

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEPUTY DIRECTOR OF HEALTH  
OFFICE OF HEALTH STATUS MONITORING

FUNCTIONAL STATEMENT

OFFICE OF HEALTH STATUS MONITORING (OHSM)

The mission of the office is to administer a statewide program to collect, analyze, and disseminate high quality, population-based public health statistics in a timely manner to assess the health status of Hawaii's population and to fulfill vital statistics legal requirements.

OHSM ADMINISTRATION

Plans and directs extensive departmental research and public health statistics program.

Administers statewide vital statistics program.

Serves as statistical advisor and consultant to department-wide programs in the collection, analysis, evaluation, and interpretation of public health statistics.

Provides secretarial and clerical support to the OHSM Administration and the Research and Analysis Staff.

Plans, coordinates, oversees, and implements new projects that enhances OHSM's functions to promote better services to the public in the provision of certified copies of vital events and to respond to changing laws and regulations regarding births, marriages, and deaths, including fetal deaths, to monitor the health status of Hawaii's people. Assists in responding to federal and state initiatives and grant proposals requiring the use of vital records and statistics to support programs such as Maternal Child Health and other essential public health programs.

CENTRAL ADMINISTRATIVE SERVICES

Oversees OHSM's administrative functions, including operations, personnel, legislative reporting, facilities coordination, contracts, budget and fiscal management, and Federal grants administration.

Receives and responds to inquiries and complaints from the public, including eligibility to order birth, death and marriage records and the status of these requests/orders.

RESEARCH AND ANALYSIS STAFF

Compiles and analyzes health and vital statistics data to serve as a basis for the assessment of the state of community health, including its problems and programs.

Disseminates health and vital statistics data through electronic means as well as publications to make information more easily accessible to those who need it.

Promotes and collaborates in research projects within the Health Department as well as with other agencies and researchers.

Provides statistical advice to programs in the Health Department.

Cooperates with the Department of Business and Economic Development and Tourism, U.S. Bureau of the Census, the Cancer Research Center of Hawaii to provide high quality population estimates for geographic areas by age, gender, and ethnicity.

Analyzes health data to determine the existence of health problems and emergency of health trends with the aim to enhance the Health Department's ability to develop timely and responsive preventive programs.

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Designs and maintains a statewide sampling frame for all population-based, telephone surveys in the Health Department.

Plans and coordinates the Hawaii Health Survey, a continuous household interview survey on the health status of the state's residents to estimate the statewide prevalence of major chronic diseases and intercensal demographic characteristics of the state's population.

Maintains data registries such as the health insurance claims database and works with the tumor registry to identify the incidence and prevalence rates of illness, disability, and other morbid conditions.

VITAL STATISTICS REGISTRATION STAFF

Registers all vital events in the state including births, deaths, marriages, divorces, fetal deaths, and induced terminations of pregnancy.

Monitors the quality of reporting of vital events to ensure that timely and reliable data are available for analysis.

Collects vital statistics information from all vital events for use in assessing the health status of Hawaii's population.

Maintains the vital statistics database.

Fulfills the legal requirements of vital records.

REGISTRATION UNIT

Registers vital statistics information from births, deaths, fetal deaths, induced termination of pregnancy, marriages, and divorces.

Corrects all errors found after the vital events are registered to ensure that the vital records meet standards set by law.

Codes and enters information into computerized vital statistics database.

VITAL STATISTICS COOPERATIVE PROGRAM

Monitors the quality of data collected by birthing centers, hospitals, and mortuaries to ensure that these data meet Federal standards.

Functions as liaison between the OHSM and the providers of data to ensure timely and reliable submission of vital records.

VITAL RECORDS ISSUANCE STAFF

Preserves and maintains the entire collection of vital records, which are stored in various formats, on file with the Department of Health.

Develops and manages a system for inspection of vital records where as allowed by law.

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Establishes and operates a system for satisfying fee-based requests for vital events information contained in vital records where and as allowed by law, including certified copies of vital records.

Oversees and manages the state system for issuance of marriage licenses and the licensure of marriage solemnizers.

CERTIFIED COPIES UNIT

Preserves and maintains all vital records stored in various formats on file with the Health Department.

Sets up, revises as necessary, and manages the system for inspection of vital records by the public as allowed by law.

Provides customer service to the public and government agencies by processing requests for vital events information contained in vital records, including issuance of certified copies of vital records for legal and social purposes by computer or duplication machine.

Collects and deposits fees, where authorized by law, from the issuance of certified copies and other information products.

MARRIAGE LICENSE UNIT

Oversees, supervises, and trains the corps of agents commissioned by the Health Department to issue marriage licenses in the state.

Oversees and supervises the corps of marriage officiants licensed by the Health Department to solemnize marriage in the state.