



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Social Services
Department No.: 044
For Agenda Of: 1/05/2010
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Kathy M. Gallagher, 346-7101
Director(s)
Contact Info: Melissa Hoesterey, 346-7248

SUBJECT: Agreement with Treinen Associates, Inc. to provide a CMIPS II Project Manager

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions: That the Board of Supervisors

- a. Approve and authorize the Chair to execute an Agreement with Treinen Associates Inc. to provide a CMIPS II Project Manager in the amount of \$161, 094 for the period of 1/5/10 through 2/28/2011.

Summary Text:

The current Legacy Case Management, Information and Payrolling System (CMIPS) has processed IHSS program payments for over 25 years. In order to comply fully with federal, state, and business requirements for payroll and tax services, while accommodating the increasing caseload, the State is requiring all counties to transition to CMIPS II. Santa Barbara County is part of Group 2 for statewide implementation and is set to go live on November 1, 2010. The Department of Social Services (DSS) released a Request for Proposal on October 15, 2009 to secure a contract for a Project Manager who could oversee, coordinate, and provide leadership for all of Santa Barbara County work plan activities associated with the Case Management Information and Payrolling System (CMIPS) II implementation from Pre-Engagement through Post-Implementation. DSS received five responsive proposals. The proposal from Treinen Associates was ranked the highest. Treinen Associates Inc. is a management consulting firm that helps companies plan, manage and implement business change. Their firm brings relevant experience and specific knowledge in the areas related to payroll and case management systems within social service environments. Specifically, Treinen Associates Inc. recently completed the first of three phases of a similar project in the State of Washington successfully. Treinen Associates Inc. does have a local presence in Santa Maria.

Background:

In-Home Supportive Services (IHSS) programs enable eligible aged, blind and disabled individuals in California to remain in their own homes and avoid institutionalization by allowing them to obtain help with personal care, housekeeping, shopping, self-care procedures, meal preparation, and other daily activities. Because legacy CMIPS requires major modifications to meet legislative and regulatory requirements, as well as caseload and management needs, CMIPS II will provide an enhanced, efficient and user-friendly system to support the IHSS programs. It will also provide improved automation for AB 1682 regarding Public Authorities and SB 1104 regarding IHSS QA Initiative.

Santa Barbara County has received a State allocation to implement this application. The new CMIPS II application will:

- Improve technology for tracking case management activities and payroll processing
- Improve administrative information
- Alleviate the current laborious paper processes involved in creating and maintaining Recipient and Provider information
- Improve the timeliness and efficiency of the payroll process

Performance Measure:

- Participate in one or more site preparation surveys throughout the 4-month Pre-Engagement Stage.
- Use the State's PowerPoint Personal Computer (PC) certification to develop and deliver a training curriculum that is geared toward preparing end-users (current and potential) to use the new CMIPS II system, during the Engagement and Implementation Stage.
- Compile a list of potential CMIPS II users and locations, within the Pre-Engagement Stage.
- Facilitate at least two (2) CMIPS II workgroups per month.
- Identify and work with Social Services IT to order all necessary equipment during the Engagement and Implementation Stage to ensure that it is on-site prior to its scheduled installation date.
- In coordination with County program staff, develop training and policy and procedures as identified in the GAP Analysis for successful implementation of CMIPS II.
- Prepare a comprehensive list of 'talking points' that identify the potential changes caused by CMIPS II that could impact job classifications and result in the need for labor negotiations.
- Use the communication plan template provided by the State Implementation Coordinator (IC) to develop and execute a Santa Barbara County communication plan that provides a framework for project information exchange within and outside the CMIPS II project.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>July 1, 2010- February 28, 2011 Costs:</u>	<u>Prior Fiscal Year Costs</u>
General Fund			
State	\$ 74,443.00	\$ 86,851.00	
Federal			
Fees			
Other:			
Total	<u>\$ 74,443.00</u>	<u>\$ 86,851.00</u>	

Funding for this project comes from the State's CMIPS II implementation allocation. There is no County cost associated with the implementation of the CMIPS II project.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions:

Please send one (1) duplicate original Agreement, and a copy of the minute order to:
Contracts Unit
C/O Judy Doughty
2125 S. Centerpointe Parkway, 3rd Floor
Santa Maria, CA 93455

Attachments:

Agreement for Services of Independent Contractor

Authored by:

Judy Doughty