

**MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Adult System of Care**

TO: Honorable Board of Supervisors

FROM: Richard J. Burton, M.D., M.P.H.
Placer County Health Officer and Director of Health & Human Services
Maureen F. Bauman, Director of Adult System of Care

DATE: March 22, 2011

SUBJECT: Contract with Gladwell Governmental Services for Implementation of Electronic Medical Records and Document Management System

ACTION REQUESTED:

Approve a new contract with Gladwell Governmental Services, Inc. not to exceed \$64,180 to assist with the installation of the Avatar Clinician's Work Station, in order to implement the electronic medical records and document management system in the Adult and Children's System of Care, and authorize the Director of Health and Human Services to sign the resulting contract and any subsequent amendments up to 10 percent of the original amount.

BACKGROUND:

Placer County Adult System of Care previously received approval by the California Department of Mental Health for a three-year technological needs assessment and implementation plan. This plan included the steps necessary to meet the State's roadmap to a fully functional electronic medical record in county mental health clinics. These steps include infrastructure upgrades, the automation of clinical notes and patient history, laboratory results, medication management, document imaging, data warehousing and the exchange of health information between providers. The approved plan was funded by the State for the implementation of the electronic medical record.

The objective of this contract is to identify, document, and recommend the forms (assessments, progress notes, libraries etc.) that will be placed in two software systems, already purchased by Placer County Health and Human Services: the Avatar Clinician's Work Station (for the electronic medical record) and the SIRE Enterprise Content Management System (used to convert paper medical records to electronic for long term storage and access). This consultant will help Health and Human Services define when and how the two systems will be used in the most efficient and cost effective manner.

Gladwell Governmental Services will develop detailed business process that accurately defines the functional roles and actions of key personnel for each defined process. The vendor will also produce diagrams for both business and system processes; identifying how and where in the hierarchy of the organization the processes will take place. This consultant has a proven track record with Health and Human Services and we look forward to a productive process.

This contract for information technology services may be exempt from competitive solicitation in accordance with Purchasing Policy Section 1.3(i).

FISCAL IMPACT:

The consultant contract in the amount of \$64,180 is included in the Department's FY 2010-11 Final Budget. This contract will utilize 100% State funding. No County General Fund match is required. Per HIPAA requirements and new Federal healthcare reform, Placer County will not be eligible for future Federal funding without implementation of an electronic medical record system.

This contract is on file with the Clerk of the Board for your review.

