

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE:** January 5, 2016

**TO:** Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors

**FROM:** Héctor Colón, Director, Department of Health and Human Services  
*Prepared by: Dennis Buesing, Administrator, DHHS Contract Services,  
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**SUBJECT:** **Report from the Director, Department of Health and Human Services, requesting authorization to amend and increase 2016 professional services contracts for the Management Services Division and the Delinquency and Court Services Division**

**Issue**

Pursuant to Section 56.30 of the Milwaukee County Code of General Ordinances, the Director of the Department of Health and Human Services (DHHS), is requesting authorization to amend and increase 2016 professional services contracts with community organizations for Management Consulting, Juvenile Detention Medical and Psychiatric Nursing Services. The proposed amendments are to contracts entered into with community organizations for the period January 1, 2016 through March 31, 2016 in the total amount of \$124,052.

***Fiscal Management Services***

**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' 2016 budget includes \$176,904 for fiscal management services to monitoring subrecipient and Children's Long Term Support (CLTS) provider network contracts for the Management Services and Disabilities Services Divisions and to enhance fiscal management in order to maximize the department's ability to draw down State and Federal revenue.

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).

### **Discussion**

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.

Service responsibilities will include the State's Medicaid Waivers program and prior authorization, claims processing as administered by the State's Third Part Administrator (TPA) for DSD's CLTS Program and monitoring of subrecipient and network provider contracts. 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.

Professional services will 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.

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 Milwaukee County Board of Supervisors authorize the Director, DHHS, or his designee, to amend the 2016 professional services contract for specialized fiscal management services with Quick Financial Solutions, LLC, by increasing it in the amount of \$132,678 and extending it for the period from January 1, 2016 through December 31, 2016 for a revised total contract amount of \$176,904.

<b>Service</b>	<b>Provider</b>	<b>Amendment Amount</b>	<b>Total 2016 Allocation</b>
Fiscal Management Services	Quick Financial Solutions	\$132,678	\$176,904

***Detention Physician and Medical Services***

An RFP was issued in 2014 for this service for a three-year renewable contract beginning in 2015. The Medical College of Wisconsin (MCW) was selected and is responsible for medically screening youth admitted to the secure detention center facility. Physicals are also given to juveniles that remain in detention for more than 24 hours, along with any necessary follow-up care. This contract provides 29 hours of coverage per week (Monday through Friday) consisting of 24 hours of coverage by a nurse practitioner and five hours of coverage by a physician. MCW has exceeded the DBE goal in the past and DCSD anticipates the same for 2016.

**Recommendation**

It is recommended that the Milwaukee County Board of Supervisors authorize the Director, DHHS, or his designee, to amend the 2016 professional services contract with the Medical College of Wisconsin by increasing it in the amount of \$115,383 and extending it for the period from January 1, 2016 through December 31, 2016 resulting in a total contract of \$153,844.

<b>Service</b>	<b>Provider</b>	<b>Amendment Amount</b>	<b>Total 2016 Allocation</b>
Detention Physician and Medical	The Medical College of Wisconsin	\$115,383	\$153,844

***Detention Psychiatric Nursing Services***

An RFP was issued in 2014 for this service for a three-year renewable contract beginning in 2015. Alternatives in Psychological Consultation (APC) was selected and is responsible for the provision of 80 hours of coverage per week, seven days per week, consisting of psychiatric nursing services, mental health screenings, and follow-up services as necessary for youth in the secure detention facility.

In order to increase utilization, APC increased DBE spending under additional DHHS purchase of service contracts that are not subject to the DBE goal. The CDBP agreed to this arrangement in 2013. APC informed DHHS that it successfully submitted an application to obtain Small Business Enterprise (SBE certification) and this certification was achieved in 2014.

**Recommendation**

It is recommended that the Milwaukee County Board of Supervisors authorize the Director, DHHS, or his designee, to amend the 2016 professional services contract with the Alternatives in Psychological Consultation by increasing it in the amount of \$124,095 and extending it for the period from January 1, 2016 through December 31, 2016 resulting in a total contract of \$165,406.

<b>Service</b>	<b>Provider</b>	<b>Amendment Amount</b>	<b>Total 2016 Allocation</b>
Detention Psychiatric Nursing	Alternatives in Psychological Consultation	\$124,095	\$165,460

**Recommendation**

It is recommended that the Milwaukee County Board of Supervisors authorize the Director, DHHS, or his designee, to amend the 2016 professional services contract by increasing them in the amount of \$372,156 with the organizations as identified in this report and for the amounts and terms enumerated in the attached resolution resulting in total contracts in the amount of \$496,208.

It is further recommended that that the Milwaukee County Board of Supervisors retrospectively approves expenditures that may have already been made on these contracts pursuant to the terms and conditions of the contracts and the actions of the DHHS.

**Fiscal Effect**

There is no budgetary impact associated with this request, as funding for this contract is included in the 2016 Budget. A fiscal note form is attached.



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Héctor Colón, Director  
Department of Health and Human Services

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