

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
DISEASE OUTBREAK CONTROL DIVISION

FUNCTIONAL STATEMENT

Responsible for the prevention and control of infectious diseases in Hawaii with the exception of Hansen's disease, tuberculosis, and sexually transmitted diseases including HIV/AIDS, for which separate programs have been established. Ensures situational awareness as well as public health preparedness through disease surveillance, key public health interventions such as immunizations, and public health response planning and capability building. Integrates these responsibilities with the necessary response activities such as outbreak investigations and emergency response to safeguard the public's health. In essence, responsible for the uniform application of policies, procedures, and practices as they relate to the control and prevention of infectious diseases, emerging disease threats, and potential acts of terrorism as well as all hazards that threaten the public's health throughout the state.

The chief activities of this Division are to:

Maintain surveillance for infectious diseases and potential acts of terrorism of public health impact in Hawaii.

Investigate disease outbreaks.

Recommend disease control and prevention measures to physicians, other health care professionals, food control agencies, the food industry, other agencies, the general public, and all other key stakeholders based on investigation findings and/or special assessments.

Provide assistance to physicians to identify and diagnose unusual or rare diseases and provide consultative help in treating such diseases upon request of the attending physician.

Promote immunization of the public, both adults and children, against vaccine preventable diseases.

Provide or facilitate access to vaccines for the protection of persons not able to pay for vaccines. Operate or facilitate access to immunization clinics to reach special populations who are unable to access health care in the private sector.

Conduct a program to identify, facilitate access to immunizations for, and counsel persons from populations at increased risk of viral hepatitis. Provide education regarding viral hepatitis transmission, prevention, and control to health care providers and the public, including those individuals chronically infected with viral hepatitis.

Act as a liaison between the Hawaii State Department of Health and other public health organizations and representatives including federal health officials in the U.S. Department of Health and Human Services and the U.S. Centers for Disease Control and Prevention, the Council of State and Territorial Epidemiologists, and other public and private partners at the federal, state, and local levels.

Detect, control, and/or eradicate animal diseases transmissible to man

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(zoonoses).

Conduct statistical analysis required for comprehensive disease investigation.

Coordinate all department terrorism and all hazards preparedness planning activities and integrate these activities with existing surveillance and response mechanisms.

I. Administrative Services

Provides overall administrative support for all Division operations.

- formulation and execution of budget
- consultation to staff on administrative, personnel, and fiscal matters.

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DISEASE INVESTIGATION BRANCH

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This program is responsible for the surveillance and investigation of infectious diseases, including potential bioterrorism agents, in Hawaii with the exception of sexually transmitted diseases including HIV/AIDS, tuberculosis and Hansen's disease for which separate programs have been established. The Branch is responsible for the uniform application of policies, procedures and practices as they relate to the control and prevention of infectious diseases throughout the state.

The chief activities of this Program are to:

- Maintain surveillance for infectious diseases of public health importance in Hawaii.
- Investigate individual cases of infectious disease and disease outbreaks, including animal diseases transmissible to man (zoonoses) and bioterrorism agents.
- Provide assistance to physicians to identify and diagnose unusual or rare diseases and provide consultative help in treating such diseases upon request of the attending physician.
- Provide statistical analysis required for comprehensive disease investigation.
- Custodial and inventory management of equipment.

Disease Surveillance and Informatics Section

- Performs surveillance of infectious diseases of public health importance including zoonoses and bioterrorism agents.
- Plans, develops, coordinates, and implements statewide infectious disease surveillance program.
- Coordinates routine follow-up testing to determine disease status.
- Maintains special disease surveillance databases.
- Implements active surveillance activities as needed.

Field Investigation Section

Provides the services necessary for the following activities:

- Conducts investigations of individual cases of infectious disease and disease outbreaks, including bioterrorism agents.
- Coordinates and/or oversees infectious disease case and outbreak investigations on the neighbor islands with the respective District Health Offices.
- Designs and implements assessments for diseases of special public health interest in Hawaii.

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- Provides technical support and guidance to the neighbor island epidemiological specialists, especially during disease outbreaks on the neighbor islands.
- Provides infectious disease information to the public and healthcare providers.

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IMMUNIZATION BRANCH

FUNCTIONAL STATEMENT

The Immunization Branch is responsible for the prevention and control of vaccine preventable diseases (VPDs) in Hawaii among children and adults. VPDs are serious infectious diseases for which specific immunizing agents are available. The Branch is responsible for the uniform application of policies, procedures and practices as they relate to vaccine preventable diseases.

The chief activities of the Program are:

- Promotes immunization of the public, both adults and children, against vaccine preventable diseases.
- Monitors vaccine-preventable disease trends and investigates potential outbreaks to prevent and control spread of vaccine-preventable diseases.
- Provides vaccines as supported and guided by the federal Immunization Program Grant.
- Acts as a liaison between federal health officials in the U.S. Centers for Disease Control and Prevention (CDC) and the Hawaii State Department of Health.

The Branch coordinates implementation of the following:

- Plans and conducts vaccine coverage assessment activities to determine potential rates of immunity in the population.
- Evaluates the effectiveness of efforts to increase vaccine coverage.
- Coordinates and implements procedures to systematically identify, evaluate, promote, and when possible or necessary, conduct appropriate vaccination of children as well as adult populations.
- Provides consultation on recommended immunizations for people of all ages.
- Maintains a vaccine storage, distribution, and inventory system to ensure vaccine availability and accountability.
- Develops and monitors compliance with school immunization requirements as defined by HRS 298, Part II.
- Coordinates activities with public health agencies, voluntary organizations, professional societies, civic groups, and District Health Offices to identify and develop resources to augment immunization efforts.
- Oversees vaccination assessment activities conducted in Hawaii, such as the Hepatitis B perinatal program.
- Drafts and monitors contracts awarded to agencies outside of the Department of Health pertaining to immunizations and immunization education.

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Immunization Information System Section

- Maintains and enhances the Hawaii Immunization Registry (HIR), an electronic, web-based repository of lifespan immunization data for the population of the state of Hawaii.
- Coordinates and conducts all activities required and associated with the registry including but not limited to:
 - Consolidating, organizing, and cleaning immunization data;
 - Assisting healthcare providers and the public in use of the registry;
 - Coordinating electronic connections with other electronic record databases (e.g., outbreak management) as necessary to ensure disease prevention in the state;
 - Coordinating with disease investigators when necessary to facilitate disease investigations;
 - Coordinating with the Epidemiology and Surveillance section to facilitate utilizing HIR data to assess vaccination programs and overall vaccination rates (especially to identify pockets-of-need) as necessary and possible;
 - Promoting and alerting appropriate parties regarding vaccination recommendations as well as any issues identified through assessing HIR data.

Epidemiology and Surveillance Section

- Conducts surveillance of vaccine-preventable diseases to monitor trends and potentially identify disease outbreaks;
- Investigates any potential outbreaks or noteworthy cases of vaccine-preventable disease infection;
- Implements prevention and control measures (e.g., public health education, focused vaccination and/or prophylaxis clinics) as needed and determined from investigation findings and/or disease surveillance assessments.
- Conducts assessments of vaccine-preventable diseases (e.g., determine vaccine coverage rates and assess vaccine impact, especially for specific populations).
- Provides technical information to healthcare providers and the public regarding vaccine administration and recommendations as well as vaccine-preventable diseases;
- Monitors and assures compliance with immunization rules contained in the Hawaii Revised Statutes.

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Vaccine Supply and Distribution Section

- Procures vaccines as per federal grant requirements or to meet public health needs such as during a pandemic.
- Maintains refrigerated/frozen vaccine stock and electronic inventory system;
- Distributes vaccine supplies, and promotes and facilitates participation of health care provider with federal and state vaccine supply programs;
- Ensures vaccines are used according to established policies;
- Leads the Department's efforts in coordinating and operating the school-located influenza vaccination program;
- Assesses activities as well as their potential impact on target populations to improve and enhance operations and therefore the public's health.

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PUBLIC HEALTH PREPAREDNESS BRANCH

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Accountable for preparing the department, public health agencies, the health care community, and ultimately the State of Hawaii to respond effectively and efficiently to a public health emergency, such as a bioterrorism event, a severe outbreak of a dangerous infectious disease, or natural disasters. Responsible for coordinating department disaster-related planning; facilitating training and exercising for the entire department; administering federal funding that supports department emergency preparedness activities; maintaining the Department (Emergency) Operations Center (DOC); ensuring that needed mutual assistance agreements and memoranda of understanding are in place to supplement the resources of the department in times of need; serving as the primary facilitator of program stakeholder involvement; and exercising leadership during an actual public health emergency.

The chief activities of this branch are to:

- Assess the state of readiness to respond to public health emergencies.
- Inventory resources available to respond to public health emergencies.
- Develop and promulgate plans to respond to public health emergencies.
- Exercise response and recovery plans with public health, health care, and mental health agencies.
- Develop plans and protocols to manage assets of the Strategic National Stockpile and implement those plans and protocols should they be needed to respond to a public health emergency.
- Train and test on distributing procedures of medical countermeasures.
- Support the development and implementation of advanced systems for disease surveillance.
- Support laboratory capability to identify suspect agents.
- Develop an effective risk communications capacity that provides for timely information dissemination to citizens during a public health emergency.
- Facilitate training of key public health officials, emergency responders, and healthcare providers to respond to public health emergencies.
- Coordinate awareness, training, and practices with community partners on how to prevent, respond to, and recover from public health incidents.
- Engage and liaise with public and private organizations that represent the cultural and socio-economic demographic components of the community in preparedness activities.
- Engage with community organizations to foster public health, medical, and mental health social networks.

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- Support the development and maintenance of public health continuity of operations plans at the state and local levels.
- Maintain 24/7 public health emergency contact capability and function.
- Maintain current ability to rapidly activate state public health Incident Command System team as needed.
- Facilitate training of public health staff in Incident Command System roles, responsibilities, and lines of communication.
- Support the maintenance of the department's All-Hazards/Emergency Response Plan.
- Coordinate department after-action reports and other evaluative tools as necessary following large-scale and/or broad impact infectious disease outbreaks, environmental public health risks, natural disasters, and other events that threaten the health of people.
- Facilitate and coordinate public health, medical, and mental health mass care services, as needed.
- Support the ability of healthcare systems to provide needed beds and public access to care and medical services in the event of an emergency, as well as track patients, medical staff, equipment, and supplies.
- Develop, utilize, and support the Emergency System for the Advance Registration of Volunteer Health Professionals (ESAR-VHP).
- Coordinate the identification, recruitment, rostering, credential verification, training, and engagement of public health volunteers to assist in emergency response operations.
- Enable and sustain partnerships with healthcare coalitions responsible for emergency preparedness, response, and recovery.
- Solidify and strengthen an advisory group to provide technical support and recommendations on preparedness issues.

Secretarial and Clerical Support Staff

- Provide secretarial and clerical services.
- Develop and maintain administrative, personnel, and general correspondence files of program.
- Assemble information from records, files, interviews, and various reference sources.

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Fiscal and Administrative Support Staff

Implements Fiscal and administrative responsibilities including ongoing fiscal monitoring, tracking, and evaluation to ensure compliance with all relevant federal, state, and local laws, as well as administrative rules and regulations regarding budget and fiscal matters. The overall functions of this staff are as follows:

- Plan, monitor, and perform program evaluation and analysis related to budgets, procurement, property, and personnel management.
- Develop and manage the formulation and execution of the federal cooperative agreement budget.
- Interpret State, Federal, and grant specific fiscal/financial policies, rules, regulations, and procedures to ensure program compliance.
- Prepare operation expenditures plan, financial reports, inventory reports, variance reports, and other reports as needed.
- Develop and monitor contractual procurement.
- Provide orientation to new staff.

Policy, Assessment, and Implementation Section

Conducts statewide public health preparedness planning and implementation including, conducting coordination, research, planning, and capacity building activities to meet the program strategic objectives as well as the national benchmarks for both public health and healthcare preparedness capabilities. The overall functions of this section are as follows:

- Develop and update Emergency Response Plans including annexes, appendices, and implementing instructions.
- Ensure all areas of national performance metrics, especially as required by funding cooperative agreements, are met and in compliance; follow-up on and address any recommendations/corrective actions.
- Share best practices learned from meetings and trainings related to Public Health Emergency Preparedness with other program stakeholders.
- Plan drills and exercises consistent with the Homeland Security Exercise and Evaluation Program and complete After Action Reports and Improvement Plans as required.
- Provide or facilitate training and assistance in subject matter areas of expertise for both internal and external stakeholders.
- Track the implementation of any corrective action plans following exercises