



# Board Agenda Item 33

DATE: April 25, 2017

TO: Board of Supervisors

SUBMITTED BY: Joy Cronin, Executive Director, In-Home Supportive Services Public Authority

SUBJECT: Amendment II to Agreement with RTZ Associates, Inc. for Provider Eligibility Tracking System (PETS)

RECOMMENDED ACTION(S):

**Sitting as the In-Home Supportive Services Public Authority Governing Board:**

**Approve and authorize the Chairman to execute Amendment II to Agreement A-11-102-1 with RTZ Associates, Inc., to provide Provider Eligibility Tracking System computer application services, effective January 1, 2011 through June 30, 2021 (\$216,051).**

**Sitting as the Fresno County Board of Supervisors:**

**Approve and authorize the Chairman to execute Amendment II to Agreement A-11-102-1 with RTZ Associates, Inc., to provide Provider Eligibility Tracking System computer application services, effective January 1, 2011 through June 30, 2021 (\$216,051).**

Approval of the recommended action will enhance the current agreement with RTZ Associates, Inc. by allowing the In-Home Supportive Services Public Authority (IHSS PA) to electronically manage new and ongoing Department of Justice (DOJ) criminal records for all IHSS providers via Provider Eligibility and Tracking System (PETS). The proposed Amendment will increase the agreement maximum compensation by a total of \$46,083. This Amendment is funded through Federal and State revenues for the IHSS PA, with no increase in Net County Cost.

ALTERNATIVE ACTION(S):

There is no viable alternative action. Should your Board not approve the recommended action, the IHSS PA would continue to perform manual tasks that could be streamlined electronically, and would continue to store upwards of 20,000 paper files on site.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The maximum cost of the recommended Amendment II for the period of January 1, 2011 through June 30, 2021 (\$216,051), an increase of \$46,083, will be offset through a combination of State and Federal revenues and the County share of cost (\$24,540) comprised of 1991 Realignment revenues and Net County Cost. The Governor's FY 2017-18 Proposed Budget includes the elimination of the Coordinated Care Initiative (CCI) and the associated Maintenance of Effort (MOE) for the IHSS Program, which froze the County share of cost at actual FY 2011-12 expenditures subject to an annual inflation factor of 3.5%. Elimination of the MOE would result in a 15% to 17.5% County share of cost for the Program, which is funded with 1991 Realignment and Net County Cost.

Sufficient appropriations and estimated revenues are included in the adopted FY 2016-17 budget for IHSS PA Organization 5611, and will be requested in subsequent budgets for the duration of the Agreement.

DISCUSSION:

The In Home Supportive Services Public Authority (IHSS PA) operates and maintains the Provider Registry, a database of screened and trained providers, which is used to assist IHSS recipients with finding home care providers. Services for the Registry are coordinated through the use of a specialized software program, known as HOMCare2, currently provided through an Agreement with RTZ Associates, approved by your Board on March 22, 2011, and amended on May 7, 2013.

The IHSS PA is required to review DOJ criminal records for prospective IHSS providers to determine eligibility. IHSS PA staff currently completes this process manually by obtaining and reviewing hard copies of requested records. These records require storage and currently IHSS PA maintains an estimated 20,000 paper records stored on location.

Approval of the recommended Amendment will allow IHSS PA access to HOMCare2's PETS module, which makes available DOJ criminal records electronically, eliminating the need for paper copies and storage. In addition, PETS will also generate notices and correspondence with pre-populated IHSS provider information, reducing tasks that are currently performed manually by IHSS PA staff.

Use of PETS will streamline the process of receiving, reviewing and taking action on DOJ criminal records, eliminate errors related to handling and managing paper files and eliminate storage needs. This will increase employee efficiency and expedite IHSS provider eligibility determination. Costs associated with the recommended Amendment include a monthly fee to access PETS, technical support, periodic system updates to accommodate revised regulations and standards and webinar training for end users.

If approved, the recommended Amendment II will be effective upon execution. It includes the same terms and conditions unless either party provides written notice of non-renewal not later than sixty (60) days prior to the close of the current term.

REFERENCE MATERIAL:

BAI #34, May 7, 2013  
BAI #21, March 22, 2011

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Amendment II

CAO ANALYST:

Ronald Alexander