



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/20/2014

Agenda Placement: 7D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Teresa Zimny for HOWARD HIMES - Director
Health & Human Services Fiscal

REPORT BY: Shelli Brobst, Contracts Analyst - 253-4720

SUBJECT: Amendment No. 3 to Agreement with Prime Health Information Consulting, LLC

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chairman to sign Amendment No. 3 to Agreement No. 8052 with Prime Health Information Consulting, LLC, increasing the amount by \$52,200 for a new maximum of \$118,000, revising the Scope of Work to include assistance with implementing work plans relating to improving privacy and security, and extending the term through June 30, 2015 for the contractor to continue providing services regarding the Agency's record management system.

EXECUTIVE SUMMARY

In March 2013, the County entered into an agreement with Prime Health Information Consulting, LLC, to provide consultation services regarding HHS's records management processes. Approval of the recommended amendment will increase the amount by \$52,200 for a new maximum of \$118,000, revise the Scope of Work to include assistance with implementing work plans relating to improving privacy and security, and extend the term of the agreement through June 30, 2015 for the contractor to continue to provide services regarding the Agency's record management system.

Prime Health Information Consulting, LLC is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	Health & Human Services Operations
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the recommended action is discretionary in that there is neither a mandate to have these services provided nor to contract with this provider. However, approval of the contract will allow HHSA to review current practices to ensure that they match Agency needs and reflect best practices in the field.
Is the general fund affected?	No
Future fiscal impact:	This agreement ends June 30, 2015 and will be budgeted accordingly in the Operations budget.
Consequences if not approved:	If requested action is not approved, HHSA may be less effective in improving information privacy and security efforts.
Additional Information:	

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

In 2006, the County's Health and Human Services Agency (HHSA) established a Records Coordinator Position. Since that time the Agency's client records systems, as well as State and Federal laws governing the management of client records, have changed. The purpose of this contract is to undertake a review of the Agency's current practices to ensure that they match Agency needs and are reflective of best practices in the field.

The results of the initial study by Prime Health Information Consulting point to a need to create a more robust records management structure in HHSA. Under this amendment, Prime Health Information Consulting will provide HHSA with assistance in implementing recommendations developed under earlier amendments. The contractor also will provide HHSA with needed support in implementing work plans related to improving information privacy and security efforts at HHSA.

Prime Health Information Consulting, LLC is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins