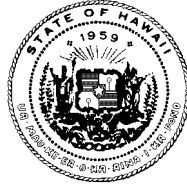


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**2022 Legislative Budget Briefing
January 4, 2022**

Message from Director Cathy Betts

On behalf of the Department of Human Services (DHS), we appreciate the opportunity to present and discuss the department's supplemental State Fiscal Year (SFY) 2023 budget requests. We would also like to extend our appreciation and gratitude for the Legislature's support throughout the pandemic. Over the last two years, DHS staff and leadership have worked tirelessly to ensure timely and equitable access to a lifeline of safety net benefits and services.

Hawaii Public Housing Authority will be submitting their testimony separately.

A. Provide your agency's mission statement, strategic objectives, goals, and performance metrics. How will the agency measure progress? What milestones will be tracked?

The Department of Human Services (DHS) comprises four divisions: Benefit, Employment & Support Services (BESSD), Division of Vocational Rehabilitation (DVR), Med-QUEST Division (MQD), Social Services Division (SSD); two attached agencies Office of Youth Services (OYS), Hawai'i 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 takes great efforts to implement its guiding principles, vision statement, mission statement, and core values that are:

Guiding Principles

DHS is guided by: article IX, section three of the Hawai'i State Constitution regarding public assistance, the "Aloha Spirit" statute, section 5-7.5, Hawai'i Revised Statutes (HRS), and section 26-14, HRS, that codifies the 'Ohana Nui multi-generational approach to the delivery of human services to reduce the incidences of poverty and to end intergenerational poverty.

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

At DHS, we have a vision for the future. We believe that all Hawai'i residents can and will thrive. We strive to reach this vision by fulfilling our mission to encourage self-sufficiency and support the well-being of individuals, families, and communities in Hawai'i. We are guided in all of our work by our 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 and 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 based on data and take actions that we know will have sustainable outcomes.

Our strategic goals remain increasingly relevant and critical during these pandemic times as they were before the pandemic. Our strategic goals are:

Goal 1: Improve the self-sufficiency and well-being of Hawai'i's individuals and families.

DHS provides benefits and services to vulnerable individuals and families. DHS assists individuals in securing gainful employment and economic self-sufficiency, supports early childhood development and school readiness, supports the health and safety of individuals and families, increases housing stability, and improves access to food.

Goal 2: Improve service integration and delivery to develop solutions for sustainable outcomes.

To improve the self-sufficiency and well-being of Hawai'i's residents, we continue to transform our policies, processes, and systems to serve residents across programs and divisions with an integrated eligibility and case management application and a vision for the future that connects residents quickly to available resources.

The DHS 'Ohana works to serve Hawai'i's residents who are most in need. Our programs and benefits support our communities, contribute to our local economy, and establish Hawai'i DHS as national leaders in human services delivery.

With the onset of the COVID-19 pandemic in 2020, our past and ongoing efforts to improve our business processes and investments in modernizing our IT infrastructure played a significant role in our ability to adapt to pandemic conditions. Notably, the time spent engaging our workforce to become multigenerational in approach was foundational in the staff's ability to pivot rapidly to a work-from-home environment, new program rules, and service delivery methods, all while maintaining safe access to benefits and services. Additionally, time and efforts invested in cross-sector collaboration enabled our staff to communicate quickly with contracted providers and community partners to ensure transparency and efficiency.

Goal 3: Improve staff health and development.

Investment in the health and well-being of our DHS workforce is even more critical now as the pandemic enters its third year, and we continue to attend to unprecedented caseloads. Following the end of the executive hiring freeze this past summer, we recruited and filled previously frozen positions to add capacity to meet the demands of Hawaii residents in need of assistance. Before the pandemic, we provided staff time and the opportunity to engage in mindfulness and other stress management courses. As the pandemic conditions continue, we have engaged staff to provide additional webinars and resources to address the additional stressors of working from home. By promoting our DHS workforce's health, well-being, and professional development, we are better prepared to support each other and the individuals and families we serve.

However, the relentless pace and strain we are experiencing are not sustainable, nor does it help support a healthy workforce. We are struggling to maintain a high level of efficiency, compliance, and timeliness required by some of our federal programs and expected by applicants and recipients. Therefore, this year's supplemental budget request prioritizes restoring position funding and adding new positions to meet workload demands and support our workforce.

To meet our strategic goals, DHS uses four broad considerations in prioritizing its budget requests:

- 1. Preservation and improvements to the safety net;**
- 2. Enhancing supportive services;**
- 3. Transforming government through continued modernization of IT systems, program redesign, program development, and human resources; and**
- 4. Leveraging available federal funding.**

Preserving the safety net by increasing staff capacity, modernizing our IT infrastructure, and leveraging federal funds takes on heightened importance. In addition, our enabling statute, section 26-14, HRS, requires us to:

"[a]dminister 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."

Appendix 1 includes our strategic plan's 5-year key performance indicators (KPI) on DHS performance measures.

B. Discuss how current state-wide conditions have affected agency operations and the ability to meet goals. Identify and discuss notable performance measures, expected outcomes, and recent results.

Appendix 2 explains our programs' actions required by the COVID-19 pandemic and our eventual recovery.

C. Federal Funds - Identify programs that have lost or are at risk of losing federal funds. Identify the source of these federal funds by federal award title and CFDA number. Discuss the impact to the public and your planned response, including efforts to supplant any federal fund reductions for the current year (FY22) and the upcoming fiscal year (FY23) with other funds.

NA

D. Non-General Funds - Provide a web link (URL) of the reports to the Legislature on non-general funds under your department pursuant to HRS 37-47.

The report on non-general funds for DHS pursuant to section 37-47, HRS, may be accessed at these links:

<https://budget.hawaii.gov/budget/reports-to-the-legislature/1983-2/> or
https://humanservices.hawaii.gov/wp-content/uploads/2021/11/HMS_section_37-47_Act-87-2021-compiled.pdf

E. Budget Process - Explain the process used to develop the agency's budget and prioritize requests for budget changes.

Divisions and attached agencies and commissions submit budget requests, with rationale and prioritization, to the Director and the Budget, Planning and Management Office (BPMP) 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 and the second layer of prioritization by benefits to clients, support to staff, and infrastructure improvements. DHS then submits its budget requests to the Department of Budget and Finance. For its recommendations to the Governor for his final decisions. The proposed budget aligns with Governor Ige's priorities and our 'Ohana Nui multigenerational approach.

F. Budget Requests - Identify and discuss significant adjustments contained in the budget request submitted to the legislature. Explain and quantify how significant requests for additional funds are expected to affect outcomes.

The top priorities of the DHS Supplemental SFY2023 budget are to restore funds to defunded or underfunded positions and establish new positions to meet the needs of Hawaii residents who continue to require benefits and services in record numbers. For example, as of December 13, 2021, Medicaid enrollment remains at a historical high at 434,734 or 33% more individuals than in March 2020. Similarly, households receiving Supplemental Nutrition Assistance Program (SNAP) benefits remain 27% higher (101,074) than at the pandemic's start in March 2020. SNAP household participation hit a high of 112,461 households during the Delta variant surge. We fully expect the fluctuation of the SNAP caseload to continue to follow the changes in economic activity as the different COVID-19 variants impact the State.

The supplemental budget requests emphasize continued investment in the DHS IT workforce and modernizing its IT infrastructure. The prior and ongoing investment to modernize the DHS IT infrastructure was critical to the department's ability to pivot to a telework environment and provide benefits and services to Hawaii's residents throughout the pandemic. Our budget requests assume that DHS will maintain the capabilities gained during the pandemic and add more IT capabilities and business processes to improve service delivery. For example, with CARES Act funds, DHS worked with the Department of Education (DOE) and the Hawaii State Public Charter School Commission to deliver new pandemic SNAP benefits through the Pandemic Electronic Benefits Transfer program (P-EBT). The DHS invested in new IT capabilities to match DOE and Charter School Commission data. As a result, Hawaii was among the first states to issue P-EBT COVID-19 relief benefits as follows:

SNAP households with children:

- Number of families received P-EBT benefits: 31,406
- Number of children who received P-EBT benefits: 51,608
- Total amount of P-EBT benefits issued: **\$30,454,938**

Non-SNAP households with children:

- Number of families received P-EBT benefits: 33,465
- Number of children who received P-EBT benefits: 46,380
- Total amount of P-EBT benefits issued: **\$30,733,550**

If schools should close again, DHS will be ready to distribute additional P-EBT benefits.

In SFY 2020, DHS issued \$2,000,000 in added Child Care Development Block Grant Funds (CCDBG) to child care providers to address child care providers' COVID-19 mitigation. To do this, we added a new automated batch processing function that authorizes multiple payment claims for multiple providers in one transaction, a new payment issuance process that leveraged existing Directed Provider Payment functionality to deposit payments to the bank account designated by the provider, and we added functionality to produce the reports and error checks to prevent duplicate payments.

These expanded caseloads, the SFY 2021 executive hiring freeze, Act 9, Session Laws of Hawaii (SLH) of 2020, defunding of 319 positions, and Act 88, SLH 2021, defunding of 18 positions, the dramatic growth in clients, retirements, resignations, programmatic changes, and new programs have put an enormous strain on our existing staff and operations.

The trauma and demands of the pandemic have significantly impacted our line staff, who work with vulnerable residents daily. Re-funding split funded positions will improve staff morale and provide needed support to continue the vitally important work.

DHS employees are proud that we have been able to meet the steep increase in need, but continuing to do so comes at a price for morale, risk of burnout, vicarious trauma, and hinders employee retention.

1. Restoring unfunded and reduced positions will allow the department to continue to sustain the increase in need, support the current and future workforce, and bolster the strength of our social service safety net, supporting all three strategic plan goals.
2. Budget requests for direct client assistance programs support our strategic plan goal to improve the self-sufficiency and well-being of Hawai'i's individuals and families.
 - a. MQD, HMS 401 – to extend postpartum benefits to twelve months and fund adult dental benefits.
 - b. SSD, HMS 301 – to maximize available federal funding to support families in the community and decrease the number of children coming into foster care and families entering the Child Welfare System.
 - c. BESSD, HMS 211 – to increase and maximize the current allotment (benefit) amount allowable under HRS 346-053 for Temporary Assistance for Needy Families (TANF) and Temporary Assistance for Other Needy Families (TAONF).
 - d. BESSD, HMS 903 – to procure afterschool and summer programs for children in grades K-12 statewide to help address the lack of available childcare for grade school students and youth programs for students grades 7-12.

- e. BESSD, HMS 903 – to reinstate the Exit and Employment Retention Bonuses program. The bonuses paid to those who exited TANF were proven successful as incentives for TANF recipient families to obtain and maintain employment and to remain financially independent.
 - f. HYCF, HMS 503 – to assist HYCF youth in transitioning back into our communities, reducing recidivism, and increasing public safety.
3. Budget requests supporting our strategic plan goal two to improve service integration and delivery to develop solutions for sustainable outcomes include the internal process and infrastructure improvements:
- a. MQD, HMS 902 – additional general funds to support the maintenance and operations (M&O) for KOLEA, the Medicaid enrollment system. With KOLEA, MQD was able to process an increase of over 30% of Medicaid clients timely and safely.
 - b. BESSD, HMS 903 - tech refresh for all computers to replace equipment purchased in 2018. The ETS recommendation is that agencies follow a 4-year replacement cycle replacing roughly 25% of the PCs in the agency every fiscal year.¹
 - c. HPHA, HMS 220 – CIP request for public housing development, improvements, and renovations, including compliance with the Americans with Disabilities Act (ADA) and Department of Housing and Urban development’s (HUD’s) Uniform Federal Accessibility Standards (UFAS).
 - d. DVR, HMS 802 - CIP request for Ho’opono Services for the Blind, Buildings A & B enclosure of mechanical area, retro-commissioning, and paint building exteriors to prevent disruption in services to blind customers and maximize staff and consumer safety.
 - e. HYCF, CIP requests to replace air conditioning systems and emergency generators that serve the Secure Custody Facility, Observation and Assessment Cottage, and Maluhia Cottage.

Capital Improvement Projects (CIP) Budget Request

OFFICE OF YOUTH SERVICES (OYS) / HAWAII YOUTH CORRECTIONAL FACILITY (HYCF)

HMS 503 – Hawaii Youth Correctional Facility (HYCF)

Dept Pri	Prog ID	Proj No.	Project Title	MOF	SUPPLEMENTAL TOTALS	
					FY 22	FY 23

¹DHS will delete this request as B&F approved DHS request for ARPA funds for this purpose. B&F will submit a Governor's Message to delete the request.

1	HMS503	FY23.2	HYCF REPLACE EMERGENCY GENERATORS AND OTHER IMPROVEMENTS, OAHU	C		1,350,000
2	HMS503	FY23.1	HYCF AIR CONDITIONING SYSTEMS REPLACEMENT AND RELATED IMPROVEMENTS, OAHU	C		500,000

HMS 503 FY23.2 – HYCF Replace Emergency Generators & Other Improvements, Oahu

This request is necessary to replace existing emergency generators that service the Secure Correctional Facility, Observation and Assessment Cottage, and Maluhia Cottage. The work involves demolition, installing emergency generators and a generator building, and other related improvements.

HMS 503, FY23.1 – HYCF Air Conditioning Systems Replacement and Related Improvements, Oahu

This request is for plans, design, and construction to replace air conditioning systems and existing emergency generators that serve the Secure Custody Facility, Observation and Assessment Cottage, and Maluhia Cottage. The project may include repairs, renovations, refurbishments, new construction, ground and site improvements, and related work. In addition, the work involves demolition, installation of emergency generators, a generator building, and other related improvements.

DIVISION OF VOCATIONAL REHABILITATION (DVR)

HMS 802 – Vocational Rehabilitation

Dept Pri	Prog ID	Proj No.	Project Title	MOF	SUPPLEMENTAL TOTALS	
					FY 22	FY 23
1	HMS802	FY23.4	HOOPONO BUILDINGS A AND B IMPROVEMENTS	C		396,000

Comptroller's memo RA-22.0004 dated 9/22/2021 included prioritized backlog lists of repair and maintenance projects and recommended the following requests:

- Priority #1: Enclosure of mechanical unit/AC unit outside the Ho`opono building. In addition to the exposure to weather elements, there has been a history of security issues, high occurrences of vandalism, and high traffic of homeless individuals in the area. Not enclosing the mechanical unit increases the risk of damage from weather or vandalism to the A/C unit or chillers, impacting the entire Ho`opono building, staff, and services to our blind consumers. Technology equipment reliant upon cooler temperatures would be at increased risk for damages, services to blind individuals could be interrupted, and

deteriorating work conditions could affect staff health and morale. DVR would also incur related repair or replacements costs that proper protection of the mechanical area will avoid.

- Priority #2: Re-commissioning of fixtures. Ho`opono has old and outdated fixtures that are out of date with current industry and safety standards. This improvement would minimize staff and consumer safety risks and promote energy efficiency and long-term cost savings.

Operating Budget Requests

OFFICE OF YOUTH SERVICES (OYS)

HMS 501 – In-Community Youth Programs

Prog ID	Dept Pri	BUDGET REQUESTS			FY23	
		Description	MOF	FTE (P)	FTE (T)	\$ Amount
501YA-51	4	Transfer-Out Pre-Audit Clerk I 47413 from HMS 501 to HMS 904. Companion request is 904AA-57	A	(1.00)		(34,020)
904AA-57	4	Transfer-In Pre-Audit Clerk I 47413 from HMS 501 to HMS 904. Companion request is 904AA-57	A	1.00		34,020

501YA-51 - Transfer-Out Pre-Audit Clerk I 47413 from HMS 501 to HMS 904. Companion request is 904AA-57

DHS is requesting to transfer position 47413, Pre-Audit Clerk, from HMS 501 to HMS 904/FMO to reflect the current organizational structure accurately.

This position was established in HMS 501 in 1993 and reflected organizationally in the Financial Management Office (FMO). The incumbent in this position has continuously physically resided within FMO. FMO has supervisory control over this position. The position is one of three positions currently providing payroll services to all of DHS (except HPHA) and performs a critical function in FMO. This request is a trade-off with a companion request to transfer out of HMS 503.

HMS 503 – Hawaii Youth Correctional Facility (HYCF)

Prog ID	Dept Pri	BUDGET REQUESTS			FY23	
		Description	MOF	FTE (P)	FTE (T)	\$ Amount
503YB-51	10	Funding of 1.00 Permanent General Professional IV 118511	A	-		55,200

503YB-52	29	Restoration of Other Current Expenses at HYCF	A			150,000
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503YB-51 - Funding of 1.00 Permanent General Professional IV 118511

The Hawaii Youth Correctional Facility (HYCF) requests to restore the salary for position 118511. Federal regulations address sexual abuse and sexual harassment at correctional facilities and require a Prison Rape Elimination Act (PREA) Coordinator. Per 28 CFR § 115.311, Zero tolerance of sexual abuse and sexual harassment; PREA coordinator,

- (b) An agency shall employ or designate an upper-level, agency-wide PREA coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in all of its facilities.
- (c) Where an agency operates more than one facility, each facility shall designate a PREA compliance manager with sufficient time and authority to coordinate the facility's efforts to comply with the PREA standards.

HYCF is the only juvenile secured custody correctional facility in Hawaii, and juveniles from the four counties are committed to HYCF by the Family Courts. The average population ranges from 20-25 youth in secure custody, with an average range of 5-10 youth per year in parole supervision.

The impact of not having a PREA Coordinator for HYCF results in the entire State of Hawaii being non-compliant with 28 CFR § 115.311 - zero tolerance of sexual abuse and sexual harassment; PREA Coordinator. Non-compliance results in a reduction in federal funding to the State.

503YB-52 - Restoration of Other Current Expenses at HYCF

The Legislature appropriated \$3,108,789 to HMS 503 in other current expenses for fiscal year 2020-21. In 2021, the Legislature further cut this amount to \$1,938,413 by Act 88, SLH 2021. Even with \$520,000 received through the American Rescue Plan Act, Act 88, SLH 2021, the 2021 appropriation represents a reduction of \$650,376. The restoration of these funds is needed to fund mental health and transition services at HYCF. HYCF serves the most vulnerable high-risk youth of the Juvenile Justice system. Most of these youth are aging out at 18 with limited resources. Restoring these funds will provide vocational training, housing for transition, and mental health treatment. In addition, these funds are necessary to address delayed repair and maintenance projects, rising utility costs, and any unforeseen maintenance.

BENEFITS, EMPLOYMENT & SUPPORT SERVICES DIVISION (BESSD)

HMS 204 – General Assistance Payments

		BUDGET REQUESTS		Amount	
Prog ID	Dept Pri	Description	MO F	FY22	FY23
204PD	NA	Lapse American Rescue Plan Act Funds for General Assistance Payments	V	(5,400,000)	

204PD-Gov1 Lapse \$5.4M ARPA for RY 22 (retro) General Assistance Payments

Pre-COVID-19, the caseload of the state-funded General Assistance (GA) program was 5,201 clients in February 2020; by June, the caseload rapidly increased to an unprecedented 7,015 clients. As a result, in September 2020, with a base budget of \$23,889,056, DHS projected a shortfall for SFY21 and SFY22 of \$5,400,000. The shortfall prompted the request for an Emergency Appropriation of \$3,200,000² for SFY 2021³ to restore benefits and avoid reducing benefits further for temporarily disabled residents and an additional \$5,400,000 appropriation for SFY22.

In SFY 2022, the GA caseload has steadily decreased, and the current caseload is 4,758 as of October 2021. With the decreased caseload, the current SFY22 general fund appropriation is adequate to maintain GA benefits at the present benefit amount. Therefore, the additional ARPA appropriation is unnecessary for the current fiscal year.

HMS 211 – Cash Support for Families – Self Sufficiency

		BUDGET REQUESTS		FY23		
Prog ID	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount
211PC-51	20	Additional General Funds to Increase TAONF Allotment Level	A			4,021,809

211PC-51 – Additional General Funds to Increase TAONF Allotment Level

This request is to increase funding for the TAONF portion of the allotment (benefit). The current allotment amount for Temporary Assistance for Needy Families (TANF) and Temporary Assistance for Other Needy Families (TAONF) recipient families is at 48% of the 2006 Federal Poverty Level (FPL). The last increase to the allotment level was in 2009, twelve years ago. According to 346-053, HRS, DHS may increase the allotment amount up to 62.5% of the 2006 FPL. This request supplements the current appropriation, allowing DHS to increase and maximize the benefit levels under section 346-053, HRS, for both TANF and TAONF programs. The allotment will increase

³ DHS also used funds from the Interim Assistance Reimbursement Special Fund (IAR) to maintain GA benefits. In SFY 2020, DHS drew \$202,223, and in SFY 2021 drew \$3,000,000 from the IAR.

from 48% to 60% of the 2006 FPL. The change will represent a \$190 increase per month for a maximum benefit of \$954 per month for a family of three with zero income; and an increase of \$230 for a maximum benefit of \$1,150 per month for a family of four with zero income.

TAONF benefits paid will be claimed towards meeting the federal TANF Maintenance of Effort (MOE) requirement. Hawaii must expend a minimum of \$75.8 million of state funds towards benefits and services for eligible families with dependent children and whose incomes are below the income threshold. If the state fails to meet the minimum MOE requirement, the state may face a fiscal penalty equal to 5% of the federal TANF Block Grant or about \$4.9 million.

HMS 224 – Homeless Services

		BUDGET REQUESTS		Amount	
Prog ID	Dept Pri	Description	MOF	FY22	FY23
224HS	NA	Lapse American Rescue Plan Act Funds for Property Storage and Debris Removal	V	(3,500,000)	(3,500,000)

224HS-Gov1 Lapse \$3.5M ARPA for FY22 (retro) & FY23 Property Storage & Debris Removal

For the past several years, the Department of Human Services (DHS) has administered funding for a statewide Stored Property and Debris Removal program through a Memorandum of Agreement (MOA) with the Department of Transportation (DOT). DOT contracts a vendor to maintain a statewide stored property program that addresses property, trash, or other debris left behind at unauthorized encampments on state lands. Expenditures include supplies and equipment to store the property, debris removal services, and signage and fencing to prevent unauthorized encampments on state lands. Most recently, in SFY21, DHS transferred \$3,500,000 in A funds to DOT to contract for these services for the duration of SFY22. In SFY23, DOT will assume full responsibility for this function and directly request an appropriation to perform this service.

DOT is appropriate for the Stored Property and Debris Removal program funding. DOT has implemented this program for the last four years and has the necessary expertise to contract a vendor to perform this function. In 2019, the Stored Property program removed 5,081 tons (11.2 million pounds) of debris and stored 226 items statewide, including more than 4,200 tons (9.25 million pounds) from the island of Oahu alone.

While the appropriation and program will no longer be with DHS, the Stored Property and Debris Removal program remains a core part of the state framework to address homelessness.

		BUDGET REQUESTS	FY23			
Prog ID	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount
224HS-51	2	Trade-off Funding for One (1) Defunded HPO Position (From OCE)	A			(51,024)
224HS-51	2	Trade-off Funding for One (1) Defunded HPO Position	A			51,024
224HS-52	27	Eliminate MOF P Ceiling for Homeless Services	P			(2,366,839)

224HS-51 – Trade-off Funding for One (1) Defunded HPO Position (from OCE)

DHS Homeless Programs Office (HPO) is requesting the reduction of other current expenses, line item 267 (Miscellaneous Current Expenses), MOF A, to restore the salary for position number 121802, Program Specialist III. HPO has a small staff, and managing ongoing caseloads are very challenging. This position is responsible for implementing planning, contracting, collaboration, and coordination with homeless providers. In addition, the position works with the counties on their continuum of care strategies to alleviate homelessness, develops and implements programs, and pursues private and federal funding opportunities. These efforts will enhance the State's efforts to mitigate homelessness and coordinate development and oversight of State-owned homeless facilities.

This position addresses the impact of the COVID-19 pandemic and the changes needed to keep service providers and clients as safe as possible. The position is part of the HPO team responsible for monitoring program compliance to address the increased demand while maintaining program integrity in delivering services to eligible homeless individuals and families. This position is essential for the oversight of homeless shelter programs to ensure that the State of Hawaii provides efficient and effective homeless programs. HPO needs funding for this position to maintain administrative oversight of homeless programs.

224HS-52 – Eliminate MOF P Ceiling for Homeless Services

This request eliminates the \$2,366,839 MOF P Ceiling for Homeless Services. HPO no longer administers the federal grant to Bridging the Gap (BTG), the Continuum of Care (CoC)⁴ for Hawaii, Kauai, and Maui counties. In 2019, the U.S. Department of Housing and Urban Development (HUD) agreed to HPO's request to direct the grant funds directly to BTG instead of passing the grant through DHS; this change streamlined contracting and improved the DHS timeliness of administrative activities. The Board of BTG unanimously approved the change. Ka Mana O Na Helu manages the CoC grant, a non-profit organization procured for and selected by BTG to serve as the CoC Collaborative Applicant and Homeless Management Information System lead agency.

⁴ HUD requires communities to request funds through a Continuum of Care. Hawaii has two Continuum of Care (CoC), Partners in Care for the City & County of Honolulu, and Bridging The Gap for the Counties of Hawaii, Kauai, and Maui.

HMS 236 – Case Management for Self Sufficiency

Prog ID	Dept Pri	BUDGET REQUESTS		FY23		
		Description	MOF	FTE (P)	FTE (T)	\$ Amount
236LC-51	2	General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency	A			797,151
236LC-51	2	General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency	N			(83,710)

236LC-51 - General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency

All positions listed are critical to maintaining the caseloads within the processing centers and First-to-Work Offices, as they provide eligibility determinations, supportive services to maintain operations, or case management to assist participants:

1. Office Assistants provide supportive services such as receiving and processing documents for eligibility workers to review, answering general questions from the public, reception duties in the lobbies, and other clerical functions required to manage personnel records and functioning of the office setting.
2. Eligibility Workers conduct eligibility determinations for applicants and recipients for cash and SNAP benefits per program policies and procedures.
3. The Self-Sufficiency/Support Services positions support participants in the TANF and TAONF programs by providing case management and training to complete a resume, apply for jobs, and further their education.

During this pandemic period, the processing centers statewide have been receiving over 500 applications daily, which has increased the overall workload for the processing centers. It takes about 1.5 to 2 years for an Eligibility Worker to acquire the programmatic knowledge required to conduct eligibility determinations independently. Therefore, keeping the "pipeline" of positions is critical to balancing newly trained employees as current employees retire or resign.

These positions are essential for our operation as we continue to work through this pandemic period and economic uncertainty. However, we do not have trade-off funds and are requesting

general funds for the salary. Also, the federal fund portion of the salary was adjusted to match the current salary schedule.

HMS 302 – General Support for Child Care Payments

		BUDGET REQUESTS	FY23			
Prog ID	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount
302DA-51	5	Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs	A	12.50		303,842 326,090
302DA-51	5	Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs	N	12.50		680,631 493,534

302DA-51 - Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs

NOTE: Due to formula reference errors in Form A 302DA-51, the amount of general funds approved is \$22,248 less than required, and the amount of federal funds approved is \$187,097 more than required. DHS requests that the amounts in the Governor’s Decisions for FY23 be adjusted by +\$22,248 in general funds and by -\$187,097 in federal funds to correct the request to the actual amounts needed.

302DA-51 Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs											
			FY 23 Request - Approved			FY 23 Request - Corrected			FY Request - Adjustment Needed		
			FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)
A. Personal Services			25.00	0.00	865,723	25.00	0.00	700,874	0.00	0.00	(164,849)
B. Other Current Expenses					118,750			118,750	0.00	0.00	0
C. Equipment					0			0	0.00	0.00	0
L. Current Lease Payments					0			0	0.00	0.00	0
M. Motor Vehicles					0			0	0.00	0.00	0
								0	0	0	0
TOTAL REQUEST			25.00	0.00	984,473	25.00	0.00	819,624	0.00	0.00	(164,849)
By MOF:											
A			12.50	0.00	303,842	12.50	0.00	326,090	0.00	0.00	22,248
N			12.50	0.00	680,631	12.50	0.00	493,534	0.00	0.00	(187,097)

DHS is requesting 25 positions and funds to bring the child care subsidy programs within its State offices instead of procuring the services. Child care subsidies help families afford child care, make more resources available for other living expenses, and provide equal access to high-quality care,

targeting underserved and at-risk families. DHS currently procures child care subsidy services for the federally funded Child Care Connection Hawaii and the state-funded Preschool Open Doors programs. Bringing the program in-house will add capacity to process applications and improve efficiency, timeliness, and communication with families. DHS aims to reduce the time to make accurate eligibility determinations as families need child care subsidies to obtain and maintain employment.

The COVID-19 pandemic highlighted that safe and affordable child care is an essential service for parents and caregivers to continue working. Congress appropriated additional child care funds as part of the pandemic response. The U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), provided program waivers and changes to the Child Care and Development Fund for States to continue safe and affordable child care.

Since May 2020, applications for CCCH have significantly increased, and demand for child care assistance remains high. From May 2020 – June 2021, fourteen months, CCCH received 7,923 applications and 2,874 re-certification applications compared to 3,599 total applications and 1,582 re-certification applications from the preceding fourteen-month period, March 2019 – April 2020.

Unfortunately, the contracted providers could not expand capacity to meet the increased demand for child care subsidies. DHS received numerous complaints from parents who were waiting for a determination on their applications, and many needed to resubmit documentation. From May 2020 – June 2021, there were 11,936 applications pending, or about 850 per month, on average. Families cannot afford to wait to enroll their children in child care while they look for employment, maintain employment, or continue their education.

DHS also anticipates that ACF will make permanent changes to the child care program that will expand eligibility so that more families can afford child care. With the additional staff, DHS will be more effective in administering the child care subsidy programs.

HMS 903 – General Support for Self Sufficiency Services

		BUDGET REQUESTS		FY23		
Prog ID	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount
903FA-52	21	Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	A			349,000
903FA-52	21	Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	N			1,141,000
903FA-51	22	Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs	A			300,000

903FA-51	22	Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs	N			5,700,000
903FA-55	23	General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office	A			70,585
903FA-55	23	General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office	N			(16,670)
903FA-54	24	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Services to Other Current Expenses (From PS)	A	(1.59)		(83,386)
903FA-54	24	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Services to Other Current Expenses (To OCE)	A			83,386
903FA-54	24	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Services to Other Current Expenses (From PS)	N	(1.41)		(178,080)
903FA-54	24	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Services to Other Current Expenses (To OCE)	N			178,080
903FA-53	25	Additional General Funds & Federal Ceiling Increase for Tech Refresh Project	A			1,587,853
903FA-53	25	Additional General Funds & Federal Ceiling Increase for Tech Refresh Project	N			1,408,095

903FA-52 - Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments

The requests for general funds and an increase in the federal ceiling are to restart the exit and retention bonus payments and complete system modifications necessary to run the program. The additional funds will be for the bonus payments beginning SFY23. The amount requested for SFY23 is less than will be required in SFY24 because no one will be eligible for the 24-month bonus until the second year of implementation. The requested federal funds are currently available through the federal Temporary Assistance for Needy Families (TANF) Block Grant. This grant represents an obligation for the TANF programs. DHS may use funds carried over from the previous years for this request.

The Legislature, by Act 128, SLH 2018, re-established the Exit and Retention Bonus program and appropriated \$400,000. These funds covered most costs to modify the Hawaii Automated Network Assistance (HANA) case management system to issue payments. The HANA system modification of the Exit and Employment Retention Bonuses program paused in July 2020 due to the pandemic and other priorities, which left approximately \$94,000 to lapse on the IT contract. The budget request of \$94,000 is needed to complete IT system modifications and include new functions and features. The new capabilities will allow case managers to enter data on household composition, employment information, employment hours, earnings, and household income; and allow bonus payments to be authorized and issued through the HANA system. Data entered into the HANA system will be extracted and used to evaluate the bonus program.

We estimate about 75% of the 1,632 will be eligible for federally-funded bonuses; therefore, 25% of the projected bonus payments will need a general funds appropriation. For the first year, SFY 2023, the program requires \$1,047,000 of federal TANF funds and \$349,000 with general funds. In the second year, SFY 2024, the program will require \$1,250,000 of federal TANF funds and \$417,000 with general funds.

The previous Exit and Retention Bonus program was proven successful as incentives for TANF recipient families to obtain and maintain employment and to remain financially independent. From 2009 through 2012, DHS paid these bonuses to employed TANF recipients as part of the "Reward Works" initiative. TANF recipient families who successfully exited TANF due to employment income were eligible to apply for the exit bonus. They were also eligible to apply for additional bonuses if they maintained their employment status for three months, six months, 12 months, and 24 months immediately following their TANF exit. The retention bonuses increased as the employment retention periods increased. For SFY10 and SFY11, the last two years of the previous bonus program, 83% of families that received at least one bonus payment did not reapply for TANF, and only 17% of the families reapplied for TANF after receiving a bonus payment. However, due to a lack of funds, the Exit and Employment Retention Bonus program ended in 2012.

A total of 1,091 former TANF recipients (unduplicated) received at least one bonus payment in fiscal years 2010 and 2011. Of this total, 29% received a 3-month bonus; 26% received a 6-month bonus; 24% received a 12-month bonus; and 21% received a 24-month bonus. Therefore, we project that for SFY 2022, approximately 1,632 recipient families will exit TANF with employment. Applying the above percentages, we project the number of families who would receive bonuses. Assuming 1,632 will be eligible for an exit bonus in SFY 2023 – the first year, we calculate the following:

- Roughly 473 families will receive a 3-month bonus;
- About 424 families will receive a 6-month bonus;
- About 373 families will receive a 12-month bonus in SFY 2024; and
- Nearly 392 families will receive a 24-month bonus in the 2nd full year in SFY 2025.

Based on the following bonus amounts--1) \$500 at exit; 2) \$600 at 3-months; 3) \$700 at 6-months; 4) \$900 at 12-months; and 5) \$1,800 at 24-months, and the number of families that would be eligible for each of the bonuses, we project the following total payments for the 1st year SFY 2023--1) \$816,000 for exit bonuses; 2) \$283,000 for 3-month bonuses; and 3) \$297,000 for 6-month bonuses, for a projected total of \$1,396,000.

Assuming in the 2nd year, the number of families exiting TANF with employment will decrease by 4.7% from the 1st year SFY23 for a projection of 1,555 families that would be eligible for the exit, 3-, 6- and 12-month bonuses. The following total payments for the 2nd year SFY 2024--1) \$778,000 for exit bonuses; 2) \$270,000 for 3-month bonuses; 3) \$283,000 for 6-month bonuses; 4) and \$336,000 for 12-month bonuses, for a projected total of \$1,667,000 of bonus payments would be paid in SFY 2024.

903FA-51 - Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs

To address the increased demand for child care for younger children and more structured afterschool environments for older youth, the TANF Program Office intends to procure community-based organizations' services to provide new or expand existing afterschool and summer programs for children grades K-12. For example, according to the Hawaii Afterschool Alliance, there are approximately 3,400 students on the waitlist for the A-Plus Program. Currently, 30 middle and intermediate schools provide the Uniting Peer Learning Integrating New Knowledge (UPLINK) afterschool program (about 60% of total).

DHS will direct these funds to 30 afterschool programs across the state - Oahu (18), Kauai (2), Maui (4), and Hawaii (6), at the cost of approximately \$200,000 per site, totaling \$6,000,000. We project that approximately 95% of the students will be eligible for federal TANF funded services, totaling \$5,700,000, while about 5% would be eligible for state-funded services, totaling \$300,000. The figures are estimates based on current service providers contracted to provide afterschool and youth development programs. The TANF Program Office will issue a Request for Information (RFI) to solicit new and expanded programming information. The RFI will solicit community input on academic support, age-appropriate extra-curricular activities, innovative programs, performance measures, programs that address the needs of working families whose incomes are at or below the current federal poverty level, and cost per child to operate an afterschool and summer programs.

903FA-55 - General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office

Office Assistant IV (Pos #16992)

The Office Assistant IV is a higher-level clerk that participates in and provides services as the lead clerk assigned to the Support Services Office (SSO). SSO staff supports the entire Oahu Statewide

Branch by storing and retrieving closed case records for the processing centers, First-To-Work, and Child Care Licensing Programs. Although SSO staff does not provide direct services to clients, their purpose is to provide support services to the units. These are vital services that the units facilitate their client-oriented work. This office also receives and distributes mail for the BESSD Division on Oahu. In addition, the Office Assistant IV position is responsible for overseeing activities that are completed per procedures, trains and advises subordinates, identifies problem areas, and works with staff to evaluate and implement changes to improve services to the units. This position also monitors late deliveries and handles any incoming calls from the public, acting as the liaison between the courier service and the different offices and units within the Division to resolve any issues that need corrective action.

The SSO's Central Files Office (CFO) in Kapolei previously had three positions, but currently, there are only two positions left as a result of previous position cuts: one Office Assistant (OA) III (which is filled) and this Office Assistance IV position that was defunded and remains vacant.

Previously, two OA III and the OA IV processed all closed case records and received, sorted, and distributed mail for the Oahu Statewide Branch units. In 2014, BESSD implemented the Electronic Case Filing (ECF) to scan all paperwork for new and current clients. As cases are closed, the units send the closed cases to CFO to process for storage and destruction. In October 2014, BESSD contracted the services of Access Information Management to store the closed case records for the Oahu Statewide Branch units. With the high number of closed case records, the CFO quickly became backlogged with cases.

In July 2020, the Office Assistant IV position became vacant as the incumbent retired on June 30, 2020, leaving only one Office Assistant III to perform the duties for both positions. In July 2021, the CFO had more than 8,900 cases to process for storage and destruction. With only the Office Assistant III in the office, the CFO requests temporary assistance (from July to current) from the Support Services Supervisor, who oversees the CFO and helps with the backlog but can only help when available.

Eligibility Worker IV (Pos #s 1692 and 35534)

These positions in the Investigations Office (INVO) are critical to safeguarding the integrity of DHS public assistance programs and ensuring that benefits go to residents in need. Adjustment of the federal fund portion of the salary was also made to match the current salary schedule.

The department assists many people with Financial Assistance, SNAP, Child Care, medical insurance, and other health care payments; fraud prevention efforts need to be sufficiently resourced. For example, during the COVID-19 pandemic, enrollment in public assistance programs increased within the SNAP, P-EBT, child care programs, and Medicaid. As a result, we, unfortunately, assume there will be fraud cases as there are many reports of in other pandemic relief programs such as unemployment insurance and payment protection programs.

INVO provides overall management to implement the Department's plans, policies, rules, and procedures to prevent, detect, investigate, report, and prosecute fraud and other crimes in DHS programs. INVO also provides investigative services to recover money owed to the department due to overpayment or over-issuances in various programs; and locate persons (other than absent parents for purposes of Title IV-D of the Social Security Act) for various DHS programs. Recovered funds are returned to the State's general fund. Actively conducting investigations and enforcing the public assistance program policy rules is part of fraud prevention efforts.

Position #1692, part of the INVO Restitution Control Section, is responsible for enforcing the Department's public assistance programs as required by section 346-14, (HRS), and setting up and monitoring restitution processes. Position #35534, part of the INVO's Administrative Disqualification Section, is also responsible for enforcing the Department's public assistance programs as required by section 346-14, HRS, and pursuing and prepping cases for intentional program violations and hearings. Conducting investigations and enforcing the department's public assistance programs rules deters fraud, and monies are recovered through restitution are returned to the State's general fund.

903FA-54 - Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (To OCE)

DHS requests the deletion of three temporary positions assigned to BESSD's IT modernization Benefit Eligibility Solution (BES) project and transfer of funds from personal service to other current expenses. These adjustments are necessary as the skills required to manage the integrated eligibility project of this magnitude are not available within the civil service pool of candidates. Without appropriate expertise, the project may be at risk of failure. The project management role and work are vital for the success of this fiscally- and time-sensitive project.

Over 500 staff regularly use BESSD's Hawaii Automated Welfare Information (HAWI) system; the BES system will eventually replace the 30-year-old HAWI technology. The BES project is phase II of the department's IT modernization effort.

Like Medicaid's KOLEA system, the BES Project is the eligibility solution and client-facing portal to automate multiple social service assistance programs, including TANF, SNAP, and General Assistance. The BES project will use custom software development in Java, integrate with multiple Oracle applications and tools, and require interface development and integration with other DHS systems (i.e., KOLEA) and other state systems and solutions. The resulting solution will provide a client-facing self-service portal and an integrated SNAP/financial eligibility solution, rules-based, complete with integrated work-load management and federal system interfaces.

DHS OIT Project Management Office team has all retired from State service. While assigned to the BES Project, the former Project Manager was in a civil service position, having a background similar

to most mainframe IT professionals within the state. Unfortunately, the transition to cloud-based architecture, agile project strategies, micro-services, application programming interface integration, with a focus on master data management disciplines as over-arching goals for the department, all combined to create a set of requirements and skills unavailable within classified service. These temporary and internal project management resources were not successful in leading the project and put an estimated \$50,000,000.00 project in jeopardy.

Federal funders approved BESSD's request to contract to obtain technical consultation services, lasting through the end of system implementation; as a result, BESSD procured services of the BES Project Manager that started on October 01, 2021. Per this request, the budgeted salaries of the temporary positions will be transferred from personal services to other current expenses to cover the contract expenditures for the technical consultation services.

903FA-53 - Additional General Funds & Federal Ceiling Increase for Tech Refresh Project⁵

This request will fund BESSD's tech refresh. BESSD's last tech refresh for all computers was in 2018. For the 2018 tech refresh, BESSD used its existing budget; however, due to the substantial budget cut to BESSD's budget SFY22, we no longer have general funds to cover this project. This budget request is split-funded, 53% general funds and 47% federal funds. The requested federal funds are currently available and are cost allocated among different federal programs, particularly from SNAP and TANF.

The Office of Enterprise Technology Services (ETS) recommends that agencies follow a 4-year replacement cycle to replace roughly 25% of the personal computers in the agency every fiscal year. The tech refresh requires: testing various brands of computers and peripherals, purchasing equipment, imaging all computers, and installing the new computer equipment (laptop, monitors, docking station, mouse, keyboard, intel processor). The refresh also includes e-wasting the old equipment, hiring a vendor to assist with the installation and e-waste, and training staff on the new equipment. The current devices are three years old; with the move to telework, there have been numerous issues with the camera monitor failing, tablets not turning on, docking stations, and more recently, laptop batteries needing replacement. The laptop battery warranty has expired, and all other warranties will expire in December 2021.

Our staff will continue to telework into the future and will need the most updated, reliable equipment. Significantly in June 2020, as part of the pandemic response, we launched our Public Assistance Information System (PAIS) website, allowing clients to submit applications, review eligibility, and upload documents. Since then, we have received 103,438 applications, 110,987 documents, and 12,522 eligibility reviews. While we still receive paper applications, the PAIS website significantly reduced the amount of paper received by the processing centers, making telework a viable option to maintain the same level of efficiency.

⁵ This request has been fulfilled with ARPA funds and will be withdrawn by Governor's Message.

DIVISION OF VOCATIONAL REHABILITATION (DVR)

HMS 802 – Vocational Rehabilitation

Prog ID	Dept Pri	BUDGET REQUESTS Description	MOF	FY23		
				FTE (P)	FTE (T)	\$ Amount
802GA-51	3	Fund 5.00 FTE Defunded Pos with Trade-off	A			(55,732)
802GA-51	3	Fund 5.00 FTE Defunded Pos with Trade-off	A			55,732
802GA-54	16	Add General Funds for MOE Requirements	A			315,162
802GA-52	17	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp to Perm	A			(79,644)
802GA-52	17	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp to Perm	A	1.98	(1.98)	79,644
802GA-52	17	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp to Perm	N	4.02	(4.02)	
802GA-53	18	Convert 1.00 FTE Pos from Temp to Perm	A	0.33	(0.33)	
802GA-53	18	Convert 1.00 FTE Pos from Temp to Perm	N	0.67	(0.67)	

These budget requests will support DVR's ability to continue to serve the current and future caseloads of Hawaii's vulnerable students, youth, and adults, by providing timely and quality services to prepare for re-gaining, obtaining, and maintaining employment. Increasing funding to meet the state's federal MOE obligation, preserving the FTE count with requested conversions to permanent status to sustain continuity of services, and funding the identified positions through tradeoffs will allow DVR to meet its mission and better serve Hawaii's residents with disabilities. The state will leverage available federal funds to deliver services and mitigate federal fiscal penalties by meeting the federal MOE.

For background, in July 2014, then-President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law. WIOA mandated a new 15% set-aside requirement for State Vocational Rehabilitation federal funds to provide five new services to students with disabilities, in addition to a focus on transition-aged youth, performance accountability for employment outcomes, and partnerships with WIOA stakeholders. Unfortunately, WIOA did not provide more federal funds to DVR to fulfill the new service requirements. Therefore, to meet the WIOA mandates, DVR requests approval of the additional general funds to meet the necessary state

funds match and MOE requirements. Allowing positions to be funded with OCE trade-off funds and converting positions from temporary to permanent will allow DVR to continue meeting the needs of current and future students, youth, and adults with disabilities to obtain competitive integrated employment. As temporary positions are converted to permanent positions and filled, DVR will increase the types of services and number of consumers served through mandated partnerships with the Departments of Education, Labor, and Health.

Through the current COVID-19 pandemic, DVR achieved a significant accomplishment by eliminating all Category 1 Most Significantly Disabled (MSD) individuals (763) from the Order of Selection (OOS) deferred list in July 2020, ahead of the original projection date of September 30, 2020. Presently, DVR serves more than 4,100 participants with varying disabilities (visual, auditory/communicative, physical, cognitive, psychological, or psychosocial), including 1,025 students with disabilities (SWD). DVR prepared and refined its safety protocols and remote service delivery over 20 months. DVR anticipates that demand for services from the community will increase as confidence in technology and proper safety protocols gain momentum, with more applications for services among displaced workers with disabilities and SWD. Increasing remote access to services could mean a significant rise in caseload and a potential of 1,500 new DVR applicants statewide over the next 2-3 years to bring the total number of individuals served annually to more than 5,000 clients statewide. In addition, DVR continues to work with community partners, such as the American Job Centers, collaborating on unduplicated service provision for Hawaii's residents with disabilities seeking employment, advancement, or independent living services. DVR's request for funding aims to secure the state fund match and MOE requirements to sustain federal funding levels with these budget requests while meeting community needs. Sustained funding will support the staffing and financial resources needed to empower and assist Hawaii's disabled population in obtaining competitive integrated employment.

802GA-51 - Fund 5.00 FTE Defunded Pos with Trade-off

DVR requests to use \$55,732 from other current expenses (OCE) MOF A to restore funding for five (5) defunded positions. DVR will allocate federal dollars to contracts to replace the reduction of general funds as needed. This allocation is allowable under 2 CFR 200.306b. Descriptions of these positions are below.

1. Orientation & Mobility Therapist III, #15293

This position is in Ho'opono Services for the Blind Branch (SBB), Adjustment Section. It provides orientation and mobility (O&M) training to blind, visually impaired, or deaf-blind adults statewide, both in the residential training program and in the community. These services prepare the individual to secure, retain, regain, or advance in employment and promote independent living in the home and community. The O&M Therapist III workload is about 20 consumers per year, for approximately 12 months of training each. O&M instruction is hands-on training, often one-on-one for the proper usage of a white cane. DVR Ho'opono

SBB uses "structured discovery training" to enhance skill development. This "structured discovery training" is intensive and results in more competent and able travelers. Ho`opono currently has 1 O&M instructor and needs 2 O&M instructors to address statewide community needs effectively. Ho`opono is one of only a few national programs certified to provide immersion training to meet specific criteria to qualify as a "structured discovery training" program. Part of the certification process is to have and maintain qualified O&M instructors. An additional O&M instructor will reinforce the support needed to serve individuals seeking independence and employment.

2. Secretary I, #17679

This position provides essential secretarial and administrative support for the Ho`opono SBB staff, Adjustment Section. This position answers incoming calls, screens calls, refers calls to appropriate staff, provides reception duties for in-person visits, maintains an activity calendar, assists with organization and scheduling of meetings and appointments, and arranges accessible meeting facilities and accommodations and travel planning. Other duties include timely processing payments for services rendered by contract providers or purchases associated with Individualized Plans for Employment (IPEs) and managing the branch's equipment inventory. The position also maintains allotment controls for fiscal accounts, develops and maintains allotment control of the section's budget, and reports deficits and transfers. In addition, this secretary I assists the supervisor in managing expenditures, which is critical in the overall management of federal awards and state appropriations.

3. Social Service Aid (SSA) III, #118971

This SSA position assists the Vocational Rehabilitation Specialists (VRS) in the Deaf Services Section (DSS) for Oahu Branch to process applicants with orientation, application, eligibility determination, and assist eligible individuals into the vocational rehabilitation program. The SSA also monitors eligible individuals in training at the Hawaii School for the Deaf and the Blind (HSDB) and post-secondary educational institutions. Importantly, this SSA position supports the VRS counseling staff to implement authorized services identified in client IPEs. These services fulfill client goals to achieve competitive employment and require additional support for scheduling interpreters to implement IPE authorized services in the community. Services in this section are particularly complex, as there are additional American Sign Language (ASL) proficiency requirements.

4. Vocational Rehabilitation Specialist (VRS) III, #12610

This position is in the Hilo office and provides services to individuals within the full range of disabilities from simple to complex, including a special assignment of deaf or hard of hearing cases, to assist them in achieving an employment outcome. This VRS conducts assessments to determine eligibility, priority for services, and service needs of each applicant referred for VR services. Additionally, this VRS assists individuals in developing an IPE and coordinates VR services among providers or directly provides services when indicated. VR services may include counseling, guidance, and placement as essential services per the IPE and aim to assist

the individuals through a successful rehabilitation process to obtain and maintain competitive integrated employment. This VRS also develops and maintains cooperative relationships with individuals and community organizations, including referral sources, employers, community rehabilitation programs, and other service providers. Importantly, this additional resource will address the community's need for DVR services and the current Order of Selection (OOS) deferred/waitlist. This position needs to be funded and filled to provide the necessary support to DVR clients seeking competitive integrated employment on Hawaii island.

5. Vocational Rehabilitation Specialist III, #51851

This position is in the Kona office and performs the same functions as #4.

802GA-54 - Add General Funds for MOE Requirements

DVR requests an increase in general funds of \$315,162 to meet federal fund state match and maintenance of effort (MOE) obligations for the VR federal funding grant of \$12,951,536 and state match obligation for other independent living federal fund grants of \$1,346,789 for 2021-2022. Maintaining this funding will allow DVR to fulfill the current objectives of the Workforce and Innovation and Opportunity Act (WIOA) Unified State Plan for program years 2020-2023. Lastly, not meeting the state match and MOE requirements will result in MOE penalties and a decrease in federal funding to the State to provide services to Hawaii's disabled population at a critical time when demand for services is increasing.

802GA-52 - Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp to Perm

DVR also requests to restore the MOF A salaries of the six positions by reducing other current expenditures (OCE). DVR requests to convert six (6) temporary positions to permanent status. The temporary positions are difficult to fill and retain because of their temporary status. When an internal permanent position becomes available, the trend has been that individuals in the temporary positions apply for and are offered a permanent position, leaving the temporary position vacant and back in the recruitment process. The conversion will assist DVR to maintain continuity of services, avoid service interruptions, provide additional services needed by residents, accelerate rehabilitation timelines, and serve more consumers by eliminating the OOS deferred list and the mandates of the WIOA. Lastly, the funding and staffing of these positions contribute to DVR's ability to meet federal grant award service, match, and MOE requirements.

802GA-53 - Convert 1.00 FTE Pos from Temp to Perm

DVR is requesting the conversion of one (1) temporary position to permanent status. The temporary position is difficult to fill and retain because of its temporary status. When an internal permanent position becomes available, the trend has been that individuals in the temporary

positions apply for and are offered a permanent position, leaving the temporary position vacant and back in the recruitment process. Adding a permanent staff member allows DVR to serve more participants of the Order of Selection (OOS) waitlist and students with disabilities – under WIOA 15% set-aside requirement. The conversion will assist DVR in maintaining continuity of services, thus accelerating rehabilitation timeframes, serving more consumers by eliminating the OOS waitlist, and fulfilling the WIOA.

MED-QUEST DIVISION (MQD)

HMS 401 – Health Care Payments

Prog ID	Dept Pri	NON-DISCRETIONARY FUND REQUESTS		FY23		
		Description	MOF	FTE (P)	FTE (T)	\$ Amount
401PE-52	1	Reallocate Funds to FY23 for HCBS	A			9,948,756
401PE-53	2	Extending Postpartum Benefit to 12 Months	A			2,449,040
401PE-53	2	Extending Postpartum Benefit to 12 Months	N			3,448,465
401PE-51	3	Expansion of Adult Dental Benefit	A			3,466,328
401PE-51	3	Expansion of Adult Dental Benefit	N			6,728,754

401PE-52 - Reallocate Funds to FY23 for HCBS

Section 9817 of the American Rescue Plan Act (ARPA) provides states with a temporary ten percentage-point increase to the Federal Medicaid Assistance Percentage (FMAP) for certain Medicaid expenditures for home- and community-based services (HCBS) from April 1, 2021, to March 31, 2022. States must use funds equivalent to the amount of federal funds attributed to the increased FMAP to enhance, expand, or strengthen HCBS under the Medicaid program by March 31, 2024. States are required to use the federal funds attributed to the increase in FMAP to supplement, not supplant, existing state funds expended for Medicaid HCBS. If the state does not spend these funds per the federal requirements, the state must return the funds to the federal government. To qualify for the additional FMAP, states were required to submit a spending plan to the Centers for Medicare and Medicaid Services (CMS) by July 12, 2021. MQD has projected the additional FMAP increase to be approximately \$13 million. This request accounts for the savings occurring during the current fiscal year and preserves the ability to spend these additional funds per federal requirements in the future fiscal years. However, the savings accrued during the

current fiscal year will lapse to the general fund. This request reappropriates those funds to spend on the federally approved HCBS activities.

401PE-53 - Extending Postpartum Benefit to 12 Months

ARPA gave states the option to extend Medicaid postpartum coverage from two months to twelve months. This new option would take effect on April 1, 2022, and be in effect for five years. This request estimates the impact of continuing eligibility to women who would have otherwise lost coverage at the end of the current 2-month postpartum coverage period. DHS will implement the option as the state continues to claim the higher 90% match rate for women who would have been deemed eligible for the Low-Income Adult group had the state not taken up this option.

The evidence is that extending the post-partum coverage period to 12 months will improve health access and outcomes for women and children by providing stability and continuity of care with known and trusted providers. We recognize that the post-partum period extends well beyond 60 days. Extending the coverage also promotes access to preventive services such as contraception. CMS's Office of Minority Health describes the need for extended post-partum coverage in a recent newsletter stating, "[m]aintaining Medicaid and CHIP coverage for an extended period of time can help address persistent disparities that exist in pregnancy-related morbidity and mortality. One-third of maternal deaths occur between one week to a year after childbirth, and rates are especially high among Black women and American Indian/Alaska Native individuals. Expanded coverage helps to ensure access to the ongoing care people need during the postpartum period. It will also help individuals in the postpartum period manage chronic conditions like hypertension and diabetes and provide access to behavioral health services."

Based on historical data, we estimate approximately 30% of pregnant women lost Medicaid coverage after the end of the 2-month postpartum period, and the remaining retained coverage in the low-income adult category. On average, there are approximately 4,400 women in the pregnant women category annually.

401PE-51 - Expansion of Adult Dental Benefit

Hawaii is one of 16 states that provide no dental coverage or only emergency dental services for adults. Providing comprehensive dental benefits to Medicaid-enrolled reduces costly emergency department (ED) visits for dental conditions. Analysis suggests that providing dental care to pregnant women and patients with chronic conditions such as diabetes and heart disease can lead to health care cost savings. In addition, many low-income adults indicate the condition of their mouth and teeth affects their ability to interview for a job. In 2020, the American Dental Association's Health Policy Institute published a research brief estimating the cost of introducing Medicaid adult dental benefits in Hawaii. MQD worked with the Association and agreed with the report's estimates. For this request, the net per member per month (PMPM) amounts calculated in this brief for a basic package consisting of diagnostic, preventive, and restorative services were

applied to the current adult population across the state (approximately 266,000). We applied a blended FMAP rate of 66% due to the different FMAP rates for different adult populations.

HMS 902 – General Support for Health Care Payments

Prog ID	Dept Pri	BUDGET REQUESTS		FY23		
		Description	MOF	FTE (P)	FTE (T)	\$ Amount
902IA-51	3	Trade-off Funding for 32 Defunded Positions (Reduce OCE)	A			(775,084)
902IA-51	3	Trade-off Funding for 32 Defunded Positions (Reduce OCE)	N			(80,262)
902IA-51	3	Trade-off Funding for 32 Defunded Positions (Add Personal Services)	A			775,084
902IA-51	3	Trade-off Funding for 32 Defunded Positions (Add Personal Services)	A			80,262
902IA-52	13	Add General Funds to KOLEA M&O	A			\$1,137,000

902IA-51 - Trade-off Funding for 32 Defunded Positions (Reduce OCE and Add Personal Services)

MQD is requesting to reduce OCE to fund the salaries of 32 positions that had the general fund portion reduced during a prior legislative session. Over the past several years, MQD has engaged in business process redesign to improve efficiency and effectiveness. Through those efforts, over half positions have been identified to be part of the reorganization of MQD. Some of these positions were vacant and have been held vacant until the business process redesign, and reorganization plans are final. The reorganization process can be lengthy and has resulted in positions held vacant for long periods. In addition, several other vital positions needed their position descriptions updated to reflect more up-to-date job duties and align with our strategic direction.

In many cases, this process has also taken years to complete. This work is ongoing even during the COVID-19 pandemic. These positions are necessary to the Med-QUEST Division's (MQD) operations as we have had significant increases in Medicaid enrollment during the COVID-19 pandemic. Many of these positions are essential to meet the needs of MQD's response to the pandemic that include: teleworking and working safely in the office; continued program and fiscal integrity to ensure appropriate spending of Medicaid funds; implementation of MQD's strategic plan; and support business process improvement and investment optimization that allow the Division to operate more efficiently with fewer resources in the medium to long term. Importantly, these positions are critical to meeting our reporting requirements to CMS, as we face financial penalties for not submitting our reports on time.

902IA-52 - Add General Funds to KOLEA M&O

This budget request supports the KOLEA system upkeep and business process alignment. It also provides annual software licensing costs, hosting services, and network upgrades.

Beginning in 2014, the Affordable Care Act (ACA) expanded the Medicaid program, allowing more people to qualify for assistance. In addition, ACA required a coordinated and simplified application process to allow consumers to apply for coverage. One of the primary goals of ACA was to create a simple eligibility and enrollment process that uses electronic data to ease the paperwork burden on applicants and state agencies while expediting an eligibility determination. Most states, including Hawaii, required new or considerably enhanced Medicaid enrollment information technology (IT) systems, resulting in the KOLEA system's development.

At the pandemic's start, KOLEA's value and prior investment met the needs of Hawaii's residents as the average weekly application spiked to 66% higher than the pre-pandemic average. Currently, our Medicaid enrollment has increased by approximately 31%. KOLEA has enabled timely, effective, and safe processing of applications with no backlog during this time of unprecedented increases to our applications statewide. Once the federal Public Health Emergency ends, the more than 400,000 QUEST enrollees will need to have their enrollment in the program redetermined. Many staffing and systems changes will be needed to accomplish this work while minimizing disruptions. We estimate that KOLEA resulted in approximately \$30 million annually in cost avoidance by linking with other systems by disenrolling or by not enrolling members.

SOCIAL SERVICES DIVISION (SSD)

HMS 301 – Child Protective Services

HMS 601 – Adult & Community Care Services

HMS 901 – General Support for Social Services

Budget requests 301SA-54, 601TA-51, and 901MA-51 are related to the transfer of FTE and salaries, so they are grouped in this section.

		BUDGET REQUESTS		FY23		
Prog ID	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount
301SA-54	1	Transfer Out 11.00 Perm Pos. and Funding to HMS 901 (companion to 901MA-51)	A	(6.30)		(409,859)
301SA-54	1	Transfer Out 11.00 Perm Pos. and Funding to HMS 901 (companion to 901MA-51)	N	(4.70)		(550,400)
601TA-51	1	Transfer Out 5.0 Perm Pos. and Funding to HMS 901 (companion to 901MA-51)	A	(5.00)		(426,600)

		BUDGET REQUESTS		FY23		
901MA-51	1	Transfer In 16.00 Perm Pos. and Funding from HMS 301 and HMS 601 (companion to 301SA-54 and 601TA-51)	A	11.30		836,459
901MA-51	1	Transfer In 16.00 Perm Pos. and Funding from HMS 301 and HMS 601 (companion to 301SA-54 and 601TA-51)	N	4.70		550,400

301SA-54 - Transfer Out 11.00 Perm Pos. and Funding to HMS 901 (companion to 901MA-51)

601TA-51 - Transfer Out 5.0 Perm Pos. and Funding to HMS 901 (companion to 901MA-51)

901MA-51 - Transfer In 16.00 Perm Pos. and Funding from HMS 301 and HMS 601 (companion to 301SA-54 and 601TA-51)

The purpose of this request is to transfer these permanent positions and funding from the Adult Protection Community Services Branch (APCSB) and the Child Welfare Services Branch (CWSB) to the Social Services Division (SSD) Administration. By transferring these positions and funds, the division will consolidate program development and planning support functions currently housed in APCSB and CWSB. This consolidation of these functions will aid in managing and supporting both the APCSB and the CWSB line staff in program development, offering clarification, rules design, and reconstituting the planning function. In addition, this request will align the funding to SSD's organizational plan and improve the ability to timely respond to required federal monitoring of contracts and activities to maximize federal fiscal support.

This request includes a Registered Nurse V position in the APCSB Program Development Office. The Registered Nurse V will develop policies from the medical and health perspective, as many referrals for harm (e.g., physical abuse, neglect, and self-harm) of a vulnerable adult require medical and health assessments.

The change in organizational structure will separate policy from practice. This change will allow the division to focus and respond to time-sensitive deadlines; currently, responses to these demands by the branches lag due to multiple workloads, caseload demands, and conflicting priorities. SSD envisions more focused efforts by the division on administrative functions and more focused practice efforts by the branch to increase the quality of services to children, families, and vulnerable adults.

HMS 301 – Child Protective Services

		BUDGET REQUESTS		FY23		
Prog ID	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount
301SA-55	5	Trade-off OCE Funding to restore general fund salaries for 3.00 positions - reduce OCE	A			(68,536)

		BUDGET REQUESTS		FY23		
301SA-55	5	Trade-off OCE Funding to restore general fund salaries for 3.00 positions – reduce personal services	N			(1,696)
301SA-55	5	Trade-off OCE Funding to restore general fund salaries for 3.00 positions - add personal svcs	A			68,536
301SA-55	5	Trade-off OCE Funding to restore general fund salaries for 3.00 positions - add personal svcs	N			1,696
301SA-51	8	Add 1.00 Perm FTE for FFPSA SW V 92379K	B	0.50		25,286
301SA-51	8	Add 1.00 Perm FTE for FFPSA SW V 92379K	N	0.50		25,286
301SA-52	14	Add Funds for Child Protective Services, Personal Services Costs	A			4,897,157
301SA-53	15	Increase Special Fund Ceiling for SCASF	B			5,000,000

301SA-55 - Trade-off OCE Funding TO restore general fund salaries for 3.00 positions - reduce OCE

The Social Services Division (SSD) requests to use savings from a lease termination to restore 3.00 Social Services Aide positions. SSD consolidated the CWS Ewa office into the Kapolei offices at Kakuhihewa Building and will use these savings to restore these positions' general fund salary portion.

The Social Services Aide (SSA) role is invaluable to children and families entering the foster care system. An SSA often assists during the removal of a child from their family home and finding placement outside of the family home. An SSA arranges and supervises the first contact with their parents after being placed in foster care. An SSA schedules all medical, dental, and therapeutic appointments for foster children who may have severe dental and medical needs at the time of entry into the foster system. An SSA also transports children in foster care and accompanies them to various appointments. Over 50% of children that enter our system require multiple services to address physical and emotional trauma because of abuse or neglect. Nearly 1,500 children are under the care and custody of CWSB at any one time, and the children CWSB serves require adequate numbers of SSAs to meet the children's safety and well-being needs.

Restoring the funding for these three SSA positions is pivotal to ensuring successful operations and services of CWSB. Without these positions, there will be insufficient staffing, which will increase delays in meeting statutory requirements and submitting court reports. The lack of adequate staff capacity leads to staff burnout, lower morale in the workplace, and more workers having to take leave due to stress-related reasons. With the workforce stretched thin, complaints regarding poor work conditions result in increased complaints to Human Resources, the union, and others. From

a client perspective, exhaustion leads to poor decisions or delays in services, resulting in other problems, including potential lawsuits against the State or federal fiscal penalties. Most importantly, restoring funding for these positions will allow CWS to attend to the safety and well-being of children in care who have already suffered abuse or neglect and the trauma of being separated from their families.

301SA-51 - Add 1.00 Perm FTE for FFPSA SW V 92379K

SSD requests to add 1.00 Permanent FTE FFPSA Program Manager position to manage, organize, and oversee all aspects of the planning, development, implementation, and evaluation of Hawaii's Family First plan.

The Family First Prevention Services Act (FFPSA) became law as a part of the Bipartisan Budget Act on February 9, 2018. This act reforms the federal child welfare financing streams, Title IV-E and Title IV-B of the Social Security Act, to provide services to families and children at risk of entering the child welfare system. This law aims to prevent children from entering foster care by allowing federal reimbursement for mental health services, substance use treatment, and in-home parenting skills training. It also seeks to improve the well-being of children already in foster care by incentivizing states to reduce placement of children in congregate care.

On August 11, 2021, the federal Administration of Families and Children (ACF) approved Hawaii's Family First Hawaii Title IV-E Prevention Plan with an effective date of January 1, 2021, and implementation of some prevention services on October 1, 2021. When the prevention plan was approved, Hawaii was one of only 16 states that received federal approval to implement its Family First Services plan and the first state from Region 9 to be approved.

This FFPSA Program Manager position will manage, organize, and oversee all aspects of the planning, development, implementation, and evaluation of Hawaii's Family First Services. Duties include setting priorities; developing and establishing a program management plan; scheduling work assignments, plans for implementation, communication, training, evaluation, procurement, IT modifications, and reporting. In addition, the FFPSA Program Manager will liaison with the Purchase of Service and Grants Management Staff to monitor contracted providers; ensure all related requirements are in place. Notably, numerous federal requirements require oversight such as an approved Title IV-E Prevention Plan, compliance with eligibility criteria, evaluation, and training plan, candidacy definitions, timely procurement of evidence-based trauma-informed services, qualified residential treatment programs (QRTP), submission of federal reports, financial claims, communications, and IT modifications; and directs all internal and external work related to Hawaii's Family First programs.

This position is necessary for Hawaii to leverage available federal Title-IVE prevention reimbursement funds and reinvest those funds in other substance abuse, prevention, and therapeutic services.

301SA-52 – Add Funds for Child Protective Services, Personal Services Costs

This request stabilizes CWSB's personal services costs and makes funds available for other current expenses more predictable. CWSB has a total of 398.50 permanent authorized positions. Most of these positions' salaries are split-funded - 60% general funds and 40% federal funds. However, CWSB needs to upfront the entire salaries using general funds before the program can submit the claim for reimbursement to the federal government. We examined three years of actual federal reimbursements received from the federal government to calculate this request; we found reimbursement equal to 15.6% instead of 40% reimbursement. Therefore, to balance the program's base budget for personal services, additional general funds are needed to cover the shortfall of federal reimbursements.

Because of the shortfall in federal reimbursements, the program has been short in payroll for several years. For the program to pay the employees' salaries on time, the program relied on transfer funds from the other current expenses budget to fund the payroll shortfall. When CWSB transfers funds from the other current expenses to payroll, this impacts the ability of CWSB to timely pay the contracted providers and vendors for services rendered. As a result, CWSB defers payments to the next fiscal year and consistently operates in a budget deficit.

In SFY2022, with the state's general revenue shortfall, CWSB relied on additional funds from the TANF program to meet its needs. However, DHS anticipates that TANF funds will no longer be available to CWSB in light of the current Congressional debate on TANF reauthorization, which may prohibit the spending of TANF on child care or child welfare services.

301SA-53 - Increase Special Fund Ceiling for SCASF

DHS projects that Hawaii's Family First Prevention Services Act (FFPSA) plan or Family First Hawaii (FFH) will require nearly \$5,000,000 of state, non-federal funds to operate. Therefore, DHS requests an increase of the Spouse & Child Abuse Special Fund (SCASF) ceiling to \$5,000,000 so CWSB may have a source of state funds for FFH. FFPSA requires states first to expend state funds or non-federal funds on services to claim federal reimbursement and removes income requirements.

For background, Act 84, SLH 2019, added federal IV-E reimbursements received in the fiscal year after the funds were expended to be a fund source to SCASF and established a \$3 million ceiling. In 2019, DHS requested a \$5,000,000 ceiling based on a 3-year average of nearly \$5,000,000 of federal IV-E reimbursements DHS returned to the general fund. In general, reimbursements received after the fiscal year-end in which the funds are expended are returned to the state's general fund. In 2020, DHS requested a budget adjustment of the SCASF ceiling to \$3,000,000 to match the statutory change made in Act 84, SLH 2019. However, with the impact of COVID-19, the Legislature did not adjust the item. In 2021, DHS renewed its request to raise the SCASF ceiling to \$5,000,000 in administration measures SB1137 and HB983 that are both pending.

As discussed above, in August 2021, ACF approved Hawaii's FFH plan. Using SCASF to fund FFH services reduces the impact on state general funds for new child abuse and prevention services. Importantly, if Hawaii expends \$5,000,000 of SCASF on evidence-based services approved by ACF, Hawaii could potentially receive up to 50% federal reimbursement.

Without access to the state, non-federal funds from SCASF, Hawaii will be unable to implement or expand FFH, providing more prevention services to Hawaii's children and families. Further, Hawaii will not leverage or maximize Title IV-E federal reimbursement opportunities made available to Hawaii through FFPSA.

HMS 601 – Adult & Community Care Services

		BUDGET REQUESTS	FY23			
Prog ID	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount
601TA-52	6	Trade-off OCE Funding to restore general fund salaries for 1.00 positions - reduce OCE	A			(31,086) (29,874)
601TA-52	6	Trade-off OCE Funding to restore general fund salaries for 1.00 positions – reduce OCE	N			(1,212)
(601TA-52)	6	Trade-off OCE Funding to restore general fund salaries for 1.00 positions - add personal svcs	A			31,086 29,874
601TA-52	6	Trade-off OCE Funding to restore general fund salaries for 1.00 positions - add personal svcs	N			1,212

601TA-52 - Trade-off OCE Funding TO restore general fund salaries for 1.00 positions - reduce OCE

NOTE: Due to a cost element summary error in Form B for Form A 601TA-52, the amount of general funds transferred from other current expenses to personal services is \$1,212 more than required. DHS requests that the amounts in the Governor’s Decisions for FY23 be adjusted by - \$1,212 in personal services and by +1,212 in other current expenses to correct the request to the actual amounts needed.

601TA-52 Trade off other current expenses for general fund salary for 1 permanent Adult Protective Services Position											
			FY 23 Request - Approved			FY 23 Request - Corrected			FY Request - Adjustment Needed		
			FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)	FTE (P)	FTE (T)	(\$)
A. Personal Services			0.00	0.00	32,298	0.00	0.00	31,086	0.00	0.00	(1,212)
B. Other Current Expenses					(32,298)			(31,086)	0.00	0.00	1,212
C. Equipment					0			0	0.00	0.00	0
L. Current Lease Payments					0			0	0.00	0.00	0
M. Motor Vehicles					0			0	0.00	0.00	0
									0	0	0
TOTAL REQUEST			0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
By MOF:											
A			0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
N			0.00	0.00	0	0.00	0.00	0	0.00	0.00	0

Staff members of the Adult Intake Unit are the first responders from APCS and are the first to make face-to-face contact with vulnerable adults or their family members. To be responsive to the public and provide timely services to vulnerable adults in crisis, APCS must have sufficient staffing to respond, including this position.

This position is a social worker in the Adult Intake Unit; it is 50% federally funded. To meet the state fund portion of the salary, APCS changed the compensation schedule of one of its contracts with the University of Hawaii from fixed cost to cost reimbursements, resulting in an anticipated saving. APCS will use these savings to fund the general fund portion of the position's salary of \$29,874.

This critical position is a front-line social worker who takes reports of harm to vulnerable adults, assesses eligibility, and assigns cases. This social worker position is also responsible for providing information and crisis intervention to community members, including mandated reporters such as law enforcement, financial institutions, and hospitals. Without this position, calls will not be answered promptly, resulting in delays in investigator response times.

Due to the pandemic and the "silver tsunami," we anticipate that there will be an increase in the number and complexity of reports as the State "opens up" from the pandemic conditions and the visibility of vulnerable adults increase. In addition, we anticipate more reports as many providers are not regularly seeing their vulnerable clients, and protective family members have been unable to visit and check in on their loved ones.

DHS GENERAL ADMINISTRATION

Prog ID	Dept Pri	BUDGET REQUESTS			FY23	
		Description	MOF	FTE (P)	FTE (T)	\$ Amount
904AA-52	1	Add 3.00 Perm FTEs for OIT Project Management Office Positions	A	1.95		224,909
904AA-52	1	Add 3.00 Perm FTEs for OIT Project Management Office Positions	N	1.05		195,380
904AA-57	4	Transfer-In Pre-Audit Clerk I 47413 from HMS 501 to HMS 904	A	1.00		34,020
904AA-55	4	Add 1.00 Perm FTE HR-RES HRS IV 92343K and Associated Costs for Background Checks	A	1.00		34,700
904AA-54	6	Fund OIT Information Technology Positions	A			328,278
904AA-53	7	Fund OIT Administration Positions	A			111,069
904AA-59	9	Fund FMO Account Clerk IV 36257	A			39,540
904AA-58	11	Fund FMO Office Assistant III 29900	A			33,120
904AA-56	12	Fund HR-RSS HRA V 22877	A			39,540
904AA-51	26	Correct -2.00 Perm FTE Error	A	2.00		
904AA-60	30	Add funds for continuity response for the impact of the COVID-19 pandemic	A			300,000

904AA-52 - Add 3.00 Perm FTEs for OIT Project Management Office Positions

This request is the department's top priority for the supplemental budget. These three (3) project management office positions were initially part of the DHS IT Modernization Special Project - the driver of the eligibility systems of Med-QUEST (KOLEA), BESSD (BES Project), and SSD (CCWIS). Permanent staff in the project management office are needed to lead the IT Modernization Project to replace the department's thirty-year plus mainframe systems with modern technology. Once completed, the modern IT systems will serve Hawaii's residents who rely upon programs administered by the Med-QUEST Division (MQD), the Benefit, Employment, and Support Services Division (BESSD), and the Social Services Division more comprehensively and efficiently.

DHS IT Modernization is ongoing to enable continuous improvement across the DHS enterprise. DHS needs an adequately staffed and funded project management office to ensure DHS meets federal matching requirements, monitor state and federal funds associated with the modernization projects, and maximize federal matching funds for Maintenance and Operations (M&O) required to maintain DHS IT systems. Without these positions and salaries, the DHS may fall out of compliance with federal funders and risk lapsing more than \$37 million needed for federal matching funds intended for phase 3 to overhaul and modernize the child welfare information system and continued development BES.

Pos No. 121315 - Info Tech Implementation Manager is essential to develop overall project plans, including project governance and decision-making structure. Further responsibilities include identifying and validating functional performance requirements, including workflows, tracing matrix detailing technology support needs, developing procurement strategies, assessing the impact on and implementing changes to existing policies, procedures, business processes, and organization structure, and implementing communications and change management and training initiatives.

Pos No. 121414 - Asst Info-Tech Implementation Manager is essential to assist the Info-Tech Implementation Manager in developing and managing the overall project and its components.

Pos No. 122450 - Resource Manager is essential to work with project managers to ensure adequate resources are available and directed at the various projects for smooth integration and to identify risks associated with the interdependencies between the projects.

904AA-57 - Transfer-In Pre-Audit Clerk I 47413 from HMS 501 to HMS 904

DHS is requesting to transfer position 47413, Pre-Audit Clerk, from HMS 503 to HMS 904-FMO to reflect the current organizational structure accurately. This position was established in HMS 501 in 1993 and was reflected organizationally in FMO. The incumbent in this position has continuously physically resided within FMO, which has supervisory control over this position and is one of three positions currently providing payroll services to all of DHS (except HPHA) and, therefore, performs a critical function in FMO. This transfer will be a trade-off with a companion transfer out request for HMS 503.

904AA-55 - Add 1.00 Perm FTE HR-RES HRS IV 92343K and Associated Costs for Background Checks

DHS is requesting one new full-time Human Resources Specialist IV position to conduct comprehensive employment background checks. Approximately 650 positions require background checks to access federal tax information (FTI), of which 150 background checks are required for pre-employment and recertification annually. In addition, this session, the administration proposes a bill to authorize comprehensive background checks for the Social Services Division (SSD) new hires and employees to provide direct client services for children, young adults, and vulnerable adults receiving prevention or protective services from SSD. If the measure passes, this will require additional background checks of 480 SSD employees.

Without this position, DHS recruitment and examination activities will be delayed and negatively impacted, adversely impacting operations and performance measures.

904AA-54 - Fund Eight (8) OIT Information Technology Positions

We request the restoration of funding for eight (8) key positions to bring in individuals with talent, skill sets, and experience to support DHS IT infrastructure and staff. By restoring these positions, we will continue the vital IT transformation within the DHS and improve the new solutions implemented as our pandemic response. It is difficult to recruit highly skilled IT staff when competing with private, federal, and other state and county employers. Additionally, when we use contract services, the cost is 3 to 5 times higher with less continuity than staff performing the work.

This skilled team will support new technology:

- Technical and business analysts that work with business users on requirements, user testing, and user training
- Cloud infrastructure, Cloud applications, Cloud security
- Web applications, software developers, Web application security
- Data integration and data analytics specialists

The eight (8) OIT information technology positions for this budget request are listed below:

1. Pos 17861 – Information Technology Band B
2. Pos 25461 – Office Assistant IV
3. Pos 26957 - Information Technology Band B
4. Pos 37432 - Information Technology Band B
5. Pos 51806 - Information Technology Band
6. Pos 51809 - Information Technology Band A
7. Pos 28230 - Information Technology Band
8. Pos 46592 - Computer Operator II

904AA-53 - Fund Three (3) OIT Administration Positions

Pos No. 23672 - Administrative Officer V works directly with the PMO team (DHS request # 904AA-52) to ensure the optimum mix of cost, schedule, performance, and system supportability throughout the life cycle (design, development, testing and evaluation, production, and disposition) of each program. The Administrative Officer V will analyze alternative problem solutions and present a case for the recommended solutions with a detailed analysis of risks and return on investment. Additionally, Administrative Officer V oversees the day-to-day management of the IT procurement, IT contracts and vendor management, and document preparation for the accounts payable processes for IT-related services, supplies, and equipment.

Pos No. 28783 - Secretary I provides a broad range of administrative and secretarial support services to managerial and professional staff in the DHS Office of Information Technology (OIT). OIT supports all of DHS's IT systems, programs, data, customer services, and subject matter expertise.

Pos No. 42191 - Office Assistant III also assists Secretary I, Administrative Officer V, the Enterprise Officer, and other management and professional staff in performing a broad range of administrative and secretarial support services. The OA III is primarily responsible to supports procurement and accounts payable processes for IT-related services, supplies, and equipment.

904AA-59 - Fund FMO Account Clerk IV 36257

DHS is requesting to restore the salary for an Account Clerk IV, position 36257, defunded by Act 9, SLH 2020.

This position is vital for performing EBT/Hana EBT reconciliation, recording EBT transactions, TANF overpayment collections, fund reconciliation, and federal grant drawdowns. The impact of this unfunded vacant position has resulted in overdrawn accounts, requiring immediate corrective actions to resume program operations, impacting program operations as funding is interrupted until the overdraw situation is corrected.

904AA-58 - Fund FMO Office Assistant III 29900

DHS is requesting to restore the salary for an Office Assistant III, position 29900, defunded by Act 9, SLH 2020.

DHS will redescribe this position to start a new procurement audit function in the Property & Procurement (PP) section of FMO. Annual audits of selected programs within DHS are necessary and will add significantly to the workload of the PP section, requiring additional staffing. This audit will cover all methods of procurement and review program policies, training, and procedures related to their procurement activity. Post audit, this program will provide consultative services to programs in addressing any issues identified by the audit.

904AA-56 - Fund HR-RSS HRA V 22877

DHS is requesting restoration of the salary for a Human Resources Assistant (HRA) V position, Records and Support Services Staff (RSS), to process the full range of human resources transactions and pay-related documents. In addition, the position will assist assigned programs with the interpretation of rules, regulations, and collective bargaining contract provisions as they relate to transactions activities.

RSS consists of one Human Resources Specialist supervisory position and four HRA positions to service approximately 1,900 filled positions department-wide or about 450 - 500 employees per HR Assistant. This HRA position has been vacant since December 31, 2019, and the 2020 legislature defunded the position. The individual workload is not manageable with the number of vacancies. It is imperative this position is funded and filled so that the unit can prevent delays and meet the workload demands of the department.

904AA-51 – Correct –2.00 Perm FTE Error

The House Committee on Finance (FIN) informed the Department of Human Services (DHS) of a legislative error in HB200 HD1 SD1 CD1 (2021), sequence number 2001-001 for FB 21-23. The error affected HMS 904, wherein 2.00 MOF A permanent full-time equivalents (FTEs) were arbitrarily reduced when there were no associated HMS 904 positions against which a reduction could be applied. This error created an imbalance with actual FTEs. For DHS to match the program appropriation FTE totals for FB 21-23, we added two HMS 904 budget detail records: 92231K (-1.00 A perm FTE) and 92232K (-1.00 A perm FTE), as reflected in Act 88, SLH 2021. FIN advised the DHS to add 2.00 A Perm FTEs in HMS 904 for Supplemental FY 23 to correct the error so the Committees can resolve this issue. Therefore, this request adds 2.00 A perm FTEs to correct the error and rebalance the position ceiling.

904AA-60 - Add funds for continuity response for the impact of the COVID-19 pandemic

The breakdown of the \$300,000 is below:

- 150,000 KN95 masks (25masks per box = 6,000 boxes @ \$30/box) = \$180,000
- 12,000 12 oz hand sanitizers (4 12oz/pack = 3,000 packs @ \$29/pack) = \$87,000
- Remaining \$33,000 would be for disinfectant

Throughout the pandemic, staff were required to be in offices to maintain essential functions and programs such as child protective and adult protective services, child care licensing, homeless services, and contracted providers continued in-person services in the office and the community. The department will require additional funds to provide a ready supply of Personal Protective Equipment (PPE) and rapid testing supplies to ensure services continue and are compliant with safety measures. In addition, DHS has also facilitated the Emergency Support Function 6 (ESF 6), which needs enhanced strategic planning, training, and investment in available technical solutions given emergency management incidents. DHS is also the primary agency responsible for the State's Emergency Repatriation Plan.

DHS OVERALL

Federal Fund Adjustment Requests

Prog ID/Org	Dept Pri	BUDGET REQUESTS		FY23		
		Description	MOF	FTE (P)	FTE (T)	\$ Amount
222RA-FF	1	Increase Federal Fund Ceiling	N			10,196,861

238GB-FF	1	Increase Federal Fund Ceiling	N			511,041
303WP-FF	1	Increase Federal Fund Ceiling	N			3,239,986
901MA-FF	1	Increase Federal Fund Ceiling	N			731,752

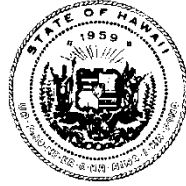
238GB-FF: Additional federal fund ceiling is being requested based on a comparison of federal fund appropriations under Act 88, SLH 2021 for FY 23, and currently anticipated federal funds for FY 23. This request will align the budget details with authorized increased hiring, overtime, and workloads.

Form FF Reconciliation

Additional federal fund ceiling is being requested based on a comparison of federal fund appropriations under Act 88, SLH 2021, and anticipated federal fund requirements for FY23.

Thank you for the opportunity to provide testimony on the Department of Human Services supplemental budget requests.

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
Hakim Ouansafi, Executive Director
Hawaii Public Housing Authority

Before the
SENATE COMMITTEE ON WAYS AND MEANS

2:30 p.m., January 11, 2022
Hawaii State Capitol
Room 211

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 (HPHA) budget programs HMS220, HMS222 and HMS229.

A. Provide your agency's mission statement, strategic objectives, goals, and performance metrics.

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.

Mission Statement

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

HMS220 – Low-Income Public Housing

Under the public housing program, the HPHA is responsible for developing new public and affordable housing projects, determining eligibility requirements and rental rates, processing applications, and maintaining its rental properties at an acceptable standard. Of the 6,270 units presently in operation, 5,406 are conventional low-income Federal-assisted units and 864 are state-owned public housing units.

The U.S. Department of Housing and Urban Development (HUD) mandates that the HPHA operate under the management principle known as “Asset Management,” whereby each grouping of properties is operated and evaluated as separate assets, and resources are allocated according to the needs of the assets.

Rental Housing Services staff are directly involved in several key rating factors under the HUD system which guide day-to-day property management operations. The HPHA has its allocated resources focused on improving the metrics evaluated in the HUD Management Assessment Subsystem:

1. Occupancy rates;
2. Tenant Accounts Receivable (TARs); and
3. Accounts Payable (AP).

Rental Housing Services staff are also primarily responsible for physical condition of the properties, which are rated under the HUD Physical Assessment Subsystem. The physical condition scoring process is based on three elements within each project:

1. Five inspectable areas (site, exterior, systems, common areas, and dwelling units);
2. Inspectable items in each inspectable area; and
3. Observed deficiencies.

Generally, the score for a property is the weighted average of the five inspectable area scores, where area weights are adjusted to account for all the inspectable items that are present to be inspected. In turn, area scores are calculated by using weighted averages of sub-area scores (e.g., building area scores for a single building or unit scores for a single unit) for all sub-areas within an area.

Operations of the Rental Housing Services program are further guided by Section III.G.1 of the State Consolidated Plan which describes the policy pursued by the HPHA in addressing public housing needs statewide, namely: Maximizing the number of affordable units within its current resources, facilitating an increase of the number of affordable housing units outside of its resources, and targeting available assistance to families at or below 30% and 50% of the area median income, elderly families, and families of persons with disabilities.

With the aging of the rental properties, the increasing need for supportive services by tenants and the desire for economic improvement of tenants, the HPHA's emphasis has been directed to a comprehensive approach to management. The HPHA has been successful in obtaining various federal grants and federal technical assistance in its continuing efforts to establish improved and innovative management techniques.

HMS 222 – Housing Choice Voucher Program (Section 8)

This program administers the Federal Housing Choice Voucher Program (Section 8), including but not limited to, Non-Elderly Disabled (NED) Vouchers, Veterans Affairs Supportive Housing (VASH) Vouchers, and Foster Youth Initiative Vouchers, Tenant Protection Vouchers, Section 8 Project Based Vouchers, and Performance Based Contract Administration (PBCA) for the island of Oahu. Under these programs, rental units in the private sector are utilized, and rental assistance payments are made directly to participating landlords. The program currently administers approximately 5,672 units. There are 2,371 federally funded vouchers, 2,996 PBCA units and 295 state funded units.

The Section 8 Management Assessment Program (SEMAP) measures the performance of the HPHA's Housing Choice Voucher program in 14 key areas. The 14 indicators of performance show whether the HPHA helps eligible families to afford decent rental units at a reasonable subsidy cost as intended by Federal housing legislation.

The 14 key indicators of PHA performance are:

1. Proper selection of applicants from the housing choice voucher waiting list.
2. Sound determination of reasonable rent for each unit leased.
3. Establishment of payment standards within the required range of the HUD fair market rent.
4. Accurate verification of family income.
5. Timely annual reexaminations of family income.
6. Correct calculation of the tenant share of the rent and the housing assistance payment.
7. Maintenance of a current schedule of allowances for tenant utility costs.
8. Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts.
9. Timely annual housing quality inspections.
10. Performing of quality control inspections to ensure housing quality.
11. Ensure that landlords and tenants promptly correct housing quality deficiencies.
12. Ensure that all available housing choice vouchers are used.
13. Expand housing choice outside areas of poverty or minority concentration.
14. Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income.

Rental Assistance Services staff are tasked with ensuring that scores in all 14 indicators are maximized and has currently attained “High Performer” status and must ensure compliance with the federal regulations found at 24 C.F.R. 985.

HMS 229 – Hawaii Public Housing Authority Administration

This program provides the administrative direction and support needed to effectively carry out the major tasks of the HPHA reflected in the other program areas.

Program tasks include, but are not limited to:

1. Providing the needed expertise to each program area in providing for the efficient utilization of resources by:
 - a. Ensuring that necessary training is provided for all skill levels.
 - b. Utilizing and testing new methods in both the maintenance and management areas.
 - c. Ensuring that meaningful management reports are provided on a timely basis to all managers and administrators.
2. Coordination of the Federal Low Rent, State Low Rent, Housing for Elders, State Rent Supplement, Federal Section 8, Homeless Programs, and the State Housing Plan. The objectives and policies of the Hawaii State Plan provide the framework for the actions that guide specific administrative efforts.

HPHA Administration program staff are vitally important in supporting, assisting, monitoring, promoting, and managing the staff of the HPHA’s major programs, namely HMS220, Rental Housing Services and HMS222, Rental Assistance Services. In order to accomplish this task, the HPHA Administration program staff must have knowledge, skills, experience, and the capacity to understand and interpret a wide variety of Federal and State legislation, rules, regulations, notices, memoranda, and contracts governing the expenditure of State and Federal funds as well as ensuring compliance with Federal and State oversight and monitoring programs.

There are three sub-indicators that examine the financial condition of each project. The values of the three sub-indicators, derived from the Financial Data System (FDS) submitted by the Public Housing Authority (PHA), comprise the overall financial assessment of a project. The three sub-indicators of the financial condition indicator are:

1. Quick Ratio (QR);
2. Months Expendable Net Assets Ratio (MENAR); and
3. Debt Service Coverage Ratio (DSCR).

Metrics evaluated in the Capital Fund factor:

1. Timeliness of Fund Obligation; and
2. Occupancy Rate.

Deficiencies in any category are reviewed and corrective action plans are developed to ensure improvements are made.

HUD ratings are a key consideration in managing the Rental Housing Services Program and the Housing Choice Voucher Program (Section 8), as higher scores result in eligibility for additional funds, increase the likelihood of receiving grants, reduce administrative oversight from Federal monitors, and indicate overall program health.

The Rental Housing Services Program and the Section 8 Program are guided by the HPHA Board of Directors which focuses on contributing towards growing a sustainable economy by creating new jobs that utilize Federal funds, and rebuilding confidence in government on how tax dollars are spent by making the HPHA more efficient and successful. Positions in this program represent a renewal of investment in people and programs to end cycles of poverty, prevent family violence, nurture, and sustain physical and social health, address the myriad of physical and social barriers facing the disabled, and reduce homelessness.

B. Discuss how current state-wide conditions have affected agency operations and the ability to meet goals. Identify and discuss notable performance measures, expected outcomes, and recent results.

COVID-19 Pandemic: HPHA Response and Ongoing Operations

The HPHA continues to monitor and respond to the uncertainties and challenges posed by the COVID-19 pandemic. Measures taken to protect the health of both agency staff and residents remain in place at all of our offices and public housing projects. The HPHA has firmly adhered to federal, state, and local safety and social distancing guidelines. To limit face-to-face interactions, the HPHA expanded community accessibility to its programs and services by phone, U.S. mail, email, and virtual meetings.

The HPHA has been proactive in limiting the spread of COVID-19 among our residents by hosting several vaccination and booster shot clinics at our properties. Our collaborations with the State Department of Health, Hawaii National Guard, and other community organizations have been critical in adequately protecting the vulnerable households we serve by providing over 2,500 vaccination and booster shots.

HPHA Vaccination Clinics	
Property	Date
Pomaikai Homes	January 5, 2021
Hale Hookipa	January 14, 2021
Nani Olu	January 14, 2021
Hale Olaloa	January 26, 2021
Pahala	February 2, 2021

Hale Aloha O Puna	February 5, 2021
Hale Hauoli	February 5, 2021
Kalakaua Homes	March 15, 2021
Makua Alii	March 15, 2021
Paoakalani	March 15, 2021
Kamalu	March 18, 2021
Hoolulu	March 18, 2021
Laiola	March 20, 2021
Hale Nana Kai O Kea	March 21, 2021
Home Nani	March 21, 2021
Halia Hale	March 23, 2021
Pumehana	March 24, 2021
Kupuna Home O Waialua	March 25, 2021
Kalanihuia	March 25, 2021
Punchbowl Homes	March 27, 2021
Makamae	March 27, 2021
Kapaa	April 10, 2021
Kekaha	April 10, 2021
Eleele	April 17, 2021
Port Allen	April 17, 2021
Hui Hanamaulu	April 17, 2021
Kalihi Valley Homes	April 20, 2021
Palolo Valley Homes	April 22, 2021
Puuwai Momi	April 23, 2021
Hale Hoolulu	April 24, 2021
Kalaheo	April 24, 2021
Mayor Wright Homes	April 27, 2021
KPT Low-Rise	April 29, 2021
Kuhio Homes	April 29, 2021
Waimaha Sunflower	May 2, 2021
Kaahumanu Homes	May 4, 2021
Kamehameha Homes	May 4, 2021
Wahiawa Terrace	May 7, 2021
Kauioakalani	May 11, 2021
Koolau Village	May 12, 2021
Hookipa Kahaluu	May 12, 2021
Kaneohe Apartments	May 12, 2021

HPHA Vaccination + Booster Clinics	
Property	Date
Paoakalani	November 8, 2021

Makua Alii	November 8, 2021
Kalakaua Homes	November 8, 2021
Hoolulu	November 29, 2021
Kamalu	November 29, 2021
Laiola	November 30, 2021
Kalanihuia	December 1, 2021
Pumehana	December 1, 2021
Punchbowl Homes	December 2, 2021
Kupuna Home O Waiialua	December 7, 2021
Makamae	December 7, 2021
Hale Poai	December 9, 2021
Halia Hale	December 10, 2021

Development and Redevelopment of Critically Needed Affordable Housing

HPHA School Street Administrative Offices

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

The HPHA has partnered with Retirement Housing Foundation, a non-profit affordable housing developer, to redevelop HPHA's administrative campus located at 1002 N. School Street. The project will deliver 800, age-restricted, Senior affordable Housing units over three development phases expected to be completed over an 8 to 10-year development horizon.

Community engagement has been a hallmark of the development effort, culminating in the approval of the project's 201H zoning and entitlement application by the Honolulu City Council on November 5, 2020 as Resolution 20- 251, CD1, FD1. The Resolution granted the project approximately \$9.9 million in fee and other exemptions from statutes, ordinances, charter provisions, and rules relating to planning, zoning, construction standards for subdivision and development pursuant to HRS Sections 46-15.1 and 201H-38.

On July 9, 2021, School Street RHF Partners, Phase One, LP, ("RHF") submitted a consolidated application on behalf of the HPHA School Street Redevelopment Phase 1A to HHFDC as a non-competitive application. The HHFDC approved the application at its October 14, 2021 Directors meeting as Resolution No. 163, which provides for official Intent with respect to the issuance of Hula Mae Multi-Family ("HHMF") Tax-Exempt Revenue Bonds; and reservation of Low Income Housing Tax Credits for Phase 1 of the School Street Redevelopment.

The HHFDC resolution provides tax-exempt issuance of up to \$71,500,000 from the HHMF Bond Program, \$5,257,493 in annual Federal LIHTC over a 10-year period and \$5,257,493 in annual State LIHTC over a 5-year period from the non-volume cap pool (4% LIHTC). As the project received \$40 million in appropriation support as part of the Governor's FY 21- 22 Budget earmarked for the project through the HHFDC administered Rental Housing Revolving

Fund (RHRF), a separate For Action was also approved by the HHFDC Board at the October 14, 2021 meeting providing an RHRF Loan for the project of up to \$40,000,000.

It should be noted that Resolution 163 is considered an "Inducement Resolution", which is a non-binding resolution stating HHFDC's intent to possibly issue tax-exempt revenue bonds for a project. The approval of Resolution No. 163 only facilitates further discussions and negotiations between HHFDC staff, developer, underwriter, bond counsel, and other appropriate parties to determine the feasibility of the contemplated project. Approval of Resolution No.163 neither commits nor obligates HHFDC to issue bonds for the School Street project. HHFDC Board final approval for the issuance, sale, and delivery of bonds is still required and final bond issuance is subject to approval by the Department of Budget and Finance and the Governor.

As the Counties have elected to retain their Private Activity Bond (PAB) allocations for 2021 and are not expected to finalize their decisions with respect to PAB until December 2021, the planned ground-breaking ceremony for the project has been pushed back until after December 2021, when HPHA and its development partner expect to have better clarity from the counties on their intentions with respect to their utilization of PAB cap.

In the meantime, the project team continues to prepare its permit package for submission to the City and County of Honolulu Department of planning and permitting and community engagement efforts are continuing with project updates provided to the Lanakila Multipurpose Senior Center on October 7, 2021 and the Iwilei Neighborhood Board meeting on November 8, 2021.

Mayor Wright Homes

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

Much progress has been made on this project since the HPHA terminated its Master Development Agreement with Hunt Companies (Hunt) for convenience in July 2020. The HPHA has been working with an architectural firm to complete several potential gross massing designs based for the project based on the existing Master Plan. The gross massing design will inform the final 201H-38 zoning and entitlement application for the project and will also be presented for comment during public engagement once the new development partner has been selected and COVID-19 protocols allow. Procurement for a new development partner for phase 1 of the project is now underway.

After nearly one year since their termination, Hunt finally produced copies of the expense invoices the HPHA had requested to substantiate Hunt's claim for possible reimbursement of predevelopment related costs Hunt had incurred related to the project. Hunt submitted an enormous volume of pdf documentation that filled an entire banker's box when printed. This documentation included everything from \$2.00 gas reimbursements for Hunt employees to travel from Hunt's office downtown to HPHA's offices in Kalihi, \$800.00 prime rib dinners

featuring fine wines and whisky for Hunt employees, completely redacted invoices for legal fees, invoices for lobbyists which HPHA has repeatedly informed Hunt it would not pay and nearly \$500,000 in fees to Moss & Associates, a construction firm with an entity identity of interest to Hunt for which no contract was ever reviewed or approved by the HPHA. The HPHA is working with Reno & Cavanagh, the HPHA's specialized counsel, to resolve settlement negotiations with Hunt.

Kuhio Park Terrace Low Rises/Kuhio Homes

Location: Linapuni Street, Honolulu, HI
Tax Map Keys 1-3-039-008-0000
1-3-039-006-0000; and
1-3-039-003-0000

The HPHA and Michaels Development Company (MDC) continue to work expeditiously on this project under a Restated and Amended Master Development Agreement (MDA) executed in June 2020. Contracts have been finalized and executed with the primary consulting team including a project architect, planner, and civil engineer. The updated Master Planning and Environmental Review efforts are now underway.

Other Significant Development/Redevelopment Initiatives

Puuwai Momi

On August 31, 2021, the HPHA submitted a proposal to the Office of Planning and Sustainable Development (OPSD) for a CIP TOD planning grant (Act 88, Session Laws of Hawai'i 2021, Section 36, Item K, Capital Project No. 2 appropriating \$2 million in CIP funds to OPSD for State TOD planning and implementation statewide) for our Puuwai Momi property located in 99-132 Kohomua Street, Aiea, Hawaii 96701 [TMK: (1) 9-9-003:056, 064].

The HPHA is exploring the possibility of a mixed-use, mixed-income redevelopment of Puuwai Momi, an aging 260-unit, public housing community built in 1969. The site is comprised of three land parcels totaling 11.74 acres and is considered an especially attractive redevelopment candidate due to the higher density housing available to the site under the City and County of Honolulu Halawa Area Transit-Oriented Development (TOD) Plan recently adopted in December 2020, its proximity immediately south of the Aloha Stadium HART station and the redevelopment of Aloha Stadium which anticipates a new sports stadium surrounded by entertainment venues, retail, restaurants, residential, hotels, recreational and green space areas. On September 15, 2021, OPSD informed the HPHA that it has been awarded a \$400,000 CIP TOD planning grant to develop a preliminary master plan for the Project.

Hawaii County

The HPHA's Lanakila project on the Island of Hawai'i has been selected by the state Office of Planning and Sustainable Development (OPSD) for funding under its FY21 \$1.5 million CIP (GO) appropriation (Act 6, SLH 2020, Section 3, Item K, Capital Project No. 0.1). Four projects out of nine submitted were selected for funding. HPHA's Lanakila project was granted the largest award

at \$550,000. The award was publicly announced at the TOD Council's meeting on October 13, 2020.

The HPHA has a grandfathered right to redevelop 62 low-income public housing units at its Lanakila property located to the south of downtown Hilo at 60 Holomalia Street (TMK (3) 2-4-028:007). These units typically serve area residents in the 30% Area Median Income (AMI) and below. In addition, the property also has the potential to support additional density for affordable, work force and/or market rate units.

The OPSD grant will provide funding for an updated Master Plan for the site to address new site conditions and streets that will need to be constructed to the recently revised County of Hawai'i Standards. The updated Master Plan will also examine how additional density could deliver additional affordable housing units, what the appropriate demographic mix of those units should be and determine what infrastructure may be required to support them. Additionally, as the County of Hawai'i moves forward with its Complete Streets program to provide a functional multi-modal transportation system, HPHA recognizes the importance of creating adjacent streetscapes that provide "first and last mile" walking and bicycling opportunities. This can facilitate ease of access to future nearby bus facilities along Moho`uli and Kino`ole Streets. Improvements may include sidewalk infill, installation of bike lanes, curb extensions, safe crossings, and potential bus stops.

This award was the result of a highly collaborative effort between the HPHA and multiple Hawai'i County agencies including but not limited to the Office of Housing and Community Development, the Department of Public Works, the Planning Department, and the Mass Transit Authority. An RFQ for Professional Services to complete the Master Plan and Environmental Review has been issued (RFQ-DEV-2021-18). The HPHA looks forward to continuing these efforts to benefit the residents of Hawaii County.

Maui County

The HPHA also submitted a proposal to the OPSD for a CIP TOD planning grant in FY21 for its Kahekili project located in the Wailuku redevelopment district of Maui . Unfortunately, this project was not selected for a planning award. However, the property was added to the State's Strategic TOD plan to better positioned the property for future grant and funding opportunities. On August 31, 2021, the HPHA submitted an updated proposal to the OPSD for a CIP TOD planning grant for FY22 for Kahekili and on September 15, 2021, OPSD informed the HPHA that it has been awarded a \$225,000 CIP TOD planning grant to develop a preliminary master plan for the redevelopment of this property.

Kauai County

HPHA continues to explore the possible development or redevelopment of its properties on Kauai, including a vacant parcel of land next to the Hale Ho'olulu property and the public housing site at 4726 Malu Road. No definitive plans have been confirmed at this time due to the ongoing COVID-19 pandemic.

Rental Assistance Demonstration (RAD)

The Rental Assistance Demonstration (“RAD”) is a federal housing program enacted as part of the Consolidated and Further Continuing Appropriations Act, 2012 administered by United States Department of Housing and Urban Development (“HUD”). Broadly, the purpose of the RAD program is to provide public housing authorities (“PHA’s”) with a set of tools to address the unmet capital needs of deeply affordable, federally assisted rental housing properties in order to maintain both the viability of the properties and their long-term affordability. It also simplifies the administrative oversight of the properties by the federal government. RAD allows PHA’s to leverage public and private debt and equity in order to reinvest in public housing stock. This is critical given the estimated \$26 billion+ backlog of public housing capital improvements nationwide.

Under the RAD program, units move from the public housing subsidy platform to the Section 8 voucher subsidy platform with a long-term contract that, by law, must be renewed. This ensures that the units remain permanently affordable to low-income households. Residents who convert their subsidy under the RAD program continue to pay 30% of their income towards their rent while maintaining the same basic rights they possessed in the public housing program.

The RAD program is cost-neutral and does not increase HUD's budget. This program simply shifts units from the Public Housing subsidy program to the Section 8 subsidy program so that providers may leverage the private capital markets to make capital improvements. RAD maintains the public stewardship of the converted property through clear rules on ongoing ownership and use allowing PHAs to take full ownership of their public housing units and to renovate or redevelop the housing using private sources of financing

To better serve the existing public housing residents of Kuhio Park Towers (“KPT”), the HPHA and The Michaels Organization (“TMO”) agreed to convert the remaining 347 public housing units at KPT in 2018 and have been working diligently to complete the conversion of these units since that time. HUD issued Commitments to Enter into a Housing Assistance Payment (CHAP) to the HPHA for KPT in October of 2018 and a Financing Plan for the KPT conversion was prepared by HPHA and TMO and submitted to HUD in December 2020. HUD’s Office of Multifamily Housing issued a RAD Conversion Commitment (RCC) for the conversion of the remaining Public Housing Units at KPT on May 16, 2021 and the RAD conversion, the first such conversion completed in Hawaii, successfully closed on November 30, 2021 with a Housing Assistance Payment (“HAP”) effective contract date of December 1, 2021.

HUD Moving to Work Designation

As part of the HPHA’s application to HUD’s Moving to Work Demonstration Program, the agency plans to develop a series of landlord incentives. The incentives would be designed to attract and increase the number of landlords participating in the Housing Choice Voucher program:

1. Vacancy loss payments between S8 tenants.

- Payments would provide up to one month of contract rent as reimbursement for the time a unit spent vacant between S8 tenants.
2. Front-end vacancy loss payment
 - Payments would provide up to one month of contract rent as reimbursement for time a unit spent vacant after a non-S8 tenant vacates. It is also intended to pay for the delays in the lease-up process that are out of the landlord's control.
 3. Signing bonuses
 - The HPHA would provide an incentive payment, or "signing bonus", of up to one month of contract rent to incentivize new landlords to join the S8 program.

Kalaeloa "Kauhale" Project

In support of the State's Legislatures efforts to address homelessness, The HPHA's Board of Directors authorized the HPHA's Executive Director to implement a pilot project to develop a Kauhale or small village for housing individuals and families experiencing homelessness on a vacant HPHA parcel located in Kalaeloa, Oahu (TMK No. (1} 9-1-013:053). A Kauhale is part of a new, wider approach to quickly develop permanent housing communities for adults experiencing chronic homelessness from specific demographics, while providing help for their underlying issues. The Kauhale program is based on a similar project in Austin, Texas, where builders and donors come together to quickly create communities of "tiny homes". The Kauhale at HPHA's Kalaeloa property will accommodate a up to 39 tiny homes, each approximately 100 square feet.

HomeAid Hawaii is leading the building effort for the tiny homes. The HPHA has also contracted HomeAid to renovate an existing, derelict building (Building 32) of over 2,000 sq. ft. in size located on the site. As a critical element of ensuring the Kauhale's success, Building 32 has been redeveloped to provide communal bathrooms, showers, kitchen, laundry services, and a meeting space. On February 14, 2020, HPHA entered into a ground lease agreement with U.S. Vets, a California non-profit organization, as the operator of the Kauhale pilot project. Residents will be expected to pay approximately \$250 in monthly rent to participate in the program and abide by the program rules established by the operator. On November 16, 2021, a dedication and blessing were held to celebrate the completion of the first Kauhale location, "Kama`oku".

C. Identify programs that have lost or at risk of losing federal funds. Identify the source of these federal funds by federal award title and CFDA number. Discuss the impact to the public and your planned response, including efforts to supplant any federal fund reductions for the current year (FY22) and the upcoming fiscal year (FY23) with other funds.

N/A

D. Provide a web link (url) of the reports to the Legislature on non-general funds under your department pursuant to HRS 37-47.

http://www.hpha.hawaii.gov/reportsstudies/reports/HPHA_%20FY%202021%20Annual%20Report.pdf
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E. Explain the process used to develop the agency's budget and prioritize requests for budget changes.

The Executive Director meets frequently with the HPHA's Chief Financial Officer and all Branch Chiefs throughout the year to discuss, plan, formulate and implement the CIP and Operating budget request to the Executive Branch. The HPHA Board of Directors also assigns a Financial Taskforce to do a thorough review with management to ensure that the budget conforms to all law requirements and the Agency's mission, which then goes to the full HPHA Board of Directors for approval after receipt of public comments. 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.

Program ID - HMS220

I. CIP Appropriation (\$10,000,000) for Public Housing Development, Improvements, and Renovations Statewide

Almost all of the HPHA's construction projects are rehabilitation or modernization projects as opposed to new construction. Modernization and renovation projects are much more complex and filled with a high likelihood of unforeseen conditions than new construction.

As you may know, the HPHA is mandated by Federal law to keep its inventory of public housing units in safe, decent, and sanitary condition. Additionally, the U.S. Department of Housing and Urban Development (HUD) provides federal funding to the HPHA based on occupied units. The Governor's Biennium Budget CIP request for the HPHA will be used towards construction projects that will go towards health and safety issues such as site improvements, ADA compliance, and interior major modernization. The HPHA follows the federally mandated Physical Needs Assessment of its properties which enables the HPHA to better assess the capital needs of its public housing portfolio and tracks the status of all CIP projects.

Over the past fiscal year, the HPHA completed 15 Design and Construction projects (capitalized) to public housing properties across the State for a total of **\$18,100,232**:

08/24/2020 – **Waipahu I** – Structural Assessment; Des: \$15,971 CFP
08/24/2020 – **Waipahu II** – Structural Assessment; Des: \$15,971 CFP

- 09/05/2020 – **Salt Lake Apartments** – Major Modernization Ph II; Des: \$94,935 CIP;
Const: \$7,869,905 (\$5,384,375 CIP, \$2,485,530 CFP)
- 10/21/2020 – **Hale Laulima** – ADA Modifications; Des: \$0; Const: \$123,400 CIP
- 11/06/2020 – **Punchbowl Homes** – Call for Aid Upgrade; Des: \$134,425 CIP;
Const: \$2,004,248 CFP
- 12/08/2020 – **AMP 38 (Kaua`i)** – Emergency Proclamation Vacant Units Repairs; Des: In-House;
Const: \$1,522,016 AMP Federal Operating Funds
- 01/12/2021 – **Hui O Hanamaulu** – AMP 38 Infrastructure Improvements; Des: \$87,317 CIP;
Const: \$556,250 CIP
- 01/12/2021 – **Hale Nana Kai O Kea** – AMP 38 Infrastructure Improvements; Des: \$130,757 CIP;
Const: \$365,075 CIP
- 01/12/2021 – **Hale Ho`olulu** – AMP 38 Infrastructure Improvements; Des: \$30,124 CIP;
Const: \$31,140 CIP
- 01/26/2021 – **Hale Aloha O Puna** – Emergency Proclamation Vacant Units Repairs;
Des: In-House; Const: \$361,891 AMP Federal Operating Funds
- 03/12/2021 – **15 Vacant Units Various O`ahu Sites** – Emergency Proclamation Vacant Units
Repairs; Des: In-House; Const: \$1,078,263 AMP Federal Operating Funds
- 03/29/2021 – **34 Vacant Units Various O`ahu Sites** – Emergency Proclamation Vacant Units
Repairs; Des: In-House; Const: \$2,311,167 AMP Federal Operating Funds
- 05/04/2021 – **Lanakila Homes** – Burnt Unit Repairs; Des: In-House; Const: \$391,464 CIP
- 05/25/2021 – **Makamae** – Ventilation System Upgrade; Des: \$8,000 CIP; Const: \$95,476 CIP
- 05/25/2021 – **Kalanihuia** – Ventilation System Upgrade; Des: \$7,725 CIP; Const: \$63,716 CIP

We are aware that these are extremely tough times and humbly request any additional funding that could be used to address the backlog of repairs, the possibility of repairing vacant units, and assisting some of Hawaii’s neediest residents.

Program ID - HMS222

I. Increase Federal Fund Ceiling

For Program ID HMS222, the HPHA is requesting a federal fund ceiling increase for FY23 based on the Department of Budget and Finance/Office of Federal Awards Management method of comparing the following:

1. Federal fund appropriations under Act 88, SLH 2021; and
2. FFs that were finalized in the DataMart/FAMS Form FF Budget Execution workflow.

The requested ceiling increase is needed due to the anticipated grant award being more than the appropriation.

Program ID	MOF	Act 088/21 FY23 Auth. Appropriation/Allocation	Amount of Increase Requested	Total FY 23 Expenditure Ceiling Required
HMS222	N	42,933,231	3,833,904	46,767,135

II. Position Requests

- 2.00 N-funded permanent Public Housing Specialist II
- 1.00 N-funded permanent Office Assistant III
- 3.00 N-funded permanent Housing Quality Standards Inspector II

The HPHA recently received an additional 182 Emergency Housing Vouchers through the American Rescue Plan Act of 2021. The HPHA's goal is to build upon the momentum it achieved during the last fiscal year when 846 newly qualified households were enrolled in the Section 8 program which also brought approximately \$12 M in additional funding.

The HPHA anticipates additional Congressional funding and a growing demand for hundreds of Section 8 Program Vouchers due to the economic uncertainties caused by the pandemic. Additional staff will be needed to properly distribute caseloads, minimize delays to the processing of new applications, and reduce overtime.

III. Add General Funds (\$500,000) to Maintain the Current Rent Supplement Subsidies for the State Rent Supplement Program

The RSP is a State funded program that was originally set up to assist middle-income families, who were not threatened by poverty, but were not economically sound to afford the high cost of living in Hawaii. The program was originally designed to assist teachers, policemen, and firemen. The program was later extended to include the general-public and has a maximum rental subsidy of \$500. This program is the most impactful and cost-effective program in homelessness prevention. As of November 2021, the Rent Supplement Program is helping 224 participating households remain housed.

The RSP program is facing a deficit of approximately \$500,000 for the upcoming fiscal year. The HPHA hopes that the Legislature can provide the funding needed to continue assisting the current families who are using this financial support to avoid homelessness.

Program ID - HMS 229

I. Position Conversions in the Construction Management Branch

1. 15.00 N-Funded Positions to W-Funded Positions
2. 2.00 W-Funded Positions from Temp to Perm
3. 1.00 N-Funded Position from Temp to Perm

The HPHA's position conversion requests will enhance the program effectiveness and efficiency of the Construction Management Branch and its many functions.

The conversion of 15.00 federally funded positions to revolving funded positions will more accurately reflect the workload of the branch's positions. All positions within the branch work on projects which involve both Federal and State funds.

The conversion of temporary positions to permanent positions will help the HPHA in its recruitment efforts and enable it to better compete with the private sector and other public sector agencies recruiting for similar positions.

Additional funds are also requested to replace old and outdated office equipment.

F. Identify and discuss significant adjustments contained in the budget request submitted to the legislature. Explain and quantify how significant requests for additional funds are expected to affect outcomes.

I. CIP Appropriation (\$10,000,000) for Public Housing Development, Improvements, and Renovations Statewide

The repairs, maintenance, improvements, and renovations are varied in nature. The work includes but is not limited to mandated life and safety work i.e. fire sprinklers, repair of gas lines, HAZMAT abatement including lead-based paint, upgrade electrical plumbing and sewer systems, accessibility, and security work at various sites. Building exterior work includes but is not limited to i.e. painting, concrete spall repair, roof repairs, solar water repairs/replacement, weatherproofing, physical improvements. Building interior work including but not limited to renovation, major modernization, interior repairs, termite repair and treatment, and painting. Site work to include but not limited to landscaping, tree removal, tree trimming, drainage improvements, termite treatment, sidewalk repair, foundation repair and other improvements as necessary.

This request focuses on protecting the assets and residents of the Hawaii Public Housing Authority. Federally assisted and state public housing has been underfunded for decades and, as a result, many buildings and living units are in need of upgrade and renovation, and some are currently uninhabitable. Damaged roofs and concrete spalling allow water infiltration into structures and living units. Many units have water and termite damage. Kitchens, baths and plumbing and electrical systems are in dire need of repair and renovation. Lead-based paint and asbestos abatement are also needed as repair or modernization is being done. For some buildings, repair is impossible without major renovation of sewer, plumbing and electrical systems, re-roofing and siding replacement or concrete spalling work. At others, roof repairs, spalling repairs and painting are needed to prevent them from deteriorating into the first category. The roadways, parking areas, walkways, and other site improvements within the HPHA facilities have been neglected for decades and are in need of major non-routine repair or replacement in order to provide accessible routes to the various projects and facilities.

The funding would allow HPHA to address pressing needs to:

1. Improve the health and safety of the housing provided to existing residents;
2. Protect the physical assets of our housing inventory from further deterioration, thereby reducing future expenditures for rehabilitation or new construction; and
3. The neighborhoods within which public housing is located would benefit by visual improvement of the properties.
4. Comply with federal requirements for property condition standards issued annually by the HUD Real Estate Assessment Center.

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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	1	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	1	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	1	HRS 346-2, 346-6, 346-7, 346-14
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	1	HRS 346-51; PRWORA Pub L. 104-193

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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; and facilitation of the State Interagency Council on Homelessness, the State's homeless strategic planning council. Administrative oversight of these services are provided through the BESSD Administration (HMS 903).	HMS 224, 903	1	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
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	1	HRS 346-102; PRWORA Pub L. 104-193

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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 are 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	1	HRS 346-151; PRWORA Pub L. 104-193

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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. Participation in Hawaii Women's Coalition; researching and tracking legislation pertinent to issues affecting women.	HMS 888	1	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)
	Legislative Advocacy	Women's Health Month: Maximizing public awareness of women's health issues through public health workshops, health fairs and lectures.			
	Women's Health Advocacy	Women's History Month: Commemorates Women's History Month by celebrating contributions of women in Hawaii.			
	Women's History Month	Ready to Run Campaign: The Commission offers multiple workshops and trainings for individuals wishing to run for elected office. The Commission also assists in registering voters.			
	Women's Political Participation	The Commission advocates for pay equity through education on paid family leave and flexible work environments for working families.			
	Women's Pay Equity	Sex Trafficking Awareness Campaign, #ShelsAllWoman: The Commission is seeking to support an annual public information campaign to address the lack of awareness about sex trafficking and to coordinate local and national stakeholders to host a statewide conferences and trainings around sex trafficking due to the absence of a state-level coordinated effort around the issue.			
	Sex Trafficking Awareness Campaign, #ShelsAllWoman	#MeToo Prevention Training: The Commission offers the free course which trains participants to recognize gender stereotypes and discriminatory behavior and systems at work in their organization. The training improves trainings limited to legal			
	#MeToo Prevention Training				
	Building Bridges, Not Walking on Backs: Hawaii Feminist Economic Recovery Plan for COVID-19				

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	<p>Domestic Violence Awareness and Assistance #FemicideFree Zone Campaign</p> <p>Leading the HCR11 Missing and Murdered Native Hawaiian Women and Girls taskforce and investigation for the State in partnership with OHA in place of femicide free zone prong.</p>	<p>frameworks and solutions that rely on criminalization or civil sanctions. Instead, participants gain an understanding of gender-based oppression by examining the cultural conditions that often lead to sexual harassment in the workplace. Recommendations for a safe, inclusive workplace are also provided.</p> <p>Building Bridges, Hawaii Feminist Economic Recovery Plan: The Commission created and authored the plan to assist in the economic recovery of COVID-19, with a focus on women and children, and minorities, such as affordable and accessible childcare/eldercare, housing assistance, and increase in apprenticeship and education programs for displaced workers. The plan has received local, national and global attention: Group of 20, Canada, Northern Ireland, and several United Nations agencies and has been presented at 50+ events in 2020.</p> <p>Domestic Violence Awareness: #FemicideFreeZone Campaign created after DV victim slain during quarantine. Sign waving and Makiki Neighborhood resolution for domestic violence awareness and assistance created in response. CSW plans to initiate in other neighborhoods throughout Hawaii.</p> <p>HCR11 Missing and Murdered Native Hawaiian Women and Girls taskforce: logistics, research planning, securing independent funding.</p>			
DVR	<p>Determine eligibility for disability assistance and provide vocational rehabilitation services to individuals with disabilities and prepare them for employment.</p>	<p>The function of this organizational unit is to administer six statewide programs of 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 with 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, Social Security Disability Insurance (SSDI) program (Title II of the Social Security Act), Supplemental Security Income (SSI) program (Title XVI of the Social Security Act), and other applicable federal and state laws, statutes, rules, regulations, policies, and agreements with other state agencies and the federal government.</p>	HMS 238 & 802	1	<p>Rehabilitation Act of 1973, as amended. Title I, Parts A&B, Section 100-111. Title IV. 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.</p>

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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, 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. Department of Housing & Urban Development (HUD).	HMS 220; HMS 229	1	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 extremely low income families through 864 state public housing units; 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	1	§356D-44, HRS
HPHA	Section 8 Housing Choice Voucher Rent Subsidy Program	HPHA provides rental vouchers to approximately 3,231 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	1	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 222 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	1	§356D-151, HRS
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 pays supplemental payments to hospitals to serve the uninsured and Medicaid beneficiaries.	HMS 401, 902	1	Title XIX SSA, Section 1102, 49 Stat 647 (42 USC 1302); HRS 346-14, 346-D

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OYS	Ensure the safety and welfare of youth at HYCF	Maintaining safety and security; providing rehabilitative services	HMS 503	1	HRS 352 , 352D
OYS	Ensure the safety and welfare of youth on parole	Monitoring youth; coordinating services; strengthening families	HMS 503	1	HRS 352 , 352D
OYS	Operate and manage HYCF	Overseeing the facility's operations	HMS 503	1	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	1	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	1	HRS 352D
SSD	To enable children at risk for or exposed to abuse and/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. Child Welfare Services (CWS) has three paramount program objectives: 1. Safety - Provide for the safety and well-being of children. 2. Permanency - Return children to a safe home or provide an alternate safe, permanent home. 3. Assist children with successful transition to adulthood.	The Program meets its objectives by the following activities and services to children exposed to harm or threat of harm and their families: <ul style="list-style-type: none"> • Child abuse/neglect screening and referral • Child abuse/neglect investigation • 24-hour crisis intervention, Assessment • Family preservation/strengthening and support services to prevent placement; family reunification • Case management • Multi-disciplinary team diagnostic consultation • Individual and family counseling • Intra-family sex abuse treatment • Mothers and infants-at-risk treatment • Permanency planning and adoption • Setting licensing standards for child caring and child placing organizations • Recruiting, training, certifying, re-certifying, monitoring and supporting Resource Caregivers • Recruiting and approving adoptive homes • Foster Care • Sex Trafficking • Independent Living Services • Voluntary Care to 21 • Substance Abuse • Domestic Violence Services 	HMS 301	1	1. Chapter 346-14(2), Hawaii Revised Statutes (HRS), Establish, extend and strengthen services for the protection and care of abused and neglected children 2. Chapter 346-17, HRS, Authority over and investigation of child placing organizations, child caring institutions, and family foster homes 3. Chapter 350, HRS, Child Abuse 4. Chapter 587A, HRS, Child Protective Services Act 5. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980 6. Federal Child Abuse Protection and Treatment Act

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		<p>When not in compliance with State and/or Federal Laws, the Department becomes vulnerable to monetary sanctions as well as possible decreases in financial support from the Federal government. Additionally, when the Department is involved in civil litigation, if the Department does not prevail in defending a lawsuit, there are significant costs that are expended in legal costs, fees, and judgment award to the opposing party.</p>			<p>7. PL 105-89, Adoption 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</p>

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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:</p> <ul style="list-style-type: none"> • Foster board payments for relative and non-relative out-of-home care • Payments for emergency shelter care • Payments for children living with permanent custodians, legal guardians, or adoptive parents • Maintenance payments for former foster youth attending higher education • Assistance payments to foster parents, adoptive parents and permanent custodians/legal guardians for children who present challenges in their physical, emotional or psychological functioning • Subsidies to facilitate adoption for children with special needs • 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. • Payments for Voluntary Care to 21 <p>When not in compliance with State and/or Federal Laws, the Department becomes vulnerable to monetary sanctions as well as possible decreases in financial support from the Federal government. Additionally, when the Department is involved in civil litigation, if the Department does not prevail in defending a lawsuit, there are significant costs that are expended for legal costs, fees, and judgment award to the opposing party.</p>	HMS 303	1	<ol style="list-style-type: none"> 1. Chapter 346-14(2), Hawaii Revised Statutes (HRS), Establish, extend and strengthen services for the protection and care of abused and neglected children 2. Chapter 346-17, HRS, Authority over and investigation of child placing organizations, child caring institutions, and family foster homes 3. Chapter 587A, HRS Child Protective Services Act 4. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980

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					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	1	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	2	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	2	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	1	HRS Ch. 346-14

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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	2	HRS Ch. 346-53, 346D-4.5, C.F.R. § 435.832
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.	The program meets its objectives by developing division level plans, providing basic/introductory program specific skills and computer trainings to new employees and beyond-introductory training to eligible employees, conducting federal/internal compliance reviews, processing computer system/equipment requests for modification, processing of Medicaid waiver client payments, and executing contracts and monitoring of contract providers. <ul style="list-style-type: none"> • strategic planning • budget coordination and monitoring • staff training and professional development • contracting and contracts monitoring • grants compliance and monitoring • information system development and maintenance • continuous quality improvement and relationship building with community partners 	HMS 901	1	1. Chapter 346, 1-14 Hawaii Revised Statutes (HRS) 2. Chapter 346-17, HRS 3. Chapter 346-221, HRS 4. Chapter 346-391, HRS 5. Chapter 350, HRS 6. Chapter 587A, HRS 7. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980 8. PL 105-89, Adoption and Safe Families Act 9. PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008
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	2	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	2	HRS, Ch. 346-56, 42 C.F.R. § 1207.1

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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	2	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	2	HRS Ch. 346-141-146
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	1	Rehabilitation Act of 1973, as amended. Title I, Parts A&B, Section 100-111. 29 USC 720-731. 34 CFR 361, 361.60, 363, 367, 395, 397, 2 CFR 200, 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 2022						
Act 88/21 Appropriation	Reductions*	Additions	Restriction**	Emergency Appropriations	Total FY22	MOF
\$ 1,281,959,947.00	\$ -	\$ -	\$ (7,116,473.00)	\$ -	\$ 1,274,843,474.00	A
\$ 6,931,039.00	\$ -	\$ -	\$ -	\$ -	\$ 6,931,039.00	B
\$ 2,390,291,866.00	\$ -	\$ -	\$ -	\$ -	\$ 2,390,291,866.00	N
\$ 18,203,986.00	\$ -	\$ -	\$ -	\$ -	\$ 18,203,986.00	P
\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	R
\$ 7,169,481.00	\$ -	\$ -	\$ -	\$ -	\$ 7,169,481.00	U
\$ 21,629,564.00	\$ (8,900,000.00)	\$ -	\$ -	\$ -	\$ 12,729,564.00	V
\$ 12,418,647.00	\$ -	\$ -	\$ -	\$ -	\$ 12,418,647.00	W
\$ 3,738,614,530.00	\$ (8,900,000.00)	\$ -	\$ (7,116,473.00)	\$ -	\$ 3,722,598,057.00	Total
Fiscal Year 2023						
Act 88/21 Appropriation	Reductions***	Additions****	Restriction	Emergency Appropriations	Total FY23	MOF
\$ 1,280,956,947.00	\$ (163,030.00)	\$ 31,623,069.00	\$ -	\$ -	\$ 1,312,416,986.00	A
\$ 6,931,039.00	\$ -	\$ 5,025,286.00	\$ -	\$ -	\$ 11,956,325.00	B
\$ 2,390,507,442.00	\$ (2,186,600.00)	\$ 34,399,897.00	\$ -	\$ -	\$ 2,422,720,739.00	N
\$ 18,203,986.00	\$ (2,366,839.00)	\$ -	\$ -	\$ -	\$ 15,837,147.00	P
\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	R
\$ 7,169,481.00	\$ -	\$ -	\$ -	\$ -	\$ 7,169,481.00	U
\$ 15,729,564.00	\$ (3,500,000.00)	\$ -	\$ -	\$ -	\$ 12,229,564.00	V
\$ 12,418,647.00	\$ -	\$ 1,929,440.00	\$ -	\$ -	\$ 14,348,087.00	W
\$ 3,731,927,106.00	\$ (8,216,469.00)	\$ 72,977,692.00	\$ -	\$ -	\$ 3,796,688,329.00	Total
* Per revised Governor's Decision dated 12/06/21, MOF V appropriation for FY 22 will be reduced by \$8,900,000, resulting in revised MOF V appropriation of \$12,729,564 and revised total appropriation of \$3,729,714,530. Therefore, revised total FY 22 amount (net of current restriction) would be \$3,722,598,057.						
** In accordance with E.M. 21-04, FY 22 restrictions are calculated on discretionary programs; restrictions are not calculated on non-discretionary programs or on fixed costs/entitlement programs.						
*** Budget Reductions are from Table 5 Reductions.						
**** Budget Additions are from Table 6 Additions.						

Department of Human Services
Program ID Totals

Table 3

Prog ID	Program Title	MOF	Act 88/21 Appropriation FY22			Act 88/21 Appropriation FY23			Governor's Submittal FY22				Governor's Submittal FY23			
			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 204	General Assistance Payments	V			\$ 5,400,000			\$ -			\$ -	-100.00%			\$ -	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%			\$ 26,715,965	17.72%
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			\$ 4,438,022			\$ 4,438,022			\$ 4,438,022	0.00%			\$ 4,438,022	0.00%
HMS 220	Rental Housing Services	N	181.00	4.50	\$ 80,637,015	181.00	4.50	\$ 80,637,015	181.00	4.50	\$ 80,637,015	0.00%	181.00	4.50	\$ 80,637,015	0.00%
HMS 220	Rental Housing Services	W	15.00		\$ 4,768,799	15.00		\$ 4,768,799	15.00		\$ 4,768,799	0.00%	15.00		\$ 4,768,799	0.00%
HMS 222	Rental Assistance Services	A	1.00		\$ 1,039,166	1.00		\$ 1,039,166	1.00		\$ 1,039,166	0.00%	1.00		\$ 1,539,166	48.12%
HMS 222	Rental Assistance Services	N	28.00	1.00	\$ 42,933,231	28.00	1.00	\$ 43,090,139	28.00	1.00	\$ 42,933,231	0.00%	34.00	1.00	\$ 53,501,566	24.16%
HMS 222	Rental Assistance Services	V			\$ 500,000			\$ 500,000			\$ 500,000	0.00%			\$ -	0.00%
HMS 224	Homeless Services	A	11.00		\$ 15,600,452	11.00		\$ 15,600,452	11.00		\$ 15,600,452	0.00%	11.00		\$ 15,600,452	0.00%
HMS 224	Homeless Services	N			\$ 720,000			\$ 720,000			\$ 720,000	0.00%			\$ 720,000	0.00%
HMS 224	Homeless Services	P			\$ 2,366,839			\$ 2,366,839			\$ 2,366,839	0.00%			\$ -	-100.00%
HMS 224	Homeless Services	V			\$ 14,300,000			\$ 14,300,000			\$ 10,800,000	-24.48%			\$ 10,800,000	-24.48%
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%	67.00	34.00	\$ 38,465,621	-4.73%
HMS 229	HPHA Administration	W	50.00	18.00	\$ 6,319,648	50.00	18.00	\$ 6,319,648	50.00	18.00	\$ 6,319,648	0.00%	62.00	22.00	\$ 8,249,088	30.53%
HMS 236	Case Management for Self-Sufficiency	A	289.63		\$ 15,952,885	289.63		\$ 15,952,885	289.63		\$ 15,952,885	0.00%	289.63		\$ 16,750,036	5.00%
HMS 236	Case Management for Self-Sufficiency	N	228.37		\$ 25,977,079	228.37		\$ 25,977,079	228.37		\$ 25,977,079	0.00%	228.37		\$ 25,893,369	-0.32%
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			\$ 1,470,017			\$ 1,470,017			\$ 1,470,017	0.00%			\$ 1,470,017	0.00%
HMS 238	Disability Determination	N	50.00		\$ 8,290,218	50.00		\$ 8,348,886	50.00		\$ 8,290,218	0.00%	50.00		\$ 8,859,927	6.12%
HMS 301	Child Protective Services	A	223.30		\$ 35,686,621	223.30		\$ 35,686,621	223.30		\$ 35,686,621	0.00%	217.00		\$ 40,173,919	12.57%
HMS 301	Child Protective Services	B			\$ 1,007,587			\$ 1,007,587			\$ 1,007,587	0.00%	0.50		\$ 6,032,873	498.74%
HMS 301	Child Protective Services	N	175.20		\$ 44,098,588	175.20		\$ 44,098,588	175.20		\$ 44,098,588	0.00%	171.00		\$ 43,573,474	-1.19%
HMS 301	Child Protective Services	P			\$ 106,225			\$ 106,225			\$ 106,225	0.00%			\$ 106,225	0.00%
HMS 302	General Support for Child Care Services	A	25.85		\$ 1,946,366	25.85		\$ 1,946,366	25.85		\$ 1,946,366	0.00%	38.35		\$ 2,250,208	15.61%
HMS 302	General Support for Child Care Services	N	25.15		\$ 11,920,864	25.15		\$ 11,920,864	25.15		\$ 11,920,864	0.00%	37.65		\$ 12,601,495	5.71%
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%			\$ 29,350,000	12.41%
HMS 305	Cash Support for Child Care	A			\$ 18,051,811			\$ 18,051,811			\$ 18,051,811	0.00%			\$ 18,051,811	0.00%
HMS 305	Cash Support for Child Care	N			\$ 69,565,754			\$ 69,565,754			\$ 69,565,754	0.00%			\$ 69,565,754	0.00%
HMS 401	Health Care Payments	A			\$ 982,477,598			\$ 982,477,598			\$ 982,477,598	0.00%			\$ 998,341,722	1.61%
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%			\$ 1,814,086,765	0.56%
HMS 401	Health Care Payments	P			\$ 13,474,795			\$ 13,474,795			\$ 13,474,795	0.00%			\$ 13,474,795	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	14.50		\$ 7,214,008	14.50		\$ 7,214,008	14.50		\$ 7,214,008	0.00%	13.50		\$ 7,179,988	-0.47%
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 501	In-Community Youth Programs	V			\$ 832,500			\$ 832,500			\$ 832,500	0.00%			\$ 832,500	0.00%
HMS 503	Hawaii Youth Correctional Facility	A	93.00		\$ 8,290,355	93.00		\$ 8,290,355	93.00		\$ 8,290,355	0.00%	93.00		\$ 8,495,555	2.48%
HMS 503	Hawaii Youth Correctional Facility	V			\$ 520,000			\$ 520,000			\$ 520,000	0.00%			\$ 520,000	0.00%
HMS 601	Adult Protective and Community Services	A	72.48		\$ 5,815,844	72.48		\$ 5,815,844	72.48		\$ 5,815,844	0.00%	67.48		\$ 5,389,244	-7.34%
HMS 601	Adult Protective and Community Services	N	7.02	3.00	\$ 3,988,661	7.02	3.00	\$ 3,988,661	7.02	3.00	\$ 3,988,661	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	\$ 4,013,195	37.76	2.31	\$ 4,013,195	37.76	2.31	\$ 4,013,195	0.00%	40.07		\$ 4,328,357	7.85%
HMS 802	Vocational Rehabilitation	N	69.24	4.69	\$ 15,704,850	69.24	4.69	\$ 15,704,850	69.24	4.69	\$ 15,704,850	0.00%	73.93		\$ 15,704,850	0.00%
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	\$ 169,479	1.00	1.00	\$ 169,479	1.00	1.00	\$ 169,479	0.00%	1.00	1.00	\$ 169,479	0.00%
HMS 901	General Support for Social Services	A	18.25		\$ 2,224,695	18.25		\$ 2,224,695	18.25		\$ 2,224,695	0.00%	29.55		\$ 3,061,154	37.60%
HMS 901	General Support for Social Services	N	8.75		\$ 2,004,992	8.75		\$ 2,004,992	8.75		\$ 2,004,992	0.00%	13.45		\$ 3,287,144	63.95%
HMS 902	General Support for Health Care Payments	A	136.50	5.50	\$ 14,365,947	136.50	5.50	\$ 13,362,947	136.50	5.50	\$ 14,365,947	0.00%	136.50	5.50	\$ 14,499,947	8.51%

Department of Human Services
Program ID Totals

Table 3

Prog ID	Program Title	MOF	Act 88/21 Appropriation FY22			Act 88/21 Appropriation FY23			Governor's Submittal FY22				Governor's Submittal FY23			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HMS 902	General Support for Health Care Payments	B	0.56		\$ 1,546,792	0.56		\$ 1,546,792	0.56		\$ 1,546,792	0.00%	0.56		\$ 1,546,792	0.00%
HMS 902	General Support for Health Care Payments	N	144.69	17.50	\$ 80,336,597	144.69	17.50	\$ 80,336,597	144.69	17.50	\$ 80,336,597	0.00%	144.69	17.50	\$ 80,336,597	0.00%
HMS 902	General Support for Health Care Payments	P			\$ 900,000			\$ 900,000			\$ 900,000	0.00%			\$ 900,000	0.00%

Department of Human Services
Program ID Totals

Table 3

Prog ID	Program Title	MOF	Act 88/21 Appropriation FY22			Act 88/21 Appropriation FY23			Governor's Submittal FY22				Governor's Submittal FY23			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
HMS 903	General Support for Self-Sufficiency Services	A	47.08	1.59	\$ 36,629,251	47.08	1.59	\$ 36,629,251	47.08	1.59	\$ 36,629,251	0.00%	47.08		\$ 38,936,689	6.30%
HMS 903	General Support for Self-Sufficiency Services	N	42.92	1.41	\$ 75,551,067	42.92	1.41	\$ 75,551,067	42.92	1.41	\$ 75,551,067	0.00%	42.92		\$ 83,783,492	10.90%
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	140.30	10.00	\$ 11,385,514	140.30	10.00	\$ 11,385,514	140.30	10.00	\$ 11,385,514	0.00%	146.25	10.00	\$ 12,530,690	10.06%
HMS 904	General Administration - DHS	B			\$ -			\$ -			\$ -	0.00%			\$ -	0.00%
HMS 904	General Administration - DHS	N	29.70		\$ 4,539,101	29.70		\$ 4,539,101	29.70		\$ 4,539,101	0.00%	30.75		\$ 4,734,481	4.30%
HMS 904	General Administration - DHS	P			\$ 1,500			\$ 1,500			\$ 1,500	0.00%			\$ 1,500	0.00%
HMS 904	General Administration - DHS	V		1.00	\$ 77,064		1.00	\$ 77,064		1.00	\$ 77,064	0.00%		1.00	\$ 77,064	0.00%
		A	1,111.65	20.40	\$ 1,281,959,947	1,111.65	20.40	\$ 1,280,956,947	1,111.65	20.40	\$ 1,281,959,947	0.00%	1,131.41	16.50	\$ 1,312,416,986	2.46%
		B	0.56	-	\$ 6,931,039	0.56	-	\$ 6,931,039	0.56	-	\$ 6,931,039	0.00%	1.06	-	\$ 11,956,325	72.50%
		N	1,066.54	73.60	\$ 2,390,291,866	1,066.54	73.60	\$ 2,390,507,442	1,066.54	73.60	\$ 2,390,291,866	0.00%	1,082.28	60.50	\$ 2,422,720,739	1.35%
		P	-	-	\$ 18,203,986	-	-	\$ 18,203,986	-	-	\$ 18,203,986	0.00%	-	-	\$ 15,837,147	-13.00%
		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%
		V	-	1.00	\$ 21,629,564	-	1.00	\$ 15,729,564	-	1.00	\$ 12,729,564	-41.15%	-	1.00	\$ 12,229,564	-22.25%
		W	65.00	18.00	\$ 12,418,647	65.00	18.00	\$ 12,418,647	65.00	18.00	\$ 12,418,647	0.00%	77.00	22.00	\$ 14,348,087	15.54%
		All	2,243.75	113.00	\$ 3,738,614,530	2,243.75	113.00	\$ 3,731,927,106	2,243.75	113.00	\$ 3,729,714,530		2,291.75	100.00	\$ 3,796,688,329	

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							
				FY22			FY23			FY22			FY23			FY22			FY23				
				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 Perm Pos. and Funding to HMS 901	A				(6.30)			(409,859)				(6.30)			(409,859)			(6.30)			(409,859)
301	SA	Transfer Out 11.00 Perm Pos. and Funding to HMS 901 (companion to 901MA-51)	N				(4.70)			(550,400)				(4.70)			(550,400)			(4.70)			(550,400)
601	TA	Transfer Out 5.0 Perm Pos. and Funding to HMS 901 (companion to 901MA-51)	A				(5.00)			(426,600)				(5.00)			(426,600)			(5.00)			(426,600)
901	MA	Transfer In 16.00 Perm Pos. and Funding from HMS 301 and HMS 601 (companion to 301SA-54 and 601TA-51)	A				11.30			836,459				11.30			836,459			11.30			836,459
901	MA	Transfer In 16.00 Perm Pos. and Funding from HMS 301 and HMS 601 (companion to 301SA-54 and 601TA-51)	N				4.70			550,400				4.70			550,400			4.70			550,400
224	HS	Trade-off Funding for One (1) Defunded HPO Position (From OCE)	A							(51,024)							(51,024)						(51,024)
224	HS	Trade-off Funding for One (1) Defunded HPO Position	A							51,024							51,024						51,024
802	GA	Fund 5.00 FTE Defunded Pos with Trade-off	A							(55,732)							(55,732)						(55,732)
802	GA	Fund 5.00 FTE Defunded Pos with Trade-off	A							55,732							55,732						55,732
904	AA	Transfer-In Pre Audit Clerk I 47413 from HMS 501 to HMS 904	A				1.00			34,020				1.00			34,020			1.00			34,020
501	YA	Transfer-Out Pre Audit Clerk I 47413 from HMS 501 to HMS 904	A				(1.00)			(34,020)				(1.00)			(34,020)			(1.00)			(34,020)
301	SA	Trade-off OCE Funding TO restore general fund salaries for 3.00 positions - reduce OCE	A							(68,536)							(68,536)						(68,536)
301	SA	Trade-off OCE Funding TO restore general fund salaries for 3.00 positions - reduce personal svcs	N							(1,696)							(1,696)						(1,696)
301	SA	Trade-off OCE Funding to restore general fund salaries for 3.00 positions - add personal svcs	A							68,536							68,536						68,536
301	SA	Trade-off OCE Funding to restore general fund salaries for 3.00 positions - add personal svcs	N							1,696							1,696						1,696
601	TA	Trade-off OCE Funding to restore general fund salaries for 1.00 positions - reduce OCE	A							(31,086)							(31,086)						(31,086)
601	TA	Trade-off OCE Funding to restore general fund salaries for 1.00 positions - reduce OCE	N							(1,212)							(1,212)						(1,212)
601	TA	Trade-off OCE Funding to restore general fund salaries for 1.00 positions - add personal svcs	A							31,086							31,086						31,086
601	TA	Trade-off OCE Funding to restore general fund salaries for 1.00 positions - add personal svcs	N							1,212							1,212						1,212
902	IA	Trade-off Funding for Thirty-two (32) Defunded Positions (Reduce OCE)	A														(775,084)						(775,084)
902	IA	Trade-off Funding for Thirty-two (32) Defunded Positions (Reduce OCE)	N														(80,262)						(80,262)
902	IA	Trade-off Funding for Thirty-two (32) Defunded Positions (Add Personal Services)	A														775,084						775,084
902	IA	Trade-off Funding for Thirty-two (32) Defunded Positions (Add Personal Services)	N														80,262						80,262
401	PE	Reallocate Funds to FY23 for HCBS	A							9,948,756							9,948,756						9,948,756
401	PE	Extending Postpartum Benefit to 12 Months	A							2,449,040							2,449,040						2,449,040
401	PE	Extending Postpartum Benefit to 12 Months	N							3,448,465							3,448,465						3,448,465
401	PE	Expansion of Adult Dental Benefit	A							3,466,328							3,466,328						3,466,328
401	PE	Expansion of Adult Dental Benefit	N							6,728,754							6,728,754						6,728,754
222	RA	Increase Federal Fund Ceiling	N							10,196,861							10,196,861						10,196,861
238	GB	Increase Federal Fund Ceiling	N							511,041							511,041						511,041
303	WP	Increase Federal Fund Ceiling	N							3,239,986							3,239,986						3,239,986
901	MA	Increase Federal Fund Ceiling	N							731,752							731,752						731,752
904	AA	Add 3.00 Perm FTEs for OIT Project Management Office Positions	A				1.95			224,909				1.95			224,909			1.95			224,909
904	AA	Add 3.00 Perm FTEs for OIT Project Management Office Positions	N				1.05			195,380				1.05			195,380			1.05			195,380
236	LC	General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency	A							797,151							-						797,151
236	LC	General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency	N							(83,710)							-						(83,710)
902	IA	Request MOF A Funding for 41 Defunded Positions and MOF N Salary adjustment	A							898,276							-						-
902	IA	Request MOF A Funding for 41 Defunded Positions and MOF N Salary adjustment	N							137,323							-						-

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					
				FY22			FY23			FY22			FY23			FY22			FY23		
				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	Add 1.00 Perm FTE HR-RSS HRS IV 92343K and Associated Costs for Background Checks	A				1.00		35,810				1.00		34,700				1.00		34,700
302	DA	Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs	A				12.50		303,842				-		-				12.50		303,842
302	DA	Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs	N				12.50		680,631				-		-				12.50		680,631
904	AA	Fund OIT Information Technology Positions	A						328,278						-						328,278
904	AA	Fund OIT Administration Positions	A						111,069						-						111,069
301	SA	Add 1.00 Perm FTE for FFPSA SW V 92379K	B				0.50		27,347				0.50		25,286				0.50		25,286
301	SA	Add 1.00 Perm FTE for FFPSA SW V 92379K	N				0.50		27,347				0.50		25,286				0.50		25,286
904	AA	Fund FMO Account Clerk IV 36257	A						39,540						-						39,540
503	YB	Funding of 1.00 Permanent General Professional IV 118511	A						55,200						55,200						55,200
904	AA	Fund FMO Office Assistant III 29900	A						33,120						-						33,120
904	AA	Fund HR-RSS HRA V 22877	A						39,540						-						39,540
902	IA	Add General Funds to KOLEA M&O	A						1,137,000						1,137,000						1,137,000
301	SA	Add Funds for Child Protective Services, Personal Services Costs	A						4,897,157						-						4,897,157
301	SA	Increase Special Fund Ceiling for SCASF	B						5,000,000						5,000,000						5,000,000
802	GA	Add General Funds for Match MOE Requirements to OIB, SE, and IL-B	A						152,822						315,162						315,162
802	GA	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp To Perm	A						(79,644)						(79,644)						(79,644)
802	GA	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp To Perm	A				1.98	(1.98)	79,644				1.98	(1.98)	79,644				1.98	(1.98)	79,644
802	GA	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp To Perm	N				4.02	(4.02)					4.02	(4.02)					4.02	(4.02)	
802	GA	Convert 1.00 FTE Pos from Temp to Perm	A				0.33	(0.33)					0.33	(0.33)					0.33	(0.33)	
802	GA	Convert 1.00 FTE Pos from Temp to Perm	N				0.67	(0.67)					0.67	(0.67)					0.67	(0.67)	
237	NA	Additional Funding to Support the Employment and Training Program for SNAP Recipients	A						150,000						-						-
211	PC	Additional General Funds to Increase TAONF Allotment Level	A						5,000,000						5,000,000						4,021,809
903	FA	Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	A						437,000						349,000						349,000
903	FA	Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	N						1,405,000						1,141,000						1,141,000
903	FA	Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs	A						300,000						300,000						300,000
903	FA	Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs	N						5,700,000						5,700,000						5,700,000
903	FA	General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office	A						70,585						70,585						70,585
903	FA	General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office	N						(16,670)						(16,670)						(16,670)
903	FA	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (From PS)	A					(1.59)	(83,386)					(1.59)	(83,386)					(1.59)	(83,386)
903	FA	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (To OCE)	A						83,386						83,386						83,386
903	FA	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (From PS)	N					(1.41)	(178,080)					(1.41)	(178,080)					(1.41)	(178,080)
903	FA	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (To OCE)	N						178,080						178,080						178,080
903	FA	Additional General Funds & Federal Ceiling Increase for Tech Refresh Project	A						1,587,853						1,587,853						1,587,853
903	FA	Additional General Funds & Federal Ceiling Increase for Tech Refresh Project	N						1,408,095						1,408,095						1,408,095

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					
				FY22			FY23			FY22			FY23			FY22			FY23		
				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	Correct -2.00 Perm FTE Error	A				2.00						2.00					2.00			
224	HS	Eliminate MOF P Ceiling for Homeless Services	P								(2,366,839)									(2,366,839)	
802	GA	Add State Funds for Legislated Funds for Deaf and Hard of Hearing Community	A								465,000									-	
503	YB	Restoration of Other Current Expenses at HYCF	A								450,000									-	
904	AA	Add funds for continuity response for the impact of the COVID-19 pandemic	A								2,500,000									300,000	
		Personal Services for Unfunded Positions	A																	674,349	
204	PD	Lapse American Rescue Plan Act Funds for General Assistance Payments	V																	(5,400,000)	
224	HS	Lapse American Rescue Plan Act Funds for Property Storage and Debris Removal	V																	(3,500,000)	
222	RA	Add General Funds to Rent Supplement Program (RSP)	A								500,000									500,000	
222	RA	Add 6.00 FTE Federal Funded Pos	N				6.00				214,566									6.00	
229	HA	Convert 15.00 FTE Federal Funded Positions to Revolving Funds and Add Funds for Equipment	N				(9.00)	(6.00)			(1,816,117)									(9.00)	
229	HA	Convert 15.00 FTE Federal Funded Positions to Revolving Funds and Add Funds for Equipment	W				9.00	6.00			1,833,517									9.00	
229	HA	Convert 1.00 FTE from Temp to Perm, from Federal Funded to Revolving Funded Pos, and Add Funds for Equipment	N					(1.00)			(92,023)									(1.00)	
229	HA	Convert 1.00 FTE from Temp to Perm, from Federal Funded to Revolving Funded Pos, and Add Funds for Equipment	W				1.00				93,323									1.00	
229	HA	Convert 2.00 FTE Revolving Funded Pos from Temp to Perm and Add Funds for Equipment	W				2.00	(2.00)			2,600									2.00	
		Department Totals (2022 Legislative Session)	A	-	-	-	19.76	(3.90)			36,378,276									7.26	
			B	-	-	-	0.50	-			5,027,347									0.50	
			N	-	-	-	15.74	(13.10)			32,616,681									3.24	
			P	-	-	-	-	-			(2,366,839)									-	
			R	-	-	-	-	-			-									-	
			U	-	-	-	-	-			-									-	
			V	-	-	-	-	-			-									(8,900,000)	
			W	-	-	-	12.00	4.00			1,929,440									12.00	
			All	-	-	-	48.00	(13.00)			73,584,905									23.00	
																				(13.00)	
																				62,617,145	
																				(8,900,000)	
																				48.00	
																				(13.00)	
																				64,761,223	

Department of Human Services
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY22			FY23			FY22 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
204	PD	Lapse American Rescue Plan Act Funds for General Assistance Payments	The appropriated ARPA funding for FY22 is no longer needed for the current fiscal year due to lesser caseload compared to the pre-covid months. The current FY22 general funding appropriation is adequate to maintain GA benefits at the present amount. Reduction of the ARPA funding does not have impact to the General Assistance payments.	V			(5,400,000)				N
224	HS	Eliminate MOF P Ceiling for Homeless Services	Reduction of HMS 224's MOF P ceiling will help decrease the discrepancy for the budgeted and actual expenditures being reported in the variance report. The program with this grant (Continuum of Care) which uses the ceiling is no longer being administered by the department.	P						(2,366,839)	N
224	HS	Lapse American Rescue Plan Act Funds for Property Storage and Debris Removal	FY21 encumbrance for Stored Property & Debris Removal will be used for FY22. Appropriation of \$3.5M for FY22 was declined and will lapse. For FY23, \$3.5M was reduced from HMS 224 and added to DOT which will be expending the funds.	V			(3,500,000)			(3,500,000)	N
229	HA	Convert 1.00 FTE from Temp to Perm, from Federal Funded to Revolving Funded Pos, and Add Funds for Equipment	Convert position from temporary to permanent due to the difficulty in filling temporary Civil Service position while competing against the permanent Civil Service positions in recruitment from other State departments and convert MOF from N to W to accurately reflect the workload of the Construction Branch position. Additional funds are also being requested to replace old and outdated equipment.	N					(1.00)	(92,023)	N
229	HA	Convert 15.00 FTE Federal Funded Positions to Revolving Funds and Add Funds for Equipment	Converting 15 federal funded positions to revolving funds to accurately reflect the workload of the Construction Branch positions. Additional funds are also being requested to replace old and outdated equipment.	N				(9.00)	(6.00)	(1,816,117)	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>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Restriction (Y/N)</u>
229	HA	Convert 2.00 FTE Revolving Funded Pos from Temp to Perm and Add Funds for Equipment	Convert positions from temporary to permanent due to the difficulty in filling temporary Civil Service positions while competing against the permanent Civil Service positions in recruitment from other State departments. Additional funds are also being requested to replace old and outdated equipment	W					(2.00)		N
236	LC	General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency	This federal fund adjustment caused by adjusting the salaries of the 35 defunded positions to match the current salary schedule will result in the reduction of the federal ceiling for this program ID. Reducing the ceiling offers no cost saving to the State	N						(83,710)	N
802	GA	Convert 1.00 FTE Pos from Temp to Perm	DVR is requesting the conversion of one (1) temporary position to permanent status to ease the burden of maintaining staff in this position. Staff hired in this temporary position are more likely to apply for a position with permanent status and leave DVR. Retention of permanent staff creates stability and consistency in serving disabled participants. Adding a permanent staff member allows DVR to serve more participants off the Order of Selection (OOS) waitlist and students with disabilities – under WIOA 15% set-aside requirements. If this position remains in temporary status,	A					(0.33)		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>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Restriction (Y/N)</u>
802	GA	Convert 1.00 FTE Pos from Temp to Perm	stability and consistency will be difficult to maintain and result in decreased opportunities to serve Hawaii's disabled students, youth, and adults. Due to the competitive job market and highly skilled nature of these positions, full-time permanent positions are more likely to attract and retain qualified candidates. If converted to permanent, this position will help to ensure continuity of services for DVR participants and avoid service disruptions, thus accelerating rehabilitation time frames. Lastly, the staffing of currently vacant positions will help to ensure DVR meets	N					(0.67)		N
802	GA	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp To Perm	Funding these positions is critical to address DVR's Order of Selection (OOS) waitlist, maintain quality services to current participants, and allow stability needed for HDVR to service more participants, help to ensure continuity of services and avoid service disruptions, thus accelerating rehabilitation time frames. In addition, more staff vacancies filled will result in increased services to students with disabilities under WIOA, 15% set-aside requirements. Furthermore, temporary positions are difficult to fill and maintain because when permanent positions become available, staff apply and leave for other positions that provide more employment stability. Due to the competitive job market and highly skilled nature of these positions, full-time permanent positions are more likely to attract and retain qualified candidates. If these positions remain in unfunded temporary status, this will adversely affect opportunities for students, youth, and adults with disabilities to obtain and maintain competitive integrated employment. Lastly, the staffing of currently vacant positions will help to ensure DVR meets federal grant	A					(1.98)	(79,644)	Y
802	GA	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp To Perm	Funding these positions is critical to address DVR's Order of Selection (OOS) waitlist, maintain quality services to current participants, and allow stability needed for HDVR to service more participants, help to ensure continuity of services and avoid service disruptions, thus accelerating rehabilitation time frames. In addition, more staff vacancies filled will result in increased services to students with disabilities under WIOA, 15% set-aside requirements. Furthermore, temporary positions are difficult to fill and maintain because when permanent positions become available, staff apply and leave for other positions that provide more employment stability. Due to the competitive job market and highly skilled nature of these positions, full-time permanent positions are more likely to attract and retain qualified candidates. If these positions remain in unfunded temporary status, this will adversely affect opportunities for students, youth, and adults with disabilities to obtain and maintain competitive integrated employment. Lastly, the staffing of currently vacant positions will help to ensure DVR meets federal grant	N					(4.02)		Y

Department of Human Services
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Restriction (Y/N)
903	FA	General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office	This federal fund adjustment caused by adjusting the salaries of the three defunded positions to match the current salary schedule will result in the reduction of the federal ceiling for this program ID. Reducing the ceiling offers no cost saving to the State.	N						(16,670)	N
903	FA	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (From PS)	Reduction of the 3.00 FTE temporary positions and transferring of funding for salaries from personal services to other current expenses will allow the division to cover the expenditures for the contract for the technical consultation services.	N					(1.41)	(178,080)	N
903	FA	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (From PS)	Reduction of the 3.00 FTE temporary positions and transferring of funding for salaries from personal services to other current expenses will allow the division to cover the expenditures for the contract for the technical consultation services.	A					(1.59)	(83,386)	N
Totals, excluding trade-off items				A	-	-	-	-	(3.90)	(163,030)	
				B	-	-	-	-	-	-	
				N	-	-	-	(9.00)	(13.10)	(2,186,600)	
				P	-	-	-	-	-	(2,366,839)	
				R	-	-	-	-	-	-	
				U	-	-	-	-	-	-	
				V	-	-	(8,900,000)	-	-	(3,500,000)	
				W	-	-	-	-	(2.00)	-	
				All	-	-	(8,900,000)	(9.00)	(19.00)	(8,216,469)	

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	FY22			FY23		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
211	PC	AR (OR)	1	20	Additional General Funds to Increase TAONF Allotment Level	The current allotment (benefit) amount for TANF and TAONF recipient families are set at 48% of the 2006 FPL. The last increase to the allotment levels were made in 2009, twelve years ago. According to 346-053, Hawaii Revised Statute, the Department may increase the allotment amount up to 62.5% of the 2006 FPL. An allotment increases from 48% to 60% of the 2006 FPL will represent a \$190 increase per month for a maximum benefit of \$954 per month for a family of three with zero income, and an increase of \$230 for a maximum benefit of \$1,150 per month for a family of four with zero income.	A						4,021,809
222	RA	FC/NR (FE)	1	1	Add General Funds to Rent Supplement Program (RSP)	The requested funding will enable Hawaii Public Housing Authority (HPHA) to fund all State Rent Supplement vouchers at the current authorized reimbursement rate.	A						500,000
222	RA	FF (FA)	1	1	Increase Federal Fund Ceiling	Additional federal fund ceiling is being requested based on a comparison of federal fund appropriations under Act 88, SLH 2021 for FY 23 and currently anticipated federal funds for FY 23.	N						10,196,861
222	RA	AR (OR)	2	2	Add 6.00 FTE Federal Funded Pos	HPHA has received an additional 182 Emergency Housing Vouchers through the American Rescue Plan Act (ARPA) of 2021 and anticipates hundreds of more Housing Choice (Section 8) Program Vouchers to assist our most disadvantaged populations in the coming year. Additional staff is needed to properly distribute caseloads and to reduce the large amount of overtime currently being utilized.	N				6.00		214,566
229	HA	NG (OR)	3	3	Convert 15.00 FTE Federal Funded Positions to Revolving Funds and Add Funds for Equipment	Converting 15 federal funded positions to revolving funds to accurately reflect the workload of the Construction Branch positions. Additional funds are also being requested to replace old and outdated equipment.	W				9.00	6.00	1,833,517
229	HA	NG (OR)	4	4	Convert 1.00 FTE from Temp to Perm, from Federal Funded to Revolving Funded Pos, and Add Funds for Equipment	Convert position from temporary to permanent due to the difficulty in filling temporary Civil Service position while competing against the permanent Civil Service positions in recruitment from other State departments and convert MOF from N to W to accurately reflect the workload of the Construction Branch position. Additional funds are also being requested to replace old and outdated equipment.	W				1.00		93,323

Department of Human Services
Proposed Budget Additions

Table 6

<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>
229	HA	NG (OR)	5	5	Convert 2.00 FTE Revolving Funded Pos from Temp to Perm and Add Funds for Equipment	Convert positions from temporary to permanent due to the difficulty in filling temporary Civil Service position while competing against the permanent Civil Service positions in recruitment from other State departments. Additional funds are also being requested to replace old and outdated equipment.	W				2.00		2,600
236	LC	AR (OR)	1	2	General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency	All these 35 essential frontline positions are very critical to the overall operations of the division particularly in maintaining the caseloads within the processing centers and First-to-Work Offices. The Office Assistants provide supportive services such as receiving and processing documents for eligibility workers to review, answering general questions from the public, reception duties in the lobbies, and other clerical functions required to manage personnel records and functioning of the office setting. Eligibility Workers conduct eligibility determinations for applicants and recipients for cash and SNAP benefits in accordance with program policies and procedures. The Self-Sufficiency/Support Services positions support participants in the TANF and TAONF programs by providing case management and training to complete resumes, apply for jobs, and further their education. Funding these positions are critical as it will assist in addressing backlog in processing of cases, bring back the timeliness in determination of eligibility for all programs and reduced or eliminate overtime cost that are being incurred due to increased workload and not enough staffing.	A						797,151
238	GB	FF (FA)	1	1	Increase Federal Fund Ceiling	Additional federal fund ceiling is being requested based on a comparison of federal fund appropriations under Act 88, SLH 2021 for FY 23 and currently anticipated federal funds for FY 23. This will bring the budget details into alignment with authorized increased hiring, overtime, and workloads.	N						511,041

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>
301	SA	AR/NG (OR)	3	8	Add 1.00 Perm FTE for FFPSA SW V 92379K	The Family First Prevention Services Act (FFPSA) was signed into law as part of the Bipartisan Budget Act on February 9, 2018. This act reforms the federal child welfare financing streams, Title IV-E and Title IV-B of the Social Security Act, to provide services to families and children who are at risk of entering the child welfare system. This law aims to prevent children from entering foster care by allowing federal reimbursement for mental health services, substance use treatment, and in-home parenting skills training. It also seeks to improve the well-being of children already in foster care by incentivizing states to reduce placement of children in congregate care. On August 11, 2021, Hawaii received its approval from the Administration of Families and Children (ACF) for the Family First Hawaii Title IV-E Prevention Plan with an effective date of January 1, 2021, and implementation of some prevention services on October 1, 2021. At the time the prevention plan was approved, Hawaii was one of only 16 states that received approval from the federal government to implement Family First Services and the first state from Region 9. This FFPSA Program Manager position will manage,	B				0.50		25,286
301	SA	AR/NG (OR)	3	8	Add 1.00 Perm FTE for FFPSA SW V 92379K	organize, and oversee all aspects of the planning, development, implementation, and evaluation of Hawaii's Family First Services. This dedicated full-time position sets priorities; develops and establishes a program management plan; schedules work assignments, including plans for implementation, communication, training, evaluation, procurement, IT modifications, and reporting; serves as the liaison with the Purchase of Service and Grants Management Staff in monitoring contracted providers; ensures all related requirements are in place, such as an approved Title IV-E Prevention Plan, compliance with eligibility criteria, evaluation and training plan, candidacy definitions, timely procurement of evidence-based trauma-informed services, qualified residential treatment programs (QRTP), submission of federal reports, financial claims, communications, and IT modifications; and directs all internal and external work related to Hawaii's Family First programs. In order to leverage Title-IVE prevention federal funding to prevent children from entering foster care, there is an immediate need for this critical position to ensure Hawaii's families do not miss out on	N				0.50		25,286

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						this opportunity. This position is necessary to lead the CWS transformation that focuses on the prevention of children entering the foster care system. Without this position, there will be delays to the full implementation of the Family First Plan, and children will continue to enter foster care for short periods of time when it could be prevented. The re-entry rate into foster care will be significantly impacted where high foster care caseloads for CWS workers will continue. If this position is not funded, CWS may not be able to draw down federal funds to support our prevention efforts, and ultimately, there will be a disservice to the children and families of Hawaii.							
301	SA	AR (OR)	2	14	Add Funds for Child Protective Services, Personal Services Costs	Child Welfare Services has a total of 398.50 permanent authorized FTE positions. Most of these positions are split funded, 60% general funds and 40% federal funds. The program needs to upfront the employees' salaries using general funds before the program can submit the claim for reimbursement to the federal government. The actual reimbursement that the program receives from the federal government is less than the 40% reflected in the budget. The reimbursement total amount is based on the number of Title IV-E eligible children divided by the total number of children in the foster care system. Based on the three-year average, the actual reimbursement that the program received from the federal government is only 15%, which is significantly less than the budget allocation of 40%. Because of this, the program has been short in payroll for a number of years. For the program to be able to pay the employees' salaries on time, the program relied on transfer funds from the other current expenses budget to fund the payroll shortfall. Transferring funds from the other current expenses to payroll hinders the ability of the program to timely pay the contracted providers/vendors for services rendered. Also, because of the lack of funds in payroll every year, the program has to defer some of their expenditures to the next fiscal year.	A						4,897,157

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301	SA	AR/NG (OR)	1	15	Increase Special Fund Ceiling for SCASF	An increased special fund ceiling of up to \$5,000,000.00 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, e.g., FY 23 ceiling is needed for FY 22 expenditures. In FY20, the Social Services Division submitted Senate Bill No. 1231 which passed and became Act 84, SLH 2019 on June 7, 2019. This law amends section 346-7.5, Hawaii Revised Statutes, to allow the Spouse and Child Abuse Special Fund to receive Title IV-E federal reimbursements received in the fiscal year following the year in which the Title IV-E funds were expended, up to \$3,000,000.00. The requested ceiling increase is a cost avoidance strategy so that anticipated reimbursements of up to \$5,000,000.00 can be used to fund prevention services approved by the federal government under Hawaii's Family First Prevention Plan. By increasing the ceiling, this will cover the projected state costs for the initial annual funding of prevention services that is to begin implementation in October 2021. This funding stream will be critical to Hawaii's implementation of prevention services under the Family First Prevention Services Act (FFPSA), which will maximize available federal funding to support families in the community and decrease the number of children coming into foster care and families entering the Child Welfare System. FFPSA requires a 50% state match and removes linkages to income eligibility.	B							5,000,000

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302	DA	AR (OR)	1	5	Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs	The Department of Human Services (DHS) currently contracts the two child care subsidy programs, Child Care Connection Hawaii (CCCH) and Preschool Open Doors. The effect of the Covid-19 pandemic to child care is extensive. The cost of child care increased when the pandemic started due to the increased operating cost of the providers, thus causing a significant increase in the number of CCCH subsidy program applications received. With the increase in demand, our contractors are falling behind with the applications we are getting. In moving the child care eligibility and payment services functions back within DHS than through contracted services, the Department believes improved and more responsive services will be provided to families as direct hiring, training, and supervision of Department employees allows for better control of the resources needed for service delivery.	A				12.50		303,842
302	DA	AR/NG (OR)	1	5	Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs		N				12.50		680,631
303	WP	FF (FA)	1	1	Increase Federal Fund Ceiling	Additional federal fund ceiling is being requested based on a comparison of federal fund appropriations under Act 88, SLH 2021 for FY23 and currently anticipated federal funds for FY23.	N						3,239,986
401	PE	FC (FE)	1	1	Reallocate Funds to FY23 for HCBS	Section 9817 of the American Rescue Plan Act (ARPA) provides states with a temporary 10-percentage point increase to the FMAP for certain Medicaid expenditures for HCBS from April 1, 2021 to March 31, 2022. States must use this additional funding to supplement and not supplant HCBS spending to enhance, expand, or strengthen HCBS through March 31, 2024. This request accounts for the savings accrued from the 10-percentage point FMAP increase on HCBS expenditures during the current fiscal year and preserves the ability to spend these additional funds per federal requirements in the future fiscal years.	A						9,948,756
401	PE	FC (FE)	2	2	Extending Postpartum Benefit to 12 Months	ARPA Section 9812 gave states the option to extend Medicaid postpartum coverage from 2 months postpartum to 12 months beginning on April 1, 2022 and is scheduled to be in effect for 5 years. This request estimates the cost of the extension of this benefit and assumes we can claim enhanced match for postpartum women who may have otherwise transitioned to the low-income adult category. CMS's Office of Minority Health describes the need for extended postpartum coverage in a recent newsletter stating "Maintaining Medicaid and CHIP coverage for an extended period of time can help address persistent disparities that exist in pregnancy-related morbidity and mortality. One-third of maternal	A						2,449,040

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401	PE	FC (FE)	2	2	Extending Postpartum Benefit to 12 Months	deaths occur between one week to a year after childbirth, and rates are especially high among Black women and American Indian/Alaska Native individuals. Expanded coverage helps to ensure access to the ongoing care people need during the postpartum period. It will also help individuals in the postpartum period manage chronic conditions like hypertension and diabetes, and provide access to behavioral health services.”	N						3,448,465
401	PE	FC (FE)	3	3	Expansion of Adult Dental Benefit	This request provides a basic adult dental benefit which includes diagnostic, preventive, and restorative services. Providing comprehensive dental benefits to Medicaid-enrolled adults has shown to reduce costly emergency department (ED) visits for dental conditions, result in some health care savings for people with chronic conditions and for pregnant women and their infants, and positively impact individual’s ability to successfully interview for a job. In addition, Hawaii is only one of 16 states that provide no dental coverage or only emergency dental services.	A						3,466,328
401	PE	FC (FE)	3	3	Expansion of Adult Dental Benefit		N						6,728,754
503	YB	AR (FY)	1	10	Funding of 1.00 Permanent General Professional IV 118511	The PREA statute (28 CFR 115.311) provides that a state whose Governor does not certify full compliance with the standards is subject to the loss of 5% of any DOJ grant funds that it would otherwise receive for prison purposes, unless the Governor submits assurance that such 5% will be used only for the purpose of enabling the state to achieve and certify full compliance with the standards in future years. 34 U.S.C. § 30307(e). The 5% penalty for non-compliance of the National PREA Standards will affect three DOJ grant programs. Two programs are administered by the Office of Justice Programs (1) Bureau of Justice Assistance’s Edward Byrne Memorial Justice Assistance Grant Formula Program, and (2) the Office of Juvenile Justice and Delinquency Prevention’s (OJJDP) Juvenile Justice and Delinquency Prevention Act Formula Grant Program. One is administered by the Office on Violence Against Women: the STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grant Program. OYS will sustain a \$22,000 cut from its OJJDP Formula Grant Program. Other agencies in the State will also experience a grant reduction.	A						55,200

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503	YB	AR (OR)	2	29	Restoration of Other Current Expenses at HYCF	In fiscal year 2020-21 HMS 503 was appropriated \$3,108,789 in other current expenses. This was reduced to \$1,938,413 by Act 088 SLH 2021. Even with a supplement of \$520,000 of American Rescue Plan Act Funds this still represented a reduction of \$650,376. These funds are needed to fund mental health and transition services at HYCF. HYCF is receiving the most vulnerable of the Juvenile Justice system high-risk youth. Most of these youth are aging out at minority (18) or Majority (19) with limited resources. The request will allow us to prepare them better utilizing vocational training, housing for transition and mental health treatment.	A						150,000
802	GA	AR (OR)	3	16	Add General Funds for MOE Requirement and Required State Match for Non-VR Grants	DVR is requesting additional general funds to meet state match for non-VR federal grants and MOE requirements of Hawaii's annual Vocational Rehabilitation Grant in the amount of \$12,951,536. Failure to meet minimum requirements will result in a decrease of federal funding in future fiscal years and jeopardize DVR's ability to meet current and future participant needs toward obtaining employment.	A						315,162
802	GA	AR (OR)	2	17	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp To Perm	Funding these positions is critical to address DVR's Order of Selection (OOS) waitlist, maintain quality services to current participants, and allow stability needed for DVR to service more participants, help to ensure continuity of services and avoid service disruptions, thus accelerating rehabilitation time frames. In addition, more staff vacancies filled will result in increased services to students with disabilities under Workforce Innovation and Opportunity Act (WIOA), 15% set-aside requirements. Furthermore, temporary positions are difficult to fill and maintain because when permanent positions become available, staff apply and leave for other positions that provide more employment stability. Due to the competitive job market and highly skilled nature of these positions, full-time permanent positions are more likely to attract and retain qualified candidates. If these positions remain in unfunded temporary status, this will adversely affect opportunities for students, youth, and adults with disabilities to obtain and maintain competitive integrated employment. Lastly, the staffing of currently vacant positions will help to ensure DVR meets federal grant award service, match, and MOE requirements.	A				1.98		79,644
802	GA	AR (OR)	2	17	Fund 6.00 FTE Defunded Pos with Trade-Off and Convert from Temp To Perm		N				4.02		

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802	GA	AR (OR)	1	18	Convert 1.00 FTE Pos from Temp to Perm	DVR is requesting the conversion of one temporary position to permanent status to ease the burden of maintaining staff in this position. Staff hired in this temporary position are more likely to apply for a position with permanent status and leave DVR. Retention of permanent staff creates stability and consistency in serving disabled participants. Adding a permanent staff member allows DVR to serve more participants off the Order of Selection (OOS) waitlist and students with disabilities under WIOA 15% set-aside requirements. If this position remains in temporary status, stability and consistency will be difficult to maintain and will result in decreased opportunities to serve Hawaii's disabled students, youth, and adults. Due to the competitive job market and highly skilled nature of these positions, full-time permanent positions are more likely to attract and retain qualified candidates. If converted to permanent, this position will help to ensure continuity of services for DVR participants and avoid service disruptions, thus accelerating rehabilitation time frames. Lastly, the staffing of currently vacant positions will help to ensure DVR meets federal grant award service, match, and MOE requirements.	A				0.33		
802	GA	AR (OR)	1	18	Convert 1.00 FTE Pos from Temp to Perm	DVR is requesting the conversion of one temporary position to permanent status to ease the burden of maintaining staff in this position. Staff hired in this temporary position are more likely to apply for a position with permanent status and leave DVR. Retention of permanent staff creates stability and consistency in serving disabled participants. Adding a permanent staff member allows DVR to serve more participants off the Order of Selection (OOS) waitlist and students with disabilities under WIOA 15% set-aside requirements. If this position remains in temporary status, stability and consistency will be difficult to maintain and will result in decreased opportunities to serve Hawaii's disabled students, youth, and adults. Due to the competitive job market and highly skilled nature of these positions, full-time permanent positions are more likely to attract and retain qualified candidates. If converted to permanent, this position will help to ensure continuity of services for DVR participants and avoid service disruptions, thus accelerating rehabilitation time frames. Lastly, the staffing of currently vacant positions will help to ensure DVR meets federal grant award service, match, and MOE requirements.	N				0.67		
901	MA	FF (FA)	1	1	Increase Federal Fund Ceiling	Additional federal fund ceiling is being requested based on a comparison of federal fund appropriations under Act 88, SLH 2021 for FY23 and currently anticipated federal funds for FY23.	N						731,752
902	IA	AR (OR)	1	13	Add General Funds to KOLEA M&O	This request brings our general fund appropriation to the level it was at in FY 2021. This budget request supports the KOLEA system upkeep, required enhancements for continued policy changes (e.g., continuous coverage requirements from Public Health Emergency (PHE), Compact of Free Association (COFA) Medicaid restoration and business process changes such as task-based assignments of work, and asset verification). It also provides for annual software licensing costs, hosting services, and network upgrades.	A						1,137,000

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903	FA	AR (OR)	3	21	Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	Act 128, SLH 2018 re-established the Exit and Employment Retention Bonuses program. The bonuses were established under the "Reward Works" initiative in 2009. Employed TANF recipient families who successfully exited TANF due to income, were eligible to apply for the exit bonus. They were also eligible to apply for additional bonuses if they maintained their employment status for 3 months, 6 months, 12 months, and 24 months, immediately following their TANF exit. The retention bonuses increased as the employment retention periods increased. Due to lack of funds, however, the Exit and Employment Retention Bonuses program ended in 2012. The bonuses were proven successful as incentives for TANF	A						349,000
903	FA	AR/NG (OR)	3	21	Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments	recipient families to obtain and maintain employment, and to remain financially independent. For fiscal years 2010 and 2011 (last 2 years of the bonuses program), 83% of the families that received at least one bonus payment did not reapply for TANF, and only 17% of the families reapplied for TANF after receiving a bonus payment. The Exit and Employment Retention Bonus Program will help to address the cliff-effect of for families who become ineligible for TANF/TAONF financial assistance benefits.	N						1,141,000
903	FA	AR (OR)	1	22	Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs	According to the Hawaii Afterschool Alliance, there are approximately 3,400 students on the waitlist for the A-Plus Program. Currently, there are 30 middle and intermediate schools that provide the Uniting Peer Learning Integrating New Knowledge (UPLINK) afterschool program (about 60% of total). The Department's BESSD/TANF Program Office intends to procure services of community-based organizations statewide to provide new or expand existing afterschool and	A						300,000
903	FA	AR/MG (OR)	1	22	Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs	summer programs for children from grades K-12 to supplement the A-Plus and UPLINK Programs and address the increased demand for childcare for younger children and structured environment for older youth during afterschool and summer breaks.	N						5,700,000

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903	FA	AR (OR)	5	23	General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office	Office Assistant IV (Pos #16992) - This position monitors late deliveries and handles any incoming calls from the public, acting as the liaison between courier service and the many offices/units within the Branch, to resolve any issues that need corrective action. Although the Central Files Office (CFO) under Administrative Management Services (AMS) / Support Services Office (SSO) does not provide direct services to clients, their purpose is to provide support services to the units such as the processing of the daily mail and the storage, and retrieval of closed case records. This position is one of the two positions assigned at CFO that provides vital services to aid the units in facilitating their client-oriented work. Currently, there is about 9,000 cases that needed to be processed for destruction. The backlog is connected to the vacancy of this position and currently, only one staff is processing the cases. Eligibility Worker IV (Pos #s 1692 and 35534) - Eligibility Worker IV (Pos #s 1692 and 35534) The Investigations Office provides management of the Department's policies, rules, and procedures to detect, prevent and investigate fraud and other crimes being committed within the public assistance programs against the Department, and recovers moneys because of over issuances in various programs. Since Covid-19 started, INVO staff have been inundated with complaints and the Restitution Section has fallen behind on monitoring restitution payments being made to the department. Both positions are very critical to safeguard the integrity of public assistance programs and ensures that benefits go to residents that are in need.	A						70,585
903	FA	AR (OR)	4	24	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (From PS)	The three temporary BES positions are being requested to be deleted since the skills required to manage a human services integrated eligibility project of this magnitude are not available within the civil service pool of candidates. BESSD was approved to do contract to obtain technical consultation services, lasting through the end of system implementation throughout the state. BES Project Manager started on October 01, 2021. The budgeted salaries of these positions will be transferred from personal services to other current expenses to cover the expenditures for the contract for the technical consultation services.	A						83,386
903	FA	AR/NG (OR)	4	24	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Service to Other Current Expenses (From PS)	The three temporary BES positions are being requested to be deleted since the skills required to manage a human services integrated eligibility project of this magnitude are not available within the civil service pool of candidates. BESSD was approved to do contract to obtain technical consultation services, lasting through the end of system implementation throughout the state. BES Project Manager started on October 01, 2021. The budgeted salaries of these positions will be transferred from personal services to other current expenses to cover the expenditures for the contract for the technical consultation services.	N						178,080

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903	FA	AR (OR)	2	25	Additional General Funds & Federal Ceiling Increase for Tech Refresh Project	To expand and improve BESSD's technology infrastructure to meet the increased demand of services and benefits caused by the Coronavirus pandemic. BESSD is encountering technical problems, slow and unreliable VPN connection, and computer equipment difficulties, all of which negatively affect web conferencing and online services. This request is to better serve clients of federal and state programs by upgrading computer equipment that connect to the broadband.	A						1,587,853
903	FA	AR/NG (OR)	2	25	Additional General Funds & Federal Ceiling Increase for Tech Refresh Project		N						
904	AA	AR (FY)	1	1	Add 3.00 Perm FTEs for OIT Project Management Office Positions	The Project Management Office (PMO) manages the portfolio of projects within DHS when working on collaborative projects across state agencies. IT Modernization is an ongoing process that enables continuous improvement, ensuring that DHS is able to meet the federal matching compliance requirements, monitoring the state and federal fiscal funds associated with the modernization projects, and also the federal matching requirements for M&O of DHS systems supporting DHS benefit services applications. If these positions are not filled, and the state falls out of compliance with our federal funding partners, then Hawaii risks losing over \$37 million of federal matching funds intended to modernize the child welfare system and continue development on the new food and financial benefit system.	A				1.95		224,909
904	AA	AR/NG (FY)	1	1	Add 3.00 Perm FTEs for OIT Project Management Office Positions		N					1.05	
904	AA	AR (OR)	2	4	Add 1.00 Perm FTE HR-RES HRS IV 92343K and Associated Costs for Background Checks	This request is for one new full-time Human Resources Specialist IV position to be responsible for conducting comprehensive employment background checks, including Federal Bureau of Investigation (FBI) fingerprint background checks, as required by Internal Revenue Service (IRS) Publication 1075 and Chapter 346, HRS, for all individuals selected to fill any of the department's approximate 650 positions which, by virtue of their job duties, have access to federal tax information (FTI). The department will also be proposing legislation to allow FBI fingerprint background checks for approximately 480 Social Services Division employees and new hires involved in providing direct client services for vulnerable adults and children. With regard to IRS publication 1075, the Human Resources Office is also required to recertify, every ten (10) years, the eligibility of current, existing employees to remain in the subject positions. Additional funds are also being requested to cover the fees and costs associated with the fingerprinting process and FBI document retrieval.	A				1.00		34,700

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904	AA	AR (FY)	3	6	Fund OIT Information Technology Positions	Positions 25461, 46592, 51809 function as application development team analysts that will participate in software development activities, application testing, user guides, system functionality, and technical documentation. These positions will work side-by-side with our CCWIS contracted vendors software development teams to modernize the legacy child welfare mainframe application into a cloud platform using modular design standards. These positions will primarily (1) assist in designing, writing, planning, testing and documenting the testing of systems from general flow charts or other available information to meet CCWIS project requirements; (2) assist with analyzing and evaluating test failures and collaborate with the technical team to implement corrections; and (3) assist with providing training, as needed, to DHS internal users, other OIT resources, and business stakeholders. Positions 17861, 28230, 51806, 26957, 37432 are responsible for the full life cycle of ongoing maintenance and operations, custom development of applications (web and otherwise), design and implementation of custom software, COTS, and SaaS solutions, upgrades, and system enhancements to optimize the operations in the existing/new systems to support DHS business divisions. This includes designing multi-tier business logic-based systems using design patterns to solve common software design problems; integrations between multiple applications, systems, and cloud solutions; investigating, analyzing and documenting reported defects; performing maintenance programming and correction of identified defects; creating custom SQL queries and reports needed by managers, state and federal agencies, and other DHS partners.	A						328,278

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904	AA	AR (FY)	4	7	Fund OIT Administration Positions	These three positions support all procurement and IT contract management activities for OIT. Pos 23672, Administrative Officer, oversees the day-to-day management of the IT procurement, IT contracts and vendor management, and document preparation for the accounts payable processes for IT related services, supplies, and equipment. Pos 28783 - Secretary I provides a broad range of administrative and secretarial support services to managerial and professional staff in the DHS Office of Information Technology (OIT) which supports all of DHS IT systems, programs, data, customer services, and subject matter expertise. Pos 42191 - Office Assistant III also assists the Secretary I, Administrative Officer V, the Enterprise Officer and other management and professional staff in performing a broad range of administrative and secretarial support services. The OA III is primarily responsible for assisting in the management of the procurement and accounts payable processes for IT related services, supplies, and equipment.	A						111,069
904	AA	AR (OR)	5	9	Fund FMO Account Clerk IV 36257	The tasks normally performed by this position had to be redistributed to other accounting staff. These tasks included EBT/Hana EBT reconciliation, recording EBT transactions, AFDC overpayment collections, imprest fund reconciliation and federal grant drawdowns. An example of negative impact of the vacant position is that many of these tasks would normally be performed daily but must now be performed as accounting staff time allows. Because timely monitoring and maintenance are not performed, this has often resulted in overdrawn accounts, requiring immediate corrective actions to resume program operations. This impacts line programs operations, as funding can be interrupted until the overdraw situation can be corrected. This Account Clerk IV position 36257 was defunded by Act 9, SLH 2020. This request is to restore funding for the position.	A						39,540

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>
904	AA	AR (OR)	6	11	Fund FMO Office Assistant III 29900	Staffing is needed in the Property & Procurement (PP) section of FMO to start a new procurement audit function. Conducting this audit on select programs within DHS on an annual basis will add significantly to the workload of the PP section and will require additional staffing. This audit will cover all methods of procurement and also review program policies, training, and procedures related to their procurement activity. Post audit, this program will provide consultative services to programs in addressing any issues identified by the audit. This Office Assistant III position 29900 was defunded by Act 9, SLH 2020. This request is to restore funding for the position as it will be used to bolster the procurement audit function within FMO. The position will be redescribed to serve new role.	A						33,120
904	AA	AR (OR)	7	12	Fund HR-RSS HRA V 22877	DHS has experienced high levels of staff turnover - hires and separations - in many of our programs, resulting in a consistently heavy workload for RSS to continually on-board and off-board staff - in addition to the work needed to maintain employment records for approximately 1900 employees. And due to steady turnover, chronic vacancies, and frozen positions in the unit over the past 5 years, RSS also has a significant backlog of leave without pay actions to be processed in HRMS and audits of leave records for current and former employees. Delays in processing these actions often result in complaints from former employees and can lead to unrecoverable overpayments, penalties from ERS, and additional work to catch up and correct prior actions. The purpose of this position is to process the full range of human resources transactions and pay-related documents and to assist assigned programs in the interpretation of rules, regulations, and collective bargaining contract provisions as they relate to transactions activities.	A						39,540

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	AR (OR)	8	26	Correct -2.00 Perm FTE Error	The House Committee on Finance (FIN) informed the Department of Human Services (DHS) of a legislative error in HB200 HD1 SD1 CD1 (2021), sequence number 2001-001 for FB 21-23. The error affected HMS 904, wherein 2.00 MOF A permanent full-time equivalents (FTEs) were arbitrarily reduced when there were no associated HMS 904 positions against which a reduction could be applied. This error created an imbalance with actual FTEs. In order to match to the program appropriation FTE totals for FB 21-23, two HMS 904 budget detail records had to be added: 92231K (-1.00 A perm FTE) and 92232K (-1.00 A perm FTE), as reflected in Act 88, SLH 2021. FIN advised DHS to add 2.00 A Perm FTEs in HMS 904 for Supplemental FY 23 to correct the error so the Committees will be able to resolve this issue. Therefore, this request is to add 2.00 A perm FTEs to correct the error and rebalance the position ceiling.	A				2.00			
904	AA	AR (OR)	9	30	Add funds for continuity response for the impact of the COVID-19 pandemic	Throughout the pandemic, a number of staff were required to be in offices to maintain essential functions and certain programs such as child protective and adult protective services, child care licensing, homeless services, and contracted providers continued in-person services in the office and in the community. The department will require additional funds to provide a ready supply of PPE and rapid testing supplies to ensure services are conducted as safely as possible. In addition, DHS has also facilitated the Emergency Support Function 6 (ESF 6). ESF 6 functions need enhanced strategic planning, training, and investment in available technical solutions given emergency management incidents. DHS is also the primary agency responsible for the State's Emergency Repatriation Plan. DHS requires planning and training funds to improve its internal emergency management infrastructure and support the ESF 6.	A						300,000	
Table 6 Key				Form B Key		Totals, excluding trade-off items	A	-	-	-	19.76	-	31,623,069	
FC	Fixed costs/entitlements			TO	Trade-Off/Transfer		B	-	-	-	0.50	-	5,025,286	
NG	Non-general funds			UP	Conversion of Unbudgeted Positions		N	-	-	-	24.74	-	34,399,897	
FF	Federal funding			FE	Fixed Cost/Entitlement		P	-	-	-	-	-	-	
NR	Non-recurring items			FA	Federal Fund Adjustment		R	-	-	-	-	-	-	
AR	Additional resources for current programs			C19	COVID-19 Costs		U	-	-	-	-	-	-	
				HS	Health, Safety, Court Mandates		V	-	-	-	-	-	-	
				FY	Full-Year Funding for Eligible Positions		W	-	-	-	12.00	6.00	1,929,440	
				SY	Second Year Funding		All	-	-	-	57.00	6.00	72,977,692	
				OR	Other Requests									

Department of Human Services
FY 2020 - FY 2022 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 & 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	\$ 425,702	\$ 8,639,903	-5%	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 503	YB	A	\$ 9,964,073	\$ 450,000	\$ 9,514,073	-5%	The restriction to the HYCF budget will create shortfalls in our ability to provide services to our incarcerated population and the maintenance and management of the campus facilities and grounds.
20	HMS 601	TA	A	\$ 6,144,028	\$ 593,490	\$ 5,550,538	-10%	For Adult Protective and Community Services Branch (APCSB), the restriction reduced the amount of funding to secure and maintain protective services for abused adults living in the community. This negatively impacted the vulnerable adult population as the ability of APCS to respond in a timely manner to address safety and well-being concerns was negatively impacted.
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.
20	HMS 901	MA	A	\$ 2,527,248	\$ 244,122	\$ 2,283,126	-10%	In 2020, Hawaii Child Welfare Services was required to implement the Child and Family Services Review, Program Improvement Plan (PIP). The restrictions limited the support Social Services Division could give to implement the PIP, which required training 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. The negative impact to the State was that the quality of staff was not at optimum level.
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
FY 2020 - FY 2022 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 & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
21	HMS 220	RH	A	\$ 4,342,399	\$ 460,286	\$ 3,882,113	-11%	The general fund appropriation is being used to support state expenditures. As Hawaii Public Housing Authority (HPHA) is required to operate state public housing at a breakeven level, this appropriation has allowed the attached agency to not increase rent amounts to the elderly and disabled to cover costs. Additionally, as the units in the state inventory do not receive a regular subsidy from the state, 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 represents 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.
21	HMS 222	RA	A	\$ 1,775,840	\$ 188,238	\$ 1,587,602	-11%	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.
21	HMS 236	LC	A	\$ 14,233,835	\$ 1,508,758	\$ 12,725,077	-11%	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.
21	HMS 501	YA	A	\$ 8,493,337	\$ 900,278	\$ 7,593,059	-11%	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.
21	HMS 601	TA	A	\$ 5,542,149	\$ 587,456	\$ 4,954,693	-11%	For Adult Protective and Community Services Branch (APCSB), the restriction reduced the amount of funding to secure and maintain protective services for abused adults living in the community while the need for these services increased. This negatively impacted the vulnerable adult population as the ability of APCS to respond in a timely manner to address safety and well-being
21	HMS 802	GA	A	\$ 4,302,782	\$ 456,088	\$ 3,846,694	-11%	DVR needs access to \$4,148,571 in order to meet all obligations required in order to maintain federal funding of \$12,773,162. These obligations include: \$3,457,031 (state match), \$3,621,206 (MOE requirement), and \$62,365 (other federal fund source state match requirement - that cannot be counted toward state match). Although it may appear that \$3,846,694 is sufficient to meet state match and MOE, \$527,365 (\$465K legislated funds + \$62,365 other state match) of this cannot be used toward state match resulting in a balance of \$3,319,329, which is well below the required state match and MOE requirements to sustain federal award. Not meeting the state match and MOE requirements will result in MOE penalties and a decrease in federal funding to the State to provide services to Hawaii's disabled population.
21	HMS 888	CW	A	\$ 174,035	\$ 18,408	\$ 155,627	-11%	The impact of the respective restriction resulted in reductions in the types of services provided to clients or in the number of clients served and in administrative services/support, which resulted in less efficient and less effective client-servicing programs. The impact also negatively impacted neighbor island representation and support. The commission had to prioritize spending and look to ways to reduce expenditures.
21	HMS 901	MA	A	\$ 2,183,656	\$ 231,462	\$ 1,952,194	-11%	In 2020, Hawaii Child Welfare Services was required to implement the Child and Family Services Review, Program Improvement Plan (PIP). The restrictions limited the support Social Services Division could give to implement the PIP, which required training 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. The negative impact to the State was that the quality of staff was not at optimum level.
21	HMS 902	IA	A	\$ 13,692,851	\$ 1,451,416	\$ 12,241,435	-11%	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.
21	HMS 903	FA	A	\$ 43,815,573	\$ 4,870,250	\$ 38,945,323	-11%	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.
FY21	Total Restrictions				\$ 10,672,640	As of 3/15/21. Total department restriction + contingency restriction from E.M. 21-02 3/11/21.		

Department of Human Services
FY 2020 - FY 2022 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 & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
22	HMS 220	RH	A	\$ 4,438,022	\$ 334,997	\$ 4,103,025	-8%	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.
22	HMS 222	RA	A	\$ 1,039,166	\$ 78,440	\$ 960,726	-8%	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.
22	HMS 236	LC	A	\$ 15,952,885	\$ 1,204,181	\$ 14,748,704	-8%	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.
22	HMS 501	YA	A	\$ 7,214,008	\$ 544,539	\$ 6,669,469	-8%	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 related to criminal activity, potentially resulting in additional status and law violation offenses, in addition to increased mental health and substance abuse issues.
22	HMS 601	TA	A	\$ 5,815,844	\$ 439,001	\$ 5,376,843	-8%	For Adult Protective and Community Services Branch (APCSB), the restriction reduces the amount of funding to secure and maintain protective services for abused adults living in the community while the need for these services increases. This negatively impacts the vulnerable adult population as the ability of APCS to respond in a timely manner to address safety and well-being concerns is negatively impacted.
22	HMS 802	GA	A	\$ 4,013,195	\$ 302,930	\$ 3,710,265	-8%	DVR needs access to \$4,328,357 to meet all obligations needed to maintain federal funding of \$12,951,536. These obligations include: \$3,505,308 (state match), \$3,784,055 (MOE requirement), and \$79,302 (other federal fund source state match requirement - that cannot be counted toward state match). The amount \$3,863,357 (\$3,784,055 + \$79,302) represents the total state funds required to meet all DVR federal fund state match and MOE requirements. In addition, the HMS 802 DVR MOF A budget includes \$465,000 legislated funds that are not allowed to be used toward state match resulting in \$4,328,357 total available MOF A funding to meet all state match and MOE obligations to maintain current federal funding (\$12,951,536). FY22 funding of \$4,013,195 is short by \$315,162. This shortfall is further exasperated by the imposed restriction in the amount of \$302,930. Not meeting the state match and MOE requirements will result in MOE penalties and a decrease in federal funding to the State and reduce the provision of services to Hawaii's disabled population.
22	HMS 888	CW	A	\$ 169,479	\$ 12,793	\$ 156,686	-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 and in administrative services/support, which will result in less efficient and less effective client-servicing programs. The impact will also negatively impact neighbor island representation and support. The commission had to prioritize spending and look to ways to reduce expenditures.
22	HMS 901	MA	A	\$ 2,224,695	\$ 167,929	\$ 2,056,766	-8%	In 2020, Hawaii Child Welfare Services was required to implement the Child and Family Services Review, Program Improvement Plan (PIP). The restrictions limit the support Social Services Division can give to implement the PIP, which requires training 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. The negative impact to the State is that the quality of staff is not at optimum level.
22	HMS 902	IA	A	\$ 14,365,947	\$ 1,084,394	\$ 13,281,553	-8%	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.
22	HMS 903	FA	A	\$ 36,629,251	\$ 2,947,269	\$ 33,681,982	-8%	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.

Department of Human Services
 FY 2020 - FY 2022 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 & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
FY22	Total Restrictions				\$ 7,116,473	As of 9/13/21. Total department restriction + contingency restriction from E.M. 21-04 7/30/21.		

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>
	NONE					

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

Table 9

Prog ID	MOF	Date Approved	Program Appropriation for MOF	Amount Exceeding Appropriation	Percent Exceeded	Reason for Exceeding Ceilings (for S-21 and S-22 Accounts)	Legal Authority	Recurring (Y/N)	GF Impact (Y/N)	Federal Award Forms Workflow ID
FY21 (S-21 Accounts)										
222	N	9/3/2020	\$ 26,397,150	13,389,850.00	50.7%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	Yes. Form A 222RA-FF was submitted for FY22.	N	n/a
224	N	9/3/2020	\$ 649,448	70,552.00	10.9%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	Yes. Form A 224HS-FF was submitted for FY22.	N	n/a
236	N	9/3/2020	\$ 26,275,954	43,818.00	0.2%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	Yes. Form A 236LC-FF was submitted for FY22.	N	n/a
301	P	9/3/2020	\$ 106,225	293,775.00	276.6%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	No. Form A was not submitted for FY22.	N	n/a
303	N	9/3/2020	\$ 26,110,014	1,319,986.00	5.1%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	No. Form A was not submitted for FY22.	N	n/a
802	N	9/3/2020	\$ 14,932,508	46,605.00	0.3%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	Yes. Form A 802GA-FF was submitted for FY22.	N	n/a

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

Table 9

Prog ID	MOF	Date Approved	Program Appropriation for MOF	Amount Exceeding Appropriation	Percent Exceeded	Reason for Exceeding Ceilings (for S-21 and S-22 Accounts)	Legal Authority	Recurring (Y/N)	GF Impact (Y/N)	Federal Award Forms Workflow ID
901	N	9/3/2020	\$ 2,074,339	67,559.00	3.3%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	No. Form A was not submitted for FY22.	N	n/a
902	N	9/3/2020	\$ 54,237,783	26,295,869.00	48.5%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	Yes. Form A 902IA-FF was submitted for FY22.	N	n/a
902	P	9/3/2020	\$ 843,987	56,013.00	6.6%	Based on Form FF for FY 21, the anticipated grant awards total will be more than the appropriation for FY 21. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 21)", dated August 28, 2020. Governor Ige approved request on September 3, 2020.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	Yes. Form A 902IA-FF was submitted for FY22.	N	n/a
222	N	9/24/2020	\$ 26,397,150	3,161,239.00	12.0%	E-1 (Federal Fund Request) FAMS S219 S-21-219-K Section 8 Housing Choice Voucher Program , Craig Hirai for Gov. Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	604
222	N	12/8/2020	\$ 26,397,150	1,030,609.00	3.9%	E-1 (Federal Fund Request) FAMS 2376 S-21-219-K Section 8 Housing Choice Voucher Program , Craig Hirai for Gov. Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	628
802	N	5/28/2021	\$ 14,932,508	14,181.00	0.1%	E-1 (Federal Fund Request) FAMS 2515 S-21-297-K Assistive Technology State Grant Program , Craig Hirai for Gov. Ige on 05/28/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	694
903	P	7/19/2021	\$ 3,000	2,835,498.61	94516.6%	E-1 (Federal Fund Request) FAMS 2621 S-21-536-K PEBT Grants to States , Craig Hirai for Gov. Ige on 07/19/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	712
401	N	8/17/2021	\$ 1,803,909,546	193,147,795.00	10.7%	E-1 (Federal Fund Request) FAMS 2445 S-21-229-K Health Care Payment , Craig Harai for Gov. Ige on 8/17/21.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	727
238	N	9/7/2021	\$ 8,197,582	662,345.00	8.1%	E1 (Federal Fund Request) FAMS 2460 S-21-238-K Social Security Disability Programs , Craig Hirai for Gov. Ige 9/7/21.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020	Y	N	747

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date Approved</u>	<u>Program Appropriation for MOF</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceilings (for S-21 and S-22 Accounts)</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>	<u>Federal Award Forms Workflow ID</u>
902	P	8/25/2020	\$ 843,987	7,798,138.00	924.0%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 888 S-21-558-K Money Follows a Person Rebalancing Demonstration , approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	429
301	N	8/18/2020	\$ 44,098,588	89,921.00	0.2%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2385 S-21-271-K CWS Disaster Relief Funds , approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	428
301	N	8/17/2020	\$ 44,098,588	1,955,441.00	4.4%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2384 S-21-208-K Family First Prevention Services Act , approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	425
301	N	8/13/2020	\$ 44,098,588	228,620.00	0.5%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2380 S-21-211-K Kinship Navigator Program approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	424
903	N	3/3/2021	\$ 68,933,152	447,038.02	0.6%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2601 S-21-559-K General Support for Self Sufficiency approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	494
301	N	3/5/2021	\$ 44,098,588	1,374,601.00	3.1%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2604 S-21-287-K Independent Living Program approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	499
501	N	3/31/2021	\$ 2,456,919	19,586.00	0.8%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 1356 S-21-269-K 2016 Violence Against Women Grant approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	Y	513
903	P	4/6/2021	\$ 3,000	816,691.39	27223.0%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2621 S-21-536-K PEBT Grants to States approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	521
601	P	4/6/2021	\$ 1,321,390	704,100.00	53.3%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2622 S-21-551-K Elder Justice Act Section 2042(b) approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	522
301	N	4/22/2021	\$ 44,098,588	265,125.00	0.6%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2633 S-21-283-K Promoting Safe and Stable Families approved by Craig Hirai for Gov Ige.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	523

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

Table 9

Prog ID	MOF	Date Approved	Program Appropriation for MOF	Amount Exceeding Appropriation	Percent Exceeded	Reason for Exceeding Ceilings (for S-21 and S-22 Accounts)	Legal Authority	Recurring (Y/N)	GF Impact (Y/N)	Federal Award Forms Workflow ID
301	N	5/6/2021	\$ 44,098,588	199,797.00	0.5%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2364 S-21-537-K Chafee Education and Training Vouchers approved by Craig Hirai for Gov Ige 05/06/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	524
302	N	4/23/2021	\$ 11,920,864	79,891,531.00	670.2%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2640 S-21-256-K General Support for Child Care approved by Craig Hirai for Gov Ige 04/23/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	527
302	N	4/23/2021	\$ 11,920,864	49,850,222.00	418.2%	E-2 (Request Approval to Expand Non-Appropriated Federal Funds) FAMS 2641 S-21-266-K General Support for Child Care approved by Craig Hirai for Gov Ige 04/23/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	528
302	N	4/23/2021	\$ 11,920,684	33,305,583.00	279.4%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2642 S-21-285-K General Support for Child Care approved by Craig Hirai for Gov Ige 04/23/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	529
903	N	5/4/2021	\$ 68,933,152	4,216,683.83	6.1%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2649 S-21-560-K General Support for Self-Sufficiency approved by Craig Hirai for Gov Ige 05/04/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	531
301	N	5/27/2021	\$ 44,098,588	498,384.00	1.1%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2671 S-21-268-K Family Violence Prevention and Services approved by Craig Hirai for Gov Ige 05/27/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	544
206	N	6/8/2021	\$ 5,703,592	4,995,879.00	87.6%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2687 S-21-267-K Federal Assistance Payments approved by Craig Hirai 06/08/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	563
206	N	6/8/2021	\$ 5,703,592	1,586,554.00	27.8%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2686 S-21-276-K Federal Assistance Payments approved by Craig Hirai for Gov Ige 06/08/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	564
206	N	6/9/2021	\$ 5,703,592	2,024,443.00	35.5%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2688 S-21-277-K Federal Assistance Payments approved by Craig Hirai for Gov Ige 06/09/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	565
802	P	6/16/2021	\$ -	498,584.00	#DIV/0!	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2693 S-21-564-K Randolf-Sheppard: Financial Relief and Restoration Payments approved by Craig Hirai for Gov Ige 06/16/2021.	Section 18 of Act 5, SLH 2019, as amended by Act 9, SLH 2020.	N	N	567

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

Table 9

Prog ID	MOF	Date Approved	Program Appropriation for MOF	Amount Exceeding Appropriation	Percent Exceeded	Reason for Exceeding Ceilings (for S-21 and S-22 Accounts)	Legal Authority	Recurring (Y/N)	GF Impact (Y/N)	Federal Award Forms Workflow ID
FY22 (S-22 Accounts)										
237	N	8/6/2021	\$ 1,470,017	167,406.00	11.4%	Based on Form FF for FY 22, the anticipated grant awards total will be more than the appropriation for FY 22. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 22)", dated August 2, 2021. Governor Ige approved request on August 6, 2021.	Section 67 of Act 88, SLH 2021.	Y	N	n/a
301	P	8/6/2021	\$ 106,225	293,775.00	276.6%	Based on Form FF for FY 22, the anticipated grant awards total will be more than the appropriation for FY 22. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 22)", dated August 2, 2021. Governor Ige approved request on August 6, 2021.	Section 67 of Act 88, SLH 2021.	N	N	n/a
303	N	8/6/2021	\$ 26,110,014	2,639,986.00	10.1%	Based on Form FF for FY 22, the anticipated grant awards total will be more than the appropriation for FY 22. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 22)", dated August 2, 2021. Governor Ige approved request on August 6, 2021.	Section 67 of Act 88, SLH 2021.	Yes. Form A 303WP-FF was submitted for FY23.	N	n/a
901	N	8/6/2021	\$ 2,004,992	731,752.00	36.5%	Based on Form FF for FY 22, the anticipated grant awards total will be more than the appropriation for FY 22. Director of Finance submitted "Request to Increase Expenditure Levels for Federal Funds (FY 22)", dated August 2, 2021. Governor Ige approved request on August 6, 2021.	Section 67 of Act 88, SLH 2021.	Yes. Form A 901MA-FF was submitted for FY23.	N	n/a
222	N	10/4/2021	\$ 42,933,231	3,833,904.00	8.9%	E1 (Federal Fund Request) FAMS 2812 S-21-219-K Rental Assistance Services , Craig Hirai for Gov. Ige 10/4/21.	Section 67 of Act 88, SLH 2021.	N	N	766
903	N	7/8/2021	\$ 75,551,067	1,262,028.77	1.7%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2709 S-22-565-K General Support for Self-Sufficiency approved by Craig Hirai for Gov Ige 07/08/2021.	Section 67 of Act 88, SLH 2021.	N	N	572
903	N	7/12/2021	\$ 75,551,067	22,671,273.00	30.0%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 532 S-22-562-K General Support for Self-Sufficiency Ser approved by Craig Hirai for Gov Ige 07/12/2021.	Section 67 of Act 88, SLH 2021.	Y	N	575
211	N	7/12/2021	\$ 44,000,000	30,000,000.00	68.2%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 532 S-22-202-K Cash Support for Families-Self-Sufficien approved by Craig Hirai for Goc Ige 07/12/2021.	Section 67 of Act 88, SLH 2021.	Y	N	576

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

Table 9

Prog ID	MOF	Date Approved	Program Appropriation for MOF	Amount Exceeding Appropriation	Percent Exceeded	Reason for Exceeding Ceilings (for S-21 and S-22 Accounts)	Legal Authority	Recurring (Y/N)	GF Impact (Y/N)	Federal Award Forms Workflow ID
501	N	8/9/2021	\$ 2,456,919	21,531.00	0.9%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2535 S-22-205-K 2020 Prea Relocation Funds approved by Craig Hirai for Gov Ige 08/09/2021.	Section 67 of Act 88, SLH 2021.	N	N	595
601	P	8/5/2021	\$ 1,321,390	645,450.00	48.8%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2755 S-22-551-K Elder Justice Act Section 2042(b) approved by Craig Hirai for Gov Ige 08/05/2021.	Section 67 of Act 88, SLH 2021.	N	N	596
301	N	8/27/2021	\$ 44,098,588	406,701.00	0.9%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2756 S-22-566-K Child Abuse Prevention and Treatment Act approved by Craig Hirai for Gov Ige 08/27/2021.	Section 67 of Act 88, SLH 2021.	N	N	606
301	N	10/5/2021	\$ 44,098,588	5,452,532.00	12.4%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2855 S-22-567-K Foster Care Program approved by Craig Hirai for Gov Ige 10/05/2021.	Section 67 of Act 88, SLH 2021.	N	N	647
301	N	10/5/2021	\$ 44,098,588	200,000.00	0.5%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2856 S-22-211-K Kinship Navigator Program approved by Craig Hirai for Gov Ige 10/05/2021.	Section 67 of Act 88, SLH 2021.	N	N	648
904	N	10/15/2021	\$ 4,539,101	2,178,480.00	48.0%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2868 S-22-568-K Hawaii SNAP LDRP approved by Craig Hirai for Gov Ige 10/15/2021.	Section 67 of Act 88, SLH 2021.	N	N	656
301	P	11/17/2021	\$ 106,225	1,140,011.00	1073.2%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2920 S-22-570-K Family Violence Prevention and Services approved by Craig Hirai for Gov Ige 11/17/2021.	Section 67 of Act 88, SLH 2021.	N	N	675
903	P	10/27/2021	\$ 3,000	82,500.00	2750.0%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2881 S-22-569-K FS EBT Project (O) (Farmers Market) approved by Craig Hirai for Gov Ige 10/27/2021.	Section 67 of Act 88, SLH 2021.	N	N	662
301	N	11/17/2021	\$ 44,098,588	1,880,042.00	4.3%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2919 S-22-268-K Family Violence Prevention and Services approved by Craig Hirai for Gov Ige 11/17/2021.	Section 67 of Act 88, SLH 2021.	N	N	674
903	P	11/24/2021	\$ 75,551,067	1,826,095.00	2.4%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2926 S-22-571-K PEET Grants to States (O) approved by Craig Hirai for Gov Ige 11/24/2021.	Section 67 of Act 88, SLH 2021.	N	N	676
903	N	11/25/2021	\$ 75,551,067	2,292,256.34	3.0%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2927 S-22-546-K SNAP Admin Funding (O) approved by Craig Hirai for Gov Ige 11/25/2021.	Section 67 of Act 88, SLH 2021.	N	N	677

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date Approved</u>	<u>Program Appropriation for MOF</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceilings (for S-21 and S-22 Accounts)</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>	<u>Federal Award Forms Workflow ID</u>
903	V	12/8/2021	\$ -	3,170,948.00	#DIV/0!	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2667 S-22-572-K CSFRF - Broadband Usage and Tech Refresh approved by Craig Hirai for Gov Ige 12/8/2021.	Section 67 of Act 88, SLH 2021.	N	N	683
237	N	12/16/2021	\$ 1,470,017	24,407.00	1.7%	E-2 (Request Approval to Expend Non-Appropriated Federal Funds) FAMS 2915 G-22-573-K Employment and Training Services approved by Craig Hirai for Gov Ige 12/16/2021.	Section 67 of Act 88, SLH 2021.	Y	N	689

Department of Human Services
Intradepartmental Transfers in FY21 and FY22

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>	<u>FY 2021 or FY 2022</u>
5/10/2021	A			\$ 120,000	HMS 301	0.3%	HMS 601	2.2%	(FY21 A-21 Dept. No. 1) APCS has a total of 72.48 general fund FTE authorized positions of which 10.50 FTE positions were defunded in FY 21, by the 2020 legislature. Also, in FY 21 the Governor imposed 10% restrictions to the program. With the salaries that were defunded for the positions and the 10% restrictions, HMS 601 budget was reduced by \$1,189,335. In the past, the programs used their vacancy savings to fund their payroll shortfall. In FY 20, the legislature defunded some of the programs vacant positions, leaving the division with no option but to transfer funds from the other programs to fund the anticipated payroll and other current expenses shortfall for HMS 601 and HMS 901. The transfer of funds from HMS 301 to HMS 601 and HMS 901 would enable the program to cover the anticipated payroll and other current expenses shortfall of \$120,000 for HMS 601 and \$85,000 for HMS 901.	N	2021
5/10/2021	A			\$ 85,000	HMS 301	0.2%	HMS 901	3.9%	(FY21 A-21 Dept. No. 1) The General Support Social Services has a total of 19.45 general fund FTE authorized positions of which 6.50 FTE positions were defunded in FY 21, by the 2020 legislature. Also, in FY 21, the Governor imposed 10% restrictions to the program. With the salaries that were defunded for the positions and the 10% restrictions, HMS 901 budget was reduced by \$575,054. In the past, the programs used their vacancy savings to fund their payroll shortfall. In FY 20, the legislature defunded some of the programs vacant positions, leaving the division with no option but to transfer funds from the other programs to fund the anticipated payroll and other current expenses shortfall for HMS 601 and HMS 901. The transfer of funds from HMS 301 to HMS 601 and HMS 901 would enable the program to cover the anticipated payroll and other current expenses shortfall of \$120,000 for HMS 601 and \$85,000 for HMS 901.	N	2021

Department of Human Services
Intradepartmental Transfers in FY21 and FY22

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>	<u>FY 2021 or FY 2022</u>
12/20/21 Request submitted to B&F. Anticipating transfer by 1/31/22.	A	6.30		\$ 650,000	301	1.8%	901	29.2%	(FY22 A-21 Dept. No. 1) The purpose of this request is to transfer positions from APCSB and from CWSB to the division administration to provide program and planning support by consolidating the program development functions currently housed in APCSB and in CWSB. This will combine three entities to manage and support both the APCSB and the CWSB line staff in program development, offering clarification, rules design, and application to reconstitute the planning function. This also will reflect the changes in the Title IV-E pilot project as a division-administered responsibility and reflect the transfer of two clerical positions and a Child/Adult Protective Services Specialist position from the Maui Child Welfare Services Section, Molokai/Lanai Child Welfare Services Unit, to the division.	Y - FY 23 Supplemental Budget Requests 301SA-54, 601TA-51, and 901MA-51 are being submitted to effectuate a permanent transfer of positions and funds.	2022
12/20/21 Request submitted to B&F. Anticipating transfer by 1/31/22.	N	4.70		\$ 550,400	301	1.2%	901	27.5%	(FY22 A-21 Dept. No. 1) The purpose of this request is to transfer positions from APCSB and from CWSB to the division administration to provide program and planning support by consolidating the program development functions currently housed in APCSB and in CWSB. This will combine three entities to manage and support both the APCSB and the CWSB line staff in program development, offering clarification, rules design, and application to reconstitute the planning function. This also will reflect the changes in the Title IV-E pilot project as a division-administered responsibility and reflect the transfer of two clerical positions and a Child/Adult Protective Services Specialist position from the Maui Child Welfare Services Section, Molokai/Lanai Child Welfare Services Unit, to the division.	Y - FY 23 Supplemental Budget Requests 301SA-54, 601TA-51, and 901MA-51 are being submitted to effectuate a permanent transfer of positions and funds.	2022

Department of Human Services
Intradepartmental Transfers in FY21 and FY22

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>	<u>FY 2021 or FY 2022</u>
12/20/21 Request submitted to B&F. Anticipating transfer by 1/31/22.	A	5.00		\$ 150,000	601	2.6%	901	6.7%	(FY22 A-21 Dept. No. 1) The purpose of this request is to transfer positions from APCS and from CWSB to the division administration to provide program and planning support by consolidating the program development functions currently housed in APCS and in CWSB. This will combine three entities to manage and support both the APCS and the CWSB line staff in program development, offering clarification, rules design, and application to reconstitute the planning function. This also will reflect the changes in the Title IV-E pilot project as a division-administered responsibility and reflect the transfer of two clerical positions and a Child/Adult Protective Services Specialist position from the Maui Child Welfare Services Section, Molokai/Lanai Child Welfare Services Unit, to the division.	Y - FY 23 Supplemental Budget Requests 301SA-54, 601TA-51, and 901MA-51 are being submitted to effectuate a permanent transfer of positions and funds.	2022

Department of Human Services
Vacancy Report as of November 30, 2021

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	Priority # to Retain	TA (Y/N)	Committed or Filled
220	RH	07/01/21	05/31/22	2802	PUBLIC HOUSING SUPERVISOR V	N	SR24G	23	P	1.00	N	\$ 72,684	\$ 72,684	Y	N			1	N	
220	RH	09/16/21	05/31/22	5637	PUBLIC HOUSING SPECIALIST II	N	SR18C	13	P	1.00	N	\$ 47,196	\$ 47,196	Y	N			2	N	
220	RH	06/17/21	05/31/22	5789	PUBLIC HOUSING SUPERVISOR V	N	SR24I	23	P	1.00	N	\$ 78,612	\$ 78,612	Y	N			1	N	
220	RH	11/25/21	05/31/22	5856	SECRETARY I	N	SR12C	3	P	1.00	W	\$ 38,004	\$ 38,004	Y	N			2	N	
220	RH	07/31/21	05/31/22	5859	GENERAL LABORER I	N	BC02A	1	P	1.00	N	\$ 44,292	\$ 44,292	Y	N			N/A	N	Committed; setting a start date is pending the lifting of the RIF freeze
220	RH	08/26/19	05/31/22	5861	GENERAL LABORER I	N	BC02A	1	P	1.00	N	\$ 42,396	\$ 42,396	Y	N			3	N	
220	RH	05/24/21	05/31/22	6286	PUBLIC HOUSING SPECIALIST II	N	SR18E	13	P	1.00	N	\$ 51,024	\$ 51,024	Y	N			2	N	
220	RH	10/01/21	05/31/22	6635	BUILDING MAINTENANCE WORKER II	N	WS09A	1	P	1.00	N	\$ 63,012	\$ 63,012	Y	N			2	N	
220	RH	08/26/20	05/31/22	6642	WELDER I	N	BC10A	1	P	1.00	N	\$ 60,900	\$ 60,900	Y	N			2	N	
220	RH	09/16/21	05/31/22	6681	GENERAL LABORER II	N	BC03A	1	P	1.00	N	\$ 45,540	\$ 45,540	Y	N			3	Y	
220	RH	08/01/21	05/31/22	8631	BUILDING MAINTENANCE WORKER I	N	BC09A	1	P	1.00	N	\$ 59,376	\$ 59,376	Y	N			2	N	
220	RH	11/16/21	05/31/22	8758	GENERAL LABORER I	N	BC02A	1	P	1.00	N	\$ 44,292	\$ 44,292	Y	N			3	N	
220	RH	12/31/14	05/31/22	8841	TRUCK DRIVER	N	BC06A	1	P	1.00	N	\$ 40,788	\$ 40,788	Y	N			3	N	
220	RH	11/16/21	05/31/22	8851	BUILDING MAINTENANCE WORKER I	N	BC09A	1	P	1.00	N	\$ 59,376	\$ 59,376	Y	N		Identified for RIF replacement	N/A	Y	
220	RH	09/16/21	05/31/22	9662	BUILDING MAINTENANCE HELPER	N	BC05A	1	P	1.00	N	\$ 49,260	\$ 49,260	Y	N			2	Y	
220	RH	10/05/21	05/31/22	10332	BUILDING MAINTENANCE HELPER	N	BC05A	1	P	1.00	N	\$ 49,260	\$ 49,260	Y	N			2	N	
220	RH	10/01/21	05/31/22	10378	BUILDING MAINTENANCE WORKER I	N	BC09A	1	P	1.00	N	\$ 59,376	\$ 59,376	Y	N			2	Y	
220	RH	05/03/21	05/31/22	12702	GENERAL LABORER II	N	BC03A	1	P	1.00	N	\$ 45,540	\$ 45,540	Y	N			3	N	
220	RH	09/14/21	05/31/22	15721	BUILDING MAINTENANCE WORKER I	N	BC09A	1	P	1.00	N	\$ 59,376	\$ 59,376	Y	N			2	Y	
220	RH	07/16/21	05/31/22	18669	SOCIAL SERVICE ASSISTANT IV	N	SR11J	3	P	1.00	W	\$ 48,084	\$ 48,084	Y	N			2	N	
220	RH	09/16/21	05/31/22	41068	GENERAL LABORER II	N	BC03A	1	P	1.00	N	\$ 45,540	\$ 45,540	Y	N			3	N	
220	RH	11/01/21	05/31/22	41070	BUILDING MAINTENANCE WORKER I	N	BC09A	1	P	1.00	N	\$ 59,376	\$ 59,376	Y	N			2	Y	
220	RH	05/08/21	05/31/22	41073	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	1.00	N	\$ 36,564	\$ 36,564	Y	N			2	N	
220	RH	11/01/21	05/31/22	41258	BUILDING MAINTENANCE WORKER II	N	WS09A	1	P	1.00	N	\$ 63,012	\$ 63,012	Y	N			3	N	
220	RH	07/18/20	05/31/22	41539	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	1.00	N	\$ 35,340	\$ 35,340	Y	N			2	N	
220	RH	07/01/21	05/31/22	46195	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	1.00	N	\$ 36,564	\$ 36,564	Y	N			2	N	
220	RH	09/15/18	05/31/22	102047	PRGM SPCLT & TENANT SVCS	Y	SRNA	13	P	1.00	N	\$ 52,956	\$ 52,956	Y	N			2	N	
220	RH	10/01/21	05/31/22	120623	ELECTRICIAN I	N	BC10A	1	P	1.00	N	\$ 61,632	\$ 61,632	Y	N			2	N	
220	RH	11/06/21	05/31/22	121269	PROPERTY MANAGEMENT SPECIALIST	Y	SRNA	13	T	1.00	N	\$ 55,200	\$ 55,200	Y	N			N/A	N	Committed
220	RH		05/31/22	93705K	PUBLIC HOUSING SPECIALIST I		SR16	13	P	1.00	N	\$ 36,024						3	N	
220	RH		05/31/22	93706K	PUBLIC HOUSING SPECIALIST I		SR16	23	P	1.00	N	\$ 36,024						3	N	
220	RH		05/31/22	93707K	PUBLIC HOUSING SPECIALIST I		SR16	23	P	1.00	N	\$ 36,024						3	N	
220	RH		05/31/22	93708K	PUBLIC HOUSING SPECIALIST I		SR16	13	P	1.00	N	\$ 36,024						3	N	
220	RH		05/31/22	94754K	CARPENTER		BC09	13	P	1.00	N	\$ 45,012						3	N	
220	RH		05/31/22	94756K	BUILDING MAINT WORKER II		WS09	13	P	1.00	N	\$ 47,268						3	N	
220	RH		05/31/22	94767K	PROGRAM SPECIALIST		SRNA	3	T	0.50	N	\$ 22,788						3	N	
222	RA	07/01/21	05/31/22	29009	OFFICE ASSISTANT III	N	SR08K	3	P	1.00	N	\$ 45,324	\$ 45,324	Y	N			2	N	
222	RA	11/16/21	05/31/22	35416	PUBLIC HOUSING SPECIALIST I	N	SR16C	13	P	1.00	N	\$ 43,620	\$ 43,620	Y	N			1	N	
222	RA	02/03/20	12/02/21	41280	PUBLIC HOUSING SUPERVISOR V	N	SR24M	23	P	1.00	N	\$ 90,144	\$ 90,144	Y	N			N/A	N	Filled
222	RA	12/01/20	05/31/22	111419	OFFICE ASSISTANT IV	N	SR10G	3	P	1.00	N	\$ 41,100	\$ 39,720	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
222	RA	04/09/21	05/31/22	123186	LANDLORD LIAISON	Y	SRNA	13	P	1.00	N	\$ 52,956	\$ 57,324	Y	N			1	N	
222	RA	07/01/21	05/31/22	124008	PUBLIC HOUSING SPECIALIST I	N			P	1.00	N	\$ 43,620	\$ -	Y	N			N/A	N	Filled
222	RA	07/01/21	05/31/22	124009	PUBLIC HOUSING SPECIALIST I	N			P	1.00	N	\$ 43,620	\$ -	Y	N			N/A	N	Filled
222	RA	07/01/21	05/31/22	124010	PUBLIC HOUSING SPECIALIST I	N			P	1.00	N	\$ 43,620	\$ -	Y	N			1	N	
222	RA	08/02/21	12/01/21	124032	PUBLIC HOUSING SUPERVISOR IV	N			P	1.00	N	\$ 55,200	\$ -	Y	N			N/A	N	Filled
224	HS	01/16/20	05/31/22	119182	SECRETARY I	N	SR12A	63	P	1.00	A	\$ 35,340	\$ 35,340	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	Y	
224	HS	03/01/20	12/16/21	121155	PROGRAM SPECIALIST V	N	SR24G	13	P	1.00	A	\$ 67,044	\$ 68,484	Y	N			N/A	N	Filled
224	HS	10/01/20	05/31/22	121279	PROGRAM SPECIALIST III	N	SR20J	13	P	1.00	A	\$ 67,200	\$ 67,200	Y	N			N/A	N	Filled
224	HS	11/07/20	05/31/22	121802	PROGRAM SPECIALIST III	N	SR22J	13	P	1.00	A	\$ -	\$ 53,064	N	N			N/A	N	
224	HS	06/15/19	05/31/22	122023	PROGRAM SPECIALIST IV	N	SR22D	13	P	1.00	A	\$ 55,092	\$ 52,956	Y	N		Recommendation for hire pending	N/A	N	
229	HA	12/31/14	05/31/22	2799	ACCOUNTANT III	N	SR20K	13	P	1.00	N	\$ 60,012	\$ 60,012	Y	N			3	N	
229	HA	07/01/21	05/31/22	6133	STORES CLERK II	N	SR08B	3	P	1.00	N	\$ 33,120	\$ 33,120	Y	N			4	N	
229	HA	04/13/20	05/31/22	6564	BUILDING MAINTENANCE HELPER	N	BC05A	1	P	1.00	N	\$ 47,712	\$ 47,712	Y	N			2	N	
229	HA	01/18/14	05/31/22	6787	HEAVY TRUCK DRIVER	N	BC07A	1	P	1.00	N	\$ 40,776	\$ 40,776	Y	N			3	N	
229	HA	05/01/17	05/31/22	7932	PURCHASING TECHNICIAN II	N	SR13M	3	P	1.00	N	\$ 52,752	\$ 52,752	Y	N			2	N	
229	HA	04/01/21	05/31/22	8749	BUILDING CONST INSPECTOR II	N	SR19M	3	P	1.00	N	\$ 74,064	\$ 74,064	Y	N			2	N	
229	HA	04/13/20	05/31/22	8848	BUILDING MAINTENANCE HELPER	N	BC05A	1	P	1.00	N	\$ 47,712	\$ 47,712	Y	N			2	N	
229	HA	06/02/21	05/31/22	8854	GENERAL LABORER I	N	BC02A	1	P	1.00	N	\$ 44,292	\$ 44,292	Y	N			3	N	
229	HA	09/19/20	05/31/22	9685	GENERAL LABORER I	N	BC02A	1	P	1.00	N	\$ 43,764	\$ 43,764	Y	N			3	N	
229	HA	08/01/21	05/31/22	10346	BUILDING MAINTENANCE HELPER	N	BC05A	1	P	1.00	N	\$ 49,260	\$ 49,260	Y	N			3	N	
229	HA	05/10/21	05/31/22	10887	ENGINEER V	N	SR26K	23	P	1.00	N	\$ 91,968	\$ 91,968	Y	N			2	N	
229	HA	07/20/21	05/31/22	30111	HUMAN RESOURCES SPCLT III	N	SR20C	73	P	1.00	N	\$ 51,024	\$ 51,024	Y	N			1	N	
229	HA	05/24/21	05/31/22	31791	OFFICE ASSISTANT III	N	SR08C	3	P	1.00	N	\$ 33,120	\$ 33,120	Y	N			2	N	
229	HA	09/22/17	05/31/22	41252	ACCOUNTANT IV	N	SR22E	23	P	1.00	N	\$ 56,064	\$ 56,064	Y	N			2	N	
229	HA	12/31/13	05/31/22	41254	SECRETARY I	N	SR12H	3	P	1.00	N	\$ 39,480	\$ 39,480	Y	N			2	N	

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Table 11

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229	HA	07/26/21	05/31/22	41265	OFFICE ASSISTANT III	N	SR08C	3	P	1.00	N	\$ 33,120	\$ 33,120	Y	N		Recommendation for hire pending the lifting of the RIF freeze	3	N	
229	HA	03/17/21	05/31/22	41333	SECRETARY II	N	SR14G	3	P	1.00	N	\$ 48,084	\$ 48,084	Y	N			N/A	N	
229	HA	09/16/21	05/31/22	41534	GENERAL LABORER I	N	BC02A	1	P	1.00	N	\$ 44,292	\$ 44,292	Y	N			3	N	
229	HA	07/20/21	05/31/22	42094	OFFICE ASSISTANT III	N	SR08H	3	P	1.00	W	\$ 40,308	\$ 40,308	Y	N			2	N	
229	HA	10/09/21	05/31/22	42096	SECRETARY I	N	SR12A	3	P	1.00	W	\$ 32,376	\$ 38,004	Y	N			3	N	
229	HA	07/01/19	05/31/22	48707	OFFICE ASSISTANT III	N	SR08B	3	T	1.00	N	\$ 30,240	\$ 30,240	Y	N			2	N	
229	HA	10/23/20	05/31/22	51784	OFFICE ASSISTANT III	N	SR08C	3	T	1.00	N	\$ 32,016	\$ 32,016	Y	N			2	N	
229	HA		05/31/22	51818	OFFICE ASSISTANT III	N	SR08	3	T	1.00	N	\$ 24,384		N	N			2	N	
229	HA		05/31/22	51820	OFFICE ASSISTANT III	N	SR08	3	T	1.00	N	\$ 24,384		N	N			2	N	
229	HA	12/23/20	05/31/22	100202	PROJECT ENGINEER	Y	SRNA	13	T	1.00	W	\$ 84,780	\$ 84,780	N	N			1	N	
229	HA		05/31/22	100388	INFORMATION TECHNOL SPCLT IV	N	SR22	13	T	1.00	N	\$ 43,296		N	N			1	N	
229	HA	05/31/18	05/31/22	100886	HOUSING DEVELOPMENT SPCLT I	Y	SRNA	13	T	1.00	W	\$ 93,336	\$ 93,336	N	N			2	N	
229	HA	02/27/21	05/31/22	100913	HEARINGS ASST	Y	SRNA	3	T	1.00	N	\$ 41,100	\$ 41,100	Y	N			2	Y	
229	HA	06/16/21	05/31/22	100917	HSG COMPLIANCE & EVA SPCLT	Y	SRNA	13	T	1.00	N	\$ 83,244	\$ 83,244	Y	N			2	N	
229	HA	08/16/17	05/31/22	100923	BGT RESOURCES SPCLT	Y	SRNA	13	P	1.00	N	\$ 47,868	\$ 47,868	Y	N			3	N	
229	HA	03/01/10	05/31/22	100986	PROP MGMT COORD II	Y	SRNA	13	T	1.00	N	\$ 75,960	\$ 75,960	Y	N			1	Y	
229	HA	07/13/19	01/18/22	101072	PUBLIC HOUSING MANAGER	Y	SRNA		T	1.00	N	\$ 95,340	\$ 95,340	Y	N			N/A	Y	Committed
229	HA	03/01/19	12/01/21	101326	PROJECT ENGINEER	Y	SRNA	13	T	1.00	W	\$ 81,336	\$ 81,336	Y	N			N/A	N	Filled
229	HA	07/01/21	05/31/22	102037	HPHA SYSTEMS ADMINISTRATOR	Y	SRNA	13	P	1.00	W	\$ 90,588	\$ 90,588	N	N			2	Y	
229	HA	07/18/20	12/29/21	102285	PROJECT ENGINEER	Y	SRNA	13	T	1.00	N	\$ 87,996	\$ 83,088	Y	N			N/A	N	Filled
229	HA	10/01/21	05/31/22	102383	PROJECT ENGINEER	Y	SRNA	13	T	1.00	N	\$ 75,588	\$ 75,588	Y	N			2	N	
229	HA	08/01/07	05/31/22	102676	ENGINEER IV	N	SR24C	13	T	1.00	W	\$ 62,136	\$ 67,524	Y	N			2	N	
229	HA	01/19/11	05/31/22	103045	HOMELESS COORDINATOR	Y	SRNA	13	T	1.00	N	\$ 67,596	\$ 67,596	Y	N			2	N	
229	HA	03/16/21	05/31/22	106429	INFORMATION TECHNOLOGY BAND B	N	SR22C	13	T	1.00	N	\$ 55,200	\$ 55,200	Y	N			1	N	
229	HA	05/29/21	05/31/22	106430	PROJECT ENGINEER	Y	SRNA	13	T	1.00	N	\$ 82,992	\$ 82,992	Y	N			2	N	
229	HA	10/01/19	05/31/22	107932	PROPERTY MANAGEMENT SPECIALIST	Y	SRNA	13	T	1.00	N	\$ 71,892	\$ 71,892	Y	N			2	N	
229	HA	03/16/18	05/31/22	111874	RESIDENT SVCS PRGM SPCLT	Y	SRNA	13	T	1.00	N	\$ 51,792	\$ 51,792	Y	N			2	N	
229	HA	09/19/20	05/31/22	117691	HOUSING CONTRACT SPECIALIST	Y	SRNA	13	T	1.00	N	\$ 81,744	\$ 81,744	Y	N			2	N	
229	HA	07/01/21	05/31/22	117841	PROPERTY MANAGEMENT SPCLT	Y	SRNA	13	T	1.00	N	\$ 54,036	\$ 54,036	Y	N			2	N	
229	HA	09/03/19	05/31/22	117850	PUBLIC HOUSING SPECIALIST I	N	SR16C	13	T	1.00	N	\$ 42,756	\$ 42,756	Y	N			2	N	
229	HA	07/16/19	05/31/22	117929	PROPERTY MANAGEMENT SPCLT	Y	SRNA	13	T	1.00	N	\$ 88,248	\$ 88,248	Y	N			2	N	
229	HA	03/15/16	05/31/22	119285	PUBLIC HOUSING SUPERVISOR III	N	SR20C	13	T	1.00	N	\$ 51,024	\$ 47,172	Y	Y	8		2	N	
229	HA	02/03/20	05/31/22	120410	BUILDING CONST INSPECTOR I	N	SR16B	3	T	1.00	W	\$ 46,476	\$ 46,476	Y	N		Recommendation for hire is pending the lifting of the RIF freeze	N/A	N	
229	HA	04/01/20	05/31/22	121989	CHIEF FINANCIAL OFFICER	Y	SRNA	93	P	1.00	N	\$ 133,812	\$ 133,812	Y	N			2	Y	
229	HA	08/27/21	05/31/22	122214	HSG MAINTENANCE MANAGER	Y	SRNA	13	T	1.00	N	\$ 93,636	\$ 93,636	Y	N			3	N	
229	HA	12/02/19	05/31/22	123166	BUILDING MAINTENANCE HELPER	N	BC05	1	P	1.00	W	\$ 43,308	\$ -	Y	N			4	N	
229	HA	12/02/19	05/31/22	123168	BUILDING MAINTENANCE HELPER	N	BC05	1	P	1.00	W	\$ 43,308	\$ -	Y	N			3	N	
229	HA	12/02/19	05/31/22	123169	BUILDING MAINTENANCE HELPER	N	BC05	1	P	1.00	W	\$ 43,308	\$ -	Y	N			3	N	
229	HA	12/02/19	05/31/22	123170	BUILDING MAINTENANCE HELPER	N	BC05	1	P	1.00	W	\$ 43,308	\$ -	Y	N			3	N	
229	HA	11/26/19	05/31/22	123171	PLUMBER I	N	BC10	1	P	1.00	W	\$ 54,180	\$ -	Y	N		Identified for RIF replacement	N/A	N	
229	HA	11/26/19	05/31/22	123172	PLUMBER 1	N	BC10	1	P	1.00	W	\$ 54,180	\$ -	Y	N			3	N	
229	HA	11/26/19	05/31/22	123173	PLUMBER 1	N	BC10	1	P	1.00	W	\$ 54,180	\$ -	Y	N			3	N	
229	HA	11/26/19	05/31/22	123174	PLUMBER 1	N	BC10	1	P	1.00	W	\$ 54,180	\$ -	Y	N			3	N	
229	HA		05/31/22	94853K	ACCOUNT CLERK II		SR08	13	P	1.00	W	\$ 25,668						3	N	
229	HA		05/31/22	94854K	ASST CHIEF FINANCIAL MGT ADVSR		SRNA	3	P	1.00	W	\$ 75,960						3	N	
229	HA		05/31/22	94856K	CONSTRUCTION COORDINATOR		SRNA	13	T	1.00	W	\$ 55,500						4	N	
229	HA		05/31/22	94857K	CONSTRUCTION COORDINATOR		SRNA	13	T	1.00	W	\$ 55,500						3	N	
229	HA		05/31/22	94858K	CONTRACT ASSISTANT		SRNA	13	T	1.00	W	\$ 45,576						3	N	
229	HA		05/31/22	94859K	CONTRACT ASSISTANT		SRNA	13	T	1.00	W	\$ 45,576						3	N	
229	HA		05/31/22	95851K	CONSTRUCTION INSPECTOR II-FY15		SR19	35	T	1.00	W	\$ 39,480						3	N	
229	HA		05/31/22	95852K	CONSTRUCTION INSPECTOR II-FY15		SR19	3	T	1.00	W	\$ 39,480						3	N	
229	HA		05/31/22	95853K	PERS MGMT SPCLT IV - FY2015		SR24	3	P	1.00	W	\$ 45,476						4	N	
229	HA		05/31/22	95854K	SECRETARY I		SR12	13	P	1.00	W	\$ 30,036						4	N	
229	HA		05/31/22	95856K	RESIDENT SERVICES COORDINATOR		SR22	13	T	1.00	W	\$ 45,576						4	N	
229	HA		05/31/22	95857K	RESIDENT SERVICES COORDINATOR		SR22	3	T	1.00	W	\$ 45,576						4	N	
229	HA		05/31/22	95859K	CERTIFIED PUBLIC ACCOUNTANT		SRNA	13	P	1.00	N	\$ 75,000						4	N	
229	HA		05/31/22	95861K	CERTIFIED PUBLIC ACCOUNTANT		SRNA	13	P	1.00	N	\$ 75,000						4	N	
229	HA		05/31/22	96908K	CLERK III		SR08	3	T	1.00	N	\$ 24,384						4	N	
229	HA		05/31/22	98602K	GENERAL CONST AND MAINT SUPVR				P	1.00	W	\$ 60,516						4	N	
229	HA		05/31/22	98603K	BLDG MAINTENANCE WORKER III	N			P	1.00	W	\$ 56,148						4	N	
229	HA		05/31/22	98607K	BLDG MAINTENANCE WORKER III				P	1.00	W	\$ 56,148						4	N	
229	HA		05/31/22	98608K	BLDG MAINTENANCE WORKER III				P	1.00	W	\$ 56,148						4	N	
229	HA		05/31/22	98609K	BLDG MAINTENANCE WORKER III				P	1.00	W	\$ 56,148						4	N	
229	HA		05/31/22	98610K	BUILDING MAINTENANCE WORKER II				P	1.00	W	\$ 55,392						4	N	
229	HA		05/31/22	98611K	BUILDING MAINTENANCE WORKER II				P	1.00	W	\$ 55,392						4	N	
229	HA		05/31/22	98612K	BUILDING MAINTENANCE WORKER II				P	1.00	W	\$ 55,392						4	N	
229	HA		05/31/22	98618K	BUILDING MAINTENANCE WORKER I				P	1.00	W	\$ 52,188						4	N	
229	HA		05/31/22	98619K	BUILDING MAINTENANCE WORKER I				P											

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229	HA		05/31/22	98621K	BUILDING MAINTENANCE WORKER I				P	1.00	W	\$ 52,188						4	N	
229	HA		05/31/22	98632K	CARPENTER I				P	1.00	W	\$ 52,188						4	N	
229	HA		05/31/22	98633K	CARPENTER I				P	1.00	W	\$ 52,188						4	N	
229	HA		05/31/22	98634K	CARPENTER I				P	1.00	W	\$ 52,188		Y	N			4	N	
236	LC	11/08/21	05/31/22	1669	ELIGIBILITY WKR V	N	SR20G	4	P	0.57	A	\$ 36,033	\$ 36,033	Y	N			2	N	
236	LC	11/08/21	05/31/22	1669	ELIGIBILITY WKR V	N	SR20G	4	P	0.43	N	\$ 27,183	\$ 27,183	Y	N			2	N	
236	LC	04/01/21	05/31/22	1675	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 25,363	\$ 25,363	Y	N			2	N	
236	LC	04/01/21	05/31/22	1675	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 19,133	\$ 19,133	Y	N			2	N	
236	LC	10/19/21	05/31/22	1739	OFFICE ASSISTANT IV	N	SR10D	3	P	0.56	A	\$ 20,476	\$ 20,476	Y	N			4	N	
236	LC	10/19/21	05/31/22	1739	OFFICE ASSISTANT IV	N	SR10D	3	P	0.44	N	\$ 16,088	\$ 16,088	Y	N			4	N	
236	LC	07/01/20	05/31/22	1757	ELIGIBILITY WKR III	N	SR16F	3	P	0.56	A	\$ 27,075	\$ 27,075	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	07/01/20	05/31/22	1757	ELIGIBILITY WKR III	N	SR16F	3	P	0.44	N	\$ 21,273	\$ 21,273	N	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	09/01/19	05/31/22	1767	ELIGIBILITY WKR III	N	SR16L	3	P	0.56	A	\$ -	\$ 34,259	N	N			2	N	
236	LC	09/01/19	05/31/22	1767	ELIGIBILITY WKR III	N	SR16L	3	P	0.44	N	\$ 27,989	\$ 26,917	Y	N			2	N	
236	LC	02/13/21	05/31/22	1769	ELIGIBILITY WKR III	N	SR16C	3	P	0.56	A	\$ 23,016	\$ 23,016	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	02/13/21	05/31/22	1769	ELIGIBILITY WKR III	N	SR16C	3	P	0.44	N	\$ 18,084	\$ 18,084	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	11/01/19	05/31/22	3517	SELF-SUFF/SUPP SVCS SUPVR III	N	SR26J	23	P	0.57	A	\$ 48,379	\$ 49,419	Y	N			1	Y	
236	LC	11/01/19	05/31/22	3517	SELF-SUFF/SUPP SVCS SUPVR III	N	SR26J	23	P	0.43	N	\$ 36,497	\$ 37,281	Y	N			1	Y	
236	LC	07/16/21	05/31/22	3773	ELIGIBILITY WKR II	N	SR14C	3	P	0.57	A	\$ 23,427	\$ 23,427	Y	N			2	N	
236	LC	07/16/21	05/31/22	3773	ELIGIBILITY WKR II	N	SR14C	3	P	0.43	N	\$ 17,673	\$ 17,673	N	N			2	N	
236	LC	06/16/20	05/31/22	3781	OFFICE ASSISTANT III	N	SR08B	3	P	0.57	A	\$ -	\$ 17,237	N	N			2	N	
236	LC	06/16/20	05/31/22	3781	OFFICE ASSISTANT III	N	SR08B	3	P	0.43	N	\$ 14,046	\$ 13,003	N	N			2	N	
236	LC	03/23/20	05/31/22	4069	OFFICE ASSISTANT III	N	SR08B	3	P	0.57	A	\$ -	\$ 17,237	N	N			2	N	
236	LC	03/23/20	05/31/22	4069	OFFICE ASSISTANT III	N	SR08B	3	P	0.43	N	\$ 13,003	\$ 13,003	N	N			2	N	
236	LC	04/01/19	05/31/22	4540	ELIGIBILITY WKR III	N	SR16D	3	P	0.57	A	\$ -	\$ 25,493	N	N			2	N	
236	LC	04/01/19	05/31/22	4540	ELIGIBILITY WKR III	N	SR16D	3	P	0.43	N	\$ 19,985	\$ 19,231	Y	N			2	N	
236	LC	10/18/21	05/31/22	4887	OFFICE ASSISTANT IV	N	SR10C	3	P	0.57	A	\$ 20,062	\$ 20,062	Y	N			4	N	
236	LC	10/18/21	05/31/22	4887	OFFICE ASSISTANT IV	N	SR10C	3	P	0.43	N	\$ 15,134	\$ 15,134	Y	N			4	N	
236	LC	11/01/19	05/31/22	5081	OFFICE ASSISTANT IV	N	SR10B	3	P	0.57	A	\$ 18,618	\$ 18,618	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	11/01/19	05/31/22	5081	OFFICE ASSISTANT IV	N	SR10B	3	P	0.43	N	\$ 14,046	\$ 14,046	N	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	04/25/20	05/31/22	5583	OFFICE ASSISTANT III	N	SR08B	3	P	0.57	A	\$ -	\$ 17,237	N	N			2	N	
236	LC	04/25/20	05/31/22	5583	OFFICE ASSISTANT III	N	SR08B	3	P	0.43	N	\$ 13,003	\$ 13,003	Y	N			2	N	
236	LC	10/16/19	05/31/22	7709	ELIGIBILITY WKR III	N	SR16B	3	P	0.57	A	\$ 27,558	\$ 27,558	Y	N			2	N	
236	LC	10/16/19	05/31/22	7709	ELIGIBILITY WKR III	N	SR16B	3	P	0.43	N	\$ 20,790	\$ 20,790	Y	N			2	N	
236	LC	09/25/19	05/31/22	7710	ELIGIBILITY WKR III	N	SR16B	3	P	0.57	A	\$ 20,144	\$ 20,144	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	09/25/19	05/31/22	7710	ELIGIBILITY WKR III	N	SR16B	3	P	0.43	N	\$ 15,196	\$ 15,196	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	01/16/19	05/31/22	7714	ELIGIBILITY WKR III	N	SR16H	3	P	0.57	A	\$ 31,026	\$ 29,809	Y	N			N/A	N	Committed
236	LC	01/16/19	05/31/22	7714	ELIGIBILITY WKR III	N	SR16H	3	P	0.43	N	\$ 23,406	\$ 22,487	N	N			N/A	N	Committed
236	LC	01/28/20	05/31/22	7715	ELIGIBILITY WKR III	N	SR16B	3	P	0.57	A	\$ -	\$ 23,577	N	N			2	N	
236	LC	01/28/20	05/31/22	7715	ELIGIBILITY WKR III	N	SR16B	3	P	0.43	N	\$ 16,435	\$ 17,787	Y	N			2	N	
236	LC	09/16/21	05/31/22	13235	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 25,363	\$ 25,363	Y	N			2	N	
236	LC	09/16/21	05/31/22	13235	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 19,133	\$ 19,133	Y	N			2	N	
236	LC	12/31/20	05/31/22	14128	ELIGIBILITY WKR III	N	SR16G	3	P	0.57	A	\$ 28,673	\$ 28,673	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	12/31/20	05/31/22	14128	ELIGIBILITY WKR III	N	SR16G	3	P	0.43	N	\$ 21,631	\$ 21,631	N	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	01/04/20	05/31/22	14131	ELIGIBILITY WKR III	N	SR16B	3	P	0.57	A	\$ -	\$ 20,144	N	N			2	N	
236	LC	01/04/20	05/31/22	14131	ELIGIBILITY WKR III	N	SR16B	3	P	0.43	N	\$ 17,787	\$ 15,196	Y	N			2	N	
236	LC	12/31/19	05/31/22	14134	ELIGIBILITY WKR III	N	SR16G	3	P	0.57	A	\$ 29,525	\$ 28,673	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	12/31/19	05/31/22	14134	ELIGIBILITY WKR III	N	SR16G	3	P	0.43	N	\$ 22,487	\$ 21,631	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	10/30/21	05/31/22	14136	ELIGIBILITY WKR III	N	SR16F	3	P	0.57	A	\$ 28,509	\$ 28,509	Y	N			2	N	
236	LC	10/30/21	05/31/22	14136	ELIGIBILITY WKR III	N	SR16F	3	P	0.43	N	\$ 21,507	\$ 21,507	N	N			2	N	
236	LC	12/31/19	05/31/22	14148	ELIGIBILITY WKR III	N	SR16B	3	P	0.57	A	\$ -	\$ 29,809	N	N			2	N	
236	LC	12/31/19	05/31/22	14148	ELIGIBILITY WKR III	N	SR16B	3	P	0.43	N	\$ 23,406	\$ 22,487	Y	N			2	N	
236	LC	09/13/21	05/31/22	15711	ELIGIBILITY WKR II	N	SR14C	3	P	0.57	A	\$ 23,427	\$ 25,363	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	09/13/21	05/31/22	15711	ELIGIBILITY WKR II	N	SR14C	3	P	0.43	N	\$ 17,673	\$ 19,133	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	04/24/21	05/31/22	17684	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 25,363	\$ 25,363	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	

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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	Priority # to Retain	TA (Y/N)	Committed or Filled
236	LC	04/24/21	05/31/22	17684	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 19,133	\$ 19,133	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	10/05/21	05/31/22	17689	ELIGIBILITY WKR I	N	SR12C	3	P	0.57	A	\$ 21,662	\$ 21,662	Y	N			4	N	
236	LC	10/05/21	05/31/22	17689	ELIGIBILITY WKR I	N	SR12C	3	P	0.43	N	\$ 16,342	\$ 16,342	Y	N			4	N	
236	LC	02/01/20	12/16/21	17701	ELIGIBILITY WKR V	N	SR20M	4	P	0.57	A	\$ 41,943	\$ 42,470	Y	N			N/A	N	Filled
236	LC	02/01/20	12/16/21	17701	ELIGIBILITY WKR V	N	SR20M	4	P	0.43	N	\$ 31,641	\$ 32,038	N	N			N/A	N	Filled
236	LC	09/03/19	05/31/22	21501	OFFICE ASSISTANT IV	N	SR10F	3	P	0.57	A	\$ -	\$ 21,785	N	N			2	N	
236	LC	09/03/19	05/31/22	21501	OFFICE ASSISTANT IV	N	SR10F	3	P	0.43	N	\$ 17,080	\$ 16,435	N	N			2	N	
236	LC	06/01/20	05/31/22	22141	ELIGIBILITY WKR III	N	SR16K	3	P	0.57	A	\$ -	\$ 33,530	N	N			2	N	
236	LC	06/01/20	05/31/22	22141	ELIGIBILITY WKR III	N	SR16K	3	P	0.43	N	\$ 25,294	\$ 25,294	N	N			2	N	
236	LC	01/06/20	05/31/22	22154	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ -	\$ 24,515	N	N			2	N	
236	LC	01/06/20	05/31/22	22154	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 18,493	\$ 18,493	N	N			2	N	
236	LC	12/01/19	05/31/22	22162	ELIGIBILITY WKR III	N	SR16F	3	P	0.57	A	\$ -	\$ 27,558	N	N			2	N	
236	LC	12/01/19	05/31/22	22162	ELIGIBILITY WKR III	N	SR16F	3	P	0.43	N	\$ 21,631	\$ 20,790	Y	N			2	N	
236	LC	09/16/21	05/31/22	22289	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,878	\$ 18,878	Y	N			4	N	
236	LC	09/16/21	05/31/22	22289	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 14,242	\$ 14,242	Y	N			4	N	
236	LC	11/28/20	12/16/21	22383	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,249	\$ 18,249	Y	N			N/A	N	Filled
236	LC	11/28/20	12/16/21	22383	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,767	\$ 13,767	Y	N			N/A	N	Filled
236	LC	12/31/19	05/31/22	22470	ELIGIBILITY WKR V	N	SR20M	4	P	0.57	A	\$ 41,943	\$ 42,470	Y	N			2	N	
236	LC	12/31/19	05/31/22	22470	ELIGIBILITY WKR V	N	SR20M	4	P	0.43	N	\$ 31,641	\$ 32,038	Y	N			2	N	
236	LC	12/31/19	05/31/22	22845	ELIGIBILITY WKR III	N	SR16M	3	P	0.57	A	\$ 36,259	\$ 36,259	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	12/31/19	05/31/22	22845	ELIGIBILITY WKR III	N	SR16M	3	P	0.43	N	\$ 27,353	\$ 27,353	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	11/01/20	05/31/22	22846	ELIGIBILITY WKR III	N	SR16M	3	P	0.57	A	\$ 36,259	\$ 36,259	Y	N			3	N	
236	LC	11/01/20	05/31/22	22846	ELIGIBILITY WKR III	N	SR16M	3	P	0.43	N	\$ 27,353	\$ 27,353	N	N			3	N	
236	LC	02/29/20	05/31/22	22855	ELIGIBILITY WKR III	N	SR16B	3	P	0.57	A	\$ -	\$ 20,144	N	N			2	N	
236	LC	02/29/20	05/31/22	22855	ELIGIBILITY WKR III	N	SR16B	3	P	0.43	N	\$ 17,787	\$ 15,196	Y	N			2	N	
236	LC	06/01/21	05/31/22	22878	OFFICE ASSISTANT IV	N	SR10B	3	P	0.57	A	\$ 18,618	\$ 20,062	Y	N			3	N	
236	LC	06/01/21	05/31/22	22878	OFFICE ASSISTANT IV	N	SR10C	3	P	0.43	N	\$ 15,134	\$ 15,134	Y	N			3	N	
236	LC	01/16/20	05/31/22	23325	ELIGIBILITY WKR V	N	SR20I	4	P	0.57	A	\$ 37,264	\$ 36,259	Y	N			3	N	
236	LC	01/16/20	05/31/22	23325	ELIGIBILITY WKR V	N	SR20I	4	P	0.43	N	\$ 28,112	\$ 27,353	N	N			3	N	
236	LC	03/12/20	05/31/22	24182	ELIGIBILITY WKR III	N	SR16B	3	P	0.57	A	\$ -	\$ 20,144	N	N			2	N	
236	LC	03/12/20	05/31/22	24182	ELIGIBILITY WKR I	N			P	0.43	N	\$ 17,787	\$ 15,196	Y	N			2	N	
236	LC	09/11/20	05/31/22	24188	OFFICE ASSISTANT IV	N	SR10C	3	P	0.57	A	\$ 19,391	\$ 19,391	Y	N			4	N	
236	LC	09/11/20	05/31/22	24188	OFFICE ASSISTANT IV	N	SR10C	3	P	0.43	N	\$ 14,629	\$ 14,629	Y	N			4	N	
236	LC	07/01/21	05/31/22	24489	OFFICE ASSISTANT IV	N	SR10M	3	P	0.57	A	\$ 29,665	\$ 29,665	Y	N			4	N	
236	LC	07/01/21	05/31/22	24489	OFFICE ASSISTANT IV	N	SR10M	3	P	0.43	N	\$ 22,379	\$ 22,379	N	N			4	N	
236	LC	01/16/20	05/31/22	24491	ELIGIBILITY WKR III	N	SR16D	3	P	0.57	A	\$ -	\$ 25,493	N	N			2	N	
236	LC	01/16/20	05/31/22	24491	ELIGIBILITY WKR III	N	SR16D	3	P	0.43	N	\$ 19,985	\$ 19,231	Y	N			2	N	
236	LC	10/19/21	05/31/22	24494	ELIGIBILITY WKR III	N	SR16E	3	P	0.57	A	\$ 27,408	\$ 27,408	Y	N			3	N	
236	LC	10/19/21	05/31/22	24494	ELIGIBILITY WKR III	N	SR16E	3	P	0.43	N	\$ 20,676	\$ 20,676	Y	N			3	N	
236	LC	10/17/20	05/31/22	24827	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 17,921	\$ 18,249	Y	N			4	N	
236	LC	10/17/20	05/31/22	24827	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,519	\$ 13,767	N	N			4	N	
236	LC	08/15/19	05/31/22	24970	SELF-SUFF/SUPP SVCS SPCLT IV	N	SR22C	13	P	0.57	A	\$ -	\$ 30,835	N	N			2	N	
236	LC	08/15/19	05/31/22	24970	SELF-SUFF/SUPP SVCS SPCLT IV	N	SR22C	13	P	0.43	N	\$ 22,771	\$ 23,261	N	N			2	N	
236	LC	01/06/20	05/31/22	25015	OFFICE ASSISTANT III	N	SR08B	3	P	0.57	A	\$ -	\$ 17,237	N	N			2	N	
236	LC	01/06/20	05/31/22	25015	OFFICE ASSISTANT III	N	SR08B	3	P	0.43	N	\$ 13,003	\$ 13,003	Y	N			2	N	
236	LC	10/07/21	05/31/22	25016	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,878	\$ 18,878	Y	N			4	N	
236	LC	10/07/21	05/31/22	25016	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 14,242	\$ 14,242	N	N			4	N	
236	LC	08/01/20	05/31/22	25017	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ -	\$ 18,249	N	N			2	N	
236	LC	08/01/20	05/31/22	25017	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,003	\$ 13,767	Y	N			2	N	
236	LC	12/31/19	05/31/22	25166	STAFF SERVICES ASST I	N	SR14J	3	P	0.57	A	\$ 30,722	\$ 29,809	Y	N			1	N	
236	LC	12/31/19	05/31/22	25166	STAFF SERVICES ASST I	N	SR14J	3	P	0.43	N	\$ 23,406	\$ 22,487	N	N			1	N	
236	LC	05/01/20	05/31/22	25293	OFFICE ASSISTANT III	N	SR08J	3	P	0.57	A	\$ -	\$ 23,577	N	N			2	N	
236	LC	05/01/20	05/31/22	25293	OFFICE ASSISTANT III	N	SR08J	3	P	0.43	N	\$ 18,493	\$ 17,787	Y	N			2	N	
236	LC	12/31/20	05/31/22	25727	ELIGIBILITY WKR III	N	SR16H	3	P	0.57	A	\$ 29,809	\$ 29,809	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	12/31/20	05/31/22	25727	ELIGIBILITY WKR III	N	SR16H	3	P	0.43	N	\$ 22,487	\$ 22,487	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	07/16/21	12/16/21	26282	ELIGIBILITY WKR V	N	SR20C	4	P	0.57	A	\$ 30,814	\$ 30,814	Y	N			N/A	N	Filled
236	LC	07/16/21	12/16/21	26282	ELIGIBILITY WKR V	N	SR20C	4	P	0.43	N	\$ 23,246	\$ 23,246	N	N			N/A	N	Filled
236	LC	08/19/19	05/31/22	26801	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ -	\$ 17,237	N	N			2	N	
236	LC	08/19/19	05/31/22	26801	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,003	\$ 13,003	Y	N			2	N	
236	LC	04/16/20	05/31/22	26802	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 17,237	\$ 17,237	Y	N			4	N	
236	LC	04/16/20	05/31/22	26802	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,003	\$ 13,003	Y	N			4	N	
236	LC	10/01/19	05/31/22	27444	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 24,515	\$ 24,515	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	10/01/19	05/31/22	27444	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 18,493	\$ 18,493	N	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	12/06/19	05/31/22	28050	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ -	\$ 20,144	N	N			2	N	

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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	Priority # to Retain	TA (Y/N)	Committed or Filled
236	LC	12/06/19	05/31/22	28050	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 18,493	\$ 15,196	N	N			2	N	
236	LC	08/01/19	05/31/22	28059	ELIGIBILITY WKR III	N	SR16K	3	P	0.57	A	\$ -	\$ 33,530	N	N			2	N	
236	LC	08/01/19	05/31/22	28059	ELIGIBILITY WKR III	N	SR16K	3	P	0.43	N	\$ 25,294	\$ 25,294	N	N			2	N	
236	LC	01/02/20	05/31/22	28064	OFFICE ASSISTANT IV	N	SR10E	3	P	0.57	A	\$ -	\$ 20,937	N	N			2	N	
236	LC	01/02/20	05/31/22	28064	OFFICE ASSISTANT IV	N	SR10E	3	P	0.43	N	\$ 15,795	\$ 15,795	N	N			2	N	
236	LC	12/19/19	05/31/22	28066	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ -	\$ 23,577	N	N			2	N	
236	LC	12/19/19	05/31/22	28066	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 17,787	\$ 17,787	N	N			2	N	
236	LC	11/18/19	05/31/22	28073	ELIGIBILITY WKR III	N	SR16J	3	P	0.57	A	\$ -	\$ 32,223	N	N			2	N	
236	LC	11/18/19	05/31/22	28073	ELIGIBILITY WKR III	N	SR16J	3	P	0.43	N	\$ 24,309	\$ 24,309	Y	N			2	N	
236	LC	06/29/21	05/31/22	28077	ELIGIBILITY WKR II	N	SR14C	3	P	0.57	A	\$ 23,427	\$ 23,427	Y	N			4	N	
236	LC	06/29/21	05/31/22	28077	ELIGIBILITY WKR II	N	SR14C	3	P	0.43	N	\$ 17,673	\$ 17,673	N	N			4	N	
236	LC	10/01/19	05/31/22	28080	ELIGIBILITY WKR III	N	SR16F	3	P	0.57	A	\$ -	\$ 27,558	N	N			2	N	
236	LC	10/01/19	05/31/22	28080	ELIGIBILITY WKR III	N	SR16F	3	P	0.43	N	\$ 21,631	\$ 20,790	N	N			2	N	
236	LC	11/01/19	05/31/22	28099	OFFICE ASSISTANT III	N	SR08B	3	P	0.57	A	\$ -	\$ 17,237	N	N			2	N	
236	LC	11/01/19	05/31/22	28099	OFFICE ASSISTANT III	N	SR08B	3	P	0.43	N	\$ 13,003	\$ 13,003	Y	N			2	N	
236	LC	05/19/21	05/31/22	28102	OFFICE ASSISTANT IV	N	SR10D	3	P	0.57	A	\$ 20,841	\$ 20,841	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	05/19/21	05/31/22	28102	OFFICE ASSISTANT IV	N	SR10D	3	P	0.43	N	\$ 15,723	\$ 15,723	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	12/31/20	05/31/22	28107	ELIGIBILITY WKR III	N	SR16I	3	P	0.57	A	\$ 31,026	\$ 31,026	Y	N			3	N	
236	LC	12/31/20	05/31/22	28107	ELIGIBILITY WKR III	N	SR16I	3	P	0.43	N	\$ 23,406	\$ 23,406	Y	N			3	N	
236	LC	03/01/21	05/31/22	28109	OFFICE ASSISTANT IV	N	SR10J	3	P	0.57	A	\$ 26,375	\$ 26,375	Y	N			3	N	
236	LC	03/01/21	05/31/22	28109	OFFICE ASSISTANT IV	N	SR10J	3	P	0.43	N	\$ 19,897	\$ 19,897	Y	N			3	N	
236	LC	02/01/20	05/31/22	28111	ELIGIBILITY WKR V	N	SR20C	4	P	0.57	A	\$ 28,318	\$ 27,558	Y	N			3	N	
236	LC	02/01/20	05/31/22	28111	ELIGIBILITY WKR V	N	SR20C	4	P	0.43	N	\$ 21,362	\$ 20,790	Y	N			3	N	
236	LC	12/31/19	05/31/22	28120	ELIGIBILITY WKR III	N	SR16J	3	P	0.57	A	\$ 33,530	\$ 32,223	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	12/31/19	05/31/22	28120	ELIGIBILITY WKR III	N	SR16J	3	P	0.43	N	\$ 25,294	\$ 24,309	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	03/01/21	05/31/22	28123	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 25,363	\$ 25,363	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	03/01/21	05/31/22	28123	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 19,133	\$ 19,133	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	09/16/21	05/31/22	28129	ELIGIBILITY WKR III	N	SR16G	3	P	0.57	A	\$ 29,665	\$ 29,665	Y	N			3	N	
236	LC	09/16/21	05/31/22	28129	ELIGIBILITY WKR III	N	SR16G	3	P	0.43	N	\$ 22,379	\$ 22,379	Y	N			3	N	
236	LC	11/16/21	05/31/22	28191	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 17,237	\$ 18,878	Y	N			4	N	
236	LC	11/16/21	05/31/22	28191	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,003	\$ 14,242	Y	N			4	N	
236	LC	07/16/20	05/31/22	28208	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,249	\$ 18,249	Y	N			4	N	
236	LC	07/16/20	05/31/22	28208	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,767	\$ 13,767	Y	N			4	N	
236	LC	05/01/21	05/31/22	28217	ELIGIBILITY WKR III	N	SR16D	3	P	0.57	A	\$ 26,375	\$ 26,375	Y	N			3	N	
236	LC	05/01/21	05/31/22	28217	ELIGIBILITY WKR III	N	SR16D	3	P	0.43	N	\$ 19,897	\$ 19,897	N	N			3	N	
236	LC	10/01/19	05/31/22	28242	ELIGIBILITY WKR III	N	SR16L	3	P	0.57	A	\$ -	\$ 34,870	N	N			2	N	
236	LC	10/01/19	05/31/22	28242	ELIGIBILITY WKR III	N	SR16L	3	P	0.43	N	\$ 26,306	\$ 26,306	N	N			2	N	
236	LC	12/05/19	05/31/22	28245	ELIGIBILITY WKR III	N	SR16D	3	P	0.57	A	\$ -	\$ 23,577	N	N			2	N	
236	LC	12/05/19	05/31/22	28245	ELIGIBILITY WKR III	N	SR16D	3	P	0.43	N	\$ 17,080	\$ 17,787	N	N			2	N	
236	LC	08/16/19	05/31/22	28255	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ -	\$ 23,577	N	N			2	N	
236	LC	08/16/19	05/31/22	28255	ELIGIBILITY WKR II	N	SR16C	3	P	0.43	N	\$ 16,435	\$ 17,787	Y	N			2	N	
236	LC	02/24/20	05/31/22	28274	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 21,785	\$ 23,577	Y	N			3	N	
236	LC	02/24/20	05/31/22	28274	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 16,435	\$ 17,787	Y	N			3	N	
236	LC	06/01/21	05/31/22	31066	OFFICE ASSISTANT IV	N	SR10C	3	P	0.57	A	\$ 20,062	\$ 20,062	Y	N			3	N	
236	LC	06/01/21	05/31/22	31066	OFFICE ASSISTANT IV	N	SR10C	3	P	0.43	N	\$ 15,134	\$ 15,134	Y	N			3	N	
236	LC	11/01/21	05/31/22	31446	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,878	\$ 18,878	Y	N			4	N	
236	LC	11/01/21	05/31/22	31446	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 14,242	\$ 14,242	Y	N			4	N	
236	LC	03/16/20	05/31/22	31448	OFFICE ASSISTANT III	N	SR08B	3	P	0.57	A	\$ 17,237	\$ 17,237	Y	N			4	N	
236	LC	03/16/20	05/31/22	31448	OFFICE ASSISTANT III	N	SR08B	3	P	0.43	N	\$ 13,003	\$ 13,003	Y	N			4	N	
236	LC	03/21/20	05/31/22	32346	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 34,870	\$ 20,144	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	03/21/20	05/31/22	32346	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 26,306	\$ 15,196	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	10/01/21	05/31/22	32347	ELIGIBILITY WKR III	N	SR16H	3	P	0.57	A	\$ 30,842	\$ 30,842	Y	N			3	N	
236	LC	10/01/21	05/31/22	32347	ELIGIBILITY WKR III	N	SR16H	3	P	0.43	N	\$ 23,266	\$ 23,266	Y	N			3	N	
236	LC	10/01/21	05/31/22	32372	OFFICE ASSISTANT IV	N	SR10J	3	P	0.57	A	\$ 26,375	\$ 26,375	Y	N			3	N	
236	LC	10/01/21	05/31/22	32372	OFFICE ASSISTANT IV	N	SR10J	3	P	0.43	N	\$ 19,231	\$ 19,897	Y	N			3	N	
236	LC	08/25/21	05/31/22	32386	ELIGIBILITY WKR I	N	SR12C	3	P	0.57	A	\$ 21,662	\$ 21,662	Y	N			3	N	
236	LC	08/25/21	05/31/22	32386	ELIGIBILITY WKR I	N	SR12C	3	P	0.43	N	\$ 16,342	\$ 16,342	Y	N			3	N	
236	LC	03/14/20	05/31/22	32387	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 24,515	\$ 24,515	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	03/14/20	05/31/22	32387	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 18,493	\$ 18,493	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	12/01/20	05/31/22	32391	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,249	\$ 18,249	Y	N			4	N	
236	LC	12/01/20	05/31/22	32391	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,767	\$ 13,767	Y	N			4	N	

Department of Human Services
 Vacancy Report as of November 30, 2021

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 Day Hire Appts	Describe if Filled by other Means	Priority # to Retain	TA (Y/N)	Committed or Filled
236	LC	08/21/21	12/01/21	32486	ELIGIBILITY WKR III	N	SR16G	3	P	0.57	A	\$ 29,665	\$ 29,665	Y	N			N/A	N	Filled
236	LC	08/21/21	12/01/21	32486	ELIGIBILITY WKR III	N	SR16G	3	P	0.43	N	\$ 22,379	\$ 22,379	Y	N			N/A	N	Filled
236	LC	06/01/21	05/31/22	32647	ELIGIBILITY WKR II	N	SR14E	3	P	0.57	A	\$ 25,363	\$ 25,363	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	06/01/21	05/31/22	32647	ELIGIBILITY WKR II	N	SR14E	3	P	0.43	N	\$ 19,133	\$ 19,133	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	06/01/21	05/31/22	32973	ELIGIBILITY WKR III	N	SR16C	3	P	0.57	A	\$ 25,363	\$ 25,363	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	06/01/21	05/31/22	32973	ELIGIBILITY WKR III	N	SR16C	3	P	0.43	N	\$ 19,133	\$ 19,133	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	08/02/21	05/31/22	33130	ELIGIBILITY WKR III	N	SR16E	3	P	0.57	A	\$ 27,408	\$ 27,408	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	08/02/21	05/31/22	33130	ELIGIBILITY WKR III	N	SR16E	3	P	0.43	N	\$ 20,676	\$ 20,676	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	07/31/21	05/31/22	33133	ELIGIBILITY WKR III	N	SR16F	3	P	0.57	A	\$ 28,509	\$ 28,509	Y	N			3	N	
236	LC	07/31/21	05/31/22	33133	ELIGIBILITY WKR III	N	SR16F	3	P	0.43	N	\$ 21,507	\$ 21,507	N	N			3	N	
236	LC	01/21/20	05/31/22	33264	OFFICE ASSISTANT III	N	SR08B	3	P	0.57	A	\$ -	\$ 17,237	N	N			2	N	
236	LC	01/21/20	05/31/22	33264	OFFICE ASSISTANT III	N	SR08B	3	P	0.43	N	\$ 13,003	\$ 13,003	Y	N			2	N	
236	LC	11/14/20	05/31/22	34332	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,249	\$ 18,249	Y	N			4	N	
236	LC	11/14/20	05/31/22	34332	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,767	\$ 13,767	N	N			4	N	
236	LC	01/19/19	05/31/22	34707	ELIGIBILITY WKR III	N	SR16C		P	0.57	A	\$ -	\$ 20,144	N	N			2	N	
236	LC	01/19/19	05/31/22	34707	ELIGIBILITY WKR III	N	SR16C		P	0.43	N	\$ 17,787	\$ 15,196	Y	N			2	N	
236	LC	11/15/21	05/31/22	34720	ELIGIBILITY WKR III	N	SR16G	3	P	0.57	A	\$ 29,665	\$ 29,665	Y	N			2	N	
236	LC	11/15/21	05/31/22	34720	ELIGIBILITY WKR III	N	SR16G	3	P	0.43	N	\$ 22,379	\$ 22,379	Y	N			2	N	
236	LC	04/01/20	05/31/22	34726	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 17,237	\$ 17,237	Y	N			4	N	
236	LC	04/01/20	05/31/22	34726	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 13,003	\$ 13,003	Y	N			4	N	
236	LC	07/19/21	05/31/22	34902	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,878	\$ 18,878	Y	N			4	N	
236	LC	07/19/21	05/31/22	34902	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 14,242	\$ 14,242	Y	N			4	N	
236	LC	10/21/21	05/31/22	37910	OFFICE ASSISTANT III	N	SR08C	3	P	0.57	A	\$ 18,878	\$ 18,878	Y	N			4	N	
236	LC	10/21/21	05/31/22	37910	OFFICE ASSISTANT III	N	SR08C	3	P	0.43	N	\$ 14,242	\$ 14,242	Y	N			4	N	
236	LC	06/29/21	05/31/22	42179	OFFICE ASSISTANT IV	N	SR10C	3	P	0.57	A	\$ 20,062	\$ 20,062	Y	N			3	N	
236	LC	06/29/21	05/31/22	42179	OFFICE ASSISTANT IV	N	SR10C	3	P	0.43	N	\$ 15,134	\$ 15,134	N	N			3	N	
236	LC	03/02/20	05/31/22	42672	OFFICE ASSISTANT III	N	SR08B	3	P	0.57	A	\$ -	\$ 17,237	N	N			2	N	
236	LC	03/02/20	05/31/22	42672	OFFICE ASSISTANT III	N	SR08B	3	P	0.43	N	\$ 13,003	\$ 13,003	N	N			2	N	
236	LC	03/02/20	05/31/22	43803	SELF-SUFF/SUPP SVCS SPCLT III	N	SR20F	13	P	0.50	A	\$ -	\$ 28,140	N	N			2	N	
236	LC	03/02/20	05/31/22	43803	SELF-SUFF/SUPP SVCS SPCLT III	N	SR20F	13	P	0.50	N	\$ 27,546	\$ 28,140	Y	N			2	N	
236	LC	04/16/20	05/31/22	44186	OFFICE ASSISTANT IV	N	SR10F	3	P	0.57	A	\$ 21,785	\$ 21,785	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	04/16/20	05/31/22	44186	OFFICE ASSISTANT IV	N	SR10F	3	P	0.43	N	\$ 16,435	\$ 16,435	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
236	LC	07/23/19	05/31/22	45451	SECRETARY II	N	SR14B	3	P	0.50	A	\$ 19,110	\$ 19,110	Y	N			1	N	
236	LC	07/23/19	05/31/22	45451	SECRETARY II	N	SR14B	3	P	0.50	N	\$ 19,110	\$ 19,110	N	N			1	N	
236	LC	09/01/19	05/31/22	45535	SELF-SUFF/SUPP SVCS SPCLT III	N	SR20K	13	P	0.50	A	\$ -	\$ 34,242	N	N			2	N	
236	LC	09/01/19	05/31/22	45535	SELF-SUFF/SUPP SVCS SPCLT III	N	SR20K	13	P	0.50	N	\$ 34,642	\$ 34,242	Y	N			2	N	
236	LC	06/01/21	05/31/22	46874	STAFF SERVICES ASST I	N	SR14I	3	P	0.50	A	\$ 26,022	\$ 26,022	Y	N			3	N	
236	LC	06/01/21	05/31/22	46874	STAFF SERVICES ASST I	N	SR14I	3	P	0.50	N	\$ 26,022	\$ 26,022	Y	N			3	N	
236	LC	12/31/19	05/31/22	47443	SELF-SUFF/SUPP SVCS SPCLT III	N	SR20I	13	P	0.50	A	\$ 31,002	\$ 31,668	Y	N			3	N	
236	LC	12/31/19	05/31/22	47443	SELF-SUFF/SUPP SVCS SPCLT III	N	SR20I	13	P	0.50	N	\$ 31,002	\$ 31,668	Y	N			3	N	
236	LC	10/01/19	05/31/22	121568	ELIGIBILITY WKR IV	N	SR18H	3	P	0.57	A	\$ 32,224	\$ 32,223	Y	N			3	N	
236	LC	10/01/19	05/31/22	121568	ELIGIBILITY WKR IV	N	SR18H	3	P	0.43	N	\$ 24,309	\$ 24,309	Y	N			3	N	
236	LC	06/06/17	05/31/22	121571	ELIGIBILITY WKR IV	N	SR18E	3	P	0.57	A	\$ 25,493	\$ 26,751	Y	N			3	N	
236	LC	06/06/17	05/31/22	121571	ELIGIBILITY WKR IV	N	SR18E	3	P	0.43	N	\$ 19,231	\$ 20,181	Y	N			3	N	
236	LC	09/01/19	05/31/22	121573	ELIGIBILITY WKR IV	N	SR18I	3	P	0.57	A	\$ 33,529	\$ 33,530	Y	N			3	N	
236	LC	09/01/19	05/31/22	121573	ELIGIBILITY WKR IV	N	SR18I	3	P	0.43	N	\$ 25,294	\$ 25,294	Y	N			3	N	
238	GB	12/31/17	05/31/22	1809	OFFICE ASSISTANT IV	N	SR10M	3	P	1.00	N	\$ 32,664	\$ 47,868	Y	N			4	N	
238	GB	10/01/21	05/31/22	11255	OFFICE ASSISTANT IV	N	SR10H	3	P	1.00	N	\$ 41,364	\$ 44,496	Y	N			4	N	
238	GB	06/19/21	05/31/22	24198	DISABILITY CLAIMS SPCLT III	N	SR20E	13	P	1.00	N	\$ 52,956	\$ 55,200	Y	N			3	N	
238	GB	07/17/21	05/31/22	24444	DISABILITY CLAIMS SPCLT III	N	SR20E	13	P	1.00	N	\$ 52,956	\$ 55,200	Y	N			4	N	
238	GB	05/08/21	05/31/22	24445	DISABILITY CLAIMS SPCLT III	N	SR20K	13	P	1.00	N	\$ 67,044	\$ 43,620	Y	N			4	N	
238	GB	07/01/21	05/31/22	48728	DISABILITY CLAIMS SPCLT III	N	SR20L	13	P	1.00	N	\$ 68,388	\$ 72,684	Y	N			3	N	
238	GB	06/01/19	05/31/22	51830	INFORMATION TECHNOLOGY BAND B	N	SR22E	13	P	1.00	N	\$ 57,324	\$ 55,092	Y	N			4	N	
238	GB		05/31/22	92223K	DISABILITY CLAIMS SPCLT V		SR24	23	P	1.00	N	\$ 62,136						2	N	
238	GB		05/31/22	92224K	DISABILITY CLAIMS SPCLT IV		SR22	13	P	1.00	N	\$ 55,200		Y	N			2	N	
301	SA	11/16/21	05/31/22	1673	SOCIAL WORKER III	N	SR20D	13	P	0.60	A	\$ 31,838	\$ 31,838	Y	N			2	N	
301	SA	11/16/21	05/31/22	1673	SOCIAL WORKER III	N	SR20D	13	P	0.40	N	\$ 21,226	\$ 21,226	Y	N			2	N	
301	SA	11/04/19	05/31/22	1678	HUMAN SVCS PROF IV	N	SR22E	13	P	0.60	A	\$ 36,725	\$ 36,540	Y	N			2	N	
301	SA	11/04/19	05/31/22	1678	HUMAN SVCS PROF IV	N	SR22E	13	P	0.40	N	\$ 24,360	\$ 24,360	Y	N			2	N	
301	SA	07/01/21	05/31/22	1690	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23M	13	P	0.60	A	\$ 51,019	\$ 51,019	Y	N			1	N	
301	SA	07/01/21	05/31/22	1690	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23M	13	P	0.40	N	\$ 34,013	\$ 34,013	Y	N			1	N	
301	SA	05/29/21	05/31/22	1756	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.60	A	\$ 35,849	\$ 35,849	Y	N			1	N	
301	SA	05/29/21	05/31/22	1756	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.40	N	\$ 23,899	\$ 23,899	Y	N			1	N	

Department of Human Services
Vacancy Report as of November 30, 2021

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	Priority # to Retain	TA (Y/N)	Committed or Filled
301	SA	11/18/20	05/31/22	3776	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23E	23	P	0.60	A	\$ 37,282	\$ 37,282	Y	N			2	N	
301	SA	11/18/20	05/31/22	3776	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23E	23	P	0.40	N	\$ 24,854	\$ 24,854	Y	N			2	N	
301	SA	09/11/21	05/31/22	17390	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23C	13	P	0.60	A	\$ 34,452	\$ 34,452	Y	N			2	N	
301	SA	09/11/21	05/31/22	17390	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23C	13	P	0.40	N	\$ 22,968	\$ 22,968	Y	N			2	N	
301	SA	10/15/21	05/31/22	17695	HUMAN SVCS PROF III	N	SR20C	13	P	0.60	A	\$ 30,614	\$ 30,614	Y	N			2	N	
301	SA	10/15/21	05/31/22	17695	HUMAN SVCS PROF III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N			2	N	
301	SA	11/22/21	05/31/22	17698	SECRETARY I	N	SR12C	3	P	0.60	A	\$ 22,802	\$ 22,802	Y	N			3	N	
301	SA	11/22/21	05/31/22	17698	SECRETARY I	N	SR12C	3	P	0.40	N	\$ 15,202	\$ 15,202	Y	N			3	N	
301	SA	02/03/20	12/16/21	19412	HUMAN SVCS PROF II	N	SR18C	13	P	0.60	A	\$ 34,394	\$ 27,756	Y	N			N/A	N	Filled
301	SA	02/03/20	12/16/21	19412	HUMAN SVCS PROF II	N	SR18C	13	P	0.40	N	\$ 18,504	\$ 18,504	Y	N			N/A	N	Filled
301	SA	10/18/21	05/31/22	24045	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23I	13	P	0.60	A	\$ 45,353	\$ 45,353	Y	N			2	N	
301	SA	10/18/21	05/31/22	24045	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23I	13	P	0.40	N	\$ 30,235	\$ 30,235	Y	N			2	N	
301	SA	08/01/21	05/31/22	26398	OFFICE ASSISTANT III	N	SR08M	3	P	0.60	A	\$ 29,412	\$ 29,412	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	08/01/21	05/31/22	26398	OFFICE ASSISTANT III	N	SR08M	3	P	0.40	N	\$ 19,608	\$ 19,608	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	10/30/21	05/31/22	26694	SOCIAL WORKER III	N	SR20C	13	P	0.60	A	\$ 30,614	\$ 30,614	Y	N			3	N	
301	SA	10/30/21	05/31/22	26694	SOCIAL WORKER III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N			3	N	
301	SA	09/01/21	05/31/22	26702	SOCIAL WORKER III	N	SR20C	13	P	0.60	A	\$ 30,058	\$ 30,614	Y	N			2	N	
301	SA	09/01/21	05/31/22	26702	SOCIAL WORKER III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N			2	N	
301	SA	09/16/20	05/31/22	28420	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.60	A	\$ 35,849	\$ 35,849	Y	N			2	N	
301	SA	09/16/20	05/31/22	28420	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.40	N	\$ 23,899	\$ 23,899	Y	N			2	N	
301	SA	10/26/20	05/31/22	29215	HUMAN SVCS PROF III	N	SR20C	13	P	0.60	A	\$ 30,614	\$ 30,614	Y	N			2	N	
301	SA	10/26/20	05/31/22	29215	HUMAN SVCS PROF III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N			2	N	
301	SA	08/06/21	05/31/22	29540	SOCIAL WORKER II	N	SR18C	13	P	0.60	A	\$ 28,318	\$ 28,318	Y	N			N/A	N	Committed
301	SA	08/06/21	05/31/22	29540	SOCIAL WORKER II	N	SR18C	13	P	0.40	N	\$ 18,878	\$ 18,878	Y	N			N/A	N	Committed
301	SA	02/01/21	05/31/22	30692	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23F	13	P	0.60	A	\$ 38,772	\$ 38,772	Y	N			1	N	
301	SA	02/01/21	05/31/22	30692	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23F	13	P	0.40	N	\$ 25,848	\$ 25,848	Y	N			1	N	
301	SA	07/31/21	05/31/22	31453	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.60	A	\$ 35,849	\$ 30,614	Y	N		Offer pending	N/A	N	
301	SA	07/31/21	05/31/22	31453	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.40	N	\$ 23,899	\$ 20,410	Y	N		Offer pending	N/A	N	
301	SA	09/18/21	05/31/22	32763	SOCIAL WORKER IV	N	SR22C	13	P	0.60	A	\$ 33,120	\$ 33,120	Y	N			2	N	
301	SA	09/18/21	05/31/22	32763	SOCIAL WORKER IV	N	SR22C	13	P	0.40	N	\$ 22,080	\$ 22,080	Y	N			2	N	
301	SA	11/16/21	05/31/22	32765	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23F	13	P	0.60	A	\$ 38,772	\$ 38,772	Y	N			2	N	
301	SA	11/16/21	05/31/22	32765	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23F	13	P	0.40	N	\$ 25,848	\$ 25,848	Y	N			2	N	
301	SA	08/14/21	05/31/22	33276	SOCIAL WORKER III	N	SR20C	13	P	0.60	A	\$ 33,055	\$ 30,614	Y	N		Recommendation for hire pending	N/A	N	
301	SA	08/14/21	05/31/22	33276	SOCIAL WORKER III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N		Recommendation for hire pending	N/A	N	
301	SA	11/02/21	05/31/22	34077	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.60	A	\$ 35,849	\$ 35,849	Y	N			2	N	
301	SA	11/02/21	05/31/22	34077	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.40	N	\$ 23,899	\$ 23,899	Y	N			2	N	
301	SA	10/16/21	05/31/22	34376	SECRETARY I	N	SR12G	3	P	0.60	A	\$ 26,698	\$ 26,698	Y	N			3	N	
301	SA	10/16/21	05/31/22	34376	SECRETARY I	N	SR12G	3	P	0.40	N	\$ 17,798	\$ 17,798	Y	N			3	N	
301	SA	05/21/19	05/31/22	34398	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23E	13	P	0.60	A	\$ 34,394	\$ 35,770	Y	N			N/A	N	Filled
301	SA	05/21/19	05/31/22	34398	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23E	13	P	0.40	N	\$ 23,846	\$ 23,846	Y	N			N/A	N	Filled
301	SA	05/29/21	05/31/22	36142	HUMAN SVCS PROF III	N	SR20C	13	P	0.60	A	\$ 33,055	\$ 30,614	Y	N			2	N	
301	SA	05/29/21	05/31/22	36142	HUMAN SVCS PROF III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N			2	N	
301	SA	01/20/21	05/31/22	36189	HUMAN SVCS PROF III	N	SR20C	13	P	0.60	A	\$ 33,055	\$ 30,614	Y	N			2	N	
301	SA	01/20/21	05/31/22	36189	HUMAN SVCS PROF III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N			2	N	
301	SA	12/31/20	05/31/22	36329	SECRETARY I	N	SR12M	3	P	0.60	A	\$ 32,659	\$ 32,659	Y	N			2	N	
301	SA	12/31/20	05/31/22	36329	SECRETARY I	N	SR12M	3	P	0.40	N	\$ 21,773	\$ 21,773	Y	N			2	N	
301	SA	07/17/21	05/31/22	36415	HUMAN SVCS PROF III	N	SR20C	13	P	0.60	A	\$ 30,550	\$ 30,614	Y	N			2	N	
301	SA	07/17/21	05/31/22	36415	HUMAN SVCS PROF III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N			2	N	
301	SA	09/18/21	05/31/22	36418	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 20,275	\$ 20,275	Y	N			3	N	
301	SA	09/18/21	05/31/22	36418	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	Y	N			3	N	
301	SA	07/06/21	05/31/22	36504	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 13,719	\$ 20,275	Y	N			3	N	
301	SA	07/06/21	05/31/22	36504	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	Y	N			3	N	
301	SA	06/15/21	05/31/22	36519	SECRETARY I	N	SR12C	3	P	0.60	A	\$ 22,802	\$ 22,802	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	06/15/21	05/31/22	36519	SECRETARY I	N	SR12C	3	P	0.40	N	\$ 15,202	\$ 15,202	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	12/16/20	05/31/22	36586	HUMAN SVCS PROF III	N	SR20D	13	P	0.60	A	\$ 31,838	\$ 31,838	Y	N			2	N	
301	SA	12/16/20	05/31/22	36586	HUMAN SVCS PROF III	N	SR20D	13	P	0.40	N	\$ 21,226	\$ 21,226	Y	N			2	N	
301	SA	01/09/21	05/31/22	36695	CHILD/ADLT PROTV SVCS SUPV I	N	SR25C	23	P	0.60	A	\$ 52,949	\$ 37,282	Y	N			1	N	
301	SA	01/09/21	05/31/22	36695	CHILD/ADLT PROTV SVCS SUPV I	N	SR25C	23	P	0.40	N	\$ 24,854	\$ 24,854	Y	N			1	N	
301	SA	11/01/19	05/31/22	36696	CHILD/ADLT PROTV SVCS SUPV I	N	SR25E	23	P	0.60	A	\$ 42,163	\$ 41,090	Y	N			N/A	N	Filled
301	SA	11/01/19	05/31/22	36696	CHILD/ADLT PROTV SVCS SUPV I	N	SR25E	23	P	0.40	N	\$ 27,394	\$ 27,394	Y	N			N/A	N	Filled
301	SA	11/06/21	05/31/22	37877	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.60	A	\$ 21,938	\$ 21,938	Y	N			2	N	
301	SA	11/06/21	05/31/22	37877	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.40	N	\$ 14,626	\$ 14,626	Y	N			2	N	
301	SA	08/10/21	05/31/22	38103	SOCIAL WORKER III	N	SR20C	13	P	0.60	A	\$ 30,614	\$ 30,614	Y	N		Offer pending	N/A	N	
301	SA	08/10/21	05/31/22	38103	SOCIAL WORKER III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N		Offer pending	N/A	N	
301	SA	11/13/21	05/31/22	39414	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23E	13	P	0.60	A	\$ 37,282	\$ 30,614	Y	N			2	N	
301	SA	11/13/21	05/31/22	39414	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23E	13	P	0.40	N	\$ 24,854	\$ 20,410	Y	N			2	N	
301	SA	12/02/19	05/31/22	39416	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.60	A	\$ -	\$ 20,412	N	N			3	N	

Department of Human Services
Vacancy Report as of November 30, 2021

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 Day Hire Appts	Describe if Filled by other Means	Priority # to Retain	TA (Y/N)	Committed or Filled
301	SA	12/02/19	05/31/22	39416	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.40	N	\$ 13,948	\$ 13,608	Y	N			3	N	
301	SA	08/02/21	05/31/22	40521	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 20,275	\$ 20,275	Y	N			4	N	
301	SA	08/02/21	05/31/22	40521	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	Y	N			4	N	
301	SA	07/09/21	05/31/22	40885	SOCIAL SERVICE ASSISTANT IV	N	SR11E	3	P	0.60	A	\$ 23,724	\$ 23,724	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	07/09/21	05/31/22	40885	SOCIAL SERVICE ASSISTANT IV	N	SR11E	3	P	0.40	N	\$ 15,816	\$ 15,816	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	04/05/21	05/31/22	42333	SOCIAL WORKER III	N	SR20L	13	P	0.60	A	\$ 43,610	\$ 43,610	Y	N			2	N	
301	SA	04/05/21	05/31/22	42333	SOCIAL WORKER III	N	SR20L	13	P	0.40	N	\$ 29,074	\$ 29,074	Y	N			2	N	
301	SA	08/19/21	05/31/22	42334	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.60	A	\$ 35,849	\$ 35,849	Y	N			N/A	N	Committed
301	SA	08/19/21	05/31/22	42334	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	0.40	N	\$ 23,899	\$ 23,899	Y	N			N/A	N	Committed
301	SA	01/09/18	05/31/22	42338	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.60	A	\$ 20,412	\$ 18,929	Y	N			3	N	
301	SA	01/09/18	05/31/22	42338	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.40	N	\$ 12,619	\$ 12,619	Y	N			3	N	
301	SA	09/01/21	05/31/22	42348	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.60	A	\$ 21,938	\$ 21,938	Y	N			3	N	
301	SA	09/01/21	05/31/22	42348	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.40	N	\$ 14,626	\$ 14,626	Y	N			3	N	
301	SA	10/26/21	05/31/22	42366	HUMAN SVCS PROF II	N	SR18C	13	P	0.60	A	\$ 34,452	\$ 28,318	Y	N			3	N	
301	SA	10/26/21	05/31/22	42366	HUMAN SVCS PROF II	N	SR18C	13	P	0.40	N	\$ 22,968	\$ 18,878	Y	N			3	N	
301	SA	05/22/21	05/31/22	42372	HUMAN SVCS PROF III	N	SR20C	13	P	0.60	A	\$ 33,055	\$ 30,614	Y	N			3	N	
301	SA	05/22/21	05/31/22	42372	HUMAN SVCS PROF III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	N			3	N	
301	SA	04/16/21	05/31/22	42376	HUMAN SVCS PROF III	N	SR20C	13	P	0.60	A	\$ 33,055	\$ 30,614	Y	Y	2		2	N	
301	SA	04/16/21	05/31/22	42376	HUMAN SVCS PROF III	N	SR20C	13	P	0.40	N	\$ 20,410	\$ 20,410	Y	Y	2		2	N	
301	SA	12/14/19	05/31/22	42595	HUMAN SVCS PROF II	N	SR18C	13	P	0.60	A	\$ 33,055	\$ 27,756	Y	N			3	N	
301	SA	12/14/19	05/31/22	42595	HUMAN SVCS PROF II	N	SR18C	13	P	0.40	N	\$ 22,968	\$ 18,504	Y	N			3	N	
301	SA	03/23/20	05/31/22	42919	HUMAN SVCS PROF III	N	SR20D	13	P	0.60	A	\$ 27,626	\$ 31,205	Y	N			3	N	
301	SA	03/23/20	05/31/22	42919	HUMAN SVCS PROF III	N	SR20D	13	P	0.40	N	\$ 20,803	\$ 20,803	Y	N			3	N	
301	SA	09/18/21	05/31/22	43560	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23C	13	P	0.60	A	\$ 47,052	\$ 34,452	Y	N			1	N	
301	SA	09/18/21	05/31/22	43560	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23C	13	P	0.40	N	\$ 22,968	\$ 22,968	Y	N			1	N	
301	SA	06/02/21	05/31/22	44562	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 18,864	\$ 20,275	Y	N			3	N	
301	SA	06/02/21	05/31/22	44562	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	Y	N			3	N	
301	SA	11/01/21	05/31/22	44793	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23I	13	P	0.60	A	\$ 43,610	\$ 43,610	Y	N			2	N	
301	SA	11/01/21	05/31/22	44793	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23I	13	P	0.40	N	\$ 29,074	\$ 29,074	N	N			2	N	
301	SA	11/16/21	05/31/22	46358	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.60	A	\$ 21,938	\$ 21,938	N	N			2	N	
301	SA	11/16/21	05/31/22	46358	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.40	N	\$ 14,626	\$ 14,626	Y	N			2	N	
301	SA	11/01/19	05/31/22	46359	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.60	A	\$ -	\$ 20,412	Y	N			2	N	
301	SA	11/01/19	05/31/22	46359	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.40	N	\$ 13,608	\$ 13,608	Y	N			2	N	
301	SA	11/16/21	05/31/22	46363	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.60	A	\$ 21,938	\$ 21,938	Y	N			3	N	
301	SA	11/16/21	05/31/22	46363	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.40	N	\$ 14,626	\$ 14,626	Y	N			3	N	
301	SA	09/01/21	05/31/22	46369	SOCIAL SERVICE AID III	N	SR09G	3	P	0.60	A	\$ 23,724	\$ 23,724	Y	N			3	N	
301	SA	09/01/21	05/31/22	46369	SOCIAL SERVICE AID III	N	SR09G	3	P	0.40	N	\$ 15,816	\$ 15,816	Y	N			3	N	
301	SA	03/19/21	05/31/22	46375	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 20,275	\$ 20,275	Y	N			N/A	N	Committed, setting a start date is pending the lifting of the RIF freeze
301	SA	03/19/21	05/31/22	46375	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	Y	N			N/A	N	Committed, setting a start date is pending the lifting of the RIF freeze
301	SA	08/17/18	05/31/22	51856	OFFICE ASSISTANT III	N	SR08C	3	P	0.90	A	\$ 27,216	\$ 25,855	Y	N			3	N	
301	SA	08/17/18	05/31/22	51856	OFFICE ASSISTANT III	N	SR08C	3	P	0.10	N	\$ 3,312	\$ 2,873	N	N			3	N	
301	SA	10/30/21	05/31/22	108918	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 20,275	\$ 20,275	N	N			3	N	
301	SA	10/30/21	05/31/22	108918	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	Y	N			3	N	
301	SA	09/14/21	05/31/22	110569	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ -	\$ 20,275	Y	N			3	N	
301	SA	09/14/21	05/31/22	110569	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	N	N			3	N	
301	SA	10/01/21	05/31/22	110606	SOCIAL WORKER V	N	SR24I	13	P	0.60	A	\$ 47,167	\$ 47,167	N	N			2	N	
301	SA	10/01/21	05/31/22	110606	SOCIAL WORKER V	N	SR24I	13	P	0.40	N	\$ 31,445	\$ 31,445	Y	N			2	N	
301	SA	02/11/19	05/31/22	111035	SOCIAL SERVICE ASSISTANT IV	N	SR11F	3	P	0.60	A	\$ -	\$ 23,832	Y	N			2	N	
301	SA	02/11/19	05/31/22	111035	SOCIAL SERVICE ASSISTANT IV	N	SR11F	3	P	0.40	N	\$ 16,546	\$ 15,888	Y	N			2	N	
301	SA	06/03/21	05/31/22	111039	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.60	A	\$ 21,938	\$ 21,938	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	06/03/21	05/31/22	111039	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	0.40	N	\$ 14,626	\$ 14,626	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	10/01/21	05/31/22	116641	ELIGIBILITY WKR IV	N	SR18L	3	P	0.60	A	\$ 41,090	\$ 41,090	Y	N			3	N	
301	SA	10/01/21	05/31/22	116641	ELIGIBILITY WKR IV	N	SR18L	3	P	0.40	N	\$ 27,394	\$ 27,394	Y	N			3	N	
301	SA	11/16/21	05/31/22	117488	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 20,275	\$ 20,275	Y	N			4	N	
301	SA	11/16/21	05/31/22	117488	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	Y	N			4	N	
301	SA	08/01/18	05/31/22	117492	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 17,453	\$ 16,538	Y	N			4	N	
301	SA	08/01/18	05/31/22	117492	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 11,026	\$ 11,026	Y	N			4	N	
301	SA	02/16/21	12/01/21	117500	SOCIAL SERVICE AID II	N	SR07C	3	P	0.60	A	\$ 19,476	\$ 19,476	Y	N			N/A	N	Filled
301	SA	02/16/21	12/01/21	117500	SOCIAL SERVICE AID II	N	SR07C	3	P	0.40	N	\$ 12,984	\$ 12,984	Y	N			N/A	N	Filled

Department of Human Services
Vacancy Report as of November 30, 2021

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 Day Hire Appts	Describe if Filled by other Means	Priority # to Retain	TA (Y/N)	Committed or Filled
301	SA	10/22/21	05/31/22	117504	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 20,275	\$ 20,275	Y	N			4	N	
301	SA	10/22/21	05/31/22	117504	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	N	N			4	N	
301	SA	03/01/21	05/31/22	117506	SOCIAL SERVICE AID III	N	SR09C	3	P	0.60	A	\$ 20,275	\$ 20,275	N	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	03/01/21	05/31/22	117506	SOCIAL SERVICE AID III	N	SR09C	3	P	0.40	N	\$ 13,517	\$ 13,517	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
301	SA	11/01/21	05/31/22	118531	OFFICE ASSISTANT III	N	SR08C	3	P	0.60	A	\$ -	\$ 19,872	Y	N			4	N	
301	SA	11/01/21	05/31/22	118531	OFFICE ASSISTANT III	N	SR08C	3	P	0.40	N	\$ 17,890	\$ 13,248	Y	N			4	N	
301	SA	11/01/21	05/31/22	118534	SOCIAL SERVICE AID III	N	SR09C	3	P	1.00	N	\$ 33,792	\$ 33,792	Y	N			4	N	
301	SA	11/01/21	05/31/22	118535	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23J	13	P	1.00	N	\$ 75,588	\$ 75,588	Y	N			2	N	
301	SA	04/21/20	05/31/22	118538	SOCIAL SERVICE AID III	N	SR09C	3	P	1.00	N	\$ 31,440	\$ 31,440	Y	N			3	N	
301	SA	07/13/21	05/31/22	118540	HUMAN SVCS PROF II	N	SR18C	13	P	1.00	N	\$ 47,196	\$ 47,196	Y	N			2	N	
301	SA	11/16/21	05/31/22	118542	SOCIAL SERVICE AID III	N	SR09C	3	P	1.00	N	\$ 33,792	\$ 33,792	Y	N			4	N	
301	SA	09/01/15	05/31/22	118564	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23C	13	P	0.60	A	\$ 18,864	\$ 19,476	Y	N			1	N	
301	SA	09/01/15	05/31/22	118564	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23C	13	P	0.40	N	\$ 22,968	\$ 12,984	Y	N			1	N	
301	SA	12/30/20	05/31/22	118572	HUMAN SVCS PROF IV	N	SR22C	13	P	1.00	N	\$ 55,200	\$ 55,200	Y	N			2	N	
301	SA	09/11/21	05/31/22	118577	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	1.00	N	\$ 59,748	\$ 59,748	Y	N		Committed 89 day appointment	1	N	
301	SA	06/17/13	05/31/22	118586	HUMAN SVCS PROF III	N	SR20C	13	P	1.00	N	\$ 51,024	\$ 28,836	Y	N			4	N	
301	SA	02/13/21	05/31/22	118587	SOCIAL SERVICE AID III	N	SR09C	3	P	1.00	N	\$ 33,792	\$ 33,792	Y	N			3	N	
301	SA	11/01/21	05/31/22	118588	SOCIAL SERVICE AID III	N	SR09C	3	P	1.00	N	\$ 33,792	\$ 33,792	N	N			3	N	
302	DA	05/03/21	05/31/22	23706	HUMAN SVCS PROF VI	N	SR26K	13	P	0.50	A	\$ 45,984	\$ 45,984	N	N		Recommendation for hire pending	N/A	Y	
302	DA	05/03/21	05/31/22	23706	HUMAN SVCS PROF VI	N	SR26K	13	P	0.50	N	\$ 45,984	\$ 45,984	Y	N		Recommendation for hire pending	N/A	Y	
302	DA	01/01/19	05/31/22	28157	PROJECT MANAGER	Y	SRNA	13	P	0.66	A	\$ 49,801	\$ 49,801	Y	N			3	N	
302	DA	01/01/19	05/31/22	28157	PROJECT MANAGER	Y	SRNA	13	P	0.34	N	\$ 25,665	\$ 25,655	Y	N			3	N	
302	DA	03/01/18	05/31/22	36853	SOCIAL SERVICE ASSISTANT IV	N	SR11B	3	P	0.50	A	\$ 17,010	\$ 16,428	Y	N			1	N	
302	DA	03/01/18	05/31/22	36853	SOCIAL SERVICE ASSISTANT IV	N	SR11B	3	P	0.50	N	\$ 17,010	\$ 16,428	Y	N			1	N	
302	DA	07/01/21	05/31/22	47419	HUMAN SVCS PROF III	N	SR20K	13	P	0.50	A	\$ 34,938	\$ 34,938	Y	N			1	N	
302	DA	07/01/21	05/31/22	47419	HUMAN SVCS PROF III	N	SR20K	13	P	0.50	N	\$ 34,938	\$ 34,938	Y	N			1	N	
302	DA	02/29/20	05/31/22	47430	SECRETARY I	N	SR12G	3	P	0.50	A	\$ 21,504	\$ 20,682	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	Y	
302	DA	02/29/20	05/31/22	47430	SECRETARY I	N	SR12G	3	P	0.50	N	\$ 21,504	\$ 20,682	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	Y	
302	DA	12/01/20	05/31/22	47446	SOCIAL SERVICE AID III	N	SR09G	3	P	0.50	A	\$ 19,110	\$ 19,110	Y	N			3	Y	
302	DA	12/01/20	05/31/22	47446	SOCIAL SERVICE AID III	N	SR09G	3	P	0.50	N	\$ 19,110	\$ 19,110	Y	N			3	Y	
302	DA	11/19/21	05/31/22	47448	HUMAN SVCS PROF III	N	SR20L	13	P	0.50	A	\$ 25,002	\$ 21,810	Y	N			3	N	
302	DA	11/19/21	05/31/22	47448	HUMAN SVCS PROF III	N	SR20C	13	P	0.50	N	\$ 25,002	\$ 21,810	Y	N			3	N	
302	DA	01/16/20	05/31/22	47450	HUMAN SVCS PROF I	N	SR16D	13	P	0.50	A	\$ 21,138	\$ 23,130	Y	N			3	N	
302	DA	01/16/20	05/31/22	47450	HUMAN SVCS PROF I	N	SR16D	13	P	0.50	N	\$ 21,768	\$ 23,130	Y	N			3	N	
302	DA	02/01/19	05/31/22	118062	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	A	\$ 15,120	\$ 15,120	Y	N			1	N	
302	DA	02/01/19	05/31/22	118062	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	N	\$ 15,120	\$ 15,120	Y	N			1	N	
302	DA	06/03/19	05/31/22	120654	HUMAN SVCS PROF IV	N	SR22J	13	P	0.50	A	\$ 34,530	\$ 33,522	Y	N			1	N	
302	DA	06/03/19	05/31/22	120654	HUMAN SVCS PROF IV	N	SR22J	13	P	0.50	N	\$ 34,866	\$ 33,522	Y	N			1	N	
302	DA	04/01/18	05/31/22	120655	SOCIAL WORKER IV	N	SR22L	13	P	0.50	A	\$ 26,478	\$ 36,888	Y	N			N/A	N	Committed
302	DA	04/01/18	05/31/22	120655	SOCIAL WORKER IV	N	SR22L	13	P	0.50	N	\$ 26,478	\$ 36,888	Y	N			N/A	N	Committed
501	YA	09/14/19	05/31/22	47413	PRE AUDIT CLERK I	N	SR11B	3	P	1.00	A	\$ 34,020	\$ 34,020	Y	N			4	N	
501	YA	02/09/21	05/31/22	120294	CHILDREN & YUTH PRGM SPCLT IV	N	SR22C	13	P	1.00	A	\$ 55,200	\$ 55,200	Y	N			1	N	
503	YB	08/01/21	05/31/22	3979	YOUTH CORRECTIONS OFFICER (FP)	N	CO06C	10	P	1.00	A	\$ 61,308	\$ 61,308	Y	N			1	N	
503	YB	03/05/21	05/31/22	7114	YOUTH CORRECTIONS OFFICER (FP)	N	CO06C	10	P	1.00	A	\$ 61,308	\$ 61,308	Y	N			N/A	N	Committed
503	YB	07/01/20	05/31/22	29055	OFFICE ASSISTANT III	N	SR08D	3	P	1.00	A	\$ 32,664	\$ 32,664	Y	N			1	N	
503	YB	11/09/21	05/31/22	34343	SOCIAL WORKER III	N	SR20C	13	P	1.00	A	\$ 51,024	\$ 51,024	N	N			1	N	
503	YB	09/27/21	05/31/22	34360	HUMAN RESOURCES ASSISTANT III	N	SR09C	63	P	1.00	A	\$ 33,792	\$ 33,792	Y	N			1	N	
503	YB	04/01/20	05/31/22	35851	INSTITUTION FARM ACTIV LEADER	N	WS03A	1	P	1.00	A	\$ 47,220	\$ 47,220	Y	N			N/A	N	Committed, setting a start date is pending the lifting of the RIF freeze
503	YB	03/01/17	05/31/22	118511	GENERAL PROFESSIONAL III	N			P	1.00	A	\$ -	\$ 46,932	Y	N			1	N	
503	YB	07/01/21	05/31/22	118921	CORRECTIONS MANAGER III	N	EM05	35	P	1.00	A	\$ 100,500	\$ 100,500	Y	N			1	Y	
601	TA	09/11/19	05/31/22	1654	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23H	13	P	1.00	A	\$ 69,060	\$ 68,484	Y	N			N/A	N	Committed
601	TA	10/01/21	05/31/22	12120	HUMAN SVCS PROF IV	N	SR22L	13	P	1.00	A	\$ 78,612	\$ 78,612	Y	N			2	N	
601	TA	12/07/19	01/18/22	22287	SOCIAL WORKER IV	N	SR22C	13	P	1.00	A	\$ 55,092	\$ 56,280	Y	N			N/A	Y	Filled
601	TA	05/01/20	05/31/22	26588	SOCIAL SERVICE ASSISTANT IV	N	SR11B	3	P	1.00	A	\$ 34,020	\$ 34,020	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
601	TA	10/18/21	05/31/22	26697	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23M	13	P	1.00	A	\$ 85,032	\$ 85,032	Y	N			2	N	
601	TA	10/01/19	05/31/22	26709	HUMAN SVCS PROF IV	N	SR22D	13	P	1.00	A	\$ 55,092	\$ 58,560	Y	N			2	N	
601	TA	09/14/19	05/31/22	26711	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23D	13	P	1.00	A	\$ 59,043	\$ 58,560	Y	N			1	N	
601	TA	10/01/21	05/31/22	28365	OFFICE ASSISTANT III	N	SR08K	3	P	1.00	A	\$ 45,324	\$ 45,324	Y	N			4	N	
601	TA	12/31/19	05/31/22	42704	CHILD/ADULT PROTETV SVCS SPCLT	N	SR23J	13	P	1.00	A	\$ 72,528	\$ 74,088	Y	N			2	N	
601	TA	11/09/21	05/31/22	42959	HUMAN SVCS PROF III	N	SR20D	13	P	1.00	A	\$ 53,064	\$ 53,064	Y	N			2	N	
601	TA	11/01/21	05/31/22	45165	OFFICE ASSISTANT III	N	SR08C	3	P	1.00	A	\$ 33,120	\$ 33,120	Y	N			4	N	
601	TA	07/31/21	05/31/22	45168	SOCIAL WORKER IV	N	SR22D	13	P	1.00	A	\$ 57,420	\$ 57,420	Y	N			3	N	

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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 Day Hire Appts	Describe if Filled by other Means	Priority # to Retain	TA (Y/N)	Committed or Filled
601	TA	12/31/19	12/16/21	46753	CHILD/ADLT PROTV SVCS SUPV I	N	SR25M	23	P	1.00	A	\$ 91,776	\$ 93,744	Y	N			N/A	N	Filled
601	TA	11/01/19	05/31/22	100506	SOCIAL SERVICE ASSISTANT IV	N	SR11C	3	P	1.00	A	\$ 34,020	\$ 35,340	Y	N			2	N	
601	TA	01/02/19	05/31/22	113209	SOCIAL SERVICE ASSISTANT IV	N	SR11L	3	T	1.00	N	\$ 50,304	\$ 50,304	N	N			3	N	
601	TA	01/16/20	05/31/22	113211	HUMAN SVCS PROF III	N	SR20C	13	T	1.00	N	\$ 50,004	\$ 50,004	N	N			3	N	
601	TA	09/05/21	05/31/22	120684	OFFICE ASSISTANT II	N	SR06J	3	P	1.00	A	\$ 41,904	\$ 41,904	Y	N			3	N	
601	TA	08/01/19	05/31/22	121774	HUMAN SVCS PROF IV	N	SR23D	13	P	0.50	A	\$ -	\$ 29,280	Y	N			3	N	
601	TA	08/01/19	05/31/22	121774	HUMAN SVCS PROF IV	N	SR23D	13	P	0.50	N	\$ 28,662	\$ 29,280	Y	N			4	N	
601	TA	10/30/21	05/31/22	123045	HUMAN SVCS PROF IV	N	SR22C	13	P	1.00	A	\$ 55,200	\$ 55,200	Y	N			N/A	N	Committed
802	GA	01/16/19	05/31/22	1662	VOCATIONAL REHAB SPCLT III	N	SR22F	13	P	0.34	A	\$ 20,269	\$ 19,490	Y	N			4	N	
802	GA	01/16/19	05/31/22	1662	VOCATIONAL REHAB SPCLT III	N	SR22F	13	P	0.66	N	\$ 39,347	\$ 37,834	Y	N			4	N	
802	GA	07/01/21	05/31/22	1731	BUSINESS MGR SVCS FOR BLIND	N	SR24F	23	P	0.34	A	\$ 22,795	\$ 24,713	Y	N			1	N	
802	GA	07/01/21	05/31/22	1731	BUSINESS MGR SVCS FOR BLIND	N	SR24F	23	P	0.66	N	\$ 44,249	\$ 47,971	Y	N			1	N	
802	GA	06/11/21	05/31/22	5393	VOCATIONAL REHAB SPCLT II	N	SR18E	13	P	0.34	A	\$ 16,642	\$ 18,768	Y	N			2	N	
802	GA	06/11/21	05/31/22	5393	VOCATIONAL REHAB SPCLT II	N	SR18E	13	P	0.66	N	\$ 32,306	\$ 36,432	Y	N			2	N	
802	GA	05/16/19	05/31/22	12518	VOCATIONAL REHAB SPCLT I	N	SR16D	13	P	0.34	A	\$ 14,517	\$ 14,231	Y	N			N/A	N	Committed
802	GA	05/16/19	05/31/22	12518	VOCATIONAL REHAB SPCLT I	N	SR16D	13	P	0.66	N	\$ 28,734	\$ 27,625	Y	N			N/A	N	Committed
802	GA	06/26/21	05/31/22	12557	VOCATIONAL REHAB MANAGER II	N	EM03	35	P	0.34	A	\$ 29,458	\$ 32,726	Y	N			1	N	
802	GA	06/26/21	05/31/22	12557	VOCATIONAL REHAB MANAGER II	N	EM03	35	P	0.66	N	\$ 57,182	\$ 63,526	N	N			1	N	
802	GA	12/01/19	05/31/22	12609	VOCATIONAL REHAB SPCLT III	N	SR20M	13	P	0.17	A	\$ 3,989	\$ 12,595	N	N			3	N	
802	GA	12/01/19	05/31/22	12609	VOCATIONAL REHAB SPCLT III	N	SR20M	13	P	0.33	N	\$ 23,934	\$ 24,449	Y	N			3	N	
802	GA	01/16/20	05/31/22	12610	VOCATIONAL REHAB SPCLT III	N	SR20H	13	P	0.34	A	\$ -	\$ 17,001	Y	N			2	N	
802	GA	01/16/20	05/31/22	12610	VOCATIONAL REHAB SPCLT III	N	SR20H	13	P	0.66	N	\$ 38,590	\$ 33,003	Y	N			2	N	
802	GA	10/01/21	05/31/22	12611	SOCIAL SERVICE ASSISTANT IV	N	SR11I	3	P	0.34	A	\$ 15,206	\$ 15,732	Y	N			2	N	
802	GA	10/01/21	05/31/22	12611	SOCIAL SERVICE ASSISTANT IV	N	SR11I	3	P	0.66	N	\$ 29,518	\$ 30,540	Y	N			2	N	
802	GA	12/31/18	05/31/22	12658	VOCATIONAL REHAB SPCLT V	N	SR24K	23	P	0.34	A	\$ 17,252	\$ 26,663	Y	N			1	Y	
802	GA	12/31/18	05/31/22	12658	VOCATIONAL REHAB SPCLT V	N	SR24K	23	P	0.66	N	\$ 52,977	\$ 51,757	Y	N			1	Y	
802	GA	03/16/20	05/31/22	14577	VOCATIONAL REHAB SPCLT IV	N	SR22G	13	P	0.34	A	\$ 11,650	\$ 20,706	Y	N			3	N	
802	GA	03/16/20	05/31/22	14577	VOCATIONAL REHAB SPCLT IV	N	SR22G	13	P	0.66	N	\$ 34,951	\$ 40,194	N	N			3	N	
802	GA	10/04/21	05/31/22	14578	VOCATIONAL REHAB SPCLT III	N	SR20F	13	P	0.34	A	\$ 18,731	\$ 19,523	N	N			N/A	N	Committed
802	GA	10/04/21	05/31/22	14578	VOCATIONAL REHAB SPCLT III	N	SR20F	13	P	0.66	N	\$ 36,361	\$ 37,897	Y	N			N/A	N	Committed
802	GA	11/20/19	05/31/22	15293	ORIENTATION & MOBLTY THRPS III	N	SR20D	13	P	0.33	A	\$ -	\$ 17,163	Y	N			3	N	
802	GA	11/20/19	05/31/22	15293	ORIENTATION & MOBLTY THRPS III	N	SR20D	13	P	0.67	N	\$ 34,114	\$ 34,845	Y	N			3	N	
802	GA	07/31/21	05/31/22	15816	SECRETARY I	N	SR12M	3	P	0.33	A	\$ 17,963	\$ 18,584	Y	N			2	N	
802	GA	07/31/21	05/31/22	15816	SECRETARY I	N	SR12M	3	P	0.67	N	\$ 36,469	\$ 37,732	Y	N			2	N	
802	GA	04/16/20	12/01/21	15822	VOCATIONAL REHAB SPCLT III	N	SR20K	13	P	0.33	A	\$ 21,842	\$ 21,736	Y	N			N/A	N	Filled
802	GA	04/16/20	12/01/21	15822	VOCATIONAL REHAB SPCLT III	N	SR20K	13	P	0.67	N	\$ 44,346	\$ 44,132	N	N			N/A	N	Filled
802	GA	03/16/18	05/31/22	16920	VOCATIONAL REHAB SPCLT IV	N	SR22G	13	P	0.33	A	\$ 17,475	\$ 20,010	N	N			2	N	
802	GA	03/16/18	05/31/22	16920	VOCATIONAL REHAB SPCLT IV	N	SR22G	13	P	0.67	N	\$ 35,481	\$ 40,626	Y	N			2	N	
802	GA	12/31/19	05/31/22	17679	SECRETARY I	N	SR12H	3	P	0.33	A	\$ -	\$ 14,193	Y	N			2	N	
802	GA	12/31/19	05/31/22	17679	SECRETARY I	N	SR12H	3	P	0.67	N	\$ 29,965	\$ 28,815	Y	N			2	N	
802	GA	11/16/18	05/31/22	17806	VOCATIONAL REHAB SPCLT III	N	SR20I	13	P	0.33	A	\$ 13,203	\$ 19,673	Y	N			2	N	
802	GA	11/16/18	05/31/22	17806	VOCATIONAL REHAB SPCLT III	N	SR20I	13	P	0.67	N	\$ 41,543	\$ 39,943	Y	N			2	N	
802	GA	11/18/19	05/31/22	21314	VOCATIONAL REHAB SPCLT V	N	SR24J	23	P	0.33	A	\$ 16,924	\$ 25,427	Y	N			2	Y	
802	GA	11/18/19	05/31/22	21314	VOCATIONAL REHAB SPCLT V	N	SR24J	23	P	0.67	N	\$ 52,541	\$ 51,625	Y	N			2	Y	
802	GA	03/30/19	05/31/22	24468	OFFICE ASSISTANT III	N	SR08B	3	P	0.33	A	\$ 6,653	\$ 9,979	Y	N			3	N	
802	GA	03/30/19	05/31/22	24468	OFFICE ASSISTANT III	N	SR08B	3	P	0.67	N	\$ 20,261	\$ 20,261	Y	N			3	N	
802	GA	01/17/17	05/31/22	31327	VOCATIONAL REHAB SPCLT I	N	SR20D	13	P	0.33	A	\$ 17,475	\$ 16,755	Y	N			1	N	
802	GA	01/17/17	05/31/22	31327	VOCATIONAL REHAB SPCLT I	N	SR20D	13	P	0.67	N	\$ 35,481	\$ 34,017	Y	N			1	N	
802	GA	01/14/20	12/16/21	31345	VOCATIONAL REHAB SPCLT III	N	SR20D	13	P	0.33	A	\$ 11,202	\$ 16,501	Y	N			N/A	N	Filled
802	GA	01/14/20	12/16/21	31345	VOCATIONAL REHAB SPCLT III	N	SR20D	13	P	0.67	N	\$ 34,114	\$ 33,503	Y	N			N/A	N	Filled
802	GA	01/01/19	05/31/22	31346	VOCATIONAL REHAB SPCLT III	N	SR20E	13	P	0.33	A	\$ 17,475	\$ 17,475	Y	N			3	N	
802	GA	01/01/19	05/31/22	31346	VOCATIONAL REHAB SPCLT III	N	SR20E	13	P	0.67	N	\$ 35,481	\$ 35,481	Y	N			3	N	
802	GA	01/02/20	05/31/22	32649	VOCATIONAL REHAB SPCLT II	N	SR18C	13	P	0.32	A	\$ 15,663	\$ 16,001	Y	N			2	N	
802	GA	01/02/20	05/31/22	32649	VOCATIONAL REHAB SPCLT II	N	SR18C	13	P	0.68	N	\$ 33,285	\$ 34,003	N	N			2	N	
802	GA	02/01/20	05/31/22	51815	REHAB TEACHER FOR BLIND III	N	SR20H	13	P	0.33	A	\$ 13,116	\$ 20,097	N	N		Recommendation for hire pending	N/A	N	
802	GA	02/01/20	05/31/22	51815	REHAB TEACHER FOR BLIND III	N	SR20H	13	P	0.67	N	\$ 39,943	\$ 40,803	Y	N		Recommendation for hire pending	N/A	N	
802	GA	03/16/20	05/31/22	51851	VOCATIONAL REHAB SPCLT III	N	SR20H	13	P	0.33	A	\$ -	\$ 20,097	Y	N			2	N	
802	GA	03/16/20	05/31/22	51851	VOCATIONAL REHAB SPCLT III	N	SR20H	13	P	0.67	N	\$ 39,943	\$ 40,803	N	N			2	N	
802	GA	04/16/21	05/31/22	118351	SOCIAL SERVICE ASSISTANT IV	N	SR11E	3	P	0.33	A	\$ 12,613	\$ 13,048	N	N			2	N	
802	GA	04/16/21	05/31/22	118351	SOCIAL SERVICE ASSISTANT IV	N	SR11E	3	P	0.67	N	\$ 25,607	\$ 26,492	N	N			2	N	
802	GA	09/15/17	05/31/22	118971	SOCIAL SERVICE AID III	N	SR09B	3	P	0.16	A	\$ -	\$ 4,788	N	N			2	N	
802	GA	09/15/17	05/31/22	118971	SOCIAL SERVICE AID III	N	SR09B	3	P	0.34	N	\$ 10,690	\$ 10,176	Y	N			2	N	
802	GA	10/29/18	05/31/22	120667	ACCOUNT CLERK III	N	SR11B	3	T	0.33	A	\$ -	\$ 10,644	Y	N			3	N	
802	GA	10/29/18	05/31/22	120667	ACCOUNT CLERK III	N	SR11B	3	T	0.67	N	\$ 22,793	\$ 21,612	N	N			3	N	
802	GA	09/01/21	05/31/22	120668	OFFICE ASSISTANT III	N	SR08	3	P	0.33	A	\$ 9,979	\$ 10,930	N	N			3	N	
802	GA	09/01/21	05/31/22	120668	OFFICE ASSISTANT III	N	SR08	3	P	0.67	N	\$ 20,261	\$ 22,190	Y	N			3	N	
802	GA	03/03/18	05/31/22	120697	OFFICE ASSISTANT III	N	SR08A	3	T	0.33	A	\$ -	\$ 9,270	Y	N			3	N	
802	GA	03/03/18	05/31/22	120697	OFFICE ASSISTANT III	N	SR08A	3	T	0.67	N	\$ 20,261	\$ 18,822	N	N			3	N	
802	GA	08/19/21	05/31/22	120698	VOCATIONAL REHAB SPCLT II	N	SR20	13	P	0.33	A	\$ 30,975	\$ 15,575	N	N			2	N	
802	GA	08/19/21	05/31/22	120698	VOCATIONAL REHAB SPCLT II	N	SR20	13	P	0.67	N	\$ 62,889	\$ 31,621	N	N			2	N	
802	GA	11/18/19	05/31/22	120738	OFFICE ASSISTANT III	N	SR08B	3	T	0.33	A	\$ -	\$ 9,979	N	N			4	N	

Department of Human Services
Vacancy Report as of November 30, 2021

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	Priority # to Retain	TA (Y/N)	Committed or Filled
802	GA	11/18/19	05/31/22	120738	OFFICE ASSISTANT III	N	SR08B	3	T	0.67	N	\$ 20,261	\$ 20,261	Y	N			4	N	
802	GA	02/26/18	05/31/22	120754	VENDING FACILITIES SPCLT	N	SR20D	13	T	0.33	A	\$ -	\$ 16,434	Y	N			4	N	
802	GA	02/26/18	05/31/22	120754	VENDING FACILITIES SPCLT	N	SR20D	13	T	0.67	N	\$ 32,795	\$ 33,366	N	N			4	N	
802	GA	02/21/14	05/31/22	120762	VOCATIONAL REHAB SPCLT V	N	SR24	23	T	0.33	A	\$ 19,673	\$ -	N	N			2	Y	
802	GA	02/21/14	05/31/22	120762	VOCATIONAL REHAB SPCLT V	N	SR24	23	T	0.67	N	\$ 39,943	\$ -	N	N			2	Y	
802	GA	01/16/19	05/31/22	120795	VOCATIONAL REHAB SPCLT III	N	SR20C	13	T	0.33	A	\$ -	\$ 16,153	N	N			3	N	
802	GA	01/16/19	05/31/22	120795	VOCATIONAL REHAB SPCLT III	N	SR20C	13	T	0.67	N	\$ 32,795	\$ 32,795	Y	N			3	N	
802	GA	03/16/18	05/31/22	120835	VOCATIONAL REHAB SPCLT I	N	SR16D	13	T	0.33	A	\$ -	\$ 14,050	Y	N			3	N	
802	GA	03/16/18	05/31/22	120835	VOCATIONAL REHAB SPCLT I	N	SR16D	13	T	0.67	N	\$ 32,795	\$ 28,526	Y	N			3	N	
901	MA	01/30/21	05/31/22	24433	SOCIAL WORKER IV	N	SR22D	13	P	0.75	A	\$ 43,065	\$ 43,065	Y	N			2	Y	
901	MA	01/30/21	05/31/22	24433	SOCIAL WORKER IV	N	SR22D	13	P	0.25	N	\$ 14,355	\$ 14,355	N	N			2	Y	
901	MA	09/05/15	05/31/22	29223	PUBLIC WELFARE ASST ADMR	N	EM07F	35	P	0.60	A	\$ 30,463	\$ 33,293	N	N			N/A	N	Committed
901	MA	09/05/15	05/31/22	29223	PUBLIC WELFARE ASST ADMR	N	EM07F	35	P	0.40	N	\$ 22,195	\$ 22,195	Y	N			N/A	N	Committed
901	MA	07/01/15	05/31/22	34076	PLANNER V	N	SR24C	13	P	0.60	A	\$ -	\$ 30,780	Y	N			2	N	
901	MA	07/01/15	05/31/22	34076	PLANNER V	N	SR24C	13	P	0.40	N	\$ 24,854	\$ 20,520	Y	N			2	N	
901	MA	11/01/21	05/31/22	34655	SOCIAL WORKER V	N	SR24J	13	P	0.75	A	\$ 61,308	\$ 61,308	Y	N			2	N	
901	MA	11/01/21	05/31/22	34655	SOCIAL WORKER V	N	SR24J	13	P	0.25	N	\$ 20,436	\$ 20,436	Y	N			2	N	
901	MA	05/30/20	05/31/22	40893	SYSTEMS PROJECT MANAGER	Y	SRNA	13	P	0.75	A	\$ 76,500	\$ 76,500	Y	N			3	N	
901	MA	05/30/20	05/31/22	40893	SYSTEMS PROJECT MANAGER	Y	SRNA	13	P	0.25	N	\$ 25,500	\$ 25,500	Y	N			3	N	
901	MA	05/01/15	05/31/22	42351	MGT INFO&COMPLIANCE UNIT SPCLT	N			P	0.60	A	\$ 16,661	\$ 19,476	Y	N			2	Y	
901	MA	05/01/15	05/31/22	42351	MGT INFO&COMPLIANCE UNIT SPCLT	N			P	0.40	N	\$ 11,107	\$ 12,984	Y	N			2	Y	
901	MA	04/01/15	05/31/22	46378	SOCIAL SERVICE AID III	N	SR09	3	P	1.00	N	\$ 27,768	\$ 27,768	Y	N			4	N	
901	MA	12/31/19	05/31/22	47434	HUMAN SVCS PROF IV	N	SR22L	13	P	0.75	A	\$ 54,396	\$ 55,566	Y	N			3	N	
901	MA	12/31/19	05/31/22	47434	HUMAN SVCS PROF IV	N	SR22L	13	P	0.25	N	\$ 18,193	\$ 18,522	Y	N			3	N	
901	MA	03/04/20	05/31/22	113138	STAFF TRAINER	N			P	0.60	A	\$ 28,159	\$ 48,067	N	N			3	N	
901	MA	03/04/20	05/31/22	113138	STAFF TRAINER	N			P	0.40	N	\$ 18,773	\$ 32,045	N	N			3	N	
901	MA	06/10/13	05/31/22	118589	SOCIAL SERVICE AID III	N	SR09D	3	P	1.00	N	\$ 31,236	\$ 30,036	Y	N			4	N	
902	IA	10/22/16	05/31/22	6389	PROFESSIONAL WORKER III	N			P	0.50	A	\$ -	\$ 22,674	Y	N			2	Y	
902	IA	10/22/16	05/31/22	6389	PROFESSIONAL WORKER III	N			P	0.50	N	\$ 26,478	\$ 22,674	N	N			2	Y	
902	IA	03/09/20	05/31/22	25025	ELIGIBILITY PROGRAM SPCLT VI	N	SR26G	23	P	0.50	A	\$ 37,353	\$ 37,044	N	N			1	N	
902	IA	03/09/20	05/31/22	25025	ELIGIBILITY PROGRAM SPCLT VI	N	SR26G	23	P	0.50	N	\$ 37,716	\$ 37,044	N	N			1	N	
902	IA	07/01/13	05/31/22	26330	REGISTERED NURSE V	N			P	0.25	A	\$ -	\$ 26,196	N	N			3	N	
902	IA	07/01/13	05/31/22	26330	REGISTERED NURSE V	N			P	0.75	N	\$ 82,332	\$ 78,588	Y	N			3	N	
902	IA	06/02/08	05/31/22	26710	SOCIAL SERVICE ASSISTANT IV	N			P	0.50	A	\$ -	\$ 14,442	Y	N			3	N	
902	IA	06/02/08	05/31/22	26710	SOCIAL SERVICE ASSISTANT IV	N			P	0.50	N	\$ 17,010	\$ 14,442	N	N			3	N	
902	IA	12/31/17	05/31/22	30154	ELIGIBILITY PROGRAM SPCLT V	N	SR24M	13	P	0.50	A	\$ 29,808	\$ 43,152	N	N			2	N	
902	IA	12/31/17	05/31/22	30154	ELIGIBILITY PROGRAM SPCLT V	N	SR24M	13	P	0.50	N	\$ 29,808	\$ 43,152	Y	N			2	N	
902	IA	01/10/20	05/31/22	31514	CONTRACTS SPCLT (MED-QUEST)	N	SR22D	13	P	0.50	A	\$ -	\$ 28,140	Y	N			4	N	
902	IA	01/10/20	05/31/22	31514	CONTRACTS SPCLT (MED-QUEST)	N	SR22D	13	P	0.50	N	\$ 27,546	\$ 28,140	Y	N			4	N	
902	IA	06/30/20	12/06/21	34817	REGISTERED NURSE V	N	SR24L3	9	P	0.25	A	\$ 33,246	\$ 33,246	Y	N			N/A	N	Filled
902	IA	06/30/20	12/06/21	34817	REGISTERED NURSE V	N	SR24L3	9	P	0.75	N	\$ 99,738	\$ 99,738	Y	N			N/A	N	Filled
902	IA	09/01/20	05/31/22	36987	PROGRAM SPECIALIST V	N	SR24G	13	P	0.50	A	\$ 34,866	\$ 36,342	Y	N			1	N	
902	IA	09/01/20	05/31/22	36987	PROGRAM SPECIALIST V	N	SR24G	13	P	0.50	N	\$ 34,866	\$ 36,342	Y	N			1	N	
902	IA	01/18/18	05/31/22	40225	HEALTH CARE CNTRCTS & REIM MGR	N	SR26M	23	P	0.50	A	\$ 32,238	\$ 46,668	Y	N			1	N	
902	IA	01/18/18	05/31/22	40225	HEALTH CARE CNTRCTS & REIM MGR	N	SR26M	23	P	0.50	N	\$ 32,238	\$ 46,668	N	N			1	N	
902	IA	05/16/19	05/31/22	41130	OFFICE ASSISTANT III	N	SR08D	3	P	0.50	A	\$ -	\$ 15,720	N	N			3	N	
902	IA	05/16/19	05/31/22	41130	OFFICE ASSISTANT III	N	SR08D	3	P	0.50	N	\$ 16,332	\$ 15,720	Y	N			3	N	
902	IA	02/05/18	05/31/22	41304	ELIGIBILITY PROGRAM SPCLT V	N	SR24F	13	P	0.50	A	\$ -	\$ 32,784	Y	N			2	N	
902	IA	02/05/18	05/31/22	41304	ELIGIBILITY PROGRAM SPCLT V	N	SR24F	13	P	0.50	N	\$ 29,808	\$ 32,784	Y	N			2	N	
902	IA	11/06/21	05/31/22	43324	SECRETARY I	N	SR12C	3	P	0.50	A	\$ 18,366	\$ 20,550	Y	N			2	N	
902	IA	11/06/21	05/31/22	43324	SECRETARY I	N	SR12C	3	P	0.50	N	\$ 18,366	\$ 20,550	Y	N			2	N	
902	IA	11/04/20	05/31/22	43329	ELIGIBILITY WKR III	N	SR16E	3	P	0.50	A	\$ 23,238	\$ 24,174	Y	N			2	N	
902	IA	11/04/20	05/31/22	43329	ELIGIBILITY WKR III	N	SR16E	3	P	0.50	N	\$ 23,238	\$ 24,174	Y	N			2	N	
902	IA	03/08/21	05/31/22	43367	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	A	\$ 15,120	\$ 16,560	Y	N			3	N	
902	IA	03/08/21	05/31/22	43367	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	N	\$ 15,120	\$ 16,560	Y	N			3	N	
902	IA	05/01/21	05/31/22	43368	OFFICE ASSISTANT III	N	SR08L	3	P	0.50	A	\$ 22,362	\$ 23,580	Y	N			3	N	
902	IA	05/01/21	05/31/22	43368	OFFICE ASSISTANT III	N	SR08L	3	P	0.50	N	\$ 22,362	\$ 23,580	Y	N			3	N	
902	IA	12/31/19	05/31/22	47454	ELIGIBILITY WKR V	N	SR20G	4	P	0.50	A	\$ 29,046	\$ 29,412	Y	N			1	Y	
902	IA	12/31/19	05/31/22	47454	ELIGIBILITY WKR V	N	SR20G	4	P	0.50	N	\$ 29,046	\$ 29,412	Y	N			1	Y	
902	IA	08/02/20	05/31/22	47462	ELIGIBILITY WKR III	N	SR16E	3	P	0.50	A	\$ 23,238	\$ 23,238	Y	N			2	N	
902	IA	08/02/20	05/31/22	47462	ELIGIBILITY WKR III	N	SR16E	3	P	0.50	N	\$ 23,238	\$ 23,238	N	N			2	N	
902	IA	04/01/21	05/31/22	47464	OFFICE ASSISTANT III	N	SR08D	3	P	0.50	A	\$ 16,332	\$ 17,220	N	N			3	N	
902	IA	04/01/21	05/31/22	47464	OFFICE ASSISTANT III	N	SR08D	3	P	0.50	N	\$ 16,332	\$ 17,220	Y	N			3	N	
902	IA	05/01/19	05/31/22	47479	SECRETARY I	N	SR12B	3	P	0.50	A	\$ -	\$ 17,670	Y	N			2	Y	
902	IA	05/01/19	05/31/22	47479	SECRETARY I	N	SR12B	3	P	0.50	N	\$ 17,670	\$ 17,670	Y	N			2	Y	
902	IA	12/01/20	05/31/22	47482	ELIGIBILITY WKR II	N	SR14E	3	P	0.50	A	\$ 21,504	\$ 23,238	Y	N			3	N	
902	IA	12/01/20	05/31/22	47482	ELIGIBILITY WKR II	N	SR14E	3	P	0.50	N	\$ 21,504	\$ 23,238	Y	N			3	N	
902	IA	07/21/20	05/31/22	47487	ELIGIBILITY WKR V	N	SR20J	4	P	0.50	A	\$ 32,688	\$ 32,952	Y	N			1	Y	
902	IA	07/21/20	05/31/22	47487	ELIGIBILITY WKR V	N	SR20J	4	P	0.50	N	\$ 32,688	\$ 32,952	Y	N			1	Y	
902	IA	09/01/20	05/31/22	47493	ELIGIBILITY WKR III	N	SR16K	3	P	0.50	A	\$ 29,412	\$ 29,412	Y	N			4	N	
902	IA	09/01/20	05/31/22	47493	ELIGIBILITY WKR III	N	SR16K	3	P	0.50	N	\$ 29,412	\$ 29,412	Y	N			4	N	

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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	Priority # to Retain	TA (Y/N)	Committed or Filled
902	IA	03/01/19	05/31/22	47499	ELIGIBILITY WKR V	N	SR20H	4	P	0.50	A	\$ 30,210	\$ 29,412	Y	N			2	N	
902	IA	03/01/19	05/31/22	47499	ELIGIBILITY WKR V	N	SR20H	4	P	0.50	N	\$ 30,210	\$ 29,412	N	N			2	N	
902	IA	10/01/21	05/31/22	47501	ELIGIBILITY WKR III	N	SR16H	3	P	0.50	A	\$ 26,148	\$ 19,002	N	N			2	N	
902	IA	10/01/21	05/31/22	47501	ELIGIBILITY WKR III	N	SR16H	3	P	0.50	N	\$ 26,148	\$ 19,002	Y	N			2	N	
902	IA	03/02/20	05/31/22	47511	ELIGIBILITY WKR I	N	SR14C	3	P	0.50	A	\$ -	\$ 19,110	Y	N			4	Y	
902	IA	03/02/20	05/31/22	47511	ELIGIBILITY WKR I	N	SR14C	3	P	0.50	N	\$ 20,682	\$ 19,110	N	N			4	Y	
902	IA	06/01/21	05/31/22	48647	ELIGIBILITY WKR V	N	SR20K	4	P	0.50	A	\$ 33,972	\$ 35,574	N	N			4	N	
902	IA	06/01/21	05/31/22	48647	ELIGIBILITY WKR V	N	SR20K	4	P	0.50	N	\$ 33,972	\$ 35,574	Y	N			4	N	
902	IA	02/18/20	05/31/22	48648	SECRETARY I	N	SR12B	3	P	0.50	A	\$ -	\$ 17,670	Y	N			4	Y	
902	IA	02/18/20	05/31/22	48648	SECRETARY I	N	SR12B	3	P	0.50	N	\$ 17,670	\$ 17,670	N	N			4	Y	
902	IA	03/07/19	05/31/22	48649	ELIGIBILITY PROGRAM SPCLT V	N	SR24I	13	P	0.50	A	\$ 36,264	\$ 36,264	N	N			2	N	
902	IA	03/07/19	05/31/22	48649	ELIGIBILITY PROGRAM SPCLT V	N	SR24I	13	P	0.50	N	\$ 36,869	\$ 36,264	Y	N			2	N	
902	IA	01/16/20	05/31/22	48656	ELIGIBILITY WKR III	N	SR16E	3	P	0.50	A	\$ -	\$ 22,362	Y	N			2	Y	
902	IA	01/16/20	05/31/22	48656	ELIGIBILITY WKR III	N	SR16E	3	P	0.50	N	\$ 23,238	\$ 22,362	Y	N			2	Y	
902	IA	10/01/20	05/31/22	48659	ELIGIBILITY WKR III	N	SR16H	3	P	0.50	A	\$ 26,148	\$ 27,216	Y	N			2	Y	
902	IA	10/01/20	05/31/22	48659	ELIGIBILITY WKR III	N	SR16H	3	P	0.50	N	\$ 26,148	\$ 27,216	N	N			2	Y	
902	IA	04/01/20	05/31/22	48664	ELIGIBILITY WKR I	N	SR12C	3	P	0.50	A	\$ 18,366	\$ 18,366	N	N			3	Y	
902	IA	04/01/20	05/31/22	48664	ELIGIBILITY WKR I	N	SR12C	3	P	0.50	N	\$ 18,366	\$ 18,366	N	N			3	Y	
902	IA	03/12/18	05/31/22	48674	ELIGIBILITY PROGRAM SPCLT V	N	SR24F	13	P	0.50	A	\$ -	\$ 32,784	N	N			2	N	
902	IA	03/12/18	05/31/22	48674	ELIGIBILITY PROGRAM SPCLT V	N	SR24F	13	P	0.50	N	\$ 29,808	\$ 32,784	N	N			2	N	
902	IA	12/11/19	05/31/22	48722	OFFICE ASSISTANT III	N	SR08A	3	P	0.50	A	\$ -	\$ 15,120	N	N			3	N	
902	IA	12/11/19	05/31/22	48722	OFFICE ASSISTANT III	N	SR08A	3	P	0.50	N	\$ 15,120	\$ 15,120	N	N			3	N	
902	IA	08/01/14	05/31/22	51845	ELIGIBILITY PROGRAM SPCLT IV	N			P	0.50	A	\$ -	\$ 33,756	N	N			4	N	
902	IA	08/01/14	05/31/22	51845	ELIGIBILITY PROGRAM SPCLT IV	N			P	0.50	N	\$ 26,478	\$ 33,756	Y	N			4	N	
902	IA	05/12/18	05/31/22	51847	ELIGIBILITY PROGRAM SPCLT III	N	SR20C	13	P	0.50	A	\$ -	\$ 23,934	Y	N			2	N	
902	IA	05/12/18	05/31/22	51847	ELIGIBILITY PROGRAM SPCLT III	N	SR20C	13	P	0.50	N	\$ 26,478	\$ 23,934	N	N			2	N	
902	IA	10/16/21	05/31/22	51861	OFFICE ASSISTANT III	N	SR08C	3	P	0.50	A	\$ 15,120	\$ 16,560	N	N			3	N	
902	IA	10/16/21	05/31/22	51861	OFFICE ASSISTANT III	N	SR08C	3	P	0.50	N	\$ 15,120	\$ 16,560	Y	N			3	N	
902	IA	09/03/19	05/31/22	100490	PROGRAM SPECIALIST V	N	SR24F	13	P	0.50	A	\$ -	\$ 34,242	Y	N			3	N	
902	IA	09/03/19	05/31/22	100490	PROGRAM SPECIALIST V	N	SR24F	13	P	0.50	N	\$ 33,522	\$ 34,242	Y	N			3	N	
902	IA	10/31/20	05/31/22	100491	CONTRACTS SPCLT (MED-QUEST)	N			P	0.50	A	\$ 26,478	\$ 28,710	Y	N			2	Y	
902	IA	10/31/20	05/31/22	100491	CONTRACTS SPCLT (MED-QUEST)	N			P	0.50	N	\$ 26,478	\$ 28,710	N	N			2	Y	
902	IA	03/03/08	05/31/22	100508	SUPVG CNTRCTS SPCLT (MEDQUEST)	N			P	0.50	A	\$ 29,808	\$ 24,672	N	N			1	N	
902	IA	03/03/08	05/31/22	100508	SUPVG CNTRCTS SPCLT (MEDQUEST)	N			P	0.50	N	\$ 29,808	\$ 24,672	Y	N			1	N	
902	IA	11/17/14	05/31/22	101589	PROGRAM SPECIALIST VI	N			P	0.50	A	\$ -	\$ 42,708	Y	N			3	N	
902	IA	11/17/14	05/31/22	101589	PROGRAM SPECIALIST VI	N			P	0.50	N	\$ 32,238	\$ 42,708	N	N			3	N	
902	IA	12/31/20	05/31/22	102202	OFFICE ASSISTANT III	N	SR08M	3	P	0.50	A	\$ 23,238	\$ 23,688	N	N			2	N	
902	IA	12/31/20	05/31/22	102202	OFFICE ASSISTANT III	N	SR08M	3	P	0.50	N	\$ 23,238	\$ 23,688	Y	N			2	N	
902	IA	03/28/19	05/31/22	103031	RESEARCH OFFICER	Y			T	0.50	A	\$ -	\$ 72,504	Y	N			2	N	
902	IA	03/28/19	05/31/22	103031	RESEARCH OFFICER	Y			T	0.50	N	\$ 43,662	\$ 72,504	N	N			2	N	
902	IA	03/01/20	05/31/22	103049	REGISTERED NURSE IV	N	SR22L4	9	P	0.25	A	\$ 31,509	\$ 32,298	N	N			N/A	N	Committed
902	IA	03/01/20	05/31/22	103049	REGISTERED NURSE IV	N	SR22L4	9	P	0.75	N	\$ 94,527	\$ 96,894	N	N			N/A	N	Committed
902	IA	03/01/20	05/31/22	108927	ENCNTER DATA VALIDATION SPCLT	Y	SR22L	13	T	0.50	A	\$ -	\$ 38,526	N	N			3	N	
902	IA	03/01/20	05/31/22	108927	ENCNTER DATA VALIDATION SPCLT	Y	SR22L	13	T	0.50	N	\$ 37,716	\$ 38,526	N	N			3	N	
902	IA	04/21/08	05/31/22	110037	GENERAL PROFESSIONAL VI	N			P	0.50	A	\$ -	\$ 30,012	N	N			3	N	
902	IA	04/21/08	05/31/22	110037	GENERAL PROFESSIONAL VI	N			P	0.50	N	\$ 29,808	\$ 30,012	N	N			3	N	
902	IA		05/31/22	110979	MEMBERSHIP SERVICES SUPERVISOR	Y			P	0.50	A	\$ 18,258		Y	N			2	Y	
902	IA		05/31/22	110979	MEMBERSHIP SERVICES SUPERVISOR	Y			P	0.50	N	\$ 18,258		N	N			2	Y	
902	IA	11/06/15	05/31/22	111047	SUPVG CNTRCTS SPCLT (MEDQUEST)	N			P	0.50	A	\$ 29,808	\$ 45,762	N	N			1	Y	
902	IA	11/06/15	05/31/22	111047	SUPVG CNTRCTS SPCLT (MEDQUEST)	N			P	0.50	N	\$ 29,808	\$ 45,762	N	N			1	Y	
902	IA	03/19/19	05/31/22	111068	PROVIDER DATA TECHNICIAN	Y	SRNA	3	T	0.50	A	\$ -	\$ 20,682	N	N			3	N	
902	IA	03/19/19	05/31/22	111068	PROVIDER DATA TECHNICIAN	Y	SRNA	3	T	0.50	N	\$ 20,682	\$ 20,682	N	N			3	N	
902	IA	07/17/17	05/31/22	118416	ELIGIBILITY WKR I	N			P	0.50	A	\$ -	\$ 20,466	N	N			3	N	
902	IA	07/17/17	05/31/22	118416	ELIGIBILITY WKR I	N			P	0.50	N	\$ 19,110	\$ 20,466	N	N			3	N	
902	IA	11/16/19	05/31/22	118420	ELIGIBILITY WKR III	N	SR16J	3	P	0.50	A	\$ -	\$ 17,670	N	N			2	N	
902	IA	11/16/19	05/31/22	118420	ELIGIBILITY WKR III	N	SR16J	3	P	0.50	N	\$ 28,266	\$ 17,670	Y	N			2	N	
902	IA	11/18/19	05/31/22	119186	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	A	\$ -	\$ 15,120	Y	N			4	N	
902	IA	11/18/19	05/31/22	119186	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	N	\$ 15,120	\$ 15,120	Y	N			4	N	
902	IA	04/07/20	05/31/22	119188	OFFICE ASSISTANT IV	N	SR10B	3	P	0.50	A	\$ 16,332	\$ 16,332	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	Y	
902	IA	04/07/20	05/31/22	119188	OFFICE ASSISTANT IV	N	SR10B	3	P	0.50	N	\$ 16,332	\$ 16,332	N	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	Y	
902	IA	12/31/20	05/31/22	119270	PUB ASST DATA INTGRY TECH II	N	SR13M	3	P	0.50	A	\$ 28,266	\$ 28,266	N	N			2	Y	
902	IA	12/31/20	05/31/22	119270	PUB ASST DATA INTGRY TECH II	N	SR13M	3	P	0.50	N	\$ 28,266	\$ 28,266	N	N			2	Y	
902	IA	12/31/17	05/31/22	120464	HLTH CARE BUS ANALYST	Y	SRNA	13	T	0.10	A	\$ -	\$ 8,130	N	N			2	N	
902	IA	12/31/17	05/31/22	120464	HLTH CARE BUS ANALYST	Y	SRNA	13	T	0.90	N	\$ 71,734	\$ 73,170	N	N			2	N	
902	IA	05/28/14	05/31/22	120767	PROGRAM SPECIALIST V	N			T	0.10	A	\$ -	\$ 5,336	N	N			4	N	
902	IA	05/28/14	05/31/22	120767	PROGRAM SPECIALIST V	N			T	0.90	N	\$ 53,654	\$ 48,028	N	N			4	N	
902	IA	01/30/19	05/31/22	120774	ELIGIBILITY WKR III	N	SR16C	3	P	0.50	A	\$ -	\$ 21,504	N	N			2	Y	
902	IA	01/30/19	05/31/22	120774	ELIGIBILITY WKR III	N	SR16C	3	P	0.50	N	\$ 21,504	\$ 21,504	Y	N			2	Y	
902	IA	11/18/19	05/31/22	120776	ELIGIBILITY WKR III	N	SR16B	3	P	0.50	A	\$ -	\$ 20,682	Y	N			2	N	

Department of Human Services
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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	Priority # to Retain	TA (Y/N)	Committed or Filled
902	IA	11/18/19	05/31/22	120776	ELIGIBILITY WKR III	N	SR16B	3	P	0.50	N	\$ 20,682	\$ 20,682	N	N			2	N	
902	IA	05/18/21	05/31/22	120803	ELIGIBILITY WKR I	N	SR12L	3	P	0.50	A	\$ 26,148	\$ 28,158	N	N			4	N	
902	IA	05/18/21	05/31/22	120803	ELIGIBILITY WKR I	N	SR12L	3	P	0.50	N	\$ 26,148	\$ 28,158	Y	N			4	N	
902	IA	02/18/20	05/31/22	120804	ELIGIBILITY WKR I	N	SR12B	3	P	0.50	A	\$ -	\$ 19,110	Y	N			4	N	
902	IA	02/18/20	05/31/22	120804	ELIGIBILITY WKR I	N	SR12B	3	P	0.50	N	\$ 17,670	\$ 19,110	Y	N			4	N	
902	IA	10/09/21	05/31/22	120827	SECRETARY I	N	SR12B	3	P	0.50	A	\$ 17,670	\$ 19,002	Y	N			2	N	
902	IA	10/09/21	05/31/22	120827	SECRETARY I	N	SR12B	3	P	0.50	N	\$ 17,670	\$ 19,002	Y	N			2	N	
902	IA	12/05/20	05/31/22	121010	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	A	\$ 15,120	\$ 16,008	Y	N			2	N	
902	IA	12/05/20	05/31/22	121010	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	N	\$ 15,120	\$ 16,008	Y	N			2	N	
902	IA	09/01/21	05/31/22	121011	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	A	\$ 15,120	\$ 16,560	Y	N			3	N	
902	IA	09/01/21	05/31/22	121011	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	N	\$ 15,120	\$ 16,560	N	N			3	N	
902	IA	07/10/21	05/31/22	121013	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	A	\$ 15,120	\$ 16,560	N	N			3	N	
902	IA	07/10/21	05/31/22	121013	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	N	\$ 15,120	\$ 16,560	N	N			3	N	
902	IA	10/26/19	05/31/22	121016	OFFICE ASSISTANT III	N	SR08A	3	P	0.50	A	\$ -	\$ 15,120	N	N			4	N	
902	IA	10/26/19	05/31/22	121016	OFFICE ASSISTANT III	N	SR08A	3	P	0.50	N	\$ 15,120	\$ 15,120	N	N			4	N	
902	IA	03/29/19	05/31/22	121291	GENERAL PROFESSIONAL IV	N	SR22D	13	P	0.50	A	\$ -	\$ 27,546	N	N			2	Y	
902	IA	03/29/19	05/31/22	121291	GENERAL PROFESSIONAL IV	N	SR22D	13	P	0.50	N	\$ 27,546	\$ 27,546	Y	N			2	Y	
902	IA	05/31/19	05/31/22	121294	GENERAL PROFESSIONAL IV	N			P	0.50	A	\$ -	\$ 26,478	Y	N			2	Y	
902	IA	05/31/19	05/31/22	121294	GENERAL PROFESSIONAL IV	N			P	0.50	N	\$ 26,478	\$ 26,478	Y	N			2	Y	
902	IA	02/23/21	05/31/22	121445	GENERAL PROFESSIONAL IV	N	SR22D	13	P	0.50	A	\$ 27,546	\$ 27,600	Y	N			2	N	
902	IA	02/23/21	05/31/22	121445	GENERAL PROFESSIONAL IV	N	SR22D	13	P	0.50	N	\$ 27,546	\$ 27,600	N	N			2	N	
902	IA	05/02/16	05/31/22	121534	PUBLIC ASSISTANCE DATA INTEGRI	N			P	0.50	A	\$ -	\$ 22,194	N	N			2	Y	
902	IA	05/02/16	05/31/22	121534	PUBLIC ASSISTANCE DATA INTEGRI	N			P	0.50	N	\$ 19,860	\$ 22,194	Y	N			2	Y	
902	IA	03/14/19	05/31/22	122448	SOCIAL WORKER IV	N			P	0.50	A	\$ -	\$ -	N	N			2	Y	
902	IA	03/14/19	05/31/22	122448	SOCIAL WORKER IV	N			P	0.50	N	\$ 23,700	\$ -	N	N			2	Y	
902	IA	04/20/21	05/31/22	123247	PROGRAM BUDGET ANALYST IV	N			P	0.50	A	\$ -	\$ -	N	N			3	N	
902	IA	04/20/21	05/31/22	123247	PROGRAM BUDGET ANALYST IV	N			P	0.50	N	\$ 23,700	\$ -	N	N			3	N	
902	IA		05/31/22	92508K	ACCOUNTANT IV		SR22C	13	T	0.10	A	\$ -						4	N	
902	IA		05/31/22	92508K	ACCOUNTANT IV		SR22C	13	T	0.90	N	\$ 42,660						4	N	
902	IA		05/31/22	94567K	BUSINESS ANALYST		SR24C	23	T	0.10	A	\$ -						3	N	
902	IA		05/31/22	94567K	BUSINESS ANALYST		SR24C	23	T	0.90	N	\$ 48,028						3	N	
902	IA		05/31/22	94568K	BUSINESS ANALYST		SR24C	23	T	0.10	A	\$ -						4	N	
902	IA		05/31/22	94568K	BUSINESS ANALYST		SR24C	23	T	0.90	N	\$ 48,028						4	N	
902	IA		05/31/22	94569K	TECHNICAL INTERFACE SPCLT		SR24C	3	T	0.10	A	\$ -						3	N	
902	IA		05/31/22	94569K	TECHNICAL INTERFACE SPCLT		SR24C	3	T	0.90	N	\$ 48,028						3	N	
902	IA		05/31/22	94570K	TECHNICAL INTERFACE SPCLT		SR24C	13	T	0.10	A	\$ -						4	N	
902	IA		05/31/22	94570K	TECHNICAL INTERFACE SPCLT		SR24C	13	T	0.90	N	\$ 48,028						4	N	
902	IA		05/31/22	94571K	AUDITOR V				P	0.50	A	\$ -						4	N	
902	IA		05/31/22	94571K	AUDITOR V				P	0.50	N	\$ 26,682		N	N			4	N	
902	IA		05/31/22	94573K	REGISTERED NURSE IV				P	0.25	A	\$ -		N	N			3	N	
902	IA		05/31/22	94573K	REGISTERED NURSE IV				P	0.75	N	\$ 61,479		Y	N			3	N	
903	FA	06/01/20	05/31/22	1692	ELIGIBILITY WKR IV	N	SR18L	3	P	0.55	A	\$ -	\$ 36,406	Y	N			2	N	
903	FA	06/01/20	05/31/22	1692	ELIGIBILITY WKR IV	N	SR18L	3	P	0.45	N	\$ 29,786	\$ 29,786	Y	N			2	N	
903	FA	05/16/20	05/31/22	1702	INVESTIGATOR IV	N	SR22C	13	P	0.55	A	\$ 29,753	\$ 29,753	Y	N			3	N	
903	FA	05/16/20	05/31/22	1702	INVESTIGATOR IV	N	SR22C	13	P	0.45	N	\$ 24,343	\$ 24,343	Y	N			3	N	
903	FA	10/01/21	05/31/22	6179	SELF-SUFF/SUPP SVCS ADMR	N	EM08	35	P	0.53	A	\$ 75,722	\$ 75,722	Y	N		Interview conducted by DIR's office	1	Y	
903	FA	10/01/21	05/31/22	6179	SELF-SUFF/SUPP SVCS ADMR	N	EM08	35	P	0.47	N	\$ 67,150	\$ 67,150	N	N		Interview conducted by DIR's office	1	Y	
903	FA	07/01/21	05/31/22	6415	ELIGIBILITY PROGRAM SPCLT V	N	SR24L	13	P	0.53	A	\$ 46,886	\$ 46,886	N	N		Recommendation for hire pending	1	Y	
903	FA	07/01/21	05/31/22	6415	ELIGIBILITY PROGRAM SPCLT V	N	SR24L	13	P	0.47	N	\$ 41,578	\$ 41,578	Y	N		Recommendation for hire pending	1	Y	
903	FA	07/01/20	05/31/22	16992	OFFICE ASSISTANT IV	N	SR10I	3	P	0.53	A	\$ -	\$ 21,923	Y	N			2	N	
903	FA	07/01/20	05/31/22	16992	OFFICE ASSISTANT IV	N	SR10I	3	P	0.47	N	\$ 20,214	\$ 19,441	Y	N			2	N	
903	FA	10/04/21	05/31/22	28052	SELF-SUFF & SUPPT SVCS ASST MGR	N	EM03	35	P	0.57	A	\$ 60,965	\$ 60,965	Y	N			3	Y	
903	FA	10/04/21	05/31/22	28052	SELF-SUFF & SUPPT SVCS ASST MGR	N	EM03	35	P	0.43	N	\$ 45,991	\$ 45,991	Y	N			3	Y	
903	FA	01/16/20	05/31/22	28069	ELIGIBILITY PROGRAM SPCLT IV	N	SR22F	13	P	0.57	A	\$ 33,655	\$ 34,713	Y	N			N/A	N	Committed
903	FA	01/16/20	05/31/22	28069	ELIGIBILITY PROGRAM SPCLT IV	N	SR22F	13	P	0.43	N	\$ 25,635	\$ 26,187	Y	N			N/A	N	Committed
903	FA	06/01/20	05/31/22	29838	SECRETARY II	N	SR14C	63	P	0.53	A	\$ 21,052	\$ 21,052	Y	N			3	N	
903	FA	06/01/20	05/31/22	29838	SECRETARY II	N	SR14C	63	P	0.47	N	\$ 18,668	\$ 18,668	Y	N			3	N	
903	FA	11/01/19	05/31/22	32803	INVESTIGATOR IV	N	SR22E	73	P	0.53	A	\$ 29,297	\$ 29,828	Y	N			3	N	
903	FA	11/01/19	05/31/22	32803	INVESTIGATOR IV	N	SR22E	73	P	0.47	N	\$ 26,942	\$ 26,452	Y	N			3	N	
903	FA	11/01/19	05/31/22	34017	INVESTIGATOR IV	N	SR22J	13	P	0.53	A	\$ 36,958	\$ 37,753	Y	N			3	N	
903	FA	11/01/19	05/31/22	34017	INVESTIGATOR IV	N	SR22J	13	P	0.47	N	\$ 32,774	\$ 33,479	Y	N			3	N	
903	FA	03/23/19	05/31/22	34022	INVESTIGATOR V	N	SR24D	93	P	0.53	A	\$ 32,862	\$ 32,862	Y	N		Recommendation for hire pending PERS paperwork	1	Y	
903	FA	03/23/19	05/31/22	34022	INVESTIGATOR V	N	SR24D	93	P	0.47	N	\$ 29,142	\$ 29,142	N	N		Recommendation for hire pending PERS paperwork	1	Y	
903	FA	05/08/19	05/31/22	34716	INVESTIGATOR IV	N	SR22D	13	P	0.57	A	\$ 31,402	\$ 30,185	N	N			3	N	
903	FA	05/08/19	05/31/22	34716	INVESTIGATOR IV	N	SR22D	13	P	0.43	N	\$ 23,690	\$ 22,771	Y	N			3	N	
903	FA	06/13/20	05/31/22	35534	ELIGIBILITY WKR IV	N			P	0.53	A	\$ -	\$ 23,704	Y	N			2	N	
903	FA	06/13/20	05/31/22	35534	ELIGIBILITY WKR IV	N			P	0.47	N	\$ 21,020	\$ 21,020	Y	N			2	N	
903	FA	02/01/20	05/31/22	38362	INVESTIGATOR IV	N	SR22M	13	P	0.53	A	\$ 41,563	\$ 42,459	Y	N			3	N	
903	FA	02/01/20	05/31/22	38362	INVESTIGATOR IV	N	SR22M	13	P	0.47	N	\$ 36,857	\$ 37,653	Y	N			3	N	

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903	FA	01/15/20	05/31/22	39642	INVESTIGATOR V	N	SR24D	73	P	0.53	A	\$ 32,124	\$ 32,277	Y	N			1	N	
903	FA	01/15/20	05/31/22	39642	INVESTIGATOR V	N	SR24D	73	P	0.47	N	\$ 29,142	\$ 28,623	Y	N			1	N	
903	FA	09/16/21	01/19/21	42440	ELIGIBILITY PROGRAM SPCLT IV	N	SR22C	13	P	0.53	A	\$ 29,256	\$ 30,433	Y	N			N/A	Y	Filled
903	FA	09/16/21	01/19/21	42440	ELIGIBILITY PROGRAM SPCLT IV	N	SR22C	13	P	0.47	N	\$ 25,944	\$ 26,987	Y	N			N/A	Y	Filled
903	FA	10/15/19	05/31/22	43192	INVESTIGATOR IV	N	SR22E	23	P	0.53	A	\$ 30,382	\$ 29,828	Y	N			3	N	
903	FA	10/15/19	05/31/22	43192	INVESTIGATOR IV	N	SR22E	23	P	0.47	N	\$ 26,942	\$ 26,452	Y	N			3	N	
903	FA	11/02/19	05/31/22	45636	ELIGIBILITY WKR IV	N	SR18B	3	P	0.53	A	\$ 23,704	\$ 23,704	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
903	FA	11/02/19	05/31/22	45636	ELIGIBILITY WKR IV	N	SR18B	3	P	0.47	N	\$ 21,020	\$ 21,020	N	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
903	FA	11/16/21	05/31/22	51788	ELIGIBILITY PROGRAM SPCLT V	N	SR24K	13	P	0.50	A	\$ 42,516	\$ 42,516	N	N			3	Y	
903	FA	11/16/21	05/31/22	51788	ELIGIBILITY PROGRAM SPCLT V	N	SR24K	13	P	0.50	N	\$ 42,516	\$ 42,516	Y	N			3	Y	
903	FA	10/27/20	05/31/22	51837	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	A	\$ -	\$ 16,008	Y	N			4	N	
903	FA	10/27/20	05/31/22	51837	OFFICE ASSISTANT III	N	SR08B	3	P	0.50	N	\$ 15,120	\$ 16,008	N	N			4	N	
903	FA	09/01/21	01/19/22	120755	ELIGIBILITY PROGRAM SPCLT IV	N	SR22F	13	P	0.57	A	\$ 35,418	\$ 35,418	N	N			N/A		Filled
903	FA	09/01/21	01/19/22	120755	ELIGIBILITY PROGRAM SPCLT IV	N	SR22F	13	P	0.43	N	\$ 26,718	\$ 26,718	N	N			N/A		Filled
903	FA	02/27/21	05/31/22	121063	ELIGIBILITY SYS PROJ MANAGER	Y	SRNA	13	T	0.53	A	\$ 43,324	\$ 43,324	N	N			4	N	
903	FA	02/27/21	05/31/22	121063	ELIGIBILITY SYS PROJ MANAGER	Y	SRNA	13	T	0.47	N	\$ 38,420	\$ 38,420	N	N			4	N	
903	FA	04/01/21	05/31/22	121176	ELIGIBILITY SYS BUS ANALYST	Y	SRNA	13	T	0.53	A	\$ 40,062	\$ 40,062	N	N			4	N	
903	FA	04/01/21	05/31/22	121176	ELIGIBILITY SYS BUS ANALYST	Y	SRNA	13	T	0.47	N	\$ 35,526	\$ 35,526	Y	N			4	N	
903	FA	07/01/20	05/31/22	121177	ELIGIBILITY SYS BUS ANALYST	Y	SRNA	13	T	0.53	A	\$ -	\$ 40,838	Y	N			4	N	
903	FA	07/01/20	05/31/22	121177	ELIGIBILITY SYS BUS ANALYST	Y	SRNA	13	T	0.47	N	\$ 35,453	\$ 36,214	Y	N			4	N	
904	AA	12/31/20	05/31/22	2471	PRE AUDIT CLERK IV	N	SR17M	4	P	1.00	A	\$ 68,580	\$ 68,580	N	N			3	N	
904	AA	01/09/20	05/31/22	5712	SECRETARY I	N	SR12G	3	P	0.55	A	\$ 29,518	\$ 23,654	N	N			4	N	
904	AA	01/09/20	05/31/22	5712	SECRETARY I	N	SR12G	3	P	0.45	N	\$ 19,354	\$ 19,354	N	N			4	N	
904	AA	07/01/19	05/31/22	5864	RESEARCH STATISTICIAN IV	N	SR22G	13	P	1.00	A	\$ -	\$ 62,004	N	N			1	N	
904	AA	03/01/20	05/31/22	17861	INFORMATION TECHNOLOGY BAND B	N	SR22M	13	P	0.65	A	\$ -	\$ 52,073	N	N			3	N	
904	AA	03/01/20	05/31/22	17861	INFORMATION TECHNOLOGY BAND B	N	SR22M	13	P	0.35	N	\$ 28,039	\$ 28,039	N	N			3	N	
904	AA	12/31/19	05/31/22	22877	HUMAN RESOURCES ASSISTANT V	N	SR13L	63	P	1.00	A	\$ -	\$ 52,296	N	N			2	Y	
904	AA	03/01/10	05/31/22	23672	ADMINISTRATIVE OFFCR V	N	SR24C	13	P	0.65	A	\$ -	\$ 41,083	N	N			2	N	
904	AA	03/01/10	05/31/22	23672	ADMINISTRATIVE OFFCR V	N	SR24C	13	P	0.35	N	\$ 21,748	\$ 22,121	Y	N			2	N	
904	AA	03/01/19	05/31/22	25461	OFFICE ASSISTANT IV	N	SR10J	3	P	0.65	A	\$ -	\$ 29,071	Y	N			3	N	
904	AA	03/01/19	05/31/22	25461	OFFICE ASSISTANT IV	N	SR10J	3	P	0.35	N	\$ 15,653	\$ 15,653	Y	N			3	N	
904	AA	04/03/17	12/01/21	26377	ELIGIBILITY WKR IV	N	SR18H	3	P	0.55	A	\$ 29,965	\$ 29,014	Y	N			N/A	N	Filled
904	AA	04/03/17	12/01/21	26377	ELIGIBILITY WKR IV	N	SR18H	3	P	0.45	N	\$ 23,738	\$ 23,738	N	N			N/A	N	Filled
904	AA	12/31/19	05/31/22	26380	ELIGIBILITY WKR IV	N	SR18L	3	P	0.55	A	\$ 46,093	\$ 36,406	N	N			4	N	
904	AA	12/31/19	05/31/22	26380	ELIGIBILITY WKR IV	N	SR18M	3	P	0.45	N	\$ 29,786	\$ 29,786	Y	N			4	N	
904	AA	03/01/18	05/31/22	26957	INFORMATION TECHNOLOGY BAND B	N	SR22G	13	P	0.65	A	\$ -	\$ 39,413	Y	N			2	N	
904	AA	03/01/18	05/31/22	26957	INFORMATION TECHNOLOGY BAND B	N	SR22G	13	P	0.35	N	\$ 21,223	\$ 21,223	Y	N			2	N	
904	AA	08/20/19	05/31/22	27321	ELIGIBILITY WKR III	N	SR16B	3	P	0.55	A	\$ 22,750	\$ 24,598	Y	N			3	N	
904	AA	08/20/19	05/31/22	27321	ELIGIBILITY WKR IV	N	SR18B	3	P	0.45	N	\$ 20,126	\$ 20,126	Y	N			3	N	
904	AA	06/15/21	01/10/22	27323	ELIGIBILITY WKR IV	N	SR18E	3	P	0.55	A	\$ 28,624	\$ 28,624	Y	N			N/A	N	Filled
904	AA	06/15/21	01/10/22	27323	ELIGIBILITY WKR IV	N	SR18E	3	P	0.45	N	\$ 23,420	\$ 23,420	N	N			N/A	N	Filled
904	AA	06/05/21	05/31/22	28228	INFORMATION TECHNOLOGY BAND B	N	SR22E	13	P	0.65	A	\$ 38,836	\$ 38,836	N	N			2	N	
904	AA	06/05/21	05/31/22	28228	INFORMATION TECHNOLOGY BAND B	N	SR22E	13	P	0.35	N	\$ 20,912	\$ 20,912	N	N			2	N	
904	AA	05/01/20	05/31/22	28230	INFORMATION TECHNOLOGY BAND B	N	SR22C	13	P	0.65	A	\$ -	\$ 35,162	N	N			3	N	
904	AA	05/01/20	05/31/22	28230	INFORMATION TECHNOLOGY BAND B	N	SR22H	13	P	0.35	N	\$ 18,934	\$ 18,934	Y	N			3	N	
904	AA	06/01/18	05/31/22	28783	SECRETARY I	N	SR12G	3	P	1.00	A	\$ -	\$ 41,544	Y	N			2	N	
904	AA	02/18/20	05/31/22	29900	OFFICE ASSISTANT III	N	SR08B	3	P	1.00	A	\$ -	\$ 30,240	Y	N			4	N	
904	AA	11/17/21	05/31/22	30704	ELIGIBILITY WKR IV	N	SR18D	3	P	0.55	A	\$ 27,509	\$ 27,509	Y	N			2	N	
904	AA	11/17/21	05/31/22	30704	ELIGIBILITY WKR IV	N	SR16C	3	P	0.45	N	\$ 22,507	\$ 22,507	Y	N			2	N	
904	AA	05/01/21	05/31/22	34112	ACCOUNT CLERK III	N	SR11M	3	P	1.00	A	\$ 54,108	\$ 54,108	Y	N		Recommendation for hire pending the lifting of the RIF freeze	N/A	N	
904	AA	10/11/21	05/31/22	34178	ACCOUNTANT IV	N	SR22D	13	P	1.00	A	\$ 57,420	\$ 57,420	N	N			2	N	
904	AA	12/31/20	05/31/22	35932	COMPUTER OPERATOR II	N	SR15K	3	P	0.65	A	\$ 36,746	\$ 36,746	Y	N			3	N	
904	AA	12/31/20	05/31/22	35932	COMPUTER OPERATOR II	N	SR15K	3	P	0.35	N	\$ 19,786	\$ 19,786	Y	N			3	N	
904	AA	12/31/19	05/31/22	36257	ACCOUNT CLERK IV	N	SR13K	3	P	1.00	A	\$ -	\$ 50,304	N	N			2	N	
904	AA	08/01/21	05/31/22	36278	INFORMATION TECHNOLOGY BAND B	N	SR22M	13	P	0.65	A	\$ 53,134	\$ 53,134	N	N			2	N	
904	AA	08/01/21	05/31/22	36278	INFORMATION TECHNOLOGY BAND B	N	SR22M	13	P	0.35	N	\$ 28,610	\$ 28,610	N	N			2	N	
904	AA	12/08/18	05/31/22	37432	INFORMATION TECHNOLOGY BAND B	N	SR22D	13	P	0.65	A	\$ -	\$ 34,421	Y	N			2	N	
904	AA	12/08/18	05/31/22	37432	INFORMATION TECHNOLOGY BAND B	N	SR22C	13	P	0.35	N	\$ 18,535	\$ 18,535	N	N			2	N	
904	AA	11/01/19	05/31/22	42191	OFFICE ASSISTANT III	N	SR08L	3	P	1.00	A	\$ -	\$ 43,008	N	N			4	N	
904	AA	11/01/21	05/31/22	43064	HUMAN RESOURCES SPCLT IV	N	SR22C	73	P	1.00	A	\$ 55,200	\$ 57,420	N	N		Recruitment in progress	1	N	
904	AA	10/01/20	05/31/22	46592	COMPUTER OPERATOR II	N	SR15M	3	P	0.65	A	\$ -	\$ 39,764	N	N			4	N	
904	AA	10/01/20	05/31/22	46592	COMPUTER OPERATOR II	N	SR15M	3	P	0.35	N	\$ 21,412	\$ 21,412	Y	N			4	N	
904	AA	12/31/19	05/31/22	51806	INFORMATION TECHNOLOGY BAND B	N	SR22M	13	P	0.65	A	\$ -	\$ 52,073	Y	N			3	N	
904	AA	12/31/19	05/31/22	51806	INFORMATION TECHNOLOGY BAND B	N	SR22M	13	P	0.35	N	\$ 28,039	\$ 28,039	N	N			3	N	
904	AA	12/01/20	05/31/22	51808	INFORMATION TECHNOLOGY BAND B	N	SR22K	13	P	0.65	A	\$ 49,132	\$ 49,132	N	N			3	N	
904	AA	12/01/20	05/31/22	51808	INFORMATION TECHNOLOGY BAND B	N	SR22K	13	P	0.35	N	\$ 26,456	\$ 26,456	Y	N			3	N	
904	AA	12/01/19	05/31/22	51809	INFORMATION TECHNOLOGY BAND A	N	SR20L	13	P	0.65	A	\$ -	\$ 46,301	Y	N			3	N	
904	AA	12/01/19	05/31/22	51809	INFORMATION TECHNOLOGY BAND A	N	SR20L	13	P	0.35	N	\$ 24,931	\$ 24,931	N	N			3	N	

Department of Human Services
 Vacancy Report as of November 30, 2021

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	Priority # to Retain	TA (Y/N)	Committed or Filled
904	AA	10/01/21	05/31/22	122232	PROGRAM SPECIALIST V	N	SR24L	13	P	0.80	A	\$ 70,771	\$ 70,771	N	N		Recommendation for hire pending	N/A	N	
904	AA	10/01/21	05/31/22	122232	PROGRAM SPECIALIST V	N	SR24L	13	P	0.20	N	\$ 17,693	\$ 17,693	Y	N		Recommendation for hire pending	N/A	N	
904	AA	04/01/21	05/31/22	122414	ADM APPEALS HEARING OFFICER	Y	SRNA	13	P	0.75	A	\$ 67,941	\$ 67,941	Y	N			2	N	
904	AA	04/01/21	05/31/22	122414	ADM APPEALS HEARING OFFICER	Y	SRNA	13	P	0.25	N	\$ 22,647	\$ 22,647	Y	N			2	N	
904	AA	06/15/19	05/31/22	122451	INFO SECRTY & PRVCY COMPL OFCR	Y	SRNA	13	P	0.40	A	\$ 58,080	\$ 58,080	Y	N			1	N	
904	AA	06/15/19	05/31/22	122451	INFO SECRTY & PRVCY COMPL OFCR	Y	SRNA	13	P	0.60	N	\$ 50,820	\$ 87,120	Y	N			1	N	
904	AA	08/31/19	05/31/22	122783	SECRTY & PRVCY COMPL ENGINEER	Y	SRNA	13	P	0.40	A	\$ 50,000	\$ 51,077	Y	N			1	N	
904	AA	08/31/19	05/31/22	122783	SECRTY & PRVCY COMPL ENGINEER	Y	SRNA	13	P	0.60	N	\$ 44,692	\$ 76,615	Y	N			1	N	
										231.64	A	\$ 9,108,852	\$ 11,964,400							
										280.86	N	\$ 14,758,065	\$ 13,570,772							
										45.00	W	\$ 2,373,380	\$ 628,440							
										557.50		\$ 26,240,297	\$ 26,163,612							

Department of Human Services
Positions Established by Acts other than the State Budget as of November 30, 2021

Table 12

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											
229	HA	08/25/21	Section 76-16(b)(17)	HRS 356 D-2; Act 122, SLH 2014	122230	Asst Chief Financial Officer	Y	SRNA	93	P	N	1.00	\$ 99,468	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121866	Health Care Outreach Manager	Y	SRNA	13	T	A	0.72	\$ 60,618	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121866	Health Care Outreach Manager	Y	SRNA	13	T	N	0.28	\$ 23,574	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121867	Health Care Outreach Coord	Y	SRNA	13	T	A	0.72	\$ 50,233	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121867	Health Care Outreach Coord	Y	SRNA	13	T	N	0.28	\$ 19,535	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121868	Health Care Outreach Coord	Y	SRNA	13	T	A	0.72	\$ 46,526	N	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121868	Health Care Outreach Coord	Y	SRNA	13	T	N	0.28	\$ 18,094	N	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121869	Health Care Outreach Coord	Y	SRNA	13	T	A	0.72	\$ 50,233	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121869	Health Care Outreach Coord	Y	SRNA	13	T	N	0.28	\$ 19,535	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121870	Health Care Outreach Coord	Y	SRNA	13	T	A	0.72	\$ 51,987	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121870	Health Care Outreach Coord	Y	SRNA	13	T	N	0.28	\$ 20,217	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121871	Health Care Outreach Asst	Y	SRNA	3	T	A	0.72	\$ 31,311	Y	N
902	IA	12/03/15	Section 76-16(b)(12s)	EM 21-01 (GOV) 6/16/21	121871	Health Care Outreach Asst	Y	SRNA	3	T	N	0.28	\$ 12,177	Y	N
904	AA	07/02/14	Section 76-16(b)(12s)	EM21-04 (GOV) 03/04/21	121315	Info Tech Implementation Mgr	Y	SRNA	13	T	A	0.57	\$ 74,809	N	N
904	AA	07/02/14	Section 76-16(b)(12s)	EM21-04 (GOV) 03/04/21	121315	Info Tech Implementation Mgr	Y	SRNA	13	T	N	0.43	\$ 56,435	N	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	\$ 54,508	N	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	\$ 41,120	N	N
904	AA	10/16/17	Section 76-16(b)(12s)	EM 21-04 (GOV) 03/04/21	122450	Resource Manager	Y	SRNA	13	T	A	0.10	\$ 12,270	N	N
904	AA	10/16/17	Section 76-16(b)(12s)	EM 21-04 (GOV) 03/04/21	122450	Resource Manager	Y	SRNA	13	T	N	0.90	\$ 110,430	N	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	\$ 73,548	N	N

Department of Human Services
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY21 (actual)			FY22 (estimated)			FY23 (estimated)		
				Base Salary \$\$\$\$ *	Overtime \$\$\$\$ **	Overtime Percent	Base Salary \$\$\$\$ ***	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$ ***	Overtime \$\$\$\$	Overtime Percent
HMS 220	RH	Rental Housing Services	A	\$ -			\$ -			\$ -		
HMS 220	RH	Rental Housing Services	N	\$ 9,710,251	\$ 143,620.00	1.5%	\$ 9,955,608	\$ 147,210	1.5%	\$ 9,955,608	\$ 150,891	1.5%
HMS 220	RH	Rental Housing Services	W	\$ 746,751	\$ 11,328.00	1.5%	\$ 753,888	\$ 11,611	1.5%	\$ 753,888	\$ 11,901	1.6%
HMS 222	RA	Rental Assistance Services	A	\$ 64,476	\$ 7,220.00	11.2%	\$ 67,200	\$ 7,401	11.0%	\$ 67,200	\$ 7,586	11.3%
HMS 222	RA	Rental Assistance Services	N	\$ 1,208,276	\$ 132,512.00	11.0%	\$ 1,348,944	\$ 135,825	10.1%	\$ 1,348,944	\$ 139,221	10.3%
HMS 224	HS	Homeless Services	A	\$ 454,008		0.0%	\$ 558,816		0.0%	\$ 558,816		0.0%
HMS 229	HA	HPHA Administration	N	\$ 6,651,328	\$ 53,032.00	0.8%	\$ 7,152,888	\$ 54,358	0.8%	\$ 7,152,888	\$ 55,717	0.8%
HMS 229	HA	HPHA Administration	W	\$ 3,693,096	\$ 2,842.00	0.1%	\$ 3,732,392	\$ 2,913	0.1%	\$ 3,732,392	\$ 2,986	0.1%
HMS 236	LC	Case Management for Self-Sufficiency	A	\$ 12,278,404	\$ 133,854.23	1.1%	\$ 13,556,057	\$ 492,972	3.6%	\$ 13,556,057	\$ 490,000	3.6%
HMS 236	LC	Case Management for Self-Sufficiency	N	\$ 11,291,024		0.0%	\$ 11,481,799		0.0%	\$ 11,481,799		0.0%
HMS 238	GB	Disability Determination	N	\$ 2,579,510	\$ 158,009.74	6.1%	\$ 2,666,606	\$ 182,704	6.9%	\$ 2,666,606	\$ 182,704	6.9%
HMS 301	SA	Child Protective Services	A	\$ 9,558,774	\$ 484,391.55	5.1%	\$ 12,092,492	\$ 485,000	4.0%	\$ 12,092,492	\$ 550,000	4.5%
HMS 301	SA	Child Protective Services	N	\$ 9,793,898	\$ 40,843.58	0.4%	\$ 9,422,903	\$ 40,844	0.4%	\$ 9,422,903	\$ 45,000	0.5%
HMS 302	DA	General Support for Child Care Services	A	\$ 1,351,703	\$ 530.19	0.0%	\$ 1,614,241		0.0%	\$ 1,614,241		0.0%
HMS 302	DA	General Support for Child Care Services	N	\$ 1,491,551	\$ 15,551.57	1.0%	\$ 1,567,011		0.0%	\$ 1,567,011		0.0%
HMS 501	YA	In-Community Youth Programs	A	\$ 884,380		0.0%	\$ 988,644		0.0%	\$ 988,644		0.0%
HMS 501	YA	In-Community Youth Programs	N	\$ 33,228		0.0%	\$ 43,314		0.0%	\$ 43,314		0.0%
HMS 503	YB	Hawaii Youth Correctional Facility	A	\$ 5,613,532	\$ 842,138.03	15.0%	\$ 5,879,316	\$ 850,000	14.5%	\$ 5,879,316	\$ 850,000	14.5%
HMS 601	TA	Adult Protective and Community Services	A	\$ 4,064,052	\$ 1,282.12	0.0%	\$ 4,855,033	\$ 1,300	0.0%	\$ 4,855,033	\$ 1,300	0.0%
HMS 601	TA	Adult Protective and Community Services	N	\$ 573,767	\$ 0.11	0.0%	\$ 606,492		0.0%	\$ 606,492		0.0%
HMS 601	TA	Adult Protective and Community Services	P	\$ -			\$ -			\$ -		
HMS 802	GA	Vocational Rehabilitation	A	\$ 1,723,871		0.0%	\$ 2,058,112		0.0%	\$ 2,058,112		0.0%
HMS 802	GA	Vocational Rehabilitation	N	\$ 4,179,037		0.0%	\$ 4,179,037		0.0%	\$ 4,179,037		0.0%
HMS 888	CW	Hawaii State Commission on the Status of Women	A	\$ 125,340		0.0%	\$ 131,904		0.0%	\$ 131,904		0.0%
HMS 901	MA	General Support for Social Services	A	\$ 900,920	\$ 163.38	0.0%	\$ 1,220,655		0.0%	\$ 1,220,655		0.0%
HMS 901	MA	General Support for Social Services	N	\$ 549,794		0.0%	\$ 528,910		0.0%	\$ 528,910		0.0%
HMS 902	IA	General Support for Health Care Payments	A	\$ 6,081,603	\$ 23,397.28	0.4%	\$ 6,463,472	\$ 24,000	0.4%	\$ 6,463,472	\$ 24,000	0.4%
HMS 902	IA	General Support for Health Care Payments	B	\$ 75,337		0.0%	\$ 75,337		0.0%	\$ 75,337		0.0%
HMS 902	IA	General Support for Health Care Payments	N	\$ 9,250,037		0.0%	\$ 9,119,537		0.0%	\$ 9,119,537		0.0%

Department of Human Services
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY21 (actual)			FY22 (estimated)			FY23 (estimated)		
				Base Salary \$\$\$\$ *	Overtime \$\$\$\$ **	Overtime Percent	Base Salary \$\$\$\$ ***	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$ ***	Overtime \$\$\$\$	Overtime Percent
HMS 903	FA	General Support for Self-Sufficiency Services	A	\$ 2,438,714	\$ 3,562.70	0.1%	\$ 2,962,799		0.0%	\$ 2,962,799		0.0%
HMS 903	FA	General Support for Self-Sufficiency Services	N	\$ 2,713,081		0.0%	\$ 2,808,802		0.0%	\$ 2,808,802		0.0%
HMS 904	AA	General Administration - DHS	A	\$ 8,617,563	\$ 32,983.23	0.4%	\$ 9,683,860	\$ 51,515	0.5%	\$ 9,683,860	\$ 51,515	0.5%
HMS 904	AA	General Administration - DHS	N	\$ 2,041,594		0.0%	\$ 2,067,383		0.0%	\$ 2,067,383		0.0%
HMS 904	AA	General Administration - DHS	V	\$ -			\$ 51,036		0.0%	\$ 51,036		0.0%
				\$ 120,738,900	\$ 2,087,261.71		\$ 129,694,488	\$ 2,487,653.00		\$ 129,694,488	\$ 2,562,821.00	
* Act 9, SLH 2020 BJ1 + BT1 salaries for FY21. Exclude BJ1A other personal services costs.												
** 12-month actuals for FY21.												
*** Act 88, SLH 2021 BJ1 + BT1 salaries for FB 21-23. Exclude BJ1A other personal services costs.												

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						Date Executed	From	To						
HMS 206	N	\$ 47,810.00	O (Quarterly)	\$ 148,430.00	\$ 148,430.00	10/01/21	10/01/21	09/30/22	Hawaii County Economic Opportunity Council	Outreach, intake, and process applications for the Low-Income Home Energy Assistance Program (LIHEAP) and Low-Income Home Water Assistance Program (LIHWAP)	Monthly deliverables, annual site visits, training, and case reviews	Y	S	
HMS 206	N	\$ 82,595.00	O (Quarterly)	\$ 250,767.00	\$ 250,767.00	10/01/21	10/01/21	09/30/22	Honolulu Community Action Program	Outreach, intake, and process applications for the Low-Income Home Energy Assistance Program (LIHEAP) and Low-Income Home Water Assistance Program (LIHWAP)	Monthly deliverables, annual site visits, training, and case reviews	Y	S	
HMS 206	N	\$ 15,193.00	O (Quarterly)	\$ 48,080.00	\$ 48,080.00	10/01/21	10/01/21	09/30/22	Kauai Economic Opportunity	Outreach, intake, and process applications for the Low-Income Home Energy Assistance Program (LIHEAP) and Low-Income Home Water Assistance Program (LIHWAP)	Monthly deliverables, annual site visits, training, and case reviews	Y	S	
HMS 206	N	\$ 16,286.00	O (Quarterly)	\$ 52,860.00	\$ 52,860.00	10/01/21	10/01/21	09/30/22	Maui Economic Opportunity, Inc.	Outreach, intake, and process applications for the Low-Income Home Energy Assistance Program (LIHEAP) and Low-Income Home Water Assistance Program (LIHWAP)	Monthly deliverables, annual site visits, training, and case reviews	Y	S	
HMS 220	A	\$ 26,628.00	M	\$ 59,104.00	\$ 9,065.36	02/08/21	03/02/21	03/01/22	Centric Elevator Corporation	Provide Preventive Maintenance Services to Elevators at MU 42 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 77,812.34	M	\$ 331,949.82	\$ 77,427.73	09/15/21	08/15/21	08/14/22	Aqua Engineers, Inc.	Provide Individual Wastewater System Maintenance at AMP 38 on Kauai	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 156,502.10	M	\$ 454,512.10	\$ 208,268.82	02/08/21	03/01/21	02/28/22	Aina Engineers, Inc.	Provide Individual Wastewater Systems (IWS) Maintenance of State HPHA Facilities at AMP 43 and AMP 46 on Hawaii Island	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 178,553.00	M	\$ 510,470.00	\$ 405,341.00	02/08/21	03/01/21	02/28/22	First Quality Building and Design, Inc.	Provide Individual Wastewater Systems (IWS) Maintenance of State HPHA Facilities at AMP 37 on Hawaii Island	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 683,643.00	M	\$ 135,468.00	\$ 20,973.00	12/17/20	12/17/20	12/16/21	Kone, Inc.	Provide Preventative Maintenance Services to Elevators at AMP 30, AMP 34 and AMP 35 on Oahu	Desk Monitoring	N	S	
HMS 220	A/N	\$ 26,096.72	M	\$ 51,433.32	\$ 11,288.97	10/01/21	07/01/21	06/30/22	Kilgore Power Solutions, LLC	Provide Preventative Maintenance Services to Emergency Generators at AMP 30, AMP 34, AMP 35 and MU 42 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 6,400.00	M	\$ 6,400.00	\$ 6,400.00	09/22/20	12/07/21	12/07/22	Rambaud Electric, LLC	Provide Preventative Maintenance Services to Fire Alarm Systems at AMP 45 and MU 42 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 44,564.69	M	\$ 87,007.25	\$ 26,527.09	08/10/21	08/16/21	08/15/22	O&M Enterprises	Provide Preventative Maintenance Services to Sewage Lift Pump Station at AMP 49 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 52,938.00	M	\$ 103,704.00	\$ 52,938.00	11/19/21	11/01/21	10/31/22	Alert Holdings Group, Inc.	Provide Preventative Maintenance Services to Fire Prevention Systems at AMP 34, AMP 35 and MU 42 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 18,543.00	M	\$ 18,543.00	\$ 18,543.00	12/14/20	01/04/21	01/04/22	Commercial Sheetmetal Co.	Provide Preventative Maintenance Services to Ventilation Systems at AMP 34, AMP 35 and MU 42 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 8,000.00	M	\$ 8,000.00	\$ 6,000.00	06/22/21	07/06/21	07/06/22	Rambaud Electric, LLC	Provide Preventive Maintenance Services to Call for Aid System at AMP 35 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 20,000.00	M	\$ 40,000.00	\$ 40,000.00	02/19/21	02/19/21	02/18/22	Du & Associates, Inc.	Provide As-Needed Low Income Housing Tax Credit Training Services	Desk Monitoring	N	S	
HMS 220	N	\$ 2,267,142.85	M	\$ 2,267,142.85	\$ 922,501.72	02/16/21	02/19/21	01/31/22	Du & Associates, Inc.	Provide Section 8 Performance Based Contract Administration (PBCA) Services	Desk Monitoring	N	S	
HMS 220	A/N	\$ 355,680.00	M	\$ 355,680.00	\$ 257,580.00	02/19/21	02/19/21	02/18/22	Du & Associates, Inc.	Provide Quality Control Service Review of Tenant Income Recertification Files for State & Federal Low Income Public Housing Programs Statewide	Desk Monitoring	N	S	
HMS 220	N	\$ 121,000.00	M	\$ 121,000.00	\$ 99,670.00	03/09/21	02/19/21	02/18/22	Du & Associates, Inc.	Provide As-Needed Rental Assistance Demonstration Consultant Services	Desk Monitoring	N	S	
HMS 220	A/N	\$ 21,243.70	M	\$ 21,243.70	\$ 10,362.46	04/30/21	05/01/22	04/30/22	New Angle Systems, LLC	Furnish Printing & Mailing Services of Tenant Rental Bills and 1099 Forms Statewide	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 163,596.77	M	\$ 312,394.25	\$ 103,127.98	08/10/21	07/01/21	06/30/22	Emphasys Software	Provide Elite Software Maintenance, Technical and Training Support Services	Desk Monitoring	N	S	
HMS 220	A/N	\$ 362,300.00	M	\$ 1,370,600.00	\$ 297,512.85	10/25/21	04/10/21	04/09/22	Reno & Cavanaugh	Provision of Professional Legal Services for the HPHA	Desk Monitoring	N	S	

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HMS 220	N	\$ 125,822.00	M	\$ 396,649.00	\$ 140,261.25	08/12/21	07/11/21	07/10/23	EJP Consulting Group, LLC	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	N	\$ 74,205.00	M	\$ 74,205.00	\$ 33,240.00	06/24/21	05/18/21	05/17/22	EJP Consulting Group, LLC	Provide Professional Consulting Services for the Moving-to-Work Demonstration Program	Desk Monitoring	N	S	
HMS 220	A/N	\$ 7,820,573.18	M	\$ 23,069,204.63	\$ 4,535,482.02	10/12/21	07/01/21	06/30/22	Hawaii Affordable Properties, Inc.	Provide Property Management, Maintenance & Resident Services at AMP 40, AMP 44, AMP 45, AMP 49, AMP 50 and MU 42 on Oahu and AMP 43, AMP 46 and Ke Kumu Ekahi on Hawaii Island	On-Site/Desk Monitoring	N	C	
HMS 220	A/N	\$ 299,596.79	M	\$ 2,595,513.09	\$ 151,922.18	07/21/21	07/01/21	06/30/22	Transportation Concepts, Inc. dba Pacific Appliance Group, Inc.	Furnish Refrigerators for State & Federal Low Income Public Housing Properties on Oahu, Maui, Kauai & Hawaii Island	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 9,449.92	M	\$ 33,835.12	\$ 33,835.12	07/30/21	07/01/21	06/30/22	Transportation Concepts, Inc. dba Pacific Appliance Group, Inc.	Furnish Refrigerators for State & Federal Low Income Public Housing Properties on Molokai	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 43,647.48	M	\$ 114,863.38	\$ 36,511.20	11/02/21	09/01/21	08/31/22	Garden Isle Disposal, Inc.	Furnish Refuse Collection Services for AMP 38 on Kauai	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 262,521.60	M	\$ 523,936.06	\$ 157,624.20	07/09/21	05/31/21	05/31/22	Standard Management LLC	Furnish Property Management & Maintenance Services for the Ka Hale O Kamehaikana Community Resource Center on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 119,918.93	M	\$ 234,248.69	\$ 85,508.69	11/23/21	07/01/21	06/30/22	Pacific Waste, Inc.	Furnish Refuse Collection Services at AMP 37 on Hawaii Island	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 44,440.00	M	\$ 88,008.00	\$ 33,402.67	07/12/21	07/01/21	06/30/22	Aina Engineers, Inc.	Provide Preventative Maintenance Services to Sewage Treatment Plant at AMP 49 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 232,006.74	M	\$ 869,526.48	\$ 161,238.23	07/20/21	07/01/21	06/30/22	Transportation Concepts, Inc. dba Pacific Appliance Group, Inc.	Furnish Gas & Electric Ranges to State & Federal Low Income Public Housing Properties Statewide	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 485,505.68	M	\$ 975,399.12	\$ 339,742.56	10/05/21	07/01/21	06/30/22	West Oahu Aggregate	Furnish Refuse Collection Services for AMP 31 and AMP 33 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 6,767.28	M	\$ 11,842.74	\$ 4,511.52	09/30/21	07/01/21	06/30/22	Honolulu Disposal Service, Inc.	Furnish Refuse Collection Services at the Ka Hale O Kamehaikana Community Resource Center on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 203,728.00	M	\$ 407,456.00	\$ 145,263.88	07/13/21	07/01/21	06/30/22	Alii Security Systems, Inc.	Furnish Security Services at AMP 34 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 75,210.42	M	\$ 150,420.84	\$ 75,210.42	10/28/21	11/01/21	10/31/22	Lion's Cleaning & Maintenance Inc.	Furnish Custodial Services at HPHA's Administrative Offices on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 112,273.70	M	\$ 183,044.40	\$ 30,655.20	04/08/21	04/30/21	04/30/22	Alii Security Systems, Inc.	Furnish Security Services at AMP 34 on Oahu	Desk Monitoring	N	S	
HMS 220	A/N	\$ 2,312,375.04	M	\$ 3,330,478.08	\$ 1,244,283.81	04/30/21	04/30/21	04/30/22	Alii Security Systems, Inc.	Furnish Security Services at AMP 31, AMP 32 and AMP 35 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 5,740.00	M	\$ 5,740.00	\$ 925.00	02/12/21	02/15/21	02/14/22	Phoenix Pacific, Inc.	Provide Preventive Maintenance Services to Fire Prevention Systems at AMP 30 on Oahu	On-Site/Desk Monitoring	N	S	
HMS 220	A/N	\$ 60,856.64	M	\$ 60,856.64	\$ 55,882.78	09/30/21	09/01/21	08/31/22	Island Refuse, Inc.	Furnish Refuse Collection Services at AMP 39 on Molokai	On-Site/Desk Monitoring	N	S	
HMS 220	N	\$ 15,000.00	M	\$ 255,000.00	\$ 225,525.00	11/16/21	10/01/21	09/30/22	Nan McKay & Associates	Furnish Quality Control Service Review of Tenant Income Recertification Files for the HPHA Section 8 Housing Choice Voucher Program on Oahu	Desk Monitoring	N	S	
HMS 220	N	\$ 165,769.00	M	\$ 165,769.00	\$ 144,972.68	07/30/21	08/01/21	01/31/22	Partners In Care - Oahu Continuum of Care	Implement the Emergency Housing Voucher Program	On-Site/Desk Monitoring	N	S	
HMS 224	A	\$ 66,025.00	O (Quarterly)	\$ 327,000.00	\$ 260,975.00	06/10/21	06/15/21	06/14/22	ALEA BRIDGE aka Achieve Zero - Oahu	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	\$ 194,369.50	O (Quarterly)	\$ 440,496.00	\$ 246,126.50	06/25/21	07/01/21	06/30/22	Alternative Structures international - Ohana Ola O Kahumana	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	\$ 214,901.00	O (Quarterly)	\$ 525,000.00	\$ 310,099.00	06/25/21	07/01/21	06/30/22	Alternative Structures international - 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	\$ 540,000.00	O (Quarterly)	\$ 800,000.00	\$ 260,000.00	06/15/21	06/15/21	06/14/22	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	

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HMS 224	A	\$ 143,750.00	O (Quarterly)	\$ 287,500.00	\$ 143,750.00	06/24/21	06/27/21	06/26/22	CATHOLIC 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	\$ 356,250.00	O (Quarterly)	\$ 750,000.00	\$ 393,750.00	06/25/21	07/01/21	06/30/22	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	\$ 343,187.50	O (Quarterly)	\$ 850,000.00	\$ 506,812.50	06/29/21	07/01/21	06/30/22	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	\$ 122,755.20	O (Quarterly)	\$ 304,038.00	\$ 181,282.80	06/25/21	07/01/21	06/30/22	CATHOLIC CHARITIES HAWAII (CCH) - Maui 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	\$ 148,750.00	O (Quarterly)	\$ 350,000.00	\$ 201,250.00	06/15/21	06/15/21	06/14/22	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	\$ 141,313.00	O (Quarterly)	\$ 350,000.00	\$ 208,687.00	06/24/21	07/01/21	06/30/22	CATHOLIC CHARITIES HAWAII (Oahu)	Providing emergency grants to assist homeless, at-risk individuals and families on Oahu with housing, medical and other emergency expenses	Desk monitoring and financial quarterly reports. Onsite monitoring based on risk analysis.	Y	S	
HMS 224	B	\$ 6,607.77	O (Quarterly)	\$ 37,571.00	\$ 30,963.23	09/15/21	07/01/21	06/30/22	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	A	\$ 22,200.00	O (Quarterly)	\$ 44,400.00	\$ 22,200.00	04/30/21	05/01/21	04/30/22	COLLABORATIVE QUALITY CONSULTING	Evaluations of Ohana Zones Pilot Program & Homeless Services Systems Statewide	Monthly deliverables and annual reporting	Y	S	
HMS 224	A	\$ 100,163.76	O (Quarterly)	\$ 227,000.00	\$ 126,836.24	06/16/21	07/01/21	06/30/22	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	B	\$ 37,277.49	O (Quarterly)	\$ 148,975.00	\$ 111,697.51	11/10/21	07/01/20	06/30/22	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	\$ 43,167.88	O (Quarterly)	\$ 126,169.79	\$ 83,001.91	10/10/21	07/01/20	06/30/22	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	\$ 25,391.98	O (Quarterly)	\$ 87,665.00	\$ 62,273.02	09/15/21	07/01/21	06/30/22	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	A	\$ 318,750.00	O (Quarterly)	\$ 637,500.00	\$ 318,750.00	06/24/21	06/27/21	06/26/22	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	\$ 297,500.00	O (Quarterly)	\$ 700,000.00	\$ 402,500.00	06/14/21	06/15/21	06/14/22	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	\$ 214,006.24	O (Quarterly)	\$ 485,000.00	\$ 270,993.76	06/29/21	07/01/21	06/30/22	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	\$ 171,075.00	O (Quarterly)	\$ 266,000.00	\$ 94,925.00	06/22/21	06/15/21	06/14/22	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	\$ 46,431.27	O (Quarterly)	\$ 115,000.00	\$ 68,568.73	06/29/21	07/01/21	06/30/22	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	\$ 88,751.00	O (Quarterly)	\$ 138,000.00	\$ 49,249.00	06/08/21	06/15/21	06/14/22	FAMILY LIFE CENTER (FLC) - Kauai	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	\$ 189,721.00	O (Quarterly)	\$ 295,000.00	\$ 105,279.00	06/08/21	06/15/21	06/14/22	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	\$ 50,303.00	O (Quarterly)	\$ 114,000.00	\$ 63,697.00	06/29/21	07/01/21	06/30/22	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	\$ 8,544.00	O (Quarterly)	\$ 42,320.00	\$ 33,776.00	06/16/21	07/01/21	06/30/22	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	\$ 8,544.00	O (Quarterly)	\$ 42,320.00	\$ 33,776.00	06/16/21	07/01/21	06/30/22	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	

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HMS 224	A	\$ 101,133.00	O (Quarterly)	\$ 157,252.00	\$ 56,119.00	06/16/21	07/01/21	06/30/22	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	\$ 242,729.00	O (Quarterly)	\$ 550,300.00	\$ 307,571.00	06/22/21	06/15/21	06/14/22	HAWAII, HEALTH & HARM REDUCTION CENTER (H3RC) - Oahu	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	\$ 220,625.00	O (Quarterly)	\$ 500,000.00	\$ 279,375.00	06/16/21	07/01/21	06/30/22	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	B	\$ 17,687.99	O (Quarterly)	\$ 81,821.00	\$ 64,133.01	09/14/21	07/01/21	06/30/22	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	
HMS 224	B	\$ 41,628.06	O (Quarterly)	\$ 125,236.00	\$ 83,607.94	09/14/21	07/01/21	06/30/22	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	A	\$ 118,003.13	O (Quarterly)	\$ 267,429.00	\$ 149,425.87	06/29/21	07/01/21	06/30/22	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	\$ 230,420.76	O (Quarterly)	\$ 522,200.00	\$ 291,779.24	06/29/21	07/01/21	06/30/22	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	\$ 119,137.50	O (Quarterly)	\$ 270,000.00	\$ 150,862.50	06/29/21	07/01/21	06/30/22	HOPE SERVICES HAWAII (HOPE) Sacred Heart	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	\$ 175,883.20	O (Quarterly)	\$ 398,602.00	\$ 222,718.80	06/29/21	07/01/21	06/30/22	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	\$ 412,500.00	O (Quarterly)	\$ 825,000.00	\$ 412,500.00	06/22/21	06/27/21	06/26/22	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	\$ 297,500.00	O (Quarterly)	\$ 700,000.00	\$ 402,500.00	06/14/21	06/15/21	06/14/22	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	\$ 220,625.00	O (Quarterly)	\$ 500,000.00	\$ 279,375.00	06/29/21	07/01/21	06/30/22	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	\$ 175,837.00	O (Quarterly)	\$ 398,500.00	\$ 222,663.00	06/22/21	06/15/21	06/14/22	HOPE SERVICES HAWAII, INC. (HOPE) - Region 1,6,7,8, & 9	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	\$ 212,903.00	O (Quarterly)	\$ 482,500.00	\$ 269,597.00	06/22/21	06/15/21	06/14/22	HOPE SERVICES HAWAII, INC. (HOPE) - Region 2,3,4, & 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	\$ 125,906.00	O (Quarterly)	\$ 285,336.00	\$ 159,430.00	06/29/21	07/01/21	06/30/22	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	
HMS 224	A	\$ 628,500.00	O (Quarterly)	\$ 1,100,000.00	\$ 471,500.00	06/16/21	07/01/21	06/30/22	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	\$ 242,729.00	O (Quarterly)	\$ 550,300.00	\$ 307,571.00	06/08/21	06/15/21	06/14/22	INSTITUTE FOR HUMAN SERVICES (IHS) - Oahu	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	\$ 485,375.00	O (Quarterly)	\$ 1,100,000.00	\$ 614,625.00	06/16/21	07/01/21	06/30/22	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	\$ 555,000.00	O (Quarterly)	\$ 1,200,000.00	\$ 645,000.00	06/14/21	06/15/21	06/14/22	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	\$ -	O (Quarterly)	\$ 88,000.00	\$ 88,000.00	10/08/21	10/20/21	10/19/22	JUDY ISHIDA	Federal programs training and consultation. HPO Policy and Procedures.	Desk monitoring of deliverables and financial reports.	Y	S	
HMS 224	A	\$ 67,164.00	O (Quarterly)	\$ 70,700.00	\$ 3,536.00	12/09/20	10/20/20	10/19/21	JUDY ISHIDA	Federal programs training and consultation. HPO Policy and Procedures.	Desk monitoring of deliverables and financial reports.	Y	S	
HMS 224	A	\$ 451,730.78	O (Quarterly)	\$ 1,023,752.00	\$ 572,021.22	06/29/21	07/01/21	06/30/22	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	\$ 347,668.76	O (Quarterly)	\$ 787,918.00	\$ 440,249.24	06/29/21	07/01/21	06/30/22	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	

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HMS 224	A	\$ -	O (Quarterly)	\$ 180,000.00	\$ 180,000.00	12/31/21	01/01/21	12/31/22	KA MANA O NA HELU	Statewide DHS HPO Database Development and maintenance	Desk monitoring of deliverables and financial quarterly reports.	Y	S	
HMS 224	B	\$ 1,184,829.76	O (Quarterly)	\$ 1,560,016.00	\$ 375,186.24	07/09/21	07/10/21	07/09/22	KA MANA O NA HELU	Provide contract management and monitoring for ESG CV I funding provided through CARES Act to address COVID -19 Pandemic	Desk monitoring of deliverables and financial quarterly reports.	Y	S	
HMS 224	B	\$ 951,905.51	O (Quarterly)	\$ 8,466,976.00	\$ 7,515,070.49	03/01/21	01/01/21	12/31/22	KA MANA O NA HELU	Provide contract management and monitoring for ESG CV II funding provided through CARES Act to address COVID -19 Pandemic	Desk monitoring of deliverables and financial quarterly reports.	Y	S	
HMS 224	A	\$ 22,445.50	O (Quarterly)	\$ 50,867.00	\$ 28,421.50	06/29/21	07/01/21	06/30/22	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	\$ 98,431.91	O (Quarterly)	\$ 223,075.00	\$ 124,643.09	06/29/21	07/01/21	06/30/22	KAUAI ECONOMIC OPPORTUNITY (KEO) - Mana'Olana - Emergency	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	\$ 38,434.31	O (Quarterly)	\$ 87,103.00	\$ 48,668.69	06/29/21	07/01/21	06/30/22	KAUAI ECONOMIC OPPORTUNITY (KEO) - Mana'Olana - Transitional	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	\$ 188,049.00	O (Quarterly)	\$ 292,400.00	\$ 104,351.00	06/08/21	06/15/21	06/14/22	KEALAHOU WEST OAHU (KWO) - Oahu	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	\$ 461,152.53	O (Quarterly)	\$ 856,246.00	\$ 395,093.47	06/16/21	07/01/21	06/30/22	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	\$ 223,070.00	O (Quarterly)	\$ 446,160.00	\$ 223,090.00	06/16/21	07/01/21	06/30/22	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	\$ 199,566.00	O (Quarterly)	\$ 340,000.00	\$ 140,434.00	07/22/21	07/01/21	06/30/22	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	\$ 208,125.00	O (Quarterly)	\$ 250,000.00	\$ 41,875.00	06/22/21	06/15/21	06/14/22	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	\$ -	O (Quarterly)	\$ 200,000.00	\$ 200,000.00	08/13/21	06/15/21	06/14/22	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	B	\$ 175,615.64	O (Quarterly)	\$ 266,360.00	\$ 90,744.36	09/01/21	07/01/21	06/30/22	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	\$ 380,000.00	O (Quarterly)	\$ 800,000.00	\$ 420,000.00	06/16/21	06/01/21	06/30/22	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	\$ 38,610.25	O (Quarterly)	\$ 87,500.00	\$ 48,889.75	06/16/21	07/01/21	06/30/22	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	\$ -	O (Quarterly)	\$ 2,000,000.00	\$ 2,000,000.00	06/24/21	06/27/21	06/26/22	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	
HMS 224	A	\$ -	O (Quarterly)	\$ 100,000.00	\$ 100,000.00	09/30/21	06/27/21	06/26/22	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	
HMS 224	A	\$ 242,687.50	O (Quarterly)	\$ 550,000.00	\$ 307,312.50	06/30/21	07/01/21	06/30/22	UNITED STATES VETERANS' INITIATIVE (USVI)	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	\$ 791,804.70	O (Quarterly)	\$ 1,794,456.00	\$ 1,002,651.30	06/16/21	07/01/19	06/30/22	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	\$ 43,151.00	O (Quarterly)	\$ 213,750.00	\$ 170,599.00	06/16/21	07/01/21	06/30/22	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	\$ 245,179.00	O (Quarterly)	\$ 555,643.00	\$ 310,464.00	06/29/21	07/01/21	06/30/22	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	\$ 419,188.00	O (Quarterly)	\$ 950,000.00	\$ 530,812.00	06/29/21	07/01/21	06/30/22	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	

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HMS 224	A	\$ 34,298.73	O (Quarterly)	\$ 77,731.00	\$ 43,432.27	06/16/21	07/01/21	06/30/22	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	\$ 36,486.97	O (Quarterly)	\$ 82,690.00	\$ 46,203.03	06/16/21	07/01/21	06/30/22	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	\$ 34,192.83	O (Quarterly)	\$ 77,491.00	\$ 43,298.17	06/16/21	07/01/21	06/30/22	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 236	A	\$ 25,521.45	M	\$ 61,251.84	\$ 35,730.39	07/01/18	07/01/21	06/30/22	ISD Services, LLC	To provide janitorial services for five (5) offices in non-State buildings	Monthly review of invoices and/or status of completion of tasks.	Y	S	
HMS 238	N	\$ 5,742	M	\$ 34,965.00	\$ 29,222.91	9/10/2021	10/1/2021	9/30/2025	Jeffrey Akaka, M.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 17,272	M	\$ 95,750.00	\$ 78,478.33	9/10/2021	10/1/2021	9/30/2025	Walter Fo, Ph.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 27,726	M	\$ 169,850.00	\$ 142,124.36	8/18/2021	10/1/2021	9/30/2025	Glen Frisch, Ph.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 19,075	M	\$ 124,875.00	\$ 105,799.72	9/10/2021	10/1/2021	9/30/2025	Mark Kuge, M.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 6,652	M	\$ 71,070.00	\$ 64,418.48	8/18/2021	10/1/2021	9/30/2025	David Lam, Ph.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 22,147	M	\$ 179,815.00	\$ 157,668.41	9/10/2021	10/1/2021	9/30/2025	Stacy Lau, M.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 5,063	M	\$ 44,955.00	\$ 39,892.38	9/10/2021	10/1/2021	9/30/2025	David Mai, M.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 35,293	M	\$ 214,780.00	\$ 179,486.82	9/16/2021	10/1/2021	9/30/2025	Wendy Matsuno, M.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 5,228	M	\$ 29,970.00	\$ 24,742.46	10/29/2021	10/1/2021	9/30/2025	Terri Needels, Ph.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 43,844	M	\$ 299,975.00	\$ 256,130.51	10/29/2021	10/1/2021	9/30/2025	Neil Shibuya, M.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 22,383	M	\$ 169,830.00	\$ 147,446.87	8/18/2021	10/1/2021	9/30/2025	Rodney Torigoe, Ph.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 9,950	M	\$ 59,940.00	\$ 49,990.06	9/10/2021	10/1/2021	9/30/2025	Garret Yanagi, Ph.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 17,425	M	\$ 119,880.00	\$ 102,454.88	10/29/2021	10/1/2021	9/30/2025	Benjamin Young, M.D.	Consultative services	Monthly excel log.	Y	S	
HMS 238	N	\$ 119,213	M	\$ 291,200.00	\$ 171,987.42	2/1/2020	10/1/2021	9/30/2025	ML Willden IT Consulting, LLC	IT Consulting services	Monthly excel log.	Y	S	
HMS 238	N	\$ 70,123	M	\$ 427,117.00	\$ 356,993.58	9/19/2019	10/1/2019	8/31/2024	Morita & Sons	Office Space Lease Agreement	Monthly excel log.	N	L	
HMS 238	N	\$ 22,750.00	M	\$ 190,000.00	\$ 167,250.00	10/29/21	10/01/21	09/30/25	Joseph Bratton, Ph.D.	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager.	Y	S	
HMS 238	N	\$ 3,980.00	M	\$ 100,000.00	\$ 96,020.00	10/29/21	10/01/21	09/30/25	Consultative Examination Services	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager	Y	S	
HMS 238	N	\$ 12,650.00	M	\$ 110,000.00	\$ 97,350.00	10/29/21	10/01/21	09/30/25	Dennis Donovan, Ph.D.	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager	Y	S	
HMS 238	N	\$ 25,800.00	M	\$ 100,000.00	\$ 74,200.00	10/29/21	10/01/21	09/30/25	Stanley Luke, Ph.D.	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager	Y	S	
HMS 238	N	\$ 6,225.00	M	\$ 40,000.00	\$ 33,775.00	10/29/21	10/01/21	09/30/25	Kathleen McNamara, Ph.D.	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager	Y	S	
HMS 238	N	\$ 1,100.00	M	\$ 15,000.00	\$ 13,900.00	10/29/21	10/01/21	09/30/25	Maria Rosario Mabini, M.D.	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager	Y	S	
HMS 238	N	\$ 6,775.00	M	\$ 50,000.00	\$ 43,225.00	10/29/21	10/01/21	09/30/25	Matthew Marchetto-Ryan, PsyD.	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager	Y	S	
HMS 238	N	\$ 10,500.00	M	\$ 40,000.00	\$ 29,500.00	10/29/21	10/01/21	09/30/25	Michael Rabara, PsyD.	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager	Y	S	
HMS 238	N	\$ -	M	\$ 25,000.00	\$ 25,000.00	10/29/21	10/01/21	09/30/25	MaryLee Ruth, Au.D.	Consultative services	monthly evaluation of invoices, annual monitoring by Contract manager	Y	S	
HMS 301	A	\$ 621,915.00	M	\$ 621,915.00	\$ 621,915.00	07/01/20	07/01/21	06/30/22	University of Hawaii - Law School	APSR / Federal Requirements	Quarterly	Y	S	
HMS 301	A/N	\$ 991,703.00	M	\$ 991,703.00	\$ 708,231.48	07/01/20	07/01/21	06/30/22	Child and Family Service	Comprehensive Counseling and Support Services- Maui	Quarterly	Y	S	
HMS 301	A/N	\$ 445,192.00	M	\$ 445,192.00	\$ 260,576.02	07/01/20	07/01/21	06/30/22	Child and Family Service	Comprehensive Counseling and Support Services- Kauai	Quarterly	Y	S	
HMS 301	A	\$ 4,600,000.00	M	\$ 4,600,000.00	\$ 3,049,884.09	02/01/20	07/01/21	06/30/22	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	\$ 1,013,235.35	02/01/20	07/01/21	06/30/22	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	\$ 907,017.02	07/01/20	07/01/21	06/30/22	PARENTS, Inc.	Comprehensive Counseling and Support Services/Intensive Home Based Services/Monthly Worker Visits- EHI	Quarterly	Y	S	
HMS 301	A	\$ 220,704.00	M	\$ 220,704.00	\$ 220,704.00	07/01/21	07/01/21	06/30/22	ROSES	Professional Consultant Services for CPSS	Quarterly	Y	S	
HMS 301	A	\$ 109,000.00	M	\$ 109,000.00	\$ 80,785.07	07/01/21	07/01/21	06/30/22	Parents and Children Together	Domestic Violence Services for Families- Windward Oahu	Quarterly	Y	S	
HMS 301	A	\$ 351,000.00	M	\$ 351,000.00	\$ 214,895.58	07/01/21	07/01/21	06/30/22	Parents and Children Together	Domestic Violence Services for Families- Central Oahu	Quarterly	Y	S	
HMS 301	A	\$ 60,000.00	M	\$ 60,000.00	\$ 39,911.67	07/01/21	07/01/21	06/30/22	Parents and Children Together	Domestic Violence Services for Families- Lanai	Quarterly	Y	S	
HMS 301	A	\$ 350,000.00	M	\$ 350,000.00	\$ 254,077.00	07/01/21	07/01/21	06/30/22	Child and Family Service	Domestic Violence Services for Families- Leeward Oahu	Quarterly	Y	S	
HMS 301	A	\$ 215,000.00	M	\$ 215,000.00	\$ 161,830.09	07/01/21	07/01/21	06/30/22	Child and Family Service	Domestic Violence Services for Families- East Hawaii	Quarterly	Y	S	

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HMS 301	A	\$ 319,000.00	M	\$ 319,000.00	\$ 243,781.77	07/01/21	07/01/21	06/30/22	Parents and Children Together	Domestic Violence Services for Families- Maui	Quarterly	Y	S	
HMS 301	A	\$ 110,000.00	M	\$ 110,000.00	\$ 83,312.30	07/01/21	07/01/21	06/30/22	Child and Family Service	Domestic Violence Services for Families- West Hawaii	Quarterly	Y	S	
HMS 301	A	\$ 185,000.00	M	\$ 185,000.00	\$ 136,757.89	07/01/21	07/01/21	06/30/22	Child and Family Service	Domestic Violence Services for Families- Kauai	Quarterly	Y	S	
HMS 301	A	\$ 60,000.00	M	\$ 60,000.00	\$ 41,879.63	07/01/21	07/01/21	06/30/22	Child and Family Service	Domestic Violence Services for Families- Molokai	Quarterly	Y	S	
HMS 301	A	\$ 200,000.00	M	\$ 200,000.00	\$ 115,926.00	07/01/21	07/01/21	06/30/22	Legal Aid Society of Hawaii	Domestic Violence Services Legal to Immigrants	Quarterly	Y	S	
HMS 301	A	\$ 100,000.00	M	\$ 100,000.00	\$ 79,147.00	07/01/21	07/01/21	06/30/22	Legal Aid Society of Hawaii	Domestic Violence Services Legal Shelters	Quarterly	Y	S	
HMS 301	A/N	\$ 182,651.79	M	\$ 182,651.79	\$ 112,533.83	12/28/20	07/01/21	06/30/22	Molokai Community Service Council, Inc.	Domestic Violence Shelters & Transitional Housing- Molokai	Quarterly	Y	S	
HMS 301	A/N	\$ 470,533.09	M	\$ 470,533.09	\$ 334,532.20	12/28/20	07/01/21	06/30/22	Parents and Children Together	Domestic Violence Shelters & Transitional Housing- Windward Oahu	Quarterly	Y	S	
HMS 301	A/N	\$ 456,153.15	M	\$ 456,153.15	\$ 298,758.95	12/28/20	07/01/21	06/30/22	Women Helping Women	Domestic Violence Shelters & Transitional Housing- Maui	Quarterly	Y	S	
HMS 301	A/N	\$ 316,487.72	M	\$ 316,487.72	\$ 253,376.90	12/28/20	07/01/21	06/30/22	YWCA of Kauai	Domestic Violence Shelters & Transitional Housing- Kauai	Quarterly	Y	S	
HMS 301	A/N	\$ 349,125.95	M	\$ 349,125.95	\$ 236,892.43	12/28/20	07/01/21	06/30/22	Child and Family Service	Domestic Violence Shelters & Transitional Housing- West Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 349,125.95	M	\$ 349,125.95	\$ 215,928.38	12/28/20	07/01/21	06/30/22	Child and Family Service	Domestic Violence Shelters & Transitional Housing- East Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 470,025.91	M	\$ 470,025.91	\$ 309,450.03	12/28/20	07/01/21	06/30/22	Child and Family Service	Domestic Violence Shelters & Transitional Housing- Central Oahu	Quarterly	Y	S	
HMS 301	A/N	\$ 470,025.91	M	\$ 470,025.91	\$ 290,063.90	12/28/20	07/01/21	06/30/22	Child and Family Service	Domestic Violence Shelters & Transitional Housing- Leeward Oahu	Quarterly	Y	S	
HMS 301	A/N	\$ 24,900.00	M	\$ 24,900.00	\$ 22,327.98	07/01/21	07/01/21	06/30/22	HI State Coalition Against Domestic Violence	Domestic Violence Training & Technical Support	Quarterly	Y	S	
HMS 301	A/N	\$ 365,783.55	M	\$ 365,783.55	\$ 274,337.66	07/01/20	07/01/21	06/30/22	University of Hawaii	Family First Prevention Services Act	Quarterly	Y	S	
HMS 301	A/N	\$ 200,000.00	M	\$ 200,000.00	\$ 136,924.65	07/01/20	07/01/21	06/30/22	Friends of the Future	Family Strengthening Services- West Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 300,000.00	M	\$ 300,000.00	\$ 219,799.86	07/01/20	07/01/21	06/30/22	Parents and Children Together	Family Strengthening Services- Maui	Quarterly	Y	S	
HMS 301	A/N	\$ 910,000.00	M	\$ 910,000.00	\$ 725,551.72	07/01/20	07/01/21	06/30/22	Parents and Children Together	Family Strengthening Services- Oahu	Quarterly	Y	S	
HMS 301	A	\$ 200,000.00	M	\$ 200,000.00	\$ 170,087.17	07/01/20	07/01/21	06/30/22	Child and Family Service	Family Strengthening Services- East Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 175,000.00	M	\$ 175,000.00	\$ 132,768.39	07/01/20	07/01/21	06/30/22	Child and Family Service	Family Strengthening Services- Kauai	Quarterly	Y	S	
HMS 301	A	\$ 600,000.00	M	\$ 600,000.00	\$ 476,147.71	07/01/21	07/01/21	06/30/22	EPIC Ohana, Inc.	Family Wrap Services	Quarterly	Y	S	
HMS 301	A/N	\$ 409,000.00	M	\$ 409,000.00	\$ 419,925.00	08/01/21	08/01/21	07/31/22	UH School of Social Work	Hawaii Child Welfare Education Collaboration	Quarterly	Y	S	
HMS 301	A	\$ 395,000.00	M	\$ 395,000.00	\$ 265,188.85	07/01/21	07/01/21	06/30/22	EPIC Ohana, Inc.	Hawaii Foster Youth/Young Adult Advisory Council	Quarterly	Y	S	
HMS 301	A	\$ 808,463.00	M	\$ 808,463.00	\$ 608,390.15	07/01/21	07/01/21	06/30/22	Child and Family Service	Home Visiting Services- Leeward Oahu	Quarterly	Y	S	
HMS 301	A	\$ 678,287.00	M	\$ 678,287.00	\$ 537,878.46	07/01/21	07/01/21	06/30/22	Child and Family Service	Home Visiting Services- East Hawaii	Quarterly	Y	S	
HMS 301	A	\$ 232,947.00	M	\$ 232,947.00	\$ 180,710.43	07/01/21	07/01/21	06/30/22	Child and Family Service	Home Visiting Services- Kauai	Quarterly	Y	S	
HMS 301	A	\$ 366,549.00	M	\$ 366,549.00	\$ 295,396.00	07/01/21	07/01/21	06/30/22	Family Support Services of West Hawaii	Home Visiting Services- West Hawaii	Quarterly	Y	S	
HMS 301	A	\$ 664,584.00	M	\$ 664,584.00	\$ 550,598.17	07/01/21	07/01/21	06/30/22	Maui Family Support Services, Inc.	Home Visiting Services- Maui & Lanai	Quarterly	Y	S	
HMS 301	A	\$ 60,244.00	M	\$ 60,244.00	\$ 50,085.08	07/01/21	07/01/21	06/30/22	Maui Family Support Services, Inc.	Home Visiting Services- Molokai	Quarterly	Y	S	
HMS 301	A	\$ 808,463.00	M	\$ 808,463.00	\$ 553,407.61	07/01/21	07/01/21	06/30/22	Parents and Children Together	Home Visiting Services- Honolulu	Quarterly	Y	S	
HMS 301	A	\$ 808,463.00	M	\$ 808,463.00	\$ 662,031.67	07/01/21	07/01/21	06/30/22	Catholic Charities Hawaii	Home Visiting Services- Windward & North Shore Oahu	Quarterly	Y	S	
HMS 301	A	\$ 130,000.00	M	\$ 130,000.00	\$ 118,503.00	07/01/21	07/01/21	06/30/22	Institute for Family Development	HOMEBUILDERS Training, Consultation, & Technical Assistant- Oahu & Hawaii	Quarterly	Y	S	
HMS 301	A	\$ 382,000.00	M	\$ 382,000.00	\$ 312,852.72	07/01/21	07/01/21	06/30/22	Susannah Wesley Community Center	Human Trafficking Services	Quarterly	Y	S	
HMS 301	A/N	\$ 904,400.00	M	\$ 904,400.00	\$ 643,196.31	07/01/21	07/01/21	06/30/22	Catholic Charities Hawaii	Permanency Support Services	Quarterly	Y	S	
HMS 301	A/N	\$ 600,406.00	M	\$ 600,406.00	\$ 357,124.20	07/01/21	07/01/21	06/30/22	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	\$ 133,837.85	07/01/21	07/01/21	06/30/22	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	\$ 178,714.80	07/01/21	07/01/21	06/30/22	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	\$ 46,026.30	07/01/21	07/01/21	06/30/22	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	\$ 99,700.25	07/01/21	07/01/21	06/30/22	YWCA of Kauai	Intra-Familial Sex Abuse Treatment Services- Kauai	Quarterly	Y	S	

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						Date Executed	From	To						
HMS 301	A/N	\$ 1,067,167.00	M	\$ 1,067,167.00	\$ 769,586.60	07/01/21	07/01/21	06/30/22	Hale Kipa, Inc.	Independent Living/Higher Ed/ Imua Kakou- Oahu	Quarterly	Y	S	
HMS 301	A/N	\$ 114,250.00	M	\$ 114,250.00	\$ 76,125.53	07/01/21	07/01/21	06/30/22	Hale Opio Kauai, Inc.	Independent Liv/Higher Ed/ Imua Kakou- Kauai	Quarterly	Y	S	
HMS 301	A/N	\$ 178,711.00	M	\$ 178,711.00	\$ 118,569.00	07/01/21	07/01/21	06/30/22	Maui Youth and Family Services, Inc.	Independent Liv/Higher Ed/ Imua Kakou- Maui	Quarterly	Y	S	
HMS 301	A/N	\$ 267,038.00	M	\$ 267,038.00	\$ 199,736.23	07/01/21	07/01/21	06/30/22	The Salvation Army	Independent Liv/Higher Ed/ Imua Kakou- East Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 172,038.00	M	\$ 172,038.00	\$ 128,657.12	07/01/21	07/01/21	06/30/22	The Salvation Army	Independent Liv/Higher Ed/ Imua Kakou- West Hawaii	Quarterly	Y	S	
HMS 301	A	\$ 636,000.00	M	\$ 636,000.00	\$ 204,923.80	07/01/21	07/01/21	06/30/22	EPIC Ohana, Inc.	Independent Living Collaborator	Quarterly	Y	S	
HMS 301	A/N	\$ 519,110.00	M	\$ 519,110.00	\$ 373,180.85	07/01/21	07/01/21	06/30/22	Catholic Charities Hawaii	Infant/Toddler with Special Health Care Needs	Quarterly	Y	S	
HMS 301	A/N	\$ 300,000.00	M	\$ 300,000.00	\$ 230,356.86	07/01/21	07/01/21	06/30/22	Blueprint for Change	Kauai Drop-in Center	Quarterly	Y	S	
HMS 301	A/N	\$ 176,435.00	M	\$ 176,435.00	\$ 128,928.68	07/01/20	07/01/21	06/30/22	Parents and Children Together	Lanai Integrated System Services	Quarterly	Y	S	
HMS 301	A	\$ 109,235.00	M	\$ 109,235.00	\$ 109,235.00	10/01/19	10/01/21	09/30/22	Maui County Children's Justice Center	Children's Justice Act	Quarterly	Y	S	
HMS 301	A/N	\$ 381,719.00	M	\$ 381,719.00	\$ 270,631.14	07/01/20	07/01/21	06/30/22	Child and Family Service	Molokai Integrated System Services	Quarterly	Y	S	
HMS 301	A/N	\$ 1,199,121.00	M	\$ 1,199,121.00	\$ 808,726.51	07/01/21	07/01/21	06/30/22	Child and Family Service	Multi-Disciplinary Team	Quarterly	Y	S	
HMS 301	A/N	\$ 945,000.00	M	\$ 945,000.00	\$ 642,441.38	07/01/21	07/01/21	06/30/22	Blueprint for Change	Neighborhood Places Services	Quarterly	Y	S	
HMS 301	A/N	\$ 3,726,344.00	M	\$ 3,726,344.00	\$ 3,091,839.55	07/01/20	07/01/21	06/30/22	EPIC Ohana, Inc.	Ohana Conferencing	Quarterly	Y	S	
HMS 301	A/N	\$ 1,150,000.00	M	\$ 1,150,000.00	\$ 784,852.69	07/01/21	07/01/21	06/30/22	Hale Kipa, Inc.	Community Based Homes & Support Services- Oahu	Quarterly	Y	S	
HMS 301	A/N	\$ 100,000.00	M	\$ 100,000.00	\$ 58,293.62	07/01/21	07/01/21	06/30/22	Hale Opio Kauai, Inc.	Community Based Homes & Support Services- Kauai	Quarterly	Y	S	
HMS 301	A/N	\$ 76,000.00	M	\$ 76,000.00	\$ 76,000.00	07/01/21	07/01/21	06/30/22	The Salvation Army	Community Based Homes & Support Services- West Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 160,000.00	M	\$ 160,000.00	\$ 116,076.64	07/01/21	07/01/21	06/30/22	The Salvation Army	Community Based Homes & Support Services- East Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 197,259.00	M	\$ 197,259.00	\$ 178,104.62	07/01/21	07/01/21	06/30/22	PARENTS, Inc.	Promoting Safe & Stable Families- Kau	Quarterly	Y	S	
HMS 301	A/N	\$ 1,000,000.00	M	\$ 1,000,000.00	\$ 675,456.17	07/01/21	07/01/21	06/30/22	Family Programs Hawaii	Psychological Evaluation	Quarterly	Y	S	
HMS 301	A/N	\$ 788,356.00	M	\$ 788,356.00	\$ 524,009.82	07/01/19	07/01/21	06/30/22	Family Programs Hawaii	Receiving Home - Hale Mahaolu	Quarterly	Y	S	
HMS 301	A/N	\$ 550,000.00	M	\$ 550,000.00	\$ 296,669.48	07/01/21	07/01/21	06/30/22	Partners in Development Foundation	Resource Family - Recruitment	Quarterly	Y	S	
HMS 301	A/N	\$ 2,000,000.00	M	\$ 2,000,000.00	\$ 1,499,018.47	07/01/21	07/01/21	06/30/22	Catholic Charities Hawaii	Resource Family - Licensing	Quarterly	Y	S	
HMS 301	A/N	\$ 800,000.00	M	\$ 800,000.00	\$ 616,977.76	07/01/21	07/01/21	06/30/22	Catholic Charities Hawaii	Resource Family - Support Services & Kinship Navigator	Quarterly	Y	S	
HMS 301	A	\$ 32,500.00	M	\$ 67,500.00	\$ 67,500.00	01/01/21	07/01/21	06/30/22	Interactive Voice Application, Inc.	RMS - Random Moment Study	Quarterly	Y	S	
HMS 301	A/N	\$ 210,000.00	M	\$ 210,000.00	\$ 115,207.00	07/01/21	07/01/21	06/30/22	Salvation Army - Women's Way	Residential Substance Abuse Treatment for Women and their Children	Quarterly	Y	S	
HMS 301	A	\$ 44,000.00	M	\$ 44,000.00	\$ 38,090.00	07/01/20	07/01/21	06/30/22	Lokahi Treatment Center	Substance Abuse Assessment and Monitoring System- East Hawaii	Quarterly	Y	S	
HMS 301	A	\$ 15,000.00	M	\$ 15,000.00	\$ 10,729.00	07/01/20	07/01/21	06/30/22	Lokahi Treatment Center	Substance Abuse Assessment and Monitoring System- West Hawaii	Quarterly	Y	S	
HMS 301	A	\$ 38,000.00	M	\$ 38,000.00	\$ 13,581.00	07/01/20	07/01/21	06/30/22	Women In Need Kauai	Substance Abuse Assessment and Monitoring System- Kauai	Quarterly	Y	S	
HMS 301	A	\$ 49,000.00	M	\$ 49,000.00	\$ 43,365.00	07/01/20	07/01/21	06/30/22	Aloha House, Inc.	Substance Abuse Assessment and Monitoring System- Maui County	Quarterly	Y	S	
HMS 301	A	\$ 292,210.00	M	\$ 292,210.00	\$ 195,974.00	07/01/20	07/01/21	06/30/22	Hina Mauka	Substance Abuse Assessment and Monitoring System- Oahu	Quarterly	Y	S	
HMS 301	A	\$ 5,000.00	M	\$ 5,000.00	\$ 5,000.00	07/01/21	07/01/21	06/30/22	Lanai Community Health Center	Substance Abuse Assessment and Monitoring System- Lanai	Quarterly	Y	S	
HMS 301	A	\$ 289,118.00	M	\$ 289,118.00	\$ 199,537.00	07/01/20	07/01/21	06/30/22	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	\$ 1,328,050.91	07/01/19	07/01/21	06/30/22	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	\$ 744,603.00	M	\$ 744,603.00	\$ 372,301.75	05/01/20	05/01/21	04/30/22	University of Hawaii - Maui Community College	SHAKA - Child Welfare Services (CWS)	Quarterly	Y	S	
HMS 301	A/N	\$ 592,602.00	M	\$ 592,602.00	\$ 262,500.02	07/01/21	07/01/21	06/30/22	University of Hawaii - Maui Community College	SHAKA - Adult Protective Community Services Branch (APCSB)	Quarterly	Y	S	
HMS 301	A/N	\$ 475,000.00	M	\$ 475,000.00	\$ 356,250.01	07/01/21	07/01/21	06/30/22	PARENTS, Inc.	Voluntary Case Management- East Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 270,000.00	M	\$ 270,000.00	\$ 180,163.50	07/01/20	07/01/21	06/30/22	Catholic Charities Hawaii	Voluntary Case Management- West Hawaii	Quarterly	Y	S	
HMS 301	A/N	\$ 2,200,000.00	M	\$ 2,200,000.00	\$ 1,522,236.11	07/01/21	07/01/21	06/30/22	Parents and Children Together	Voluntary Case Management- Oahu	Quarterly	Y	S	
HMS 301	A/N	\$ 700,000.00	M	\$ 700,000.00	\$ 529,847.73	07/01/21	07/01/21	06/30/22	Child and Family Service	Voluntary Case Management- Maui	Quarterly	Y	S	
HMS 301	A/N	\$ 325,000.00	M	\$ 325,000.00	\$ 213,861.38	07/01/21	07/01/21	06/30/22	Child and Family Service	Voluntary Case Management- Kauai	Quarterly	Y	S	

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						Date Executed	From	To						
HMS 302	N	\$ 95,429.00	M	\$ 95,429.00	\$ -	07/01/21	07/01/21	06/30/22	Family Support Services	Increase the availability of early childhood development programs for infant and toddler childcare by contracting with: a) another agency; and/or b) one or more school districts to provide childcare services for teen parents in high school.	Desk monitoring, daily contacts, quarterly, annual reports and quarterly meetings.	N	G/S	
HMS 302	N	\$ 96,172.85	A	\$ 96,172.85	\$ -	04/27/21	05/01/21	04/30/22	IDEMIA	To maintain and refresh the existing IDEMIA LiveScan (fingerprinting) equipment	Service utilization issues addressed if any needs/problems are reported by Branch staff; annual invoice usually received & paid w/in a month of Term start month	N	G/S	
HMS 302	N	\$ 883,221.00	O (Quarterly)	\$ 883,221.00	\$ 883,221.00	10/29/21	10/01/21	09/30/22	University of Hawaii	Learning To Grow - The purpose of this contract is to provide educational outreach services and resources to families utilizing License-Exempt (LE) providers, also known as Family, Friend, and Neighbor care (FFN), for children ages birth to 5 years old, and to their care providers with the aim of increasing their expectations and efforts to provide quality care that fosters children's early learning, school readiness, and healthy development. Provide resource materials to help families make informed decisions on choosing quality care in support of DHS' parent consumer education mandate. Also, provide technical assistance to registered family child care and license-exempt FFN home-based care and quality care newsletters to registered family child care homes.	Desk monitoring, daily contacts, quarterly, annual reports and quarterly meetings.	N	E/L	
HMS 302	N	\$ 173,175.00	O (Quarterly)	\$ 173,175.00	\$ 173,175.00	pending	10/15/21	09/30/22	University of Hawaii	LTG Stabilization Grant - provide outreach and technical assistance support to DHS licensed, registered and license-exempt A+ providers throughout the American Rescue Plan Act Stabilization Grant application period and monitoring and reporting period.	Desk monitoring, daily contacts, weekly, monthly and quarterly check-ins.	N	S	
HMS 305	N	\$ 3,428,713.00	M	\$ 3,428,713.00	\$ 3,428,713.00	pending	07/01/21	06/30/22	Equus/Arbor/ResCare	To promote access to child care services by providing child care services/subsidies which includes processing subsidy applications, eligibility determinations, authorizations and issuances of monthly payments and reconciliations of improper payments.	Desk monitoring, daily contacts, monthly, quarterly, annual reports.	N	S	
HMS 401	25%A 75%N	\$ 14,384,040.00	M	\$ 14,384,040.00	\$ 14,384,040.00	07/01/02	07/01/21	06/30/22	State of Arizona/Arizona Health Care Cost Containment System (AHCCCS)	HPMMIS	Monthly	N	S	
HMS 401	FMAP	\$ 2,000,000,000.00	M	\$ 2,000,000,000.00	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	07/01/21	07/01/21	12/31/26	AlohaCare / Hawaii Medical Service Association (HMSA) / Kaiser / Ohana / United HealthCare (UHC)	QUEST Integration	Monthly	N	S	
HMS 401	50%A 50%N Admin, Claims @ FMAP	Admin - \$2,472,000 Claims - \$38,000,000 est.	M	\$ 2,472,000.00	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	07/01/21	07/01/21	06/30/24	Hawaii Dental Service (HDS) - admin only	Dental Third Party Administrator	Monthly	N	S	
HMS 401	50%A 50%N	\$ 306,784.00	M	\$ 306,784.00	\$ 122,466.01	10/01/20	10/01/20	06/30/22	Koan Risk Solutions, Inc	Ombudsman	Monthly	N	S	
HMS 401	50%A 50%N Admin, Claims @ FMAP	Admin - \$1,278,180 Claims - \$14,710,895 est.	M	\$ 1,278,180.00	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	07/01/20	07/01/20	06/30/22	Koan Risk Solutions-admin only	SHOTT(Organ Transplant)	Monthly	N	S	

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						Date Executed	From	To						
HMS 401	50%A 50%N Admin, Claims @ FMAP	\$ 12,514,669.00	M	\$ 12,514,669.00	\$ 4,105,936.00	11/01/20	11/01/20	06/30/22	Conduent	Fiscal Agent	Monthly	N	S	
HMS 401	10%A 90%N	\$ 913,200.00	M	\$ 913,200.00	\$ 380,500.00	11/01/20	07/01/21	06/30/22	Conduent	State Level Repository	Monthly	N	S	
HMS 401	25-50%A 50-75%N, Claims @ FMAP	\$ 2,000,000.00	M	\$ 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	Hawaii Medical Service Association (HMSA) / Kaiser	Premium Assistance Program	Monthly	N	S	
HMS 401	A	\$62,000,000 est.	M	\$ 62,000,000.00	n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment	06/09/21	06/09/21	06/30/24	Ohana Health Plan	Behavioral Health	Monthly	N	S	
HMS 401	50%A 50%N	\$ 2,315,267.00	M	\$ 2,315,267.00	\$ 1,358,958.00	01/01/20	01/01/21	12/31/22	Koan Risk Solutions, Inc	Provider Enrollment and Revalidation	Monthly	N	S	
HMS 501	A	\$ 450,000.00	M	\$ 1,800,000.00	\$ 76,164.00	PTS	7/1/2021	6/30/2022	Child & Family Service	Ho'opono Mamo Program	Review qtrly reports and on-site visits.	Y	S	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.
HMS 501	A	\$ 55,000.00	M	\$ 275,000.00	\$ 29,709.00	PTS	7/1/2021	6/30/2022	Child & Family Service	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 70,000.00	M	\$ 350,000.00	\$ 45,469.00	PTS	7/1/2021	6/30/2022	Hale Opio Kauai, Inc.	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	FA	\$ 80,000.00	M	\$ 400,000.00	\$ 61,603.75	PTS	7/1/2021	6/30/2022	Maui Hui Malama	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 80,000.00	M	\$ 400,000.00	\$ 46,251.00	PTS	7/1/2021	6/30/2022	Maui Youth and Family Services, Inc.	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 95,000.00	M	\$ 475,000.00	\$ 63,253.00	PTS	7/1/2021	6/30/2022	Paia Youth Council, Inc.	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 70,000.00	M	\$ 350,000.00	\$ 44,755.00	PTS	7/1/2021	6/30/2022	Parents and Children Together	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 70,000.00	M	\$ 350,000.00	\$ 40,684.00	PTS	7/1/2021	6/30/2022	Parents and Children Together	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 45,000.00	M	\$ 225,000.00	\$ 27,396.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 45,000.00	M	\$ 225,000.00	\$ 27,690.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 55,000.00	M	\$ 275,000.00	\$ 33,356.00	PTS	7/1/2021	6/30/2022	Susannah Wesley Community Center	Positive Youth Development	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 115,000.00	M	\$ 575,000.00	\$ 76,655.00	PTS	7/1/2021	6/30/2022	Ahahui Malama I Ka Lokahi	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 100,000.00	M	\$ 500,000.00	\$ 65,548.00	PTS	7/1/2021	6/30/2022	Child & Family Service	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 95,000.00	M	\$ 475,000.00	\$ 76,633.00	PTS	7/1/2021	6/30/2022	Child & Family Service	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 110,000.00	M	\$ 550,000.00	\$ 73,716.00	PTS	7/1/2021	6/30/2022	Ho'okua'aina	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 100,000.00	M	\$ 500,000.00	\$ 53,858.00	PTS	7/1/2021	6/30/2022	Institute for Native Pacific Education and Culture	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 80,000.00	M	\$ 400,000.00	\$ 51,672.00	PTS	7/1/2021	6/30/2022	Kokua Kalhi Valley Comprehensive Family Services	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 81,000.00	M	\$ 405,000.00	\$ 54,053.00	PTS	7/1/2021	6/30/2022	Surfrider Spirit Sessions	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 81,000.00	M	\$ 405,000.00	\$ 53,675.00	PTS	7/1/2021	6/30/2022	Paia Youth Council, Inc.	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 60,000.00	M	\$ 300,000.00	\$ 37,652.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 60,000.00	M	\$ 300,000.00	\$ 37,852.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 110,000.00	M	\$ 550,000.00	\$ 67,286.00	PTS	7/1/2021	6/30/2022	Uhane Pohaku Na Moku O Hawaii, Inc.	Project-based Cultural Program	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 75,000.00	M	\$ 375,000.00	\$ 24,971.00	PTS	7/1/2021	6/30/2022	Susannah Wesley Community Center	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 75,000.00	M	\$ 375,000.00	\$ 50,913.00	PTS	7/1/2021	6/30/2022	Coalition For A Drug-Free Hawaii	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 65,000.00	M	\$ 325,000.00	\$ 53,120.00	PTS	7/1/2021	6/30/2022	Maui Youth and Family Services, Inc.	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 50,000.00	M	\$ 250,000.00	\$ 28,912.00	PTS	7/1/2021	6/30/2022	Hale Kipa, Inc.	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S	
HMS 501	A	\$ 40,000.00	M	\$ 200,000.00	\$ 23,557.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Truancy Prevention and In-school Suspension	Review qtrly reports and on-site visits.	Y	S	
HMS 501	N	\$ 278,000.00	M	\$ 1,290,000.00	\$ 113,115.00	PTS	7/1/2021	6/30/2022	Hawaii Families As Allies	Parent Partnerships	Review qtrly reports and on-site visits.	Y	S	

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						Date Executed	From	To							
HMS 501	A	\$ 1,800,000.00	M	\$ 1,800,000.00	\$ 307,688.00	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	\$ 540,000.00	M	\$ 1,215,000.00	\$ 428,988.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Safehouse - Maui	Review quarterly reports	Y	S		
HMS 501	A	\$ 540,000.00	M	\$ 1,215,000.00	\$ 354,812.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Safehouse - Hilo	Review quarterly reports	Y	S		
HMS 501	A	\$ 832,000.00	M	\$ 1,872,000.00	\$ 542,966.00	PTS	7/1/2021	6/30/2022	Partners in Development Foundation	Safehouse - Oahu	Review quarterly reports	Y	S		
HMS 501	A	\$ 35,000.00	M	\$ 210,000.00	\$ 19,833.00	PTS	7/1/2021	6/30/2022	Adult Friends for Youth	Outreach and Advocacy	Review quarterly reports	Y	S		
HMS 501	A	\$ 30,000.00	M	\$ 180,000.00	\$ 20,403.00	PTS	7/1/2021	6/30/2022	Hale Kipa, Inc.	Outreach and Advocacy	Review quarterly reports	Y	S		
HMS 501	A	\$ 145,000.00	M	\$ 870,000.00	\$ 81,106.00	PTS	7/1/2021	6/30/2022	Hale Kipa, Inc.	Outreach and Advocacy	Review quarterly reports	Y	S		
HMS 501	A	\$ 70,000.00	M	\$ 420,000.00	\$ 39,667.00	PTS	7/1/2021	6/30/2022	Catholic Charities Hawaii	Outreach and Advocacy	Review quarterly reports	Y	S		
HMS 501	A	\$ 60,000.00	M	\$ 360,000.00	\$ 36,612.00	PTS	7/1/2021	6/30/2022	Maui Youth and Family Services, Inc.	Outreach and Advocacy	Review quarterly reports	Y	S		
HMS 501	A	\$ 100,000.00	M	\$ 550,000.00	\$ 50,000.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Outreach and Advocacy	Review quarterly reports	Y	S		
HMS 501	N	\$ 20,000.00	M	\$ 120,000.00	\$ 20,000.00	PTS	7/1/2021	6/30/2022	Hale Opiu Kauai, Inc.	Emergency Shelter	Review quarterly reports	Y	S		
HMS 501	N	\$ 65,000.00	M	\$ 390,000.00	\$ 52,800.00	PTS	7/1/2021	6/30/2022	Hale Kipa, Inc.	Emergency Shelter	Review quarterly reports	Y	S		
HMS 501	N	\$ 20,000.00	M	\$ 120,000.00	\$ 11,750.00	PTS	7/1/2021	6/30/2022	Maui Youth and Family Services, Inc.	Emergency Shelter	Review quarterly reports	Y	S		
HMS 501	N	\$ 60,000.00	M	\$ 360,000.00	\$ 54,930.00	PTS	7/1/2021	6/30/2022	Salvation Army, The	Emergency Shelter	Review quarterly reports	Y	S		
HMS 501	N	\$ 125,000.00	M	\$ 750,000.00	\$ 78,260.00	PTS	7/1/2021	6/30/2022	Hale Opiu Kauai, Inc.	Intensive Independent Living Program	Review quarterly reports	Y	S		
HMS 501	N	\$ 200,000.00	M	\$ 1,200,000.00	\$ 17,610.00	PTS	7/1/2021	6/30/2022	Catholic Charities Hawaii	Intensive Independent Living Program	Review quarterly reports	Y	S		
HMS 501	N	\$ 20,000.00	M	\$ 120,000.00	\$ 12,020.00	PTS	7/1/2021	6/30/2022	Catholic Charities Hawaii	Intensive Independent Living Program	Review quarterly reports	Y	S		
HMS 501	N	\$ 90,000.00	M	\$ 540,000.00	\$ 63,520.00	PTS	7/1/2021	6/30/2022	Maui Youth and Family Services, Inc.	Intensive Independent Living Program	Review quarterly reports	Y	S		
HMS 501	N	\$ 95,000.00	M	\$ 570,000.00	\$ 55,290.00	PTS	7/1/2021	6/30/2022	Hale Kipa, Inc.	Independent Living Program	Review quarterly reports	Y	S		
HMS 501	N	\$ 60,000.00	M	\$ 360,000.00	\$ 60,000.00	PTS	7/1/2021	6/30/2022	The Salvation Army	Independent Living Program	Review quarterly reports	Y	S		
HMS 501	A	\$ 300,000.00	M	\$ 1,800,000.00	\$ 166,612.00	PTS	7/1/2021	6/30/2022	Hale Kipa, Inc.	Juvenile Justice Reform-wraparound process	Review quarterly reports	Y	S		
HMS 501	A	\$ 200,000.00	M	\$ 800,000.00	\$ 127,233.00	PTS	7/1/2021	6/30/2022	Hale Kipa, Inc.	Intensive Monitoring	Review quarterly reports	Y	S		
HMS 501	A	\$ 200,000.00	M	\$ 800,000.00	\$ 139,606.00	PTS	7/1/2021	6/30/2022	Child & Family Service	Intensive Monitoring	Review quarterly reports	Y	S		
HMS 501	A	\$ 200,000.00	M	\$ 800,000.00	\$ 147,571.00	PTS	7/1/2021	6/30/2022	Hale Kipa, Inc.	Intensive Monitoring	Review quarterly reports	Y	S		
HMS 501	A	\$ 24,000.00	M	\$ 24,000.00	\$ 6,000.00	PTS	1/1/2021	12/31/2021	PBS Learning Institute, Inc.	Performance-based Standards	Review quarterly reports	Y	S		
HMS 501	A	\$ 16,000.00	M	\$ 16,000.00	\$ 4,000.00	PTS	1/1/2021	12/31/2021	PBS Learning Institute, Inc.	Performance Based Standards	Review quarterly reports	Y	S		
HMS 501	A	\$ 375,000.00	M	\$ 150,000.00	\$ 86,851.00	PTS	7/1/2021	6/30/2022	Maui Youth and Family Services, Inc.	Intensive Monitoring	Review quarterly reports	Y	S		
HMS 501	A	\$ 1,540,000.00	M	\$ 420,000.00	\$ 176,779.00	PTS	1/1/2021	6/30/2022	The Salvation Army	Girls Safehouse	Review quarterly reports	Y	S		
HMS 501	A	\$ 53,000.00	M	\$ 53,000.00	\$ 18,750.00	PTS	3/1/2021	6/30/2022	Fred Luskin Ph.D.	Forgiveness Training	Review training syllabus	Y	S		
HMS 501	A	\$ 60,000.00	M	\$ 60,000.00	\$ 57,896.00	PTS	6/1/2021	5/31/2022	Coalition For A Drug-Free Hawaii	Support Training	Review training syllabus	Y	S		
HMS 501	A	\$ 60,000.00	M	\$ 240,000.00	\$ 54,047.00	PTS	6/1/2021	5/31/2022	Judiciary, Family Court	Juvenile Justice Reform	Review quarterly reports	Y	S		
HMS 501	A/N	\$ 75,000.00	M	\$ 225,000.00	\$ 21,763.00	PTS	4/1/2021	9/30/2022	Child & Family Service	Girls Court and Detention Facility Review	Review quarterly reports	Y	S		
HMS 501	A	\$ 90,000.00	M	\$ 90,000.00	\$ 83,112.00	PTS	5/1/2021	4/30/2022	City & County of Honolulu	Juvenile Justice Center	Review quarterly reports	Y	S		
HMS 503	A	\$ 65,000.00	M	\$ 1,810,000.00	\$ 35,581.60	PTS	7/1/2020	12/31/2021	Hale Kipa, Inc.	Transition services for discharged youth	Review qtrly reports and on-site visits.	Y	S		
HMS 503	A	\$ 250,000.00	M	\$ 1,150,000.00	\$ 217,924.00	PTS	6/1/2021	5/31/2022	Dept of Health, CAMHD	Treatment Beds	Review bills for collection from CAMHD	N	S		
HMS 503	A	\$ 67,100.00	M	\$ 67,100.00	\$ 13,000.00	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	\$ 70,000.00	M	\$ 420,000.00	\$ 57,823.00	PTS	7/1/2021	6/30/2022	Dept. of the Attorney General	Criminal history background checks	Review bills from the AG's office	Y	S		
HMS 503	A	\$ 68,828.00	M	\$ 412,968.00	N/A see note 1	PTS	7/1/2021	6/30/2022	University of Hawaii	HYCF Medical Services	Review quarterly reports	Y	S	Note 1 : The contracts for medical and nursing services at HYCF are for on-call services at a rate of \$65/hour for nurses and \$120/hour for doctors	
HMS 503	A	\$ 95,000.00	M	\$ 570,000.00	N/A see note 1	PTS	7/1/2021	6/30/2022	Worldwide Travel Staffing Ltd.	HYCF Nursing Services	Review quarterly reports	Y	S	Note 1 : The contracts for medical and nursing services at HYCF are for on-call services at a rate of \$65/hour for nurses and \$120/hour for doctors	
HMS 503	A	\$ 59,375.00	M	\$ 134,375.00	\$ 59,375.00	PTS	7/1/2021	6/30/2022	Waimanalo Health Center	HYCF Dental Services	Review quarterly reports	Y	S		
HMS 601	A/N	\$ 115,648.00	M	\$ 115,648.00	\$ 86,736.28		07/01/20	07/01/21	06/30/22	Community Ties of America	Nurse Aide Training and Competency Evaluation Program (NATPE) Certification Services	Quarterly	Y	S	
HMS 802	A/N	\$ 46,410	M	\$ 360,000.00	\$ 313,590.00		2/4/2019	10/1/2018	9/30/2022	Easter Seals Hawaii	Vocational and Work Adjustment Training Services, Kauai	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	

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HMS 802	A/N	\$ -	M	\$ 50,000.00	\$ 50,000.00	10/2/2019	8/1/2019	9/30/2022	Easter Seals Hawaii	Evaluation and Training Services for Persons with Disabilities, Maui	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 93,999	M	\$ 360,000.00	\$ 266,001.00	2/4/2019	10/1/2018	9/30/2022	Easter Seals Hawaii	Vocational and Work Adjustment Training Services, Oahu	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 2,250	M	\$ 50,000.00	\$ 47,750.00	10/2/2019	8/1/2019	9/30/2022	Easter Seals Hawaii	Evaluation and Training Services for Persons with Disabilities, Kauai	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 98,317	M	\$ 360,000.00	\$ 261,683.00	2/4/2019	10/1/2018	9/30/2022	Easter Seals Hawaii	Vocational and Work Adjustment Training Services, Hawaii	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 107,940	M	\$ 410,294.00	\$ 302,354.50	3/5/2020	10/1/2019	9/30/2022	Access to Independence of San Diego	Independent Living Services, Honolulu	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	G/S	
HMS 802	A/N	\$ 793,591	M	\$ 1,120,475.00	\$ 326,884.00	12/24/2019	10/1/2019	9/30/2022	Aloha Independent Living Hawaii	Independent Living Services, Statewide	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	G/S	
HMS 802	N	\$ 1,129,667	M	\$ 1,700,000.00	\$ 570,333.00	5/1/2020	10/1/2019	9/30/2022	Assistive Technology Resource Centers of Hawaii	Rehabilitation Technology Services for Independent Living (SGAT Grant)	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	G/S	
HMS 802	A/N	\$ 514,185	M	\$ 1,500,000.00	\$ 985,815.00	3/22/2019	1/1/2019	9/30/2022	Assistive Technology Resource Centers of Hawaii	Rehabilitation Technology Services for VR participants	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	G/S	
HMS 802	A/N	\$ 540,000	M	\$ 675,000.00	\$ 135,000.00	6/5/2017	7/1/2017	6/30/2022	Isle Interpret	Interpreter scheduling and quality control	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 99,983	M	\$ 360,000.00	\$ 260,017.00	9/28/2018	10/1/2018	9/30/2022	Ka Lima O Maui	Vocational and Work Adjustment Training Services, Maui	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 66,111	M	\$ 490,000.00	\$ 423,889.00	11/2/2017	10/1/2017	6/30/2022	Ka Lima O Maui	Supported Employment Services, Maui	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 78,224	M	\$ 440,000.00	\$ 361,776.00	9/18/2018	10/1/2018	9/30/2022	Kona Association of Retarded Citizens	Vocational and Work Adjustment Training Services	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 82,574	M	\$ 297,000.00	\$ 214,426.00	10/21/2017	7/1/2017	6/30/2022	Kona Association of Retarded Citizens	Supported Employment Services	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 16,090	M	\$ 261,000.00	\$ 244,910.00	10/21/2017	7/1/2017	6/30/2022	Kona Association of Retarded Citizens	Supported Employment Services	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 81,103	M	\$ 340,000.00	\$ 258,897.00	8/29/2019	8/1/2019	9/30/2022	Lanakila Pacific	Evaluation and Training Services for Persons with Disabilities	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 576,685	M	\$ 1,118,000.00	\$ 541,315.00	10/10/2018	10/1/2018	9/30/2022	Lanakila Pacific	Vocational and Work Adjustment Training Services	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 70,000	M	\$ 120,000.00	\$ 50,000.00	9/22/2020	10/1/2019	9/30/2022	National Federation for the Blind	Audible newspaper services	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 1,224,837	M	\$ 1,764,000.00	\$ 539,163.00	10/16/2018	10/1/2018	9/30/2022	Network Enterprises	Vocational and Work Adjustment Training Services	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	

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HMS 802	A/N	\$ 15,178	M	\$ 79,975.00	\$ 64,796.00	10/14/2019	8/1/2019	7/31/2022	San Diego State University	Training and technical assistance	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 349,115	M	\$ 891,600.00	\$ 542,485.00	9/18/2018	10/1/2018	12/31/2021	University of Hawaii	Post Secondary Supports Program	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 1,202,273	M	\$ 1,566,943.00	\$ 364,670.00	3/25/2020	7/1/2019	6/30/2022	University of Hawaii	Comprehensive Services Center	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 42,407	M	\$ 1,044,000.00	\$ 1,001,592.00	3/28/2019	1/1/2021	12/31/2023	University of Hawaii	Benefits Planning Services	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 112,884	M	\$ 731,549.00	\$ 618,665.00	1/3/2018	10/1/2017	6/30/2022	Winners at Work	Supported Employment Services, Oahu	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A/N	\$ 1,532,424	M	\$ 3,182,000.00	\$ 1,649,576.00	10/30/2018	10/1/2018	9/30/2022	Winners at Work	Vocational and Work Adjustment Training Services, Oahu	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 802	A	\$ 346,384	M	\$ 422,152.63	\$ 75,768.63	2/6/2020	2/1/2019	Open until funds run out	Frost Brown Todd LLC	Special Deputy Attorney General Services	Annual Desk Review (Fiscal, Scope, Administration), quarterly meetings, ongoing invoice monitoring, as needed onsite	Y	S	
HMS 902	25%A 75%N	\$ 1,866,833.00	M	\$ 1,866,833.00	\$ 466,708.25	01/01/16	01/01/21	12/31/21	Health Services Advisory Group	EQRO/PRO	Monthly	N	S	
HMS 902	50%A 50%N	\$ 107,000.00	M	\$ 107,000.00	\$ 80,250.00	07/15/19	07/01/21	06/30/22	Health Management Systems	TPL Data Match	Monthly	N	S	
HMS 902	50%A 50%N	\$ 1,850,000.00	O (Deliverables)	\$ 1,850,000.00	\$ 870,909.57	07/01/20	07/01/21	06/30/22	Milliman	Actuary	Monthly	N	S	
HMS 902	50%A 50%N	\$ 2,205,514.00	M	\$ 2,205,514.00	\$ 1,470,344.68	07/01/19	07/01/21	06/30/22	Myers & Stauffer LC	Case Mix, Audit & Reimbursement/RAC	Monthly	N	S	
HMS 902	A	\$ 823,390.00	O (Deliverables)	\$ 823,390.00	\$ 708,142.21	07/01/19	07/01/21	06/30/22	HIHAF	Kokua Services	Monthly	N	S	
HMS 902	A	\$ 159,899.00	O (Deliverables)	\$ 159,899.00	\$ 159,899.00	07/01/19	07/01/21	06/30/22	LASH	Kokua Services	Monthly	N	S	
HMS 902	A	\$ 470,000.00	O (Deliverables)	\$ 470,000.00	\$ 470,000.00	07/01/19	07/01/21	06/30/22	PID	Kokua Services	Monthly	N	S	
HMS 902	50%A 50%N	\$ 939,000.00	O (Deliverables)	\$ 939,000.00	\$ 87,693.06	01/15/21	01/15/21	01/14/22	Berry Dunn	Business Process Redesign Project (BPRP)	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	05/16/18	03/20/21	03/19/22	Ballit Health Purchasing	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	05/14/18	03/20/21	03/19/22	Berry Dunn	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ 373,990.00	\$ -	06/06/18	03/20/21	03/19/22	Harbage Consulting LLC	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	05/14/18	03/20/21	03/19/22	HMA	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	05/16/18	03/20/21	03/19/22	Manatt, Phelps, & Phillips	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	06/04/18	03/20/21	03/19/22	McKinsey & Co.	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ 849,492.00	\$ -	05/14/18	03/20/21	03/19/22	Myers & Stauffer LC	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	05/22/18	03/20/21	03/19/22	Navigant Consulting	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	05/16/18	03/20/21	03/19/22	Public Consulting Group	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	05/14/18	03/20/21	03/19/22	Sellers Dorsey & Assoc	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	50%A 50%N	up to \$5,000,000	O (Deliverables)	\$ -	\$ -	05/14/18	03/20/21	03/19/22	Westport-PHPG	IDIQ Health Consulting Services	Monthly	N	S	
HMS 902	90%N; 25%A 75%N	\$ 2,320,400.00	M	\$ 2,320,400.00	\$ 961,474.96	05/12/20	05/12/20	06/30/23	New England States Consortium Systems Organization (NESCSO)	Electronic Asset Verification	Monthly	N	S	

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						Date Executed	From	To						
HMS 902	50%A 50%N	\$ 86,400.00	O (Deliverables)	\$ 86,400.00	\$ 77,000.00	06/08/20	06/08/21	06/07/22	CedarBridge Group, LLC	Advanced Plan Development	Monthly	N	S	
HMS 902	50%A 50%N	\$ 29,564,933.00	M	\$ 29,564,933.00	\$ 10,631,362.82	06/12/20	06/12/20	06/11/22	Pacxa	Platform Maintenance & Operations (M&O)	Monthly	N	S	
HMS 902	25%A 75%N	\$ 606,794.00	O (Deliverables)	\$ 606,794.00	\$ 606,794.00	07/23/20	07/23/20	06/30/21	Pacxa	MCQ Website Modernization for Enhanced Consumer Experience	Monthly	N	S	
HMS 902	10%A 90%N; 25%A, 75%N	\$ 746,731.00	O (Deliverables)	\$ 944,417.00	\$ 187,921.00	06/20/18	06/20/18	06/19/22	Public Consulting Group	Independent Assessment	Monthly	N	S	
HMS 902	10%A 90%N; 25%A, 75%N	\$ 68,973,247.00	O (Deliverables)	\$ 80,597,857.00	\$ 6,636,499.29	06/18/18	06/18/18	06/30/23	Unisys Corporation	Benefits Eligibility Solution - Shared w/ BESSD	Monthly	N	S	
HMS 902	50%A 50%N	\$ 49,000.00	O (Deliverables)	\$ 49,000.00	\$ 20,416.69	03/08/21	03/08/21	03/07/22	Public Consulting Group	Cost Allocation Plan Review and Recommendations	Monthly	N	S	
HMS 902	10%A 90%N	\$ 622,363.00	O (Deliverables)	\$ 622,363.00	\$ 622,363.00	10/19/21	10/19/21	06/30/22	Freedman HealthCare LLC	Data Governance for Integrated Data and Analytic Platform	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	SAS Institute Inc.	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	HealthEC, LLC	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Qlarant Integrity Solutions, LLC	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	KPI Ninja, Inc.	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Infosys Public Services, Inc.	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Berry Dunn McNeil & Parker, LLC	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Plante & Moran PLLC	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	HealthTech Solutions, LLC	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Optum Government Solutions, Inc.	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Innovaccer Inc.	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	International Business Machines Corporation (IBM)	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Comagine Health	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Ready Computing Services LLC	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	ASR Analytics, LLC	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Mathematica Inc.	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Carahsoft Technology Corporation	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	DataHouse Consulting, Inc.	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	up to \$5,000,000/yr	O (Deliverables)	\$ -	\$ -	10/15/21	10/15/21	10/14/22	Milliman Solutions, LLC	IDIQ - Integrated Data Analytic Platform (IDAP)	Monthly	N	S	
HMS 902	10%A 90%N	\$ 386,435.00	O (Deliverables)	\$ 386,435.00	\$ 386,435.00	11/30/21	06/28/21	12/31/21	University of Hawaii	External Evaluation Services	Monthly	N	S	
HMS 902	10%A 90%N	\$ 3,436,125.00	O (Deliverables)	\$ 3,436,125.00	\$ 3,436,125.00	11/30/21	05/17/21	03/16/22	University of Hawaii	IDIQ - Integrated Data Analytic Platform (IDAP) Technical and Professional Services	Monthly	N	S	
HMS 903	A/N	\$ -	M	\$ 170,914.00	\$ 170,914.00	11/24/21	10/01/21	09/30/22	ALOHA UNITED WAY, INC	OUTREACH SERVICES	Monthly review of invoices	Y	S	
HMS 903	N	\$ 120,799.25	M	\$ 150,000.00	\$ 29,200.75	12/30/20	01/01/21	12/31/21	ALU LIKE	FINANCIAL LITERACY	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 96,388.21	M	\$ 375,000.00	\$ 278,611.79	12/18/20	01/01/21	12/31/21	BIG BROTHERS BIG SISTERS	ONE-TO-ONE MENTORING FOR AT-RISK YOUTH	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 244,225.85	M	\$ 250,000.00	\$ 5,774.15	12/30/20	01/01/21	12/31/21	BOYS & GIRLS CLUB OF HI	POS YOUTH DEV , TEEN PREG PREVENTION	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A	\$ -	M	\$ 20,000.00	\$ 20,000.00		10/01/21	09/30/22	CHILD AND FAMILY SERVICES	OUTREACH SERVICES	Monthly review of invoices	Y	S	
HMS 903	A	\$ -	M	\$ 55,000.00	\$ 55,000.00		10/01/21	09/30/22	CHILD AND FAMILY SERVICES	OUTREACH SERVICES	Monthly review of invoices	Y	S	
HMS 903	N	\$ 71,963.99	M	\$ 100,000.00	\$ 28,036.01	05/01/21	01/01/21	12/31/21	CHILD AND FAMILY SRVC	VOC TRNG & TEEN PREGNANCY PREVENTION	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	

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						Date Executed	From	To						
HMS 903	A	\$ 240,335.14	M	\$ 380,341.00	\$ 140,005.86	06/28/21	07/01/21	12/31/21	CHILD AND FAMILY SRVC	DV ADVOCACY SRVCS FOR TANF/TAONF FAMILIES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ -	M	\$ 1,397,899.00	\$ 1,397,899.00	08/18/21	07/01/21	06/30/22	CITY & COUNTY OF HON	HOALA PRE-EMPL TRAINING SERVICES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ 965,767.40	M	\$ 8,700,006.60	\$ 7,734,239.20	01/01/21	01/01/21	06/30/22	Cyrca, Inc.	Medical and Psychological Evaluation Services and Social Security Advocacy Services	Monthly deliverables and reporting	Y	S	
HMS 903	A/N	\$ -	M	\$ 347,300.00	\$ 347,300.00	08/18/21	07/01/21	06/30/22	DEPARTMENT OF LABOR	EMPLOYMENT & TRAINING	Monthly review of invoices	N	S	
HMS 903	A/N	\$ -	M	\$ 7,500,000.00	\$ 7,500,000.00	08/13/21	07/01/21	06/30/22	DEPT OF EDUCATION	SUBSIDIES FOR THE A-PLUS PROGRAM	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ -	M	\$ 350,000.00	\$ 350,000.00	07/16/21	06/01/21	05/31/22	DEPT OF EDUCATION	SUMMER CHILD CARE ENRICHMENT PILOT PROG	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ -	M	\$ 3,259,630.00	\$ 3,259,630.00	07/16/21	10/01/21	09/30/22	DEPT OF EDUCATION	UPLINK AFTERSCHOOL PROGRAM	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A	\$ -	M	\$ 569,023.00	\$ 569,023.00	05/14/21	07/01/21	06/30/22	DEPT OF HEALTH	PUBLIC HEALTH NURSING SRVCS FOR FTW PROG	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 591,379.39	M	\$ 1,242,040.00	\$ 650,660.61	08/06/21	07/01/21	06/30/22	DEPT OF LABOR	JOB DEVELOPMENT SERVICES FOR FTW PROG	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 459,161.67	M	\$ 2,429,677.00	\$ 1,970,515.33	06/28/21	07/01/21	06/30/22	DHS/SOCIAL SRVCS DIV	DV SHELTER SERVICES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 2,438,326.11	M	\$ 12,800,000.00	\$ 10,361,673.89	07/13/21	07/01/21	06/30/22	DHS/SOCIAL SRVCS DIV	FAMILY STRENGTHENING SERVICES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 325,249.40	M	\$ 2,978,500.00	\$ 2,653,250.60	06/28/21	07/01/21	06/30/22	DHS/SOCIAL SRVCS DIV	HOME VISITING PROGRAM	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A	\$ 17,384.50	M	\$ 132,000.00	\$ 114,615.50	06/29/21	07/01/21	06/30/22	DLIR/OFFICE COMM SRVCS	LEGAL ADVOCACY, OUTREACH, REFERRAL SRVC	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ 2,494,100.93	M	\$ 3,999,060.30	\$ 1,504,959.37	05/01/20	05/20/20	04/30/22	e-World Enterprise Solutions (DHS-20-BESSD-0095)	Application/Software Infrastructure Consulting and Support Services	Monthly review of invoices and/or status of completion of tasks.	Y	S	
HMS 903	A/N	\$ 2,605,494.64	M	\$ 3,999,140.40	\$ 1,393,645.76	07/15/19	07/15/19	07/14/22	e-World Enterprise Solutions (DHS-20-SORO-0046)	Technical Consultation Services for HANA System Maintenance, Operations, and Enhancements (HANA VIII)	Monthly review of invoices and/or status of completion of tasks.	Y	S	
HMS 903	A/N	\$ 2,475,525.13	M	\$ 4,901,822.00	\$ 2,426,296.87	05/11/17	05/01/17	04/30/24	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	\$ 9,128.12	M	\$ 110,302.00	\$ 101,173.88	09/22/21	10/01/21	09/30/22	FOOD BASKET	OUTREACH SERVICES	Monthly review of invoices	Y	S	
HMS 903	N	\$ 72,241.00	M	\$ 100,000.00	\$ 27,759.00	12/30/21	01/01/21	12/31/21	GOODWILL IND OF HI	YOUTH DEV PROG FOR AT-RISK YOUTH	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ 206,823.00	M	\$ 1,500,000.00	\$ 1,293,177.00	05/11/21	07/01/21	06/30/22	GOODWILL IND OF HI	SUPP EMPL EMPOWERMENT (SEE) PROGRAM	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ 854,969.00	M	\$ 4,500,000.00	\$ 3,645,031.00	06/24/21	07/01/21	06/30/22	GOODWILL IND OF HI	FTW AND VR CASE MANAGEMENT SERVICES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ -	M	\$ 510,154.00	\$ 510,154.00	08/18/21	07/01/21	06/30/22	GOODWILL INDUSTRIES OF HAWAII INC.	EMPLOYMENT & TRAINING	Monthly review of invoices	N	S	
HMS 903	N	\$ 157,492.95	M	\$ 200,000.00	\$ 42,507.05	12/30/20	01/01/21	12/31/21	HALE KIPA, INC	OUTREACH SERVICES FOR HOMELESS YOUTH	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ -	M	\$ 60,110.04	\$ 60,110.04	09/22/21	10/01/21	09/30/22	HALE NAAU PONO	OUTREACH SERVICES	Monthly review of invoices	Y	S	
HMS 903	N	\$ 164,284.81	M	\$ 200,000.00	\$ 35,715.19	12/18/20	01/01/21	12/31/21	HALE OPIO KAUAI, INC	PREG PREVENTION & YOUTH DEV SERVICES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 375,000.00	M	\$ 375,000.00	\$ -	12/08/20	01/01/21	12/31/21	HAWAII FOODBANK INC	FOOD DISTRIBUTION	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 46,746.96	M	\$ 100,000.00	\$ 53,253.04	12/18/21	01/01/21	12/31/21	HCAP	POS AFTER-SCHOOL PROG FOR AT-RISK YOUTH	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 154,774.14	M	\$ 200,000.00	\$ 45,225.86	12/28/20	01/01/21	12/31/21	HELPING HANDS HI	EMERG ASST, HH GOODS, FIN LITERACY TRNG	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ -	M	\$ 148,630.00	\$ 148,630.00	10/01/21	09/30/22		HELPING HANDS HI	OUTREACH SERVICES	Monthly review of invoices	Y	S	
HMS 903	A/N	\$ 653,421.78	M	\$ 4,184,442.00	\$ 3,531,020.22	02/28/20	02/28/20	06/30/24	IBM Corporation	Mainframe as a Service (MaaS)	Review of monthly invoices.	Y	S	
HMS 903	N	\$ 188,609.33	M	\$ 250,000.00	\$ 61,390.67	12/28/20	01/01/21	12/31/21	INST FOR HUMAN SRVCS	ENHANCED EMPL SUPP FOR HMSSL FAMILIES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 150,956.33	M	\$ 250,000.00	\$ 99,043.67	12/18/21	01/01/21	12/31/21	KOKUA KALIHI VALLEY	POS YOUTH DEV , TEEN PREG PREVENTION	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ -	M	\$ 85,050.00	\$ 85,050.00	10/20/21	10/01/21	09/30/22	LANAKILA PACIFIC	OUTREACH SERVICES	Monthly review of invoices	Y	S	
HMS 903	A	\$ 697.50	M	\$ 54,998.00	\$ 54,300.50	05/21/21	07/01/21	12/31/21	LEGAL AID SOC OF HI	DV LEGAL SERVICES FOR TANF/TAONF FAMILIES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 90,073.00	M	\$ 100,000.00	\$ 9,927.00	12/17/21	01/01/21	12/31/21	NANAKULI HSG CORP	FIN LITERACY & HOME OWNERSHIP PREP	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ 1,148,116.82	A	\$ 1,350,683.00	\$ 202,567.06	05/29/20	05/29/20	07/31/23	Oracle Credit Corp	Oracle ULA Extension	Review of annual invoices.	Y	S	
HMS 903	A/N	\$ 27,125.65	M	\$ 895,664.56	\$ 868,538.91	03/01/21	03/01/21	08/31/23	Pacific Technology Solutions (DHS-16-SORO-3079)	Telecommunication Network Infrastructure Management and Support	Monthly review of invoices and/or status of completion of tasks.	Y	S	

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						Date Executed	From	To						
HMS 903	N	\$ 235,532.14	M	\$ 375,000.00	\$ 139,467.86	12/28/20	01/01/21	12/31/21	PACT	JOB PREP, VOC & EMPL SRVCS, & YOUTH SRVCS	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ -	M	\$ 70,682.00	\$ 70,682.00	11/24/21	10/01/21	09/30/22	PROJECT VISION HI	OUTREACH SERVICES	Monthly review of invoices	Y	S	
HMS 903	N	\$ 155,192.34	M	\$ 250,000.00	\$ 94,807.66	12/28/20	01/01/21	12/31/21	SALVATION ARMY FTS	HOME-BASED PARENTING & RECOVERY SRVC	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 65,083.87	M	\$ 100,000.00	\$ 34,916.13	12/08/20	01/01/21	12/31/21	SUSANNAH WESLEY COMM CTR	HOME-BASED PARENTING SUPP FOR FAMILIES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A	\$ 41,892.42	M	\$ 786,818.00	\$ 744,925.58	05/11/21	07/01/21	06/30/22	UNIVERSITY OF HAWAII	BRIDGE-TO-HOPE PROGRAM FOR FTW	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A	\$ 11,537.55	M	\$ 212,488.00	\$ 200,950.45	05/14/21	07/01/21	06/30/22	UNIVERSITY OF HAWAII	VOCATIONAL TRAINING - LEEWARD COMM COLL	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A	\$ 7,795.65	M	\$ 92,268.00	\$ 84,472.35	06/23/21	07/01/21	06/30/22	UNIVERSITY OF HAWAII	VOCATIONAL TRAINING - KAPIOLANI COMM COL	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	A/N	\$ -	M	\$ 921,777.00	\$ 921,777.00		07/01/21	06/30/22	WCC HINET	EMPLOYMENT & TRAINING	Monthly review of invoices	N	S	
HMS 903	A/N	\$ 274,571.98	M	\$ 389,209.68	\$ 54,975.79	01/11/17	02/01/21	01/31/22	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	\$ 9,951.88	M	\$ 24,659.00	\$ 14,707.12	05/21/21	07/01/21	12/31/21	YWCA OF KAUAI	DV ADVOCACY SRVCS FOR TANF/TAONF FAMILIES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 903	N	\$ 66,546.00	M	\$ 125,000.00	\$ 58,454.00	03/12/21	01/01/21	12/31/21	YWCA OF OAHU	JOB PREPARATION SERVICES	QUARTERLY DESK REVIEWS & ANNUAL AUDITS	Y	S	
HMS 904	A, N	\$ 447,083.44	A	\$ 447,083.44	\$ -	07/07/16	02/15/17	02/14/22	Sirius Computer Solutions	Furnish, Deliver and Install IBM System V7000 Storage	Production and Operations	N	E	
HMS 904	A, N	\$ 1,904,912.00	A	\$ 5,714,712.86	\$ 1,904,888.00	12/30/20	12/30/20	12/31/24	IBM Corporation	Enterprise License Agreement	Production and Operations	N	G	
HMS 904	A	\$ 375.00	M	\$ -	\$ -	10/2/2017	10/9/2017	10/9/2022	Xerox	Rm 212 Lease Term: 60 months	Payment of monthly invoice	N	E	
HMS 904	A	\$ 300.00	M	\$ -	\$ -	5/27/2020	5/29/2020	5/29/2024	Xerox	Rm 115 Lease Term: 48 months	Payment of monthly invoice	N	E	
HMS 904	A	\$ 360.22	M	\$ -	\$ -	9/25/2017	9/30/2020		Verizon	7 Cell Phones & Plans	Payment of monthly invoice	N	S	
HMS 904	A	\$ 102.00	Every 2 mos.	\$ -	\$ -	11/9/2020	1/1/2021	12/31/2021	Goodwill	Shredding Service Pick up every 2 months	Payment of invoice upon completion of services	N	S	
HMS 904	A	\$ 105.00	O (Quarterly)	\$ -	\$ -	10/25/2021	1/1/2022	12/31/2022	Goodwill	Shredding Service Pick up quarterly	Payment of invoice upon completion of services	N	S	
HMS 904	A	\$ 156.00	M	\$ -	\$ -	3/24/2021	4/1/2021		Cisco/Webex	4 User Licenses on Month to Month	Payment of monthly invoice	N	S	
HMS 904	A	\$ 224.06	M	\$ 13,443.60	\$ -	5/18/2021	6/4/2021	6/4/2026	Xerox	Rm 206 Lease Term: 60 months	Payment of monthly invoice	N	E	

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>FY22 \$\$\$</u>	<u>FY23 \$\$\$</u>
HMS 220	1	1	00	00	Lump Sum Public Housing Development, Improvements, and Renovations, Statewide	C	\$ 10,000,000	\$ -
HMS 220	1	1	00	00	Lump Sum Public Housing Development, Improvements, and Renovations, Statewide	C	N/A	\$ 10,000,000
HMS 802	1	1	13	27	Hoopono Buildings A and B Improvements	C	N/A	\$ 396,000
HMS 503	1	1	24	49	Hawaii Youth Correctional Facility Replace Emergency Generators and Other Improvements, Oahu	C	N/A	\$ 1,350,000
HMS 503	2	2	24	49	Hawaii Youth Correctional Facility Air Conditioning Systems Replacement and Related Improvements, Oahu	C	N/A	\$ 500,000

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>Lapse Amount</u> <u>\$\$\$\$ for FY22</u>	<u>Reason</u>
		None			

Department of Human Services
Organization Changes

Table 18

<u>Year of Change</u> <u>6/30/2021</u>	<u>Description of Change</u>
	Refer to separate electronic file for organization changes.

Department of Human Services
American Rescue Plan Act Fund Initiatives

Table 19

Prog ID	Act 88, SLH 2021 for FY 22		Amount Allotted	Budget for Personnel	Budget for OCE (Other Than Contracts)	Budget for Contracts	Dates of Initiative		Initiative Description	Appropriating Act or GOV	Is This A New Initiative Or An Enhancement To An Existing Initiative/Program
	Amount	FTE					From	To			
HMS 204	\$ 5,400,000	n/a	declined	n/a	n/a	n/a	n/a	n/a	(2021 Leg Seq # 100-001 204PD-01) General Assistance	Act 88, SLH 2021	n/a
HMS 222	\$ 500,000	n/a	\$ 500,000	\$ -	n/a	n/a	8/6/2021	6/30/2022	(2021 Leg Seq # 100-001 222RA-01) Rent Supplement Program	Act 88, SLH 2021	This is an enhancement to an existing program.
HMS 224 *	\$ 14,300,000	n/a	\$3.5M declined	n/a	n/a	\$ 10,800,000	6/15/2022	6/30/2022	(2021 Leg Seq # 100-001) \$1,550,000 for Family Assessment Centers, \$3,750,000 for Housing First Program, \$3,750,000 for Rapid Rehousing Program, \$1,750,000 for Homeless Outreach and Civil Legal Services, and \$3.5M for Stored Property	Act 88, SLH 2021	Homeless Programs Office \$10,800,000 : Existing Programs Stored Property & Debris Removal \$3,500,000: Existing program. FY21 encumbrance for Stored Property & Debris Removal will be used for FY22. Appropriation of \$3.5M for FY22 was declined and will lapse. For FY23, \$3.5M was reduced from HMS 224 and added to DOT which will be expending the funds.
HMS 501 *	\$ 832,500	n/a	\$ 832,500	\$ -	\$ -	\$ 832,500	8/24/2021	6/30/2022	(2021 Leg Seq # 60-001 501YA-PRA1) In-Community Youth Programs	Act 88, SLH 2021	Existing programs
HMS 503 *	\$ 520,000	n/a	\$ 520,000	\$ -	\$ 520,000	\$ -	8/24/2021	6/30/2022	(2021 Leg Seq # 60-001 503YB-PRA1) Hawaii Youth Correctional Facility	Act 88, SLH 2021	Utility costs (water, electric)
HMS 904 *	\$ 77,064	1.00 Temp	\$ 77,064	\$ 77,064	\$ -	\$ -	10/13/2021	6/30/2022	(2021 Leg Seq # 74-001 904AA-07) Admin Asst on Homelessness Position #121540	Act 88, SLH 2021	The position is necessary to continue existing initiatives of the Governor's Coordinator on Homelessness and Hawaii Interagency Council on Homelessness to respond to the impact of the COVID-19 pandemic on individuals and families experiencing homelessness statewide.
HMS 903	\$ -	n/a	\$ 3,170,948	\$ -	\$ 2,991,835	\$ 179,113		6/30/2022	Enhance Broadband Usage for the Work from Home Initiative with a Tech Refresh	GOV	Project occurs every 3 or 4 years.

* Act 88, SLH 2021 appropriated the same MOF V amounts in both FY 22 and FY 23.

INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES

Subject: JUNE 30, 2021 DEPARTMENT OF HUMAN SERVICES
(DHS) PLAN OF ORGANIZATION

Originator: K. Nagai x64869

To: SOs, DAs, OYS, HPHA, CSW,
CoF

From: BPMO

Date: 08-02-2021

Memo No. 1

Pursuant to Administrative Directive 19-02, Policy and Procedures for Effecting Organizational and Functional Statement Changes; Budget; Planning, and Management Office (BPMO) respectfully conveys its June 30, 2021 DHS Plan of Organization (PoO) effective July 30, 2021.

The June 30, 2021 DHS PoO shall be made available via the DHS portal, containing an electronic version of the charts and functional statements of the entire DHS.

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 organization require an electronic copy of the June 30, 2021 DHS PoO, please send a "thumb" drive along with a written request.

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



BPMO

Attachment

c: DIR w/o attachment

DAVID Y. IGE
GOVERNOR



CATHY BETTS
DIRECTOR

JOSEPH CAMPOS II
DEPUTY DIRECTOR

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

BPMO 21.002

July 30, 2021

MEMORANDUM:

TO: ALL INTERESTED

FROM: CATHY BETTS 
DIRECTOR

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

Pursuant to Administrative Directive 19-02, 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, 2021.

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 19-02, Policy and Procedures for Effecting Organizational and Functional Statement Changes, via memorandum dated November 20, 2019. You will find that positions with its titles marked with the following marking indicate its status as of June 30, 2021. 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 no reorganizations in state fiscal year 2021.

Please direct any questions or comments relating to this annual update to Linda Komatsu-Wong at ikomatsu-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, 2021

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

CONTENTS

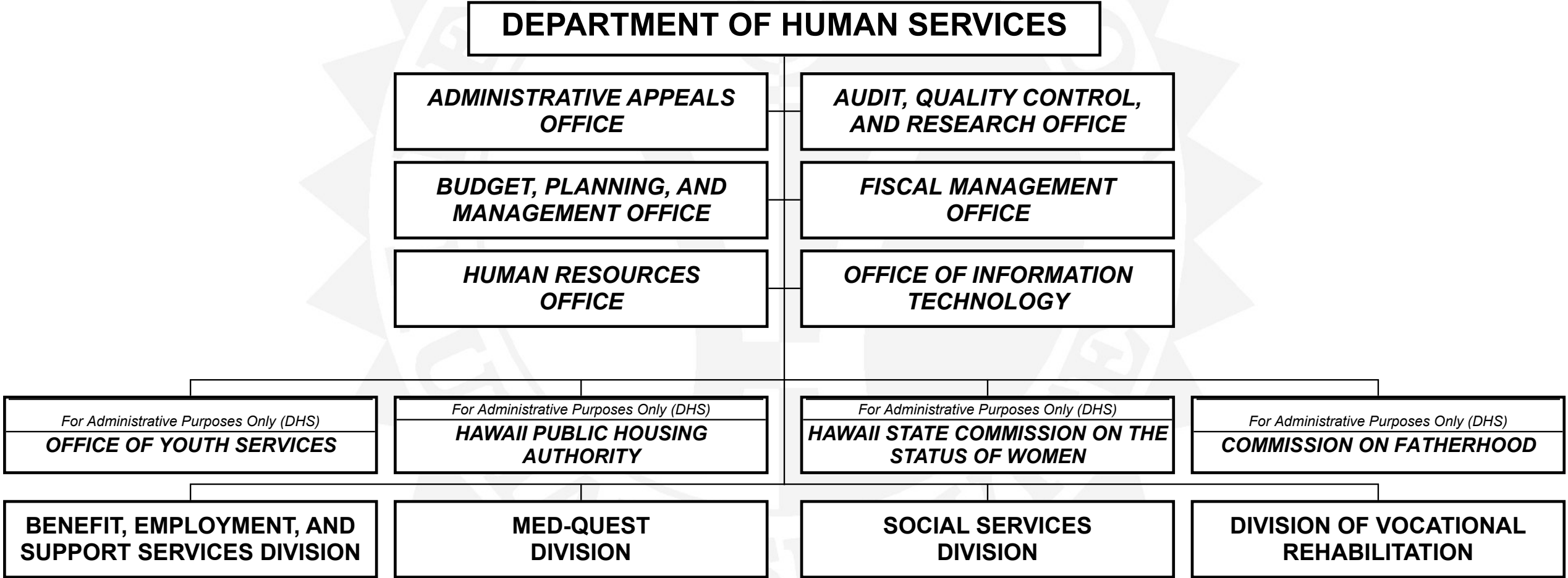
Office of the Director	DIR
<i>Administratively Attached Agencies</i>	
Office of Youth Services.....	OYS
Hawaii Public Housing Authority	HPHA
Hawaii State Commission on The Status of Women	HSCSW
Commission on Fatherhood	COF
<i>DHS Staff Offices</i>	
Administrative Appeals Office	AAO
Audit, Quality Control, and Research Office.....	AQCRO
Budget, Planning, and Management Office	BPMO
Fiscal Management Office	FMO
Human Resources Office	HR
Office of Information Technology	OIT
<i>DHS Divisions</i>	
Benefit, Employment and Support Services Division	BESSD
Administrative Management Services Office	
Child-Care Regulation Program Office	
Child-Care Subsidy Program Office	
Financial Assistance Program Office	
Homeless Programs Office	
Investigations Office	
Supplemental Nutrition Assistance Program Office	
Temporary Assistance for Needy Families Program Office	
Statewide Branch	
Med-QUEST Division	MQD
Clinical Standards Office	
Finance Office	
Health Analytics 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	

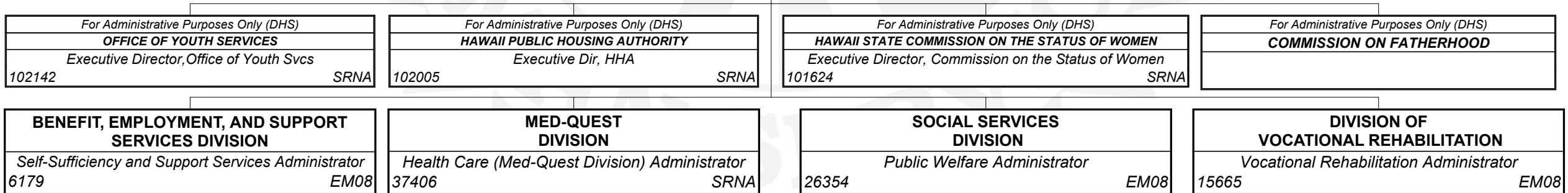
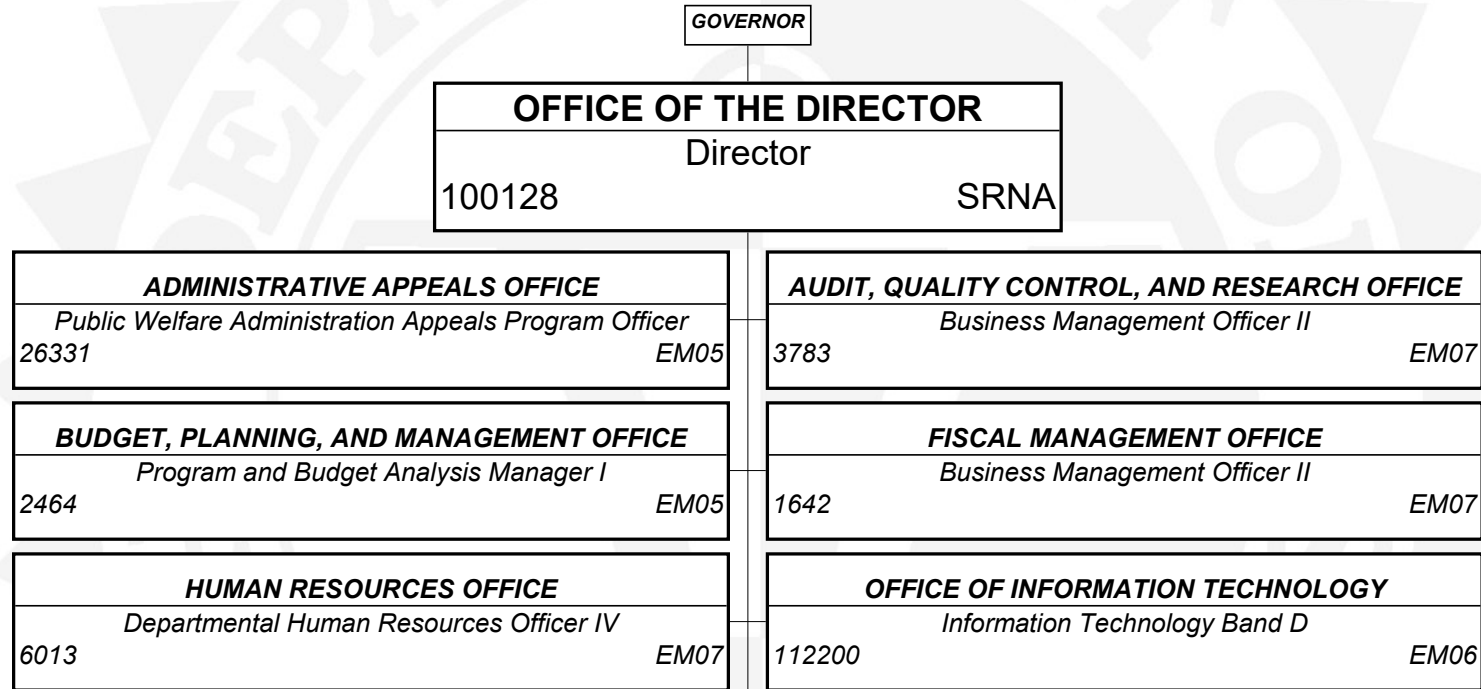
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

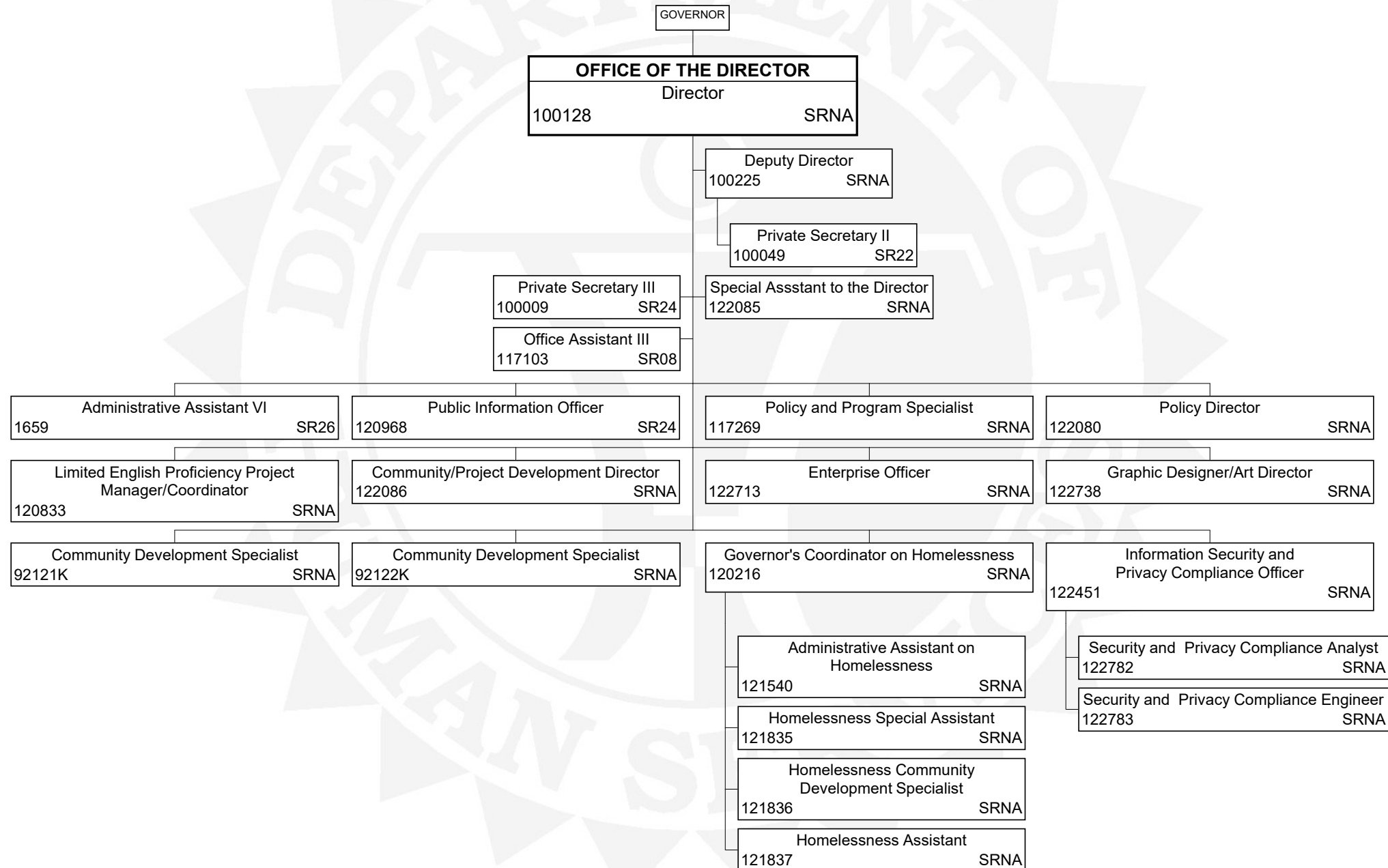
FUNCTIONAL STATEMENT

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 ensure 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.
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, counsel 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.

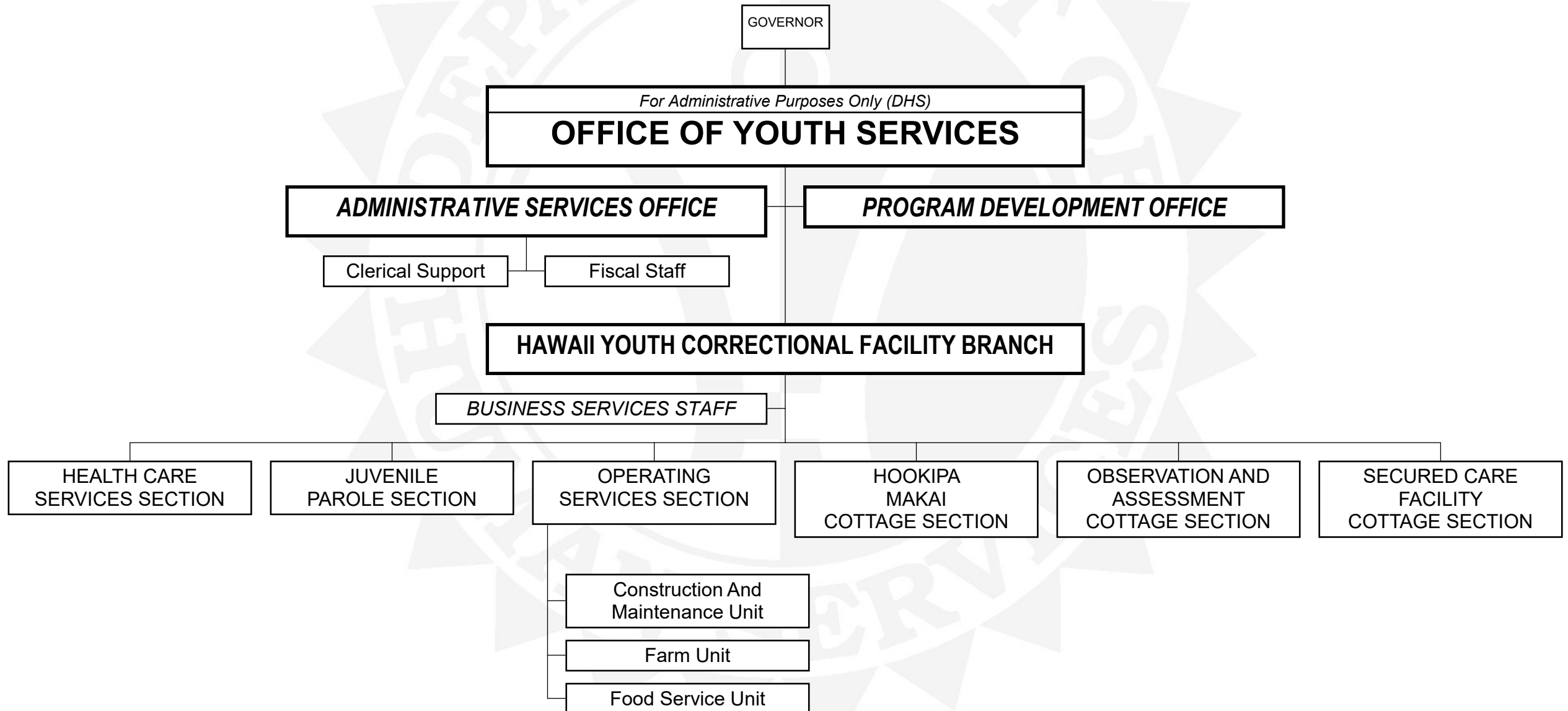
Secured Care Facility Cottage Section

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.

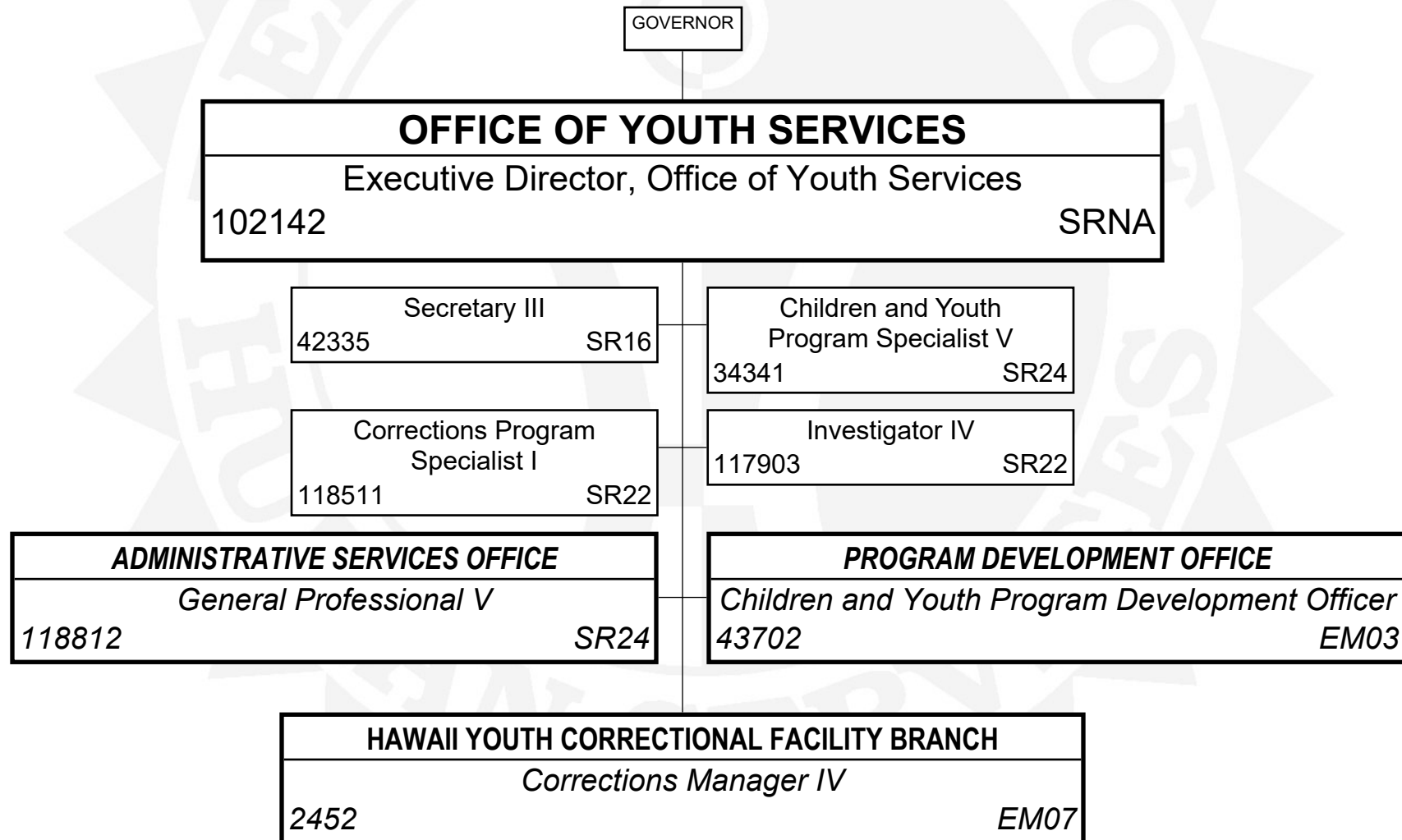
Maintains the custody and security of youth in cottage activities and provides escort/transport services as required. Assists youth through advice and instruction in adjustment and rules; interacts with youths and observes and reports on their adjustment; and makes social work referrals as necessary.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





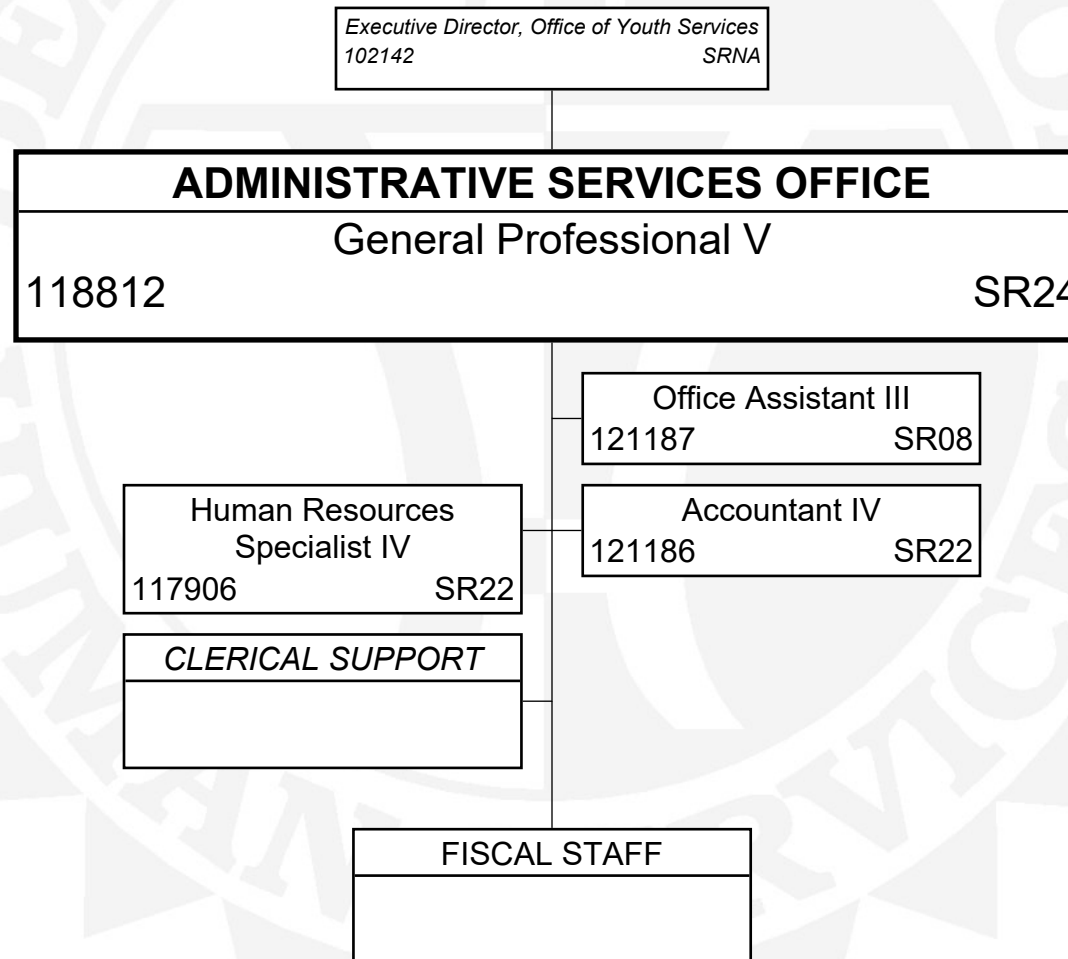
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES

POSITION ORGANIZATION CHART
JUNE 30, 2021



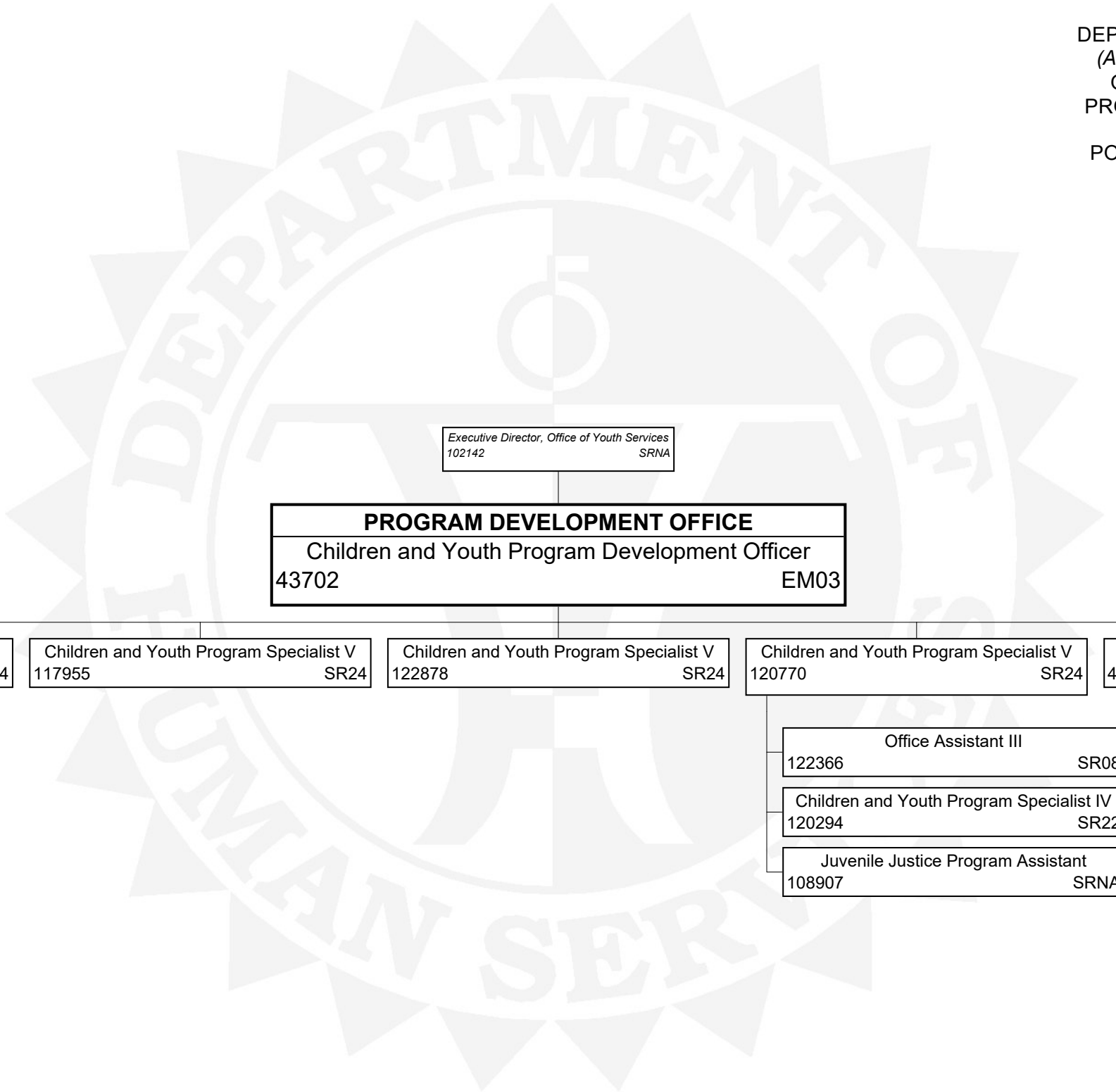
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2021



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

POSITION ORGANIZATION CHART
JUNE 30, 2021



Executive Director, Office of Youth Services
102142 SRNA

PROGRAM DEVELOPMENT OFFICE
Children and Youth Program Development Officer
43702 EM03

Children and Youth Program Specialist V
39237 SR24

Children and Youth Program Specialist V
117955 SR24

Children and Youth Program Specialist V
122878 SR24

Children and Youth Program Specialist V
120770 SR24

Corrections Program Specialist II
43703 SR24

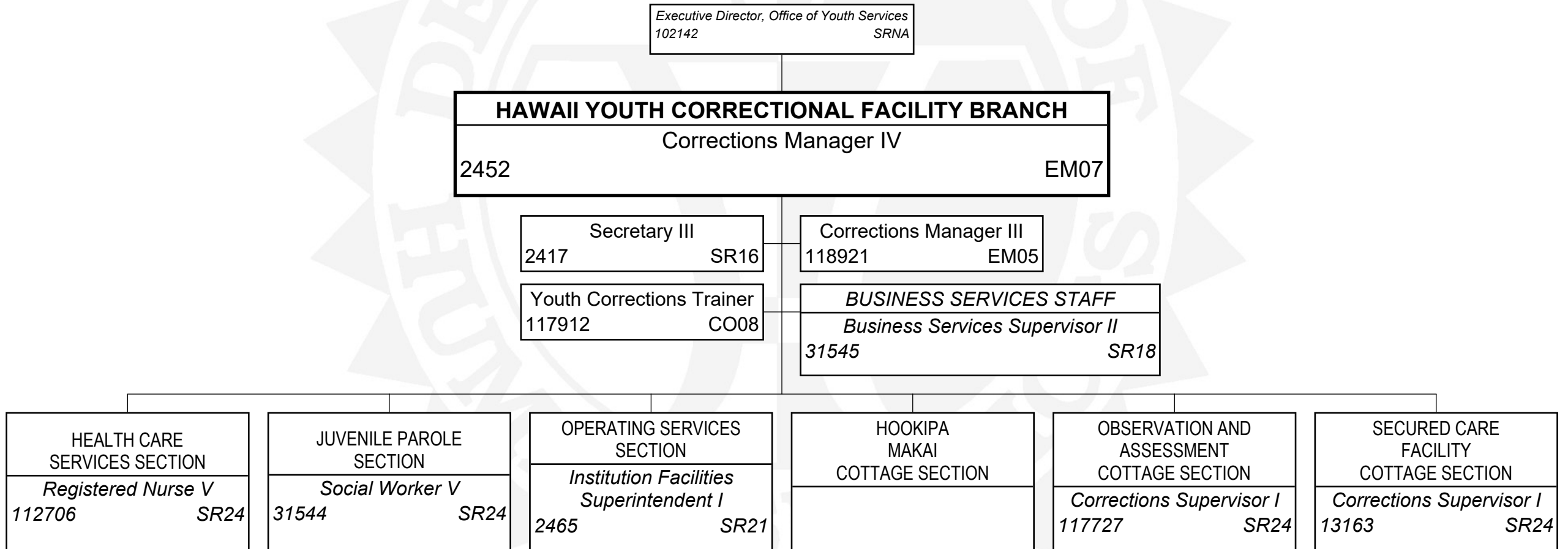
Office Assistant III
122366 SR08

Children and Youth Program Specialist IV
120294 SR22

Juvenile Justice Program Assistant
108907 SRNA

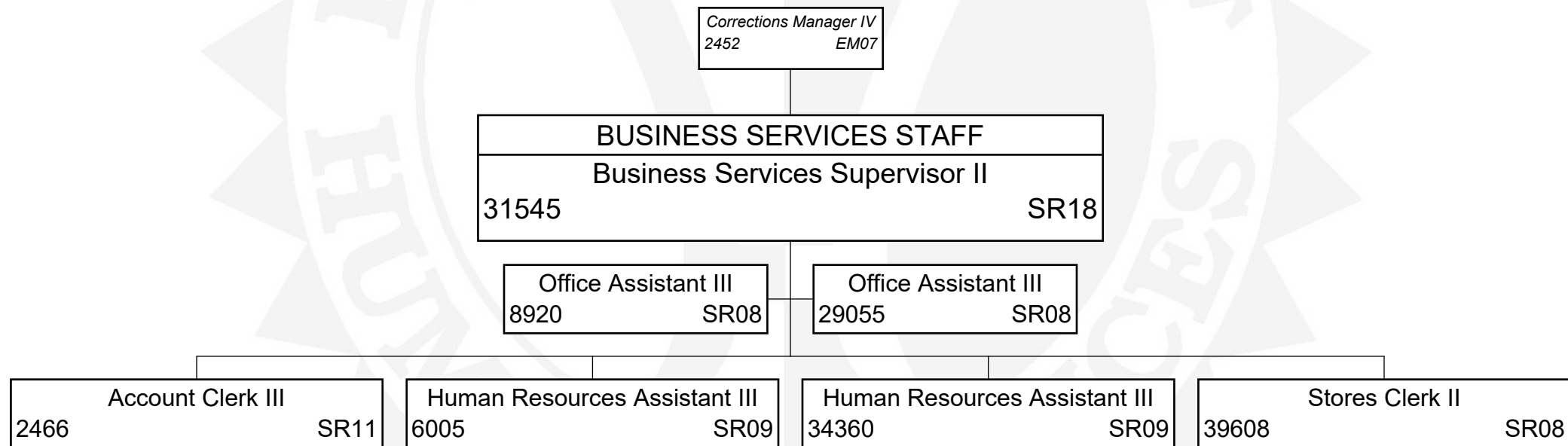
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 OFFICE OF YOUTH SERVICES
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2021



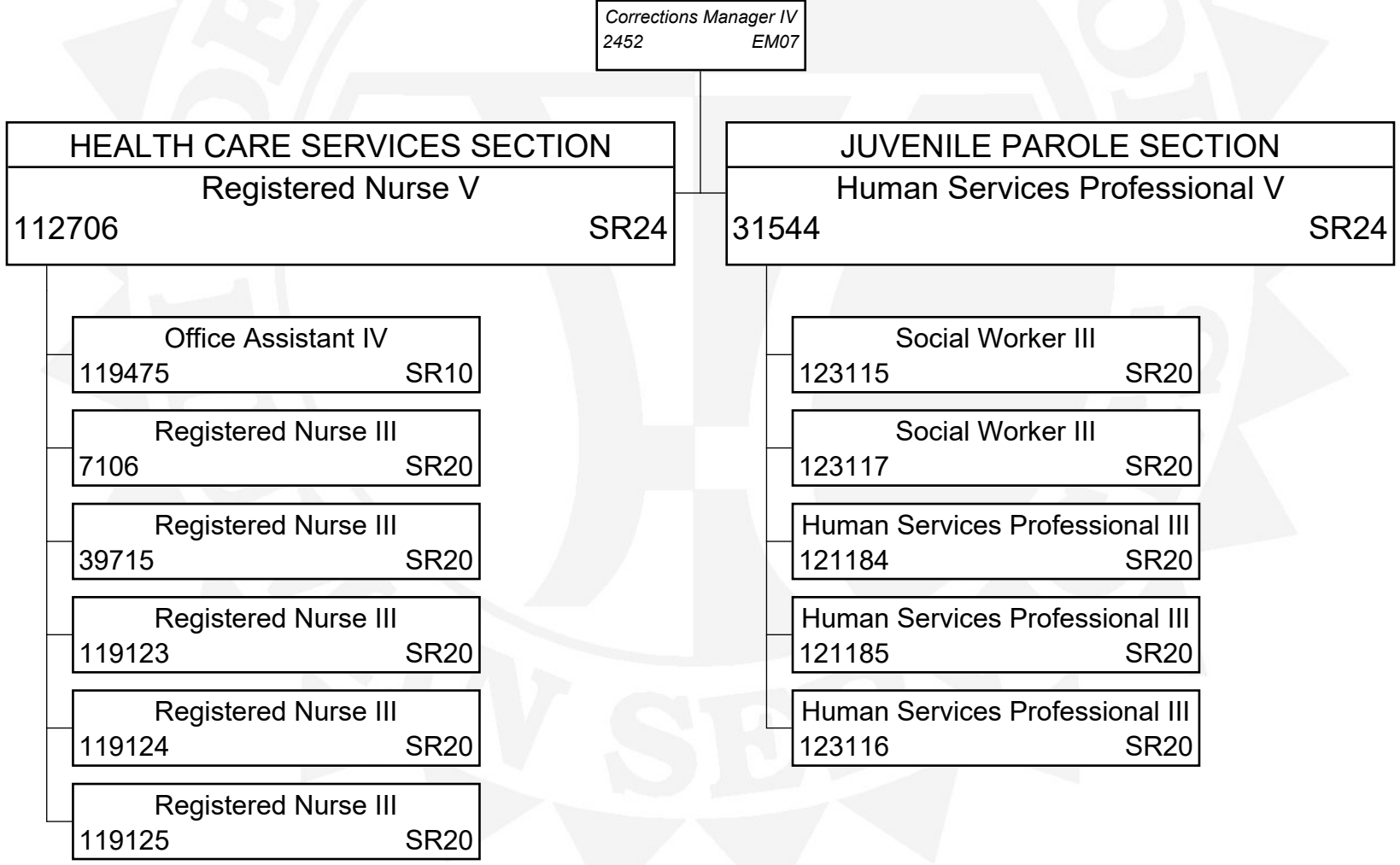
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
BUSINESS SERVICES STAFF

POSITION ORGANIZATION CHART
JUNE 30, 2021



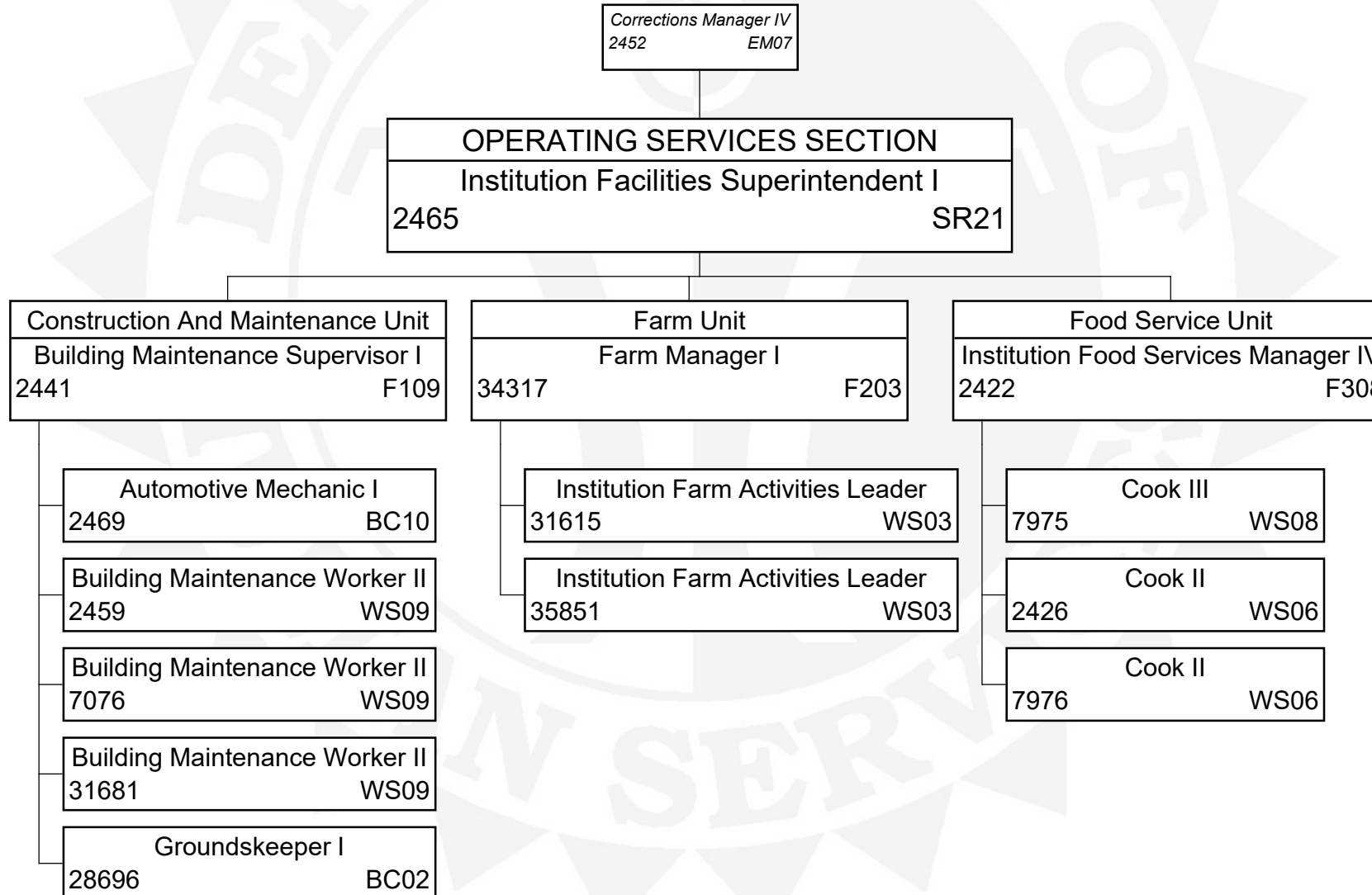
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 OFFICE OF YOUTH SERVICES
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
 HEALTH CARE SERVICES SECTION
 JUVENILE PAROLE SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2021



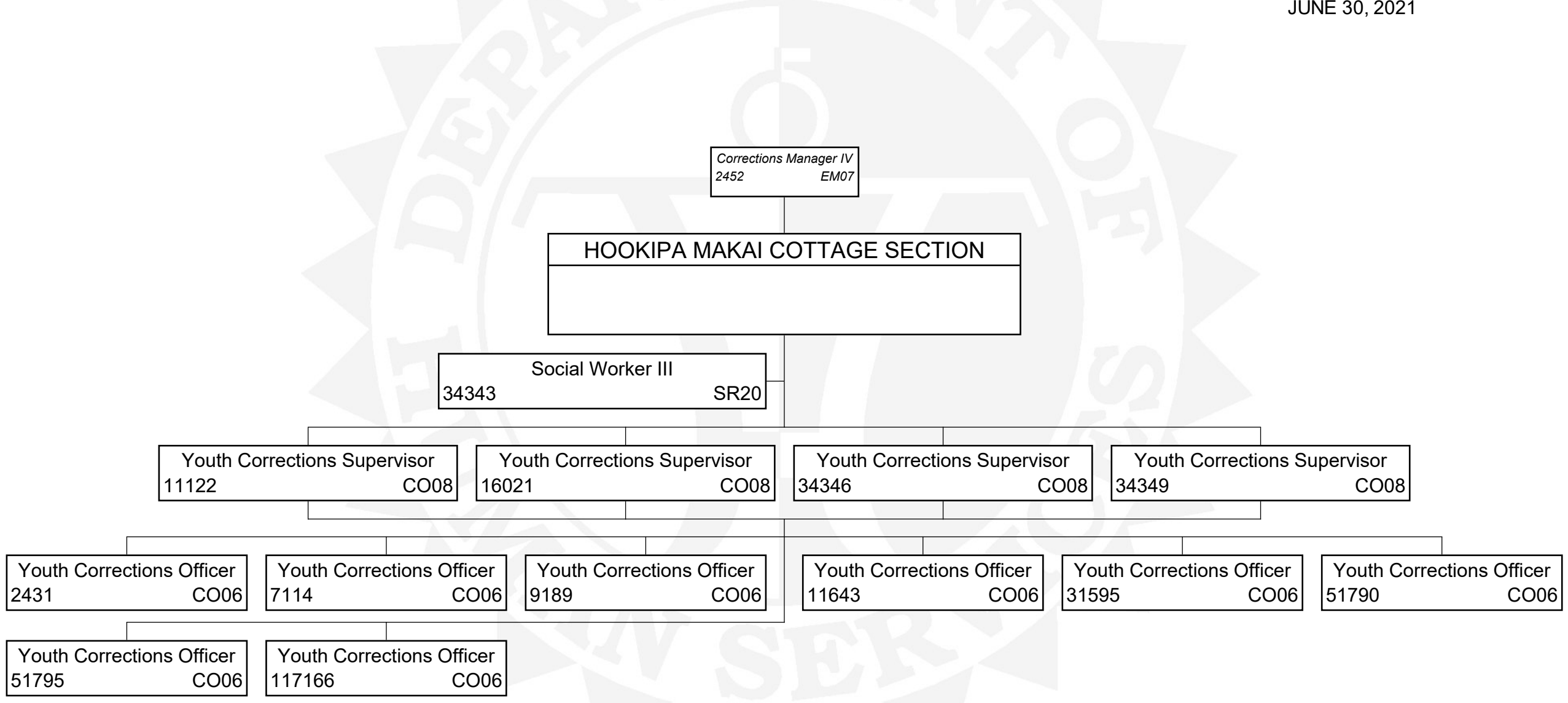
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 OFFICE OF YOUTH SERVICES
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
 OPERATING SERVICES SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2021



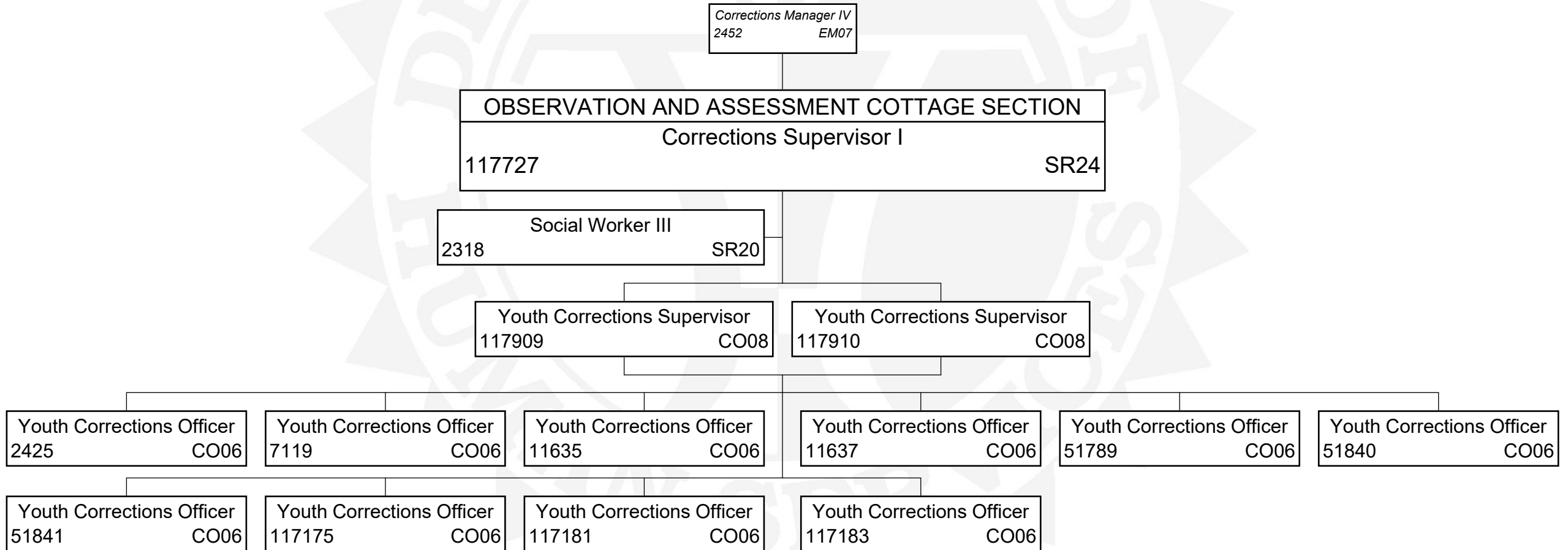
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
HOOKIPA MAKAI COTTAGE SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



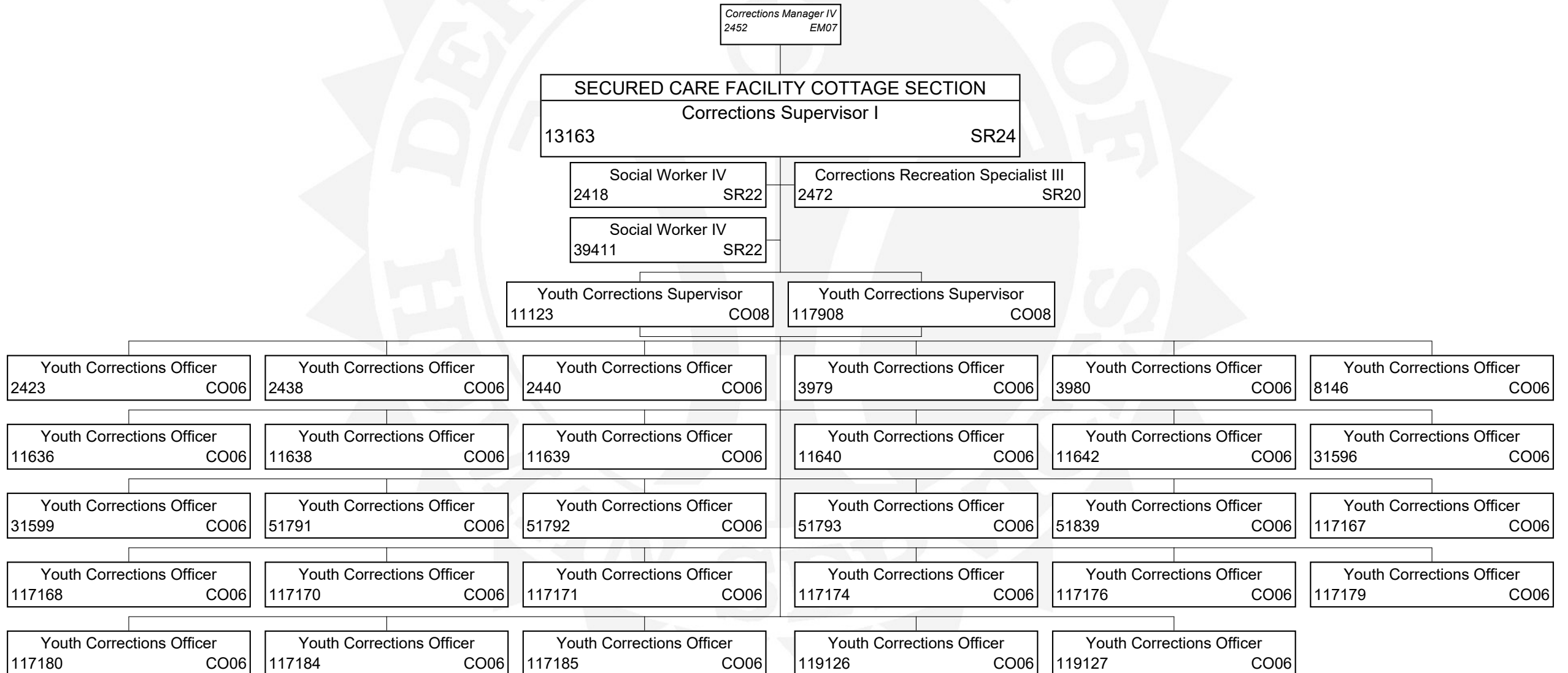
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
OBSERVATION AND ASSESSMENT COTTAGE SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



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, 2021



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 ensures 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 ensure 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.
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.
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.

Resident Services Section (Cont'd)

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

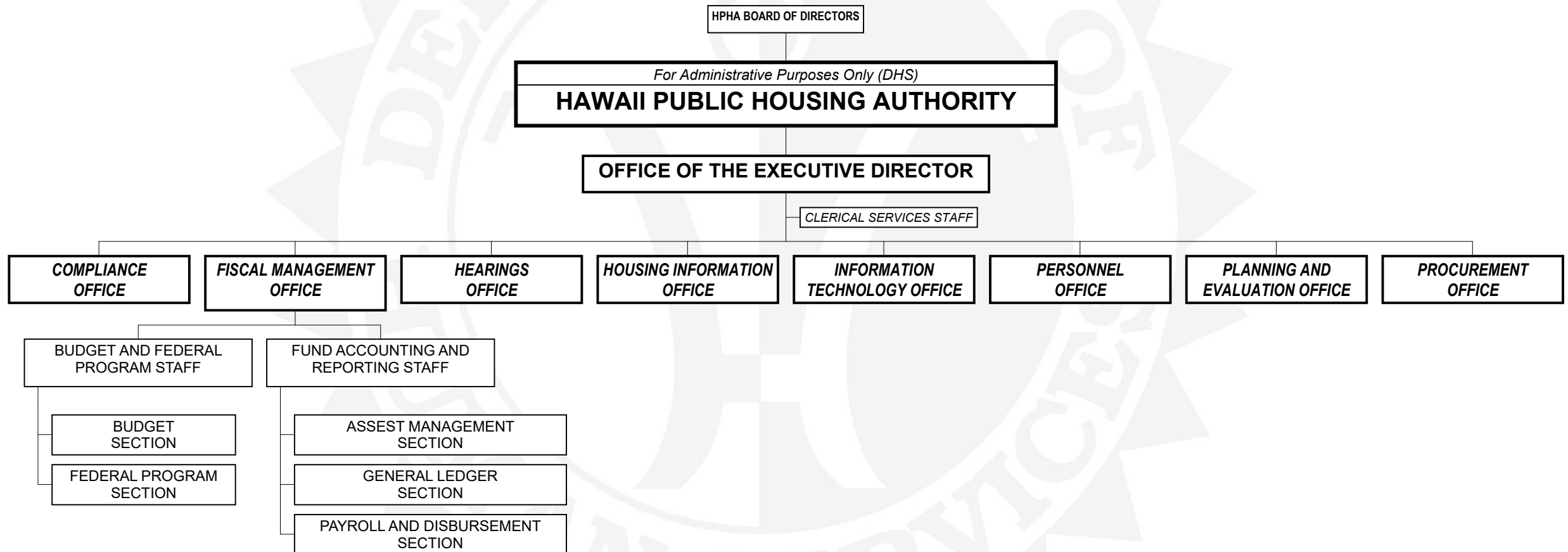
1. Schedules and conducts on-site inspections of initial and existing rental units in the private sector throughout Oahu.
2. Documents and maintains the Housing Quality Standard (HQS) fail report and enforcement of the HQS.
3. Records the condition of the rental unit on the inspection form that is prescribed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

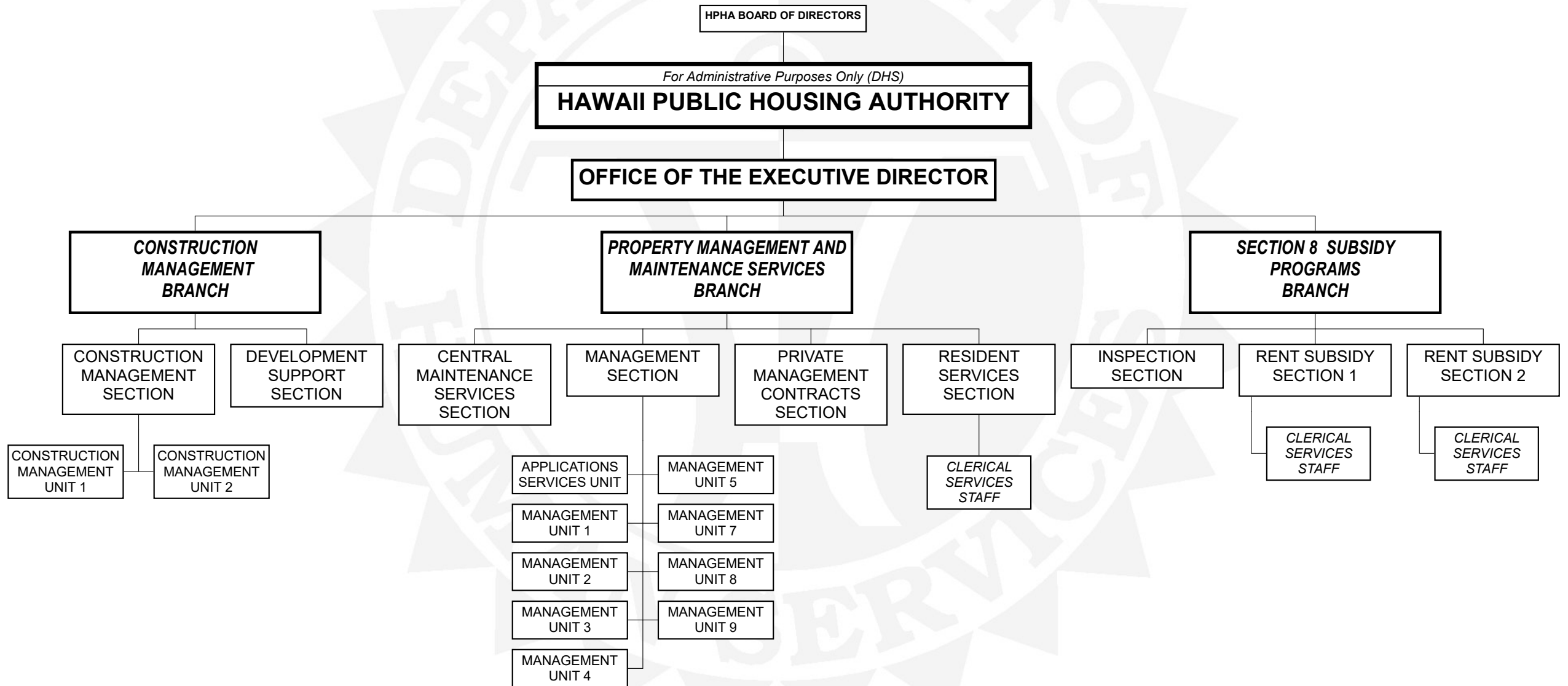
Rent Subsidy Sections 1 and 2

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

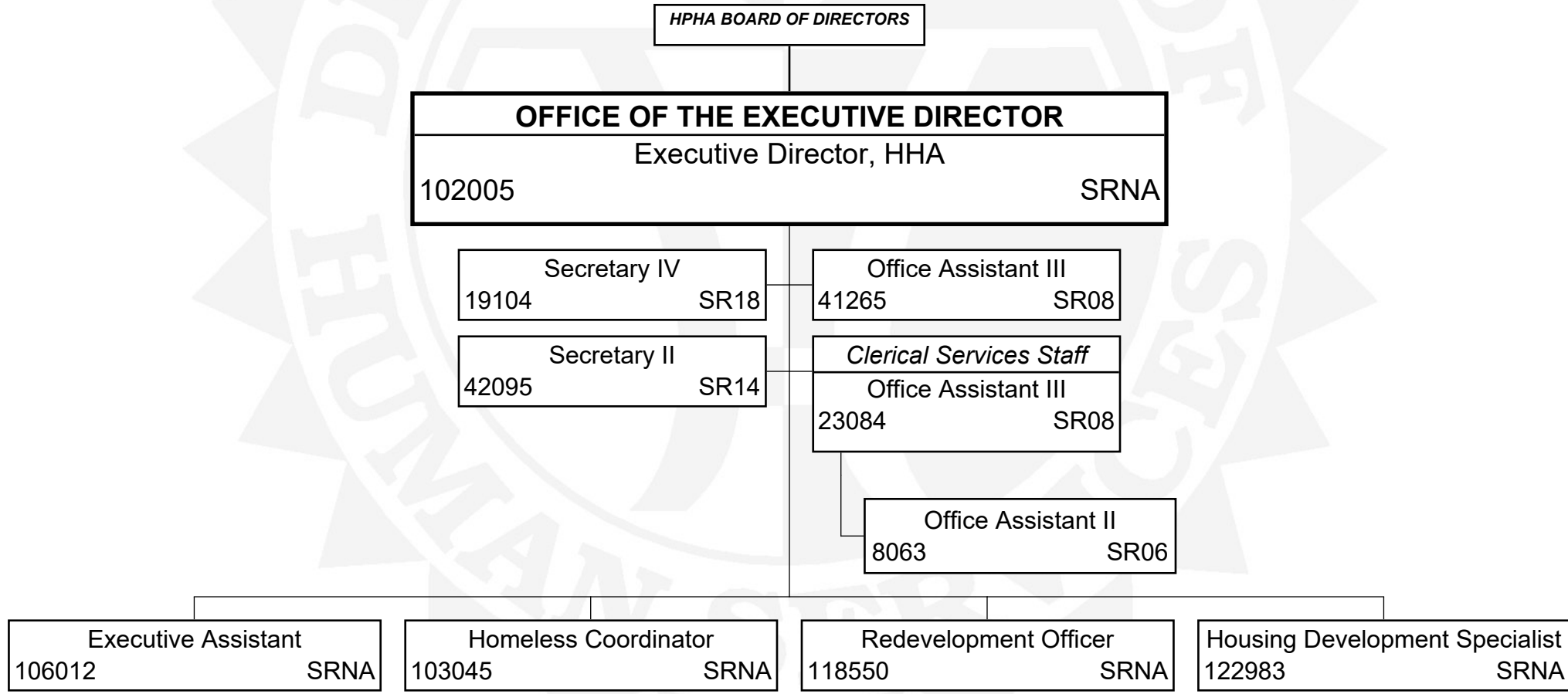
Provides clerical support.





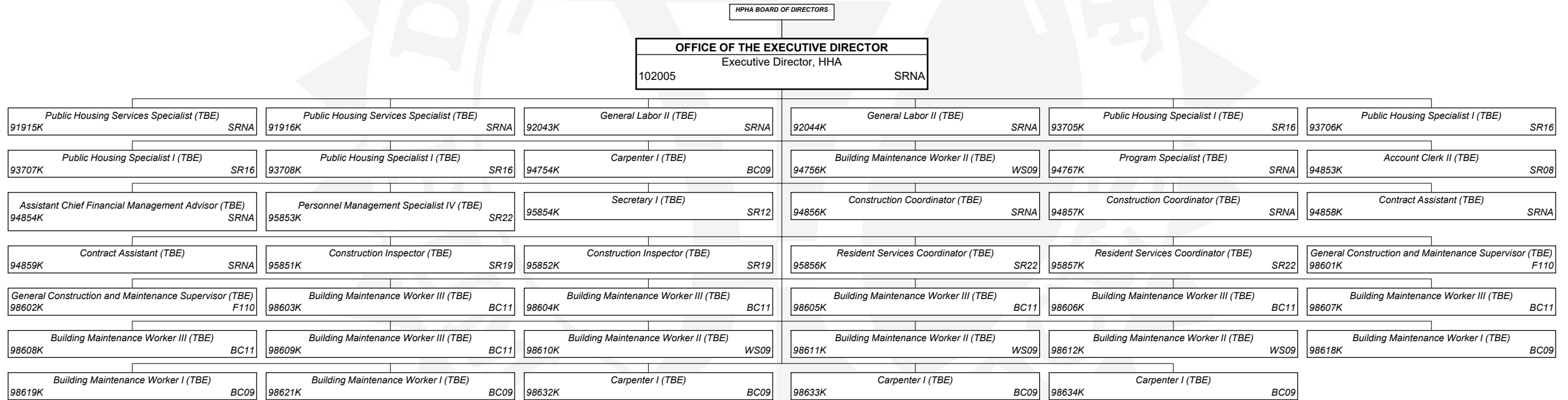
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
HAWAII PUBLIC HOUSING AUTHORITY
OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 1
JUNE 30, 2021



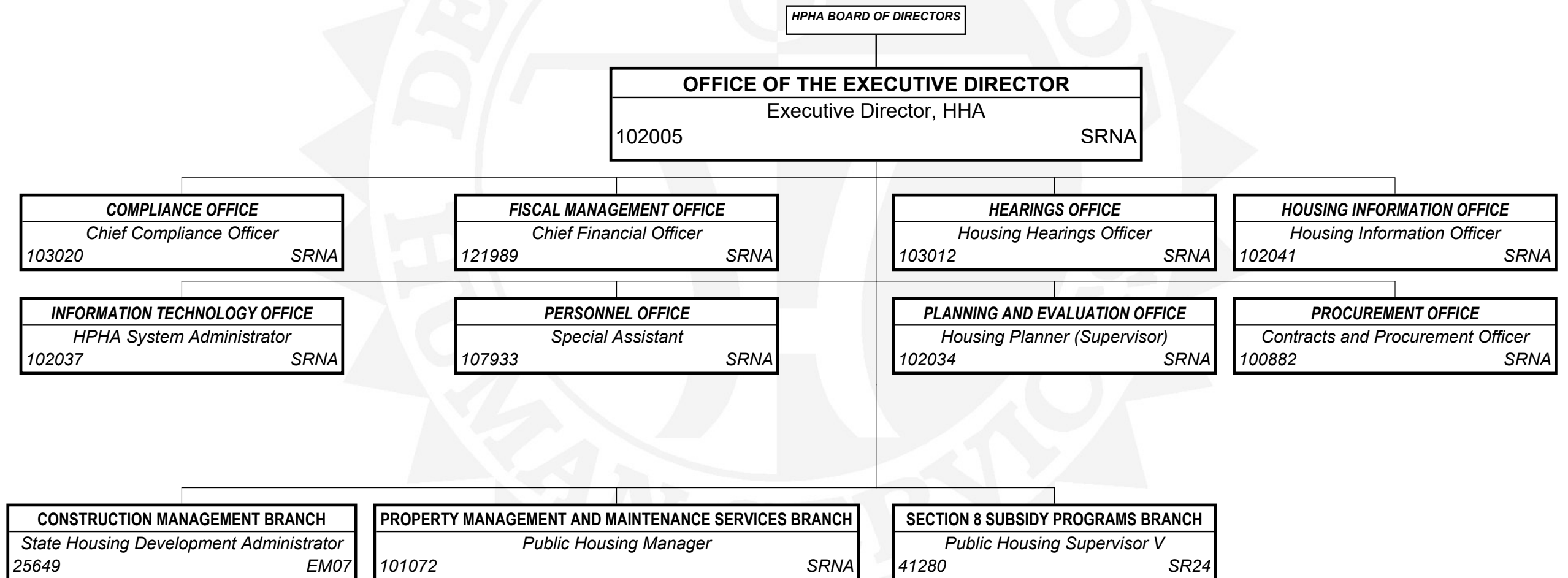
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 (Administratively Attached Agency)
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 OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 2
 JUNE 30, 2021



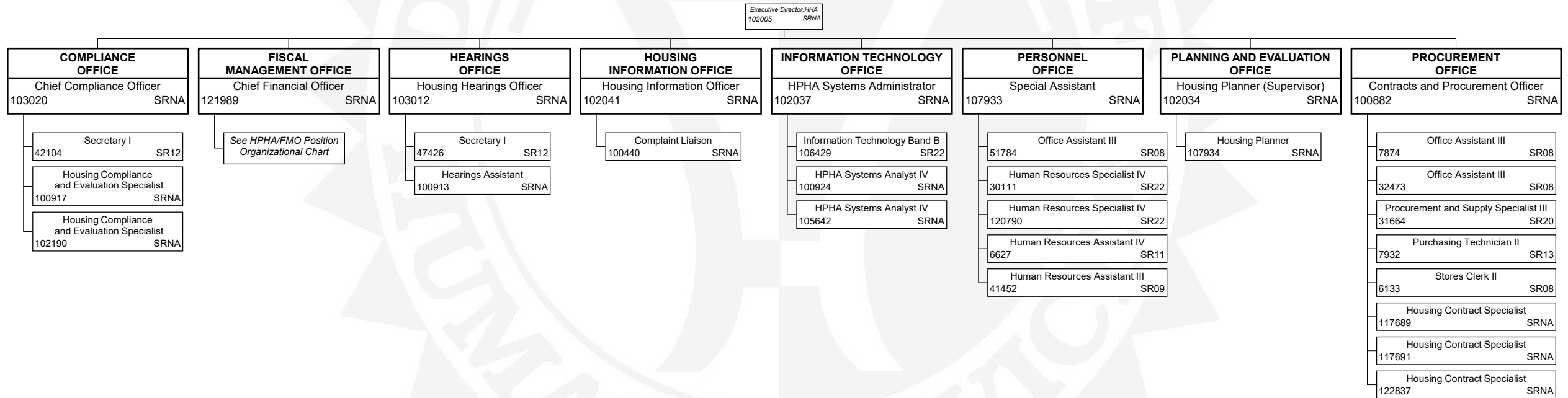
STATE OF HAWAII
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 OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 3
 JUNE 30, 2021



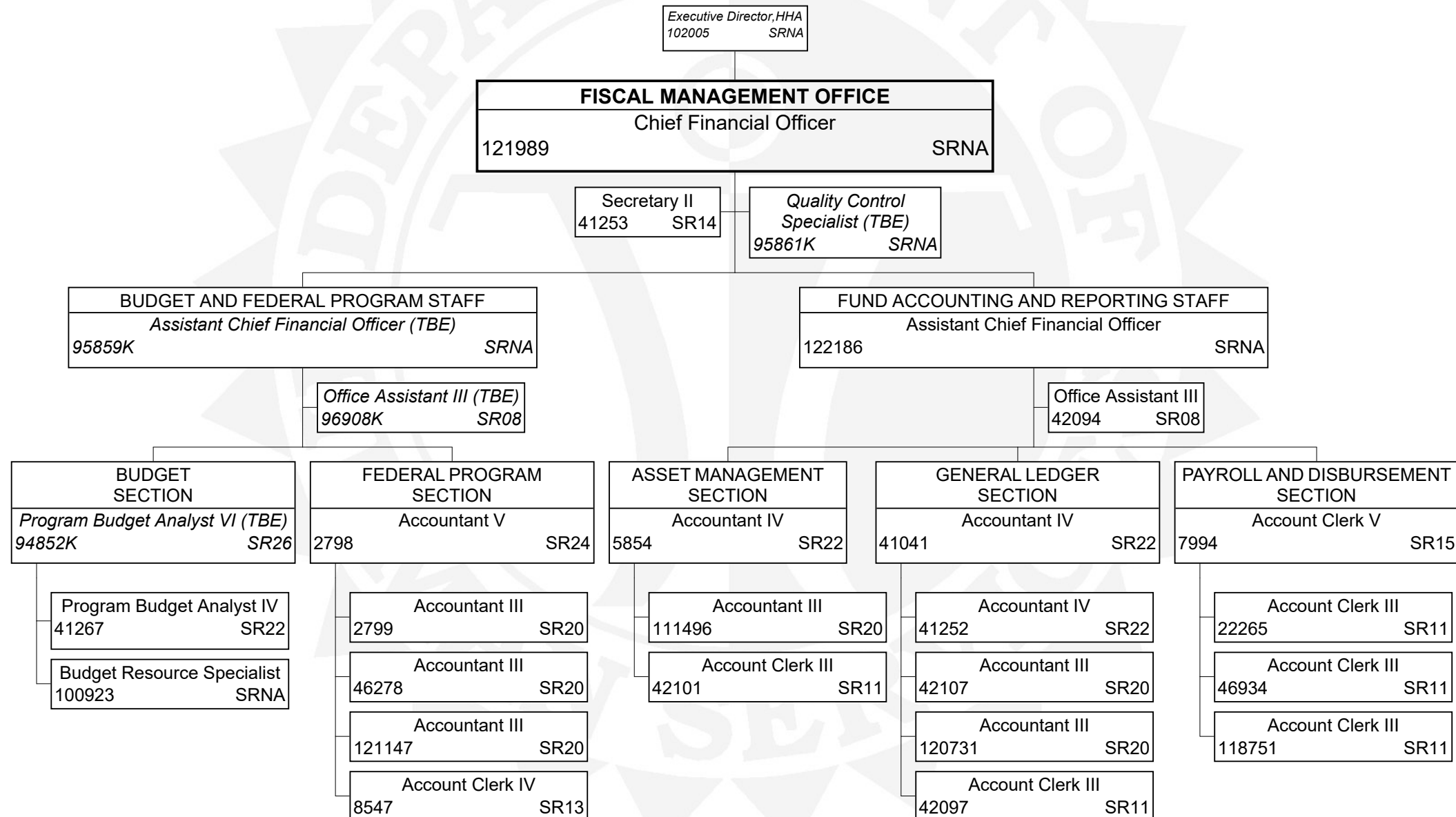
STATE OF HAWAII
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 (Administratively Attached Agency)
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 STAFF OFFICES

POSITION ORGANIZATION CHART
 JUNE 30, 2021



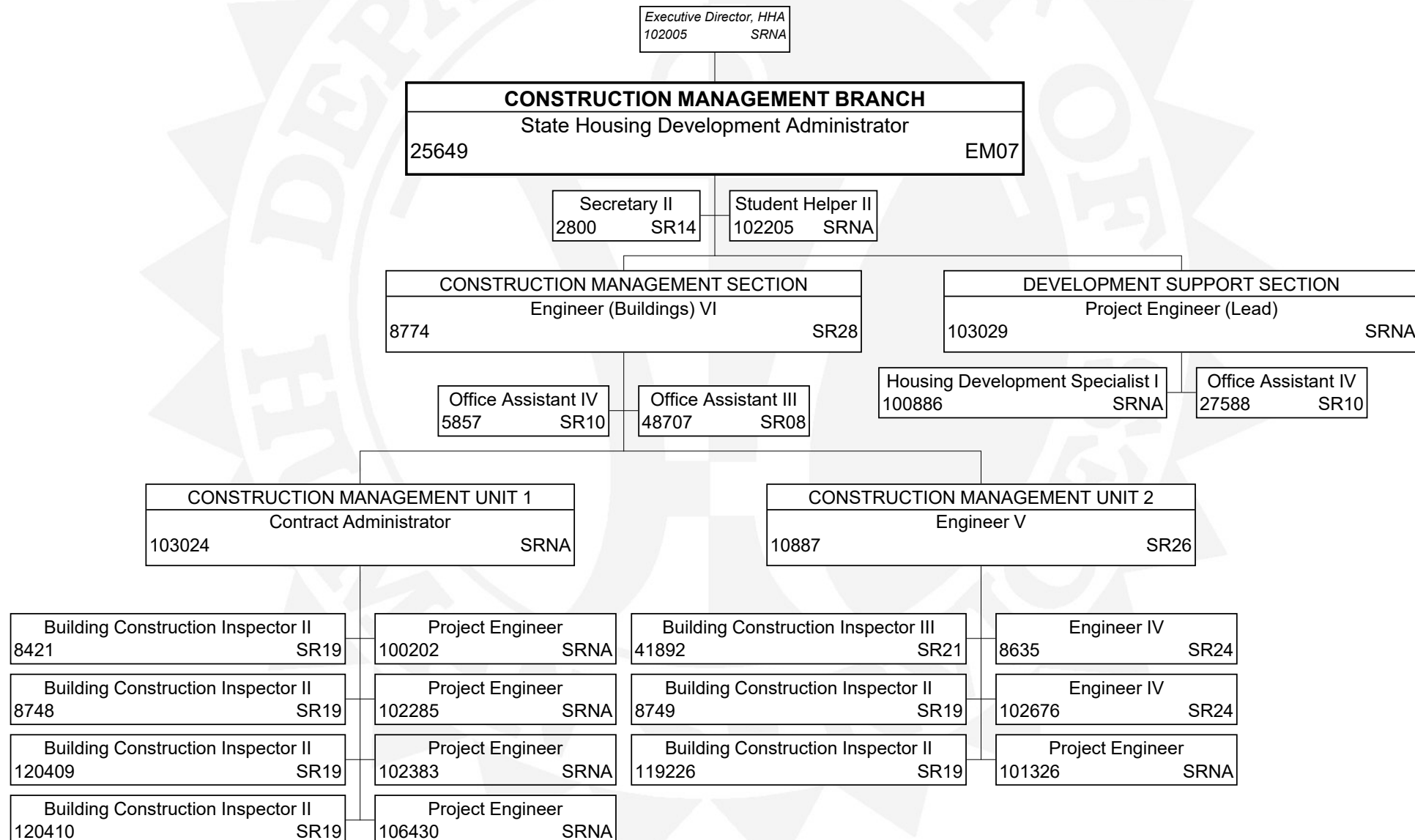
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POSITION ORGANIZATION CHART
 JUNE 30, 2021



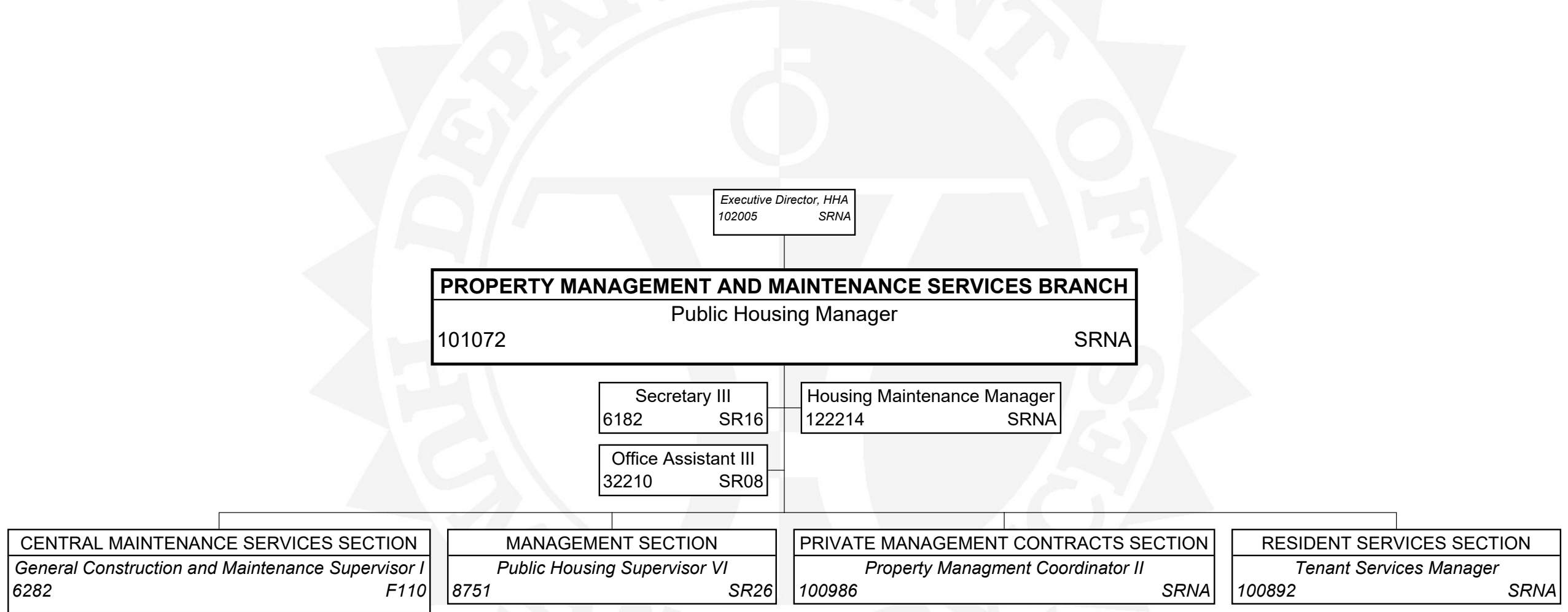
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 CONSTRUCTION MANAGEMENT BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2021



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, 2021

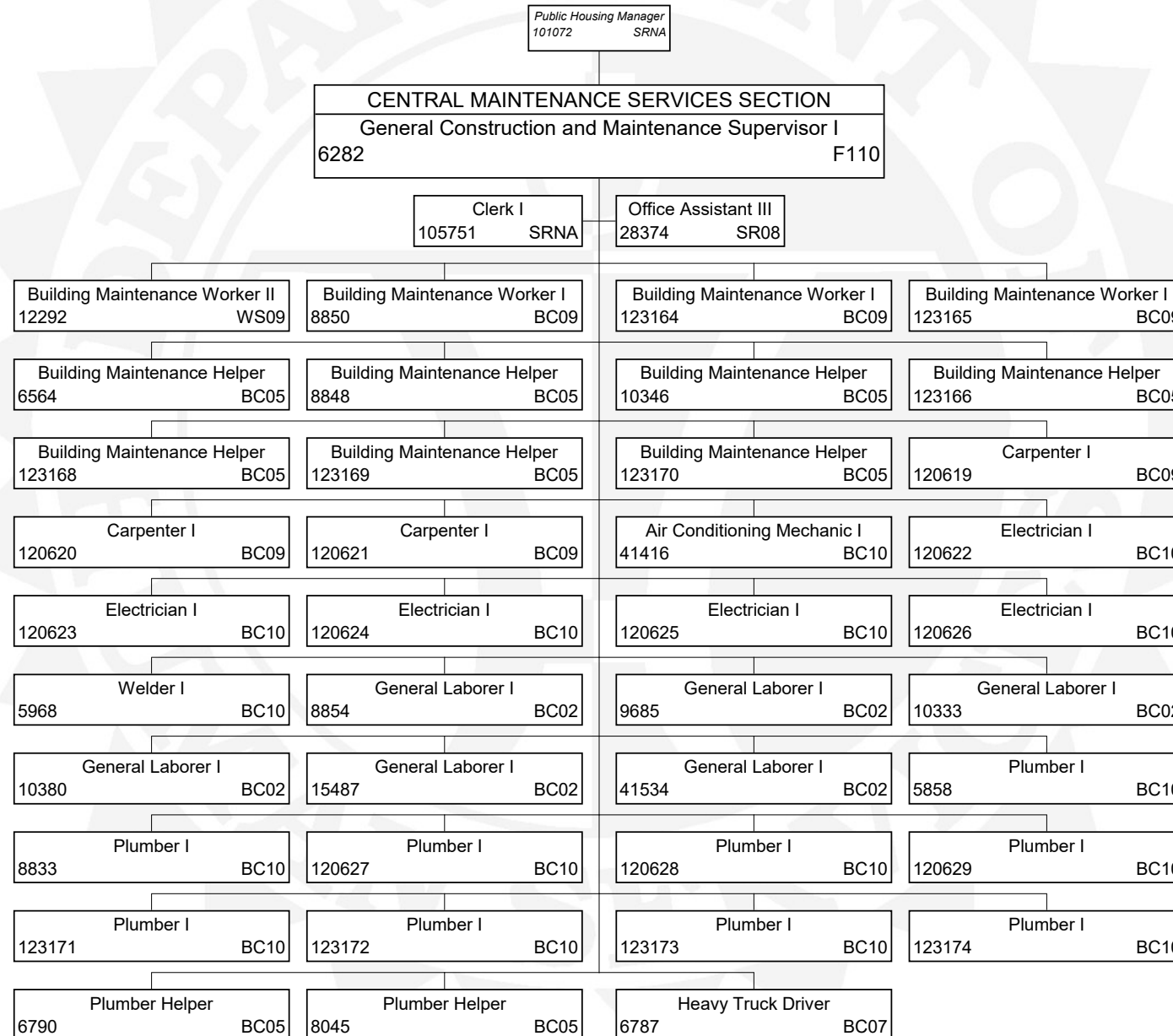


CENTRAL MAINTENANCE SERVICES SECTION
<i>General Construction and Maintenance Supervisor I</i> 6282 F110

MANAGEMENT SECTION
<i>Public Housing Supervisor VI</i> 8751 SR26

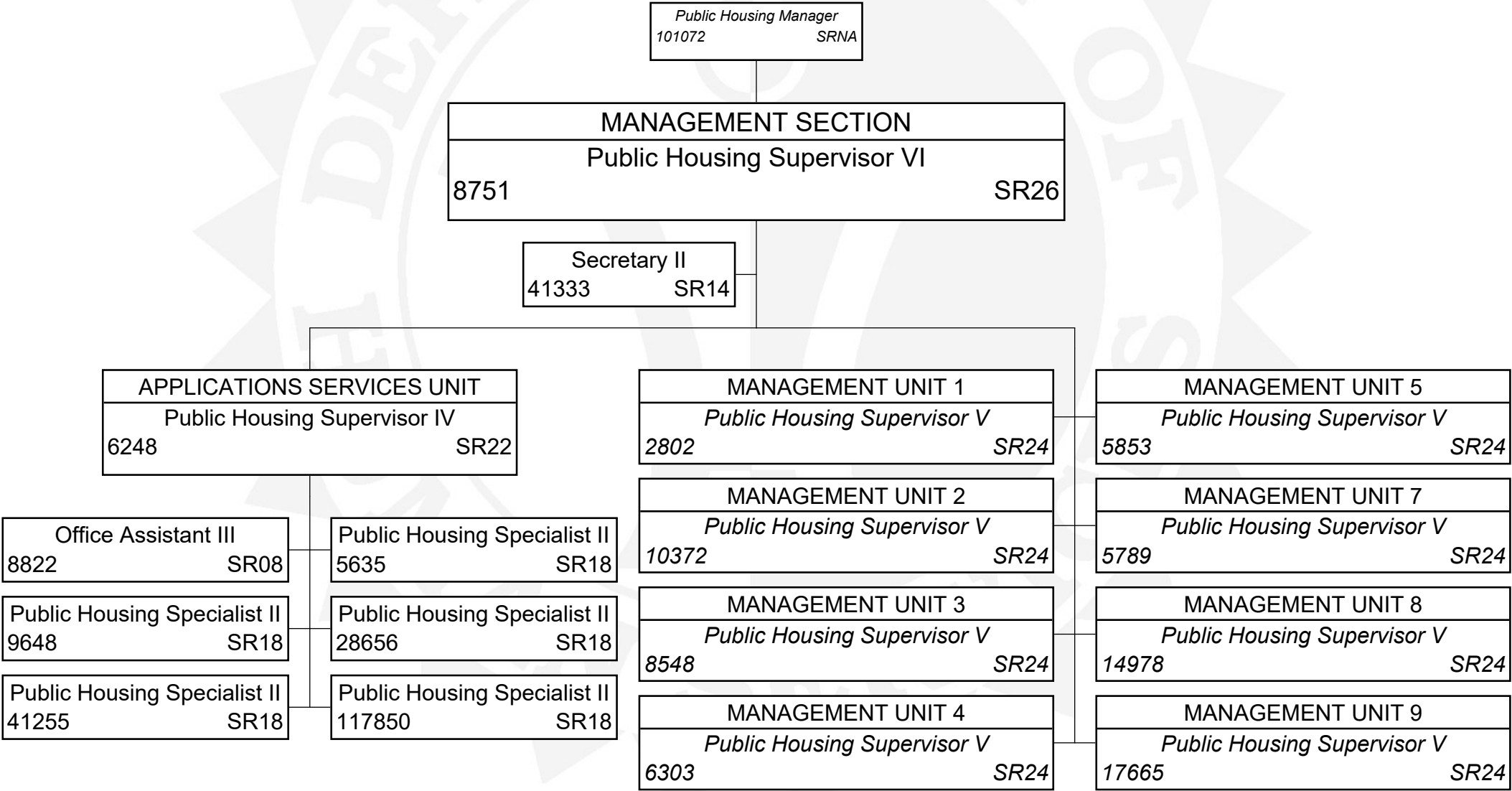
PRIVATE MANAGEMENT CONTRACTS SECTION
<i>Property Management Coordinator II</i> 100986 SRNA

RESIDENT SERVICES SECTION
<i>Tenant Services Manager</i> 100892 SRNA



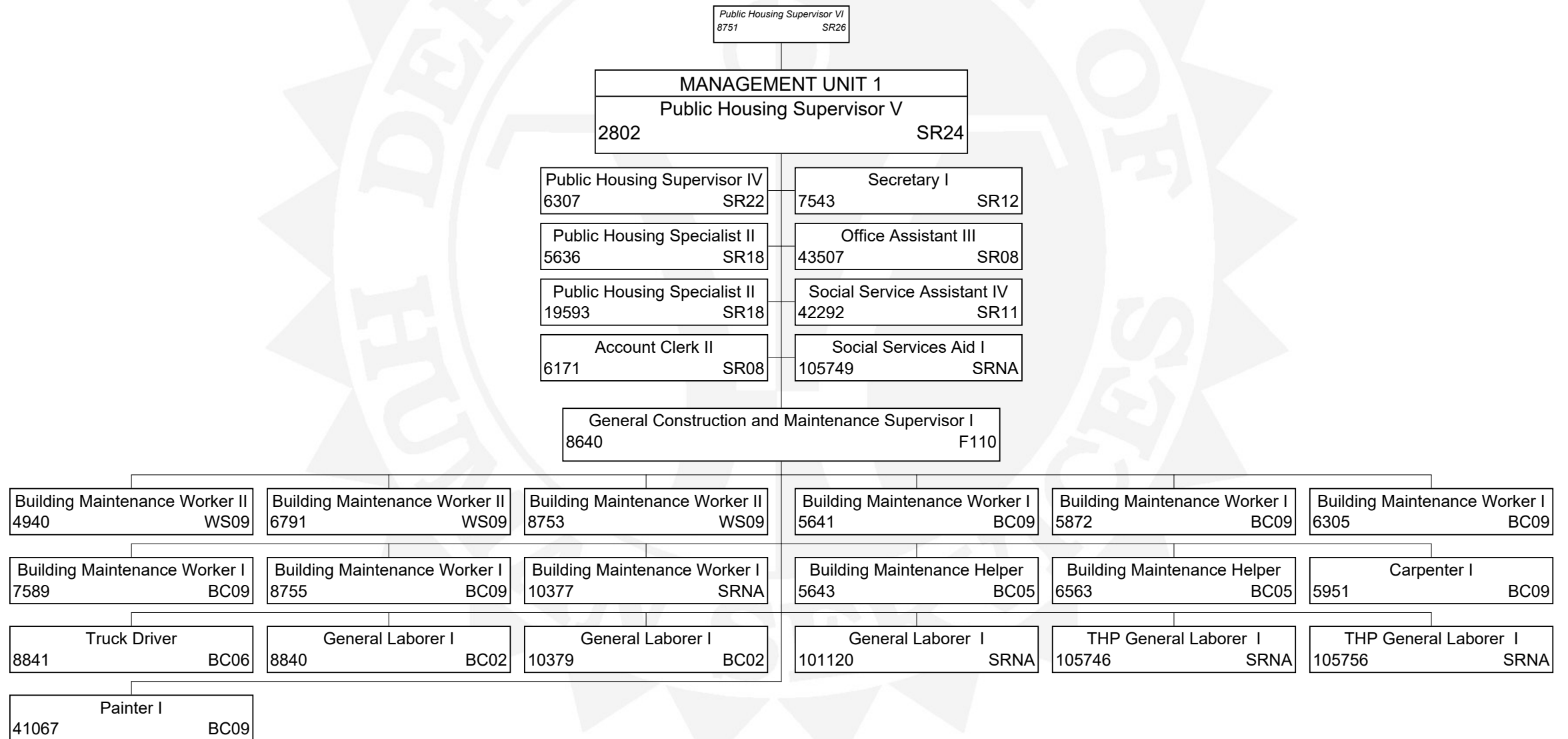
STATE OF HAWAII
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(Administratively Attached Agency)
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 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
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 JUNE 30, 2021



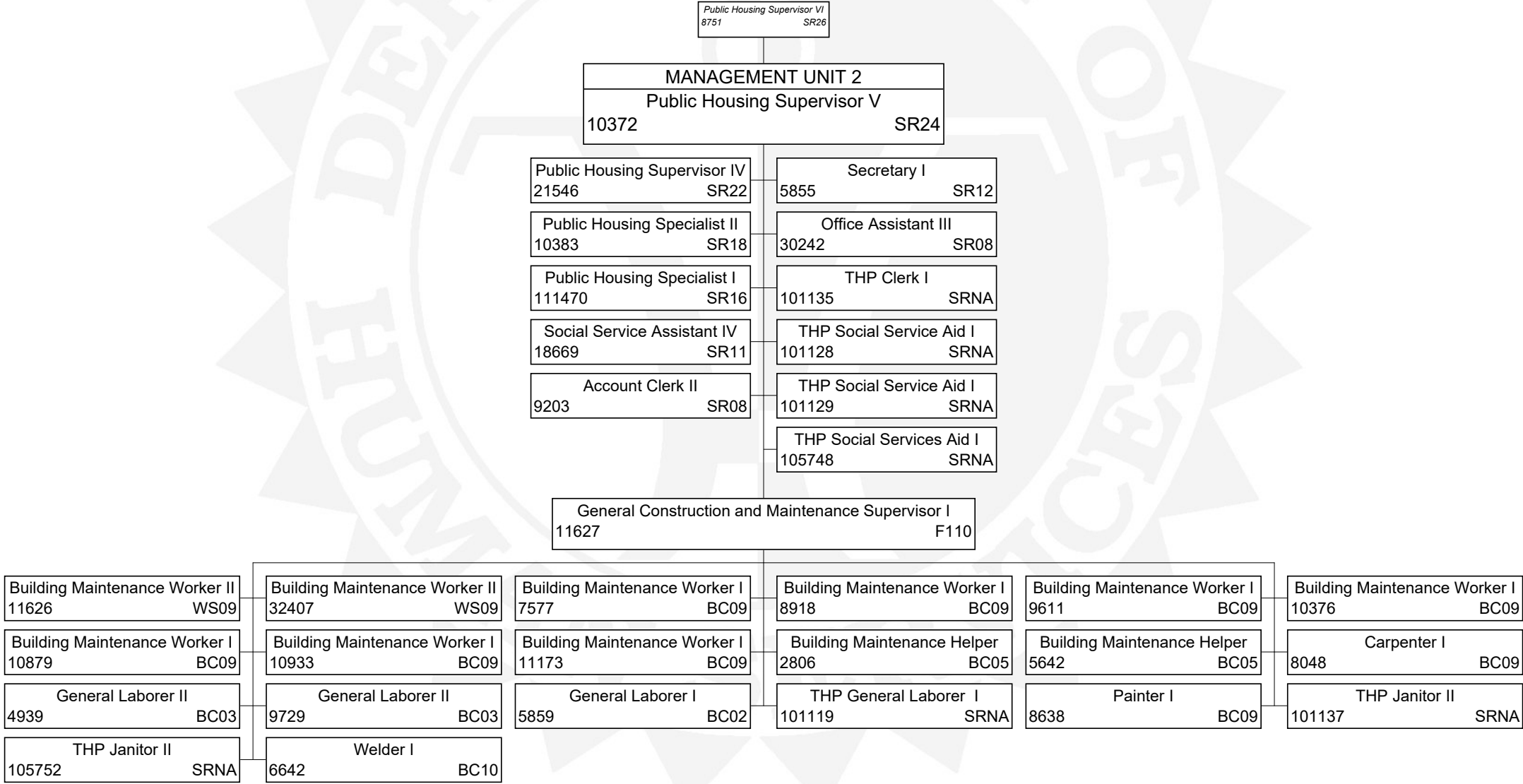
STATE OF HAWAII
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 HAWAII PUBLIC HOUSING AUTHORITY
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 MANAGEMENT SECTION
 MANAGEMENT UNIT 1

POSITION ORGANIZATION CHART
 JUNE 30, 2021



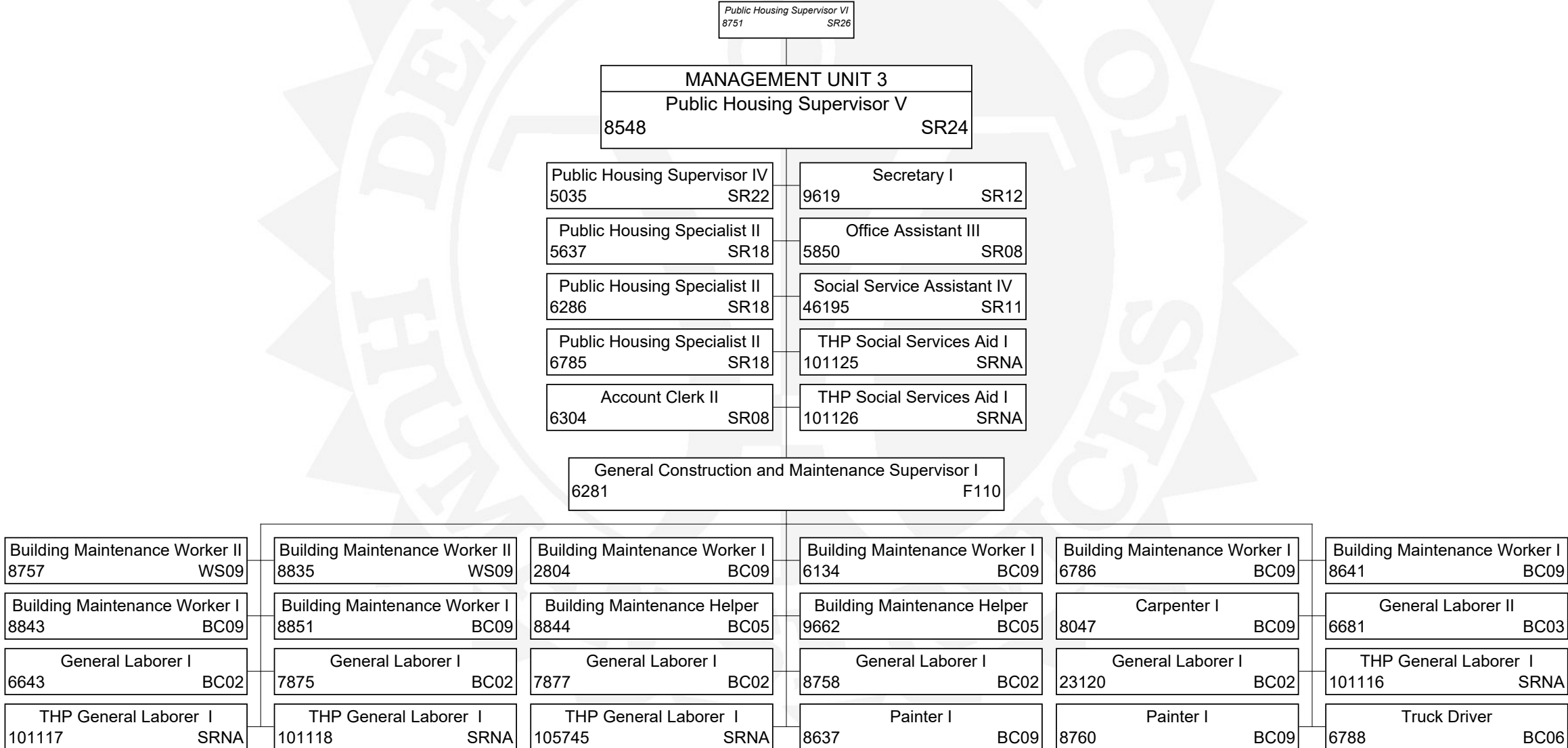
STATE OF HAWAII
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(Administratively Attached Agency)
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 MANAGEMENT SECTION
 MANAGEMENT UNIT 2

POSITION ORGANIZATION CHART
 JUNE 30, 2021



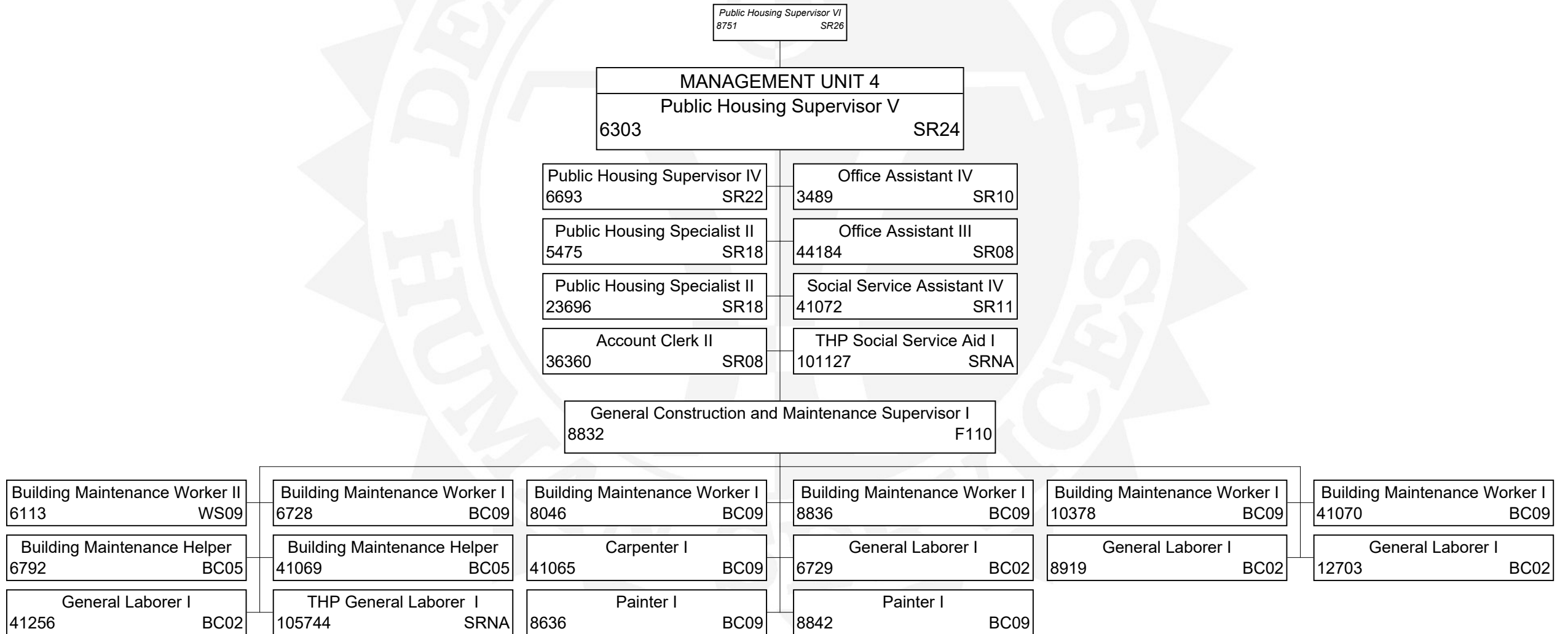
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 MANAGEMENT SECTION
 MANAGEMENT UNIT 3

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 JUNE 30, 2021



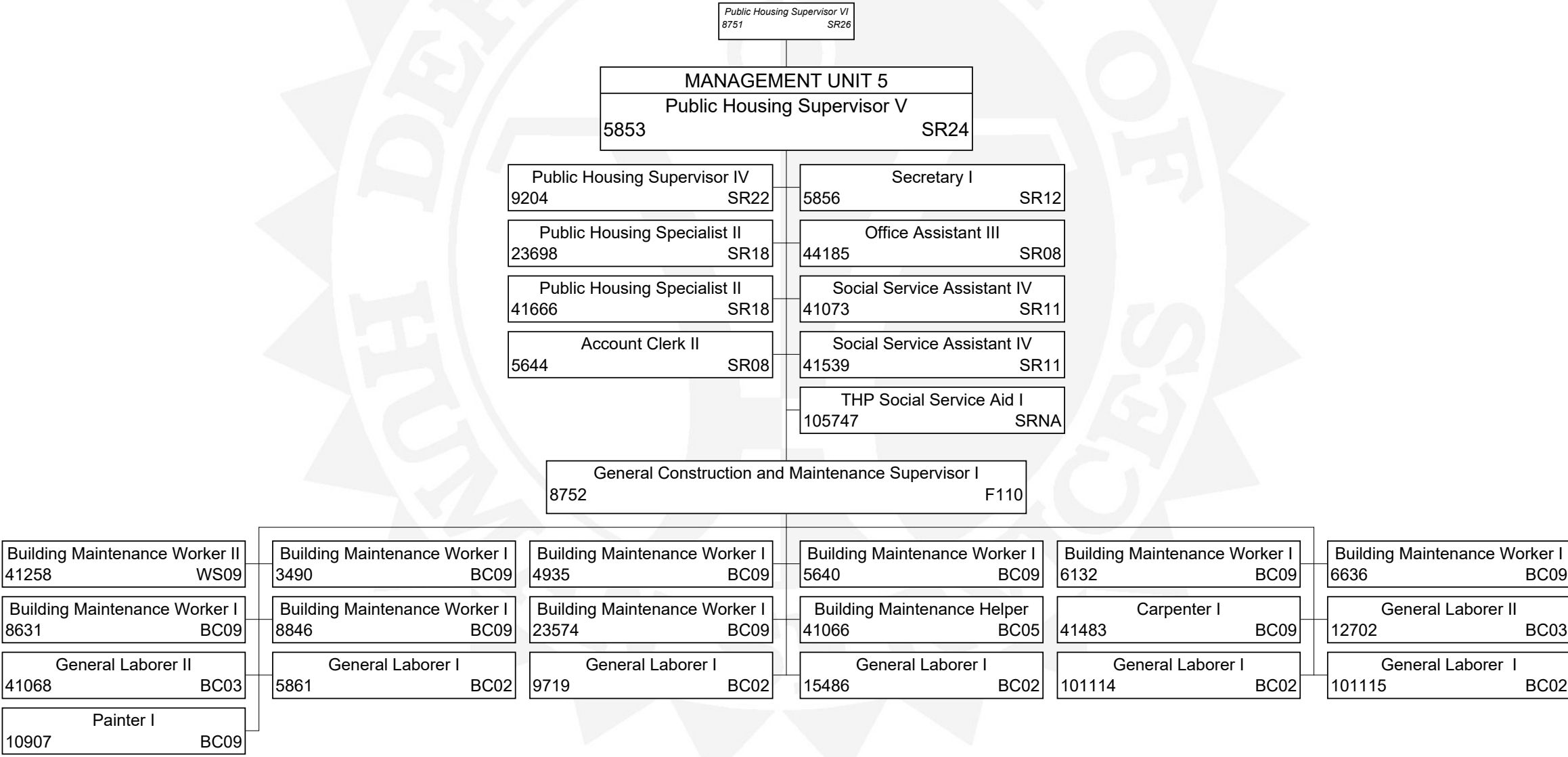
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 MANAGEMENT SECTION
 MANAGEMENT UNIT 4

POSITION ORGANIZATION CHART
 JUNE 30, 2021



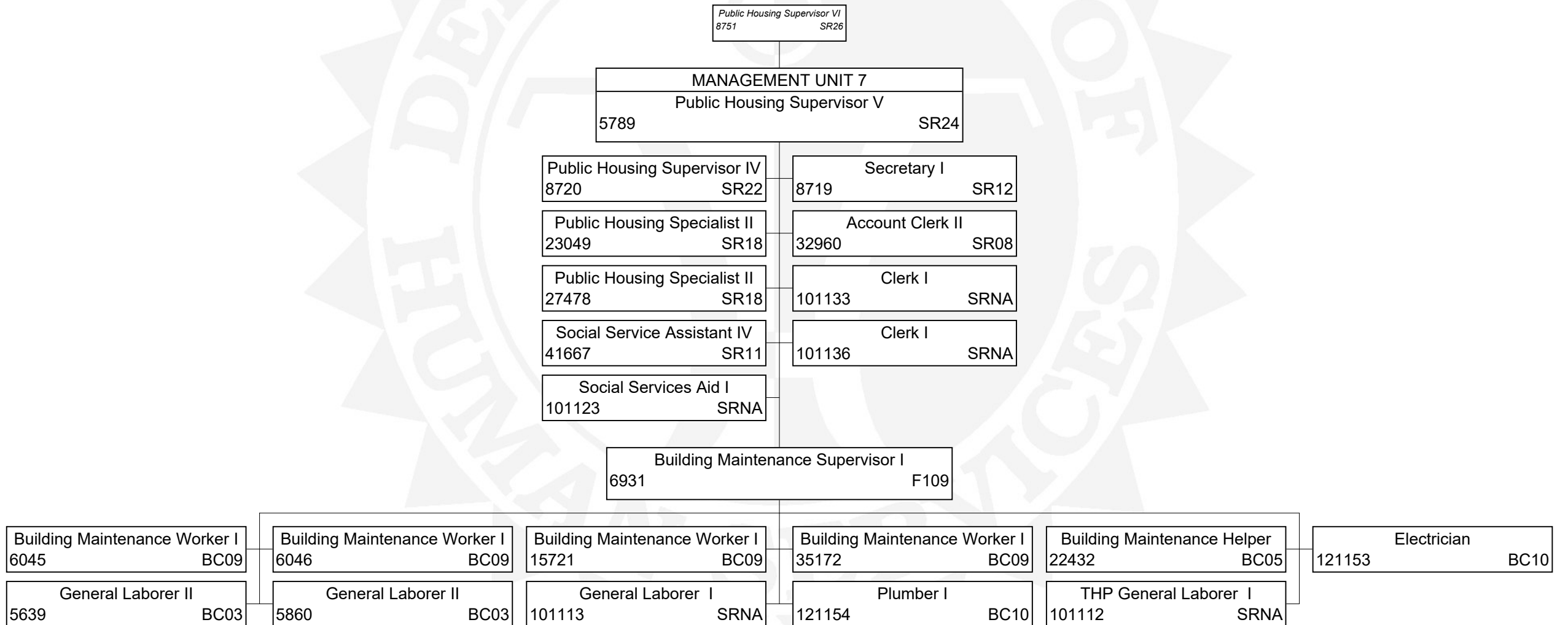
STATE OF HAWAII
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 MANAGEMENT SECTION
 MANAGEMENT UNIT 5

POSITION ORGANIZATION CHART
 JUNE 30, 2021



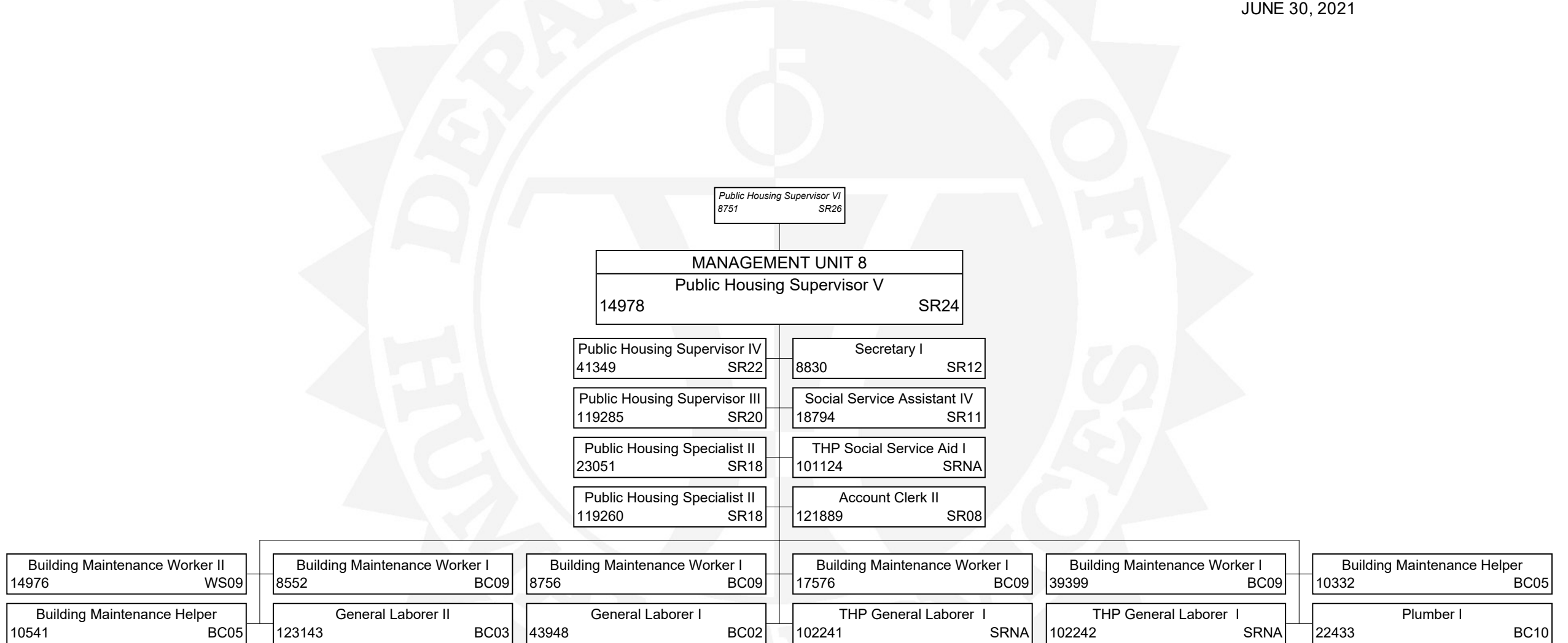
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(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
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 MANAGEMENT SECTION
 MANAGEMENT UNIT 7

POSITION ORGANIZATION CHART
 JUNE 30, 2021



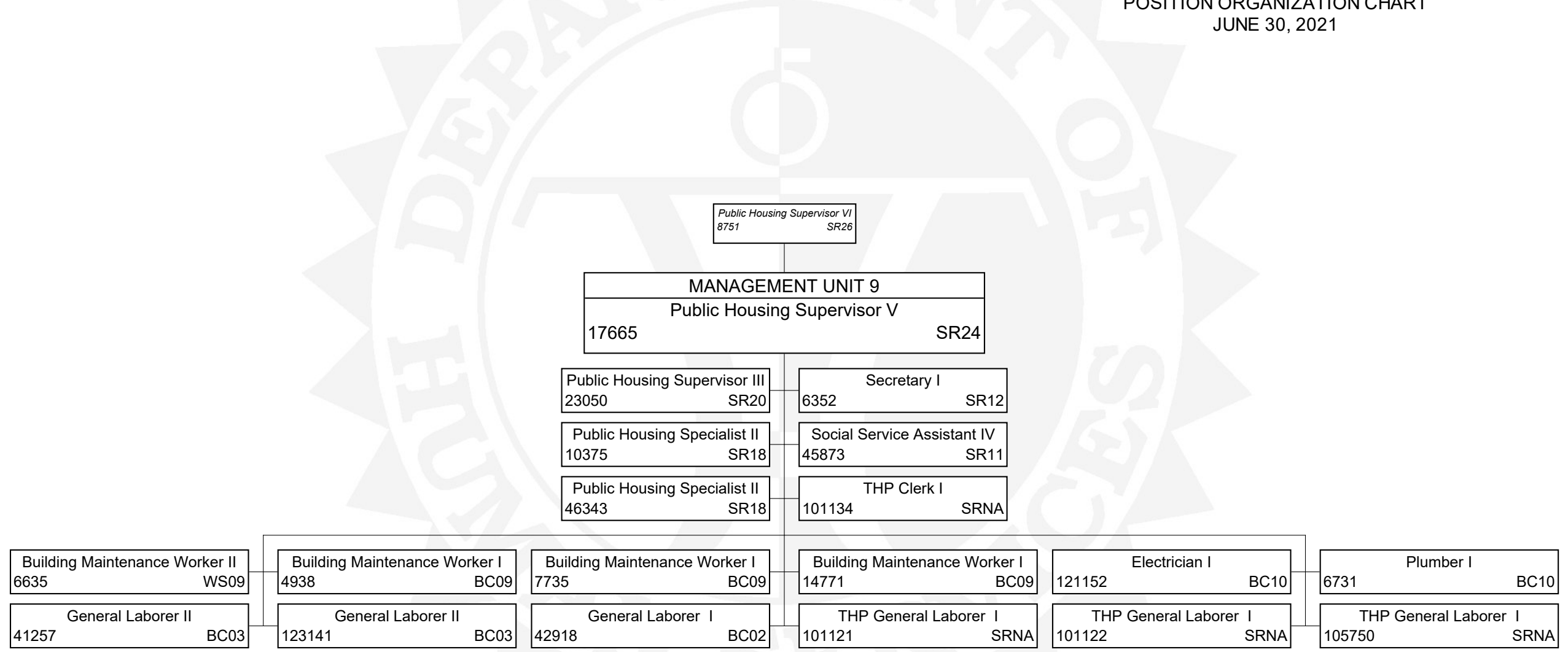
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 8

POSITION ORGANIZATION CHART
 JUNE 30, 2021



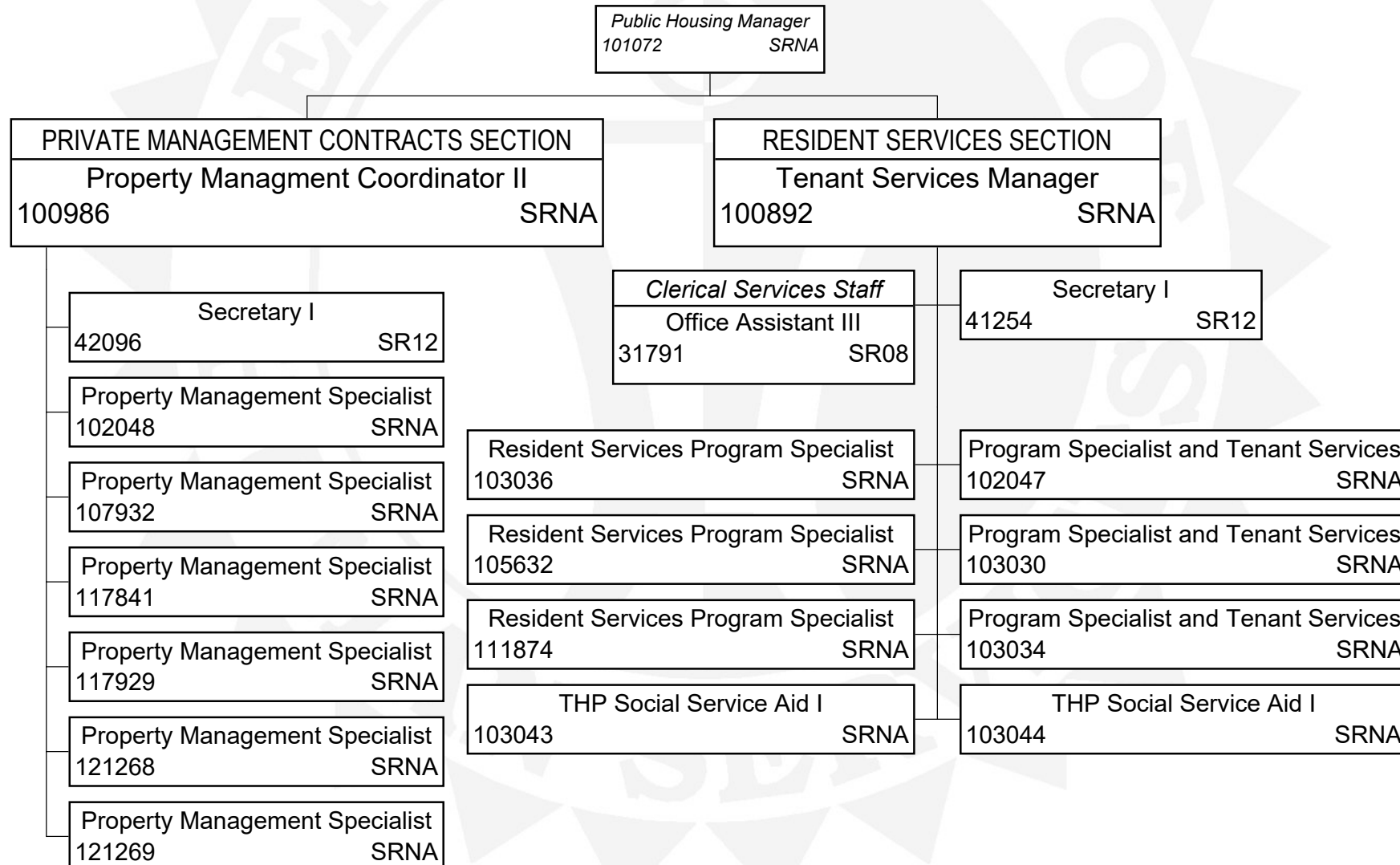
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 9

POSITION ORGANIZATION CHART
 JUNE 30, 2021



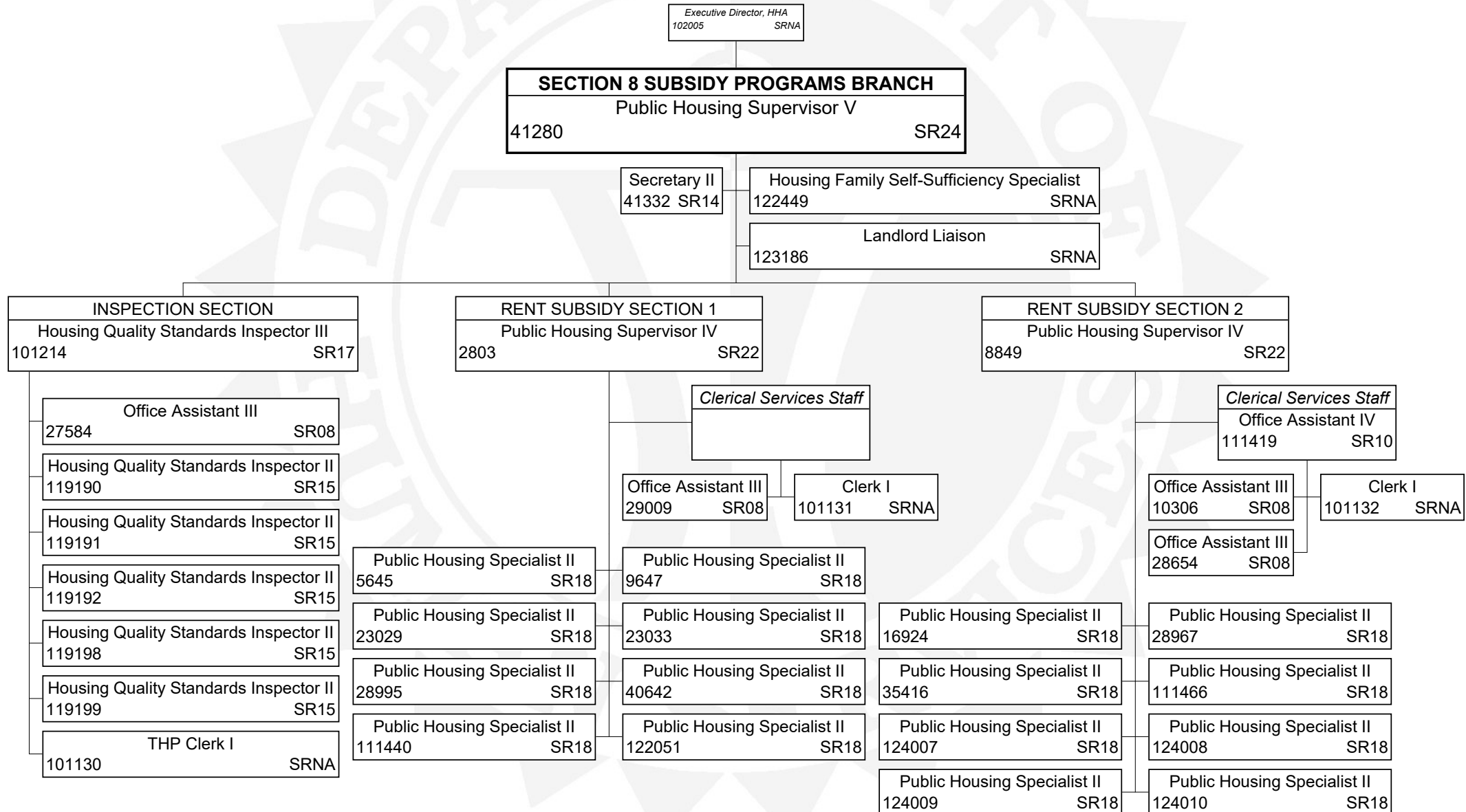
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 PRIVATE MANAGEMENT CONTRACTS SECTION
 RESIDENT SERVICES SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2021



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

POSITION ORGANIZATION CHART
 JUNE 30, 2021



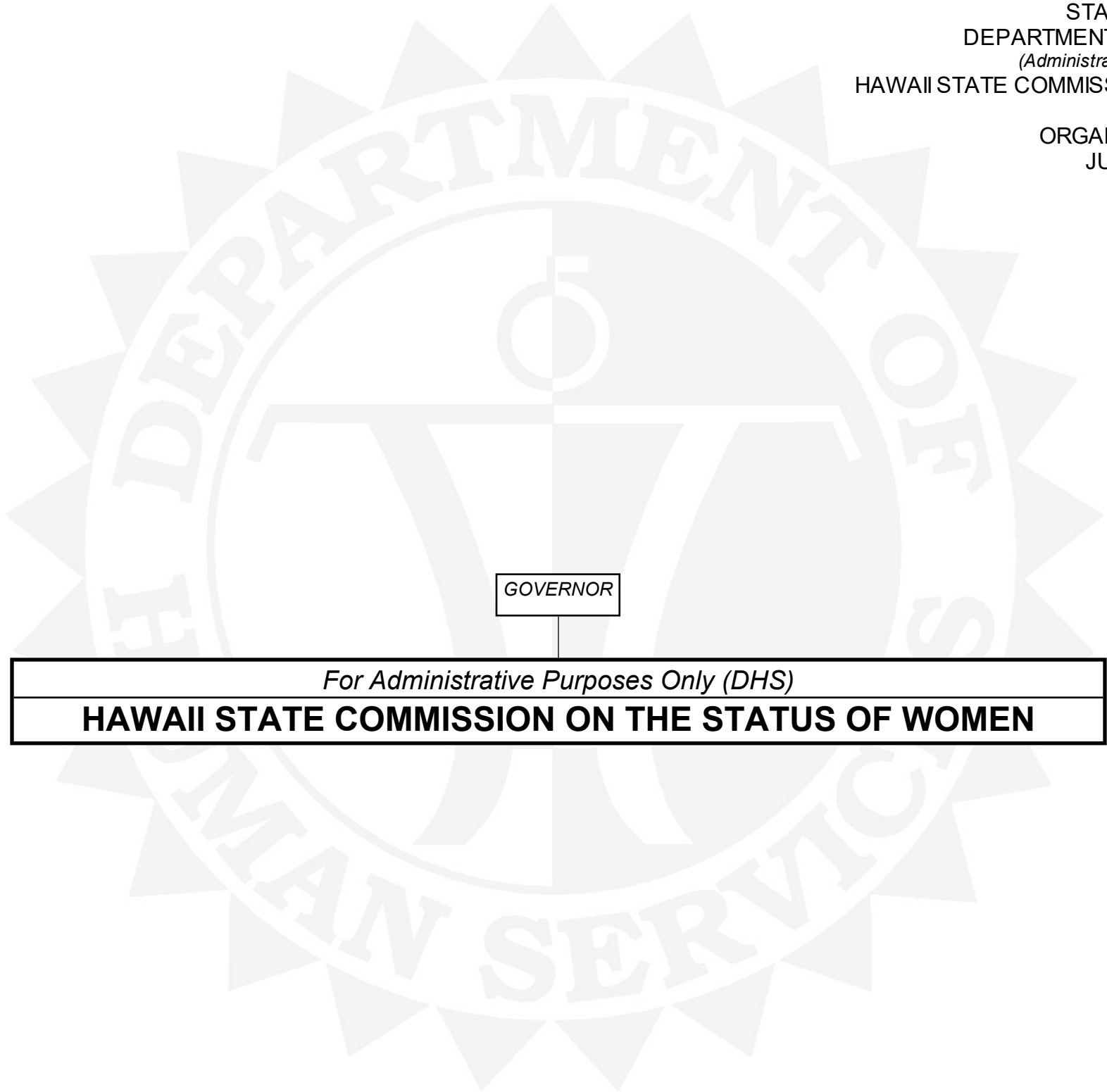
HAWAII STATE COMMISSION ON THE STATUS OF WOMEN

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:

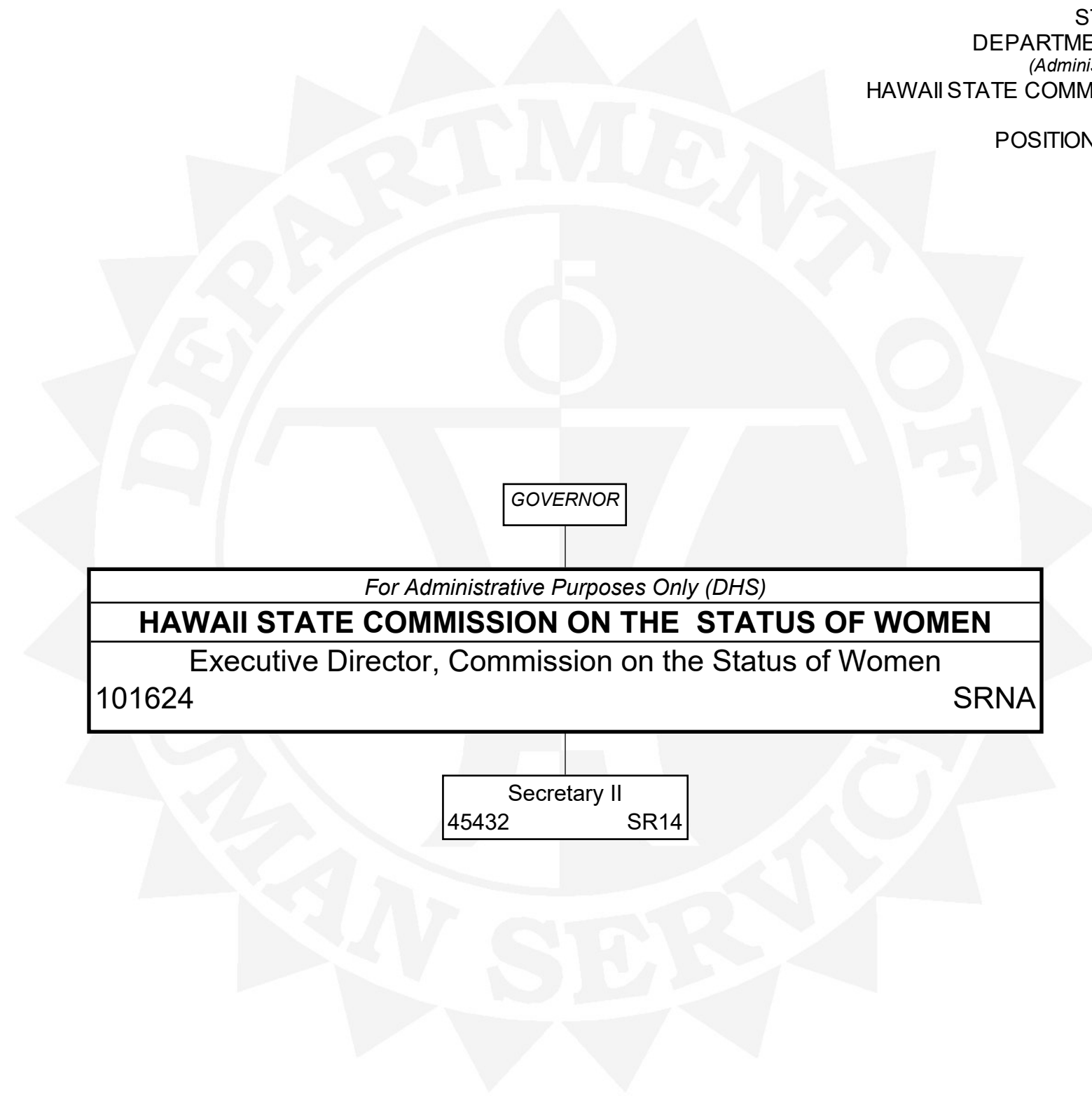
1. The agency is a strong advocate, dedicated to promoting community leadership and mobilization. Provides for the overall administration and management of all functions and activities related to the operation of the Hawaii State Commission on the Status of Women.
2. Implements programs to meet Commission-wide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

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

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.

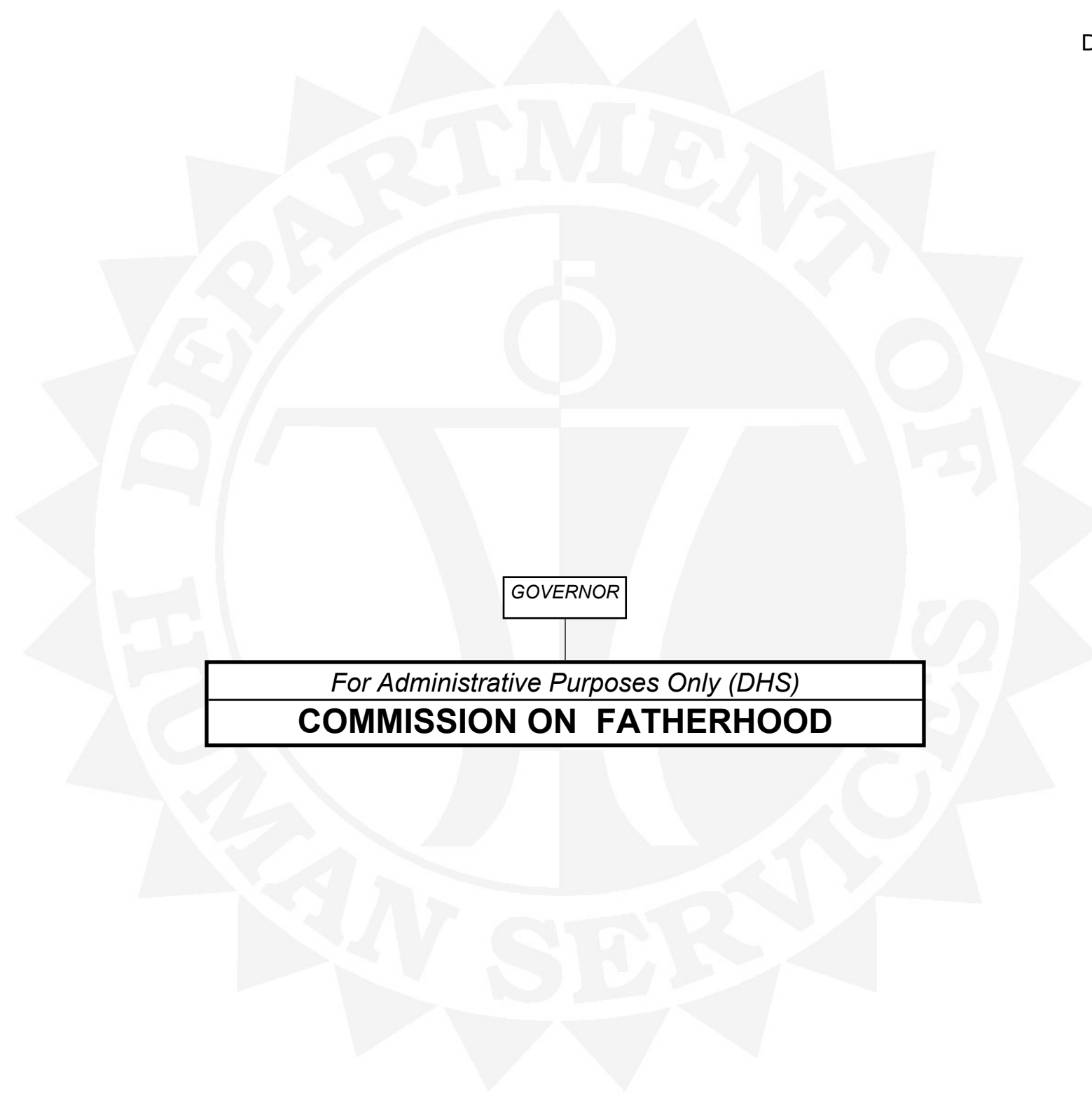
Additionally; the Commission on Fatherhood shall:

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, 2021



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.

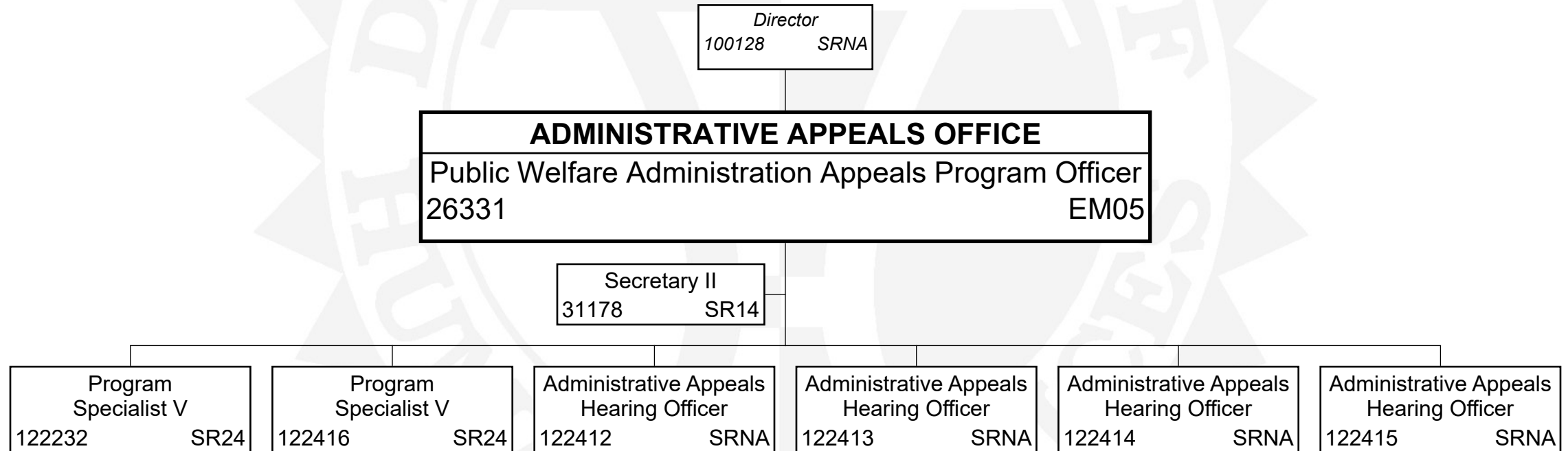
SECRETARY/CLERICAL SERVICES

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:

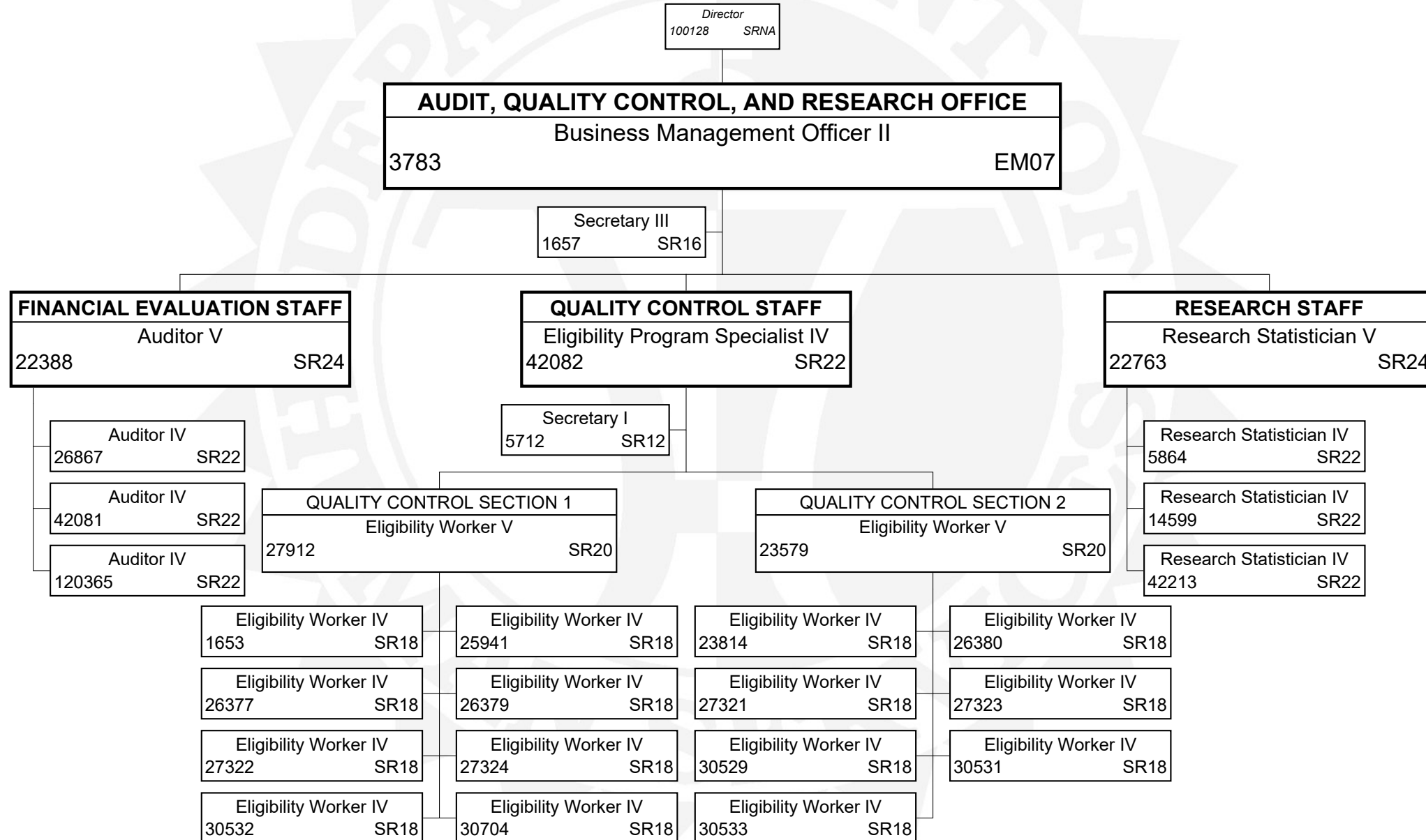
1. Conduct case record reviews.
2. Accomplish full-field investigations for all sampled cases drawn from statewide universe.
3. Conduct full verification and documentation of facts to establish eligibility and benefit payment status of recipients in the Medicaid and Supplemental Nutrition Assistance 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.

POSITION ORGANIZATION CHART
 JUNE 30, 2021



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.

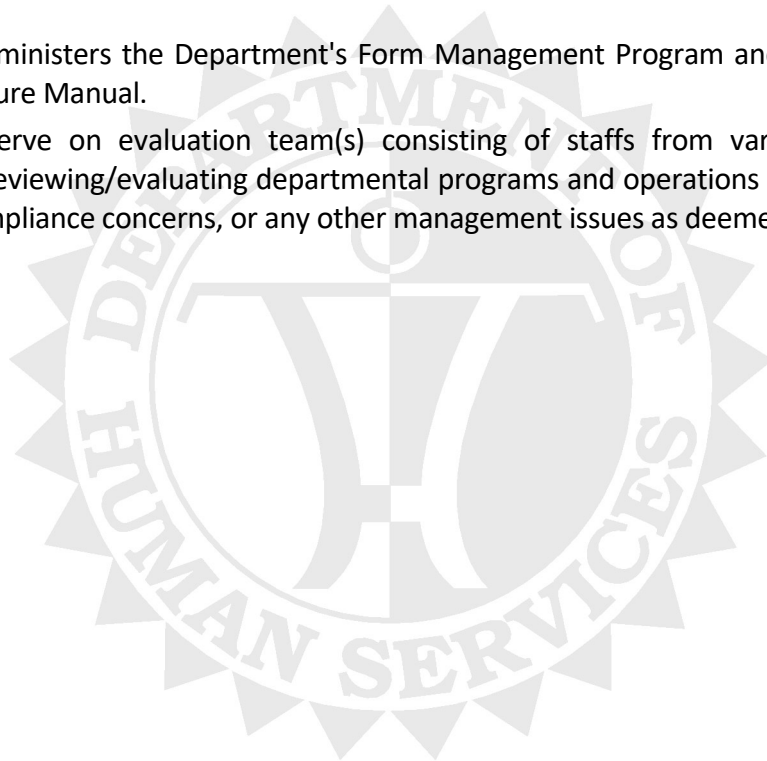
The PME Staff plans, directs, conducts, develops, and coordinates the proposals for changes to the organization's structure and functions; and management evaluations in methods and procedures for the administration and management of programs and participates in its implementation.

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).

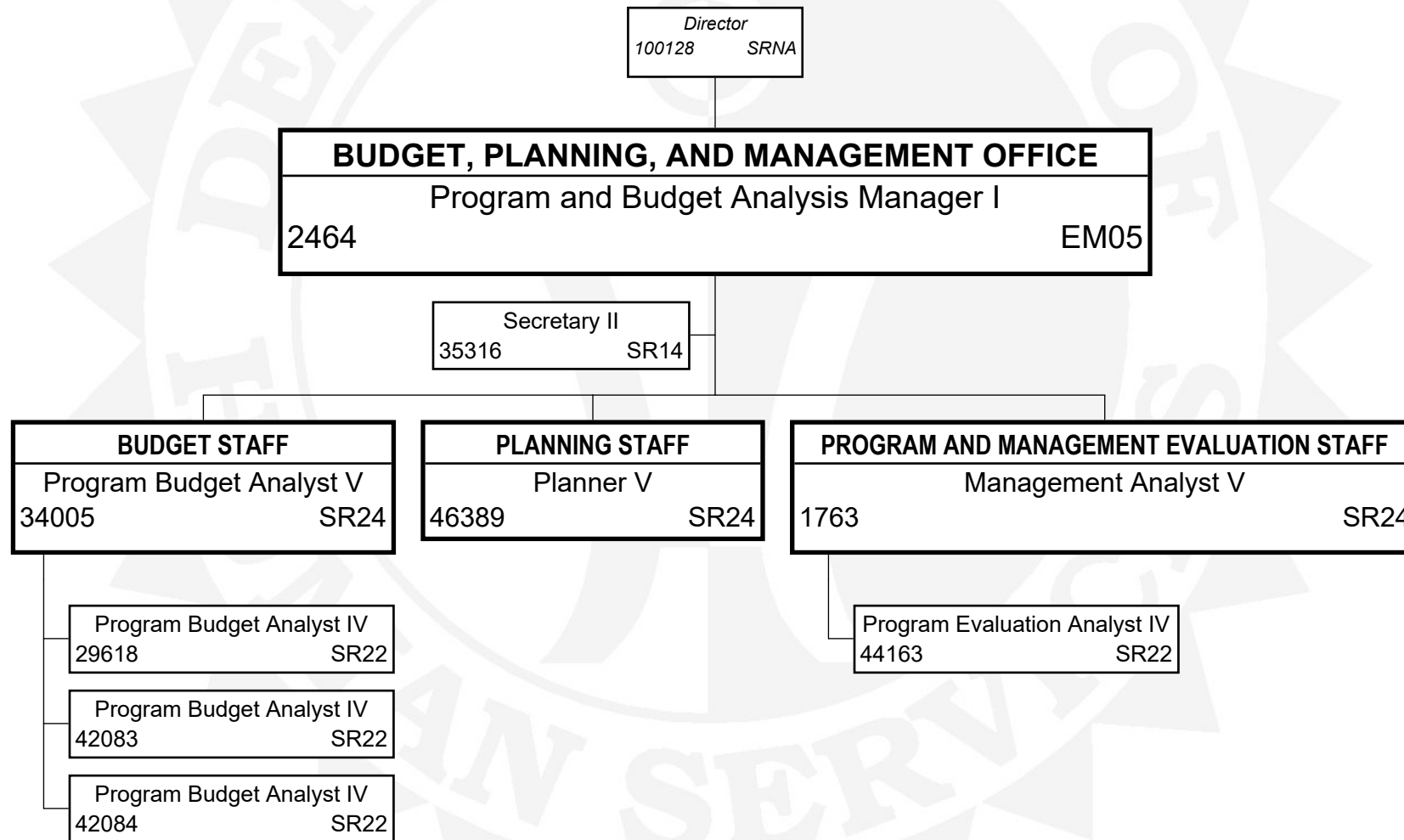
The PME Staff administers the Department's Form Management Program and the Department's Policy and Procedure Manual.

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.



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BUDGET, PLANNING, AND MANAGEMENT OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2021



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 claim(s) 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

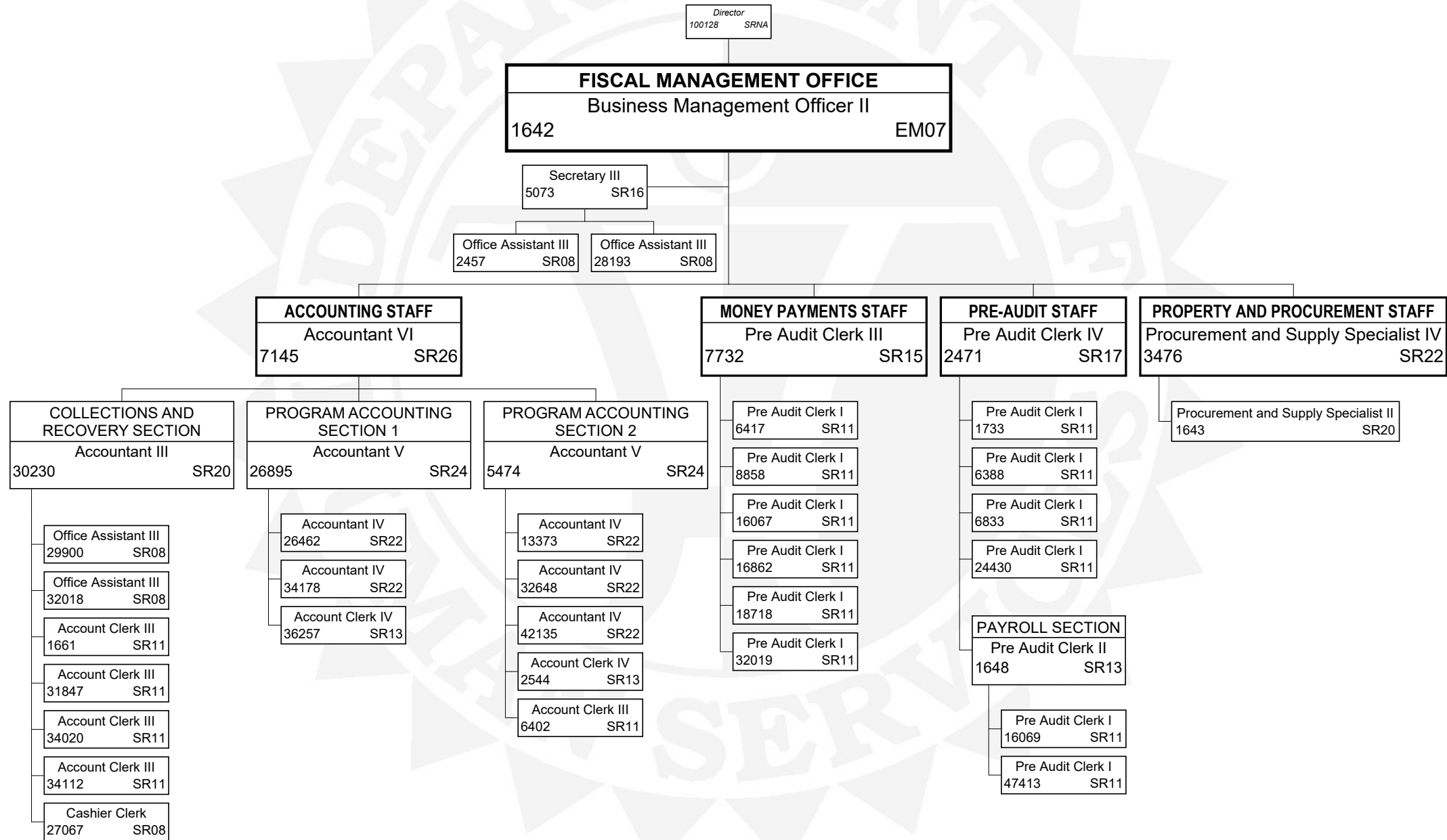
The Payroll Section pre-audits and processes payroll encumbrances and payroll claims for the department. It provides technical advice, training, and assistance to departmental management and personnel on matters relating to payroll; certifies all payroll claims for the department, maintains centralized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

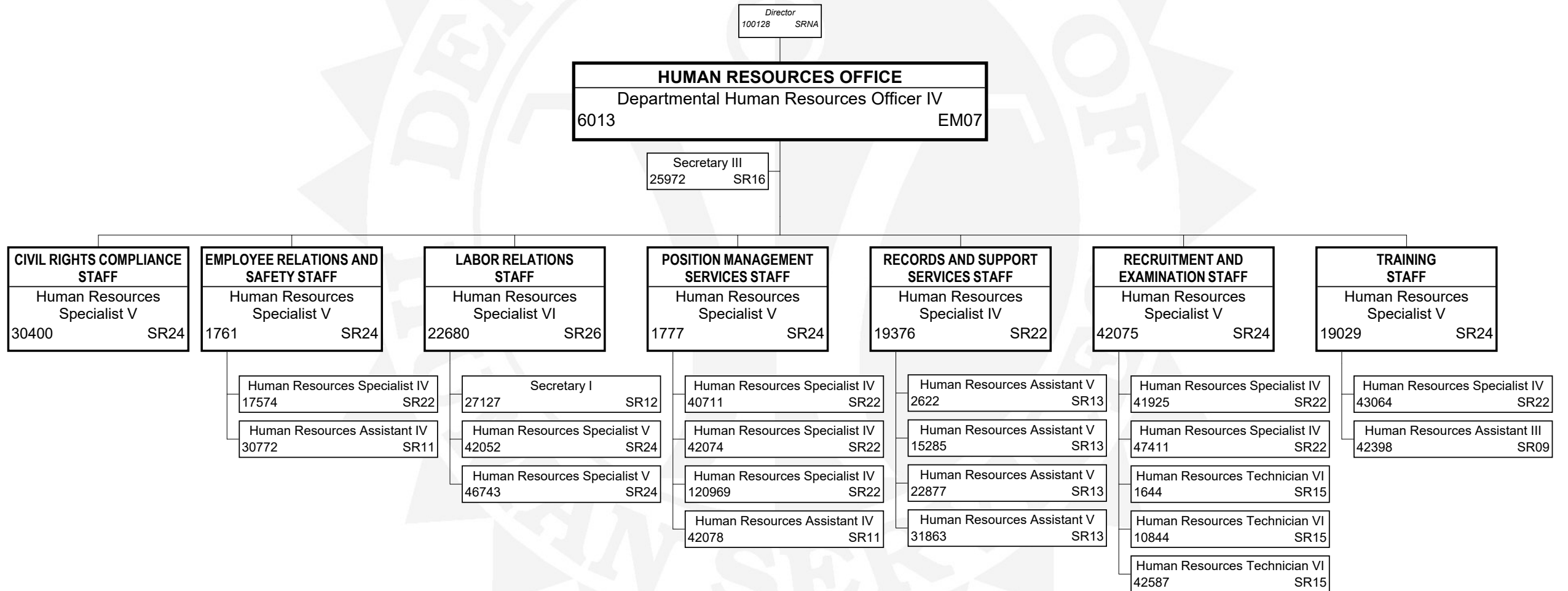
TRAINING STAFF

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, 2021



OFFICE OF INFORMATION TECHNOLOGY

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

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

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

PROJECT MANAGEMENT AND PLANNING STAFF

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

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

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

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

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

Office Support Services Section

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

Project Support Section

The Project Support Section develops, implements, and maintains the contracts; assists in the evaluation and selection of technical products and project productivity aids for the ADMS and user project managers; provides technical and project expertise and monitors the progress of the assigned departmental and divisional IT projects; compiles information for federal cost

allocations; purchases mainframe, mini- and micro- computer supplies; and coordinates user agencies in the preparation of Project Valuation Assessments (PVA) to consolidate into the department's Distributed Information Processing and Information Resource Management Plan (DIPIRM).

APPLICATIONS DEVELOPMENT AND MAINTENANCE STAFF

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

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

Computer Programming Section

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

Systems Analysis and Design Sections 1 and 2

Performs system analysis and design functions in the development of new system requirements definition or enhances existing 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.

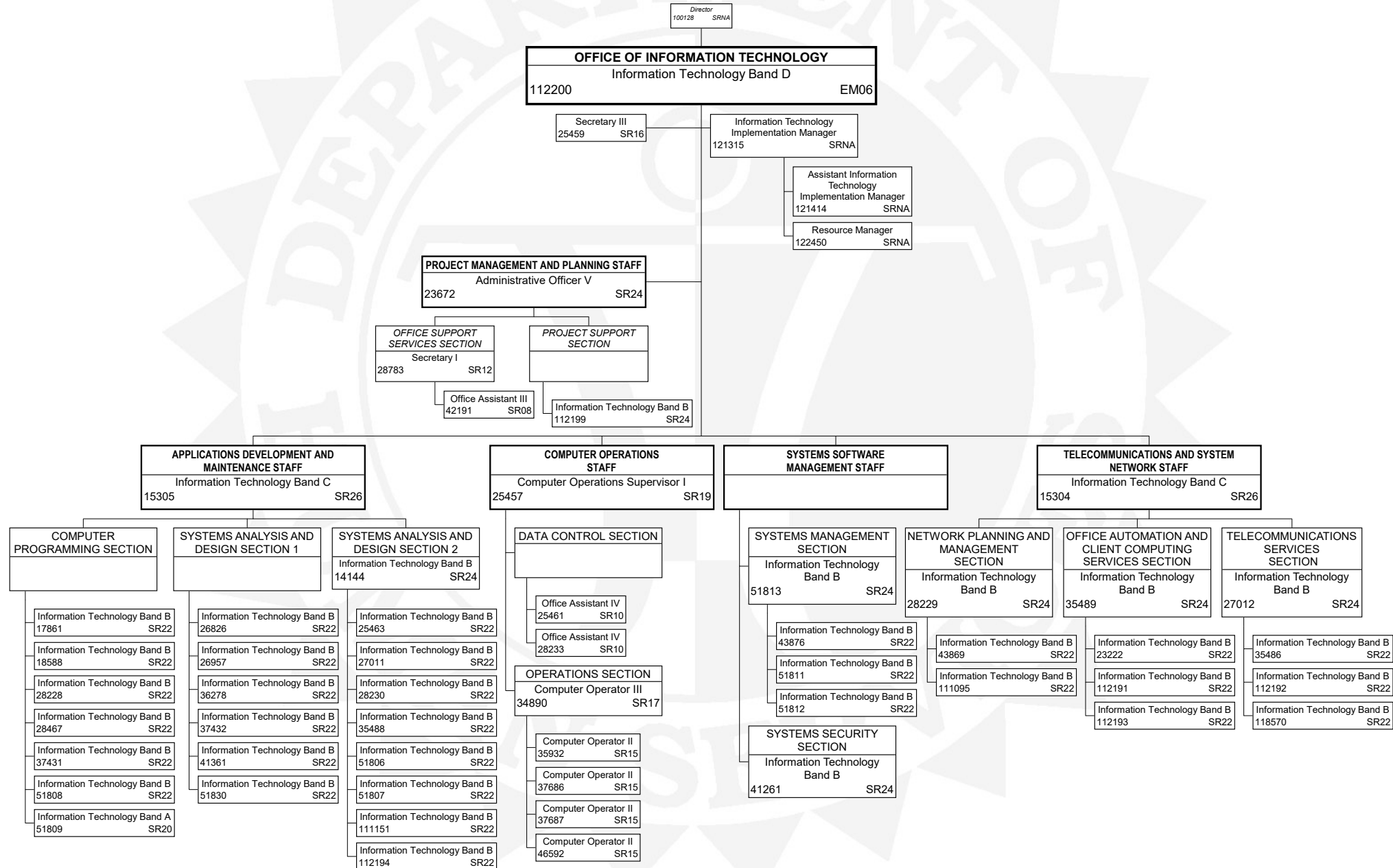
Office Automation and Client Computing Services Section

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 ensure that work performance standards are met, and recommends changes to improve operations among units.

CHILD-CARE REGULATION PROGRAM OFFICE

Under the general direction of the division administration, the Child-Care Regulation Program Office provides policy and administrative direction in the development and implementation of child-care regulations and enforcement, health and safety monitoring, and quality initiative programs.

1. Develops statewide program objectives, indicators of planned activity, measurements of effectiveness for the child-care regulation programs, and formulates policies and procedures to implement program objectives.
2. Establishes and prioritizes program goals and objectives and plans, initiates, promotes, facilitates, directs, and evaluates the statewide implementation of these programs.
3. Develops state and federal plans in conformance to state regulatory requirements and federal law.
4. 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.
5. Prepares legislative bills, testimonies and reports, reviews and analyzes proposed legislation (federal and state), recommends appropriate action, 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. Assists with the development 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 families and early childhood education services.
14. Provides overall direction to determine the computer requirements for the child-care regulation and quality initiative programs to meet the program requirements for monitoring of licensed, registered, and legally exempt providers, public access to regulatory information, management of information data, electronic interfaces with other agencies or programs, and new programs and provides assistance in developing system requirements.
15. Assists staff in defending department's decision when the department's decision to suspend or revoke a license or registration or to temporarily or permanently exclude an individual from child-care is appealed to the department's administrative appeals office.
16. Receives complaints and inquiries from the public, community agencies, legislative staff and develops responses or takes appropriate action.
17. Maintains contacts with the Department of the Attorney General concerning litigation against the child-care regulatory programs or legal enforcement actions, prepares interrogatories, and testifies in depositions and in court hearings.
18. Reviews administrative hearing reports for administrative appeal hearings, assists line staff at administrative hearings, and reviews hearing officer's decision for further action or guidance needed.
19. Coordinates with other offices, including fiscal and audit entities, for any state or federal audits, compliance monitoring visits, or reviews of the child-care regulation and quality initiative programs.

CHILD-CARE REGULATION PROGRAM OFFICE (Cont'd)

20. Assists the Staff Development Office in the development and evaluation of training curricula for line staff and contract staff.



CHILD-CARE SUBSIDY PROGRAM OFFICE

Under the general direction of the division administration, the Child-Care Program Office provides policy and administrative direction in the development and implementation of child-care and programs that include the At-Risk Child-Care, Transitional Child-Care, Child-Care Development Block Grant, and the Preschool Open Doors programs.

1. Develops statewide program objectives, indicators of planned activity, measurements of effectiveness for the child-care subsidy programs, and formulates policies and procedures to implement program objectives.
2. Establishes and prioritizes program goals and objectives and plans, initiates, promotes, facilitates, directs, and evaluates the statewide implementation of these programs.
3. Develops state and federal plans in conformance to state regulatory requirements and federal law.
4. 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.
5. 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.
6. Prepares legislative bills, testimonies, reviews and analyzes proposed legislation (federal and state), recommends appropriate action, and reports and attends hearings to provide information as requested by the division administrator.
7. Prepares annual program plans, program budgets, narrative justifications, expenditure plans, and variance reports on program expenditures and accomplishments.
8. Coordinates the preparation of reports and data collection to analyze/assess programs' accomplishments, effectiveness, and efficiency.
9. Drafts and executes agreements and contracts with public and private agencies in order to purchase a needed or complementary service.
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. Provides overall direction to determine the computer requirements for the child-care subsidy programs to meet the program requirements for timely payments, management information data, electronic interfaces with other agencies or programs, new programs, and provides assistance in developing system requirements.
14. 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.
15. 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.
16. Receives complaints and inquiries from the public, community agencies, legislative staff and develops responses or takes appropriate action.
17. Maintains contacts with the Department of the Attorney General concerning litigation against the child-care subsidy programs or legal enforcement actions, prepares interrogatories, and testifies in depositions and in court hearings.
18. Reviews administrative hearing reports for administrative appeal hearings, assists line staff at administrative hearings, and reviews hearing officer's decision for further action or guidance needed.
19. Coordinates with other offices, including fiscal and audit entities, for any state or federal audits, compliance monitoring visits, or reviews of the child-care subsidy programs.
20. Assists the Staff Development Office in the development and evaluation of training curricula for line staff and contract staff.

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 Refugee Assistance program, Repatriation Program, and Low-Income Home Energy Assistance Program and Social Security Administration in the administration of the State Supplemental Security Income program.
6. Prepares annual program plans, biennial program budgets, supplemental budgets, prepares narrative justification, expenditure plan and variance reports on program expenditures and accomplishments; determines priorities and allocation of resources; and coordinates and reviews the multi-year program and financial plans.
7. Prepares testimonies and reports for submittal to the legislature, reviews and analyzes proposed legislation (federal and state), attends legislative hearings for the purpose of providing supplemental information as requested, and recommends appropriate action to the divisional administration.
8. Drafts and executes statewide agreements and contracts with key public and private agencies to bring complementary services to clients served by the financial assistance programs.
9. Prepares reports, statistics, and evaluations on the accomplishments of the financial assistance programs.
10. Coordinates the activities of the Income Maintenance Committee on Payment Projections to include planning and facilitating the meetings.
11. Receives direct complaints from the public, recipient groups, and agencies and takes appropriate action.
12. Gives public talks at health and social welfare conferences and to interested organizations both private and public to maintain public awareness of governmental programs; maintains liaison with recipient advocate groups; prepares or directs preparation of press releases.
13. Coordinates financial assistance program activities with other offices and divisions within the department, public and private agencies, consumer groups, advocate groups, and community agencies.
14. Maintains contacts with the Attorney General's Office concerning litigation against the financial assistance programs, prepares interrogatories, and testifies in depositions and in court hearings.
15. Provides overall direction to determine the computer requirements for the financial assistance programs to meet the program requirements for timely payments, management information data, electronic interfaces with other agencies or programs, new programs, and provides assistance in developing system requirements.
16. 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.

FINANCIAL ASSISTANCE PROGRAM OFFICE (Cont'd)

17. Coordinates with the Med-QUEST Division on program activities for the Medicaid and Health QUEST programs.
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.

HOMELESS PROGRAMS OFFICE

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

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

INVESTIGATIONS OFFICE

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

Provides investigative services in support of the Department's efforts to prevent, detect, report and prosecute crimes in the programs administered by the Department; recover moneys due to the Department as a result of overpayments or over-issuances 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 over-issuances 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; prepares and submits 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 prepares and submits reports of investigative findings; appears at proceedings to present investigative/evidentiary findings; monitors the progress of cases and notifies 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.
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.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE (Cont'd)

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.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM OFFICE

Under the general direction of the division administration, Temporary Assistance for Needy Families Program Office (TANFPO) provides policy and administrative direction in the development and implementation of the TANF programs that include TANF financial assistance and the employment and training programs which includes the First to Work and Up-Front Universal Engagement programs.

1. Develops statewide program objectives, indicators of planned activity, measurements of effectiveness for the Temporary Assistance for Needy Families programs and formulates policies and procedures to implement program objectives.
2. Establishes and prioritizes program goals and objectives and plans, initiates, promotes, facilitates, directs, and evaluates the statewide implementation of these programs.
3. Develops state and federal plans in conformance to state regulatory requirements and federal law.
4. 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.
5. 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.
6. Prepares legislative bills, testimonies and reports and attends hearings to provide information as requested by the division administrator.
7. Prepares annual program plans, program budgets, narrative justifications, expenditure plans, and variance reports on program expenditures and accomplishments.
8. Coordinates the preparation of reports and data collection to analyze/assess programs' accomplishments, effectiveness, and efficiency.
9. Drafts and executes agreements and contracts with public and private agencies in order to purchase a needed or complementary service.
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. Provides overall direction to determine the computer requirements for the TANF financial assistance programs to meet the program requirements for timely benefit payments and employment and training services, management information data, federal reporting, electronic interfaces with other agencies or programs, and provides assistance in developing system requirements.
13. Gives talks to public and private agencies, non-profit organizations, and elsewhere, as requested.
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.

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 Human Resources 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.

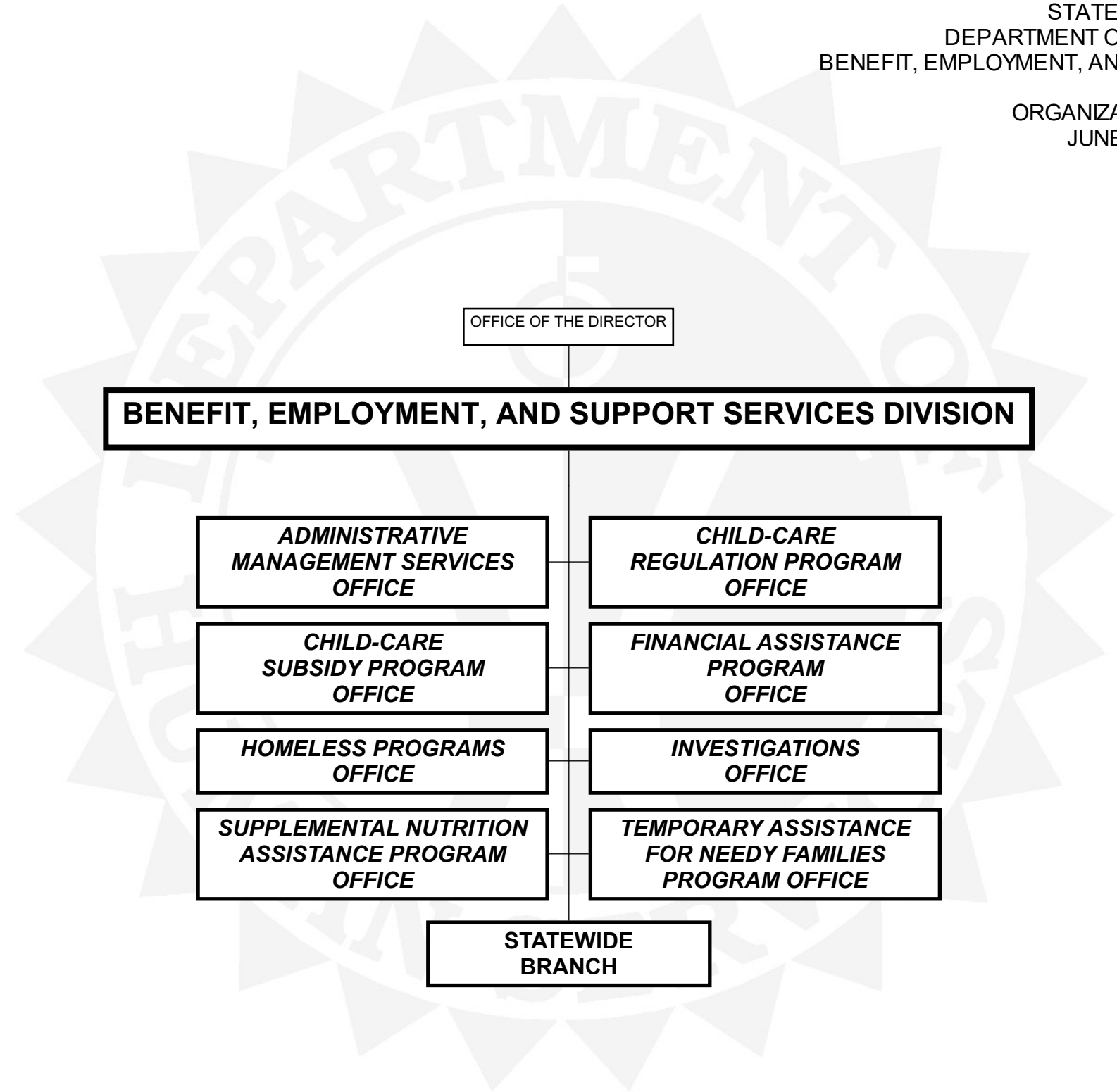
Under the direction of their respective Section Administration, these units provide regulatory oversight of childcare facilities and homes to ensure conformance to regulatory standards and safety to children. The Central Hilo Unit, North Kona 2 Unit, South Unit, and Maui Central units provide the following 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 child-care 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
REGULATION PROGRAM
OFFICE*

*CHILD-CARE
SUBSIDY PROGRAM
OFFICE*

*FINANCIAL ASSISTANCE
PROGRAM
OFFICE*

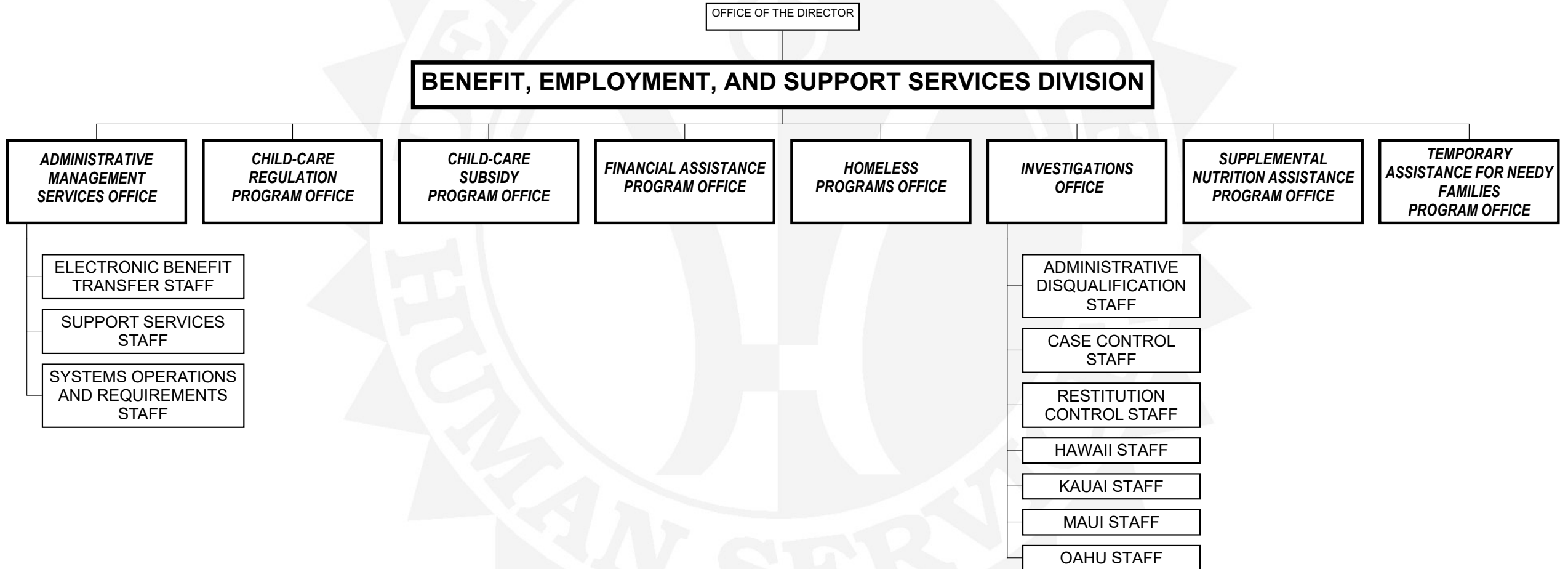
*HOMELESS PROGRAMS
OFFICE*

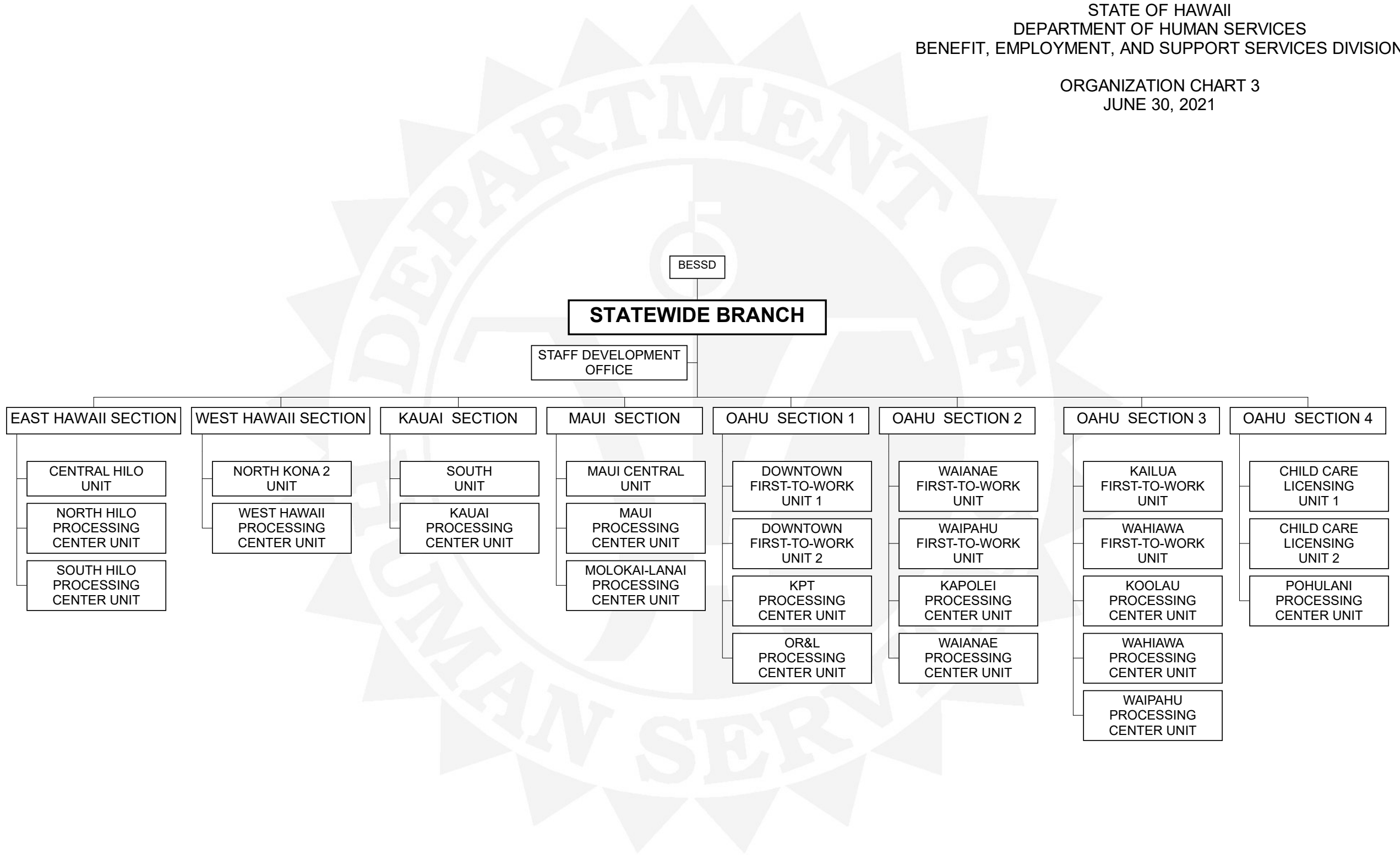
*INVESTIGATIONS
OFFICE*

*SUPPLEMENTAL NUTRITION
ASSISTANCE PROGRAM
OFFICE*

*TEMPORARY ASSISTANCE
FOR NEEDY FAMILIES
PROGRAM OFFICE*

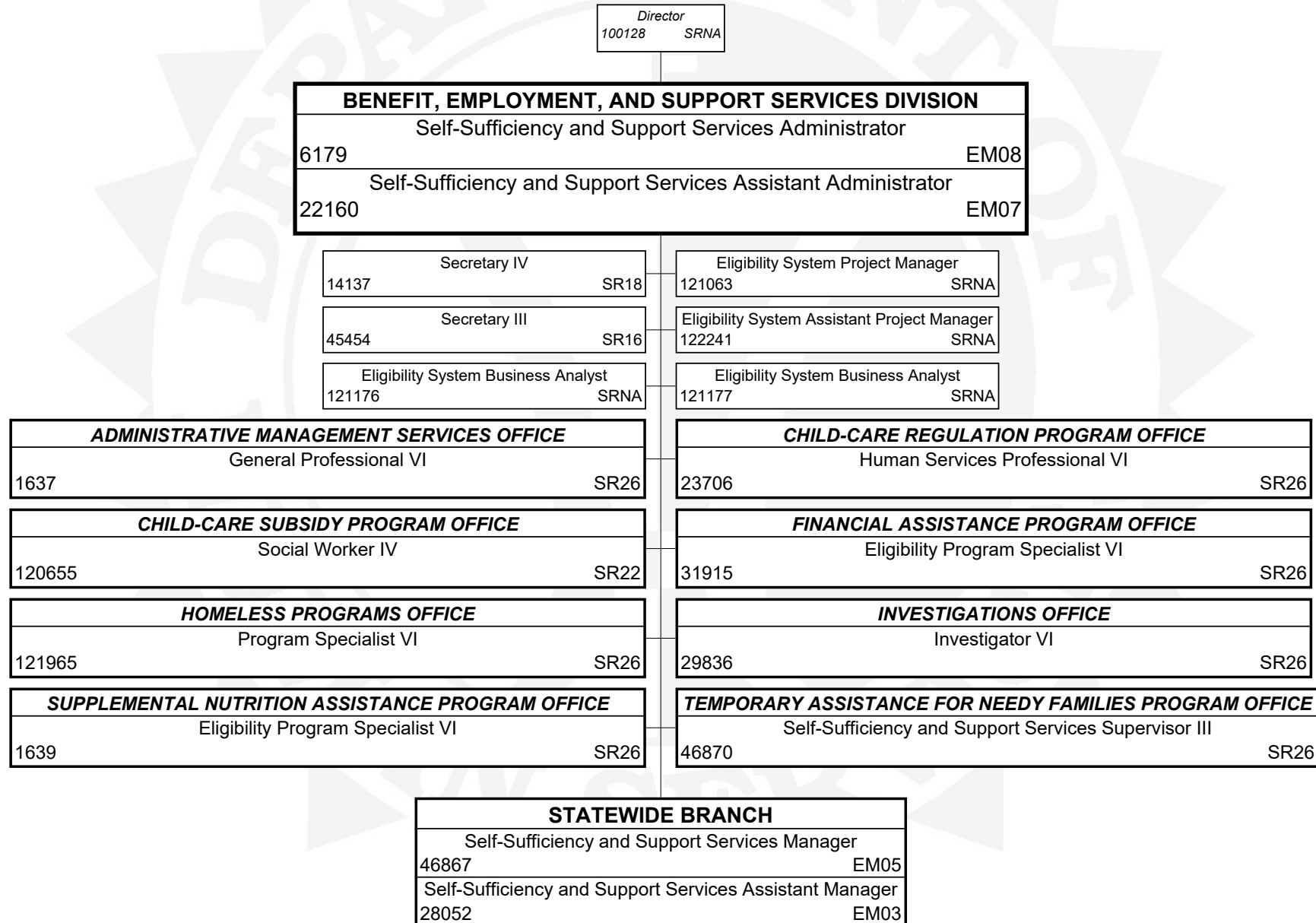
STATEWIDE
BRANCH





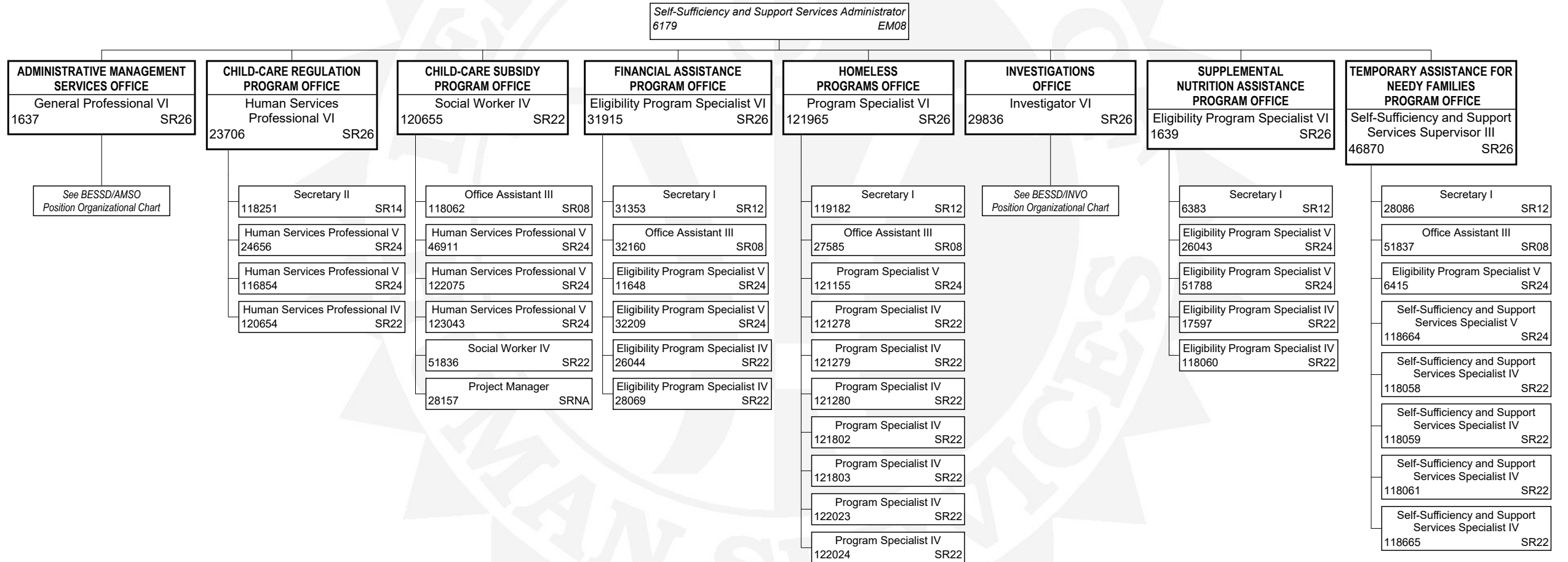
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION

POSITION ORGANIZATION CHART
 JUNE 30, 2021



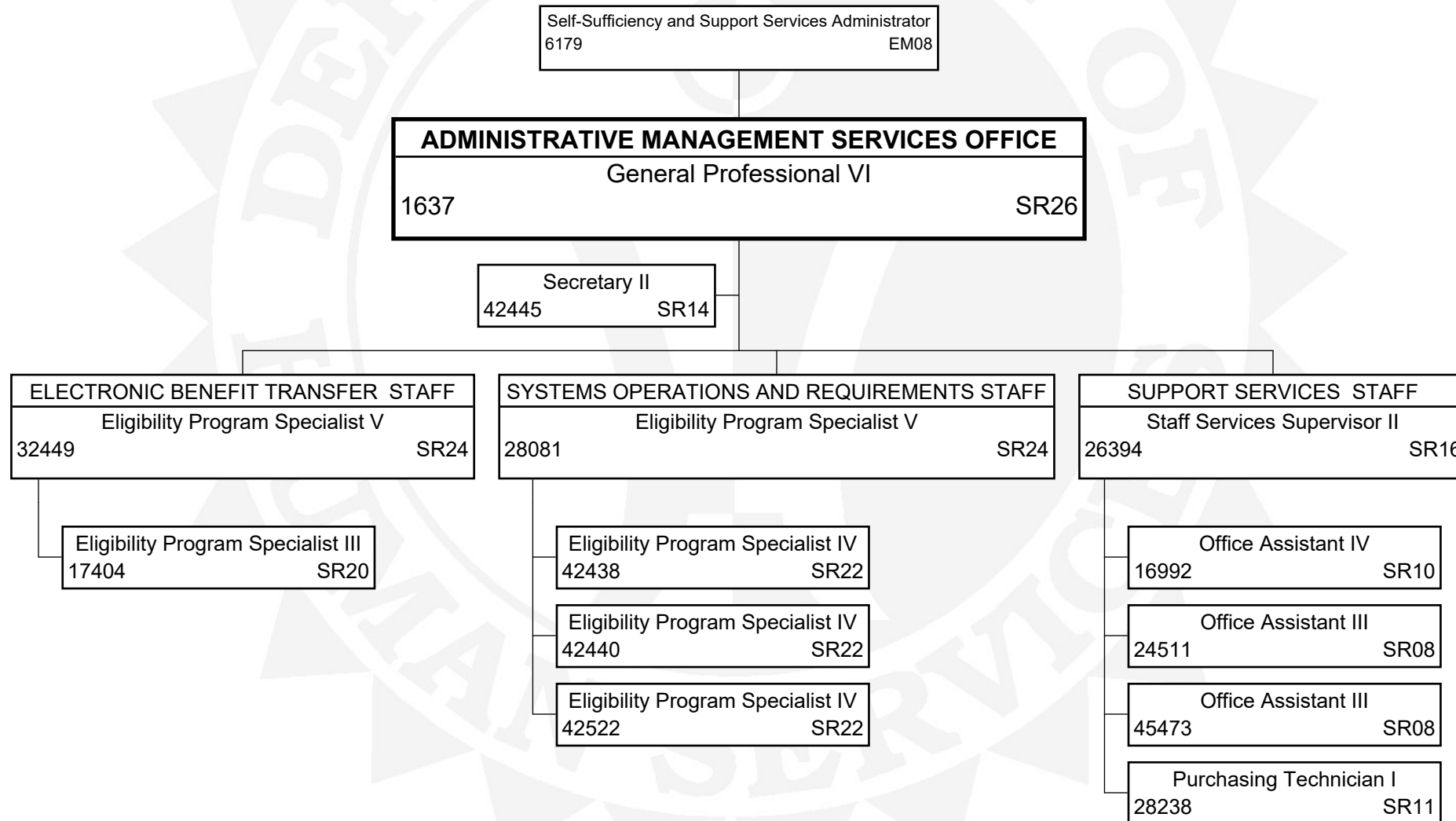
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
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PROGRAM OFFICES

POSITION ORGANIZATION CHART
JUNE 30, 2021



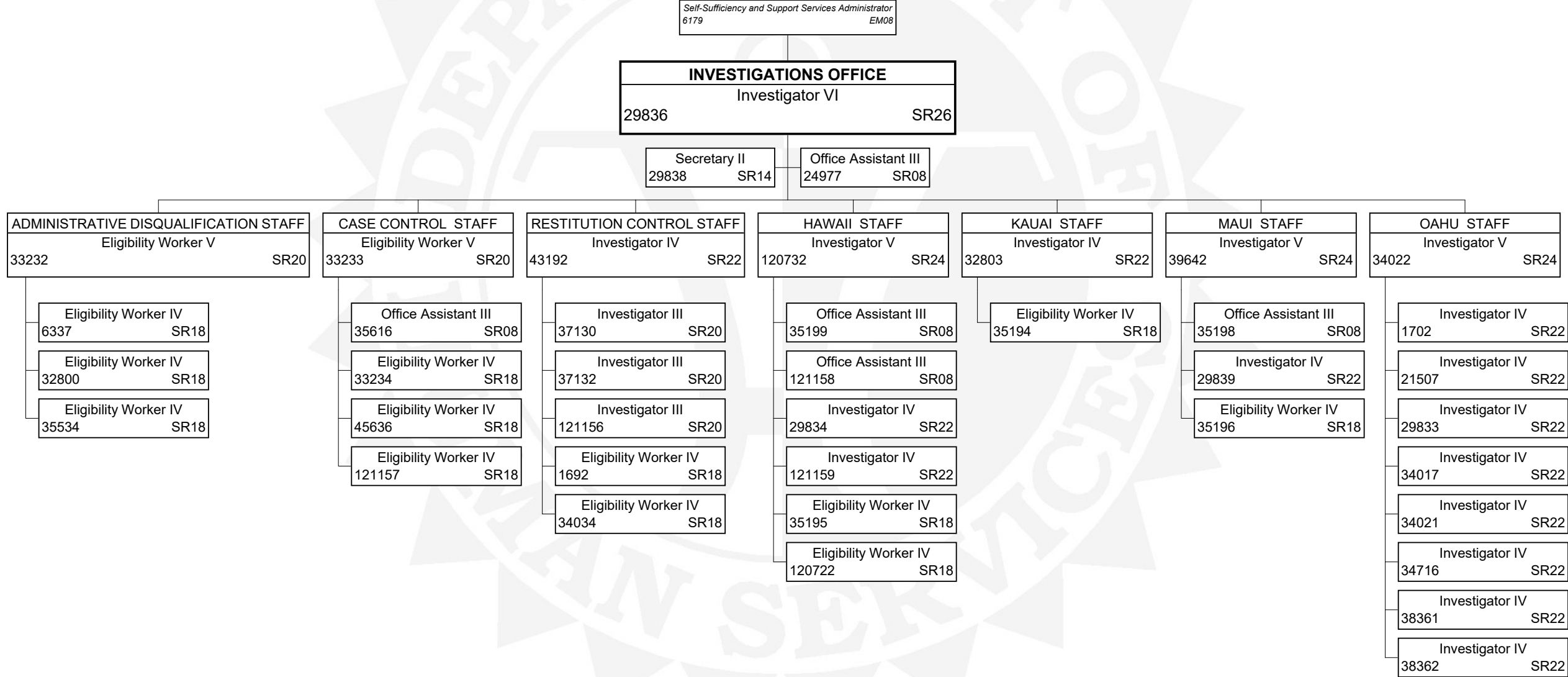
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 ADMINISTRATIVE MANAGEMENT SERVICES OFFICE

POSITION ORGANIZATION CHART
 JUNE 30, 2021



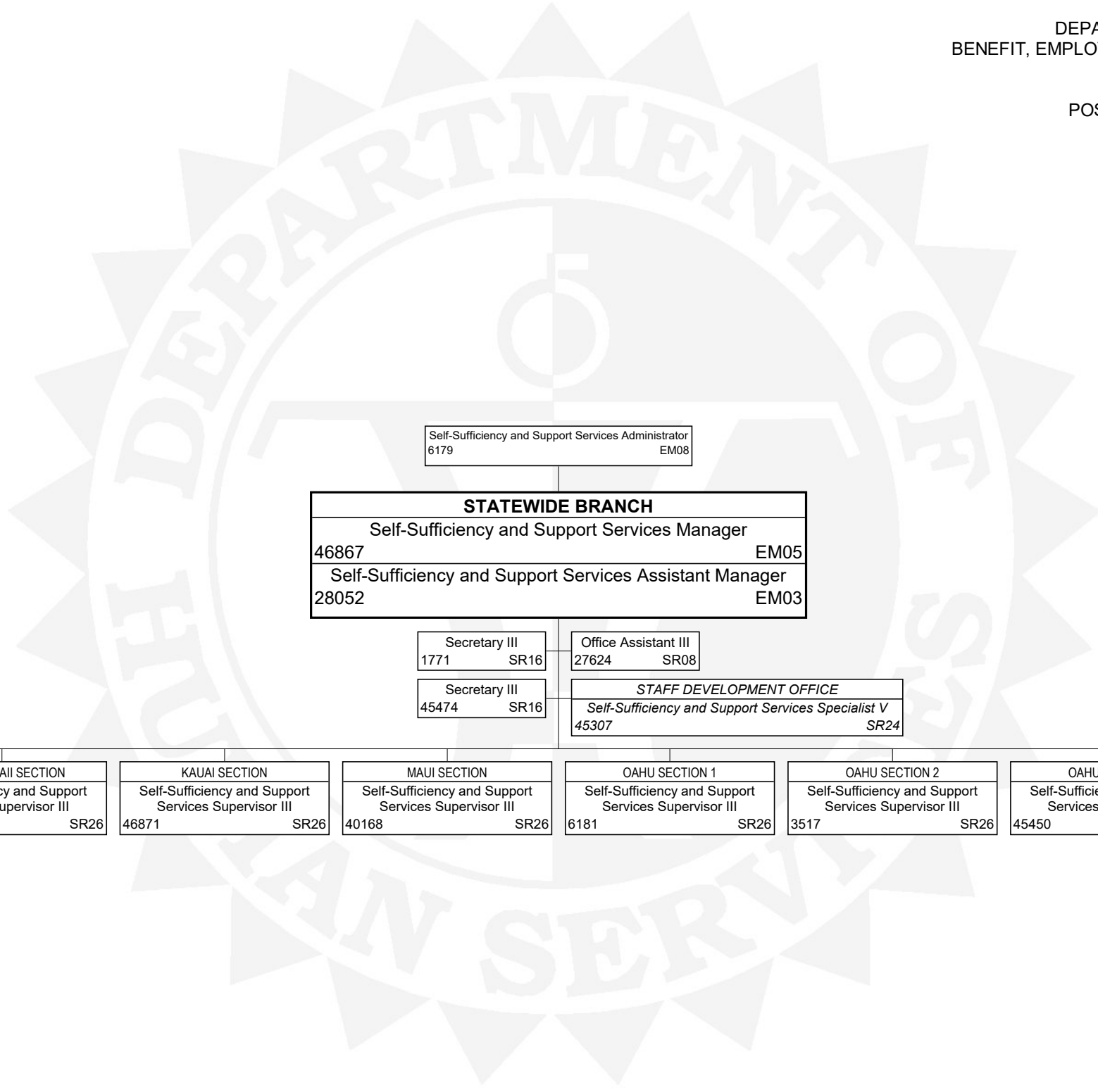
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 INVESTIGATIONS OFFICE

POSITION ORGANIZATION CHART
 JUNE 30, 2021



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

POSITION ORGANIZATION CHART
 JUNE 30, 2021



Self-Sufficiency and Support Services Administrator 6179	EM08
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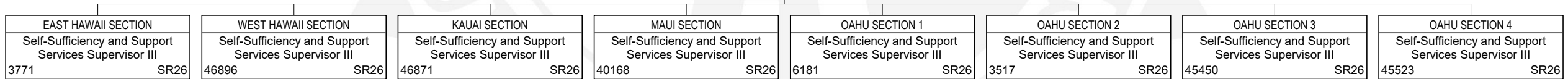
STATEWIDE BRANCH	
Self-Sufficiency and Support Services Manager 46867	EM05
Self-Sufficiency and Support Services Assistant Manager 28052	EM03

Secretary III 1771	SR16
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Office Assistant III 27624	SR08
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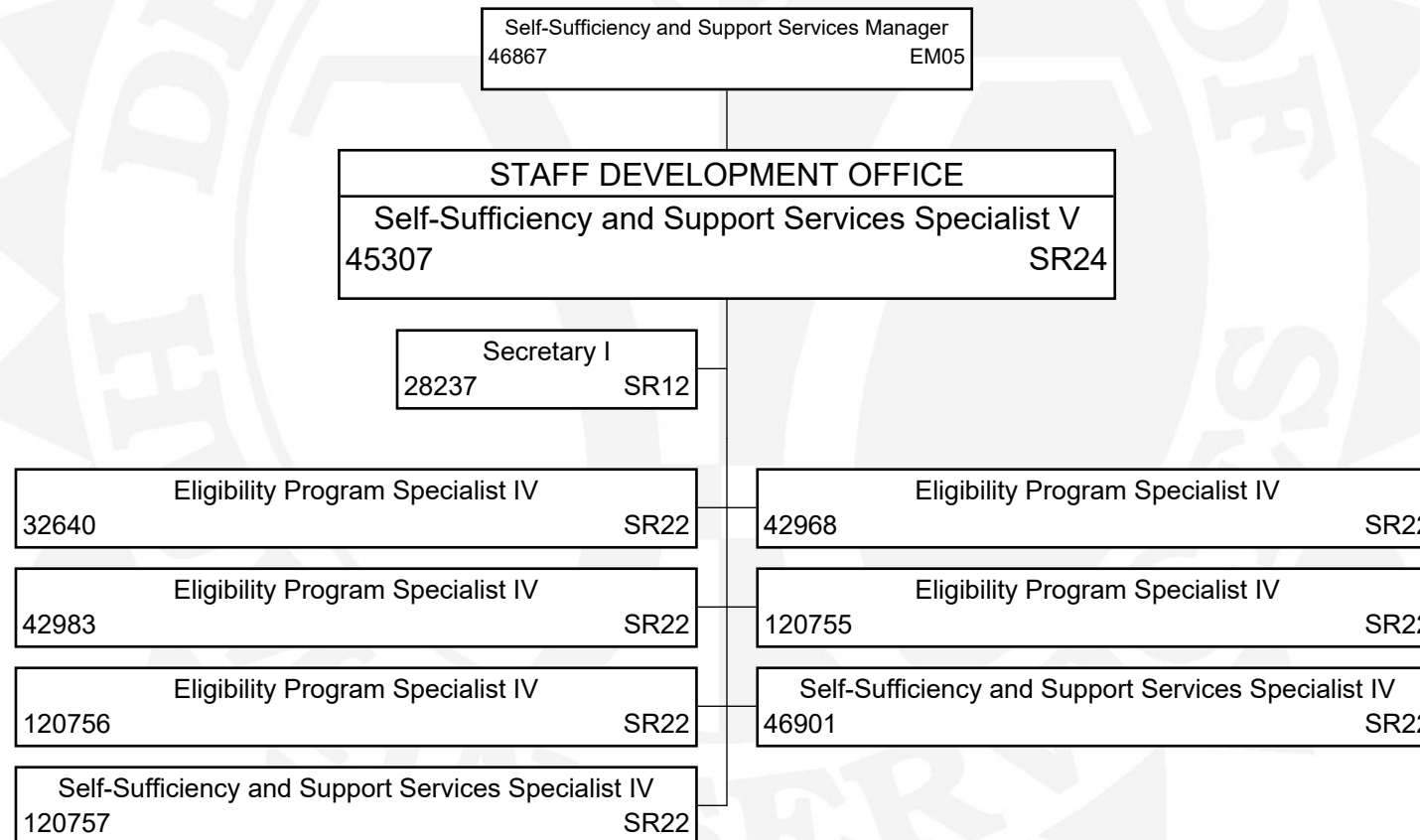
Secretary III 45474	SR16
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STAFF DEVELOPMENT OFFICE	
Self-Sufficiency and Support Services Specialist V 45307	SR24



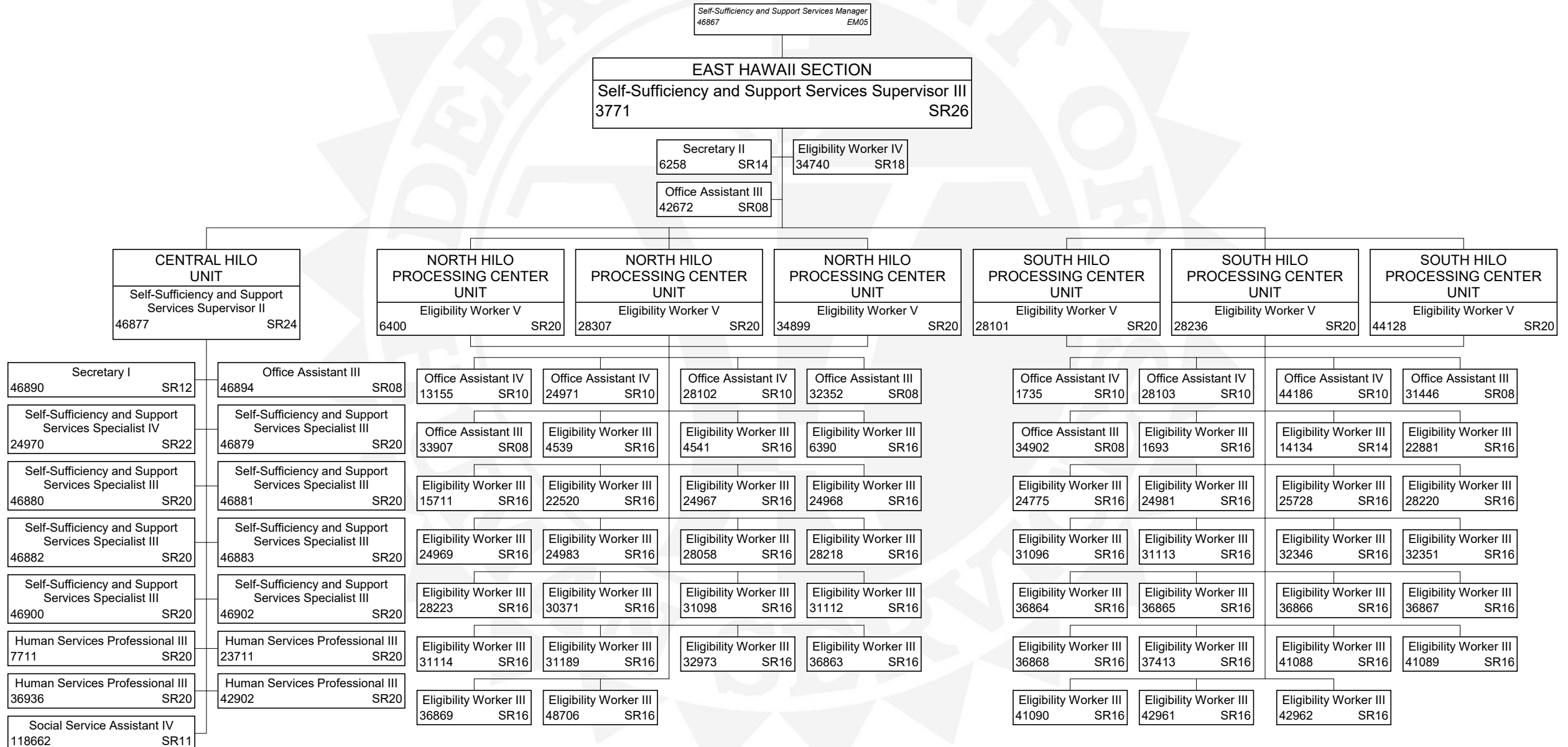
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
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STATEWIDE BRANCH
STAFF DEVELOPMENT OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2021



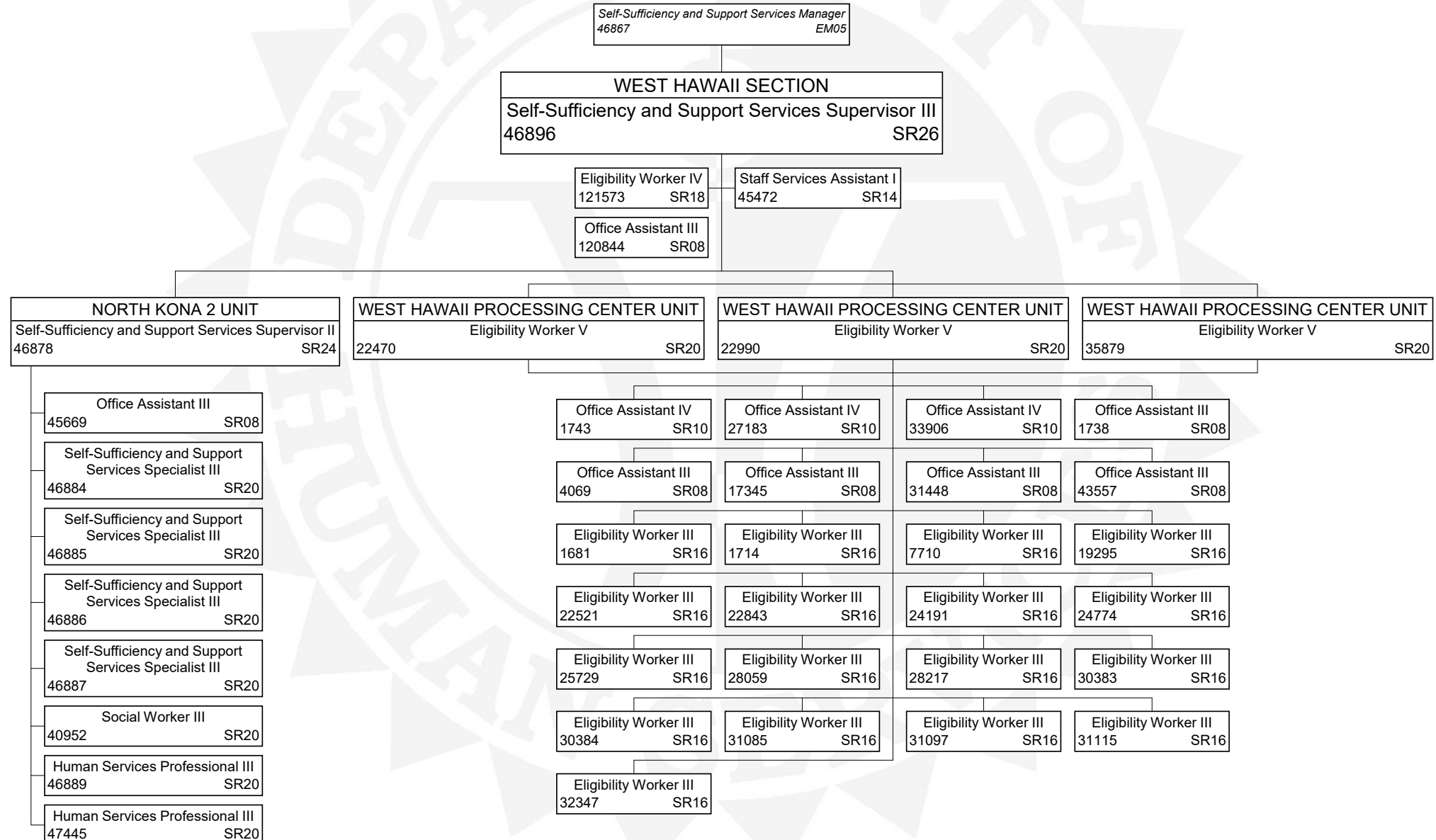
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
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STATEWIDE BRANCH
EAST HAWAII SECTION

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JUNE 30, 2021



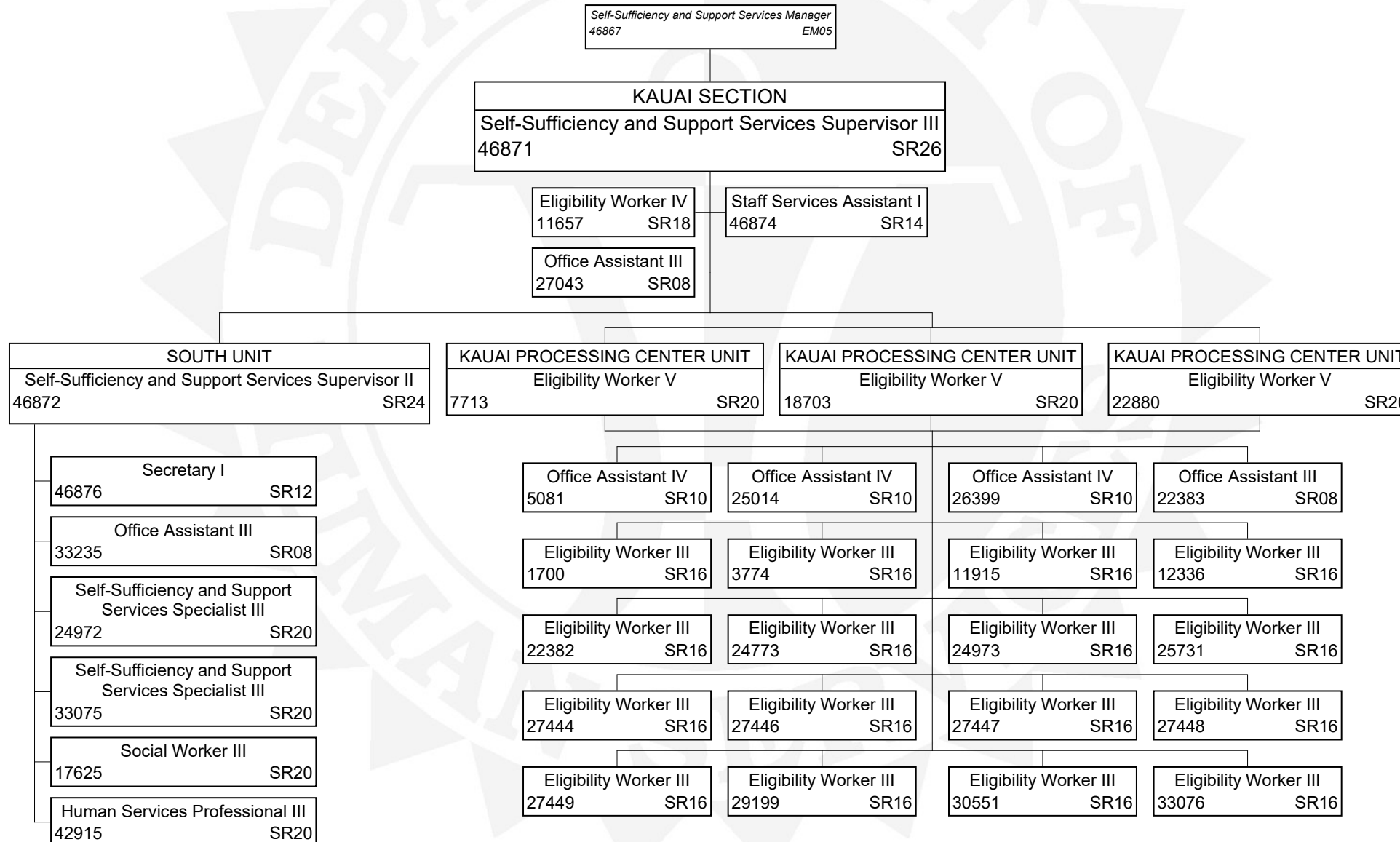
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
STATEWIDE BRANCH
WEST HAWAII SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



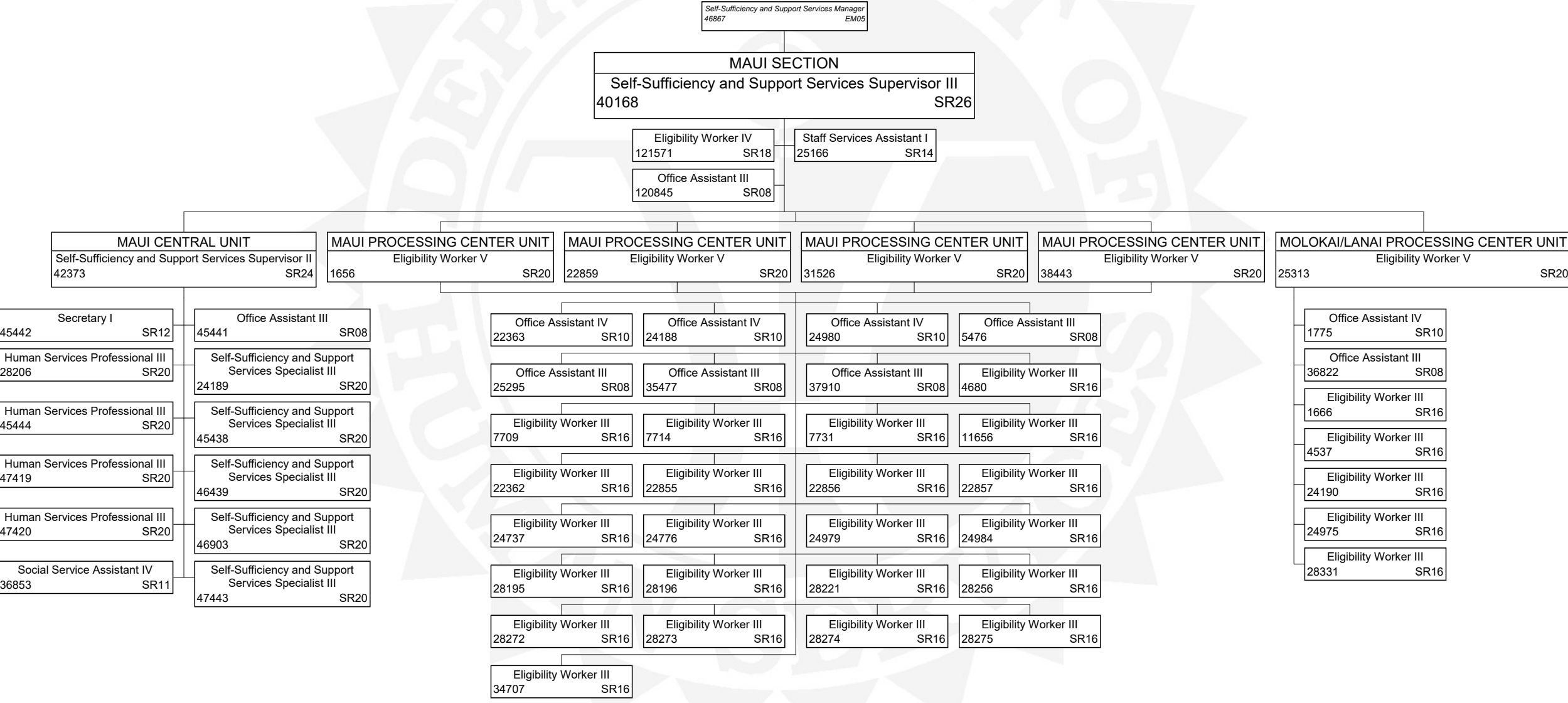
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 STATEWIDE BRANCH
 KAUAI SECTION

POSITION ORGANIZATION CHART
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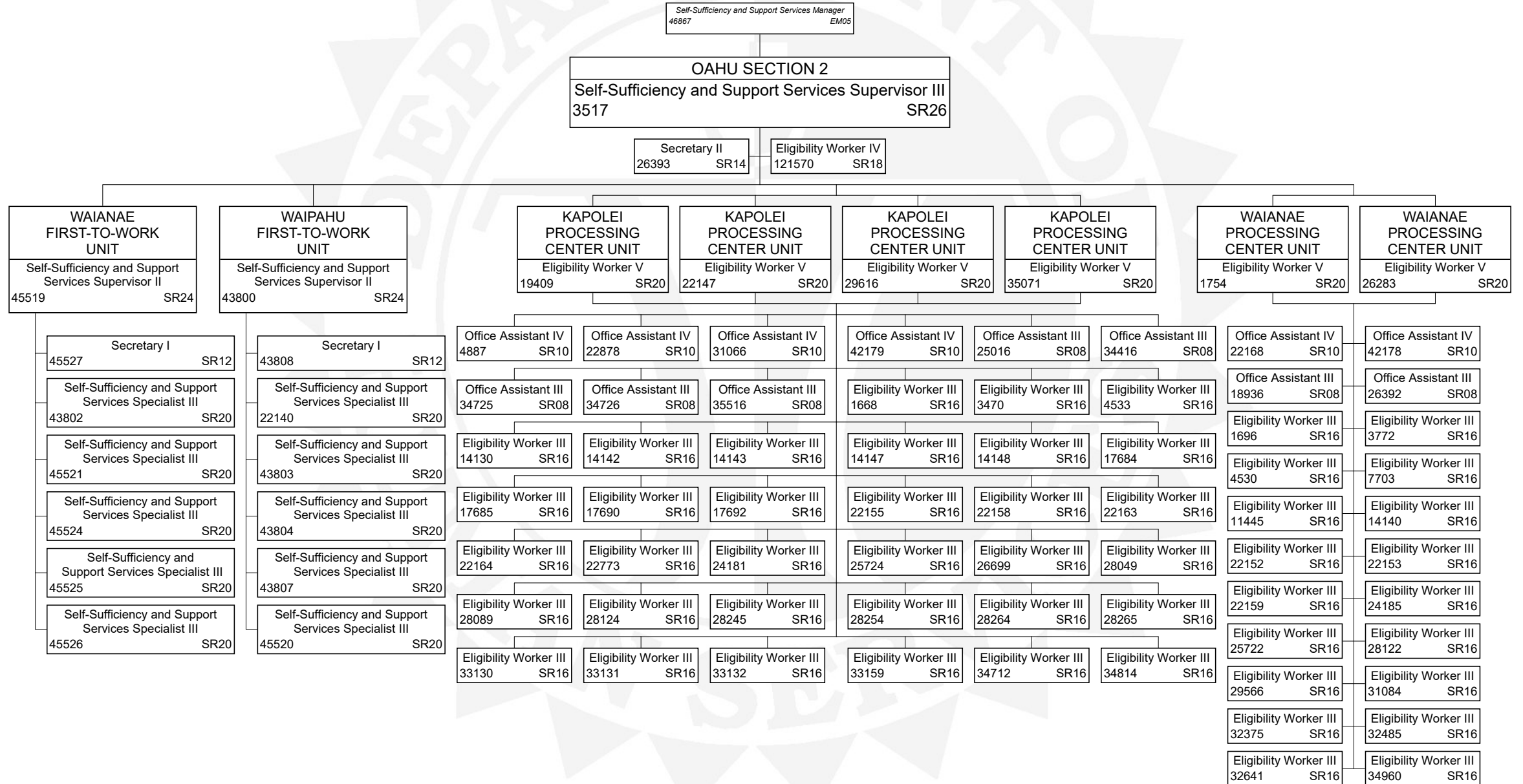
STATE OF HAWAII
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 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 STATEWIDE BRANCH
 MAUI SECTION

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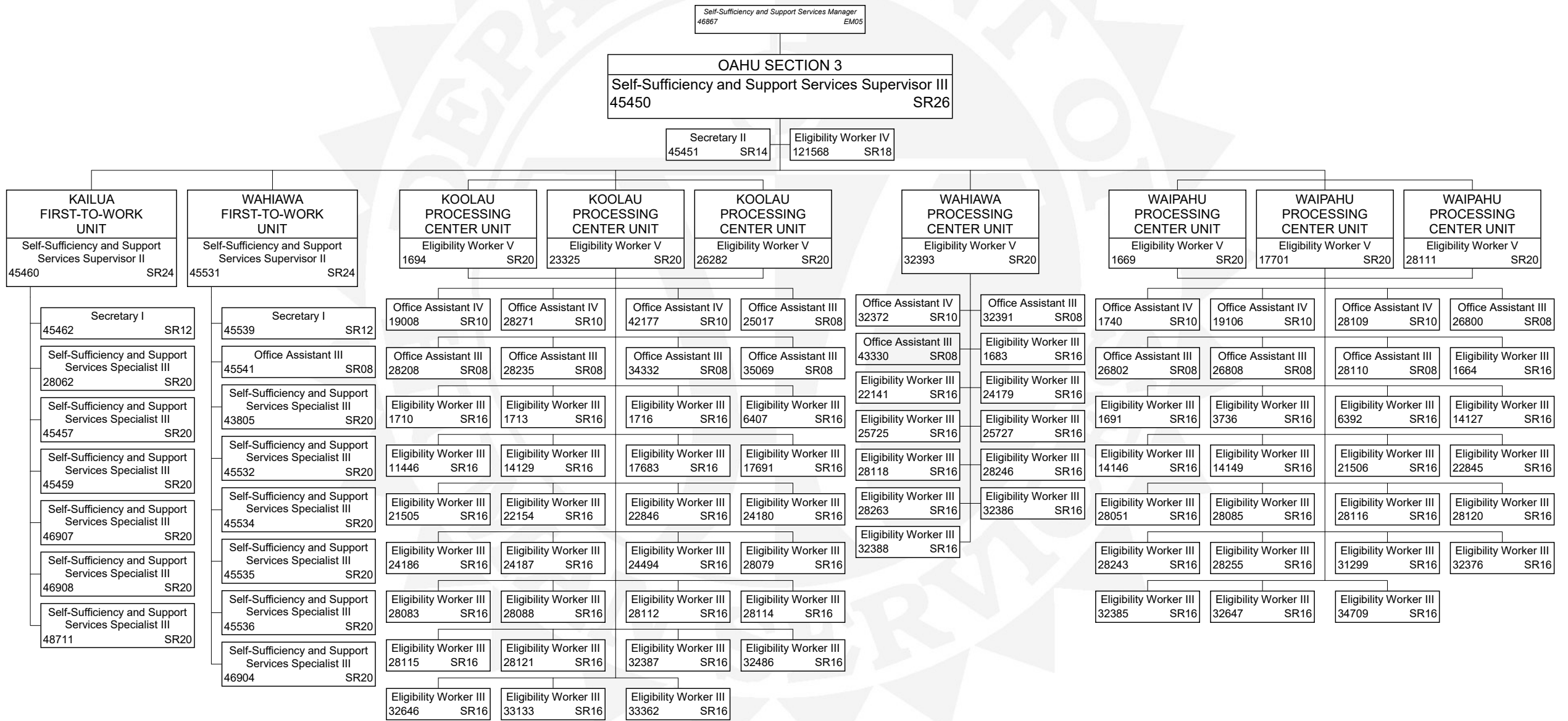
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
STATEWIDE BRANCH
OAHU SECTION 2

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JUNE 30, 2021



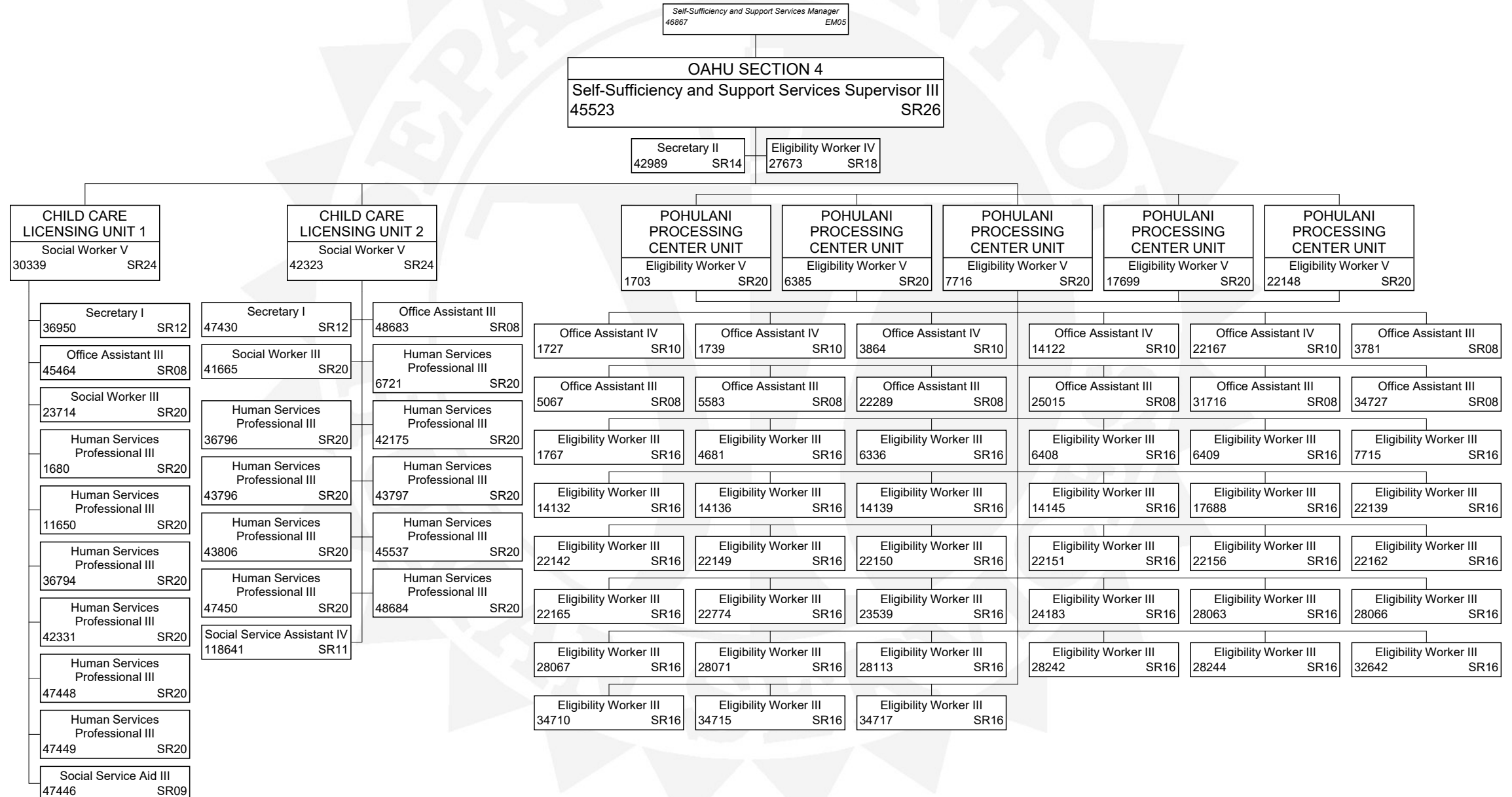
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 STATEWIDE BRANCH
 OAHU SECTION 3

POSITION ORGANIZATION CHART
 JUNE 30, 2021



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

POSITION ORGANIZATION CHART
JUNE 30, 2021



MED-QUEST DIVISION

Under the direction of the Department Director, the Division Administrator provides overall management, development, and analytics 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 and analyze the effectiveness of 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, monitoring, 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 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.

HEALTH ANALYTICS OFFICE

Under the direction of the Division Administrator, the Health Analytics Office centralizes and consolidates key analytic functions of the MQD and serves as the steward of the statewide All Payer Claims Data (APCD) warehouse. The APCD warehouse is intended to be a statewide data repository of administrative claims and encounters data which seeks to support statewide initiatives to reduce the burden of healthcare costs by enhancing healthcare cost transparency, generating comparative healthcare statistics, and providing data on healthcare trends in access to care, cost, and outcomes for the State of Hawaii. The Health Analytics Office supports standardized and ad-hoc reporting functions; research, evaluation and data dissemination projects related to data enrichment and expansion; procedures, methods, and requirements to maintain or increase enhancement of data integrity, which includes oversight and technical assistance for data quality validation processes; and project administration for key data projects that require contracting, legal reviews, and external stakeholder engagement. The Health Analytics Office supports the division's ability to respond to research and/or policy proposals related to healthcare coverage; effectiveness of health care programs; identify and address the drivers and moderators of healthcare costs and community wellbeing; and develop strategies to enhance transparency in costs and quality of care.

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, 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.

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 coordinates 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.

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.

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

Outreach and Education Section

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

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

ELIGIBILITY BRANCH

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

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

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

Oahu Section

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

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

Kapolei MQD Unit

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

Oahu Applications Units 1 And 2

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

Oahu Ongoing Units 1, 2, And 3

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

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

HEALTH CARE SERVICES BRANCH

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

Contract Monitoring and Compliance Section

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

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

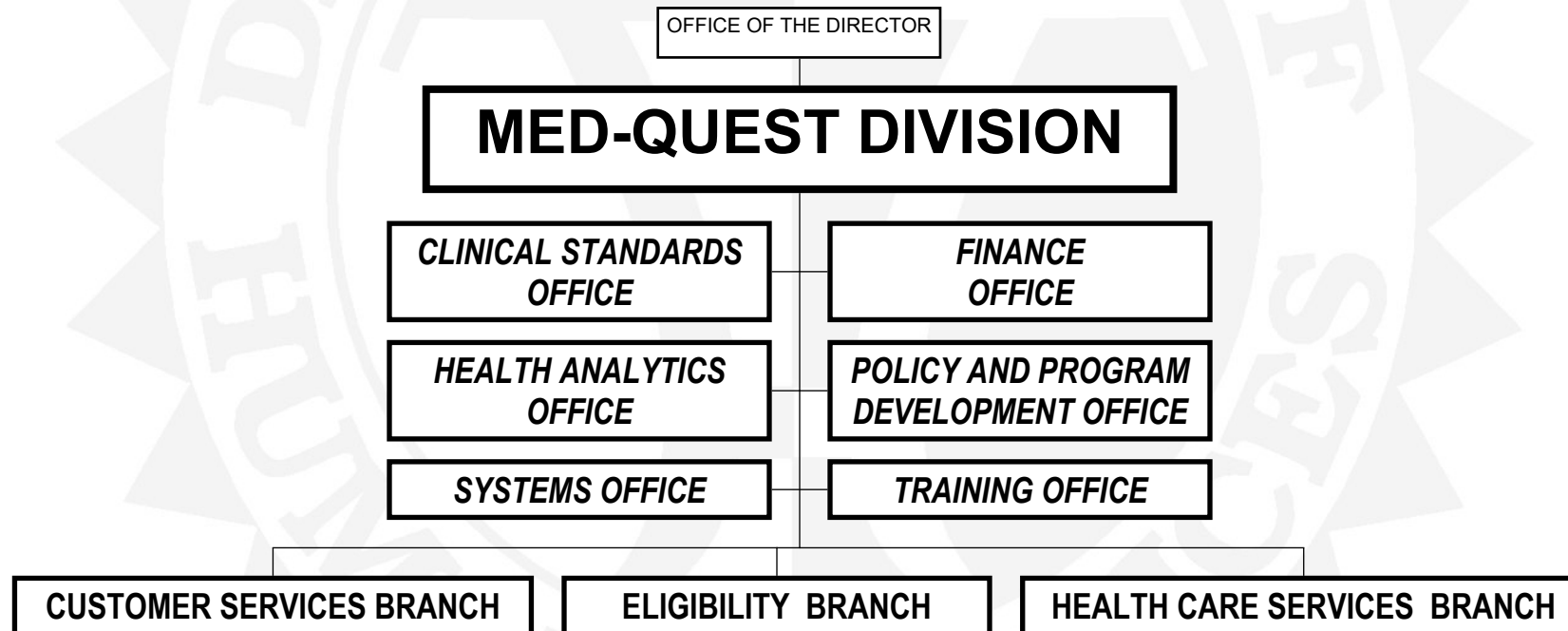
Data Analysis and Provider Network Section

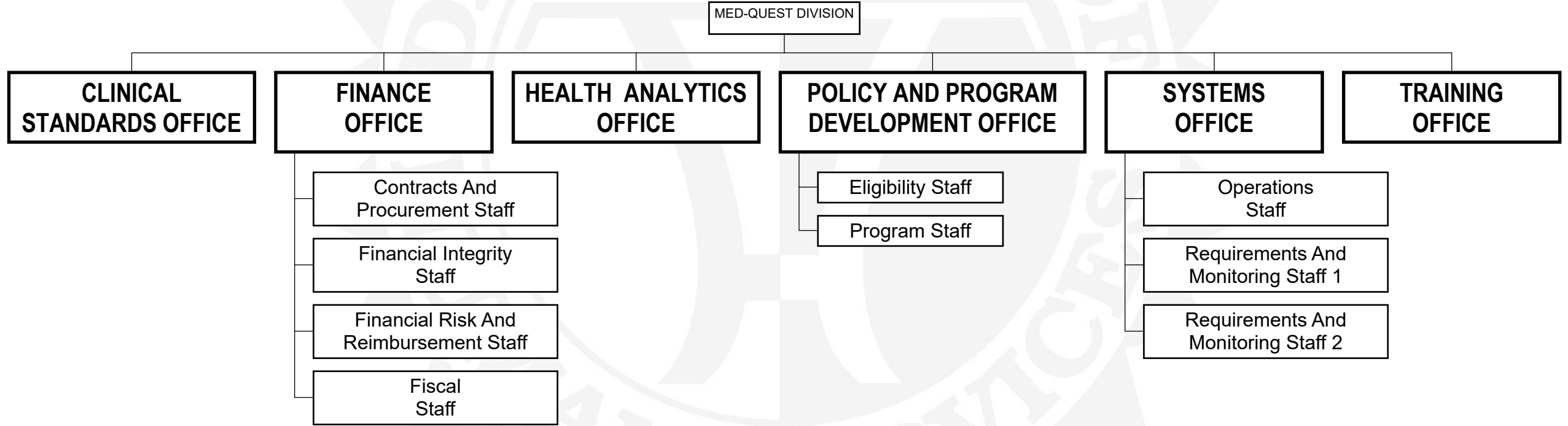
Under the direction of the Health Care Services Branch Administrator, the Data Analysis and Provider Network Section provides and performs data analysis to support managed care contracts, fee-for-service and other contracts and agreements and is responsible for monitoring and managing contract/agreements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

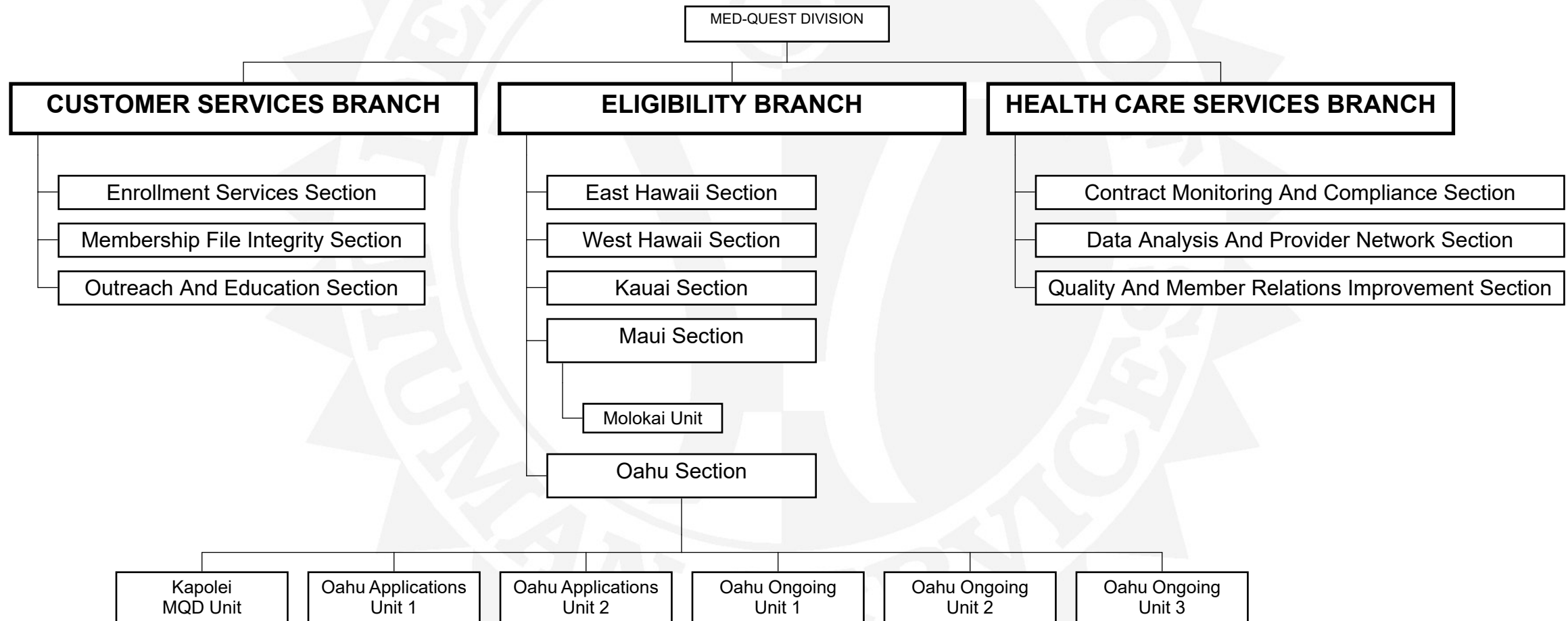
The Data Analysis and Provider Network Section shall be responsible for evaluating and analyzing health care contractor's data to assure contractors are meeting contractual requirements; compiling both State and Federal reports to include but not limited to CMS 416, State Children Health Insurance Program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

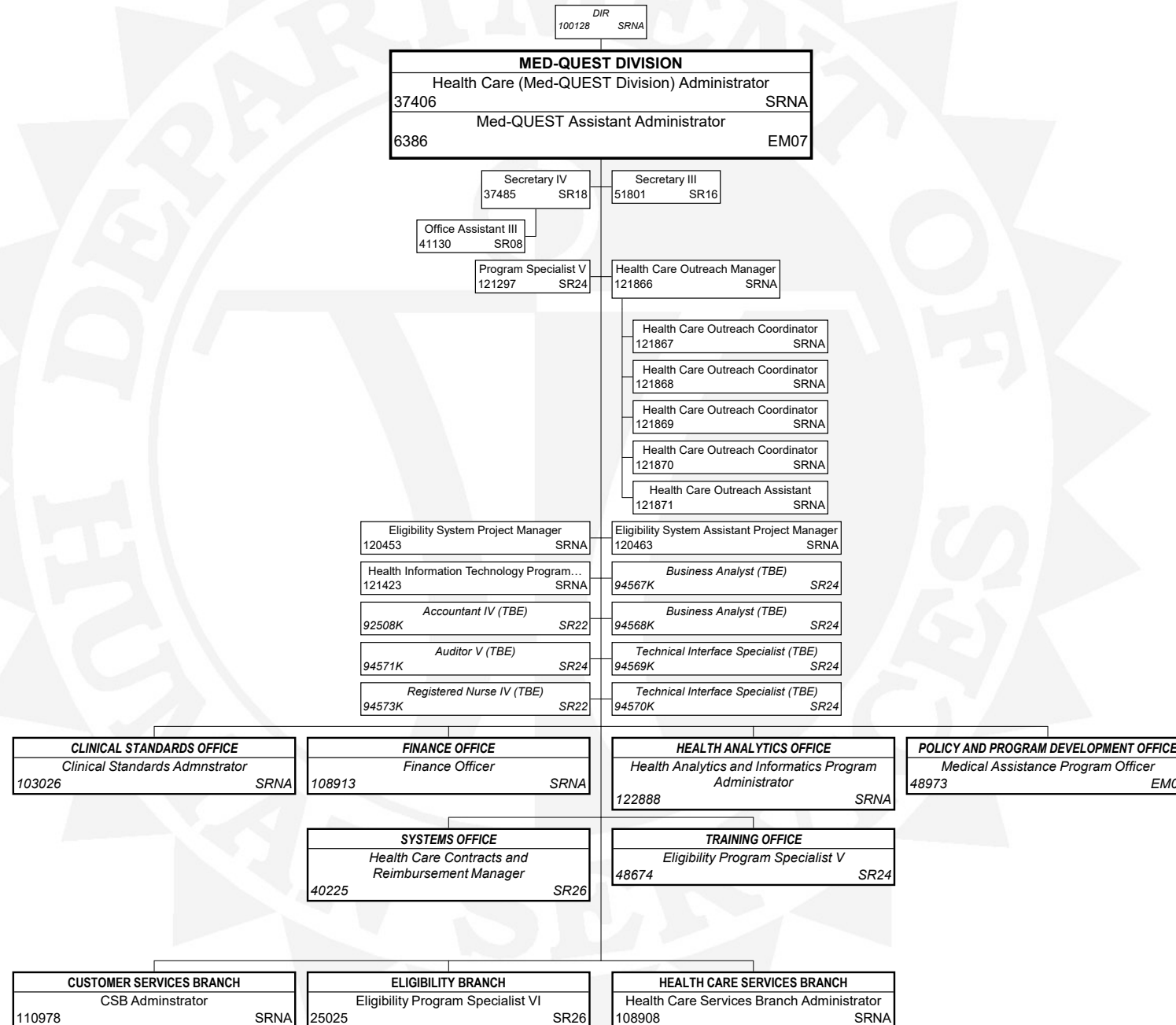
Quality and Member Relations Improvement Section

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



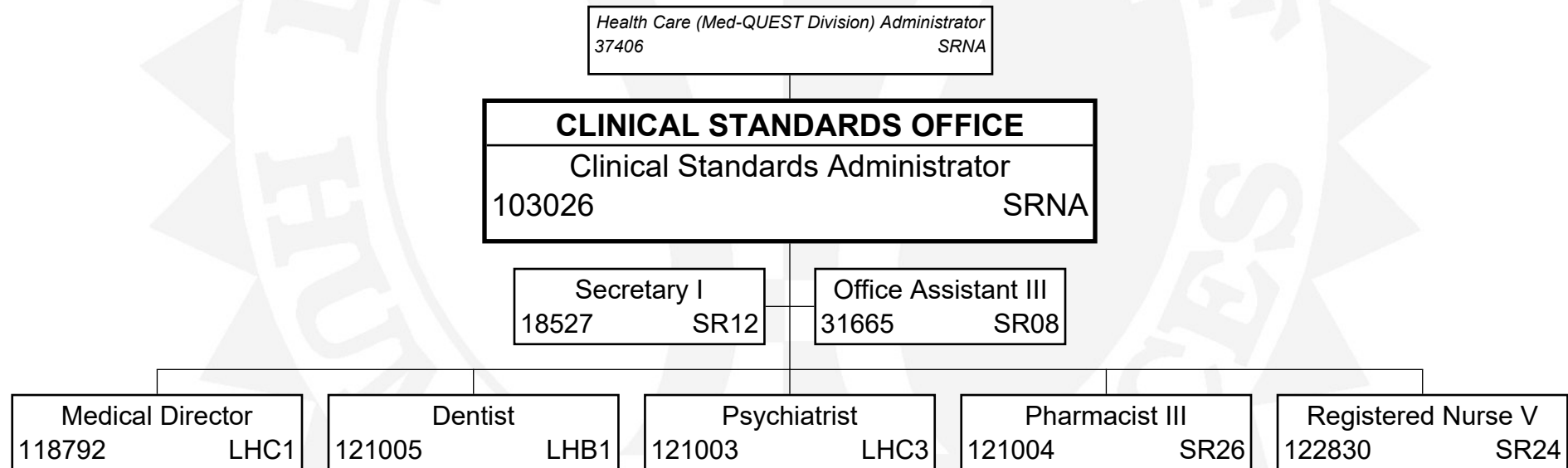






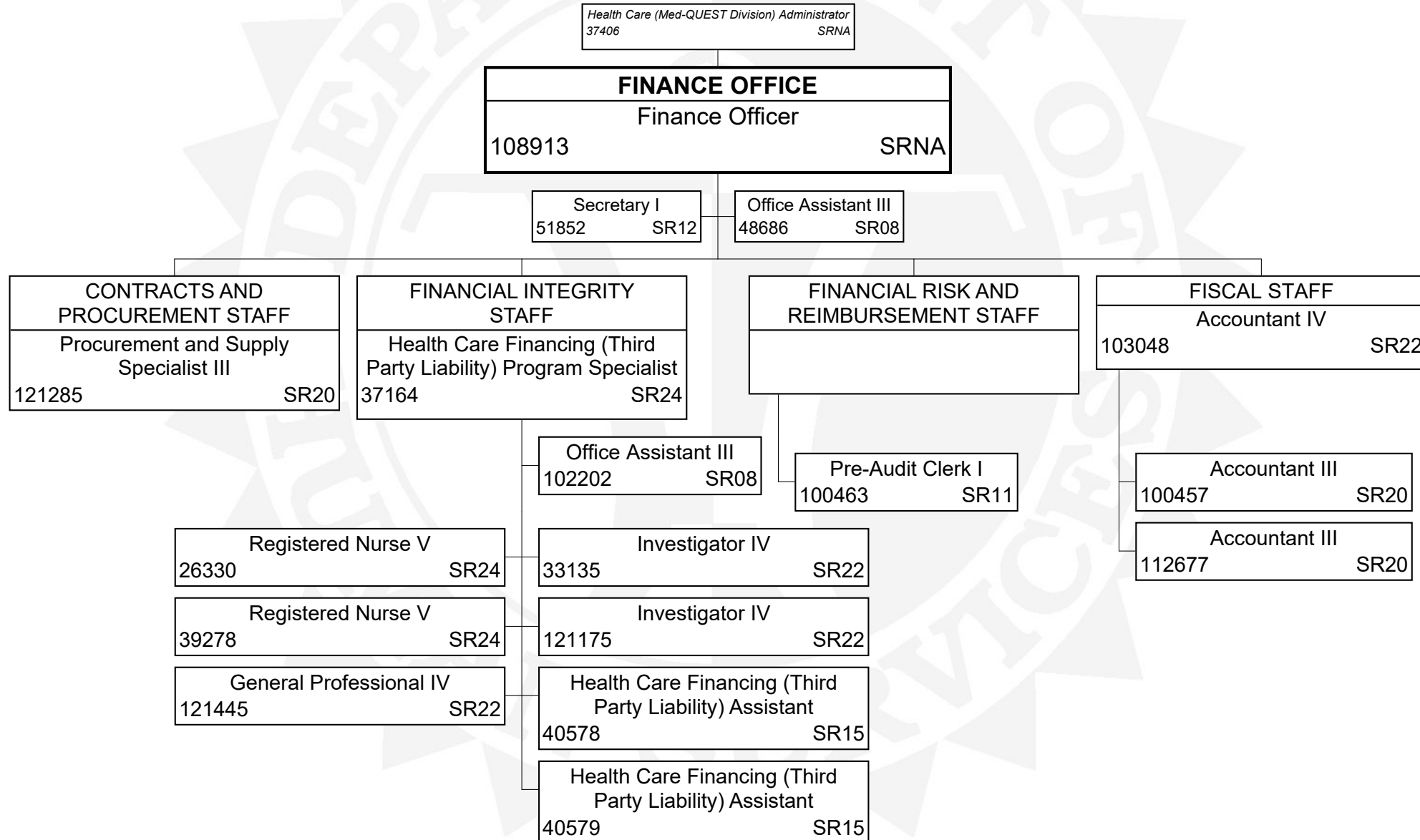
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
CLINICAL STANDARDS OFFICE

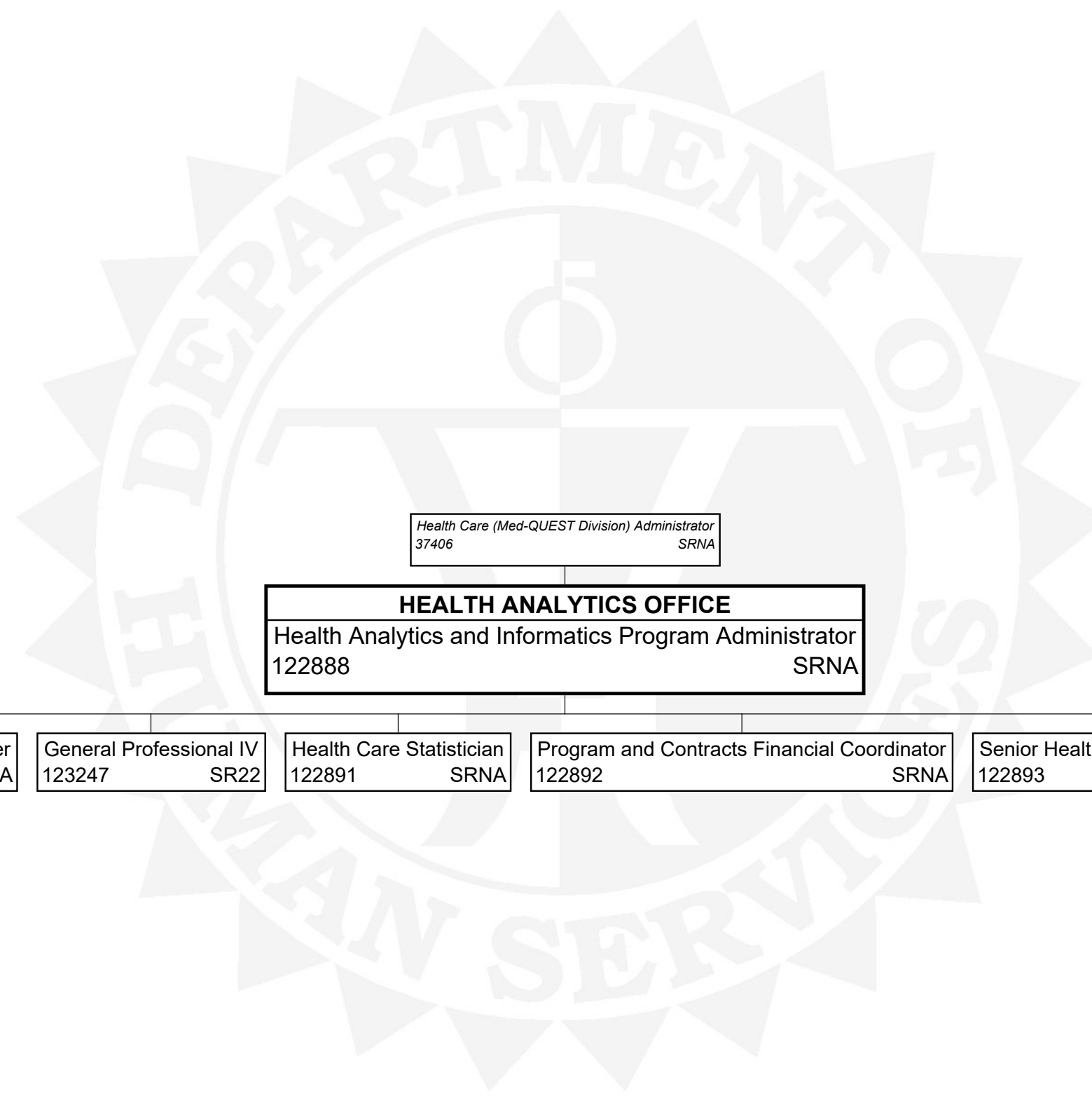
POSITION ORGANIZATION CHART
JUNE 30, 2021



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

POSITION ORGANIZATION CHART
 JUNE 30, 2021





Health Care (Med-QUEST Division) Administrator
37406 SRNA

HEALTH ANALYTICS OFFICE
Health Analytics and Informatics Program Administrator
122888 SRNA

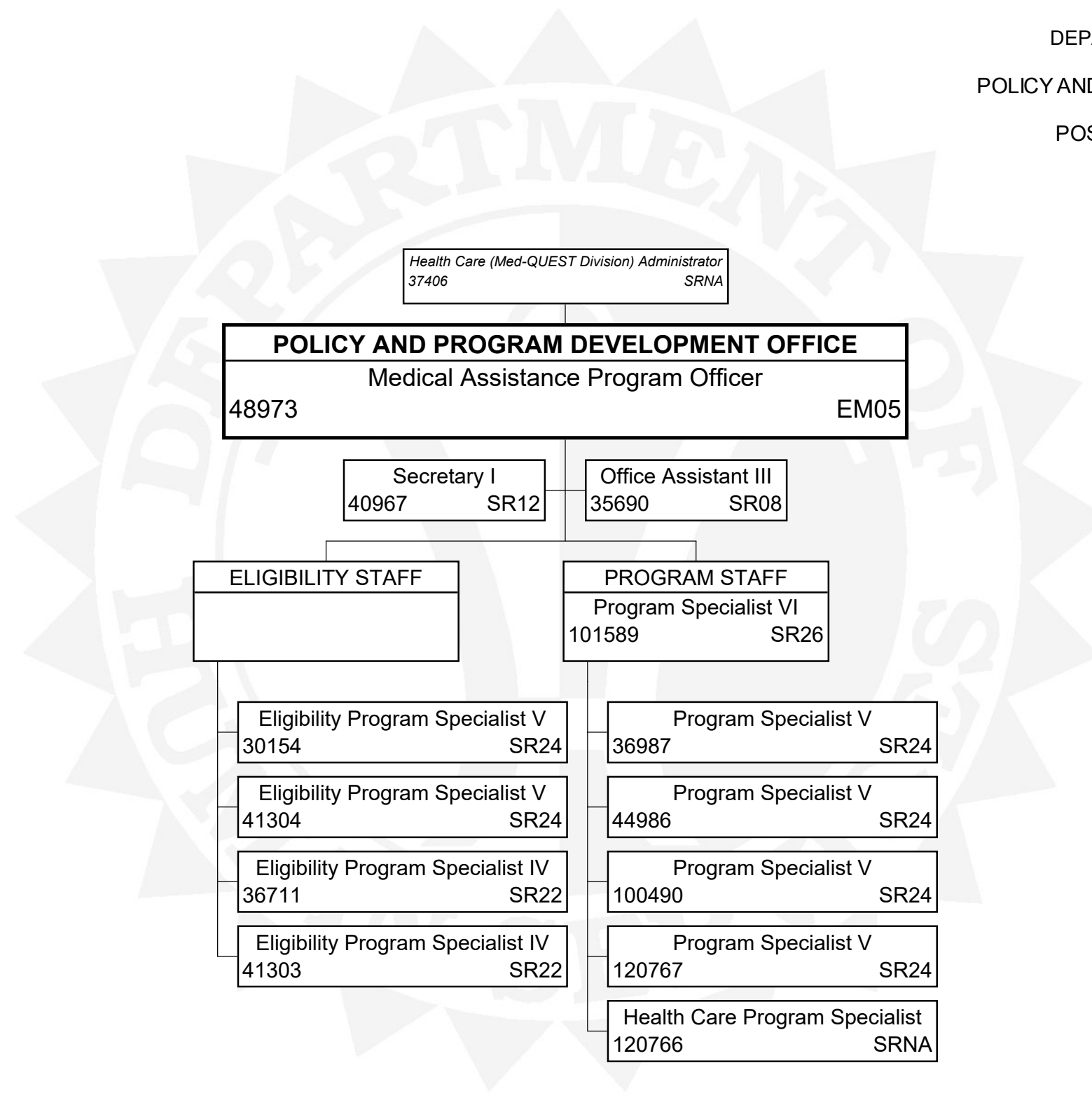
Research/Health Analytics Manager
103031 SRNA

General Professional IV
123247 SR22

Health Care Statistician
122891 SRNA

Program and Contracts Financial Coordinator
122892 SRNA

Senior Health Care Analytics Research Coordinator
122893 SRNA



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

Eligibility Program Specialist V
 30154 SR24

Eligibility Program Specialist V
 41304 SR24

Eligibility Program Specialist IV
 36711 SR22

Eligibility Program Specialist IV
 41303 SR22

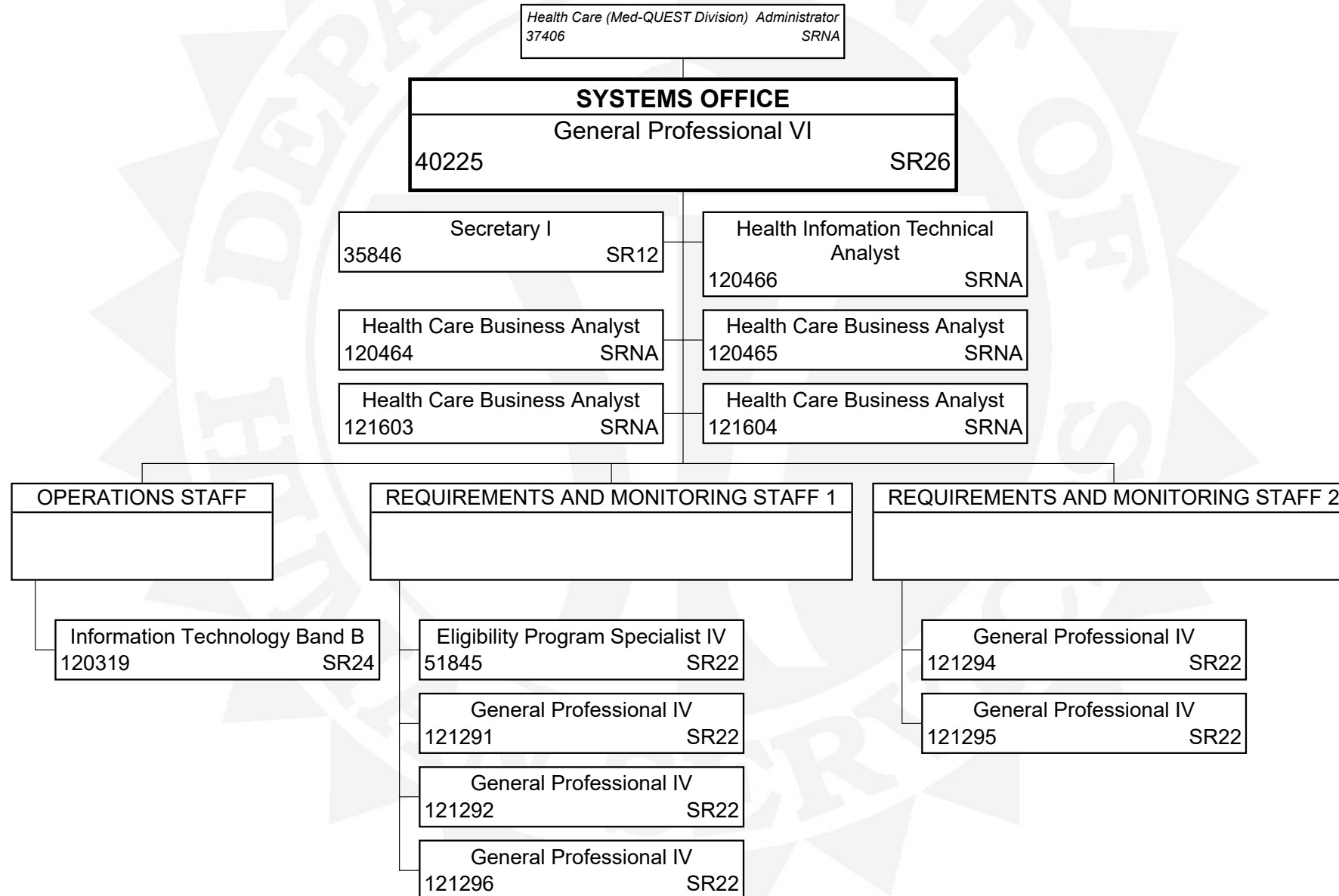
Program Specialist V
 36987 SR24

Program Specialist V
 44986 SR24

Program Specialist V
 100490 SR24

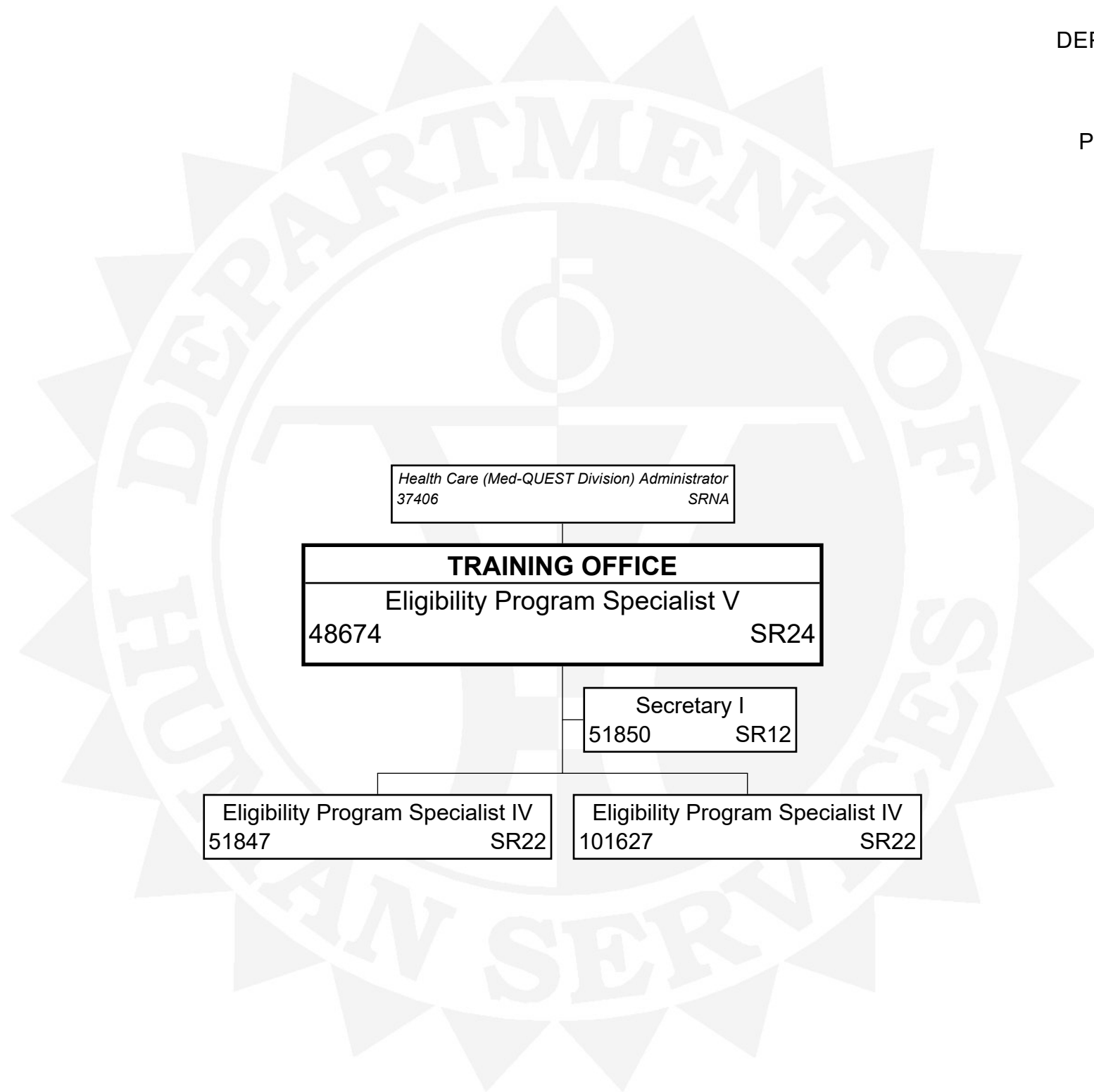
Program Specialist V
 120767 SR24

Health Care Program Specialist
 120766 SRNA



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

POSITION ORGANIZATION CHART
JUNE 30, 2021



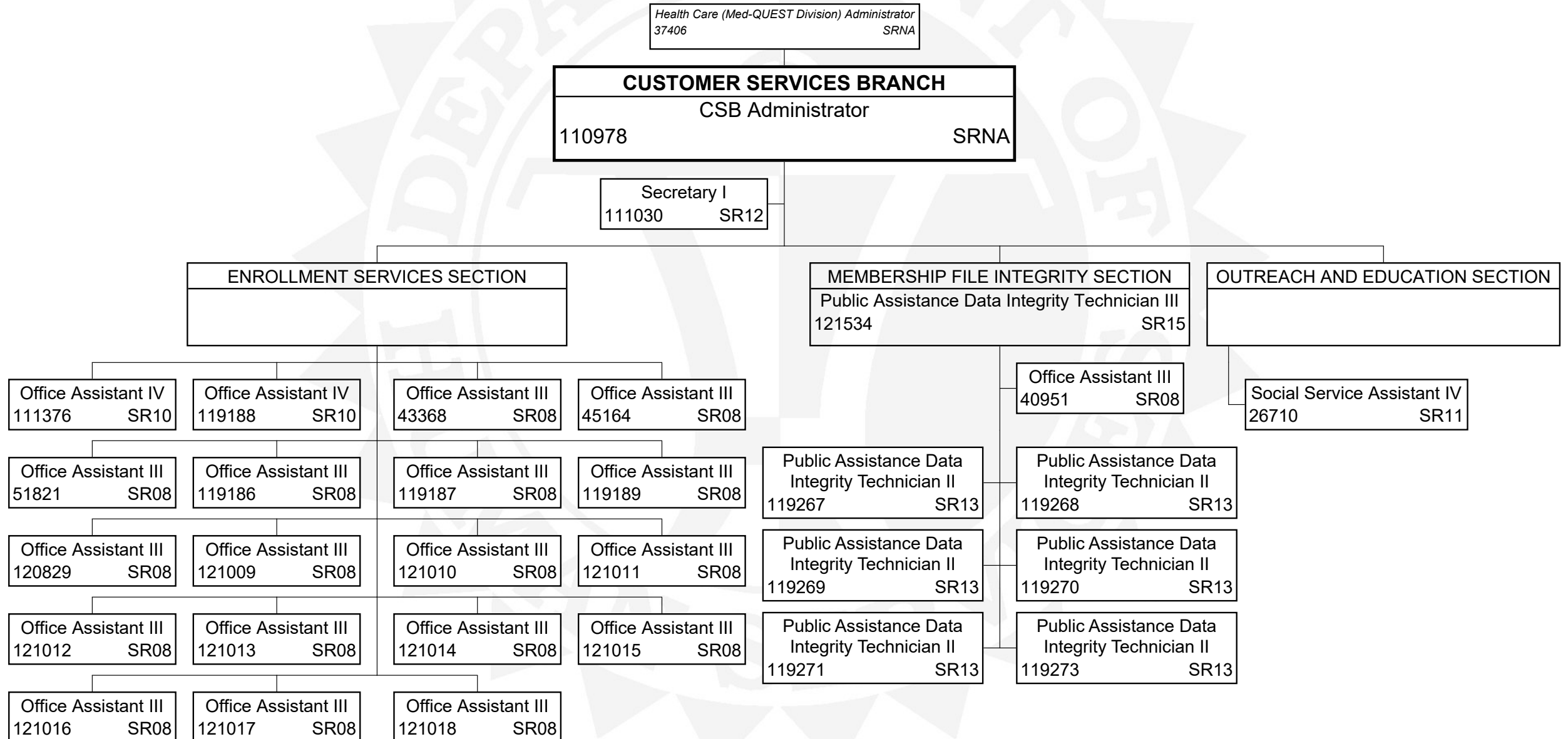
Health Care (Med-QUEST Division) Administrator
37406 SRNA

TRAINING OFFICE
Eligibility Program Specialist V
48674 SR24

Secretary I
51850 SR12

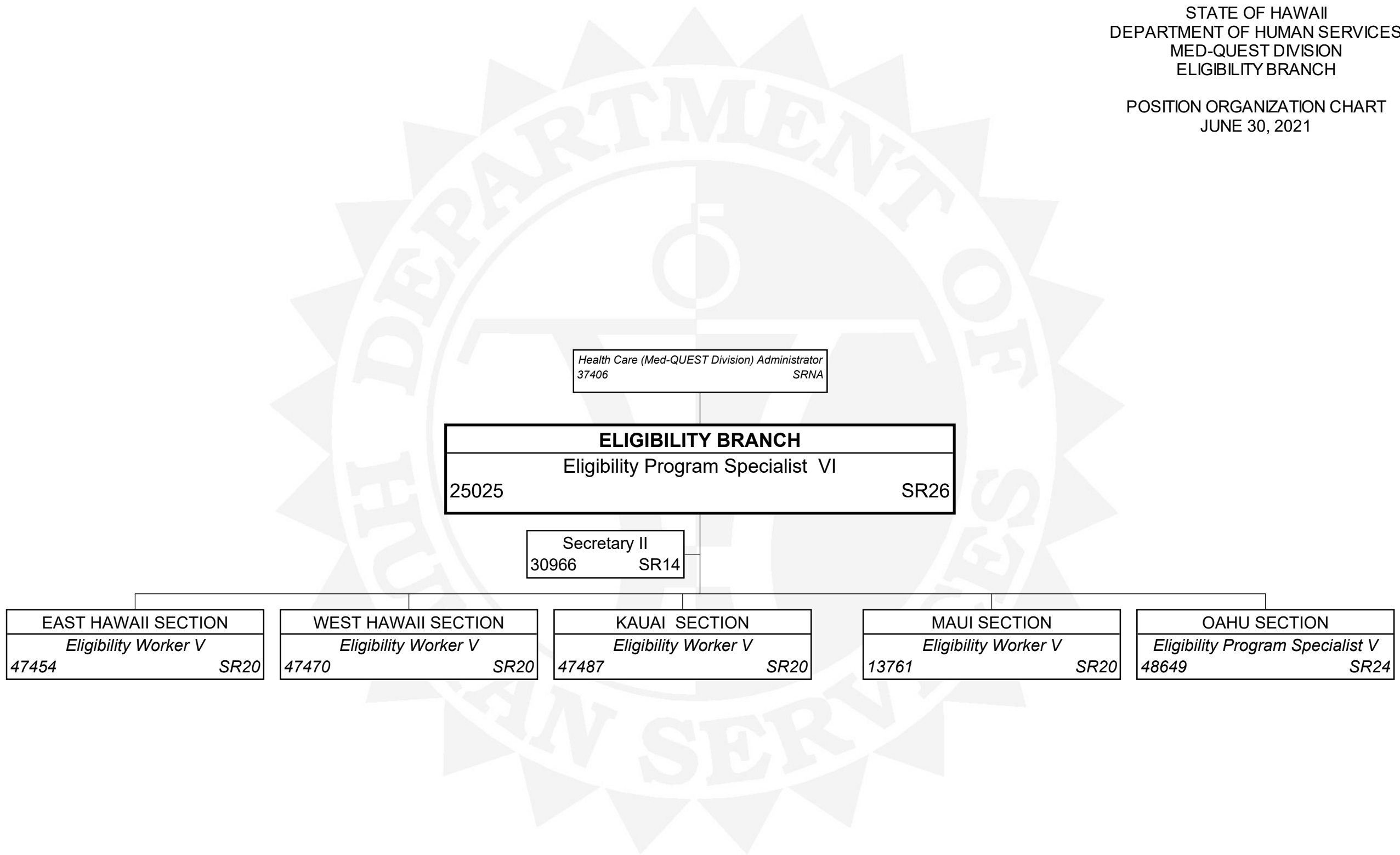
Eligibility Program Specialist IV
51847 SR22

Eligibility Program Specialist IV
101627 SR22



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

POSITION ORGANIZATION CHART
JUNE 30, 2021



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

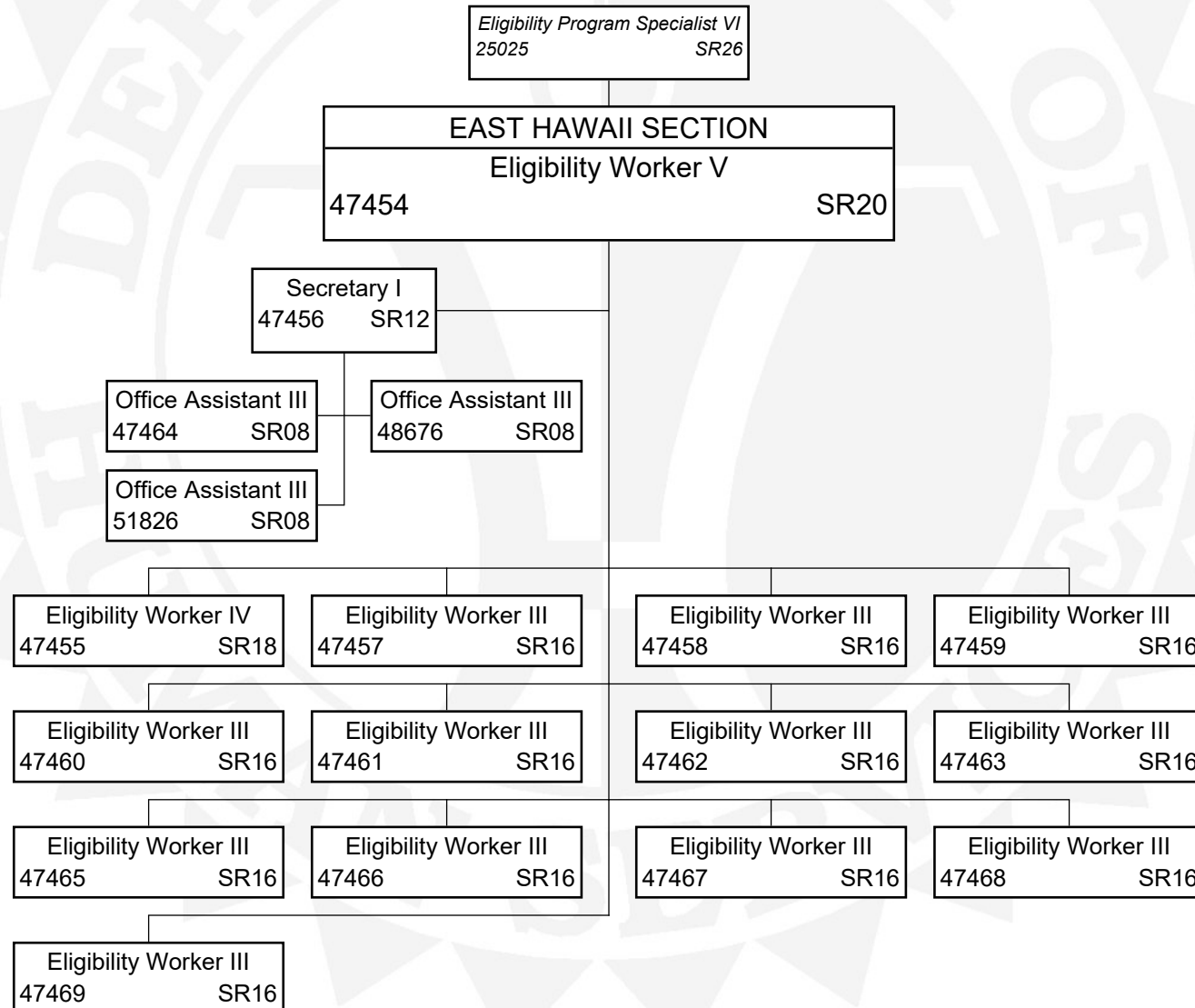
KAUAI SECTION
Eligibility Worker V
47487 SR20

MAUI SECTION
Eligibility Worker V
13761 SR20

OAHU SECTION
Eligibility Program Specialist V
48649 SR24

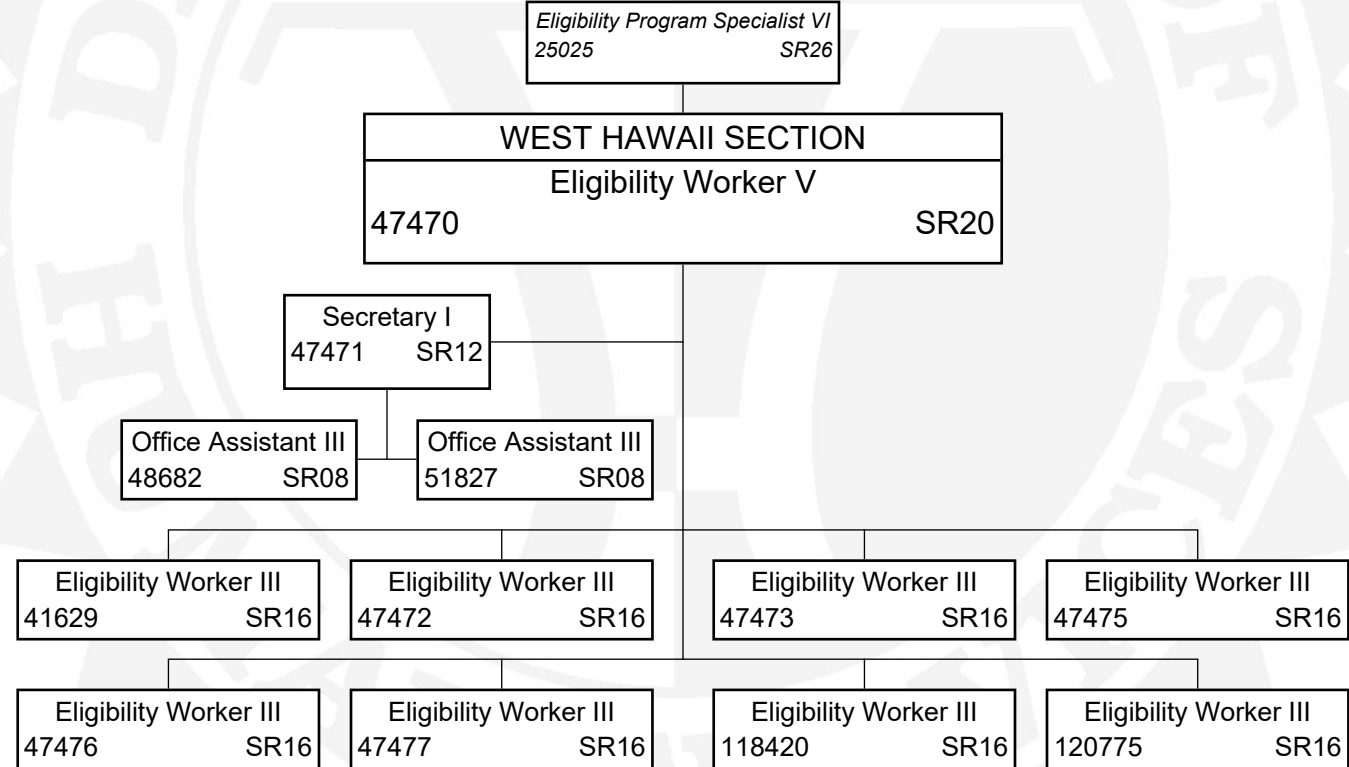
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
ELIGIBILITY BRANCH
EAST HAWAII SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



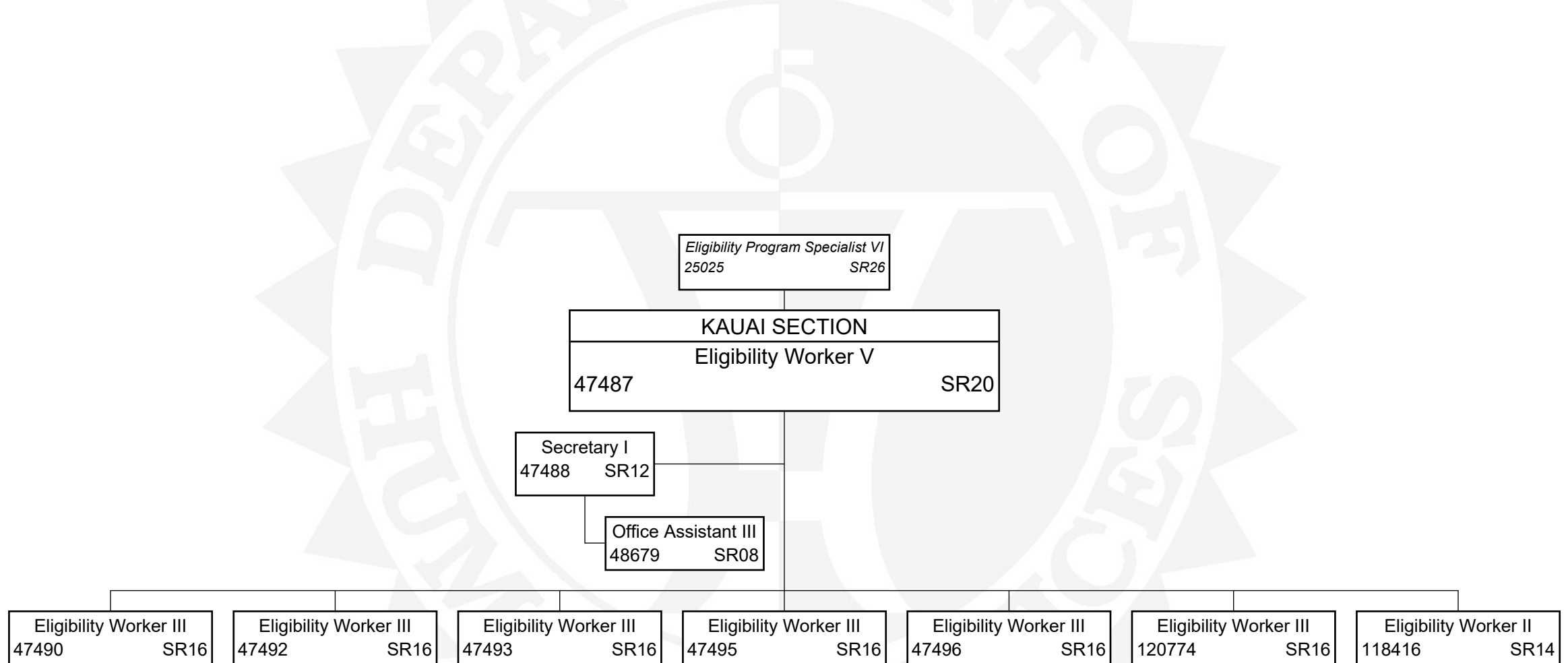
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
ELIGIBILITY BRANCH
WEST HAWAII SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



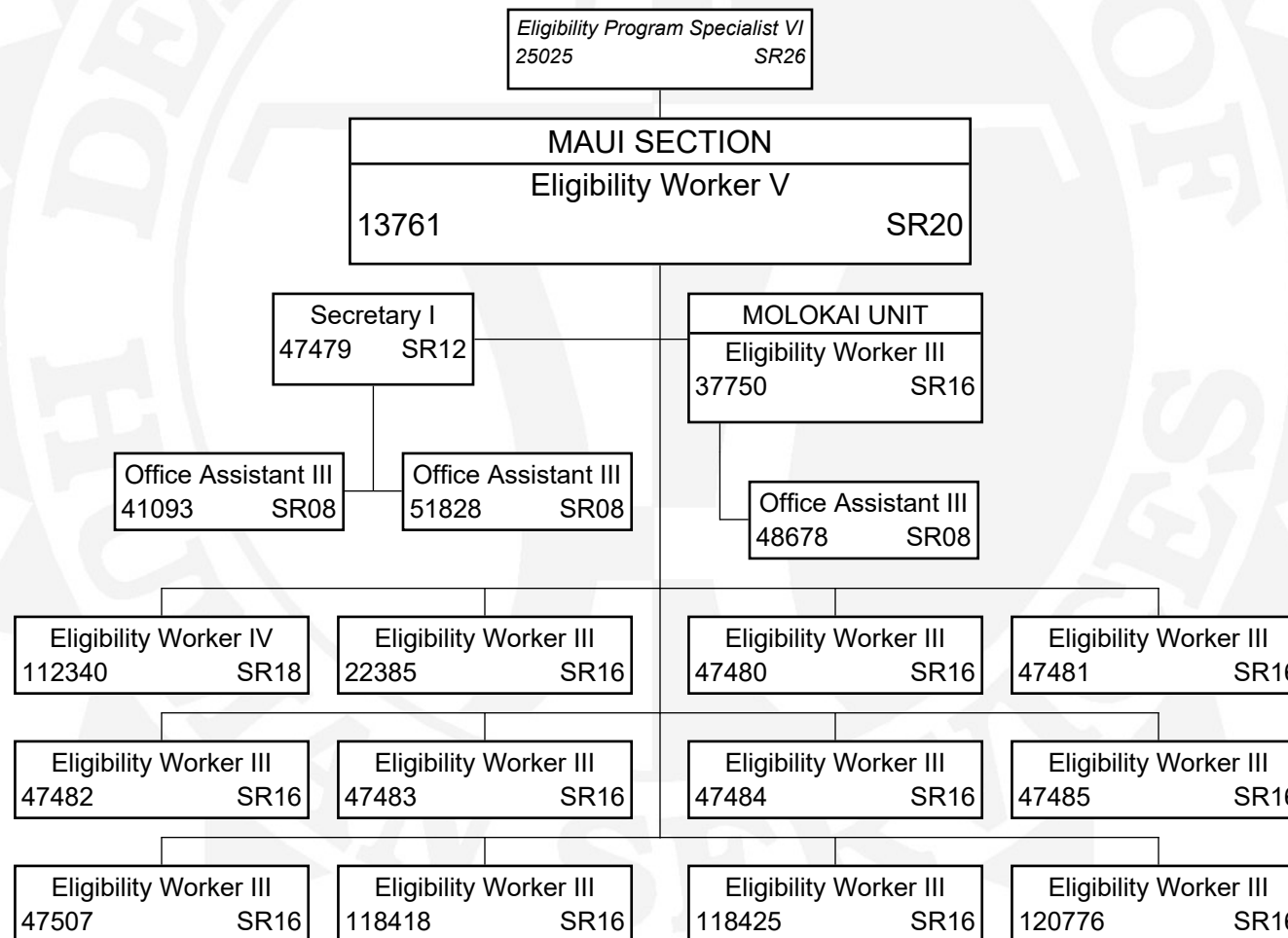
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
ELIGIBILITY BRANCH
KAUAI SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



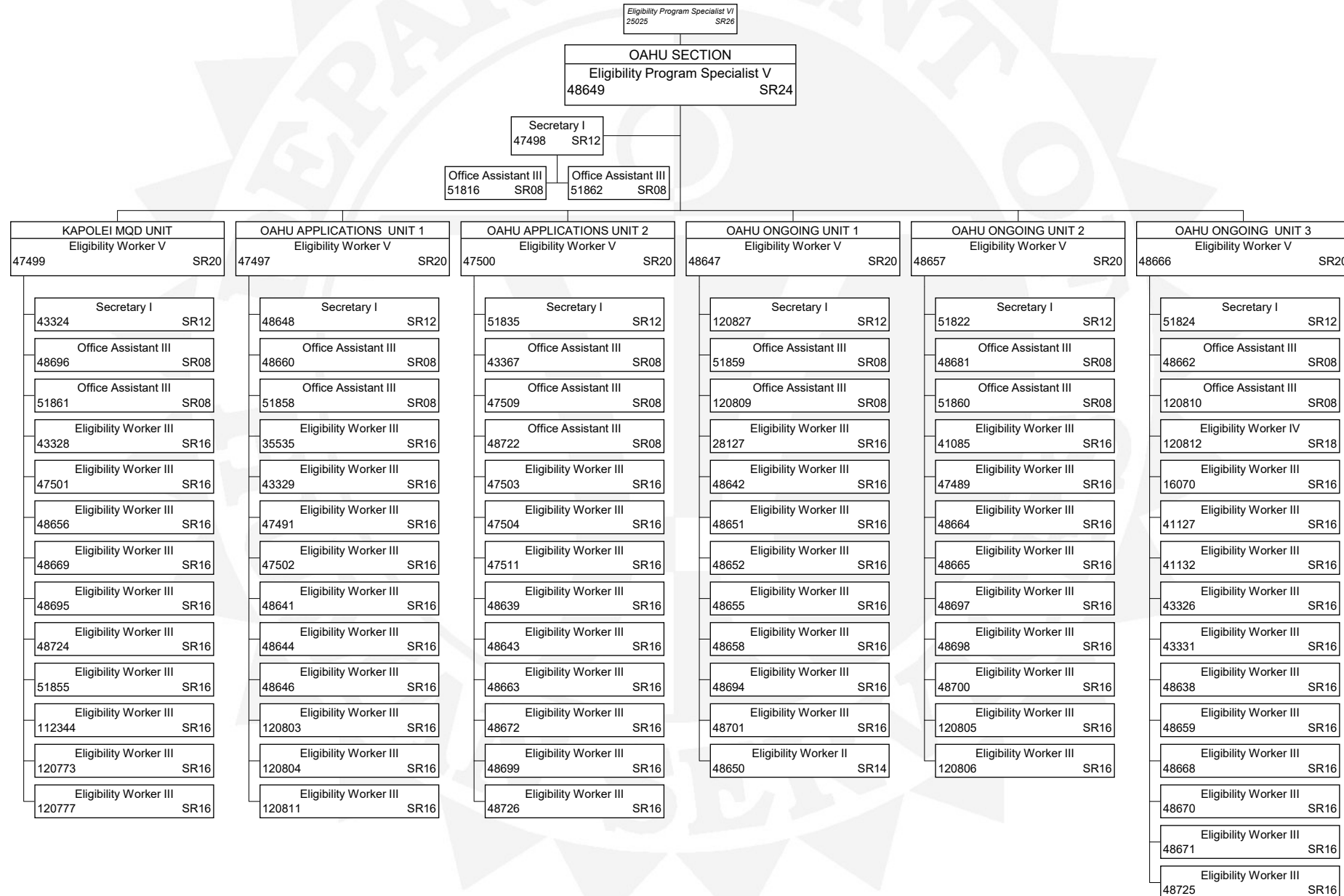
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 MED-QUEST DIVISION
 ELIGIBILITY BRANCH
 MAUI SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2021



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

POSITION ORGANIZATION CHART
JUNE 30, 2021



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
 100525 SR08

Secretary I
 101590 SR12

Secretary I
 103052 SR12

Registered Nurse V
 100418 SR24

Office Assistant III
 101597 SR08

Registered Nurse V
 34817 SR24

Office Assistant III
 35312 SR08

Office Assistant III
 26715 SR08

Registered Nurse V
 122831 SR24

Registered Nurse V
 44017 SR24

Registered Nurse V
 51829 SR24

Contracts Specialist (Med-QUEST)
 26589 SR22

Office Assistant III
 100502 SR08

Registered Nurse IV
 100454 SR22

Social Worker IV
 32234 SR22

Human Services Professional IV
 100407 SR22

Contracts Specialist (Med-QUEST)
 100491 SR22

Social Worker IV
 4546 SR22

Registered Nurse IV
 100499 SR22

Contracts Specialist (Med-QUEST)
 6389 SR22

Contracts Specialist (Med-QUEST)
 8492 SR22

Contracts Specialist (Med-QUEST)
 122448 SR22

Social Worker IV
 101596 SR22

Registered Nurse IV
 103049 SR22

Contracts Specialist (Med-QUEST)
 31514 SR22

Contracts Specialist (Med-QUEST)
 36575 SR22

Encounter Data Validation Specialist
 108927 SRNA

Home and Family Access
 Program Manager
 100519 SRNA

Contracts Specialist (Med-QUEST)
 111045 SR22

Contracts Specialist (Med-QUEST)
 122252 SR22

Provider Data Technician
 111068 SRNA

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.

CHILD WELFARE PROGRAM DEVELOPMENT OFFICE 1 and 2 (Cont'd)

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 Human Resources 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.

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

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

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



West Hawaii Adult Protective and Community Services Section

Under the direction of the Adult 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 Human Resources 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 Human Resources 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.

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.

Kauai Adult Protective and Community Services Section (Cont'd)

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 Human Resources 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.

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.

Maui Adult Protective and Community Services Section (Cont'd)

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.

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 Human Resources 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

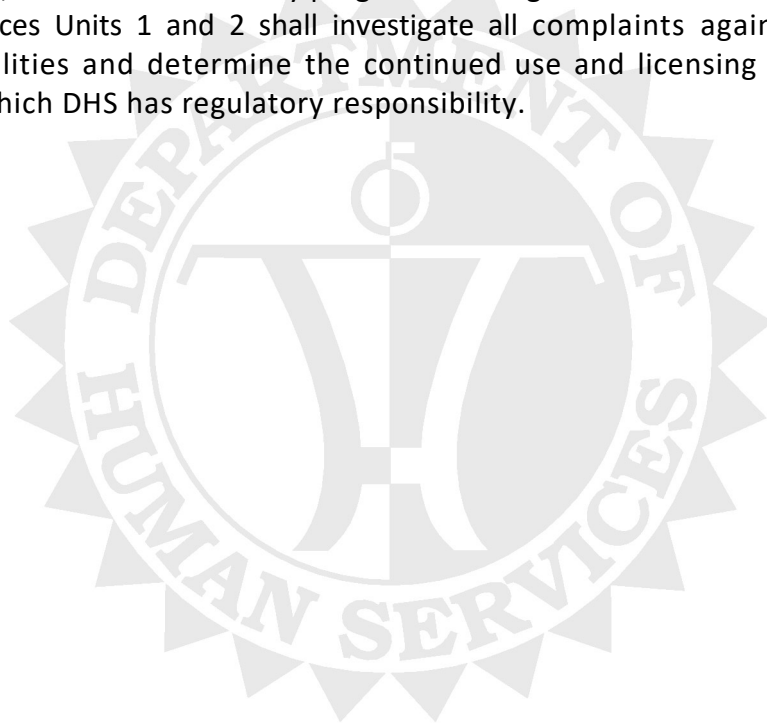
Under the direction of the Oahu Adult Protective and Community Services Section Administrator, the Oahu Adult Intake Unit's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency 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

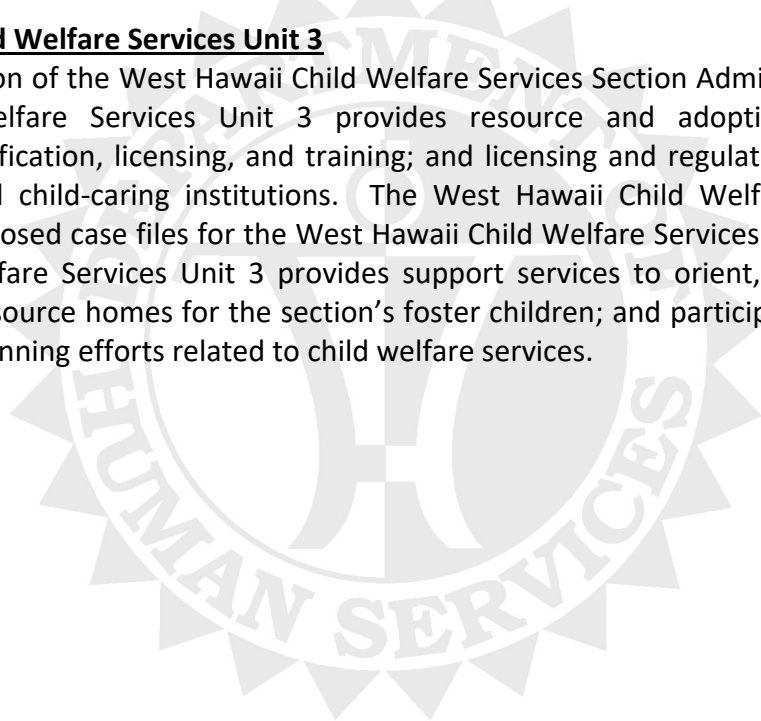
Under the general direction of the Child Welfare Services Branch Administrator, the West Hawaii Child Welfare Services Section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in West Hawaii. The 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.

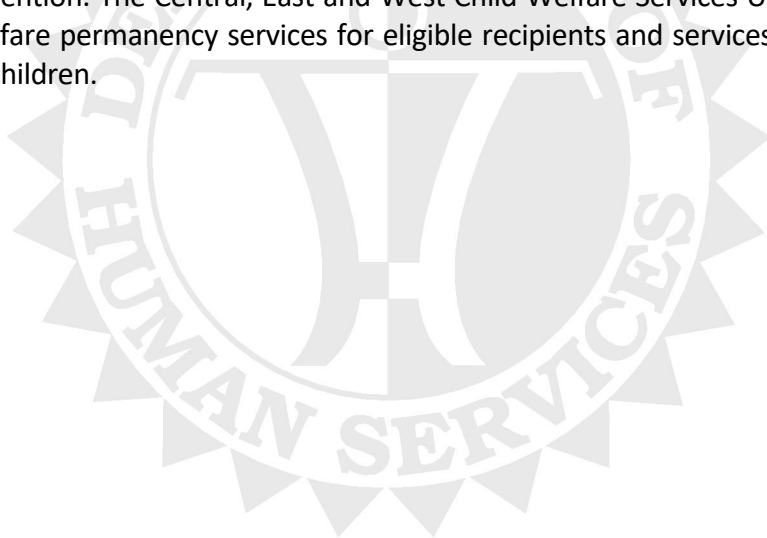


Kauai Child Welfare Services Section

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.

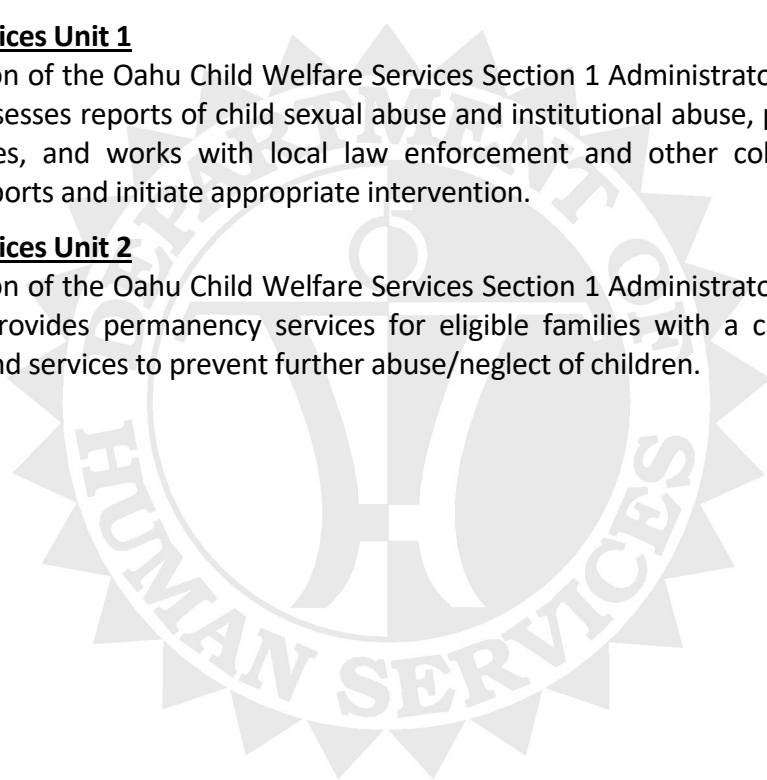
The Oahu Child Welfare Services Units 1 and 2 provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; also provide pre-adoption, adoption, and post-adoption services to children and families.

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.



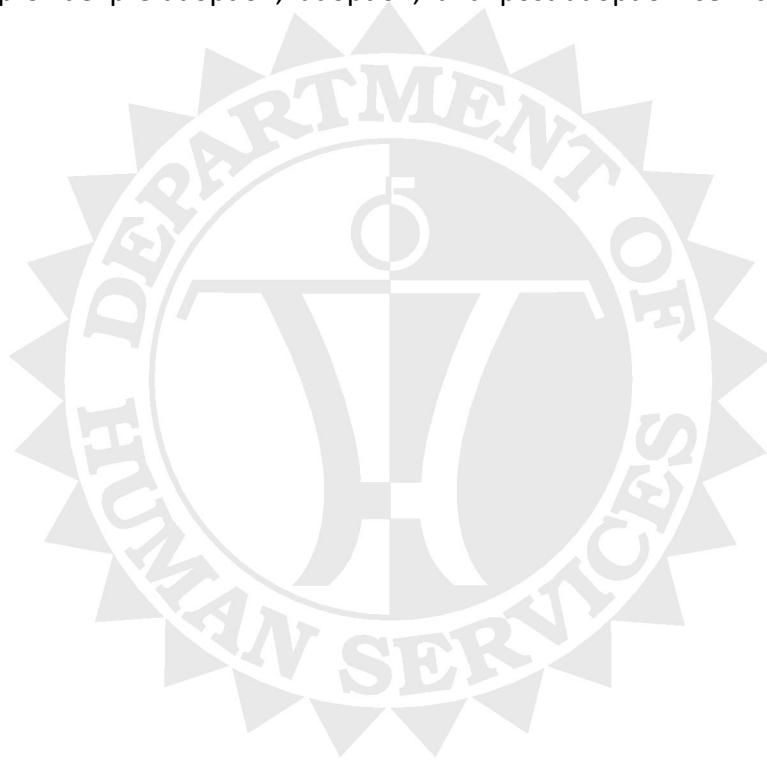
Oahu Child Welfare Services Section 2

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 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.

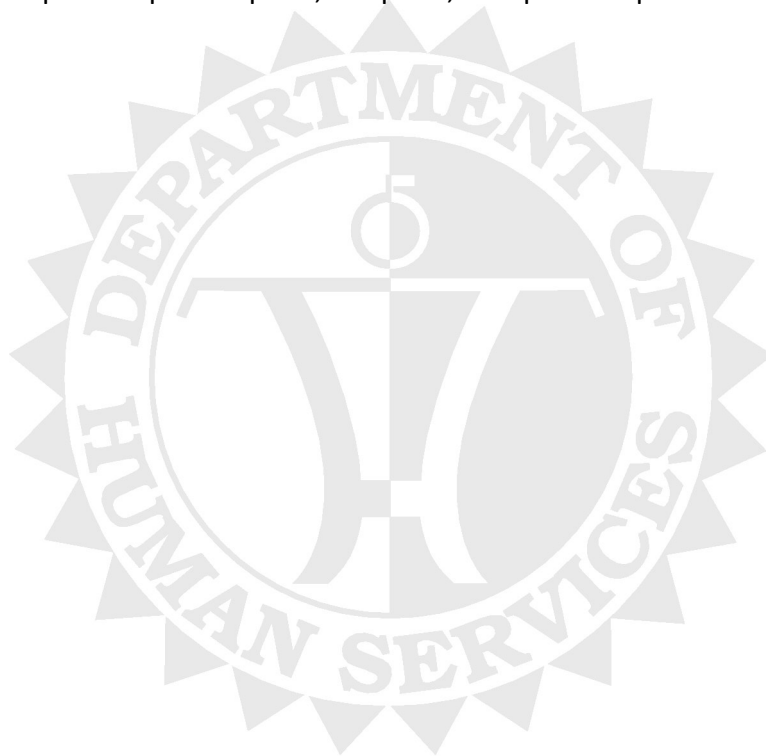
Oahu Child Welfare Services Section 4

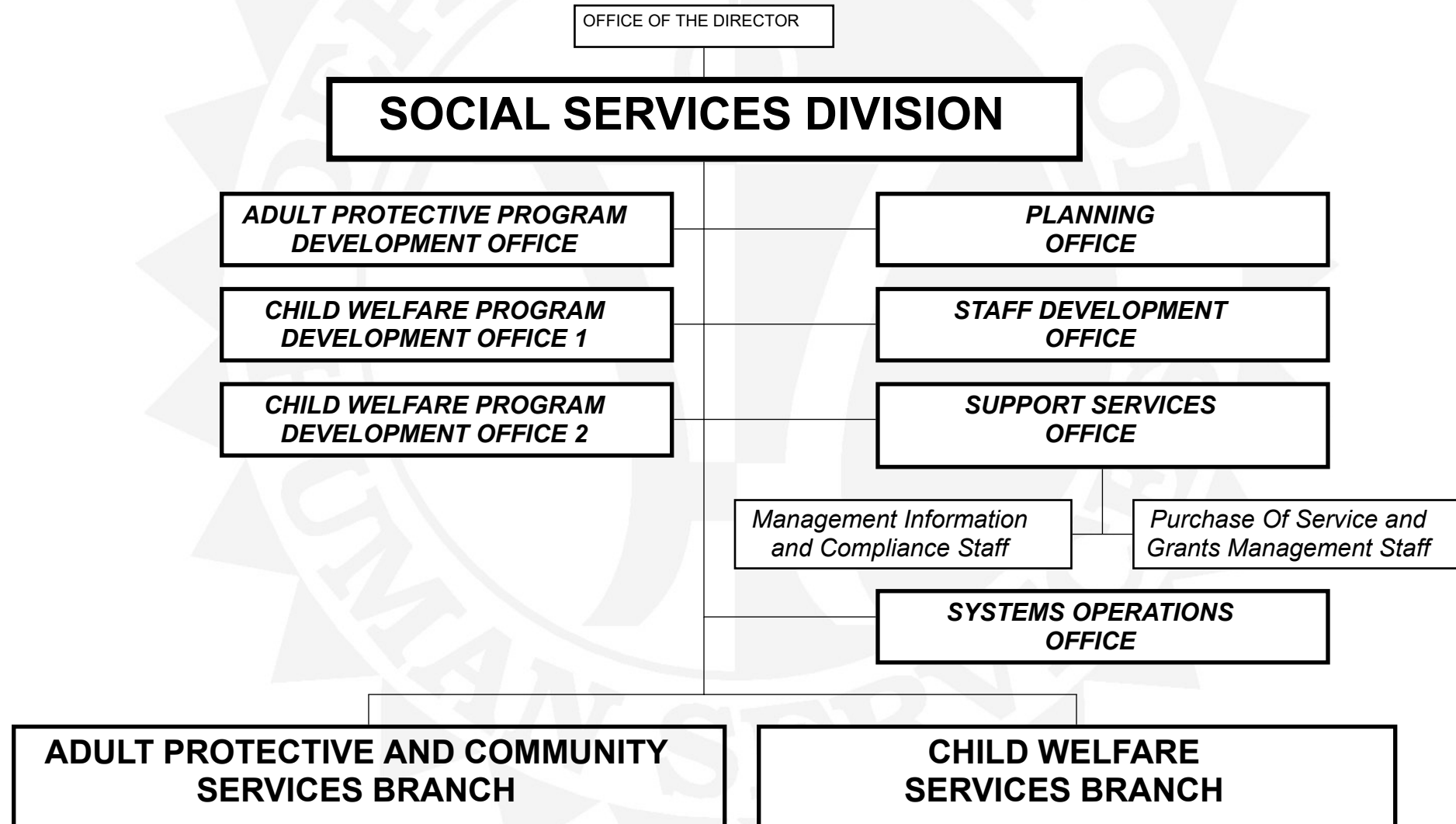
Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 4 provide operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in Oahu. The Oahu Child Welfare 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.

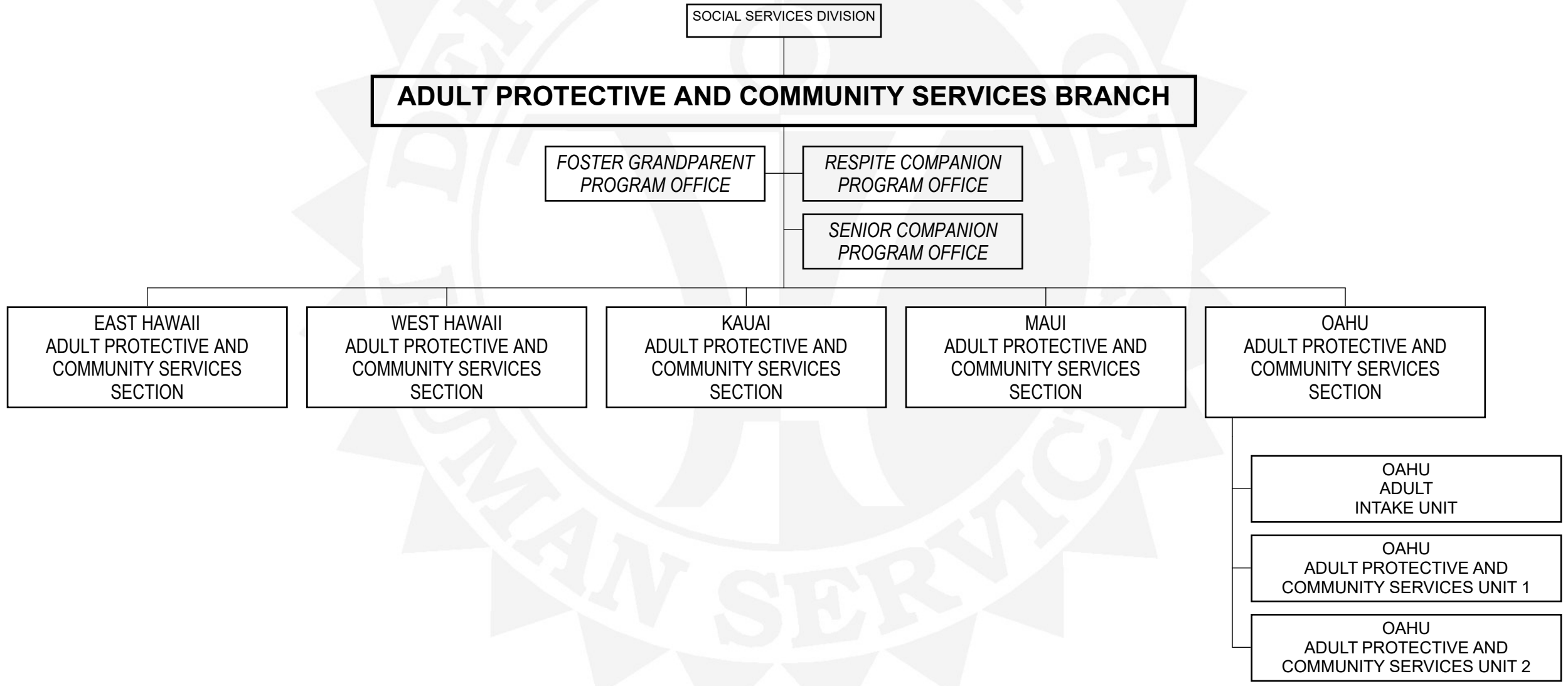
The East Oahu Child Welfare Services Units 1, 2, 3, and 4 provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provide pre-adoption, adoption, and post-adoption services to children and families.

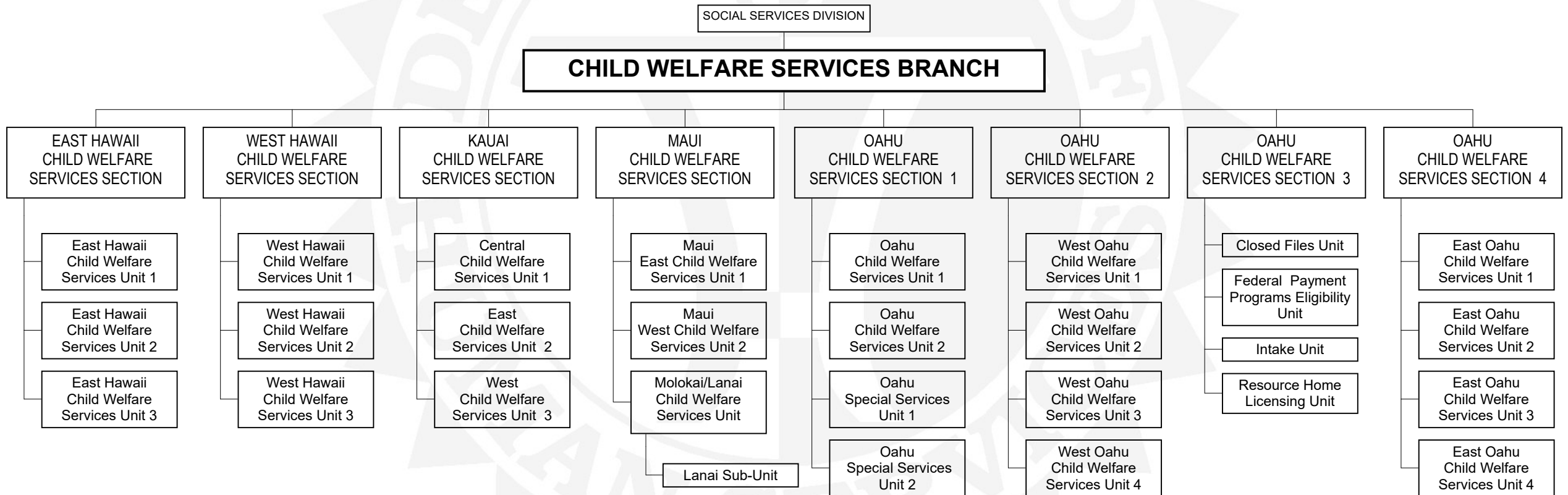


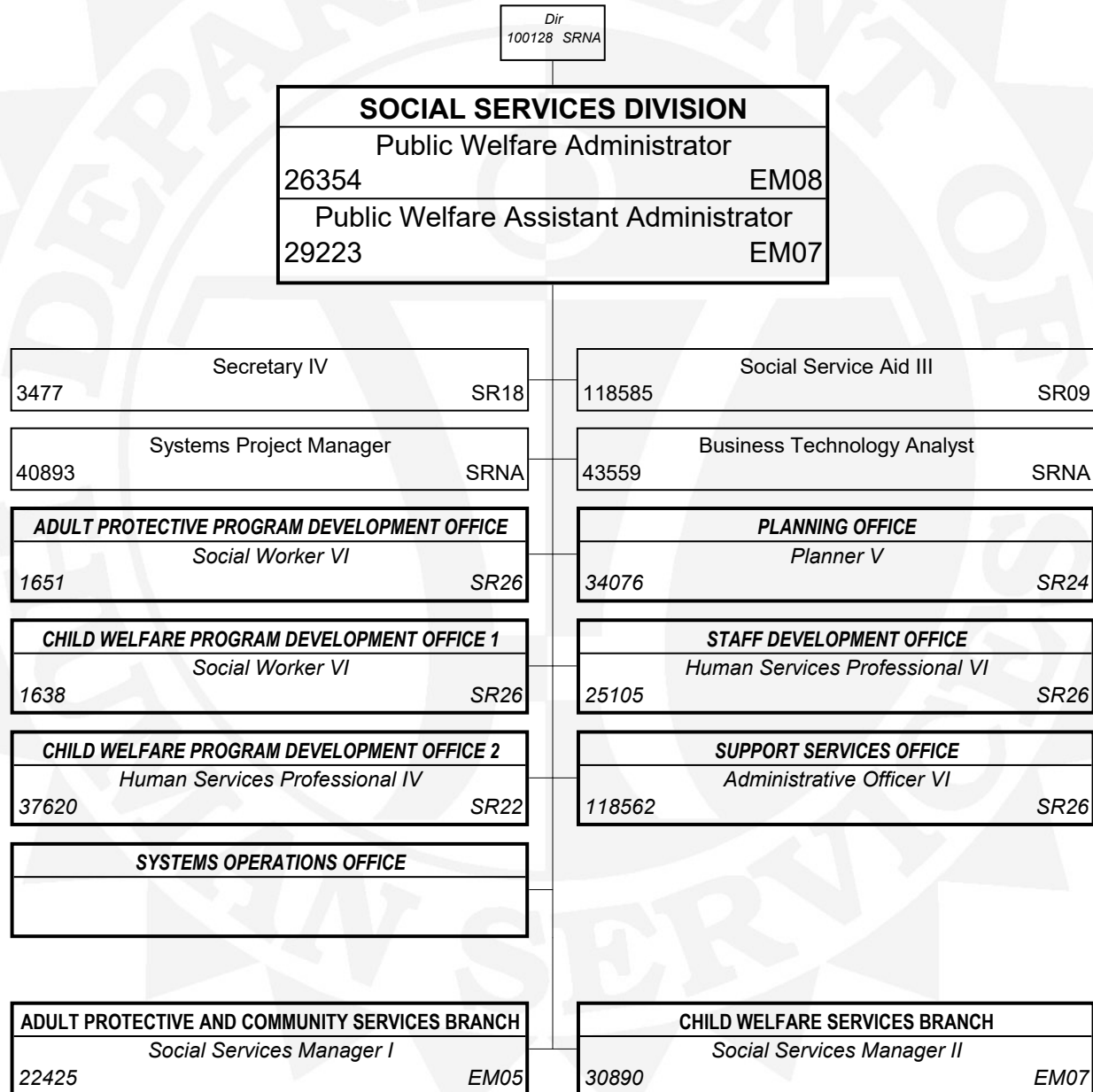


STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH

ORGANIZATION CHART
JUNE 30, 2021

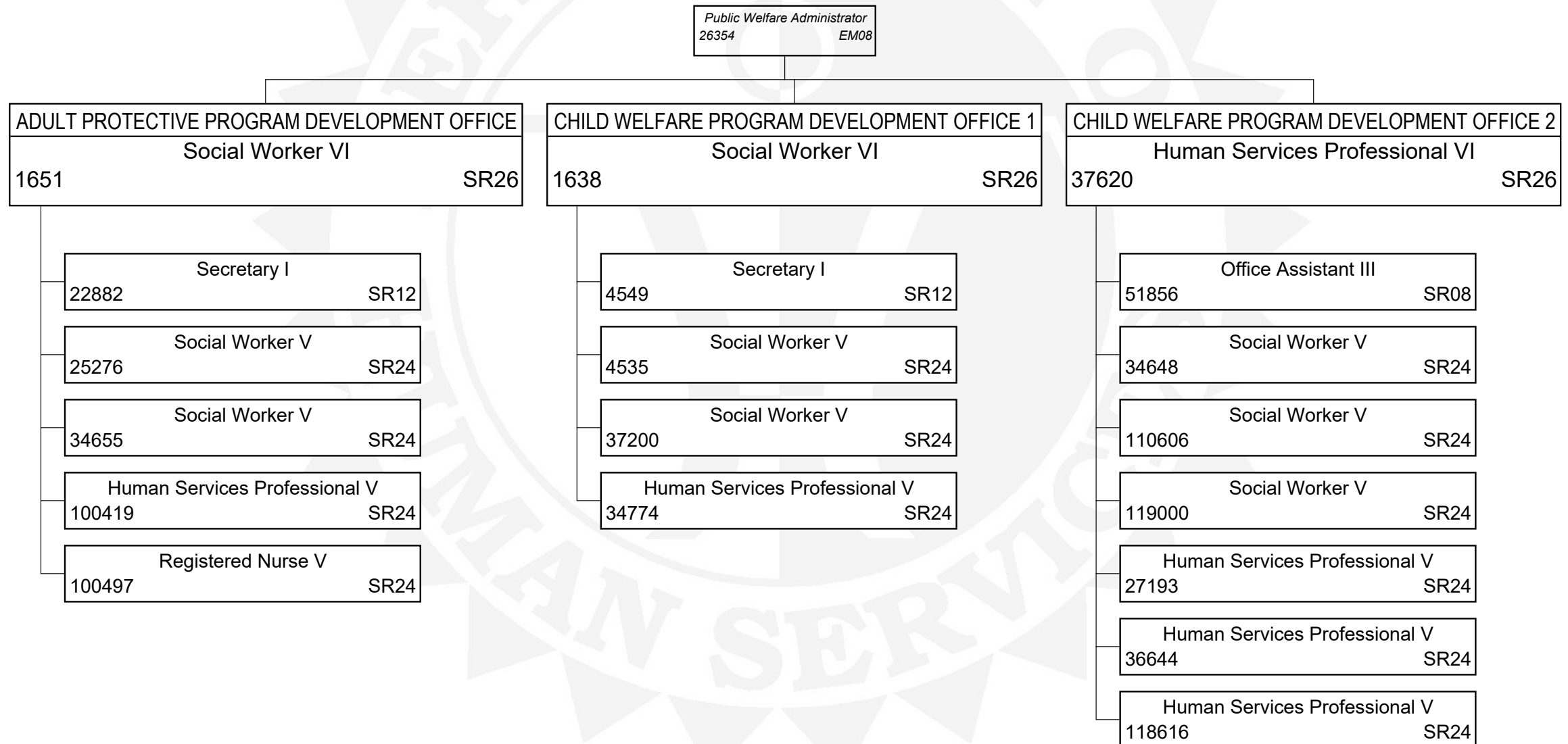


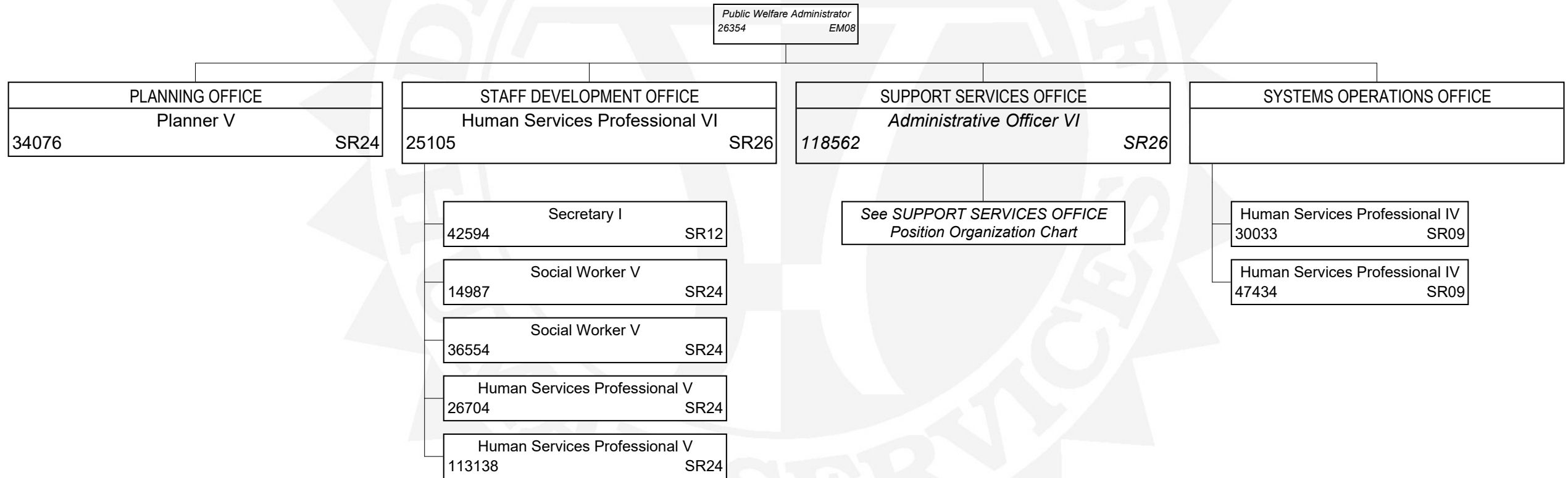


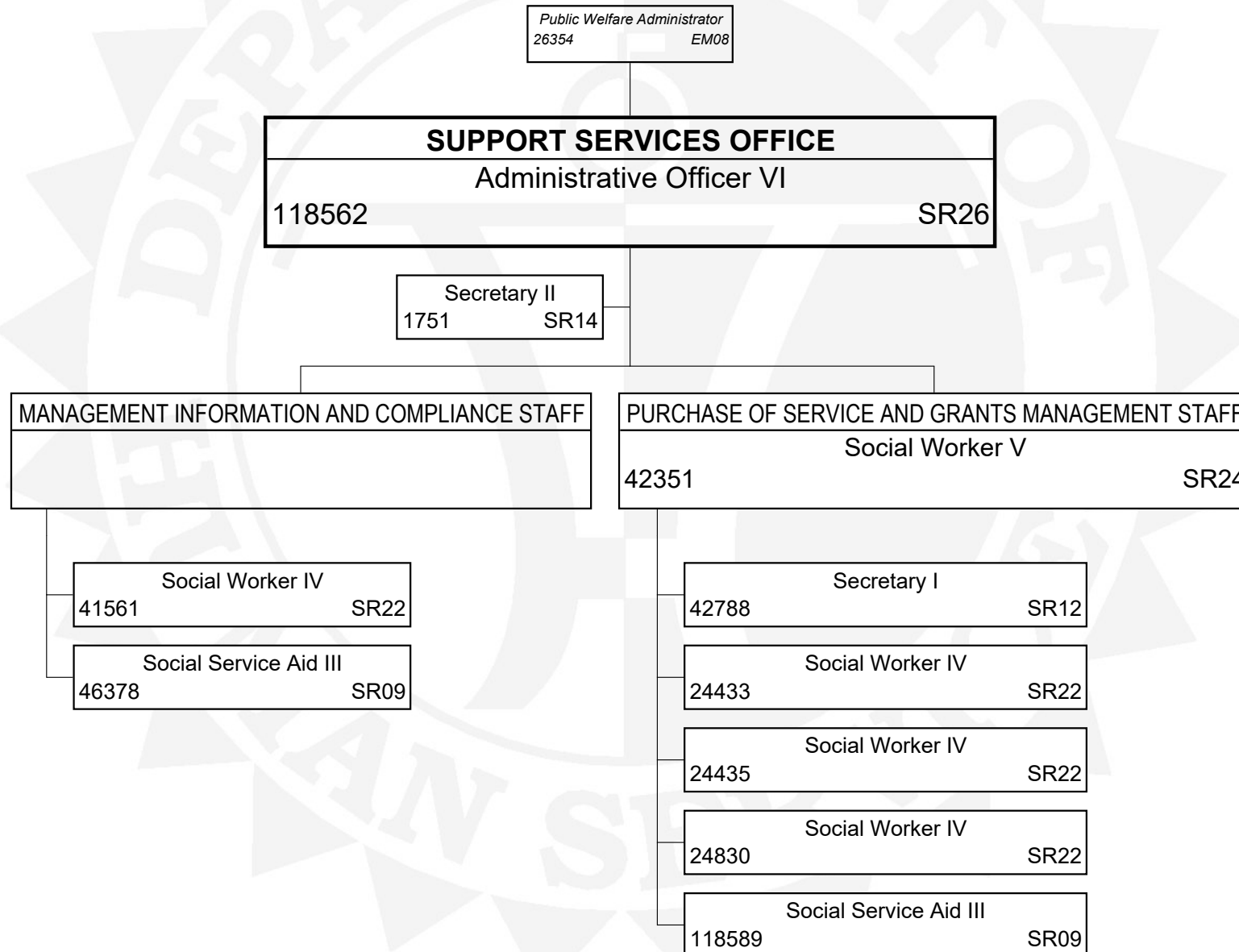


STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 SOCIAL SERVICES DIVISION
 ADULT PROTECTIVE PROGRAM DEVELOPMENT OFFICE
 CHILD WELFARE PROGRAM DEVELOPMENT OFFICE 1
 CHILD WELFARE PROGRAM DEVELOPMENT OFFICE 2

POSITION ORGANIZATION CHART
 JUNE 30, 2021

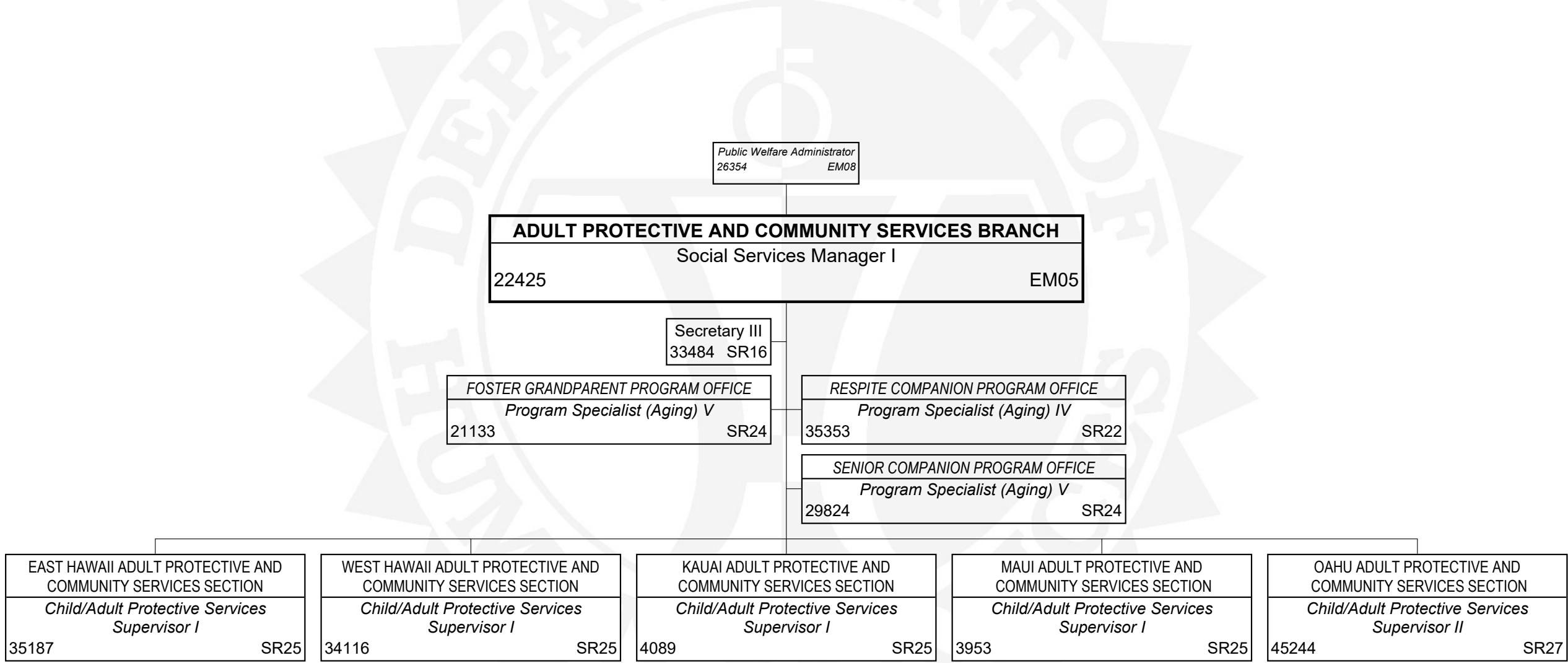






STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 SOCIAL SERVICES DIVISION
 ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2021



Public Welfare Administrator
26354 EM08

ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
 Social Services Manager I
 22425 EM05

Secretary III
33484 SR16

FOSTER GRANDPARENT PROGRAM OFFICE
 Program Specialist (Aging) V
 21133 SR24

RESPITE COMPANION PROGRAM OFFICE
 Program Specialist (Aging) IV
 35353 SR22

SENIOR COMPANION PROGRAM OFFICE
 Program Specialist (Aging) V
 29824 SR24

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

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

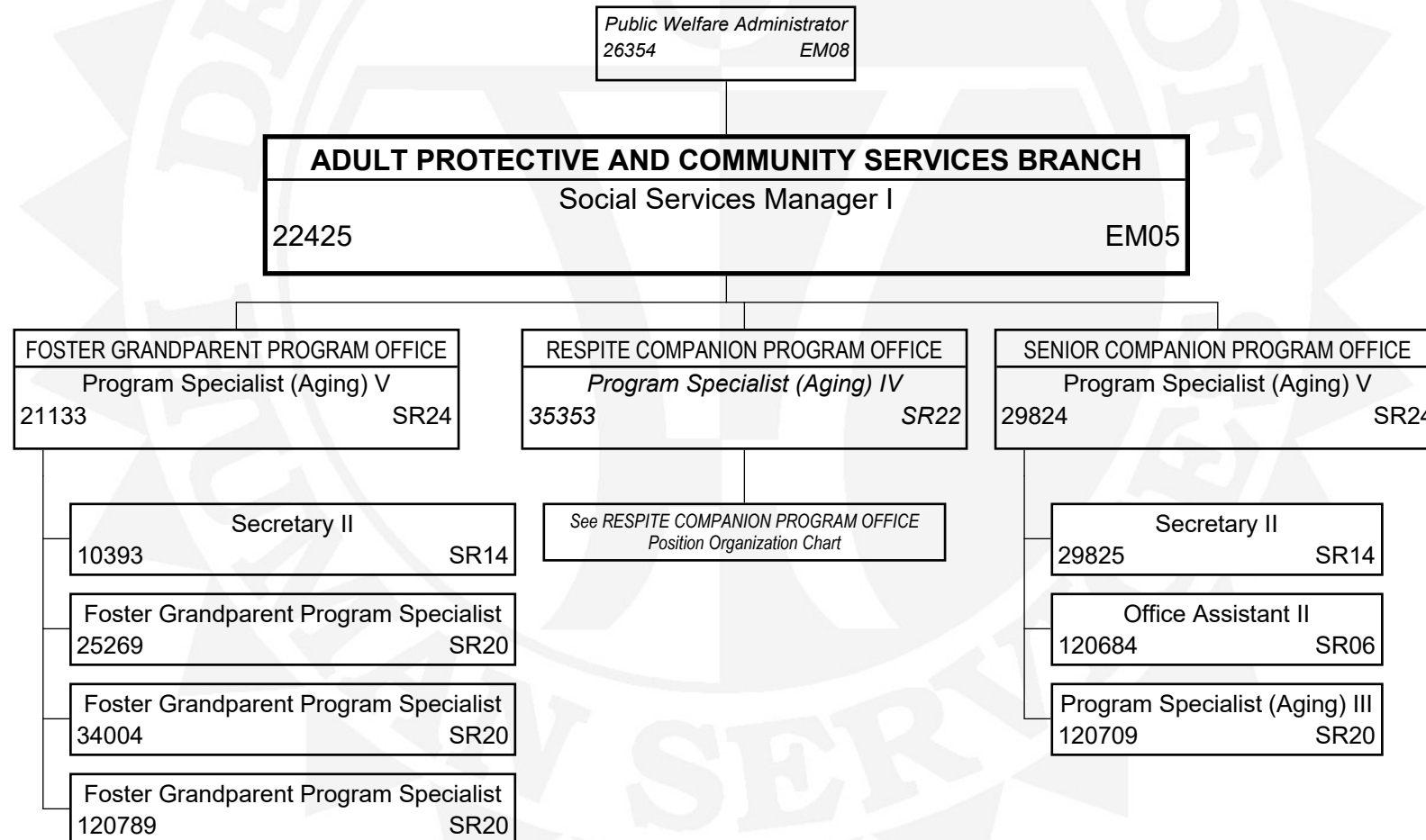
KAUAI ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION
 Child/Adult Protective Services Supervisor I
 4089 SR25

MAUI ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION
 Child/Adult Protective Services Supervisor I
 3953 SR25

OAHU ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION
 Child/Adult Protective Services Supervisor II
 45244 SR27

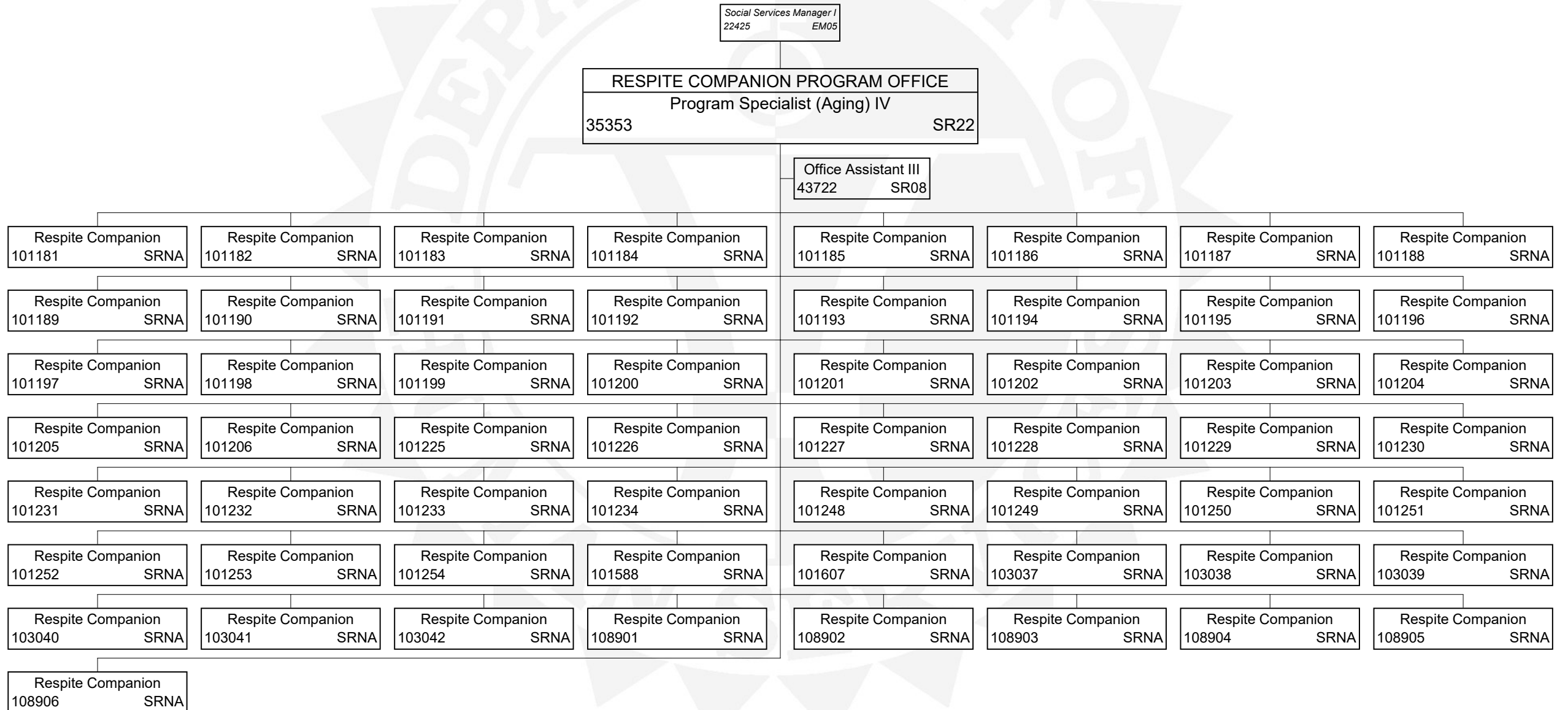
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 SOCIAL SERVICES DIVISION
 ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
 FOSTER GRANDPARENT PROGRAM OFFICE
 RESPITE COMPANION PROGRAM OFFICE*
 SENIOR COMPANION PROGRAM OFFICE

POSITION ORGANIZATION CHART
 JUNE 30, 2021



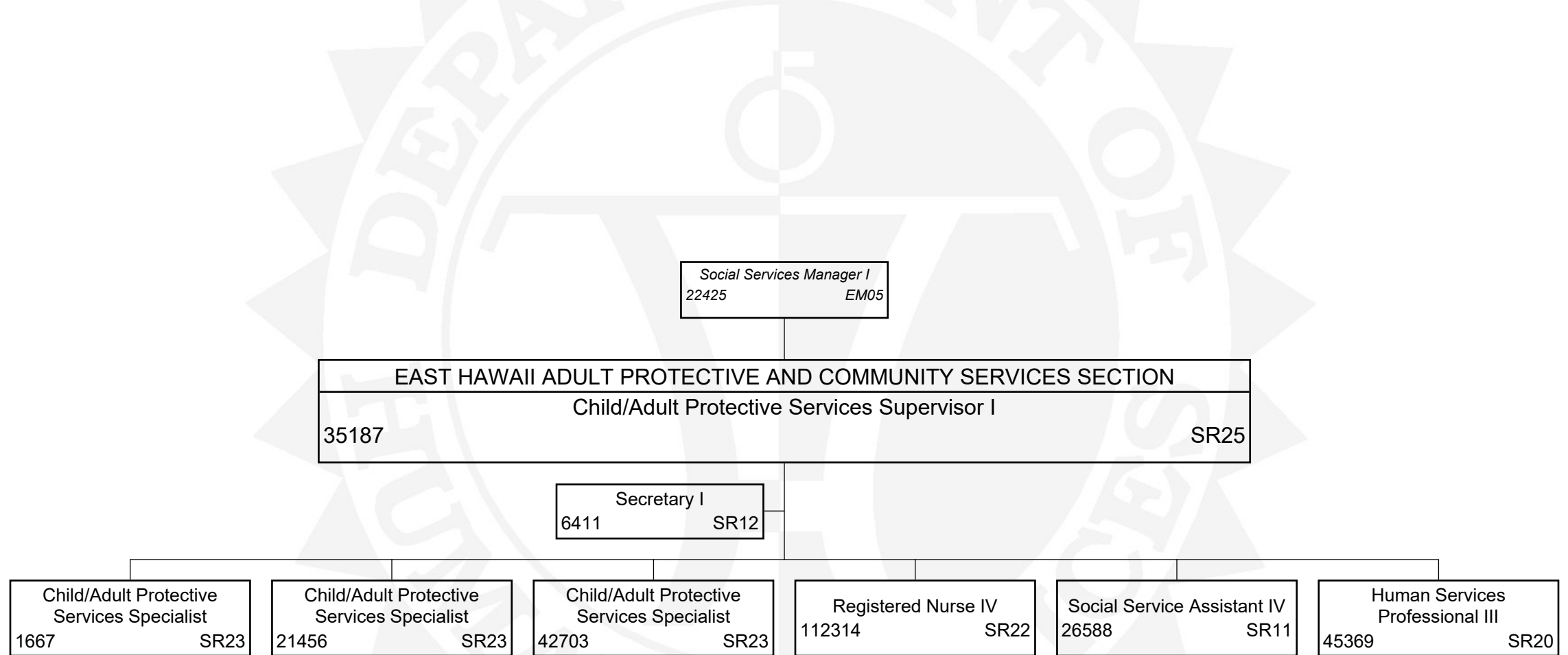
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
RESPITE COMPANION PROGRAM OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2021



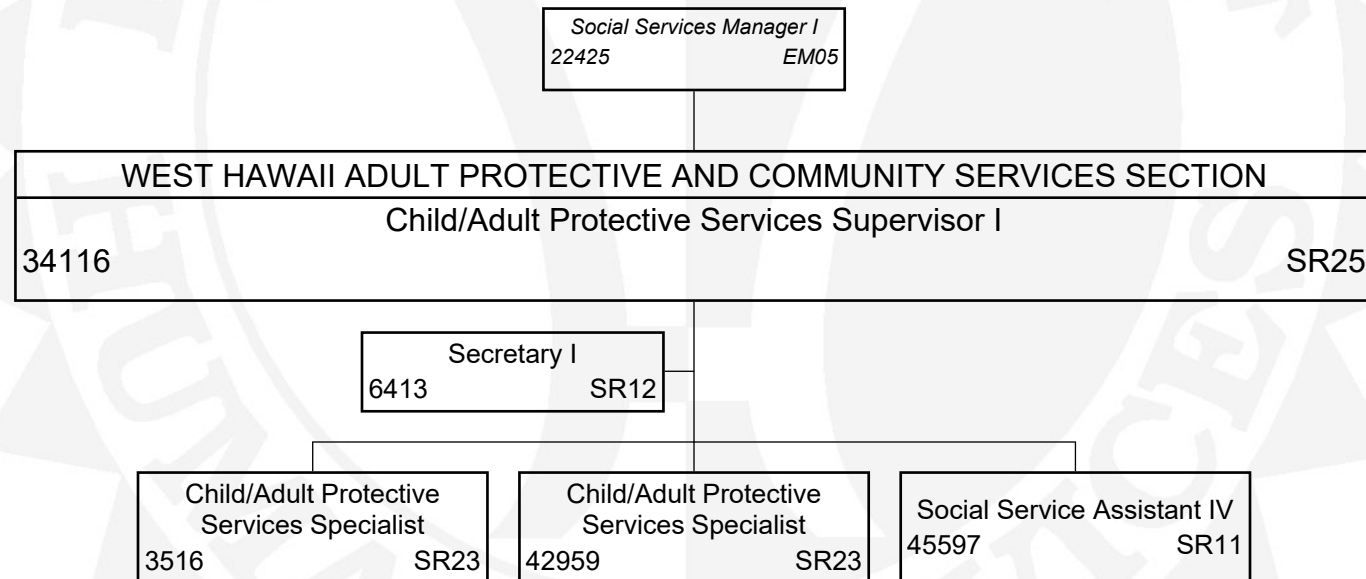
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
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POSITION ORGANIZATION CHART
JUNE 30, 2021



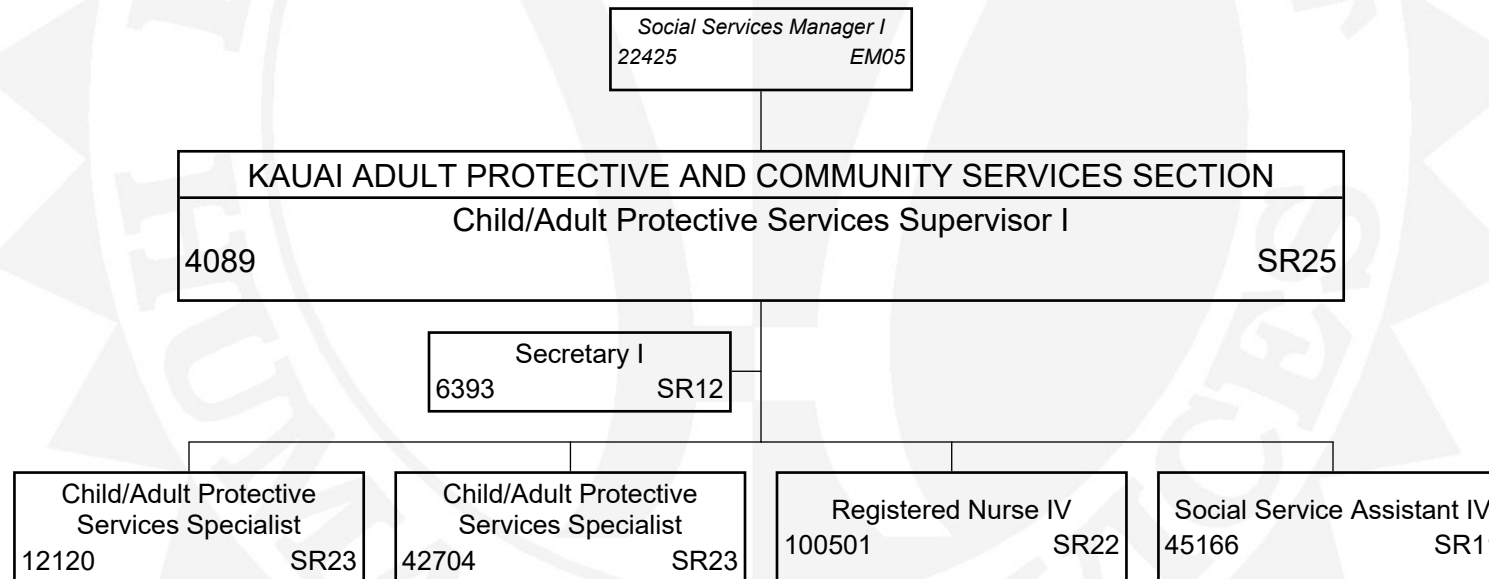
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
WEST HAWAII ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



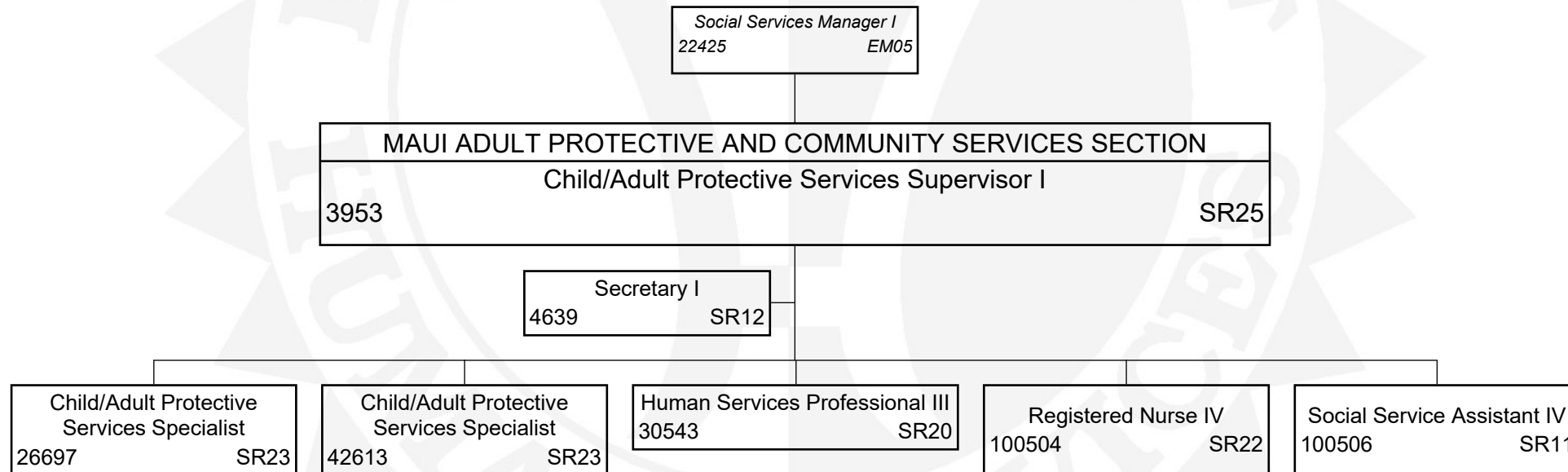
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
KAUAI ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



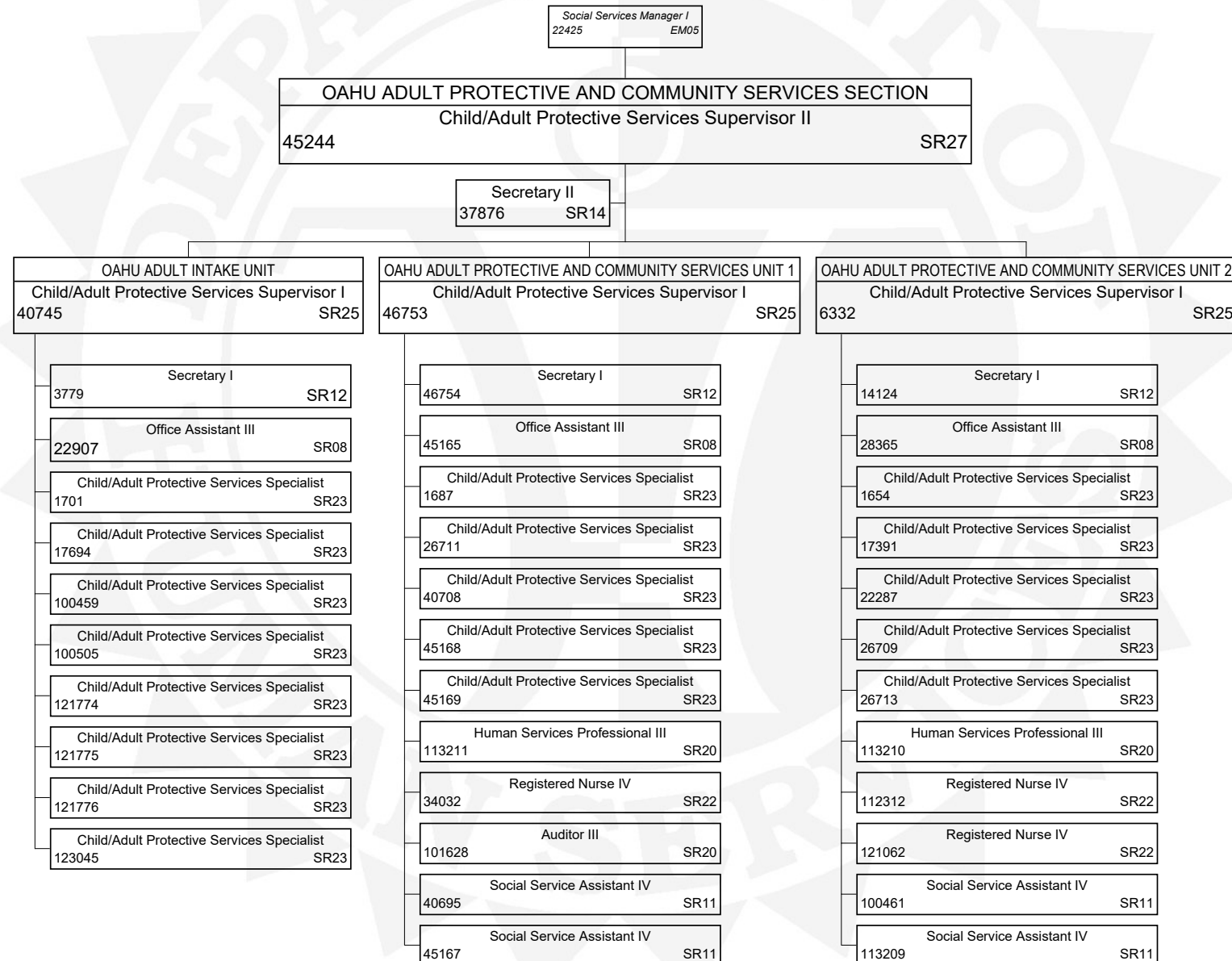
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
MAUI ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



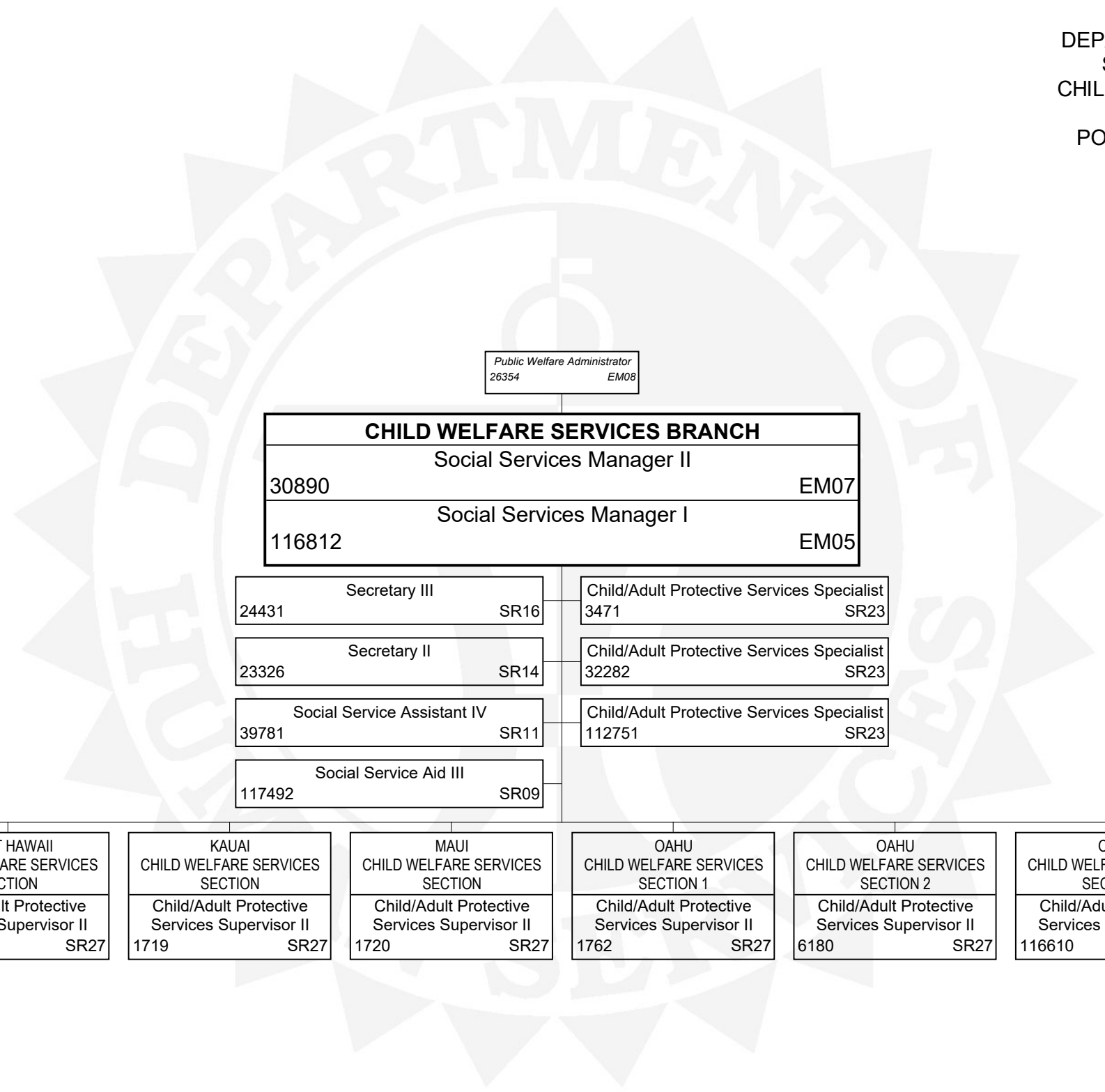
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 SOCIAL SERVICES DIVISION
 ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
 OAHU ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2021



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

POSITION ORGANIZATION CHART
 JUNE 30, 2021

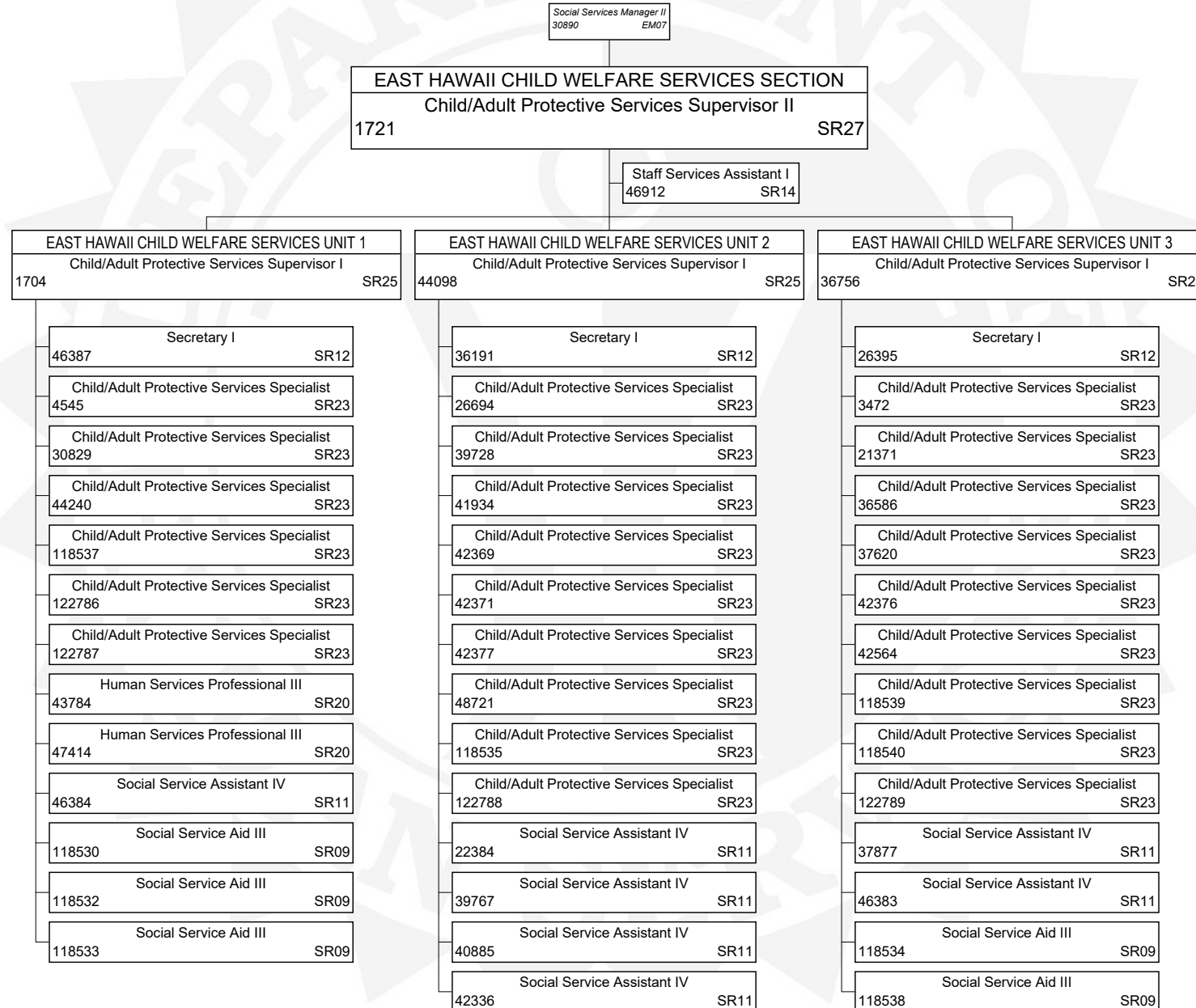


Public Welfare Administrator
 26354 EM08

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

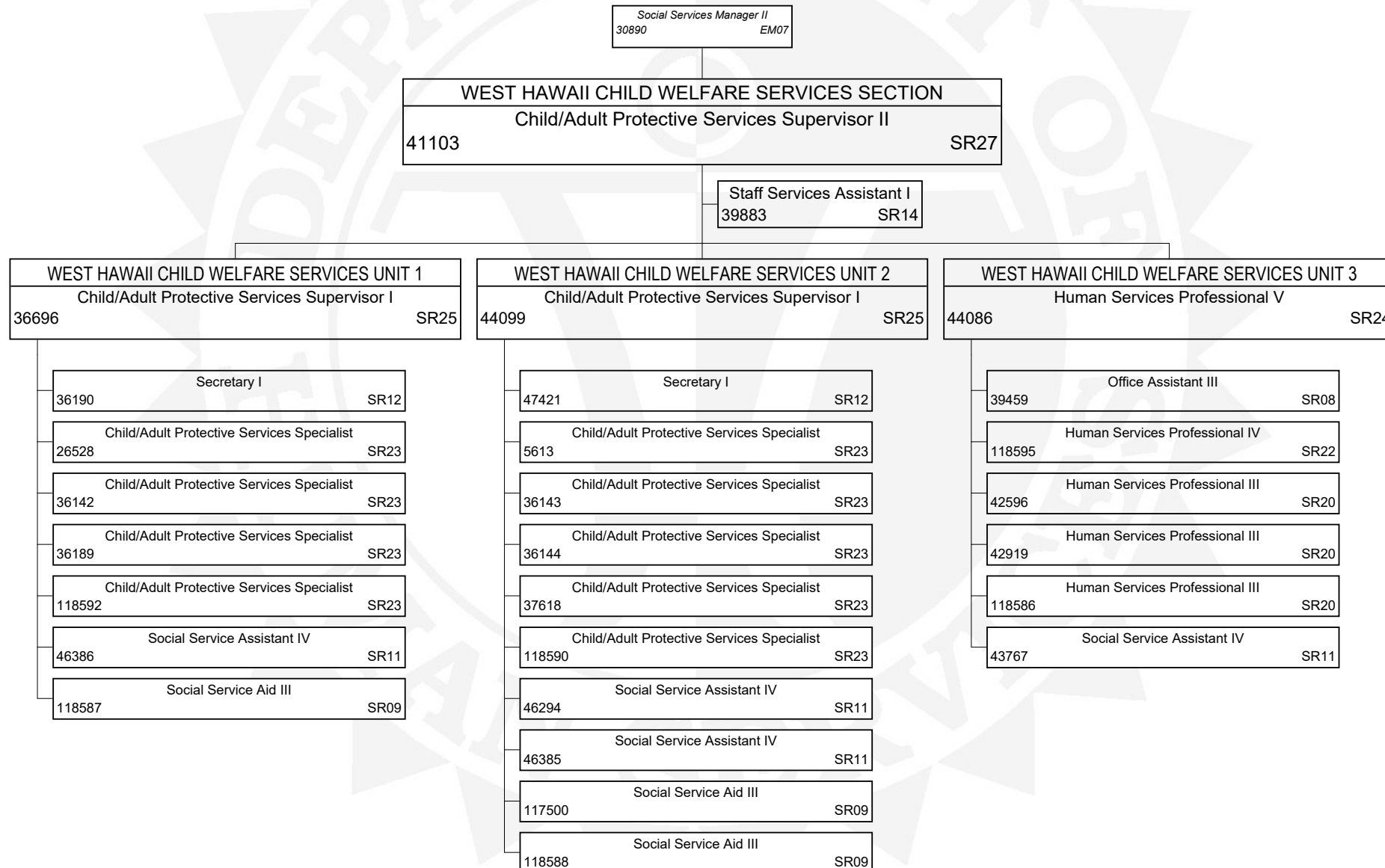
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23326	Secretary II	SR14	Child/Adult Protective Services Specialist	32282	SR23
39781	Social Service Assistant IV	SR11	Child/Adult Protective Services Specialist	112751	SR23
117492	Social Service Aid III	SR09			

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



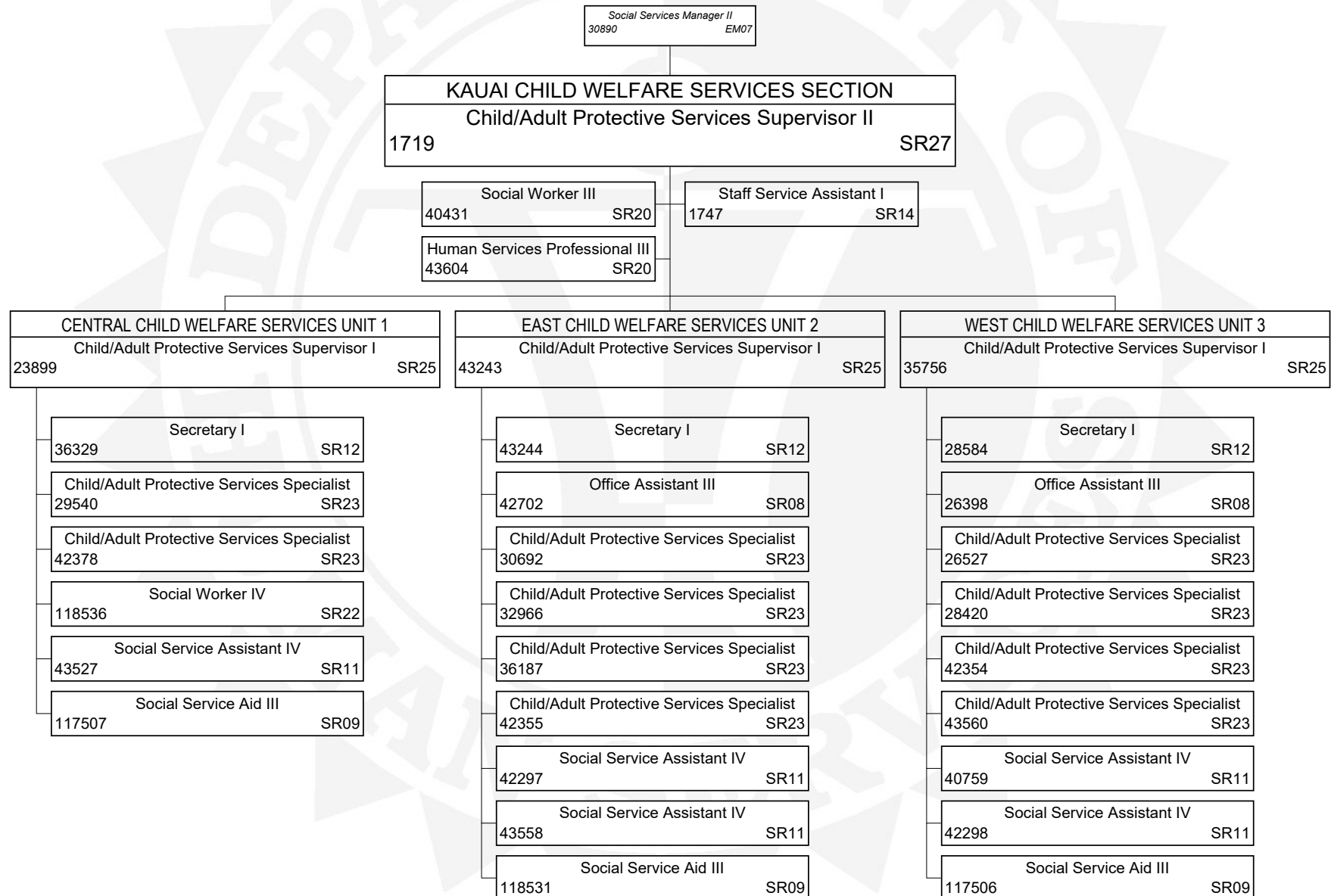
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
CHILD WELFARE SERVICES BRANCH
WEST HAWAII CHILD WELFARE SERVICES SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2021



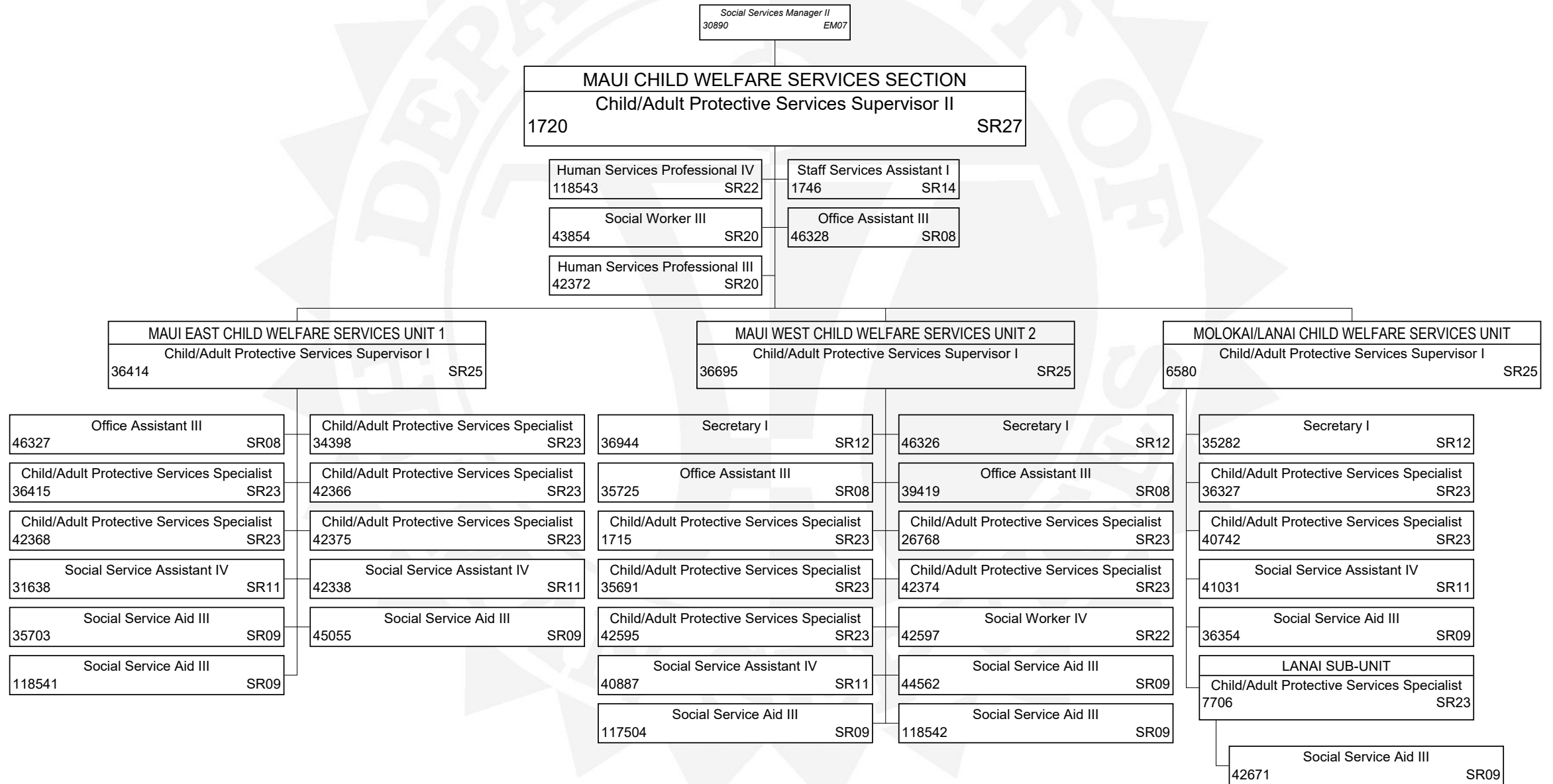
STATE OF HAWAII
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 SOCIAL SERVICES DIVISION
 CHILD WELFARE SERVICES BRANCH
 KAUAI CHILD WELFARE SERVICES SECTION

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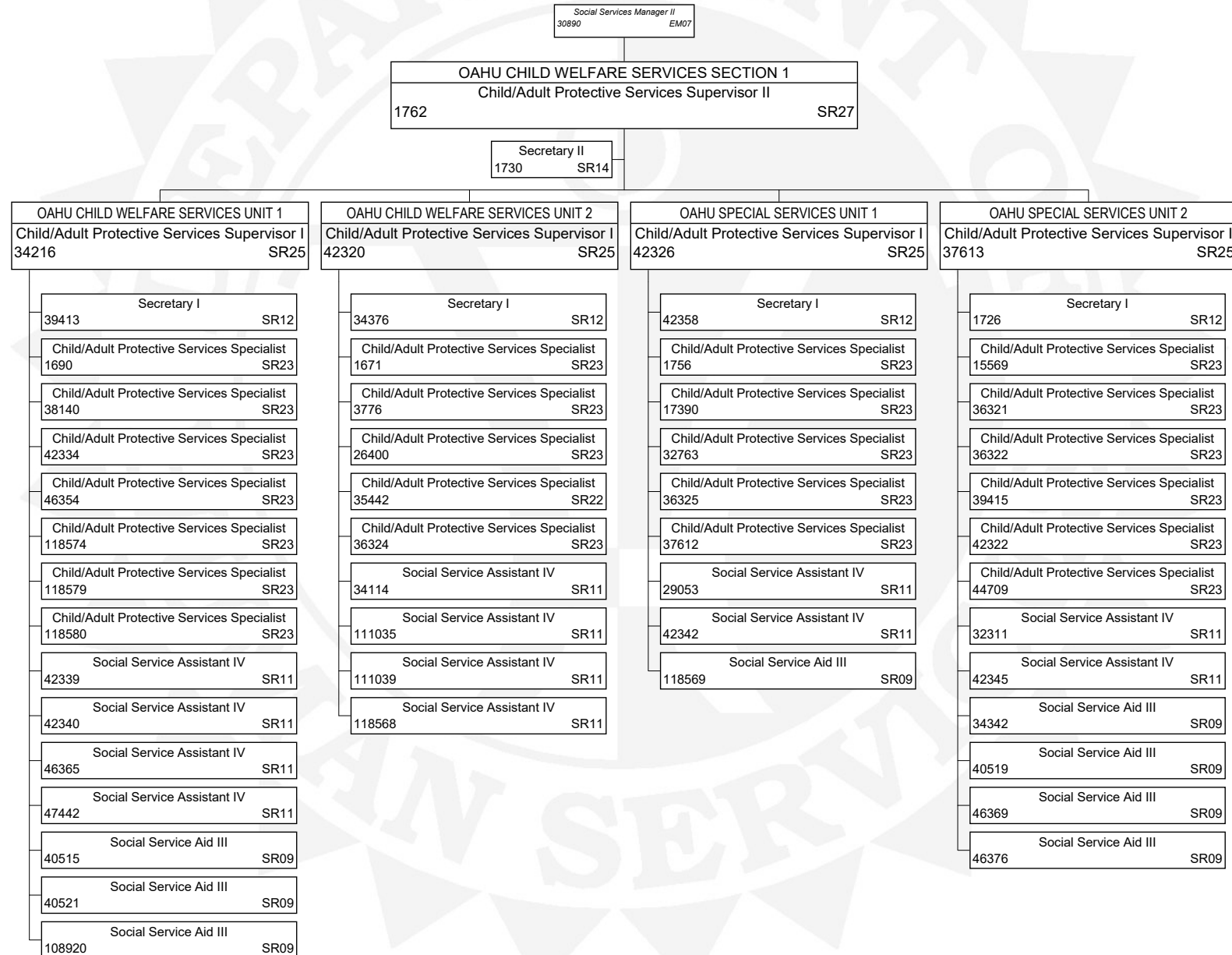
STATE OF HAWAII
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 SOCIAL SERVICES DIVISION
 CHILD WELFARE SERVICES BRANCH
 MAUI CHILD WELFARE SERVICES SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2021



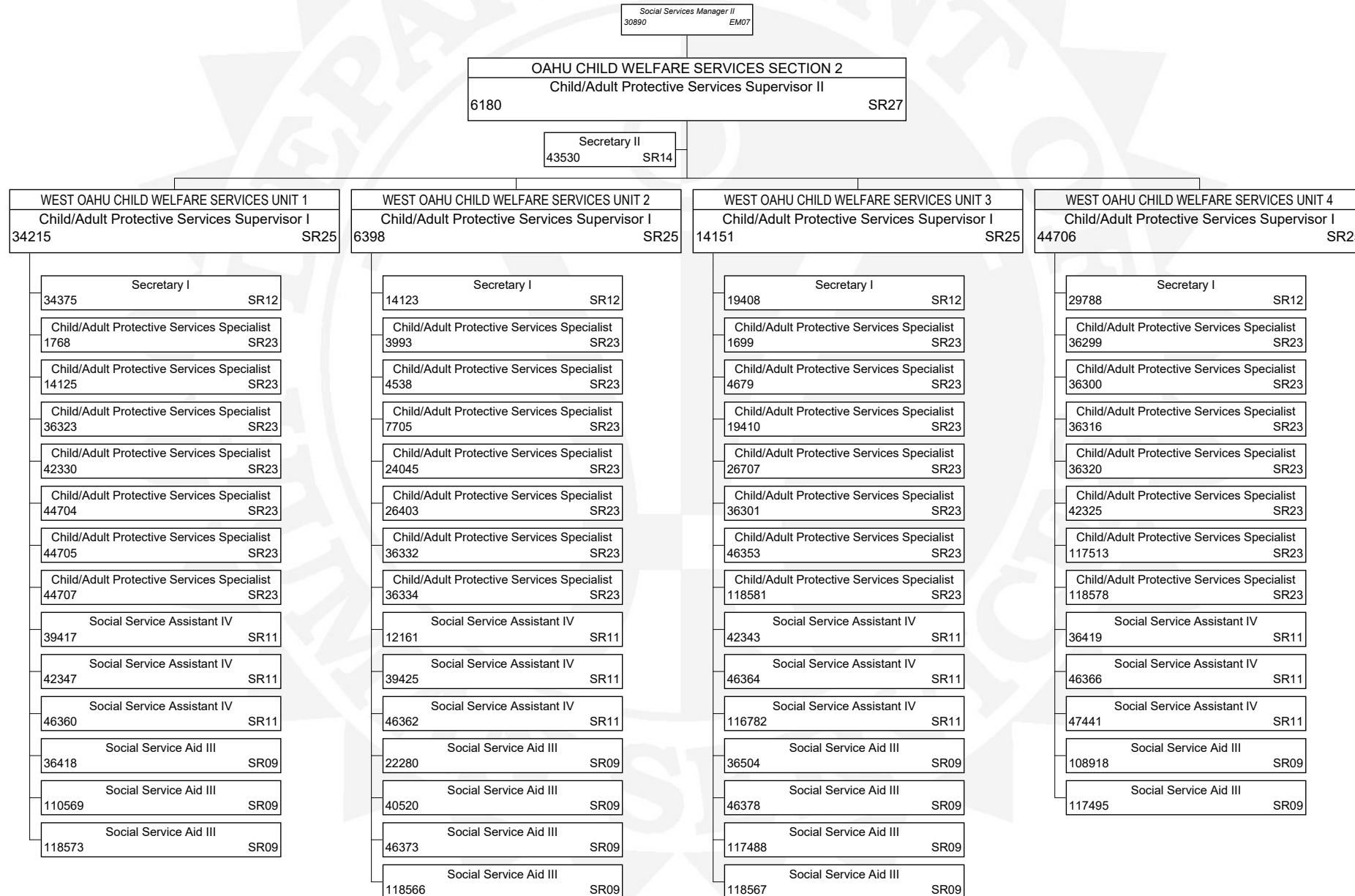
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 SOCIAL SERVICES DIVISION
 CHILD WELFARE SERVICES BRANCH
 OAHU CHILD WELFARE SERVICES SECTION 1

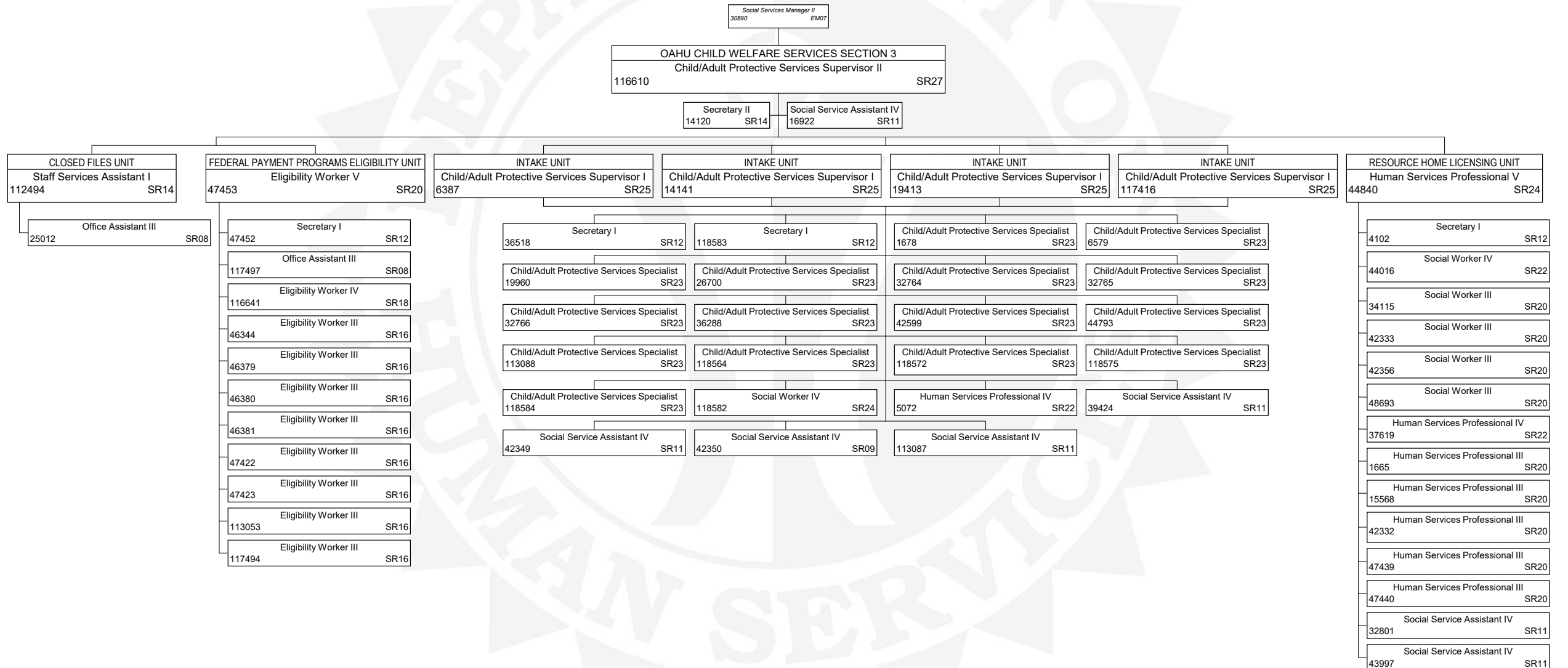
POSITION ORGANIZATION CHART
 JUNE 30, 2021



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

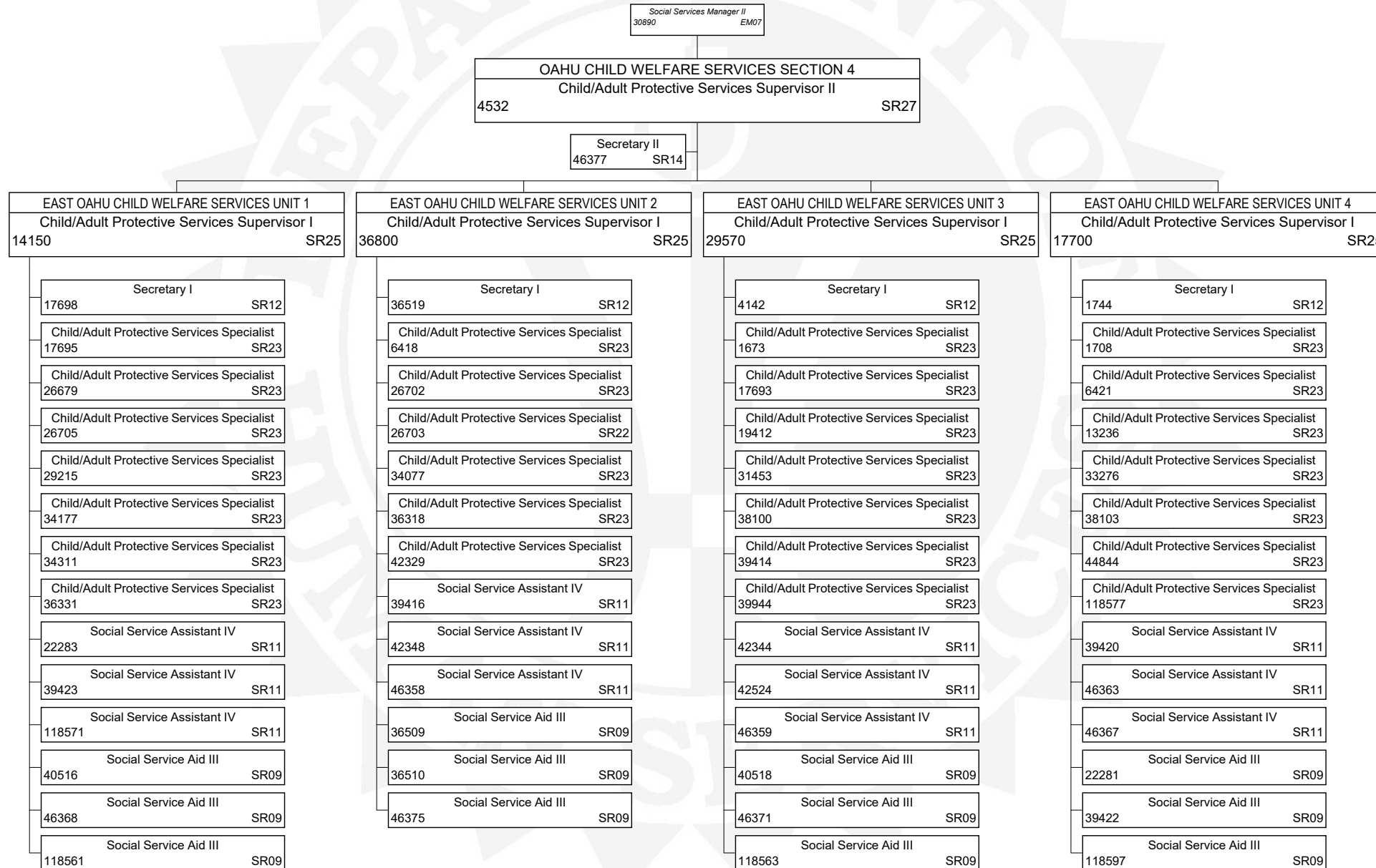
POSITION ORGANIZATION CHART
JUNE 30, 2021





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, 2021



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, KAUAI, AND MAUI BRANCHES

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

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

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

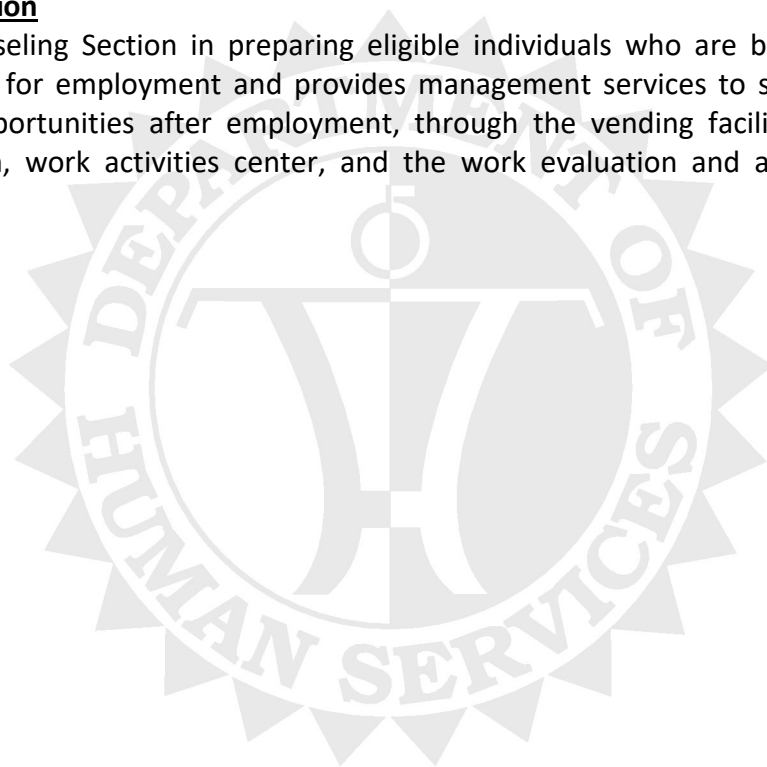
Receives referrals from the Counseling Section and provides personal-social adjustment and prevocational evaluation and training services in communication, activities of daily living, orientation and mobility, home management, personal management, manual arts, social, recreational, physical conditioning,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

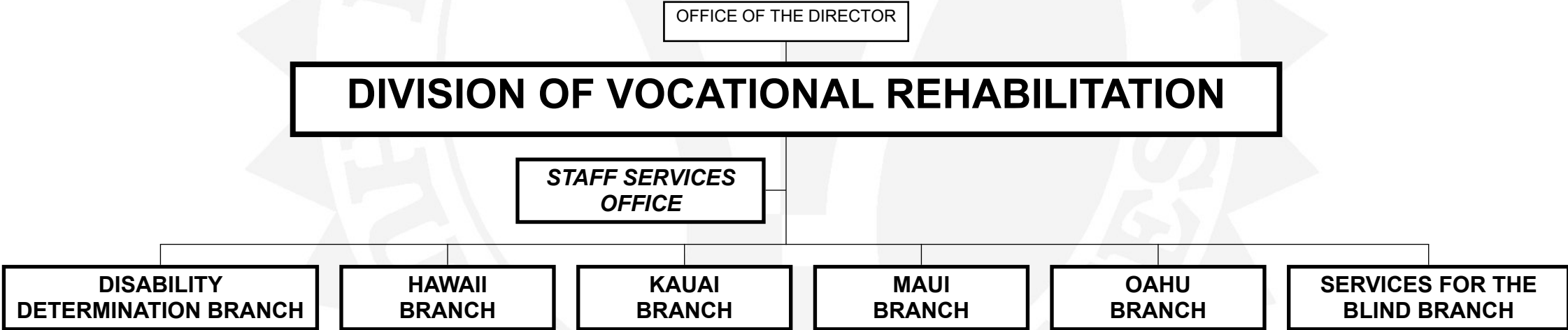
Counseling Section

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

STAFF SERVICES OFFICE

Independent Living Program Staff

DISABILITY DETERMINATION BRANCH

Case Control Office

Support Services Office

Quality Assurance Office

Disability Claims Processing Section 1

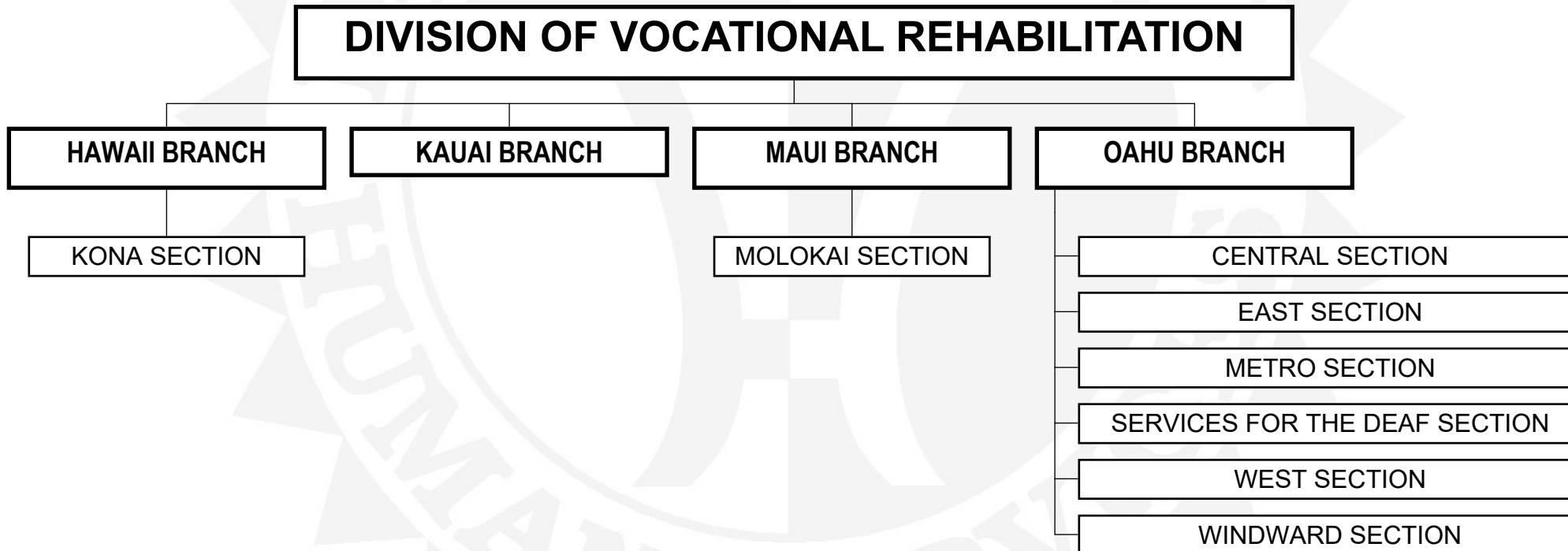
Disability Claims Processing Section 2

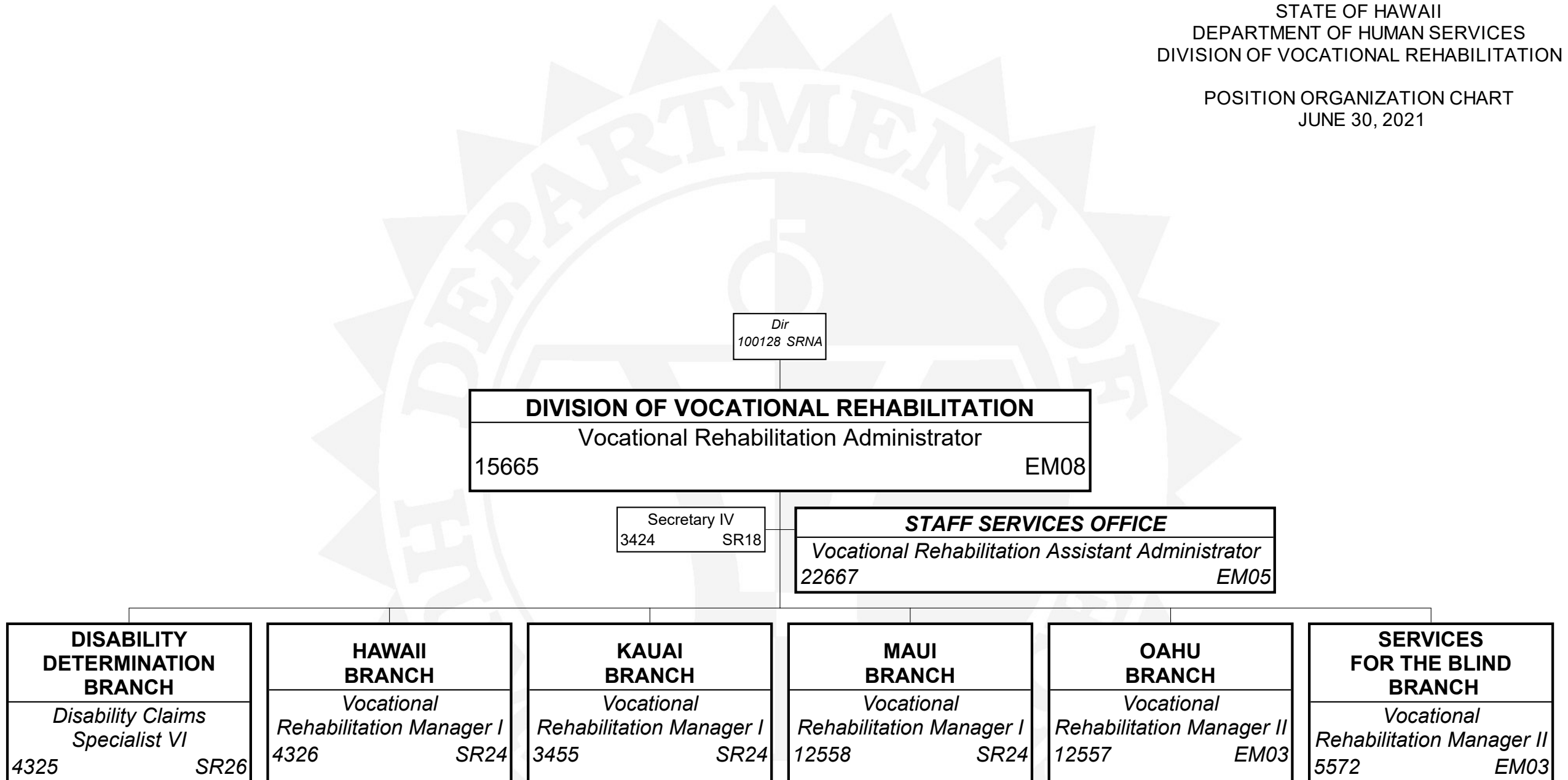
SERVICES FOR THE BLIND BRANCH

Adjustment Section

Counseling Section

Employment Section





Dir
100128 SRNA

DIVISION OF VOCATIONAL REHABILITATION
Vocational Rehabilitation Administrator
15665 EM08

Secretary IV
3424 SR18

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

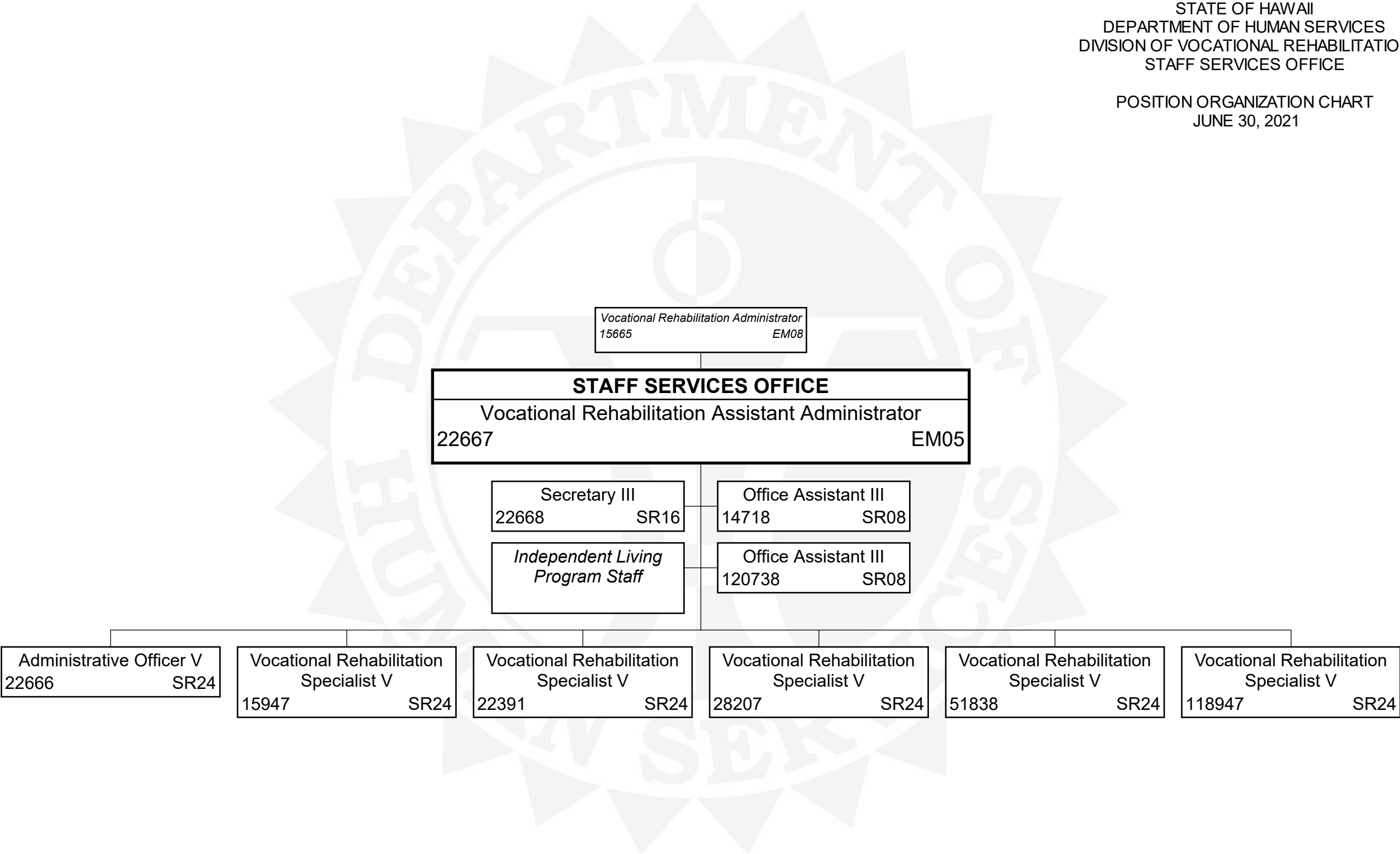
MAUI BRANCH
Vocational Rehabilitation Manager I
12558 SR24

OAHU BRANCH
Vocational Rehabilitation Manager II
12557 EM03

SERVICES FOR THE BLIND BRANCH
Vocational Rehabilitation Manager II
5572 EM03

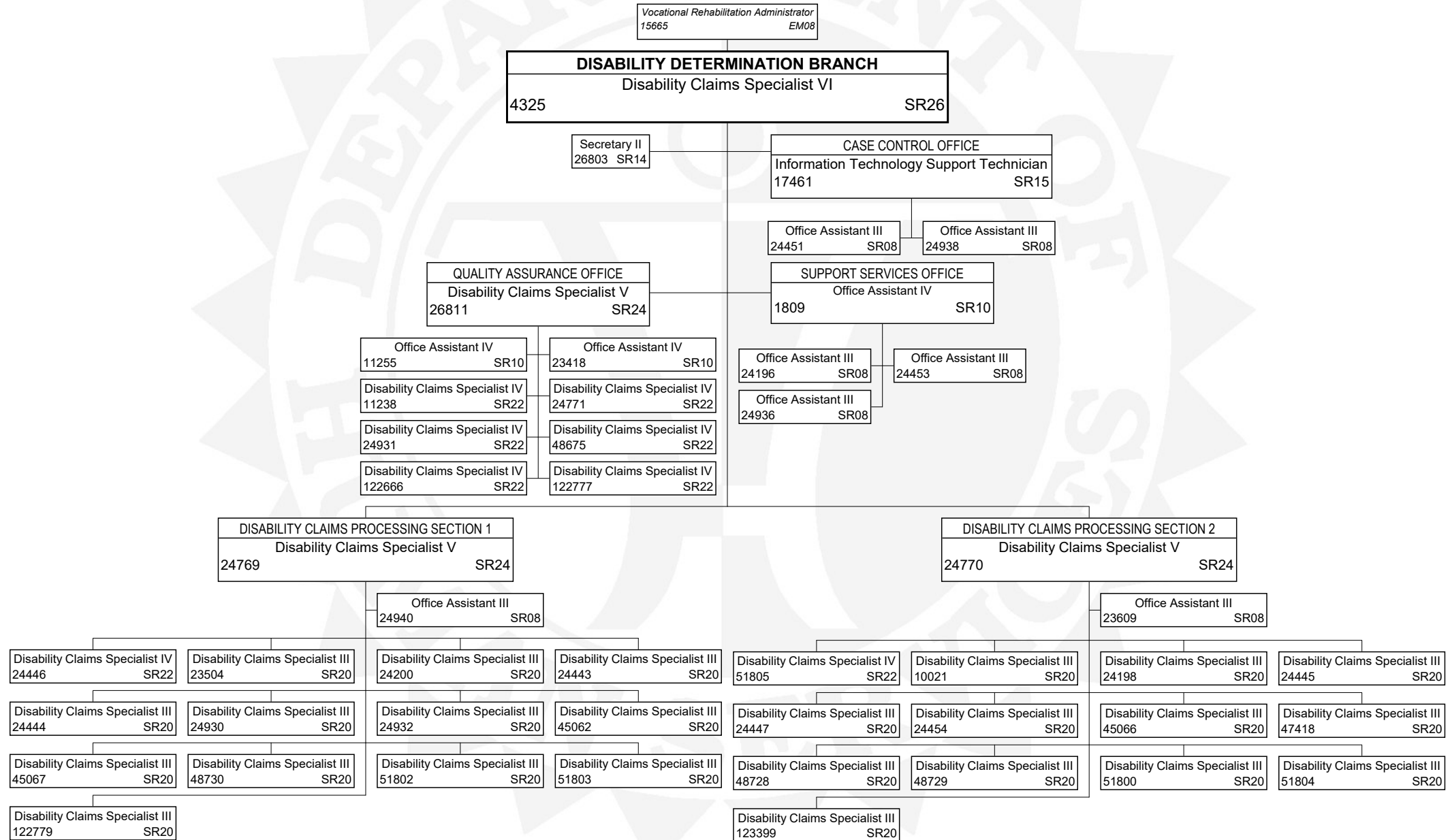
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
STAFF SERVICES OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2021



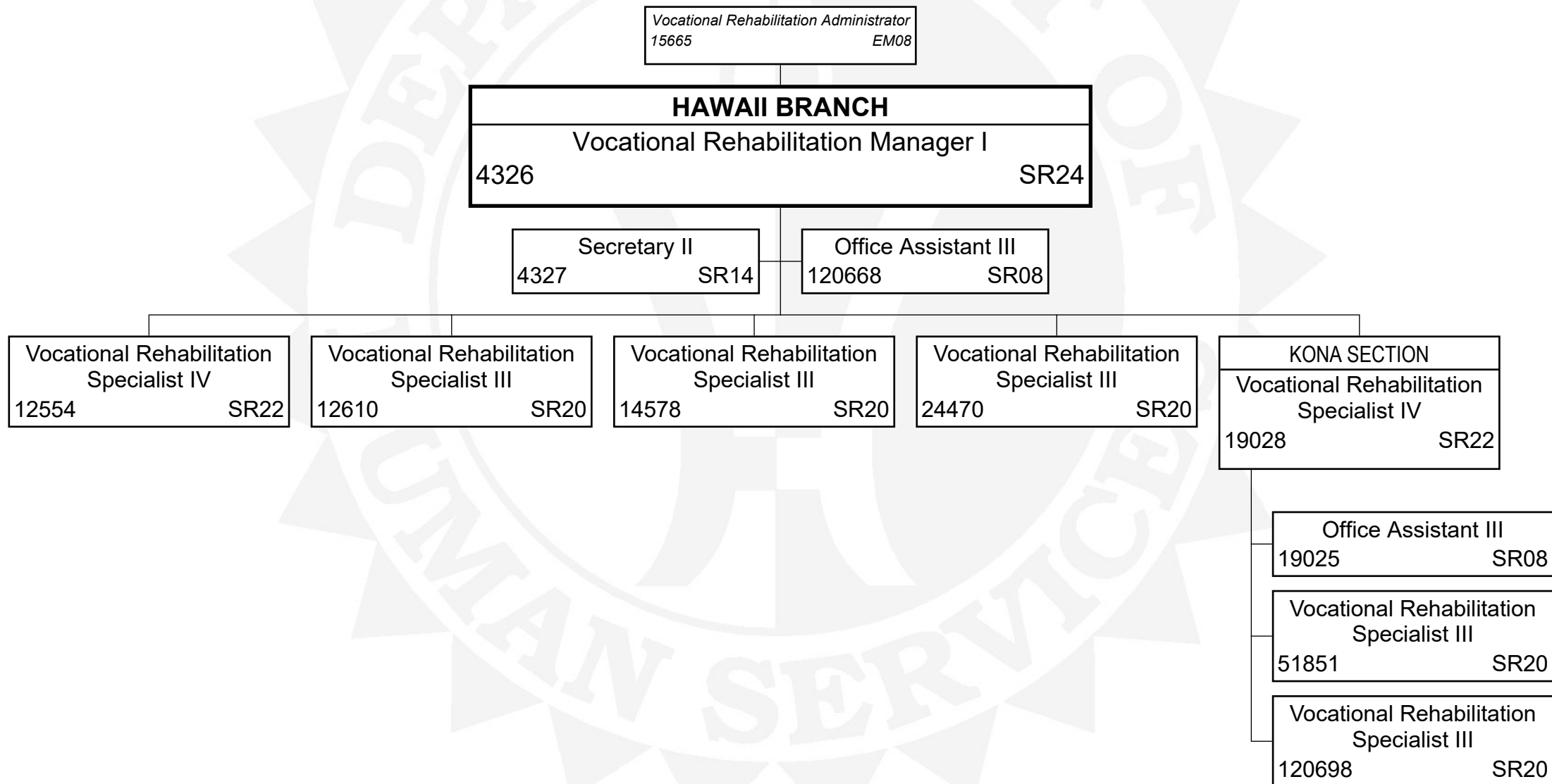
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 DIVISION OF VOCATIONAL REHABILITATION
 DISABILITY DETERMINATION BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2021



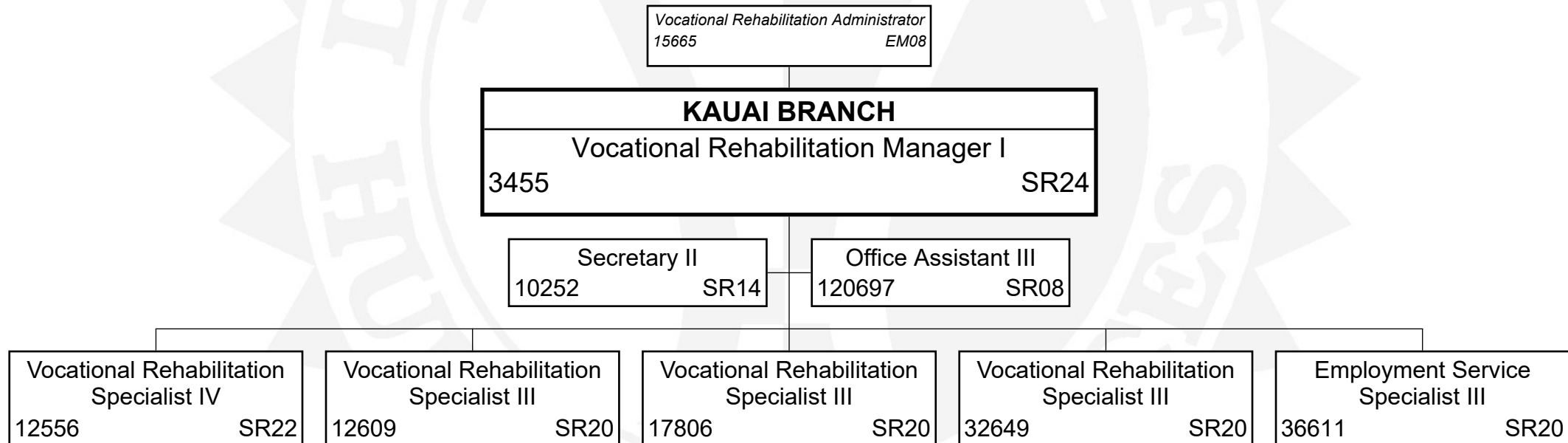
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
HAWAII BRANCH

POSITION ORGANIZATION CHART
JUNE 30, 2021



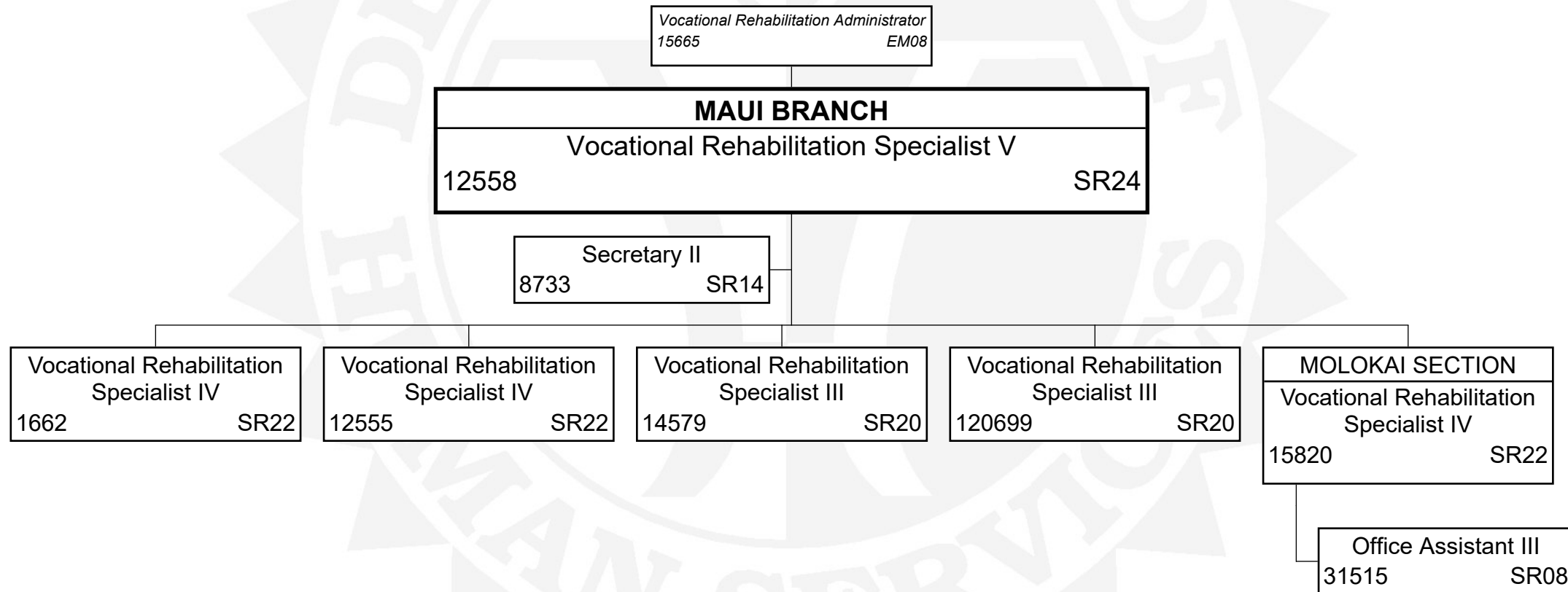
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
KAUAI BRANCH

POSITION ORGANIZATION CHART
JUNE 30, 2021



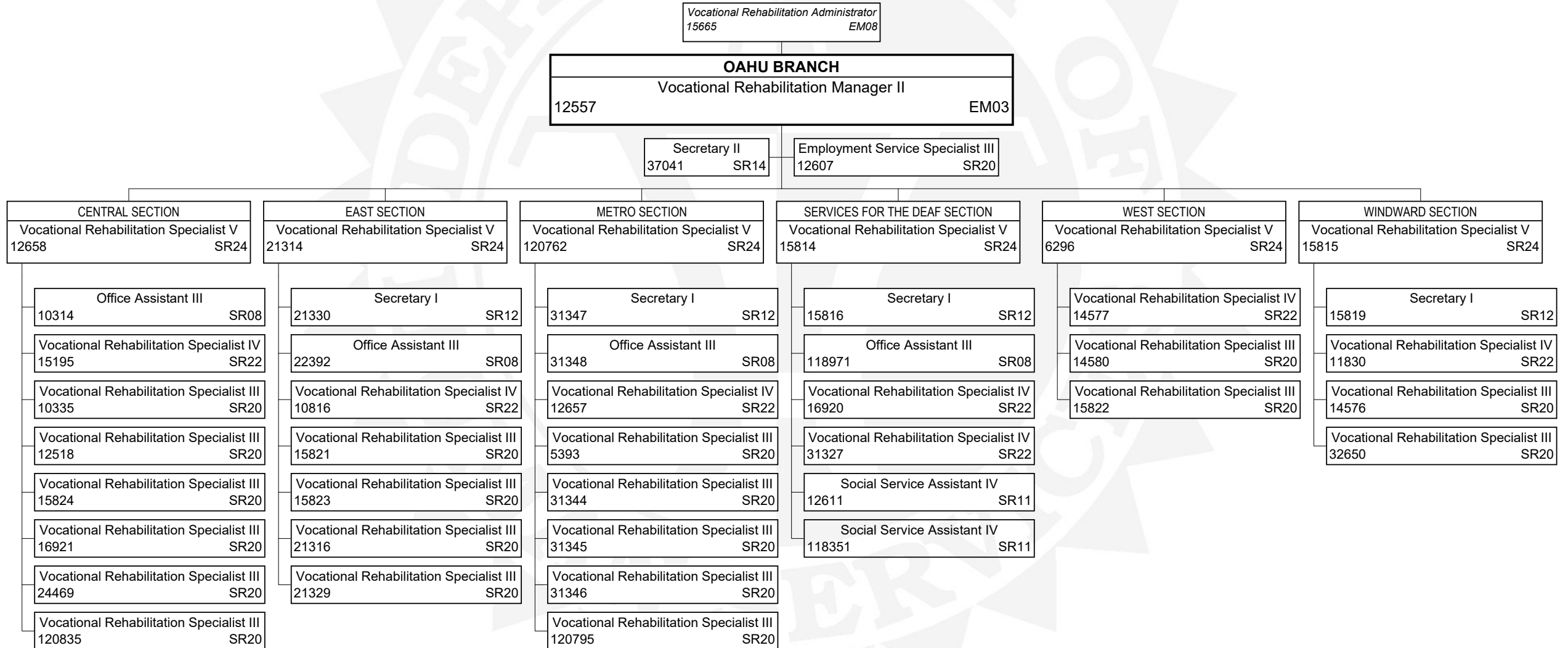
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
MAUI BRANCH

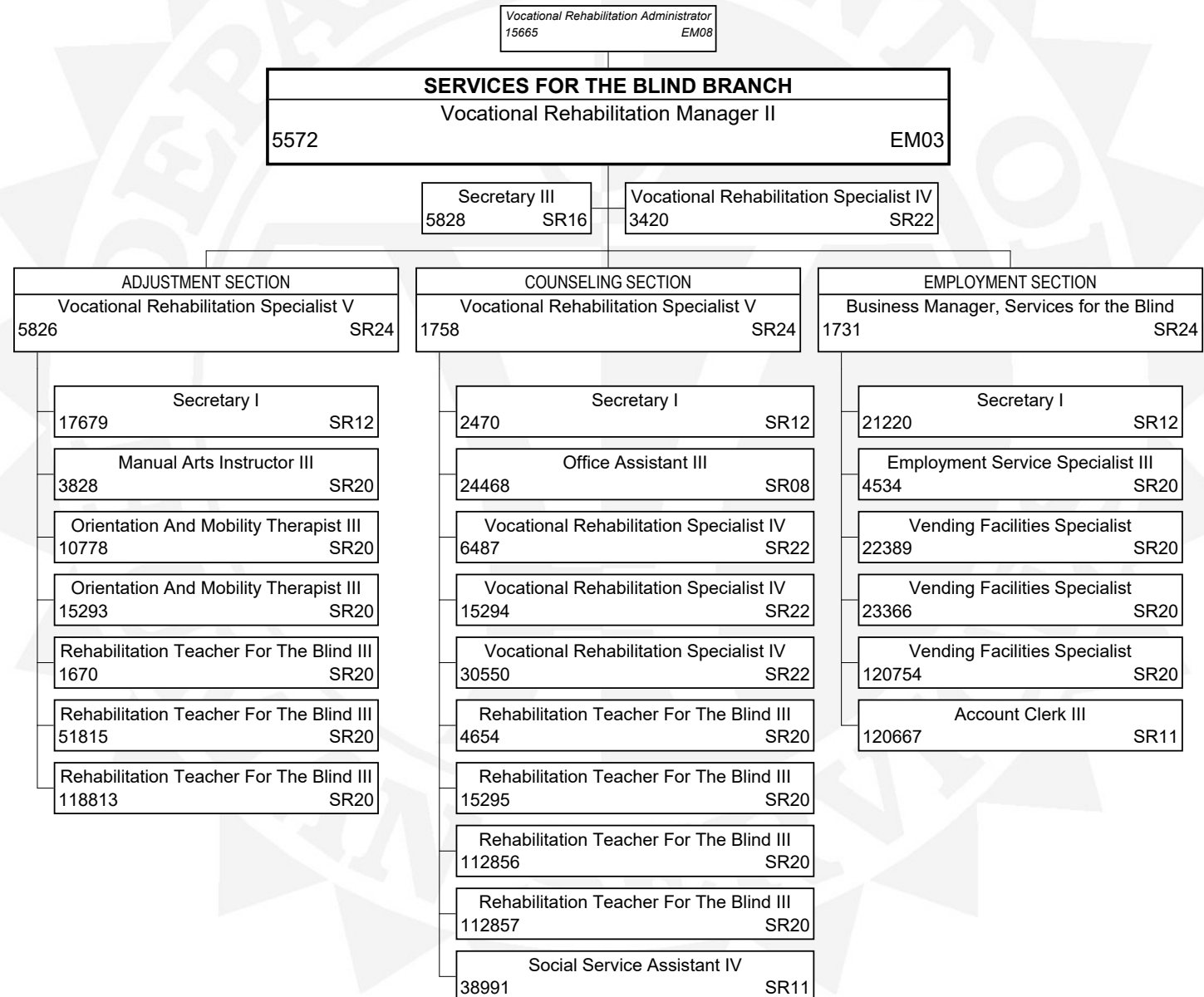
POSITION ORGANIZATION CHART
JUNE 30, 2021



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

POSITION ORGANIZATION CHART
JUNE 30, 2021





STATEWIDE HEALTH AND WELL-BEING INDICATORS

	SFY17 (6/30/17)	SFY18 (6/30/18)	SFY19 (6/30/19)	SFY20 (6/30/20)	SFY21 (6/30/21)
1. EMPLOYMENT AND ECONOMIC SELF-SUFFICIENCY. Number of families exiting Temporary Assistance for Needy Families (TANF) with employment. <i>Reference: G1, Obj1, Strat1</i>	1,370; <i>approx. 114 families per month</i>	1,294; <i>approx. 107 families per month</i>	1,037; <i>approx. 86 families per month</i>	712; <i>approx. 59 families per month</i>	559; <i>approx 47 families per month</i>
2. TANF PROGRAM. The impact due to the pandemic. Average number of applications per month. <i>Reference: G1, Obj1, Strat1</i>	N/A	N/A	1,342	1,518	1,225
a. Average number of approvals per month [also convert average number of approvals to %]	N/A	N/A	295	441	349
b. Average number of denials per month [also convert average number of denials to %].	N/A	N/A	568	608	509
i. Percentage of applications denied due to income	N/A	N/A	27.8%	34.9%	35.2%
ii. Percentage of applications denied due to failure to provide required documents	N/A	N/A	6.6%	8.0%	26.5%
iii. Percentage of applications denied for other reasons.	N/A	N/A	65.6%	57.1%	38.3%
c. Average Work Participation Rate (WPR) pre-pandemic (FFY 2020) compared to the WPR during pandemic (March 2020 – September 2020 and FFY 2021)	N/A	N/A	28.8% (FFY 2019)	18.18% (FFY 2020)	12.19% and 8.94% (2nd quarter of FFY 2021) (March 2020-September 2020 and FFY 2021)
3. EMPLOYMENT SUPPORT SERVICES. Number of individuals receiving First to Work (FTW) and Employment & Training (E&T) support benefits and services. <i>Reference: G1, Obj1, Strat1</i>					
a. First to Work (FTW) Program <i>The number of participants who received support and benefit services may not equal to the total number of participants because participants may receive multiple support services.</i>	4,129; <i>education (93), work-related (512), medical (4), transportation (3,634), child care subsidies (1,208)</i>	3,523; <i>education (57), work-related (353), medical (6), transportation (3,130), child care subsidies (867)</i>	3,081; <i>education (54), work-related (393), medical (2), transportation (2,784), child care subsidies (613)</i>	3,735; <i>education (35), work-related (819), medical (3), transportation (2,427), child care subsidies (451)</i>	3,023; <i>education (29), work-related (1,060), medical (0), transportation (1,605), child care subsidies (329)</i>
b. Employment & Training (E&T) Program	405; <i>education (68), work-related (95),</i>	434; <i>education (163), work-</i>	403; <i>education (191), work-</i>	552; <i>education (149), work-related (68),</i>	473; <i>education (142), Work-related (60),</i>

STATEWIDE HEALTH AND WELL-BEING INDICATORS

The number of participants who received support and benefit services may not equal to the total number of participants because participants may receive multiple support services.

	SFY17 (6/30/17)	SFY18 (6/30/18)	SFY19 (6/30/19)	SFY20 (6/30/20)	SFY21 (6/30/21)
	transportation (341), other (2)	related (68), transportation (374), other (4)	related (66), transportation (355)	transportation (335)	Transportation (271)
4. JOB RETENTION. Number of individuals receiving employment support benefits/services who remained employed for 30, 60, 90, and more than 90 days. <i>Reference: G1, Obj1, Strat1</i>	1,210 total participants employed	870 total participants employed	726 total participants employed	536 total participants employed	921 total participants employed
a. 1-30 days	133	107	89	44	56
b. 31-60 days	131	91	89	44	57
c. 61-90 days	129	108	84	37	89
d. >90 days	817	564	464	411	719
5. WAGE PROGRESSION. Number and percentage of individuals receiving First to Work (FTW) services who may have experienced increased wages, no changes in their wages, or decreased wages. <i>Notes: Percentages are approximate. State Minimum Wage increased incrementally during the period. The period for wage progression is 4 years i.e. June 2013 is the baseline to measure wage progression for June, 2017. Reference: G1, Obj1, Strat1</i>	1,335 total participants employed	1,139 total participants employed	1,976 total participants employed	1,542 total participants employed	1,704 total participants employed
a. Percentage who may have experienced increases in their wages	16%	21%	40%	37%	30%
b. Percentage who may have seen no changes in their wages	80%	76%	54%	55%	65%
c. Percentage who may have experienced decrease in their wage	4%	3%	6%	8%	5%
6. CHILDHOOD DEVELOPMENT AND SCHOOL READINESS. Number of children enrolled in Preschool Open Doors (POD). <i>Reference: G1, Obj2, Strat1</i>	1,659 (5/31/17)	1,590 (5/31/18)	1,416 (5/31/19)	1408 (5/31/20)	628 (5/31/21)
7. HEALTHCARE COVERAGE. Number of people who are enrolled with Medicaid. <i>Reference: G1, Obj3, Strat3</i>	361,929 April, 2017	354,245 April, 2018	342,428 April, 2019	350,194 April, 2020	422,492 April, 2021
8. CHILD HEALTH. Percentage of children who received an Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) visit. <i>Reference: G1, Obj3, Strat1</i>	98% (data from Federal FY 2016)	100% (data from Federal FY 2017)	100% (data from Federal FY 2018)	100% (data from Federal FY 2019)	100% (data from Federal FY 2020)
9. CHILD AND ADULT SAFETY. <i>Reference: G1, Obj3, Strat1</i>					
a. Number and percentage of victims (vulnerable adults) with two or more confirmed abuses within a 12-month period.	7/149, 4.7%	1/99, 1%	3/126, 2.4%	4/90, 4.4%	1/75, 1.3%
b. Number and percentage of foster children who have stable placement.	1061/1203, 88.2%	1028/1265, 81.3%	1096/1299, 84.4%	1036/1191, 87%	890/1047, 85%

STATEWIDE HEALTH AND WELL-BEING INDICATORS

	SFY17 (6/30/17)	SFY18 (6/30/18)	SFY19 (6/30/19)	SFY20 (6/30/20)	SFY21 (6/30/21)
10. HOUSING STABILITY.					
<i>Reference: G1, Obj4, Strat1</i>					
a. Number of homeless individuals statewide. <i>Note: Numbers are approximate and are based on self-reports.</i>	7,220	6,530	6,448	7,501	N/A
b. Number of individuals served by the HPP Program, SHEG Program, Outreach Program, Emergency Shelter, or Transitional Shelter.	19,382	16,544	14,941	13,448	10,887
c. Number of individuals who exited to permanent housing from the HPP Program, SHEG Program, Outreach Program, Emergency Shelter, or Transitional Shelter.	5,189	5,000	5,595	4,963	3,261
d. Number of households served at the Family Assessment Center (FAC). <i>Note: The FAC opened in September 2016, so data is measured from 9/1/16 to 10/1/17.</i>	54	53	55	45	26
e. Percentage of households at the FAC who were successfully housed in permanent housing. <i>Note: The FAC opened in September 2016, so data is measured from 9/1/16 to 10/1/17.</i>	17/30, 56.7%	26/42, 61.9%	18/41, 43.9%	17/39, 43.59%	7/19, 36.84%
11. FOOD ACCESS.					
<i>Reference: G1, Obj5, Strat1</i>					
a. Number of individuals receiving Supplemental Nutrition Assistance Program (SNAP) benefits.	166,923 Monthly Average FY17	164,746 Monthly Average FY18	158,628 Monthly Average FY19	159,734 Monthly Average FY20	190,791 Monthly Average FY21
b. Percentage of Supplemental Nutrition Assistance Program (SNAP) applications processed in a timely manner.	98%	97%	97%	96%	91%

Explanation of KPI trending:

KPI #1 –

SFY 2021 - 7/27/21

- The pandemic impacted the number of families who exited TANF with employment. With the shutdown, unemployed recipient families were not able to engage in job search activities, and employed families were either laid-off, furloughed, or scheduled work hours reduced.

SFY 2020 - 7/24/20

Updated as of 10/26/21

SFY19 and SFY20 figures were added to KPI #2

DHS Strategic Plan

- [Pre-pandemic] Decrease in the number of FTW participants who exited TANF with employment was proportionate to the decrease in TANF caseload. Fewer families needing TANF assistance may be the result of lower unemployment rates and greater workforce demand by employers. Catherine Scardino, who is ETPO Program Administrator, also noticed families were not staying on assistance for long. Approximately 47% of families who received assistance in fiscal years 2018, 2019 or 2020 (July 2019 – March 2020), utilized only 36 months or less of TANF benefits (limit is 60 cumulative months in a family's lifetime). These reasons combined would cause a compounded effect on the TANF caseload to move downward aggressively.
- Catherine thought the required upfront work program participation (aka Upfront Universal Engagement or UFUE) may also be a factor to the declining caseloads. In 2009, TANF rules were amended to require applicants to fulfill one week of upfront work program participation, within a 21-day period, as a condition of eligibility for TANF benefits. Participants were engaged in the FTW Program by the time their applications were approved.

SFY 2019 - 8/8/19

- Between Federal Fiscal Years (FFY) 2014 and 2018, Hawaii's TANF caseload steadily declined. The average monthly TANF caseload in FFY 2018 was 4,593 recipient families, a decline of 45.8% when compared to the monthly average of 8,470 families in FFY 2014. As the result, the number of FTW participants declined proportionately (KPI #1 and 3a). The average TANF caseload for FFY 2019 was 4,330/month, about 5.7% decline compared to FFY 2018 at 4,593 families/month. Number of people who received TANF benefits declined over the 3-year period due to an improvement in the economy.

KPIs #2 and 2a -

SFY 2021 – 10/26/21

- The decreased number of applications and number of approvals from SFY 2020 to 2021 can be attributed to the reopening of businesses, allowing families to go back to work.

SFY 2020 – 10/26/21

- The increased number of applications and number of approvals from SFY 2019 to 2020 can be attributed to the COVID-19 pandemic.

KPI #2b -

SFY 2021 – 10/26/21

- The number of denials due to income increased from SFY 2020 to 2021 as the result of families having income above the income threshold. State reopening allowed families to go back to work.

SFY 2020 – 10/26/21

- The number of denials increased from SFY 2019 to 2020 can be attributed to the increased number of denials due to income which increased from 27.8% to 34.9% (change of 7.1%). Applicant families may have other sources of income such as second adults still employed, countable unearned income (e.g., Social Security benefits, pension/retirement, worker's comp/TDI benefits not considered earnings, etc.).

KPI #2c -

SFY 2021 – 10/26/21

- Although the State reopened between SFY 2020 and 2021, FTW participants who were able to return to work did not stay long on assistance, causing the WPR to decrease.

SFY 2020 – 10/26/21

- The decreased WPR from FFY 2019 to 2020 can be attributed to the COVID-19 pandemic and state shutdown. It limited the FTW participants' ability to engage in work activities (e.g., job search, volunteering, attending classes in-person, etc.).

KPI #3a –

SFY 2021 - 7/27/21

- There were less participants receiving supportive service payments as the result of participants' inability to engage in work activities during the pandemic. To be eligible for supportive service payments, participants must be actively engaged in work activities.

SFY 2020 - 7/24/20

- The one-time rent support payments may have caused the significant increase from 2019 to 2020. The FTW Program provides up to two months of one-time rent support to FTW participants who need to secure housing or are at risk of eviction. We were able to increase the one-time rent support from two to four months when the GOV suspended HRS §341-261 through his Sixth and subsequent Supplementary Proclamations.
- An average of 21 FTW participants per month received one-time rent support between July 2019 and April 2020. In the months of May and June, about 216 participants each month received rent support.

SFY 2019 – 8/8/19

- Between Federal Fiscal Years (FFY) 2014 and 2018, Hawaii's TANF caseload steadily declined. The average monthly TANF caseload in FFY 2018 was 4,593 recipient families, a decline of 45.8% when compared to the monthly average of 8,470 families in FFY 2014. As the result, the number of FTW participants declined proportionately (KPI #1 and 3a). The average TANF caseload for FFY 2019 was 4,330/month, about 5.7% decline compared to FFY 2018 at 4,593 families/month. Number of people who received TANF benefits declined over the 3-year period due to an improvement in the economy.

KPI #3b –

SFY 2021 - 7/27/21

- Returning to pre-pandemic levels beginning the latter part of SFY2021.

SFY 2020 - 7/24/20

- There was an increase of clients until the last two months of SFY20 due to the pandemic.

KPI #4 –

SFY 2021 - 7/27/21

- There may be a correlation between the decreased number of FTW participants exiting TANF with employment and the increased number of employed participants retaining their employment for more than 90 days. FTW participants may be retaining their employment, but they are not earning high enough wages to exit TANF or may still be underemployed (working less than full-time hours).

SFY 2020 - 7/24/20

- Decrease in the number of employed participants and the job retention figures are in line with the decreasing TANF caseload [pre-pandemic].

SFY 2019 - 8/8/19

- Between Federal Fiscal Years (FFY) 2014 and 2018, Hawaii's TANF caseload steadily declined. The average monthly TANF caseload in FFY 2018 was 4,593 recipient families, a decline of 45.8% when compared to the monthly average of 8,470 families in FFY 2014. As the result, the number of FTW participants declined proportionately (KPI #1 and 3a). The average TANF caseload for FFY 2019 was 4,330/month, about 5.7% decline compared to FFY 2018 at 4,593 families/month. Number of people who received TANF benefits declined over the 3-year period due to an improvement in the economy.

KPI #5 –

SFY 2021 - 7/27/21

- The number of FTW participants who experienced no wage increase, increased from FY 2020 to 2021. This may be the result of participants gradually returning to the workforce, particularly those who were laid-off or furloughed. In addition, with the economic downturn as the result of the pandemic, employers may have made it financially challenging to grant wage increases to employees.

SFY 2020 - 7/24/20

- Differences between 2019 to 2020 were not significant (1% - 3%).

SFY 2019 - 8/8/19

- Hawaii's low unemployment rates and slower caseload decline may be factors to the number of employed FTW participants increasing from SFY 2018 and 2019. The State's minimum wage increase to \$10.10/hour may have caused the percentage of participants who may have experienced increases in their wages to go up from SFY 2018 to 2019 [KPI #5a].

KPI #6 –

SFY 2021 - 8/3/21

- From Aug 2020 to June 2021, there was an average of 230 providers that served POD families. While some schools remained open during the SFY 21, POD continued to make payment to POD providers that were still closed due to the COVID-19 pandemic so that the child had a spot when the provider decided to reopen. The POD

preschool pre-assessment was not required by its usual due date since many staff and children did not return to the preschool in Jan 2021. During the Covid-19 pandemic emergency, the Governor's Emergency Proclamation suspended eligibility and other requirements for family units that were impacted by an emergency and allowed for re-determinations of eligibility and monthly payment amounts until 6/30/21.

SFY 2020 - 7/14/20

- Only about a half-percent change for SFY 2020 from SFY 2019, which is not a significant variance. It is noted that while only about 30% of regulated child care facilities and homes chose to remain open during the Governor's stay-at-home orders, DHS did continue to assist families participating in the POD child care subsidy program and pay to hold the child's seat at their usual preschool provider so that families had child care arrangements set when parents returned to their places of employment.

SFY 2019 - 8/7/19

- The decrease in number of children being served in SFY 2019 is due to the decrease in the number of applications the Preschool Open Doors program received, as DHS conducted only two open application periods for the SFY 2019 POD service year, as opposed to *three* open application periods conducted for SFY 2017 and SFY 2018 POD service years. DHS received almost 1,000 fewer applications total for the SFY 2019 POD service year, and less children were enrolled for POD services for SFY 2019. The third application period usually would be in October, and in 2018, CCPO had a vacant position, staff were out, and a batch of contract renewal agreements were past due. So, the program specialist overseeing POD had to assist and focus on the contract renewals in order for the contractors to get paid, including the contract for POD case management services. If there were no contract funds to support the organization (which holds several contract services with DHS BESSD CCPO), the organization would not be able to continue services on their own and there would be no contract staff to assist families, receive applications, and process disposition on applications for a third application period. The application periods for the POD service year are always ahead of the service year itself. So, the application period for SFY 2019 was conducted during SFY 2018. Because of the way the POD program operates, application periods/applications received are always referred to which POD year (SFY) they apply to regardless of when the application periods occurred.

KPI #7 -

SFY 2021 - 7/21/21

- Number of people who are enrolled with Medicaid increased in 2021 related to impacts of the COVID-19 pandemic.

SFY 2020 - 7/21/20

- Number of people who are enrolled with Medicaid increased in 2020 related to impacts of the COVID-19 pandemic.

SFY 2019 - 8/18/19

- Number of people who are enrolled with Medicaid declined over the 3-year period due to an improvement in the economy.

KPI #8 (no explanation needed)

SFY 2021 - 7/21/21

- **Note:** The Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) data for 2021 is always a year behind. This metric is the percentage of children receiving an EPSDT visit in 2020 that MQD will report to Centers for Medicare and Medicaid Services (CMS) in 2021.

SFY 2020 - 7/21/20

- **Note:** The Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) data for 2020 is always a year behind. This metric is the percentage of children receiving an EPSDT visit in 2019 that MQD reported to Centers for Medicare and Medicaid Services (CMS) in 2020. This aligns with the number they report to us each year.

KPI #9 (no explanation needed. Variance for both a and b are small)

KPI #10 –

SFY 2021 - 8/4/21

- a. In 2021, no unsheltered count was conducted due to the COVID-19 pandemic.
 - i. The 2021 sheltered count showed an overall decrease of 318 fewer people in shelter compared to the prior year.
 - ii. Decreases were primarily due to shelters reducing their capacity served by implementing and complying with CDC guidelines to reduce the transmission of COVID-19.
- b. Number of individuals served by HPP, SHEG, Outreach, and shelters showed a decrease of 2,561 or 19.2% less than the year before due to the COVID-19 pandemic. Providers are challenged with implementing and complying with CDC guidelines, shortage in personnel, and implementing changes in administering services with the community in consideration for everyone's health and safety. Overall, less individuals reached out and engaged in a variety of services.
- c. Number of individuals who exited to permanent housing from HPP, SHEG, Outreach, and shelters showed a decrease of 1,702 individuals or 34.2% less than the year before due to the COVID-19 pandemic. Less households reached out and engaged in services, resulting in less individuals exiting to permanent housing.
- d. Number of households served by the FAC showed a decrease of 19 or 42.2% less than the year before due to the COVID-19 pandemic. The FAC has a maximum capacity of 15 households or 50 individuals. To implement and comply with CDC guidelines the FAC needed to reduce capacity by half, serving up to 8 households at any point in time, which resulted in less households served during the year.
- e. The total number of households who exited to permanent housing from the FAC showed a decrease of 10 households or 58.8% less than the year before due to the COVID-19 pandemic. Besides a decrease in households seeking services, the Provider was challenged with implementing and complying with CDC guidelines, shortage in personnel and staffing patterns, and implementing changes in administering services with the community in consideration for everyone's health and safety.

SFY 2020 - 7/20/20

1. Numbers reflect permanent housing (PH).
 - a. Transitional housing (TH) is considered temporary housing (not permanent) and is not included in the count.
2. Challenges throughout the fiscal year included lack of affordable housing inventory, unemployment, poverty, limited services for mental illness and substance abuse which were exacerbated with the current COVID-19 pandemic that started to affect Hawaii from March 2020.
3. Other challenges Providers experienced over the last year includes:

- a. Implementation of the Coordinated Entry System (CES) by both Partners in Care (PIC) and Bridging the Gap (BTG). CES makes referrals to housing resources such as Transitional Shelter, RRH, and PSH. Both CoCs working to improve efficiency of CES to meet the needs of the homeless population and homeless service providers.
- b. Reduced number of Transitional Shelter units.
- c. Reduced number of homeless households served due to COVID-19 pandemic.
- d. Reduced number of permanent housing units available due to COVID-19 pandemic.

SFY 2019 - 8/13/19

1. Numbers reflect permanent housing (PH).
 - a. Transitional housing (TH) is considered temporary housing (not permanent) and is not included in the count.
2. Challenges include lack of affordable housing inventory, unemployment, poverty, limited services for mental illness and substance abuse.
3. Other challenges Provider experienced over the last three years included:
 - a. Staff turnover and changes,
 - b. Provider expansion; Provider started two new contracted services which strained their resources,
 - c. Training resources and opportunities were limited,
 - d. Loss of flexible funding and support services,
 - e. Poor internet connectivity at facility (FAC).

KPI #11 –

SFY 2021 - 8/5/21

- Due to the pandemic, there were an increase of individuals who received SNAP benefits and a decrease in percentage of SNAP applications processed in a timely manner.

SFY 2020 - 7/16/20

- First eight months of SFY20 continued the slight declining trend from last year. Then pandemic struck.

SFY 2019 - 8/8/19

- Number of individuals receiving Supplemental Nutrition Assistance Program (SNAP) benefits declined over the past 3 years largely due to the economy.
- Percentage of Supplemental Nutrition Assistance Program (SNAP) applications processed in a timely manner (stable for the last 3 years).

2022 LEGISLATIVE SESSION, BUDGET BRIEFING TESTIMONY
APPENDIX 2, HMS COVID-19 PANDEMIC RECOVERY
DEPARTMENT OF HUMAN SERVICES

The Department of Human Services (DHS) provides timely, efficient and effective programs, services and benefits for the purpose of achieving the outcome of empowering Hawai'i's most vulnerable people; and to expand their capacity for self-sufficiency, self-determination, independence, healthy choices, quality of life, and personal dignity.

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Office of Information Technology (OIT)

1. How has the Covid-19 pandemic impacted your operation?

- a. Many key leadership, IT and project resources retired during the pandemic. The statewide budget and hiring freezes kept record low IT staffing and funding levels, and we were not able to fill 17 vacant positions.
- b. The sudden shift to maximum work-from-home (WFH), the statewide stay-at-home orders, and resulting office closures exposed significant inefficiencies in government business processes and other major IT challenges that have long existed.
 - 30+ year old, antiquated and inflexible systems running on resource constrained mainframe or out-of-date legacy systems that were prone to failures, processing delays, and require manual workarounds to keep up with system resource demands.
 - Highly manual, paper-based forms and applications, and in-person centered client-facing and back-office processes requiring papers to be printed out, routed, and personally signed.
 - Shortage of technology hardware and software solutions to address the overnight shift to a department-wide WFH program, i.e., shortage of laptops, mobile devices, VPN devices, remote telephone and call center capability, limited system and network bandwidth to support increased resource needs due to the high number of people applying for benefits.
 - Lack of training to effectively use online collaboration tools, prepare home-office spaces (-how to, -where to) for users, and a shortage of remote technical support and technical assistance for over 1000 users that suddenly had to work from home.
 - Uptick in fraudulent application activity and identity theft due to the economic strain, coupled with the fast-paced responsiveness required during the COVID-19 and unemployment crisis.
 - One of the more significant IT challenges with a mass work-at-home environment is security- related, with the network perimeter now encompassing hundreds of employee home networks. This results in increased risk and exposure to privacy and data breaches, and other cybersecurity incidents, such as, increased hacking, phishing, and ransomware emails and calls.
 - There are new and unexpected costs as a result of the pandemic (e.g. need for remote work, need for paperless operation, etc.).
 - Goals cannot be accomplished with antiquated systems during the COVID-19 pandemic.

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2. What changes were needed to address the impact?

- a. IT leveraged federal dollars and the CARES Act dollars.
- b. IT invested in technology (build new and enhance) to ensure the reliability and availability of our systems, so the business units can process applications (e.g. KOLEA, SNAP, TANF) and distribute benefits timely, comply with public health orders for social distancing and shelter in place, and improve telework capabilities.
- c. IT invested in technology to enable remote work and to improve systems and processes to deliver services and support quickly to reduce the stress and anxieties of our clients that are suffering as a result of the current pandemic.

3. What were the results of the actions taken?

- a. DHS quickly identified that it needed to implement solutions that enable 50-75% to work from home, or move around within and between office spaces, to practice social distancing, and comply with public health guidelines.
 - **VPN/VDI:** IT configured, tested and deployed a virtual desktop infrastructure (VDI) in Google Cloud to enable 1000 remote sessions to DHS applications and data between March 23 and April 7, 2020. The average daily user count accessing DHS systems through VDI has been 400-450 during the pandemic. DHS IT continues to enhance and make improvements to both VPN and VDI capabilities to achieve the goal of having 50-75% mobile workforce.
 - **Work-From-Home Kits:** IT worked with divisions to quickly prepare and deploy over 500 laptops and VPN devices to WFH between March and July 2020. By the end of December 2020, DHS will deploy 300 more laptops for those that will work from home.
 - **Remote Telephone:** As we rapidly moved to telework overnight, the challenge was that teleworkers did not want to use their personal home or mobile phones to call our clients, and they didn't have a way to answer their phones when they were not in the office. DHS needed to enable workers with the ability to make/receive phone calls as if they were working at their desk. DHS worked with Hawaiian Telcom (HT) to create two new telephone service offerings that allowed our users to make and receive business calls from anywhere using any device over the internet. These offerings are now available to all state government departments:
 - **Business Voice Essentials (BVE)** where the HT phones can be moved from one office to another office as long as it is connected to a network with internet access. The HT phone will even work when plugged into the network at a user's home.
 - **Hosted UC:** Soft-phone and a mobile phone app that allows a user with a headset/mic to make and receive calls using their business phone number on a computer, laptop, mobile phone, or tablet that is connected to the internet. This

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feature can be added at no-charge to new or existing HT Business Voice customers.

- **Paper-to-Online Application:** The Director's office converted the food/financial (SNAP/TANF) paper application to a fillable PDF in April to enable a semi-electronic application process. Starting in May 2020, IT and BESSD worked with a technology partner to develop an online portal to accept applications for food and financial support. This system went live on June 8th. Since then over 35,000 applications have been received. Within 30 days of going live, and now represent over 50% of the all the online SNAP/TANF applications.
- b. Other projects that are still in progress:
 - **Workplace Safety/Public Health:** Technologies for employees to enable compliance with the COVID-19 public health emergency. This includes online applications that will assist in facilitating access to benefits and services while practicing social distancing through safe workplace/safe reopening of facilities, health and wellness screening applications, enhanced internal contact tracing application for employees, PPE inventory management, and emergency communications and messaging technologies.
 - **Contact Tracing (opt-in):** WIFI-based solution for contact tracing and an opt-in, passive proximity tracing solution to be used within DHS facilities. These projects support a safe work environment for the public and employees who report to an office as well as building support to resume normal operations.
 - **Contact Center/Call Center:** Highly scalable, cloud-based voice/video collaboration service including a centralized omnichannel-capable contact center (CC) that can quickly scale from 400 to 1000 contact center agents in minutes.
 - The Contact Center will provide multiple ways the public can interact with DHS through AI virtual voice and chat agents, human voice and chat agents, shared email box monitoring, and web application integrations.
 - DHS will add automated self-help solutions (i.e., virtual/digital assistants, chatbots) that integrate with various DHS systems like an interactive voice response (IVR) for case and status updates.
 - Artificial Intelligence (AI) natural language processing will be integrated into the contact center which will allow the public to ask or talk to a virtual assistant to get updates. The contact center coupled with AI will provide multiple ways the public can interact with DHS through AI virtual voice and chat agents, human voice and chat agents, shared email box monitoring, and web application integrations. This frees up staff to handle more complex cases, and more importantly keep backlogs low, even as demand for the services increase.
 - **Back-Office Automation:** Many back-office systems and processes do not have the current capacity to keep up with the pace and magnitude of change or are not suited for a maximum telework organization.

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- **Procure-to-Pay Automation:** The state's Procurement to Payment system is a manual, paper-intensive process that is processed on a 40-year-old mainframe application called FAMIS. Some processes are electronic in fillable Word and Excel forms for T-205s, Adobe Sign for electronic signatures, CAPS for purchase orders, and DATAMART for financial reporting. Most of these processes utilize siloed applications, drops to paper-based processes and routing, and none of these processes are integrated, or automated in a workflow. DHS will develop a cloud-based Procure-to-Pay Automation solution that will be used to electronically create, receive, route, approve, and e-sign T205s, purchase orders, invoices and supporting documents for payment to DAGS, automated reconciliation of DAGS payments, and provide financial reporting.
- **Document Management:** DHS's back-office routing system is largely reliant on moving paper and electronic documents into and out of network drives and cabinets of file folders. DHS will provide a modern cloud-based solution with case management capabilities that will assist programs and staff offices to electronically receive, route and approve documents. The document management system will also support the department's record retention and archive requirements.

4. What is the outlook for FY22 and beyond?

- a. There is still uncertainty about the novel coronavirus and the full impact that it would have on the State and various state offices. Moreover, there remains significant uncertainty about the duration of the pandemic, the number of cases, the cleaning requirements necessary to address coronavirus outbreaks, when and the level at which DHS employees will return to work at DHS-controlled facilities. The financial outlook is not good given the extent to which the state budget is being squeezed by falling tax revenue and the increasing operating costs directly tied to protecting the health and safety of the public and our employees.

OIT will continue to work with its internal business units and technology partners to identify additional critical needs for the department. DHS must continue making IT investments to meet the demands for the many safety net services such as food, housing, childcare and early learning, other income supports, health insurance, long-term care coordination services, child welfare support services, adult protective services, homeless programs supports, and disability and vocational rehabilitation services that DHS provides.

To continue providing the needed benefits to clients, DHS will work with its federal partners to maximize federal matching opportunities at the various matching rates of 50/50 for ACF, 53/47 for FNS, and 75/25 for CMS and make the needed IT investments. DHS will also seek other federal grants (i.e., Cyber-Security, Digital

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Equity, etc.), expand on its public-private partnerships (HB2543), seek philanthropic funding and community support to sustain and further develop its digital services capabilities.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. Since the onset of the COVID-19 pandemic, the IT support needed to provide clients with DHS essential services, enable staff to telework, and to secure our network has been tremendous and non-stop. The greatest challenge has been the lack of technical and support staff resulting from the inability to hire due to unbudgeted or defunded positions and the large number of retirements. Having 25% of positions vacant as we re-open DHS will continue to strain existing resources and impact DHS in providing client services.

6. What actions are needed to address these challenges?

- a. DHS must receive funding for key technical and support IT positions to ensure continuity of operations throughout DHS. This will enable the DHS business units to adapt quickly to the evolving federal program requirements and maximize benefits for those we serve.

GOVERNOR'S COORDINATOR ON HOMELESSNESS (GCH) & BENEFIT EMPLOYMENT AND SUPPORT SERVICES DIVISION (BESSD) HOMELESS PROGRAM OFFICE (HPO)

1. How has the Covid-19 pandemic impacted your operation?

- a. The COVID-19 pandemic has adversely impacted homeless service providers, as well as individuals and families directly experiencing homelessness. For providers, the pandemic has posed significant health and safety risks for outreach and other direct service providers, as well as for emergency shelter providers who manage congregate facilities with limited space for isolation and quarantine. For households directly experiencing homelessness, the pandemic made it more challenging to access services due to the reduction in bed spaces at shelters, as well as reduction in hours at some provider agencies. In addition, access to public parks and restroom / shower facilities were significantly reduced, making it difficult for those experiencing homelessness to access basic hygiene services.

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Overall, emergency shelter bed space statewide was reduced by an estimated 20% - with HPO funded emergency shelters reporting a reduction of 203 beds, from 979 beds pre-COVID to 776 beds available as of September 2020.

2. What changes were needed to address the impact?

- a. A key change to address the above impacts was the formation of the Behavioral Health and Homelessness Statewide Unified Response Group (BHHSURG), as well as regular coordination meetings with homeless outreach and shelter providers and funders of homeless services.

The BHHSURG is a partnership between HPO, the Governor's Coordinator on Homelessness (GCH) and the Department of Health (DOH) and provided a centralized website (<https://bhhsurg.hawaii.gov>) to share COVID-19 guidance, established community resilience hubs to collect and distribute Personal Protective Equipment (PPE) for providers, and hosts weekly zoom webinars held every Monday on a variety of topics (e.g. telehealth, domestic violence, statewide rental assistance needs, unemployment, etc.). BHHSURG enables HPO, GCH, and DOH to provide information in one place for their mutual providers of behavioral health and homelessness services, and to support providers as the situation with the pandemic changes on a monthly, weekly or sometimes daily basis. In January 2021, BHHSURG webinars transitioned to a monthly basis and are now hosted on the GCH website (<https://homelessness.hawaii.gov/monthly-webinars>).

BHHSURG also streamlined referrals for homeless individuals needing isolation and quarantine by centralizing intake through the 24-hour statewide Hawaii CARES line (808-832-3100), and ensuring that DOH, HPO, and GCH worked together to ensure a continuum of care for homeless individuals with COVID-19. Through the partnership between the three agencies, DOH worked with the City & County to operate isolation and quarantine facilities, and HPO and GCH providers worked together with DOH to ensure that homeless individuals released from quarantine and isolation are discharged to emergency shelter, housing, or facilities like the Provisional Outdoor Screening & Triage (POST) program instead of being released back to homelessness. GCH and HPO staff also worked closely with DOH and its COVID-19 testing partners to share information with shelters and other residential facilities about mobile testing, including testing for unsheltered individuals living in encampments.

Beyond BHHSURG, partnerships and regular communication with other government agencies, homeless funders, and frontline service providers were key. During the early days of the pandemic, GCH worked with Department of Land & Natural Resources (DLNR) to reopen comfort stations at State parks and small boat harbor facilities to ensure access for homeless individuals needing basic hygiene. In

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addition, regular frontline provider meetings, as well as homeless funder meetings, enabled HPO and GCH to have strong connections with both frontline providers and other government and private funders. The close coordination enabled the homeless system to quickly respond if and when a crisis occurred. For example, when Institute of Human Services (IHS) experienced a COVID-19 cluster at its men's shelter, DOH quickly responded to convert the shelter to a temporary isolation and quarantine center and outreach providers quickly mobilized to canvass the areas around the shelter for potential positive cases within 24 hours.

3. What were the results of the actions taken?

- a. The actions taken resulted in a very low number of COVID cases among the homeless population in the first five months of the pandemic, homeless providers having ready access to PPE, the continued delivery of critical homeless and behavioral health services, and homeless individuals continuing to be placed into permanent housing.

Between March and July 2020, there were only two known homeless individuals statewide who tested positive for COVID-19. The coordinated homeless systems response mitigated the number of cases among people experiencing homelessness, and when COVID-19 surged and a cluster was identified at the IHS men's shelter the system was able to quickly respond. As mentioned previously, IHS was quickly converted to a temporary quarantine and isolation facility, and outreach providers were mobilized in less than 24 hours to canvass the area surrounding the shelter to identify potential positive cases in the immediate area.

Overall, DOH behavioral health and DHS homelessness providers continued the delivery of essential outreach, case management, shelter, and housing services during the pandemic due to the access to PPE and COVID-19 guidance provided through the BHHSURG. Between March and October 2020, over 476,000 units of PPE (e.g., gloves, surgical masks, N95 & KN95 masks, cloth/homemade masks, and face shields, gowns, and booties) were collected and 466,119 units distributed to providers through the BHHSURG community resilience hubs.

In addition, providers have continued to place homeless individuals into permanent housing despite the challenges of the pandemic. Between March and August 2020, a total of 3,149 homeless individuals exited homeless programs to permanent housing placements – this represents nearly half (47%) of all individuals exiting homeless programs statewide during this period.

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4. What is the outlook for FY22 and beyond?

- a. The demand for homeless services is expected to significantly increase due to the economic impact of the COVID-19 pandemic, and it will be critical to preserve existing homeless services as well as necessary staff positions to administer contracts and services during FY22 and beyond.

Following the economic recession in 2009, the statewide Point in Time Count of homeless individuals increased from 5,782 to a high of 7,921 in 2016 – an increase of 2,139 people (36.9% increase). A review of DOE data regarding student homelessness showed a similar increase in homeless students – from 1,739 in School Year 2008-2009 to 3,790 in School Year 2015-2016 (118% increase). A larger increase is projected following the COVID-19 pandemic given the increased rates of unemployment and the uncertain timeframe for economic recovery. The increase in homelessness is expected to impact both single adults and families with minor children, and the increase is expected to occur over a period of several years as opposed to a one-time spike.

A key factor contributing to the increase between 2009 and 2016 was a reduction in funding for social services and State staff to administer homeless programs. It is critical to sustain both current funding and staffing levels to minimize adverse impacts of the pandemic on homelessness.

While funding levels are not likely to increase, there is potential for HPO and the State to utilize existing partnerships to leverage federal, local, and private funding to mitigate the number of individuals and families falling into homelessness. The BHHSURG, as well as frontline provider and homeless funder meetings, provide a firm infrastructure and solid foundation to build upon for FY22 and beyond.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- b. As the community recovers from the COVID-19 pandemic, access to regular testing and COVID-19 vaccinations continues to be a challenge. For congregate homeless shelters and homeless outreach providers, it is critical for providers to be able to test clients and staff regularly, and to ensure that COVID-19 vaccinations are readily available for unvaccinated individuals. Continuing to offer regular testing will enable homeless service providers to quickly identify and triage positive COVID-19 cases, as well as individuals with close exposure to COVID-19. In addition, ensuring that COVID-19 vaccines are readily available.

In addition to public health challenges related to COVID-19, another challenge is addressing impacts associated with the lifting of state and federal eviction

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moratoriums for households owing past due rent. Despite the availability of federal Emergency Rental Assistance (ERA), many households are uncertain how to apply for ERA or have been unable to access the County-administered ERA programs. In addition, recent legislation such as Act 57, Session Laws of Hawaii 2021, made changes to the landlord-tenant code and eviction process. If information regarding these issues is not streamlined, it may result in higher rates of eviction and potential increases in homelessness.

6. What actions are needed to address these challenges?

- a. To address public health challenges relating to testing and vaccination, GCH and DHS continue to partner closely with the Department of Health. Specifically, a recent example of efforts to increase testing is the inclusion of homeless shelters and outreach programs in Operation Expanded Testing (Operation ET), which is a federal initiative funded by the U.S. Department of Health and Human Services (HHS) and U.S. Department of Defense (DoD) to expand national COVID-19 testing capacity for vulnerable populations. By participating in Operation ET, Hawaii shelter and outreach providers have free and ready access to self-administered PCR testing kits to test clients, staff, and volunteers. GCH has included information regarding Operation ET, such as a webinar for providers and information about weekly Hawaii office hours, as well as general COVID-19 resources online at: <https://homelessness.hawaii.gov/covid/>. GCH is also in discussion with DOH to provide information on how homeless service providers may become direct distributors of COVID-19 vaccines to more quickly connect homeless clients to the vaccine.

In regard to challenges related to lifting of state and federal eviction moratoriums, GCH and DHS staff established a weekly group of providers from the Continua of Care for Oahu and the balance of state to regularly update homelessness prevention resources, and develop a standardized script shared with Aloha United Way 2-1-1, as well as State and County hotlines (e.g., Hawaii CARES line, Child Welfare Services line, Aging and Disability Resource Center, Med-QUEST call center, etc.). A list of updated eviction moratorium resources maintained and updated by GCH, DHS, and homeless service providers can be found at: <http://homelessness.hawaii.gov/eviction-moratorium-resources/>.

In addition to the above, GCH continues to work with other departments and State agencies to promote efforts for housing navigation for specific sub-populations. GCH staff is working closely with Med-QUEST Division staff on implementation of the Community Integration Services (CIS) 1115 waiver program for pre-tenancy and tenancy supports, such as assisting with vital documents and assisting in housing search. In addition, GCH and DHS are in conversations with the Hawaii Department

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of Education (DOE) regarding housing navigation services for households in the DOE system that are 'doubled up' in overcrowded housing situations or potentially at-risk of homelessness.

BENEFIT EMPLOYMENT AND SUPPORT SERVICES DIVISION (BESSD)

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

1. How has the Covid-19 pandemic impacted your operation?

- a. The need for food assistance for Hawai'i families dramatically increased due to the COVID-19 pandemic.

This trend continues as the pandemic situation remains due to the delta variant.

2. What changes were needed to address the impact?

- a. Immediate request for eligibility waivers and extension of most waivers.
- b. BESSD provided SNAP Emergency Allotment.
- c. BESSD and DOE continued to collaborate. During the current pandemic, the partnership included joint efforts in identifying low-income families to receive additional funds for food (Pandemic-Electronic Benefit Transfer or P-EBT).
- d. BESSD provided fifteen percent increase in maximum SNAP allotment.

3. What were the results of the actions taken?

- a. March 2020- The following waivers were submitted to, and approved by, the Food Nutrition Service (FNS) to streamline the SNAP application process to accommodate the spike in the increase in applications:
 - Adjustment to interview requirement- allowed desk review for eligibility determination in lieu of conducting interviews. Waiver ended 7/31/20. The recent Continuing Resolution that was signed by the President on October 1, 2020 provided an option for States to elect to implement interview adjustments through June 30, 2021. Hawaii elected to use this option through June 30, 2021.
 - Telephonic Signature-allowed for the accepting of documenting of an applicant's signature over the phone in lieu of requiring a wet signature on application. Waiver is still ongoing.
 - Adjustment to certification and recertification-allowed for periodic and annual certification review periods expiring in the months of March-June 2020 to be pushed forward 6 months. The recent Continuing Resolution that was signed by the President on October 1, 2020 provided an option for States to elect to

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adjust periodic and annual certification review periods forward 6 months through June 30, 2021. Hawaii elected to use this option through February 28, 2021.

- The above waivers expired on May 31, 2021 and June 30, 2021.
- b. June 2021- FNS provided States with the opportunity to request SNAP flexibilities for implementation until December 31, 2021, or the end of the month subsequent to the month in which the public health emergency declaration related to COVID-19 is lifted by the Secretary of Health and Human Services, whichever comes first. The following waivers were approved by FNS under the Continuing Appropriations Act, 2021 (PL 116-159) (CR):
- Adjustment to interview requirement- allowed desk review at initial application or recertification in lieu of conducting interviews, provided that the applicant's identity has been verified and all other mandatory verifications have been completed.
 - Adjustment to interview requirement for expedited service – allowed to postpone the interview for certain households eligible for expedited service, provided that an applicant's identity has been verified and an attempt was made to contact the household for an interview.
 - Adjustment to interview requirement – allowed to offer a telephonic interview in lieu of face-to-face interview. This option is useful in following the requirement of the waiver of interview of expedited applications.
 - Telephonic Signature-allowed for the accepting of documenting of an applicant's signature over the phone in lieu of requiring a wet signature on application.
 - Use periodic report procedures to recertify households – allowed to use periodic reporting procedures (Six Month Report procedures) to recertify participating households with recertification periods set to expire on or before December 31, 2021. This option was effective from July 1, 2021.
- c. March 2020 – Request was submitted to FNS to provide to SNAP households emergency SNAP allotments that supplemented recipient households with additional benefits so that they received a monthly amount equal to the maximum SNAP benefits for their household size. If the household already received the maximum amount for the month, then they would not receive the emergency allotment. This benefit started with the March benefit month and currently is still ongoing. The number of households receiving benefits, and amount of benefits to date are:

3/2020: 60,545 HHs, \$13,738,648

4/2020: 67,143 HHs, \$15,557,161

5/2020: 64,510 HHs, \$13,970,213

6/2020: 63,987 HHs, \$13,759,881

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7/2020: 63,476 HHs, \$13,611,500

8/2020: 64,871HHs, \$14,664,515

9/2020: 64,143HHs, \$14,098,529

June 2021 – As the State emergency declaration continues to exist, monthly request is being submitted to FNS to provide SNAP households emergency SNAP allotments that supplemented recipient households with additional benefits so that they received a monthly amount equal to the maximum SNAP benefits for their household size. SNAP emergency allotment started on March 2020 and is on-going. When the SNAP emergency allotment started in March 2020, household who already received the maximum monthly allotment amount would not receive the emergency allotment. A new FNS guidance issued effective April 2021 gives all SNAP recipient households a minimum supplement of \$95. Households whose calculated supplement is less than \$95, will receive \$95 and those whose calculated supplement is \$95 or more, will receive that benefit amount. The number of households receiving benefits, and amount of benefits to date are:

1/2021: 69,416 HHs, \$16,065,713

2/2021: 69,664 HHs, \$15,929,790

3/2021: 69,617 HHs, \$15,914,122

4/2021: 108,959 HHs, \$20,493,828

5/2021: 109,730 HHs, \$20,573,482

6/2021: 110,597 HHs, \$20,773,541

7/2021: 110,727 HHs, \$20,742,768

- d. May 2020- Request was submitted to provide Pandemic Electronic Benefits Transfer (P-EBT) benefits to school-aged children who were either certified to receive free or reduced priced meals or attended a Community Eligible Provision (CEP) school, and were unable to access school meals due to the closure of their school for at least 5 days. The P-EBT benefits that were issued between 6/2020-7/2020:

For SNAP Households:

Number of Students: 44,202

Number of families: 23,264

Benefit amount: \$15,792,331

For Non-SNAP Households:

Number of Students: 49,327

Number of families: 28,823

Benefit amount: \$17,644,919

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An additional round of P-EBT benefits were approved by FNS for the first 2 months (8/2020 and 9/2020) of the school year 2020-21. Funding for P-EBT was based on the federal fiscal year 2020, which explained why the second round was limited to only 2 months:

For SNAP Households:

Number of Students: 51,608

Number of families: 31,406

Benefit amount: \$14,662,607

For Non-SNAP Households:

Number of Students: 46,380

Number of families: 33,465

Benefit amount: \$13,088,631

Congress and the President approved an additional round of P-EBT benefits that included the balance of the 2020-21 school year, increasing benefits that were issued in 8/2020 and 9/2020 by 15%, including children under the age of 6 who receive SNAP for the period 10/2020 through the end of the 2020-21 school year, and provision of a summer P-EBT benefit. Additionally, there is also a clause that would make P-EBT available for the school year 2021-22 if a school should close, or require reduced daily operation/access to students, for a period of 5 consecutive days due to COVID. And if P-EBT is issued for this reason in school year 2021-22, summer P-EBT for 2022 would automatically become available to the affected students. The P-EBT benefits issued during this period are the following (Note: As these payments were issued as an on-going benefit, rather than a one-time occurrence previously, the household numbers indicated are unduplicated numbers are as of July 2020:

For SNAP Households:

Number of Students: 74,645

Number of families: 74,645

Benefit amount: \$122,712,482

For Non-SNAP Households:

Number of Students: 45,190

Number of families: 45,190

Benefit amount: \$87,519,976

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4. What is the outlook for FY22 and beyond?

- a. Looking at the long-term impacts, it is anticipated that the current growth in caseload as a result of the economic effects of COVID-19 will continue until there is sustained economic recovery for the State. This will equate to the need for adequate staffing to continue to process and maintain this caseload growth. Decreasing staffing, and limiting the ability to hire additional staffing, is counterproductive to what is needed to sustain operations at this time. Additionally, the need to develop and improve on technological solutions is also needed to assist with streamlining and the management of the increased applications and caseload. Improvements such as teleworking, implementation of an on-line application, and virtual call-center have allowed both the public, and staff, to be able to still access services and continue daily operations while still adhering to safe distancing practices. Additional services such as developing kiosks or hubs to allow for virtual interviews for those that require more direct interaction would need to be considered moving forward.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. First and foremost, is the safety and well-being of BESSD staff and the public who visits the processing centers. Observance of social distancing and availability of protective equipment will be of high importance.
- b. Resumption of normal processing of applications, eligibility reviews, periodic reporting, and other tasks affected by the pandemic waivers will require review of pre-pandemic procedures and processing in accordance with the program rules and policies.
- c. On-going cases subject to recertifications will continue to rise.

6. What actions are needed to address these challenges?

- a. Processing centers must be equipped with protective equipment. Adequate safety information and protocol for both processing center staff, and the public must be made available. Encourage to interview clients by telephone and submission of applications and renewals, including documents, online, mail, email, or fax. The continued availability of the Public Assistance Information System (PAIS) website is of utmost importance. <https://pais-benefits.dhs.hawaii.gov>
- b. Availability of SNAP refresher training material in coordination with the Staff Development Office (SDO) is necessary. Program office will issue new program clarification and/or instruction as necessary and will rescind program clarifications issued due to the pandemic waivers approved by FNS and are no longer applicable.
- c. Adequate and increase in staffing to continue timely processing and maintenance of increased caseload.

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Temporary Assistance for Needy Families (TANF) and Temporary Assistance for Other Needy Families (TAONF)

1. How has the Covid-19 pandemic impacted your operation?

- a. The TANF caseload increased 39% from 3,688 in March 2020 to 5,113 in August 2020, and the TAONF caseload increased 135% from 588 in March 2020 to 1,309 in August 2020. The surge in the caseload is a direct consequence of the sudden economic decline due to COVID-19. Prior to March, the TANF/TAONF caseload has been on a steady decline since 2012 due to the growth in Hawaii's economy.

2. What changes were needed to address the impact?

- a. Per the Governor Executive Order, TANF/TAONF applicants were not subject to the Upfront Universal Engagement (UFUE) work participation requirements. Prior to the pandemic and the implementation of this change, TANF/TAONF applicants were required to fulfill a full week of work participation with the First-To-Work program, within a 21-day period as a condition of eligibility, otherwise their application would be denied.

3. What were the results of the actions taken?

- a. The waiver of the UFUE requirements resulted in an increase of application approvals, as prior to the pandemic, many applications were denied due to failure to meet the UFUE requirements. In addition, benefit payments were issued faster as the UFUE requirements potentially added more than two (2) weeks to the application process.

4. What is the outlook for FY22 and beyond?

- a. Work eligible adults from TANF/TAONF recipient families are required to participate with the First-To-Work (FTW) program. The FTW program provides opportunities for the parents of minor children to engage in activities that would lead to financial stability and independence through employment. The caseload may increase until the economy recovers, and parents are able to return to work.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. In a programmatic perspective, long-term changes to the TANF/TAONF programs may be needed that would allow a transition period for recipient families to become financially independent following a period of unemployment resulting from an

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economic downturn caused by an emergency such as a natural disaster or a pandemic. Such changes may help to address the “cliff effect” that families experience after they become ineligible for benefits. An example of a change that would address this “cliff effect” would be to re-establish the Exit and Employment Retention Bonus (EERB) program. The EERB would incentivize families to obtain employment and to develop assets such as savings that can be used during emergency situations.

Another change that may help to address the “cliff effect” is to restructure the eligibility criteria of the TANF/TAONF programs that would allow for families who are under-employed to remain on assistance until they obtain full-time employment.

6. What actions are needed to address these challenges?

- a. A cost analysis needs to be conducted to determine what changes to the TANF/TAONF eligibility criteria will be fiscally feasible to implement. In addition, amendments to the administrative rules and possibly the Hawaii Revised Statutes may be required before the changes can be implemented. Lastly, additional state MOE funds will be needed to fund the TAONF portion.

First-To-Work (FTW)

1. How has the Covid-19 pandemic impacted your operation?

- a. The FTW units saw an increase in their caseloads, particularly units that service TAONF recipients.
 - TANF recipient participants = pre-pandemic average caseload per month was 1,250 then increased by 91% to 2,389 for the subsequent five months
 - TAONF recipient participants = pre-pandemic average caseload per month was 367 then increased by 145% to 896 in the subsequent five months
- b. Participants are unable to receive in-person services, because the offices are closed to visitors. Case managers are unable to fully engage participants in the work program and have limited methods to service and communicate with participants, i.e., phone, letter or email, and virtual (if technology is available).
- c. Participation in work activities are limited, because non-profit organizations temporarily closed or reduced their services, businesses or industries temporarily closed or employers are not currently hiring, etc.
- d. Although we have not received data reports from the Administration for Children and Families for FFY 2020 – Quarter 4, a decline in the State’s work participation rates is anticipated, because participants are unable to fully engage in the FTW program and work activities. If we are unable to qualify for a caseload reduction credit with excess TANF Maintenance of Effort (MOE) expenditures, we may face a

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- 5% fiscal penalty imposed on our annual Federal TANF Block Grant. In addition, the State will be required to make-up the 5% loss in federal funds with State TANF MOE.
- e. Participants are unable to take advantage of available FTW supportive services such as childcare subsidies, transportation assistance (e.g., bus passes, mileage reimbursements, etc.), job placement services, because they are unable to engage in work activities or participation is limited.

2. What changes were needed to address the impact?

- a. The requirement for TANF/TAONF applicants to fulfill one (1) week of upfront work participation with the FTW Program, within a 21-day period, was waived beginning with the GOV's Sixth Supplementary Proclamation which suspended HRS §346-261. This allowed the TANF/TAONF applicants to receive determination sooner.
- b. Application of the good cause policy is being applied liberally than norm because participants have limited work activities available or do not have the capacity to engage in the program.
- c. Utilizing any available methods, Case managers attempt to maintain communication with participants and provide counseling and case management services, particularly to participants who are currently facing challenges (e.g., potential eviction, lack of childcare, health concerns, etc.). Participation with FTW provides participants the opportunity to receive support and referrals to community resources for services that the FTW Program does not provide.
- d. The temporary suspension of HRS §346-261 allowed BESSD to increase the one-time rent support subsidies from two (2) to four (4) months and expand the eligibility criteria. These changes allow participants, who are unemployed, to qualify for the one-time rent subsidies which can be applied towards rent or mortgage payments to avoid eviction or foreclosure and rent deposit to secure new housing.

3. What were the results of the actions taken?

- a. Overall, the FTW Program experienced an increase in the number of participants. The average statewide FTW caseload in SFY 2020, pre-pandemic from 7/2019 to 3/2020, was 2,628. However, in five (5) months from 4/2020 to 8/2020, the monthly average was 4,296 which equates to a 63% increase.
- b. Pre-pandemic from 7/2019 to 3/2020, an average of 18 one-time rent support payments were issued to participants, for an average of \$20,351 per month. Subsequent months from 4/2020 to 9/2020, an average of 211 one-time rent support payments were issued, for an average of \$203,995 per month (902% increase).

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4. What is the outlook for FY22 and beyond?

- a. Historically, there was a correlation between the decline in the statewide FTW caseload size reflected and the decline in the State's unemployment rate. If the State's future unemployment forecast continues to reflect high rates, then the FTW caseload may remain unchanged and participants may stay longer in the program and on assistance.
- b. More investment in technology is needed to make services remotely accessible to participants, regardless of natural disasters, health pandemic, or other unforeseen emergencies.
 - There are technologies available that make service delivery streamlined and efficient such as mass notifications sent via email to participants; appointment reminders via text messages; live chat box; mobile-friendly applications; client portal where participants can obtain/complete/submit forms; send messages to case managers; and schedule appointments.
 - Provide "one stop centers" equipped with computers, printers, etc. in the communities for families who do not have access to computers, smartphones, or have Wi-Fi connections.
 - Develop an on-demand video of the FTW Program orientation so in-person attendance is no longer required. TANF/TAONF applicants can "attend" an orientation session when it is most convenient for them.
 - Develop online job readiness training and financial literacy curricula that include on-demand videos, online assignments and exams, and a component (e.g., dashboard) that tracks participants' progress, viewable by the participants and their case managers.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. In a programmatic perspective, one challenge is to restructure the FTW program to a hybrid concept that would allow the staff to deliver services to participants in-person and remotely. To implement a hybrid-method of service delivery will require technology for both the FTW staff and the participants.

Another challenge will be to get participants re-engaged in work activities after an extended period of inactivity due to the pandemic. The engagement of participants is highly dependent whether businesses in the private industry are in full operation or not.

Furthermore, participants, particularly those with young children may face difficulty finding quality child care provider with whom they trust since the pandemic is still ongoing.

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6. What actions are needed to address these challenges?

- a. Research needs to be conducted to determine what technologies are available including existing technologies already utilized by other TANF agencies and work programs.

FTW program provides various supportive services such as job readiness training, job search assistance, job placement for unsubsidized and subsidized employment. FTW staff needs to, as much as possible, refer participants who are in need or may benefit greatly from these supportive services.

General Assistance (GA)

1. How has the Covid-19 pandemic impacted your operation?

- a. The caseload increased 27% from March 2020 (5,370) to August 2020 (6,823). The only time the GA caseload exceeded 6,000 cases since January 2000 was in July 2012 (6,194) and September 2012 (6,017). The sustained increase in the caseload has resulted in a projected \$5,400,000 deficit in the GA FY 2021 allotment.
- b. In January 2021 DHS submitted a request for an emergency appropriation of \$5,400,000 for SFY 2021 via SB 1127 and a request for an addition \$5,400,000 for the SFY 2022 appropriation in the DHS budget request.
- c. In March 2021, the GA monthly payment amount was reduced from \$388 to \$260 to maintain the financial viability of the program.
- d. In May 2021, DHS received an emergency appropriation of \$3,200,000. The GA payment amount was restored to \$388 and supplemental payments were issued in June for recipients whose benefits were reduced in March and April 2021.

2. What changes were needed to address the impact?

- a. The Governor's Executive Order 20-02. DHS was allowed to establish a period of presumptive disability pending a disability evaluation to expedite the processing of GA applications. Missed initial disability evaluation appointments could be rescheduled within the application processing time limits. In addition, sanctions for failing to comply with recommended treatment was temporarily suspended, as access to medical services that provided treatment was more difficult.

3. What were the results of the actions taken?

- a. The presumed disability status pending the outcome of the disability evaluation allowed GA applicant to receive benefits expeditiously provided they met the other GA program requirements. In SFY 2021 over 98% of GA applications were processed

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- within the required time limit. The ability to reschedule evaluation appointments rather than denying the application has resulted in the increased caseload. The temporary waiver of sanctions for failing to comply with treatment requirements slowed the attrition of the caseload.
- b. Due to pandemic procedures, the GA caseload increased to the highest enrollment in over twenty years in the period May 2020 to May 2021. August 2020 (6,823). The only time the GA caseload exceeded 6,000 cases since January 2000 was in July 2012 (6,194) and September 2012 (6,017). The sustained increase in the caseload resulted in the reduction of the GA payment amount in March and April 2021 from \$388 to \$260 to maintain the financial viability of the program. The benefit amount was restored in May 2021 after the State Legislature and the Governor provided a \$3.2M emergency appropriation.
 - c. In addition to policy changes, the closure of the BESSD Processing Centers (PC) to the public resulted in operational adjustments that limited the effectiveness of communicating program eligibility requirements to clients due to the lack of in-person contacts. For example, during the interview with GA clients, PC staff would explain the purpose and importance of keeping the GA disability evaluation and to receive treatment of their disabling condition in order to determine and maintain GA eligibility. After the closure of the PC, clients were informed of the GA evaluations and treatment requirements only through notices and telephone calls. During the period March 2020 to current, the percentage of clients who failed to keep a scheduled disability evaluation rose from 20% to over 50%, the percentage of client who failed to comply with treatment exceeded 70%.

4. What is the outlook for FY22 and beyond?

- a. The funding of the GA program may have to increase to maintain the current \$388 monthly benefit. The GA recipients represent the portion of Hawaii's population who are unemployable due to a disabling condition who don't qualify for federal disability benefits from the Title II Social Security Disability Insurance (SSDI) or Title XVI Supplemental Security Income (SSI) programs. The payment amount is based on the appropriated funds per H.R.S. §346-53(b), so past GA payment have fluctuated based on the caseload and appropriated funds. Based on a caseload of 6,823 and the current appropriation \$23,889,056, the monthly payment amount would be \$286.
- b. The GA caseload reached its peak in July 2020 and has been reducing steadily since due to a combination of dependent factors. The COVID-19 travel restrictions have limited the influx of potential GA clients from out of state, so the pool of potential GA applicant was limited to unemployed or low income Hawaii residents who claim to have a mental or physical condition that prevented them from working. The pool is reduced when disability evaluations determine the individual is not disabled. In addition, and a higher percentage of individuals are failing to attend the required

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- disability evaluation, so their applications are denied or their cases are closed. Thus, more individual are exiting the program than are entering.
- c. The GA caseload is expected to continue to decline because of the limitations of the size of pool of potential clients, and the percentage of pool members who have been determined not to have a condition that prevents them from working 30 hours per week. In addition, the Governor rescinded previous COVID-19 emergency procedures on 08/05/21, so application of sanctions for GA clients who fail to receive treatment of their disabling conditions will lead to further attrition of the caseload.
 - d. The attrition of the caseload may result in a potential higher benefit amount for those that are compliant with the program requirement. H.R.S. §346-53(b) requires the GA payment to be adjusted based on the appropriation and the caseload. If the caseload continues to decline, there may be sufficient funds in the GA appropriation to raise the current monthly payment of \$388 to a potential maximum of \$468.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. The Covid-19 emergency procedures have been rescinded per the Governor's proclamation issued 08/05/21, so the public and program will return to the pre-Pandemic procedures while the State offices remain closed. The shuttered Statewide Branch processing centers still limits client communication of program eligibility requirements to telephone and written communication.
- b. Staff has to meet required vaccination requirement in order to work.
- c. Necessary alterations to the physical setting of the PC Units to meet COVID-19 safety protocols regarding social distancing.
- d. Staff must adjust to providing in-person services to the public and the challenges of that dealing with the potential problems if conflicts arise.

6. What actions are needed to address these challenges?

- a. Physical alterations of the workplaces to accommodate COVID-19 protocols to minimize the spread of the virus to enable the processing centers to re-open to the public. This will restore in-person services that will optimize the communication of program requirements to clients. Ensure all staff are able to attend in-person meetings, briefings, and training sessions to operationalize the eligibility, system, and administrative procedures.
- b. The development of clearer written policy, procedures, and notices to assist the clients to understand what they are required to do to gain or maintain their eligibility for benefits. This will also assist the PC staff to correctly communicate and apply the program requirements uniformly.

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- c. Leadership must ensure that staff is prepared to practice positive interpersonal relationship in dealing with in-person contact with clients and fellow staff members. For example, all BESSD staff were required to completed mandatory Workplace Violence training by 08/26/21.

Aid to the Aged, Blind, and Disabled (AABD)

1. How has the Covid-19 pandemic impacted your operation?

- a. The caseload increased 12% from March 2020 (799) to August 2020 (893) and has not seen a gradual reduction in the caseload as the other financial assistance programs.
- b. The increase in the caseload is due to fewer clients exiting the program during the end of SFY 2021 through current. The number of applications and approved cases during this period was less than pre-pandemic period. This may be attributable to the COVID-19 travel restrictions that provided limitations on entering or leaving Hawaii.

2. What changes were needed to address the impact?

- a. No changes in policy or procedures were required for the AABD program.

3. What were the results of the actions taken?

- a. N/A

4. What is the outlook for FY22 and beyond?

- a. COVID-19 will have minimal impact on the AABD program as the program represents a segment of Hawaii's population that cannot qualify for assistance from the Social Security Administration due to citizenship requirements.
- b. The caseload for the Aid to the Aged portion is expected to increase as 98% of the AABD program consists of individual over the age of 65 who cannot qualify for benefits for SSI. The primary reason for SSI ineligibility is because over 60% of the individuals are citizens from a nation with a Compact of Free Association (COFA) agreement with the United States. When COVID travel restrictions are removed, more indigent COFA citizens over 65 years will migrate to Hawaii for economic benefits and medical assistance that are not available in their home country.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. The safe re-opening of the Processing Centers to provide in-person services to applicants and recipients.
- b. Staff must meet required vaccination requirement in order to work.

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c. Staff adjustment to provide in-person services to clients.

6. What actions are needed to address these challenges?

- a. Physical alterations of the workplaces to accommodate the COVID-19 safety protocols.
- b. Assist in preparing staff to adjust to providing in-person services to clients.

Low Income Home Energy Assistance Program (LIHEAP)

1. How has the Covid-19 pandemic impacted your operation?

- a. Requests for energy crisis assistance (ECI) has decreased due to disconnection moratoriums by the utility companies, which has been extended through 12/31/20. Customers who are proactive in seeking bill-pay assistance are being helped.

2. What changes were needed to address the impact?

- a. A COVID Disaster Plan was created and enacted which allowed for desk reviews, telephonic signature, verification deference for hardship households (ex. elderly with no internet or smartphone). Disaster ECI determinations were also tested at a higher income limit and eligible for a larger benefit amount. Households needed to demonstrate a decrease of income due to COVID.

3. What were the results of the actions taken?

- a. As mentioned above, the results are still slow due to the moratoriums. However, we have assisted approximately 150 Disaster ECI households to date.
- b. The number of applications approved for Energy Credits was approximately 7,670 and 1,231 ECI households were assisted.

4. What is the outlook for FY22 and beyond?

- a. As the moratoriums lift in January 2021, we anticipate an influx of applications for ECI assistance. We are working with local agencies to get volunteers to assist the Community Action Agencies with processing applications.
- b. It is anticipated that more than 1,231 ECI applications will be approved.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. Local agencies that are contracted to process LIHEAP ECI applications must plan to process a greater number of applications for ECI assistance. We are working with

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local agencies to get volunteers to assist the Community Action Agencies with processing applications.

6. What actions are needed to address these challenges?

- a. Provide more training and technical support to local agencies that are contracted to process LIHEAP ECI applications.

Child Care Connection Hawai'i (CCCH)

1. How has the Covid-19 pandemic impacted your operation?

- a. Lack of adequate child care for families with children at home due to the pandemic, leaving parents unable to return to work.
- b. Families are unable to pay the cost of child care with the shutdown of businesses/tourism due to the COVID-19 pandemic.

2. What changes were needed to address the impact?

- a. Part of the DHS response to the COVID-19 pandemic, DHS has
 - Offered the opportunity for providers to enter into contracts for Emergency Child Care Services to help them enact additional health and safety measures for reducing the exposure to COVID-19;
 - Waived income eligibility limits for the Child Care Connection Hawai'i (CCCH) subsidy program to make more monies available to families and providers;
 - Waived the activity requirement for the CCCH subsidy program to assist families who have lost their jobs, been furloughed, or had a reduction in hours in their employment still access child care, so they can search to find new employment and support stability and continuity for the child; and
 - Waived the family co-payment requirement for the CCCH subsidy program, so families can meet their immediate needs and still access child care.
- b. Increased the child care payment rates temporarily for July 2020 – June 2021 for families in the CCCH and the Preschool Open Doors child care subsidy programs to reduce family's out of pocket costs if providers had to increase their child care costs dues to the additional health and safety measures to support.

3. What were the results of the actions taken?

The results were:

- a. Over 450 applications received by July 31, 2020 for Emergency Child Care Services contracts from licensed and registered and A+ services statewide;

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- b. An increase of 2,000 applications submitted for the CCCH child care subsidy assistance over the period July 2020 – June 2021 (total 6,200 applications received); and
- c. During April through June 2021 issued over \$13 million for families that have been affected by the COVID-19 pandemic and needed child care subsidy assistance.

4. What is the outlook for FY22 and beyond?

- a. The demand for child care subsidy assistance is expected to significantly increase due to the economic impact of the COVID-19 pandemic. It will be critical to preserve existing child care subsidy programs and preserving the capacity in the regulated child care facilities and homes statewide. It is also essential to preserve departmental staff positions which oversee regulated child care facilities and homes and program staff positions that develop policies, procedures, and administer contracted services during FY22 and beyond. It is critical to sustain both current funding and staffing levels to minimize adverse impacts of the pandemic to the child care sector and families who need child care in order to support the State's economic recovery.

Investing in technology is needed to make applications and communications with applicants and clients more accessible and streamlined. The CCCH child care subsidy assistance program is challenged with processing all of the applications being submitted as well as follow up documentation to complete an eligibility determination. The ability for the public to apply online through a self-service portal and upload their documentation is necessary to support the work of the CCCH child care subsidy staff to verify the application and supporting documents have been received and the ability for the parent to verify the status of his/her case and to send and receive communication with the CCCH staff would offer better time management and more efficient operations.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. The challenges will be in sustaining subsidy assistance to families that are continuing to feel the effects of the COVID-19 pandemic as well as ensuring that there are enough child care seats in regulated child care facilities and homes statewide. As more families return to the workforce, the affordability of child care is crucial to ensure that families are able to provide their children with quality child care that meet children's needs and promotes school readiness. Increasing capacity in regulated child care facilities and homes and statewide will require support that can be sustained beyond FY22.

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- b. Another challenge will be for departmental staff who oversee regulated child care facilities and homes will have to manage the increase in their caseloads when license-exempt providers are monitored beginning in late 2021. And preserving program staff positions that develop policies, procedures, and administer contracted services during FY22 and beyond will also be another challenge.

6. What actions are needed to address these challenges?

- a. An increase in funding to the Preschool Open Doors program will help ensure that more children are provided with one year in a school readiness program prior to entering kindergarten. Continued appropriation of subsidy funds to the child care connection program will provide families with child care assistance so that families are able to return to the workforce and contribute to the state's economy while at the same time providing their children with quality child care in regulated child care facilities and homes statewide.
- b. Financial support to regulated child care facilities and homes to assist with recovery from the effects of the COVID-19 pandemic and support to increase child care capacity in new or existing child care facilities and homes statewide.
- c. An increase in departmental staff will help staff manage their increased caseloads as they add to their responsibilities to oversee and regulate license-exempt providers who provide child care to families that are eligible for subsidies.

DIVISION OF VOCATIONAL REHABILITATION (DVR)

1. How has the Covid-19 pandemic impacted your operation?

- a. DVR staff responded to Governor's emergency proclamation on March 5, 2020 to ensure staff, community providers, and participants safety, while sustaining DVR service delivery.
- b. DVR's priority for safety of staff and participants during the pandemic impacted the way in which services were delivered, however did not stop delivery of services.
- c. DVR eligible participants with an Individualized Plan for Employment (IPE), or co-enrolled with other agencies that included the provision of services with technology supports were able to learn/sustain services remotely. Leveraging other community resources to support individuals without technology resources were researched and coordinated as needed.

2. What changes were needed to address the impact?

- a. Actions taken in response to Governor's emergency proclamation:

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- On March 5, 2020-March 20, 2020, DVR developed teleworking plans and on-site office schedules for social distancing, and regularly monitored schedules for sustaining safety in the workplace.
 - DVR's Disability Determination Branch (DDB) program obtained Social Security Administration (SSA) approval for staff to work remotely and implemented remote and office schedules to support social distancing.
 - E-signing for provider payments was approved by Department of Accounting and General Services (DAGS) and Fiscal Management Office (FMO) with DVR staff routing electronic documentation for authorized processing of payments for services.
 - Staff Support Office (SSO) staff volunteered to support the development of DVR's re-opening Branch plans statewide under the Governor's May 18, 2020 phased plan, in alignment with DHS and DHRD guidance.
 - DVR created a COVID-19/Emergency Resource website page for staff and community members to access updates about where to obtain assistance and resources.
 - DVR leadership developed a well-being challenge for staff during the November 2020-January 2021 holidays.
 - DVR currently has safety measures in place at all offices to help prevent the spread of COVID 19 such as:
 - Workplace signage to remind staff of health and safety practices;
 - Mask mandate;
 - Available PPE: face masks, face shields, gloves, and gowns;
 - Temperature check policy;
 - Vaccination attestation and records update; and
 - Mandatory weekly COVID test in place for all those that are not vaccinated.
- b. Actions taken to sustain delivery of services:
- DVR converted service delivery primarily to remote supports with advance planning for safely meeting face-to-face on a limited basis when warranted to support participant needs to fulfill their goals.
 - Staff use of electronic platforms and email with mobile phone/Wi-Fi supports required some additional re-training to ensure compliance with established level of quality, accuracy, confidentiality, review, and approval.
 - Zoom and Microsoft Teams have been utilized with participants and providers to safely sustain DVR's essential services for participant remote meetings.
 - DVR joined with community partners to host a staff training and networking platform from March-May 2020 to ensure staff were aware of community resources to support service delivery for participants. This weekly networking continued to be hosted by UH Center for Disability Studies.

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- Ho`opono Services for the Blind utilized Facebook and email listservs to provide timely information related to health, safety, employment opportunities, and more to consumers statewide, and they also provided outreach, referral services, group and individual supports, blindness skills training, and employment supports to consumers. Emergency in-person services were also provided as needed.
 - PPE supplies were purchased and stocked for DVR offices statewide. Face masks, face shields, gloves, and gowns are available for staff use. DVR will be piloting the implementation of Emergency and Safe Workplace applications for PPE inventory management, employee health screening, and workplace safety management.
- c. Actions taken to sustain remote services:
- DVR initially identified the need to keep cases open for active participants during the pandemic to ensure there were plans in place for transitions in the event of job loss or school closures. Case closures resumed as scheduled in 2021 with all exiting cases reviewed first by DVR managers/supervisors to ensure supports were in place first for participants at risk of job loss and needing services for job retention.
 - DVR continued to take participants off the Order of Selection (waitlist).
 - DVR provided referrals and resources for individuals to access Hawaii Legal Aid or American Job Centers where assistance with completing online applications for unemployment insurance (UI) benefits could also be provided.
 - DVR staff assisted individuals with the completion of their online UI applications when needed.
 - DVR provided referrals and resources for individuals with disabilities to access Independent Living resources with community providers and/or purchased resources associated with the VR Individualized Plan for Employment authorizing these purchases as indicated.
 - DVR continued to support National Disability Employment Awareness Month (NDEAM) activities such as the Annual White Cane Walk and organizing a virtual mock interview platform with employers for DVR participants to practice their interviewing skills to prepare for employment in Hawaii's workforce.
 - DVR worked with provider partners to execute supplemental contracts to provide services that are sustainable under COVID-19 conditions.

3. What were the results of the actions taken?

- a. The following are some of the results from actions taken by DVR in response to Governor's Emergency Proclamation:
- Staff were provided with remote resource tools and instructions on use of remote platforms to sustain DVR's essential services in compliance with federal regulations. Supervisors created weekly tracking reports to monitor impacts of

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remote work and DVR services being sustained. Signage was placed in all office locations outer doors for public awareness on accessing DVR staff supports with points of contact.

- DVR staff supported the “stay at home” proclamation, teleworking remotely to mitigate community spread starting March 20th. Plans for staff scheduled to work in offices were implemented to ensure compliance with timeliness and documentation processing requirements. As staff identified needs for scheduling office hours for client service delivery and/or meeting clients in the community, plans for face-to-face meetings were reviewed with supervisors in advance. Emergency supports were provided using PPE as indicated on a limited basis to address needed supports or triage services coordinated with other agencies for participant’s safety.
 - Supplies for personal protective equipment (PPE) were obtained, shared, and orders fulfilled to support staff well-being when accessing DVR offices according to coverage schedules.
 - DVR’s SSO staff supported Branch Administrators in the development of re-opening plans that were completed in July 2020 with ongoing reviews and updates associated with best practices for maintaining staff safety, along with providers, partners, and participants well-being.
 - Staff have continued to share resources with community partners and access remote meeting/training opportunities to improve efficient service delivery in the community.
 - Ho`opono Services for the Blind staff met as a large group monthly via Zoom to receive and share information, provide moral support, share resources, and receive Covid-19 preparedness and reopening updates, and created a Facebook video, which includes all staff reaching out to the community with reminders regarding health and safety during the pandemic.
- b. The following are some of the results from actions taken by DVR to continue delivery of services:
- Remote and on-site service delivery by DVR staff sustained operations with a maximum of ½ of the staff in the office on any workday, or less as indicated for compliance with County and State limitations. DVR continues to assess staff safety with office schedules and maximizing space while conserving resources.
 - With Zoom and Microsoft TEAMS meetings, rotation of staff in the office and telework schedules, DVR staff continue to collaborate with each other to complete assignments, connect with partners and participants, and maintain a safe working environment.
 - DVR pursued virtual training opportunities for staff to improve employer and community partner relationships. Trainings associated with staff development plans were completed by various staff throughout this period.

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- Blind and visually impaired consumers were connected and informed about access, resources, while learning new skills to support remote communications, and participants maintaining or obtaining competitive employment.
 - Ho`opono Blind Vending Program created a COVID-19 task force in conjunction with consumers in order to plan and implement actions needed to keep their businesses open, or to prepare for reopening. DVR provided PPE to all blind vendors to reinforce safety of vendors and customers.
- c. The following are some of the results from actions taken by DVR to sustain remote services:
- DVR participants received UI benefits and were provided information on applying for other services (e.g., SNAP, Medicaid, various county grants).
 - DVR participants became engaged in using remote service platforms with contract providers and staff throughout March-July 2021 with staff training and supports.
 - DVR developed 342 new Individual Plans for Employment.
 - DVR assisted with 104 individuals who obtained employment.
 - DVR held its first annual Virtual White Cane Walk via Facebook live and YouTube.

4. What is the outlook for FY22 and beyond?

- a. DVR will continue to provide accessible services to individuals with disabilities with minimal impact on delivery of services through FY 22 and beyond. DVR believes it can continue to do so as long as the following conditions remain in place.
- Federal funding amounts from the various federal fund sources remain the same by meeting State Match and Maintenance of Effort (MOE) Requirements.

DVR's state match requirement based on annual federal funding of \$12,773,162 is \$3,457,031. DVR's current MOE requirement is \$3,621,236. Along with the federal MOE requirements, DVR has an additional \$462,365 in restricted State funding amounts for various programs and federal awards. By adding the state match requirement to the restricted funding (\$3,457,031 + \$462,365) DVR must maintain a minimum state match amount of \$3,919,396 to maximize all federal funds (including an additional \$1,056,281) to the State, representing over \$13 million annually, to support individuals with disabilities. By maintaining this state funding, DVR meets match (\$3,457,031) and MOE (\$3,621,236) requirements, maintaining all federal dollars to the State of Hawaii, and is able to extend the period of performance of funding for a second year when there are federal funds to be carried forward from prior fiscal year.

In addition to the federal VR award of \$12,773,162 annually, DVR receives federal funding in the amount of \$1,056,281 associated with other programs:

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- Independent Living – Part B funds: \$338,717.00 (State match requirement of \$37,635)
- Older Individuals who are blind (OIB) - \$250,000 (State match requirement of \$25,000)
- State Grant for Assistive Technology (SGAT) - \$467,564.00 – no state match requirement BUT is dependent on Hawaii meeting its match requirements on a and b awards above.

DVR's federal grant award for VR services (\$12,773,162), plus a-c federal funding noted above (\$1,056,281), represents \$13,829,443 in federal revenue to the State. This also reflects an average Return on Investment of nearly 352% for the \$3,919,396 State funds allocated to DVR annually. As the federal funds (over \$13M) are used to help Hawaii's residents with disabilities find and/or advance in competitive integrated employment, these jobs will generate tax revenue back to the State of Hawaii and employ community providers through DVR contracted services.

- General funding level remains at a level above the MOE requirement. Maximizing federal dollars as mentioned in #1 above is dependent on State funding in the amount of at least \$3,919,396. As long as State funding stays at or above this level for the DVR program, resources will remain available to service individuals with disabilities at the current level and beyond.
- Filling of vacancies that exist and are critical to DVR's essential services and operations. DVR anticipates a rise in caseload of approximately 500 new DVR applicants for SFY 22. Although DVR previously anticipated approximately 1,500 new applicants post COVID-19 pandemic, the surge in positive COVID-19 cases may significantly impact the number of applicants for DVR services. DVR will be monitoring these trends to track its impacts on DVR program applications. As the agency weighs the community need against the significant impact of this pandemic on the economy, filling vacancies remains vital to ensure that DVR continues to deliver quality services with community partners to meet the demands and needs of participants to build parity in Hawaii's workforce. Less staff [32% vacancy rate for Vocational Rehabilitation Specialists (VRS)] means less supports available to address the community needs. The caseload of the current VRS will continue to increase which could diminish effective and necessary engagement with participants and employers that result in efficient job placements. An increased caseload with no support/reinforcements could adversely affect the retention of existing staff. Filling positions at all levels becomes critical to agency operations to maximize available agency resources and services.

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DVR maintains that as long as conditions 1-3 above are met in combination with remaining diligent about safety practices to mitigate the effects of COVID-19, the agency will continue to adapt to safe, in-person and/or telework and remote client services, while effectively and efficiently providing services for individuals with disabilities statewide.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- As DVR re-opens and amidst the continuing impacts of the COVID-19 pandemic, DVR will be faced with the following challenges:

Staffing:

- DVR is currently in active recruitment to fill 37 vacancies statewide, 19 of which are Vocational Rehabilitation Specialists (VRS). This equates to a 32% vacancy rate for VRS positions (19 vacancies out of 60 total VRS positions). The State Rehabilitation Council (SRC) (as a permitted interaction group) has made a commitment to partner with DVR and help in its recruitment efforts. DVR is optimistic that these efforts will result in the hiring of well-qualified candidates to alleviate the workload for the current VRS staff as they themselves adjust to safe in-person services in combination with remote/telework options.
- Some DVR staff have technical challenges that may, at times, dampen work productivity and DVR is working with partners to increase digital literacy and adjust to new workstyles, workspaces, and demands.
- Adjusting to the combination of in-person and remote work and balancing work tasks between the 2 locations.
- Offices maintaining efficient processes to report exposure and adjust to the newly implemented safety protocols such as vaccination reporting, weekly COVID testing, staggered staffing to maintain social distancing, etc. while still maintaining operating plans level and quality of services provided.
- Building safe, efficient, and comfortable interview spaces for face-to-face participant meetings, i.e., plexiglass, adequate face coverings, and maintaining social distancing.
- When working with deaf individuals, especially when meeting with participants who are hard of hearing and do not need an ASL interpreter wearing of masks can be a challenge as it is best to be able to see faces. However, having more facial visibility by removing masks helps communication but brings safety into question. Visible face shields without a mask may also pose a risk.
- For those that need ASL interpreters, there are only 33 qualified ASL interpreters in the State and DVR must compete with other agencies to secure interpreters for staff, client, vendor, and partner meetings.

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- Continuous problem solving and finding creative and safe ways to keep employees safe.
- Managing staff morale when they fear returning to the office, are dealing with affected fellow employees or family members, or may leave or retire due to increasing stress and work demands.
- Maintaining the flexibility to adjust to circumstances surrounding the pandemic and adapting plans over time to reflect new challenges and strategies.
- Acquire and/or maintain access to various communication platforms that are accessible to all staff, participants, partners, and providers.
- Consideration and protection to employees who cannot be vaccinated for medical reasons and provide assurances for a commitment to their well-being.

Participant:

- Working together with partners to increase digital literacy for participants as potential employers begin to look for different skill sets that participants need to be prepared for.
- The Pandemic Emergency Unemployment Compensation (PEUC), Pandemic Unemployment Assistance (PUA), and Mixed Earner Unemployment Compensation (MEUC) are ending on September 6, 2021 and many people will be returning to work which will make it more competitive to find employment for persons with disabilities (PWD).
- The ending of these programs may result in an influx of applicants. DVR will monitor workforce trends and strive to be prepared with the resources and manpower to meet these demands.

6. What actions are needed to address these challenges?

- a. Continue to keep employees safe.
 - Continue to wear masks, social distance, and sanitize frequently.
 - Continue to stay informed of CDC and DOH guidance re: information regarding COVID-19 and the necessary precautions to combat its spread.
 - Continue to communicate/train/educate staff on these changes.
 - Reopen in phases, continue flexible work schedules/stagger work schedules to maintain physical distance among employees.
- b. Stay aware of staff morale by promoting honest and respectful discussions at all levels and provide solutions for a healthy work environment. Create time/space to talk, listen, and be compassionate. Reassurance to staff about the balance between our commitment to safety and the importance of remaining productive and our mission statement to continue to serve our customers. Support office staff through promoting physical activities such as fitness, dance, and yoga.
- c. Maintain clear and consistent communication.
- d. Remain flexible and nimble.

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- Recognize that there is no such thing as a “one size fits all” solution.
- e. Remain diligent in recruitment activities. Leverage relationships and partnerships with organizations, schools such as the University of Hawaii and ASL schools to post DVR recruitment announcements. Place recruitment booths at UH schools or job fairs and provide clear information about the challenges, rewards, and benefits of employment with DVR.
- f. Find more digital literacy and employment opportunities.
- g. COVID 19 poses high risks for individuals with disabilities. Advocate for policy to ensure protection and considerations for accommodations and exemptions for employees with disabilities.
- h. Ensure access to health care for persons with disabilities.
- i. Continue to press forward on modernization and build proficiencies with technology.

MED-QUEST DIVISION (MQD)

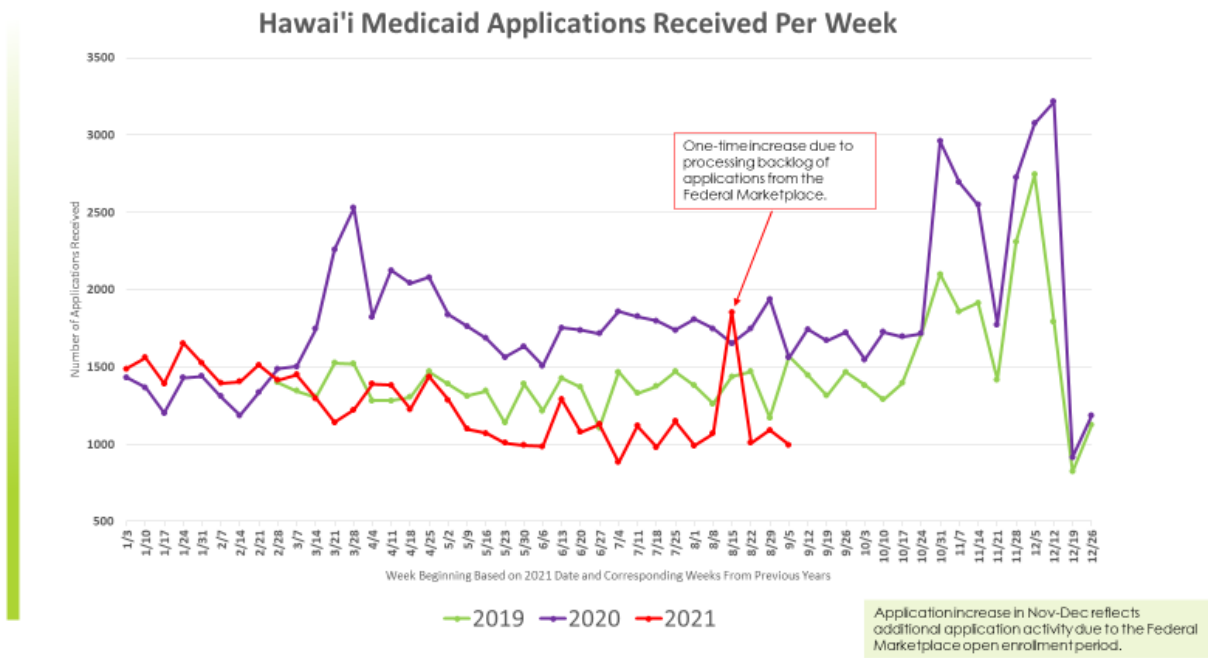
1. How has the Covid-19 pandemic impacted your operation?

- a. The pandemic has led to an increase in need for Medicaid health insurance coverage. As individuals were laid off from work, they often lost their employer sponsored health insurance. Medicaid, as a safety-net program, began to see a huge uptick in applications for health insurance beginning in March 2020. The initial spike of new applications in March represented approximately an 80% increase in applications over the same time in 2019. Applications for Medicaid continued to surpass 2019 application volume statewide by 31% throughout 2020. In addition to the increase in applications, changes needed to be made to the healthcare delivery system to incorporate more telehealth options and other ways of managing community health while incorporating CDC and CMS recommended pandemic response mitigation strategies.

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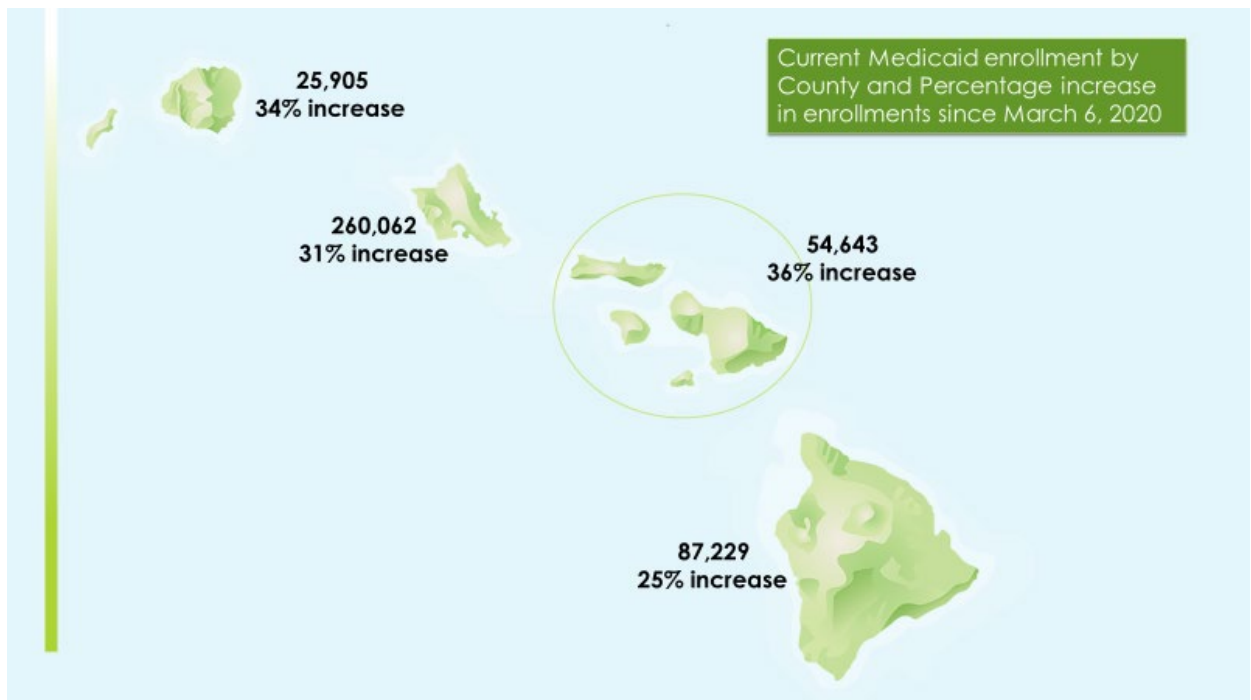
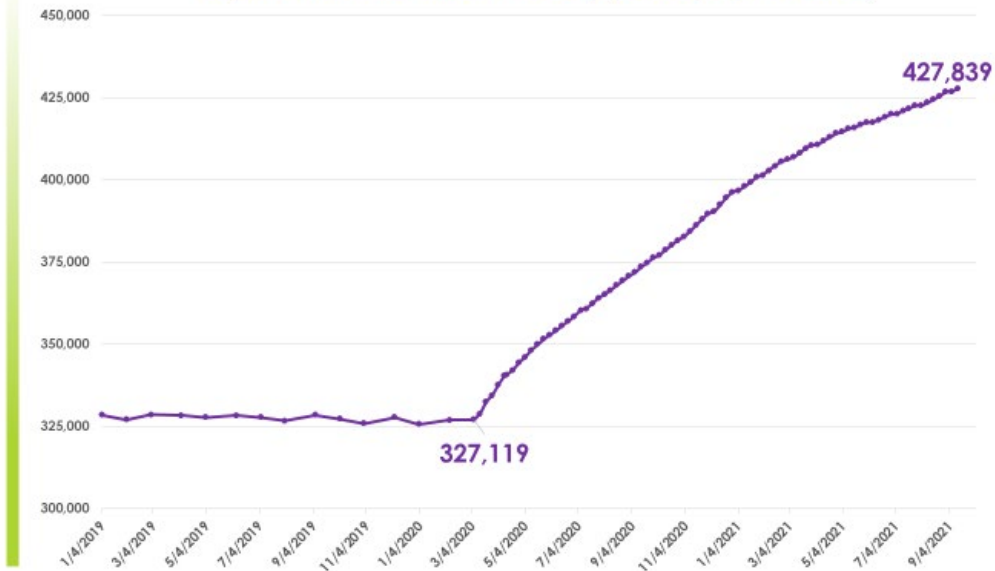
One of the greatest impacts of COVID-19 on the Med-QUEST program has been the dramatic and rising increase in the number of people covered. As of mid-September 2021, Med-QUEST enrollments have increased by over 100,000 new members since March 2020, which represents a 31% increase. In typical operations, there is an ebb and flow to enrollment numbers where new people come on and others, who are no longer eligible, term off. This results in a steadier overall enrollment level. However, due to the pandemic and the declaration of a Public Health Emergency (PHE) by former Health and Human Services (HHS) Secretary Azar and continuation of that declaration by current HHS Secretary Becerra, CMS has provided an increased federal matching rate (FMAP) of 6.2% to help cover the cost of insuring all Medicaid recipients. This additional FMAP was authorized by the Families First Coronavirus Response Act and amended by the Coronavirus Aid, Relief, and Economic Security (CARES) Act that were both signed into law in March 2020. In order to qualify for this increased FMAP, however, we may not disenroll anyone who was covered or becomes covered since March 2020 until the end of the PHE. The only exception to this rule is if a member dies, moves out of state or requests to be terminated. This contributes to the sustained increase in enrollment numbers.

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Hawai'i Medicaid Monthly Enrollment: January 2019 to present
100,720 New Enrollments since 3/6/2020 (31% Increase)



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2. What changes were needed to address the impact?

- a. The need to implement several COVID-19 related federal authorities and exemptions from the Center for Medicare & Medicaid Services (CMS). There were changes to managed care services and benefits. COVID-19 disproportionately affected several Medicaid sub-populations including people who are aged, blind and disabled; people with special health care needs; beneficiaries receiving long-term support services in nursing homes and community care foster homes; beneficiaries in sub-acute and intermediate care facilities; and those with underlying medical conditions and complicating substance use or mental health disorders.
- b. The need to prioritize staff and client safety during the pandemic. MQD invested in improved technologies and processes to better enable our team to telework and handle client contact remotely.
- c. A process was developed to allow MQD forms to be completed using eSign, which streamlines and enables greater use of electronic processes to support the new teleworking environment. Everyone reported that this is efficient and should be maintained after the pandemic.
- d. State owned equipment was deployed to enable staff to telework:
 - Virtual Desktop Infrastructure (VDI)/Virtual Private Network (VPN) access for MQD team to telework, and
 - Analog fax to digital files for remote access. Laptops were provided for providers, partners, and staff. MQD attended meetings regularly with various groups (e.g., director's office, providers, community partners, etc.) to ensure dynamic exchange of information.
- e. Met daily in the afternoon with supervisors to provide real-time updates on the COVID situation and discuss related program modifications.
- f. Due to the impact of COVID-19, there was a need to support the providers and community. MQD identified a lack of PPE and proper training on the use of PPE in the Foster Home and Care Home residential settings. This applied to both preventative needs as well as needs in a COVID-19 positive situation. Also, there was a lack of information and knowledge of QUEST Integration (QI) health plans and Developmental Disabilities Division (DDD) around what was going on with the public health emergency (PHE) in Hawaii and nationwide.
- g. MQD implemented several eligibility system rule and workflow changes in order to receive the temporary Federal Medical Assistance Percentage (FMAP) increase provided under section 6008 of the Families First Coronavirus Response Act (FFCRA). They also collaborated and communicated internally and externally.
- h. The CARES Act (2020) required Medicaid agencies to provide information to CMS on historical reimbursements to Medicaid providers, so that CMS can provide appropriate emergency relief funds to various Medicaid providers in the state.

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- i. MQD provided critical planning, design and implementation of emergency quality programs that provide funding supports to healthcare agencies during COVID-19 while supporting continued high quality of care to beneficiaries.
- j. MQD partnered with Hawaii Healthcare Emergency Management (HHEM), Hawaii Emergency (HI-EMA) and QUEST Integration (QI) Health Plans to acquire and distribute PPE equipment to foster and care homes statewide.
- k. MQD held weekly COVID Task Force meetings with health plans and DDD during the PHE, beginning 3x/week from March 2020 and then decreasing to 2x/week beginning in May 2020 and 1x/week in June 2020. They discussed HI-EMA updates, PHE policy flexibilities resulting for 1135 waiver and Appendix K approvals, PPE inventory and distribution related to HCBS residential settings, and other PHE related activities.
- l. MQD provided technical support and helped ensure that all managed care plans were compliant with new submission requirements and reviewed new data submissions to ensure data quality standards were met.
- m. MQD conducted and supported analytics of changing utilization patterns (rates of hospitalization, emergency room visits, prescription fills, screening for COVID-19, etc.) and did predictive modeling to plan for increased enrollment in Medicaid during the COVID-19 pandemic to support budget projections for Medicaid.
- n. Modified the Hawaii Prepaid Medical Management Information System (HPMMIS) to accommodate enrollment extension for clients, whose eligibility were terminated.
- o. New state-funded code for gap groups in emergency situations (to include pandemics, natural disasters, etc.).
- p. Coverage/payment of new COVID-19 diagnosis and procedure codes.
- q. At the request of HIEMA, PPDO worked with State Coroner's office and MQD eligibility branch to process backlog of unclaimed bodies statewide to ensure there would be ample space in the event there is a mass surge of COVID deaths.
- r. Successfully communicating and being available to the community in a remote way. Community partners felt that MQD Health Care Outreach Branch (HCOB) staff were just as available and supportive during the pandemic. For example, ALEA Bridge did real-time applications over the phone with staff and the client when they were conducting outreach in Waipahu, North Shore, and Wahiawa.
- s. Since the pandemic began in March 2020, KOKUA partners and the HCOB worked with Maui Community Correctional Center (MCCC), Program Services Division (PSD), to assist individuals who are within one month of being released from MCCC and to help them complete their Med-QUEST and/or Healthcare.gov applications. MQD used Microsoft Teams to complete and submit the applications. KOKUA partners also donated laptops to MCCC to assist with certain barriers that were present.
- t. MQD provided outreach, education, and enrollment assistance at Aloha Free Clinic and assisted vulnerable clients with health coverage from June 1 through October 31. Over 30 clients had been enrolled into Medicaid and/or the Federally Facilitated Marketplace (FFM), and numerous others were reconnected

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- with Med-QUEST as they were unaware that they still had active coverage. For those who did not qualify for Med-QUEST and did not qualify for a special enrollment period through the FFM, they were provided information regarding open enrollment and where to seek in-person assistance.
- u. HCOB successfully conducted virtual trainings with KOKUA (Community Partners), so they could continue to do outreach, educate, and provide assistance on health coverage enrollment in their communities during this pandemic.
 - v. MQD team was very proactive since the beginning of the PHE. They contacted small businesses, corporations, and individuals the day Med-QUEST was instructed to telework and communicated with the community if they needed help applying for health coverage. MQD also canvassed rural areas regularly to post flyers and talk to small businesses, doctor's offices, and eateries. Staff wore all PPE and took necessary precautions.
 - w. MQD provided outreach to major businesses, like Hawaiian Airlines, to offer support for those who will be out of work and may need assistance with health insurance options.
 - x. MQD supported ongoing data extractions and validations pertaining to the CARES Act (2020) to help physicians and health agencies across the state access much need emergency relief funding.
 - y. To provide funding to sustain managed care organizations, hospitals, and FQHCs, MQD established new pay for performance programs, or modified existing programs, based on quality metrics.

3. What were the results of the actions taken?

- a. MQD has successfully implemented system and manual changes to ensure members remain active throughout the PHE.
- b. QI health plans and DDD were all on the same page with information, policy, PPE planning, and COVID+ intervention strategies and options.
- c. Evaluation determined if resources were effectively allocated, and if new benefits, services, authorities, funding structures, and coverages implemented were effective in providing robust pandemic response.
- d. New services and benefits were implemented for COVID-19 (e.g., new COVID-19 screening and antibody tests, waiver of minimum refill periods, telehealth services, etc.) and system was changed to accommodate new types of claims and encounter processing.
- e. MQD identified these groups and used the data to support budget projections, and predictive impacts of budget cuts on various programs and populations, should they become necessary as a result of the economic impacts of COVID-19.
- f. MQD assessed gaps in access to care or identified disparities in care delivery across the Medicaid population, as well as to identify unusual patterns, hot spots of usage, and sub-groups at increased risk of adverse outcomes.

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- g. The increased enrollment of Medicaid beneficiaries, coupled with dramatic changes in utilization resulting from the lockdown and COVID-19 pandemic waves (now and in the future), required substantial actuarial analysis to support capitation rate adjustments, adjustments to gain/risk corridors, and additional changes to Medicaid payment methodologies.
- h. MQD remained responsive to urgent data requests from external agencies to support COVID-19 surveillance efforts statewide and negotiated with other agencies to provide data to MQD as needed to support PHE related data needs.
- i. MQD has strongly supported these efforts and lent expertise into model-related decision-making process; the division provided oversight of statistically sound methodologies to implement new cost containment measures for the healthcare system, such as the implementation of diagnostic related group (DRG) payment models, and engaged in stakeholder discussions to advance the proposed payment models.

4. What is the outlook for FY22 and beyond?

- a. Many of the program adjustments that were developed during this pandemic will continue to serve the MQD program in the foreseeable future such as a greater reliance on technology for internal work and procession over older paper-driven processes. In healthcare delivery, we know that telehealth has filled a service gap during the pandemic and especially for our rural communities who often suffer from provider shortages in their communities.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. We understand there will be long-term economic impact for Hawai'i and we anticipate that Medicaid membership will decline at the same rate that our economy grows. Much of what we have been able to accomplish to maintain support for members and providers is driven by the highly specialized and skilled staff at MQD. We remain concerned that any reduction in our current staffing levels could result in corresponding reductions in service to our community. It will also be important that the enhanced FMAP continue for as long as possible in order to offset the unanticipated costs of health insurance coverage associated with the COVID-19 pandemic to the state. To date, the enhanced FMAP has already brought in over 100 million federal dollars. This funding is critical to Med-QUEST's ability to maintain the current programs that are so essential to the health and wellbeing of our community. We are aware that the increased FMAP will no longer be provided after the end of the quarter in which the federal Department of Health and Human Services declared Public Health Emergency (PHE) officially comes to an end. This is

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likely to create financial strain as the state continues to support its programs without the additional federal bump in funding.

6. What actions are needed to address these challenges?

- a. Our eligibility teams have already begun to design the significant work that will be required to unwind the many rules that have been in play during the PHE that allowed people to maintain Medicaid coverage during the pandemic.

There will also be considerable effort in working with health plans and members to assess and address how care delivery can continue to support the wellbeing of our community with excellence.

SOCIAL SERVICES DIVISION (SSD)

The impact of the Covid-19 pandemic is significant to the Division. Beginning in March 2020, precautionary safety measures were implemented, and delivery of services were modified to mitigate potential spread of the virus. Despite this public health concern, all SSD offices remained open and staff continued to work in the community to address concerns of abuse and/or neglect of our vulnerable adults and children. Notable impacts to the two Branches in the Division are provided below.

Child Welfare Services (CWS)

1. How has the Covid-19 pandemic impacted your operation?

- a. The stay-at-home orders and safety precaution measure of social distancing necessitated a change to daily operations, the practice of making assessments, and the way we partnered with other State Departments and community providers so that CWS could continue to provide necessary service to children and their families.
- b. Concerns were raised by parents regarding visitation between children and families ('Ohana Time Visits) being only virtual and impact on permanency efforts to reunify children with parents. Courts started ordering visits on certain cases.
- c. Family court temporarily closed due to COVID-19. All hearings for on-going dependency court hearing stopped for March and April 2020. About a year later, the court slowly resumed in-person hearings. However, in August 2021, with the positivity rate at its highest levels, the courts starting again suspending many in-person hearings and increased the use of virtual hearings.
- d. Resource caregivers (RCGs) expressed the need for more general and financial assistance and support with providing daily care of children in foster care because of schools being closed, a decrease in employment (due to various businesses shutting

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- down and unemployment), and the increased need of providing additional needs for the children in their care, etc.
- e. With the recent approval of Pfizer COVID-19 vaccine for individuals 16 years old and older, CWS is now in the process of finalizing a vaccine policy for its foster youth and considering whether to require resource caregivers to be vaccinated.

2. What changes were needed to address the impact?

- a. Beginning March 2020, CWSB took the initiative to do the following:
 - Provided personal protective equipment to staff, i.e., face masks, face shields, gloves, sanitizers, etc.
 - Made teleworking available to most employees and provided remote access to network systems.
 - To maintain communication and information sharing, staff meetings occurred more frequently via virtual platforms.
 - Staff also participated in various virtual meetings and trainings via Microsoft Teams, Zoom, Skype, and WebEx with service providers, the Administration of Children and Families, and National Organizations to assist with providing continued services during the pandemic.
 - Accessed Title-IVB Stephanie Tubbs CARES funds to purchase more cellphones, thermometers, and other needed supplies to continue business operations and to maintain safety for staff and families.
 - On 04/03/2020, the department temporarily revised the process of child-specific licensing applicants due to the Office of the Governor “Third Supplementary Proclamation” and previous two proclamations which started on 03/04/20. Effective immediately, these requirements applicable for all previous child-specific resource caregiver applications will be temporarily delayed for up to 90-days or until the end of the COVID-19 crisis and service providers are open for regular business.
 - Collaborated with the Interstate Compact on the Placement of Children (ICPC) contracted provider to develop interim procedures to continue the federally required monthly face-to-face visits for placements of out of state children within the state, as well as meet home study requirements. Collaborations with OIT in securing MS Team account with capabilities including automated call-in numbers for those who are unable to connect via tablets.
 - Policies and procedures/guidance for CWSB contracted services including DV shelters and human trafficking services were developed to allow for continued service delivery and virtual service delivery, when applicable. Partnered with DOH, Governor’s Coordinator on Homelessness (GCH), and Behavior Health & Homelessness Statewide Unified Response Group (BHHSUIRG) to offer placement options, troubleshoot concerns, and seek out additional guidance and resources.

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- Established a plan to secure a shelter for youths and DV victims who tested positive.
 - Family Violence Prevention and Services Act (FVPSA) CARES Act funds were given to DHS and distributed to the DV Shelters to aide in additional funding for planning, prevention, and responding to COVID –19.
 - Travel arrangements had to take into consideration the new travel requirements put in place due to the pandemic.
- b. In late March, due to COVID-19 restrictions being ordered Statewide, CWSB suspended all face-to-face visits and made the following changes:
- CWS aligned the new policy with federal regulations which authorized virtual monthly visits during the pandemic.
 - Allowed alternative means of contact between children and families via FaceTime on cell phones, text messages, emails, social media, etc. to allow families to stay connected to one another.
 - Created a tiered, phased-in plan to resume face-to-face visits.
 - Provided COVID-19 safety precautions trainings to all staff that were to participate in face-to face visits.
 - Partnered with community service providers to provide a safe space where face-to-face visits could take place.
 - With feedback from the staff and meetings with the court, procedures, regarding ‘Ohana Time Visits, were finalized on August 6, 2020.
- c. Family Court implemented new policies and procedures and CWSB adapted to those changes by doing the following:
- CWSB reached out to the AG’s office, Court Improvement Project (CIP) liaison, Family Court, and federal partners to restart hearings.
 - CWSB and DAGS collaborated to develop an Interim Process for Delayed Court Hearings and Ongoing Submission of Case Plans – COVID-19 for First Circuit. The internal communication form (ICF) was distributed to staff in April 2020 to provide them with guidance and rescinded in August 2020 when First Circuit reopened.
 - CWSB participated in virtual meetings with the First Circuit Family Court partners to address evolving issues regarding Chapter 587A Court Proceeding.
- d. CWSB did the following to address the impact to resource caregivers by doing the following:
- In April through June, funds were secured to provide RCGs with a one-time respite fund that they could spend in any way they wanted to assist with the additional needs of providing care during the pandemic.

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- A mobile app was developed and released on 07/20/20. The purpose of the Hawaii Foster Care Connections (HFCC) mobile app is to connect resource caregivers to these needed supports, including community resources, support events, and other resource caregivers.
- In July and October, CWSB collaborated with BESSD and DOE to identify foster youths who were DOE students and eligible for additional funds for food via the P-EBT Program and provided them with P-EBT cards.
- CARES Act money was used to purchase laptops for foster youth and received donations of computer tablets for foster youth from community partners.

3. What were the results of the actions taken?

- a. Due to actions taken to adapt to COVID-19 and the impact on the child welfare system the following results are as follows:
 - Virtual meetings, internally (within the Branch) and externally (outside the Branch), are conducted daily. Even though staff miss the human face-to-face connection, they understand that safety as priority. They are able to attend one virtual meeting to another within minutes and conference room reservations and travel time is no longer necessary.
 - CWSB contracted providers have virtual options available to them to continue to provide services to families and monitor progress.
 - CWS established and strengthened relationships with community partners and other State departments.
 - Staff maintained connectivity, learned new technologies, and are now fully capable of teleworking. Providers made adjustments and accommodations to services, activities, and work environment related to federally required DV services during the COVID-19 pandemic.
 - Generally, staff is feeling supported about keeping their health and office environment safe.
 - Essential travel became a burden to arrange due to the requirements of the changing COVID-19 travel policy.
 - The budget needed to be adjusted to include the costs of PPEs, fortifying the office, and disinfection due to possible exposure, as well as the need to determine whether CARES Money would be available and accessible had to be considered.
 - The need on how to identify child and abuse and neglect had to be addressed as the pandemic changed the environment for mandated reporters as well as what type of harm were being identified and reported.
 - The need to project what type of services will need to be available post-pandemic was identified.

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- b. Due to the actions taken to address face-to-face visits between children and their families, the following resulted:
- Parents on Hawaii island were provided pre-paid cell phones, so they could visit their children virtually, and this allowed CWSB staff to visit with children, which improved. Also, CWSB provided a list of community agencies that can provide charging stations.
 - Foster youth were provided with laptops and tablets.
 - Complaints about the lack of face-to-face visits from parents and the courts had to be addressed, which provided the opportunity to be more transparent about safety concerns and improve communications between CWSB and the community.
- c. Due to efforts to resume hearings at Family Court the following has occurred:
- Collaborative meetings are ongoing to address any issue regarding Chapter 587A Court Proceeding as it relates to COVID. Court hearings started up gradually for specialty courts, and other on-going hearings through virtual and face-to-face which impacted permanency for children.
 - The discussion on how to improve court proceedings started between CWSB and the Family Courts.
 - The Judiciary allowed social workers to continue to appear at hearings virtually or by phone, which has proven to be more time efficient than appearing in-person at court.
 - The relationship between the Court and CWSB has improved as communications improved and more collaboration took place due to the COVID-19 pandemic.
- d. Results of supporting resource caregivers during the pandemic resulted in the following:
- As of 08/13/20, there was 204 downloads to the RCG mobile app. RCGs accessed the chat feature to chat with other seasoned resource caregivers.
 - All identified school-aged foster youth, who are in the DOE system, received a P-EBT card through the mail.
 - Respite payments of \$500/child were processed within 2 weeks after the applications submitted in April-June 2020 were approved and forwarded to RCGs. As a result, RCGs felt supported during this stressful time, and CWSB stabilized placement of children in foster care and minimized multiple placements.
 - Communication between service providers and CWSB improved due to the increased communication on how to continue and provide services during the pandemic.
 - No suspension of licensing.

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4. What is the outlook for FY22 and beyond?

- a. The use of technology will assist in providing services that will allow staff to telework, allow meetings to include more off-island and out-of-state guests to participate in various virtual platforms, and allow for some services to occur virtually. Therefore, access to technology will be a focus the child welfare system will need to take into consideration and make a priority. How assessments are conducted will also need to be reviewed – how the pandemic has changed daily life and the stressors that come with it will need to be included in our assessment tools and practice. Finally, the use of protective gear and sanitization/disinfectants will become part of the normal routine because the need to keep our staff, clients, and community partners safe from the pandemic will likely continue.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. CWSB has remained open for operations during the last year and has struggled with budget restrictions and the loss of positions. CWSB normally struggles with vacancies due to workload demands as represented in a report generated by Maui College the CWSB Continuous Quality Improvement (CQI) contractor who generated a report from exit interviews of staff leaving CWSB. CWSB was not impacted by the hiring freeze and besides a short time of time, when there was a Reduction-in-Force with Department of Health (DOH), CWSB has maintained recruitment which has been needed as there have been staff turnover. During the last year, we have made changes to protocols due to the pandemic impacts and continue to reassess these protocols that impact operations.

Access to vaccinations has provided more protections for staff willing to be vaccinated and created more challenges for those staff not wanting to be vaccinated especially with the latest vaccination and testing protocols. The monitoring of staff testing by supervisors takes away time from other CWSB duties and demands.

CWSB intakes have been rising prior to the pandemic and besides a short period of time, in April 2020, the intakes have steadily risen to pre-pandemic level. CWSB handles the most severe cases of children in impending danger, and during the last year, we have encountered many families in need and have used CARES funds to provide pre-paid cell phones to families to maintain contact and assist with services. We also have seen more children coming into care with complex needs with mental health, behavioral, medical, and cognitive needs that create challenges with placements.

In 2021, as the numbers of COVID-19 cases were going down and it appeared there may be lifting of some of the protocols created during the last year, the numbers of

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COVID-19 cases increased due to a new variant of COVID-19 which is more communicable with impacts to staff and their families along with the children and families we serve. We have had several staff out on leave due to testing positive for COVID-19, which impacted operations. Placement resources to house COVID-19 exposed children have been a struggle throughout the pandemic, and with this new variant, it has provided more challenges due to more children being exposed. Access to testing has been a challenge as there have been delays in getting results and accessing free testing sites takes time in terms of staff needing to wait with children needing to be tested along with the results can take days to obtain.

The latest challenge has been the request from Family Court for data regarding children 12 and over who have been vaccinated and with the antiquated data system to obtain this data requires staff feedback which takes significant manpower and time to produce.

6. What actions are needed to address these challenges?

- a. We need access to funds to operate and need all the CWSB positions and the ability to continue to recruit. Funding for placement resources to house children that come into foster care who are COVID-19 exposed and who have tested positive is needed. We need access to rapid testing this will assist with the spread of the variant, especially in congregate settings. We received CARES funds to assist with the purchase of PPE, cleaning of offices, testing, technology for telework, and prepaid cell phones to assist with virtual contact with families and children which expires the end of September 2021. CWSB will continue to need funds to purchase these items to continue to operate moving forward into 2022.

Collaboration with the different divisions, State departments, along with providers and community providers has been invaluable during this last year and will continue through the next year to maintain operations.

Adult Protective and Community Services (APCS)

1. How has the Covid-19 pandemic impacted your operation?

- a. Investigation of abuse and neglect to vulnerable adults continued during the COVID-19 pandemic. Concerns for the physical safety and well-being of vulnerable adults continued as they were increasingly isolated at home and in facilities, to avoid contracting the virus.
- b. Continued need to maintain community partnerships during the pandemic. While some community partners ceased or dramatically scaled-back their operations, APCS's work continued. The scale-back has also increased intake reports being

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- made by community partners who are unable to make face-to-face contacts with clients, increasing the APCS caseload.
- c. Dispersing staff to telework and inability to meet in-person resulted in the need to develop different ways to maintain communication to ensure continuity of services and consistency of operations statewide.
 - d. The need to focus on self-care remains paramount as stress and anxiety for staff has been heightened during the pandemic.
 - e. The need for sufficient personal protective equipment and for social distancing remains.
 - f. As of August 2021, 94% of APCS staff are fully vaccinated, but there are concerns about the need for and availability of booster shots to keep the vaccination optimally protecting staff.
 - g. There is a need to continue investigations.
 - h. Additionally, those who volunteer in the three Community Programs (Foster Grandparent Program, Senior Companion Program and Respite Companion Program) are also in the high-risk age group, so program maintenance and recruitment have been an even greater challenge and in-person meetings and functions were limited.
 - For the Senior Companion Program, services were suspended from March 17, 2020 - December 31, 2020 due to health and safety concerns for volunteers and clients. Senior Companion program saw a loss of both volunteers and volunteer stations.
 - For the Respite Companion Program, all adult day care centers were closed, and Resource Companions were sent without work placements without pay. Two other adult day care facilities closed permanently.
 - For the Foster Grandparent program, all volunteers stopped serving in schools effective March 2020 and all in-person contact with volunteers (monthly meetings, trainings, school site visits) were suspended.

2. What changes were needed to address the impact?

- a. Due to the public health crisis, APCS supported various kupuna programs.
- b. APCS collaborated with partner agencies during this pandemic using technology to focus on pooling resources and to ensure no breakdown in communication.
- c. Increased communication within the APCS Branch. The Branch has pivoted to the use of Microsoft Teams and Zoom, as primary means of communications, and all supervisors and staff, including Branch Administrator and leadership meet several times per week in groups, as well as individually.
- d. APCS recognizes that the need for self-care has increased during the pandemic. Specific focus was made in this area, and staff were encouraged to take time daily to focus on mindfulness and selfcare. Weekly mindfulness meditations are available to

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- all staff, as well as self-care and team-building activities being embedded and into meetings.
- e. APCS staff statewide need a consistent supply of personal protective equipment (PPE) and a reserve supply in anticipation of future “waves” or viral variants. Staff have been trained on how to properly use PPE.
 - f. All APCS staff are deemed “essential” workers. Office suites have been housed with limited personnel to ensure that offices remain open and functional, while allowing for more than 6 feet of space between staff. It is also essential to lessen the amount of people in common areas (bathrooms, elevators, halls, etc.).
 - g. Vulnerable adult protection must continue, but there have been necessary changes in practice to limit close contact.

3. What were the results of the actions taken?

- a. Senior Companion Program (SCP) –
 - AmeriCorps approved a temporary pay allowance for SCP volunteers from March 17, 2020 - December 31, 2020. This was beneficial in retaining volunteers.
 - On January 4, 2021, SCP resumed services.
 - SCP Director joined two (2) work groups that focus on the elderly population, namely, Age Friendly Honolulu (C&C initiative contracted with University of Hawaii) and AmeriCorps Senior Hawaii.
 - In May 2021, SCP partnered with the Elderly Affairs, Alu Like Foster Grandparents Program, Ke Ola Mamo, Kupuna Power and Ombudsman Office to outreach seniors at Windward Mall. This outreach will happen every other month.
 - In May 2021, SCP Director conducted a virtual in-service training for The City & County of Honolulu Prosecutor’s Victim/Witness Kokua Intake Unit. This was an opportunity to recruit volunteers and share about SCP.
 - Training: On September 28, 2020, APCS lead trainer facilitated a Microsoft Teams in-service training for community programs. 100% SCP staff participation.
 - Communication: Daily briefing and monthly staff meeting continue to occur on a regular basis. Volunteers continue to receive letters/mailouts as needed.
- b. Respite Companion Program (RCP) –
 - As of July 2021, three host agencies have re-opened and three remain closed, with four new host agencies gained.
 - Communication: Monthly newsletters are mailed out to all RCPs and phone calls and emails are sent regularly for operational planning and assessing well-being.
 - Recruitment efforts continue with goal of gaining 10 new RCPs by December 2021.

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- c. Foster Grandparent Program (FGP) –
- In July 2020, three FGP volunteers continued serving children.
 - Federal sponsor implemented a temporary stipend for volunteers who were not able to return to schools.
 - FGP mailed weekly articles with homework to volunteers to keep them informed and engaged.
 - Telephone check ins done on a weekly basis with volunteers, to assess their well-being.
 - Letters sent to volunteer to keep them informed about the status of the program.
 - In January 2021, schools opened their campuses to students and a few more volunteers could return to classrooms. For the remainder of the 2021 school year, thirty-four percent of volunteers were actively serving in schools.
 - FGP also purchased twelve laptops to engage volunteers in virtual services with students. Volunteers were provided with training to use the laptops. Volunteers set up email accounts and familiarized themselves with the email process.
 - FGP staff have weekly team meetings to provide updates, obtain updates statewide and discuss program concerns/issues.
- d. Māui –
- Māui APCS participates in bi-monthly meetings with Hawaiian agencies and organizations (HAO). Members routinely shared information on upcoming events and services offered by the various participating member agencies.
 - All APCSB Administration and field staff are current members of the National Adult Protective Services Association (NAPSA). A Maui staff member serves on the Education Committee for NAPSA and on the NAPSA RN Committee and is a regional representative for the Western United States.
 - APCS collaborates with MQD staff, who have been supportive in responding to the needs of APCSB clients in need of medical and long-term care services.
- e. Kauaʻi –
- Staff regularly reached out to clients by phone for wellness health checks and emotional support during the pandemic.
 - Investigations and discharge planning meetings were conducted using technology for face-to-face contact when necessary for clients in long-term care facilities.
 - Staff referred clients to Kūpuna Kare for fresh produce and Food Bank, Meals on Wheels deliveries, Agency of Elderly Affairs, and Kauaʻi Economic Opportunity for goods and services.

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- Staff were provided with an adequate supply of Personal Protective Equipment (PPE)
 - Staff donated COVID-19 related cleaning supplies to clients who did not have cleaning supplies to keep their home COVID-19 safe.
 - APCS Kaua'i staff continued to apply 'Ohana Nui to their work. APCS continued to work collaboratively with the Agency of Elderly Affairs, health care agencies, BESSD, Med-Quest, Veterans Affairs, hospital social workers, Catholic Charities, Department of Health, and Kaua'i Police Department to meet the needs and safety of vulnerable adult clients.
 - APCS Kaua'i staff volunteered to assist with the distribution of sanitizing gel to the other departments within DHS.
 - Kaua'i staff held morning briefings via Microsoft Teams with all staff to include staff in the office and those on telework.
- f. O'ahu –
- On April 6, 2020, Assistant Program Development Administrator met via Zoom with SDO and Catholic Charities and discussed their new Living Alone with Dementia case management program as a potential resource for APCS. Updates are being communicated regularly.
 - APCS worked collaboratively on a repatriate case from Taiwan with CARES Hawaii to establish safe and appropriate quarantine placement and services upon arrival.
 - Daily morning briefings via Microsoft Teams for all staff and their supervisors.
- g. East Hawai'i –
- In May 2020, APCS conducted an in-service training for the Hawai'i County Police Department recruit class and in April 2020 two in-service trainings for Bayada Home Care staff. In May 2021, EHAPCS conducted an in-service, specifically regarding Self Neglect referrals, for Community First- Community Action Network.
 - EHAPCS worked with Hope Services Paramedicine Program in getting a chronically homeless elder off the street and into the hospital by obtaining an MH-2 (Application for Emergency Medical Examination and Treatment) order from Family Court.
 - EHAPCS continued to assist vulnerable adults in applying for government sponsored food and nutrition programs such as SNAP and MOW. Services referred were inputted and tracked in SHAKA database.
 - EHAPCS continued to follow a hybrid telework schedule to promote social distancing in office. Daily morning briefings were held via Microsoft Teams and daily afternoon check-in via Microsoft Teams kept the section connected, informed, and updated.

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- EHAPCS Case Manager completed her first full year in this new position and services were provided to help vulnerable adults maintain safety and stability in the community.
 - EHAPCS joined a non-profit group, Community First- Community Action Network, a program geared towards better coordination for medical and social services for patients in East Hawaii who access healthcare services most frequently. The group meets every two months to discuss complex cases.
 - EHAPCS participated in 'Ohana Conferences with Child Welfare Services to help provide information used in the transition of a child who was aging out of the CWS system.
 - EHAPCS continues to take daily calls from people in the community who have questions about abuse situations or who are looking for services for vulnerable adults. If APCS is not able to provide the services requested, EHAPCS will link the caller to resources in the community.
- h. West Hawai'i –
- WHAPCS has partnered with Hope Services Hawai'i in getting a chronically homeless elder off the street and placed in an emergency hotel housing during the coronavirus pandemic. This effort provided the elders with the stability of housing and phone which allowed for them to receive case management services and placement opportunities.
 - Two staff members from West Hawai'i APCS participated in the Family Violence Interagency Committee (FVIC) initiated by the WH Prosecuting Attorney's office. WHAPCS encouraged the screening of all family members within the household, not limiting focus on only the reported victim. These meetings encouraged allied agencies to report suspected abuse to CWS/APCS accordingly.
 - In June 2021, APCS supervisor and social worker met with Kona Community Hospital to discuss unsafe discharge during the course of an APCS investigation. This also helped to facilitate an open communication between both KCH and APCS.
 - WHAPCS continued to assist vulnerable adults in applying for government sponsored food and nutrition programs. Services referred were inputted and tracked into database.
 - WHAPCS staff continued to work with the food pantry to obtain food items for the vulnerable adults in their caseload.
- i. Here were the results:
- APCS Branch and all Section Administrators/Supervisors participated every Friday in virtual meeting via Microsoft Teams virtual platform to discuss weekly events, COVID-19 issues, and case collaboration. This was found to be beneficial and will continue indefinitely.

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- On May 13, 2020, DHS director met with all APCS staff via Microsoft Teams for one hour to share message, offer support and answer questions.
 - On July 16 and 17, 2020, various speakers presented at the APCS Branch meeting via Microsoft Teams to include Director's office representative to address COVID-19 issues, issues of disaster planning and Q&A.
 - APCS staff statewide were issued cell phones and FOBS/virtual desktop interface to ensure operations could continue via connectivity to the CPSS mainframe and computer drives well as email and internet access. This ensured that the telework from home process was a smooth transition.
 - All phone trees and procedures were updated statewide.
 - SSDA, APCSBA, and PDA hold regular morning briefings to discuss plans and operations.
 - Branch kept in contact daily with sections to discuss plans, staffing, and operations.
 - All SA and supervisors conducted virtual meetings with all staff at regular intervals during the workday to discuss plans and operations and to ensure availability and readiness for work. Also, they checked in with staff periodically throughout the day for case consultations.
- j. Here were ways to enhance the well-being of staff:
- Statewide-
- Self-care activities were a standing opening and closing item at all APCS branch meetings, held every other month.
 - Oahu Adult Intake Unit (AIU) supervisor continued mindfulness meditation every Wednesday and had converted the process to be virtual statewide during the pandemic.
 - APCS leadership participated in a 6 week-cohort group on the Fred Luskin Forgive for Good model: 2 hours per week for 6 weeks (June 23-July 28). APCS Lead Trainer participated in a train-the-trainer session to follow with goal of having more APCS staff participate.
 - HEPA air purifiers were ordered by APCS Branch for individual offices/staff statewide to help clear the office of allergens and protect from COVID-19.
 - Other Personal Protective Equipment (PPE) was purchased and received from APSCB branch and the Director's office to enhance worker safety in dealing with the current public health crisis.
 - Statewide staff have participated in multiple on-line "talks" with Dr. Fred Luskin of the Stanford Forgiveness project, focusing on emotional wellbeing during the pandemic.
 - Staff statewide were supported in getting the safe and effective vaccination to protect against COVID 19, and its most known severe negative consequences.

Kaua'i -

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- APCS Kaua'i created a Zoom chat room for staff. The objective was for staff to stay healthy and well by the continued feeling of “connectedness” and belonging to a team through virtual communication. In this chat room, staff shared comments and updates on COVID related issues, such as curfews, lock-down, road closures, job losses, school closures, food distributions sites and other changes. The chat room was a safe place where staff could share their concerns, anxiety and fears. It is also a room where they could joke and laugh, share ideas and thoughts. This room was voluntary, available anytime during work hours and without a prescribed agenda. Concerns were heard and peer support is organic. This was not a therapy room and was separate and distinct from morning briefings and staff meetings. Team planning for home visits were also discussed in this chat room.
- Work profile pictures were taken of individual staff wearing masks, signifying unity and the importance of being vigilant and safe.
- Plexi glass barriers were set up at the clerical stations, the front reception area and in the interview rooms for safety and protection.
- Staff continue to celebrate birthdays and other special life events virtually, to stay connected.

Māui-

- Staff walk daily outdoors at the end of the workday, play percussive instruments, do line art illumination, participate in culinary exploration, aquatic recreation and actively focuses on supportive interpersonal communication.

East Hawai'i-

- EHAPCS continued to practice self-care, and supervisor continued to meet with staff one-on-one.

West Hawai'i -

- In May 2020, West Hawai'i APCS developed a “wellness room” for all staff. The room includes meditation seating, music, arts and crafts, self-help books, mats and chairs, etc. Staff were encouraged to sign up for 10- minute sessions or they may use the room for up to 45 minutes during their lunch break.
- West Hawai'i APCS Staff encouraged one another on a regular basis to walk outside to clear their heads and release stress, to eat healthy meals, exercise, and support one another with goal setting and positive feedback.

k. Here were the results:

- APCSB fortified office spaces statewide with plexiglass shields for reception and interview areas and HEPA air purifiers for every staff member's personal office space.

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- West Hawaii purchase dehumidifiers to help with the office air environment. This has assisted, along with air purifiers, in improving the air quality of the office and decreasing the presence of mold in the office

Mask-wearing protocol:

- Staff must properly wear masks in all office areas except for personal cubicles or offices (with the exception that if someone comes into an office and is less than 6 feet apart, they both must put on masks).
- No more than 2-3 people should be riding in elevator together at Kamamalu Building, all wearing masks.
- Masks should cover both mouth and nose.

Handling packages:

- When handling papers or packages from outside the office, ensure proper hygiene (handwashing/antibacterial gel or wipes) before and after touching papers/packages. Gloves may be worn but should not replace hand washing.

Office cleaning:

- Each staff member is responsible for regular cleaning/disinfecting of their high-touch volume equipment (i.e., telephones, keyboards, computer mouse) with virus-killing solution that will not damage equipment (non-liquid such as gentle use of Clorox wipes or isopropyl alcohol wipes).
- Staff should keep a cleaning schedule, rotating responsibility, for all common areas including flat surfaces and high-touch volume equipment (i.e., doorknobs, light switches, Xerox machines, shredders, remote printers, etc.).
- Conference rooms and break rooms should be cleaned before and after each use. Staff must wipe the tables, seats, all surfaces, refrigerator, microwave ovens, etc.

I. Here were the results:

- All APCS are essential workers. Some will be in the office and some will work from home/in the field. The goal is to thin the office out as much as possible, to ensure adequate social distancing.
- Supervisors, clerical, trainees, and support staff must report to the office.
- All investigators, case managers, nurses, auditor, and intake workers will telework unless prior authorization given.
- Anyone with health conditions that make their work in the office unsafe, even with social distancing, discuss with supervisor and Branch to authorize telework on a case-by-case basis.

Responsibilities for all individual staff members:

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- Wash hands frequently, with soap and water, particularly after every restroom break, if hands appear dirty and after removing PPE;
- Use hand sanitizer (at least 60% alcohol) between hand washing, applying the sanitizer and rubbing hands together vigorously (simulating hand washing);
- Stay home if you are sick;
- Cover coughs and sneezes (with or without mask, ensure that you cough/sneeze in your elbow. If cough/sneeze into your hand, be sure to follow with hand washing;
- Refrain from using other staff member's equipment (phones, keyboards, etc.) to the extent possible; and
- Maintain regular cleaning of your personal office spaces (cubicles) including routine cleaning of equipment, tabletops, chair armrests, file cabinets, etc.
- Ensure that each staff member is either fully vaccinated against COVID-19, or submitting to required weekly testing, with negative results provided in order to work in the office or on telework as per DHRD and HR guidelines and the Governor's proclamation in August 2021.

Leave/quarantine:

- Any unplanned sick leave by staff requires phone conversation with supervisor. Leaving messages, texting, email, or communication with non-supervisory staff is not permissible.
- If staff cannot reach their direct supervisor, contact should be made with another supervisor or administrator.
- Supervisor will inquire as to symptoms, to screen for possible COVID-19 and need for self-quarantine. Doctor's clearance for safe return to work is required if sick leave is beyond 5 days.
- Any staff who come into direct contact with anyone who exhibits signs highly suspicious for COVID-19 (tele-work) or who has been diagnosed with COVID-19 (sick leave) will be on 14-day quarantine. Staff can apply for the Families First Coronavirus Response Act (FFCRA) if he/she meets eligibility.

m. Here were the results:

- Face-to-face meetings with alleged victims or any other members of the case should be limited as much as possible. The utilization of phone and other technology-based systems should be the priority.
- If an alleged victim is currently in a DOH licensed facility (hospital, nursing home), contact should be made via phone. Adult Protective Services employees should follow any protocols in place by Department of Health regarding contacting residents.
- Any scheduled face-to-face visits need to be discussed with the supervisor before staff go out to the field.

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- PPE should be used during every face-to-face visit (at minimum, mask and gloves, and other PPE as appropriate).
- Staff shall have extra face masks, so that when interviewee does not have a face mask, he/she can request that they wear one during the face-to-face visit.
- All walk-ins must register their name, phone number and who they are meeting with in a written log. The log should be saved for 3 months for contact tracing purposes.
- If the visit is done at the end of the workday, workers should communicate with their supervisor that the visit has ended, and they will be going directly home to shower. If a visit is done where the worker determines a need to shower is evident, the worker should communicate this with the supervisor and be permitted time to shower and change before returning to the office. If the worker plans to telework, in consultation with the supervisor, in lieu of returning to the office, the supervisor should be informed as to what tasks are being completed at home, and then monitor the work product accordingly.

Client transport:

- When transporting a client, ensure that client is seated as far back in the vehicle as possible, to create distance between client and driver.
- Both client and staff must be wearing face masks during transport.
- Avoid using recirculated air option for vehicle ventilation during transport. Use outside air vent and/or keep windows open for outside air circulation.

Meetings/travel:

- All meetings of more than three staff should be conducted virtually (i.e., Teams, Skype, Zoom, FaceTime). This includes morning briefings and monthly staff meetings.
- Branch meetings for Statewide leadership will be virtual.
- One-to-one supervision may also be handled virtually, or in an office allowing six feet of space between people and wearing masks.
- No meetings or gatherings (including lunch break rooms) which would not allow for 6 feet of space between people. For all such meetings or gatherings, every person must be wearing a mask.
- Travel for work must be authorized and for emergencies only.
- Staff are discouraged from personal travel to any areas with higher levels of COVID-19. Should staff take personal travel to such areas while on authorized vacation leave, they will be subjected to 14-day self-quarantine upon return.

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4. What is the outlook for FY22 and beyond?

- a. APCSB anticipates the number of cases involving vulnerable adults will increase so we are preparing to address how to meet the need for increased investigations and services. APCSB will likely continue teleworking and use access to technology to participate in more virtual meetings, provide virtual services more often, and have increased accessibility to remote access to our data systems. APCSB will continue efforts to increase communication with the community by providing more information online. APCSB will all continue to provide necessary personal protective equipment to its staff, service partners, and clients to ensure continued safety and decrease possible exposure to any lingering pandemic-related illnesses. We remain hopeful that the availability of the COVID-19 vaccine will allow for some amount of return to normalcy, and this was the case as we saw the number of infections drop dramatically from March through July 2021. With the onset of the Delta variant, APCS has reverted back to the heightened safety protocol as explained above. We remain hopeful, but vigilant, as other variants may present themselves. The protocols will shift as we follow the science and listen to leaders in public health.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. As APCS never “closed”, the “re-opening” is more accurately described as a returning to pre-pandemic operations. APCSB has had to adjust and pivot with changes in COVID numbers. Although the vaccinations have been made fully available to all staff, there will likely be a need for “boosters” or additional/yearly vaccines to keep up with different viral strains and to maintain the efficacy of the vaccine. We will continue to be challenged with organizing staff with time to be vaccinated (also allowing for possible side-effects) as well as ensuring that those who are unvaccinated provide weekly negative test results, while keeping operations running. Staff will need to be donning PPE for the foreseeable future, so a steady supply will be a continued need.

For the vulnerable adults, we anticipate seeing more financial exploitation and caregiver neglect, due to economic issues, stress, and other issues related to living in the time of COVID-19. For those kupuna who are unvaccinated or are “breakthrough” cases, they continue to be at sever risk of the most negative consequences of the virus. This puts a physical and emotional strain on APCS staff.

Caseloads will likely rise, and cases are expected to be more complex. In addition, APCS has seen several retirements and vacancies that were unable to be filled more than a year due to a hiring “freeze”. This freeze was lifted in August 2021, but there will be period of time needed for recruitment and training, in order to reinstate a

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robust workforce. It is expected that recruitment will be difficult, as many people will be hesitant to do protective services work during a pandemic.

6. What actions are needed to address these challenges?

- a. APCSB will continue to need adequate funding and support, a steady supply of PPE, continued access to any available vaccinations and testing, adequate staffing with continued ability to hire and train, continued flexibility with a hybrid use of telework and in-office work, adequate vehicles, continued close and regular communication from within and without the Branch, and opportunities for self-care on a regular basis. HR support will be an on-going need to attract and recruit staff.

Continue to keep staff informed of possible work policy changes early for staff to plan ahead for their family and personal responsibilities. Continue close and open communication with referral service partners to anticipate changes in their services. Communicate service changes quickly to all staff to keep staff informed to prevent duplication or fragmentation of services. Anticipate unexpected changes and challenges with the understanding that society itself will be different after the COVID-19 crisis diminishes and APCS will continue to provide protective services to Hawaii's vulnerable population.

Hawaii Public Housing Authority (HPHA)

1. How has the Covid-19 pandemic impacted your operation?

- a. The Coronavirus Aid, Relief, and Economic Security (CARES) Act provided direct and immediately available funding through the U.S. Department of Housing and Urban Development (HUD) to the Hawaii Public Housing Authority (HPHA) to prevent, prepare for, and respond to the coronavirus (COVID-19), including to maintain normal operations and to take other necessary actions during the period impacted by coronavirus for the Federal Public Housing Program and the Federal Housing Choice Voucher (Section 8) Program.

2. What changes were needed to address the impact?

- a. HPHA took immediate measures to protect the agency's staff by purchasing and distributing Personal Protective Equipment (PPE) to staff on all islands as appropriate, including but not limited to facial coverings, face shields, gloves, shoe coverings, cleaning supplies, and hand sanitizer. HPHA also installed plexiglass barriers on desks and other high traffic areas and foot pulls on bathroom doors, turned on the hot water to promote proper hand washing, posted flyers to keep promoting good hygiene and physical distancing, purchased additional laptops and cell phones to support employees to work from home, closed offices to the public to

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prevent face-face interaction while remaining accessible by phone, email, or U.S. mail, implemented daily wipe down schedules of all personal works spaces and common areas, and coordinated with the Department of Health to provide training to all HPHA staff and private management agents on COVID-19.

HPHA Board of Directors passed and Governor Ige signed Hawaii Administrative Emergency Rules that set for the following requirements in all public housing properties until December 31, 2020:

- Required compliance with social distancing guidelines relating to the COVID-19 emergency.
- Allowed all communication to be performed through electronic or other means.
- No termination of rental agreement due to failure to rent due to loss of wages due to COVID-19, unless needed in cases of health and safety.
- Waived the minimum rent due to loss of wages due to COVID-19.
- Waived the late fee due for non-payment of rent due to COVID-19.
- Mandated the wearing of face coverings in all public housing properties.
- Restricted visitors at all public housing properties.
- Restricted gatherings at all public housing properties.
- Mandated the wearing of face coverings and vacating the unit or isolating in an area at least six feet away when staff are conducting repairs or other official business in a tenant's unit.
- Established penalties for non-compliance of these emergency rules.

These Hawaii Administrative Emergency Rules were urgently needed to provide financial relief to keep Section 8 program participants housed which helped to address the risk of the rapid spread of COVID-19 and to protect all the community, especially our elderly and disabled and those with underlying health conditions until December 31, 2020:

- Allowed for interim rent adjustments due to loss of income.
- Allowed for execution of a Housing Assistance Payments (HAP) contract if the unit had non-life-threatening deficiencies to allow a tenant to move in quickly.
- Allowed the use of alternate means to conduct voucher briefings.
- Allowed the increase of a payment standard during interim rent adjustments.
- Non-termination of the HAP contract if the tenant's income increased and no HAP was paid thereby protecting his/her standing in the Section 8 program if their income decreased.

3. What were the results of the actions taken?

- a. The COVID-19 Pandemic is undoubtedly one of the most life-changing events that we have seen in modern times and has intensified the differences between the haves and the have-nots. HPHA took the following steps to ensure that the elderly,

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disabled and children of public housing families could protect themselves and combat COVID-19. This was achieved by providing tens of thousands of staff-made reusable cloth and commercial face coverings, distributing cleaning supplies and hand sanitizer to families that tested positive, and coordinating the delivery of thousands of healthy meals and food boxes to our elderly and disabled public housing tenants. HPHA also implemented direct deposit for rent payments, worked expeditiously to focus on repairing vacant units and moved in over 557 families throughout the calendar year, partnered with Spectrum to launch free Wi-Fi at ten (10) public housing properties to encourage distance learning and tele-health, and provided vital COVID-19 information through the mail and hand delivered translated informational flyers and documents, and through the agency's new website: www.hphaishereforyou.org.

On October 13, 2020, the Honolulu Star Advertiser reported in "11,000 Hawaii tenants delinquent on rent" that more than 11,000 tenants were late paying their August rent, and about 9,000 of them were more than 60 days behind, revealing more economic problems from the ongoing damage to Hawaii's COVID-19-ravaged economy. Over 6,000 applications were received and these Hawaii Administrative Rules:

- Established a new waitlist preference for families able to lease in place.
- Established a landlord incentive of \$500 to encourage landlords to lease tenants in place.
- Reduced the time that applicants have to verify their qualification for the preference.
- Clarified the termination date for the waitlist for the new lease in place preference.

The HPHA Board of Directors adopted, and Governor David Y. Ige approved, Hawaii Administrative Emergency Rules to allow for immediate interim rent adjustments due to loss of income, increased the payment standard, provide exemptions from late fees, and to select applicants through a lottery system for the Section 8 program.

The HPHA also established a new preference for families to "Lease in Place" and opened the Section 8 waitlist with a goal to provide 750 families with a Section 8 voucher. The HPHA held numerous "drive thru" events where eligible families could drop off their application documents to a Specialist who did an initial review and was successful in enrolling 838 families into the Section 8 program.

HPHA worked with the Hawaii State Department of Health Public Health Nurses and the Hawaii National Guard to conduct COVID-19 Outreach events at the agency's larger public housing properties. Teams of nurses, doctors, guard members and interpreters canvassed the properties and talked to residents and handed out flyers

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in English and other translated languages to educate the community about the COVID-19 virus. Mainly educational in nature, the teams showed people how they can stay safe and healthy, but also tested anyone in the household that had flu-like symptoms. The COVID-19 Outreach events covered 23 properties and over 2,400 units.

At the request of the Hawaii State Emergency Management Agency (HIEMA), HPHA administered the Aloha Cares Emergency Feeding Program (ACEFP). This emergency feeding program protected the public from the spread of COVID-19 by ensuring people affected by State and local COVID-19 stay at home orders and the homebound to receive meals and access to food (e.g., food boxes) as appropriate.

This program served:

- Medical clients who tested positive or were exposed to COVID-19 that do not require hospitalization but need isolation or quarantine (including those exiting from hospitals).
- Asymptomatic at risk or high-risk populations with underlying health conditions requiring physical distancing including populations removed from congregate locations relocated to non-congregate locations to ensure physical distancing or to decompress congregate locations.
- Unaffiliated, underserved economic, and/or vulnerable populations who are unable to prepare meals or do not have access to food due to isolation stay at home orders, or do not receive services from other government subsidized meal programs.
- Individuals at high risk for COVID-19 such as those over 65 years of age.
- Other populations based on the direction or guidance of appropriate public health official.
- From July to October of 2020, the ACEFP served 4,023 people a total of 487,373 meals to the elderly, disabled and COVID-19 exposed participants.
- During the 4-month period, the HPHA was thankful for the privilege to serve all the participants through the ACEFP so that they could be safer at home during the COVID-19 pandemic and received numerous thank you cards. If called upon in the future, the HPHA stands ready to continue to assist our community.

4. What is the outlook for FY22 and beyond?

- a. During the COVID-19 Emergency Period, the HPHA informed the HPHA Board of Directors (Board) that the spread of COVID-19 in our public housing communities to be an imminent peril to the public's health and safety, and the Board took proactive action to address these issues by approving Hawaii Administrative Emergency Rules that set forth health and safety requirements in public housing communities that include physical distancing, wearing of facial coverings, restricting visitors, and restricting gatherings. To address Section 8 program participants and the public in

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desperate need of financial relief, the Board also approved Hawaii Administrative Emergency Rules to allow for immediate interim rent adjustments due to loss of income, increased the payment standard, established a new preference for families to “Lease in Place and opened the Section 8 waitlist to enroll up to 750 families to receive a Section 8 voucher. 838 families were provided with Section 8 vouchers.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. HPHA, in collaboration with the Hawaii State Department of Health (DOH) and other government agencies and nonprofit organizations, continues to tackle COVID-19 head on to ensure that our low-income public housing families have access to care to keep everyone in the community healthy and safe.

Due to the ongoing COVID-19 pandemic and surge across the world, our public housing communities are even more vulnerable with new challenges that required an increased need of support. HPHA went above and beyond to maintain the same level of service to our most disadvantaged populations as before the pandemic.

6. What actions are needed to address these challenges?

Following recommendations from the DOH and the Centers for Disease Control (CDC), the HPHA took immediate action to keep its staff and public housing tenants safe.

- a. HPHA efforts made to keep staff safe:
 - Staff and custodians were required to wipe down their workstations and high touch areas daily. HPHA’s janitorial contract was amended to include daily sanitization.
 - Floor areas were demarcated with tape to prevent employees from crowding into one area and maintain physical distancing.
 - Public areas were outfitted with air purifiers to reduce allergens to promote general well-being.
 - Offices continue to be closed to the public during this pandemic. As an essential service, HPHA’s employees continue to service its tenants using alternative means of communication.
- b. HPHA efforts made to keep public housing tenants safe:
 - Purchased and distributed personal protective equipment (PPE) to staff on all islands as appropriate.
 - Purchased and installed thermal scanners in all offices.
 - Implemented direct deposit for rent payments to reduce the need for individuals to leave their homes.

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- Work expeditiously to focus on repairing vacant units and moving in hundreds of families into available public housing units.
 - Continues to provide vital COVID-19 information through the mail, hand delivered informational flyers, and posters including interpreters, recorded messages, and translated documents to public housing communities.
 - HPHA's staff packed and distributed tens of thousands of staff-made reusable cloth and commercial surgical face coverings to all HPHA public housing participants statewide, many of whom are elderly, disabled and children. HPHA continues to issue disposable masks and hand sanitizer to families in high-risk communities.
 - Distributed cleaning supplies to staff and residents when a family tests positive.
 - Distributed hand sanitizer to thousands of families and elderly households.
 - Purchased equipment necessary to support alternative communications and telework (e.g., laptops, webcams, cell phones)
 - Coordinated the delivery of hundreds of thousands of healthy meals and food boxes to our elderly and disabled public housing tenants, and the public.
 - Coordinated with the Department of Health to provide several training sessions to all HPHA staff and private management agents on COVID 19; distributed FAQ to staff.
 - Implemented COVID safe protocols for staff and contractors to enter occupied units, including the use of PPE and handheld thermometers.
- c. HPHA involvement with the vaccination clinics:
- HPHA is working with DOH, State Executive Office on Aging, City and County of Honolulu Department of Community Services Elderly Affairs Division, American Association of Retired Persons (AARP), Hawaii Public Health Institute, Project Vision, Hawaii Pacific Health Medical Group, Kaiser Permanente, Queens Medical Center, 5 Minute Pharmacy, Pharmacare, Times Pharmacy, Papa Ola Lokahi, Kamehameha Schools, and other non-profit groups to conduct safe and convenient COVID-19 vaccination clinics at our public housing properties. The elderly and disabled tenants were addressed first, with family properties being currently administered now that Hawaii residents 12 years and older are eligible for vaccinations. The collaborative effort has focused on vulnerable populations, especially for those in underserved communities who speak English as their second language and may not know how to navigate the healthcare system or vaccination registration process. Over 2,000 vaccinations were administered.
- d. HPHA COVID-19 Website:
- To better inform our community about what the HPHA is doing to assist our Public Housing residents, Section 8 program participants, applicants and HPHA staff, the agency created the following website:
<https://www.hphaishereforyou.org/>. The website entails what the HPHA is

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doing to slow the spread of COVID-19 by severely limiting face-to-face interaction by fostering communication through U.S. mail, email, phone, or video conference, implementing social distancing, housing safeguards and health measures to the disadvantaged populations that we serve. HPHA met with several non-profit organizations to discuss how we can work together to provide assistance to keep our public families housed, how we can distribute more facial coverings and cleaning supplies, and how to keep our public housing community informed during the COVID-19 pandemic.

- e. HPHA assistance to keep rural public housing communities connected online:
 - HPHA launched free Wi-Fi at ten sites to encourage distance learning.

Office of Youth Services (OYS)

1. How has the Covid-19 pandemic impacted your operation?

- a. Youth in need of shelter services that may be high risk for exposure to COVID due to behaviors such as runaway and substance usage.
- b. Reduced residential housing options.
- c. Reduced positive youth development, delinquency prevention and cultural programming services delivered to youth and families.
- d. Reduction in youth arrested for both status and criminal offenses.
- e. Uncertainty and stress of pandemic impacting staff's work and personal functioning.

2. What changes were needed to address the impact?

- a. OYS with the Department of Health (DOH)-Alcohol and Drug Abuse Division (ADAD) & Child and Adolescent Mental Health Division (CAMHD) continues to maintain a non-medical shelter quarantine at the Kawaiiloa Youth and Family Wellness Center on the Hawai'i Youth Correction Facility (HYCF) campus, for youth who may have been exposed to COVID.
- b. Continue open communication and collaboration with service providers to discuss out of the box service delivery options to ensure youth in need receive services.
- c. Maintain safety protocols put in place for Kamamalu Building staff, including working from home, temperature checks and mandatory masks upon entry, and a daily sign-in sheet.
- d. Dr. Fred Luskin continues webinars for DHS staff and community partners throughout 2021. Continue train the facilitator forgiveness on-line training throughout the year.

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3. What were the results of the actions taken?

- a. OYS continues to collaborate with the Department of Land and Natural Resources (DLNR) to maintain buildings and lease permits with RYSE to operate its homeless shelter and other non-profit entities.
- b. Non-profit providers have responded well to the challenge of providing services during this pandemic and have begun to “re-open” and provided services around positive youth development, juvenile delinquency prevention and cultural programming to youth and families.
- c. Staff and community providers report positive effects of webinars on service delivery, including providing effective services for families during stressful pandemic period that nurture inner and outer safety, and resiliency.
Note: Reports were positive - No surveys were conducted, just emails and actions taken by staff (e.g., APCSB is integrating Luskin’s Forgive for Good model through training and group work) to create structure during work hours to address stress and uncertainty.

4. What is the outlook for FY22 and beyond?

- a. The full extent of COVID-19 variants, and its impact on general life and operations is still widely unknown. The impact thus far has reduced the availability of services to youth in all areas of OYS’ focus, residential services, positive youth development, juvenile delinquency prevention and cultural programming. However, due to reduced arrest rates, there has also been a reduction in youth referred for diversion, residential services, and program services. Service providers have continually been operating and providing services in a safe manner to youth and families during the pandemic. However, the pandemic will continue to be challenging, as the intensity of maintaining safety protocols will need to remain. The greatest long-term impact may likely be the lost relationships and engagement of youth and families, which is critical for reduction of juvenile delinquency and reducing recidivism. OYS continues to be mindful of the importance of collaboration with service providers to reduce these impacts.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. The State of Hawaii and the City and County of Honolulu regulations may continue to restrict how the community can operate and impose specific steps to reduce the risk of infection for employees, non-profit providers, and the community.

As long as the COVID variant remains in the community, employees who have non-vaccinated children may care for them at home and may not be able to return to a non-remote job site.

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Getting to work may prove challenging or impossible for employees who don't have access to private transportation due to fear of contracting the COVID variant via public transportation.

State employees who interact face-to-face with one another or the public may need updated guidelines, training, and supervision to use face masks, gloves, or other PPE.

Keeping employees and the public further apart due to the COVID variants may mean reconfiguring reception areas, waiting rooms, hallways, break rooms, lunchrooms, restrooms, elevators, parking areas and other spaces.

6. What actions are needed to address these challenges?

- a. OYS has three basic options for returning to the workplace: call everyone back to the office, adopt a hybrid model, or provide more fully remote opportunities. The pandemic has taught us the value of flexibility and working remotely. Because the risks COVID-19 and its variants pose continue to evolve, OYS will need to maintain flexible in how it plans to reshape the work environment. By offering a hybrid or fully remote work environment, OYS will be able to retain as well as attract talented individuals. If OYS chooses the hybrid model, technology will play a vital role in its success. OYS needs to provide and support the digital tools necessary to make interactions with one another and the public seamless across all platforms.

Re-opening doesn't necessarily mean staying open on a permanent basis. The community may continue to face periodic unplanned restrictions due to COVID-19 variant outbreaks. The State needs contingency plans to respond quickly and effectively to such outbreaks.

OYS is promoting good hygiene, cleaning and disinfection measures. OYS has made efforts preventing people from crossing paths to the greatest extent possible and scheduling office days accordingly. As many authorities suggest COVID spreads primarily through respiratory droplets in the air, OYS provides masks and other personal protective equipment to employees and others at the worksite. OYS staggers shifts and breaks, has installed physical barriers to separate people, and installed a more robust air filtration system. To minimize the risk that individuals introduce the novel coronavirus into the workplace, OYS monitors whether anyone at the worksite exhibits symptoms of COVID-19 and has implemented temperature checks upon entry to identify those at significant risk of carrying the virus.

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Hawai'i Youth Correctional Facility (HYCF)

1. How has the Covid-19 pandemic impacted your operation?

- a. Reduced physical contact for HYCF youth by family, treatment, programming, and community groups.
- b. Enhanced awareness of the vulnerability of HYCF work environment, staff, and youth to the COVID-19 virus.

2. What changes were needed to address the impact?

- a. HYCF's increase utilization of technology to provide access to HYCF youth and for youth to receive programming.
- b. HYCF social distancing rules have been identified to allow one-on-one treatment to occur.
- c. Temperature checks upon entry into HYCF, social distancing and the wearing of masks. Strict protocols for incoming youth from detention center and neighbor islands.
- d. HYCF uses dry fog sanitation of transport fleet, work and living environments, in addition to ensuring the availability of personal protective equipment (PPE) and disinfectant supplies.
- e. Mandatory staff vaccinations and required weekly testing.

3. What were the results of the actions taken?

- a. Programming via Zoom has become the accepted norm at HYCF.
- b. HYCF has conducted dry fog sanitation and developed relationships with providers, in addition to stockpiling of PPE and disinfectants.
- c. HYCF weekly tests staff and youth for COVID-19 and variants.
- d. HYCF has not experienced a COVID outbreak and lockdown.

4. What is the outlook for FY22 and beyond?

- a. For HYCF specifically, the focus will be to maintain current levels of harm reduction for the staff and youth at HYCF. It is apparent that much of the contact with youth from non-HYCF staff will be predominantly done through technological means, such as Zoom and Face Time, and using socially distancing practices.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. Sustain a COVID free living environment for the youth of HYCF.

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6. What actions are needed to address these challenges?

- a. The HYCF is the only secure youth correctional facility in the State of Hawaii. The coordinated partnership of the Department of Human Services, Department of Health, Department of Education, Judiciary, the Child and Adolescent Mental Health Division, HYCF staff and community non-profits has ensured that the HYCF has remained COVID free during the pandemic. This range of partners has developed an effective approach for the prevention of a COVID outbreak among the youth.

Establishment of effective partnerships, early coordination of representatives from all aspects of the juvenile justice system, limited access to the correctional environment, a reduced youth secure population and strict isolation of all newly incarcerated youth have all contributed to maintaining this COVID-free status despite other correctional settings with similar risk profiles. This partnership has been able to mount an effective, sustainable, and integrated response to the COVID-19 pandemic.

Hawai'i State on the Status of Women (HSCSW)

1. How has the Covid-19 pandemic impacted your operation?

- a. Deterioration in women's economic and social condition and political power as a sex and gender group.
- b. Increased economic insecurity for women due to women experiencing the majority of COVID-19 related job losses in Hawaii, nationally, and globally.
- c. Disproportionate loss of work hours and job loss for women due to caregiving, daycare, and school closures.
- d. Increased inability to access high paying, prevailing wage, and union jobs in male-dominated industries such as green infrastructure, construction, and trades.
- e. Increased physical violence for women due to increased intimate terrorism/domestic violence as men coped with increased financial stress and anxiety coupled with lockdown and quarantine policies.
- f. Increased physical violence for sex trafficking victims and sex industry survivors due to increased reluctance to exchange sex under extremely unsafe conditions and increased amounts of transactional sex with more men as a result of only low-paying, non-tourist sex buyers.
- g. Increased negative impact of the gender digital divide needed for telework and homeschooling.
- h. Disproportionate inability to access federal stimulus benefits due to immigration status, whereas most immigrants in Hawaii are women.
- i. Interrupted access to abortion and reproductive health services to neighbor islands.

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- j. Decreased access to maternal care and support during pregnancy, labor and delivery, and post-partum.
- k. Mental and physical health strain on women due to caregiving crisis.
- l. Loss of child support payments due to economic shock and job loss experienced by men.
- m. Increased risk of infection due to more women in frontline industries, such as healthcare and child care/education.
- n. Reports of racial profiling of women of color particularly Micronesian women by Honolulu Police Department (HPD) for suspected emergency order violations.
- o. Widened power differential between landlords and women tenants due to gender inequality and ineffective eviction moratorium resulting in illegal evictions, source of income discrimination, and sexual exploitation reported to HSCSW, Legal Aid Society of Hawaii (LASH), Medical-Legal Partnership of Hawaii, and U.S. Housing and Urban Development (HUD).
- p. Evidence of severe and unique impacts to single mothers, birthing women, women with disabilities, and trans women.
- q. Increased need for coordination, collaboration, and resources to address the disproportionate toll of COVID-19 on women.
- r. Increased cuts to budget for HSCSW and human services throughout the state needing assistance to stay in business, e.g., YWCA Fernhurst was cut, but budget saved for women transition from prison and assisted in saving Hale Lanipolua Assessment Center (HLAC) from closure. HLAC is the only child sex trafficking stabilization center on O'ahu while girl victims await longer term placement. They suddenly lost their Violence Against Women Act funding so we spent about two weeks coordinating with our Congressional Delegation, Attorney General, Department of Human Services, and City and County of Honolulu to secure an emergency shelter grant of \$377,000 to keep the shelter open through the 2022 fiscal year.

2. What changes were needed to address the impact?

- a. During the pandemic, HSCSW:
 - Created a statewide COVID-19 gender equity taskforce called the “Feminist Emergency Response Team,” which consisted of civil society leaders, community members, social services providers, and government representatives, at the beginning of March 2020. The group met weekly for the first six months of the crisis and is currently meeting bimonthly. The purpose was to coordinate rapid response to gendered contours of the crisis and to ensure that recovery plans can successfully counteract the disproportionate impact to women during the pandemic;
 - Coauthored *Building Bridges, Not Walking on Backs: A Feminist Economic Recovery Plan for COVID-19* which suggests:

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- Leveraging the painful loss of key economic sectors such as tourism and luxury development to transition to sustainable structure that is needs-based and prioritizes residents over tourists;
- Investments in free, universal, and public child care infrastructure;
- New sectors such as maternal support and postpartum industries; and
- Decoupling survival needs from wages.
- Served as liaison for women workers in public and private sector to address child care crisis;
- Hosted as speaker in approximately 50 online webinars on gender responsive crisis management in workplace policies, taxes, benefits, and other issues, including a three week-long series in partnership with WaiWai Collective;
- Assisted Domestic Violence Action Center (DVAC) on bills related to survivor protections (standardized proof of victim status), extend time of protective orders for minors, limit hearing continuances, and seal records regarding restraining orders;
- Worked with DVAC, Hawai'i State Coalition Against Domestic Violence (HSCADV), and survivors to pass SB2638, which is a landmark measure that shifts to a violence intervention rather than carceral model of domestic violence eradication;
- Partnered with multi-issue violence organizations such as Sex Abuse Treatment Center and Commercial Sexual Exploitation of Children (CSEC) organizations on pending public service campaign on sex trafficking and sexual assault. Campaign Calling is Caring was launched on 3/9/20 with resources available for public assistance;
- Created a reference guide for victims of inappropriate propositions from landlords "sex for rent", launched press releases, and gave interviews on the same. Due to efforts, US Attorney General (AG) made this issue a priority during pandemic;
- Developed PSA campaign and resource materials on gender violence for women's helplines, FAQs, and white paper documents on new policies impacting women;
- Continued to meet with Housing Task Force via virtual platforms and monitored related bills/resolutions related to evictions and tax credits this session and submit testimony in support;
- Supported community organizers to create a centralized online portal for women's resources in Hawaii at www.wl47g.org;
- Created a community-based restorative justice pilot project Femicide Free Zone – Makiki in partnership with the Makiki Neighborhood Board to generate community engagement in domestic violence due to overburdened system during COVID-19 as well as to address community fear of police;

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- Provided PPE to all women prisoners at the Women’s Community Correctional Center (WCCC)/ Department of Public Safety (DPS) through HSCSW supply and partnered with community mutual aid project Coronacare;
- Raised \$250,000 in private funding to address tech inequality and gender with over 250 laptops to single mothers, Micronesian and Pacific Island women and children. Single Mom Tech program was created from HSCSW’s “Survey of Single Moms” in Hawaii to address benefits and assistance needed during the pandemic;
- Conducted qualitative research through community surveys including forthcoming “Pregnant and Birthing During COVID-19 in Hawaii” survey and report based on 106 women respondents during September 2020 to address the needs of the pregnant and postpartum women and “The Impact of COVID-19 on Transgender and Gender Nonconforming People in Hawaii” to be conducted in October 2020;
- Successfully lobbied to end Honolulu Police Department’s curfew expansion because of chilling effect on help seeking Gender Based Violence victims;
- Lobbied and educated Governor David Ige’s administration for clear messaging on inter-island travel during quarantine and domestic violence victim flights between islands;
- Co-initiated the women’s specific mutual aid during Covid-19, e.g., partnership with AF3IRM to raise \$19K for attempted femicide of immigrant victim during COVID for her medical debt and \$13K for the only prostitution and sexist trafficking relief fund which has been used by prostitutes/sex workers/survivors for medication, cribs, rent, maternity clothing, transportation, and cell phones;
- Lobbied for telework legislation, source of income discrimination, and supported huge abortion access win by Planned Parenthood Hawaii, and historic sexual exploitation law that shifts to nonpunitive and alternative to criminal justice program for exploitative men to remold their behavior;
- Created and partnered with Samaritan Counseling Center of Hawaii to provide free or low-costs mental health therapy sessions to Single Moms and Women advocates burn-out due to the pandemic;
- Played an instrumental role in saving Hale Lanipolua Assessment Center (HLAC) from closure by securing an emergency shelter grant of \$377,000 to keep the shelter open for the next 12 months;
- Introduced and passed HCR11 Missing and Murdered Native Hawaiian Women and Girls’ Taskforce. In partnership with the Office of Hawaiian Affairs, HSCSW initiated a consulting process with national Missing and Murdered Indigenous Women and Girls’ organizations and tribal epidemiology centers to ensure our report deploys standard methodology and data elements. HSCSW’s county committee corollaries are participating to have representation on each island along with government, City and county departments, and non-profits.

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3. What were the results of the actions taken?

a. Here were the results:

- From the *Building Bridges, Not Walking on Back: A Feminist Economic Recovery Plan for COVID*, Maui County and Kauai County Councils passed legislation to equitably fund and center the needs of women from portion of the CARES Act monies during the COVID-19 recovery. HSCSW coordinated with main women's NGOs to articulate funding needs to the legislature.
- HSCSW improved tech access for women and leveraged the business community by raising \$250,000 for laptops for Micronesian women, pacific islanders, and single moms.
- HSCSW recognized women in the sex trade as a vulnerable group during COVID-19. They coordinated delivery of rental assistance, clothing, cell phones, medication to women in the sex trade and survivors with community organizers, such as AF3IRM. HSCSW are continuing to work with DHS leadership to find more sustainable triage for sex trade survivors.
- Due to HSCSW efforts, U.S. AG formally mandated sexual exploitation of tenants by landlords as a top priority for the Department of Justice (DOJ) during the pandemic, thus creating opportunities for more victims to come forward. Federal agencies, such as DOJ and HUD, contacted HSCSW with appreciation.
- HSCSW made resources (e.g., rental assistance programs, COVID testing, telework policies, childcare options, etc.) easily available and provided more opportunities for victims to come forward through social media efforts.
- HSCSW and Coronacare provided PPE to all women prisoners at the WCCC/DPS.
- HSCSW created a formal report on the impact of COVID-19 on women in Hawaii.
- HSCSW supported youth organizers to build a central online resource website (e.g., housing rights, women's rights during COVID, etc.).
- With HSCSW help, a neighborhood board resolution, creating Femicide Free Zone in Makiki, was passed. They also supported a grant to initiate community organizing project.
- HSCSW provided over 250 laptops to single moms and their children to address the new telework and distance learning requirements, provided critical consulting on gender responsive pandemic planning and recovery at over 50 virtual events, published qualitative data to capture the gender impact of COVID-19: "Pregnant and Birthing During COVID-19 in Hawaii" report, and provided key advocacy to obtain gender disaggregated data during the crisis to private institutions, such as hospitals, and government agencies, such as Department of Business, Economic Development and Tourism (DBEDT).
- HSCSW advocated for the Gender Based Violence victims and allowed them to leave unsafe situations during the pandemic when initially it was prohibited.

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- HSCSW clarified domestic violence travel victims' rights by working with Governor David Ige's administration for clear messaging on inter-island travel during quarantine.
- HSCSW in partnership with AF3IRM raised \$19K for attempted femicide of immigrant victim during COVID for her medical debt and \$13K for the only prostitution and sexist trafficking relief fund which has been used by prostitutes/sex workers/survivors for medication, cribs, rent, maternity clothing, transportation, and cell phones.
- HSCSW advocated for pandemic focused issues for telework legislation, source of income discrimination, and supported huge abortion access win by Planned Parenthood Hawaii, and historic sexual exploitation law that shifts to nonpunitive and alternative to criminal justice program for exploitative men to remold their behavior.
- HSCSW along with Samaritan Counseling Center of Hawaii fulfilled a need free or low-costs mental health therapy sessions to Single Moms and Women advocates burn-out due to the pandemic.
- HSCSW played an instrumental role in saving Hale Lanipolua Assessment Center (HLAC) from closure by securing an emergency shelter grant of \$377,000 to keep the shelter open for the next 12 months.
- HSCSW introduced and passed HCR11 Missing and Murdered Native Hawaiian Women and Girls' Taskforce. In partnership with the Office of Hawaiian Affairs, HSCSW initiated a consulting process with national Missing and Murdered Indigenous Women and Girls' organizations and tribal epidemiology centers to ensure our report deploys standard methodology and data elements. HSCSW's county committee corollaries are participating to have representation on each island along with government, City and county departments, and non-profits.

4. What is the outlook for FY22 and beyond?

- a. The long-term impact of COVID-19 will affect HSCSW by limiting the number of programs and campaigns initiated in the last few years due to lack of funding to offset salary adjustments, lack of critically needed staff, and cut to HSCSW budget starting in FY22.
- b. Prior to the pandemic, HSCSW was in the process of restoring a key position to address the average of 1,000 constituent intakes received annually, from assistance regarding rent, to assisting gender-based violence survivors, to inquiries about Hawaii programs available to women and children.
- c. HSCSW opposes all reduction options for DHS and our agency, which collectively provides the last line of defense against the economic shocks from the COVID-19 crisis. Reductions to staff salaries as well as hours of operation would shutter the office and exacerbate social inequalities to detrimental effects.

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- d. For the past few years, the budget staff transferred funds from HSCSW’s “other expenses” to “payroll” to cover the Executive Director’s and secretary’s salaries, thereby making the budget for programs, daily expenses, and statutory mandates unfulfilled.
- e. It would also be difficult for HSCSW to cover quarterly Commission meetings mandated by law, unless the Office of Information Practices changed its *Sunshine* law that governs Commissions and Boards. Currently, there is an exception to hold the meetings virtually during the pandemic, but once work "returns to normal", this will not be allowed until January 2022.
- f. HSCSW will continue to pursue policy outcomes articulated in our feminist economy recovery plan (FERP) and to advance the work of each authors’ respective organizations. HSCSW is focusing on a big FERP theme around housing: shifting the power between landlords and women, and women and homelessness. HSCSW plans to support reform around birthing in prison, standardizing the "proof" needed to be a domestic violence victim, data collection for Black Indigenous Women of Color mothers, paid sick leave, tax justice, Title IX, and mandatory preventative Gender Based Violence education in school.

5. What are challenges as we re-open and recover from the COVID-19 pandemic?

- a. Numerous human services programs throughout the state are in danger of closing due to budget cuts and/or lack of funding.
- b. Women/advocates are reaching burn-out for over two years of pandemic recovery. More staff, budget, time off, and flexibility are needed for transitions, and ongoing increase for assistance from the public.
- c. Functioning of department with less funds and staff, but with higher needs for assistance.

6. What actions are needed to address these challenges?

- a. Community tracking of outreach to understand the community needs related to the pandemic, and more detailed information on how to save programs through American Rescue Plan Act (ARPA) funding;
- b. Accommodations to telework, flexible schedules, and benefits to all workers should still be considered and granted as not all employees’ have child or eldercare; and
- c. Clarify ARPA funding for staffing shortages to prevent burn-out for departments, who are lacking adequate employees.

**STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES**

**HMS
Supplemental FY2023
Priorities & Budget Requests:
Budget Highlights**

January 2022



HAWAII PUBLIC HOUSING AUTHORITY



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2022 Legislative Session – Budget Requests

- HMS 220: \$10,000,000 CIP Lump Sum Appropriation
 - Rehabilitation or modernization projects to keep public housing inventory in safe, decent and sanitary condition. Construction projects for health and safety issues, including but not limited to, site improvements, ADA compliance, and interior major modernization.
- HMS 222: Increase in Federal Fund Ceiling
 - The requested ceiling increase is needed due to the anticipated grant award being more than the appropriation.
- HMS 222: \$500,000 A Funds for the State Rent Supplement Program
 - The HPHA's State Rent Supplement Program needs the additional funding to ensure that all current participants will be able to keep their rental housing and avoid homelessness.

2022 Legislative Session – Budget Requests

- HMS 222: 6 N Funded Positions
 - With the U.S. Department of Housing and Urban Development anticipated to create additional Housing Choice Voucher programs, these positions are needed to administer the current and future increased workload.
- HMS 229: Convert 15 Positions MOF from N to W
 - The U.S. Department of Housing and Urban Development has repeatedly warned through their numerous trainings to all public housing authorities nationwide that Federally funded positions can only work on federally subsidized construction projects. The W funded positions will be able to work on both Federal and State public housing modernization projects.
- HMS 229: Convert 3 Positions from Temporary to Permanent
 - Difficult to fill temporary positions and will level the playing field against other State departments recruiting for the same position.

DHS Outlook SFY23: Sustaining High Caseloads

COVID-19 variants – continuing uncertainty

Unequal impact on low-income families and women with young children

End of additional federal benefits: UI, Child Tax Credit

Increased costs food, gas, and household goods

Housing instability – increased rent, increase risk of homelessness

To support Hawaii's families, DHS requests:

Restoration of position funding to fill needed staff positions

Continued IT modernization to improve access and timeliness

Funding new programs to support well-being, access federal funds, and improve efficiency

Restore Salaries for 100 Defunded Positions

&

Request for 36 New Positions & Salaries

DHS SUPPLEMENTAL FY23 BUDGET REQUEST TO RESTORE DEFUNDED SALARIES & NEW POSITION REQUESTS													
RESTORE SALARIES DEFUNDED BY ACT 9, SLH2020 & ACT 88, SLH 2021					NEW POSITION REQUESTS								
		Restore General Fund Salaries, MOF A	Adjusted Federal Fund Salaries MOF N	No. of Positions		FTE			Salaries			Total Dollar Request	
						MOF A	MOF N	MOF B	TTL Pos	MOF A	MOF N	MOF B	
BESSD	HMS236	797,151	(51,425)	35									
	HMS302	-	-		HMS302	12.50	12.50		25	533,430	533,430		1,066,860
	HMS903	70,585	(10,241)	3									
DVR	HMS802	135,376	-	11									
MQD	HMS902	775,084	49,307	32									
SSD	HMS301	68,536	1,590	3	HMS301		0.50	0.50	1		31,068	31,068	62,136
	HMS601	29,874	1,212	1									
ADMIN	HMS904	551,547	-	14	HMS904	2.95	1.05		4	280,109	120,017		400,126
HYCF	HMS503	55,200	-	1									
HPHA	HMS222	-	-	0	HMS222		6.00		6		246,672		246,672
	Total	2,483,353	(9,557)	100	Total	15.45	20.05	0.50	36	813,539	931,187	31,068	1,775,794

Administration Budget Requests – HMS 904

- Continue Critical DHS IT Modernization-Add 3.0 Perm FTE for OIT Project Management Positions (split funded); Fund OIT Info Tech Positions and Administrative Positions
- Add Funds for COVID-19 Continuity Response
- Transfer in Pre-Audit Clerk from HMS 501 to HMS 904
- Add 1.0 Perm FTE HR-RES IV for Background Checks
- Fund Fiscal Management Office Account Clerk and Office Asst. position
- Housekeeping Correction from FY 21 Session (-2.00 Perm FTE)



DHS IT Budget Requests

Prog ID	Dept Pri	Description	MOF	FTE (P)	FTE (T)	\$ Amount
		Administration				
904AA-52	1	Add 3.00 Perm FTEs for OIT Project Management Office Positions	A	1.95		224,909
904AA-52	1	Add 3.00 Perm FTEs for OIT Project Management Office Positions	N	1.05		195,380
904AA-54	6	Fund OIT Information Technology Positions	A	8.0		328,278
904AA-53	7	Fund OIT Administration Positions	A	3.0		111,069
		Social Services Division – Child Welfare Services				
301SA-51	8	Add 1.00 Perm FTE for FFPSA SW V 92379K	B	0.50		25,286
301SA-51	8	Add 1.00 Perm FTE for FFPSA SW V 92379K	N	0.50		25,286
		Med-QUEST Division				
902IA-52	13	Add General Funds to KOLEA M&O	A			\$1,137,000

FY 2023 MQD Budget Requests:

▪HMS 401 Budget Requests

- Extending Post-partum eligibility:** Extend Medicaid postpartum coverage from 2 months postpartum to 12 months (ARPA) (\$12,825,546 [A funds \$5,945,923 /N funds \$6,879,623])
- Basic dental benefit for adults:** Restore basic dental of some diagnostic, preventive and restorative dental services for the MQD adult population (\$10,195,082 [A funds \$3,466,328/ N funds \$ 6,728,754]).
- Home and Community Based Financial Plan (ARPA) carry-over:** Reallocation of funds to the next FY from current FY. No new \$\$ (\$9,948,756 A)

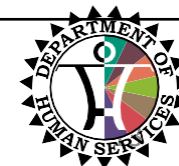
▪HMS 902 Budget Requests

- KOLEA (Eligibility System) base budget restoration:** Restore state funding to FY 2021 level (\$1,137,000 A)
- Re-fund positions:** Trade off funds from within existing budget to restore state funding for 32 positions (\$855,346 [A funds \$775, 084/N funds \$80,262]).

BESSD Budget Requests

Continue to ensure adequate number of human resources are available to address demand for services and administrative support to manage it.

Dept. Priority	Prog ID	Description	MOF
2	HMS 224	Trade-off Funding for One (1) Defunded HPO Position (From OCE) (+/- \$51,024)	A
2	HMS 236	General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency (\$797,151)	A
2	HMS 236	General Funding and Federal Fund Adjustment for 35 Defunded Positions for Case Management and Self-Sufficiency (-\$83,710)	N
23	HMS 903	General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office (\$70,585)	A
23	HMS 903	General Funding and Federal Fund Adjustment for Three (3) Defunded Permanent Positions from Central Services Office and Investigations Office (-\$16,670)	N
5	HMS 302	Establish and Fund 25.00 Permanent Positions to Implement Child Care Subsidy Programs (\$326,090)	A
5	HMS 302	Establish and Funds for 25.00 Permanent Positions to Implement Child Care Subsidy Programs (\$493,534)	N



BESSD Budget Requests

Provide the needs that can support post-COVID economic recovery efforts.

Dept. Priority	Prog ID	Description	MOF
20	HMS 211	Additional General Funds to Increase TAONF Allotment Level (\$4,021,809)	A
21	HMS 903	Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments (\$349,000)	A
21	HMS 903	Additional General Funds & Federal Ceiling Increase for Exit and Retention Bonus Payments (\$1,141,000)	N
22	HMS 903	Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs (\$300,000)	A
22	HMS 903	Additional General Funds & Federal Ceiling Increase for Afterschool and Summer Programs (\$5,700,000)	N



BESSD Budget Requests

Ensure the availability of resources for staff to be productive and timely with on-going service delivery.

Dept. Priority	Prog ID	Description	MOF
25	HMS 903	Additional General Funds & Federal Ceiling Increase for Tech Refresh Project (\$1,587,853)	A
25	HMS 903	Additional General Funds & Federal Ceiling Increase for Tech Refresh Project (\$ 1,408,095)	N

BESSD Budget Requests

Housekeeping Items

Dept. Priority	Prog ID	Description	MOF
NA	HMS 204	Lapse American Rescue Plan Act Funds for General Assistance Payments (- \$5,400,000)	V
NA	HMS 224	Lapse American Rescue Plan Act Funds for Property Storage and Debris Removal (-\$3,500,000)	V
27	HMS 224	Eliminate MOF P Ceiling for Homeless Services (- \$2,366,839)	P
24	HMS 903	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Services to Other Current Expenses (From PS) (-1.59 / - \$83,386)	A
24	HMS 903	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Services to Other Current Expenses (To OCE) (\$83,386)	A
24	HMS 903	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Services to Other Current Expenses (From PS) (-1.41 / - \$178,080)	N
24	HMS 903	Request to Delete Three (3) Temporary Positions for BES Project and transfer funding from Personal Services to Other Current Expenses (From PS) (\$178,080)	N



DVR Budget Requests

- **\$511,041 additional federal fund ceiling** for HMS 238 is requested to align the budget with SSA authorized increased hiring, overtime, and workloads for SFY 23;
- Restore A fund portion of salaries for **11 defunded** FTE positions (6 temporary and 5 permanent positions) by Act 9, SLH 2020 by using trade-off funds from other current expenses (OCE) to personal expenses to reinforce on-going high quality service delivery.
 - If salaries are not restored, retain these 11 FTEs for defunded positions to address community need and resolve DVR's Order of Selection deferred list;
- Increase general funds of **\$315,162** for required match and mitigation of an MOE federal penalty that could further impact the current waitlist for competitive integrated employment services and independent living supports. Sustaining match requirements, provides the state with more than **\$13 million in federal** funding. Maintain base budget general fund appropriation of no less than \$4,328,357 to meet State match and avoid MOE penalties or reduction in federal award;
- Convert position no. 120762, Vocational Rehabilitation Specialist V, from Temp to Perm and create stability for new hire while reinforcing DVR's capacity to provide support to continue to serve the current caseload, respond to the needs of Hawaii's vulnerable students, youth, and adults, and provide timely high-quality services to prepare for, obtain, and maintain employment in Hawaii's workforce.

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Division of Vocational Rehabilitation

CIP - HMS802 - HOOPONO BUILDINGS A AND B IMPROVEMENTS MOF C, \$396,000

Per the Comptroller's memo RA-22.0004 dated 9/22/2021 containing prioritized backlog lists of repair/maintenance projects and recommending a request for funds

DESCRIPTION OF WORK	IND TYE	ESIGN CO	ONSTR CO	ESTIMATE (\$)
A/C - ENCLOSE MECHANICAL AREA	B	27,300	28,350	55,650
RETROCOMMISSIONING - BLDG A (2-STORY)	B	7,350	4,200	11,550
RETROCOMMISSIONING - BLDG B (1-STORY)	B	7,350	2,100	9,450
PAINT EXTERIOR - BLDG B (1-STORY) RPR	B	52,500	91,350	143,850
PAINT EXTERIOR - BLDG A (2-STORY) RPR	B	60,900	113,400	174,300
LIGHT FIXTURES - RPL EXIT SIGNS	B	63,000	136,500	199,500
PLUMBING - RPL FLR DRAIN, PIPES @ BSMNT	B	27,300	28,350	55,650
WINDOWS - RPL @ RM 121 ??	B	7,350	5,250	12,600
ROOF - BLDG B ALPHAGUARD FLUID (2014)	B	74,550	164,850	239,400
RETAINING WALL - RIVER UNDERMINING?	B	0	0	0
A/C - RPL CHILLER (2013)	B	94,500	283,500	378,000
STRUCTURAL	B	0	0	0
WINDOWS RESEAL	B	21,000	23,100	44,100
WALKWAYS	B	0	0	0
ROOF - RECOAT WALKWAY W/ DOWNSPTS (2017)	B	38,850	56,700	95,550
A/C - RPL MECH LVRS DMPS & SCREENS	B	16,800	15,750	32,550
A/C - ADD VARIABLE SPEED TO CW PUMPS (2017)	B	27,300	28,350	55,650
A/C - INSTALL UV LIGHT IN DUCTED AHUS (2017)	B	27,300	28,350	55,650
A/C - REBALANCE OUTSIDE AIR INTAKE (2017)	B	27,300	33,600	60,900
A/C - RPL DIFFUSERS W/ VAV THERMAFUSERS (2017)	B	52,500	91,350	143,850
A/C - RPL SPLIT SYSTEM 4 EA (2016)	B	115,500	386,400	501,900
ELEVATOR UPGRADE (2015?)	B	136,500	454,650	591,150
FIRE ALARM - UPGRADE (2012)	B	63,000	127,050	190,050
PLUMBING - UPGRADE COURTYARD (2016)	B	84,000	226,800	310,800
LIGHTING - EXTERIOR	B	0	0	0
LIGHTING - INTERIOR	B	0	0	0
ELECTRICAL UPGRADE ADMIN (2015)	B	105,000	340,200	445,200
CEILING	B	0	0	0



SSD Budget Requests

- **Increase Ceiling of Spouse and Child Abuse Special Fund from \$3,000,000 to \$5,000,000** - This would provide cost avoidance for prevention services by tapping into federal reimbursements deposited into the fund.
- **Add Funds for Child Protective Services, Personal Services Costs** – This will align the budget with actual federal reimbursements received, i.e., federal reimbursement has been budgeted at 40% but for the past 3 years, it is closer to 15.6%
- **Transfer 16 positions for fiscal adjustment** - This is necessary for the budget to be consistent with the Division's organization plan and federal cost-allocation plan
- **Add 1.00 Permanent position for Family First Hawaii** - split funded, MOF B (SCASF) 50% and MOF N 50%; This position is necessary to manage prevention services, which is the current model which shifts services from removing children from family homes and instead, providing strengthening support services to maintain children in their homes.
- **Trade-off OCE Funding for 4 positions** - By using cost savings, these critical positions can be kept and maintained.
- **Increase Federal Fund Ceiling** - Needed to match budget details with Datamart/FAMS/Form FF for FY23.



OYS Budget Requests - Operational

HMS 501

1. Transfer Pre-Audit Clerk I from HMS 501 to HMS 904

HMS 503

2. Salary Restoration for General Professional IV (PREA Coordinator)
 - Prison Rape Elimination Act (PREA) of 2003 (PREA, P.L. 108-79)
 - To address sexual abuse and harassment within institutions
 - Implementation and monitoring of 28 CFR § 115.311, Zero tolerance of sexual abuse and sexual harassment; PREA Coordinator
 - Responsible for ward grievances
3. Restoration of \$150,000 for youth transition services



OYS Budget Requests – Capital Improvement

- | | |
|---------------------|-------------|
| 1. Generators | \$1,350,000 |
| 2. Air Conditioning | \$ 500,000 |



