

MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Human Services Division

TO: Honorable Board of Supervisors

FROM: Richard J. Burton, M.D., M.P.H.
Placer County Health Officer and Director of Health & Human Services
Cheryl S. Davis, Director of Human Services

DATE: June 8, 2010

SUBJECT: Purchase of additional SIRE Document Management licenses and backup storage devices

ACTION REQUESTED:

The Board is requested to take the following actions:

- a. Approve a modification to Contract No. KN020948 with LR Hines Consulting, Inc. to purchase 150 additional software licenses and ongoing support, increasing the amount by \$170,000 for a new revised total not to exceed \$418,215, and authorize the Purchasing Manager to sign the resulting revision and subsequent change orders up to 10 percent of the total amount,
- b. Approve the addition of two backup storage devices to the County Master Fixed Asset List in the combined amount of \$36,000, and authorize the Purchasing Manager to sign the resulting Purchase Orders for acquisition of this equipment,
- c. Authorize the Purchasing Manager to seek bids and award Purchase Orders for previously approved scanners in an amount not to exceed \$95,000, and
- d. Approve the attached Budget Revision in the amount of \$241,000 to provide the necessary funding for the additional licenses and fixed assets.

This project is funded 100 percent with Federal and State funds. No County General Fund match is required.

BACKGROUND:

The California Department of Health Care Services (DHCS) and Social Security Administration (SSA) are requiring counties to implement computer security procedures related to protecting the privacy of Medi-Cal and SSA Personally Identifiable Information (PII). In order to meet Federal and State privacy and security requirements, the County must comply with the general computer security safeguards, system security controls, audit controls, and business continuity/disaster recovery controls specified by DHCS and SSA. These requirements include the ability to encrypt e-mail when the content of the e-mail message or e-mail attachment contains information that is deemed to be Personally Identifiable Information (PII) and should be safeguarded.

The document management software and components to be purchased and installed were determined as a result of Placer County Request for Proposals number 9613, which established a countywide standard for these systems. The implementation of document imaging will facilitate the protection of personally identifiable information by providing an electronic alternative with auditing capabilities. On any given day HHS is required by law to maintain over 16,000 client files that contain personally identifiable information. Converting these paper documents to imaged records will result in reducing future storage facility costs.

At the March 16th meeting, the Board approved a contract with LR Hines to complete this software implementation, and added scanners to the Master Fixed Asset List. The project is moving quickly and additional licensing and support needs have been clarified based on configurations and business processes identified in San Diego and Sacramento counties. The additional tape backup capability is to support Write Once Read Many (WORM) tapes which are required when paper records are to be destroyed. The additional disk storage device will ensure that sufficient capacity is present for scanned cases. Based on the cost of these devices, these items will be added to the County's Master Fixed Asset List as shown on the attached list. In addition, authority is requested for the Purchasing Manager to complete the purchase of both the scanners that were approved by the Board on March 16th as well as the backup devices being requested for approval at this time.

FISCAL IMPACT:

This project is funded 100 percent with Federal and State funds. No County General Fund match is required. The budget revision will incorporate these expenditures in the Department's FY 2009-10 Final Budget.

ADDITIONS TO THE MASTER FIXED ASSET LIST

Health and Human Services Dept.
Human Services Division
Appropriation 53070

<u>Qty.</u>	<u>Description</u>	<u>Cost</u>
1	Disk storage unit	\$ 21,000
1	Tape storage unit	\$ 15,000
Total Fixed Asset Additions		\$36,000

BUDGET REVISION

PAS DOCUMENT NO. _____

POST DATE:

- Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

- Auditor-Controller
 County Executive
 Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
14	BR	\$ 482,000	4

ESTIMATED REVENUE ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
14	006				530730	60700	7182			\$ 241,000
TOTAL										\$ 241,000

APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
14	014				530730	60700	2555			\$ 170,000
14	014				530730	60700	4451			\$ 35,000
14	014				530730	60700	4451			\$ 36,000
TOTAL										\$ 241,000

REASON FOR REVISION: \$170,000 INCREASE AMOUNT FOR LR HINES CONSULTING, INC TO PURCHASE 150 ADDITIONAL SOFTWARE LICENSES. \$35,000 INCREASE FIXED ASSET AMOUNT OF DOCUMENT IMAGING SCANNERS, \$36,000 TWO BACKUP STORAGE DEVICES TO BE ADDED TO THE MASTER FIXED ASSET LIST.

Prepared by Brian Ruppert Ext 7693
 Department Head [Signature]
 Board of Supervisors _____

Date: 5/20/10
 Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

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