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A. Mission Statement

The Department of Human Services' (DHS) guiding principles, vision statement, mission statement, and core values are as follows:

Guiding Principles

DHS is guided by article IX, section three of the Hawaii State Constitution regarding public assistance, the "Aloha Spirit" statute (section 5-7.5, Hawaii Revised Statutes (HRS)), and 'Ohana Nui, Hawai'i's multi-generational approach to the delivery of human services.

Vision Statement

The people of Hawai'i are thriving.

Mission Statement

To encourage self-sufficiency and support the well-being of individuals, families, and communities in Hawai'i.

Core Values

- T Team-oriented** – We acknowledge that internal and external partnerships are critical to the success of DHS.
- H Human-centered** – We develop strategies and make improvements as necessary from the client's perspective.
- R Respectful** – We recognize the inherent value of each person as well as the diverse cultures of Hawai'i.
- I Intentional** – We are mindful of our decisions and actions in our collective work.
- V Visionary** – We strive to support our clients by co-creating generative, forward-looking strategies.

- E Evidence-based** – We make decisions that are based on data and take actions that we know will have sustainable outcomes.

B. Overview

DHS is comprised of four divisions (Benefit, Employment & Support Services (BESSD), Division of Vocational Rehabilitation (DVR), Med-QUEST (MQD), and Support Services (SSD)), two attached agencies (Office of Youth Services (OYS), Hawaii Public Housing Agency (HPHA)), two attached commissions (Commission on the Status of Women (CSW), Commission on Fatherhood (COF), six staff offices, and the Director's Office. DHS provides benefits and services to one in four Hawai'i residents, or about 350,000 individuals. The state's Medicaid program, QUEST Integration, provides medical insurance coverage for nearly one-half of Hawai'i's children. We have 2,300-plus employees deployed in 84 offices statewide, and we manage an annual budget of nearly \$3.6 billion, of which 64.5% are federal funds.

The work of DHS supports Hawaii's residents as they strive to achieve well-being and self-sufficiency. We understand that well-being encompasses many facets of life, including health, housing, safety, work, education, family, and community. We provide critical benefits, programs, and services in these vital areas.

DHS distributes approximately \$2.9 billion in benefits to the state's low-income, children, disabled, elderly, individuals, and families. The impact of these public benefits to the community is significant. In fiscal year 2018 DHS provided \$477 million in Supplemental Nutrition Assistance Program¹ (SNAP) benefits to 164,788 individuals across the state, and research shows that every \$5 in new SNAP benefits generates as much as \$9 of economic activity.

Biennium Budget Highlights: we prioritize our budget requests in four categories:

- **Preservation and improvements to the safety net:**
 - **Strengthening the response to homelessness:** to continue the gains the state has made to reduce the number of homeless individuals, and the time individuals and families experience homelessness, we include requests to maintain and expand current homeless services and we propose additional after-care support services for families with minor children who exit shelters into permanent housing;
 - **Continued support toward juvenile justice reform:** the Office of Youth Services continues efforts to transform the juvenile justice system to a therapeutic model, and to expand services for youth at risk and young

¹ Previously referred to as food stamps.

adults at risk of entering the justice system; the budget includes capital improvements to the Hawaii Youth Correctional Facility to address fresh water concerns, and to rehabilitate the existing gymnasium for continued use by youth, and young adults;

- **Improving and maintaining safety and health through services for families and children engaged with Child Welfare Services:** Hawaii's Title IV-E waiver ends on September 30, 2019, and innovative services and strategies developed during the waiver will require an investment in state funds to maintain levels of services; we request on-going funds be appropriated for 4 positions established by Act 177 (2018) to address high caseloads in East Hawaii; and
 - **Adding additional intakes staff to Adult Protective Services reporting line:** as the aging population in Hawaii increases, we are receiving an increase in reports of physical abuse, neglect, and financial abuse of vulnerable adults in our community; adding an additional staff member to the adult intake unit, will assist in the timely review and analysis of reports for referral to investigation or other resources.
- **Enhancing supportive services:**
 - **Funds for Youth Commission:** the 2018 Legislature established the Youth Commission to make policy recommendations to the department and the Legislature; on-going funding is required to meet the statutory mandate to support the commission and needs of Hawaii's youth;
 - **Supporting transition from public benefits to employment:** the 2018 Legislature reestablished the highly successful Exit and Retention Bonus program for families that transition to employment and remain off public benefits; the 2018 Legislature appropriated funding for system modifications to run the program; we request program funds to provide the bonuses and funds for families not eligible for federal benefits; and
 - **Adding additional after-school programs for DOE middle and Intermediate Schools:** An increase in federal funds ceiling will allow an additional number of DOE intermediate and middle schools that may provide the UPLINKS program, a structured after-school programs that benefit the children in their middle school years through tutoring, sports, multi-media, STEM, and other arts and cultural programs.
- **Transforming government through continued IT upgrades, program redesign, program development, and human resources:**
 - **Child Care Program redesign:** we request additional planning staff to review, revise, and monitor the state plans required by the Child Care and Development Fund; and to address continuing audit errors and to avoid future penalties, we propose a program redesign to return the child

care eligibility and payment services to the department; with this redesign, we project positive correction to the audit findings, and an eventual savings that will be reinvested in areas of quality improvement and subsidies;

- **Continued investment in the DHS Enterprise System to integrate the delivery of human services:** we are in the 2nd phase of the significant investments into upgrading the DHS IT infrastructure by adding the public welfare programs to the DHS Enterprise platform initiated through the Affordable Care Act. Once integrated and operational, most public benefits will be accessible through a universal application process, with reduced determination times and errors;
 - **Maintenance and Security of the DHS Enterprise System:** as with any investment, and particularly with IT systems, it is the utmost priority and continuing obligation to maintain and upgrade the system's operations, and to secure the system's integrity and the private information of individuals; additional qualified staff and training resources are required;
 - **Health Care Analytics program development:** building on the result of the 1st phase of investment in the DHS IT system, the 2018 Legislature established the Health Analytics Office in the Med-QUEST division that can now use KOLEA, the robust Medicaid eligibility platform, for data analytics. MQD is authorized to serve as the state's All Payers Claim Data base, and in collaboration with several other executive departments, will analyze all state funded health claims and assist policy makers and decision makers to improve the delivery of health care in Hawaii and address increasing health care costs; and,
 - **Director's Office Administrative staff:** continuing and establishing temporary exempt positions in the Director's Office will assist the Director and Deputy Director, and support the divisions, commissions, and attached agencies, to move DHS to an integrated and multi-generational human services delivery system; the goal is to reduce time families and children spend in poverty, and to address the root causes of poverty to reduce overall poverty, and abuse and neglect in Hawaii.
- **Leveraging federal funding:**
 - **Increasing access to programs and services with TANF funding:** the request to increase the federal ceiling will allow access to additional TANF funds to support or expand several initiatives, such as the new initiative for after-shelter services to homeless families with minor children; increasing the number of DOE schools with UPLINK after-school programs for middle school students; and reviving the Exit and Retention bonus to support transition to employment; and

- **Access to federal funds for continued DHS Enterprise System development:** we are strategically using Medicaid match funding to support the development of the integrated DHS Enterprise System, operations, security, and training.

The biennium budget requests are a result of and in support of three ongoing transformative initiatives:

- **'Ohana Nui**

Initiated in 2016, 'Ohana Nui uses a multigenerational lens to end intergenerational poverty. The five pillars of the 'Ohana Nui framework are:

1. **Housing** – Housing stability is key to a child's, individual's, or family's success in other areas that support well-being: education, employment, health, wellness, and social and community connections. The DHS strategy is to preserve the current housing of individuals and families through rental subsidies or other supportive services. To reduce homelessness, DHS Homeless Programs Office (HPO) implemented a state-wide Housing First approach that prioritizes the placement of individuals and families into permanent housing as quickly as possible and to provide supportive services to maintain permanent housing through employment and access to public benefits.
2. **Food and nutrition** – Whether for an individual or for a family, food security must also be addressed. DHS Benefit, Employment, and Support Services Division (BESSD) provides SNAP to eligible families; this program is 100% federally funded.
3. **Health and wellness** – Through the Med-QUEST Division (MQD) individuals and families may be eligible for Medicaid or other health and wellness supports. The Medicaid program serves 1 in 4 Hawaii residents.
4. **Education and economic stability** – As education is a known driver of economic opportunity and the only known pathway out of poverty, BESSD provides cash assistance, access to no-fault insurance, employment training, child care subsidies, after-school subsidies, LIHEAP² subsidies, and the Division for Vocational Rehabilitation (DVR) provides vocational rehabilitation services for youth and adults with one or more disabilities.

² Low Income Home Energy Assistance Program is a federal program that helps families meet their energy costs.

5. **Social capital** – Research shows that an individual’s or a family’s ability to stay on the path to well-being and weather the difficulties of life are increased when they have networks of support; and in contrast, isolation or a lack of positive social connections leads to poor health outcomes. Networks that encourage the development of positive social and community relationships, values, skills, and behaviors consistent with the goal of long-term self-sufficiency must continually be strengthened.

By improving our service delivery through system integration, access to support will be streamlined and improved for children, parents, and grandparents (the whole household together) as well as access to benefits to eligible single adults. This multi-generational approach intends to stabilize and improve the housing and economic conditions of a family that will improve children's health and readiness for school, and support parents' ability to work and increase a family's income and resources. By reducing system barriers, we will reduce the time spent in poverty and empower children and families to live to their full human potential. The administration is submitting a legislative measure that will require DHS to address the reduction of multigenerational poverty.

- **Strategic Plan**

DHS developed its first department-wide strategic plan. The Strategic Plan is guided by article IX, section three of the Hawai'i State Constitution, the 'Aloha Spirit' statute (section 5-7.5, HRS), and the 'Ohana Nui framework.

In fiscal year 2018, we enhanced service integration and delivery to achieve sustainable outcomes for the people we serve to improve the self-sufficiency and well-being of Hawai'i's individuals and families.

- **DHS Integrated Enterprise Solution**

DHS continues to invest in upgrading its legacy information technology systems. As one of the major benefits of the Affordable Care Act, once completed, the DHS Integrated Enterprise Solution will support our ability to serve residents across programs and divisions through an integrated eligibility process and case management applications. The DHS Integrated Enterprise Solution provides a vision and a means for the future that will connect residents quickly to all available resources.

In fiscal year 2018, we continued to leverage remaining federal funds through the Affordable Care Act (90 fed/10 state match) and started the system integration of BESSD's financial, SNAP, and child care programs on to the DHS Enterprise platform that currently hosts MQD's KOLEA Medicaid eligibility application.

Other transformative activities that underpin the changes at DHS are:

- **Business Process Transformation**
Throughout DHS we are transforming business processes with a customer-centered approach.

The Benefit, Employment, and Support Services Division (BESSD), the Med-QUEST Division (MQD), and other DHS programs are in the process of reviewing policies and procedures and making recommendations for improving the delivery of programs and services. This initiative also includes functional reorganization of our Social Services Division (SSD).

In fiscal year 2018, we continue to implement customer-centered changes among DHS business units to update and align our processes and train our staff to develop consistency in service delivery.

- **Generative Partnerships**
Generative partnerships are intrinsic to the 'Ohana Nui framework. We continue to leverage partnerships with other state agencies, private agencies, and community-based organizations to address service gaps, such as professional development, basic and financial literacy, and infrastructure development.
- **Organizational Change Management**
Through organizational change management and communication, DHS is reshaping its culture by preparing its workforce for changes that will come with implementation of 'Ohana Nui, the DHS Integrated Enterprise Solution, and Business Process Transformation. Through organizational change management, DHS staff and its partner providers will embrace these three major initiatives, to provide improved services, programs, and other necessary support to individuals and families to end intergenerational poverty in Hawai'i.

C. Federal Funds

Hawai'i Public Housing Authority (HPHA)

Federal Award Title: Public and Indian Housing, CFDA number 14.850
Section 8 Housing Choice Vouchers, CFDA # 14.871
Section 8 Housing Assistance Payments CFDA # 14.195

See HPHA budget narrative that will be submitted separately.

Division of Vocational Rehabilitation (DVR)

Supported Employment Services for individuals with the Most Significant Disabilities (MSD)

Support Employment (SE) State Grants, CFDA Number 84.187, \$150,000

SE State Grants, Transition Aged Youth (TAY), CFDA Number 84.187, \$150,000

Supported Employment (SE) funds provides extended employment services to youth and adults with Most Significant Disabilities who have been unable to maintain competitive employment. Annually, our expenditures for SE services average \$550,000 (\$300,000 SE funds; \$250,000 VR Basic Support funds) for approximately 64 clients. Without SE funds approximately 29 clients or less than 50% of the clients can be served.

D. Non-General Funds

The reports on non-general funds for DHS pursuant to section 37-47, HRS, are contained in the links below:

DHS: <https://budget.hawaii.gov/wp-content/uploads/2017/12/HMS-NGF-2018-Leg.pdf>

HPHA:

<http://www.hpha.hawaii.gov/reportsstudies/reports/2018HPHAAnnualReport.pdf>

E. Budget Process

Divisions and attached entities submit budget requests, with rationale and prioritization, to the Director and to the Budget, Planning and Management Office (BPMO) for review. After discussion with BPMO and each division administrator, the Director prioritizes the department's budget requests and provides recommendation to the Department of Budget and Finance and the governor. The proposed budget aligns with the Governor's priorities and our 'Ohana Nui framework.

Additionally, DHS uses these broad considerations in prioritizing its budget requests:

1. Safety Net: Preserve and improve services that meet basic human needs: shelter and housing; food; child and adult protection; emergency assistance; health care; and income support (including child care). These priorities support and stabilize the lives of DHS clients.
2. Supportive Services: Prioritize and assure that services are robust enough to serve the most vulnerable populations, sustain past program gains, and increase participation in the workforce.

3. Transforming Government: Prioritize programs that support the transformation of government infrastructures to improve efficiency and transparency, to ensure compliance to federal and state mandates, to promote program and system integrity, and to invest in the public workforce.

4. Leverage funding streams: Prioritize programs that leverage multiple funding streams through collaboration or innovation.

F. Budget Requests

MOF = means of financing

A = general funds

N = federal funds

C = general obligation bond funds for capital improvement projects (CIP)

FTE = full time equivalent

Hawai'i Public Housing Authority (HPHA)

The Hawai'i Public Housing Authority will provide testimony separately.

Office of Youth Services (OYS)

Operating Budget Request

HMS 501 – In-Community Youth Programs

Youth Assessment Service Centers (501YA-01)

Request: \$450,000 A for FY20 and for FY21

Youth Assessment Service Centers (YASC) are designed to facilitate efficient prevention, diversion and intervention service delivery at the front end of the juvenile justice system. Statewide, status offenses comprise more than half of all juvenile arrests (52 percent), with running away the overall leading cause of arrest (30 percent of all arrests).

The priority for the proposed request is District 8 (Waianae to Ewa) or District 4 (Laie to Waimanalo) on Oahu. Both districts cover a large service area, with potential partnerships with the community that could maximize resources (e.g. HPD at Kapolei/Waianae; Kawailoa Youth & Family Wellness Center in Olomana). Future plans include expansion to all counties.

On Oahu, a YASC utilizing a Civil Citation model program in the District 5 region, urban Honolulu, is lowering re-arrest rates. In the first year of implementation, youth who participated in the YASC had a 7.7 percent lower re-arrest rate compared to youth who did not participate in this YACS. Even lower re-arrest rates were shown for youth who had a warm-handoff from police to YACS (difference of 19.4%) specifically for youth with misdemeanors, and youth who received YASC services compared to youth who did not; there was a difference of 12.2% lower re-arrest rate.

An East Hawaii region pilot YASC site during the period 10/1/15 - 9/30/16 served 188 youths; subsequently, only 6% of the youth served had a new arrest or delinquent crime.

The following breakdown is the number of potential youth to be served by YASC services and these figures reflect a three-year average of the number of youth arrested in the four counties: 1,044 youths on Kauai, 4,773 youths on Oahu, 2,304 youths on Maui, and 1,284 youths on Hawaii.

Juvenile Justice Reform Program (501YA-02)
Request: \$600,000 A for FY20 and FY21

This request will allow for the continuation of efforts to sustain and improve the juvenile justice reform outcomes made over the past 2 years. Funding will be targeted to continue the implementation and validation of a standardized risk and needs assessment and case management tool; evidence-based services, including aggression replacement training; truancy prevention and intervention; wrap around services; training for balance and restorative justice activities; professional staff development; and cultural-based healing services.

Act 201, Session Laws of Hawaii (SLH) 2014, provided funding for juvenile justice reform to improve and enhance Hawaii's juvenile justice system, including strengthening community supervision and probation practices, sustaining effective practices, and reducing the reliance on secure confinement.

In State Fiscal Year (SFY) 15, \$1.26 million was expended or encumbered for programs, services and activities to implement juvenile justice reform, including mental health and gender-specific trauma-informed services; substance abuse; intensive monitoring for youth on probation; truancy prevention and intervention services; ancillary supports and incentives for graduated response system; professional development; and the operation of a statewide implementation working group.

The 26% reduction in admissions to the Hawaii Youth Correctional Facility (HYCF) for the past 4 years is one of the concrete results of Act 201 (2014). Act 119, 2015 SLH

transferred \$600,000 from HMS503 (HYCF) to HMS501 (OYS) to invest in up-front services to strengthen the juvenile justice system reform efforts. Act 126, 2015 SLH appropriated another \$1.2M (non-recurring funds) for FB16-17 to match the initial funding of Act 201. However, for FB 18-19, the Legislature did not include an appropriation of \$1.2 million, resulting in decreased funding for community-based services addressing truancy, substance abuse, and probation compliance.

**Establish and Funds 1.00 Permanent Position for Youth Commission (501YA-06)
Request: FTE 1.00 A and \$81,416 A for FY20 and for FY21**

This request is to make the authorized amount a recurring budget item so that one staff position will be a permanent civil service worker to carry out the duties of the position created by Act 106 (2018). Currently, the position is temporary because funding will end on June 30, 2019.

HMS 501 (In-Community Youth Programs) received an appropriation through Act 106, (2018), to establish a Youth Commission to advise the Governor and Legislature on the effects of legislative policies, needs, assessments, priorities programs, and budgets concerning the youth of the state. Act 106 (2018) appropriated funds to hire one staff position to administer the youth commission and other administrative costs. However, Act 106, (2018), only authorized funds for one state fiscal year.

The 2018 Legislature found that a youth commission would enable a greater role for young people in the policymaking process, and that the Legislature and Governor would benefit from additional formal input from youth on the effect of legislation on young people on the state.

**Deletion of 2.00 Temporary Federal-Funded Positions (501YA-04)
Request: FTE -2.00 N positions and -\$121,978 N for FY20 and for FY21**

The Office of the Youth Services cannot establish these positions with federal funds due to a lack of administrative and planning funds in the federal grant, and we request to abolish these positions.

The average federal award each year is roughly \$400,000 and the percent of administrative and planning funds are 10% or \$40,000. The salaries for a program specialist IV and an account clerk III are \$83,340 plus fringe benefits of \$50,004 totaling \$133,344.

**Conversion from Temporary to Permanent Civil Service Position
Request: FTE -0.50 N to 0.50A for FY20 and FY21**

The Office of Youth Services (OYS) requests that the position become a permanent civil service. The Office Assistant III position (122366) is currently budgeted as a temporary position. This position was vacant until very recently. Temporary positions in our office have experienced low interest as evidenced by our vacancy report, and are difficult to fill because of the temporary appointment. We currently have another program position that is vacant since July 3, 2017 because it is a temporary appointment. It is very difficult to hire a person knowing that they may lose their job at any time.

HMS 503 – Hawaii Youth Correctional Facility

Funding of Existing 5.00 Permanent Social Worker Positions in a trade-off by eliminating 3.00 Permanent Youth Corrections Officer and transferring Personal Services Funds (503YB-01)

**Request: FTE -3.00 A and -\$41,142 A for FY20 and
FTE -3.00 A and \$81,228 A for FY21**

In Act 049, SLH 2017, established in HMS 503, 5.00 permanent Social Worker III positions (Position Numbers 98635K, 98636K, 98637K, 98638K, and 98639K) without funding; without funding the Office of Youth Services (OYS) was not able to establish these positions. This funding request will partially fund those positions and support continuing juvenile justice efforts to transform to a therapeutic model.

Since Act 201 (2014), OYS and HYCF have been actively working to improve and reform the juvenile justice system. Act 201 (2014) sought to reduce secure confinement, strengthen community supervision, and focus resources on practices proved to reduce recidivism. For HYCF to accomplish this goal and maintain the gains achieved thus far, there is a need for intensive supervision on parole and a smoother transition back into the family, foster home or independent living program. This will be accomplished by increasing staff to the parole section and managing the caseload to give more time to provide this intensive supervision in the field, this will include a step-down program planned on HYCF campus that will help bridge the gap from incarceration to community placement.

CIP Budget Requests

HMS 503 – Hawai'i Youth Correctional Facility (HYCF)

HYCF Campus Improvements Planning, Oahu (FY19.1)

Request: \$800,000 C for FY20

The health and safety of the wards were major issues addressed in the Department of Justice Memorandum of Agreement with the State of Hawaii (2009). However, this

project was given a low priority in lieu of the other more pressing problems at the Hookipa Makai. If this funding is approved in the 2019 Legislature, the HYCF envisions multiple high-risk youth populations upon its property to address several weaknesses in the Juvenile Justice System.

HYCF Sewer Improvements, Oahu (FY20.1)

Request: \$600,000 C for FY20

Recent communication from the United States Environmental Protection Agency, Region IX, sought information related to the subsurface wastewater infrastructure on the HYCF campus. Based on the requirements, the HYCF operational staff discovered 2 cesspools still in operation. These cesspools are in apparent violation of 42 USC §300j-4 of the safe Drinking Water Act. One cesspool in question currently serves the Kawaiiloa Youth and Family Wellness Center's Homeless Shelter that houses 20 homeless young adults; the other cesspool serves Building 5 and will be removed under a separate CIP proposed project.

HYCF Water System Improvements, Oahu (FY20.5)

Request: \$900,000 C for FY20

With the recent change in HYCF operations leadership, an assessment and review of the campus water system is warranted. Recent operational problems with the water pump station, the in-ability to cut off water for pipe repairs, and water tank deterioration have provided an opportunity to evaluate the water system, implement much needed repairs, and develop a future maintenance plan.

HYCF Gym Foundations Repair, Oahu (FY20.6)

Request: \$225,000 C for FY20

HYCF campus gymnasium was built in 1928 as part of the Kawaiiloa Training School for Girls; its foundation is in need of repair as the campus gymnasium continues to be an intricate part of the mission of the Kawaiiloa Youth and Family Wellness Center. Currently, the gym is utilized for recreational and programs by the students of Olomana School, students of a construction and mechanical vocational program called Kina'i Eha, community volleyball clubs, and the HYCF Incarcerated population.

The scope of the HYCF campus gymnasium foundation repair is to correct the loss of bearing soils. The consultant will need to assess the condition of the floor to determine if the building has settled and if the work should involve re-leveling of the building before the foundation is repaired. Anticipated work includes: demolition of the concrete footing, excavation for the new footing, temporary framing to support the building, constructing the concrete footing, backfilling, hazardous materials removal,

and related work. Once the foundation is secured, the gym will play an important role in the proposed master plan of the Kawaiiloa Youth and Family Wellness Center's sports complex that will also include its swimming pool and recreational fields. These facilities and fields will be utilized for recreational activities for the youth and young adults on property as well as community DOE athletic programs.

Benefits, Employment & Support Services Division (BESSD)

Operating Budget Requests

HMS 224 – Homeless Services

The state's approach to homeless services is founded on the Housing First model, that is find permanent housing and then attend to the needs of the individual and family to maintain housing stability, through access to public services, employment, civil legal services, and appropriate healthcare.

Housing First Program (224HS-02)

Request: \$3,750,000 A for FY20 and for FY21

This request seeks to maintain Housing First Program services for the existing state Housing First program population (=241) and the target to add services for 60 additional eligible individuals and their families.

The state Housing First program (HF) provides services for the most visible, chronically homeless population, those individuals or families with a combination of mental health, substance abuse, related medical issues - the same population frequently utilizing high-cost healthcare services and whom frequently cycle in and out of the criminal justice system. The state HF provides housing and supportive case management services to unsheltered homeless persons. The HF services are key to moving these individuals and their families off the streets, providing support services to ensure that they remain successfully housed, and reducing utilization of high-cost emergency room services.

In 2017, DHS expanded the state HF statewide; HF provided supported housing services to 241 chronically homeless, highly vulnerable individuals and family members. The measure of success of housing first programs is the percent of individuals that remain in stable housing for 6 months or more. In the past 5 years the state's HF has had a housing retention rate of approximately 97%, far above the national average of 80% for other housing first programs.

The funding for HF includes both monthly rent and ongoing wraparound case management. Housing First is currently funded on a year-to-year basis, and it is critical

that funding be sustained in the base budget as many of these individuals will require a certain level of housing supports for the foreseeable future.

Rapid Re-Housing Program (224HS-04)

Request: \$3,750,000 A for FY20 and for FY21

Rapid Re-Housing (RRH) targets *sheltered* homeless individuals and families. The State RRH program was projected to serve 374 households (807 participants). With the increased level of funding, the number of households projected to be served would increase to 578 households (1403 participants) or enable the number of household served to increase by 54%. It is a part of the Housing First approach that provides short- to medium-term rental subsidy and case management, which may range from a minimum of three months to as long as twenty-four months based on a household's specific needs. Like the state's HF program, the goal of the state Rapid Re-Housing program is to minimize the duration of homelessness and move homeless individuals and families quickly out of homelessness and into permanent housing while also providing supportive services to assist a family in maintaining their housing. If a family encounters difficulties with paying rent shortly after moving to permanent housing, the Rapid Re-Housing program can connect the family with appropriate resources and support to stabilize and maintain their permanent housing.

By targeting homeless individuals and families who are currently in shelter, the Rapid Re-Housing program will allow the state to better maximize its existing shelter inventory. As it is extremely cost-intensive to construct and fund additional homeless shelters; providing Rapid Re-Housing assistance to ready individuals and families, minimizes the time between housing instability and housing stability, thus allowing other aspects of life such as school attendance, employment, and medical care to stabilize as well.

Rapid Re-Housing is endorsed by the U.S. Department of Housing and Urban Development as an effective way to end homelessness among families with minor children. Consistent with the DHS `Ohana Nui strategy, the Rapid Re-Housing program addresses the social determinants of health as it provides increased housing stability for families with minor children.

Family Assessment Center (224HS-01)

Request: \$1,550,000 A for FY20 and for FY21

The proposed funding request will support the continued operation of the Kakaako Family Assessment Center, as well as the operation of a second Family Assessment Center.

The Family Assessment Center is a model of a low barrier shelter utilizing a Housing First approach to quickly move families with minor children off the streets and into permanent housing; again as part of the array of services of the Housing First approach, housing stability will support children's health, school attendance and improved educational outcomes, as well as parents' ability to seek and maintain employment or other activities that increase income, and give parents' opportunity to address their overall health needs.

Based upon the positive outcomes with the initial Kakaako Family Assessment Center, through Act 209, SLH 2018, the Legislature appropriated \$800,000 for the operation of a second Family Assessment Center for FY19. DHS is in the process of procuring the services for a second Family Assessment Center, which will be operated by a contracted homeless services provider.

The Kakaako Family Assessment Center (FAC) opened in September 2016 and is fully funded through the end of FY19. The FAC accommodates 12-14 families (up to 50 people) at any one time. The total annual budget for the Kakaako Family Assessment Center is \$750,000. In its first two years of operation, the center served 107 households and placed 95% into permanent housing in an average of 79 days, 11 days fewer than the 90-day goal established for the center in its state contract. In addition, through work with the Kakaako Family Assessment Center staff and other providers, 59% of families served increased their income through access to public benefits and employment.

Homeless Outreach and Civil Legal Services (224HS-03)

Request: \$1,750,000 A for FY20 and for FY21

The requested funds will maintain the current level of homeless outreach funding. Homeless outreach funding was increased in FY18 to accommodate the growing number of unsheltered homeless individuals - on Oahu and the neighbor islands - and to increase the reach and quality of services contracted by DHS.

DHS will continue to contract with nonprofit service providers to deliver homeless outreach services across the state. Homeless outreach services are intended to reach out to the unsheltered homeless population and engage them in services to be housed and end their homelessness. Homeless outreach requires outreach staff to build a strong rapport with unsheltered homeless persons, and use this rapport to engage homeless persons who may have declined shelter or services in the past. Building rapport takes time and multiple contacts with an individual.

Homeless outreach services include: assistance with obtaining identification documents and other vital records (e.g. birth certificates, and marriage or divorce certificates that

document name changes) – documentation required for housing and employment; identifying and locating suitable housing options and providing support through the housing location and move-in process; and assistance with job search and applications for public benefits.

To ensure that homeless persons are not simply displaced from one area to another, homeless outreach providers work with state agencies (Department of Transportation (DOT) or Department of Land & Natural Resources (DLNR)) to transition unsheltered persons into longer-term housing options. Homeless outreach goes hand in hand with enforcement efforts by state agencies to address highly visible homeless encampments on public lands.

Stored Property and Debris Removal Services for State Lands (224HS-05)

Request: \$5,000,000 A for FY20 and for FY21

The state's framework addressing homelessness is also focused on public safety, especially related to unauthorized encampments located on state lands. While the state provides funding for homeless services, funding is also needed to address personal property left behind on state lands after a homeless encampment is vacated or when individuals trespassing on state land leave personal property behind. In addition, state agencies require support to take measures that would prevent unauthorized encampments from becoming established, such as placing appropriate signage and installing fencing on state lands where appropriate.

The Department of Human Services (DHS) currently has a Memorandum of Agreement with the Department of Transportation (DOT) that enables DOT to oversee property storage and debris removal activities statewide for all state lands.

The funds requested will be used to contract a vendor who would maintain a stored property program statewide, purchase necessary supplies and equipment to support property storage and debris removal activities, and would support the installation of signage and fencing to prevent unauthorized encampments from becoming established on state lands.

The issue being addressed is the temporary storage of property left by homeless individuals on public lands. Maintaining temporary property storage is consistent with the evolving best practice to deal with homelessness in a compassionate and respectful manner. Mainland communities without means or processes to temporarily store personal property left on public lands have been vulnerable to litigation.

In addition, service providers have reported that enforcement to vacate unauthorized homeless encampments may result in the loss of identification documents and other

vital records for homeless persons that are displaced, which then becomes a barrier to achieving permanent housing.

HMS 302 – General Support for Child Care

Establish and Fund 1.0 Permanent Position for General Support for Child Care (302DA-01)

Request: FTE (P) 0.50 A/0.50 N and \$17,474 A and \$27,337 N for FY20 and FTE (P) 0.50 A/0.50 N and \$31,975 A/\$51,138 N for FY21

This request augments the need for additional staff in the Child Care Program Office (CCPO) to address added intensive requirements for statewide plan development, revision, review, and monitoring of all plans, including corrective action plans, needed to comply with the federal Child Care and Development Fund (CCDF) block grant that provides federal funds for the department's statewide child care licensing program, program staff, and the child care subsidy program.

The CCDF grant provides working low-income families with child care subsidies to access to quality child care options, and additional supportive services to promote and ensure healthy and safe child care for Hawaii's families and children. The federal Child Care and Development Block Grant (CCDBG) Act of 2014 (Public Law 113-186) and 45 Code of Federal Regulations (CFR) Part 98 require that states undergo monitoring every three years by the U.S. Department of Health and Human Services (DHHS) Administration for Children and Families' (ACF) Office of Child Care (OCC). If states are non-compliant with the federal law and regulations, corrective action plans will be necessary.

Hawaii will be subject to the on-site monitoring visit by the ACF OCC during FFY 2020 and every 3 years thereafter. CCDF State Plans are also submitted every three years with updates and plan amendments submitted throughout the 3-year plan cycle.

The CCDBG Act of 2014 and 45 CFR Part 98 made significant changes to the CCDF grant requirements and Hawaii continues to work toward full compliance with the federal provisions. CCPO is working on revisions to administrative rules, procedures, processes, forms, IT data system modifications, updates for staff training, public outreach and feedback forums for the Department's child care licensing, child care subsidy, and child care quality programs.

Hence, in addition to the current and extensive responsibilities of the CCPO, the staffing levels in the Child Care Program Office need to be adjusted to meet the additional oversight and on-going monitoring that will be implemented by the ACF OCC starting FFY 2019 and on for all grantees. This funding request and position is part the process to fully resource the CCPO.

Establish and Funds 20.00 Positions for Child Care Subsidy Program and Transfer Funds from OCE to PS (302DA-02)

**Request: FTE (P) 10.00 A/10.00 N and \$120,080 A for FY20 and
FTE (P) 10.00 A/10.00 N and \$338,710 A for FY21**

DHS currently contracts services for the state's two child care subsidy programs: Child Care Connection Hawai'i and Preschool Open Doors. This request addresses continuing program audit findings by moving the currently contracted child care eligibility and payment services functions back to DHS. Bringing these functions back to DHS, will improve service delivery to families and children while improving accuracy of payments through a Business Process Redesign (BPR).

DHS is annually audited for improper payments made using the CCDF block grant as part of the DHHS's federal Office of Management and Budget (OMB) Uniform Guidance compliance review for federal funds, and triennially audited by the Administration for Children and Families (ACF). Despite corrective actions taken to reduce the number of errors over the past 4 years, DHS is not in substantial compliance as reported in the audits' findings due to errors in payment accuracy. The DHS triennial audit results for FFY 2015 for the federal child care subsidy program had a 23.73% dollar error rate, which exceeds the ACF's allowable 10% dollar error rate. DHS will remain under a continuous Corrective Action Plan with ACF OCC until the Department's dollar error rate is below the 10% threshold.

The DHS currently funds contracted providers for the federal and state child care subsidy programs for a total of \$3,135,562 (\$3,003,562 N/\$132,000A). Once the proposed DHS unit is fully staffed and functioning in FY 21, the State should see a savings of approximately \$1,966,496 (decreased of \$2,305,206 N funds and increase of \$338,710 A funds) that could be applied towards other child care quality efforts or towards child care subsidies for eligible families.

Other budgeted current contract expenses will be used to supplement the general funded and federal funded salaries of the requested positions. No additional federal ceiling is being requested. However, we are requesting additional general funds of \$120,080 for FY20 and \$338,710 for FY21 onwards.

HMS 305 – Cash Support for Child Care

Reduction in HMS 305 funds in the amount of \$400,000 and re-invest it to HMS 302 to fund Child Care Subsidy Program positions (302DA-01)

Request: -\$400,000 A for FY20 and for FY21

This request is related to the HMS 302 request above and will reinvest \$400,000 from HMS 305 into HMS 302 (OR) request for funding and establishing 20 positions for a statewide child care subsidy eligibility unit and 1 position for statewide plan development, revision, review, and monitoring of all plans, including corrective action plans, needed to comply with the federal Child Care and Development Fund (CCDF) grant that provides federal funds for the state's overall child care licensing and child care subsidy systems.

HMS 903 – General Support for Self Sufficiency Services

BESSD Cost Allocation for BES and Enterprise Platform (903FA-01)³

**Request: \$722,957 A/\$641,112 N for FY20 and
 \$2,584,483 A/\$2,291,900 N for FY21**

DHS through the DHS Enterprise System continues to integrate its healthcare and human services, with a focus on enhancing the technology capabilities for BESSD, MQD, and SSD. The Benefits Eligibility Solution (BES) for BESSD programs is the 2nd major phase of the upgrade of the DHS 30 plus year old legacy IT systems. The vision for this effort is to move DHS to a more person and family-centered, rather than program-centered, model of practice in line with the concept of an “Agency of One” rather than the way services are currently provided by each DHS program somewhat independently of the other. It is expected that this person-family centered approach will improve access, outcomes, cost and quality of DHS programs and services.

With the passage of Patient Protection and the Affordable Care Act (ACA) significant federal financial support became available to upgrade IT infrastructure to states who agreed to expand Medicaid. DHS accepted the opportunity and invested in the Medicaid Eligibility for Enrollment (E&E) Solution now known as the Kauhale On-Line Eligibility Assistance (KOLEA). DHS was required to develop a different IT infrastructure as the DHS legacy IT system could not comply with provisions of ACA. Forward thinking, the architecture of the components and services initially developed for KOLEA were designed to support future initiatives for other DHS divisions and programs and now serves as the foundation of components and shared services for the and the DHS Enterprise Platform.

Now that the extensive approval and procurement process is complete and the BES contract awarded, cross division staff are at work with the vendor to design and develop the enhancements and standardization of processes. The BES project work includes the need to continue to support MQD and continually improve the Medicaid program on the DHS Enterprise Platform while building the BES project for BESSD programs. BESSD

³ See related discussion below of HMS 902.

staff assigned to BES are fully engaged to improve program effectiveness and performance in the design, development, and implementation of the BES application to the DHS Enterprise platform.

The new BES and Enterprise Platform build is cost allocated between MQD, BESSD, and SSD for the biennium, FY 2020-2021, based on client count per division. BESSD's cost allocation of 32% is based on the client count as of June 30, 2017.

Additional General Funds and Federal Ceiling Increase for Exit and Retention Bonus Program (903FA-03)

**Request: \$244,000 A/977,000 N for FY20 and
 \$330,000 A/1,318,000 N for FY21**

Act 128, SLH 2018, re-established the Exit and Retention Bonuses program in BESSD. The 2018 Legislature appropriated funds to make required system changes to administer the program; this request is to fund the program.

Previously, the Exit and Retention Bonuses program was established under the "Reward Works" initiative in 2009. Employed TANF⁴ recipient families who successfully exit TANF due to earnings, were eligible to apply for the exit bonus. These families were also eligible to apply for additional bonuses if they maintained their employment status for 3 months, 6 months, 12 months, and 24 months. The retention bonuses increased as the retention period increased. Though highly successful, due to lack of funds, the Exit and Retention Bonuses ended in 2012.

The \$400,000 appropriated by Act 128, SLH 2018, only covers the costs to modify the HANA case management system. The additional requested funds will be for the bonus payments beginning SFY 2020. The amount requested for fiscal year 2020 is less than 2021 because no one will be eligible for the 24-month bonus until the second year of implementation.

For fiscal years 2010 and 2011, 83% of families that received at least one bonus did not return to reapply for TANF, and only 17% of the families reapplied for TANF. A total of 1,091 former TANF recipients (unduplicated) received at least one bonus payment in fiscal years 2010 and 2011. Of this total, 29.3% received a 3-month bonus; 25.5% received a 6-month bonus; 24.4% received a 12-month bonus; and 20.8% received a 24-month bonus.

⁴ Temporary Assistance for Needy Families (TANF) is federally funded, time limited, cash assistance program for families with minor children. TANF requires non-disabled parents to engage in work activities as a program requirement.

In SFY 2017, there were approximately 1,370 recipient families who exited TANF with employment, working an average of 30 hours/week (full-time status according to TANF rules). Assuming this same total would be eligible for an exit bonus in the 1st year (in SFY 2020), we estimate that about 334 families would go on to receive a 3-month bonus; about 290 families would go on to receive a 6-month bonus; about 277 families would go on to receive a 12-month bonus; and about 237 families would go on to receive a 24-month bonus in the 2nd year (in SFY 2021). Based on the following bonus amounts--1) \$500 at exit; 2) \$600 at 3-months; 3) \$700 at 6-months; 4) \$900 at 12-months; and 5) \$1,800 at 24-months, and the number of families that would be eligible for each of the bonuses, we project the following total payments for the 1st year SFY 2020--1) \$568,500 for exit bonuses; 2) \$200,400 for 3-month bonuses; 3) \$203,000 for 6-month bonuses; 4) \$249,300 for 12-month bonuses, for a projected total of \$1,221,200. The projected payments for the 2nd year SFY 2021 would be \$426,600 for 24-month bonuses. Assuming in the 2nd year the same number of families as the 1st year 2020, would be eligible for exit, 3, 6 and 12-month bonuses, plus \$426,600 for 24-month bonuses (carry-over from the 1st year), a total \$1,647,800 of bonus payments would be paid in the second year SFY 2021.

We estimate about 80% of the 1,370 would be eligible for federally-funded bonuses; therefore, 20% of the projected bonus payments will need to be funded with General funds. First year SFY 2020, \$977,000 should be funded with Federal TANF funds and \$244,000 with General funds. To calculate the 2nd year SFY 2021, the first year's total of \$1,221,200 is added to \$426,600 for 24-month bonuses to determine the total funds needed. Second year SFY 2021, \$1,318,000 should be funded with federal TANF funds and \$330,000 with general funds.

Federal Ceiling Increase for Homeless Shelter After-Care Services (903FA-02)

Request: \$570,000 A/\$1,330,000 N for FY20 and for FY21

Homeless Shelter After-Care Services: Currently, there are 13 shelters statewide contracted by the DHS Homeless Program Office - Oahu (8 shelters), Kauai (2 shelters), Maui (2 shelters), and Hawaii (1 shelter). The scope of shelter service contracts do not include services for families after they leave the shelter. Currently, shelter services are only provided when families are temporarily residing in the shelter. It is important to have continuum of service following a family's shelter stay to allow the family to transition and settle into longer-term housing. This after-care period is an opportunity for the family to receive additional resources, referrals, and support (social capital) to ensure they do not return to being homeless. During FFY 2017, there were a total of 701 families that were serviced by the homeless shelters statewide. Approximately 60% of the total individuals who stayed in a homeless shelter were children.

DHS intends to revise the scope of services when the shelter services contracts are re-procured to include continuum of care for a period up to six (6) months following a family's stay at a shelter. Services will include rental assistance while families receive after-care services. Currently, State Temporary Assistance for Needy Families (TANF) Maintenance of Effort (MOE) funds are provided to the BESSD Homeless Program Office to cover the cost of shelter services. The requested funds will cover the after-care extended shelter services. State funded expenditures will be claimed to meet Hawaii's State TANF MOE requirement. We estimate about 70% of the families that may receive shelter services would be eligible for federally-funded services; therefore, 30% of the projected cost will need to be funded with general funds as these families may not be eligible for federal funds.

The requested federal funds are currently available from the Federal TANF Block Grant. Any funds carried over from the previous years can also be used for this request.

Federal Ceiling Increase for UPLINK Program (903FA-05)

Request: \$200,000 N for FY20 and for FY21

Uniting Peer Learning, Integrating New Knowledge (UPLINK) is a structured after-school program for the Department of Education (DOE) middle and intermediate school students. The UPLINK program provides students a safe environment during after school hours; remediation and tutoring services; activities that promote pregnancy prevention; and extra-curricular activities that encourage team work, develop leadership skills, promote health and well-being, and technological skills such as sports, multi-media, culture and arts, culinary, agriculture, robotics, and STEM (Science, Technology, Engineering, and Mathematics).

The additional funds will allow DHS to add two (2) middle/intermediate schools to the current list of schools that provide UPLINK program (increasing to 63% of all middle and intermediate schools).

Currently, 31 (60%) middle and intermediate schools operate the UPLINK program for their students. In SFY 2017-2018, 35% of the total school enrollment for the 31 schools were registered to participate in the UPLINK Program. Of the total students registered for UPLINK, 78% of the students attended UPLINK for 14 days or more. Furthermore, 71% of the students that participated in UPLINK passed all their courses for the school year.

The requested federal funds are currently available from the Federal TANF Block Grant. This grant represents obligation for the Temporary Assistance for Needy Families (TANF) programs. Any funds carried over from the previous years can also be used for this request.

Federal Ceiling Increase for Modification to HANA Case Management System (903FA-04)

Request: \$2,000,000 N for FY20 and \$1,000,000 N for FY21

This request is to modify the Hawaii Automated Network Assistance (HANA) Case Management System. HANA is a case management system used for the child care licensing, child care subsidies, SNAP E&T, and the First-To-Work (FTW) programs. The FTW Program is the work program for families that apply for or receive Temporary Assistance for Needy Families (TANF) cash benefits. Hawaii's low unemployment rate and lucrative job markets may have attributed to the decline in the number of work eligible individuals (WEI), i.e. able-bodied parents. However, the number of other work eligible individuals (OWEI), i.e. temporarily disabled, recovering from substance abuse or domestic violence crisis, have not declined.

TANF recipient adults who are OWEIs, are not readily employable. The current FTW program supportive services and the approach to delivering the services are not sufficient to meet current families' needs and require changes.

According to ASCEND at the Aspen Institute, the two-generation framework is an effective approach to provide opportunities for and meet the needs of vulnerable children and their parents together, primarily addressing childhood development, health and well-being, career pathways and education, economic support, and social capital (network of support). Working with ASCEND, DHS has modified the two-generational (2gen) approach to fit Hawaii's multi-generational families or the DHS 'Ohana Nui approach. The 'Ohana Nui approach will require comprehensive assessments to provide intensive and appropriate case management and counseling services to families (e.g. OWEIs) with existing or are at-risk of encountering barriers to their FTW program participation, engaging in work activities, and obtaining employment.

The assessment tools that were built into the HANA system for the FTW Program are insufficient to conduct comprehensive assessments from a multi-generational perspective. The Online Work Readiness Assessment Tool (OWRA) includes the assessment of a family's financial situation, children's development, family's health and well-being, domestic violence, substance/alcohol abuse, education, work experience, etc.

Med-QUEST Division (MQD)

Operating Budget Requests:

HMS 401 – Health Care Payments

Medicaid Capitation Adjustment (401PE-BF)

Request: -\$16,511,000 A for FY20 and \$38,369,000 A for FY21

This amount is an adjustment to the base budget of HMS 401 in SFY 20 and SFY21 due to the projected expenditures being less than (FY20) or more than (FY21) the budgeted appropriation in the base budget.

HMS 902 – General Support for Health Care Payments

KOLEA Maintenance and Operations (902IA-02)

Request: \$5,491,700 A for FY20 and \$4,220,900 A for FY21

This request is to maintain and operate KOLEA, the state's Medicaid application and eligibility program on the DHS Enterprise System. KOLEA needs continued investment to maintain its operation to maintain easy access to Hawaii's Medicaid programs.

Beginning in 2014, the federal 2010 Patient Protection and Affordable Care Act (ACA) expanded the Medicaid program, allowing more people to qualify for assistance. In addition, ACA required a coordinated and simplified application process to allow consumers to apply for coverage. One of the primary goals of the ACA was to create a simple eligibility and enrollment process that uses electronic data to ease the paperwork burden on applicants and state agencies while expediting an eligibility determination. For most states, including Hawaii, this required new or greatly enhanced Medicaid enrollment information technology (IT) systems. The Centers for Medicare and Medicaid Services (CMS), provided increased federal financial support to overhaul IT systems to accommodate changes required by ACA. DHS Medicaid program transitioned from the aging Hawaii Automated Welfare Information (HAWI) System which does not support the mandatory provisions of the ACA, designed, developed and built the new Kauhale On Line Eligibility Assistance (KOLEA) system.

As discussed in the BES project budget request above,⁵ the KOLEA system affords DHS an enterprise technology platform that extends its technical benefits beyond the Med-QUEST Division (MQD) and is available to all DHS programs. These shared technology services support the integration of business services and personnel workflows. Specific to MQD, this means the agency's ability to make timely determination of an applicant's eligibility and then enrolling (or re-enrolling) them for medical coverage. This request also improves the capability of our eligibility and outreach statewide.

⁵ See discussion of HMS 903 above.

Specifically, this budget request supports the KOLEA systems upkeep and business process alignment through enhancements (Unisys M&O and enhancements). With plans for integrating DHS programs and to offer better community experience, MQD requests funding for System Integration (SI) work relating to the Benefits, Employment and Support Services Division (BESSD) BES modernization. To address the professional services for systems integration (SI), at the customer level (community and staff), the budget request supports the SI through an Enterprise Services Integration (ESI) which handles the operational side of the technology infrastructure. The ESI will need to conduct systems upgrade, administering computing resources and software licenses. The requests also includes hardware and software license maintenance costs. DHS will prepare transition of technology to the cloud and is required to have an independent verification and validation (IV&V) as it executes its projects.

Although BESSD and SSD will be using the DHS Enterprise Platform during the design, development and implementation (DD&I) phase of their respective projects, the cost of the platform will be borne by the MQD. This is because CMS has agreed to federally fund 75% of the platform costs until the BESSD and SSD programs are implemented into production. This funding request will use MQD's state share to maximize the federal share while benefiting the MQD, BESSD, and SSD programs ability to provide more integrated services to clients and recipients.

NOTE: \$15,575,000 in federal funds were appropriated for M&O in Act 49, SLH 2017.

Health Analytics (902IA-01)

Request: FTE (P) 2.00 A/2.00 N and \$882,400 A/\$1,017,400 N for FY20 and for FY21

This request seeks to continue funding for the Health Analytics Office, established in MQD by Act 55, SLH 2018. The state's health analytics program in MQD will now provide analytics of medical claims data to achieve the goals of Act 139, SLH 2016, of increased transparency, better health, better healthcare, and lower costs for beneficiaries of state funded health insurance plans, including the Medicaid program. Substantial progress has been made since the passage of the Act 55 in drawing down funds, establishing the program within DHS, conducting a needs assessment to identify analytic gaps, and developing a program that will comprehensively address identified needs.

On average, Medicaid spending continues to increase nationally by 5.8% per year.⁶ The National State Budget Officers' November 2017 State Expenditure Report found that Medicaid has grown from about twenty per cent of total state spending to twenty-nine per cent of total state spending for 2017.⁷ Total Medicaid spending in Hawaii in 2016 was 2.2 billion dollars, representing about a fifth of the total healthcare spending in Hawaii.^{8,9} Total health premiums paid by our residents have increased from \$1.3 billion in 1995 to \$6.3 billion in 2015,¹⁰ a rate of increase that has far outpaced workers' earnings and overall inflation. Further, Medicaid makes up 11% of the State's general fund expenditure, and 16% of Hawaii's total state expenditures.

Building analytics capacity within the state to understand healthcare cost drivers and evaluate the impact of interventions to mitigate these costs is critical to the state's long-term success in addressing and curtailing burgeoning healthcare costs. Such capacity will also support the Med-QUEST Division's (MQD) ability to respond to proposals that threaten to undermine the ACA health insurance coverage; enable price transparency and the development of standardized reports of comparative quality indicators, cost trends, and cost drivers; and enhance MQD's ability to meet several federal mandates. Health analytics capabilities to improve the state's Medicaid program also makes possible ability to pursue Medicaid match funding for health analytics activities.

Social Services Division (SSD)

Operating Budget Request

HMS 301 – Child Protective Services

IV-E Waiver Continuity (301SA-01)

Request: \$1,323,750 A/\$1,323,750 N for FY20 and for FY21

In 2013 the U.S. Department of Health and Human Services (HHS) Administration for Children and Families (ACF) Administration on Children, Youth and Families (ACYF) Children's Bureau (CB), approved Hawaii's Child Welfare Demonstration Project

⁶ Center for Medicare and Medicaid Services. National Health Expenditure Projections, 2017-2026, Forecast Summary. Available at: <https://www.cms.gov/Research-Statistics-Data-and-Systems/Statistics-Trends-and-Reports/NationalHealthExpendData/Downloads/ForecastSummary.pdf>

⁷ NASBO State Expenditure Report Summary (2017). Available at: https://higherlogicdownload.s3.amazonaws.com/NASBO/9d2d2db1-c943-4f1b-b750-0fca152d64c2/UploadedImages/Issue%20Briefs%20State_Expenditure_Report_Summary_FY15-17.pdf

⁸ Kaiser Family Foundation. Total Medicaid Spending. Available at: <https://www.kff.org/medicaid/state-indicator/total-medicaid-spending>.

⁹ Kaiser Family Foundation. Health Care Expenditures by State of Residence in Millions. <https://www.kff.org/other/state-indicator/health-care-expenditures-by-state-of-residence-in-millions>.

¹⁰ Hawaii State Department of Commerce and Consumer Affairs, Insurance Division. Health Care, Health Insurance on the Threshold Of. Available at: <https://cca.hawaii.gov/ins/files/2018/01/Health-Care-Health-Insurance-2018.pdf>

(title IV-E Waiver); CWS implemented the IV-E Waiver project in 2015. The IV-E Waiver allows Hawaii to allocate a portion of the Title IV-E funding for non-traditional, flexible use such as providing prevention services for children and families to avert foster care entry. As a demonstration project and given the Title IV-E Waiver Project allowed for a negotiated capped allocation, Child Welfare Services Branch (CWS) did not make a general fund budget request for additional operational cost and paid the start-up costs out of the general CWS base budget.

The Title IV-E Waiver authority will end on September 30, 2019; program consultants estimate a 15% reduction in federal reimbursement with the end of the Title IV-E Waiver, returning the state to more restrictive traditional Title IV-E funding. As the interventions demonstrated under the Waiver Project have shown promising results, this funding request will continue the services developed during the Title IV-E Waiver Project. Continuing these services as part of the regular service array will be critical to preserve and strengthen families before children enter foster care; by reducing unnecessary removals and placement into foster care, these prevention services address demands on the workforce by also reducing the foster care caseloads.

On October 1, 2019 provisions of the new Family First Prevention Services Act (FFPSA), enacted as part of the Bipartisan Budget Act of 2018, amends titles IV-E and IV-B at the federal financial participation rate of 50% for certain prevention services as a state option in addition to traditional IV-E foster care maintenance payment federal participation. CWS is actively working to develop a state plan that will maximize federal reimbursement for specified prevention services and related administrative expenses.

East Hawaii Child Welfare Services Pilot Project (301SA-03)
Request: FTE (P) 4.00 A and \$321,598 A for FY20 and for FY21

The 2018 Legislature passed Act 177, SLH 2018, and established a five-year pilot project within the department of human services to ensure the safety and well-being of at-risk children and families in east Hawaii on Hawaii Island. Act 177 (2018) created four (4.00) positions and appropriated one year of funding; funding expires on June 30, 2019. This request will continue funding for the four positions and other administrative costs; with the expectation that all four positions will be filled prior to the start of FY 2020; therefore, a 6-month delay in hiring is excluded from this request.

The funding for the four (4.00) positions in the base budget for FB 19-21 is necessary to have more staff to address the high caseloads, help social workers engage families, deliver quality services, and achieve positive outcomes for children and families. At present, each Child /Adult Protective Services Specialist caseloads is approximately 26 cases per month, which is more than the average of 18 cases. Without the continuation of these positions, service delivery will continue to be hindered due to high caseload of

current positions. High caseloads increase the potential for harm and/or re-harm to children who are already experiencing or are at high risk for abuse or neglect.

CWS is benefiting from the Wiki Wiki hiring process developed in collaboration with DHS Personnel, the Department of Human Resources Development, and the CWS to redesign the hiring process to reduce the time to recruit and fill vacant positions.

Establish 1 Permanent Child/Adult Protective Services Specialist for Statewide APS Adult Intake Unit (601TA-01)

Request: FTE (P) 1.00 A and \$27,546 A for FY20 and FTE (P) 1.00 A and \$55,092 A for FY21

The Adult Protective Services (APS) program is required by Chapter 346, Part X, Adult Protective Services, Hawaii Revised Statutes (HRS), to investigate reported cases of physical abuse, caregiver neglect, psychological abuse, sexual abuse, self-neglect, and financial exploitation of vulnerable adults, age 18 years and over, who have physical, developmental, or mental impairments that prevent these individuals from protecting themselves from abuse. In SFY 2018, 537 APS investigations, equivalent to 79% of total APS investigations, involved an alleged victim age 60 years and over. According to the U.S. Census Bureau, as of July 1, 2017, the State of Hawaii's population age 65 years and over was 253,560, equivalent to 18% of the total population.

This request is for one (1) additional Child / Adult Protective Services (C/APS) Specialist position in the Adult Protective and Community Services Branch (APCSB) Oahu Section, Adult Intake Unit (AIU), to screen incoming calls to the statewide APS Hotline, assuring that reports of vulnerable adult abuse accepted for APS investigation meet statutory criteria: 1) the alleged victim of abuse meets the statutory definition of a vulnerable adult; and 2) abuse has occurred or is likely to occur if no action is taken. The additional position is required to support Hawaii APS Program's centralization of a statewide intake process to screen reports of abuse and determine whether to accept the reports for an APS investigation.

The AIU serves a crucial role as the first point of contact regarding statewide calls of concern from the community. The AIU function in addressing calls that do not meet the criteria for an APS investigation is also valuable. AIU provides support, education, and referrals to community resources, which may prevent presenting concerns from escalating and requiring crisis intervention in the future.

APCSB contracted the University of Hawaii's Center on Aging (COA) to develop recommendations to restructure Hawaii's APS system. Recommendations included improvements in Core APS Functions, prompting establishment of a statewide centralized intake system. In SFY 2016, Act 119 (SLH 2015) authorized the creation of 3

new positions for the APCSB Oahu Section AIU to implement a statewide centralized intake model.

An additional AIU position is needed to address the volume of calls received statewide. Since SFY 2013, there has been a 3% average increase per year of reports of abuse received by the AIU. In SFY 2018, 674 investigations involved 775 types of abuse. The top three types of abuse were caregiver neglect, self-neglect, and financial exploitation. APS anticipates with the increasing number of residents over the age of 60, reports of abuse will continue to increase.

The AIU currently has seven (7) C/APS positions to perform statewide intake functions. Receive and address other miscellaneous calls, such as calls regarding active cases, which require consultation with the assigned investigation unit.

Commission on the Status of Women (CSW)

Operating Budget Request

HMS 888 – Other Current Expenses (888CW-01)

Request: \$15,300 A for FY20 and for FY21

Additional funds are needed to cover public educational campaigns. The Commission is seeking to support an annual public awareness campaign and to cooperate with national groups to host a conference and trainings around sex trafficking due to the absence of a state-level coordinated effort around the issue.

The Commission is currently unable to meet its mandate under section 367-3(2), HRS, to create public awareness campaigns without additional funds due to the basic costs of design work, paid media, including radio, bus, and social media promotion. Also, to fulfill its duty to maintain contacts with "appropriate federal, state, local and international agencies concerned with the status of women" per section 367(3)(5), HRS, the Commission requires basic funding for transportation of the executive director and the commissioners for quarterly meetings and important state conferences.

DHS Administration

Operating Budget Request

Funds for DHS Information Security Training (904AA-01)

Request: \$29,300 A for FY20 and for FY21

The Department administers several federal programs where individual and family information is collected and maintained to support eligibility determination and distribution of benefits. Programs include Medicaid (medical assistance), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), and Low Income Home Energy Assistance Program (LIHEAP). As such, the department is subject to a variety of federal regulations that require the safeguarding and protection of confidential information.

As a condition for receiving Federal tax information (FTI), DHS is required to meet the IRS federal safeguards requirements pursuant to Internal Revenue Code (IRC) § 6103(p)(4) and must establish and maintain safeguards designed to prevent unauthorized access, disclosure, and use of FTI. Furthermore, IRC § 6103(l)(7) restricts FTI access to government employees and the Federal Health and Human Services clearly states that contractors are not allowed access to FTI for any purpose. As a condition for processing confidential data such as FTI, Personally Identifiable Information (PII), and Protected Health Information (PHI) DHS must establish and maintain various security controls to the satisfaction of governing federal authorities, certain safeguards designed to prevent unauthorized use and disclosure and to protect the confidentiality, of that information. In some cases, failure to maintain a successful Information Security workforce could result in noncompliance with these safeguards. Furthermore, the failure to comply with laws such as the Health Insurance Portability and Accountability Act (HIPAA) could result in both civil and criminal penalties.

To maintain a reliable information security workforce development program, emphasis must be placed on developing and institutionalizing core information security capabilities of key personnel. This can be accomplished by ensuring that members of the information security workforce carry current certification, and also, to provide training opportunities to improve and keep up with the latest threats which are essential in the success of an Information Security program.

Funds for three (3.00) Exempt Positions for Information Security and Compliance Office and Transfer Funds from Other Current Expenses to Personal Services (904AA-03)

Request: FTE (P) 1.20 A/1.80 N and \$20,151 N for FY20 and for FY21

The Department administers several federal programs where individual and family information is collected and maintained to support eligibility determination and distribution of benefits. Programs include Medicaid (medical assistance), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), and Low Income Home Energy Assistance Program (LIHEAP). As such, the department is subject to a variety of federal regulations that require the safeguarding and protection of confidential information.

As the State agency administering the SNAP, TANF and Medicaid programs, DHS is responsible for the security of the information systems supporting these programs. This includes the designation of an agency security personnel; the establishment of security related policies and procedures that address the physical security information systems and personnel practices; and a biennial review of the security plan and program. 45 CFR 155.260 and 155.280 go further and introduce the obligation of the Medicaid program to protect the privacy and security of Personally Identifiable Information (PII). These regulations establish the privacy and security controls necessary for compliance. Such controls are to be documented in a System Security Plan that is required to be monitored continuously and attested to annually.

Due to the difficulty in recruiting and filling information security positions, the Department initially chose to make information security and privacy compliance officer, security engineer, and security analyst contract positions to assist with the development and implementation of sound information privacy and security practices. These included high-level departmental policy direction related to security and privacy by establishing standards, guidelines, and procedures to be followed by the divisions and staff offices that are consistent and current with federal and state law and other regulatory changes. The contractors also work with the staff and various information systems contractors to ensure the systems meet the business needs while addressing new and emerging threats.

As a condition for receiving Federal tax information (FTI), DHS' security analyst and security engineer positions need to be government employees as opposed to contractor positions to prevent unauthorized access, disclosure, and use of FTI. IRS federal safeguards requirements pursuant to IRC § 6103(l)(7) restricts FTI access to government employees and the Federal Health and Human Services clearly states that contractors are not allowed access to FTI for any purpose. The elevated privileges required by the existing security analyst and security engineer to accomplish their sensitive responsibilities necessitates that they are in government as opposed to contractor positions.

The requested three positions are critical for the establishment and operation of a DHS Security Management Program that ensures compliance with security requirements including the FBI Criminal Justice Information Services (CJIS) Security Policy, Health Insurance Portability and Accountability Act (HIPAA) (Section §164.308), and IRS Publication 1075. The Information and Security and Privacy Compliance Officer, Security Analyst and Engineer positions are responsible for creation, administration, and oversight of security related policies, procedures, and technologies to ensure the prevention, detection, containment, and correction of security breaches. Furthermore, failure to comply with HIPAA can also result in civil and criminal penalties.

Establish three (3.00) Exempt Temporary Positions and Transfer Funds from Other Personal Services to Personal Services (904AA-05)

Request: FTE (T) 3.00 A for FY20 and for FY21

DHS requests to establish (3) exempt temporary positions within the office of the Director. The three (3) are the policy director, the special assistant to the Director, and the community/project development director.

The Policy Director will serve as an advisor to the Department Director in the review of policy formulation and strategies by analyzing complex issues and problems affecting government operations and identifying legislative and administrative strategies to improve departmental operations; establishes and liaises with the State legislative staff members and lobbyists for community groups; assist in developing responses to Legislative and other inquiries regarding policy matters involving Divisions within the Department; assist Divisions, apply and embed 'Ohana Nui concept/strategy in all DHS programs; and perform other duties as assigned.

Special Assistant to the Director will work with the director and the deputy director in managing the policy and ongoing operations across the department, and will service four major divisions, six staff offices, two administratively attached agencies and two commissions. This position will provide and be tasked with policy activities and other executive duties as assigned; manage special projects, community development and advocacy efforts; and work with the director in overseeing the expanded span of jurisdiction and lend stability to the operations. The expanded span of jurisdiction and control has made it virtually impossible for the director and deputy director to manage the department's operations with the level of attention they feel is required; therefore, the requested staff is needed to stabilize operations and advance the above initiatives.

The Community/Project Development Director will assist with managing the policy work and numerous projects assigned to the department, including embedding and operationalizing 'Ohana Nui throughout the department addressing statewide homelessness; the individual and family functions of the State-based Marketplace using the Federal Platform (SBM-FP, previously under the Hawaii Health Connector); ensuring continued access to health coverage for State residents from the Compact of Free Association nations; and building a collaborative, and integrated multi-generational service model for children and families.

In the last 3 years, the Community and Development Project Director has collaborated with national partners, Aspen Institute, National Governors Association, American Public Human Services Association, Administration for Children and Families, Federal Reserve Bank, and others to establish best practices and inform federal policy enhancements;

built DHS' capacity for transformation and develop change agents at all levels through in-person and technology-assisted professional development, including organizational development coaching, formal course work, learning teams, pilot projects, mentorships, cross-department and multi-state site exchanges; partnered across all sectors to create economies of scale, reduce redundancy and close gaps in access and delivery of human services; optimize finite state and federal dollars and resources.

In addition to maintaining oversight of all DHS programs, to continue the transformation of DHS to an integrated and multi-generational delivery system, the Director's office pursued several grants opportunities.

Accountable Health Communities, Addressing the Critical Gap Between Clinical Care and Social Services in Hawaii's Current Healthcare Delivery System; 2017 - 2022, a 5-year grant from CMS for DHS to partner with United Healthcare to test whether, consistent with 'Ohana Nui, systematically identifying and addressing the health-related social needs of Medicare and Medicaid beneficiaries through screening, referral and community navigation services will impact health care quality, utilization and costs, and beneficiary and provider experiences.

Fostering Cross-Sector Collaboration to Address the Health and Success of Children and Families: Cross-Sector Collaboration Learning Lab; 2018, a 5-state, 16-month technical assistance grant from the National Governors Association to address educational, social, economic, and environmental factors that improve the health and overall success of children and families, with Hawaii's DHS, DOE, and DOH, to align the departments' overarching goals, examine and understand the knowledge management cultures of each department, establish governance and standardization of the process to access cross-system data, and come to an agreement of shared short-term and long-term performance measures.

Determining Metrics and Outcomes to Evaluate and Validate the State of Hawaii's 'Ohana Nui Strategy; 2017, a 6-month technical assistance grant from Ascend at The Aspen Institute and the Urban Institute to make the business case for its transformation efforts, utilizing individual, family, program and system data to directionally substantiate the end goals of breaking the intergenerational cycle of poverty for children and families, closing service gaps and eliminating redundancy, and improving government efficiency and reducing costs.

'Ohana Nui as a Catalyst for Moving up the Health and Human Services Value Curve; 2017, a 1-year technical assistance grant from the American Public Human Services Association to ensure that we continue to evolve the way we deliver health and human services so that enhancements are made from children's and families' points of view, and that integrity, service, addressing root causes, and positively impacting

determinants of health and self-sufficiency are milestones as we evolve through the stages of our progress.

Establish four (4.00) Exempt Temporary Positions for Information Technology (IT) Modernization Project (904AA-06)

Request: FTE (T) 2.04 A/1.96 N and \$188,501 A/\$276,030 N for FY20 and for FY21

The purpose of the IT Modernization Project is to replace the department's old mainframe systems with modern technology to serve the beneficiaries of the programs administered by the Med-QUEST Division (MQD); the Benefit, Employment, and Support Services Division (BESSD); and the Social Services Division, in a more comprehensive and efficient manner. MQD was the first division to transition from the department's nearly 30-year-old mainframe system, HAWI, to the new Kauhale On-Line Eligibility Assistance (KOLEA) application and underlying platform. DHS intends to transition BESSD and SSD off the old mainframe systems by leveraging the system infrastructure and capabilities established by MQD. The next phases of the project include BESSD's Benefits Eligibility Solution and SSD's Comprehensive Child Welfare Information System.

The IT Modernization Project will support the implementation of the department's 'Ohana Nui initiative which aims to invest early and concurrently in children and families to improve health outcomes and reduce the impact and incidents of poverty. An integrated eligibility solution will allow applicants to apply for multiple programs and benefits at the same time, validate and verify information electronically, and determine eligibility efficiently to assist families in accessing services as soon as possible.

Position Justification:

Pos No. 121315 - Info Tech Implementation Manager is essential to develop overall project plans including project governance and decision making structure, identify and validate functional requirements including workflows, and technology support needs, develop procurement strategies, assess the impact on and implement changes to existing policies, procedures, business processes and organization structure, and implement communications, change management and training initiatives.

Pos No. 121414 - Assistant Information Technology Implementation Manager is essential to assist the Information Technology Implementation Manager in the development and managing of the overall project and all its components.

Pos No. 122450 - Resource Manager is essential to work with project managers to ensure adequate resources are available and directed at the various projects for a smooth integration and to identify risks associated with the interdependencies between the projects.

Pos No. 122738 -Graphic Designer/Art Director is essential for data and workflow visualization to provide graphic design and art direction for all project collateral to inform internal and external stakeholders on system and process changes and helps to ensure technical aspects of the project are understood by the DHS workforce and clients through visual components. This position is responsible for communicating and messaging to the DHS workforce on the need for and movement toward business process transformation, organization change management, and training initiatives to condition the workforce on its applicability and efficacy in fulfilling the DHS Mission.

Funds for Contract Services for Program Management Office (904AA-07)

Request: \$120,000 A/\$280,000 N for FY20 and \$156,000 A/\$364,000 N for FY21

The Department is implementing an integrated enterprise solution that will improve service to its clients (applicants and beneficiaries) more efficiently and effectively. The new system will enable individuals and families to apply for services on-line and perform self-service functions, and enable the department to determine eligibility consistently and timely. The Program Management Office (PMO) is responsible in overseeing the implementation of the integrated solution that includes various design, development, and implementation projects for Med-QUEST Division (MQD), Benefits, Employment and Support Services Division (BESSD), and Social Services Division (SSD).

Currently, PMO has three positions required to oversee the implementation, and more staff are needed to provide the enterprise architect services, oversight of the budget (all projects include federal funds), contracts, and quality of the projects.

Due to the difficulty in establishing, recruiting and filling positions, the Department seeks a contractor to provide these services.

At present, approximately 70% of the implementation costs are being funded through federal funds, and it is important to ensure all contracts and purchases are appropriately accounted for with the state and federal funds. While quality is viewed from various aspects (project team and Independent verification and validation services), the PMO reviews the quality of implementation across multiple projects. Given the size and breadth of the projects, at least one individual should be devoted to reviewing the deliverables to ensure the various projects are being built for integration as opposed to modernized "silos." In the end, it is important that the vendors deliver high quality products that meet the current and future needs of the department.

If PMO cannot contract the services, the Department will be at risk for developing a system that is not expandable and not adaptable to accommodate future programs and changes. The federal government, in providing funding, expects that the end system would be built using industry standards, using modularity and be interoperable. The

PMO, with these new positions along with the project managers, will help to ensure the projects are implemented meeting the federal requirements. Proper budgeting and financial oversight of the projects are needed so the department reduces its risk for not providing adequate information, timely submission of reports and claims for the federal funds for the project.

Department of Human Services
Department Functions

Table 1

| <u>Division</u> | <u>Description of Function</u> | <u>Activities</u> | <u>Prog ID(s)</u> | <u>Statutory Reference</u> |
|-----------------|--|---|-------------------|---------------------------------|
| ADMIN | Provide overall direction and administration to the Department, including budget development and execution, maintenance of accounting and client records, research, analysis and information management services, and assuring compliance with Federal and State laws and regulations. | Formulating Overall Policies – Plan and develop short- and long-range programs to achieve the objectives of the major program areas within the Department; evaluate program policies and procedures and initiate changes when applicable; propose State and Federal legislation and conduct research related to program needs. | HMS 904 | HRS 346-2, 346-6, 346-7, 346-14 |
| ADMIN | Provide overall direction and administration to the Department, including budget development and execution, maintenance of accounting and client records, research, analysis and information management services, and assuring compliance with Federal and State laws and regulations. | Directing Operations and Personnel – Evaluate quality and quantity of services rendered by programs; conduct studies and develop management improvement programs; enhance employee skills and improve work performance through in-services training and staff development programs; safeguard employee health and welfare; assure adequate and appropriate work force to maintain a satisfactory operational level; and participate in labor relations and collective bargaining contract negotiations. | HMS 904 | HRS 346-2, 346-6, 346-7, 346-14 |
| ADMIN | Provide overall direction and administration to the Department, including budget development and execution, maintenance of accounting and client records, research, analysis and information management services, and assuring compliance with Federal and State laws and regulations. | Providing Other Administrative Services – Maintain a system of fiscal control and reporting on state, federal and other funds; maintain a system of purchasing, disbursement and inventory management; provide technical assistance to program managers in budget preparation and execution; develop, install and maintain an effective information system; and coordinate rules and regulations for programs. | HMS 904 | HRS 346-2, 346-6, 346-7, 346-14 |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|---|---|----------------------------------|-----------------------------------|
| BESSD | Determine eligibility for and provide financial, food stamp and energy assistance payments to qualifying individuals and families | Financial Assistance Program (FAP) (HMS 202, HMS 204, and HMS 211) activities include, but are not limited to, issuance of cash benefits for food, clothing, shelter, and other essentials to households eligible for TANF, TAONF, GA or AABD program. Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamp Program, provides low-income households with electronic benefits they can use like cash at most grocery stores, to ensure that they have access to a healthy diet. SNAP and cash assistance are issued through the BESSD eligibility staffing (HMS 236). SNAP also provides outreach and nutrition education services to SNAP recipients and eligible households (HMS 903). LIHEAP (HMS 206) provides one time payments in the form of credits to utility accounts to eligible low income households. Administrative oversight of these services are provided through the BESSD Administration (HMS 903). | HMS 202, 204, 206, 211, 236, 903 | HRS 346-51; PRWORA Pub L. 104-193 |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|---|--|--------------|---|
| BESSD | Contracts for services to assist the homeless | The State Homeless Programs currently consists of three basic components: development of programs and transitional facilities, provision of shelter and social services, and the management of state owned shelters. In addition to these components, the State Homeless Programs provides the overall administrative policy direction for the homeless programs, including the establishment and amendment of the administrative rules governing the programs; implementation of the Statewide Continuum of Care; and facilitation of the State Interagency Council on Homelessness, the State's homeless strategic planning council. Administrative oversight of these services are provided through the BESSD Administration (HMS 903). | HMS 224, 903 | HRS 346-361 to 346-378; 346-381 to 346-383; McKinney-Vento Homeless Assistance Act, by subtitle C of title IV, 42 U.S.C 11381 to 11389; As amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|---|--|-------------------|------------------------------------|
| BESSD | Provide employment training, support services and social services to individuals and families pursuing self-sufficiency | Activities include, but are not limited to, eligibility determination services and case management, employment preparedness and placement, and support services (child care, transportation and work related expenses) to gear welfare recipients towards self-sufficiency (HMS 236 and 237); domestic violence advocacy, substance abuse treatment, vocational rehabilitation, transitional homeless, and positive youth development services to eligible families through departmental employees and purchase of service (POS) contracts (HMS 903). HMS 903 activities also include provision of general support to BESSD in the form of investigation of welfare fraud, electronic system support, staff development and training, and Electronic Benefit Transfer. Administrative oversight of these services are provided through the BESSD Administration (HMS 903). | HMS 236, 237, 903 | HRS 346-102; PRWORA Pub L. 104-193 |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|---|--|-------------------|------------------------------------|
| BESSD | Provide child care to working families through payments to child care providers | Activities include, but are not limited to, supporting recipients of public assistance, employed parents, parents in education or training programs, or children in need of child care for protective reasons by providing child care subsidies so that the parents can work, or attend education or job training, in order for families to actively pursue, or maintain, self-sufficiency. In the case of parents active with Child Welfare Services, child care subsidies in provided so parents can complete services that would result in the reunification of the family. Also provides for the recruitment and licensing of child care facilities statewide (HMS 305). Program activities increase the availability of child care available to working low-income parents as well as ensuring the safety of children through the setting of child care standards and the licensing and monitoring of child care providers (HMS 302). Administrative oversight of these services are provided through the BESSD Administration (HMS 903). | HMS 302, 305, 903 | HRS 346-151; PRWORA Pub L. 104-193 |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|---|---|------------|--|
| CSW | Provide assistance in the development of long range goals and coordinate research, planning, programming and action on the opportunities, needs, problems and contributions of women in Hawaii. | <p>The Hawaii State Commission on the Status of Women has worked to ensure women and girls full and equal coverage under the law by informing governmental and non-governmental agencies and the public of women's rights, opportunities, contributions, and responsibilities; advocating for the enactment or revision of laws and/or policies that eliminate gender discrimination; identifying and supporting programs and projects that address women's concerns and needs; and establishing and maintaining an active presence in the community by facilitating information dissemination, acting as a liaison, clearinghouse, and coordinating body for issues relating to women.</p> <p>Participation in Hawaii Women's Coalition; researching and tracking legislation pertinent to issues affecting women.</p> <p>Women's Health Month: Maximizing public awareness of women's health issues through public health workshops, health fairs and lectures.</p> <p>Women's History Month: Commemorates Women's History Month by celebrating contributions of women in Hawaii.</p> <p>Ready to Run Campaign: The Commission offers</p> | HMS 888 | HRS 367-3(1), HRS 367-3(2), HRS 367-3(3), HRS 367-3(4), HRS 367-3(5), HRS 367-3(6), HRS 367-3(7) |
| | Legislative Advocacy | | | |
| | Women's Health Advocacy | | | |
| | Women's History Month | | | |
| | Women's Political Participation | | | |
| | Women's Pay Equity | | | |
| | Sex Trafficking Awareness Campaign, #ShelsAllWoman | | | |
| | #MeToo Prevention Training | | | |

Department of Human Services
 Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|-------------------------|--|------------|---------------------|
| | | <p>multiple workshops and trainings for individuals wishing to run for elected office. The Commission also assists in registering voters. The Commission advocates for pay equity through education on paid family leave and flexible work environments for working families. Sex Trafficking Awareness Campaign, #ShelsAllWoman: The Commission is seeking to support an annual public information campaign to address the lack of awareness about sex trafficking and to coordinate local and national stakeholders to host a statewide conferences and trainings around sex trafficking due to the absence of a state-level coordinated effort around the issue.</p> <p>#MeToo Prevention Training: The Commission offers the free course which trains participants to recognize gender stereotypes and discriminatory behavior and systems at work in their organization. The training improves trainings limited to legal frameworks and solutions that rely on criminalization or civil sanctions. Instead, participants gain an understanding of gender-based oppression by examining the cultural conditions that often lead to sexual harassment in the workplace. Recommendations for a safe, inclusive workplace are also provided.</p> | | |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|--|---|---------------------|---|
| DVR | Determine eligibility for disability assistance and provide vocational rehabilitation services to individuals with disabilities and prepare them for employment. | The function of this organizational unit is to administer the statewide programs of six vocational rehabilitation services for persons with physical and mental disabilities, independent living rehabilitation services for persons with severe disabilities, general services for persons who are blind and visually impaired, and the disability determination of claims for social security disability insurance and social supplemental income payments. These programs are in accordance to the Rehabilitation Act of 1973, as amended, the Randolph-Sheppard Vending Stands Act, the Workforce Innovation and Opportunity Act, the Individuals with Disabilities Education Act, the Americans with Disabilities Act, and other applicable federal and state laws, statutes, rules, regulations, policies, and agreements with other state agencies and the federal government. | HMS 238 & 802 | Rehabilitation Act of 1973, as amended. Title I, Parts A&B, Section 100-111. 29 USC 720-731. 34 CFR 361. HRS 347-1, 347-2, 347-3, 347-4, 348-1, 348-2. PL 99-506, PL 95-602, PL 97-35, PL 93-112, PL 100-407, PL 113-128. |
| HPHA | Federal Low Income Public Housing Program | HPHA provides rental housing to approximately 5300 extremely low income families; rents tied to income, not to exceed thirty percent adjusted gross income. Under the public housing program, the HPHA is responsible for developing new public housing projects, determining eligibility requirements and rental rates, processing applications and maintaining the rental property at an acceptable standard. Subsidized by U.S. Dep't. of Housing & Urban Development (HUD). | HMS 220; HMS 229 | U.S. Housing Act of 1937; Various Federal Statutes pertaining to HUD; HUD Federal Regulations; 356D-13 HRS |

Department of Human Services
Department Functions

Table 1

| <u>Division</u> | <u>Description of Function</u> | <u>Activities</u> | <u>Prog ID(s)</u> | <u>Statutory Reference</u> |
|-----------------|---|---|---------------------|--|
| HPHA | State Low Income Public Housing Program | HPHA provides rental housing to approximately 860 extremely low income families; rents tied to income, not to exceed thirty percent adjusted gross income. No General Fund operating subsidies are provided by the State. | HMS 220; HMS 229 | §356D-44, HRS |
| HPHA | Section 8 Housing Choice Voucher Rent Subsidy Program | HPHA provides rental vouchers to approximately 1,900 very low income families to assist in obtaining private market rentals. Beneficiary pays an amount not to exceed thirty percent adjusted gross income with the Housing Authority making housing assistance payments to landlords to bring closer to market rent. | HMS 222; HMS 229 | U.S. Housing Act of 1937; Various Federal Statutes pertaining to HUD; HUD Federal Regulations; 356D-13 HRS |
| HPHA | State Rent Supplement Program | HPHA provides rental vouchers to approximately 380 very low income families to assist in obtaining private market rentals. Beneficiary pays an amount not to exceed thirty percent adjusted gross income with the Housing Authority making housing assistance payments to landlords to bring closer to market rent. | HMS 222; HMS 229 | §356D-151, HRS |

Department of Human Services
Department Functions

Table 1

| <u>Division</u> | <u>Description of Function</u> | <u>Activities</u> | <u>Prog ID(s)</u> | <u>Statutory Reference</u> |
|-----------------|--|--|-------------------|---|
| MQD | Determine eligibility for and contract to provide appropriate health care services through the Medicaid program for qualifying persons | Activities include determining eligibility of applicants for medical assistance and administering the medical assistance/insurance program. This eligibility may be for the federal Medicaid program, the Children's Health Insurance Program, or for the State-only funded Medicaid-like programs. Recipients receive their healthcare primarily through contracted managed care organizations. MQD contracts with, monitors and provides oversight of the managed care plans. MQD also pays medical claims for dental care and for a small number of individuals not enrolled with managed care. MQD enrolls healthcare providers with the Medicaid program per federal rules. Additionally, MQD works with DOH and DOE to receive federal funding for eligible services provided in schools or in other programs such as the Adult Mental Health Division, Children and Adolescent Mental Health Division, Early Intervention Program, as well as for the developmentally disabled/intellectual disability waiver through the Developmentally Disabled Division. MQD also pays supplemental payments to hospitals to serve the uninsured and Medicaid | HMS 401, 902 | Title XIX SSA, Section 1102, 49 Stat 647 (42 USC 1302); HRS 346-14, 346-D |
| OYS | Ensure the safety and welfare of youth at HYCF | Maintaining safety and security; providing rehabilitative services | HMS 503 | HRS 352 , 352D |
| OYS | Ensure the safety and welfare of youth on parole | Monitoring youth; coordinating services; strengthening families | HMS 503 | HRS 352 , 352D |
| OYS | Operate and manage HYCF | Overseeing the facility's operations | HMS 501 | HRS 352 |
| OYS | Administer the federal Juvenile Justice and Delinquency Prevention Act | Ensuring compliance with the 4 core requirements of the Act to include compliance with the Prison Rape Elimination Act (PREA). | HMS 501 | HRS 352D |

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Department Functions

Table 1

| <u>Division</u> | <u>Description of Function</u> | <u>Activities</u> | <u>Prog ID(s)</u> | <u>Statutory Reference</u> |
|-----------------|---|--|-------------------|---|
| OYS | Provide prevention/diversion/intervention services to prevent delinquency and reduce recidivism | Funding and coordinating a continuum of services for at-risk youth in the community | HMS 501 | HRS 352D |
| SSD | <p>To enable children at risk or exposed to abuse or neglect to live in a safe and secure environments by providing in-home and out-of-home social services that benefit the children and their families.</p> <p>Child Welfare Services (CWS) has three paramount program objectives:</p> <ol style="list-style-type: none"> 1. Safety – Provide for the safety and well-being of children. 2. Permanency -- Return children to a safe home or provide an alternate safe, permanent home. 3. Successful transition to adulthood. | <p>The Program meets its objectives by the following activities and services to children exposed to harm or threat of harm and their families:</p> <ul style="list-style-type: none"> • Child abuse/neglect screening and referral • Child abuse/neglect investigation • 24-hour crisis intervention, Assessment • Family preservation/strengthening and support services to prevent placement; family reunification • Case management • Multi-disciplinary team diagnostic consultation • Individual and family counseling • Intra-family sex abuse treatment • Mothers and infants-at-risk treatment • Permanency planning and adoption • Setting licensing standards for child caring and child placing organizations • Recruiting, training, certifying, re-certifying, monitoring and supporting Resource Caregivers • Recruiting and approving adoptive homes • Foster Care • Sex Trafficking • Independent Living Services • Voluntary Care to 21 • Substance Abuse • Domestic Violence Services | HMS 301 | <ol style="list-style-type: none"> 1. Chapter 346-14(2), Hawaii Revised Statutes (HRS), Establish, extend and strengthen services for the protection and care of abused and neglected children 2. Chapter 346-17, HRS, Authority over and investigation of child placing organizations, child caring institutions, and family foster homes 3. Chapter 350, HRS, Child Abuse 4. Chapter 587A, HRS, Child Protective Services Act 5. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980 6. Federal Child Abuse Protection and Treatment Act 7. PL 105-89, Adoption and Safe Families Act 8. PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008 9. Chapter 346-391-406, HRS, Young Adult Voluntary Foster Care Program 10. PL 114-22, Justice for Victims of Trafficking Act of 2015 11. PL 113-183, Preventing Sex Trafficking and Strengthening Families |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|---|---|------------|---|
| SSD | To ensure an adequate standard of living for children who are removed from their family homes because of abuse, threat of harm, neglect, or inadequate care and supervision. The Program provides payments for room and board and costs related to care or assistance in family preservation, reunification, or adoption as mandated by federal and state laws. Substitute caregivers are assisted in providing an adequate standard of living for children in their care with funding from Child Welfare Services for the children's basic living costs. | <p>The program meets its objectives by providing the following payments:</p> <ul style="list-style-type: none"> • Foster board for relative and non-relative out-of-home care • Payment for emergency shelter care • Payment for children living with permanent custodians, legal guardians, or adoptive parents • Maintenance payments for former foster youth attending higher education • Assistance to foster parents, adoptive parents and permanent custodians/legal guardians for children who present challenges in their physical, emotional or psychological functioning • Subsidies to facilitate adoption for children with special needs • Payments to cover basic daily living needs and other essentials such as clothing, transportation to school, medical care, and visitation services to facilitate reunification or to prevent out of home placement. • Payment for Voluntary Care to 21 | HMS 303 | <ol style="list-style-type: none"> 1. Chapter 346-14(2), Hawaii Revised Statutes (HRS), Establish, extend and strengthen services for the protection and care of abused and neglected children 2. Chapter 346-17, HRS, Authority over and investigation of child placing organizations, child caring institutions, and family foster homes 3. Chapter 587A, HRS Child Protective Services Act 4. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980 5. PL 105-89, Adoption and Safe Families Act 6. PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008 7. PL 114-22, Justice for Victims of Trafficking Act of 2015 8. Title IV-E of the Federal Social Security Act, Foster Care and Adoption Assistance 9. Federal Family First Prevention Services Act of 2018 |
| SSD | Adult Protective Services | Investigates reports of abuse, neglect and financial exploitation of vulnerable adults, age 18 and over. Provides crisis intervention to prevent further abuse. | HMS 601 | HRS Part X, Ch. 346 -221-253 |

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Department Functions

Table 1

| <u>Division</u> | <u>Description of Function</u> | <u>Activities</u> | <u>Prog ID(s)</u> | <u>Statutory Reference</u> |
|-----------------|---|--|-------------------|--|
| SSD | Nurse Aide Training and Competency Evaluation Program; Feeding Assistant Training Program | Establishes the curriculum requirements for state certification of nurse aide training programs and state approval for feeding assistant programs. Requirements of the trainings are mandated by Federal and State law. | HMS 601 | HRS Ch. 346-46, Ch. 457A-2, 42.C.F.R. § 431.10; 440.40 |
| SSD | Courtesy Repatriate Services | Provides temporary resettlement assistance, medical care, housing, transportation, and other goods and services for U. S. citizens who return from a foreign country because of destitution, illness, threat of war or a similar crisis. | HMS 601 | HRS Ch. 346-14, 45 C.F.R. § 212.3 |
| SSD | Adult Foster Care | Provides placement and case management services in licensed adult residential care homes to eligible clients who receive Supplemental Security Income (SSI), Medicaid, or financial assistance from the Department. | HMS 601 | HRS Ch. 346-14 |
| SSD | Chore Services | Provides essential in-home housekeeping services to enable eligible disabled clients, who do not meet the eligibility requirements of Med-Quest programs, to remain in the community. To receive chore services, an individual must be eligible for Supplemental Security Income (SSI), Medicaid, or financial assistance from the Department. | HMS 601 | HRS Ch. 346-14 |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|---|---|------------|--|
| SSD | Community Based Residential Support | Provides Personal Needs Allowance (PNA) to eligible recipients living in a Domiciliary Care Home, Community Care Foster Family Home, or Medical Treatment Facility for personal miscellaneous needs, and State Supplemental Payments (SSP) to recipients who are eligible to receive Supplemental Security Income (SSI) from the Social Security Administration as they are aged, blind or disabled, living in a Domiciliary Care Home or Community Care Foster Family Home and are in need of additional funds to pay for their room and board. | HMS 605 | HRS Ch. 346-53, 346D-4.5, C.F.R. § 435.832 |
| SSD | To enhance program effectiveness and efficiency by formulating policies, administering operations and personnel, planning, development, and implementation of a comprehensive statewide social service program that includes adult community care services (ACCS) and child welfare services (CWS) within the Social Services Division. | <p>The program meets its objectives by developing division level plans, providing basic/introductory program specific skills and computer trainings to new employees and beyond-introductory training to eligible employees, conducting federal/internal compliance reviews, processing computer system/equipment requests for modification, processing of Medicaid waiver client payments, and executing contracts and monitoring of contract providers.</p> <ul style="list-style-type: none"> • strategic planning • budget coordination and monitoring • staff training and professional development • contracting and contracts monitoring • grants compliance and monitoring • information system development and maintenance • continuous quality improvement | HMS 901 | <ol style="list-style-type: none"> 1. Chapter 346, 1-14 Hawaii Revised Statutes (HRS) 2. Chapter 346-17, HRS 3. Chapter 346-221, HRS 4. Chapter 346-391, HRS 5. Chapter 350, HRS 6. Chapter 587A, HRS 7. Public Law (PL) 96-272, Adoption and Child Welfare Act of 1980 8. PL 105-89, Adoption and Safe Families Act 9. PL 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008 |

Department of Human Services
Department Functions

Table 1

| <u>Division</u> | <u>Description of Function</u> | <u>Activities</u> | <u>Prog ID(s)</u> | <u>Statutory Reference</u> |
|-----------------|--|--|-------------------|---|
| SSD | Foster Grandparent Program | Provides stipends to enable low-income older adults to assist children with special and exceptional needs in schools, Head Start sites, and non-profit organizations. | HMS 601 | HRS Ch. 346-56, 45 C.F.R. 2552 |
| SSD | Senior Companion Program | Provides stipends to low income older adults who provide in-home companionship and limited personal care to frail elders and provide respite and relief for caregivers. | HMS 601 | HRS, Ch. 346-56, 42 C.F.R. § 1207.1 |
| SSD | Respite Companion Service Program | Provides training/employment to vulnerable, low-income older adults at designated adult day care or adult day health facilities or in programs that assist the elderly, to enhance economic self-sufficiency and to learn job readiness skills with the goal of preparing them for employment opportunities. | HMS 601 | HRS Ch. 346-14, Part II, 346-56, 20 C.F.R. Part 641 |
| SSD | Transportation Assistance for Resident Aliens and Naturalized Citizens | Enables seniors, age 60 and over, who are resident aliens or naturalized citizens to return to homelands outside the United States. | HMS 601 | HRS Ch. 346-141-146 |

Department of Human Services
Department Functions

Table 1

| Division | Description of Function | Activities | Prog ID(s) | Statutory Reference |
|----------|--|---|---------------|---|
| DVR | Determine eligibility for disability assistance and provide vocational rehabilitation services to individuals with disabilities and prepare them for employment. | The function of this organizational unit is to administer the statewide programs of six vocational rehabilitation services for persons with physical and mental disabilities, independent living rehabilitation services for persons with severe disabilities, general services for persons who are blind and visually impaired, and the disability determination of claims for social security disability insurance and social supplemental income payments. These programs are in accordance to the Rehabilitation Act of 1973, as amended, the Randolph-Sheppard Vending Stands Act, the Workforce Innovation and Opportunity Act, the Individuals with Disabilities Education Act, the Americans with Disabilities Act, and other applicable federal and state laws, statutes, rules, regulations, policies, and agreements with other state agencies and the federal government. | HMS 238 & 802 | Rehabilitation Act of 1973, as amended. Title I, Parts A&B, Section 100-111. 29 USC 720-731. 34 CFR 361. HRS 347-1, 347-2, 347-3, 347-4, 348-1, 348-2. PL 99-506, PL 95-602, PL 97-35, PL 93-112, PL 100-407, PL 113-128. |

Department of Human Services
Department-Wide Totals

Table 2

| Fiscal Year 2019 | | | | |
|-----------------------------|--------------------|-----------------------------|---------------------|-------|
| Act 053/18 Appropriation | Restriction | Emergency Appropriations | Total FY19* | MOF |
| \$ 1,275,385,304.00 | \$ (5,496,615.00) | \$ - | \$ 1,269,888,689.00 | A |
| \$ 2,300,110,906.00 | \$ - | \$ - | \$ 2,300,110,906.00 | N |
| \$ 17,889,212.00 | \$ - | \$ - | \$ 17,889,212.00 | P |
| \$ 12,197,055.00 | \$ - | \$ - | \$ 12,197,055.00 | W |
| \$ 6,923,604.00 | \$ - | \$ - | \$ 6,923,604.00 | B |
| \$ 7,169,481.00 | \$ - | \$ - | \$ 7,169,481.00 | U |
| \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 | R |
| \$ 3,619,685,562.00 | \$ (5,496,615.00) | \$ - | \$ 3,614,188,947.00 | Total |
| Fiscal Year 2020 | | | | |
| Act 053/18 Appropriation | Reductions* | Additions** | Total FY20*** | MOF |
| \$ 1,275,385,304.00 | \$ (16,952,142.00) | \$ 28,103,729.00 | \$ 1,286,536,891.00 | A |
| \$ 2,300,110,906.00 | \$ (121,978.00) | \$ 10,858,528.00 | \$ 2,310,847,456.00 | N |
| \$ 17,889,212.00 | \$ - | \$ - | \$ 17,889,212.00 | P |
| \$ 12,197,055.00 | \$ - | \$ 84,158.00 | \$ 12,281,213.00 | W |
| \$ 6,923,604.00 | \$ - | \$ - | \$ 6,923,604.00 | B |
| \$ 7,169,481.00 | \$ - | \$ - | \$ 7,169,481.00 | U |
| \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 | R |
| \$ 3,619,685,562.00 | \$ (17,074,120.00) | \$ 39,046,415.00 | \$ 3,641,657,857.00 | Total |
| Fiscal Year 2021 | | | | |
| Act 053/18 Appropriation | Reductions* | Additions** | Total FY21 *** | MOF |
| \$ 1,275,385,304.00 | \$ (400,000.00) | \$ 67,382,396.00 | \$ 1,342,367,700.00 | A |
| \$ 2,300,110,906.00 | \$ (121,978.00) | \$ 12,225,834.00 | \$ 2,312,214,762.00 | N |
| \$ 17,889,212.00 | \$ - | \$ - | \$ 17,889,212.00 | P |
| \$ 12,197,055.00 | \$ - | \$ 82,608.00 | \$ 12,279,663.00 | W |
| \$ 6,923,604.00 | \$ - | \$ - | \$ 6,923,604.00 | B |
| \$ 7,169,481.00 | \$ - | \$ - | \$ 7,169,481.00 | U |
| \$ 10,000.00 | \$ - | \$ - | \$ 10,000.00 | R |
| \$ 3,619,685,562.00 | \$ (521,978.00) | \$ 79,690,838.00 | \$ 3,698,854,422.00 | Total |

Department of Human Services
Program ID Totals

Table 3

| Prog ID | Program Title | MOF | As budgeted by Act 053/18 (FY19) | | | Governor's Submittal (FY20) | | | | Governor's Submittal (FY21) | | | |
|---------|---|-----|----------------------------------|---------|------------------|-----------------------------|---------|------------------|-------------------------------|-----------------------------|---------|------------------|-------------------------------|
| | | | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Percent Change of \$\$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Percent Change of \$\$\$\$ |
| HMS 202 | Aged, Blind and Disabled Payments | A | - | - | \$ 4,029,480 | - | - | \$ 4,029,480 | 0.0% | - | - | \$ 4,029,480 | 0.0% |
| HMS 204 | General Assistance Payments | A | - | - | \$ 23,889,056 | - | - | \$ 23,889,056 | 0.0% | - | - | \$ 23,889,056 | 0.0% |
| HMS 204 | General Assistance Payments | B | - | - | \$ 3,000,000 | - | - | \$ 3,000,000 | 0.0% | - | - | \$ 3,000,000 | 0.0% |
| HMS 206 | Federal Assistance Payments | N | - | - | \$ 5,703,592 | - | - | \$ 5,703,592 | 0.0% | - | - | \$ 5,703,592 | 0.0% |
| HMS 211 | Cash Support for Families Pursuing Self-Sufficiency | A | - | - | \$ 22,694,156 | - | - | \$ 22,694,156 | 0.0% | - | - | \$ 22,694,156 | 0.0% |
| HMS 211 | Cash Support for Families Pursuing Self-Sufficiency | N | - | - | \$ 44,000,000 | - | - | \$ 44,000,000 | 0.0% | - | - | \$ 44,000,000 | 0.0% |
| HMS 220 | Rental Housing Services | A | 2.00 | - | \$ 6,577,466 | 2.00 | - | \$ 4,486,122 | -31.8% | 2.00 | - | \$ 4,487,455 | -31.8% |
| HMS 220 | Rental Housing Services | N | 183.00 | 4.50 | \$ 79,877,679 | 183.00 | 4.50 | \$ 80,622,805 | 0.9% | 183.00 | 4.50 | \$ 80,719,623 | 1.1% |
| HMS 220 | Rental Housing Services | W | 13.00 | - | \$ 4,527,391 | 15.00 | - | \$ 4,665,263 | 3.0% | 15.00 | - | \$ 4,666,602 | 3.1% |
| HMS 222 | Rental Assistance Services | A | 2.25 | - | \$ 1,532,187 | 2.25 | - | \$ 2,187,576 | 42.8% | 2.25 | - | \$ 2,042,612 | 33.3% |
| HMS 222 | Rental Assistance Services | N | 22.75 | 1.00 | \$ 26,047,910 | 23.75 | 1.00 | \$ 26,351,106 | 1.2% | 23.75 | 1.00 | \$ 26,397,150 | 1.3% |
| HMS 224 | Homeless Services | A | 11.00 | - | \$ 31,026,955 | 11.00 | - | \$ 31,573,111 | 1.8% | 11.00 | - | \$ 31,573,111 | 1.8% |
| HMS 224 | Homeless Services | N | - | - | \$ 649,448 | - | - | \$ 649,448 | 0.0% | - | - | \$ 649,448 | 0.0% |
| HMS 224 | Homeless Services | P | - | - | \$ 2,366,839 | - | - | \$ 2,366,839 | 0.0% | - | - | \$ 2,366,839 | 0.0% |
| HMS 229 | HPHA Administration | N | 76.00 | 41.00 | \$ 40,373,761 | 76.00 | 41.00 | \$ 40,373,761 | 0.0% | 76.00 | 41.00 | \$ 40,373,761 | 0.0% |
| HMS 229 | HPHA Administration | W | 51.00 | 20.00 | \$ 6,339,464 | 51.00 | 20.00 | \$ 6,391,209 | 0.8% | 51.00 | 20.00 | \$ 6,391,208 | 0.8% |
| HMS 236 | Case Management for Self-Sufficiency | A | 296.33 | - | \$ 15,251,625 | 296.33 | - | \$ 16,131,530 | 5.8% | 296.33 | - | \$ 16,131,530 | 5.8% |
| HMS 236 | Case Management for Self-Sufficiency | N | 233.67 | - | \$ 25,529,674 | 233.67 | - | \$ 26,244,772 | 2.8% | 233.67 | - | \$ 26,275,954 | 2.9% |
| HMS 236 | Case Management for Self-Sufficiency | P | - | - | \$ 30,237 | - | - | \$ 30,237 | 0.0% | - | - | \$ 30,237 | 0.0% |
| HMS 237 | Employment and Training | A | - | - | \$ 469,505 | - | - | \$ 469,505 | 0.0% | - | - | \$ 469,505 | 0.0% |
| HMS 237 | Employment and Training | N | - | - | \$ 1,245,750 | - | - | \$ 1,245,750 | 0.0% | - | - | \$ 1,245,750 | 0.0% |
| HMS 238 | Disability Determination | N | 49.00 | - | \$ 8,072,480 | 49.00 | - | \$ 8,183,015 | 1.4% | 49.00 | - | \$ 8,197,582 | 1.5% |
| HMS 301 | Child Protective Services | A | 219.30 | - | \$ 34,629,692 | 223.30 | - | \$ 36,903,174 | 6.6% | 223.30 | - | \$ 36,903,174 | 6.6% |
| HMS 301 | Child Protective Services | B | - | - | \$ 1,007,587 | - | - | \$ 1,007,587 | 0.0% | - | - | \$ 1,007,587 | 0.0% |
| HMS 301 | Child Protective Services | N | 175.20 | - | \$ 42,249,043 | 175.20 | - | \$ 43,863,972 | 3.8% | 175.20 | - | \$ 43,898,588 | 3.9% |
| HMS 301 | Child Protective Services | P | - | - | \$ 106,225 | - | - | \$ 106,225 | 0.0% | - | - | \$ 106,225 | 0.0% |
| HMS 302 | General Support for Child Care Services | A | 25.35 | - | \$ 1,715,547 | 35.85 | - | \$ 1,952,478 | 13.8% | 35.85 | - | \$ 2,185,609 | 27.4% |
| HMS 302 | General Support for Child Care Services | N | 24.65 | - | \$ 11,869,726 | 35.15 | - | \$ 11,897,063 | 0.2% | 35.15 | - | \$ 11,920,864 | 0.4% |
| HMS 303 | Child Protective Services Payments | A | - | - | \$ 47,765,586 | - | - | \$ 47,765,586 | 0.0% | - | - | \$ 47,765,586 | 0.0% |
| HMS 303 | Child Protective Services Payments | N | - | - | \$ 26,110,014 | - | - | \$ 26,110,014 | 0.0% | - | - | \$ 26,110,014 | 0.0% |
| HMS 305 | Cash Support for Child Care | A | - | - | \$ 25,011,811 | - | - | \$ 24,611,811 | -1.6% | - | - | \$ 24,611,811 | -1.6% |
| HMS 305 | Cash Support for Child Care | N | - | - | \$ 38,530,754 | - | - | \$ 38,530,754 | 0.0% | - | - | \$ 38,530,754 | 0.0% |
| HMS 401 | Health Care Payments | A | - | - | \$ 944,108,598 | - | - | \$ 927,597,598 | -1.7% | - | - | \$ 982,477,598 | 4.1% |
| HMS 401 | Health Care Payments | B | - | - | \$ 1,376,660 | - | - | \$ 1,376,660 | 0.0% | - | - | \$ 1,376,660 | 0.0% |
| HMS 401 | Health Care Payments | N | - | - | \$ 1,803,909,546 | - | - | \$ 1,803,909,546 | 0.0% | - | - | \$ 1,803,909,546 | 0.0% |
| HMS 401 | Health Care Payments | P | - | - | \$ 13,216,034 | - | - | \$ 13,216,034 | 0.0% | - | - | \$ 13,216,034 | 0.0% |
| HMS 401 | Health Care Payments | U | - | - | \$ 6,781,921 | - | - | \$ 6,781,921 | 0.0% | - | - | \$ 6,781,921 | 0.0% |
| HMS 501 | In-Community Youth Programs | A | 14.00 | 0.50 | \$ 9,100,753 | 15.50 | - | \$ 9,665,605 | 6.2% | 15.50 | - | \$ 9,665,605 | 6.2% |

Department of Human Services
Program ID Totals

Table 3

| Prog ID | Program Title | MOF | As budgeted by Act 053/18 (FY19) | | | Governor's Submittal (FY20) | | | | Governor's Submittal (FY21) | | | |
|---------|---|-----|----------------------------------|---------|------------------|-----------------------------|---------|------------------|--------------------------|-----------------------------|---------|------------------|--------------------------|
| | | | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Percent Change of \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Percent Change of \$\$\$ |
| HMS 501 | In-Community Youth Programs | N | - | 3.00 | \$ 2,572,722 | 0.50 | 0.50 | \$ 2,456,919 | -4.5% | 0.50 | 0.50 | \$ 2,456,919 | -4.5% |
| HMS 503 | Hawaii Youth Correctional Facility | A | 109.00 | - | \$ 9,311,703 | 106.00 | - | \$ 9,922,931 | 6.6% | 106.00 | - | \$ 10,163,390 | 9.1% |
| HMS 601 | Adult Protective and Community Services | A | 71.48 | - | \$ 5,830,367 | 72.48 | - | \$ 6,116,482 | 4.9% | 72.48 | - | \$ 6,144,028 | 5.4% |
| HMS 601 | Adult Protective and Community Services | N | 7.02 | 3.00 | \$ 3,979,173 | 7.02 | 3.00 | \$ 3,986,561 | 0.2% | 7.02 | 3.00 | \$ 3,988,661 | 0.2% |
| HMS 601 | Adult Protective and Community Services | P | - | - | \$ 1,321,390 | - | - | \$ 1,321,390 | 0.0% | - | - | \$ 1,321,390 | 0.0% |
| HMS 601 | Adult Protective and Community Services | R | - | - | \$ 10,000 | - | - | \$ 10,000 | 0.0% | - | - | \$ 10,000 | 0.0% |
| HMS 601 | Adult Protective and Community Services | U | - | - | \$ 387,560 | - | - | \$ 387,560 | 0.0% | - | - | \$ 387,560 | 0.0% |
| HMS 605 | Community-Based Residential Support Services | A | - | - | \$ 17,810,955 | - | - | \$ 17,810,955 | 0.0% | - | - | \$ 17,810,955 | 0.0% |
| HMS 802 | Vocational Rehabilitation | A | 37.76 | 2.64 | \$ 4,809,804 | 37.76 | 2.64 | \$ 4,769,073 | -0.8% | 37.76 | 2.64 | \$ 4,769,073 | -0.8% |
| HMS 802 | Vocational Rehabilitation | N | 69.24 | 5.36 | \$ 14,662,011 | 69.24 | 5.36 | \$ 14,954,517 | 2.0% | 69.24 | 5.36 | \$ 14,970,247 | 2.1% |
| HMS 802 | Vocational Rehabilitation | W | - | - | \$ 1,330,200 | - | - | \$ 1,330,200 | 0.0% | - | - | \$ 1,330,200 | 0.0% |
| HMS 888 | Commission on the Status of Women | A | 1.00 | 1.00 | \$ 168,324 | 1.00 | 1.00 | \$ 189,335 | 12.5% | 1.00 | 1.00 | \$ 189,335 | 12.5% |
| HMS 901 | General Support for Social Services | A | 19.45 | - | \$ 2,474,317 | 19.45 | - | \$ 2,527,248 | 2.1% | 19.45 | - | \$ 2,527,248 | 2.1% |
| HMS 901 | General Support for Social Services | N | 9.55 | - | \$ 2,074,339 | 9.55 | - | \$ 2,074,339 | 0.0% | 9.55 | - | \$ 2,074,339 | 0.0% |
| HMS 902 | General Support for Health Care Payments | A | 134.50 | 5.70 | \$ 14,729,187 | 136.50 | 5.70 | \$ 16,223,893 | 10.1% | 136.50 | 5.70 | \$ 14,953,093 | 1.5% |
| HMS 902 | General Support for Health Care Payments | B | 0.56 | - | \$ 1,539,357 | 0.56 | - | \$ 1,542,576 | 0.2% | 0.56 | - | \$ 1,542,576 | 0.2% |
| HMS 902 | General Support for Health Care Payments | N | 142.69 | 19.30 | \$ 53,160,715 | 144.69 | 19.30 | \$ 54,221,657 | 2.0% | 144.69 | 19.30 | \$ 54,237,783 | 2.0% |
| HMS 902 | General Support for Health Care Payments | P | - | - | \$ 843,987 | - | - | \$ 843,987 | 0.0% | - | - | \$ 843,987 | 0.0% |
| HMS 903 | General Support for Self-Sufficiency Services | A | 49.28 | 1.59 | \$ 41,622,620 | 49.28 | 1.59 | \$ 43,340,155 | 4.1% | 49.28 | 1.59 | \$ 45,287,681 | 8.8% |
| HMS 903 | General Support for Self-Sufficiency Services | N | 44.72 | 1.41 | \$ 65,419,537 | 44.72 | 1.41 | \$ 70,618,652 | 7.9% | 44.72 | 1.41 | \$ 71,620,974 | 9.5% |
| HMS 903 | General Support for Self-Sufficiency Services | P | - | - | \$ 3,000 | - | - | \$ 3,000 | 0.0% | - | - | \$ 3,000 | 0.0% |
| HMS 904 | General Administration - DHS | A | 139.45 | 8.00 | \$ 10,825,610 | 140.65 | 13.04 | \$ 11,289,404 | 4.3% | 140.65 | 13.04 | \$ 11,325,404 | 4.6% |
| HMS 904 | General Administration - DHS | N | 27.55 | - | \$ 4,073,032 | 29.35 | 1.96 | \$ 4,649,213 | 14.1% | 29.35 | 1.96 | \$ 4,733,213 | 16.2% |
| HMS 904 | General Administration - DHS | P | - | - | \$ 1,500 | - | - | \$ 1,500 | 0.0% | - | - | \$ 1,500 | 0.0% |
| | | | 2,261.75 | 118.00 | \$ 3,619,685,562 | 2,296.75 | 122.00 | \$ 3,621,175,908 | 0.0% | 2,296.75 | 122.00 | \$ 3,678,494,783 | 1.6% |
| | | A | 1,132.15 | 19.43 | \$ 1,275,385,304 | 1,149.35 | 23.97 | \$ 1,266,146,264 | -0.7% | 1,149.35 | 23.97 | \$ 1,322,096,495 | 3.7% |
| | | B | 0.56 | - | \$ 6,923,604 | 0.56 | - | \$ 6,926,823 | 0.0% | 0.56 | - | \$ 6,926,823 | 0.0% |
| | | N | 1,065.04 | 78.57 | \$ 2,300,110,906 | 1,080.84 | 78.03 | \$ 2,310,647,456 | 0.5% | 1,080.84 | 78.03 | \$ 2,312,014,762 | 0.5% |
| | | P | - | - | \$ 17,889,212 | - | - | \$ 17,889,212 | 0.0% | - | - | \$ 17,889,212 | 0.0% |
| | | R | - | - | \$ 10,000 | - | - | \$ 10,000 | 0.0% | - | - | \$ 10,000 | 0.0% |
| | | U | - | - | \$ 7,169,481 | - | - | \$ 7,169,481 | 0.0% | - | - | \$ 7,169,481 | 0.0% |
| | | W | 64.00 | 20.00 | \$ 12,197,055 | 66.00 | 20.00 | \$ 12,386,672 | 1.6% | 66.00 | 20.00 | \$ 12,388,010 | 1.6% |

Department of Human Services
Budget Decisions

Table 4

| Prog ID | Sub-Org | Description of Request | MOF | Initial Department Requests | | | | | | Budget & Finance Recommendations | | | | | | Governor's Decision | | | | | |
|---------|---------|--|-----|-----------------------------|---------|-----------|---------|---------|-----------|----------------------------------|--------------|---------|---------|------------|---------|---------------------|--------------|---------|---------|------------|---------|
| | | | | FY20 | | | FY21 | | | FY20 | | | FY21 | | | FY20 | | | FY21 | | |
| | | | | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ |
| 401 | PE | Medicaid Capitation Adjustment | A | | | | | | | | (16,511,000) | | | 38,369,000 | | | (16,511,000) | | | 38,369,000 | |
| 220 | RH | Federal Fringe Benefit increase | N | | | 745,126 | | | 841,944 | | 745,126 | | | 841,944 | | | 745,126 | | | 841,944 | |
| 222 | RA | Federal Fringe Benefit increase | N | | | 257,731 | | | 264,510 | | 257,731 | | | 264,510 | | | 257,731 | | | 264,510 | |
| 236 | LC | Federal Fringe Benefit increase | N | | | 715,098 | | | 746,280 | | 715,098 | | | 746,280 | | | 715,098 | | | 746,280 | |
| 238 | GB | Federal Fringe Benefit increase | N | | | 110,535 | | | 125,102 | | 110,535 | | | 125,102 | | | 110,535 | | | 125,102 | |
| 301 | SA | Federal Fringe Benefit increase | N | | | 491,179 | | | 525,795 | | 491,179 | | | 525,795 | | | 491,179 | | | 525,795 | |
| 501 | YA | Federal Fringe Benefit increase | N | | | 6,175 | | | 6,175 | | 6,175 | | | 6,175 | | | 6,175 | | | 6,175 | |
| 601 | TA | Federal Fringe Benefit increase | N | | | 7,388 | | | 9,488 | | 7,388 | | | 9,488 | | | 7,388 | | | 9,488 | |
| 802 | GA | Federal Fringe Benefit increase | N | | | 292,506 | | | 308,236 | | 292,506 | | | 308,236 | | | 292,506 | | | 308,236 | |
| 902 | IA | Federal Fringe Benefit increase | N | | | 43,542 | | | 59,668 | | 43,542 | | | 59,668 | | | 43,542 | | | 59,668 | |
| 903 | FA | Federal Fringe Benefit increase | N | | | 51,003 | | | 61,537 | | 51,003 | | | 61,537 | | | 51,003 | | | 61,537 | |
| 501 | YA | Abolishment of 2.00 Temporary Positions | N | | (2.00) | (121,978) | | (2.00) | (121,978) | | (2.00) | | (2.00) | (121,978) | | (2.00) | (121,978) | | (2.00) | (121,978) | |
| 903 | FA | Federal Ceiling Increase for UPLINK Program (Moved from Other Requests) | N | | | 200,000 | | | 200,000 | | 200,000 | | | 200,000 | | | 200,000 | | | 200,000 | |
| 903 | FA | Federal Ceiling Increase for Modification to HANA Case Management System (Moved from Other Requests) | N | | | 2,000,000 | | | 1,000,000 | | 2,000,000 | | | 1,000,000 | | | 2,000,000 | | | 1,000,000 | |
| 224 | HS | Housing First Program | A | | | 3,750,000 | | | 3,750,000 | | 3,750,000 | | | 3,750,000 | | | 3,750,000 | | | 3,750,000 | |
| 224 | HS | Rapid Re-Housing | A | | | 3,750,000 | | | 3,750,000 | | 3,750,000 | | | 3,750,000 | | | 3,750,000 | | | 3,750,000 | |
| 224 | HS | Family Assessment Center | A | | | 1,550,000 | | | 1,480,000 | | 1,550,000 | | | 1,550,000 | | | 1,550,000 | | | 1,550,000 | |
| 224 | HS | Homeless Outreach and Civil Legal Services | A | | | 1,750,000 | | | 1,750,000 | | 1,750,000 | | | 1,750,000 | | | 1,750,000 | | | 1,750,000 | |
| 902 | IA | KOLEA M&O | A | | | 5,491,700 | | | 4,220,900 | | 5,491,700 | | | 4,220,900 | | | 5,491,700 | | | 4,220,900 | |
| 903 | FA | BESSD Cost Allocation for BES and Enterprise Platform | A | | | 722,957 | | | 2,584,483 | | 722,957 | | | 2,584,483 | | | 722,957 | | | 2,584,483 | |
| 903 | FA | BESSD Cost Allocation for BES and Enterprise Platform | N | | | 641,112 | | | 2,291,900 | | 641,112 | | | 2,291,900 | | | 641,112 | | | 2,291,900 | |
| 301 | SA | IV-E Waiver Continuity | A | | | 1,765,000 | | | 1,765,000 | | 1,323,750 | | | 1,323,750 | | | 1,323,750 | | | 1,323,750 | |
| 301 | SA | IV-E Waiver Continuity | N | | | 1,765,000 | | | 1,765,000 | | 1,323,750 | | | 1,323,750 | | | 1,323,750 | | | 1,323,750 | |
| 301 | SA | Hawaii Child Welfare Education Collaboration | A | | | 163,348 | | | 326,697 | | - | | | - | | | - | | | - | |
| 301 | SA | Hawaii Child Welfare Education Collaboration | N | | | 106,011 | | | 212,021 | | - | | | - | | | - | | | - | |
| 501 | YA | Youth Assessment Service Centers | A | | | 1,500,000 | | | 1,500,000 | | - | | | - | | 450,000 | | | 450,000 | | |
| 802 | GA | New Visions Residential Training Program | A | | | 200,548 | | | 200,548 | | - | | | - | | - | | | - | | |
| 902 | IA | Health Analytics | A | 2.00 | | 882,400 | 2.00 | | 882,400 | 2.00 | 882,400 | 2.00 | | 882,400 | 2.00 | | 882,400 | 2.00 | | 882,400 | |
| 902 | IA | Health Analytics | N | 2.00 | | 1,017,400 | 2.00 | | 1,017,400 | 2.00 | 1,017,400 | 2.00 | | 1,017,400 | 2.00 | | 1,017,400 | 2.00 | | 1,017,400 | |
| 903 | FA | Additional General Funds and Federal Ceiling Increase for Exit and Retention Bonus Program | A | | | 244,000 | | | 330,000 | | 244,000 | | | 330,000 | | | 244,000 | | | 330,000 | |
| 903 | FA | Additional General Funds and Federal Ceiling Increase for Exit and Retention Bonus Program | N | | | 977,000 | | | 1,318,000 | | 977,000 | | | 1,318,000 | | | 977,000 | | | 1,318,000 | |
| 904 | AA | Funds for three (3.00) Exempt Positions for Information Security and Compliance Office and Transfer Funds from Other Current Expenses to Personal Services | A | 3.00 | | 197,180 | 3.00 | | 197,180 | 1.20 | | 1.20 | | | 1.20 | | | 1.20 | | | |
| 904 | AA | Funds for three (3.00) Exempt Positions for Information Security and Compliance Office and Transfer Funds from Other Current Expenses to Personal Services | N | | | | | | | 1.80 | 20,151 | 1.80 | | 20,151 | 1.80 | | 20,151 | 1.80 | | 20,151 | |
| 302 | DA | Establish and Funds 20.00 Positions for Child Care Subsidy Program and Transfer Funds From OCE to PS | A | 10.00 | | 320,627 | 10.00 | | 349,552 | 10.00 | 120,080 | 10.00 | | 338,710 | 10.00 | | 120,080 | 10.00 | | 338,710 | |
| 302 | DA | Establish and Funds 20.00 Positions for Child Care Subsidy Program and Transfer Funds From OCE to PS | N | 10.00 | | | 10.00 | | | 10.00 | | 10.00 | | | 10.00 | | | 10.00 | | | |
| 305 | PK | Reduce Other Current Expenses Funds | A | | | | | | | | (400,000) | | | (400,000) | | | (400,000) | | | (400,000) | |
| 904 | AA | Establish three (3.00) Exempt Temporary Positions and Transfer Funds from Other Personal Services to Personal Services | A | | 3.00 | 20,760 | | 3.00 | 20,760 | | 3.00 | | 3.00 | - | | 3.00 | - | | 3.00 | - | |
| 904 | AA | Fund for Four (4.00) Temporary Exempt Positions for the Department of Human Services General Administration Office | A | 1.00 | 4.00 | 564,936 | 1.00 | 4.00 | 564,936 | - | 2.04 | 188,501 | - | 2.04 | 188,501 | - | 2.04 | 188,501 | - | 2.04 | 188,501 |
| 904 | AA | Fund for Four (4.00) Temporary Exempt Positions for the Department of Human Services General Administration Office | N | | | | | | | | 1.96 | 276,030 | | 1.96 | 276,030 | | 1.96 | 276,030 | | 1.96 | 276,030 |

Department of Human Services
Budget Decisions

Table 4

| Prog ID | Sub-Org | Description of Request | MOF | Initial Department Requests | | | | | | Budget & Finance Recommendations | | | | | | Governor's Decision | | | | | |
|---------|---------|--|-----|-----------------------------|---------|------------|---------|---------|------------|----------------------------------|---------|-----------|---------|---------|-----------|---------------------|---------|-----------|---------|---------|-----------|
| | | | | FY20 | | | FY21 | | | FY20 | | | FY21 | | | FY20 | | | FY21 | | |
| | | | | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ |
| 904 | AA | Contract Services for Program Management Office | A | | | 120,000 | | | 156,000 | | | 120,000 | | | 156,000 | | | 120,000 | | | 156,000 |
| 904 | AA | Contract Services for Program Management Office | N | | | 280,000 | | | 364,000 | | | 280,000 | | | 364,000 | | | 280,000 | | | 364,000 |
| 601 | TA | Estab 1 Perm CAPS for Statewide APS Adult Intake Unit | A | 1.00 | | 27,546 | 1.00 | | 55,092 | 1.00 | | 27,546 | 1.00 | | 55,092 | 1.00 | | 27,546 | 1.00 | | 55,092 |
| 601 | TA | Estab 2 Perm RNs for West Hawaii and Oahu | A | 2.00 | | 101,484 | 2.00 | | 202,968 | - | | - | - | | - | - | | - | - | | - |
| 601 | TA | Estab 2 Perm HSPs for Statewide APS Case Management Services | A | 2.00 | | 52,956 | 2.00 | | 105,912 | - | | - | - | | - | - | | - | - | | - |
| 503 | YB | Funding of Existing 5.00 Permanent Social Worker III Positions in trade-off by eliminating 3.00 Permanent Youth Corrections Officer and transferring Personal Services Funds | A | 5.00 | | 239,340 | 5.00 | | 239,340 | - | | (41,142) | - | | 81,228 | (3.00) | | (41,142) | (3.00) | | 81,228 |
| 302 | DA | Establish and Fund 1.00 Permanent Position for CCPO | A | 0.50 | | 17,474 | 0.50 | | 31,975 | 0.50 | | 17,474 | 0.50 | | 31,975 | 0.50 | | 17,474 | 0.50 | | 31,975 |
| 302 | DA | Establish and Fund 1.00 Permanent Position for CCPO | N | 0.50 | | 27,337 | 0.50 | | 51,138 | 0.50 | | 27,337 | 0.50 | | 51,138 | 0.50 | | 27,337 | 0.50 | | 51,138 |
| 904 | AA | Funds for Information Security and Privacy Compliance Maintenance for Security software | A | | | 364,000 | | | 364,000 | | | - | | | - | | | - | | | - |
| 904 | AA | Funds for Governor's Coordinator on Homelessness and Staff | A | | | 62,400 | | | 18,845 | | | - | | | - | | | - | | | - |
| 501 | YA | Juvenile Justice Reform Program | A | | | 600,000 | | | 600,000 | | | 600,000 | | | 600,000 | | | 600,000 | | | 600,000 |
| 501 | YA | Cultural Healing Centers | A | | | 2,400,000 | | | 2,400,000 | | | - | | | - | | | - | | | - |
| 501 | YA | Establish and Funds 1.00 Permanent Position for Youth Commission | A | 1.00 | | 81,416 | 1.00 | | 81,416 | 1.00 | | 81,416 | 1.00 | | 81,416 | 1.00 | | 81,416 | 1.00 | | 81,416 |
| 903 | FA | Federal Ceiling Increase for Homeless Shelter After-Care Services | A | | | 570,000 | | | 570,000 | | | - | | | - | | | 570,000 | | | 570,000 |
| 903 | FA | Federal Ceiling Increase for Homeless Shelter After-Care Services | N | | | 1,330,000 | | | 1,330,000 | | | - | | | - | | | 1,330,000 | | | 1,330,000 |
| 888 | CW | Salaries and Other | A | | | 56,756 | | | 56,756 | | | 15,300 | | | 15,300 | | | 15,300 | | | 15,300 |
| 903 | FA | Establish and Funds 11.00 Permanent Position for Investigations Office | A | 5.83 | | 168,636 | 5.83 | | 315,831 | - | | - | - | | - | - | | - | - | | - |
| 903 | FA | Establish and Funds 11.00 Permanent Position for Investigations Office | N | 5.17 | | 232,668 | 5.17 | | 448,123 | - | | - | - | | - | - | | - | - | | - |
| 904 | AA | Funds for DHS Information Security Training | A | | | 29,300 | | | 29,300 | | | 29,300 | | | 29,300 | | | 29,300 | | | 29,300 |
| 904 | AA | Funds for One (1.00) Position for Personnel Background Checks | A | 1.00 | | 32,796 | 1.00 | | 58,842 | - | | - | - | | - | - | | - | - | | - |
| 904 | AA | Establish One (1.00) Exempt and Half-time (0.50) Temporary Position for Commission on Fatherhood | A | | 1.50 | 33,400 | | 1.50 | 66,800 | | - | - | - | | - | - | | - | - | | - |
| 904 | AA | Establish One (1.00) Exempt Temporary Position for General Administration Office (Limited English Proficiency Project Manager Coordinator) | A | | 1.00 | 66,468 | | 1.00 | 66,468 | | - | - | - | | - | - | | - | - | | - |
| 501 | YA | Conversion from Temporary to Permanent Civil Service Position | A | 1.00 | (0.50) | 16,020 | 1.00 | (0.50) | 16,020 | 0.50 | (0.50) | - | 0.50 | (0.50) | - | 0.50 | (0.50) | - | 0.50 | (0.50) | - |
| 501 | YA | Conversion from Temporary to Permanent Civil Service Position | N | | (0.50) | (25,632) | | (0.50) | (25,632) | 0.50 | (0.50) | - | 0.50 | (0.50) | - | 0.50 | (0.50) | - | 0.50 | (0.50) | - |
| 301 | SA | EH CWS Pilot Project | A | 4.00 | | 321,598 | 4.00 | | 321,598 | 4.00 | | 321,598 | 4.00 | | 321,598 | 4.00 | | 321,598 | 4.00 | | 321,598 |
| 224 | HS | Stored Property and Debris Removal Services for State Lands | A | | | 5,000,000 | | | 5,000,000 | | | 5,000,000 | | | 5,000,000 | | | 5,000,000 | | | 5,000,000 |
| 220 | RH | Add 1.00 General Labor II Position and Revolving "W" Funds for Housing Support on Maui | W | 1.00 | | 42,079 | 1.00 | | 41,304 | 1.00 | | 42,079 | 1.00 | | 41,304 | 1.00 | | 42,079 | 1.00 | | 41,304 |
| 220 | RH | Add 1.00 General Labor II Position and Revolving "W" Funds for Housing Support on Kauai | W | 1.00 | | 42,079 | 1.00 | | 41,304 | 1.00 | | 42,079 | 1.00 | | 41,304 | 1.00 | | 42,079 | 1.00 | | 41,304 |
| 222 | RA | Add 2.00 Federal "N" Landlord Liaison Position to Improve Relations and Increase Landlord Participation with the Section 8 Program | N | 2.00 | | 112,812 | 2.00 | | 105,912 | 1.00 | | 45,465 | 1.00 | | 84,730 | 1.00 | | 45,465 | 1.00 | | 84,730 |
| 222 | RA | Add General funds for the State Rent Supplement Program | A | | | 10,000,000 | | | 10,000,000 | | | - | | | - | | | 1,097,707 | | | 952,743 |
| 222 | RA | Add two general funded Public Housing Specialist I positions to support expansion of the SRSP | A | 2.00 | | 73,670 | 2.00 | | 133,939 | - | | - | - | | - | - | | - | - | | - |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

Department of Human Services
Budget Decisions

Table 4

| Prog ID | Sub-Org | Description of Request | MOF | Initial Department Requests | | | | | | Budget & Finance Recommendations | | | | | | Governor's Decision | | | | | |
|---------|---------|------------------------|-------|-----------------------------|---------|---------------|---------|---------|---------------|----------------------------------|---------|------------|---------|---------|------------|---------------------|---------|------------|---------|---------|------------|
| | | | | FY20 | | | FY21 | | | FY20 | | | FY21 | | | FY20 | | | FY21 | | |
| | | | | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ |
| | | Department Totals | A | 41.33 | 9.00 | \$ 43,308,716 | 41.33 | 9.00 | \$ 44,563,558 | 20.20 | 4.54 | 9,033,880 | 20.20 | 4.54 | 65,009,653 | 17.20 | 4.54 | 11,151,587 | 17.20 | 4.54 | 66,982,396 |
| | | | B | - | - | \$ - | - | - | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| | | | N | 19.67 | (2.50) | \$ 11,262,013 | 19.67 | (2.50) | \$ 12,904,619 | 15.80 | (0.54) | 9,406,550 | 15.80 | (0.54) | 10,773,856 | 15.80 | (0.54) | 10,736,550 | 15.80 | (0.54) | 12,103,856 |
| | | | P | - | - | \$ - | - | - | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| | | | R | - | - | \$ - | - | - | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| | | | U | - | - | \$ - | - | - | \$ - | - | - | - | - | - | - | - | - | - | - | - | - |
| | | | W | 2.00 | - | \$ 84,158 | 2.00 | - | \$ 82,608 | 2.00 | - | 84,158 | 2.00 | - | 82,608 | 2.00 | - | 84,158 | 2.00 | - | 82,608 |
| | | | Total | 63.00 | 6.50 | \$ 54,654,887 | 63.00 | 6.50 | \$ 57,550,785 | 38.00 | 4.00 | 18,524,588 | 38.00 | 4.00 | 75,866,117 | 35.00 | 4.00 | 21,972,295 | 35.00 | 4.00 | 79,168,860 |

Department of Human Services
Proposed Budget Reductions

Table 5

| Prog ID | Sub-Org | Description of Reduction | Impact of Reduction | MOF | FY20 | | | FY21 | | | FY19 |
|---------|---------|--|--|-----|---------|---------|-----------------|---------|---------|--------------|-------------------|
| | | | | | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Restriction (Y/N) |
| 401 | PE | Medicaid Capitation Adjustment | This reduction will align proposed expenditures with the budgeted appropriation. If expenditures are higher than projected, MQD will have to somehow reduce expenditures, or request for an emergency appropriation. | A | | | (16,511,000) | | | | N |
| 501 | YA | Abolishment of 2.00 Temporary Positions | No impact. | N | | (2.00) | (121,978) | | (2.00) | (121,978) | N |
| 305 | PK | Reduce Other Current Expenses Funds | This reduction will off-set two other budget requests for 21 positions total and will have minimal short term impact as the Department had unspent funds in SFY 2017 and SFY 2018 from HMS 305. | A | | | (400,000) | | | (400,000) | N |
| 503 | YB | Funding of Existing 5.00 Permanent Social Worker III Positions in trade-off by eliminating 3.00 Permanent Youth Corrections Officer and transferring Personal Services Funds | No impact. | A | (3.00) | | (41,142) | (3.00) | | | N |
| 501 | YA | Conversion from Temporary to Permanent Civil Service Position | No impact. | A | | (0.50) | | | (0.50) | | N |
| 501 | YA | Conversion from Temporary to Permanent Civil Service Position | No impact, unless the federal grant is decreased or eliminated. | N | | (0.50) | | | (0.50) | | N |
| | | | | | | | | | | | |
| | | | Totals (amounts referebced in Table 2 | A | (3.00) | (0.50) | \$ (16,952,142) | (3.00) | (2.50) | \$ (400,000) | |
| | | | | N | - | (2.50) | \$ (121,978) | | | \$ (121,978) | |

Department of Human Services
Proposed Budget Additions

Table 6

| Prog ID | Sub-Org | Addition Type | Prog ID Priority | Dept-Wide Priority | Description of Addition | Justification | MOF | FY20 | | | FY21 | | |
|---------|---------|---------------|------------------|--------------------|---------------------------------|--|-----|---------|---------|---------|---------|---------|------------|
| | | | | | | | | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ |
| 401 | PE | FE | 1 | Gov | Medicaid Capitation Adjustment | Request will align projected expenditures with budgeted appropriation. | A | | | | | | 38,369,000 |
| 220 | RH | FA | 1 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 745,126 | | | 841,944 |
| 222 | RA | FA | 1 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 257,731 | | | 264,510 |
| 236 | LC | FA | 1 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 715,098 | | | 746,280 |
| 238 | GB | FA | 1 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 110,535 | | | 125,102 |
| 301 | SA | FA | 3 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 491,179 | | | 525,795 |
| 501 | YA | FA | 1 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 6,175 | | | 6,175 |
| 601 | TA | FA | 2 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 7,388 | | | 9,488 |
| 802 | GA | FA | 1 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 292,506 | | | 308,236 |
| 902 | IA | FA | 3 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 43,542 | | | 59,668 |
| 903 | FA | FA | 1 | 1 | Federal Fringe Benefit Increase | Federal Fringe Benefit Increase is needed to match the federal fringe assessment rate of 60% for FY 20 and FY 21 per Executive Memorandum 18-16. | N | | | 51,003 | | | 61,537 |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|--|---|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 224 | HS | OR | 1 | 1 | Housing First Program | This request seeks to maintain Housing First Program services for the existing state Housing First program population (=241) and the target to add services for 60 additional eligible individuals and their families. | A | | | 3,750,000 | | | 3,750,000 |
| 224 | HS | OR | 2 | 2 | Rapid Re-Housing | This request is to continue the state Rapid Re-Housing program to minimize the duration of homelessness and move homeless individuals and families quickly out of homelessness and into permanent housing while also providing supportive services to assist a family in maintaining their housing. | A | | | 3,750,000 | | | 3,750,000 |
| 224 | HS | OR | 3 | 3 | Family Assessment Center | The proposed funding request will support the continued operation of the Kakaako Family Assessment Center, as well as the operation of a second Family Assessment Center. In its first two years of operation, the center served 107 households and placed 95% into permanent housing in an average of 79 days, 11 days fewer than the 90-day goal established for the center in its state contract. | A | | | 1,550,000 | | | 1,550,000 |
| 224 | HS | OR | 4 | 4 | Homeless Outreach and Civil Legal Services | The requested funds will maintain the current level of homeless outreach funding. Homeless outreach funding was increased in FY18 to accommodate the growing number of unsheltered homeless individuals - on Oahu and the neighbor islands - and to increase the reach and quality of services contracted by DHS. To ensure that homeless persons are not simply displaced from one area to another, homeless outreach providers work with state agencies (Department of Transportation (DOT) or Department of Land & Natural Resources (DLNR)) to transition unsheltered persons into longer-term housing options. | A | | | 1,750,000 | | | 1,750,000 |
| 902 | IA | OR | 2 | 5 | KOLEA M&O | Additional funding will support ongoing maintenance and operations of the DHS Enterprise System and the KOLEA system. | A | | | 5,491,700 | | | 4,220,900 |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|---|--|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 903 | FA | OR | 2 | 6 | BESSD Cost Allocation for BES and Enterprise Platform | The Benefits Eligibility Solution (BES) for BESSD programs is the 2nd major phase of the upgrade of the DHS 30 plus year old legacy IT systems. The vision for this effort is to move DHS to a more person and family-centered, rather than program-centered, model of practice in line with the concept of an "Agency of One" rather than operating independently. | A | | | 722,957 | | | 2,584,483 |
| 903 | FA | OR | 2 | 6 | BESSD Cost Allocation for BES and Enterprise Platform | The new BES and Enterprise Platform build is cost allocated between MQD, BESSD, and SSD for the biennium, FY 2020-2021. BESSD's cost allocation of 32% is based on the client count as of June 30, 2017. | N | | | 641,112 | | | 2,291,900 |
| 301 | SA | OR | 2 | 7 | IV-E Waiver Continuity | On October 1, 2019 provisions of the new Family First Prevention Services Act (FFPSA), enacted as part of the Bipartisan Budget Act of 2018, amends titles IV-E and IV-B at the federal financial participation rate of 50% for certain prevention services as a state option in addition to traditional IV-E foster care maintenance payment federal participation. | A | | | 1,323,750 | | | 1,323,750 |
| 301 | SA | OR | 2 | 7 | IV-E Waiver Continuity | Child Welfare Services (CWS) is actively working to develop a state plan that will maximize federal reimbursement for specified prevention services and related administrative expenses. | N | | | 1,323,750 | | | 1,323,750 |
| 501 | YA | OR | 2 | 9 | Youth Assessment Service Centers | Youth Assessment Service Centers (YASC) are designed to facilitate efficient prevention, diversion and intervention service delivery at the front end of the juvenile justice system. The priority for the proposed request is District 8 (Waianae to Ewa) or District 4 (Laie to Waimanalo) on Oahu. | A | | | 450,000 | | | 450,000 |
| 902 | IA | OR | 1 | 11 | Health Analytics | Positions and funding will continue the Health Care Analytics Office to strengthen and expand health analytics for the state agencies that are focused on health such as the Department of Health, Department of Commerce and Consumer Affairs, Department of Human Services Med-QUEST Division. | A | 2.00 | | 882,400 | 2.00 | | 882,400 |
| 902 | IA | OR | 1 | 11 | Health Analytics | | N | 2.00 | | 1,017,400 | 2.00 | | 1,017,400 |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|--|--|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 903 | FA | OR | 3 | 12 | Additional General Funds and Federal Ceiling Increase for Exit and Retention Bonus Program | Act 128, SLH 2018, re-established the Exit and Retention Bonuses program in BESSD. The 2018 Legislature appropriated funds to make required system changes to administer the program; this request is to fund the program. | A | | | 244,000 | | | 330,000 |
| 903 | FA | OR | 3 | 12 | Additional General Funds and Federal Ceiling Increase for Exit and Retention Bonus Program | | N | | | 977,000 | | | 1,318,000 |
| 904 | AA | OR | 3 | 13 | Funds for three (3.00) Exempt Positions for Information Security and Compliance Office and Transfer Funds from Other Current Expenses to Personal Services | The requested three positions are critical for the establishment and operation of a DHS Security Management Program that ensures compliance with security requirements including the FBI Criminal Justice Information Services (CJIS) Security Policy, Health Insurance Portability and Accountability Act (HIPAA) (Section §164.308), and IRS Publication 1075. The Information and Security and Privacy Compliance Officer, Security Analyst and Engineer positions are responsible for creation, administration, and oversight of security related policies, procedures, and technologies to ensure the prevention, detection, containment, and correction of security breaches. Furthermore, failure to comply with HIPAA can also result in civil and criminal penalties. | A | 1.20 | | | 1.20 | | |
| 904 | AA | OR | 3 | 13 | Funds for three (3.00) Exempt Positions for Information Security and Compliance Office and Transfer Funds from Other Current Expenses to Personal Services | | N | 1.80 | | 20,151 | 1.80 | | 20,151 |
| 302 | DA | OR | 1 | 14 | Establish and Funds 20.00 Positions for Child Care Subsidy Program and Transfer Funds From OCE to PS | The DHS currently funds contracted providers for the federal and state child care subsidy programs for a total of \$3,135,562 (\$3,003,562 N/\$132,000A). This request addresses continuing program audit findings by moving the currently contracted child care eligibility and payment services functions back to DHS. Bringing these functions back to DHS, will improve service delivery to families and children while improving accuracy of payments through a Business Process Redesign (BPR). Once the proposed DHS unit is fully staffed and functioning in FY 21, the State should see a savings of approximately \$1,966,496 (decreased of \$2,305,206 N funds and increase of \$338,710 A funds) that could be applied towards other child care quality efforts or towards child care subsidies for eligible families. | A | 10.00 | | 120,080 | 10.00 | | 338,710 |
| 302 | DA | OR | 1 | 14 | Establish and Funds 20.00 Positions for Child Care Subsidy Program and Transfer Funds From OCE to PS | | N | 10.00 | | | 10.00 | | |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|--|--|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 904 | AA | OR | 4 | 15 | Establish three (3.00) Exempt Temporary Positions and Transfer Funds from Other Personal Services to Personal Services | DHS requests to establish (3) exempt temporary positions within the office of the Director. The three (3) are the policy director, the special assistant to the Director, and the community/project development director. These positions are critical for DHS to maintain oversight of all DHS program and to continue the transformation of DHS to an integrated and mult-generational delivery system. | A | | 3.00 | - | | 3.00 | - |
| 904 | AA | OR | 5 | 16 | Fund for Four (4.00) Temporary Exempt Positions for the Department of Human Services General Administration Office | The IT Modernization Project will replace the department's old mainframe systems with modern technology to serve the beneficiaries of the programs administered by the Med-QUEST Division (MQD); the Benefit, Employment, and Support Services Division (BESSD); and the Social Services Division, in a more comprehensive and efficient manner. The Information Technology Implementation Manager, Assistant Information Technology Implementation Manager, Resource Manager, and Graphic Designer/Art Director are critical to the development of the integrated eligibility solution that will allow applicants to apply for multiple programs and benefits at the same time, validate and verify information electronically, and determine eligibility efficiently to assist families in accessing services as soon as possible. | A | - | 2.04 | 188,501 | - | 2.04 | 188,501 |
| 904 | AA | OR | 5 | 16 | Fund for Four (4.00) Temporary Exempt Positions for the Department of Human Services General Administration Office | The Information Technology Implementation Manager, Assistant Information Technology Implementation Manager, Resource Manager, and Graphic Designer/Art Director are critical to the development of the integrated eligibility solution that will allow applicants to apply for multiple programs and benefits at the same time, validate and verify information electronically, and determine eligibility efficiently to assist families in accessing services as soon as possible. | N | | 1.96 | 276,030 | | 1.96 | 276,030 |
| 904 | AA | OR | 6 | 17 | Contract Services for Program Management Office | The Program Management Office (PMO) is responsible in overseeing the implementation of the integrated solution that includes various design, development, and implementation projects for Med-QUEST Division (MQD), Benefits, Employment and Support Services Division (BESSD), and Social Services Division (SSD). Due to the difficulty in establishing, recruiting and filling positions, the Department | A | | | 120,000 | | | 156,000 |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|---|---|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 904 | AA | OR | 6 | 17 | Contract Services for Program Management Office | seeks a contractor to provide these services. At present, approximately 70% of the implementation costs are being funded through federal funds, and it is important to ensure all contracts and purchases are appropriately accounted for with the state and federal funds. | N | | | 280,000 | | | 364,000 |
| 601 | TA | OR | 1 | 18 | Estab 1 Perm CAPS for Statewide APS Adult Intake Unit | <p>The additional position is required to support Hawaii APS Program's centralization of a statewide intake process to screen reports of abuse and determine whether to accept the reports for an APS investigation. The AIU serves a crucial role as the first point of contact regarding statewide calls of concern from the community. The AIU function in addressing calls that do not meet the criteria for an APS investigation is also valuable. AIU provides support, education, and referrals to community resources, which may prevent presenting concerns from escalating and requiring crisis intervention in the future.</p> <p>An additional AIU position is needed to address the volume of calls received statewide. Since SFY 2013, there has been a 3% average increase per year of reports of abuse received by the AIU. In FY 2018, AIU received a total of 6,602 calls: 1) 2,299 Reports of abuse. These reports required AIU to make 8,133 collateral calls to determine eligibility for investigation; 2) 2,916 Consultation and referral inquiries; 3) 1,017 Directory assistance calls; 4) 363 Calls regarding active investigation cases; and 5) 7 Calls regarding other APCS services.</p> | A | 1 | | 27546 | 1 | | 55092 |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|--|--|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 503 | YB | OR | 1 | 21 | Funding of Existing 5.00 Permanent Social Worker III Positions in trade-off by eliminating 3.00 Permanent Youth Corrections Officer and transferring Personal Services Funds | Act 049, SLH 2017 established, in HMS 503, 5.00 permanent Social Worker III positions without funding. This funding request will partially fund those positions and support continuing juvenile justice efforts to transform to a therapeutic model. Since Act 201 (2014), OYS and HYCF have been actively working to improve and reform the juvenile justice system. For HYCF to accomplish this goal and maintain the gains achieved thus far, there is a need for intensive supervision on parole and a smoother transition back into the family, foster home or independent living program. This will be accomplished by increasing staff to the parole section and managing the caseload to give more time to provide this intensive supervision in the field. | A | | | | | | 81,228 |
| 302 | DA | OR | 2 | 22 | Establish and Fund 1.00 Permanent Position for CCPO | This request augments the need for additional staff in the Child Care Program Office (CCPO) to address added intensive requirements for statewide plan development, revision, review, and monitoring of all plans, including corrective action plans, needed to comply with the | A | 0.50 | | 17,474 | 0.50 | | 31,975 |
| 302 | DA | OR | 2 | 22 | Establish and Fund 1.00 Permanent Position for CCPO | federal Child Care and Development Fund (CCDF) block grant that provides federal funds for the department's statewide child care licensing program, program staff, and the child care subsidy program. | N | 0.50 | | 27,337 | 0.50 | | 51,138 |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|---|---|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 501 | YA | OR | 3 | 25 | Juvenile Justice Reform Program | Act 201, Session Laws of Hawaii (SLH) 2014, provided funding for juvenile justice reform to improve and enhance Hawaii's juvenile justice system, including strengthening community supervision and probation practices, sustaining effective practices, and reducing the reliance on secure confinement. This request will continue the funding for implementation and validation of a standardized risk and needs assessment and case management tool; evidence-based services, including aggression replacement training; truancy prevention and intervention; wrap around services; training for balance and restorative justice activities; professional staff development; and cultural-based healing services. | A | | | 600,000 | | | 600,000 |
| 501 | YA | OR | 4 | 27 | Establish and Funds 1.00 Permanent Position for Youth Commission | HMS 501 (In-Community Youth Programs) received an appropriation through Act 106, (2018), to establish a Youth Commission. Act 106 (2018) appropriated funds to hire one staff position to administer the youth commission and other administrative costs. However, Act 106, (2018), only authorized funds for one state fiscal year. The 2018 Legislature found that a youth commission would enable a greater role for young people in the policymaking process, and that the Legislature and Governor would benefit from additional formal input from youth on the effect of legislation on young people on the state. | A | 1.00 | | 81,416 | 1.00 | | 81,416 |
| 903 | FA | OR | 4 | 28 | Federal Ceiling Increase for Homeless Shelter After-Care Services | The requested funds will leverage federal funds and cover the after-care extended shelter services. State funded expenditures will be claimed to meet Hawaii's State TANF MOE requirement. We estimate about 70% of the families that may receive shelter services would be eligible for federally-funded services; | A | | | 570,000 | | | 570,000 |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|---|---|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 903 | FA | OR | 4 | 28 | Federal Ceiling Increase for Homeless Shelter After-Care Services | therefore, 30% of the projected cost will need to be funded with general funds as these families may not be eligible for federal funds. The requested federal funds are currently available from the Federal TANF Block Grant. | N | | | 1,330,000 | | | 1,330,000 |
| 888 | CW | OR | 1 | 29 | Other Current Expenses | Additional funding is needed for programs, including a Sex Trafficking Awareness Campaign, #MeToo Prevention Training, and the Young Feminist Leaders Committee. | A | | | 15,300 | | | 15,300 |
| 904 | AA | OR | 7 | 31 | Funds for DHS Information Security Training | As a condition for processing confidential data such as FTI, Personally Identifiable Information (PII), and Protected Health Information (PHI) DHS must establish and maintain various security controls to the satisfaction of governing federal authorities, certain safeguards designed to prevent unauthorized use and disclosure and to protect the confidentiality, of that information. In some cases, failure to maintain a successful Information Security workforce could result in noncompliance with these safeguards. Furthermore, the failure to comply with laws such as the Health Insurance Portability and Accountability Act (HIPAA) could result in both civil and criminal penalties. This request is to fund DHS Information Security certification training. | A | | | 29,300 | | | 29,300 |
| 501 | YA | OR | 5 | 35 | Conversion from Temporary to Permanent Civil Service Position | The Office of Youth Services (OYS) requests that the position become a permanent civil service. The Office Assistant III position (122366) is currently budgeted as a temporary position. This position was vacant until very recently. Temporary positions in our office have experienced low interest as evidenced by our vacancy report, and are difficult to fill because of the temporary appointment. We currently have another program position that is vacant since July 3, 2017 because it is a temporary appointment. It is very difficult to hire a person knowing that they may lose their job at any time. | A | 0.50 | | - | 0.50 | | - |
| 501 | YA | OR | 5 | 35 | Conversion from Temporary to Permanent Civil Service Position | To retain a qualified applicant. | N | 0.50 | | - | 0.50 | | - |

Department of Human Services
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|----------------|----------------------|-------------------------|---------------------------|--|--|------------|----------------|----------------|---------------|----------------|----------------|---------------|
| 301 | SA | OR | 1 | 36 | EH CWS Pilot Project | The 2018 Hawaii State Legislature passed HB2277, which authorized a five-year pilot project in Child Welfare's East Hawaii region. The purpose of the pilot is to bring down caseload numbers in East Hawaii to promote improved safety, permanency and well-being outcomes for children and families involved with Child Welfare Services, as the caseloads have been unmanageably high. The project authorized four new caseworker positions and funded the new positions for SFY 2019. We are asking for additional funding to sustain the project. | A | 4.00 | | 321,598 | 4.00 | | 321,598 |
| 903 | FA | FA | 5 | 37 | Federal Ceiling Increase for UPLINK Program (Moved from Other Requests) | Uniting Peer Learning, Integrating New Knowledge (UPLINK) is a structured after-school program for the Department of Education (DOE) middle and intermediate school students. The additional funds will allow DHS to add two (2) middle/ intermediate schools to the current list of schools that provide UPLINK program (increasing to 63% of all middle and intermediate schools).The requested federal funds are currently available from the Federal TANF Block Grant. | N | | | 200,000 | | | 200,000 |
| 903 | FA | FA | 6 | 38 | Federal Ceiling Increase for Modification to HANA Case Management System (Moved from Other Requests) | This request is to modify the Hawaii Automated Network Assistance (HANA) Case Management System. HANA is a case management system used for the child care licensing, child care subsidies, SNAP E&T, and the First-To-Work (FTW) programs. The FTW Program is the work program for families that apply for or receive Temporary Assistance for Needy Families (TANF) cash benefits. | N | | | 2,000,000 | | | 1,000,000 |

Department of Human Services
Proposed Budget Additions

Table 6

| Prog ID | Sub-Org | Addition Type | Prog ID Priority | Dept-Wide Priority | Description of Addition | Justification | MOF | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ |
|---------|---------|---------------|------------------|--------------------|---|---|-----|---------|---------|---------------|---------|---------|---------------|
| 224 | HS | OR | 5 | 39 | Stored Property and Debris Removal Services for State Lands | While the state provides funding for homeless services, funding is also needed to address personal property left behind on state lands after a homeless encampment is vacated or when individuals trespassing on state land leave personal property behind. In addition, state agencies require support to take measures that would prevent unauthorized encampments from becoming established, such as placing appropriate signage and installing fencing on state lands where appropriate. The Department of Human Services (DHS) currently has a Memorandum of Agreement with the Department of Transportation (DOT) that enables DOT to oversee property storage and debris removal activities statewide for all state lands. | A | | | 5,000,000 | | | 5,000,000 |
| 220 | RH | OR | 2 | 2 | Add 1.00 General Labor II Position and Revolving "W" Funds for Housing Support on Maui | The position is being requested to monitor contaminated soils, provide maintenance of ground cover, provide landscaping maintenance, assist in vacant units, and curb appeal for any upcoming federal REAC inspections for properties of AMP 39 Maui/Molokai. | W | 1.00 | | 42,079 | 1.00 | | 41,304 |
| 220 | RH | OR | 2 | 2 | Add 1.00 General Labor II Position and Revolving "W" Funds for Housing Support on Kauai | The position is being requested to provide landscaping maintenance, assist in vacant units, and curb appeal for any upcoming federal REAC inspections. With one more position added, the AMP 38 Kauai manager will be able to assign one GL II for the east and one for the west side of the island. | W | 1.00 | | 42,079 | 1.00 | | 41,304 |
| 222 | RA | OR | 3 | 3 | Add 1.00 Federal "N" Landlord Liaison Position to Improve Relations and Increase Landlord Participation with the Section 8 Program. | The position is being requested to actively recruit and build relationships with area landlords or property managers to expand housing options; conduct Fair Market Rent, Rent Reasonableness, and other duties to assist the Section 8 Branch operations. | N | 1.00 | | 45,465 | 1.00 | | 84,730 |
| 222 | RA | OR | 2 | 2 | Add General funds for the State Rent Supplement Program | The requested funding will enable the HPHA to fund all State Rent Supplement (RSP) vouchers at the current authorized reimbursement rate. | A | | | 1,097,707 | | | 952,743 |
| | | | | | | | A | 20.20 | 5.04 | \$ 28,103,729 | 20.20 | 5.04 | \$ 67,382,396 |
| | | | | | | | N | 15.80 | 1.96 | \$ 10,858,528 | 15.80 | 1.96 | \$ 12,225,834 |
| | | | | | | | W | 2.00 | - | \$ 84,158 | 2.00 | - | \$ 82,608 |
| | | | | | | | | 38.00 | 7.00 | \$ 28,187,887 | 38.00 | 7.00 | \$ 67,465,004 |

Department of Human Services
 FB 2017- 2019 Restrictions

Table 7

| <u>Fiscal Year</u> | <u>Prog ID</u> | <u>Sub-Org</u> | <u>MOF</u> | <u>Budgeted by Dept</u> | <u>Restriction</u> | <u>Difference Between Budgeted & Restricted</u> | <u>Percent Difference</u> | <u>Impact</u> |
|--------------------|--------------------|----------------|------------|-------------------------|--------------------|---|---------------------------|--|
| 18 | HMS 220 | RH | A | 6,432,410 | 154,604 | 6,277,806 | -2.4% | The impact of the respective restriction resulted in reductions in the types of services provided to clients or in the number of clients served. |
| 18 | HMS 222 | RA | A | 1,082,187 | 26,011 | 1,056,176 | -2.4% | State Rental Supplemental Program, a cost-effective way to ease the housing crisis resulted in serving fewer subsidized renters, and suspension of program service for 3 months. |
| 18 | HMS 236 | LC | A | 15,251,625 | 63,843 | 15,187,782 | -0.4% | The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served. |
| 18 | HMS 501 | YA | A | 9,075,753 | 138,811 | 8,936,942 | -1.5% | The restriction limited our ability to evaluate the program services we purchased from nonprofit organizations. |
| 18 | HMS 503 | YB | A | 9,829,191 | 64,355 | 9,764,836 | -0.7% | No impact because the program lapsed funds. The restriction was to provide HMS501 with funds for contracted services. |
| 18 | HMS 802 | GA | A | 4,834,804 | 19,436 | 4,815,368 | -0.4% | The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served |
| 18 | HMS 888 | CW | A | 168,324 | 4,046 | 164,278 | -2.4% | Decreased programming for women and girls, especially in production of vital resources, community education, and training. |
| 18 | HMS 902 | GA | A | 9,479,187 | 39,612 | 9,439,575 | -0.4% | The impact of the restriction was a reduction in administrative services/support. The division had to prioritize spending, and look to ways to reduce expenditures. |
| 18 | HMS 903 | FA | A | 41,622,620 | 183,299 | 41,439,321 | -0.4% | The impact of the respective restriction will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs. |
| 18 | HMS 904 | AA | A | 10,438,024 | 42,767 | 10,395,257 | -0.4% | The impact will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs. |
| FY18 | Total Restrictions | | | | 736,784 | | | |

Department of Human Services
 FB 2017- 2019 Restrictions

Table 7

| <u>Fiscal Year</u> | <u>Prog ID</u> | <u>Sub-Org</u> | <u>MOF</u> | <u>Budgeted by Dept</u> | <u>Restriction</u> | <u>Difference Between Budgeted & Restricted</u> | <u>Percent Difference</u> | <u>Impact</u> |
|--------------------|----------------|----------------|------------|-------------------------|--------------------|---|---------------------------|--|
| 19 | HMS 220 | RH | A | 6,577,466 | 317,327 | 6,260,139 | -4.8% | The impact of the respective restriction resulted in reductions in the types of services provided to clients or in the number of clients served. |
| 19 | HMS 222 | RA | A | 1,532,187 | 73,920 | 1,458,267 | -4.8% | State Rental Supplemental Program, a cost-effective way to ease the housing crisis resulted in serving fewer subsidized renters, and suspension of program service for 3 months. |
| 19 | HMS 236 | LC | A | 15,251,625 | 758,459 | 14,493,166 | -5.0% | The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served. |
| 19 | HMS 501 | YA | A | 9,100,753 | 408,909 | 8,691,844 | -4.5% | The impact of the restriction will result in the reduction of services provided to clients or in the number of clients served. |
| 19 | HMS 601 | TA | A | 5,830,367 | 281,284 | 5,549,083 | -4.8% | For Adult Protective and Community Services Branch (APCSB) the restriction reduces the amount of funds to secure and maintain protective services and well being for abused adults living in the community. |
| 19 | HMS 802 | GA | A | 4,809,804 | 224,810 | 4,584,994 | -4.7% | The impact of the respective restriction will likely result in reductions in the types of services provided to clients or in the number of clients served |
| 19 | HMS 888 | CW | A | 168,324 | 8,121 | 160,203 | -4.8% | Continued decrease in programming for women and girls, especially in production of vital resources, community education and training. |
| 19 | HMS 901 | MA | A | 2,474,317 | 119,372 | 2,354,945 | -4.8% | In 2019, Hawaii Child Welfare Services will be required to implement the Child and Family Services Review, Program Improvement Plan (PIP). The restrictions will limit the support Social Services Division can give to implement the PIP, which will require training our staff on the procedures tied to the practice changes and data collection for monitoring efforts for our quarterly reports back to the Administration for Children and Families. |
| 19 | HMS 902 | GA | A | 14,729,187 | 710,603 | 14,018,584 | -4.8% | The impact of the restriction will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs. |

Department of Human Services
 FB 2017- 2019 Restrictions

Table 7

| <u>Fiscal Year</u> | <u>Prog ID</u> | <u>Sub-Org</u> | <u>MOF</u> | <u>Budgeted by Dept</u> | <u>Restriction</u> | <u>Difference Between Budgeted & Restricted</u> | <u>Percent Difference</u> | <u>Impact</u> |
|--------------------|--------------------|----------------|------------|-------------------------|--------------------|---|---------------------------|--|
| 19 | HMS 903 | FA | A | 41,622,620 | 2,090,831 | 39,531,789 | -5.0% | The impact of the respective restriction will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs. |
| 19 | HMS 904 | AA | A | 10,825,610 | 502,979 | 10,322,631 | -4.6% | The impact will lead to a reduction in administrative services/support, which may result in less efficient and less effective client-servicing programs. |
| FY19 | Total Restrictions | | | | 5,496,615 | | | |

Department of Human Services
Emergency Appropriation Requests

Table 8

| <u>Prog ID</u> | <u>Description of Request</u> | <u>Explanation of Request</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|-------------------------------|-------------------------------|------------|----------------|----------------|---------------|
| | NA | | | | | |

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY18 and FY19

Table 9

| <u>Prog ID</u> | <u>MOF</u> | <u>Date</u> | <u>Appropriation</u> | <u>Amount Exceeding Appropriation</u> | <u>Percent Exceeded</u> | <u>Reason for Exceeding Ceiling</u> | <u>Legal Authority</u> | <u>Recurring (Y/N)</u> | <u>GF Impact (Y/N)</u> |
|----------------|------------|-------------|----------------------|---------------------------------------|-------------------------|--|--|------------------------|------------------------|
| 224 | N | 08/20/2018 | \$ 649,448 | \$ 24,819.00 | 3.8% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on August 20, 2018 for S-18-216-K (parent account) with FAMS ID # 1562. | Section 71 of Act 49, SLH 2017, AS amended by Act 53, SLH 2018 | N | N |
| 224 | N | 07/30/2018 | \$ 626,906 | \$ 16,637.00 | 2.7% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on July 30, 2018 for S-15-216-K (parent account) with FAMS ID # 791. | Section 71 of Act 49, SLH 2017, AS amended by Act 53, SLH 2018 | N | N |
| 224 | N | 07/30/2018 | \$ 649,448 | \$ 10,564.00 | 1.6% | Actual Grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on July 30, 2018 for S-17-216-K (parent account) with FAMS ID # 1282 | Section 71 of Act 49, SLH 2017, AS amended by Act 53, SLH 2018 | N | N |
| 303 | N | 10/25/2017 | \$ 23,614,626 | \$ 895,374.00 | 3.8% | Actual grant award received was more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 18)" was approved by Governor Ige on October 25, 2017 (Memo from the Director of Finance Dated October 20, 2017) for S-18-203-K (parent account). | Section 71 of Act 49, SLH 2017. | N | N |
| 401 | N | 03/28/2018 | \$ 1,577,746,374 | \$ 137,332,203.00 | 8.7% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on March 28, 2018 for S-17-229-K (parent account) with FAMS ID # 1214. | Section 71 of Act 49, SLH 2017. | Y | N |
| 401 | N | 01/18/2018 | \$ 1,577,746,374 | \$ 20,760,970.00 | 1.3% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on January 18, 2018 for S-17-290-K (sub-account) with FAMS ID # 1377. | Section 71 of Act 49, SLH 2017. | Y | N |
| 601 | P | 09/04/2018 | \$ 1,321,390 | \$ 456,781.00 | 34.6% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on September 4, 2018 for S-17-509-K (sub-account) with FAMS ID # 1132. | Section 71 of Act 49, SLH 2017, AS amended by Act 53, SLH 2018 | N | N |

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY18 and FY19

Table 9

| Prog ID | MOF | Date | Appropriation | Amount Exceeding Appropriation | Percent Exceeded | Reason for Exceeding Ceiling | Legal Authority | Recurring (Y/N) | GF Impact (Y/N) |
|---------|-----|------------|---------------|--------------------------------|------------------|--|--|-----------------|-----------------|
| 601 | P | 09/04/2018 | \$ 1,321,390 | \$ 347,360.00 | 26.3% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on September 4, 2018 for S-17-504-K (parent account) with FAMS ID # 1131 | Section 71 of Act 49, SLH 2017, AS amended by Act 53, SLH 2018 | N | N |
| 601 | P | 10/27/2017 | \$ 1,321,390 | \$ 127,722.00 | 9.7% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on October 27, 2017 for S_17-551 (sub-account) with FAMS ID # 1217 | Section 71 of Act 49, SLH 2017. | N | N |
| 802 | N | 06/06/2018 | \$ 14,662,011 | \$ 262,701.00 | 1.8% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on June 6, 2018 for S-18-282-K (parent account) with FAMS ID # 1595 | Section 71 of Act 49, SLH 2017. | N | N |
| 802 | N | 09/11/2018 | \$ 14,662,011 | \$ 145,386.00 | 1.0% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on September 11, 2018 for S-18-282-K (parent account) with FAMS ID # 1595 | Section 71 of Act 49, SLH 2017, AS amended by Act 53, SLH 2018 | N | N |
| 802 | N | 10/13/2017 | \$ 14,569,009 | \$ 640,097.00 | 4.4% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on October 13, 2017 for S-17-282-K (parent account) and S-17-547-K (sub-account) for FAMS ID # 1291 | Section 71 of Act 49, SLH 2017. | N | N |
| 802 | N | 06/06/2018 | \$ 14,569,009 | \$ 2,498.68 | 0.0% | Actual grant award received was more than the appropriation. Request Approval to Increase Expenditure Level was approved by the Governor on June 6, 2018 for S-17-282-K (parent account) with FAMS ID # 1291. | Section 71 of Act 49, SLH 2017. | N | N |
| 901 | N | 10/25/2017 | \$ 2,074,339 | \$ 97,559.00 | 4.7% | The actual grant award received was more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 18)" was approved by Governor Ige on October 25, 2017 (Memo from the Director of Finance Dated October 20, 2017) for S-18-244-K (parent account). | Section 71 of Act 49, SLH 2017. | N | N |

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY18 and FY19

Table 9

| <u>Prog ID</u> | <u>MOF</u> | <u>Date</u> | <u>Appropriation</u> | <u>Amount Exceeding Appropriation</u> | <u>Percent Exceeded</u> | <u>Reason for Exceeding Ceiling</u> | <u>Legal Authority</u> | <u>Recurring (Y/N)</u> | <u>GF Impact (Y/N)</u> |
|----------------|------------|-------------|----------------------|---------------------------------------|-------------------------|--|--|------------------------|------------------------|
| 902 | N | 10/25/2017 | \$ 52,924,167 | \$ 2,061,485.00 | 3.9% | The actual grant award received was more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 18)" was approved by Governor Ige on October 25, 2017 (Memo from the Director of Finance Dated October 20, 2017) for S-18-233-K (parent account). | Section 71 of Act 49, SLH 2017. | Y | N |
| 220 | N | 8/9/2018 | \$ 79,877,679 | \$ 117,663.00 | 0.1% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | Y | N |
| 222 | N | 8/9/2018 | \$ 26,047,910 | \$ 10,236,683.00 | 39.3% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | Y | N |
| 224 | N | 8/9/2018 | \$ 649,448 | \$ 47,255.00 | 7.3% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | Y | N |
| 224 | P | 8/9/2018 | \$ 2,366,839 | \$ 42,105.00 | 1.8% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | Y | N |
| 301 | P | 8/9/2018 | \$ 106,225 | \$ 293,775.00 | 276.6% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | N | N |

Department of Human Services
Expenditures Exceeding Appropriation Ceilings in FY18 and FY19

Table 9

| <u>Prog ID</u> | <u>MOF</u> | <u>Date</u> | <u>Appropriation</u> | <u>Amount Exceeding Appropriation</u> | <u>Percent Exceeded</u> | <u>Reason for Exceeding Ceiling</u> | <u>Legal Authority</u> | <u>Recurring (Y/N)</u> | <u>GF Impact (Y/N)</u> |
|----------------|------------|-------------|----------------------|---------------------------------------|-------------------------|--|--|------------------------|------------------------|
| 802 | N | 8/9/2018 | \$ 14,662,011 | \$ 17,102.00 | 0.1% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | N | N |
| 901 | N | 8/9/2018 | \$ 2,074,339 | \$ 147,559.00 | 7.1% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | N | N |
| 902 | N | 8/9/2018 | \$ 53,160,715 | \$ 27,372,937.00 | 51.5% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | Y | N |
| 902 | P | 8/9/2018 | \$ 843,987 | \$ 56,013.00 | 6.6% | Based on Form FF, the anticipated grant award for FY 19 will be more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018). | Section 71 of Act 49, SLH 2017, as amended by Act 53, SLH 2018 | Y | N |
| | | | | | | | | | |

Department of Human Services
Intradepartmental Transfers in FY18 and FY19

Table 10

| <u>Actual or Anticipated Date of Transfer</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>From Prog ID</u> | <u>Percent of Program ID Appropriation Transferred From</u> | <u>To Prog ID</u> | <u>Percent of Receiving Program ID Appropriation</u> | <u>Reason for Transfer</u> | <u>Recurring (Y/N)</u> |
|---|------------|----------------|----------------|---------------|---------------------|---|-------------------|--|--|------------------------|
| 11/20/2017 | A | | | \$ 200,000 | HMS 904 | 1.92% | HMS 903 | 0.48% | (FY18 Dept. No. 1) In 2017 Legislative Session, HMS 904 General Administration received funds as a grant pursuant to Chapter 42F, Hawaii Revised Statutes, to Parents and Children Together (PACT), amounting \$200,000. The program services that PACT provides, called "The Mikiala – While They Are Waiting" program, have program goals: a) Support the family unit through case management to identify and remediate the risks of being homeless; b) Teach positive parenting strategies to enhance and improve parent interactions that will support engagement in critical activities that support their own and their children's academic, economic, and life success with linkage to community resources; c) Screen for development and health related issues. Mitigate identified issues through referrals while also providing developmental activities to ensure preschool children have opportunities to progress on target; d) Teach and instill the family of Protective Factors to reduce child abuse risk and strengthen parent resiliency. The services that are going to be provided through the Chapter 42F align with services currently procured by BESSD/Employment and Training Program Office (ETPO) under HMS 903 General Support for Self-Sufficiency Services. | N |

Department of Human Services
Intradepartmental Transfers in FY18 and FY19

Table 10

| <u>Actual or Anticipated Date of Transfer</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>From Prog ID</u> | <u>Percent of Program ID Appropriation Transferred From</u> | <u>To Prog ID</u> | <u>Percent of Receiving Program ID Appropriation</u> | <u>Reason for Transfer</u> | <u>Recurring (Y/N)</u> |
|---|------------|----------------|----------------|---------------|---------------------|---|-------------------|--|--|------------------------|
| 01/30/2018 | A | | | 7,402,701 | HMS 401 | 0.81% | HMS 902 | 78.09% | (FY18 Dept. No. 2) The transfer supports the Med-QUEST Division (MQD) information technology system requirements, outreach activities, and services to support the 1115 Demonstration renewal. The request for information technology infrastructure and capacity building for the DHS Enterprise System will support integrated eligibility across multiple DHS programs, and maintain the MQD's online eligibility application, KOLEA, that is the foundational piece of the DHS Enterprise platform. Along with this effort, the security and privacy systems and processes must be strengthened due to federal requirements. Additional request are for the MQD to meet federal requirements; further develop its data management, analytics and reporting capabilities which are essential to maximize effectiveness and efficiency of the program. | N |
| | N | | | 23,369,261 | HMS 401 | 1.38% | HMS 902 | 44.16% | | |
| 01/12/2018 | A | | | \$ 276,106 | HMS 236 | 1.81% | HMS 802 | 5.71% | (FY18 Dept. No. 3) The combined transfer of \$1,576,323 from HMS 236 Case Management for Self-Sufficiency, HMS 601 Adult Protective and Community Services, HMS 901 General Support for Social Services, HMS 902 General Support for Health Care Payments, HMS 903 General Support for Self-Sufficiency Services, and HMS 904 General Administration to HMS 802 Vocational Rehabilitation is to mitigate a shortfall of funds in HMS 802 for FY 17, resulting from less federal funds available to serve Division of Vocational Rehabilitation (DVR) clients, an increase in the cost per client, and an increase in the number of clients over a 2-year | N |
| | A | | | \$ 105,549 | HMS 601 | 1.81% | HMS 802 | 2.18% | | |
| | A | | | \$ 44,793 | HMS 901 | 1.81% | HMS 802 | 0.93% | | |

Department of Human Services
Intradepartmental Transfers in FY18 and FY19

Table 10

| <u>Actual or Anticipated Date of Transfer</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>From Prog ID</u> | <u>Percent of Program ID Appropriation Transferred From</u> | <u>To Prog ID</u> | <u>Percent of Receiving Program ID Appropriation</u> | <u>Reason for Transfer</u> | <u>Recurring (Y/N)</u> |
|---|------------|----------------|----------------|---------------|---------------------|---|-------------------|--|---|------------------------|
| | A | | | \$ 171,605 | HMS 902 | 1.81% | HMS 802 | 3.55% | period. DVR is undergoing a review of all operating costs to reduce expenditures while maximizing services available to clients. | |
| | A | | | \$ 793,065 | HMS 903 | 1.91% | HMS 802 | 16.40% | For FY 18, DVR implemented the Order of Selection (OOS) on October 1, 2017, which will reduce the number of new clients to be served; however, we are required to provide services to all eligible participants as long as they had an approved Individualized Plan for Employment (IPE) prior to the implementation of OOS, without regard to the severity of their disability. | |
| | A | | | \$ 185,205 | HMS 904 | 1.77% | HMS 802 | 3.83% | | |
| 03/01/2018 | A | | | \$ 71,530 | HMS 236 | 0.47% | HMS 902 | 0.75% | (FY18 Dept. No. 4) \$600,000 of state funds is needed to provide the remaining state match to encumber the contract for the Enterprise System Integrator (ESI). This amount is needed in addition to the transfer from 401 to 902 for the Med-QUEST Division. At the time the 401 to 902 transfer was prepared, the ESI was still in procurement and the final amount of the ESI contract was not known. Thus, the transfer reflects the best estimate at that time. Now that the procurement is complete, we know the total contract amount is \$13.7 million using state and federal Medicaid funds. The transfer, however, estimated the cost to be \$11.4 million leaving a shortfall. DHS needs an additional \$600,000 in state match and \$1.7 million in federal funds to | N |
| | A | | | \$ 27,344 | HMS 601 | 0.47% | HMS 902 | 0.29% | | |

Department of Human Services
Intradepartmental Transfers in FY18 and FY19

Table 10

| <u>Actual or Anticipated Date of Transfer</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>From Prog ID</u> | <u>Percent of Program ID Appropriation Transferred From</u> | <u>To Prog ID</u> | <u>Percent of Receiving Program ID Appropriation</u> | <u>Reason for Transfer</u> | <u>Recurring (Y/N)</u> |
|---|------------|----------------|----------------|---------------|---------------------|---|-------------------|--|---|------------------------|
| | A | | | \$ 11,605 | HMS 901 | 0.47% | HMS 902 | 0.12% | cover the full amount of the contract for one year. This contract is necessary because the ESI will maintain and operate the DHS enterprise platform 24 hours a day, seven days a week. This is important in order for the KOLEA to continue to receive and process applications to provide medical assistance to approximately 360,000 Hawaii residents. This contract also includes services to support the design, development and implementation work that will be performed by the application system integrators to support KOLEA, and build functionality for BESSD and SSD programs. | |
| | A | | | \$ 205,458 | HMS 903 | 0.49% | HMS 902 | 2.17% | | |
| 05/23/2018 | A | | | \$ 1,800,000 | HMS 303 | 4.17% | HMS 301 | 5.21% | (FY18 Dept. No. 5) Personal services funds of \$1,500,000 are needed due to an anticipated payroll shortfall caused by staff shortages and overtime. Filling vacancies is challenging due to difficulty of recruiting right candidates possessing required qualifications. For FY18, Child Welfare Services (CWS) has maintained a heavy workload averaging approximately 26 cases/day per social worker. The current workload represents 144% of the national standard of 18 cases/day per social worker that can be realistically done within a regular eight-hour work period. Above-average workloads have only been possible due to current CWS staff continuously working overtime to address the complexity and uniqueness of client cases taken in. Hawaii's statewide average caseload is far higher than the national standard, which results in 30 social workers putting in extra hours in order to ensure the safety of children reported to CWS. HMS 301 Child Protective Services does not have sufficient funds | N |

Department of Human Services
Intradepartmental Transfers in FY18 and FY19

Table 10

| <u>Actual or Anticipated Date of Transfer</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>From Prog ID</u> | <u>Percent of Program ID Appropriation Transferred From</u> | <u>To Prog ID</u> | <u>Percent of Receiving Program ID Appropriation</u> | <u>Reason for Transfer</u> | <u>Recurring (Y/N)</u> |
|---|------------|----------------|----------------|---------------|---------------------|---|-------------------|--|---|------------------------|
| | | | | | | | | | <p>budgeted for overtime.</p> <p>Other current expenses funds of \$300,000 are needed for POS contract invoices. For FY18, a POS expenditure plan was established on the premise that Title IVE Waiver savings could be tapped; however, due to timing differences in the encumbrance and liquidation processes, the earliest we can use the savings resource is in FY19. In order to achieve our mission of promoting the safety and well being of our children and families, we need additional funds to ensure that social services contracts are in force and that payments are made timely to sustain the operation of our providers. Non-payment of contract services jeopardizes social services and puts our children and families at greater risk.</p> | |
| 06/07/2018 | A | | | \$ 302,732 | HMS 236 | 1.98% | HMS 301 | 0.88% | (FY18 Dept. No. 6) SB2740 SD1 HD2 CD1 recommends approval of claims against the state or the Department of Human Services or its officers or employees for the payment of judgments or settlements, or other liabilities, in the amount of \$3,806,103.10, to be expended from the FY 2018 budget in HMS 301, general funds. Funding in connection with this legislation is not provided; therefore, DHS is seeking a release of \$1,855,708 in restrictions which were originally imposed by E.M. 18-02 and subsequently adjusted by E.M. 18-04. | N |
| | A | | | \$ 850,000 | HMS 303 | 1.97% | HMS 301 | 2.46% | | |
| | A | | | \$ 200,000 | HMS 601 | 3.43% | HMS 301 | 0.58% | | |
| | A | | | \$ 850,000 | HMS 605 | 4.77% | HMS 301 | 2.46% | | |
| | A | | | \$ 92,403 | HMS 802 | 1.91% | HMS 301 | 0.27% | | |

Department of Human Services
Intradepartmental Transfers in FY18 and FY19

Table 10

| <u>Actual or Anticipated Date of Transfer</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>From Prog ID</u> | <u>Percent of Program ID Appropriation Transferred From</u> | <u>To Prog ID</u> | <u>Percent of Receiving Program ID Appropriation</u> | <u>Reason for Transfer</u> | <u>Recurring (Y/N)</u> |
|---|------------|----------------|----------------|---------------|---------------------|---|-------------------|--|--|------------------------|
| | A | | | \$ 250,000 | HMS 901 | 10.10% | HMS 301 | 0.72% | Services Payments, HMS 601 Adult Protective and Community Services, HMS 605 Community Based Residential Support, and HMS 901 General Support for Social Services to further alleviate the impact of SB2740 SD1 HD2 CD1 on HMS 301 Child Protective Services programs. A transfer of funds to HMS 301 Child Protective Services is necessary for DHS to fully utilize available FY 2018 resources to address the anticipated funding shortfall. | |
| | A | | | \$ 188,222 | HMS 902 | 1.99% | HMS 301 | 0.54% | | |
| | A | | | \$ 869,626 | HMS 903 | 2.09% | HMS 301 | 2.52% | | |
| | A | | | \$ 203,120 | HMS 904 | 1.95% | HMS 301 | 0.59% | | |
| 09/25/2018 | A | | | 150,000 | HMS 904 | 1.44% | HMS 224 | 0.63% | (FY18 Dept. No. 2) The transfer supports the Med-QUEST Division (MQD) information technology system requirements, outreach activities, and services to support the 1115 Demonstration renewal. The request for information technology infrastructure and capacity building for the DHS Enterprise System will support integrated eligibility across multiple DHS programs, and maintain the MQD's online eligibility application, KOLEA, that is the foundational piece of the DHS Enterprise platform. Along with this effort, the security and privacy systems and processes must be strengthened due to federal requirements. Additional request are for the MQD to meet federal requirements; further develop its data management, analytics and reporting capabilities which are essential to maximize effectiveness and efficiency of the program. | N |
| | A | | | 250,000 | HMS 904 | 2.40% | HMS 903 | 0.60% | | |

Department of Human Services
Vacancy Report as of November 30, 2018

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Date of Vacancy</u> | <u>Expected Fill Date</u> | <u>Position Number</u> | <u>Position Title</u> | <u>Exempt (Y/N)</u> | <u>SR Level</u> | <u>BU Code</u> | <u>Perm Temp (P/T)</u> | <u>FTE</u> | <u>MOF</u> | <u>Budgeted Amount</u> | <u>Actual Salary Last Paid</u> | <u>Authority to Hire (Y/N)</u> | <u>Occupied by 89 Day Hire (Y/N)</u> | <u># of 89 Hire Appts</u> | <u>Describe if Filled by other Means</u> | <u>Priority # to Retain</u> |
|----------------|----------------|------------------------|---------------------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------------------|------------|------------|------------------------|--------------------------------|--------------------------------|--------------------------------------|---------------------------|--|-----------------------------|
|----------------|----------------|------------------------|---------------------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------------------|------------|------------|------------------------|--------------------------------|--------------------------------|--------------------------------------|---------------------------|--|-----------------------------|

Department of Human Services

Table 12

Positions Established by Acts other than the State Budget as of November 30, 2018

| Prog ID | Sub-Org | Date Established | Legal Authority | | Position Number | Position Title | Exempt (Y/N) | SR Level | BU Code | T/P | MOF | FTE | Annual Salary | Filled (Y/N) | Occupied by 89 Day Hire (Y/N) |
|---------|---------|------------------|----------------------|-----------------------------|-----------------|--------------------------------|--------------|----------|---------|-----|-----|------|---------------|--------------|-------------------------------|
| | | | Exemption | Establishment | | | | | | | | | | | |
| 904 | AA | 07/02/14 | Section 76-16(b)(12) | EM13-02 (GOV) 03/16/14 | 121315 | Info Tech Implementation Mgr | Y | SRNA | 13 | T | A | 0.57 | 73,235.88 | Y | N |
| 904 | AA | 07/02/14 | Section 76-16(b)(12) | EM13-02 (GOV) 03/16/14 | 121315 | Info Tech Implementation Mgr | Y | SRNA | 13 | T | N | 0.43 | 55,248.12 | Y | N |
| 904 | AA | 09/04/14 | Section 76-16(b)(12) | GM 03-06-14 | 121414 | Asst Info Tech Implementn Mgr | Y | SRNA | 13 | T | A | 0.57 | 52,298.64 | Y | N |
| 904 | AA | 09/04/14 | Section 76-16(b)(12) | GM 03-06-14 | 121414 | Asst Info Tech Implementn Mgr | Y | SRNA | 13 | T | N | 0.43 | 39,453.36 | Y | N |
| 904 | AA | 07/01/15 | Section 76-16(b)(12) | EM 16-02 (GOV) 8/29/17 | 120833 | Limtd Eng Prfncy ProjMgr/Coord | Y | SRNA | 13 | T | A | 1.00 | 66,468.00 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121866 | Health Care Outreach Manager | Y | SRNA | 13 | T | A | 0.72 | 58,155.84 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121866 | Health Care Outreach Manager | Y | SRNA | 13 | T | N | 0.28 | 22,616.16 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121867 | Health Care Outreach Coord | Y | SRNA | 13 | T | A | 0.72 | 48,193.92 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121867 | Health Care Outreach Coord | Y | SRNA | 13 | T | N | 0.28 | 18,742.08 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121868 | Health Care Outreach Coord | Y | SRNA | 13 | T | A | 0.72 | 44,642.88 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121868 | Health Care Outreach Coord | Y | SRNA | 13 | T | N | 0.28 | 17,361.12 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121869 | Health Care Outreach Coord | Y | SRNA | 13 | T | A | 0.72 | 48,193.92 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121869 | Health Care Outreach Coord | Y | SRNA | 13 | T | N | 0.28 | 18,742.08 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121870 | Health Care Outreach Coord | Y | SRNA | 13 | T | A | 0.72 | 49,878.72 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121870 | Health Care Outreach Coord | Y | SRNA | 13 | T | N | 0.28 | 19,397.28 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121871 | Health Care Outreach Asst | Y | SRNA | 3 | T | A | 0.72 | 29,894.40 | Y | N |
| 902 | IA | 12/03/15 | Section 76-16(b)(12) | HB 100, HD1, SD1, CD1, 2017 | 121871 | Health Care Outreach Asst | Y | SRNA | 3 | T | N | 0.28 | 11,625.60 | Y | N |
| 904 | AA | 08/17/16 | Section 76-16(b)(17) | EM 16-02(GOV) 08/10/16 | 122080 | Policy Director | Y | SRNA | 73 | T | A | 1.00 | 90,000.00 | N | N |
| 904 | AA | 08/17/16 | Section 76-16(b)(12) | EM 16-02(GOV) 08/10/16 | 122085 | Special Assist to the DIR | Y | SRNA | 73 | T | A | 1.00 | 115,008.00 | N | N |
| 904 | AA | 08/30/16 | Section 76-16(b)(17) | EM 16-02(GOV) 08/10/16 | 122086 | Community/Pjct Dev Dir | Y | SRNA | 73 | T | A | 1.00 | 105,000.00 | N | N |
| 904 | AA | 10/16/17 | Section 76-16(b)(12) | Act 160, SLH 2015 | 122450 | Resource Manager | Y | SRNA | 13 | T | A | 0.10 | 12,270.00 | Y | N |
| 904 | AA | 10/16/17 | Section 76-16(b)(12) | Act 160, SLH 2015 | 122450 | Resource Manager | Y | SRNA | 13 | T | N | 0.90 | 110,430.00 | Y | N |

Department of Human Services

Table 12

Positions Established by Acts other than the State Budget as of November 30, 2018

| | | | | | | | | | | | | | | | |
|-----|----|----------|----------------------|----------------------------|--------|-----------------------------------|---|------|----|---|---|------|------------|---|---|
| 904 | AA | 07/19/18 | Section 76-16(b)(12) | EM 18-03 (GOV) 07/13/18 | 122713 | Enterprise Officer | Y | SRNA | 73 | T | A | 1.00 | 150,000.00 | Y | N |
| 904 | AA | 08/09/18 | Section 76-16(b)(12) | EM 18-03 (GOV) 7/13/18 | 122738 | Graphic Designer/Art Director | Y | SRNA | 13 | T | A | 1.00 | 72,000.00 | Y | N |
| 301 | SA | 10/04/18 | Civil Service | Act 177, SLH 2018 | 122786 | Child/Adult Protetv Svcs Spclt | N | SR23 | 13 | T | A | 1.00 | 55,092.00 | N | N |
| 301 | SA | 10/04/18 | Civil Service | Act 177, SLH 2018 | 122787 | Child/Adult Protetv Svcs Spclt | N | SR23 | 13 | T | A | 1.00 | 55,092.00 | N | N |
| 301 | SA | 10/04/18 | Civil Service | Act 177, SLH 2018 | 122788 | Child/Adult Protetv Svcs Spclt | N | SR23 | 13 | T | A | 1.00 | 55,092.00 | N | N |
| 301 | SA | 10/04/18 | Civil Service | Act 177, SLH 2018 | 122789 | Child/Adult Protetv Svcs Spclt | N | SR18 | 13 | T | A | 1.00 | 45,288.00 | Y | N |

Department of Human Services
Overtime Expenditure Summary

Table 13

| Prog ID | Sub-Org | Program Title | MOF | FY18 (actual) | | | FY19 (estimated) | | | FY20 (budgeted) | | |
|---------|---------|--|-----|-------------------------|----------------------|---------------------|-------------------------|----------------------|---------------------|-------------------------|----------------------|---------------------|
| | | | | Base Salary \$\$\$\$ | Overtime \$\$\$\$ | Overtime Percent | Base Salary \$\$\$\$ | Overtime \$\$\$\$ | Overtime Percent | Base Salary \$\$\$\$ | Overtime \$\$\$\$ | Overtime Percent |
| HMS 220 | RH | Rental Housing Services | A | \$ 30,854.00 | \$ - | 0.0% | \$ 145,056 | \$ - | 0.0% | \$ 145,056 | \$ - | 0.0% |
| HMS 220 | RH | Rental Housing Services | N | \$ 7,567,171 | \$ 327,771 | 4.3% | \$ 8,967,744 | \$ 339,243 | 3.8% | \$ 9,648,884 | \$ 346,028 | 3.6% |
| HMS 220 | RH | Rental Housing Services | W | \$ 547,154 | \$ 21,810 | 4.0% | \$ 600,000 | \$ 22,573 | 3.8% | \$ 655,959 | \$ 23,024 | 3.5% |
| HMS 222 | RA | Rental Assistance Services | A | \$ 99,656 | \$ 2,239 | 2.2% | \$ 113,289 | \$ 2,317 | 2.0% | \$ 127,063 | \$ 2,363 | 1.9% |
| HMS 222 | RA | Rental Assistance Services | N | \$ 786,257 | \$ 43,939 | 5.6% | \$ 1,001,391 | \$ 45,477 | 4.5% | \$ 1,144,021 | \$ 46,386 | 4.1% |
| HMS 224 | HS | Homeless Services | A | \$ 450,889 | \$ - | 0.0% | \$ 574,620 | \$ - | 0.0% | \$ 605,323 | \$ - | 0.0% |
| HMS 229 | HA | HPHA Administration | N | \$ 4,372,472 | \$ 77,597 | 1.8% | \$ 6,252,941 | \$ 80,313 | 1.3% | \$ 6,567,733 | \$ 81,919 | 1.2% |
| HMS 229 | HA | HPHA Administration | W | \$ 949,191 | \$ 5,658 | 0.6% | \$ 3,598,518 | \$ 5,856 | 0.2% | \$ 3,663,973 | \$ 5,974 | 0.2% |
| HMS 236 | LC | Case Management for Self-Sufficiency | A | \$ 12,907,319 | \$ 16,001 | 0.1% | \$ 12,958,465 | \$ 16,603 | 0.1% | \$ 14,122,360 | \$ 17,506 | 0.1% |
| HMS 236 | LC | Case Management for Self-Sufficiency | N | \$ 6,283,339 | \$ - | 0.0% | \$ 10,331,027 | \$ - | 0.0% | \$ 11,241,365 | \$ - | 0.0% |
| HMS 238 | GB | Disability Determination | N | \$ 1,428,792 | \$ 49,822 | 3.5% | \$ 2,423,964 | \$ 86,857 | 3.6% | \$ 2,555,233 | \$ - | 0.0% |
| HMS 301 | SA | Child Protective Services | A | \$ 12,534,791 | \$ 695,302 | 5.5% | \$ 11,024,040 | \$ 741,287 | 6.7% | \$ 11,147,343 | \$ 613,104 | 5.5% |
| HMS 301 | SA | Child Protective Services | N | \$ 2,870,175 | \$ 24,840 | 0.9% | \$ 8,589,618 | \$ 77,307 | 0.9% | \$ 9,734,284 | \$ 87,609 | 0.9% |
| HMS 302 | DA | General Support for Child Care Services | A | \$ 1,378,392 | \$ 321 | 0.0% | \$ 1,406,875 | \$ 328 | 0.0% | \$ 1,493,358 | \$ 348 | 0.0% |
| HMS 302 | DA | General Support for Child Care Services | N | \$ 489,000 | \$ - | 0.0% | \$ 1,372,517 | \$ - | 0.0% | \$ 1,446,976 | \$ - | 0.0% |
| HMS 501 | YA | In-Community Youth Programs | A | \$ 727,847 | \$ 154 | 0.0% | \$ 896,724 | \$ - | 0.0% | \$ 937,724 | \$ - | 0.0% |
| HMS 501 | YA | In-Community Youth Programs | N | \$ 108,311 | \$ - | 0.0% | \$ 115,242 | \$ - | 0.0% | \$ 109,464 | \$ - | 0.0% |
| HMS 503 | YB | Hawaii Youth Correctional Facility | A | \$ 4,992,013 | \$ 330,460 | 6.6% | \$ 5,964,072 | \$ 320,900 | 5.4% | \$ 6,419,178 | \$ - | 0.0% |
| HMS 601 | TA | Adult Protective and Community Services | A | \$ 4,053,221 | \$ 5,757 | 0.1% | \$ 4,269,804 | \$ 4,270 | 0.1% | \$ 4,592,280 | \$ 4,593 | 0.1% |
| HMS 601 | TA | Adult Protective and Community Services | N | \$ 110,061 | \$ 11 | 0.0% | \$ 539,040 | \$ - | 0.0% | \$ 570,266 | \$ - | 0.0% |
| HMS 802 | GA | Vocational Rehabilitation | A | \$ 1,862,536 | \$ 860 | 0.0% | \$ 2,063,389 | \$ 1,000 | 0.0% | \$ 1,784,435 | \$ - | 0.0% |
| HMS 802 | GA | Vocational Rehabilitation | N | \$ 2,174,171 | \$ - | 0.0% | \$ 3,892,184 | \$ - | 0.0% | \$ 4,667,529 | \$ - | 0.0% |
| HMS 888 | CW | Commission on the Status of Women | A | \$ 75,378 | \$ - | 0.0% | \$ 106,452 | \$ - | 0.0% | \$ 125,340 | \$ - | 0.0% |
| HMS 901 | MA | General Support for Social Services | A | \$ 1,105,830 | \$ 57,010 | 5.2% | \$ 1,185,069 | \$ 61,624 | 5.2% | \$ 1,265,658 | \$ 65,814 | 5.2% |
| HMS 901 | MA | General Support for Social Services | N | \$ 98,653 | \$ - | 0.0% | \$ 571,919 | \$ - | 0.0% | \$ 567,670 | \$ - | 0.0% |
| HMS 902 | IA | General Support for Health Care Payments | A | \$ 6,425,540 | \$ 14,700 | 0.2% | \$ 6,731,483 | \$ 20,000 | 0.3% | \$ 7,093,121 | \$ 20,000 | 0.3% |
| HMS 902 | IA | General Support for Health Care Payments | B | \$ 72,827 | \$ - | 0.0% | \$ 37,499 | \$ - | 0.0% | \$ 75,337 | \$ - | 0.0% |

Department of Human Services
Overtime Expenditure Summary

Table 13

| Prog ID | Sub-Org | Program Title | MOF | FY18 (actual) | | | FY19 (estimated) | | | FY20 (budgeted) | | |
|---------|---------|---|-----|-------------------------|----------------------|---------------------|-------------------------|----------------------|---------------------|-------------------------|----------------------|---------------------|
| | | | | Base Salary \$\$\$\$ | Overtime \$\$\$\$ | Overtime Percent | Base Salary \$\$\$\$ | Overtime \$\$\$\$ | Overtime Percent | Base Salary \$\$\$\$ | Overtime \$\$\$\$ | Overtime Percent |
| HMS 902 | IA | General Support for Health Care Payments | N | \$ 4,405,796 | \$ - | 0.0% | \$ 8,469,720 | \$ - | 0.0% | \$ 8,998,160 | \$ - | 0.0% |
| HMS 903 | FA | General Support for Self-Sufficiency Services | A | \$ 2,868,273 | \$ 107 | 0.0% | \$ 2,902,684 | \$ - | 0.0% | \$ 2,933,606 | \$ - | 0.0% |
| HMS 903 | FA | General Support for Self-Sufficiency Services | N | \$ 1,127,884 | \$ - | 0.0% | \$ 2,634,677 | \$ - | 0.0% | \$ 2,669,705 | \$ - | 0.0% |
| HMS 904 | AA | General Administration - DHS | A | \$ 8,936,476 | \$ 148,656 | 1.7% | \$ 8,612,110 | \$ 81,250 | 0.9% | \$ 9,170,776 | \$ - | 0.0% |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | Term of Contract | | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|--------------|-------------------|--------------|---------------------|---------------|------------------|----------|-------------------------------------|---|--|-----------|----------------------|
| | | | | | | | From | To | | | | | |
| HMS206 | N | - | varies | 218,530.00 | 218,530.00 | 10/01/18 | 10/01/18 | 09/30/19 | HCAP | Low Income Home Energy Assistance | Monitor timely and correct submittal of monthly approvals. Annual case reviews and a final fiscal review are completed | Y | S |
| HMS206 | N | - | varies | 137,270.00 | 137,270.00 | 10/01/18 | 10/01/18 | 09/30/19 | HCEOC | Low Income Home Energy Assistance | Monitor timely and correct submittal of monthly approvals. Annual case reviews and a final fiscal review are completed | Y | S |
| HMS206 | | - | varies | 40,000.00 | 40,000.00 | 10/01/18 | 10/01/18 | 09/30/19 | KEO | Low Income Home Energy Assistance | Monitor timely and correct submittal of monthly approvals. Annual case reviews and a final fiscal review are completed | Y | S |
| HMS206 | N | - | varies | 40,000.00 | 40,000.00 | 10/01/18 | 10/01/18 | 09/23/18 | MEO | Low Income Home Energy Assistance | Monitor timely and correct submittal of monthly approvals. Annual case reviews and a final fiscal review are completed | y | S |
| HMS220 | W/N | 965,799.60 | M | 1,007,948.85 | 42,149.25 | 11/16/15 | 11/01/15 | 01/31/19 | Alii Security Systems, Inc. | Furnish Security Services for Puuwai Momi (AMP 30) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 134,609.40 | M | 298,792.80 | 164,183.40 | 10/10/17 | 09/01/17 | 06/30/19 | Alii Security Systems, Inc. | Furnish Security Services for Kalakaua Homes, Makua Alii, and Paoakalani (AMP 34) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 58,161.51 | M | 94,723.20 | 36,561.69 | 06/28/17 | 07/01/17 | 06/30/19 | Aloha Waste Systems | Furnish Refuse Collection Services for Kahelili Terrace, David Malo Circle, Makani Kai Hale, and Piilani Homes (AMP 39) on Maui | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 523,968.99 | M | 688,634.98 | 164,665.99 | 11/16/15 | 11/01/15 | 01/31/19 | American Guard Services Inc. | Furnish Security Services for Kaahumanu Homes and Kamehameha Homes (AMP 33) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 3,687,744.96 | M | 4,806,050.24 | 1,118,305.28 | 05/18/16 | 05/01/16 | 05/01/19 | American Guard Services Inc. | Furnish Security Services for Kalihi Valley Homes (AMP 31), Mayor Wright Homes (AMP 32), Punchbowl Homes (AMP 35), Kalanihulia (AMP 35), and Makamae (AMP 35) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | - | M | 73,245.32 | 73,245.32 | 08/15/18 | 08/15/18 | 08/16/19 | Aqua Engineers | Provide Individual Wastewater System (IWS) Maintenance Facilities for Various Public Housing Properties under AMP 38 on Kauai | On-Site/Desk Monitoring | N | S |
| HMS220 | N | - | M | 337,722.97 | 337,722.97 | 10/05/18 | 10/09/18 | 02/08/20 | Clampett Industries, LLC dba EMG | Conduct an Accessibility Assessment of the Hawaii Public Housing Authority's Compliance with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Amendments Act of 1988, Uniform Federal Accessibility Standards, Title II of the Americans with Disabilities Act (Section 504), Hawaii Revised Statutes, and Related State and Federal Laws in its Federal and State Public Housing Programs and its Non-Dwelling Facilities | On-Site/Desk Monitoring | N | S |
| HMS220 | W | 13,172.81 | M | 20,230.44 | 7,057.63 | 06/01/16 | 07/01/16 | 06/30/19 | Doonwood Engineering | Provide Preventive Maintenance Services to Major Systems at Hale Poai (MU 42), Laiola (MU 42), Kamalu (MU 42), Hoolulu (MU 42), Halia Hale (MU 42) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 26,717.63 | M | 150,000.00 | 123,282.37 | 02/08/18 | 07/19/18 | 07/18/19 | Du & Assoc. | Quality Control Service Review of Tenant Income Recertification Files for the State / Federal LIPH Programs | Desk Monitoring | N | S |
| HMS220 | N | 28,647.95 | M | 38,960.00 | 10,312.05 | 04/22/16 | 07/01/16 | 06/30/19 | Economy Plumbing & Air Conditioning | Provide Preventive Maintenance Services to Major Systems at Kalakaua Homes (AMP 34), Makau Alii (AMP 34), Paoakalani (AMP 34), Punchbowl Homes (AMP 35), Kalanihulia (AMP 35), Makamae (AMP 35), Spencer House (AMP 35), Pumehana (AMP 35) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | - | M | 270,827.00 | 270,827.00 | 07/10/18 | 07/11/18 | 07/10/21 | EJP Consulting Group, LLC | Provide Professional Consulting Services to Redevelop the Federal Low Income Public Housing Property Kuhio Park Terrace Low Rise and Kuhio Homes on Oahu | Desk Monitoring | N | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|--------------|-------------------|--------------|---------------------|---------------|----------|----------|--|--|--|-----------|----------------------|
| HMS220 | N | - | M | 397,757.00 | 397,757.00 | 11/08/18 | 11/08/18 | 11/07/21 | EJP Consulting Group, LLC | Furnish Professional Consulting Services for the Mixed-Finance Redevelopment of Mayor Wright Homes and the Mixed-Use Development of the HPHA's Administrative Offices on Oahu | Desk Monitoring | N | S |
| HMS220 | W/N | 385,515.50 | M | 461,158.50 | 75,643.00 | 12/01/15 | 12/01/15 | 06/30/19 | Emphasys Computer Solutions, Inc. | Provision of Emphasys Elite Software Maintenance, Technical and Training Support Services | Desk Monitoring | N | S |
| HMS220 | W/N | 55,828.20 | M | 78,697.20 | 22,869.00 | 10/12/16 | 09/01/16 | 08/31/19 | Garden Isle Disposal, Inc. | Furnish Refuse Collection Services for Kawailehua - State and Kawailehu - Federal (AMP 38) on Kauai | On-Site/Desk Monitoring | N | S |
| HMS220 | W | 4,880,229.10 | M | 5,961,659.00 | 1,081,429.90 | 03/31/14 | 03/31/14 | 03/31/19 | Hawaii Affordable Properties, Inc. | Furnish Property Management, Maintenance Services & Resident Services for Hale Poai, Laiola, Kamalu-Hoolulu, and Halia Hale (MU 42) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 2,041,550.23 | M | 2,333,898.00 | 292,347.77 | 04/29/16 | 04/30/16 | 03/31/19 | Hawaii Affordable Properties, Inc. | Furnish Property Management, Maintenance & Resident Services for Ka Hale Kahaluu, Hale Hookipa, Kaimalino, Kealakehe, Nani Olu (AMP 43) on the Island of Hawaii | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 954,017.00 | M | 954,017.00 | - | 06/23/16 | 05/31/16 | 12/31/18 | Hawaii Affordable Properties, Inc. | Furnish Property Management and Maintenance Services for Ke Kumu Ekahi on Hawaii | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 1,766,676.61 | M | 1,855,892.00 | 89,215.39 | 06/24/16 | 05/31/16 | 12/31/18 | Hawaii Affordable Properties, Inc. | Furnish Property Management, Maintenance & Resident Services for Hale Hauoli, Noelani I, Noelani II, Ke Kumu Ekolu, Ke Kumu Elua (AMP 46) on Hawaii | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 1,641,093.70 | M | 2,279,235.75 | 638,142.05 | 10/18/16 | 09/30/16 | 06/30/19 | Hawaii Affordable Properties, Inc. | Furnish Property Management, Maintenance and Resident Services for Wahiawa Terrace, Kauhale Nani, Kupuna Home O Waialua (AMP 49) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 45,749.60 | M | 135,522.40 | 89,772.80 | 07/27/17 | 07/01/17 | 06/30/19 | Honolulu Disposal Service, Inc. | Furnish Refuse Collection Services for Kamehameha Homes and Kaahumanu Homes (AMP 33) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 5,340.30 | M | 5,340.30 | - | 04/05/16 | 05/02/16 | 05/01/19 | International Wastewater Technologies | Provide Preventive Maintenance Services to Sewage Lift Station at Kauhale Ohana (AMP 45) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 23,070.66 | M | 46,141.32 | 23,070.66 | 10/31/18 | 11/01/18 | 08/31/19 | Island Refuse, Inc. | Furnish Refuse Collection Services for Kahale Mua - State and Kahale Mua - Federal (AMP 39) on Molokai | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 52,933.19 | M | 90,163.44 | 37,230.25 | 06/05/15 | 07/01/15 | 06/30/19 | Kilgore Power Solutions, LLC | Provide Preventive Maintenance Services to Emergency Generators at Various State and Federal Public Housing Sites on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 215,180.27 | M | 291,986.00 | 76,805.73 | 12/08/14 | 12/18/14 | 06/16/19 | Kone, Inc. | Provide Preventive Maintenance Services to 16 elevators at Various Federal Public Housing Properties on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 278,155.02 | M | 298,868.00 | 20,712.98 | 09/26/17 | 09/26/17 | 12/25/18 | MaryAnn M. Russ | Furnish Professional Consulting and Technical Assistance Services for the Hawaii Public Housing Authority | Desk Monitoring | N | S |
| HMS220 | W/N | 157,024.50 | M | 189,844.00 | 32,819.50 | 09/30/15 | 11/01/15 | 10/31/19 | National Fire Protection Company, Inc. | Provide Repair and Preventive Maintenance Services to Fire Prevention Systems at Kalakaua Homes, Makua Alii and Paoakalani under AMP 34; Pumehana, Punchbowl Homes, Kalanihuia, Makamae, and Spencer House under AMP 35; Hale Poai, Laiola, Kamalu, Hoolulu and Halia Hale under MU 42 on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 28,933.39 | M | 36,302.16 | 7,368.77 | 06/26/15 | 07/16/15 | 07/15/19 | O&M Enterprises | Provide Preventive Maintenance Services for Sewage Lift Pump Station at Wahiawa Terrace (AMP 49) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 169,843.64 | M | 201,281.00 | 31,437.36 | 06/26/15 | 07/01/15 | 06/30/19 | O&M Enterprises | Provide Preventive Maintenance Services for Sewage Treatment Plant at Kupuna Home O Waialua (AMP 49) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | - | M | 5,200.00 | 5,200.00 | 10/10/18 | 10/18/18 | 10/18/19 | Pacific Power Electrical Contracting | Provide Preventive Maintenance to Fire Alarm Systems at Kalanihuia and Spencer House under AMP 35 on Oahu | On-Site/Desk Monitoring | N | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|--------------|-------------------|--------------|---------------------|---------------|----------|----------|---|--|--|-----------|----------------------|
| HMS220 | N | - | M | - | - | 03/21/16 | 03/21/16 | 03/20/19 | Pacific Property Management Services | Provide, as needed, tenant recertification services for AMPs 30, 31, 32, 33, 34 & 35 on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 112,665.89 | M | 208,717.19 | 96,051.30 | 06/26/17 | 07/01/17 | 06/30/19 | Pacific Waste, Inc. | Furnish Refuse Collection Services for Lanakila Homes, Hale Aloha O Puna, Hale Olaloa, Kauhale O Hanakahi, Lokahi, Pahala, Pomaikai Homes, and Punahale Homes (AMP 37) and Ka Hale Kahaluu, Hale Hookipa, Kaimalino, Kealakehe, and Nani Olu (AMP 43) on Hawaii Island | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 7,214.30 | M | 32,227.21 | 25,012.91 | 04/24/18 | 05/01/18 | 04/30/19 | Profitability of Hawaii, Inc. | Furnish Printing & Mailing Services for Monthly Tenant Rent Bills Statewide | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 2,951,822.41 | M | 2,959,412.77 | 7,590.36 | 01/17/14 | 01/15/14 | 12/31/18 | Realty Laua, LLC | Furnish Property Management, Maintenance and Resident Services for Koolau Village, Hookipa Kahaluu, Kaneohe Apartments, Kauhale Ohana, and Waimanalo Homes (AMP 45) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | W | 1,843,071.67 | M | 1,871,429.28 | 28,357.61 | 07/24/15 | 03/31/15 | 06/30/19 | Realty Laua, LLC | Provide Property Management and Maintenance Services for the Ka Hale Kamehaukana Community Resource Center on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 2,205,913.65 | M | 2,582,945.00 | 377,031.35 | 09/30/16 | 08/31/16 | 12/31/18 | Realty Laua, LLC | Furnish Property Management, Maintenance and Resident Services for Waimaha-Sunflower, Kauioakalani, Maili I, Maili II, Nanakuli Homes (AMP 44) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 1,108,880.02 | M | 1,502,287.00 | 393,406.98 | 01/05/17 | 11/30/16 | 06/30/19 | Realty Laua, LLC | Furnish Property Management, Maintenance and Resident Services for Palolo Valley Homes (AMP 50) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 1,577,700.18 | M | 2,030,569.50 | 452,869.32 | 09/21/17 | 08/31/17 | 12/31/18 | Realty Laua, LLC | Furnish Property Management, Maintenance and Resident Services for Kuhio Park Terrace - Low Rise and Kuhio Homes (AMP 40) on Oahu | On-Site/Desk Monitoring | N | S |
| HMS220 | N | 27,744.10 | M | 1,008,300.00 | 980,555.90 | 03/28/18 | 04/10/18 | 04/09/21 | Reno & Cavanaugh PLLC | Provide Professional Legal Services | Desk Monitoring | N | L |
| HMS220 | W/N | 1,692,170.79 | M | 2,031,629.56 | 339,458.77 | 12/29/16 | 12/29/16 | 12/31/18 | Sears, Roebuck & Co. | Furnish Refrigerators for Various State & Federal Low Income Public Housing Properties on Oahu, Maui, Kauai, and Hawaii Island | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | (99,223.86) | M | 32,406.05 | 131,629.91 | 12/29/16 | 12/29/16 | 06/30/19 | Transportation Concepts, Inc. dba Pacific Appliance Group, Inc. | Furnish Refrigerators for Various State & Federal Low Income Public Housing Properties on Molokai | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 696,985.07 | M | 968,752.97 | 271,767.90 | 06/30/17 | 07/01/17 | 06/30/19 | Transportation Concepts, Inc. dba Pacific Appliance Group, Inc. | Furnish Gas & Electric Ranges for Various State and Federal Low Income Public Housing Properties on Oahu, Kauai, Maui and Hawaii Island | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 28,500.81 | M | 75,177.51 | 46,676.70 | 01/23/18 | 01/23/18 | 06/30/19 | Transportation Concepts, Inc. dba Pacific Appliance Group, Inc. | Furnish Gas and Electric Ranges for Various State & Federal Low Income Public Housing Properties on Maui and Molokai | On-Site/Desk Monitoring | N | S |
| HMS220 | W/N | 1,103,429.50 | M | 1,649,793.46 | 546,363.96 | 06/28/17 | 07/01/17 | 06/30/19 | West Oahu Aggregate, Inc. | Furnish Refuse Collection Services for Puuawai Momi, Hale Laulima, Salt Lake, Waipahu I, Waipahu II (AMP 30), Kalihi Valley Homes and Puahala Homes (AMP 31), Mayor Wright Homes (AMP 32), Kalakaua Homes, Makua Alii and Paoakalani (AMP 34), PUNCHBOWL Homes, Kalanihuia, Makamae, Spencer House, and Pumehana (AMP 35), Kuhio Park Terrace - Lowrise and Kuhio Homes (AMP 40), Koolau Village, Hookipa Kahaluu, Kaneohe Apartments, Kauhale Ohana, Waimanalo Homes (AMP 45), Kauhale Nani, Wahiawa Terrace, Kupuna Home O Waialua (AMP 49), Palolo Valley Homes (AMP 50), and Hale Poai, Laiola, Kamalu-Hoolulu, and Halia Hale (MU 42) on Oahu | On-Site/Desk Monitoring | N | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|--------------|-------------------|------------|---------------------|---------------|----------|----------|--|--|---|-----------|----------------------|
| HMS224 | A | - | O | 200,000.00 | 200,000.00 | PENDING | 11/01/18 | 10/31/19 | Alea Bridge | Grant In Aid | Review of invoices and contract deliverables by Program Specialist | Y | S |
| HMS224 | A | 190,000.00 | O | 200,000.00 | 10,000.00 | 01/23/18 | 01/01/18 | 12/31/18 | Aloha Harvest | Grant In Aid | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 80,000.00 | 80,000.00 | 11/28/18 | 11/01/18 | 10/31/19 | Aloha Harvest | Grant In Aid | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 122,851.48 | M | 304,276.00 | 181,424.52 | 06/29/18 | 06/15/18 | 06/14/19 | ALTERNATIVE STRUCTURES INTERNATIONAL | Rapid Re-Housing Porgram | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 177,851.00 | O | 440,486.00 | 262,645.00 | 06/28/18 | 08/01/18 | 06/30/19 | ALTERNATIVE STRUCTURES INTERNATIONAL (ASI) | Shelter Program (Ohana Ola O Kahumana) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 166,102.00 | O | 174,844.00 | 8,742.00 | 06/28/18 | 08/01/18 | 06/30/19 | ALTERNATIVE STRUCTURES INTERNATIONAL (ASI) | Shelter Program (Ulu Ke Kukui) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A/N | 36,034.65 | O | 54,730.00 | 18,695.35 | 06/28/18 | 03/24/18 | 03/23/19 | C. PERARO CONSULTING, LLC | Federal Reporting Services | Review of invoices and contract deliverables by Program Specialist | N | G |
| HMS224 | A/N | 73,934.46 | O | 182,915.97 | 76,416.54 | 12/04/18 | 07/01/18 | 06/30/19 | C. PERARO CONSULTING, LLC | HMIS Admin Services | Review of invoices and contract deliverables by Program Specialist | N | G |
| HMS224 | A/N | 11,344.00 | O | 11,344.00 | - | 07/06/18 | 04/15/18 | 04/14/19 | CASEWORTHY, INC. | HMIS Software, License, and Upgrades | Review of invoices and contract deliverables by Program Specialist | N | G |
| HMS224 | A | - | M | 237,500.00 | 237,500.00 | 07/03/18 | 06/15/18 | 06/14/19 | CATHOLIC CHARITIES HAWAII | Rapid Re-Housing Porgram | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 300,000.00 | M | 21,722.01 | 278,277.99 | 07/27/18 | 06/27/18 | 06/26/19 | Catholic Charities Hawaii | Housing First Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 217,293.95 | M | 950,000.00 | 732,706.25 | 11/01/18 | 07/01/18 | 06/30/19 | CATHOLIC CHARITIES HAWAII | Housing Placement Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 289,560.00 | 289,560.00 | 07/26/18 | 08/01/18 | 06/30/19 | CATHOLIC CHARITIES HAWAII (CCH) | Shelter Program (Maili Land) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 750,000.00 | 750,000.00 | 07/05/18 | 06/15/18 | 06/14/19 | CATHOLIC CHARITIES HAWAII (CCH) | Family Assessment Center (FAC) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | M | 312,500.00 | 312,500.00 | 11/21/18 | 08/01/18 | 07/30/19 | CATHOLIC CHARITIES HAWAII (Neighbor Islands) | State Homeless Emergency Grants (SHEG) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | M | 312,500.00 | 312,500.00 | 11/21/18 | 08/01/18 | 07/30/19 | CATHOLIC CHARITIES HAWAII (Oahu) | State Homeless Emergency Grants (SHEG) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | 5,118.79 | O | 25,855.00 | 20,736.71 | 10/03/18 | 07/01/18 | 06/30/18 | CHILD AND FAMILY SERVICE | ESG-Shelter Operations | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 156,454.00 | M | 156,454.00 | 231,046.00 | 07/24/18 | 06/15/18 | 06/14/19 | FAMILY LIFE CENTER | Rapid Re-Housing Porgram | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | M | 400,000.00 | 400,000.00 | 10/22/18 | 07/01/18 | 06/30/19 | FAMILY LIFE CENTER | Housing Placement Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 87,016.00 | O | 215,518.00 | 128,502.00 | 07/25/18 | 08/01/18 | 06/30/19 | FAMILY LIFE CENTER (FLC) | Shelter Program (Ho'olanani) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | M | 100,000.00 | 100,000.00 | 10/22/18 | 07/01/18 | 06/30/19 | FAMILY LIFE CENTER - KAUAI | Housing Placement Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 1,367,159.00 | O | 383,168.00 | 216,009.00 | 06/15/18 | 06/15/18 | 06/14/19 | FAMILY LIFE CENTER (FLC), Regions 1+ | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 135,981.00 | O | 313,500.00 | 117,519.00 | 06/15/18 | 06/15/18 | 06/14/19 | FAMILY LIFE CENTER, (FLC), Regions 4+ | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|------------|-------------------|------------|---------------------|---------------|----------|----------|--|---|---|-----------|----------------------|
| HMS224 | N | 24,842.25 | O | 27,378.00 | 2,535.75 | 08/22/17 | 10/01/17 | 09/30/18 | FAMILY LIFE CENTER, INC. | Continuum of Care (S+C 1) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A/N | 259,226.03 | O | 267,964.25 | 8,738.22 | 08/24/17 | 04/01/17 | 03/31/18 | FAMILY LIFE CENTER, INC. | Continuum of Care (S+C 2) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 35,428.66 | M | 637,500.00 | 602,071.34 | 07/27/18 | 06/27/18 | 06/26/19 | FAMILY LIFE CENTER, INC. | Housing First Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | - | O | 39,519.00 | 39,519.00 | 10/22/18 | 07/01/18 | 06/30/19 | FAMILY LIFE CENTER, INC. | ESG-HPRP-Kauai | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | - | O | 83,978.00 | 83,978.00 | 10/22/18 | 07/01/18 | 06/30/19 | FAMILY LIFE CENTER, INC. | ESG-HPRP-Maui | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | 7,020.17 | O | 34,460.00 | 27,439.83 | 10/22/18 | 07/01/18 | 06/30/19 | FAMILY LIFE CENTER, INC. | ESG-Shelter Operations | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 46,028.00 | O | 114,000.00 | 67,972.00 | 06/21/18 | 08/01/18 | 06/30/19 | GREGORY HOUSE PROGRAMS (GHP) | Shelter Program (Community Residential Program) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 150,000.00 | 150,000.00 | 12/04/18 | 11/01/18 | 10/31/19 | GREGORY HOUSE PROGRAMS (GHP) | Grant In Aid | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | G |
| HMS224 | A | 9,472.00 | O | 23,460.00 | 13,988.00 | 07/31/18 | 08/01/18 | 06/30/19 | HALE KIPA (HK) | Shelter Program (Apa'a) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 9,472.00 | O | 23,460.00 | 13,988.00 | 07/31/18 | 08/01/18 | 06/30/19 | HALE KIPA (HK) | Shelter Program (Maka'aloa) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A/N | 151,567.65 | O | 201,438.00 | 49,870.35 | 05/14/18 | 11/01/17 | 10/31/18 | Hawaii Island Home for Recovery | Continuum of Care (Phase 1 TRA) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A/N | 34,692.56 | O | 46,300.00 | 11,607.44 | 05/14/18 | 12/01/17 | 11/30/18 | Hawaii Island Home for Recovery | Continuum of Care (Phase 3 TRA) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A/N | 57,964.92 | O | 77,130.00 | 19,165.08 | 05/14/18 | 12/01/17 | 11/30/18 | Hawaii Island Home for Recovery | Continuum of Care (Phase 4 TRA) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 31,746.00 | O | 157,252.00 | 125,506.00 | 07/20/18 | 08/01/18 | 06/30/19 | HAWAII ISLAND HOME FOR RECOVERY (HIHR) | Shelter Program (Hawaii Island Home For Recovery) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 162,720.00 | O | 384,000.00 | 228,960.00 | 07/25/18 | 08/01/18 | 06/30/19 | HOLOMUA NA OHANA (HNO) | Shelter Program (Winberg Village Waimanalo) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 199,671.51 | M | 488,493.00 | 288,821.49 | 06/29/18 | 06/15/18 | 06/14/19 | HONOLULU COMMUNITY ACTION PROGRAM | Rapid Re-Housing Porgram | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 194,625.00 | O | 450,000.00 | 255,375.00 | 07/18/18 | 08/01/18 | 06/30/19 | HONOLULU COMMUNITY ACTION PROGRAM (HCAP) | Shelter Program (Kumuhonua) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 194,234.00 | O | 440,190.00 | 245,956.00 | 09/10/18 | 08/01/18 | 06/30/19 | HOPE SERVICES HAWAII (HOPE) | Shelter Program (Kihei Pua) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 139,197.00 | O | 322,478.00 | 183,281.00 | 09/10/18 | 08/01/18 | 06/30/19 | HOPE SERVICES HAWAII (HOPE) | Shelter Program (West Hawaii Shelter) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 87,227.00 | O | 197,380.00 | 110,153.00 | 09/11/18 | 08/01/18 | 06/30/19 | HOPE SERVICES HAWAII (HOPE) | Shelter Program (East Hawaii Shelter) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 181,455.00 | O | 425,700.00 | 244,245.00 | 08/06/18 | 06/15/18 | 06/14/19 | HOPE SERVICES HAWAII, (HOPE), Regions 1+ | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 241,944.00 | O | 564,300.00 | 322,356.00 | 08/02/18 | 06/15/18 | 06/14/19 | HOPE SERVICES HAWAII, (HOPE), Regions 2+ | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|------------|-------------------|--------------|---------------------|---------------|----------|----------|--|---|---|-----------|----------------------|
| HMS224 | N | 16,548.17 | O | 157,133.00 | 140,584.83 | 11/30/17 | 12/01/17 | 11/30/18 | HOPE SERVICES HAWAII, INC. | Continuum of Care (II TRA) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | 16,548.17 | O | 157,133.00 | 140,584.83 | 11/30/17 | 11/01/17 | 10/31/18 | HOPE SERVICES HAWAII, INC. | Continuum of Care (Permanent Housing TRA) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 155,592.75 | M | 500,000.00 | 344,407.25 | 06/24/18 | 07/01/18 | 06/30/19 | HOPE SERVICES HAWAII, INC. | Housing Placement Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 131,658.35 | M | 937,500.00 | 805,841.65 | 07/24/18 | 06/27/18 | 06/26/19 | HOPE SERVICES HAWAII, INC. | Housing First Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 275,781.50 | M | 625,000.00 | 349,218.50 | 08/16/18 | 06/15/18 | 06/14/19 | HOPE SERVICES HAWAII, INC. | Rapid Re-Housing Porgram | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | 12,335.37 | O | 123,498.00 | 111,162.63 | 09/26/18 | 07/01/18 | 06/30/19 | HOPE SERVICES HAWAII, INC. | ESG-HPRP | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | 22,049.72 | O | 71,757.00 | 49,707.28 | 09/26/18 | 07/01/18 | 06/03/19 | HOPE SERVICES HAWAII, INC. | ESG-Shelter Operations | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 90,979.00 | O | 225,334.00 | 134,355.00 | 06/27/18 | 08/01/18 | 06/30/19 | HOUSING SOLUTIONS, INC (HSI) | Shelter Program (Nakolea) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 125,904.00 | O | 285,334.00 | 159,430.00 | 06/28/18 | 08/01/18 | 06/30/19 | HOUSING SOLUTIONS, INC (HSI) | Shelter Program (Kula'okahua) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 132,412.00 | 132,412.00 | 12/04/18 | 11/01/18 | 10/31/19 | Hybrid International LLC | HMIS Admin Services | Review of invoices and contract deliverables by Program Specialist | Y | G |
| HMS224 | A | 367,035.00 | O | 475,288.00 | 108,253.00 | 06/22/18 | 06/15/18 | 06/14/19 | IHS, THE INSTITUTE FOR HUMAN SERVICES (IHS), Regions 2&4 | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | M | 558,468.00 | 558,468.00 | 11/28/18 | 07/01/18 | 06/30/19 | INSTITUTE FOR HUMAN SERVICES | Housing Placement Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | M | 586,210.00 | 586,210.00 | PENDING | 06/15/18 | 06/14/19 | INSTITUTE FOR HUMAN SERVICES | Rapid Re-Housing Porgram | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 529,307.00 | O | 1,000,000.00 | 470,693.00 | 09/10/18 | 08/01/18 | 06/30/19 | INSTITUTE FOR HUMAN SERVICES (IHS) | Shelter Program (Ka'aahi) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 416,250.00 | O | 100,000.00 | 583,750.00 | 09/10/18 | 08/01/18 | 06/30/19 | INSTITUTE FOR HUMAN SERVICES (IHS) | Shelter Program (Sumner) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | 8,147.50 | O | 32,590.00 | 24,442.50 | 10/10/18 | 07/01/18 | 06/30/19 | Ka Hale A Ke Ola | ESG-Shelter Operations | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 430,221.00 | O | 975,002.00 | 554,781.00 | 07/31/18 | 08/01/18 | 06/30/19 | KA HALE A KE OLA HOMELESS RESOURCE CENTER (KHAKO) | Shelter Program (Central) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 327,362.00 | O | 750,398.00 | 423,036.00 | 07/31/18 | 08/01/18 | 06/30/19 | KA HALE A KE OLA HOMELESS RESOURCE CENTER (KHAKO) | Shelter Program (Westside) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 586,668.00 | 586,668.00 | 06/15/18 | 06/15/18 | 06/14/19 | KALIHI-PALAMA, Regions 1+6 | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 60,800.00 | 60,800.00 | 06/14/18 | 08/01/18 | 06/30/19 | KAUAI ECONOMIC OPPORTUNITY (KEO) | Shelter Program (Lihue Court) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 20,665.00 | O | 50,867.00 | 30,202.00 | 09/14/18 | 08/01/18 | 06/30/19 | KAUAI ECONOMIC OPPORTUNITY (KEO) | Shelter Program (Komohana) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 100,086.00 | O | 232,082.00 | 131,996.00 | 10/09/18 | 08/01/18 | 06/30/19 | KAUAI ECONOMIC OPPORTUNITY (KEO) | Shelter Program (Mana'olana) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|------------|-------------------|--------------|---------------------|---------------|----------|----------|--|--|---|-----------|----------------------|
| HMS224 | A | 59,218.00 | O | 324,778.00 | 265,560.00 | 07/15/18 | 06/15/18 | 06/14/19 | KAUAI ECONOMIC OPPORTUNITY (KEO), Regions 1-5 | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 155,681.25 | O | 778,406.00 | 622,724.75 | 07/31/18 | 08/01/18 | 06/30/19 | KEALAHOU WEST OAHU (KWO) | Shelter Program (Onelau'ena) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 81,880.50 | O | 512,267.00 | 430,386.50 | 07/31/18 | 08/01/18 | 06/30/19 | KEALAHOU WEST OAHU (KWO) | Shelter Program (Onemalu) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 244,938.00 | 244,938.00 | 07/27/18 | 06/15/18 | 06/14/19 | KEALAHOU WEST OAHU (KWO), Region 7 | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | - | O | 350,000.00 | 350,000.00 | 08/16/18 | 06/15/18 | 06/14/18 | LEGAL AID SOCIETY OF HAWAII (LASH) | Legal Support Services | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | 102,750.36 | O | 251,007.00 | 187,101.00 | 09/26/18 | 07/01/18 | 06/30/19 | MAUI A.I.D.S. FOUNDATION | HOPWA | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 38,610.25 | O | 87,500.00 | 48,889.75 | 07/31/18 | 08/01/18 | 06/30/19 | STEADFAST HOUSING DEVELOPMENT CORP (SHDC) | Shelter Program (Hale Ulu Pono) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | N | 21,729.48 | O | 74,769.00 | 53,039.52 | 06/18/18 | 10/01/17 | 03/31/19 | Steadfast Housing Development Corporation (SHDC) | Continuum of Care (S+C EONO) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 184,607.20 | M | 457,231.00 | 272,623.98 | 07/02/18 | 06/15/18 | 06/14/19 | THE SALVATION ARMY | Rapid Re-Housing Porgram | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 488,089.82 | M | 1,875,000.00 | 1,386,910.18 | 07/27/18 | 06/27/18 | 06/26/19 | United States Veterans Initiative | Housing First Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 263,976.70 | M | 663,790.00 | 399,813.30 | 07/24/18 | 06/15/18 | 06/14/19 | UNITED STATES VETERANS' INITIATIVE | Rapid Re-Housing Porgram | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 86,302.00 | O | 213,750.00 | 127,448.00 | 07/22/18 | 08/01/18 | 06/30/19 | UNITED STATES VETERANS' INITIATIVE (USVI) | Shelter Program (Vets-In-Progress) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 724,512.00 | O | 1,794,456.00 | 1,069,944.00 | 09/07/18 | 08/01/18 | 06/30/19 | UNITED STATES VETERANS' INITIATIVE (USVI) | Shelter Program (Paiolu Kai'Aulu) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 140,166.00 | O | 348,334.00 | 208,168.00 | 07/02/18 | 06/15/18 | 06/14/19 | UNITED STATES VETERANS INITIATIVE (USVI) Regions 3&5 | Outreach Program | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 448,682.00 | O | 1,111,286.00 | 662,604.00 | 07/31/18 | 08/01/18 | 06/30/19 | WAIKIKI HEALTH CENTER (WHC) | Shelter Program (Next Step) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 24,164.00 | O | 59,850.00 | 35,686.00 | 06/22/18 | 08/01/18 | 06/30/19 | WOMEN IN NEED (WIN) | Shelter Program (Aiea) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 17,260.00 | O | 42,750.00 | 25,490.00 | 06/22/18 | 08/01/18 | 06/30/19 | WOMEN IN NEED (WIN) | Shelter Program (Halawa) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS224 | A | 31,288.00 | O | 77,491.00 | 46,203.00 | 06/22/18 | 08/01/18 | 06/30/19 | WOMEN IN NEED (WIN) | Shelter Program (Lihue) | Review of invoices and program activity reports, review of annual compiled reports, site visits | Y | S |
| HMS229 | N | 66,245.22 | M | 132,490.44 | 66,245.22 | 10/31/17 | 11/01/17 | 10/31/19 | Lions' Cleaning & Maintenance Inc. | Provide Custodial Services for the HPHA Central Offices on Oahu | On-Site/Desk Monitoring | N | S |
| HMS236 | A/N | 76,450.13 | Monthly | 300,000.00 | 223,549.87 | 05/10/18 | 07/01/18 | 06/30/19 | ACCESS Information Management | Record and information management system; retrieval, storage, maintenance, and destruction of BESSD case records | Review of monthly invoices. | Y | S |
| HMS237 | A/N | - | O | 213,743.00 | 213,743.00 | 07/01/18 | 07/01/18 | 06/30/19 | DLIR | SNAP E&T Services | Management Reviews conducted by State and FNS | N | S |
| HMS237 | A/N | - | O | 510,154.00 | 510,154.00 | 07/01/18 | 07/01/18 | 06/30/19 | Goodwill Industries of Hawaii | SNAP E&T Services | Management Reviews conducted by State and FNS | N | S |
| HMS237 | A/N | - | O | 1,395,910.00 | 1,395,910.00 | 07/01/18 | 07/01/18 | 06/30/19 | WCC | SNAP E&T Services | Management Reviews conducted by State and FNS | N | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|-----------|-------------------|--------------|---------------------|---------------|---------|---------|------------------------|-----------------------|---|-----------|----------------------|
| HMS238 | N | 20,552.98 | M | 149,760.00 | 129,207.02 | 10/1/18 | 10/1/18 | 9/30/19 | Benjamin Young, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 11,632.72 | M | 60,840.00 | 49,207.28 | 10/1/18 | 10/1/18 | 9/30/19 | David Lam, Ph.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 9,754.87 | M | 28,800.00 | 19,045.13 | 10/1/18 | 10/1/18 | 9/30/19 | David Mai, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 27,188.47 | M | 173,160.00 | 145,971.53 | 10/1/18 | 10/1/18 | 9/30/19 | Doug Glen Frisch, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | A/N | 1,488.06 | M | 18,900.00 | 17,411.94 | 10/1/18 | 10/1/18 | 9/30/19 | Eugene Matsuyama, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 12,429.42 | M | 70,200.00 | 57,770.58 | 10/1/18 | 10/1/18 | 9/30/19 | Garett Yanagi, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 13,825.13 | M | 93,600.00 | 79,774.87 | 10/1/18 | 10/1/18 | 9/30/19 | Jeffrey Akaka, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 3,342.72 | M | 37,440.00 | 34,097.28 | 10/1/18 | 10/1/18 | 9/30/19 | Mark Kuge, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | A/N | 51,695.79 | M | 2,870,400.00 | 2,818,704.21 | 10/1/18 | 10/1/18 | 9/30/19 | Neil Shibuya, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 1,964.92 | M | 42,120.00 | 40,155.08 | 10/1/18 | 10/1/18 | 9/30/19 | Paul Blaskowski, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 37,947.94 | M | 187,200.00 | 149,252.06 | 10/1/18 | 10/1/18 | 9/30/19 | Rodney Torigoe, Ph.D | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 24,566.69 | M | 140,400.00 | 115,833.31 | 10/1/18 | 10/1/18 | 9/30/19 | Stacy Lau, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | N | 3,698.01 | M | 46,800.00 | 43,101.99 | 10/1/18 | 10/1/18 | 9/30/19 | Terri Needels, Ph.D | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |

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|---------|-----|--------------|-------------------|--------------|---------------------|---------------|----------|----------|---------------------------|--|---|-----------|----------------------|
| HMS238 | N | 26,696.85 | M | 197,340.00 | 170,643.15 | 10/1/18 | 10/1/18 | 9/30/19 | Walter Fo, Ph.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS238 | A/N | 33,219.88 | M | 210,600.00 | 177,380.12 | 10/1/18 | 10/1/18 | 9/30/19 | Wendy C. Matsuno, M.D. | Consultative Services | Contract are Monitored by the Branch Administrator Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS301 | A | 54,000.00 | M | 54,000.00 | 31,500.00 | 07/01/18 | 07/01/18 | 06/30/19 | Aloha House, Inc. | Substance Abuse Assm't & Monitoring Syst | Quarterly | Y | S |
| HMS301 | A/N | 900,000.00 | M | 900,000.00 | 525,000.00 | 07/01/18 | 07/01/18 | 06/30/19 | Blueprint for Change | Neighborhood Places Services | Quarterly | Y | S |
| HMS301 | A | 270,000.00 | M | 270,000.00 | 157,500.00 | 07/01/18 | 07/01/18 | 06/30/19 | Catholic Charities Hawaii | VCM | Quarterly | Y | S |
| HMS301 | A | 4,460,000.00 | M | 4,460,000.00 | 2,601,666.67 | 07/01/18 | 07/01/18 | 06/30/19 | Catholic Charities Hawaii | CCSS/IHBS | Quarterly | Y | S |
| HMS301 | A/N | 1,387,892.00 | M | 1,387,892.00 | 809,603.67 | 07/01/18 | 07/01/18 | 06/30/19 | Catholic Charities Hawaii | CCSS/IHBS | Quarterly | Y | S |
| HMS301 | A/N | 776,130.00 | M | 776,130.00 | 452,742.50 | 07/01/18 | 07/01/18 | 06/30/19 | Catholic Charities Hawaii | ICPC | Quarterly | Y | S |
| HMS301 | A/N | 519,110.00 | M | 519,110.00 | 302,814.17 | 07/01/18 | 07/01/18 | 06/30/19 | Catholic Charities Hawaii | ITSHCN AKA Hale Malama | Quarterly | Y | S |
| HMS301 | A | 350,000.00 | M | 350,000.00 | 204,166.67 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | DV Serv for Families | Quarterly | Y | S |
| HMS301 | A | 220,000.00 | M | 220,000.00 | 128,333.33 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | DV Serv for Families | Quarterly | Y | S |
| HMS301 | A | 120,000.00 | M | 120,000.00 | 70,000.00 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | DV Serv for Families | Quarterly | Y | S |
| HMS301 | A | 185,000.00 | M | 185,000.00 | 107,916.67 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | DV Serv for Families | Quarterly | Y | S |
| HMS301 | A | 50,000.00 | M | 50,000.00 | 29,166.67 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | DV Serv for Families | Quarterly | Y | S |
| HMS301 | A | 200,000.00 | M | 200,000.00 | 116,666.67 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | Family Support Serv | Quarterly | Y | S |
| HMS301 | A | 575,416.00 | M | 575,416.00 | 335,659.33 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | Home Visiting Services | Quarterly | Y | S |
| HMS301 | A | 366,457.00 | M | 366,457.00 | 213,766.58 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | Home Visiting Services | Quarterly | Y | S |
| HMS301 | A | 170,509.00 | M | 170,509.00 | 99,463.58 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | Home Visiting Services | Quarterly | Y | S |
| HMS301 | A/N | 445,192.00 | M | 445,192.00 | 259,695.33 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | CCSS | Quarterly | Y | S |
| HMS301 | A/N | 700,000.00 | M | 700,000.00 | 408,333.33 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | CCSS | Quarterly | Y | S |
| HMS301 | A/N | 445,192.00 | M | 445,192.00 | 259,695.33 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | CCSS | Quarterly | Y | S |
| HMS301 | A/N | 991,703.00 | M | 991,703.00 | 578,493.42 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | CCSS | Quarterly | Y | S |
| HMS301 | A/N | 359,844.00 | M | 359,844.00 | 209,909.00 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | DV - Shelter | Quarterly | Y | S |
| HMS301 | A/N | 363,493.00 | M | 363,493.00 | 212,037.58 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | DV - Shelter | Quarterly | Y | S |
| HMS301 | A/N | 930,225.00 | M | 930,225.00 | 542,631.25 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | DV - Shelter | Quarterly | Y | S |
| HMS301 | A/N | 175,000.00 | M | 175,000.00 | 102,083.33 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | Family Support Serv | Quarterly | Y | S |
| HMS301 | A/N | 374,719.00 | M | 374,719.00 | 218,586.08 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | Molokai Integrated System Services | Quarterly | Y | S |
| HMS301 | A/N | 1,199,121.00 | M | 1,199,121.00 | 699,487.25 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | Multi-Discp Team | Quarterly | Y | S |
| HMS301 | A/N | 550,406.00 | M | 550,406.00 | 321,070.17 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | IFSATS | Quarterly | Y | S |
| HMS301 | A/N | 221,938.00 | M | 221,938.00 | 129,463.83 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | IFSATS | Quarterly | Y | S |
| HMS301 | A/N | 270,764.00 | M | 270,764.00 | 157,945.67 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | IFSATS | Quarterly | Y | S |

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|---------|-----|--------------|-------------------|--------------|---------------------|---------------|----------|----------|--|--|--|-----------|----------------------|
| HMS301 | A/N | 75,459.00 | M | 75,459.00 | 44,017.75 | 07/01/18 | 07/01/18 | 06/30/19 | Child and Family Service | IFSATS | Quarterly | Y | S |
| HMS301 | A | 150,000.00 | M | 150,000.00 | 87,500.00 | 09/01/18 | 09/01/18 | 08/31/19 | Dept of Labor & Ind Rel/OCS+BESSD+DHS | MOA | Quarterly | Y | S |
| HMS301 | A | 289,118.00 | M | 289,118.00 | 168,652.17 | 07/01/18 | 07/01/18 | 06/30/19 | Domestic Violence Action Center | Teen Dating Violence Educ and Prev | Quarterly | Y | S |
| HMS301 | A | 20,610.00 | M | 20,610.00 | 12,022.50 | 07/01/18 | 07/01/18 | 06/30/19 | Dr. Kim Payton, dba Turning Point | Strengthen CWS | Quarterly | Y | S |
| HMS301 | A | 600,000.00 | M | 600,000.00 | 350,000.00 | 07/01/18 | 07/01/18 | 06/30/19 | EPIC Ohana, Inc. | Family Wrap | Quarterly | Y | S |
| HMS301 | A | 300,000.00 | M | 300,000.00 | 175,000.00 | 07/01/18 | 07/01/18 | 06/30/19 | EPIC Ohana, Inc. | HFY/YAAC | Quarterly | Y | S |
| HMS301 | A | 150,000.00 | M | 150,000.00 | 87,500.00 | 07/01/18 | 07/01/18 | 06/30/19 | EPIC Ohana, Inc. | Independent Living Collaborator | Quarterly | Y | S |
| HMS301 | A/N | 3,726,344.00 | M | 3,726,344.00 | 2,173,700.67 | 07/01/18 | 07/01/18 | 06/30/19 | EPIC Ohana, Inc. | Ohana Conferencing | Quarterly | Y | S |
| HMS301 | A | 40,000.00 | M | 40,000.00 | 23,333.33 | 03/01/18 | 03/01/18 | 02/28/19 | Fam Viol & Sexual Asslt Inst. | Fam. Vio/Sexual Asslt Trng | Quarterly | Y | S |
| HMS301 | A/N | 788,356.00 | M | 788,356.00 | 459,874.33 | 07/01/18 | 07/01/18 | 06/30/19 | Family Programs Hawaii | Receiving Home - Hale Mahaolu | Quarterly | Y | S |
| HMS301 | A/N | 1,000,000.00 | M | 1,000,000.00 | 583,333.33 | 07/01/18 | 07/01/18 | 06/30/19 | Family Programs Hawaii | Psych Evaluation | Quarterly | Y | S |
| HMS301 | A | 210,779.00 | M | 210,779.00 | 122,954.42 | 07/01/18 | 07/01/18 | 06/30/19 | Family Support Services of West Hawaii | Home Visiting Services | Quarterly | Y | S |
| HMS301 | A/N | 200,000.00 | M | 200,000.00 | 116,666.67 | 07/01/18 | 07/01/18 | 06/30/19 | Friends of the Future | Family Strengthening Services | Quarterly | Y | S |
| HMS301 | A/N | 978,667.00 | M | 978,667.00 | 570,889.08 | 07/01/18 | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Indep Liv/Higher Ed/ Imua Kakou | Quarterly | Y | S |
| HMS301 | A/N | 710,000.00 | M | 710,000.00 | 414,166.67 | 07/01/18 | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | On-Call Shelters | Quarterly | Y | S |
| HMS301 | A/N | 105,250.00 | M | 105,250.00 | 61,395.83 | 07/01/18 | 07/01/18 | 06/30/19 | Hale Opio Kauai, Inc. | Indep Liv/Higher Ed/ Imua Kakou | Quarterly | Y | S |
| HMS301 | A/N | 115,000.00 | M | 115,000.00 | 67,083.33 | 07/01/18 | 07/01/18 | 06/30/19 | Hale Opio Kauai, Inc. | On-Call Shelters | Quarterly | Y | S |
| HMS301 | A/N | 24,900.00 | M | 24,900.00 | 14,525.00 | 07/01/18 | 07/01/18 | 06/30/19 | HI State Coalition Against Domestic Violence | DV Trng & Tech Supp. | | | |
| HMS301 | A | 235,210.00 | M | 235,210.00 | 137,205.83 | 07/01/18 | 07/01/18 | 06/30/19 | Hina Mauka | Substance Abuse Assm't and Monitoring Syst | Quarterly | Y | S |
| HMS301 | A | 79,451.00 | M | 79,451.00 | 46,346.42 | 07/01/18 | 07/01/18 | 06/30/19 | Institute for Family Development | HOMEBUILDERS Trng, Consult, & Tech Assist. | Quarterly | Y | S |
| HMS301 | A | 41,250.00 | M | 41,250.00 | 24,062.50 | 07/01/18 | 07/01/18 | 06/30/19 | Interactive Voice Application, Inc. | RMS - Random Moment Study | Quarterly | Y | S |
| HMS301 | A | 100,000.00 | M | 100,000.00 | 58,333.33 | 07/01/18 | 07/01/18 | 06/30/19 | Legal Aid Society of Hawaii | Domestic Violence Services Legal to Immigrants | Quarterly | Y | S |
| HMS301 | A | 200,000.00 | M | 200,000.00 | 116,666.67 | 07/01/18 | 07/01/18 | 06/30/19 | Legal Aid Society of Hawaii | Domestic Violence Services Legal Shelters | Quarterly | Y | S |
| HMS301 | A | 44,000.00 | M | 44,000.00 | 25,666.67 | 07/01/18 | 07/01/18 | 06/30/19 | Lokahi Treatment Center | Substance Abuse Assessment and Monitoring System | Quarterly | Y | S |
| HMS301 | A | 15,000.00 | M | 15,000.00 | 8,750.00 | 07/01/18 | 07/01/18 | 06/30/19 | Lokahi Treatment Center | Substance Abuse Assessment and Monitoring System | Quarterly | Y | S |
| HMS301 | A | 109,244.00 | M | 109,244.00 | 63,725.67 | 07/01/18 | 07/01/18 | 06/30/19 | Maui Cty Children's Justice Ctr | Maui Cty Children's Justice Ctr | Quarterly | Y | S |
| HMS301 | A | 444,263.00 | M | 444,263.00 | 259,153.42 | 07/01/18 | 07/01/18 | 06/30/19 | Maui Family Support Serv, Inc. | Home Visiting Services | Quarterly | Y | S |
| HMS301 | A | 60,244.00 | M | 60,244.00 | 35,142.33 | 07/01/18 | 07/01/18 | 06/30/19 | Maui Family Support Serv, Inc. | Home Visiting Services | Quarterly | Y | S |
| HMS301 | A/N | 163,711.00 | M | 163,711.00 | 95,498.08 | 07/01/18 | 07/01/18 | 06/30/19 | Maui Youth and Family Services, Inc. | Indep Liv/Higher Ed/ Imua Kakou | Quarterly | Y | S |
| HMS301 | A/N | 2,000.00 | M | 2,000.00 | 1,166.67 | 07/01/18 | 07/01/18 | 06/30/19 | Maui Youth and Family Services, Inc. | On-Call Shelters | Quarterly | Y | S |
| HMS301 | A/N | 189,138.00 | M | 189,138.00 | 110,330.50 | 07/01/18 | 07/01/18 | 06/30/19 | Molokai Community Service Council, Inc. | Domestic Violence Shelters | Quarterly | Y | S |
| HMS301 | A | 109,000.00 | M | 109,000.00 | 63,583.33 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Domestic Violence Services for Families | Quarterly | Y | S |
| HMS301 | A | 351,000.00 | M | 351,000.00 | 204,750.00 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Domestic Violence Services for Families | Quarterly | Y | S |
| HMS301 | A | 50,000.00 | M | 50,000.00 | 29,166.67 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Domestic Violence Services for Families | Quarterly | Y | S |
| HMS301 | A | 319,000.00 | M | 319,000.00 | 186,083.33 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Domestic Violence Services for Families | Quarterly | Y | S |
| HMS301 | A | 575,416.00 | M | 575,416.00 | 335,659.33 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Home Visiting Services | Quarterly | Y | S |
| HMS301 | A | 575,416.00 | M | 575,416.00 | 335,659.33 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Home Visiting Services | Quarterly | Y | S |
| HMS301 | A/N | 512,132.00 | M | 512,132.00 | 298,743.67 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Domestic Violence Shelters | Quarterly | Y | S |

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|------------------|-----------|---------------|-------------------|---------------|---------------------|------------------|----------|----------|---|---|---|-----------|----------------------|
| HMS301 | A/N | 300,000.00 | M | 300,000.00 | 175,000.00 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Family Strengthening Services | Quarterly | Y | S |
| HMS301 | A/N | 910,000.00 | M | 910,000.00 | 530,833.33 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Family Strengthening Services | Quarterly | Y | S |
| HMS301 | A/N | 176,435.00 | M | 176,435.00 | 102,920.42 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Lanai Integrated System Services | Quarterly | Y | S |
| HMS301 | A/N | 2,200,000.00 | M | 2,200,000.00 | 1,283,333.33 | 07/01/18 | 07/01/18 | 06/30/19 | Parents and Children Together | Volunt. Case Mgmt | Quarterly | Y | S |
| HMS301 | A/N | 475,000.00 | M | 475,000.00 | 277,083.33 | 07/01/18 | 07/01/18 | 06/30/19 | PARENTS, Inc. | VCM | Quarterly | Y | S |
| HMS301 | A/N | 1,209,356.00 | M | 1,209,356.00 | 705,457.67 | 07/01/18 | 07/01/18 | 06/30/19 | PARENTS, Inc. | CCSS/IHBS | Quarterly | Y | S |
| HMS301 | A/N | 197,259.00 | M | 197,259.00 | 115,067.75 | 07/01/18 | 07/01/18 | 06/30/19 | PARENTS, Inc. | Promoting Safe & Stable Families | Quarterly | Y | S |
| HMS301 | A/N | 4,050,000.00 | M | 4,050,000.00 | 2,362,500.00 | 07/01/18 | 07/01/18 | 06/30/19 | Partners in Devel Foundation | Resource Family | Quarterly | Y | S |
| HMS301 | A | 55,176.00 | M | 55,176.00 | 32,186.00 | 07/01/18 | 07/01/18 | 12/31/18 | ROSES | CPSS Services | Quarterly | Y | S |
| HMS301 | A/N | 210,000.00 | M | 210,000.00 | 122,500.00 | 07/01/18 | 07/01/18 | 06/30/19 | Salvation Army - Women's Way | Rsndtl SA Trmt for Wmn/Child. | Quarterly | Y | S |
| HMS301 | A | 287,766.00 | M | 287,766.00 | 167,863.50 | 07/01/18 | 07/01/18 | 06/30/19 | Susanna Wesley Comm Ctr | Human Trafficking Services | Quarterly | Y | S |
| HMS301 | A/N | 244,538.00 | M | 244,538.00 | 142,647.17 | 07/01/18 | 07/01/18 | 06/30/19 | The Salvation Army | Indep Liv/Higher Ed/ Imua Kakou | Quarterly | Y | S |
| HMS301 | A/N | 157,038.00 | M | 157,038.00 | 91,605.50 | 07/01/18 | 07/01/18 | 06/30/19 | The Salvation Army | Indep Liv/Higher Ed/ Imua Kakou | Quarterly | Y | S |
| HMS301 | A/N | 135,000.00 | M | 135,000.00 | 78,750.00 | 07/01/18 | 07/01/18 | 06/30/19 | The Salvation Army | On-Call Shelters | Quarterly | Y | S |
| HMS301 | A/N | 68,000.00 | M | 68,000.00 | 39,666.67 | 07/01/18 | 07/01/18 | 06/30/19 | The Salvation Army | On-Call Shelters | Quarterly | Y | S |
| HMS301 | A/N | 419,925.00 | M | 419,925.00 | 244,956.25 | 07/01/18 | 07/01/18 | 06/30/19 | UH School of Social Work | Haw Child Welfare Edu Coll | Quarterly | Y | S |
| HMS301 | N/N | 461,077.00 | M | 461,077.00 | 268,961.58 | 07/01/18 | 07/01/18 | 06/30/19 | University of Hawaii - Law School | APSR / Federal Requirements | Quarterly | Y | S |
| HMS301 | A/N | 2,013,888.00 | M | 2,013,888.00 | 1,174,768.00 | 07/01/18 | 07/01/18 | 06/30/19 | University of Hawaii - MCC | UH CQI | Quarterly | Y | S |
| HMS301 | A/N | 543,148.00 | M | 543,148.00 | 316,836.33 | 07/01/18 | 07/01/18 | 06/30/19 | University of Hawaii - MCC | UH SHAKA | Quarterly | Y | S |
| HMS301 | A/N | 471,764.00 | M | 471,764.00 | 275,195.67 | 07/01/18 | 07/01/18 | 06/30/19 | Women Helping Women | Domestic Violence Shelters | Quarterly | Y | S |
| HMS301 | A | 21,000.00 | M | 21,000.00 | 12,250.00 | 07/01/18 | 07/01/18 | 06/30/19 | Women In Need Kauai | Substance Abuse Assessment and Monitoring System | Quarterly | Y | S |
| HMS301 | A/N | 328,537.00 | M | 328,537.00 | 191,646.58 | 07/01/18 | 07/01/18 | 06/30/19 | YWCA of Kauai | Domestic Violence Shelters | Quarterly | Y | S |
| HMS301 | A/N | 102,091.00 | M | 102,091.00 | 59,553.08 | 07/01/18 | 07/01/18 | 06/30/19 | YWCA of Kauai | Substance Abuse Treatment and Services (Mod) | Quarterly | Y | S |
| HMS301, 902, 903 | A/N | 901,392.00 | A | 901,392.00 | | 10/26/17 | 10/26/17 | 10/26/18 | 22nd Century Technologies | Specialized IT Services | PMO and Director's Office monitors service delivery | N | S |
| HMS302 | N | - | M | 2,648,062.00 | 2,648,062.00 | not executed yet | 07/01/18 | 06/30/19 | Arbor E&T, LLC (dba ResCare Workforce Svcs) | Child Care Connection Hawaii - child eligibility determination and payments | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | - | O | 95,429.00 | 95,429.00 | 06/26/18 | 07/01/18 | 06/30/19 | Family Support Services of West Hawai'i | Infant/Toddler Care for Teen Parents - Kealakehe H.S. | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | 62,260.54 | A | 62,260.54 | - | 04/09/18 | 05/01/18 | 04/30/19 | MorphoTrak | Maintenance of Fingerprinting equipment | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | 101,773.20 | M | 350,000.00 | 248,226.80 | 08/21/18 | 07/01/18 | 06/30/19 | PATCH | Child Care Provider Registry | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | 37,572.29 | M | 148,500.00 | 110,927.71 | 08/21/18 | 07/01/18 | 06/30/19 | PATCH | Infant & Toddler Training | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | 115,368.93 | M | 469,350.00 | 353,981.07 | 10/29/18 | 07/01/18 | 06/30/19 | PATCH | Training & Scholarship for Child Care Providers | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | A/N | - | M | 536,000.00 | 536,000.00 | 10/31/18 | 10/01/18 | 09/30/19 | PATCH | Preschool Open Doors | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | 81,427.52 | M | 330,000.00 | 248,572.48 | 10/31/18 | 07/01/18 | 06/30/19 | PATCH | Resource & Referral for Child Care | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | 16,751.48 | O | 110,000.00 | 93,248.52 | 08/29/18 | 07/01/18 | 06/30/19 | UH Cooperative Extension Pgm | Nutrition Evaluation & Consultation | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | 56,631.08 | O | 340,165.00 | 283,533.92 | 08/29/18 | 07/01/18 | 06/30/19 | UH School of Medicine/Pediatrics | Healthy Child Care Hawaii | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS302 | N | - | O | 835,205.00 | 835,205.00 | 10/31/18 | 10/01/18 | 09/30/19 | UH-Windward Community College | Learning to Grow | Quarterly reports and SIERS are reviewed by contract monitor. | Y | S |
| HMS401 | 25%A 75%N | 10,800,000.00 | A | 10,800,000.00 | 10,084,049.24 | 07/01/02 | 07/01/18 | 06/30/19 | AHCCCS | HPMMIS | Monthly | N | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-------------------------------|--|-------------------|------------------|---|---------------|----------|----------|---|--|--|-----------|----------------------|
| HMS401 | FMAP | 2,000,000,000.00 | A | 2,000,000,000.00 | n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment | 01/31/14 | 01/01/18 | 12/31/19 | AlohaCare/HMSA/Kaiser/Ohana/UHC | QUEST Integration | Monthly | N | S |
| HMS401 | 50%A 50%N Admin, Claims @FMAP | 9,338,817.00 | A | 9,338,817.00 | 6,049,009.72 | | | | Conduent | Fiscal Agent | Monthly | N | S |
| HMS401 | | - | A | n/a | n/a | 10/05/12 | 07/01/18 | 06/30/19 | Fieldprint, Inc. | Background Check | Monthly | N | S |
| HMS401 | 50%A 50%N Admin, Claims @FMAP | Admin-\$2,200,000 Claims \$38,000,000 est. | A | 2,200,000.00 | n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment | 07/01/16 | 07/01/18 | 06/30/19 | HDS-admin only | Dental Third Party Administrator | Monthly | N | S |
| HMS401 | 25-50%A 50-75%N, Claims @FMAP | 2,000,000.00 | A | 2,000,000.00 | n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment | 07/01/15 | 07/01/18 | 06/30/19 | HMSA/Kaiser | PAP | Monthly | N | S |
| HMS401 | 50%A 50%N | 277,685.70 | A | 277,685.70 | 277,685.70 | 01/01/18 | 01/01/18 | 06/30/19 | HPAREF | Ombudsman | Monthly | N | S |
| HMS401 | 50%A 50%N Admin, Claims @FMAP | \$14,710,895 est | A | n/a | n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment | 03/06/15 | 07/01/18 | 06/30/18 | Koan Risk Solutions-admin only | SHOTT(Organ Transplant) | Monthly | N | S |
| HMS401 | 100%A | \$72,043,765 est | A | 52,000,000.00 | n/a - There is no encumbrance because payment amount is based on variables such as rates and enrollment | 01/11/13 | 07/01/18 | 06/30/19 | Ohana Health Plan | Behavioral Health | Monthly | N | S |
| HMS501 | A | 50,000.00 | M | 200,000.00 | 33,333.00 | PTS | 07/01/18 | 06/30/19 | Adult Friends for Youth | Outreach and Advocacy | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 400,000.00 | M | 400,000.00 | 300,000.00 | PTS | 07/01/18 | 09/30/19 | Adult Friends for Youth | Grant-in-aid | Review quarterly reports | N | S |
| HMS501 | A | 100,000.00 | M | 500,000.00 | 68,860.00 | PTS | 07/01/18 | 06/30/19 | Ahahui Malama I Ka Lokahi | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 38,000.00 | M | 126,000.00 | 28,563.00 | PTS | 07/01/18 | 06/30/19 | Alu Like, Inc. | Outreach and Advocacy | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 96,330.00 | M | 427,690.00 | 17,290.00 | PTS | 07/01/18 | 06/30/19 | Catholic Charities Hawaii | Intensive Independent Living Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 69,350.00 | M | 277,400.00 | 69,350.00 | PTS | 07/01/18 | 06/30/19 | Catholic Charities Hawaii | Intensive Independent Living Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 55,000.00 | M | 275,000.00 | 55,000.00 | PTS | 07/01/18 | 06/30/19 | Central Oahu Youth Services Association | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 900,000.00 | M | 1,800,000.00 | 348,798.00 | PTS | 07/01/17 | 06/30/19 | Child & Family Service | Ho'opono Mamo Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 55,000.00 | M | 275,000.00 | 35,158.00 | PTS | 07/01/18 | 06/30/19 | Child & Family Service | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 100,000.00 | M | 500,000.00 | 78,696.00 | PTS | 07/01/18 | 06/30/19 | Child & Family Service | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 95,000.00 | M | 475,000.00 | 86,338.00 | PTS | 07/01/18 | 06/30/19 | Child & Family Service | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 138,700.00 | M | 554,800.00 | 138,700.00 | PTS | 07/01/18 | 06/30/19 | Child & Family Service | Independent Living Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 90,000.00 | M | 345,000.00 | 90,000.00 | PTS | 05/01/18 | 04/30/19 | City & County of Hon, Dept of Comm Services | Juvenile Justice Center | Review qtrly reports and on-site visits. | N | S |
| HMS501 | A | 23,000.00 | M | 115,000.00 | 23,000.00 | PTS | 07/01/18 | 06/30/19 | City & County of Honolulu, Department of Parks and Recreation | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | G&S |
| HMS501 | A | 50,000.00 | M | 50,000.00 | 38,296.00 | PTS | 06/01/18 | 05/31/19 | Coalition for a Drug-Free Hawaii | Training Services | Review invoices from the contractor | N | S |
| HMS501 | A | 75,000.00 | M | 375,000.00 | 66,225.00 | PTS | 07/01/18 | 06/30/19 | Coalition For A Drug-Free Hawaii | Truancy Prevention and In-school Suspension | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 210,000.00 | M | 840,000.00 | 126,642.00 | PTS | 06/01/18 | 05/31/19 | County of Hawaii, OPA | Juvenile Intake and Assessment Center in West Hawaii | Review qtrly reports and on-site visits. | N | S |
| HMS501 | N | 200,000.00 | M | 800,000.00 | 200,000.00 | PTS | 10/01/18 | 09/30/19 | County of Hawaii, OPA | Juvenile Intake and Assessment Center - East Hawaii | Review qtrly reports and on-site visits. | N | S |
| HMS501 | A | 25,000.00 | M | 100,000.00 | 25,000.00 | PTS | 12/01/18 | 11/30/19 | County of Kauai, Office of the Pros Attorney | Teen Court Program | Review qtrly reports and on-site visits. | N | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|------------|-------------------|--------------|---------------------|---------------|----------|----------|--|---|---|-----------|----------------------|
| HMS501 | A | 89,000.00 | M | 445,000.00 | 66,220.00 | PTS | 07/01/18 | 06/30/19 | County of Maui, Maui Police Dept | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N,A | 85,263.00 | M | 341,052.00 | 52,665.00 | PTS | 05/01/18 | 04/30/19 | County of Maui, Maui Police Dept | Positive Outreach Initiative Project | Review qtrly reports and on-site visits. | N | S |
| HMS501 | A | 80,000.00 | M | 80,000.00 | 80,000.00 | PTS | 06/01/18 | 05/31/19 | Family Programs Hawaii | Personal Practice & Mindfulness-Based Intervention Forgiveness Training | Monitor training sessions | N | S |
| HMS501 | A | 60,000.00 | M | 240,000.00 | 31,031.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Outreach and Advocacy | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 200,000.00 | M | 800,000.00 | 114,549.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Outreach and Advocacy | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 400,000.00 | M | 1,400,000.00 | 263,888.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Intensive Mentoring | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 200,000.00 | M | 700,000.00 | 133,361.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Intensive Mentoring | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 300,000.00 | M | 1,025,000.00 | 217,009.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Wraparound services | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 50,000.00 | M | 250,000.00 | 23,013.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Truancy Prevention and In-school Suspension | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 92,300.00 | M | 326,950.00 | 74,230.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Emergency shelter | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 92,340.00 | M | 369,360.00 | 52,060.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Independent Living Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N,A | 150,000.00 | M | 600,000.00 | 150,000.00 | PTS | 10/01/18 | 09/30/19 | Hale Kipa, Inc. | Youth on Probation Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 70,000.00 | M | 350,000.00 | 30,783.00 | PTS | 07/01/18 | 06/30/19 | Hale Opio Kauai, Inc. | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 15,080.00 | M | 60,320.00 | 15,080.00 | PTS | 07/01/18 | 06/30/19 | Hale Opio Kauai, Inc. | Emergency shelter | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 138,700.00 | M | 554,800.00 | 99,180.00 | PTS | 07/01/18 | 06/30/19 | Hale Opio Kauai, Inc. | Intensive Independent Living Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 80,000.00 | M | 80,000.00 | - | PTS | 07/01/17 | 03/31/19 | Hamakua Youth Foundation, Inc. | Grant-in-Aid | Review quarterly reports | N | S |
| HMS501 | A | 75,000.00 | M | 75,000.00 | 56,250.00 | PTS | 07/01/18 | 06/30/19 | Hamakua Youth Foundation, Inc. | Grant-in-aid | Review quarterly reports | N | S |
| HMS501 | N | 278,000.00 | M | 1,390,000.00 | 212,187.00 | PTS | 07/01/18 | 06/30/19 | Hawaii Families As Allies | Parent Partnerships | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 220,000.00 | M | 220,000.00 | 165,000.00 | PTS | 07/01/17 | 03/31/19 | Hawaii Youth Services Network | Grant-in-Aid | Review quarterly reports | N | S |
| HMS501 | A | 110,000.00 | M | 550,000.00 | 74,742.00 | PTS | 07/01/18 | 06/30/19 | Ho'okua`aina | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 100,000.00 | M | 500,000.00 | 67,669.00 | PTS | 07/01/18 | 06/30/19 | Institute for Native Pacific Education and Culture | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 54,000.00 | M | 54,000.00 | 54,000.00 | PTS | 06/01/18 | 05/31/19 | Judiciary, Family Court, Fifth Circuit | Kauai Girls Court | Review qtrly reports and on-site visits. | N | G&S |
| HMS501 | A | 218,000.00 | M | 218,000.00 | 100,779.00 | PTS | 06/01/17 | 05/31/19 | Judiciary, Family Court, First Circuit | Goods and services for JJR | Review qtrly reports and on-site visits. | N | S |
| HMS501 | A | 80,000.00 | M | 400,000.00 | 60,673.00 | PTS | 07/01/18 | 06/30/19 | Kokua Kalihi Valley Comprehensive Family Services | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 150,000.00 | M | 150,000.00 | 112,500.00 | PTS | 07/01/18 | 06/30/19 | Kokua Kalihi Valley Comprehensive Family Services | Grant-in-aid | Review quarterly reports | N | S |
| HMS501 | A | 60,000.00 | M | 60,000.00 | 30,850.00 | PTS | 06/24/18 | 06/23/19 | Living Life Source Foundation | Professional Development Training for JJR Staff - Hawaiian Culture Values | Monitor training sessions | N | S |
| HMS501 | A | 80,000.00 | M | 400,000.00 | 80,000.00 | PTS | 07/01/18 | 06/30/19 | Maui Hui Malama | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 60,000.00 | M | 240,000.00 | 54,738.00 | PTS | 07/01/18 | 06/30/19 | Maui Youth and Family Services, Inc. | Outreach and Advocacy | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 150,000.00 | M | 525,000.00 | 97,198.00 | PTS | 07/01/18 | 06/30/19 | Maui Youth and Family Services, Inc. | Intensive Mentoring | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 80,000.00 | M | 400,000.00 | 54,862.00 | PTS | 07/01/18 | 06/30/19 | Maui Youth and Family Services, Inc. | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 65,000.00 | M | 325,000.00 | 43,900.00 | PTS | 07/01/18 | 06/30/19 | Maui Youth and Family Services, Inc. | Truancy Prevention and In-school Suspension | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 17,420.00 | M | 69,680.00 | 16,900.00 | PTS | 07/01/18 | 06/30/19 | Maui Youth and Family Services, Inc. | Emergency shelter | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 117,990.00 | M | 471,960.00 | 90,060.00 | PTS | 07/01/18 | 06/30/19 | Maui Youth and Family Services, Inc. | Intensive Independent Living Program | Review qtrly reports and on-site visits. | Y | G&S |
| HMS501 | A | 251,793.00 | M | 251,793.00 | - | PTS | 02/01/16 | 01/31/19 | ORBIS Partners, Inc. | YASI Assessment Tool and Training | Monitor training sessions, review on-line usage | N | S |
| HMS501 | A | 95,000.00 | M | 475,000.00 | 71,068.00 | PTS | 07/01/18 | 06/30/19 | Paia Youth Council, Inc. | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 81,000.00 | M | 405,000.00 | 58,912.00 | PTS | 07/01/18 | 06/30/19 | Paia Youth Council, Inc. | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 70,000.00 | M | 350,000.00 | 45,307.00 | PTS | 07/01/18 | 06/30/19 | Parents and Children Together | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 70,000.00 | M | 350,000.00 | 41,929.00 | PTS | 07/01/18 | 06/30/19 | Parents and Children Together | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 434,960.00 | M | 3,374,960.00 | 350,974.00 | PTS | 10/01/18 | 03/31/19 | Partners in Development Foundation | Safehouse - Oahu | Review qtrly reports and on-site visits. | Y | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|-------------|-------------------|--------------|---------------------|---------------|----------|------------|---|--|--|-----------|----------------------|
| HMS501 | A | 75,000.00 | M | 300,000.00 | 49,125.00 | PTS | 03/01/18 | 02/28/19 | Surfrider Spirit Sessions | Ocean-based Educational and Mentoring Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 81,000.00 | M | 405,000.00 | 60,779.00 | PTS | 07/01/18 | 06/30/19 | Surfrider Spirit Sessions | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 55,000.00 | M | 275,000.00 | 34,742.00 | PTS | 07/01/18 | 06/30/19 | Susannah Wesley Community Center | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 75,000.00 | M | 375,000.00 | 49,690.00 | PTS | 07/01/18 | 06/30/19 | Susannah Wesley Community Center | Truancy Prevention and In-school Suspension | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 276,640.00 | M | 2,476,640.00 | 231,113.00 | PTS | 10/01/18 | 03/31/19 | The Salvation Army | Safehouse - Kona | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 276,640.00 | M | 2,876,640.00 | 234,183.00 | PTS | 10/01/18 | 03/31/19 | The Salvation Army | Safehouse - Maui | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 120,000.00 | M | 480,000.00 | 91,159.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Outreach and Advocacy | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 416,100.00 | M | 1,632,200.00 | 257,468.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Safehouse - Girls in Hilo | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 45,000.00 | M | 225,000.00 | 28,283.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 45,000.00 | M | 225,000.00 | 31,539.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Positive Youth Development | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 60,000.00 | M | 300,000.00 | 36,614.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 60,000.00 | M | 300,000.00 | 52,964.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 40,000.00 | M | 200,000.00 | 31,466.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Truancy Prevention and In-school Suspension | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 60,060.00 | M | 240,240.00 | 32,500.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Emergency shelter | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | N | 69,350.00 | M | 277,400.00 | 57,760.00 | PTS | 07/01/18 | 06/30/19 | The Salvation Army | Independent Living Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 110,000.00 | M | 550,000.00 | 47,688.00 | PTS | 07/01/18 | 06/30/19 | Uhane Pohaku Na Moku O Hawaii, Inc. | Project-based Cultural Program | Review qtrly reports and on-site visits. | Y | S |
| HMS501 | A | 100,000.00 | M | 500,000.00 | 89,000.00 | PTS | 07/01/18 | 06/30/19 | University of Hawaii | Truancy Prevention and In-school Suspension | Review qtrly reports and on-site visits. | Y | G&S |
| HMS501 | A | 117,000.00 | M | 468,000.00 | 83,610.00 | PTS | 07/01/18 | 06/30/19 | University of Hawaii, Office of Research Services | Maintenance of Youth Directory | Review invoices, monitor website | N | G |
| HMS501 | A | 29,224.00 | M | 29,224.00 | 29,224.00 | PTS | 01/01/18 | 12/31/19 | University of Hawaii, Office of Research Services | Evaluation of the Ho'opono Mamo Project | Review final report from the contractor | N | S |
| HMS501 | A | 40,000.00 | M | 40,000.00 | 31,187.00 | PTS | 06/26/18 | 06/25/19 | University of Hawaii, Office of Research Services | Balanced and Restorative Justice (BARJ) Training for JJR Staff - Mindfulness | Monitor training sessions | N | S |
| HMS503 | A | 32,400.00 | M | 32,400.00 | 30,750.00 | PTS | 04/01/18 | 06/30/19 | Catholic Charities Hawaii | Sex offender treatment services | Review qtrly reports and on-site visits. | Y | G |
| HMS503 | A | 68,000.00 | M | 68,000.00 | 44,563.00 | PTS | 07/01/18 | 06/30/19 | Department of the Attorney General | Criminal History Background Checks | Review bills from AG's Office | N | S |
| HMS503 | A | 300,000.00 | M | 1,200,000.00 | 293,877.00 | PTS | 06/01/18 | 05/31/19 | Dept of Health, CAMHD | Treatment Beds | Review bills for collection from CAMHD | N | S |
| HMS503 | A | 370,000.00 | M | 1,745,000.00 | 275,334.00 | PTS | 07/01/18 | 06/30/19 | Hale Kipa, Inc. | Transition services for discharged youth | Review qtrly reports and on-site visits. | Y | G&S |
| HMS503 | A | 67,100.00 | M | 67,100.00 | 67,100.00 | PTS | 05/01/18 | 04/30/23 | Handle With Care Behavior Management System, Inc. | In-facility services | Monitor training sessions, review license certificate | N | S |
| HMS503 | A | 40,000.00 | M | 40,000.00 | 40,000.00 | PTS | 07/02/18 | 06/30/21 | PBS Learning Institute, Inc. | Performance-based Standards for the Hawaii Youth Correctional Facility | Review invoices from the contractor | N | G |
| HMS503 | A | 30,000.00 | M | 150,000.00 | 29,095.00 | PTS | 07/01/18 | 06/30/19 | Pharmacy Partners Hawaii, LLC dba Pharmicare LTC | Prescription Drugs and Medical Supplies | Review invoices from the contractor | N | S |
| HMS503 | A | 31,205.00 | M | 31,205.00 | - | PTS | 06/15/18 | 05/31/19 | The Moss Group, Inc. dba TMG, Inc. | Prison Rape Elimination Act (PREA) Training of HYCF Staff | Monitor training sessions | N | S |
| HMS503 | A | 153,755.00 | M | 153,755.00 | 63,022.00 | PTS | 01/01/17 | 06/30/19 | University of Hawaii, Office of Research Services | Medical Services for Youth at HYCF | Review invoices | N | S |
| HMS503 | A | 50,000.00 | M | 50,000.00 | 50,000.00 | PTS | 12/01/18 | 11/30/19 | Waimanalo Health Center | Dental Services for HYCF Youth | Review invoices from the contractor | N | S |
| HMS503 | A | \$62.50/hr. | M | See Note N1 | N/A | PTS | 11/01/17 | 10/31/19 | Worldwide Travel Staffing, Limited | In-facility services | Review invoices. | Y | |
| HMS601 | A/N | 115,648.00 | M | 115,648.00 | 67,461.33 | 07/01/18 | 07/01/18 | 06/30/19 | Community Ties of America | Nurse Aide Trng & Comp Eval Prog | | | S |
| HMS601 | A/N | 86,231.00 | M | 86,231.00 | 50,301.42 | 09/01/18 | 09/01/18 | 08/31/19 | University of Hawaii - ORS | HI APS Qual Assur Data | Quarterly | Y | S |
| HMS802 | A/N | 237,636.00 | M | 292,104.00 | 54,468.00 | 7/1/2016 | 7/1/2016 | 12/31/2018 | Abilities Unlimited | Evaluation and Training Services | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |

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|---------|-----|------------|-------------------|--------------|---------------------|---------------|-----------|------------|---|---|--|-----------|----------------------|
| HMS802 | A/N | 6,000.00 | M | 331,123.00 | 325,123.00 | 10/1/2017 | 10/1/2017 | 6/30/2019 | Abilities Unlimited | Supported Employment | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | - | M | 756,000.00 | 733,012.00 | 10/1/2018 | 10/1/2018 | 9/30/2020 | Abilities Unlimited | Vocational Work Adjustment Training | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 22,988.00 | M | 280,393.00 | 257,405.00 | 10/1/2018 | 10/1/2018 | 9/30/2019 | Aloha Independent Living | Independent Living | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 4,787.00 | M | 175,000.00 | 170,213.00 | 10/1/2017 | 10/1/2017 | 6/30/2019 | Arc of Kona | Supported Employment Services (Hilo) | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 7,240.00 | M | 80,000.00 | 72,760.00 | 10/1/2018 | 10/1/2018 | 9/30/2020 | Arc of Kona | Vocational Work Adjustment Training (Kona) | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 4,247.00 | M | 152,000.00 | 147,753.00 | 10/1/2017 | 10/1/2017 | 6/30/2019 | Arc of Kona | Supported Employment Services (Kona) | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 470,768.00 | M | 1,000,000.00 | 529,232.00 | 7/1/2016 | 7/1/2016 | 12/31/2018 | Assistive Technology Resource Centers of Hawaii | Rehabilitation Technology Services | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 34,998.00 | M | 37,918.00 | 2,920.00 | 7/1/2016 | 7/1/2016 | 6/30/2019 | C.R. Dispatch | Courier | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 161,189.00 | M | 428,719.00 | 267,530.00 | 7/1/2015 | 7/1/2015 | 6/30/2020 | City and County of Honolulu | Work Readiness and Life Skills-Hoala | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 214,976.00 | M | 774,004.00 | 559,028.00 | 7/1/2016 | 7/1/2016 | 6/30/2020 | City and County of Honolulu | SRC Coordinator | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 211,671.00 | M | 575,632.00 | 507,686.00 | 10/1/2016 | 10/1/2016 | 9/30/2021 | City and County of Honolulu | Job Readiness Training | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 67,946.00 | M | 120,000.00 | 52,054.00 | 7/1/2017 | 7/17/2017 | 6/30/2019 | Daniel Reed, Psy.D. | Psychological Evaluations | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 145,252.00 | M | 413,689.00 | 268,437.00 | 4/1/2018 | 4/1/2018 | 12/31/2018 | DLIR Workforce Development Division | Summer Youth Employment Program (Hawaii and Maui) | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |

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|---------|-----|------------|-------------------|--------------|---------------------|---------------|-----------|------------|----------------------------------|--|--|-----------|----------------------|
| HMS802 | A/N | 3,660.00 | M | 60,000.00 | 56,340.00 | 7/1/2016 | 7/1/2016 | 12/31/2018 | Easter Seals Hawaii | Evaluation and Training Services (Hilo) | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 16,800.00 | M | 100,000.00 | 83,200.00 | 7/1/2016 | 7/1/2016 | 12/31/2018 | Easter Seals Hawaii | Evaluation and Training Services (Kauai) | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 15,660.00 | M | 150,000.00 | 134,340.00 | 7/1/2016 | 7/1/2016 | 12/31/2018 | Easter Seals Hawaii | Evaluation and Training Services | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 37,093.00 | M | 70,000.00 | 32,907.00 | 10/1/2017 | 10/1/2017 | 6/30/2019 | Easter Seals Hawaii | Supported Employment (Kauai) | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 471,455.00 | M | 1,000,000.00 | 528,545.00 | 7/1/2016 | 7/1/2016 | 12/31/2018 | Island Skill Gathering, Inc. | Rehabilitation Technology Services | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 191,354.00 | M | 270,000.00 | 78,646.00 | 7/1/2017 | 7/1/2017 | 6/30/2019 | Isle Interpret | Interpreter Referral | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 2,500.00 | M | 245,000.00 | 242,500.00 | 10/1/2017 | 10/1/2017 | 6/30/2019 | Ka Lima O Maui | Supported Employment Services | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | - | M | 90,000.00 | 90,000.00 | 10/1/2018 | 10/1/2018 | 9/30/2020 | Ka Lima O Maui LLC | Vocational Work Adjustment Training | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 345,634.00 | M | 390,680.00 | 45,046.00 | 7/1/2016 | 7/1/2016 | 12/31/2018 | Lanakila Pacific | Evaluation and Training Services | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 11,191.00 | M | 264,432.00 | 253,241.00 | 10/1/2018 | 10/1/2018 | 9/30/2020 | Lanakila Pacific | Vocational Work Adjustment Training | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 7,316.00 | M | 60,000.00 | 52,684.00 | 7/1/2017 | 7/1/2017 | 6/30/2019 | Living Well, LLC | Psychological Evaluations | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 40,000.00 | M | 80,000.00 | 40,000.00 | 10/1/2017 | 10/1/2017 | 9/30/2019 | National Federation of the Blind | Online Newspaper Service | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 3,420.00 | M | 588,000.00 | 584,580.00 | 10/1/2018 | 10/1/2018 | 9/30/2020 | Network Enterprises | Vocational Work Adjustment Training | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |

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|-------------|-----------|-------------------|-------------------|---------------|---------------------|---------------|-----------|------------|---|--|--|-----------|----------------------|
| HMS802 | A/N | 2,500.00 | M | 60,000.00 | 57,500.00 | 10/1/2018 | 10/1/2018 | 9/30/2020 | The Arc of Kona | Vocational Work Adjustment Training (Hilo) | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | - | M | 594,400.00 | 594,400.00 | 10/1/2018 | 10/1/2018 | 5/31/2019 | UH-Center on Disability Studies | Post-Secondary Supports Project | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | 684,323.00 | M | 941,738.00 | 257,415.00 | 7/1/2016 | 7/1/2016 | 12/31/2018 | University of Hawaii - Center on Disability Studies | Benefits Planning and TA | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | - | M | 518,224.00 | 518,224.00 | 7/1/2018 | 7/1/2018 | 6/30/2019 | University of Hawaii - Center on Disability Studies | Comprehensive Service Center | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS802 | A/N | - | M | 85,000.00 | 85,000.00 | 10/1/2018 | 10/1/2018 | 9/30/2019 | University of Hawaii - Pacific Disability Center | Consumer Satisfaction | Contracts are monitored by Branch Administrators and Staff Service Specialists. Meetings are held quarterly with semi-annual desk reviews and on-site reviews for high risk contracts. | Y | S |
| HMS902 | A/N | 931,000.00 | M | 931,000.00 | 756,000.00 | 10/26/17 | 10/26/17 | 10/25/21 | 22nd Century Technologies | Specialized IT services | Work directly with staff | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | - | - | 05/16/18 | | | Bailit Health Purchasing | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 50%A 50%N | 2,741,271.26 | A | 1,507,854.26 | 1,219,608.98 | 07/17/17 | 07/01/18 | 06/30/19 | Berry Dunn | Business Process Redesign Project (BPRP) | Monthly | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | - | - | 05/14/18 | | | Berry Dunn | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | A/N | 13,700,000.00 | M | 13,700,000.00 | 2,500,000.00 | 01/02/18 | 01/02/18 | 12/31/18 | BIAS Corporation | Enterprise Solutions Integrator | Projects, and Status reports | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | 273,990.00 | 213,990.00 | 06/06/18 | 07/02/18 | 03/31/20 | Harbage Consulting LLC | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | 100,000.00 | 100,000.00 | 06/06/18 | 08/06/18 | 12/31/19 | Harbage Consulting LLC | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 50%A 50%N | 98,500.00 | A | 98,500.00 | 98,500.00 | 07/01/15 | 07/01/18 | 06/30/19 | Health Management Systems | TPL Data Match | Monthly | N | S |
| HMS902 | 25%A 75%N | 1,617,850.00 | A | 1,566,377.00 | 391,584.25 | 01/01/16 | 01/01/18 | 12/31/19 | Health Services Advisory Group | EQRO/PRO | Monthly | N | S |
| HMS902 | 10%A 90%N | 2,000,000.00 | A | 2,000,000.00 | 438,550.00 | 03/09/17 | 07/01/18 | 06/30/19 | HHIE | Health Information Exchange | Monthly | N | S |
| HMS902 | 100%A | 486,505.00 | A | 486,505.00 | 406,136.41 | 02/06/17 | 07/01/18 | 06/30/19 | HIHAF | Kokua Services | Monthly | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | 699,115.00 | | 05/14/18 | | | HMA | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 100%A | 95,683.00 | A | 95,683.00 | 89,133.81 | 05/20/17 | 07/01/18 | 06/30/19 | KEO | Kokua Services | Monthly | N | S |
| HMS902 | 10%A 90%N | 29,900,000.00 | A | 7,000,000.00 | 440,000.00 | 06/30/15 | 07/01/18 | 11/30/18 | KPMG | SSBM | Monthly | N | S |
| HMS902 | A/N | 1,600,000.00 | M | 1,600,000.00 | 1,600,000.00 | 11/14/18 | 12/01/18 | 01/31/19 | KPMG | Technical assistance for KOLEA M&O | Status reports | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | - | - | 05/16/18 | | | Manatt, Phelps, & Phillips | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | - | - | 06/04/18 | | | McKinsey & Co. | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 50%A 50%N | 2,934,655.00 | A | 1,400,000.00 | 419,592.56 | 07/14/17 | 07/01/18 | 06/30/18 | Milliman | Actuary | Monthly | N | S |
| HMS902 | 50%A 50%N | 1,968,750.00 | A | 1,968,750.00 | 1,423,596.80 | 07/01/16 | 07/01/18 | 06/30/19 | Myers & Stauffer LC | Case Mix, Audit & Reimbursement/RAC | Monthly | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | 849,492.00 | 809,786.24 | 05/14/18 | 07/02/18 | 06/30/20 | Myers & Stauffer LC | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | 148,193.00 | 14,820.00 | 05/22/18 | 07/02/18 | 06/30/20 | Navigant Consulting | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 100%A | 320,000.00 | A | 320,000.00 | 320,000.00 | 01/27/17 | 07/01/18 | 06/30/19 | PID | Kokua Services | Monthly | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | - | - | 05/16/18 | | | Public Consulting Group | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | A/N | 747,000.00 | M | 747,000.00 | 701,000.00 | 06/20/18 | 06/20/18 | 06/19/22 | Public Consulting Group | Independent security assessment | Monthly reports | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | - | - | 05/14/18 | | | Sellers Dorsey & Assoc | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902 | 50%A 50%N | up to \$5,000,000 | A | - | - | 05/14/18 | | | Westport-PHPG | IDIQ Health Consulting Services | Monthly | N | S |
| HMS902, 903 | A/N | 6,500,000.00 | M | 6,500,000.00 | 6,000,000.00 | 04/26/18 | 04/26/18 | 04/26/22 | Public Consulting Group | Independent verification and validation services | Monthly reports | N | S |
| HMS902, 903 | A/N | 69,000,000.00 | M | 69,000,000.00 | 69,000,000.00 | 06/18/18 | 06/18/18 | 06/17/22 | Unisys | KOLEA M&O and DD&I BES | Status reports, deliverables | N | S |
| HMS903 | A/N | - | O | 20,604.00 | 20,604.00 | 10/01/18 | 10/01/18 | 09/30/19 | Aloha United Way | SNAP Outreach Services | Management Reviews conducted by State and FNS | N | S |
| HMS903 | N | 83,924.91 | M | 100,000.00 | 16,075.09 | 11/13/17 | 01/01/18 | 12/31/18 | ALU LIKE INC | FINANCIAL LITERACY TANF ELIGIBLE FAMILIES | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | 163,842.14 | M | 200,000.00 | 36,157.86 | 11/15/17 | 01/01/18 | 12/31/18 | BIG BROTHERS BIG SISTERS HAWAII | COMMUNITY & SITE-BASED MENTORING PROG | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |

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|---------|-----|------------------------|-------------------|--------------|---------------------|---------------|----------|----------|------------------------------------|---|--|-----------|----------------------|
| HMS903 | N | 223,457.00 | M | 250,000.00 | 26,543.00 | 12/07/17 | 01/01/18 | 12/31/18 | BOYS & GIRLS CLUB OF HAWAII | TEEN PREG PREVENTION PROG-KAUAI YOUTH | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A/N | 164,300 (A) 145,700(N) | M | 310,000.00 | 206,800.00 | 09/01/18 | 09/01/18 | 08/01/19 | Change & Innovation Agency, L.L.C. | Cloud-based Enterprise Workload Manager Solution | Review of monthly invoices. | Y | S |
| HMS903 | N | 67,311.32 | M | 100,000.00 | 32,688.68 | 10/16/17 | 01/01/18 | 12/31/18 | CHILD AND FAMILY SERVICE | COMP TRNG, PREG PREV SRVCS AT HALE O ULU | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A | 231,796.49 | M | 760,682.00 | 528,885.51 | 06/01/18 | 07/01/18 | 06/30/19 | CHILD AND FAMILY SERVICE | DV ADVOCACY SERVICES (EXCLUDING KAUAI) | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A/N | - | O | 70,000.00 | 70,000.00 | 10/01/18 | 10/01/18 | 09/30/19 | Child and Family Service | SNAP Outreach Services | Management Reviews conducted by State and FNS | N | S |
| HMS903 | A | - | O | 1,652,278.00 | 1,652,278.00 | 05/22/18 | 07/01/18 | 06/30/19 | CITY & COUNTY OF HONOLULU | HO'ALA PRE-EMPLOYMENT TRAINING SRVC | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A/N | 965,767.40 | M | 6,150,004.40 | 5,249,885.56 | 07/01/18 | 07/01/18 | 06/30/19 | Cryca, Inc. | Medical and Psychological Evaluation Services and Social Security Advocacy Services | Monthly invoice is reviewed monthly by Prog Specialist | Y | S |
| HMS903 | A/N | 1,385,806.00 | O | 7,000,000.00 | 5,614,194.00 | 05/30/18 | 07/01/18 | 06/30/19 | DEPARTMENT OF EDUCATION | SUBSIDIES FOR A-PLUS AFTERSCHOOL PROG | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | - | M | 3,171,000.00 | 3,171,000.00 | 10/09/18 | 10/01/18 | 09/30/19 | DEPARTMENT OF EDUCATION | UPLINK PROGRAM | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A | - | M | 121,000.00 | 121,000.00 | 04/17/18 | 07/01/18 | 06/30/19 | DEPARTMENT OF LABOR | LEGAL ADVOCACCY, OUTREACH & REFERRAL | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A | 305,000.00 | M | 749,405.00 | 444,405.00 | 05/25/18 | 07/01/18 | 06/30/19 | DEPARTMENT OF LABOR | JOB DEVELOPMENT SERVICES FOR FTW | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | - | M | 2,978,500.00 | 2,978,500.00 | 06/18/18 | 07/01/18 | 06/30/19 | DHS-SOCIAL SERVICES DIVISION | HOME VISITING PROGRAM | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | - | M | 1,587,500.00 | 1,587,500.00 | 06/18/18 | 07/01/18 | 06/30/18 | DHS-SOCIAL SERVICES DIVISION | DV SHELTERS & FAMILY STRENGTHENING SRV | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | - | O | 631,206.00 | 631,206.00 | 10/01/18 | 10/01/18 | 09/30/19 | DOH | SNAP-Ed | Management Reviews conducted by State and FNS | N | G |
| HMS903 | A | 6,956,640.00 | M | 6,991,200.00 | 34,560.00 | 05/11/15 | 03/01/18 | 02/28/19 | e-WORLD ENTERPRISE SOLUTIONS, INC. | Technical Consultant Services for HANA | Monthly review of invoices and/or status of completion of tasks. | Y | G |
| HMS903 | A | 3,345,696.00 | M | 3,597,760.00 | 252,064.00 | 06/19/15 | 03/01/18 | 02/28/19 | e-WORLD ENTERPRISE SOLUTIONS, INC. | Application/Software Infrastructure Consulting and Support Services | Monthly review of invoices and/or status of completion of tasks. | Y | G |
| HMS903 | A/N | 199,005.50 | M | 632,142.00 | 433,136.50 | 05/11/17 | 10/01/16 | 09/30/23 | FIS | EBT Services | Services are monitored on a daily basis. Bi-monthly calls are arranged between the State and EBT vendor to discuss any outstanding issues. | Y | S |
| HMS903 | N | 53,325.85 | M | 100,000.00 | 46,674.15 | 11/15/17 | 01/01/18 | 12/31/18 | GOODWILL INDUSTRIES OF HI | YOUTH DEV PROG FOR OAHU AT-RISK YOUTH | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A | 262,717.00 | M | 1,253,000.00 | 990,283.00 | 05/04/18 | 07/01/18 | 06/30/19 | GOODWILL INDUSTRIES OF HI | SEE HAWAII WORK PROGRAM (STATEWIDE) | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A | 1,180,896.00 | M | 4,500,000.00 | 3,319,104.00 | 05/22/18 | 07/01/18 | 06/30/19 | GOODWILL INDUSTRIES OF HI | TAONF AND VR CASE MGMT SERVICES | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | 100,000.00 | M | 100,000.00 | - | 11/07/17 | 01/01/18 | 12/31/18 | HALE KIPA INC | OUTREACH SERVICES FOR HOMELESS YOUTH | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | 202,114.33 | M | 290,000.00 | 87,885.67 | 10/31/17 | 01/01/18 | 12/31/18 | HAWAII FOODBANK INC | FOOD DISTRIBUTION TANF ELIGIBLE FAMILIES | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | 46,529.62 | M | 100,000.00 | 53,470.38 | 10/24/17 | 01/01/18 | 12/31/18 | HELPING HANDS HAWAII | EMERGENCY FIN ASST, HSHLD GOODS, FIN LIT | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A/N | - | O | 192,543.00 | 192,543.00 | 10/01/18 | 10/01/18 | 09/30/19 | Helping Hands Hawaii | SNAP Outreach Services | Management Reviews conducted by State and FNS | N | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|---------|-----|--------------|-------------------|--------------|---------------------|---------------|----------|----------|---|---|--|-----------|----------------------|
| HMS903 | N | 59,876.32 | M | 100,000.00 | 40,123.68 | 11/01/17 | 01/01/18 | 12/31/18 | HONOLULU COMM ACTION PROGRAM | POS AFTER-SCHOOL. PROG FOR AT-RISK YOUTH | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | G |
| HMS903 | A/N | 1,658,889.91 | M | 2,372,951.00 | 714,061.09 | 11/27/17 | 11/01/17 | 06/17/20 | IMAGINE SOLUTIONS, INC. | Technical consulting services to enhance/maintain the electronic case folder system | Monthly review of invoices and/or status of completion of tasks. | Y | S |
| HMS903 | N | 129,676.34 | M | 150,000.00 | 20,323.66 | 12/14/17 | 01/01/18 | 12/31/18 | INSTITUTE FOR HUMAN SERVICES | EMPL ENHANCEMENT SUPP TANF ELIG FAMILIES | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | 107,193.67 | M | 150,000.00 | 42,806.33 | 11/27/17 | 01/01/18 | 12/31/18 | KOKUA KALIHI VALLEY COMP FAM | POS YTH DEV, FAMILY STRGTH, JOB PREP | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | 1,577.22 | O | 44,826.00 | 43,248.78 | 10/01/18 | 10/01/18 | 09/30/19 | Lanakila Pacific | SNAP Outreach Services | Management Reviews conducted by State and FNS | N | S |
| HMS903 | A | 6,015.00 | M | 110,000.00 | 103,985.00 | 06/03/18 | 07/01/18 | 06/30/19 | LEGAL AID SOCIETY OF HAWAII | DV LEGAL SERVICES FOR TANF FAMILIES | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | 30,397.54 | M | 100,000.00 | 69,602.46 | 12/07/17 | 01/01/18 | 12/31/18 | NANAKULI HOUSING CORP | ASST TANF ELIG FAMILIES W/ HOMEOWNERSHIP | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | G |
| HMS903 | A | 716,544.22 | M | 1,030,366.08 | 313,821.86 | 05/14/15 | 09/01/18 | 08/31/19 | PACIFIC TECHNOLOGY SOLUTIONS | Telecommunication Network Infrastructure Management and Support | Monthly review of invoices and/or status of completion of tasks. | Y | S |
| HMS903 | N | 265,278.33 | M | 300,000.00 | 34,721.67 | 10/31/17 | 01/01/18 | 12/31/18 | PARENTS AND CHILDREN TOGETHER | VOC & EMPL SUPPORT FOR TANF ELIG FAMILIES | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A | - | M | 250,000.00 | 250,000.00 | PEND | 12/01/18 | 11/30/19 | PARENTS AND CHILDREN TOGETHER | MIKIALA (WHILE THEY WAIT) PROGRAM | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A | 33,394.80 | M | 239,154.00 | 205,759.20 | 08/02/18 | 10/01/18 | 06/30/19 | PARENTS IN DEVELOPMENT FNDTN | FAMILY LITERACY SERVICES AT FAM ASSMT CTR | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A/N | - | O | 60,000.00 | 60,000.00 | 10/01/18 | 10/01/18 | 09/30/19 | Project Vision Hawaii | SNAP Outreach Services | Management Reviews conducted by State and FNS | N | S |
| HMS903 | N | 142,408.87 | M | 200,000.00 | 57,591.13 | 11/13/17 | 01/01/18 | 12/31/18 | SALVATION ARMY-FAM TREATMENT | HOME-BASED PARENTING & RECOVERY SUPP | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | G |
| HMS903 | A/N | 1,247,563.20 | M | 2,079,270.00 | 831,706.80 | 05/12/15 | 05/12/15 | 05/29/20 | Sirius Computer Solutions, Inc. | Joint Mainframe Computer Lease - Judiciary, ICSD, DHS | Review of annual invoices. | Y | S |
| HMS903 | N | 54,236.92 | M | 100,000.00 | 45,763.08 | 12/29/17 | 01/01/18 | 12/31/18 | SUSANNAH WESLEY COMM CENTER | HOME-BASED PARENTING & FAM COUNSELING | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A/N | - | O | 110,302.00 | 110,302.00 | 10/01/18 | 10/01/18 | 09/30/19 | The Food Basket | SNAP Outreach Services | Management Reviews conducted by State and FNS | N | S |
| HMS903 | A | 33,423.20 | M | 212,488.00 | 179,064.80 | 05/07/18 | 07/01/18 | 06/30/19 | UNIVERSITY OF HAWAII | VOCATIONAL TRNG FOR FTW (LEEWARD CC) | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A | - | M | 26,400.00 | 26,400.00 | 05/07/18 | 07/01/18 | 06/30/19 | UNIVERSITY OF HAWAII | VOCATIONAL TRNG FOR FTW (KAPIOLANI CC) | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | A/N | 94,162.86 | M | 630,896.00 | 536,733.14 | 05/07/18 | 07/01/18 | 06/30/19 | UNIVERSITY OF HAWAII | BRIDGE-TO-HOPE CAMPUS EMPLOYMENT | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | - | O | 631,206.00 | 631,206.00 | 10/01/18 | 10/01/18 | 09/30/19 | UOH - CTHAR | SNAP-Ed | Management Reviews conducted by State and FNS | N | S |
| HMS903 | A/N | - | O | 25,000.00 | 25,000.00 | 10/01/18 | 10/01/18 | 09/30/19 | Waianae Coast Community Mental Health Center dba Hale Naau Pono | SNAP Outreach Services | Management Reviews conducted by State and FNS | N | G |
| HMS903 | A/N | 175,406.69 | M | 389,210.00 | 213,803.31 | 01/11/17 | 02/01/17 | 01/31/22 | Xerox Corporation | To provide an operating lease for multi-function printers with on-site maintenance services | Monthly review of invoices and/or status of completion of tasks. | Y | G |
| HMS903 | A/N | 205,088.77 | M | 389,209.68 | 184,120.91 | 01/24/17 | 02/01/18 | 01/31/19 | Xerox Corporation | To provide an operating lease for multi-function printers with on-site maintenance services | Monthly review of invoices and/or status of completion of tasks. | Y | S |
| HMS903 | N | 70,346.20 | M | 100,000.00 | 29,653.80 | 11/13/17 | 01/01/18 | 12/31/18 | YWCA OF KAUAI | MENTORING & POS YOUTH DEV ON KAUAI | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |

Department of Human Services
Active Contracts as of December 1, 2018

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Date Executed | From | To | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y / N | Category E/L/P/C/G/S |
|--|-----|------------|-------------------|------------|---------------------|---------------|----------|----------|---|--|---|-----------|----------------------|
| HMS903 | A | 6,550.60 | M | 49,318.00 | 42,767.40 | 06/12/18 | 07/01/18 | 06/30/19 | YWCA OF KAUAI | DV ADVOCACY SERVICES (KAUAI ONLY) | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | S |
| HMS903 | N | 66,850.00 | M | 100,000.00 | 33,150.00 | 11/13/17 | 01/01/18 | 12/31/18 | YWCA OF OAHU | JOB PREPARATION SERVICES | Review of monthly invoices and program reports, review of annual compiled reports, site visits | Y | C |
| HMS904 | A | 5,000.00 | O | 5,000.00 | 5,000.00 | 12/01/18 | 12/01/18 | 11/30/19 | Employee Assistance of the Pacific, LLC | Substance Abuse Professional Services Agreement. Monitoring of employees in accordance with state's Drug and Alcohol Testing (DAT) program | HR ERS Staff monitor and confirm services provided | Y | S |
| HMS904 | A | 594.00 | A | 594.00 | 99.00 | 07/18/18 | 08/09/18 | 08/08/19 | Goodwill Contract Services Hawaii - Secure Solution | Document Shredding and Destruction | Meets agreement of regularly scheduled pick-up dates and certified destruction documents provided timely. | Y | S |
| HMS904 | A/N | 447,083.44 | A | 447,083.44 | 137,774.88 | 07/07/16 | 02/15/17 | 02/14/22 | Sirius Computer Solutions | Furnish, Deliver and Install IBM System V7000 Storage | Production and Operations | N | S |
| HMS904 | A | 8,100.00 | A | 8,100.00 | 675.00 | 11/24/17 | 01/01/18 | 12/31/18 | West Publishing Corp. - Thomson Reuters | Westlaw On-line Legal Research Services and Resources | Unlimited on-line research usage, access and assistance, with local customer support services and availability. | Y | S |
| <p>Note N1: This contract pays for a contracted nurse whenever the staff cannot provide adequate coverage. The cost is \$62.50/hour and the total contract is not expected to exceed \$133,000. PTS= Prior to Start of Contract. Each contract was fully executed prior to the start of the contract or we obtained approval from the Attorney General's Office for a retro execution.</p> | | | | | | | | | | | | | |

Department of Human Services
Capital Improvements Program (CIP) Requests

Table 15

| <u>Prog ID</u> | <u>Prog ID</u> <u>Priority</u> | <u>Dept- Wide</u> <u>Priority</u> | <u>Senate</u> <u>District</u> | <u>Rep.</u> <u>District</u> | <u>Project Title</u> | <u>MOF</u> | <u>FY20 \$\$\$</u> | <u>FY21 \$\$\$</u> |
|----------------|-----------------------------------|--|----------------------------------|--------------------------------|---|------------|--------------------|--------------------|
| 220 | 1 | 1 | 00 | 00 | Lump Sum Public Housing Development, Improvements, and Renovations, Statewide | C | 35,000,000 | \$ 35,000,000 |
| 503 | 1 | 2 | 24 | 49 | Hawaii Youth Correctional Facility Campus Improvements, Planning, Oahu | C | 800,000 | |
| 503 | 2 | 3 | 24 | 49 | Hawaii Youth Correctional Facility Sewer Improvements, Oahu | C | 600,000 | |
| 503 | 3 | 4 | 24 | 49 | Hawaii Youth Correctional Facility Water System Improvements, Oahu | C | 900,000 | |
| 503 | 4 | 5 | 24 | 49 | Hawaii Youth Correctional Facility Gym Foundations Repair, Oahu | C | 225,000 | |

Department of Human Services
CIP Lapses

Table 16

| <u>Prog ID</u> | <u>Act/Year of Appropriation</u> | <u>Project Title</u> | <u>MOF</u> | <u>Amount \$\$\$\$</u> | <u>Reason</u> |
|----------------|----------------------------------|---|------------|------------------------|-------------------------|
| HMS220 | 199/2015 Item 47-F5 | HAWAII PUBLIC HOUSING AUTHORITY, OAHU-PLN | C | 850,000 | B&F did not approve A15 |
| HMS220 | 124/2015 Item 5-F5 | HAWAII PUBLIC HOUSING AUTHORITY, S/W-PLN | C | 560,000 | B&F did not approve A15 |

Department of Human Services
 Program ID Sub-Organizations

Table 17

| <u>Program ID</u> | <u>Sub-Org Code</u> | <u>Name</u> | <u>Objective</u> |
|-------------------|---------------------|---|---|
| HMS 211 | PA | Cash Support for Families - Self-Sufficiency - Temporary Assistance for Needy Families (TANF) | To provide financial support to families with children through direct monetary payments for food, clothing, shelter and other essentials until the family expands their capacity for self-sufficiency or until minor children attain the age of majority. |
| HMS 211 | PC | Cash Support for Families - Self-Sufficiency - Temporary Assistance to Other Needy Families (TAONF) | To provide financial support to families with children containing at least one non-U.S. citizen member through direct monetary payments for food, clothing, shelter and other essentials until the family expands their capacity for self-sufficiency or until minor children attain the age of majority. |

Department of Human Services
Organization Changes

Table 18

| <u>Year of Change</u> FY20/FY21 | <u>Description of Change</u> |
|------------------------------------|------------------------------|
|------------------------------------|------------------------------|

Refer to separate electronic file for organization changes.

INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES

Subject: JUNE 30, 2018 DHS PLAN OF ORGANIZATION

Originator: K. Nagai x64869

To: SOs, DAs, OYS, HPHA, HSCSW, **From:** BPMO
CoF

Date: 08-20-2018 **Memo No. 1**

Pursuant to Administrative Directive 17-01, Policy and Procedures for Effecting Organizational and Functional Statement Changes; Budget, Planning, and Management Office (BPMO) respectfully conveys its June 30, 2018 DHS Plan of Organization (PoO), effective August 1, 2018.

The June 30, 2018 DHS PoO shall be distributed via Compact Disk (CD); containing an electronic version of the entire DHS. For your convenience, an electronic read-only file shall also be available on the DHS network Q:\DHS-PLAN OF ORGANIZATION.

Should your organization need to print selected parts of the PoO and are experiencing difficulty, please contact the Program and Management Evaluation Staff (PME) for assistance. Please disseminate through your division, staff office, or administratively attached chain of command accordingly. Should your subordinate organizational segment(s) require their own copy of the June 30, 2018 DHS PoO, please send a blank CD along with a written request. The PME shall reproduce the PoO upon request.

Please direct your questions or comments to Mr. Keith Nagai, PME Supervisor at 586-4869.



BPMO

Attachment

c: DIR w/o attachment



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

Office of the Director
P. O. Box 339
Honolulu, Hawaii 96809-0339

August 1, 2018

MEMORANDUM

TO: All Interested

FROM: Pankaj Bhanot, Director
Department of Human Services *Pankaj Bhanot*

SUBJECT: Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements

Pursuant to Administrative Directive 17-01, Policy and Procedures for Effecting Organizational and Functional Statement Changes; Department of Human Services (DHS) respectfully conveys its Plan of Organization as of June 30, 2018.

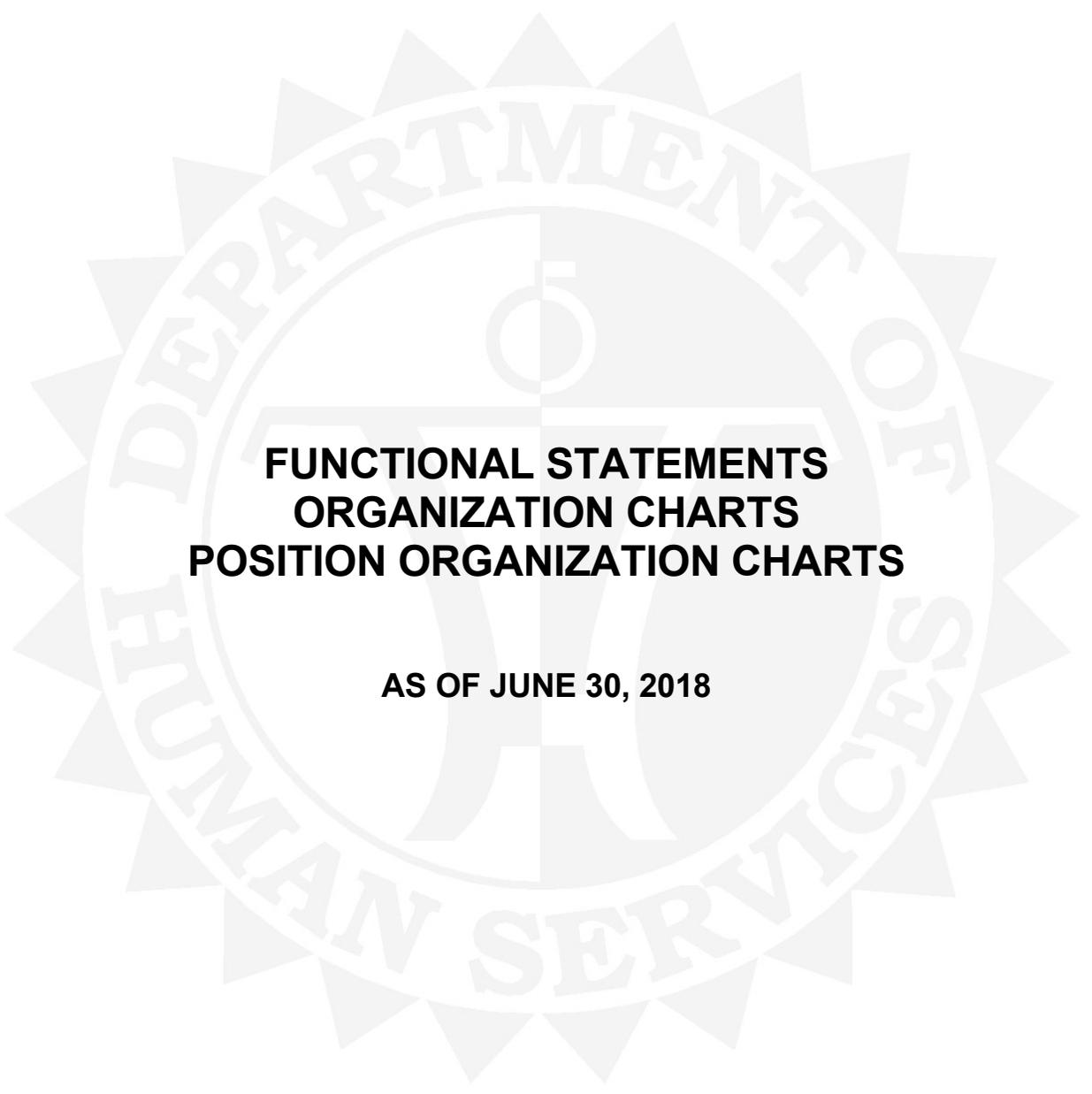
This past fiscal year, DHS experienced a series of legislative as well as administrative decisions that impacted its organization structure. To accurately reflect DHS' structure, this year's submittal contains all authorized positions in accordance with Administrative Directive 17-01, Policy and Procedures for Effecting Organizational and Functional Statement Changes, via memorandum dated November 28, 2017. You will find that positions with its titles marked with the following marking indicate its status as of June 30, 2018. Position titles marked with a (+) represents positions that were vacant and abolished; position titles marked with a (TBD) represent positions set for deletion; and position titles marked with a (TBE) represent positions currently authorized and yet to be established.

DHS completed one (1) delegated reorganizations in state fiscal year 2018 (SFY 2018). The organizational changes resulting from this reorganization was incorporated in the attached Plan of Organization as of June 30, 2018.

Please direct any questions or comments relating to this annual update to Ms. Linda Komatsu-Wong at lkomatsu-wong@dhs.hawaii.gov or 586-5120.

Enclosure

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES



**FUNCTIONAL STATEMENTS
ORGANIZATION CHARTS
POSITION ORGANIZATION CHARTS**

AS OF JUNE 30, 2018

PREPARED BY
BUDGET, PLANNING, AND MANAGEMENT OFFICE
PROGRAM AND MANAGEMENT EVALUATION STAFF

CONTENTS

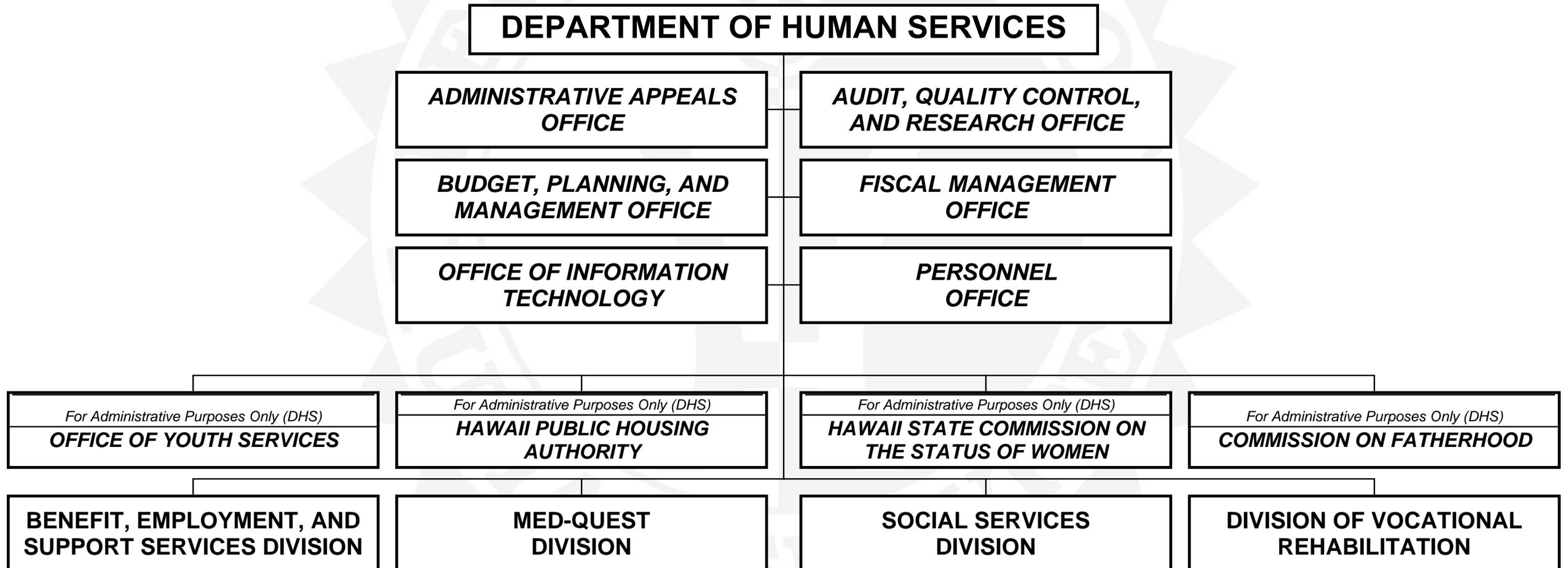
| | |
|--|-------|
| Office of the Director | DIR |
| <i>Administratively Attached Agencies</i> | |
| Office of Youth Services..... | OYS |
| Hawaii Public Housing Authority | HPHA |
| Hawaii State Commission On The Status Of Women | HSCSW |
| Commission On Fatherhood | COF |
| <i>DHS Staff Offices</i> | |
| Administrative Appeals Office | AAO |
| Audit, Quality Control, and Research Office..... | AQCRO |
| Budget, Planning, and Management Office | BPMO |
| Fiscal Management Office | FMO |
| Office of Information Technology | OIT |
| Personnel Office | PERS |
| <i>DHS Divisions</i> | |
| Benefit, Employment, and Support Services Division | BESSD |
| Administrative Management Services Office | |
| Child Care Program Office | |
| Employment and Training Program Office | |
| Financial Assistance Program Office | |
| Homeless Programs Office | |
| Investigations Office | |
| Supplemental Nutrition Assistance Program Office | |
| Statewide Branch | |
| Med-QUEST Division | MQD |
| Clinical Standards Office | |
| Finance Office | |
| Policy and Program Development Office | |
| Systems Office | |
| Training Office | |
| Customer Services Branch | |
| Eligibility Branch | |
| Health Care Services Branch | |
| Social Services Division | SSD |
| Support Services Office | |
| Adult Protective and Community Services Branch | |
| Child Welfare Services Branch | |
| Division of Vocational Rehabilitation..... | DVR |
| Staff Services Office | |
| Disability Determination Branch | |
| Hawaii, Kauai, and Maui Branches | |
| Oahu Branch | |
| Services for the Blind Branch | |

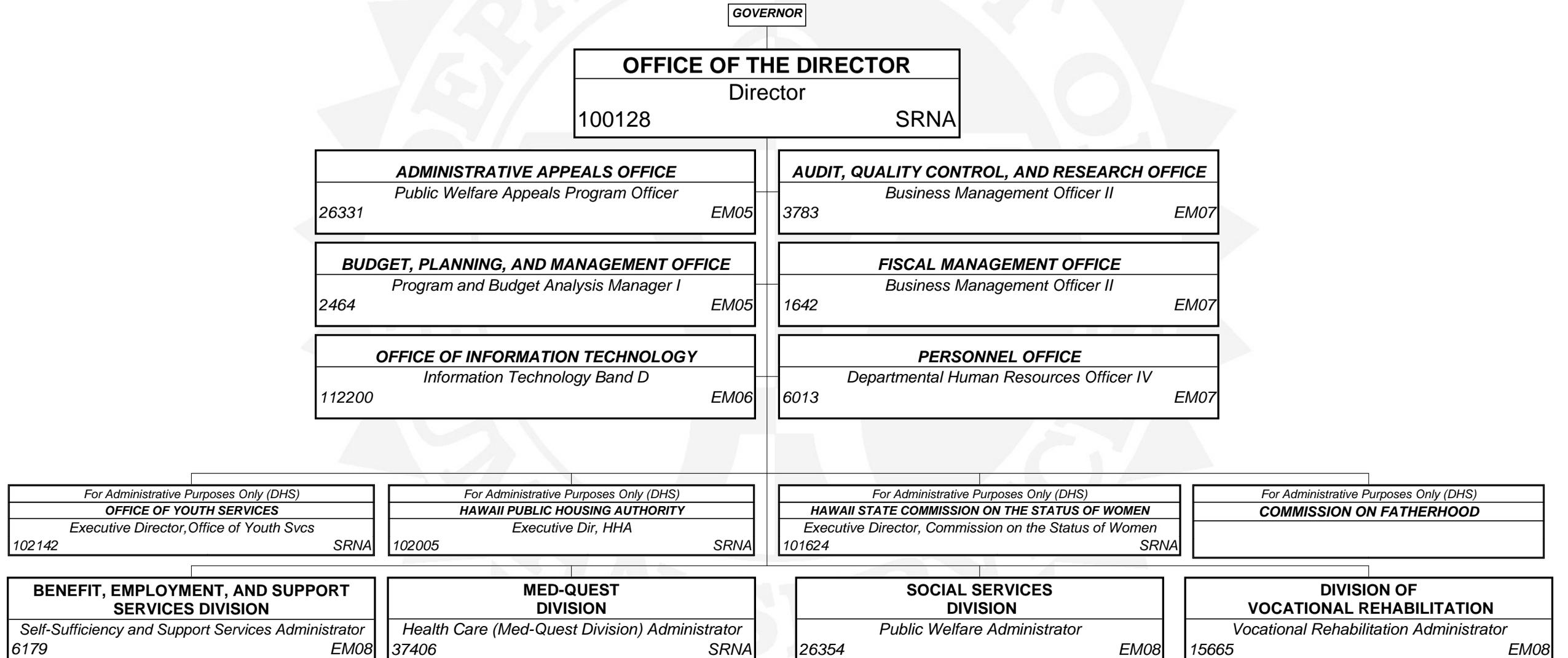
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

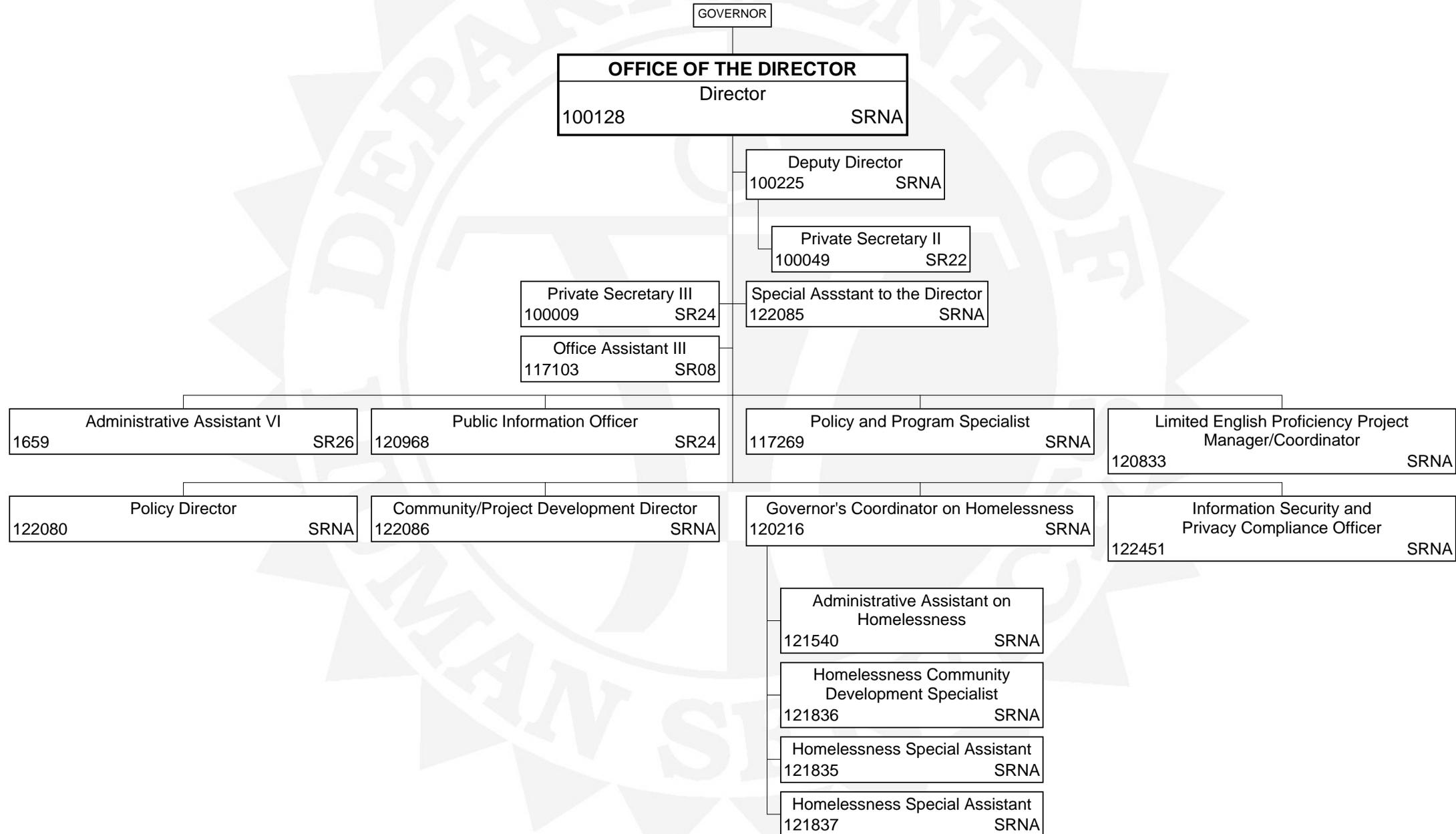
FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR

1. Plans, organizes, directs and monitors the State's programs of Human Services for families and individuals; economic assistance, including medical assistance and supplemental nutrition assistance; self-sufficiency and family support programs; and the vocational rehabilitation of persons with disabilities.
2. Exercises administrative supervision over programs under the jurisdiction of the Office of Youth Services, the Hawaii Public Housing Authority, the Hawaii State Commission on the Status of Women, and the Commission on Fatherhood.
3. Supervises and coordinates the work of staff officers assisting the Director's Office in the management of programs.
4. Supervises and coordinates the legislative and interdepartmental coordination activities, as well as assigns community liaison and special projects to department staff as deemed proper in the management and operation of the department.
5. Ensures the effective and efficient conduct of programs and services and the optimum utilization of fiscal, equipment, space, and manpower resources by continuously evaluating the department's activities against planned results and effectuating necessary corrections and improvements.
6. Approves the department's Rules and Regulations pertaining to its programs and services and defends them in courts of law, if and when necessary.
7. Presents testimony before legislative bodies with respect to the department's programs, proposed laws, resolutions, and the department's operating and capital budget requests and related activities which affect the department and its programs and services.
8. Conducts/authorizes hearings and/or investigations necessary to insure compliance with established directives and statutes and/or in response to complaints from legislative or other government agencies or from the general public.
9. Develops and carries out a proactive public affairs and departmental communication system by establishing and maintaining effective media relationships through the department's public affairs and communications staff, and responds to inquiries from the media and citizens regarding the department's programs, services, and activities.
10. Serves on boards, commissions, and committees as dictated by statutes and/or by direction of the Governor.
11. Represents the State Administration at community functions that are related to the department's programs and services.
12. Keeps the Governor informed at all times of the department's programs, progress, problems, proposed actions, etc., through regular written and/or verbal reports and through special reports as necessary.
13. Establishes the mission, long-term goals, short-term objectives and priorities for the Department of Human Services.
14. Formulates and develops the department's overall strategy and response to natural, man-made and/or nuclear disasters. Plans and develops the department's total preparedness program and disaster response plans. Implements and administers departmental disaster assistance programs and ensures that departmental plans are in conformance with federal regulations and the State of Hawaii Plan for Emergency Preparedness, Volume I, Operational Civil Defense and Volume III, Disaster Response and Assistance.







OFFICE OF YOUTH SERVICES

The Office of the Youth Services is the focal point for the execution of the statutory provisions related to youth services in the State of Hawaii. The Office provides a continuum of prevention, rehabilitation and treatment services and programs for youth at risk to prevent juvenile crime and delinquency and reduce the incidence of recidivism among juvenile offenders. In providing and managing a continuum of youth services to the people of the State of Hawaii, The Office develops and applies uniform policies and practices, by phases, as they relate to the responsibility of the Hawaii State Government and the Office. Within this capacity the Office shall be responsible for the following functions:

1. Provides for the overall administration and management of all functions and activities related to the operation of the Office of Youth Services.
2. Establishes policies and procedures to guide program operations.
3. Establishes office-wide goals and objectives in consonance with applicable plans and guidelines.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Provides the focal point for program and personnel evaluation, and program and personnel development.

ADMINISTRATIVE SERVICES OFFICE

Under the general direction of the Executive Director, the Administrative Services Office provides OYS-wide fiscal, budgeting, procurement, contract administration and monitoring, personnel, and consultant and technical services in accordance with state, federal, and agency requirements; renders duplication and reproduction services; and provides stenographic, typing and related office services in support of the OYS' programs.

1. Translates OYS' objectives into the necessary human, financial and material resources to assure achievement of the objectives.
2. Appraises the adequacy and effectiveness of existing staff support policies and plans and revises them as needed in concert with OYS' plans.
3. Aids in the development and coordinates the implementation of forecasting activities for OYS-wide staff support needs.
4. Maintains direct lines of communication between programs and keeps all programs informed on staff support actions through the Executive Director.

Clerical Support

Under the general supervision of the Clerical Supervisor III, provides typing, duplicating, filing, and other clerical duties for the Administrative Services Office and the Program Development Office.

1. Provides typing, copying, filing, and reception services.
2. Receives, sorts, and distributes the daily mail.
3. Receives phone calls and routes calls to appropriate parties.
4. Coordinates and provides clerical support for execution of contracts.
5. Arranges and coordinates inter-island and mainland travel for staff and members of the advisory council.
6. Coordinates the development and maintenance of a manual establishing standard procedures for secretarial and clerical personnel to follow in carrying out their daily duties and the OYS standard forms manual.
7. Procures office supplies and equipment and on an annual basis, takes physical inventory of supplies and equipment.
8. Maintains common area office equipment and records usage as required, i.e., postage machine.
9. Provides other office support functions as required and/or requested.

Fiscal Staff

Under the general supervision of the Accountant III, maintains a central accounting system for OYS funds. Monitors, coordinates, and administers fiscal control of fiscal policies, regulations and procedures established by the Governor, Legislature, federal and state fiscal agencies.

1. Develops, maintains, and improves methods, procedures, and forms of OYS' accounting system to assure that the OYS' payments are made promptly and conform to established standards of propriety and legality.
2. Maintains fiscal transactions and accounts, records, and reports accurately and on time.
3. Prepares financial reports and required statements.
4. Provides fiscal directions and assistance and coordinates fiscal activities.
5. Assists in preparing budget estimates and projections.

PROGRAM DEVELOPMENT OFFICE

The Program Development Office provides the development, implementation, administration, evaluation, and monitoring of a broad spectrum of children and youth services in the State. The Office is responsible to provide leadership and direction for the state in the planning and coordination of services and policies regarding youth; and to ensure the integration of a cohesive and effective youth service system.

1. Develops comprehensive short and long range plans to meet the Office's overall mission, goals and program objectives regarding juvenile justice and youth services in the State.
2. Develops and implements policies, procedures, and administrative rules that guides and defines how programs and services are managed within the Office.
3. Determines the allocation of funds for programs and services as guided by the state and federal mandates and assures compliance with those guidelines and mandates.
4. Encourages the involvement of public and private sectors including businesses and community-based groups to provide a continuum of youth services to eliminate gaps and coordinate the delivery of such services.
5. Directs and oversees the preparation, planning, development, and implementation of Requests for Proposals (RFP) statewide regarding youth programs and services including the reviewing of submitted proposals.
6. Negotiates, executes, and maintains program services contracts with an array of public and private agencies and organizations that serve youth in the state.
7. Monitors and evaluates program fiscal, and general performances of contractors through verbal feedback, written reports, and site visits.
8. Develops and reviews legislation; prepares legislative testimonies and reports; monitor key legislation on youth and related issues; and prepares responses to legislative inquiries and requests.
9. Prepares reports for programmatic, administrative, evaluation, and research purposes.
10. Develops, coordinates, and implements training for staff and service providers to ensure an effective and efficient youth service system.
11. Provides consultation and technical assistance relating to programs and staff regarding the delivery of youth services.
12. Represents the Office on intra-departmental groups, task forces, advisory committees, and community groups involving youth and related issues.
13. Collaborates and maintains liaison with county, state, and federal entities with respect to children and youth services, legislative issues, and funding resources.
14. Directs, coordinates, and maintains a management information system including assessment, evaluation, and research initiatives that supports the program objectives of the Office.
15. Provides program planning, development, and coordination of a youth service center system throughout the state that includes a central intake and referral system and case management services.

PROGRAM DEVELOPMENT OFFICE (Cont'd)

16. Advises the Executive Director in areas such as policy formulation, program implementation, program funding strategies, and general staffing and operational concerns.

HAWAII YOUTH CORRECTIONAL FACILITY BRANCH

Under the general direction of the head of the Office of Youth Services, manages the Hawaii Youth Correctional Facility for the care, security, and redirection of youth from throughout the State committed by the courts.

Business Services Staff

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch, performs office services functions in support of Facility operations, programs, and services, and to assist the head of the Branch in managing Facility resources.

1. Conducts the budget preparation process, and complies and consolidates budget details for review; prepares expenditure plan and sets up fiscal control accounts; maintains operating and Ward's Trust Fund fiscal records, and prepares related reports.
2. Conducts purchasing and related procedures for the acquisition of supplies, equipment and materials, and control of expenditures, conducts the inventory process relative to Facility property.
3. Performs time and leave record keeping and reporting, and processes employee transactions, assists employees and provides information regarding benefits, training, workers compensation, etc.
4. Provides reception, typing, duplicating, and other clerical services to operating units, maintains files and records.

Health Care Services Section

Provides for the health care of youth involving nursing, medical, dental, and related services.

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch, provides services in the treatment and care of youth regarding medical, dental and other health care needs; including services needed on a contractual basis.

Juvenile Parole Section

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch, plans and follows up on parole of youth.

Performs casework to develop individual plans; counsels youth relative to attitudes, motivation, and other factors. Maintains liaison with the families of youth and community resources; evaluates prospective placements. Provides post – institutional services to assist parolees; maintains case records.

Operating Services Section

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch, conducts repair, general construction, food, and farm services to maintain and support Facility operations, and provide youth work experience and instruction.

Construction And Maintenance Unit

Under the general supervision of the head of the Operating Services Section, maintains the operational condition and utility of Facility buildings, grounds, vehicles, and related equipment through repair, installation, groundskeeping, and other activities. Instructs youth and guides them for safety and performance.

Farm Unit

Under the general supervision of the head of the Operating Services Section, conducts the production of crops and livestock for Facility and other departmental use. Instructs youth and guides them for safety and performance.

Food Service Unit

Under the general supervision of the head of the Operating Services Section, provides meals for youth and Facility staff. Instructs youth for safety and performance.

Hookipa Makai Cottage Section

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch provides for the security, care, custody, supervision and control of youth assigned to the cottage. The cottage is the focal point for the youth with regard to programs and staff interaction to aid them in their adjustment and rehabilitation/redirection. The cottage management team addresses management team issues in the cottage and is responsible for providing and coordinating services for the treatment and rehabilitation of youth, including ensuring full implementation of the level system, graduated sanctions and behavior modification program(s), and the application of policy regarding cottage restrictions.

Provides services for the adjustment of youth to the Facility and for their rehabilitation / redirection. Provides social casework services for youth and their families; provides recreational, athletic, and other activities involving the use of volunteer help and others; serves as liaison with the courts, community resources and other agencies; maintains records and reports; participates in activities relating to providing security, care, custody, supervision, and control of youth.

Maintains the custody and security of youth in cottage activities and provides escort/transport services as required. Assists youth through advice and instruction in adjustment and rules; interacts with youths and observes and reports on their adjustment; and makes social work referrals as necessary. Participates in case review meetings to receive and share information and assists in cottage team management activities.

Observation And Assessment Cottage Section

Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch provides for the security, care, custody, supervision and control of youth assigned to the cottage. The cottage is the focal point for the youth with regard to programs and staff interaction to aid them in their adjustment and rehabilitation/redirection. The cottage management team addresses management team issues in the cottage and is responsible for providing and coordinating services for the treatment and rehabilitation of youth, including ensuring full implementation of the level system, graduated sanctions and behavior modification program(s), and the application of policy regarding cottage restrictions.

Provides services for the adjustment of youth to the Facility and for their rehabilitation / redirection. Provides social casework services for youth and their families; provides recreational, athletic, and other activities involving the use of volunteer help and others; serves as liaison with the courts, community resources and other agencies; maintains records and reports; participates in activities relating to providing security, care, custody, supervision, and control of youth.

Maintains the custody and security of youth in cottage activities and provides escort/transport services as required. Assists youth through advice and instruction in adjustment and rules; interacts with youths and observes and reports on their adjustment; and makes social work referrals as necessary. Participates in case review meetings to receive and share information and assists in cottage team management activities.

Secured Care Facility Cottage Section

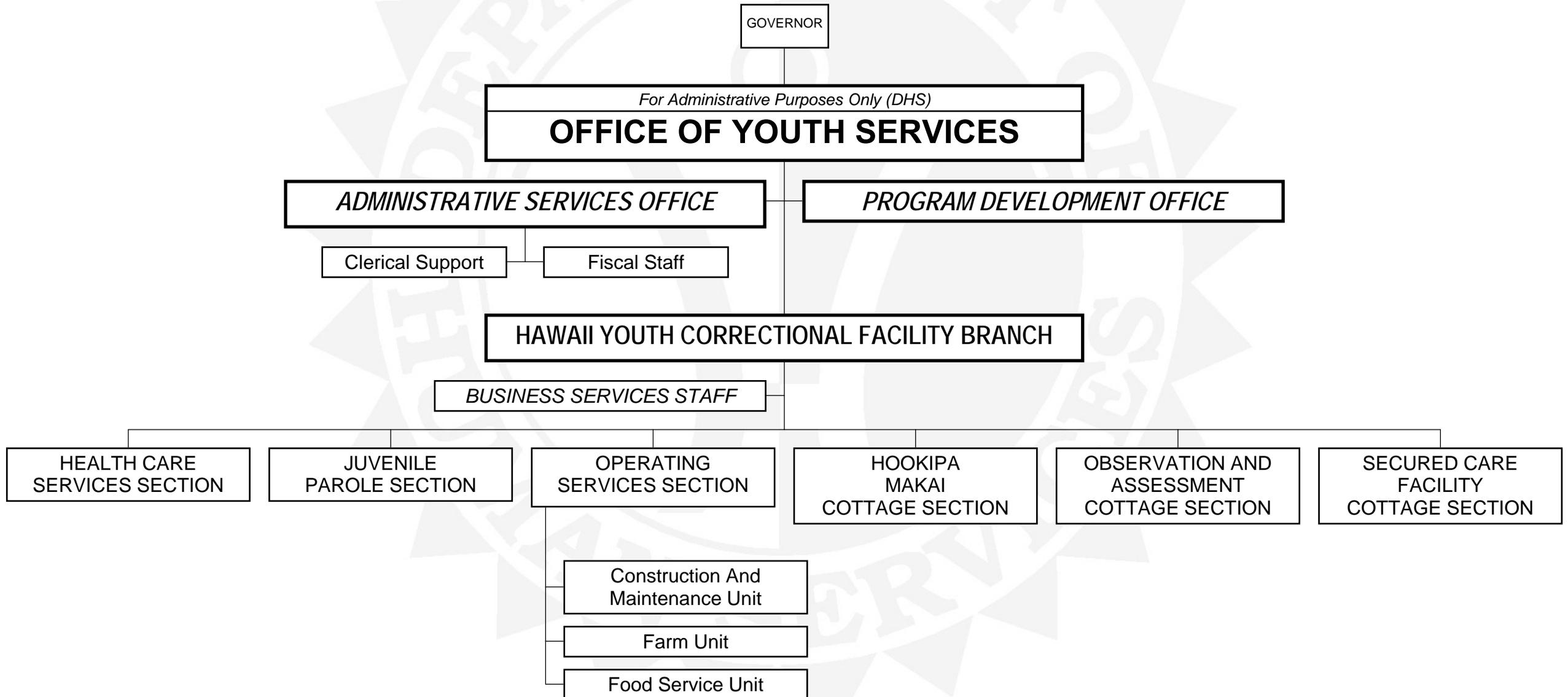
Under the general supervision of the head of the Hawaii Youth Correctional Facility Branch provides for the security, care, custody, supervision and control of youth assigned to the cottage. The cottage is the focal point for the youth with regard to programs and staff interaction to aid them in their adjustment and rehabilitation/redirection. The cottage management team addresses management team issues in the cottage and is responsible for providing and coordinating services for the treatment and rehabilitation of youth, including ensuring full implementation of the level system, graduated sanctions and behavior modification program(s), and the application of policy regarding cottage restrictions.

Secured Care Facility Cottage Section (Cont'd)

Provides services for the adjustment of youth to the Facility and for their rehabilitation / redirection. Provides social casework services for youth and their families; provides recreational, athletic, and other activities involving the use of volunteer help and others; serves as liaison with the courts, community resources and other agencies; maintains records and reports; participates in activities relating to providing security, care, custody, supervision, and control of youth.

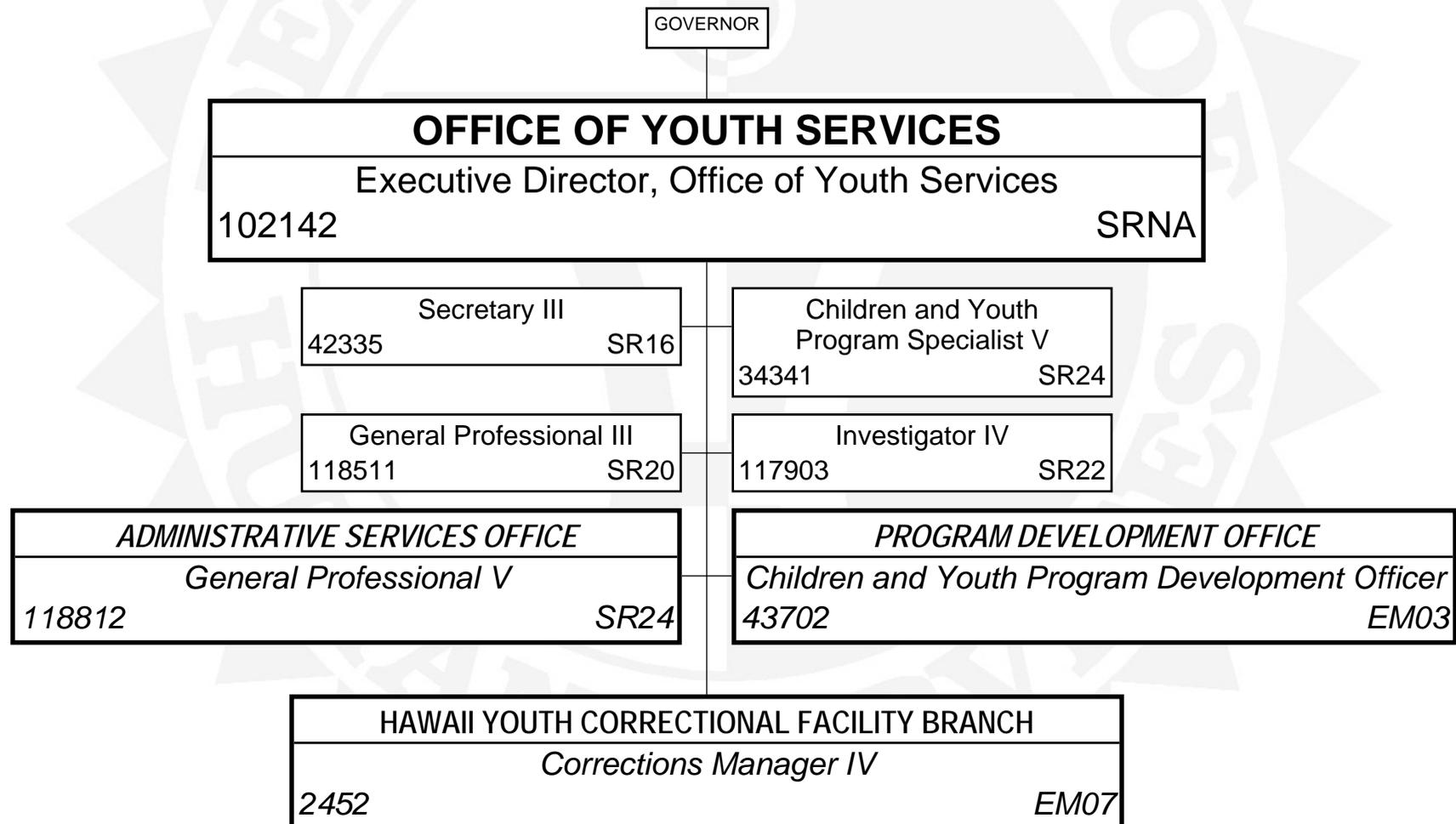
Maintains the custody and security of youth in cottage activities and provides escort/transport services as required. Assists youth through advice and instruction in adjustment and rules; interacts with youths and observes and reports on their adjustment; and makes social work referrals as necessary. Participates in case review meetings to receive and share information and assists in cottage team management activities.





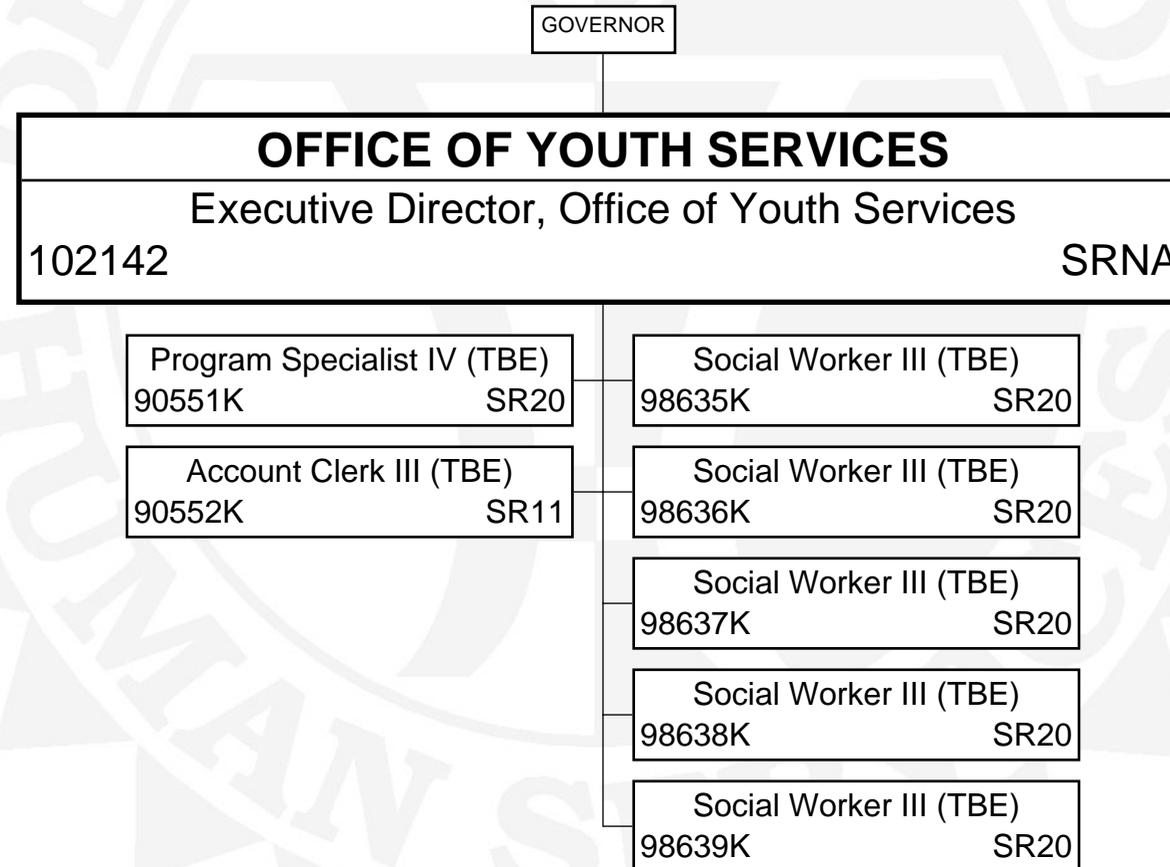
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES

POSITION ORGANIZATION CHART 1
JUNE 30, 2018



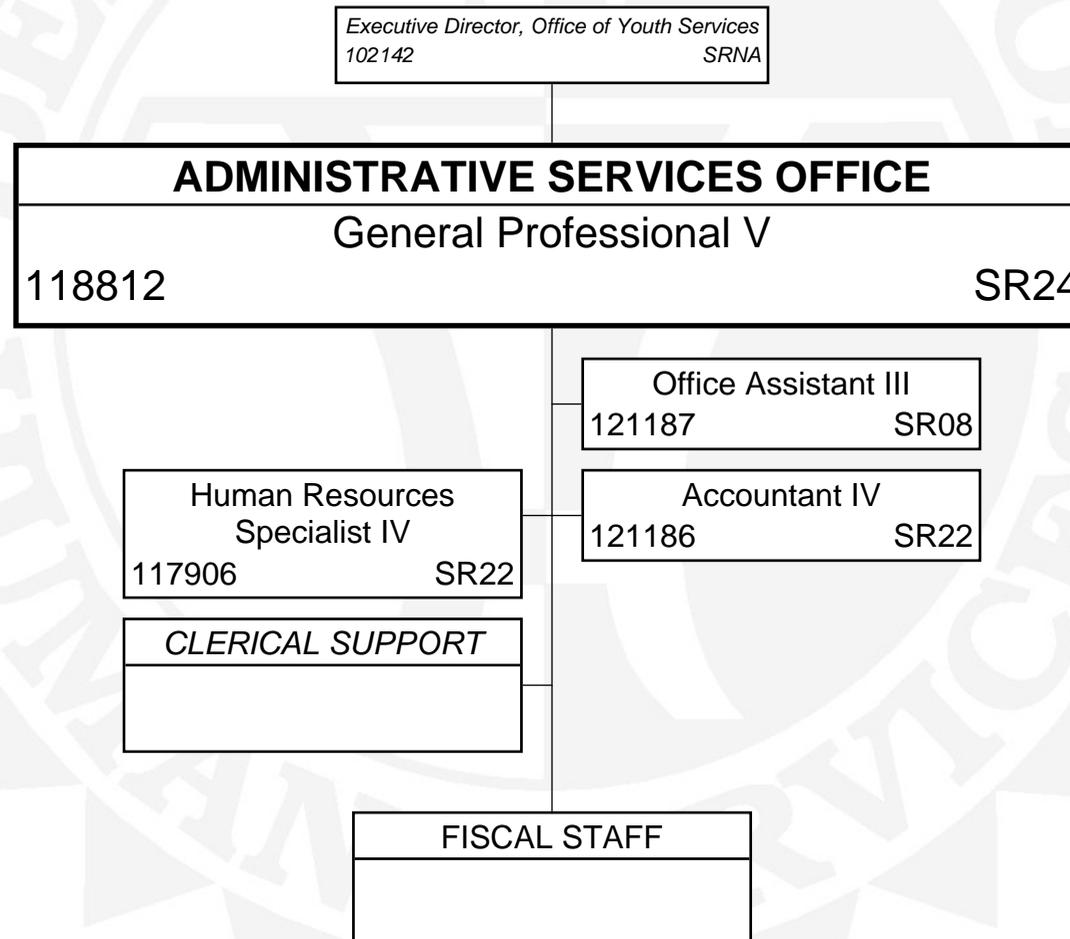
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES

POSITION ORGANIZATION CHART 2
JUNE 30, 2018



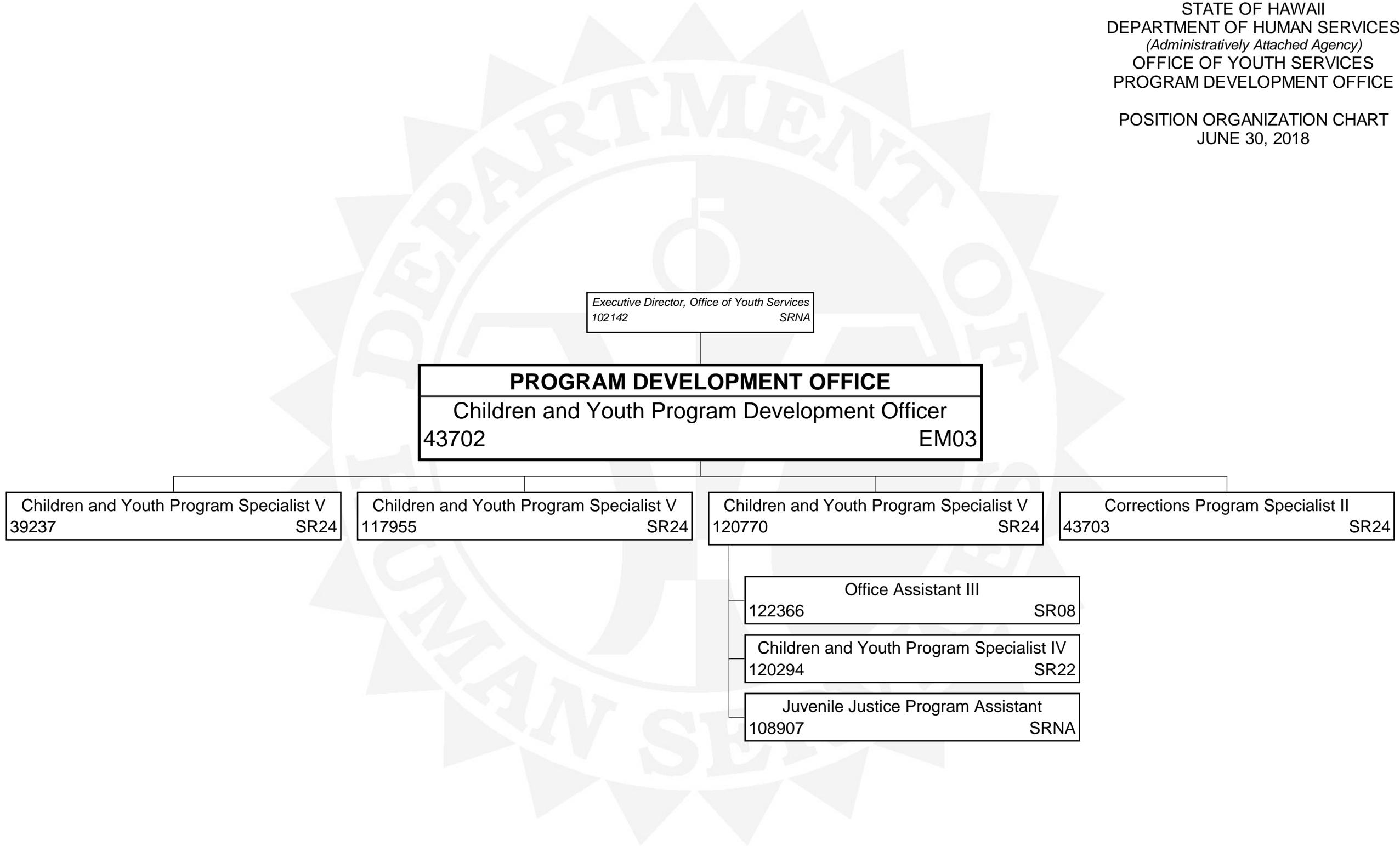
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
ADMINISTRATIVE SERVICES OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2018



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
PROGRAM DEVELOPMENT OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2018



Executive Director, Office of Youth Services
102142 SRNA

PROGRAM DEVELOPMENT OFFICE
Children and Youth Program Development Officer
43702 EM03

Children and Youth Program Specialist V
39237 SR24

Children and Youth Program Specialist V
117955 SR24

Children and Youth Program Specialist V
120770 SR24

Corrections Program Specialist II
43703 SR24

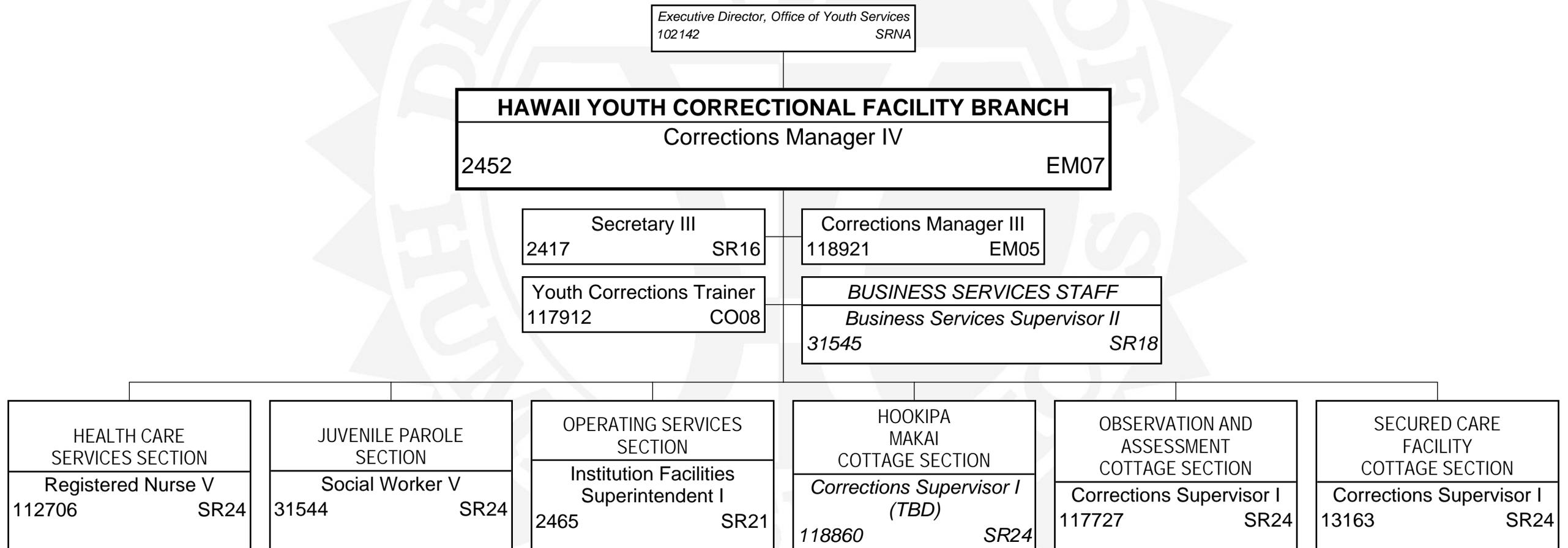
Office Assistant III
122366 SR08

Children and Youth Program Specialist IV
120294 SR22

Juvenile Justice Program Assistant
108907 SRNA

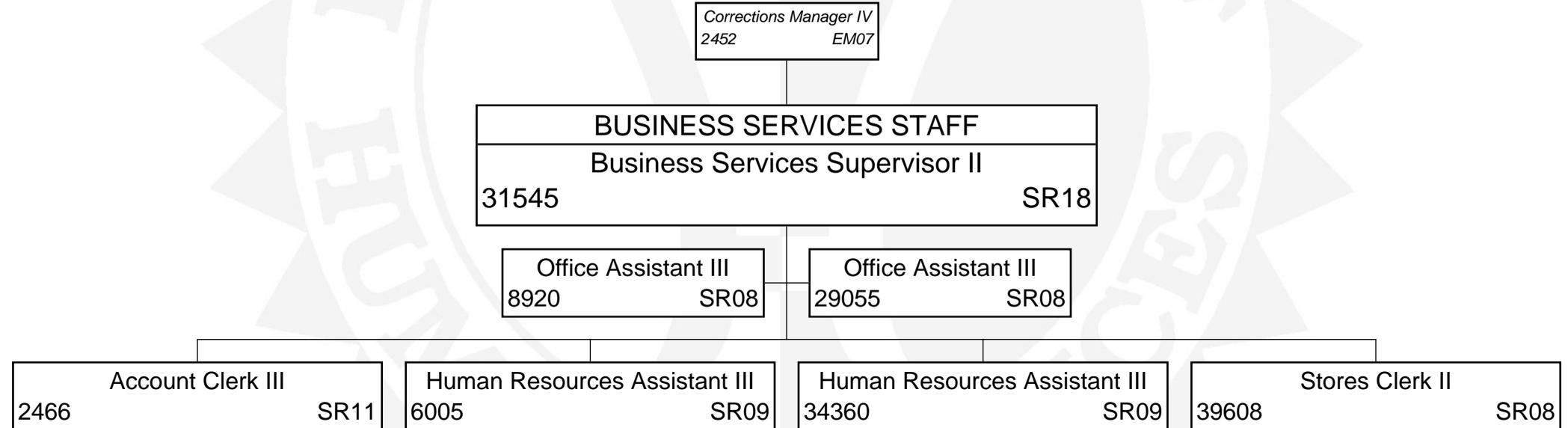
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 OFFICE OF YOUTH SERVICES
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2018



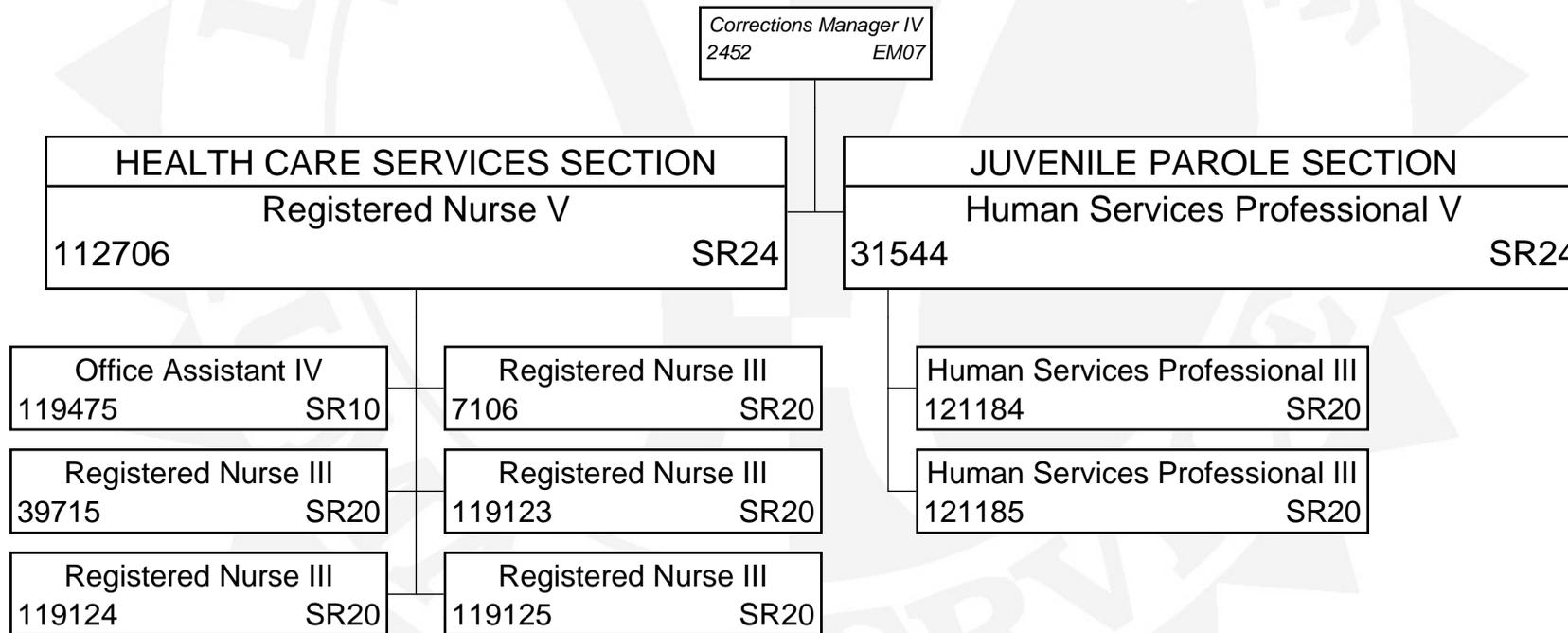
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
BUSINESS SERVICES STAFF

POSITION ORGANIZATION CHART
JUNE 30, 2018



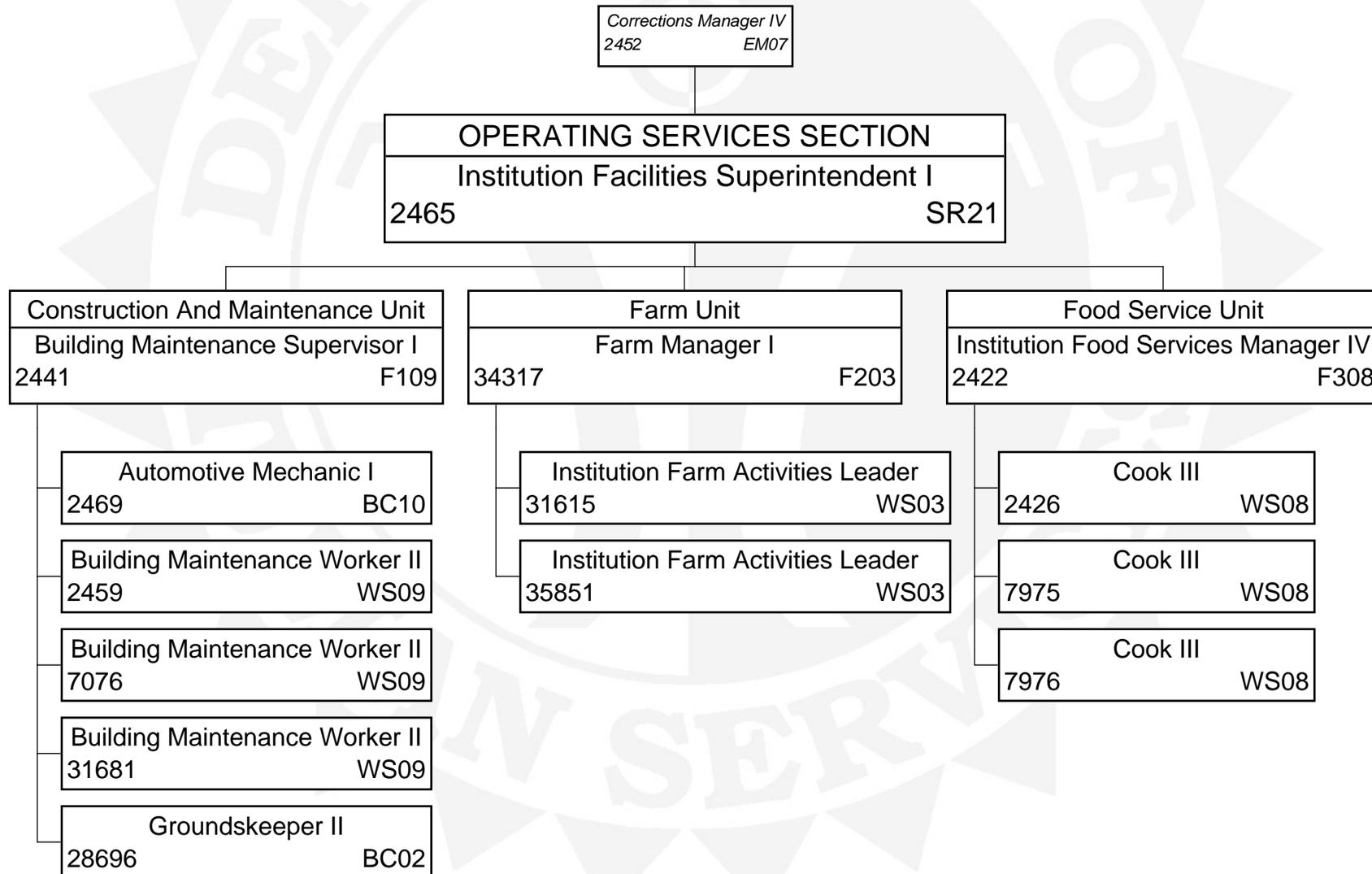
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
HEALTH CARE SERVICES SECTION
JUVENILE PAROLE SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2018



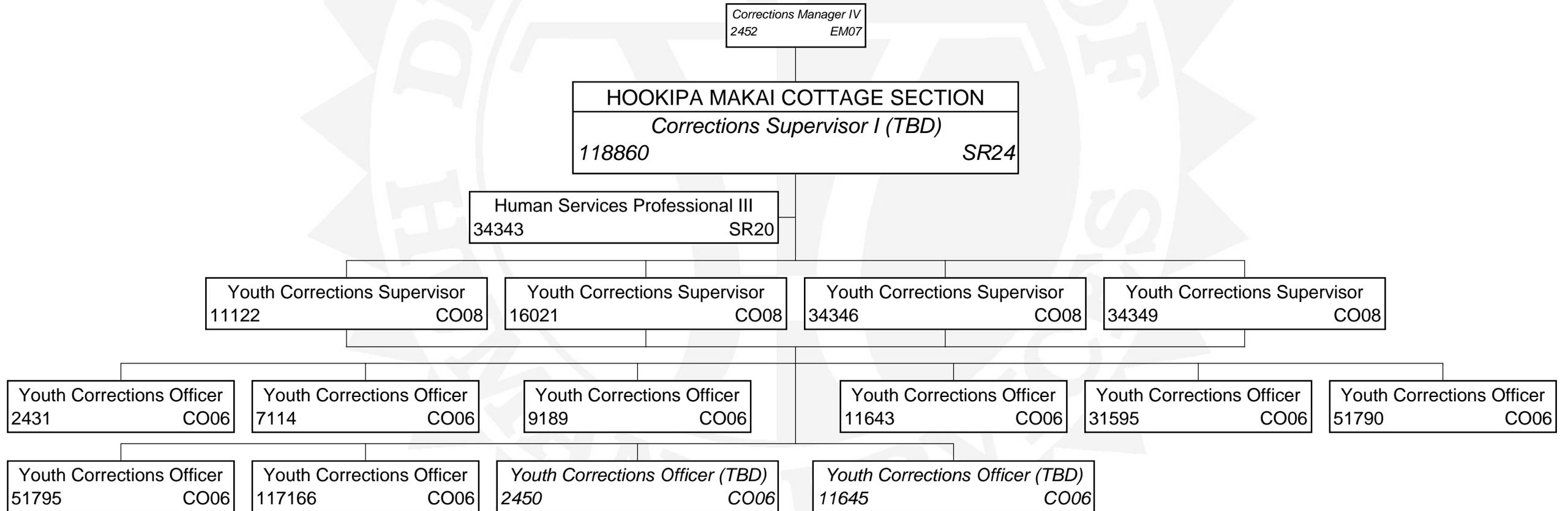
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 OFFICE OF YOUTH SERVICES
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
 OPERATING SERVICES SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



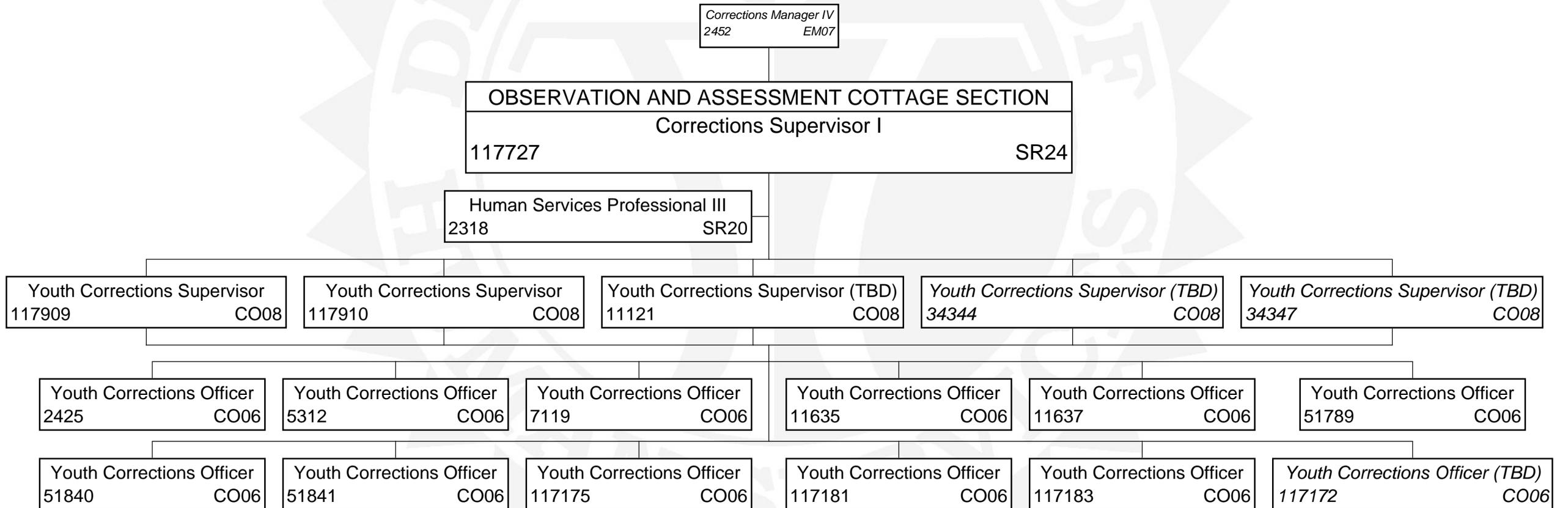
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
OFFICE OF YOUTH SERVICES
HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
HOOKIPA MAKAI COTTAGE SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2018



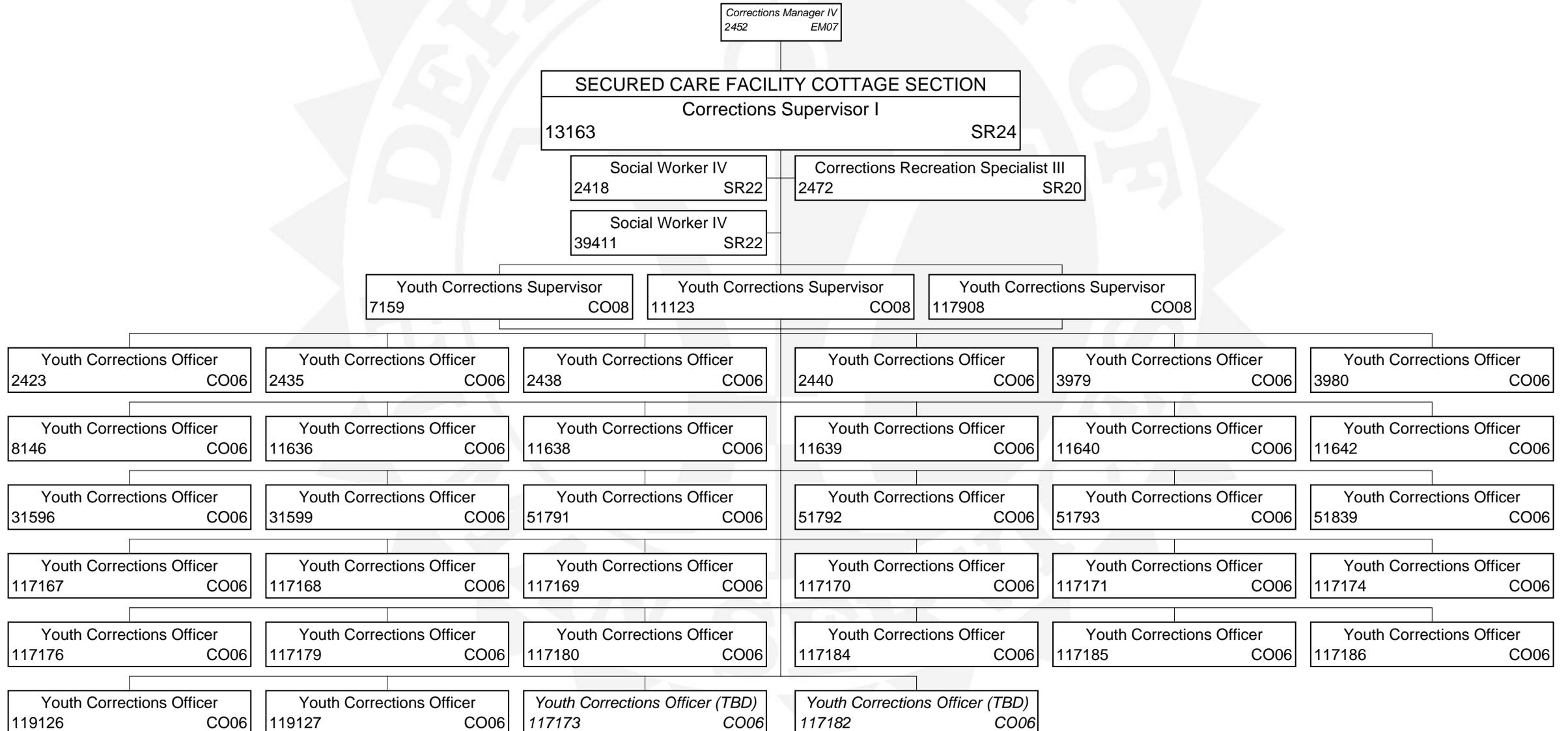
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 OFFICE OF YOUTH SERVICES
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
 OBSERVATION AND ASSESSMENT COTTAGE SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 OFFICE OF YOUTH SERVICES
 HAWAII YOUTH CORRECTIONAL FACILITY BRANCH
 SECURED CARE FACILITY COTTAGE SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



HAWAII PUBLIC HOUSING AUTHORITY

HPHA BOARD OF DIRECTORS

The nine (9) member HPHA Board of Directors:

1. Establishes policies and executive direction for the HPHA.
2. Approves programs and actions to be undertaken by the HPHA; approves staff recommendations to enter into contracts and other instruments necessary to exercise the powers granted to the HPHA.
3. Approves for adoption and/or revision administrative rules and procedures for the various programs of the HPHA.
4. Monitors the status of projects receiving assistance from the HPHA.

OFFICE OF THE EXECUTIVE DIRECTOR

Under the policy and executive direction of the Board of Directors, the Office of the Executive Director is the focal point for the execution of the statutory provisions relating to housing management services and the delivery of housing and housing services to the State of Hawaii. The Executive Director is responsible for the uniform application of policies, procedures and practices as they relate to the responsibility of the Hawaii State Government and the Hawaii Public Housing Authority, Department of Human Services to provide housing services to the people of the state of Hawaii. Within this capacity, the Office of the Executive Director shall be responsible for the following functions:

1. Provides for the overall administration and management of all functions and activities related to the operation of the Hawaii Public Housing Authority.
2. Implements programs to meet HPHA goals and objectives in consonance with applicable plans and guidelines.
3. Establishes policies and procedures to guide program operations.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Provides the focal point for program and personnel evaluation, and program and personnel development.
6. Coordinates responses for Governor and DHS Director's referrals.

Clerical Services Staff

Provides clerical support.

COMPLIANCE OFFICE

This office performs activities to ensure the HPHA manages and operates programs in accordance with Federal and State requirements, and corporate policies and directives.

1. Reviews, monitors and investigates all programs and activities for the Executive Director (ED) and notifies the ED of any performance problems, fraud, waste, misuse of funds, mismanagement or situations with any potential for such abuse and recommends corrective action. Imposes enforcement action if corrective action is not taken on improper activities.
2. Monitors progress and ensures that corrective action is being taken to enforce compliance for all of the HPHA's various programs and activities.
3. Reviews Federal and State laws, rules and regulations to determine their impact on the HPHA's procedures, and assists program managers in determining and developing operational and procedural changes.
4. Disseminates compliance issues for all programs that impact the HPHA's procedures.
5. Performs annual and special reviews of the HPHA's programs to ensure uniform application and implementation of rules, policies and procedures and to determine the extent to which its objectives are being met.
6. Coordinates special inspections to resolve resident complaints or in response to allegations of inadequate property maintenance.

COMPLIANCE OFFICE (Cont'd)

7. Coordinates the training on Management Assessment directives. Monitors management operations and performance to ensure compliance with these directives, emphasizing prevention, detection and correction of problems prior to the U.S. Department of Housing and Urban Development (HUD) review, which could result in HUD's Enforcement Division taking legal action against housing authorities that receive a failing grade on their annual assessments. Provides support and coordination to HUD on their physical inspections and reviews of the HPHA's properties receiving HUD financial assistance.
8. Reviews and monitors relocation assistance plans developed by other State departments and county agencies involved in displacement of individuals, families, businesses and farm operations.
9. Coordinates and enforces all fair housing functions to promote and improve equal housing opportunity and access as required by law.
10. Coordinates and enforces all civil rights functions (i.e. – Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Equal Employment Opportunity, etc.) to comply with the Law.

FISCAL MANAGEMENT OFFICE

The Fiscal Management Office (FMO) shall be responsible for providing administrative assistance and advisory services in fiscal management, budget, and accounting services for the HPHA. The FMO monitors State owned affordable housing rental contracts on behalf of the HPHA and oversees/manages the HPHA's assets, including real property. The FMO formulates policies, procedures and standards in administering central accounting, asset (inventory) management and contract monitoring activities within the HPHA; and provides consultative and technical services in budget coordination, planning development, execution and monitoring activities for all programs within the HPHA, and with budget staff at the department level. In addition, the FMO is responsible to ensure adequate internal controls are in place by reviewing transactions, journal entries, and appropriate funding sources.

BUDGET AND FEDERAL PROGRAM STAFF

The Budget and Federal Program Staff is responsible for the budget planning, execution and monitoring matters. The Budget and Federal Program Staff operates within the framework of statutory authorizations, Federal and State requirements, executive branch rules, policies and directives, and departmental policies and procedures.

The Budget and Federal Housing Program Staff maintains the central accounting systems for Federal Low Rent Programs; monitors, coordinates, and administers fiscal control of fiscal policies, regulations and procedures established by the Federal funding agency.

Budget Section

The Budget Section shall be responsible for the HPHA's planning, analysis, review, coordination, execution and monitoring regarding all matters pertaining to the budget. The Budget Section operates within the framework of statutory authorizations, Federal and State requirements, executive budget execution policy and procedures, rules, directives, and departmental policy and procedures. The Budget Section advises and provides technical assistance to the HPHA on the preparation of multi-year program and coordinates the financial plans budget requests, variance reports, program development, program structure, and execution of budget plans. The Budget Section reviews, analyzes, evaluates and monitors the expenditure of the HPHA to assure conformance with authorized fund allocation and makes recommendations on the allocation, reallocation, or restriction of funds and resources. The Budget Section reviews, analyzes, evaluates and makes recommendations on requests to fill, establish or abolish positions. The Budget Section monitor requests for release of funds for housing projects and insures that the requests are acted upon in a timely manner to prevent increased project costs due to delays in the release of funds. The Budget Section advises and provides training and technical assistance in preparation of HPHA program and financial plans and budget requests, variance reports, program structure and expenditure plans; coordinates and prepares responses to the Legislature on budget/fiscal matters via appropriate Corporate/Departmental chain of command; monitors the overall budget status of the HPHA and of each branch and office on a monthly basis, and apprises the approximate management official of issues/concerns when deemed necessary; and prepares regular and special reports on the status of the HPHA budget.

Federal Program Section

The Federal Program Section shall be responsible for accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the Federal Low Rent Program (FLRP) for the purpose of repairing and maintaining subsidized federal properties; federal housing subsidy for federal properties; the security for federal properties; and other federal funds and grants.

The Federal Program Section shall be responsible to provide financial accounting support pertaining to develop, maintain, and improve methods, procedures and forms of the HPHA's accounting systems for the Federal Low Rent Programs to ensure that the HPHA's payments are made promptly and in conformance with established stands of property and legality; maintain accounts, records and reports accurately and on a timely basis, to ensure that HPHA's financial transitions meet the legal standards and are appropriate; advises, assists, and/or develops a subsidiary-accounting system and supervises the implementation of systems; provides fiscal direction and assistance and coordinates fiscal activities of HPHA's various elements; provides financial reports of data from various central accounts and general ledger reports for program management, data integrity, and federal reporting purposes; and serves as a resource for any and all fiscal activities related to federal program rules, regulations, and reporting requirements.

FUND ACCOUNTING AND REPORTING STAFF

The Fund Accounting and Reporting Staff shall be responsible for administering the central accounting system for the HPHA.

The central accounting system shall include but not be limited to disbursement, accounts payable, payroll functions, recordkeeping, expense allocation, financial analysis, associated monetary transactions, State and Federal reporting requirements, capital improvement funding sources; and other related accounting principles, practices, regulations, policies and procedures as established by the Governor, Legislature, and any public or private funding agencies.

The Fund Accounting and Reporting Staff shall manage the property inventory and disposal program for the HPHA, including inventory of all real properties owned/or controlled by the HPHA.

Asset Management Section

The Asset Management Section shall be responsible to develop and/or establish policies, procedures, and standards for property inventory and proper disposal consistent with Federal and State statutes, rules, regulations, policies and procedures.

The Asset Management Section shall be responsible to prepare special inventory reports on equipment, vehicles, and real property under the control of the HPHA and shall prepare a report that accurately identifies acquired assets by the HPHA.

The Asset Management Section shall be responsible to conduct on-site audits of the HPHA property inventory and shall review and recommend requests for property disposal to the Executive Director.

The Asset Management Section shall be responsible to perform an "investment analysis" of the property assets under the control of the HPHA and shall be responsible for compiling and maintaining critical asset data; consolidating financial information on the performance of individual projects; planning for long range maintenance, renovation and new/replacement construction; assessing potential financing strategies and market demand; and providing strategic planning/goal setting and recommendations for the administration of all the HPHA's real estate holdings.

General Ledger Section

The General Ledger Section shall be responsible to monitor, coordinate and administer the central accounting system as established to provide fiscal controls over the related accounting principles, practices, regulations, policies and procedures as established by the Governor, Legislature, and any public or private funding agencies.

The General Ledger Section shall be responsible for the accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for all of the HPHA's rental housing programs and Central Office Cost Center fund.

General Ledger Section (Cont'd)

The General Ledger Section shall be responsible for the development, maintenance, and improvement of methods, procedures, and forms of the HPHA's accounting systems for the Central Office, all of the HPHA's rental housing programs, and other general funds to ensure that the HPHA's payments are made promptly and in conformance with established stands of property and legality.

The General Ledger Section shall be responsible to maintain accounts, records and to issue its report(s) as required to the appropriate funding agencies on a timely basis and to ensure that all of HPHA's financial transactions are appropriately, accurately, and legally reflected.

The General Ledger Section shall be responsible for the preparation and distribution of financial statements; and to advise, assist, and/or develop a subsidiary-accounting system.

The General Ledger Section shall be responsible to provide fiscal direction, assistance, and coordination of all fiscal activities of the HPHA and to service the HPHA in the preparation of financial reports, monitor accounts, and appropriations.

The General Ledger Section shall be responsible to provide accurate fiscal data on the financial condition of the HPHA to program managers for data integrity and federal reporting requirements.

The General Ledger Section shall be responsible to serve as a resource for any and all fiscal activities related to federal program rules, regulations, and reporting requirements.

Payroll and Disbursement Section

The Payroll and Disbursement Section shall be responsible for the accounting, recordkeeping, financial analysis, financial reporting and associated monetary transactions for the disbursing of funds, including petty cash; the equipment rental and equipment funds; payroll; the allocation funds; the accounts payable for all of the HPHA's allocated costs.

The Payroll and Disbursement Section shall be responsible to extract financial data from various central accounts and general ledger reports for program management and Federal and State reporting purposes.

The Payroll and Disbursement Section shall be responsible to serve as a resource for any and all fiscal activities related to the preparation of financial reports, monitoring accounts and appropriations, and federal and state program rules, regulations, and reporting requirements.

HEARINGS OFFICE

The Hearings Office conducts and coordinates hearings which involve resident disputes or evictions.

1. Represents the HPHA in eviction hearings against residents before the Hearing Board and coordinates with the Department of the Attorney General on court proceedings.
2. Prepares necessary documents for the eviction hearing process.
3. Maintains records and files on all Oahu hearings. Maintains records and files on neighbor island hearings from 1993.
4. Reviews, interprets, and advises the Executive Director and staff on rules and regulations as they relate to various branch programs with regard to hearings.
5. Establishes operational procedures and performs related administrative activities pertaining to hearings, grievances and contested cases.
6. Prepares program plans and budgets.
7. Oversees the preparation and maintenance of administrative documents and files relating to hearings which contain restricted information for potential presentation to the courts in cases of final appeal.
8. Performs a variety of clerical functions including typing, duplicating, filing, requisitioning office supplies, preparing, processing personnel forms and reposts, answering phone calls and routing to appropriate parties.

HOUSING INFORMATION OFFICE

This office provides for regular communication among the HPHA, other government and private entities, tenants of public housing, and the general public regarding the HPHA's programs, services, actions, plans and policies. Establishes and maintains an effective communications program in the support of public information and advocacy requirements under State law.

1. Acts as the media liaison. Responds to the media's information needs regarding State housing activity. Prepares and Disseminates information that increases public awareness of the HPHA's programs, services, projects and accomplishments.
2. Provides crisis communications, responding rapidly to unforeseen crisis through issue research, policy input, and dissemination of appropriate responses. Anticipates negative reaction or misunderstanding of the HPHA's function, and prepares appropriate spokespersons/responses.
3. Receives, researches and responds to queries and complaints from the public, private and non-profit sectors. Monitors referrals to ensure expeditious response/resolution.
4. Assists other branches and offices of the HPHA with advocacy efforts to inform selected regional targets about the advantages/impacts of housing projects, programs and services in their area.
5. Develops cost-effective communication tools, such as printed products including the HPHA's annual report, brochures and newsletters; audio/visual materials, special events and presentations, public services announcements, and consumer services. Assists the management with employee/internal communications.
6. Conducts strategic communications planning to achieve understanding and support among selected target audiences. Develops, implements, evaluates and updates the communications program to insure integration with the HPHA's plans, policies and objectives.

INFORMATION TECHNOLOGY OFFICE

The Information Technology Office (ITO) is responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems and processing for the HPHA including support and management in business application development and maintenance, project planning and implementation, telecommunication and network operations, systems software/hardware, and technical training for the HPHA. Desired goal is to achieve/implement a fully integrated financial/property-asset management/compliance application system for the HPHA.

Directs and coordinates all IT matters within and between the HPHA and other State and county agencies, the Federal government, and commercial hardware and software organizations including private consultants.

1. Develops, implements, and maintains short and long range information technology strategy plans that address key issues such as legacy systems, end-user training, a comprehensive hardware replacement schedule, leveraging the internet, etc.
2. Conducts analyses of existing hardware and software components and recommends maintenance or upgrades based upon current or future processing requirements. Ensure that appropriate hardware and software are acquired and/or upgraded to support the various entities of the HPHA.
3. Plans, coordinates, develops, evaluates, monitors and assists in bid, proposals and contract processing procedures/activities in acquisition of IT hardware, software, and services.
4. Provides overall project management expertise and assistance in project management for all systems development projects; works with various divisional offices and administrators to implement automation initiatives; assists in the development of the advance planning document for the systems development and implementation project plans; provides systems analysis and design services, and computer programming services to the end user community; and provides daily operational support and maintenance in all aspects of data processing requirements for the end user community.
5. Performs system analysis and design functions in the development of new system requirements definition; or enhances existing system requirements.

INFORMATION TECHNOLOGY OFFICE (Cont'd)

6. Modifies/develops applications to computer programs and performs unit tests; develops data processing documentation in accordance with established documentation standards. Provides computer programming functions for the various programs within the HPHA.
7. Plans, coordinates and directs systems software support and control programming; database management and operational support installation and maintenance service for centralized computing systems; development, implementation and maintenance of specialized systems software used in support of applications and controls systems.
8. Determines efficiency/capacity and recommends improvements to the computer system and guidance in the effective and efficient use of systems software.
9. Defines, develops, and administers all divisional security procedures and processes; manages access to the division's automated systems; conducts system security studies for conformance to laws, policies and procedures relating to the security guidelines and policies; works with various local, State, Federal and Private sector agencies on all system security issues; and conducts security reviews.
10. Plans, directs and oversees the implementation and support of network components; the evaluation of efficient and cost-effective deployment and usage of transmission media; and the development of policies, standards and procedure and long-range plans and goals for the HPHA's telecommunications infrastructure. Ensures that the plans are consistent with the State's long-range telecommunication's infrastructure to allow connectivity with other agencies.
11. Manages, plans and directs office automation usage and development of customized office automation applications and databases. Provides technical expertise in the support of client applications and WEB development.
12. Oversees and manages the activities of the HPHA's computer network. Enables and maintains network software parameters, configures and optimizes network components including servers and firewalls, routers, switches and hubs.
13. Prepares and maintains production schedules and documentation for new and on going application systems; submits job requests; reviews jobs for quality assurance.
14. Oversees the computer network system and all peripherals located at the School Street locations of the HPHA.
15. Provide technical support to all users within the HPHA; develop and implement training sessions for internal users; plan and implement re-training efforts at the basic, intermediate and management levels.
16. Develops and implements the HPHA's system recovery plan.
17. Participates in Informational Systems technical user and/or Project Committees.
18. Develops and/or updates automated system user guides to reflect current processes and procedures.
19. Prepares status reports and convey concerns regarding the quality and progress of IT systems/projects.
20. Assists in research of office and staff productivity technologies.

PERSONNEL OFFICE

The Personnel Office is responsible for providing personnel staff support and advisory services to the Executive Director, managers and employees of the HPHA. Manages various personnel programs and activities for the HPHA including recruitment, examination and placement, position description, labor relations, civil rights, employee relations and safety, employee training and development, and personnel transactions and records maintenance. Collaborate and coordinate with the DHS Personnel Office in providing/addressing the personnel program needs of the HPHA.

1. Manages the HPHA's personnel programs and activities in accordance with a broad range of standards and requirements, including Federal and State statutes and guidelines, personnel rules, regulations, policies and procedures, and collective bargaining contract provisions.
2. Provides advisory services to management personnel, supervisors, and employees. Interprets civil service regulations, departmental policies and procedures, Federal and State rules and regulations, collective bargaining contractual agreements, etc.
3. Advises management on labor relations issues, such as just cause for discipline, handling of grievances, etc. Conducts grievance investigations, reports findings and makes recommendations for appropriate actions.
4. Meet with employee/employer representatives to discuss problems and negotiate mutual agreements with respect to terms and conditions of employment unique to the HPHA in an attempt to resolve grievances, if necessary.
5. Provides advice and assistance to managers and supervisors in preparing action requests for establishing positions, reallocations, exemptions, etc.
6. Reviews position descriptions prepared by supervisory personnel to insure that all DHRD/DHS requirements are met and that classification recommendations are appropriate before processing the action for appropriate attention.
7. May conduct job audits and perform other job analysis functions in order to advise management on position utilization matters including preventing duplication of effort, overlapping of responsibilities, developing career ladders, etc.
8. Provides advice and assistance to managers and supervisors in planning and conducting recruitment, examination, selection and placement activities for filling of position vacancies; and coordinates with the departmental (DHS) or central (DHRD) recruitment entities, as appropriate, to fill position vacancies with appropriate qualified applicants.
9. Assists managers and supervisors in identifying employee training needs; develops and implements employee training programs and/or obtains/coordinates appropriate resource(s) for in-service training.
10. Ensures that out-service training requests are properly justified and processed on a timely basis.
11. Establishes and maintains appropriate programs to effectively address/monitor employee safety and workers' compensation concerns; and develops and maintains a Loss Control Program.
12. Maintains all status records on employees and positions for the HPHA.
13. Coordinates with managers/supervisors when processing notification of personnel action forms; and collaborates/coordinates with departmental personnel office to ensure timely processing, appropriate control/recording, etc., of such actions.
14. Prepares personnel related reports, projections, etc., as necessary.
15. Keeps managers, supervisors and employees informed on personnel matters and concerns; obtains clarification on personnel issues as necessary and provides advice and guidance in the application of policies, procedures, etc.
16. Maintains the HPHA's authorization documents and reviews proposed reorganizations in order to advise HPHA management of position classification implications and effective staff usage.
17. Identifies problems such as absenteeism, turnover, discriminatory practices, etc., and conducts appropriate research and analysis in order to develop recommendations and proposals for corrective action(s).

PERSONNEL OFFICE (Cont'd)

18. Coordinates and/or monitors various personnel management programs with the departmental personnel office including drug free, civil rights, employee service awards, etc.
19. Maintain close working relationship with other State agencies concerning the Office's areas of responsibility.
20. Reviews and coordinates the HPHA's safety program compliance with Occupational Safety and Health Standards (OSHA) and Hawaii Occupational Safety and Health (HIOSH) requirements.

PLANNING AND EVALUATION OFFICE

This office performs overall planning, evaluation and research activities for programs administered by the HPHA, and coordinates legislative activities for the HPHA.

1. Formulates and assists in developing long and short-range/functional plans to meet the HPHA's program objectives. Updates internally formulated plan documents as required.
2. Compiles, reviews and analyzes statistical, demographic and market data to identify specific levels and types of housing needs within the State; works with the Branches in determining how these needs may best be met; assesses tenant population and potential tenant population; works with other Government agencies, developer and advocacy groups and others to assess needs and identify strategies; incorporates all of this information into the HPHA's long and short-range/functional plans.
3. Reviews and evaluates the HPHA's objectives, policies, procedures and programs; as necessary, submits recommendations for the development of new and/or modifications to existing objectives, policies, procedures and programs for the HPHA.
4. Assists, produces or causes to be produced housing studies and reports.
5. Develops legislative proposals and reports in support of the HPHA's plans and programs; assists in the development of the HPHA's position with respect to legislative, congressional or county council requests and proposals; produces testimony on housing-related legislation and issues; and coordinates all of the HPHA's legislative responses.
6. Develops and maintains communication with congressional delegation, State legislators and county councils on housing-related matters.
7. Develops administrative rule-making procedures of the HPHA; coordinates and assists in the development of revisions of the rules and bylaws as necessary.
8. Assists in maintaining and updating internal and internet websites of housing information and electronic mail system.
9. Develops, compiles, retrieves and reports housing data and statistics for use by the HPHA and other agencies and organizations, and prepares maps, visual aids, and reports for presentation purposes.
10. Conducts market research, needs assessments, and housing studies to assist management in decision making on prospective programs and projects; reviews development proposals to determine whether they will address identified housing needs.
11. Reviews, coordinates and formulates responses to petitions for State land use district boundary amendments, environmental impact Statements; and county development/community plans in conjunction with the Branches.
12. Coordinates applications for grants or other resources to fund projects or programs to meet the housing or supportive services needs of residents assisted by the HPHA.

PROCUREMENT OFFICE

This office provides central procurement, storekeeping, scope of services and inventory and inventory control services for all HPHA programs in accordance with State, Federal and HPHA requirements.

1. Developing clear policies for accountability for Agency-wide procurement management.
2. Process receipts and issues all Agency-wide purchased goods.
3. Coordinate annual physical inventory and assist in the disposal of obsolete equipment.

PROCUREMENT OFFICE (Cont'd)

4. Reviews for proposal (RFP), Invitation for Bids (IFB), Request for Qualifications (RFQ), and any other solicitation for consultant or personal services to ensure compliance with applicable Federal and State laws, rules, regulations, policies and procedures.
5. Insure fiscal and program compliance with all terms and conditions of the contracts through interaction with program staff.
6. Develop and revise purchasing procedures and update Agency manuals.
7. Reviews contractor and consultant contracts.
8. Maintains appropriate records on all purchases and inventory items and prepares reports on these activities as needed.
9. Updates and reviews purchasing manual, re-order points and qualities, and inventory composition.
10. Draws up specifications, advertising and bids as needed.
11. Provide work direction and training to all employees who have purchasing authority to ensure compliance with all purchasing procedures.
12. Maintains appropriate level and composition of inventory for HPHA needs.
13. Distributes items or purchases to users in an efficient and expeditious manner.

CONSTRUCTION MANAGEMENT BRANCH

This Branch provides overall administration for construction administration and technical assistance projects which are assisted by the HPHA to increase housing opportunities for low income households, elderly and special needs groups. Architectural and engineering review and inspection services are provided to contractors for the modernization, capital improvement, and repair and maintenance of existing facilities.

Construction Management Section

This Section develops, implements and coordinates the modernization, capital improvements and extraordinary repairs and maintenance programs for the HPHA's existing facilities. The Section provides architectural and engineering support for the HPHA's projects. In addition, provides construction administration and inspection services for the programs.

Provides clerical support.

Construction Management Units 1 And 2

1. Coordinates and conducts periodic physical needs assessments of existing facilities and, with the assistance of other branches and offices of the HPHA, develops short and long term plans for modernization, capital improvement and extraordinary repairs and maintenance of the facilities.
2. Pursuers and coordinates with Federal, State and county agencies for funding to address the physical needs of the HPHA's existing facilities.
3. Coordinates all phases of the project for modernization, capital improvements, and repairs and maintenance, including but not limited to, government approvals, procurement and preparation of design and construction contracts, construction, project fund management and inspection services.
4. Administers construction contracts for projects assigned to this Section to ascertain that all work complies with the intent of the plans and specifications; in consultation with other sections, reviews design and construction modification requests and makes decision on request; inspects and certifies work completed for payment to contractors; and accepts completed projects.
5. Analyzes the cash flow of assigned projects and prepares reports regarding the projects' funds; validate the source and availability of funds and exercise control over the disbursement of appropriated funds.
6. Coordinates with and assists other branches of the HPHA on the reconstruction of existing facilities.
7. Prepares work scope and specifications for small contracts and coordinates procurement of services.

Construction Management Units 1 And 2 (Cont'd)

8. Monitors project and contract compliance with applicable laws, ordinances, rules and standards including applicable Federal, State determinations and program requirements as it relates to construction.
9. Develops inspection plans and performs inspections on all units/projects during construction for quality control and conformance with plans and specifications, compliance with applicable laws, ordinances, rules and standards.
10. Reviews requested construction modifications (i.e. Change Orders/Change Proposals) during the construction period to ascertain suitability, practicality, and conformity with previously issued construction documents during the construction period and reports all construction related issues.
11. Assists other branches and offices of the HPHA and verifies that all necessary actions required to correct construction, equipment, material, appliance, and other deficiencies under homeowners/construction warranty policies are taken.
12. Investigates complaints which are construction related or concerning vacant land parcels.
13. Conducts special inspections to resolve resident complaints or in response to allegations of inadequate property maintenance.
14. Assists with the procurement process for the repair and maintenance of units to be purchased, sold or rented, relating to the maintenance of vacant parcels, or to address complaints.

Development Support Section

This section provides assistance with quality control, hazardous materials (i.e. Lead-Base Paint (LBP), asbestos Containing Materials (ACM), etc., and accessibility requirements for the HPHA's new projects, modernization, repair, and maintenance of existing rental projects, and for projects assisted by the HPHA. In addition, this section will also assist with the conformance with plans and specifications, compliance with applicable laws, ordinances, rules and standards, coordinates with the appropriate branch/section or office of the HPHA and monitors compliance with Federal Labor Standards Provisions and applicable Federal and State wage determinations, Section 3, and other Federal and State program requirements as it relates to construction.

Provides clerical support services for the Development Support Section.

1. Reviews and provides recommendations on constructions plans, specifications, products, proposals, bid submissions, contracts, change orders, and other related proposals through all stages of planning, development, construction and warranty.
2. Review plans and specifications for the HPHA compliance with applicable laws, ordinances, rules and standards, and maintains the HPHA's plans and specifications as part of a proposed Automated Work Management System (AWMS).
3. Reviews, assists or prepares cost estimates for construction, repair and maintenance of projects beyond the capability of the Section.
4. Conducts site analysis and infrastructure investigation and develop concepts for potential development.
5. Assists other branches and sections of the HPHA with the preparation, implementation or administration of design guidelines, and declaration of covenants, conditions and restrictions (CC&R's), U.S. Dept. of Housing and Urban Development (HUD) Total Development Cost (TDC) calculations/assessment, U.S. Environmental Protection Agency (EPA) compliance, etc.
6. Establish standards for design and construction for the HPHA's projects or projects assisted by the HPHA; and provides design support to the HPHA.
7. Assists other branches and offices of the HPHA with the administration of construction contracts for all new development, maintenance, repair, rehabilitation, replacement and hazardous materials projects to ascertain that all work generally complies with the intent of the plans and specifications and applicable laws, ordinances, rules and standards; reviews and evaluates change orders for conformance to contract requirements.

Development Support Section (Cont'd)

8. Develops operations and maintenance standards (i.e. Maintenance Policies and Procedures Manual) for the HPHA and develops specifications for contractual services for major building systems.
9. Conducts or causes to be conducted, research on housing materials, designs, and technology and develops the means for applying the findings of such investigation to the HPHA's designated projects.
10. Monitors compliance with Federal Labor Standards Provisions and applicable Federal and State wage determinations, and other Federal and State program requirements as it relates to construction.
11. Monitors compliance with HUD's Section 3 Provisions to provide the opportunity to secure employment through training opportunities, job matching and referral services with include outreach and recruitment, case management, basic skills and leadership development, construction vocational training per applicable Federal, State, and other program requirements.
12. Assists other branches and offices of the HPHA with the collection of and management of construction documentation.
13. Provides support to the Construction Management Section of detailed planning of selected housing sites and parcels of land, including but not limited to, infrastructure development and community redevelopment.

PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH

Performs management and maintenance of assigned housing, vacant land and equipment owned or managed by the HPHA; and works directly with residents in identifying their needs in order to assist in coordinating services and programs to meet those needs.

1. Coordinates the application and management functions of public housing rental programs administered by the HPHA.
2. Initiates the development and coordinates the implementation of rules and regulations to be in compliance with Federal and State requirements.
3. Assesses the adequacy and effectiveness of management, maintenance and resident services programs of the Branch and revises them as needed in concert with the HPHA's plans.
4. Develops and establishes management and maintenance plans to reflect the HPHA's goals; monitors performance against established performance standards, criteria, goals, and guidelines to achieve optimal performance; provides assistance as needed to implement the plans to meet performance objectives; develops policies and procedures on matters relating to management, maintenance, applications for and occupancy of housing facilities and programs.
5. Maintains communication between the Branch and Federal, State, and local agencies to facilitate the operations of the Branch and keeps all sections informed on activities and actions.
6. Collaborates in the review and approval of Management and Maintenance budget requests in coordination with the Fiscal Management Office.
7. Assesses training requirements for the Branch and directs participation in training programs to achieve optimal performance.
8. Facilitates investigations of and resolutions to complaints, problems and program inefficiencies.

PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH (Cont'd)

9. Performs work order call center functions; Provides specialized central support services for assigned housing facilities of the HPHA owned and managed by the HPHA to include but not limited to:
 - a. Receiving phone calls from development residents or area management offices about needed repairs for interior and/or exterior property, owned by the HPHA.
 - b. Prepares for input of work order details into a work order call system or a tabulated order form.
 - c. Review completed work orders for completeness to insure correctness of details required for job completion.
 - d. Forwarding the data to the respective area management office for work to be assigned to the maintenance staff.
 - e. Tabulating of completed work orders at the call center based on the input of data collection from each area management office to determine work performance and resident satisfaction.
10. Coordinates maintenance support functions of the HPHA.
11. Evaluates, develops and revises maintenance support functions of the HPHA.
12. Maintains maintenance call center workload database for the HPHA and acts as the information resource for the HPHA's and area planning and budget activities.

Central Maintenance Services Section

1. Provides specialized central support services for the HPHA. Centralized support services to include grounds maintenance, plumbing, electrical, welding, carpentry, painting, refrigeration, air conditioning, concrete/masonry, auto mechanic, heavy equipment and dump truck operation.
2. Coordinates, schedules, and provides specialized power equipment and vehicle maintenance support for assigned areas Statewide.
3. Coordinates maintenance support functions of the HPHA.
4. Provides centralized maintenance support services for assigned housing facilities, vacant land and parcels owned or managed by the HPHA.
5. Plans, schedules, and performs major maintenance, repair and alteration work which are beyond the normal capabilities of the Management Units maintenance staff.
6. Assesses facility maintenance needs for assigned properties and develops plans and schedules to address those needs.
7. Evaluates, develops and revises maintenance standards and procedures in conjunction with the Construction Management Branch for housing programs under the jurisdiction of the Property Management and Maintenance Services Branch.
8. Maintains maintenance workload database for the HPHA and acts as the information resource for the HPHA's and area planning and budget activities.
9. Coordinates preparation of and updates the maintenance modernization and operating plans for public housing developments.
10. Administers the HPHA's Preventive Maintenance Program and the major systems inspection program.
11. Plans and coordinates landscape maintenance services for assigned properties and facilities owned or managed by the HPHA.
12. Coordinates after hour and weekend emergency maintenance services.
13. Maintains and updates maintenance policy and procedural manuals.

Management Section

Oversees assigned Federal and State housing programs. Coordinates application intake, screening, and eligibility determination functions for public housing rental programs. Provides overall management and coordination of day to day services for public housing developments assigned to the Section. Tracks the Section's performance against established performance standards of assigned programs to achieve optimal results.

Applications Services Unit

1. Receives applications for assigned HPHA owned and/or managed rental housing units and rent subsidy programs under Federal and State programs and reviews and determines eligibility of applicants for placement based on applicable State and Federal regulations and guidelines into housing facilities and rent subsidy programs on Oahu.
2. Maintains records and files on all applications for assigned programs.
3. Implements approved policies, rules, and regulations relating to rental and occupancy matters.
4. Identifies applicants who may be in need of additional supportive services and refers them to appropriate Counseling entities.
5. Coordinates closely with the Management and Rent Subsidy units on lease up to ensure the HPHA's occupancy and vacancy standards are met.
6. Assists the Management Section in providing eligibility determination for continued occupancy.

Management Units 1-5, 7-9

1. Provides day-to-day management, maintenance, and resident services for public housing developments assigned to the Management Unit.
2. Repairs and maintains facilities and grounds within the capabilities of assigned Management Unit Maintenance staff.
3. Enforces lease provisions and makes recommendations for corrective action to ensure proper use and occupancy of rental units.
4. Evaluates the needs of resident families regarding social, health, education, recreation, employment and family relations and provides assistance in securing services and programs to need their needs.
5. Recommends revisions to and assists in developing policies, procedures, rules and regulations on matters pertaining to the management, maintenance, and resident services in public housing.
6. Fosters and establishes working relationships with community groups and other agencies for the benefit of the residents and the HPHA.
7. Coordinates with the Applications Unit on unit lease up to ensure that the HPHA's occupancy and vacancy standards are met.
8. Develops and implements management unit budget and maintenance work plan.
9. Prepares reports and maintains demographic records and statistics for assigned housing programs.
10. Represents the HPHA on the neighbor islands.
11. Interviews residents for re-determination of continued eligibility for unit occupancy and income received to establish share of rent.
12. Receives applications for assigned programs and determines eligibility and support needs of applicants for placement.
13. Investigates complaints and counsels residents on lease violations.
14. Implements approved policies, procedures, rules and regulations on matters relating to assigned housing programs.
15. Coordinates requests for the Maintenance Section services.
16. Responds to after hour calls for emergency repairs.

Management Units 1-5, 7-9 (Cont'd)

17. Conducts various inspections to assess and ensure safety, cleanliness and/or needed repairs.
18. Provides clerical support for the management unit.
19. Maintains files, records, manuals and correspondence under the jurisdiction of the management unit.
20. Provides fiscal and physical accounting support for the management unit.

Private Management Contracts Section

Responsible for administering and overseeing the operations of privately managed, Federal and State funded developments owned by the HPHA to ensure all terms of agreements are properly implemented and accomplished by private sector agencies; and adhere to applicable rules, policies and procedures.

1. Analyzes all proposals with regards to planning, development and management of all rental properties and prepares feasibility analysis in the area of property management for the HPHA.
2. Coordinates the development, establishment and implementation of criteria for incorporating into guidelines for various facets of private sector management of HPHA owned rental properties.
3. Prepares, processes and evaluates competitive bids for property management services.
4. Initiates, assembles, and implements all governing documents, agreements, contracts and leases for all assigned rental properties.
5. Prepares annual operating budgets for assigned rental properties.
6. Facilitates annual financial audit of HPHA owned rental properties.
7. Coordinates and/or conducts special inspections as necessary to resolve complaints or in response to allegation of poor/inadequate property management/maintenance of HPHA owned rental properties.
8. Provides management information on current trends and recommends policies for operating lease and rental properties for all corporate programs.
9. Maintains liaison with non-dweller space and facilities (e.g., commercial areas, community centers, etc.) of the HPHA.
10. Administers and manages non-dwelling space and facilities (e.g., commercial areas, community centers, etc.) of the HPHA.

Resident Services Section

The Resident Services Section is responsible for the development and monitoring of housing supportive services programs for housing project residents, and those with special housing needs primarily through the grant application process and the administration, coordination, and evaluation of the HPHA's resident services. The Section also provides technical support to public and private service agencies in the establishment and operation of supportive housing programs.

1. Collects, analyzes, and disseminates information on services and other programs provided by other housing authorities across the nation to support residents in improving their environment and efforts towards economic independence.
2. Researches Federal and private funding sources; prepares and coordinates grant applications for those funds; and conducts ongoing needs assessments of the residents with private and public agencies involved with resident services and self-sufficiency programs.
3. Develops plans and procedures in coordination with private and public agencies for the introduction of new programs and the modification of existing resident services programs, as well as the administration of grants for resident services.
4. Coordinates with State, county, and other public and private agencies to develop programs and establishes referral systems to service those with special housing needs and serves as liaison for the HPHA with other agencies and community groups in developing strategies for resident related self-sufficiency programs.

Resident Services Section (Cont'd)

5. Assists and coordinates with the Planning and Evaluation Office in compiling statistical and demographic data on all needs assessment for the resident services.
6. Develops, coordinates, administers and evaluates new and existing resident services program contracts; and coordinates resident services activities with the Property Management and Maintenance Services Branch and private and public agencies.
7. Coordinates the submission of all progress reports for the HPHA's resident services programs and contracts.
8. Develops, coordinates, and conducts resident services related training and workshops and provides technical assistance on the new and existing resident services programs for personnel servicing the residents of individual housing projects and private and public agencies.
9. Provides assistance to and coordinates activities for resident advisory councils, works with residents and resident advisory councils to develop and implement programs operated by residents to improve their environment and efforts towards economic independence and budgeting and expenditure of resident participation funds and operation and maintenance of resident council offices.
10. Develops, implements and evaluates compliance with service standards developed by HPHA for use by contractors, organizations providing on-site services, occupying HPHA facilities or desiring to enter into collaborative partnerships with HPHA.
11. Participates on ad-hoc planning committees for renovations, remodelizations, or construction of public housing units or on-site facilities to provide technical assistance and insight facilities to provide technical assistance and insight related to supportive services and/or resident needs.

Clerical Services Staff

Provides clerical support.

SECTION 8 SUBSIDY PROGRAMS BRANCH

Coordinates application and rental assistance functions for rent subsidy programs administered by the HPHA. Provides initial determination of the need for support services and makes referrals to appropriate public and private service providers as needed. Reviews and monitors relocation assistance plans submitted to the HPHA.

Inspection Section

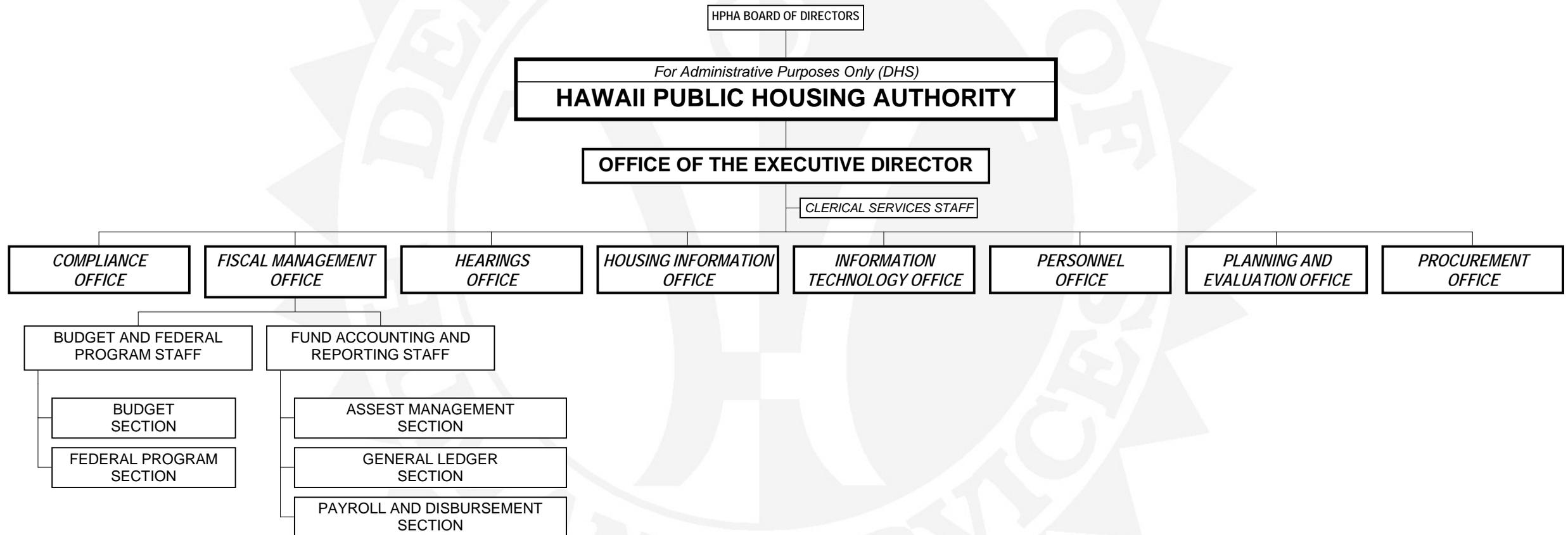
1. Schedules and conducts on-site inspections of initial and existing rental units in the private sector throughout Oahu.
2. Documents and maintains the Housing Quality Standard (HQS) fail report and enforcement of the HQS.
3. Records the condition of the rental unit on the inspection form that is prescribed by the Department of Housing and Urban Development (HUD) and/or by the Hawaii Public Housing Authority (HPHA).
4. Judges the grading of a unit condition using general accepted principal and standards to ensure that the unit is safe, decent and sanitary.
5. Gathers housing rental information, analyzes and compiles data on rents throughout the community to determine whether rents currently being charged are reasonable for comparable units.
6. Maintains an updated listing of comparables by type, size, location, amenities, age, services, census tract, etc.
7. Determines documentation and certification for approval or disapproval.
8. Determines liabilities on vacant units that are damaged.
9. Performs a variety of clerical functions including typing, duplicating, filing, requisitioning office supplies, preparing/processing personnel forms and reports, answering phone calls and routing to appropriate parties.

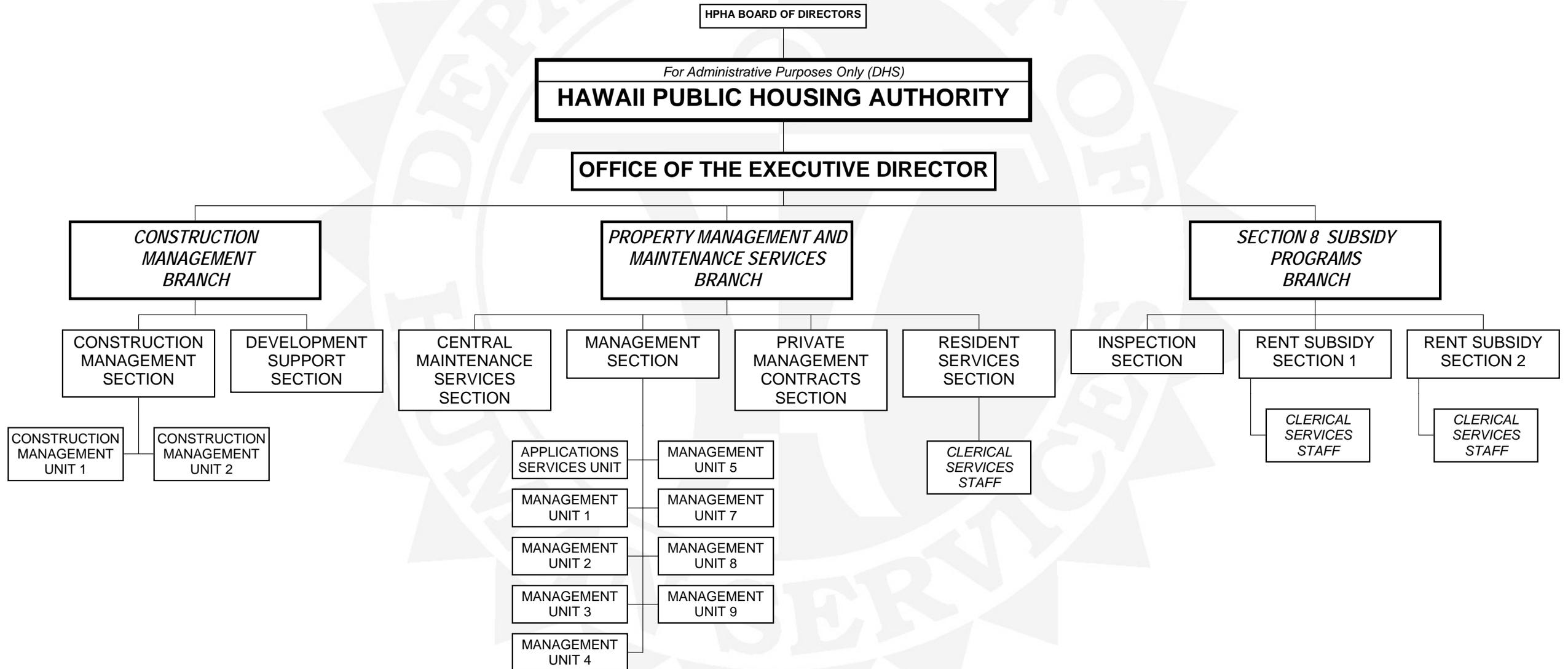
Rent Subsidy Sections 1 And 2

1. Coordinates the implementation of rules and regulations to be in compliance with Federal and State rent subsidy program requirements.
2. Assesses the adequacy and effectiveness of assigned programs and revises them as needed in consort with the HPHA's plans.
3. Initiates policies and procedures on matters relating to applications for and occupancy of housing facilities and programs.
4. Monitors performance against established subsidy programs performance standards, criteria, goals, and guidelines to achieve optimal performance; provides assistance as needed to implement the program to the Section.
5. Facilitates investigations of and resolutions to complaints, problems and program inefficiencies for assigned program to the Section.
6. Provides listing and referral services to applicants seeking to rent homes to include those with special housing needs.
7. Interviews participants for re-determination of continued eligibility and to establish share or rent.
8. Develops counseling programs for residents on matters such as financial management and budgeting, basic housekeeping, communicating effectively and getting along with others, and other matters which may be considered desirable or necessary.
9. Maintains non housing programs and other supportive services for low and moderate-income families administered in the State by the public or private sector including those for individuals with special housing needs.
10. Provides information about available housing programs and provides applicants with referrals to appropriate agencies or programs for services based on individual needs and qualifications.
11. Prepares and executes contracts with owners, landlords, managing agents and program units; prepares applications to the U.S. Department of Housing and Urban Development (HUD) for program expansion as additional funding becomes available for rent subsidy programs.
12. Provides outreach to families and landlords to promote rent subsidy programs and to assist in locating units to rent; fosters and establishes working relationships with real estate management staff, the community and other agencies for the benefit of the rent subsidy programs.
13. Evaluates and approves claims by landlords against the HPHA's security deposit guarantee.
14. Identifies participants who may be in need of additional assistance and refers them to housing opportunity outreach counseling services.
15. Ensure that the HPHA meets the Section 8 Management Assessment Program standards (SEMAP).
16. Implements approved policies, procedures, rules and regulations relating to the rent subsidy programs. Recommends revisions to assists in developing the same.
17. Develops and implements unit budget; develops and prepares reports and maintains records and statistics on rent subsidy matters for Federal, State, and the HPHA's purpose.
18. Assists the Management Section in providing eligibility determination for continued occupancy.

Clerical Services Staff

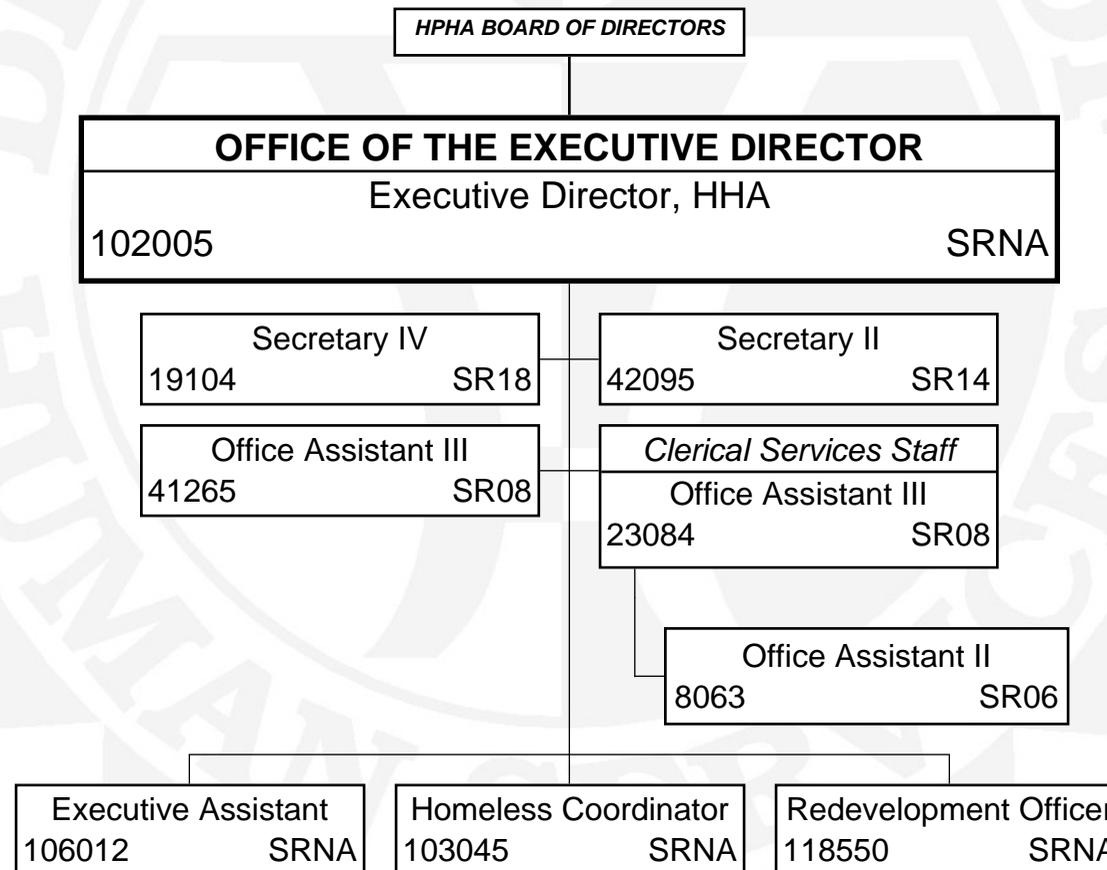
Provides clerical support.





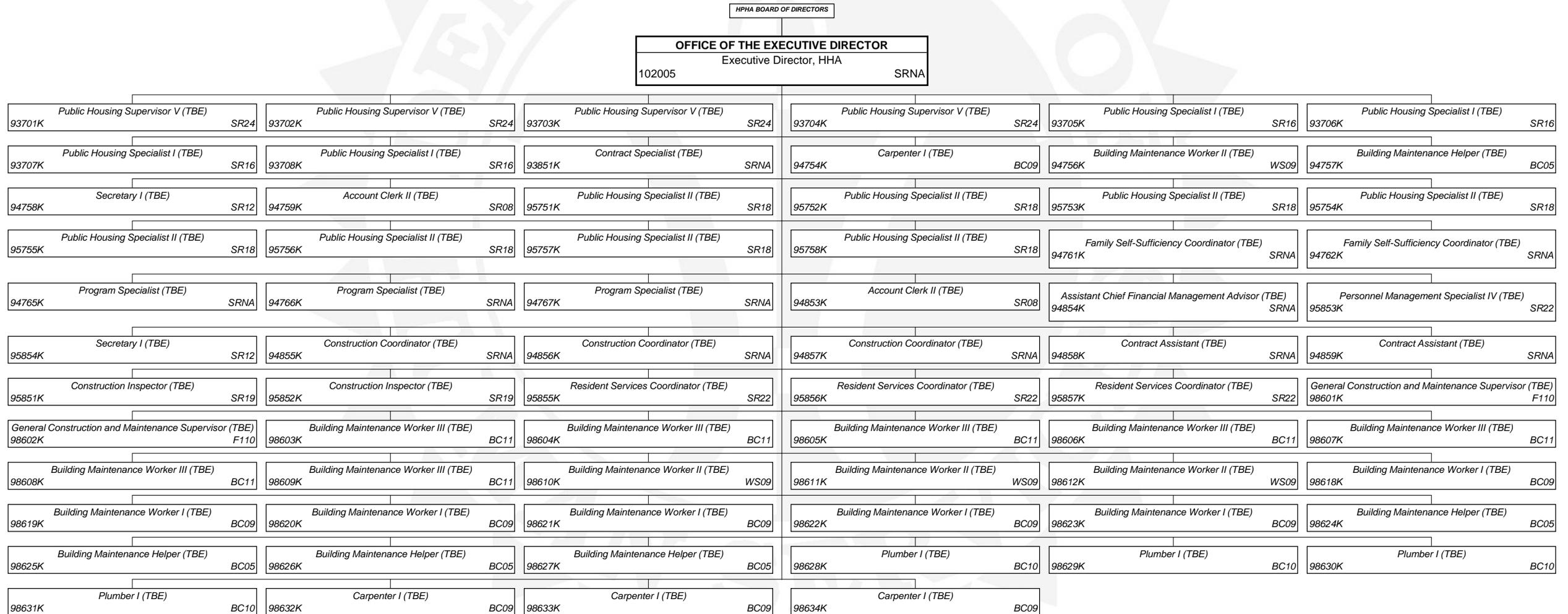
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
HAWAII PUBLIC HOUSING AUTHORITY
OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 1
JUNE 30, 2018



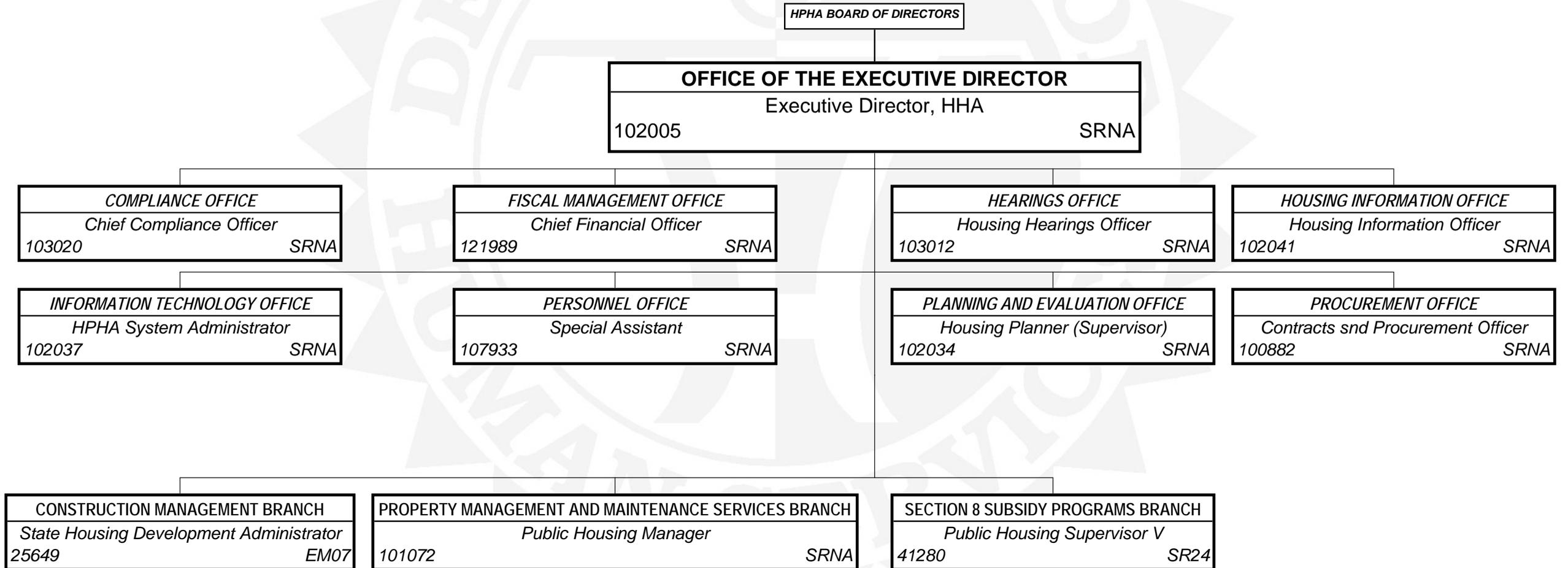
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
HAWAII PUBLIC HOUSING AUTHORITY
OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 2
JUNE 30, 2018



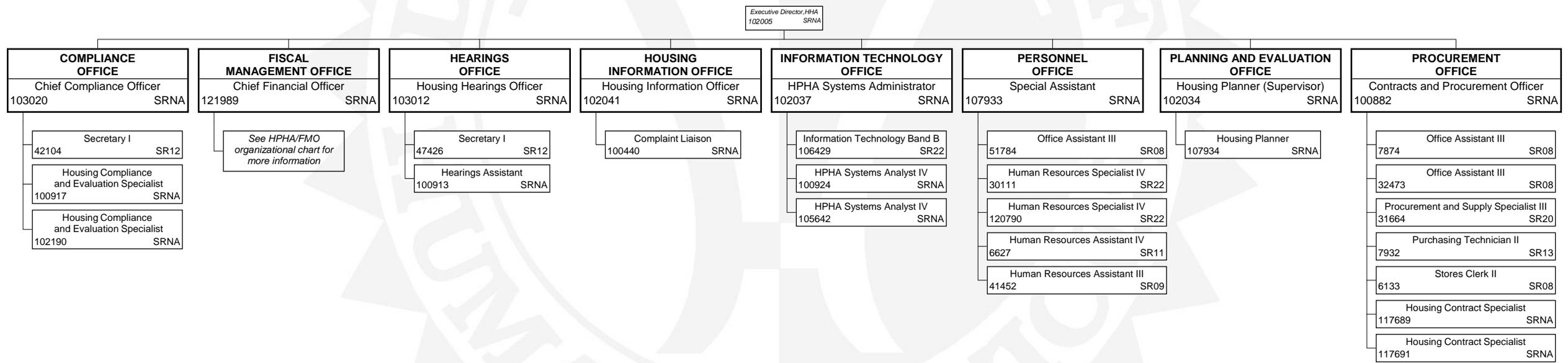
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 OFFICE OF THE EXECUTIVE DIRECTOR

POSITION ORGANIZATION CHART 3
 JUNE 30, 2018



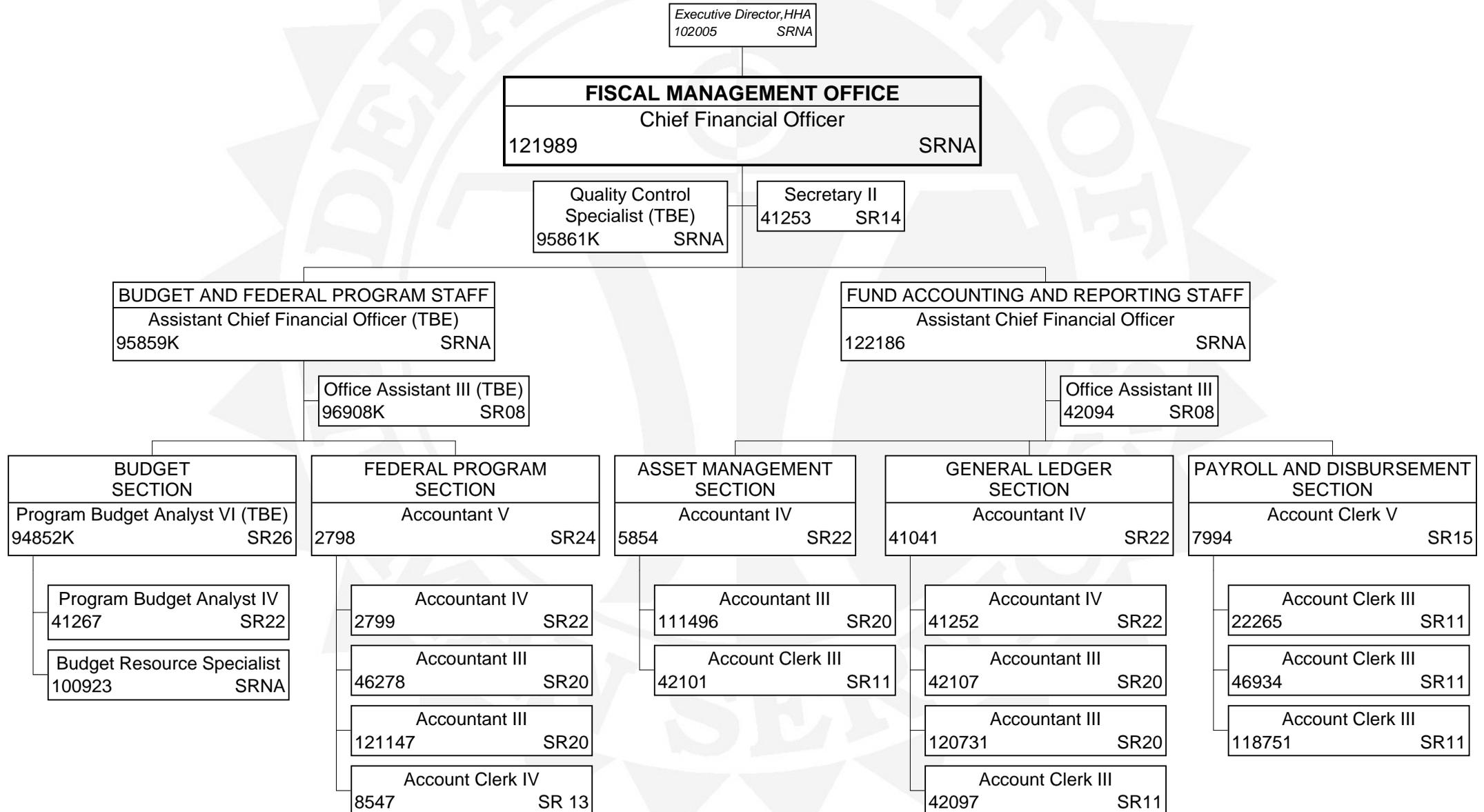
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 STAFF OFFICES

POSITION ORGANIZATION CHART
 JUNE 30, 2018



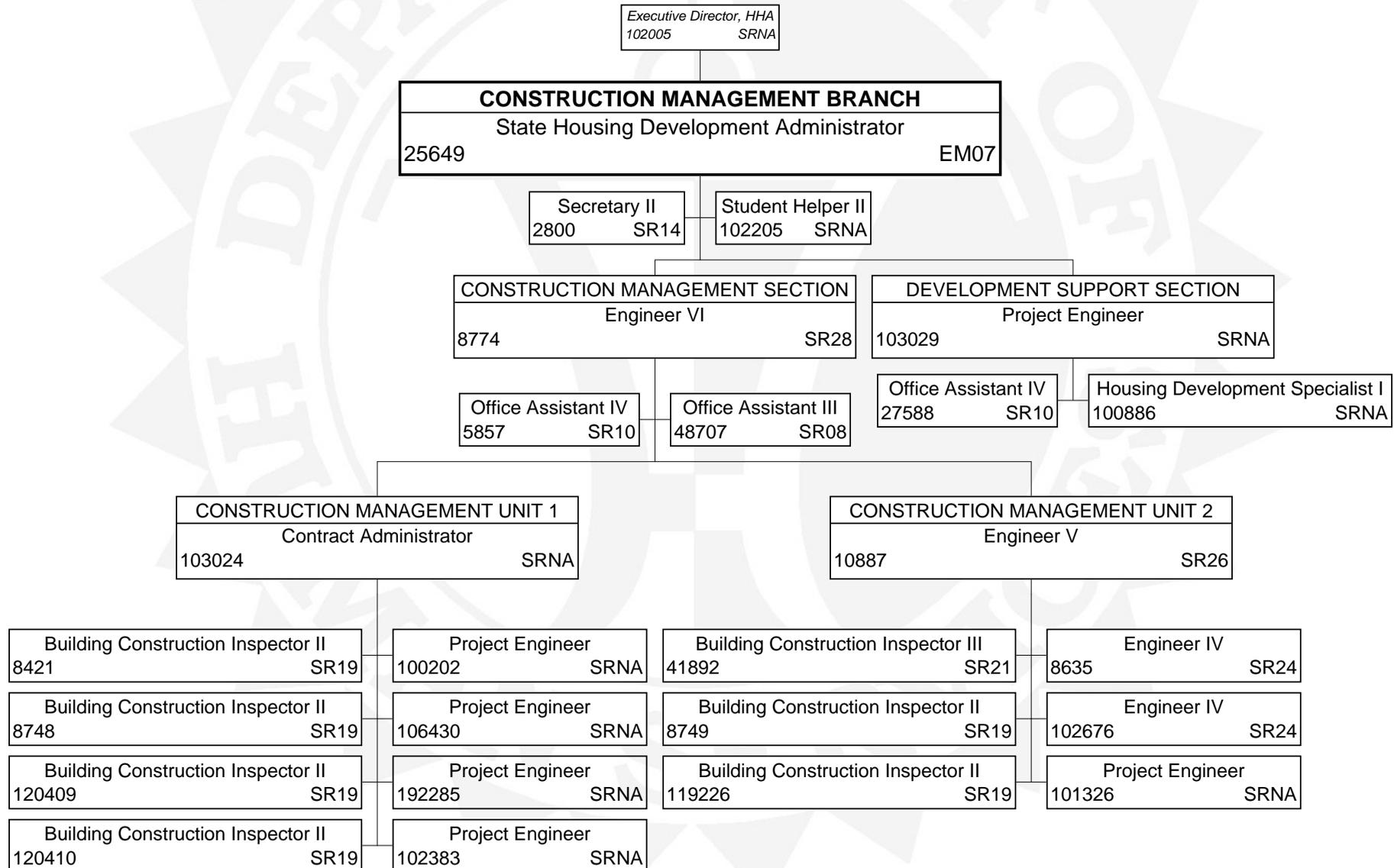
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 FISCAL MANAGEMENT OFFICE

POSITION ORGANIZATION CHART
 JUNE 30, 2018



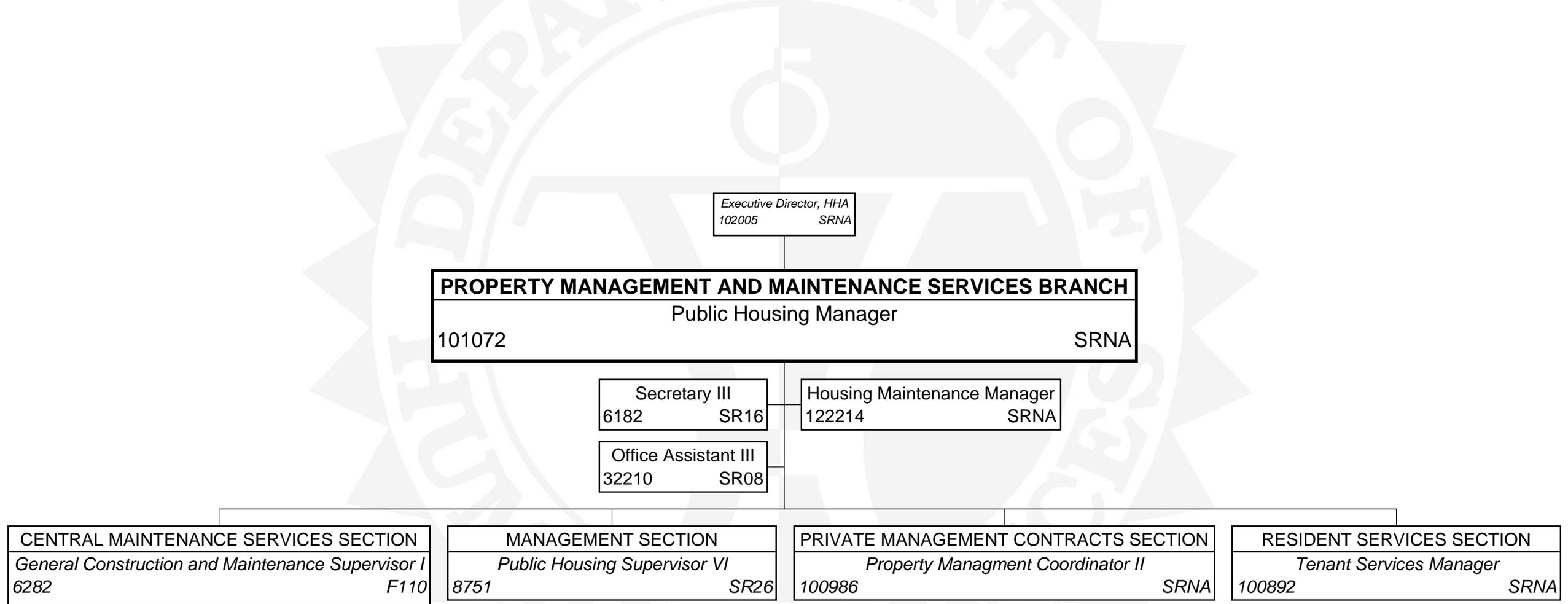
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 CONSTRUCTION MANAGEMENT BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 CENTRAL MAINTENANCE SERVICES SECTION

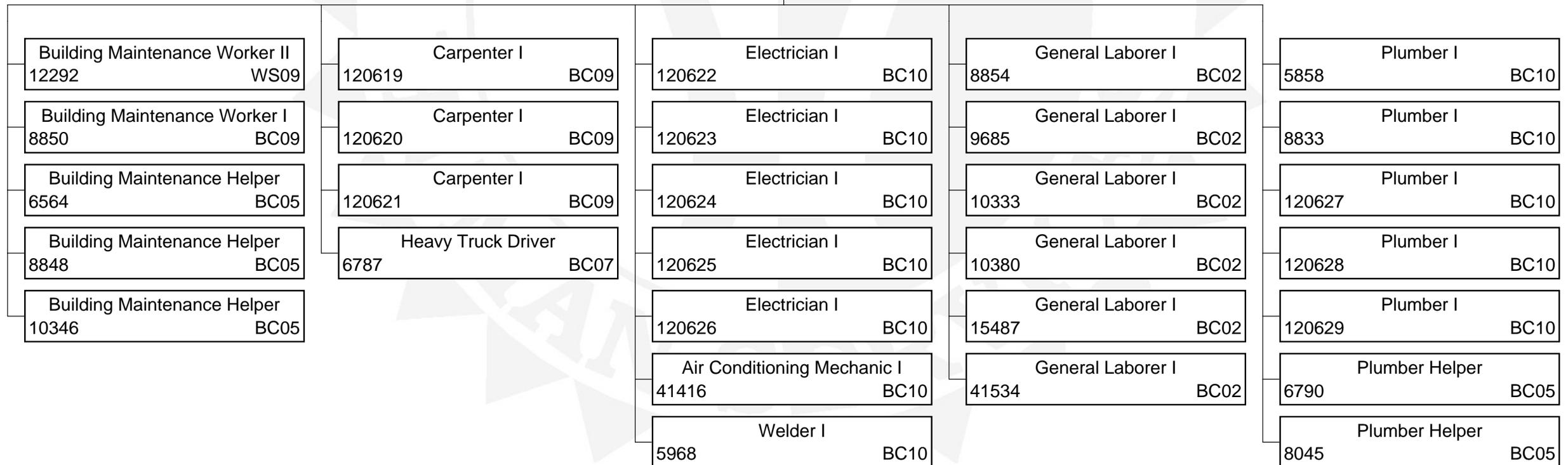
POSITION ORGANIZATION CHART
 JUNE 30, 2018

Public Housing Manager
 101072 SRNA

CENTRAL MAINTENANCE SERVICES SECTION
 General Construction and Maintenance Supervisor I
 6282 F110

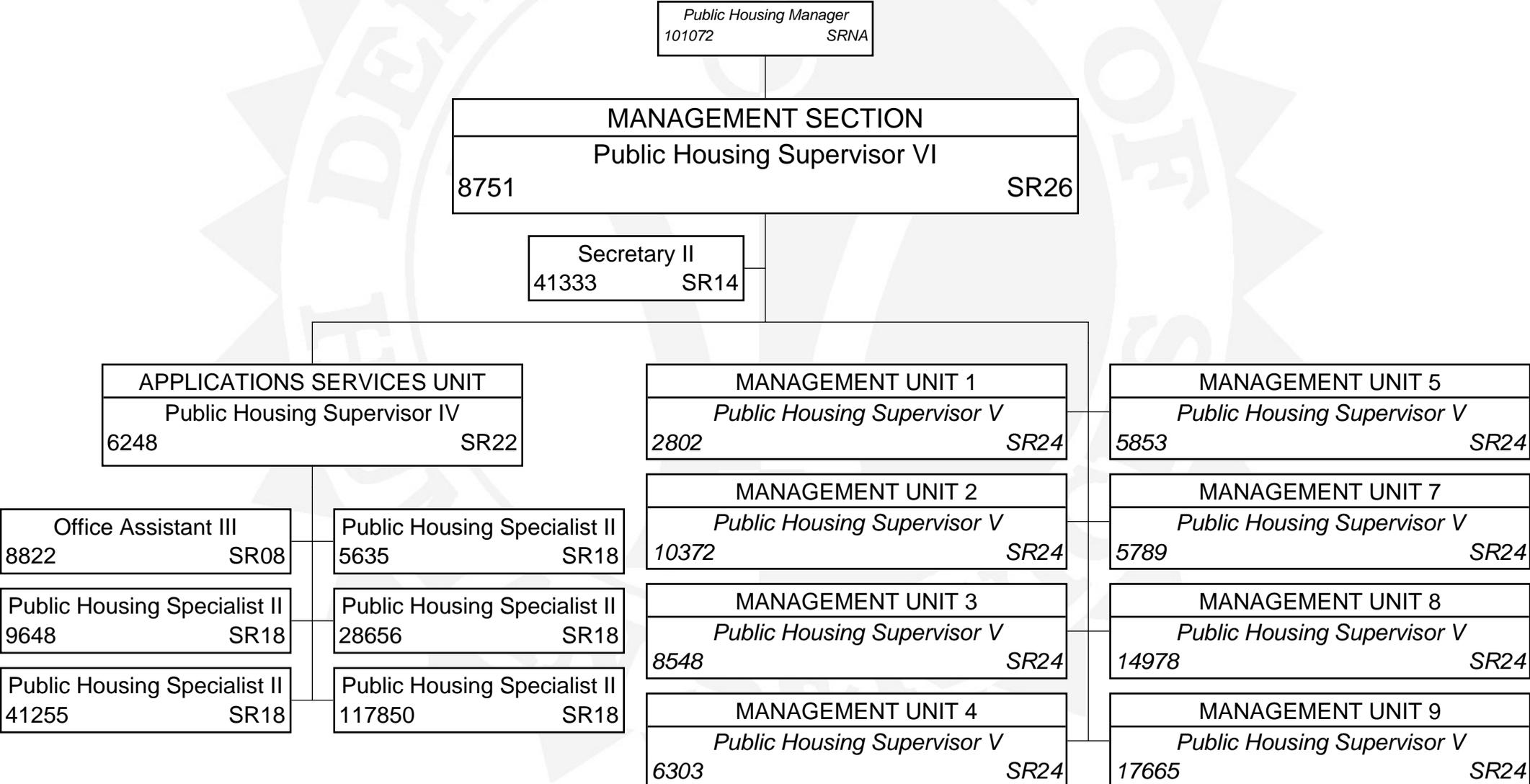
Clerk I
 105751 SRNA

Office Assistant III
 28374 SR08



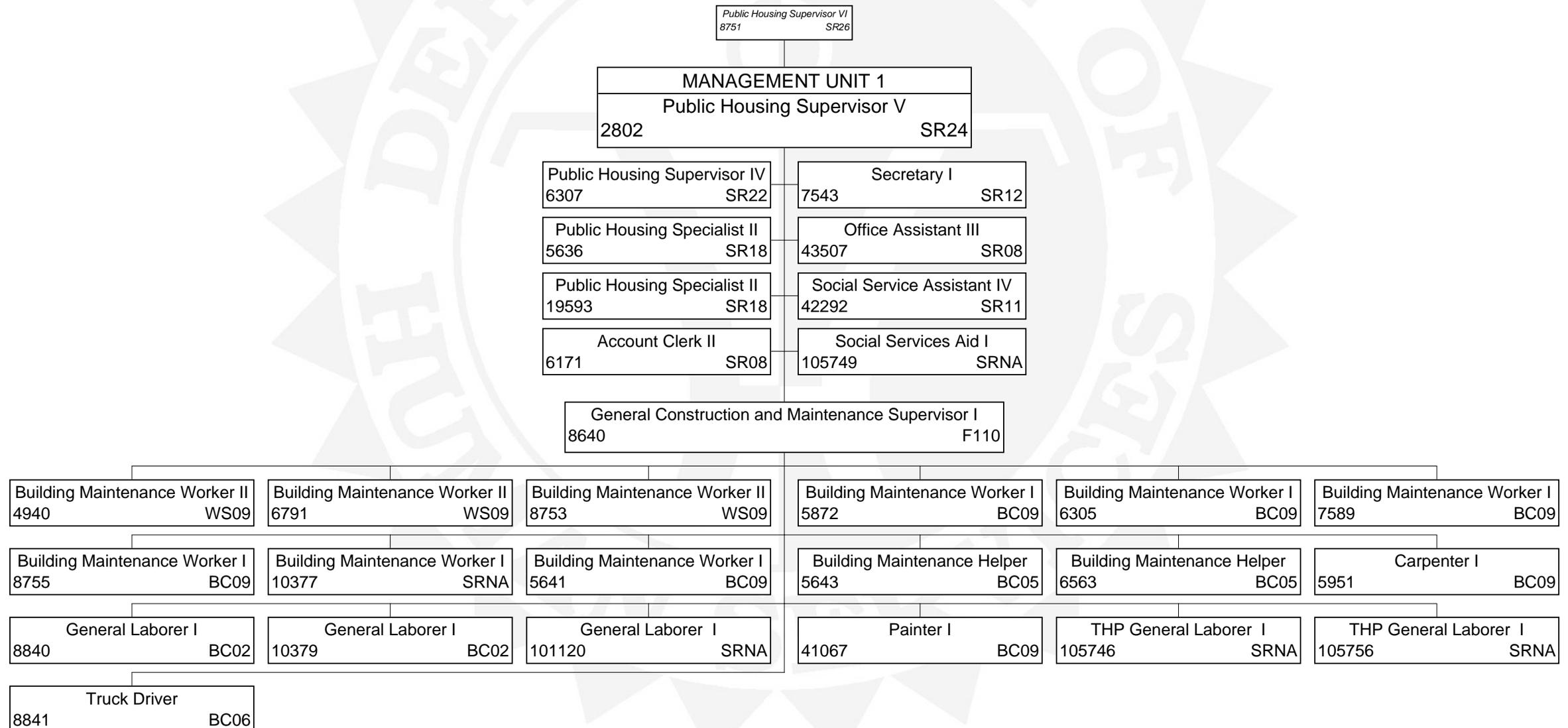
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



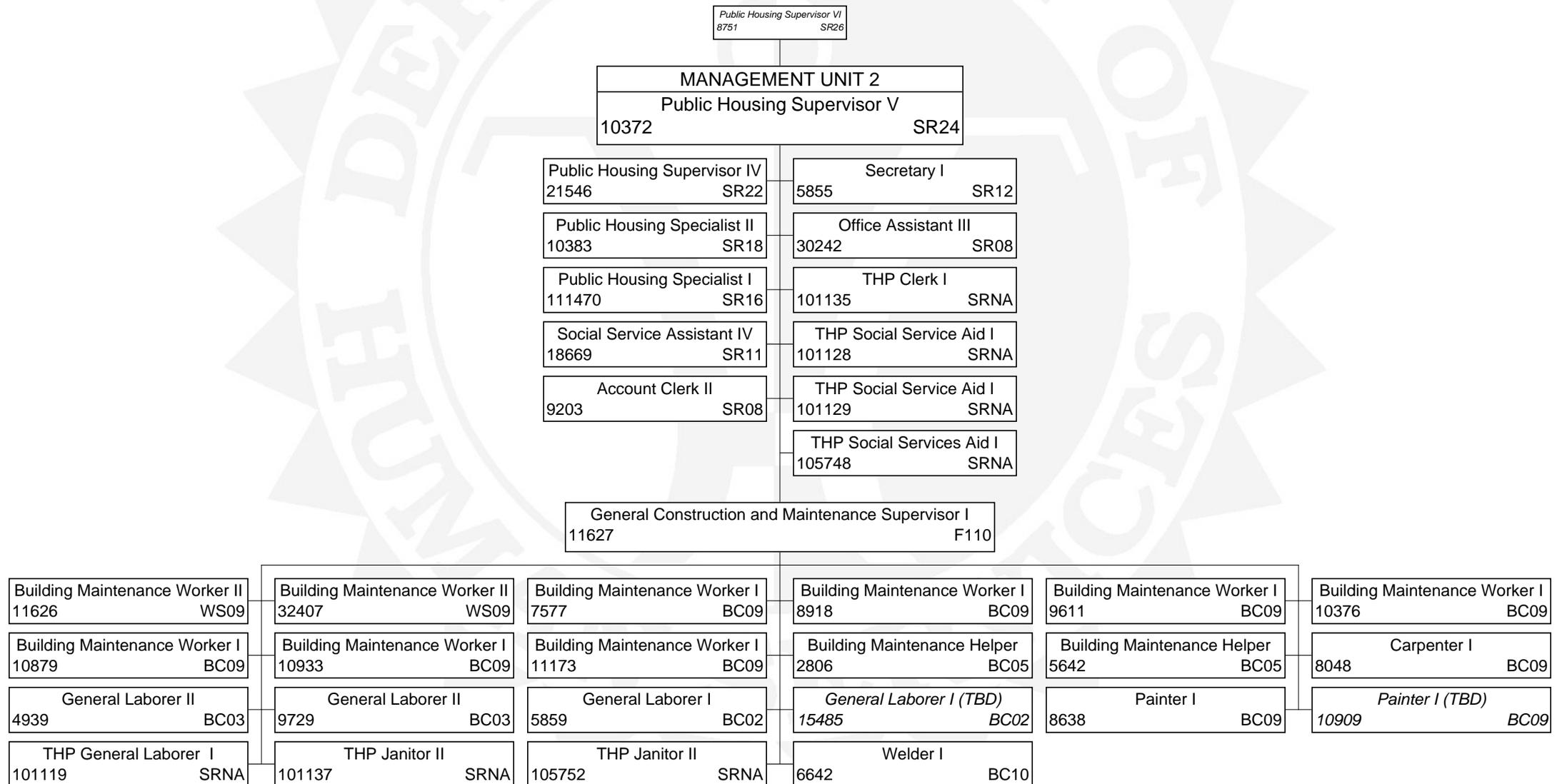
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 1

POSITION ORGANIZATION CHART
 JUNE 30, 2018



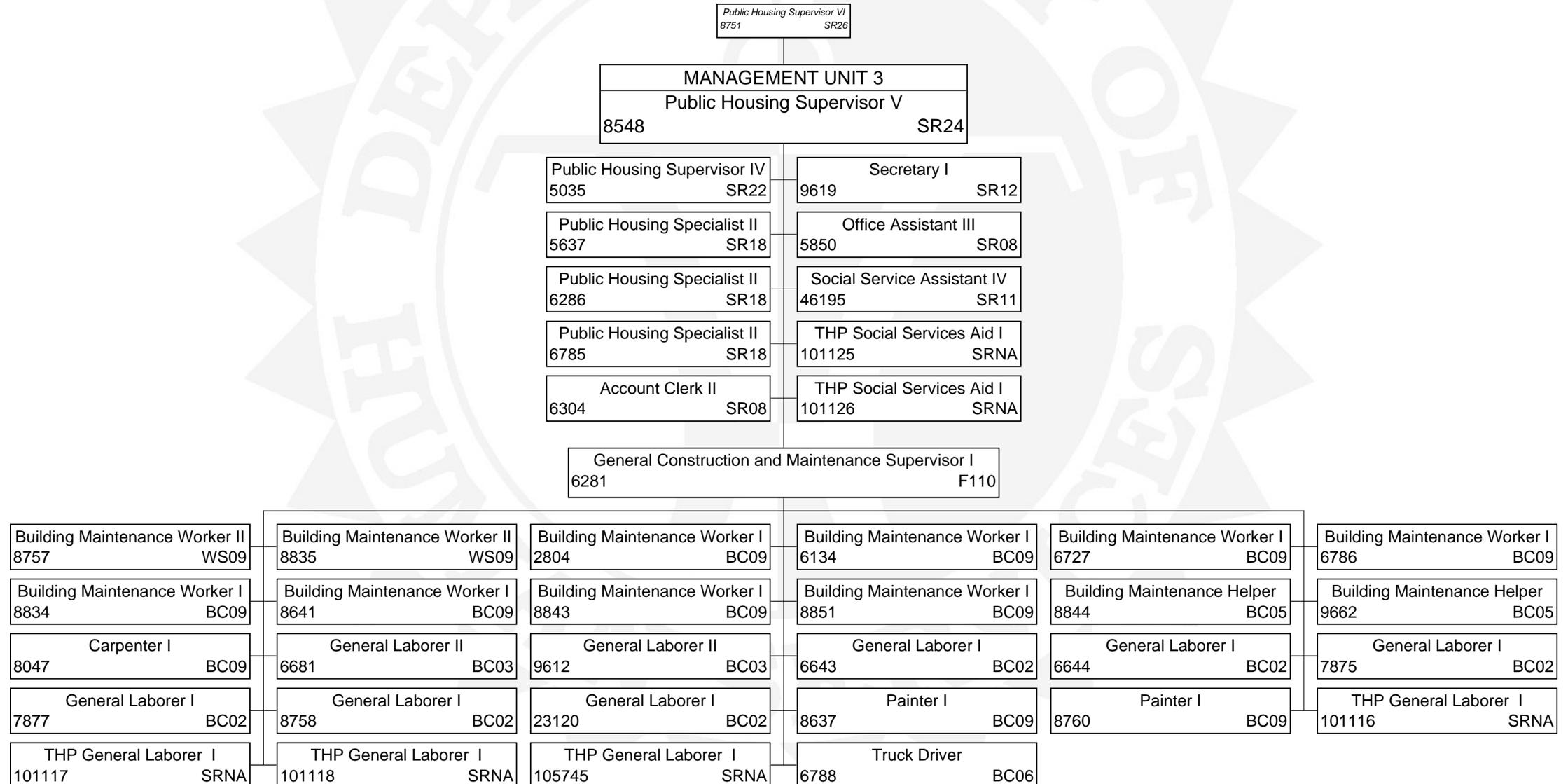
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 2

POSITION ORGANIZATION CHART
 JUNE 30, 2018



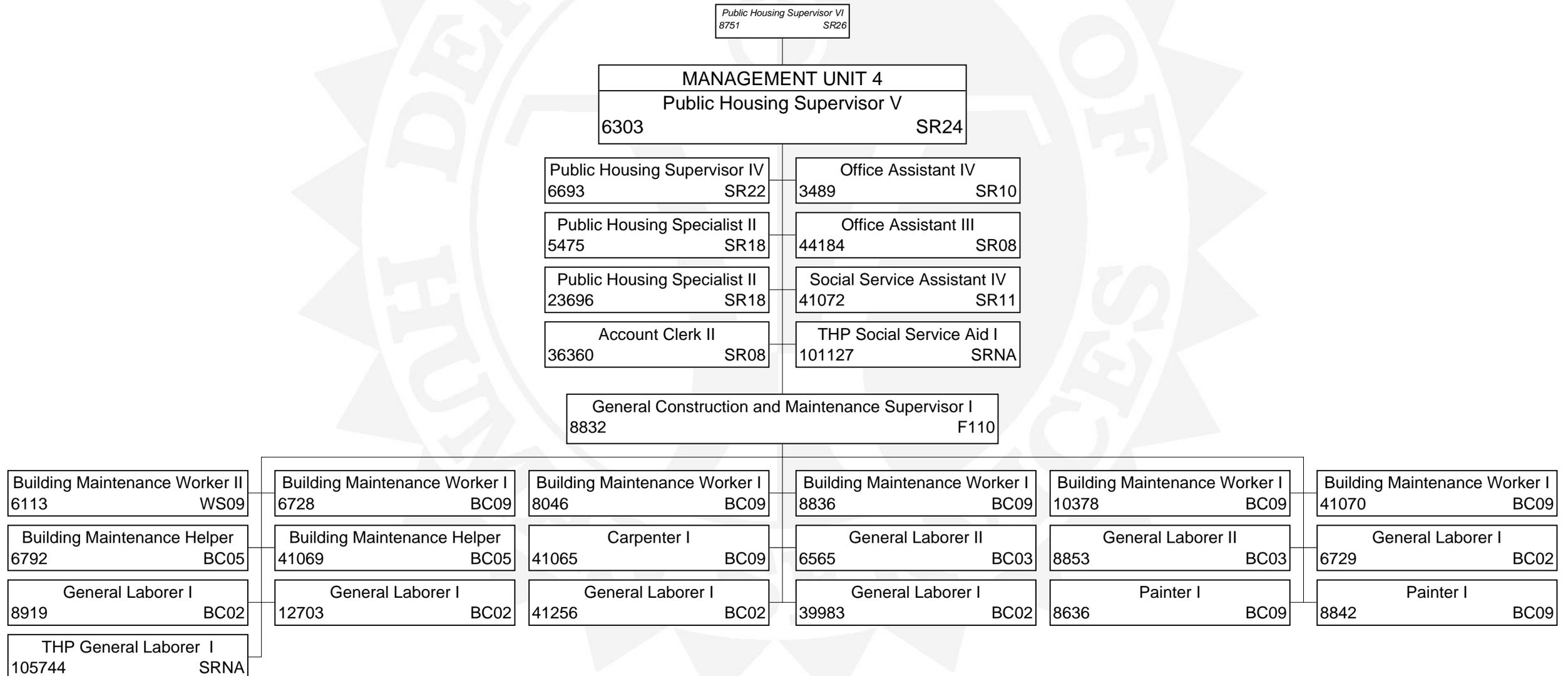
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 3

POSITION ORGANIZATION CHART
 JUNE 30, 2018



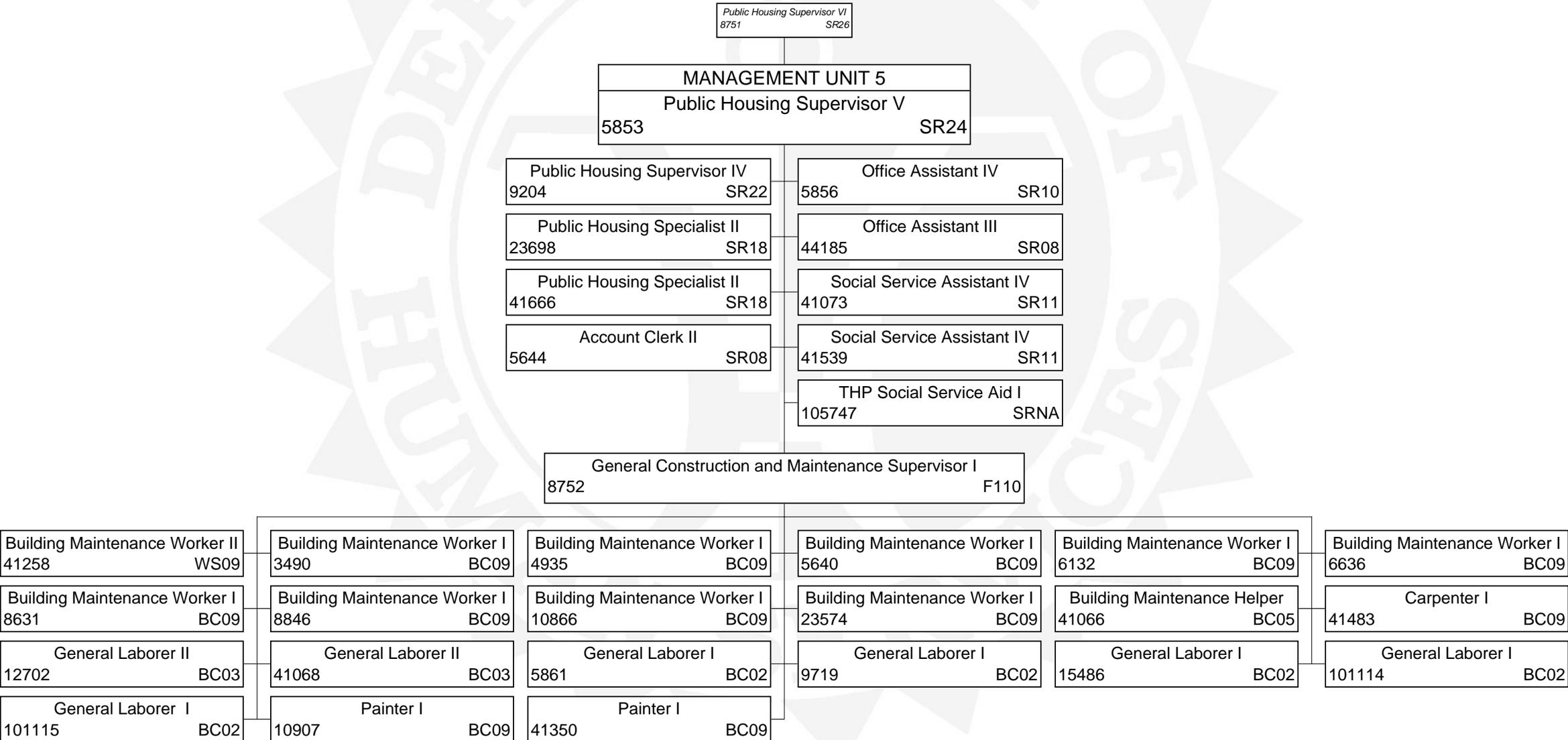
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 4

POSITION ORGANIZATION CHART
 JUNE 30, 2018



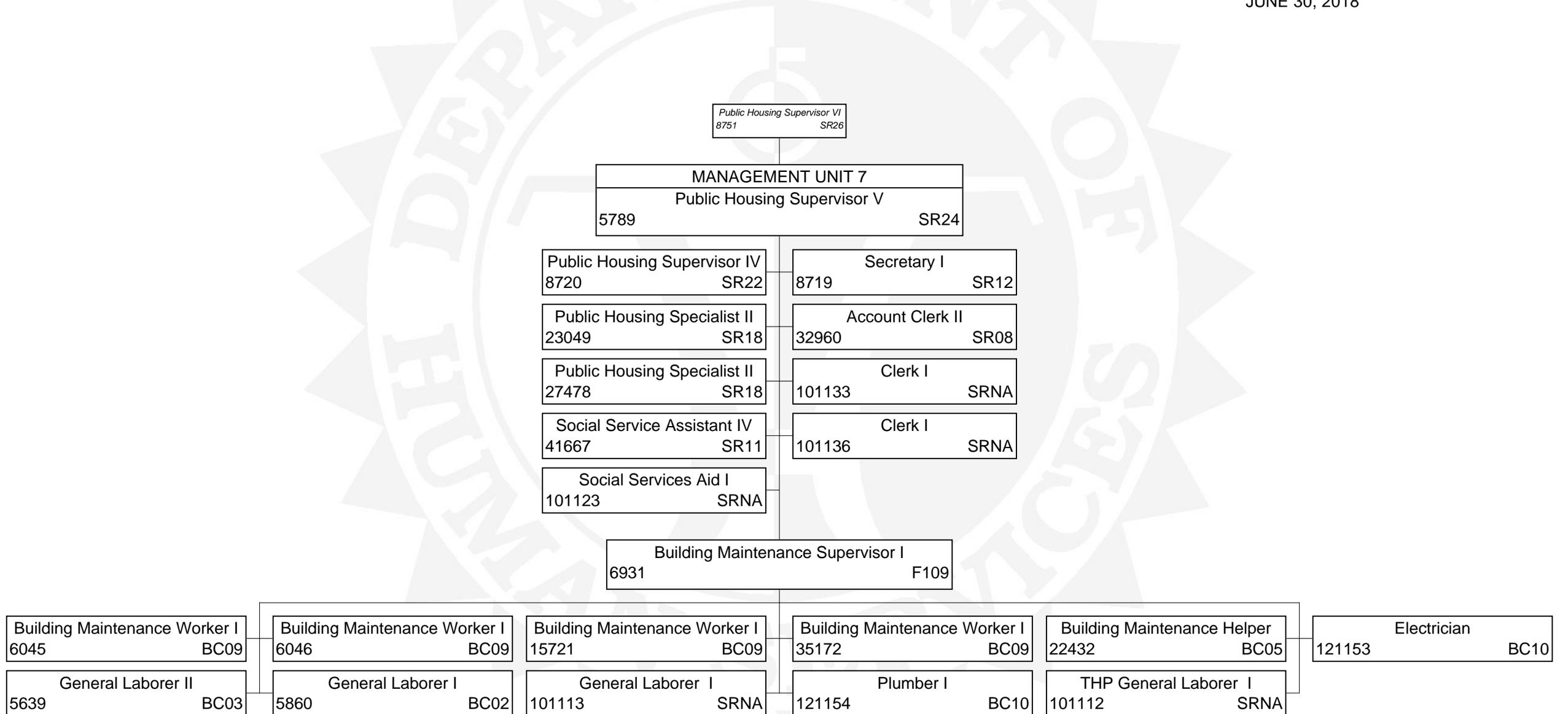
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 5

POSITION ORGANIZATION CHART
 JUNE 30, 2018



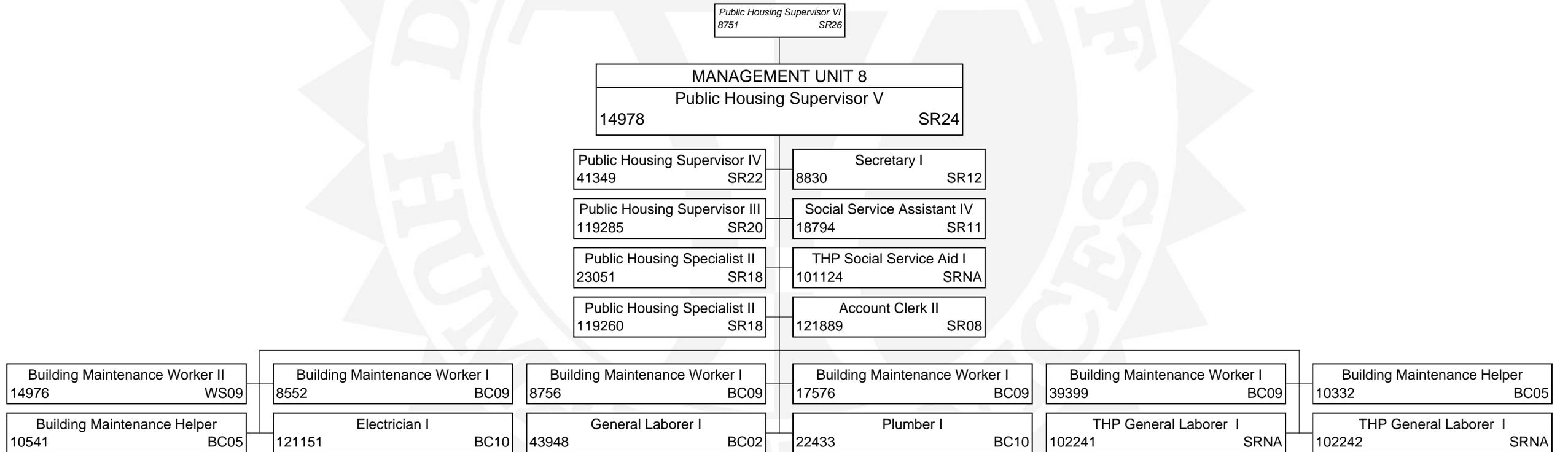
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 7

POSITION ORGANIZATION CHART
 JUNE 30, 2018



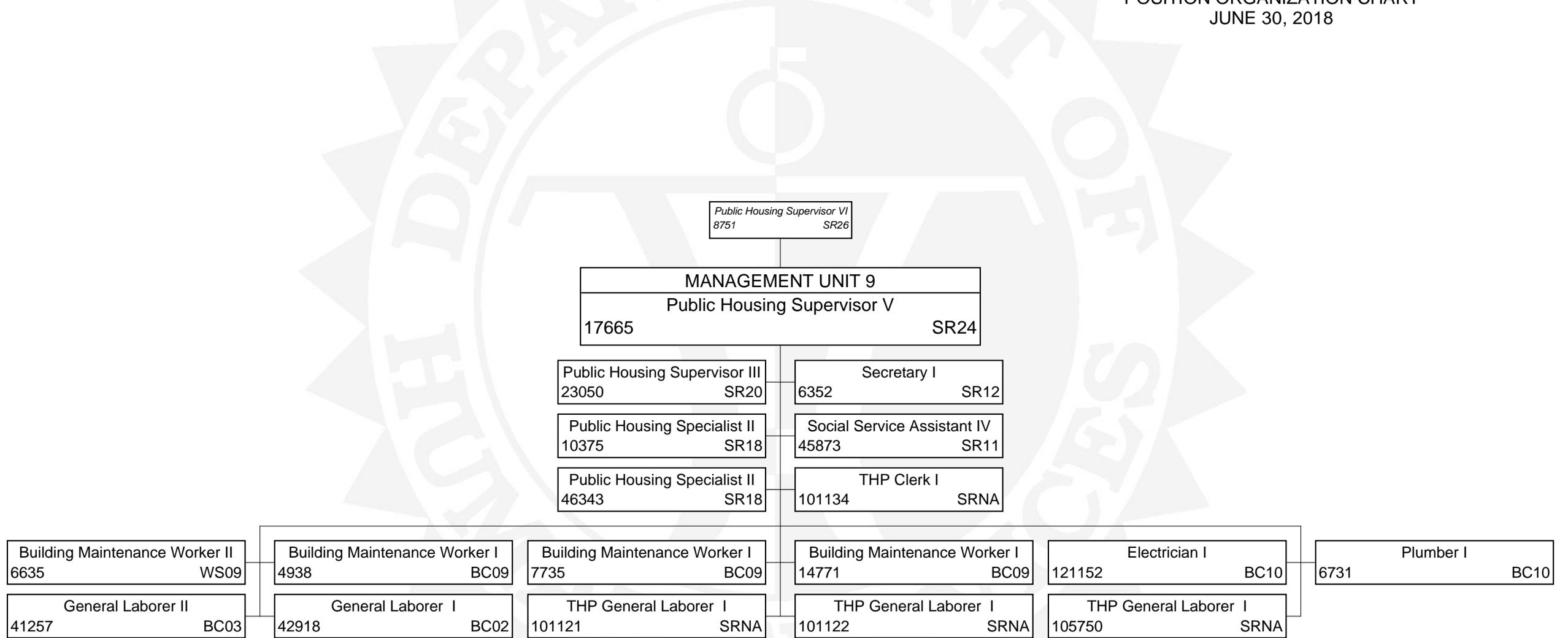
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 8

POSITION ORGANIZATION CHART
 JUNE 30, 2018



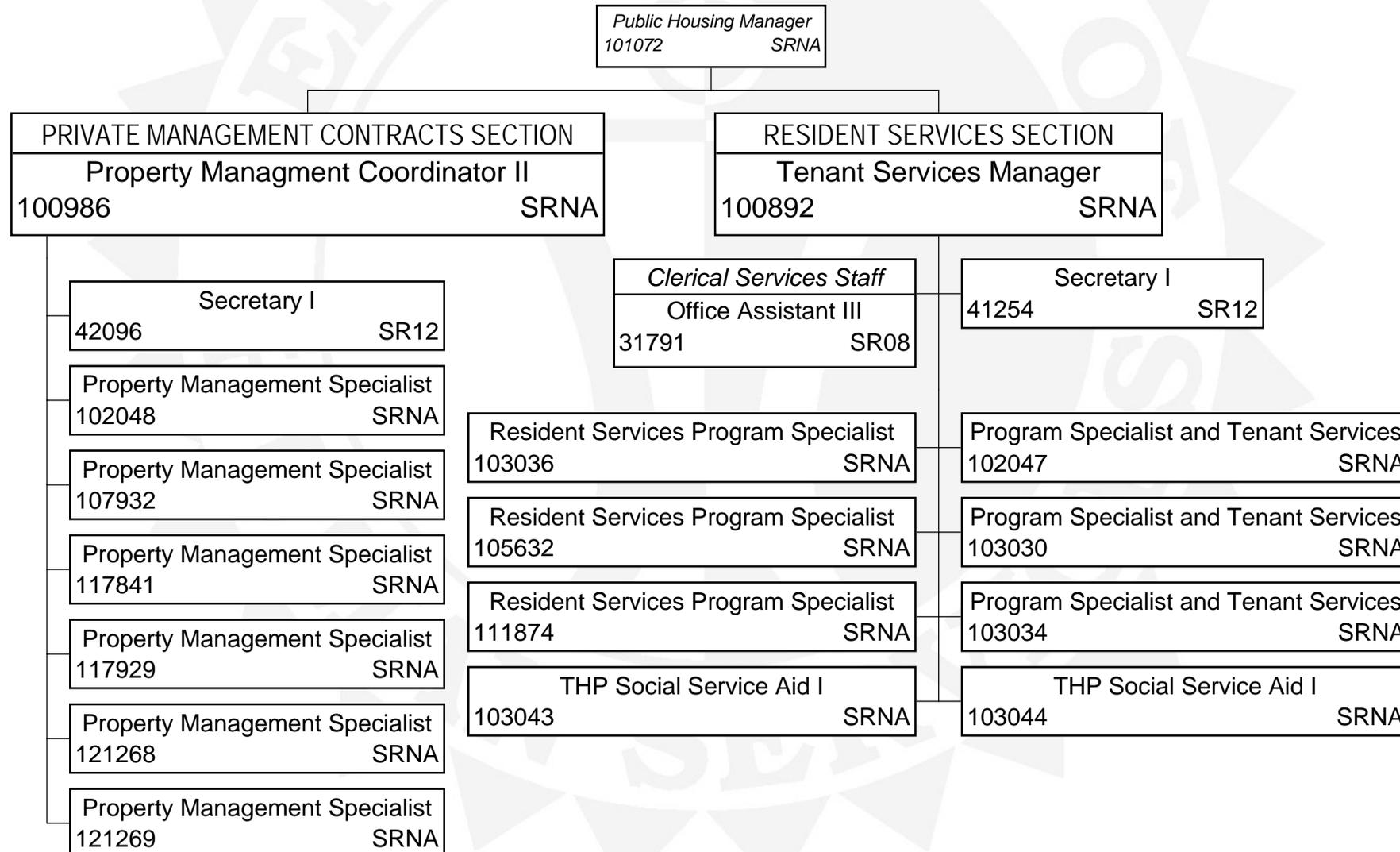
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 MANAGEMENT SECTION
 MANAGEMENT UNIT 9

POSITION ORGANIZATION CHART
 JUNE 30, 2018



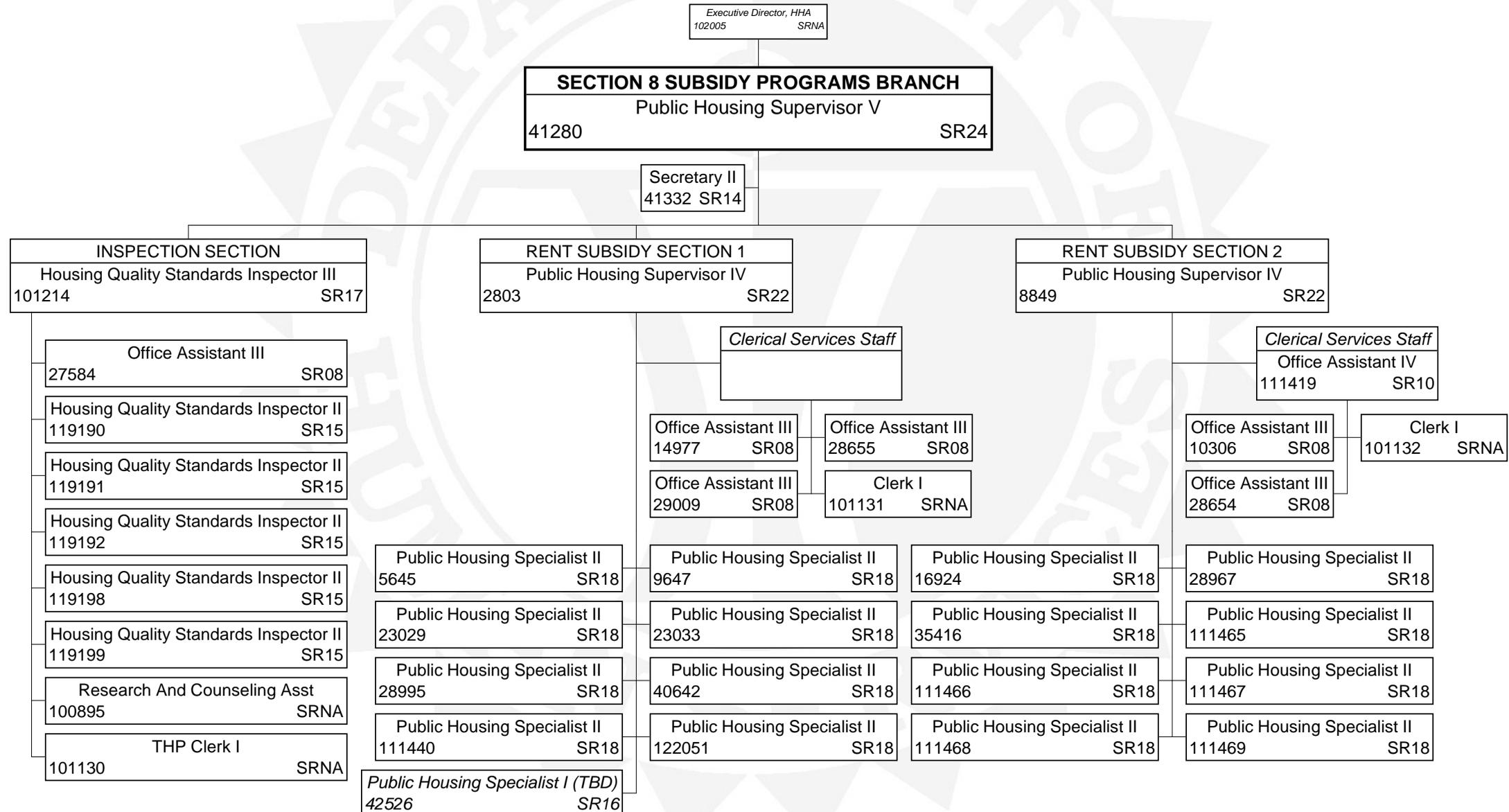
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH
 PRIVATE MANAGEMENT CONTRACTS SECTION
 RESIDENT SERVICES SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 (Administratively Attached Agency)
 HAWAII PUBLIC HOUSING AUTHORITY
 SECTION 8 SUBSIDY PROGRAMS BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2018



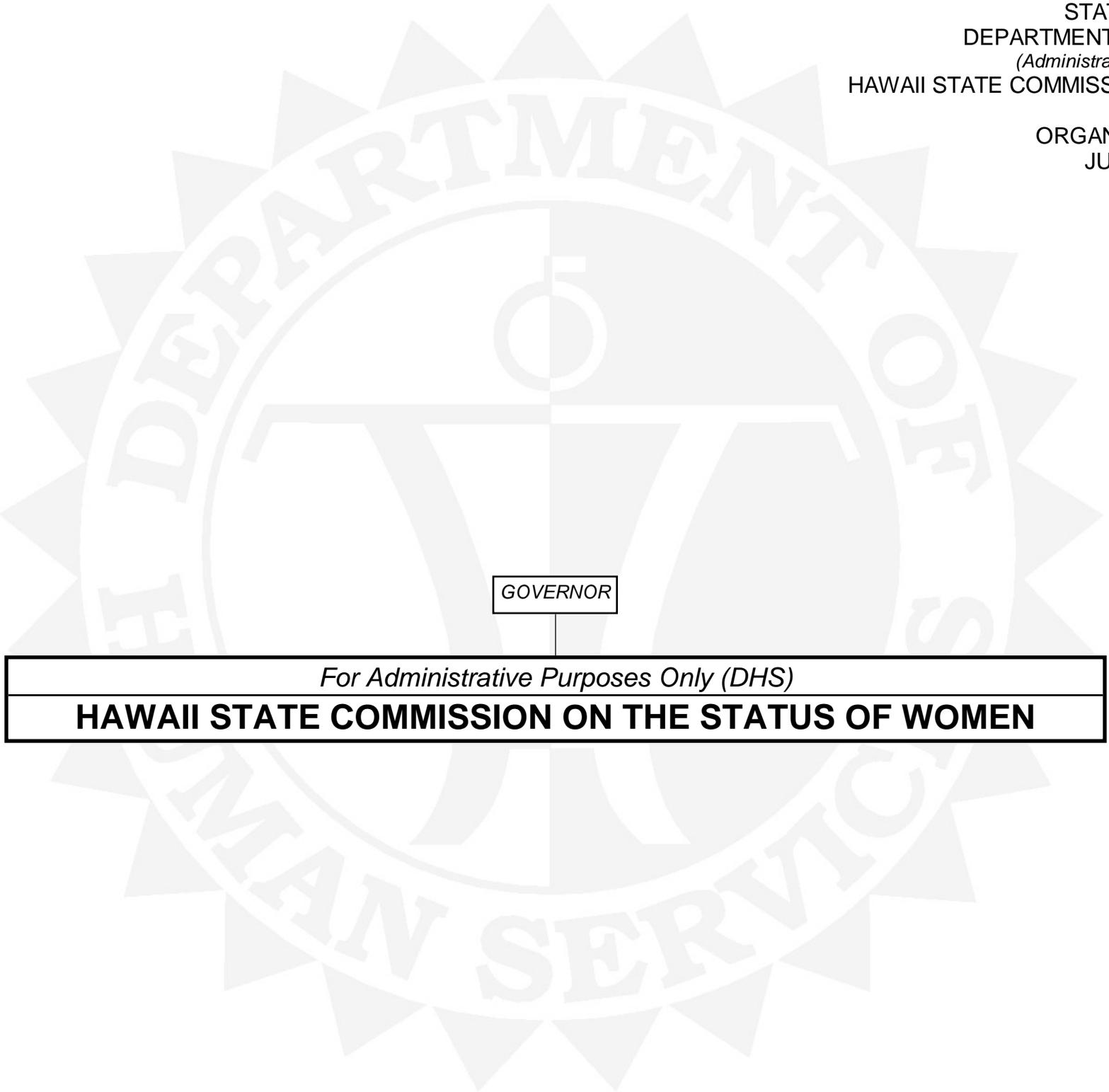
HAWAII STATE COMMISSION ON THE STATUS OF WOMEN

Pursuant to HRS Chapter 367 (1970), the function of the Hawaii State Commission on the Status of Women (HSCSW) is to ensure equality for women and girls in the State of Hawaii by acting as a catalyst for change through advocacy, education, collaboration and program development. The Commission has a unique role that allows it to function as a consultant, communications liaison, coordinating body, and information resource for both public and private organizations as well as the broader community. These roles include functioning as a consultant to state departments and the legislature on public policy matters and the development of long-range planning and related initiatives. It is the only statewide entity of its kind providing these critical services for the people of Hawaii.

The HSCSW is the focal point for the execution of the statutory provisions relating to women's issues and effective public and private partnerships and its networking among a variety of community boards, diverse coalitions and professional organizations. The HSCSW is responsible for the uniform application of policies, procedures and practices as they relate to addressing a wide range of issues impacting women and girls including but not limited to education, employment, economics and health care. The HSCSW shall be responsible for the following functions:

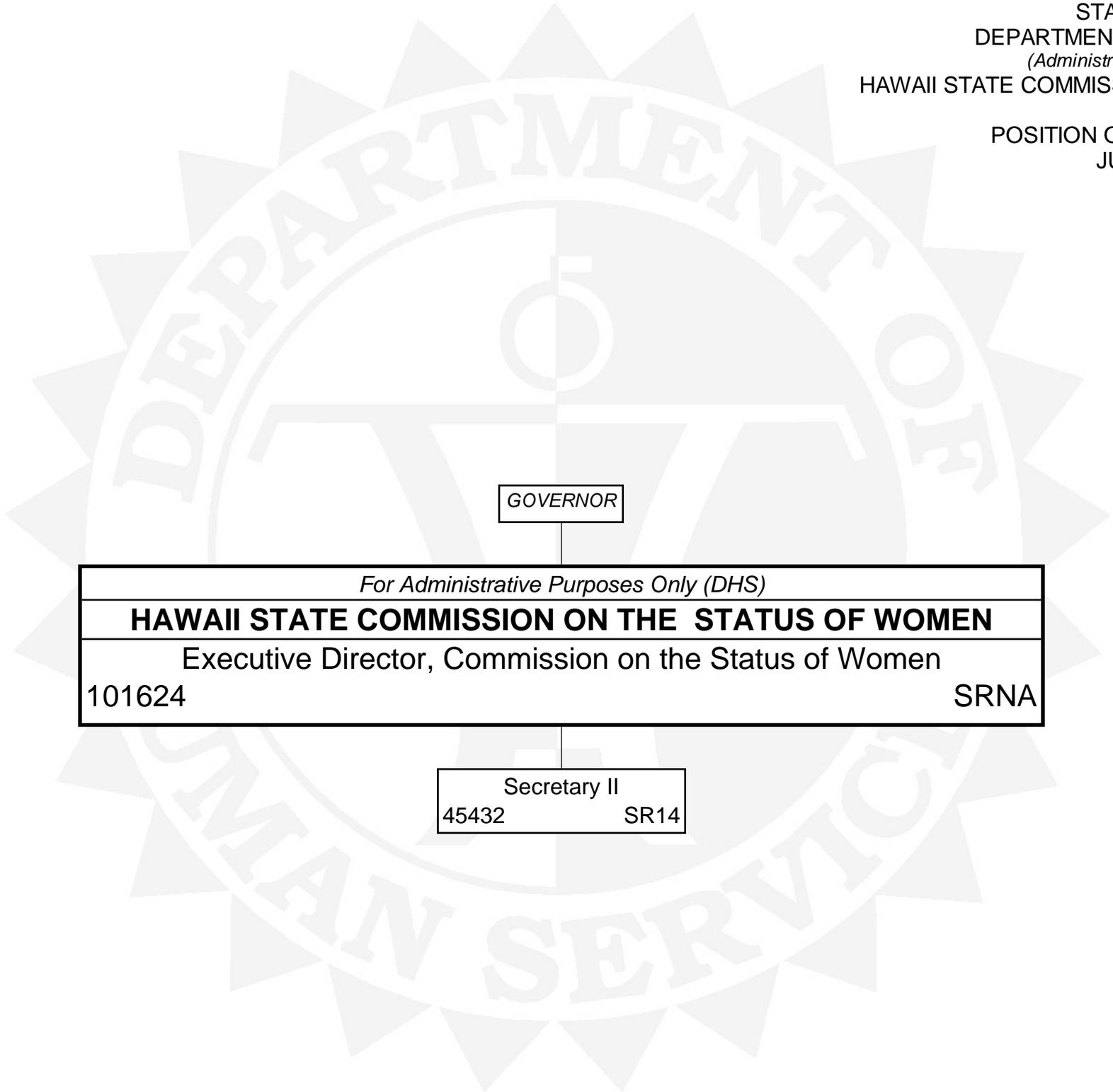
1. The agency is a strong advocate, dedicated to promoting community leadership and mobilization. Provides for the overall administration and management of all functions and activities related to the operation of the Hawaii State Commission on the Status of Women.
2. Implements programs to meet Commission-wide goals and objectives in consonance with applicable plans and guidelines.
3. Establishes policies and procedures to guide program operations.
4. Provides the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives.
5. Provides the focal point for program and personnel evaluation, and program and personnel development.
6. Coordinates responses for Governor and DHS Director's referrals.

Furthermore, **HRS 367 §367-2 State commission on status of women: membership.** (a) There is created a state commission on the status of women for a special purpose within the department of human services for administrative purposes. The attachment for administrative purposes only shall be pursuant to §HRS Section 26-35 Administrative supervision of boards and commissions.



GOVERNOR

For Administrative Purposes Only (DHS)
HAWAII STATE COMMISSION ON THE STATUS OF WOMEN



GOVERNOR

For Administrative Purposes Only (DHS)

HAWAII STATE COMMISSION ON THE STATUS OF WOMEN

Executive Director, Commission on the Status of Women

101624 SRNA

Secretary II
45432 SR14

COMMISSION ON FATHERHOOD

Pursuant to ACT 156, Session Laws of Hawaii (2003), the Commission on Fatherhood, hereinafter referred to as the “commission” shall serve in an advisory capacity to state agencies to promote healthy family relationships between parents and children. In order to accomplish the purpose(s) of Act 156, the commission shall conform to the requirements as mandated in section 26-35, Administrative supervision of boards and commission. In addition, the commission shall:

1. Act as a central clearinghouse and coordinating body for governmental and nongovernmental activities and information relating to the promotion of healthy families;
2. Identify promising best practices that support and engage both parents in the emotional and financial support of their children;
3. Identify obstacles that impede or prevent the involvement of fathers in the lives of their children;
4. Raise public awareness of the consequences that absence of the father may cause in a child’s life;
5. Recommend policies and practices, both within and without state government that sustain and reengage fathers in the lives of their children;
6. Promote, foster, encourage, and otherwise support programs designed to educate and train young men who are both current and future fathers as to effective parenting skills, behaviors, and attitudes;
7. Promote, foster, encourage, and otherwise support programs that promote fatherhood;
8. Promote, foster, encourage, and otherwise support programs that counter poverty and low income by increasing the capacity of fathers to overcome personal challenges and become productive, independent, and financially responsible contributors to their family;
9. Do any and all things necessary to carry out its duties and the purposes of this chapter.

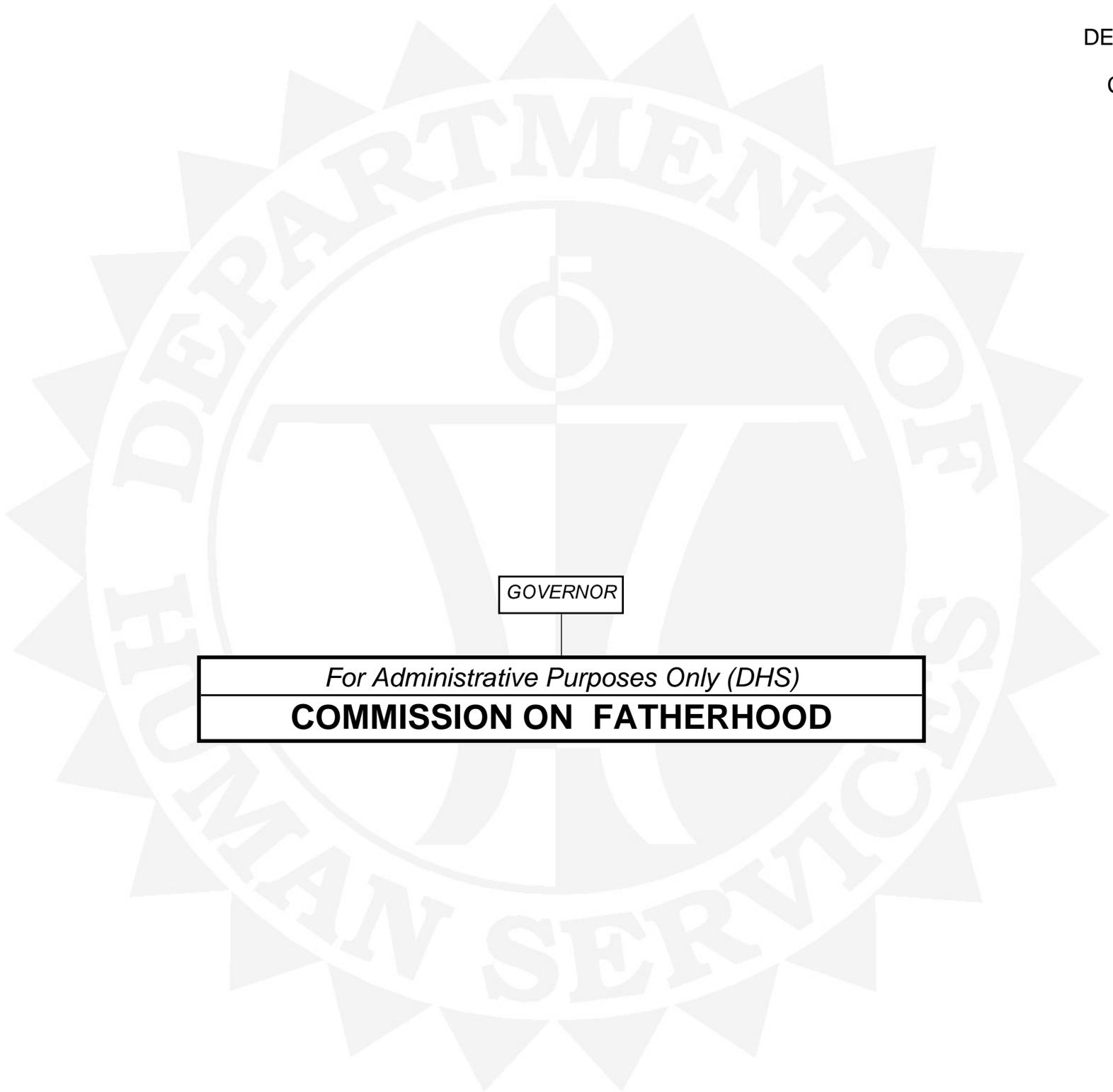
Additionally; the Commission on Fatherhood shall:

10. Be a strong advocate, dedicated to promoting community leadership and mobilization and provide for the overall administration and management of all functions and activities related to the operation of the Commission on Fatherhood;
11. Implement programs to meet Commission-wide goals and objectives in consonance with applicable plans and guidelines;
12. Establish policies and procedures to guide program operations;
13. Provide the central coordination to integrate delivery and staff support services to promote achievement of goals and objectives;
14. Provide the focal point for program and personnel evaluation, and program and personnel development;
15. Coordinate responses for the DHS Director’s referral to the Governor.

Furthermore, ACT 156, §6 Exemptions from administrative supervision of boards and commission states that: “Notwithstanding any law to the contrary, the commission shall be exempt from section 26-35 with the exception of section 26-35(2), (3), (7), and (8).”

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
(Administratively Attached Agency)
COMMISSION ON FATHERHOOD

ORGANIZATION CHART
JUNE 30, 2018



GOVERNOR

For Administrative Purposes Only (DHS)
COMMISSION ON FATHERHOOD

ADMINISTRATIVE APPEALS OFFICE

As delegated by the Director, the Administrative Appeals Office (AAO) provides administrative proceedings in conformance with due process and with appropriate rules, regulations, and statutes for declaratory and contested case relief. The AAO also reviews administrative proceedings for adoption, modification or repeal of departmental rules and serves as rules coordinator for the department. Advises the Director on matters pertaining to the department's administrative rules and, where proper, petitions from the public and governmental agencies.

1. Conducts hearings, takes evidence, makes findings of fact and conclusions of law, and renders decisions in any case or controversy within the department's jurisdiction including fair hearings, Medicaid provider hearings, tax intercept hearings, licensing hearings, and administrative disqualification hearings.
2. Issues final administrative decisions on all appeals as delegated by the Director and files recommended decisions as appropriate.
3. Prepares and certifies records, transcripts and documents when ordered by the courts in litigation involving the department.
4. Maintains administrative proceedings that are impartial as required by statute and rule.
5. Nominates hearing officers, as needed and as delegated by the Director, for the department's divisions and programs including Medicaid prospective payment system hearings.
6. Compiles records and statistics and prepares reports concerning administrative proceedings. Makes records available to authorized persons and parties.
7. Maintains liaison with the Department of the Attorney General in administrative matters.
8. Reviews petitions for rule relief, petitions for administrative declaratory ruling, and requests for review of refusal to allow access to, or correction or amendment of a personal record.
9. Reviews administrative rules prescribing general guidelines and procedures for handling appeals and conducting hearings.
10. Advises the Director in matters pertaining to petitions received from individuals and organizations outside the department.
11. Provides information on rules, rule making, administrative procedures, appeals and hearings to departmental employees, applicants, recipients, state and federal agencies and general public.
12. Serves as department rules coordinator and processes requests from governmental agencies and the public for copies of the department's administrative rules.
13. Maintains a complete file of all department rules approved by the Governor and filed with the Lieutenant Governor.
14. Assists in training of department hearing officers and employees involved in preparation of administrative rules.
15. Advises the Director in matters concerning the department's administrative rules and adoption of rules.

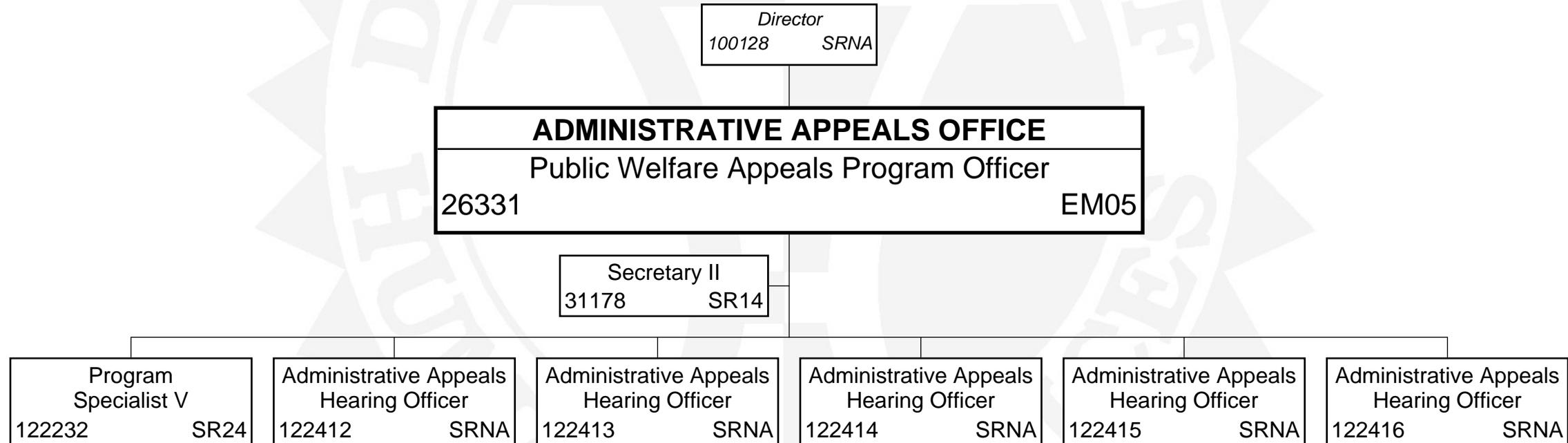
SECRETARY/CLERICAL SERVICES

1. Maintains efficient clerical, mail, and office services. Provides stenographic, duplicating, typing, and word processing services.
2. Assists in preparing operations budget for AAO by estimating needed costs. Reviews monthly expenditure reports to avoid deficit spending. Keeps administrator abreast of problems in operating budget to ensure proper fund balances to meet office needs.
3. Prepares purchase orders. Receives items and receipts for amount and condition of goods received. Pre-audits and processes payment for invoices and checks on payments and questionable charges as needed.
4. Procures office supplies, equipment, maintenance and other services to ensure office efficiency.
5. Prepares quarterly and annual reports for inventory records of office equipment.

SECRETARY/CLERICAL SERVICES (Cont'd)

6. Coordinates scheduling dates of hearings statewide, provides timely notice of hearings and reserves hearing rooms as needed.
7. Maintains an activity calendar for AAO staff.
8. Makes travel arrangements and reservations for intra-state and out-of-state travel; prepares claims for advance payment of travel expenses and statements of travel completed.
9. Prepares and compiles statistical and narrative reports on caseload. Maintains controls on all cases by chronological/alphabetical/categorical files. Prepares and maintains index of hearing tapes.
10. Prepares records on appeal and transcripts of taped hearing proceedings upon circuit court order. Files records on appeal and transcripts with the appropriate court within time requirements.
11. Assigns and maintains a record of docket numbers for every appeal request or petition.
12. Responds to general telephone inquiries concerning administrative proceedings.





AUDIT, QUALITY CONTROL, AND RESEARCH OFFICE

The primary function of the Audit, Quality Control, and Research Office (AQCRO) is to conduct audits, research studies, and reviews of the Department's internal control systems and financial operations to safeguard the Department's assets. This office serves to ensure the Department's compliance with federal laws and regulations in monitoring the use of federal funds for services and benefits to clients. The AQCRO conducts reviews of case records and financial audits of departmental programs and operations to ascertain statutory and/or compliance with stated financial goals and objectives. The AQCRO recommends courses of action to strengthen the internal control systems of the department. The AQCRO initiates financial audits and reviews and conducts research studies on its own or in response to requests from the Director's Office, Staff Officers or Division Administrators of the DHS.

FINANCIAL EVALUATION STAFF

The Financial Audit Staff (FE) is responsible for the examination of financial transactions, records, and statements of the Department and entities doing business with the Department to attest to and ensure their legality, accuracy and reliability. The FE also reviews internal control systems of the Department to ensure the proper design of systems that safeguard the Department's assets against loss from waste, fraud, error, etc.

1. The FE conducts periodic financial audits and desk reviews of federally funded subrecipients doing business with the Department, as mandated by law, and recommends corrective actions to the Director and contract administrator.
2. The FE conducts financial audits of other entities doing business with the Department such as State funded purchase of service providers on a periodic basis and recommends corrective actions to the Director and contract administrator.
3. The FE conducts periodic audit of the Departmental petty cash and imprest funds.
4. The FE compiles and evaluates the responses and corrective action plans of program and staff offices to audit report findings for submission to the Director and other state and federal agencies.
5. The FE monitors the progress of program and staff offices in implementing corrective actions to resolve audit findings and provides the Director with periodic status reports.
6. The FE serves on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

QUALITY CONTROL STAFF

The Quality Control Staff (QC) continuously implements the quality control review systems for the Medicaid under Title XIX, as required by the federal Department of Health and Human Services (including a claims processing assessment system) and the Supplemental Nutrition Assistance Program (SNAP) under the U.S. Department of Agriculture, Food and Nutrition Service.

1. The QC evaluates Medicaid and Supplemental Nutrition Assistance Program activities (including program and financial policies and procedures) by developing and implementing (in keeping with Federal guidelines) a system of quality control.
2. The QC evaluates findings generated by analytical studies and quality control reviews of sampled SNAP, Medicaid, and paid medical claims control reviews and recommends alternative corrective measures, including recommendations for training and works closely with all state and federal program managers to assist in developing corrective actions.
3. The QC develops and maintains a system of cumulative data collections to ascertain performance levels of line personnel in the Money Payments and Supplemental Nutrition Assistance eligibility determination activity and relates it to federally established Supplemental Nutrition Assistance tolerance levels.
4. The QC prepares required semi-annual and annual reports on quality control reviews and claims processing for the federal offices and program managers.
5. The QC operates and maintains the Supplemental Nutrition Assistance QC Data Processing System mandated by the federal government.
6. The QC serves on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

Quality Control Sections 1 and 2

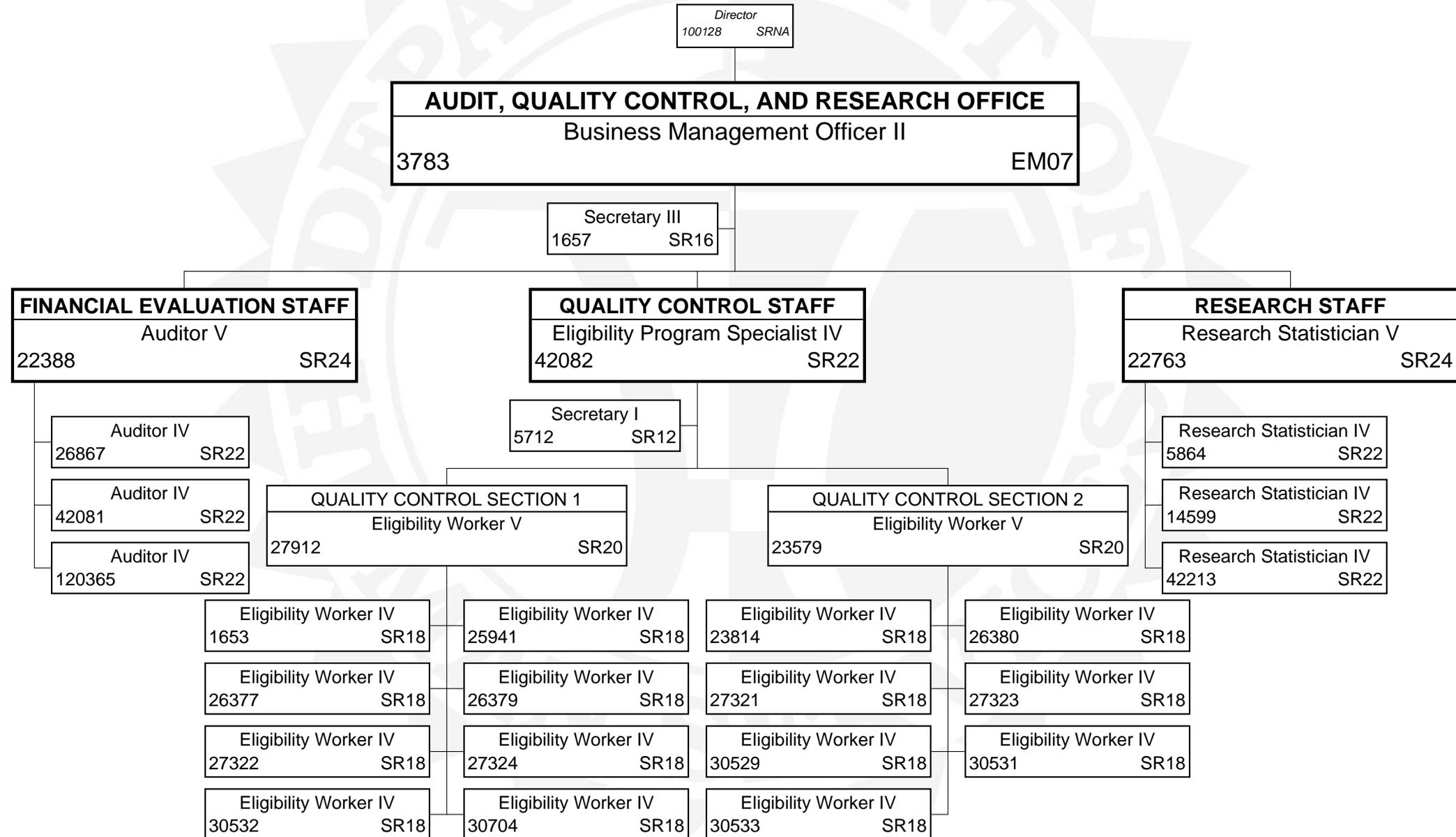
The Quality Control Sections 1 and 2 (QCS1 and QCS2) implements the quality control review systems for federal and state programs as stated above. In addition, the QCS1 and QCS2:

1. Conduct case record reviews.
2. Accomplish full-field investigations for all sampled cases drawn from statewide universe.
3. Conduct full verification and documentation of facts to establish eligibility and benefit payment status of recipients in the Medicaid and Supplemental Nutrition Assistance Program.
4. Make comparative analyses of findings on each sample case.
5. Prepare Quality Control Findings Reports for each error case that includes the identification of the specific errors and recommendations for corrective action and reports its findings as deemed appropriate.
6. Continuously examines changes in the quality control process in the Medicaid and Supplemental Nutrition Assistance Program.
7. Transmit data for the Supplemental Nutrition Assistance Program Quality Control Systems mandated by the federal government since September 1984 for Federal Supplemental Nutrition Assistance Program and reports its findings as deemed appropriate.
8. Conduct quality control and related analysis, as assigned for programs administered by the department.
9. Serve on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

RESEARCH STAFF

The Research Staff is responsible for the planning, directing, conducting and coordinating of statistical reporting and social research in the Department.

1. Develops and analyzes management statistics for use by the Director, division administrators, staff officers, and other personnel in decision-making, administrative and fiscal control, program planning, budgeting, program analysis and evaluation, and statistical reporting and research.
2. Plans, directs, conducts and coordinates research projects, including reviewing and preparing input on usage, accuracy and reliability of related data sources and statistics.
3. Assists in preparing testimonies for the legislature and others regarding financial and economic conditions and trends that may affect the Department's plans and programs.
4. Develops and recommends procedures, methods, and requirements to maintain or increase integrity of data and the use of data for statistical and trend reporting.
5. Serve on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.



BUDGET, PLANNING, AND MANAGEMENT OFFICE

The primary function of the Budget, Planning, and Management Office (BPMO) is to strengthen the Department's overall administrative and management capabilities to provide the means necessary for the Department to make rational programmatic and management decisions with respect to planning, implementing and sustaining public programs; setting program levels; and using human resources, materials, and equipment efficiently and effectively. The BPMO conducts studies, analyses, management evaluations, and reviews of departmental programs and operations to ascertain statutory and/or regulatory compliance, appropriate budgetary levels, and achievement of stated goals and objectives. The BPMO recommends courses of action to improve and enhance the efficacy of departmental programs, and ensure delivery of quality services to program clients. The BPMO conducts program management evaluation and assessment activities in response to or by request from the Director's Office, Staff Officers or Division Administrators of the DHS.

BUDGET STAFF

The Budget Staff coordinates the overall budget planning, development, execution and monitoring activities for all programs in the DHS within the framework of statutory authorization, executive branch rules, policies and procedures and departmental policies.

The Budget Staff coordinates, reviews, evaluates, analyzes, and makes recommendations with respect to the Department's multi-year program and financial plans and budget requests, variance reports and planned program performance for consolidation and compilation of the Director's budget package submittal to the Governor.

The Budget Staff reviews, evaluates, analyzes, and makes recommendations on position action requests; and reviews, evaluates, analyzes, and monitors the expenditures of programs in order to assure conformance with the authorized fund allocations and to make recommendations relating to the allocation, reallocation or restriction of resources.

The Budget Staff advises and provides training and technical assistance with respect to the preparation of program and financial plans and budget requests, variance reports, program structure and expenditure plans and coordinates the preparation and submittal of budget testimony to the appropriate legislative committees.

The Budget Staff prepares requests for quarterly allotment of funds (A-19's) and requests to transfer funds between programs (A-21's).

The Budget Staff conducts program budget analysis and develops alternatives for resource allocations for the departmental managers and program administrators.

The Budget Staff serves on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, etc.

PLANNING STAFF

The Planning Staff is responsible for recommending plans and priorities to the Director and for the coordination and implementation of these plans.

The Planning Staff translates the mission or purpose of the Department into operational goals and objectives, translates the policies and strategies that will govern the acquisition, use, and disposition of resources to achieve operational goals (strategic planning) and formulates plans for the development of resources to achieve established objectives (tactical planning). The Planning Staff oversees and coordinates the development of contingency plans and strategies to meet Departmental goals and objectives and recommends priorities to the Director.

The Planning Staff assists in developing measurable statements of attainable outcome within the framework of operational goals (Division objectives). The Planning Staff periodically reviews the Department's long-range plans and makes adjustments as necessary; recommends policy and administrative changes that would provide for greater simplicity, equity, and cost-effectiveness of programs in meeting objectives.

PROGRAM AND MANAGEMENT EVALUATION STAFF

The Program and Management Evaluation Staff (PME) conducts, reviews, evaluates, analyzes, develops, advises, and promotes improvement in managerial policies, practices, methods, procedures, and organizational structure that includes in-depth analysis and evaluation of the Department's program objectives, work distribution, assignment of functions, responsibilities, and management control systems. The PME Staff provides consultation and technical management services relating to organization, procedures, work methods, and space and resource utilization to improve the efficacy and effectiveness in achieving program objectives of the organization and to accomplish economy and savings in operating costs.

The PME Staff plans, directs, conducts, develops, advises, promotes, and coordinates analytical studies in any or all areas of programs and operations administered by the Department.

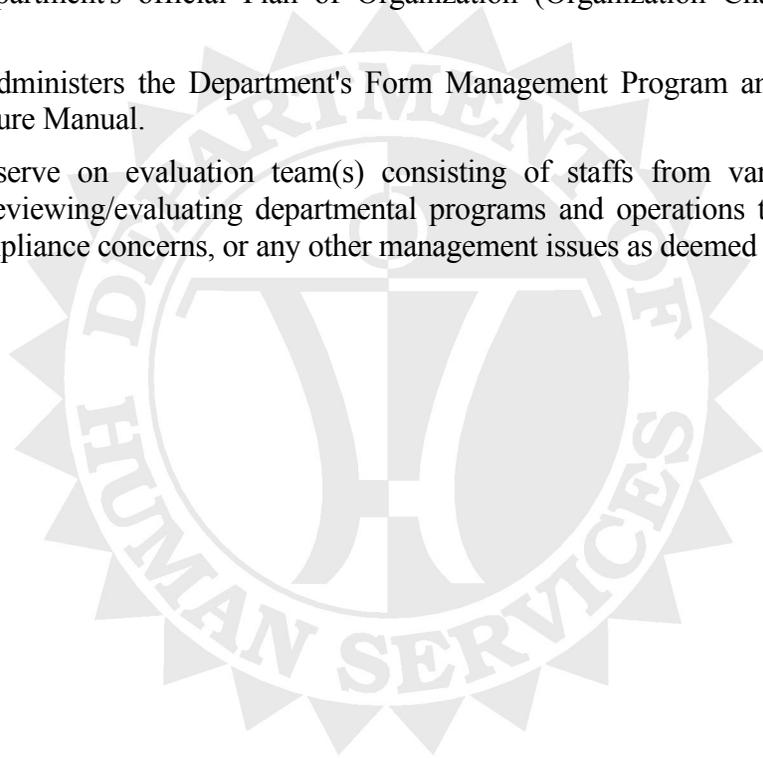
The PME Staff plans, directs, conducts, develops, and coordinates the proposals for changes to the organization's structure and functions; and management evaluations in methods and procedures for the administration and management of programs and participates in its implementation.

The PME Staff plans, directs, conducts, coordinates, reviews, analyzes, advises, and evaluates the Department's administrative policies and procedures and recommends improvements or corrective actions including the effective use of resources, time and space.

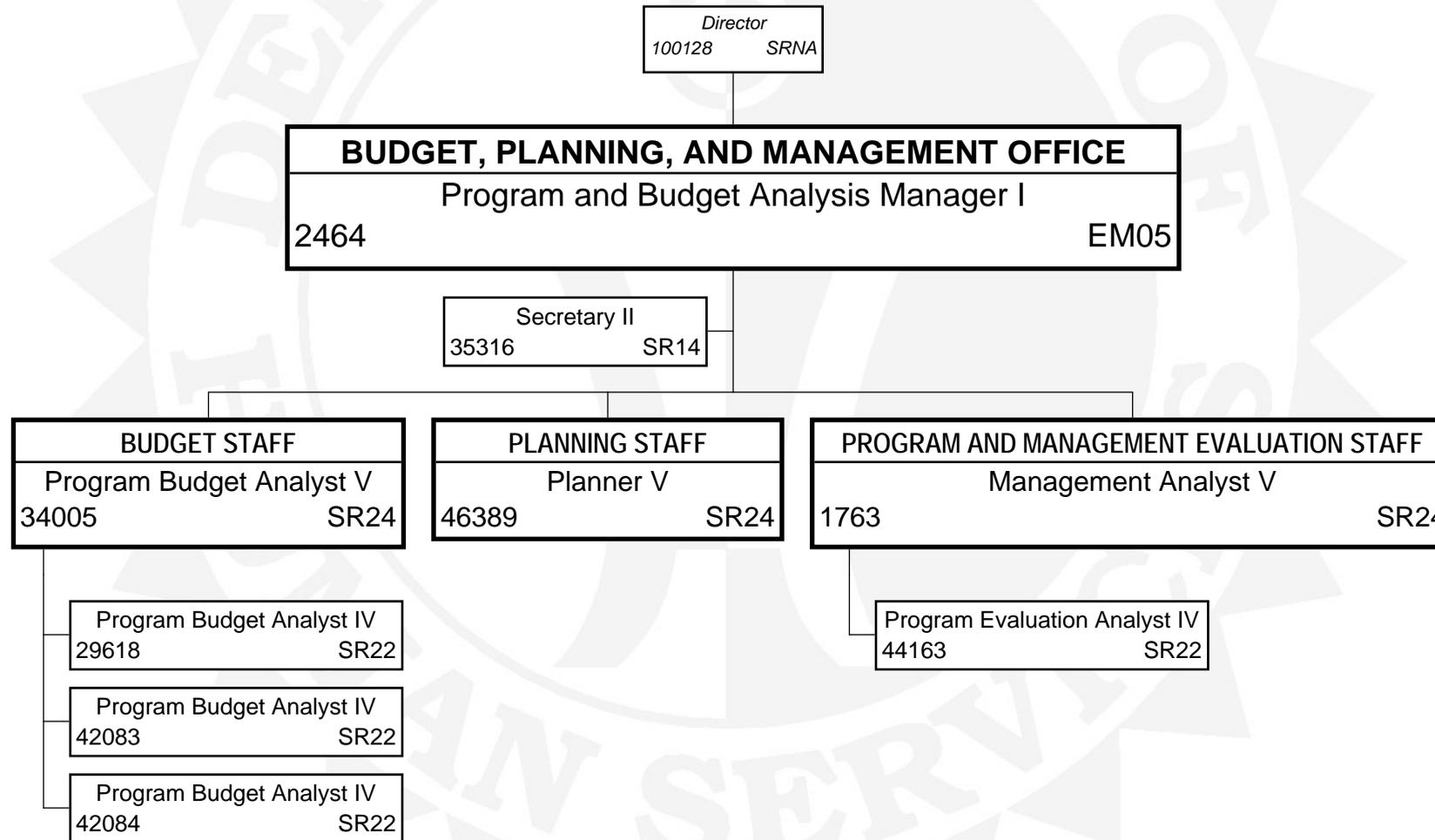
The PME Staff plans, conducts, coordinates, develops, reviews, analyzes, evaluates, maintains, and publishes the Department's official Plan of Organization (Organization Charts and Functional Statements).

The PME Staff administers the Department's Form Management Program and the Department's Policy and Procedure Manual.

The PME Staff serve on evaluation team(s) consisting of staffs from various organizational components for reviewing/evaluating departmental programs and operations to assess efficiency, effectiveness, compliance concerns, or any other management issues as deemed necessary.



POSITION ORGANIZATION CHART
JUNE 30, 2018



FISCAL MANAGEMENT OFFICE

The Fiscal Management Office provides staff assistance and advisory services in the administrative functions of fiscal management and financial support services. The Fiscal Management Office formulates policies, procedures and administers the central accounting, inventory management and purchasing programs for and within the department; provides consultative and technical financial management services; provides duplication and reproduction services; typing and related office services to departmental office staff. The Fiscal Management Office also:

1. Administers the Department's Records Management Program.
2. Coordinates the allocation and reallocation of office space and the rental of spaces.
3. Receives, sorts and does the daily distribution of the department's mail.
4. Maintains and updates the departmental telephone directory.

ACCOUNTING STAFF

Maintain a central accounting system for departmental funds. Monitors, coordinates, and administers fiscal control of fiscal policies, regulations and procedures established by the Governor, Legislature, federal and state fiscal agencies.

1. Develops, maintains, and improves methods, procedures, and forms of the department's accounting system to ensure that the department's payments are made promptly and conform to established standard of propriety and legality.
2. Maintains accounts, records, and reports accurately and on time, the department's financial transactions.
3. Prepares financial statements for submittal to appropriate offices.
4. Advises, assists and/or develops a subsidiary- accounting system and exercises general supervision in the implementation of sub-systems.
5. Provides fiscal directions and assistance and coordinates fiscal activities of the various departmental elements.
6. Assists in preparing budget estimates and projections.

Collections and Recovery Section

This section is responsible for the recordkeeping, accounting, financial analyses, reporting, and billing for collection and/or recoupment of welfare overpayments to recipients.

1. Provides financial accounting support relative to the receiving, recording, and accounting for overpayments in the U.S. assistance programs such as Temporary Assistance to Needy Families, Medicaid, Supplemental Nutrition Assistance Program, and General Assistance.
2. Prepares monthly statements to recipients for welfare overpayments.
3. Collects on overpayments to clients.
4. Maintains collection and individual account records.
5. Monitors collection activities and balances; provides related information to program accountants and offices.

Program Accounting Section 1

The Program Accounting Section 1 is responsible for the accounting, recordkeeping, financial analyses, financial reporting, and associated monetary transactions for the following programs:

1. The income maintenance and financial assistance programs, including the Temporary Assistance to Needy Families (TANF), General Assistance (GA), Supplemental Security Income (SSI), Aid to the Aged, Blind and Disabled (AABD), Low Income Energy Assistance (LIEA), and the Repatriation Program;
2. The Supplemental Nutrition Assistance Program;
3. The various social services programs; and
4. The Refugee Assistance program.

Provides financial accounting support pertaining to the above programs, including the following:

Program Accounting Section 1 (Cont'd)

1. Extracts financial data from various central accounts and departmental reports, and sorts and accumulates this information for program management and federal reporting purposes.
2. Serves as a resource for fiscal related federal and state program rules and regulations.
3. Assists program and staff offices in preparing financial reports and in monitoring accounts and appropriations.

Program Accounting Section 2

The Program Accounting Section 2 is responsible for the accounting, recordkeeping, financial analyses, financial reporting, and associated monetary transactions for the following programs and functional areas:

1. Departmental, Benefit, Employment, and Support Services Division and Social Services Division administration costs; program cost allocations;
2. The allocation of departmental costs to federal programs.
3. The Vocational Rehabilitation programs and related administration costs and cost allocations.

Provides financial accounting support pertaining to the above programs, including the following:

1. Extracts financial data from various central accounts and departmental reports, and sorts and accumulates this information for program management and federal reporting purposes.
2. Serves as a resource for fiscal related federal and state program rules and regulations.
3. Assists program and staff offices in preparing financial reports and in monitoring accounts and appropriations.

MONEY PAYMENTS STAFF

The Money Payments Staff is responsible for reviewing, vouchering and processing payment requests to recipients and to vendors on behalf of recipients; the review is for validity, accuracy and compliance of payments to established laws, rules and regulations. The following types of payments are processed by this staff:

1. Recipient payments for Temporary Assistance to Needy Families (TANF), General Assistance (GA), Aid to the Aged, Blind and Disabled (AABD), Adult and Child Care payments.
2. Vendor and client payments to HMSA-Medicaid, Kaiser Premium, Individual and Family Grant Program (IFGP - disaster relief), Energy Assistance Program, First To Work Payment Program, Health Quest Program, Social Services Program, Vocational Rehabilitation Program, Class Action lawsuits, etc.

PRE-AUDIT STAFF

The Pre-Audit Staff coordinates, monitors, develops, and maintains the comprehensive audit of all encumbrance, expenditure, and payroll claims for the department to assure that the department's payments are made correctly and promptly and conforms to established laws, rules, and regulations.

1. Pre-audits and processes encumbrances, vendor payments, contract payments, reimbursements, and payroll claims for the department.
2. Develops, recommends, and revises departmental policies, standards, methods, procedures, and forms pertaining to vouchering and payroll.
3. Provides technical advice, training, and assistance to departmental management and personnel on vouchering and payroll.
4. Certifies for the department all expenditure and payroll claims; maintains centralized records for these claims, and prepares and processes department payrolls; prepares payroll related reports.
5. Processes payroll encumbrances and payroll claims for the department; provides technical advice, training, and assistance to departmental management and personnel on matters relating to payroll; certifies all payroll claims for the department, maintains centralized records for these claims; and prepares and processes department payrolls and reports.

Payroll Section

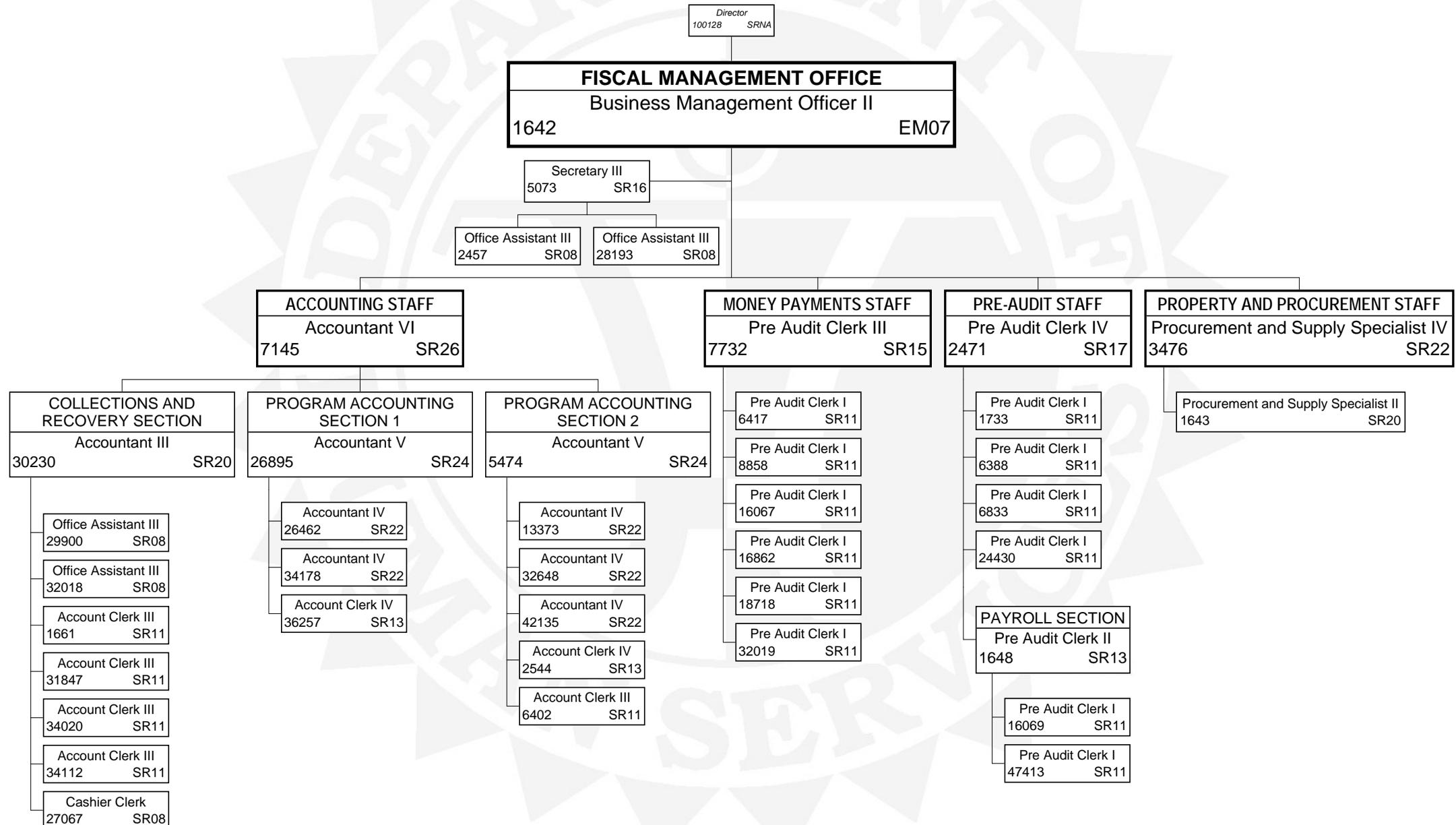
The Payroll Section pre-audits and processes payroll encumbrances and payroll claims for the department. It provides technical advice, training, and assistance to departmental management and personnel on matters relating to payroll; certifies all payroll claims for the department, maintains centralized records for these claims; and prepares and processes department payrolls and reports.

1. Certifies for the department all expenditure and payroll claims; maintains centralized records for these claims, and prepares and processes department payrolls; prepares payroll related reports.
2. Processes payroll encumbrances and payroll claims for the department; provides technical advice, training, and assistance to departmental management and personnel on matters relating to payroll; certifies all payroll claims for the department, maintains centralized records for these claims; and prepares and processes department payrolls and reports.

PROPERTY AND PROCUREMENT STAFF

The Property and Procurement Staff provides logistical and support services related to Central Purchasing, Property Management and Inventory Control; reviews all contracts entered into by the Department for compliance with applicable policies, rules, regulations and laws and provides technical assistance to program staff in the development, management, and execution of contracts; serves as departmental liaison with the Attorney General's Office and as coordinator between the Director's Office and the various programs in matters related to contracts.

1. Coordinates the processing of department's contracts with consultants, vendors and providers (consultant contracts, personal services contracts, provider contracts, purchase of services contracts, lease agreements, rental agreements, etc.), and the proper control agency - Department of Accounting and General Services, Department of Budget and Finance, Department of Human Resources Development, Department of Land and Natural Resources, Attorney General.
2. Develops purchasing policies and procedures for the department based on the rules set by the State Procurement Office and coordinates their implementation by all units of the organization where purchasing is decentralized. Conducts post audit studies, or other monitoring activity to encourage compliance with all applicable procurement related laws, rules and policies. Develop workshops, tools, procedures and techniques, as required to ensure *strict* compliance throughout the department.
3. Reviews operational policies and procedures of departmental offices to ensure that use of existing supplies and equipment is maximized and that the most cost-effective types of supplies/equipment are used. Consolidates price lists to be used for department purchasing.
4. Manages purchases for the department where centralized purchasing will be more efficient and economical for the department.
5. Coordinates the allocation and reallocation of office spaces and the rental of spaces.
6. Coordinates and processes the advertising of bids, issuances of request for proposals and invitation of bids, bid openings and awards, bid proposal evaluations, processing of bid and performance bonds, and related contract documentation and fiscal processes.



OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology (OIT) is responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems and processing for the department statewide. The OIT provides business application development and maintenance, project planning and management, systems software and hardware management, telecommunications and network management and support, technical training, operations of the Department of Human Services (DHS) computing facility including data control and technical help desk functions.

The OIT oversees the administration of the DHS Mainframe system complex and all peripherals located at the Department of Accounting and General Services (DAGS) Information and Communication Services Division (ICSD) separate from the state's mainframe system.

The OIT also directs and coordinates all IT matters within and between the DHS and other state and county agencies, the federal government, and commercial hardware and software organizations including private consultants.

PROJECT MANAGEMENT AND PLANNING STAFF

Provides planning, managing, and administrative services assistance to the OIT administrator and Staff; in the area of strategic and tactical planning to achieve OIT's goals and objectives, and work requests and prepares status reports and conveys concerns regarding the quality and progress of systems/projects; assists in the finalizing of the office's budget and expenditure plan; acts on behalf of the OIT administrator in managing the office in his/her absence.

Plans, coordinates, develops, evaluates, monitors and assists in bid, proposal and contract processing in the acquisition of IT hardware, software, and services; assist in research of office and staff productivity technologies.

Provides IT Project Management Support for departmental and divisional IT projects; selects, acquires, and disseminates project productivity aids for the Applications Development and Maintenance Staff (ADMS) and user project managers; assists in the coordination of specialized project management for users and IS training for OIT; participates in DHS Information Systems (IS) technical, user and/or Project Committees; liaison to the Project Management Office of the ICSD of the Department of Accounting and General Services.

Provides clerical and other office support; finalizes budget plan and tracks expenditures; processes purchase order payments; conducts and maintains office inventory.

These objectives are provided by (individually or in combination of) the Project Management and Planning and the Office Support Services Sections.

Office Support Services Section

The Office Support Services Section provides document processing, copying, filing; updates and maintains staff time sheets; maintains office supplies inventory; prepares and processes purchase orders; assists in the finalizing of the OIT budget plan and tracking OIT expenditures to budget; coordinates, maintains and prepares the office inventory for submission to DAGS; assists in processing contracts and in the consolidation of user agencies PVA into the department's DIPIRM.

Project Support Section

The Project Support Section develops, implements, and maintains the contracts; assists in the evaluation and selection of technical products and project productivity aids for the ADMS and user project managers; provides technical and project expertise and monitors the progress of the assigned departmental and divisional IT projects; compiles information for federal cost allocations; purchases mainframe, mini- and micro- computer supplies; and coordinates user agencies in the preparation of Project Valuation Assessments (PVA) to consolidate into the department's Distributed Information Processing and Information Resource Management Plan (DIPIRM).

APPLICATIONS DEVELOPMENT AND MAINTENANCE STAFF

Administers, plans, coordinates, and directs all Application Systems Design, Development, Implementation and Maintenance for departmental business applications computer systems. Provides analyses, construction and programming for all Information Processing (IP) computer systems for the various Federal and State programs for the Divisions and the various Staff Offices of the DHS.

Provides overall project management expertise and assistance in project management for all systems development projects; works with various department offices and division administrators to implement automation initiatives; assists in the development of the advance planning document or the systems development and implementation project plans; provides all systems analysis and design services, and computer programming services to the end user community; and provides daily operational support and maintenance in all aspects of data processing requirements for the end user community.

Computer Programming Section

Modifies/develops applications computer programs and performs unit test. Develops data processing documentation in accordance with the established documentation standards. Provides computer programming functions for the various Federal and State programs for the Benefit and Employment Support Services Division and the Med-QUEST Division

Systems Analysis And Design Sections 1 And 2

Performs system analysis and design functions in the development of new system requirements definition or enhances exiting system requirements. Produces data processing documentation, such as, System Requirements Definition (SRD), System Design Alternatives (SDA), System External Specifications (SES), Testing plan, Conversion plan, and Implementation plan. Conducts system tests, assists the users in the systems acceptance test, assists in the development of the user manual, and conducts user training in the technical aspects of the system.

Section 1 performs the above functions for the various child welfare programs, adult services programs, financial management, and personnel systems for the Social Services Division, Vocational Rehabilitation and Services for the Blind Division, and Staff Offices of the DHS.

In addition, Section 1 performs computer programming functions, which include modifying/developing applications computer programs, performing unit test, developing data processing documentation in accordance with the established documentation standards for the child welfare programs and adult services programs, financial management and personnel system for the Divisions and Staff Offices of the DHS.

Section 2 performs the above functions for the various Federal and State programs for the Benefit and Employment Support Services Division and the Med-QUEST Division.

COMPUTER OPERATIONS STAFF

Plans, directs, and organizes the activities of the DHS computer facility; coordinates operations of the DHS mainframe at the ICSD facility. Manages and operates computer equipment in the DHS computer facility; establishes facility procedures and policies; provides technical help desk services and LAN/WAN services for the DHS, statewide. Prepares and maintains production schedules, and documentation for new and on going application systems; submits job requests; reviews jobs for quality assurance; liaison to the ICSD Computer Operations Branch for the coordination of computer and telecommunication problems.

Data Control Section

Prepares schedules and controls production for computer processing; inputs parameter data for job submission at the ICSD computer center; assembles, prepares, and distributes computer reports to the appropriate DHS units; monitors the status of production jobs for the DHS application systems and maintains the inventory of computing forms and supplies.

Operations Section

Provides Teleprocessing Network services, LAN/WAN services, Technical Help Desk services, computer services, server backup services, including Interactive Voice Response (IVR) services for the DHS statewide. Coordinates mainframe operations with ICSD.

SYSTEMS SOFTWARE MANAGEMENT STAFF

Administers, plans, coordinates and directs the mainframe systems software support and control programming; database management and operational support; installation and maintenance services for centralized computing systems; development, implementation, and maintenance of specialized systems software used in support of applications and control systems; determines efficiency/capacity of, and recommends improvements to the computer systems; and guidance in the effective and efficient use of systems software.

Plans, coordinates and directs information security and management of user privileges; develops plans and methods for improving the efficiency of mainframe systems and securing them from unauthorized access; develops plans and procedures to recover from disaster; and participates in the planning, acquisition, and installation of new equipment and program packages.

Develops and evaluates computer-related bid specifications; assists in the review of development plans and procurement requests for hardware and software for the mainframe complex. Provides technical and operational expertise in the planning, implementation, daily management, and maintenance of databases and database management systems.

Systems Management Section

Manages and coordinates all mainframe system complex hardware and system software installation activities and maintenance projects performed by OIT, ICSD or consultant personnel. Conducts general and detailed systems analyses for the DHS Mainframe System Complex and database design analyses and develops file plans and file structures required to implement system projects. Conducts capacity analyses of existing hardware components and performance analyses of existing software components and recommends maintenance or upgrades based upon current or future processing requirements. Conducts ongoing evaluations in regards to Central Processing Unit (CPU) utilization and processing.

Systems Security Section

Defines, develops, and administers all departmental security procedures and processes; manages access to the department's automated systems; conducts system security studies for conformance to laws, policies and procedures relating to the security of confidential information, develops and provides security guidelines and policies; works with various local, state, federal and private sector agencies on all system security issues; conducts security reviews on departmental system users for policy adherence and measures effectiveness of programs in place.

TELECOMMUNICATIONS AND SYSTEM NETWORK STAFF

Plans, directs and oversees the implementation and support of various network components; the evaluation of efficient and cost-effective deployment and usage of transmission media; and the development of policies, standards and procedures long-range plans and goals for the telecommunications infrastructure. Ensures that the Department's plans are consistent with the State's long-range telecommunications infrastructure to allow connectivity with other agencies.

Plans, coordinates and manages activities involving voice, data and video communications. Directs the network architecture design and determines network system software. Oversees the development of policies, standards and procedures, long-range plans and goals for network access within the DHS.

Manages, plans and directs office automation usage and the development of customized office automation applications and databases. Provides technical expertise in the support of client applications and Web development.

Network Planning And Management Section

Oversees and manages the activities of the DHS computer networks including LANs, WANs and Internet systems. Plans, analyzes, designs and develops the physical network architecture. Establishes and maintains network software parameters, configures and optimizes network components including servers and firewalls, routers, switches and hubs. Implements and maintains network management processes to identify, diagnose and resolve network operational problems. Tracks performance capacity and analyzes network workload; plans, and schedules and implements hardware and software modifications.

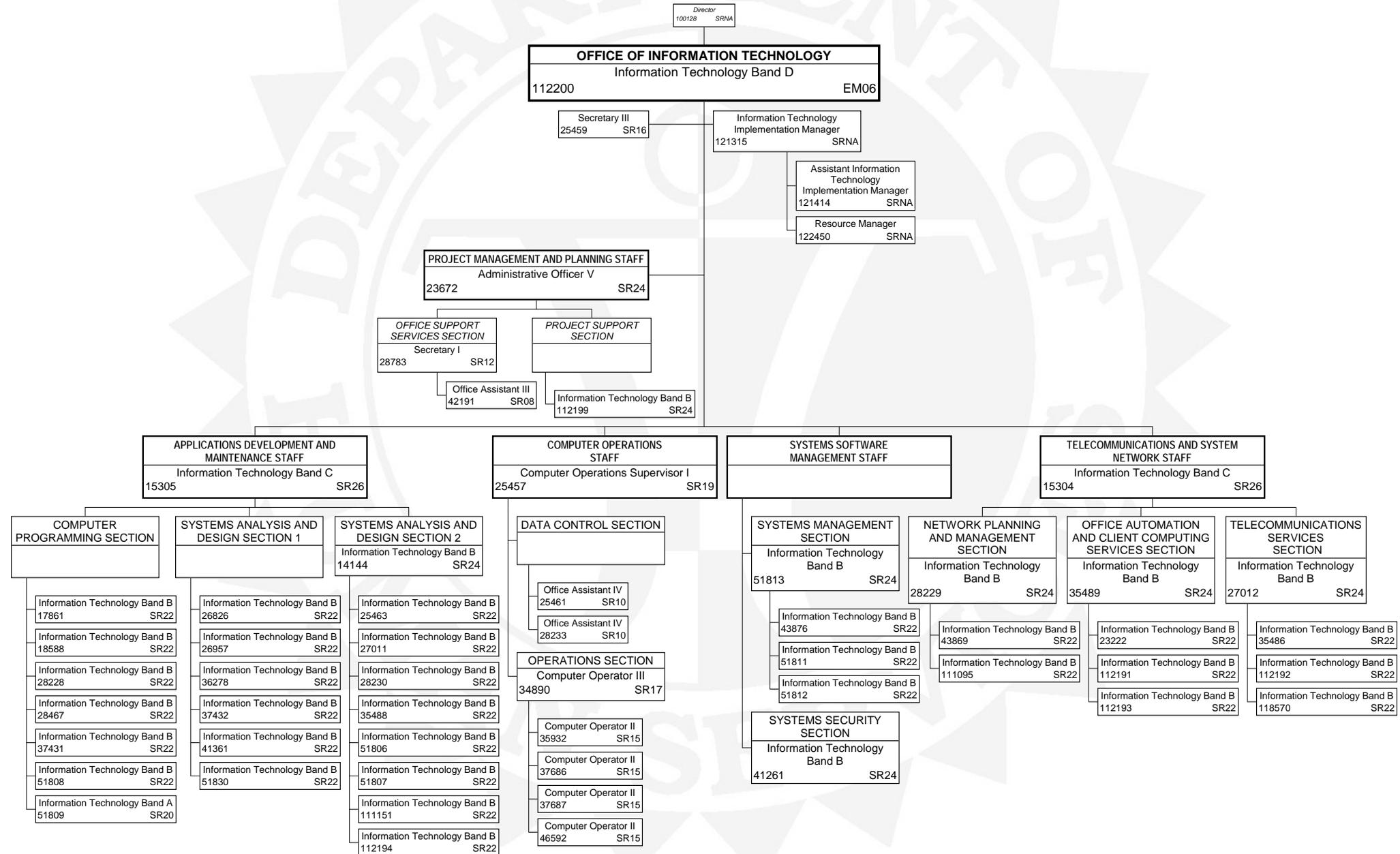
Office Automation And Client Computing Services Section

Provides technical expertise in planning, designing, developing, implementing and utilizing Office Automation systems. Conducts capacity analyses of existing hardware used for Office Automation systems. Plans for and coordinates the implementation of upgrades to Office Automation software or hardware. Analyzes, designs develops and implements customized Office Automation applications and databases to meet user requirements. Provides user support for Web services.

Telecommunications Services Section

Manages the design and deployment of hardware, software and transmission media to enable mainframe connectivity and connectivity to the Departmental minicomputer and Local Area Network/Wide Area Network (LAN/WAN). Provides technical expertise in planning, designing, developing, implementing and evaluating voice, data and video communication systems in the Department. Analyzes network traffic and available communications capacity; plans and implements improvements, reconfiguration or upgrades of communication devices and transmission media as necessary to provide sufficient transmission speed and bandwidth.





PERSONNEL OFFICE

The Personnel Office manages the personnel programs of the department including recruitment, examination and placement, position description, classification and pricing analysis, labor relations, civil rights, employee relations and safety, employee training and development, personnel transaction and maintenance of records.

CIVIL RIGHTS COMPLIANCE STAFF

Provides the department with technical assistance and advisory services in complying with various federal and state civil rights requirements relating to equal employment opportunity (EEO), equal opportunity in the delivery of services, and affirmative action. Ensures that program operations are implemented in a non-discriminatory manner and comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, and any other Federal and State laws and regulations.

1. Provides technical and advisory staff services to all organizational units in the department concerning the various standards and requirements of civil rights laws, rules, and regulations.
2. Develops, conducts, and/or coordinates orientation and training programs for supervisors and other departmental personnel in the area of civil rights, such as affirmative action; equal treatment of employees; legal requirements; cultural, handicap, and age awareness; double standards in conduct as related to the sexes; racial differences; etc.
3. Develops, implements, monitors, and maintains administrative procedures for receiving and processing discrimination complaints. Represents the Director in investigating complaints and/or negotiating settlements for such complaints.
4. Develops, implements, monitors, and maintains the Departmental Affirmative Action Plan and any other Corrective Action Plan which covers employee and employer concerns as well as concerns relative to the delivery of services to clients.
5. Serves as departmental liaison for all civil rights related matters. Works in consonance with representatives of Federal and State agencies, employee organizations, and public advocacy groups.
6. Prepares various EEO and civil rights related reports, to the extent that regulatory changes dictate the need for such reports.

EMPLOYEE RELATIONS AND SAFETY STAFF

Initiates, plans, and implements employee relations programs. Develops and coordinates the department's occupational health and safety program to assure compliance with occupational health and safety laws and regulations.

1. Conducts employee service and incentive awards programs verifying compliance with departmental and State policies and procedures.
2. Reviews and accepts or denies liability for accidents and illnesses reported as being eligible for Accidental Injury Leaves and/or Workers' Compensation disability. Monitors on-going disability medical reports and rehabilitation efforts for appropriateness and conformity to Workers' Compensation and civil service laws as well as departmental and staff personnel rules and regulations, and applicable bargaining unit agreements.
3. Prepares and presents testimony at Workers' Compensation hearings. Coordinates with the Attorney General's Office in terminating or settling compensation claims.
4. Monitors and coordinates compliance with occupational health and safety requirements through educational inspections, as well as corrective action follow-ups on Division of Occupational Safety and Health citations.
5. Evaluates and coordinates departmental response to environmental impact statements in response to the Office of Environmental Quality Control.
6. Monitors the implementation of the drug free workplace law for the Department. Assures that the Department meets the Federal and State reporting requirements.

LABOR RELATIONS STAFF

Provides labor-management staff and advisory services to all organizational components of the department. Represents the department in collective bargaining negotiation sessions. Responsible for ensuring the proper implementation of negotiated collective bargaining contract terms.

1. Develops departmental standards, policies, procedures, and guidelines for the implementation of the State's collective bargaining statutes and administrative personnel policies, procedures, and regulations.
2. Serves as departmental representative for collective bargaining negotiations. Apprises management of the status of ongoing negotiations. Analyzes negotiation proposals for departmental impact and participates in the review and discussion of all proposals and counter-proposals.
3. Advises management on strike planning and preparation, including consulting programs on essential workers' petitions and other critical pre-strike activities.
4. Advises management and employees of various aspects of collective bargaining, disseminating information verbally and in writing, including interpreting contract provisions and applicable chapters of the State of Hawaii Personnel Rules.
5. Advises management on labor relations issues, such as just cause for discipline, handling of grievances, etc. Meets with employee/employer representatives to discuss problems and negotiate mutual agreements with respect to terms and conditions of employment unique to the department in an attempt to resolve grievances, if necessary. Also, researches, investigates, and provides staff work for grievances at the Director's level. Assists the Department of Personnel Services in advocating the Department's position at arbitration hearings.
6. Provides training in labor relations for supervisors.

POSITION MANAGEMENT SERVICES STAFF

Reviews position actions and job descriptions to recommend appropriate classification or other disposition; conducts classification studies, position surveys, and advises management on position utilization, classification, and related matters.

1. Reviews position action requests for exempt and civil service positions to determine adequacy of submittal and proper disposition.
2. Evaluates job descriptions, conducts desk audits, makes classification and bargaining unit assignment recommendations and takes classification action on classes delegated by the Department of Personnel Services.
3. Conducts classification studies and makes recommendations and proposals for new or amended class specifications and minimum qualification requirements.
4. Develops, reviews, and makes recommendations on selective certification requirements for positions requiring specialized experience or skills.
5. Conducts surveys of departmental positions to insure that job descriptions are current and accurate.
6. Advises program managers on utilization of positions, staffing, classification implications of reorganization proposals, and related matters; provides assistance in the assignment of duties and preparation of position descriptions.
7. Prepares Civil Service Commission appeals, pricing appeals, administrative review requests and represents the department in such proceedings.
8. Provides specialized clerical support in the processing of position action requests, including checking documents for completeness, accuracy and compliance with rules and procedures and routing documents in accordance with procedures. Maintains position records for the department.
9. Screens employee qualifications for reallocation and processes related transactions to effect reallocation.
10. Provides training in classification to departmental staff.

RECORDS AND SUPPORT SERVICES STAFF

Establishes and maintains a centralized system of recording and reporting personnel transactions.

1. Initiates all Notification of Personnel Action (SF-5s) processing transactions.
2. Maintains all status records on employees and positions for the department.
3. Maintains a system for the periodic reporting of employee evaluations.
4. Audits Notification of Temporary Assignment (SF-ls), in accordance with bargaining unit contracts and/or State Administrative Rules.
5. Compiles and consolidates data for, and prepares, various personnel reports.
6. Advises departmental staff on handling personnel problems and procedures involved in reporting or requesting approval to take personnel actions.
7. Provides selected and authorized information on employees to outside agencies and appropriate departmental personnel.
8. Provides back-up administrative and clerical support services as needed.
9. Maintains close working relationship with other state agencies concerning the unit's areas of responsibility.
10. Determines eligibility for the Temporary Disability Benefits Plan for bargaining unit employees.

RECRUITMENT AND EXAMINATION STAFF

Conducts internal and open-competitive recruitment and examination activities; advises managers on recruitment and staffing concerns; coordinates employee benefit enrollment activities.

1. Develops departmental policies and procedures for recruitment, examination and placement functions and insures compliance with applicable laws, personnel regulations, and collective bargaining contract provisions.
2. Conducts and coordinates internal recruitment, including announcing vacancies, screening applicants, referring qualified candidates, reviewing selection recommendations, and processing approved appointments.
3. Maintains controls on vacancies and temporary appointments, prepares status reports, and processes various types of appointment transactions.
4. Identifies recruitment problems and develops and carries out strategies and plans relating to job restructuring, training programs, compensation adjustments, and advertising programs in order to improve recruitment and retention of staff.
5. Advises program managers on recruitment, retention, and placement problems, selection criteria, and other matters pertaining to filling vacancies and provides appropriate assistance.
6. Conducts open-competitive recruitment for classes and functions delegated by the Department of Personnel Services, including advertising, screening of applications, making suitability determinations, conducting examinations, certifying and maintaining eligible lists and responding to applicant complaints and appeals.
7. Coordinates the referral of applicants from eligible lists for selection interview, reviews selection recommendations, checks applicant suitability, and processes new appointments.
8. Coordinates the enrollment of benefits for new employees through orientation sessions and advises departmental staff on employment benefits, e.g., medical, dental, and life insurance.
9. Conducts job search and reduction-in-force proceedings and coordinates other employee placement functions.

TRAINING STAFF

Formulates and develops an overall training strategy for the department and coordinates the preparation of the department's training plan. Monitors the plan and segments of the plan to assure their proper execution and implementation.

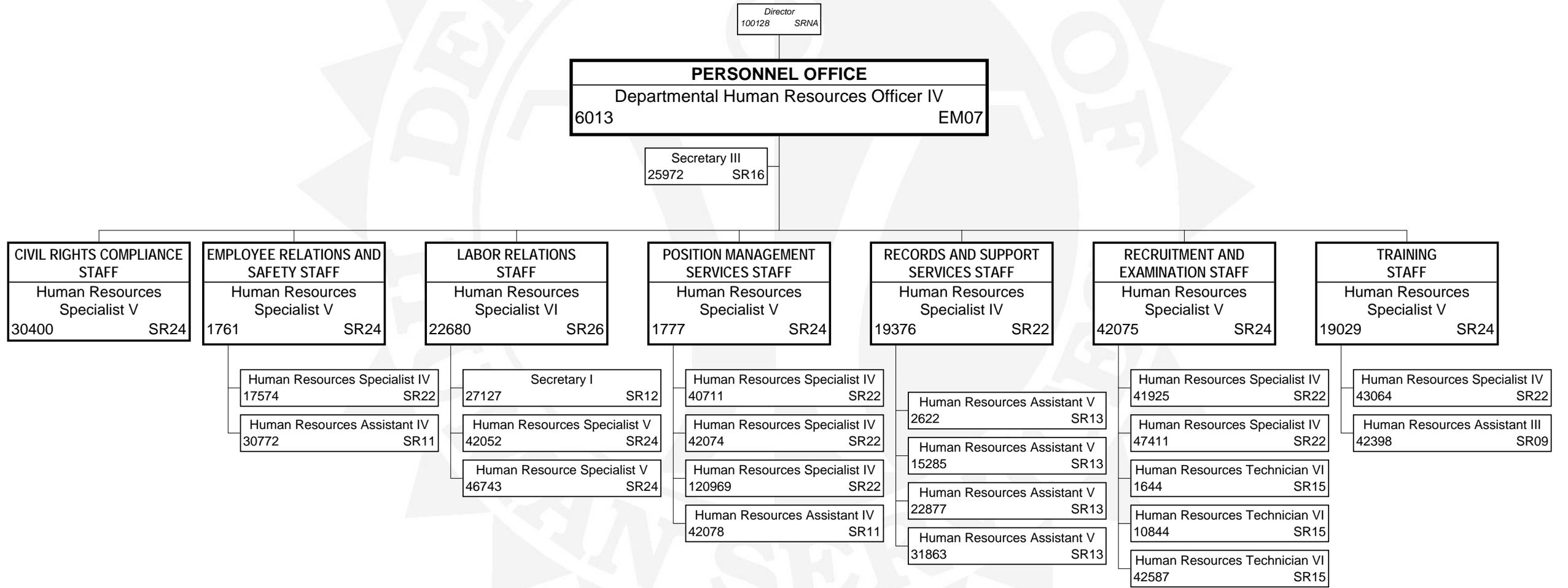
Reviews and approves, coordinates, monitors, and evaluates specialized training plans and programs within the Department.

Plans, develops, conducts, and/or coordinates generic and specialized staff development and training programs of the Department of Human Services. Staff development and training programs are in consonance with existing state statutes, Department of Personnel Services' rules and regulations and Department of Human Services' policies and procedures.

1. Assesses training needs of employees and locates resources to meet the needs; monitors training to see that needs are met.
2. Plans and conducts orientation sessions for new employees.
3. Plans, develops, conducts, and/or coordinates generic training and, as appropriate, specialized development programs.
4. Provides other training opportunities to employees by initiating in-service and out-service training sponsored by various divisions/offices of the department and public and private agencies in the community.
5. Consolidates and coordinates training requests and processes to appropriate agency/office.
6. Reviews and suggests modifications and applications for out-service and in-service training applications to comply with Department of Personnel Services rules and regulations.
7. Evaluates results of all departmental training programs and makes changes as appropriate.
8. Reviews and approves, monitors/evaluates results of divisional staff-development and training programs and recommends changes as appropriate.
9. Advises departmental personnel on relevant training and development matters.
10. Provides consultation to supervisory, administrative and divisional training staff on matters pertaining to development and conduct of training programs.
11. Serves as clearinghouse for training information and disseminates that which is relevant to line employees/management.
12. Evaluates requests for development (educational) leaves, stipends, etc.
13. Conducts research and locates/develops training materials and resources including films, literature and speakers.

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
PERSONNEL OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2018



BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION

Under the general direction of the Director of Human Services, the Benefit, Employment, and Support Services Division (BESSD) provides employment related services, child care services, homeless services and economic assistance to eligible families and individuals.

Basic authority and responsibility for the administration of the BESSD will be vested in the Division Administrator who:

1. Provides administrative direction in the planning, development, and implementation of comprehensive statewide employment related, child care, and income maintenance programs that include:
 - a. job placement services and opportunities, education, skill building, job training, volunteer work experience, and counseling.
 - b. childcare subsidies, licensing and registration of child care providers, counseling, resource development, and referral services.
 - c. financial assistance.
 - d. supplemental nutrition assistance.
 - e. homeless services.
2. Directs the development, implementation, and maintenance of federal-state plans for federal funds.
3. Determines priorities and allocation of resources, coordinates and reviews division's multi-year programs and financial plans, and prepares division's budget for submission to Director.
4. Prescribes and provides direction in the development of such goals, objectives, policies, standards, criteria, procedures, and rules and regulations as may be necessary or appropriate to perform functions.
5. Provides direction in the planning and development of a full range of supporting services including administrative management, planning, system supports, staff development, and automation.
6. Proposes need for and reviews or analyzes proposed legislation and recommends appropriate action to Director. Prepares legislative testimonies and assists in hearings.
7. Administers, under policy and direction of the United States Department of Agriculture, the Supplemental Nutrition Assistance Program and Employment and Training Program; the United States Housing and Urban Development-Homeless Programs, and under the direction of the United States Department of Health and Human Services, Temporary Assistance to Needy Families Block Grant, Child Care Development Block Grant, and Low Income Home Energy Assistance Block Grant.
8. Provides channels of coordination and communication among DHS divisions, staff offices, branches, and other public and private organizations with welfare related concerns.
9. Awards grants or contracts for appropriate education, employment training, supportive services, homeless oriented programs or to improve the availability and quality of early childhood development and care.
10. Coordinates divisional activities with private and public agencies and develops inter-agency relationships and agreements.
11. Provides advisory and consultative technical program management assistance.
12. Resolves major conflicts among operating or staff units of the division.
13. Provides direction in the development and implementation of a fraud investigation and payment recovery services.
14. Provides oversight to line units in the preparation of reports for administrative hearings and in the preparation of facts at the hearings.

ADMINISTRATIVE MANAGEMENT SERVICES OFFICE

Under the general direction of the division administration, the Administrative Management Services Office (AMSO) is responsible for providing logistical and support services related to central purchasing, property and equipment (lease/purchase) management, inventory control, coordinates the division budget, assists the financial, supplemental nutrition assistance, employment and training; and the child care program in processing client payments in the development, execution, and management of contracts to ensure compliance with policies, rules, regulations and laws, and manages the division's safety and natural disaster policies and procedures. The AMSO is also responsible to process payments for state programs, to oversee the general business activities for the division and to arrange for studies of operations and organization. In addition, the office provides management oversight to the line units with regard to budget preparation and expenditure of funds.

Electronic Benefit Transfer Staff

The Electronic Benefit Transfer Staff (EBT) is responsible to develop, implement, and monitor the electronic benefit transfer processes; coordinates the activities among the state programs, retailers, financial institutions, and the contractor who processes the payments and releases funds to clients; resolves problems related to client's account which may be caused by sources outside the Division's automated systems.

Systems Operations and Requirements Staff

The Systems Operations and Requirements Staff (SORS) is responsible to perform a support function by assisting the division in accomplishing program integration and single access for clients at the user/service delivery level through the use of electronic data processing (EDP) systems and office automation. Additionally, the SORS is the central focal point for coordinating and facilitating communication between users and the Department's Office of Information and Technology, and other staff regarding systems operational or functional problems.

Support Services Staff

Under the overall direction and control of the AMSO Administrator, the Support Services Staff (SSS) plans, initiates, implements, directs, evaluates, controls, and maintains all administrative and business management functions for Division.

The SSS is responsible for preparing the budget and expenditures plan and assure that the units operate within the Department of Accounting and General Services requirements. The SSS maintains a centralized staffing control system and closed files system. The SSS evaluates clerical and administrative procedures on a continuing basis, provides appropriate training to staff subordinates to insure that work performance standards are met, and recommends changes to improve operations among units.

CHILD CARE PROGRAM OFFICE

Under the general direction of the division administration, the Child Care Program Office provides policy and administrative direction in the development and implementation of childcare and programs that include the At Risk Child Care, Transitional Child Care, Child Care Development Block Grant, Child Care Licensing, Pre-Plus Program, and the Preschool Open Doors programs.

1. Establishes and prioritizes program goals and objectives and plans, initiates, promotes, facilitates, directs, and evaluates the statewide implementation of these programs.
2. Develops state and federal plans in conformance to state regulatory requirements and federal law.
3. Develops, implements, and maintains department rules which are based on federal and state laws and regulations as well as evaluates the effectiveness of the rules, procedures, and standards.
4. Maintains a continuing federal-state relationship with the Department of Health and Human Services, Administration for Children and Families on matters pertaining to the Child Care and Development Block Grant.

CHILD CARE PROGRAM OFFICE (Cont'd)

5. Prepares legislative bills, testimonies and reports and attends hearings to provide information as requested by the division administrator.
6. Prepares annual program plans, program budgets, narrative justifications, expenditure plans, and variance reports on program expenditures and accomplishments.
7. Coordinates the preparation of reports and data collection to analyze/assess programs' accomplishments, effectiveness, and efficiency.
8. Drafts and executes agreements and contracts with public and private agencies in order to purchase a needed or complementary service.
9. Plans, develops, and evaluates a statewide program of child care services, including establishment and implementation of licensing standards and requirements, development and management of the child care licensing resource file, and monitoring and tracking of care.
10. Develops and renews program grant application for federal funds.
11. Coordinates services of other public and private agencies with varying types of programs servicing the same target population.
12. Gives talks to public and private agencies, non-profit organizations, and elsewhere, as requested.
13. Facilitates discussion and collaboration with other federally-funded entities in the area of available resources and best practices as it relates to services to low-income families and early childhood education services.
14. Assists staff in defending department's decision when the department's decision to reduce or terminate assistance is appealed to the department's administrative appeals office.

EMPLOYMENT AND TRAINING PROGRAM OFFICE

Under the general direction of the division administration, the Employment and Training Program Office provides policy and administrative direction in the development and implementation of employment and training programs which include the First to Work and Up-Front Universal Engagement programs.

1. Establishes and prioritizes program goals and objectives and plans, initiates, promotes, facilitates, directs, and evaluates the statewide implementation of these programs.
2. Develops state and federal plans in conformance to state regulatory requirements and federal law.
3. Develops, implements, and maintains department rules which are based on federal and state laws and regulations as well as evaluates the effectiveness of the rules, procedures, and standards.
4. Maintains a continuing federal-state relationship with the Department of Health and Human Services, Administration for Children and Families in matters pertaining to the Temporary Assistance for Needy Families Block Grant.
5. Prepares legislative bills, testimonies and reports and attends hearings to provide information as requested by the division administrator.
6. Prepares annual program plans, program budgets, narrative justifications, expenditure plans, and variance reports on program expenditures and accomplishments.
7. Coordinates the preparation of reports and data collection to analyze/assess programs' accomplishments, effectiveness, and efficiency.
8. Drafts and executes agreements and contracts with public and private agencies in order to purchase a needed or complementary service.
9. Develops and renews program grant application for federal funds.

EMPLOYMENT AND TRAINING PROGRAM OFFICE (Cont'd)

10. Coordinates services of other public and private agencies with varying types of programs servicing the same target population.
11. Gives talks to public and private agencies, non-profit organizations, and elsewhere, as requested.
12. Assists staff in defending department's decision when the department's decision to reduce or terminate assistance is appealed to the department's administrative appeals office.

FINANCIAL ASSISTANCE PROGRAM OFFICE

Under the general direction of the division administration, the Financial Assistance Program Office is responsible for providing policy and administrative direction in the development and implementation of the financial assistance programs:

1. Develops statewide program objectives, indicators of planned activity, measurements of effectiveness for the financial assistance programs, and formulates policies and procedures to implement program objectives.
2. Plans, develops, implements, and maintains Department rules which are based on federal and state laws and regulations.
3. Monitors and evaluates the financial assistance programs by reviewing progress reports, statistical reports, and conducting field studies or management evaluations.
4. Monitors program operations for conformance with program plans, policies, and standards, directs the evaluation of the accomplishments and effectiveness of Department rules and procedures against resources expended, and develops standards for controls or conducting program analyses and special studies to assess adequacy of plans.
5. Maintains a continuing federal-state relationship with the Department of Health and Human Services in the administration of the Temporary Assistance for Needy Families Block Grant, the Refugee Assistance program, the Repatriation Program, and the Low Income Home Energy Assistance Program and the Social Security Administration in the administration of the State Supplemental Security Income program.
6. Prepares annual program plans, biennial program budgets, and supplemental budgets; prepares narrative justification, expenditure plan and variance reports on program expenditures and accomplishments; determines priorities and allocation of resources; and coordinates and reviews the multi-year program and financial plans.
7. Prepares testimonies and reports for submittal to the legislature, reviews and analyzes proposed legislation (federal and state), attends legislative hearings for the purpose of providing supplemental information as requested, and recommends appropriate action to the divisional administration.
8. Drafts and executes statewide agreements and contracts with key public and private agencies to bring complementary services to clients served by the financial assistance programs.
9. Prepares reports, statistics, and evaluations on the accomplishments of the financial assistance programs.
10. Coordinates the activities of the Income Maintenance Committee on Payment Projections to include planning and facilitating the meetings.
11. Receives direct complaints from the public, recipient groups, and agencies and takes appropriate action.
12. Gives public talks at health and social welfare conferences and to interested organizations both private and public to maintain public awareness of governmental programs; maintains liaison with recipient advocate groups; prepares or directs preparation of press releases.
13. Coordinates financial assistance program activities with other offices and divisions within the department, public and private agencies, consumer groups, advocate groups, and community agencies.

FINANCIAL ASSISTANCE PROGRAM OFFICE (Cont'd)

14. Maintains contacts with the Attorney General's Office concerning litigation against the financial assistance programs, prepares interrogatories, and testifies in depositions and in court hearings.
15. Provides overall direction to determine the computer requirements for the financial assistance programs to meet the program requirements for timely payments, management information data, electronic interfaces with other agencies or programs, and new programs and provides assistance in developing system requirements.
16. Administers the forms management program for the financial assistance programs.
17. Coordinates the preparation, development, and implementation of a wide range of informational materials to inform clients about the various programs, clients' rights and responsibilities, services provided by the department, and available community resources.
18. Coordinates with the Med-QUEST Division on program activities for the Medicaid and Health QUEST programs.
19. Reviews branch reports for administrative hearings, assists the line staff at administrative hearings, and reviews hearing officer's decision. Also, completes research and branch reports for tax intercept hearings and attends the hearing as the department's representative.

HOMELESS PROGRAMS OFFICE

Under the general direction of the Division Administration, the Homeless Programs Office serves as the focal point for the needs assessment, development, grant application, and administration of supportive services for homeless programs statewide with the goal of bringing about self-sufficiency and economic independence. The Homeless Programs Office provides homeless related technical support and assistance to personnel of private and public agencies. The Homeless Programs Office also serves as a liaison for the Department with other agencies and community groups in developing strategies for resident and statewide homeless related services and self-sufficiency programs.

1. Develops, coordinates, and monitors homeless shelter programs, and other homeless activities relating to the State's and each County's homeless continuum of care systems.
2. Develops state and federal plans in conformance to state regulatory requirements and federal law.
3. Develops, implements, and maintains department rules which are based on federal and state laws and regulations as well as evaluates the effectiveness of the rules, procedures, and standards.
4. Maintains a continuing federal-state relationship with the United States Department of Housing and Urban Development (HUD), including implementing various HUD-funded programs that target the needs of Hawaii's homeless and homeless-at-risk.
5. Prepares legislative bills, testimonies and reports and attends hearings to provide information as requested by the division administrator.
6. Prepares annual program plans, program budgets, narrative justifications, expenditure plans, and variance reports on program expenditures and accomplishments.
7. Coordinates the preparation of reports and data collection to analyze/assess programs' accomplishments, effectiveness and efficiency.
8. Drafts and executes agreements and contracts with public and private agencies in order to purchase a needed or complementary service.
9. Researches public and private funding sources; prepare and coordinate grant applications for those funds; conducts ongoing needs assessments with private and public agencies involved with the homeless; and assists in the coordination of such resources.
10. Develops, coordinates, assists in the planning; conducts homeless program workshops, training sessions, and development activities; and provides technical assistance on new and existing homeless programs for private and public agencies.

HOMELESS PROGRAMS OFFICE(Cont'd)

11. Serves as liaison for the Department in collaborating with other agencies and community groups in developing strategies for homeless related service and self-sufficiency programs.
12. Coordinates with the Fiscal Management Office for auditor services and works with the private auditors contracted to perform annual audits of provider agencies.
13. Administers the savings account program for the homeless families residing in homeless shelters.
14. Coordinates for the inspection of the Department's homeless facilities and for the inspection of donated lands, structures, and materials for use by the homeless with other branches and offices of the Department.
15. Coordinates with the provider and other agencies for the management of the Department's homeless facilities.

INVESTIGATIONS OFFICE

Provides overall management for implementation of the Department's plans, policies, rules and procedures designed to prevent, detect, investigate, report and prosecute fraud and other crimes in the programs of the Department.

Provides investigative services in support of the Department's efforts to prevent, detect, report and prosecute crimes in the programs administered by the Department; recover moneys due to the Department as a result of overpayments or overissuances in the various programs; and locate persons (other than absent parents for purposes of Title IV-D of the Social Security Act) for the various programs of the Department. Conducts internal investigations within the Department.

Provides typing, duplicating, filing and other clerical duties for the Investigations Office. Assists in preparing the operations budget; reviews monthly expenditure reports; processes purchase orders and travel arrangements; and maintains inventory records.

Administrative Disqualification Staff

Establishes and operates a system to investigate suspected fraud cases which are considered appropriate for referral to an Administrative Disqualification Hearing (ADH). Inputs and monitors disqualification penalties sent to the HAWI computer system; reports administrative disqualification activities to the appropriate Federal agencies.

Case Control Staff

Establishes and maintains a case intake, screening assignment, and monitoring system. Receives and logs complaints and allegations of fraud, investigative referrals, and overpayment reports; and requests and referrals received from out-of-state, Federal and other State agencies.

Analyzes complaints and referrals; reviews the results of preliminary investigations and public assistance case records of all cases investigated; revises incorrect overpayment computations; and coordinates all investigative cases involving inter-county action.

Maintains public assistance case records and statistical information; monitors the progress of cases referred for prosecution or administrative disqualification hearing; appears in grand jury sessions.

Restitution Control Staff

Controls and enforces restitution due as a result of overpayments and overissuances in the various assistance programs administered by the Department. Receives and reviews overpayment claim reports generated by line units; conducts local investigations.

Hawaii Staff, Kauai Staff, Maui Staff, and Oahu Staff

The Hawaii, Kauai, Maui, and Oahu Staffs investigate referrals and assigned cases of allegations and complaints of suspected crimes concerning the public assistance programs and participates in the investigations conducted jointly by Federal, State, and/or County law enforcement agencies. The Hawaii, Kauai, Maui and Oahu Staffs conduct the initial investigation of complaints and allegations; conduct follow-up investigations; prepare and submit reports of investigation for immediate transmission to appropriate public assistance officials.

The Hawaii, Kauai, Maui, and Oahu Staffs investigate the loss, theft, or forgery of payment warrants, Electronic Benefit Transfer payment cards, supplemental nutrition assistance, and medical identification cards with the Federal, State, County, and Municipal law enforcement agencies.

The Hawaii, Kauai, Maui, and Oahu Staffs prepare and submit reports of investigative findings; appear at proceedings to present investigative/evidentiary findings; monitor the progress of cases, and notify the Case Control Staff of the outcome or disposition.

The Hawaii, Kauai, Maui, and Oahu Staff maintain records of investigative activities.

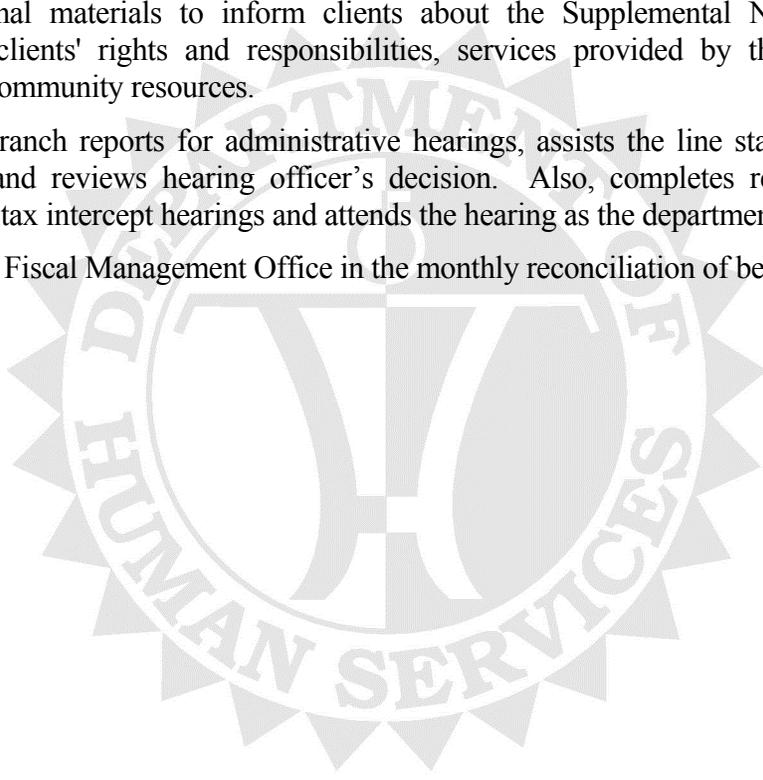
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE

Under the general direction of the division administration, the Supplemental Nutrition Assistance Program Office:

1. Develops statewide program objectives, indicators of planned activity, measurements of effectiveness for the Supplemental Nutrition Assistance Program, and formulates policies and procedures to implement program objectives.
2. Plans, develops, implements, and maintains Department rules which are based on federal and state laws and regulations.
3. Monitors and evaluates the Supplemental Nutrition Assistance Program by reviewing progress reports, statistical reports, and conducting field studies or management evaluations.
4. Monitors program operations for conformance with program plans, policies, and standards, directs the evaluation of the accomplishments and effectiveness of Department rules and procedures against resources expended, and develops standards for controls or conducting program analyses and special studies to assess adequacy of plans.
5. Maintains a continuing federal-state relationship with the United States Department of Agriculture, Food and Consumer Services in the administration of the Supplemental Nutrition Assistance Program.
6. Prepares annual program plans, biennial program budgets, and supplemental budgets; prepares narrative justification, expenditure plan and variance reports on program expenditures and accomplishments; determines priorities and allocation of resources; and coordinates and reviews the multi-year program and financial plans.
7. Prepares testimonies and reports for submittal to the legislature, reviews and analyzes proposed legislation (federal and state), attends legislative hearings for the purpose of providing supplemental information as requested, and recommends appropriate action to the division administration.
8. Drafts and executes statewide agreements and contracts with key public and private agencies to bring complementary services to clients served by the Supplemental Nutrition Assistance Program.
9. Prepares reports, statistics, and evaluations on the accomplishments of the Supplemental Nutrition Assistance Program.
10. Develops corrective action plans based on findings revealed by quality control, field audits, federal audits, and special studies, implements corrective action plans, and monitors completion of plans.
11. Receives direct complaints from the public, recipient groups, and agencies and takes appropriate action.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE (Cont'd)

12. Gives public talks at health and social welfare conferences and to interested organizations both private and public to maintain public awareness of governmental programs; maintains liaison with recipient advocate groups; prepares or directs preparation of press releases.
13. Coordinates Supplemental Nutrition Assistance Program activities with other offices and divisions within the department, public and private agencies, consumer groups, advocate groups, and community agencies.
14. Maintains contacts with the Attorney General's Office concerning litigation against the Supplemental Nutrition Assistance Program, prepares interrogatories, and testifies in depositions and in court hearings.
15. Provides overall direction to determine the computer requirements for the Supplemental Nutrition Assistance Program to meet the program requirements for timely payments, management information data, electronic interfaces with other agencies or programs, and new programs and provides assistance in developing system requirements.
16. Administers the forms management program for the Supplemental Nutrition Assistance Program.
17. Coordinates the preparation, development, and implementation of a wide range of informational materials to inform clients about the Supplemental Nutrition Assistance Program, clients' rights and responsibilities, services provided by the department, and available community resources.
18. Reviews branch reports for administrative hearings, assists the line staff at administrative hearings, and reviews hearing officer's decision. Also, completes research and branch reports for tax intercept hearings and attends the hearing as the department's representative.
19. Assists the Fiscal Management Office in the monthly reconciliation of benefits issued.



STATEWIDE BRANCH

Under the general direction of the Division Administrator, the Statewide Branch provides overall management and implements the Division's employment, childcare, financial assistance, and supplemental nutrition assistance programs statewide. The Statewide Branch plans, organizes, directs, coordinates, evaluate, trains, recommends changes, and maintains an organization that facilitates the efficient and effective accomplishment of the objectives of the Division. The Statewide Branch maintains good relationships with the community.

Staff Development Office

Under the general direction of the Statewide Branch Administrator, the Staff Development Office is responsible to plan, develop, conduct, contract, and/or coordinate staff development and training programs for the division's employees, including support staff, in consonance with existing State statutes, Department of Human Resources Development regulations and DHS policies and procedures.

1. Assess training needs of employees to provide training opportunities.
2. Plans and conducts orientation sessions for new employees.
3. Plans, develops, conducts, contracts, and/or coordinates specialized training and development programs for division personnel.
4. Provides other training opportunities to employees by initiating in-service and out-service training sponsored by other divisions of the department and public and private agencies in the community.
5. Consolidates and coordinates training requests and processes to the department's Personnel Office.
6. Evaluates results of all training programs and makes changes as appropriate.
7. Advises division personnel on relevant training and development matters.
8. Provides consultation to supervisory and administrative staff on development and conduct of training programs.
9. Serves as division's clearinghouse for training information and disseminates that which is relevant to division employees.
10. Evaluates requests for development (educational) leaves for the division administrator.
11. Acts as the division's liaison with institutions of higher learning in coordinating training grant proposals for division's staff.

East Hawaii, West Hawaii, Kauai, Maui, and Oahu 1, 2, 3, and 4 Sections

The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 provides the operational direction, management, and oversight toward the implementation and execution of the Department's and BESSD plans, policies, procedures, regulations, and program objectives of the employment related, childcare services, income maintenance, and supplemental nutrition assistance programs. The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 provides, directs, coordinates, reviews, and evaluates the operations and service delivery of the subordinate processing centers and units.

The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 formulate objectives based on defined goals with the funding and resources afforded; studies, and continually appraises operations, recommends and implements changes in operational policies and/or procedures toward resolving conflicts among and between operating entities. The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 provides guidance and direction to subordinate staff in preserving, maintaining, and sustaining reasonable performance standards. The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 exercises fiscal control of funds allocated; and supervises, develops, and provides direction to subordinate staff and develops and maintains a system for management control.

The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 implements State policies, procedures and directives for budget planning, preparation, and execution of generally acceptable accounting procedures and requirements; and maintains a centralized staffing control system. The East Hawaii, West Hawaii, Kauai, Maui and Oahu Sections 1, 2, 3, and 4 maintains the Sections Closed Files System and evaluates Section administrative or clerical procedures; implements changes to improve operations.

North Hilo Processing Center Unit, South Hilo Processing Center Unit, West Hawaii Processing Center Unit, Kauai Processing Center Unit, Maui Processing Center Unit, Molokai-Lanai Processing Center Unit, KPT Processing Center Unit, OR&L Processing Center Unit, Kapolei Processing Center Unit, Waianae Processing Center Unit, Wahiawa Processing Center Unit, Waipahu Processing Center Unit, Koolau Processing Center Unit, and the Pohulani Processing Center Unit

Under the direction of their respective Section Administration, these processing centers and units determine initial and continuing eligibility for the financial, supplemental nutrition assistance and medical programs to eligible applicants and recipients, and issue benefits to all who are eligible. These units maintains the electronic and hard copy case files, conducts reviews to determine continued eligibility, provides the general public information on the Division's Programs, takes action on complaints received, initiates adverse actions as appropriate, closes ineligible cases, and coordinates the linkage of mothers and newborns with Med-QUEST to ensure enrollment of newborns.

Central Hilo Unit, North Kona 2 Unit, South Unit, and Maui Central Unit

Under the direction of their respective Section Administration, these units provide a range of services to individuals applying for benefits through the Temporary Assistance for Needy Families (TANF) program, and to recipients of TANF benefits who are required to meet work activity requirements to receive benefits. These units recommend, evaluate, assess, and direct client participation in employment or educational programs and engages in job development activities to maximize client participation opportunities. In addition, the participant will receive counseling, barrier services, and support services to assist clients towards achieving the goal of economic self-sufficiency. These units also provide support services, including childcare reimbursement, transportation reimbursement and work expense to eligible applicants and recipients.

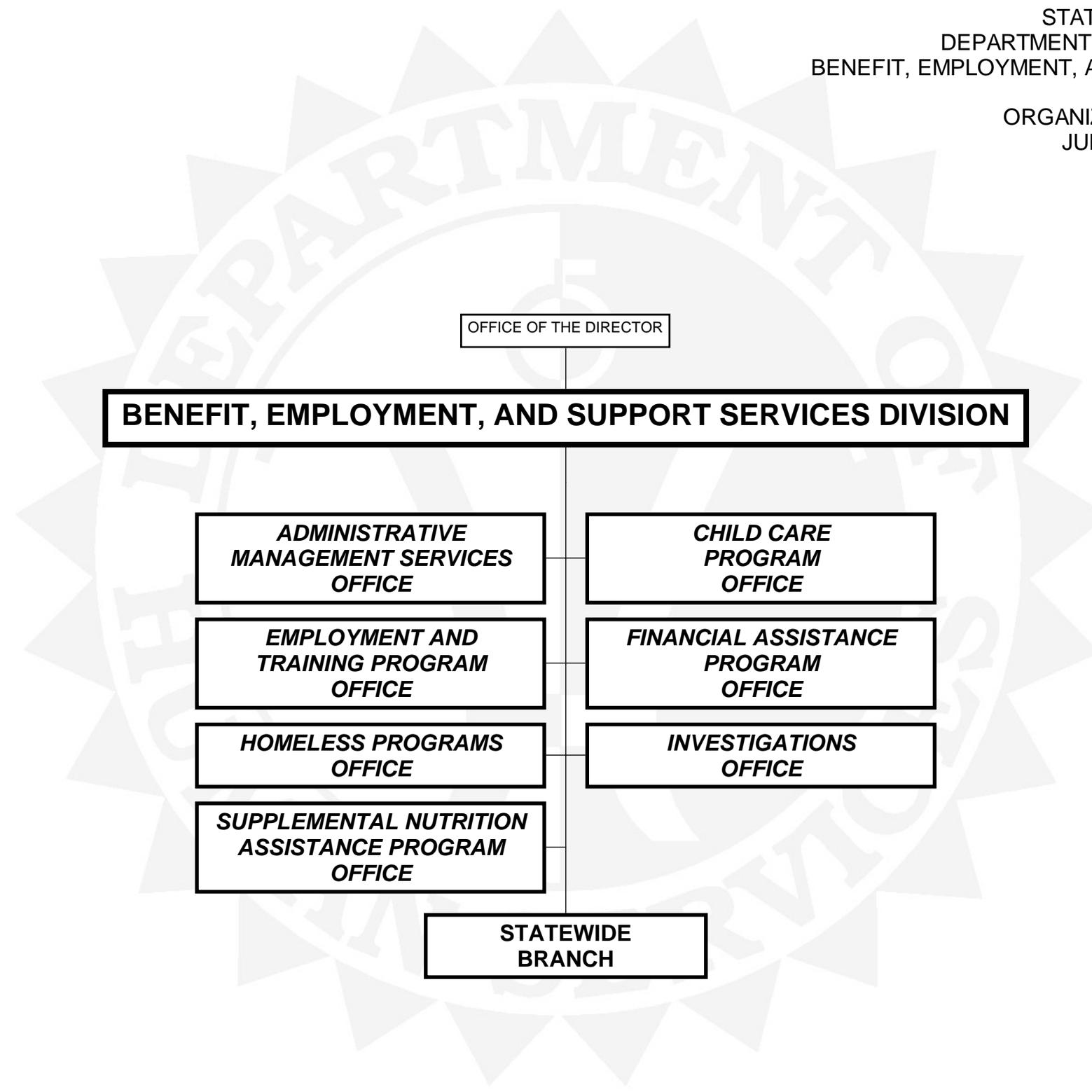
Under the direction of their respective Section Administration, these units provide regulatory oversight of childcare facilities and homes to ensure conformance to regulatory standards and safety to children. The Central Hilo Unit, North Kona 2 Unit, South Unit, and Maui Central units provide the following services: receive and process applications; conduct licensing studies; conduct assessments; monitor compliance; provide technical assistance; provide resource and referral activities; conduct investigations of complaints received by the public and take appropriate action when deemed necessary against licensed, license-exempt, and unregulated child care centers and homes; initiate legal action against the provider who is in violation of related Hawaii Revised Statutes and Hawaii Administrative Rules; and conduct background checks on all applicants, licensed and registered providers to determine the applicant's, the employee's, or the household member's risk with respect to children in care.

Downtown First-To-Work Unit 1, Downtown First-To-Work Unit 2, Waianae First-To-Work Unit, Waipahu First-To-Work Unit, Kailua First To Work Unit, and Wahiawa First To-Work

Under the direction of their respective Section Administration, these units provide a range of services to individuals applying for benefits through the Temporary Assistance for Needy Families (TANF) program, and to recipients of TANF benefits who are required to meet work activity requirements to receive benefits. These units recommend, evaluate, assess, and direct client participation in employment or educational programs and engages in job development activities to maximize client participation opportunities. In addition, the participant will receive counseling, barrier services, and support services to assist clients towards achieving the goal of economic self-sufficiency. These units also provide support services, including childcare reimbursement, transportation reimbursement and work expense to eligible applicants and recipients.

Child Care Licensing Unit 1 and Child Care Licensing Unit 2.

Under the direction of their respective Section Administration, these units provide regulatory oversight of childcare facilities and homes to ensure conformance to regulatory standards and safety to children. These units provide the following services: receive and process applications; conduct licensing studies; conduct assessments; monitor compliance; provide technical assistance; provide resource and referral activities; conduct investigations of complaints received by the public and take appropriate action when deemed necessary against licensed, license-exempt, and unregulated child care centers and homes; initiate legal action against the provider who is in violation of related Hawaii Revised Statutes and Hawaii Administrative Rules; and conduct background checks on all applicants, licensed and registered providers to determine the applicant's, the employee's, or the household member's risk with respect to children in care.



OFFICE OF THE DIRECTOR

BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION

*ADMINISTRATIVE
MANAGEMENT SERVICES
OFFICE*

*CHILD CARE
PROGRAM
OFFICE*

*EMPLOYMENT AND
TRAINING PROGRAM
OFFICE*

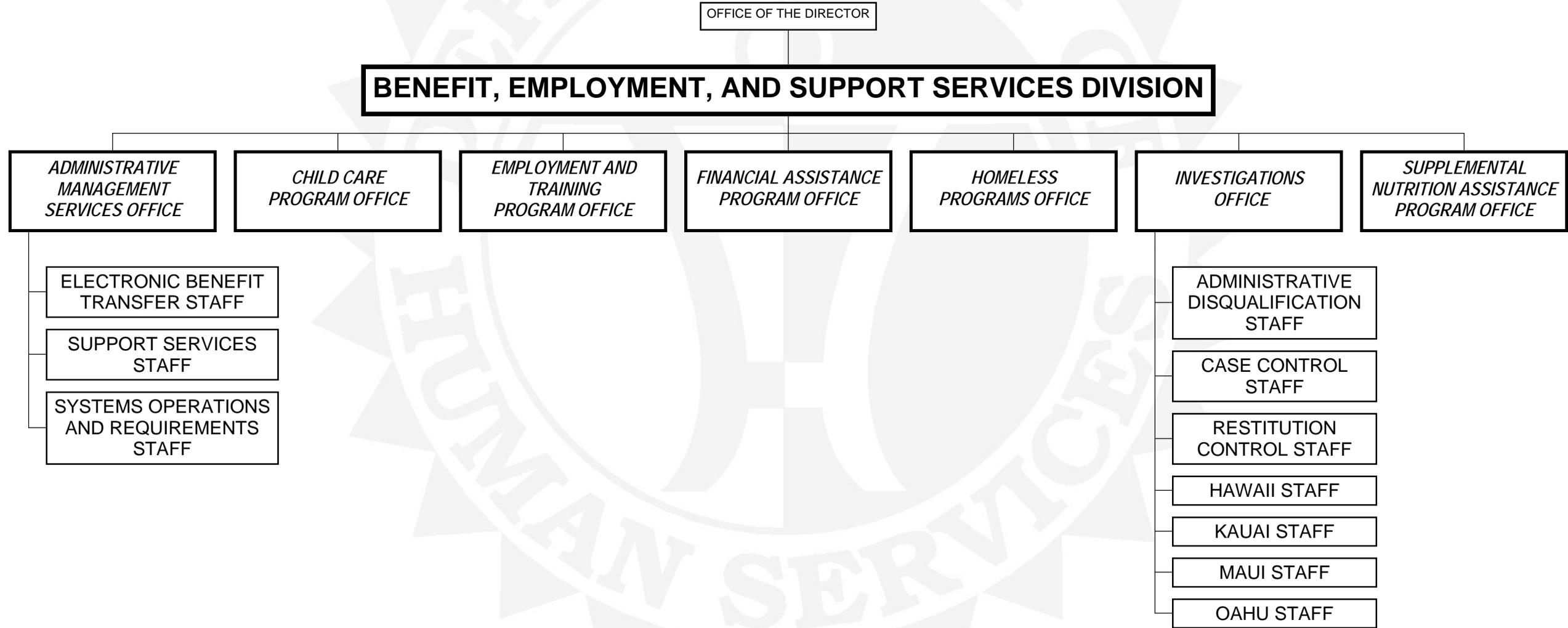
*FINANCIAL ASSISTANCE
PROGRAM
OFFICE*

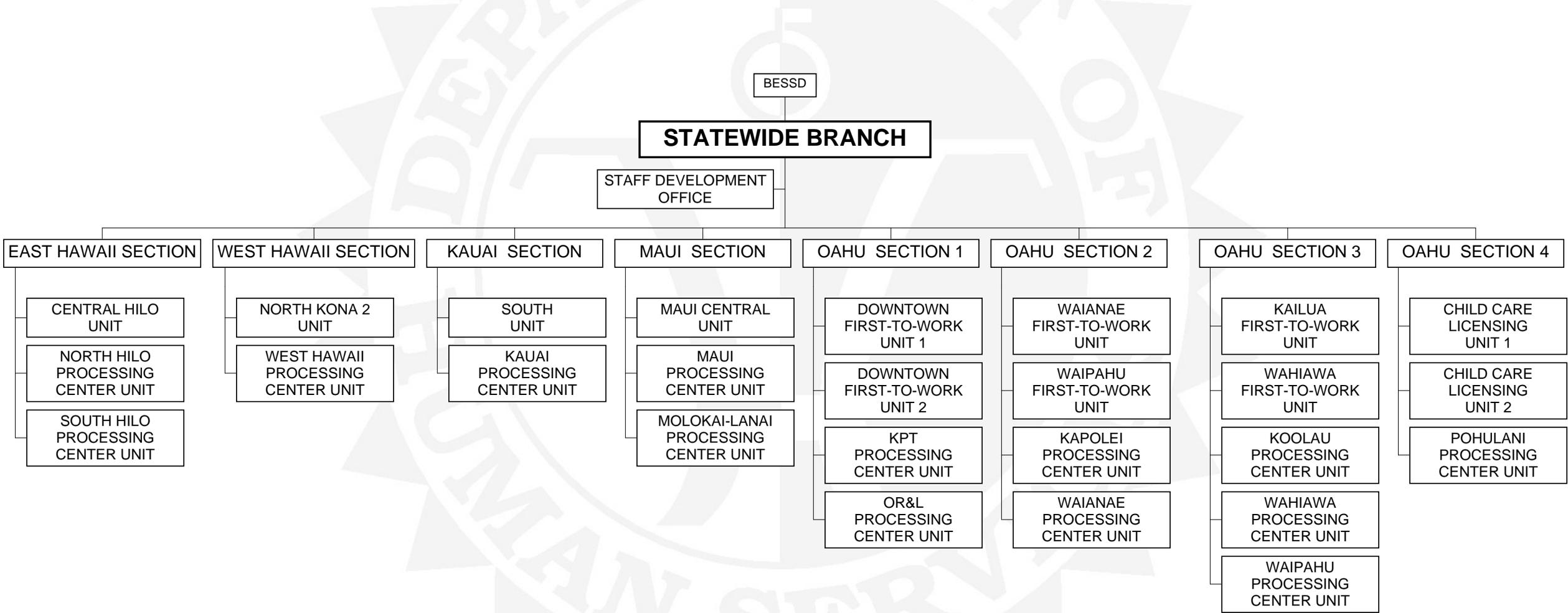
*HOMELESS PROGRAMS
OFFICE*

*INVESTIGATIONS
OFFICE*

*SUPPLEMENTAL NUTRITION
ASSISTANCE PROGRAM
OFFICE*

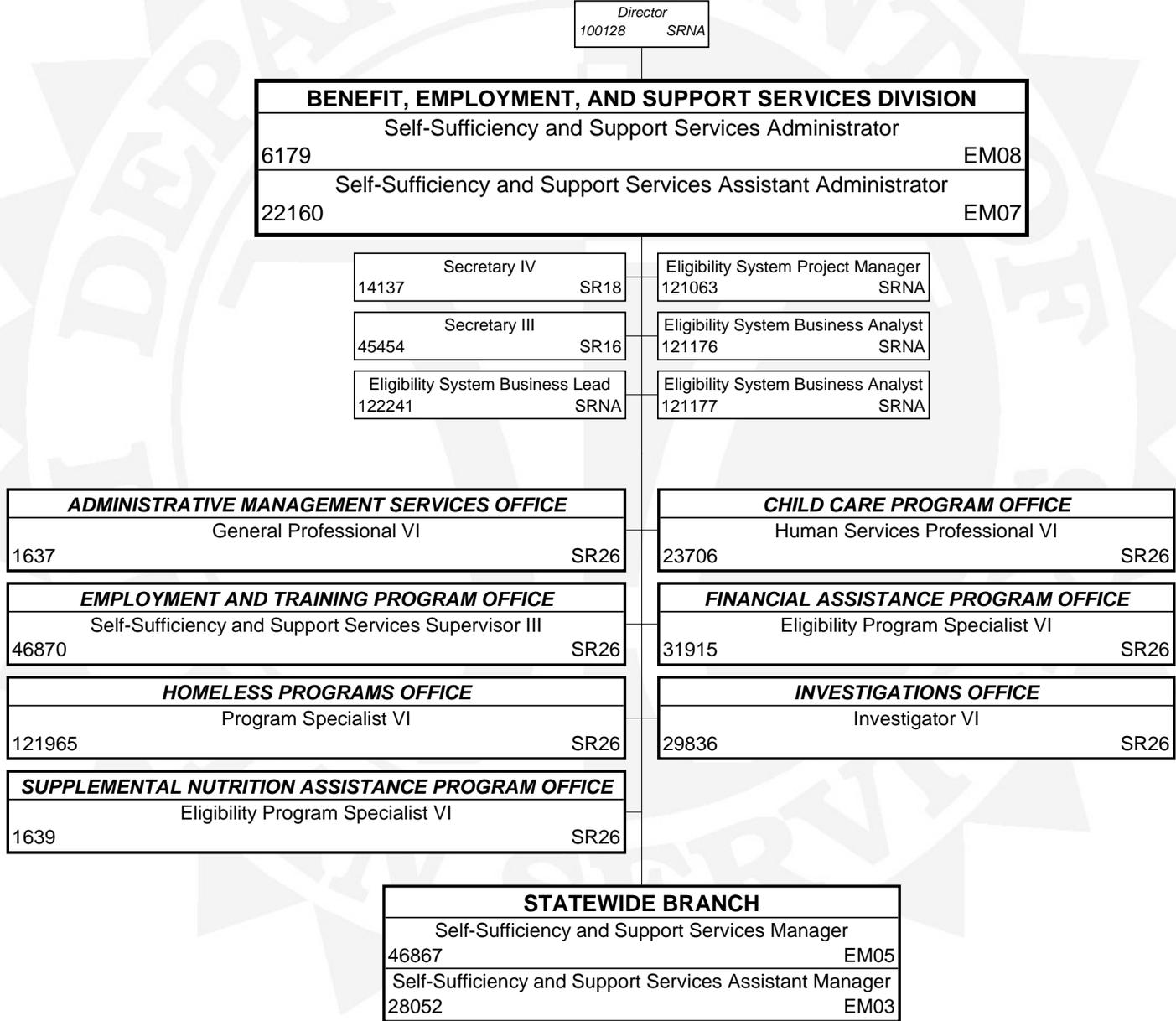
STATEWIDE
BRANCH





STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION

POSITION ORGANIZATION CHART
JUNE 30, 2018



Director
100128 SRNA

| BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION | | |
|---|--|------|
| Self-Sufficiency and Support Services Administrator | | |
| 6179 | | EM08 |
| Self-Sufficiency and Support Services Assistant Administrator | | |
| 22160 | | EM07 |

Secretary IV
14137 SR18

Secretary III
45454 SR16

Eligibility System Business Lead
122241 SRNA

Eligibility System Project Manager
121063 SRNA

Eligibility System Business Analyst
121176 SRNA

Eligibility System Business Analyst
121177 SRNA

| ADMINISTRATIVE MANAGEMENT SERVICES OFFICE | | |
|--|--|------|
| General Professional VI | | |
| 1637 | | SR26 |

| CHILD CARE PROGRAM OFFICE | | |
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| Human Services Professional VI | | |
| 23706 | | SR26 |

| EMPLOYMENT AND TRAINING PROGRAM OFFICE | | |
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| Self-Sufficiency and Support Services Supervisor III | | |
| 46870 | | SR26 |

| FINANCIAL ASSISTANCE PROGRAM OFFICE | | |
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| Eligibility Program Specialist VI | | |
| 31915 | | SR26 |

| HOMELESS PROGRAMS OFFICE | | |
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| Program Specialist VI | | |
| 121965 | | SR26 |

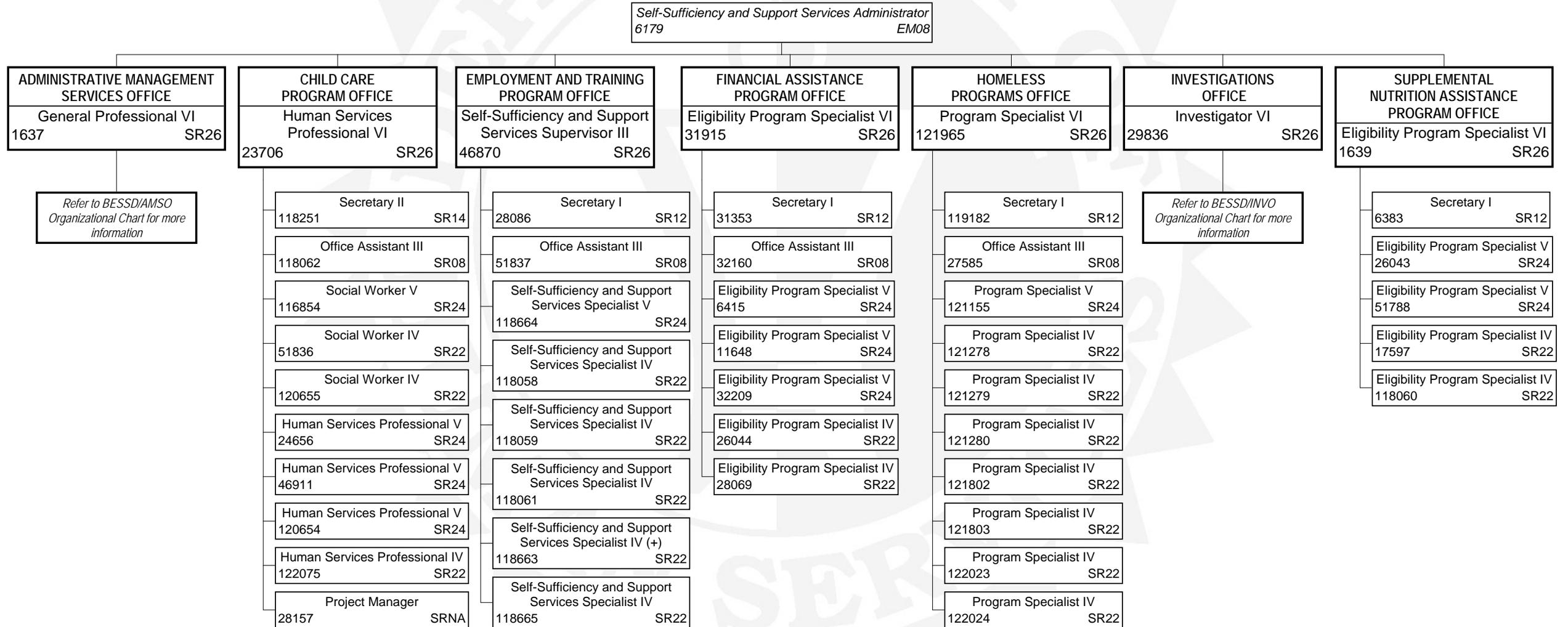
| INVESTIGATIONS OFFICE | | |
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| Investigator VI | | |
| 29836 | | SR26 |

| SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM OFFICE | | |
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| Eligibility Program Specialist VI | | |
| 1639 | | SR26 |

| STATEWIDE BRANCH | | |
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| Self-Sufficiency and Support Services Manager | | |
| 46867 | | EM05 |
| Self-Sufficiency and Support Services Assistant Manager | | |
| 28052 | | EM03 |

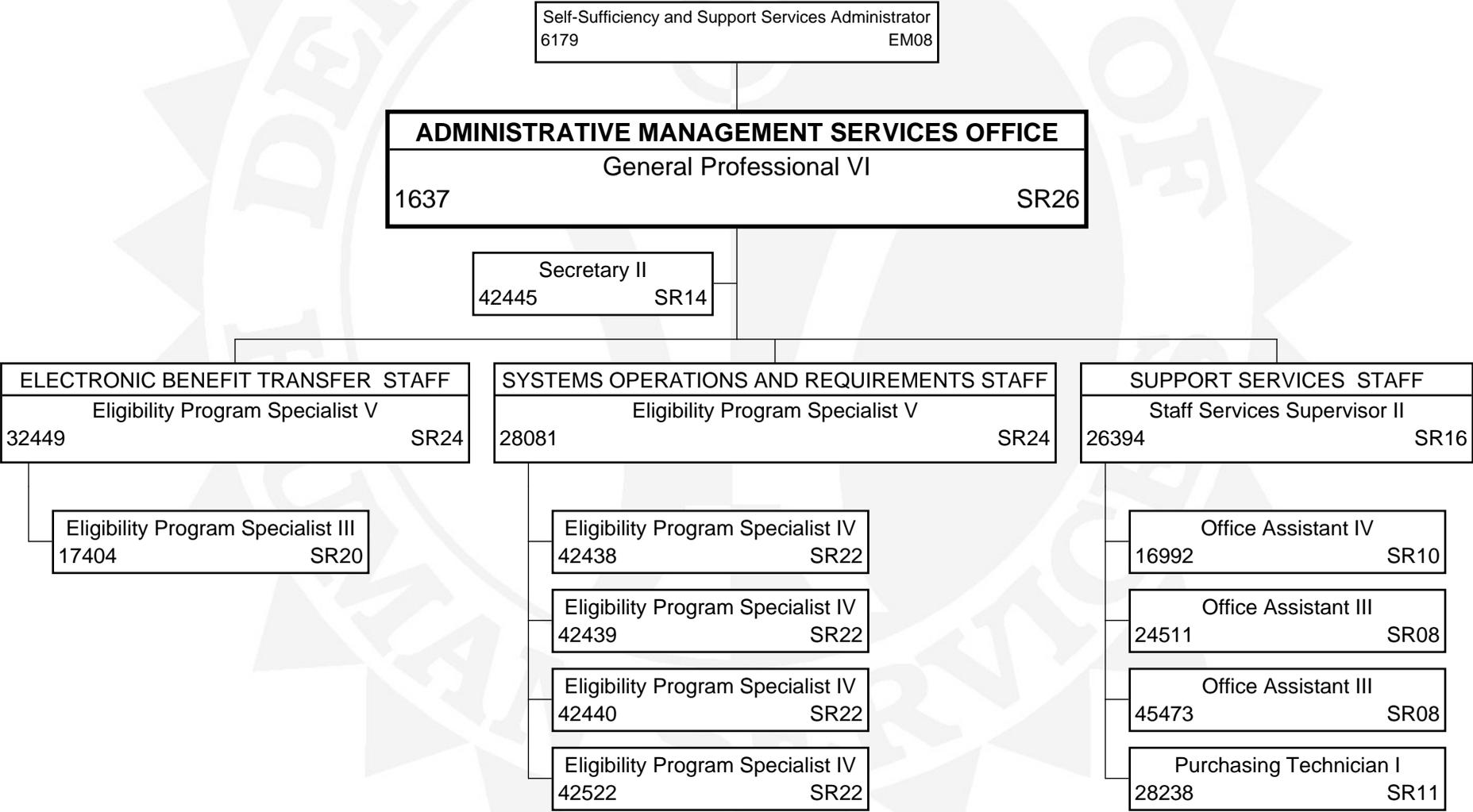
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
PROGRAM OFFICES

POSITION ORGANIZATION CHART
JUNE 30, 2018



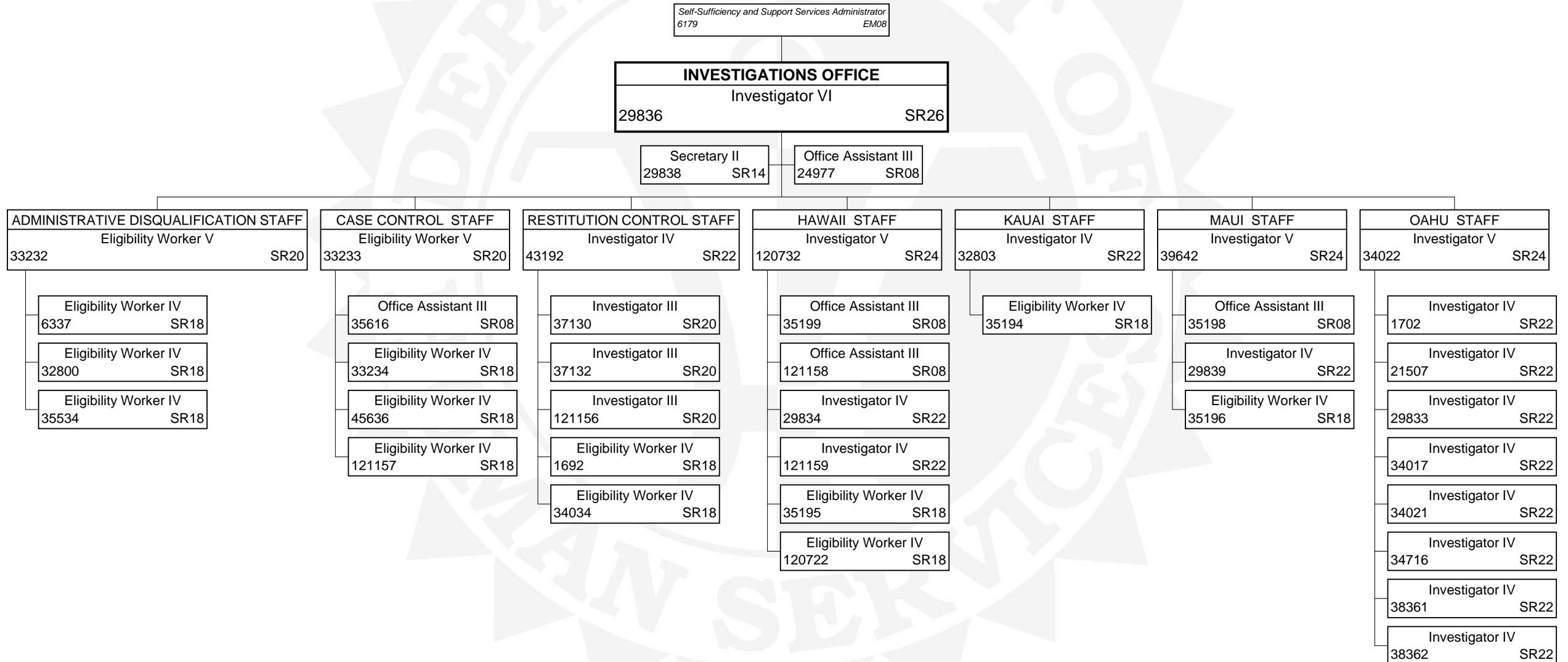
STATE OF HAWAII
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 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 ADMINISTRATIVE MANAGEMENT SERVICES OFFICE

POSITION ORGANIZATION CHART
 JUNE 30, 2018



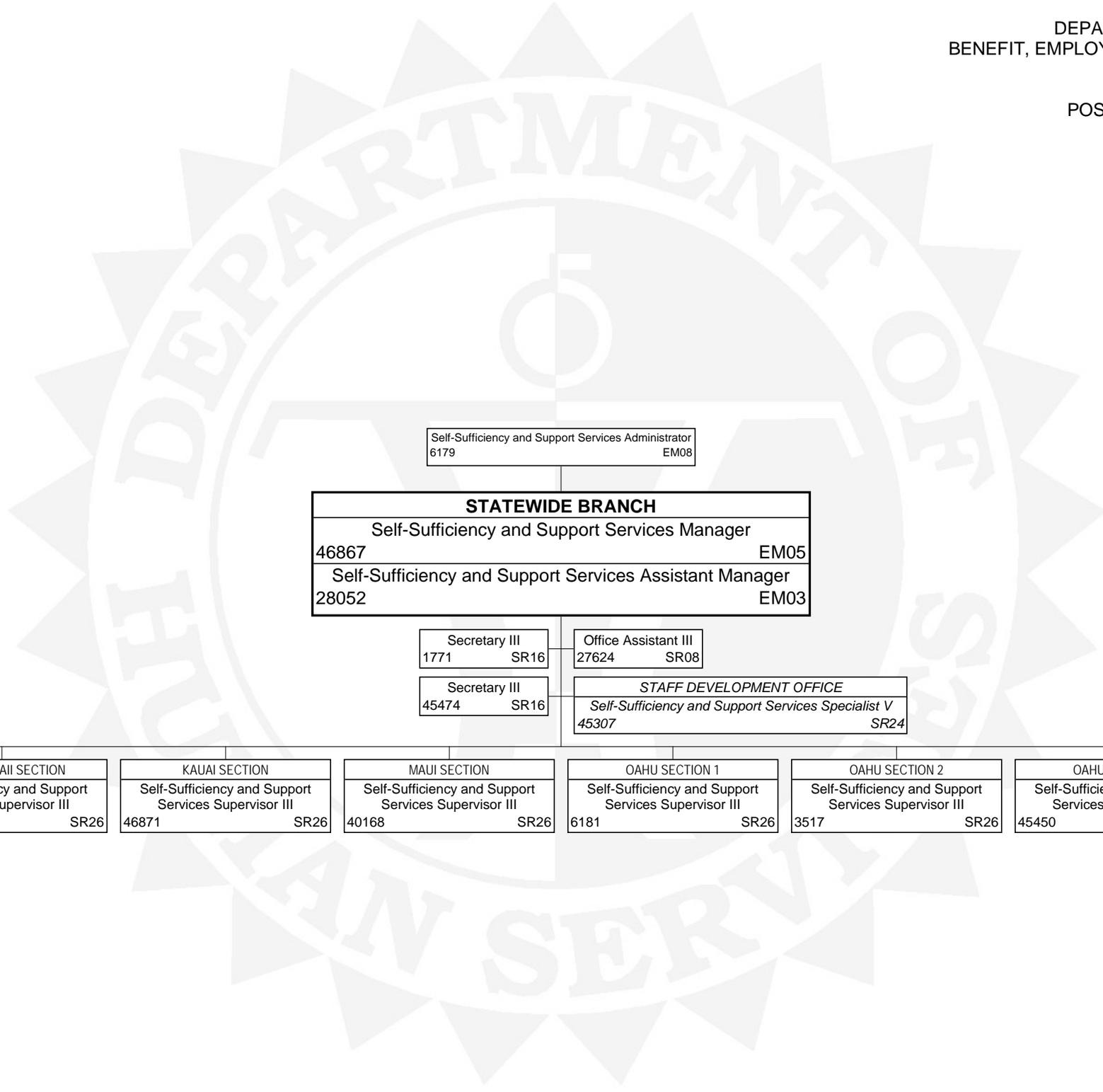
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 INVESTIGATIONS OFFICE

POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 STATEWIDE BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2018



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| Self-Sufficiency and Support Services Administrator 6179 | EM08 |
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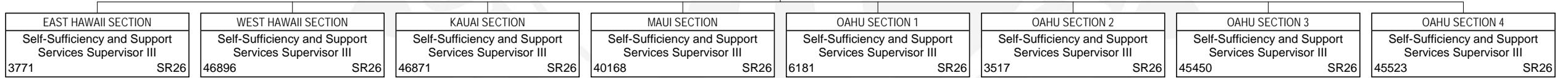
| STATEWIDE BRANCH | |
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| Self-Sufficiency and Support Services Manager 46867 | EM05 |
| Self-Sufficiency and Support Services Assistant Manager 28052 | EM03 |

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| Secretary III 1771 | SR16 |
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| Office Assistant III 27624 | SR08 |
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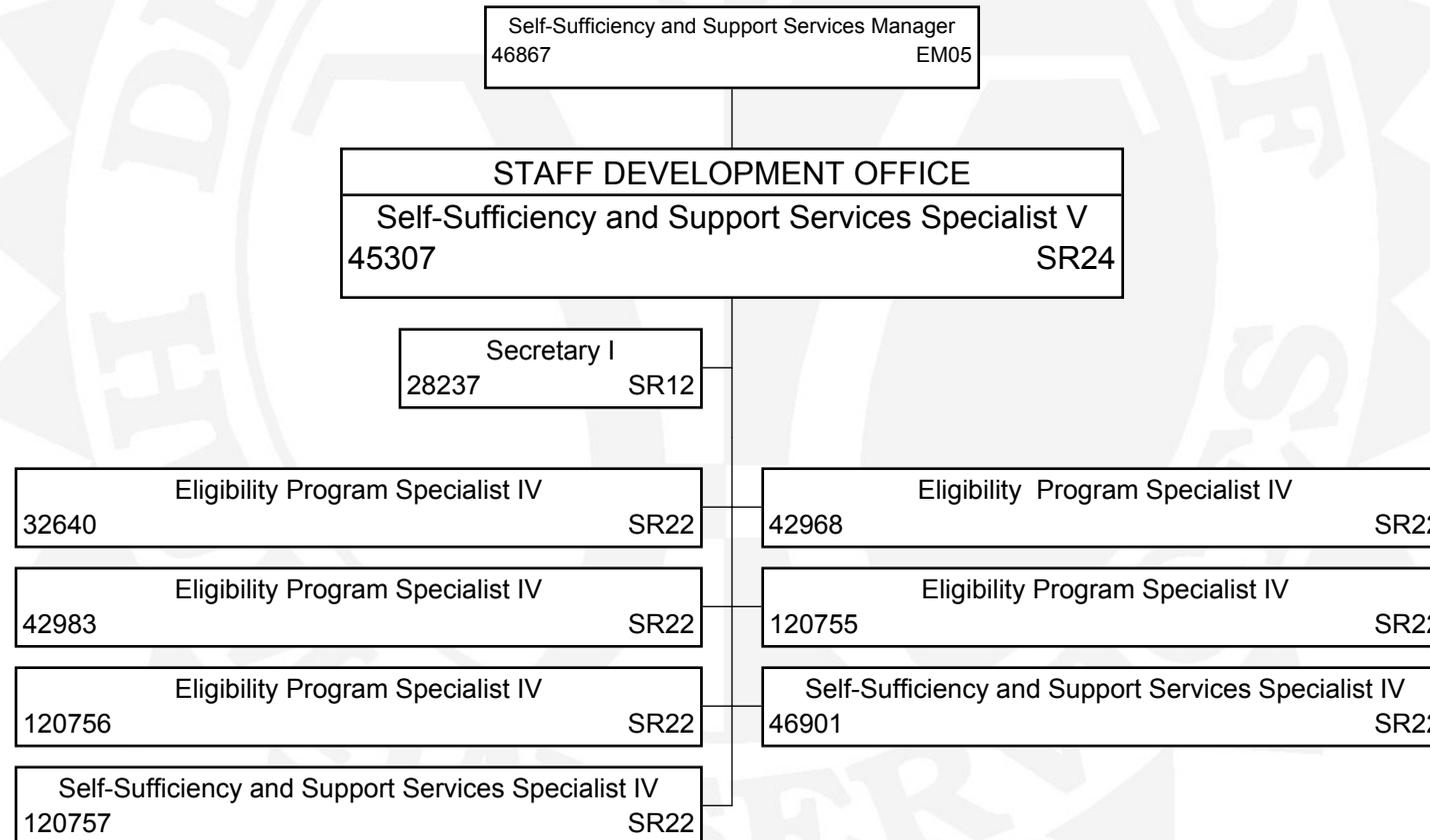
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| Secretary III 45474 | SR16 |
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| STAFF DEVELOPMENT OFFICE | |
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| Self-Sufficiency and Support Services Specialist V 45307 | SR24 |



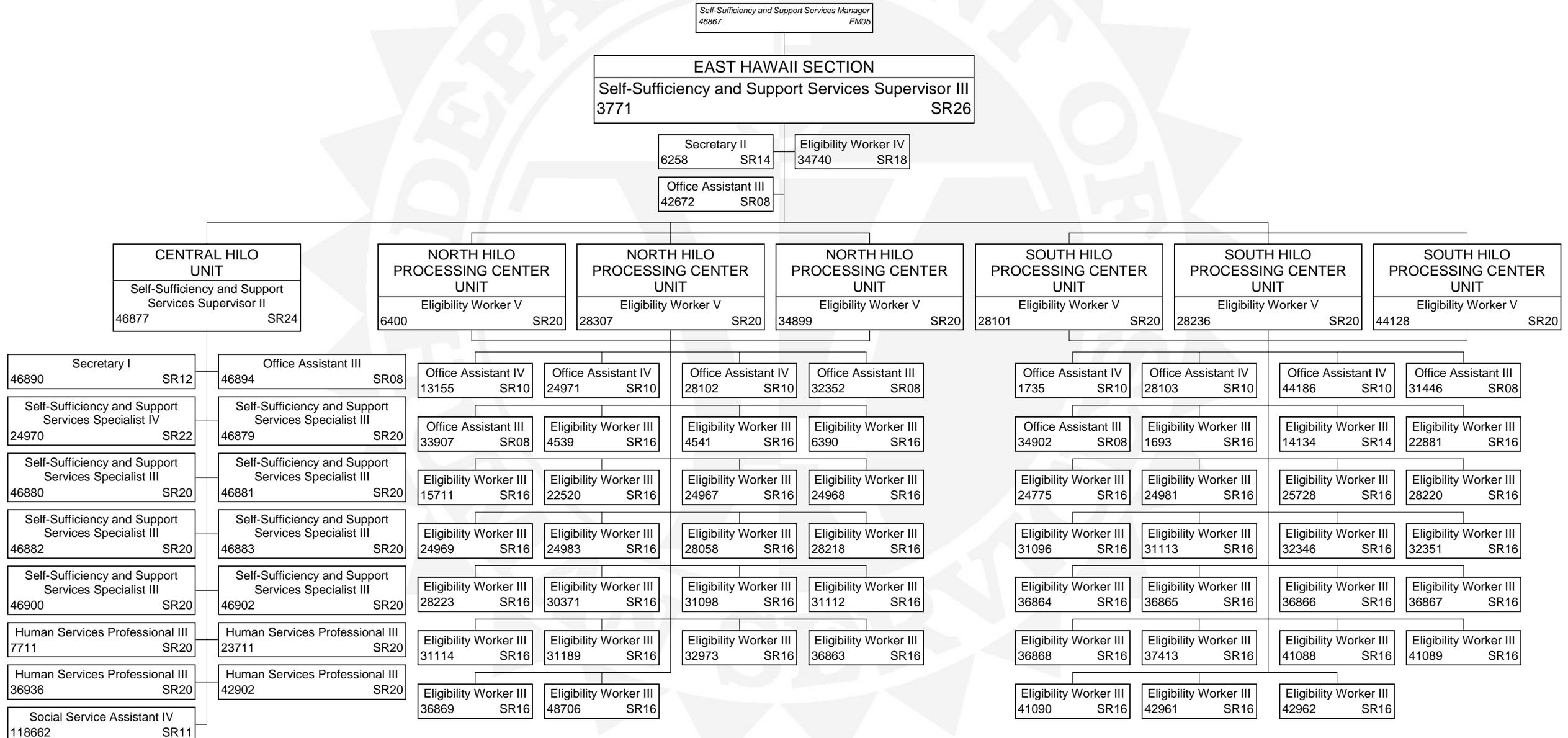
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
STATEWIDE BRANCH
STAFF DEVELOPMENT OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2018



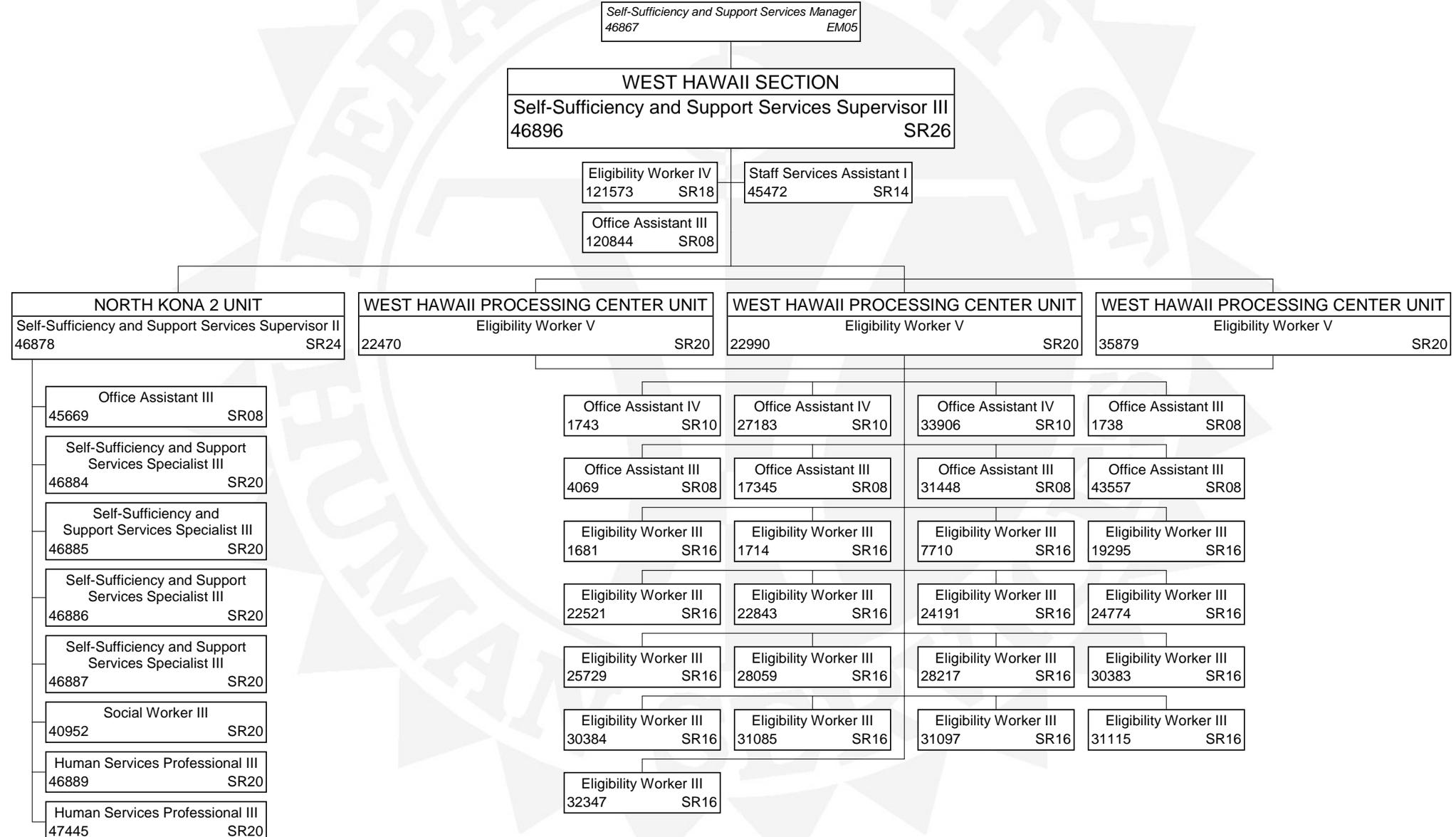
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
STATEWIDE BRANCH
EAST HAWAII SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2018



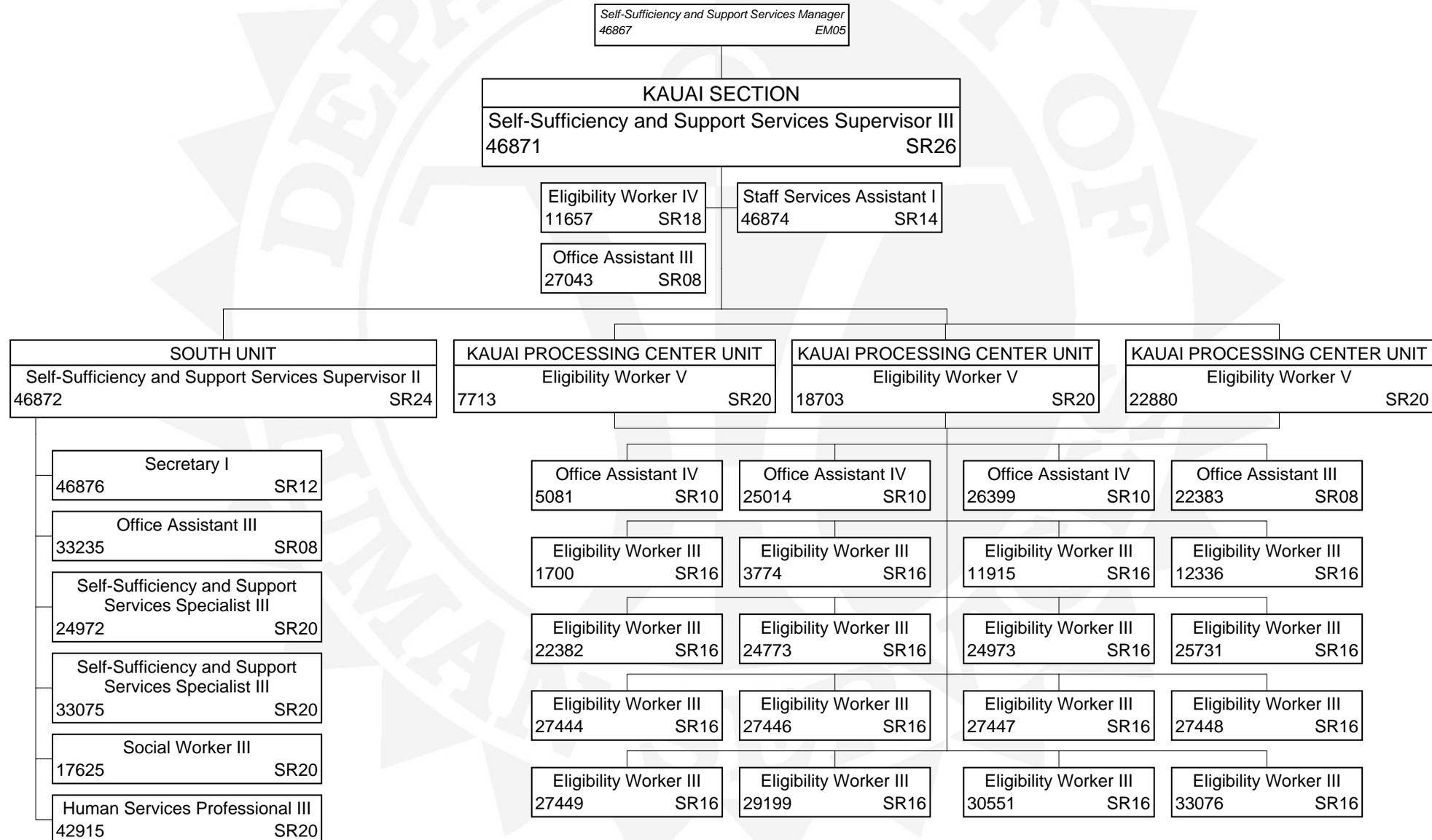
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 STATEWIDE BRANCH
 WEST HAWAII SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



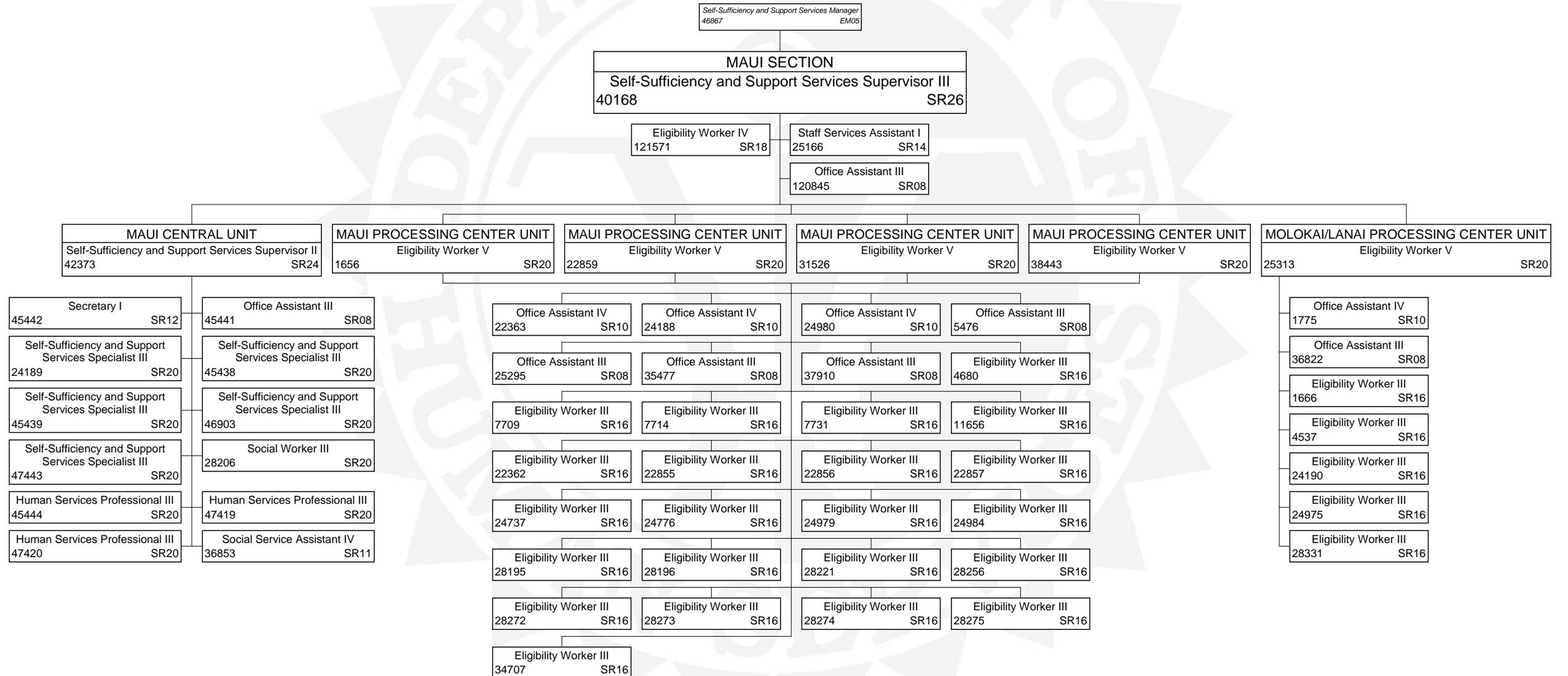
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 STATEWIDE BRANCH
 KAUAI SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



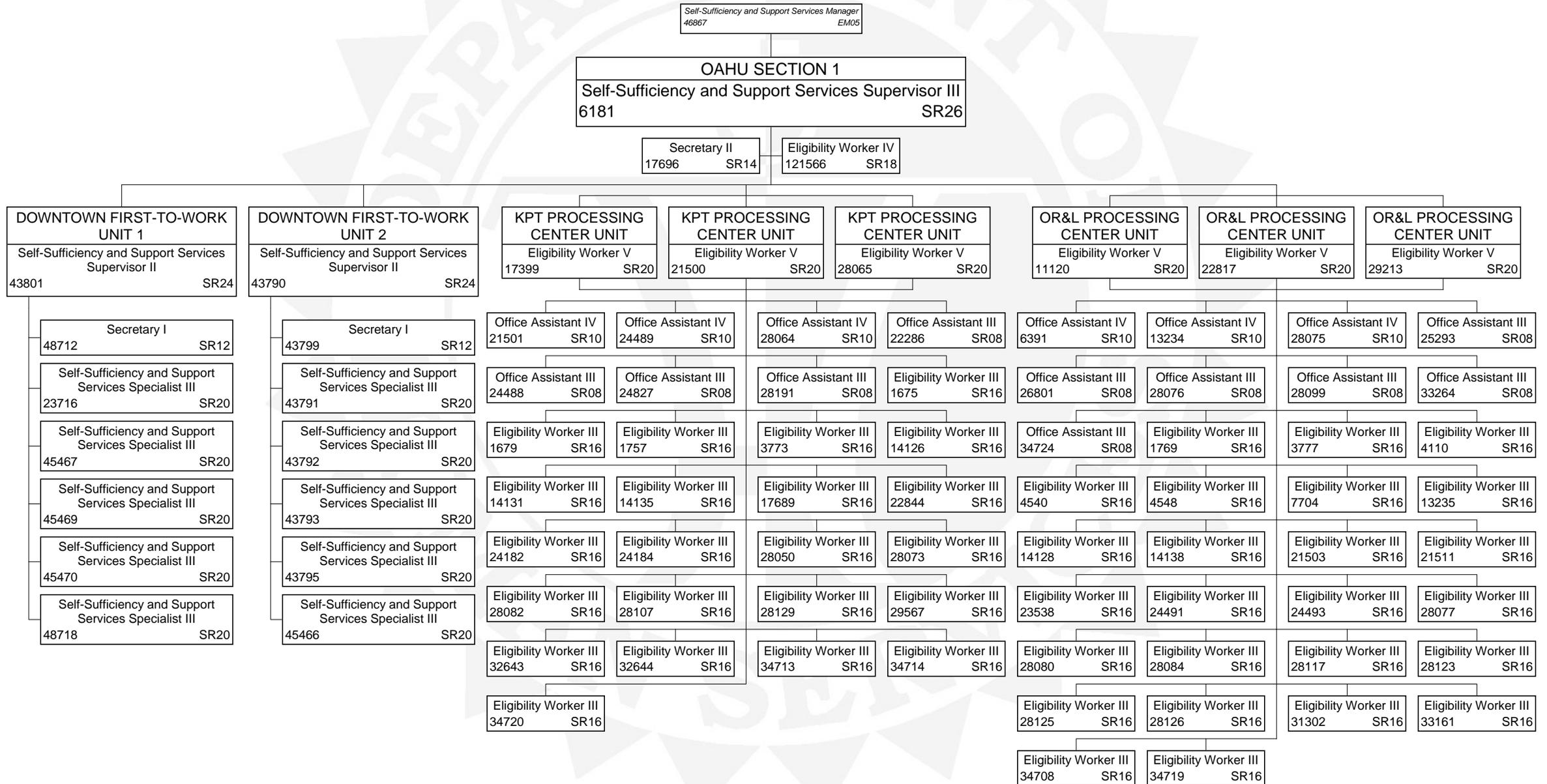
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
 STATEWIDE BRANCH
 MAUI SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



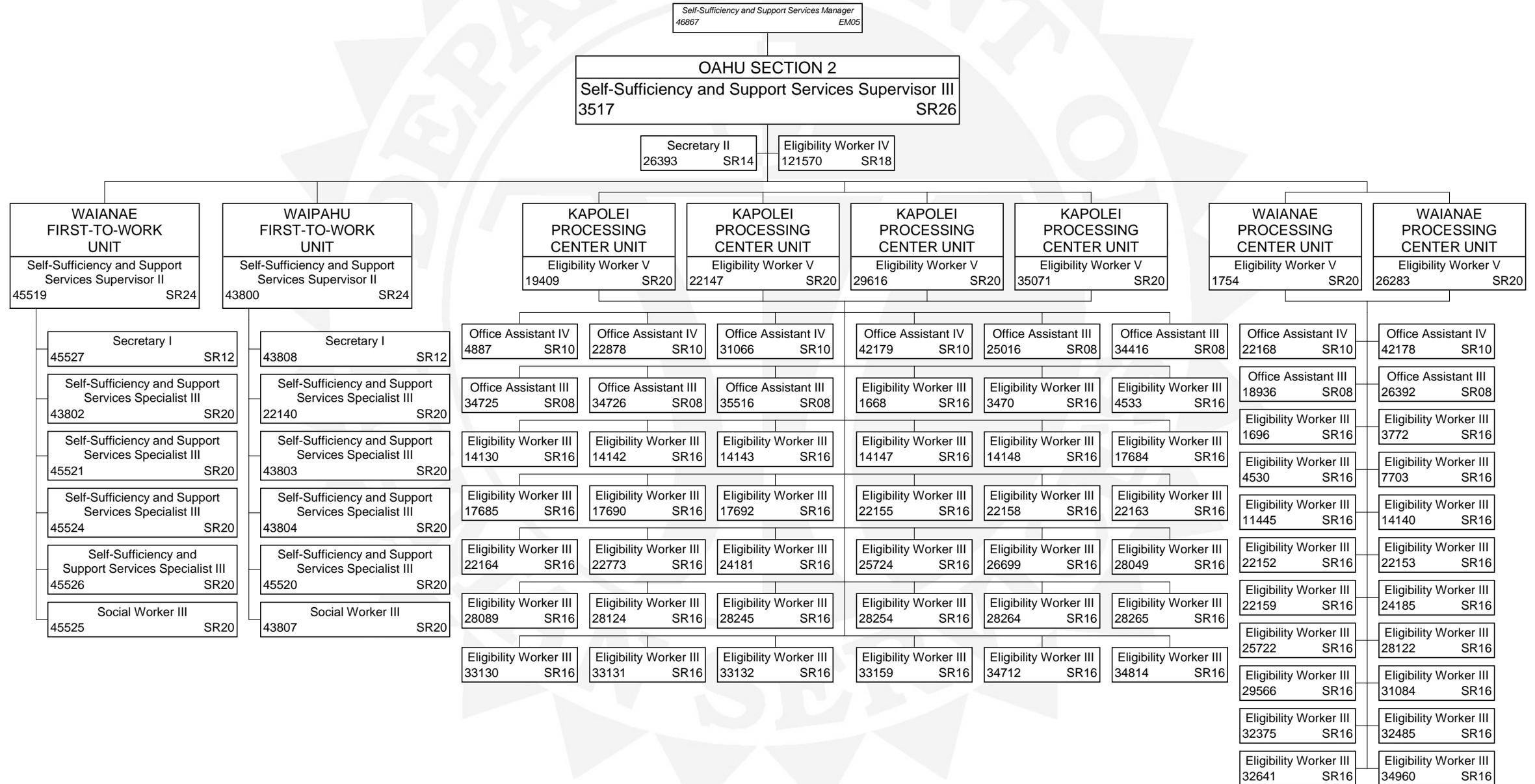
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
STATEWIDE BRANCH
OAHU SECTION 1

POSITION ORGANIZATION CHART
JUNE 30, 2018



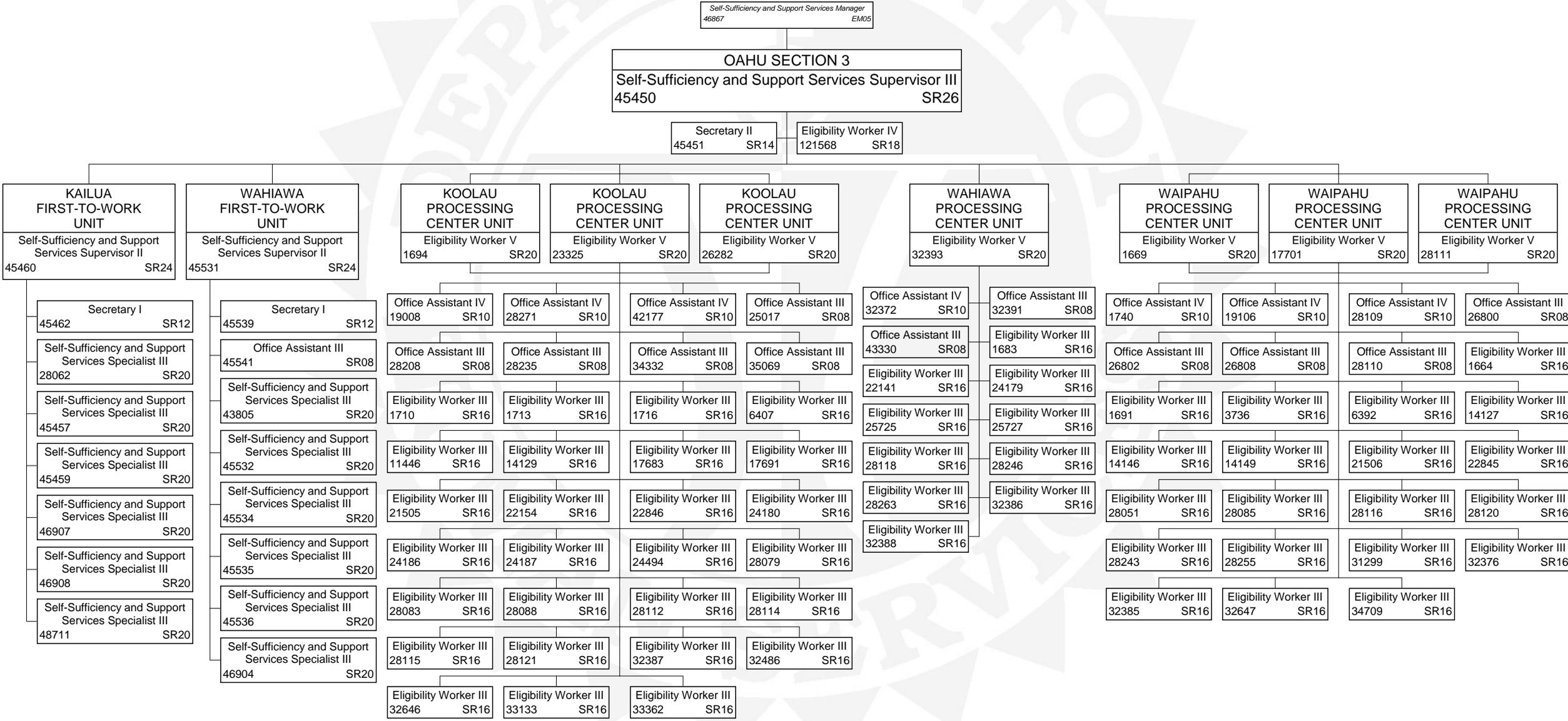
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
STATEWIDE BRANCH
OAHU SECTION 2

POSITION ORGANIZATION CHART
JUNE 30, 2018



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
STATEWIDE BRANCH
OAHU SECTION 3

POSITION ORGANIZATION CHART
JUNE 30, 2018



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT, AND SUPPORT SERVICES DIVISION
STATEWIDE BRANCH
OAHU SECTION 4

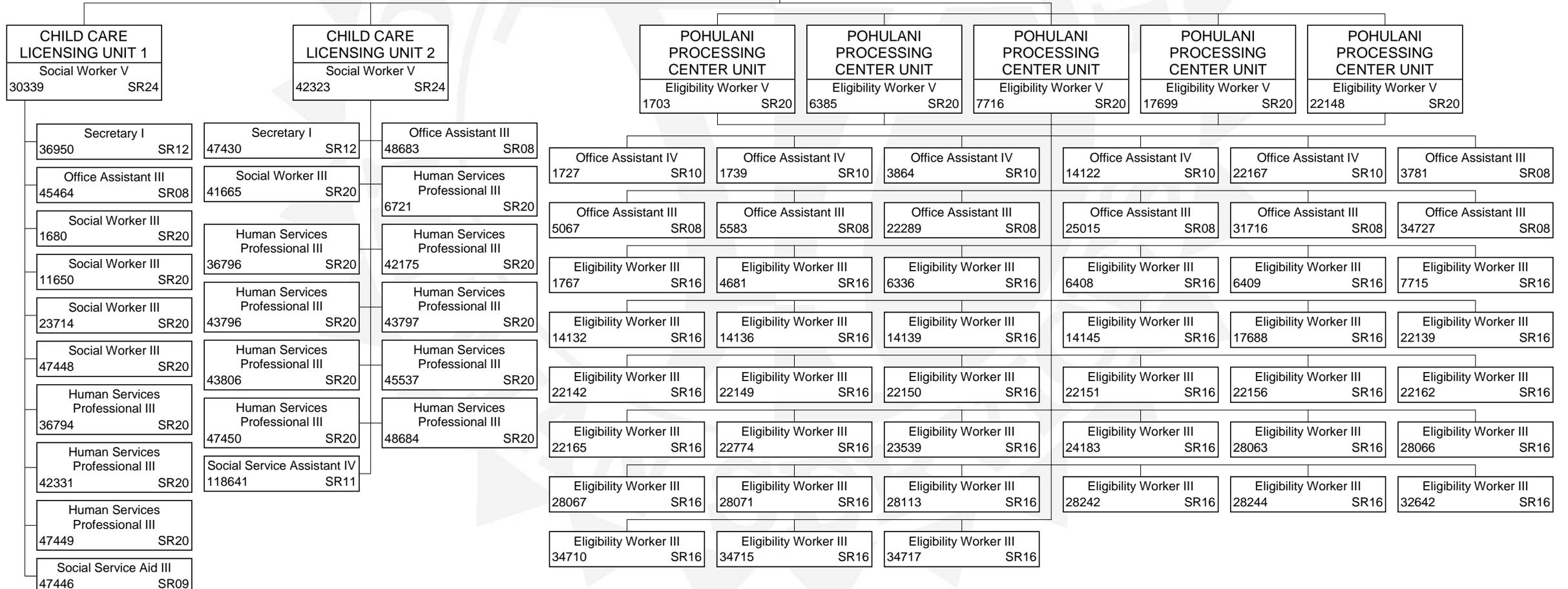
POSITION ORGANIZATION CHART
JUNE 30, 2018

Self-Sufficiency and Support Services Manager
46867 EM05

OAHU SECTION 4
Self-Sufficiency and Support Services Supervisor III
45523 SR26

Secretary II
42989 SR14

Eligibility Worker IV
27673 SR18



MED-QUEST DIVISION

Under the direction of the Department Director, the Division Administrator provides overall management and development of the plans, policies, regulations, and procedures of the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services. The Division Administrator is responsible for implementing and developing procedures to implement policy established and approved by the Department Director and providing public information, staff/clerical assistance and support services.

The Division Administrator develops and maintains working relationships with health plans, providers, Federal and State authorities, community agencies, client advocacy groups and other stakeholders.

The Division Administrator is responsible for organizing, directing, coordinating, evaluating, and maintaining an organization that will ensure accomplishment of the objectives of the Division and the Department. Other precedent authorizations include Title XIX of the Social Security Act, the State Children's Health Insurance Program (SCHIP) authorized by Title XXI of the Social Security Act, and other programs authorized and funded by the State Legislature.

CLINICAL STANDARDS OFFICE

Under the direction of the Division Administrator, the Clinical Standards Office establishes statewide clinical standards of care to support the implementation of the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services. The Clinical Standards Office establishes Medical Standards and Protocols for all MQD programs and serves as a liaison to the Managed Care Organizations' (MCOs) Medical Directors. The Clinical Standards Office is responsible for reviewing and coordinating the work of the External Quality Review Organizations (EQRO) and Program Improvement Plans (PIPs) covering the MCO's activities. The Clinical Standards Office participates in Administrative Review Hearings and court proceedings; analyzes data, evaluates and makes recommendations to the Division Administrator on imposing sanctions and/or paying incentives to MCOs; and manages and monitors the Aid to Disabled Review Committee (ADRC) process. The Clinical Standards Office provides clerical support services.

FINANCE OFFICE

Under the direction of the Division Administrator, the Finance Office coordinates, manages and administers the Division's fiscal, procurement, financial integrity activities, payment error rate measurement (PERM) activities and budget activities for the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services.

The Finance Office serves as the Division's principal staff resource on fiscal activities and serves as the Division's representative, liaison, and coordinator in fiscal and financial matters. The Finance Office develops, implements, and maintains standard accounting procedures in accordance with State and Federal accounting policies and procedures. The Finance Office provides clerical support services.

Contracts And Procurement Staff

The Contracts and Procurement Staff serves as the Division's principal staff resource, representative and liaison on procurement and contract development activities. The Contracts and Procurement Staff advises and provides technical assistance to Division personnel on procurement issues; coordinates the development of procurement requirements; and develops and maintains all procurement policies for the division in accordance with State, Federal and Departmental policies and requirements.

Financial Integrity Staff

The Financial Integrity Staff is responsible for reviewing records, claims data, eligibility files and other germane materials in accordance with State and Federal requirements in maintaining a robust fraud and abuse detection program covering potential/actual fraud and abuse by program populations and providers. The Financial Integrity Staff coordinates and monitors fraud and abuse activities with contracted Managed Care Organizations (MCO) and other contracted entities providing health care related services and cooperates and works with Division staff and the Medicaid Fraud and Abuse Control Unit, within the Department of the Attorney General. The activities performed by the staff include but are not limited to the Surveillance and Utilization Review Subsystem (SURS) program, following up on information or complaints from citizens, etc.

The Financial Integrity Staff develops and maintains the Third Party Liability (TPL) policies and guidelines and coordinates the TPL activities for the Department's continuum of quality health care and health insurance programs including preventive services, primary care, acute care services and long-term care services. This includes but is not limited to the coordination of benefits, cost avoidance, and recoupment and recoveries activities.

Financial Integrity Staff develops and maintains guidelines for the Property Lien Program and coordinates with the Department of the Attorney General in the collection process.

Financial Risk And Reimbursement Staff

The Financial Risk and Reimbursement Staff establishes the criteria and procedures to be used to evaluate the financial viability of MCOs and other entities submitting bids; participates in procurement and contract evaluation processes to include consulting with actuaries in developing capitation payments; defines procurement information submittal requirements; develops and maintains FFS and PPS rates; monitors the on-going financial performance of participating MCOs to include calculating incentive payments based on encounter and other relevant data. Staff also coordinates with the Eligibility Branch and monitors PERM contractors.

The Financial Risk and Reimbursement Staff coordinates with Division personnel in planning, developing and implementing internal and external cost containment measures and coordinates with the fiscal agent, and Systems Office staff to ensure reimbursement policy is implemented consistent with the State Plan, the 1115 Waiver, and Hawaii Administrative Rules. The staff coordinates with other Divisions, Branches and Offices to meet Federal and State requirements.

Fiscal Staff

The Fiscal Staff serves as the Division's principal staff resource, representative, liaison, and coordinator on fiscal activities. Fiscal Staff develops, implements, and maintains standard accounting procedures in accordance with State and Federal accounting policies and procedures.

POLICY AND PROGRAM DEVELOPMENT OFFICE

Under the direction of the Division Administrator, the Policy and Program Development Office is responsible for providing staff support and assistance to the Division in the development and maintenance of program policies as directed and decided by the Department Director and the Division Administrator and develops procedures related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services including research, preparing state plan amendments, waiver development and renewal activities, administrative rule changes and policy directives. The Policy and Program Development Office coordinates the monitoring of Federal and State law changes related to health care programs and develops and implements programs authorized and funded by the Department or the State Legislature. The Policy and Program Development Office provides clerical support services.

Eligibility Staff

Under the direction of the Policy and Program Development Office Administrator, the Eligibility Policy Staff maintains and develops policies and procedures as directed and adopted by the Department Director and the Division Administrator related to eligibility requirements for the health care programs provided by the Division in accordance with State and Federal requirements. The Eligibility Policy Staff are responsible for providing technical assistance to Division personnel and other stakeholders on eligibility issues including but not limited to inquiries from the public, preparing legislative testimony, participating in public meetings, etc.

Program Staff

Under the direction of the Policy and Program Development Office Administrator, the Program Staff maintains and develops policies and procedures as directed and adopted by the Department Director and the Division Administrator related to scope and content of health care programming provided by the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services in accordance with Federal and State statutes and regulations. Program staff provides technical assistance and prepares legislative testimony; responds to inquiries from stakeholders; and participates in presentations related to the Department's mission.

The Program Staff develops, coordinates and maintains Division forms; prepares and maintains the Medicaid State Plan; develops waivers and waiver renewals when authorized; coordinates the promulgation of new administrative rules and regulations when deemed appropriate; and works with Division personnel to coordinate with the Centers for Medicare and Medicaid Services (CMS) on compliance and development activities including Federal reporting requirements.

Research Staff

Under the direction of the Policy and Program Development Office Administrator, the Research Staff conducts statistical research and prepares reports to evaluate the effectiveness of the Division's health care programs; develops and recommends procedures, methods, and requirements to maintain or increase integrity of data and databases; and works and coordinates activities with the Systems Office.

SYSTEMS OFFICE

Under the direction of the Division Administrator, the Systems Office is responsible for managing and coordinating the Division's information systems activities related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services.

Systems Office staff provides clerical support services.

Operations Staff

Under the direction of the Systems Office Administrator, the Operations Staff manages the local and wide area networks, communications equipment, hardware, and software used in the Division; coordinates computer operations; monitors production schedules; and is responsible for the Division's information systems help desk and technical issues related to data transmission.

Requirements And Monitoring Staff 1 And 2

Under the direction of the Systems Office Administrator, the Requirements and Monitoring Staff 1 and 2 serves as the Division's principal staff working on the design, development, implementation and operations of information systems supporting the Division;

The Requirements and Monitoring Staff 1 and 2 coordinate with the Finance Office and Federal agencies to obtain Federal funding for information technology projects.

The Requirements and Monitoring Staff 1 and 2 prepares and develops the Division's policy and procedure manuals regarding information systems; is responsible for planning, development and maintenance; establishes performance standards, user manuals and system related forms; operational guidelines for system enhancement or modifications; standard, management, and ad hoc reports.

Requirements And Monitoring Staff 1 And 2 (Cont'd)

The Requirements and Monitoring Staff 1 and 2 monitor the performance of all contractors working on the Division's information systems projects including monitoring Service Level Agreements.

Staff 1 will be responsible for eligibility, enrollment, and MCO subsystems; Staff 2 will be responsible for claims, encounter, provider, and reference subsystems.

TRAINING OFFICE

Under the direction of the Division Administrator, the Training Office develops and coordinates training activities and opportunities for the Division staff related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services.

The Training Office provides clerical support services.

CUSTOMER SERVICES BRANCH

Under the direction of the Division Administrator, the Customer Services Branch is responsible for the enrollment, disenrollment and registering of eligible populations into the Department's health care delivery programs. The Customer Services Branch operates an Enrollment Service Section to provide detailed, confidential information on enrollment and eligibility to all authorized parties, which includes the client, provider, health care facility, other Med-Quest Division offices and the Department's Complaints Liaison. The Customer Services Branch provides general information for responses to telephone calls, email and faxes for frequently asked questions related to special or seasonal Med-Quest Division activities.

The Customer Services Branch has primary responsibility for the transmission and maintenance of data in the Hawaii Prepaid Medicaid Management Information Systems (HPMMIS). The Customer Services Branch performs daily reconciliation of client eligibility to enrollment, identifies error patterns, and recommends resolution. The Customer Services Branch monitors and initiates corrections of eligibility/enrollment errors detected in HPMMIS data; reviews and processes all necessary data into HPMMIS, Hawaii Automated Welfare Information (HAWI) Systems and TSO to complete the Medicare Buy-In for enabling qualified Medicaid recipients to buy into Federal Medicare Program Part A, Part B and Part D.

The Customer Services Branch provides outreach and education services to engage the community and covered populations. The Customer Service Branch is responsible for choice counselor functions, ombudsman functions, and outreach and education activities to support the health insurance programs operated by the Division. The Customer Services Branch coordinates and monitors activities through contracts and agreements providing choice counselor and ombudsman functions. The Customer Services Branch provides clerical support services.

Enrollment Services Section

Under the direction of the Customer Service Branch Administrator, the Enrollment Services Section (ESS) establishes enrollments, disenrollments and registrations into qualified health care plans and dental service for qualified recipients after verifying recipient's identity and eligibility and instructing them on enrollment policies and practices. The ESS provides response to enrollees, health care providers and other agencies to frequently asked questions of a general nature related to MQD activities.

Membership File Integrity Section

Under the direction of the Customer Services Branch Administrator, the Membership File Integrity Section (MFIS) is responsible for maintaining the HPMMIS data, conducting the reconciliation of client eligibility to enrollment, and identifying error patterns for resolution. Also, the MFIS monitors and initiates corrections of eligibility/enrollment errors detected in HPMMIS data.

The MFIS recommends and implements new processes for major HAWI/HPMMIS system issues, eligibility/enrollment code changes, and rejection reports and initiates and completes the Medicare Buy-In process.

The MFIS ensures client data and claims information, including Medicare Buy-In Program information remains accurate.

Membership File Integrity Section (Cont'd)

The MFIS acts as a reference (interprets data) to other DHS agencies (CSO, EB, SO, HCSB, SSD, BESSD, PPDO, FO), as well as outside agencies (MCOs, providers, and CMS).

Outreach And Education Section

Under the direction of the Customer Services Branch Administrator, the Outreach and Education Section is responsible for outreach activities to engage community and covered populations to apply for healthcare coverage and to select MCOs. This Section provides education through material dissemination, makes presentations, and sponsors events to increase the populations' knowledge of healthcare choices and opportunities provided by the Division's health care programs.

This section will coordinate and monitor both enrollment counselor and ombudsman function contracts for the aged, blind or disabled population in accordance with the State and Federal requirements.

ELIGIBILITY BRANCH

Under the direction of the Division Administrator, the Eligibility Branch is responsible for the statewide eligibility determination process related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services, primary care services and long-term care services. The Eligibility Branch provides clerical support services.

East Hawaii, West Hawaii, Kauai, Maui Sections, Molokai Unit

Under the direction of the Eligibility Branch Administrator, these sections are responsible for eligibility determination related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services and long term care services in their respective geographic areas.

Oahu Section

Under the direction of the Eligibility Branch Administrator, the Oahu Section is responsible for eligibility determination related to the Department's continuum of quality health care and health insurance programs including preventive services, acute care services and long-term care services.

Oahu Closed Files logs, stores, retrieves and maintains closed file records; and prepares older records for destruction.

Kapolei MQD Unit

The Kapolei MQD Unit receives and processes initial applications for eligibility, interviews applicants, maintains and updates medical approved cases, determines continued eligibility by completing annual eligibility review forms, resolves member problems related to medical assistance, processes fair hearing reports and participates in the hearing, processes and determines eligibility for new members and investigates and obtains facts regarding suspected fraud. Kapolei MQD Unit clerical support staff registers initial and eligibility review applications, processes incoming postal and courier mail, provides reception and telephone duties, completes necessary personnel forms for staff and types various correspondences for staff. This unit is the primary unit serving the aged, blind or disabled population.

Oahu Applications Units 1 And 2

Oahu Application Units 1 and 2 receives and processes initial eligibility applications, interviews applicants, obtains eligibility information, assists in the completion of required forms and determines medical eligibility. Also, Oahu Application Units 1 and 2 clerical support staff registers applications received, schedules appointments, processes incoming postal and courier mail, provides reception and telephone duties and completes necessary personnel forms for staff.

Oahu Ongoing Units 1, 2, And 3

Oahu Ongoing Units 1, 2, and 3 maintains and updates medical approved cases, determines continued eligibility by completing annual eligibility review forms, resolves member problems related to medical assistance, processes fair hearing reports and participates in the hearing, processes and determines eligibility for new members and investigates and obtains facts regarding suspected fraud.

Oahu Ongoing Units 1, 2, and 3 clerical support staff registers eligibility review applications and applications requesting the addition of a new member, processes incoming postal and courier mail, provides reception and telephone duties, completes necessary personnel forms for staff and types various correspondence for staff.

HEALTH CARE SERVICES BRANCH

Under the direction of the Division Administrator, the Health Care Services Branch administers and manages contracted MCOs and other contracts to deliver quality health care services. The Health Care Services Branch monitors and manages quality and compliance with applicable contracts, rules, regulations and laws impacting MCO contracts and other contracts supporting the QUEST and QExA programs. The Health Care Services Branch maintains an active role in managing member and provider relations including the fee-for-service delivery system, grievances/complaints and other germane functions in a quality health care delivery system. The Health Care Services Branch provides clerical support services.

Contract Monitoring And Compliance Section

Under the direction of the Health Care Services Branch Administrator; the Contract Monitoring and Compliance Section executes, administers, and manages all contracts and agreements related to and supporting health care delivery services. The Contract Monitoring and Compliance Section staff shall be responsible for monitoring and managing all contracts and agreements in accordance with contract/agreement terms and conditions, and applicable Federal and State laws and regulations. This includes any activities to support procurement activities including, but not limited to Request for Proposals (RFP) development, development of evaluation criteria for selection of RFP bidders, evaluation of proposals, negotiations, etc. The Contract Monitoring and Compliance Section is the primary liaison to MCO and other contractors delivering health care services for State funded and Titles XIX and XXI populations.

The Contract Monitoring and Compliance Section shall be primarily responsible for monitoring and overseeing the Department's External Quality Review Organization (EQRO). This includes but is not limited to assuring the development of annual work plans and oversight of the EQRO compliance review activities, performance improvement projects (PIP), Healthcare Effectiveness Data and Information Set (HEDIS) audits, and the Consumer Assessment of Healthcare Providers and Systems (CAHPS) and provider surveys.

Data Analysis and Provider Network Section

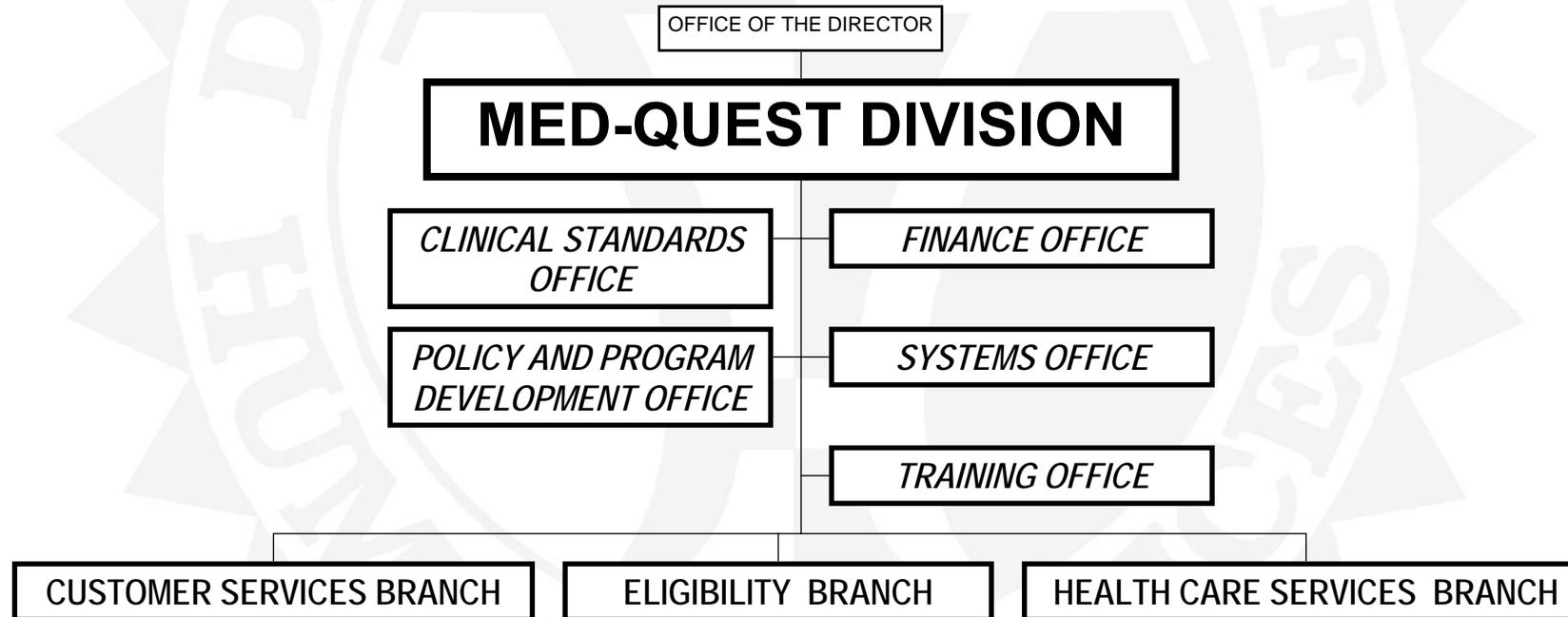
Under the direction of the Health Care Services Branch Administrator, the Data Analysis and Provider Network Section provides and performs data analysis to support managed care contracts, fee-for-service and other contracts and agreements and is responsible for monitoring and managing contract/agreements provisions impacting Medicaid populations and providers in accordance with Federal and State requirements. The Data Analysis and Provider Network Section shall be responsible for maintaining the fee-for-service provider network to assure compliance with all Federal and State requirements.

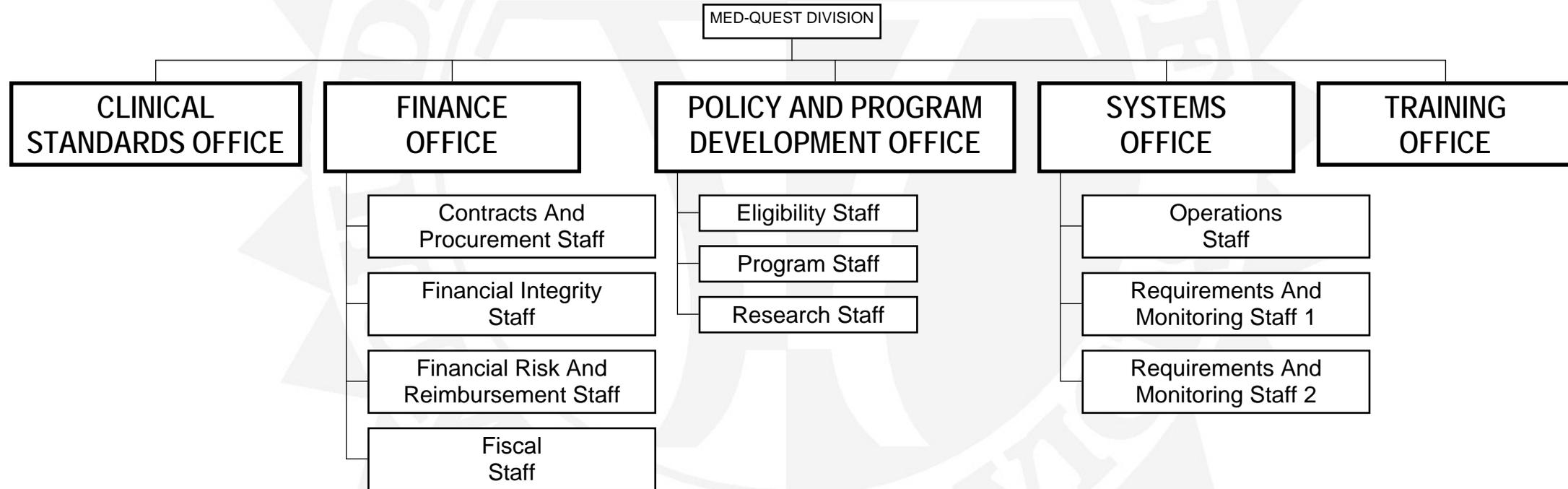
The Data Analysis and Provider Network Section shall be responsible for evaluating and analyzing health care contractor's data to assure contractors are meeting contractual requirements; compiling both State and Federal reports to include but not limited to CMS 416, State Children Health Insurance Program (SCHIP) Statistical Enrollment Data System (SEDS), and enrollment statistics; participates in procurement and contract evaluation processes; and defines procurement information submittal requirements. In addition, the Data Analysis and Provider Network Section shall be responsible for working with the EQRO on the HEDIS and the CAHPS results.

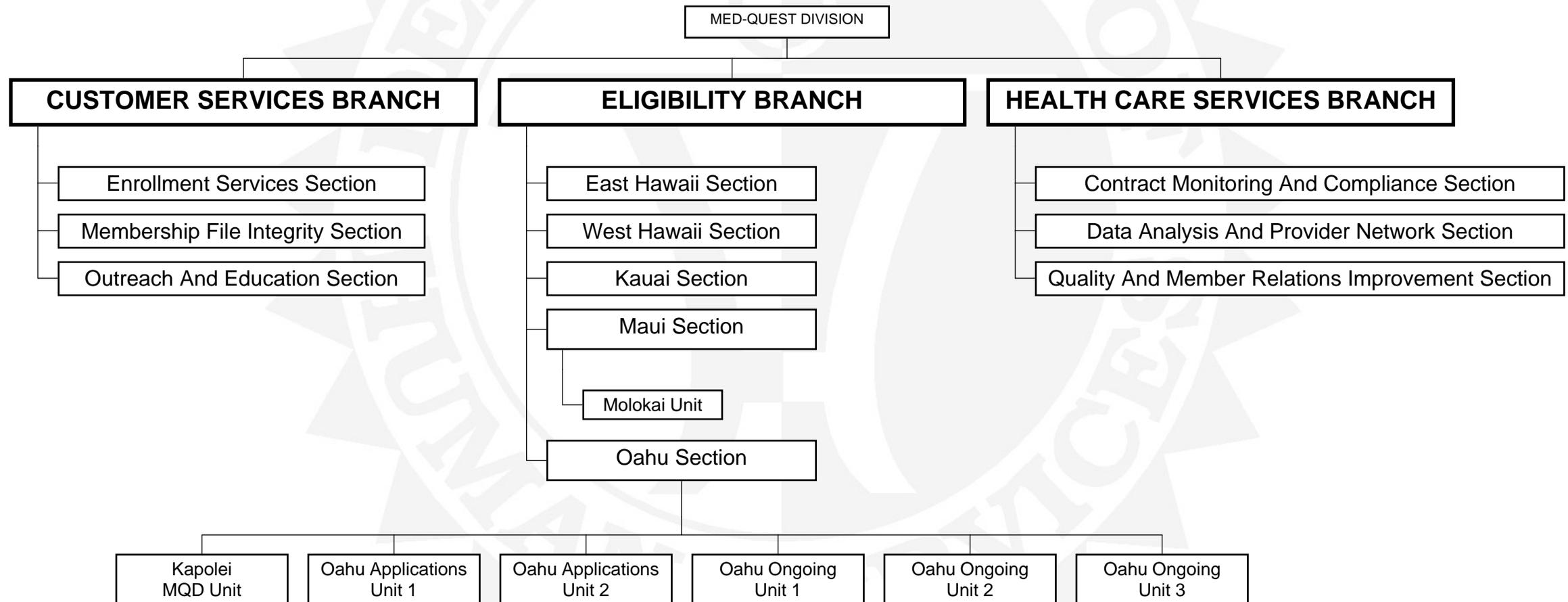
Quality And Member Relations Improvement Section

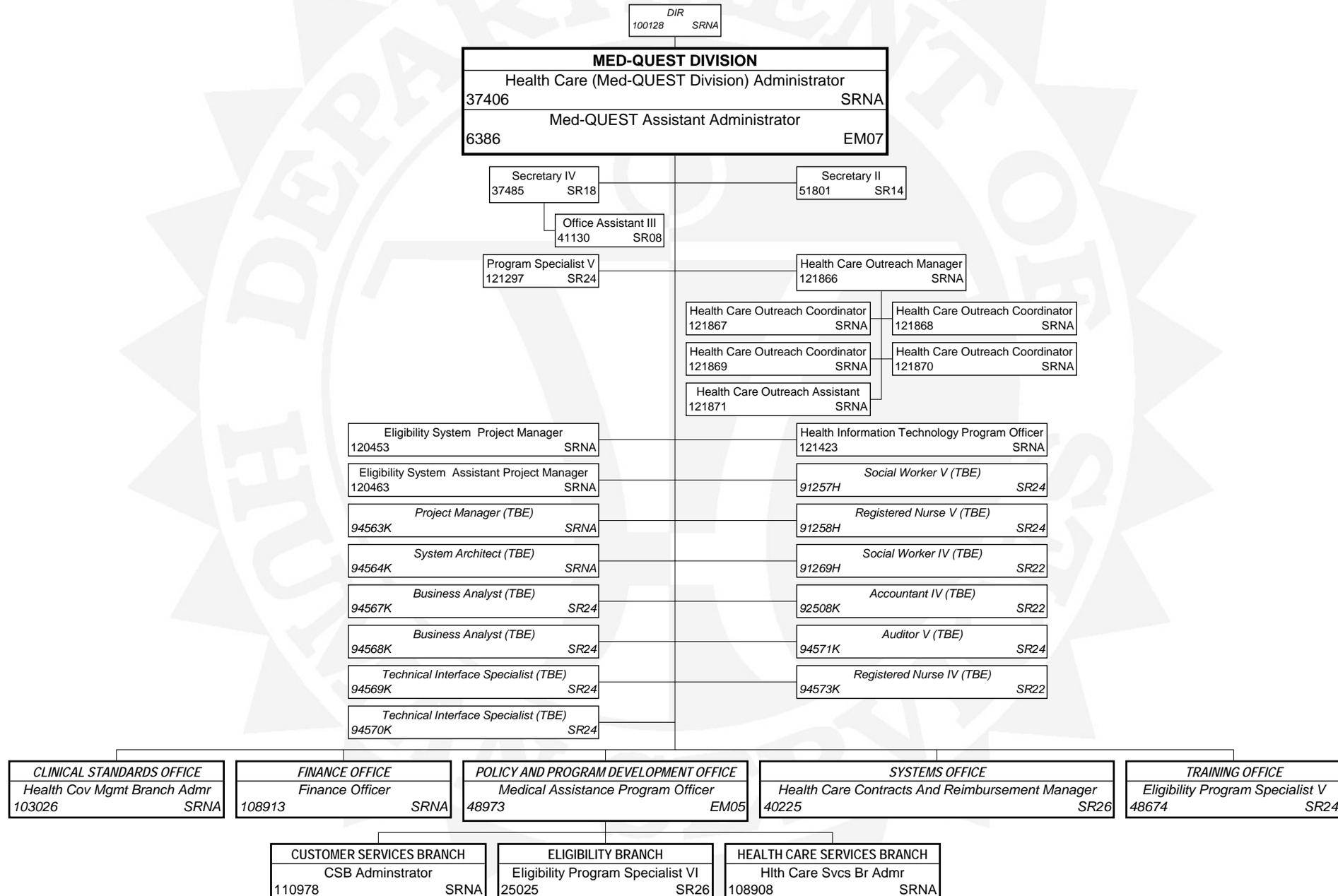
Under the direction of the Health Care Services Branch Administrator, the Quality and Member Relations Improvement Section shall be responsible for performing complex clinical evaluations and performing analysis of utilization data to promote contract accountability and compliance; quality assurance and continuous quality improvement activities supporting covered populations under the managed and non-managed care healthcare environments in accordance with Federal and State laws governing the delivery of health care services to covered populations. The Quality and Member Relations Improvement Section staff conducts and monitors quality assurance strategies and continuous program improvement activities in accordance with Federal and State requirements to maintain and improve the health status and quality of life of its Title XIX, and Title XXI Medicaid populations. The Quality and Member Relations Improvement Section manages and performs activities to ensure Medicaid populations' access to services, processes member complaints/grievances, supports the Administrative Hearing process, monitors MCO's call center activities and other areas impacting Medicaid populations in accordance with Federal and State requirements.





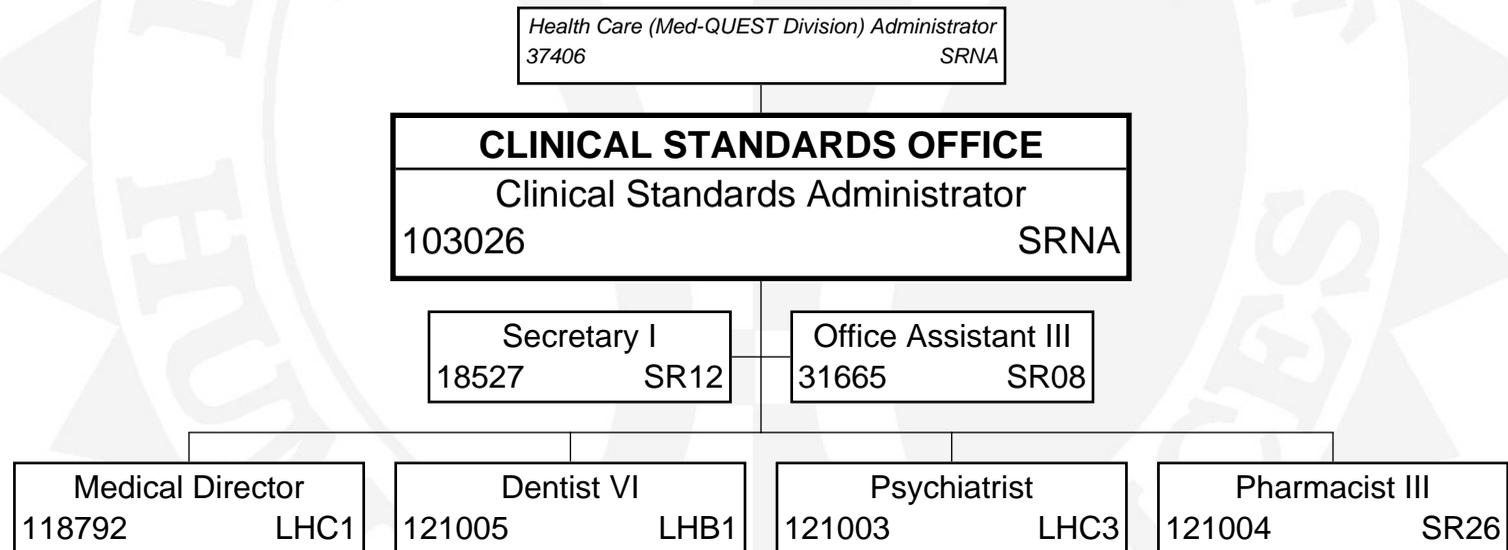






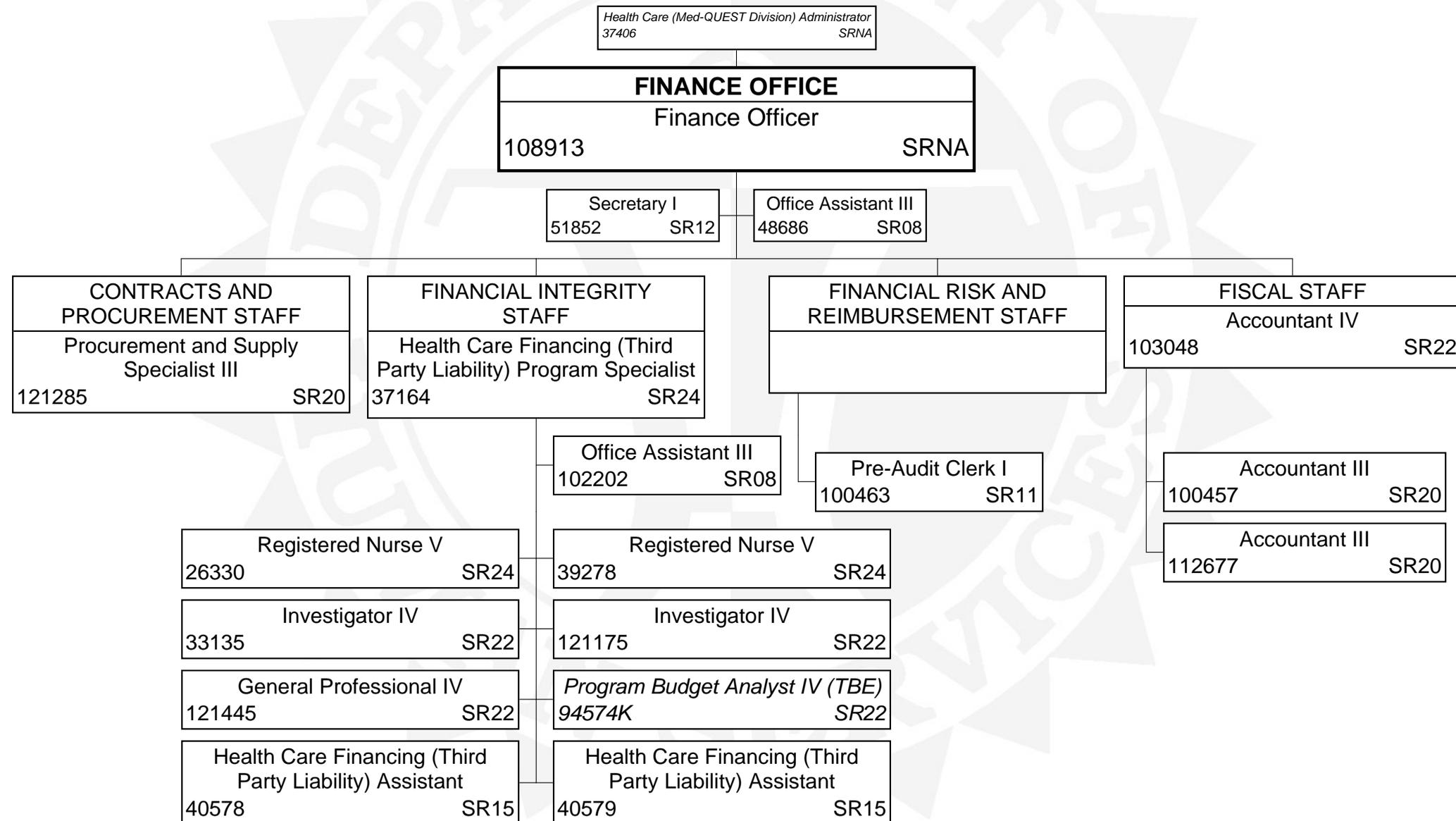
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
CLINICAL STANDARDS OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2018



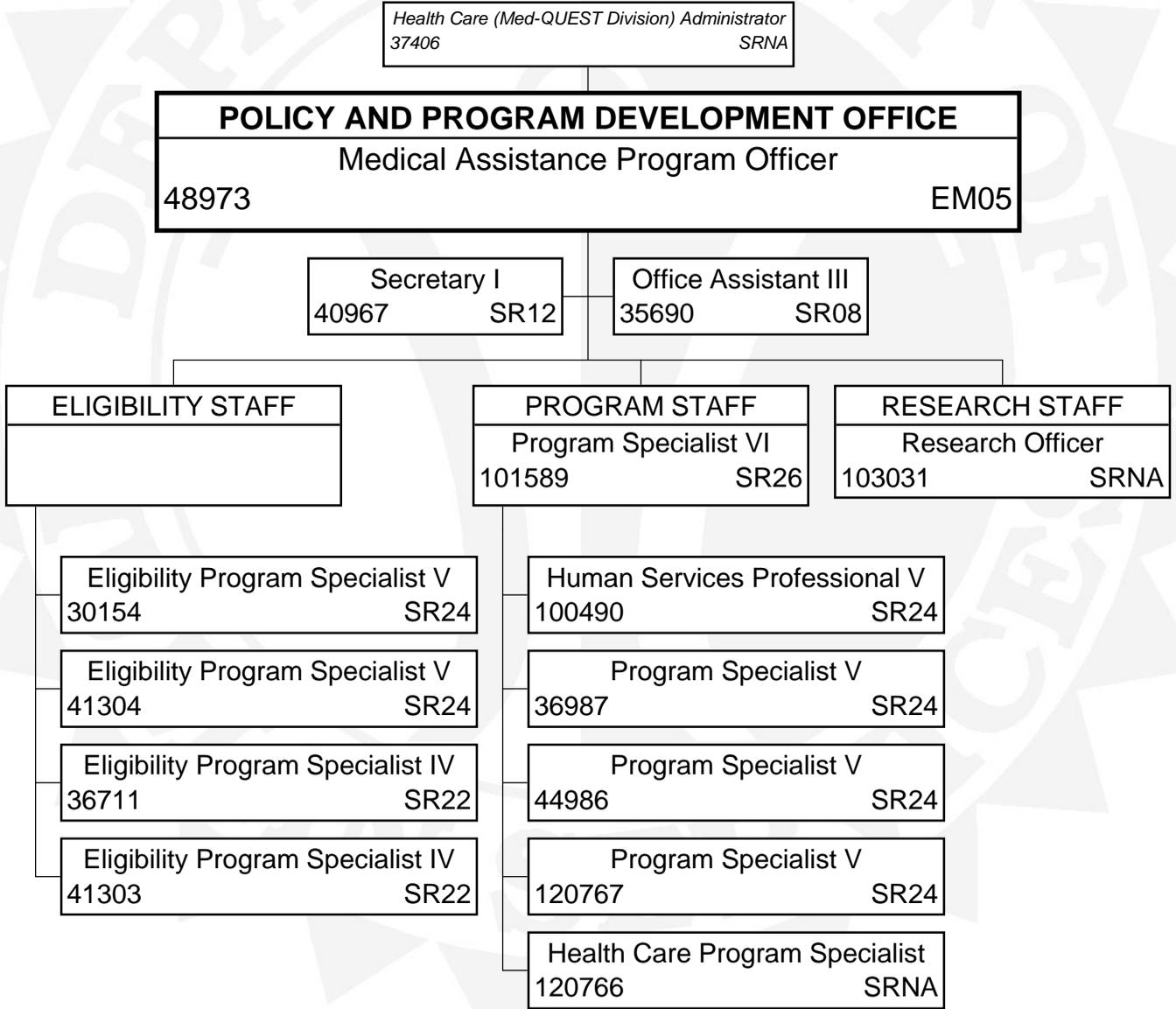
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 MED-QUEST DIVISION
 FINANCE OFFICE

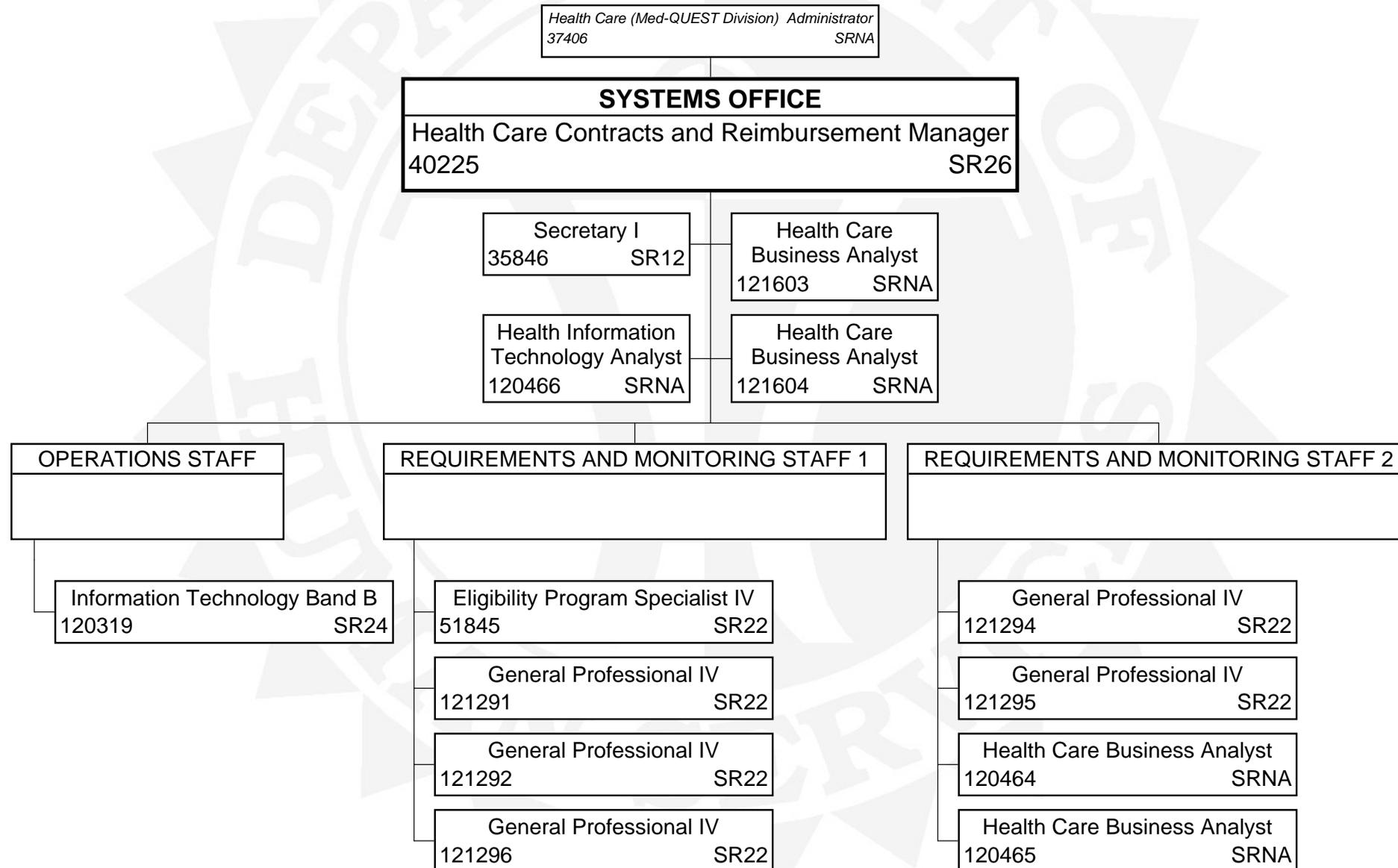
POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 MED-QUEST DIVISION
 POLICY AND PROGRAM DEVELOPMENT OFFICE

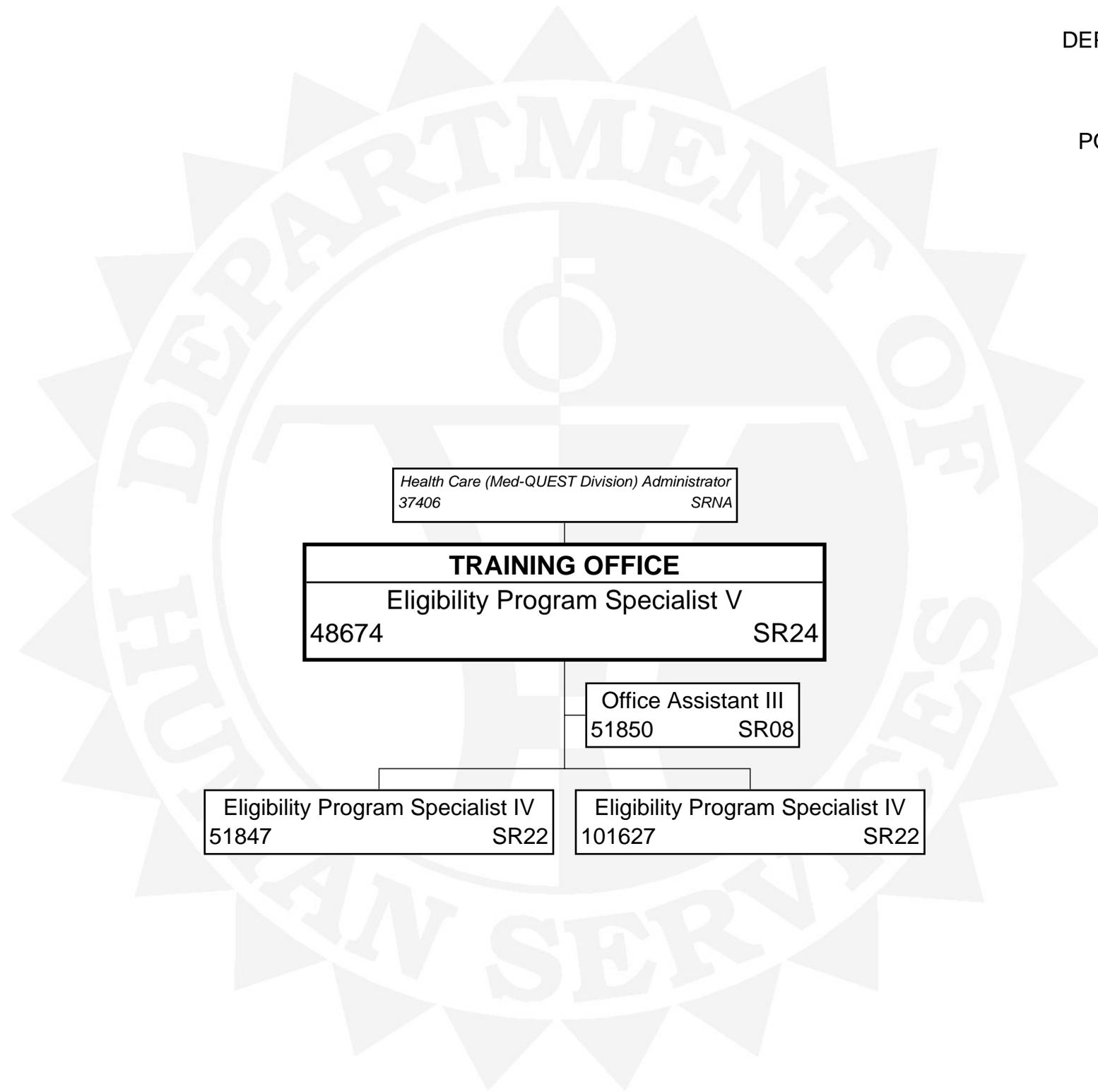
POSITION ORGANIZATION CHART
 JUNE 30, 2018





STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
TRAINING OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2018



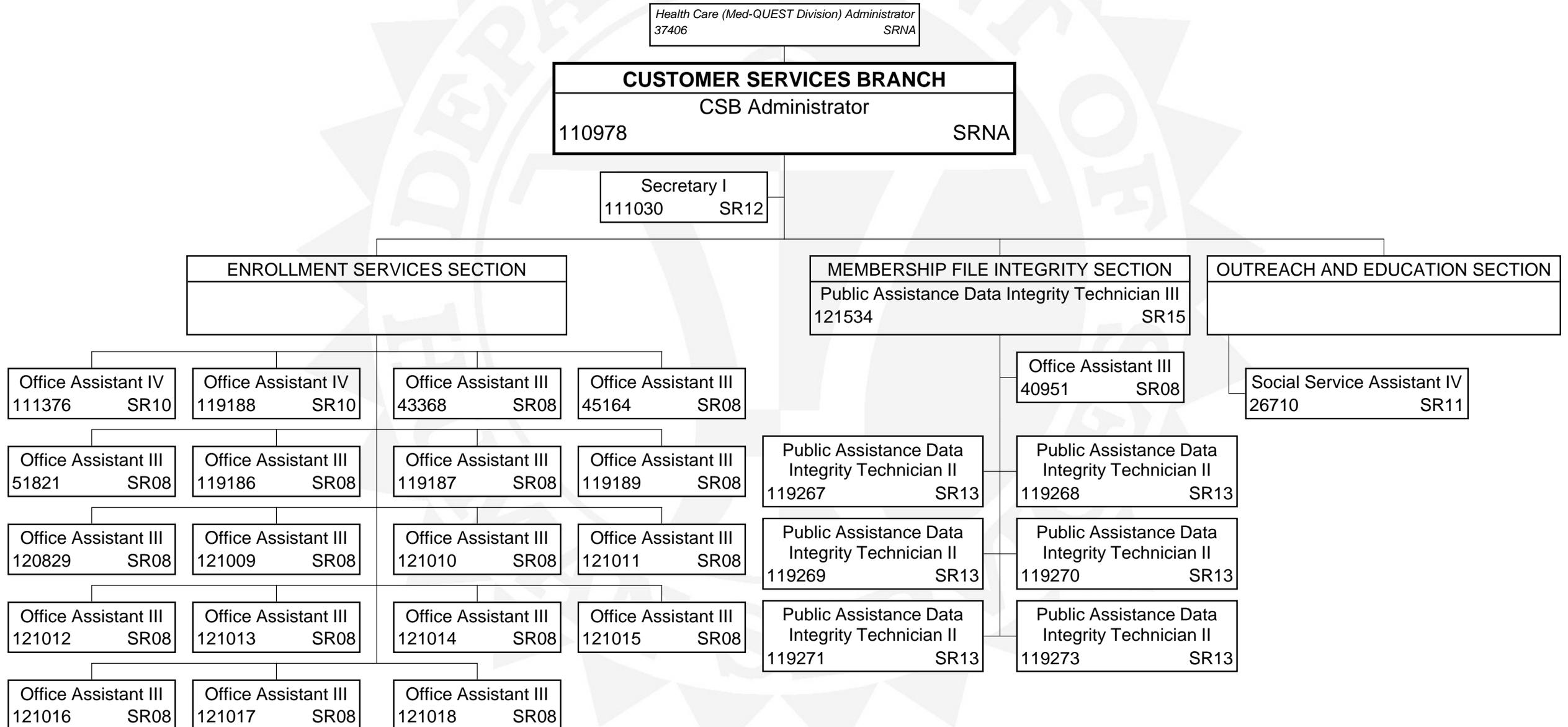
Health Care (Med-QUEST Division) Administrator
37406 SRNA

TRAINING OFFICE
Eligibility Program Specialist V
48674 SR24

Office Assistant III
51850 SR08

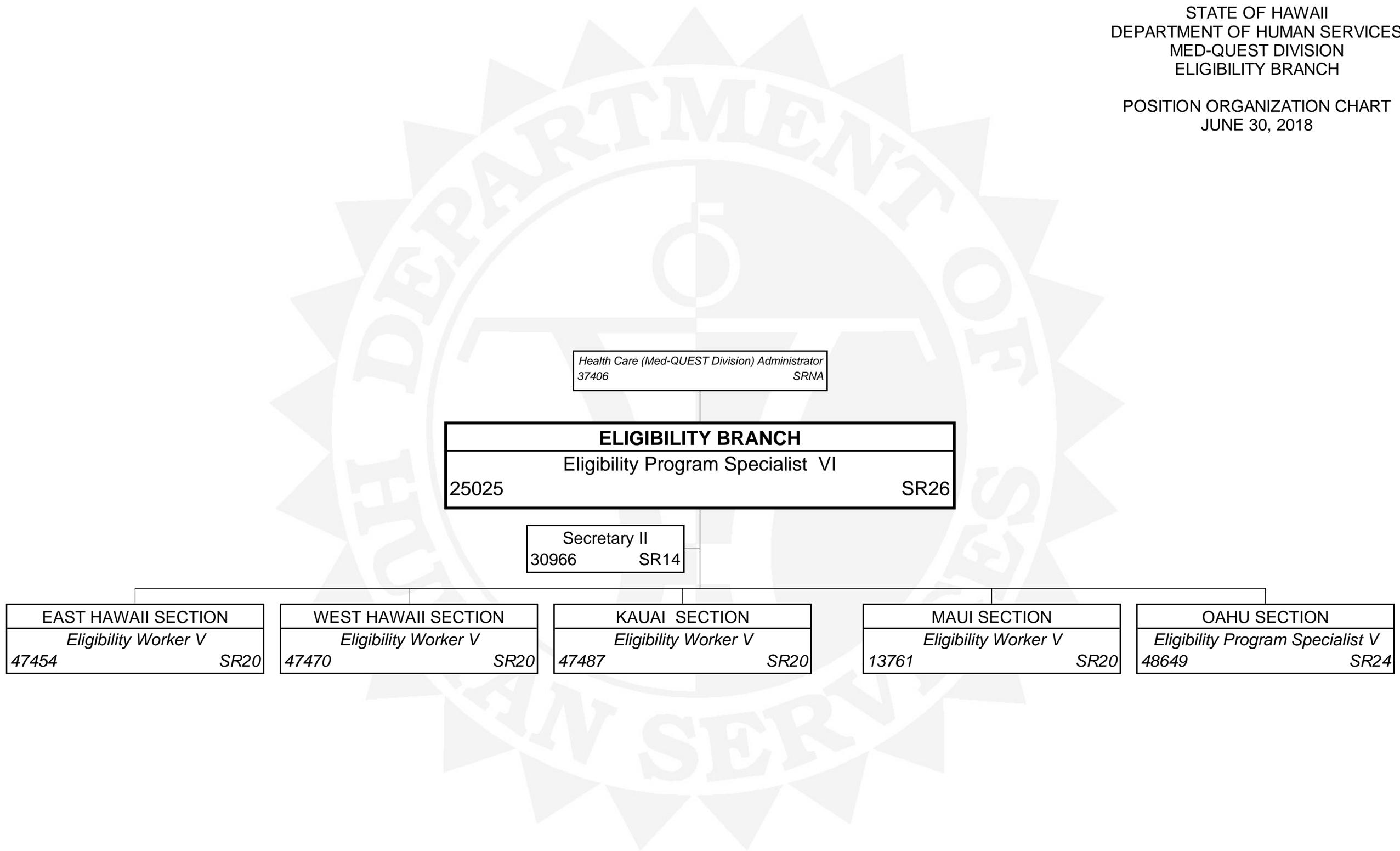
Eligibility Program Specialist IV
51847 SR22

Eligibility Program Specialist IV
101627 SR22



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
ELIGIBILITY BRANCH

POSITION ORGANIZATION CHART
JUNE 30, 2018



Health Care (Med-QUEST Division) Administrator
37406 SRNA

ELIGIBILITY BRANCH
Eligibility Program Specialist VI
25025 SR26

Secretary II
30966 SR14

EAST HAWAII SECTION
Eligibility Worker V
47454 SR20

WEST HAWAII SECTION
Eligibility Worker V
47470 SR20

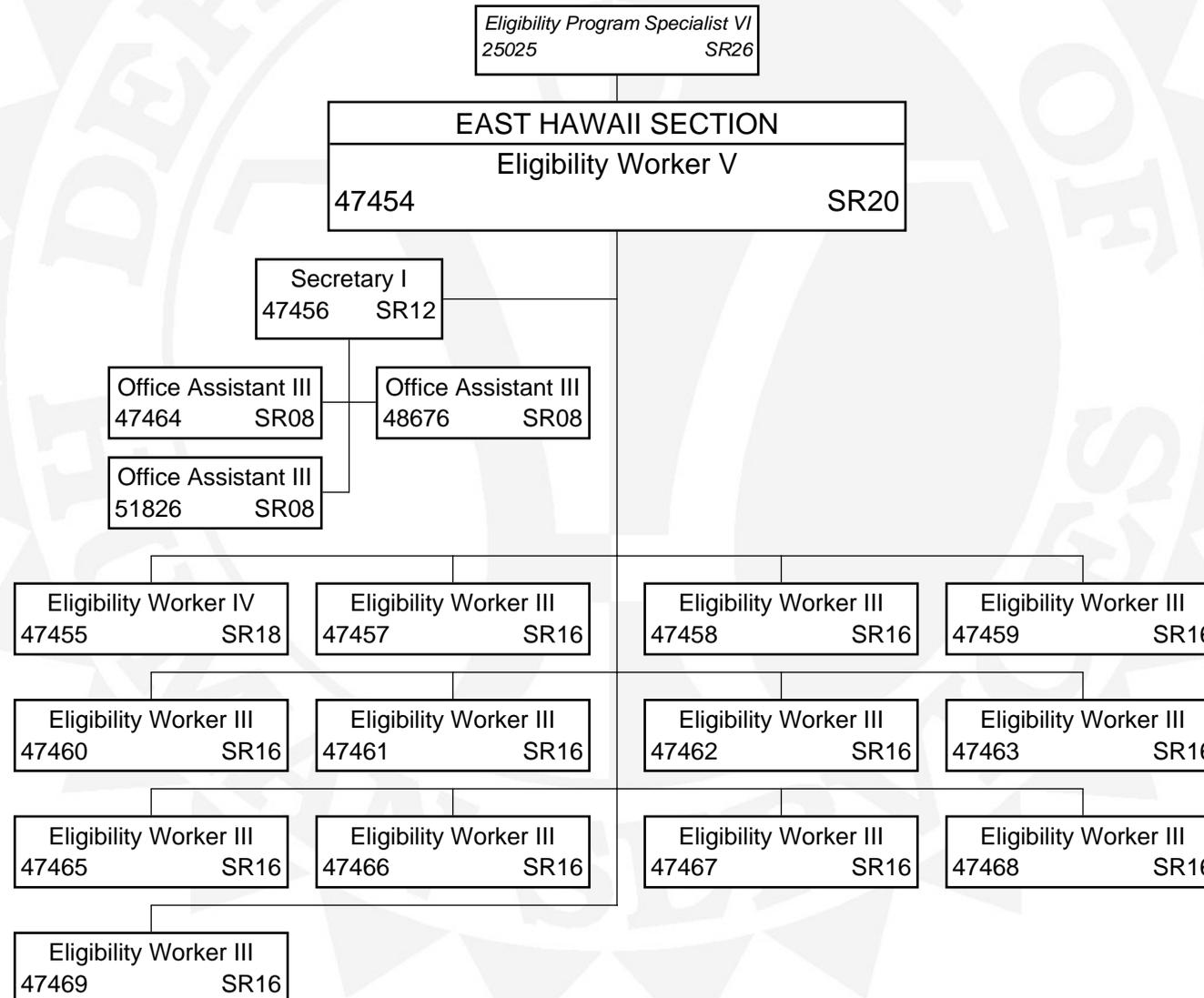
KAUAI SECTION
Eligibility Worker V
47487 SR20

MAUI SECTION
Eligibility Worker V
13761 SR20

OAHU SECTION
Eligibility Program Specialist V
48649 SR24

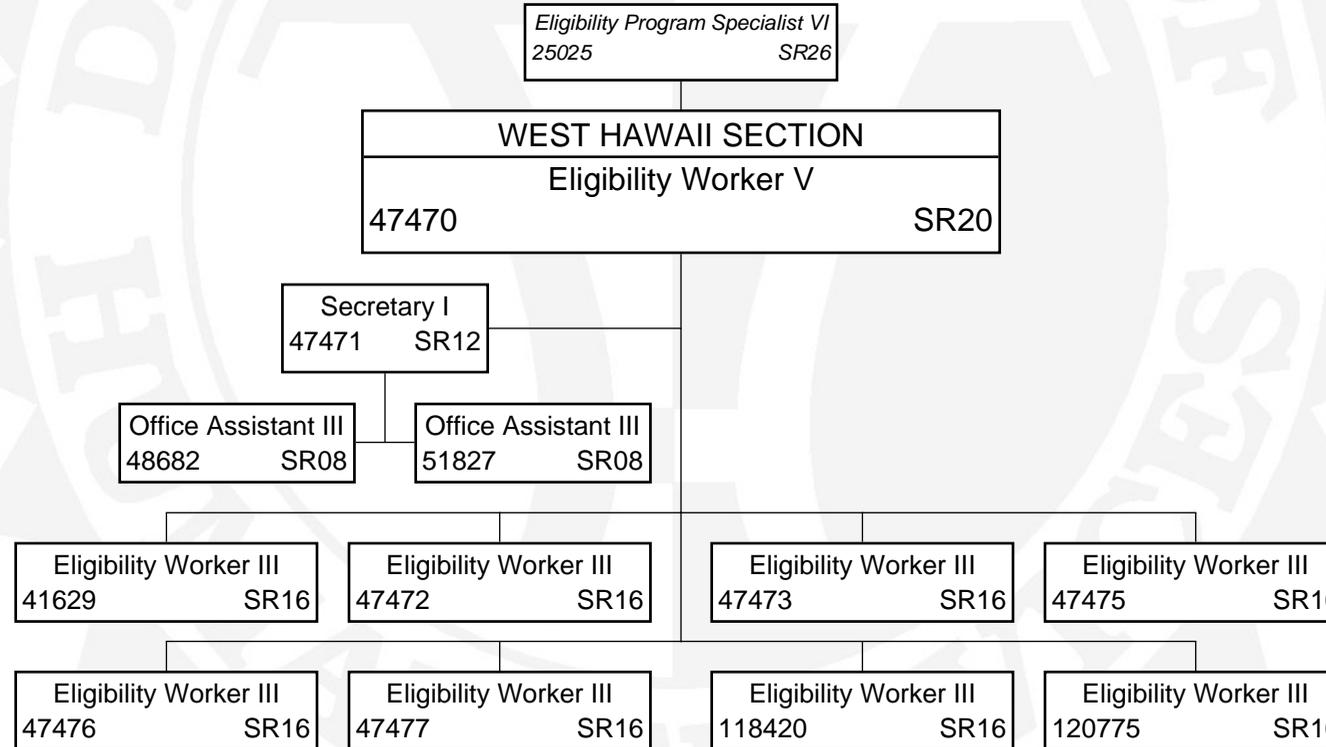
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
ELIGIBILITY BRANCH
EAST HAWAII SECTION

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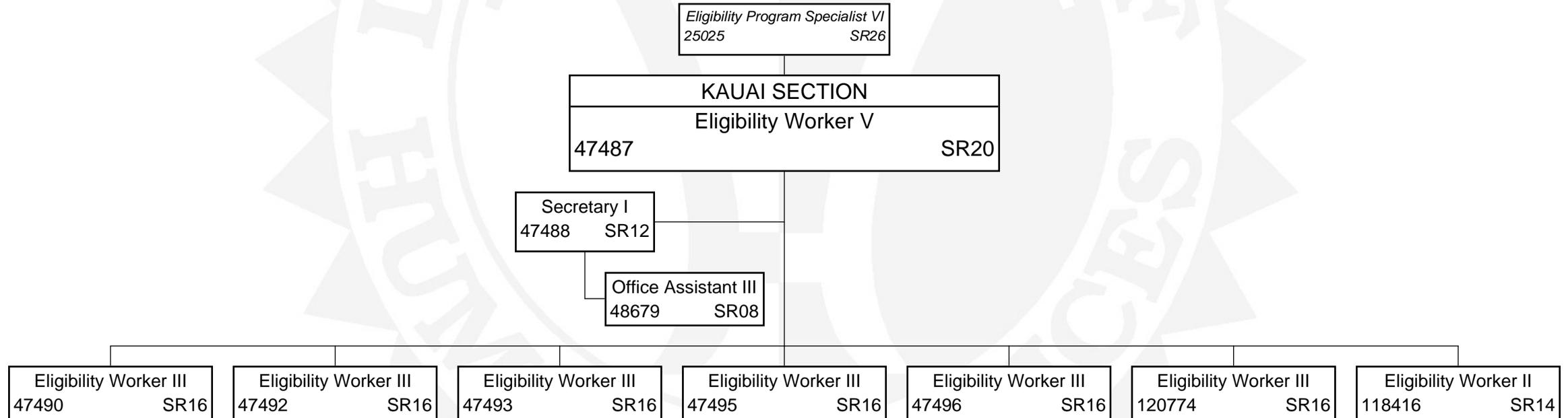
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
ELIGIBILITY BRANCH
WEST HAWAII SECTION

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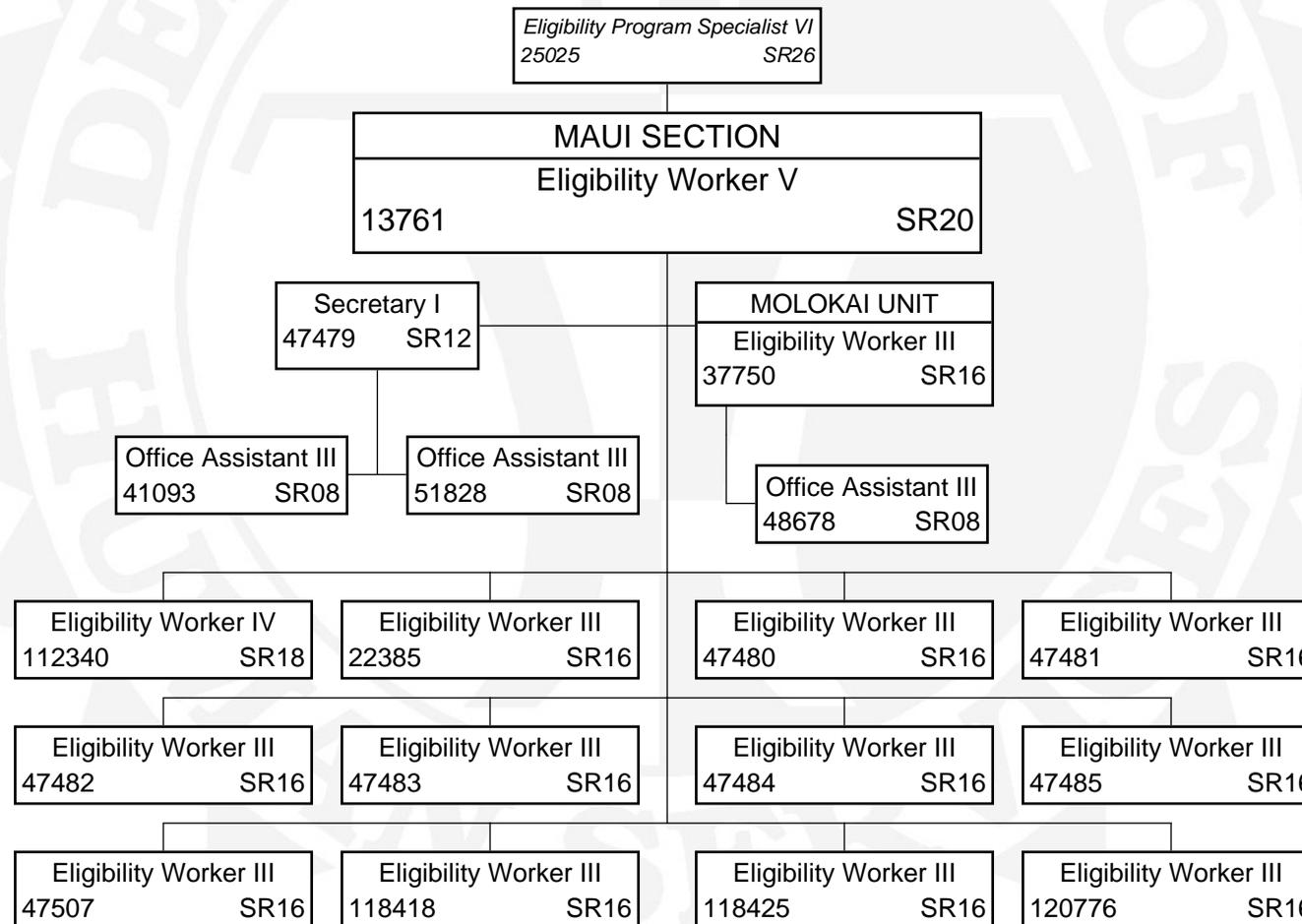
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
ELIGIBILITY BRANCH
KAUAI SECTION

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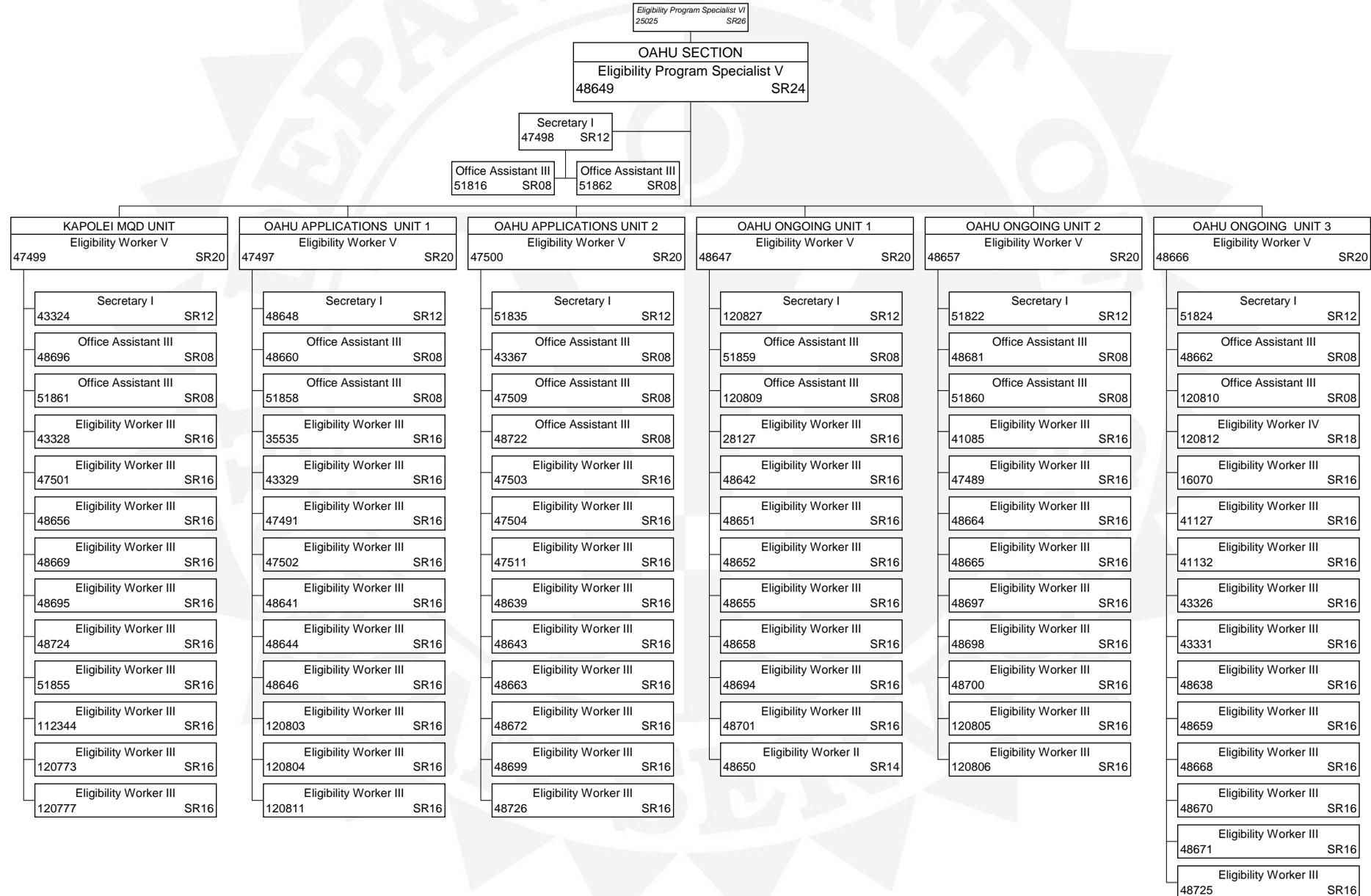
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 MED-QUEST DIVISION
 ELIGIBILITY BRANCH
 MAUI SECTION

POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
MED-QUEST DIVISION
ELIGIBILITY BRANCH
OAHU SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2018



Health Care (Med-QUEST Division) Administrator
 37406 SRNA

HEALTH CARE SERVICES BRANCH
 Health Care Services Branch Administrator
 108908 SRNA

Secretary II
 22690 SR14

Supervising Contracts Specialist (Med-QUEST)
 110037 SR24

CONTRACT MONITORING AND COMPLIANCE SECTION
 Contract Monitoring and Compliance Section Administrator
 111047 SRNA

DATA ANALYSIS AND PROVIDER NETWORK SECTION
 Supervising Contracts Specialist (Med-QUEST)
 100508 SR24

QUALITY AND MEMBER RELATIONS IMPROVEMENT SECTION
 Registered Nurse VI
 100483 SR26

Secretary I
 36560 SR12

Office Assistant III
 100525 SR08

Secretary I
 101590 SR12

Secretary I
 103052 SR12

Office Assistant III
 26715 SR08

Office Assistant III
 101597 SR08

Registered Nurse V
 34817 SR24

Office Assistant III
 35312 SR08

Office Assistant III
 100502 SR08

Registered Nurse V
 100418 SR24

Registered Nurse V
 44017 SR24

Registered Nurse V
 51829 SR24

Auditor IV
 100491 SR22

Registered Nurse IV
 100454 SR22

Registered Nurse IV
 100499 SR22

Social Worker IV
 32234 SR22

Human Services Professional IV
 100407 SR22

Contracts Specialist (Med-QUEST)
 26589 SR22

Registered Nurse IV
 103049 SR22

Social Worker IV
 4546 SR22

Contracts Specialist (Med-QUEST)
 6389 SR22

Contracts Specialist (Med-QUEST)
 8492 SR22

Encounter Data Validation Specialist
 108927 SRNA

Social Worker IV
 101596 SR22

Home and Family Access Program Manager
 100519 SRNA

Contracts Specialist (Med-QUEST)
 31514 SR22

Contracts Specialist (Med-QUEST)
 36575 SR22

Provider Data Technician
 111068 SRNA

Contracts Specialist (Med-QUEST)
 111045 SR22

Contracts Specialist (Med-QUEST)
 122252 SR22

SOCIAL SERVICES DIVISION

Under the general direction of the Director of Human Services, the Social Services Division provides social services to eligible families and individuals. Basic authority and responsibility for the administration of the Social Services Division shall be vested in the Division Administrator who provides administrative direction in the planning, development, and implementation of comprehensive statewide social service programs that include child welfare services directed at protecting children who are at-risk or have been abused and/or neglected and adult and community care services directed at protecting eligible adults; collaborating with public and private agencies and with community and recipient groups to develop comprehensive and strategic plans for the division, including plans for grants, civil defense and emergency preparedness, and the physical location of offices.

SUPPORT SERVICES OFFICE

Under the general direction of the Social Services Division Administrator, the Support Services Office performs a support function to the Social Services Division by providing planning, budget and fiscal coordination and monitoring, staff training, contracting, grants management and compliance monitoring, and maintenance of the information systems and in coordinating procedures for data storage and retrieval.

Administrative and Program Support Staff

Under the direction of the Support Services Administrator, the Administrative and Program Support Staff administers social service procurement contracts and grants; monitors compliance with requirements for programs funded by the federal and state government, monitors compliance by staff, contracted providers and other state agencies with federal funding requirements; and develops methods to ensure department eligibility for federal funds. The Administrative and Program Support Staff provides technical assistance to the Division in conducting program monitoring and evaluation, and in determining appropriate record keeping practices.

The Administrative and Program Support Staff solicits, negotiates, executes, administers, and monitors purchase of service contracts, grant in aid contracts, and other service contracts; and manages federal, state, and private grants awarded for the procurement of services.

Staff Development Staff

Under the direction of the Support Services Administrator, the Staff Development Staff plans, develops, conducts, contracts, and/or coordinates staff development and training programs for Social Service Division employees, in consonance with federal regulations, state statutes, Department of Human Resource Development regulations; and Department of Human Services' policies and procedures. The Staff Development Staff also coordinates and arranges practicum experiences in the division for students, provides specialized training for selected adjunctive service providers, and acts as the division liaison with community agencies and educational institutions in training plans and programs.

Systems Operations Staff

Under the direction of the Support Services Office Administrator, the Systems Operations Staff maintains the electronic data information system for all client records and payments, coordinates all security and user standards, and coordinates the purchase of all related equipment. The Systems Operations Staff receives, assesses, resolves any hardware and software problems in the division and shall be responsible for any security and compliance issue(s) with respect to the Health Information Portability and Accountability Act (HIPAA) and any related policy and procedures pertaining to security and compliance of the electronic data information system.

ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH

Under the general direction of the Social Services Division Administrator, the Adult Protective and Community Services Branch provides overall management for the development and implementation of the plans, policies, procedures and regulations of the Social Services Division. Services offered include case management, chore services, day care and foster care, adult protective services, foster grandparent volunteers, senior companion volunteers, and respite companion employment training. The Adult Protective and Community Services Branch shall maintain a central registry of reports of vulnerable adult abuse, neglect, and financial exploitation and provide the central registry clearances statewide. The authority and responsibility for the operations of the Adult Protective and Community Services Branch shall be vested in the Branch Administrator who plans, organizes, directs, coordinates, evaluates, and maintains an organization that will facilitate the accomplishment of the adult protective and community care service objectives.

1. Prescribes overall branch operational plans; provides direction in determining priorities and allocation of resources in accordance with the rules, regulations and policies of the Department and Division.
2. Provides direction in the development of criteria to maximize and ensure the efficient use of personnel, time, space, equipment, and other allocated resources.
3. Provides direction in planning for the branch and staff development and training.
4. Exercises fiscal control of funds allocated for branch operations.
5. Develops and effects changes or recommends changes in operational policies, procedures, work site, and organizational structure to correct deficiencies and improve branch efficiency in achieving departmental, division, and branch objectives.
6. Provides channels of coordination and communication within the branch and resolves major conflicts between and among the operating entities of the branch.
7. Develops and maintains agreements and working relationships with providers, federal and state authorities, and community agencies specific to the branch.
8. Maintains public relations by providing information, serving on community task forces, handling complaints, and developing inter-agency and intra-departmental procedures to enhance the Branch's service delivery.
9. Develops and maintains reports for management control within the branch; provides general support and information to the division in matters relating to branch operations.

Program Development Office

Under the general direction of the Adult Protective and Community Services Branch Administrator, the Program Development Office provides administrative direction in planning, developing, implementing, controlling, monitoring, and evaluating adult protective and community services authorized under federal and state statutes. The Program Development Office sets program priorities, goals, objectives, and recommends the type of reporting systems/mechanisms needed to measure their attainment to determine allocation of resources and provides program information for the development of budgets.

The Program Development Office conducts the analysis of policy options and recommends appropriate action to the Branch administrator; plans and designs new programs and services based on needs established through research on Hawaii's population, staff input, local and national reports, and other data as appropriate. The Office coordinates program planning and development with other DHS programs and with federal, state, county, and private agencies including ensuring compliance with federal funding and reporting requirements.

The Program Development Office initiates the development of needed legislation, directs the review and analysis of proposed legislation, coordinates the preparation of legislative testimonies and reports, participates in legislative committee hearings, tracks key legislation, meets with individual lawmakers and their staff, and otherwise furnishes information and advice regarding the Department's position on legislation pertinent to adult protective and community services.

Program Development Office (Cont'd)

The Program Development Office establishes and maintains standards, rules, and procedures needed to ensure the proper implementation of programs that provide services including the certification of programs such as the nurse aide training, the feeding assistant training, the community care foster family homes, the licensure of case management agencies and adult day care facilities, the Foster Grandparent Program, the Senior Companion Program, and the Respite Companion Program. This Office provides expertise and technical assistance to direct service staff and other service providers in collaboration with the Division's staff assigned for the purpose of staff development to ensure knowledge of and compliance with standards, rules, and procedures. The Program Development Office monitors and evaluates services and in conjunction with the purchase of service monitors of the division's support staff, evaluates contracted services.

The Program Development Office provides staff support to the branch administrator in responding to community complaints and courts suits; performs public relation duties to inform the public and mobilize support for the programs; represents the branch on advisory boards and other inter-agency groups in the community.

Foster Grandparent Program Office

Under the general direction of the Adult Protective and Community Services Branch Administrator, the Foster Grandparent Program Office provides opportunities statewide for low-income older people to serve as mentors and tutors for children and youth with special needs in accordance with federal funding requirements.

The Foster Grandparent Program Office recruits, trains, places, monitors, and evaluates foster grandparents statewide. The Foster Grandparent Program Office also requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for foster grandparents statewide. The Foster Grandparent Program Office exercises fiscal control of funds allocated for unit operations; and acts as liaison for the department with the federal funding agency, such as but not limited to the Corporation for National and Community Service.

Respite Companion Program Office

Under the general direction of the Adult Protective and Community Services Branch Administrator, the Respite Companion Program Office recruits, trains, places, monitors, and evaluates respite companions on Oahu. The Respite Companion Program Office requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for respite companions and acts as liaison for the department with the state funding agency, such as but not limited to the Department of Labor and Industrial Relations.

Senior Companion Program Office

Under the general direction of the Adult Protective and Community Services Branch Administrator, the Senior Companion Program Office provides opportunities for low-income older people to serve as companions to frail elderly homebound individuals in accordance with federal funding requirements.

The Senior Companion Program Office recruits, trains, places, monitors, and evaluates senior companions statewide. The Senior Companion Program Office also requests, negotiates, monitors, and evaluates agreements with agencies serving as "work-stations" for senior companions statewide. The Senior Companion Program Office exercises fiscal control of funds allocated for operations and acts as liaison for the department with the federal funding agency, such as but not limited to the Corporation for National and Community Service.

East Hawaii Adult Protective and Community Services Section

Under the direction of the Adult Protective and Community Services Branch Administrator, the East Hawaii Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services in East Hawaii. The East Hawaii Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. The East Hawaii Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The East Hawaii Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. The East Hawaii Adult Protective and Community Services Section is responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The East Hawaii Adult Protective and Community Services Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. It reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. The East Hawaii Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

The East Hawaii Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

The East Hawaii Adult Protective and Community Services Section's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. The East Hawaii Adult Protective and Community Services Section shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. The East Hawaii Adult Protective and Community Services Section shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

The East Hawaii Adult Protective and Community Services Section shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. The East Hawaii Adult Protective and Community Services Section shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care. The East Hawaii Adult Protective and Community Services Section shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

The East Hawaii Adult Protective and Community Services Section shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training feeding assistants, and other community programs as assigned. The East Hawaii Adult Protective and Community Services Section shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

East Hawaii Adult Protective and Community Services Section (Cont'd)

The East Hawaii Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

West Hawaii Adult Protective and Community Services Section

Under the direction of the Adult Protective and Community Services Branch Administrator, the West Hawaii Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services in West Hawaii. The West Hawaii Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. The West Hawaii Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The West Hawaii Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. The West Hawaii Adult Protective and Community Services Section is responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. The West Hawaii Adult Protective and Community Services Section reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. The West Hawaii Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

The West Hawaii Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

The West Hawaii Adult Protective and Community Services Section's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. The West Hawaii Adult Protective and Community Services Section shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. The West Hawaii Adult Protective and Community Services Section shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

The West Hawaii Adult Protective and Community Services Section shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. The West Hawaii Adult Protective and Community Services Section shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care. The West Hawaii Adult Protective and Community Services Section shall assess the safety of adults receiving services from the West Hawaii Adult Protective and Community Services Section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

West Hawaii Adult Protective and Community Services Section (Cont'd)

The West Hawaii Adult Protective and Community Services Section shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training feeding assistants, and other community programs as assigned. The West Hawaii Adult Protective and Community Services Section shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

The West Hawaii Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

Kauai Adult Protective and Community Services

Under the direction of the Adult Protective and Community Services Branch Administrator, the Kauai Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services on Kauai. The Kauai Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. The Kauai Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The Kauai Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. The Kauai Adult Protective and Community Services Section shall be responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The Kauai Adult Protective and Community Services Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. The Kauai Adult Protective and Community Services Section reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. The Kauai Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

The Kauai Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

The Kauai Adult Protective and Community Services Section's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. The Kauai Adult Protective and Community Services Section shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. The Kauai Adult Protective and Community Services Section shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

Kauai Adult Protective and Community Services Section (Cont'd)

The Kauai Adult Protective and Community Services Section shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. The Kauai Adult Protective and Community Services Section shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care.

The Kauai Adult Protective and Community Services Section shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

The Kauai Adult Protective and Community Services Section shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training feeding assistants, and other community programs as assigned. The Kauai Adult Protective and Community Services Section shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

The Kauai Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

Maui Adult Protective and Community Services Section

Under the direction of the Adult Protective and Community Services Branch Administrator, the Maui Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services on Maui, Molokai and Lanai. The Maui Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. The Maui Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The Maui Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. The Maui Adult Protective and Community Services Section shall be responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

The Maui Adult Protective and Community Services Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. Reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. The Maui Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

The Maui Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

Maui Adult Protective and Community Services Section (Cont'd)

The Maui Adult Protective and Community Services Section's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. The Maui Adult Protective and Community Services Section shall conduct investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. The Maui Adult Protective and Community Services Section shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

The Maui Adult Protective and Community Services Section shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. The Maui Adult Protective and Community Services Section shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, and coordinate such home-based supportive services as chore services and adult day care. The Maui Adult Protective and Community Services Section shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

The Maui Adult Protective and Community Services Section shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training feeding assistants, and other community programs as assigned. The Maui Adult Protective and Community Services Section shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

The Maui Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

Oahu Adult Protective and Community Services Section

Under the direction of the Adult Protective and Community Services Branch Administrator, The Oahu Adult Protective and Community Services Section provides operational direction and management to implement the division and branch plans, policies, procedures and regulations for adult protective and community services on Oahu. The Oahu Adult Protective and Community Services Section receives, assesses and processes requests for adult community services and all reports of abuse, neglect, and/or financial exploitation of vulnerable adults. The Oahu Adult Protective and Community Services Section investigates reports of abuse neglect and/or financial exploitation of vulnerable adults and provides crisis intervention including arranging for appropriate services to ensure the safety of the vulnerable adult.

The Oahu Adult Protective and Community Services Section shall be responsible for planning, directing, coordinating, and controlling section operations and activities. Its activities include but are not limited to reviewing, studying, and continually appraising section operations and unit performance and recommends changes in operational procedures, policies, deployment of staff, work site, and organizational structure to correct deficiencies and to improve efficiency in achieving division and branch objectives. The Oahu Adult Protective and Community Services Section are responsible for establishing workload and personnel requirements, and initiates requests for necessary person power.

Oahu Adult Protective and Community Services Section (Cont'd)

The Oahu Adult Protective and Community Services Section shall maintain good public relations by providing information, serving on community task forces, handling complaints, and developing interagency and intra-departmental procedures to enhance service delivery. The Oahu Adult Protective and Community Services Section reviews employee development and training needs; plans and conducts in-service training programs; coordinates development and training activities with the Personnel Office and the Staff Development Staff. The Oahu Adult Protective and Community Services Section shall coordinate the use of the electronic data processing system in accordance with established division policies and department security procedures and provide reports on section operations for programmatic, administrative, and research purposes.

The Oahu Adult Protective and Community Services Section shall exercise fiscal control of funds allocated for section operations and provide direction in the development and implementation of a range of supporting services such as messenger service, purchasing, repair and maintenance, and inventory management.

The Oahu Adult Protective and Community Services Section shall enter information into the electronic data processing system and maintain records of services and payments for services.

Oahu Adult Intake Unit

Under the direction of the Oahu Adult Protective and Community Services Section Administrator, the Oahu Adult Intake Unit's primary responsibility shall be to receive reports of alleged abuse, neglect and/or financial exploitation, collect and assemble sufficient information to determine the urgency of the report and acceptance for investigation. The Oahu Adult Intake Unit shall receive and process applications for adult community services, determine eligibility, including the urgency of the request and the appropriate means of meeting the individual's needs including referral to other agencies. The Oahu Adult Intake Unit receives and processes applications for licensure and certification of facilities such as but not limited to adult day care and other community programs; forwards its findings as appropriate to the assigned unit or to other community agencies for further processing.

Oahu Adult Protective and Community Services Units 1 and 2

Under the direction of the Oahu Adult Protective and Community Services Section Administrator, the Oahu Adult Protective and Community Services Units 1 and 2 conducts investigations to assess whether abuse, neglect and/or financial exploitation has occurred and to determine what interventions are necessary to ensure the vulnerable adult's safety. The Oahu Adult Protective and Community Services Units 1 and 2 shall arrange for police, court, medical or other agency assistance or service collaboration as necessary and provide crisis intervention, counseling and case management services to protect the safety of the vulnerable adult.

The Oahu Adult Protective and Community Services Units 1 and 2 shall provide placement and case management services in adult residential care homes, and arrange other placements as needed by the clients; provide, arrange, coordinate and monitor home-based supportive services such as but not limited to in-home chore services, adult day care and/or adult foster care services. The Oahu Adult Protective and Community Services Units 1 and 2 shall assess the safety of adults receiving services from the section, intervene to prevent abuse, neglect and/or financial exploitation from occurring, including petitioning for guardianship as needed, and monitor and coordinate services provided by purchase of service vendors to sustain the adult in the community.

The Oahu Adult Protective and Community Services Units 1 and 2 shall license and monitor the activities of adult day care facilities and certify and monitor programs for nurse aide training, feeding assistants, and other community programs as assigned. The Oahu Adult Protective and Community Services Units 1 and 2 shall investigate all complaints against regulated and unregulated facilities and determine the continued use and licensing or certification of the facility for which DHS has regulatory responsibility.

CHILD WELFARE SERVICES BRANCH

Under the direction of the Social Services Division Administrator, the Child Welfare Services Branch Administration provides overall management for the development and implementation of the plans, policies, procedures and regulations of the division's child welfare services. Services include child protective services, foster care, adoption services, independent living skills services, permanency, resource home recruitment and licensing, and contracted support and treatment services to prevent and remedy abuse and neglect. Basic authority and responsibility for the operations of the branch are vested in the Branch Administrator who plans, organizes, directs, coordinates, evaluates, and maintains an organization which will facilitate the accomplishment of the child welfare service objectives.

Program Development Office

Under the general direction of the Child Welfare Services Branch, the Program Development Office provides administrative direction in planning, developing, implementing, controlling, monitoring, and evaluating child welfare services authorized under federal and state statutes. The Program Development Office develops and coordinates all relevant legislation, establishes and maintains all rules, standards, and procedures, and determines the allocation of funds and other resources for child welfare services.

East Hawaii Child Welfare Services Section

Under the general direction of the Child Welfare Services Branch Administrator, the East Hawaii Child Welfare Services Section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in East Hawaii. The East Hawaii Child Welfare Services Section provides child welfare services assessment, and permanency services; resource home recruitment, licensing, and training; and licensing and regulation of child-placing organizations and child-caring institutions. The East Hawaii Child Welfare Services Section provides administrative housekeeping support to the section's units, and maintains, manages and coordinates the closed case files of the East Hawaii Child Welfare Services Section. The East Hawaii Child Welfare Services Section provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provides pre-adoption, adoption, and post-adoption services to children and families. The East Hawaii Child Welfare Services Section recruits, studies, certifies, licenses, approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The East Hawaii Child Welfare Services Section provide support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker. The East Hawaii Child Welfare Services Section and its constituent units participate in community education and planning efforts related to child welfare services.

East Hawaii Child Welfare Services Units 1, 2, and 3

Under the direction of the East Hawaii Child Welfare Services Section Administrator, the East Hawaii Child Welfare Services Unit 1, 2, and 3 provides both assessment and permanency services. The East Hawaii Child Welfare Services Unit 2 and 3 assess reports of child abuse and neglect; provide short-term counseling services, and work with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The East Hawaii Child Welfare Services Unit 1, 2, and 3 also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

The East Hawaii Child Welfare Services Unit 1 recruits, studies, certifies, licenses/approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The East Hawaii Child Welfare Services Unit 1 provide support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker.

West Hawaii Child Welfare Services Section

Under the general direction of the Child Welfare Services Branch Administrator, the West Hawaii Child Welfare Services Section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in West Hawaii. The West Hawaii Child Welfare Services Section provides operational direction and management to implement child welfare services assessment and permanency services; enhanced independent living skills, pre-adoption, adoption, and post-adoption services to children and families; resource home recruitment, licensing, and training; and licensing and regulation of child-placing organizations and child-caring institutions; community education, and planning efforts related to child welfare services. The West Hawaii Child Welfare Services Section provides administrative housekeeping support to the section's units to manage the closed case files of the West Hawaii Child Welfare Services Section.

West Hawaii Child Welfare Services Unit 1 and 2

Under the direction of the West Hawaii Child Welfare Services Section Administrator, the West Hawaii Child Welfare Services Unit 1 and 2 provides both assessment and permanency services. The West Hawaii Child Welfare Services Unit 1 and 2 assesses reports of child abuse and neglect; provides short-term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The West Hawaii Child Welfare Services Unit 1 and 2 also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children; and participates in community education and planning efforts related to child welfare services.

West Hawaii Child Welfare Services Unit 3

Under the direction of the West Hawaii Child Welfare Services Section Administrator, the West Hawaii Child Welfare Services Unit 3 provides resource and adoptive home studies, recruitment, certification, licensing, and training; and licensing and regulation of child-placing organizations and child-caring institutions. The West Hawaii Child Welfare Service Unit 3 coordinates the closed case files for the West Hawaii Child Welfare Services Section. The West Hawaii Child Welfare Services Unit 3 provides support services to orient, train, recruit, and retain suitable resource homes for the section's foster children; and participates in community education and planning efforts related to child welfare services.

Kauai Child Welfare Services Section

Under the general direction of the Child Welfare Services Branch Administrator, the Kauai Child Welfare Services Section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services on Kauai. The Kauai Child Welfare Services Section provides child welfare services assessment, permanency services; resource home recruitment, licensing and training; and licensing and regulation of child-placing organizations and child-caring institutions. The Kauai Child Welfare Services Section provides administrative housekeeping support to the section's units and maintains, manages, and coordinates the closed case files of the Kauai Child Welfare Services Section. The Kauai Child Welfare Services Section provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provides pre-adoption, adoption, and post-adoption services to children and families. The Kauai Child Welfare Services Section also recruits, studies, certifies, licenses, approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The Kauai Child Welfare Services Section provides support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker. The Kauai Child Welfare Services Section and its constituent units participate in community education and planning efforts related to child welfare services.

(Central, East and West) Child Welfare Services Units 1, 2, and 3

Under the direction of the Kauai Child Welfare Services Section Administrator, the Central Child Welfare Services Unit 1, the East Child Welfare Services Unit 2, and the West Child Welfare Services Unit 3 provides both child welfare services assessment and permanency services in specific geographic areas. The Central, East and West Child Welfare Services Units 1, 2, and 3 assesses reports of child abuse and neglect; provides short-term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The Central, East and West Child Welfare Services Units 1, 2, and 3 also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

Maui Child Welfare Services Section

Under the general direction of the Child Welfare Services Branch Administrator, the Maui Child Welfare Services Section provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services on Maui, Molokai, and Lanai. The Maui Child Welfare Services Section provides child welfare services assessment, permanency services; resource home recruitment, licensing and training; and licensing and regulation of child-placing organizations and child-caring institutions. The Maui Child Welfare Services Section provides administrative housekeeping support to the section's units, and maintains, manages, and coordinates the closed case files of the Maui Child Welfare Services Section. The Maui Child Welfare Services Section provides casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provides pre- adoption, adoption, and post-adoption services to children and families. The Maui Child Welfare Services Section also recruits, studies, certifies, licenses, approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The Maui Child Welfare Services Section provides support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker. The Maui Child Welfare Services Section and its constituent units participate in community education and planning efforts related to child welfare services.

Maui (East and West) Child Welfare Services Unit 1 and 2

Under the direction of the Maui Child Welfare Services Section Administrator, the Maui East Child Welfare Services Unit 1 and the Maui West Child Welfare Services Unit 2 provides both child welfare services assessment and permanency services in (West, East) Maui. The Maui East Child Welfare Services Unit 1 and the Maui West Child Welfare Services Unit 2 assesses reports of child abuse and neglect, provides short-term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The Maui East Child Welfare Services Unit 1 and the Maui West Child Welfare Services Unit 2 also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

Molokai/Lanai Child Welfare Services Unit

Under the direction of the Maui Child Welfare Services Section Administrator, the Molokai/Lanai Child Welfare Services Unit provides child welfare assessment and permanency services. The Molokai/Lanai Child Welfare Services Unit assesses reports of child abuse and neglect, provides short-term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The Molokai/Lanai Child Welfare Services Unit also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children. The Molokai/Lanai Child Welfare Services Unit recruits, studies, certifies, licenses/approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The Molokai/Lanai Child Welfare Services Unit provides support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker.

Lanai Sub-unit

Under the direction of the Molokai/Lanai Child Welfare Services Unit supervisor, the Lanai Sub-unit provides child welfare assessment and permanency services. The Lanai Sub-unit assesses reports of child abuse and neglect, provides short-term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The Lanai Sub-unit also provides child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children. The Lanai Sub-unit recruits, studies, certifies, licenses, approves resource homes and adoptive homes; and licenses and regulates child placing organizations and child caring institutions. The Lanai Sub-unit provides support services to orient, train and retain resource homes and recommends suitable resource homes to a child's social worker. The Lanai Sub-unit also provides social services in accordance with the Adult Protective and Community Services Branch for dependent adults and chronically disabled adults and children.

Oahu Child Welfare Services Section 1

Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 1 provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services on Oahu. The Oahu Child Welfare Services Section 1 provides specialized island wide services including sex abuse assessments, permanency services, and institutional abuse assessments. The Oahu Child Welfare Services Section 1 and its constituent units participate in community education and planning efforts related to child welfare services.

Oahu Child Welfare Services Units 1 and 2

Under the direction of the Oahu Child Welfare Services Section 1 Administrator, the Oahu Child Welfare Services Units 1 and 2 provide both assessment and permanency services in specific geographic areas. The Oahu Child Welfare Services Units 1 and 2 assess reports of child abuse and neglect, provide short term counseling services, and work with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The Oahu Child Welfare Services Units 1 and 2 also provide child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

The Oahu Child Welfare Services Units 1 and 2 provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provide pre-adoption, adoption, and post-adoption services to children and families.

Oahu Special Services Unit 1

Under the direction of the Oahu Child Welfare Services Section 1 Administrator, the Oahu Special Services Unit 1 assesses reports of child sexual abuse and institutional abuse, provides short term counseling services, and works with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention.

Oahu Special Services Unit 2

Under the direction of the Oahu Child Welfare Services Section 1 Administrator, the Oahu Special Services Unit 2 provides permanency services for eligible families with a child who has been sexually abused and services to prevent further abuse/neglect of children.

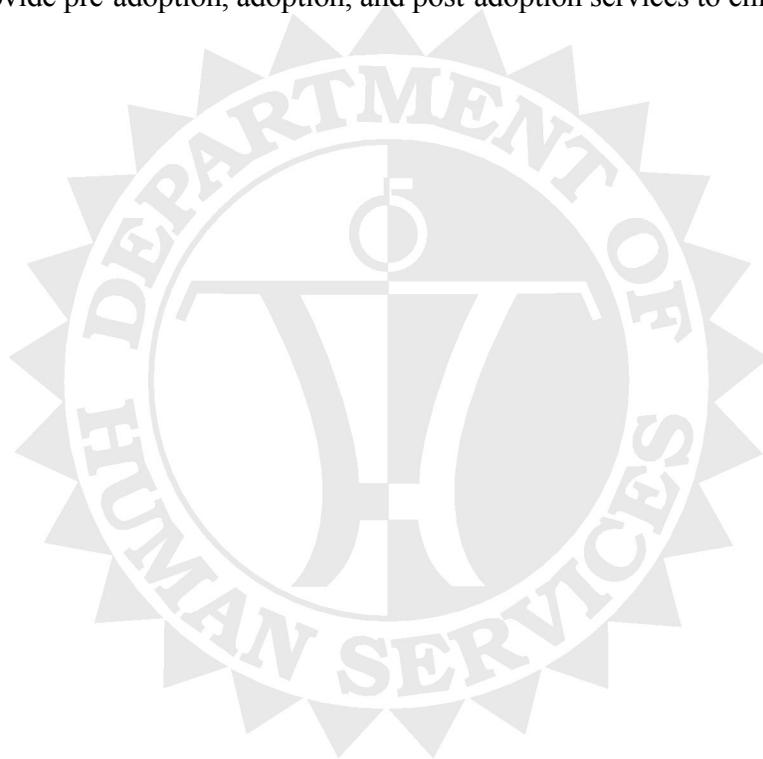
Oahu Child Welfare Services Section 2

Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 2 provide operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in Oahu. The Oahu Child Welfare Services Section 2 provides child welfare services assessment and permanency services in their respective Oahu areas. The Oahu Child Welfare Services Section 2 and their constituent units participate in community education and planning efforts related to child welfare services.

West Oahu Child Welfare Services Units 1, 2, 3 and 4

Under the direction of the Oahu Child Welfare Services Section 2 Administrator, the West Oahu Child Welfare Services Units 1, 2, 3, and 4 provide both assessment and permanency services in specific geographic areas. The West Oahu Child Welfare Services Units 1, 2, 3, and 4 assess reports of child abuse and neglect, provide short term counseling services, and work with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The West Oahu Child Welfare Services Units 1, 2, 3, and 4 also provide child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

The West Oahu Child Welfare Services Units 1, 2, 3, and 4 provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provide pre-adoption, adoption, and post-adoption services to children and families.



Oahu Child Welfare Services Section 3

Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 3 provides operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services statewide. The Oahu Child Welfare Services Section 3 provides child welfare services intake, assessment, and foster care-income maintenance services; resource home recruitment, licensing and training; and licensing and regulation of child-placing organizations and child-caring institutions. The Oahu Child Welfare Services Section 3 also provides administrative housekeeping support to Oahu Child Welfare Services Sections 1, 2, 3, and 4; and maintains, manages, and coordinates the closed files of the Oahu Child Welfare Services Sections 1, 2, 3, and 4. The Oahu Child Welfare Services Section 3 provides child abuse and neglect central registry clearance statewide. The Oahu Child Welfare Services Section 3 and its constituent units participate in community education and planning efforts related to child welfare services.

Intake Units 1 and 2

Under the direction of the Oahu Child Welfare Services Section 3 Administrator, the Intake Units 1 and 2 determine eligibility for Child Welfare Services in accordance with established departmental policies and procedures. The Intake Units 1 and 2 receives, assesses, and processes all reports of child abuse and neglect 24 hours a day, 7 days a week, and determines the need for departmental intervention or other services; provides case work services including referrals to community agencies to ensure the immediate safety of the child and to prevent unnecessary out-of-home child placement statewide.

Resource Home Licensing Unit

Under the direction of the Oahu Child Welfare Services Section 3 Administrator, the Resource Home Licensing Unit recruits, studies, certifies/licenses/approves resource homes and adoptive homes. The Resource Home Licensing Unit provides support services to orient and retain resource homes and recommend suitable resource homes to a child's social worker. The Resource Home Licensing Unit also licenses and regulates child placing organizations and child caring institutions.

Closed Files Unit

Under the direction of the Oahu Child Welfare Services Section 3 Administrator, the Closed Files Unit provides administrative support and maintains, manages and coordinates the closed case files for the Oahu Child Welfare Services Section 1, 2, 3, and 4.

Federal Payment Programs Eligibility Unit

Under the direction of the Oahu Child Welfare Services Section 3 Administrator, the Federal Payment Programs Eligibility Unit staff works in several geographic areas and determines through referrals from social services staff, the eligibility of children for IV-E, Medicaid, and other federal and state payment programs statewide. The Federal Payment Programs Eligibility Unit makes referrals to other agency payment programs as appropriate and initiates review of ongoing eligibility for child welfare federal and state benefits and payment programs.

Oahu Child Welfare Services Section 4

Under the general direction of the Child Welfare Services Branch Administrator, the Oahu Child Welfare Services Section 4 provide operational direction and management to implement the division and branch plans, policies, procedures, and regulations for child welfare services in Oahu. The Oahu Child Welfare Services Section 4 provides child welfare services assessment and permanency services in their respective Oahu areas. The Oahu Child Welfare Services Section 4 and their constituent units participate in community education and planning efforts related to child welfare services.

East Oahu Child Welfare Services Units 1, 2, 3 and 4

Under the direction of the Oahu Child Welfare Services Section 4 Administrator, the East Oahu Child Welfare Services Units 1, 2, 3, and 4 provide both assessment and permanency services in specific geographic areas. The East Oahu Child Welfare Services Units 1, 2, 3, and 4 assess reports of child abuse and neglect, provide short term counseling services, and work with local law enforcement and other collateral contacts to investigate the reports and initiate appropriate intervention. The East Oahu Child Welfare Services Units 1, 2, 3, and 4 also provide child welfare permanency services for eligible recipients and services to prevent further abuse/neglect of children.

The East Oahu Child Welfare Services Units 1, 2, 3, and 4 provide casework services to youths in foster care in order to provide permanent substitute placements and to enhance independent living skills; and also provide pre-adoption, adoption, and post-adoption services to children and families.

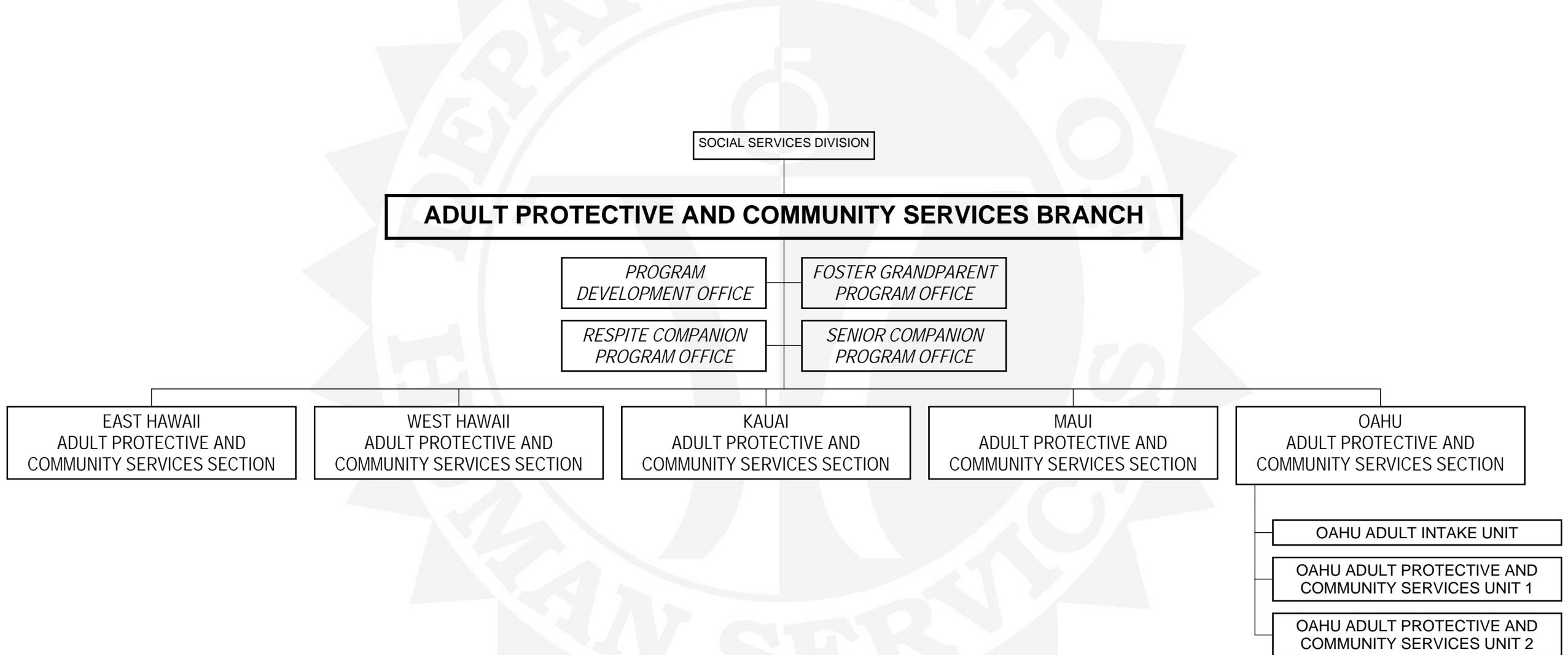






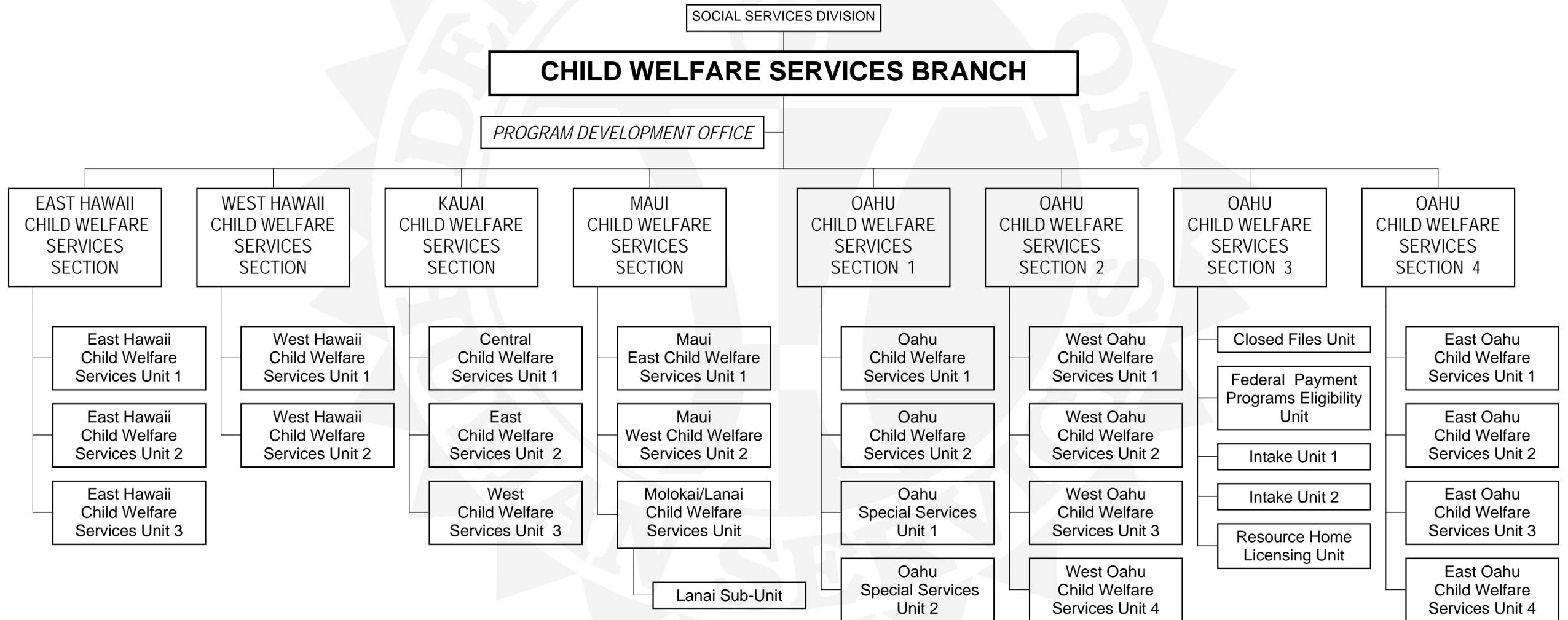
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH

ORGANIZATION CHART
JUNE 30, 2018



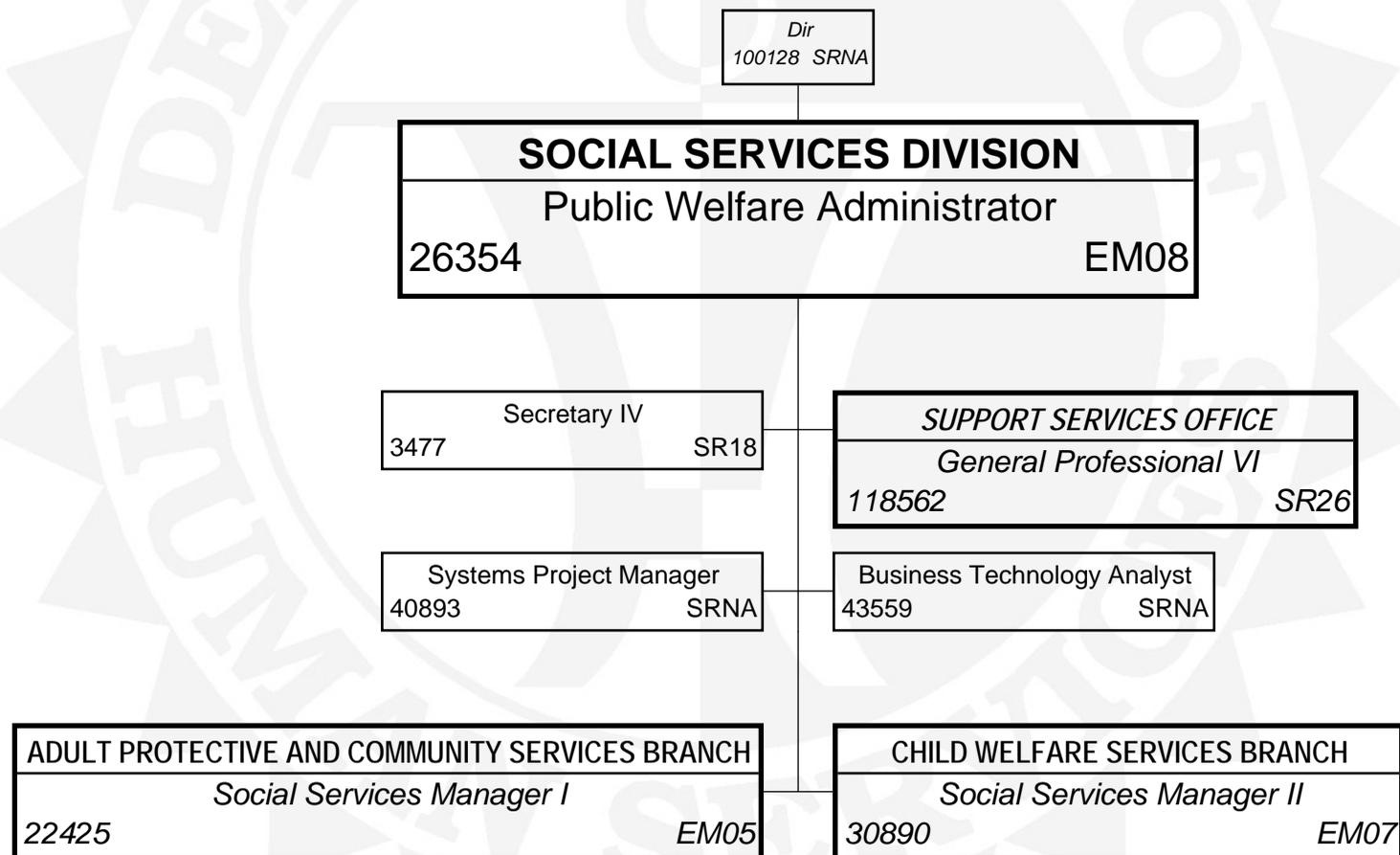
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
CHILD WELFARE SERVICES BRANCH

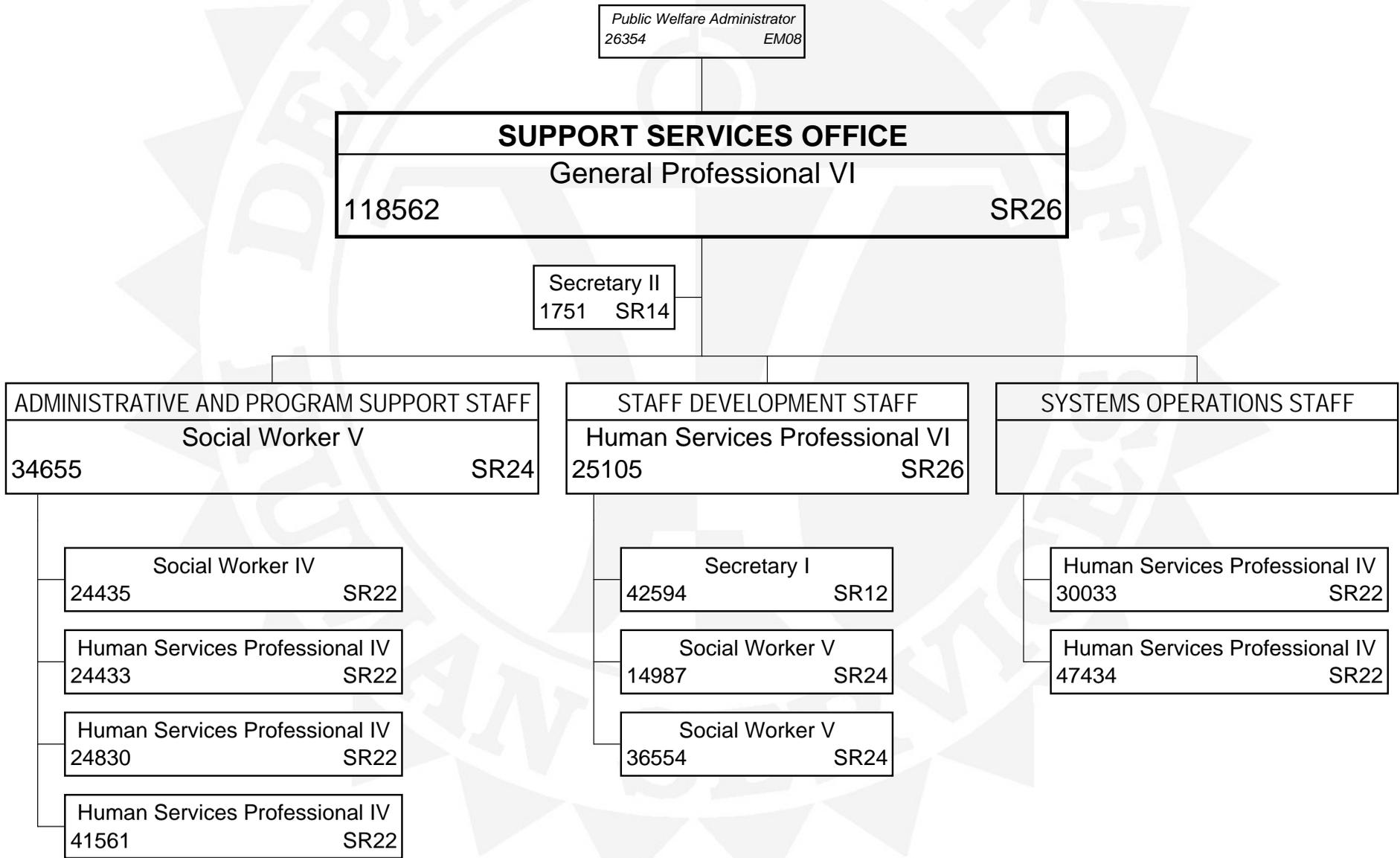
ORGANIZATION CHART
JUNE 30, 2018



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION

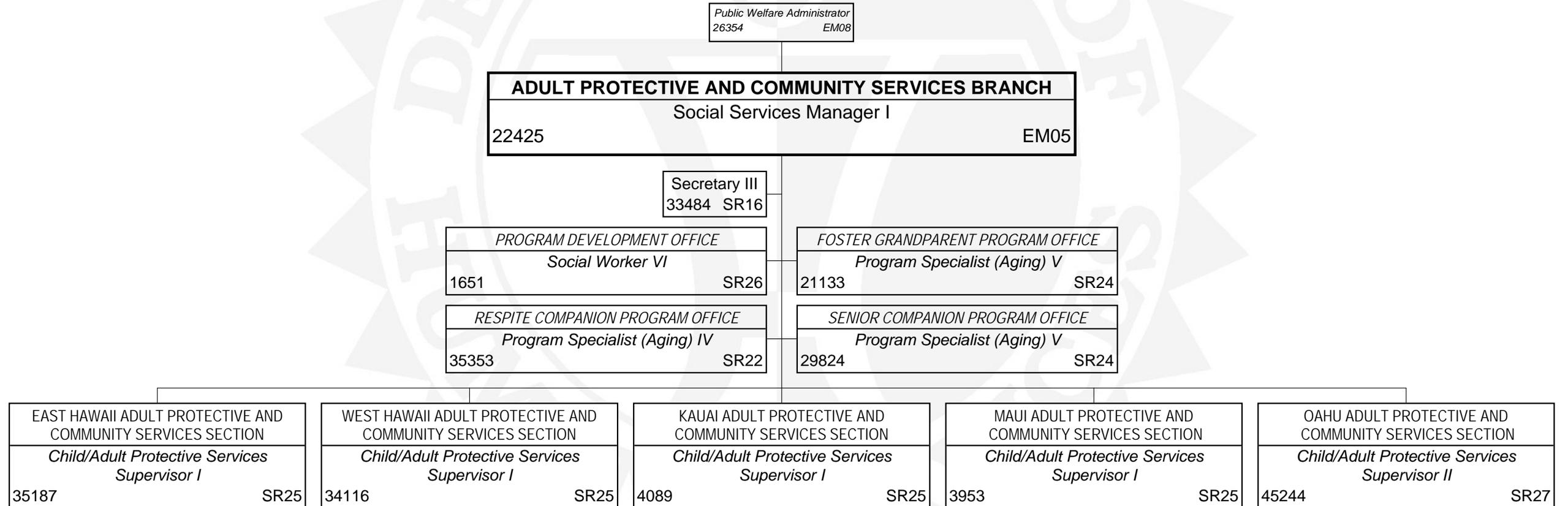
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JUNE 30, 2018





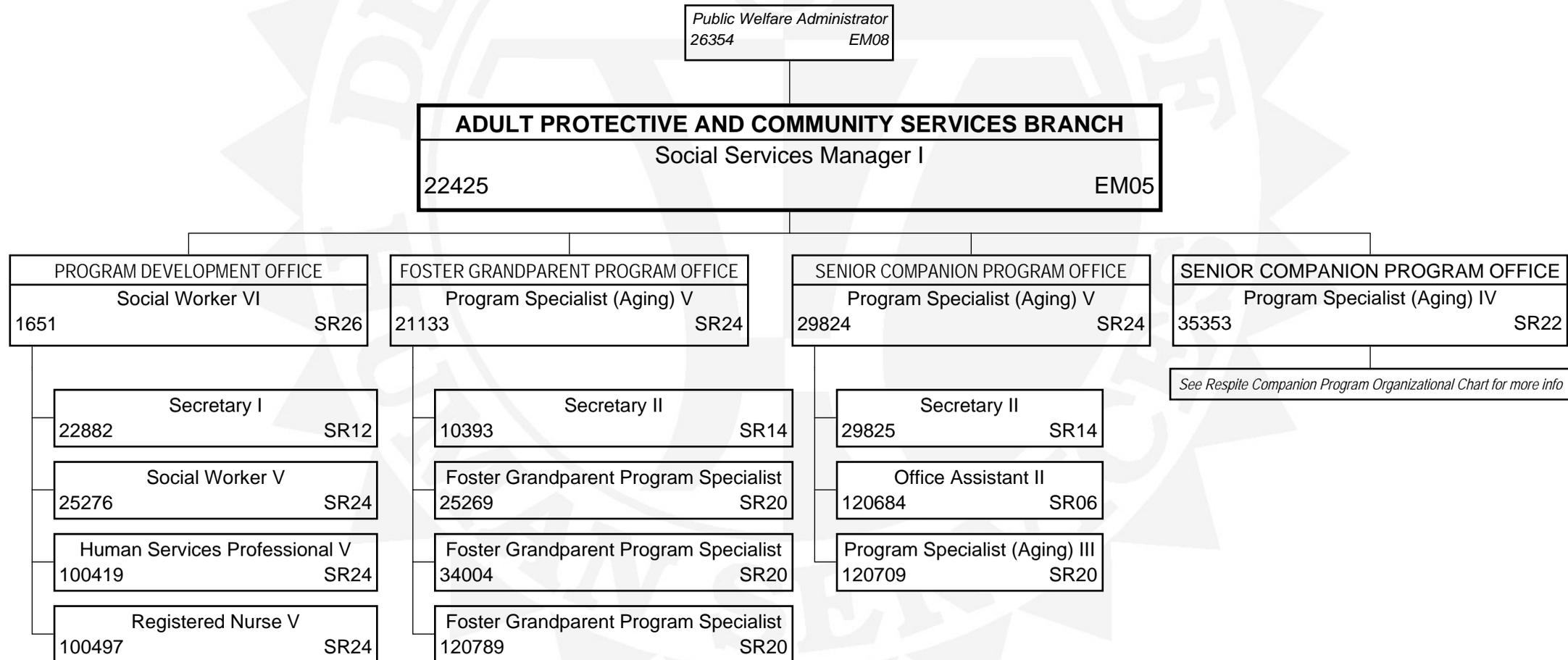
STATE OF HAWAII
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 JUNE 30, 2018



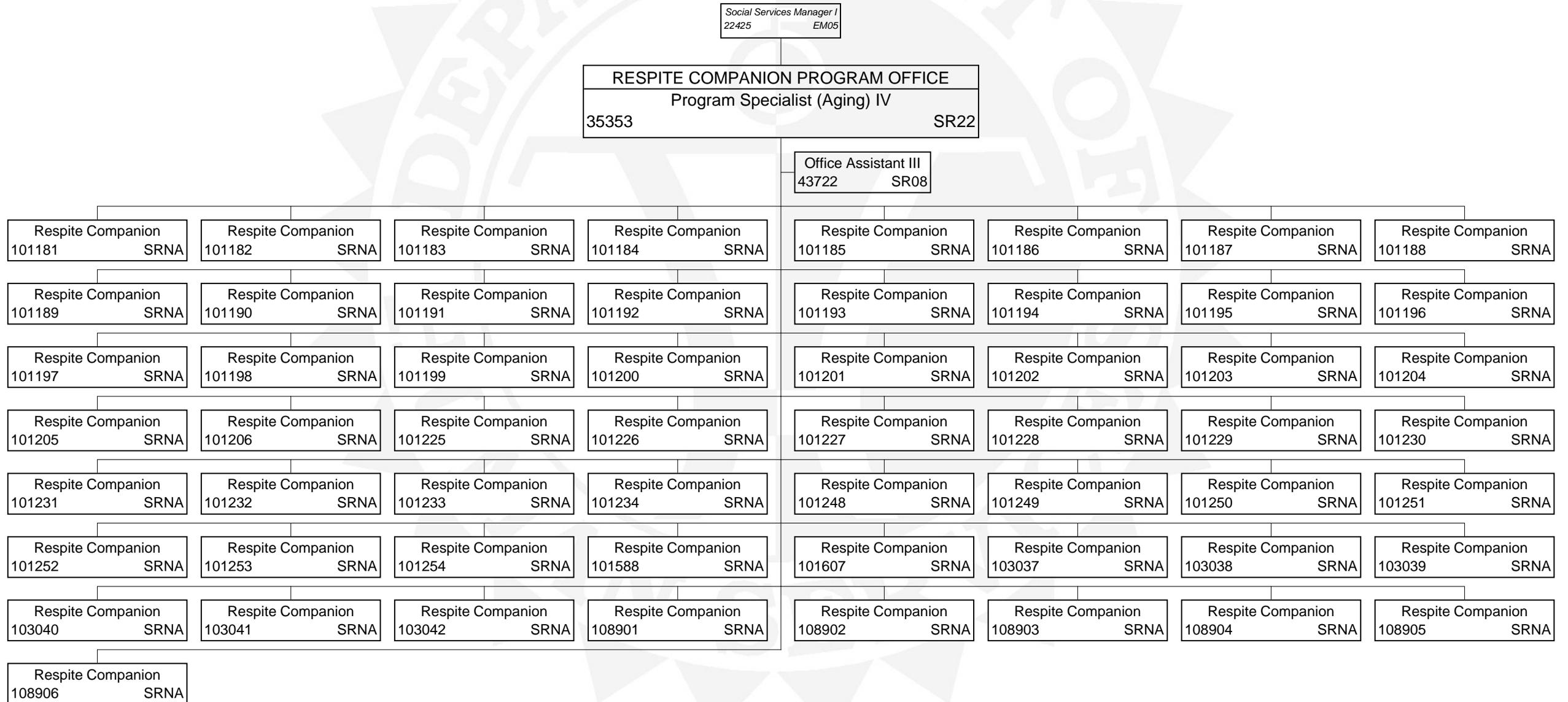
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 SOCIAL SERVICES DIVISION
 ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
 PROGRAM DEVELOPMENT OFFICE
 FOSTER GRANDPARENT PROGRAM OFFICE
 RESPITE COMPANION PROGRAM OFFICE*
 SENIOR COMPANION PROGRAM OFFICE

POSITION ORGANIZATION CHART
 JUNE 30, 2018



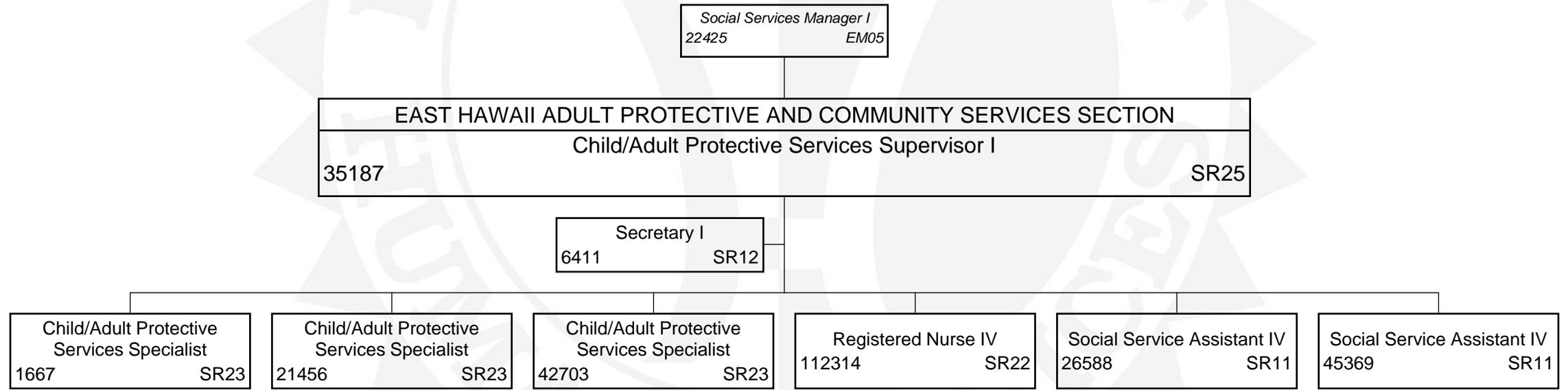
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POSITION ORGANIZATION CHART
 JUNE 30, 2018



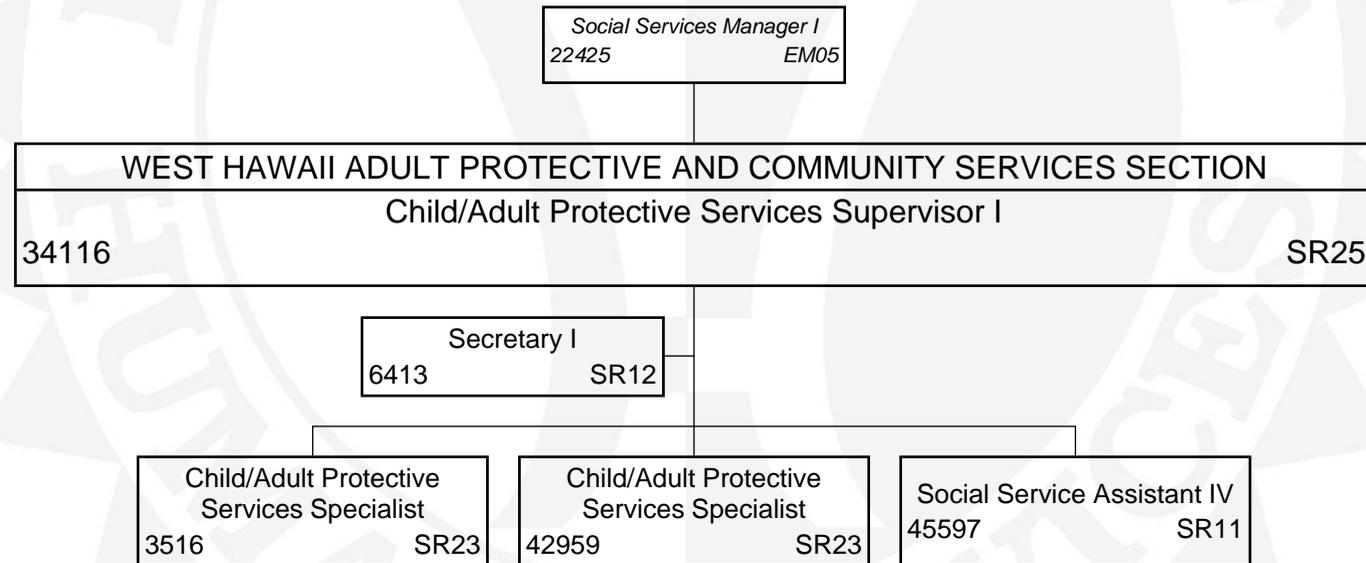
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
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JUNE 30, 2018



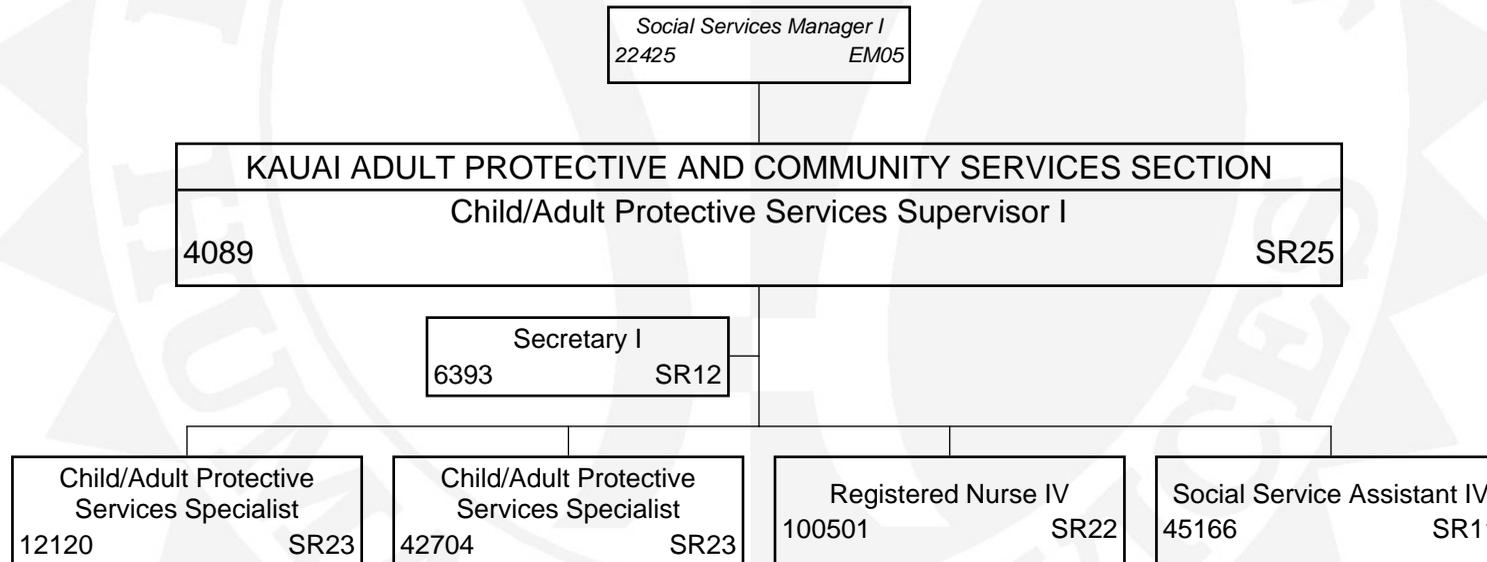
STATE OF HAWAII
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SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
WEST HAWAII ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2018



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
KAUAI ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART
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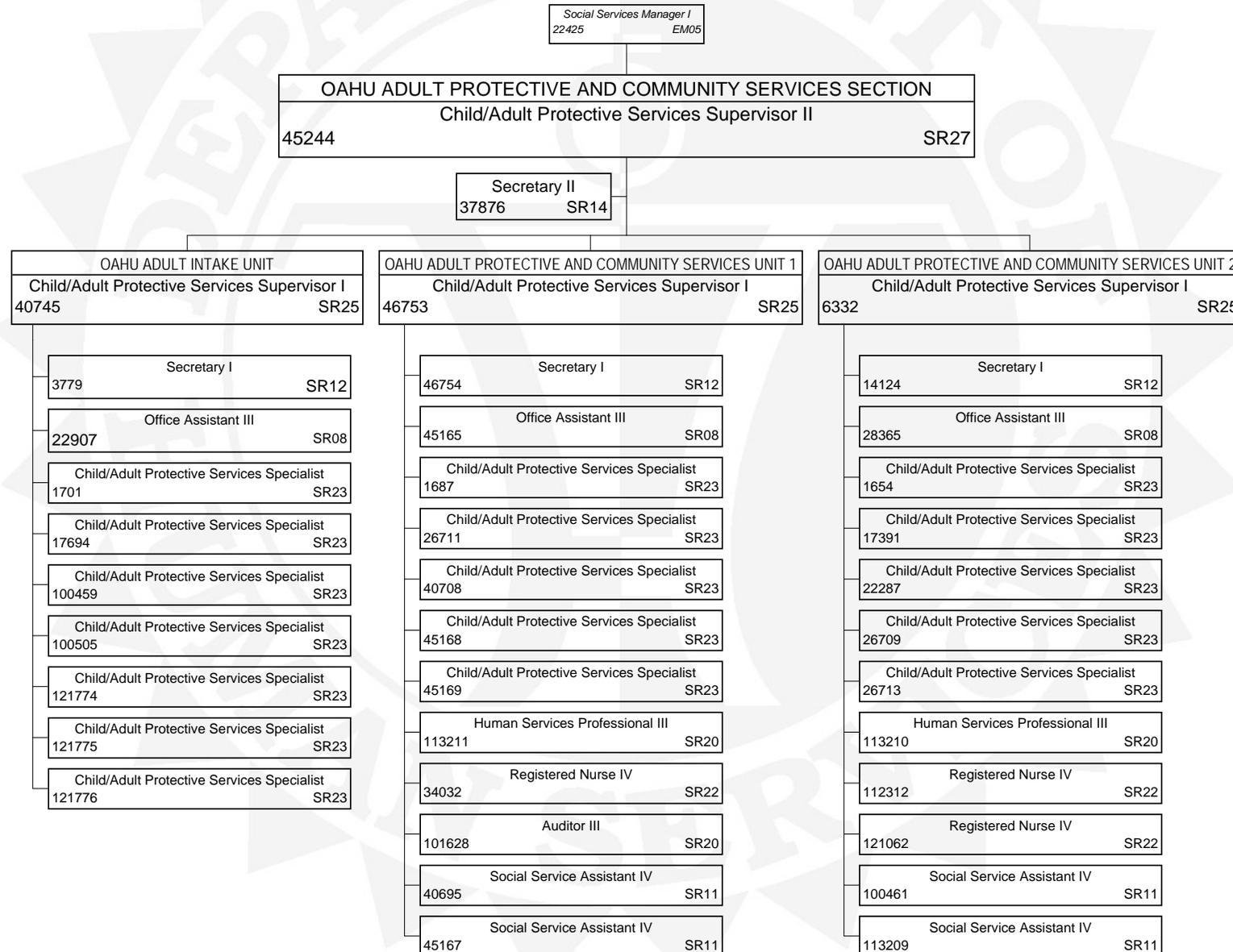
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
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ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
MAUI ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

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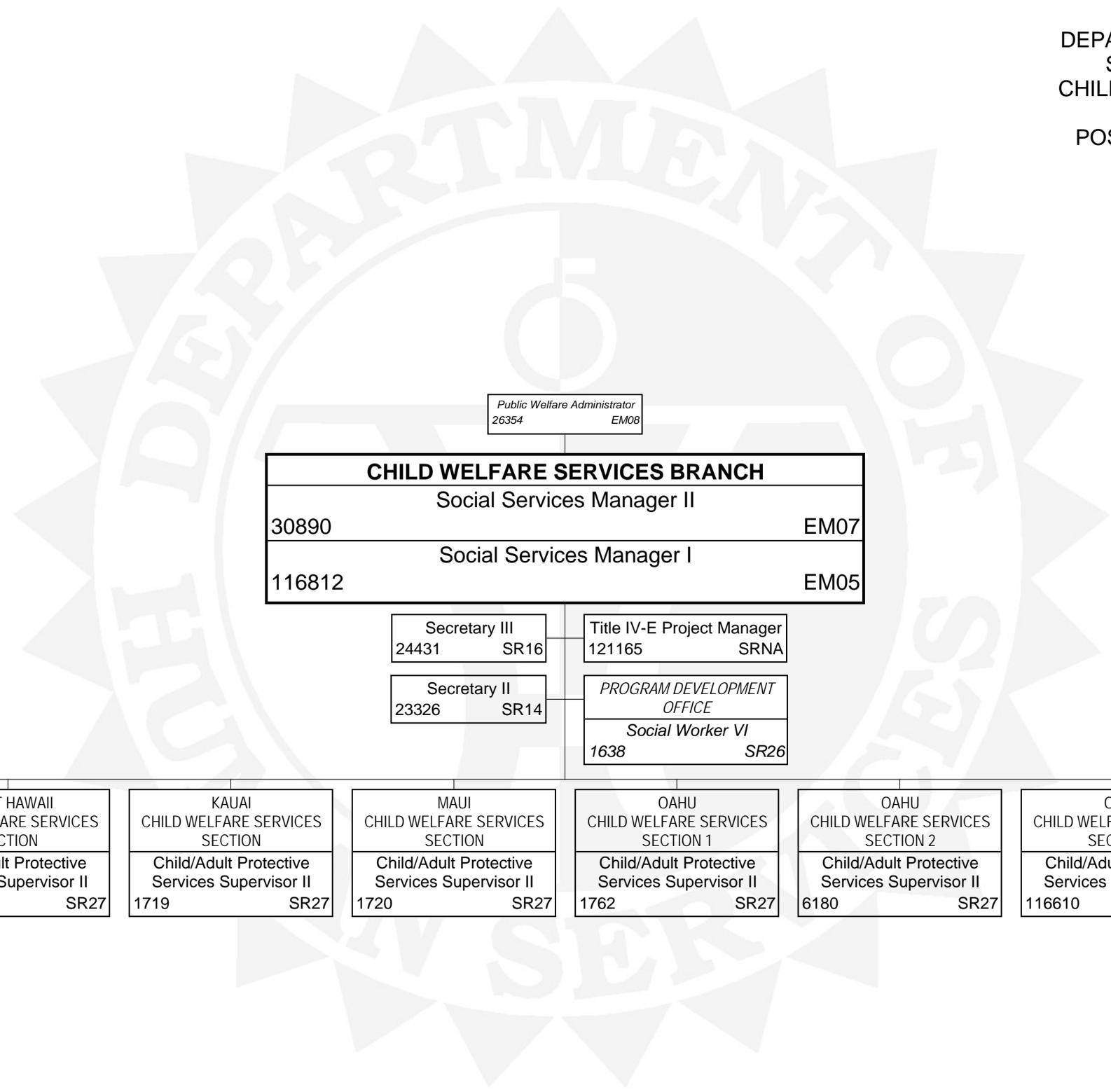
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
ADULT PROTECTIVE AND COMMUNITY SERVICES BRANCH
OAHU ADULT PROTECTIVE AND COMMUNITY SERVICES SECTION

POSITION ORGANIZATION CHART
JUNE 30, 2018



STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 SOCIAL SERVICES DIVISION
 CHILD WELFARE SERVICES BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2018



Public Welfare Administrator
 26354 EM08

| CHILD WELFARE SERVICES BRANCH | | |
|-------------------------------|--|------|
| Social Services Manager II | | |
| 30890 | | EM07 |
| Social Services Manager I | | |
| 116812 | | EM05 |

Secretary III
 24431 SR16

Title IV-E Project Manager
 121165 SRNA

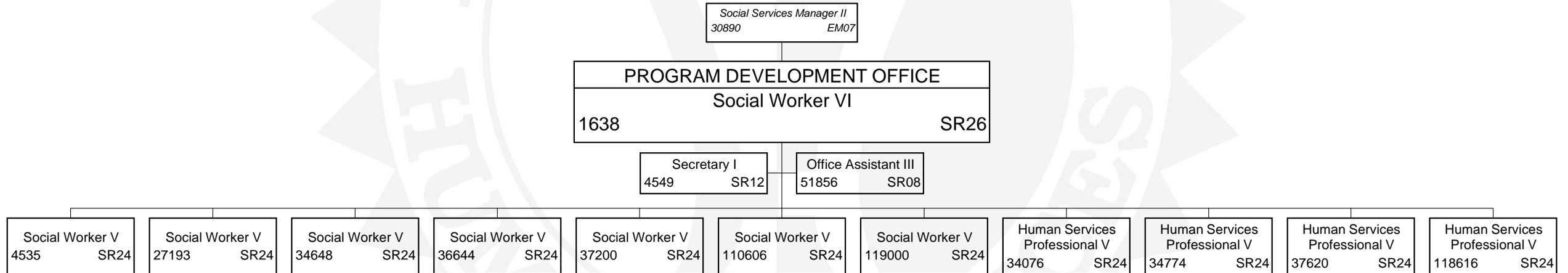
Secretary II
 23326 SR14

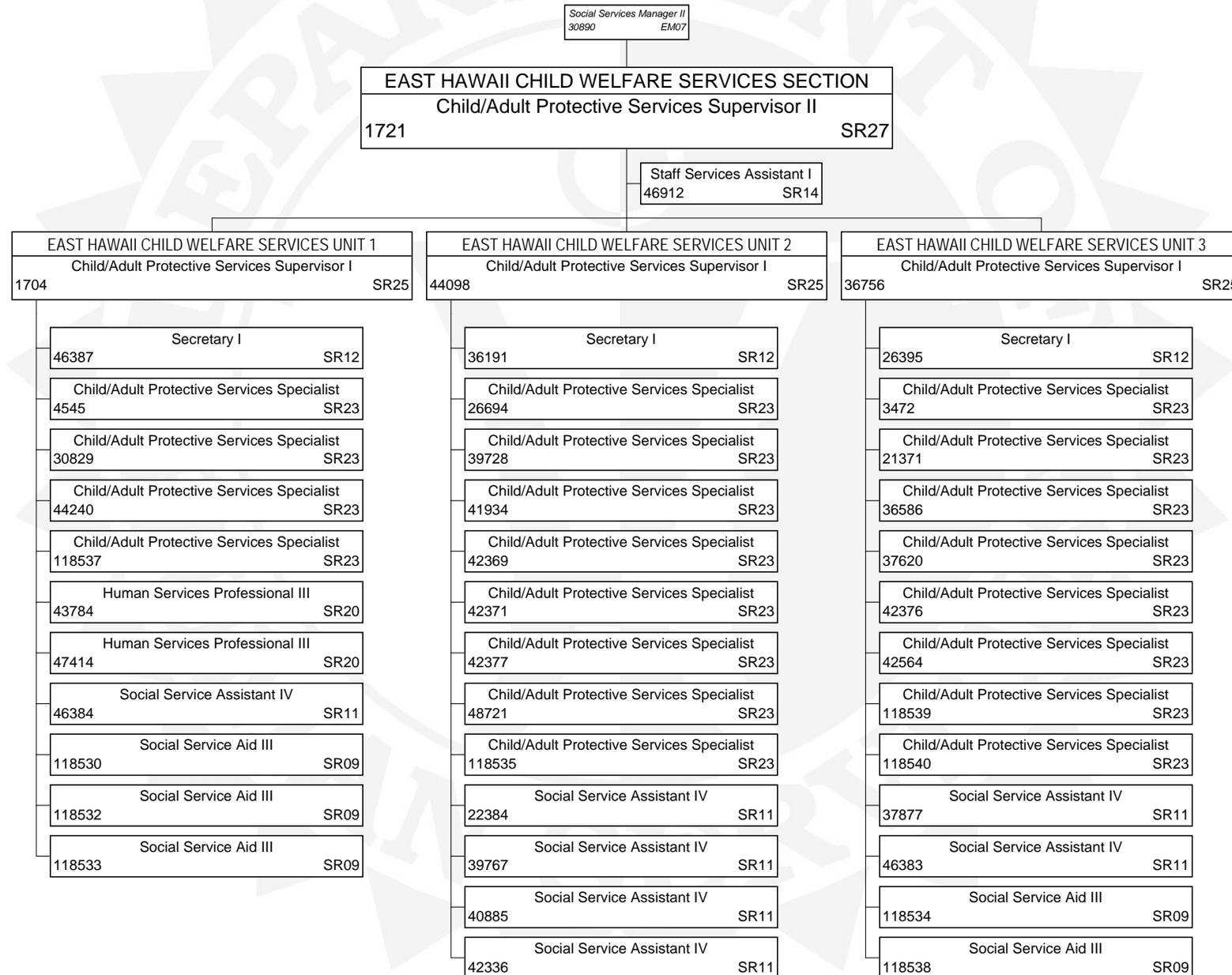
PROGRAM DEVELOPMENT
 OFFICE
 Social Worker VI
 1638 SR26

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| EAST HAWAII CHILD WELFARE SERVICES SECTION | WEST HAWAII CHILD WELFARE SERVICES SECTION | KAUAI CHILD WELFARE SERVICES SECTION | MAUI CHILD WELFARE SERVICES SECTION | OAHU CHILD WELFARE SERVICES SECTION 1 | OAHU CHILD WELFARE SERVICES SECTION 2 | OAHU CHILD WELFARE SERVICES SECTION 3 | OAHU CHILD WELFARE SERVICES SECTION 4 |
| Child/Adult Protective Services Supervisor II |
| 1721 SR27 | 41103 SR27 | 1719 SR27 | 1720 SR27 | 1762 SR27 | 6180 SR27 | 116610 SR27 | 4532 SR27 |

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
CHILD WELFARE SERVICES BRANCH
PROGRAM DEVELOPMENT OFFICE

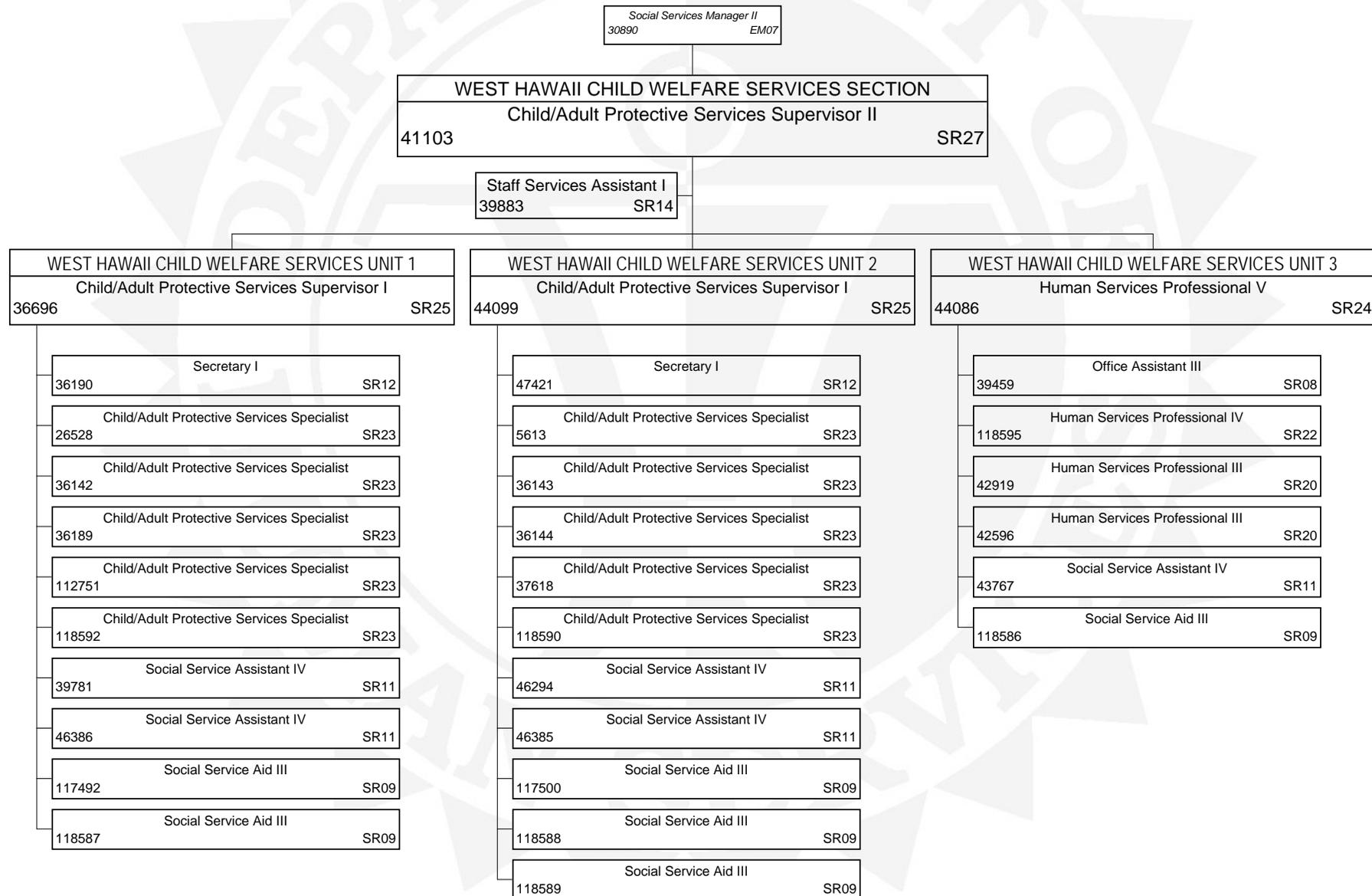
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JUNE 30, 2018





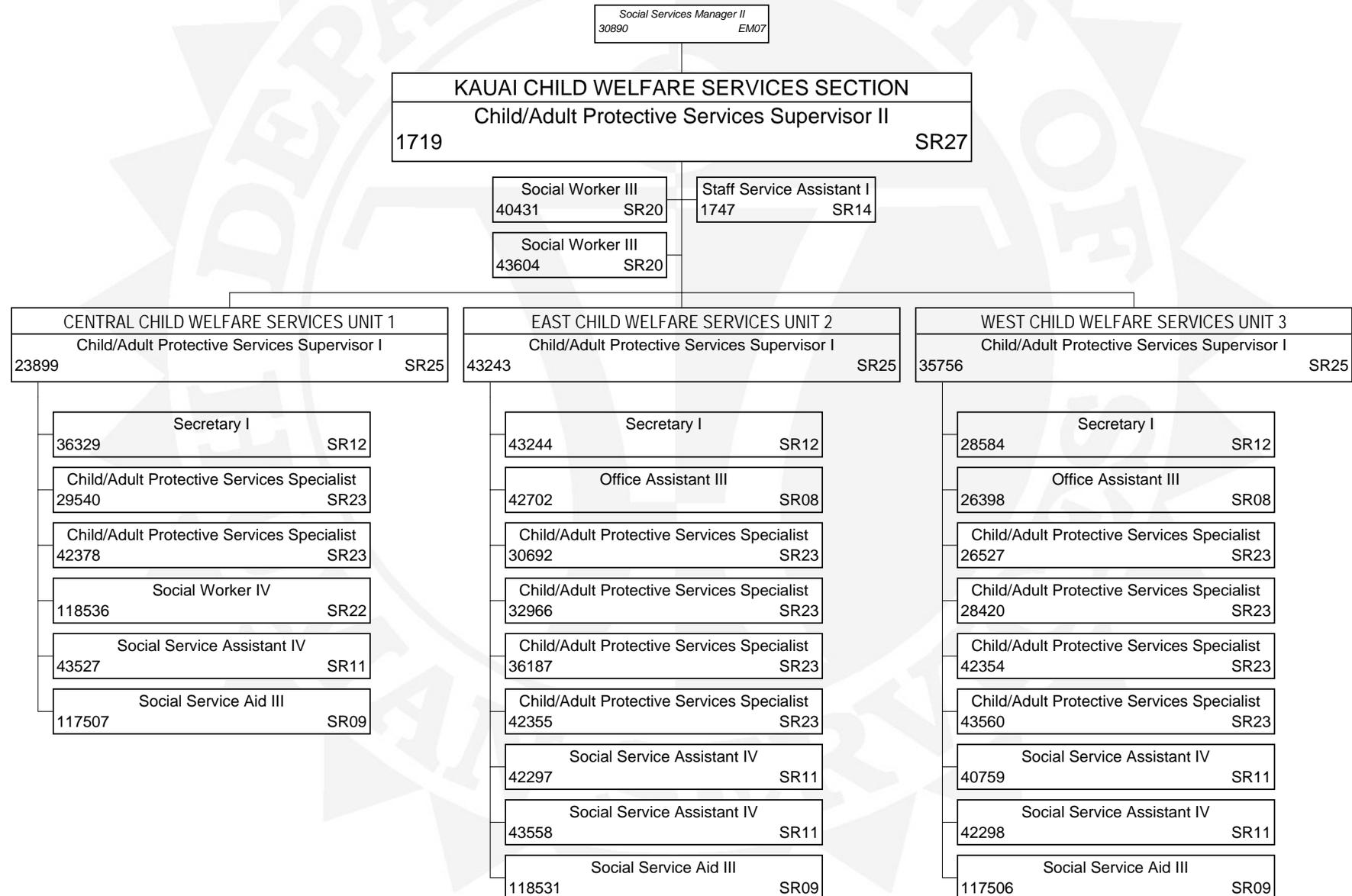
STATE OF HAWAII
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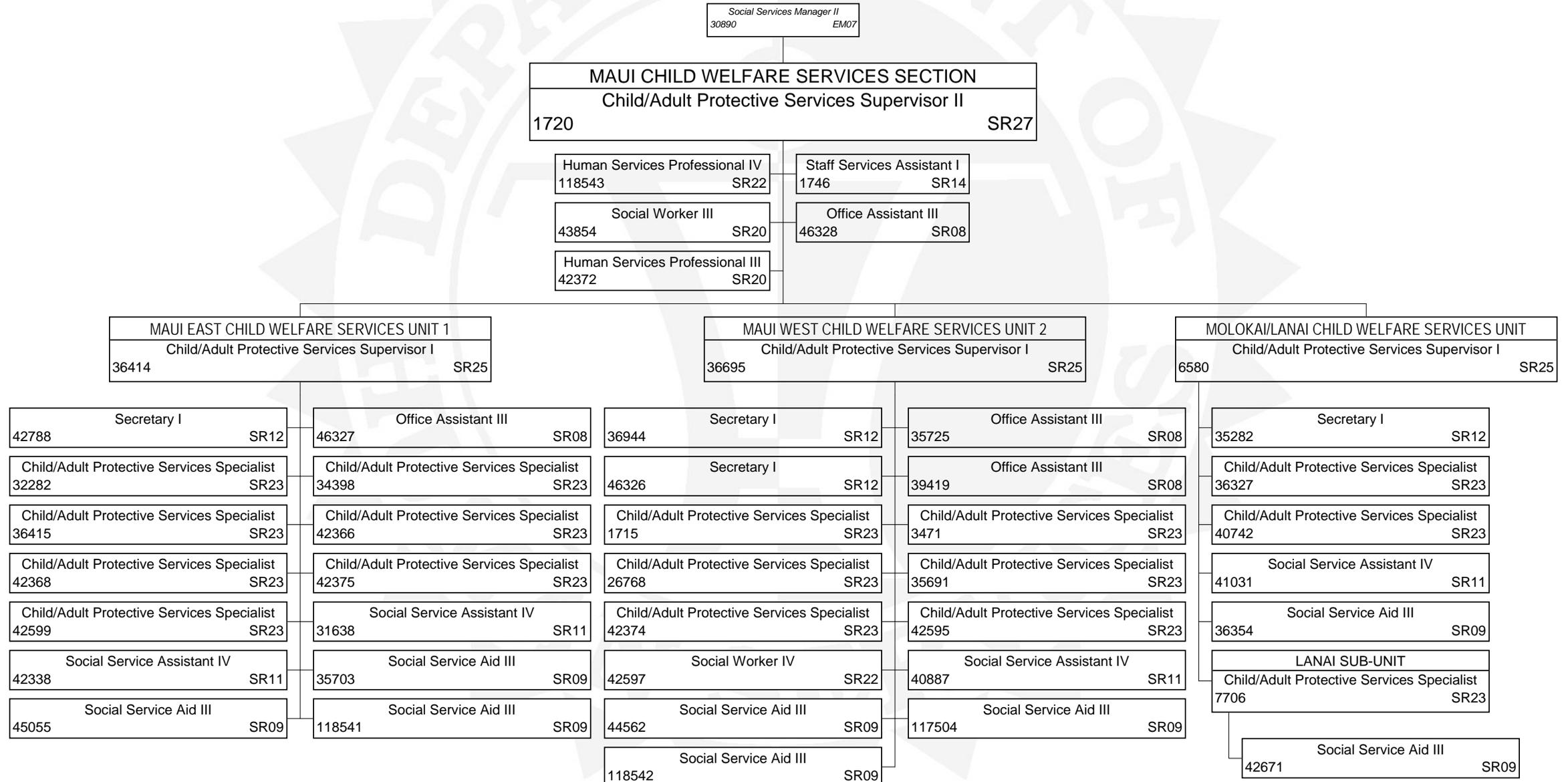
STATE OF HAWAII
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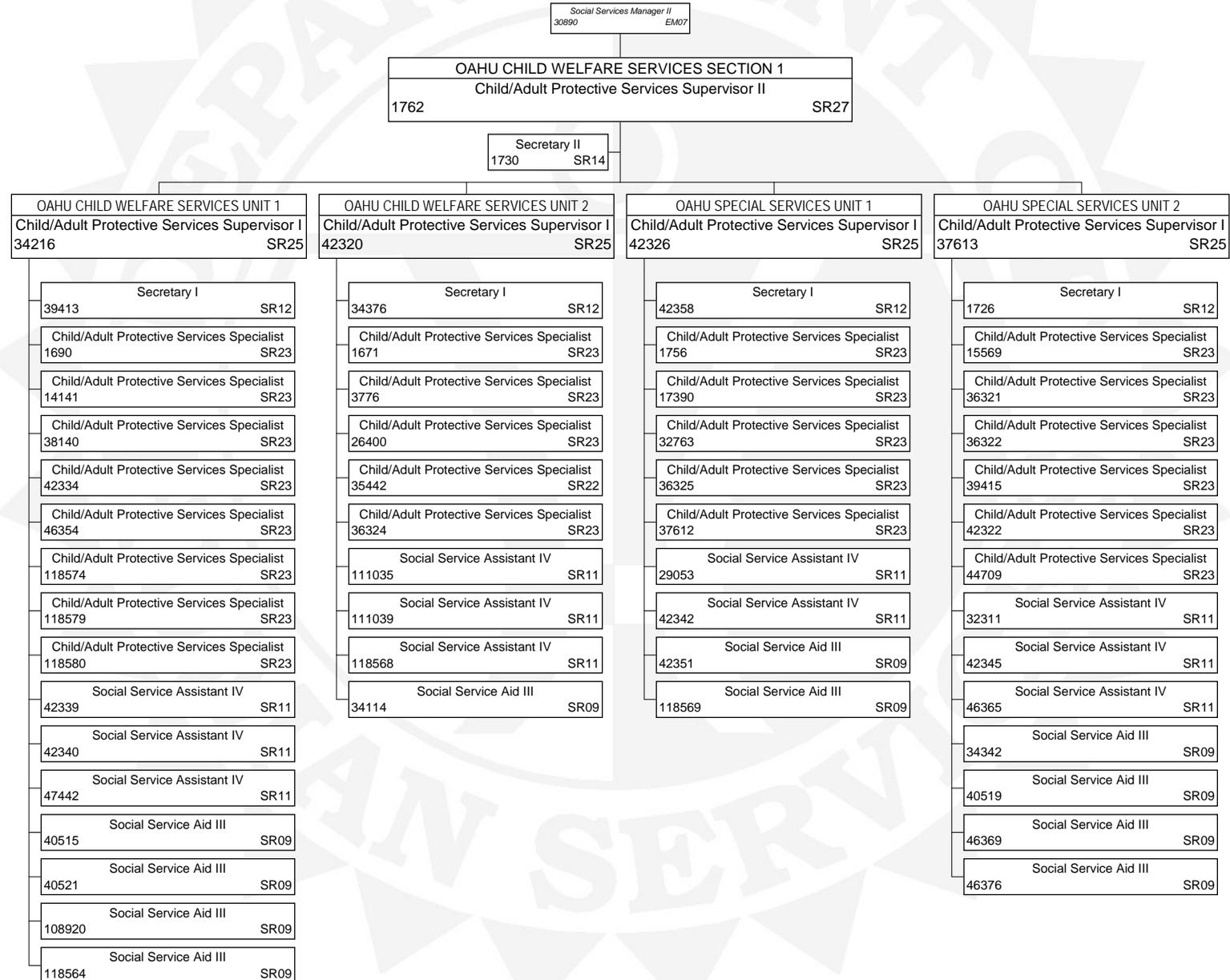
STATE OF HAWAII
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SOCIAL SERVICES DIVISION
CHILD WELFARE SERVICES BRANCH
MAUI CHILD WELFARE SERVICES SECTION

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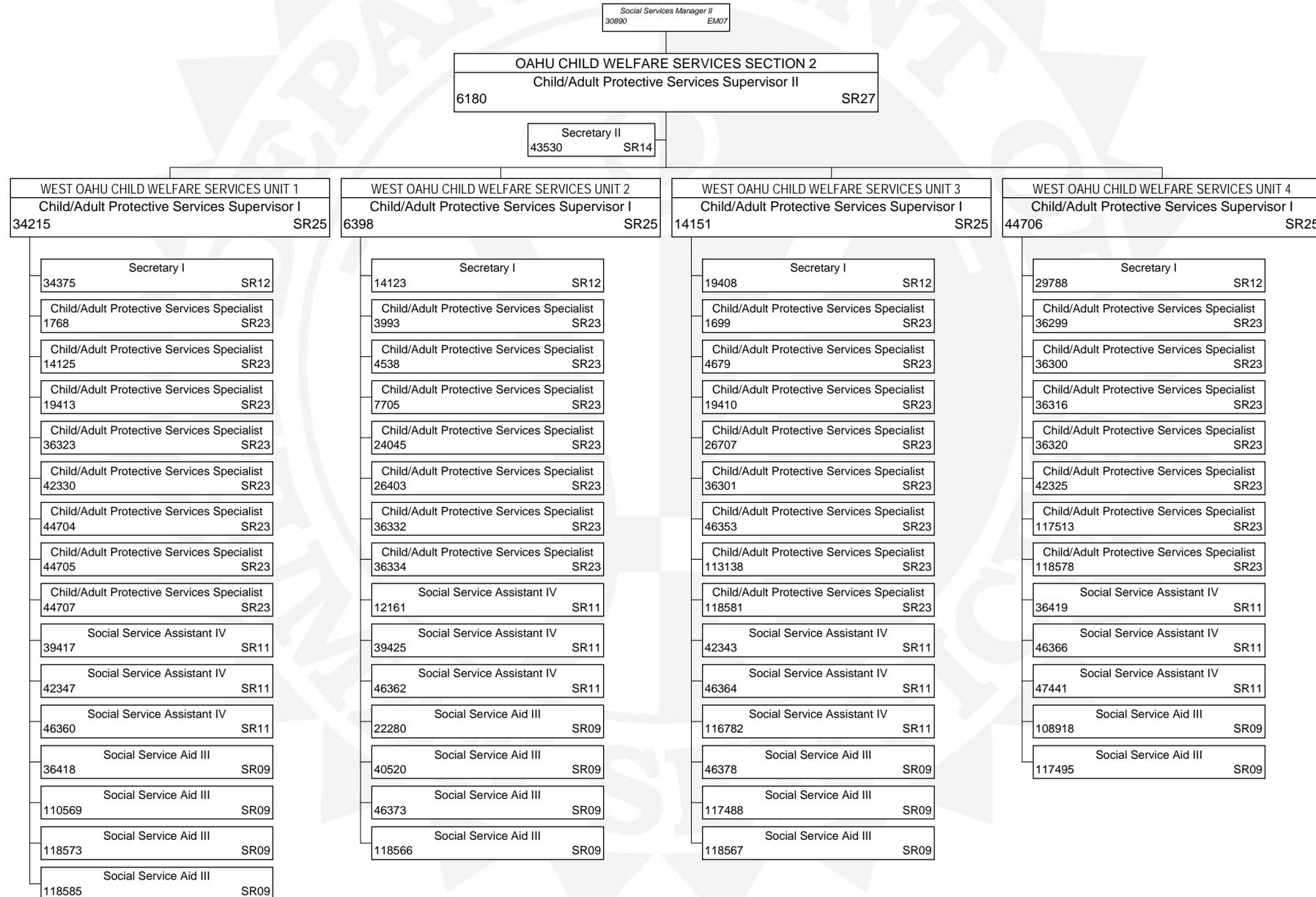
STATE OF HAWAII
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 CHILD WELFARE SERVICES BRANCH
 OAHU CHILD WELFARE SERVICES SECTION 1

POSITION ORGANIZATION CHART
 JUNE 30, 2018



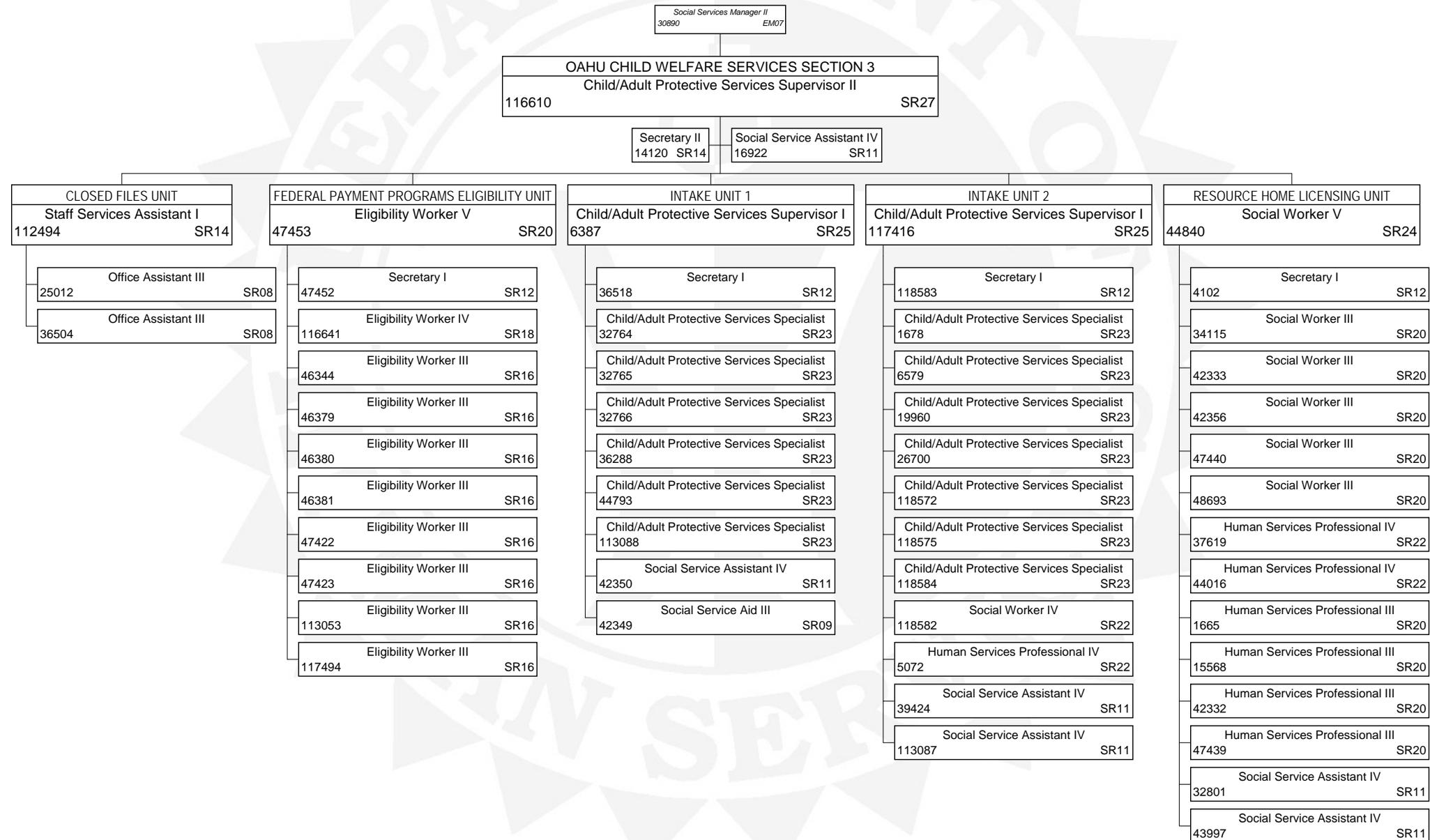
STATE OF HAWAII
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SOCIAL SERVICES DIVISION
CHILD WELFARE SERVICES BRANCH
OAHU CHILD WELFARE SERVICES SECTION 2

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JUNE 30, 2018



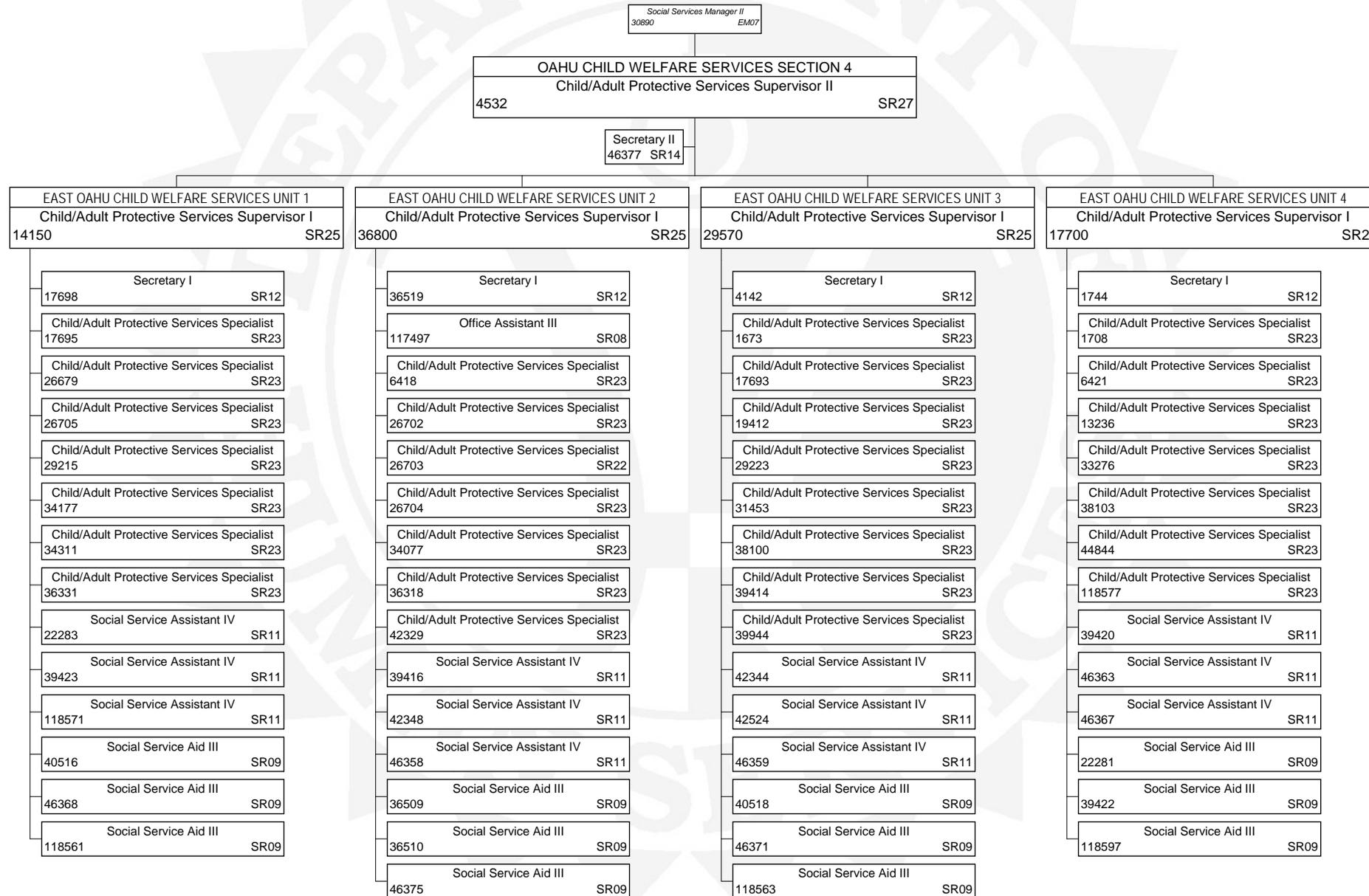
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
CHILD WELFARE SERVICES BRANCH
OAHU CHILD WELFARE SERVICES SECTION 3

POSITION ORGANIZATION CHART
JUNE 30, 2018



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION
CHILD WELFARE SERVICES BRANCH
OAHU CHILD WELFARE SERVICES SECTION 4

POSITION ORGANIZATION CHART
JUNE 30, 2018



DIVISION OF VOCATIONAL REHABILITATION

Responsible to the Director of Human Services for the administration of programs of vocational rehabilitation, independent living rehabilitation, services for the blind, and disability determination, as provided in federal and state statutes, regulations, policies, and agreement between the state and federal governments.

1. Plans, organizes, directs, coordinates, and controls general operations of the division, including personnel matters, fiscal management, and administrative housekeeping activities.
2. Directs the development and formulation of rules, policies, procedures and standards governing programs; conduct public hearings for their adoption.
3. Directs the development of the federal program and financial plan for vocational rehabilitation, independent living rehabilitation, and disability determination, and the biennial and supplemental state operating and capital improvement budgets and justification.
4. Directs the development of applications for or the assistance to government and community agencies to obtain available special federal projects funds; directs the monitoring of projects, and reports on results of such projects to the federal government.
5. Directs the development of legislation and justification and assists with appropriate relationships and testimonies to assure enactment.
6. Directs the development of annual expenditure and operational work plans and activities of all organizational components of the division, including standards and procedures of performances and services.
7. Develops, promotes, and maintains internal and external relationships to facilitate operations and maximize resources.
8. Directs the development and administration of contracts and agreements with state, county, and community agencies.
9. Conducts administrative reviews on consumer and employee complaints.

STAFF SERVICES OFFICE

Responsible for providing support services to the Vocational Rehabilitation Administrator.

1. Assists in the development of program planning as contained in the federal regulations and directives, and for maintaining and assisting in the implementation of the state plans for Vocational Rehabilitation (VR) and Independent Living Rehabilitation Services.
2. Assists in the development of the Federal Program and Financial Plan for Vocational Rehabilitation and Independent Living Rehabilitation and the Biennial and Supplemental State Operating and CIP budgets requests.
3. Coordinates, prepares, and maintains the division's federal and state program and financial reporting requirements.
4. Develops a comprehensive community rehabilitation program plan, setting of standards, effective utilization, contract negotiation, approval of applications for federal grants for construction programs and staffing.
5. Assists in the development and maintenance of the division's Expenditure Plan and allotment of funds to branches, and monitors expenditure of division funds.
6. Evaluates, plans, develops and implements the division's Staff Development Program.
7. Assists in the development and reviews of standards, techniques and procedures governing the quality and quantity of vocational rehabilitation, independent living rehabilitation, and other services provided persons with disabilities throughout the state.
8. Develops and maintains a system of program and financial audit and monitoring of all VR programs including special projects.
9. Assists in the development or revision of standards, techniques and procedures to increase effectiveness of operations.
10. Develops, writes, and maintains program manuals to carry out activities of the division.

STAFF SERVICES OFFICE (Cont'd)

11. Develops and updates inter-agency relationships and agreements.
12. Inputs via teleprocessing terminal all program data into computer.
13. Develops division forms and maintains a central supply of such forms for distribution as required.
14. Develops and maintains inventory control of the division's client equipment.
15. Assumes the full administrative responsibilities of the division whenever the Administrator is not available.
16. Provides technical assistance and information to the various state departments in addressing their responsibilities of reasonable accommodation.

Independent Living Program Staff

This program is responsible to the Vocational Rehabilitation Assistant Administrator for providing independent living rehabilitation services on a statewide basis to assist eligible persons with severe physical or mental disabilities in functioning more independently in the family or community.

1. Establishes and maintains cooperative relationships with individuals and organizations throughout the state to secure appropriate referrals and to develop, enhance delivery of, and advocate for services needed by clients.
2. Determines and certifies eligibility or ineligibility of disabled applicants for independent living rehabilitation services.
3. Develops individualized written rehabilitation program of services for eligible clients and provides services accordingly to assist them in functioning more independently in the family or community.
4. Manages casework and caseload responsibilities to assure accomplishment of planned work performance quality and quantity objectives.
5. Maintains and upgrades work skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.

DISABILITY DETERMINATION BRANCH

Responsible for the full development of evidence and for determining for the Social Security Administration, the medical-vocational eligibility of claimants and determining continuing eligibility of beneficiaries for Social Security Disability Insurance and Supplemental Security Income benefits, following Social Security Administration laws and regulations.

Provides overall direction, continuing appraisal and necessary revisions of branch operations in terms of policies, procedures and use of staff in order to carry out program objectives as efficiently and effectively as possible. Compiles annual federal and state budget requests. Interprets federal and state policies and procedures and establishes procedural guidelines for branch operations to carry out these policies and procedures. Coordinates the function of the Medical Consultants and other staff specialist with the functions of line staff to promote harmonious, efficient use of all staff resources in carrying out the program. Provides training for all levels of staff on a continuing basis and measures the effectiveness of staff in achieving the objectives of the program.

Delegates decision-making authority to operational personnel as is appropriate. Responds to request from SSA regarding input and data relating to possible policy and procedural changes. Participates in testing new policies and procedures at the request of Social Security Administration. Maintains on-going, active, cooperative relationships with all Social Security Administration offices in the state and with community resource personnel.

Case Control Office

Responsible for monitoring and maintaining a case information and processing system via local area network using a computer system of hardware and program software through which disability adjudications are processed and for assisting users. Performs intake, case assignment, and closure of all case files via the branch computer system and SSA computer system. Collects and inputs personnel, workload and other data for management and Social Security Administration reports. Prepares and forwards claims files to proper agency.

Quality Assurance Office

Responsible for monitoring and assisting in the full range of branch operations to achieve timely, accurate, efficient and economical disability determinations. Responsible for conducting studies and compilation of statistics for various case types and operations in the branch on a continuing and special basis to evaluate the efficiency of existing procedures in fulfilling Social Security Administration's disability program objectives, assures that determinations are made following proper procedures and policy and to recommend to the branch administrator constructive action. Responsible for communications with various components of SSA regarding policy and accuracy issues. Responsible for performing informal face-to-face evidentiary hearings at the reconsideration level of appeal where termination of disability benefits are reviewed and for providing written summary decision and rationale. Provides consultative services and analysis on complex vocational/medical issues. Coordinates staff training and professional relations activities for the branch. Responsible for maintenance and dissemination of manuals and reference materials for the branch.

Support Services Office

Responsible for providing a wide range of clerical services for the branch, including: making all arrangement for consultative examinations, testing and transportation; maintaining inventory of and ordering supplies and equipment; processing of invoices, purchase orders and appropriate documentation; maintaining fiscal records; opening, recording and distribution of mail; performance of reception and switchboard duties; performing daily follow-ups for medical evidence requests.

Disability Claims Processing Sections 1 And 2

Responsible for making the medical/vocational determination of eligibility and continuing eligibility for the Social Security Administration, following Social Security Administration laws and regulations.

Develops medical, vocational, educational, functional and social evidence in order to determine the severity and duration of the claimant/applicant's disability. Interviews certain claimants, applicants, treating physicians and others to develop evidence concerning their claims and as required by law. Consults with or refers cases to staff Medical Consultants and others as appropriate. Assesses the extent to which functional impairment prevents the individual from performing substantial gainful employment. Establishes date of onset on allowed claims, set medical review dates as appropriate and makes appropriate referrals to other agencies. Completes legal forms, selecting appropriate codes as required on completed claims. Prepares rationales and written notices to claimants.

HAWAII, KAUAL, AND MAUI BRANCHES

Administers the vocational rehabilitation program for persons with physical and mental disabilities including persons who are blind, and provides general services for persons who are blind and visually impaired, on their islands.

1. Plans, organizes, directs, coordinates and controls the branch operations including personnel matters and administrative housekeeping activities.
2. Plans, develops, and implements the annual operational work plan of the branch including standards of performance and services.
3. Plans and evaluates the provision of services based on the work plan and develops and executes corrective measures if indicated.
4. Plans, develops and monitors the annual expenditure plan of the branch.
5. Provides vocational rehabilitation services to all eligible persons with disabilities in the branch, services to persons with blindness and visual impairments, and assists the Services for the Blind Branch in administering the vending facility program in the branch.
6. Develops, promotes, and maintains external relationships with individuals, community agencies and employers, to maximize appropriate referrals of disabled persons, to enhance services to clients, and to promote employment opportunities for clients.
7. Develops and administers contracts with community agencies.
8. Develops applications for or assists government/community agencies in obtaining special project fund.

Kona And Molokai Sections

These sections are responsible to the Hawaii and Maui Branch Administrators, respectively, to provide vocational rehabilitation services to general caseload of disabled clients in Kona, Molokai, and Lanai.

1. Establishes and maintains effective relationships with individuals, community agencies and employees for case finding and referral development, for enhancing services to clients, and to promote employment opportunities for agency clients.
2. Determines and certifies eligibility or ineligibility of disabled applicants for vocational rehabilitation services.
3. Develops individualized written rehabilitation programs of services for eligible clients and provide services in accordance with the individualized program plans to assist them in achieving successful employment.
4. Manages casework skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.
5. Maintains and upgrades work skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.

OAHU BRANCH

Administers the vocational rehabilitation program on Oahu for persons with mental and physical disabilities, except the blind.

1. Plans, organizes, directs, coordinates and controls the branch operations including personnel matters and administrative housekeeping activities.
2. Plans, develops, and implements the annual operational work plan of the branch including standards of performance and services.
3. Plans and evaluates the provision of services based on the work plan and develops and executes corrective measures if indicated.
4. Plans, develops, and monitors the annual expenditure plan of the branch.
5. Coordinates the provision of vocational rehabilitation services to all eligible persons with disabilities in the branch which includes vocational evaluation, treatment training, counseling and guidance, employer relations, job development, job readiness, job placement and follow-up services.
6. Plans, develops, coordinates, and evaluates the conduct of effective working relationships with individuals, community agencies, and employers to maximize appropriate referrals of persons with disabilities, to enhance services to clients, and to promote employment opportunities for clients.
7. Develops and administers contracts with community agencies.
8. Develops and maintains a central registry of job opportunities and central registry of clients ready for employment to match job ready clients with appropriate jobs.

Central, East, Metro, Services for the Deaf, West And Windward Sections

These sections are responsible to the Oahu Branch Administrator to provide vocational rehabilitation services to general caseload of disabled clients on Oahu.

The Services for the Deaf Section is responsible to the Oahu Branch Administration to provide vocational rehabilitation services to specialized caseloads of individuals who are deaf or hard of hearing on Oahu.

1. Establishes and maintains effective relationships with individuals, community agencies and employers for case finding and referral development, for enhancing services to clients, and to promote employment opportunities for agency clients.
2. Determines and certifies eligibility or ineligibility of disabled applicants for vocational rehabilitation services.
3. Develops individualized written rehabilitation programs of services for eligible clients and provides services in accordance with the individualized program plans to assist them in achieving successful employment.
4. Manages casework skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.
5. Maintains and upgrades work skills through participation in staff development and training to meet job expectations and to ensure quality of services to clients.

SERVICES FOR THE BLIND BRANCH

Administers the vocational rehabilitation services program and a wide-range of specialized services for persons who are blind, visually impaired, or deaf-blind, to assist the maximum number of possible in preparing for, securing, retaining, or regaining employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, and/or in functioning more independently in the home and community.

Adjustment Section

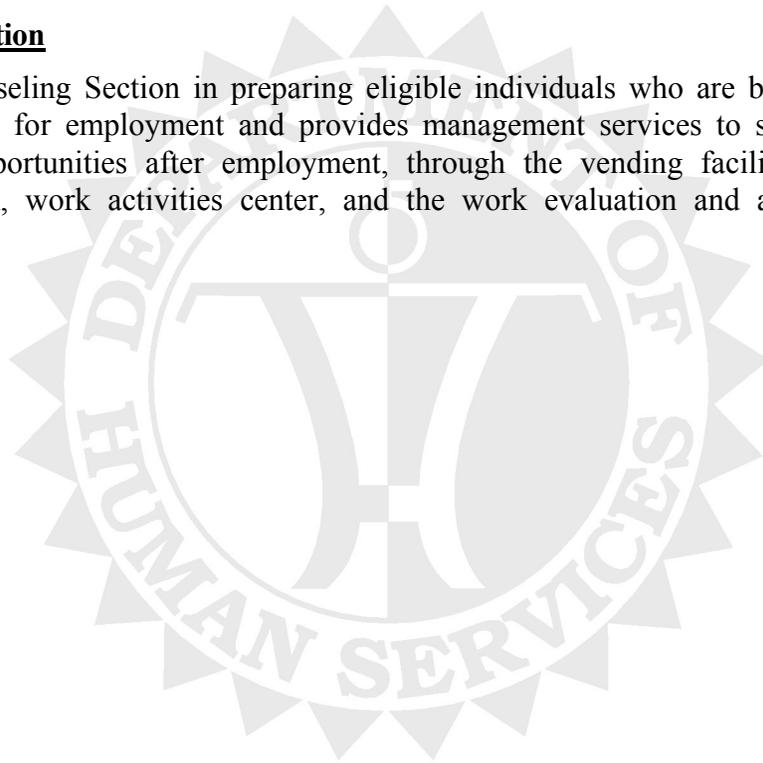
Receives referrals from the Counseling Section and provides personal-social adjustment and prevocational evaluation and training services in communication, activities of daily living, orientation and mobility, home management, personal management, manual arts, social, recreational, physical conditioning, to assist eligible individuals who are blind, deaf-blind, or visually impaired, in preparing for, securing, retaining or regaining employment, and/or in functioning more independently in the home and community.

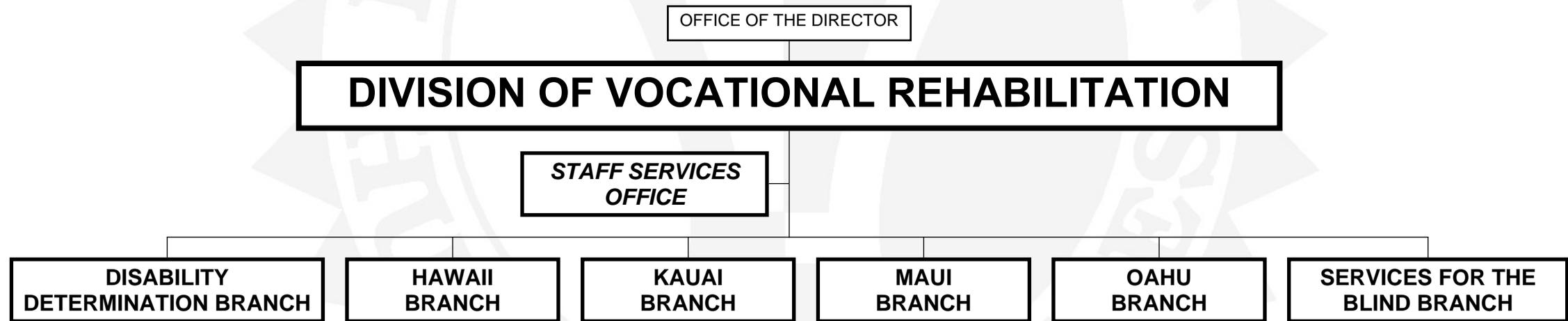
Counseling Section

Assists eligible individuals who are blind, deaf-blind, or visually impaired in preparing for, securing, retaining, or regaining employment through the provision of vocational rehabilitation services or in functioning more independently in the home and community through general services for the blind.

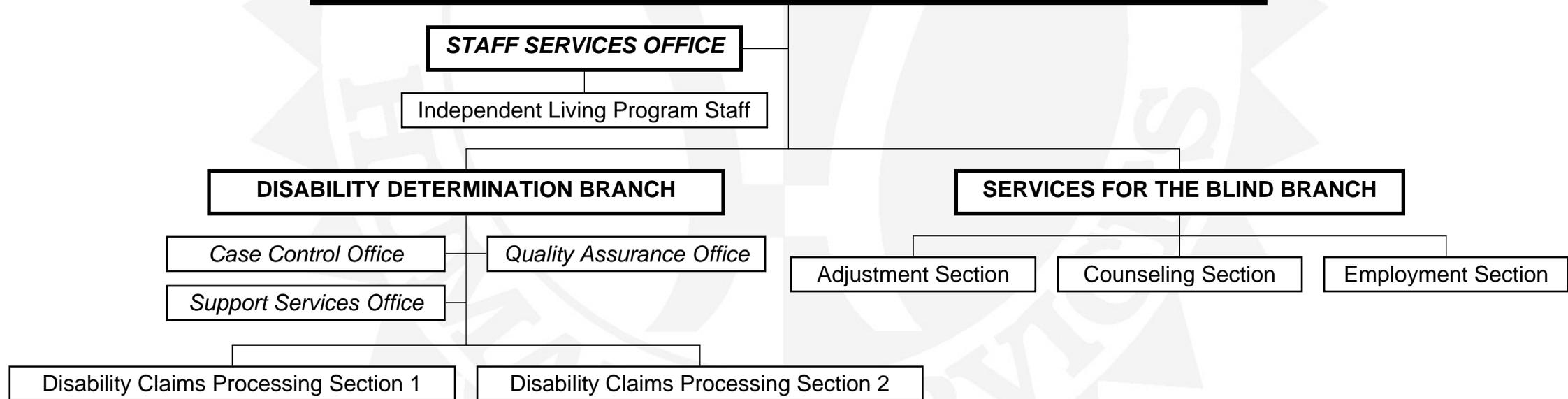
Employment Section

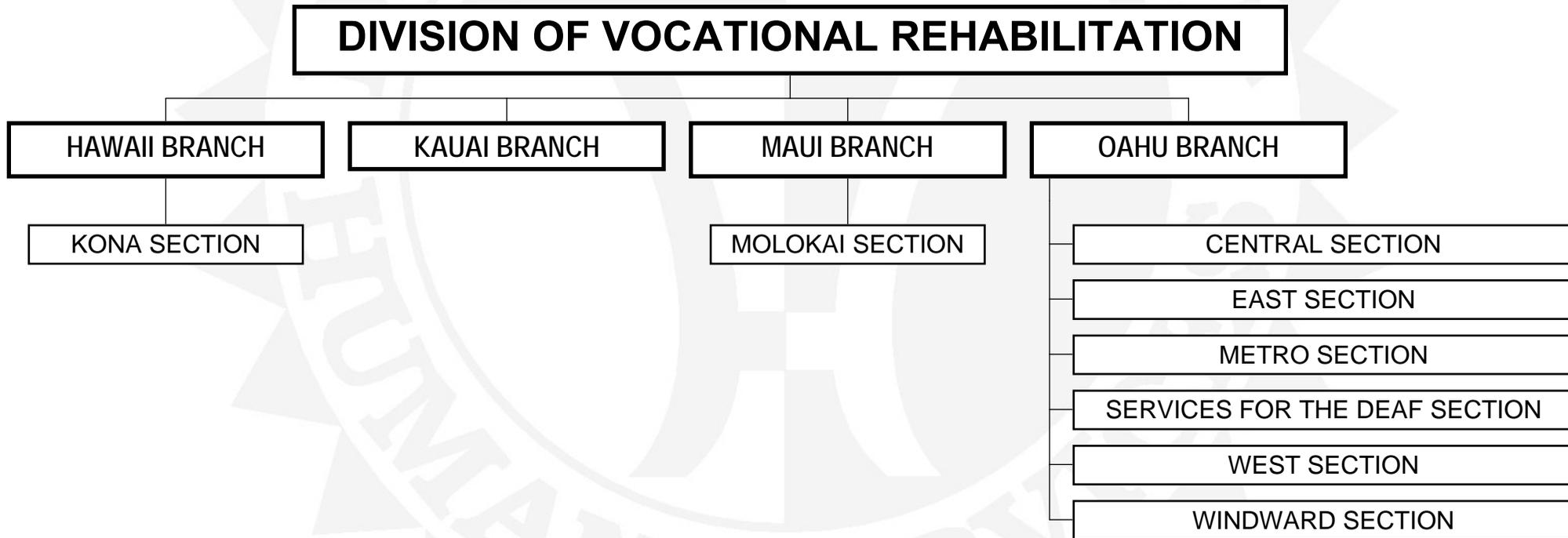
Assists the Counseling Section in preparing eligible individuals who are blind, deaf-blind, or visually impaired for employment and provides management services to sustain, improve or enlarge their opportunities after employment, through the vending facility program, home industry program, work activities center, and the work evaluation and adjustment training program.

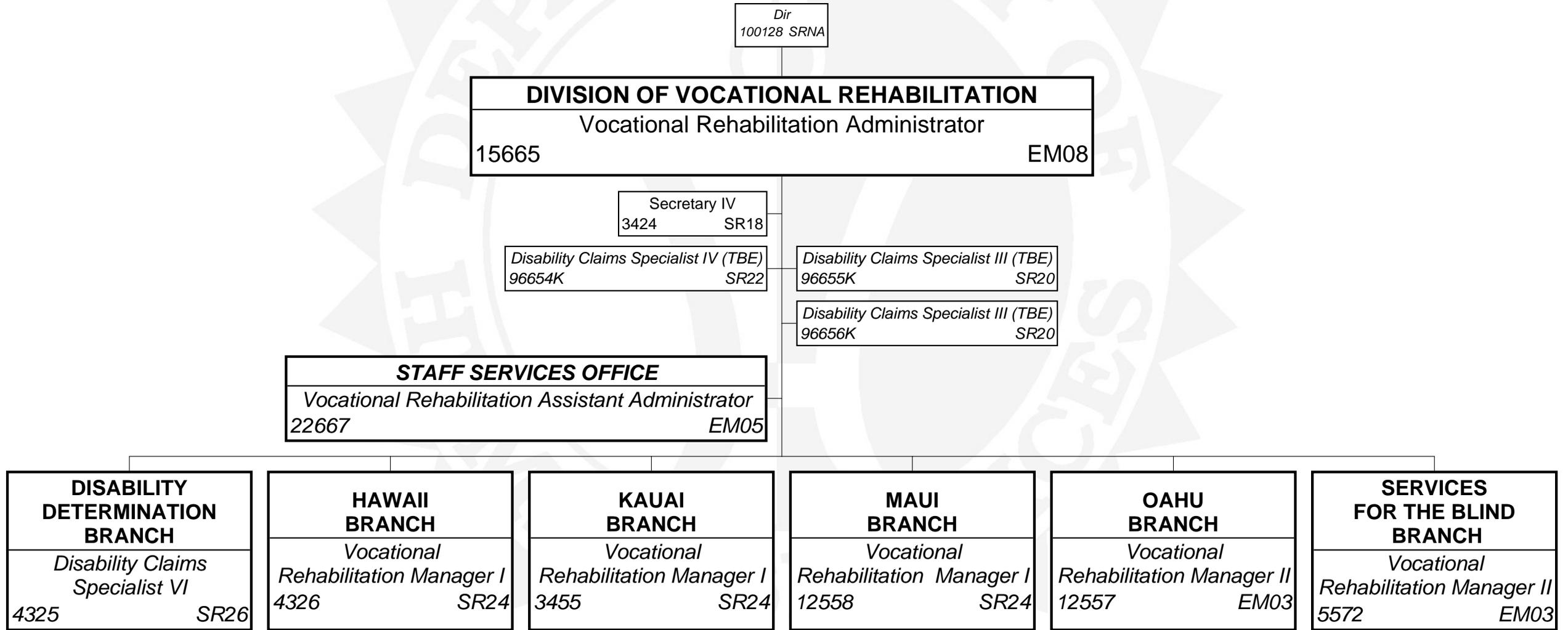




DIVISION OF VOCATIONAL REHABILITATION







Dir
100128 SRNA

DIVISION OF VOCATIONAL REHABILITATION
 Vocational Rehabilitation Administrator
 15665 EM08

Secretary IV
3424 SR18

Disability Claims Specialist IV (TBE)
96654K SR22

Disability Claims Specialist III (TBE)
96655K SR20

Disability Claims Specialist III (TBE)
96656K SR20

STAFF SERVICES OFFICE
 Vocational Rehabilitation Assistant Administrator
 22667 EM05

DISABILITY DETERMINATION BRANCH
 Disability Claims Specialist VI
 4325 SR26

HAWAII BRANCH
 Vocational Rehabilitation Manager I
 4326 SR24

KAUAI BRANCH
 Vocational Rehabilitation Manager I
 3455 SR24

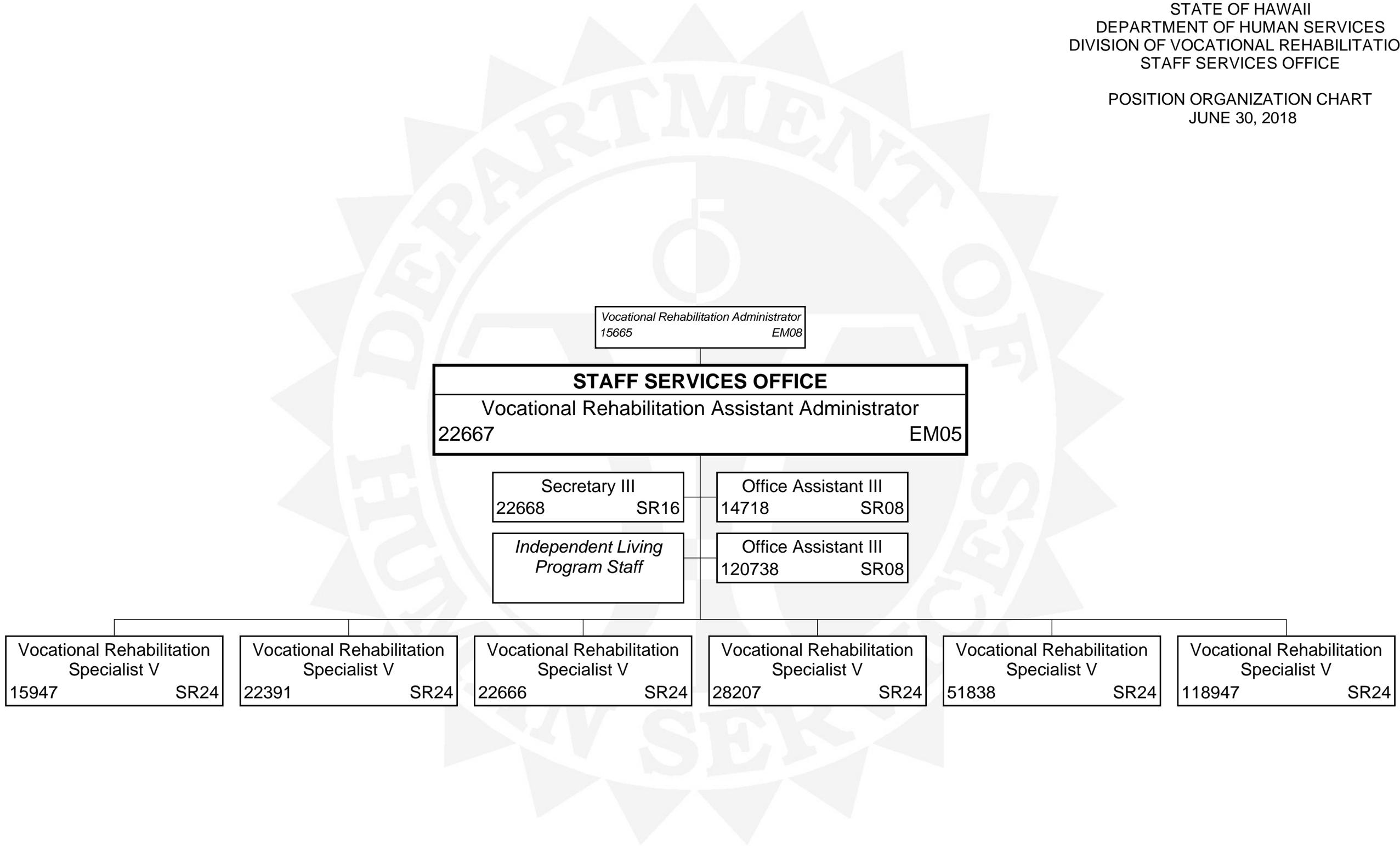
MAUI BRANCH
 Vocational Rehabilitation Manager I
 12558 SR24

OAHU BRANCH
 Vocational Rehabilitation Manager II
 12557 EM03

SERVICES FOR THE BLIND BRANCH
 Vocational Rehabilitation Manager II
 5572 EM03

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
STAFF SERVICES OFFICE

POSITION ORGANIZATION CHART
JUNE 30, 2018



Vocational Rehabilitation Administrator
15665 EM08

STAFF SERVICES OFFICE
Vocational Rehabilitation Assistant Administrator
22667 EM05

Secretary III
22668 SR16

Office Assistant III
14718 SR08

*Independent Living
Program Staff*

Office Assistant III
120738 SR08

Vocational Rehabilitation Specialist V
15947 SR24

Vocational Rehabilitation Specialist V
22391 SR24

Vocational Rehabilitation Specialist V
22666 SR24

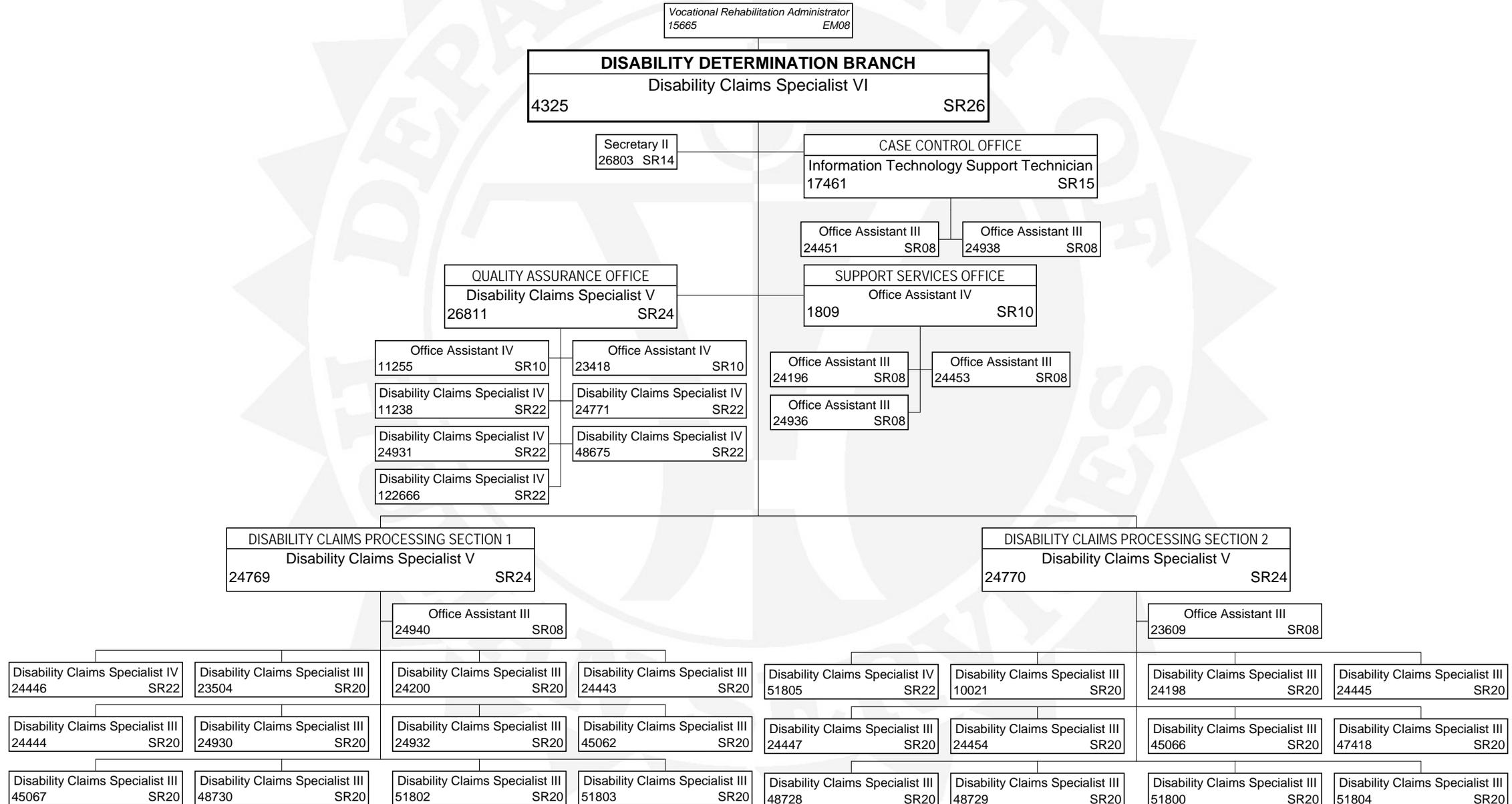
Vocational Rehabilitation Specialist V
28207 SR24

Vocational Rehabilitation Specialist V
51838 SR24

Vocational Rehabilitation Specialist V
118947 SR24

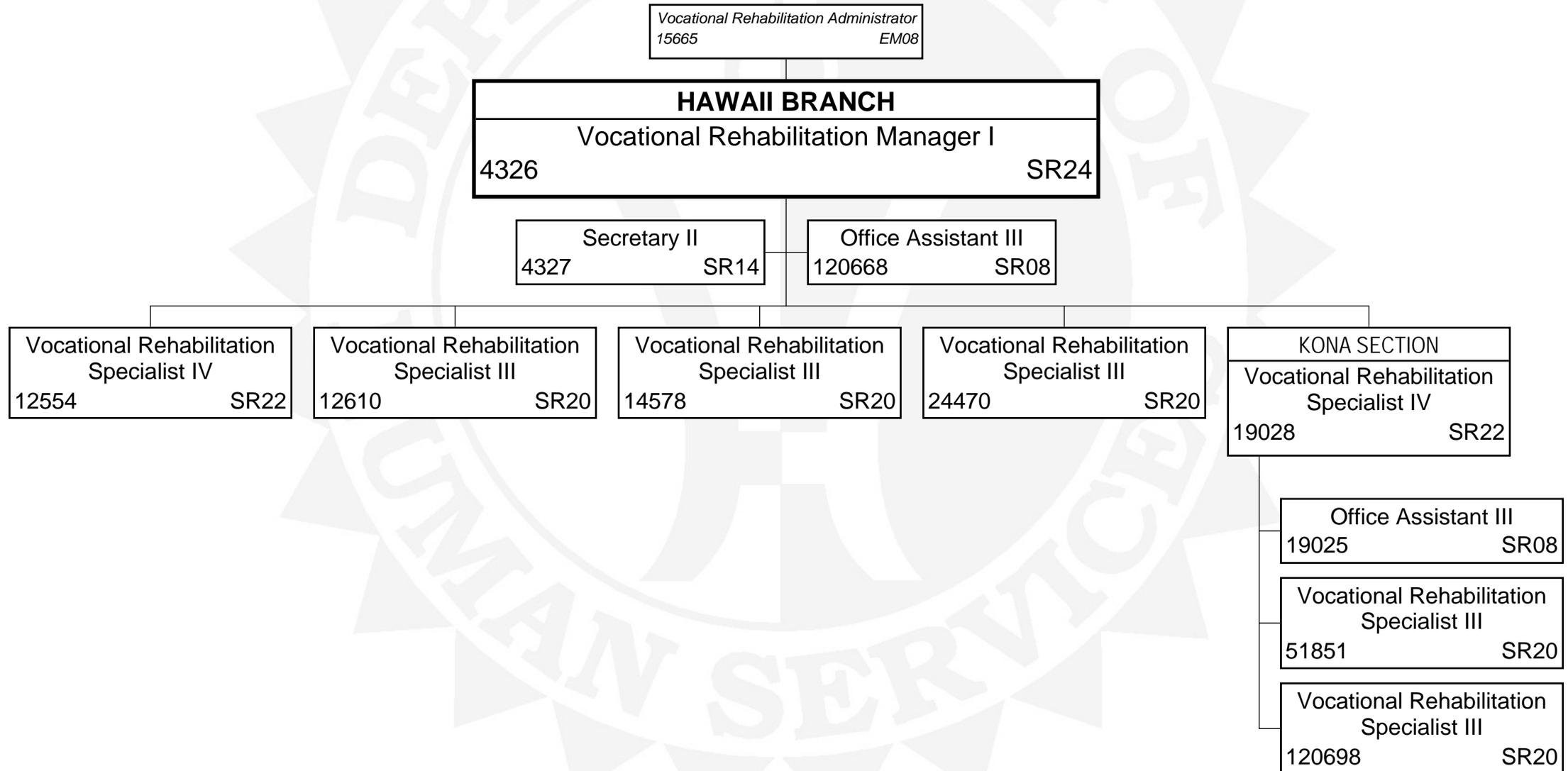
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 DIVISION OF VOCATIONAL REHABILITATION
 DISABILITY DETERMINATION BRANCH

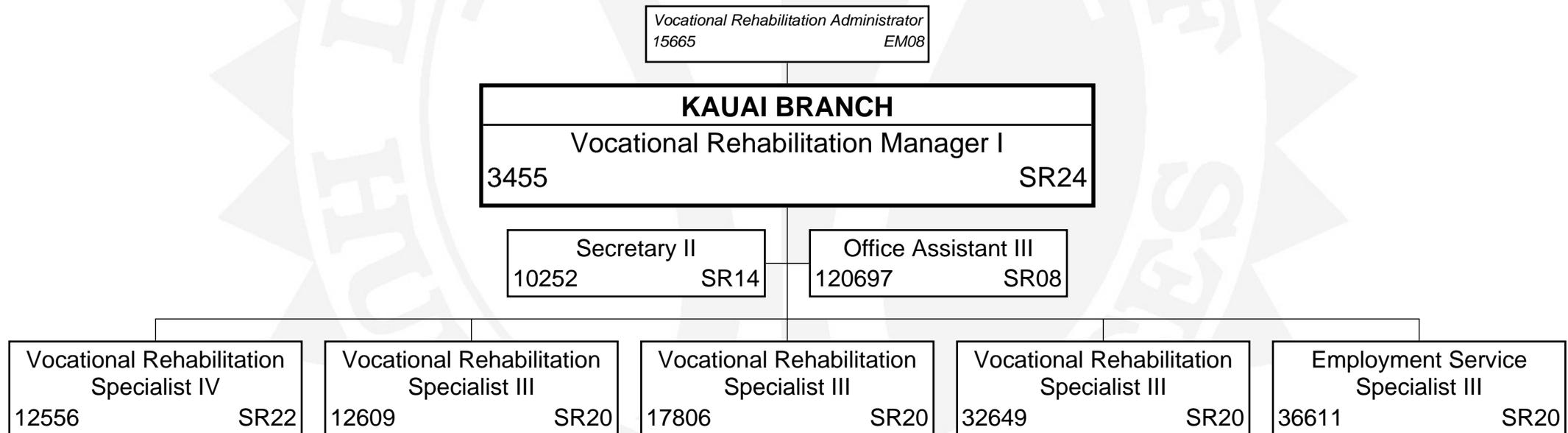
POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
HAWAII BRANCH

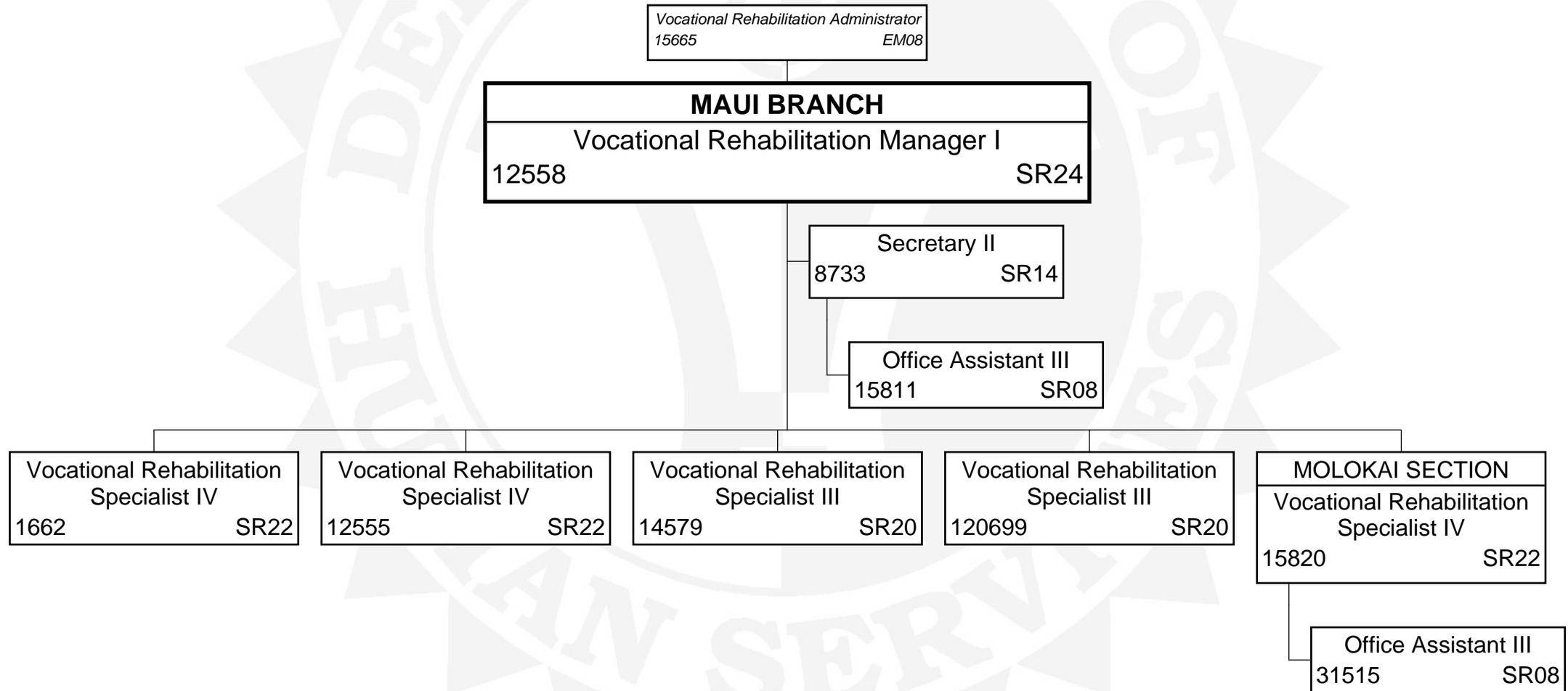
POSITION ORGANIZATION CHART
JUNE 30, 2018





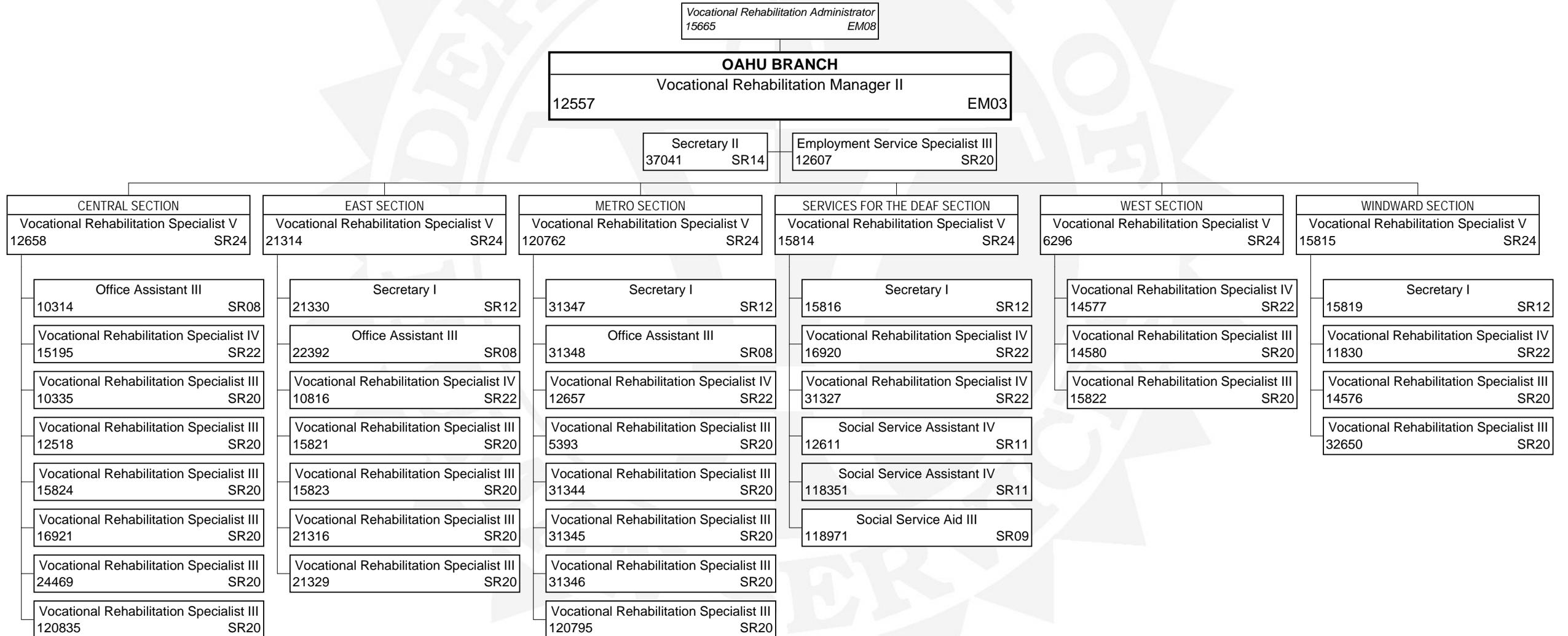
STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
DIVISION OF VOCATIONAL REHABILITATION
MAUI BRANCH

POSITION ORGANIZATION CHART
JUNE 30, 2018



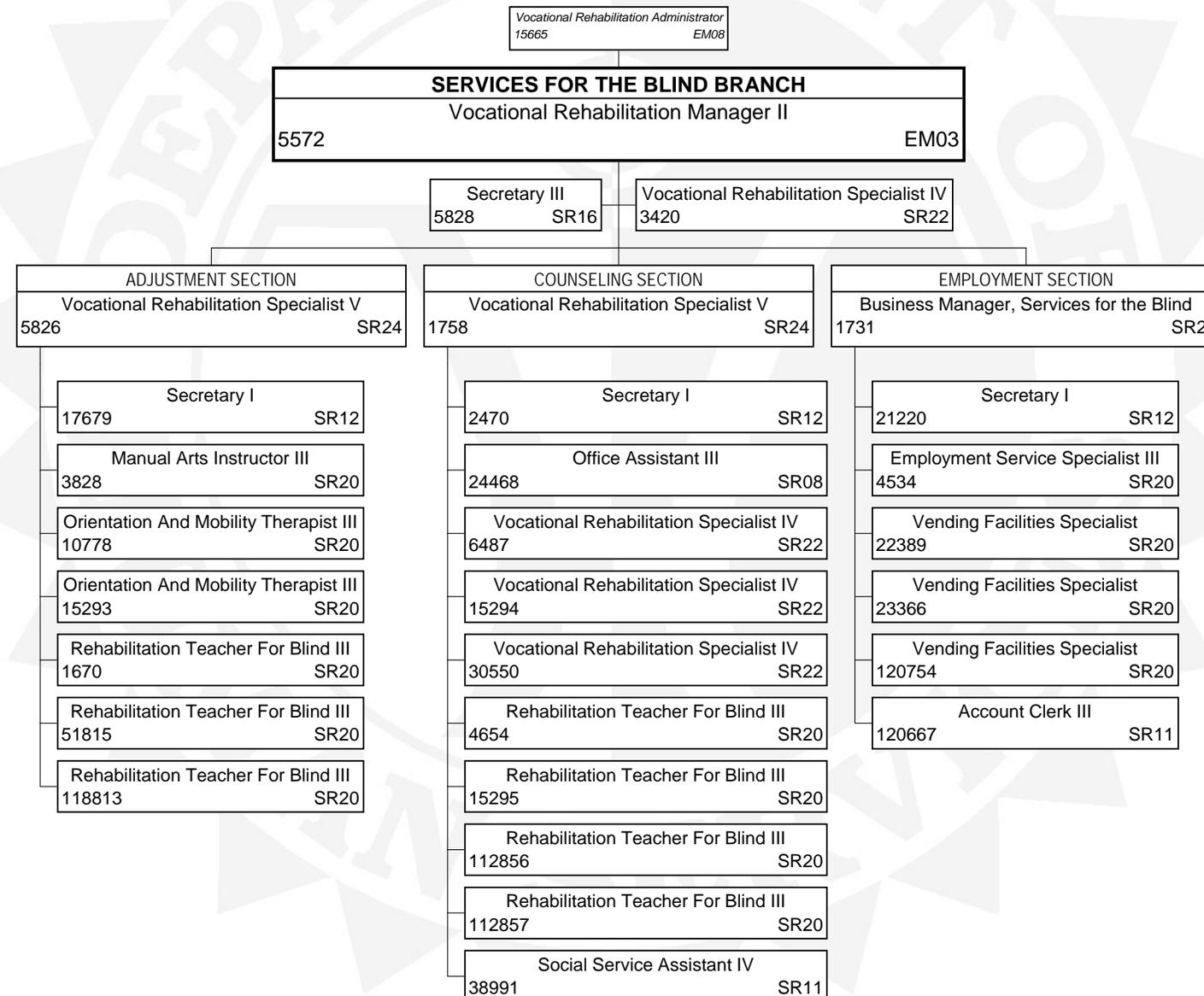
STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 DIVISION OF VOCATIONAL REHABILITATION
 OAHU BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2018



STATE OF HAWAII
 DEPARTMENT OF HUMAN SERVICES
 DIVISION OF VOCATIONAL
 REHABILITATION
 SERVICES FOR THE BLIND BRANCH

POSITION ORGANIZATION CHART
 JUNE 30, 2018



DAVID Y. IGE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:

Statement of
Executive Director Hakim Ouansafi
Hawaii Public Housing Authority
Before the

SENATE COMMITTEE ON WAYS AND MEANS

January 7, 2019 1:30 P.M.
Room 211, Hawaii State Capitol

In consideration of
**INFORMATIONAL BRIEFING RELATING TO
THE STATE DEPARTMENT OF HUMAN SERVICES BUDGET**

Honorable Chair Dela Cruz and Members of the Senate Committee on Ways and Means, thank you for the opportunity to provide you with comments regarding the Department of Human Services – Hawaii Public Housing Authority budget programs HMS 220, 222 and 229.

Overview

A. Mission Statement

The Hawaii Public Housing Authority (HPHA) is committed to providing adequate and affordable housing, economic opportunity and a suitable living environment, for low-income families and individuals, free from discrimination.

B. Current State-Wide Conditions Affecting HPHA

- Homelessness

The HPHA is the sole statewide Public Housing Agency in the State of Hawaii, established by the Territory of Hawaii in 1935 to provide safe, decent, and sanitary housing for low-income

residents. While there is a complex hierarchy of needs that exist for people who are homeless, the HPHA plays an integral part in combatting the homeless crisis through a variety of programs.

Over the past year, homelessness and housing affordability led the collective civic dialogue in Hawaii as people with modest and low incomes continue to look to the HPHA for assistance. The HPHA used all available resources to prevent homelessness and keep families housed through the State Rent Supplement Program that is currently housing 390 families, and additionally served the homeless through 50% of our available public housing units and 100% of our Section 8 Vouchers. The HPHA took a clear lead in the state to end the homelessness of our veterans through the Veterans Affairs Supportive Housing (VASH) program that is currently housing 460 veterans.

- Aging Housing Inventory

The HPHA is required to maintain safe, decent and sanitary housing for our tenants which requires not only renovations of vacant units, but continued repair and maintenance of occupied units. The age of our housing inventory makes this a challenging and costly task. This issue highlights the need for the appropriate skilled manpower, and funding for such projects.

In response to the need, the HPHA continues its partnership with the United Public Workers (UPW) and the Hawaii Government Employees Association (HGEA) to successfully execute the pilot project and reorganize its current operations to establish Multi Skilled Worker (MSW) teams to assist not only in expediting the availability of vacant units, but to also assist in the repair and maintenance at the properties.

Under the MSW Program, skilled trade workers both provide training and receive training in areas outside the confines of their traditional position description. The program provides opportunities for staff to learn diverse types of trade through an on-going “on-the-job” training, and trains its staff to be multi-skilled, with applicable instruction in electrical, plumbing, welding, roofing and carpentry work. This provides the HPHA with increased efficiency and allows repair work to occur more expeditiously, thereby saving time and money by doing repairs in-house and immediately.

The HPHA continues to manage federal capital funds and state capital improvement project funds to conduct major capital repairs and improvements, address site and unit accessibility, and replace obsolete major systems. The HPHA appreciates last year’s appropriation of a \$21.5 million lump sum to address the capital repair needs of the state’s public housing inventory. The HPHA is grateful for the Legislature’s and the Administration’s continued support of its request for capital funds.

- Construction Costs / Workforce

While the pace of building in Hawaii has stabilized, and construction costs have recently gone down, construction material costs have risen and are being passed on to HPHA. According to

UHERO, University of Hawai'i Economic Research Organization's Hawaii Construction Forecast Summary dated September 28, 2018, "As activity in the industry has retreated from its peak, price pressures have eased, and construction costs posted an outright decline in the first half of this year. But solid national demand for building materials, import tariffs, and rising energy prices will push construction costs higher in coming years."

The HPHA will also compete with the private and public sector to supply its workforce due to the lowest unemployment rate since 1976. "The public sector will continue to provide important support for the construction industry. Large scale projects include renovations and expansions of airports, roads, and public utilities. Construction of the Honolulu rail transit system proceeds, but the estimated completion date has slipped to 2026." Understaffing remains a challenge for the HPHA. The challenge is competing and retaining staff in a competitive job market where the private sector, as well as some State and City departments, pay more for similar professional, technical and/or skilled positions, while very seasoned staff are reaching retirement.

The Department of Business, Economic Development and Tourism (DBEDT) reported that the indicators of Hawaii's construction industry were mixed in the third quarter of 2018. The private building authorizations, State CIP expenditures, and construction jobs increased; but the government contracts awarded decreased.

- Accessibility

One of the most important priorities of the HPHA besides health and safety issues, has been to ensure that its public housing, community spaces and pathways are accessible to persons with disabilities. The HPHA continues its commitment to making the Agency's properties compliant with the Americans with Disabilities Act (ADA) as well as the Department of Housing and Urban Development's (HUD's) Uniform Federal Accessibility Standards (UFAS). To further ensure that HPHA is ADA compliant, the Agency has contracted with EMG to conduct physical assessments on HPHA's properties. The physical assessments include parking lots, common areas, AMP offices, and accessible units.

Funding permitting, and where possible, the HPHA strives to ensure that the property be above the minimum requirements for achieving accessibility when modernizing a site. Where site conditions allow, more than the ADA minimum required accessible units and parking stalls are provided, including improvements to units to make them accessible to the visually and hearing impaired as well as adding additional units that are easily convertible to become accessible units, allowing residents to age in place.

- Long Waiting lists

For many of the most disadvantaged populations in our State, the HPHA is the last hope before homelessness. This prompted the HPHA into looking to increase our housing inventory.

With the vast majority of the HPHA's property inventory at or near the end of its useful life, combined with the acute shortage of affordable housing in Hawaii, the HPHA views this as an opportunity to expand the number of affordable rental housing units for the State, to leverage financing through public/private partnerships, take advantage of City and County of Honolulu Transit Oriented Development (TOD) incentives and benefits, and to create more livable, vibrant and integrated communities.

HPHA has identified several properties that could immediately benefit from this approach, whose redevelopment will also expand the inventory of critically needed affordable rental housing units statewide.

Mayor Wright Homes – The HPHA partnered with the Hunt Development Group to redevelop one of the oldest and largest low-income public housing property in the HPHA's portfolio. The site is approximately 15 acres and will look to deliver approximately 2,450 new homes, over five two-year phases, including one-to-one replacement of all 364 existing public housing units, affordable workforce units, as well as possible market-rate units targeted to a variety of income levels.

The Master Development Agreement has been signed, the Final Environmental Impact Statement (FEIS) was accepted by Governor Ige on 4/24/18, and our development partner is working on several remaining steps prior to the start of putting any shovels into the ground.

To assist with easing the costs of this redevelopment project, the HPHA submitted a letter of interest to HUD in May 2017, requesting to be placed on the waiting list for conversion to the Rental Assistance Demonstration (RAD). RAD is a federal housing program that was enacted as part of the Consolidated and Further Continuing Appropriations Act, 2012 and administered by HUD. Broadly, the purpose of the RAD program is to provide public housing authorities a set of tools to address the unmet capital needs of deeply affordable, federally assisted rental housing properties to maintain both the viability of the properties and their long-term affordability. RAD also simplifies the administrative oversight of the properties by the federal government and allows public housing agencies to leverage public and private debt and equity in order to reinvest in the public housing stock. With an estimated \$26 billion+ backlog of public housing capital improvements nationwide, RAD has become a top HUD priority.

Under RAD, converted units move to a Section 8 platform with a long-term contract that, by law, must be renewed. This ensures that the public housing units remain permanently affordable to low-income households. Residents who convert to RAD continue to pay 30% of their income toward their rent while maintaining the same basic rights they possessed in the public housing program. The RAD program is cost-neutral and does not increase HUD's budget as the program simply shifts units from the public housing program to the Section 8 program. This will allow the HPHA to leverage the private capital markets to make capital improvements, renovate or redevelop housing units converted to RAD using private sources of financing.

North School Street – The HPHA partnered with the Retirement Housing Foundation non-profit organization to redevelop the HPHA administrative offices located at 1002 North School Street. The site consists of approximately 12 acres, and the project will include HPHA offices, approximately 800 affordable elderly rental housing units, and commercial uses that best serve the surrounding community. The FEIS was accepted by Governor Ige on July 17, 2018.

- Shortage of units for Families Assisted by the Housing Choice Voucher (HCV) and the Veteran Affairs Supportive Housing (VASH) programs.

The HCV (Section 8) program is the federal government's major program for assisting very low-income families, the elderly, and persons with disabilities to afford decent, safe, and sanitary housing in the private market. The HCV program currently provides rental assistance to about 2.2 million families nationwide. Based on data from HUD, of the families currently receiving HCV assistance, 76 percent are extremely low-income, with incomes at or below 30 percent of the area median income, 36 percent have a disabled head of household, and 24 percent are elderly.

The HCV program is administered by approximately 2,300 Public Housing Agencies (PHAs) nationwide. A family who is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice provided the rental unit passes a Housing Quality Standards (HQS) inspection performed by the PHA. The PHA pays the housing subsidy directly to the owner of the unit on behalf of the participating family. The family is responsible for paying the difference between the gross rent of the unit and the amount subsidized by the program. In Hawaii, the HPHA's Section 8 Branch has been designated "high performer" status, and currently administers over 2,300 vouchers.

The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics.

The HPHA plays a major role in our state for these programs. Beginning in 2008 until April 2015, the HPHA was the sole administrator for the VASH program vouchers in Hawaii, and we are currently housing 460 veterans.

The HPHA also serves as the Contract Administrator to HUD's Project Based Contract Administration program. This HUD program outsources the contract administration services for project-based Housing Assistance Payments (HAP) Contracts under Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f) (Section 8) to qualified Public Housing Agencies who act as Contract Administrators (CAs). This program contracts with 60 properties, containing 2,996 units statewide, and assists approximately 6,000 residents every year.

To increase further participation in HPHA's rental assistance programs, the HPHA is requesting a Landlord Liaison position to actively recruit and build relationships with area landlords or

property managers to expand housing options; conducts Fair Market Rent analysis, Rent Reasonableness analysis, and other duties to assist Section 8 Branch operations.

In addition to the above information, below are some additional HPHA highlights for FY 2018:

- For our public housing federal properties, the HPHA is presently housing 4,374 families and for the state public housing, the HPHA is presently housing 819 families totaling over 14,000 individuals. In 2018, we were able to provide over 450 public housing units for new families and transfers.
- On the construction front, the HPHA procured and awarded 7 new construction and 7 new design contracts in FY 2018, encumbering/obligating \$5,971,851 in new contracts. This is in addition to the on-going design and construction contracts that were awarded in previous years.
- The HPHA Board of Directors approved the proposed emergency rules for public hearing, based upon a Proclamation issued May 3, 2018, and subsequent Supplementary Proclamations dated May 9, 2018, June 5, 2018, and August 3, 2018 (“Proclamation”), which proclaimed an emergency related to the Pu`u `O`o vent in the East Rift Zone of Kilauea volcano located in the County of Hawaii.
- Entered into a Memorandum of Agreement with the University of Hawaii Community Design Center to conduct multi-disciplinary efforts across the University of Hawaii in partnership with the School of Architecture, Center on the Family and the School of Sociology. The HPHA is looking forward to out of the box creative solutions that the intellectual university environment stimulates to discover a new model for public housing, improved living/healthy environment, economic and upward mobility for HPHA residents and co-create a 21st Century workplace environment for its employees.
- According to Wils Choy of KMH LLP, “This year, we don’t have any financial control material weakness, which is the most severe, followed by no significant deficiencies. So, we’re happy to report that management has done an excellent job maintaining their controls. If you process over 700,000 transactions, you need a good control system. Without it, you’re going to have all kinds of problems. And if you look at the past, yes we did.”
- Continued issuance of “high performer” ranking by HUD for the Section 8 Housing Choice Voucher (HCV) program. High performer rankings indicate the HPHA is operating the HCV program above standard, meeting or exceeding HUD requirements in 14 different categories, and providing the very best service to Section 8 HCV recipients.

C. Federal Funds

The HPHA currently operates three major types of federal programs: 1) Federal low-income public housing; 2) Federal rent subsidy program; and 3) Federal project-based rental assistance program

In Fiscal Year 2017-2018, the HPHA received federal grants and subsidies of:

- \$23.82 million for Federal Low Rent Program; \$10.09 million for Federal Capital repairs;
- \$32.68 million for Section 8 Housing Choice Voucher program; and
- \$34.18 million for Section 8 Contract Administration program; totaling \$100.77 million from federal sources.

In administering federal and state housing units, the HPHA received \$21.92 million of rental revenue, and \$0.54 million of other revenue. Federal proration of housing assistance funds for the Section 8 program is increasing too, which could result in the HPHA expending all of the HUD held reserves for its programs.

With a stormy political climate in Washington DC, public housing and Section 8 programs are even further down on the agenda. In fact, much of what is happening in Washington DC right now is downright unfortunate. For the short term, the HPHA is fully funded until the end of January for the federal Section 8 program, and fully funded until the end of February with the federal public housing program. If the government shutdown were to continue past these months, the HPHA would continue operating these programs with the understanding that retroactive funding will be received when the shutdown ends.

D. Non-General Funds

<http://www.hpha.hawaii.gov/reportsstudies/reports/2018HPHAAnnualReport.pdf>

Page 36

E. Budget Request

- HPHA Budget Process

The Branch Chiefs at the HPHA meet frequently throughout the year to discuss, plan, formulate and implement the CIP and Operating budget request to the Executive Branch. With the HPHA's inventory averaging 50 years of age, unexpected situations occur throughout the year and change the agency's priority needs. The HPHA partners with a professional Planning firm that utilizes teams of Architecture and Engineering firms to determine point-in-time physical needs assessment of all HPHA properties to determine a plan of priority needs. The HPHA would deeply appreciate a lump sum of CIP funding, as you have done in the past, that will allow the Agency to meet immediate and urgent situations with flexibility.

F. Significant Adjustments to Budget Requests

The HPHA respectfully requests the continued support of the Legislature as we strive to provide permanent housing to the most disadvantaged families and individuals on the verge of homelessness.

I. Increase Fringe Benefits.

For Program IDs HMS220 and HMS222, the HPHA is requesting federal fund ceiling increases for FY20 and FY21 of \$745,126 and \$841,944, and \$257,731 and \$265,510 respectively. The requested ceiling increases are needed due the anticipated grant award for FY19 being more than the appropriation. The statewide "Request to Increase Expenditure Levels for Federal Funds (FY 19)" was approved by Governor Ige on August 9, 2018 (Memo from the Director of Finance dated August 2, 2018).

II. Position Requests.

- 1 W funded General Labor II to support Maui – (contaminated soil)
 - New position needed to monitor contaminated soils, provide maintenance of ground cover, provide landscaping maintenance, assist with vacant unit turnover, and address curb appeal in preparation for any upcoming REAC and health and safety inspections.
- 1 W funded General Labor II to support Kauai
 - New position is needed to provide landscaping maintenance, assist with vacant unit turnover, and address curb appeal in preparation for any upcoming REAC and health and safety inspections.
- 1 N funded Landlord Liaison positions for Section 8
 - New position is needed for the Housing Choice Voucher Program to actively recruit and build relationships with area landlords or property managers to expand housing options; conducts Fair Market Rent analysis, Rent Reasonableness analysis, and other duties to assist Section 8 Branch operations.

III. Add general funds to maintain current Rent Supplement subsidies.

Currently, the HPHA's State Rent Supplement Program serves 390 families at a total cost of \$2,095,124 per year. The HPHA is therefore requesting an additional \$1,097,707.31 for FY20, and \$952,742.78 for FY21 for the State Rent Supplement Program (RSP). The requested funding will enable the HPHA to fund 100% of the RSP participants at the current authorized rate. In response to the demand for housing assistance for homeless individuals and families, in addition to the high rents in Hawaii, the HPHA increased both the number of families served and the total amount of assistance provided. The current base appropriation cannot support the current program participants and the HPHA may have to suspend assistance to participating families. The RSP is one of the most cost effective rental assistance programs the HPHA has, and participants

served under the RSP include formerly homeless and at-risk homeless families, the elderly, the disabled, and very low-income households.

IV. Lump sum for public housing development, improvements, and renovations statewide

Due to the age of our housing inventory, and unexpected issues that often occur, the HPHA respectfully requests your consideration for a lump sum budget request (as you have appropriated in the past), which will provide the agency with the flexibility of managing and expending capital funds in an expeditious manner. These crucial funds will provide the agency with the ability to tackle its capital needs backlog of more than \$750 M in capital needs. The agency has properties that have been built over 50 plus years ago, and the issues at these properties need to be addressed.

The current biennium budget before you lists \$35,000,000 in lump sum CIP for both fiscal years. This appropriation will assist to expedite the repair and maintenance and remodeling of hundreds of units. The construction projects including site improvements, ADA compliance, structural repairs, re-roofing, infrastructure upgrades, concrete spall repairs and painting.