



# CLEAN & SOBER HOMES REGISTRY ORIENTATION

HAWAII DEPARTMENT OF HEALTH, ALCOHOL & DRUG ABUSE DIVISION  
RULE ADAPTION CHAPTER 11-178 ADMINISTRATIVE RULES (HAR)  
ENTITLED "CLEAN AND SOBER HOMES REGISTRY"



## CLEAN & SOBER HOMES REGISTRY

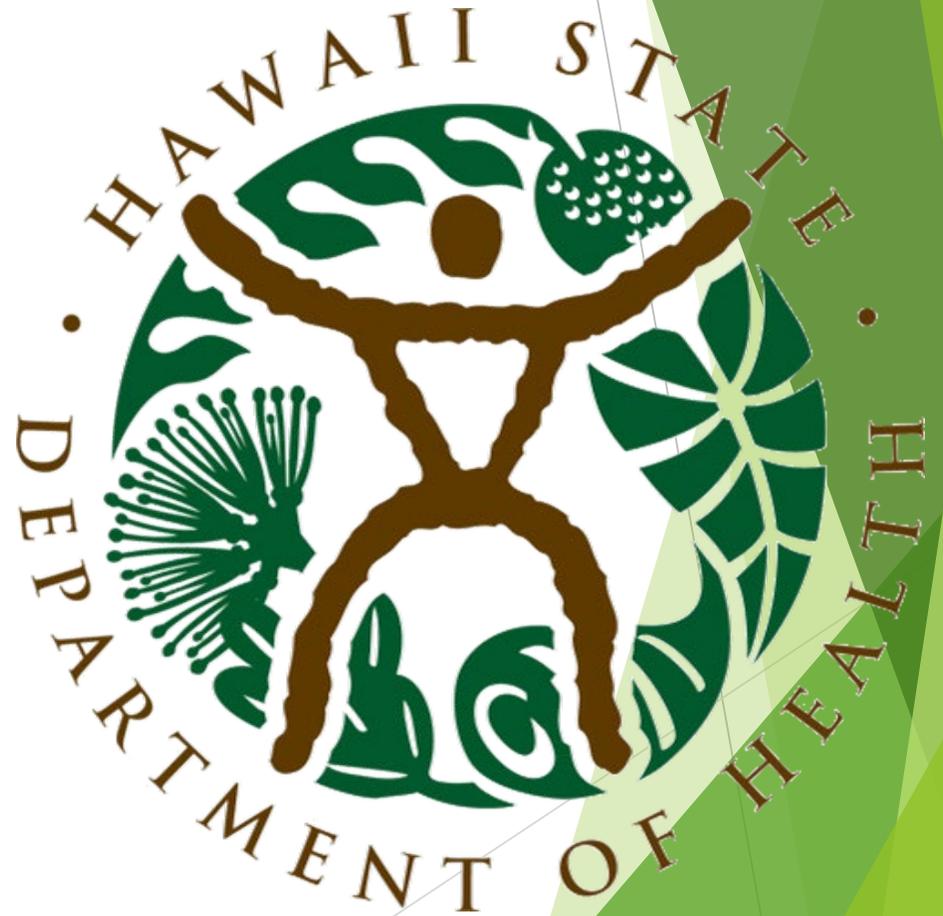
### AGENDA

- WELCOME
- PURPOSE
- BRIEF HISTORY
- STAKEHOLDERS
- PROCESS AT-A-GLANCE
- APPLICATION
- Q&A
- ADJOURN

# CLEAN & SOBER HOMES REGISTRY

## PURPOSE

- ❑ Meet the 27<sup>th</sup> Legislature's Act 193 pursuant sections 193 and 92-41, Hawaii Revised Statutes (HRS).
- ❑ Establish minimum standards and requirements to become a certified, registered clean and sober home in good standing. The Clean and Sober Homes Registry is designed to assist persons in recovery and the general public to make more informed decisions about potential clean and sober homes.
- ❑ The Registry establishes standards and procedures by which homes will be listed on the registry as described in §11-178-7.



# CLEAN & SOBER HOMES REGISTRY

## BRIEF HISTORY

- ❑ 27<sup>th</sup> Legislature taskforce formed in 2014 in response to legislation introduced in 2012.
- ❑ Taskforce met to develop the first draft of the Hawaii Administrative Rule for Clean and Sober Homes Registry between 2014 and 2015.
- ❑ Program Specialist hired to manage operations and development 2017.
- ❑ Draft of rule adoption of Chapter 11-178, Hawaii Administrative Rules completed September, 2018.
- ❑ Office of the Governor approves public hearing November, 2018.
- ❑ Governor approves the adoption of Chapter 11-178 Hawaii Administrative Rules February 2019.



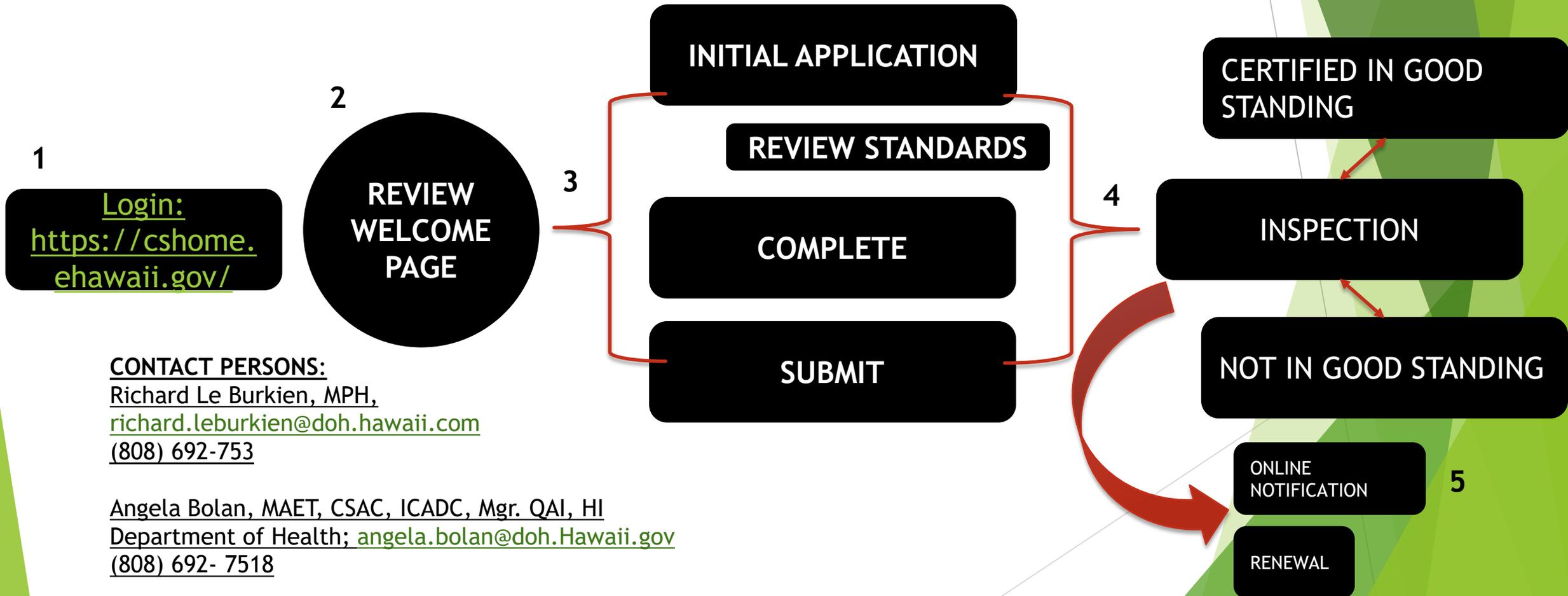
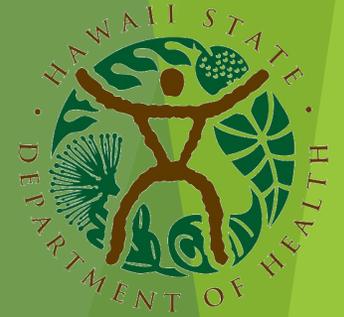
# CLEAN & SOBER HOMES REGISTRY STAKEHOLDER INVOLVEMENT

- ❑ State, county and city
- ❑ State of Hawaii  
Government Agencies
- ❑ Non-Profits
- ❑ Senate and House
- ❑ Public at Large
- ❑ Providers
- ❑ Public Safety
- ❑ Council on Homelessness
- ❑ Consumer Protection
- ❑ ADAD



# CLEAN & SOBER HOMES REGISTRY

## APPLICATION PROCESS AT-A-GLANCE



1

Login:  
<https://cshome.ehawaii.gov/>

2

REVIEW  
WELCOME  
PAGE

3

INITIAL APPLICATION

REVIEW STANDARDS

COMPLETE

SUBMIT

4

CERTIFIED IN GOOD  
STANDING

INSPECTION

NOT IN GOOD STANDING

5

ONLINE  
NOTIFICATION

RENEWAL

### CONTACT PERSONS:

Richard Le Burkien, MPH,  
[richard.leburkien@doh.hawaii.com](mailto:richard.leburkien@doh.hawaii.com)  
(808) 692-753

Angela Bolan, MAET, CSAC, ICADC, Mgr. QAI, HI  
Department of Health; [angela.bolan@doh.Hawaii.gov](mailto:angela.bolan@doh.Hawaii.gov)  
(808) 692- 7518



# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

Welcome Register Search Help

## Welcome to the Clean & Sober Homes Registry

This service is for the **general public** to:

- search for and find information about registered Clean & Sober homes.

This service is for Clean & Sober home **operators** to:

- submit application forms online, and
- check the status of an application.
- [View/Download the Compliance Checklist](#)

This service is for Clean & Sober homes **registry staff** to:

- readily access information on Clean & Sober homes, and
- track complaints about Clean & Sober homes.

Review Standards

Step 1-First Login

Same as HI.gov

### Log In

[Sign up](#)

Email:

Password: [\[Show\]](#)

Forgot password? [Reset password.](#)

Log in to Hawaii.gov



## eHawaii.gov Account Account Services

### Step 1a

### Create an Account

Return to [Clean & Sober Homes](#) without creating an account.

Enter your email address and select *Continue*.

Email: **Required**

✓ Continue

### Support

Need an account?

[Create Free Account](#)

▶ Help Video

📄 Transcript

Forgot your password?

[Retrieve Password](#)

▶ Help Video

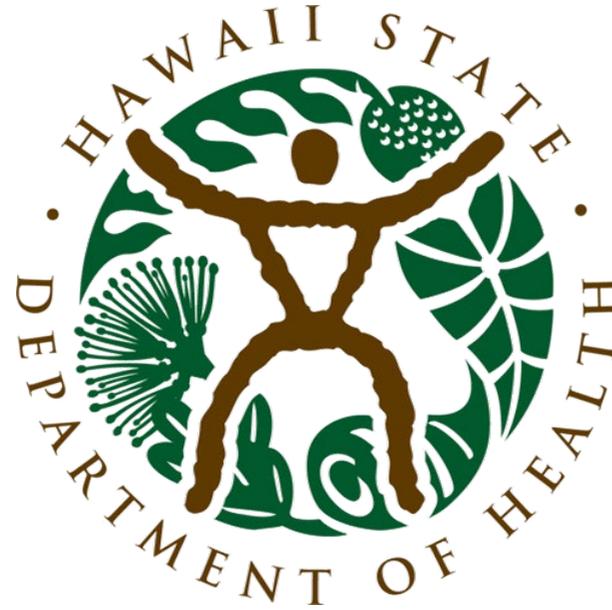
📄 Transcript

### Compliance Check Applicant "In good standing" Guideline

Department of Health, Alcohol and Drug Abuse Division may determine whether the applicant submitting an application for a certified registered clean and sober home in good-standing is in compliance with the standards described below and pursuant to §11-178-7 Registry Standards.

STANDARDS	✓
<b>ORGANIZATION AND ADMINISTRATIVE</b>	
Written mission statement	
Written code of ethics	
Written policies and procedures governing resident rights, grievances, fees, charges, payments and deposits	
Written screening criteria for new residents	
Written house rules	
<b>FISCAL MANAGEMENT</b>	
Accounting system documenting all resident financial transactions such as fees, payments and deposits.	
<b>OPERATION</b>	
General liability insurance	
<b>RECOVERY</b>	
Written policies on maintaining an alcohol and drug-free environment.	
Written policies ensuring that residents receive an orientation on financial matters, group living, lease agreements, house rules, safety, grievance and health policies and procedures prior to signing rental agreement.	
Post written resident rights, requirements, and house rules.	
<b>PROPERTY</b>	
Signed and dated safety-assessment checklist that includes functioning smoke detectors and fire extinguishers in plain sight in clearly marked locations.	
Written and posted emergency plan with phone numbers, procedures and evacuation maps in clearly marked locations including emergency resident contact information.	
<b>GOOD NEIGHBOR</b>	
Policies addressing neighbor's reasonable complaints regarding: smoking, loitering, parking, noise, offensive language and cleanliness.	

Step 1b





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Hawaii Department of Health, Alcohol & Drug Abuse Division

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This service is for Clean & Sober home **operators** to:

- submit application forms online, and
- check the status of an application,
- [View/Download the Compliance Checklist](#)

**Review Standards**

This service is for Clean & Sober homes **registry staff** to:

- readily access information on Clean & Sober homes, and
- track complaints about Clean & Sober homes.

**Step 1c, 2<sup>nd</sup> Login**

### Log In

[Sign up](#)

Email:

Password: [\[Show\]](#)

Forgot password? [Reset password](#).

Log in to Hawaii.gov



# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

Welcome Register Search Help

## Apply to register a Clean & Sober Home.

[How do I apply to register a Clean & Sober home?](#) ^

First, log in with your **ehawaii.gov account** and then do the following steps.  
(Create your ehawaii.gov account [here](#))

1. Submit an **Initial Application** form.
2. Read the email from the agency and complete the **C&S Home Details** form.
3. Compile all **required documents** for the inspection.
4. Get ready for the agency to contact you to **schedule an inspection**.

[Who can register?](#) v

Register Tab





# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

Welcome

My Registry Applications

My Homes

My Inbox

Search

Help

## Aloha Richard David LeBurkien!

Welcome to your dashboard for the Clean & Sober Homes registry.

Applications



Go to My Applications



Homes



Go to My Homes



Inbox Messages



Go to My Inbox



### New Application

Request to add a home to the Clean & Sober registry.

[Initial Application form](#)

N/A

Step 3

Hawaii Department of Health

601 Kamokila Blvd #360, Kapolei, HI 96707

Phone: (808) 692-7506

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# Clean & Sober Homes

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## Clean & Sober Home - Initial Application Form

Prior to initiating application review the [Compliance Standards Checklist](#) for being a certified registered home in good standing. If ANY of the standards are not met applicant will not be included on this Registry.

### Clean & Sober Home Information

Step 3a

Clean & Sober Home Name

Clean & Sober Home Street Address (Required)

## Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

[Toggle navigation](#)

# Clean & Sober Home - Initial Application Form

Prior to initiating application review the [Compliance Standards Checklist](#) for being a certified registered home in good standing. If ANY of the standards are not met applicant will not be included on this Registry.

### Clean & Sober Home Information

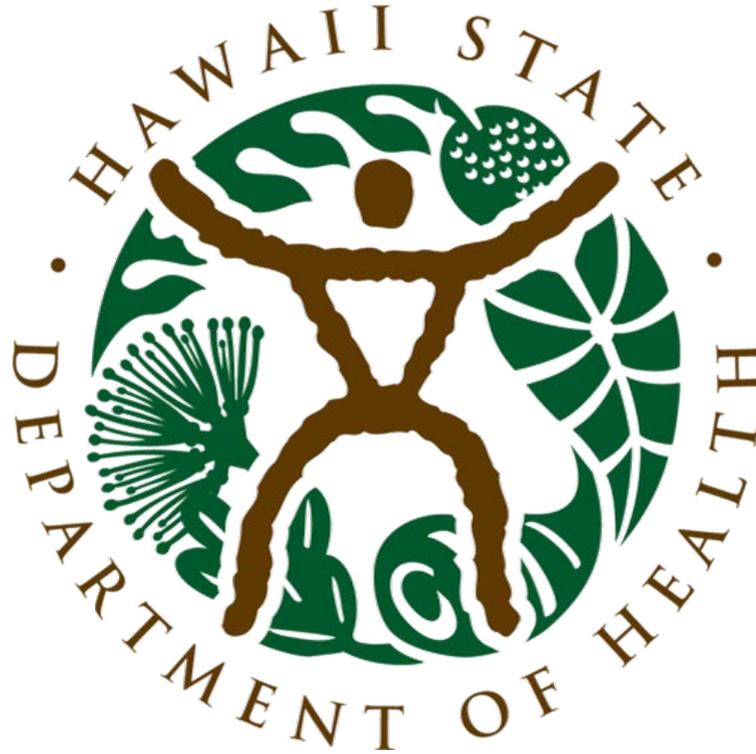
Clean & Sober Home Name

Clean & Sober Home Street Address  
(Required)

Street Address Line 2 (Optional)

City  
(Required)

State



Zip Code  
(Required)

Island

## Contact Information

Name of Contact Person for Residency Placement  
(Required)

Phone Number of Contact Person for Residency Placement  
(Required)

Email Address of Contact Person for Residency Placement  
(Required)

## Property Owner Information

Business/Person Name used to File Hawaii GE Tax  
(Required)

Hawaii GE Tax ID (hitax.hawaii.gov)  
(Required)

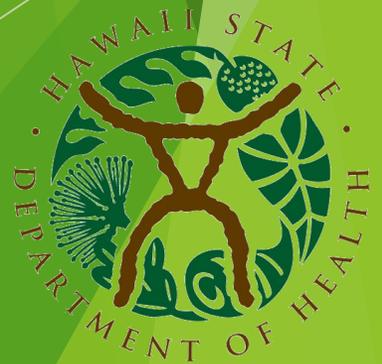
Clean & Sober Home Property Owner Name (Business or Person)  
(Required)

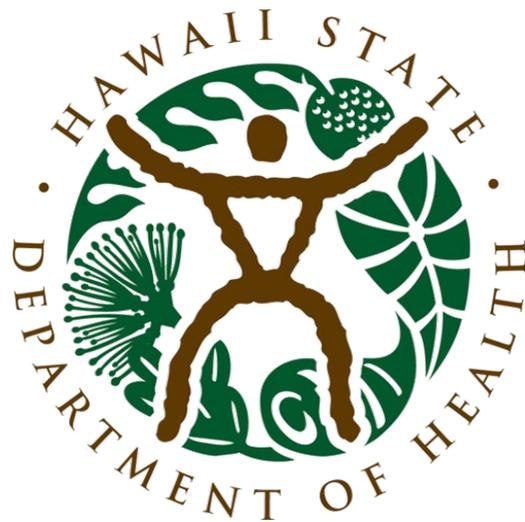
Clean & Sober Home Property Owner's Phone Number  
(Required)

Clean & Sober Home Property Owner's Email Address

Is the Clean & Sober Home operated by the Owner?

- Yes  
 No





### Operator/Owner Mailing Address

Mailing Address Line 1  
(Required)

Mailing Address Line 2

City  
(Required)

State  
(Required)

-- Select --

Zip Code  
(Required)

### Application Attestation Signature

I, the undersigned, under penalties of perjury, do hereby certify that all information provided [herein](#) and all the materials submitted to the Department of Health, respecting the subject matter of this application, is true to the best of my knowledge.

Applicant's First and Last Name  
(Required)

Type First and Last Name

Title (Optional)

Check to digitally sign  
(Required)

After reviewing your C&S Initial Application information form, we will send you a confirmation email with information on the next step, submitting the Home Details information form.



# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

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## Thank You!

Thank you for submitting your Initial Application form.

Your next step is to complete and submit the Home Details Form - the link will be sent to your inbox:

<https://cshome.ehawaii.gov/cshome/wf/inbox.html>

You can always check your submitted forms at: <https://cshome.ehawaii.gov/cshome/wf/applications.html>



# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

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[Saved](#)

[Submitted](#)

**Step 4 Leads to Supplemental**

Home Name	Date	Status	
RDL LLC	03/04/2019	Pending - Home Details Form Submission	<a href="#">View</a>

Hawaii Department of Health

601 Kamokila Blvd #360, Kapolei, HI 96707

Phone: (808) 692-7506

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Submission Date: 03/04/2019

Status: Pending - Home Details Form Submission

Email: [turn14tts18@gmail.com](mailto:turn14tts18@gmail.com)

Prior to initiating application review the [Compliance Standards Checklist](#) for being a certified registered home in good standing. If ANY of the standards are not met applicant will not be included on this Registry.

### Clean & Sober Home Information

Clean & Sober Home Name

RDL LLC

Clean & Sober Home Street Address

2020 Kaouka Loop

Street Address Line 2 (Optional)

1703

City

Honolulu

State

Hawaii

Zip Code

96701

Island

Oahu

✔ CSHOME - Initial Application

→ CSHOME - Home Details Supplemental Form

New Supplemental Form

## Occupancy Information

Maximum Number of Occupants:

Number of Bedrooms:

Maximum Number of People per Room:

Maximum Length of Residency (Days):

The C&S Home accepts (check all that apply):

- Males
- Females
- Children
- Pets
- Offenders

What is the proximity of the C&S Home to public transportation?

Nearest Bus Stop:

Can the C&S Home accommodate people with disabilities?

- Yes  No
- 



Page 2:

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## Facilities Standards

Does the Clean and Sober Home have the following?

Building (code) Inspection

Yes  No

General Liability and Property Insurance

Yes  No

How many smoke detectors does the home have?

---

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[Save for later](#)

Autosaved at 03/04/2019 12:11 PM



## Policy

Does the Clean & Sober Home have the following?

**Acceptable Document Evidencing that Operator (individual or entity seeking certification) is the lawful owner or lessee of the parcel where the housing shall be located (Acceptable Documents: Deed, Trust Document, Articles of Incorporation, Lease, or any other document acceptable to the Director)**

Yes  No

**Emergency Evacuation Procedures**

Yes  No

**Do you accept referrals?**

Yes  No

**Service Description Materials**

Attach any brochures or written materials describing services (including costs to tenants other than deposit/rent).

Drop file here or click to upload

Accepted file types: CSV, PNG, PDF, TXT, RTF, DOC, DOCX, XLS, XLSX, GIF, JPEG, MPP, TIFF

**Who can apply for residency?**

Describe who can apply for residency.

**Who is excluded from applying?**

Describe who is excluded from becoming a resident (I.E. specific types of criminal history, methadone or suboxone clients, mental illness, etc.)

Please attach a copy of the following:

**House Rules**

Drop file here or click to upload

Accepted file types: PDF, TXT, DOC, DOCX

**Eviction Policy**

Drop file here or click to upload

Accepted file types: PDF, TXT, DOC, DOCX

**Rental Agreement**

Drop file here or click to upload

Accepted file types: PDF, TXT, DOC, DOCX

**Any other relevant Policies and Procedures (emergency, late rent, etc.)**

Drop file here or click to upload

**Describe what happens when a resident relapses.**

Relapse refers to engagement in on-premise or off-premise alcohol and/or drug use.

**For relapses, describe under what conditions may re-application for residence occur.**

Example: time, financial, additional counseling, etc.

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[Save for later](#)

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Page 4:

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## Resident Records

Please describe the information kept on record for each resident.

## House Revenue

Do you collect rent? (Enter the amount, if any, per day, week, and/or month.)

Daily Rent \$\_\_ daily

Weekly Rent \$\_\_ weekly

Monthly Rent \$\_\_ monthly

If you collect a security deposit, how much?

Please attach a list of services and costs for which the C&S Home receives reimbursement for.

Drop file here or click to upload

Page 5:

---

## Signature

I, the undersigned, under penalties of perjury, do hereby certify that all information provided herein and all the materials submitted to the Department of Health, respecting the subject matter of this application, is true to the best of my knowledge.

**Applicant's First and Last Name (Required)**

Type First and Last Name for Signature

**Title (Optional)**

**Check to digitally sign (Required)**

✓ Submit

📄 Save for later

---

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# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

[Welcome](#)

[My Registry Applications](#)

[My Homes](#)

[My Inbox](#)

[Search](#)

[Help](#)

## Thank You!

Your form has been submitted.

Please check back in your inbox for future updates.

<https://cshome.ehawaii.gov/cshome/wf/inbox.html>

Hawaii Department of Health

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Phone: (808) 692-7506

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# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

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Inbox / Thank you for completing your Submission

Print

03/04/2019 12:25:43

Richard David Le Burkien,

Thank you for filling out the Supplemental Home Details form and completing the application submission for the Clean & Sober Homes Registry. Your application is in queue to be reviewed by the staff.

Please check back in your inbox for future updates:

<https://cshome.ehawaii.gov/cshome/wf/inbox.html>

Best regards,

Certification Board

Hawaii State Department of Health

Alcohol and Drug Abuse Division

601 Kamokila Blvd., #360

Kapolei, HI 96707

Phone: (808)-692-7518, Fax: (808)-692-7521

**In the Queue**



# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

You are currently in the Wikiflow (Base) TEST site.

Welcome Applications Complaints Search Help

CSHOME - Initial Application / 0284-4FZ-7PU-2CJ-6GD

Action ▾

Submission Date: 03/07/2019

Status: Pending - Inspection

Email: [ken10@ehawaii.gov](mailto:ken10@ehawaii.gov)

## CSHOME - Initial Application

Prior to initiating application review the [Compliance Standards Checklist](#) for being a certified registered home in good standing. If ANY of the standards are not met applicant will not be included on this Registry.

✔ CSHOME - Initial Application

✔ CSHOME - Home Details Supplemental Form



# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

You are currently in the Wikiflow (Base) TEST site.

Welcome Applications Complaints Search Help

CSHOME - Initial Application / 0284-4FZ-7PU-2CJ-6GD

Action ▾

Submission Date: 03/07/2019

Status: Pending - Inspection

Email: [ken](#)

 CSHOME - Initial Application

- Amend Application
- Schedule Inspection
- Inspection Complete - Fail
- Change to "Not In Good Standing"
- Inspection Complete - Pass
- Send Message
- Add a Note

 [CSHOME - Home Details Supplemental Form](#)

Prior to initiating application review the [Compliance Standards Checklist](#) for being a certified registered home in good standing. If ANY of the standards are not met applicant will not be included on this Registry.



Clean &  
Hawaii Department

You are currently in the Wikiflow (Ba

Welcome Applications

CSHOME - Initial Applicati

Submission Date: 03/07/2019

CSHOME - Initial Application

Prior to initiating application review the Compliance Standards Checklist for being a certified registered home in good

### Schedule Inspection

Please schedule an Inspection Date

Inspection Date \*

Inspection Time \*

Inspector \*

Note

Proceed

Cancel

Action

- CSHOME - Initial Application
- CSHOME - Home Details Supplemental Form



Display  entries

Search:

Date	User	Note
2019-03-07 15:08:03	richard.leburkien@doh.hawaii.gov	Inspection Date Scheduled 04/24/2019 1:15 pm
2019-03-07 14:47:20	richard.leburkien@doh.hawaii.gov	Inspection Date Scheduled 03/27/2019 1:15 pm
2019-03-07 14:46:27	richard.leburkien@doh.hawaii.gov	Updated status from PENDING_INSPECTION to INSPECTION_SCHEDULED Inspection Date Scheduled 03/27/2019 1:15 pm
2019-03-07 14:42:25	richard.leburkien@doh.hawaii.gov	Updated status from SUBMITTED to PENDING_INSPECTION
2019-03-07 13:17:10	system	Updated Parent status from INITIATED to SUBMITTED

Showing 1 to 5 of 6 entries

« First < Previous 1 2 Next > Last »



# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

Welcome My Registry Applications My Homes My Inbox Search Help

[Saved](#)

Submitted

Can review submitted applications, homes, inbox and status

Date

Status

Hawaii Department of Health

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# Clean & Sober Homes

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Inbox

Can Check Inbox for messages

Display  records

Search:

Subject

Date Received

You currently have no messages.

Showing 0 to 0 of 0 entries

« First

< Previous

Next >

Last »

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# Clean & Sober Homes

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## Help

FAQs

[Links](#)

### Frequently Asked Questions

[What is a \*Clean & Sober Home\*?](#)



[What is the Clean and Sober home registry?](#)



[What is the process to register a Clean & Sober home?](#)



[What are the standards necessary to be a certified registered clean and sober home in good standing?](#)



[Does a clean and sober home have to be licensed?](#)



### Ask the agency

Hawaii DOH ADAD oversees this service. If you have questions, contact us at any of the following:

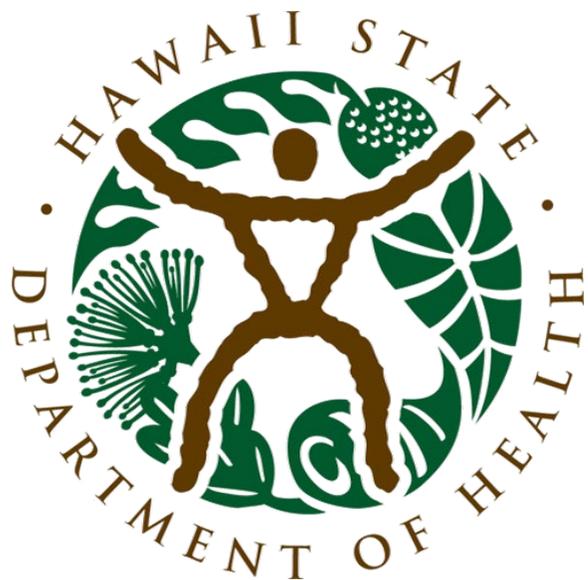
Phone (808) 692-7506

Email [webmail@doh.hawaii.gov](mailto:webmail@doh.hawaii.gov)

### Get technical support

If you run into any technical issues (such as having trouble logging in), the folks at eHawaii.gov will do their best to assist you.

Phone (808) 695-4620



## Frequently Asked Questions

[What is a \*Clean & Sober Home\*?](#) ▼

[What is the Clean and Sober home registry?](#) ▼

[What is the process to register a Clean & Sober home?](#) ▼

[What are the standards necessary to be a certified registered clean and sober home in good standing?](#) ▼

[Does a clean and sober home have to be licensed?](#) ▼

[Is there a national organization associated with clean and sober homes?](#) ▼

[Are there any fees to be on the registry?](#) ▼

[Can a Clean and Sober Home operate without being on the Registry?](#) ▼

[What is the difference between a Clean and Sober Home in good standing and a treatment center?](#) ▲

- Treatment centers provides housing to unrelated adults who are without appropriate living alternatives and who are participating in a substance abuse treatment agency's clinical continuum of care.
- Clean and sober homes in good standing assist persons recovering from substance abuse to have a safe, clean, and sober environment that supports their recovery in a non-clinical environment. The registry establishes standards and procedures by which homes will be listed as certified registered clean and sober homes in good standing on the registry pursuant §11-178-7.



# Clean & Sober Homes

Hawaii Department of Health, Alcohol & Drug Abuse Division

[Welcome](#) [Register](#) [Search](#) [Help](#)

## Apply to register a Clean & Sober Home.

[How do I apply to register a Clean & Sober home?](#) ▼

[Who can register?](#) ▲

An owner, operator, landlord or business entity owning the property. The home cannot be advertised as a Clean & Sober home unless the home is registered and in good standing with the Clean & Sober Homes Registry.

Hawaii Department of Health

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# Clean & Sober Homes

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## Help

[FAQs](#)

[Links](#)

### Links to useful resources

- [Hawaii Department of Health](#)
- [Alcohol and Drug Abuse Division](#)
- [National Alliance for Recovery Residents](#)
- [Small Business Review Board](#)
- [Hawaiian Administrative Rule 11-178, "Clean and Sober Homes Registry"](#)
- [Clean and Sober Homes in good standing standards \(TBD\)](#)

## Ask the agency

Hawaii DOH ADAD oversees this service. If you have questions, contact us at any of the following:

Phone (808) 692-7506

Email [webmail@doh.hawaii.gov](mailto:webmail@doh.hawaii.gov)

## Get technical support

If you run into any technical issues (such as having trouble logging in), the folks at eHawaii.gov will do their best to assist you.

Phone (808) 695-4620

Email [help@ehawaii.gov](mailto:help@ehawaii.gov)

Online [Start help session](#)

Live help chat available weekdays, 8AM-4PM.

# CLEAN & SOBER HOMES REGISTRY WEBSITE ORIENTATION

THANK YOU

## Contact People

Richard D. Le Burkien, MPH  
Program Specialist: Quality Assurance &  
Improvement Office  
Hawaii State Department of Health  
Alcohol and Drug Abuse Division  
Clean and Sober Homes Registry  
Phone: (808) 692-7530  
Fax: (808) 692-7521  
Email: [Richard.leburkien@doh.hawaii.gov](mailto:Richard.leburkien@doh.hawaii.gov)

Angela Bolan, MAET, CSAC, ICADC  
Manager: Quality Assurance &  
Improvement Office  
Hawaii State Department of  
Health, Alcohol and Drug Abuse  
Division  
Phone: (808) 692-7518  
Fax: (808) 692-7521  
Email: [angela.bolan@doh.hawaii.gov](mailto:angela.bolan@doh.hawaii.gov)