

STATE OF HAWAII
DEPARTMENT OF HEALTH
OFFICE OF THE DEPUTY DIRECTOR OF HEALTH
MAUI DISTRICT HEALTH OFFICE

FUNCTIONAL STATEMENT

PROPOSED

The District Health Office represents the Office of the Director of Health on the county level.

- Directs and coordinates the activities and programs of the Maui District Health Office. The District Health Officer also plans and develops the Department's programs and program changes for county operations.
- The vital statistics program, hospital and medical facilities inspections, communicable disease and tuberculosis control, emergency health mobilization, health education and office services programs are specific activities of this office.

ADMINISTRATIVE SERVICES

- Administers the operations of the District Health Office staff and renders administrative and office support to the District Health Officer and programs (organizational segments).
- Provides purchasing and accounting services, other fiscal activities including inventory control of supplies, equipment and facilities. Also coordinates all personnel activities, including records and files and employment, classification and information services.

CHRONIC DISEASE MANAGEMENT & CONTROL

- Cooperates with the Department's Chronic Disease Management and Control Branch and integrates its aims with the programs of the District Health Office. Provides information and education on health-related matters for the County.

DISEASE OUTBREAK CONTROL SECTION

- Provides for the prevention and control of infectious diseases with the exception of Hansen's Disease, Tuberculosis, and sexually transmitted diseases, including HIV/AIDS.
- Coordinates preparedness planning activities to respond to a public health emergency, such as, a bioterrorism event or a severe outbreak of a dangerous infectious disease.

DISEASE INVESTIGATION UNIT

- Investigates, surveys, prevents and controls general communicable diseases of public health importance, including potential bioterrorism agents.
- Monitors incoming disease reports for occurrence of unusual or rare diseases, disease clusters, and outbreaks in the community.

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PUBLIC HEALTH PREPAREDNESS UNIT

- Conducts all-hazard preparedness planning
- Assesses readiness to respond to public health emergencies.
- Provides and ensures the availability of training to prepare for and respond to public health emergencies.

STD/AIDS PREVENTION SECTION

- Controls, prevents and surveys STD/AIDS for Maui County through investigation, testing, counseling, and contact tracing. Activities may also include other bloodborne pathogens.

LABORATORY SECTION

- Provides selective microbiological laboratory services primarily to various State Department of Health programs and other private and governmental agencies.

CASE MANAGEMENT AND INFORMATION SERVICES SECTION

Provides case management and support services for adults and children who are Developmentally Disabled/Mentally Retarded. The functions of this Branch are case management, case/service planning, service broker procurement, monitoring, review, and follow along services.

CASE ASSESSMENT

- Develops a comprehensive case assessment developed by the case manager shall identify the individual's abilities, deficits, interests and needs and shall include documentation.

CASE/SERVICE PLANNING

- Develops Individual Service Plan (ISP) or central plan of service, follows case assessment and addresses the needs of the individual, including, but not limited to housing, family relationships, social activities and relationships, education or training, finance, employment, health (including special health needs), recreation, communication and mobility.
- ISP shall be a collaborative process involving the individual, the family/guardian, the case manager, and other interested persons as identified by the individual or guardian.

SERVICE BROKER PROCUREMENT

- Maintains a supportive relationship with the individual so he/she may remain in the community. In order to accomplish this, worker must work

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with provider or services, family members, other professionals such as a psychologist. This function implements the ISP or central plan of service.

MONITORING, REVIEW AND IMPLEMENTATION

- Monitors implementation and coordination of the individual's central plan of service. Reviews and revises the central plan of services and any other individualized plan at least annually.

FAMILY HEALTH SERVICES SECTION

- Administers programs that plan, provide and promote health services to families, children and youth. Provides overall planning and coordination for all assigned programs. Provides clerical support services.

CHILDREN WITH SPECIAL HEALTH NEEDS

- Provides diagnosis as early as possible for chronic physically handicapping conditions in children under 21 years of age and provides comprehensive family-centered and community based treatment and rehabilitative services to children and families in need through the PHIN assisted service program. This program plans, develops and coordinates within Maui County and administers the County's Newborn Metabolic Screening Program mandated by statute to identify newborns with phenylketonuria (PKU) and congenital hypothyroidism. Provides and coordinates nutrition services for children with special health needs.
- The social work for this program administers a dual program for (1) providing medical social work services to patients and families with children with special health needs and (2) assuring case management services to children under 16 years of age in Hawaii who receive Supplemental Security Income.

WIC SERVICES (WOMEN, INFANTS AND CHILDREN)

- Implements provisions of PL 95-627 enacted by Congress in 1978, by providing special supplemental foods to low income pregnant women nursing mothers and infants and children up to age 5, who are at nutritional risk with funds provided by the United States Department of Agriculture through the WIC Program.
- Provides nutrition screening and assessment and education to participants in the program and coordinates and consults with staffs of the Department of Health clinics and other local agencies in the operations of this program.
- Monitors vendors to ensure adequate supply of WIC special program supplemental foods and determines compliance with the WIC Program

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regulations.

- Collects and evaluates data to determine the effectiveness of the WIC Program.
- Interprets regulations to the public, state agencies, and others, as required.

MATERNAL AND CHILD HEALTH

- Acts as a liaison with the maternal child health services in the Family Health Services Division, District Health Office and the community in ensuring that appropriate maternal child health services are coordinated and provided for Maui County.
- Works with the community in identifying its needs and coordinates activities that are related within the Maui District Health Office with public health nursing branch and other programs as needed.

EARLY INTERVENTION PROGRAM

- Identifies individual family health needs and acts as case manager in ensuring that appropriate services and support are provided for these families in need of the services.
- Works actively in the areas of child abuse prevention and assists in assuring that appropriate services are provided for these families with appropriate support services.

PUBLIC HEALTH NURSING SECTION

- Serves as a generalized, multifaceted program which strives for optimum health of the population through the administration and delivery of nursing services to the community which include schools, families and individuals.
- Provides services in the home, clinic, neighborhood/ health center, day/family care center, and adult residential care home, preschool, school, office and work site.
- Utilizes disease prevention, health promotion, health maintenance, health education, case management/care coordination and continuity of care in a total approach to the provision of services to the at risk individual families, groups and communities.
- Responsible for assessment of community health status, program planning, program development, budgeting, implementation of program plans, monitoring, evaluation, documentation and standard setting.
- Collaborates with the DOH medical and interdisciplinary program staffs in

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- providing nursing intervention services.
- Provides appropriate nursing services based on individual/family needs through health assessment, development and implementation of a treatment plan, case management/coordination, screening tests, health teaching/education/training on self-care responsibilities, health counseling guidance, referral and follow-up.
- Implements projects which addresses health and nursing need of aggregate groups in the community (i.e. Case Management Coordination Program for Frail Elderly, Early Intervention Program, Adult Residential Care Homes, etc.)

CLERICAL SERVICES

- Provides secretarial and clerical support to the Public Health Nursing (PHN) program.

TUBERCULOSIS UNIT

- Assists with delivery of services and implementation of Tuberculosis (TB) Branch policies by Public Health Nursing nurses in Maui County by providing regional tuberculosis nursing services on a regular basis.
- Operates outpatient TB Chest Clinic services on a regular basis to include patient evaluation, education, and initiation and monitoring of therapy for treatment of tuberculosis disease or for preventive treatment.
- Provides case management services for all active or suspect active cases of tuberculosis and, as needed, for other health concerns.
- Independently carries out or assigns contact investigations and examinations and source investigations and examinations, when indicated.
- Provides tuberculosis testing clinics.
- Provides in-service training and education to nurses in public and private sectors.
- Provides tuberculosis education and outreach services to the public and private sector.
- Ensures that Maui County's, known suspected and confirmed cases of tuberculosis, are reported appropriately and followed.
- Inputs records of tuberculosis skin tests into TB Branch's survey data base.

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- Maintains records of chest x-rays taken on Maui.
- Provides clerical support in the management of client records.
- Provides Direct Observed Therapy (D.O.T) to ensure medication delivery and compliance.
- Provides therapeutic interventions in the home, as necessary, to prevent unnecessary institutionalization.
- Provides nursing or other support services during disasters, outbreaks of communicable diseases which include clinics and other activities in support of public health mandates and DOH mission.

MAUI CASE MANAGEMENT COORDINATION PROGRAM UNIT

- Provides supervision of nurse's aide and Para Medical Assistant.
- Administers nursing services to the frail elderly population in collaboration with families and community agencies.
- Leads interdisciplinary team of providers in advocating for the needs of the frail elderly.
- Assesses, develops, implements and evaluates care plans to assure appropriate nursing care to the frail elderly population.
- Provides therapeutic interventions in the home as necessary to prevent unnecessary institutionalization.
- Provides nursing services during disasters, outbreaks of communicable diseases which include clinics and other activities in support of public health mandates and DOH mission.

MAUI NURSING UNIT

WEST/EAST TEAM

- Responds to disasters and public health outbreaks of communicable diseases, etc.
- Organizes and operates public health clinics/activities in support of the Department of Health (DOH) mission, public health concerns and mandated programs.
- Works with the schools to identify students who are at risk for compromised health outcomes through specific screening, consultative services, and etc. to assure access to/and or receipt of appropriate health services.

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- Coordinates medical, nursing and clinical services to benefit individuals, families, and communities, including schools.
- Serves as a patient/family/community advocate in matters relating to health and nursing.
- Works in partnership with individuals/families to do health assessments, to develop, implement and evaluate plans of care to meet identified health needs.
- Collaborates with other health professionals/community resources, as appropriate, in developing and implementing care plans. Evaluates the effectiveness of the care plan, monitors care, and modifies plan accordingly.
- Performs skilled nursing techniques in personal, therapeutic, preventive and rehabilitative patient/family care. Provides the patient and other caregivers appropriate nursing interventions which encourage self sufficiency. Imparts health care information relevant to individual/family needs. Counsels on health status and care provided.
- Works closely in partnership with communities to assist them to improve peoples' health status by focusing on creative strategies.
- Participates in research activities which improve the standards of care for specific populations.
- Collects and analyzes data for program planning and evaluation.
- Collaborates and consults with nurse practitioner to develop necessary training sessions and client care plans.
- Administers nursing services to the special needs population in collaboration with the schools.
- Assures appropriate staffing pattern and assignments of staff for provision of mandated skilled nursing services to the severely multiple-impaired students in the public school settings.
- Coordinates medical, nursing, and clinical services through integration of these services with the educational plan for optimum learning for special needs population.
- Works in partnership with individuals/families to do assessments, develop, implement, and evaluate care plans to assure provision of safe nursing care based on the unique needs of the child.
- Provides skilled nursing services to the special needs children in the severely multiple-impaired special education classes within the

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Department of Education.

- Provides nursing services to at risk, targeted individuals, families and communities in collaboration with medical/health professionals and community resources.
- Provides nursing services in disasters, outbreaks of communicable diseases to include public health clinics and other activities in support of public health issues, mandates the DOH mission.

SUPPORT SERVICES TEAM

- Provides supervision of licensed practical nurse.
- Administers the specialized health care procedures to eligible students under IDEA, Part B and 504, in the Department of Education, as prescribed by the student's physician.
- Conducts immunizations, tuberculosis, and other screening clinics, and follow-ups on those requiring outreach services to return to clinic.
- Assists with tuberculosis source and contact investigations, Tuberculosis Clinic services, and other services as directed by the Registered Nurse.
- Assists with care coordination outreach services to targeted at risk clients/families as directed by the Registered Nurse.
- Implements health care plans under the direction of the Registered Nurse.
- Participates in public health clinics/activities in support of the Department of Health (DOH) mission, public health concerns and mandated programs.
- Assists with nursing services during disasters, outbreaks of communicable diseases, which includes clinics and other activities in support of public health mandates and DOH mission.

MOLOKAI NURSING UNIT
(CENTRAL TEAM, WEST TEAM, EAST TEAM)

- Responds to disasters and public health outbreaks of communicable diseases, etc.
- Organizes and operates public health clinics/activities in support of the Department of Health (DOH) mission, public health concerns and mandated programs.
- Works with the schools to identify students who are at risk for compromised health outcomes through specific screening, consultative services, and etc. to assure access to/and or receipt of appropriate health

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- services.
- Coordinates medical, nursing and clinical services to benefit individuals, families, and communities, including schools.
 - Serves as a patient/family/community advocate in matters relating to health and nursing.
 - Works in partnership with individuals/families to do health assessments, to develop, implement and evaluate plans of care to meet identified health needs.
 - Collaborates with other health professionals/community resources, as appropriate, in developing and implementing care plans. Evaluates the effectiveness of the care plan, monitors care, and modifies plan accordingly.
 - Performs skilled nursing techniques in personal, therapeutic, preventive and rehabilitative patient/family care. Provides the patient and other caregivers appropriate nursing interventions which encourage self sufficiency. Imparts health care information relevant to individual/family needs. Counsels on health status and care provided.
 - Works closely in partnership with communities to assist them to improve peoples' health status by focusing on creative strategies.
 - Participates in research activities which improve the standards of care for specific populations.
 - Collects and analyzes data for program planning and evaluation.
 - Collaborates and consults with nurse practitioner to develop necessary training sessions and client care plans.
 - Administers nursing services to the special needs population in collaboration with the schools.
 - Assures appropriate staffing pattern and assignments of staff for provision of mandated skilled nursing services to the severely multiple-impaired students in the public school setting.
 - Coordinates medical, nursing, and clinical services through integration of these services with the educational plan for optimum learning for special needs population.
 - Works in partnership with individuals/families to do assessments, develop, implement, and evaluate care plans to assure provision of safe nursing care based on the unique needs of the child.
 - Provides skilled nursing services to the special needs children in the

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- severely multiple-impaired special education classes within the Department of Education.
- Provides nursing services to at risk, targeted individuals, families and communities in collaboration with medical/health professionals and community resources.
- Provides nursing services in disasters, outbreaks of communicable diseases to include public health clinics and other activities in support of public health issues, mandates and DOH mission.

LANAI NURSING UNIT

- Responds to disasters and public health outbreaks of communicable diseases, etc.
- Organizes and operates public health clinics/activities in support of the Department of Health (DOH) mission, public health concerns and mandated programs.
- Works with the schools to identify students who are at risk for compromised health outcomes through specific screening, consultative services, and etc. to assure access to/and or receipt of appropriate health services.
- Coordinates medical, nursing and clinical services to benefit individuals, families, and communities, including schools.
- Serves as a patient/family/community advocate in matters relating to health and nursing.
- Works in partnership with individuals/families to do health assessments, to develop, implement and evaluate plans of care to meet identified health needs.
- Collaborates with other health professionals/community resources, as appropriate, in developing and implementing care plans. Evaluates the effectiveness of the care plan, monitors care, and modifies plan accordingly.
- Performs skilled nursing techniques in personal, therapeutic, preventive and rehabilitative patient/family care. Provides the patient and other caregivers appropriate nursing interventions which encourage self sufficiency. Imparts health care information relevant to individual/family needs. Counsels on health status and care provided.
- Works closely in partnership with communities to assist them to improve peoples' health status by focusing on creative strategies.

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- Participates in research activities which improve the standards of care for specific populations.
- Collects and analyzes data for program planning and evaluation.
- Collaborates and consults with nurse practitioner to develop necessary training sessions and client care plans.
- Administers nursing services to the special needs population in collaboration with the schools.
- Assures appropriate staffing pattern and assignments of staff for provision of mandated skilled nursing services to the severely multiple-impaired students in the public school settings.
- Coordinates medical, nursing, and clinical services through integration of these services with the educational plan for optimum learning for special needs population.
- Works in partnership with individuals/families to do assessments, develop, implement, and evaluate care plans to assure provision of safe nursing care based on the unique needs of the child.
- Provides skilled nursing services to the special needs children in the severely multiple-impaired special education classes within the Department of Education.
- Provides nursing services to at risk, targeted individuals, families and communities in collaboration with medical/health professionals and community resources.
- Provides nursing services in disasters, outbreaks of communicable diseases to include public health clinics and other activities in support of public health issues, mandates and DOH mission.

ENVIRONMENTAL PROTECTION AND HEALTH SERVICES SECTION

Responsible for the Environmental Protection and Health Services Program in the County of Maui and accomplish objectives through educational and enforcement procedures based on environmental control principles and applicable state statutes and departmental administrative rules and regulations. Also provides administrative support and supervision to Environmental Health Program personnel staff in the District Health Office.

- Clerical Support - Provides secretarial and clerical support to all segments of the Environmental Protection and Health Services Programs by providing computer data entry, typing, filing and retrieval, receiver information and complaints, collection of fees and fines, maintenance of personnel records and maintenance of fiscal accounts and expenditures.

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SANITATION PROGRAM (MAUI, MOLOKAI)

Responsible for the departmental sanitation programs and attains its objectives through educational and enforcement procedures applied at site inspections, office meetings, and consultations. The Sanitation Program also supports the Food and Drug Branch in carrying out their respective programs in Maui County. This involves the investigation and abatement of complaints.

VECTOR CONTROL UNIT

Vector Control Executes Hawaii Revised Statutes 321 and 322 and Hawaii Administrative Rule, Title 11, Chapter 26 (Vector Control) to protect public health by suppressing outbreaks of potential vector-borne diseases throughout the State of Hawaii by timely surveillance for new or introduced vector species; abatement of rodents and other small animals, mosquitoes and other insects of medical significance which transmit disease or impair public well-being.

Conducts applied research on the biology, ecology, and control of vectors; provides technical assistance and training to personnel in the branch operational units; and gives technical information and assistance on vector control to the general public and businesses upon request; and, as necessary, performs field work.

Conducts and oversees pesticide training, management, handling and application.

Responds to public health emergencies at the Maui County Civil Defense (activated) Emergency Operations Center (EOC) as a resource for vector control/public health activities and provides technical and manpower support to Maui District Health Office (MDHO) emergencies.

SUBUNIT I AND SUBUNIT II

Conducts routine inspectional, abatement and enforcement activities throughout the community on vectors of public health significance such as mosquitoes, rodents and insects.

Conducts inspectional, consultative, abatement and enforcement activities of complaints on vector concerns, and if necessary enforces administrative rules pertaining to insects, rodents and other animals of public health concern and nuisance.

Conducts ports of entry surveillance for immigrant mosquito species at seaports and airports for the detection of alien mosquitoes entering the island.

Conducts emergency vector control operations to prevent disease outbreaks after natural disasters by controlling or abatement of potential threats, such as mosquito, flies or rodent population.

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Conducts emergency vector control operations during public health vector borne disease outbreaks by controlling or abatement of vector such as but not limited to mosquitos, rodents and flies.

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