



Agenda Date: 5/1/2007
Agenda Placement: 6K

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: Actions regarding Allen, Shea & Associates (Mental Health Services Act and In Home Supportive Services)

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign the following agreements with Allen, Shea & Associates:

1. Amendment No. 2 to Agreement No. 4367 decreasing the amount by \$3,375 for a new maximum of \$15,000, revising the Scope of Work, and increasing the hourly rate to provide consultation and administrative support for the In-Home Supportive Services Advisory Board; and
2. Amendment No. 1 to Agreement No. 6688 increasing the amount by \$22,000 for a new maximum of \$48,000, incorporating a provision for automatic annual renewal, and revising the Scope of Work to include services related to implementation of the Kinship Support Services Program and Differential Response Model in Child Welfare Services.

EXECUTIVE SUMMARY

Agreement No. 4367:

Allen, Shea & Associates provides consultation and administrative support for the In-Home Supportive Services Advisory Board. Approval of the requested amendment will increase the contractor's hourly rate but reduce the contract maximum to reflect the level of usage.

Agreement No. 6688:

Allen, Shea & Associates assists in the preparation and submission of the County Self-Assessment and County System Improvement reports to the State Department of Social Services. Approval of the requested amendment will revise the Scope of Work to add the services related to the implementation of a Kinship Support Services Program (KSSP) plan, and other services related to the implementation of the Child Welfare Services Differential Response Model. The amendment will also increase the maximum amount to compensate the contractor for the additional services, and add an automatic renewal clause, which allows the County the option to continue these services into the next fiscal year.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	<p>These are discretionary actions in that there is no mandate to contract with this particular provider.</p> <p>Approval of Amendment No. 2 to Agreement No. 4367 will allow Allen, Shea & Associates to continue to provide assistance to the members of the In-Home Supportive Services (IHSS) Advisory Board. It will also enable the contractor to bill for services at a rate consistent with other Health & Human Services consultant contracts, while reducing the contract maximum by \$3,875 to reflect anticipated usage.</p> <p>Approval of Amendment No. 1 to Agreement No. 6688 will allow Allen, Shea, & Associates to receive payment for services involving the development and preparation of State-mandated reports for Differential Response and the Kinship Support Services Program (KSSP). This agreement will also enable Allen, Shea & Associates to facilitate stakeholder meetings and receive reimbursement for expenses incurred.</p>
Is the general fund affected?	Yes
Future fiscal impact:	Although both of the agreements terminate June 30, 2007, each agreement contains an automatic renewal clause, which allows the County the option to continue these services into the next fiscal year. Appropriations have been included in the Agency's Fiscal Year 2007-2008 budget request.
Consequences if not approved:	<p>If Amendment No. 2 to Agreement No. 4367 is not approved, the IHSS Advisory Board will not receive administrative support and consultation from Allen, Shea & Associates, and the contractor will not be compensated for increased hourly rates.</p> <p>If Amendment No. 1 to Agreement No. 6688 is not approved, unspent KSSP funds will revert to the State, and HHSA will not be in compliance with State mandates. Also, HHSA will be unable to retain a consultant to assist with the implementation of the Differential Response program funded by the State.</p>
Additional Information:	<p>As part of its IHSS administrative allocation, Napa County HHSA receives \$52,966 per year in federal and state funding specifically designated for the continued operation of In-Home Supportive Services Advisory Committees. These are the funds being tapped to pay for the consultant's services. There is no County match required for this funding; therefore, the General Fund is not affected.</p> <p>Services involving KSSP activities will be fully funded from the KSSP Allocation</p>

from the State. Additional services involving the Differential Response Model will be funded from the CWS Allocation and budgeted County General Fund. Expenditures will remain within the total authorized budget for Fiscal Year 2006-2007.

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

Amendment No. 2 to Agreement No. 4367:

The In-Home Supportive Services Advisory Board serves as the required IHSS advisory committee as defined by state statutes and County ordinance. The purpose of the Advisory Board is to provide ongoing advice and recommendations regarding In-Home Supportive Services to the Board of Supervisors, any administrative body in the County that is related to the delivery and administration of In-Home Supportive Services, and the governing body and administrative agency of the Public Authority pursuant to Welfare and Institutions Code section 12301.4. In addition, the Advisory Board provides a mechanism for community input for citizens who use or provide IHSS. Under the current agreement, the Advisory Board is assisted in carrying out its duties by a contractor who has extensive knowledge of In-Home Supportive Services. Under the amendment, if approved, Allen, Shea & Associates will continue to work directly with the Advisory Board and the County in performing various research, report writing, public hearings, community meetings, activity coordination and support tasks. Approval of the amendment will also increase the hourly rate and reduce the contract maximum to reflect actual usage.

Amendment No. 1 to Agreement No. 6688:

Assembly Bill (AB) 636, which became law on January 1, 2004, brought a new accountability structure to Child Welfare Services in the State of California. AB 636 requires each county to participate in a three-part system:

1. County Self Assessment
2. Targeted Peer Quality Case Review (PQCR)
3. County System Improvement Plan (SIP)

Allen, Shea & Associates assisted Napa County in completing the first round implementation of the above activities and is now ready to move toward the second round of implementation. In the second round, Allen, Shea & Associates shall continue to assist Napa County in evaluating the quarterly data reports that indicate the County's performance in meeting the desired outcomes indicators. Additionally, new information must be solicited from stakeholder groups and incorporated into newly developed strategies for continued improvement, such as the Kinship Support Services Program and the Differential Response Model.

Approval of the requested amendment will incorporate services described below within the contractor's Scope of Work:

Kinship Support Services Program:

Napa County has been selected by the State to start planning a Kinship Support Services Program (KSSP). This program will fund services to family members who take in members of their family as foster children. Implementing the planning stage of this program will require facilitated meetings with community partners to set up an outreach program to kinship (relative) caregivers and the children who are placed in their homes by the juvenile court or who are at risk of dependency or delinquency. Allen, Shea & Associates will facilitate and

coordinate these meetings and write the County's HHSA plan for submission to the State in June.

Differential Response:

Napa County has been provided funds by the State to implement a Differential Response Program, intended to help Emergency Response staff follow up with an appropriate response to reports of child abuse.

Differential Response allows for earlier, more comprehensive, and community-based services to families who have been reported for abuse or neglect. Many reports to Child Welfare Services do not meet the legal definition of abuse and neglect but are cases in which parents are experiencing some type of stress or have serious unmet needs, such as inadequate housing, employment or transportation, which affects their ability to adequately take care of their children. By providing three different "paths" for Child Welfare Services (CWS) to address a family's needs, services can be extended to families who traditionally do not receive any case management or follow up. Differential Response allows for Child Welfare and community-based organizations to work together to provide early intervention and support services to help the family avoid entering the child welfare system. This effort will require individual contracts with various community partners to provide services to clients who have child abuse reports. Allen, Shea & Associates will meet with these community partners and assist in the development and preparation of the scope of work for the contracts.

Allen, Shea & Associates is not a health care provider for purposes of HIPAA. This position is taken because there is no use or disclosure of protected health information by or to the vendor under these agreements. Therefore, a Business Associate Agreement is not required.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita