

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH  
OFFICE OF PLANNING, POLICY, AND PROGRAM DEVELOPMENT  
FUNCTIONAL STATEMENT

Directs the department's long range planning activities and coordinates the implementation of actions to accomplish the health planning and policy direction of the department; administers and coordinates the department's Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other compliance activities; coordinates and processes legislative materials and administrative rule activities affecting the department; and monitors the effectiveness of the department's efforts to meet its stated mission, goals, and objectives, including public health accreditation and performance management. Provides general public health and research advice and assistance to programs and staff, including management of the department's Institutional Review Board.

Planning and Policy Staff

- Provides staff support for the development of a departmental functional plan, state health plan, and community health needs assessments.
- Prepares and presents reports on departmental plans, including long range plans and special studies, to the Director, the Legislature, other public and private agencies, and the general public.
- Provides project management and program development support for priority projects to the Director of Health and Deputy Director of Health.
- Provides technical advice and assistance to program managers on program-based planning activities.
- Provides technical advice and assistance to programs on performance management, affirmative action and Equal Employment Opportunities laws and guidelines, program evaluation, and public health accreditation.
- Oversees and coordinates general quality improvement, process improvement, and performance management activities for the department, providing technical support, evaluation services, and project management services.
- Develops departmental guidelines for long range planning activities, including convening and staffing the Board of Health and any other boards, commissions, or task forces on behalf of the Director of Health.
- Provides staff support, advice, and assistance to program managers in securing public input for the development of community-based departmental plans.
- Conducts special needs assessment studies in areas of health program and policy significance.
- Oversees departmental research activities and assure compliance with CFR Title 45, Part 46, Protection of Human Subjects, including convening and organizing the activities of the Institutional Review

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Board.

- Develops, coordinates, and provides technical assistance on grant proposals and other funding mechanisms which enhance program capacities.
- Provides support for departmental programs and the Director's Office on legislative matters by coordinating and processing departmental testimony during the Legislative session, including the training of departmental personnel in the legislative process.
- Coordinates departmental efforts to assure that personnel practices and service programs comply with federal and state regulations prohibiting discrimination in services and employment based on race, color, religion, national origin, sex, age, handicap, marital status, and sexual orientation.
- Develops curricula to educate the department and other agencies on health disparities and social determinants of health, as well as address those disparities.
- Coordinates department level efforts in identifying health disparities and evaluates department interventions in targeting specific populations to ensure interventions are culturally appropriate.
- Formulates strategic departmental, as well as division and branch level plans for addressing health disparities and other policy and program priorities as identified by the Director of Health
- Liaisons with special community task forces and community-based projects, government agencies, legislators, private organizations, and the public on proposed legislation affecting the department.
- Manages legislative communications, requests and processes throughout the year and other government relations activities at county, state, and federal levels.
- Provides technical assistance and facilitates the process for programs in the development of departmental Hawaii Administrative Rules (HARs).

HIPAA Staff

- Develops and manages the department's HIPAA compliance program to meet the requirements of federal laws and regulations and includes components related to the privacy and security of health information and transactions and code sets.
- Maintains and monitors enterprise policies and procedures that reflect current business practices and are compliant with HIPAA.

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- Provides complete and accurate data that will enhance the department's ability to evaluate the level of departmental compliance with HIPAA and participates in the determination and implementation of acceptable departmental practices and remedial measures.
- Conducts ongoing compliance activities in coordination with other departmental compliance and operational assessment functions.
- Establishes and conducts HIPAA-related educational and ongoing awareness programs for department employees and provides updated training as necessary based on changes in laws and/or departmental policies.
- Represents the department on state and federal legislative issues pertaining to HIPAA compliance.
- Coordinates efforts between the department and other state agencies to ensure that individually identifiable health information is stored and disseminated appropriately.
- Coordinates with the US Department of Health and Human Services Office of Civil Rights (OCR) on HIPAA-related matters, as well as other federal compliance responsibilities overseen by OCR including but not limited to affirmative action, civil rights, and discrimination based on age, sex, sexual orientation, disability, national origin, color, and race.
- Participate in or coordinate the investigation of complaints, compliance reviews, provision of technical support, and conduct outreach for federal and state laws related to privacy and civil rights.