

13893

Date: September 8, 2010

To: Hon. Board of Acquisition and Contract

From: Grant E. Mitchell, M.D.
Commissioner of Community Mental Health

Marguerite Beirne
Chief Information Officer, Department of Information Technology

Re: Request authority to amend an agreement with ABA Business Technologies for the provision of on-site technical assistance and training in the use and report generating aspect of the Department's Billing Software for the period January 1, 2009 through June 1, 2010 in the not to exceed amount of \$60,000 in order to extend the termination date of the Agreement to December 31, 2010 at no additional cost to the County

A resolution adopted by your Honorable Board on February 12, 2009 authorized the Department of Community Mental Health to enter into an agreement with ABA Business Technologies in an amount not to exceed \$60,000 for the period January 1, 2009 through December 31, 2009 to provide continual on-site technical assistance and training in the use and the report generating aspect of the Department's billing software system and to assist the Department in the converting all existing data from the current system to a new software system (the "Agreement"). Although the original resolution authorized an agreement in the amount of \$60,000, as a result of projected reduced costs with the anticipation of a new software system the Agreement entered into was only in the amount of \$35,000.

By resolution adopted by your Honorable Board on November 5, 2009, a First Amendment to the Agreement was authorized to increase the not-to-exceed amount by \$25,000, bringing the new not-to-exceed amount of the Agreement to the \$60,000 level previously approved. That resolution was adopted as the result of the New York State's Clinic

Restructuring initiative which increased the need for on-site technical assistance to ensure that the County received the maximum amount of Medicaid reimbursement for services provided. The First Amendment Agreement was subsequently executed.

By resolution adopted January 21, 2010, your Honorable Board authorized the extension of the termination date of the Agreement through June 1, 2010 at no additional cost to the County. The Second Amendment Agreement was subsequently executed.

Authority is currently being requested to extend the termination date of the Agreement, as amended through December 31, 2010 at no additional cost to the County.

The Consultant will continue to provide on-site technical assistance and training on the use of the Information Management Associates Billing Software System ("IMA"). Technical assistance and training will reflect the entire range of IMA capacity and billing processes. Technical assistance and training will also include the identification of problems, potential liabilities and possible resolutions. The Consultant will also continue to develop a new set of work flow schematics and written policies and procedures to govern the billing operations and will continue to provide technical assistance, training, and the development of billing procedures requiring access to clinics, staff, and the Department's version of IMA. Other access and associated supports will continue to be provided as identified and as needed. This is the only Consultant that has the expertise in the Department's billing system.

With the continuing need to reduce reliance on tax levy support, the goal of this agreement is to increase the ability of the Department to bill and collect revenue. This will be achieved by training staff in a variety of aspects designed to reduce errors so that revenue will be collected in a more timely fashion. Increased revenue and error reduction will continue to be tracked and monitored by running reports available from the IMA software. At the start of the contract the Department's billing error rate was 25%. Currently the error is below 10%. Cash flow and the collection of cash has improved with less staff time and has resulted in the Department's ability to abolish one position.

The proposed amendment will serve a financial public benefit by assisting the Department in continuing to collect revenue that will decrease the Department's tax levy support.

I recommend your favorable consideration of the annexed proposed Resolution.

GEM/DI:sw
Att.

RESOLUTION

Upon a communication from the Commissioner of the Department of Community Mental Health and the Chief Information Officer be it hereby

RESOLVED, that authority is granted to the Department of Community Mental Health to amend an agreement with ABA Business Technologies for the provision of on-site technical assistance and training in the use and report generating aspect of the Department's billing software system in an amount not to exceed \$60,000 for the period January 1, 2009 through June 1, 2010 (the "Agreement"), in order to extend the termination date of the Agreement through December 31, 2010; and be it further

RESOLVED, that all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his authorized designee is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof; and it is further

Original Agreement	\$35,000
First Amendment	\$25,000
Second Amendment	0
Third Amendment	0
This Amendment	<u>0</u>
Total	\$60,000

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars

Budget Funding Year(s) 2010 Start Date 1/1/2009 End Date 12/31/2010
(must match resolution)

Funding Source Tax Dollars: _____

State Aid: _____

\$ 0 Federal Aid: _____
(must match resolution)

Other: _____