

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: August 10, 2010

SUBJECT: Amendment to Document Imaging Implementation Contract

ACTION REQUESTED:

Approve Contract Amendment KN020950-A with Gladwell Governmental Services, Inc. for additional services required for the implementation of the Human Services Document Imaging Project, increasing the amount by \$40,000 for a new revised total not to exceed \$70,000, and authorize the Purchasing Manager to sign the resulting amendment.

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 FY 2009-10, the Human Services Division received over \$1 million in dedicated funding for security-related remediation projects. A portion of the funds remain available in FY 2010-11 to finalize the project and fully meet Federal and State requirements.

The Document Imaging Project will establish a countywide standard for meeting Federal and State privacy and security requirements which will impact additional aspects of HHS such as health, mental health, and substance abuse program data. In addition, this project will result in the protection of personally identifiable information in Human Services programs as well as reduce future storage facility costs.

Placer County has contracted with Gladwell Governmental Services, Inc. to assist with the implementation of the SIRE document imaging system for Human Services. Gladwell has helped map existing business processes of all programs and document the processes and procedures that would change with the introduction of document imaging. The contract amount and end date were established based on the availability of one time Federal and State funding. Human Services is requesting to fully use the funding allocated to Placer County and continue contracting with Gladwell Government Services to assist us with document indexing, system testing, staff training, and with full implementation to meet the Federal and State requirements.

FISCAL IMPACT:

This project is funded with 100 percent Federal and State funds. No County General Fund match is required. Funding will be included in the Department's FY 2010-11 Final Budget.

A copy of the above amendment is on file with the Clerk of the Board for your review.

xc: Jim Boggan, Procurement Services

