

14846

DATE: October 21, 2010

TO: Board of Acquisition and Contract

FROM: Cheryl Archbald, MD MPH
Acting Commissioner of Health

RE: Request authorization to amend a Contract with a Consultant, Hipolita Cabrera, providing Facilitated Enrollment Services, to increase the not-to-exceed amount as follows:

<u>Original Contract</u>		<u>Revised Contract</u>	
Contract Period:	1/01/10 - 12/31/10	Contract Period:	Unchanged
Not-To-Exceed Amount:	\$42,000	Not-To-Exceed Amount:	\$43,000

By Resolution approved on February 4, 2010, your Honorable Board authorized the Westchester County Department of Health ("WCDH") to enter into agreement with Hipolita Cabrera, a consultant among the authorized agencies and consultants, to provide facilitated enrollment services of eligible uninsured children and adults into publicly funded health insurance programs, for the term 1/1/10 through 12/31/10 pursuant to an approved budget, in the not-to-exceed amount of \$42,000, payable at the stated contract rate in accordance with the approved budget. This contract has been executed.

The WCDH is now requesting authorization to amend the existing contract with Hipolita Cabrera in order to provide increased facilitated enrollment services, by increasing the not-to-exceed amount by an additional \$1,000 for the revised not-to-exceed amount of \$43,000. The \$1,000 increase will be funded through savings in other consultant contracts. The net dollar change to the total subcontract funding is zero.

The Facilitated Enrollment Program promotes the public health and general welfare of County residents by providing enrollment services for the Child Health Plus, Family Health Plus and Medicaid programs. This initiative is designed to reduce the number of uninsured children and adults in Westchester County and help ensure that all eligible children and adults are enrolled in a health insurance program.

The goal is to facilitate access to health care insurance through subcontracting with culturally sensitive and linguistically trained community based agencies and individual consultants that can assist with enrollment services into the Child Health Plus, Family Health Plus and Medicaid programs within the community. Families and individuals are screened to determine eligibility and educated about health insurance programs and services. Eligible recipients are assisted in completing an application for health insurance, including securing required documentation, and establishing a contact for follow up throughout the enrollment process.

The WCDH monitors enrollers' performance on a monthly basis through the number of submitted health insurance applications and their level of accuracy. Through September 2010 year to date, the contracted enrollers have successfully submitted 1,616 completed insurance applications representing 2,817 children and adults. Approximately 2,200 insurance applications are expected to be completed by December 31, 2010.

All other terms and conditions of the original contract shall remain the same.

Your approval of the attached Resolution is respectfully requested.

/dc
Enc.

RESOLUTION

UPON A COMMUNICATION FROM THE ACTING COMMISSIONER OF HEALTH, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Department of Health, is authorized to amend an existing contract with Hipolita Cabrera to increase the amount not-to-exceed by an additional \$1,000, payable in accordance with an approved budget, as follows:

<u>Original Contract</u>	<u>Revised Contract</u>
Contract Period: 1/01/10- 12/31/10	Contract Period: Unchanged
Amount Not-To-Exceed: \$42,000	Amount Not-To-Exceed: \$43,000;

and, be it further,

RESOLVED, that all other terms and conditions of the original contract will remain unchanged; and, be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this resolution in the manner prescribed by law.

Department of Health
 County of Westchester
 145 Huguenot Street, 8th Floor
 New Rochelle, New York 10801
 October 21, 2010

Original Agreement	\$42,000
First Amendment	\$
This Amendment	<u>\$ 1,000</u>
TOTAL	\$43,000

Agreement # HLTFE1080395

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	27	364K	4380	T364	\$1,000
Budget Funding Year(s) (must match resolution) <u>2010</u> Start Date <u>1/01/10</u> End Date <u>12/31/10</u>						
Funding Source (must match resolution) <u>\$1,000</u>		Tax Dollars _____ State Aid _____ Federal Aid _____ Other <u>Federal & NYS Funds passed thru NYSDOH</u>				