COUNTY OF LOS ANGELES

MARVIN J. SOUTHARD, D.S.W.
Director

SHEILA A. SHIMA
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

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DEPARTMENT OF MENTAL HEALTH

http://dmh.lacounty.gov

Reply To: (213) 738-4601
Fax: (213) 386-1297

March 1, 2007

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

23 MAR 13 2007

SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

AUTHORIZATION FOR ACCEPTANCE OF MENTAL HEALTH SERVICES ACT COMMUNITY SERVICES AND SUPPORTS PLAN OTHER ONE-TIME FUNDING FOR AN INFORMATION TECHNOLOGY PROJECT AND APPROVAL OF REQUEST FOR APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2006-2007 (ALL SUPERVISORIAL DISTRICTS) (4 VOTES)

CIO RECOMMENDATION:
APPROVE (X) APPROVE WITH MODIFICATION ( ) DISAPPROVE ( )

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the acceptance of Mental Health Services Act (MHSA) other one-time funding from the California State Department of Mental Health (SDMH) for an Information Technology (IT) Project in the amount of $885,000. This MHSA other one-time funding was awarded for Fiscal Years (FYs) 2006-2007 and 2007-2008 for the purpose of providing IT Support for MHSA Program Implementation as described in the MHSA Community Services and Supports (CSS) Plan.

2. Approve the Request for Appropriation Adjustment (Attachment I) for Services & Supplies (S&S) in the amount of $708,000 for FY 2006-2007 to increase the Department of Mental Health's (DMH) spending authority for the purpose of providing IT Support for MHSA Program Implementation as described in the MHSA CSS Plan.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On January 12, 2007, the Department received notice from the SDMH of additional one-time funding for a Systems Improvement Project under the MHSA CSS Plan. Board approval of the recommended actions will allow DMH to accept and receive additional MHSA funding from SDMH and enable DMH to provide IT Support for MHSA Program Implementation. This additional funding will provide DMH with spending authority to acquire contractor resources to identify and implement the technical changes needed to improve the delivery of services and supports described in the MHSA CSS Plan.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended Board actions are consistent with the principles of the Countywide Strategic Plan Programmatic Goal No. 7, "Health and Mental Health." Board approval of the recommended actions will help DMH establish a client-centered, information-based mental health services delivery system that provides cost-effective and quality services within DMH and prepares DMH to collaborate more effectively with other County departments.

The recommended Board actions are consistent with the County's Chief Information Office (CIO) Goal Nos. 1, 2, and 3. Board approval of the recommended actions will help DMH conduct County business electronically, provide secured access to electronic applications, and utilize enterprise solutions to meet common needs.

The recommended Board actions are consistent with DMH Business Goal Nos. 1, 4, and 5. Board approval of the recommended actions will help DMH implement, manage, and report on the major new programs funded through MHSA; implement the plan for the cost-effective replacement of the legacy Mental Health Management Information System (MHMIS) and Integrated System (IS); and improve the collection of data for children (including foster children), adults, and older adults to be used for Performance Counts and other initiatives.

The recommended Board actions are consistent with the DMH IT Strategies Nos. 8 and 9. Board approval of the recommended actions will help DMH facilitate appropriate provider access to client information and clinical functionality regardless of the location of the provider or the client, and minimize paper and focus on digital information captured as close as possible to the point of origin.

FISCAL IMPACT/FINANCING

There is no increase in net County cost.

The MHSA related IT Project is funded by MHSA other one-time funding in the amounts of $708,000 for FY 2006-2007 and $177,000 for FY 2007-2008, for a total amount of $885,000. An Appropriation Adjustment for S&S in the amount of $708,000 for FY 2006-2007 will provide the necessary spending authority for additional contract resources to support MHSA related IT projects. DMH has included the remaining $177,000 MHSA other one-time funds in its FY 2007-2008 Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The MHSA CSS Plan is a conceptual framework designed to create a culturally competent mental health system, which promotes recovery and wellness for adults and older adults with severe mental illness and resiliency for children and youth with serious emotional disorders and their families. The MHSA CSS Plan was approved by SDMH and the Board of Supervisors on February 14, 2006, and May 9, 2006, respectively. DMH is implementing the MHSA CSS Plan, developed and organized by stakeholders to serve specific age groups and provide cross-cutting services designed to serve all age groups, as well as to provide services utilizing other one-time funds. On January 12, 2007, SDMH notified DMH of the project funding (Attachment II), Specifically, the MHSA other one-time funds will be used to:

- Provide support for transforming facilities and programs, which includes assisting with the establishment of new sites; deploying and configuring new hardware; and loading, configuring, maintaining and supporting this hardware on a continuing basis. Also included is first level software support for new DMH MHSA staff.

- Perform configuration and provide support for Electronic Data Interchange (EDI) and Data Integration to collect client and program outcomes information.

- Perform Business analysis and develop automated workflow applications to collect new MHSA Client and Services Information (CSI) and Data Collection and Reporting (DCR) system data elements to support federal and MHSA performance outcome reporting requirements.

- Assist in the development and maintenance of MHSA IT-related Project Management Work Plans, Project Documentation, and Project Status Reports for the above-mentioned services.

- Improve the level of service provided to clients through increased help desk support for MHSA applications and technologies.

The continued distribution of MHSA CSS new funding requests for IT projects is contingent upon successful IT implementations and continued efforts to meet the minimum Electronic Health Record (EHR) and Health Information Exchange (HIE)

standards that will be phased-in over several years. SDMH requires County systems to enhance their IT infrastructure and systems to adapt as the standards evolve and become nationally uniform.

The Chief Administrative Office and CIO have reviewed and approved the recommended actions.

IMPACT ON CURRENT SERVICES

Your Board's acceptance of SDMH's approval and authorization to expend MHSA other one-time funds for this IT Project will enable DMH to provide IT services necessary to support CSS Plan implementation and achieve alignment with the anticipated SDMH EHR guidelines. It will facilitate a significant transformation of clinical services delivery consistent with the MHSA, help DMH reduce the operating cost of its DMH IT infrastructure, and facilitate optimization of revenue capture for services delivered.

CONCLUSION

The DMH will need one (1) copy of the adopted Board actions. It is requested that the Executive Officer of the Board notify the DMH's Contracts Development and Administration Division at (213) 738-4684 when this document is available.

Respectfully submitted,

for
Marvin J. Southard, D.S.W.
Director of Mental Health

Reviewed by:

Jon Fullinwider by Park
Jon W. Fullinwider
Chief Information Officer
(See Attached Analysis)

MJS:RG:JC:DM

Attachments (2)

c: Chief Administrative Officer
County Counsel
Chief Information Office, Los Angeles County
Chairperson, Mental Health Commission

CIO ANALYSIS

AUTHORIZATION FOR ACCEPTANCE OF THE MENTAL HEALTH SERVICES ACT COMMUNITY SERVICES AND SUPPORT PLAN OTHER ONE-TIME FUNDING REQUEST FOR AN INFORMATION TECHNOLOGY PROJECT
AND
APPROVAL FOR REQUEST FOR APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2006-2007
(ALL SUPERVISORIAL DISTRICTS)
(4 VOTES)

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION ☐ DISAPPROVE

Contract Type:
☐ New Contract ☐ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract ☐ Hardware Acquisition ☒ Other

New/Revised Contract Term: Base Term: (N/A) Yrs # of Option Yrs (N/A)

Contract Components:
☐ Software ☐ Hardware ☐ Telecommunications
☐ Professional Services

Project Executive Sponsor: Marvin J. Southard, D.S.W

Budget Information :

Y-T-D Contract Expenditures	$(N/A)
Requested Contract Amount	$885,000 - Revenue
Aggregate Contract Amount	$(N/A)

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated? However, this funding will support the County's compliance with the MHSA.
☒	☐	Is this project subvented? If yes, what percentage is offset? This agreement is 100% subvented through MHSA one-time funding.
☐	☒	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved?

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan?
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan?

☒	☐	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT Standards?
☒	☐	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS). As projects are specifically defined, they will be entered into the ITTS.

Project/Contract Description:

This Board letter requests your Board to accept one-time Mental Health Service Act (MHSA) funds in the amount of $708,000 for Fiscal Year (FY) 2006-2007 and $177,000 for FY 2007-2008 from the State Department of Mental Health (SDMH). Subject to your Board's acceptance of the MHSA funds, the Department of Mental Health (DMH) is requesting approval of an Appropriation Adjustment for Services & Supplies in the amount of $708,000 for FY 2006-2007. This adjustment will increase DMH's spending authority for the purpose of providing IT support for MHSA Program Implementation as described in the MHSA CSS Plan.

Background:

Your Board's approval and acceptance of the $885,000 in MHSA funding will help DMH provide IT support for MHSA Program Implementation.

Project Justification/Benefits:

The DMH CSS Plan is designed to create a culturally competent mental health system, which promotes recovery and wellness for adults and older adults with severe mental illness, and resiliency for children and youth with serious emotional disorders and the impact on their families. The CSS Plan was approved by SDMH and the Board of Supervisors on February 14, 2006, and May 9, 2006, respectively. DMH is implementing the MHSA CSS Plan, developed and organized by stakeholders, to serve specific age groups and provide cross-cutting services designed to serve all age groups, as well as to provide services utilizing one-time funds. IT is a significant component of this plan.

Board approval of the recommended actions will allow DMH to accept and receive additional MHSA funding from SDMH to assist in providing IT support for MHSA program implementation. This additional funding will allow DMH to acquire contractor resources to identify and implement the technology changes needed to improve the delivery of services described in the MHSA CSS Plan.

Project Metrics

The funding received under the recommended Board action will be used to conduct the necessary business analysis, develop applications, install equipment at new MHSA sites, and coordinate MHSA IT activities. Achieving the above mentioned activities will determine the measures of success. Additional metrics will be established as specific projects are defined.

Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved

The $885,000 in one-time funding offered to the County's DMH to accomplish its objectives will support the delivery and operational improvements endorsed by the Board with its approval of DMH's CSS Plan. If your Board chooses not to accept the MHSA funding or opts not to approve the appropriation adjustment it could result in a negative impact to the Department's ability to implement the IT components of the CSS Plan.

Alternatives Considered:

The funding from the MHSA is absolutely critical to DMH's execution of its CSS Plan.

Project Risks:

There are no significant risks linked to these two recommended actions.

Risk Mitigation Measures:

None.

Financial Analysis:

There is no increase in net County cost. The one-time MHSA funding under the recommended Board action will be in the amount of $708,000 for FY 2006-2007 and $177,000 for FY 2007-2008.

CIO Concerns:

None.

CIO Recommendations:

Based on our review of the Board letter and discussions with the Department, we recommend your Board's approval of the recommended actions.

CIO APPROVAL

Date Received: February 28, 2007

Prepared by: Henry Balta

Date: 3/1/07

Approved: Greg Melendez by [illegible]

Date: 3/1/07

ATTACHMENT I

76R 352M (11/83)

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 435

DEPARTMENT OF MENTAL HEALTH 19

AUDITOR-CONTROLLER:
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4 - Votes

Sources:

Mental Health Services Act-Prop. 63
Mental Health Services Act-Prop. 63
BTI-MH-41189--8728
$708,000
Increase Revenue

Uses:

Mental Health Services Act-Prop. 63
Operating Transfers Out
BTI-MH-41189--6100
$708,000
Increase Appropriation

Department of Mental Health
Operating Transfers In
A01-MH-20500-9911
$708,000
Increase Revenue

Department of Mental Health
Services & Supplies
A01-MH-20500-2000
$708,000
Increase Appropriation

This adjustment is requested to provide spending authority for the purpose of providing Information Technology support to the Mental Health Services Act (MHSA) Community Services and Supports program. This appropriation increase is fully funded by the one-time State award of Proposition 63 revenue. There is no impact on net County cost.

Marvin J. Southard, D.S.W.
Director of Mental Health

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR — ACTION / RECOMMENDATION

AUDITOR-CONTROLLER NO. 174

BY Barbara Kirkham Feb. 22, 2007

APPROVED AS REQUESTED February 27, 2007 AS REVISED

FOR CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 19

BY DEPUTY COUNTY CLERK

SEND 5 COPIES TO THE AUDITOR-CONTROLLER

1600 9th Street, Sacramento, CA 95814
(916) 654-2406

January 12, 2007

Marvin J. Southard, DSW, Director
Los Angeles County Department of Mental Health
550 S. Vermont, 12th Floor
Los Angeles, CA 90020

Dear Dr. Southard:

This letter constitutes the Department of Mental Health's (DMH) notice of Information Technology (IT) project funding for the Mental Health Services Act (MHSA). For MHSA funding categorization purposes, your "IT Support for MHSA Program Implementation" request is considered a Systems Improvement project under the MHSA Community Services and Supports (CSS) Other One-Time funding requirements. This notice provides additional funding beyond that approved for your Integrated Behavioral Health Information System (IBHIS) Electronic Health Record (EHR) project. We understand that this additional funding will be used to contract for staff to make the technical changes needed to improve the delivery of services and supports as described in your CSS plan. Specifically, this funding will be used to:

1. Improve the accessibility of services to clients by increasing the amount of services delivered in the field through wireless communication
2. Capture data to assess client outcomes and progress towards goals, and the effectiveness of MHSA activities for clients and family members
3. Collect new MHSA Client and Services Information (CSI) system and Data Collection and Reporting (DCR) system data elements to support federal and MHSA performance outcome reporting requirements
4. Setup and configure the technical infrastructure to support the increase in MHSA staff
5. Improve the level of service provided to clients through increased help desk support

Related to future IT projects, as Electronic Health Record (EHR) and Health Information Exchange (HIE) standards are phased-in over several years, counties will be required to enhance their IT infrastructure and systems to meet the evolving standards. The approval of any new funding requests for IT projects is contingent upon the success of your county's IT implementations and continued efforts to meet the minimum EHR and HIE standards. It is important to note that this current funding approval does not necessarily imply future IT funding requests will be approved.

DMH requires counties to submit a quarterly project status report for each of the projects funded by the MHSA. The project status report template is enclosed and your first report for this project will be due April 30, 2007. This reporting must continue through your

project's implementation and acceptance period. Subsequent reports will be due 30 days from the end of the quarter. A status report sample and blank template are also available from the DMH web site at: www.dmh.ca.gov/MHSA. For project identification, please note the following project ID number and title on your status report:

LA-02 IT Support for MHSA Program Implementation

The following funding schedule describes your IT project goals and funding distribution amounts. MHSA funding will be distributed on a quarterly basis 30 days prior to the beginning of the quarter.

MHSA CSS Other One-Time Funding for IT Projects
Funding Distribution Schedule

Total MHSA Funds Approved: $885,000

Fiscal Year	Quarter	Approved MHSA Funding Amount	Milestones
06/07	3rd Quarter (Jan, Feb, Mar)	$434,400	Support MHSA Help Desk, implement wireless communications in field, develop MHSA Performance Outcomes Measures Application, support increased MHSA staff and implement changes to CSI and DCR reporting systems.
	4th Quarter (Apr, May, Jun)	$273,600	
07/08	1st Quarter (Jul, Aug, Sept)	$177,000	

If you have questions, please contact Gary Renslo, Chief Information Officer, at 916-653-3882. You may also contact Christine Walker, IT Funding Request Coordinator, at 916-654-2505. We look forward to an effective partnership with your project team to advance IT systems in your county and statewide.

Sincerely,

GARY RENSLO,
Chief Information Officer

Attachment

cc: Jennifer Clancy, Mental Health Services Oversight and Accountability Commission
Ann Arneill-Py, California Mental Health Planning Council
Stephanie Oprendek, Chief, Acting Chief, Evaluation, Statistics & Support Branch
Rebecca Kirby, Chief, County Operations North/Bay
John Lessley, Chief, County Operations South/Central
Robin Mandella, Local Program Financial Support
Harriet Kiyan, Chief, CA DMH Fiscal Systems
Marcello Acob, Chief, CA DMH Accounting
Robert Greenless, Chief Information Officer, LA DMH

CALIFORNIA DEPARTMENT OF
Mental Health

IT Project Status Report
For a MHSA Funded IT Project

PROJECT INFORMATION	
Project Name:	**DMH Project ID #:**
Executive Sponsor: **Title:**	**Report Period:**
Project Status: ☐ On Schedule ☐ Within Approved Budget ☐ Ahead of Schedule ☐ Over Budget ☐ Behind Schedule	**Project Start Date:** **Project End Date:**
Project Objectives:	

MAJOR MILESTONE STATUS						
Project Phase	Deliverables / Milestones	Planned Start	Actual Start	Planned Completion	Actual Completion	Status
Initiation Phase						
Requirements Phase						
Design Phase						
Construction Phase (Software Deployment for COTS)						
Testing Phase						
Implementation Phase						
Post-Implementation Phase						
PIER						

TOTAL PROJECT BUDGET INFORMATION Include all funding sources (MHSA and any other county funding)		
Category	**Budgeted Costs**	**Actual Costs to Date**
Staff (Salaries & Benefits)	$ 0	$ 0
Hardware Purchase	$ 0	$ 0
Software	$ 0	$ 0
Contract Services	$ 0	$ 0
Total Project Costs	$ 0	$ 0

Performance Measurement Category	Planned to Date	Actual to Date	Estimate to Complete (ETC)
Project Hours			
Project Cost			
Justification (if Actual and Planned differ by more than 10%):			

STATUS, MAJOR ACCOMPLISHMENTS, SCHEDULED ACTIVITIES
STATUS: • ACCOMPLISHMENTS: • SCHEDULED ACTIVITIES: •

RISK AND ISSUE MANAGEMENT

Risk and Issue List Report (Please provide the risk and issue log along with mitigation, contingency plan for each risk and resolution plan for each issue.)

ID	Risk (Describe the risk in simple terms; provide any details in additional comment sheets.)	Probability	Impact	Timeframe	Response	Escalated to DMH

Explanation of entries

- Probability and Impact are based on three possible entries: High (H), Medium (M), Low (L)
- Timeframe, estimation of how long the risk will be relevant: Short Term (S) <3 months, Medium Term (M) 3 to 6 months, Long Term (L) >6 months
- Response: possible actions are Mitigate, Watch, or Accepted whereby you can either fix the risk through mitigation, watch it to see how it develops, or accept the risk because it is not likely to occur or has minimal impact
- Escalated to DMH – Yes or No

Here is a list of risks that you might want to consider:

1. Clearly defined project objectives and business processes
2. Identification of stakeholders and clearly defined roles
3. Establishment of project steering committee
4. Availability of the required funds and resources in a timely manner
5. Clearly defined team roles and responsibilities
6. Availability of internal experts to share knowledge with the project team
7. Finalization of well defined requirements
8. Use of project development and project management methodology and change management process
9. Knowledge and stability of technologies being used
10. Proven vendor product (If package solution)
11. Excessive changes after the completion of the requirements phase
12. User group involvement and buy-in throughout the project
13. Provision of appropriate training

Post Implementation Evaluation Report

Please include the following sections in your final status report:

Objectives Achieved
Describe the achieved objectives in comparison to the objectives listed in the MHSA IT Funding Request form. Also describe the user and management acceptance of the completed project. •

Lessons Learned
Describe lessons learned, best practices used for the project, any notable occurrences, or factors that contributed to the project's success or problems, or other information, which could be helpful during future project efforts. Describe problems that were encountered and how they were overcome. •

Corrective Actions
Note: This section must be included when the project is deemed to be a limited success or failure, or when there are significant differences between project expectations and project results. If this condition applies, summarize alternatives for improving the outcome. •

Next Steps
Describe if the project has any future phases or enhancements; or will it be in maintenance phase •

County Approvals

Signature	Date	Phone

Prepared by

Signature	Date	Phone

MH Chief Information Officer (or in small counties, the person designated as responsible for Mental Health IT functions)

Please send the signed hard copy to the following address:

California Department of Mental Health
Information Technology
1600 9th Street, Room 141
Sacramento, CA 95814

In addition, please email a soft copy to:

MHSA-IT@dmh.ca.gov