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AGENDA COVER MEMO

AGENDA DATE: November 7, 2007
TO: Board of County Commissioners
DEPARTMENT: Health & Human Services
PRESENTED BY: Tony Black, Information Services Director



AGENDA TITLE: ORDER _____/IN THE MATTER OF CREATING A SENIOR PROGRAMMER & SYSTEMS ANALYST POSITION IN THE INFORMATION SERVICES DEPARTMENT TO SUPPORT THE UNI/CARE HEALTH INFORMATION SYSTEM FOR THE HEALTH & HUMAN SERVICES DEPARTMENT AND APPROPRIATING \$70,000 IN REVENUE AND EXPENDITURES AND 1.0 FTE IN THE INFORMATION SERVICES FUND (654) WITHIN INFORMATION SERVICES.

I. MOTION

Move approval for the creation of a Senior Programmer & Systems Analyst Position in the Information Services Department to Support the UNI/CARE Health Information System for the Health & Human Services Department and appropriating \$70,000 in revenue and expenditures and 1.0 FTE in the Information Services Fund (654) within Information Services.

II. AGENDA ITEM SUMMARY

UNI/CARE was selected through Request for Proposal Number H&HS 20277 to work with Health and Human Services (H&HS) to provide a management information system solution for billing, accounting and tracking client-centric service for Health and Human Services programs. The implementation and ongoing support of this solution will require the addition of 1.0 FTE Senior Programmer & Systems Analyst.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Board Order 07-6-13-01 delegated authority to the County Administrator to award a contract to UNI/CARE for the implementation of a management information system to support H&HS programs. The contract with UNI/CARE has been executed and project implementation has begun.

B. Policy Issues

There are no administrative policy issues that affect this agenda item.

C. Board Goals

The implementation of this management information system meets the strategic planning goals of promoting continuous quality improvement and performance management. The UNI/CARE system will assist H&HS in producing HIPAA-compliant transactions for individual services provided by H&HS. It will also assist the department in meeting state and federal requirements for funding.

D. Financial and/or Resource Considerations

The cost of the position is estimated to be \$120,000 annually including salary and benefits. Funding for this position will come from Health and Human Services which will add \$70,000 in appropriation to the existing IS Direct budget line item to pay for the remainder of the Fiscal Year 07/08. H&HS will allocate the funds during the next supplemental budget process. Funds will come from each of the H&HS programs participating in the UNI/CARE project.

E. Analysis

H&HS is working in accordance with the Lane County Strategic Plan for evaluation of organizational opportunities (Core Strategy - A1) and for strategic resource allocation to improve support for immediate and critical life and health safety needs of Lane County citizens (Core Strategy – B3).

Immediate benefits of this strategic planning and resource allocation will include:

- Improved services to citizens through new health information systems replacing old computer systems and manual methods.
- Cost-savings and improved efficiencies through use of electronic health records (EHR) allowing direct entry of case notes and elimination of duplicate information.
- Improved support for immediate and critical life and health safety needs by allowing rapid access to pertinent, accurate, health information
- Enhanced revenue generation through improved health service billing systems.

These are examples of the immediate benefits resulting from reallocation of H&HS resources to information services programming and support. Implementation of the UNI/CARE Health Information System will also allow for ongoing improvement to citizen services and revenue collection.

The Senior Programmer & Systems Analyst position is critical to the implementation of the UNI/CARE software to support:

- Data migration from legacy electronic and paper data systems.
- Data interfaces for HIPAA transactions and OHP client eligibility verification.
- Custom data entry screens to fulfill data tracking needs that are not met in the baseline UNI/CARE application.
- Custom reports to fulfill state and federal regulations and to assist with data analysis needs for business improvement.
- Lane County's information security measures.
- Maintenance and updating of hardware and software, including documentation.

In addition, the Senior Programmer & Systems Analyst will act as primary liaison with vendors' technical staff, troubleshoot system problems, and lead activities for implementing and testing software and hardware upgrades.

F. Alternative / Options

1. Establishing one Senior Programmer & Systems Analyst position allowing implementation and support of the UNI/CARE project and appropriate the funding and 1.0 FTE needed
2. Contract for one full time (1.0 FTE) Senior Programmer & Systems Analyst position allowing implementation of the UNI/CARE project, but not providing for ongoing system support.

IV. TIMING/IMPLEMENTATION

Upon Board approval, Lane County Human Resources will create the position number and post the position.

VI. RECOMMENDATION

The recommendation supported by the Department of Health & Human Services is as follows:

1. Establish one Senior Programmer & Systems Analyst position allowing implementation and support of the UNI/CARE project and appropriate \$70,000 in revenue and expenditures and 1.0 FTE within the Information Services Fund (Fund 654) within Information Services

VII. FOLLOW-UP

None

V. ATTACHMENT

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF CREATING A SENIOR PROGRAMMER &
) SYSTEMS ANALYST POSITION IN THE INFORMATION SERVICES
) DEPARTMENT TO SUPPORT THE UNI/CARE HEALTH
) INFORMATION SYSTEM FOR THE HEALTH & HUMAN SERVICES
) DEPARTMENT AND APPROPRIATING \$70,000 IN REVENUE AND
) EXPENDITURES AND 1.0 FTE IN THE INFORMATION SERVICES
) FUND (654) WITHIN INFORMATION SERVICES

WHEREAS, Lane County Health and Human Services conducted an RFP process (Number H&HS 20277) for Management Information Software for H&HS programs; and

WHEREAS, The Board of County Commissioners awarded the contract for H&HS MIS software to UNI/CARE through Board Order 07-6-13-1; and

WHEREAS, In order to implement and support the software, an additional position must be created in Information Services; and

WHEREAS, Health and Human Services will provide funding for the position and the appropriation for that funding will be processed in the first supplemental of FY 07-08; and

NOW THEREFORE, IT IS HEREBY ORDERED that a new Senior Programmer & Systems Analyst position shall be created within the department of Information Services for UNI/CARE implementation and support effective November 1, 2007

FURTHER ORDERED that appropriations are increased in the Information Services Fund (654) within Information Services by 1.0 FTE and \$70,000 in revenue and expenditures to fund the new Senior Programmer & Systems Analyst position.

DATED this ____ day of November, 2007

Faye Stewart, Chair
Lane County Board of Commissioners

Personnel Changes						
Program	Title/Position Number	FTE Change	Job Code	Effective Date	Position Cost	Benefit Cost
5858300	Sr. Programmer Analyst	1.0 FTE	H008	11/1/2007	\$68,460	\$35,270
TOTAL		1.0 FTE			\$68,460	\$35,270
Materials and Services Changes						
Program		Line Item			Cost	
Costs Associated to Position		RISK, PERS Bond, Fleet, Telephone, Outside Training & Travel, Estimated Overtime/Comp-time, DP Supplies, DP Equipment, PCRf, County Training & Books			\$16,270	
TOTAL						
TOTAL ORDER CHANGE		\$120,000				