



Agenda Date: 1/31/2006
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Mark Gregersen - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Amend the Departmental Allocation List - HHSA

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Social Services Division of the Health and Human Services Agency with regards to adding one (1) .5 Office Assistant II, one (1) Social Worker I/II, and one (1) Staff Services Analyst I/II, effective January 31, 2006.

EXECUTIVE SUMMARY

The State is mandating the establishment of a Quality Assurance program for the In-Home Supportive Services (IHSS) program. The requested action amends the Departmental Allocation List for the Social Services division of the Health and Human Services Agency, adding a 0.5 Office Assistant II, Social Worker I/II, and a Staff Services Analyst I/II, effective January 31, 2006 towards meeting the new State mandate. The requested positions will also help ensure compliance with new Federal mandates.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Napa County received \$238,342 in additional IHSS funding in Fiscal Year 2005-2006 to implement a Quality Assurance (QA) program for the In-Home Supportive Services (IHSS) program, and to provide additional staffing for program support and efficient service delivery. The Fiscal Year 2004-2005 Health and Human Services budget trailer bill (SB 1104) amended the California Welfare & Institutions Code to require the State and counties to implement said QA program.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: The new positions will increase the County's ability to meet the higher State-mandated IHSS program standards, and will also help ensure compliance with new Federal mandates.

Is the general fund affected? Yes

Future fiscal impact: Positions will be reviewed annually and appropriations will be budgeted accordingly.

Consequences if not approved: The State has made IHSS, in general, and IHSS Quality Assurance, in particular, a huge priority. The State is taking the position that increasing county resources in the IHSS program will result in much larger savings in terms of the State share of provider payments.

If counties do not "beef up" resources and spend the additional allocation, the message that will be communicated to the legislature is that the IHSS program does not really need additional funding -- a message that CWDA (California Welfare Directors Association) does not want to send. Thus, there is pressure on counties to start spending the increased allocation now, or else justify why they are not in need of the additional funds.

Additional Information: A number of new activities are required to improve the quality of IHSS service need assessments, enhance program integrity, and detect and prevent program fraud and abuse. In addition, new mandates were imposed on the IHSS program as a result of the approval of the IHSS Independence Plus demonstration project, which provides in-home care to Medi-Cal eligible individuals along with additional Federal funding.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The In-Home Supportive Services (IHSS) Program has grown significantly over the past 10 years. In caseload size alone, the program has seen a 100% increase with approximately 600 open cases. The program receives on average 30 to 40 new applications per month. Most of the growth can be attributed to the changing demographics of the County's population due to the aging of our residents needing in-home care. Due to the caseload growth, programmatic changes, and SB 1104, which mandated the State and counties to implement a Quality Assurance Program (QA), the IHSS administrative funding allocation has continued to increase in order to support the program's infrastructure and to deliver services efficiently.

The addition of a 1.0 FTE bilingual Social Worker I/II would increase the division's ability to meet the higher program standards mandated in SB 1104 (Quality Assurance Program) as well as maintain compliance with federal and state regulations. The Social Worker I/II would increase the division's capacity to process new referrals in a timely manner and reduce the waiting list, perform accurate assessments, respond promptly to the changing needs of clients, provide better information and referral services, and complete annual reassessments as required by regulation.

The Staff Services Analyst I/II would play a pivotal role in the mandated QA effort as well as ensure that the division's IHSS program delivery is compliant with federal and state laws and regulations. As the program grows in size and complexity, there is an equivalent demand for training, policy analysis and interpretation, legislative tracking and the development of internal policies and procedures, which would be performed by the analyst. The position would provide analytical support for other critical IHSS services and programs such as the Supported Individual Provider Program, IHSS Residual Program, IHSS Medi-Cal Eligibility, and the IHSS Public Authority.

The 0.5 FTE Office Assistant II would provide critical clerical support functions to the IHSS unit. The program is currently comprised of 5 FTEs. With the addition of the two staff proposed above, the total would be 7 FTEs in need of clerical support. The unit has no dedicated clerical support. Presently, IHSS clerical tasks are performed by a 1.0 FTE senior office assistant who provides clerical support for Adult Protective Services, Gero-Psychiatric Case Management, and Veterans Services Office programs as well as for two supervisors and the division manager.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey