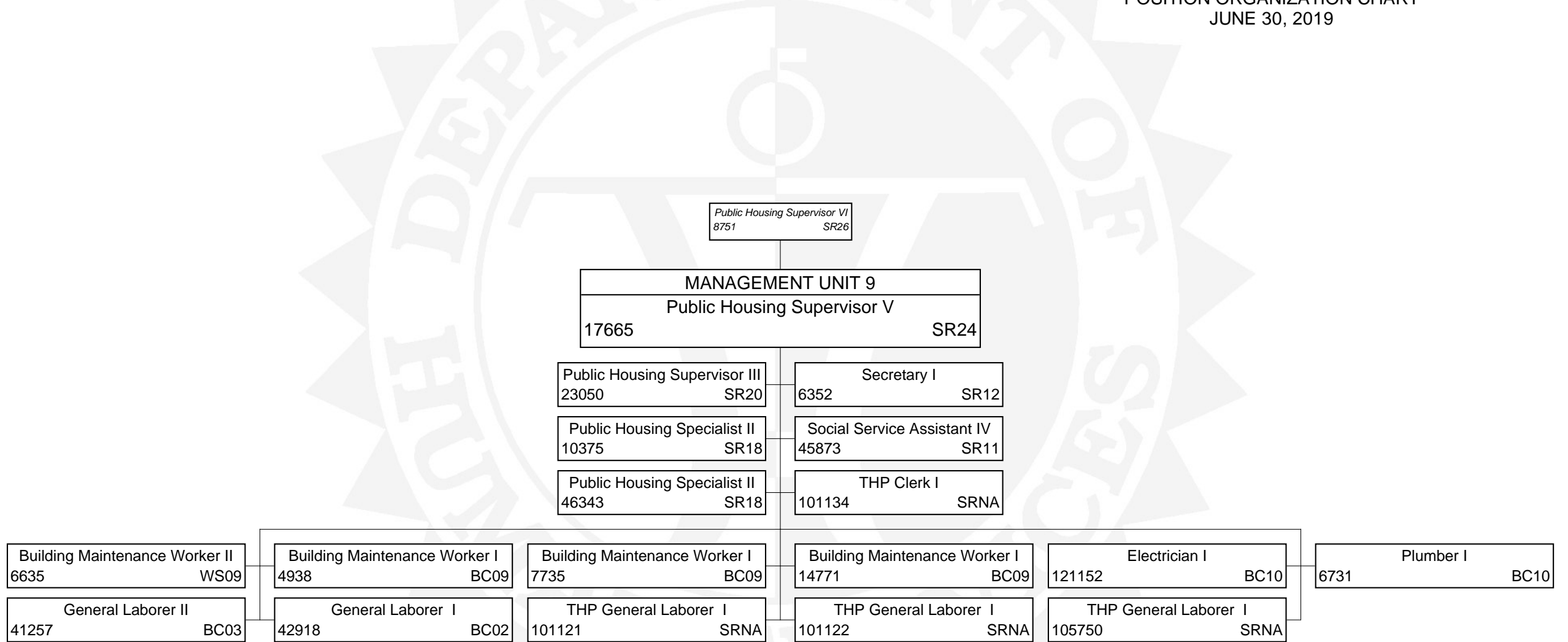
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 8

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



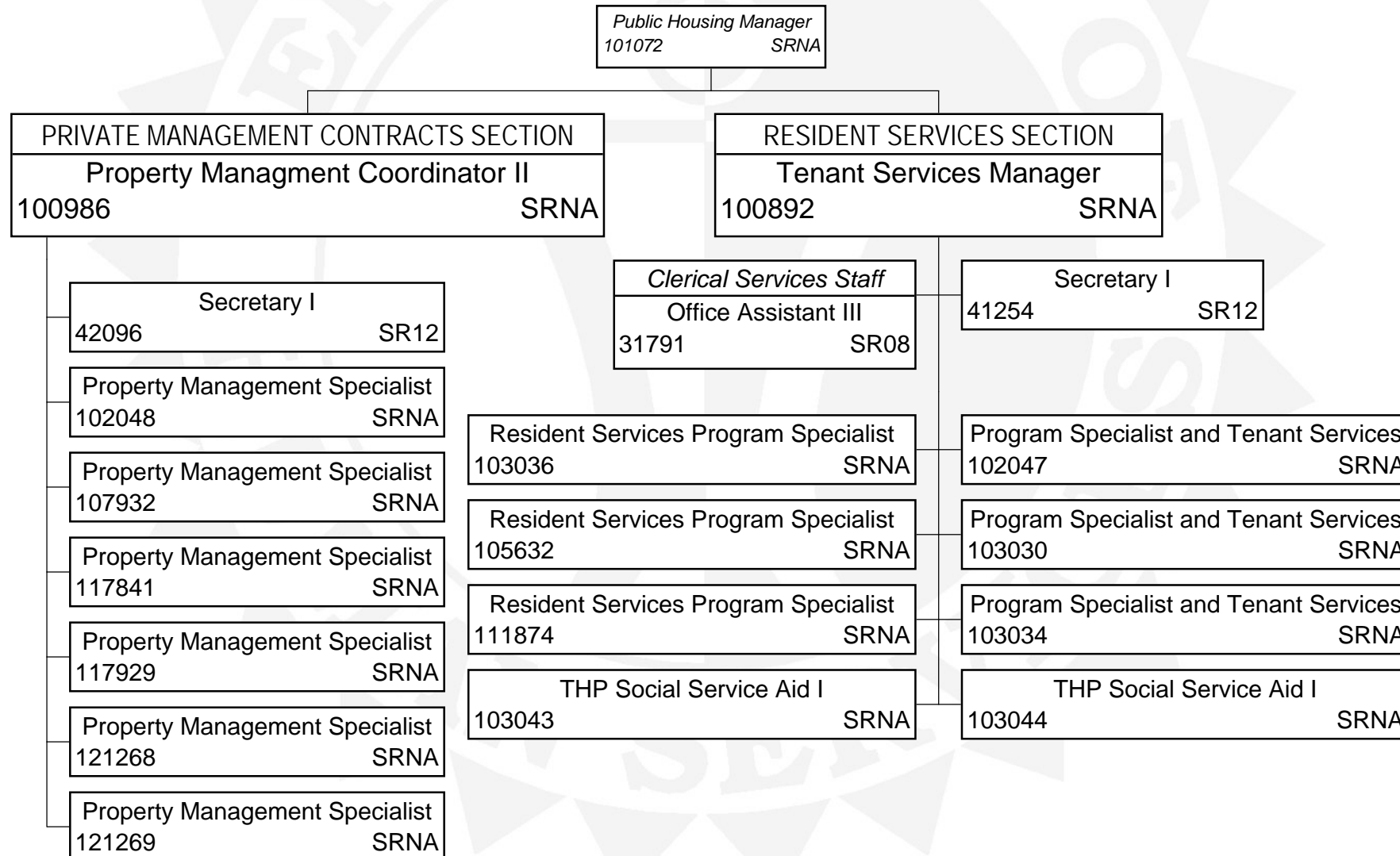
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 MANAGEMENT SECTION  
 MANAGEMENT UNIT 9

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



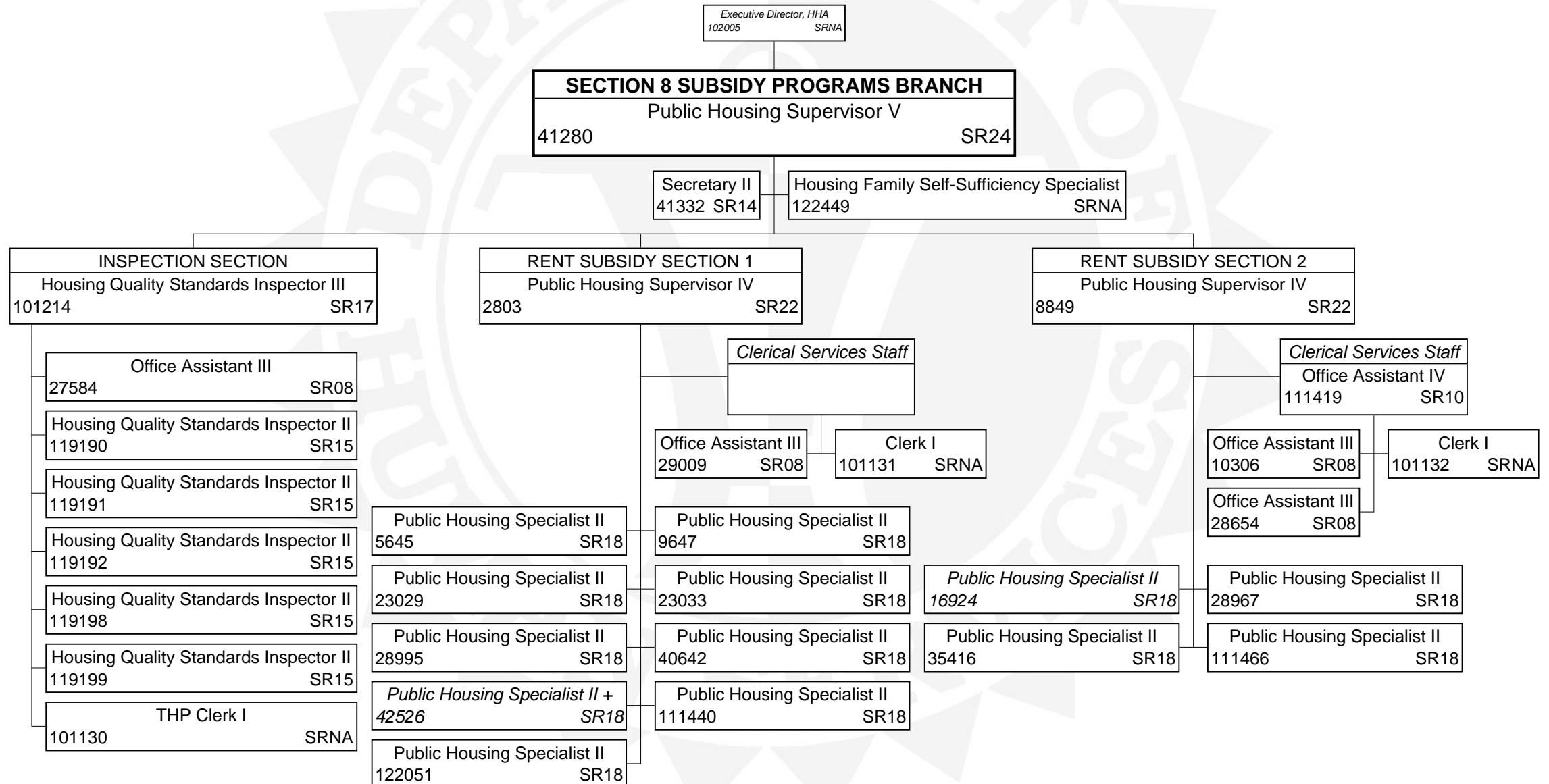
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH  
 PRIVATE MANAGEMENT CONTRACTS SECTION  
 RESIDENT SERVICES SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
*(Administratively Attached Agency)*  
 HAWAII PUBLIC HOUSING AUTHORITY  
 SECTION 8 SUBSIDY PROGRAMS BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2019





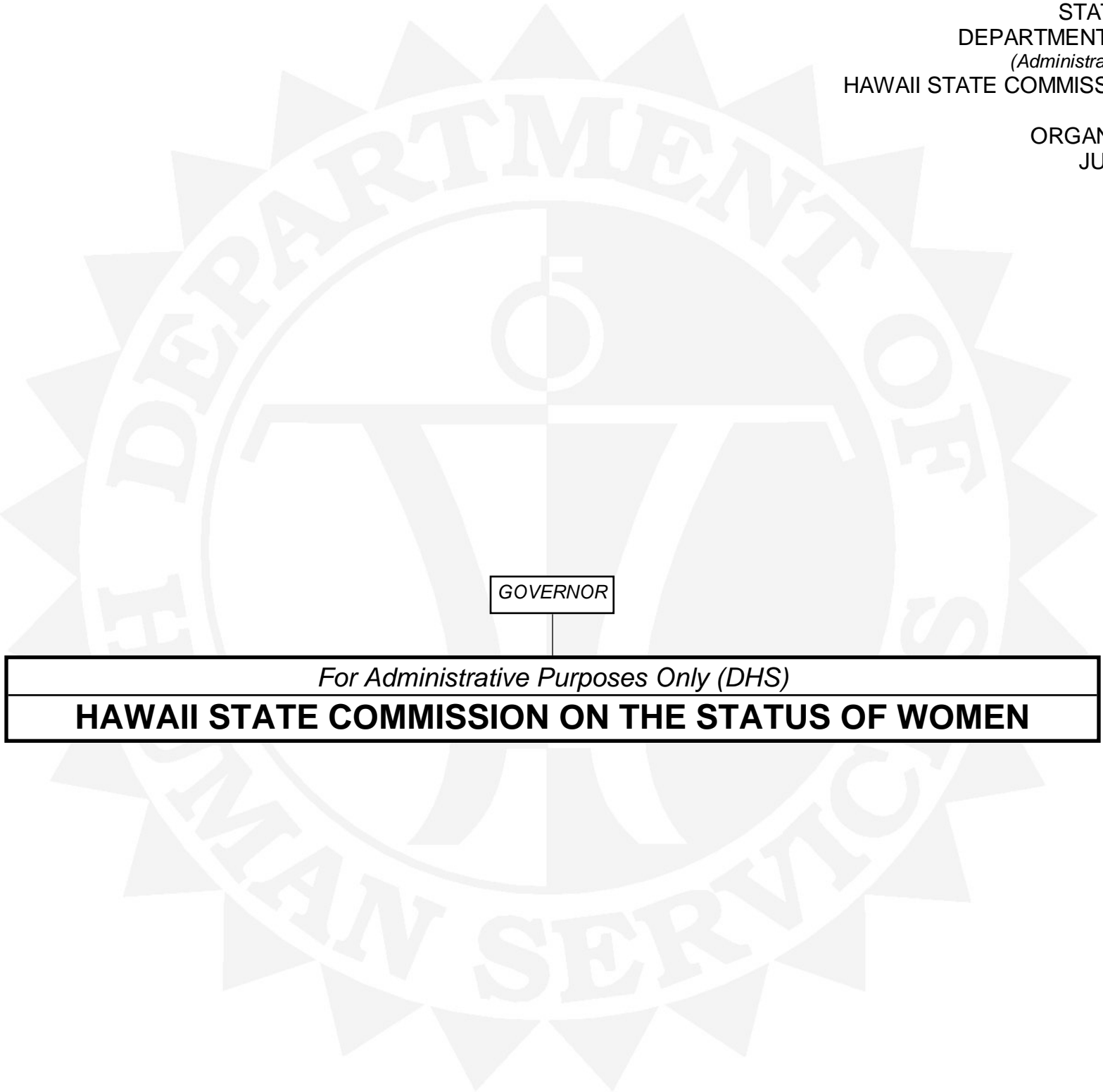
## **HAWAII STATE COMMISSION ON THE STATUS OF WOMEN**

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:

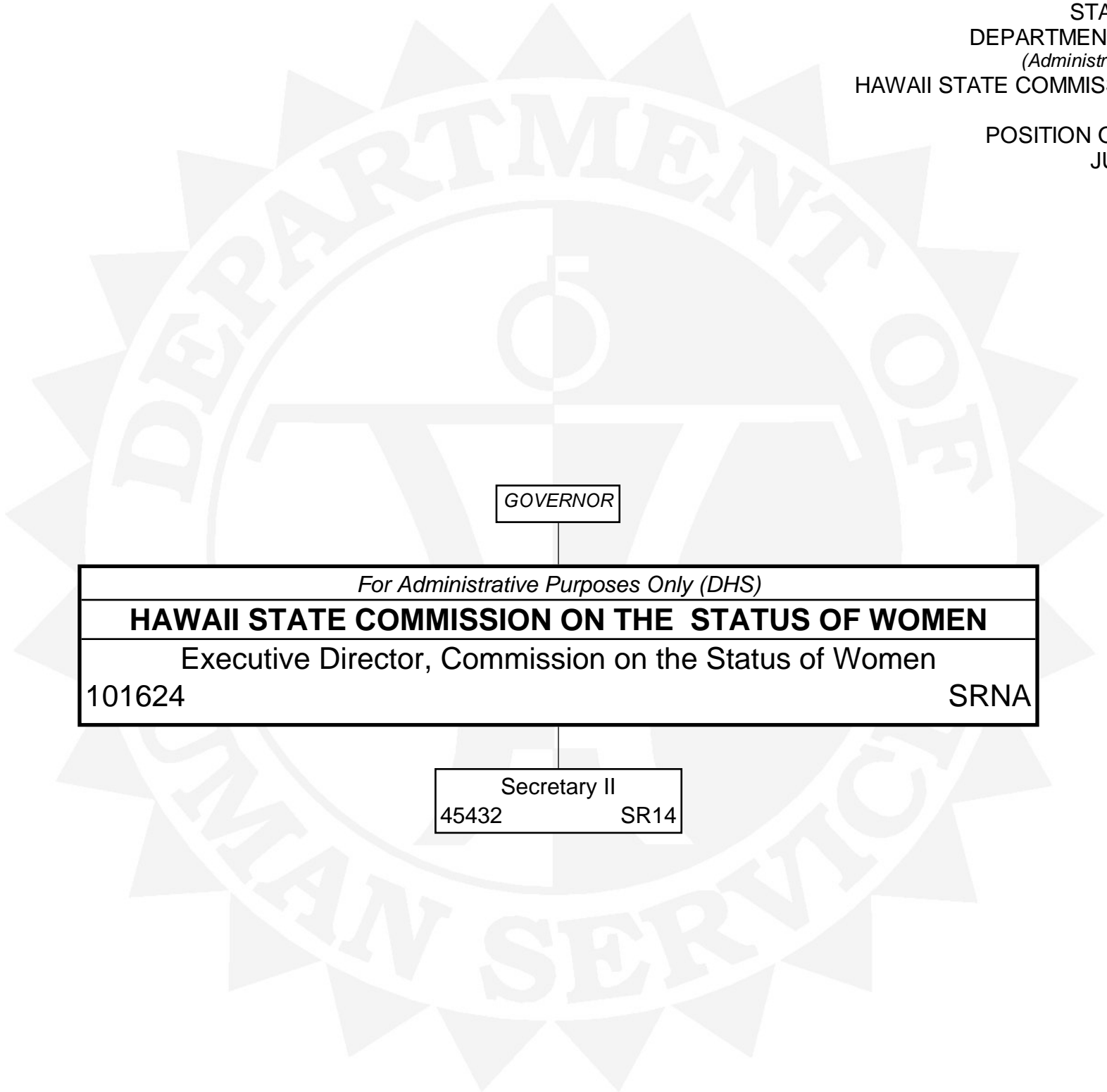
1. The agency is a strong advocate, dedicated to promoting community leadership and mobilization. Provides for the overall administration and management of all functions and activities related to the operation of the Hawaii State Commission on the Status of Women.
2. Implements programs to meet Commission-wide 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.



GOVERNOR

*For Administrative Purposes Only (DHS)*  
**HAWAII STATE COMMISSION ON THE STATUS OF WOMEN**



GOVERNOR

*For Administrative Purposes Only (DHS)*

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

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Executive Director, Commission on the Status of Women

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Secretary II  
45432 SR14

## 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.

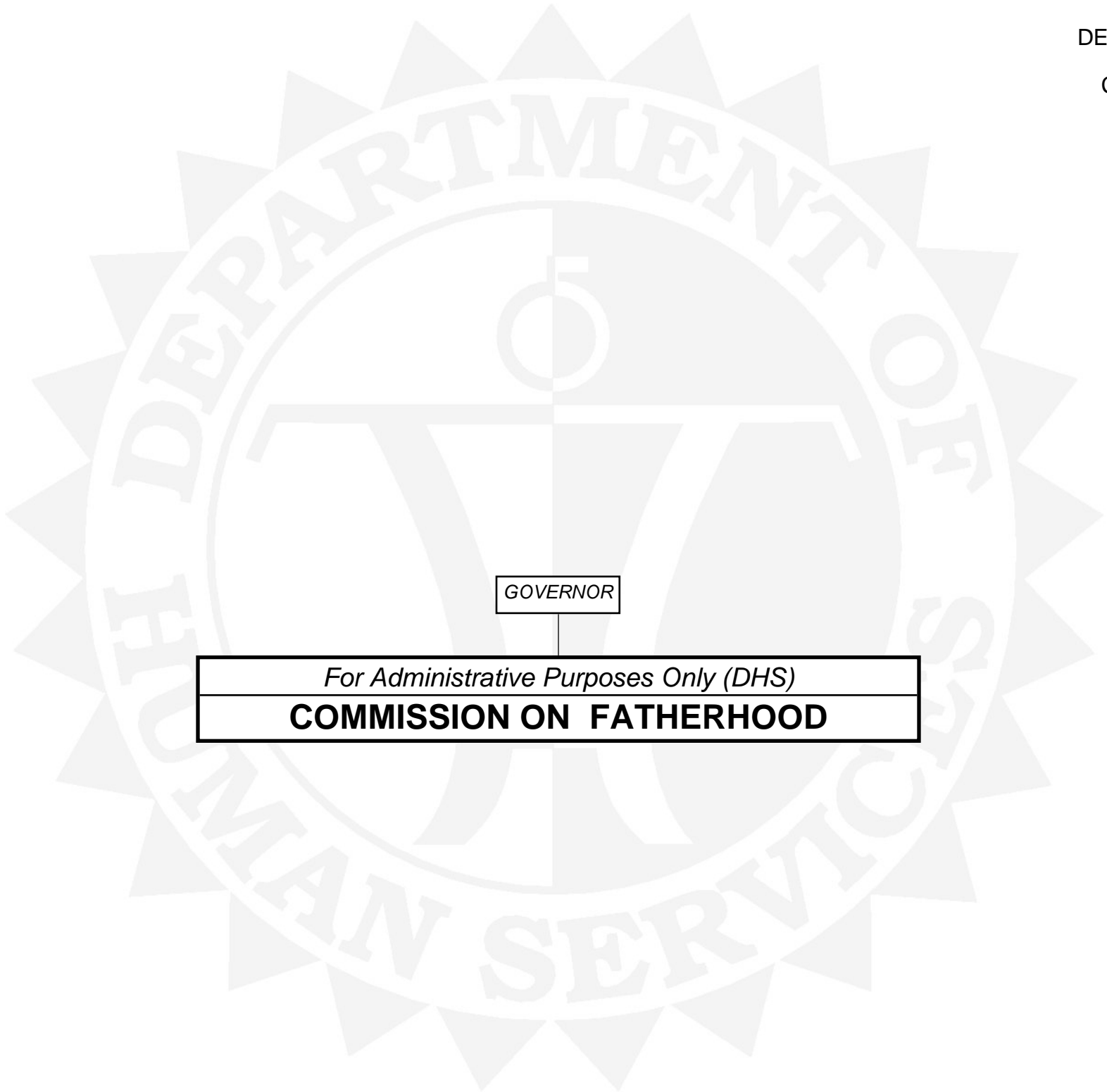
Additionally; the Commission on Fatherhood shall:

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, 2019



GOVERNOR

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

## **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.

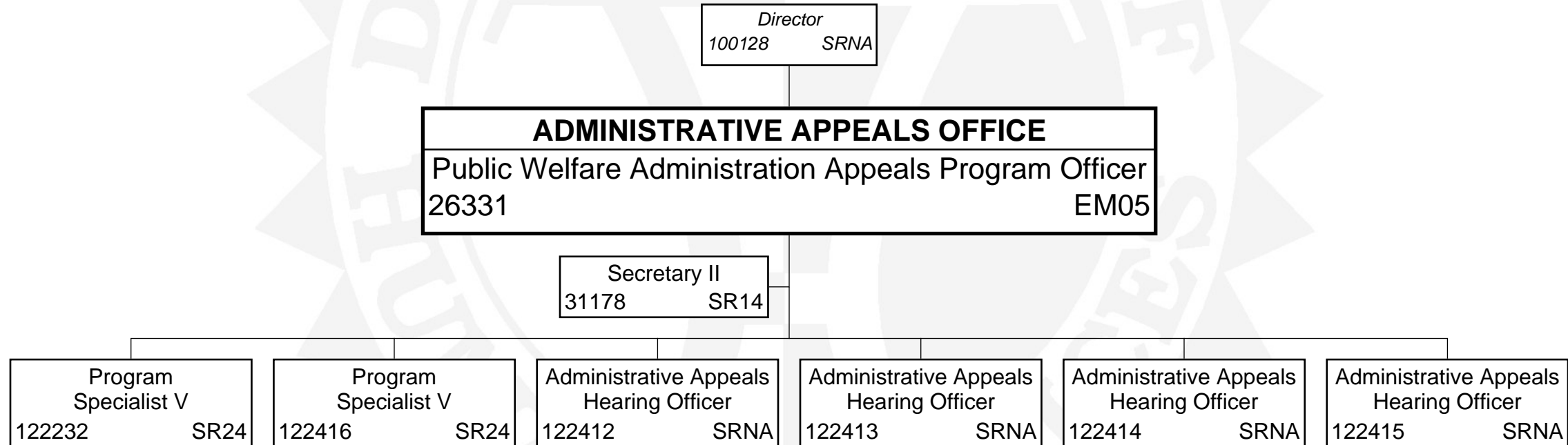
### **SECRETARY/CLERICAL SERVICES**

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.







## **AUDIT, QUALITY CONTROL, AND RESEARCH OFFICE**

The primary function of the Audit, Quality Control, and Research Office (AQCRO) is to conduct audits, research studies, and reviews of the Department's internal control systems and financial operations to safeguard the Department's assets. This office serves to ensure the Department's compliance with federal laws and regulations in monitoring the use of federal funds for services and benefits to clients. The AQCRO conducts reviews of case records and financial audits of departmental programs and operations to ascertain statutory and/or compliance with stated financial goals and objectives. The AQCRO recommends courses of action to strengthen the internal control systems of the department. The AQCRO initiates financial audits and reviews and conducts research studies on its own or in response to requests from the Director's Office, Staff Officers or Division Administrators of the DHS.

### **FINANCIAL EVALUATION STAFF**

The Financial Audit Staff (FE) 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. The FE also reviews internal control systems of the Department to ensure the proper design of systems that safeguard the Department's assets against loss from waste, fraud, error, etc.

1. The FE conducts periodic financial audits and desk reviews of federally funded subrecipients doing business with the Department, as mandated by law, and recommends corrective actions to the Director and contract administrator.
2. The FE 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.
3. The FE conducts periodic audit of the Departmental petty cash and imprest funds.
4. The FE 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.
5. The FE monitors the progress of program and staff offices in implementing corrective actions to resolve audit findings and provides the Director with periodic status reports.
6. The FE serves 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 (QC) continuously implements the quality control review systems for the Medicaid under Title XIX, as required by the federal Department of Health and Human Services (including a claims processing assessment system) and the Supplemental Nutrition Assistance Program (SNAP) under the U.S. Department of Agriculture, Food and Nutrition Service.

1. The QC 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. The QC evaluates findings generated by analytical studies and quality control reviews of sampled SNAP, Medicaid, and paid medical claims control reviews and recommends alternative corrective measures, including recommendations for training and works closely with all state and federal program managers to assist in developing corrective actions.
3. The QC 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.
4. The QC prepares required semi-annual and annual reports on quality control reviews and claims processing for the federal offices and program managers.
5. The QC operates and maintains the Supplemental Nutrition Assistance QC Data Processing System mandated by the federal government.
6. The QC serves 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 Sections 1 and 2**

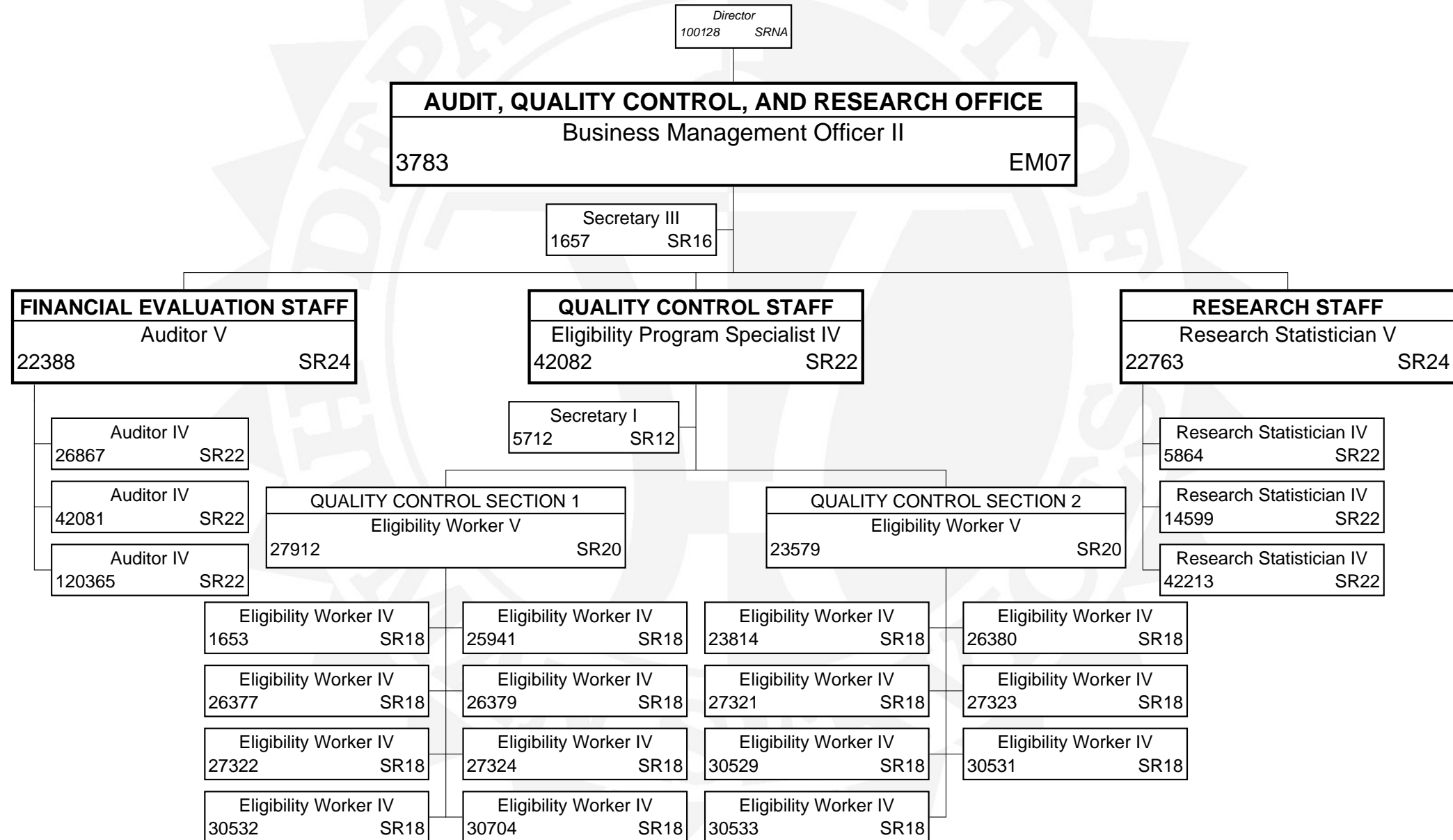
The Quality Control Sections 1 and 2 (QCS1 and QCS2) implements the quality control review systems for federal and state programs as stated above. In addition, the QCS1 and QCS2:

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 that includes the identification of the specific errors and recommendations for corrective action and reports its findings as deemed appropriate.
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 and reports its findings as deemed appropriate.
8. Conduct quality control and related analysis, as assigned for programs administered by the department.
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.

## **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.



## **BUDGET, PLANNING, AND MANAGEMENT OFFICE**

The primary function of the Budget, Planning, and Management Office (BPMO) is to strengthen the Department's overall administrative and management capabilities to provide the means necessary for the Department to make rational programmatic and management decisions with respect to planning, implementing and sustaining public programs; setting program levels; and using human resources, materials, and equipment efficiently and effectively. The BPMO conducts studies, analyses, management evaluations, and reviews of departmental programs and operations to ascertain statutory and/or regulatory compliance, appropriate budgetary levels, and achievement of stated goals and objectives. The BPMO recommends courses of action to improve and enhance the efficacy of departmental programs, and ensure delivery of quality services to program clients. The BPMO conducts program management evaluation and assessment activities in response to or by request from the Director's Office, Staff Officers or Division Administrators of the DHS.

### **BUDGET STAFF**

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

The Budget Staff coordinates, reviews, evaluates, analyzes, and makes recommendations with respect to the Department's multi-year program and financial plans and budget requests, variance reports and planned program performance for consolidation and compilation of the Director's budget package submittal to the Governor.

The Budget Staff reviews, evaluates, analyzes, and makes recommendations on position action requests; and reviews, evaluates, analyzes, 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.

The Budget Staff advises and provides training and technical assistance with respect to the preparation of program and financial plans and budget requests, variance reports, program structure and expenditure plans and coordinates the preparation and submittal of budget testimony to the appropriate legislative committees.

The Budget Staff prepares requests for quarterly allotment of funds (A-19's) and requests to transfer funds between programs (A-21's).

The Budget Staff conducts program budget analysis and develops alternatives for resource allocations for the departmental managers and program administrators.

The Budget Staff serves 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.

### **PLANNING STAFF**

The Planning Staff is responsible for recommending plans and priorities to the Director and for the coordination and implementation of these plans.

The Planning Staff translates the mission or purpose of the Department into operational goals and objectives, translates the policies and strategies that will govern the acquisition, use, and disposition of resources to achieve operational goals (strategic planning) and formulates plans for the development of resources to achieve established objectives (tactical planning). The Planning Staff oversees and coordinates the development of contingency plans and strategies to meet Departmental goals and objectives and recommends priorities to the Director.

The Planning Staff assists in developing measurable statements of attainable outcome within the framework of operational goals (Division objectives). The Planning Staff periodically reviews the Department's long-range plans and makes adjustments as necessary; recommends policy and administrative changes that would provide for greater simplicity, equity, and cost-effectiveness of programs in meeting objectives.

## **PROGRAM AND MANAGEMENT EVALUATION STAFF**

The Program and Management Evaluation Staff (PME) conducts, reviews, evaluates, analyzes, develops, advises, and promotes improvement in managerial policies, practices, methods, procedures, and organizational structure that includes in-depth analysis and evaluation of the Department's program objectives, work distribution, assignment of functions, responsibilities, and management control systems. The PME Staff provides consultation and technical management services relating to organization, procedures, work methods, and space and resource utilization to improve the efficacy and effectiveness in achieving program objectives of the organization and to accomplish economy and savings in operating costs.

The PME Staff plans, directs, conducts, develops, advises, promotes, and coordinates analytical studies in any or all areas of programs and operations administered by the Department.

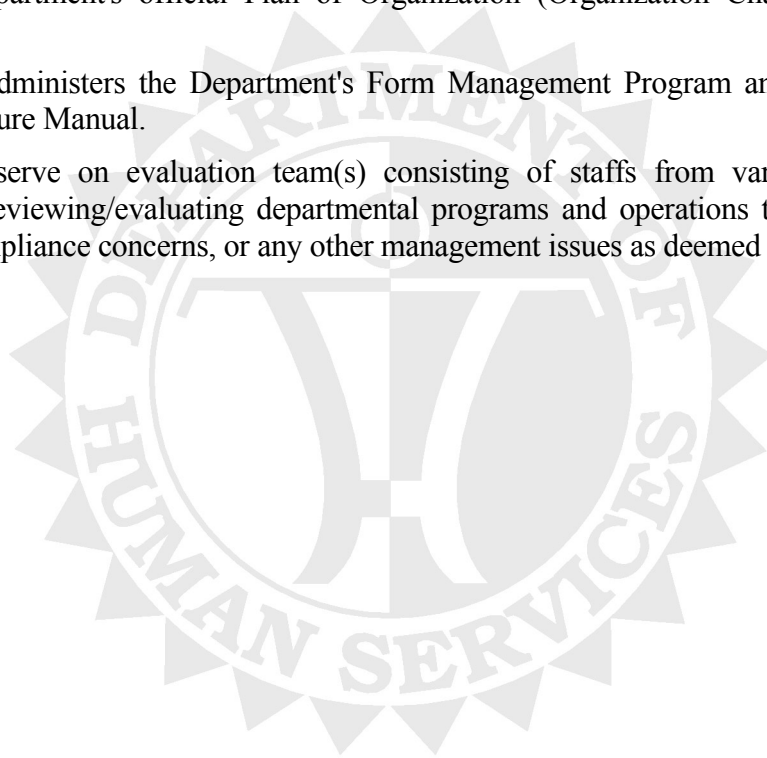
The PME Staff plans, directs, conducts, develops, and coordinates the proposals for changes to the organization's structure and functions; and management evaluations in methods and procedures for the administration and management of programs and participates in its implementation.

The PME Staff plans, directs, conducts, coordinates, reviews, analyzes, advises, and evaluates the Department's administrative policies and procedures and recommends improvements or corrective actions including the effective use of resources, time and space.

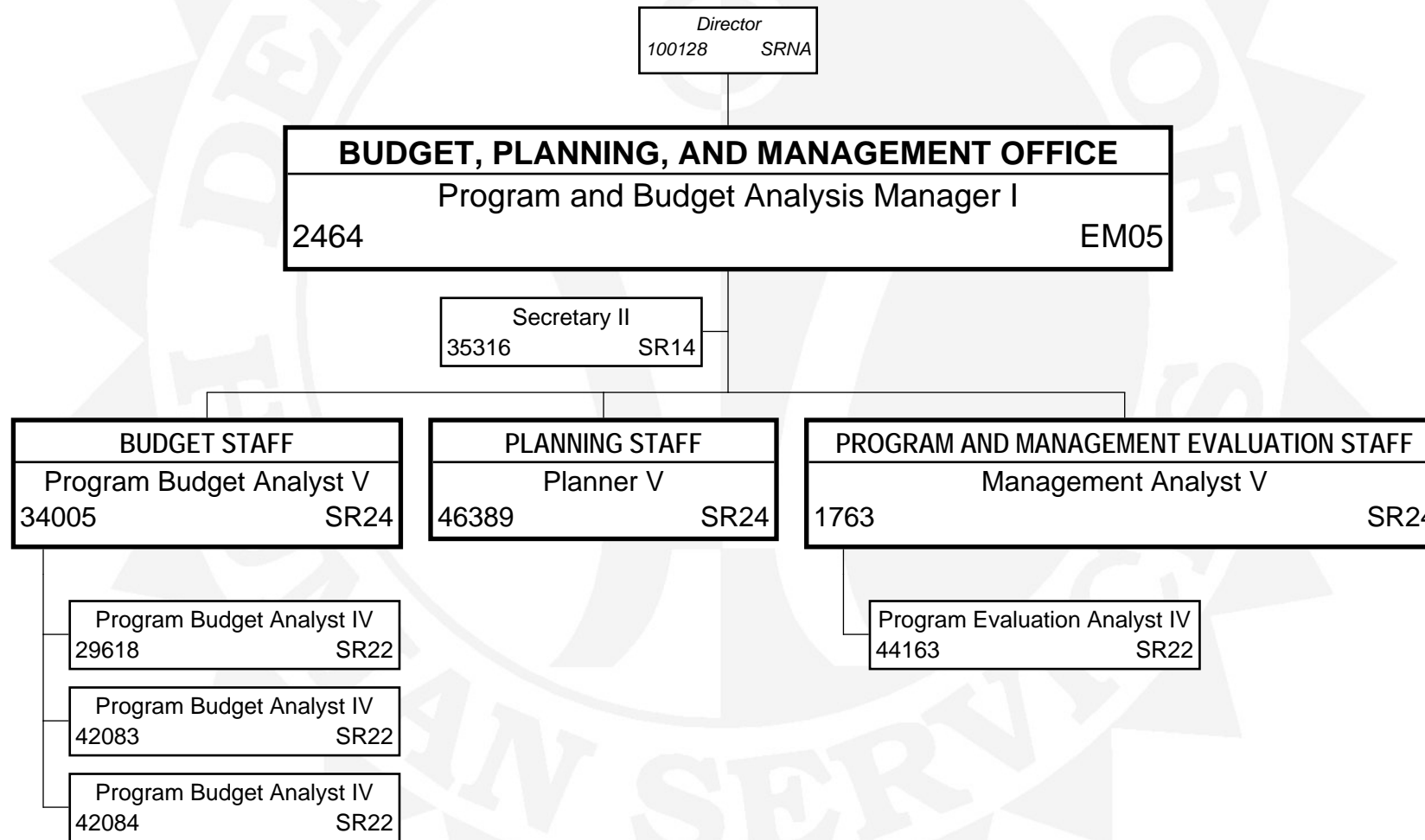
The PME Staff plans, conducts, coordinates, develops, reviews, analyzes, evaluates, maintains, and publishes the Department's official Plan of Organization (Organization Charts and Functional Statements).

The PME Staff administers the Department's Form Management Program and the Department's Policy and Procedure Manual.

The PME Staff 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, or any other management issues as deemed necessary.



POSITION ORGANIZATION CHART  
JUNE 30, 2019



## **FISCAL MANAGEMENT OFFICE**

The Fiscal Management Office provides staff assistance and advisory services in the administrative functions of fiscal management and financial support services. The Fiscal Management Office formulates policies, procedures and administers the central accounting, inventory management and purchasing programs for and within the department; provides consultative and technical financial management services; provides duplication and reproduction services; typing and related office services to departmental office staff. The Fiscal Management Office also:

1. Administers the Department's Records Management Program.
2. Coordinates the allocation and reallocation of office space and the rental of spaces.
3. Receives, sorts and does the daily distribution of the department's mail.
4. Maintains and updates the departmental telephone directory.

### **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 monthly statements to recipients for welfare overpayments.
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), 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;
2. The allocation of departmental costs to federal programs.
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.

## **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**

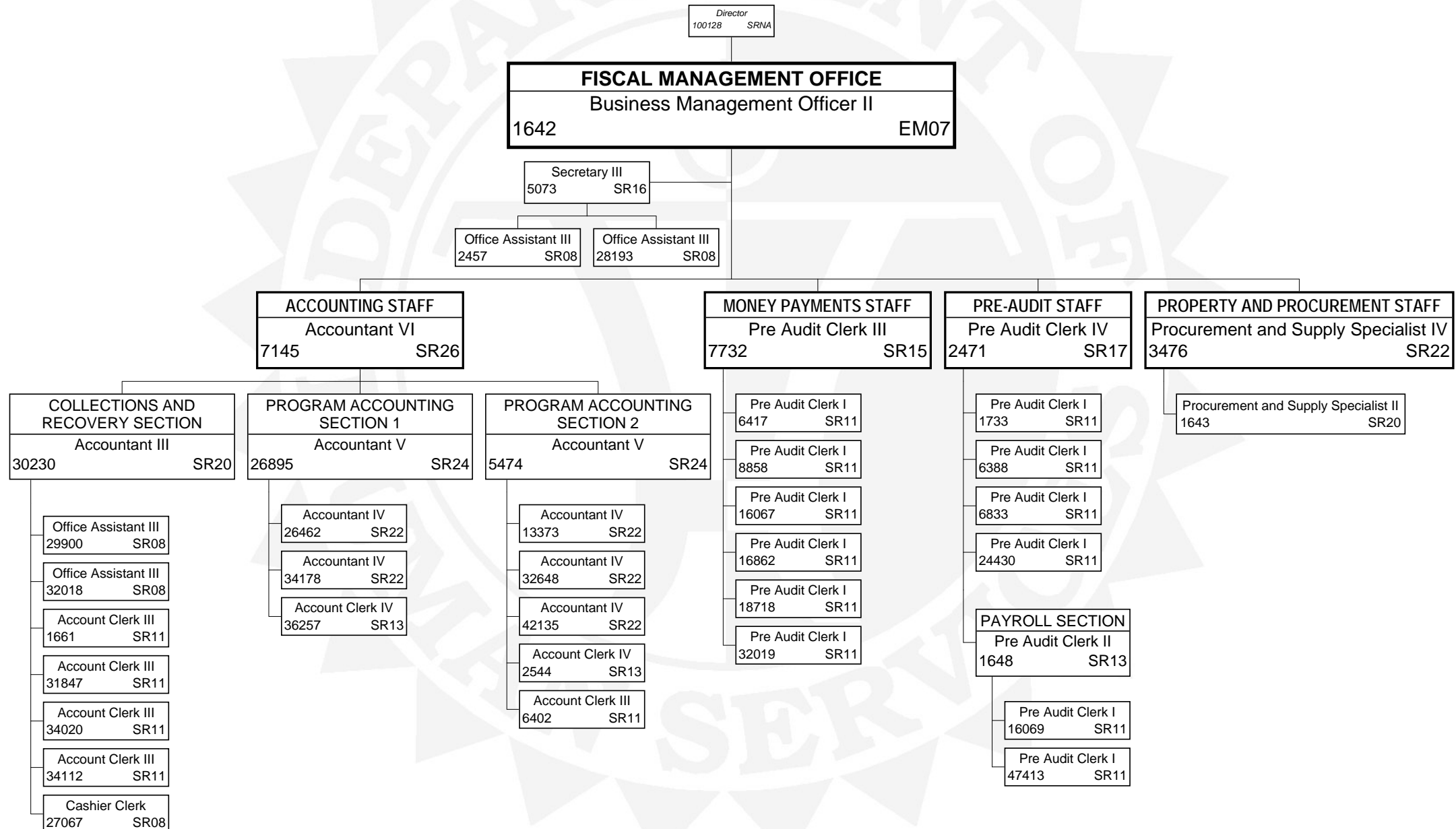
The Payroll Section pre-audits and processes payroll encumbrances and payroll claims for the department. It provides technical advice, training, and assistance to departmental management and personnel on matters relating to payroll; certifies all payroll claims for the department, maintains centralized 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. Conducts post audit studies, or other monitoring activity to encourage compliance with all applicable procurement related laws, rules and policies. Develop workshops, tools, procedures and techniques, as required to ensure *strict* compliance throughout the department.
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.
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.



## **HUMAN RESOURCES OFFICE**

The Human Resources Office manages the human resources programs of the department including recruitment, examination and placement, position classification and pricing analysis, labor relations, civil rights, employee relations and safety, employee training and development, human resources 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 monitors all claims for accidents and illnesses reported as being eligible for Accidental Injury Leaves and/or Workers' Compensation disability. Works with the Department of Human Resources Development's Employee Claims Division (ECD) to monitor on-going disability medical reports and rehabilitation efforts for appropriateness and conformity with workers' compensation and civil service laws as well as departmental and state human resources rules and regulations, and applicable bargaining unit agreements.
3. Coordinates with ECD and 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 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 human resources 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 Attorney General's Office 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 Human Resources Development.
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 Merit Appeals Board 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 human resources transactions.

1. Initiates all Employee Personnel Action(s) (EPAR) processing transactions.
2. Maintains employees' human resources records for the department.
3. Maintains a system for reporting of employee performance evaluations.
4. Audits Notification of Temporary Assignment forms (Form 10), in accordance with applicable bargaining unit contracts, statute, policy and procedure, or executive orders.
5. Compiles and consolidates data for, and prepares, various human resources reports.
6. Advises program managers and departmental staff on the interpretation and application of rules, policies, procedures, agreements, directives, and guidelines involving unit's area of responsibility.
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 working relationship with other state agencies concerning the unit's areas of responsibility.
10. Determines eligibility for the Temporary Disability Benefits Plan for employees.
11. Audits leave records and Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation form (Form G-2).

## **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, human resources 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 Human Resources Development, 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.
10. Conducts background and suitability investigations on prospective new hires and employees, as required by federal and state laws.

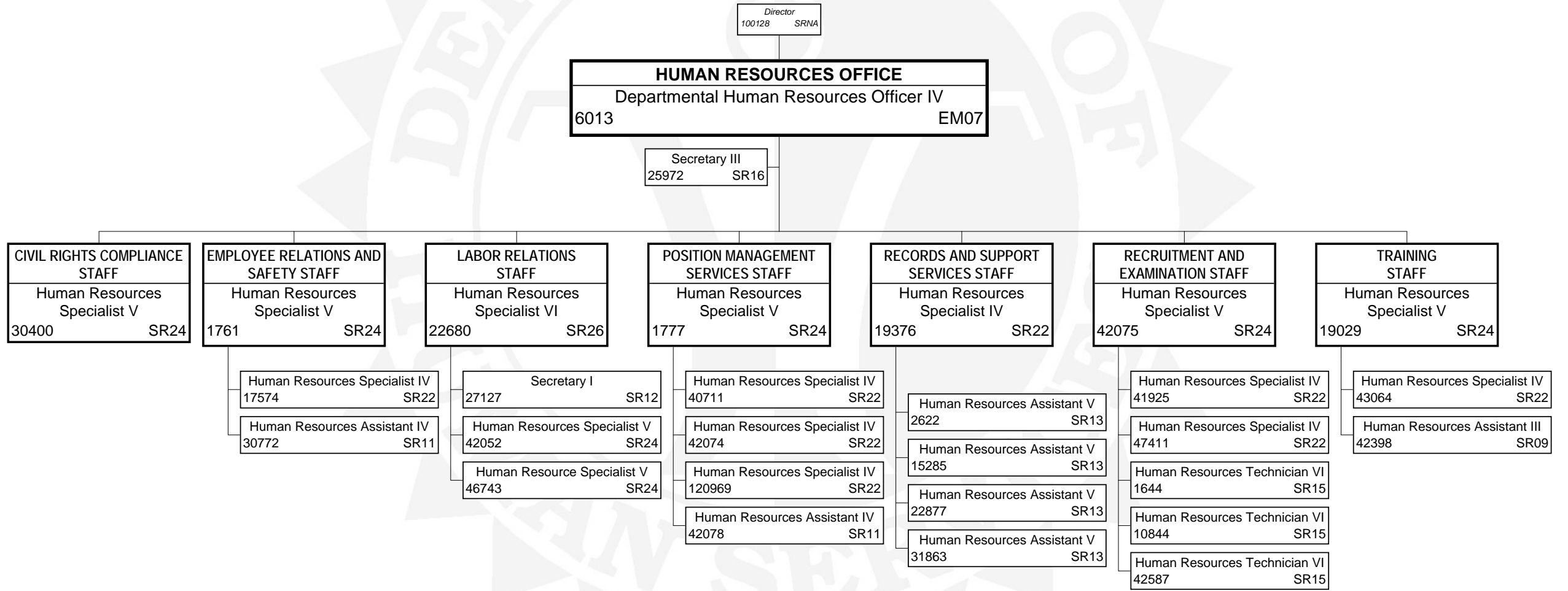
## **TRAINING STAFF**

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 Human Resources Development 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 Human Resources Development 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  
HUMAN RESOURCES OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2019



## **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 office's 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.

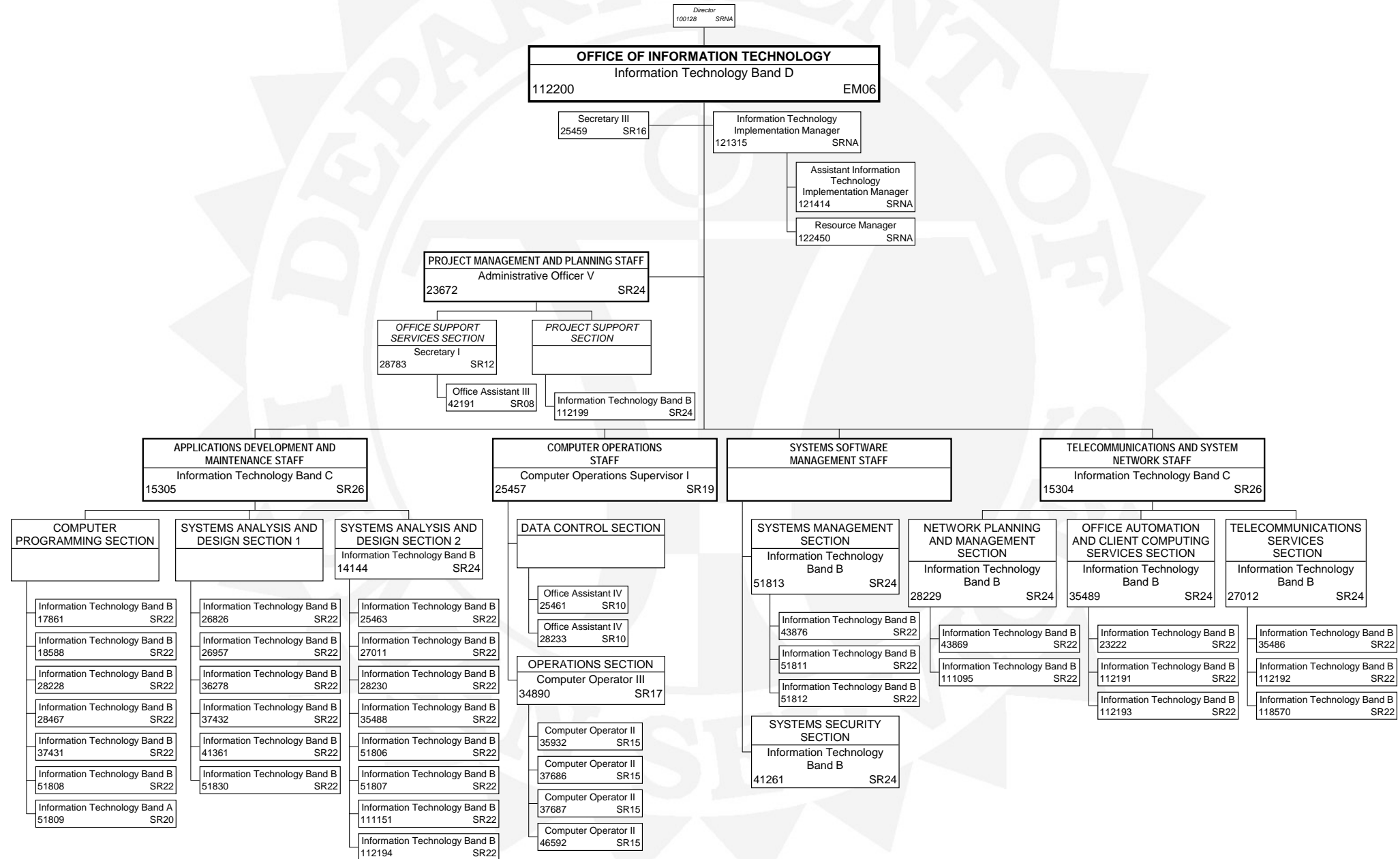
### **Office Automation And Client Computing Services Section**

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.





## **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, child care 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 (AMSO) 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 AMSO 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.

### **Systems Operations and Requirements Staff**

The Systems Operations and Requirements Staff (SORS) 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. Additionally, the SORS is the central focal point for coordinating and facilitating communication between users and the Department's Office of Information and Technology, and other staff regarding systems operational or functional problems.

### **Support Services Staff**

Under the overall direction and control of the AMSO Administrator, the Support Services Staff (SSS) plans, initiates, implements, directs, evaluates, controls, and maintains all administrative and business management functions for Division.

The SSS is responsible for preparing the budget and expenditures plan and assure that the units operate within the Department of Accounting and General Services requirements. The SSS maintains a centralized staffing control system and closed files system. The SSS evaluates clerical and 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.

## **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 childcare and programs that include the At Risk Child Care, Transitional Child Care, Child Care Development Block Grant, Child Care Licensing, Pre-Plus Program, 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 on matters pertaining to the Child Care and Development Block Grant.

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

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.
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.

### **EMPLOYMENT AND TRAINING PROGRAM OFFICE (Cont'd)**

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.
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 for 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.



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

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.

### **HOMELESS PROGRAMS OFFICE(Cont'd)**

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, Maui Staff, and Oahu Staff**

The Hawaii, Kauai, Maui, and Oahu Staffs investigate referrals and assigned cases of allegations and complaints of suspected crimes concerning the public assistance programs and participates in the investigations conducted jointly by Federal, State, and/or County law enforcement agencies. The Hawaii, Kauai, Maui and Oahu Staffs conduct the initial investigation of complaints and allegations; conduct follow-up investigations; prepare and submit reports of investigation for immediate transmission to appropriate public assistance officials.

The Hawaii, Kauai, Maui, and Oahu Staffs investigate the loss, theft, or forgery of payment warrants, Electronic Benefit Transfer payment cards, supplemental nutrition assistance, and medical identification cards with the Federal, State, County, and Municipal law enforcement agencies.

The Hawaii, Kauai, Maui, and Oahu Staffs prepare and submit reports of investigative findings; appear at proceedings to present investigative/evidentiary findings; monitor the progress of cases, and notify the Case Control Staff of the outcome or disposition.

The Hawaii, Kauai, Maui, and Oahu Staff maintain records of investigative activities.

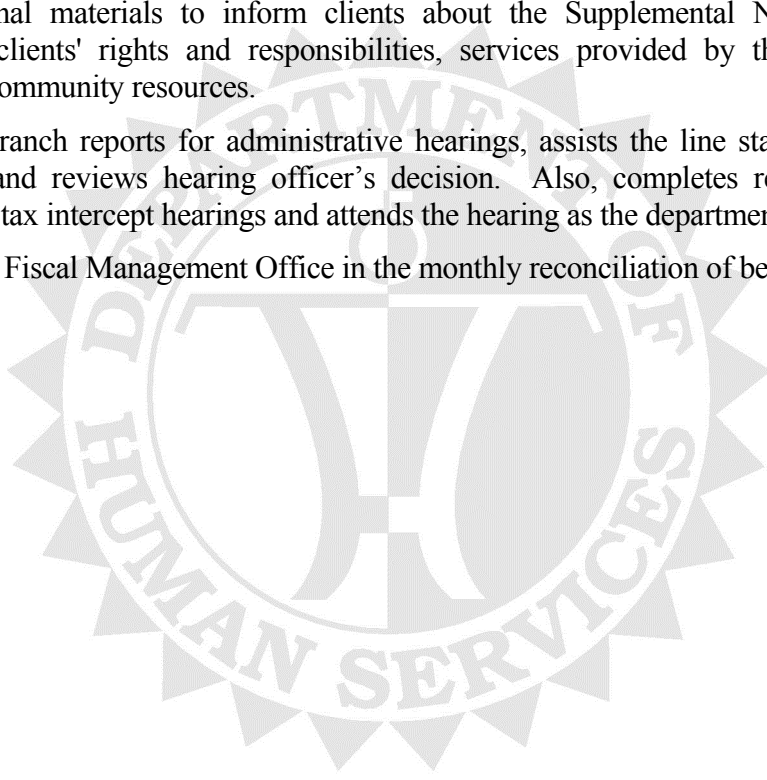
### **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE**

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.
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.

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

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 Fiscal Management Office in the monthly reconciliation of benefits issued.



## **STATEWIDE BRANCH**

Under the general direction of the Division Administrator, the Statewide Branch provides overall management and implements the Division's employment, childcare, financial assistance, and supplemental nutrition assistance programs statewide. The Statewide Branch plans, organizes, directs, coordinates, evaluate, trains, recommends changes, and maintains an organization that facilitates the efficient and effective accomplishment of the objectives of the Division. The Statewide Branch maintains good relationships with the community.

### **Staff Development Office**

Under the general direction of the Statewide Branch Administrator, 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.

### **East Hawaii, West Hawaii, Kauai, Maui, and Oahu 1, 2, 3, and 4 Sections**

The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 provides the operational direction, management, and oversight toward the implementation and execution of the Department's and BESSD plans, policies, procedures, regulations, and program objectives of the employment related, childcare services, income maintenance, and supplemental nutrition assistance programs. The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 provides, directs, coordinates, reviews, and evaluates the operations and service delivery of the subordinate processing centers and units.

The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 formulate objectives based on defined goals with the funding and resources afforded; studies, and continually appraises operations, recommends and implements changes in operational policies and/or procedures toward resolving conflicts among and between operating entities. The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 provides guidance and direction to subordinate staff in preserving, maintaining, and sustaining reasonable performance standards. The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 exercises fiscal control of funds allocated; and supervises, develops, and provides direction to subordinate staff and develops and maintains a system for management control.

The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 implements State policies, procedures and directives for budget planning, preparation, and execution of generally acceptable accounting procedures and requirements; and maintains a centralized staffing control system. The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 maintains the Sections Closed Files System and evaluates Section administrative or clerical procedures; implements changes to improve operations.

**North Hilo Processing Center Unit, South Hilo Processing Center Unit, West Hawaii Processing Center Unit, Kauai Processing Center Unit, Maui Processing Center Unit, Molokai-Lanai Processing Center Unit, KPT Processing Center Unit, OR&L Processing Center Unit, Kapolei Processing Center Unit, Waianae Processing Center Unit, Wahiawa Processing Center Unit, Waipahu Processing Center Unit, Koolau Processing Center Unit, and the Pohulani Processing Center Unit**

Under the direction of their respective Section Administration, these processing centers and units determine initial and continuing eligibility for the financial, supplemental nutrition assistance and medical programs to eligible applicants and recipients, and issue benefits to all who are eligible. These units maintains the electronic and hard copy case files, conducts reviews to determine continued eligibility, provides the general public information on the Division's Programs, takes action on complaints received, initiates adverse actions as appropriate, closes ineligible cases, and coordinates the linkage of mothers and newborns with Med-QUEST to ensure enrollment of newborns.

**Central Hilo Unit, North Kona 2 Unit, South Unit, and Maui Central Unit**

Under the direction of their respective Section Administration, these units provide a range of services to individuals applying for benefits through the Temporary Assistance for Needy Families (TANF) program, and to recipients of TANF benefits who are required to meet work activity requirements to receive benefits. These units recommend, evaluate, assess, and direct 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 clients towards achieving the goal of economic self-sufficiency. These units also provide support services, including childcare reimbursement, transportation reimbursement and work expense to eligible applicants and recipients.

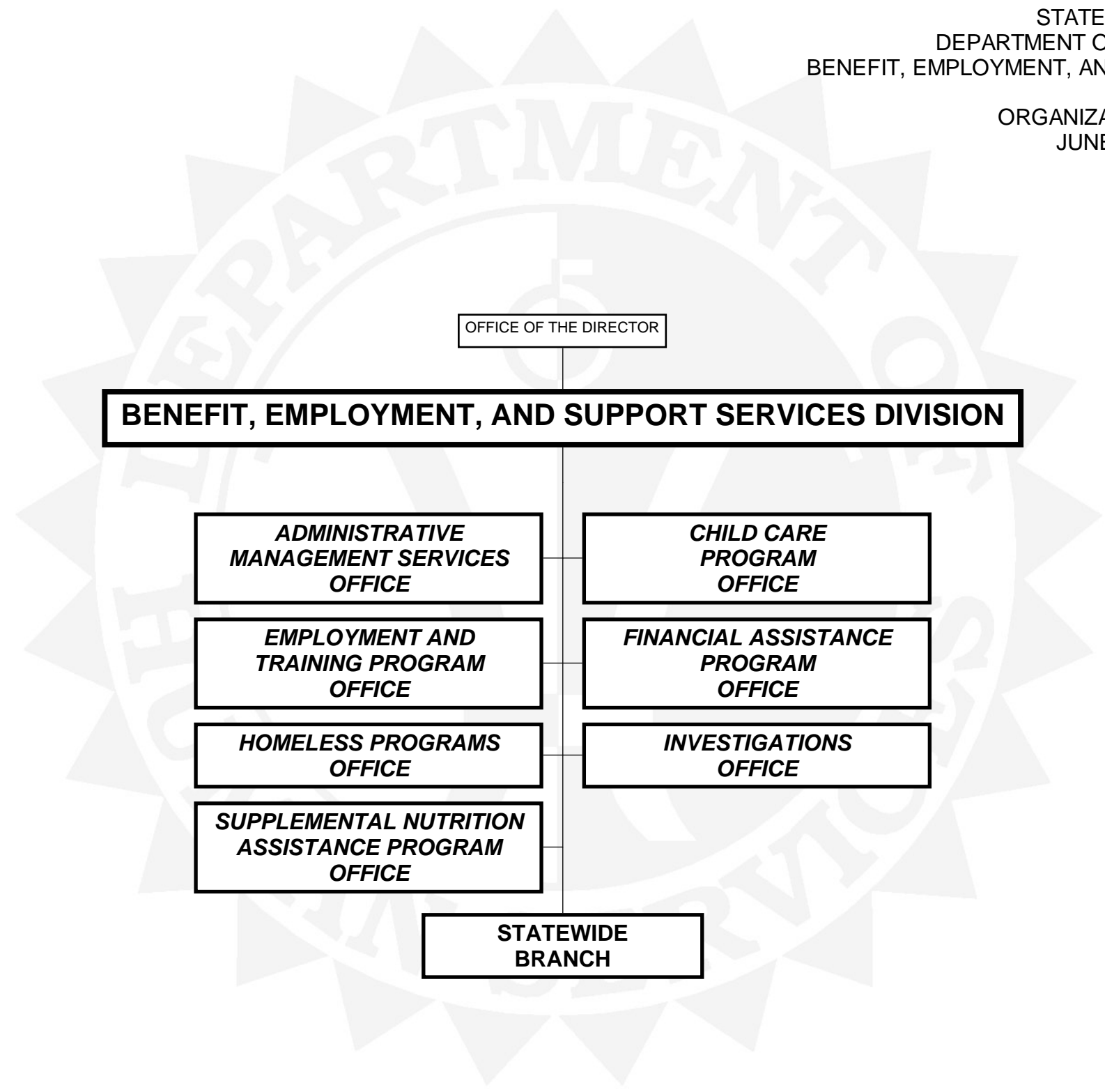
Under the direction of their respective Section Administration, these units provide regulatory oversight of childcare facilities and homes to ensure conformance to regulatory standards and safety to children. The Central Hilo Unit, North Kona 2 Unit, South Unit, and Maui Central units provide the following services: receive and process applications; conduct licensing studies; conduct assessments; monitor compliance; provide technical assistance; provide resource and referral activities; conduct investigations of complaints received by the public and take appropriate action when deemed necessary against licensed, license-exempt, and unregulated child care centers and homes; initiate legal action against the provider who is in violation of related Hawaii Revised Statutes and Hawaii Administrative Rules; and conduct background checks on all applicants, licensed and registered providers to determine the applicant's, the employee's, or the household member's risk with respect to children in care.

**Downtown First-To-Work Unit 1, Downtown First-To-Work Unit 2, Waianae First-To-Work Unit, Waipahu First-To-Work Unit, Kailua First To Work Unit, and Wahiawa First To-Work**

Under the direction of their respective Section Administration, these units provide a range of services to individuals applying for benefits through the Temporary Assistance for Needy Families (TANF) program, and to recipients of TANF benefits who are required to meet work activity requirements to receive benefits. These units recommend, evaluate, assess, and direct 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 clients towards achieving the goal of economic self-sufficiency. These units also provide support services, including childcare reimbursement, transportation reimbursement and work expense to eligible applicants and recipients.

**Child Care Licensing Unit 1 and Child Care Licensing Unit 2.**

Under the direction of their respective Section Administration, these units provide regulatory oversight of childcare facilities and homes to ensure conformance to regulatory standards and safety to children. These units provide the following services: receive and process applications; conduct licensing studies; conduct assessments; monitor compliance; provide technical assistance; provide resource and referral activities; conduct investigations of complaints received by the public and take appropriate action when deemed necessary against licensed, license-exempt, and unregulated child care centers and homes; initiate legal action against the provider who is in violation of related Hawaii Revised Statutes and Hawaii Administrative Rules; and conduct background checks on all applicants, licensed and registered providers to determine the applicant's, the employee's, or the household member's risk with respect to children in care.



OFFICE OF THE DIRECTOR

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

*ADMINISTRATIVE  
MANAGEMENT SERVICES  
OFFICE*

*CHILD CARE  
PROGRAM  
OFFICE*

*EMPLOYMENT AND  
TRAINING PROGRAM  
OFFICE*

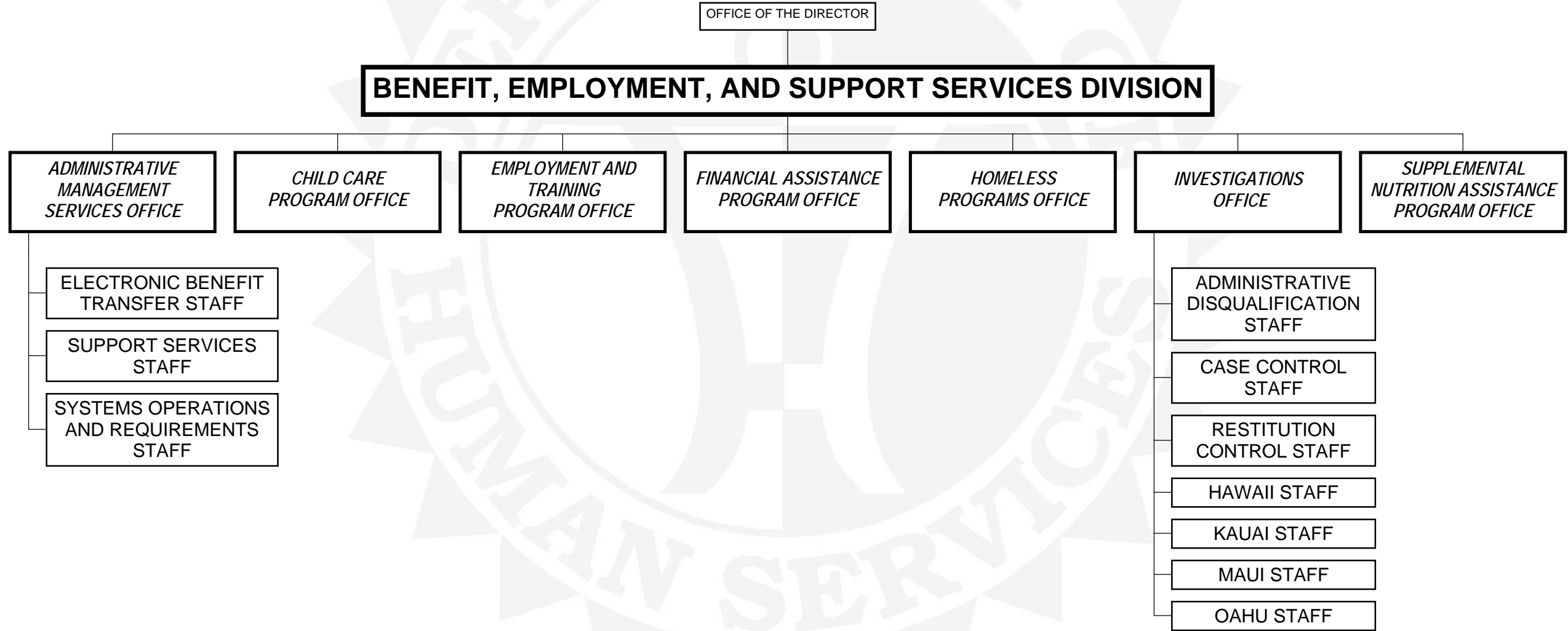
*FINANCIAL ASSISTANCE  
PROGRAM  
OFFICE*

*HOMELESS PROGRAMS  
OFFICE*

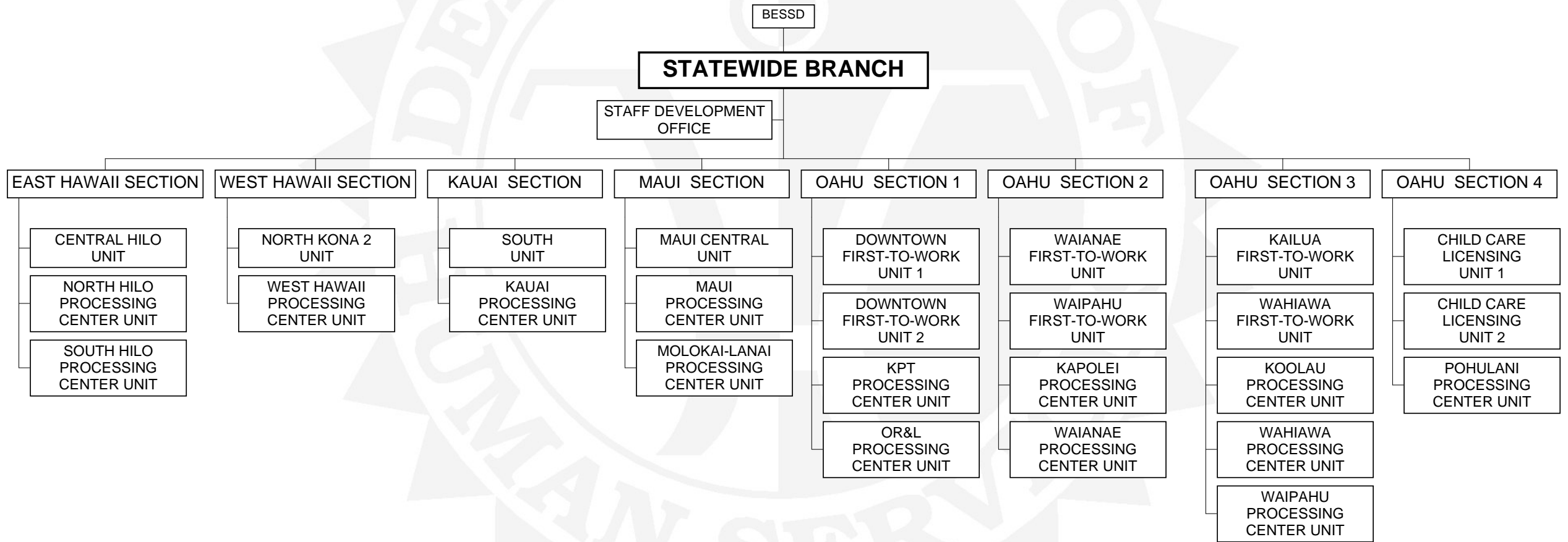
*INVESTIGATIONS  
OFFICE*

*SUPPLEMENTAL NUTRITION  
ASSISTANCE PROGRAM  
OFFICE*

STATEWIDE  
BRANCH







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

POSITION ORGANIZATION CHART  
 JUNE 30, 2019

Director  
 100128 SRNA

<b>BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION</b>		
Self-Sufficiency and Support Services Administrator		
6179		EM08
Self-Sufficiency and Support Services Assistant Administrator		
22160		EM07

14137 Secretary IV SR18

121063 Eligibility System Project Manager SRNA

45454 Secretary III SR16

122241 Eligibility System Assistant Project Manager SRNA

121176 Eligibility System Business Analyst SRNA

121177 Eligibility System Business Analyst SRNA

<b>ADMINISTRATIVE MANAGEMENT SERVICES OFFICE</b>		
General Professional VI		
1637		SR26

<b>CHILD CARE PROGRAM OFFICE</b>		
Human Services Professional VI		
23706		SR26

<b>EMPLOYMENT AND TRAINING PROGRAM OFFICE</b>		
Self-Sufficiency and Support Services Supervisor III		
46870		SR26

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

<b>HOMELESS PROGRAMS OFFICE</b>		
Program Specialist VI		
121965		SR26

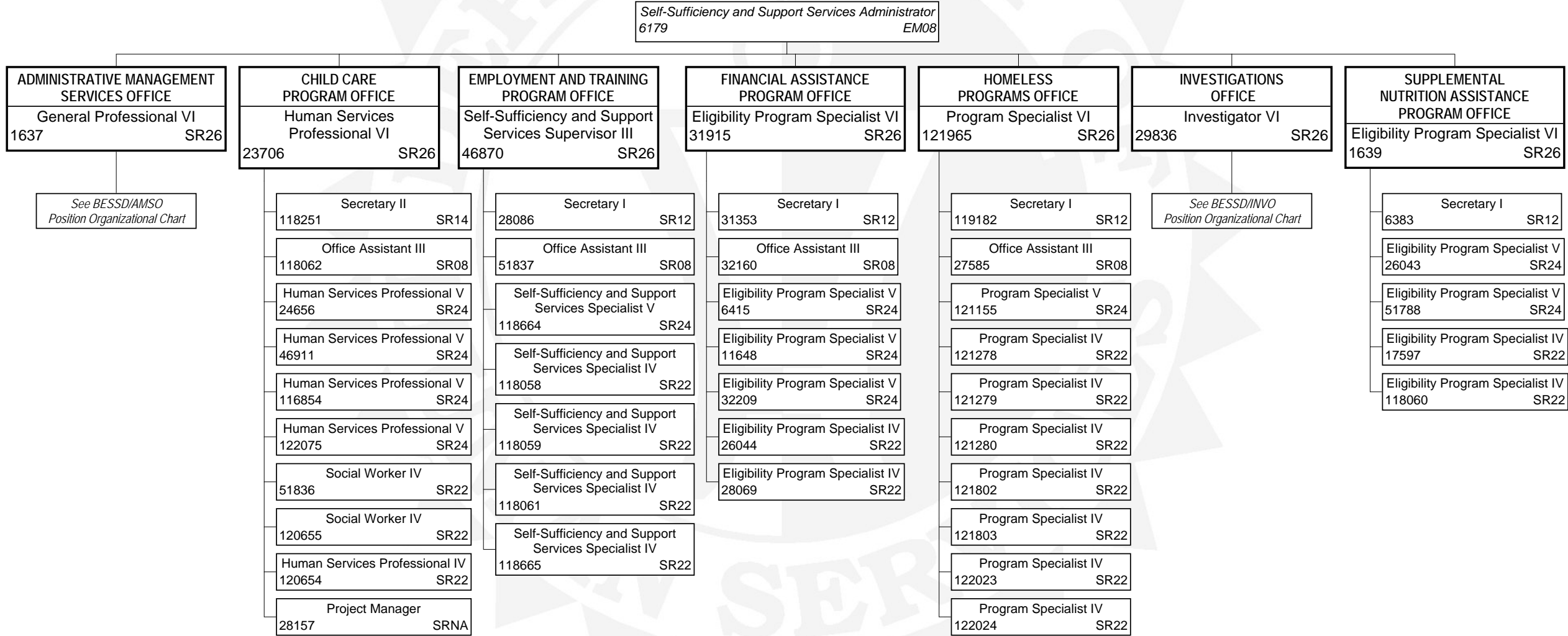
<b>INVESTIGATIONS OFFICE</b>		
Investigator VI		
29836		SR26

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

<b>STATEWIDE BRANCH</b>		
Self-Sufficiency and Support Services Manager		
46867		EM05
Self-Sufficiency and Support Services Assistant Manager		
28052		EM03

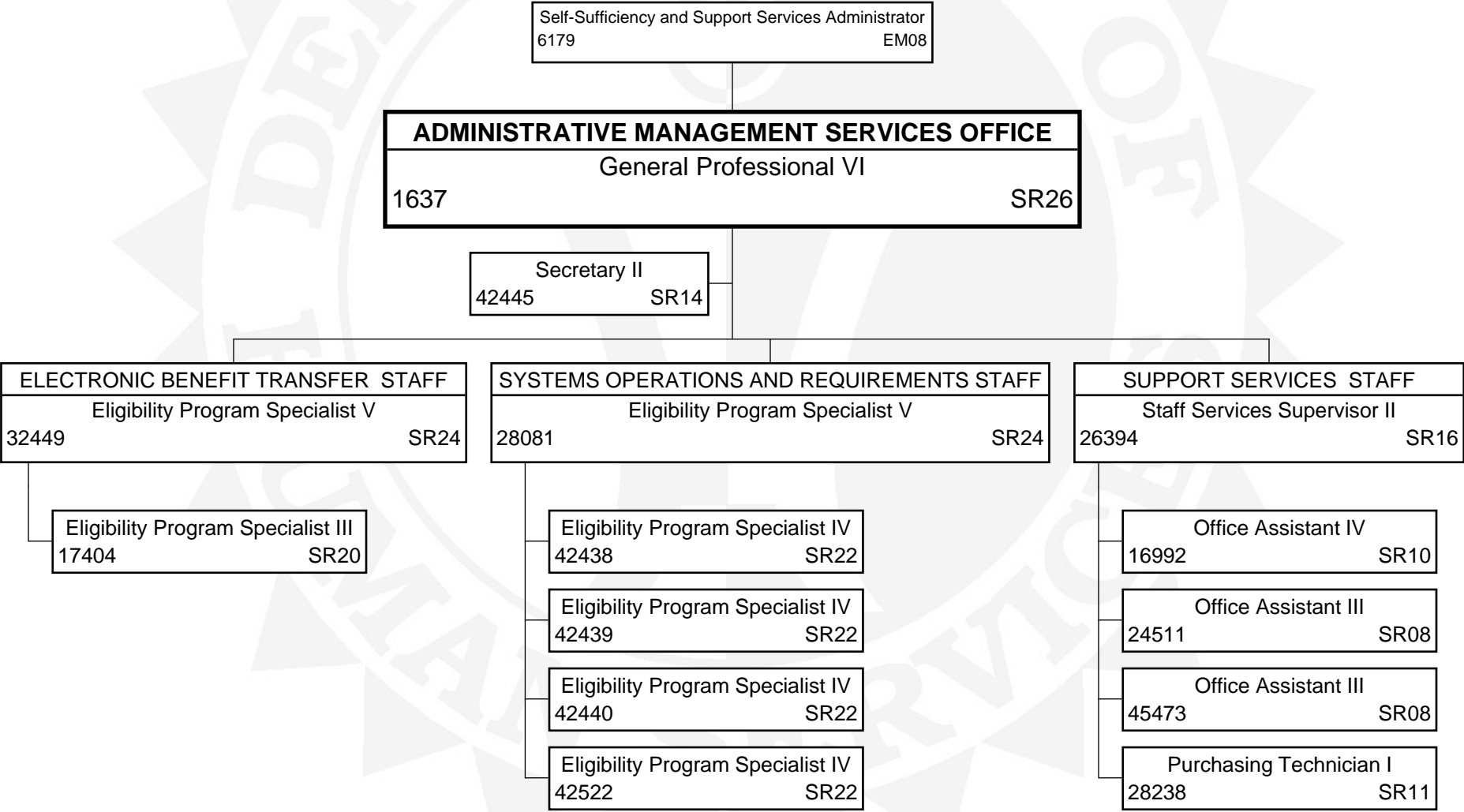
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
PROGRAM OFFICES

POSITION ORGANIZATION CHART  
JUNE 30, 2019



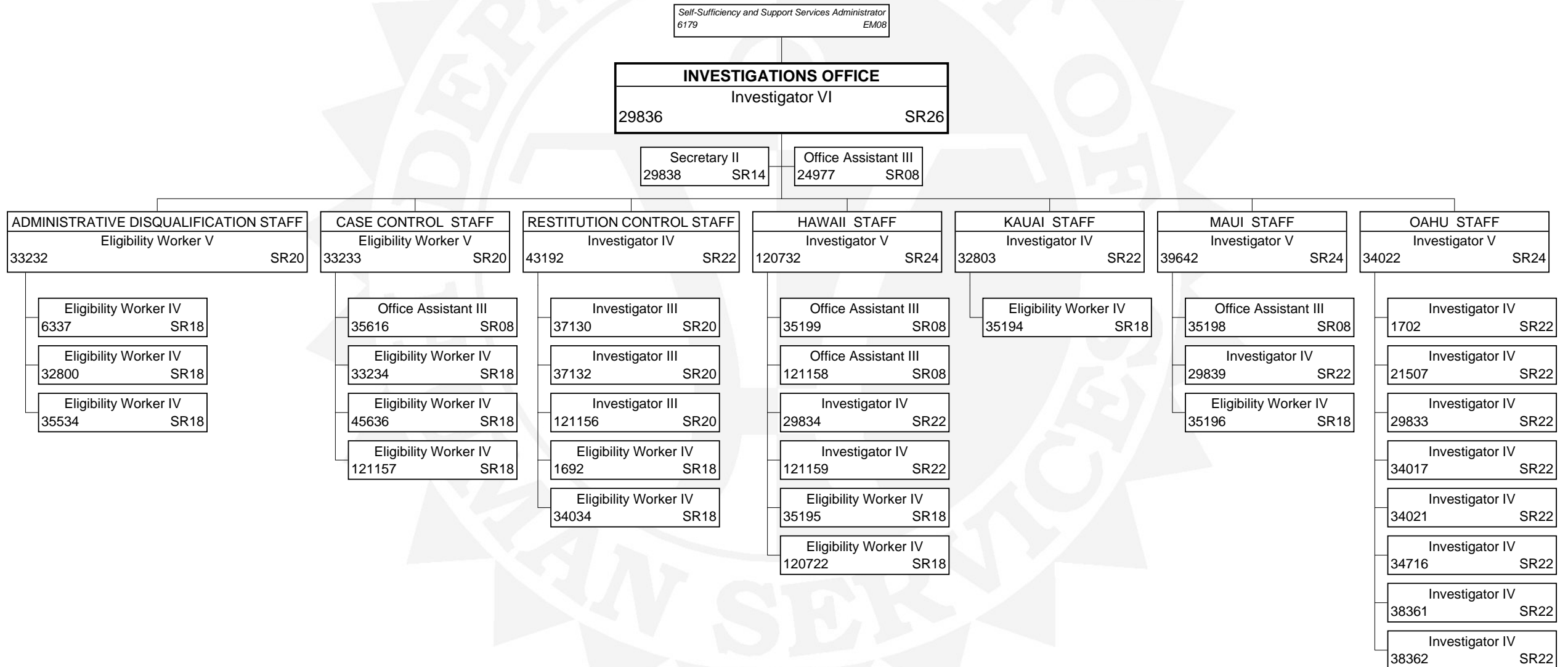
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
 ADMINISTRATIVE MANAGEMENT SERVICES OFFICE

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



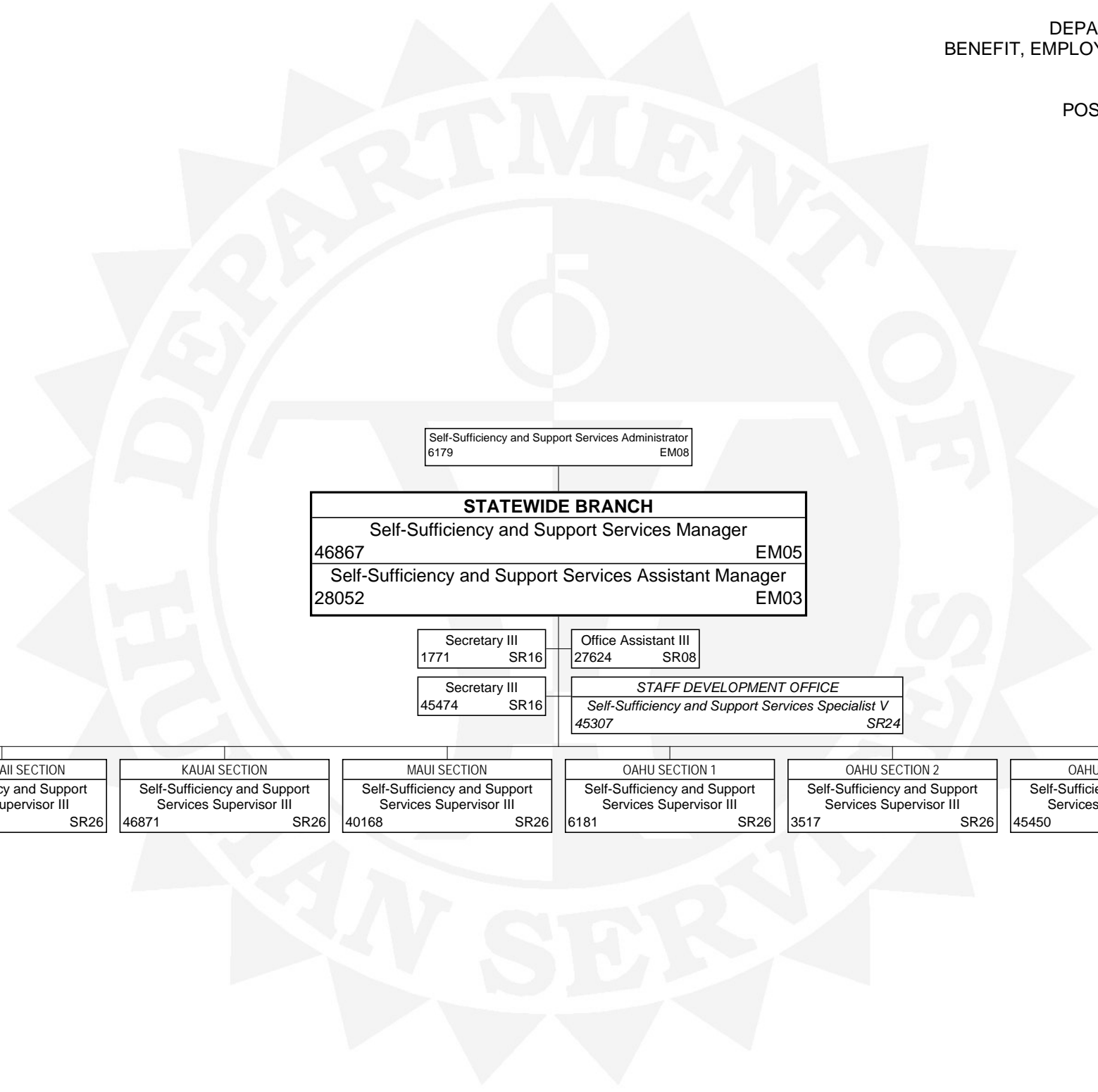
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
 INVESTIGATIONS OFFICE

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
 STATEWIDE BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



Self-Sufficiency and Support Services Administrator  
 6179 EM08

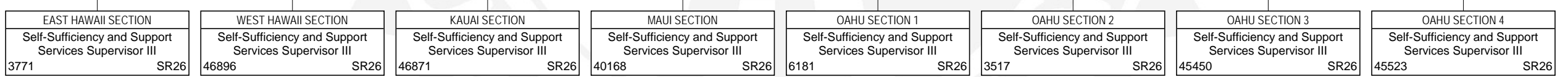
**STATEWIDE BRANCH**  
 Self-Sufficiency and Support Services Manager  
 46867 EM05  
 Self-Sufficiency and Support Services Assistant Manager  
 28052 EM03

Secretary III  
 1771 SR16

Office Assistant III  
 27624 SR08

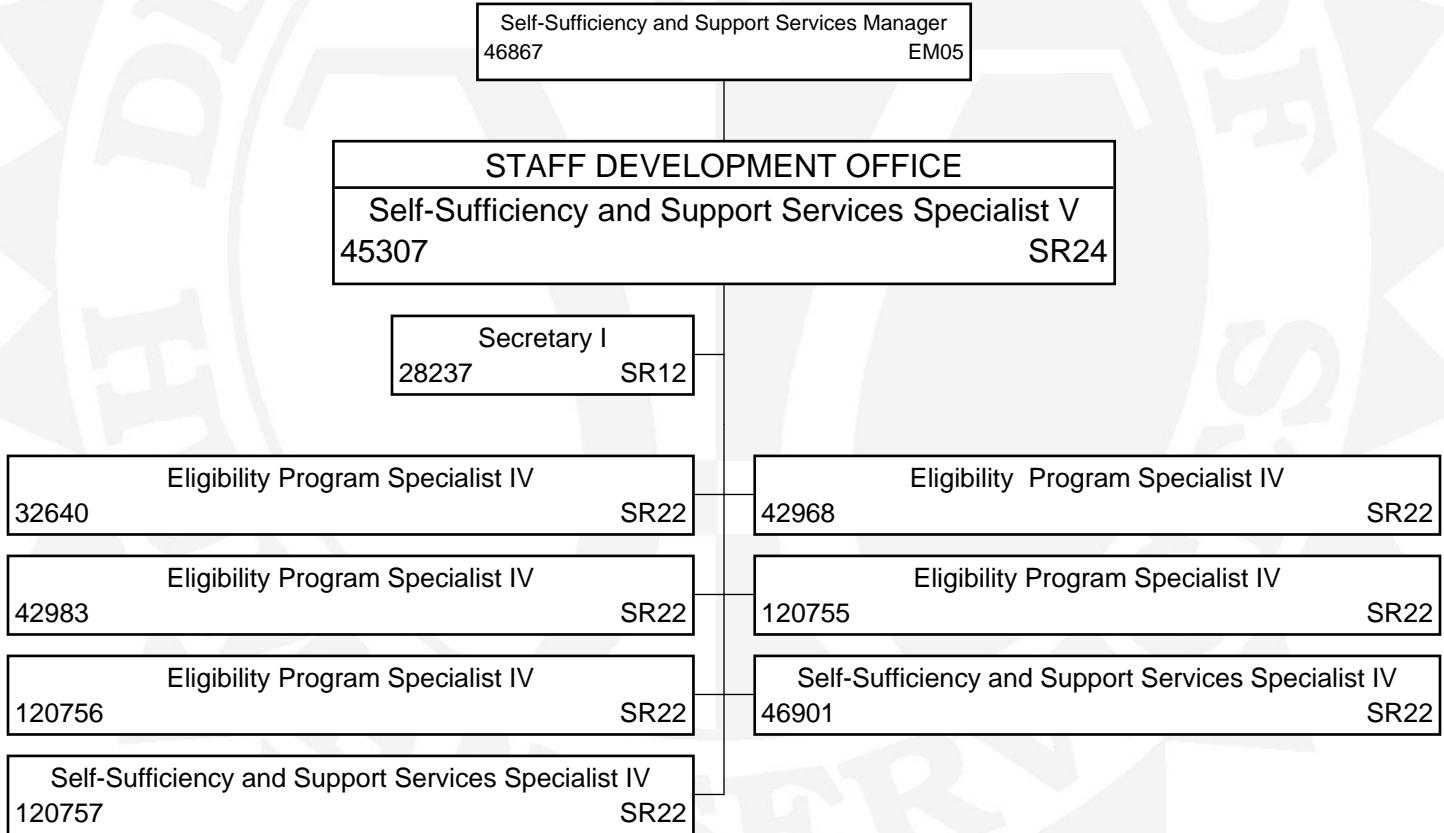
Secretary III  
 45474 SR16

**STAFF DEVELOPMENT OFFICE**  
 Self-Sufficiency and Support Services Specialist V  
 45307 SR24



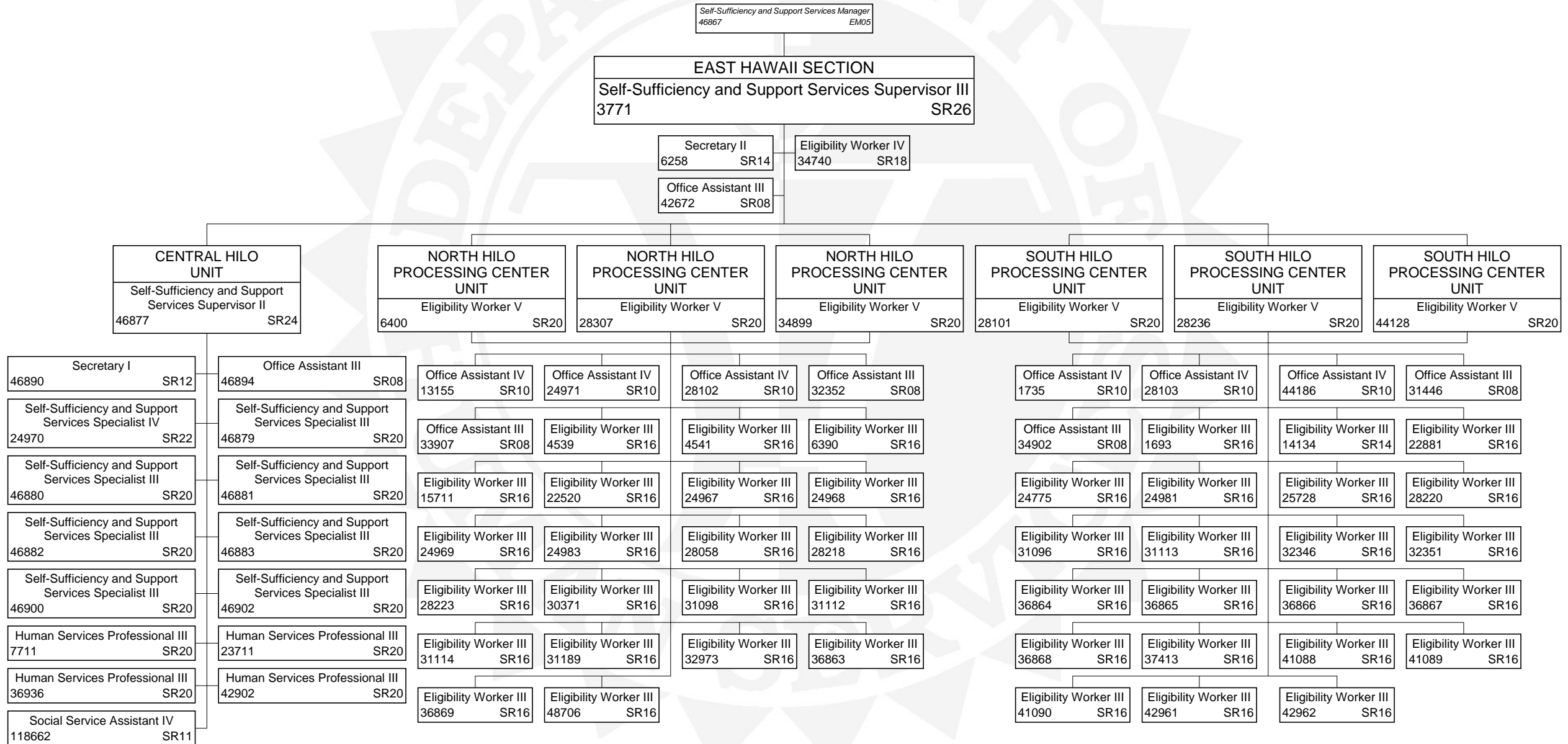
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
STATEWIDE BRANCH  
STAFF DEVELOPMENT OFFICE

POSITION ORGANIZATION CHART  
JUNE 30, 2019



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
STATEWIDE BRANCH  
EAST HAWAII SECTION

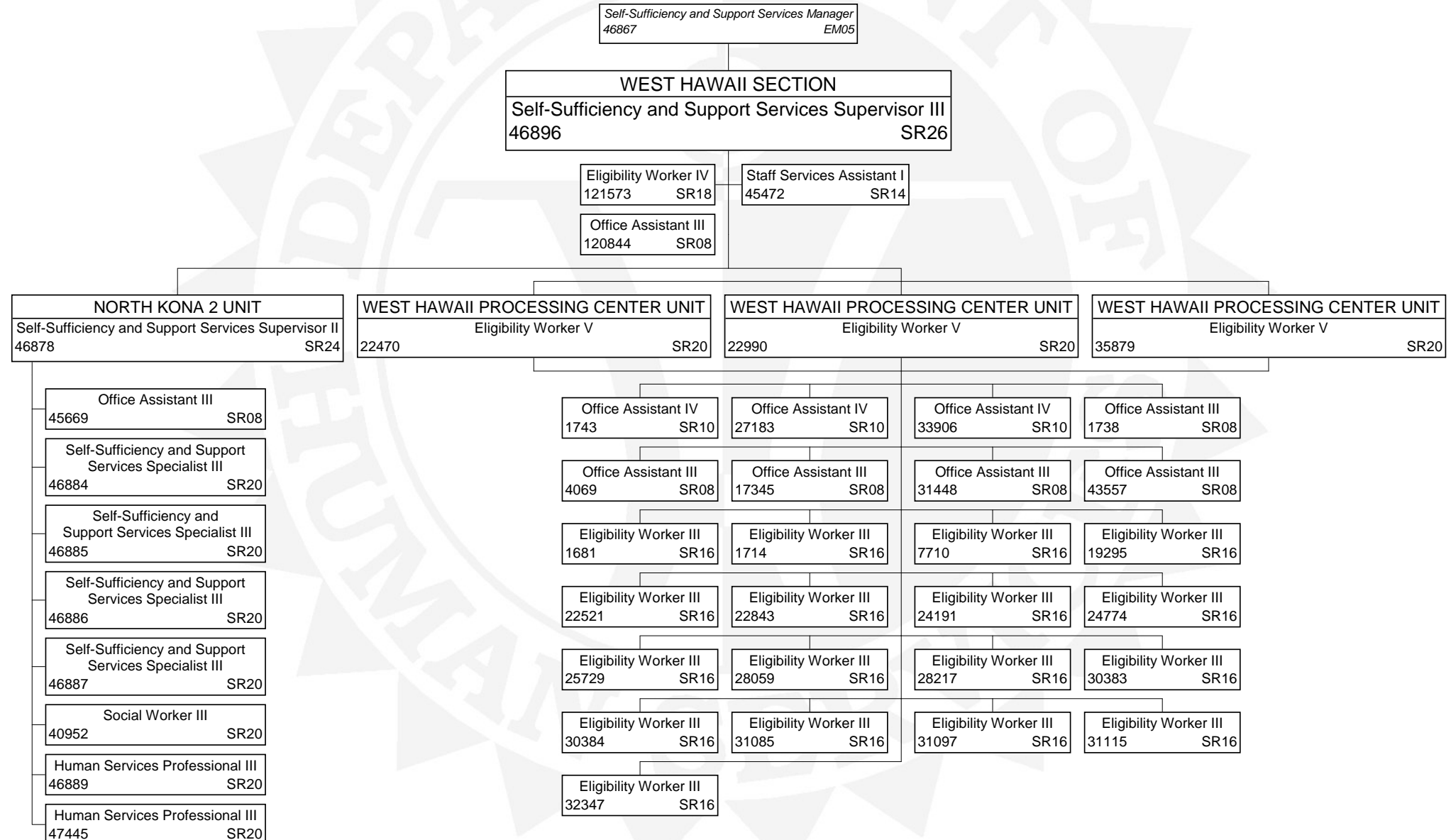
POSITION ORGANIZATION CHART  
JUNE 30, 2019





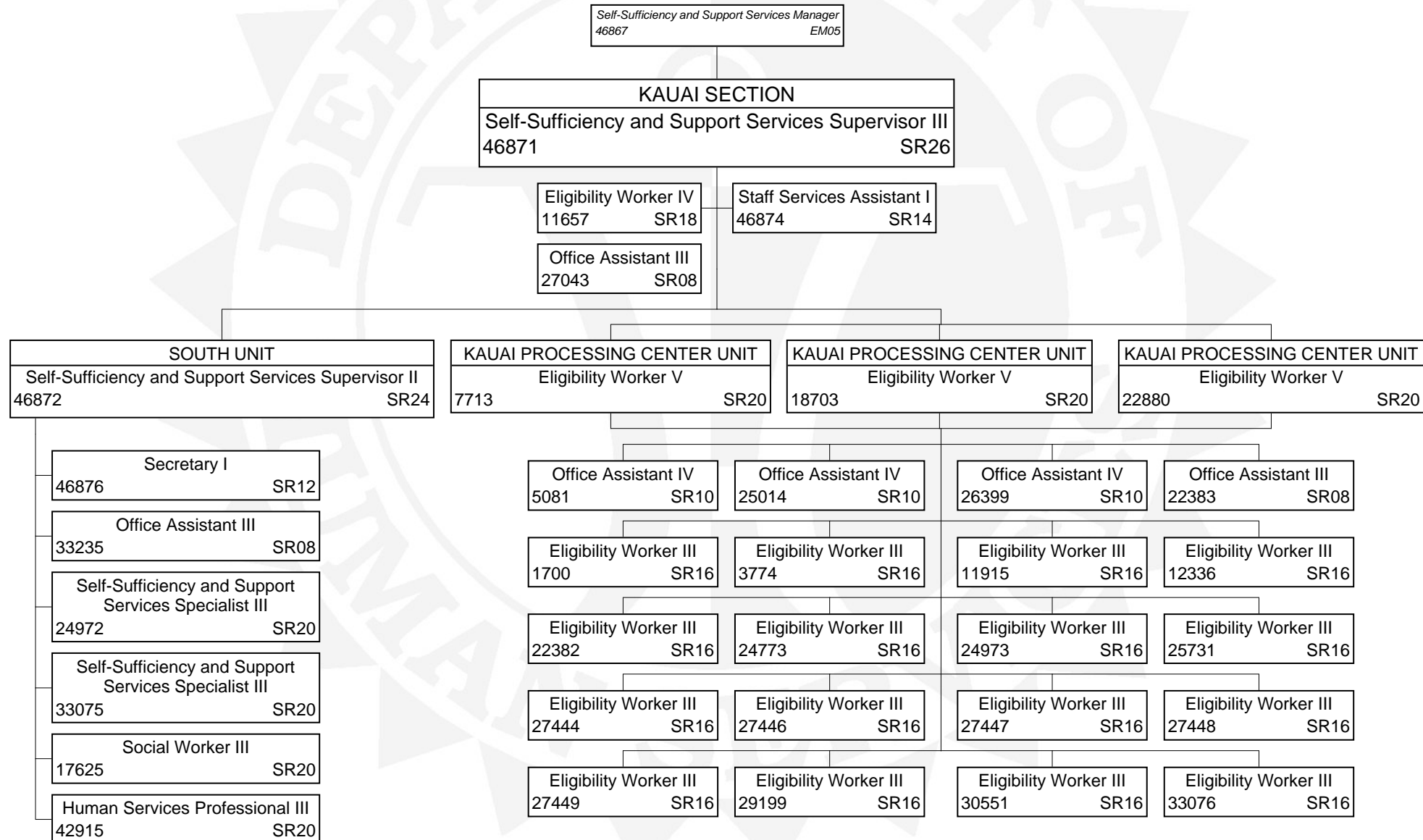
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
 STATEWIDE BRANCH  
 WEST HAWAII SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



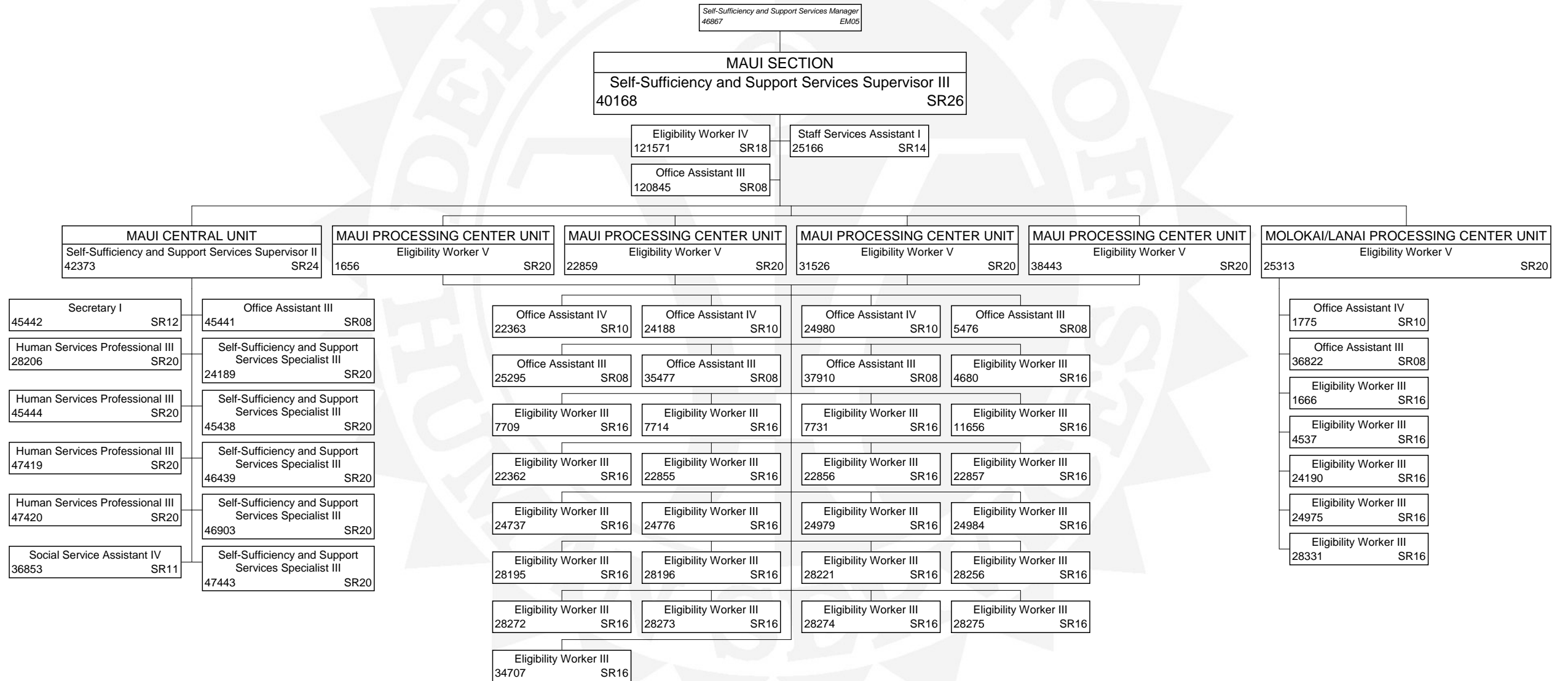
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
 STATEWIDE BRANCH  
 KAUAI SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



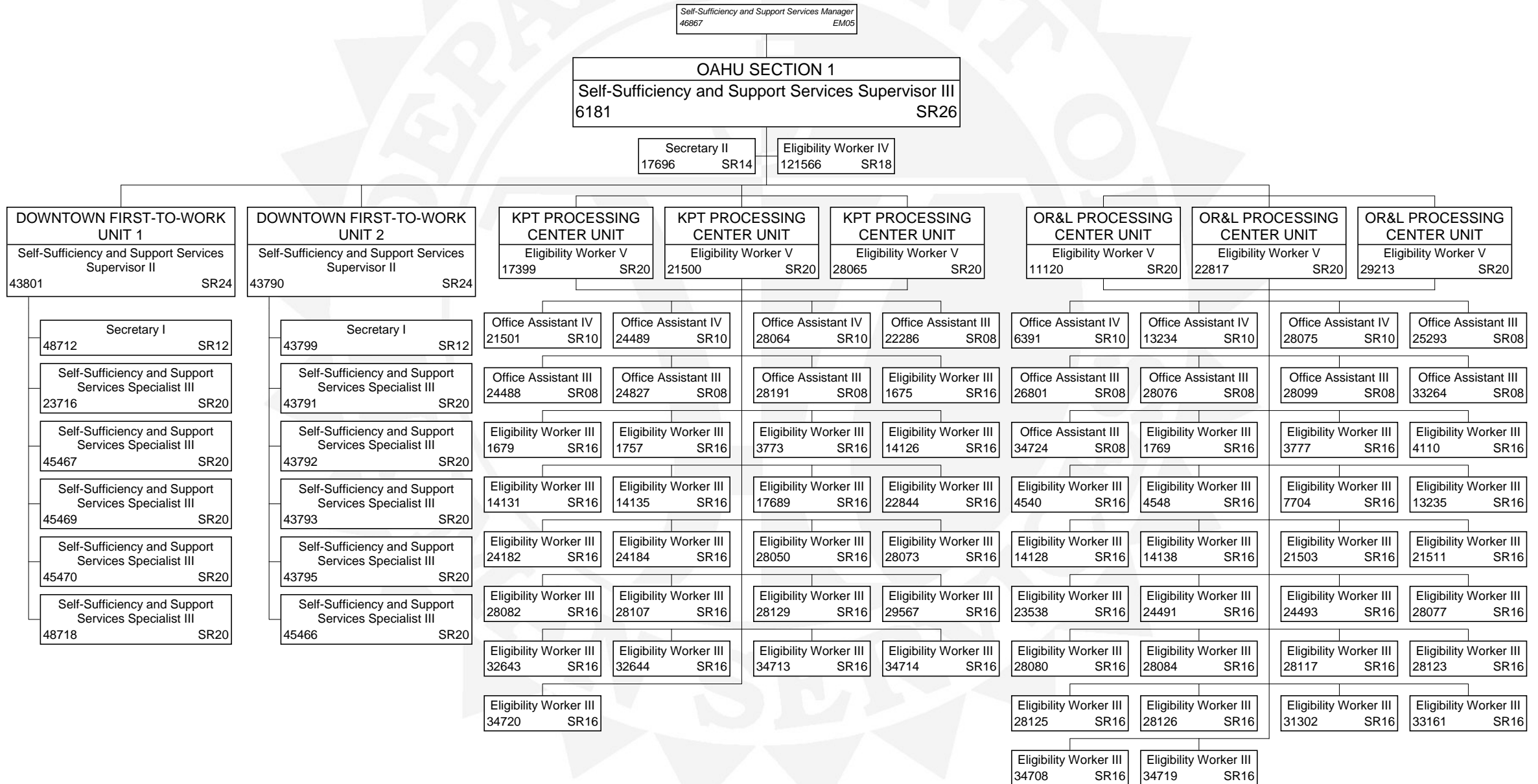
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
 STATEWIDE BRANCH  
 MAUI SECTION

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



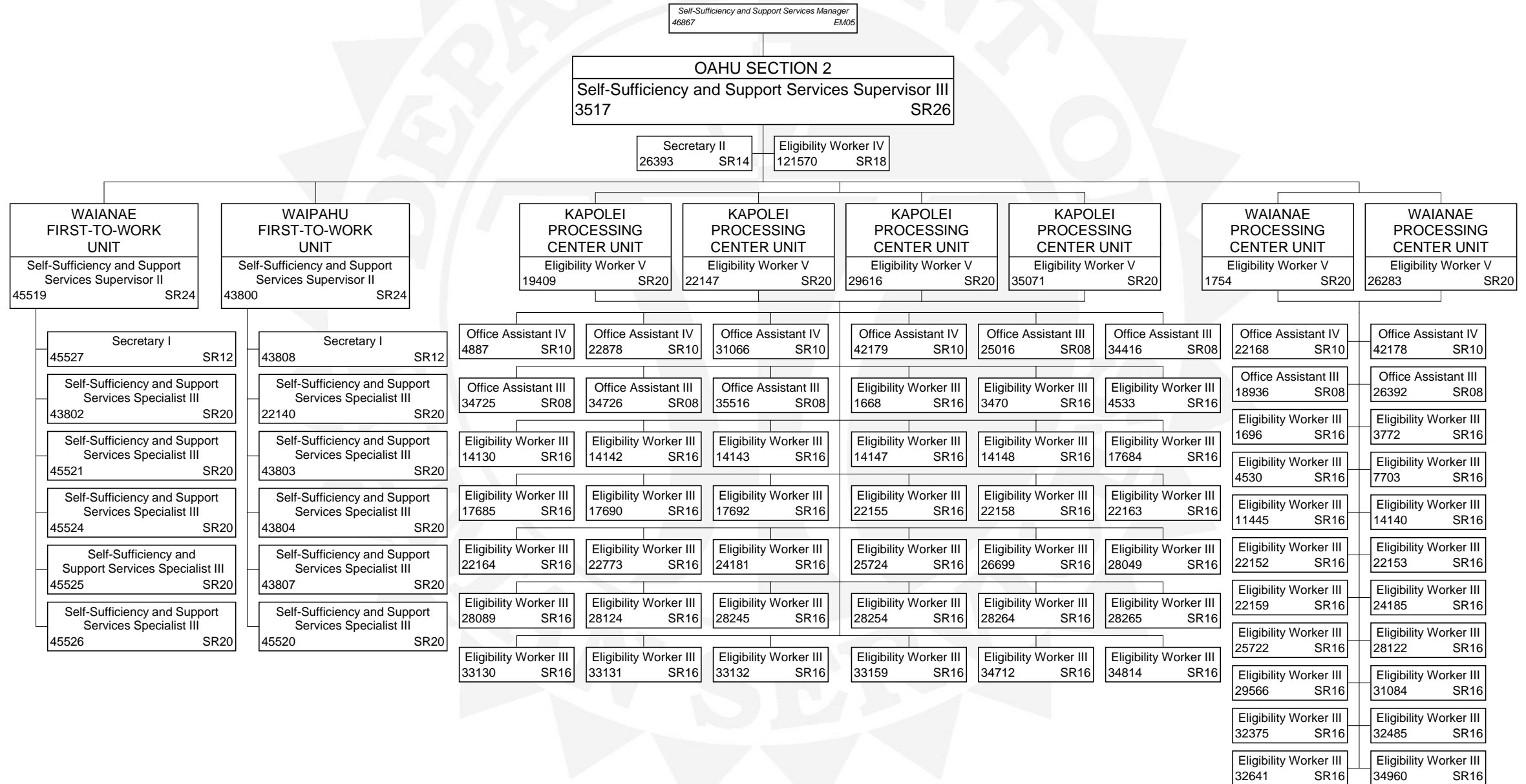
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
STATEWIDE BRANCH  
OAHU SECTION 1

POSITION ORGANIZATION CHART  
JUNE 30, 2019



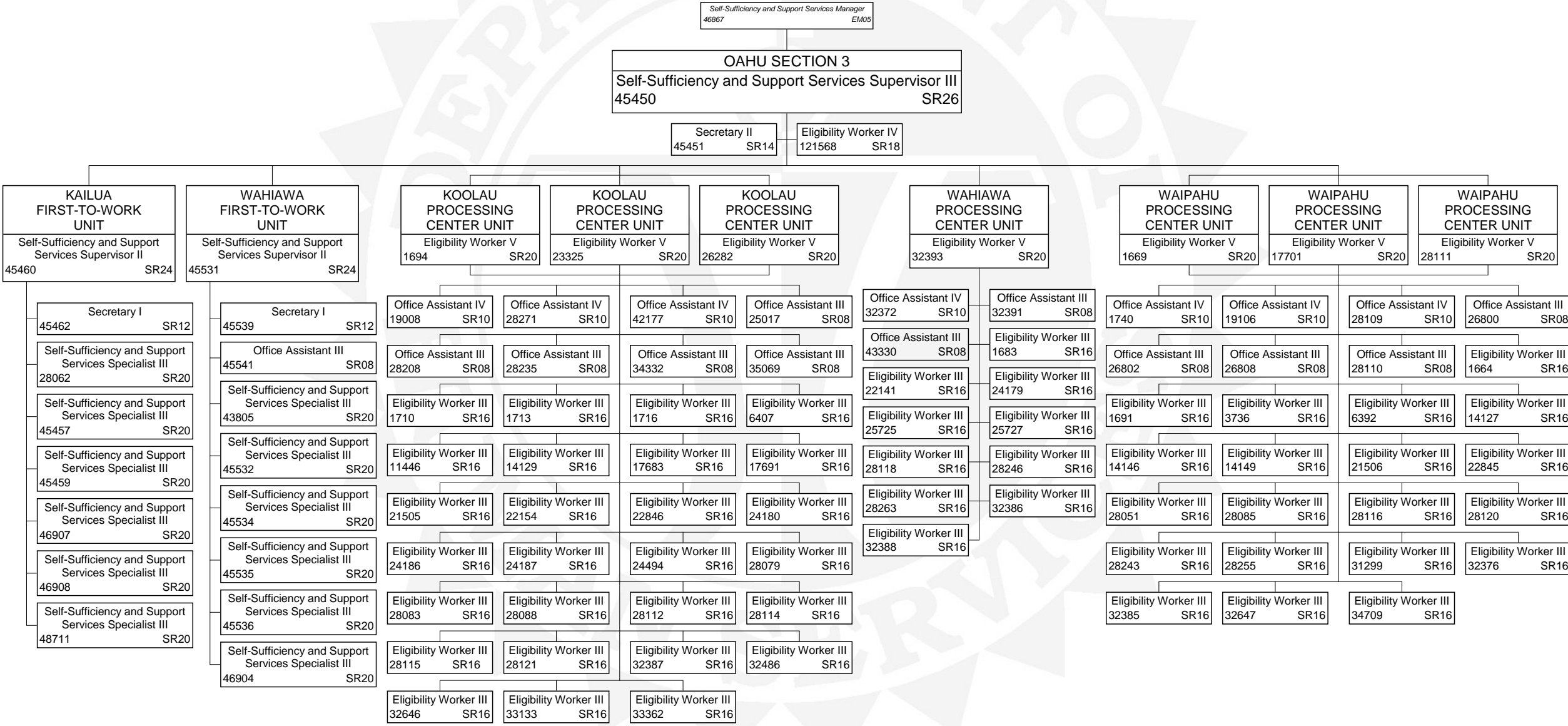
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
STATEWIDE BRANCH  
OAHU SECTION 2

POSITION ORGANIZATION CHART  
JUNE 30, 2019



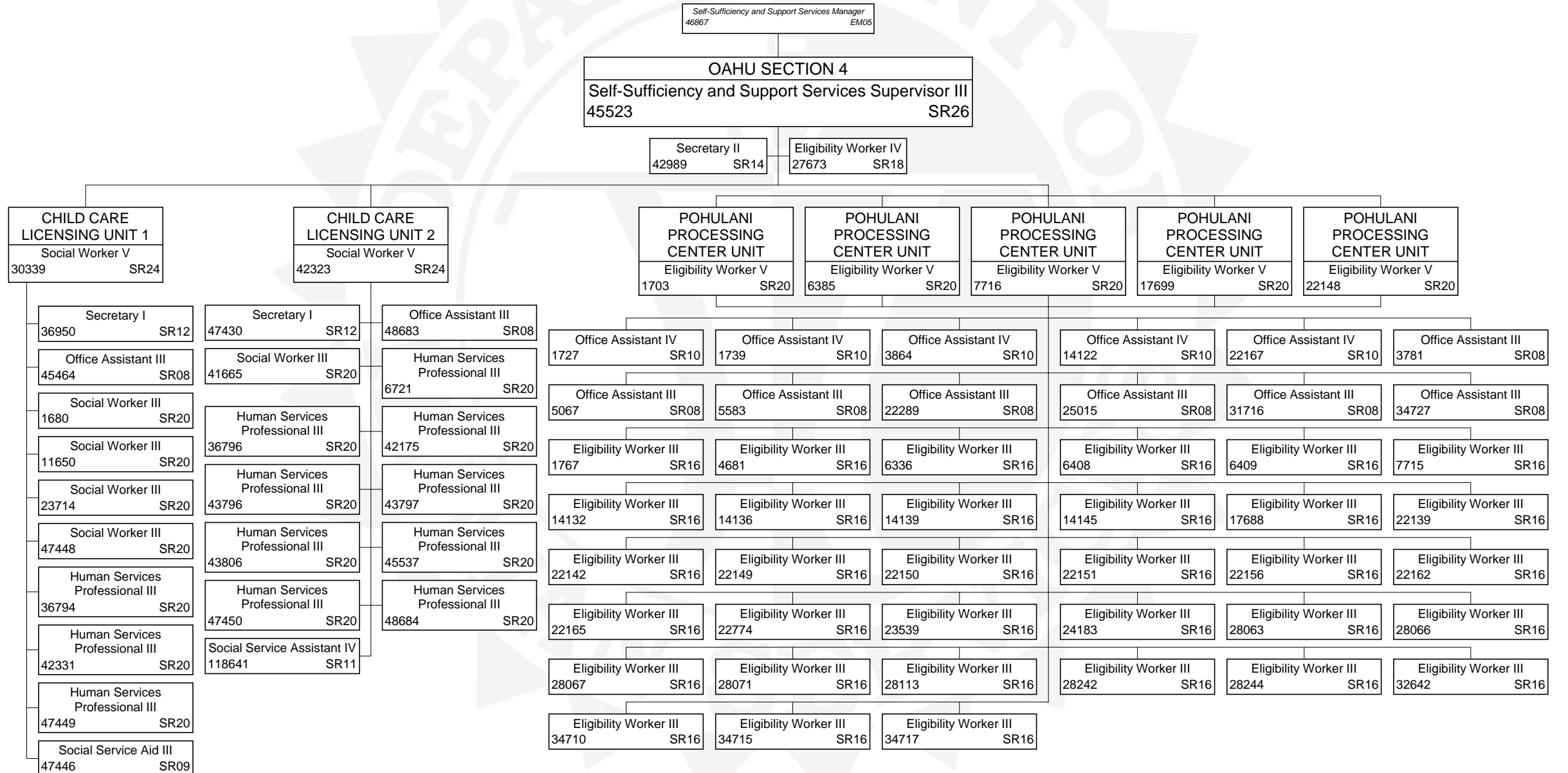
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION  
STATEWIDE BRANCH  
OAHU SECTION 3

POSITION ORGANIZATION CHART  
JUNE 30, 2019



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

POSITION ORGANIZATION CHART  
JUNE 30, 2019



## **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 services 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 services 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**

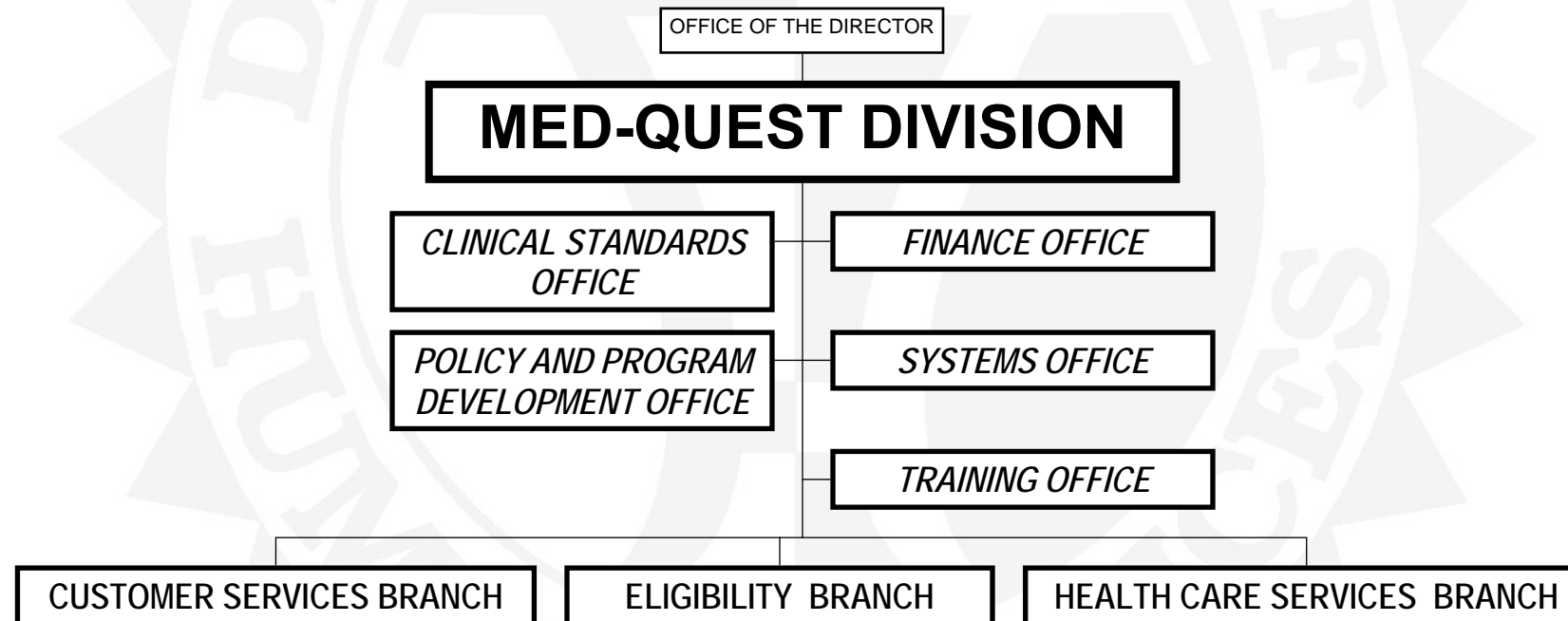
Under the direction of the Health Care Services Branch Administrator, the Data Analysis and Provider Network Section provides and performs data analysis to support managed care contracts, fee-for-service and other contracts and agreements and is responsible for monitoring and managing contract/agreements 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.

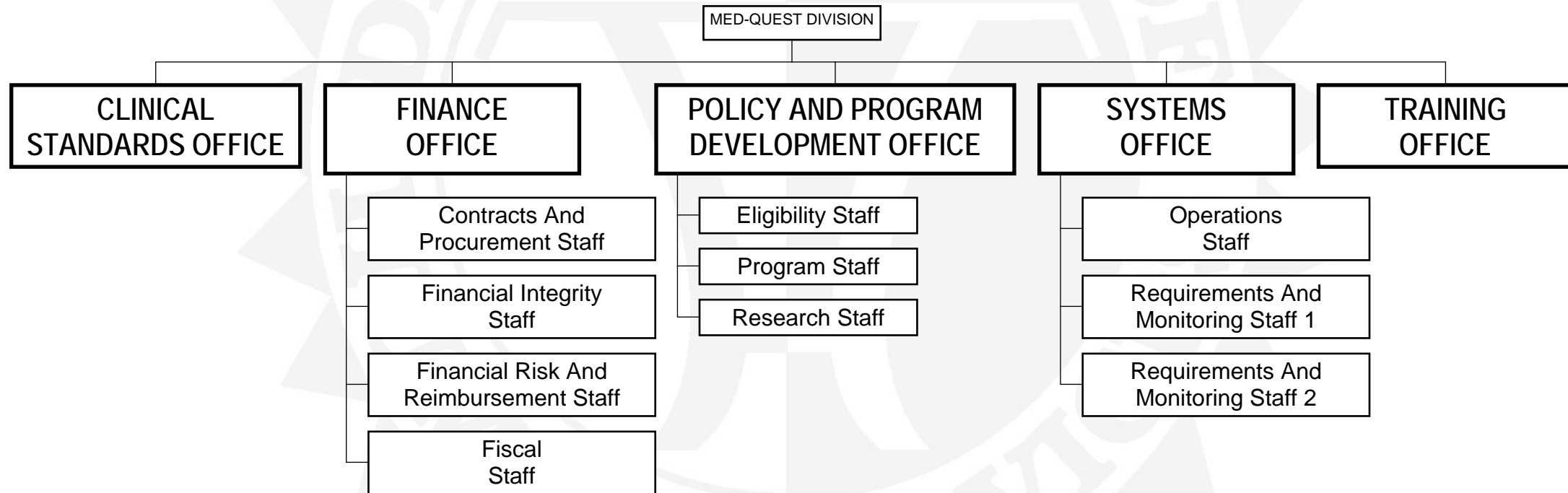
The Data Analysis and Provider Network Section shall be responsible for evaluating and analyzing health care contractor's data to assure contractors are meeting contractual requirements; compiling both State and Federal reports to include but not limited to CMS 416, State Children Health Insurance Program (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**

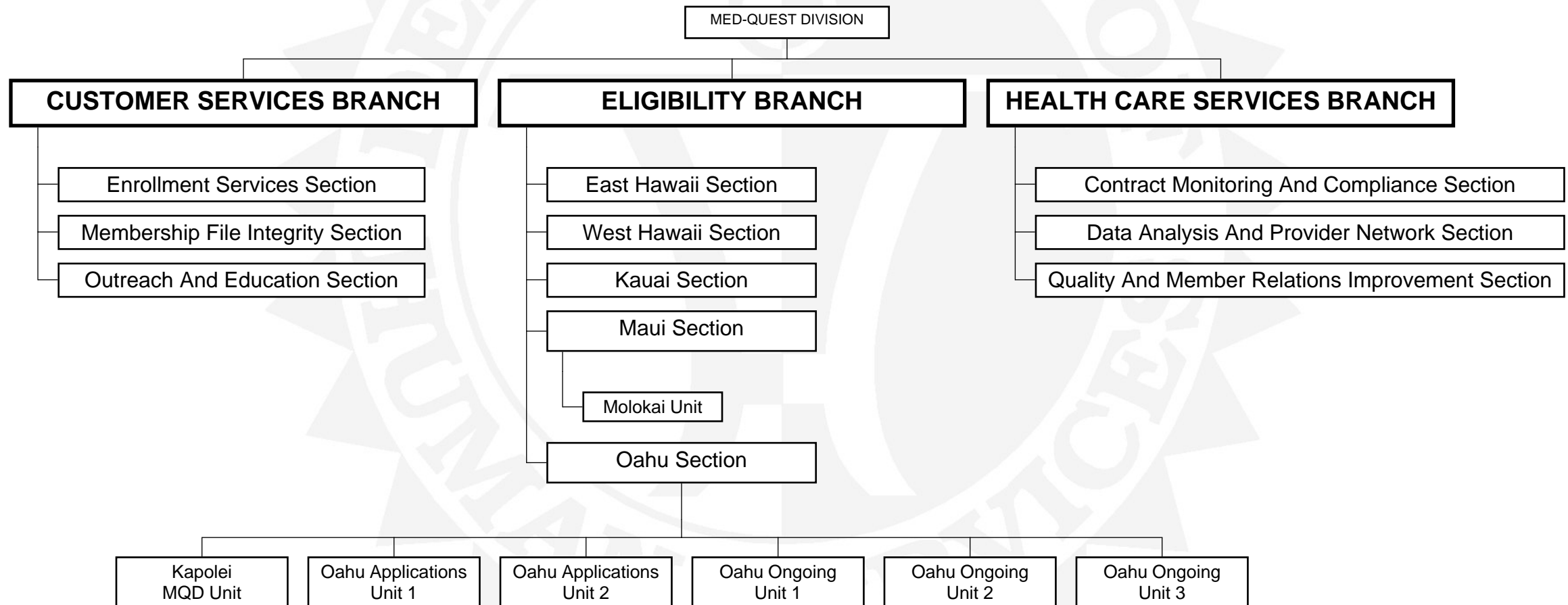
Under the direction of the Health Care Services Branch Administrator, the Quality and Member Relations Improvement Section shall be responsible for performing complex clinical evaluations and performing analysis of utilization data to promote contract accountability and compliance; quality assurance 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.

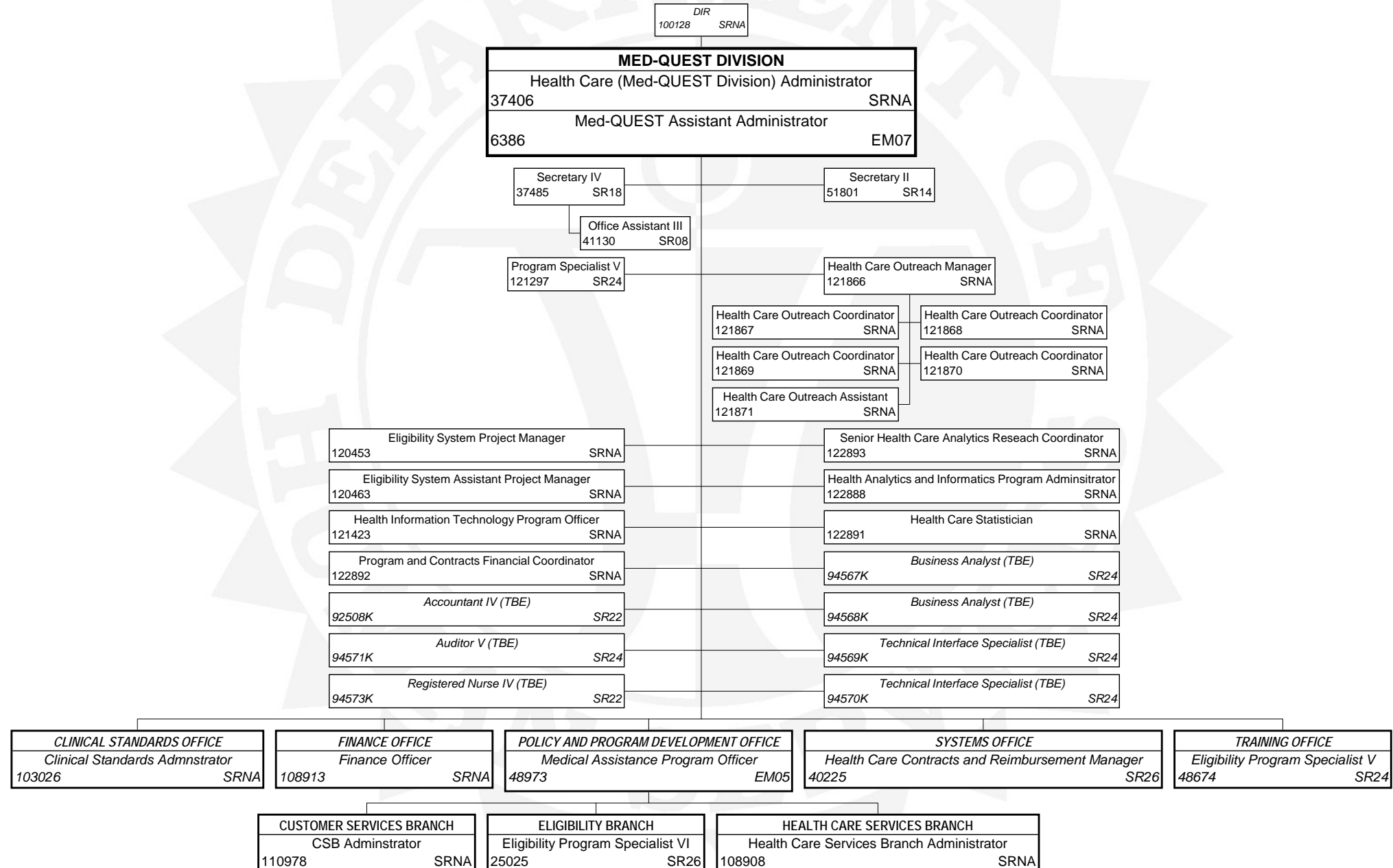






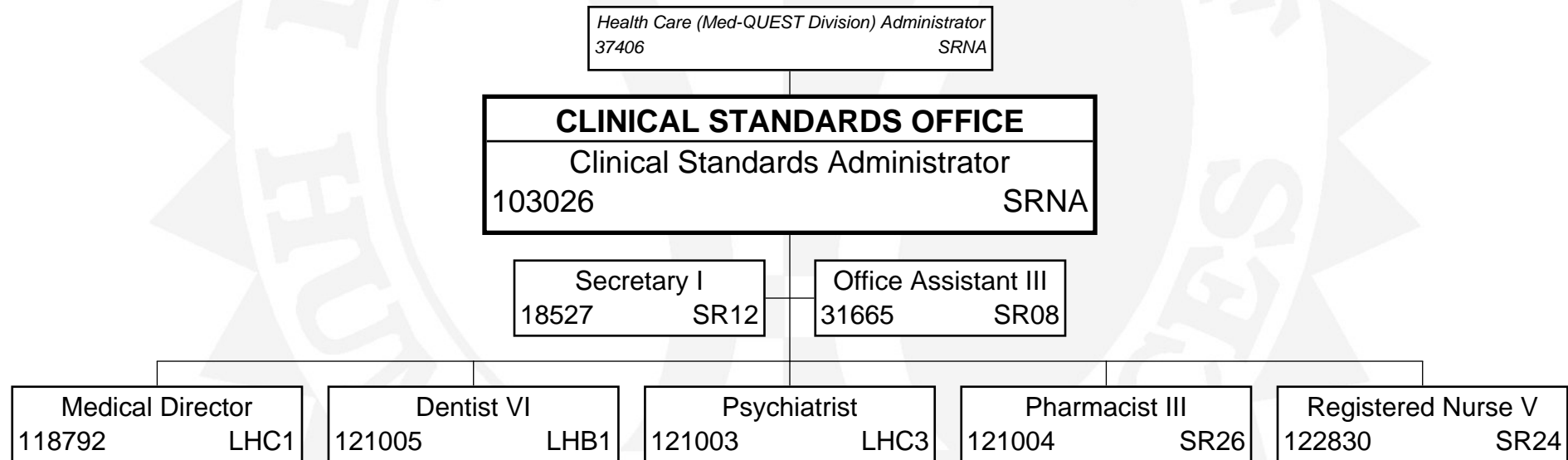


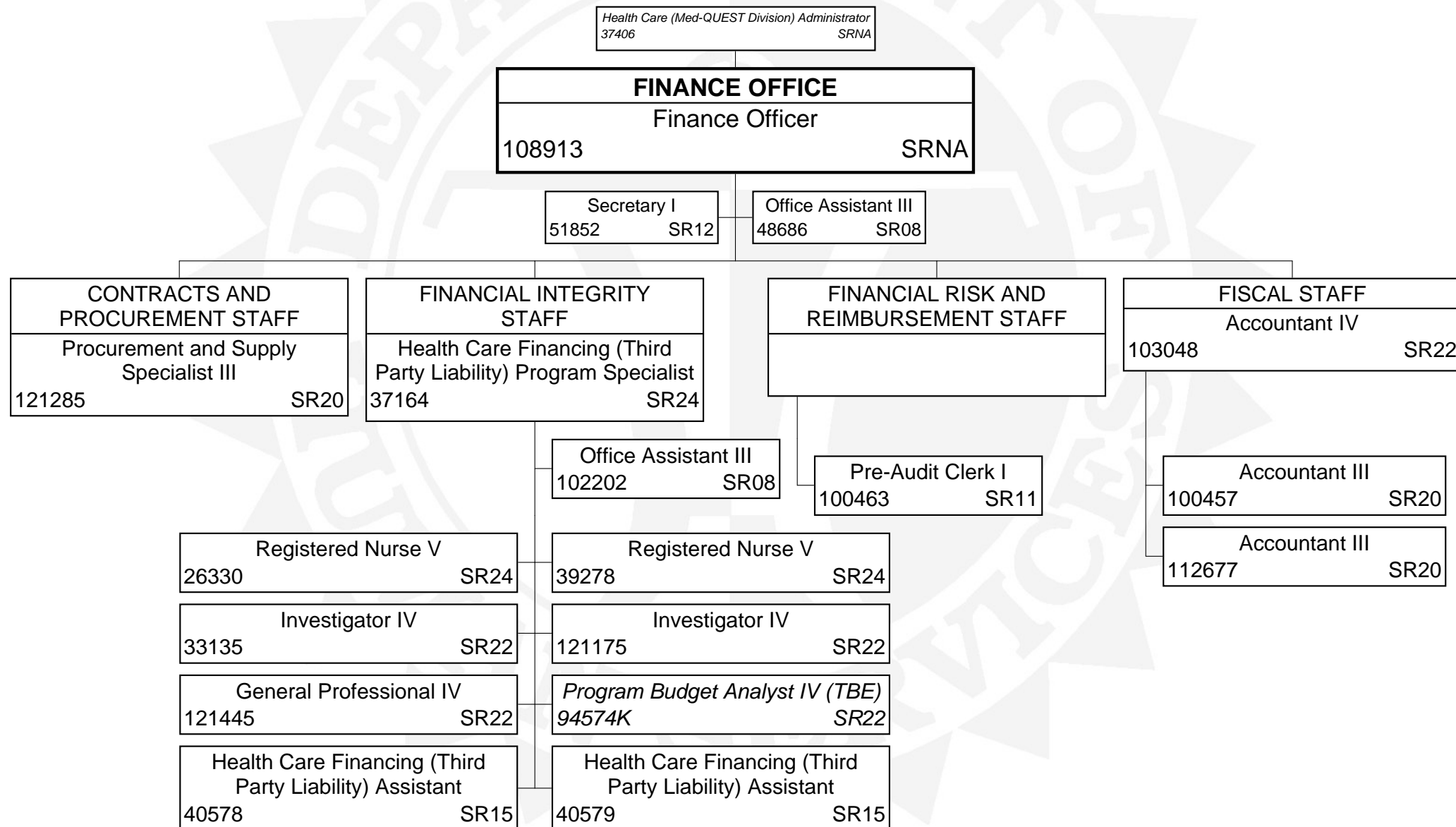




STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
CLINICAL STANDARDS OFFICE

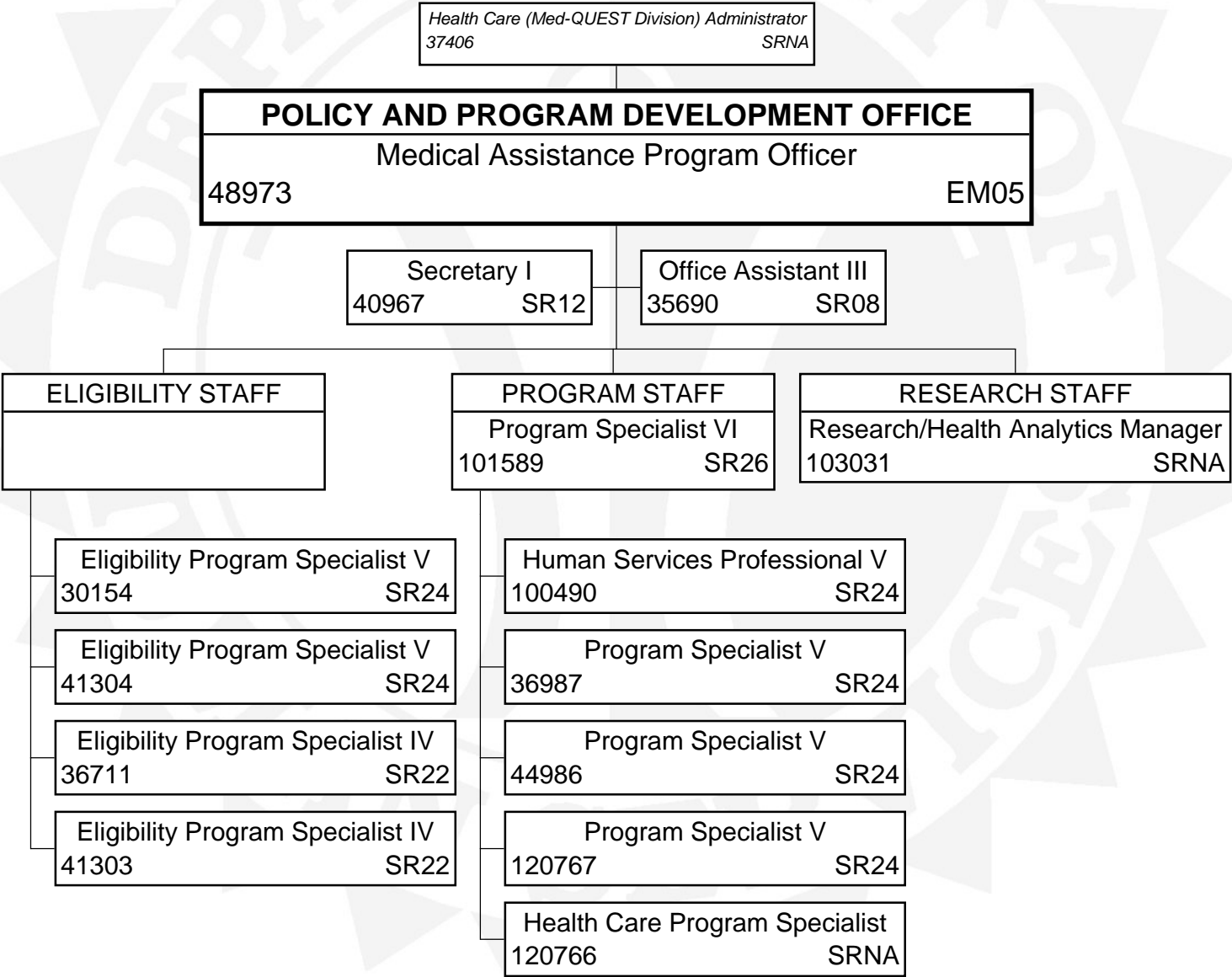
POSITION ORGANIZATION CHART  
JUNE 30, 2019





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

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



Health Care (Med-QUEST Division) Administrator  
37406 SRNA

**POLICY AND PROGRAM DEVELOPMENT OFFICE**  
 Medical Assistance Program Officer  
 48973 EM05

Secretary I  
40967 SR12

Office Assistant III  
35690 SR08

ELIGIBILITY STAFF

PROGRAM STAFF  
 Program Specialist VI  
 101589 SR26

RESEARCH STAFF  
 Research/Health Analytics Manager  
 103031 SRNA

Eligibility Program Specialist V  
30154 SR24

Eligibility Program Specialist V  
41304 SR24

Eligibility Program Specialist IV  
36711 SR22

Eligibility Program Specialist IV  
41303 SR22

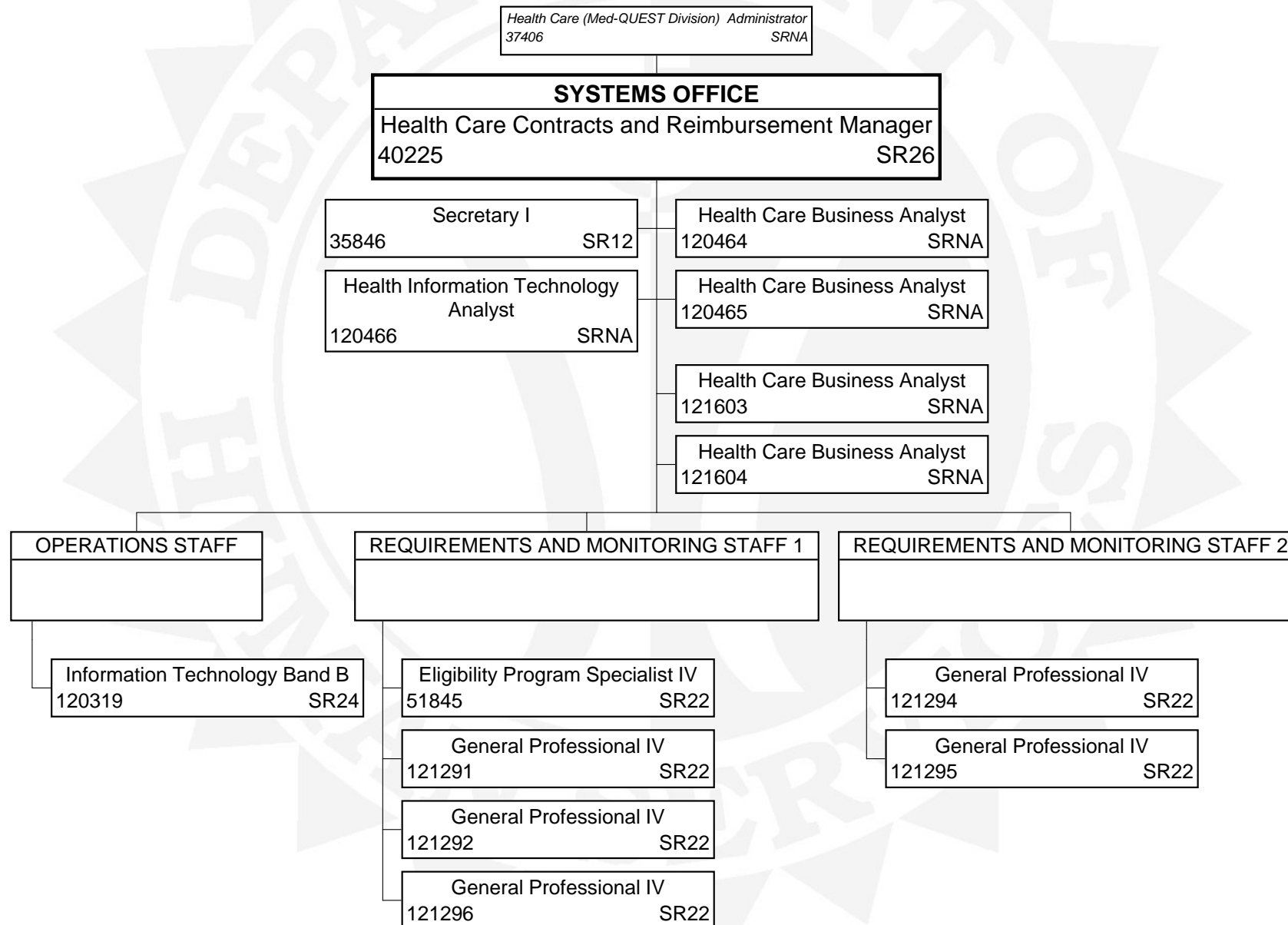
Human Services Professional V  
100490 SR24

Program Specialist V  
36987 SR24

Program Specialist V  
44986 SR24

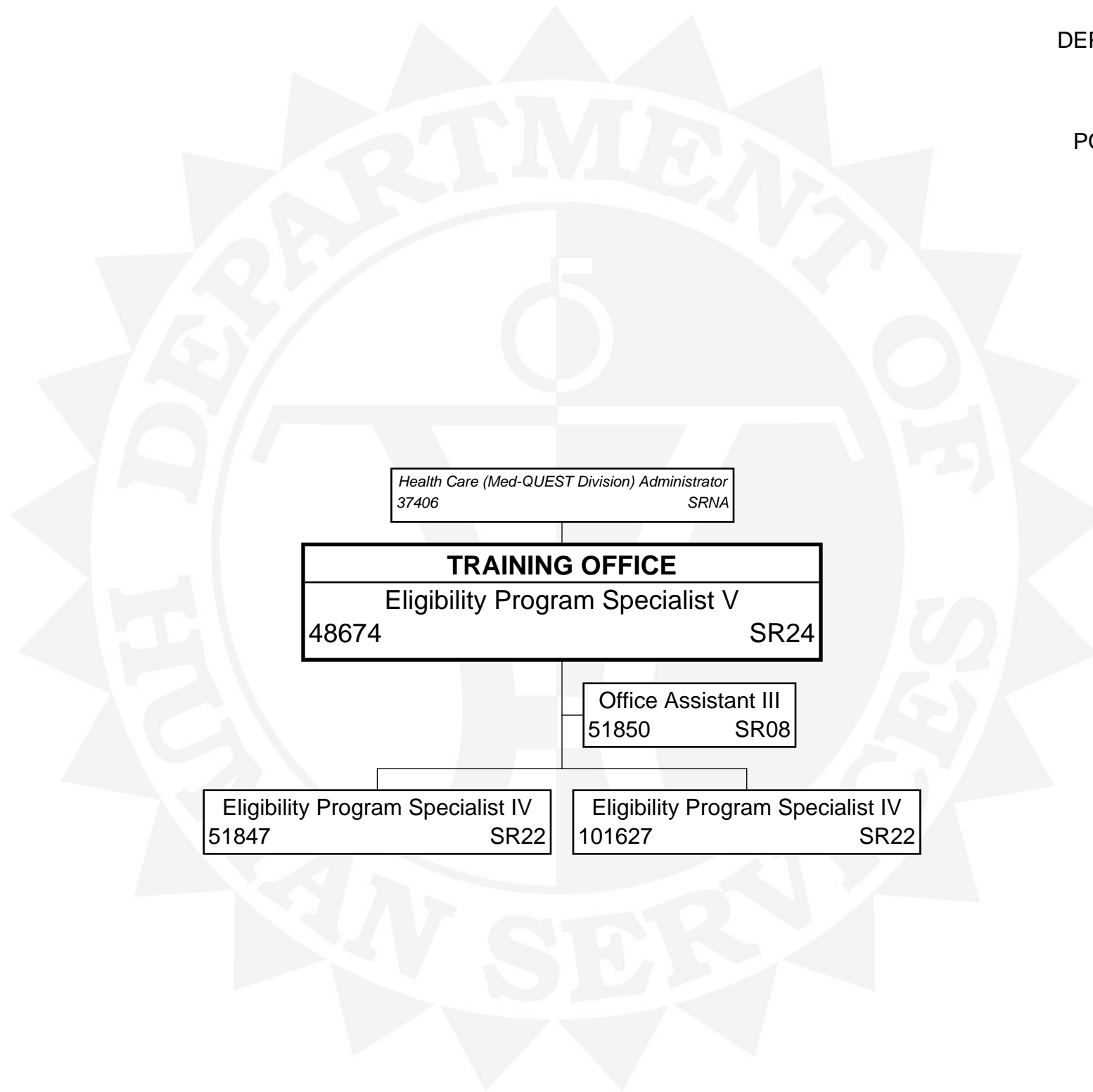
Program Specialist V  
120767 SR24

Health Care Program Specialist  
120766 SRNA



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

POSITION ORGANIZATION CHART  
JUNE 30, 2019



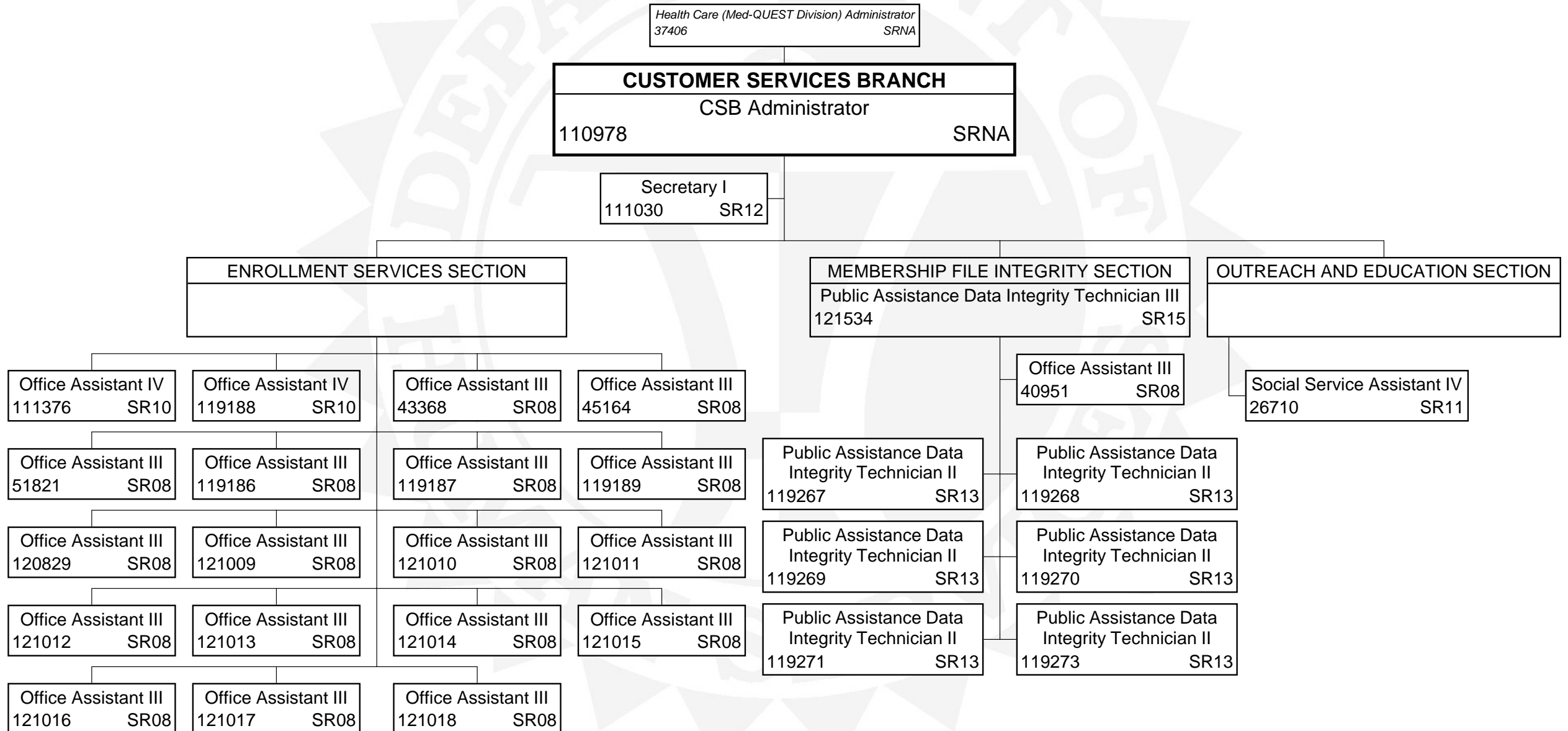
Health Care (Med-QUEST Division) Administrator  
37406 SRNA

**TRAINING OFFICE**  
Eligibility Program Specialist V  
48674 SR24

Office Assistant III  
51850 SR08

Eligibility Program Specialist IV  
51847 SR22

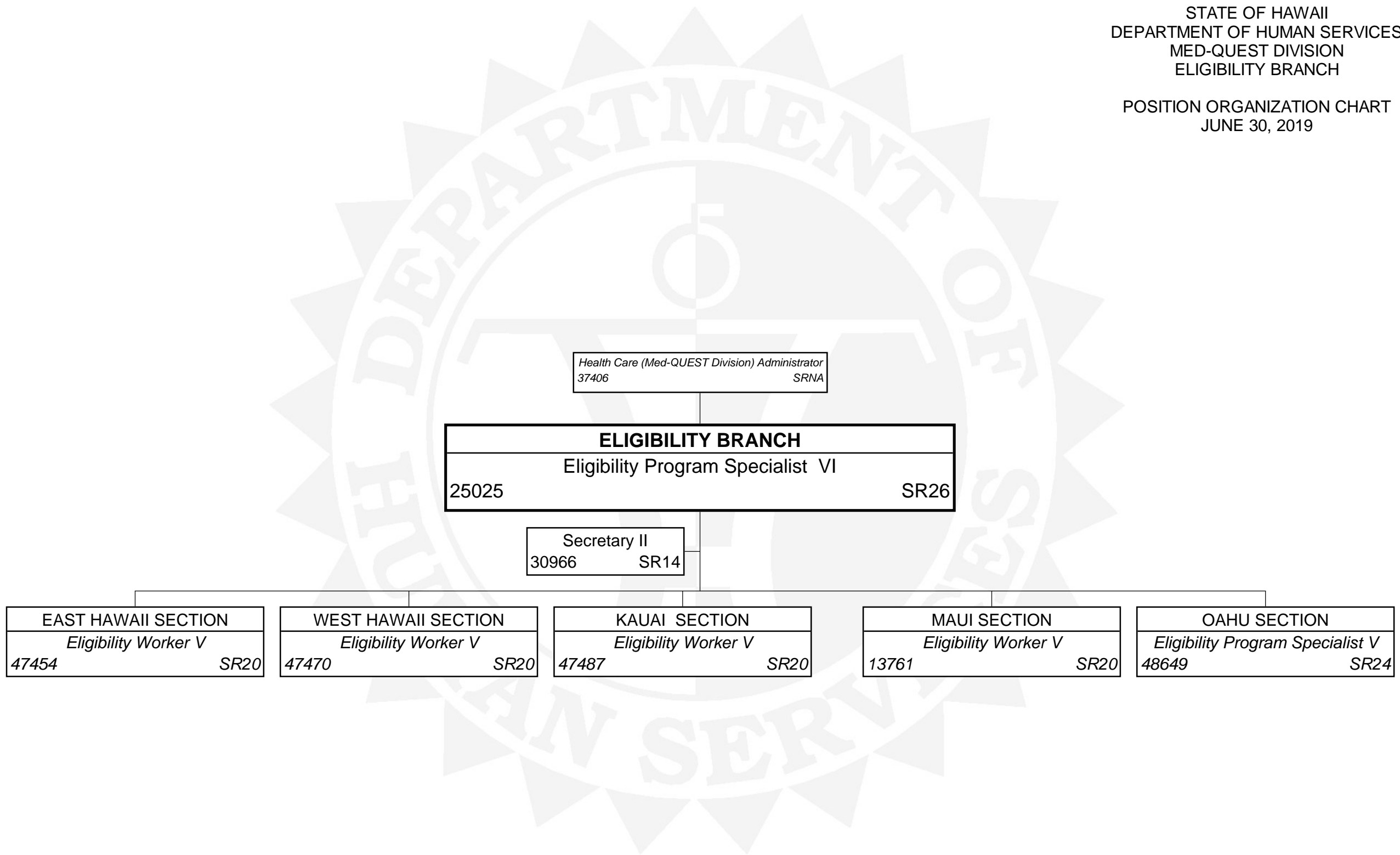
Eligibility Program Specialist IV  
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STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH

POSITION ORGANIZATION CHART  
JUNE 30, 2019



Health Care (Med-QUEST Division) Administrator  
37406 SRNA

**ELIGIBILITY BRANCH**  
Eligibility Program Specialist VI  
25025 SR26

Secretary II  
30966 SR14

EAST HAWAII SECTION  
Eligibility Worker V  
47454 SR20

WEST HAWAII SECTION  
Eligibility Worker V  
47470 SR20

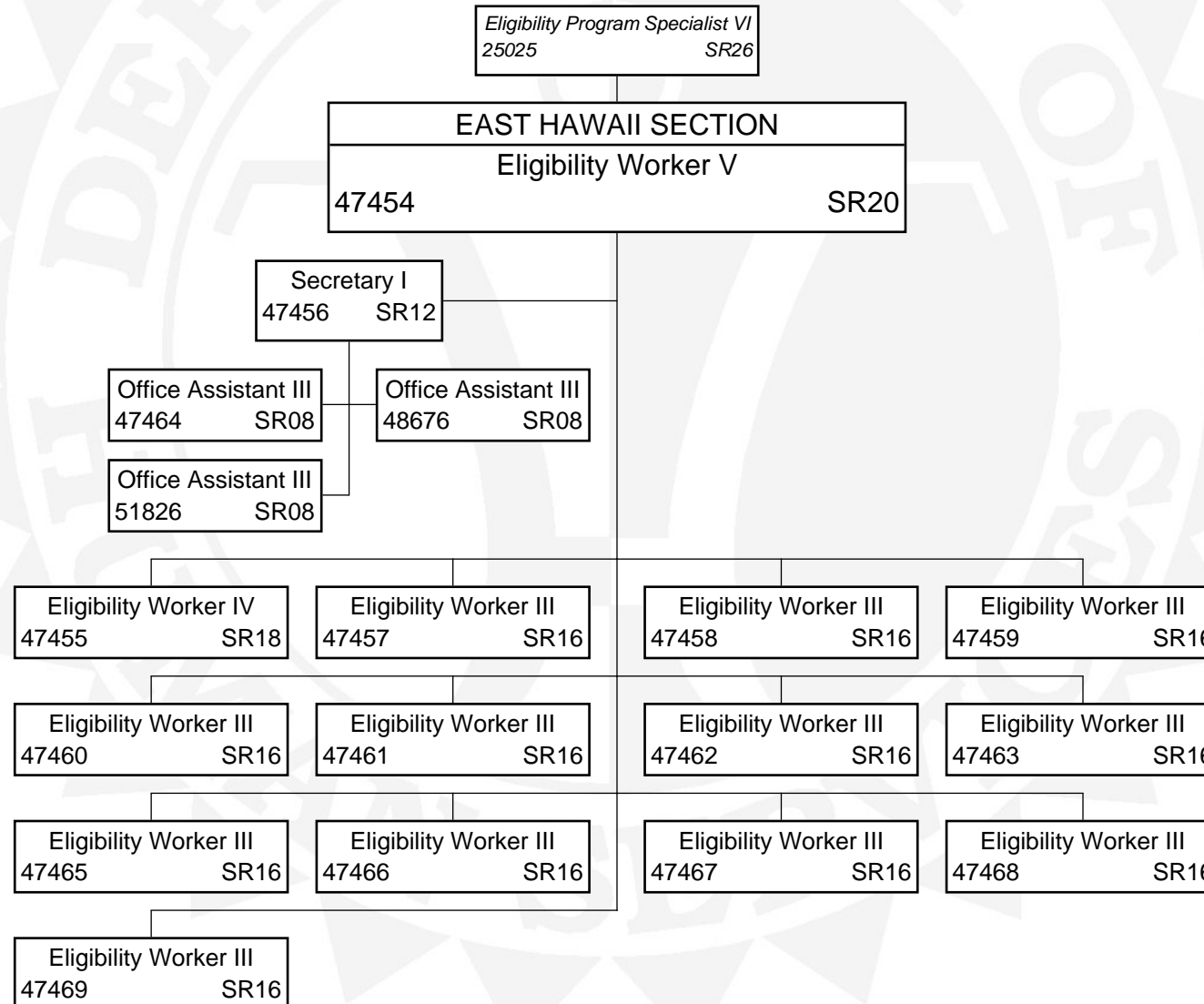
KAUAI SECTION  
Eligibility Worker V  
47487 SR20

MAUI SECTION  
Eligibility Worker V  
13761 SR20

OAHU SECTION  
Eligibility Program Specialist V  
48649 SR24

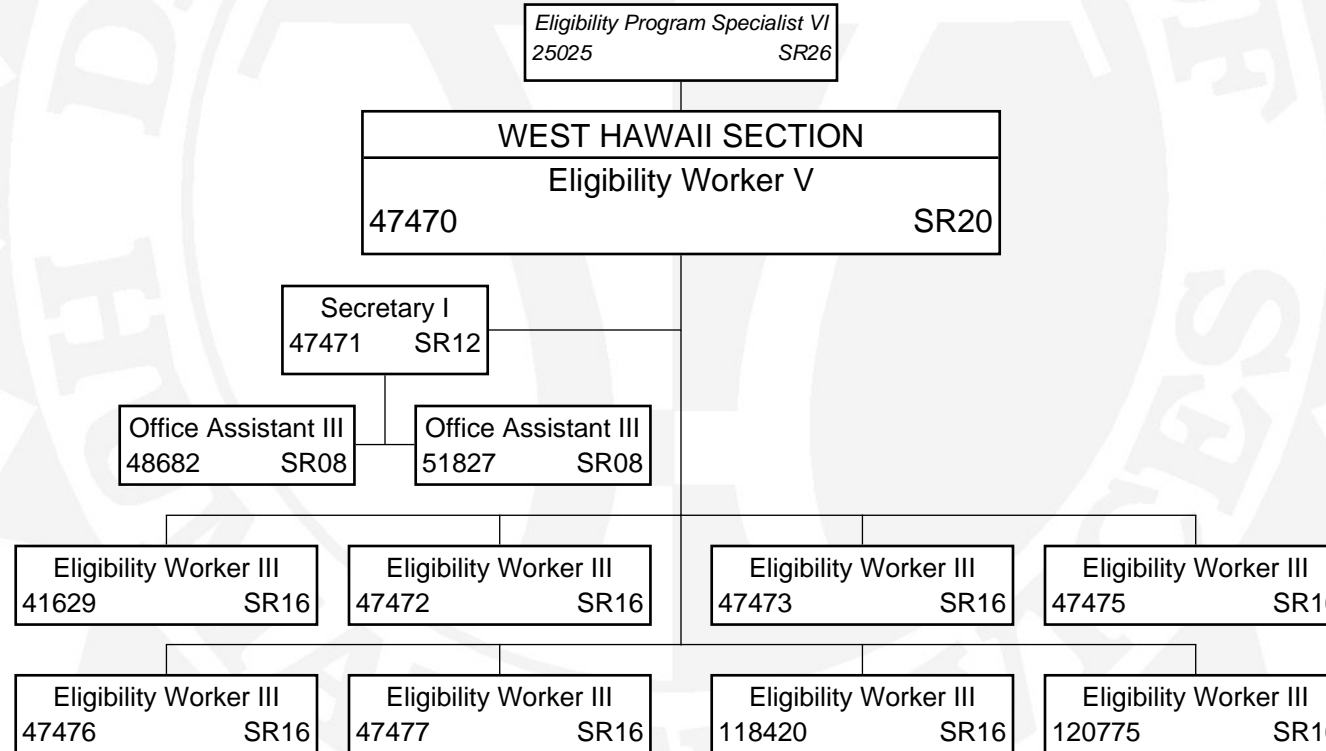
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
EAST HAWAII SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2019



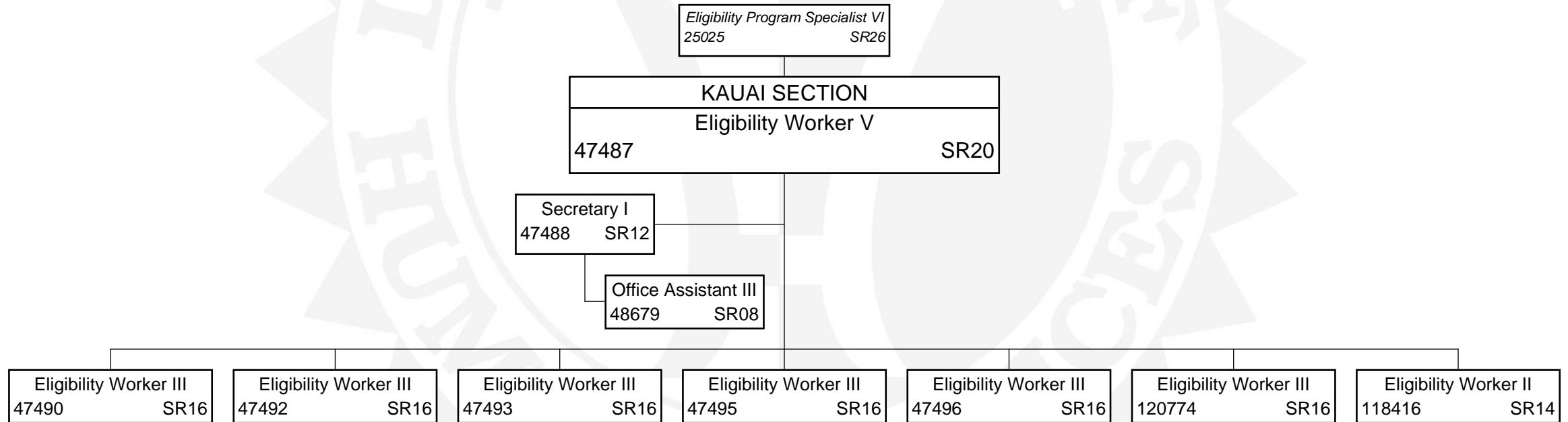
STATE OF HAWAII  
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MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
WEST HAWAII SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2019



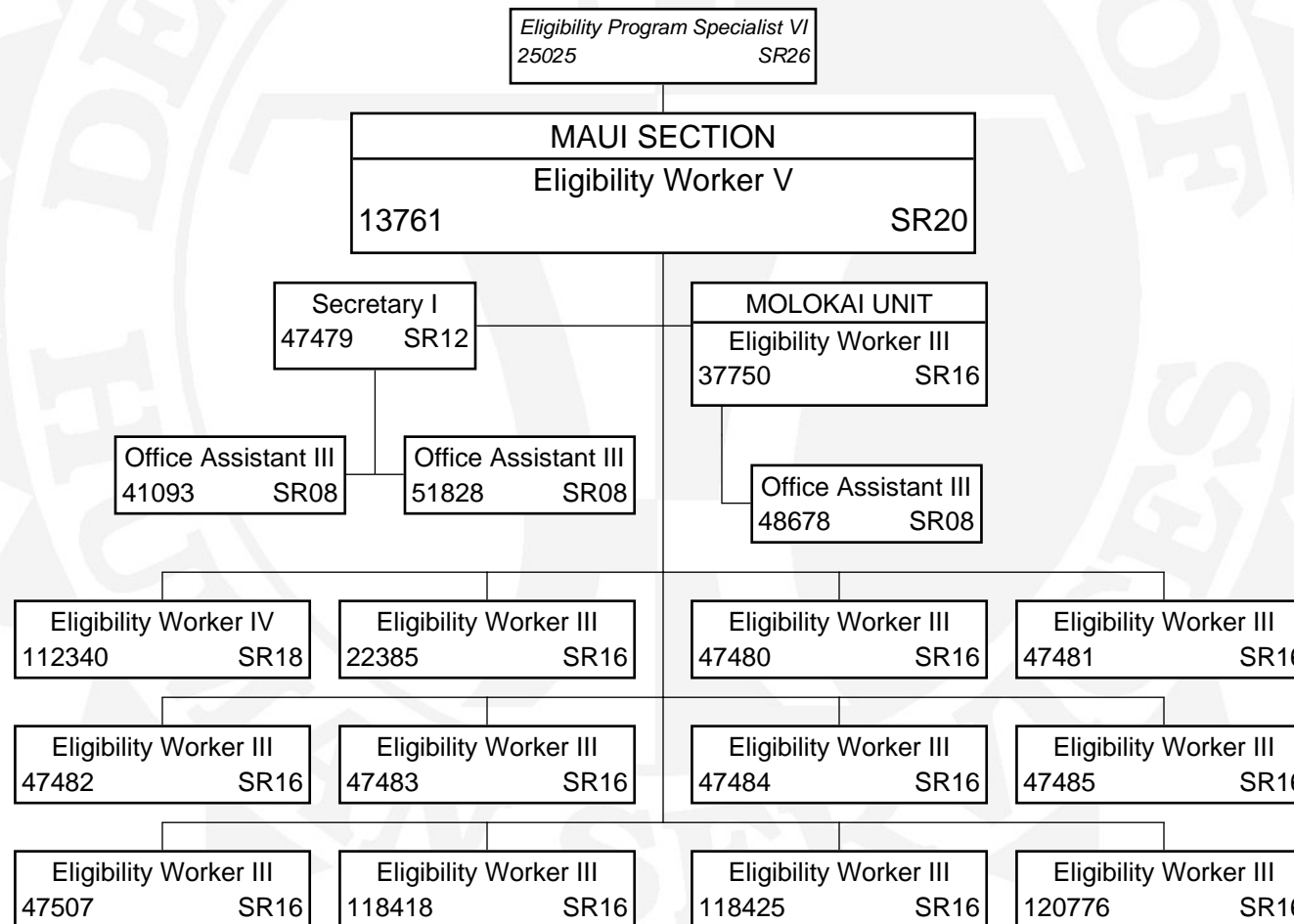
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
KAUAI SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2019



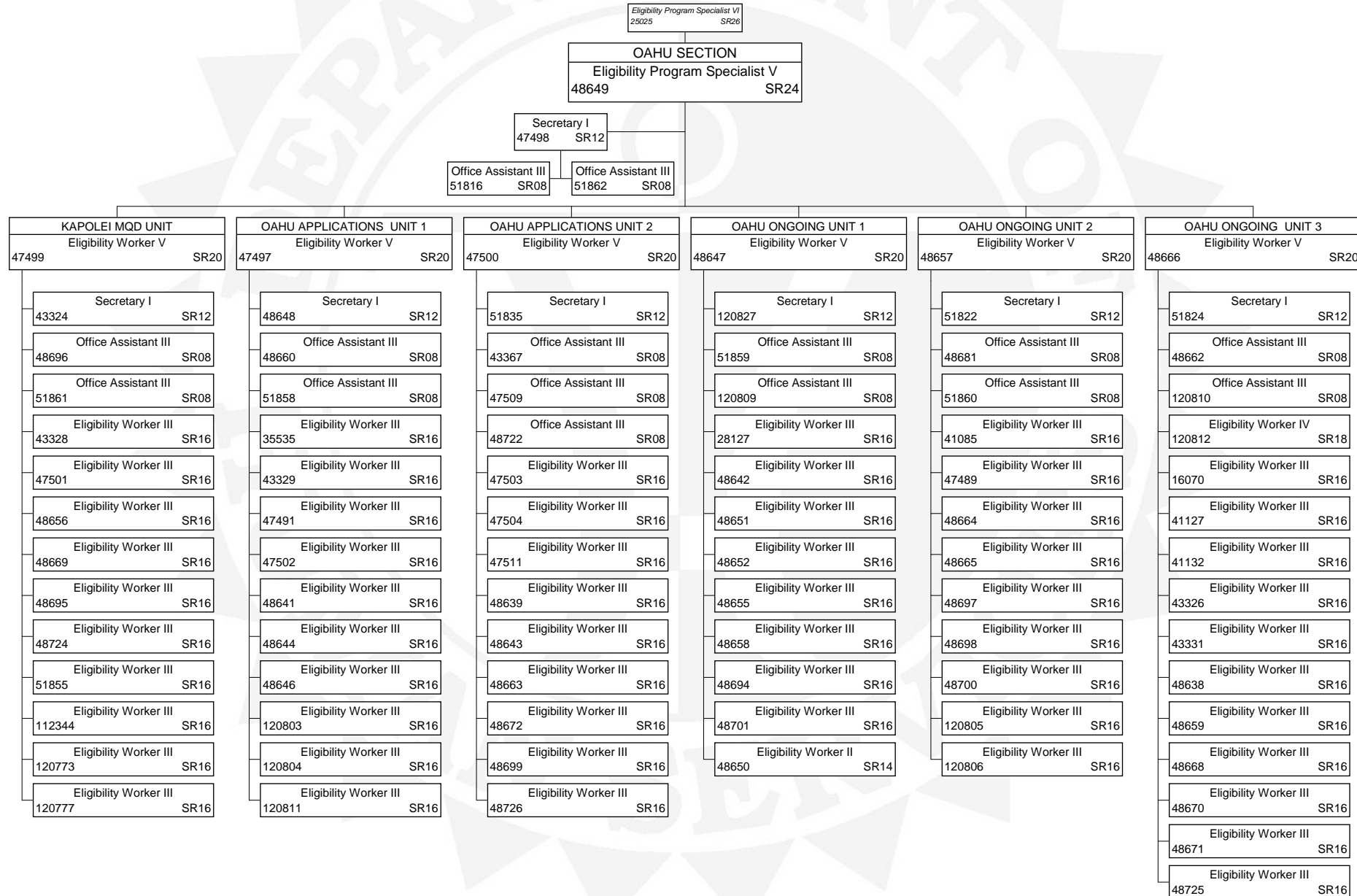
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
MED-QUEST DIVISION  
ELIGIBILITY BRANCH  
MAUI SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2019



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

POSITION ORGANIZATION CHART  
JUNE 30, 2019



Health Care (Med-QUEST Division) Administrator  
 37406 SRNA

**HEALTH CARE SERVICES BRANCH**  
 Health Care Services Branch Administrator  
 108908 SRNA

Secretary II  
 22690 SR14

Supervising Contracts Specialist (Med-QUEST)  
 110037 SR24

**CONTRACT MONITORING AND COMPLIANCE SECTION**  
 Supervising Contracts Specialist (Med-QUEST)  
 111047 SR24

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

**QUALITY AND MEMBER RELATIONS IMPROVEMENT SECTION**  
 Registered Nurse VI  
 100483 SR26

Secretary I  
 36560 SR12

Office Assistant III  
 101597 SR08

Registered Nurse V  
 44017 SR24

Social Worker IV  
 32234 SR22

Contracts Specialist (Med-QUEST)  
 6389 SR22

Contracts Specialist (Med-QUEST)  
 31514 SR22

Contracts Specialist (Med-QUEST)  
 111045 SR22

Office Assistant III  
 100525 SR08

Registered Nurse V  
 34817 SR24

Registered Nurse V  
 51829 SR24

Human Services Professional IV  
 100407 SR22

Contracts Specialist (Med-QUEST)  
 8492 SR22

Contracts Specialist (Med-QUEST)  
 36575 SR22

Contracts Specialist (Med-QUEST)  
 122252 SR22

Secretary I  
 101590 SR12

Office Assistant III  
 35312 SR08

Contracts Specialist (Med-QUEST)  
 26589 SR22

Contracts Specialist (Med-QUEST)  
 100491 SR22

Contracts Specialist (Med-QUEST)  
 122448 SR22

Encounter Data Validation Specialist  
 108927 SRNA

Provider Data Technician  
 111068 SRNA

Secretary I  
 103052 SR12

Office Assistant III  
 26715 SR08

Office Assistant III  
 100502 SR08

Social Worker IV  
 4546 SR22

Social Worker IV  
 101596 SR22

Home and Family Access  
 Program Manager  
 100519 SRNA

Registered Nurse V  
 100418 SR24

Registered Nurse V  
 122831 SR24

Registered Nurse IV  
 100454 SR22

Registered Nurse IV  
 100499 SR22

Registered Nurse IV  
 103049 SR22

## **SOCIAL SERVICES DIVISION**

Under the general direction of the Director of Human Services, the Social Services Division provides social services to eligible families and individuals. Basic authority and responsibility for the administration of the Social Services Division shall 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/or neglected and adult and community care services directed at protecting eligible adults.

### **ADULT PROTECTIVE PROGRAM DEVELOPMENT OFFICE**

Under the general direction of the Social Service Division Administrator, the Adult Protective Program Development Office provides administrative direction in the planning, developing, implementing, controlling, monitoring, and evaluating of all adult protective services as authorized by federal and state statutes; develops and coordinates all relevant legislation, and maintains all rules, standards, and procedures; sets program priorities, goals, and objectives; and recommends the type of reporting system/mechanisms needed to measure attainment to determine allocation of resources, and provides program information for the development of budgets.

The Adult Protective Program Development Office conducts the analysis of policy options and recommends appropriate action to the Division 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; 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 Adult Protective Program Development Office initiates the development of 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 provides information and advice regarding the Department's position on legislation pertinent to adult protective and community services.

The Adult Protective Program Development Office establishes and maintains standards, rules, and procedures needed to ensure proper implementation of programs that provide services including the certification of programs; provides expertise and technical assistance to direct service staff and other service providers in collaboration with the Division's staff assigned for the purpose of staff development to ensure knowledge of and compliance with standards, rules, and procedures; monitors and evaluates services with the purchase of service monitors of the division's support staff to evaluate the performance of contracted services.

The Adult Protective Program Development Office provides staff support to the division and branch administrators in responding to community complaints and court suits; performs public relation duties to inform the public and mobilize support for the programs; represents the division on advisory boards and other inter-agency groups in the community.

### **CHILD WELFARE PROGRAM DEVELOPMENT OFFICE 1 and 2**

Under the general direction of the Social Service Division Administrator, the Child Welfare Program Development Office 1 and 2 provides administrative direction in the planning, developing, implementing, controlling, monitoring, and evaluating of all child welfare services as authorized by federal and state statutes; develops and coordinates all relevant legislation, and maintains all rules, standards, and procedures; sets program priorities, goals, and objectives; and recommends the type of reporting system/mechanisms needed to measure attainment to determine allocation of resources of funds and other resources for child welfare services.

The Child Welfare Program Development Office 1 and 2 conducts the analysis of policy options and recommends appropriate action to the Division 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; 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 Child Welfare Program Development Office 1 and 2 initiates the development of 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 provides information and advice regarding the Department's position on legislation pertinent to child welfare services.



The Child Welfare Program Development Office 1 and 2 establishes and maintains standards, rules, and procedures needed to ensure proper implementation of programs that provide services including the certification of programs; provides expertise and technical assistance to direct service staff and other service providers in collaboration with the Division's staff assigned for the purpose of staff development to ensure knowledge of and compliance with standards, rules, and procedures; monitors and evaluates services with the purchase of service monitors of the division's support staff to evaluate the performance of contracted services.

The Child Welfare Program Development Office 1 and 2 provides staff support to the division and branch administrators in responding to community complaints and court suits; performs public relation duties to inform the public and mobilize support for the programs; represents the division on advisory boards and other inter-agency groups in the community.

### **PLANNING OFFICE**

Under the direction of the Social Services Division Administrator, the Planning Office 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 management and preparedness, and the physical location of offices.

### **STAFF DEVELOPMENT OFFICE**

Under the direction of the Social Services Division Administrator, the Staff Development Office 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. The Staff Development Office 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.

### **SUPPORT SERVICES OFFICE**

Under the general direction of the Social Services Division Administrator, the Support Services Office performs a support function to the Social Services Division by providing planning, budget and fiscal coordination and monitoring, staff training, contracting, grants management and compliance monitoring, and maintenance of the information systems and in coordinating procedures for data storage and retrieval.

#### **Management Information and Compliance Staff**

Under the direction of the Support Services Administrator, the Management Information and Compliance Staff administers and monitors compliance with requirements for programs funded by federal and state grants and compliance by staff, contracted providers and other state agencies with federal funding requirements; and develops methods to ensure department eligibility for federal funds. The Management Information and Compliance Staff provides technical assistance to the Division in conducting program monitoring and evaluation, and in determining appropriate record keeping practices and in coordinating procedures for data storage and retrieval.

#### **Purchase of Service and Grants Management Staff**

Under the direction of the Support Services Administrator, the Purchase of Service Staff solicits, negotiates, executes, administers, and monitors purchase of service contracts, grant in aid contracts, and other service contracts; and manages federal, state, and private grants awarded for the procurement of services.

### **SYSTEMS OPERATIONS OFFICE**

Under the direction of the Support Services Office Administrator, the Systems Operations Staff 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. The Systems Operations Staff receives, assesses, resolves any hardware and software problems in the division and shall be responsible for any security and compliance issue(s) with respect to the Health Information Portability and Accountability Act (HIPAA) and any related policy and procedures pertaining to security and compliance of the electronic data information system.

## **ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH**

Under the general direction of the Social Services Division Administrator, the Adult Protective and Community Services Branch provides overall management for the development and implementation of the plans, policies, procedures and regulations of the Social Services Division. Services offered include case management, chore services, day care and foster care, adult protective services, foster grandparent volunteers, senior companion volunteers, and respite companion employment training. The Adult Protective and Community Services Branch shall maintain a central registry of reports of vulnerable adult abuse, neglect, and financial exploitation and provide the central registry clearances statewide. The authority and responsibility for the operations of the Adult Protective and Community Services Branch shall be vested in the Branch Administrator who plans, organizes, directs, coordinates, evaluates, and maintains an organization that will facilitate the accomplishment of the adult protective 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.
9. Develops and maintains reports for management control within the branch; provides general support and information to the division in matters relating to branch operations.

### **Foster Grandparent Program Office**

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

The Foster Grandparent Program Office recruits, trains, places, monitors, and evaluates foster grandparents statewide. The Foster Grandparent Program Office also requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for foster grandparents statewide. The Foster Grandparent Program Office 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 and Community Service.

### **Respite Companion Program Office**

Under the general direction of the Adult Protective and Community Services Branch Administrator, the Respite Companion Program Office recruits, trains, places, monitors, and evaluates respite companions on Oahu. The Respite Companion Program Office requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for respite companions 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.

**Senior Companion Program Office**

Under the general direction of the Adult Protective and Community Services Branch Administrator, the Senior Companion Program Office 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 Office recruits, trains, places, monitors, and evaluates senior companions statewide. The Senior Companion Program Office also requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for senior companions statewide. The Senior Companion Program Office 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 and Community Service.



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

Under the direction of the Adult Protective and Community Services 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.

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.

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

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 Protective and Community Services 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. The 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. The 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.

The 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.

The 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. The 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. The 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.

The 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. The 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. The West Hawaii Adult Protective and Community Services Section shall assess the safety of adults receiving services from the 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)**

The 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. The 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.

The 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**

Under the direction of the Adult Protective and Community Services Branch Administrator, the 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. The 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. The 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. The Kauai Adult Protective and Community Services Section shall be responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The 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. The 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. The 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.

The 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.

The 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. The 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. The 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)**

The 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. The 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.

The 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.

The 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. The 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.

The 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 Protective and Community Services Branch Administrator, the 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. The 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. The 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. The Maui Adult Protective and Community Services Section shall be responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The 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. The 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.

The 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)**

The 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. The 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. The 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.

The 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. The 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. The 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.

The 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. The 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.

The 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.

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

Under the direction of the Adult Protective and Community Services 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 are responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.



### **Oahu Adult Protective and Community Services Section (Cont'd)**

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.

### **Oahu Adult Intake Unit**

Under the direction of the Oahu Adult Protective and Community Services Section Administrator, the Oahu 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 Oahu 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 Oahu 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.

### **Oahu Adult Protective and Community Services Units 1 and 2**

Under the direction of the Oahu Adult Protective and Community Services Section Administrator, the Oahu 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. The Oahu 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.

The Oahu 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. The Oahu 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.

The Oahu 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. The Oahu 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 Child Welfare Services 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, permanency, resource 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.

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

Under the general direction of the Child Welfare Services Branch Administrator, the East Hawaii Child Welfare Services Section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in East Hawaii. The East Hawaii Child Welfare Services Section provides child welfare services assessment, and permanency services; resource home recruitment, licensing, and training; and licensing and regulation of child-placing organizations and child-caring institutions. The East Hawaii Child Welfare Services 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. The East Hawaii Child Welfare Services Section 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. The East Hawaii Child Welfare Services Section recruits, studies, certifies, licenses, approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The East Hawaii Child Welfare Services Section provide support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker. The East Hawaii Child Welfare Services Section and its constituent units participate in community education and planning efforts related to child welfare services.

### **East Hawaii Child Welfare Services Units 1, 2, and 3**

Under the direction of the East Hawaii Child Welfare Services Section Administrator, the East Hawaii Child Welfare Services Unit 1, 2, and 3 provides both assessment and permanency services. The East Hawaii Child Welfare Services Unit 2 and 3 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. The East Hawaii Child Welfare Services Unit 1, 2, and 3 also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

The East Hawaii Child Welfare Services Unit 1 recruits, studies, certifies, licenses/approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The East Hawaii Child Welfare Services Unit 1 provide support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker.

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

Under the general direction of the Child Welfare Services Branch Administrator, the West Hawaii Child Welfare Services Section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in West Hawaii. The West Hawaii Child Welfare Services Section provides operational direction and management to implement child welfare services assessment and permanency services; enhanced independent living skills, pre-adoption, adoption, and post-adoption services to children and families; resource home recruitment, licensing, and training; and licensing and regulation of child-placing organizations and child-caring institutions; community education, and planning efforts related to child welfare services. The West Hawaii Child Welfare Services Section provides administrative housekeeping support to the section's units to manage the closed case files of the West Hawaii Child Welfare Services Section.

### **West Hawaii Child Welfare Services Unit 1 and 2**

Under the direction of the West Hawaii Child Welfare Services Section Administrator, the West Hawaii Child Welfare Services Unit 1 and 2 provides both assessment and permanency services. The West Hawaii Child Welfare Services Unit 1 and 2 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. The West Hawaii Child Welfare Services Unit 1 and 2 also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children; and participates in community education and planning efforts related to child welfare services.

### **West Hawaii Child Welfare Services Unit 3**

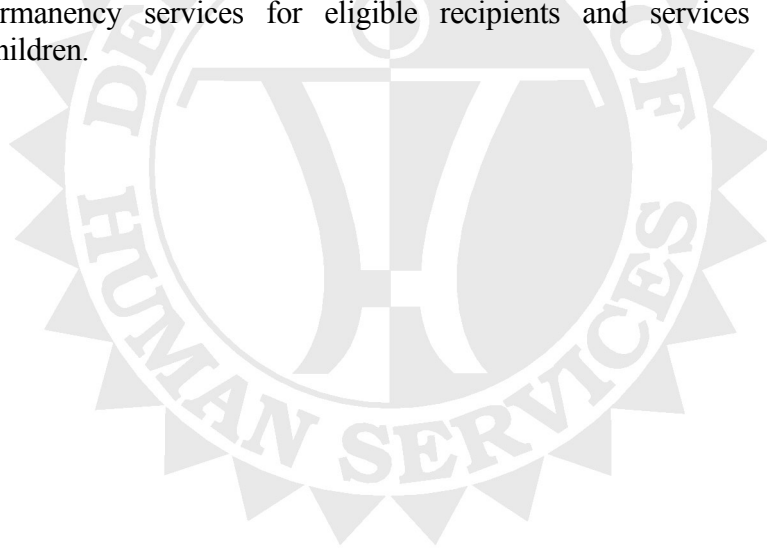
Under the direction of the West Hawaii Child Welfare Services Section Administrator, the West Hawaii Child Welfare Services Unit 3 provides resource and adoptive home studies, recruitment, certification, licensing, and training; and licensing and regulation of child-placing organizations and child-caring institutions. The West Hawaii Child Welfare Service Unit 3 coordinates the closed case files for the West Hawaii Child Welfare Services Section. The West Hawaii Child Welfare Services Unit 3 provides support services to orient, train, recruit, and retain suitable resource homes for the section's foster children; and participates in community education and planning efforts related to child welfare services.

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

Under the general direction of the Child Welfare Services Branch Administrator, the Kauai Child Welfare Services Section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services on Kauai. The Kauai Child Welfare Services Section provides child welfare services assessment, permanency services; resource home recruitment, licensing and training; and licensing and regulation of child-placing organizations and child-caring institutions. The Kauai Child Welfare Services Section provides administrative housekeeping support to the section's units and maintains, manages, and coordinates the closed case files of the Kauai Child Welfare Services Section. The Kauai Child Welfare Services Section 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. The Kauai Child Welfare Services Section also recruits, studies, certifies, licenses, approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The Kauai Child Welfare Services Section provides support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker. The Kauai Child Welfare Services 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 1, 2, and 3**

Under the direction of the Kauai Child Welfare Services Section Administrator, the Central Child Welfare Services Unit 1, the East Child Welfare Services Unit 2, and the West Child Welfare Services Unit 3 provides both child welfare services assessment and permanency services in specific geographic areas. The Central, East and West Child Welfare Services Units 1, 2, and 3 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. The Central, East and West Child Welfare Services Units 1, 2, and 3 also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.



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

Under the general direction of the Child Welfare Services Branch Administrator, the Maui Child Welfare Services 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. The Maui Child Welfare Services Section provides child welfare services assessment, permanency services; resource home recruitment, licensing and training; and licensing and regulation of child-placing organizations and child-caring institutions. The Maui Child Welfare Services Section provides administrative housekeeping support to the section's units, and maintains, manages, and coordinates the closed case files of the Maui Child Welfare Services Section. The Maui Child Welfare Services Section 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. The Maui Child Welfare Services Section also recruits, studies, certifies, licenses, approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The Maui Child Welfare Services Section provides support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker. The Maui Child Welfare Services Section and its constituent units participate in community education and planning efforts related to child welfare services.

### **Maui (East and West) Child Welfare Services Unit 1 and 2**

Under the direction of the Maui Child Welfare Services Section Administrator, the Maui East Child Welfare Services Unit 1 and the Maui West Child Welfare Services Unit 2 provides both child welfare services assessment and permanency services in (West, East) Maui. The Maui East Child Welfare Services Unit 1 and the Maui West Child Welfare Services Unit 2 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. The Maui East Child Welfare Services Unit 1 and the Maui West Child Welfare Services Unit 2 also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

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

Under the direction of the Maui Child Welfare Services Section Administrator, the Molokai/Lanai Child Welfare Services Unit provides child welfare assessment and permanency services. The Molokai/Lanai Child Welfare Services 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. The Molokai/Lanai Child Welfare Services Unit also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children. The Molokai/Lanai Child Welfare Services Unit recruits, studies, certifies, licenses/approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The Molokai/Lanai Child Welfare Services Unit provides support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker.

### **Lanai Sub-unit**

Under the direction of the Molokai/Lanai Child Welfare Services Unit supervisor, the Lanai Sub-unit provides child welfare assessment and permanency services. The Lanai Sub-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. The Lanai Sub-unit also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children. The Lanai Sub-unit recruits, studies, certifies, licenses, approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The Lanai Sub-unit provides support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker. The Lanai Sub-unit also provides social services in accordance with the Adult Protective and Community Services Branch for dependent adults and chronically disabled adults and children.

### **Oahu Child Welfare Services Section 1**

Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 1 provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services on Oahu. The Oahu Child Welfare Services Section 1 provides specialized island wide services including sex abuse assessments, permanency services, and institutional abuse assessments. The Oahu Child Welfare Services Section 1 and its constituent units participate in community education and planning efforts related to child welfare services.

### **Oahu Child Welfare Services Units 1 and 2**

Under the direction of the Oahu Child Welfare Services Section 1 Administrator, the Oahu Child Welfare Services Units 1 and 2 provide both assessment and permanency services in specific geographic areas. The Oahu Child Welfare Services Units 1 and 2 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. The Oahu Child Welfare Services Units 1 and 2 also provide child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

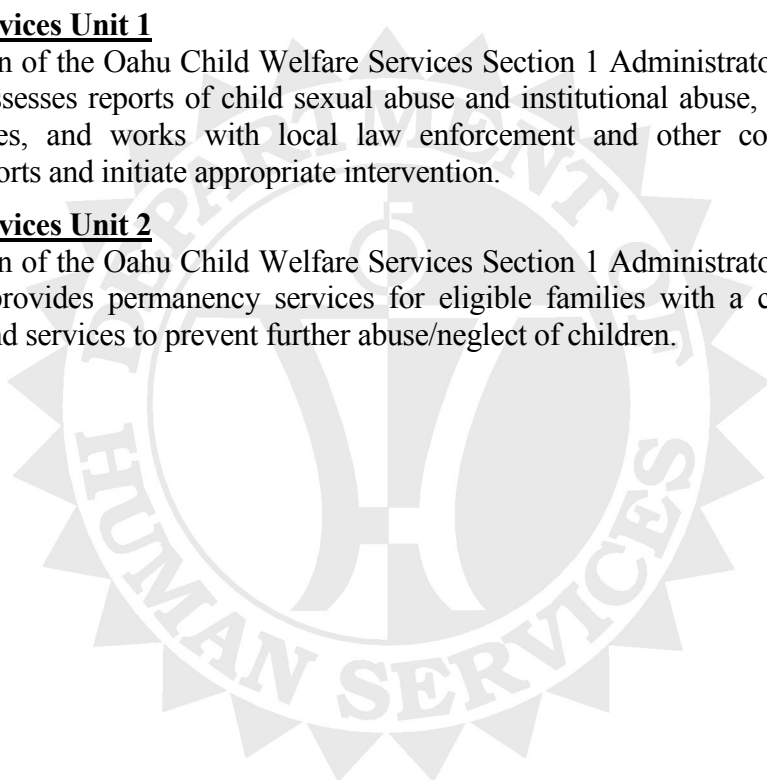
The Oahu Child Welfare Services Units 1 and 2 provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provide pre-adoption, adoption, and post-adoption services to children and families.

### **Oahu Special Services Unit 1**

Under the direction of the Oahu Child Welfare Services Section 1 Administrator, the Oahu Special Services Unit 1 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 Unit 2**

Under the direction of the Oahu Child Welfare Services Section 1 Administrator, the Oahu Special Services Unit 2 provides permanency services for eligible families with a child who has been sexually abused and services to prevent further abuse/neglect of children.



## **Oahu Child Welfare Services Section 2**

Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 2 provide operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in Oahu. The Oahu Child Welfare Services Section 2 provides child welfare services assessment and permanency services in their respective Oahu areas. The Oahu Child Welfare Services Section 2 and their constituent units participate in community education and planning efforts related to child welfare services.

## **West Oahu Child Welfare Services Units 1, 2, 3 and 4**

Under the direction of the Oahu Child Welfare Services Section 2 Administrator, the West Oahu Child Welfare Services Units 1, 2, 3, and 4 provide both assessment and permanency services in specific geographic areas. The West Oahu Child Welfare Services Units 1, 2, 3, and 4 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. The West Oahu Child Welfare Services Units 1, 2, 3, and 4 also provide child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

The West Oahu Child Welfare Services Units 1, 2, 3, and 4 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 Child Welfare Services Section 3**

Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 3 provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services statewide. The Oahu Child Welfare Services Section 3 provides child welfare services intake, assessment, and foster care-income maintenance services; resource home recruitment, licensing and training; and licensing and regulation of child-placing organizations and child-caring institutions. The Oahu Child Welfare Services Section 3 also provides administrative housekeeping support to Oahu Child Welfare Services Sections 1, 2, 3, and 4; and maintains, manages, and coordinates the closed files of the Oahu Child Welfare Services Sections 1, 2, 3, and 4. The Oahu Child Welfare Services Section 3 provides child abuse and neglect central registry clearance statewide. The Oahu Child Welfare Services Section 3 and its constituent units participate in community education and planning efforts related to child welfare services.

#### **Closed Files Unit**

Under the direction of the Oahu Child Welfare Services Section 3 Administrator, the Closed Files Unit provides administrative support and maintains, manages and coordinates the closed case files for the Oahu Child Welfare Services Section 1, 2, 3, and 4.

#### **Federal Payment Programs Eligibility Unit**

Under the direction of the Oahu Child Welfare Services Section 3 Administrator, the Federal Payment Programs Eligibility Unit staff works in several geographic areas and determines through referrals from social services staff, the eligibility of children for IV-E, Medicaid, and other federal and state payment programs statewide. The Federal Payment Programs Eligibility 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.

#### **Intake Unit**

Under the direction of the Oahu Child Welfare Services Section 3 Administrator, the Intake Unit determines eligibility for Child Welfare Services in accordance with established departmental policies and procedures. The Intake Unit receives, assesses, and processes all reports of child abuse and neglect 24 hours a day, 7 days a week, and determines 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.

#### **Resource Home Licensing Unit**

Under the direction of the Oahu Child Welfare Services Section 3 Administrator, the Resource Home Licensing Unit recruits, studies, certifies/licenses/approves resource homes and adoptive homes. The Resource Home Licensing Unit provides support services to orient and retain resource homes and recommend suitable resource homes to a child's social worker. The Resource Home Licensing Unit also licenses and regulates child placing organizations and child caring institutions.



#### **Oahu Child Welfare Services Section 4**

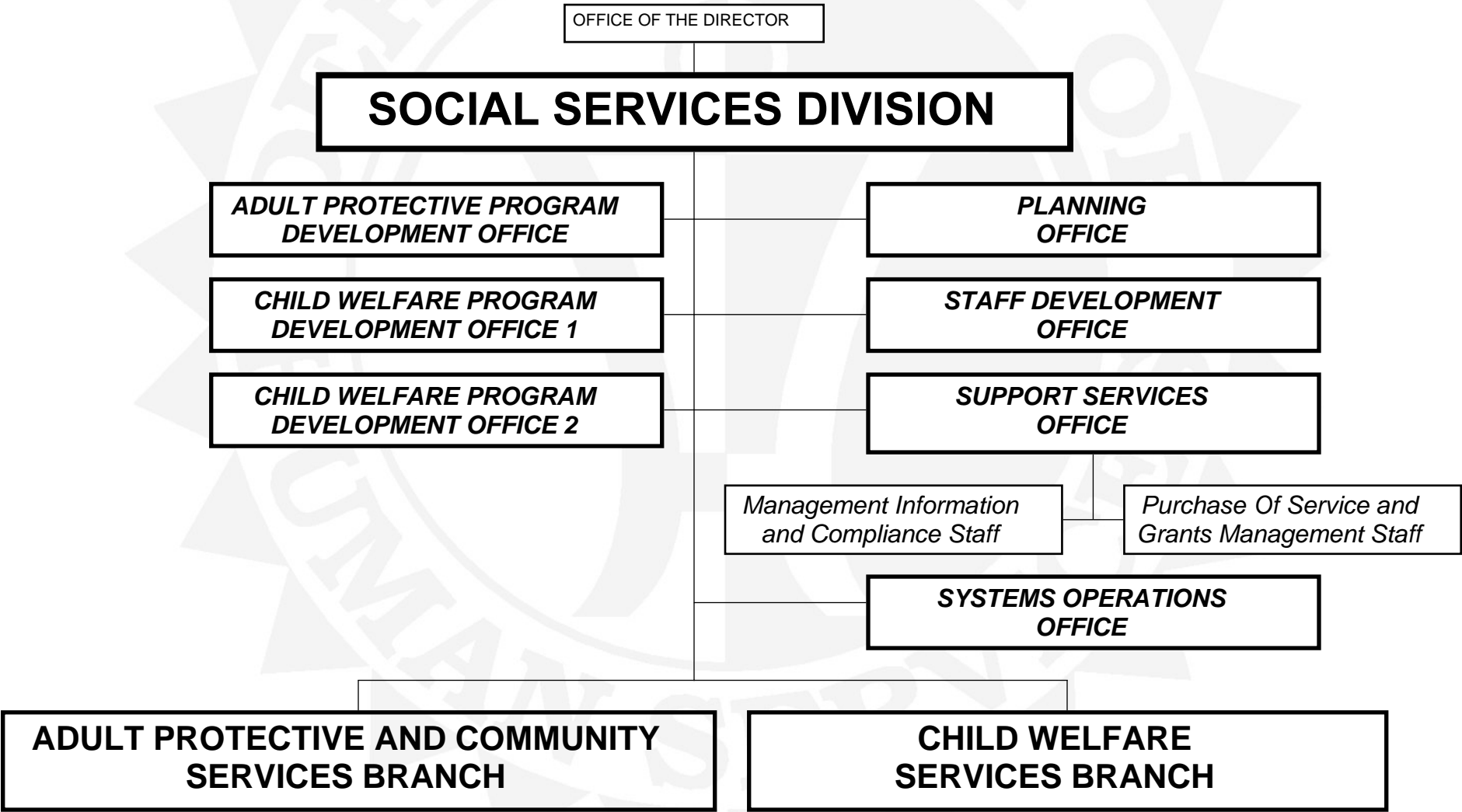
Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 4 provide operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in Oahu. The Oahu Child Welfare Services Section 4 provides child welfare services assessment and permanency services in their respective Oahu areas. The Oahu Child Welfare Services Section 4 and their constituent units participate in community education and planning efforts related to child welfare services.

#### **East Oahu Child Welfare Services Units 1, 2, 3 and 4**

Under the direction of the Oahu Child Welfare Services Section 4 Administrator, the East Oahu Child Welfare Services Units 1, 2, 3, and 4 provide both assessment and permanency services in specific geographic areas. The East Oahu Child Welfare Services Units 1, 2, 3, and 4 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. The East Oahu Child Welfare Services Units 1, 2, 3, and 4 also provide child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

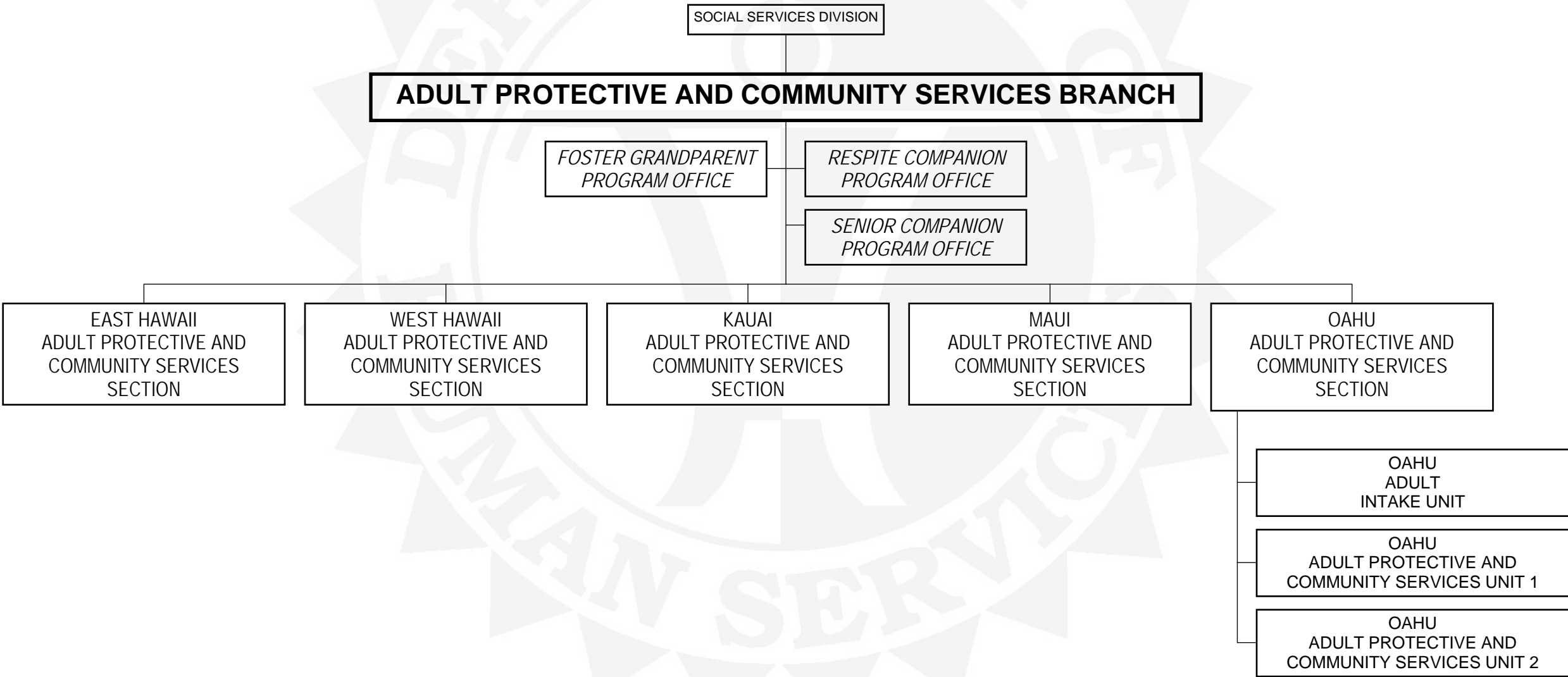
The East Oahu Child Welfare Services Units 1, 2, 3, and 4 provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provide pre-adoption, adoption, and post-adoption services to children and families.

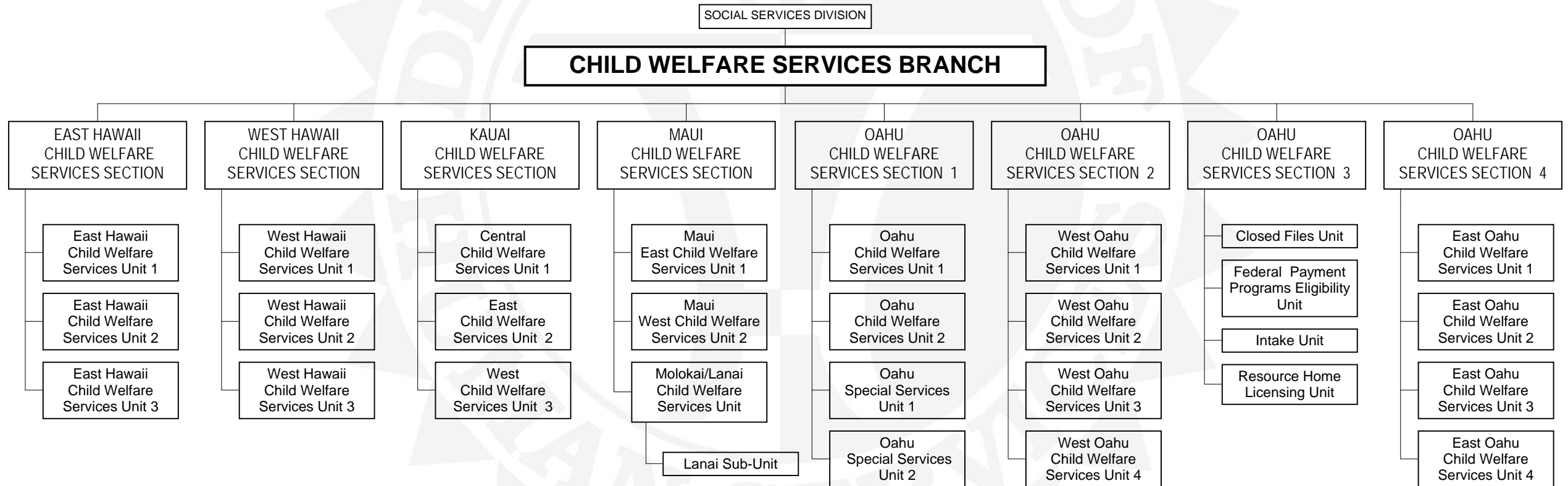


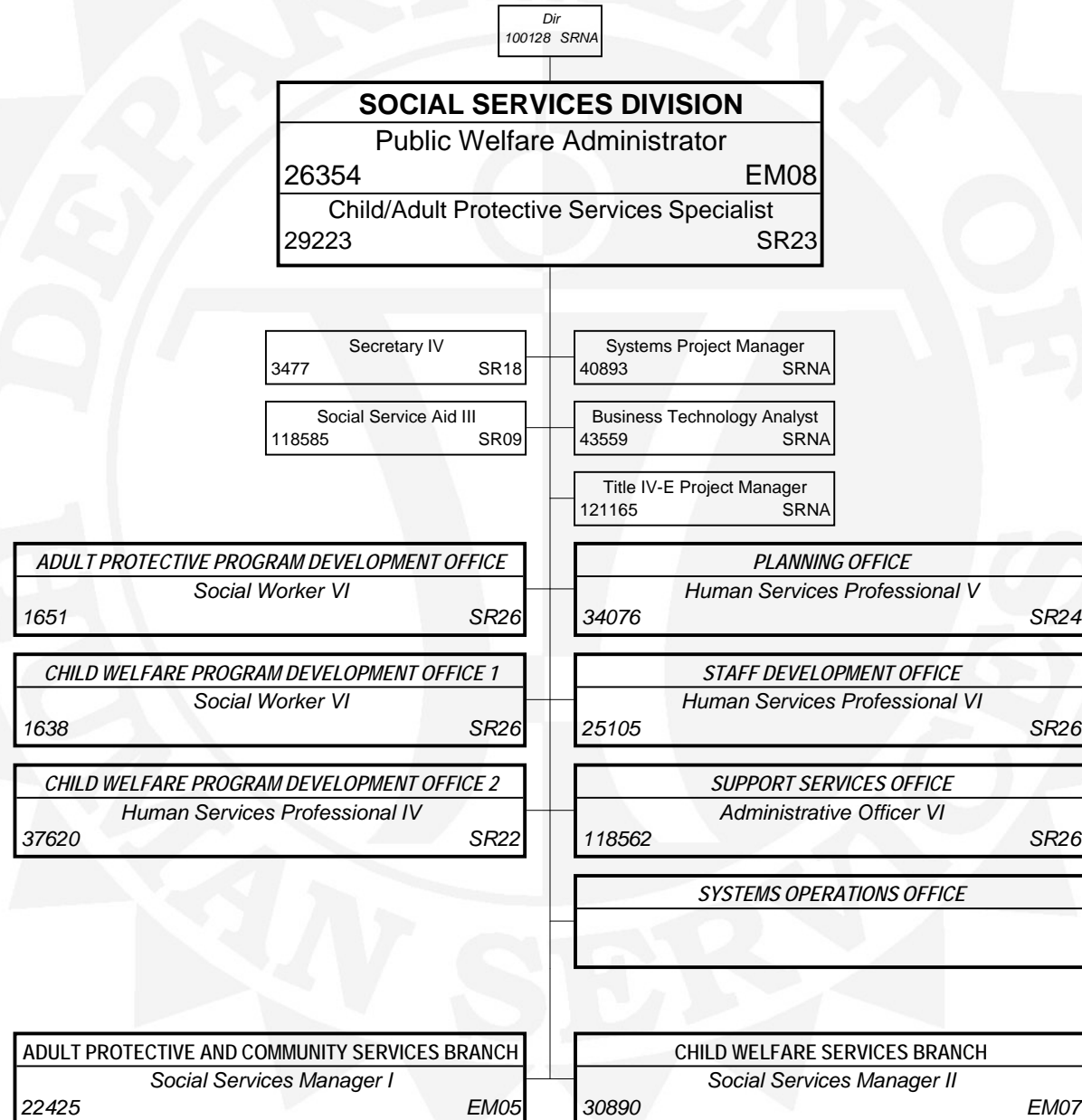


STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH

ORGANIZATION CHART  
JUNE 30, 2019

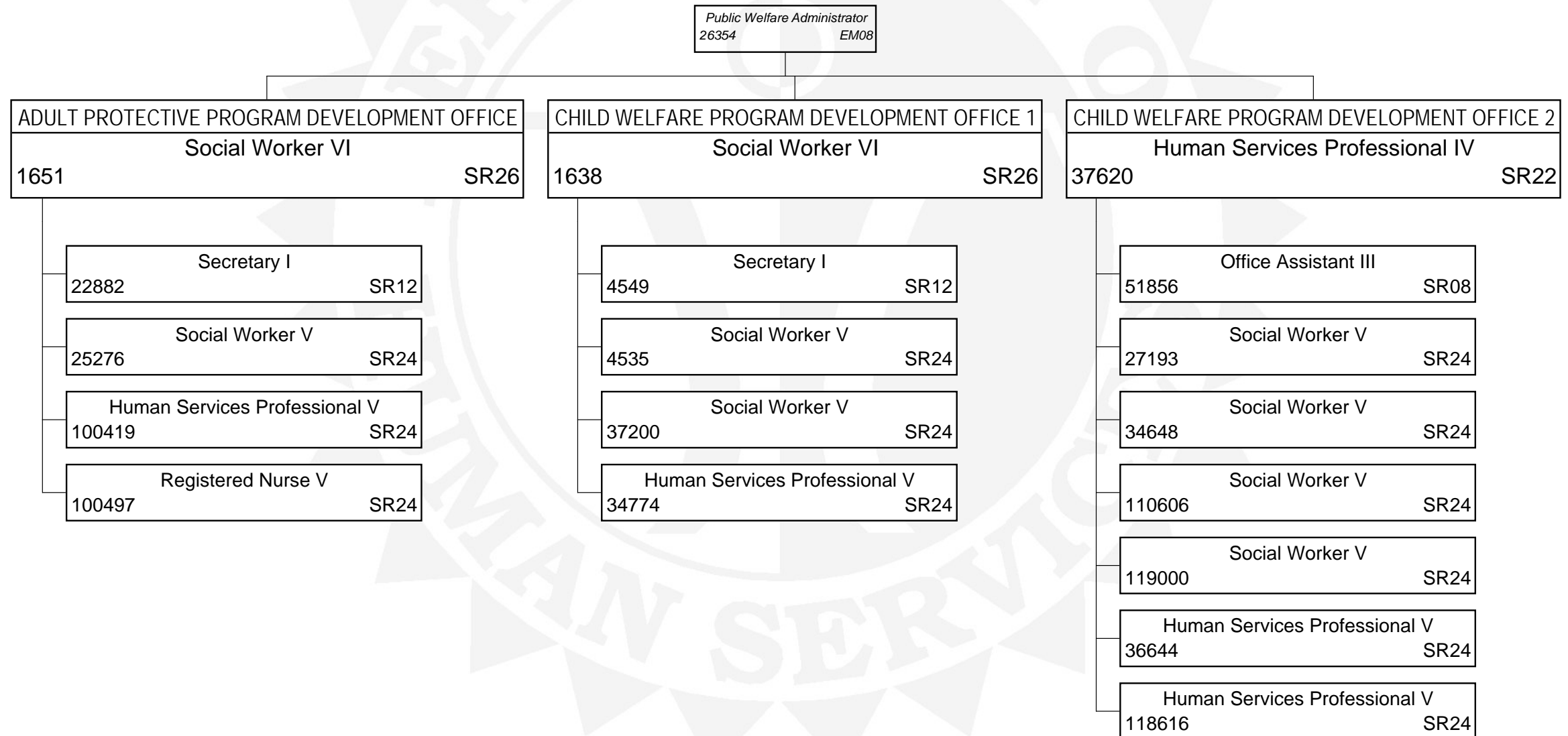


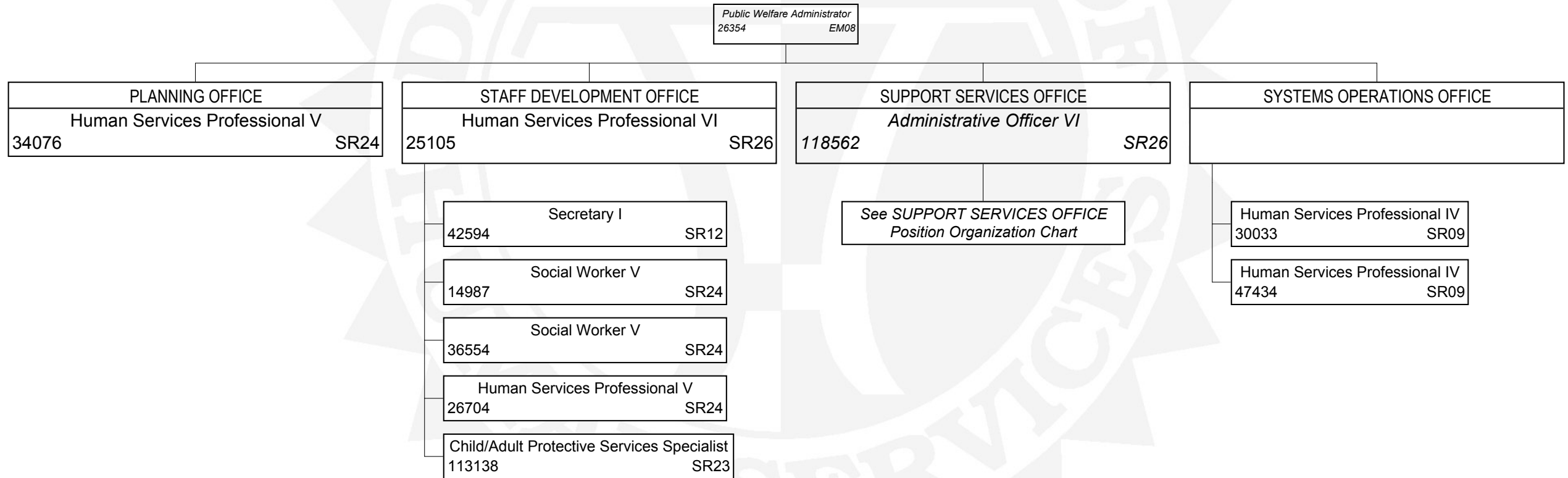


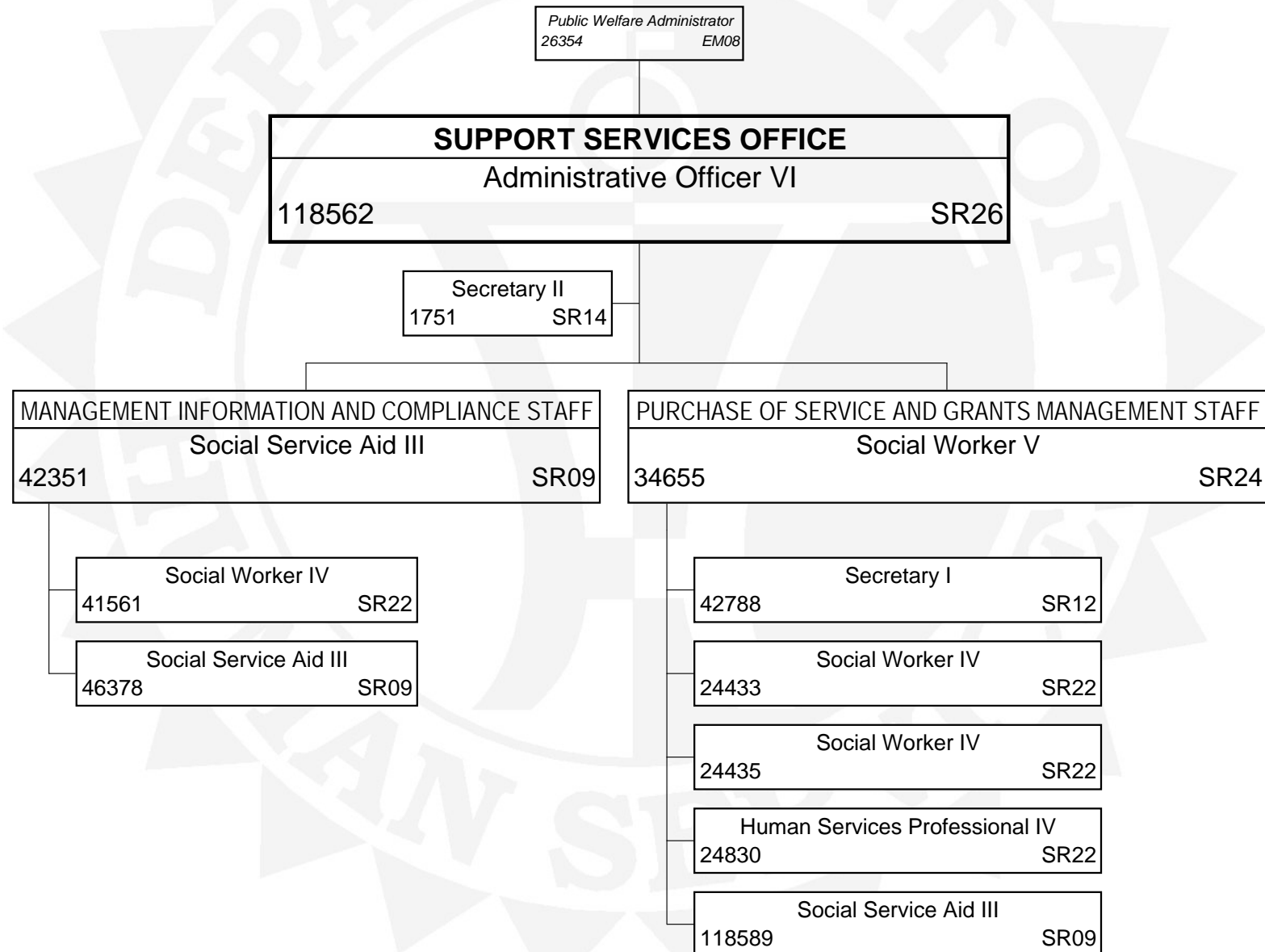


STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 SOCIAL SERVICES DIVISION  
 ADULT PROTECTIVE PROGRAM DEVELOPMENT OFFICE  
 CHILD WELFARE PROGRAM DEVELOPMENT OFFICE 1  
 CHILD WELFARE PROGRAM DEVELOPMENT OFFICE 2

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



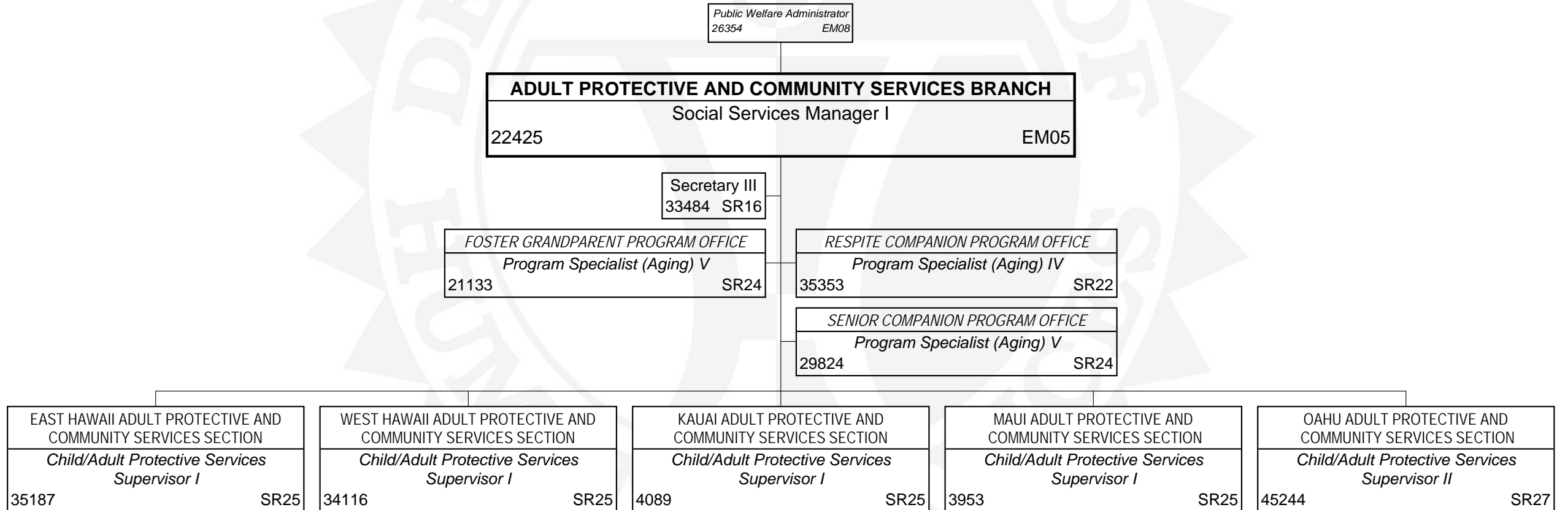






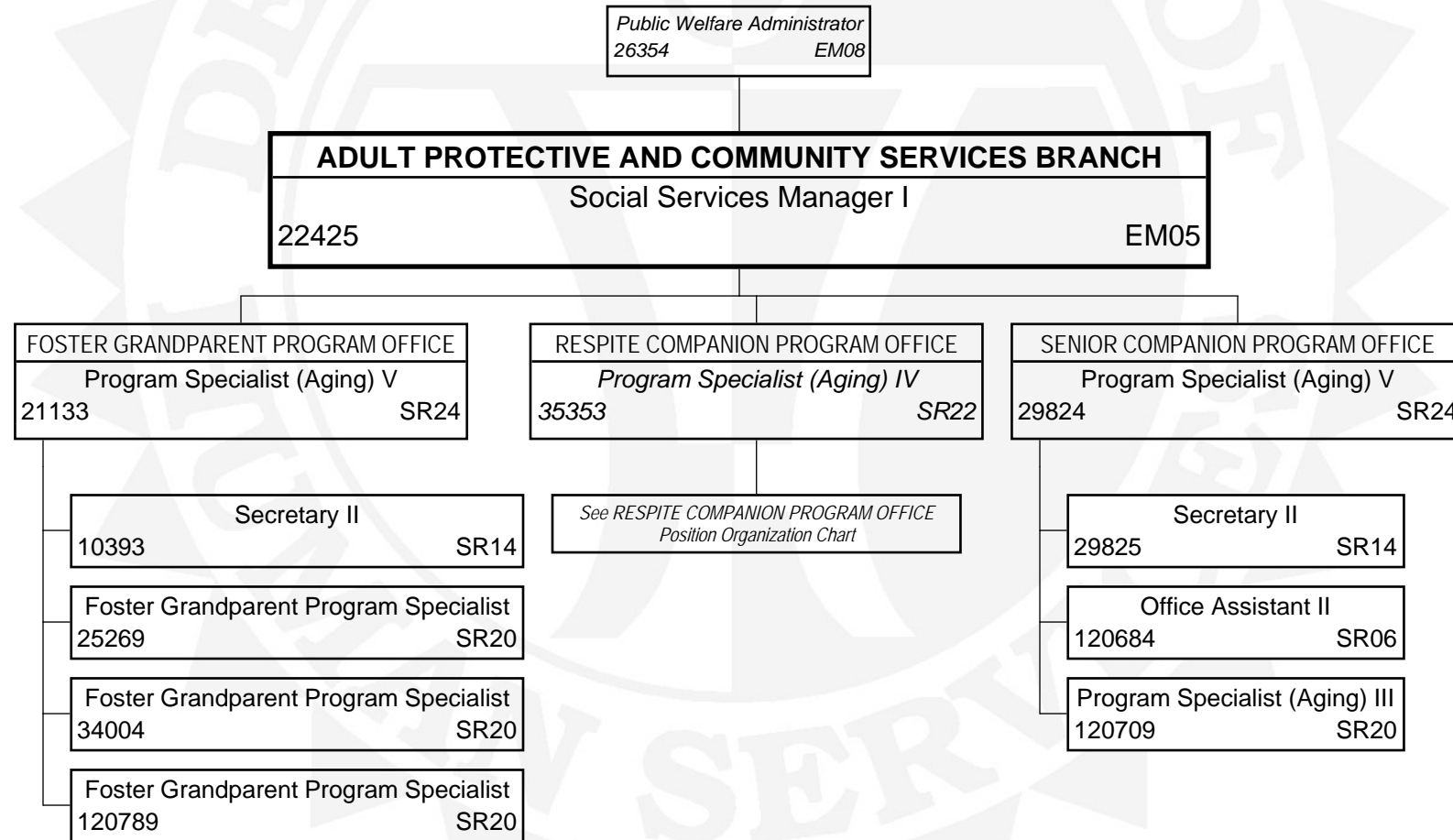
STATE OF HAWAII  
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 SOCIAL SERVICES DIVISION  
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POSITION ORGANIZATION CHART  
 JUNE 30, 2019



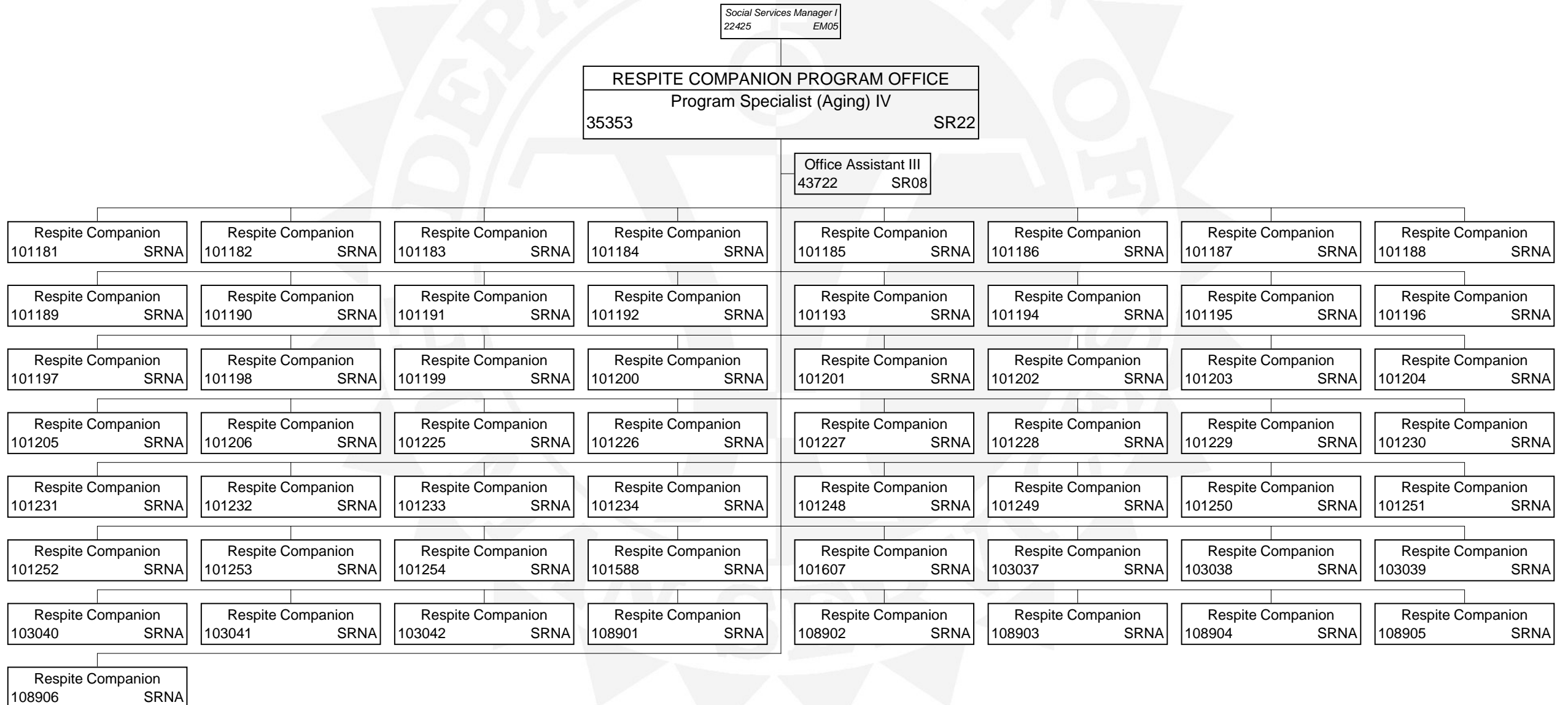
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 FOSTER GRANDPARENT PROGRAM OFFICE  
 RESPITE COMPANION PROGRAM OFFICE\*  
 SENIOR COMPANION PROGRAM OFFICE

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



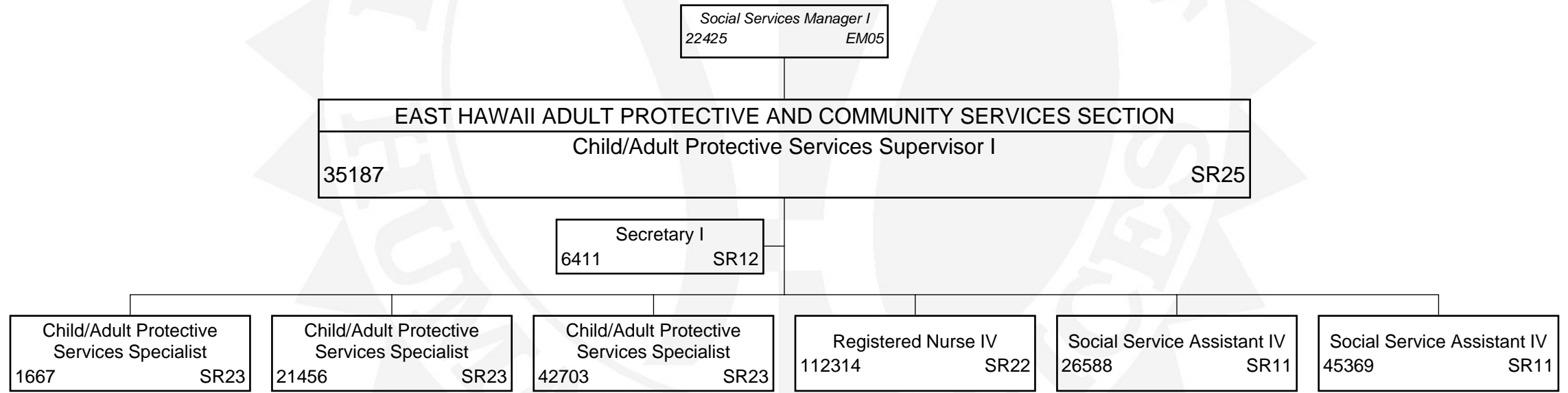
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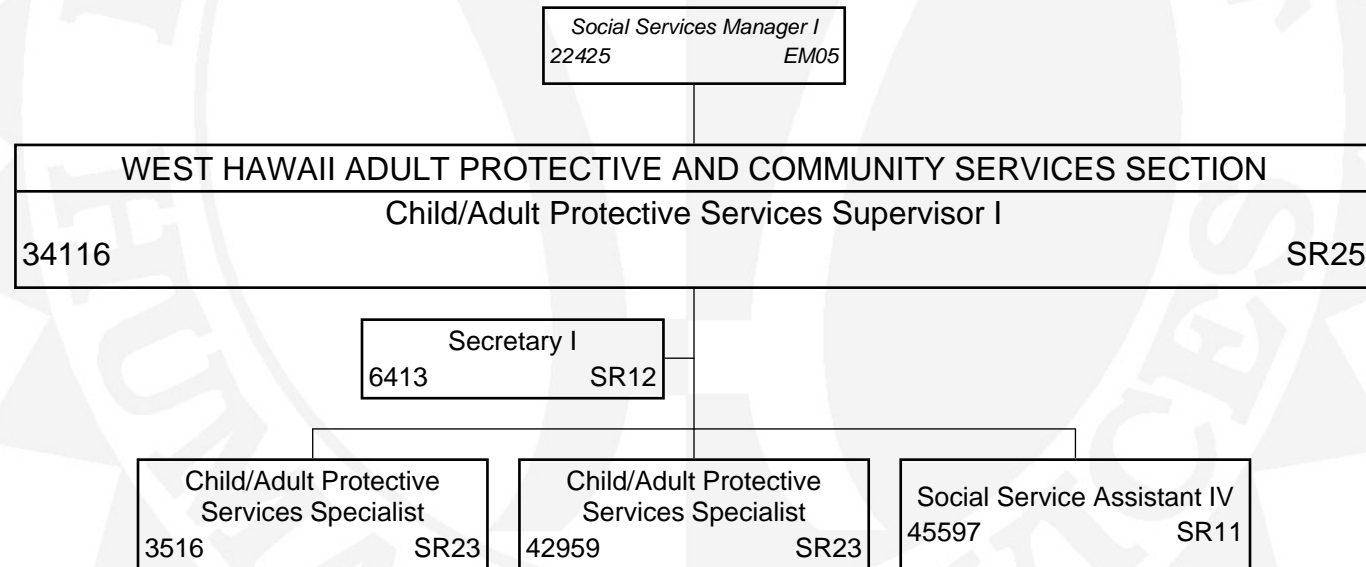
STATE OF HAWAII  
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JUNE 30, 2019



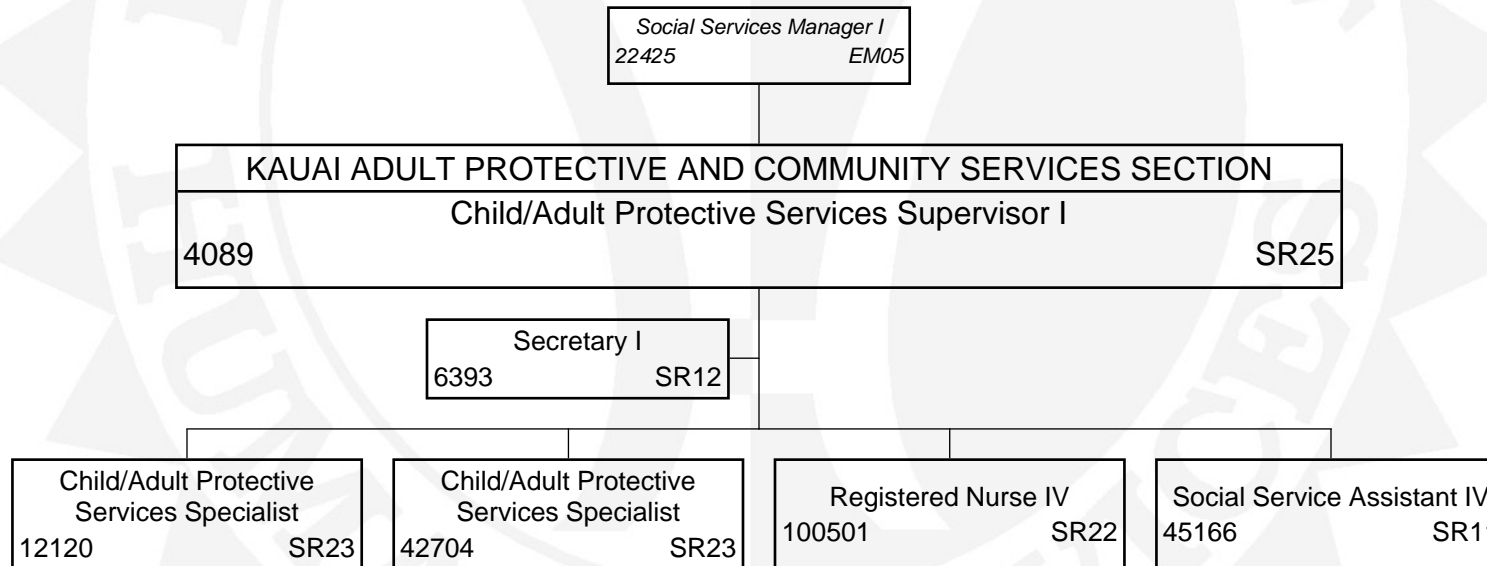
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JUNE 30, 2019



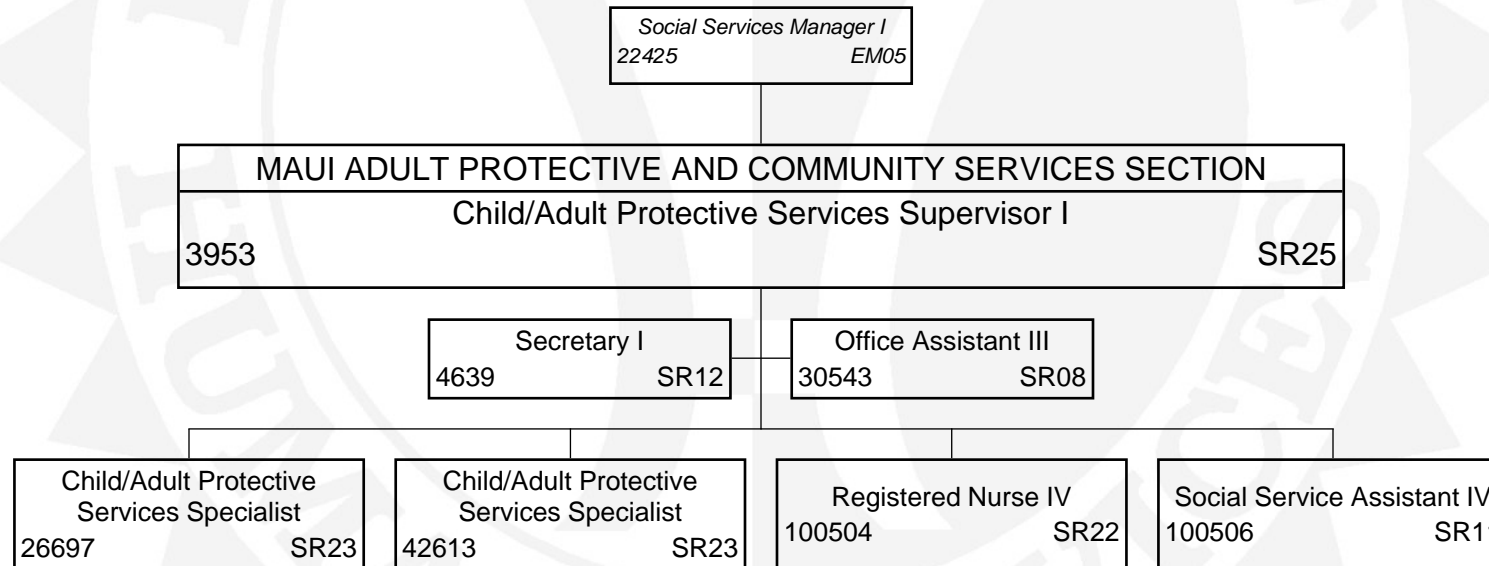
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POSITION ORGANIZATION CHART  
JUNE 30, 2019



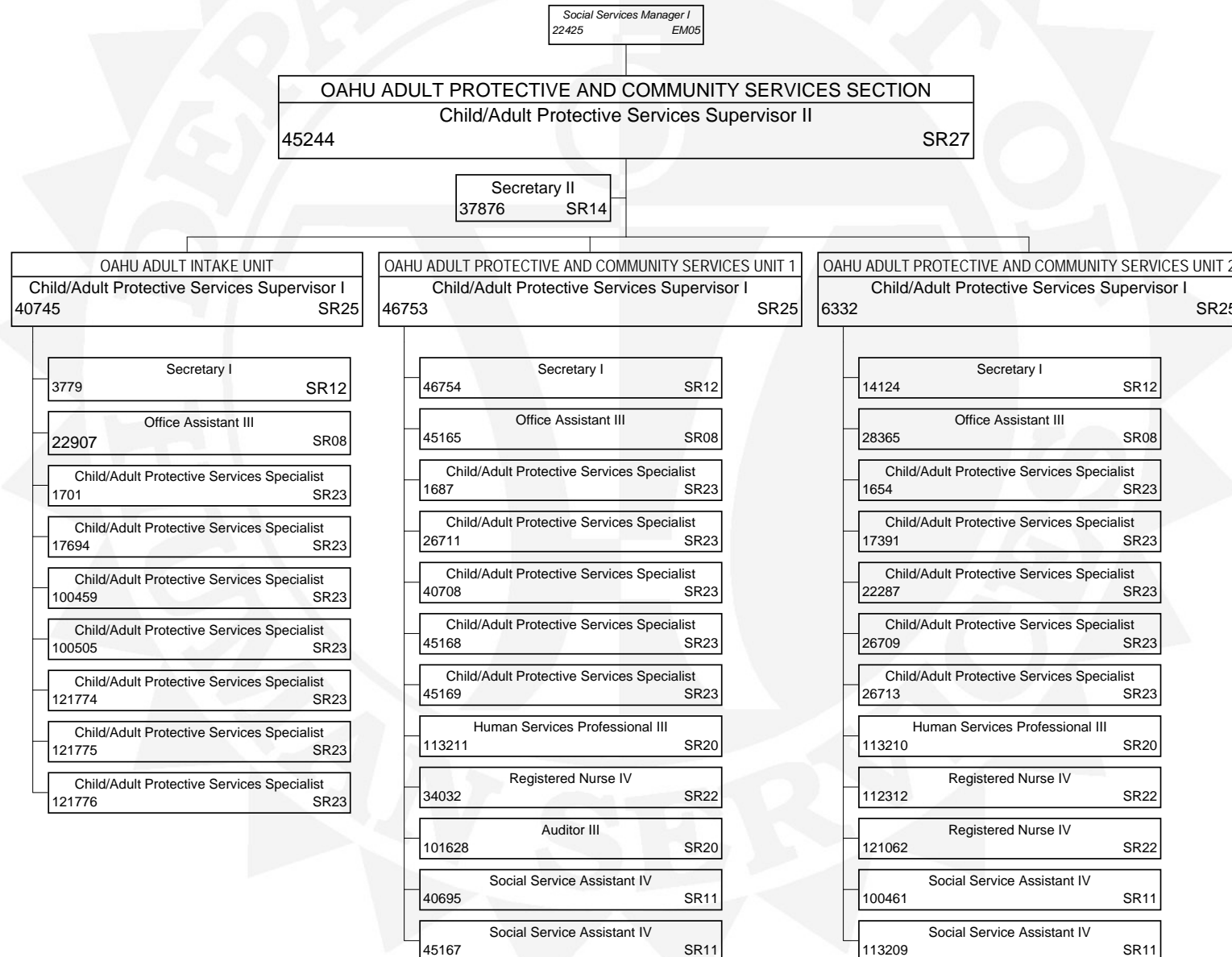
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MAUI ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART  
JUNE 30, 2019



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH  
OAHU ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

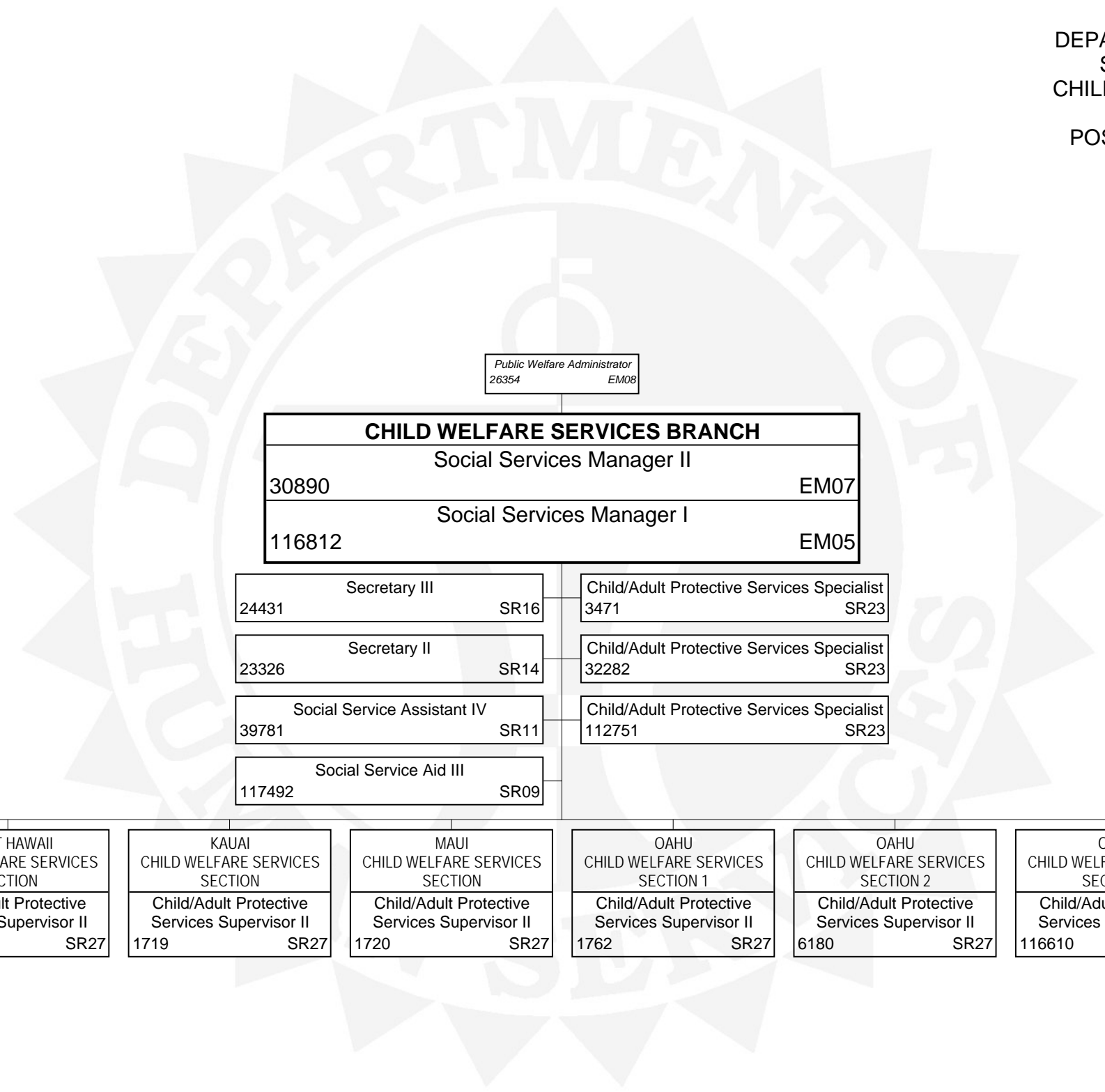
POSITION ORGANIZATION CHART  
JUNE 30, 2019





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

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



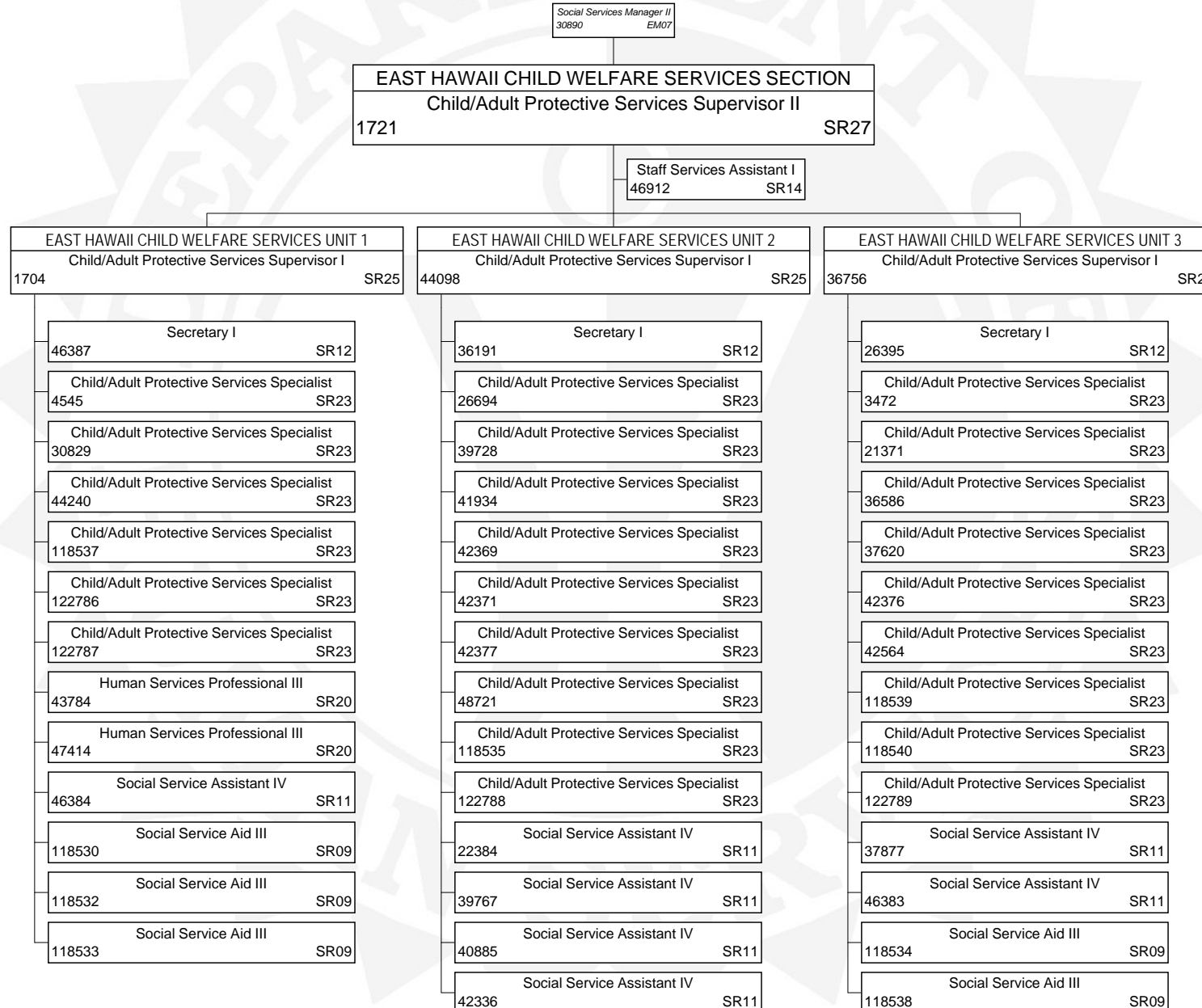
Public Welfare Administrator  
 26354 EM08

CHILD WELFARE SERVICES BRANCH		
Social Services Manager II		
30890		EM07
Social Services Manager I		
116812		EM05

24431	Secretary III	SR16
23326	Secretary II	SR14
39781	Social Service Assistant IV	SR11
117492	Social Service Aid III	SR09

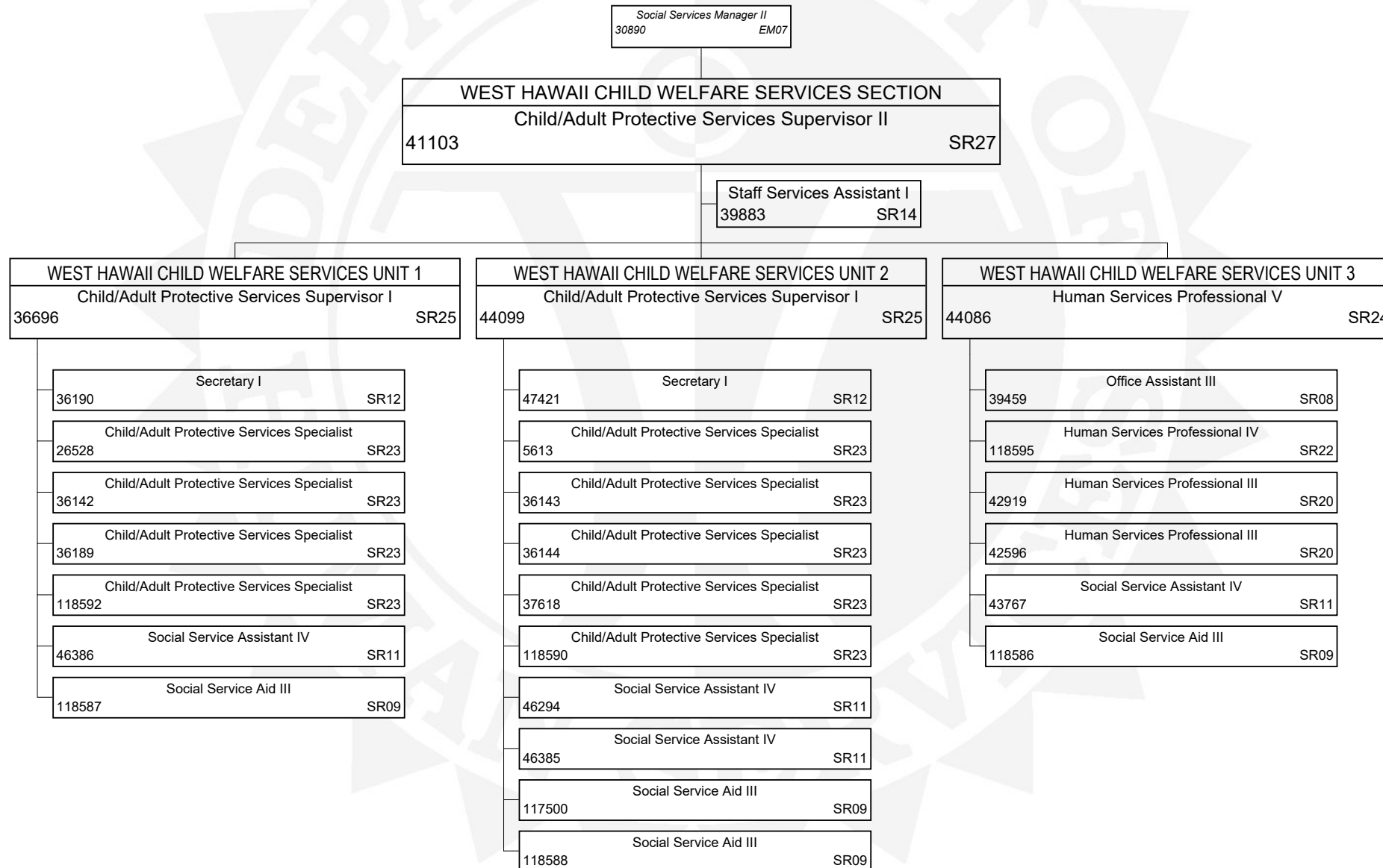
3471	Child/Adult Protective Services Specialist	SR23
32282	Child/Adult Protective Services Specialist	SR23
112751	Child/Adult Protective Services Specialist	SR23

EAST HAWAII CHILD WELFARE SERVICES SECTION Child/Adult Protective Services Supervisor II 1721 SR27	WEST HAWAII CHILD WELFARE SERVICES SECTION Child/Adult Protective Services Supervisor II 41103 SR27	KAUAI CHILD WELFARE SERVICES SECTION Child/Adult Protective Services Supervisor II 1719 SR27	MAUI CHILD WELFARE SERVICES SECTION Child/Adult Protective Services Supervisor II 1720 SR27	OAHU CHILD WELFARE SERVICES SECTION 1 Child/Adult Protective Services Supervisor II 1762 SR27	OAHU CHILD WELFARE SERVICES SECTION 2 Child/Adult Protective Services Supervisor II 6180 SR27	OAHU CHILD WELFARE SERVICES SECTION 3 Child/Adult Protective Services Supervisor II 116610 SR27	OAHU CHILD WELFARE SERVICES SECTION 4 Child/Adult Protective Services Supervisor II 4532 SR27
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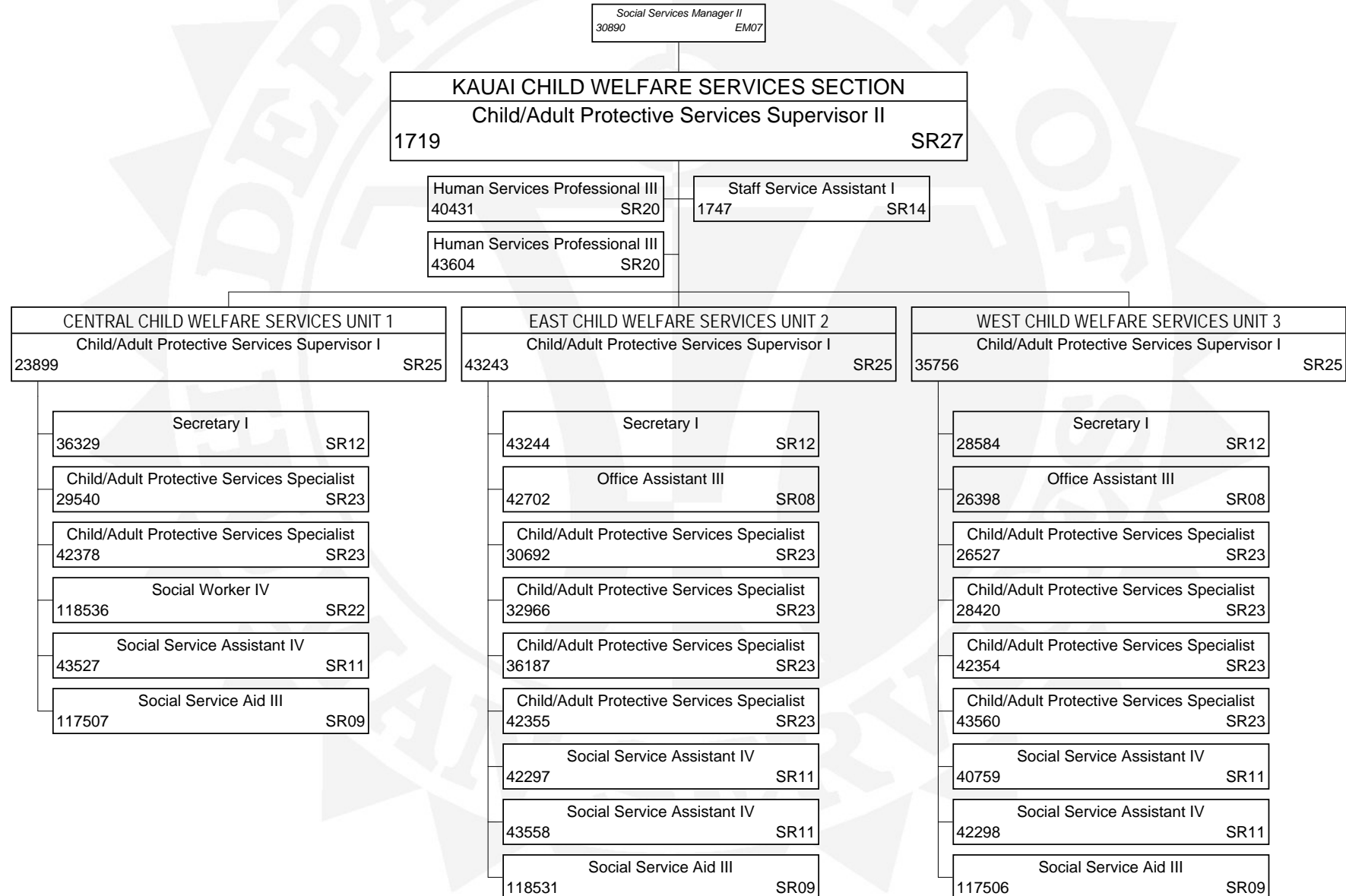
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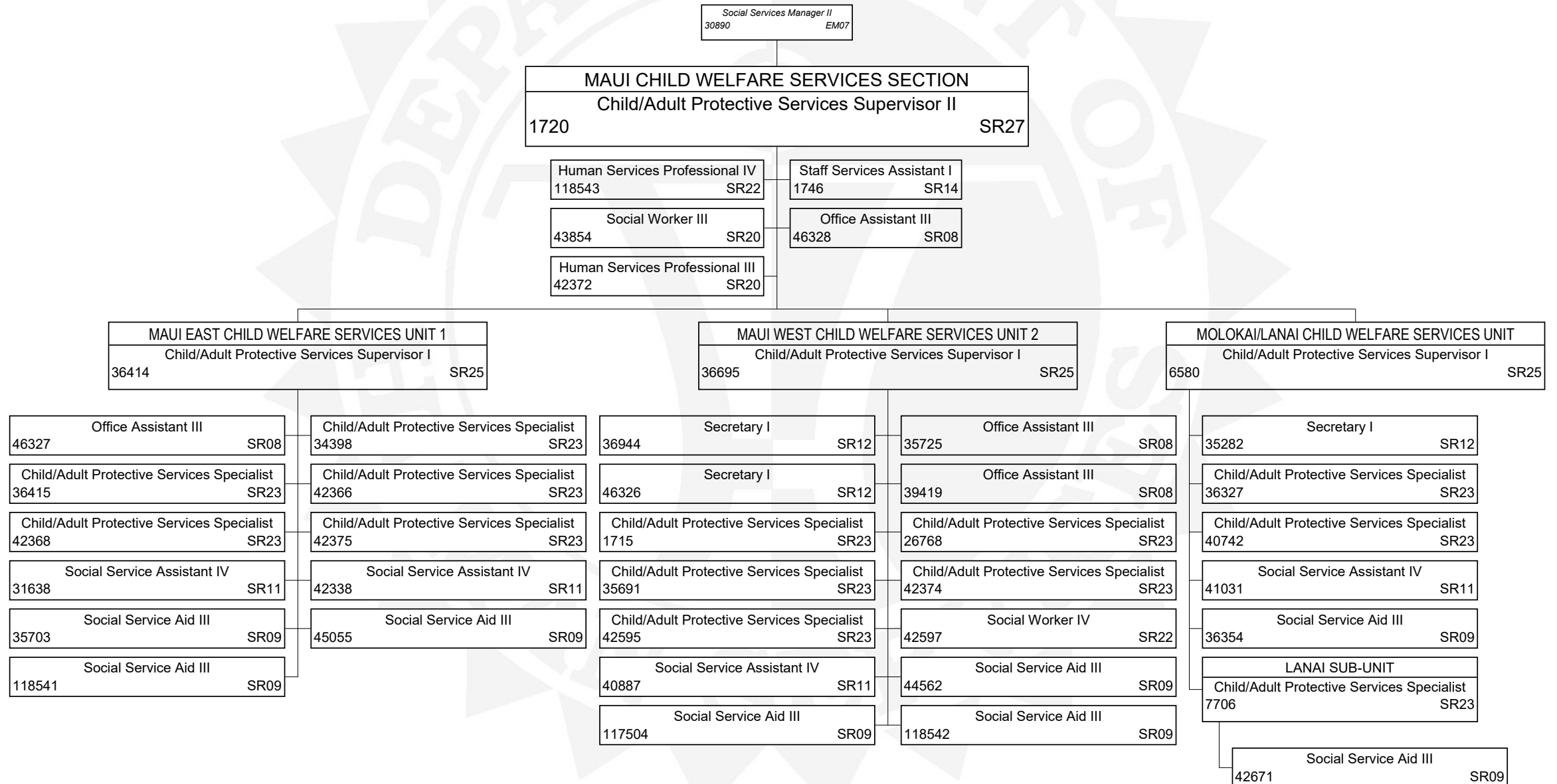
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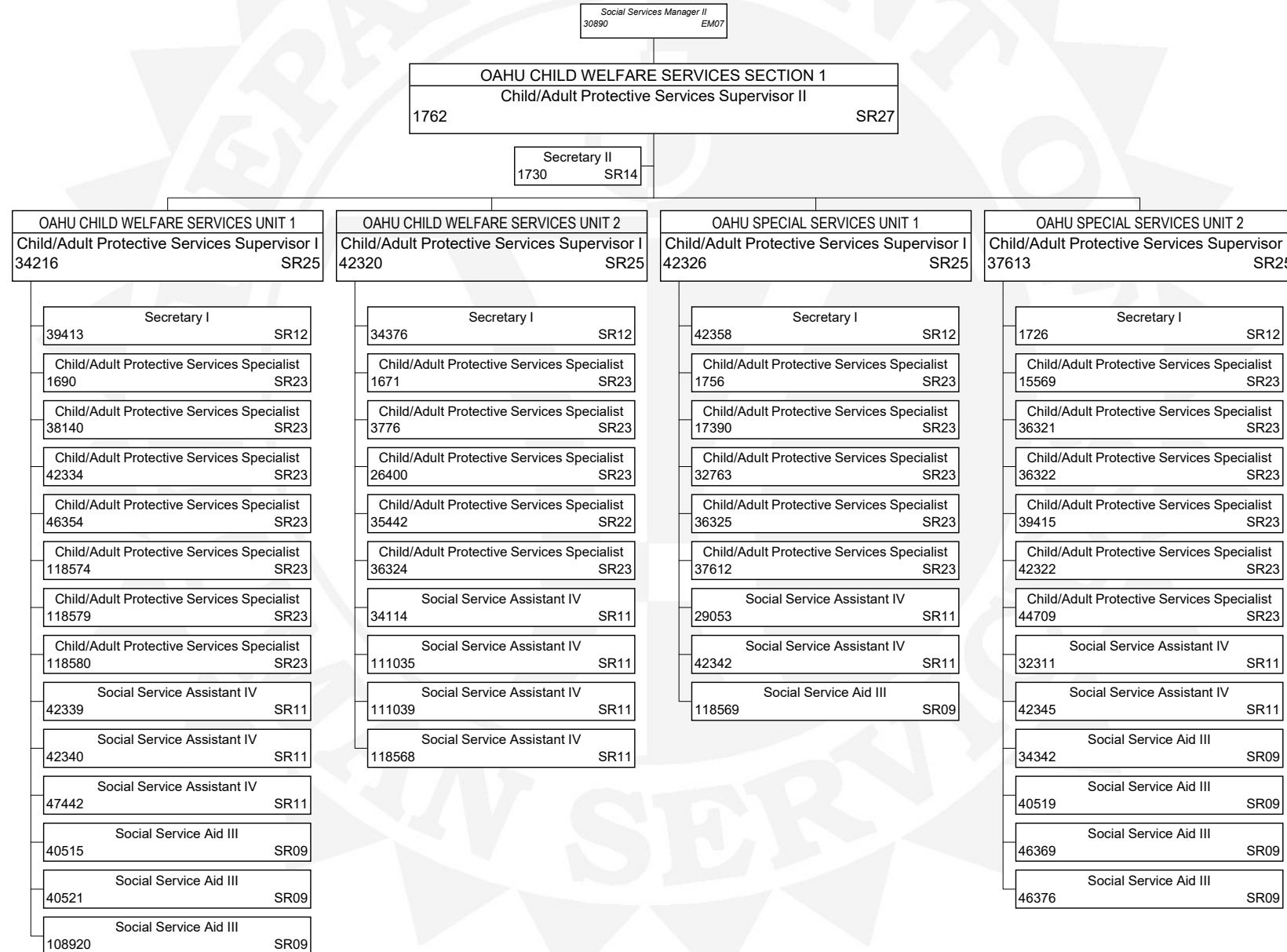
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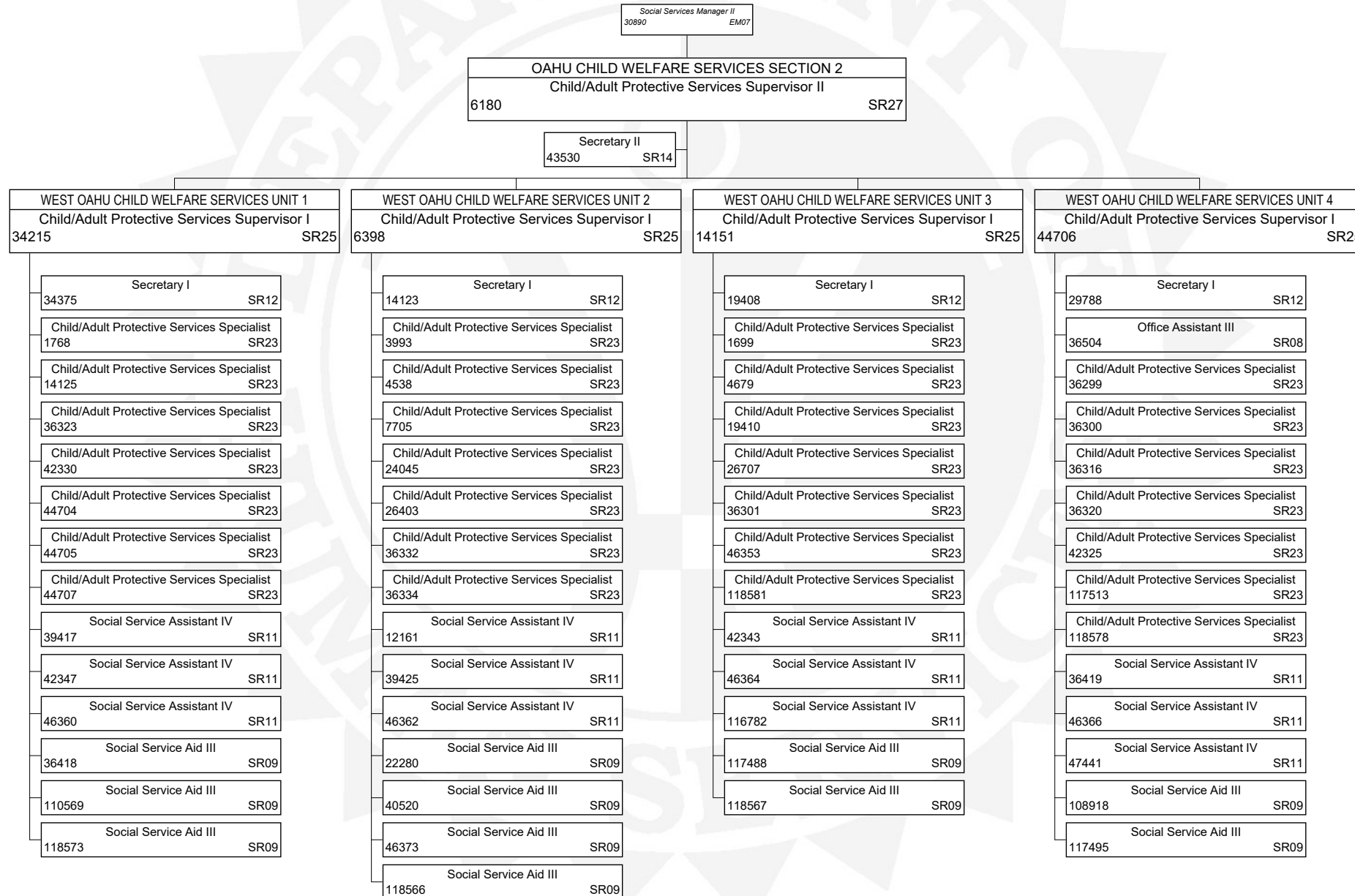
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DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
CHILD WELFARE SERVICES BRANCH  
OAHU CHILD WELFARE SERVICES SECTION 1

POSITION ORGANIZATION CHART  
JUNE 30, 2019



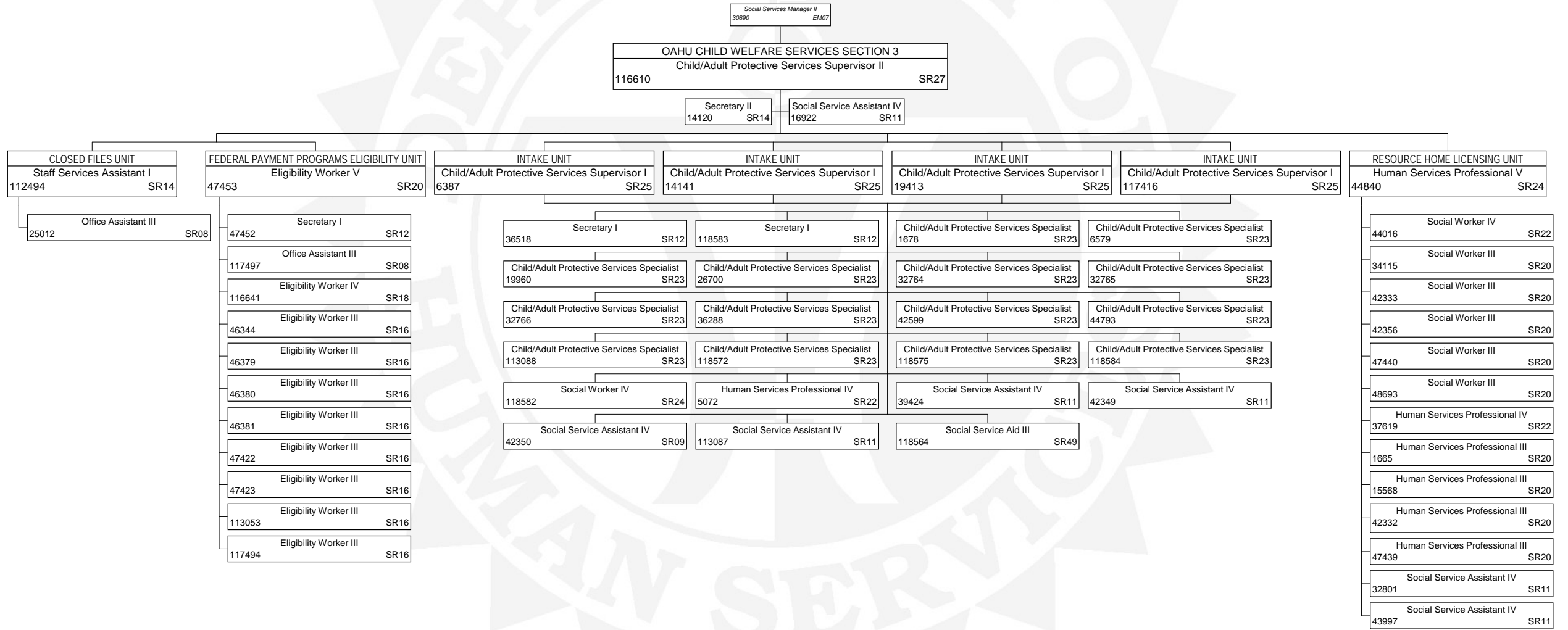
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DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
CHILD WELFARE SERVICES BRANCH  
OAHU CHILD WELFARE SERVICES SECTION 2

POSITION ORGANIZATION CHART  
JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 SOCIAL SERVICES DIVISION  
 CHILD WELFARE SERVICES BRANCH  
 OAHU CHILD WELFARE SERVICES SECTION 3

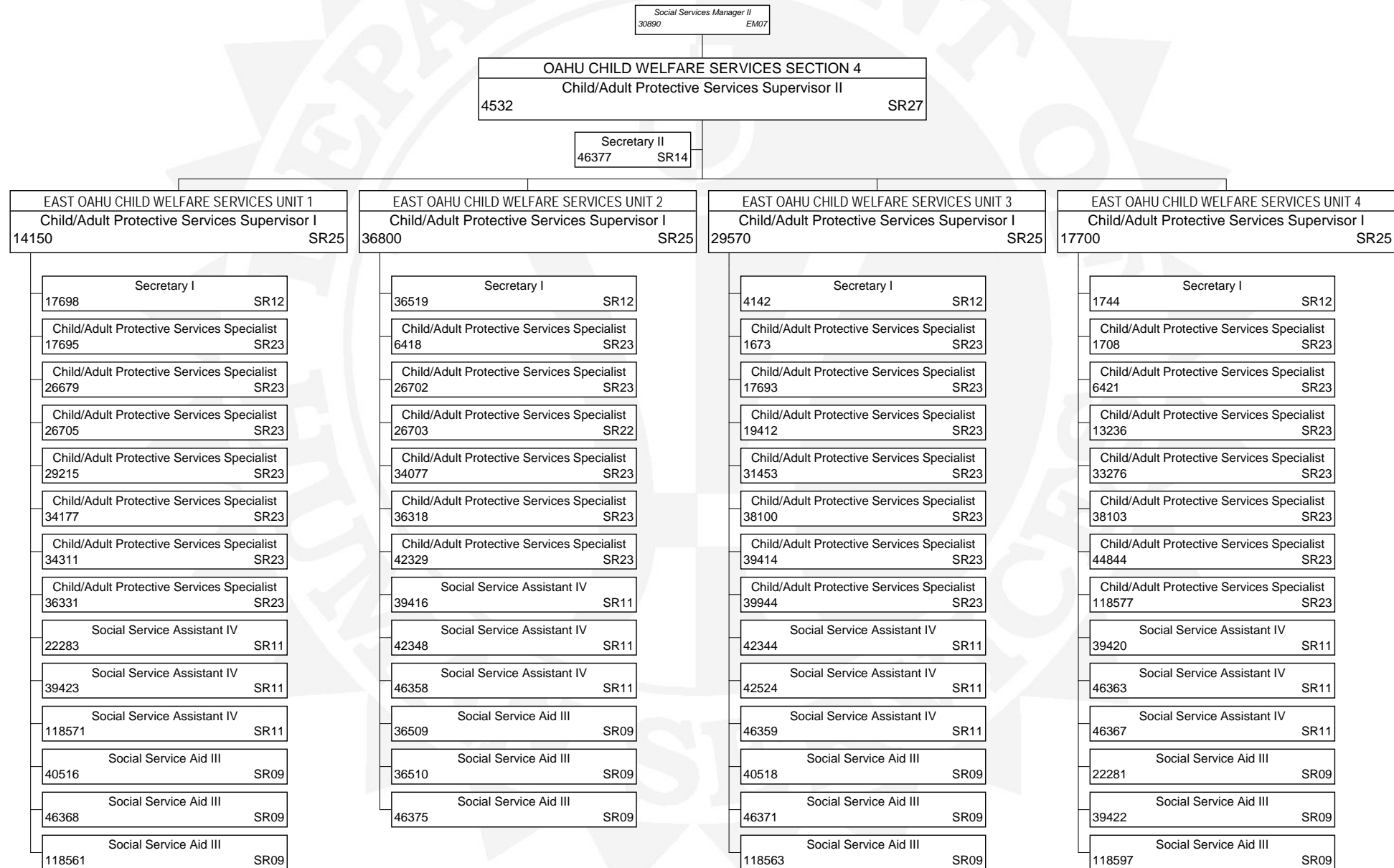
POSITION ORGANIZATION CHART  
 JUNE 30, 2019





STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
CHILD WELFARE SERVICES BRANCH  
OAHU CHILD WELFARE SERVICES SECTION 4

POSITION ORGANIZATION CHART  
JUNE 30, 2019



## **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.

**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.

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, KAUAL, 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.

## **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.
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.

## **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.
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.

### **Adjustment Section**

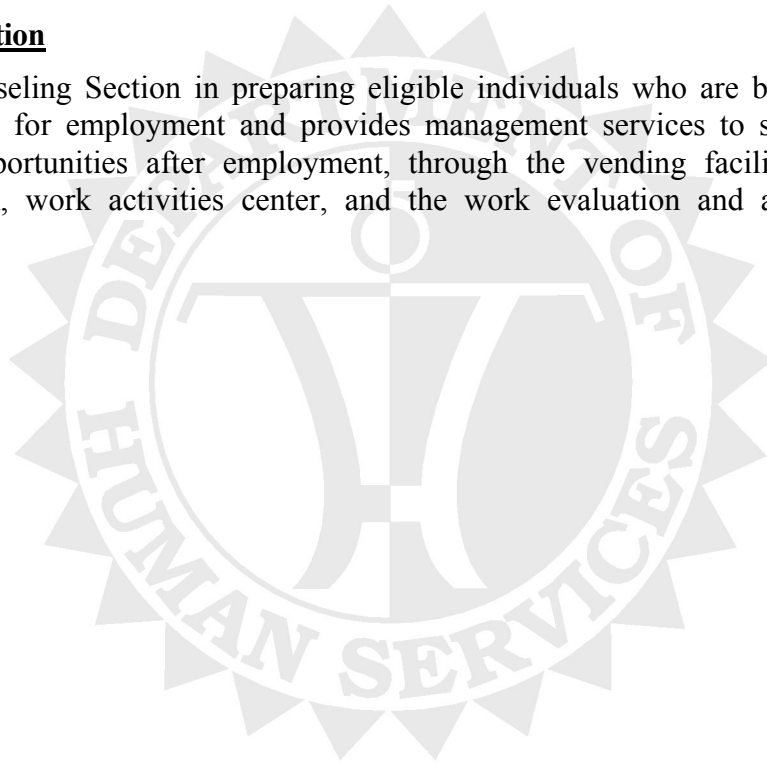
Receives referrals from the Counseling Section and provides personal-social adjustment and prevocational evaluation and training services in communication, activities of daily living, orientation and mobility, home management, personal management, manual arts, social, recreational, physical conditioning, 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.

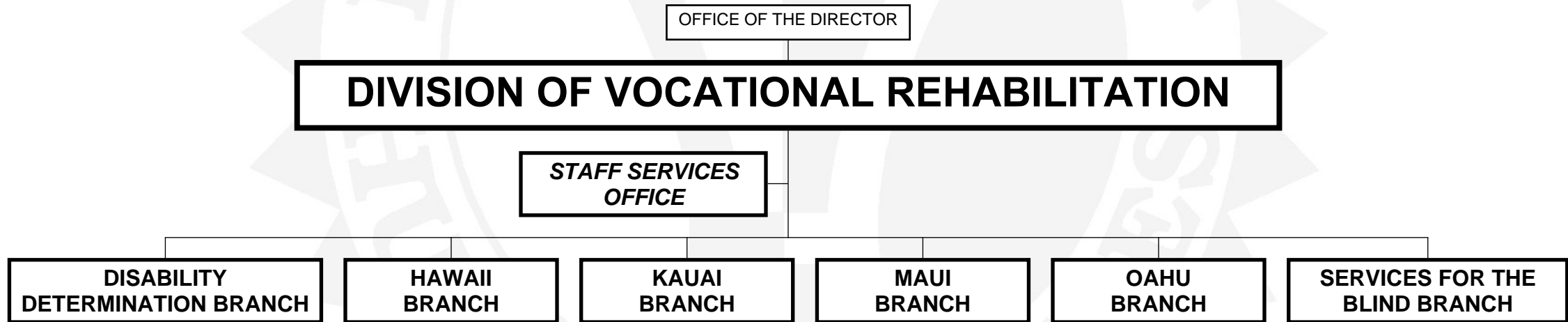
### **Counseling Section**

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**

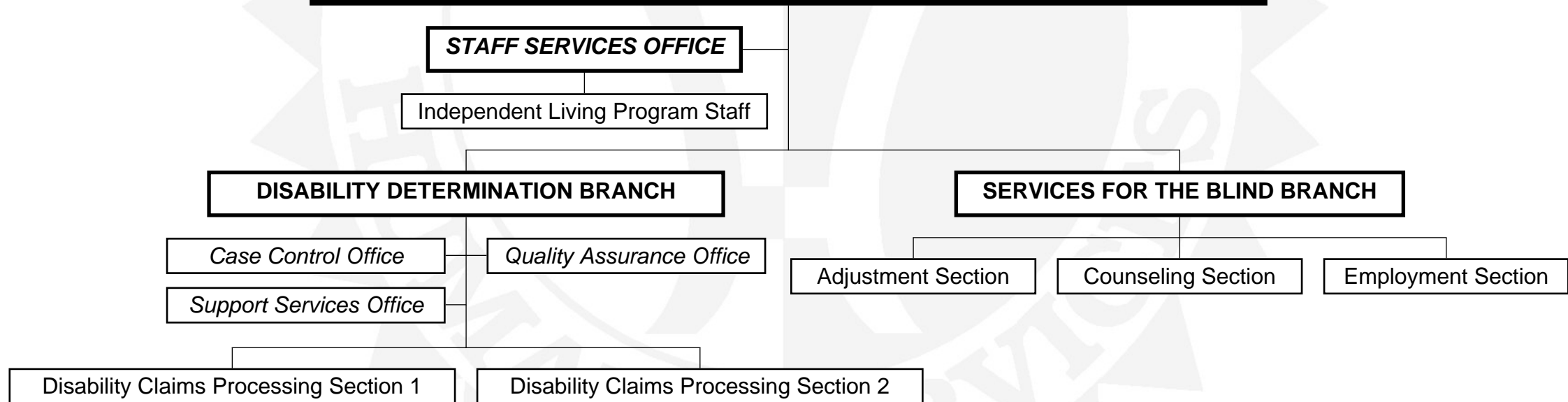
Assists the Counseling Section in preparing eligible individuals who are blind, deaf-blind, or visually impaired for employment and provides management services to sustain, improve or enlarge their opportunities after employment, through the vending facility program, home industry program, work activities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

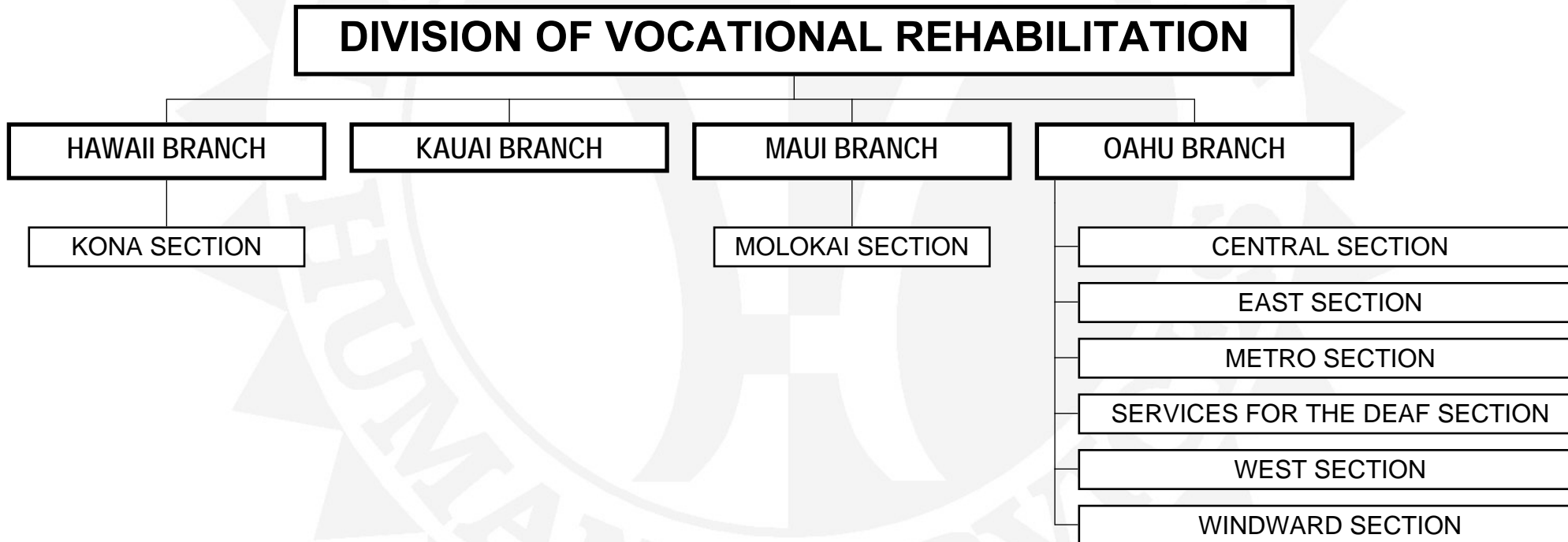


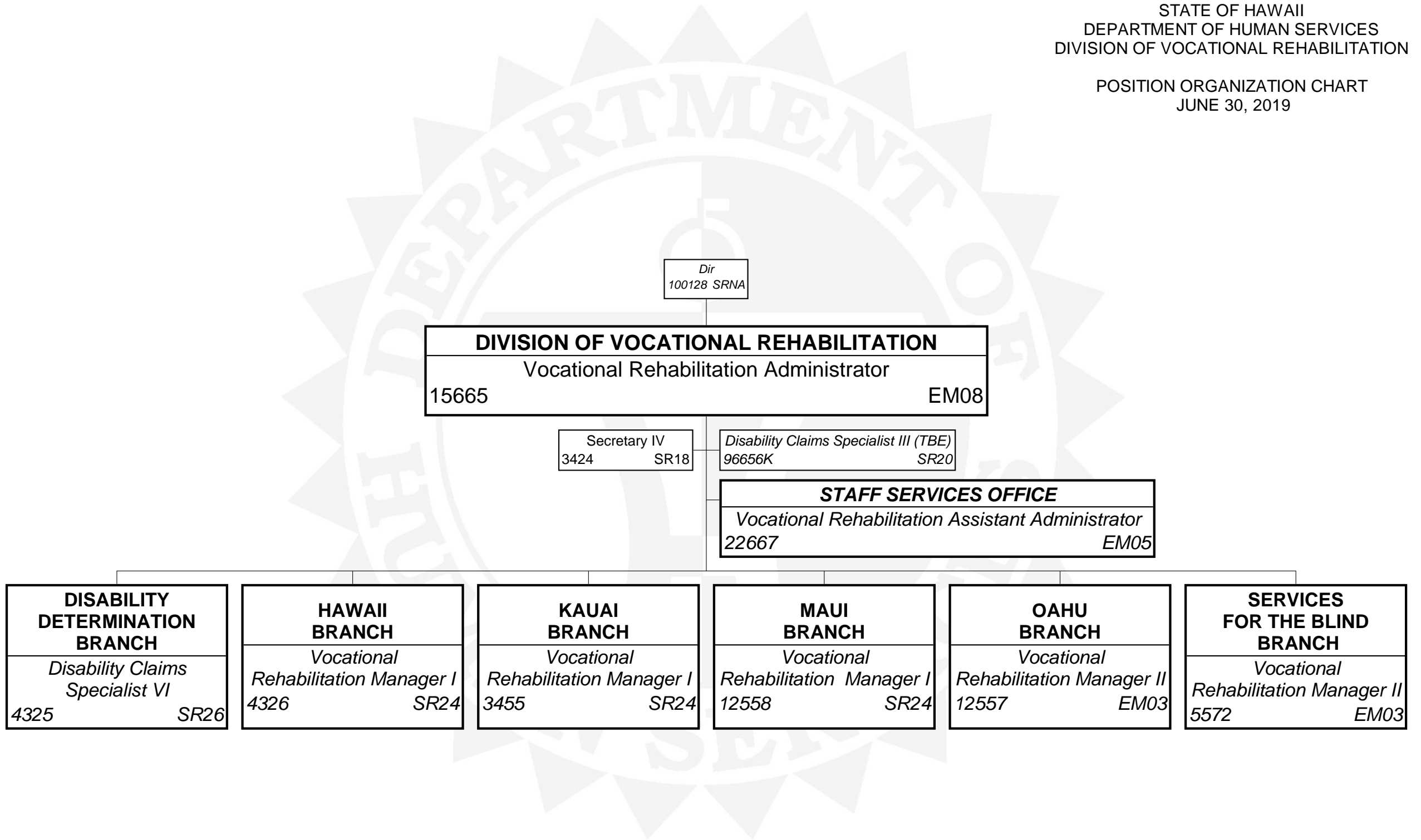




**DIVISION OF VOCATIONAL REHABILITATION**







Dir  
100128 SRNA

**DIVISION OF VOCATIONAL REHABILITATION**  
 Vocational Rehabilitation Administrator  
 15665 EM08

Secretary IV  
3424 SR18

Disability Claims Specialist III (TBE)  
96656K SR20

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

**DISABILITY DETERMINATION BRANCH**  
 Disability Claims Specialist VI  
 4325 SR26

**HAWAII BRANCH**  
 Vocational Rehabilitation Manager I  
 4326 SR24

**KAUAI BRANCH**  
 Vocational Rehabilitation Manager I  
 3455 SR24

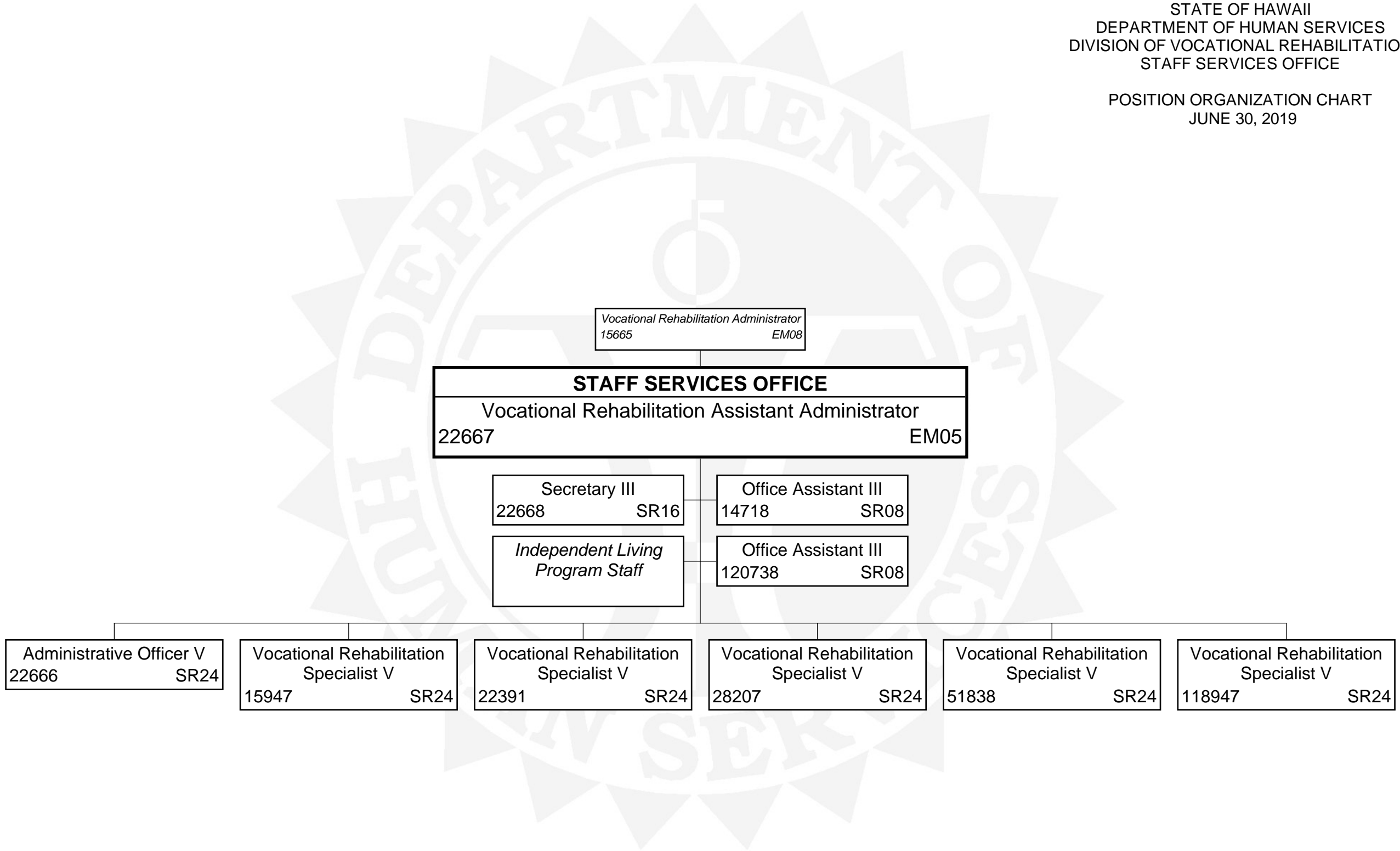
**MAUI BRANCH**  
 Vocational Rehabilitation Manager I  
 12558 SR24

**OAHU BRANCH**  
 Vocational Rehabilitation Manager II  
 12557 EM03

**SERVICES FOR THE BLIND BRANCH**  
 Vocational Rehabilitation Manager II  
 5572 EM03

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

POSITION ORGANIZATION CHART  
JUNE 30, 2019



Vocational Rehabilitation Administrator  
15665 EM08

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

Secretary III  
22668 SR16

Office Assistant III  
14718 SR08

*Independent Living  
Program Staff*

Office Assistant III  
120738 SR08

Administrative Officer V  
22666 SR24

Vocational Rehabilitation  
Specialist V  
15947 SR24

Vocational Rehabilitation  
Specialist V  
22391 SR24

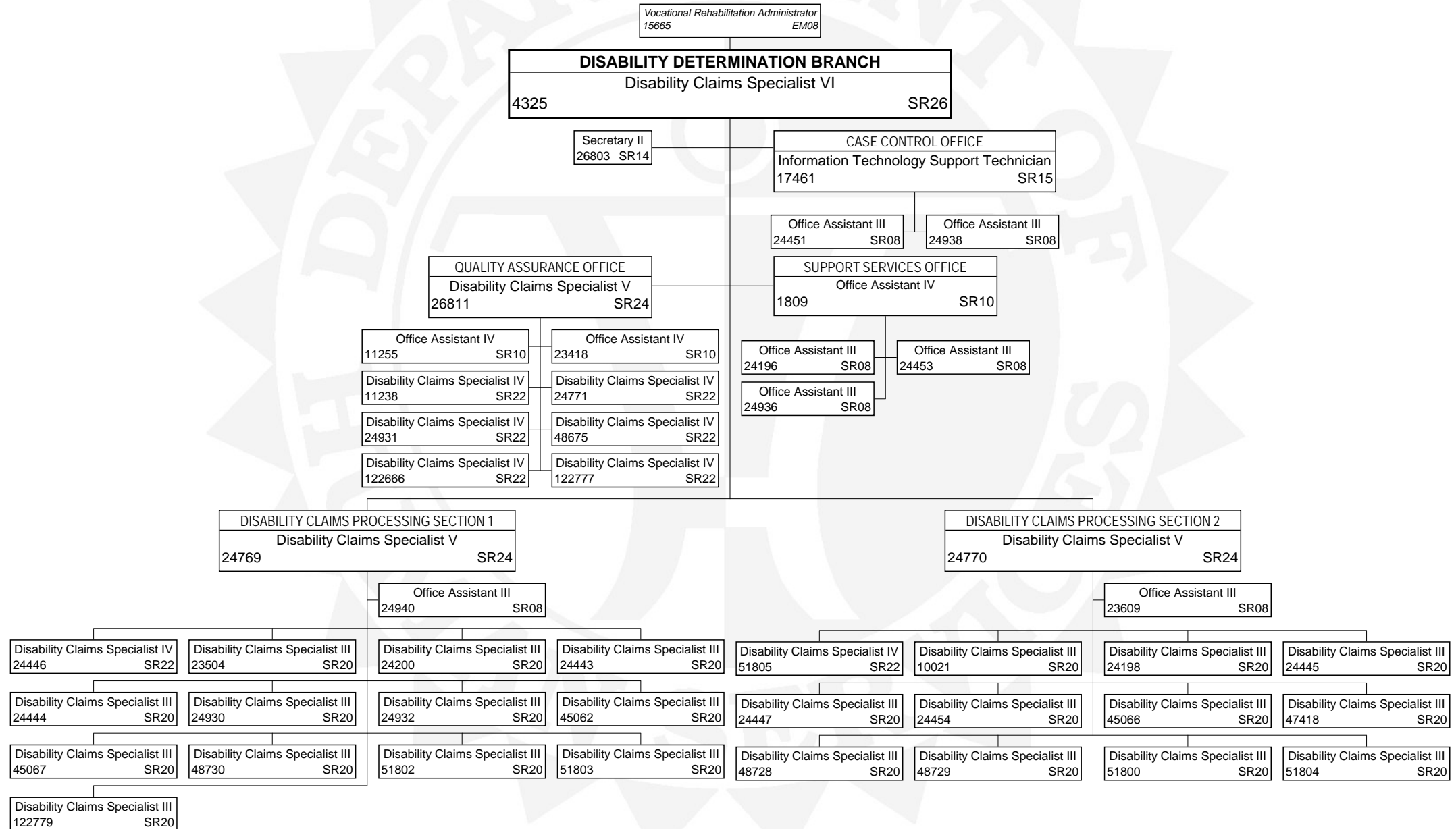
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Specialist V  
51838 SR24

Vocational Rehabilitation  
Specialist V  
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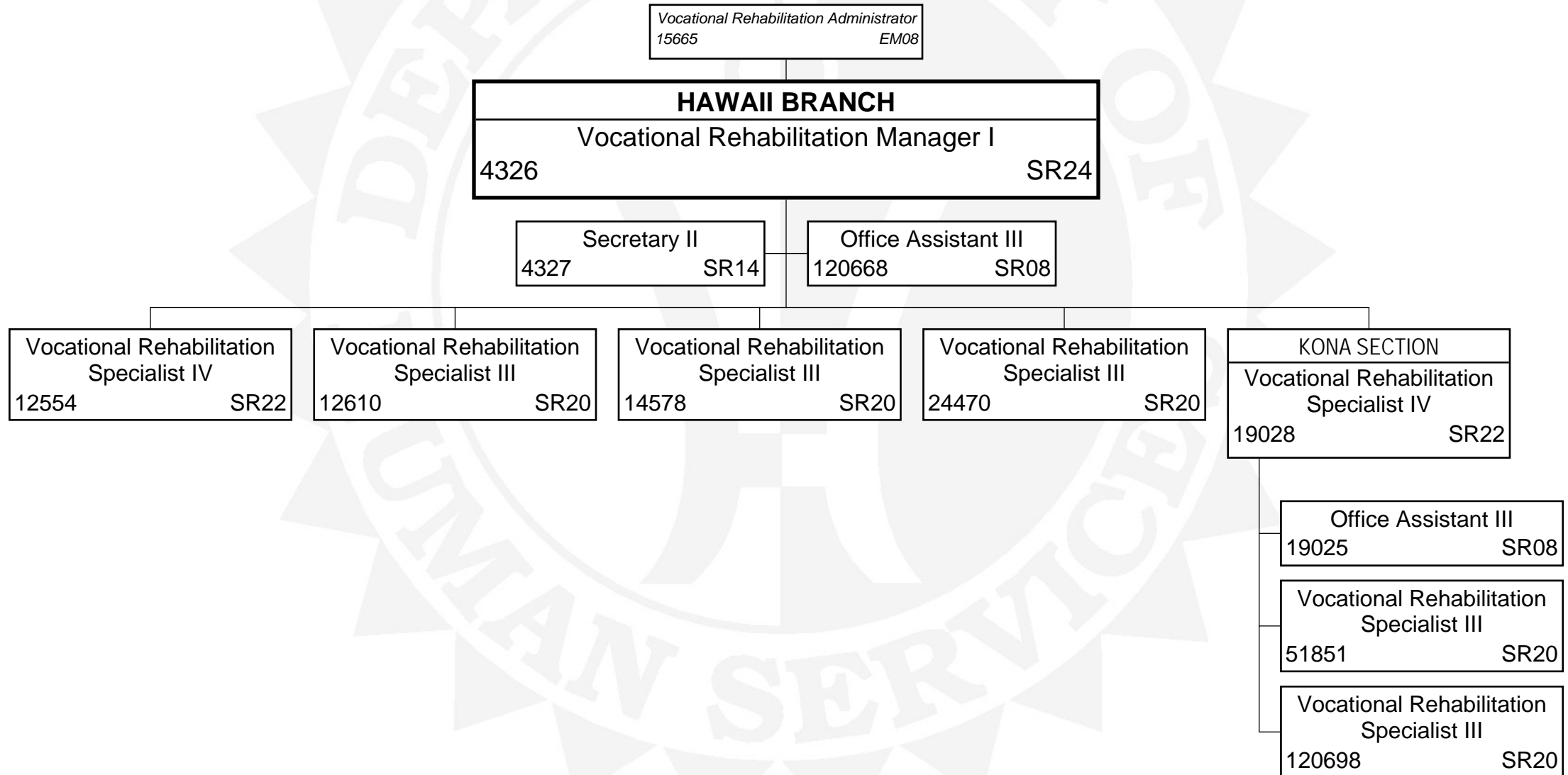
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 DIVISION OF VOCATIONAL REHABILITATION  
 DISABILITY DETERMINATION BRANCH

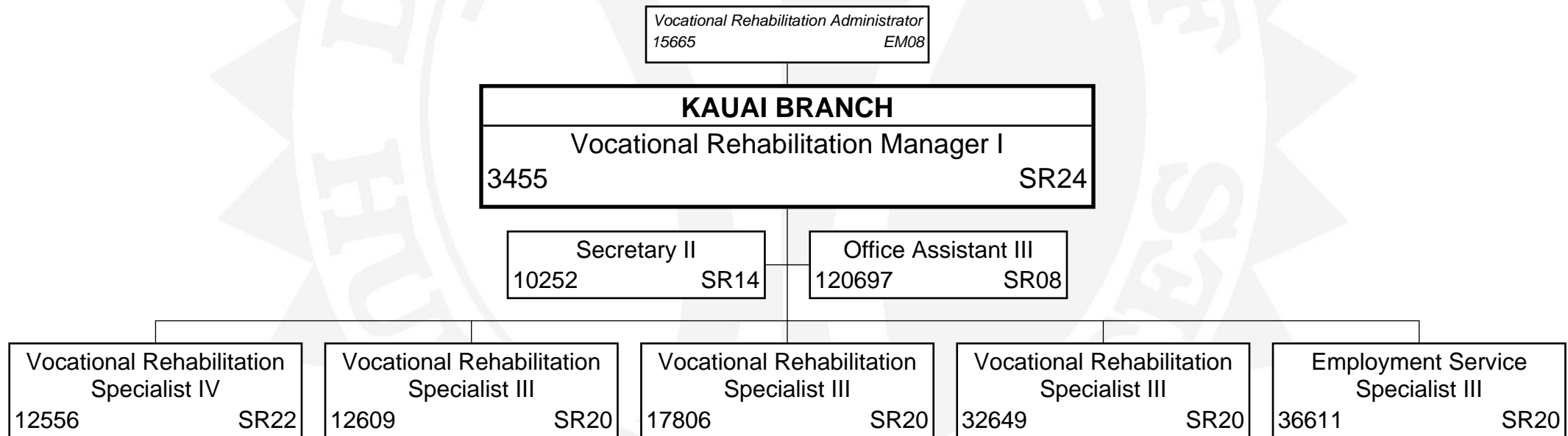
POSITION ORGANIZATION CHART  
 JUNE 30, 2019



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

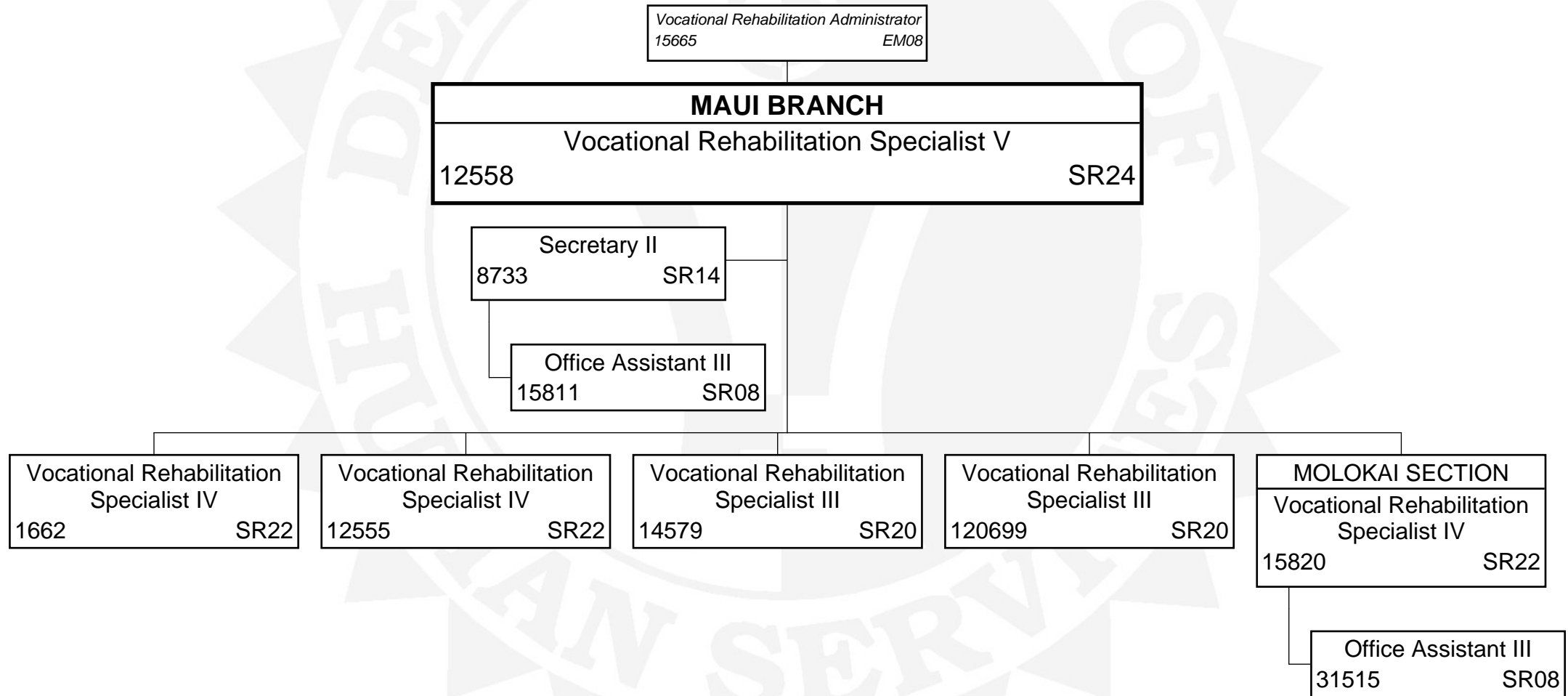
POSITION ORGANIZATION CHART  
JUNE 30, 2019





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

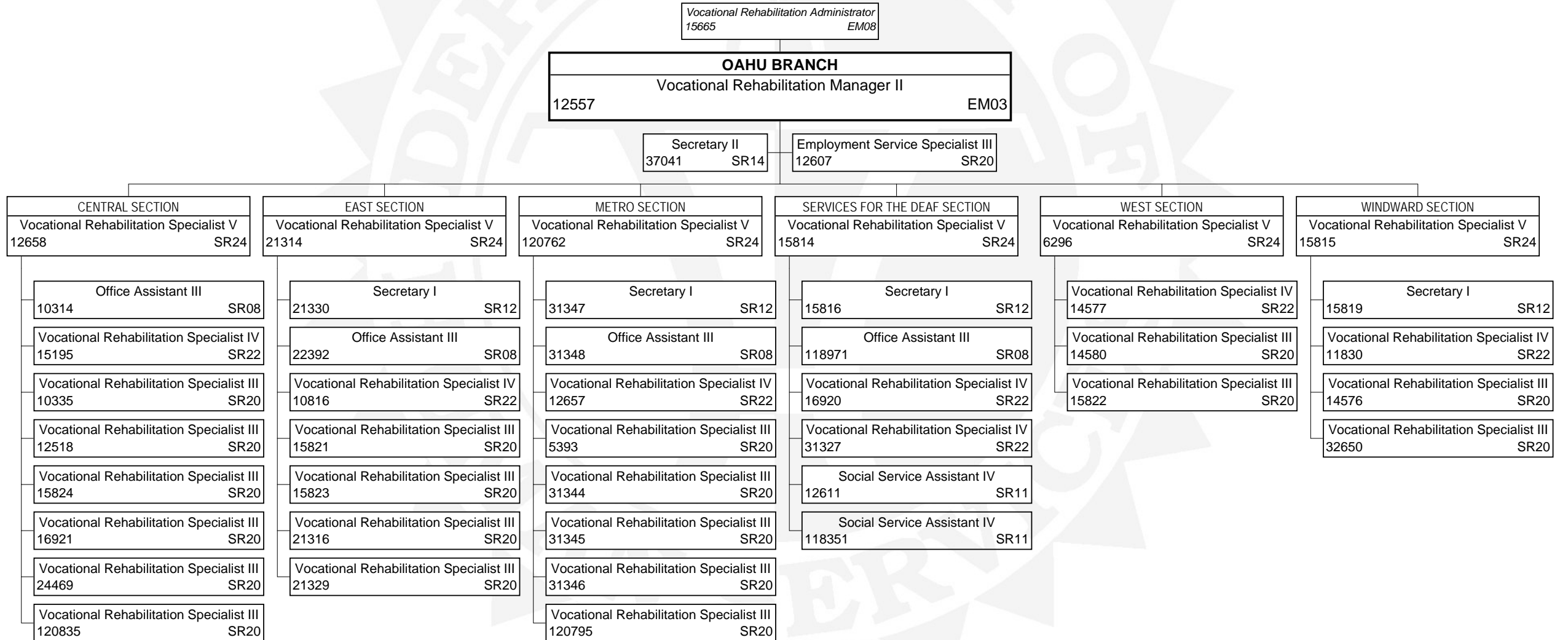
POSITION ORGANIZATION CHART  
JUNE 30, 2019





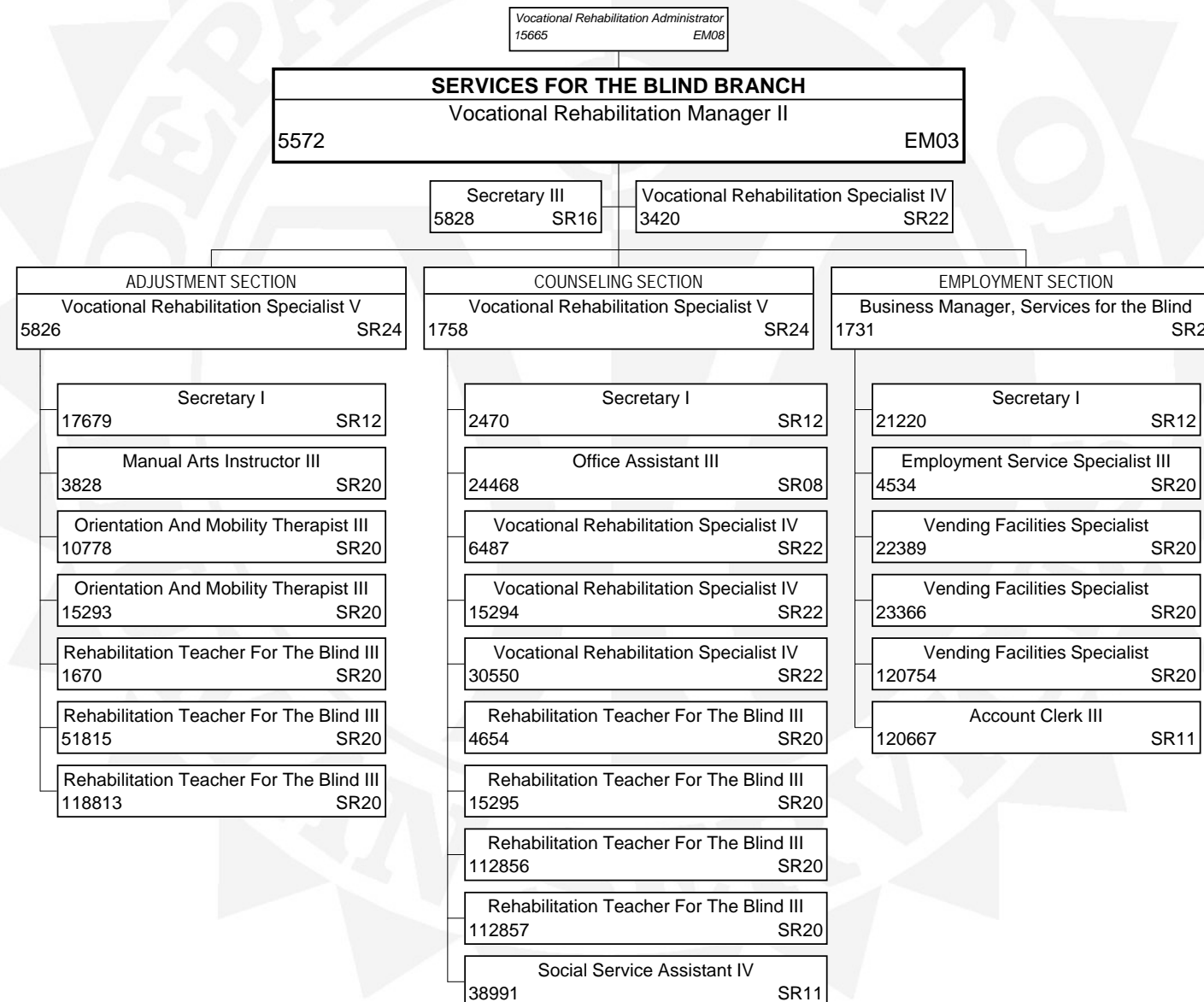
STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 DIVISION OF VOCATIONAL REHABILITATION  
 OAHU BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



STATE OF HAWAII  
 DEPARTMENT OF HUMAN SERVICES  
 DIVISION OF VOCATIONAL  
 REHABILITATION  
 SERVICES FOR THE BLIND BRANCH

POSITION ORGANIZATION CHART  
 JUNE 30, 2019



DAVID Y. IGE  
GOVERNOR



HAKIM OUANSAFI  
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO  
EXECUTIVE ASSISTANT

**STATE OF HAWAII**  
HAWAII PUBLIC HOUSING AUTHORITY  
1002 NORTH SCHOOL STREET  
POST OFFICE BOX 17907  
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:

Statement of  
**Executive Director Hakim Ouansafi**  
Hawaii Public Housing Authority  
Before the

**SENATE COMMITTEE ON WAYS AND MEANS**

January 8, 2020 12:30 P.M.  
Room 211, Hawaii State Capitol

In consideration of  
**INFORMATIONAL BRIEFING RELATING TO  
THE STATE DEPARTMENT OF HUMAN SERVICES BUDGET**

Honorable Chair Dela Cruz and Members of the Senate Committee on Ways and Means, thank you for the opportunity to provide you with comments regarding the Department of Human Services – Hawaii Public Housing Authority budget programs HMS 220, 222 and 229.

**Overview**

**A. Mission Statement**

The Hawaii Public Housing Authority (HPHA) is committed to providing adequate and affordable housing, economic opportunity and a suitable living environment, for low-income families and individuals, free from discrimination.

**B. Current State-Wide Conditions Affecting HPHA**

- Homelessness

The HPHA is the sole statewide Public Housing Agency in the State of Hawaii, established by the Territory of Hawaii in 1935 to provide safe, decent, and sanitary housing for low-income

residents. While there is a complex hierarchy of needs that exist for people who are homeless, the HPHA plays an integral part in combatting the homeless crisis and preventing homelessness through selecting 50% of our public housing participants and 100% of our Section 8 programs mainly through the HPHA's homeless preference.

Homelessness and housing affordability continued to lead the collective civic dialogue in Hawaii as people with modest and low incomes look to the HPHA for assistance. The HPHA used all available resources to prevent homelessness and keep families housed through the State Rent Supplement Program that is currently housing 345 families, and additionally served the homeless through 50% of our available public housing units and 100% of our Section 8 Vouchers.

The HPHA took a clear lead in the state to end the homelessness of our veterans through the Veterans Affairs Supportive Housing (VASH) program that is currently housing 464 veterans. Additionally, the HPHA applied for and was successful in recently securing an award of \$850,040 (60 units) for HUD's Mainstream Voucher program. The Mainstream Voucher program assist families with non-elderly persons with disabilities that are not the head or co-head or spouse to lease affordable private housing of their choice. The timeline for implementation of this program is as follows:

1. From December through January, we can purge the Section 8 waitlist and add a checkbox on MyPortal for applicants to let us know that they have an adult disabled family member who is not the head or co-head or spouse.
2. We can pre-qualify eligibility screening from February through April.
3. We can perform interviews through May and June to fill the 80 voucher slots.
4. July 1, 2020 – Assign vouchers and let the families shop/hunt.

The HPHA also recently signed a Memorandum of Agreement with the Child Welfare Services Branch (CWSB) to administer the Foster Youth to Independence (FYI) initiative, where HUD will provide Tenant Protection Vouchers (TPVs) for youth eligible under the Family Unification Program (FUP), subject to availability. This FYI program assists people who are at least 18 years and not more than 24 years of age; has left foster care or will leave foster care within 90 days; and is homeless or is at risk of becoming homeless.

- Aging Housing Inventory

The HPHA is required to maintain safe, decent and sanitary housing for our tenants which requires not only renovations of vacant units, but continued repair and maintenance of occupied units. The age of our housing inventory makes this a challenging and costly task. This issue highlights the need for the appropriate skilled manpower, and funding for such projects.

In response to the need, the HPHA continues its partnership with the United Public Workers (UPW) and the Hawaii Government Employees Association (HGEA) to successfully execute the pilot project and reorganize its current operations to establish Multi Skilled Worker (MSW) teams

to assist not only in expediting the availability of vacant units, but to also assist in the repair and maintenance at the properties.

Under the MSW Program, skilled trade workers both provide training and receive training in areas outside the confines of their traditional position description. The program provides opportunities for staff to learn diverse types of trade through an on-going “on-the-job” training, and trains its staff to be multi-skilled, with applicable instruction in electrical, plumbing, welding, roofing and carpentry work. This provides the HPHA with increased efficiency and allows repair work to occur more expeditiously, thereby saving time and money by doing repairs in-house and immediately.

The HPHA continues to manage federal capital funds and state capital improvement project funds to conduct major capital repairs and improvements, address site and unit accessibility, and replace obsolete major systems. The HPHA, and our public housing residents, appreciate last year’s appropriation of a \$20 million lump sum to address the capital repair needs of the state’s public housing inventory. The HPHA is grateful for the Legislature’s and the Administration’s continued support of its request for capital funds.

- Accessibility

One of the most important priorities of the HPHA besides health and safety issues, has been to ensure that its public housing, community spaces and pathways are accessible to persons with disabilities. The HPHA continues its commitment to making the Agency’s properties compliant with the Americans with Disabilities Act (ADA) as well as the Department of Housing and Urban Development’s (HUD’s) Uniform Federal Accessibility Standards (UFAS).

To further ensure that HPHA is ADA compliant, the Agency has contracted with EMG to perform a Section 504 Needs Assessment to conduct physical assessments on HPHA’s properties and investigate whether 5% of its total housing units are sufficient to serve as UFAS-mobility accessible units and whether an additional 2% of the total housing units are sufficient to serve as UFAS-audio visual Accessible Units. The physical assessments include parking lots, common areas, AMP offices, and accessible units.

*The HPHA Needs Assessment and DRAFT Title II Transition Plan with repairs can be found at:*  
<http://www.hpha.hawaii.gov/housingplans/index.htm>

Funding permitting, and where possible, the HPHA strives to ensure that the property be above the minimum requirements for achieving accessibility when modernizing a site. Where site conditions allow, more than the ADA minimum required accessible units and parking stalls are provided, including improvements to units to make them accessible to the visually and hearing impaired as well as adding additional units that are easily convertible to become accessible units, allowing residents to age in place.

Based upon a review and analysis of the available census data, current and historical HPHA resident occupancy, HPHA designated accessible units, the HPHA resident waitlist, and to conform with the law and regulations, it was recommended that HPHA increase its UFAS-mobility accessible units from 5% to six and eight tenths percent (6.8%). An increase is also recommended for the UFAS- audio visual accessible units, from 2% to four and one tenth percent (4.1%). The majority of the increases will be on the island of O’ahu. The current inventory of dwelling units is at five and two tenths percent (5.2%), and two and four tenths percent (2.4%). HPHA currently has projects under construction or design that will take their inventory closer to the 6.8% and 4.1% need.

The Hawai’i Public Housing Authority has adopted a multi-phase strategy using the ranking criteria of facility usage levels to determine the phases for barrier removal. The long-term goal is to make all accessible dwelling units, and related routes and common areas compliant. In order to meet the programmatic requirement for accessibility of programs, facilities and services to the disabled by local agencies, the Hawai’i Public Housing Authority will make accommodations for the disabled when requested.

The planned phases for barrier removal are:

- Phase One – Easily removable barriers to be done by HPHA staff
- Phase Two – Exterior Routes and Parking Spaces
- Phase Three – Interior Routes
- Phase Four – Currently Identified Accessible Dwelling Units, Common Areas
- Phase Five – Additional Accessible Units to meet the requirements of the Needs Assessment.

The planning level cost estimates for each phase are summarized below:

<b>BARRIER REMOVAL PHASE SUMMARY</b>		
<b>Phases</b>	<b>Estimated Cost</b>	<b>Barriers</b>
Phase 1	\$470,825	516
Phase 2	\$8,065,989	1,248
Phase 3	\$3,153,166	311
Phase 4	\$11,850,348	997
Phase 5	\$15,765,850	324
<b>Totals</b>	<b>\$39,306,178</b>	<b>3,402</b>

- Long Waiting lists

For many of the most disadvantaged populations in our State, the HPHA is the last hope before homelessness. This prompted the HPHA into looking to increase our housing inventory.

HPHA continues to embrace innovative approaches to redeveloping its aging and obsolete property inventory through higher density Mixed-Finance redevelopment and other programs such as Rental Assistance Demonstration (RAD) conversion. The United States Department of Housing and Urban Development, who provides the majority of HPHA's annual operating funding, encourages this approach. These programs are typically executed through public private partnerships, better positioning HPHA properties to access the private capital and financing necessary to revitalize them into vibrant communities for future generations.

To execute its plans, legislative funding permitting, the HPHA intends to enter into a series of public-private partnerships to redevelop its low-income public housing portfolio and has identified several properties within its portfolio, most of which are also located nearby planned stations of the Honolulu Light Rail System, that could immediately benefit from this initiative.

Undertaking redevelopment of these state assets would not only allow the HPHA to rehabilitate functionally obsolete public housing units, but would substantially reduce expensive repair and maintenance costs required to maintain these units, while also significantly expanding the inventory of critically needed affordable housing units on Oahu by over 9,000 units over the next 10 years, consistent with achieving the State of Hawai'i's legislative goal of providing 22,500 affordable rental housing units pursuant to Act 127, SLH 2016.

**Mayor Wright Homes:**

**Location:** 521 North Kukui Street, Honolulu, HI  
Tax Map Key ("TMK") (1) 1-7-029:003.

**Background and Summary:**

The HPHA has been actively pursuing the potential redevelopment of the Mayor Wright Homes public housing project. The overall redevelopment program would include applying to the U.S. Department of Housing and Urban Development ("HUD") to raze the existing structures and redevelop the site as a mixed-income, mixed-use housing development.

The proposed Project would deliver a total of approximately 2,448 residential rental units; including one-for-one replacement of the existing 364 public housing units currently located on the site with similarly deeply subsidized units. The majority of the additional units would be affordable units. In addition, up to 80,000 square feet of commercial space has also been proposed for the Project, which may include a mix of retail, office space, and community services to support the new residential units and complement the surrounding neighborhood.

The Mayor Wright Homes redevelopment has the potential not only to improve housing conditions for its current residents, but will fundamentally transform an existing, six-decade old, state-owned land asset, into a new, mixed-income, mixed-use, transit-oriented development enhancing the existing vibrant Kalihi, Liliha, Kapālama, and Iwilei communities.

The Project will facilitate the delivery of urgently needed affordable rental housing units to help address the existing affordable rental housing crisis across the State of Hawai'i. Accordingly, the project is a top priority for the Agency.

To undertake the Project, the HPHA entered into a public/private partnership with Hunt Development (MWH Partners, LLC) its affiliates and consultants to execute the Project, and as such, the HPHA entered into a Master Development Agreement on December 29, 2017.

**Pre-Development Timeline:**

RFQ for Developer Issued:	July 11, 2014
Hunt Team Selected:	November 20, 2014
Pre-development Agreement Completed:	March 24, 2016
Hunt Retained Consultant (PBR) for EIS/Planning:	March 2016
Master Planning & Community Engagement Conducted:	May thru August 2016
EIS Preparation Notice Submitted to OEQC:	September 23, 2016
Draft State EIS Submitted to OEQC:	August 9, 2017
Draft State EIS Public Notice Period Ended:	October 24, 2017
Master Development Agreement Executed:	December 29, 2017
Final State EIS Approved by HPHA BOD	February 15, 2018
Final State EIS Submitted to Governor for Acceptance:	February 21, 2018
Final State EIS Accepted/Approved:	April 24, 2018
NEPA Environmental Review	Currently Underway
Ground Breaking	To Be Determined

**Environmental Review Status**

A State Environmental Impact Statement, as required pursuant to HRS 343, was completed and accepted by the Governor on April 24, 2018. However, because proposed funding sources for the Mayor Wright Homes redevelopment include federal funding or grants, the proposed project is considered a federal action or “undertaking” and is also required to comply with Federal Environmental Policy under both the National Environmental Protection Act (NEPA) and the National Historic Preservation Act (NHPA). As required under HRS 343, both the State and Federal environmental reviews should have been conducted in a parallel effort. Unfortunately, our development partner did not initiate the Federal environmental review until the State environmental review was nearly completed, resulting in a significant delay in the project schedule.

To address the NEPA environmental review requirements, HPHA and its consultants, and Hunt have been working toward completion of an Environmental Assessment Determinations and Compliance Findings (EA) for HUD-assisted Projects as required pursuant to 24 CFR Part 58 in order to fulfill NEPA requirements. A significant component of the EA is meeting compliance with National Historic Preservation Act. A Memorandum of Agreement (MOA) between the Governor of the State of Hawaii, as Responsible Entity/Agency Official, the HPHA, the State Historic Preservation Department (SHPD), and Hunt regarding Section 106 Historic



preservation, compliance and proposed mitigation relating to the redevelopment of Mayor Wright Homes has been completed and was executed by the Governor on November 13, 2019.

With the NHPA MOA completed, the EA for the NEPA environmental review for the Project is now being finalized by Hunt and its consultants. The Responsible Entity (RE) for HUD assisted projects in Hawaii is the State of Hawaii itself. Once the EA is complete, it will be submitted to the Governor, as the certifying officer for the RE. If the RE determines a Finding of No Significant Impact (FONSI) is appropriate, the RE shall publish a Notice of Intent of Request of Release of Funds. If the RE determines the project will have a significant impact, Hunt and its consultants will be required to complete a NEPA Environmental Impact Statement in accordance with 24 CFR Part 58. Once Environment Clearance has been obtained, the project is expected to be completed in multiple phases over a ten-year construction period.

### **Budget & Proforma**

Under the Master Development Agreement with Hunt, executed in December 2017, the agreed budget for the Mayor Wright Homes redevelopment over the ten-year projected construction period was \$1.3 Billion. Unfortunately, in October of 2018, Hunt provided the HPHA with an unexpected revised proforma for the project indicating a total cost over the 5 phases of development of approximately \$1.7B, an explosive \$400M increase in the \$1.3B budget agreed to under the MDA executed just 10 months earlier, of which included millions more in increased developer fees. As the estimated total cost per unit under this revised proposed budget equated to approximately \$680,000, which the agency found unacceptable and did not approve this budget modification request.

As understanding and confirming budget changes is fundamental to the fiduciary responsibility HPHA possesses as a State Agency utilizing taxpayer dollars in its developments, the HPHA rejected the proposed increase without any additional data and analysis from Hunt to support the proposed increases to the budget, and base line pricing for the original master plan presented in the State EIS in order to compare the revised designs and revised costs Hunt was proposing with the original design and budget. As the proposed budget increase is based on Hunt's General Contractor affiliate's internal estimates and input from local sub-contractors the HPHA requested this analysis. Hunt, however, has indicated that it cannot provide this analysis data. The Agency met with senior Hunt Management multiple times from November 2018 through March of 2019 in an effort to resolve this issue but has been unsuccessful in securing a defensible Project budget from Hunt.

### **Project Master Planning and Design**

A master plan for the redevelopment of Mayor Wright Homes, developed by Hunt's selected architect Torti Gallas and Partners, evolved with extensive input from residents, community leaders and stakeholders, elected officials, government agencies, school officials, and service providers who participated in a series of community meetings held over several months beginning in early 2016. The Master Plan and design builds on research gathered on the site's historical, physical, social, and geographic context and technical information provided by consultants performing various site analyses.

Preliminary schematic designs prepared by Hunt’s consultants and submitted to the Agency last fall for review appear to depart significantly from the intent and spirit of the Torti Gallas Master Plan and design. These plans, designs and astounding 400M cost increase were rejected by HPHA’s Board of Directors. HPHA has asked Hunt to address a number of specific issues and concerns with the revised plans including:

1. Updating the overall site massing plan
2. Analysis of residential tower locations to understand how they will interact with the exterior environment including shadowing; sun and daylight access on the residential units; wind flow and wind pressure/load on and around the towers.
3. A review of the “wrapped” mid-rise residential units on the lower floors of the original Torti Plan. Hunt’s proposed redesign creates a large vertical/horizontal massing above the street front retail along Liliha that is not pedestrian friendly and departs from “Eyes on the Street” design achieved vis-à-vis the original Torti Gallas masterplan.

Additionally, it has also been determined that the financial feasibility of the proposed retail component for phase one of the project, located at the corner of South King and Liliha, is not presently economically viable. On 11/28/18 Hunt proposed a design option to the HPHA that considers proceeding without the retail component in phase 1, leaving this high value parcel as open space for residents until a solution for replacing or redesigning around this critical development component is found. This proposal is not acceptable to the Agency, as this critical corner of the project was intended to serve as an “anchor” for the overall development. An open space is not the highest and best use of this parcel and a redesign options for this important corner should be developed and evaluated in order to incorporate the final approved use for this corner into the overall phase I design.

The Agency is also waiting for a response from Hunt to comments received from U.S. Department of Housing and Urban Development (HUD) based on HUD’s review of Hunt’s proposed designs of the residential units located in both the mid-rise and tower buildings for compliance with the Americans with Disabilities Act (ADA) and Uniform Federal Accessibility Standards (UFAS). Based on HUD’s review, it appears that the ADA/UFAS units designed for the high-rise tower will require substantial redesign. The HPHA has forwarded a copy of HUD’s criteria for Design of Choice Neighborhood Projects to Hunt to be certain they understand HUD’s requirements regarding ADA/UFAS design.

### **HPHA’s School Street Administrative Offices**

**Location:** N. School Street, Honolulu, HI  
TMK No. (1) 1-6-009-003

### **Background and Summary:**

The HPHA holds title to approximately 12.481 acres of land on N. School Street consisting of HPHA's administrative offices, maintenance facilities and parking lots, totaling approximately 6.6 acres, with the remaining land occupied by Puahala Homes, a State public housing project.

The HPHA proposes redeveloping the 6.6-acre portion of the land that currently houses HPHA's existing administrative offices by consolidating its existing 13-building, inefficient and outdated administrative campus into a single, efficiently designed, 30,000 square foot office building. The new office building would occupy a significantly smaller footprint on the existing site, allowing the balance of the remaining state land to be more effectively utilized to develop desperately needed affordable housing.

The proposed redevelopment is envisioned to be a new, mixed-use project containing 800, age-restricted, affordable housing units, public spaces and a small retail component serving the development. No public housing will be included within the proposed project as all residential units will be designed and built as affordable senior rental housing, which would be primarily targeted to senior households whose incomes are between 30% and 60% of Area Median Income. The property is ideally located for this use as it is nearby Downtown Honolulu's Primary Urban Center and in close proximity to existing concentrations of retail, commercial and medical facilities.

**Pre-Development Timeline:**

In May 2016, HPHA entered into a Predevelopment Agreement with Retirement Housing Foundation (RHF) to engage master planning, preliminary feasibility analysis and environment review. The cost of this review, approximately \$1 million to date, has been solely funded by RHF pursuant to terms negotiated by the HPHA under the Predevelopment Agreement. This includes research gathered on its historical, physical, social, and geographic context and technical information provided by their consultants performing various site analyses.

Community engagement has also been a key component with this project and the master plan evolved with extensive input from residents, community leaders and stakeholders, elected officials, government and service agencies and Neighborhood Board Meetings. Community meetings took place on the following dates:

**Community Engagement Meetings**

- October 12, 2016
- November 29, 2016
- November 30, 2016

#### Community Charrette Meetings

- January 26, 2017
- January 27, 2017
- January 30, 2017
- January 31, 2017

#### Environmental Impact Statement Preparation Notice Scoping Meeting

- September 12, 2017

#### Community Engagement Meetings

- October 18, 2017
- October 19, 2017

Subsequent to completion of Master Planning and Environmental Review, a Master Development Agreement with Retirement Housing Foundation was approved by the Board on October 31, 2019 and was executed by the HPHA and Retirement Housing Foundation on October 31, 2019.

#### **Environmental Review Status**

A Final Environmental Impact Statement (“FEIS”), as required pursuant to HRS 343, reflecting a proposed master plan to provide 800 units of low income senior residential housing, new administrative offices for HPHA and ancillary commercial space was completed in April 2018. Following HPHA Board approval of the FEIS at its April 19, 2018 meeting, the HPHA submitted the FEIS to the OEQC and the Governor on April 26, 2018. The FEIS was published in the May 8, 2018 edition of the OEQC’s Environmental Notice Per HAR 11-200-23 (c). The Governor accepted the FEIS on July 17, 2018. Because proposed funding sources for the first phase of the redevelopment will not include federal funding or grants, the proposed project is not considered a federal action or undertaking and is not required to comply with National Environmental Protection Act.

#### **Land and Title Matters**

The 12.481 acres of land at N. School Street was originally set aside pursuant to Executive Order (“EO”) No. 1274 in November 15, 1948, for Lanakila Emergency Homes (Puahala Homes) under the control and management of the Hawaii Housing Authority (predecessor to the HPHA). The HPHA coordinated with the DLNR to request cancellation of Executive Order 1274 and transfer the deed to the School Street property to HPHA in order to streamline the proposed redevelopment effort. HPHA’s request was approved by DLNR’s Board of Directors on November 9, 2018. On November 15, 2018, the Governor issued Executive Order 4570 cancelling Executive Order No. 1274. The Governor’s power to withdraw lands is subject to legislative disapproval by two-thirds vote of either the Senate or the House of Representatives or by the Majority vote of both. As the transfer was not disapproved by the legislature, the DLNR and the Attorney General’s office then coordinated documentation and transfer of the

deed for the School Street Land. The deed for the School Street property was executed by the HPHA's Executive Director and the Division of Land and Natural Resources (DLNR) with an Effective Date of November 30, 2018.

### **Current Status**

A sewer connection permit for phase 1 of the School Street redevelopment including 250 residential units and the HPHA's Administrative Office was approved by the City of Honolulu Department of Planning and Permitting on November 7, 2019, with an expiration date of November 6, 2021.

Design Development and 201H permitting processing are currently underway with an initial set of design development documents expected to be received from the Project's architectural consultants mid-January 2020. Public and community engagement is being organized to share-out and review these designs with the public.

Governor Ige has included \$2.5M in his supplemental budget and hopes the Legislature can include this predevelopment funding for this much needed affordable elderly rental project during the 2020 Legislative Session.

### **Rental Assistance Demonstration (RAD)**

On October 25, 2018, HPHA was awarded a Commitment to Enter into a Housing Assistance Payment (CHAP) under HUD's Rental Assistance Demonstration (RAD) program to convert 364 units of assistance at Mayor Wright Homes from Public Housing to Section 8 project-based assistance. The CHAP award was conditioned on HPHA's meeting pre-determined RAD milestones. The Financing Plan (FP) due date was originally April 23, 2019. HPHA received an extension of the FP due date until July 31, 2019.

However, due to the lack of meaningful progress with the Mayor Wright Homes redevelopment, HUD issued a letter Dated September 16, 2019 indicating its intent to revoke the CHAP for Mayor Wright Homes within 30 days, which has now lapsed. The HPHA may re-apply to the RAD program to receive a new RAD CHAP if space is available, or to be placed on the RAD waiting list. The HPHA that there is available capacity within the RAD program for HPHA to reapply for a CHAP once the project program for Mayor Wright Homes has been sufficiently refined.

### **Current Status**

Beyond completion of the Section 106 MOA completed for the NHPA, there has been little change in the status of the project. The HPHA has communicated its disappointment with the lack of progress on this important redevelopment project, but particularly since the high-level meetings held with senior Hunt Management in early November 2018 and February and March 2019 have failed to materialize any meaningful response from Hunt to address the specific concerns HPHA has communicated to Hunt regarding the design direction of the project and the nearly \$400 million budget increase that Hunt has proposed.

The HPHA has continued to emphasize to Hunt that readiness will be a key factor in determining the order of how the HPHA's three projects will move forward in securing the necessary legislative approvals and GAP funding required. The Master Development Agreement with Hunt states that the "Developer shall expeditiously and diligently seek to obtain all necessary and appropriate land use entitlements and approvals", and the HPHA informed Hunt that the HPHA will be making presentations to legislators on the status of its redevelopment efforts generally, and Mayor Wright Homes development specifically, in its update meetings with legislators during the 2020 legislative session.

- Shortage of units for Families Assisted by the Housing Choice Voucher (HCV) and the Veteran Affairs Supportive Housing (VASH) programs.

The HCV (Section 8) program is the federal government's major program for assisting very low-income families, the elderly, and persons with disabilities to afford decent, safe, and sanitary housing in the private market. The HCV program currently provides rental assistance to about 2.2 million families nationwide. Based on data from HUD, of the families currently receiving HCV assistance, 76 percent are extremely low-income, with incomes at or below 30 percent of the area median income, 36 percent have a disabled head of household, and 24 percent are elderly.

The HCV program is administered by approximately 2,300 Public Housing Agencies (PHAs) nationwide. A family who is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice provided the rental unit passes a Housing Quality Standards (HQS) inspection performed by the PHA. The PHA pays the housing subsidy directly to the owner of the unit on behalf of the participating family. The family is responsible for paying the difference between the gross rent of the unit and the amount subsidized by the program. In Hawaii, the HPHA's Section 8 Branch has been designated "high performer" status, and currently administers over 2,479 vouchers and brings in approximately \$36M a year in federal funding.

The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics.

The HPHA plays a major role in our state for these programs. Beginning in 2008 until April 2015, the HPHA was the sole administrator for the VASH program vouchers in Hawaii, and we are currently housing 447 veterans.

The HPHA also serves as the Contract Administrator to HUD's Project Based Contract Administration program. This HUD program outsources the contract administration services for project-based Housing Assistance Payments (HAP) Contracts under Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f) (Section 8) to qualified Public Housing Agencies who act as Contract Administrators (CAs). This program contracts with 60 properties, containing 2,996 units statewide, assists approximately 6,000 residents every year, and brings in approximately 36M a year in federal funding.

One of the biggest challenges is finding landlords that want to participate in the Section 8 program, as we currently have 67 families with vouchers in hand that are in search of housing. That is why the HPHA is very thankful to the Legislature in providing the Landlord Liaison position last session to further participation in HPHA's rental assistance programs. This position will administer the HPHA's Landlord Incentive Program (LIP) per Act 215 Session Laws of Hawaii 2019, actively recruit and build relationships with area landlords or property managers to expand housing options; conducts Fair Market Rent analysis, Rent Reasonableness analysis, and other duties to assist Section 8 Branch operations. We are hoping to have that position filled and the LIP program up and running by the end of January.

In addition to the above information, below are some additional HPHA highlights for FY 2019:

- For our public housing properties, the HPHA is presently housing 5,133 families in our federal and state public housing properties totaling approximately 14,000 individuals. In FY 2019, we were able to provide over 450 public housing units for new families and transfers.
- On the construction front, the HPHA created 4 in-house designs, procured and awarded 4 new consultant contracts, 10 new construction and 5 new service contracts in FY 2019, encumbering/obligating \$21,374,115 in new contracts. This is in addition to the on-going design and construction contracts that were awarded in previous years.
- HPHA implemented an online applicant portal ([hpha.myhousing.com](http://hpha.myhousing.com)) which benefitted both the general public and the applications office by providing greater accessibility and streamlining the application process with a more centric approach. This also improved the process of purging obsolete or invalid applications from the waitlist and serves applicants in a timelier manner while improving the accuracy of the data system.
- HPHA continues to assist families through its Family Self-Sufficiency Program. Recent successful graduates include Mr. D. Lewis who graduated from the FSS Program on April 30, 2019 and is awarded \$33,512 that was held in escrow for him through the program.
- Continued issuance of "high performer" ranking by HUD for the Section 8 Housing Choice Voucher (HCV) program over the past 10 years. The 2019 score is pending appeal and is expected to be released shortly. High performer rankings indicate the HPHA is operating the HCV program above standard, meeting or exceeding HUD requirements in 14 different categories, and providing the very best service to Section 8 HCV recipients.
- The HPHA entered into a Memorandum of Agreement with the University of Hawai'i Community Design Center to conduct multi-disciplinary efforts across the University of Hawai'i in partnership with the School of Architecture, Center on the Family and the School of Sociology. Looking forward to out of the box creative solutions that the

intellectual university environment stimulates to discover a new model for public housing, improved living/healthy environment, economic and upward mobility for HPHA residents and co-create a 21<sup>st</sup> Century workplace environment for its employees.

- According to Wils Choy of KMH LLP, “This year, we don’t have any financial control material weakness, which is the most severe, followed by no significant deficiencies. So, we’re happy to report that management has done an excellent job maintaining their controls. If you process over 700,000 transactions, you need a good control system. Without it, you’re going to have all kinds of problems. And if you look at the past, yes we did.”

### **C. Federal Funds**

The HPHA currently operates three major types of federal programs: 1) Federal low-income public housing; 2) Federal rent subsidy program; and 3) Federal project-based rental assistance program

In Fiscal Year 2018-2019, the HPHA received federal grants and subsidies of:

- \$24.83 million for Federal Low Rent Program; \$6.80 million for Federal Capital repairs;
- \$35.91 million for Section 8 Housing Choice Voucher program; and
- \$35.97 million for Section 8 Contract Administration program; totaling \$100.77 million from federal sources.

In administering federal and state housing units, the HPHA received \$23.41 million of rental revenue, and \$1.87 million of other revenue. Federal proration of housing assistance funds for the Section 8 program is increasing too, which could result in the HPHA expending all of the HUD held reserves for its programs.

### **D. Non-General Funds**

<http://www.hpha.hawaii.gov/reportsstudies/reports/2019HPHAAnnualReport.pdf>

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### **E. Budget Request**

- HPHA Budget Process

The Branch Chiefs at the HPHA meet frequently throughout the year to discuss, plan, formulate and implement the CIP and Operating budget request to the Executive Branch. With the HPHA’s inventory averaging 50 years of age, unexpected situations occur throughout the year and change the agency’s priority needs. The HPHA partners with a professional Planning firm that utilizes teams of Architecture and Engineering firms to determine point-in-time physical needs assessment of all HPHA properties to determine a plan of priority needs. The HPHA would deeply



appreciate a lump sum of CIP funding, as you have done in the past, that will allow the Agency to meet immediate and urgent situations with flexibility.

## **F. Significant Adjustments to Budget Requests**

The HPHA thanks the Legislature for all of the previous appropriations and respectfully requests its continued support as we strive to provide permanent housing to the most disadvantaged families and individuals on the verge of homelessness.

### **I. Increase Federal Fund Ceiling.**

For Program ID HMS222, the HPHA is requesting a federal fund ceiling increase for FY21 based on the Department of Budget and Finance/Office of Federal Awards Management method of comparing the following:

- 1) Federal fund appropriations under Act 5, SLH 2019; and
- 2) For FFs for FB 19-21 that were finalized in the Datamart/FAMS Form FF Budget Execution workflow.

Program ID	FY 20 (Gov. Approved 9/13/19)	FY 21 Form A Request	MOF
222	9,891,122	12,295,856	N

The requested ceiling increase is needed due to the anticipated grant award being more than the appropriation. The increase was approved by Governor Ige on September 13, 2019.

### **II. Position Requests.**

- 1 A funded Permanent Part-Time Janitor Supervisor
- 3 A funded Permanent Part-Time Janitor II

These positions will look to replace current contracted custodial services at the HPHA Central Offices located at 1002 North School Street on Oahu for buildings A (Board Room / Conference Rooms / Lunch Room), B (Information Technology / Hearings), C (Construction Management), D (Central Maintenance / Contract Procurement), D1 (Outdoor Shower & Bathroom Facility), E (Office of the Executive Director / Property Management / Compliance), F1 (Restroom), G (Section 8), H (Section 8), J (Personnel), L (Applications) and M (Fiscal Management). The custodial work will be between the hours of 5:00 p.m. through 9:00 p.m. Hawaii Standard Time. Monthly, Quarterly and Semi-annual cleaning services shall be performed on a single Saturday between the hours of 7:00 a.m. and 3:30 p.m. Hawaii Standard Time.

### **III. Add general funds to maintain current Rent Supplement subsidies.**

Currently, the HPHA's State Rent Supplement Program serves 345 families at a total cost of \$1,765,571 per year. The HPHA is therefore requesting an additional \$750,000 for FY21 for the

State Rent Supplement Program (RSP). The requested funding will enable the HPHA to fund 100% of the RSP participants at the current authorized rate. In response to the demand for housing assistance for homeless individuals and families, in addition to the high rents in Hawaii, the HPHA increased both the number of families served and the total amount of assistance provided. The current base appropriation cannot support the current program participants and the HPHA may have to suspend assistance to participating families. The RSP is one of the most cost effective rental assistance programs the HPHA has, and participants served under the RSP include formerly homeless and at-risk homeless families, the elderly, the disabled, and very low-income households.

**IV. Lump sum for public housing development, improvements, and renovations statewide**

Due to the age of our housing inventory, and unexpected issues that often occur, the HPHA respectfully requests your consideration for a lump sum budget request (as you have appropriated in the past), which will provide the agency with the flexibility of managing and expending capital funds in an expeditious manner, and also will not disclose to contractors exactly how much funding is attached to any project. These crucial funds will provide the agency with the ability to tackle its capital needs backlog of more than \$750 M in capital needs. The agency has properties that have been built over 50 plus years ago, and the issues at these properties need to be addressed.

The current supplemental budget includes \$20,000,000 in lump sum CIP. This appropriation will assist to expedite the repair and maintenance and remodeling of hundreds of units. The construction projects including site improvements, ADA compliance, structural repairs, re-roofing, infrastructure upgrades, concrete spall repairs and painting.

**V. \$2.5M for HPHA North School Street Predevelopment Funding**

The HPHA continues to embrace innovative approaches to redevelop its aging inventory through higher density, mixed-income, mixed-use projects. The HPHA partnered with nonprofit Retirement Housing Foundation and has signed a Master Development Agreement to redevelop the HPHA administrative offices at 1002 N. School Street. The master plan has evolved with extensive input from residents, community leaders and stakeholders, elected officials, government and service agencies to envision a project that will include 800 elderly affordable rental units, HPHA offices, and retail uses that best serve the surrounding community. This funding will go towards the HPHA's share of predevelopment activities, design, entitlements and site improvements.