

Applicant The Waiwā Center for
Community Health
(dba. Waiwā Health)

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

Bev Harbin, CEO

PRINT NAME AND TITLE

1/20/2022

DATE

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:
Wahiawa Center for Community Health Wahiawa Health

Amount of State Funds Requested: \$ 1,409,854 _____

Brief Description of Request (Please attach word document to back of page if extra space is needed):
See attached Summary Statement

Amount of Other Funds Available:

State: \$ 0.00 _____
Federal: \$ 248,612 _____
County: \$ 56,708 _____
Private/Other: \$ 0.00 _____

Total amount of State Grants Received in the Past 5
Fiscal Years:

\$ 500,000.00 _____
Unrestricted Assets:
\$ 4,431,293.00 _____

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:
 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:
302 California Avenue, Suite 208
City: State: Zip:
Wahiawa HI 96786

Contact Person for Matters Involving this Application

Name: Bev Harbin	Title: CEO
Email: bharbin@wahiawahealth.com	Phone: (808) 343-4509

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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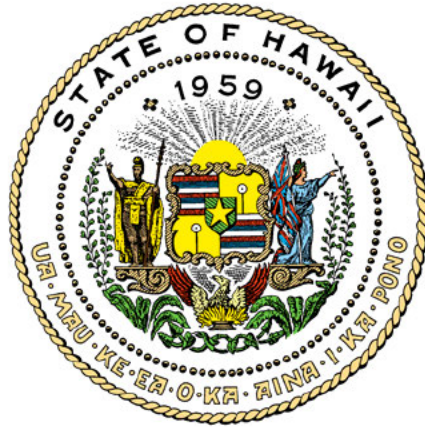


Authorized Signature

Bev Harbin/CEO

Name and Title

Date Signed



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

THE WAHIAWA CENTER FOR COMMUNITY HEALTH

was incorporated under the laws of Hawaii on 01/25/2012 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 12, 2022

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-102 and 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) The applicant's name, public purpose for the grant and the services and target groups are outlined within the application. The application also includes the cost of the grant and the budget pursuant to Section 42F-102
- 3) If the applicant is an organization, the applicant meets the following requirements pursuant to Sections 42F-102 and 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 4) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

(Signature)



(Date)

1/20/2022

Beverly Harbin, CEO
The Wahiawa Center for Community Health dba Wahiawa Health

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2021.

SEE ATTACHMENT A: COGS

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

SEE ATTACHMENT B: Declaration

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

SEE ATTACHMENT B: Declaration

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

Wahiawā Health is a Federally Qualified Health Center (FQHC) program Look-Alike; a 501(c)3 healthcare organization incorporated in 2012 to serve low-income, uninsured, and underinsured residents of Central O’ahu and North Shore. Wahiawā Health opened its doors at 302 California Avenue in downtown Wahiawā, in August of 2016, achieving FQHC designation to serve low-income residents and the homeless in December of 2018. Health Resources & Services Administration (HRSA), the federal designation body for all FQHCs, designated Wahiawā Health as a Look-Alike, requiring Wahiawā Health to meet all 21 chapters of the HRSA healthcare requirements, without receiving

the annual federal funding (~\$750,000. – 1 million dollars/year). Wahiawā Health is the only Look-Alike in the State of Hawai'i.

As an FQHC Look-Alike, and as mandated by HRSA, Wahiawā Health offers care to all regardless ability to pay or lack of insurance. For residents affected by poverty, Wahiawā Health offers discounted services to individuals and families living on income at or below 200% of poverty. Wahiawā Health offers:

- COVID-19 Testing and Vaccinations
- Preventive Medical Services – Family Medicine and Pediatrics
- Women's Health
- Health Screenings
- Immunizations
- Mental Health Counseling
- Substance Use Disorder Treatment and Counseling
- Family Planning Services
- Well Child Services
- Case Management
- Insurance Enrollment
- Health and Nutrition Education
- Outreach
- Transportation and Translation services
- Pharmacy Services, Medication Management
- Telehealth (with MedPods) and/or face-to-face visits

Wahiawā Health is a participant in the 340B program, offering discount medications to patients that are dispensed at Long's Drugs, in STE 105 within the same building. Wahiawā Health is expecting to open their own 340B pharmacy very soon. Pharmacy staff have been hired and construction is complete. Lab services are offered by Diagnostic Lab Services, out of STE 101, within the same building. Wahiawā Health also maintains a referral arrangement with Wahiawā Family Dental Care in STE 204, within the same building. Therefore, the 302 California Avenue medical complex is a one-stop-shop for patients in need of primary and preventive care services. Wahiawā Health also works closely with Wahiawā General Hospital (WGH), referring patients to WGH for diagnostic radiology, occupational therapy, physical therapy, and speech-language pathology/therapy. Wahiawā Health also maintains telehealth capabilities for service delivery and uses telehealth to engage patients in remote monitoring of chronic diseases and for elderly, home-bound patients.

Wahiawā Health has an outreach van which is used for community outreach events, outreach to homeless populations and encampments, and for home visits. This van has become most valuable with the more recent COVID-19 testing and vaccination pop-up clinics offered by Wahiawā Health off-site in the surrounding neighborhoods of Central O'ahu and North Shore.

Wahiawā Health, although still relatively new, has proven its need in the community showing exponential growth over the past 5 years – particularly during the pandemic. In 2019 (pre-pandemic), Wahiawā Health managed to provide care to 4,640 unduplicated patients in over 17,703 face-to-face encounters. In comparison, in 2021,

Wahiawā Health provided care to 4,321 unduplicated patients in over 22,090 encounters (face-to-face and/or virtually).

The COVID-19 pandemic hit Wahiawā Health hard. In early 2020, the billable visits took a nosedive creating substantial financial losses (about 75% of billable visit income was lost). The majority of the staff were furloughed. Telehealth capabilities were immediately put into place in an attempt to recover billable visits, hire back providers and staff and provide care to those in “lock-down”, isolation and/or quarantine. Although, federal monies were made available to all FQHCs in Hawai‘i, as a Look-alike, Wahiawā Health was not afforded the same financial support. In December 2020, a small grant was given to Wahiawā Health to aid in outreach efforts. Only given a few short weeks over the holidays to spend down on the grant, Wahiawā Health managed to provide over 1300 meals to those in need and facilitate over 100 applications for residents needing housing and utility assistance.

Since Wahiawā Health is essentially an unfunded federal program, the health center relies heavily on billable visits and grants. Wahiawā Health is WELL AWARE that services not necessarily billable get pushed to the side as there are minimal to no funds to support such positions as Case Managers, Community Health Workers, Medical Social Workers, Outreach Workers, Transportation Workers, Patient Advocates and Eligibility Workers. ***To ensure health inequities are addressed, these positions and services are in dire need – particularly in response to the COVID-19 pandemic.***

This grant application is asking for staff and 2 MedPods to increase telehealth capacity. Our current staff and provider patient panels are maxed out. Wahiawā Health can’t take on any new target populations without additional infrastructure of staffing – not only additional providers but the clinical ancillary and support staff to address wrap-around, enabling services to ensure health equity for all.

Wahiawā Health is particularly aware of the need to reach out to the schools in line with the State’s “School Health Partnership Project”. Wahiawā Health recognizes the priority to expand school health programs in school complex areas and schools with the lowest COVID-19 vaccination rates, highest COVID-19 case rates, and geographic areas with the highest social vulnerability index scores. According to the Hawai‘i Department of Health, as of January 20, 2022, only 35-45% in Wahiawā are fully vaccinated against COVID-19.

In December 2021, Wahiawā Health’s positivity rate was at 37%. 177 COVID- 19 PCR tests were completed, with majority of the COVID testing being done in the last part December. This reflects the Omicron surge that began to sufficiently impact our vulnerable community.

The CDC ranks Honolulu County’s Social Vulnerability Index score as 0.472.¹ This covers the entire island of O‘ahu. This ranking is an average of four themes: (1) Socioeconomic, (2) Household Composition & Disability, (3) Minority Status &

¹ <https://svi.cdc.gov/map.html>

Language, and (4) Housing Type & Transportation. For Honolulu County, the individual rankings for #3 and #4 are nearly “1.0” which indicates severe vulnerability.

2. The goals and objectives related to the request;

GOALS:

✚ To develop and strengthen sustainable partnerships with all schools in the Wahiawa /Mililani/Waialua complex, specifically with the School Administrators and the UH School of Nursing Program: “Hawaii Keiki: Healthy and Ready to Learn in School”, and prioritizing the following goals:

✚ To increase access to COVID-19 mitigation measures such as vaccination, screening and testing

✚ To reduce SARS-CoV-2 transmission

✚ To address health inequities

OBJECTIVES:

- ✓ By December 2022, 100% of all Keiki enrolled in school in the Leilehua/Mililani/Waialua School Complex, will receive education on reducing SARS-CoV-2 transmission
- ✓ By July 2023, 80% of all Keiki enrolled in school will receive COVID-19 testing in the Leilehua/Mililani/Waialua School Complex.
- ✓ By July 2023, 50% of all Keiki enrolled in school will receive COVID-19 vaccinations in the Leilehua/Mililani/Waialua School Complex.
- ✓ By July 2023, 90% of all Keiki who receive COVID-19 testing and/or vaccinations will be screened for the following:
 - Other viruses such as flu, strep
 - Depression/Anxiety and/or any other Behavioral Health problem
 - Chronic Disease such as Diabetes, Obesity, Hypertension
 - Vision/Hearing/Dental
 - Other deterrents to health contributing to health inequities such as food and housing insecurity, family financial concerns, or transportation issues
- ✓ By July 2023, 90% of all Keiki receiving health screenings will be referred to any health care and/or social service resources via Wahiawā Health and/or other agencies, as appropriate

3. The public purpose and need to be served;

The public purpose is to bring access to healthcare to our school-age Keiki in the Leilehua/Mililani/Waiialua complex. Access to healthcare would include the state's prioritized need to increase access to COVID-19 mitigation measures such as vaccination, screening and testing; reduce SARS-CoV-2 transmission; and address health inequities.

The target population is **roughly 13,597 Keiki** as calculated from enrollments in the Leilehua/Mililani/Waiialua School Complex in school year 2020-2021 ranging from kindergarten to 12th grade.²

In 2021, Wahiawā Health saw 1286 unduplicated keiki ranging in age from 5 – 18 years old. Assuming these keiki are enrolled in school in the Leilehua-Mililani-Waiialua complex, our patient population of 1286 keiki make up only **nine percent of the target population** (13,597 Keiki, school grades ranging from kindergarten – 12th grade) proposed in this grant. Our Keiki population is very much in need – considering the area COVID-19 infection rates.

The public purpose and need to be served is related to the significant concerns we all have around our keiki. The COVID-19 pandemic created fear and isolation in our keiki and families. All preventive health, medical and behavioral health in-person visits halted in early 2020. The priority was to isolate. All other (non-urgent) appointments “had to wait”. Many of our keiki in need of acute and chronic diseases did not receive the care they needed in 2020-2021. Telehealth gave us some capacity to recover, but many health issues related to keiki needed to be addressed in person – i.e.. vaccinations, immunizations, screening for depression, etc.

Today, the goal is to get our keiki back to school, in person, engaging with their classmates (eventually and ideally), and staying in school. Absenteeism is a huge deterrent to successful learning and school engagement. The School-Based Health Centers (SBHCs) located at Waianae High, Waianae Intermediate and Nanakuli High & Intermediate Schools, in partnership with Waianae Coast Comprehensive Health Center (the Leeward FQHC) have shown significant improvement with absenteeism. Taken from their website:

For the period August 1, 2016 to August 26, 2017, healthcare providers at the two SBHCs treated 2,292 students for everything from coughs and abrasions to headaches and ankle injuries. Of these students, 2,121 (93%) were able to return to class immediately after treatment.³

4. Describe the target population to be served; and

Considering 2020-2021 school enrollments, **the target population would roughly total 13,597 Keiki**. Any military-based schools located on military bases will be excluded due to the abundant medical and social services resources

² <https://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/SchoolFinder/Pages/home.aspx>

³ <https://www.wcchc.com/SBHC>

available on base. Selected schools and individual enrollments in school year 2020 - 2021 obtained by "Strive HI" data reports as follows:⁴

Mililani (zip code: 96789)

ALL Mililani Elementary Schools (rolled up)	<u>2820 Keiki</u>
Mililani Middle (6 th – 8 th grades)	<u>1684 Keiki</u>
Mililani High (9 th – 12 th)	<u>2620 Keiki</u>

Waialua (zip code: 96791)

Waialua Elementary	<u>465 Keiki</u>
Waialua Intermediate and High (7 th - 12 th grades)	<u>635 Keiki</u>

Haleiwa (zip code: 96712)

Haleiwa Elementary	<u>212 Keiki</u>
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Wahiawā (zip code: 96786)

ALL Wahiawa Elementary Schools (rolled up)	<u>2737 Keiki</u>
Wahiawa Middle (6 th – 8 th grades)	<u>740 Keiki</u>
Leilehua High (9 th – 12 th grades)	<u>1684 Keiki</u>

5. Describe the geographic coverage.

Wahiawā Health’s service area is home to 108,323 residents, of which 22.3% live at or below 200% of Federal Poverty Guidelines. The service area covers Mililani, Mililani Mauka, Wahiawā, Whitmore Village, Poamoho Village, Upper Kunia, Waialua, Mokuleia. **Wahiawā Health serves a Medically Under-served Population (MUP) with the highest MUP score on O’ahu - 64.1.** This unique community is comprised of Indigenous Peoples- Kanaka Maoli (Native Hawaiian), multi-generational plantation workers and farmers (majority identify as Japanese, Chinese, Portuguese, and Filipino), and more recently migrated groups of Pacific Islanders, identified by some as "Micronesians", who are more respectfully known in the community as Chuukese, Pohnpeian, Marshallese, and Yapese.

⁴ <https://www.hawaiipublicschools.org/ParentsAndStudents/EnrollingInSchool/SchoolFinder/Pages/home.aspx>

Wahiawā (population 17,555) is located 21 miles north of Honolulu and sits in the center of the island, on the plateau or central valley between the two volcanic mountains that compose the island's surface. Mililani lies just five miles south of Wahiawā, while Waialua lies 9.8 miles northwest of Wahiawā. Lakes and reservoirs are rare in Hawai'i; therefore, Wahiawā is a unique place being that it is surrounded on three sides by Lake Wilson (aka the Wahiawā Reservoir or Kaukonahua). Lake Wilson is the second largest reservoir in the state, spanning 302 acres. The reservoir feeds irrigation for many agricultural fields in the area, including the Dole Pineapple Plantation fields located north of the city. The Wahiawā Public Fishing Area includes a portion of the privately-owned Wahiawā Reservoir (Lake Wilson) in the central portion of O'ahu. The Wahiawā State Freshwater Park is located along the South Fork of the Reservoir and includes a boat launching ramp and vehicle-trailer parking areas.

The O'ahu Metropolitan Planning Organization sums up the geographical isolation of Wahiawā, stating, "while the coastal plains are relatively flat, O'ahu's interior terrain is divided by two primary mountain ranges that make access between communities difficult. Many of the established communities on the island have only one roadway into and out of the area." The town can only be accessed by either of two bridges on the Kamehameha Highway (State Rte. 80) across the narrow north and south arms of the reservoir. The Karsten Thot Bridge provides access to the north while the Wilson Bridge provides access to the south. Should these two bridges close, which they often do for construction, homeless encampment sweeps or inclement weather, residents are isolated to the town until the bridge/s can be repaired and reopened.

The Schofield Barracks lie west of Wahiawā and house approximately 20,229 service members and their family members. The Wheeler Army Airfield lies south of Wahiawā and the Schofield Barracks East Range – an Army training area – extends into the hills south and east of town, separating Wahiawā from Mililani and Mililani Mauka. Schofield Barracks alone is larger than Wahiawā in population, however, several service men and women and their families come to Wahiawā for healthcare services. Wahiawā is also home to the US Navy's Naval Computer and Telecommunications Area Master Station Pacific. This base provides operational direction and management to all Pacific Naval Telecommunication System users of the US Navy.

Mililani (population 28,343) sits west of H-2, just south of Wahiawā, off Route 99. Mililani is a bedroom community, developed in the mid-1960s atop an old plantation. Mililani is home to a more affluent population than Wahiawā harbors. There is a distinct difference between Mililani's double-wall construction track housing, shopping malls, American chain restaurants, and a Starbucks; to Wahiawā's single-wall plantation style homes, small mom and pop shops and restaurants and no Starbucks. Many residents of Mililani commute to work in Honolulu or work at Mililani retailers. In 1976, the Interstate H-2 opened, cutting travel time from Mililani to Honolulu in half. In 1986, Mililani was named an All-America City. It is the only community in Hawai'i ever to receive this distinction.

Mililani is the third wealthiest zip code (96789) in the state of Hawai'i, according to the 2006 ranking by Pacific Business News.

Waialua (population 3,700), which lies northwest of Wahiawā, is a North Shore community of roughly 3,700 people. Waialua is a former sugar mill town and residential area that is quieter and less frequented by tourists than Hale'iwa, its neighbor town to the east. Like Wahiawā, many families living in Waialua are direct descendants of immigrants brought in to work in the sugarcane plantations. Historically, the lands in the core area around Waialua and Kaiaka Bay are believed to have supported 6,000-8,000 Native Hawaiians prior to Western contact. One important element of the cultural landscape of Waialua is its strong connective force to the traditional understandings of spiritual realms and forces linked to physical tangible sites. The overall concentration of archaeological sites throughout the moku (district) indicate that, Waialua was viewed as an important area to invoke and sustain mana (spiritual force and energy) for purposes of political and social order.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities

Scope of Work:

- A. Increase access to COVID-19 prevention and mitigation measures such as COVID-19 vaccination, screening and testing and education to prevent the spread of the virus and support in-school learning in the Wahiawa/Mililani/Waialua School Complex.
- B. Reduce SARs-CoV-2 transmission while addressing health inequities
- C. Develop and strengthen a sustainable relationship with the Department of Education to increase access to COVID-19 mitigation measures, including vaccination and testing, to reduce SARS-CoV-2 transmission and address health inequities.

Tasks and Responsibilities:

Deliver health services and programs to school-aged youth and their families.

- A. Health services and programs will be delivered at Wahiawa Health (either in-person or via telehealth with new MedPods), on-site school health clinics and programs, mobile clinics, in the community, and/or other venues or events serving school-aged youth and families, and school staff.

B. Services include:

- ✓ Preventive and clinical health services, including COVID-19 vaccination, testing and care for COVID-19 residents.
- ✓ Health education, including COVID-19 mitigation measures.
- ✓ Counseling, psychological, and social services to address the consequences of the COVID-19 pandemic.
- ✓ Wrap-around support services (e.g., food; medication delivery; transportation; accessing care assistance; service coordination; language assistance; isolation and/or quarantine assistance) to address the consequences of the COVID-19 pandemic.
- ✓ Implementation of COVID-19 mitigations strategies for a safe and healthy environment.
- ✓ Social and emotional support.
- ✓ Family engagement and involvement.
- ✓ Community engagement and involvement.
- ✓ Student and family wellness.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service:

(Pre-Award) Feb- April: Preplanning and Project Management Phase this is anticipated to be funded by DOH/DOE/CDC grant, pending award. Meeting and working with Department of Education leadership to develop a sustainable partnership.

July- August: Hire Project Officer to start working closely with executive leadership, CEO, CMO and COO to create this program. Hire Family Physician, Pharmacist, COVID-19 Vaccine and Testing Coordinator, Pharmacy Technician, Medical Assistants. Develop training for Department of Education staff on program goals, activities and COVID prevention and mitigation measures.

August 1, 2022:

- A. Program begins and aligns with the start of the school year
- B. Provide COVID-19 testing and vaccinations at Wahiawā Health, designated school sites, mobile clinics, in the community, and/or other venues or events serving school-aged youth and families to maintain and support in-person learning.

- C. Training School Staff on Health Program, goals, activities, screenings tools and referral processes, and COVID prevention and mitigation measures.
- D. Provide comprehensive health screenings at Wahiawā Health, designated school sites, mobile clinics, in the community, and/or other venues. These screenings will be conducted by Wahiawā Health staff and school health nurses and aides to screen for the following:
 - ✓ Other viruses besides COVID-19, such as flu, strep
 - ✓ Depression/Anxiety and/or any other Behavioral Health problem
 - ✓ Chronic Disease such as Diabetes, Obesity, Hypertension
 - ✓ Vision/Hearing/Dental
 - ✓ Other deterrents to health contributing to health inequities such as food and housing insecurity, family financial concerns, or transportation issues
- E. Providing primary care physician services: Family Medicine Physician will provide comprehensive medical services to school aged children, adolescents, teenagers, family, staff to help address the consequences of the pandemic. Services includes health promotion, disease prevention, health maintenance, counseling, patient education, diagnosis and treatment of acute and chronic illnesses.
- F. To connect children (and their families and staff) and Department of Education staff to any health and social services needed as identified by screening to Wahiawā Health and/or other agencies.
- G. To connect children (and their families and staff) and Department of Education staff to social and emotional supportive services provided by our clinical psychologist, medical social worker and community health worker.

September through June 2022:

- A. Provide COVID-19 testing and vaccinations at Wahiawā Health, designated school sites, mobile clinics, in the community, and/or other venues or events serving school-aged youth and families to maintain and support in-person learning.
- B. Training School Staff on Health Program, goals, activities, screenings tools and referral processes, and COVID prevention and mitigation measures.
- C. Provide comprehensive health screenings at Wahiawā Health, designated school sites, mobile clinics, in the community, and/or other venues. These screenings will be conducted by Wahiawā Health staff and school health nurses and aides to screen for the following:
 - ✓ Other viruses besides COVID-19, such as flu, strep
 - ✓ Depression/Anxiety and/or any other Behavioral Health problem
 - ✓ Chronic Disease such as Diabetes, Obesity, Hypertension
 - ✓ Vision/Hearing/Dental
 - ✓ Other deterrents to health contributing to health inequities such as food and housing insecurity, family financial concerns, or transportation issues
- D. Providing primary care physician services: Family Medicine Physician will provide comprehensive medical services to school aged children,

adolescents, teenagers, family, staff to help address the consequences of the pandemic. Services includes health promotion, disease prevention, health maintenance, counseling, patient education, diagnosis and treatment of acute and chronic illnesses.

- E. To connect children (and their families and staff) and Department of Education staff to any health and social services needed as identified by screening to Wahiawā Health and/or other agencies.
- F. To connect children (and their families and staff) and Department of Education staff to social and emotional supportive services provided by our clinical psychologist, medical social worker and community health worker.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results

A. Monitoring the Program

- ✓ Bi-Weekly meetings with executive leadership for the first six months of the program to review program progress and to address any area of concern, identify areas in need of improvement, strengths and weaknesses of the program.
- ✓ Weekly staff meeting in the first one month of the program to discuss areas of improvement, concern, problems that have arisen during delivery of health services at mobile clinics and onsite at Wahiawā Health.
- ✓ Monthly Staff Meeting to give staff updates on the progress of the program, review monthly plan and goals to ensure that we are meeting our program goals and objectives.
- ✓ Reviewing monthly standard performance measures that evaluates at minimum:

- a. Type and number of COVID-19 related activities and services provided to school-aged children, families and staff
 - b. Number of school-aged children diagnosed with COVID-19 (i.e., positive SARS-CoV-2 test) and number of school-aged children initiating and completing COVID-19 vaccination.

B. Improving the Program:

- ✓ Identifying and selecting performance measures:
Reviewing the Health services and programs delivered to school-aged youth, families and school complex staff. At minimum this will include:
 - a. Creating a standard set of performance measures that evaluates:
 - Type and number of COVID-19 related activities and services provided to school-aged children, families and staff
 - Number of school-aged children diagnosed with COVID-19 (i.e., positive SARS-CoV-2 test) and number of school-aged children initiating and completing COVID-19 vaccination.
 - b. Analyzing program

- Did the program decrease the absenteeism rate of school aged children in the Wahiawa/Waiialua/Mililani School Complex?
- Did the program decrease the rate of absenteeism in teachers and support staff in the Wahiawa/Waiialua/Mililani School Complex?
- Did the program vaccinate 50% of school aged children in the Wahiawa/Waiialua/Mililani School Complex?
- Did the program provide COVID-19 testing to 80% of the Wahiawa/Waiialua/Mililani Complex?

C. Evaluation:

a. Collaboration and partnerships.

- i. What schools is Wahiawā Health is working with?
- ii. Do some schools require more services than others?
- iii. What community partnerships have been established as a result of this program?

b. Situational assessment.

- i. Assess current capacity to deliver school health services from the perspectives of Hawaii Department of Education and Wahiawa Health
- ii. Identify best practices in school health services and programs
- iii. Identify gaps in school health services and programs
- iv. Identify gaps in COVID-19 mitigation training to deliver school health services and programs.
- v. Identify successful school and community health center communication strategies and tools to increase access to COVID-19 mitigation measures, including vaccination and testing, to reduce SARS-CoV-2 transmission and address health inequities.
- vi. Identify gaps in school and community health center communication strategies and tools.

c. Capacity building

- i. Reviewing the program to improve short term effectiveness
- ii. Reviewing the program to review long- term effectiveness
- iii. Reviewing the continuous progress of the program to create a sustainable and effective partnership with the Department of Education and Wahiawa/Waiialua/Mililani School complex
- iv. Develop and increase communication, education, and training capacity to provide technical assistance for the delivery and implementation school health services and programs
- v. Develop and increase capacity for community and partner engagement and outreach, both traditional and non-traditional.
- vi. Develop and increase capacity for media engagement and outreach via traditional, non-traditional, and social media channels.

d. Performance Measures:

Reviewing the Health services and programs delivered to school-aged youth, families and school complex staff. At minimum this will include:

Standard set of performance measures that evaluates:

- i. Type and number of COVID-19 related activities and services provided to school-aged children, families and staff
- ii. Number of school-aged children diagnosed with COVID-19 (i.e., positive SARS-CoV-2 test) and number of school-aged children initiating and completing COVID-19 vaccination.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

GOALS:

1. To develop and strengthen sustainable partnerships with all schools in the Leilehua/Mililani/Waiialua complex, specifically with the School Administrators and the UH School of Nursing Program in the schools: "Hawaii Keiki: Healthy and Ready to Learn in School".
2. To increase access to COVID-19 mitigation measures such as vaccination, screening and testing
3. To reduce SARS-CoV-2 transmission
4. To address health inequities
5. To decrease absenteeism related to COVID-19 illness

OBJECTIVES:

1. To provide COVID-19 testing and vaccinations to any school-age child, teacher, staff member and their families in need with parent/guardians' consent in the Leilehua/Mililani/Waiialua School Complex.
2. To provide health screenings for all school aged children receiving COVID-19 testing and/or vaccinations for the following:
 - a. Other viruses besides COVID-19, such as flu, strep
 - b. Depression/Anxiety and/or any other Behavioral Health problem
 - c. Chronic Disease such as Diabetes, Obesity, Hypertension
 - d. Vision/Hearing/Dental
 - e. Other deterrents to health contributing to health inequities such as food and housing insecurity, family financial concerns, or transportation issues

3. To connect children (and their families) to any health and social service identified by screening to Wahiawa Health and/or other agencies, as appropriate

PERFORMANCE MEASURES:

Reviewing the Health services and programs delivered to school-aged youth, families and school complex staff. At minimum this will include:

Standard set of performance measures that evaluates:

1. Type and number of COVID-19 related activities and services provided to school-aged children, families and staff
2. Number of school-aged children diagnosed with COVID-19 (i.e., positive SARS-CoV-2 test) and number of school-aged children initiating and completing COVID-19 vaccination.
3. Number of school-age youth served by Wahiawa Health
4. Type of COVID-19 related activities and services provided to school-aged children and families and Department of Education Staff by Wahiawa Health
5. Number of COVID-19 related activities and services provided to school-aged children and families and Department of Education Staff by Wahiawa Health
6. Number of school-aged children diagnosed with COVID-19 (i.e., positive SARS-CoV-2 test), by Wahiawa Health
7. Number of school-aged children initiating COVID-19 vaccination, by Wahiawa Health
8. Number of school-aged children completing COVID-19 vaccination, by Wahiawa Health
9. Number of Department of Education Staff initiating, completing COVID-19 vaccination, by Wahiawa Health (includes booster vaccination)
10. Student and Staff Absenteeism rates pre- covid 2019, during covid 2020-2021, prior to start of program, start of the program, during the school year: quarter 1, quarter 2, quarter 3 and quarter 4.
11. Schools served by Wahiawa Health with name, full address, type (elementary, middle/intermediate, high school)
12. Number of students enrolled in or served by Wahiawa Health on-site school health program and listed by school
13. Provide success stories, lessons learned, barriers, and innovations to activities, services, and programs.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)

SEE ATTACHMENT C: Budget Request Pages 6-10

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$352,464	\$352,464	\$352,464	\$352,464	\$1,409,854

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
 - a. CDC/DOH/DOE School Health Program (through October 2022)
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
 - a. N/A
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.
 - a. See list on page 10 of Attachment C: Budget Request Pages 6-10
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.
 - a. \$1,030,323.46

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for

providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

See Attachment D: Wahiawā Health’s Key Management Staff CVs:

- Chief Operations Officer and Pharmacy Director: Ku’upua “Pua” Akana, PharmD, BC-ACP
 - Pua has worked with health center school-based programs on an advisory capacity as a clinical pharmacist. Pua has also been the project lead for several community health programs that aim to reduce health inequities and increase COVID-19 vaccination rates in underserved communities. Please refer to Pua’s CV for the examples of grant-funded programs that she has authored, co-authored, supervised, trained support staff and provided administrative direction.
- Chief Medical Officer: William “Paul” Berg, MD
 - Dr. Berg has worked with schools specifically targeting high risk youths, addressing high rates of STDs. He has also created programs for teenagers advocating for health behaviors and access to health care via telehealth.
- Chief Executive Officer: Bev Harbin
 - Bev has years of experience in community organizing and running grant-funded programs
- Accountant: Becky Hadaway
 - Since coming to Wahiawa Health 2021, Becky has managed all financial aspects of all grant-funded programs.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Wahiawā Health will be utilizing existing space at 302 California Ave, Suites 214 and 217. Suite 214 is designated as the Behavioral Health (BH) Suite. Many of the BH appointments have transitioned to telehealth with the providers working from home. This has allowed for longer working hours and more patient appointments since there is no commute for the providers. Many of the patients prefer telehealth out of convenience. There are some patients that need face-to-face appointments – hence the office space.

Suite 217 is used as a call center with other office space for support staff. This can be repurposed for staffing from the newly proposed “School Health Program”.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request. The School Partnership.

The School Health Partnership Program will require an integrative health care team to provide health services and programs to school-aged youth and families to increase access to COVID-19 mitigation measures in the Wahiawa/Waiialua/Mililani School complex area. This School Health Partnership program will be an extension of clinical operations at Wahiawa Health. Administrative direction will be provided by the Chief Executive Officer (CEO), Chief Medical Officer (CMO) and the Chief Operations Officer (COO). The School Partnership Program Project Officer works closely with the Chief Executive Officer (CEO) and Chief Medical Officer (CEO) and Chief Operations Officer (COO) to ensure an effective and high-quality school health partnership program and delivery of care. The Chief Medical Officer will oversee the family medicine physician and clinical psychologist. The Chief Operations Officer Operations will work closely with the project officer and oversee the pharmacist, COVID-19 vaccine and testing coordinator, medical assistants, pharmacy technicians, medical social worker and community health worker.

SEE ATTACHMENT E: JOB DESCRIPTIONS

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

SEE ATTACHMENT F: Organizational Chart

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Chief Executive Officer- \$180,000

Chief Medical Officer- \$289,0000
Chief Operations- \$190,0000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Wahiawā Health filed a breach of contract lawsuit against a former employee which went into arbitration. The arbitrator awarded Wahiawā Health \$350,000.00 including attorney's fees. The judgement has been filed in the circuit court.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Wahiawā Health is a Federally Qualified Health Center licensed and certified by Health Resources and Services Administration (HRSA) through the federal government.

In addition, all providers are fully licensed and in good-standing with their affiliated professional organizations and the State's licensing oversight offices (DCCA and DOH).

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

a. N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

Throughout this grant application, the "School Health Program" has been mentioned which is being funded through CDC in partnership with the Hawai'i State Department of Health and Department of Education. Wahiawā Health has not yet received the funds

promised and retroactive for grant period: Nov 2021 – Oct 2022. Final negotiations are currently wrapping up. Not only are these funds scheduled for payment very soon, but the following grant year (Nov 2022 – Oct 2021) has also been promised. Each year, these funds total \$300,000.00. This is not nearly enough for Wahiawā Health to meet the goals, objectives and aggressive timeline as described in this proposal – in line with the State’s priority to increase access to COVID-19 mitigation measures such as vaccination, screening and testing; reduce SARS-CoV-2 transmission; and address health inequities. The proposal to supplement the insufficient funds set to be provided by CDC/DOH/DOE. The most significant concern is that the Wahiawā Health service area – also described in this grant application as “Leilehua/Mililani/Waiialua School Complex” needs substantial help. Only NINE PERCENT of all keiki in this service have been seen by Wahiawā Health. At this point in the pandemic in the State’s COVID-19 response, Wahiawā Health is not capable of meeting the community’s needs for COVID-19 testing, vaccinations, education around mitigating the spread of COVID-19, treating active COVID-19 cases, addressing all health disparities and inequities – AND, addressing all medical and behavioral health issues that our keiki are experiencing today, as a result of shut-downs, isolation, and quarantines.

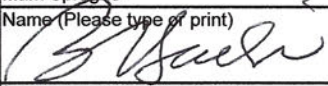
It is imperative that Wahiawā Health continue to write grants and look for opportunities for funding to provide services so desperately needed in Central O’ahu and North Shore regardless of our state’s support.

The reason is morally simple - Wahiawā Health is the only source of comprehensive medical, behavioral health and enabling services in Central O’ahu and North Shore. Now, more than ever, is the time for support.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Wahiawa Center for Community Health

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	1,115,182	0	0	0
2. Payroll Taxes & Assessments	156,125	0	0	0
3. Fringe Benefits	66,911	0	0	0
TOTAL PERSONNEL COST	1,338,218			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	34,538	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	6,801	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	7,247	0	0	0
7. Telecommunication	2,003	0	0	0
8. Utilities	1,047	0	0	0
9				
10				
11				
12				
13				
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20				
TOTAL OTHER CURRENT EXPENSES	51,636			
C. EQUIPMENT PURCHASES	20,000			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	1,409,854			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,409,854	Mark Sprague	808-591-0000	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/20/2022	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	1,409,854	Bev Harbin, CEO	Name and Title (Please type or print)	

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: Wahiawa Center for Community Health

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
PROJECT MANAGER	1.00	\$80,110.00	100.00%	\$ 80,110.00
PHARMACIST	1.00	\$134,992.00	100.00%	\$ 134,992.00
Lead COVID-19 Support Pharm Tech	1.00	\$48,000.00	100.00%	\$48,000.00
PHARMACY TECH	1.00	\$37,440.00	100.00%	\$ 37,440.00
PSYCHOLOGIST	1.00	\$108,140.00	100.00%	\$ 108,140.00
PHYSICIAN FAMILY MEDICINE	1.00	\$239,990.40	100.00%	\$ 239,990.40
PATIENT SERVICES REPRESENTATIVE (PSR)	3.00	\$106,080.00	100.00%	\$ 106,080.00
MSW, CARE COORDINATOR	1.00	\$74,390.00	100.00%	\$ 74,390.00
COMMUNITY HEALTH WORKER	1.00	\$35,000.00	100.00%	\$ 35,000.00
MEDICAL ASSISTANTS	3.00	\$131,040.00	100.00%	\$ 131,040.00
CMO	0.25	\$289,993.60	25.00%	\$ 72,498.40
COO	0.25	\$190,008.00	25.00%	\$ 47,502.00
				\$ -
				\$ -
TOTAL:				1,115,182.80
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Wahiawa Center for Community Hea

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
MED PODS	2	\$10,000.00	\$ 20,000.00	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

Med Pods will allow for remote visits (at schools) to connect to home office systems and staff

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Wahiawa Center for Community Health

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Wahiawa Center for Community Health

Contracts Total: 4,151,623

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Grants-in-Aid (GIA)	1/1/2021 - 12/31/2021	City & County of Honolulu	Honolulu County	\$ 125,000.00
2	Telehealth Expansion Grant	12/1/2020 - 12/31/2021	Centene & NACHC	Federal	\$ 150,000.00
3	Medication Therapy and Management	1/1/2021 - 12/31/2021	Direct Relief & BD	Private	\$ 149,975.00
4	1815 Diabetes and Hypertension Mgmt	6/30/2020 - 6/29/2021	CDC & HPCA	Federal & State	\$ 26,000.00
5	COVID-19 Response	4/29/2020 - 7/28/2020	Hawaii Community Foundation	Private	\$ 100,000.00
6	CARES Act	3/1/2020 - 12/30/2020	HPCA	Federal	\$ 750,000.00
7	ARPA	7/1/2021 - 6/30/2023	HRSA	Federal	\$ 1,107,250.00
8	School Health Program	11/1/2021 - 10/31/2022	HPCA, DOE, DOH	State	\$ 300,000.00
9	ECT	7/1/2020 - 6/30/2021	HRSA	Federal	\$ 167,929.00
10	Comprehensive Primary Care Services	7/1/2019 - 6/30/2021	State, Family Health Services Div	State	\$ 156,669.00
11	PPP	4/7/2020	SBA	Federal	\$ 318,800.00
12	Telehealth Support	1/1/2020 - 12/31/2020	HMSA	Private	\$ 100,000.00
13	WH Medical Building Renovation	2017 - 2020	State, Accounting and General Srvs.	State	\$ 700,000.00
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Ku'upua Akana, PharmD, BC-ACP

47-252 Ahuimanu Rd, Kaneohe, HI 96744
pakana@wahiawahealth.org – Cell: (808) 333-9290

EDUCATION

PharmD	University of Hawaii at Hilo Doctor of Pharmacy Daniel K Inouye College of Pharmacy	May 2011
	Old Dominion University, Norfolk, VA Major: Pre- Medical/ Dental/Pharmacy Sciences Track Science GPA: 3.75	May 2006
BS	Old Dominion University, Norfolk, VA Bachelor of Science Major: Dental Hygiene Minor: Business Management Magna Cum Laude	May 2003

LICENSURE AND CERTIFICATION

Board Certified Ambulatory Care Pharmacist (BC-ACP) Board of Pharmacy Specialties License- 6151039	2017
Pharmacist Hawaii Pharmacist License PH-3222	2011

EMPLOYMENT

Chief Operations and Pharmacy Officer <i>Wahiawa Center for Community Health</i> <i>Wahiawa, Hawaii</i> Provides leadership, day-to-day management and oversight of the organization's clinical, pharmacy and facilities operations. Assists the Chief Executive Officer (CEO) with implementation of the organization's plan, and quality programs. Provides direct oversight of organizational development, design and improvement to ensure that quality medical and pharmacy services are aligned with the mission, values and objectives of Wahiawa Health. Responsible for the overall operation, management, compliance and the strategic direction of Wahiawa Health 340 B Pharmacy. Plans, manages, organizes and coordinates 340 B pharmacy services for Wahiawa Health.	2021- Present
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**Ambulatory Care Clinical Pharmacy Manager
Clinical Pharmacist**

2012-2020

*Waianae Coast Comprehensive Health Center
Waianae, Hawaii*

Anticoagulation Clinic Manager- responsible for three anticoagulation clinics within the health center. Ensures annual compliance with Federal and State Statutory requirements, rules and regulation. Monitors and reviews prescribed medication therapy for inappropriate doses, possible adverse drug reactions, and adherence concerns.

Evaluates and documents clinical responses to therapy including adverse reactions and efficacy. Collaborates with prescribers, interdisciplinary care teams, patients and/or caregivers to identify and develop patient-specific disease state therapy goals. Coordinates medication reconciliation across the continuum of care by providing comprehensive reviews, addressing adherence concerns, assisting with patient education and monitoring clinical outcomes to help prevent unnecessary readmissions, gaps in care and adverse drug reaction. Served as a Drug Information specialist in the Primary Clinic Setting. Provided medication therapy management for a variety of chronic diseases including but not limited to, Atrial Fibrillation, Asthma, Hypertension, COPD, Hyperlipidemia, Heart Failure and Diabetes. Performed patient-centered medication adherence monitoring to help patients identify barriers with adherence and develop solutions to overcome those barriers. Orders appropriate laboratory tests necessary to monitor and support patients drug therapy based on established protocols. Analyzed laboratory test data to modify drug therapy and dosing as necessary. Recommended medications, including initiation, continuation, discontinuation to improve medication related outcomes.

Outpatient 340-B Staff Pharmacist

2011-2012

*Waianae Coast Comprehensive Health Center
Waianae, Hawaii*

Collaborated with colleagues, technicians and leading pharmacists in effective prioritization and filling of orders. Educated patients on possible drug interactions, potential side effects and optimal methods of administration. Developed network of medical professionals whose referrals led to increase of prescriptions. Reviewed patient medication profiles and medical records to screen for appropriate drug selection, dosing, contraindications, side effects and therapeutic outcomes. Verified safety and accuracy of physician orders. Verified patient data and billing information to discover and resolve erroneous bills due to system errors. Interpreted prescriptions from healthcare providers to properly dispense medications and health products. Evaluated appropriateness of drug therapy based on patient-specific factors and drug information. Achieved and maintained top customer satisfaction and retention by cultivating productive relationships with patients. Verified safety and efficacy of medication usage by reporting adverse drug effects, medication errors and other quality issues. Ensured compliance with strict health, industry and organizational regulations. Assisted patients with over-the-counter medication recommendations and responded to questions concerning drug interactions.

ACCOMPLISHMENTS

- Vaccination Capacity Grant Program, Grant Writer, Project lead** 2021
Project Summary: Expanded community-based efforts to reduce barriers to COVID-19 vaccination.
Organization: *Hawaii Community Foundation*
- Kaiser Safety Net Vaccine Equity Initiative, Grant Writer, Project lead** 2021
Project Summary: COVID -19 vaccination outreach program to increase equitable access to the COVID-19 vaccine in our most vulnerable populations.
Organization: *Kaiser Foundation and Hawaii Primary Care Foundation*
- Wahiawa Health Pharmacy Capacity Grant, Co-author, Project lead** 2021
Project Summary: Pilot mobile pharmacy program that aims to increase medication adherence for vulnerable patients whose chronic health conditions have been exacerbated during the COVID-19 pandemic. Our mobile pharmacy team will provide comprehensive medication management and free medication delivery.
Organization: *Hawaii Community Foundation*
- Medication Therapy Management Grant, Co-author , Project lead** 2020
Project Summary: Innovative model of care that addresses Type 2 Diabetes and Hypertension in our community. Our integrated care team includes a Pharmacist, Pharmacy Technician and Community Health Worker. This team utilizes telehealth services, mobile outreach van, and a Community Health Worker to provide more individualized, culturally sensitive care that addresses the social determinants of health to improve medication adherence.
Organization: *BD Helping Build Healthy Community and Direct Relief*
- Project Lead, WCCHC Anticoagulation Clinic** 2013
Project Title: Establishment of Pharmacist managed Anticoagulation Clinic to improve Medication Safety.
Project Summary: Developed business plan and collaborated with physician's and medical administration to write clinical pharmacy service protocols. Implemented Point-of- Care Testing INR Program. Performed Quality Control Study to evaluate Point of Care Testing Meter in comparison to Laboratory testing.
Organization: *Waianae Coast Comprehensive Health Center (WCCHC)*

HRSAs Patient Safety and Clinical Pharmacy Services Collaborative, Project Lead – Waianae Coast Comprehensive Health Center 2012
Project Summary: Patient- centered services that promote the appropriate Selection and Utilization of medications to optimize individualized therapeutic Outcomes.
Project Activities: Medication Access, Patient counseling, Preventive care programs, Drug information services to patients, Medication Reconciliation Services, Provider Education, Retrospective Drug Utilization Review, Medication Therapy Management, Disease State Management, Prospective Chart Review and Provider Consultation
Organization: U.S. Department of Health and Human Services Administration

Principle Investigator, Project Lead, Grant Writer 2011
Project Title: Expanding the Role of the Pharmacist to improve: Hemoglobin A1c, Blood pressure, Hyperlipidemia and medication Safety.
Project Summary: Evaluation of expanded pharmaceutical services will increase the amount of current diabetic patients receiving regular A1c, cholesterol, and blood pressure readings, Foot checks, Influenza and pneumococcal vaccinations and Diabetes self-management education.
Organization: *American Pharmacist Association*

Principle Investigator, Project Lead, Grant Writer 2011
Project Title: Multidisciplinary Team Approach to Improve Outcomes in Native Hawaiians with Type 2 Diabetes.
Project Summary: Expanding the role of the pharmacist to improve the following measurable outcomes: Safe Reduction in A1c, Lipid Reduction and Blood Pressure Control.
Organization: *Office of Hawaiian Affairs*

HONORS AND AWARDS

Pharmacist of the Year 2018
Hawaii Pharmacist Association

Integrated Medication Management Award Nominee- Honorary Finalist 2014
HRSA – Patient Safety and Clinical Pharmacy Services Collaborative

Young Distinguished Pharmacist of the Year 2012
Hawaii Pharmacist Association

Walgreens Pharmacy Scholarship 2008-2010

Who's Who is Americas Colleges 2003
Acknowledged as one of the top college graduates in 2003

Gene Hirschfeld Dental Hygiene Scholarship 2001
Selected as one of the recipients of a partial scholarship for
Old Dominion University School of Dental Hygiene Program

PROFESSIONAL MEMBERSHIPS

American Association of Health Systems Pharmacists 2013

American Pharmacist Association 2011

REFERENCES

Dr. Debbie Atkinson, MD

Family Medicine Physician

Phone: 808-745-9282

Dr. Stephen Bradley MD

Chief Medical Officer

Waianae Coast Comprehensive Health Center

Phone: 808-561-5764

Email: sbradley@wcchc.com

Dr. Ken Thourson, MD

Nanakuli Clinic Director

Family Medicine Physician – Retired

Waianae Coast Comprehensive Health Center

Phone: 808-277-5684

WILLIAM PAUL BERG, M.D.

1683 S Landview Dr • Saratoga Springs, UT • 808482-5767 • wberg@wahiawahealth.org

EDUCATION

University of Texas - Houston, Houston, Texas

Family and Community Medicine Residency, July 2013 – 2016

- Concentration in Community Medicine, with elective emphasis in dermatology and procedures
- QI project/research on new digital method of enhancing resident education and collegial interaction. Research submitted to NAPCRG and presented at 2015 annual conference.

Ross University School of Medicine, Dominica, West Indies

Medical Doctorate, M.D., May 2013

GPA 3.4

Arizona State University, Tempe, Arizona

Bachelor of Arts, Interdisciplinary Studies; Concentrations: Family Studies & Biology, May 2009

GPA 3.5

- Dean's List, graduated Cum Laude

EXPERIENCE

Wahiawa Health – Wahiawa, HI (Non-Profit FQHC Look Alike Organization)

Chief Medical Officer/ Primary Care Physician, April 2021 – Present

- Provide oversight of providers care quality and compliance while improving work life satisfaction
- Lead the Quality Improvement department planning, implementation, and reporting

Revere Health – Eagle Mountain, UT (For Profit Community Care / NextGen Medicare Organization)

Urgent/ Primary Care Physician, July 2020 – October 2021

- Physician owned and operated clinic. Acting as both an urgent and primary care physician.
- Provide Physician Assistant chart review and care collaboration for 5 mid-level providers.

Puna Community Medical Center – Pahoehoe, HI (Non-Profit FQHC Organization)

Urgent/ Primary Care Physician, July 2018 – June 2020

- Provided Physician Assistant chart review and care collaboration.
- Taught Family Medicine residents in the clinic setting as attending

Ho'ola Lahui Health Center – Kapa'ala, HI (Non-Profit FQHC Organization)

Primary Care Physician, July 2017 – July 2018

- Provided Physician Assistant chart review and care collaboration.

TeleHealth-HI – Kapolei & Hilo, HI

TeleHealth Urgent Care Physician/ Owner, Sept 2017 – June 2020

Waianae Coast Comprehensive Health Center – Waianae, HI (Non-Profit FQHC Organization)

Primary Care Physician, July 2016 – July 2017

TRAINING, VOLUNTEER WORK, AND AWARDS

TRAINING

- Certified in ACLS, BLS, Suboxone Certified

VOLUNTEER WORK

- Creator, founder, president of GuerillaRoots, 501©3 Corp., non-profit organization 2007 – 2009
- Boy Scouts of America: Cub Scout Master 2007 - 2008, Boy Scout Master 2008 – 2009, 2012 - 2013
- Served a two year mission for the LDS Church January 2003 – December 2004

AWARDS

- Family Medicine Resident Award for Scholarship (AFMRD / NAPCRG) 2015
- District Service Leadership Award / Spark Plug Leadership Award (Boy Scouts of America), 2009 / 2008
- Eagle Scout Award, 2000

BEVERLY WOLFF HARBIN

PROFESSIONAL CREDENTIALS

The Wahiawa Center for Community Health (WCCH). January 1, 2016 – present.

The Wahiawa Center for Community Health (WCCH). September, 2011 – December 31, 2015. Contracted consultant with WCCH to complete community health needs assessments; completed designation for MUP and pending HPSA; worked with board of directors and executive team to develop the process to becoming a community health center; oversee administrative consultants for board support, accounting, grant writing; outreach to healthcare industry for financial, data and other support. Provided all other needs of board of directors including various trainings. Ongoing work with local provider for transfer of medical practices. Assisted committees of the board such as government affairs, executive committee, cultural competence and finance committee. Collaborate with board in ongoing community outreach to communicate growth of the WCCH to community and political leaders. All other work as required to complete the opening of a community health center.

FACE HRSA Grant Application and Implementation. March, 2011 coordinated the development and concept of a HRSA grant application to compete for a federal HRSA grant to study the feasibility of a Community Health Center in Wahiawa. Coordinated with a grant writer and submitted formal grant application in May, 2011, which included timeline, method of collection of data and process of completing community input and organizing. Grant awarded to FACE in September, 2011.

September, 2011 – August, 2012: Coordinated and completed required HRSA grant community organizing, focus groups and health assessment/needs surveys. Assisted the community with developing the first annual Wellness Event, as part of the grant requirements for a public community health forum.

Responsible for all HRSA fund disbursements for grant period as the Project Coordinator. Obtained additional private funds to expand public outreach. Responsible for all HRSA and PMS financial and other required quarterly and final reports.

FACE (Faith Action for Community Equity). 2007 – 2013 -. FACE State-wide Healthcare Coordinator. Worked to create a collaborative relationship with the network of Community Health Centers Hawaii, the inter-faith community, other community organizations and public housing to provide social justice in health care, affordable/workforce housing, and foreclosures.

Assisting FACE in developing funding and grants for the Maui and Oahu Branches. Assisting in development and advocacy of healthcare issues on all islands

including State FACE issues and presentations to the health care committees as needed on all islands.

Community Organizer, OH-NO (Ohana Housing Network, Oahu). 2007 to 2011. Community organizer with a focus of Preservation of existing City and County affordable housing Projects.

Coordinated and organized affordable housing buildings and tenants in the City and County of Honolulu Affordable Housing Portfolio for preservation and affordability in perpetuity. Further completed research in identifying other HUD Project based housings projects that will require assistance to keep affordability in perpetuity.

Successfully coordinated in the drafting and passing of a City and County Resolution to develop a City Policy what will include the residents and tenant organizations in the decision making process of the eventual sale of the City and County of Honolulu Housing Portfolio. Resolution identifies the profile of any proposed purchaser. This policy and resolution will mandate that the Office of the Mayor include the tenant organization in the process of selection, criteria, and tenant participation in repair, rehabilitation and development.

Tenant Organizer, Kahuku Elderly Housing. 2007 to 2011. Successfully coordinated and assisted in protecting the HUD Section 8 based funding for a 64 elderly/disabled project in Kahuku Hawaii in 2008. Worked Pro Bono for tenant organization to assist elderly in tenant rights due to an impending sale of the property to a for-profit entity. Coordinating sale protections for elders with office of Honolulu Mayor Peter Carlisle, Office of Community Services, City and County Housing Office and City Council member Ernie Martin and new purchaser to protect rights of elder residents.

FACE (Faith Action for Community Equity). Independent contractor to FACE on issues of Affordable Housing and Healthcare in the State of Hawaii. Work directly with Executive Director in education of members, creation of a Healthcare Summit and issues in healthcare that FACE undertook as action items for 2007 – 2009. Wrote legislative bills and coordinated testimony and passage of bills to protect healthcare in Hawaii. Coordinator and the Hawaii contact for HCAN, Healthcare for American Now!

House of Representatives, State of Hawaii: 2006. Appointed by Governor Linda Lingle to fill a one term vacancy as a member of the State House of Representatives. Represented the district of Honolulu, Downtown/Chinatown/Sheridan/Lower Kalihi/Kakaako.

Voyager Schools. Board member for the Voyager Charter School in Kaka'ako.

Prepaid Health Care Council. Appointed to the State Department of Labor and Industrial Relations Department (DLIR), Prepaid Health Care Council. Responsibilities

to review and approve prepaid health care policy changes and make approval/disapproval recommendations to the Director of DLIR

William S. Richardson School of Law, University of Hawaii at Manoa. Independent contractor to the Hawaii Procurement Institute (HPI) located at the School of Law. Working directly with Professor Danielle Conway-Jones to develop the HPI and the State of Hawaii as a one-of-a-kind program that is geared for providing instruction and programs focusing on the study and teaching of the policies and practices of state, federal and international procurement law. Developed and executed a 3-day conference on prevailing wage standards with the Federal Department of Labor and the HPI.

Hawaii Independent Physicians Association (HIPA): Assist 800 small business, independent physicians state wide with issues relating to the business of the delivery of health care, relations with health plans, patient involvement with health plans and other aspects of doing business in the State of Hawaii. Developed and coordinated an in depth survey of physicians regarding reimbursement, government affairs, and impacts of doing business in the State of Hawaii.

The Chamber of Commerce of Hawaii. An Independent contractor to the Chamber of Commerce of Hawaii from August 2000 – August 2005. Responsibilities to develop, coordinate and support the Small Business Council of the Chamber. Also review all pending legislation as it affects small business. Draft, coordinate and present testimony to legislature. Develop educational forums for small business community to understand issues that relate to their businesses. The specific areas of concern are Health Care (costs and benefits), workers' compensation, Regulatory Barriers, Tort Reform.

Coordinate with other councils and committees in the Chamber. Work with outside agencies such as the Military, Department of Defense. Worked with the Western Region of the Department of Defense for Small Business Advocacy to offer more opportunities for Federal contracts to Local Hawaii small businesses.

Participated on two working groups with the Hawaii Uninsured Project, funded by Robert Wood Johnson and the Federal Department of Health. Focus was to address the working uninsured such as the part-time employee and the independent contractors and the Prepaid Health Care Act.

PROJECT JOBS (Join Our Business Success): Created and managed the Business Retention and Expansion Program, (PROJECT JOBS). Program which is housed in the Foundation of the Chamber of Commerce. Responsibilities included grant proposals, contract negotiations with consultants, development of business survey, development of business support group, development of outreach and coordination with workforce development agencies and additional funding.

Established and managed Hon/Hawaii Auto Repairs in Aiea and Kakaako. Hon/Hawaii was the largest independent auto repair facility in the State of Hawaii from

1990 to June, 2001. Managed 22 employees at 2 locations with sales in excess of 1.5 million. Negotiated and made all decisions on expenses, human resources, financial analysis, IT, operations and marketing.

Established and owned Express Auto Imports, an automobile brokerage company. In 1983 to 1988 imported European Automobiles to Hawaii. Also worked with Auto Brokers in Florida, Texas, New York, and Canada for the import of Japanese Autos from Guam. Represented brokers in establishing Letters of Credit with First Hawaiian Bank in Hawaii and Guam. Coordinated the purchase price, shipping instructions and financial disbursements of Toyota, Honda and Suzuki automobiles from Guam to United States. Purchases were usually a minimum of \$50 million.

Horsemanship. Worked with and trained horses from 1956 to 1990. While this was always a hobby, in 1988 to 1990 began to professionally train horses for owners. Also worked with The Women's and Children's Counseling Center, and its Director Dr. Katrina Digman, PHD. In this capacity worked with handicapped children and abused women in coordination with horse therapy for mental and physical confidence building. This was a pilot program in the State of Hawaii for horse therapy for women and children.

Past President & Board Member, Kaka'ako Improvement Association (KIA). Worked closely with Hawaii Community Development Authority (HCDA) in considering community concerns relating to decisions that affect Kakaako; most recently notably the development of the Makai Area, and the infrastructure improvements throughout Kakaako on both Mauka and Makai. In this capacity for three years, worked with major landowners in overall development and business concerns.

Worked with President Evan Dobbelle, University of Hawaii and Dean Ed Cadman, Dean of the UH Medical School regarding a move of the Medical School to Kakaako and develop a Bio Tech park and Medical School Complex. Assisted in obtaining \$150 Million in public funds from the 2001 Legislature.

Worked with Kajima, USA and the Hawaii Community Development Agency to coordinate community support and input for the Kewalo Marine Science Center at Kakaako.

Past President, Hawaii Auto Repair & Gasoline Dealers Association (HARGD). From 1997 to September, 2001 as the President, represented and testified on behalf of the association members at the state legislature on issues that affects the trade. Presently coordinating a legislative interim study group comprised of the Department of Defense, Hawaii, Defense Logistics Agency, State of Hawaii Department of Health and the automotive industry to try to resolve a used oil and tires issue in our state. This was by direction of the Chair of the Environmental Committee of the State House, Representative Hermina Morita.

In 1998 to 1999, case managed then Texaco Dealers (now ARCO) in negotiations regarding sale of divested assets to USRP. Employed by the Law firm of Brooks, Tom, Miller and Porter. In this contract dealt with communications with clients, news media and assisted in strategic planning of lawsuit. Represented dealers in a 3-day mediation with Texaco to resolve dealers concerns with the loss of PMPA and HRS Chapter 486H rights. Further dealt with the Attorney General on issues of the consent agreement for divestiture of the assets and the financial impact on the dealers as small businesses. Did financial analysis of project losses of the dealers businesses good will, investment and future earnings for settlement purposes.

First Vice-President & Membership Committee Chair, The Outdoor Circle. Member of the board for 8 years. The Outdoor Circle is a 90-year-old organization formed to protect the green open spaces of Hawaii and the control of the visual environment.

Created the Small Business Economic Revival Force (SBER), which successfully formed a liaison among legislators, the state administration and small-business owners to address concerns of the small-business community in the introduction and progress of pertinent legislation. Established a communications network to keep business owners involved and solicit their input.

Created and leads the Eye on Makai community-planning group, made up of Kakaako residents and business owners, concerned groups and citizens statewide and other interested parties to establish a community-based advisory body to help form a responsible body of thinking for the development of the Makai Area.

PAST LEGAL EXPERIENCES

Law office of Ronald Endrizal. Was the office manager, Para legal and case manager of cases from 1968 to 1982. Areas of law included, Family Law, Bankruptcy, and Plaintiff litigation. Did child and women advocacy in Family Court.

Also worked with community issues such as fundraising and case managing environmental lawsuits on the H-3 Freeway and the Kalaniana'ole Highway expansion. Dealt with City and County Development plans and represented East Honolulu on development control issues.

Worked as independent contractor in case management with numerous Hawaii attorneys in cases which required mediation, arbitration, wrongful death civil law suit settlement and class action settlements.

PERSONAL INFORMATION

Born and raised in Honolulu. Member of a three-generation family with strong political, business, social justice and historical roots. Graduated from Kalani High School in 1962 and the University of Hawaii.. Areas of Study: Political Science, Hawaiian Studies,

Western Religion Studies and Environmental Studies/Law. Graduated from the University of Hawaii at Hilo. Graduated with an Arts & Science degree in Political Science and Women's Studies.

Married to Earl C. Harbin.

- Supervise A/P Specialist and additional payroll of 20+ corporate administrative employees.
- Manage billing to hospitals for surgical hospitalist coverage, according to each contract.
- Prepare month-end journal entries and subsequent balance sheet reconciliations.
- Assist in interim and year-end audit.

April 2010-November 2012

Self-employed

Healthcare Management, Billing & Bookkeeping Services

- Compounding Pharmacy: Manage all A/R and A/P transactions, perform all coding and billing of Medicare DME, prepare monthly Income & Expense reports, periodic cost analysis and review of procedures to ensure maximum profit to business.
- Private Practice OB/GYN: Perform all coding and billing functions, assist in training/educating the new office manager, extensive clean-up of old A/R and establishment of sound billing and collection processes to prevent lost revenue. Assist in reviewing fee schedules during the contracting/recredentialing process to ensure maximum reimbursement.
- Surgical Hospitalists Group: Perform payroll for 40+ practitioners, regular auditing of benefits and deductions for accuracy, new employee set-up in payroll, some light bookkeeping as needed, tracking of shifts worked by all practitioners at multiple locations.

December 2008-March 2011

John E. Hendry, MD OB/GYN

Practice/Billing manager

(retired Jan 2011)

- Perform all necessary contracting, licensing and credentialing changes necessary to transition this physician from a group practice to a solo private practice
- Manage and perform billing functions, both for the current practice AR and the previous group practice AR, to ensure accuracy, timeliness and maximum reimbursement
- Responsible to prepare deposits and monthly reports, as well as working closely with the accounting firm and providing data for financial analysis and tax purposes
- Educate and work closely with office staff to prevent billing errors, bad debts and reimbursement delays
- Oversee accounts payable, payroll and HR matters

Aug 1997-April 2008

Women's Health Care Consultants Medical Group

Practice Administrator

- Manage all A/P and A/R, prepare and review financial reports monthly
- Perform all banking-related tasks, including daily deposits and monthly reconciliation
- Perform all HR functions, including payroll, employee benefits and taxes

- Oversee billing functions to help ensure coding accuracy and maximum reimbursement
- Manage all credentialing and contracting matters

EDUCATION

American River College - Accounting & Business Mathematics

AREAS OF EXPERTISE:

- Multi-State Payroll
- General Ledger
- Accounts Receivable/Accounts Payable
- Prepare Month-end Journal Entries and Balance Sheet Reconciliations
- Software & Process Implementations, Software Conversions, and Software Integration
- Management/Supervision
- Preparing Financial Statements & Reports
- Fixed Assets and Depreciation Schedules
- Medical Billing up to ICD10
- Collections
- Assist with Year-end Independent Audit Preparation
- Work closely with CPA/Controller/CFO, HR

INDUSTRY LINES:

- Healthcare, Education, Banking, Restaurant, Retail, Non-Profit

COMPUTER APPLICATIONS:

- Accounting
 - Microsoft Dynamics Great Plains (GP)
 - QuickBooks Enterprise
 - Client Bookkeeping Solutions (Thompson & Reuters)
 - Sage100/Mas90
 - Sage Intacct
 - MIP Fund
 - Sage 50
- Payroll:
 - ADP Workforce Now
 - RUN (by ADP)
 - Paylocity

- Paychex
- QuickBooks Enterprise
- Client Bookkeeping Solutions
- ProService

- Medical Billing/EHR:
 - Centricity
 - Versyss
 - Antrim
 - PC Ace



Job Title:	PHARMACY TECHNICAN – COVID-19 Testing and Vaccine Support Coordinator
Supervisor:	Chief Operations Officer
Exempt Status:	Non-Exempt
Location:	Suite 106, 208, 214, 217
Patient Centered Medical Home (PCMH)	Wahiawā Health is committed to ensuring the delivery of quality care through continuous evidence-based improvements. The Patient Centered Medical Home (PCMH) model standards, a nationally recognized evidence-based model for quality improvement and quality care, are used to demonstrate quality at WH. All employees are a part of PCMH and are required to actively participate in quality initiatives, including trainings and evaluation projects. Employees are expected to demonstrate and promote team-based and patient centered interactions with other staff members and patients/members/clients.

Job Summary

COVID Support Coordinator will be responsible for coordinating and organizing all COVID-19 testing and vaccine events with the Project Manager and leadership team. This includes testing and vaccine event preparation, day of event oversight of COVID testing and vaccine registration and ensuring that all required documents are completed, insurance information is collected, documented into the EMR and results of any tests are documented and communicated to the appropriate provider in a timely manner and according to Wahiawa Health Procedures. COVID-19 Support Coordinator will assist the Pharmacist in operating the COVID testing and COVID vaccine clinics Wahiawa Health or at designated school sites in Wahiawa, Waiālua, Kunia or Mililani.

Duties and Responsibilities

Event Coordination

1. Works with Project Manager and Leadership in coordinating and staffing events
2. Orders all necessary supplies needed for the events
3. Coordinates and supervises set- up and breakdown of the event
4. Reviews staffing schedule to ensure that there are enough staff members onsite for each event
5. Arranges specimen transport to DLS laboratory when needed
6. Monitors inventory of supplies, including COVID vaccines and tests, PPE and other needed supplies
7. Prints all necessary registration forms, consent forms, vaccine fact sheet, V- Safe form and all other forms required by CD, DOH or other agency

Assist the Pharmacist in the following Operational Duties

COVID-19 Vaccinations

1. Order COVID-19 vaccines through the Department of Health and or the CDC.
2. Safely transport COVID-19 vaccines to all off-site COVID-19 vaccine clinics.
3. Monitor temperature of vaccines before, during and after COVID-19 vaccine clinics.



4. Keep a daily temperature log of all vaccines take from Wahiawa Health Pharmacy to offsite COVID-19 vaccines.
5. Report daily wastage of COVID-19 vaccines to the Department of Health and/or CDC.
6. Enter in all inventory received to Vaccine Administration System (VAMS) , Federal Health Partner Portal (VPOP) and Hawaii Health Partner Portal (HPOP).
7. Report weekly or bi-weekly to HRSA COVID-19 vaccine survey.

COVID-19 Testing

1. Orders COVID-19 rapid antigen tests from the Department of Health.
2. Safely transports rapid antigen tests and PCR tests to all off-site COVID-19 testing clinics.
3. Monitors temperature, storage and expiration of all rapid tests.

Registration Oversight

1. Ensures that all necessary consent forms are filled out and scanned into the EMR system
2. Ensures that insurance information is collected and scanned into the EMR system
3. Ensures that COVID-19 samples are properly labeled during registration for COVID-19 test
4. Coordinate and work closely with vaccine and testing team to input results and ensure that patient has appropriate follow up with the Family Medicine Physician, Clinical Psychologist or Social Worker

Reporting

1. Provide electronic laboratory reporting for COVID-19 to DOH and federal authorities as required by applicable laws and statues.
2. Reports all test results in Health Level 7 (HL7) format to be processed by the STATE's Electronic Communicable Disease Reporting System (ECDRS).
3. Comply with Section 18115 of the CARES Act with respect to reporting to the HHS Secretary results of tests intended to detect SARS-CoV-2 or diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at <https://www.hhs.gov/sites/default/files/covid-19-laboratory-datareporting-guidance.pdf>.
4. Ensures that all COVID-19 test results conducted on-site at a school should have a unique school-level identifier to be determined in collaboration with and approved by DOH.

Data Collection

Collects Key Metrics needed for Data Reporting:

1. Number of school-age youth served by participating FQHCs, by FQHC
2. Type of COVID-19 related activities and services provided to school-aged children and families, by FQHC
3. Number of COVID-19 related activities and services provided to school-aged children and families, by FQHC
4. Number of school-aged children diagnosed with COVID-19 (i.e., positive SARS-CoV-2 test), by FQHC
5. Number of school-aged children initiating COVID-19 vaccination,
6. Number of school-aged children completing COVID-19 vaccination
7. Schools served by FQHCs with name, full address, type (elementary, middle/intermediate, high school)



8. Number of students enrolled in or served by FQHC-administered on-site school health program, by school and by FQHC
9. Social Determinants of Health (SDOH)

Exempt or Non-Exempt

Non-Exempt

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Must be physically capable of standing and/or sitting for extended periods of time and physically capable of performing all services.

EDUCATION: Formal pharmacy technician program (i.e., technical, hospital, or retail-based program)

EXPERIENCE: Minimum of 1 years of full-time work experience as a pharmacy technician working with a pharmacist coordinating COVID- 19 testing and vaccine events overseeing registration and COVID- 19 testing orders. 1 or more years working as an assistant performing general office duties and scheduling appointments. 1 or more years' experience working at mobile vaccine or testing site

CERTIFICATION: Certified by the Pharmacy Technician Certification Board (PTCB). Basic Life Support (BLS) hands on course through American Heart Association.

OTHER REQUIREMENTS:

Must be physically capable of standing and/or sitting for extended periods of time and physically capable of performing all services. Must be able to lift and carry up to 10 pounds.

Must be organized and able to create reports using excel

Must be proficient in Microsoft Word and Excel

Attention and Focus: The ability to concentrate on a task over a period without being distracted

Customer Service Orientation: Actively look for ways to help people, and do so in a friendly manner
Notice and understand customers' reactions, and respond appropriately

Communication Skills: Use and understand verbal and written communication to interact with customers and colleagues

Actively listening: Give full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Mathematical Reasoning: The ability to use math to solve a problem.

•Problem Resolution: Is able to judge when something is wrong or is likely to go wrong; recognizing there is a problem and choosing the best course of action when faced with a complex situation with several available options

•Ability to effectively preserve sensitive and confidential patient information. While maintaining clear and professional boundaries with patients/community members.

•Ability to exhibit cultural sensitivity to people of various ethnic origins and socioeconomic backgrounds.



Job Title:	Patient Service Representative (PSR) - COVID Support
Supervisor:	Chief Operations Officer
Exempt Status:	Non-Exempt
Location:	Suites 106, 208, 214, 215, 216, 217

Patient Centered Medical Home (PCMH)	Wahiawā Health is committed to ensuring the delivery of quality care through continuous evidence-based improvements. The Patient Centered Medical Home (PCMH) model standards, a nationally recognized evidence-based model for quality improvement and quality care, are used to demonstrate quality at WH. All employees are a part of PCMH and are required to actively participate in quality initiatives, including trainings and evaluation projects. Employees are expected to demonstrate and promote team-based and patient centered interactions with other staff members and patients/members/clients.
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Job Summary

Under the direction of the Chief Operations Officer, School Partnership Project Manager and COVID Support Coordinator, the Patient Service Representative (PSR) helps to maintain efficient administrative workflow in the day-to-day activities of the health center or mobile clinic registration area. It involves many responsibilities from providing excellent customer service, collecting patient demographic information, verifying, and checking insurance and eligibility, coordinating mobile clinic COVID -19 testing and vaccine schedules. The PSR ensures the medical environment is welcoming, calm, and quiet for patients and their families. They provide compassionate service to patients while calmly managing patient communication, registering patients, answering telephones and scheduling appointments. Position requires the ability to work at Wahiawa Health Family Medicine or Pediatric Clinics, in the community or in a mobile office environment at outreach and school events.

Duties and Responsibilities

1. Creating a welcoming and positive environment in Wahiawa Health Clinics, mobile clinics or outreach event
2. Provides superior customer service to patients and associates in person, on the telephone, and via text-messaging and email.
3. Ability to multitask and critically think through daily workflow, appropriately prioritizing tasks at hand.
4. Answers multi-line phones and either directs the caller to the appropriate party or handles the caller's needs independently.
5. Greets patients upon arrival, signs them in and obtains insurance information and any other necessary data.



6. Provides patients with intake and new patient forms as well as copies of privacy policies and legally required documents
7. Enrolls patients into patient portal for continual communication.
8. Collects photo identification and insurance information
9. Documents photo identification and insurance information in the EMR
10. Registers patient for COVID-19 Test or Vaccine
11. Registers patient with Family Medicine Physician, Psychologist, Social Worker or Community Health Worker
12. Explains COVID testing and COVID vaccine procedures to young patients and their families in a reassuring way.
13. Assisting patients and their families to locate COVID vaccine and COVID testing areas
14. Provides patients with support and guidance as needed.
15. Follows up on no show appointments and mails patient letters.
16. Monitors and maintains PSRs inbox for daily messages and keeps number to a minimum.
17. Maintains clean, presentable, and safe/clutter free patient care reception area. Assures infection control practices are maintained in waiting room.
18. Continually work with clinical team to identify ways to provide efficient and effective care.
19. Other duties and responsibilities as assigned.
20. Actively participates in quality improvement, patient safety and risk management activities.
21. Demonstrates a cooperative team approach in activities
22. Continuously promotes and fosters an environment conducive to safety for patients and staff

Exempt or Non-Exempt

Non-Exempt

Minimum Qualifications

1. High school graduate or equivalent. A minimum of one year working in a medical office with knowledge of medical terminology and basic knowledge of common medications, insurance contracts, and billing procedures is preferred. Experience with an electronic medical record



preferred. CPR is required.

2. Able to communicate effectively with client population.
3. Understands medical terminology and commonly used medications
4. Understands vital sign ranges for all ages. Able to recognize emergency situations.
5. Able to communicate effectively with client population, health care team and community members.
6. Proficient in office software programs such as Microsoft Office, Word, Excel.
7. Ability to learn and use common healthcare software programs such as Athena (electronic medical record) and Azara (population health), and Health information exchange systems.
8. Ability to learn new systems and workflows.

Other Qualifications:

- Effectively preserve sensitive and confidential patient information. While maintaining clear and professional boundaries with patients/community members.
- Strong written and verbal communication skills.
- Excellent interpersonal, problem-solving, and organizational skills.
- Strong planning, organization, and time management skills.
- Effectively solve practical problems and deal with a variety of unique situations where only limited standardization exists.
- Exhibit cultural sensitivity to people of various ethnic origins and socioeconomic backgrounds.
- Preferably fluent in other languages of prevalent cultural groups in health center service area.



Job Title:	FAMILY MEDICINE PHYSICIAN SCHOOL HEALTH
Supervisor:	CHIEF MEDICAL OFFICER
Exempt Status:	Exempt
Location:	Suite 106, 208, 214, 217
Patient Centered Medical Home (PCMH)	Wahiawā Health is committed to ensuring the delivery of quality care through continuous evidence-based improvements. The Patient Centered Medical Home (PCMH) model standards, a nationally recognized evidence-based model for quality improvement and quality care, are used to demonstrate quality at WH. All employees are a part of PCMH and are required to actively participate in quality initiatives, including trainings and evaluation projects. Employees are expected to demonstrate and promote team-based and patient centered interactions with other staff members and patients/members/clients.

Job Summary

Family Medicine Physician will provide comprehensive medical services to school aged children, adolescents, teenagers, family, staff to help address the consequences of the pandemic. Services includes health promotion, disease prevention, health maintenance, counseling, patient education, diagnosis and treatment of acute and chronic illnesses. Supports the delivery of health services and programs to school-aged youth and families to increase access to COVID-19 mitigation measures. Including vaccination and testing, to reduce SARS-CoV-2 transmission and address health inequities.

Physician will effectively communicate with patients and encourage the role of the patient as a partner in health care. Physician will work in collaboration with School Health Partnership Project Officer, Clinical Psychologist, Medical Social Worker, Community Health Worker, Pharmacist, COVID-19 testing and vaccine coordinator, medical assistants and patient service representatives. Physician will help address COVID-19 mitigations strategies for a safe and healthy environment. This includes: Physical education and physical activity, social and emotional support, student and family wellness.

Duties and Responsibilities

- Reviews patient file/record, including allergies, problems, medications and immunization status.
- Elicits and records information about patient's medical history.
- Examines patients for symptoms or physical information.
- Orders or executes various tests, analyses and diagnostic images to provide information on patient's condition.
- Analyzes reports and findings of tests and examination and diagnoses condition of patient.
- Administers or prescribes treatments.
- Determines and prescribes medication, dosage and schedule given the patient's condition and allergies.
- Discusses any possible side effects to medication or immunization with patient.



- Prescribes vaccinations to immunize patient from communicable diseases.
- Promotes health by advising patients about diet, hygiene and methods for prevention of disease.
- Performs procedures within the scope of his or her training as privileged by Wahiawa Health.
- Refers patients to medical specialist for consultant services when necessary for patient's well-being.
- Documents the patient's visit including medical history, physical exam, diagnoses and plan of action.
- Follows up with patient regarding progress in high risk or emergency cases.
- Participates in call schedule needs as determined by Medical Director or Clinic Management
- Reviews client records for continuous quality improvement, participates in Quality Improvement activities in collaboration with the Quality Improvement Director
- Become familiar with and complies with all Health Center policies and procedures relating to the management of the Health Center and its employees.
- Adapts medical treatment and orders to the needs of the uninsured and low-income clients
- Assist in the supervision of medical practices performed by Wahiawa Health Family Nurse Practitioners
- Attends provider and staff meetings
- Supports Wahiawa Health Center for Community Health with enthusiasm and in a caring manner
- Knowledge, practice and application of current Evidenced Based Medicine (EBM)
- Carry out other duties as assigned by the Medical Director

EDUCATION

Must meet and maintain all criteria for Wahiawa Health's Physician Credentialing/Privileges, including the following :

1. Completion of M.D (Doctor of Medicine) or D.O (Doctor of Osteopathic Medicine) from a U.S accredited allopathic or osteopathic medical school. If a graduate of a foreign medical school, residency must be completed at an ACGME residency program.
2. Board certified or Board eligible within three year of residency training is preferred
3. Completion of Medical Residency Training in Family Medicine
4. Current, Valid and unsuspended State of Hawaii Medical Licensure
5. Current, Valid and unsuspended State DEA medical Licensure
6. Must review Hawaii Medical Practice Guidelines and Laws governing the practice of medicine in the state of Hawaii
7. BLS certified



EXPERIENCE AND SKILLS:

1. Three to Five years experience as a license physician, inclusive of residency training.
2. Knowledge of clinical operations and the delivery of quality medical care consistent with a license physician.
3. Ability to establish and maintain effective working relationships.
4. Knowledge, practice and application of current Evidenced Based Medicine (EBM)
5. Skill and ability to operate various office equipment and computers.
6. Demonstrated ability to work effectively with people of diverse races, ethnicities, ages and sexual orientations in a multicultural environment.
7. Prefer recent clinical experience in a non-profit rural health environment.
8. Recent experience in busy outpatient setting, teamed with non-physician clinicians, serving multigenerational, culturally diverse clients.

MENTAL, PHYSICAL AND COMMUNICATION REQUIREMENTS:

1. Must be physically capable of standing and/or sitting for extended periods of time and physically capable of performing all services. Must be able to lift and carry up to 10 pounds.
2. Ability to communicate clearly both orally and in writing and understand verbal and written communication.
3. Ability to critically think and use independent judgement.
4. Ability to be accurate and attentive to detail.
5. Problem Resolution: Is able to judge when something is wrong or is likely to go wrong; recognizing there is a problem and choosing the best course of action when faced with a complex situation with several available options.
6. Ability to effectively preserve sensitive and confidential patient information. While maintaining clear and professional boundaries with patients/community members.
7. Ability to exhibit cultural sensitivity to people of various ethnic origins and socioeconomic backgrounds.
8. Must be willing to work with other Physicians, Non-Physicians, Nurse Practitioners and members of the patient care team.

I have read and acknowledge this job description: _____ Date: _____

Attachment F: Organizational Chart

