



## **DEPARTMENT OF HEALTH**

January 2014

### **Vision**

Healthy Vermonters living in healthy communities

### **Mission**

To protect and promote optimal health for all Vermonters

### **Department Goals**

1. Effective and integrated public health programs
2. Communities with the capacity to respond to public health needs
3. Internal systems that provide consistent and responsive support
4. A competent and valued workforce that is supported in promoting and protecting the public's health
5. A public health system that is understood and valued by Vermonters
6. Health equity for all Vermonters

## **Program Description – Administration Appropriation**

### **The Office of the Commissioner**

Provides public health leadership, policy development, direction and management guidance to staff and programs throughout the Department.

### **Planning & Healthcare Quality**

Works with staff throughout the department to facilitate planning and integration of activities to improve population health outcomes and internal systems. Collaborates with external partners to improve health care quality.

- Public health accreditation readiness
- Hospital quality improvement/access to care – Medicare Rural Hospital Flexibility Program (Flex), Small Rural Hospital Improvement Program (SHIP), Patient Safety Program
- Minority Health
- Performance Management
- Prevention team support/program integration
- Quality in healthcare with external partners
- Rural health & primary care programs
- Workforce development

## **Communication Office**

Works with department leadership and staff to provide useful, accurate, credible and timely public health information and messages to Vermonters. Leads or coordinates local, state and national public health communication efforts.

- Crisis, emergency and risk communication
- Media relations
- Social marketing/social media
- Graphic design/branding
- Website
- PIO function for emergency events

## **Information Technology**

Provides reliable quality software that supports the diverse programs of the Health Department. Utilizes standards and best practices that will result in appropriate software solutions, whether developed in-house or purchased.

- Requirements gathering and quality assurance
- Application development and support
- Data services
- Health Information Exchange
- IT expertise for RFPs and contracts

## **Operations**

Develops, coordinates, manages and facilitates the operational and business practices for the department.

- Business Resource Center: mail, facilities and maintenance, conference room scheduling, shared financial resources, inventory surplus, space management, workstation design and assembly, in-house printing, telecommunications and security
- Continuity of Operations (COOP): plan for/manage business continuity to ensure essential functions in the event the buildings are closed, staff are relocated or redeployed to other locations
- Intranet: to facilitate internal communication, consistent business systems and operations
- Public Records: respond to Freedom of Information (FOIA) requests, disposition of stored records
- Business Systems & Process Improvement: ensure that business systems are efficient, customer responsive and financially sound
- Respiratory Protection Program: fit-testing employees based on job responsibilities, ensure that policies are developed and reviewed, administer record keeping compliance required under OSHA
- HIPPA: ensure that all employees are trained, and divisions and units are compliant in managing confidential health information

## **Business Office**

Provides business management services to the Department of Health in accordance with Vermont Agency of Administration policies and procedures.

- Budget preparation and financial monitoring
- Payroll/Accounts payable and receivable
- Audit/Cost allocation and federal programs financial services
- Subgrant and contract processing

## **Program Description – Public Health Appropriation**

### **Environmental Health Division**

Works to assess or minimize human exposure to health and safety hazards at home, school and in the environment.

- Environmental Public Health Tracking
- Asbestos and Lead Regulation
- Food and Lodging
- Private Drinking Water
- Radiological Health
- Radon
- Recreational Water
- School Environmental Health (Envision)
- Toxicology and Risk Assessment

### **Health Promotion and Disease Prevention Division**

Promotes healthy behaviors, reduction of risky behaviors, and improvement of chronic disease self-management. Program elements include individual, family, organizational, community, and policy level strategies to promote population based health.

- Asthma
- Chronic Disease Prevention
- Comprehensive Cancer Control
- Diabetes Prevention and Control
- Nutrition/Physical Activity
- Oral Health
- Tobacco Cessation, Education and Control
- Women's Health: Ladies First—a breast and cervical cancer and heart health screening program

## **Health Surveillance Division**

Provides information regarding the health status of Vermonters. Takes steps to limit the spread of disease. Determines the cause of non-natural deaths in Vermont. Provides quality laboratory services.

- Office of the Chief Medical Examiner
  - Death Investigation
  - Assistant Medical Examiner Program
  
- Public Health Statistics
  - Research, Epidemiology, and Evaluation
  - Research and Statistics
  - Immunization Registry
  - Cancer Registry
  - Vital Records
  
- Infectious Disease Epidemiology
  - HIV/AIDS/STDs and Hepatitis C
  - Tuberculosis
  - Zoonotic Disease
  - Immunization
  - Refugee Health
  - Epidemiology Field Unit
  
- Public Health Laboratory
  - Microbiology
  - Toxicology
  - Environmental Chemistry
  - Customer Service

## **Office of Local Health**

Provides public health leadership and direct service to Vermonters in their communities. District health offices in 12 locations around the state work closely with other Agency of Human Services district office staff to provide public health leadership, community health assessments, coalition building, and planning. Provides health promotion, disease prevention, outreach, education, emergency preparedness and follow-up necessary to support an effective public health system. It is through the district offices that most Health Department programs reach Vermonters.

## **Maternal and Child Health Division**

Assure delivery of core MCH public health service (infrastructure building, population-based, enabling, and direct health care).

- Children with Special Health Needs
  - Child Developmental Clinic
  - Hearing Outreach
  - Medical Social Worker care coordination
  - Newborn screening
  - Specialty clinics and support services
- WIC: Supplemental Nutrition Program for Women, Infants, and Children
- Breastfeeding Promotion and Support
- School Health
- Early and Periodic Screening, Diagnostic and Treatment Services (EPSDT)
- Maternal and Child Health Planning
  - Childhood injury prevention
  - Comprehensive sexuality education
  - Domestic violence and sexual violence prevention
  - Nurse Home Visiting program
  - Preventive reproductive health including preconception and family planning

## **Office of Public Health Preparedness & EMS**

Coordinates, develops and manages preparedness and response capabilities within the department. Works with external partners to manage emergency health/medical preparedness and response.

- Emergency Medical Services
- Health Alert Network
- Health Operations Center/Incident Command
- Health care and hospital preparedness
- Strategic National Stockpile/Cities Readiness Initiative
- Volunteer registration (VERV)

## **Board of Medical Practice**

Provides administrative support to the Board of Medical Practice, which regulates MD's, PA's, podiatrists, and anesthesiology assistants.

- The Board of Medical Practice licenses MD's, PA's, podiatrists, and certifies anesthesiology assistants and radiologist assistants.
- The Board also investigates complaints and charges of unprofessional conduct against any health care profession it licenses or certifies, and determines if charges are substantiated.
- The Executive Director also administers Hospital Licensing issues.

## **Program Description – Alcohol and Drug Abuse Appropriation**

### **Alcohol & Drug Abuse Programs Division**

The Division aims to create an accountable, community-based system of services and supports that empowers Vermonters to embrace resiliency, wellness and recovery by becoming active participants in self-management. This system includes the entire range of services from prevention through recovery and will be composed of a continuum of timely, interconnected and coordinated components with multiple entry points.

The Division of Alcohol and Drug Abuse Programs (ADAP) of the Department of Health was established to help Vermonters prevent, reduce and/or eliminate alcohol and other drug related problems (33 V.S.A., Section 706). In partnership with other public and private organizations, ADAP plans, funds, manages, and evaluates a comprehensive, consistent, and effective system of substance abuse prevention, treatment and recovery services.