DEPT OF PUBLIC SAFETY

CORRESPONDENCE CONTROL

LOG NO. 2021 - 1871

GOV. Referral No.: _______________________
DIR Suspense: _______________________

SUBJECT:
FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE.

TO: DIR

THRU: BMO DEP-C 7/9 6/30/21

FROM: DR. GAWN TAKENAKA, CHCA

DATE: 6/4/2021

INFO ONLY
PLEASE SEE ME
COMMENTS & RECOMMENDATIONS
APPROPRIATE ACTION
REPLY FOR __________________ SIGNATURE
RECOMMENDED APPROVAL/DISAPPROVAL
PLEASE SIGN
FAXED TO __________________ Date: __________

COPIES GIVEN TO:

CROSS REF. NO.: 2021

REMARKS:
RETURN TO HCD WHEN PROCESS COMPLETE.
6/10/21 - TO OPERATING BUDGET FOR REVIEW & COMMENT.
6/14/21 - TO BMO FOR REVIEW & COMMENT.
6/28/21 - TO BMO

FILE DESIGNATION:

DATE RETURNED: __________ DATE MAILED OUT: __________

LOG NO. 2021 - 1871

PSD 1008 (11/04/1998) [COMPUTER GENERATED FORM]
Checklist for Organization and Functional Statement Changes

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

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

1. Review request for format and completeness. (Management Analyst)
   - 5/21

2. Provide comments with addendum page. (Operating Budget)
   - 5/21

3. Provide comments with addendum page. (HRO Classification Only)
   - 5/21

4. Review remarks and prepare recommendations for BMO review. (MA)
   - 5/21

5. After the Director's decision, return the proposal to the Management Analyst. A file copy is made and the original returned to the initiating program. (MA)
   - 6/21

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

1. Review proposal for format and completeness. (Management Analyst)
   - 6/10

2. Determine if a Division level organizational segment is being created, abolished, or being changed. If so, indicate on the addendum page or cover sheet that the governor's approval is necessary. (MA)
   - 6/10

3. Are the changes cost neutral at the program I.D. level? If not, indicate if the governor's approval is necessary on an addendum page. (Operating Budget)
   - 6/10

4. Are alternative funding resources available within the scope of the programs authority to execute the reorganization? (Operating Budget)
   - 6/10

5. Return to the Management Analyst for review. Determine if position variances will need to be approved by the director or the governor, under Administration Directive 18-03 and Administrative Directive 19-02. If the change proposal requires Governors’ approval, consider providing an advance draft to B&F/DHRD for consultation. (Operating Budget & MA)
   - 6/10

6. Are changes in classification reflected in the proposed reorganization consistent with state-wide classification policies and procedures established by DHRD? (HRO Classification)
   - 6/10

Ver. 1/20
8. ______ Draft department cover letter for Director’s signature to be released to B&F/Governor through BMO and Deputy Director. (MA)

9. ______ After return of a favorable Governor’s approval to proceed, the Final Request will be returned to the MA. The Request for Final approval will be forwarded to HRO to determine Labor Relations consultation. (MA)

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

11. ______ Are supervisory relationships accurately reflected and appropriate for the functions to be performed and consistent with Administrative Directive 19-02? (MA)

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

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

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

15. ______ Return the final approved request to the initiating program and apply changes to the organizational charts and the functional statements on file. (MA)
June 4, 2021

TO: Max N. Otani, Director

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

FROM: Gavin Takenaka, Corrections Health Care Administrator

SUBJECT: FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE

Delegated Change
Non-Delegated Change

Purpose:

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

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

Detailed Program Rational and Justification:

The proposed changes are as follows:

Position #119481, Office Assistant III, SR-08, BU 03, at the Oahu Mental Health Section to be relocated to the Maui Mental Health Section. There is currently no office support staff assigned to the Maui Mental Health Section. The Oahu Mental Health Section previously provided off-site and off-island office support for the neighbor island mental health sections. Over the last two years, HCD experienced significantly improved operations at HCCC after relocating an Office Assistant III position from the Oahu Mental Health Section to the Hawaii Mental Health Section. The change allowed the clinical staff of the Hawaii Mental Health Section to increase limited resources to patient care, rather than clerical duties. HCD anticipates a similar outcome of improved operations at the Maui Mental Health Section with the proposed change.

Position #46175, Office Assistant III, SR-08, BU 03, at the Health Information Unit of the Oahu Clinical Services Section to be relocated to the Oahu Clinical Services Section. The Office Assistant will be able to provide office support services to the Oahu Clinical Services Section, rather than only the Health Information Unit of the Oahu Clinical Services Section.
Position #113117, Para-Medical Assistant II, HE-04, BU 10, at the Halawa Clinical Services Section to be relocated to the Social Services Unit of the Women’s Mental Health Section. The Women’s Mental Health Section requires immediate staff support for the implementation of the restricted housing diversion program for inmates with severe and persistent mental illnesses. The program requires three hours of out-of-cell time daily for designated inmates and the Para-Medical Assistant would be necessary for providing required therapeutic activities.

Position #53358, Medical Records Technician V, SR-11, BU 03, at the Waiawa Clinical Services Section to be relocated to the Women’s Clinical Services Section. In comparison to the Waiawa Clinical Services Section, which employs 4.5 FTE Registered Nurses and as needed mental health and physician services, the operational need for medical records assistance at the Women’s Community Correctional Center is significantly greater. The Women’s Community Correctional Center employs 10.0 FTE Registered Nurses, 7.0 FTE Mental Health and 1.0 FTE Providers.

**Position(s) Affected:**

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Current Classification</th>
<th>Salary Range</th>
<th>BU</th>
<th>FTE</th>
<th>Vacant/Filled</th>
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<tbody>
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<td>03</td>
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<td>03</td>
<td>1.0</td>
<td>Vacant</td>
</tr>
<tr>
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<td>Para-Medical Assistant II</td>
<td>HE-04</td>
<td>10</td>
<td>1.0</td>
<td>Vacant</td>
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<td>53358</td>
<td>Medical Records Tech V</td>
<td>SR-11</td>
<td>03</td>
<td>1.0</td>
<td>Vacant</td>
</tr>
</tbody>
</table>

**Major Program Segment(s) and Functions Affected:**

Health Care, Clinical Services, Halawa Clinical Services
Health Care, Clinical Services, Oahu Clinical Services
Health Care, Clinical Services, Women’s Clinical Services
Health Care, Clinical Services, Waiawa Clinical Services
Health Care, Mental Health, Oahu Mental Health
Health Care, Mental Health, Women’s Mental Health
Health Care, Mental Health, Maui Mental Health

**Resource Requirements and Funding Source Explanation:**

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

**Alternatives Considered:**

There are no acceptable alternatives to be considered.
Programmatic Impact:

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

Budget Data and Draft Changes:

None.

Point of Contact:

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

Recommendation and final approval of proposed Organizational Change:

RECOMMEND:

☐ APPROVED ☐ DISAPPROVED

Teresita V. Fernandez
Business Management Officer

Date

RECOMMEND:

☐ APPROVED ☐ DISAPPROVED

Tommy Johnson
Deputy Director for Corrections

Date
Final Approval Request for Organizational and Statement Change
June 4, 2021
Page 4

☑️ APPROVED ☐ DISAPPROVED

Max N. Otani
Director

7/1/2021 Date
June 28, 2021

TO: Tessie Fernandez, Business Management Officer
FROM: Matthew Sutton, Management Analyst
SUBJECT: HEALTH CARE DIVISION FINAL APPROVAL REQUEST FOR ORGANIZATIONAL AND FUNCTIONAL CHANGE: RELOCATIONS

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

2. Recommend approval. This final request has also been reviewed by the Operating Budget Section and the Personnel Management Office Classification and Labor Relations Sections. The Operating Budget Section has noted that three of the four positions identified for relocation are unfunded. The approval of this request is within the Governor’s delegated authority.

3. Point of contact is Matthew Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov
Budget Office Reorg Recommendation

Final Request for Organizational and Functional Statement Change:

- Based on my review with the form CNA, PSD 421 plans to make no budget changes to the affected positions and does not require Governor's approval.
- Please note that positions #119481 OA III, #46175 OA III, and #113117 PMA III are unfunded.
<table>
<thead>
<tr>
<th>Office Support Unit</th>
<th>Nursing Services Unit</th>
<th>Dental Services Unit</th>
<th>Health Information Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary I</td>
<td>Registered Nurse IV</td>
<td>Dental Hygienist III</td>
<td>Medical Record Librarian III</td>
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<tr>
<td>46740 SR-12</td>
<td>46963, 46967 SR-22</td>
<td>38286 SR-18</td>
<td>118549 SR-20</td>
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<td>39691 SR-10</td>
<td>38387, 47527 SR-11</td>
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<td>Para Medical Assistant II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>113117 HE-04</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1/ Position 37245 Converted Exempt to Civil Service effective 7-1-2019, per 2019 Report of Positions Exempt from Civil Service (Act 36, SLH 2006).
2/ Act 5, SLH 2019, effective 7-1-2019.
Oahu Clinical Services Section

Registered Nurse V
37267 SR-24

Office Support Unit
Secretary I
48747 SR-12

Nursing Services Section
Registered Nurse IV
53352 (9), 53384 SR-22

Dental Services Unit
Dental VII
02606 (0.50)(15) SR-28

Health Information Unit
Registered Nurse III
96314, 34690, 36235, 36326, 36292, 36283, 39610, 40610, 40540, 45734, 40650, 53303, 53305, 53386

Dental Hygienist III
37386 SR-18

Dental Assistant II
37247 SR-16

Medical Record Librarian III
46896 SR-20

Medical Record Technician V
37872, 46857, 118074 SR-11

Office Assistant III
46175 SR-08

1/ Position 02606 is FTE (0.5)
2/ Act 5, SLH 2019, effective 7/1/2019.
3/ Position 53352, Registered Nurse IV, SR-22, relocated from Clinical Services Branch to the Oahu Clinical Services Section, Nursing Services Unit, effective 6/16/2020, Delegated Authority.
STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR FOR CORRECTIONS
HEALTH CARE DIVISION
MENTAL HEALTH BRANCH
WOMEN’S MENTAL HEALTH SECTION
POSITION ORGANIZATION CHART

June 30, 2020
Page 76

Women's Mental Health Section
Clinical Psychologist Supervisor
122301 (1/)    LHA-2

Social Services Unit
Social Worker V/Human Services Professional V
122362    SR-24

Psychology Unit
Clinical Psychologist
118823 (1/)    LHA-1

Office Support Unit
Secretary I
119436    SR-12

1/ Position 118823 and 122301 Converted Exempt to Civil Service effective 7.1.2019, per 2019 Report of Positions Exempt from Civil Service (Act 300, SLH 2008).
Oahu Clinical Services Section
Registered Nurse V
37267    SR-24

Nursing Services Unit
Registered Nurse IV
53352, 53384    SR-22

Registered Nurse III
08314, 34690, 36233, 36282, 36283, 39610, 40410, 45704, 46969, 53383, 53385, 53386    SR-20

Health Information Unit
Medical Records Librarian III
48596    SR-20

Medical Records Technician V
37872, 48597, 118074    SR-11

Dental Services Unit
Dentist VI (0.5 FTE)
02606    LHB-1

Dental Hygienist III
37386    SR-16

Dental Assistant III
37247    SR-10

Office Support Unit
Secretary I
48747    SR-12

Office Assistant III
46175 (1)

Licensed Practical Nurse II
15550, 26776, 32206, 35696, 53387, 90675V, 90876V    HE-08

Para Medical Assistant III
15548, 53388    HE-08

1/ Position 46175, Office Assistant III, SR-08, relocated from Health Information Unit of the Oahu Clinical Services Section to Office Support Unit of the Oahu Clinical Services Section
1/ Position 53358, Medical Records Technician V, SR-11, relocated from Waialua Clinical Services Section to Women's Clinical Services Section.
1/ Position 119481, Office Assistant III, SR-08, relocated from Oahu Mental Health Section to Maui Mental Health Section.
Women's Mental Health Section
Clinical Psychologist Supervisor
122301  LHA-2

Social Services Unit
Social Worker V/
Human Services Professional V
122362  SR-24

Psychology Unit
Clinical Psychologist
118823  LHA-1

Office Support Unit
Secretary I
119436  SR-12

Social Worker IV/
Human Services Professional IV
37653, 119234, 119214
SR-22

Para Medical Assistant II
113117 (1/)
04

1/ Position 113117, Para Medical Assistant II, HE-04, relocated from Nursing Services Unit of the Halewa Clinical Services Section to Social Services Unit of the Women's Mental Health
DEPT OF PUBLIC SAFETY
CORRESPONDENCE CONTROL

LOG NO. 2021 - 1507

GOV. Referral No.: 
DIR Suspense: 

SUBJECT:
REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE - HCD: OA, PMA, MRT

TO: DIR

THRU: BMO DEP-C

FROM: DR. GAVIN TAKENAKA, CHCA

DATE: 5/6/2021

INFO ONLY
PLEASE SEE ME
COMMENTS & RECOMMENDATIONS
APPROPRIATE ACTION
REPLY FOR ___________ SIGNATURE
RECOMMENDED APPROVAL/DISAPPROVAL
PLEASE SIGN
FAXED TO ______________ Date: __________

COPIES GIVEN TO:

CROSS REF. NO.: 

REMARKS: 5/11/21 - TO OPERATIVE BUDGET FOR REVIEW. Will add org charts for final.
5/17/21 - Please see my attachment for
5/19/21 - No comment by
5/20/21 - To BMO. Ms.
6/1/21 - Return to HCD. Ms.

FILE DESIGNATION: 

DATE RETURNED: __________ DATE MAILED OUT: __________

PSD 1008 (11/03/1998) [COMPUTER GENERATED FORM]
May 6, 2021

TO: Max N. Otani, Director

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

FROM: Gavin Takenaka, CHCA

SUBJECT: REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL STATEMENT CHANGE

Purpose:

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

a. Relocation of the vacant Office Assistant III position within the Oahu Mental Health Section to the Maui Mental Health Section.
b. Relocation of the vacant Office Assistant III position within the Health Information Unit of the Oahu Clinical Services Section to the Oahu Clinical Services Section.
c. Relocation of the vacant Para-Medical Assistant II position within the Nursing Unit of the Halawa Clinical Services Section to the Social Services Unit of the Women’s Mental Health Section.
d. Relocation of the Medical Records Technician V position at the Waiawa Clinical Services Section to the Women’s Clinical Services Section.

Reference(s):

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

Brief Program Rationale and Justification:

The proposed changes are as follows:

Position #119481, Office Assistant III, SR-08, BU 03, at the Oahu Mental Health Section to be relocated to the Maui Mental Health Section. There is currently no office support staff assigned to the Maui Mental Health Section. The Oahu Mental Health Section
previously provided off-site and off-island office support for the neighbor island mental health sections. Over the last two years, HCD experienced significantly improved operations at HCCC after relocating an Office Assistant III position from the Oahu Mental Health Section to the Hawaii Mental Health Section. The change allowed the clinical staff of the Hawaii Mental Health Section to increase limited resources to patient care, rather than clerical duties. HCD anticipates a similar outcome of improved operations at the Maui Mental Health Section with the proposed change.

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Position #53358, Medical Records Technician V, SR-11, BU 03, at the Waiawa Clinical Services Section to be relocated to the Women’s Clinical Services Section. In comparison to the Waiawa Clinical Services Section, which employs 4.5 FTE Registered Nurses and as needed mental health and physician services, the operational need for medical records assistance at the Women’s Community Correctional Center is significantly greater. The Women’s Community Correctional Center employs 10.0 FTE Registered Nurses, 7.0 FTE Mental Health and 1.0 FTE Providers.

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

Health Care, Clinical Services, Halawa Clinical Services
Health Care, Clinical Services, Oahu Clinical Services
Health Care, Clinical Services, Women’s Clinical Services
Health Care, Clinical Services, Waiawa Clinical Services
Health Care, Mental Health, Oahu Mental Health
Health Care, Mental Health, Women’s Mental Health
Health Care, Mental Health, Maui Mental Health

Point of Contact:
Dr. Gavin Takenaka at (808) 587-1252.

RECOMMEND:

☑ APPROVAL ☐ DISAPPROVAL

Teresita V. Fernandez  
Business Management Officer

5/21/21  Date

RECOMMEND:

☑ APPROVAL ☐ DISAPPROVAL

Tommy Johnson  
Deputy Director for Corrections

5/24/21  Date

☑ APPROVED ☐ DISAPPROVED

Max N. Otani  
Director

5/28/2021  Date
May 20, 2021

TO: Tessie Fernandez, Business Management Officer

FROM: Matthew Sutton, Management Analyst

SUBJECT: HEALTHCARE DIVISION; REQUEST TO INITIATE ORGANIZATIONAL AND FUNCTIONAL CHANGE TO STAFF SERVICES OFFICE POSITION VARIANCE

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

2. Forwarded recommending approval. The relocation of the vacant positions within the program is designed to increase organizational efficiency.

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

4. Point of contact is Matthew Sutton at 587-3476, or email: matthew.e.sutton@hawaii.gov
Initiate Request for Organizational and Functional Statement Change:

- Based on my review PSD 421 plans to make **not budget changes to the affected positions**.
- Please note that the only position that is funded is position #53358 Medical Records Tech V (position #11948; 46175; 113117 are unfunded).