

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

FUNCTIONAL STATEMENT

Note: The functions described below indicate combined functions of all District Office units in conjunction with central division and branch units of the Department - in effect, the complete spectrum of services to the County of Kauai.

I. MAJOR FUNCTION

Under the general guidance of the Director of Health's Office and with the technical assistance of staff support, divisional and branch offices, carries out public health programs and services for the County of Kauai.

II. GENERAL FUNCTIONS

Directs and coordinates the activities of the District Office in effectively performing its mission.

Administers the operations of the District Office.

Plans and develops the department's programs and program changes for county operation.

Enforces rules, regulations, policies, and procedures.

Ensures compliance with the department's policy and procedures manual.

Maintains the department-wide system of reporting and communicating for the county.

Coordinates county health activities with private and public agencies, maintains and develops inter-agency relationships and agreements, and represents the Health Department in county matters with government, community, and private agencies.

Provides leadership to county health activities to provide uniform services throughout the area.

Evaluates effectiveness in the county of programs, policies, plans, procedures, rules and regulations and recommends revisions for improvements.

Develops and promotes the county aspects of the state health plan, conducts and directs local planning and budgeting inputs into departmental public health programs and suggests changes to meet local needs.

Plans and coordinates programs for training of visiting international health participants and trainees.

Evaluates the need for special studies and participates in the development of needed studies and research.

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Directs or participates in the preparation of reports requested by the Office of the Director and other program directors.

Reviews the need for public health regulations and amendments.

Supervises the licensing programs for various occupational groups.

Pilots special initiatives of the Director of Health relating to Cancer, Physical Activity, Nutrition and Tobacco use.

Recruits local partners – other governmental agencies and not for profit agencies – to participate in special Director of Health initiatives relating to Cancer, Physical Activity, Nutrition and Tobacco use.

Supervises the carrying out of the Health Surveillance Study for the County of Kauai.

In cooperation with the State Health Planning and Development Agency, provides technical assistance, advice, and staff support. Helps coordinate planning for county.

Cooperates with hospital and medical facilities licensure certification, and emergency health mobilization programs.

Consults with non-governmental medical and allied health groups and organizations to enlist their cooperation, support, and participation in the health mobilization programs.

Participates in developing programs for training of professional personnel including physicians, dentists, nurses, radiological monitors and others.

Assists the Emergency Medical Services and Injury Prevention System Branch in stockpiling of medical supplies for disaster.

Acquires and maintains storage facilities.

Participates in the test exercises, demonstrations and symposiums.

III. GENERAL ADMINISTRATION, PERSONNEL AND SUPPORT SERVICES

Coordinates with the Administrative Services Office and complies with departmental fiscal procedures.

Provides accounting and purchasing services.

Conducts, studies and develops management improvement programs.

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Directs, coordinates and supervises the preparation of inventories.

Exercises fiscal responsibility pertaining to proper utilization of applicable federal grants and state appropriations.

Collects, analyzes and evaluates cost and operational data and maintains records.

Compiles and prepares required financial reports.

Evaluates requirements and recommends transfer of funds between operational units.

Provides for the processing and payment of all invoices and obligations.

Receives and accounts for monies received by the Department.

Reviews and evaluates manpower requests, establishment of new positions and transfer of functions.

Provides assistance to administrative and supervisory personnel concerning management practices.

Directs, coordinates and supervises the purchasing of supplies and equipment.

Selects vendors and processes purchase orders.

Supervises the use of vehicles. Recommends vehicles to be replaced.

Arranges for monitor vehicle repair and maintenance service.

Instructs drivers in proper use and care of vehicles.

Recommends long-range capital improvement program for the county.

Maintains inventory of all buildings.

Recommends repairs and alterations of buildings.

Provide grounds and building maintenance for Department owned facilities.

Interprets, directs, and coordinates the fiscal activities of the programs. Reviews and audits these activities.

Cooperates with the department's Personnel Office regarding personnel needs and problems.

Maintains the departmental personnel policies, practices and procedures.

Maintains compliance with existing laws, rules, and regulations of the state

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regarding personnel.

Encourages all levels of supervision to use good personnel management practices.

Plans and maintains personnel programs.

Directs and coordinates all personnel activities.

Provides assistance for job performance ratings and reviews completed ratings.

Maintains central personnel register.

Arranges periodic staff meetings and prepares agenda.

Assists with employee welfare activities.

Maintains and operates grievance procedure.

Advises regarding disciplinary matters.

Approves descriptions and redescriptions for all positions.

Interviews and screens applicants; conducts exit interviews.

Orients new employees on essential personnel information.

Develops and coordinates in-service training program.

Supports safety education programs for employees.

Provides advice and assistance regarding workers' compensation claims.

Prepares or maintains current manning tables and organization charts.

Coordinates and supervises the work of the clerical staff.

Determines that the pertinent correspondence rules and regulations are complied with.

Cooperates with the Office of Health Status Monitoring and obtains vital statistics for public use.

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Maintains and supervises the county-wide system for registering births, fetal deaths (stillbirths), deaths, marriages, and divorces.

Accepts requests for and obtains certified copies of vital statistic records for individuals and agencies for providing personal and property rights.

Administers laws and regulations in the mortuary field.

Issues disposal permits for all dead human bodies.

Issues disinterment permits for human bodies.

Maintains a directory of cemeteries and the person in charge of each.

IV. EPIDEMIOLOGY AND INFORMATION SERVICES

Provides cross-cutting services to all KDHO sections, in the areas of epidemiology and public information/community engagement.

Supports programs in performing epidemiologic functions including data gathering, data analysis, data sharing, data visualization, needs assessments, program evaluation, continuous quality improvement, and related issues.

Supports programs in performing information and community engagement functions including public sharing of information via the KDHO's web page, press releases, at public/community events, with partner agencies and organizations, and support for community outreach, engagement, and community dissemination of information about KDHO activities, resources, and services.

Responds to epidemiologic and information/community engagement needs as they arise and as prioritized by KDHO program staff and leadership.

Coordinates with program leads on Oahu to ensure that EIS work is aligned with statewide epidemiologic and information/community engagement priorities and goals.

Provides cross-cutting perspectives on epidemiologic and information/community engagement issues at KDHO, in order to enhance efficiency and consistency in use of resources and approach to these issues across all programs at KDHO, as appropriate.

Supports foundational KDHO public health functions in day-to-day work as well as in response to emergencies and unexpected events.

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V. SPECIALIZED HEALTH SERVICE FUNCTIONS

A. CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION

Initiates the planning, development, management, and evaluation of public health educational programs that focus on reducing chronic diseases within the Kauai district.

Coordinates with the division through the Health Policy, Communication and Planning Office in prevention, management, and control of chronic diseases by cross-program collaboration in the areas of disease management, health systems, program data management, and evaluation, policy and advocacy, health communications, community engagement and focusing on health disparities. Cooperates with the Primary Prevention Branch in the focus on nutrition, physical activity, and tobacco control with a concentration on improving the nutrition and physical activity behavior and the primary prevention of obesity and chronic disease.

Coordinates with the Bilingual Health Aide Section, so that the health needs of non-English speaking residents can be addressed. Health education, assistance in accessing health and social services providers, and interpreting where culturally and linguistically needed are services that the Bilingual Health Aide program offers.

B. LABORATORY SERVICES

The Kauai District Health Laboratory cooperates with the State Department of Health Laboratories Division in Honolulu in providing diagnostic, consultative and regulatory laboratory services to physicians, hospitals, dispensaries 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 performs microbiological examinations for the sanitary control of local potable and non-potable waters and for the regulatory control of food and dairy products on Kauai. The laboratory aids in the isolation and identification of the causative agents of communicable disease, refers specimens to the Central State Laboratory for bacterial, mycobacterial, mycological, serological and viral studies, lends support in the investigation of foodborne and communicable disease outbreaks, provides related laboratory services in the field of public and environmental health within the county and provide microbiological support to the various programs of the District Health Office.

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C. COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING

Cooperates with the Communicable Disease and Public Health Nursing Division in providing and operating a program for the surveillance, control, and prevention of communicable diseases. Provides community-wide comprehensive nursing services to people of the District of Kauai. Provides nursing services when disasters or emergencies occur. Assesses needs of communities, develops policies and programs through collaboration with public agencies and private partnerships. Provides/assures mandated public health services in the community which includes private and public schools and preschools. Interprets and promotes the work of the Department of Health by developing good public relations in all nursing services and participating in general public relations activities. Participates in continuous evaluation of the program in relation to current and anticipated nursing intervention and health needs. Interprets the grass roots knowledge of family and community health needs and resources to assist administrators in community planning, program development and evaluation of existing programs. Determines needs, provides and coordinates staff development programs.

Public Health Nursing Unit

Provides public health nursing services to public health programs which include the control, testing, sources investigation and monitoring of communicable diseases.

Provides public health nursing services in Health Department clinics in the county.

Addresses the public health needs of private, public and pre-schools to promote optimal student health and safety and provide/assure comprehensive nursing and consultative services.

Provides comprehensive nursing care to children with special needs in the special education setting.

Provides/assures community group education, health promotion and teaching, and counseling, including emotional support, to individuals and families.

Provides nursing services when disasters or emergencies occur.

Receives technical supervision from and cooperates with the Hansen's Disease Program in a program for the care, treatment, and rehabilitation of leprosy patients and the control of Hansen's disease.

Administers laws and regulations relating to Hansen's disease control.

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Arranges for and supervises temporary home visits of patients with active communicable disease.

Cooperates in providing for an outpatient care program for the examination of contacts, new cases and released Hansen's disease patients and for the care and treatment of all patients under the supervision of the division.

Works with the Tuberculosis Control Branch to coordinate all efforts to prevent the spread of tuberculosis infection and to eventually eliminate tuberculosis as a public health problem.

Conducts mass x-ray and tuberculin testing surveys for the detection of tuberculosis. These include skin testing in the school enterers and transfers and for the special projects.

Ensures that all active cases are under treatment and that inactive cases receive periodic examinations.

Searches for tuberculosis infection and disease in the family members and associates of all new active tuberculosis cases.

Cooperates with tuberculosis physician in providing clinical facilities for the diagnostic of suspected cases of tuberculosis for the examination of contacts of active cases, and for the periodic examination of inactive cases.

Conducts clinics for the supervision of those who are recommended for drug therapy and prophylaxis by the tuberculosis physician.

Cooperates with tuberculosis hospital staff to assist the patient's adjustment to his return home.

Carries out educational programs for health professional and lay public on control and prevention of communicable diseases.

In coordination with immunization project, maintains constant surveillance on immunization levels in the community, directs compliance with regulations, and carries out special mass immunization projects.

Distributes certain biological, chemotherapeutic agents, vaccines, antitoxins and toxins to physicians for the indigent and medically indigent.

Clerical Support

Provides clerical support services.

Harm Reduction Services Unit

Controls, prevents and surveys Sexually Transmitted Disease

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(STD) AIDS within the Kauai district through investigation, testing, counseling, and contact tracing. Activities may also include other bloodborne pathogens. Provides a comprehensive program for the epidemiological investigation, surveillance, and control of STD.

D. CASE MANAGEMENT SERVICES

Provides a spectrum of comprehensive services to developmentally disabled adults and children on Kauai. Implements a professional, integrated, and coordinated team approach in providing screening, diagnostic and follow-up services for individuals with developmental disabilities. Effort is directed at reducing the occurrence and severity of handicapping conditions and to promote quality of life of persons with developmental disabilities and/or mental retardation. Plans, develops, implements and operates an array of services on Kauai which includes: central intake to determine eligibility for services; diagnostic evaluation services; residential services; social/recreational services; medical/health care services; case management services; social support services; respite services; guardianship services; crisis management; clinical services; information and referral services. Participates in the coordination of programs for the developmentally disabled in the community which are dependent upon Federal and State funding, monitors and evaluates programs, including in-service training for staff. Keeps abreast of Federal, State and local legislation and national policies affecting the developmentally disabled. Maintains working relationships with the Public Health Nursing Branch, Children with Special Needs Branch, and other public and private agencies who are involved with persons with developmental disabilities.

Clerical Support

Provides clerical services.

E. DISEASE INVESTIGATION

Provides for the prevention and control of communicable diseases with the exception of Tuberculosis, Hansen's Disease, and sexually transmitted disease, including HIV/AIDS, within the Kauai district.

Investigates and monitors communicable diseases within the Kauai District. Communicable diseases also include bioterrorism agents and zoonotic diseases.

Provide assistance to physicians to identify and diagnose unusual or rare diseases.

Provide statistical analysis of outbreaks.

Engage other public health units' support to manage outbreaks of a

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public health concern.

Provide disease information to the public and health care providers.

Collects, tabulates, and analyzes reports of communicable disease from physicians.

Investigates sources and outbreaks of communicable diseases in order to prevent their spread and confirm diagnosis.

Cooperates with physicians in seeing that cases, contacts, and carriers of communicable diseases receive adequate treatment and follow-up where indicated.

F. PUBLIC HEALTH PREPAREDNESS

Prepares and readies the Kauai District Health Office to respond to and control public health emergencies due to man-made or natural disaster by:

- Assessing the Kauai District Health Office readiness to respond to public health emergencies;
- Inventorying resources available to respond to public health emergencies;
- Develop workable response plans;
- Develops an all hazards response plan for the Kauai District Health Office to respond to natural or man-made disasters that are consistent with state plans;
- Conducting training and exercise to assess readiness and effectiveness of plans;
- Developing 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.

G. FAMILY HEALTH SYSTEMS

Administers community-wide health programs for the assurance of primary health services, disease prevention, and health promotion. Assures the development of community-based, family-centered, and developmentally appropriate health programs to protect and promote health and prevent disease and injury. This is accomplished through partnerships with community-based organizations and agencies. The partnerships build experience, funding sources, and access to target populations. This Section seeks to coordinate the multiple agencies involved and provide consultation, training, monitoring, and evaluation services.

Provides clerical support services to the Family Health Systems

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Section.

Children with Special Health Needs Unit

Serves as a community resource for families and providers for information and referral regarding medical services, social services, early intervention programs and other resources for children with special health care needs.

Provides care coordination and assistance with access to services, as needed, for eligible children with special health needs who have no other resources:

- Care coordination includes assessment of individual client/family, linkage to appropriate resources available in the community, assistance with accessing services, assistance with securing and/or maintaining a primary care provider, and monitoring of family's progress toward planning outcomes. Care coordination focuses on social and medical concerns as interrelated with social/family needs.
- Social work services include social assessment, social service planning, casework counseling, and consultation to other professionals for comprehensive coordinated services to the client and family.
- Assistance is provided with access to services. This includes financial access to diagnostic and treatment services through subspecialty clinics and medical specialists as a "safety net" for families who have no other resources.
- Coordinates CSHN Specialty clinics - neurology, cardiac, and genetics. Arranges transportation for visiting specialists and for client transport to Honolulu for medical services.

Maternal and Child Health Unit

Plans, develops, administers, and supports comprehensive island-wide perinatal health care services to high-risk pregnant women and their families through monitoring of contractual agreements with health providers.

Assures that every pregnant woman will utilize appropriate services and engage in health behaviors to optimize pregnancy and birth outcomes. Services include clinical services for women who are not covered by insurance or medicaid and perinatal support services for high-risk women which include assessment, case management, nutrition services, education, counseling, and information and referral.

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Accesses and evaluates a database of perinatal care and risk assessment data for all pregnant women on Kauai. Conducts ongoing needs assessment and program planning.

Monitors and provides technical assistance to providers, including the development of programs and services addressing the needs of infants, their mothers, and families.

Assists in the development of quality assurance in perinatal programs to assure early access to comprehensive care for pregnant women.

Collaborates closely with other community organizations and agencies, including Mothers Care, Council on Chemical Dependency and Pregnancy, and Healthy Mothers, Healthy Babies Coalition to improve statewide perinatal outcomes.

WIC (Women, Infants, and Children) Unit

Implements provisions of PL 95-627 enacted by Congress in 1978, by providing nutrition education and high risk counseling, breastfeeding promotion and education, health and social services referrals including alcohol and drug abuse cessation, and supplemental foods to income eligible women in their childbearing years and infants and children up to age five, who are found to be at nutritional risk, with funds granted through the U.S. Department of Agriculture, Food and Nutrition Service through the WIC Program.

Interprets the WIC Program rules and regulations for the public, state agencies, and others as required.

Serves as a resource and provides consultation to the staff of the Department of Health and other private and public agencies on the operations of the WIC Program.

Conducts clinics throughout the County by providing direct service to WIC Program participants and their families and assuring that WIC Program regulations are implemented.

Monitors authorized WIC Program vendors to ensure adequate supply of WIC approved foods and determines compliance with WIC Program regulations in the delivery of WIC foods.

Collects and evaluates data to implement and evaluate the WIC Program.

Coordinates, cooperates and consults with the staff of the Department of Health clinics and other local agencies in the operations of this program.

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Zero to Three Unit

The role of the Zero to Three Hawaii Project is to support families of infants or toddlers, birth to age 3 who are developmentally delayed and biologically or environmentally at risk. It provides a comprehensive family-centered and community based coordinated system of early evaluation, intervention, and care coordination services with an Individualized Family Support Plan (IFSP). These services will be available at no cost to families.

Provides families with information assistance and linkage to public and private agencies to meet provisions of Individualized Family Support Plan (IFSP).

Coordinates with other disciplines and programs in meeting needs of eligible infant or toddlers and family.

Provides casework services to eligible families.

Promotes collaboration of public and private agencies that provide prevention and intervention services to eligible children and families.

H. ENVIRONMENTAL HEALTH SERVICES

Responsible for implementing and maintaining the countywide Environmental Health Services Program for the County of Kauai, under HRS 321, 322, and 328, Administrative Rules, Title 11, Chapters 11-11, Sanitation; 11-10, Public Swimming Pools; 11-15, Milk; 11-17, Tattoo Artists; 11-22, Mortuaries, Cemeteries, Embalmers, etc.; 11-26, Vector Control; 11-39, Air Conditioning and Ventilating; and Chapter 11-50, Food Safety Code.

Clerical Support:

Provides stenographic, clerical and typing services for all segments of the organization.

Sanitation Unit

Prevents the creation of environmental sanitation hazards for among the population and promotes good environmental sanitation conditions.

Carries out appropriate sanitation operation when disasters or emergencies occur.

Investigates complaints of insanitary conditions and abate public

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health nuisances.

Analyzes the efficiency of sanitizing procedures at food service and food establishments, dairy farms and milk plants.

Presents environmental sanitation educational programs to students at the university, community colleges, high schools, and other public and private schools; also to community groups, food service personnel, barbers, hairdressers and tattoo artists.

Provides technical assistance and advice to and confer with public officials, architects, engineers, land surveyors, developers and other private groups in matters relating to environmental sanitation.

Appraises and approves or disapproves the applications for sanitary certificates and permits to operate markets, tattoo shops, food manufacturing plants, liquor dispensers, restaurants and other food establishments and food service establishments, slaughterhouses, public laundries, beauty parlors, barber shops, massage parlors, individual wastewater systems (cesspools), and mortuaries.

Assists the milk industry to develop proper procedures to secure sanitary and safe production, processing and distribution of milk and sample milk for contamination.

Cooperates with the Food and Drug Branch in administering laws and regulations designed to protect the public health and promote honesty and fair dealing in foods, drugs, devices and cosmetics for consumer protection.

Supports the Hazard Evaluation and Emergency Response Office in responding to a hazardous material incident.

Vector Control Unit

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

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and application.

Responds to public health emergencies at the County of Kauai Emergency Management Agency (activated) Emergency Operations Center (EOC) as a resource for vector control/public health activities and provides technical and manpower support to Kauai District Health Office emergencies.

SUBUNITS 1 & 2

Coordinates the personnel and resources to conduct surveillances throughout the community for mosquitoes and rodents, routine inspectional, consultative, abatement and enforcement activities, and ports of entry surveillance for immigrant mosquito and rodent species at seaports and airports for the detection of alien mosquitoes and rodents entering the island.

Ensures continuance of operations; collects, maintains, assures access and retrieval of data, reports, files of activities, and inventory of equipment and supplies.

Responsible for the safety and well-being of subunit 1 and 2 members in the proper use of equipment, vehicles, and the use and storage of chemicals.

Conducts surveillances throughout the community to determine location, identify types and population size of mosquitoes and rodents.

Conducts routine inspectional and enforcement activities throughout the community on vectors of public health significance such as mosquitoes, rodents and insects.

Conducts inspectional, consultative and enforcement activities of complaints on vector concerns, and if necessary enforces administrative rules pertaining to insects, rodents and other animals of public health concerns and nuisances.

Conducts ports of entry assessments for location of mosquito traps to capture immigrant mosquito species at seaports and airports for the detection of alien mosquitoes entering the island.

Conducts the placement and retrieval of mosquito traps and contents at the ports of entry to capture immigrant mosquito species at seaports and airports for the detection of alien mosquitoes entering the island. Maintains mosquito traps.

Conducts ports of entry assessments for location of rodent traps to eradicate rodent infestation at seaports and airports to prevent the spread of rodents through cargo.

Conducts ports of entry trapping and baiting for the eradication of

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rodents at seaports and airports to prevent the spread of rodents through cargo. Maintains rodent bait stations and traps, and properly disposes of dead rodent carcasses.

Conducts routine eradication and abatement activities throughout the community on vectors of public health significance such as mosquitoes, rodents and insects.

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.

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.