

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: August 15, 2015

TO: Theodore Lipscomb, Chairman - Milwaukee County Board of Supervisors

FROM: Héctor Colón, Director, Department of Health and Human Services
Prepared by: Dennis Buesing, Administrator, DHHS Contract Services

SUBJECT: Report from the Director, Department of Health and Human Services, requesting authorization to amend and increase a 2015 professional services contracts for the Management Services Division with Quick Financial Solutions

Issue

Pursuant to Section 59.52(31) Wisconsin Statutes with regard to purchase of professional services (under Milwaukee County General Ordinance Chapter 56) for non-capital projects, if a professional services contract with a value greater than \$100,000, and less than \$300,000, entered into by a department administrator is to be extended or amended to provide additional reimbursement which extends the total reimbursement to the original agreement beyond \$300,000 to the same vendor, county board approval shall be required for each extension. Per Section 56.30, the Director of the Department of Health and Human Services (DHHS), is requesting authorization to amend the 2015 professional services contract for specialized fiscal management services with Quick Financial Solutions, LLC, by increasing it in the amount of \$48,000 for a revised total contract amount of \$167,880. This amendment is to the second year of a group of contracts with an aggregate value of \$317,760.

Background

Each year, DHHS enters into purchase contracts and fee-for-service agreements with a wide variety of community agencies for the provision of human services totaling hundreds of millions of dollars. As required by federal and state guidelines, DHHS is required to conduct various forms of subrecipient and provider monitoring. The County would face a significant loss of federal and state revenue if it failed to adequately monitor state and federally funded programs.

DHHS' 2015 budget includes funding for provider monitoring services for the Management Services Division and services for the Disabilities Services Division (DSD) to enhance Children's Long Term Support (CLTS) Medicaid Waivers fiscal management in order to maximize DSD's ability to draw down state and federal revenue.

In order to perform these services effectively, it was determined that DHHS needed to secure a

professional consulting firm with experience and expertise in governmental accounting, including the State's Medicaid Waivers programs and prior authorization and claims processing as administered by the State's Third Part Administrator (TPA) for DSD's CLTS Program. Processing of accurate and timely prior authorizations for participating children and ongoing monitoring of the program are crucial to CLTS clients receiving vital services, provider agencies receiving prompt reimbursement for their claims and essential to DSD's ability to maximize its draw down of Medicaid revenue.

The need for these services, in large measure, is due to the continued growth in DSD's CLTS Program as well as state initiatives to significantly reduce CLTS wait lists. In addition, DSD was chosen to participate in the CLTS Third Party Administrator (TPA) service authorization and claims processing pilot initiated by the Wisconsin Department of Health Service (DHS).

Professional services include analysis and review of the components of the CLTS Medicaid Waivers program and CLTS TPA claims processing, creation and submission of client service authorizations and preparation of monitoring and reporting tools that aid department fiscal and program staff in the management of the CLTS Medicaid Waivers program as well as measures and reports that help evaluate the effectiveness and efficiency of these activities.

DSD currently uses a manual prior authorization system with the State's TPA. However, DSD plans to transition to an automated prior authorization database program. This transition is contingent upon the final implementation phase of the Electronic Medical Records (EMR) and prior authorization system database for community providers. A comprehensive analysis and evaluation of the EMR system has delayed the transition to an automated system. This professional services contract is necessary to support the current manual prior authorization system with the state's TPA while the automated system is in its final phase of implementation. Upon completion and implementation of the new system, the contractor will assist DSD in the transition and training of staff in the new automated system.

In 2013, the DHHS Management Services Division initiated a Request for Proposals (RFP) for fiscal services to provide monitoring services of provider agencies and to enhance Children's Long Term Support Medicaid Waivers administration and fiscal management. The RFP contained provisions for a one-year contract with two, one-year options to renew the contract in subsequent years if agreed to by both parties. The applicant recommended for the contract was Quick Financial Solutions, LLC, a Certified Disadvantaged Business Enterprise (DBE).

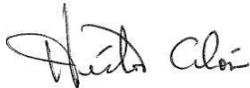
Approval of this contract recommendation will allow the Department to maintain its required review and monitoring of provider activities and enhance Children's Long Term Support Medicaid Waivers fiscal management and maximize DSD's ability to draw down state and federal revenue.

Recommendation

It is recommended that the Director of the Department of Health and Human Services, or his designee, be authorized to amend the professional services contracts with Quick Financial Solutions, LLC, by increasing it in the amount of \$48,000 for a revised total contract amount of \$167,880 for the period of January 1, 2015 through December 31, 2015.

Fiscal Effect

There is no budgetary impact associated with this request, as funding for this contract is included in the 2015 Budget. A fiscal note form is attached.



Héctor Colón, Director
Department of Health and Human Services

cc: County Executive Chris Abele
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