

CHAPTER 170
ORGANIZATION OF THE DEPARTMENT
[Prior to 7/29/87, Health Department[470]Ch 170]

641—170.1(17A,135) Definitions.

“Department” means the Iowa department of public health.

“Deputy director” means the deputy director of the department of public health.

“Director” means the director of the department of public health.

[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.2(17A,135) Mission. The mission of the department of public health is to promote and protect the health of Iowans. The department strives to improve the quality of life for all Iowans by:

1. Preventing epidemics and the spread of disease;
2. Protecting against environmental hazards;
3. Preventing injuries;
4. Promoting healthy behaviors;
5. Preparing for, responding to, and recovering from public health emergencies;
6. Improving access to quality health services; and
7. Strengthening the public health infrastructure.

[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.3(17A,136) State board of health. The state board of health is the policymaking body for the Iowa department of public health and has the power and duty to adopt, promulgate, amend and repeal rules; consider legislation; and advise or make recommendations to the governor, general assembly, and director relative to public health, hygiene, and sanitation.

170.3(1) The state board of health consists of 11 members appointed by the governor.

170.3(2) The state board of health meets on the second Wednesday of July and on the second Wednesday of each second month thereafter and at such other times as may be deemed necessary by the president of the board.

[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.4(17A,135) Director of the department of public health. The director is the chief administrative officer of the department, and in that capacity is responsible for the programs and services of the department. The director provides the department with national exposure and works with policymakers in both Iowa and Washington, D.C.

170.4(1) The following are the duties and responsibilities of the director. The director:

- a. Oversees the establishment of the administrative organization;
- b. Makes recommendations to the state board of health;
- c. Oversees the adoption of rules for the implementation of statutes;
- d. Serves as secretary to the state board of health;
- e. Serves as spokesperson and advocate for public health across the state of Iowa, regionally and nationally;
- f. Acts as a liaison to local boards of health, local public health administrators, health care providers, and consumers;
- g. Represents the department in a variety of state and national organizations; and
- h. Serves as the incident commander during public health emergencies and disasters.

170.4(2) Acting director.

a. The director may appoint an employee of the department to serve as acting director, who shall have all the powers and duties of the director.

b. The director may appoint more than one acting director, but only one acting director shall exercise the powers and perform the duties of the director at any time.

[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.5(17A,135) Deputy director.

170.5(1) Under the direction of the director, the deputy director has the following duties and responsibilities. The deputy director:

- a. Is responsible for the operations of the department, including but not limited to fiscal and personnel management.
- b. Supervises and evaluates the work of the department's division directors.
- c. Working with the director, is responsible for developing policy, legislation and administrative rules.
- d. Assists the director in the development of policies related to marketing and communications, both internally and externally with other agencies, partners, and the public.
- e. Provides advice to the director on matters relating to department strategic planning, goals, mission and programs.
- f. Represents the director at private, state, and national meetings.
- g. Reports on department accomplishments and performance to the director.
- h. Is responsible for departmentwide strategic and performance plans, including preparation of the annual report.
- i. Serves as the deputy incident commander during public health emergencies and disasters.
- j. Represents the director during the director's absence.

170.5(2) The deputy director also serves as the director of one of the divisions in the department.
[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.6(17A,135) Executive team. The executive team serves as the leadership team for the department. The director appoints the members of the executive team.

170.6(1) The executive team assists the department director with strategic planning, policy development, and programmatic decision making.

170.6(2) The executive team members communicate division-level information that contributes to intradepartmental and interdepartmental planning and utilization of resources.

[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.7(17A,135) Administrative divisions of the department. The department is divided into seven organizational units. In addition to the director's office, there are six divisions in the department, each directed by a division director who reports either to the deputy director or the director.

170.7(1) Office of the director. The following are included in the office of the director.

a. *Medical director.* The medical director of the department is a doctor of medicine (M.D.) or osteopathy (D.O.), specializing in public health, who serves as a medical advisor to the department, medical professionals, and the public. The medical director may also serve as the state epidemiologist.

b. *Office of state medical examiner.* The mission of the office of state medical examiner is to establish credibility in death investigation in a system that will operate efficiently and serve the needs of the citizens of Iowa. This is done by providing assistance, direction, and training to county medical examiner personnel and law enforcement officials. Staff is responsible for conducting death investigations and performing autopsies.

c. *Dental board.* The dental board consists of nine members and has the overall responsibility for regulating the professions of dentistry, dental hygiene, and dental assisting in Iowa.

d. *Board of medicine.* The board of medicine, consisting of ten members, regulates the practice of medicine and surgery, osteopathic medicine and surgery, osteopathy and acupuncture.

e. *Board of nursing.* The six-member board of nursing enforces regulations for nursing education, nursing practice and continuing education for nurses.

f. *Board of pharmacy.* The seven-member board of pharmacy is responsible for regulating the practice of pharmacy and the legal distribution and dispensing of prescription drugs and precursor substances throughout Iowa.

170.7(2) Division of acute disease prevention and emergency response. This division provides support, technical assistance, education and consultation regarding departmentwide strategic and project planning, personnel resources, public information, infectious disease prevention and control,

injury prevention and control, emergency medical services, and public health and health care emergency preparedness and response. Division programs within these areas also provide regulatory functions. The deputy state epidemiologist and state public health veterinarian are in this division and report to the division director. Included in the division are the following bureaus and centers.

a. The bureau of communication and planning (CAP) provides communication services to the public, public health partners, media, governor's office, and legislators concerning public health programs, services, statutory requirements, administrative rules, and health-related issues. The bureau leads planning work to develop the department's strategic plan and measure and evaluate performance; improve the dissemination of public health data; and improve and evaluate the public health system in Iowa. The bureau provides administrative services to the state health facilities council and manages the certificate of need program. The bureau ensures a competent workforce through human resources and workforce development services.

b. The center for acute disease epidemiology (CADE) works to protect and preserve the health and safety of Iowans from infectious diseases through disease surveillance; investigation of acute outbreaks; education and consultation to county, local, and private health agencies on infectious diseases; immunization and vaccine guidelines; treatment after animal bites; and vaccines for international travel. The center also provides consultation to county and local health agencies on diseases requiring public health intervention; collaborates with the Centers for Disease Control and Prevention by weekly reporting of nationally reportable diseases; and offers health education opportunities through lectures and organizational seminars.

c. The bureau of emergency medical services (EMS) is responsible for EMS provider certification and renewal, service program authorization, and trauma care facility certification and renewal. The bureau provides leadership and resource support for planning, medical direction, EMS education, public education and injury prevention. Through oversight and coordination, the bureau's objective is the development, implementation and evaluation of a comprehensive statewide EMS system.

d. The center for disaster operations and response (CDOR) is responsible for the development and implementation of emergency plans and operating procedures for the department while ensuring integration into Iowa's Homeland Security and Emergency Management Plan. CDOR works with local public health agencies, hospitals, and other health care entities to ensure communications, capacity, capability, emergency planning, drills and exercises, and education to detect, respond to, and recover from bioterrorism, public health emergencies, and other disasters that may affect the health of Iowans. Additionally, CDOR is responsible for the department's emergency coordination center (ECC), continuity of operations plan, Iowa public health response teams, and the Strategic National Stockpile (SNS).

e. The bureau of immunization and tuberculosis works to protect the health of Iowans from vaccine-preventable diseases and tuberculosis, with the goal of reducing and ultimately eliminating the incidence of these diseases. The bureau conducts surveillance and prevention activities in conjunction with public and private health care providers. Surveillance activities include disease monitoring and reporting, laboratory testing, disease investigation, and rapid institution of disease control measures, including isolation and quarantine. Bureau prevention and treatment activities include targeted disease testing, vaccination programs, dispensing medications, health care provider consultation, and education.

f. The office of health information technology works to ensure a healthier Iowa through the use and exchange of electronic health information to improve patient-centered health care and population health. The office leads planning work to implement statewide electronic exchange of health information to improve the quality of health care, ensure patient safety, and increase efficiency in health care delivery.

170.7(3) *Division of administration and professional licensure.* This division provides services for birth, marriage and death certificates; monitors and reports progress on health objectives and identifies emerging health issues; coordinates 19 licensing boards regulating the activities of 39 health professions; provides fiscal management of department funding and contract administration; and provides software, network and computer support. The following bureaus are included in this division.

a. The bureau of finance provides support to department staff in functions of fiscal and office services, including fiscal management of revenues and expenditures, coordination of office supply purchases, contract administration, use of state vehicles, mail, printing, and inventory control.

b. The bureau of information management provides information technology support for the department, including maintaining the local area network, core software applications, mainframe access, program-specific software application development, hardware installation and help-desk activities.

c. The bureau of professional licensure provides staff support in licensing and certification to the following boards:

- (1) Athletic training.
- (2) Barbering.
- (3) Behavioral science.
- (4) Chiropractic.
- (5) Cosmetology arts and sciences.
- (6) Dietetics.
- (7) Hearing aid dispensers.
- (8) Sign language interpreters and transliterators.
- (9) Massage therapy.
- (10) Mortuary science.
- (11) Nursing home administrators.
- (12) Optometry.
- (13) Physical and occupational therapy.
- (14) Physician assistants.
- (15) Podiatry.
- (16) Psychology.
- (17) Respiratory care.
- (18) Social work.
- (19) Speech pathology and audiology.

d. The bureau of health statistics provides certified copies of birth, death, and marriage records to Iowans and other entitled persons.

170.7(4) *Division of behavioral health.* This division promotes the prevention of substance abuse and problem gambling, secondary conditions among people with disabilities, and violent behavior. The division also regulates substance abuse and gambling treatment programs. The division is responsible for approving laboratories that desire to perform drug-testing services for businesses located or doing business in Iowa. Included in the division are the following bureaus and offices.

a. The bureau of administration, regulation, and licensure licenses and monitors substance abuse treatment programs, including community-based and hospital-based programs, assessment and evaluation services, and operating while intoxicated (OWI) correctional and correctional institution programs. The bureau also licenses and monitors problem gambling treatment programs in Iowa.

b. The bureau of substance abuse prevention and treatment provides leadership and resources pertaining to substance abuse in the state. The bureau focuses on both substance abuse prevention and treatment and oversees resources provided by the state and federal governments.

c. The office of gambling treatment and prevention provides funding on a sliding fee scale for outpatient counseling for families, concerned persons, and gamblers affected by problem gambling. The program serves as a resource for all Iowans by providing information, referral, and educational services.

d. The office of injury prevention strives to address the burden of injury on the public health by disseminating information about injury, deaths and hospitalizations and promoting programs directed at preventing both intentional and unintentional injuries.

e. The bureau of HIV, STD, and hepatitis administers programs for the prevention, detection, and treatment of HIV, chlamydia, gonorrhea, syphilis, and viral hepatitis. Program staff provides information, training, and funding to local public health agencies and community-based organizations for prevention and control of these diseases; offers counseling, testing, and referral services; notifies sexual and needle-sharing partners of potential exposures; provides medications, case management,

and supportive services for diagnosed persons; and collects data on disease diagnoses to be used for program planning and evaluation related to prevention and care.

170.7(5) *Division of environmental health.* This division provides both educational and regulatory services to ensure a safe and healthy environment for Iowans. The state toxicologist is in this division and reports to the division director. Included in the division are the following bureaus and offices.

a. The bureau of radiological health regulates facilities that use radioactive materials or utilize ionizing radiation-producing machines; credentials persons who use radioactive material or operate ionizing radiation-producing machines; and provides emergency response related to radioactive materials and nuclear power plant incidents.

b. The bureau of lead poisoning prevention ensures that children are tested for lead poisoning and provides medical and environmental case management for cases of childhood lead poisoning through direct services and grant support to local public health partners. The bureau also regulates professionals who work with lead-based paint through required notification, certification, and work practice standards for those individuals. In addition, the bureau conducts surveillance and education on lead exposure, pesticide exposure, and occupational health and safety issues.

c. The bureau of environmental health services provides assessment, education, consultation, technical assistance and resource referral related to the delivery of environmental health services, emergency response, and regulatory functions to local public health agencies and local boards of health. In addition, the bureau provides consultation and assistance to the public on environmental health matters. The bureau also has regulatory oversight for public swimming pools and spas, water treatment devices, backflow prevention assembly testers, tattoo artists and establishments, and migrant labor camps. In addition, the bureau conducts Grade A milk rating inspections.

d. The office of plumbing and mechanical systems supports the plumbing and mechanical systems board and administers licensing and continuing education requirements for professionals in the plumbing, mechanical, hydronics and refrigeration trades.

170.7(6) *Division of health promotion and chronic disease prevention.* This division promotes and supports healthy behaviors and communities, the prevention and management of chronic diseases, and the development of public health infrastructure and access to health care services at local and state levels. Included in the division are the following bureaus and offices.

a. The bureau of nutrition and health promotion provides nutrition education, supplemental foods, breast-feeding promotion and support, and referrals for health services for low-income women and their children through the Women, Infants and Children (WIC) program. Health promotion programs bring state and local partners together to build a network of health partners dedicated to healthy nutrition and physical activity and provide funding and technical support/coaching to Iowa communities for community wellness initiatives.

b. The oral health bureau, overseen by the public health dental director, promotes and advances health behaviors to reduce the risk of oral diseases and improve the oral health status of all Iowans. Programs are in place targeting pregnant women, children, and youth for the prevention, early identification, referral, and treatment of oral disease.

c. The bureau of local public health provides education, ongoing technical assistance, monitoring, and support to local boards of health and local public health agencies for the development and delivery of services that contribute to compliance with the Iowa Public Health Standards. The bureau acts as a direct liaison between the department and the local public health system to achieve a common goal of promoting and protecting the health of Iowans and contributing to the state of Iowa's goal of becoming a "healthy community."

d. The office of multicultural health assists in fostering partnerships between state government programs, local governments, community groups, and ethnic/racial communities, assists in policy analysis to improve health care access and services for minority populations, and advocates for policies and practices that will reduce health disparities among Iowa's minority, immigrant, and refugee populations.

e. The office for healthy communities works to build healthy communities, thus supporting the department's vision of healthy people in healthy communities. Communities benefit from technical

assistance and support services that improve the capacity of communities to plan and implement health improvement programs.

f. The bureau of family health promotes the health of Iowa families by developing family-centered, community-based, coordinated, and culturally sensitive systems of care for women, infants, children, and adolescents and their families.

g. The bureau of health care access advocates for quality health care delivery systems for all Iowans and provides information, referrals, education, grant opportunities, technical assistance, and planning for Iowa communities. The bureau is the designated state entity for addressing rural health, primary care and health care workforce issues in Iowa and works to improve access to health care for vulnerable populations.

h. The bureau of chronic disease prevention and management supports the development and implementation of services that help prevent chronic disease or assist in the detection and management of chronic disease, including cancer, cardiovascular disease and diabetes.

170.7(7) *Division of tobacco use prevention and control.* This division promotes partnerships among state government, local communities, and the people of Iowa to reduce tobacco use. The division works to reduce tobacco use and the toll of tobacco-caused disease and death by preventing youth from starting to smoke, helping adults to quit smoking, and preventing exposure to secondhand smoke.
[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.8(17A) Central office. The address of the central office is: Iowa Department of Public Health, Sixth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075. Locations of specific offices and regional offices may be obtained by writing to the department at the above address.
[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.9(17A) Business hours. The normal business hours of the department are 8 a.m. to 4:30 p.m., Monday through Friday, except legal holidays. One notable exception is the vital records section, which staffs a customer service window just inside the north entrance of the Lucas State Office Building from 7 a.m. to 4:45 p.m., Monday through Friday, except legal holidays.
[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.10(17A) Submission of materials. Requests for applications and submission of applications and other materials shall be made directly to the division of the department administering the relevant program. Any person who submits materials should enclose a cover letter which states the use for which the materials are intended. Where the administrative rules give a specific procedure, such procedure should be followed.
[ARC 8663B, IAB 4/7/10, effective 5/12/10]

641—170.11(17A) Requests for information. Requests for information concerning programs within the department should be addressed to the specific division of the department. General requests for information may be made to: Public Information Officer, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. The department's home page on the Internet, www.idph.state.ia.us, also features a "contact us" option.
[ARC 8663B, IAB 4/7/10, effective 5/12/10]

These rules are intended to implement Iowa Code section 17A.3 and chapter 135.

[Filed 3/18/76, Notice 2/9/76—published 4/5/76, effective 5/10/76]

[Filed emergency 7/10/87—published 7/29/87, effective 7/10/87]

[Filed emergency 9/25/90—published 10/17/90, effective 9/25/90]

[Filed 1/14/91, Notice 11/14/90—published 2/6/91, effective 3/13/91]

[Filed ARC 8663B (Notice ARC 8493B, IAB 1/27/10), IAB 4/7/10, effective 5/12/10]