



Agenda Date: 8/22/2006
Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randy Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Amendment No. 4 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. 4 to Agreement No. 4322 with ECHO Management Group increasing the amount by \$12,054 for a new maximum of \$33,621 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 amendment will allow the contractor to be compensated for an increase of \$8,553 in the annual software maintenance fee. The increase also includes a reimbursement maximum of \$3,500 for expenses incurred should HHSA require on-site training.

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:	This is a discretionary activity in that maintaining an electronic health record and billing system is not a mandated activity. The agreement is funded by Realignment and County General Funds appropriated for administration of the local mental health system.

Approval of this amendment will allow the Mental Health Division to

continue paying the ECHO Management Group for service, maintenance, and support of the Mental Health and Substance Abuse electronic health record and billing system. The ECHO system is used not only to track and record clinical data for the County's Mental Health and Substance Abuse programs, but also to generate HIPAA compliant billing claims to Medicare, Short-Doyle Medi-Cal, and Drug Medi-Cal. Without the support of the ECHO Management Group, the timeliness and accuracy of the County's billings may be jeopardized.

Is the general fund affected?	Yes
Future fiscal impact:	Although the agreement terminates June 30, 2007, the agreement contains an automatic renewal provision, which allows the County the option to continue these services in the following fiscal year. Appropriations will be budgeted accordingly.
Consequences if not approved:	If this amendment is not approved, the contractor will be unable to continue providing support and maintenance services. If HHSa encounters failures in the ECHO software and does not have the adequate support or service necessary to make 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:	Although both HHSa Divisions, Mental Health and Substance Abuse, make use of this software, this agreement has always been funded by Mental Health since the bulk of the billing and electronic records tracked by the ECHO software is in Mental Health.

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 a new HHSa billing and tracking system. ECHO provides software system service, support, maintenance, and updates as needed. Continuance of this maintenance and support agreement is essential to ensure that HHSa has 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. The amendment will allow the contractor to be compensated for an increase in the annual software maintenance fee. The amendment also will increase the contract maximum to accommodate necessary and incurred costs related to any on-site support which HHSa may request of the vendor for this software.

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

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita