

**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 and key public health interventions such as immunizations. 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, and emerging disease threats.

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 (zoonoses).

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Conduct statistical analysis required for comprehensive disease investigation.

Fiscal and Administrative Services Office

Provides overall administrative, human resources, and fiscal operational support for the Division.

Formulates, reviews, coordinates, develops, and executes the Division's budget in collaboration with two branches

Establishes liaison with ASO, HRO, and AG as it relates to operational support for the Division activities and issues.

Prepares Division's financial plan, executive budget, variance reports, and other pertinent financial reports/summaries.

Develops and recommends improvements in managerial organization and financial operations for increased efficiency and effectiveness.

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DISEASE INVESTIGATION BRANCH

FUNCTIONAL STATEMENT

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.

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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.
- 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.

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- 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.

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 Hawai'i.
- 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.

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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.

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.