

STATE OF HAWAII
DEPARTMENT OF HEALTH
EXECUTIVE OFFICE ON AGING

FUNCTIONAL STATEMENT

Under the general administrative oversight of the Director of Health, the Executive Office on Aging (EOA) is responsible for implementing the Older Americans Act of 1965 as amended and Chapter 349, Hawaii Revised Statutes (HRS).

Provides leadership in planning, directing, administering, implementing, evaluating, and coordinating statewide opportunities, programs, and services for adults sixty (60) years of age and older, adults fifty-five (55) years of age and older who are primary caregivers of children under eighteen (18) years of age, and persons of any age who are caring for adults sixty (60) years of age and older within the scope of Federal and State laws, rules, regulations, and policies.

Plans, directs, administers, implements, and evaluates services of a long-term care ombudsman to protect the health, safety, welfare, and rights of residents in State licensed long-term care facilities in accordance with Federal and State laws, rules, regulations, and policies.

Assesses, advises, and advocates elder concerns in the development of public and private policies and practices that impact older adults and preparation for Hawaii's aging society.

Administers funds awarded and allocated to EOA.

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

Applies for, receives, and disburses grants and donations from all sources.

Designs, develops, and implements programs and services based on assessment of needs, availability of resources, outcome data, and grant or funding requirements, to include, plans for monitoring and evaluating the quality and effectiveness of the operations and services.

Develops, adopts, amends, and repeals rules pursuant to Chapter 91, HRS.

Contracts or awards grants; develops funded and non-funded memoranda of agreements; and enters into cooperative and collaborative partnerships with the public and private sectors for programs and services that benefit older adults and Hawaii's aging society.

Establishes and maintains statewide systems for: information and assistance; family caregiver support; and elder abuse prevention and response.

Develops and coordinates a comprehensive system of aging services in accordance with the Older Americans Act of 1965 as amended and Chapter 349, HRS.

Coordinates, manages and engages in activities that expand local and national knowledge and understanding of aging and the aging process.

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Plans, develops, prepares, and conducts public affairs programs and materials regarding EOA programs, projects, services, and needs.

Provides technical assistance and liaison with government, community groups and organizations and maintains liaison with the media and other information centers.

Establishes linkages with federal, state, county, and other organizations and groups concerned with services to the elderly and care of residents in long-term care facilities, including legislative bodies, and inter and intra-departmental programs.

Plans, develops, and implements a system to determine the needs of the elderly and an on-going system for data collection to evaluate programs and services.

Provides administrative and staff support to the Policy Advisory Board for Elderly Affairs.

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 the EOA programs and services.

CLERICAL SERVICES STAFF

Provides secretarial and clerical support services to the EOA Director and staff of the EOA.

Provides logistical, facility, secretarial, and clerical support for the Policy Advisory Board for Elderly Affairs.

CENTRAL ADMINISTRATIVE SERVICES STAFF

Develops and monitors controls and procedures on budget and fiscal operations, contract processing and management, and personnel actions in accordance with Federal, State, Department, and EOA requirements.

Establishes and maintains memoranda of agreement with DOH, Department of Budget and Finance, Department of Accounting and General Services, Department of Human Resources Development, and other Departments relevant to external controls for administrative, fiscal, and personnel transactions of the EOA and Policy Advisory Board for Elderly Affairs (PABEA).

Establishes and maintains internal fiscal management controls, systems, and practices to assure full compliance with Federal, State, and other applicable laws, rules and policies by the EOA and PABEA.

Establishes and maintains internal accounting controls, systems, and practices to assure full documentation of revenues and expenditure activities of the EOA and PABEA.

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Establishes, maintains, and oversees a system to review and coordinate all budget, fiscal, contractual, and personnel actions to assure conformance with the EOA authorized expenditure plan.

Establishes and maintains internal fiscal management and accounting controls, systems, and practices to assure full compliance with Federal, and State laws, rules and policies and documentation of revenues and expenditure activities.

Advises and assists the EOA Director and staff in the preparation of the EOA budget and finalizes the EOA budget for the EOA Director's approval.

Maintains accounts and prepares budget and expenditure reports, to include required Federal, State, legislative, and other reports.

Identifies, coordinates, tracks and otherwise participates in the receipt and administration of the EOA appropriations and grant awards.

Verifies billings and makes payments for goods and services as directed by the EOA Director.

Plans, administers, monitors and maintains controls over the EOA expenditure plan.

Monitors, controls, and assists organizational segments of the EOA in meeting their staffing and fiscal requirements within the EOA authorized expenditure plan.

Monitors fiscal and accounting integrity of and provides technical assistance to grant awardees and contractors to assure compliance with Federal and State laws, rules, and policies.

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

Provides technical assistance to organizational segments of the EOA on the following matters to ensure compliance with applicable State and Federal laws, rules, regulations, and guidelines: budget; expenditures; contracts; fiscal requirements; procurement and monitoring of services and receipt of goods and services; and personnel actions, including maintenance of vacation and leave records, employee performance appraisals and other personnel related documents.

Monitors the management of the EOA contracts to assure budget accuracy, format correctness, and timely execution of documents.

Supports day-to-day EOA operational requirements with respect to office space, equipment, communications, supplies, intra- and inter-state travel, training, etc.

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Oversees, manages, and ensures completion of required physical inventory efforts to account for all assets purchased and maintained by the EOA or service providers supported with EOA resources that are required to be maintained on the EOA inventory list.

Provide timely reporting of government procurement and program activities through the State procurement and related reporting sites, and per request through the Uniform Information Practices Act to support transparency in government. Maintain and update inventory of procurement records in keeping with state Records Retention rules.

LONG-TERM CARE (LIC) OMBUDSMAN STAFF

Designs, develops, implements, and monitors plans, policies and procedures to investigate and resolve complaints made by or on behalf of residents of a State licensed long-term care facility in a timely manner and to ensure designees, employees and volunteers do not have direct involvement, ownership, employment, or a compensation arrangement with a long-term care facility.

Establishes and operates a system to: access a long-term care facility and resident records when a complaint is received; protect the confidentiality of patient records and files maintained by the office; and ensure the identity of any complainant or resident will not be disclosed without written consent or court order.

Establishes and operates a statewide uniform reporting system to collect and analyze data relating to complaints and conditions in long-term care facilities.

Coordinates and consults with the Department of the Attorney General on pursuing administrative, legal, and/or other appropriate remedy on behalf of the resident(s) of a long-term care facility and after consultation, takes the appropriate action.

Prepares an annual report to provide data and findings regarding the types of complaints received and investigated and to recommend policy and regulatory changes or legislation to address the problems and improve the quality of care and life in long-term care facilities.

Provides information related to problems and concerns of residents in long-term care facilities to appropriate EOA staff and others.

Provides technical assistance in developing: plans for resident and family involvement to protect the health, safety, welfare, and rights of residents in long-term care facilities; and individuals and organizations to participate in advocacy services.

Provides technical assistance to the Advocacy, Education and Outreach Staff in their recruitment, training, and certification of individuals and EOA staff involved in advocacy and investigation activities to protect the health and safety of residents in long-term care facilities.

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Analyzes, monitors and assesses the development and implementation of Federal, State, local laws, regulations, and policies regarding long-term care facilities, to include: reviewing and commenting on state plans, budgets, policies, and applications for federal assistance; developing and recommending policies and legislation; conducting activities designed to identify needs and problems; and advising the EOA Director of any law, rule, regulation, policy, plan, and application deemed to be inappropriate or problematic.

Establishes procedures to ensure designees, employees and volunteers do not have direct involvement, ownership, employment, or a compensation arrangement with a long-term care facility.

POLICY, PLANNING, EVALUATION, AND COMMUNICATION STAFF

Coordinates, guides, and provides support for planning, policy development and evaluation, data management, revenue maximization, and public communication.

Develops plans and strategies and advocates resources for older adults, adults fifty-five (55) years of age or older who are primary caregivers of children under eighteen (18) years of age, and persons of any age who are caring for adults sixty (60) years of age or older.

Develops the State Plan on Aging submitted to the United States Administration on Community Living.

Develops updates to the Comprehensive Master Plan for Elderly in accordance with Chapter 349-6, HRS.

Plans, develops and assures the implementation of legal assistance programs for older adults throughout the State, in accordance with the Older Americans Act of 1965 as amended.

Plans, develops, and implements a system to determine the needs of the elderly and an on-going system for data collection to evaluate programs and services.

Conducts research and analysis of programs, issues, problems, and legislative proposals and develops issue papers and reports, as needed.

Develops, coordinates, and disseminates substantive and timely information with respect to long-term supports and services and elderly issues, programs, services, and plans.

Conducts annual evaluation of activities and projects and coordinates and prepares reports, to include the extent to which other public and private programs meet the needs of the elderly.

Conducts special studies related to the needs of older persons or areas of special concern to the elderly.

Conducts review and analyses of plans and proposals of other agencies and organizations and prepares comments and recommendations.

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Coordinates legislative proposals and concerns with governmental and non-governmental agencies, community groups, and organizations, to include developing legislative proposals and testimonies.

Plans, designs, and develops demonstration projects of statewide or national significance.

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

Develops, adopts, amends, and repeals rules pursuant to Chapter 91, HRS.

Coordinates with the Long-Term Care (LTC) Ombudsman Staff the monitoring and assessment of development and implementation of laws, regulations, and policies relative to long-term care facilities, to include: reviewing and commenting on state plans, budgets, policies, and applications for federal assistance; developing and recommending policies and legislation; and conducting activities designed to identify needs and problems.

ADVOCACY, EDUCATION, AND OUTREACH STAFF

Plans, designs, develops, implements; and evaluates advocacy, education, outreach, and other services or activities to: ensure older adults have access to home and community based services, long term supports and services, healthcare services, and resources to remedy safety and elder justice issues such as abuse, neglect, exploitation and access to legal assistance; and promote safety, public awareness of services and resources, and community participation.

Designs, develops, implements, and evaluates a public awareness plan to ensure access to home and community based services, long term supports and services, and health care services and to promote safety and elder justice through educating the public, family caregivers, agencies, organizations, and consumers.

Designs, develops, implements, and evaluates an advocacy and outreach plan to promote involvement of consumers, family caregivers, agencies, organizations, and the public to: address and remedy safety and elder justice issues; and ensure access to home and community based services, long term supports and services, and health care services.

Recruits and trains volunteers to participate in advocacy, education, public awareness, and outreach activities.

Coordinates with the Long-Term Care (LTC) Ombudsman Staff the recruitment, training, and certification of volunteers to provide advocacy and protect the rights of residents in a long-term care facility and to address elder justice issues.

Coordinates with the Long-Term Care (LTC) Ombudsman Staff the training and certification of EOA staff and other representatives of the EOA to assist with the investigation of complaints filed with the EOA.

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Establishes linkages with Federal, State, county, and other organizations and groups concerned with advocacy, education, and outreach services to the elderly and care of residents in long-term care facilities, including inter- and intra-departmental programs.

PROGRAM AND SYSTEM MANAGEMENT STAFF

Plans, designs, develops, implements, coordinates, and monitors a comprehensive system of aging services in accordance with the Older Americans Act of 1965 as amended and Chapter 349, HRS, special projects, and other programs and services which address the needs of the elderly residing in all care settings.

Provides contract and grant management activities, to include: developing funded and non-funded agreements; entering into cooperative and collaborative partnerships with the public and private sectors for programs and services that benefit older adults; completing grant applications; developing program and contract services; executing and monitoring contracts and agreements; completing required Federal and State reports; and fiscal oversight of contracts and agreements.

Develops and manages a statewide information and assistance system and provides technical assistance to service providers in the management and operation of these services.

Develops and coordinates a statewide system for the prevention of and response to elder abuse, neglect, and exploitation.

Provides technical assistance to the aging network to facilitate the development of capacity to provide an array of individualized or advocacy assistance.

Collaborates with the aging network to assure the aging network facilitates the coordination of community-based long-term supports and services.

Assures the State has in effect a mechanism to provide for quality in its provision of in-home services.

Develops and maintains an inventory of services, programs, and agencies serving the elderly.

Designs, develops, and implements programs and services based on assessment of needs, availability of resources, outcome data, and grant or funding requirements, to include, plans for monitoring and evaluating the quality and effectiveness of the operations and services.

Establishes linkages with Federal, State, county, and other organizations and groups concerned with services to the elderly and care of residents in long-term care facilities, including legislative bodies, and inter- and intra-departmental programs.

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POLICY ADVISORY BOARD FOR ELDER AFFAIRS

Advises the EOA Director in areas including but not limited to: the identification of issues and alternate approaches to solutions; the development of position statements and papers; advocacy and legislative actions; and program development and operations.