



**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:** Behavioral Wellness  
**Department No.:** 043  
**For Agenda Of:** May 1, 2018  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Alice Gleghorn, Ph.D., Director  
Director(s) Department of Behavioral Wellness 681-5220  
Contact Info: Chris Ribeiro, Chief Financial Officer, (805) 884-1694  
**SUBJECT:** Revenue Agreement - Relias Learning FY 2018-2019

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Relias Learning LLC (not a local vendor), to provide an online environment through their e-Commerce Academy site for contracted Community Based Organization staff to obtain required Continuing Education Units, for a maximum contract amount not to exceed \$2,500, offset by any revenues from user fees, during the period May 1, 2018 through April 30, 2019.
- B. Determine that these activities are exempt from California Environmental Quality Act review per CEQA Guidelines Section 15378(b)(5) since the recommended actions are government administrative activities which do not involve commitment to any specific project which may result in potentially significant physical impact on the environment.

**Summary Text:**

This item is on the Board of Supervisor's agenda based on the Department's existing Relias contract over \$100k, and Relias' request to treat this revenue-generating portion of services separately. Revenues are not expected to exceed operating costs during the one-year term of this agreement, but would offset the total cost to the County. The Department requests approval to contract with Relias Academy to provide Community Based Organizations (CBOs) with access to online courses that qualify for Continuing Education Unit (CEU) credit. Mental Health licensed professionals are required to obtain CEUs to maintain their professional licenses. The Department of Behavioral Wellness (BWell) is

Relias Rev Contract FY 18-19 BL

required to provide CBOs with CEU-eligible training. Approval of the recommended actions will allow BWell to continue to provide a comprehensive, cohesive, and efficient online system to monitor and track compliance for required CEUs for CBO staff.

In addition, approval of the recommended action will provide BWell with the ability to continue to generate revenue off of the training courses we create. This revenue will assist with offsetting the purchase of the subscription to the Relias E-Learning site.

### **Background:**

Relias Learning, LLC provides an e-learning platform with training materials for compliance with the International Statistical Classification of Diseases and Related Health Problems, ICD 10 (revision by the World Health Organization) and to provide training in keeping with all pertinent Federal, State, and County laws to include but not limited to the California Code of Regulations Title 9, Division 4, Title 22 California Code of Regulations (CCR); Drug Medi-Cal services; California's Mental Health Services Act; and California Code of Regulations Title 9, Division 1.

BWell is required by state and federal regulations to provide on-going and up to date training to staff and contracted Community Based Organization staff delivering mental health services.

Since 2016, to ensure training compliance, BWell has contracted with Relias, through two unique and distinctively different multiyear contracts to provide an e-learning platform to provide required trainings: 1) A contract with "Relias Learning, LLC" to provide e-learning to train BWell Regular Civil Service staff, Extra Help, locum tenens, interns, volunteers, students, trainees and temporary agency staff; and 2) A contract with "Relias Academy" to provide mandatory training and CEUs to CBO staff who are Mental Health License Professionals for compliance purposes.

### ***Relias Learning, LLC***

The contract with Relias Learning, LLC was approved by the Board of Supervisors on January 23, 2018. This contract allows BWell to provide consistent training to all staff (including Regular Civil service staff, all extra help staff, locum tenens, interns, volunteers, students, trainees and temporary agency staff) through one system to improve tracking of required training compliance for all BWell staff to meet State and Federal regulatory compliance.

In addition, Mental Health licensed professionals are required to obtain CEUs to maintain their professional licenses. This training is available to CBO staff through a contract with Relias Academy.

### ***Relias Academy***

Relias provides an e-Commerce Academy website. The Department of Behavioral Wellness has contracted with Relias Academy since May 2016 to provide a portal for our CBOs to access required standardized web based trainings. The contract with Relias Academy allows CBO staff access to 2,000 standardized courses that serve over 100 accreditations. Upon completion of these courses CEUs are awarded, which are required for CBO staff.

In addition, this contract generates revenue for BWell. BWell creates and offers trainings for CEUs on the Relias website. Revenue is generated when the CBOs pay a \$15 administrative fee to utilize these trainings. During the contract period of May 2016 – April 2018, this contract:

- Generated \$552 in revenue; and

- Trained approximately 300 CBO Mental Health licensed professional staff.

BWell is requesting approval to continue to contract with the Relias Academy.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>FY 18-19 Cost:</u></b>
General Fund	
State	
Federal	
Fees	
Other:Revenue	(\$2,500)
Total	\$ (2,500.00)

**Narrative:**

The Agreement has negligible impact on the FY 2018-2019 budgets. It is projected to provide up to \$2,500 in revenue per year, depending on usage rates. The revenue will offset the set up cost and the ongoing maintenance costs for the contract.

**Key Contract Risks:** There is a risk of the revenue varying from year to year due to usage and training needs. The revenue may not cover the ongoing maintenance cost. The ongoing cost is minimal.

**Special Instructions:**

Please return one (1) scanned copy of the Minute Order and one (1) scanned copy of the executed signature page to: [cfoschaar@sbcbswell.org](mailto:cfoschaar@sbcbswell.org)

**Attachments:**

Attachment A: Relias Learning Academy Contract FY 18-19

**Authored by:**

Amber Foschaar

**cc:**