

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS

HEALTH CARE DIVISION

FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the Deputy Director for Corrections, develops and maintains health care programs involving both in-house and community resources (public health, contract and volunteer) for all correctional institutions, and oversees the operation of such programs to ensure adherence to contemporary standards and fiscal responsibility, uniformity of quality of health care and integration/coordination among health care providers.

1. Develop health care plans, standards, rules and regulations, and policies relative to the provision of adequate medical, mental and dental examination, treatment and care of inmates on an in-house and out-service, scheduled and emergency basis.
2. Determine staffing, equipment, space, supply, and other requirements for health care services in correctional institutions; prepares and develops divisional budget and expenditure plans; and executes fiscal management procedures.
3. Review and evaluate health care services for compliance with directives and achievement of objectives; establishes a quality management system; develops inter-branch committees to exchange information; provides in-service education; and assists in formulating operational policies and procedures.
4. Approve outside services of a non-emergency nature and conducts the post reviews of emergency outside services.
5. Consult with local and national public and private health care providers and other agencies, and obtain support and services in order to develop and sustain adequate health care in each correctional institution.
6. Prepare reports and recommendations for administrative review and action.
7. Coordinate health-related activities with the correctional institutions, the Department of Health, University of Hawaii health sciences schools and other community health organizations.

PROGRAM SUPPORT STAFF

Under the direct supervision of the head of the Health Care Division, provides program support services to the Division.

1. Assist in formulating and preparing budget requests and expenditure planning.
2. Provide utilization review of all medical services provided in the system and in the community.
3. Provide program planning and audits of contracted facilities housing Hawaii inmates.
4. Monitor outside contracts for health care delivery.

OFFICE SERVICES STAFF

Under the direct supervision of the head of the Health Care Division, provides general clerical support services, including business management support functions to the Division.

1. Maintain controls of expenditures and encumbrances.
2. Process divisional personnel actions; coordinates and maintains inventory of divisional equipment.

3. Provide general clerical support, equipment inventory and all necessary day-to-day office services for the Division.
4. Provide procurement function for the Health Care Division.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MEDICAL SERVICES BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the direction of the Corrections Health Care Administrator, the Medical Services Branch acts as the medical authority for the Health Care Division and develops, implements and evaluates the medical services within the Department. The Medical Services Branch provides for the delivery of medical services including screenings, assessments, diagnostic evaluations, therapy, chronic care treatment plans, communicable disease diagnoses and treatment, discharge summaries for inmates in the custody of the Department and the supervision of health care providers (physicians and physician extenders).

HALAWA MEDICAL SERVICES SECTION
OAHU MEDICAL SERVICES SECTION
HAWAII MEDICAL SERVICE SECTION

1. Plan, organize, control, coordinate and update Departmental medical services operations.
2. Evaluate physicians, clinical nurse practitioners and physician assistants.
3. Establish and implement standards for chronic care delivery in accordance with community standards.
4. Establish and implement standards for acute care delivery.
5. Monitor infectious disease care, both acute problems and chronic problems.
6. Develop a system of basic and inmate special needs medical services delivery.
7. Review staffing, equipment, space, supplies and other requirements needed to provide medical services to inmates in the Department's custody.
8. Advise the department on standards of care issues.
9. Act as the Department liaison to other agencies and the Hawaii State Hospital and other state medical clinics, hospitals or centers.
10. Review and update existing departmental Policies and Procedures and Medical Protocols as needed.
11. Oversee outside consultative services at all sites, in-state and contract.
12. Coordinate the Provider Meeting, Pharmacy and Therapeutic Meeting, and Specialty Utilization Review Panel.
13. Coordinate and organize Mortality conferences.
14. Implement standards for chronic care, acute care and infectious disease care.
15. Provide medical consultation.
16. Approve referrals to community medical clinics.
17. Oversee the standard of care for correctional infirmaries.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the direction of the Corrections Health Care Administrator, the Mental Health Branch provides direct delivery of mental health services; including screenings, assessments, diagnostic evaluations, therapy, treatment plans, and discharge summaries; for inmates in the custody of the Department.

1. Plan, organize, control, coordinate, and update Departmental mental health programs and operations. This includes establishing operating policies and procedures.
2. Review staffing, equipment, space, supply and other requirements needed to provide mental health services in the Departmental correctional facilities.
3. Propose operating budgets and expenditure plans. Maintains a fiscal accountability system.
4. Review and evaluate mental health services for compliance with the National Commission on Correctional Health Care and contemporary community standards.
5. Act as liaison between the Department, other state and federal agencies, and private community mental health providers.
6. Coordinate mental health services with correctional facility operations, programs, and other security functions.
7. Coordinate mental health services with the Clinical Services Branch.
8. Prepare and submit regular and special reports for divisional and Departmental management purposes.
9. Provide supervision and administrative support to all Mental Health Branch staff.

HALAWA MENTAL HEALTH SECTION

OAHU MENTAL HEALTH SECTION

WAIAWA MENTAL HEALTH SECTION

WOMEN'S MENTAL HEALTH SECTION

KAUAI MENTAL HEALTH SECTION

MAUI MENTAL HEALTH SECTION

HAWAII MENTAL HEALTH SECTION

KULANI MENTAL HEALTH SECTION

Under the direction of the Mental Health Branch, the Sections provide the direct delivery of mental health services; including screenings, assessments, diagnostic evaluations, therapy, treatment plans, and discharge summaries; for inmates in the custody of the Department.

1. Evaluate all inmates entering the Department's correctional institutions. Assist in developing mental health treatment and case management plans when the mental health inmates return to the community.
2. Provide diagnostic and treatment services to inmates.
3. Provide case and program consultation to health professionals and other staff in the Department's correctional system.

4. Develop programs within the correctional facilities for inmates requiring mental health treatment/services.
5. Provide group therapy for inmates requiring mental health services as needed and when possible.
6. Provide psychiatric social work services for inmates in the Department's correctional system.
7. Oversee the special housing units reserved for mental health inmate.
8. Make referrals to community mental health centers.
9. Provide case consultation on situations involving parolees.
10. Provide mental health training to Department facility staff members.
11. Act as liaison to the community mental health centers in referring released inmates for services.
12. Review policies and procedures on the delivery of mental health care to the Department's inmates.
13. Cooperate with educational institutions in providing psychiatric, psychological, and social work internships and practicum training in the Department's correctional facilities.
14. Maintain appropriate medical records documentation on patients according to legal requirements as defined by the Corrections Health Care Administrator.
15. Plan, organize, direct, coordinate and monitor the Branch's services, activities, and staff to achieve efficient and effective service delivery.
16. Coordinate quality assurance programs with the Corrections Health Care Administrator.
17. Coordinate mental health treatment with the Division Clinical Services Branch.
18. Apply clinical and performance standards in implementing the Branch's functions and activities.
19. Follow Departmental, Divisional, and Facility operational policies and procedures to facilitate effective management of the Branch's functions and activities.
20. Provide therapeutic settings for mental health patients.

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
CLINICAL SERVICES BRANCH
FUNCTIONAL STATEMENT

PRESENT

Under the general direction of the head of the Health Care Division, the Clinical Services Branch provides direct delivery of health care; including health promotion and prevention services, nursing care, medical evaluation and therapy, dietary consultation, and dental services and treatment; to correctional inmates.

1. Plan, organize, control, coordinate and update clinical services programs and operations, including establishing operating policies and procedures.
2. Review staffing, equipment, space, supply, and other requirements for health care services in correctional facilities.
3. Propose operating budgets and expenditures plans; maintains a fiscal accountability system.
4. Review and evaluate clinical services for compliance with contemporary health care standards.
5. Act as liaison with the correctional facilities, local public and private health care providers and other agencies.
6. Coordinate clinical services activities with correctional facility operations and functions.
7. Maintain control of drugs, equipment and medical supplies.
8. Prepare regular and special reports for divisional and departmental management purposes.

HALAWA CLINICAL SERVICES SECTION

Under the direction of the Clinical Services Branch Administrator, provides for the health care of inmates involving clinical services, nursing, dental and health information.

1. Plan health care services and coordinate services with other disciplines of the institution.
2. Evaluate services to meet inmate needs in accordance with applicable standards.
3. Maintain control of drugs, equipment and medical supplies.
4. Prepare and maintain budget and operational reports.

CLERICAL SUPPORT STAFF

Under the supervision of the Clinical Services Section Administrator, provides a variety of clerical services for administrative support purposes.

1. Perform typing, copying, collating, receptionist, filing, and other clerical services.
2. Prepare medical and office supplies and requisitions; and maintains physical inventory of equipment and supplies.
3. Maintain records and schedules.
4. Perform time and attendance record keeping.

NURSING SERVICES UNIT

Under the supervision of the Clinical Services Section Administrator, provides a variety of nursing services for the health care of inmates.

1. Provide direct nursing services to inmates. Performs treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status; assists physician in primary care and specialty clinics; provides infirmary care; and administers medication, collects blood and other specimens, etc.
3. Coordinate specialty clinics and other health care appointments for inmates.
4. Respond to medical emergencies and maintain ongoing services to inmates; maintains patient documentation; and maintains inventory, supplies and equipment.
5. Provide preventive health care instruction and promotion to inmates.
6. Coordinate intake health assessment for the Reception, Assessment and Diagnostic Unit.
7. Participate in treatment and discharge planning.
8. Monitor medical and office supply inventory.

DENTAL SERVICES UNIT

Under the supervision of the Clinical Services Section Administrator, provides a variety of dental services for the health care of inmates.

1. Examine inmates for dental health and oral hygiene; plans and performs dental treatment and related functions; arranges for private consultation and other services.
2. Instruct inmates on dental health and oral hygiene.
3. Maintain inventory and maintenance of equipment and supplies.
4. Maintain patient documentation and dental records.

HEALTH INFORMATION UNIT

Under the supervision of the Clinical Services Section Administrator, provides a variety of health information services for the health care of inmates.

1. Maintain state, federal, professional, and departmental standards related to the management of medical and dental records.
2. Oversee computerization of medical information management.
3. Assist in the preparation of budget and expenditure plans.
4. Maintain records of inmates discharged from facilities according to the requirements of State law.
5. Reactivate records of inmates re-entering the correctional system.
6. Move old records into appropriate storage as permitted by law.
7. Respond to subpoenas and other legal requests for information.

OAHU CLINICAL SERVICES SECTION

Under the direction of the Clinical Services Branch Administrator, provides for the health care of inmates involving clinical services, nursing, dental and health information.

1. Plan health care services and coordinate services with other disciplines of the institution.
2. Evaluate services to meet inmate needs in accordance with applicable standards.
3. Maintain control of drugs, equipment and medical supplies.
4. Prepare and maintain budget and operational reports.

CLERICAL SUPPORT STAFF

Under the supervision of the Clinical Services Section Administrator, provides a variety of clerical services for administrative support purposes.

1. Perform typing, copying, collating, receptionist, filing, and other clerical services.
2. Prepares medical and office supplies requisition; and maintains physical inventory of equipment and supplies.
3. Maintain records and schedules
4. Perform time and attendance record keeping.

NURSING SERVICES UNIT

Under the supervision of the Clinical Services Section Administrator, provides a variety of nursing services for the health care of inmates.

1. Provide direct nursing services to inmates. Performs treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status; assists physician in primary care and specialty clinics; provides infirmary care; and administers medication, collects blood and other specimens, etc.
3. Schedule specialty clinics and other health care appointments for inmates.
4. Respond to medical emergencies and maintains ongoing services to inmates; maintains patient documentation; and maintains inventory, supplies and equipment.
5. Provide preventive health care instruction and promotion to inmates.
6. Coordinate intake health assessment for the Reception, Assessment and Diagnostic Unit.
7. Participate in treatment and discharge planning.
8. Monitor medical and office supply inventory.

DENTAL SERVICES UNIT

Under the supervision of the Clinical Services Section Administrator, provides a variety of dental services for the health care of inmates.

1. Examine inmates for dental health and oral hygiene; plans and performs dental treatment and related functions; arranges for private consultation and other services.
2. Instruct inmates on dental health and oral hygiene.
3. Maintain inventory and maintenance of equipment and supplies.
4. Maintain patient documentation and dental records.

HEALTH INFORMATION UNIT

Under the supervision of the Clinical Services Section Administrator, provides a variety of health information services for the health care of inmates.

1. Maintain state, federal, professional, and departmental standards related to the management of medical and dental records.
2. Oversee electronic medical information management system.
3. Assist in the preparation of budget and expenditure plans.
4. Maintain records of inmates discharged from facilities according to the requirements of State law.
5. Reactivate records of inmates re-entering the correctional system.
6. Move old records into appropriate storage as permitted by law.
7. Respond to subpoenas and other legal requests for information.

WAIAWA CLINICAL SERVICES SECTION **WOMEN'S CLINICAL SERVICES SECTION**

Under the direction of the Clinical Services Branch Administrator, provides for the health care of inmates involving clinical services, nursing, dental and health information.

1. Plan health care services and coordinate services with other disciplines of the institution.
2. Evaluate services to meet inmate needs in accordance with applicable standards.
3. Maintain control of drugs, equipment and medical supplies.
4. Prepare and maintain budget and operational reports.

NURSING SERVICES UNIT

Under the supervision of the Clinical Services Section Administrator, provides a variety of nursing services for the health care of inmates.

1. Provide direct nursing services to inmates. Performs treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status; assists physician in primary care and specialty clinics; provides infirmary care; and administers medication, collects blood and other specimens, etc.
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4. Maintain records of inmates discharged from facilities according to the requirements of State law.
5. Reactivate records of inmates re-entering the correctional system.
6. Move old records into appropriate storage as permitted by law.
7. Respond to subpoenas and other legal requests for information.

MAUI CLINICAL SERVICES SECTION

Under the direction of the Clinical Services Branch Administrator, provides for the health care of inmates involving clinical services, nursing, dental and health information.

1. Plan health care services and coordinate services with other disciplines of the institution.
2. Evaluate services to meet inmate needs in accordance with applicable standards.
3. Maintain control of drugs, equipment and medical supplies.
4. Prepare and maintain budget and operational reports.

CLERICAL SUPPORT STAFF

Under the supervision of the Clinical Services Section Administrator, provides a variety of clerical services for administrative support purposes.

1. Perform typing, copying, collating, receptionist, filing, and other clerical services.
2. Prepares medical and office supplies requisition; and maintains physical inventory of equipment and supplies.
3. Maintain records and schedules
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4. Respond to medical emergencies and maintain ongoing services to inmates; maintains patient documentation; and maintains inventory, supplies and equipment.

5. Provide preventive health care instruction and promotion to inmates.
6. Coordinate intake health assessment for the Reception, Assessment and Diagnostic Unit.
7. Participate in treatment and discharge planning.
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KAUAI CLINICAL SERVICES SECTION
HAWAII CLINICAL SERVICES SECTION
KULANI CLINICAL SERVICES SECTION

Under the direction of the Clinical Services Branch Administrator, provides for the health care of inmates involving clinical services, nursing, dental and health information.

1. Plan health care services and coordinate services with other disciplines of the institution.
2. Evaluate services to meet inmate needs in accordance with applicable standards.
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