

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

Under the general direction of the Deputy Director, Behavioral Health Administration, plans, directs and coordinates the substance abuse activities within the scope of Federal and State laws, rules, regulations and policies.

Plans, develops, coordinates and implements statewide plans and services relative to alcohol and drug abuse; certifies substance abuse counselors and program administrators; accredits substance abuse programs; and provides for education, prevention, diagnostic, treatment and consultative services.

Develops and maintains effective working relationships with other organizational entities, both public and private.

Prepares related operating and capital budgets, justifies budget before reviewing and approving authorities, and exercises control over funds appropriated.

Develops, coordinates and supports the implementation of innovative substance abuse services and programs.

Prepares grant applications and administers funds awarded to support substance abuse services, research and education.

Provides technical leadership in coordinating activities to provide uniform substance abuse prevention and treatment services throughout the State.

Represents the Department in providing information and making presentations before the Legislature and community groups, both public and private, related to substance abuse.

Directs the Department's legislative program and activities in the area of substance abuse, and provides for effective intra- and inter-departmental coordination.

Advises on the need for public health regulations relating to the substance abuse area; drafts rules and rule amendments and conducts public hearings; and develops policies and procedures relating to substance abuse.

Recommends to the Deputy Director, Behavioral Health Administration the establishment of and changes to organizational structure and programs and, after approval, directs their implementation.

**CLERICAL SUPPORT SERVICES**

Provides secretarial and clerical support to the Division Administration; and Administrative Management Services Office; Planning, Evaluation, Research and Data Office; and Quality Assurance and Improvement Office.

**ADMINISTRATIVE MANAGEMENT SERVICES OFFICE (AMS)**

Develops and monitors controls and procedures on fiscal operation, processing of contracts, and personnel actions in accordance with departmental, state and federal requirements.

Establishes and maintains a system to review and coordinate all fiscal, contractual, and personnel actions to assure conformance with the Division's authorized expenditure plan.

Develops and prepares the budget for the Division.

Develops and prepares the Division Program Planning and Budgeting System (PPBS) documents jointly with organizational segments of the Division.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

Identifies, coordinates, tracks and otherwise participates in the receipt and administration of Departmental appropriations and grant awards for substance abuse programs.

Establishes and maintains a system of charges for services based upon cost data, including billing, collections, write-offs, and controls of accounts receivable.

Verifies billings and makes payments to service providers.

Establishes and maintains a system for third party reimbursements.

Develops policies and procedures for the third-party reimbursements for services (Medicare, Medicaid, CHAMPUS, U.S. Department of Veterans Affairs, and private health insurance, such as HMSA, Aetna, etc.).

Plans, administers, monitors and maintains controls over the Division's expenditure plan.

Monitors, controls and assists organizational segments of the Division in meeting their staffing and fiscal requirements within the Division's authorized expenditure plan.

Maintains the Division's personnel records, including vacation and leave records, employee performance appraisals and other personnel related documents; oversees and coordinates the Division's recruitment and hiring practices and procedures to ensure that the Division is compliant with Departmental and State policies as well as other legal requirements; and processes the Division's worker's compensation, injury and disability cases.

Provides consultation and technical assistance on matters related to budgets, contracts, fiscal requirements, personnel actions, and logistic services to all organizational segments of the Division.

Provides consultation and technical assistance on matters relating to the procurement of services to ensure compliance with applicable State and federal laws, rules, regulations and guidelines.

Administers and monitors the management of the Division's contracts to assure budget accuracy, format correctness, and timely execution of documents.

Completes periodic monitoring of substance abuse contract agencies related to fiscal requirements.

Processes and tracks all Division contracts through the approval process, including coordination efforts with appropriate State agencies and contracted organizations.

Supports day-to-day Division operational requirements with respect to: office space, equipment, communications, supplies, intra- and inter-state travel, training, etc.

Oversees, manages and completes all required physical inventory efforts to account for all assets purchased and maintained by the Division or by service providers supported by Division resources that are required to be maintained on the Division's inventory list.

PLANNING, EVALUATION, RESEARCH AND DATA OFFICE (PERD)

Plans, coordinates, and conducts planning, evaluation, research and data collection and analysis to support the development of policies, programs, state plans and services related to substance abuse.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

Prepares and compiles program data, statistical analysis, and evaluation results for the Division for quality assurance and improvement purposes.

Conducts substance abuse prevention and treatment needs assessments in collaboration with community groups, public and private agencies, service providers, and consumers of service.

Plans and coordinates information data systems requirements with the Health Information Systems Office, federal agencies, contracted agencies, and service providers.

Provides training and technical assistance to service providers in entering data into the Division's designated information systems to assess the effectiveness of services and develop plans.

Provides technical assistance to organizational segments within the Division on data for planning and reporting purposes, assessing outcomes and the effectiveness of services and other evaluations.

Secures and administers public or private funds and grants to maintain, expand or improve substance abuse programs and services.

Collects and analyzes substance abuse program data for dissemination to programs, planners and other interested parties to assist in the development of various reports, submission of grant applications, and other research and evaluation efforts.

Responds to inquiries and requests related to plans and services that address substance abuse.

Provides data support and reporting to implement third-party reimbursements for services (Medicare, Medicaid, CHAMPUS, U.S. Department of Veterans Affairs, and private health insurance, such as HMSA, Aetna, etc.).

Identifies and updates changes necessary to maximize third party reimbursements.

Collects, analyzes, interprets and disseminates information on substance abuse issues at the national, state and community levels, including but not limited to data on trends, prevalence, and the need, demand and utilization of substance abuse prevention and treatment services.

Coordinates the Division's responses to Legislative proposals and requests as well as testimonies for measures scheduled for public hearing, and provides legislative coordination services for the Division.

Convenes a research committee that includes membership composed of interested public and private sector organizations to foster research, review existing plans, and to coordinate efforts.

Develops and maintains working relationships with statutorily mandated bodies, task forces, community groups, public and private agencies, and service providers to assist in the development and improvement of statewide substance abuse plans, programs and services.

Facilitates development and maintenance of comprehensive statewide plans for substance abuse prevention and treatment.

Fosters and conducts research and disseminates information on emerging trends to develop or improve policies, programs and services related to substance abuse.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

Prepares and coordinates budget and expenditure information and reports with the Division's Administrative Management Services Office.

QUALITY ASSURANCE AND IMPROVEMENT OFFICE (QAI)

Develops and implements a system-wide quality assurance and improvement program that incorporates staff, community, and consumer involvement.

Provides knowledge and expertise in and assures technology transfer related to approaches, methods, and techniques to effectively address quality assurance and improvement in substance abuse prevention and treatment services.

Represents the Department on international, national, and local consortiums, work groups, and meetings related to the certification of substance abuse counselors and accreditation of substance abuse programs.

Develops, coordinates, implements, maintains, and reviews the Department's certification requirements for substance abuse program administrators and counselors.

Develops and coordinates initiatives to improve and increase the effectiveness of substance abuse prevention and treatment services in collaboration with Prevention Branch staff, Treatment and Recovery Branch staff, community groups, public and private agencies, and other funding agencies.

Develops, coordinates, implements, maintains, and reviews the Department's accreditation requirements for residential substance abuse treatment programs and therapeutic living programs.

Provides substance abuse quality assurance and improvement expertise in securing and administering public or private funds and grants.

Responds to inquiries and requests related to substance abuse quality assurance and improvement issues.

Develops and provides technical assistance and training to public and private agencies and organizational segments within the Division related to substance abuse prevention and treatment.

Develops and implements plans and activities to address a broad range of workforce development issues in order to improve, strengthen, and support individuals employed in the substance abuse workforce.

Develops and provides training programs for prospective counselors to attain certification and for certified substance abuse counselors to obtain continuing education units required for certification renewal.

Prepares and coordinates budget and expenditure information and reports with the Division's Administrative Management Services Office.

Develops, coordinates, implements, maintains and reviews the registration requirements for the Clean and Sober Homes Registry.

TREATMENT AND RECOVERY BRANCH (TRB)

Coordinates, develops and administers programs that promote access to clinically sound and cost effective substance abuse treatment, recovery and support services.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

Provides knowledge and expertise in the field of substance abuse treatment and assures technology transfer to support and improve substance abuse treatment services.

Develops performance standards and outcomes to be achieved by service providers contracted to provide substance abuse treatment services in compliance with federal and state requirements.

Develops, executes, and monitors contracts for substance abuse treatment services. Monitoring activities shall assure contract compliance, the provision of quality services, and the achievement of the desired performance outcomes.

Provides substance abuse treatment related consultation and assistance to other divisions within the Department, other state departments and private sector organizations.

Collaborates and coordinates substance abuse treatment services with other organizational segments of the division, other divisions, other state departments, community groups, and service providers.

Provides substance abuse treatment expertise in securing and administering public or private funds and grants.

Administers special projects, including but not limited to the Access to Recovery (ATR) Project, which address substance abuse treatment and recovery services.

Responds to inquiries and requests related to substance abuse treatment issues and clinical issues.

Participates in work groups, committees, and meetings related to substance abuse treatment as a representative of the Division, the Behavioral Health Administration or Department.

Promotes and develops innovative treatment services for substance abuse clientele utilizing public or private funding.

Educates the public and provides expertise to the Legislature regarding clinical issues in substance abuse treatment.

Provides substance abuse related technical assistance and consultation in clinical areas to public and private individuals or agencies.

Develops, maintains and implements a comprehensive statewide plan for substance abuse treatment services.

Provides secretarial and clerical support to the Treatment and Recovery Branch.

Prepares and coordinates budget and expenditure information and reports with the Division's Administrative Management Services Office.

ACCESS TO RECOVERY (ATR) PROJECT

Provides access to a range of recovery support services and provides independent choice of service providers for individuals in treatment or in recovery to: reduce substance abuse among families in the Department of Human Services' Child Welfare Services (CWS) system; support the prevention of future child abuse cases; and support the reunification of families within the CWS system.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

**PREVENTION BRANCH (PB)**

Coordinates and collaborates in the planning and implementation of effective substance abuse prevention services with community groups, private and public agencies, federal funding sources, and consumers.

Provides knowledge and expertise in the field of substance abuse prevention and assures technology transfer to support and improve substance abuse prevention services.

Develops performance standards and outcomes to be achieved by service providers contracted to provide substance abuse prevention services in compliance with federal and state requirements.

Develops, executes, and monitors contracts for substance abuse prevention services. Monitoring activities shall assure contract compliance, the provision of quality services, and achievement of the desired performance outcomes.

Provides substance abuse prevention related consultation and assistance to other divisions within the Department, other state departments and private sector organizations.

Collaborates and coordinates substance abuse prevention services with other organizational segments of the division, other divisions, other state departments, community groups, and service providers.

Provides substance abuse prevention expertise in securing and administering public or private funds and grants.

Administers special projects which address substance abuse prevention services.

Responds to inquiries and requests related to substance abuse prevention issues.

Participates in work groups, committees, and meetings related to substance abuse prevention as a representative of the Division, Behavioral Health Administration or Department.

Promotes and develops innovative substance abuse prevention programs and services with the assistance of public or private funding.

Educates the public and provides expertise to the Legislature regarding substance abuse prevention.

Provides substance abuse related technical assistance and consultation in substance abuse prevention to public and private individuals or agencies.

Develops, maintains and implements a comprehensive statewide plan for substance abuse prevention services.

Provides secretarial and clerical support to the Prevention Branch.

Prepares and coordinates budget and expenditure information and reports with the Division's Administrative Management Services Office.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
BEHAVIORAL HEALTH ADMINISTRATION  
ALCOHOL AND DRUG ABUSE DIVISION

FUNCTIONAL STATEMENT

**STRATEGIC PREVENTION FRAMEWORK (SPF) PROJECT**

Provides for preventing the onset and reducing the progression of substance abuse, including childhood and underage drinking; reducing substance abuse-related problems in communities; and building prevention capacity and infrastructure at the State and community levels.

**FDA TOBACCO PROGRAM**

Conducts the Tobacco Retail Compliance Check Inspection Program in Hawaii on behalf of the US Food and Drug Administration (FDA). Provides for preventing and reducing the use of tobacco and tobacco products by youth by conducting inspections to determine compliance with state and federal laws governing labeling, advertising, and sales of tobacco products.

Educates retailers in the community regarding state and federal laws and the sale of tobacco products to minors.