

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

FUNCTIONAL STATEMENT

I. MAJOR FUNCTION

The Hawaii District Health Office (HDHO) represents the Office of the Director of Health for the County of Hawaii. The HDHO assists the Director of Health in determining the health needs of the community, evaluating how well those are being met by private and semi-public agencies and identifying those needs for which public health programs are required. The HDHO also assists the Director of Health in developing such needed programs, coordinates and supervises accomplishments of those health programs in the County of Hawaii which have been authorized by State and Federal agencies.

II. ADMINISTRATIVE AND SUPPORT SERVICES

- A. Administrative Services administers the operations of the HDHO staff and renders administrative and office support to the District Health Officer and programs (organizational segments). Provides personnel, fiscal, information technology and clerical support services for all programs within the Hawaii District Health Office ensuring compliance with State and departmental procedures. Also provides vital event services to the public (birth, marriage, death), including processing applications for marriages and civil unions.
- B. Support Services receives administrative supervision from the HDHO and technical guidance from their respective programs. The administrative support services provide clerical support to different programs (organizational segments) within the HDHO.

III. CHRONIC DISEASE MANAGEMENT AND CONTROL  
(EAST HAWAII, WEST HAWAII)

Initiates the planning, development, management, and evaluations on strategies in reducing chronic disease through nutritional education, physical activity and the adoption of healthy life styles. Strategies are to focus on community engagement, policy and advocacy, removal of health disparities, and the sharing of health data.

IV. DISEASE OUTBREAK CONTROL

Responsible for the surveillance, prevention, control and/or abatement of infectious diseases (not including Tuberculosis, Hansen's Disease, and STD) on the island of Hawaii. Develops an all hazards response plan for the Hawaii District Health Office to respond to natural or man-made disasters that are consistent with state plans.

A. PUBLIC HEALTH PREPAREDNESS

Prepares and readies the HDHO to respond to and control a public health emergency due to a man-made or natural disaster by:

- Assessing the HDHO readiness to respond to public health emergencies;
- Inventorying resources available to respond to public health emergencies;
- Developing workable plans to respond to public health emergencies;
- Conducting training and exercises to assess readiness and effectiveness of plans;
- Seeking mutual assistance with public and private entities to support public health emergencies;
- Actively recruiting and training volunteers of the Medical Reserve Corps (MRC);
- Overseeing the appropriate use and accounting of federal and other grants.

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**B. DISEASE INVESTIGATION**  
(EAST HAWAII, WEST HAWAII)

Investigates and monitors communicable diseases on the island of Hawaii. Communicable diseases include bioterrorism agents and zoonotic diseases. Major activities identified are:

- Provide assistance to physicians to identify and diagnose unusual or rare diseases;
- Provide statistical analysis of the outbreak;
- Engage other public health units' support to manage an outbreak of a public health concern.
- Provide disease information to the public and health care providers.

**V. FAMILY HEALTH SERVICES**

Provides all levels of service delivery from direct health care to infrastructure services to assure an effective health system exists to maintain the full continuum of care throughout the life cycle from preconception to birth to adolescence to adulthood. Assists in building and sustaining state and local infrastructure capacity. Activities include conducting public health needs assessments, identification of health priorities and community issues, data collection, systems and policy development, monitoring, planning and evaluation, and promotion of legislative initiatives that address health and safety. Collaborates and coordinates with state agencies, Hawaii County agencies, stakeholders and the Hawaii District Health Office on health priorities and opportunities.

Supports and assists with the implementation of state grants specifically designed to target the needs of the community and federal initiatives that Family Health Services Division (FHSD) is tasked to take the departmental lead, i.e., Title V Maternal and Child Health Services Block Grant; Title X Family Planning; Early Intervention, Part C of I.D.E.A. (Individual Disabilities Education Act); Healthy Start (state and Federal); Maternal Infant Early Childhood Home Visiting; and the U.S. Department of Agriculture, Nutritional Services.

Serves as the extension to the three FHSD branches: Maternal and Child Health Branch (MCHB), Children with Special Health Needs Branch (CSHNB), and Women's Infant Children Services Branch (WIC). Additional neighbor island support is provided to FHSD administration and its attached programs and projects.

**A. CLERICAL SUPPORT SERVICES**

Provides administration operational support for the following island-wide Family Health Services' units located in Hawaii County: Maternal and Child Health Services, Early Intervention Services Unit, Children with Special Health Needs Unit, and WIC Services.

Performs clerical tasks for day to day program activities, technical and logistical support for meetings and trainings; on-site clerical assistance for specialty medical clinics for pediatric cardiology, pediatric neurology, nutrition, and genetics and special projects.

**B. MATERNAL AND CHILD HEALTH SERVICES**

Advocates and supports optimal health for all women of child bearing age, infants, children, adolescents and families. Provides local nursing leadership, nursing consultation and health education for all maternal health issues. Facilitates local child death reviews. Coordinates and collaborates with intra and inter-agency efforts to address maternal health care, domestic violence, sexual violence, child

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abuse and neglect, childhood obesity, bullying, prenatal alcohol and drug use, unintended pregnancy, oral health care, family planning, maternal and child home visiting programs, fetal alcohol spectrum disorders, early childhood development, safe sleep, local health systems action planning and access to care. Participates in quality assurance monitoring with purchase of service providers contracted with MCHB related programs.

Responsible for the on-site management of the Department of Health and Human Services, Health Resources and Services Administration (HRSA) grant: Federal Health Start Initiative, Eliminating Disparities in Perinatal Health – Big Island Perinatal Disparities Project. Project targets Hawaiian, Pacific islander, Hispanic and all adolescent women and their families to improve perinatal health outcomes in the County of Hawaii and making a positive impact on the infant mortality rate.

Supports MCHB/FHSD function and activities on the island of Hawaii, in accordance with the following statutes:

- HRS SS 321-36 to 38 defines the scope of Child Abuse and Neglect Prevention
- HRS SS 321-321 to 326 establishes the scope of the Maternal and Child Health Program
- HRS SS 321-344-346 provides authority for Child Death Review
- HRS SS 321-471-476 provides authority for Domestic Violence Fatality Review

C. EARLY INTERVENTION SERVICES UNIT  
(EAST HAWAII SUBUNIT, WEST HAWAII SUBUNIT)

Plans, implements, administers, monitors and evaluates a system of coordinated, family centered, culturally competent early intervention services to serve the 0-3 age group of infants and toddlers with special needs and their families. Assures implementation of federal law – Part C of the Public Law 108-446 Individuals with Disabilities Education (IDEA), and Hawaii Revised Statutes, HRS SS 321-351 to 357 Infants and Toddlers eligibility and scope of the Part C Early Intervention Program.

Provides care coordination to clients and their families based on an Individualized Family Support Plan (IFSP). Coordinates and collaborates with the Hawaii Department of Education Special Education Area Complexes, Head Start, and private preschools in Hawaii County to support transition of children into education and/or other programs. Responsible for training, technical support and monitoring of state and purchase of service contracted programs.

D. CHILDREN WITH SPECIAL HEALTH NEEDS UNIT  
(EAST HAWAII SUBUNIT, WEST HAWAII SUBUNIT)

Provides assistance to families who have a child, under age 21, with a chronic health condition that requires specialized medical care. Provides care coordination to obtain medical services and equipment, information and referral and limited financial assistance.

Supports neighbor island medical clinics for pediatric cardiology, pediatric neurology, nutrition, genetics and other related projects. Collaborates and coordinates with public and private agencies to assure seamless transitions from childhood to adulthood benefits and services.

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E. WIC SERVICES UNIT  
[EAST HAWAII SUBUNIT (HILO, NORTH HAWAII)] [WEST HAWAII SUBUNIT]

Responsible for improving the health of nutritionally at-risk pregnant women, new mothers, infants and children by performing nutritional screening and assessment, providing education and counseling, referrals to other health care and social services, and providing nutritious foods to supplement diets. Collaborates and coordinates with community health centers and special projects to enhance the overall health of clients by promoting breastfeeding and oral health care.

Implements provision of P.L. 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 five years of age, who are at nutritional risk with funds provided by the United States Department of Agriculture through the Women, Infants, and Children Supplemental Nutrition Program; WIC – Part VII of the HRS SS 321-81 Nutrition, which allows for nutritional education, evaluation, and contractual services.

VI. CASE MANAGEMENT

Provides comprehensive case management services and supports for individuals with developmental disabilities/intellectual disabilities in order to support them in living self-determined lives in accordance with Hawaii Revised Statutes 333.

A. CLERICAL SUPPORT SERVICES

Provides clerical services, including typing, computer data entry, filing and retrieval, personnel and fiscal recordkeeping, procurement and inventory management to all organizational segments of the Case Management section.

B. TEAM I – EAST HAWAII, TEAM II – EAST HAWAII, TEAM III – EAST HAWAII  
TEAM IV – NORTH HAWAII, TEAM V – WEST HAWAII

- Provides information and consultation to individuals, families, and/or guardians for decision-making to assure maximal access, utilization and effectiveness of resources.
- Assists the individual to develop a person centered individualized services plan (ISP) in accordance with policies and procedures for case management, which identifies what is important to the person, addresses how any issues of health and safety shall be addressed and identifies the supports necessary to support the individual to live a desired life.
- Facilitates access to supports and services necessary for the individual as identified on the ISP, including the authorization of services and supports.
- Coordinates and monitors the services and supports received by the individual to assure maximum benefits and satisfaction.
- Identifies gaps in services and supports.
- Documents case management services for billing purposes to maximize state funds.
- Provides oversight and accountability of a system of individual budgeting for services received as those provided under the Home and Community Based Services-Developmental Disabilities/Intellectual Disabilities Title XIX Waiver.
- Develops and regularly updates person-centered ISP.
- Monitors and coordinates services on an ongoing basis to assure the individual receives the services and supports planned and authorized according to the Medicaid standards.
- Determines appropriate funding sources for the needed services and supports for the individual clients.

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- Assists and refers individuals desiring services to the clinical and eligibility determination staff.

VII. STD/AIDS PREVENTION

Controls, prevents and surveys STD/AIDS on the island of Hawaii through investigation, testing, counseling, and contact tracing. Activities may also include other bloodborne pathogens.

VIII. PUBLIC HEALTH NURSING

Public Health Nursing (PHN) is the medical component for the Hawaii District Health Office (HDHO), providing leadership during emergency operations and nursing medical services to address the public health issues that affect Hawaii County.

PHN is involved in all public health-related activities on the island of Hawaii and is widely recognized by the communities it services as the point of contact for medical assistance or referral and have clients and cases that fit the health indicators and socio-economic risk factors that place Hawaii County at higher risk for public health consequences.

PHN works collaboratively with numerous medical programs in the Department of Health, as well as with other public and private health/social agencies in the community, in planning and providing generalized, coordinated, comprehensive and continuing family services to effect positive changes in individuals, families, groups and communities in the promotion of wellness, the maintenance of health and the prevention of illness.

A. CLERICAL SERVICES  
(EAST HAWAII, WEST HAWAII)

Provides secretarial and clerical services for NMSS administrative, personnel, fiscal and programmatic areas.

B. EAST HAWAII, WEST HAWAII

PHN is responsible for providing the following services throughout the County of Hawaii:

- Responds to public health emergencies, both natural and man-made: emergency preparedness and post-disaster response through implementation of the Incident Command System (ICS), i.e., serves as Incident Commander of Operations for HDHO, emergency preparedness education and outreach to the vulnerable population, Assistive Care Site (ACS) operations and Medical Counter Measure Dispensing;
- Works with the Department of Education to identify students at risk for compromised health outcomes through consultative services, thereby promoting optimal learning;
- Responds to the HDHO programs to address nursing medical needs on-island of vulnerable and at-risk population, i.e., nursing assessment for clients of Case Management Program and community outreach with Epidemiological Specialists, Disease Investigation and STD/AIDS Prevention during disease outbreak.
- Assesses, educates, monitors and evaluates active cases to service and maintain the elderly in the community through case management and care

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coordination of the frail and vulnerable elderly; contains cost by identifying preventable hospitalizations and premature institutionalization.

- Collects and analyzes data to identify trends in public health care for program planning and evaluation.
- Provides on-island nursing medical support to the Hansen's Disease Branch, in accordance with Hawaii Administrative Rules, Title 11, Chapter 168, governing the care and treatment of persons afflicted with Hansen's Disease through home visits to complete nursing assessments, conduct investigations, treat, educate, monitor and evaluate nursing interventions and to the Immunization Branch, in accordance with Hawaii Administrative Rules, Title 11, Chapter 157 for the immunization and examination requirements for school attendance in the State of Hawaii and to provide for the immunization of indigents and other high risk individuals.

CASE MANAGEMENT COORDINATION PROGRAM  
(EAST HAWAII, WEST HAWAII)

Provides case management and care coordination for the frail and vulnerable elderly, 60 years of age and older, residing on the island of Hawaii. Maximize utilization of existing community services and resources to minimize premature and unnecessary institutionalization for the frail elderly.

C. TUBERCULOSIS

Mitigates and abates identified Tuberculosis (TB) cases/outbreaks to ensure that the general public is protected from infection through island-wide case management and care coordination of TB patient services, working with TB Branch to control TB through Hawaii Administrative Rules, Title 11, Chapter 164 to assure policy and procedures are followed.

Manages Chest Clinic services and weekly TB skin testing for the general public, including schedule for Chest Clinic physician, maintains records, x-ray films and reports, laboratory reports, specimen and medication management, ensures adequate supply of TB skin testing supplies, equipment, incentives and enablers on hand, inputs data into state-wide electronic database.

Monitors Directly Observed Therapy (DOT) for active TB cases, ensures contact investigations are completed and that continuity of care is assured when TB patient leaves the state by completing appropriate inter-jurisdictional Tuberculosis Notification and follow up, isolation and infection control measures are followed, etc.

Point of contact for the community, including hospitals, doctors, radiological services, laboratories, pharmacies, etc. Provides in-service training to staff RNs and conducts TB Skin Testing Certification for staff and community health providers.

IX. ENVIRONMENTAL PROTECTION AND HEALTH SERVICES

Responsible for implementing the Environmental Protection and Health Services (EPHSS) mission, goals and objectives in the most efficient and effective way possible to ensure, safeguard and improve the health, safety and welfare of the people of Hawaii County.

Responsible for implementing and maintaining the State of Hawaii Environmental Health programs for the County of Hawaii, under HRS 321, 22,342F, 328, 330, and

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Administrative Rules, Title 11, Chapter 11 (Sanitation), Chapter 12 (Food Establishment Sanitation), Chapter 13A (Public Swimming Pools), Chapter 15 (Milk), Chapter 17 (Tattoo Artists), Chapter 22 (Mortuaries, Cemeteries, Embalmers, Undertakers, and Mortuary Authorities), Chapter 26 (Vector Control), Chapter 29 (Food and Food Products), and Chapter 35 (Shellfish Sanitation).

A. CLERICAL SUPPORT SERVICES

Provides clerical support to all segments of the Environmental Health Services programs by providing secretarial, typing, computer data entry, filing and retrieval, receiver of information and complaints, collection of fees and fines and depositing into authorized financial institution, maintenance of personnel records, state inventory management, fiscal recordkeeping.

B. FOOD SAFETY CONSULTATIVE AND EDUCATION SERVICES

Provides confidential, technical, advisory and education services in food safety to food industry personnel, institutions of learning, government agencies and community groups for the counties of Hawaii, Maui and Kauai.

Develops a food safety certification workshop with a minimum of 13 instructional hours which includes general microbiology, food microbiology, foodborne diseases, food sanitation, Hawaii and national foodborne outbreaks and vermin control in food establishments. Incorporates examinations and specialized resource lecturers.

Develops food safety classes with one to four hours of instructional time for restaurants, caterers, schools, hospitals, nursing homes, institutions, county, state, and federal agencies, fund-raising organizations, community groups and the general public.

Works closely with the food industry for the promotion and implementation of food safety training programs.

Provides food safety consultations and advisories.

Conducts confidential Hazard Analysis Critical Control Points (HACCP) System studies on food suspected or confirmed in foodborne disease outbreaks.

Provides confidential HACCP workshops and classes to food establishments impacted by foodborne disease outbreaks.

Provides basic HACCP System workshops, classes and consultations. Conducts non-enforcement surveillance and verification of the HACCP System in operation at requested food establishments.

Provides in-service training in food safety for HDHO staff Sanitarians and supervisors.

C. SANITATION EAST HAWAII UNIT, SANITATION WEST HAWAII UNIT

Executes 321 and 342F, HRS and Hawaii Administrative Rules, Title 11, Chapters 11, 13A, 15, 17 and 22. Maintains standards for Food Establishments in assuring a safe food supply to the general public; maintains minimum standards in tattoo, massage, barber and beauty shops in assuring public health and safety; educates and promotes safe food handling practices; responds to environmental and public health complaints; conducts investigations on foodborne outbreaks; and responds to emergency disasters that may implicate public and environmental health.

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Responds to public health emergencies at the Hawaii County Civil Defense (activated) Emergency Operations Center (EOC) as a resource for environmental/public health activities and provides technical and manpower support to HDHO emergencies.

Conducts inspections, consultative and enforcement activities of all food establishments (restaurants, cafeterias, cafes, commissaries, caterers, lounges, bars, bakeries, manufacturers, processing plants, groceries, storage facilities, etc.) and their food products.

Investigates and abates foodborne disease outbreaks with the assigned epidemiological specialist.

Conducts inspectional, consultative and enforcement activities for minimum sanitary requirements for schools, public swimming pools, mortuaries/funeral homes, barber/beauty shops, massage shops, tattoo shops and tattoo artists.

Reviews and approves building permit applications for new and renovated nonresidential buildings. Reviews for ventilation standards and sanitation requirements.

Conducts inspectional, consultative and enforcement activities on dairy farms, cheese manufacturers and milk processing plants.

Provides consultative and educational activities on food safety for the food industry and the public.

Handles complaint investigations dealing with public health/environmental health concerns.

Provides other duties, such as, land use review, leadership role at school flu clinics, mosquito treatment during emergencies, such as, after a disaster or a dengue outbreak in the community, etc.

D. 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 Hawaii County Civil Defense (activated) Emergency Operations Center (EOC) as a resource for vector control/public health activities and provides technical and manpower support to Hawaii District Health Office (HDHO) emergencies.



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EAST HAWAII SUBUNIT AND WEST HAWAII SUBUNIT

Conducts routine inspectional, abatement, surveillance and enforcement activities throughout the community on vectors of public health significance such as mosquitos, 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 and rodents at seaports and airports for the detection of alien mosquitoes/rodents 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.

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.

E. FOOD AND DRUG INSPECTION UNIT

Executes 321, 328 and 330, HRS and Hawaii Administrative Rules, Title 11, Chapter 29 (Food and Food Products) and Chapter 35 (Shellfish Sanitation).

Enforces laws and rules through inspections, consultations and enforcement actions directed toward promoting and maintaining the purity and standards of identity in the case of foods, truthful and informative labeling and advertising of foods.

Initiates corrective and/or enforcement actions through embargoes, recalls and administrative or court actions.

Collects agricultural food samples for laboratory analysis.

Provides information and consultation to the public and private sectors,

X. LABORATORY SERVICES

Provides diagnostic, regulatory and consultative laboratory services to private laboratories, private water companies and various federal, state and county agencies for the regulation of water, dairy and food products and for the diagnosis and control of disease. The laboratory aids in the isolation and presumptive identification of the causative agents of communicable disease, performs microbiological examinations on drinking water and raw water sources, beach and pond waters, food and dairy products and refers specimens to the State Laboratories Division on Oahu.

The laboratory is certified to pack and ship both biological and chemical samples for further testing in accordance with IATA (International Air Transport Association) Dangerous Goods Regulations.

In emergency disaster situations, the laboratory is prepared to respond as part of the HDHO Biological Response Team.