

Overview

Dept. of Health

&

Social Services

1-30-92

STATE OF ALASKA THE LEGISLATURE

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**STATE OF ALASKA
DEPARTMENT OF HEALTH AND
SOCIAL SERVICES**

IN BRIEF



**Walter J. Hickel, Governor
Theodore A. Mala, MD, MPH,
Commissioner of Health & Social Services
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November 1991

STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

OFFICE OF THE COMMISSIONER

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THEODORE A. MALA, COMMISSIONER

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November 30, 1991

Dear Reader:

This publication is designed to give you an overview of the Alaska Department of Health and Social Services and an introduction to the programs and services we offer the people of Alaska.

With seven divisions and an annual budget of more than \$650 million, our department is one of the state's busiest, largest, and most complex. It is our hope that this In Brief booklet will give you a clear picture of how we accomplish our mission of bringing the people of Alaska those health and social services essential to their health and welfare.

Thank you for your interest in the Alaska Department of Health and Social Services. If there is any other information which you feel would be helpful regarding the variety of services we offer, please do not hesitate to contact us.

Sincerely,



Theodore A. Mala, MD, MPH
Commissioner

**INFORMATION HANDBOOK
TABLE OF CONTENTS**

DHSS OFFICE OF THE COMMISSIONER

Page #

The Commissioner	1
Office of the Commissioner	1
Audit	1
Office of Hearings & Appeals	2
Medicaid Rate Advisory Commission	2
Governor's Council for the Handicapped & Gifted	2
Alaska Mental Health Board	2

DIVISION OF PUBLIC ASSISTANCE

General Information	3
Program Summaries:	
Aid to Families with Dependent Children (AFDC)	4
Food Stamps	4
Medicaid	4
General Relief Assistance (GRA)	4
General Relief Medical (GRM)	5
Energy Assistance Program (EAP)	5
Adult Public Assistance (APA)	5
Alaska Work Programs	5
Permanent Fund Dividend Hold Harmless	6
Alaska Longevity Bonus Hold Harmless (ALB-HH)	6

DIVISION OF MEDICAL ASSISTANCE

General Information	7
Program Summaries:	
Medicaid	7
General Relief Medical	7
Certification and Licensing	8
Medical Care Advisory Committee	8

DIVISION OF PUBLIC HEALTH

General Information	9
Program Summaries:	
Public Health Nursing Services	10
Epidemiology	10
Maternal, Child, and Family Health	10
Public Health Laboratories	11
Emergency Medical Service Certification and Licensing	11
Bureau of Vital Statistics	11
Health Grants	
Infant Learning Grants	12
Community Health Grants	12
Regional Emergency Medical Services (EMS)	12
Health Promotion	12

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES

General Information	13
Program Summaries:	
Community Mental Health Centers	14
Services for the Chronically Mentally Ill	14
Community Developmental Disabilities Program	14
Alaska Youth Initiative	14
Advocacy and Public Education	14
Peer Counselors	15
Village Suicide Prevention Programs	15
Mental Health Housing Project	15
Village Research and Demonstration Projects	15
Institutional Facilities	
Alaska Psychiatric Institute	15
Harborview Developmental Center	16

DIVISION OF FAMILY AND YOUTH SERVICES

General Information	17
Program Summaries:	
Purchased Services	17
Adult Services	18
Early Intervention Services	18
Foster Care	18
Residential Child Care	18
Family Services	19
Social Services Block Grant	19
Youth Corrections	19

DIVISION OF ALCOHOLISM AND DRUG ABUSE

General Information	20
Program Summaries:	
Drug Abuse Programs	20
Alcohol Abuse Programs	21

DIVISION OF ADMINISTRATIVE SERVICES

General Information	22
Specific Support Services:	
Personnel and Payroll	22
Budget Section	22
Planning Section	23
Facilities Section	23
Fiscal Section	23
Supply Section	24

APPENDIX

Alaska State Government - How is it Organized?
Brief Department Descriptions

**DEPARTMENT OF HEALTH AND SOCIAL SERVICES
OFFICE OF THE COMMISSIONER**

THE COMMISSIONER

Theodore A. Mala, MD, MPH, was sworn in as Commissioner of the Department of Health and Social Services on December 3, 1990. His diversified professional experience makes him uniquely qualified as Commissioner of Health and Social Services. Dr. Mala founded and directed the Institute for Circumpolar Health Studies; the Siberian Medical Research Program; and the Magadan (Soviet Far East) Medical Research Program. He has also served as the Secretary General, International Union for Circumpolar Health; Associate Professor of Health Sciences, University of Alaska; Chief of Health Services, Alaska State Division of Corrections; and Special Assistant for Health Affairs, Alaska Federation of Natives.

Dr. Mala holds a Bachelor of Arts in Philosophy with a minor in foreign languages, De Paul University, 1972; and is a graduate of the Autonomous University School of Medicine, Guadalajara, Mexico, 1976. He holds a Master of Public Health from the Harvard School of Public Health, Boston, 1980.

OFFICE OF THE COMMISSIONER

The Office of the Commissioner represents the Governor on health and social services issues and provides executive leadership in fulfilling the Governor's goals. The office defines and clarifies policy, has final review authority for Department programs, provides a unified focus for management direction and program coordination among the divisions, and represents the Department in addressing private providers, federal delegations, and the legislature. The Department also works with a number of citizen advisory boards. Their members involve citizens appointed by the Governor for the purpose of advising the Department about policies concerning health and social service programs. The Commissioner of Health and Social Services serves on the following boards: Permanency Planning (State panel), the Public Defense Commission, Emergency Response Commission, Older Alaskans Commission, and Telecommunications.

Audit - The Audit Unit conducts fiscal and compliance audits of the State's Medicaid providers (hospitals and nursing homes) and performs audits in compliance with the State's single audit requirement for qualifying Department grantees and contractors who do not fall under the single audit requirement. The Audit Unit provides technical assistance to the administration and to grantees. The Unit also tracks and records single audits performed by outside firms for Department grantees.

The Office of Hearings and Appeals (OHA) - is a separate office responsible for conducting impartial administrative hearings on appeals from actions by the Department of Health and Social Services. The Hearing Examiner conducts formal administrative hearings on appeals by health care facilities of rates established by the Medicaid Rate Advisory Commission, and of findings by Audit Unit. These hearings are conducted in accordance with the Alaska Administrative Procedure Act. The Fair Hearing Officer conducts informal fair hearings on appeals by applicants and recipients of actions by the Division of Public Assistance and the Division of Medical Assistance. Fair hearings are conducted in accordance with federal and state regulations. Both types of hearings must comply with constitutional due process standards.

Medicaid Rate Advisory Commission - This commission, established under AS 47.07.110, is a five member body appointed by the Governor to set hospital, nursing home, and outpatient clinic rates in Alaskan facilities for Medicaid and General Relief Medical recipients. The commission is comprised of a physician, a hospital administrator, a certified public accountant, a consumer, and a member of the state administration.

Governor's Council for the Handicapped and Gifted - This council, established under AS 47.80.030, is composed of 20 members who are appointed by the Governor and who represent persons with handicaps, principal State agencies, and private providers. The federally-mandated council serves as a forum and advocate for coordinated delivery programs for the handicapped and as principal planning agency for development of appropriate services. In FY 88, the council was given the added responsibility of serving as the Interagency Coordinating Council (ICC) under Public Law 99-457 and the governing board of the Special Education Services Board under AS 14.30.

Alaska Mental Health Board - This board, established under AS 47.30.661, is composed of 12 members appointed by the Governor. This board assists the department to ensure an integrated and comprehensive mental health system throughout the State.

DIVISION OF PUBLIC ASSISTANCE

GENERAL INFORMATION

The Division of Public Assistance (DPA) is responsible for the Administration of the following programs:

1. Aid to Families with Dependent Children (AFDC)
2. Food Stamps
3. Medicaid
4. General Relief Assistance
5. General Relief Medical
6. Energy Assistance
7. Adult Public Assistance
8. Alaska Work Program
9. Permanent Fund Dividend (PFD) Hold Harmless
10. Alaska Longevity Bonus (ALB) Hold Harmless

In several of these programs benefits are funded wholly or in part with federal funds. These programs include AFDC (50 percent federal), Food Stamps (100 percent federal), Medicaid (50 percent federal), and Energy Assistance (100 percent federal). The federal government also pays 50 percent of the cost of administering AFDC, Food Stamps, and Medicaid. Food Stamp program benefit funding is not contained in the State budget. Along with the contribution of federal money to these four programs comes a set of federal rules and procedures governing conditions of eligibility for benefits as well as rules for overall program operation. The remaining programs are funded entirely from State general funds.

The Division of Public Assistance conducts business through a mix of private vendor contracts and State-staffed facilities. Most of the activities administered by State staff are prohibited by federal law from transfer to the private sector. At present, the division has offices in 15 locations:

SOUTHEAST

Juneau
Sitka
Ketchikan
Wrangell

SOUTHCENTRAL

Anchorage
Dillingham
Kodiak
Kenai
Wasilla
Homer

NORTHERN

Fairbanks
Ft. Yukon
Kotzebue
Nome

SOUTHWEST

Bethel

The Division of Public Assistance also contracts with the North Slope Borough in Barrow and through a similar arrangement with the Maniilaq Association in Kotzebue for assistance in taking applications. In addition to these State and contractor-operated offices, the division has fee agents in approximately 165 additional communities around the State, bringing the total number of communities having division representation to approximately 185.

The division will serve approximately 27,500 families each month during FY 92 (July 1991 through June 1992). Since many families are served only seasonally or for a short period of need, the above numbers may represent a duplicated count of families to be served over the course of a full year; a conservative estimate would place the unduplicated count of families who will receive aid at 34,000 families, consisting of approximately 70,000 persons, or roughly 13 percent of the state's population. One out of every eight Alaskans will seek some type of cash, food, medical, or energy assistance from the division.

PROGRAM SUMMARIES:

Aid to Families with Dependent Children (AFDC) - AFDC is a nationwide State and federal financial aid program that helps needy families with children who are deprived of support and care because at least one parent is unemployed, absent, disabled, or deceased. The amount of assistance is intended to be adequate to provide the basic necessities for eligible families, thereby enabling the family to stay together. Approximately 9,400 families receive AFDC benefits each month.

Food Stamps - Food Stamps provide federally-funded assistance to low-income households to purchase food. The objective is to improve the nutrition level of low-income recipients. Eligibility for food stamps and the benefits which participants receive are determined by each household's size and financial situation. The amount of benefits is also adjusted for local food costs in Alaska.

Medicaid - Medicaid is a state/federal medical assistance program that helps to provide medical assistance to certain low income needy individual and families. Medicaid benefits are available to any person receiving a cash benefit from Aid to Families with Dependent Children (AFDC), Adult Public Assistance (APA), or Supplemental Security Income (SSI). Medicaid benefits are also available to low income pregnant women and children and to certain groups of persons who meet the AFDC or APA income and resource limit, but do not otherwise qualify for a cash payment.

General Relief Assistance (GRA) - General Relief Assistance is a State-funded program designed to meet the emergency subsistence needs of Alaskans, many of whom have no other way to meet their basic needs. Strict income requirements and a

demonstrated need (such as an eviction notice) must be met. If eligible, a maximum monthly payment of \$120.00 per person is allowed to meet basic needs. Payments are made directly to landlords and vendors on behalf of clients to ensure only critical subsistence needs are met. The great majority of GRA payments are made to cover rent for people who are homeless or face eviction. This program also provides limited funds for the burial of needy individuals.

General Relief Medical - (GRM) - General Relief Medical is a State-funded program designed to meet immediate and specific medical needs of low-income Alaskans who are not eligible for medicaid benefits because they do not meet federal medicaid eligibility requirements. Strict income and resource requirements and a demonstrated medical need must be met.

Energy Assistance Program (EAP) - The Energy Assistance Program is a federally funded program providing cash assistance to help low-income households pay home energy bills. The benefits are in the form of a once-per-year payment usually made to home energy providers on behalf of eligible households. Benefit amounts vary depending on household income, fuel costs, and geographic location. Payments cover oil, natural gas, electricity, propane, wood, and other heating products. Similar programs are administered by several Native organizations, hence EAP does not provide service in every Alaskan community.

Adult Public Assistance (APA) - Adult Public Assistance is a State-funded program that provides cash assistance to aged (Old Age Assistance [OAA]), blind (Aid to the Blind [ABL]), and disabled persons (Aid to the Disabled [APD]) who meet certain income and resource requirements. APA supplements the federal Supplemental Security Income (SSI) program for the aged, blind, and disabled, and uses basically the same rules as the SSI program to determine eligibility. The essential difference between APA and SSI, is APA's higher payment standard. The APA program provides an average supplemental payment of \$286 to 7,430 APA clients each month. APA clients receive Medicaid coverage.

Alaska Work Programs - The work programs provide an array of employment-related case management and support services for adult applicants and recipients of Aid to Families with Dependent Children and Food Stamps. Case managers arrange for or provide job training, child care, transportation, counseling, and other social and employment services to help clients achieve self-support through employment. The major program in this component is the Job Opportunity and Basic Skills Training Program (JOBS); a primary aspect of welfare reform initiatives passed by Congress with the Family Support Act.

Permanent Fund Dividend Hold Harmless - The Permanent Fund Dividend (PFD) legislation provides that the department may not consider the permanent fund dividend as income or a resource in determining eligibility for public assistance programs unless required to do so by federal law or regulation. Individuals who would be found ineligible to receive public assistance solely because of receiving the dividend are eligible to receive cash assistance under the PFD Hold Harmless program for a period not to exceed four months each year.

Receipt of the PFD results in most all AFDC, Food Stamp, and SSI recipients losing federal benefits for at least one month. The amount of hold harmless assistance issued is equal to the benefit a household would have received had it not gotten the dividend. After the four-month period, the recipient must once again meet all eligibility requirements for public assistance programs, or benefits are discontinued.

Alaska Longevity Bonus Hold Harmless (ALB-HH) - The Alaska Longevity Bonus Hold Harmless program is a State program for the aged. Before May 1984, Alaska Longevity Bonus payments were made only to Alaska residents with more than 25 years of continuous residency. These payments were not counted as income for the Adult Public Assistance, Medicaid, and Supplemental Security Income programs. In May 1984, a lawsuit required the State to shorten the 25-year residency requirement to one year. Congress then changed the law and required assistance programs to count longevity bonus payments received under the new, one-year residency requirement. This change in federal law would have caused a large number of elderly Alaskans to lose millions of dollars in state and federal assistance. The Alaska Longevity Bonus Hold Harmless program replaces cash and medical assistance benefits lost because of the receipt of countable longevity bonus payments.

DIVISION OF MEDICAL ASSISTANCE

GENERAL INFORMATION

The primary goal of the Division of Medical Assistance (DMA), is to enable needy Alaskans access to medical care through the same network of medical providers servicing the general population, and to conduct medical surveillance which assures that medical services provided are appropriate and of the proper duration for the illness involved.

To achieve this goal, the division's primary objective is to maintain medical payment policies that balance fiscal constraints and reasonable access, and encourage medical professionals to accept medical assistance clients. The object is a program that is affordable within State resources. This balance between fiscal constraint and reasonable access to needed medical care is an on-going division focus.

PROGRAM SUMMARIES:

Medicaid - Persons are automatically eligible for Medicaid if they receive financial assistance from Aid to Families with Dependent Children (AFDC), Old Age Assistance, Aid to the Blind, Aid to the Disabled, or the Federal Supplemental Security Income Program. Other eligibles include foster children, mental health inpatients under 22 or over 65 years of age, certain nursing home residents, and all low income children under age 6 who are not eligible for AFDC because of income. Federal law permits each State to define the scope of its Medicaid program. The Alaska Legislature by statute (AS 47.07.020 and AS 47.07.030) identifies the eligible groups and medical services which the Medicaid program covers in Alaska.

General Relief Medical (GRM) - GRM covers poor adults who do not qualify for Medicaid because they are not blind, disabled, or over the age of 65. GRM is 100 percent state-funded, and until FY 86, offered the same general scope of medical services as Medicaid. However, in FY 87 major reductions in GRM services were approved by the legislature (see AS 47.25.195). The program was to cover only the costs of major medical non-elective inpatient hospital care, pregnancy-related services, prescribed drugs, and limited physician visits for a small group of citizens with specific serious medical conditions.

The Medical Assistance budget purchases a wide range of medical services. These services include but are not limited to hospital services, physician services, nursing home services, prescribed drugs and medical supplies, dental care, eyeglasses, nurse-midwife services, medical transportation, home health services, family planning, rural health clinics, and treatment for speech, hearing, and language disorders.

In any given month, nearly 33,000 Alaskans are eligible to receive medical care under these programs. From 11,000 to 12,000 of these Alaskans will actually receive medical care. Approximately 60 percent of all persons served by the division are children, most of whom are also receiving state financial assistance under AFDC. Except for those persons requiring nursing home care and GRM hospital services, medical care is provided at no cost to the recipient.

Certification and Licensing - The certification and licensing section's primary function is to perform the annual inspection of over 50 health facilities. All hospitals, nursing homes (including the nursing wing of each pioneer home), home health agencies, rural health clinics, En Stage Renal Disease centers, freestanding birth centers, mobile X-Ray, outpatient physical therapy services, speech pathology services, occupational therapists and physical therapists in independent practice, and surgery centers are reviewed to ensure these facilities comply with the health and safety requirements of state and federal law. This section licenses Alaska facilities for all medical services, not just those purchased by the Medical Assistance Division. In addition, this section is responsible for authorization of all Medicaid admissions to nursing homes and for conducting an annual inspection of care of each Medicaid-eligible individual in each nursing home.

Medical Care Advisory Committee - This committee, authorized under Title 42, Section 431.12, is a seven member group appointed by the Commissioner to advise the Division of Medical Assistance concerning Medicaid policies and programs. It receives staff support from the Division of Medical Assistance.

DIVISION OF PUBLIC HEALTH

GENERAL INFORMATION

The Division of Public Health (DPH) is responsible for administration of the following programs:

1. Public Health Nursing Services
2. Epidemiology
3. Maternal, Child, and Family Health
4. Public Health Laboratories
5. Emergency Medical Services
6. Bureau of Vital Statistics
7. Health Grants

The division provides public health services through State staffed public health centers and clinics. The Division has staffed services in the following locations:

SOUTHEAST	SOUTHCENTRAL	NORTHERN	WESTERN
Craig	Anchorage	Fort Yukon	Bethel
Haines	Homer	Fairbanks	
Juneau	Kenai	Galena	
Ketchikan	Kodiak	Delta	
Petersburg	Seward	Tok	
Sitka	Dillingham		
Wrangell	Wasilla		
	Palmer		
	Glennallen		
	Valdez/Cordova		

The division also provides grants to the following regional agencies for services listed:

Maniilaq Association - public health nursing, community health aide training and supervision, audiology, eye care, residential prenatal care, and emergency medical services;

Norton Sound Health Corporation - public health nursing, community health aide training and supervision, audiology, eye care, emergency medical services, health clinic, infant learning, and WIC;

Tanana Chiefs Conference - community health aide training and supervision;

Yukon Kuskokwim Health Corporation- community health aide training and supervision, emergency medical services, and WIC;

Southeast Alaska Regional Health Corporation - community health aide training Health Corporation and supervision, and WIC;

Municipality of Anchorage - public health nursing; and

North Slope Borough - public health nursing.

The division estimates 250,000 individuals will be screened, tested, immunized, treated, and counseled. A conservative, unduplicated estimate is that 190,000 individuals will be served. In addition, 460,000 laboratory tests will be performed, 120 radiation sources will be inspected, and 254 communities will be provided services through grants for clinics, health aides, health observers, and trained emergency medical technicians.

PROGRAM SUMMARIES:

Public Health Nursing Services - Nursing services statewide provide a major portion of the division's service delivery for health assessment, health promotion, and disease prevention. Public health nurses provide screening, testing, immunizations, and treatment. Nursing also provides home health aide and skilled home health nursing services to individuals. The Municipality of Anchorage Community Services Grant and the North Slope Borough Public Health Nursing Grant are funded from the nursing component.

Epidemiology - The section of epidemiology identifies, plans, and implements morbidity and mortality prevention activities in order to control outbreaks of infectious disease, chronic diseases, injuries, and exposure to hazardous materials. Epidemiological programs include AIDS and control of sexually transmitted disease, control of tuberculosis, and immunizations. The section also acts as the research core for the division, performing studies and investigations tied to federal and international programs.

Maternal, Child, and Family Health - The programs administered by this section include maternal and adolescent health, child development services, handicapped children's program, communicative disorders, nutrition, education, Women, Infants, and Children Nutrition Program (WIC), and genetics counseling. These programs are aimed primarily at preventing illness and the long-term effects of handicapping conditions, and providing rehabilitative measures for children. Staff are working with the Governor's Council for the Handicapped and Gifted to develop an early intervention service plan that is required by a grant from the Federal Department of Education based on the Education of the Handicapped Act, 1986 amendment.

Public Health Laboratories - Public health laboratories provide and coordinate diagnosis, reference, consultation and training in microbiology, immunology, and virology statewide through three regional laboratory facilities. The Public Health laboratories establish standards for testing, provide diagnostic support for early detection and surveillance, and provide services to other departments. Radiological health provides registration and inspections of X-Ray equipment, maintains a radon monitoring and data collection program, and provides radiological expertise to State programs and to the Alaska State Legislature.

Emergency Medical Service Certification and Licensing - EMS Certification and Licensing provides certification for Emergency Medical Technicians (EMTs), EMT instructors, ambulance services, air ambulances, and medevac services. The section also provides overall planning, education, and coordination for a comprehensive statewide emergency medical services system. This section works with the State Advisory Council on EMS to review EMS capital grants and operating grants. An injury prevention office has been established to promote involvement of EMS providers in injury prevention activities. The major goal of the EMS program is to reduce deaths and disabilities resulting from injuries and acute illnesses by immediately accessing and stabilizing patients, and transporting them to the best available medical facility.

Bureau of Vital Statistics - The Bureau of Vital Statistics has two primary functions. The Bureau records, safeguards, and certifies copies of records of vital events (births, deaths, marriages, divorces, and adoptions) for residents of and visitors to Alaska. The Bureau also compiles, analyzes, and publishes statistical data obtained from records of vital events. This information is used by health professionals and officials in Alaska as well as other states and the federal government to help identify needs and establish policy for public health initiatives. Although a small section of the scope of the many issues involved, the section tracks critically important issues like infant mortality and suicide. Among many other uses, vital statistics are crucial in identifying the nature and extent of alcohol and drug-related deaths; quantifying the nature and causes of death by injury, Alaska's number one killer; designing and tracking the efficacy and efficiency of State and federal health and prevention programs; and estimating the size and distribution of population changes.

HEALTH GRANTS - The following are health grants administered by the Division of Public Health:

Infant Learning Grants - The Infant Learning Program (ILP) provides grants to non-profit organizations that offer home-based early intervention specialized education services to infants zero to three years of age who have moderate to severe mental or physical handicapping conditions. The program is a medically

oriented learning program for children not yet old enough for special education offered through the school districts. There are currently 24 programs Statewide that provide services with approximately 1,000 children served.

Community Health Grants - This component provides grant assistance for the operational support of community-based health care service programs. This support consists of fifteen grants for the Assistance to Community Health Facilities Program, which subsidize fee-for-service clinics staffed by physician assistants and nurse practitioners; and nine grants to regional health corporations for the Community Health Aide Training and Supervision Program.

Regional Emergency Medical Services (EMS) Support - Grants are awarded to regional EMS programs to maintain and develop comprehensive EMS systems and to give all types of emergency medical training. Mini-grants to volunteer ambulance services are made for maintenance and repair, equipment purchases, technician training, and general operating costs.

Health Promotion - This component provides grants to local health agencies and community organizations for project development in the areas of health education that emphasize accident prevention, cancer risk awareness and detection, avoidance of tobacco use, and community health education. Funding for this program is supported by the federal Preventive Health and Health Services Block Grant. Currently there are eight projects providing services Statewide.

DIVISION OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES

GENERAL INFORMATION

The Division of Mental Health and Developmental Disabilities (MHDD) provides services through the following programs:

1. Community Mental Health Centers
2. Services for the Chronically Mentally Ill
3. Community Developmental Disabilities Programs
4. Hioska Youth Initiative
5. Advocacy and Public Education
6. Peer Counselors
7. Village Suicide Prevention Programs
8. Mental Health Housing Project
9. Village Research and Demonstration Projects

Division administrative offices are located in Anchorage, Fairbanks, and Juneau. Program management for clients with developmental disabilities are also located in these offices. The central office is located in the Alaska State Office Building in Juneau.

The Division of Mental Health and Developmental Disabilities offers individualized services through grants with private agencies within the State. These agencies provide services which enhance the quality of life and improve the functional level of developmentally disabled persons.

Grants also provide funding for community mental health centers throughout Alaska. These programs are controlled and operated locally. Some programs are combined with alcohol and drug abuse services. The division funds specialty programs including crisis and respite services, vocational services to severely mentally ill adults, and a crisis line. In addition, the division provides funding for education, advocacy, and support programs

Community mental health centers provide outpatient treatment with inpatient services available in some cities on a short-term, emergency basis at local hospitals. Programs vary in size and sophistication from one-member staff clinics to comprehensive centers providing specialized programs for Alaska Natives, children, elderly, and severely mentally ill. Grants to Community Mental Health centers provide services designed to prevent institutionalization of the mentally ill through treatment and support in an outpatient setting.

The division provides funding for 68 other community mental health programs: village-based suicide prevention programs, peer counselor programs, one prevention program, three village research and demonstration programs, and eight mental health housing programs for severely mentally ill adults.

PROGRAM SUMMARIES:

Community Mental Health Centers - Utilizing grants and contracts, the division is providing funds to community mental health centers throughout Alaska. These programs are controlled and operated locally. Programs vary in size and sophistication from clinics staffed by one person to comprehensive centers.

Services for the Chronically Mentally Ill - Through adult residential services, this program provides case management, day treatment, medication management, counseling and support, vocational, recreational, outreach, and housing programs for severely mentally ill adults. Board and care facilities are funded as well as adult foster care for severely mentally ill adults.

Community Developmental Disabilities Program - The division is funding 36 grants with agencies throughout the state to provide services designed to provide support, foster independence, enhance the quality of life, and improve the functional level of developmentally disabled persons. These services and others are determined by the individual needs of the person requesting services.

Alaska Youth Initiative - This program was designed to safely return youth who are placed out-of-state for treatment purposes and to serve in-state youth who are dysfunctional. Managed by the Division of Family and Youth Services, the Division of Mental Health and Developmental Disabilities, and the Department of Education the program ensures that severely mentally ill, abused, delinquent, and behavior disordered youth will receive required, coordinated services in their own communities. This program serves as a successful, cost effective "institution without walls" for the most difficult, mentally ill adolescents and children in Alaska. Highly individualized service plans are developed for each youth and flexible funding for each child is based on the plan.

Advocacy and Public Education - Provides funding for advocacy and public education agencies providing support and education to the public. The Alaska Mental Health Association, the Alaska Alliance for the Mentally Ill, and the Mental Health Consumers of Alaska participate in this program.

Peer Counselors - This program provides funding for peer counseling programs which offer training and support to high school students, who in turn give limited counseling to troubled fellow students and referral for professional help.

Village Suicide Prevention Programs - Provides funding to rural villages to prevent suicide. A wide variety of services are determined by local need and appropriate to the local culture.

Mental Health Housing Project - This program provides funding for housing programs for severely mentally ill adults and is jointly administered by the Division and the Alaska State Building Authority (ASBA). The division approves the program, and ASBA purchases repossessed housing for the program and maintains the real estate.

Village Research and Demonstration Projects - The purpose of this program is to determine the best way to deliver mental health services to rural native villages. Research has been completed and three village based projects are currently provided with direct mental health care services. If the project is successful, these services will be provided on a larger scale to rural villages throughout Alaska.

INSTITUTIONAL FACILITIES:

At present there are two institutional facilities operated by the division: Harborview Developmental Center, an Intermediate Care Facility for the Mentally Retarded and Mentally Ill located in Valdez; and the Alaska Psychiatric Institute, an acute-care psychiatric hospital located in Anchorage.

Alaska Psychiatric Institute - The Alaska Psychiatric Institute continues to be the only publicly-owned and operated psychiatric hospital in Alaska. The facility is a multi-purpose institution that serves (1) acutely disturbed patients, (2) chronic patients requiring long-term care, (3) children and adolescents, (4) criminally committed patients, (5) those found incompetent to stand trial, (6) those found guilty by reason of insanity, (7) mentally ill prisoners transferred from correctional centers, (8) and persons found guilty, but mentally ill.

Harborview Developmental Center - Harborview Developmental Center in Valdez is a licensed intermediate care facility for the mentally retarded. It is considered to be one of the best State-owned facilities in the nation. Its developmental model (as opposed to medical model) is progressive and has helped pave the way for discharging over 100 clients in the last 15 years. Harborview uniquely ties the local public school system with Harborview staff to offer a comprehensive school program to all Harborview clients.

DIVISION OF FAMILY AND YOUTH SERVICES

GENERAL INFORMATION

The Division of Family and Youth Services (DFYS) administers programs which fall into two general categories:

1. Family Services - protective and support services for children, youth, and adults who are at risk of abuse, neglect, and exploitation.
2. Youth Corrections - services which promote public safety and reduce risks to citizens by preventing and correcting delinquency among youth.

The division provides or arranges through private providers a continuum of prevention, early intervention, and treatment services for children, youth, and adults. Services are designed to break the cycles of neglect, abuse, exploitation, delinquency, and dependency. Some services (social work, licensing, probation, and institutional staff) are provided by the division while other services are purchased through grants with private providers (Norton Sound, Kawerak, and Maniilaq) and municipalities (Anchorage and Fairbanks). The division provides services Statewide through 49 offices and five youth facilities.

The Division of Family and Youth Services programs are funded with State general funds except for Preventive Youth Services (32 percent federal), which is funded in part with both Title IV-B Child Welfare and Juvenile Justice and Delinquency Prevention funds. The division also claims Social Services Block Grant (SSBG) and Title IV-E of the Social Security Act funds for eligible social services that are budgeted with State general funds. SSBG funds are claimed to fund in full or partially the following services: child protection homemaker support, child protection day care, child protective services, and staff development. Title IV-E funds appropriated under Public Law 96-272, the Adoption Assistance and Child Welfare Act, offset less than one percent of all foster care expenditures, however, because of efforts of the division in the past year to claim more IV-E funds, that percent is gradually increasing.

PROGRAM SUMMARIES:

Purchased Services - This program represents a range of preventive services which are purchased from community-based agencies and organizations. Services are designed to address personal and family problems which, if unattended, may result in child abuse, neglect, or delinquent behavior, and may require intervention by the State. Services are designed to improve family competency prior to a breakdown, intervene at

an early point in stressful crisis situation, or achieve changes in maladaptive behavior which could result in a recurrence of abuse, neglect, or delinquency.

Adult Services - Adult protection services (including investigation of alleged abuse), adult foster care, and adult residential care are included in this program. Out-of-home services are purchased from private providers to enable adults who are not capable of independent living, but are in danger of abuse, neglect, and exploitation, to function in the least restrictive setting.

Early Intervention Services - This program includes Child Protection Homemaker and Child Protection Day Care services. Child Protection Homemaker Services are purchased from the private sector while Child Protection Day Care is purchased from private providers to assist at-risk parents in improving the level of care to children, thereby preventing abuse or neglect. Early Intervention Services are vital adjuncts to the overall social services continuum of care. All services are administered and allocated on a regional basis.

Foster Care - Foster Care funds the purchase of foster care for children who must reside away from their own homes in order to be protected from neglect and abuse, and for delinquent youth requiring out-of-home care outside of a youth correction facility. Funds are also included to purchase foster parent support and training, adoption exchange services, subsidized adoptions, and to support a number of innovative foster care demonstration grants.

Residential Child Care - The program includes services for protective and rehabilitative residential child care. Included are short-term emergency shelter and residential treatment for children and youth who must reside away from their homes in order to be protected from neglect or abuse, or to be provided rehabilitative treatment necessary to prevent recurrent delinquency. Also included is day treatment which is an intensive daytime program of structured, supervised, rehabilitative activities for adolescents with behavioral and emotional problems who, with coordinated services to them and their families, can be maintained within their own homes or in foster care. Services are purchased from private providers through the State via a competitive grant process. When certain types of specialized treatment services are not available within the State, services are purchased from out of state providers. This program is administered and allocated on a regional basis.

Family Services - The family services section of the division includes protective services that are provided by division social work and licensing staff in regional and field offices. Services include: neglect, abuse, and runaway investigation; problem identification and client assessment; crisis intervention; counseling; petitioning the court for protection of the client; arranging substitute care; adoption services; and licensing community care facilities used by dependent children and adults.

Social Services Block Grant - In January 1975, Title XX of the Social Security Act was authorized to provide financial assistance to states for social services programs. Public Law 97-35, the Omnibus Budget Reconciliation Act of 1981, amended Title XX to allow for a block grant concept and for increased state flexibility in using grant funds. The name of the Act was retitled "Title XX -Block Grants to State for Social Services" in order to reflect these changes. Because it is not possible to predetermine the level of federal block grant funds which will be authorized, the eligible social service programs are budgeted with State general funds. The Division of Family and Youth Services has identified the following services for which expenditures will be claimed toward the block grant. Child Protection Homemaker Support; Adult Protection Services; Child Protective Day Care and Day Treatment; Child Protective Services; and Staff Development.

Youth Corrections - In this section of the Division services are mandated by statute and required to protect the public as well as to care for, supervise, and treat delinquent youth. Included are community delinquency prevention services, intake and referral from police and other agencies, court screening and intake diversion, diversion and informal and formal probation services. Also included are detention and long-term institutional services provided at the McLaughlin Youth Center as well as the Fairbanks, Nome, Bethel, and Johnson Youth Facility programs.

DIVISION OF ALCOHOLISM AND DRUG ABUSE

GENERAL INFORMATION

The Division of Alcoholism and Drug Abuse (ADA) was established by AS 47.37.020, and is responsible for administering:

1. Alcohol Abuse Programs
2. Inmate Substance Abuse Programs
3. Alcohol Safety Action Program
4. Alcohol Prevention Programs
5. Federal block grant allocation of prevention and treatment
6. Drug Abuse Programs
7. Youth Substance Abuse Programs
8. Inhalant Abuse Services
9. AIDS Intervention Program

The division administers services which are mandated by statute through the grant-in-aid process (AS 47.30.475 -- 47.30.500). Nonprofit, municipal, and public agencies provide direct service through separate division grants which employ individuals Statewide. The division maintains grant files, provides administrative support and technical assistance, and monitors all State funded programs to ensure compliance with State rules and regulations regarding the grant-in-aid process as well as federal laws and regulations pertaining to block grant funds. Grantees are surveyed annually and fiscal audits are conducted on a biennial or annual basis.

The division maintains three offices: one located in Juneau and two in Anchorage. The Juneau office serves as the administrative, budgetary, planning, policy analysis, program development, and fiscal control point. One of the Anchorage offices serves as the monitoring and technical assistance portion of the operation, while the other is the Alcohol Safety Action Program (ASAP) office. This section coordinates Statewide court system alcohol and misdemeanor services, provides alcohol and misdemeanor screening, monitoring services for the Anchorage Court System, and provides technical assistance, training, and on-site reviews of Statewide court services.

PROGRAM SUMMARIES:

Drug Abuse Programs - All state-funded drug prevention and treatment programs are paid for through this program. These programs provide information, education, recreational activities, out-patient detoxification, methadone maintenance, drug-free

counseling, intermediate care, residential drug-free therapeutic community information, intervention, and outreach services to clients. AIDS prevention and intervention services are coordinated with the Division of Public Health.

Alcohol Abuse Programs - Funds are awarded to agencies around the State to provide alcohol abuse and alcoholism prevention, intervention, and treatment services. There are approximately 53 agencies including Inmate Substance Abuse programs funded by the division. These agencies provide education, emergency care, outpatient care, outreach, intermediate care, after-care, corrections services, detoxification, counseling, referral services, and community patrol services as well. These comprehensive grants are for services designed and requested by the communities they serve.

DIVISION OF ADMINISTRATIVE SERVICES

GENERAL INFORMATION

The Division of Administrative Services provides an array of administrative and management support functions for the Department through the division's sections which include: finance, budget, supply, planning, data Processing, and facilities.

These sections primarily support the program divisions and offices in achieving their immediate and long term goals of serving needy and vulnerable Alaskans. External services are provided in a number of areas: health facility construction licensing, reviews of Certificate of Need for hospitals, grant management, and technical assistance to capital grantees, planning for services for the handicapped, and recruitment, examination, and certification of people interested in jobs with the Department (over 3,000 applications processed during FY 87).

Administrative functions are funded primarily with State general funds. Services are provided directly by division staff in offices located in Juneau and Anchorage. However, most services are provided primarily through the Department's central office in Juneau.

SPECIFIC SUPPORT SERVICES

Personnel and Payroll - The personnel and payroll section is the basic administrative unit responsible for personnel management within the Department. Procedural functions include initiate and maintain personnel, payroll, leave, training, and related records. Programmatic functions include labor relations, position classification, employee development, manpower planning, recruitment, examination, and eligible list certification, and staff consultations. The office maintains records on more than 1800 positions in more than 50 geographic locations.

Budget Section - This section provides technical budget support to the Department as well as management guidance and analysis to the Commissioner's Office. It is responsible for analyzing, monitoring, and controlling the Department's annual operating and capital budgets, budget amendments, revised programs, supplementals, and fiscal notes. It is also responsible for Departmental financial procedures, processing, and control; position authorization control; claiming and reporting in excess of \$100 million in federal and other funds annually; procurement, property inventory, and leasing and facility acquisition; and contract policies and procedures and processing.

Planning Section - The planning section engages in health and social services planning and research, Certificates of Need (CON) licensing of health facilities construction and certification of health facility revenue sharing. In accomplishing these tasks, the staff works closely with other divisions in the Department, local, State, and federal government agencies and other interested agencies. Both the planning and capital project management functions are consolidated within the Division of Administrative Services, while the responsibility for administering the Vital Statistics registry and reporting functions was transferred to the Division of Public Health.

Facilities Section - The facilities section supports planning for capital improvements, capital grants, inventory of health facilities, certification of revenue sharing and construction licensing of health facilities.

Finance Section - The finance section is responsible for assisting all Divisions within the Department in fulfilling their financial obligations by providing prompt and accurate payments to vendors for health & social service programs and commodities; maximizing Federal Claims processing, maintaining adequate cash management and meeting federal reporting requirements in a timely manner; the processing of all professional services contracts, streamlines the review and approval of all contractual documents and provides clear interpretation of respective regulations.

Supply Section - This section is responsible for procurement for the Department. DAS Supply headquarters is in Juneau and purchases for the Southeast region. They are also responsible for any leases the department originates and maintains and handling of all departmental mail. There is a regional supply office in Anchorage which purchases for the Southcentral, Western and Northern regions. Each division has a designated supply person who coordinates through the nearest Supply Office.

APPENDIX

ALASKA STATE GOVERNMENT - HOW IS IT ORGANIZED?

As one of more than 20,800 employees of the State of Alaska, you will be able to better serve Alaskans by having a general knowledge of our state's governmental structure and organization.

The framework of our state government was established by the Alaska Constitution which created three branches of government: legislative, judicial and executive. Let's look briefly at each:

Legislative Branch: Enacts laws for the benefit of Alaskans. Members of the legislature are elected by the voters of Alaska.

Legislature: House of Representatives (Speaker - 40 Members)

Senate (President - 20 Members)

Senate Advisory Council

House Research Agency

Legislative Budget & Audit Division

Legislative Information & Teleconference

Office of Ombudsman

Judicial Branch: Applies and interprets Alaska's statutes and constitution and to prescribe penalties for violations of law. The court system is divided into four levels; district court, superior court, court of appeals, and the highest state court, the supreme court. The chief justice of the Alaska Supreme Court is the administrative head of all the courts in Alaska.

Alaska Court System

Supreme Court (Chief Justice)

Appellate Court

Superior Court

District Court

Judicial Council

Commission on Judicial Conduct

Executive Branch: By far the largest, this branch of government is headed by an elected governor and lieutenant governor. The governor is the chief executive officer of the State and is responsible for the faithful execution of the laws and public programs enacted and funded by the legislative branch. The structure used for carrying out these duties is presently organized

Alaska Department of Health & Social Services

in fourteen principal departments. The governor appoints commissioners to head most departments. The exceptions are department of Education and Department of Fish & Game, whose commissioners are appointed by boards and approved by the governor.

Office of the Governor includes:

Office of Lieutenant Governor; and,
Office of Equal Employment Opportunity

State Departments

The Office of the Governor serves as a clearinghouse for the people of Alaska, a forum for public opinion and a place the public can go for assistance in resolving problems. Additionally, the governor formulates state policy and transmits it to the departments through the commissioners, who are governor appointees. The Governor's Office also serves as a liaison between State and federal governments and between the executive, legislative, and judicial branches of state government. The majority of Alaska State employees within these departments are involved in keeping the state government operating and providing public services. Most of the positions held by these employees comprise the state classified service as defined by Alaska Statute 39.25, the State Personnel Act.

The Equal Employment Opportunity office ensures equal employment for all State employees and applicants, without unlawful discrimination. It also encourages and supports departments' affirmative action programs.

University of Alaska

In addition to the three major branches of Alaska State government, the Alaska constitution established our State University system as a public corporation. It is governed by a Board of Regents which appoints a president to serve as executive officer, responsible for the administration of the University.

Alaska Department of Health & Social Services

BRIEF DEPARTMENT DESCRIPTIONS

A look at each department will help you understand the structure of the executive branch of government of which you are a part.

Department of Administration - facilitates good management and liaison among departments in matters of finance, personnel, purchasing and supply, data processing, labor relations, equal employment opportunity, and other administrative services. The goal is to provide efficient and effective centralized support services to all other departments.

Department of Commerce and Economic Development - serves a dual role of public protection and economic development. As public protector, the department exercises regulatory authority over financial institutions, securities activities and land development, and the insurance industry in the State; supports a number of professional and trade regulatory boards; and through several commissions, monitors activities and ensures compliance in regulated areas such as gas and oil conservation, public utilities, and transportation. To stimulate economic growth, the department encourages development of the visitor industry, provides loans for purposes generally not available from financial institutions, encourages a broad based economy through assistance to diverse private businesses and through boards, authorities and councils, and promotes development in a variety of industries.

Department of Community and Regional Affairs - is responsible for providing financial, advisory, and management assistance to local government at the community and regional level; offers a broad range of planning services, technical training and financial aid to the state's municipalities, regional planning organizations, and unincorporated communities.

Department of Correction - provides and administers a system of prisons, "new start" centers, as well as parole and probation offices for the State.

Department of Education - with policy direction from the State Board of Education, provides technical and financial assistance to school districts and monitors compliance of school districts with appropriate statutes and regulations; provides post-secondary non-degree training and education through the Alaska Vocational Technical Center in Seward; coordinates, supports and provides services to disabled Alaskans whose handicap presents a barrier to employment; and ensures efficient use of Alaska resources to provide postsecondary educational services.

Department of Environmental Conservation - in its role to conserve, improve and protect Alaska's natural resources and environment, the department is concerned with air and water pollution. The department's responsibility extends to matters affecting the health, safety, economic, and social well-being of the people, such as enforcement of health and sanitation standards.

Department of Fish and Game - is charged with the maintenance, development, and enhancement of Alaska's fish and wildlife resources to provide for their sustained optimum use consistent with the social, aesthetic, environmental, and economic needs of the people of Alaska.

Department of Health & Social Services - administers a range of programs to assure the optimum mental and physical health and well being of the Alaskan people, including family and youth services, public assistance, public health and health care programs, mental health and developmental disabilities, and alcohol and drug abuse services.

Department of Labor - works to promote the welfare of the wage earners of the State, improve their working conditions, and advance their opportunities for profitable employment. Toward this mission, the department administers employment service, unemployment insurance and worker's compensation programs; enforces laws and regulations dealing with job safety, hours of work, wages and work conditions; and collects, analyzes and releases labor and population statistics.

Department of Law - under the guidance of the Attorney General, prosecutes violations of state law to protect the lawful rights and interests of the individual Alaskan and the State as a whole. Serves as legal advisor and counsel to the executive branch. Includes a civil division, a criminal division, a consumer protection division and an administrative services division.

Department of Military Affairs & Veterans Affairs - responsible for the military affairs of the state, including the Alaska Air and Army National Guard, administration of Statewide disaster preparedness and response through the Division of Emergency Services, coordination of veteran's programs and issues, and the organization and direction of the Alaska State Defense Force and the Alaska Naval Militia. The commissioner of the department is the state's adjutant general and chief military advisor to the governor.

Department of Natural Resources - manages land, water, forests, grasslands, oil, gas, energy and hard rock minerals, parks, historical sites, agriculture, and related resource development activities. The department surveys land, surface, and subsurface resources; offers land for disposal including remote parcels and for agriculture and subdivision settlement; selects land entitled to the State by the Statehood Act; leases oil and gas areas, such as Prudhoe Bay;

develops new agricultural resources. The department operates the state park system and fights forest fires.

Department of Public Safety - Alaska's primary police agency with authority to enforce federal, state, and local laws. With a mission to prevent loss of life or property from illegal or unsafe activities, the department enforces criminal laws, traffic laws and state fish and game regulations; operates fire safety and traffic safety programs; and provides motor vehicle registration.

Department of Revenue - administers all revenue and tax laws; invests and manages all state funds; and administers the child support enforcement program. It is the department's policy to ensure all taxes are lawfully assessed and collected; all qualified Alaskans are afforded the opportunity to apply for Permanent Fund Dividends and all state revenue excesses are prudently invested.

Department of Transportation and Public Facilities - the State's largest department, with responsibility for administering the state programs for the planning, design, construction, maintenance and operation of all state owned buildings, docks, floats, airports, highways, bridges, traffic signs, and signals. DOT/PF also administers and operates the Alaska Marine Highway System.