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**EL DORADO COUNTY
 CHIEF ADMINISTRATIVE OFFICE
 PROCUREMENT & CONTRACTS DIVISION**

To: Purchasing Agent

Requesting
 Department: Human Services

Subject: Purchasing Ordinance
 Section 7.4 – Delegation of Authority to Process Contracts

A department head may request authority to process contracts for the procurement of services independent of the Procurement and Contracts Division by providing a written request to the Purchasing Agent. Provide sufficient justification for the requested authority below:

MAA and TCM are both federal programs through the Centers for Medicaid and Medicare (CMS). The California Department of Health Services is the oversight department in the State. CDHS contracts with all interested counties and a few chartered cities to participate in the MAA/TCM program. In El Dorado County, the Department of Human Services, Community Services Division is the contracting department also known as the Local Governmental Agency (LGA). Each LGA then contracts or creates MOUs with other governmental agencies or departments such as First 5, County Office of Education, Public Health, Public Guardian, etc. The LGA also contracts with community based organizations to provide MAA or TCM within the County.

The contracts/MOUs between the LGAs and other entities need to meet specific, ever changing criteria to ensure compliance to the MAA/TCM programs. Contract language must contain the activities that the county department or agency are approved or plan to participate in, as well as outlining the responsibilities of the LGA and the dept/agency and what type of revenues are eligible to draw down the federal funds.

The specific activities for MAA are determined by a annual time survey by the staff planning to participate in the program. Based on the time studies, a claiming plan must be written for CDHS and approved by CDHS. Most outside agencies perform outreach activities and program planning on behalf of the County to the specific population that the agency serves. These agencies have special relationships with low income potential Medi-Cal people in the community that are not always served directly by County agencies. There are other activities that can be claimed if a time survey shows that this work was performed.

TCM is a case management program which is also based on a time survey. The contract must also specify what case management activities are included in the program and who is performing them as well as roles and responsibilities of the County and the Agency and what types of revenues will be used to draw down these funds. These contracts along with the MAA contracts also specify how the County will pay for these services.

Because the contracts must cover all aspects of the MAA/TCM program as well as meet both CDHS and CMS requirements, I have written the contracts for these programs. We currently have an MOU with Public Health, and contracts with New Morning, First 5 and Family Connections. Other participating programs are Public Guardian, Linkages and Senior Day Care and are part of Human Services, therefore, do not need contracts or MOUs. I am adding South Lake Tahoe Women's Center into the MAA program and have the contract ready to be reviewed.

Department Head:	<u><i>John Estacion</i></u>	<u>10/23/06</u>
	Signature	Date
Purchasing Agent:	<u><i>[Signature]</i></u>	<u>10/16/06</u>
	Approving Signature	Date
Chief Administrative Officer:	<u><i>[Signature]</i></u>	<u>10/20/06</u>
	Concurring Signature	Date

cc: County Counsel