



Agenda Date: 4/17/2007  
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## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randolph F. Snowden - Director  
Health & Human Services  
**REPORT BY:** Alice Hughey, Chief Fiscal Officer, 253-4616  
**SUBJECT:** Contracting and Payment Guidelines

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### **RECOMMENDATION**

Director of Health and Human Services requests Board approval of expedited contracting and payment guidelines enabling HHSA to address situations in which client services need to be provided within a very short time frame.

### **EXECUTIVE SUMMARY**

Director of Health and Human Services requests approval of proposed HHSA guidelines for:  
(1) processing contracts on an expedited basis; (2) securing approval of contracts early in the funding cycle; (3) commencing contractual services in anticipation of a future agreement; (4) processing payments to hospitals and physicians with which HHSA does not have a contract; and (5) making foster care placements and payments.

### **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**

Board approval of the expedited contracting and payment guidelines will enable the Health and Human Services

Agency (HHS) to properly address situations in which client services need to be provided within a very short time frame. These situations, which arise frequently, come about when:

- | clients need to be placed in mental health facilities or foster care to avoid risk to the client or loss of the placement slot for the client;
- | Napa County clients are admitted to out-of-county hospitals with which HHS does not have a contract;
- | mandated counseling services need to begin rapidly for the safety of the client;
- | ancillary, supportive services are required to enable clients to attend required counseling or to preserve the client's civil rights; or
- | allocation augmentations or grants arrive after the date on which they take effect but contain requirements that HHS accomplish specific goals by the end of a short funding period.

In the past, these situations have been handled in an ad hoc manner as they arise. HHS has been working with the CEO's office, the Auditor-Controller and other affected County departments during the past several months to develop guidelines to simplify and streamline this process. The attached document describes the proposed procedures for processing the respective categories of contracts. The CEO's office and the Auditor-Controller have reviewed and concurred with these guidelines. Any services which may be authorized under these procedures fall within the total appropriations authorized by the Board for such services for the fiscal year.

1. Expedited contract process: The "expedited" contract process is a means to obtain rapid approval of the following types of urgent, non-Medi-Cal billable contracts using contract language and exhibits that have been pre-approved by County Counsel:

- | placements of adults and children in mental health facilities;
- | professional services agreements for non-Medi-Cal billable counseling services in the Mental Health and Child Welfare Services divisions; and
- | court-ordered counseling services for a child or a child and family.

2. Approval of other expedited contracts early in the funding cycle: Occasionally, state or federal allocations, allocation augmentations or grants arrive after the date on which they take effect but contain requirements that HHS accomplish specific goals by an imminent end of the funding period. If HHS has received unqualified written confirmation from the state or federal government that Napa County will receive an allocation, allocation augmentation or grant, and the confirmation includes a specific dollar amount that Napa County will receive, the proposed guidelines allow for a joint determination to be made by the HHS Director and HHS's CEO analyst on a case-by-case basis as to whether HHS may establish an initial contract in an amount not to exceed \$50,000 so that the HHS Director or CEO may sign the contract and services may begin quickly.

3. Commencement of services in anticipation of a future contract: The proposed guidelines allow for a joint determination to be made by the HHS Director and HHS's CEO analyst on a case-by-case basis as to whether, in limited situations, the balancing of client needs and potential liability warrants the commencement of services before a contract is approved. The County's Risk Manager will be consulted as necessary in making a determination of the extent of potential liability. The proposed guidelines require that, in any case in which services begin before a contract is approved, a contract for those services will be approved within a specific time frame after services begin.

4. Payments for mental health services to hospitals and physicians with which HHS does not have a contract: Occasionally a Napa County client may be admitted to a licensed out-of-county hospital with which HHS does not have a contract. The proposed guidelines contain procedures for admitting clients to these facilities, paying for initial hospital and physician costs on a claim, and completing contracts for subsequent claims from the facilities or physicians.

5. Foster care placements and payments: The proposed guidelines authorize the foster care client placement by child placement workers from HHSA (Mental Health Counselors, Child Protective Service Workers, and Social Workers, or their supervisors) or from Juvenile Probation (Probation Officers or their supervisors) by solely using the required State foster care placement agreement. The guidelines specify that no additional contract with a foster care placement is required since the foster parents, Foster Family Agencies, and group homes in which the County places children in these instances have all gone through a state-mandated approval process.

### **SUPPORTING DOCUMENTS**

A . Payment and Contracting Guidelines

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita