

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

FUNCTIONAL STATEMENT

The purpose of this program is to provide a statewide process that involves consumers and providers to health care in the development and implementation of a Health Services and Facilities Plan for the State of Hawaii which will promote accessibility for all the people of the State to quality health services at a reasonable cost.

Administrative Services

1. Develop and implement Agency administrative policies and procedures.
2. Prepare and manage the Agency annual work program and budget.
3. Provide staff support and assistance to the Statewide Health Coordinating Council (SHCC) and each designated Subarea Health Planning Council (SAC).  
HRS 323D-12(a)(2).
4. Provide for the training and continuing education to all members of SHCC, the SACs and staff.
5. Provide information to the public on Agency activities, findings and reports.
6. Maintain records and files.
7. Conduct internal review and evaluation of Agency work program and Agency, SHCC and SAC(s) performance.

Plan Development Branch

1. Prepare and revise the State Health Services and Facilities Plan for review and comment by the SACs, review and adoption by SHCC.
2. Determine the statewide health needs of the State in consultation with SHCC.
3. Prepare reports with recommendations on Hawaii's health care costs and public or private efforts to reduce or control costs and health care quality as it deems necessary. HRS 323D-12(b)(1).
4. Prepare reports, studies and recommendations on emerging health issues, such as medical ethics, health care rationing, involuntary care, care for the indigent, and standards for research and development of biotechnology and genetic engineering.  
HRS 323D(b)(8).
5. Serve as staff to, and provide technical assistance and advice to, the SHCC and SACs in the preparation, review and revisions of the HSFP.
6. Review on a periodic basis existing health care services and facilities to determine whether there are redundant, excessive, or inappropriate services or facilities and make findings of any that are found to be so. HRS 323D-12(b)(6).

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Plan Implementation/Regulatory Branch

1. Administer a State Certificate of Need Program. HRS 323D-12(4).
2. Seek, to the extent practicable, to implement the HSFP and AIP with the assistance of individuals and public and private entities in the State.
3. Provide technical assistance to individuals and entities for the development and implementation of projects and programs necessary to achieve the health system described in the HSFP. HRS 323D-12(9).
4. Prepare an inventory of health care facilities (other than Federal health care facilities) located in the State.
5. Serve as staff to, and provide technical assistance to, the SHCC and SACs in the preparation of recommendations to the Agency regarding certificate of need applications.

Data Research/Analysis

1. Assemble, maintain and analyze data concerning: status (and its determinants) of the health of the residents of the State; status of the health care delivery system of the State and its use; effect of the health care delivery system on the health of the State's residents; the number, type and location of the State's health resources including health services, manpower and facilities; patterns of utilization of health resources and environmental and occupational exposure factors affecting immediate and long term health conditions.
2. Collect annually the room rates charged by each hospital in the State.
3. Implement and maintain the Agency's Uniform Reporting System for all inpatient care facilities in the State.
4. Develop and implement the training programs for members of SHCC and SACs on the use of the Agency's database.
5. Display, analyze and interpret data for Agency staff and members of SHCC and SACs for purposes of the HFSP (aka H2P2) and Certificate of Need program.

SAC Coordination

1. Serve as staff to and provide technical assistance and advice to the subarea councils in preparation, review and revision of the HSFP. HRS 323D-12(2).
2. Identify and recommend to the SACs the data needs and special concerns of each subarea with respect to the preparation of the HSFP. HRS 323D-22(1).
3. Provide technical assistance to the SACs in the preparation of the advice for the certificate of need program. HRS 323D-22(4).