

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director for Behavioral Health, plans, directs and coordinates the provision of statewide mental health services which include treatment, consultative, and preventive components to eligible children and adolescents through outpatient Family Guidance Centers and a network of contract providers.

Executes statutory responsibilities relating to child and adolescent mental health and mental illness set forth under Chapters 334 and 321, Hawaii Revised Statutes (HRS).

- Designs, develops and manages the state's comprehensive child and adolescent mental health system.
- Formulates plans, policies, and operating principles for the Division based on assessment of needs, availability of resources, utilization patterns, and outcome data.
- Directs, coordinates, monitors, and evaluates the effectiveness of the operations of the state's child and adolescent mental health programs, services, and activities.
- Establishes linkages with federal, state, county and other organizations and groups concerned with child and adolescent mental health services and planning, including legislative bodies, and inter and intra-departmental programs.
- Provides administrative and clinical oversight for the statewide child and adolescent behavioral health system consistent with Child and Adolescent Service System Program (CASSP) Principles and evidence-based practices.
- Serves as liaison with the departmental planning office, the Legislature, the Department of the Attorney General, and county governments on legal and policy issues related to child and adolescent mental health.
- Provides leadership in expanding resources, developing capacity and increasing the knowledge base in child and adolescent mental health.
- Establishes and maintains regular communication between the Child and Adolescent Mental Health Division (CAMHD) and its network of mental health providers, including providing information on changes and updates to standards, policies, plans and procedures.
- Interfaces and coordinates programmatically with other Divisions within the Behavioral Health Administration when responsibilities cross Division lines.

CLERICAL SUPPORT SERVICES

Provides secretarial and clerical support services to the Division Administrator and the Program Improvement and Communications Office.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

CENTRAL ADMINISTRATIVE SERVICES

Prepares, coordinates, and reviews revenue and expenditure plans.

Maintains a Division-wide system of ongoing fiscal monitoring and evaluation.

Responsible for personnel resource management and fiscal oversight of contracts.

FISCAL SECTION

Prepares the Division's fiscal budget in accordance with executive guidelines and in conformance with requirements of the Planning, Programming Budget System (PPBS). Coordinates, develops, and reviews the fiscal budgets for all organizational segments of the Division.

Coordinates, develops, and reviews the Operational Expenditure Plan (OEP) in accordance with executive guidelines and the fiscal budget. Plans, administers, analyzes, and monitors Division expenditures in relation to the OEP.

Maintains a central inventory of equipment, furniture, and supplies for the Division.

Prepares and coordinates all budget and fiscal-related reports as required and requested by the Division, the Department, the legislature, and other state departments and agencies.

Prepares and processes all requisitions and purchase orders related to payment of the Division's administrative and central office expenditures. Monitors and assists all organizational segments of the Division in the processing of requisitions and purchase orders, as needed.

Oversees the Division's compliance with relevant federal, state and local laws, administrative rules, and regulations and serves as liaison with the Department's Administrative Services Office related to budget and fiscal matters, and expenditures.

Maintains and monitors a system of charges for services based on cost data, including billing, collections, deposits, write-offs, and controls on accounts receivable.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

PERSONNEL SECTION

Responsible for Division-wide personnel management and administration fostering sound personnel management practices. Assists, guides and advises on human resource management issues, including labor relations, interpretation of collective bargaining agreements, and the settlement of grievances and labor-management disputes.

Maintains Division compliance with existing laws, collective bargaining agreements, rules, policies and procedures regarding personnel.

Coordinates with the Department's Human Resources Office to ensure that personnel files, transactions, records and reporting systems are maintained in a current and correct manner.

Ensures the timely submission and completion of all personnel management reports.

Responsible for payroll duties of auditing timesheets, preparing premium pay reports, and distributing paychecks.

Represents the employer at workers' compensation hearings. Coordinates with the Department's Workers' Compensation Officer for the management of worker's compensation cases.

Processes requests for internal recruitment and/or open competitive announcement to fill position vacancies.

Analyzes, evaluates and recommends position descriptions relating to establishment, reallocation and redefining of positions within the Division.

Prepares forms necessary for justification of classification factors and class standards of submitted position descriptions.

Maintains up-to-date Division employee and/or position listing and monthly vacancy reports.

Provides guidance and assistance in personnel matters related to reorganizations, staffing patterns, and organization charts.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

CONTRACTS SECTION

Oversees the Division's compliance with all relevant federal, state, and local laws, administrative rules, regulations, and public policies regarding contracts for services.

Applies State administrative standards for contracts executed with external agencies in coordination with Division segments and programs.

Responsible for the preparation and issuance of contracts for Purchase of Services (POS) and the issuance of Requests for Proposals (RFP). Develops and implements a Division system for evaluation of proposals and awarding of contracts. Collaborates with Fiscal Section to ensure budget accuracy and format correctness in accord with State and Federal requirements

Provides ongoing administrative monitoring and evaluation of all POS contracts.

Works with private providers on the development, negotiation, execution, and amendment of contracts.

Serves as liaison with the Department's contract specialist for the administration, coordination, and preparation of the Division's contracts.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

PROGRAM IMPROVEMENT AND COMMUNICATIONS OFFICE

Oversees all policies and public communications realms that connect CAMHD to providers, the public and family organizations, to include social media as well as official government communications and monitors CAMHD's face on these social media and other public forums.

Responsible for development, review and implementation of a Division-wide, structured system for accurate and current policies and procedures to meet compliance with all State and Federal regulations.

Oversees the development of written operational policies and procedures for all organizational units of the Division, ensuring consistency with existing policies and the established mission, values and goals of the Division. Maintains current policies and procedures manuals of the Division and all organizational units.

Serves as communication linkage with purchase of service contractors on policies and procedures and for the resolution of any deficiencies.

Develops and monitors health and safety policies and procedures including emergency plans and procedures for natural disasters, medical emergencies, bomb threats, fires and power failures.

Responsible for provider communication, including the Provider Survey, coordination and reports to CAMHD stakeholders.

Serves as liaison with the Departmental Office of Policy, Planning and Program Development, the legislature, the Department of the Attorney General, and local governments on legal and policy issues related to child and adolescent mental health.

Designs, develops and oversees a comprehensive, statewide evaluation and reporting system.

Conducts special studies, surveys, and analyses related to key strategic objectives.

Provides standardized and special management reports that support routine operations of the Division.

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

Performs Division-wide training and consultation on use of data to improve decision-making, operations, program development.

Designs and develops decision support tools to promote evidence-based services and use of best practices throughout the Division.

Broadly disseminates annual evaluation results to stakeholders and public policy makers to promote accountability and operational transparency.

Provides liaison with external researchers interested in studying mental health in Hawaii.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Oversees and coordinates the development of legislative testimony and other forms of official communication to be submitted to the Legislature through the office of the Director of Health.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

HEALTHCARE SYSTEM MANAGEMENT OFFICE

Ensures that operations and business practices are developed, coordinated, structured and maintained to comply with Federal and State health records, billing and credentialing standards and requirements. Maximizes ongoing and alternative funding sources to provide comprehensive mental health services.

ELECTRONIC HEALTH RECORD AND FINANCIAL RESOURCES DEVELOPMENT SECTION

Provides liaison to and collaborates with MedQUEST Division (MQD), Department of Human Services, on current and upcoming changes for incorporation in CAMHD's policies, procedures and operations.

Collaborates with the Department's Health Information Systems Office (HISO) in the development and maintenance of a Division Management Information System to collect and process comprehensive data to carry out the functions of the Division.

Collaborates with HISO in the design, operation and maintenance of a billing system that complies with changing federal requirements and interfaces with contracted providers, MQD and private insurance administrators.

Ensures that the management information system provides Division administrators, managers, and clinicians with information which is accurate, timely and complete, and meets their needs for administrative planning processes.

Provides Division liaison, consultation and technical assistance related to information systems operation, data collection, processing, analysis, and interpretation.

Provides coordination, consultation, technical assistance and training to all organizational segments of the Division in areas of billing, claims administration, and revenue recoupment.

Ensures that user manuals for the management information system are well maintained, updated and distributed.

Communicates billing code standards throughout the Division. Reviews coding practices and identifies coding irregularities. Co-develops coding corrective action plans with provider relations (external) and clinical services (internal).

Collaborates with Central Administrative Services in designing and costing new programs and/or services for the modification of existing services in order to increase revenues. Develops and determines fee structures, costing methodologies, and revenue options.

Assures uniform business operations throughout the various Sections and Branches so that compliance will be consistent across the Division.

Identifies areas for potential future external billing. Develops, implements, and monitors policies and procedures to maximize third-party and other sources of reimbursement for services provided. Promotes the

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

development of programs that increase federal funding and other financial reimbursement for the Division. Maximizes funding through sources such as Federal Block grants, Title XIX, Title IV-E and Title IV-A federal funds.

Provides liaison to and collaborates with other segments within the Department, state and federal agencies on health care financing issues.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

COMPLIANCE AND CERTIFICATION SECTION

Serves as Division liaison with the Department's Health Insurance Portability and Accountability Act (HIPAA) Office.

Posts and distributes the Notice of Privacy Practice in all Division facilities for the purpose of securing and recording each patient's acknowledgement of receipt.

Reviews and responds to requests for additional protection for, or confidential communication of, particularly sensitive health information.

Coordinates and provides response to notifications or complaints from clients or staff regarding possible HIPAA violations.

Reports and tracks all HIPAA breaches with the Department HIPAA office.

Updates and maintains Division Policies and Procedures in accordance with Department HIPAA Policies in collaboration with the Program Improvement and Communications Office.

Provides training to Division staff on HIPAA issues and Policies and Procedures.

Develops and applies Credentialing and Privileging criteria for mental health professionals in the Division and in contracted provider agencies.

Develops and implements the Division's quality assurance procedures to ensure uniform compliance with state, federal, Department, and Division requirements, evaluate services provided, and to determine needed improvements in service delivery or documentation in the Electronic Health Record to maximize reimbursement for services provided.

QUALITY ASSURANCE STAFF

Organizes, coordinates, implements and monitors quality management standards within the Oahu Services Branch, Neighbor Island Services Branch, and Family Court Liaison Branch in collaboration with the Division's Healthcare Systems Management Office and the Clinical Services Office.

Monitors adherence to established clinical practices and policy and procedures to ensure compliance through review of client records.

Identifies specific types of problems or deficiencies which require remedial or corrective action, to include providing written documentation of such issues and facilitating implementation of CAMHD's quality assurance indicators.

Notifies Division HIPAA officer of any breaches or violations of HIPAA policies and procedures.

Functions as a liaison between the Healthcare Systems Management Office and the Branches in providing current information on Medicaid or MedQuest standards and requirements.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Monitors and maintains training activities for the Branch staff related to quality performance and improvements.

Prepares and completes various reports relating to each Family Guidance Center and Family Court Liaison Branch quality performance.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

CLINICAL SERVICES OFFICE

- Provides clinical leadership to Division and Branch personnel.
- Ensures clinical services meet or exceed local and national standards and requirements.
- Provides clinical oversight, authority, consultation, technical assistance, and staff training at the Branches to ensure high quality care and services and to improve the quality of clinical care provided by the Branches.
- Provides clinical authority to all Support for Emotional and Behavioral Development (SEBD), Individuals with Disabilities Education Act (IDEA), and Family Court Liaison (FCL) cases.
- Collaborates with the Healthcare Systems Management Office, Compliance and Certification Section, Quality Assurance Staff in monitoring application of policies and procedures among the clinical staff located in the Branches.
- Provides professional assistance to the Branches, to include providing assistance with grievances received from consumers and providers.
- Provides technical assistance on reorganizations within the Division. Reviews, evaluates, and recommends revisions of organizational structures.
- Identifies staff training needs and participates in the development of continuing education and training programs in clinical services.
- Provides clinical performance oversight and contract compliance to provider agencies.
- Provides technical assistance and professional development support to provider agencies.

PSYCHIATRY SECTION

- Provides service authorization to contract providers, assistance in transition to other programs, and adequate follow-up services. Ensures clinical standards are met in treatment plans through the services of contracted agencies.
- Establishes and authorizes medical necessity for hospital-based residential level of care.
- Provides comprehensive mental health evaluations.
- Implements CAMHD policies and procedures governing psychiatric clinical practices within the community mental health setting.
- Provides forensic psychiatric services that support the provision of mental health services to the statewide incarcerated youth population at Hawaii Youth Correctional Facility. Clinical expertise is provided for: risk assessments for youth upon entry to the facility and as needed throughout the stay; crisis and suicide management, psychological evaluations, mental health treatment and consultation, and interventions for co-

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

occurring substance abuse/dependency. Services include case reviews, court-ordered/related clinical assessments and direct treatment.

PSYCHOLOGY SECTION

Provides comprehensive mental health evaluations.

Provides consultation, technical assistance and education to school counselors, teachers, and other school personnel in the identification and screening of children and adolescents who may be in need of mental health services.

For youth with or suspected of having mental health needs, provides direct services including risk assessments, crisis and suicide management and brief mental health treatment and consultation.

Provides mental health risk assessments for youth upon entry to the Detention Facility and, as needed, throughout the stay in the facility. This includes brief, time-limited mental health therapy services to the high volume, high turnover statewide population at the Detention Facility.

Provides mental health crisis response and interventions.

Provides mental health assessments and direct treatment for youth.

Provides psychological evaluations, mental health consultation, case reviews and court-ordered/related clinical assessments.

Provides clinical documentations in accordance with CAMHD clinical standards, policies and procedures.

Provides mental health trainings.

Collaborates with other child serving agencies on system and service improvements for youth involved with the juvenile justice system.

Collaborates with other child serving agencies on system and service improvements for youth involved with the juvenile justice system.

PROGRAM MANAGEMENT SECTION

Develops, coordinates and monitors the clinical standards of programs within the child and adolescent mental health system of care.

Provides consultation and technical assistance in areas related to clinical service standards to all Division staff.

Oversees and monitors staffing standards, as defined by regulatory and accrediting agencies and by sound clinical practice.

Develops and monitors professional personnel standards and standards of performance.

Ensures that organizational, program, and accreditation standards set by the Commission on Accreditation of Rehabilitation Facilities (CARF), the Joint Commission and other regulatory and accrediting agencies are met.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Identifies current licensing categories for state and contract providers and develops and recommends new categories, as needed.

Establishes and maintains a system and coordinates procedures for consumer grievances.

Develops a mechanism for ongoing input by consumers, their families, and community groups regarding mental health services and unmet needs.

Ensures that all State-supported child and adolescent mental health services are directed by written operational policies and procedures which are approved and formally adopted by the Division.

Evaluates the training activities of provider agencies and their promotion of best practices.

Provides centralized liaison and system supervisor for service types per provider agency through program liaison with Functional Family Therapy (FFT), MultiSystemic Therapy (MST) Multidimensional Treatment Foster Care (MTFC) and with non-proprietary services such as Intensive In Home (IH), Transitional Family Home (TFH) and Community Based Residential (CBR).

Manages utilization management functions, to include:

Developing mechanisms to assess the utilization of services and the extent to which these services meet the needs and preferences of consumers and their families;

Providing centralized liaison between contracted providers and Branches regarding utilization practices such as reject/eject, waiting lists, bed expansions, bed holds, family matching, mainland programs, hospital programs etc.;

Coordinating the services among the state agencies working with the most difficult cases of emotionally disturbed and developmentally disabled children and adolescents;

Engaging youth and families according to CASSP principles;

Monitoring the progress of children and adolescents receiving in-patient psychiatric services from contract providers;

Ensuring children are served in least restrictive environments;

Monitoring medication and medical conditions of children and adolescents in contracted facilities through chart audits; and

Providing technical assistance, consultation and coordination to the Branches in developing and implementing "wraparound" services for difficult cases of emotionally disturbed children and adolescents. "Wraparound" services are community-based, individualized, and interdisciplinary services in three or more life domain areas, such as family, social, education/vocational, psychological/emotional and legal.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

PRACTICE DEVELOPMENT SECTION

Oversees the dissemination, implementation, and clinical training of evidence-based services in the Division and contracted providers to ensure cost-effective and high quality care and treatment.

Ensures that clinical practice and operational compliance are consistent with healthcare reform mandates to include communicating and training on healthcare reform.

Develops and upholds the standards of core competencies, to include tracking and securing training resources, maximizing Title IV-E reimbursement for training, and procuring and organizing clinical training, conferences, and workshops.

Provides clinical consultation, training, and technical assistance to Branch staff and providers to improve practice.

Participates on Task Forces and Committees that address care and treatment of children and adolescents, to include Training Hui, Training Committees, Sex Offender Management Team (SOMT), Evidence-based Services Committee, Quality Assurance Committee, Suicide Prevention Task Force, Fetal Alcohol Taskforce, and State Quality Assurance.

Develops partnerships with community leaders, private provider agencies, other Departments, other Divisions within the DOH, consumers, and other key stakeholders to increase service accessibility and improve quality of services.

PROJECT KEALAHOU

Substance Abuse and Mental Health Services Administration Federal Grant that provides a system of care for a gap group, i.e., girls who are in the child welfare, juvenile justice, educational and mental health systems in Central, Windward and East Honolulu areas of the island of Oahu. The project builds gender-and culturally-responsive trauma-informed practices across Hawaii's child-serving systems to address the complex needs of Hawaii's ethnically-diverse girls with significant trauma issues.

Provides an evidence-based program assisting young girls with emotional challenges.

Provides liaison with contracted providers and community services such as Girls' Court, Child Protection Services, Department of Education, etc.

Provides direct clinical services in the form of mental health assessments and supportive counseling.

Provides intensive case management.

Mentors the case managers in the Family Guidance Centers and contract provider agencies in providing gender and culturally responsive trauma informed care.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Conducts a cultural assessment and a cultural and linguistic competency plan to ensure a systematic and strategic approach to increase the cultural responsiveness of services and supports.

Convenes stakeholders to address reducing stigma, increasing awareness of mental health needs and building capacity to sustain services and supports through a system of care framework.

Provides training to Family Guidance Center staff on Trauma Informed Care.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

OAHU SERVICES BRANCH AND NEIGHBOR ISLAND SERVICES BRANCH

Under the general direction of the CAMHD Administrator, plans, directs, and coordinates the Family Guidance Centers' operations to achieve high quality, timely, and cost-effective mental health treatment services to eligible children, adolescents, and families. The Oahu Services Branch oversees the following three Family Guidance Centers: Central Oahu Family Guidance Center, Honolulu Family Guidance Center and Leeward Oahu Family Guidance Center. The Neighbor Island Services Branch oversees the following four Family Guidance Centers: East Hawaii Family Guidance Center, West Hawaii Family Guidance Center, Kauai Family Guidance Center and Maui Family Guidance Center.

Develops, implements, and monitors a structured system for community based care.

Coordinates with appropriate Division, DOH, other Departments, and providers to secure policy and procedural clarifications, address treatment service issues, and implement organizational improvement.

Coordinates training and staff development needs with appropriate Division office.

Provides direction to Family Guidance Center staff on policy, procedures, and operation requirements to ensure uniformity in service delivery and case management.

Ensures that all Family Guidance Center staff meet the standards for licensure, accreditation and credentialing.

Ensures adequate resources and personnel are located in appropriate Clinical Service Units and provides guidance and support throughout the Branch operations.

Oversees the development of Branch controls and procedures related to fiscal and personnel matters in accordance with Division, Department, State and Federal requirements.

Facilitates collaborations and develops partnerships with DOH, other Departments, private and public organizations to develop and advance strategies to improve service delivery.

Provides oversight and consultation to the Family Guidance Center related to their respective Quality Improvement Plan.

Provides oversight and consultation to the Family Guidance Center related to grievances.

OAHU SERVICES BRANCH AND NEIGHBOR ISLAND SERVICES
BRANCH, ADMINISTRATIVE SERVICES

Develops and monitors controls and procedures related to fiscal operations and personnel actions in accordance with the Branch, Division, Department, State, and Federal requirements.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Establishes, maintains, and oversees a system to review and coordinate all fiscal and personnel matters to assure conformance with the Branch's authorized expenditure.

Advises and assists the Branch Administrator in the preparation of the Branch's budget requests for submittal to the Central Administrative Services Office and Division Administrator.

Verifies billings and authorizes payments for goods and services as directed and authorized by the Branch Administrator.

Plans, administers, monitors, and maintains controls over the Branch's expenditure plans. Monitors, controls, and assists the Family Guidance Centers in meeting their staffing and fiscal requirements within the Branch's authorized expenditure plan.

Provides consultation and technical support to Family Guidance Centers on maintaining personnel records, including vacation and leave records, employee personnel appraisals, health and safety policies, and other personnel related matters.

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

Provides consultation and technical assistance on matters related to fiscal matters and logistic services to the Family Guidance Centers.

Supports day-to-day Branch operational requirements with respect to office space, equipment, communications, supplies, travel, and other needs.

Oversees, manages, and ensures completion of required physical inventory efforts to account for all assets purchased and maintained by the Branch and Family Guidance Centers that are required to be maintained on the Branch's and Family Guidance Center's inventory list.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

OAHU SERVICES BRANCH AND NEIGHBOR ISLAND SERVICES BRANCH
FAMILY GUIDANCE CENTERS

Provides high quality, culturally sensitive, locally-based treatment services to eligible children and adolescents by working in partnership with families to design and implement individualized service/treatment plans which are appropriate to the special needs of the child.

Plans, organizes, coordinates, and monitors Family Guidance Center programs, services, activities, and staff towards the achievement of CAMHD mission and goals.

Establishes and maintains operational policies and procedures consistent with the Branch and Division for effective administration of the Family Guidance Center and its Clinical Services Unit(s).

Provides administrative oversight for the Family Guidance Center child and adolescent behavioral health system consistent with CASSP Principles and evidence-based practices.

Implements effective and efficient systems for delivery of services throughout the Family Guidance Center as directed or coordinated with the Branch Administrator.

Directs and coordinates the Family Guidance Center effort in identifying and prioritizing service needs in the assigned area.

Implements a uniform reporting system in accordance with the requirements of the Branch and Division.

Provides liaison to child serving agencies, adult mental health agencies (where appropriate) and other public and private agencies that support children, adolescents and families.

Directs, organizes and coordinates all Family Guidance Center personnel management and administration by providing services to assist in attaining program objectives, developing high morale and good employee relations, and resolving personnel issues.

Directs, organizes, and coordinates the timely submission and completion of all personnel management work for the Family Guidance Center.

Maintains compliance with existing laws, collective bargaining agreements, rules, policies and procedures regarding personnel.

Directs, coordinates, monitors, and evaluates the effectiveness of the operations of programs, services, and activities in the Family Guidance Center.

Incorporates assessment of needs, availability of resources, utilization patterns, and outcome data, in plans, policies, and operating principles of the Family Guidance Center as directed or coordinated with the Branch Administrator.

Works with other groups concerned with child and adolescent mental health services and planning through the regional Community Children's Council offices.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Communicates with the Branch Administration on legal and policy issues related to child and adolescent mental health.

Provides leadership in the Family Guidance Center in expanding resources, enhancing capacity and increasing the knowledge base in child and adolescent mental health.

Directs, organizes and coordinates the review of revenue and expenditure plans for the Family Guidance Center budget.

Plans, organizes, directs and coordinates all new intakes for children, adolescents and their families to enable access to mental health services.

Plans, organizes, directs and coordinates the development, review, tracking and analysis of the Family Guidance Center's Quality Improvement Plan.

Collaborates with the Branch Administrator and the Healthcare Systems Management Office, Compliance and Certification Section, Quality Assurance Staff in planning, organizing, and coordinating the development, review, tracking and analysis of the Family Guidance Center's Quality Improvement Plan.

Reviews, tracks, analyzes and recommends improvements based on data from the Family Guidance Center to improve performance.

Reviews, tracks, uploads and ensures MedQuest eligibility of all SEBD referrals.

Receives, investigates, and provides a disposition for all grievances in collaboration with the Branch Administration and Clinical Services Office, Program Management Section.

ADMINISTRATIVE SERVICES

Coordinates the development of the Family Guidance Center budget, managing and monitoring all fiscal and personnel actions.

Coordinates and manages the Family Guidance Center's Information Management System which includes service authorization and utilization, electronic clinical assessment tools and electronic billing with the support of the Division's Healthcare Systems Management Office, Electronic Health Record and Financial Resources Development Section.

Maintains all Family Guidance Center requirements for third-party payments for services with support from the Division's Healthcare Systems Management Office, Electronic Health Record and Financial Resources Development Section.

Develops, reviews, and prepares the Family Guidance Center's fiscal budget and Operational Expenditure Plan (OEP) in accordance with executive guidelines and Branch instructions.

Plans, administers, analyzes, and monitors the Family Guidance Center's expenditures in relation to the OEP.

Prepares all budget and fiscal-related reports for the Family Guidance Center.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Maintains a central inventory of equipment, furniture, and supplies for the Family Guidance Center.

Maintains and monitors a system of charges for services based on cost data, including billing, collections, deposits, write-offs, and controls on accounts receivable.

Coordinates with the Branch Administrative Services related to fiscal and personnel matters to ensure files, transactions, records, and reporting systems are maintained appropriately.

Addresses human resource management and labor relations issues for the Family Guidance Center, including providing information on collective bargaining agreements, supporting actions necessary for the settlement of grievances and labor-management disputes, and consulting with the Branch Administrator.

Oversees administrative payroll-related duties for the Family Guidance Center.

Manages worker's compensation cases at the Family Guidance Center level with oversight provided by the Branch Administrator. When appropriate, represents the employer at workers' compensation hearings.

Coordinates and submits requests for internal recruitment and/or open competitive announcement to fill position vacancies at the Family Guidance Center.

Analyzes, evaluates and recommends position descriptions relating to establishment, reallocation and redefining of positions within the Family Guidance Center.

Prepares forms necessary for justification of classification factors and class standards of submitted position descriptions.

Maintains up-to-date Family Guidance Center employee and/or position listing and weekly vacancy reports.

Provides support to the Branch and Division in personnel matters relating to reorganizations, staffing patterns, and organization charts at the Center.

Develops and monitors health and safety policies and procedures including emergency plans and procedures that deal with natural disasters, medical emergencies, bomb threats, fires and power failures for the Family Guidance Center.

Oversees Center compliance with HIPAA policies. Notifies Healthcare Systems Management Office, Compliance and Certification staff, of any breaches or violations of HIPAA policies and procedures.

CLINICAL SERVICES UNIT

Provides care coordination and case management functions such as assessment, planning, coordination, monitoring, advocacy and linkage, to include:

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Planning, coordinating and monitoring treatment activities and programs specific to the needs of child and adolescent consumers to enable them to thrive in the community and to make effective school adjustment;

Coordinating services among the State agencies working with the most difficult cases of emotionally disturbed and developmentally disabled children and adolescents in the Family Guidance Center, to include:

Monitoring the progress of children and adolescents receiving in-patient psychiatric services from contract providers;

Ensuring children are served in least restrictive environments;

Monitoring service utilization patterns to minimize restrictive options such as out-of-home and out-of-community placements; and

Providing and coordinating services to children, adolescents, and families in developing and implementing "wraparound" services for difficult cases of emotionally disturbed children and adolescents. These services are community-based, individualized, and interdisciplinary services in three or more life domain areas, such as family, social, education/vocational, psychological/emotional and legal.

Ensuring access to and delivery of services are provided to the children, adolescents and families to promote continuity of care;

Reviewing, monitoring and re-evaluating treatment and service plans to assure plans are individualized, appropriate to the needs of the consumer and family, and contain measurable, observable goals and objectives that incorporate the unique strengths, abilities, needs and preferences of the consumer and his/her family;

Assuring treatment plans are fully implemented by either Division clinical staff providing the service or through the services of a contracted agency;

Recommending service authorization to contracted providers;

Assisting in transitioning to other programs and adequate follow-up services;

Assuring comprehensive mental health evaluations are current for all children and adolescents at the Family Guidance Center;

Recommending procured or CAMHD-provided mental health evaluations;

Engaging youth and families according to CASSP principles, to include:

Coordinating and collaborating with other child-serving agencies to assure services to children, adolescents and families are

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

consistent with CASSP principles and evidence-based practices; and

Participating in practice development, training and mentoring to assure quality care coordination and supervision practice.

Serving as liaison to schools to assist in identifying children and youth who may be in need of mental health services by providing consultation, technical assistance and education to school counselors, teachers, and other school personnel in the identification and screening of children and adolescents who may be in need of mental health services;

Developing mechanisms to assess the utilization of services and the extent to which these services meet the needs and preferences of consumers and their families; and

Implementing and informing families of new Medicaid/MedQuest standards as related to care coordination.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

FAMILY COURT LIAISON BRANCH

Under the general direction of the CAMHD Administrator, plans, directs, and coordinates the Branch operations and services to children and adolescents involved with the Juvenile Justice system who have mental health challenges.

Coordinates with appropriate Division, DOH, other Departments, and providers to secure policy and procedural clarifications, address treatment service issues, and implement organizational improvement.

Coordinates training and staff development needs with appropriate Division office.

Provides direction to Branch staff on policy, procedures, and operation requirements to ensure uniformity in service delivery and case management.

Ensures that all Branch staff providing clinical services meet the standards for licensure, accreditation and credentialing.

Oversees the development of Branch controls and procedures related to fiscal and personnel matters in accordance with Division, Department, State and Federal requirements.

Facilitates collaborations and develops partnerships with DOH, other Departments, private and public organizations to develop and advance strategies to improve service delivery.

Works in partnership with families and the juvenile justice system to design and implement evidence-based individualized service/treatment plans that are appropriate to the mental health needs of the youth.

Establishes policies and procedures for effective administration of the Branch in accordance with Division policies and procedures.

Implements an effective and efficient system for the delivery of services throughout the Branch.

Implements a uniform data reporting system in the Branch in accordance with the requirements of the Division.

Assists in the development and evaluation of the Division's quality management standards and implements these standards within the Branch.

Serves as the Division's liaison to Family Court (FC), Hawaii Youth Correctional Facility (HYCF), Hale Ho'omalua Detention Facility (DH), Department of Education and other involved State and community entities.

Collaborates with other child serving agencies on system and service improvements for youth involved with the juvenile justice system.

Advocates for the mental health services for youth in the juvenile justice system.

Supervises the delivery of mental health services and care coordination provided by Branch staff responsible for:

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Overseeing the direct services for the youth at DH and HYCF, to include supporting and participating in interagency service delivery planning and implementation;

Providing screening, assessment, evaluative, diagnostic, treatment and consultative services to youth involved with the Juvenile Justice system who have mental health challenges;

Providing mental health treatment linkages with FC, HYCF, DH, and Family Guidance Centers;

Working in partnership with families, the juvenile justice system, and other agencies involved with the family or youth to design and implement evidence-based individualized service/treatment plans that are appropriate to the mental health needs of the youth;

Managing the transition of youth as they enter and exit from HYCF and DH;

Managing youths with intensive mental health needs who have been charged with a very serious offense while interfacing with the legal system;

Providing mental health risk assessments for youth upon entry to the facility and as needed throughout the stay in the facility;

Providing mental health assessments, crisis response and interventions, and direct treatment of youths;

Coordinating psychological evaluation, mental health consultation, case reviews and court-ordered/related clinical assessments.

Incorporating and maintaining clinical documentations in accordance with CAMHD and Clinical Services Office clinical standards, policies and procedures.

Providing direct mental health services to the state-wide incarcerated youth population at HYCF that include risk assessments, crisis and suicide management, psychological evaluations, mental health treatment and consultation, and intervention for co-occurring substance abuse/dependency with clinical guidance from the Clinical Services Office.

ADMINISTRATIVE SERVICES

Develops and monitors controls and procedures related to fiscal operations and personnel actions in accordance with the Branch, Division, Department, State, and Federal requirements.

Establishes, maintains, and oversees a system to review and coordinate all fiscal and personnel matters to assure conformance with the Branch's authorized expenditure.

Advises and assists the Branch Administrator in the preparation of the Branch's budget requests for submittal to the Central Administrative Services Office and Division Administrator.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

- Verifies billings and authorizes payments for goods and services as directed and authorized by the Branch Administrator.
- Plans, administers, monitors, and maintains controls over the Branch's expenditure plans. Monitors, controls, and assists the Branch Administrator in meeting staffing and fiscal requirements within the Branch's authorized expenditure plan.
- Maintains and monitors a system of charges for services based on cost data, including billing, collections, deposits, write-offs, and controls on accounts receivable.
- Supports day-to-day Branch operational requirements with respect to office space, equipment, communications, supplies, travel, and other needs.
- Oversees, manages, and ensures completion of required physical inventory efforts to account for all assets purchased and maintained by the Branch that are required to be maintained on the Branch's inventory list.
- Maintains personnel records, including vacation and leave records, employee personnel appraisals, health and safety policies, and other personnel related matters.
- Oversees and coordinates the Branch's recruitment and hiring practices and procedures to ensure the Branch is compliant with Department and State policies as well as other legal requirements; and processes the Branch's worker's compensation, injury, and disability cases.
- Addresses human resource management and labor relations issues for the Branch, including providing information on collective bargaining agreements, supporting actions necessary for the settlement of grievances and labor-management disputes, and consulting with the Branch Administrator.
- Responsible for administrative payroll-related duties for the Branch.
- Manages worker's compensation cases with oversight provided by the Branch Administrator. When appropriate, represents the employer at workers' compensation hearings.
- Coordinates and submits requests for internal recruitment and/or open competitive announcement to fill position vacancies at the FCLB.
- Analyzes, evaluates and recommends position descriptions relating to establishment, reallocation and redefining of positions within the Branch.
- Prepares forms necessary for justification of classification factors and class standards of submitted position descriptions.
- Maintains up-to-date Branch employee and/or position listing and weekly vacancy reports.
- Provides support to the Branch and Division in personnel matters relating to reorganizations, staffing patterns, and organization charts at the Center.

STATE OF HAWAII
DEPARTMENT OF HEALTH
BEHAVIORAL HEALTH ADMINISTRATION
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

FUNCTIONAL STATEMENT

Develops and monitors health and safety policies and procedures including emergency plans and procedures that deal with natural disasters, medical emergencies, bomb threats, fires and power failures for the Branch.

Oversees Center compliance with HIPAA policies. Notifies Healthcare Systems Management Office, Compliance and Certification Section, of any breaches or violations of HIPAA policies and procedures.

Coordinates and manages the Branch's Information Management System which includes service authorization and utilization, electronic clinical assessment tools and electronic billing with the support of the Division's Healthcare Systems Management Office, Electronic Health Record and Financial Resources Development Section.

Maintains all Branch requirements for third-party payments for services with support from the Division's Healthcare Systems Management Office, Electronic Health Record and Financial Resources Development Section.