

DEPT OF PUBLIC SAFETY
CORRESPONDENCE CONTROL

LOG NO. 2021 - 1878

GOV. Referral No.: _____
DIR Suspense: _____

SUBJECT:

FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND
FUNCTIONAL STATEMENT CHANGE *RESEARCH & STATISTICS UNIT*

TO: DIR
THRU: BMO *[Signature]* DEP-C *7/4/21*
FROM: DR. GAVIN TAKENAKA, CHCA *[Signature]*
DATE: 6/7/2021

- INFO ONLY
- PLEASE SEE ME
- COMMENTS & RECOMMENDATIONS
- APPROPRIATE ACTION
- REPLY FOR _____ SIGNATURE
- RECOMMENDED APPROVAL/DISAPPROVAL
- PLEASE SIGN
- FAXED TO _____ Date: _____
- COPIES GIVEN TO: _____

CROSS REF. NO.:
REMARKS:

6/10/21 - TO OPERATING BUDGET FOR ANALYSIS & COMMENT. MB
- See attachment RAH
6/14/21 - TO PMO FOR REVIEW & COMMENT. MB
6/22/21 - TO BMO MB

FILE DESIGNATION: _____

DATE RETURNED: _____ DATE MAILED OUT: _____

PSD 1008 (11/04/1998)

[COMPUTER GENERATED FORM]

LOG NO. 2021 - 1878

June 4, 2021

TO: Max N. Otani, Director

THROUGH: Tommy Johnson, Deputy Director of Corrections *TJ*
Teresita V. Fernandez, Business Management Officer

FROM: Gavin Takenaka, Corrections Health Care Administrator *GT*

SUBJECT: FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND
FUNCTIONAL STATEMENT CHANGE

 X Delegated Change
 Non-Delegated Change

Purpose:

The objective of the proposed organizational change to the Health Care Division is to re-describe and align current positions in a manner that improves the efficiency and effectiveness of health care service delivery. The proposed changes include:

- a. Establish the Research and Statistics Unit under the Health Care Division, as recommended by Dr. Joel Dvoskin, PSD Expert Consultant.
- b. Re-description of the vacant Occupational Therapist IV position within the Halawa Mental Health Section to a Research Statistician IV position for the newly created Research and Statistics Unit.
- c. Re-description of the vacant Physical Therapist III position from the Oahu Clinical Services Section to a Research Statistician III position for the newly created Research and Statistics Unit.
- d. Relocation of the vacant Statistics Clerk I position within the Oahu Mental Health Section to the newly created Research and Statistics Unit.
- e. Deletion of the Occupational Therapy Unit within the Halawa Mental Health Section.

Reference(s): This request for final approval complies with the State of Hawaii Administrative Directive 19-02, *Effecting Organizational and Functional Statement Change*.

Detailed Program Rational and Justification:

Quality Assurance in Health Care is the identification, assessment, correction, and monitoring of important aspects of patient care designed to meet the delivery of health services consistent with achievable goals and national standards of care. The Health Care Division does not have a Medical Quality Assurance Program and the Mental Health Quality Assurance Program is limited. In fiscal year 2017, two (2) Statistics Clerk positions within the Mental Health Branch were legislatively abolished due to the

inability of the Department to fill the vacant positions. The two positions were critical for compliance with the Department of Justice requirement of maintaining a Mental Health Quality Assurance Program. The Department has been unable to re-establish the two abolished Statistics Clerk positions.

The proposed reorganization would establish the Research and Statistics Unit under the Health Care Division, as recommended by Dr. Joel Dvoskin, PSD Expert Consultant. The vacant Occupational Therapist IV position within the Halawa Mental Health Section is proposed to be re-described to a Research Statistician IV position for the newly created Research and Statistics Unit. The vacant Physical Therapist III position at the Oahu Clinical Services Section is proposed to be re-described to a Research Statistician III position within the proposed Research and Statistics Unit. In addition to the implementation of the Quality Assurance Program for the Health Care Division, the Research and Statistics Unit would provide the required support for Continuous Quality Improvement Projects at the division, branch, and facility level.

The establishment of the Research and Statistics Unit under the Health Care Division would include the following:

Position #41998, Occupational Therapist IV, SR-22, BU 13, at the Occupational Therapy Unit of the Halawa Mental Health Section to be re-described to Research Statistician IV, SR-22, BU 13, and relocated to the proposed Research and Statistics Unit of the Health Care Division.

Position #118072, Physical Therapist III, SR-20, BU 13, at the Halawa Clinical Services Section to be re-described to Research Statistician III, SR-20, BU 13, and relocated to the proposed Research and Statistics Unit of the Health Care Division.

Position #119464, Statistics Clerk I, SR-10, BU 03, at the Oahu Mental Health Section to be relocated to the proposed Research and Statistics Unit of the Health Care Division.

Deletion of the Occupational Therapy Unit within the Halawa Mental Health Section.

The proposed re-description of the Occupational Therapist and Physical Therapist positions to the Research Statistician positions, as well as the relocation of the Statistics Clerk position, would result in a change in the chain-of-command to report directly to the Health Care Division, with no operational changes. Both re-described positions would be subject to functional and programmatic modifications in accordance with DHRD Class Specifications for the Research Statistician series.

The proposal to establish the Research and Statistics Unit would allow the Health Care Division to make efficient and effective use of the difficult to fill Occupational Therapist and Physical Therapist positions. The proposed reorganization would benefit the Health Care Division and inmates through the establishment of a Health Care Quality Assurance Program.

Position(s) Affected:

<u>Position Number</u>	<u>Current Classification</u>	<u>Salary Range</u>	<u>BU</u>	<u>FTE</u>	<u>Vacant/Filled</u>
41998	Occupational Therapist IV	SR-22	13	1.0	Vacant
118072	Physical Therapist III	SR-20	13	1.0	Vacant
119464	Statistics Clerk I	SR-10	03	1.0	Vacant

Major Program Segment(s) and Functions Affected:

Health Care
Health Care, Clinical Services, Halawa Clinical Services
Health Care, Mental Health, Halawa Mental Health
Health Care, Mental Health, Oahu Mental Health

Resource Requirements and Funding Source Explanation:

There are no resource requirements. The requested organizational changes are cost neutral.

Alternatives Considered:

There are no acceptable alternatives to be considered.

Programmatic Impact:

The impact of a delay will be to hinder the Health Care Division in the ability to provide adequate and legally required health care services.

Budget Data and Draft Changes:

None.

Point of Contact:

Dr. Gavin Takenaka at (808) 587-1252.

Recommendation and final approval of proposed Organizational Change:

RECOMMEND:

APPROVED DISAPPROVED

per mgmt analyst recommendation attached.



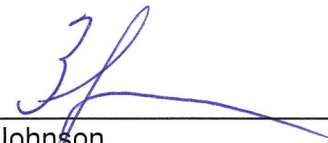
Teresita V. Fernandez
Business Management Officer

6/22/21

Date

RECOMMEND:

APPROVED DISAPPROVED




Tommy Johnson
Deputy Director for Corrections

6/25/21

Date

APPROVED DISAPPROVED



Max N. Otani
Director

6/29/2021

Date

June 22, 2021

TO: Tessie Fernandez, Business Management Officer

FROM: Matthew Sutton, Management Analyst *MS*

SUBJECT: HEALTH CARE DIVISION FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL CHANGE: ESTABLISHMENT OF RESEARCH AND STATISTICS UNIT

1. The Health Care Divisions *Final Approval Request for Organizational Change* complies with the Administrative Directive No. 19-02, *Policy and Procedures for Effecting Organizational and Functional Statement Changes*.

2. The Health Care Division (HCD) proposal to establish a program level Research and Statistics Unit (RSU) is threefold:

a. Mitigation of liability by establishing a *Medical Quality Assurance Program* which meets the department's requirements and conforms to national standards. (Impending policy and procedure)

b. The RSU would also support the current *Mental Health Quality Assurance Program* described in the *COR.10.1.A.06, Continuous Quality Improvement Program*.

c. The RSU proposal creates an internal capacity to perform research and statistical analysis internal process and procedure and to also inform external agencies.

3. An in-depth review of this proposal was conducted in early 2020 and it included discussion's with the HCD administrator, research of available Health Care Division policies, consultation with the Departments Research Statistician within the ASO Planning and Research Unit, as well as meetings with the Personnel Office Classification Section. These conclusions and recommendations are offered for consideration when evaluating this proposal.

a. Electronic Medical Records. The Health Care Division identified a material deficiency with its Electronic Medical Records (EMR) computer database platform. Because the current EMR cannot support statistical analysis, the proposed Research and Statistics Unit (RSU) would fill this gap. The RSU would conduct manual paper-based data collection from the HCD facility sites under the supervision of Medical Doctors and Registered Nurses. Data collected would then organized and processed for statistical analysis by the RSU staff. Until there is an adequate EMR platform, data analysis will remain a manpower-intensive series of tasks. An industry-standard EMR database would accommodate user-defined data input and have the ability to create readily available ad-hoc reports used for medical statistical analysis.

b. Personnel Classification Review. The Personnel Management Office Classification Section analysis supports this proposal in principle, but because there's no current HCD *Medical Quality Assurance Program* or Policy and Procedure (P&P) to review it's uncertain what level of Research Statistician would be most appropriate. The conclusion

is that some level of statistical subject matter expertise is an integral component to the success of quality assurance programs.

c. Personnel Labor Relations: After reviewing the proposal, Labor Relations does not recommend union consultation.

d. Operating Budget Review: The Operating Budget Section reviewed the proposal and has determined that the approval authority is delegated to the Department Director. The Healthcare Division does not intend to make budget changes that would require Governor's approval. All of the positions listed within this proposal are currently unfunded.

e. Management Analyst Review: Several meetings were held with the HCD Administrator and all other key reviewers in the reorganization process including the Department Research Statistician. This is a summary of those discussions.

(1). The Health Care Division agrees that the Department's Research Statistician within the Administrative Services Office, Planning and Research Section should remain the central point of contact for all statistical analysis, but there is a concern that HCD is prohibited from sharing HIPAA protected medical data outside of those working in the Healthcare Division. The HIPAA restrictions are a key factor in proposing the establishment of an independent RSU. The Deputy Director for Administration does not agree with the HIPAA restrictions because the Healthcare Division and Administrative Services Office are considered a complete organizational entity where medical data may be shared internally. It's feasible for the Department's Research Statistician to continue providing general support across all programs, including the HCD.

(2). The Department Research Statistician's technical role is defined within the Administrative Services Office Functional Statement as a provider of statistical analysis to the programs. If the HCD proposal is approved, the Departmental Research and Statistician should remain the chief consultant for the design and conduct of healthcare statistical analysis. Any statistical analysis or study with the potential for external distribution should be reviewed for accuracy and methodology by the Departmental Research Statistician before external release.

4. Recommendation:

a. Recommend approval of the creation of the Healthcare Division Research and Statistics Unit (RSU)

b. Although not part of this reorganization request, consideration should be given to modernizing the current Electronic Medical Records (EMR) platform. The deficiencies of the current computer-based platform are partly the reason for creating this additional human resource requirement.

c. To better understand the program support requirements, HCD should provide a *Medical and Mental Health Quality Assurance Program* policy to help clarify the scope of labor in terms of workload capacity and class specifications.

5. Point of contact is Matthew Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov

Budget Office Reorg Recommendation

Final Request for Organizational and Functional Statement Change:

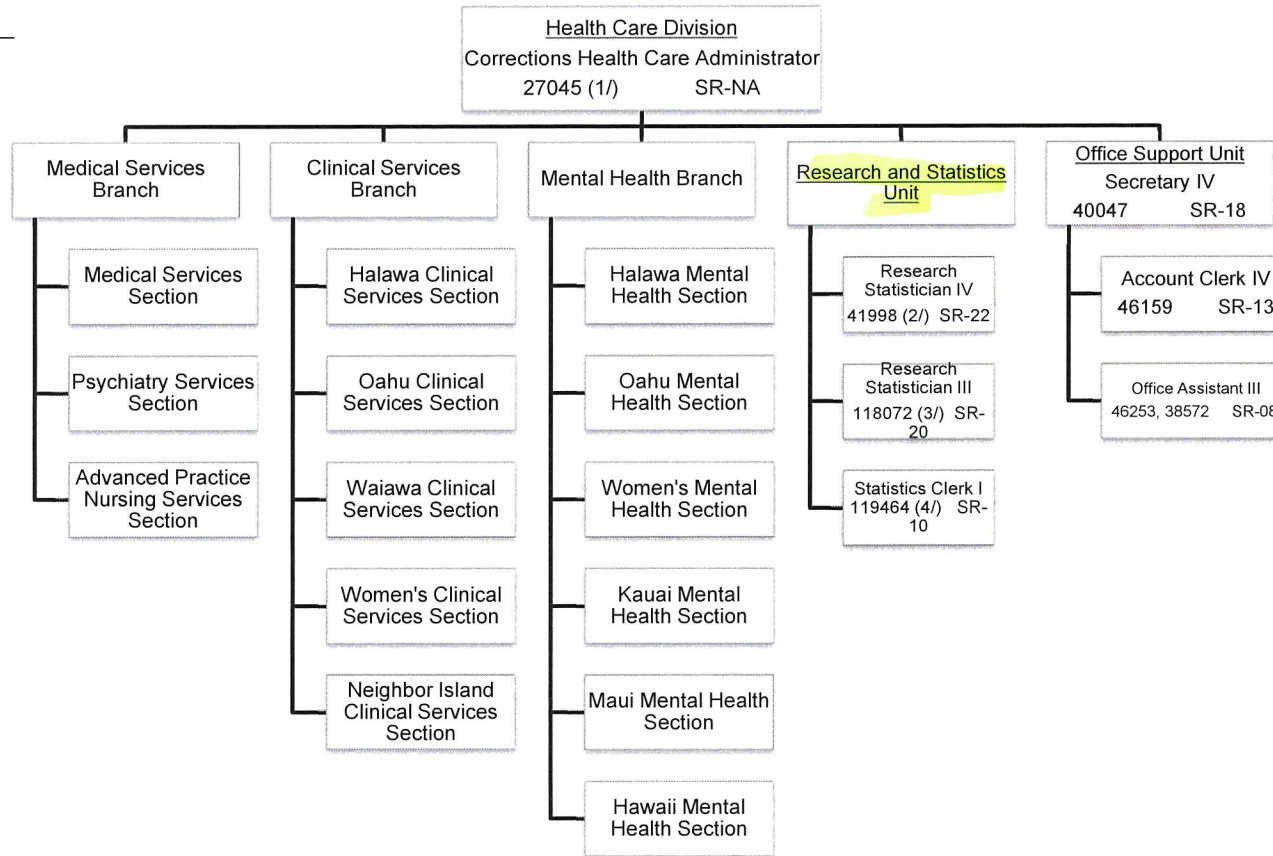
- Based on my review with the form CNA, PSD 421 plans to make not budget changes to the affected positions and does not require Governor's approval.
- Please note that all the positions listed in this request are unfunded.

APPROVED/DISAPPROVED

Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

6/28/2021

DATE



1/ Exempt Position
 2/ Re-described from Occupational Therapist IV and relocated from Halawa Mental Health Section
 3/ Re-described from Physical Therapist III and relocated from Halawa Clinical Services Section
 4/ Relocated from Oahu Mental Health Section

APPROVED/DISAPPROVED

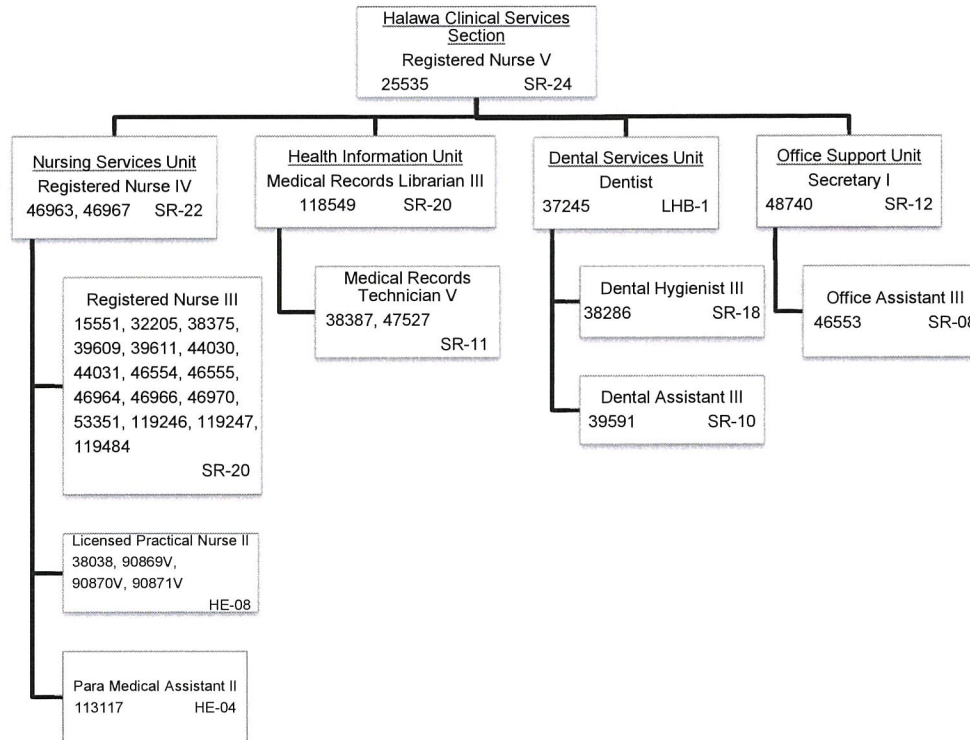
M. N. Otani

Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

6/28/2021

DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
HALAWA CLINICAL SERVICES SECTION
POSITION ORGANIZATION CHART
PROPOSED



APPROVED/DISAPPROVED

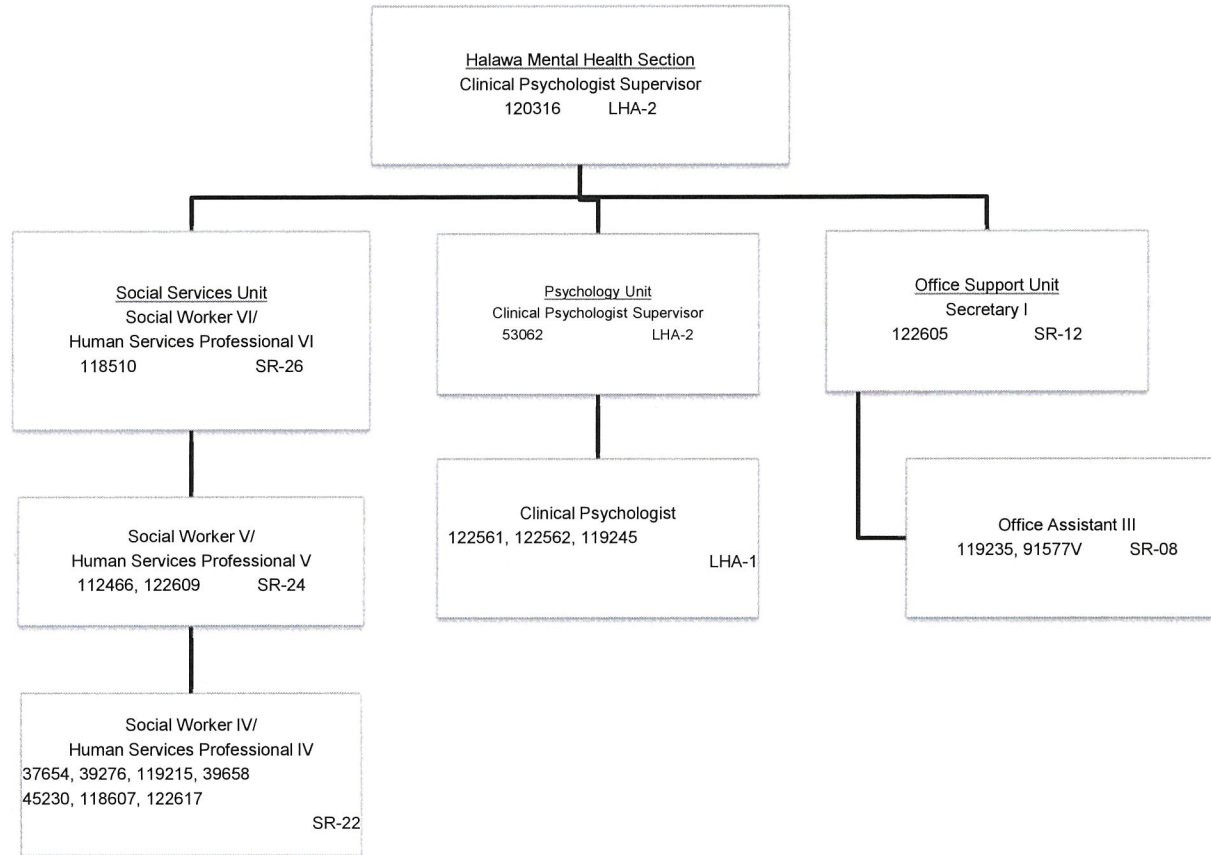


Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

6/28/2021

DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
HALAWA MENTAL HEALTH SECTION
POSITION ORGANIZATION CHART
PROPOSED



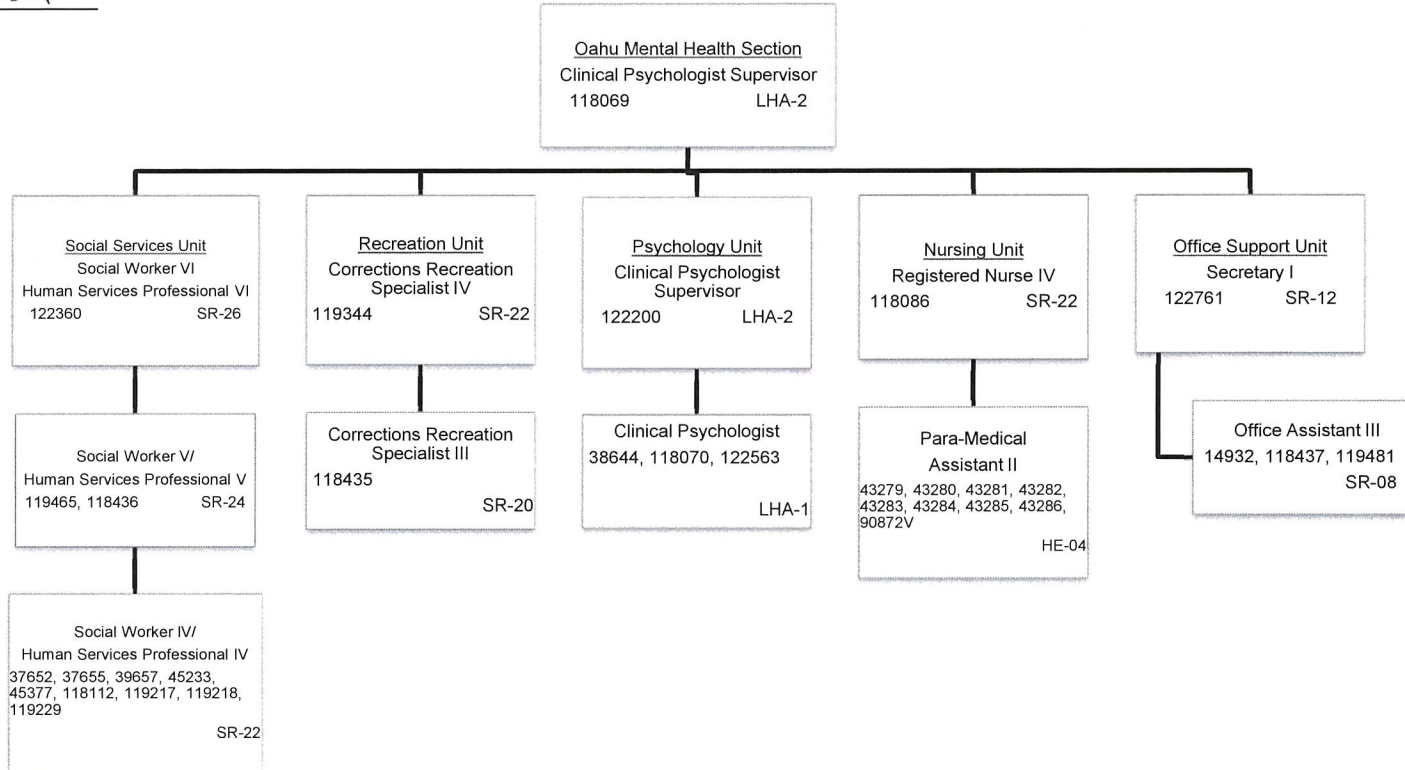
APPROVED/DISAPPROVED



Max N. Otani, DIRECTOR
DEPARTMENT OF PUBLIC SAFETY

6/28/2021
DATE

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
OAHU MENTAL HEALTH SECTION
POSITION ORGANIZATION CHART
PROPOSED

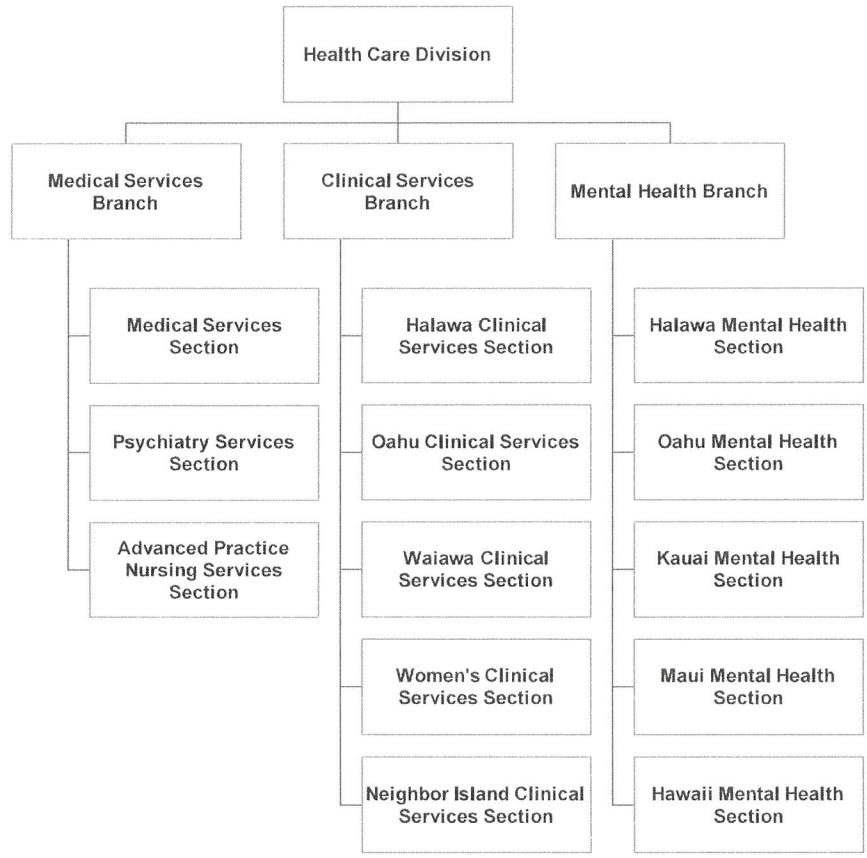


APPROVED
September 2, 2020

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION

ORGANIZATION CHART

June 30, 2020
Page 67

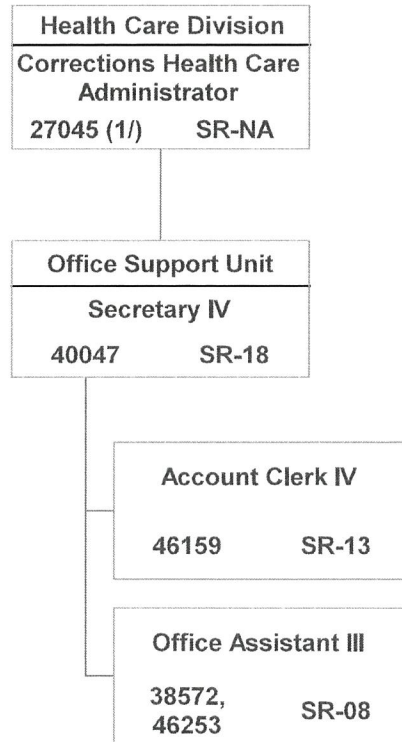


APPROVED
September 2, 2020

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION

POSITION ORGANIZATION CHART

June 30, 2020
Page 68



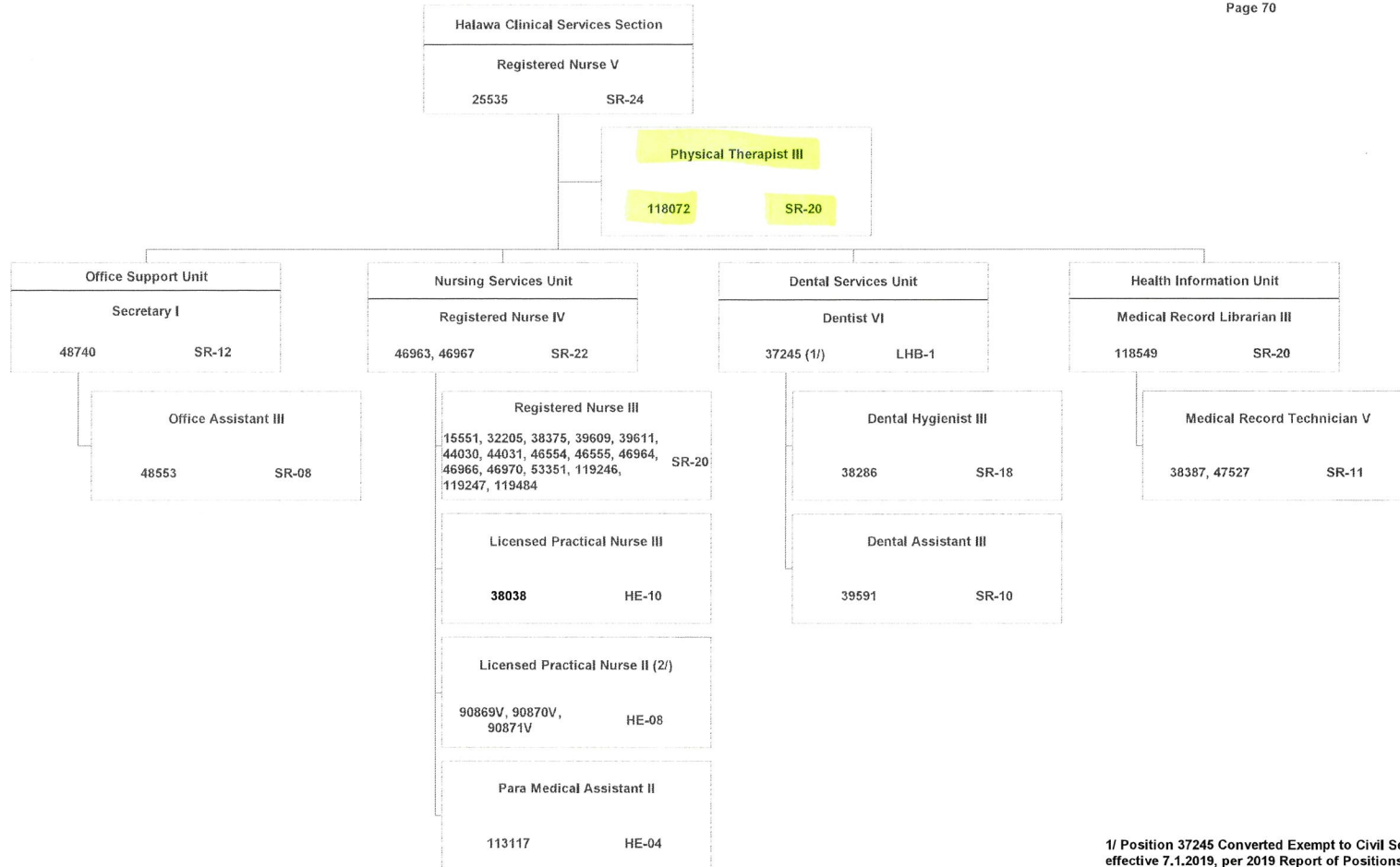
1/ Position Exempt

APPROVED
September 2, 2020

STATE OF HAWAII
 DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
 HEALTH CARE DIVISION
 CLINICAL SERVICES BRANCH
 HALAWA CLINICAL SERVICES SECTION

POSITION ORGANIZATION CHART

June 30, 2020
 Page 70



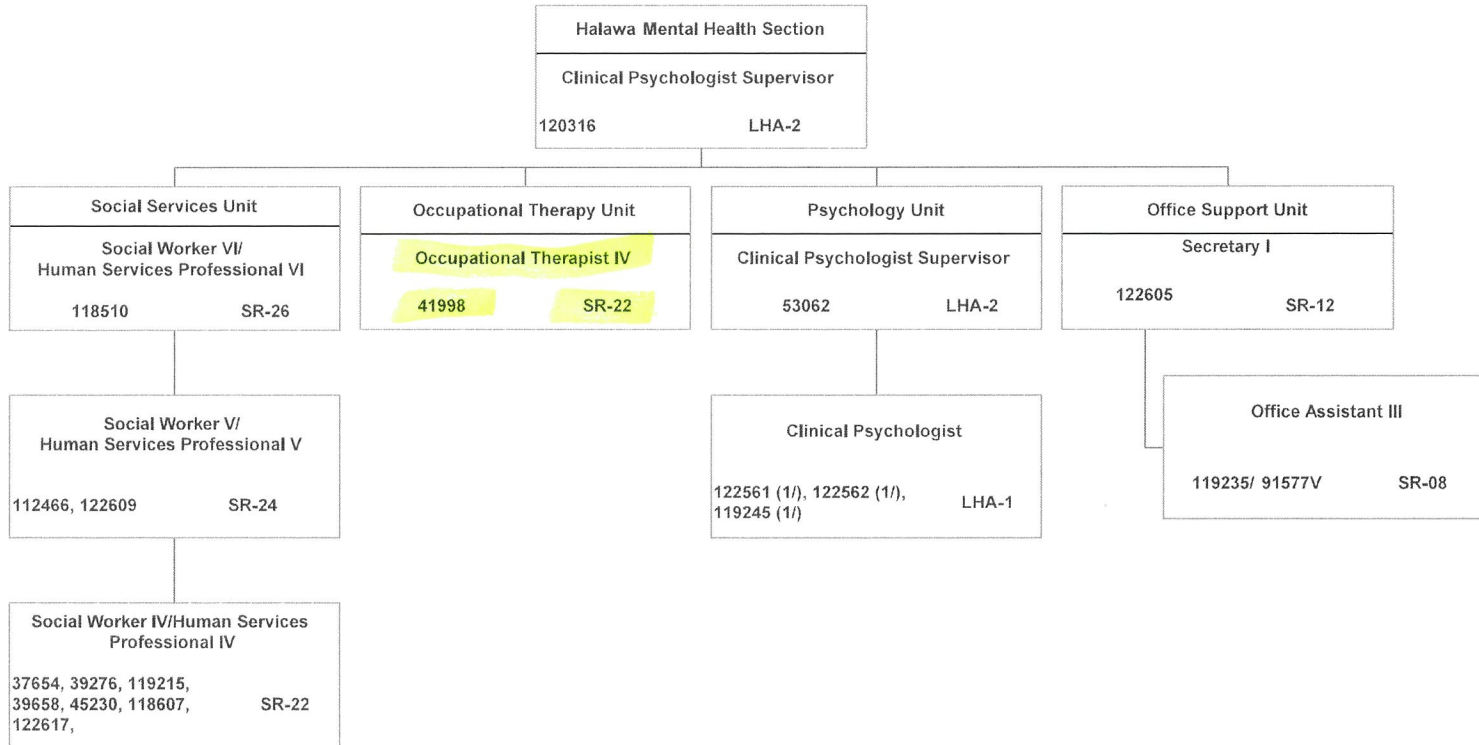
1/ Position 37245 Converted Exempt to Civil Service effective 7.1.2019, per 2019 Report of Positions Exempt from Civil Service (Act 300, SLH 2006).
 2/ Act 5, SLH 2019, effective 7.1.2019.

APPROVED
September 2, 2020

STATE OF HAWAII
 DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
 HEALTH CARE DIVISION
 MENTAL HEALTH BRANCH
 HALAWA MENTAL HEALTH SECTION

POSITION ORGANIZATION CHART

June 30, 2020
 Page 74

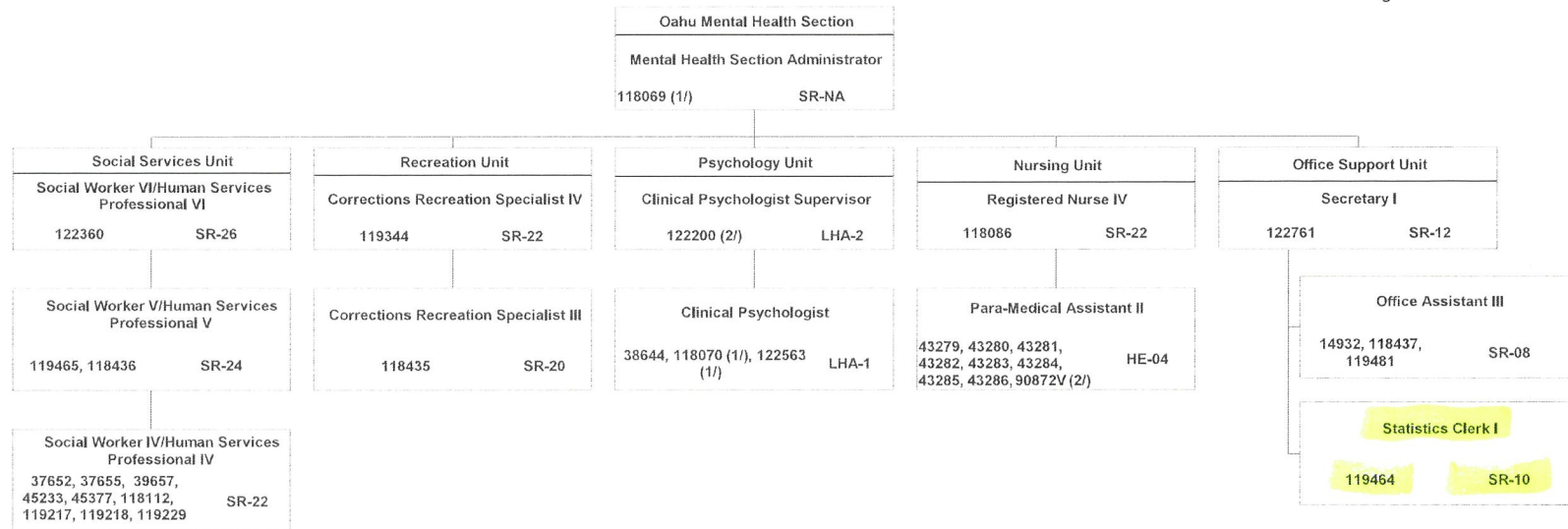


1/ Position 119245, 122561, 122562 Converted Exempt to Civil Service effective 7.1.2019, per 2019 Report of Positions Exempt from Civil Service (Act 300, SLH 2006).

APPROVED
September 2, 2020

STATE OF HAWAII
 DEPARTMENT OF PUBLIC SAFETY
 OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
 HEALTH CARE DIVISION
 MENTAL HEALTH BRANCH
 OAHU MENTAL HEALTH SECTION
 POSITION ORGANIZATION CHART

June 30, 2020
 Page 75



1/ Position 118069, 118070, 122563, and 122200
 Converted Exempt to Civil Service effective
 7.1.2019, per 2019 Report of Positions Exempt from
 Civil Service (Act 300, SLH 2006).
 2/ Act 5, SLH 2019, effective 7.1.2019.

CORRESPONDENCE CONTROL

GOV. Referral No.: _____

DIR Suspense: _____

SUBJECT:

REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE - *HCD OT, PT, SC*

TO: DIR

THRU: BMO *g* DEP-C *g*

FROM: DR. GAVIN TAKENAKA, CHCA *g*

DATE: 5/6/2021

- _____ INFO ONLY
- _____ PLEASE SEE ME
- _____ COMMENTS & RECOMMENDATIONS
- APPROPRIATE ACTION
- _____ REPLY FOR _____ SIGNATURE
- _____ RECOMMENDED APPROVAL/DISAPPROVAL
- _____ PLEASE SIGN
- _____ FAXED TO _____ Date: _____
- _____ COPIES GIVEN TO: _____

CROSS REF. NO.:

REMARKS:

5/11/21 TO BUDGET FOR REVIEW. WILL INCLUDE ORG CHARTS ON FINAL. MB

- Please see my attachment RW

- No concerns. RG

5/20/21 - MA TO BMO. MB

6/1/21 - RETURN TO HCD. MA PLEASE SEE NOTES FOR FINAL REQUEST.

FILE DESIGNATION: _____

DATE RETURNED: _____ DATE MAILED OUT: _____

**Inter-Office
MEMORANDUM**



DEPARTMENT OF PUBLIC SAFETY


No. 2021-1502

Suspense: _____

May 6, 2021

TO: Max N. Otani, Director

THROUGH: Tommy Johnson, Deputy Director of Corrections 
Teresita V. Fernandez, Business Management Officer 

FROM: Gavin Takenaka, CHCA 

SUBJECT: REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE

Purpose:

The objective of the proposed organizational change to the Health Care Division is to re-describe and align current positions in a manner that improves the efficiency and effectiveness of health care service delivery. The proposed changes include:

- a. Establish the Research and Statistics Unit under the Health Care Division, as recommended by Dr. Joel Dvoskin, PSD Expert Consultant.
- b. Re-description of the vacant Occupational Therapist IV position within the Halawa Mental Health Section to a Research Statistician IV position for the newly created Research and Statistics Unit.
- c. Re-description of the vacant Physical Therapist III position from the Oahu Clinical Services Section to a Research Statistician III position for the newly created Research and Statistics Unit.
- d. Relocation of the vacant Statistics Clerk I position within the Oahu Mental Health Section to the newly created Research and Statistics Unit.
- e. Deletion of the Occupational Therapy Unit within the Halawa Mental Health Section.

Reference(s):

In accordance with requirements outlined in the State of Hawaii *Administrative Directive 19-02* and PSD ADM.01.03, *Effecting Organizational and Functional Statement Change*, this is to request **initial approval** of change to the organization and function of the Health Care Division for the Office of the Deputy Director of Corrections.

Brief Program Rationale and Justification:

Quality Assurance in Health Care is the identification, assessment, correction, and monitoring of important aspects of patient care designed to meet the delivery of health services consistent with achievable goals and national standards of care. The Health Care

Division does not have a Medical Quality Assurance Program and the Mental Health Quality Assurance Program is limited. In fiscal year 2017, two (2) Statistics Clerk positions within the Mental Health Branch were legislatively abolished due to the inability of the Department to fill the vacant positions. The two positions were critical for compliance with the Department of Justice requirement of maintaining a Mental Health Quality Assurance Program. The Department has been unable to re-establish the two abolished Statistics Clerk positions.

The proposed reorganization would establish the Research and Statistics Unit under the Health Care Division, as recommended by Dr. Joel Dvoskin, PSD Expert Consultant. The proposed changes are as follows:

Establish the Research and Statistics Unit under the Health Care Division.

Position #41998, Occupational Therapist IV, SR-22, BU 13, at the Occupational Therapy Unit of the Halawa Mental Health Section to be re-described to Research Statistician IV, SR-22, BU 13, and relocated to the proposed Research and Statistics Unit of the Health Care Division.

Position #118072, Physical Therapist III, SR-20, BU 13, at the Halawa Clinical Services Section to be re-described to Research Statistician III, SR-20, BU 13, and relocated to the proposed Research and Statistics Unit of the Health Care Division.

Position #119464, Statistics Clerk I, SR-10, BU 03, at the Oahu Mental Health Section to be relocated to the proposed Research and Statistics Unit of the Health Care Division.

Deletion of the Occupational Therapy Unit within the Halawa Mental Health Section.

The proposal to establish the Research and Statistics Unit would allow the Health Care Division to make efficient and effective use of the difficult to fill Occupational Therapist and Physical Therapist positions. The proposed reorganization would benefit the Health Care Division and inmates through the establishment of a legally required Health Care Quality Assurance Program. The Research and Statistics Unit would also provide the required support for Continuous Quality Improvement Projects at the division, branch, and facility level.

Position(s) Affected:

<u>Position Number</u>	<u>Current Classification</u>	<u>Salary Range</u>	<u>BU</u>	<u>FTE</u>	<u>Vacant/Filled</u>
41998	Occupational Therapist IV	SR-22	13	1.0	Vacant
118072	Physical Therapist III	SR-20	13	1.0	Vacant
119464	Statistics Clerk I	SR-10	03	1.0	Vacant

Major Program Segment(s) and Functions Affected: [Division, Branch, Section/Unit]

Health Care
Health Care, Clinical Services, Halawa Clinical Services
Health Care, Mental Health, Halawa Mental Health
Health Care, Mental Health, Oahu Mental Health

Point of Contact:

Dr. Gavin Takenaka at (808) 587-1252.

RECOMMEND:

APPROVAL DISAPPROVAL



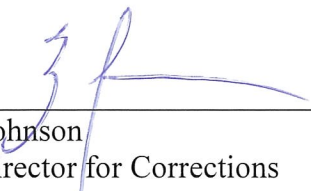
Teresita V. Fernandez
Business Management Officer

5/21/21 *see recommendations/review attached for further analysis*

Date

RECOMMEND:

APPROVAL DISAPPROVAL




Tommy Johnson
Deputy Director for Corrections

5/24/21

Date

APPROVED DISAPPROVED



Max N. Otani
Director


5/28/2021

Date

Suspense: _____

May 20, 2021

TO: Tessie Fernandez, Business Management Officer

FROM: Matthew Sutton, Management Analyst 

SUBJECT: HEALTHCARE DIVISION, RESEARCH & STATISTICS UNIT;
REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL CHANGE
TO STAFF SERVICES OFFICE POSITION VARIANCE

1. This request for organizational change complies with Department Administration Policy and Procedures, ADM.01.03, *Effecting Organizational and Functional Statement Changes*.

2. Forwarded, recommending approval to pursue further analysis. The concept of creating a Healthcare Research and Statistics Unit was considered in March 2020, but it exceeded the 20% Cost Neutrality threshold and was subsequently referred to the Governor for approval. The request was returned by the Department of Budget and Finance without action because of pandemic-related policies. Since this proposal is creating an additional functional capability within the program, it's recommended that further analysis include a proposed Functional Statement describing the Research and Statistics Unit, and draft policies for both the Medical Quality Assurance and Mental Health Quality Assurance Programs.

3. Upon approval of this Request to Initiate, the Healthcare Division will prepare a Request for Final Approval. The final approval process includes a more detailed analysis consisting of a Cost Neutrality Assessment (CNA), Classification, and a review by Labor Relations that may lead to union consultation.

4. Point of contact is Matt Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov

Budget Office Reorg Recommendation

Initiate Request for Organizational and Functional Statement Change:

- Based on my review without the form CNA, PSD 421 plans to make no budget changes to the affected positions (the re-description of the affected positions are staying within their BU and SR authorized levels).
- Please note that all the positions listed in this request are unfunded.

Sutton, Matthew E

Subject:

Request for Final Approval; Healthcare Division, CORLOG 2021-1502

- Please include the following documents with the Request for Final Approval:
 - Proposed Organizational Chart
 - Proposed Functional Statement
 - Attached the checklist for continuity
 - If a new CORLOG is assigned, link #2021-1502 to the new CORLOG number
 - Cost Neutrality Analysis
- Recommended Additional Documents:
 - Draft Medical Quality Assurance policy
 - Draft Mental Health Quality Assurance policy

Matthew E. Sutton

Matthew E. Sutton, FMP

Management Analyst

Planning and Research Unit

Administrative Services Office (ASO)

Department of Public Safety

Work: (808) 587-3476

Alternate: (808) 228-9579

Email: matthew.e.sutton@hawaii.gov

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Checklist for Organization and Functional Statement Changes

This checklist will assist stakeholders in navigating the reorganization process and must remain with both the Request to Initiate and the Final Approval request proposals. The following actions shall be completed and initialed by the designated reviewer(s) in sequence:

Request to Initiate: When appropriate, reviewer remarks are made by inserting an addendum page detailing comments and concerns.

- 5/11/21
1. MA Review request for format and completeness. (Management Analyst)
 2. W Provide comments with addendum page. (Operating Budget)
 3. YR 5/14/2021 Provide comments with addendum page. (HRO Classification Only)
 4. MA Review remarks and prepare recommendations for BMO review. (MA)
 5. MA After the Director's decision, return the proposal to the Management Analyst. A file copy is made and the original returned to the initiating program. (MA)
- 5/20/21
6/1/21

Final Approval Request: When appropriate, the reviewers will attach a narrative analysis within the proposal as an addendum page.

- 6/10
6/10
1. MA Review proposal for format and completeness. (Management Analyst)
 2. MA Determine if a Division level organizational segment is being created, abolished, or being changed. If so, indicate on the addendum page or cover sheet that the governor's approval is necessary. (MA)
 3. W Are the changes cost neutral at the program I.D. level? If not, indicate if the governor's approval is necessary on an addendum page. (Operating Budget)
 4. W Are alternative funding resources available within the scope of the programs authority to execute the reorganization? (Operating Budget)
 5. W Return to the Management Analyst for review. Determine if position variances will need to be approved by the director or the governor, under Administration Directive 18-03 and Administrative Directive 19-02. If the change proposal requires Governors' approval, consider providing an advance draft to B&F/DHRD for consultation. (Operating Budget & MA)
 6. YR 6/16/2021 Are changes in classification reflected in the proposed reorganization consistent with state-wide classification policies and procedures established by DHRD? (HRO Classification)

Note: Labor Relations questions 7, 8, and 9 only apply if HRO determines Labor Relations consultation is necessary. If the request requires the governor's approval, Labor Relations determination will take place **after** the proposal returns from the Governor's Office. If this proposal requires the governor's approval, skip to the bottom of the checklist to "Governor's Approval (Non-Delegated)."

7. No Will the personnel filling any affected employee positions be affected by the proposed organizational or functional statement change requiring union consultation? (Program coordination with HRO Labor Relations)

8. Yes Has consultation taken place about the proposed reorganization, and has the proposed change been disseminated within the affected organizational units to include impacted employees? These discussions must be documented and a summary attached as an addendum to the final proposal. (Program coordination with HRO Labor Relations)

9. Yes Consultation occurred with the Collective Bargaining (CB) representatives and has union input been considered for the Request for Final approval. If appropriate, the initiating program may consider revisions to the proposal based on the results of the consultation. (HRO Labor Relations)

10. Yes Is the proposed organizational *structure* appropriate for the organizational functions to be performed consistent with Administrative Directive 19-02? (MA)

11. Yes Are supervisory relationships accurately reflected and appropriate for the performance of functions and consistent with Administrative Directive 19-02? (MA)

12. Yes Review remarks and prepare recommendations for BMO review (MA)

13. Yes After the Director's decision on a delegated organizational and functional statement change, please return the signed proposal to the Management Analyst. (Director's Office)

14. Copies of the changes shall be electronically disseminated to the Office of the Governor, Office of the Lt. Governor, B&F, and DHRD. (MA)

15. Yes Return the final approved request to the initiating program and apply changes to the organizational charts and the functional statements on file. (MA)

Governor's Approval (Non-Delegated):

(Continued from Request for Final approval)

7. _____ Receive feedback from DHRD and B&F after draft review. (MA)

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

PROPOSED

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, 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; prepare and develop divisional budget and expenditure plans; and execute fiscal management procedures.
3. Review and evaluate health care services for compliance with directives and achievement of objectives; establish a quality management system; develop inter-branch committees to exchange information; provide in-service education; and assist in formulating operational policies and procedures.
4. Approve outside services of a non-emergency nature and conduct the post reviews of emergency outside services.
5. Consult with local and national public and private health care providers and other agencies. Obtain support and services in order to develop and sustain adequate health care in correctional institutions.
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.

RESEARCH AND STATISTICS UNIT

Under the direct supervision of the head of the Health Care Division, provides research and statistical support services to the Division.

1. Establish, maintain, evaluate, and revise the Health Care Quality Assurance (QA) Program.
2. Provide statistical support for the planning and implementation of Continuous Quality Improvement (CQI) projects.
3. Develop and implement QA and CQI forms for data gathering and analysis. Prepare QA and CQI reports.
4. Gather statistical data, conduct statistical analyses, and prepare statistical reports for response to public inquiry.
5. Conduct research on health care operations.

OFFICE SUPPORT UNIT

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. Assist in preparing budget requests and expenditure plans. Maintain controls of expenditures and encumbrances.
2. Provide procurement functions for the Health Care Division. Monitor and maintain procured contracts and Memorandums of Agreement.
3. Review and process medical and other claims. Maintain the health care database for claims made.
4. Process and monitor personnel transactions.
5. Coordinate and maintain inventory of divisional equipment.
6. Prepare and complete travel authorizations and arrangements for health care employees.
7. Provide general and day-to-day clerical support.

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS

HEALTH CARE DIVISION

MENTAL HEALTH BRANCH

FUNCTIONAL STATEMENT

**PRESENT
(NO CHANGE)**

Under the direction of the Corrections Health Care Administrator, the Mental Health Branch provides administrative and clinical supervision for the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Plan, organize, coordinate, implement, evaluate, and revise Departmental mental health programs and operations.
2. Revise and review mental health staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide mental health services in the Departmental correctional facilities.
3. Propose operating budgets and expenditure plans for mental health services. Maintain a fiscal accountability system.
4. Review and evaluate existing mental health policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for mental health services in correctional facilities.
5. Maintain the mental health quality assurance program. Conduct root cause analyses and implement corrective action. Coordinate and oversee the mental health component of the continuous quality improvement program.
6. Provide clinical supervision, training, and administrative support to mental health branch employees in order to achieve planned objectives.
7. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
8. Prepare and submit reports for Divisional and Departmental management purposes.

HALAWA MENTAL HEALTH SECTION

Under the direction of the Mental Health Branch Administrator, the Halawa Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs at the Halawa Correctional Facility and the Waiawa Correctional Facility.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, and Office Support Units.
2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.

6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

Psychology Unit

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

Social Services Unit

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including cnsIs assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

Office Support Unit

OAHU MENTAL HEALTH SECTION

Under the direction of the Mental Health Branch Administrator, the Oahu Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, Nursing, Recreation, and Office Support Units.

2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

Psychology Unit

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

Social Services Unit

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

Nursing Unit

Under the direction of the Mental Health Section Administrator, the Nursing Unit provides the direct delivery of mental health services, including mental health nursing assessments, psychotropic medication monitoring, documentation of medication response, coordinating medication referrals and orders by psychiatry, assistance with activities of daily living, mental and behavioral status monitoring, and medication teaching groups for detainees/inmates with severe and persistent mental health needs.

1. Implement the Mental Health Nursing Program for detainees/inmates requiring special needs mental health care.
2. Provide mental health nursing assessments for inmates with serious mental health needs.
3. Conduct psychotropic medication monitoring and document response to medications. Work collaboratively with psychiatry, coordinate medication referrals, and take-off medication orders. Maintain the Medication Administration Record.
4. Implement components of the Psychosocial Treatment Program, including medication teaching and therapeutic activity groups.
5. Monitor the mental and behavioral status of assigned patients. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
6. Assist with the development and performance of independent and daily living skills for detainees/inmates with severe and persistent mental illnesses.
7. Assist in the development and implementation of Mental Health Services Treatment Plans.
8. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

Recreation Unit

Under the direction of the Mental Health Section Administrator, the Recreation Unit provides the direct delivery of mental health services, including recreational and therapeutic group activities for detainees/inmates with severe and persistent mental health needs.

1. Implement components of the Psychosocial Treatment Program, including recreational and therapeutic activity groups.
2. Assist in the implementation of Mental Health Services Treatment Plans.
3. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

Office Support Unit

WOMEN'S MENTAL HEALTH SECTION

Under the direction of the Mental Health Branch Administrator, the Women's Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs.

1. Direct, supervise, and evaluate the provision of mental health services by the Psychology, Social Services, Nursing, Recreation, and Office Support Units.
2. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.

4. Implement the psychosocial treatment program for the Mental Health Section. Provide individual and/or group intervention for detainees/inmates with serious mental health needs.
5. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
6. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.

Psychology Unit

Under the direction of the Mental Health Section Administrator, the Psychology Unit provides the direct delivery of mental health services, including psychological evaluations and individual and/or group interventions for detainees/inmates with serious mental health needs.

1. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
2. Provide individual and/or group psychological intervention for detainees/inmates with serious mental health needs.
3. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
4. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

Social Services Unit

Under the direction of the Mental Health Section Administrator, the Social Services Unit provides the direct delivery of mental health services, including mental health intake screening, supportive counseling, recreational therapy, special needs treatment planning, discharge planning, and crisis intervention for detainees/inmates with serious mental health needs.

1. Administer screening instruments to all detainees/inmates entering the facility to identify the presence of acute and/or persistent mental health needs.
2. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
3. Implement components of the Psychosocial Treatment Program, such as psycho-education, therapeutic activity, and recreational groups.
4. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
5. Assist in the development and implementation of Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
6. Prepare detainees/inmates, who have serious mental health needs, for community reintegration through discharge planning.
7. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

Office Support Unit

KAUAI MENTAL HEALTH SECTION
MAUI MENTAL HEALTH SECTION
HAWAII MENTAL HEALTH
SECTION

Under the direction of the Mental Health Branch Administrator, the Kauai and Maui Mental Health Sections provide the direct delivery of mental health services to detainees/inmates with serious mental health needs at their respective facilities. The Hawaii Mental Health Section provides the direct delivery of mental health services to detainees/inmates with serious mental health needs at the Hawaii Community Correctional Center and the Kulani Correctional Facility.

1. Implement the system for the administration of screening instruments and semi-structured interviews to all detainees/inmates entering the facility to ensure the timely and accurate identification of acute and/or persistent mental health needs.
2. Conduct psychological and suicide risk evaluations of detainees/inmates using clinical interviews, psychological testing, and/or gathering additional collateral data.
3. Monitor the mental and behavioral status of detainees/inmates. Refer detainees/inmates to qualified healthcare professionals for additional levels of care, as appropriate.
4. Develop and implement Mental Health Services Treatment Plans and Interdisciplinary Behavioral Modification Programs.
5. Provide emergency and non-emergency mental health intervention, including crisis assessment and intervention, mental health triage, and individual supportive counseling.
6. Implement the system of discharge planning for detainees/inmates with serious mental health needs.
7. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of mental health services.
8. Complete and maintain mental health records and forms according to policy, legal requirements, and professional standards.

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

PRESENT
(NO CHANGE)

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 detainees/inmates.

1. Plan, organize, coordinate, implement, evaluate, and revise clinical services programs and operations.
2. Revise and review clinical services staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide health services in the Departmental correctional facilities. Monitor and maintain medication and medical supply inventories.
3. Propose operating budgets and expenditure plans for health services. Maintain a fiscal accountability system.
4. Review and evaluate clinical services policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
5. Maintain the clinical services quality assurance program. Conduct root cause analyses and implement corrective action. Coordinate and oversee the clinical services component of the continuous quality improvement program.
6. Provide clinical supervision, training, and administrative support to clinical services branch employees in order to achieve planned objectives.
7. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
8. Prepare and submit 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 detainees/inmates involving clinical services, nursing, dental and health information.

1. Direct, supervise, and evaluate the provision of clinical services by the Nursing Services, Dental Services, Physical Therapy, Health Information, and Office Support Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.

5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

Nursing Services Unit

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

1. Provide direct nursing services to detainees/inmates. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmity-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical supply inventories

Dental Services Unit

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

1. Conduct examinations for dental health and oral hygiene.
2. Plan and perform dental treatment and related functions.
3. Arrange for private consultation and other services.
4. Provide education and instruction on dental health and oral hygiene.
5. Monitor and maintain the dental supply and equipment inventory.
6. 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 detainees/inmates.

1. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
2. Manage and maintain the electronic medical record system.
3. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.
4. Reactivate the health records of inmates re-entering the correctional system.

5. Respond to subpoenas and other requests for information.

Office Support Unit

OAHU CLINICAL SERVICES SECTION

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

1. Direct, supervise, and evaluate the provision of clinical services by the Nursing Services, Dental Services, Health Information, and Office Support Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.
5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

Nursing Services Unit

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

1. Provide direct nursing services to detainees/inmates. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical supply inventories

Dental Services Unit

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

1. Conduct examinations for dental health and oral hygiene.
2. Plan and perform dental treatment and related functions.
3. Arrange for private consultation and other services.
4. Provide education and instruction on dental health and oral hygiene.
5. Monitor and maintain the dental supply and equipment inventory.
6. 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 detainees/inmates.

1. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
2. Manage and maintain the electronic medical record system.
3. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.
4. Reactivate the health records of inmates re-entering the correctional system.
5. Respond to subpoenas and other requests for information.

Office Support Unit

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

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

1. Provide direct nursing, dental, and health information services. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical/dental supply inventories
8. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
9. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.

NEIGHBOR ISLAND CLINICAL SERVICES SECTION

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

1. Direct, supervise, and evaluate the provision of clinical services by the Maui, Hawaii, Kauai, and Kulani Clinical Services Units.
2. Review and evaluate facility policies, procedures, forms, and work methods for compliance with the National Commission on Correctional Health Care standards and State/Federal law for health services in correctional facilities.
3. Revise and review staffing plans, position descriptions, equipment, space, supply, and other requirements needed to provide health services in the facility. Monitor and maintain medication and medical supply inventories.
4. Plan, implement, and evaluate the Quality Assurance Program and Continuous Quality Improvement projects in accordance with the National Commission on Correctional Health Care and other relevant sources of national standards for the delivery of health services.
5. Provide clinical supervision, training, and administrative support to clinical services section employees in order to achieve planned objectives.
6. Ensure the attainment of health care objectives through the selection, development, motivation, and evaluation of health care personnel.
7. Prepare and submit reports.

Maui Clinical Services Unit

Hawaii Clinical Services Unit

Kauai Clinical Services Unit

Kulani Clinical Services Unit

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

1. Provide direct nursing, dental, and health information services. Perform treatments, monitors, interprets vital signs, and performs communicable disease surveillance.
2. Observe and assess patient health status, assist the physician in primary care and specialty clinics, provide infirmary-level care, administer medication, collect blood and other specimens, and other nursing-related duties.
3. Conduct intake health assessments. Respond to medical emergencies and provide non-emergency health care services.
4. Coordinate and implement specialty and chronic care clinics and other health care appointments for inmates.
5. Provide preventive health care instruction and promotion.
6. Develop and implement nursing care plans and treatment plans. Provide discharge planning services.
7. Monitor and maintain medication and medical/dental supply inventories
8. Maintain State, Federal, professional, and Departmental standards related to the management of health care records.
9. Maintain and store the health records of released detainees/inmates in accordance with State and Federal law.