

STATE OF HAWAII
DEPARTMENT OF HEALTH
OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

Under the general direction of the Governor of the State of Hawaii and with the advice of the Board of Health, plans, directs, and administers statewide activities designed to protect, preserve and improve the physical and mental well-being of the people of the State of Hawaii. The mission of the Department is to provide leadership to protect and promote the physical, psychological and environmental health of all people of the State of Hawaii through the implementation of core public health functions of assessment, policy development and assurance.

DEPUTY DIRECTOR OF HEALTH

Directs and coordinates the overall administrative staff office activities which provide department-wide services for budget, fiscal/facilities management, human resources, health information system and the planning/policy development. Provides administrative direction and support to the Office of Planning, Policy and Program Development, the Office of Health Status Monitoring and the three neighbor island District Health Offices located in the counties of Hawaii, Maui and Kauai.

BEHAVIORAL HEALTH SERVICES ADMINISTRATION

Provides leadership, planning and quality improvement to best meet the needs of those served by the Behavior Health Administration and ensure effective and efficient resources maximization and utilization. Administers state operated and contracted behavior health services statewide through each of its' Divisions to avoid and reduce the prevalence, severity and disability of substance abuse, mental illness and intellectual/developmental disabilities. Monitors services and provides clinical reviews to improve outcomes; delivers technical assistance, professional training and certification; conducts services gaps and need identification and planning; and supports and implements programs, research and innovation to meet needs.

ENVIRONMENTAL HEALTH ADMINISTRATION

Administers statewide programs concerned with the abatement of various categories of pollution, including programs for control of pesticides, toxic chemicals, smoke, particulate matters, and noxious gases; sewage, industrial by-products, heated liquids and silt; municipal, industrial, and agricultural solid waste; noise; and hazardous wastes and radiation. Administers programs to check the quality of drinking water and air. Administers programs which concern the provision of community health services related to environmental health including public sanitation, vector control, air conditioning and fumigation control, and food and drug testing and certification. Conducts epidemiological investigations of environmentally associated conditions which may affect the health of people adversely with the aim of preventing such occurrences. Conducts laboratory analyses in support of environmental health and communicable disease monitoring and control activities, investigations and research. Provides administrative support in presiding over contested case hearings, public hearings, public informational meetings, including requests on variances and enforcement hearings.

HEALTH RESOURCES ADMINISTRATION

Provides leadership, policy development, planning, and administrative support to best meet the needs of those served by Health Resources Administration programs and services. Comprised of a diverse group of initiatives and activities that range from protecting the public from outbreaks of severe infectious diseases to providing support services for our youngest children. Other notable components includes disaster

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preparedness; preventing the spread of communicable diseases such as TB, HIV/AIDS, and the STDs; managing the public health nursing program; preventing chronic disease; overseeing the emergency medical services system; managing the injury prevention program; and providing hospital and nursing home inspections. Provides top level management of the Chronic Disease Prevention and Health Promotion Division, Communicable Diseases and Public Health Nursing Division, Disease Outbreak Control Division, Family Health Services Division, Office of Health Care Assurance, and Emergency Medical Services and Injury Prevention System Branch. Serves as a Department liaison with public and private agencies involved in health services.

COMMUNICATION OFFICE

Directs and administers the overall communications and media activities for the Department and the director. Formulates communication policies, procedures and plans; oversees broad comprehensive statewide programs for responding to news media, partner, community group and public demands for information on public health and environmental issues; and develops and directs crisis and emergency risk communication plans for addressing public health emergencies.

OFFICE OF PUBLIC HEALTH PREPAREDNESS

Accountable for preparing the department, public health agencies, the health care community, and ultimately the State of Hawaii to respond effectively and efficiently to a public health emergency, such as a bioterrorism event, a severe outbreak of a dangerous infectious disease, or natural disasters. Responsible for coordinating department disaster-related planning; facilitating training and exercising for the entire department; administering federal funding that supports department emergency preparedness activities; maintaining the Department (Emergency) Operations Center (DOC); ensuring that needed mutual assistance agreements and memoranda of understanding are in place to supplement the resources of the department in times of need; serving as the primary facilitator of program stakeholder involvement; and exercising leadership during an actual public health emergency.

The following agencies are assigned to the Department of Health for administrative purposes:

DISABILITY AND COMMUNICATION ACCESS BOARD

Establishes guidelines for the design of state and county buildings and facilities in accordance with H.R.S. 103-50 and approves site specific alternate designs when such designs provide equal or greater access; establishes guidelines for the utilization of communication access services in State programs and activities; administers the statewide programs for parking for disabled persons, in accordance with Part III of Chapter 291; serves as a public advocate of persons with disabilities; coordinates the efforts of the state to comply with the requirements of the Americans with Disabilities Act.

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Engages in advocacy, capacity-building, and systemic change activities that are consistent with the policy in the federal law; and contributes to a coordinated, consumer and family-centered and consumer and family-directed, comprehensive system that includes needed community services, individualized supports, and other forms of assistance that promote

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self-determination for individuals with developmental disabilities and their families. Prepares the State Plan for individuals with developmental disabilities; coordinates services and programs of the departments and private agencies; monitors, evaluates, and comments upon the implementation plans of public and private agencies relating to individuals with developmental disabilities; and monitors ongoing projects related to developmental disabilities of public and private agencies.

STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

Promotes accessibility to quality health care services at a reasonable cost. The State Health Planning and Development Agency (SHPDA) supports the most economical and efficient use of the health care system and resources through coordinated community planning of new health care services. The agency administers the certificate of need program, implements the Hawaii State Health Services and Facilities Plan, and promotes the sharing of facilities or services by health care providers to achieve economies of scale and restrict unusual costly services. Statewide Health Coordinating Council, which is staffed by agency staff, prepares and revises as necessary the State Health Services and Facilities Plan; advises the SHPDA on all its activities; appoints the State Certificate of Need Review Panel; reviews and comments on the following SHPDA actions before such actions are made final: (1) the development of specific plans and programs; and (2) the making of findings as to applications for certificate of need.

EXECUTIVE OFFICE ON AGING

Pursuant to the Older Americans Act of 1965 as amended and Chapter 349, advocates, plans, develops, and coordinates a comprehensive system of in-home and community-based services for adults 60 years and older and for caregivers of children below the age of 18 and adults 60 years and older. Leads, funds and monitors a statewide network designated Area Agencies on Aging and Aging and Disability Resource Centers; coordinates its functions and consults with the public and private sector and older adults; and provides staff support to the Governor-appointed Policy Advisory Board for Elder Affairs. Policy Advisory Board for Elder Affairs advises the 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.

OFFICE OF ENVIRONMENTAL QUALITY CONTROL

Coordinates the efforts for maintaining the optimum quality of the environment of the State; serves as advisor to the Governor on matters relating to environmental quality control; directs the attention of various government agencies, the community and the public to environmental problems; and serves as a clearinghouse for environmental assessments and environmental impact statements prepared under Chapter 343, HRS. The Office of Environmental Quality Control provides support to the Environmental Council. The Environmental Council serves as the liaison between the OEQC director and the general public and adopts administrative rules to administer the law on environmental impact statements which are prerequisites to certain types of land uses.

OFFICE OF LANGUAGE ACCESS

Provides centralized oversight and coordination to state agencies, as well as, technical assistance to state and state-funded agencies in their implementation of language access requirements under Hawaii's language access law. Monitors and reviews state agencies

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for compliance with the law, and investigates and resolves public complaints of language access violations through informal methods. Administers a statewide Language Access Resource Center. Staffs the Language Access Advisory Council. Language Access Advisory Council advises the Executive Director of the Office of Language Access on all matters relating to the implementation of and compliance with section 321C of the Hawaii Revised Statutes; provides input on the quality of oral and written language services provided and on the adequacy of a state agency or covered entity's dissemination and training of its employees likely to have contact with limited or non-English proficient persons; develop policies and procedures for language services; assess the competency in working effectively with in-person and telephonic interpreters; and supports a greater understanding of the dynamics or interpretation between clients, providers, and interpreters.