



Agenda Date: 6/5/2007
Agenda Placement: 6G

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: Amendment No. 5 to Agreement No. 4322 with ECHO Management Group

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 5 to Agreement No. 4322 with ECHO Management Group increasing the amount by \$297 for a new maximum of \$33,917 per fiscal year for software maintenance support.

EXECUTIVE SUMMARY

ECHO software is the Health and Human Services Agency's electronic health record and billing system for the Mental Health and Substance Abuse Services programs. Approval of the requested action will allow the contractor to be compensated for a one percent increase of \$297 in the annual software maintenance fee due to increases in the contractor's operating costs.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Mental Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action is discretionary in that there is no mandate to have this agreement. However, maintenance of HHSA's electronic health record and billing system is necessary to track and record clinical data for the County's Mental Health and Substance Abuse programs, and to generate HIPAA-compliant billing claims to Medicare, Short-Doyle Medi-Cal, and Drug Medi-Cal. Approval of the requested action will allow HHSA to

continue appropriately paying the ECHO Management Group for service, maintenance, and support of the Mental Health and Substance Abuse electronic health record and billing system. Without the support of the ECHO Management Group, the timeliness and accuracy of the County's billings may be jeopardized. The agreement is funded by Realignment and County General Funds appropriated for administration of the local mental health system.

Is the general fund affected? Yes

Future fiscal impact: Although the agreement terminates June 30, 2008, the agreement contains an automatic renewal provision, which allows the County the option to continue these services in the following fiscal year. Appropriations are included in the Mental Health requested budget for Fiscal Year 2007-2008 and appropriations for future fiscal years will be budgeted if needed.

Consequences if not approved: If this amendment is not approved, HHSA will be unable to appropriately compensate the contractor to continue providing support and maintenance services for the ECHO software. If HHSA encounters failures in the ECHO software and does not have adequate support or service to make necessary repairs, updates, or corrections, HHSA will not be able to track client services adequately nor submit billing data in a timely manner, which could result in billing errors and/or a loss of revenue.

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 March 1999, the Board approved the initial agreement with ECHO Management Group for the installation of an electronic health record and billing system. Approval of the requested action will provide for a one percent increase to the contract maximum, to cover the contractor's higher cost of doing business.

Under the agreement, ECHO provides software system service, support, maintenance and updates as needed. Continuation of this maintenance and support agreement while HHSA is in the process of replacing ECHO with the Anasazi electronic health record and billing system is essential. HHSA must have the required tools to track clinical data for County clients accurately, prevent billing errors, guard client Protected Health Information (PHI), and submit timely and appropriate billing data to state and federal health care programs for reimbursement. HHSA will continue to use ECHO for services rendered prior to July 1, 2007, and officially start using the Anasazi billing system for dates of service beginning July 1, 2007. Since Medi-Cal allows billing for services up to six months after the date of service, HHSA must maintain the ECHO system until all services rendered prior to July 1 have been billed, or through December 2007.

The Agency has an executed Business Associate agreement on file with this provider.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita