

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE:** November 26, 2012

**TO:** Marina Dimitrijevic, Chairwoman, 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 enter into a 2013 Professional Services Contract with Quick Financial Solutions LLC, in the amount of \$159,880

**Issue**

Section 56.30 of the Milwaukee County Code of General Ordinances requires County Board approval for Professional Services Contracts of \$50,000 or greater. Per Section 56.30, the Director of the Department of Health and Human Services (DHHS) is requesting authorization to enter into a Professional Services Contract with Quick Financial Solutions, LLC, in the amount of \$159,880 for 2013 for specialized accounting and fiscal management services.

**Background**

Each year, DHHS enters into purchase contracts and fee-for-service agreements for the provision of human services totaling hundreds of millions of dollars, with a wide variety of community agencies. Under State and Federal guidelines, the County is required to review annual independent audits of all agencies that receive State funding in the amount of \$25,000 or greater, or Federal funding in the amount of \$500,000 or greater. The County would face a significant loss of Federal and State revenue if it failed to adequately monitor State and federally funded programs. In addition, DHHS is required to conduct other forms of sub-recipient monitoring that may include desk reviews, on-site reviews and audits of provider agencies. DHHS' 2013 Budget includes \$89,880 for accounting services to provide audit review and monitoring services of provider agencies and the Department's fee-for-service network providers.

In addition, DHHS' 2013 Budget includes \$70,000 for accounting services to enhance Children's Long Term Support (CLTS) Medicaid Waiver fiscal management in order to maximize the Disabilities Services Division's (DSD) ability to draw down State and Federal revenue.

In order to perform these consulting and accounting functions effectively, it was determined that DHHS needed to secure a professional consulting firm with experience and expertise in governmental and non-profit accounting and auditing, including familiarity with Medicaid Waiver programs and Medicaid cost reporting.

In large measure, the need for these services is due to the rapid growth in DSD's Children's Long-Term Support 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 process pilot initiated by the Wisconsin Department of Health Service (DHS).

Professional services to be provided include analysis and review of the components of the CLTS Medicaid Waiver program and the CLTS TPA claims process, including creation and preparation of monitoring and reporting tools to aid DSD fiscal and program staff in the management of the CLTS Medicaid Waiver program as well as measures and processes to help evaluate the effectiveness and efficiency of these activities.

DSD currently uses a manual prior authorization system with the State's TPA. However, DSD is in the process of transitioning to an automated prior authorization database program. The professional services contract is necessary to support the current manual prior authorization system with the state's TPA, while the automated system is under development. Upon completion of the new system, the contractor will assist DSD in the transition and training of staff in the new automated system.

In 2012, the DHHS Management Services Division initiated a Request for Proposals (RFP) for accounting services to provide audit review and monitoring services of provider agencies and to enhance Children's Long Term Support Medicaid Waiver 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. Subsequent rate increases would be limited to the rate of inflation in the prior calendar year, if funding were continued in future years. The applicant recommended for the contract was Quick Financial Solutions, LLC, a Certified Disadvantaged Business Enterprise (DBE).

#### **Recommendation**

It is recommended that the Director of the Department of Health and Human Services, or his designee, be authorized to enter into a professional services contract with Quick Financial Solutions, LLC, in the amount of \$159,880 for the period January 1, 2013 through December 31, 2013. Approval of this contract recommendation will allow the Department to maintain its required review of provider agency audits and monitoring activities, enhance Children's Long Term Support Medicaid Waiver fiscal management and maximize DSD's ability to draw down State and Federal revenue.

#### **Fiscal Effect**

There is no budgetary impact associated with this request, as funding for this contract is included in the 2013 Budget. A fiscal note form is attached.

Respectfully Submitted,



Héctor Colón, Director  
Department Of Health and Human Services

cc: County Executive Chris Abele  
Tia Torhorst, County Executive's Office

Kelly Bablitch, County Board  
Pat Farley, Director – DAS  
Craig Kammholz – Fiscal & Budget Administrator - DAS  
CJ Pahl, Assistant Fiscal and Budget Administrator – DAS  
Antoinette Thomas-Bailey, Fiscal and Management Analyst – DAS  
Jennifer Collins, County Board Staff  
Jodi Mapp, County Board Staff