



Agenda Date: 11/20/2007
Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Memorandum of Understanding with Calistoga Family Center, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign a Memorandum of Understanding with Calistoga Family Center, Inc., for the term November 20, 2007 through June 30, 2008, with a provision for automatic annual renewal, to specify the respective roles and responsibilities of each party in assisting clients to apply for and renew Medi-Cal and Food Stamp benefits and access mental health and other County services at no cost to the County.

EXECUTIVE SUMMARY

Approval of the recommended Memorandum of Understanding will specify the roles and responsibilities of the Health and Human Services Agency (HHSA) and Calistoga Family Center, Inc. in assisting clients to apply for and renew Medi-Cal and Food Stamp benefits and access mental health and other County services. Under the MOU, HHSA will make available a bilingual Medi-Cal Eligibility Worker/Community Aide and a bilingual Mental Health Worker/System Navigator at the Calistoga Family Center at no cost to the County.

FISCAL IMPACT

Is there a Fiscal Impact? No

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 Memorandum of Understanding under consideration today outlines the roles and responsibilities of the Health and Human Services Agency and Calistoga Family Center, Inc. regarding their collaborative project, the "Health and Human Services Support Services Project." If the requested action is approved, this project will provide services on-site at the Calistoga Family Center (CFC) to improve the likelihood that clients will follow through on referrals to care. Under the MOU, the County's Health and Human Services Agency (HHS) will:

- | Make available to CFC a bilingual Medi-Cal Eligibility Worker/Community Aide to assist clients to apply for and renew their Medi-Cal and Food Stamp benefits. The MOU specifies that HHS staff will meet with clients at CFC two times per month, whenever possible; and
- | Make available to CFC a bilingual Mental Health Worker/System Navigator to assist clients to access mental health and other County services. The Navigator will hold regular office hours at CFC and will be available to meet with clients on an as-needed basis. The type and amount of services provided may vary depending on client needs.

CFC staff will regularly schedule appointments for HHS staff members at the Calistoga Family Center. CFC staff members will be responsible for advising HHS staff of any scheduled appointments. HHS will refer clients to CFC services as needed and work closely with CFC staff to ensure that all families receive the range of services needed.

Calistoga Family Center, Inc. is not a health care provider for purposes of HIPAA. In addition, neither party is performing a service on behalf of the other; therefore, no Business Associate Agreement is required.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita